



**AGENDA
REGULAR MEETING**

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

**Thursday, November 12, 2015
CLOSED SESSION – 6:00 PM
PRESENTATION – 7:00 PM
REGULAR SESSION – 7:30 PM**

CLOSED SESSION – 6:00 PM

1. In Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators

Agency Negotiator: Sean Rabé, City Manager
Employee Organizations: Colma Peace Officers Association and Colma Communications/Records Association

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION – 7:00 PM

- Annual Town Employee Recognition
 - Introduction of Facility Attendant Vanessa Navarro and Recreation Leader Alexis Moran
 - Presentation of Halloween Decorating Contest Winners
 - Presentation of Colma Historical Association Retiree Dorothy Hillman
 - Proclamation in honor of WWII Veteran Alice Letcavage
- There will be a brief break for a coffee and cake reception*
- Presentation by San Mateo County Office of Sustainability on Community Choice Energy

PUBLIC COMMENTS – 7:30 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

2. Motion to Accept the Minutes from the October 14, 2015 Regular Meeting.
3. Motion to Accept the Minutes from the October 28, 2015 Special Meeting.
4. Motion to Approve Report of Checks Paid for October 2015.
5. Motion to Adopt an Ordinance Amending Subchapter 1.17 of the Colma Municipal Code, Relating to Emergency Preparedness (second reading).
6. Motion to Adopt a Resolution Authorizing City Manager to Execute Addendum 1 to MIG/TRA Contract for Environmental Services.
7. Motion to Accept Update to 2014-2016 Town of Colma Strategic Plan.

PUBLIC HEARING

8. WATER EFFICIENT LANDSCAPE ORDINANCE

- a. Consider: Motion to Introduce an Urgency Ordinance Amending Chapter 5.11 of the Colma Municipal Code, Relating to Water Efficient Landscape Requirements Pursuant to CEQA Guidelines 15061(b)(3) and 15308.
- b. Consider: Motion to Introduce an Ordinance Amending Chapter 5.11 of the Colma Municipal Code, Relating to Water Efficient Landscape Requirements Pursuant to CEQA Guidelines 15061(b)(3) and 15308, and Waive a Further Reading of the Ordinance.

STUDY SESSION

9. PROPOSALS TO PROVIDE RECYCLABLES, ORGANIC WASTE AND GARBAGE COLLECTION AND PROCESSING SERVICES, ESPECIALLY THE PROPOSED RATES

This is a study session; no action will be taken at this meeting.

COUNCIL CALENDARING

REPORTS

Mayor/City Council

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.

Reasonable Accommodation

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

CLOSED SESSION

1. In Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators

Agency Negotiator:	Sean Rabé, City Manager
Employee Organizations:	Colma Peace Officers Association and Colma Communications/Records Association

There is no staff report for this item.



**MINUTES
REGULAR MEETING**

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

Wednesday, October 14, 2015

7:30 p.m.

CALL TO ORDER

Mayor Joanne F. del Rosario called the Regular Meeting of the City Council to order at 7:32 p.m.

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

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

ADOPTION OF THE AGENDA

Mayor del Rosario asked if there were any changes to the agenda; none were noted. The Mayor asked for a motion to adopt the agenda.

Action: Council Member Silva moved to adopt the agenda; the motion was seconded by Vice Mayor Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel “Rae” Gonzalez	✓				
Joseph Silva	✓				
	5	0			

PRESENTATION

- City Manager Sean Rabé gave a presentation on the four Beacon Awards that the Town received from Institute of Local Government.
- Recreation Director Brian Dossey presented New Recreation Coordinator Liz Tapia.
- City Manager Sean Rabé swore in Caitlin Corley as City Clerk.
- Council honored several longstanding members of the Colma Historical Association Board on the occasion of their retirement. Pat Hatfield has retired after serving as president from 1992 to 2015; Dorothy Hillman retired after serving as treasurer from 1992 to 2015; and Ronald L. Doyle retired after serving as a board member from 1999 to 2015. Each received a donation of \$150 made in their name to the Historical Association, as well as a certificate and a plant in recognition of their service to the Town.

There was a brief break for cake and coffee from 7:52 p.m. to 8:08 p.m.

- Police Chief Kirk Stratton and Fire Chief Geoff Balton gave a presentation on Emergency Preparedness.

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 8:33 p.m. and seeing no one come forward, she closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the September 9, 2015 Regular Meeting.
2. Motion to Accept the Minutes from the September 15, 2015 Special Meeting.
3. Motion to Approve Report of Checks Paid for September 2015.
4. Motion to Adopt an Ordinance Adding a New Subchapter 5.05 to the Colma Municipal Code, Relating to Small Residential Rooftop Solar Energy Systems (second reading).
5. Motion to Adopt an Ordinance Amending Section 1.02.080 of the Colma Municipal Code, Relating to City Council Meeting Time and Days (second reading).
6. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Third Quarter of 2015.

Action: Vice Mayor Colvin moved to approve the Consent Calendar items #1-6; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

PUBLIC HEARING

7. DISASTER PREPAREDNESS ORDINANCE

City Attorney Christopher Diaz presented the staff report. Mayor del Rosario opened the public hearing at 8:39 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Helen Fiscaro moved to Introduce an Ordinance Amending Subchapter 1.17 of the Colma Municipal Code, Relating to Emergency Preparedness, and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne del Rosario, Mayor	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
	5	0			

COUNCIL CALENDARING

The next Regular City Council Meeting will be on Thursday, November 12, 2015 at 7:00 p.m. at the Colma Community Center.

REPORTS

Joanne F. del Rosario

- Business to Consumers Event, 9/12

Helen Fisicaro

- Business to Consumers Event, 9/12
- Success Summit, 9/25

Joseph Silva

- Council of Cities Dinner, hosted by Atherton, 9/25

City Manager Sean Rabé reported on the following topics:

- The Council Reorganization is tentatively scheduled for Tuesday, December 1, 2015.
- Staff has received the latest cost estimates on the Town Hall Renovation project, which have come in higher than expected. Staff is now looking at ways to value engineer the project in order to decrease overall construction costs. In order to continue making progress on the project we will be releasing five separate Requests for Proposals (RFPs) for the project. Breaking the project into these separate components allows for extra time for the engineering to be worked out while not impacting the overall schedule.

ADJOURNMENT AND CLOSE IN MEMORY

The meeting was adjourned by Mayor del Rosario at 8:53 p.m. in memory of Cyril Bologoff, longtime Brisbane community member, serving through the years as Fire Chief, Police Chief, Council Member and Mayor; and Karen Carrillo Palengat, longtime Broadmoor resident, whose husband worked with the Town as a cardroom background investigator.

Respectfully submitted,

Caitlin Corley
City Clerk



**MINUTES
SPECIAL MEETING**

City Council of the Town of Colma
City Hall, 1198 El Camino Real
Colma, CA 94014

**Wednesday, October 28, 2015
6:00 p.m.**

CALL TO ORDER

Mayor del Rosario called the Special Meeting of the City Council for the Town of Colma to order at 6:04 p.m.

Council Present – Mayor Joanne F. del Rosario, Vice Mayor Diana Colvin, Council Members Helen Fiscaro, Raquel “Rae” Gonzalez and Joseph Silva were all present.

Staff Present – City Manager Sean Rabé, City Attorney Christopher Diaz, Director of Public Works Brad Donohue, Special Projects Manager Roger Peters, and Sustainability Coordinator Kathleen Gallagher were in attendance.

ADOPTION OF THE AGENDA

Mayor del Rosario asked if there were any changes to the agenda; none were noted. The Mayor asked for a motion to adopt the agenda.

Action: Vice Mayor Diana Colvin moved to adopt the agenda; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor	X				
Diana Colvin	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Voting Tally	5	0			

NEW BUSINESS

1. Recyclables, Organic Waste and Garbage Collection Processing Services

Council Member Helen Fiscaro announced that due to an ongoing legal issue between her husband and a subcontractor for South San Francisco Scavenger Company, she has decided to recuse herself. She stepped down from the dais and did not participate in the discussion. Special Projects Manager Roger Peters presented the staff report.

Republic Services gave their presentation. Mayor del Rosario opened the public comment period at 6:28 p.m. Resident Karin Wine made a comment. The Mayor closed the public comment period at 6:30 p.m.

South San Francisco Scavenger Company gave their presentation. Mayor del Rosario opened the public comment period at 7:25 p.m. Resident Karin Wine made a comment. The Mayor closed the public comment period at 7:28 p.m. Council discussion followed.

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

ADJOURNMENT

Mayor del Rosario adjourned the Special Meeting at 7:48 p.m.

Respectfully Submitted,

Sean Rabé
City Manager

Final Check List
Town of Colma

apChkLst
10/07/2015 8:21:17AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42606	10/7/2015	00057	8402383775	8/21/2015	First Aid Supplies PW	151.90	
			8402420616	9/18/2015	First Aid Supplies PW	24.62	176.52
42607	10/7/2015	00093	CITY OF SOUTH SAN FRANCISCO	9/18/2015	TRAFFIC SIGNAL MAINTENANCE		
42608	10/7/2015	00117	DELTA DENTAL OF CALIFORNIA	10/1/2015	DENTAL INSURANCE	1,081.75	1,081.75
42609	10/7/2015	00140	FIRST NAT BANK OF NO CA	09/20/2015	CREDIT CARD CHARGE	12,044.80	12,044.80
				09/20/2015	CREDIT CARD CHARGE	1,852.88	
				09/20/2015	CREDIT CARD CHARGE	690.96	
				09/20/2015	CREDIT CARD CHARGE	362.43	
				09/20/2015	CREDIT CARD CHARGE	289.69	
				09/20/2015	CREDIT CARD CHARGE	132.22	
				09/20/2015	CREDIT CARD CHARGE	112.00	
				09/20/2015	CREDIT CARD CHARGE	108.98	
				09/20/2015	CREDIT CARD CHARGE	64.08	3,613.24
42610	10/7/2015	00213	STRATTON, KIRK	09/28/2015	Meal Reimbursement	19.25	19.25
42611	10/7/2015	00254	METRO MOBILE COMMUNICATIONS	10/1/2015	October 2015 Maintenance Cor	602.00	602.00
42612	10/7/2015	00258	CELESTE, MIKE	July - Sept 2015	RETIREE MEDICAL REIMBUR	454.50	454.50
42613	10/7/2015	00307	PACIFIC GAS & ELECTRIC	09/20/2015	0092128195-2 1520 Hillside Blv	2,167.56	
				9/24/2015	0567147369-1 JSB s/o Serrami	127.87	2,295.43
42614	10/7/2015	00500	SMC CONTROLLERS OFFICE	10/2/2015	Sept 2015 Allocation of Parking	1,171.70	1,171.70
42615	10/7/2015	00599	RUGGIERO, EDWARD	July- Sept 2015	RETIREE MEDICAL REIMBUR	454.50	454.50
42616	10/7/2015	00617	QUINN, COLM	July- Sept 2015	RETIREE MEDICAL REIMBUR	454.50	454.50
42617	10/7/2015	00774	TOWN OF ATHERTON	09/25/2015	09/25/2015 Dinner Meeting J. Silv	45.00	45.00
42618	10/7/2015	00865	LAZARO, ROMEO B.	09/28/2015	09/28/2015 Deposit Refund	300.00	300.00
42619	10/7/2015	01037	COMCAST CABLE	2000277.003	INTERNET 427 F ST.	234.02	234.02
42620	10/7/2015	01340	NAVIA BENEFIT SOLUTIONS	Sept 25-Oct 24, 2015	SECTION 125 PARTICIPANT F	85.00	85.00
42621	10/7/2015	01370	VERIZON WIRELESS SERVICES	10031500	CELL PHONE SERVICE	1,309.62	1,309.62
42622	10/7/2015	01457	BATERINA, BARBARA	2000280.003	10/01/2015 Simply Creative Crafti	6.00	6.00
42623	10/7/2015	01569	DARLING INTERNATIONAL INC	20002670092	TRAP SERVICE CHARGE	79.71	79.71
42624	10/7/2015	01629	R. J. RICCIARDI INC	9259	FY 13/14 AUDIT SERVICES	5,107.00	5,107.00
42625	10/7/2015	01995	CELESTE, MIKE L.	15-1001	Sept 4-29, 2015 Cardroom Bac	990.00	990.00
42626	10/7/2015	01997	CHAIX COMPANY	111429	Labor to Repair Damaged Guid	1,369.50	1,369.50
42627	10/7/2015	02144	DOMINIC A. DE LUCCA DBA DI577	9/30/2015	TAE KWON DO	1,100.00	1,100.00
42628	10/7/2015	02274	FRANK AND GROSSMAN LANI40446042	9/23/2015	09/09/15 Install (20) 1 gal. Afric	1,100.00	1,100.00
			40446043	9/23/2015	09/09/15 Install 6 Cubic yards o	1,000.00	2,100.00
42629	10/7/2015	02463	HARPER, EDWIN	2000276.003	09/23/2015 Deposit Refund	50.00	50.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42630	10/7/2015	02499	GE CAPITAL INFORMATION T#95490849	9/18/2015	1505881-1009545A8 Admin 09,	1,365.74	
			95435245	9/9/2015	1505881-1009545A7 PD 08/26-	175.30	
			95498805	9/22/2015	1505881-100954A4 PD 09/17/1	140.36	
			95425461 Revisi	9/4/2015	1505881-1009545A6 Rec 08/24	109.89	1,791.29
42631	10/7/2015	02499	GE CAPITAL INFORMATION T#1057752020	9/21/2015	Hard Drive Swap/Surrender	750.00	750.00
42632	10/7/2015	02643	ENVIRONMENTAL SYSTEMS F93034780	9/25/2015	10/01/15-09/30/16 ArcGIS for D	1,567.50	1,567.50
42633	10/7/2015	02666	MORPHOTRUST USA, INC. 104987	10/1/2015	10/01/15-09/30/166 Annual Mai	2,694.00	2,694.00
42634	10/7/2015	02681	PONCE, EVA 2000279.003	9/28/2015	09/28/15 Deposit Refund	50.00	50.00
42635	10/7/2015	02739	ZEBOHED AUTOMOTIVE INC00002872	9/29/2015	11 Ford Crown Vic #5 Replacec	816.78	816.78
42636	10/7/2015	02788	LUNA-SEVILLA, MARGARET-RZMLS-93015	9/30/2015	JAN 21 - APRIL 8, 2015 ZUMB,	336.00	336.00
42637	10/7/2015	02799	WAVE Oct 2015 RIMS I	9/23/2015	Oct 2015 RIMS Pt to Pt Fiber Li	400.00	400.00
42638	10/7/2015	02827	CORODATA SHREDDING, INC.DN1106845	8/31/2015	08/18/15 Shredding	39.00	39.00
42639	10/7/2015	02859	CALIFORNIA GOVERNOR'S OI Oct 19-23, 2015	9/28/2015	October 19-23, 2015 K. Nishita	925.00	925.00
42640	10/7/2015	02877	GUERRERO, MARIA 2000278.003	9/28/2015	09/28/15 Deposit Refund	300.00	300.00
42641	10/7/2015	02878	MENDOZA, DANIEL Sept 23-25, 2015	10/5/2015	Sept 23-25, 2015 SFST Course	84.81	84.81

b total for FIRST NATIONAL BANK OF DALY CITY: 44,898.42

36 checks in this report.

Grand Total All Checks:

44,898.42

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42642	10/13/2015	00013	Sept 2015	9/30/2015	TIRE SERVICE	641.87	641.87
42643	10/13/2015	00051	09/29/2015	9/29/2015	WATER BILL	7,373.53	7,373.53
42644	10/13/2015	00054	FY 2015-16	9/30/2015	FY 2015-16 General Fund	10,874.00	10,874.00
42645	10/13/2015	00057	Sept 2015	9/30/2015	CLEANING SERVICE	807.44	807.44
42646	10/13/2015	00181	20784	10/1/2015	LABOR RELATIONS CONSUL	1,279.00	1,279.00
42647	10/13/2015	00254	METRO MOBILE COMMUNICA37425	10/16/2015	2 KMC41 Speaker/Microphone	203.02	203.02
42648	10/13/2015	00256	PFOTENHAUER, MICHAEL	10/13/2015	10/09/15 Mutual Aid Training Mi	7.07	7.07
42649	10/13/2015	00307	PACIFIC GAS & ELECTRIC	10/4/2015	3007220528-6 1199 El Camino	3,602.72	3,602.72
			6991706865-7	10/2/2003	6991706865-7 1190 El Camino	453.63	453.63
			9248309814-8	9/29/2015	9248309814-8 601 F St.	238.71	238.71
42650	10/13/2015	00364	SMC SHERIFF'S OFFICE	9/30/2015	LAB FEES	799.39	799.39
42651	10/13/2015	00414	TERMINEX INTERNATIONAL L348899863	10/13/2015	PEST CONTROL	463.00	463.00
			348899864	10/13/2015	601 F St. 09/14/15	59.00	59.00
42652	10/13/2015	00449	BANK OF AMERICA	9/24/2015	CREDIT CARD CHARGE	1,140.22	1,140.22
42653	10/13/2015	00685	MERCADO, SONNY	9/28-10/2/15 Re	9/28-10/2/15 A.I.C.C. Training A	172.91	172.91
42654	10/13/2015	01030	STEPFORD, INC.	9/20/2015	MONTHLY SERVICE CONTRA	5,380.00	5,380.00
42655	10/13/2015	01037	COMCAST CABLE	10/02/15-11/01/1	INTERNET 1198 & 1199 EL CA	239.02	239.02
42656	10/13/2015	01308	EEL RIVER FUELS, INC.	9/30/2015	PW GAS PURCHASES	222.92	222.92
42657	10/13/2015	01399	WESTLAKE TOUCHLESS CAR	10/1/2015	PD CAR WASH	8.95	8.95
42658	10/13/2015	01526	GONZALEZ, VICENTE N.	10/5/2015	10/05/15 Deposit Refund	200.00	200.00
42659	10/13/2015	01569	DARLING INTERNATIONAL IN(600:2675357	9/29/2015	TRAP SERVICE CHARGE	79.71	79.71
42660	10/13/2015	02167	RAMSEY, ERIK	10/16/2015	10/16/15 Advanced Disability Pr	1,800.00	1,800.00
42661	10/13/2015	02182	DALY CITY KUMON CENTER	10/7/2015	TUTORING	4,670.00	4,670.00
42662	10/13/2015	02216	RAMOS OIL CO. INC.	9/30/2015	GASOLINE PURCHASES	984.35	984.35
			417891	9/10/2015	GASOLINE PURCHASES	940.32	940.32
			421251	9/30/2015	GASOLINE PURCHASES	48.80	48.80
42663	10/13/2015	02274	FRANK AND GROSSMAN LANI149676	10/1/2015	LANDSCAPE MAINTENANCE	10,363.00	10,363.00
42664	10/13/2015	02386	VIBO MUSIC SCHOOL	10/7/2015	MUSIC LESSONS	1,405.00	1,405.00
42665	10/13/2015	02499	GE CAPITAL INFORMATION T195517948	9/25/2015	COPY MACHINE RENTAL	106.99	106.99
42666	10/13/2015	02510	REGIONAL GOVERNMENT SE5346	9/30/2015	CONTRACT P. RANKIN	6,812.00	6,812.00
42667	10/13/2015	02710	PABLICO, MARBING	10/5/2015	10/05/15 Deposit Refund	300.00	300.00
42668	10/13/2015	02765	STOMMEL INC, DBA LEHR AU'98376	9/28/2015	2016 Ford Interceptor Utility Up.	14,352.04	14,352.04
42669	10/13/2015	02803	GYMDOC, INC.	8/4/2015	Semiannual Preventative Maint	120.00	120.00
42670	10/13/2015	02824	R3 CONSULTING GROUP, INC7662	10/2/2015	PROCUREMENT ASSISTANCE	10,915.00	10,915.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42671	10/13/2015	02852	MAGANA, STEPHANY	10/05/2015	10/05/15 Deposit Refund	50.00	50.00
42672	10/13/2015	02864	MOBILE MODULAR MANAGEMEN	9/26/2015	09/26/15-10/25/15 24 x 60 HCC	657.27	
			827534	9/20/2015	09/20/15-10/19/15 8 x 20 Office	408.97	1,066.24
42673	10/13/2015	02878	MENDOZA, DANIEL	10/07/2015	10/07/15 Replacement Shoes S	108.98	108.98
42674	10/13/2015	02879	COROVAN MOVING AND STOIXSA	9/28/2015	Sept 9 & 11, 2015 Move from Tr	6,368.01	6,368.01
42675	10/13/2015	02880	IMAGEWORKS MANUFACTUR00	9/25/2015	375 ea: Guest Hang Tag Parkin	1,498.54	1,498.54
b total for FIRST NATIONAL BANK OF DALY CITY:						96,155.38	

34 checks in this report.

Grand Total All Checks:

96,155.38

Final Check List
Town of Colma

apChkLst
10/14/2015 4:41:52PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42676	10/16/2015	00068	10162015 B	10/16/2015	COLMA PEACE OFFICERS: P/	652.14	652.14
42677	10/16/2015	00631	10162015 B	10/16/2015	PERS - BUYBACK: PAYMENT	23,754.66	
			10162015 B	10/16/2015	PERS MISC NON-TAX: PAYME	9,867.68	33,612.34
42678	10/16/2015	01340	10162015 B	10/16/2015	FLEX 125 PLAN: PAYMENT	515.78	515.78
42679	10/16/2015	02377	10162015 B	10/16/2015	WAGE GARNISHMENT: PAYM	553.84	553.84
93292	10/16/2015	00130	10162015 B	10/16/2015	CALIFORNIA STATE TAX: PAY	8,431.23	8,431.23
93293	10/16/2015	00521	10162015 B	10/16/2015	FEDERAL TAX: PAYMENT	44,665.29	44,665.29
b total for FIRST NATIONAL BANK OF DALY CITY:						88,430.62	

6 checks in this report.

Grand Total All Checks:

88,430.62

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42680	10/20/2015	00044	11454	9/30/2015	09/17/15 Jump Start Ford Expic	25.00	25.00
42681	10/20/2015	00065	10/14/2015	10/14/2015	Donation in Honor of Board Ret	450.00	450.00
42682	10/20/2015	00092	FY 2015-16 Due:	6/17/2015	FY 2015-16 Membership: Sean	155.00	155.00
42683	10/20/2015	00116	DALY CITY/COLMA CHAMBER	9/29/2015	FY 2015-16 Council Approved C	45,000.00	45,000.00
42684	10/20/2015	00174	HOME DEPOT CREDIT SERVI	9/29/2015	Sept 1-28, 2015 PW Purchases	2,831.64	2,831.64
42685	10/20/2015	00177	HUMAN INVESTMENT PROJE	9/29/2015	FY 2015-16 Council Approved C	5,000.00	5,000.00
42686	10/20/2015	00192	INTELLIGENT PRODUCTS INC	10/5/2015	6 Mutt Mitt Hangable Header, P	1,080.70	1,080.70
42687	10/20/2015	00263	MULIMBAYAN, LIVIEN	10/13/2015	10/13/15 Deposit Refund	50.00	50.00
42688	10/20/2015	00300	COMMUNITY GATEPATH	9/29/2015	FY 2015-16 Council Approved C	5,000.00	5,000.00
42689	10/20/2015	00309	PAUL'S FLOWERS	9/30/2015	Get Well Floral Bouquet Deliver	64.50	64.50
42690	10/20/2015	00311	PITNEY BOWES INC.	10/3/2015	07/01/15-09/30/15 Postage Mac	285.03	285.03
42691	10/20/2015	00360	SAN MATEO COMMUNITY CO	9/29/2015	FY 2015-16 Council Approved C	600.00	600.00
42692	10/20/2015	00388	SONITROL	10/1/2015	427 F ST. MONTHLY MONITO	109.00	109.00
42693	10/20/2015	00411	TURBO DATA SYSTEMS	9/30/2015	CITATION PROCESSING	232.95	232.95
42694	10/20/2015	00412	TELECOMMUNICATIONS EN	10/10/2015	Facilities Mgmt & Maintenance	1,328.00	1,328.00
42695	10/20/2015	00456	NORTH PENINSULA FOOD	9/29/2015	FY 2015-16 Council Approved C	12,500.00	12,500.00
42696	10/20/2015	00460	SMC JOBS FOR YOUTH	9/29/2015	FY 2015-16 Council Approved C	500.00	500.00
42697	10/20/2015	00534	SMC INFORMATION SERVICE	10/9/2015	MICRO CHANNEL & LINES	1,255.50	1,255.50
42698	10/20/2015	00652	INN/VISION SHELTER NET	9/29/2015	FY 2015-16 Council Approved C	3,000.00	3,000.00
42699	10/20/2015	00654	SITIKE COUNSELING CENT	9/29/2015	FY 2015-16 Council Approved C	6,000.00	6,000.00
42700	10/20/2015	00830	STAPLES BUSINESS ADVAN	10/3/2015	SEB Remantoner HP 85 & 78, (358.47	358.47
42701	10/20/2015	01107	THE ONE HUNDRED CLUB	10/16/2015	K. Stratton Annual Dues Basic f	150.00	150.00
42702	10/20/2015	01183	BEST BEST & KRIEGER LL	10/6/2015	CITY ATTORNEY SERVICES	17,038.76	17,038.76
				10/6/2015	CITY ATTORNEY SERVICES	972.00	972.00
				10/6/2015	Sept 2015 Mercy Housing Third	252.00	252.00
42703	10/20/2015	01280	AIRGAS-NCN	10/6/2015	8 Surveyor Vests 4L, 4XL, 2 XX	105.79	105.79
42704	10/20/2015	01367	DUO DANCE ACADEMY	10/15/2015	DANCE CLASSES	560.00	560.00
42705	10/20/2015	01414	VERANO HOMEOWNERS ASS	11/1/2015	VERANO OWNERS ASSOCIA	295.00	295.00
42706	10/20/2015	01549	BURNS, LORI	10/19/2015	PRJ Seminar and PELRAC Rei	589.99	589.99
42707	10/20/2015	01552	FORTE PRESS CORPORATIO	10/6/2015	Business Cards Brian Dong	154.16	154.16
42708	10/20/2015	01565	BAY CONTRACT MAINTENA	10/10/2015	JANITORIAL SERVICES	8,114.11	8,114.11
42709	10/20/2015	01653	KAISER FOUNDATION HEAL	10/8/2015	Sept 16 & 28, 2015 TB Tests fo	40.00	40.00
42710	10/20/2015	02342	FLORES, NELSY	10/13/2015	10/13/15 Deposit Refund	300.00	300.00
42711	10/20/2015	02448	ARROWHEAD SCIENTIFIC,	8/21/2015	300 Paper Evidence Bags 12"X	68.95	68.95

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42712	10/20/2015	02453	DALY CITY PUBLIC LIBRARY FY 2015-16	9/29/2015	FY 2015-16 Council Approved C	1,000.00	1,000.00
42713	10/20/2015	02499	GE CAPITAL INFORMATION T195609671	10/7/2015	COPY MACHINE RENTAL	810.78	1,523.24
			95583711	10/5/2015	COPY MACHINE RENTAL	712.46	130.36
42714	10/20/2015	02546	BAXTER'S FRAME WORKS AN30237	10/13/2015	Framed Recognition Plaque for	130.36	2,000.00
42715	10/20/2015	02635	VOLUNTEERS IN MEDICINE -.FY 2015-16	9/29/2015	FY 2015-16 Council Approved C	2,000.00	370.00
42716	10/20/2015	02677	METROPOLITAN PLANNING G2141	10/10/2015	HISTORIC RESOURCES & GE	370.00	698.16
42717	10/20/2015	02743	UTILITY TELEPHONE, INC Oct 2015	10/1/2015	INTERNET ACCESS 128070	698.16	1,097.88
42718	10/20/2015	02773	GRAPHICS ON THE EDGE 2163	10/11/2015	3M Silver Metallic-Black Gradia	1,097.88	43.60
42719	10/20/2015	02827	CORODATA SHREDDING, INC.RS2749277	9/30/2015	Sept 2015 Storage, Pickup/Deli	43.60	287.99
42720	10/20/2015	02881	TELESTAR CONSULTING INC INV00208428	1/29/2015	Medistaph Antimicrobial Towele	287.99	16.00
42721	10/20/2015	02882	MANCIA, CLAUDIA 2000293.003	10/14/2015	10/14/15 Refund Balance	16.00	19,022.70
42722	10/20/2015	02883	BAYSIDE STRIPE & SEAL INC. 4032	6/26/2015	Hillside Blvd. Pavement Striping	19,022.70	

b total for FIRST NATIONAL BANK OF DALY CITY: 140,656.48

43 checks in this report.

Grand Total All Checks:

140,656.48

Final Check List
Town of Colma

apChkLst
10/26/2015 9:38:25AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42723	10/26/2015	00020	August 2015	8/31/2015	SUPPLIES	453.75	453.75
42724	10/26/2015	00057	8402442265	10/2/2015	PD First Aid Supplies	138.49	138.49
42725	10/26/2015	00071	Aug 29-Sept 25,	10/19/2015	CSG	72,543.73	72,543.73
42726	10/26/2015	00093	CITY OF SOUTH SAN FRANCISCO	10/14/2015	DISPATCH SERVICES	8,626.09	8,626.09
42727	10/26/2015	00111	DEPARTMENT OF CONSERVATION	10/21/2015	SMIP FEES	127.88	127.88
42728	10/26/2015	00112	DEPARTMENT OF JUSTICE	10/5/2015	FINGERPRINT APPLICATIONS	2,149.00	2,394.00
			125844	10/5/2015	FINGERPRINT APPLICATIONS	245.00	
42729	10/26/2015	00117	DELTA DENTAL OF CALIFORNIA	11/1/2015	DENTAL INSURANCE	12,233.00	12,233.00
42730	10/26/2015	00181	IEDA	10/16/2015	Total Compensation Survey Invt	12,000.00	12,000.00
42731	10/26/2015	00201	JEFFERSON UNION HIGH SCHOOL DISTRICT	9/29/2015	FY 2015-16 Council Approved C	7,000.00	7,000.00
42732	10/26/2015	00213	STRATTON, KIRK	10/20/2015	10/15/15 Pizza w/Police Reimbr	43.38	43.38
42733	10/26/2015	00215	FEDEX OFFICE AND PRINT	10/16/2015	SHIPPING FEES	25.65	25.65
42734	10/26/2015	00280	OFFICE DEPOT, INC.	10/21/2015	OFFICE SUPPLIES	2,172.53	2,172.53
42735	10/26/2015	00282	CALIFORNIA PUBLIC EMPLOYERS ASSOCIATION	10/14/2015	MEDICAL INSURANCE	92,168.89	92,168.89
42736	10/26/2015	00307	PACIFIC GAS & ELECTRIC	10/4/2015	051218543-4 Street Lights & Sign	2,729.82	2,966.82
			0576889222-5	10/4/2015	0576889222-5 1180 El Camino	237.00	
42737	10/26/2015	00391	SUSTAINABLE SAN MATEO COUNTY	9/29/2015	FY 2015-16 Council Approved C	3,000.00	3,000.00
42738	10/26/2015	00394	TENNANT	10/7/2015	Replacement Hoses for Litter V	513.94	513.94
42739	10/26/2015	00584	SMC SHERIFF'S OFFICE	10/13/2015	FY 2015-16 City Share, District	6,329.00	6,329.00
42740	10/26/2015	00623	ARAMARK	9/30/2015	UNIFORM SERVICE	511.70	511.70
42741	10/26/2015	00682	KENDRICK, MONIQUE	10/21/2015	Oct 13-15, 2015 RIMS Conference	295.35	295.35
42742	10/26/2015	00778	CASTILLO, ANA	10/19/2015	10/19/15 Deposit Refund	50.00	50.00
42743	10/26/2015	00830	STAPLES BUSINESS ADVANTAGE	10/10/2015	OFFICE SUPPLIES	137.27	137.27
42744	10/26/2015	00955	DIVISION OF THE STATE	10/21/2015	July - Sept 2015 Disability Accrual	2.10	2.10
42745	10/26/2015	01036	MANAGED HEALTH NETWORKS	11/1/2015	EMPLOYEE ASSISTANCE PROGRAM	118.00	118.00
42746	10/26/2015	01037	COMCAST CABLE	10/21/2015	HIGH-SPEED INTERNET	108.77	108.77
			10/11-11/10 601	10/17/2015	1520 HILLSIDE XFINITY TV	10.11	
			10/27-11/26 XFINITY	10/17/2015	RECORDS MANAGEMENT	6,720.00	6,720.00
42747	10/26/2015	01076	API CONSULTING	10/15/2015	PW GAS PURCHASES	246.66	246.66
42748	10/26/2015	01308	EEL RIVER FUELS, INC.	10/21/2015	10/21/15 Cancellation Refund for	4.00	4.00
42749	10/26/2015	01457	BATERINA, BARBARA	10/20/2015	TRAP SERVICE CHARGE	79.71	79.71
42750	10/26/2015	01569	DARLING INTERNATIONAL INC	10/19/2015	10/19/15 Deposit Refund 10/17,	300.00	300.00
42751	10/26/2015	01645	SOLORZANO, JULIO	10/12/2015	STANDARD AND REGULAR SIGN	118.98	118.98
42752	10/26/2015	01687	UNITED SITE SERVICES OF CALIFORNIA	10/13/2015	5 WG-Truck Tool Boxes	4,212.85	4,212.85
42753	10/26/2015	01699	CUSTOM TOPS INC				

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42754	10/26/2015	02224	STANDARD INSURANCE COMNov 2015	10/15/2015	LIFE INSURANCE	225.50	225.50
42755	10/26/2015	02244	CALIFORNIA BUILDING STAN[July-Sept 2015 E	10/21/2015	July - Sept 2015 BSASRF Fees	29.00	29.00
42756	10/26/2015	02274	FRANK AND GROSSMAN LANI40446090	10/13/2015	Colma Creek Cleanup	9,500.00	9,500.00
42757	10/26/2015	02300	VEGA, STEPHANIE 2000297.003	10/19/2015	10/19/15 Deposit Refund	50.00	50.00
42758	10/26/2015	02623	BLOEBAUM, CYNTHIA Oct 21, 2015 Co	10/22/2015	COOKING CLASSES	865.00	865.00
42759	10/26/2015	02730	THE RATCLIFF ARCHITECTS 7816	9/23/2015	COLMA TOWN HALL RENOVA	100,649.25	100,649.25
42760	10/26/2015	02739	ZEBOHEAD AUTOMOTIVE INC000002888	10/21/2015	11 Ford Crown Vic #5 Replacec	620.34	620.34
42761	10/26/2015	02863	PLACEWORKS, INC. 57500	9/30/2015	Sept 2015 435-455 Serramonte	1,473.90	1,473.90
42762	10/26/2015	02884	AV INTEGRATORS, INC. 2610	10/13/2015	Repaired Short for Wall Control	250.00	250.00

b total for FIRST NATIONAL BANK OF DALY CITY: 349,315.64

40 checks in this report.

