



**AGENDA
REGULAR MEETING**

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

Wednesday, January 24, 2018
CLOSED SESSION – 6:00 PM
REGULAR SESSION – 7:00 PM

CLOSED SESSION – 6:00 PM

1. **In Closed Session Pursuant to Government Code Section 54957 - Public Employee Performance**

Title: City Manager

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Get Us Moving
- Police Department End of Year Review

PUBLIC COMMENTS

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

CONSENT CALENDAR

2. Motion to Adopt an Ordinance Reauthorizing Ordinance No. 669 (Codified as Sections 4.08.500 Through 4.08.570 of Subchapter 4.08 - Cable System, Open Video, Telecommunications and Franchises), Including the Fee Paid to the Town By State Video Franchise Holders for Public, Educational, and Government Access Purposes, and Amending Section 4.08.560 of the Colma Municipal Code (Second Reading).
3. Motion to Accept the Minutes from the January 10, 2018 Regular Meeting.

STUDY SESSION

4. **COLMA SYSTEMIC SAFETY ANALYSIS REPORT (SSAR) ROLLOUT**

This item is for discussion only; no action will be taken at this meeting.

5. **SERRAMONTE BOULEVARD AND COLLINS AVENUE MASTER PLAN STUDY SESSION**

This item is for discussion only; no action will be taken at this meeting.

NEW BUSINESS

6. **STERLING PARK RECREATION CENTER IMPROVEMENTS – CONCEPT DESIGN**

Consider: Motion to Approve a Concept Design to Expand the Playground, Picnic Area and Create Exercise Stations at Sterling Park Recreation Center.

7. **2018 ADULT HOLIDAY EVENT**

Consider: Motion Directing City Manager to Plan and Coordinate an Adult Holiday Event at the South San Francisco Conference Center on December 8, 2018; To Determine the Guest List for the Adult Holiday Event; To Set the Participation Fee for the Adult Holiday Event at \$15 for Adults and \$10 for Seniors and Disabled; and to Plan and Coordinate the Annual Town Picnic for September 8, 2018.

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

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1. **In Closed Session under Government Code § 54957, Public Employee Performance**

Title: City Manager

There is no staff report for this item.



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

AN ORDINANCE REAUTHORIZING ORDINANCE NO. 669 (CODIFIED AS SECTIONS 4.08.500 THROUGH 4.08.570 OF SUBCHAPTER 4.08 - CABLE SYSTEM, OPEN VIDEO, TELECOMMUNICATIONS AND FRANCHISES), INCLUDING THE FEE PAID TO THE TOWN BY STATE VIDEO FRANCHISE HOLDERS FOR PUBLIC, EDUCATIONAL, AND GOVERNMENT ACCESS PURPOSES, AND AMENDING SECTION 4.08.560 OF THE COLMA MUNICIPAL CODE

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

ARTICLE 1. RECITALS.

- (a) In 2006, the Digital Infrastructure and Video Competition Act was signed into law and codified at California Public Utilities Code section 5800, et seq., ("DIVCA"); and
- (b) DIVCA established a state video franchising system that replaced local cable franchising but also recognized the continued need to protect local revenues and control of public rights of way; and
- (c) DIVCA provides that state video franchises are issued by the California Public Utilities Commission ("CPUC") and have a stated term of 10 years; and
- (d) DIVCA provides that a local entity may, by ordinance, establish a fee to support public access, educational and governmental ("PEG") purposes payable by state video franchise holders; and
- (e) In 2008, the City Council of the Town of Colma ("Colma") adopted Ordinance No. 669, adding Sections 4.08.500 through 4.08.570 to Subchapter 4.08 (Cable System, Open Video, Telecommunications and Franchises) of the Colma Municipal Code ("Municipal Code"), in order to implement its limited authority over state video franchise holders pursuant to DIVCA, which included adoption of a PEG fee payable by state video franchise holders in the amount of one percent (1%) of gross revenues; and
- (f) The State video franchises of Comcast and AT&T currently entitle them to serve Colma, and have either recently expired and been renewed by the CPUC, or will expire and may be renewed in the future; and
- (g) DIVCA provides that the ordinance establishing a PEG fee shall expire, and may be reauthorized, upon the expiration of the state franchise, but there is uncertainty as to what circumstance, if any, the provision applies to Colma's PEG fee; and
- (h) To the extent any action is required of Colma, it is deemed to be in the best interests of Colma to adopt an ordinance reauthorizing Ordinance No. 669, and amending Section 4.08.560 so that as each state video franchise expires and is renewed by the CPUC now and in future years, state video franchise holders continue to pay PEG fees.

ARTICLE 2. INCORPORATION OF RECITALS.

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

ARTICLE 3. AMENDMENTS TO CMC CHAPTER 4.08

To the extent reauthorization is required by law, Ordinance No. 669, adding Sections 4.08.500 through 4.08.570 of this Subchapter 4.08 (Cable System, Open Video, Telecommunications and Franchises), is hereby reauthorized, and further Section 4.08.560 is amended by adding the following subsection (5) to Section 4.08.560(b):

- (5) To the extent reauthorization is required by law, Sections 4.08.500 through 4.08.570 of this subchapter, including the PEG fee specified in this subsection (b) in the amount of one percent (1%) of gross revenues, are automatically reauthorized as to each affected state video franchise holder upon the expiration of any state video franchise. Any and all reauthorizations shall be effective for so long as such reauthorization is required by law.

ARTICLE 4. SEVERABILITY.

If any section, sentence, clause or phrase of this Ordinance or the application thereof to any entity, person or circumstance is held for any reason to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The Town Council of the Town of Colma hereby declares that it would have adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

ARTICLE 5. NOT A CEQA PROJECT.

This Ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines, because it has no potential for resulting in physical change in the environment, directly or indirectly. The City Council further finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this Ordinance is nonetheless exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the

activity is not subject to CEQA. The City Council, therefore, directs that a Notice of Exemption be filed with the County Clerk of the County of San Mateo in accordance with CEQA Guidelines.