Grand Total All Checks: 349,315.64

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42763	10/26/2015	00004	000007166941	10/13/2015	6509970105804 09/13/15-10/12	111.69	111.69
42764	10/26/2015	00025	AT&T	9/30/2015	Thawed Iced PD Server Unit &	744.66	744.66
42765	10/26/2015	00051	ALLIED HEATING & AIR COND38562	10/15/2015	1727052702 JSB across from F	212.55	212.55
42766	10/26/2015	00110	CALIFORNIA WATER SERVICE1727052702	10/13/2015	SIGNALS & LIGHTING	497.58	497.58
42767	10/26/2015	00307	DEPARTMENT OF TRANSPORSL160144	10/14/2015	0678090639-9 S/E Corner Hillsi	52.65	78.24
			PACIFIC GAS & ELECTRIC	10/27/2015	9593452526-2 1500 Hillside Blv	25.59	
					b total for FIRST NATIONAL BANK OF DALY CITY:		1,644.72

5 checks in this report.

Grand Total All Checks:

1,644.72

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42768	10/30/2015	00047	10302015 B	10/30/2015	CLEA: PAYMENT	343.00	343.00
42769	10/30/2015	00068	10302015 B	10/30/2015	COLMA PEACE OFFICERS: P/	652.14	652.14
42770	10/30/2015	00631	10302015 B	10/30/2015	PERS - BUYBACK: PAYMENT	23,753.98	
			10302015 B	10/30/2015	PERS MISC NON-TAX: PAYME	9,816.74	33,570.72
42771	10/30/2015	01340	10302015 B	10/30/2015	FLEX 125 PLAN: PAYMENT	515.78	515.78
42772	10/30/2015	01360	10302015 B	10/30/2015	ICMA CONTRIBUTION: PAYME	3,717.00	3,717.00
42773	10/30/2015	01375	10302015 B	10/30/2015	NATIONWIDE: PAYMENT	5,833.00	5,833.00
42774	10/30/2015	02224	10302015 B	10/30/2015	LIFE INSURANCE: PAYMENT	335.70	335.70
42775	10/30/2015	02377	10302015 B	10/30/2015	WAGE GARNISHMENT: PAYM	553.84	553.84
93297	10/30/2015	00130	10302015 B	10/30/2015	CALIFORNIA STATE TAX: PAY	7,319.23	7,319.23
93298	10/30/2015	00521	10302015 B	10/30/2015	FEDERAL TAX: PAYMENT	40,514.30	40,514.30
93299	10/30/2015	01340	10302015 B	10/30/2015	COMMUTER PLAN: PAYMENT	20.00	20.00

b total for FIRST NATIONAL BANK OF DALY CITY: 93,374.71

11 checks in this report.

Grand Total All Checks:

93,374.71

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

ORDINANCE AMENDING SUBCHAPTER 1.17 OF THE
COLMA MUNICIPAL CODE, RELATING TO EMERGENCY PREPAREDNESS

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

ARTICLE 1. CMC SECTION 1.17.030 AMENDED.¹

Section 1.17.030(b) is hereby amended as follows:

1.17.030 Section Title

(b) At least every ~~fourteen~~ thirty days, the City Council must review the conditions of the local emergency and, in order to continue the local emergency, ratify the continuing existence of the local emergency.

ARTICLE 2. CMC SECTION 1.17.050 AMENDED.

Section 1.17.050(a)(1) is hereby amended as follows:

1.17.050 Duties of the Director of Emergency Services.

(a) It shall be the duty of the Director of Emergency Services, and the Director of Emergency Services is hereby empowered to:

- (1) Meet informally with Town staff to ~~Develop~~ and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements, and to perform such other functions as may be designated in the Emergency Plan.

ARTICLE 3. CMC SECTION 1.17.090 AMENDED.

Section 1.17.090 is hereby amended as follows:

1.17.090 Emergency Organization.

All officers and employees of the Town, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may, by agreement or operation of law, including persons impressed into service under the provisions of ~~Section~~

¹ Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes, such as grammar and formatting are not identified. All markings will be removed from the final version that is adopted by the City Council.

~~1.17.080(a)(3)~~ Section 1.17.060(a)(3) of this ordinance, be charged with duties incident to the protection of life and property in the Town during such emergency, shall constitute the Emergency Organization of the Town of Colma.

ARTICLE 4. CMC SECTIONS 1.17.120 ADDED.

A new section 1.17.120 is hereby added as follows, with all other sections renumbered consecutively:

1.17.120 Standby Officers.

(a) The City Council shall have the power to appoint standby officers with three standby officers for each member of the City Council and designated as Nos. 1, 2 and 3.

(b) The qualifications of each standby officer shall be carefully investigated, and a standby officer may be removed and replaced at any time with or without cause.

(c) Standby officers shall be required to take the oath of office, shall follow the duties outlined in state law, and shall be ready to serve during a state of war emergency, or in a state or local emergency, in place of the regular City Council member if that member is unavailable as defined in state law.

ARTICLE 5. SEVERABILITY.

Each of the provisions of this ordinance is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

ARTICLE 6. NOT A CEQA PROJECT.

The City Council finds that adoption of this ordinance is not a "project," as defined in the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making.

ARTICLE 7. EFFECTIVE DATE.

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

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on October 14, 2015, and duly adopted at a regular meeting of said City Council held on _____, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, City Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: November 12, 2015
 SUBJECT: MIG/TRA Contract Addendum

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE ADDENDUM 1 TO MIG/TRA
 CONTRACT FOR ENVIRONMENTAL SERVICES

EXECUTIVE SUMMARY

Through a competitive RFP process, MIG/TRA was selected as one of five environmental review firms to provide services to the Town for analysis of development applications. Subsequently thereafter, the Town executed a contract with MIG/TRA and the term of that Agreement is still active. MIG/TRA is next in the rotation to provide project environmental review services.

The Town is anticipating the submittal of an application for a new affordable housing project at 1670-1692 Mission Road before the end of the year, and would like to have the environmental consultant under contract so work can begin when the application is submitted. It has been determined that this application will require the preparation of an Environmental Impact Report (EIR) under the California Environmental Quality Act (CEQA) due to the presence of historic resources on the site. In addition, analysis is required under the National Environmental Policy Act (NEPA) since the project will be receiving federal funds. The estimated cost to prepare the necessary joint environmental document will exceed the City Manager's signing authority of \$75,000.00 and, therefore, requires City Council authorization. The total estimated cost for services in Addendum 1 is \$123,816.00

FISCAL IMPACT

None. The applicant will provide a deposit to cover all costs associated with the preparation of the environmental document, along with a deposit of 10% of the document preparation cost for staff's time in working with the consultant and reviewing documents. An additional deposit is required from the applicant to cover review costs of the environmental document by the City Attorney.

BACKGROUND & ANALYSIS

An applicant is proposing to build an affordable housing project on one of the Town's designated housing sites (per the Housing Element) at 1670-1692 Mission Road. The applicant has received funds through San Mateo County to pursue the project design and to process an application through the Town. The applicant has also held three non-Town sponsored community meetings to obtain feedback and to introduce the project to the public.

In addition to the CEQA analysis, NEPA analysis is required since the project will be utilizing federal funding. The consultant will be preparing a joint CEQA/NEPA document which will satisfy both state and federal environmental requirements. The San Mateo County Department of Housing will be the lead agency for the NEPA portion of the document, and will provide comments on the administrative draft prior to the release of the joint document. To assist the County and the developer, the Town will administer both the CEQA and NEPA portions of the contract.

VALUES

The recommendation is consistent with the Council value of responsibility because it allows for the timely engagement of the consultant to prepare a needed environmental document.

SUSTAINABILITY IMPACT

Since this action relates only to the contracting of environmental services, there is no sustainability impact.

ALTERNATIVES

None.

CONCLUSION

Staff recommends the City Council approve Addendum 1 to the MIG/TRA contract and authorize the City Manager to execute the addendum.

ATTACHMENTS

- A. Resolution
- B. Proposed MIG/TRA Contract Addendum 1 (with MIG/TRA scope of work as Exhibit A)

**RESOLUTION NO. 2015-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE ADDENDUM 1 TO
MIG/TRA CONTRACT FOR ENVIRONMENTAL SERVICES**

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

1. Background

- (a) MIG/TRA has an approved contract with the Town of Colma to provide as-needed environmental review services.
- (b) MIG/TRA has been selected to prepare environmental documents for a proposed affordable housing project at 1670-1692 Mission Road.
- (c) The proposed resolution would amend the existing contract to include additional services costing \$123,816.00, which would bring the total price for the 1670-1692 Mission Road contract to \$123,816.00.

2. Order

- (a) The City Council hereby approves Addendum 1 to the MIG/TRA contract.
- (b) The City Manager shall be, and hereby is, authorized to execute said Addendum 1, with such technical amendments as may be deemed appropriate by the City Manager and the City Attorney.

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Certification of Adoption

I certify that the foregoing Resolution No. 2015-## was duly adopted at a regular meeting of said City Council held on November 12, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk

ADDENDUM 1

**TO MIG/TRA ENVIRONMENTAL CONSULTING SERVICES CONTRACT
FOR 1670-1692 MISSION ROAD CEQA DOCUMENT PREPARATION**

Pursuant to 1(b) of the Environmental Consulting Services Contract dated March 18, 2015 between the Town of Colma and MIG/TRA (Formerly TRA Environmental Sciences), ("Consultant"), the Town authorizes Consultant, and Consultant agrees to perform the services described in this Addendum 1.

SCOPE OF WORK

The Scope of Work describes the work for the preparation of environmental documents to be prepared by MIG/TRA for the Town of Colma. The Scope of Work is attached as Exhibit A

SCHEDULE, PRODUCTS, AND MEETINGS

MIG/TRA will proceed with this work upon execution of this Addendum, and in accordance with the timeframes presented in Exhibit A, attached.

COSTS

The total estimated cost for this work is \$123,816.00 for the preparation of a joint Focused Environmental Impact Report and NEPA document, as outlined in Exhibit A, attached.

IN WITNESS WHEREOF, the parties hereto have made this Contract as of the date last signed below.

Dated: _____ MIG/TRA
By _____
Signature

Printed Name and Title

Dated: _____ TOWN OF COLMA
By _____
Sean Rabe', City Manager

Exhibit:

- A. MIG/TRA Scope of Work, Schedule and Budget for 1670-1692 Mission Road



Date: October 16, 2015
Proposal No.: 44233
Prepared For: Mr. Michael Laughlin, City Planner
Town of Colma Planning Department
1190 El Camino Real
Colma, CA 94014-3212
Main Phone: (650) 757-8888, Direct (650) 757-8896,
Email: Michael.Laughlin@colma.ca.gov
Re: Mercy Housing Project CEQA/NEPA Services

MIG | TRA Environmental Sciences, Inc. (MIG|TRA) is pleased to provide this scope of work (SOW) for environmental consulting services related to the Mercy Housing Project in the Town of Colma. This scope of work summarizes our understanding of the project and presents our proposed scope of work, budget and assumptions for preparation of a combined document meeting the requirements of both the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Article 14 of the CEQA Guidelines, Projects Also Subject to NEPA, provides direction on how CEQA lead agencies should coordinate with federal agencies and addresses the preparation of joint documents. The document would consist of an Initial Study (IS) and Environmental Impact Report (EIR) for CEQA compliance and an Environmental Assessment (EA) following the Department of Housing and Urban Development (HUD) guidelines for NEPA compliance.

The Project

The Town of Colma anticipates receiving a development application from Mercy Housing for an approximately 50 unit, low-incoming housing project located on roughly three acres at 1670-1692 Mission Road. The site is referred to as the Holy Cross Site as it is adjacent to the Holy Cross Cemetery and is owned by the Archdiocese of San Francisco.

The project site is zoned Commercial (C), Design Review (DR) and has a General Plan designation of Commercial Land Use – Mission Road North but has been recognized as suitable for residential development. Although the maximum allowable density of 22 units per acre would allow for up to 73 multifamily units, site specific constraints reduce the realistic development potential of the site. The Colma Housing Element Update designates a maximum of 26 dwelling units for the site. The development potential of 26 dwelling units was calculated by evaluating required off-street parking and taking into account the unusual and difficult to develop triangular-shaped site.

The 3.32 acre parcel is shaped like an acute triangle with the west end of the parcel being the wider portion of the site and the eastern end of the parcel coming to a point. The site is located south of the El Camino and Mission Road intersection and just north of the Town's southern boundary. Mission Road fronts the south parcel boundary and an access road (right-of-way) to a BART tunnel ventilation shaft runs along the property's northern boundary. The site slopes gently up from Mission Road towards the north. It contains historic structures but is

currently used for parking cars associated with automobile repair shops located across Mission Road from the project site.

Site specific constraints include the parcel's narrow triangular shape, site topography, and existing historic structures, including small tank reservoir (not an open body of water) providing irrigation water to Holy Cross Cemetery. While the tank reservoir may be considered a significant constraint, the property owners have entertained the possibility of relocating or eliminating the reservoir should the property be sold for development. The property has trees throughout it and the frontage with Mission Road is lined with mature cypress trees.

Below is a discussion of environmental issues relevant to the CEQA documents.

Historic Resources

The site contains a pump house, a well house, the tank reservoir, and a carpentry shop associated with Holy Cross Cemetery that are considered historic structures. Mercy Housing had the buildings evaluated by an Architectural Historian (Ward Hill, Memo to File, February 18, 2015). This investigation determined that the findings of historic resource evaluations prepared in 1993 and 1994 for the BART San Francisco Airport Extension project are still relevant and that the Holy Cross Cemetery is considered significant under National Historic Register Criteria B (association with significant persons) and C (significant design and architecture) at a state-wide level of significance. The Cemetery includes graves of persons exceptionally significant in California's economic and political history and contains a collection of historic buildings, grave monuments and mausoleums for the period 1886-1945. The Holy Cross Cemetery Historic District includes the project area where the pump house and associated buildings are located on Mission Road.

The California State Historic Preservation Officer (SHPO) concurred with the findings of the 1994 historic resources evaluation that Holy Cross Cemetery and the adjacent Cypress Lawn Cemetery are National Register eligible Historic Districts. The Holy Cross Cemetery has not been substantially altered since 1994 and appears to retain its National Historic Register eligibility. Historic resources eligible for the National Register are automatically eligible for the California Register of Historic Resources, the criteria for identifying historic resources under the CEQA.

Section 106 of the National Historic Preservation Act (NHPA) requires Federal agencies to consider the effects of federally funded projects on historic properties and to afford the Advisory Council on Historic Preservation (ACHP) an opportunity to comment on such projects prior to the expenditure of any Federal funds. The State Historic Preservation Officer (SHPO) advises and assists federal agencies with carrying out its Section 106 obligations, including identifying historic properties, assessing and resolving adverse effects, and reviewing project design plans. Because the historic structures are eligible for listing on the National Historic Register Criteria B (association with significant persons) and C (significant design and architecture) at a state-wide level of significance, and Mercy Housing may be seeking grant funding for the proposed housing project and may have federal connections, compliance with Section 106 requirements is considered necessary for this project.

Mercy Housing has retained Ward Hill to initiate communications with the California SHPO to determine the parameters of their concerns regarding residential use of the site and proposed

changes to the historic structures and their surroundings. Ward Hill will also prepare a Section 106 Historic Resources Evaluation which will be approved and reviewed by SHPO and then incorporated into the CEQA document.

Proximity to BART Tunnel

The project site is in close proximity to the BART tunnel which runs along the project's northern boundary. An air vent associated with the tunnel is located at the northwest end of the project site. Issues associated with the BART tunnel include ground vibration to future residents from BART trains, noise and air emissions from the vent, BART's restrictions for how close buildings can be constructed to the tunnel shaft and right-of-way, and use of the BART access drive for project circulation and parking. These issues would need to be reflected in the project design and construction plans and would be described carefully in the environmental assessment of the project.

Loss of Parking

Currently, the project site is used to park and store cars being worked on by the automotive businesses on the opposite side of Mission Road from the site. These businesses have very restricted areas for parking cars and parking on Mission Road is prohibited so they have used the undeveloped project site to park cars. With project development, these automotive businesses would lose access to the site. They would be forced to find alternative areas to park cars.

Removal of Trees

The property has trees throughout it and the frontage along Mission Road is lined with mature cypress trees. The Town requires a tree removal permit for trees greater than 12 inches in diameter. Mercy Housing will develop a landscaping plan showing replacement trees and landscaping. The trees on site could provide nesting and roosting habitat for birds and bats. The CEQA/NEPA document will describe California Department of Fish and Game Migratory Bird Treaty Act requirements and bird nest and bat roost survey requirements prior to tree removal.

Scope of Work

This scope of work is to provide professional environmental consulting services for the preparation of a joint CEQA/NEPA document. The Town of Colma would be the CEQA lead agency and the County of San Mateo Department of Housing would be the NEPA lead agency. MIG|TRA would perform the tasks as presented below. MIG|TRA would contract with Hexagon Transportation Consultants to perform a traffic impact analysis for the project.

Based on conversations with the Town, our scope of work assumes preparation of an EIR in the event any impacts would require the more robust analysis of an EIR. We will complete an Initial Study as a means of determining whether an Initial Study and Negative Declaration (ND) or Mitigated Negative Declaration (MND) or an EIR would be the most appropriate CEQA documentation.

The scope of work also assumes that the appropriate NEPA documentation will be prepared for HUD-Assisted Projects under 24 CFR Part 58 and that an Environmental Assessment and

Finding of No Significant Impact will be the form of analysis. Our scope does not include the preparation of an Environmental Impact Statement.

MIG|TRA would rely on information and project plans provided by Mercy Housing and its contractors to perform the tasks listed including project site plans, the Historic Resources Evaluation and cultural resource report, a Phase I Environmental Site Assessment and a geotechnical report, as well as other materials provided to support a data request we will submit at the beginning of the project.

Task 1. Gather Data/ Site Visit

Upon receiving Notice to Proceed, MIG|TRA will organize a project kick-off meeting, collect available project information (documents, maps, reports, etc.) and conduct needed site visits to commence environmental review of the project.

Kick-Off Meeting – MIG|TRA will organize a team kick-off meeting (or conference call) to discuss project details, schedule, and outstanding issues. The labor hours for the meeting are presented under Task 9 Meetings and Hearings.

Gather Data- MIGITRA will gather available materials, review existing project information, prepare a list of information needs (data request) to send to the Town and Mercy Housing.

Site Visit- MIGITRA will visit the project site to take site photographs and record existing conditions at the site to use as a baseline in our analysis.

Task Deliverables: Data Request

Task 2. Prepare Project Description

MIG|TRA will prepare a comprehensive project description including a description of the site location and setting, existing site conditions, the proposed development and associated parking and circulation, landscaping and utilities. The project description will also include graphics including the regional and site location of the project, an aerial photograph of the site, photographs of the site, and conceptual site plans. The project description will articulate the Applicant's project objectives as a basis for preparing an alternative impact analysis should an EIR be prepared. The project description will be detailed enough to support the subsequent impact analysis.

We have allocated budget for one round of comments on the project description from Town of Colma, San Mateo County Housing Authority, and Mercy Housing. MIGITRA will finalize the project description based on comments received.

Task Deliverable: Draft and Final Project Description (electronic copy only)

Task 3. Prepare Administrative Draft Initial Study

MIGITRA will prepare an Administrative Draft IS for the project based on the project description (Task 2) and thresholds of significance defined in Appendix G of the CEQA Guidelines. This SOW allows for one round of comments on the Administrative Draft IS from the Town of Colma. MIGITRA will finalize the Draft IS based on comments received.

MIG|TRA will provide a comprehensive evaluation of project impacts in the IS as a means of identifying all project impacts, level of significance and what areas of impact need to be

analysed in an EIR. MIG|TRA will provide the administrative draft to the City for review and as a means to agree upon the content to the EIR. The IS will not be circulated for public review except in the unlikely event the project is found not to have potentially significant impacts. The IS will be an appendix to the EIR as a means of documenting all project impacts and mitigation and supporting the focused impact analysis presented in the EIR.

Below is the proposed outline for the IS (consistent with Appendix G of the CEQA Guidelines):

Introduction – will describe the purpose and organization of the IS, the need for the IS pursuant to CEQA Guidelines, and the intent of the document.

Project Description – We will use the project description prepared under Task 2

CEQA Checklist – MIG|TRA will describe physical changes to the environment that would result from construction and operation of the project. All IS Checklist questions will be answered completely, as described below.

Aesthetics: The IS will describe the existing visual conditions at the site and vicinity and the proposed visual features of the project. MIG|TRA is not proposing the preparation of visual simulations; our analysis will rely upon conceptual site plans and architectural renderings and photographs of the site and surrounding land uses. The project would convert a site partially occupied by historic structures and partially undeveloped to a housing development. The IS will discuss the potential impacts from the resulting change in the visual character of the site, and those related to a new source of light and glare associated with the new houses. If visual impacts are found to be potentially significant with respect to any historic structures retained on the site, an aesthetics chapter will be included in the EIR.

Agricultural and Forestry Resources: The project site is in an urban area, and impacts to agricultural and forestry resources are not anticipated. MIG|TRA will rely on existing land uses in the project area, project site zoning, the Farmland Mapping and Monitoring Program county maps and the county maps of existing Williamson Act contracts to confirm that no impacts would occur. Agricultural and forestry resources will be excluded from the EIR.

Air Quality and Greenhouse Gases: The evaluation will describe regional and local air quality conditions, quantify construction and operational emissions of criteria air pollutants (e.g., PM₁₀, ROG, NO_x), greenhouse gases (e.g., CO₂, CH₄, N₂O), and toxic air contaminants (DPM) and, if necessary, identify measures to avoid or reduce potentially significant air quality impacts, such as construction dust emissions. The evaluation would follow the latest recommendations of the Bay Area Air Quality Management District (BAAQMD). Criteria air pollutants, greenhouse gases, and toxic air contaminants would be quantified using approved models (e.g., URBEMIS, CALEEMOD, BGM) and guidelines. Impacts are considered significant if emissions levels or health risks exceed BAAQMD recommended significance thresholds. The 50-unit project is below all applicable BAAQMD CEQA Screening Thresholds. However, emissions from the BART tunnel ventilation shaft and existing traffic emissions could impact future residents at the site. A preliminary review of BAAQMD risk data indicates cumulative cancer risks from sources within 1,000 feet of the site would be close to, but below, applicable thresholds. If this impact is found to be potentially significant, an air quality/greenhouse gas chapter will be included in the EIR.

Biological Resources: MIG|TRA will conduct a field survey, tree survey, and records search to determine if federally or state listed species and/or their habitat is present on the project site. We will also identify the potential for wetlands to occur on or in vicinity of the project. Based on our preliminary review of the project, sensitive species and/or habitat do not occur on site; however, pre-construction nesting bird surveys will likely be required due to the presence of mature trees throughout the site. The project must avoid impacts to migratory birds

The biological setting of the CEQA document will describe a summary of the tree survey and any other vegetation or wildlife observed on the site and assess the potential for any special-status species to occur on the site. MIG|TRA will conduct a search of the California Natural Diversity Database (CNDDDB) and the California Native Plant Society (CNPS) Inventory of Rare and Endangered Plants to determine what special-status species occur in the project region. The project site is in an urban area and the project is not expected to impact special-status species, wetlands or other sensitive habitats, or wildlife movement. However, the project requires tree removal that could impact nesting birds protected under the Migratory Bird Treaty Act (MBTA) or roosting bats protected by California Fish and Game Code. Tree removal could also conflict with the Town of Colma's tree removal ordinance, if any trees protected by the ordinance would be removed. MIG|TRA anticipates that these potential impacts could be addressed in the IS with incorporation of preconstruction surveys for nesting birds and roosting bats, a tree replacement plan to prevent permanent habitat loss, and obtainment of a tree removal permit from the Town of Colma if required.

Cultural Resources: As described in Section 3.1 Project Understanding, Ward Hill will prepare a Section 106 Historic Resources Evaluation for the historic structures on the site which will be reviewed and approved by SHPO. In addition, the Applicant will provide a cultural resources report prepared by Holman & Associates. MIG|TRA will use the information from the Historic Resources Evaluation and the report by Holman & Associates to prepare the cultural resources impact analysis under CEQA and NEPA. It is assumed that cultural resources will be a chapter of the EIR.

According to the NHPA, an adverse effect to a historic resource occurs when a project may directly or indirectly diminish the integrity of an historic property by altering any of the characteristics that qualify that property for National Register inclusion. Specifically, if the project diminishes the integrity of a property's location, design, setting, materials, workmanship, feeling, and association, then there is an adverse effect. Examples of adverse effects include:

- Physical destruction or damage;
- Alteration inconsistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties;
- Relocation of the property;
- Change in the character of the property's use or setting;
- Introduction of incompatible visual, atmospheric, or audible elements;
- Neglect and deterioration;
- Transfer, lease, or sale out of federal control without adequate preservation restrictions.

The proposed project would either demolish the existing historic structures on the site, or fence them off and build the housing development around them, depending on feedback from SHPO, the Town of Colma and other interested parties. Therefore, the project would result in adverse effects to historic structures either from their physical destruction or a change in the character of the property's use and setting. The proposed project could also impact previously undiscovered archaeological resources, paleontological resources or human remains buried on the site during project construction. Potentially significant impacts to historic resources and other cultural resources will be summarized in the IS and discussed in more detail in the EIR.

Geology and Soils: MIGITRA will rely on a geotechnical study that will be prepared for the project to describe the existing geologic and soils conditions at the site and assess potential project impacts from geologic or soils hazards. Possible hazards could include seismic hazards from regional fault lines or hazards related to expansive soils, which are prevalent in the region. These potential impacts would likely be reduced to less than significant levels with incorporation of the recommendations contained in the geotechnical report. Therefore, geology and soils will likely be excluded from the EIR.

Hazards and Hazardous Materials: The Phase I Environmental Site Assessment (ESA) prepared for the project revealed no evidence of hazardous materials contamination on or near the site based on a review of regulatory files, the site history, and a reconnaissance site survey. MIGITRA will summarize the Phase 1 ESA in the environmental review document and will assess potential impacts related to project use of hazardous materials. No impacts related to public or private regional airports, proximity to schools or wildfires are anticipated. Project-related impacts from hazards and hazardous materials are generally expected to be less-than-significant, and this issue will likely be excluded from the EIR.

Hydrology and Water Quality: The IS will briefly describe the climate conditions and water shed that the project is located in, site hydrology and drainage, and water quality conditions at the site and in the watershed. The IS will then discuss the potential construction- and operation- impacts of the proposed project to water quality and hydrology. Potential hazards related to flooding, tsunami, seiche or mudflow will also be discussed in accordance with the CEQA checklist, but are not currently anticipated. MIGITRA expects that compliance with applicable hydrology and water quality regulations, such as the preparation and implementation of a Storm Water Pollution Prevention Plan (SWPPP) consistent with the Construction General Permit and site design and source control measures for storm water control consistent with Provision C.3 of the Municipal Regional Permit, will reduce potential impacts to less than significant levels. As such, hydrology and water quality will likely be excluded from the EIR.

Land Use and Planning: The existing and surrounding land uses will be described as well as the site's General Plan and zoning designations, any relevant plans or policies and special designations (easements) as applicable. The IS will consider the extent to which the project conforms to Town of Colma's plans and policies and applicable regulations for the BART tunnel. The project is not expected to physically divide an established community or conflict with an applicable habitat conservation plan or natural community conservation plan. However, MIGITRA anticipates that the project could conflict with general plan policies

designed to protect the Town's historic resources. If this potential impact is found to be potentially significant, it will be included in the EIR.

Mineral Resources: The proposed project is not expected to impact mineral resources. MIGITRA will rely on existing land uses in the project area, project site zoning, and the Town or San Mateo County General Plan to confirm that no impacts would occur. Mineral resources will be excluded from the EIR.

Noise: For the NEPA noise analysis, MIG|TRA will analyze potential noise impacts on the project using HUD's procedures identified in The Noise Guidebook. This will include modeling of roadway, airport, and/or railway noise using the Day/Night Noise Level (DNL) Calculator and acceptable interior noise levels and/or mitigation using the Sound Transmission Classification Assessment Tool (STraCAT). Note that if ambient noise levels exceed 75 dBA at the project site, a noise waiver will need to be prepared. Note that if a noise waiver is required, no outdoor sensitive uses (e.g. patios) will be permitted or an Environmental Impact Statement (EIS) will need to be prepared.

For the CEQA noise impact analysis MIG|TRA will describe the project's potential noise impacts during construction and operation. We will take long-term 24 hour measurements on the west side of the site in order to determine the existing noise levels at the site from traffic. We will also research vibration from BART trains at the site. The impacts of existing noise and vibration from vehicle traffic and BART trains on future residents will be evaluated. If these impacts are found to be potentially significant, then noise will be addressed in the EIR.

Population and Housing: The IS will describe the existing population and residential communities in the Town of Colma and projected increases in population and housing needs in the Town in the near- to mid-term. The IS will then evaluate the project's contribution to the Town's residential population and its consistency with Town's Housing Element. Project impacts related to population and housing are expected to be less than significant, and this issue would likely be excluded from the EIR.

Public Services: The IS will describe the existing police department, fire department, nearby schools and public parks that serve the site. MIGITRA will contact the Town's fire department and police department and the school district that serves the site to verify that these public services and facilities have the capacity to serve the proposed new housing development. The IS will evaluate potential impacts to public services based on the responses we receive from these entities. Appropriate fees or other measures to off-set potential impacts will be incorporated into the project if necessary to reduce potential impacts to public services to a less than significant level. Therefore, public services will likely be excluded from the EIR.

Recreation: The IS will describe existing recreational facilities in the project area and discuss potential impacts related to the increase in use of these facilities by future residents at the proposed housing development. Appropriate fees or other measures to off-set potential impacts will be incorporated into the project if necessary to reduce potential impacts to recreational facilities to a less than significant level. Therefore, recreation will likely be excluded from the EIR.

Traffic and Transportation: MIGITRA will rely on a traffic impact analysis prepared by Hexagon Transportation Consultants, to describe existing conditions and potential project-

related impacts to traffic and transportation. The purpose of the traffic analysis is to analyze project impacts to (1) key intersections in the vicinity of the site, (2) site circulation and access, and (3) parking. Hexagon and Town staff have agreed to the following study intersections:

- El Camino Real (SR 82) and Mission Road
- Mission Road and the project driveway

The study locations will be evaluated for impacts during the weekday AM (7-9) and PM (4-6) peak hours. The tasks described to be included in the analysis are listed below.

1. Determine data requirements and collect data
2. Evaluate existing traffic conditions
3. Conduct project trip estimates
4. Calculate existing plus project traffic conditions
5. Conduct a site circulation, access and parking review
6. Describe impacts and recommendations
7. Calculate cumulative traffic conditions, with and without the project
8. Prepare written report that summarizes above steps

The IS will incorporate recommendations from the traffic impact analysis to reduce potential project-related impacts to traffic and transportation to a less-than-significant level. Therefore, traffic and transportation will likely be excluded from the EIR.

Utilities and Service Systems: The IS will identify existing local service providers for water, wastewater, storm water, and waste disposal and will contact these providers to confirm that the existing entitlements/capacities of those facilities is sufficient to serve the proposed project. The IS will evaluate potential impacts on utility providers or service systems based on the responses we receive. Appropriate fees or other measures to off-set potential impacts will be incorporated into the project if necessary to reduce potential impacts to utilities and service systems to a less than significant level. Therefore, utilities and service systems will likely be excluded from the EIR.

Task Deliverable: Administrative Draft Initial Study (Electronic copy only)

Task 4. Publish a Notice of Preparation of an EIR

If the findings of the IS determine that an EIR is the most appropriate CEQA document, MIG|TRA will prepare a Notice of Preparation (NOP) of an EIR/EA for the proposed project. The NOP will include the project description and accompanying graphics prepared for the IS, project location information and a summary of the probable environmental effects of the project, consistent with CEQA Guidelines Section 15082. The NOP will describe which resource areas are likely to be discussed in detail in the EIR/EA. The NOP will also include the date, time and location of a public scoping meeting to be held for the project. The IS will not be circulated with the NOP but will later be attached to the EIR/EA as an appendix.

MIG|TRA will provide the Town with an electronic copy and 20 hard copies of the NOP and the Town will distribute the NOP to appropriate agencies, organizations, and other interested affected individuals for review and comment. The minimum public review period for an NOP is 30 days. MIG|TRA will attend one public scoping meeting during the 30-day public comment

period on the NOP. The comments that the Town of Colma receives on the NOP will assist MIG|TRA in identifying the environmental areas of greatest concern in the EIR.

*Task Deliverables: Administrative Draft NOP (electronic copy only)
Public Draft NOP (Electronic and 20 hard copies)*

Task 5. Prepare NEPA Analysis

We will prepare an EA specific to HUD requirements in implementing NEPA and the guidelines provided by the Council on Environmental Quality (CEQ). The NEPA analysis will rely on the project description prepared under Task 2. The impact analysis will identify all potential environmental impacts and the conditions that would change as a result of the project; analyze and evaluate all impacts to determine the significance of their effects on the human environment; recommend and analyze feasible ways in which the project could be modified in order to eliminate or minimize adverse environmental impacts; examine alternatives to the project itself; and complete all environmental review requirements necessary for the project's compliance with applicable authorities. This proposal assumes the EA will result in a Finding of No Significant Impact (FONSI), indicating that the project is not an action that will result in a significant impact on the quality of the human environment.

Analysis specific to the EA will include:

- Responses to Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6
- Responses to Environmental Assessment Factors pursuant to 24 CFR §58.40
- The biological resources technical memorandum will be forwarded to the United States Fish and Wildlife Service for review and approval, if necessary due to the presence of sensitive species and/or habitat.
- HUD specific noise impact modeling (Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B)
- Air impact analysis (Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93)
- Section 106 Consultation and noticing (National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800)
- Environmental Justice (Executive Order 12898)
- Socioeconomic and community factors
- Analysis of alternatives
- Preparation of required public notices

MIG|TRA will utilize HUD supported and industry standard screening and analytical techniques to determine the extent of the effects of the project on the human environment that may result from the project and applicable mitigation, where necessary. The information provided in the EA will be submitted to HUD for review, approval, and use in completing the environmental review process pursuant to 24 CFR 50.

MIG | TRA will prepare a FONSI to be published in a newspaper of general circulation in the affected community, if requested by the San Mateo County Housing Authority and/or HUD.

Public comments will be considered and modifications will be made, if necessary. A notice of Intent to Request of Release of Funds will be included with the FONSI.

Based on the scope of the project, preparation of an Environmental Impact Statement (EIS) is not anticipated for this project. Should it be determined through unforeseen circumstances that an EIS is needed, the scope of work, budget, and schedule contained herein will need to be revisited and revised.