ARTICLE 6. EFFECTIVE DATE.

This Ordinance shall be posted on the three (3) official bulletin boards of the Town of Colma and within fifteen (15) days of its passage and is to take effect thirty (30) days after its passage.

CERTIFICATION OF ADOPTION

I certify that the foregoing Ordinance No. ____ was introduced at an adjourned regular meeting of the City Council of the Town of Colma held on January 10 2018, and duly adopted at a regular meeting of said City Council held on _____, 20__ by the following vote:

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

Dated _____

Raquel "Rae" Gonzalez, Mayor

Attest:

Caitlin Corley, City Clerk



**MINUTES
REGULAR MEETING**

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

Wednesday, January 10, 2018

7:00 p.m.

CALL TO ORDER

Mayor Raquel Gonzalez called the Regular Meeting of the City Council to order at 7:02 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Police Chief Kirk Stratton, Commander Sherwin Lum, Recreation Manager Cynthia Morquecho, Deputy City Attorney Amanda Charne, Contract Director of Public Works Brad Donohue, Contract City Planner Michael Laughlin, Contract Assistant Planner Jonathan Kwan, Project Manager Mahan Bozorginia and Administrative Technician Darcy De Leon were in attendance.

ADOPTION OF THE AGENDA

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

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

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

PRESENTATION

Vice Mayor Joanne F. del Rosario was sworn in by Mayor Raquel Gonzalez.

Recreation Manager Cynthia Morquecho introduced new Recreation employees: Yvette Gomez, Jose Ascencio and Angelica Vigil.

Commander Sherwin Lum introduced and swear in new Police Dispatcher: Thelma Coffey.

Recreation Manager Cynthia Morquecho presented the Holiday House Decorating Contest Winners: Christian, Edizel and Xander Manela; Mary Murphy; Teena Rodriguez and Christian Huertas

Contract Public Works Director Brad Donohue presented a farewell certificate to Mike Cully.

PUBLIC COMMENTS

Mayor Gonzalez opened the public comment period at 7:28 p.m. Resident Eric Chyn made a comment about a smoking issue in the Verano neighborhood. The Mayor closed the public comment at 7:33 p.m.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the December 12, 2017 Special Meeting.
2. Motion to Accept the Minutes from the December 13, 2017 Regular Meeting.
3. Motion to Approve Report of Checks Paid for December 2017.
4. Motion to Adopt an Ordinance Amending Colma Municipal Code Subchapter 1.16 Regarding a Reserve Police Officer Program.
5. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Fourth Quarter of 2017.
6. Motion to Adopt a Resolution Approving and Authorizing the Execution of the Pooled Liability Assurance Network [Plan] Joint Exercise of Powers Agreement.
7. Motion to Adopt a Resolution Approving and Authorizing the City Manager to Execute a Non-Exclusive Easement Agreement (Air Rights) for Serra Center Pursuant to CEQA Guideline 15311.

Action: Vice Mayor del Rosario moved to approve the Consent Calendar items #1 through 7; the motion was seconded by Council Member Goodwin and carried by the following vote:

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

PUBLIC HEARING

8. DAVEY TREE EXPERT COMPANY CONDITIONAL USE PERMIT

Before introducing Contract Planner Jonathan Kwan, City Attorney, Chris Diaz notified the public about the changes to the staff report, resolution and the recusal of Council Member Goodwin.

Assistant Planner presented the staff report. Mayor Gonzalez opened the public comment period at 7:42 p.m. Resident Patricia Simpson made a comment. The Mayor closed the public comment at 7:43 p.m. Council discussion followed.

Action: Council Member Fisicaro moved to Adopt a Resolution Approving an Amended Conditional Use Permit for a Landscape Contractor's Yard, Modular Office, and the Storage of Landscaping Materials at Holy Cross Cemetery Pursuant to CEQA Guideline 15301; the motion was seconded by Vice Mayor del Rosario and carried by the following vote:

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

9. **ORDINANCE REAUTHORIZING ORDINANCE NO. 669**

City Attorney Christopher Diaz presented the staff report. Mayor Gonzalez opened the public comment period at 7:54 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Goodwin moved to Introduce an Ordinance Reauthorizing Ordinance No. 669 (Codified as Sections 4.08.500 Through 4.08.570 of Subchapter 4.08 - Cable System, Open Video, Telecommunications and Franchises), Including the Fee Paid to the Town By State Video Franchise Holders For Public, Educational, and Government Access Purposes, and Amending Section 4.08.560 of the Colma Municipal Code; the motion was seconded by Council Member Colvin and carried by the following vote:

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

NEW BUSINESS

10. **ADDITION OF ONE RECREATION COORDINATOR POSITION**

City Manager Brian Dossey presented the staff report. Mayor Gonzalez opened the public comment period at 8:02 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Vice Mayor del Rosario moved to Adopt a Resolution Authorizing the Hiring of One Additional Recreation Coordinator Position for a Total of Two to the Recreation Services Department; the motion was seconded by Council Member Goodwin and carried by the following vote:

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

11. **TOWN HALL PROJECT - FURNITURE, FIXTURES AND EQUIPMENT - BASIS OF DESIGN AND CONTRACT DOCUMENTS**

Project Manager Mahan Bozorginia presented the staff report. Council asked questions during presentation. Mayor Gonzalez opened the public comment period at 8:49 p.m. and seeing no one come forward to speak, she closed the public comment period.

Action: Council Member Fisicaro moved to Adopt Resolution Approving Basis of Design and Contract Documents for the Furniture, Fixtures and Equipment “FF&E” Project (Phase 5 Of The Town Hall Renovation Project) and Authorizing Staff to Advertise Notice Inviting Bids From Contractors for Said Project; the motion was seconded by Vice Mayor del Rosario and carried by the following vote:

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

STUDY SESSION

12. **CANNABIS ORDINANCE STUDY SESSION**

This was a two-part presentation. First, Deputy City Attorney Amanda Charne presented, followed by City Planner Michael Laughlin. Mayor Gonzalez opened the public comment period at 9:32 p.m. and seeing no one come forward to speak, she closed the public comment. Council discussion followed.