Task 6. Prepare Administrative Draft EIR/EA

MIGITRA will prepare an Administrative Draft EIR/EA based on the IS prepared in Task 3, any comments received during the NOP public review period and the HUD EA form. Any resource areas for which the project was found to have no impacts, less than significant impacts, or potentially significant impacts that were adequately addressed in the IS and for which no significant concerns were raised during the scoping process will be excluded from further analysis in the Draft EIR. Task 3 describes which resource areas are likely to be excluded from the Draft EIR and which may be included, although this may change somewhat based on specific project information as it becomes available, the findings of the IS or comments received during the NOP public review period. It is anticipated that many resource areas would be filtered out of the EIR by the scoping process (Initial Study and public comments on the NOP). As a result, it is likely that a Focused EIR will be prepared that only includes one resource area. Cultural resources is anticipated to be included in the EIR due to potentially significant impact to historic resources. Other resource areas may possibly be included if it is determined in the IS and/or NOP review period that the project could have any other potentially significant impacts, but our budget assumes only cultural resources will be addressed in the EIR. The IS and NOP with public comments received will be included as Appendices to the Draft EIR.

The Draft EIR will contain the following elements, consistent with Article 9 of the CEQA Guidelines:

Table of Contents: The Draft EIR will contain a table of contents to assist readers in finding the analysis of different subjects and issues.

Summary: The Draft EIR will contain a summary of the proposed project and its consequences, including potential project impacts and mitigation measures, areas of controversy, and issues to be resolved. Any impacts for which mitigation was identified in the IS will also be included in this section, even if they are not discussed further in the Draft EIR.

Project Description: The project description prepared under Task 2 will be used as the project description in the EIR.

Environmental Setting, Impacts and Mitigation Measures: The Draft EIR/EA will present a stand-alone chapter for each resource area included in the EIR/EA that includes environmental setting information, applicable regulations, evaluations of potential project impacts, and mitigation as appropriate to reduce impacts to a less than significant level. The NEPA EA will be presented in a manner compatible with the EIR structure.

Alternatives: The Draft EIR will identify a range of reasonable alternatives that would reduce or avoid the project's significant impacts while obtaining most of the project's objectives. At a

minimum, the alternatives analysis will include a No Project Alternative, an alternative site, and a reduced project alternative.

Cumulative Impacts: The evaluation will identify the extent of project impacts and the past, present, or reasonably foreseeable future projects that may combine with these impacts.

CEQA Required Assessments: The Draft EIR will consider the growth inducing effects of the project and other CEQA-required considerations. This section will include a discussion of “effects found not to be significant” in the IS.

Organizations and Persons Consulted: The EIR will contain a list of all federal, state, or local agencies, other organizations, and private individuals consulted in preparing the Draft EIR.

Appendices: The IS, NOP and comments on the NOP, and technical studies used in the preparation of the IS and EIR will be included as appendices to the EIR.

Task Deliverables: Administrative Draft EIR (electronic copy only)

Task 7. Prepare Public Draft EIR/EA

Following receipt of comments from the Town of Colma and the San Mateo County Housing Authority on the Administrative Draft EIR/EA, MIG|TRA will prepare a Screen Check Draft EIR/EA that incorporates the comments. MIG|TRA will submit the screen check draft for final review and comment. Upon approval of the check draft, MIG|TRA will prepare a Public Draft EIR and all CEQA/EA notices for the project. MIG|TRA will work with the Town of Colma and Housing Authority to develop an appropriate mailing list of agencies, organizations (including the State Clearinghouse), and other interested individuals to send the EIR/EA to. The Town/Housing Authority will be responsible for mailing the document. MIG|TRA will also attend one public meeting on the Public Draft EIR. Delivery of the Public Draft EIR to the State Clearinghouse begins the 45-day public review period for the EIR.

*Task Deliverables: Screen Check Public Draft EIR/EA (Electronic copy only)
Public Draft EIR/EA (Electronic and 20 hardcopies)
All CEQA/NEPA Notices and document distribution list (Electronic copies only)*

Task 8. Prepare Final EIR/EA

Following conclusion of the 45-day public review period and receipt of all oral and written comments on the Public Draft EIR/EA from the public and responsible agencies, MIG|TRA will prepare an Administrative Draft Final EIR/EA. The Administrative Draft Final EIR/EA will contain the comment letters received on the Public Draft EIR/EA (with an alpha-numeric ID for each individual comment), responses to comments, and changes to the project or errata as necessary. The Administrative Draft Final EIR/EA will be submitted to the Town of Colma for review and comment. Upon receipt of comments, MIG|TRA will prepare a Screen Check Final EIR for the Town of Colma to review. Upon approval of the Screen Check Final EIR, we will complete the Final EIR and provide the Town with 20 hard copies of the document for distribution to agencies and organizations that commented on the Public Draft EIR. MIG|TRA will prepare materials for one public hearing on the Final EIR, and file the Notice of

Determination for the project within five days or sooner of the public hearing if the project is approved.

Task Deliverables: Administrative Final EIR/EA (Electronic copy only)
Screen Check Final EIR/EA (Electronic copy only)
Final EIR/EA (Electronic and 20 hardcopies)
All CEQA Notices and document distribution list (Electronic and hardcopy)

Task 9. Prepare Mitigation, Monitoring and Reporting Program

Concurrent with the preparation of the Administrative Final EIR/EA, MIG|TRA will prepare a Draft Mitigation Monitoring and Reporting Program (Draft MMRP) for review by the Town of Colma. The Draft MMRP will compile all best management practices and mitigation measures included in the IS and the EIR/EA to reduce or avoid significant impacts and will identify the timing of the measure, the entity responsible for implementing the measure, and the method for verifying implementation of the measure. MIG|TRA will incorporate the project team's comments into a Final MMRP.

Task Deliverables: Draft and Final MMRP (Electronic only)

Task 10. Meetings/Hearings

This SOW assumes MIG|TRA participation three meetings including a project kick-off meeting, a public hearing during the 45 day public comment period for the Draft EIR and a public hearing for certification of the Final EIR. Our budget also allocates 10 hours for the Senior Project Manager and the Project Manager to participate in team conference calls for the duration of the CEQA process.

Task 11. Project Management

This task consists of regular coordination and communication with the Town of Colma, San Mateo Housing Authority and project team members to ensure we complete work tasks on time and within budget. This task also includes implementation of MIG|TRA quality control procedures (e.g., senior level review) and assumes MIG|TRA will provide monthly invoices to the Town with a brief report on progress in maintaining the project schedule and budget.

Task Deliverables: Teleconference agendas, action items, monthly invoices

Scope of Work Assumptions

In preparing this CEQA compliance scope of work, MIG|TRA has made the following assumptions regarding the proposed housing development project:

- 1) Ward Hill will prepare a Section 106 Historic Resources Evaluation which will be approved and reviewed by SHPO and then provided to MIGITRA for incorporation into the CEQA document.
- 2) A geotechnical study will be prepared for the project and then provided to MIGITRA for incorporation into the CEQA document.
- 3) The project architect will provide information on the design of the building needed for the NEPA noise analysis.

- 4) Consistent with the results of the Phase I ESA for the site, hazardous waste contaminants of the soil or groundwater are not present on or near the site.
- 5) A health risk assessment for air quality pollutants is not required for the project.
- 6) The appropriate level of CEQA review for the project is an IS followed by a Focused EIR that includes only cultural resources. If more potentially significant impacts than expected are identified during the scoping process and the EIR must include additional resource areas, additional budget may be required.
- 7) This scope assumes that if significant and unavoidable impacts are identified, the Town of Colma will be responsible for drafting the CEQA Findings and Statement of Overriding Consideration that the Town would need to adopt before carrying out the project.

Schedule

MIG|TRA estimates the following timeline for preparation of the IS and EIR.

Task	Weeks to Complete	Total Weeks
<i>Notice to Proceed</i>		
Task 1: Gather Data/ Site Visit/ Tree Survey	1 week from Notice to Proceed	1
<i>Project team response to data request</i>	<i>1 week</i>	2
Task 2: Prepare Project Description	2 weeks from receipt of response to data request	4
<i>Project team review of project description</i>	<i>.5 week</i>	4.5
Task 3: Prepare Admin Draft IS	4 weeks from receipt of comments on project description	8.5
<i>Town review of Draft IS</i>	<i>2 weeks</i>	10.5
Task 4: Publish NOP	1.5 weeks from receipt of comments on Draft IS	12
<i>30-Day Public Review Period</i>	<i>4 weeks</i>	16
Task 5: Prepare NEPA Analysis	Concurrent with Tasks 3 & 6	
Task 6: Prepare Admin Draft EIR	4 weeks from close of NOP review period	20
<i>Project team review of Admin. Draft EIR</i>	<i>2 weeks</i>	22

Task 7: Prepare Public Review Draft EIR	-----	----
Prepare Screen Check Draft EIR/Town Review	1 week from receipt of comments on Admin. Draft EIR	23
Prepare Public Draft EIR	1 week from receipt of comments on SC Draft EIR	24
<i>45-Day Public Review Period</i>	<i>6.5 weeks</i>	<i>30.5</i>
Task 8: Prepare Final EIR	-----	----
Prepare Admin FEIR	3 weeks from close of public comment period	33.5
<i>Town review of Admin FEIR</i>	<i>1 week</i>	<i>34.5</i>
Prepare SC FEIR/Town Review	1 week from receipt of comments on Admin. FEIR	35.5
Prepare Public FEIR	1 week from receipt of comments on SC Draft FEIR	36.5
<i>Public hearing to Adopt EIR</i>	<i>approx. 2 weeks</i>	<i>38.5</i>
File Notice of Determination	.5 week after public hearing	39
<i>30-Day Statute of Limitations</i>	<i>4 weeks</i>	<i>43</i>
Task 9: Prepare MMRP	Concurrent with Admin. FEIR	34.5

Project Staffing

The following key staff have been assigned to the Mercy Housing project. Resumes of assigned staff are attached at the end of this proposal.

Barbara Beard, Director of Environmental Analysis, will provide overall project management direction to MIG|TRA staff and review quality of all work products. Ms. Beard has 25 years experience managing and preparing the environmental review of commercial, residential, and government facility projects for MIG|TRA’s clients.

Chris Brown, Director/Senior Analysis, will provide expertise related to the preparation of the NEPA analysis. Mr. Brown would direct the preparation of the NEPA air quality and noise analysis, Section 106 consultant process and response to NEPA specific analysis.

Christina Lau, Project Manager/Senior Analyst, will be the day-today Project Manager for the project and will direct the work of MIG|TRA staff, interface with Town staff (and interdisciplinary team, as necessary). Ms. Lau would also be responsible for identifying and managing the work of subcontractors needed to prepare adequate environmental documentation. She has nearly fifteen years of experience in the preparation of CEQA and NEPA environmental analysis including for a number of residential projects.

Chris Dugan, Senior Analyst, will be responsible for preparing the air quality, GHG, and noise analyses for the project. Mr. Dugan has ten years of professional experience and has served as project manager for public agency, sea-port, and energy projects, including authoring documents and leading peer review of environmental documents. He has expertise in air quality, greenhouse gas, and noise impact assessments.

Megan Kalyankar, Environmental Analyst/Biologist, will conduct the tree survey and will prepare the biological resources section of the IS as well as several other sections. Megan Kalyankar is an associate at MIG|TRA experienced with CEQA and NEPA analysis, biological permitting, special status species surveys, wetland monitoring, and biological construction monitoring. Ms Kalyankar has prepared or assisted in the preparation of numerous Initial Studies and Environmental Impact Reports, including for residential projects.

Rebecca Dannels, Analyst/GIS Analyst, will assist with the tree survey, CEQA analyses, and preparation of graphics for the Initial Study and Environmental Impact Report as needed. Ms. Dannels has a background in environmental analysis and GIS skills.

MIG|TRA Subconsultants

Hexagon Transportation Consultants will prepare a traffic impact analysis for the project. Hexagon provides professional transportation planning and traffic engineering services to projects throughout the San Francisco Bay Area. MIG|TRA has worked on many projects with Hexagon staff and we have a strong working relationship with the firm. The primary contact at Hexagon responsible for work performed on the project will be **Brett Walinski, P.E., Vice President and Principal**. Mr. Walinski has more than 15 years conducting traffic and transportation impact analyses. The Hexagon Transportation Consultants Scope of Work is included in Appendix B.

Budget

MIG|TRA will perform our services for the fees presented in the Cost Table below. The Cost Table was developed using our understanding of the project (listed above, under “The Project”) and assumptions we’ve made about the project (listed above, under “Scope of Work Assumptions”). If unforeseen conditions are encountered, or if we experience delays or circumstances beyond our control, we will notify the Town immediately to discuss modifications to the scope of services and/or project fees.

The costs identified in the Cost Table are an estimate; MIG|TRA will bill only the time and expenses spent. We will not exceed this amount without prior approval from the Town. With approval, additional services that are not outlined in this proposal will be charged on a time-



and-expense basis according to the Billing Rate schedule presented after the Cost Table. Payment for services shall be due upon receipt of MIG|TRA's monthly invoice.

Changes to the assumptions or changes to our understanding of the project as listed above could result in an amended cost table.

Table 1. Cost for Mercy Housing CEQA/NEPA Documentation

MIG TRA Labor / Task	Staff Hours	Staff Cost	Beard	Brown	Dugan	Lau	Kalyankar	Dannels	Ho
			ENV DIR.	Sr. Anly	Sr. ANLY	PM	ANLY III	ANLY I/GIS	ADMIN
			\$160	\$160	\$145	\$130	\$115	\$85	\$85
1. Initiate Project/Site Visit	24	\$3,120	4	0	3	8	8	0	1
2. Prepare Project Description	52	\$6,250	4	0	0	34	0	12	2
3. Prepare Admin Draft Initial Study	295	\$32,065	10	0	32	56	60	113	24
4. Publish NOP	12	\$1,470	2	0	0	4	4	0	2
5. Prepare NEPA Analysis	103	\$13,480	8	35	0	0	50	0	10
6. Prepare Admin Draft EIR	149	\$17,645	20	0	0	60	26	23	20
7. Prepare Public Draft EIR	76	\$8,860	8	0	6	32	0	4	26
8. Prepare Final EIR	106	\$12,850	12	0	8	36	28	14	8
9. Prepare MMRP	6	\$600	0	0	0	2	0	4	0
10. Meetings	38	\$5,450	18	0	0	18	2	0	0
11. Project Management	58	\$7,810	24	0	0	24	0	0	10
Labor Subtotal	919		110	35	49	274	178	170	103
Cost Subtotal		\$109,600	\$17,600	\$5,600	\$7,105	\$35,620	\$20,470	\$14,450	\$8,755
Expenses		\$14,216							
GRAND TOTAL (labor + expenses)		\$123,816							

Expenses and Subconsultant Fees

TRA Expenses	Hours	Cost
Travel		\$181
<i>TRA Mileage (Tasks 1,3,4,6,7,9)</i>		\$181
Fees		\$300
<i>CNDDB Records Search</i>		\$100
<i>Noise Meter Fee (\$50/ meter per day)</i>		\$200
Printing		\$610
<i>NOP (10 copies)</i>		\$10
<i>Public Draft EIR (10 copies)</i>		\$400
<i>Final EIR (10 copies)</i>		\$200
Subcontractors		\$13,125
<i>Hexagon Transportation (5% mark-up)</i>		\$13,125
Expenses Total		\$14,216

Factors that Would Trigger an Increase in Cost

- 1. Meetings and Hearings.** The proposed budget includes the attendance at a project kickoff meeting, and two public hearings as shown in the Scope of Work. It also includes 10 hours for project team communications (meetings and/or periodic conference calls. If additional meetings are required, these will be subject to additional compensation.
- 2. Expense Estimates.** All expense estimates are typical estimates; actual expenses are billed at cost and may exceed or be less than the amounts shown. The upper limits shown here do not apply to expenses and travel cost in excess of those specifically budgeted.
- 3. Administrative and Screen Check Drafts.** The cost estimate assumes there will be only one round of administrative review of the tree survey summary, project description, IS and NOP. The Draft EIR/EA and Final EIR/EA will include administrative and screen check drafts. If more administrative or screen check drafts are required, the cost of additional consultants' time and materials will be subject to additional compensation and an amendment to the scope of work.
- 4. Project Information or Changes in Project.** The scope does not cover new or revised analysis needed to address changes to project design or drawing specifications made by the Mercy Housing or its contractors after start of work. The following contingencies would be subject to additional compensation and an amendment to the scope of work:
 - Details related to the design and operation of the project requires the analysis of additional environmental issues not already covered by the scope of work.
 - Mercy Housing or its contractor make changes to the project or the site plan once environmental analysis is underway, or provides alternative site plans that must be analyzed.

5. Response to Comments. The cost estimate assumes 46 hours of total MIG|TRA staff time to compile, provide a unique ID, and respond to comments received on the Public Draft EIR. We will bill this task on a time and materials basis; we will bill only those hours needed to complete the task but if substantial comments are received on the EIR, the cost of additional MIG|TRA staff time and materials will be subject to negotiation with the Town.

6. Construction Monitoring. The scope of work does not include preconstruction surveys for presence of protected wildlife species, or mitigation monitoring required during project construction in compliance with an adopted Mitigation Monitoring and Reporting Plan. MIG|TRA is qualified to assist the Town of Colma in implementing the MMRP should the Town desire it.

7. Biological Resources. The scope of work assumes that sensitive species, and/or sensitive habitat are not present on site based on our preliminary review of the project. Should such resources be found, additional time and budget may be required to complete the environmental analysis.

Thank you for contacting MIG|TRA for this scope of service. We look forward to working with you on this project. If you have any questions regarding this proposal, or if we may be of further service, please contact me at your convenience.

Sincerely,



Barbara Beard
Director of Environmental Analysis

BILLING RATES – 2015

Unless specified otherwise by prior agreement, invoices are submitted monthly showing time and charges for professional services by staff category and a separate figure for expenses. Invoices are payable upon receipt. Invoices unpaid past 30 days are subject to interest at 1 1/2% per month. MIG|TRA Environmental Sciences, Inc., Labor (includes all overhead).

STAFF BILLING RATES

CATEGORY	\$/HR
Principal	210
Senior Project Manager III	180
Senior Project Manager II	160
Senior Project Manager I	145
Project Manager II	130
Project Manager I	115
Senior Biologist II/Senior Analyst II	145
Senior Biologist I/Senior Analyst I	130
Biologist III/Analyst III	115
Biologist II/Analyst II	100
Biologist I/Analyst I	85
GIS Analyst	110
CAD/GIS/Graphic Specialist	90
Support Staff	85
Field Crew	50

EXPENSES

CATEGORY	BASIS
Commercial travel	cost+10%
Automobile travel	current IRS rate
Lodging/Meals	Cost + 10%
Photocopy (A and B sizes)	\$0.10/image
Color copies	\$0.50/image
Commercial report reproduction	cost+10%
Noise meter setup	\$50/unit/day
Subcontractors	cost+10%
Other (lab, aerial photos, etc.)	cost+10%

Rates subject to revision effective January 1 of each year.

Barbara Beard

DIRECTOR OF ENVIRONMENTAL ANALYSIS

Areas of Expertise

Environmental Analysis / CEQA / NEPA

Natural Resources

Qualifications

Ms. Beard has over 20 years of experience in preparing documentation pursuant to NEPA and CEQA. As a Senior Project Manager she has directed the preparation of CEQA documents on a wide variety of projects including those for landfills and waste processing facilities, pipelines, linear recreational trails, concrete and asphalt recycling facilities, schools, a new county jail and other municipal infrastructure projects in San Mateo and Santa Clara Counties. She is skilled in working with clients and lead agencies to determine the scope and content of environmental analysis documents and guiding complex and controversial projects through the CEQA process. She provides technical expertise on a variety of work products, including constraints analyses, Initial Studies, EAs, EIRs/EISs.

In her capacity as the Director of Environmental Analysis at TRA, Ms. Beard directs staff in the technical analysis and preparation of environmental documents, provides quality control over environmental impact analysis work products, assigns staff to projects based on the required expertise needed for the project, and maintains contact with the client, project engineers, and the lead agency.

Educational Background

University of Michigan, Ann Arbor, MI

Bachelor of Science, Natural Resource Policy & Management

Selected Projects

- California Water Tank and Pump Station IS/MND, Redwood City, California
- Edgewood Canyon Subdivision Supplemental EIR, San Mateo County, California
- 3240 Scott Boulevard Restaurant Conditional Use Permit IS/ND, Santa Clara, California
- Habitat for Humanity Environmental Assessment, Santa Clara, California
- Carlmont High School Usher Field Lights IS/MND, Belmont, California
- Transportation and Maintenance Facility IS/MND, Redwood City, California
- ACE Charter School IS/MND, San Jose, California
- Maple Street Replacement Facility IS/MND (768-bed facility), San Mateo County Sheriff's Office, Redwood City, California
- North Coast County Water District Water Transmission Pipeline IS/MND, Pacifica, California
- Concrete and Asphalt Recycling Facility Project IS/MND, Half Moon Bay, California
- Harmony@1/Roberts Road Subdivision EIR, Pacifica, California
- Stevens Creek Trail IS/MNDs, Cupertino, California
- Guadalupe Landfill Materials Recovery Facility IS/MND, San Jose, California
- San Francisco Bay Trail Constraints Analysis and Detailed IS, San Jose, California

Christopher Brown

DIRECTOR OF ENVIRONMENTAL SERVICES

AREAS OF EXPERTISE

Environmental Analysis

Air Quality and Climate Change Analysis

QUALIFICATIONS

Christopher Brown has over ten years experience in environmental analysis and the preparation of environmental documents. Mr. Brown has managed and prepared environmental documents for a variety of development plans and projects, specific plans, comprehensive general plan updates, general plan elements, transportation improvements and infrastructure plans and projects. Mr. Brown is an air quality specialist and has prepared air quality assessments utilizing the latest CalEEMod software for a variety of development and infrastructure projects and is experienced in assessing local and regional emissions impacts, carbon dioxide 'hotspot' screening and analysis using the Caltrans *CO Protocol* and CALINE4, and toxic air contaminant risks and modeling using SCREEN2 and AERMOD. He has prepared greenhouse gas emissions inventories utilizing the methods and practices presented in the California Air Pollution Control Officers Association's *CEQA and Climate Change* white paper and their *Quantifying Greenhouse Gas Mitigation Measures* guidelines.

Mr. Brown has worked on a variety of projects subject to the National Environmental Policy Act (NEPA) as funded by the U.S. Department of Housing and Urban Development (HUD) and the California Department of Transportation (Caltrans). Projects include affordable housing, bridge replacement, and roadway widening projects.

EDUCATION

- B.A., Environmental Planning, California State University, Northridge (2005)
- HUD Part 58 Environmental Training (2015)
- ARB190: Air Quality Academy (2012)
- ARB511: Diesel Exhaust After-Treatment Devices (2013)
- ARB520: How to Comply with CARB Diesel Regulations (2014)
- EPA422: Air Pollution Control Orientation (2011)
- Dust Control in the South Coast Air Basin (2007)

RELEVANT EXPERIENCE

HUD Environmental Assessments and Technical Reports

- Vernon Family Apartments, Vernon, California
- Eagle Avenue Family Housing, Alameda, California
- West Sacramento Family Housing, West Sacramento, California
- Loma Linda Veterans Housing, Loma Linda, California
- West Sacramento Family Housing, West Sacramento, California
- 808 A Street Senior Housing, Hayward, California
- Civic Center TOD 14 Affordable Housing, Oakland, California
- Yucca Valley Senior Housing, Yucca Valley, California
- Habitat for Humanity Cemetery Road Affordable Housing, Santa Paula, California
- Cabrillo Mixed-Use Work Force Housing, Torrance, California

Caltrans Compliance Documents and Technical Reports

- Garnet Street Bridge, San Bernardino County, California
- Pepper Street Gap Closure, Rialto, California
- Avenida de la Carlota, Laguna Hills, California
- Trabuco Road Streetscape, Lake Forest, California

Christopher Dugan

SENIOR PROJECT MANAGER II / SENIOR ANALYST II

Areas of Expertise

Air Quality Analysis / Climate Change / Noise

Assessment / CEQA / NEPA / Regulatory Permits

Qualifications

Chris Dugan has ten years experience planning, preparing, and managing environmental compliance documents required by local, state, and federal regulations, including the California Environmental Quality Act, the National Environmental Policy Act, the Clean Air Act, and the Occupational Safety and Health Act. He has served as CEQA project manager for industrial and municipal development projects and is particularly skilled at air quality, greenhouse gas, and noise impact analyses

Mr. Dugan is skilled in consulting with regulatory agencies and preparing the permit applications and other technical economic and environmental analyses necessary to obtain regulatory approvals from these agencies. He has developed and tailored emissions inventories using CalEEMOD, BGM, OFFROAD, etc.; performed screening and refined dispersion modeling (e.g., SCREEN, AERMOD); and developed mitigation measures to control and reduce stationary, area, fugitive and mobile source emissions.

Mr. Dugan plans and implements ambient and source-oriented noise measurement and monitoring in support of the CEQA review process. He has collected and analyzed field data, modeled construction and roadway noise using roadway construction and highway noise prediction models, modeled stationary source noise levels using excel and other attenuation models, and developed operating limits and conditions, including physical design measures such as walls, to attenuate and mitigate noise levels in accordance with noise ordinances and general plan elements.

Educational Background

Cook College, Rutgers University, New Jersey

Bachelor of Science, Natural Resource
Management

Selected Projects

- Sequoia Union High School District projects in San Mateo County.
- Project Manager and Analyst, San Mateo County Replacement Jail Project IS/MND.
- Oceano Dunes SVRA Dust Control Program EIR and Oceano Dunes SVRA 2014 Sand Transport and Dust Reduction Project in Oceano, California.
- Merced Irrigation District South Transmission Line, Substation, and Interconnection Project EIR, Merced, California
- Landfill Gas To Energy Facility Relocation Project EIR, San Jose, California
- Montezuma II and Shiloh IV Wind Energy Project EIR, Solano County, California
- Shiloh III and IV Wind Energy Project Mitigation Monitoring, Solano County, California
- Bear Gulch Pump Station 13 Improvement Project IS/MND, Portola Valley, California
- Page Mill Water Tank Alternatives Analysis, Palo Alto, California
- Vista Tank Reconstruction Project IS/MND Peer Review, Hillsborough, California
- Habitat for Humanity Montague Housing Development Project EA, Santa Clara, California
- Redwood Landfill and Recycling Center Use Permit Noise Monitoring, Novato, California
- Port of Stockton Updated West Complex EIR Emissions Inventory and Health Risk Analysis, Port of Stockton, Stockton, CA*
- U.S. Gypsum Wall Board Manufacturing Plant Draft EIR, Port of Stockton, Stockton, California*

* Work completed prior to joining MIG

Christina Lau

PROJECT MANAGER / SENIOR ANALYST

Areas of Expertise

Environmental Analysis / CEQA / NEPA /
Public Infrastructure

Qualifications

Christina Lau joined MIG|TRA in 2005 and has nearly 15 years experience managing, writing, and reviewing various types of CEQA and NEPA environmental documents. She has managed and written numerous CEQA and NEPA documents, ranging from categorical exemptions to EIS/ EIRs, including managing the subconsultants that brought expertise to each project.

Ms. Lau has been a project manager, lead author, reviewer, or contributor to a variety of projects involving parks and recreation, water and sewer infrastructure, schools, renewable energy, and various private residential, industrial, commercial, and retail developments. Ms. Lau also has previous experience in the preparation of joint NEPA/CEQA documents for transportation projects while working as an environmental planner for Caltrans. [Educational Background](#)
Cook College, Rutgers University, New Jersey Bachelor of Science, Natural Resource Management

Educational Background

University of the Pacific, California
Bachelor of Arts, Environmental Studies and Economics, Biology Minor
California State University, San Jose
Graduate study in Environmental Studies

Selected Projects

- Oceano Dunes SVRA Dust Control Program EIR, *Oceano, California*
- California Water Tank and Pump Station EIR, *Redwood City, California*
- Menlo-Atherton High School Campus Master Plan EIR, *Atherton, California*
- ACE Charter School IS/MND, *San Jose, California*
- Maple Street Replacement Facility IS/MND, San Mateo County Sheriff's Office, *Redwood City, California*
- North Coast County Water District Caltrans Devil's Slide Tunnels Potable Water Pipelines IS/MND, *Pacifica, California*
- Granada Sanitary District Naples Beach Sewer IS/MND and Mitigation Monitoring and Reporting Plan Implementation, *Half Moon Bay, California*
- Stevens Creek Corridor Master Plan Phase 1 and 2 IS/MNDs, *Cupertino, California*
- 11-acre Subdivision IS/MND, *Portola Valley, California*
- 13-acre Subdivision IS/MND, *San Mateo County, California*
- San Jose International Airport Jet Fuel Pipeline IS/MND, *San Jose, California*
- Milpitas Unified School District McCandless Drive School EIR, *Milpitas California*
- Adult School Annex (Green Street) IS/MND, *East Palo Alto, California*
- Sequoia Union High School District Alternative School IS/MND (4th/5th Aves), *Redwood City California*
- East Palo Alto (Myrtle Street) Alternative School Campus IS/MND, *East Palo Alto, California*
- Menlo Atherton High School Stadium Lights IS/MND, *Atherton, California*
- 2350 Mission College Boulevard Office Retail Project, *Santa Clara, California*
- 945 Lincoln Avenue Redevelopment Project, In-Fill CE, *San Jose, California*

Megan Kalyankar

ENVIRONMENTAL ANALYST / BIOLOGIST III

Areas of Expertise

CEQA and NEPA / Biological Construction Monitoring / Biological Permitting / Special Status Species / Wetlands

Qualifications

Megan Kalyankar is an associate at MIG|TRA experienced with California Environmental Quality Act (CEQA) and National Environmental Quality Act (NEPA) analysis, biological permitting, special status species surveys, wetland monitoring, and biological construction monitoring. Ms Kalyankar has a background in biology and environmental analysis.

Ms. Kalyankar has prepared or assisted in the preparation of numerous CEQA Initial Studies (IS) and Environmental Impact Reports (EIR) on projects ranging from golf courses and recreation areas to residential and commercial building projects to roadway and utility projects. NEPA projects have included Categorical Exclusions (CE) and Environmental Assessments (EA) for trail, housing and public facilities projects. She has prepared or assisted in the preparation of a number of biological assessments, biological studies, natural environment studies and resource management plans for recreational, land management and restoration projects. Ms. Kalyankar has in-depth knowledge of environmental regulations such as the Endangered Species Act, the Migratory Bird Treaty Act, the Clean Water Act and California Fish and Game Code and has assisted with permitting requirements for many projects.

Educational Background

University of Tasmania, Australia
Master of Science, Environmental Management
University of California, Davis
Bachelor of Arts, Nature and Culture

Selected Projects

- Redwood City Water Tank and Pump Station Replacement IS/MND, biological resources and several other sections, *Redwood City, California*
- Page Mill Tank Addition/Replacement Project, constraints analysis addressing aesthetics, air quality, biological resources, cultural resources, geologic hazards, noise and traffic, *Los Altos Hills, California*
- Neary Tank Utilization Project IS/MND, several sections of the IS/MND, *Los Altos Hill, California*
- Lake Luciana Golf Course Project EIR, assisted with Draft and Final EIR, *Napa County, California*
- Evergreen Valley Church Improvements Project IS/MND, biology section and several other sections, *San Luis Obispo County, California*
- Sequoia Union High School District (SUHSD) Transportation and Maintenance Facility Project IS/MND, *Redwood City, California*
- • SUHSD Carlmont High School Lights Project IS/MND, response to comments letter, *Belmont, California*
- ACE Charter School IS/MND, several sections of the IS/MND, *San Jose, California*
- Scott Boulevard Restaurant IS/MND, most sections of the IS/MND, *Santa Clara, California*
- Montague Housing Development, draft EA, biological site assessment and noise study report, *Santa Clara, California*
- Vineyard Avenue and Vallecitos Road Intersection Modification Project IS/MND, all sections- biological resources and Prime Farmland were the main issues, *Livermore, California*
- South Main Street/Soda Bay Road Widening and Bike Lanes Project, Hazardous Waste Environmental Site Assessment, Farmland Conversion Assessment and Community Impact Assessment, *Lake County, California*
- San Quentin Area Bike and Pedestrian Path Project, constraints analysis addressing primarily biological resources and cultural resources, *Marin County, California*
- Richmond-Ohlone Greenway Bike and Pedestrian Path Connection Project IS/MND, all sections- main issues were hydrology/water quality and tree removal, *El Cerrito, California*

Rebecca Dannels

ANALYST I / GIS ANALYST

Areas of Expertise

CEQA Analyst / GIS Analysis / Graphics

Qualifications

Ms. Dannels is an environmental analyst and a GIS analyst with experience in advanced spatial and demographic analysis, and basic programming, graphics, and systems modeling.

Graduate research examined cost-effective methods for reducing soil erosion and nutrient runoff in caneberry fields in the Pajaro River Watershed in the Central Coast of California. After developing an extensive on-farm research design, Ms. Dannels experimentally tested the ability of three different types of common and native vegetative filter strips (VFS) planted between the crop rows to reduce nitrate concentrations, phosphate concentrations and sediment loads in storm water runoff. Results of research indicated VFS are a cost-effective tool that growers can use in California caneberries to decrease nitrate runoff while inherently promoting on-farm biodiversity.

Ms. Dannels has several years of work experience in endangered species biological fieldwork, and database management and program development in the green building sector. Her experience is enriched by a rigorous degree in environmental science, specializing in statistical and computational analysis of environmental, social and economic data. Exemplifying the benefits of a diverse background, Ms. Dannels possesses an arsenal of necessary tools to ensure project success in the constantly dynamic environmental field.

Educational Background

California State University, San Jose
Master of Science in Environmental Studies

Thesis: Using vegetation to reduce nitrogen runoff from California caneberry fields

Mills College, Oakland, California
Bachelor of Arts, Environmental Science

Selected Projects

- Population study of Mohave ground squirrels at Naval Air Weapons Station at China Lake (NAWS) under the guidance of the Mohave Ground Squirrel Work Group, California State University, and the United States Navy.
- Nutrient flow and storm water runoff modeling of caneberry agricultural areas in ESRI ArcGIS 10.1.
- Addressed inquiries regarding planning, building, and code compliance associated with green building, specifically Leadership in Energy and Environmental Design (LEED) and CALGreen, in the San Francisco Bay Area.
- Biological monitoring of the endangered Bay Checkerspot Butterfly to assess effects of drought conditions in native serpentine grassland communities on the Coyote Ridge Open Space area. Monitoring conducted in collaboration with San José State University and Open Space Authority.
- Analysis of water samples from the East Bay and Delta regions of the San Francisco Bay. Results assessed numerous potential conditions along the shoreline, using compounds as indicators of Bay health.
- Investigative report on desalination for meeting California regional drought needs. Conducted an overall cost-benefit analysis, including environmental externalities, of the Carlsbad Desalination Project.
- Implemented habitat improvements for the Western Burrowing Owl on San José-Santa Clara Regional Wastewater Facility bufferlands. Assisted the Santa Clara Valley Audubon Society in maintaining suitable conditions capable of promoting species reproduction



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager
 MEETING DATE: November 12, 2015
 SUBJECT: Status Update to 2014-16 Strategic Plan

RECOMMENDATION

Staff recommends that the City Council adopt the following motion:

MOTION TO ACCEPT UPDATE TO 2014-16 TOWN OF COLMA STRATEGIC PLAN

EXECUTIVE SUMMARY

The attached document provides a status update on each program of the approved 2014-16 Strategic Plan.