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

COUNCIL CALENDARING

The next Regular City Council Meeting will be on Wednesday, January 24, 2018 and February 14, 2018 at 7:00 p.m.

REPORTS

Raquel “Rae” Gonzalez
Council of Cities Dinner, 12/15/17

John Irish Goodwin
Council of Cities Dinner, 12/15/17

Diana Colvin
Council of Cities Dinner, 12/15/17

Helen Fisicaro
Council of Cities Dinner, 12/15/17

City Manager Brian Dossey gave a report:

- City Manager asked Council if a closed session could be scheduled for January 24 at 6:00 p.m.
- The Recreation Department will begin offering inclusive cooking classes for all youth.
- Town received a check from BART for \$81,000 in lieu of repaired roads.
- January 15, 2018 most Town departments will be closed in observance of Martin Luther King Jr. Day.

ADJOURNMENT

Mayor Gonzalez adjourned the meeting at 9:44 p.m. in memory of Pete Liebengood, husband to former Redwood City Mayor Alicia Aguirre; Gloria Pieruccini, mother of resident Janet Fiscaro and close relative of Councilmember Helen Fiscaro; and Jack Anderson, owner of CRES (Commercial Real Estate Service) which oversees Serra Shopping Center.

Respectfully submitted,

Darcy De Leon





STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Director of Public Works, CSG Consultants
Abdulkader Hashem, Project Manager, CSG Consultants

VIA: Brian Dossey, City Manager

MEETING DATE: January 24, 2018

SUBJECT: Colma Systemic Safety Analysis Report (SSAR) Rollout

RECOMMENDATION

This item is a study session for informational purposes only. No City Council action is required; however, staff seeks comments, questions, impressions and opinions from each Council member regarding the project.

EXECUTIVE SUMMARY

Kittelson & Associates was selected to prepare the Colma Systemic Safety Analysis Report (SSAR). The SSAR will identify and prioritize safety improvement projects that are eligible for Highway Safety Improvement Program (HSIP) funds and other safety funding programs for implementation.

The purpose of the SSAR project is to evaluate a number of major arterials and collectors within the Town's roadway network, utilizing a proactive safety analysis approach to hopefully prevent future roadway fatalities and injuries that have and or can occur within Town's roadway system. The final work product of the SSAR is Colma Traffic Safety Plan; this plan will identify traffic, pedestrian and bicycle safety issues and concerns. Once these safety issues are identified, the report will recommend the proper countermeasures (individual elements of standard safety improvements) to correct the safety issue. The purpose of the study session is to allow the consultant to provide an overview of the project and update on activities to the City Council and Public so as to obtain preliminary feedback from the City Council on the project and roadway safety concerns.

FISCAL IMPACT

None.

ANALYSIS

The purpose of the Systemic Safety Analysis Report (SSAR) is to provide a detailed analysis that will provide implementation of safety measures across the Town that will enhance safety

for all modes of transportation (vehicles, bicycles and pedestrians). The project involves a safety analysis study for several major arterials and collectors within the Town's roadway network. These corridors include El Camino Real, Junipero Serra Boulevard, Hillside Boulevard, Serramonte Boulevard, Mission Road, Collins Avenue, Colma Boulevard, Lawndale Boulevard and F Street.

The SSAR will include the assessment of the existing road conditions, traffic count, evaluation of crash data and types, development and selection of low-cost countermeasures, prioritization of proposed safety improvements for implementation based on higher benefit-cost ratio calculations, and preliminary engineering design of selected safety projects for up to five (5) locations.

The scope of services requested for this project includes the following works:

1. Analyze crash data to determine crash patterns by location, type of crash, roadway/intersection types, roadway characteristics, types of road users, and any circumstance of the crash which would lead to potential countermeasure identification. In addition, analyze roadway characteristics to determine the risk factors associated with nominal safety design to aid in potential countermeasure identification and strategies.
2. Develop a listing of potential countermeasures based on safety issues through systemic analysis and discussions with Town staff, City Council, and key stakeholders. Participants in these discussions will be asked to address the "4 E's" of roadway safety: Engineering, Education, Enforcement and Emergency Services.
3. Develop Colma Traffic Safety Plan as a final product of Systemic Safety Analysis Report (SSAR). This document will summarize the existing conditions, list safety projects in a prioritized manner by location, and recommend strategies for improving safety throughout the Town.
4. Develop detailed scope for priority projects to apply for HSIP Cycle funds. The scope will include vicinity/location map, countermeasures being applied, crash data and diagrams, benefits summary, benefit/cost ratio calculations, project narrative, and preliminary engineering design for up to five safety projects.

The SSAR project is anticipated to take approximately (8) months to complete (May 2018). Currently the consultant team has completed document review (review of documents, policies, and safety research that relates to the Town's SSAR), data collection including; crash data, roadway characteristics; and traffic count, and first round of community engagement activities (public outreach and surveys). With the information that has been obtained, Kittelson & Associates is currently working on data analysis and identifying potential safety countermeasures for high-risk locations. They will hold a community outreach workshop next month, end of February, to discuss the selected prioritized list of safety treatment/countermeasures.

The purpose of tonight's study session is to inform the City Council and Public of the current state of affairs with the SSAR, update the City Council of what will be requested of those who attend the community outreach workshop. Staff and Consultant are also requesting any input from the City Council and Public on what they would like addressed at the upcoming community workshop.

Once this phase of the project is complete (estimated by early April 2018), staff will come back to the City Council for a final update on the SSAR for review and comment in a Study Session format. This meeting is proposed to be in late April 2018.