FISCAL IMPACT

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

BACKGROUND

The attached Strategic Plan Status Update provides updates to each of the initiatives in the 2014-15 Strategic Plan, as approved by the City Council in July 2015. Status updates are shown in **bold text**. The original plan reflected the prioritization of proposed programs as determined by the City Council at the April 28, 2014 Strategic Planning Study Session.

ANALYSIS

Staff has made significant progress in meeting the goals of the 2014-16 Town of Colma Strategic Plan. Most of the programs in the plan are either underway or have been completed. Council should hold a strategic planning workshop sometime in 2016 to provide an overall update to the plan.

Council Adopted Values

Accepting the status update to the Strategic Plan is a *responsible* action because it provides certainty of the framework of priorities for Staff to follow. The goals and programs of the

Strategic Plan consider the Town's long-term financial stability and promotes innovation and vision for the Town's operations as well.

Sustainability Impact

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

Alternatives

The Council could not accept the status update and could, instead, direct staff to bring back a modification to the Plan. Staff does not recommend modifying the Plan at this time, however, as many of the programs included in the current plan are nearing completion and adding additional programs could cause confusion to priorities.

CONCLUSION

Staff recommends the Council adopt a motion accepting the status update.

ATTACHMENTS

- A. Status Update to 2014-16 Strategic Plan

2014-16 STRATEGIC PLAN

Value Statement

Treat all persons, claims and transaction in a fair and equitable manner.
 Make responsible decisions by taking the long-range consequences into consideration.
 Base decisions on, and relate to each other with honesty, integrity and respect.
 Be innovative in improving the quality of life in our business and residential communities.

Goals and Priority Programs

Area:	Significant Mandates	Town Operations	Economic Development	Financial Planning	Quality of Life
Goals:	<i>Ensure compliance with the law</i>	<i>Ensure friendly, efficient and timely delivery of services</i>	<i>Implement three programs from the Economic Development Plan</i>	<i>Ensure long-term financial health</i>	<i>Make our Town safe, clean and attractive</i>
Programs:	Update General Plan	Renovate Town Hall	Prepare Auto Row streetscape improvement plan	Review and adjust reserve policies	Offer more community-based programs
	Implement ADA Transition Plan	Increase the Use of Technology to Enhance Customer Services	Commit resources to developing a hotel business	Commit 50% of Unassigned Reserves to funding CIP	Continue police department outreach to residents and youths
	Implement Climate Action Plan	Obtain proposals for Waste Hauler Franchise	Commit resources to plan for expansion or relocation of businesses	Prepare plan to fund OPEB obligations	

DETAILED PROGRAM DESCRIPTIONS
*Priority Programs are shown with an Asterisk **

Significant Mandates

*Update General Plan**

Description: The following actions are planned for the upcoming fiscal year:

- Housing Element Update and Adoption
- Interim Circulation Element Update and Adoption (Complete Streets)
- Urban Design Study Session and Land Use Element discussions
- Community Survey
- Noise Element existing conditions review
- Historic Resources Element draft review
- Safety Element draft review

STATUS NOVEMBER 2015:

The Planning Department has completed the following projects related to the update of the General Plan:

- **Housing Element Update and Adoption**
- **Interim Circulation Element Update and Adoption (Complete Streets)**
- **Urban Design Study Session and Land Use Element discussions**
- **Community Survey**
- **Noise Element existing conditions review**

The Planning Department is continuing to work on the following:

- **Historic Resources Element draft review. The draft of this document was completed in October 2015 and is currently posted on the Town website. A study session on the document is proposed in December of 2015.**
- **Safety Element draft review. Staff has completed a draft of the Safety Element and held one study session on the document in January of 2015. Staff is currently working on the Local Hazard Mitigation Plan (LHMP) update, and since the Safety Element must be consistent, staff will resume work on this document once the Countywide LHMP and Colma Annex to the plan is completed in 2016.**

Planning Staff will continue to work on sections of the General Plan as time permits. This includes work on the Land Use Element in 2016.

*Implement ADA Transition Plan**

Description:

- In 2014-15, repair/replace non-compliant curb ramps in the Sterling Park neighborhood and repair/replace non-compliant door thresholds at Sterling Park Recreation Center
- 2015-16 was the year the Town was scheduled to replace the upstairs bathrooms at Town Hall and widen the doorway to the office areas. Instead, this work will be completed with the Town Hall renovation
- ADA Customer Service training

STATUS NOVEMBER 2015:

Door thresholds at the Sterling Park Recreation Center were installed and are now ADA compliant.

Curb ramps in the Sterling Park neighborhood were re-inspected for accessibility by a Certified Access Specialist (CAsp) in January 2015. Fifteen of the twenty curb ramps were found to be compliant under the 2010 ADA standards, which provide a “Safe Harbor” provision. The “Safe Harbor” provision states that if the accessibility requirements were in compliance at the time of construction then it is not required to update those items to meet current requirements.

It was determined that the five non-compliant curb ramps would be updated and brought into compliance during a yet to be identified future Capital Improvement Project for the Sterling Park neighborhood. The five non-compliant curb ramps were out of compliance by less than 2% slope, and due to the natural slope of the area, it would be very difficult to meet the ADA requirements necessary to bring the ramps into compliance, without regarding a large portion of the street and sidewalk.

Since neighborhood areas are considered low priority under the ADA, and commercial areas or areas leading to public transportation are considered high priority areas under the ADA; staff is evaluating how to repurpose those CIP dollars for an ADA barrier removal project along Mission Road or Collins Ave.

ADA Customer Service training is scheduled for 2016.

*Implement Town’s Climate Action Plan**

Description: AB32 establishes statewide greenhouse gas (GHG) reduction targets. The Town’s Climate Action Plan (CAP) contains programs and policies that will facilitate Colma’s achieving the AB32 targets and improve the quality of life for those who live, work and visit Colma. Staff will:

- Periodically promote to residents free or low cost programs that increase energy efficiency, conserve water or promote alternative transportation
- Periodically promote to businesses free or low cost programs that increase energy efficiency, conserve water, divert solid wastes, or support alternative transportation for employees

STATUS NOVEMBER 2015:

Planning Staff is actively working with other town departments, with residents and the business community to promote sustainability. 2015 accomplishments include:

- **PD purchased energy efficient car to replace a less efficient Crown Victoria**
- **Town began offering employees Pre-tax Commuter benefits**
- **Participated in US Mayors Water Conservation Challenge**
- **Town installed water efficient demonstration garden**
- **Purchased hybrid Town pool car**
- **Stopped watering medians**
- **Received BAAQMD grant to supplement purchase of electric motorcycle**
- **Completed energy efficient lighting upgrades in all facilities using PG&E OBF**
- **Received Beacon Spotlight Awards for Community Greenhouse Gas Emissions, Agency Energy Savings, Natural Gas Savings, and Sustainability Best Practices**
- **Released RFP for waste hauling services that include enhanced recycling opportunities including organic collection**
- **Launched a \$500 maximum rebate program for residential water efficient upgrades**
- **Heavily promoted the Energy Watch energy assessment and retrofit program to small businesses**
- **Met with Cemetery Managers to provide education on the new state water efficiency landscape ordinance and to discuss future opportunities for water and energy conservation**

- **Facilitated meeting between PG&E for energy audit and energy upgrades at Lucky Chances**
- **Worked with the County on the Community Choice Energy program**
- **Presented to City Council PACE Financing resolution (December 2015)**

Town Operations

*Renovate Town Hall**

Description: Phase I: by Fall 2014, architect will complete Feasibility Report and Needs Assessment by Fall 2014; City Council will consider feasibility and decide next steps; and Council may approve conceptual plans.

Phase II: if Council approves feasibility report and conceptual plans, Phase II consists of preparing plans and specifications, and constructing the project, which is estimated to take approximately 18 months.

STATUS NOVEMBER 2015:

With the completion and City Council approval of the Phase I Town Hall Feasibility and Conceptual Design study, the architect has moved into the design development of the construction drawings. The architect has completed approximately 80% of the project plans and specifications. Because some preliminary estimates are coming in above allowable budget parameters, staff has been working with the architectural design team to reduce projected construction costs by way of value engineering portions of the structural components to be more cost effective.

Staff will be splitting the project up into separate construction contracts. The primary goal of splitting the project into discrete contracts is to provide for a more manageable process for the construction. Separate contracts also should help meet the completion deadline of the end of 2016 by initiating the initial demolition stage of the project sometime in November of 2015. Breaking the project into several contracts also allows the design team and staff to better understand the bidding climate without committing to the whole project.

Demolition of the 1986 addition is expected to start around mid-November. The second contract will be focused on site work, grading and foundation. If proposals come in and are within our budget allowances, this work is anticipated to start mid to late December. The duration of this contract is scheduled to last for approximately two to three months. The major part of the building construction is scheduled to take place in March or April given that future proposals are favorable and that weather does not suspend the project for large amount of time.

*Increase the Use of Technology to Enhance Customer Services**

Descriptions: The goal is to take advantage of opportunities to improve services through the use of technology. Representative action items include the following:

- Improve the Town website to allow (1) forms to be completed and submitted on-line (2) better analytics (3) Greater searching ability.
- Monitor the impacts of accepting credit cards in the Recreation Services Department and implement credit card payment option on-line, in Public Works and potentially the Police Department.
- Examine ways to enhance communication and engagement with the community and business with a greater presence through social media such as Twitter and Facebook.
- Install software to allow residents to register online for recreation programs.

STATUS NOVEMBER 2015:

The Town launched an online transparency portal, known as OpenGov.org, in mid-2014. The interactive reporting tool allows citizens to explore City budget data online in various graphical formats selected by the user. This online application was pioneered by OpenGov, a local software engineering company specializing in data accessibility products that help strengthen the connection between local government and community members. The Town is providing actual historical budget data from fiscal year 2005/2006 for public review via the OpenGov software. Each year during the budget cycle, a new year of data will be added and the oldest year removed, giving the public a rolling multi-year snapshot of revenue and expenditure trends. The tool also includes an online “checkbook” that provides searchable details on all checks paid going back to 2005/2006.

Staff continues to look for ways to improve the Town’s website. The Town is somewhat limited in how much it can modify the website because of limitations built into the website program itself.

The Recreation Services Department began accepting credit cards as forms of payment in summer/fall 2014. Residents were very happy with the new payment option; however very few are taking advantage of paying for programs and rentals with their credit card. Staff estimates that 10-15% of all transactions are used to pay with a credit card.

The Recreation Services Department started using Facebook and Instagram in January/February 2015 as a way to further connect with the community and further advertise programs to the residents. So far the Recreation Services Department has fifty followers on Facebook and thirty followers on Instagram, and the Department posts events and/or advertisements about two times per week. The Department often receives “likes” when we post photos from events and programs.

Colma Police Department has created social media sites to educate, share information with the public and to be more transparent. These sites include Facebook, Twitter, Nixle, Next Door Colma and a Blog.

The City Manager has also set up a general Town of Colma Twitter account and tweets regularly.

The Recreation Services Department installed Active Net Recreation Software in December of 2014 as the Department's new Recreation Software database replacing CLASS. The software manages Colma ID's, program registration, facility reservation, all financial functions and reporting. The software also allows for residents/customers to register for programs online. To help support the cost for the online registration software, five percent service charges are added on to all online registrations. The Town of Colma does not collect this fee; it goes directly to the Active Network for the cost of providing the service. Approximately five percent of all transactions are conducted online; the remaining transactions are done in person at the Colma Community Center or Sterling Park Recreation Center.

*Obtain proposals for Waste Hauler Franchise**

Description: The waste hauling franchise agreements with Allied, SSF Scavenger Company and Recology will terminate March 31, 2016. The Town needs about one year to plan to replace these agreements. Meanwhile, Daly City has requested proposals for a franchise to replace Allied. The date of the new franchise will be negotiated by Daly City and the waste hauler, which could occur within the next three to six months. The Town needs to also plan for the contingency that Allied's franchise with Daly City will not be renewed, and that Allied may withdraw from serving the local area.

Description:

- Monitor the Daly City RFP process. If Allied does not receive the new contract, it's possible that Allied will pull out of this area, and Town will need to find a replacement provider.
- In early 2015, begin the process of preparing an RFP for services beginning April 1, 2016.

STATUS NOVEMBER 2015:

Staff released a Request for Proposals (RFP) for waste hauler franchise in spring of 2015. Two firms submitted proposals for the franchise. The award of the franchise is scheduled for the December 2015 Council meeting.

Re-negotiate sewer service agreement

Description: Daly City typically increases its sewer rates in July of each year, which doesn't give Colma sufficient time to comply with Prop 218 and, at the same time, provide for its sewer rates to be collected on the property tax rolls. The goal is to amend the Daly City agreement to require Daly City to give Town notice of rate increase by April 1 of each year.

STATUS NOVEMBER 2015:

The Town is served by two sanitary sewer agencies: North San Mateo County Sanitation District and South San Francisco. The purpose of entering into negotiations of the current agreements is to be able to comply with Proposition 218 laws and, if feasible and approved by City Council, to discuss the establishment of an enterprise fund to oversee annual sewer charges to the property owners in Colma. Under enterprise accounting, the revenues in expenditures of services are separated into separate funds with its own financial statements, rather than commingled with the revenues and expenses of all other government activities.

Staff anticipates this work will begin in early 2016.

Implement the Town's Urban Forest Management program.

Description: The Urban Forest Management program is an ABAG PLAN Best Management Practice aimed at reducing the risks of injury and damages from falling trees. The program requires that the Town first identify and inventory all trees within Town limits and then to regularly inspect and maintain the Town's trees. In the upcoming fiscal year, the Town should retain a consultant to inventory and assess the overall health of all Town-owned trees.

STATUS NOVEMBER 2015:

Staff is working with ABAG PLAN Risk Management consultants to implement the Urban Forest Management Program. Staff estimates having the program implemented by the end of 2016.

Adopt and develop an Irrigation System Plan

Description: Study and upgrade irrigation systems in all Town landscaped areas

STATUS NOVEMBER 2015:

Staff anticipates work on this project to begin in 2016.

Economic Development

*Prepare Auto Row streetscape improvement plan**

Description: Conduct feasibility study in 2015-16. (Ultimately, the plan might include installing streetscape improvements, e.g., benches, landscaping, street lights)

STATUS NOVEMBER 2015:

Staff anticipates work on this project to begin in 2016.

*Commit resources to developing a hotel business**

Description: Identify potential sites and willing landowners for business travelers hotel; conduct feasibility study; adopt transit occupancy tax and submit to voters.

A transient occupancy tax must be approved by the voters at a general municipal election. The Town holds its general municipal elections in November of every even-numbered year. If there is a possibility that an application for a hotel will be filed before November 2016, then the Council should put a measure adopting a TOT ordinance on the November 2014 ballot.

STATUS NOVEMBER 2015:

This item will be considered when the General Plan Land Use Element is updated.

*Commit resources to planning for expansion or relocation of businesses**

Description:

- Partner with key businesses to identify potential sites for expansion or relocation.
- Adopt General Plan and update local regulations

STATUS NOVEMBER 2015:

General Plan updates in process (see above). Design Review guidelines were updated to provide flexibility to businesses in exterior design of buildings.

Adopt Image and Branding Campaign

Description: Retain consultant to create an image and branding campaign to promote doing business in Colma. Communities such as Pleasanton and Orangevale have seen economic benefits from this investment.

STATUS NOVEMBER 2015:

Staff anticipates work on this project to begin in Fiscal Year 2016/2017.

Commit resources to creating a Town Center

Description: Select location for Town Center; Adopt General Plan amendment and modify Town regulations to accommodate Town Center

STATUS NOVEMBER 2015:

Urban Design Study completed to show possible design for Kohl's property. Standards related to a Town Center will be included in the update to the Land Use Element of the General Plan.

Financial Health

*Review and adjust reserve policies**

Description: Review, evaluate and adjust reserve policies

STATUS NOVEMBER 2015:

City Council approved a modification to the reserve policies in Spring 2015.

*Fund Capital Improvement Programs**

Description: Commit 50% of Unassigned Reserves to funding capital improvement projects.

STATUS NOVEMBER 2015:

City Council approved a modification to the reserve policies in Spring 2015, which includes funding the Capital Improvement Program.

*Fund OPEB obligations**

Description: Adopt a plan to fund Other Post-employment obligations, such as retiree health benefits, by putting a defined amount of money into a trust fund at certain, stated intervals, e.g., once a quarter. The benefits of funding a trust are twofold: first, the amount of money funded into the trust would be protected from having to fund other financial obligations of the Town; and second, it would save the Town money.

STATUS NOVEMBER 2015:

City Council approved the establishment of an irrevocable OPEB trust in Summer 2015.

*Identify and Address Other Threats to Town's long-term fiscal health**

Description: Evaluate and plan for long-term funding of staff; evaluate the pros and cons of creating enterprise funds

STATUS NOVEMBER 2015:

Staff continually analyzes threats to the Town's long term fiscal health and provides the City Council with proposed means to address those threats. Some of those means include issues required to be negotiated with the Town's various employee groups, which are ongoing.

Quality of Life

Offer more community-based programs.

Description: Examples include summer concert series, holiday craft fair, and bicycle rodeo. Another example would be "Sunday Streets" where the Town closes a street to automobile traffic and opens it up to pedestrian/bicycle traffic and has different vendors, music, and entertainers on hand selling goods, services, etc.

Prepare feasibility study of hosting a Holiday Party and alternating the Holiday Party with the annual Town picnic.

STATUS NOVEMBER 2015:

Staff has developed and implemented three new community based programs:

- **Halloween House Decorating Contest**
- **HOWL-o-ween Costume Pet Parade**
- **Holiday Craft Night**

Staff is also looking into scheduling a summer concert series at the Colma Community Center in 2016.

City Council approved funding for an Adult Holiday Event at the South San Francisco Conference Center in March 2015. The party is scheduled for Saturday, December 12, 2015.

City Council also approved funding for the annual Town Picnic which was held at the Sterling Park Recreation Center on September 12, 2015 where 250 residents participated.

Continue police department outreach to residents and youths

Description: Start a bicycle patrols in residential and business neighborhoods; attend youth events; and continue the foot patrols and residential checks in the Sterling Park, Verano and Hoffman Villa neighborhoods.

STATUS NOVEMBER 2015:

Staff identified three ways to accomplish the goal of outreach to the community:

- **Develop a bicycle patrol program and patrol the residential and business communities**
- **Attend youth and senior events**
- **Continue foot patrols and neighborhood checks in Sterling Park, Verano and Hoffman Villa neighborhoods**

Two patrol officers have been selected as bicycle patrol officers. One has been certified by completing the training and is logging hours riding mostly in the business district in an attempt to deter automobile burglaries. The second officer is awaiting the specialized training.

The Colma Police Department has increased our youth involvement by collaborating with the Recreation Services Director. CPD has been well informed of community events involving our youth and seniors, and we have made extra efforts to attend these events. Some of these include; visiting summer day camps, Eggstravaganza, School tours of CPD, Friday Night Movie Night and Halloween events. Senior functions have included senior lunches, Historical Association walking tour and Pizza with Police. To date, CPD staff has attended a total of 60 community events.

CPD officers continually patrol the residential areas and make efforts to get out of their vehicles and walk the neighborhoods. To date, CPD officers have conducted a combined 3,313 residential patrol checks and foot patrols. Officers also incorporate the business community by conducting business checks. To date, CPD officers have completed 1,327. This involves officers walking into businesses and checking in with employees and management staff.

Adopted: 7/8/2014



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, City Planner
 VIA: Sean Rabé, City Manager
 MEETING DATE: November 12, 2015
 SUBJECT: Water Efficient Landscape Ordinance Amendment

RECOMMENDATION

Staff recommends that the City Council adopt the following:

AN URGENCY ORDINANCE AMENDING CHAPTER 5.11 OF THE COLMA MUNICIPAL CODE, RELATING TO WATER EFFICIENT LANDSCAPE REQUIREMENTS PURSUANT TO CEQA GUIDELINES 15061(b)(3) AND 15308

MOTION TO INTRODUCE AN ORDINANCE AMENDING CHAPTER 5.11 OF THE COLMA MUNICIPAL CODE, RELATING TO WATER EFFICIENT LANDSCAPE REQUIREMENTS PURSUANT TO CEQA GUIDELINES 15061(b)(3) AND 15308

EXECUTIVE SUMMARY

The proposed urgency ordinance and regular ordinance would amend Chapter 5.11 of the Town's Municipal Code to comply with new, stricter landscape water use requirements imposed by the state. The following is a list of the most significant substantive changes to the current ordinance:

- landscape areas of 500 square feet are subject to the requirements (currently 2,500 to 5,000 square feet);
- further limits the portion of landscapes that can be planted with high water use plants and turf [permitted water application reduced from 70% of evapotranspiration rate (Eto) to 55% or 45%];
- landscape areas less than 10' wide must be watered with subsurface drip irrigation to prevent overspray and evaporation;
- requires the use of more efficient irrigation systems such as meters, submeters, pressure regulators, shut-off valves and flow sensors; and
- requires new annual reporting requirements to the State Department of Water Resources (DWR).

FISCAL IMPACT

The proposed ordinance is not anticipated to cause a fiscal impact on the Town as the changes are merely policy level changes with no financial implications.

BACKGROUND

In 2009, DWR prepared a Model Efficient Water Landscape Ordinance (MEWLO). Jurisdictions had the option of adopting the state ordinance or adopting their own ordinances (or do nothing and the state ordinance would take effect by default). The Town chose to adopt its own ordinance in order to add a groundwater recharge credit that can be applied to new landscape areas proposed by local cemeteries.

Governor Brown's Drought Executive Order of April 1, 2015 (EO B-29-15) directed DWR to update the State's MEWLO through expedited regulation. The California Water Commission approved the revised Ordinance on July 15, 2015.

ANALYSIS

The proposed ordinance would amend Chapter 5.11 to be in compliance with state law. If jurisdictions choose to adopt their own ordinance instead of adopting the state ordinance, it must be equally or more effective in reducing water use. Since the state ordinance goes into effect on December 1, 2015, staff is proposing that the City Council adopt an urgency ordinance in order to preserve the existing groundwater recharge credit and to add a retrofit credit for existing cemeteries. These provisions are necessary in order to allow cemeteries to comply with the new provisions.

Since the state law includes no incentives or credits that can be applied for unique land uses such as cemeteries, staff is recommending the retention of the existing groundwater recharge credit. This credit recognizes that some water that is applied to cemetery grounds infiltrates into the ground and is not lost to evaporation or plant use.

Since the new water use calculation is much stricter, a second credit is needed to allow for cemeteries to comply. This credit would apply if a new landscape area will exceed the Estimated Total Water Use (ETWU). For water use estimated beyond ETWU, the water user would be required to retrofit an existing landscape area by either replacing irrigation with more efficient types and/or replacing high water use planting areas to low water use planting. A calculation of the ETWU of the water savings after the change can then be applied to offset ETWU of the new landscape area. The result is a net water use increase that does not exceed the state's threshold water use.

In most cases, the language from the new state MEWLO was incorporated into the proposed revision to the Town's existing ordinance. The Town's revised MEWLO will be as effective as the new state ordinance in limiting water use in landscapes.

The following is a list of substantive changes to the current ordinance:

- turf areas for new residential landscapes would be limited to no more than 25% of the landscape area;

- new landscape areas of 500 square feet are subject to the requirements (currently 2,500 to 5,000 square feet);
- landscape areas where rainwater or graywater are used are only required to comply with high efficiency irrigation equipment requirements;
- recreational areas where turf is permitted no longer includes private single-family residences;
- further limits the portion of landscapes that can be planted with high water use plants and turf [permitted water application reduced from 70% of evapotranspiration rate (Eto) to 55% or 45%];
- landscape areas less than 10' wide must be watered with subsurface drip irrigation to prevent overspray and evaporation;
- requires the use of more efficient irrigation systems such as meters, submeters, pressure regulators, shut-off valves and flow sensors;
- requires greater care in plant selection, solar orientation and installation with a greater depth of mulch (3");
- offers a prescriptive compliance option for new landscapes which are less than 2,500 square feet; and
- requires new annual reporting requirements to the State Department of Water Resources (DWR).

Council Adopted Values

The City Council's introduction and adoption of the ordinance is the *responsible* thing to do as it furthers the Town's efforts to continue to reduce water use.

Alternatives

The City Council could choose not to introduce the ordinance. Doing so is not recommended, however, as the state ordinance would take effect and not allow credits that will allow cemeteries to comply.

CONCLUSION

The City Council should adopt the urgency ordinance and introduce the regular ordinance.

ATTACHMENTS

- A. Urgency Ordinance
- B. Ordinance



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

**AN URGENCY ORDINANCE AMENDING SUBCHAPTER 5.11 OF THE
COLMA MUNICIPAL CODE, RELATING TO WATER EFFICIENT LANDSCAPE
REQUIREMENTS PURSUANT TO CEQA GUIDELINES 15061(B)(3) AND 15308**

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

Government Code Sections 36937 and 65858 state that the Town may adopt an urgency ordinance if it is necessary for immediate protection of public safety, health, and welfare.

There is an immediate need to adopt this urgency ordinance in order to ensure Town-wide compliance with state imposed requirements relating to landscape water use. The State of California continues to be in an extreme historic period of drought and has been so since 2013. In an effort to reduce water consumption, Governor Jerry Brown issued an Executive Order on April 1, 2015 (EO B-29-15) directing the California Department of Water Resources to update the State's Model Efficient Water Landscape Ordinance through expedited regulation. The California Water Commission approved the revised Ordinance on July 15, 2015 in an effort to ensure the protection of water in California.

The Town of Colma was incorporated to protect cemetery land uses that comprise 76% of the Town's land area. The State's Model Water Efficient Landscape Ordinance does not provide any guidance for the use of turf (along with less water intensive plantings) in newly improved cemetery areas. The Town's Ordinance will implement the State's Ordinance with two modifications that will allow cemeteries to meet the spirit and intent of the State's Ordinance to reduce water consumption. The Town's Ordinance will allow for the continuation of a groundwater recharge credit currently permitted against Estimated Total Water Use (ETWU). In addition, cemeteries will be permitted to retrofit existing portions of landscape with more efficient irrigation or lower water use plantings to offset any new turf areas to comply with the maximum ETWU. These additional credits will ensure water is protected while still recognizing the importance of turf and landscaping that exist within the cemeteries in the Town.

The adoption and immediate enactment of this ordinance is necessary for the preservation of the public health, safety, and welfare in order to ensure Town-wide compliance with the state imposed landscape water use requirements and to protect water resources. The urgency ordinance will prevent undue hardship to the Town's cemeteries and ensure that cemetery plots be maintained in perpetuity.

The City Council finds that adoption of this Urgency Ordinance is not a "project," as defined in the California Environmental Quality Act ("CEQA") because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making that would serve to limit water use in irrigation. The City Council also independently finds and determines that this ordinance is an action taken to protect the environment consistent with State CEQA Guideline 15308 and hereby finds this to be an independent basis to exempt this action from environmental review.

This ordinance is necessary for the immediate preservation of the public health, safety and welfare because it is necessary to ensure Town-wide compliance with the state imposed landscape water use requirements and is necessary to protect water resources. This ordinance shall take effect immediately upon adoption by a four-fifths (4/5) vote.

ARTICLE 1. CMC SUBCHAPTER 5.11 AMENDED. ¹

Subchapter 5.11 shall be and hereby is amended as follows:

5.11 Water Efficient Landscape Regulations

5.11.010 Findings and Purpose

(a) The City Council hereby finds:

(1) that the waters of the state are of limited supply and are subject to ever increasing demands;

(2) that the continuation of California's economic prosperity is dependent on the availability of adequate supplies of water for future uses;

(3) that it is the policy of the State to promote the conservation and efficient use of water and to prevent the waste of this valuable resource;

(4) that landscapes are essential to the quality of life in California by providing areas for active and passive recreation and as an enhancement to the environment by cleaning air and water, preventing erosion, offering fire protection, and replacing ecosystems lost to development;

(5) that landscape design, installation, maintenance and management can and should be water efficient;

(6) that Section 2 of Article X of the California Constitution specifies that the right to use water is limited to the amount reasonably required for the beneficial use to be served and the right does not and shall not extend to waste or unreasonable method of use.

~~((1) California Constitution article X, section 2 and California Water Code section 100 provide that because of conditions prevailing in the state of California (the "State"), it is the declared policy of the State that the general welfare requires that the water resources of the State shall be put to beneficial use to the fullest extent of which they are capable, the waste or unreasonable use of water shall be prevented, and the~~

¹ Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes, such as grammar and formatting are not identified. All markings will be removed from the final version that is adopted by the City Council.

~~conservation of such waters is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and the public welfare;~~

~~(2 1) Pursuant to California Water Code section 106, it is the declared policy of the State that the use of water for domestic use is the highest use of water and that the next highest use is for irrigation;~~

~~(3 2) California Assembly Bill 1881 ("AB 1881"), enacted into law on September 28, 2008, modifies and strengthens the existing "Water Conservation in Landscaping Act" (California Government Code section 65591, et seq.) (the "Act"). The Act's goal is to improve State water conservation efforts by establishing a model water efficient landscape ordinance for local agencies to adopt and use for the purpose of reducing water waste associated with irrigation of outdoor landscaping;~~

~~(4 3) AB 1881 specifically recognizes the special landscape management needs of cemeteries (California Government Code section 65598), and requires that local implementing ordinances support the capture, retention and reuse of stormwater onsite to improve water use efficiency or water quality (California Government Code section 65596 (d));~~

~~(5 4) AB 1881 requires the State Department of Water Resources ("Department") to update the existing model water efficient landscape ordinance which provides guidelines for cities and counties to adopt local landscape irrigation ordinances as required by the law;~~

(7) all cities and counties are required to either adopt the updated model water efficient landscape ordinance (the "Model Ordinance") or adopt their own water efficient landscape ordinance that is as effective in conserving water as the Model Ordinance, by ~~January 1, 2010~~ December 1, 2015;

(8) This ordinance is as effective in conserving water as the Model Ordinance. For the most part, the Town has only made minor changes to the Model Ordinance to better reflect the Town's internal structure and existing requirements, procedures, and processes. In addition, to better recognize the unique topography of the Town where cemeteries, which comprise approximately 76% of the Town's land area are mostly landscaped with permeable surfaces, this ordinance promotes groundwater recharge by giving cemeteries a groundwater recharge credit against Estimated Total Water Use, as defined in Subchapter 5-11. In addition, this ordinance promotes the upgrading and retrofitting of irrigation systems in cemeteries by giving cemeteries a retrofit credit against Estimated Total Water Use, as defined in Subchapter 5-11. These changes do not impact or otherwise change the water efficient landscape regulations contained in the Model Ordinance;

(9) Landscapes are essential to the quality of life in Colma by providing areas for active and passive recreation and as an enhancement to the environment by cleaning air and water, preventing erosion, offering fire protection, and replacing ecosystems lost to development;

(10) Cemetery development, operation and maintenance that are done in compliance with the stormwater management requirements of Chapter 3.10 of the Colma Municipal Code enhance water quality and utilize land such that rainfall is captured to produce a public resource and benefit through groundwater recharge; and

~~(10) Landscape design, installation, maintenance and management can and should be water efficient.~~

(b) Consistent with these findings, the purposes of this ordinance are to:

(1) Promote the values and benefits of landscapes, including cemetery landscapes, ~~while recognizing the need to invest water and other resources as efficiently as possible~~ while supporting landscape practices that integrate and go beyond the conservation and efficient use of water;

(2) Establish a structure for planning, designing, installing, maintaining and managing water efficient landscapes in new construction and rehabilitated projects, by encouraging the use of a watershed approach that requires cross-sector collaboration of industry, government and property owners to achieve the many benefits possible, while recognizing the special landscape management needs of and public benefits provided by cemeteries;

(3) Establish provisions for water management practices and water waste prevention for existing landscapes;

(4) Use water efficiently without waste by setting a Maximum Applied Water Allowance as an upper limit for water use and reduce water use to the lowest practical amount;

(5) Promote the benefits of consistent landscape ordinances with neighboring local and regional agencies;

(6) Encourage local agencies and water purveyors to use economic incentives that promote the efficient use of water, such as implementing a tiered-rate structure; and

(7) Encourage local agencies to designate the necessary authority that implements and enforces the provisions of the Model Water Efficient Landscape Ordinance or its local landscape ordinance.

(c) Landscapes that are planned, designed, installed, managed and maintained with the watershed based approach can improve California's environmental conditions and provide benefits and realize sustainability goals. Such landscapes will make the urban environment resilient in the face of climatic extremes. Consistent with the legislative findings and purpose of the Ordinance, conditions in the urban setting will be improved by:

(1) Creating the conditions to support life in the soil by reducing compaction, incorporating organic matter that increases water retention, and promoting productive plant growth that leads to more carbon storage, oxygen production, shade, habitat and esthetic benefits.

(2) Minimizing energy use by reducing irrigation water requirements, reducing reliance on petroleum based fertilizers and pesticides, and planting climate appropriate shade trees in urban areas.

(3) Conserving water by capturing and reusing rainwater and graywater wherever possible and selecting climate appropriate plants that need minimal supplemental water after establishment.

(4) Protecting air and water quality by reducing power equipment use and landfill disposal trips, selecting recycled and locally sourced materials, and using compost, mulch and efficient irrigation equipment to prevent erosion.

(5) Protecting existing habitat and creating new habitat by choosing local native plants, climate adapted non-natives and avoiding invasive plants. Utilizing integrated pest management with least toxic methods as the first course of action.

[History: formerly § 5.1101; ORD. 448, 12/9/92; ORD. 458, 12/9/92; ORD. 456, 8/1/93; ORD. 638, 12/14/05; ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. 697, 6/8/11 ORD. xxx, xx/xx/xx]

5.11.020 Applicability

(a) After January 1, 2010 December 1, 2015 and consistent with Executive Order No. B-29-15, this ordinance shall apply to all of the following landscape projects:

(1) new development projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building or landscape permit, plan check or design review;

(2) rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit , plan check, or design review;

~~(1) New construction and rehabilitated landscapes for public agency projects and private development projects with a landscape area equal to or greater than 2,500 square feet requiring a building, grading or any other permit, plan check or design review;~~

~~(2) New construction and rehabilitated landscapes which are developer-installed in single-family and multi-family projects with a landscape area equal to or greater than 2,500 square feet requiring a building, grading or any other permit, plan check, or design review;~~

~~(3) New construction landscapes which are homeowner-provided and/or homeowner-hired in single-family and multi-family residential projects with a total project landscape area equal to or greater than 5,000 square feet requiring a building, grading or any other permit, plan check or design review;~~

~~(4)~~ 3) Existing landscapes

(i) Existing landscapes must only comply with Sections 5.11.150 (“Irrigation Audit, Irrigation Survey And Irrigation Water Use Analysis”); 5.11.220 (“Waste Water Prevention”), and 5.11.180 (“Provisions for New Construction, Rehabilitated Landscapes or Existing Landscapes”) of this subchapter; and

~~(5.4)~~ Cemeteries

(i) New and rehabilitated cemeteries must only comply with Sections 5.11.070 (“Water Efficient Landscape Worksheet”), 5.11.075 (“Groundwater Recharge Credit and Retrofit Credit for Cemeteries”), 5.11.140 (“Post-Installation Landscape and Irrigation Maintenance Schedule”), 5.11.150 (“Irrigation Audit, Irrigation Survey And Irrigation Water Use Analysis”) and 5.11.220 (“Waste-Water Prevention”) of this subchapter; and

(ii) Existing cemeteries must only comply with Sections 5.11.075 (“Groundwater Recharge Credit and Retrofit Credit for Cemeteries”), 5.11.150 (“Irrigation Audit, Irrigation Survey And Irrigation Water Use Analysis”), 5.11.180 (“Provisions for New Construction, Rehabilitated Landscapes or Existing Landscapes”), and 5.11.220 (“Waste-Water Prevention”) of this subchapter.