Council Adopted Values

The recommendation is consistent with the Council value of *responsibility* in improving the safety features on and along the major arterials and collectors within the Town's roadways network.

Sustainability Impact

Future safety improvements to Colma roadways will be consistent with the Town's Sustainability goals and Complete Streets Program goals as it ensures safety measures identified to provide safe traffic flow and encourage pedestrian and bicycle activity on Town streets.

Alternatives

N/A

CONCLUSION

The City Council is encouraged to ask questions about the project and provide feedback. In addition, the consultant welcomes observations about roadway safety concerns and recommendations that should be considered in the study.

ATTACHMENTS

- A. Project Scope of Work
- B. Project Schedule



ATTACHMENT A SCOPE OF WORK

The scope of services for Colma Systemic Safety Analysis Report (SSAR) project includes the following summary tasks and deliverables that will be undertaken by the consultant:

Task 1 Project Management

Subtask 1.1 Progress Meetings with Town staff over the duration of the project

Subtask 1.2 Finalized Project Budget and Detailed Project Schedule

Subtask 1.3 Bi-Weekly Check-In Conference Calls

Task 1 Deliverables

- Finalized project budget
- Detailed project schedule in Microsoft Project Format
- Up to six (6) progress meetings with agendas and meeting minutes
- Bi-weekly conference calls

Task 2 Document Review

Subtask 2.1 Identify Documents to Review

Subtask 2.2 Conduct Document Review

Task 2 Deliverables

- Summary of document review highlighting current “note-worthy practices” and summarizing suggested methodology for the project
- Initiate coordination with and establish coordination plan with Serramonte Boulevard and Collins Avenue Master Plan Project and consultant team

Task 3 Data Collection

Subtask 3.1 Crash Data

Subtask 3.2 Roadway Characteristic Data

- Obtaining roadway data to incorporate into systemic analysis
- Reviewing existing locations for design standards compliance

Subtask 3.3 Existing systemic countermeasures on the street network

Subtask 3.4 Traffic count data

Task 3 Deliverables

Summary Data in a GIS-database including:

- Crash data collected through SWITRS, TIMS and Police Department
- Roadway characteristics for locations being considered for safety improvements
- Traffic count report with the following information, but not limited to:
 - Station identification number
 - Road number
 - Direction and lane; weather condition

Task 4 Data Analysis

Subtask 4.1 Town Crash Data Analysis

- Descriptive Crash Statistics.
- Spatial Network Analysis

Subtask 4.2 Identify risk factors and potential countermeasures

Subtask 4.3 Identify initial priority locations based on Risk factors and crash data

Task 4 Deliverables

- Summary of data analysis results, with list of candidate locations with high potential for crashes

Task 5 Countermeasure Selection and Stakeholder Workshop

Subtask 5.1 Stakeholder Workshop #1

Subtask 5.2 Engineering Countermeasures

Subtask 5.3 Non-Engineering Countermeasures

Task 5 Deliverables

- Memorandum summarizing the prioritized listing of traffic safety countermeasures
- Prepare for and conduct Stakeholder Workshop #1

Task 6 Receive Consensus from City Council

Subtask 6.1 Compile stakeholder input and update safety recommendations

Subtask 6.2 Present updating information to City Council

Task 6 Deliverables

- Refined PowerPoint presentation addressing topics identified in Subtask 6.1
- Prepare for and attend City Council meeting
- Provide follow-up items from City Council meeting as identified in Subtask 6.2

Task 7 Develop Safety Projects

Subtask 7.1 Finalize and prioritize countermeasures and stakeholder workshop #2

Subtask 7.2 Identify and prioritize locations for countermeasures and calculate B/C ratios

Subtask 7.3 Develop project scopes, concept designs

Task 7 Deliverables

- Memorandum detailing prioritized safety projects. It will clearly identify:
 - Location map (beginning and ending points) of each project
 - Types of safety improvements
 - Benefit/Cost ratio for each project
 - Methodology for how the projects were selected and prioritized
- The above memorandum will also be included in the final report, and supplemented with a table or similar method detailing the financial aspects of implementation, including,

but not limited to, estimated total project cost, construction by year; expected funding sources and amount for each project.

- Field reviews of high-priority locations for safety projects

Task 8 Draft Systemic Safety Analysis Report

Subtask 8.1 Prepare Draft Safety Plan and SSAR

Subtask 8.2 Prepare for and attend City Council Meeting

Task 8 Deliverables

- PowerPoint presentation addressing overall process of traffic safety and crash data analysis, local issues and concerns, selection and prioritization of countermeasures, Benefit/Cost ratios, and recommended projects
- Five (5) hard copies and electronic copies of the draft SSAR will be provided to the Town

Task 9 Preliminary Engineering Design (30% Design Plans)

Subtask 9.1 Draft Design Plans and Cost Estimates

Subtask 9.2 Final Design Plans and Cost Estimates

Task 9 Deliverables

- Five (5) hard copies and electronic copies of the 30% engineering design level layout plans in PDF and AutoCAD formats and total project cost estimates including, but not limited to, right of way acquisitions, environmental review, engineering design and construction costs in Excel format

Task 10 Final Systemic Safety Analysis Report

Subtask 10.1 Finalize the Town Safety Plan and SSAR

Task 10 Deliverables

- Five (5) hard copies and electronic copies of the final report for review and record. The final report must fulfill the reporting requirements for Caltrans SSAR Program
- Revisions to the final SSAR documentation to address Caltrans comments, if needed

Task 11 Prepare Sample HSIP Application

Subtask 11.1 Develop a sample HSIP application

Subtask 11.2 Conduct training workshop for HSIP applications

Task 11 Deliverables

- One copy of sample HSIP grant application in Word document

One training workshop to demonstrate Town staff on how to prepare future HSIP grant applications using the most current available HSIP guidelines and grant application form.