(b) Any project with an aggregate landscape area of 2,500 square feet or less may comply with the performance requirements of this subchapter or conform to the prescriptive measures contained in Section 5.11.130;

(c) For project using treated or untreated graywater or rainwater captured on site, any lot or parcel within the project that has less than 2,500 sq. ft. of landscape and meets the lot or parcel's landscape water requirement (Estimated Total Water Use) entirely with treated or untreated graywater or through stored rainwater captured on site is subject only to Appendix D section ~~(5)~~Section 5.11.130 (a)(5).

~~(b d)~~ This ordinance does not apply to:

- (1) Registered local, state or federal historical sites;
- (2) Ecological restoration projects that do not require a permanent irrigation system;
- (3) Mined-land reclamation projects that do not require a permanent irrigation system; or
- (4) Existing Pplant collections, as part of botanical gardens and arboretums open to the public.

(c) A landscape design plan for projects in fire prone areas and fuel modification zones shall comply with requirements of the Colma Fire Protection District and the California Department of Forestry and Fire, where applicable.

[History: formerly § 5.1102; ORD. 448, 12/9/92; ORD. 638, 12/14/05; ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. 697, 6/8/11; ORD. XXX, xx/xx/xx]

5.11.030 Definitions.

The following definitions shall apply for the purposes of this chapter:

- (a) "applied water" means the portion of water supplied by the irrigation system to the landscape.
- (b) "automatic irrigation controller" means ~~an automatic~~ a timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers are able to self-adjust and schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data.
- (c) "backflow prevention device" means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.
- (d) "Certificate of Completion" means the certificate required to be completed and submitted to the Town certifying that the landscape project has complied with the provisions of the water efficient landscape regulations contained in this ordinance.
- (e) "certified irrigation designer" means a person certified to design irrigation systems by an accredited academic institution, a professional trade organization, or other program such as the U.S. Environmental Protection Agency's WaterSense irrigation designer certification program and Irrigation Association's Certified Irrigation Designer program.
- (f) "certified landscape irrigation auditor" means a person certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency's WaterSense irrigation auditor certification program and Irrigation Association's Certified Landscape Irrigation Auditor program.
- (g) "check valve" or "anti-drain valve" means a valve located under a sprinkler head, or other location in the irrigation system, to hold water in the system to prevent drainage from sprinkler heads when the sprinkler is off.
- (h) "common interest developments" means community apartment projects, condominium projects, planned developments, and stock cooperatives pursuant to California Civil Code Section 1351.
- (i) "compost" means the safe and stable product of controlled biologic decomposition of organic materials that is beneficial to plant growth.
- (j) "conversion factor (0.62)" means the number that converts acre-inches per acre per year to gallons per square foot per year.
- (k) "distribution uniformity" means the measure of the uniformity of irrigation water over a defined area.
- (l) "drip irrigation" means any non-spray low volume irrigation system utilizing emission devices with a flow rate measured in gallons per hour. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

(km) "ecological restoration project" means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.

(ln) "effective precipitation" or "usable rainfall" or "Eppt" means the portion of total precipitation which becomes available for plant growth.

(mo) "emitter" means a drip irrigation emission device that delivers water slowly from the system to the soil.

(np) "established landscape" means the point at which plants in the landscape have developed significant root growth into the soil. Typically, most plants are established after one or two years of growth.

(eq) "establishment period of the plants" means the first year after installing the plant in the landscape or the first two years if irrigation will be terminated after establishment. Typically, most plants are established after one or two years of growth. Native habitat mitigation areas and trees may need three to five years for establishment.

(pr) "Estimated Total Water Use" or "ETWU" means the total water used for the landscape as described in Section 5.11.070.

(es) "ET adjustment factor" (ETAF) means a factor of ~~0.70~~ 0.55 for residential areas and 0.45 for non-residential areas, that, when applied to reference evapotranspiration, adjusts for plant factors and irrigation efficiency, two major influences upon the amount of water that needs to be applied to the landscape. ~~A combined plant mix with a site-wide average of 0.5 is the basis of the plant factor portion of this calculation. For purposes of the ETAF, the average irrigation efficiency is 0.71. Therefore, the ET Adjustment Factor is (0.7)=(0.5/0.71).~~ The ETAF for a new and existing (non-rehabilitated) Special Landscape Areas shall not exceed 1.0. The ETAF for existing non-rehabilitated landscapes is 0.8.

(ft) "evapotranspiration rate" means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.

(s-u) "flow rate" means the rate at which water flows through pipes, valves and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second.

(v) "flow sensor" means an inline device installed at the supply point of the irrigation system that produces a repeatable signal proportional to flow rate. Flow sensors must be connected to an automatic irrigation controller, or flow monitor capable of receiving flow signals and operating master valves. This combination flow sensor/controller may also function as a landscape water meter or submeter.

(w) "friable" means a soil condition that is easily crumbled or loosely compacted down to a minimum depth per planting material requirements, whereby the root structure of newly planted material will be allowed to spread unimpeded.

(x) "Fuel Modification Plan Guideline" means guidelines from a local fire authority to assist residents and businesses that are developing land or building structures in a fire hazard severity zone.

(y) "graywater" means untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. "Graywater" includes, but is not limited to, wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines, and laundry tubs, but does not include wastewater from kitchen sinks or dishwashers. Health and Safety Code Section 17922.12.

(t-z) "hardscapes" means any durable material (pervious and non-pervious).

~~(u)~~ "homeowner-provided landscaping" means any landscaping either installed by a private individual for a single-family residence or installed by a licensed contractor hired by a homeowner. A homeowner, for purposes of this ordinance, is a person who occupies the dwelling he or she owns or rents. This excludes speculative homes, which are not owner occupied dwellings.

~~(vaa)~~ "hydrozone" means a portion of the landscaped area having plants with similar water Needs and rooting depth. A hydrozone may be irrigated or non-irrigated.

~~(wbb)~~ "infiltration rate" means the rate of water entry into the soil expressed as a depth of water per unit of time (e.g., inches per hour).

~~(xcc)~~ "invasive plant species" means species of plants not historically found in California that spread outside cultivated areas and can damage environmental or economic resources. Invasive species may be regulated by county agricultural agencies as noxious species. ~~"Noxious weeds" means any weed designated by the Weed Control Regulations in the Weed Control Act and identified on a Regional District noxious weed control list. Lists of invasive plants are maintained at the California Invasive Plant Inventory and USDA invasive and noxious weeds database.~~

~~(ydd)~~ "irrigation audit" means an in-depth evaluation of the performance of an irrigation system conducted by a Certified Landscape Irrigation Auditor. An irrigation audit includes, but is not limited to: inspection, system tune-up, system test with distribution uniformity or emission uniformity, reporting overspray or runoff that causes overland flow, and preparation of an irrigation schedule. The audit must be conducted in a manner consistent with the Irrigation Association's Landscape Irrigation Auditor Certification program or other U.S. Environmental Protection Agency "Watersense" labeled auditing program.

~~(zee)~~ "irrigation efficiency" or "IE" means the measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum average irrigation efficiency for purposes of this ordinance are 0.75 for overhead spray devices and 0.81 for drip systems. ~~is 0.71. Greater irrigation efficiency can be expected from well designed and maintained systems.~~

~~(aa ff)~~ "irrigation survey" means an evaluation of an irrigation system that is less detailed than an irrigation audit. An irrigation survey includes, but is not limited to: inspection, system test, and written recommendations to improve performance of the irrigation system.

~~(bb)~~ gg) "irrigation water use analysis" means an analysis of water use data based on meter readings and billing data.

(~~ee~~ hh) "landscape architect" means a person who holds a license to practice landscape architecture in the state of California Business and Professions Code, Section 5615.

(~~dd~~ ii) "landscape area" means all the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

(~~ee~~ jj) "landscape contractor" means a person licensed by the state of California to construct, maintain, repair, install, or subcontract the development of landscape systems.

(~~ff~~ kk) "Landscape Documentation Package" means the documents required under Section 5.11.050.

(~~gg~~ ll) "landscape project" means the total area of landscape in a project as defined in "landscape area" for the purposes of this ordinance, meeting requirements under Section 5.11.020.

(mm) "landscape water meter" means an inline device installed at the irrigation supply point that measures the flow of water into the irrigation system and is connected to a totalizer to record water use.

~~(hh) "landscape professional" means a California-licensed landscape architect, landscape contractor, or any other person authorized to design a landscape pursuant to Sections 5500.1, 5615, 5641, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the California Building Code, Section 832.27 of Title 16 of the California Code of Regulations, and Section 6721 of the California Food and Agriculture Code.~~

(~~#~~ nn) "lateral line" means the water delivery pipeline that supplies water to the emitters or sprinklers from the valve.

(~~jj~~ oo) "local agency" means a city or county, including a charter city or charter county, that is responsible for adopting and implementing the ordinance. The local agency is also responsible for the enforcement of this ordinance, including but not limited to, approval of a permit and plan check or design review of a project.

(~~kk~~ pp) "local water purveyor" means any entity, including a public agency, city, county, or private water company that provides retail water service.

(~~#~~ qq) "low volume irrigation" means the application of irrigation water at low pressure through a system of tubing or lateral lines and low-volume emitters such as drip, drip lines, and bubblers. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

~~(mm rr)~~ "main line" means the pressurized pipeline that delivers water from the water source to the valve or outlet.

(ss) "master shut-off valve" is an automatic valve installed at the irrigation supply point which controls water flow into the irrigation system. When this valve is closed water will not be supplied to the irrigation system. A master valve will greatly reduce any water loss due to a leaky station valve.

~~(nn tt)~~ "Maximum Applied Water Allowance" or "MAWA" means the upper limit of annual applied water for the established landscaped area as specified in Section 5.11.070. It is based upon the area's reference evapotranspiration, the ET Adjustment Factor, and the size of the landscape area. The Estimated Total Water Use shall not exceed the Maximum Applied Water Allowance. Special Landscape Areas are subject to the MAWA with an ETAF not to exceed 1.0. $MAWA = (ETo) (0.62) [(ETAF \times LA) + ((1-ETAF) \times SLA)]$.

(uu) "median" is an area between opposing lanes of traffic that may be unplanted or planted with trees, shrubs, perennials, and ornamental grasses.

~~(ee vv)~~ "microclimate" means the climate of a small, specific area that may contrast with the climate of the overall landscape area due to factors such as wind, sun exposure, plant density, or proximity to reflective surfaces.

~~(pp ww)~~ "mined-land reclamation projects" means any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975.

~~(qq xx)~~ "mulch" means any organic material such as leaves, bark, straw, compost, or inorganic mineral materials such as rocks, gravel, ~~and~~ or decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.

~~(ff yy)~~ "new construction" means, for the purposes of this ordinance, a new building with a landscape or other new landscape, such as a park, playground, or greenbelt without an associated building.

(zz) "non-residential landscape" means landscapes in commercial, institutional, industrial and public settings that may have areas designated for recreation or public assembly. It also includes portions of common areas of common interest developments with designated recreational areas.

~~(ss-aaa)~~ "operating pressure" means the pressure at which the parts of an irrigation system are designed by the manufacturer to operate.

~~(tt bbb)~~ "overhead sprinkler irrigation systems" or "overhead spray irrigation systems" means systems that deliver water through the air(e.g., spray heads and rotors).

~~(uu ccc)~~ "overspray" means the irrigation water which is delivered beyond the target area.

(ddd) "parkway" means the area between a sidewalk and the curb or traffic lane. It may be planted or unplanted, and with or without pedestrian egress.

(~~vv~~ eee) "permit" means an authorizing document issued by local agencies for new construction or rehabilitated landscapes.

(~~www~~ fff) "pervious" means any surface or material that allows the passage of water through the material and into the underlying soil.

(~~xx~~ ggg) "plant factor" or "plant water use factor" is a factor, when multiplied by ETo, estimates the amount of water needed by plants. For purposes of this ordinance, the plant factor range for very low water use plants is 0 to 0.1, the plant factor range for low water use plants is 0.1 to 0.3, the plant factor range for moderate water use plants is 0.4 to 0.6, and the plant factor range for high water use plants is 0.7 to 1.0. Plant factors cited in this ordinance are derived from the ~~Department of Water Resources 2000~~ publication "Water Use Classification of Landscape Species". Plant factors may also be obtained from horticultural researchers from academic institutions or professional associations as approved by the California Department of Water Resources (DWR).

(~~yy~~) —"~~precipitation rate~~" means ~~the rate of application of water measured in inches per hour.~~

(~~zz~~ hhh) "project applicant" means the individual or entity submitting a Landscape Documentation Package required under Section 5.11.060, to request a permit, plan check, or design review from the local agency. A project applicant may be the property owner or his or her designee.

(~~aaa~~ iii) "rain sensor" or "rain sensing shutoff device" means a component which automatically suspends an irrigation event when it rains.

(~~bbb~~ jjj) "record drawing" or "as-builts" means a set of reproducible drawings which show significant changes in the work made during construction and which are usually based on drawings marked up in the field and other data furnished by the contractor.

(~~ccc~~ kkk) "recreational area" means areas, excluding private single family residential areas, dedicated designated to for active play, recreation or public assembly such as in parks, sports fields, picnic grounds, amphitheatres and/or golf courses where turf provides a playing surface. tees, fairways, roughs, surrounds and greens.

(~~ddd~~ lll) "recycled water", "reclaimed water", or "treated sewage effluent water" means treated or recycled waste water of a quality suitable for non-potable uses such as landscape irrigation and water features. This water is not intended for human consumption.

(~~eee~~ mmm) "reference evapotranspiration" or "ETo" means a standard measurement of environmental parameters which affect the water use of plants. ETo is expressed in inches per day, month, or year, and is an estimate of the evapotranspiration of a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of determining the Maximum Applied Water Allowance so that regional differences in climate can be accommodated.

(~~nnn~~) "Regional Water Efficient Landscape Ordinance" means a local Ordinance adopted by two or more local agencies, water suppliers and other stakeholders for implementing a consistent set of landscape provisions throughout a geographical region. Regional ordinances

are strongly encouraged to provide a consistent framework for the landscape industry and applicants to adhere to.

~~(fff ooo)~~ “rehabilitated landscape” means any re-landscaping project that requires a permit, plan check, or design review, meets the requirements of Section 5.11.020, and the modified landscape area is equal to or greater than 2,500 square feet, ~~is 50% of the total landscape area, and the modifications are completed within one year.~~

(ppp) “residential landscape” means landscapes surrounding single or multifamily homes.

~~(ggg qqq)~~ “runoff” means water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area. For example, runoff may result from water that is applied at too great a rate (application rate exceeds infiltration rate) or when there is a slope.

~~(hhh) “smart controller” means an automatic timing device used to remotely control valves that operate an irrigation system and which schedules irrigation events using either evapotranspiration, weather-based, or soil moisture data.~~

~~(iii rrr)~~ “soil moisture sensing device” or “soil moisture sensor” means a device that measures the amount of water in the soil. The device may also suspend or initiate an irrigation event.

~~(jjj sss)~~ “soil texture” means the classification of soil based on its percentage of sand, silt, and clay.

~~(kkk ttt)~~ “Special Landscape Area” (SLA) means an area of the landscape dedicated solely to edible plants, recreational areas, areas irrigated with recycled water, or water features using recycled water ~~and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.~~

~~(lll uuu)~~ “sprinkler head” means a device which delivers water through a nozzle.

~~(mmm vv) “static water pressure” means the pipeline or municipal water supply pressure when water is not flowing.~~

~~(nnn www) “station” means an area served by one valve or by a set of valves that operate simultaneously.~~

~~(mmm xxx) “swing joint” means an irrigation component that provides a flexible, leak-free connection between the emission device and lateral pipeline to allow movement in any direction and to prevent equipment damage.~~

(yy) “submeter” means a metering device to measure water applied to the landscape that is installed after the primary utility water meter.

~~(ooo zzz) “turf” means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.~~

~~(ppp aaaa) “valve” means a device used to control the flow of water in the irrigation system.~~

~~(aaa~~ bbb) "water conserving plant species" means a plant species identified as having a very low or low plant factor.

~~(fff~~ cccc) "water feature" means a design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied). The surface area of water features is included in the high water use hydrozone of the landscape area. Constructed wetlands used for on-site wastewater treatment or stormwater best management practices that are not irrigated and used solely for water treatment or stormwater retention are not water features and, therefore, are not subject to the water budget calculation.

~~(sss~~ dddd) "watering window" means the time of day irrigation is allowed.

~~(ttt~~ eeee) "WUCOLS" means the Water Use Classification of Landscape Species published by the University of California Cooperative Extension, and the Department of Water Resources ~~and the Bureau of Reclamation, 2000~~ 2014.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. XX, XX/XX/XX]

5.11.040 Enforcement and Administration.

(a) The City Engineer or designee is authorized to administer and enforce the provisions of this ordinance for the Town.

(b) The Town may delegate to, or enter into a contract with, a local agency, local water purveyor, or other person to implement and administer any or all of the requirements contained in this ordinance on behalf of the Town.

(c) All departments, officials, or public employees, vested with the duty or authority to issue licenses, permits, or certificates of occupancy where required by law, shall conform to the provisions of this ordinance. No such permit or license for buildings, uses, or purposes where the same would be in conflict with the provisions of this ordinance shall be issued. Any such permit or license, if issued in conflict with the provisions hereof, shall be null and void.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.050 Compliance with Landscape Documentation Package.

(a) Submission of Landscape Documentation Package. Prior to the issuance of any permits or the approval of any plan check or design review for landscape projects subject to this subchapter, a project applicant shall submit a Landscape Documentation Package that complies with all applicable provisions of this subchapter to the City Engineer for review and approval.

(b) Certification of Compliance. The Landscape Documentation Package shall include a certification by a landscape professional stating that the landscape design and water use calculations have been prepared by or under the supervision of the landscape professional and are certified to be in compliance with the provisions of this subchapter.

(c) Review of Landscape Documentation Package. The City Engineer shall review the Landscape Documentation Package submitted by the project applicant and shall approve or deny the Landscape Documentation Package. If the City Engineer denies the Landscape Documentation Package, he shall provide the applicant with written notice of denial and the reasons therefore, and information regarding reapplication, appeal, or other assistance. If the City Engineer approves the Landscape Documentation Package, he may direct the issuance of a permit, plan check approval, or design review for the project applicant, as applicable.

(d) Action Upon Approval of Landscape Documentation Package. Upon approval of the Landscape Documentation Package by the City Engineer, the project applicant shall:

- (1) record the date of the permit received, where applicable, in the Certificate of Completion;
- (2) submit a copy of the approved Landscape Documentation Package along with the record drawings, and any other information to the property owner or his/her designee; and
- (3) submit a copy of the Water Efficient Landscape Worksheet to the local water purveyor.

(e) Verification of compliance of the landscape installation with the approved plans, and all requirements set forth in this subchapter shall be obtained through a Certificate of Completion in conjunction with a certificate of occupancy or any other final approvals and/or permit required for the project.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.060 Elements of the Landscape Documentation Package.

(a) The Landscape Documentation Package shall include the following six (6) elements:

- (1) project information, which shall include, without limitation:
 - (i) date;
 - (ii) project applicant;
 - (iii) project address (if available, parcel and/or lot number(s));
 - (iv) total landscape area (square feet), including a breakdown of turf and plant material;
 - (v) project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed);
 - (vi) water supply type (e.g., potable, recycled, well) and identify the local retail water purveyor if the applicant is not served by a private well;
 - (vii) checklist of all documents in Landscape Documentation Package;

(viii) project contacts to include contact information for the project applicant and property owner;

(ix) The following statement signed by the project applicant: "I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package";

- (2) Water Efficient Landscape Worksheet (see Section 5.11.070);
- (3) soil management report (see Section 5.11.080);
- (4) landscape design plan (see Section 5.11.090);
- (5) irrigation design plan (see Section 5.11.100); and
- (6) grading design plan (see Section 5.11.110).

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. XX, XX/XX/XX]

5.11.070 Water Efficient Landscape Worksheet.

(a) A project applicant shall complete a Water Efficient Landscape Worksheet, which he/she shall obtain from the City Engineer or City Clerk, which contains information on the plant factor, irrigation method, irrigation efficiency, and area associated with each hydrozone. Calculations are then made to show that the evapotranspiration adjustment factor (ETAF) for the landscape project does not exceed a factor of 0.55 for residential areas and 0.45 for non-residential areas, exclusive of Special Landscape Areas. The ETAF for a landscape project is based on the plant factors and irrigation methods selected. The Maximum Applied Water Allowance is calculated based on the maximum ETAF allowed (0.55 for residential areas and 0.45 for non-residential areas) and expressed as annual gallons required. The Estimated Total Water Use (ETWU) is calculated based on the plants used and irrigation method selected for the landscape design. ETWU must be below the MAWA. ~~containing the following two sections:~~

~~(1) — a hydrozone information table for the landscape project; and~~

~~(2) — a water budget calculation for the landscape project. For the calculation of the Maximum Applied Water Allowance and Estimated Total Water Use, a project applicant shall use ~~†~~The ETo values of 39.07 shall be used for Colma. This value may be updated from time to time based on the ~~from~~ current reference evapotranspiration data, such as from the California Irrigation Management System ("CIMIS") Reference Evapotranspiration Zones Map, Department of Water Resources.~~

(b) Water budget calculations shall adhere to the following requirements:

(1) The plant factor used shall be from WUCOLS or from horticultural researchers with academic institutions or professional associations as approved by the California Department of Water Resources (DWR). The plant factor ranges from 0 to 0.1 for very low water using plants, 0.1 to 0.3 for low water use plants, from 0.4 to 0.6 for moderate water use plants, and from 0.7 to 1.0 for high water use plants.

(2) All water features shall be included in the high water use hydrozone and temporarily irrigated areas shall be included in the low water use hydrozone.

(3) All Special Landscape Areas shall be identified and their water use calculated as Described in the worksheet below.

(4) ETAF for new and existing (non-rehabilitated) Special Landscape Areas shall not exceed 1.0.

~~(c) — Maximum Applied Water Allowance. The Maximum Applied Water Allowance shall be calculated using the equation: $MAWA = (ET_o) (0.62) [(0.7 \times LA) + (0.3 \times SLA)]$ The example calculations below are hypothetical to demonstrate proper use of the equations and do not represent an existing and/or planned landscape project. The ET_o values used in these calculations are for planning purposes only. For actual irrigation scheduling, automatic irrigation controllers are required and shall use current reference evapotranspiration data, such as from the California Irrigation Management Information System (CIMIS), other equivalent data, or soil moisture sensor data.~~

~~(1) — Example MAWA calculation: a hypothetical landscape project in Fresno, CA with an irrigated landscape area of 50,000 square feet without any Special Landscape Area ($SLA = 0$, no edible plants, recreational areas, or use of recycled water). To calculate MAWA, the annual reference evapotranspiration value for Fresno is 51.1 inches as listed in the Reference Evapotranspiration Table in Appendix A.~~

~~$MAWA = (ET_o) (0.62) [(0.7 \times LA) + (0.3 \times SLA)]$
MAWA = Maximum Applied Water Allowance (gallons per year)
 ET_o = Reference Evapotranspiration (inches per year)
0.62 = Conversion Factor (to gallons)
0.7 = ET Adjustment Factor (ETAF)
LA = Landscape Area including SLA (square feet)
0.3 = Additional Water Allowance for SLA
SLA = Special Landscape Area (square feet)
 $MAWA = (51.1 \text{ inches}) (0.62) [(0.7 \times 50,000 \text{ square feet}) + (0.3 \times 0)] =$
1,108,870 gallons per year.
To convert from gallons per year to hundred-cubic-feet per year: =
 $1,108,870 / 748 = 1,482$ hundred-cubic-feet per year
(100 cubic feet = 748 gallons).~~

~~(2) — In this next hypothetical example, the landscape project in Fresno, CA has the same ET_o value of 51.1 inches and a total landscape area of 50,000 square feet. Within the 50,000 square foot project, there is now a 2,000 square foot area planted with edible plants. This 2,000 square foot area is considered to be a Special Landscape Area.~~

~~$MAWA = (ET_o) (0.62) [(0.7 \times LA) + (0.3 \times SLA)]$
 $MAWA = (51.1 \text{ inches}) (0.62) [(0.7 \times 50,000 \text{ square feet}) + (0.3 \times 2,000 \text{ square feet})]$
= 31.68 x [35,000 + 600] gallons per year
= 31.68 x 35,600 gallons per year
= 1,127,808 gallons per year or 1,508 hundred-cubic-feet per year.~~

(d) ~~Estimated Total Water Use.~~ The ~~Estimated Total Water Use~~ shall be calculated using the equation below. The sum of the ~~Estimated Total Water Use~~ calculated for all hydrozones shall not exceed MAWA. ~~$ETWU = (ETo)(0.62) ((PF \times HA)/IE) + SLA$~~ , Where:

~~ETWU = Estimated Total Water Use per year (gallons) ETo = Reference Evapotranspiration (inches)~~

~~PF = Plant Factor from WUCOLS (see Section 5.11.030)~~

~~HA = Hydrozone Area [high, medium, and low water use areas] (square feet)~~

~~SLA = Special Landscape Area (square feet) 0.62 = Conversion Factor~~

~~IE = Irrigation Efficiency (minimum 0.71)~~

(1) ~~Example ETWU calculation #1: landscape area is 50,000 square feet; plant water use type, plant factor, and hydrozone area are shown in the table below. The ETo value is 51.1 inches per year. There are no Special Landscape Areas (recreational area, area permanently and solely dedicated to edible plants, and area irrigated with recycled water) in this example.~~

Hydrozone	Plant Water Use Type(s)	Plant Factor (PF)*	Hydrozone Area (HA) (square feet)	PF x HA (square feet)
1	High	0.8	7,000	5,600
2	High	0.7	10,000	7,000
3	Medium	0.5	16,000	8,000
4	Low	0.3	7,000	2,100
5	Low	0.2	10,000	2,000
			Sum	24,700

*Plant Factor from WUCOLS

$$ETWU = (51.1)(0.62)((24,700/0.71) + 0) = 1,102,116 \text{ gallons per year}$$

Compare ETWU with MAWA: For this example $MAWA = (51.1) (0.62) [(0.7 \times 50,000) + (0.3 \times 0)] = 1,108,870$ gallons per year. The ETWU (1,102,116 gallons per year) is less than MAWA (1,108,870 gallons per year). In this example, the water budget complies with the MAWA.

(2) ~~Example ETWU calculation #2: total landscape area is 50,000 square feet, 2,000 square feet of which is planted with edible plants. The edible plant area is considered a Special Landscape Area (SLA). The reference evapotranspiration value is 51.1 inches per year. The plant type, plant factor, and hydrozone area are shown in the table below.~~

Hydrozone	Plant Water Use Type(s)	Plant Factor (PF)*	Hydrozone Area (HA) (square feet)	PF x HA (square feet)
1	High	0.8	7,000	5,600
2	High	0.7	9,000	6,300
3	Medium	0.5	15,000	7,500

4	Low	0.3	7,000	2,100
5	Low	0.2	10,000	2,000
			Sum	23,500
6	SLA	1.0	2,000	2,000

*Plant Factor from WUCOLS

$$ETWU = (51.1)(0.62)((23,500/0.71) + 0) = 1,111,936 \text{ gallons per year}$$

Compare ETWU with MAWA. For this example: $MAWA = (51.1) (0.62) [(0.7 \times 50,000) + (0.3 \times 2,000)] = 31.68 \times [35,000 + 600] = 31.68 \times 35,600 = 1,127,808$ gallons per year. The ETWU (1,111,936 gallons per year) is less than MAWA (1,127,808 gallons per year). For this example, the water budget complies with the MAWA.

Note: The Water Efficient Landscape Worksheet below is all new.

WATER EFFICIENT LANDSCAPE WORKSHEET

This worksheet is filled out by the project applicant and it is a required element of the Landscape Documentation Package.

Reference Evapotranspiration (ET_o) 39.07

<u>Hydrozone # /Planting Description^a</u>	<u>Plant Factor (PF)</u>	<u>Irrigation Method^b</u>	<u>Irrigation Efficiency (IE)^c</u>	<u>ETAF (PF/IE)</u>	<u>Landscape Area (sq. ft.)</u>	<u>ETAF x Area</u>	<u>Estimated Total Water Use (ETWU)^e</u>
<u>Regular Landscape Areas</u>							

				Totals	(A)	(B)	
<u>Special Landscape Areas</u>							
				1			
				1			
				1			

				Totals	(C)	(D)	
					ETWU Total		
					Maximum Allowed Water Allowance (MAWA)^e		

^a**Hydrozone #/Planting Description**

- E.g.
 1.) front lawn
 2.) low water use plantings
 3.) medium water use planting

^b**Irrigation Method**

- overhead spray
 or drip

^c**Irrigation Efficiency**

- 0.75 for spray head
 0.81 for drip

^d**ETWU (Annual Gallons Required) =**

$E_{to} \times 0.62 \times ETAF \times Area$
 where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year.

^e**MAWA (Annual Gallons Allowed) = $(E_{to}) (0.62) [(ETAF \times LA) + ((1-ETAF) \times SLA)]$**

where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year, LA is the total landscape area in square feet, SLA is the total special landscape area in square feet, and ETAF is .55 for residential areas and 0.45 for non-residential areas.

ETAF Calculations

Regular Landscape Areas _____

Total ETAF x Area	(B)
Total Area	(A)
Average ETAF	$B \div A$

Average ETAF for Regular Landscape Areas must be 0.55 or below for residential areas, and 0.45 or below for non-residential areas.

All Landscape Areas

Total ETAF x Area	(B+D)
Total Area	(A+C)
Sitewide ETAF	$(B+D) \div (A+C)$

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.075 Groundwater Recharge and Retrofit Credit for Cemeteries.

(a) Cemeteries within the Town of Colma shall be eligible for a groundwater recharge credit which shall: (i) be applied to reduce the ETWU calculated for any cemetery property subject to Section 5.11.070; and (ii) taken into account in any Irrigation Audit, Irrigation Survey or Irrigation Water Use Analysis for any cemetery subject to Section 5.11.150.

(b) The groundwater recharge credit for cemeteries shall be available, and calculated, as set forth in the Town of Colma Guidelines for Implementation of the Water Efficient Landscape Regulations.

(c) Cemeteries within the Town of Colma shall be eligible for a retrofit credit. Whenever a cemetery improves irrigation efficiency in a portion of an existing cemetery or when an area previously devoted to turf is converted to a low water use planting area, this water savings can be used to offset MAWA for new landscaping. The retrofit credit shall: (i) be applied to reduce the ETWU calculated for any cemetery property subject to Section 5.11.070; and (ii) taken into account in any Irrigation Audit, Irrigation Survey or Irrigation Water Use Analysis for any cemetery subject to Section 5.11.150.

(d) The retrofit credit for cemeteries shall be available, and calculated, as set forth in the Town of Colma Guidelines for Implementation of the Water Efficient Landscape Regulations.

[History: ORD. 697, 6/8/11; ORD. xxx, xx/xx/xx]

5.11.080 Soil Management Report.

(a) In order to reduce runoff and encourage healthy plant growth, a soil management report shall be completed by the project applicant, or his/her designee, as follows:

(1) Submit soil samples to a laboratory for analysis and recommendations.

(i) Soil sampling shall be conducted in accordance with laboratory protocol, including protocols regarding adequate sampling depth for the intended plants.

(ii) The soil analysis ~~may~~shall include:

(A) soil texture;

(B) infiltration rate determined by laboratory test or soil texture infiltration rate table;

(C) pH;

(D) total soluble salts;

(E) sodium;

(F) percent organic matter; and

(G) recommendations.

(iii) In projects with multiple landscape installations (i.e. production home developments) a soil sampling rate of 1 in 7 lots or approximately 15% will satisfy this requirement. Large landscape projects shall sample at a rate equivalent to 1 in 7 lots.

(2) The project applicant, or his/her designee, shall comply with one of the following:

(i) If significant mass grading is not planned, the soil analysis report shall be submitted to the City Engineer as part of the Landscape Documentation Package; or

(ii) If significant mass grading is planned, the soil analysis report shall be submitted to the City Engineer as part of the Certificate of Completion.

(3) The soil analysis report shall be made available, in a timely manner, to the professionals preparing the landscape design plans and irrigation design plans to make any necessary adjustments to the design plans.

(4) The project applicant, or his/her designee, shall submit documentation verifying implementation of the soil analysis report recommendations to the City Engineer with Certificate of Completion.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.090 Landscape Design Plan.

(a) For the efficient use of water, a landscape shall be carefully designed and planned for the intended function of the project. A landscape design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.

(1) Plant Material

(i) Any plant may be selected for the landscape, provided the Estimated Total Water Use in the landscape area does not exceed the Maximum Applied Water Allowance. ~~To encourage the efficient use of water, the following is highly recommended:~~ Methods to achieve water efficiency shall include one or more of the following:

(A) protection and preservation of native species and natural vegetation;

(B) selection of water-conserving plant, tree, and turf species, especially local native plants;

(C) selection of plants based on local climate suitability, disease and pest resistance;

(D) selection of trees based on applicable local tree ordinances or tree shading guidelines, and size at maturity as appropriate for the planting area; and

(E) selection of plants from local and regional landscape program plant lists; and

(F) selection of plants from local Fuel Modification Plan Guidelines.

(ii) Each hydrozone shall have plant materials with similar water use, with the exception of hydrozones with plants of mixed water use, as specified in Section 5.11.100(a)(2)(iv).

(iii) Plants shall be selected and planted appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the project site. ~~To encourage the efficient use of water, the following is highly recommended~~ Methods to achieve water efficiency shall include one or more of the following:

(A) use the Sunset Western Climate Zone System which takes into account temperature, humidity, elevation, terrain, latitude, and varying degrees of continental and marine influence on local climate;

(B) recognize the horticultural attributes of plants (i.e., mature plant size, invasive surface roots) to minimize damage to property or infrastructure (e.g., buildings, sidewalks, power lines);

(C) allow for adequate soil volume for healthy root growth;

(D) consider the solar orientation for plant placement to maximize summer shade and winter solar gain.