COLMA SSAR PROJECT SCHEDULE

Task	2017			2018				
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1 Project Management								
2 Document Review		 						
3 Data Collection								
4 Data Analysis				 				
5 Countermeasure Selection and Stakeholder Workshop								
6 Receive Consensus from City Council								
7 Develop Safety Projects								
8 Draft Systemic Safety Analysis Report						 		
9 Preliminary Engineering Design (30% Design Plans)							 	
10 Final Systemic Safety Analysis Report								
11 Prepare Sample HSIP Application and Training								

LEGEND

- Consultant Team Activity
- City Council Meeting
- Progress Meeting
- Draft Deliverable
- Stakeholder Meeting
- Final Deliverable





STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Michael Laughlin AICP, City Planner, CSG Consultants
Abdulkader Hashem, Associate Engineer, CSG Consultants

VIA: Brian Dossey, City Manager

MEETING DATE: January 24, 2018

SUBJECT: Serramonte Boulevard and Collins Avenue Master Plan Study Session

RECOMMENDATION

This item is a study session for informational purposes only. No City Council action is required; however, staff seeks comments, questions, impressions and opinions from each Council member regarding the project.

EXECUTIVE SUMMARY

Dyett& Bhatia was selected to prepare a Master Plan for Serramonte Boulevard and Collins Avenue. The scope of work includes existing conditions mapping (currently in progress), a traffic analysis (currently in process), an economic analysis (currently in process), public outreach and the preparation of design alternatives. The final work product is a Master Plan with one alternative that the Town will be able to use to guide future improvements on Serramonte Boulevard and Collins Avenue. The purpose of the study session is to allow the consultant to provide an overview of the project to the City Council and to obtain preliminary feedback from the City Council on existing issues in the study area.

FISCAL IMPACT

None.

ANALYSIS

The study area for the Master Plan will include all of Serramonte Boulevard from Hillside Boulevard to Junipero Serra Boulevard; Junipero Serra Boulevard in the vicinity of the Serramonte Boulevard Intersection; all of Collins Avenue; and El Camino Real between Collins Avenue and Serramonte Boulevard. The Master Plan improvements for both corridors are intended to address the following elements:

- **Economic Development Potential** to support and increase commercial business activities while creating a dynamic and sustainable business district which can respond

to the changing market conditions.

- **Land Use and Urban Design** elements that sustain and enhance the function and unique identity of Serramonte Boulevard and Collins Avenue.
- **Streetscape and Traffic Improvements** to provide safe, accessible, attractive, and vibrant corridors with a cohesive design and aesthetic elements.
- **Sustainability** of design alternatives to promote sustainable development and green infrastructure along the corridor.

Dyett and Bhatia has assembled a project team that includes:

- Dyett & Bhatia – They will serve as project lead. The primary Principal in Charge will be Rajeev Bhatia. The Dyett & Bhatia team will coordinate preparation and assembly of work products, prepare urban design information, conduct community outreach and provide project management. The firm has worked for the Town previously, producing the 2014 Colma Land Use and Urban Design Strategy.
- Callander Associates – Callander Associates is a well-respected Landscape Architecture firm. They will provide landscape and design support for the project.
- W-Trans – W-Trans will conduct traffic studies and provide existing traffic data. They will also analyze various design scenarios for traffic feasibility.
- BAE Urban Economics – This firm worked for the with the Town previously, producing the 2012 Economic Development Plan, so they are familiar with Colma's unique dynamic. For this project, BAE will analyze future market conditions and evaluate the costs and benefits in carrying out improvements.
- BKF Engineers – This firm will conduct survey work and assemble existing utility and topography information to prepare an existing conditions base map. They will also be involved in the review of various alternatives to determine construction costs.
- Zeiger Engineers – The scope of services includes an analysis of existing lighting conditions and recommendations for new lighting. Zeiger Engineers will provide this information as part of their involvement in the project.

The project is anticipated to take approximately a year to complete. The consultant team is currently working on the existing conditions survey and compiling and analyzing traffic data collected before the holidays. An existing conditions photometric survey has also been completed.

Due to the holidays, staff requested that the consultant team not begin any community outreach until early 2018. Initial community outreach will begin in early February. Small, informal stakeholder meetings with property owners, managers and business owners are scheduled to take place on February 8, 2018. A copy of the letter and **sample questions sent to managers and business owners is shown in Attachment C.**

Council Adopted Values

The recommendation is consistent with the Council value of *responsibility* because it proactively addresses the need to improve Serramonte Boulevard and Collins Avenue in the future.

Sustainability Impact

Future improvements to Serramonte Boulevard and Collins Avenue may have a positive sustainability impact by adding improvements that will encourage pedestrian and bicycle activity. In addition, green infrastructure improvements will be considered.

Alternatives

N/A

CONCLUSION

Upon conclusion of the presentation, staff recommends that the City Council ask the consultant, Dyett & Bhatia, questions about the project. In addition, the consultant welcomes observations about current conditions in the study area that should be considered in the study. To guide the discussion, the consultant has included the following questions for City Council:

1. What's working well on Serramonte Boulevard and Collins Avenue today?
2. What do you think are the greatest challenges facing these Corridors today?
3. What is your vision/ what are your priorities for how the Corridors should develop or change over the next 20 years? What do you think will be the key challenges along the Corridors in that time period?
4. Where do you consider to be the most problematic "hot spots" within the study area? Think about safety (for people driving and on foot), congestion, and similar concerns. Show us on the map.
5. Please tell us what you like and what you dislike about each of these photos.

ATTACHMENTS

- A. Project Scope of Work
- B. Project Schedule
- C. Letter and questions sent to businesses for focus groups



ATTACHMENT A SCOPE OF WORK

The scope of services for this project includes the following elements:

1. Economic Development:

- Analyze the current market situation for auto and retail uses, create projections for future growth and changes, and identify potential development opportunities within the study area.
- Provide strategies on how to respond to changing market conditions as well as evolving needs of the auto industry.
- Analyze the costs and benefits of implementing a comprehensive streetscape improvement plan in the study area and weighs the projected cost of public improvements with anticipated additional investment and added revenue generation to offset improvement costs.
- Prepare a list of financing and funding options which explain how the costs of improvements within the study area can be funded. This should include both public and private funding options.
- Produce a summary of conclusions and recommendations about the nature and feasibility of implementing the Preferred Alternative within the study area.