(iv) Turf is not allowed on slopes greater than 25% where the toe of the slope is adjacent to an impermeable hardscape and where 25% means 1 foot of vertical elevation change for every 4 feet of horizontal length (rise divided by run x 100 = slope percent).

(v) High water use plants, characterized by a plant factor of 0.7 to 1.0, are prohibited in street medians.

~~(vi)~~ A landscape design plan for projects in fire-prone areas shall address fire safety and prevention and shall comply with all requirements of the Colma Fire Protection District and the California Department of Forestry and Fire. A defensible space or zone around a building or structure is required per Public Resources Code Sections 4291(a) and (b). Avoid fire-prone plant materials and highly flammable mulches. Refer to the local Fuel Modification Plan guidelines.

(vii) The use of invasive ~~and/or noxious~~ plant species, such as those listed by the California Invasive Plant Council, is strongly discouraged.

~~(viii)~~ viii The architectural guidelines of a common interest development shall not prohibit or include conditions that have the effect of prohibiting the use of low-water use plants as a group.

(2) Water Features shall comply with the following:

(i) Recirculating water systems shall be used for water features.

(ii) Where available, recycled water shall be used as a source for decorative water features.

(iii) Surface area of a water feature shall be included in the high water use hydrozone area of the water budget calculation.

(iv) Pool and spa covers are highly recommended.

(3) ~~Soil Preparation, Mulch and Amendments shall be required in the following circumstances and applied in compliance with the following:~~

(i) Prior to the planting of any materials, compacted soils shall be transformed to a friable condition. On engineered slopes, only amended planting holes need meet this requirement.

(ii) Soil amendments shall be incorporated according to recommendations of the soil report and what is appropriate for the plants selected (see Section 5.11.080).

(iii) For landscape installations, compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six inches into the soil. Soils with greater than 6% organic matter in the top 6 inches of soil are exempt from adding compost and tilling.

(iv) A minimum ~~two~~ three inch (2-3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, up to 5 % of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.

(v) Stabilizing mulching products shall be used on slopes that meet current engineering standards.

(vi) The mulching portion of the seed/mulch slurry in hydro-seeded applications shall meet the mulching requirement.

(vii) Organic mulch materials made from recycled or post-consumer shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.

~~(iv) Soil amendments shall be incorporated according to recommendations of the soil report and what is appropriate for the plants selected (see Section 5.11.080).~~

(4) The landscape design plan, at a minimum, shall:

(i) delineate and label each hydrozone by number, letter, or other method;

- (ii) identify each hydrozone as low, moderate, high water, or mixed water use. Temporarily irrigated areas of the landscape shall be included in the low water use hydrozone for the water budget calculation;
- (iii) identify recreational areas;
- (iv) identify areas permanently and solely dedicated to edible plants;
- (v) identify areas irrigated with recycled water;
- (vi) identify type of mulch and application depth;
- (vii) identify soil amendments, type, and quantity;
- (viii) identify type and surface area of water features;
- (ix) identify hardscapes (pervious and non-pervious);
- (x) identify location, and installation details, and 24-hour retention or infiltration capacity of any applicable stormwater best management practices that encourage on-site retention and infiltration of stormwater. Project applicants shall refer to the local agency or regional Water Quality Control Board for information on any applicable stormwater technical requirements. Stormwater best management practices are encouraged in the landscape design plan and examples are provided in Section 5.11.190 include, but are not limited to:
 - ~~(A) — infiltration beds, swales, and basins that allow water to collect and soak into the ground;~~
 - ~~(B) — constructed wetlands and retention ponds that retain water, handle excess flow, and filter pollutants; and~~
 - ~~(C) — pervious or porous surfaces (e.g., permeable pavers or blocks, pervious or porous concrete, etc.) that minimize runoff.~~
- (xi) identify any applicable rain harvesting or catchment technologies (e.g., rain gardens, cisterns, etc.) as discussed in Section 5.11.190 and their 24-hour retention or infiltration capacity;
- (xii) identify any applicable graywater discharge piping, system components and area(s) of distribution;
- (xiii) contain the following statement of certification signed by a landscape professional: "I have complied with the criteria of the subchapter and applied them for the efficient use of water in the landscape design plan."

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.100 Irrigation Design Plan.

(a) This section applies to landscaped areas requiring permanent irrigation, not areas that require temporary irrigation solely for the plant establishment period. For the efficient use of water, an irrigation system shall meet all the requirements listed in this section and the manufacturers' recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance. An irrigation design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package:

(1) System

(i) ~~Dedicated Landscape water meters, defined as either a dedicated water service meter or private submeter, are highly recommended on landscape areas smaller than 5,000 square feet to facilitate water management.~~ shall be installed for all non-residential irrigated landscapes of 1,000 sq. ft. but not more than 5,000 sq.ft. (the level at which *Water Code* 535 applies) and residential irrigated landscapes of 5,000 sq. ft. or greater. A landscape water meter may be either:

(A) a customer service meter dedicated to landscape use provided by the local water purveyor; or

(B) a privately owned meter or submeter.

(ii) Automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data using non-volatile memory shall be required for irrigation scheduling in all irrigation systems.

(iii) If the water pressure is below or exceeds the recommended pressure of the specified irrigation devices, the installation of a pressure regulating device is required. ~~The irrigation system shall be designed~~ to ensure that the dynamic pressure at each emission device is within the manufacturer's recommended pressure range for optimal performance.

(A) If the static pressure is above or below the required dynamic pressure of the irrigation system, pressure-regulating devices such as inline pressure regulators, booster pumps, or other devices shall be installed to meet the required dynamic pressure of the irrigation system.

(B) Static water pressure, dynamic or operating pressure, and flow reading of the water supply shall be measured at the point of connection. These pressure and flow measurements shall be conducted at the design stage. If the measurements are not available at the design stage, the measurements shall be conducted at installation.

(iv) Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation operation during unfavorable weather conditions shall be required on all irrigation systems, as appropriate for local climatic conditions. Irrigation should be avoided during windy or freezing weather or during rain.

(v) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be required, as close as possible to the point of connection of the water supply, to minimize water loss in case of an emergency (such as a mainline break) or routine repair.

(vi) Backflow prevention devices shall be required to protect the water supply from contamination by the irrigation system. A project applicant shall refer to the applicable provisions of the Colma Municipal Code or County regulations (i.e., public health) for additional backflow prevention requirements.

(vii) ~~High-flow~~ sensors that detect and report high flow conditions created by system damage or malfunction are ~~recommended~~ required for all non-residential landscapes and residential landscapes of 5000 sq. ft. or larger.

(viii) Master shut-off valves are required on all projects except landscapes that make use of technologies that allow for the individual control of sprinklers that are individually pressurized in a system equipped with low pressure shut down features.

~~(viii)~~ (ix) The irrigation system shall be designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas, such as adjacent property, non-irrigated areas, hardscapes, roadways, or structures.

(ix) Relevant information from the soil management plan, such as soil type and infiltration rate, shall be utilized when designing irrigation systems.

(xi) The design of the irrigation system shall conform to the hydrozones of the landscape design plan.

(xii) The irrigation system must be designed and installed to meet, at a minimum, the irrigation efficiency criteria as described in Section 5.11.070 regarding the Maximum Applied Water Allowance.

(xiii) All irrigation emission devices must meet the requirements set in the American National Standards Institute (ANSI) standard, American Society of Agricultural and Biological Engineers'/International Code Council's (ASABE/ICC) 802-2014 "Landscape Irrigation Sprinkler and Emitter Standard, All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.

~~(xiii)~~ (iv) It is highly recommended that the project applicant or local agency inquire with the local water purveyor about peak water operating demands (on the water supply system) or water restrictions that may impact the effectiveness of the irrigation system.

~~(xiii)~~ (iv) In mulched planting areas, the use of low volume irrigation is required to maximize water infiltration into the root zone.

(xvi) Sprinkler heads and other emission devices shall have matched precipitation rates, unless otherwise directed by the manufacturer's recommendations.

(xvii) Head to head coverage is recommended. However, sprinkler spacing shall be designed to achieve the highest possible distribution uniformity using the manufacturer's recommendations.

(xviii) Swing joints or other riser-protection components are required on all risers subject to damage that are adjacent to hardscapes or in high traffic areas of turfgrass.

~~(xviii)~~ Check valves or anti-drain valves are required ~~for all irrigation systems on all sprinkler heads where low point drainage could occur.~~

~~(xviii)~~ ~~Narrow or irregularly shaped areas, including turf,~~ Areas less than eight (8) ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or low volume irrigation system other means that produces no runoff or overspray.

(xix) Overhead irrigation shall not be permitted within 24 inches of any nonpermeable surface. Allowable irrigation within the setback from non-permeable surfaces may include drip, drip line, or other low flow non-spray technology. The setback area may be planted or unplanted. The surfacing of the setback may be mulch, gravel, or other porous material. These restrictions may be modified if:

(A) the landscape area is adjacent to permeable surfacing and no runoff occurs; or

(B) the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping; or

(C) the irrigation designer specifies an alternative design or technology, as part of the Landscape Documentation Package and clearly demonstrates strict adherence to irrigation system design criteria in this Section (5.11.100). Prevention of overspray and runoff must be confirmed during the irrigation audit.

(xxi) Slopes greater than 25% shall not be irrigated with an irrigation system with a ~~precipitation-application~~ rate exceeding 0.75 inches per hour. This restriction may be modified if the landscape designer specifies an alternative design or technology, as part of the Landscape Documentation Package, and clearly demonstrates no runoff or erosion will occur. Prevention of runoff and erosion must be confirmed during the irrigation audit.

~~(2) — All new irrigation controllers installed within the Town after January 1, 2012 shall be smart controllers.~~

~~(3) In preparing an irrigation design plan it is highly recommended that the project applicant inquire with the local water purveyor about peak water operating demands on the water supply system or water restrictions that may impact the effectiveness of the irrigation system.~~

(4 2) Hydrozone requirements:

(i) Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.

(ii) Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.

(iii) Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf to facilitate the appropriate irrigation of trees. The mature size and extent of the root zone shall be considered when designing irrigation for the tree.

(iv) Individual hydrozones that mix plants of moderate and low water use, or moderate and high water use, may be allowed if:

(A) plant factor calculation is based on the proportions of the respective plant water uses and their plant factor; or

(B) the plant factor of the higher water using plant is used for calculations.

(v) Individual hydrozones that mix high and low water use plants shall not be permitted.

(vi) On the landscape design plan and irrigation design plan, hydrozone areas shall be designated by number, letter, or other designation. On the irrigation design plan, designate the areas irrigated by each valve, and assign a number to each valve. Use this valve number in the hydrozone information table (see Section 5.11.070(a)(1)). This table can also assist with the irrigation audit and programming the controller.

(b) The irrigation design plan, at a minimum, shall contain:

(1) location and size of separate water meters for landscape;

(2) location, type and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices;

(3) static water pressure at the point of connection to the public water supply;

(4) flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;

(5) irrigation schedule parameters necessary to program start timers as specified in the landscape design;

(6) the following statement of certification signed by a landscape professional: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the irrigation design plan".

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. XX, XX/XX/XX]

5.11.110 Grading Design Plan.

(a) For the efficient use of water, grading of a project site shall be designed to minimize soil erosion, runoff, and water waste. A grading plan shall be submitted as part of the Landscape Documentation Package. A comprehensive grading plan prepared by a civil engineer for other permits required for this project satisfies this requirement. In addition to the provisions contained herein, the grading plan shall comply with all applicable provisions of the Colma Municipal Code, including, without limitation, Chapter 5.07.

(1) The project applicant shall submit a landscape grading plan that indicates finished configurations and elevations of the landscape area including:

- (i) height of graded slopes;
- (ii) drainage patterns;
- (iii) pad elevations;
- (iv) finish grade; and
- (v) stormwater retention improvements, if applicable.

(2) To prevent excessive erosion and runoff, it is highly recommended that project applicants:

- (i) grade so that all irrigation and normal rainfall remains within property lines and does not drain on to non-permeable hardscapes;
- (ii) avoid disruption of natural drainage patterns and undisturbed soil; and
- (iii) avoid soil compaction in landscape areas.

(3) The grading design plan shall contain the following statement: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the grading design plan" and shall bear the signature of a licensed professional as authorized by law.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.120 Certificate of Completion and Landscape Installation.

(a) Landscape project installation shall not proceed until: (1) the project applicant has deposited all applicable permit and application processing fees with the Town in accordance with the Town's fee schedule; (2) the landscape documentation package has been approved by the City Engineer; and (3) all required permits have been issued.

(b) The project applicant shall notify the Town at the beginning of the installation work, and at intervals, as necessary, for the duration of the landscape project work to schedule all required inspections.

(c) The Certificate of Completion for the landscape project shall be obtained through the certificate of occupancy or other final project approval issued by the Town. The requirements for the final approval include submittal of:

(1) project information sheet that contains:

(i) date;

(ii) project name;

(iii) project applicant name, telephone, and mailing address;

(iv) project address and location; and

(v) property owner name, telephone, and mailing address;

(2) a Certificate of Completion shall be completed using the form obtained from the City Engineer or City Clerk, and shall include: (i) certification by a landscape professional that the landscape project has been installed per the approved Landscape Documentation Package; and (ii) the following statement: "The landscaping has been installed in substantial conformance to the design plans, and complies with the provisions of the Water Efficient Landscape Regulations for the efficient use of water in the landscape."

(3) certification by either the signer of the landscape design plan, the signer of the irrigation design plan, or the licensed landscape professional that the landscape project has been installed per the approved Landscape Documentation Package;

(i) where there have been significant changes made in the field during construction, these "as-built" or record drawings shall be included with the certification;

(ii) A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes. ~~and~~

(4) irrigation scheduling parameters used to set the controller(s);

(5) an irrigation audit report from a certified irrigation auditor; and

(6) a soil analysis report, if not submitted with Landscape Documentation Package and documentation verifying implementation of soil report recommendations.

(d) At the option of the Town, the project applicant shall submit to the City Engineer one or more of the following: ~~(a) an irrigation audit report from a certified irrigation auditor;~~ (b) a documentation of enrollment in regional or local water purveyor's water conservation and/or drought response programs; ~~(c) soil analysis report, if not submitted with Landscape Documentation Package, and documentation verifying implementation of soil report recommendations and/or~~ (d) b documentation that the MAWA and EAWU information for the landscape project has been submitted to the local water purveyor, may be required at the option of the Town.

(e) The project applicant shall:

(1) submit the signed Certificate of Completion to the City Engineer for review;

(2) ensure that copies of the approved Certificate of Completion are submitted to the local water purveyor and property owner or his or her designee.

(f) The City Engineer shall:

(1) receive the signed Certificate of Completion from the project applicant;

(2) approve or deny the Certificate of Completion. If the Certificate of Completion is denied, the City Engineer shall provide the applicant with a written notice of denial including the reasons therefore, and information regarding reapplication, appeal, or other assistance.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. XX, XX/XX/XX]

5.11.130 Post-Installation Irrigation Scheduling- Prescriptive Compliance Option

~~(a) For the efficient use of water, all irrigation schedules shall be developed, managed, and evaluated to utilize the minimum amount of water required to maintain plant health. Irrigation schedules shall meet the following criteria:~~

~~(1) Irrigation scheduling shall be regulated by automatic irrigation controllers.~~

~~(2) Overhead irrigation shall be scheduled and/or adjusted in compliance with any applicable Town, state, regional or local water purveyor water conservation and/or drought response laws, rules, policies, and regulations. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.~~

~~(3) For implementation of the irrigation schedule, particular attention must be paid to irrigation run times, emission device, flow rate, and current reference evapotranspiration, so that applied water meets the Estimated Total Water Use. Total annual applied water shall be less than or equal to Maximum Applied Water Allowance (MAWA). Actual irrigation schedules shall be regulated by automatic irrigation controllers~~

~~using current reference evapotranspiration data (e.g., CIMIS) or soil moisture sensor data.~~

~~(4) Parameters used to set the automatic controller shall be developed and submitted for each of the following:~~

~~(i) the plant establishment period;~~

~~(ii) the established landscape; and~~

~~(iii) temporarily irrigated areas.~~

~~(5) Each irrigation schedule shall consider for each station all of the following that apply:~~

~~(i) irrigation interval (days between irrigation);~~

~~(ii) irrigation run times (hours or minutes per irrigation event to avoid runoff);~~

~~(iii) number of cycle starts required for each irrigation event to avoid runoff;~~

~~(iv) amount of applied water scheduled to be applied on a monthly basis;~~

~~(v) application rate setting;~~

~~(vi) root depth setting;~~

~~(vii) plant type setting;~~

~~(viii) soil type;~~

~~(ix) slope factor setting;~~

~~(x) shade factor setting; and~~

~~(xi) irrigation uniformity or efficiency setting.~~

This section details an additional manner to comply with this subchapter. In order for a project applicant to make use of this prescriptive compliance option, the project must meet the applicability criteria for this section as detailed in Section 5.11.020, and the applicant shall comply as follows:

(a) Compliance with all of the following items is mandatory and must be documented on a landscape plan in order to use this prescriptive compliance option:

(1) Submit a Landscape Documentation Package with the criteria detailed in Section 5.11.060(a)(1) and including the applicant's signature and date with the statement, "I agree to comply with the requirements of the prescriptive compliance option to the MWELO".

(2) Incorporate compost at a rate of at least four cubic yards per 1,000 square feet to a depth of six inches into landscape area (unless contra-indicated by a soil test);

(3) Plant material shall comply with all of the following:

(i) For residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water; For non-residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water;

(ii) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.

(4) Turf shall comply with all of the following:

(i) Turf shall not exceed 25% of the landscape area in residential areas, and there shall be no turf in non-residential areas;

(ii) Turf shall not be planted on sloped areas which exceed a slope of 1 foot vertical elevation change for every 4 feet of horizontal length;

(iii) Turf is prohibited in parkways less than 10 feet wide, unless the parkway is adjacent to a parking strip and used to enter and exit vehicles. Any turf in parkways must be irrigated by sub-surface irrigation or by other technology that creates no overspray or runoff.

(5) Irrigation systems shall comply with the following:

(i) Automatic irrigation controllers are required and must use evapotranspiration or soil moisture sensor data and utilize a rain sensor.

(ii) Irrigation controllers shall be of a type which does not lose programming data in the event the primary power source is interrupted.

(iii) Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.

(iv) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be installed as close as possible to the point of connection of the water supply.

(v) All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC 802-2014. "Landscape Irrigation Sprinkler and Emitter Standard," All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.

(vi) Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.

(6) For non-residential projects with landscape areas of 1,000 sq. ft. or more, a private submeter(s) to measure landscape water use shall be installed.

(b) At the time of final inspection, the permit applicant must provide the owner of the property with a certificate of completion, certificate of installation, irrigation schedule and a schedule of landscape and irrigation maintenance.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.140 ~~Post-Installation Landscape and Irrigation Maintenance Schedule.~~

(a) Landscapes shall be maintained to ensure water use efficiency in accordance with this Code and any applicable Town, state, regional or local water purveyor water conservation and/or drought response laws, rules, policies, and regulations. A regular maintenance schedule shall be submitted with the Certificate of Completion.

(b) A regular maintenance schedule shall include, but not be limited to, routine inspection; auditing; adjustment and repair of the irrigation system and its components; aerating and dethatching turf areas; topdressing with compost, replenishing mulch; fertilizing; pruning; weeding in all landscape areas, and removing and obstruction to emission devices. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.

(c) Repair of all irrigation equipment shall be done with the originally installed components or their equivalents or with components with greater efficiency.

(d) A project applicant is encouraged to implement established landscape industry sustainable Best Practices ~~or environmentally friendly practices~~ for overall landscape maintenance activities.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.150 Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis.

(a) All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor. Landscape audits shall not be conducted by the person who designed the landscape or installed the landscape.

(b) In large projects or projects with multiple landscape installations (i.e. production home developments) an auditing rate of 1 in 7 lots or approximately 15% will satisfy this requirement.

(b c) For ~~existing~~ new construction and rehabilitated landscapes projects that were installed before January 1, 2010/December 1, 2015, and are over one acre in size as described in Section 5.11.020 (Applicability):

(1) For all landscapes that have a water meter, the Town shall administer programs that may include, but not be limited to, irrigation water use analyses, irrigation surveys,

~~and irrigation audits to evaluate water use and provide recommendations as necessary to reduce landscape water use to a level that does not exceed the Maximum Applied Water Allowance for existing landscapes. The Maximum Applied Water Allowance for existing landscapes shall be calculated as: MAWA = (0.8) (ETe)(LA)(0.62).~~

~~(2) — For all landscapes that do not have a meter, the Town shall administer programs that may include, but not be limited to, irrigation surveys and irrigation audits to evaluate water use and provide recommendations as necessary in order to prevent water waste.~~

~~(c) — For new construction and rehabilitated landscape projects installed after January 1, 2010, as described in Sections 5.11.220, 5.11.230 and 5.11.240:~~

~~(1) the project applicant shall submit an irrigation audit report with the Certificate of Completion to the City Engineer that may include, but is not limited to: inspection, system tune-up, system test with distribution uniformity, reporting overspray or run off that causes overland flow, and preparation of an irrigation schedule, including configuring irrigation controllers with application rate, soil types, plant factors, slope, exposure and any other factors necessary for accurate programming;~~

~~(2) the Town shall administer programs that may include, but not be limited to, irrigation water use analysis, irrigation audits, and irrigation surveys for compliance with the Maximum Applied Water Allowance.~~

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.160 Irrigation Efficiency.

~~For the purpose of determining Maximum Applied Water Allowance Estimated Total Water Use, average irrigation efficiency is assumed to be ~~0.74~~ 0.75 for overhead spray devices and 0.81 for drip system devices. ~~Irrigation systems shall be designed, maintained, and managed to meet or exceed an average landscape irrigation efficiency of 0.71.~~~~

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.170 Recycled Water.

~~(a) The installation of recycled water irrigation systems shall allow for the current and future use of recycled water, unless a written exemption has been granted as described in subsection 5.11.070(b) below~~

~~(b) — Irrigation systems and decorative water features shall use recycled water unless a written exemption has been granted by the local water purveyor stating that recycled water meeting all public health codes and standards is not available and will not be available for the foreseeable future.~~

~~(e b) All recycled water irrigation systems shall be designed and operated in accordance with all applicable local and State laws.~~

(d) Landscapes using recycled water are considered Special Landscape Areas. The ET Adjustment Factor for new and existing (non-rehabilitated) Special Landscape Areas shall not exceed 1.0.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.175. Graywater Systems.

(a) Graywater systems promote the efficient use of water and are encouraged to assist in on-site landscape irrigation. All graywater systems shall conform to the California Plumbing Code (Title 24, Part 5, Chapter 16) and any applicable local ordinance standards. Refer to Section 5.11.020 (d) (Applicability) for the applicability of this ordinance to landscape areas less than 2,500 square feet with the Estimated Total Water Use met entirely by graywater.

[History: ORD. xxx, xx/xx/xx]

5.11.180 Provisions for New Construction, Rehabilitated Landscapes or Existing Landscapes.

The Town may by mutual agreement designate another agency, such as a water purveyor, to implement some or all of the requirements contained in this subchapter, and may define each entity's specific responsibilities relating to this subchapter.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.190 Stormwater Management and Rainwater Retention.

(a) Stormwater management practices minimize runoff and increase infiltration which recharges groundwater and improves water quality. It is strongly encouraged that all landscape and grading design plans implement stormwater best management practices in order to minimize runoff and to increase on-site rainwater retention and infiltration.

(b) Project applicants shall refer to the Colma Municipal Code Chapter 3.10, or to the Regional Water Quality Control Board for information on any applicable stormwater technical requirements regulations and stormwater management plans.

(c) ~~Rain gardens, cisterns, and other landscapes features and practices that increase rainwater capture and create opportunities for infiltration and/or onsite storage are recommended. All planted landscape areas are required to have friable soil to maximize water retention and infiltration. Refer to Section 5.11.090.~~

(d) It is strongly recommended that landscape areas be designed for capture and infiltration capacity that is sufficient to prevent runoff from impervious surfaces (i.e. roof and paved areas) from either: the one inch, 24-hour rain event or (2) the 85th percentile, 24-hour rain event, and/or additional capacity as required by any applicable local, regional, state or federal regulation.

(e) It is recommended that storm water projects incorporate any of the following elements to improve on-site storm water and dry weather runoff capture and use:

- (1) Grade impervious surfaces, such as driveways, during construction to drain to vegetated areas.
- (2) Minimize the area of impervious surfaces such as paved areas, roof and concrete driveways.
- (3) Incorporate pervious or porous surfaces (e.g., gravel, permeable pavers or blocks, pervious or porous concrete) that minimize runoff.
- (4) Direct runoff from paved surfaces and roof areas into planting beds or landscaped areas to maximize site water capture and reuse.
- (5) Incorporate rain gardens, cisterns, and other rain harvesting or catchment systems.
- (6) Incorporate infiltration beds, swales, basins and drywells to capture storm water and dry weather runoff and increase percolation into the soil.
- (7) Consider constructed wetlands and ponds that retain water, equalize excess flow, and filter pollutants.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.200 Public Education.

(a) Publications. Education is a critical component to promote the efficient use of water in landscapes. The use of appropriate principles of design, installation, management and maintenance that save water is encouraged in the community.

(1) The Building Department or water supplier/purveyor shall provide information to owners of permitted renovations and new, single-family residential homes regarding the design, installation, management, and maintenance of water efficient landscapes based on a water budget.

(b) Model Homes. All model homes that are landscaped shall use signs and written information to demonstrate the principles of water efficient landscapes described in this ordinance.

(1) Signs shall be used to identify the model as an example of a water efficient landscape featuring elements such as hydrozones, irrigation equipment, and others that contribute to the overall water efficient theme. ~~All signs shall comply with Chapter 4.07 of this Code.~~ Signage shall include information about the site water use as designed per the local ordinance; specify who designed and installed the water efficient landscape; and demonstrate low water use approaches to landscaping such as using native plants, graywater systems, and rainwater catchment systems.

(2) Information shall be provided about designing, installing, managing, and maintaining water efficient landscapes.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.210 Environmental Review.

The project applicant shall comply with the California Environmental Quality Act (CEQA), as appropriate.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.220 Water-Waste Prevention – Runoff Prohibited.

(a) No property owner or person responsible for overseeing a landscape irrigation plan shall allow runoff caused by inefficient landscape irrigation to occur on any parcel within the Town of Colma. Impermissible runoff, for purposes of this section, shall include, without limitation, runoff leaving the target landscape due to low head drainage; overspray; or other similar conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures.

(b) The City Engineer may modify restrictions regarding overspray and runoff if:

(1) the landscape area is adjacent to permeable surfacing and no runoff occurs; or

(2) the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.225 Existing Landscapes Over One Acre In Size

(a) This section shall apply to all existing landscapes that were installed before January 1, 2010 December 1, 2015 and are over one acre in size.

(1) For all landscapes that have a water meter, the local agency shall administer programs that may include, but not be limited to, irrigation water use analyses, irrigation surveys, and irrigation audits to evaluate water use and provide recommendations as necessary to reduce landscape water use to a level that does not exceed the Maximum Applied Water Allowance for existing landscapes. The Maximum Applied Water Allowance for existing landscapes shall be calculated as: $MAWA = (0.8) (ET_o)(LA)(0.62)$.

(2) For all landscapes in ~~493-1(a)~~, that do not have a meter, the local agency shall administer programs that may include, but not be limited to, irrigation surveys and irrigation audits to evaluate water use and provide recommendations as necessary in order to prevent water waste.

(b) All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor.

[History: ORD. xxx, xx/xx/xx]

5.11.230 Effective Precipitation.

The City Engineer may consider Effective Precipitation (25% of annual precipitation) in tracking water use and may use the following equation to calculate Maximum Applied Water Allowance:

$MAWA = (ET_o - Eppt) (0.62) [(0.7 \ 0.55 \times LA) + (0.3 \ 0.45 \times SLA)]$ for residential areas.

$MAWA = (ET_o - Eppt) (0.62) [(0.45 \times LA) + (0.55 \times SLA)]$ for non-residential areas.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.235 Reporting.

The Town shall be required to report on the implementation and enforcement of this subchapter in accordance with the Department of Water Resources' requirements.

[History: ORD. xxx, xx/xx/xx]

5.11.240 Cost Recovery.

(a) In addition to the costs which may be recovered pursuant to the Colma Municipal Code, and in order to recover the costs of the water efficient landscape regulatory program set forth in this ordinance, the City Council may, from time to time, fix and impose by resolution fees and charges. The fees and charges may include, but are not limited to, fees and charges for:

- (1) any visits of an enforcement officer, or other city staff or authorized representative of the city for time incurred for inspections of property;
- (2) any monitoring, inspection, and surveillance procedures pertaining to enforcement of this ordinance;
- (3) enforcing compliance with any term or provision of this ordinance;
- (4) any other necessary and appropriate fees and charges to recover the cost of providing the Town's water efficient landscape regulatory program.

(b) The City Engineer or his or her designee shall serve an invoice for costs upon the person or responsible person who is subject to a notice of violation, a cease and desist order, or an administrative compliance order. An invoice for costs shall be immediately due and payable to the Town of Colma. If any person or responsible person fails to either pay the invoice for costs or appeal successfully the invoice for costs within 10 days of receiving the notice, then the Town may institute collection proceedings. The invoice for costs may include reasonable attorneys' fees.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

ARTICLE 2. SEVERABILITY.

Each of the provisions of this ordinance is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

ARTICLE 3. NOT A CEQA PROJECT.

The City Council finds that adoption of this ordinance is not a "project," as defined in the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making. Any future development subject to this Ordinance will undergo independent discretionary review and independent CEQA analysis. Further, this ordinance is also exempt from environmental review pursuant to State CEQA Guideline 15308 as an action taken by state ordinance, to assure the maintenance and protection of the environment.

ARTICLE 4. EFFECTIVE DATE.

This ordinance shall take effect immediately upon adoption.

Certification of Adoption

I certify that the foregoing Ordinance No. ### was adopted at a regular meeting of the City Council of the Town of Colma held on November 12, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk



**ORDINANCE NO. ___
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**AN ORDINANCE AMENDING SUBCHAPTER 5.11 OF THE
COLMA MUNICIPAL CODE, RELATING TO WATER EFFICIENT LANDSCAPE
REQUIREMENTS PURSUANT TO CEQA GUIDELINES 15061(B)(3) AND 15308**

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

There is a need to adopt this ordinance in order to ensure Town-wide compliance with state imposed requirements relating to landscape water use. The State of California continues to be in an extreme historic period of drought and has been so since 2013. In an effort to reduce water consumption, Governor Jerry Brown issued an Executive Order on April 1, 2015 (EO B-29-15) directing the California Department of Water Resources to update the State's Model Efficient Water Landscape Ordinance through expedited regulation. The California Water Commission approved the revised Ordinance on July 15, 2015 in an effort to ensure the protection of water in California.

The Town of Colma was incorporated to protect cemetery land uses that comprise 76% of the Town's land area. The State's Model Water Efficient Landscape Ordinance does not provide any guidance for the use of turf (along with less water intensive plantings) in newly improved cemetery areas. The Town's Ordinance will implement the State's Ordinance with two modifications that will allow cemeteries to meet the spirit and intent of the State's Ordinance to reduce water consumption. The Town's Ordinance will allow for the continuation of a groundwater recharge credit currently permitted against Estimated Total Water Use (ETWU). In addition, cemeteries will be permitted to retrofit existing portions of landscape with more efficient irrigation or lower water use plantings to offset any new turf areas to comply with the maximum ETWU. These additional credits will ensure water is protected while still recognizing the importance of turf and landscaping that exist within the cemeteries in the Town.

ARTICLE 1. CMC SUBCHAPTER 5.11 AMENDED.

Subchapter 5.11 shall be and hereby is amended as follows:

5.11 Water Efficient Landscape Regulations

5.11.010 Findings and Purpose

(a) The City Council hereby finds:

- (1) that the waters of the state are of limited supply and are subject to ever increasing demands;
- (2) that the continuation of California's economic prosperity is dependent on the availability of adequate supplies of water for future uses;
- (3) that it is the policy of the State to promote the conservation and efficient use of water and to prevent the waste of this valuable resource;

(4) that landscapes are essential to the quality of life in California by providing areas for active and passive recreation and as an enhancement to the environment by cleaning air and water, preventing erosion, offering fire protection, and replacing ecosystems lost to development;

(5) that landscape design, installation, maintenance and management can and should be water efficient;

(6) that Section 2 of Article X of the California Constitution specifies that the right to use water is limited to the amount reasonably required for the beneficial use to be served and the right does not and shall not extend to waste or unreasonable method of use.

(7) all cities and counties are required to either adopt the updated model water efficient landscape ordinance (the "Model Ordinance") or adopt their own water efficient landscape ordinance that is as effective in conserving water as the Model Ordinance, by December 1, 2015;

(8) This ordinance is as effective in conserving water as the Model Ordinance. For the most part, the Town has only made minor changes to the Model Ordinance to better reflect the Town's internal structure and existing requirements, procedures, and processes. In addition, to better recognize the unique topography of the Town where cemeteries, which comprise approximately 76% of the Town's land area are mostly landscaped with permeable surfaces, this ordinance promotes groundwater recharge by giving cemeteries a groundwater recharge credit against Estimated Total Water Use, as defined in Subchapter 5-11. In addition, this ordinance promotes the upgrading and retrofitting of irrigation systems in cemeteries by giving cemeteries a retrofit credit against Estimated Total Water Use, as defined in Subchapter 5-11. These changes do not impact or otherwise change the water efficient landscape regulations contained in the Model Ordinance;

(9) Landscapes are essential to the quality of life in Colma by providing areas for active and passive recreation and as an enhancement to the environment by cleaning air and water, preventing erosion, offering fire protection, and replacing ecosystems lost to development;

(10) Cemetery development, operation and maintenance that are done in compliance with the stormwater management requirements of Chapter 3.10 of the Colma Municipal Code enhance water quality and utilize land such that rainfall is captured to produce a public resource and benefit through groundwater recharge; and

(b) Consistent with these findings, the purposes of this ordinance are to:

(1) Promote the values and benefits of landscapes, including cemetery landscapes, while supporting landscape practices that integrate and go beyond the conservation and efficient use of water;

(2) Establish a structure for planning, designing, installing, maintaining and managing water efficient landscapes in new construction and rehabilitated projects by

encouraging the use of a watershed approach that requires cross-sector collaboration of industry, government and property owners to achieve the many benefits possible, while recognizing the special landscape management needs of and public benefits provided by cemeteries;

(3) Establish provisions for water management practices and water waste prevention for existing landscapes;

(4) Use water efficiently without waste by setting a Maximum Applied Water Allowance as an upper limit for water use and reduce water use to the lowest practical amount;

(5) Promote the benefits of consistent landscape ordinances with neighboring local and regional agencies;

(6) Encourage local agencies and water purveyors to use economic incentives that promote the efficient use of water, such as implementing a tiered-rate structure; and

(7) Encourage local agencies to designate the necessary authority that implements and enforces the provisions of the Model Water Efficient Landscape Ordinance or its local landscape ordinance.