2. Land Use/ Urban Design

- Prepare urban design guidelines for improvements in the public realm to include public infrastructure and facilities, transportation networks and linkages while considering sustainable design.
- Develop three (3) distinct conceptual alternative plans which clearly show the range, type and extent of uniform and high-quality urban design plans to strengthen the local characteristics of Serramonte Boulevard and Collins Avenue.
- Prepare cost estimate for each alternative.

3. Traffic Study/ Circulation

The Consultant shall become familiar with existing traffic, circulation and access in the study area, and shall provide an analysis of the roadway, parking, bicycle and pedestrian circulation system which incorporates but is not limited to the following components:

- Perform traffic counts for vehicular, pedestrian, bicycle and other modes of traffic and analyze these traffic movements at the major intersections, roadways and turning into and out of adjacent businesses (driveway counts) within the study area during weekday and weekend peak hours.
- Review pedestrian access along the corridors, including identification of recommended improvements to sidewalks, signage, lighting, crosswalks, intersection configuration and other safety factors.
- Review bicycle usage along the corridors and identify appropriate strategies to improve bicycle safety and access.

- Prepare 10-year traffic projections for each intersection.
- Analyze existing levels of service.
- Analyze queuing at major intersections.
- Make recommendations on intersection improvements: Serramonte Boulevard & Junipero Serra Boulevard, Serramonte Boulevard & Collins Avenue, Serramonte Boulevard & El Camino Real, Serramonte Boulevard & Hillside Boulevard and Collins Avenue & El Camino Real.
- Develop recommended strategies to improve traffic circulation, turning movements into businesses, and provide safe and accessible roadway network for the vehicles, pedestrians, bicyclists, motorcyclists and transit users in compliance with Town's Complete Street policies described in the 2014 Circulation Element of the General Plan.
- Evaluate the feasibility of providing a connector between Serramonte Boulevard and Collins Avenue.
- Analyze impact of reducing Serramonte Boulevard into one lane in each direction with a center turn lane.

4. Sustainability Considerations

- Implement sustainability best practices within Master Plan elements and development regulations.
- Develop a "Green Street" concept for the corridors.
- Ensure efficient vehicular circulation and create an accessible multimodal transportation environment.

The proposed scope of work is intended to provide useful information that the Town will be able to utilize in the future. Specifically:

- **Traffic Counts:** The Town's current traffic information is from 2013, and is becoming less useful over time. The new counts for the study area will be useful for the Town and future environmental review work for years to come. In addition, the traffic information will include valuable driveway counts along the corridor.
- **Survey Information:** The consultants will be preparing a GIS (Geographic Information System) base layer that will include utilities, property lines, topography and other information that can be used to develop construction drawings.

The Consultant shall be responsible for undertaking the following tasks, summarized below:

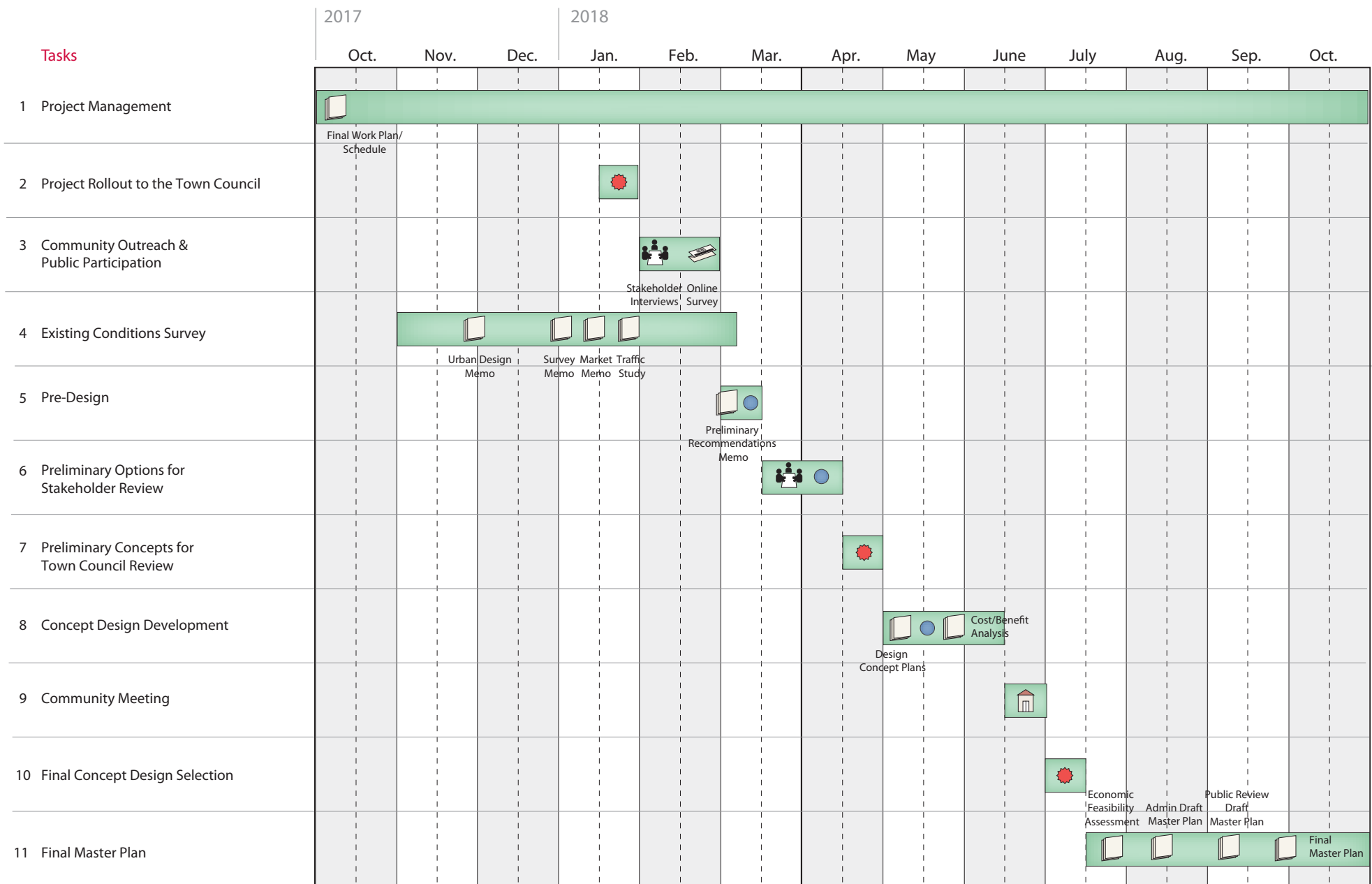
- Task 1: Project Management
- Task 2: Project Rollout to the City Council
- Task 3: Community Outreach and Public Participation
- Task 4: Existing Conditions Survey
- Task 5: Pre-Design Project Meeting with Town Staff
- Task 6: Stakeholder Kick-Off Meeting

- Task 7: Preliminary Concept Presentation at Council Meeting
- Task 8: Concept Design Development
- Task 9: Community Meeting
- Task 10: Final Concept Design Selection
- Task 11: Final Master Plan



Schedule

Town of Colma Serramonte Boulevard and Collins Avenue Master Plan



Consultant Effort
 Product
 Survey
 Stakeholder Interviews
 Community Workshop
 City Council Meeting
 Staff Meeting



January 18, 2018

Name
Title
Company
Address
City, CA Zip

Re: Colma Serramonte Boulevard and Collins Avenue Master Plan

Dear [Stakeholder]:

The Town of Colma has initiated preparation of a Master Plan for Serramonte Boulevard and Collins Avenue. The Serramonte Boulevard and Collins Avenue Master Plan will outline a cohesive, long-term community-driven plan for this key commercial corridor. The Plan will provide guidance for strategic improvements to circulation, streetscape, infrastructure, and aesthetics to improve the overall design and function of this important business center in the years to come.

Some of the initial objectives identified for the Master Plan include:

- **Streetscape and Traffic Improvements.** Carry out streetscape and traffic improvements to provide safe, accessible, attractive, and vibrant corridors with a cohesive design and aesthetic elements.
- **Economic Development.** Support and increase commercial business activities while fostering a dynamic and sustainable business district that can respond to changing market conditions.
- **Land Use and Urban Design.** Incorporate land use and urban design elements that sustain and enhance the function and unique identity of Serramonte Boulevard and Collins Avenue.
- **Sustainability.** Create design alternatives that promote sustainable development and green infrastructure along the corridor.

For the plan to be successful, we need collaboration between all stakeholders—local businesses, property owners, residents, decision-makers, and others. We are seeking input from a range of stakeholders to gain insight into their experiences, desires, and issues of concern related to preparation of the Master Plan.

The stakeholder interviews will approximately 45 minutes and will be held on **February 8, 2018**. Please contact Lia Vang by January 26, 2018 with times you are available on February 8, 2018. Lia can be reached at (650) 757-8888 or lia.vang@colma.ca.gov. We will meet at the Colma Police Department.

If you have questions regarding this project or your role as a project stakeholder, please contact me at (650) 757-8896 or michael.laughlin@colma.ca.gov. Thank you for your assistance with this very exciting project! We look forward to working with you.

Sincerely,

Michael P. Laughlin, AICP
Contract City Planner

Serramonte Boulevard and Collins Avenue Master Plan

Stakeholder Meetings

February 8, 2018

Sample Interview Questions

This is an opportunity for you to share your ideas, issues, and concerns in a candid fashion with the project consultants, Dyett & Bhatia, that have been retained by the Town of Colma. The meetings will be individual or in small groups of two to four people. A summary report from the meetings will be prepared, but quotes and opinions will not be attributed to specific individuals.

While there is not a fixed format for the interview questions, following are some of the questions that will be pursued. This list may be modified depending on the specific interests of the individual or group.

Challenges and Opportunities

1. What's working well on Serramonte Boulevard and Collins Avenue today?
2. What do you think are the greatest challenges facing these Corridors today?
3. What is your vision/ what are your priorities for how these Corridors should develop or change over the next 20 years? What do you think will be the key challenges along the Corridors in that time period?

Transportation and Parking

1. Where would you say the majority of your employees and patrons are coming from?
2. There is limited space on the roadway to accommodate different features and modes of travel: vehicle/truck travel lanes, sidewalks, bicycles, parking, medians, turn lanes, and landscaping. Is the space allocated appropriately now? What changes would you like to see?
3. Where do you consider to be the most problematic "hot spots" within our study area? Think about safety (for people driving and on foot), congestion, and similar concerns. Show us on the map.
4. What types of streetscape improvements would you like to see along the Corridor? Think about elements that would contribute to the creation of a unique identity along the Corridor such as gateway elements, lighting, landscaping, street furniture etc.
5. What improvements are needed to improve connections to the Corridor from the surrounding area?
6. Are your property/ business's parking and loading needs currently being met?

Economic Development (auto dealers)

1. What is the current status of the regional auto sales market, and what are the major challenges that Colma auto dealers face to remain competitive in the coming years?
2. Given the realities of the competitive market, what is a realistic percentage that overall auto sales in Colma could increase over the next 10 years, under favorable circumstances?