(c) Landscapes that are planned, designed, installed, managed and maintained with the watershed based approach can improve California's environmental conditions and provide benefits and realize sustainability goals. Such landscapes will make the urban environment resilient in the face of climatic extremes. Consistent with the legislative findings and purpose of the Ordinance, conditions in the urban setting will be improved by:

(1) Creating the conditions to support life in the soil by reducing compaction, incorporating organic matter that increases water retention, and promoting productive plant growth that leads to more carbon storage, oxygen production, shade, habitat and esthetic benefits.

(2) Minimizing energy use by reducing irrigation water requirements, reducing reliance on petroleum based fertilizers and pesticides, and planting climate appropriate shade trees in urban areas.

(3) Conserving water by capturing and reusing rainwater and graywater wherever possible and selecting climate appropriate plants that need minimal supplemental water after establishment.

(4) Protecting air and water quality by reducing power equipment use and landfill disposal trips, selecting recycled and locally sourced materials, and using compost, mulch and efficient irrigation equipment to prevent erosion.

(5) Protecting existing habitat and creating new habitat by choosing local native plants, climate adapted non-natives and avoiding invasive plants. Utilizing integrated pest management with least toxic methods as the first course of action.

[History: formerly § 5.1101; ORD. 448, 12/9/92; ORD. 458, 12/9/92; ORD. 456, 8/1/93; ORD. 638, 12/14/05; ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. 697, 6/8/11; ORD. XXX, XX/XX/XX]

5.11.020 Applicability

(a) After December 1, 2015 and consistent with Executive Order No. B-29-15, this ordinance shall apply to all of the following landscape projects:

(1) new development projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building or landscape permit, plan check or design review;

(2) rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check, or design review;

(3) Existing landscapes

(i) Existing landscapes must only comply with Sections 5.11.150 ("Irrigation Audit, Irrigation Survey And Irrigation Water Use Analysis"); 5.11.220 ("Waste Water Prevention"), and 5.11.180 ("Provisions for New Construction, Rehabilitated Landscapes or Existing Landscapes") of this subchapter; and

(4) Cemeteries

(i) New and rehabilitated cemeteries must only comply with Sections 5.11.070 ("Water Efficient Landscape Worksheet"), 5.11.075 ("Groundwater Recharge Credit and Retrofit Credit for Cemeteries"), 5.11.140 ("Post-Installation Landscape and Irrigation Maintenance Schedule"), 5.11.150 ("Irrigation Audit, Irrigation Survey And Irrigation Water Use Analysis") and 5.11.220 ("Waste-Water Prevention") of this subchapter; and

(ii) Existing cemeteries must only comply with Sections 5.11.075 ("Groundwater Recharge Credit and Retrofit Credit for Cemeteries"), 5.11.150 ("Irrigation Audit, Irrigation Survey And Irrigation Water Use Analysis"), 5.11.180 ("Provisions for New Construction, Rehabilitated Landscapes or Existing Landscapes"), and 5.11.220 ("Waste-Water Prevention") of this subchapter.

(b) Any project with an aggregate landscape area of 2,500 square feet or less may comply with the performance requirements of this subchapter or conform to the prescriptive measures contained in Section 5.11.130;

(c) For project using treated or untreated graywater or rainwater captured on site, any lot or parcel within the project that has less than 2,500 sq. ft. of landscape and meets the lot or parcel's landscape water requirement (Estimated Total Water Use) entirely with treated or untreated graywater or through stored rainwater captured on site is subject only to Section 5.11.130 (a)(5).

(d) This ordinance does not apply to:

- (1) Registered local, state or federal historical sites;
- (2) Ecological restoration projects that do not require a permanent irrigation system;
- (3) Mined-land reclamation projects that do not require a permanent irrigation system; or
- (4) Existing plant collections, as part of botanical gardens and arboretums open to the public.

(c) A landscape design plan for projects in fire prone areas and fuel modification zones shall comply with requirements of the Colma Fire Protection District and the California Department of Forestry and Fire, where applicable.

[History: formerly § 5.1102; ORD. 448, 12/9/92; ORD. 638, 12/14/05; ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. 697, 6/8/11; ORD. XXX, xx/xx/xx]

5.11.030 Definitions.

The following definitions shall apply for the purposes of this chapter:

(a) "applied water" means the portion of water supplied by the irrigation system to the landscape.

(b) "automatic irrigation controller" means a timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers are able to self-adjust and schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data.

(c) "backflow prevention device" means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.

(d) "Certificate of Completion" means the certificate required to be completed and submitted to the Town certifying that the landscape project has complied with the provisions of the water efficient landscape regulations contained in this ordinance.

(e) "certified irrigation designer" means a person certified to design irrigation systems by an accredited academic institution, a professional trade organization, or other program such as the U.S. Environmental Protection Agency's WaterSense irrigation designer certification program and Irrigation Association's Certified Irrigation Designer program.

(f) "certified landscape irrigation auditor" means a person certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency's WaterSense irrigation auditor certification program and Irrigation Association's Certified Landscape Irrigation Auditor program.

(g) "check valve" or "anti-drain valve" means a valve located under a sprinkler head, or other location in the irrigation system, to hold water in the system to prevent drainage from sprinkler heads when the sprinkler is off.

- (h) "common interest developments" means community apartment projects, condominium projects, planned developments, and stock cooperatives pursuant to California Civil Code Section 1351.
- (i) "compost" means the safe and stable product of controlled biologic decomposition of organic materials that is beneficial to plant growth.
- (j) "conversion factor (0.62)" means the number that converts acre-inches per acre per year to gallons per square foot per year.
- (k) "distribution uniformity" means the measure of the uniformity of irrigation water over a defined area.
- (l) "drip irrigation" means any non-spray low volume irrigation system utilizing emission devices with a flow rate measured in gallons per hour. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.
- (m) "ecological restoration project" means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.
- (n) "effective precipitation" or "usable rainfall" or "Eppt" means the portion of total precipitation which becomes available for plant growth.
- (o) "emitter" means a drip irrigation emission device that delivers water slowly from the system to the soil.
- (p) "established landscape" means the point at which plants in the landscape have developed significant root growth into the soil. Typically, most plants are established after one or two years of growth.
- (q) "establishment period of the plants" means the first year after installing the plant in the landscape or the first two years if irrigation will be terminated after establishment. Typically, most plants are established after one or two years of growth. Native habitat mitigation areas and trees may need three to five years for establishment.
- (r) "Estimated Total Water Use" or "ETWU" means the total water used for the landscape as described in Section 5.11.070.
- (s) "ET adjustment factor" (ETAF) means a factor of 0.55 for residential areas and 0.45 for non-residential areas, that, when applied to reference evapotranspiration, adjusts for plant factors and irrigation efficiency, two major influences upon the amount of water that needs to be applied to the landscape. The ETAF for a new and existing (non-rehabilitated) Special Landscape Areas shall not exceed 1.0. The ETAF for existing non-rehabilitated landscapes is 0.8.
- (t) "evapotranspiration rate" means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.
- (u) "flow rate" means the rate at which water flows through pipes, valves and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second.

(v) "flow sensor" means an inline device installed at the supply point of the irrigation system that produces a repeatable signal proportional to flow rate. Flow sensors must be connected to an automatic irrigation controller, or flow monitor capable of receiving flow signals and operating master valves. This combination flow sensor/controller may also function as a landscape water meter or submeter.

(w) "friable" means a soil condition that is easily crumbled or loosely compacted down to a minimum depth per planting material requirements, whereby the root structure of newly planted material will be allowed to spread unimpeded.

(x) "Fuel Modification Plan Guideline" means guidelines from a local fire authority to assist residents and businesses that are developing land or building structures in a fire hazard severity zone.

(y) "graywater" means untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. "Graywater" includes, but is not limited to, wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines, and laundry tubs, but does not include wastewater from kitchen sinks or dishwashers. Health and Safety Code Section 17922.12.

(z) "hardscapes" means any durable material (pervious and non-pervious).

(aa) "hydrozone" means a portion of the landscaped area having plants with similar water Needs and rooting depth. A hydrozone may be irrigated or non-irrigated.

(bb) "infiltration rate" means the rate of water entry into the soil expressed as a depth of water per unit of time (e.g., inches per hour).

(cc) "invasive plant species" means species of plants not historically found in California that spread outside cultivated areas and can damage environmental or economic resources. Invasive species may be regulated by county agricultural agencies as noxious species. Lists of invasive plants are maintained at the California Invasive Plant Inventory and USDA invasive and noxious weeds database.

(dd) "irrigation audit" means an in-depth evaluation of the performance of an irrigation system conducted by a Certified Landscape Irrigation Auditor. An irrigation audit includes, but is not limited to: inspection, system tune-up, system test with distribution uniformity or emission uniformity, reporting overspray or runoff that causes overland flow, and preparation of an irrigation schedule. The audit must be conducted in a manner consistent with the Irrigation Association's Landscape Irrigation Auditor Certification program or other U.S. Environmental Protection Agency "Watersense" labeled auditing program.

(ee) "irrigation efficiency" or "IE" means the measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. The irrigation efficiency for purposes of this ordinance are 0.75 for overhead spray devices and 0.81 for drip systems.

(ff) "irrigation survey" means an evaluation of an irrigation system that is less detailed than an irrigation audit. An irrigation survey includes, but is not limited to: inspection, system test, and written recommendations to improve performance of the irrigation system.

(gg) "irrigation water use analysis" means an analysis of water use data based on meter readings and billing data.

(hh) "landscape architect" means a person who holds a license to practice landscape architecture in the state of California Business and Professions Code, Section 5615.

(ii) "landscape area" means all the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

(jj) "landscape contractor" means a person licensed by the state of California to construct, maintain, repair, install, or subcontract the development of landscape systems.

(kk) "Landscape Documentation Package" means the documents required under Section 5.11.050.

(ll) "landscape project" means the total area of landscape in a project as defined in "landscape area" for the purposes of this ordinance, meeting requirements under Section 5.11.020.

(mm) "landscape water meter" means an inline device installed at the irrigation supply point that measures the flow of water into the irrigation system and is connected to a totalizer to record water use.

(nn) "lateral line" means the water delivery pipeline that supplies water to the emitters or sprinklers from the valve.

(oo) "local agency" means a city or county, including a charter city or charter county, that is responsible for adopting and implementing the ordinance. The local agency is also responsible for the enforcement of this ordinance, including but not limited to, approval of a permit and plan check or design review of a project.

(pp) "local water purveyor" means any entity, including a public agency, city, county, or private water company that provides retail water service.

(qq) "low volume irrigation" means the application of irrigation water at low pressure through a system of tubing or lateral lines and low-volume emitters such as drip, drip lines, and bubblers. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

(rr) "main line" means the pressurized pipeline that delivers water from the water source to the valve or outlet.

(ss) "master shut-off valve" is an automatic valve installed at the irrigation supply point which controls water flow into the irrigation system. When this valve is closed water will not be supplied to the irrigation system. A master valve will greatly reduce any water loss due to a leaky station valve.

(tt) "Maximum Applied Water Allowance" or "MAWA" means the upper limit of annual applied water for the established landscaped area as specified in Section 5.11.070. It is based upon the area's reference evapotranspiration, the ET Adjustment Factor, and the size of the landscape area. The Estimated Total Water Use shall not exceed the Maximum Applied Water Allowance. Special Landscape Areas are subject to the MAWA with an ETAF not to exceed 1.0. $MAWA = (ET_o) (0.62) [(ETAF \times LA) + ((1-ETAF) \times SLA)]$.

(uu) "median" is an area between opposing lanes of traffic that may be unplanted or planted with trees, shrubs, perennials, and ornamental grasses.

(vv) "microclimate" means the climate of a small, specific area that may contrast with the climate of the overall landscape area due to factors such as wind, sun exposure, plant density, or proximity to reflective surfaces.

(ww) "mined-land reclamation projects" means any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975.

(xx) "mulch" means any organic material such as leaves, bark, straw, compost, or inorganic mineral materials such as rocks, gravel or decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.

(yy) "new construction" means, for the purposes of this ordinance, a new building with a landscape or other new landscape, such as a park, playground, or greenbelt without an associated building.

(zz) "non-residential landscape" means landscapes in commercial, institutional, industrial and public settings that may have areas designated for recreation or public assembly. It also includes portions of common areas of common interest developments with designated recreational areas.

(aaa) "operating pressure" means the pressure at which the parts of an irrigation system are designed by the manufacturer to operate.

(bbb) "overhead sprinkler irrigation systems" or "overhead spray irrigation systems" means systems that deliver water through the air (e.g., spray heads and rotors).

(ccc) "overspray" means the irrigation water which is delivered beyond the target area.

(ddd) "parkway" means the area between a sidewalk and the curb or traffic lane. It may be planted or unplanted, and with or without pedestrian egress.

(eee) "permit" means an authorizing document issued by local agencies for new construction or rehabilitated landscapes.

(fff) "pervious" means any surface or material that allows the passage of water through the material and into the underlying soil.

(ggg) "plant factor" or "plant water use factor" is a factor, when multiplied by ETo, estimates the amount of water needed by plants. For purposes of this ordinance, the plant factor range for very low water use plants is 0 to 0.1, the plant factor range for low water use plants is 0.1 to 0.3, the plant factor range for moderate water use plants is 0.4 to 0.6, and the plant factor range for high water use plants is 0.7 to 1.0. Plant factors cited in this ordinance are derived from the publication "Water Use Classification of Landscape Species". Plant factors may also be obtained from horticultural researchers from academic institutions or professional associations as approved by the California Department of Water Resources (DWR).

(hhh) "project applicant" means the individual or entity submitting a Landscape Documentation Package required under Section 5.11.060, to request a permit, plan check, or design review from the local agency. A project applicant may be the property owner or his or her designee.

(iii) "rain sensor" or "rain sensing shutoff device" means a component which automatically suspends an irrigation event when it rains.

(jjj) "record drawing" or "as-builts" means a set of reproducible drawings which show significant changes in the work made during construction and which are usually based on drawings marked up in the field and other data furnished by the contractor.

(kkk) "recreational area" means areas, excluding private single family residential areas, designated for active play, recreation or public assembly in parks, sports fields, picnic grounds, amphitheaters and/or golf courses, tees, fairways, roughs, surrounds and greens.

(lll) "recycled water", "reclaimed water", or "treated sewage effluent water" means treated or recycled waste water of a quality suitable for non-potable uses such as landscape irrigation and water features. This water is not intended for human consumption.

(mmm) "reference evapotranspiration" or "ETo" means a standard measurement of environmental parameters which affect the water use of plants. ETo is expressed in inches per day, month, or year, and is an estimate of the evapotranspiration of a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of determining the Maximum Applied Water Allowance so that regional differences in climate can be accommodated.

(nnn) "Regional Water Efficient Landscape Ordinance" means a local Ordinance adopted by two or more local agencies, water suppliers and other stakeholders for implementing a consistent set of landscape provisions throughout a geographical region. Regional ordinances are strongly encouraged to provide a consistent framework for the landscape industry and applicants to adhere to.

(ooo) "rehabilitated landscape" means any re-landscaping project that requires a permit, plan check, or design review, meets the requirements of Section 5.11.020, and the modified landscape area is equal to or greater than 2,500 square feet.

- (ppp) "residential landscape" means landscapes surrounding single or multifamily homes.
- (qqq) "runoff" means water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area. For example, runoff may result from water that is applied at too great a rate (application rate exceeds infiltration rate) or when there is a slope.
- (rrr) "soil moisture sensing device" or "soil moisture sensor" means a device that measures the amount of water in the soil. The device may also suspend or initiate an irrigation event.
- (sss) "soil texture" means the classification of soil based on its percentage of sand, silt, and clay.
- (ttt) "Special Landscape Area" (SLA) means an area of the landscape dedicated solely to edible plants, recreational areas, areas irrigated with recycled water, or water features using recycled water.
- (uuu) "sprinkler head" means a device which delivers water through a nozzle.
- (vvv) "static water pressure" means the pipeline or municipal water supply pressure when water is not flowing.
- (www) "station" means an area served by one valve or by a set of valves that operate simultaneously.
- (xxx) "swing joint" means an irrigation component that provides a flexible, leak-free connection between the emission device and lateral pipeline to allow movement in any direction and to prevent equipment damage.
- (yyy) "submeter" means a metering device to measure water applied to the landscape that is installed after the primary utility water meter.
- (zzz) "turf" means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.
- (aaaa) "valve" means a device used to control the flow of water in the irrigation system.
- (bbbb) "water conserving plant species" means a plant species identified as having a very low or low plant factor.
- (cccc) "water feature" means a design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied). The surface area of water features is included in the high water use hydrozone of the landscape area. Constructed wetlands used for on-site wastewater treatment or stormwater best management practices that are not irrigated and used solely for water treatment or stormwater retention are not water features and, therefore, are not subject to the water budget calculation.
- (dddd) "watering window" means the time of day irrigation is allowed.

(eeee) "WUCOLS" means the Water Use Classification of Landscape Species published by the University of California Cooperative Extension, and the Department of Water Resources 2014.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xx, xx/xx/xx]

5.11.040 Enforcement and Administration.

(a) The City Engineer or designee is authorized to administer and enforce the provisions of this ordinance for the Town.

(b) The Town may delegate to, or enter into a contract with, a local agency, local water purveyor, or other person to implement and administer any or all of the requirements contained in this ordinance on behalf of the Town.

(c) All departments, officials, or public employees, vested with the duty or authority to issue licenses, permits, or certificates of occupancy where required by law, shall conform to the provisions of this ordinance. No such permit or license for buildings, uses, or purposes where the same would be in conflict with the provisions of this ordinance shall be issued. Any such permit or license, if issued in conflict with the provisions hereof, shall be null and void.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.050 Compliance with Landscape Documentation Package.

(a) Submission of Landscape Documentation Package. Prior to the issuance of any permits or the approval of any plan check or design review for landscape projects subject to this subchapter, a project applicant shall submit a Landscape Documentation Package that complies with all applicable provisions of this subchapter to the City Engineer for review and approval.

(b) Certification of Compliance. The Landscape Documentation Package shall include a certification by a landscape professional stating that the landscape design and water use calculations have been prepared by or under the supervision of the landscape professional and are certified to be in compliance with the provisions of this subchapter.

(c) Review of Landscape Documentation Package. The City Engineer shall review the Landscape Documentation Package submitted by the project applicant and shall approve or deny the Landscape Documentation Package. If the City Engineer denies the Landscape Documentation Package, he shall provide the applicant with written notice of denial and the reasons therefore, and information regarding reapplication, appeal, or other assistance. If the City Engineer approves the Landscape Documentation Package, he may direct the issuance of a permit, plan check approval, or design review for the project applicant, as applicable.

(d) Action Upon Approval of Landscape Documentation Package. Upon approval of the Landscape Documentation Package by the City Engineer, the project applicant shall:

(1) record the date of the permit received, where applicable, in the Certificate of Completion;

(2) submit a copy of the approved Landscape Documentation Package along with the record drawings, and any other information to the property owner or his/her designee; and

(3) submit a copy of the Water Efficient Landscape Worksheet to the local water purveyor.

(e) Verification of compliance of the landscape installation with the approved plans, and all requirements set forth in this subchapter shall be obtained through a Certificate of Completion in conjunction with a certificate of occupancy or any other final approvals and/or permit required for the project.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.060 Elements of the Landscape Documentation Package.

(a) The Landscape Documentation Package shall include the following six (6) elements:

(1) project information, which shall include, without limitation:

(i) date;

(ii) project applicant;

(iii) project address (if available, parcel and/or lot number(s));

(iv) total landscape area (square feet), including a breakdown of turf and plant material;

(v) project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed);

(vi) water supply type (e.g., potable, recycled, well) and identify the local retail water purveyor if the applicant is not served by a private well;

(vii) checklist of all documents in Landscape Documentation Package;

(viii) project contacts to include contact information for the project applicant and property owner;

(ix) The following statement signed by the project applicant: "I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package";

(2) Water Efficient Landscape Worksheet (see Section 5.11.070);

(3) soil management report (see Section 5.11.080);

(4) landscape design plan (see Section 5.11.090);

- (5) irrigation design plan (see Section 5.11.100); and
- (6) grading design plan (see Section 5.11.110).

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. XX, XX/XX/XX]

5.11.070 Water Efficient Landscape Worksheet.

(a) A project applicant shall complete a Water Efficient Landscape Worksheet, which he/she shall obtain from the City Engineer or City Clerk, which contains information on the plant factor, irrigation method, irrigation efficiency, and area associated with each hydrozone. Calculations are then made to show that the evapotranspiration adjustment factor (ETAF) for the landscape project does not exceed a factor of 0.55 for residential areas and 0.45 for non-residential areas, exclusive of Special Landscape Areas. The ETAF for a landscape project is based on the plant factors and irrigation methods selected. The Maximum Applied Water Allowance is calculated based on the maximum ETAF allowed (0.55 for residential areas and 0.45 for non-residential areas) and expressed as annual gallons required. The Estimated Total Water Use (ETWU) is calculated based on the plants used and irrigation method selected for the landscape design. ETWU must be below the MAWA.

(1) The ETo value of 39.07 shall be used for Colma. This value may be updated from time to time based on the current reference evapotranspiration data, such as from the California Irrigation Management System ("CIMIS") Reference Evapotranspiration Zones Map, Department of Water Resources.

(b) Water budget calculations shall adhere to the following requirements:

(1) The plant factor used shall be from WUCOLS or from horticultural researchers with academic institutions or professional associations as approved by the California Department of Water Resources (DWR). The plant factor ranges from 0 to 0.1 for very low water using plants, 0.1 to 0.3 for low water use plants, from 0.4 to 0.6 for moderate water use plants, and from 0.7 to 1.0 for high water use plants.

(2) All water features shall be included in the high water use hydrozone and temporarily irrigated areas shall be included in the low water use hydrozone.

(3) All Special Landscape Areas shall be identified and their water use calculated as Described in the worksheet below.

(4) ETAF for new and existing (non-rehabilitated)_Special Landscape Areas shall not exceed 1.0.

WATER EFFICIENT LANDSCAPE WORKSHEET

This worksheet is filled out by the project applicant and it is a required element of the Landscape Documentation Package.

Reference Evapotranspiration (ET_o) 39.07

Hydrozone # /Planting Description ^a	Plant Factor (PF)	Irrigation Method ^b	Irrigation Efficiency (IE) ^c	ETAF (PF/IE)	Landscape Area (sq. ft.)	ETAF x Area	Estimated Total Water Use (ETWU) ^e
Regular Landscape Areas							
				Totals	(A)	(B)	
Special Landscape Areas							
				1			
				1			
				1			
				Totals	(C)	(D)	
						ETWU Total	
						Maximum Allowed Water Allowance (MAWA)^e	

^a**Hydrozone #/Planting Description**

- E.g.
 1.) front lawn
 2.) low water use plantings
 3.) medium water use planting

^b**Irrigation Method**

- overhead spray
 or drip

^c**Irrigation Efficiency**

- 0.75 for spray head
 0.81 for drip

^d**ETWU (Annual Gallons Required) =**

$ET_o \times 0.62 \times ETAF \times Area$
 where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year.

^e**MAWA (Annual Gallons Allowed) = $(ET_o) (0.62) [(ETAF \times LA) + ((1-ETAF) \times SLA)]$**

where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year, LA is the total landscape area in square feet, SLA is the total special landscape area in square feet, and ETAF is .55 for residential areas and 0.45 for non-residential areas.

ETAF Calculations

Regular Landscape Areas

Total ETAF x Area	(B)
Total Area	(A)
Average ETAF	B ÷ A

Average ETAF for Regular Landscape Areas must be 0.55 or below for residential areas, and 0.45 or below for non-residential areas.

All Landscape Areas

Total ETAF x Area	(B+D)
Total Area	(A+C)
Sitewide ETAF	(B+D) ÷ (A+C)

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.075 Groundwater Recharge and Retrofit_Credit for Cemeteries.

(a) Cemeteries within the Town of Colma shall be eligible for a groundwater recharge credit which shall: (i) be applied to reduce the ETWU calculated for any cemetery property subject to Section 5.11.070; and (ii) taken into account in any Irrigation Audit, Irrigation Survey or Irrigation Water Use Analysis for any cemetery subject to Section 5.11.150.

(b) The groundwater recharge credit for cemeteries shall be available, and calculated, as set forth in the Town of Colma Guidelines for Implementation of the Water Efficient Landscape Regulations.

(c) Cemeteries within the Town of Colma shall be eligible for a retrofit credit. Whenever a cemetery improves irrigation efficiency in a portion of an existing cemetery or when an area previously devoted to turf is converted to a low water use planting area, this water savings can be used to offset MAWA for new landscaping. The retrofit credit shall: (i) be applied to reduce the ETWU calculated for any cemetery property subject to Section 5.11.070; and (ii) taken into account in any Irrigation Audit, Irrigation Survey or Irrigation Water Use Analysis for any cemetery subject to Section 5.11.150.

(d) The retrofit credit for cemeteries shall be available, and calculated, as set forth in the Town of Colma Guidelines for Implementation of the Water Efficient Landscape Regulations.

[History: ORD. 697, 6/8/11; ORD. xxx, xx/xx/xx]

5.11.080 Soil Management Report.

(a) In order to reduce runoff and encourage healthy plant growth, a soil management report shall be completed by the project applicant, or his/her designee, as follows:

- (1) Submit soil samples to a laboratory for analysis and recommendations.

(i) Soil sampling shall be conducted in accordance with laboratory protocol, including protocols regarding adequate sampling depth for the intended plants.

(ii) The soil analysis shall include:

(A) soil texture;

(B) infiltration rate determined by laboratory test or soil texture infiltration rate table;

(C) pH;

(D) total soluble salts;

(E) sodium;

(F) percent organic matter; and

(G) recommendations.

(iii) In projects with multiple landscape installations (i.e. production home developments) a soil sampling rate of 1 in 7 lots or approximately 15% will satisfy this requirement. Large landscape projects shall sample at a rate equivalent to 1 in 7 lots.

(2) The project applicant, or his/her designee, shall comply with one of the following:

(i) If significant mass grading is not planned, the soil analysis report shall be submitted to the City Engineer as part of the Landscape Documentation Package; or

(ii) If significant mass grading is planned, the soil analysis report shall be submitted to the City Engineer as part of the Certificate of Completion.

(3) The soil analysis report shall be made available, in a timely manner, to the professionals preparing the landscape design plans and irrigation design plans to make any necessary adjustments to the design plans.

(4) The project applicant, or his/her designee, shall submit documentation verifying implementation of the soil analysis report recommendations to the City Engineer with Certificate of Completion.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.090 Landscape Design Plan.

(a) For the efficient use of water, a landscape shall be carefully designed and planned for the intended function of the project. A landscape design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.

(1) Plant Material

(i) Any plant may be selected for the landscape, provided the Estimated Total Water Use in the landscape area does not exceed the Maximum Applied Water Allowance. Methods to achieve water efficiency shall include one or more of the following:

(A) protection and preservation of native species and natural vegetation;

(B) selection of water-conserving plant, tree, and turf species, especially local native plants;

(C) selection of plants based on local climate suitability, disease and pest resistance;

(D) selection of trees based on applicable local tree ordinances or tree shading guidelines, and size at maturity as appropriate for the planting area;

(E) selection of plants from local and regional landscape program plant lists; and

(F) selection of plants from local Fuel Modification Plan Guidelines.

(ii) Each hydrozone shall have plant materials with similar water use, with the exception of hydrozones with plants of mixed water use, as specified in Section 5.11.100(a)(2)(iv).

(iii) Plants shall be selected and planted appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the project site. Methods to achieve water efficiency shall include one or more of the following:

(A) use the Sunset Western Climate Zone System which takes into account temperature, humidity, elevation, terrain, latitude, and varying degrees of continental and marine influence on local climate;

(B) recognize the horticultural attributes of plants (i.e., mature plant size, invasive surface roots) to minimize damage to property or infrastructure (e.g., buildings, sidewalks, power lines);

(C) allow for adequate soil volume for healthy root growth;

(D) consider the solar orientation for plant placement to maximize summer shade and winter solar gain.

(iv) Turf is not allowed on slopes greater than 25% where the toe of the slope is adjacent to an impermeable hardscape and where 25% means 1 foot of

vertical elevation change for every 4 feet of horizontal length (rise divided by run x 100 = slope percent).

(v) High water use plants, characterized by a plant factor of 0.7 to 1.0, are prohibited in street medians.

(vi) A landscape design plan for projects in fire-prone areas shall address fire safety and prevention and shall comply with all requirements of the Colma Fire Protection District and the California Department of Forestry and Fire. A defensible space or zone around a building or structure is required per Public Resources Code Sections 4291(a) and (b). Avoid fire-prone plant materials and highly flammable mulches. Refer to the local Fuel Modification Plan guidelines.

(vii) The use of invasive plant species, such as those listed by the California Invasive Plant Council, is strongly discouraged.

(viii) The architectural guidelines of a common interest development shall not prohibit or include conditions that have the effect of prohibiting the use of low-water use plants as a group.

(2) Water Features shall comply with the following:

(i) Recirculating water systems shall be used for water features.

(ii) Where available, recycled water shall be used as a source for decorative water features.

(iii) Surface area of a water feature shall be included in the high water use hydrozone area of the water budget calculation.

(iv) Pool and spa covers are highly recommended.

(3) Soil Preparation, Mulch and Amendments:

(i) Prior to the planting of any materials, compacted soils shall be transformed to a friable condition. On engineered slopes, only amended planting holes need meet this requirement.

(ii) Soil amendments shall be incorporated according to recommendations of the soil report and what is appropriate for the plants selected (see Section 5.11.080).

(iii) For landscape installations, compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six inches into the soil. Soils with greater than 6% organic matter in the top 6 inches of soil are exempt from adding compost and tilling.

(iv) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To

provide habitat for beneficial insects and other wildlife, up to 5 % of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.

(v) Stabilizing mulching products shall be used on slopes that meet current engineering standards.

(vi) The mulching portion of the seed/mulch slurry in hydro-seeded applications shall meet the mulching requirement.

(vii) Organic mulch materials made from recycled or post-consumer shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.

(4) The landscape design plan, at a minimum, shall:

(i) delineate and label each hydrozone by number, letter, or other method;

(ii) identify each hydrozone as low, moderate, high water, or mixed water use. Temporarily irrigated areas of the landscape shall be included in the low water use hydrozone for the water budget calculation;

(iii) identify recreational areas;

(iv) identify areas permanently and solely dedicated to edible plants;

(v) identify areas irrigated with recycled water;

(vi) identify type of mulch and application depth;

(vii) identify soil amendments, type, and quantity;

(viii) identify type and surface area of water features;

(ix) identify hardscapes (pervious and non-pervious);

(x) identify location, installation details, and 24-hour retention or infiltration capacity of any applicable stormwater best management practices that encourage on-site retention and infiltration of stormwater. Project applicants shall refer to the local agency or regional Water Quality Control Board for information on any applicable stormwater technical requirements. Stormwater best management practices are encouraged in the landscape design plan and examples are provided in Section 5.11.190.

(xi) identify any applicable rain harvesting or catchment technologies as discussed in Section 5.11.190 and their 24-hour retention or infiltration capacity;

(xii) identify any applicable graywater discharge piping, system components and area(s) of distribution;

(xiii) contain the following statement of certification signed by a landscape professional: "I have complied with the criteria of the subchapter and applied them for the efficient use of water in the landscape design plan."

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.100 Irrigation Design Plan.

(a) This section applies to landscaped areas requiring permanent irrigation, not areas that require temporary irrigation solely for the plant establishment period. For the efficient use of water, an irrigation system shall meet all the requirements listed in this section and the manufacturers' recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance. An irrigation design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package:

(1) System

(i) Landscape water meters, defined as either a dedicated water service meter or private submeter, shall be installed for all non-residential irrigated landscapes of 1,000 sq. ft. but not more than 5,000 sq.ft. (the level at which *Water Code* 535 applies) and residential irrigated landscapes of 5,000 sq. ft. or greater. A landscape water meter may be either:

(A) a customer service meter dedicated to landscape use provided by the local water purveyor; or

(B) a privately owned meter or submeter.

(ii) Automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data using non-volatile memory shall be required for irrigation scheduling in all irrigation systems.

(iii) If the water pressure is below or exceeds the recommended pressure of the specified irrigation devices, the installation of a pressure regulating device is required to ensure that the dynamic pressure at each emission device is within the manufacturer's recommended pressure range for optimal performance.

(A) If the static pressure is above or below the required dynamic pressure of the irrigation system, pressure-regulating devices such as inline pressure regulators, booster pumps, or other devices shall be installed to meet the required dynamic pressure of the irrigation system.

(B) Static water pressure, dynamic or operating pressure. and flow reading of the water supply shall be measured at the point of connection. These pressure and flow measurements shall be conducted at the design

stage. If the measurements are not available at the design stage, the measurements shall be conducted at installation.

(iv) Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation operation during unfavorable weather conditions shall be required on all irrigation systems, as appropriate for local climatic conditions. Irrigation should be avoided during windy or freezing weather or during rain.

(v) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be required, as close as possible to the point of connection of the water supply, to minimize water loss in case of an emergency (such as a mainline break) or routine repair.

(vi) Backflow prevention devices shall be required to protect the water supply from contamination by the irrigation system. A project applicant shall refer to the applicable provisions of the Colma Municipal Code or County regulations (i.e., public health) for additional backflow prevention requirements.

(vii) Flow sensors that detect high flow conditions created by system damage or malfunction are required for all non-residential landscapes and residential landscapes of 5000 sq. ft. or larger.

(viii) Master shut-off valves are required on all projects except landscapes that make use of technologies that allow for the individual control of sprinklers that are individually pressurized in a system equipped with low pressure shut down features.

(ix) The irrigation system shall be designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas, such as adjacent property, non-irrigated areas, hardscapes, roadways, or structures.

(x) Relevant information from the soil management plan, such as soil type and infiltration rate, shall be utilized when designing irrigation systems.

(xi) The design of the irrigation system shall conform to the hydrozones of the landscape design plan.

(xii) The irrigation system must be designed and installed to meet, at a minimum, the irrigation efficiency criteria as described in Section 5.11.070 regarding the Maximum Applied Water Allowance.

(xiii) All irrigation emission devices must meet the requirements set in the American National Standards Institute (ANSI) standard, American Society of Agricultural and Biological Engineers'/International Code Council's (ASABE/ICC) 802-2014 "Landscape Irrigation Sprinkler and Emitter Standard, All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.

(xiv) It is highly recommended that the project applicant or local agency inquire with the local water purveyor about peak water operating demands (on the water supply system) or water restrictions that may impact the effectiveness of the irrigation system.

(xv) In mulched planting areas, the use of low volume irrigation is required to maximize water infiltration into the root zone.

(xvi) Sprinkler heads and other emission devices shall have matched precipitation rates, unless otherwise directed by the manufacturer's recommendations.

(xvii) Head to head coverage is recommended. However, sprinkler spacing shall be designed to achieve the highest possible distribution uniformity using the manufacturer's recommendations.

(xviii) Swing joints or other riser-protection components are required on all risers subject to damage that are adjacent to hardscapes or in high traffic areas of turfgrass.

(xix) Check valves or anti-drain valves are required on all sprinkler heads where low point drainage could occur.

(xx) Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.

(xxi) Overhead irrigation shall not be permitted within 24 inches of any nonpermeable surface. Allowable irrigation within the setback from non-permeable surfaces may include drip, drip line, or other low flow non-spray technology. The setback area may be planted or unplanted. The surfacing of the setback may be mulch, gravel, or other porous material. These restrictions may be modified if:

(A) the landscape area is adjacent to permeable surfacing and no runoff occurs; or

(B) the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping; or

(C) the irrigation designer specifies an alternative design or technology, as part of the Landscape Documentation Package and clearly demonstrates strict adherence to irrigation system design criteria in this Section (5.11.100). Prevention of overspray and runoff must be confirmed during the irrigation audit.

(xxii) Slopes greater than 25% shall not be irrigated with an irrigation system with an application rate exceeding 0.75 inches per hour. This restriction may be modified if the landscape designer specifies an alternative design or technology, as part of the Landscape Documentation Package, and clearly demonstrates no

runoff or erosion will occur. Prevention of runoff and erosion must be confirmed during the irrigation audit.

(2) Hydrozone requirements:

(i) Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.

(ii) Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.

(iii) Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf to facilitate the appropriate irrigation of trees. The mature size and extent of the root zone shall be considered when designing irrigation for the tree.

(iv) Individual hydrozones that mix plants of moderate and low water use, or moderate and high water use, may be allowed if:

(A) plant factor calculation is based on the proportions of the respective plant water uses and their plant factor; or

(B) the plant factor of the higher water using plant is used for calculations.

(v) Individual hydrozones that mix high and low water use plants shall not be permitted.

(vi) On the landscape design plan and irrigation design plan, hydrozone areas shall be designated by number, letter, or other designation. On the irrigation design plan, designate the areas irrigated by each valve, and assign a number to each valve. Use this valve number in the hydrozone information table (see Section 5.11.070(a)(1)). This table can also assist with the irrigation audit and programming the controller.

(b) The irrigation design plan, at a minimum, shall contain:

(1) location and size of separate water meters for landscape;

(2) location, type and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices;

(3) static water pressure at the point of connection to the public water supply;

(4) flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;

(5) irrigation schedule parameters necessary to program start timers as specified in the landscape design;

(6) the following statement of certification signed by a landscape professional: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the irrigation design plan".

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xx, xx/xx/xx]

5.11.110 Grading Design Plan.

(a) For the efficient use of water, grading of a project site shall be designed to minimize soil erosion, runoff, and water waste. A grading plan shall be submitted as part of the Landscape Documentation Package. A comprehensive grading plan prepared by a civil engineer for other permits required for this project satisfies this requirement. In addition to the provisions contained herein, the grading plan shall comply with all applicable provisions of the Colma Municipal Code, including, without limitation, Chapter 5.07.

(1) The project applicant shall submit a landscape grading plan that indicates finished configurations and elevations of the landscape area including:

- (i) height of graded slopes;
- (ii) drainage patterns;
- (iii) pad elevations;
- (iv) finish grade; and
- (v) stormwater retention improvements, if applicable.

(2) To prevent excessive erosion and runoff, it is highly recommended that project applicants:

- (i) grade so that all irrigation and normal rainfall remains within property lines and does not drain on to non-permeable hardscapes;
- (ii) avoid disruption of natural drainage patterns and undisturbed soil; and
- (iii) avoid soil compaction in landscape areas.

(3) The grading design plan shall contain the following statement: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the grading design plan" and shall bear the signature of a licensed professional as authorized by law.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.120 Certificate of Completion and Landscape Installation.

(a) Landscape project installation shall not proceed until: (1) the project applicant has deposited all applicable permit and application processing fees with the Town in accordance with the Town's fee schedule; (2) the landscape documentation package has been approved by the City Engineer; and (3) all required permits have been issued.

(b) The project applicant shall notify the Town at the beginning of the installation work, and at intervals, as necessary, for the duration of the landscape project work to schedule all required inspections.

(c) The Certificate of Completion for the landscape project shall be obtained through the certificate of occupancy or other final project approval issued by the Town. The requirements for the final approval include submittal of:

(1) project information sheet that contains:

(i) date;

(ii) project name;

(iii) project applicant name, telephone, and mailing address;

(iv) project address and location; and

(v) property owner name, telephone, and mailing address;

(2) a Certificate of Completion shall be completed using the form obtained from the City Engineer or City Clerk, and shall include: (i) certification by a landscape professional that the landscape project has been installed per the approved Landscape Documentation Package; and (ii) the following statement: "The landscaping has been installed in substantial conformance to the design plans, and complies with the provisions of the Water Efficient Landscape Regulations for the efficient use of water in the landscape."

(3) certification by either the signer of the landscape design plan, the signer of the irrigation design plan, or the licensed landscape professional that the landscape project has been installed per the approved Landscape Documentation Package;

(i) where there have been significant changes made in the field during construction, these "as-built" or record drawings shall be included with the certification;

(ii) A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes.

(4) irrigation scheduling parameters used to set the controller(s);

(5) an irrigation audit report from a certified irrigation auditor; and

(6) a soil analysis report, if not submitted with Landscape Documentation Package and documentation verifying implementation of soil report recommendations.

(d) At the option of the Town, the project applicant shall submit to the City Engineer one or more of the following: (a) documentation of enrollment in regional or local water purveyor's water conservation and/or drought response programs; (b) documentation that the MAWA and EAWU information for the landscape project has been submitted to the local water purveyor, may be required at the option of the Town.

(e) The project applicant shall:

(1) submit the signed Certificate of Completion to the City Engineer for review;

(2) ensure that copies of the approved Certificate of Completion are submitted to the local water purveyor and property owner or his or her designee.

(f) The City Engineer shall:

(1) receive the signed Certificate of Completion from the project applicant;

(2) approve or deny the Certificate of Completion. If the Certificate of Completion is denied, the City Engineer shall provide the applicant with a written notice of denial including the reasons therefore, and information regarding reapplication, appeal, or other assistance.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xx, xx/xx/xx]

5.11.130 Prescriptive Compliance Option

This section details an additional manner to comply with this subchapter. In order for a project applicant to make use of this prescriptive compliance option, the project must meet the applicability criteria for this section as detailed in Section 5.11.020, and the applicant shall comply as follows:

(a) Compliance with all of the following items is mandatory and must be documented on a landscape plan in order to use this prescriptive compliance option:

(1) Submit a Landscape Documentation Package with the criteria detailed in Section 5.11.060(a)(1) and including the applicant's signature and date with the statement, "I agree to comply with the requirements of the prescriptive compliance option to the MWELO".

(2) Incorporate compost at a rate of at least four cubic yards per 1,000 square feet to a depth of six inches into landscape area (unless contra-indicated by a soil test);

(3) Plant material shall comply with all of the following;

(i) For residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water; For

non-residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water;

(ii) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.

(4) Turf shall comply with all of the following:

(i) Turf shall not exceed 25% of the landscape area in residential areas, and there shall be no turf in non-residential areas;

(ii) Turf shall not be planted on sloped areas which exceed a slope of 1 foot vertical elevation change for every 4 feet of horizontal length;

(iii) Turf is prohibited in parkways less than 10 feet wide, unless the parkway is adjacent to a parking strip and used to enter and exit vehicles. Any turf in parkways must be irrigated by sub-surface irrigation or by other technology that creates no overspray or runoff.

(5) Irrigation systems shall comply with the following:

(i) Automatic irrigation controllers are required and must use evapotranspiration or soil moisture sensor data and utilize a rain sensor.

(ii) Irrigation controllers shall be of a type which does not lose programming data in the event the primary power source is interrupted.

(iii) Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.

(iv) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be installed as close as possible to the point of connection of the water supply.

(v) All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC 802-2014. "Landscape Irrigation Sprinkler and Emitter Standard," All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.

(vi) Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.

(6) For non-residential projects with landscape areas of 1,000 sq. ft. or more, a private submeter(s) to measure landscape water use shall be installed.

(b) At the time of final inspection, the permit applicant must provide the owner of the property with a certificate of completion, certificate of installation, irrigation schedule and a schedule of landscape and irrigation maintenance.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.140 Landscape and Irrigation Maintenance Schedule.

(a) Landscapes shall be maintained to ensure water use efficiency in accordance with this Code and any applicable Town, state, regional or local water purveyor water conservation and/or drought response laws, rules, policies, and regulations. A regular maintenance schedule shall be submitted with the Certificate of Completion.

(b) A regular maintenance schedule shall include, but not be limited to, routine inspection; auditing; adjustment and repair of the irrigation system and its components; aerating and dethatching turf areas; topdressing with compost, replenishing mulch; fertilizing; pruning; weeding in all landscape areas, and removing and obstruction to emission devices. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.

(c) Repair of all irrigation equipment shall be done with the originally installed components or their equivalents or with components with greater efficiency.

(d) A project applicant is encouraged to implement established landscape industry sustainable Best Practices for all landscape maintenance activities.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.150 Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis.

(a) All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor. Landscape audits shall not be conducted by the person who designed the landscape or installed the landscape.

(b) In large projects or projects with multiple landscape installations (i.e. production home developments) an auditing rate of 1 in 7 lots or approximately 15% will satisfy this requirement.

(c) For new construction and rehabilitated landscapes projects that were installed before December 1, 2015, as described in Section 5.11.020 (Applicability):

(1) the project applicant shall submit an irrigation audit report with the Certificate of Completion to the City Engineer that may include, but is not limited to: inspection, system tune-up, system test with distribution uniformity, reporting overspray or run off that causes overland flow, and preparation of an irrigation schedule, including configuring irrigation controllers with application rate, soil types, plant factors, slope, exposure and any other factors necessary for accurate programming;

(2) the Town shall administer programs that may include, but not be limited to, irrigation water use analysis, irrigation audits, and irrigation surveys for compliance with the Maximum Applied Water Allowance.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.160 Irrigation Efficiency.

For the purpose of determining Estimated Total Water Use, average irrigation efficiency is assumed to be 0.75 for overhead spray devices and 0.81 for drip system devices.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.170 Recycled Water.

- (a) The installation of recycled water irrigation systems shall allow for the current and future use of recycled water.
- (b) All recycled water irrigation systems shall be designed and operated in accordance with all applicable local and State laws.
- (c) Landscapes using recycled water are considered Special Landscape Areas. The ET Adjustment Factor for new and existing (non-rehabilitated) Special Landscape Areas shall not exceed 1.0.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.175. Graywater Systems.

- (a) Graywater systems promote the efficient use of water and are encouraged to assist in on-site landscape irrigation. All graywater systems shall conform to the California Plumbing Code (Title 24, Part 5, Chapter 16) and any applicable local ordinance standards. Refer to Section 5.11.020 (d) (Applicability) for the applicability of this ordinance to landscape areas less than 2,500 square feet with the Estimated Total Water Use met entirely by graywater.

[History: ORD. xxx, xx/xx/xx]

5.11.180 Provisions for New Construction, Rehabilitated Landscapes or Existing Landscapes.

The Town may by mutual agreement designate another agency, such as a water purveyor, to implement some or all of the requirements contained in this subchapter, and may define each entity's specific responsibilities relating to this subchapter.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.190 Stormwater Management and Rainwater Retention.

- (a) Stormwater management practices minimize runoff and increase infiltration which recharges groundwater and improves water quality. It is strongly encouraged that all landscape and grading design plans implement stormwater best management practices in order to minimize runoff and to increase on-site rainwater retention and infiltration.

(b) Project applicants shall refer to the Colma Municipal Code Chapter 3.10, or to the Regional Water Quality Control Board for information on any applicable stormwater technical requirements.

(c) All planted landscape areas are required to have friable soil to maximize water retention and infiltration. Refer to Section 5.11.090.

(d) It is strongly recommended that landscape areas be designed for capture and infiltration capacity that is sufficient to prevent runoff from impervious surfaces (i.e. roof and paved areas) from either: the one inch, 24-hour rain event or (2) the 85th percentile, 24-hour rain event, and/or additional capacity as required by any applicable local, regional, state or federal regulation.

(e) It is recommended that storm water projects incorporate any of the following elements to improve on-site storm water and dry weather runoff capture and use:

(1) Grade impervious surfaces, such as driveways, during construction to drain to vegetated areas.

(2) Minimize the area of impervious surfaces such as paved areas, roof and concrete driveways.

(3) Incorporate pervious or porous surfaces (e.g., gravel, permeable pavers or blocks, pervious or porous concrete) that minimize runoff.

(4) Direct runoff from paved surfaces and roof areas into planting beds or landscaped areas to maximize site water capture and reuse.

(5) Incorporate rain gardens, cisterns, and other rain harvesting or catchment systems.

(6) Incorporate infiltration beds, swales, basins and drywells to capture storm water and dry weather runoff and increase percolation into the soil.

(7) Consider constructed wetlands and ponds that retain water, equalize excess flow, and filter pollutants.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.200 Public Education.

(a) Publications. Education is a critical component to promote the efficient use of water in landscapes. The use of appropriate principles of design, installation, management and maintenance that save water is encouraged in the community.

(1) The Building Department or water supplier/purveyor shall provide information to owners of permitted renovations and new, single-family residential homes regarding the design, installation, management, and maintenance of water efficient landscapes based on a water budget.

(b) Model Homes. All model homes that are landscaped shall use signs and written information to demonstrate the principles of water efficient landscapes described in this ordinance.

(1) Signs shall be used to identify the model as an example of a water efficient landscape featuring elements such as hydrozones, irrigation equipment, and others that contribute to the overall water efficient theme. Signage shall include information about the site water use as designed per the local ordinance; specify who designed and installed the water efficient landscape; and demonstrate low water use approaches to landscaping such as using native plants, graywater systems, and rainwater catchment systems.

(2) Information shall be provided about designing, installing, managing, and maintaining water efficient landscapes.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.210 Environmental Review.

The project applicant shall comply with the California Environmental Quality Act (CEQA), as appropriate.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.220 Water-Waste Prevention – Runoff Prohibited.

(a) No property owner or person responsible for overseeing a landscape irrigation plan shall allow runoff caused by inefficient landscape irrigation to occur on any parcel within the Town of Colma. Impermissible runoff, for purposes of this section, shall include, without limitation, runoff leaving the target landscape due to low head drainage; overspray; or other similar conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures.

(b) The City Engineer may modify restrictions regarding overspray and runoff if:

(1) the landscape area is adjacent to permeable surfacing and no runoff occurs; or

(2) the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

5.11.225 Existing Landscapes Over One Acre In Size

(a) This section shall apply to all existing landscapes that were installed before December 1, 2015 and are over one acre in size.

(1) For all landscapes that have a water meter, the local agency shall administer programs that may include, but not be limited to, irrigation water use analyses, irrigation surveys, and irrigation audits to evaluate water use and provide recommendations as

necessary to reduce landscape water use to a level that does not exceed the Maximum Applied Water Allowance for existing landscapes. The Maximum Applied Water Allowance for existing landscapes shall be calculated as: $MAWA = (0.8) (ET_o)(LA)(0.62)$.

(2) For all landscapes that do not have a meter, the local agency shall administer programs that may include, but not be limited to, irrigation surveys and irrigation audits to evaluate water use and provide recommendations as necessary in order to prevent water waste.

(b) All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor.

[History: ORD. xxx, xx/xx/xx]

5.11.230 Effective Precipitation.

The City Engineer may consider Effective Precipitation (25% of annual precipitation) in tracking water use and may use the following equation to calculate Maximum Applied Water Allowance:

$MAWA = (ET_o - Eppt) (0.62) [(0.55 \times LA) + (0.45 \times SLA)]$ for residential areas.

$MAWA = (ET_o - Eppt) (0.62) [(0.45 \times LA) + (0.55 \times SLA)]$ for non-residential areas.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10; ORD. xxx, xx/xx/xx]

5.11.235 Reporting.

The Town shall be required to report on the implementation and enforcement of this subchapter in accordance with the Department of Water Resources' requirements.

[History: ORD. xxx, xx/xx/xx]

5.11.240 Cost Recovery.

(a) In addition to the costs which may be recovered pursuant to the Colma Municipal Code, and in order to recover the costs of the water efficient landscape regulatory program set forth in this ordinance, the City Council may, from time to time, fix and impose by resolution fees and charges. The fees and charges may include, but are not limited to, fees and charges for:

(1) any visits of an enforcement officer, or other city staff or authorized representative of the city for time incurred for inspections of property;

(2) any monitoring, inspection, and surveillance procedures pertaining to enforcement of this ordinance;

(3) enforcing compliance with any term or provision of this ordinance;

(4) any other necessary and appropriate fees and charges to recover the cost of providing the Town's water efficient landscape regulatory program.

(b) The City Engineer or his or her designee shall serve an invoice for costs upon the person or responsible person who is subject to a notice of violation, a cease and desist order, or an administrative compliance order. An invoice for costs shall be immediately due and payable to the Town of Colma. If any person or responsible person fails to either pay the invoice for costs or appeal successfully the invoice for costs within 10 days of receiving the notice, then the Town may institute collection proceedings. The invoice for costs may include reasonable attorneys' fees.

[History: ORD. 684, 12/9/09; ORD. 686, 1/13/10]

ARTICLE 2. SEVERABILITY.

Each of the provisions of this ordinance is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

ARTICLE 3. NOT A CEQA PROJECT.

The City Council finds that adoption of this ordinance is not a "project," as defined in the California Environmental Quality Act(CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making. Any future development subject to this Ordinance will undergo independent discretionary review and independent CEQA analysis. Further, this ordinance is also exempt from environmental review pursuant to State CEQA Guideline 15308 as an action taken by state ordinance, to assure the maintenance and protection of the environment.

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ARTICLE 4. EFFECTIVE DATE.

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

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on November 12, 2015, and duly adopted at a regular meeting of said City Council held on December __, 2015 by the following vote:

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

Dated _____

Joanne del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Roger Peters, Project Manager
VIA: Sean Rabé, City Manager
MEETING DATE: November 12, 2015
SUBJECT: Waste Hauler Services

At the deadline for this Staff Report, staff was still working with the Town's consultant and the City Manager's Evaluation Committee analyzing and evaluating the rate proposals from Republic Services, Inc. and South San Francisco Co., Inc. We expect to complete the Analysis and publish the Staff Report on Monday, November 9, 2015.





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Roger Peters, Project Manager
VIA: Sean Rabé, City Manager
MEETING DATE: November 12, 2015
SUBJECT: Recyclables, Organic Waste and Garbage Collection and Processing Services

RECOMMENDATION

There is no recommendation because this matter is on for a study session only, and no action will be taken at this meeting.

EXECUTIVE SUMMARY

The Town of Colma (Town) received proposals from two qualified bidders, Republic Services, Inc. (Republic) and South San Francisco Scavenger Co., Inc. (SSFSC), for an exclusive Franchise Agreement (Agreement) for the collection and processing of recyclables and organics, and the collection and disposal of garbage. At a special meeting on October 28th, the City Council heard presentations from the two bidders about their qualifications, services and programs, and their plans for achieving the Town's diversion targets. At this study session, staff will present each proposer's rate schedules along with staff's analyses of the data. In short, the data show the following facts:

- Republic's residential rates are lower than SSFSC's residential rates under all rate adjustment options;
- Republic's commercial rates for low volume customers are lower than SSFSC's, but higher for high volume customers;
- SSFSC agreed to use the Town-proposed CPI to adjust future rates; Republic did not agree to use the Town-proposed CPI but instead proposed a "true-up"¹ in two years or the Water, Sewer, Trash index;

¹ The term "true-up" means to revise the charges and costs that are specified in an agreement after the commencement of the contract. At the negotiations stage of some contracts, the parties tentatively decide on the costs and charges that will be incurred in the execution of their obligations under the contract. They also agree to "true up" or revise the charges based on the final costs that will be involved in carrying out the obligations in the agreement.

- Use of “true-ups” or the Water, Sewer, Trash index instead of the CPI to determine future rates, as proposed by Republic, will result in significantly higher future rates; and
- SSSFC assumed that up to 30% of the residential customers would migrate to small-size waste collection containers; it appears that Republic did not factor any migration into its rates.

These facts raise the following issues:

- Should Republic’s proposal be rejected pursuant to section 8.1 of the RFP?
- If not, should the Town allow future rate increases to be based on either true ups or the Water-Sewer-Trash Index?
- If the City Council were inclined to accommodate Republic’s proposal to allow either true ups or the Water-Sewer-Trash Index, *how* should the Town proceed?

Staff is not suggesting answers to these issues at this meeting; rather, staff suggests that they be fully vetted, hearing arguments both for and against each of these questions. At the December meeting, staff will present the Evaluation Committees’ recommendations and the Council can decide these questions and select the contractor for this project.

BACKGROUND

In its RFP, the Town stated that each proposer must either include either a statement that the proposer takes no exceptions to the terms and conditions of the RFP and the draft Franchise Agreement or a detailed description of any proposed exceptions to the terms and conditions of the RFP and/or of the Agreement. The Town was seeking rate predictability and stability, and wanted to avoid costly rate reviews that are associated with true-ups.

In their respective proposals submitted on August 31, 2015, both Republic and SSFSC stated they took no exceptions to the draft franchise agreement, but Republic added the following caveat:

Republic would like to discuss with the Town the issue of future compensation as the diversion rate increases and customers migrate from a larger to smaller solid waste container.²

Staff immediately sent each proposer a set of questions, which included three questions asking for specific information relating to their rate schedules. The first question³ asked,

What numbers of residents [did] you assume would subscribe to 20-, 32-, and 64-gallon cart service in the first year? Do you intend to ask for a rate increase if these assumptions are wrong? If so, what would you expect the rate increases to be?

The proposers responded:

² Republic’s Proposal, 8/31/15, section 5

³ Letter, Colma to Republic, 9/18/15, question 17; Letter, Colma to SSFSC, question 27

<i>Republic</i>	<i>SSFSC</i>
We believe it is a reasonable request to ask for a true up for residential customer container choices ⁴	We assumed 20% of residents would migrate from a 32-gallon cart to a 20-gallon cart based on our experiences in other communities that offered a smaller container with the new hauler. We do not anticipate any other major shifts in residential service levels. We would like the ability to negotiate a potential rate increase in the event the number of 20-gallon customers exceeds 30% or more in the first year. ⁵

The second question to each proposer was worded slightly differently because of the statements in the proposals regarding exceptions. The Town asked and Republic responded:

Q. Are you ready, willing and able to enter into the draft Franchise Agreement without [the right to discuss future compensation as diversion rates increase]?⁶

A. Providing recycling services at zero cost to customers and relying on billed MSW services to fund all services places a risk to the revenue stability for Republic. As Republic improves its performance in diversion, there is a likely erosion of overall billing revenue⁷

The Town asked and SSFSC responded:

Q. Do you anticipate asking for an increase in the MSW collection rates as customers migrate from larger to smaller containers?⁸

A. We are not anticipating asking for a rate increase as customers migrate from larger to smaller containers, unless that number exceeds 30% or more.⁹

The third question asked, "...please describe how you would calculate future rates" ¹⁰ and the proposers responded:

<i>Republic</i>	<i>SSFSC</i>
Republic proposes to submit the annual billed revenue for commercial and multi-family services for the period of January 1, 2018 to December 31, 2018 not later than April 1, 2019. The billed revenue will be compared to the assumed	As diversion increases, we should see a corresponding increase in recycling revenues... We prefer a cost of living adjustment to calculate future rate increases. ¹²

⁴ Letter, Republic to Colma, 10/1/15, response 17

⁵ Letter, SSFSC to Colma, 9/30/15, response 27

⁶ Letter, Colma to Republic, 9/18/15, question 18

⁷ Letter, Republic to Colma, 10/1/15, response 18

⁸ Letter, Colma to SSFSC, 9/18/15, question 29

⁹ Letter, SSFSC to Colma, 9/30/18, response 29

¹⁰ Letter, Colma to Republic, 9/18/15, question 18 b; Letter, Colma to SSFSC, question 29.

<p>revenue to determine if a commercial and multi-family rate adjustment is needed.</p> <p>We are willing to discuss other methods and timing of adjustments but believe that some mechanism should exist to account for potential migration of revenue.¹¹</p>	<p>We are not anticipating asking for a rate increase as customers migrate from larger to smaller containers, unless that number exceeds 30% or more. We are willing to discuss [sic] with the Town how they want to address the decrease in required revenue, to all or just the few customers, in the now smaller container.¹³</p>
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The City Manager’s Evaluation Committee interviewed the two proposers and told them that the Town’s proposal was to limit future rate increases to adjustments based on changes to the CPI and warned that the Town was very concerned about their requests for future rate adjustments. In a letter to the proposers with a second set of questions,¹⁴ the Town advised:

You are advised that the franchise agreement will not include [a provision for future compensation as the diversion rate increases or as customers migrate to smaller containers]. In the Town’s Request for Proposals, you were advised:

Contractor’s sole compensation for rendering services described herein shall consist of the amounts to be paid to, or retained by, Contractor in accordance with a rate schedule approved by the Town and any amounts collected by Contractor from the sale of Recyclable Materials collected pursuant to the Franchise Agreement.

Similarly, the draft Franchise Agreement provides:

Contractor’s sole compensation for rendering services pursuant to this Agreement shall consist of the amounts to be paid to, or retained by, Contractor in accordance with this [Article 7], and any amounts collected by Contractor from the sale of Recyclable Materials collected hereunder.

In short, the Town wants a contract with no “true-ups” and no re-negotiation provisions.

Accordingly, the Town requests a written statement from you by October 23, 2015 that you are ready, willing and able to enter into a franchise agreement with no provision for future compensation increases except as provided in Article 7 of the draft Franchise Agreement.

¹² Letter, SSFSC to Colma, 9/30/15, response 28 d

¹¹ Letter, Republic to Colma, 10/1/15, response 18

¹³ Letter, SSFSC to Colma, 9/30/15, response 29

¹⁴ Letter, Town to Republic, 10/12/15; Letter, Town to SSFSC, 10/12/15

The proposers responded:

<i>Republic</i>	<i>SSFSC</i>
Republic is concerned about the long term revenue structure in the draft franchise agreement. Specifically, we are concerned that providing recycling services at zero cost to customers and using billed MSW service to fund all programs is not sustainable over the entire length of the Franchise Agreement. ¹⁵	... we are ready, willing and able to enter into a franchise agreement with no provision for future compensation increases except as provided in Article 7 of the draft Franchise Agreement. ¹⁶

In that same letter, staff asked each proposer to provide information about the “migration” factors they used in developing their estimated annual costs and proposed customer rates, and they responded:

<i>Republic</i>	<i>SSFSC</i>
Republic did not build a migration factor into the model, but focused on the cost and revenue to cover the year one programs. ¹⁷	We assumed a migration rate of 30% residential customers will reduce garbage size to the newly offered 20-gallon carts, based on our experience in other jurisdictions. ¹⁸

To summarize, in its proposal and responses to the Town’s questions, Republic has continually stated that it is seeking a true-up provision in the franchise agreement so that it can revise its rates in the future. Republic assumed that no customers would migrate to smaller containers in the future, but instead created a rate schedule that would produce sufficient revenue to only cover the year one programs.

By contrast, after first saying that it was willing to discuss a true-up provision, SSFSC unequivocally stated that it was ready, willing and able to enter into a franchise agreement without any true ups. SSFSC’s future rates would increase (or decrease) only in the same proportion as changes to the CPI occurred. SSFSC assumed that 20% to 30% of the residential customers would migrate to smaller containers, and presumably SSFSC factored migration into its rate schedule.

¹⁵ Letter, Republic to Colma, 10/23/15, page 1

¹⁶ Letter, SSFSC to Colma, 10/16/15, page 1

¹⁷ Letter, Republic to Colma, 10/23/15, page 2

¹⁸ Letter, SSFSC to Colma, 10/16/15, page 2

ANALYSIS

Note: For each different type of service offered by each proposer, there is a rate¹⁹ for that service. Thus, each proposer's rate schedule has well over 50 different rates. To simplify the analysis, this report will use a sampling of the seven most common types of services, which are:

Type of Service	Number of Customers
20-gal residential service	18
32-gal residential service	320
32-gal commercial service	5
1 cu yd. - 1x week commercial svc	13
2 cu yd. - 1x week commercial svc	7
3 cu yd. - 1x week commercial svc	8
4 cu yd. - 2x week commercial svc	10

Staff estimated that there are 364 single-family dwelling units that should receive waste collection services; 5 multi-family dwelling units; and 146 commercial units.

Comparison of Existing and Proposed Rates

Tables 1 and 2 compare each company's existing rates with its proposed initial rates under the new contract. Surprisingly, for most types of services each company's proposed new rates are lower than their existing rates.

¹⁹ As used in this report, the word "rate" means the price for each unit, and the word "charge" means the price for the total number of units purchased. Using gasoline as an example, the "rate" for a gallon of gasoline is

Table 1: Comparison of Republic's Existing and Proposed Rates

Row → Line ↓	1 <i>Description</i>	2 <i>Existing</i>	3 <i>Proposed</i>	4 <i>Increase Decrease</i>
1	20-gal residential service		\$ 19.17	
2	32-gal residential service	\$ 25.41	\$ 22.17	- \$ 3.24
3	32-gal commercial service	\$ 25.41	\$ 22.87	- \$ 2.54
4	1 cu yd. - 1x week commercial svc	\$ 182.01	\$ 163.81	- \$ 18.20
5	2 cu yd. – 1x week commercial svc	\$ 345.51	\$ 310.96	- \$ 34.55
6	3 cu yd. – 1x week commercial svc	\$ 499.58	\$ 449.62	- \$ 49.96
7	4 cu yd. – 2x week commercial svc	\$ 1,267.01	\$ 1,140.31	- \$ 126.70

Table 2: Comparison of SSFSC's Existing and Proposed Rates

Row → Line ↓	1 <i>Description</i>	2 <i>Existing</i>	3 <i>Proposed</i>	4 <i>Increase Decrease</i>
1	20-gal residential service	\$ 22.70	\$ 22.64	- \$ 0.08
2	32-gal residential service	\$ 28.71	\$ 28.63	- \$ 0.08
3	32-gal commercial service	\$ 27.99	\$ 28.63	- \$ 0.64
4	1 cu yd. - 1x week commercial svc	\$ 178.60	\$ 178.15	- \$ 0.45
5	2 cu yd. – 1x week commercial svc	\$ 267.80	\$ 267.13	- \$ 0.67
6	3 cu yd. – 1x week commercial svc	\$ 401.76	\$ 400.76	- \$ 0.00
7	4 cu yd. – 2x week commercial svc	\$ 1,071.30	\$ 1,068.62	- \$ 2.68

Comparison of Proposed Rates

The next table compares the proposed monthly rates of some of the more common items in each proposer's schedule. The table illustrates that Republic's rates are lower than SSFSC's rates for low-volume residential and commercial customers, but higher than SSFSC's rates for high-volume commercial customers.

Table 3: Comparison of Monthly Rates

Row → Line ↓	1 <i>Description</i>	2 <i>Republic</i>	3 <i>SSFSC</i>
<i>Low-volume customers</i>			
1	20-gal residential service	\$ 19.17	\$ 22.64
2	32-gal residential service	22.17	28.63
3	32-gal commercial service	22.87	28.63
4	1 cu yd. - 1x week commercial svc	163.81	178.15
<i>High-volume customers</i>			
5	2 cu yd. – 1x week commercial svc	310.96	267.13
6	3 cu yd. – 1x week commercial svc	449.62	409.76
7	4 cu yd. – 2x week commercial svc	1,140.31	1,068.62

ISSUES RAISED

The differing approaches by Republic and SSFSC to the Town's requirement to use the CPI for future rate increases raises several procedural and substantive issues. At this study session, staff will identify the issues but not make any recommendations; the Evaluation Committee's recommendations will be presented at the December city council meeting.

The threshold issue is whether Republic's proposal should be rejected pursuant to section 8.1 of the RFP, which provides that the Town may in its sole discretion reject any or all proposals. Here, Republic's bid was non-responsive because of its insistence to use true ups or the Water-Sewer-Trash index instead of the CPI for future rate adjustments.

The next and most compelling issue is whether to allow true ups. The underlying reason why Republic seeks to use true ups is the potential for higher rate increases in the future. Staff is unable to predict what the future rate increases would be, but can point to anecdotal evidence of significantly higher increases. For example, one SF Bay area community included a provision in the franchise agreement for a "One-Time Revenue Reconciliation" to allow the contractor to increase rates due to estimated revenue shortfalls accumulated during the first two years of the contract, and in the SBWMA service area, the contractor was allowed a similar revenue reconciliation method that increased rates above normal indexed increases. Other cities in the SF Bay Area have phased in rate increases over several years rather than accept a large one-time increase.

In addition, providing for true ups would also mean agreeing to a detailed rate review during which the contractor would disclose to the Town its costs of operations, including items such as allowed expenses, non-allowed expenses, and a pre-established profit level (e.g., a percent of allowed expenses) for examination by the Town's accountants. This is an expensive, time-consuming process the cost of which could add significantly to the customer's rates.

Finally, another substantive issue is the cost of using the WST index for future rate increases. Using the WST index would be less costly and more predictable than using true ups, but would be more costly than use of the CPI. Over the past ten years, the WST index has increased by an average of about 5.2% per year while the CPI has increased by an average of about 2.4% per year. Using these numbers, the customer rates would cumulatively increase over the next 10 years by about 57% if the Town used the WST index, and 24%, if the Town used the CPI. Over time, future customer rates which included an adjustment based on the WST index would be significantly higher than the future customer rates which included an adjustment based on the CPI.

If the City Council were inclined to accommodate Republic's proposal to and allow either true ups or the Water-Sewer-Trash Index, the next question is *how* to proceed. As a matter of fundamental fairness, the Town must allow both companies to re-propose their rates because it is clear that SSFSC's proposed rates were based on use of the CPI for future rate increases. The process would be for the Council to first choose between true ups and the WST index for future rate increases. Then, the Council would reject both proposals and allow both companies to re-submit only the rate schedules.

NEXT STEPS

At its December 9 regular meeting, the City Council will consider both proposals. Staff will present its scores for all components for each of the tree proposals, its recommended answers to the foregoing questions, and its recommendation of which proposer to select. The Council may then select a contractor and direct staff to add, modify or omit terms and conditions from the draft franchise agreement. Following the December meeting, staff and the selected bidder will meet to finalize the Franchise Agreement in accordance with the Council's directions.

CONCLUSION

Both proposers are well-qualified to perform the services required by the Town's Request for Proposals, and both have presented thorough, detailed proposals for performing the contract. Republic's rates are lower than SSFSC's rates for some categories of services and higher, for others. Republic is insisting on true up rate increases or use of the WST for future rate increases, while SSFSC's proposal adheres to the Town's request for future rate increase based on the CPI only. Further analyses and recommendations about the proposed rate schedules and future rate increases will be presented at the Council's November meeting. At its December regular meeting, the City Council may make its final selection and may direct staff to modify the terms of the proposed franchise agreement.