3. Thinking about the range of factors, including evolving technologies, such as autonomous cars, car sharing services, etc., and how those changes may affect traditional car dealers, how do dealers expect their local operations to change over time?
4. Given answers to prior question, what kinds of things can Colma do to help local auto dealers remain competitive and relevant?
 - a. Short term – next 1 to 5 years
 - b. Longer term – 6 years and beyond
5. What kinds of public improvements will generate the best return on investment in terms of supporting increased auto sales [or, for non-auto oriented businesses, general sales] over time?

Wrap-up

1. Do you have any other ideas or concerns that we haven't asked about?





STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Public Works Director, CSG Consultants
Jonathan Kwan, Assistant Planner, CSG Consultants

VIA: Brian Dossey, City Manager

MEETING DATE: January 24, 2018

SUBJECT: Sterling Park Recreation Center Improvements – Concept Design

RECOMMENDATION

Staff recommends that the City Council by motion:

APPROVE A CONCEPT DESIGN TO EXPAND THE PLAYGROUND, PICNIC AREA AND CREATE EXERCISE STATIONS AT STERLING PARK RECREATION CENTER.

EXECUTIVE SUMMARY

With the heavy and constant use of the existing playground equipment and the lack of use or non-use of the existing bocce ball court at the Sterling Park Recreation Center, staff is recommending that City Council consider removing the existing bocce ball court and expand the playground structure, picnic/BBQ area and walking path around the play structure (See Attachment A). The proposed project also includes four exercise areas along the walking path of grass area that fronts E Street (See Attachment B)

Tonight's presentation is to bring to the City Council and members of the public a conceptual design that shows the expansion of the playground structure area and proposed exercise stations along the walkway that fronts the E Street part of Sterling Park. The objective seeks City Councils approval and direct staff to complete the plans and specifications for the Sterling Park enhancements.

FISCAL IMPACT

Review and approval the proposed design and selection of preferred playground and exercise equipment will not have a direct impact on the Town's Budget now. Details and estimates regarding project costs will be provided when City Council approves the final plan and project specifications.

BACKGROUND

In 2001-2002 City Council approved the expansion of the Sterling Park Recreation Center. In that expansion effort, the park was renovated to feature a playground structure that was tailored to accommodate children from the ages of 5 to 12 years old. Within the park a bocce ball court was also constructed adjacent to the playground structure. Over the years the playground structure and picnic area has served residents on casual drop ins, scheduled children parties at the Center and is a feature that is used constantly when the Recreation Department hosts its afterschool and summer camp programs. The bocce ball court was installed in hopes that it would rally adults and seniors to also enjoy recreation features at the Park. Over the years the Playground has been well received and now needs a face lift. Because the playground has been a huge success and the bocce ball court has not been well received over the years, it is recommended that City Council review the concept design of the playground and picnic area expansion over what is now the bocce ball court.

The intent of the bocce ball court was a good attempt to allow the Park to be inclusive and serve residents of all ages, children, adults and seniors. Staff is also proposing that with the removal of the bocce ball court the City Council approve exercise stations along the walking path of the grass area that fronts E Street. These small exercise stations (typically 8 feet wide by 12 feet plus or minus long) when they become part of a walking course is called a "par course". The par course will allow residents to not only walk the Park area but also participate in simple exercise regiments at the various stations.

The upgrade to the Playground area along with exercise components to the grass walking path is an attempt to provide play and exercise opportunities for all that visit.

ANALYSIS

When the first Sterling Park expansion project took place in 2001-2002, the Town purchased Columbia Cascade "Pipeline" playground equipment from Park Pacific. The Columbia Cascade "Pipeline" playground structure and various play apparatus are installed on support structures made up of steel posts that are set in a foundation approximately 2-3 feet below the play surface. The 17-year-old play structure and rubberized play surface are showing higher levels of wear and tear and are in need of replacement. If the City Council approves the removal of the bocce ball court, the Town has an opportunity to expand the playground and picnic area to accommodate an additional play structure as well as two new picnic tables and a new barbecue.

The removal of the bocce ball court is recommended, as the monthly and annual cost to keep the court in good shape has become a wasted effort due to the fact that the bocce ball court is underutilized. Not to overlook the various adults who still come to the park to walk and socialize, it is recommended that City Council consider installing several exercise stations along the concrete path way around the grass area of the park that fronts E Street. These exercise areas are small workout stations that enable adults and even children to perform stretching exercises, sit-ups, pull-ups and other basic exercise routines.

When the City Council approved staff to sole source the playground structure and equipment that enabled us to keep the heart of the structure and simply change out and upgrade the play equipment. It also allowed us to add to the existing structure without tearing out or removing the old, we can utilize what's there and add to it. The proposed playground design assumes a generic playground theme to be inclusive and appeal to all children. Additionally, the proposed play

surface includes a number of play features designed to meet accessibility standards so those with disabilities can enjoy and participate in the playground experience. It is also situated in way that meets the required fall zone protection, creating a safe space between the hard concrete surfaces of the walkways and street furniture structures and the play area.

Council Adopted Values

The recommendation is consistent with the City Council's value of *responsibility*, the proposed design and project has been carefully reviewed so that it will serve the interest for the young and old.

Sustainability Impact

There are several items in this project that meet the Town's sustainability goals and objectives. Reusing the old playground structure and joining it with the new structure allows the Town to use what is still good and not have to demolish and discard. The rubberized surface on the play structure are is constructed or made from old tires. The use of this product is innovative in such a way that it uses what was once a discard or a landfill item and creates a surface that provides a safe fall zone that meets today's public park standards.

Alternatives

The following courses of action are available to the City Council:

1. Approve the concept design with modifications; or
2. Deny the request to approve a concept design for the Sterling Park Recreation Center Improvements project. This alternative is not recommended because it would delay the project and need to be reconsidered next year. Starting this project too late would or could compromise the Summer Camp program.

CONCLUSION

Staff recommends that the City Council motions to approve the concept design to expand the playground and picnic area along with the exercise stations at the Sterling Park Recreation Center.

ATTACHMENTS

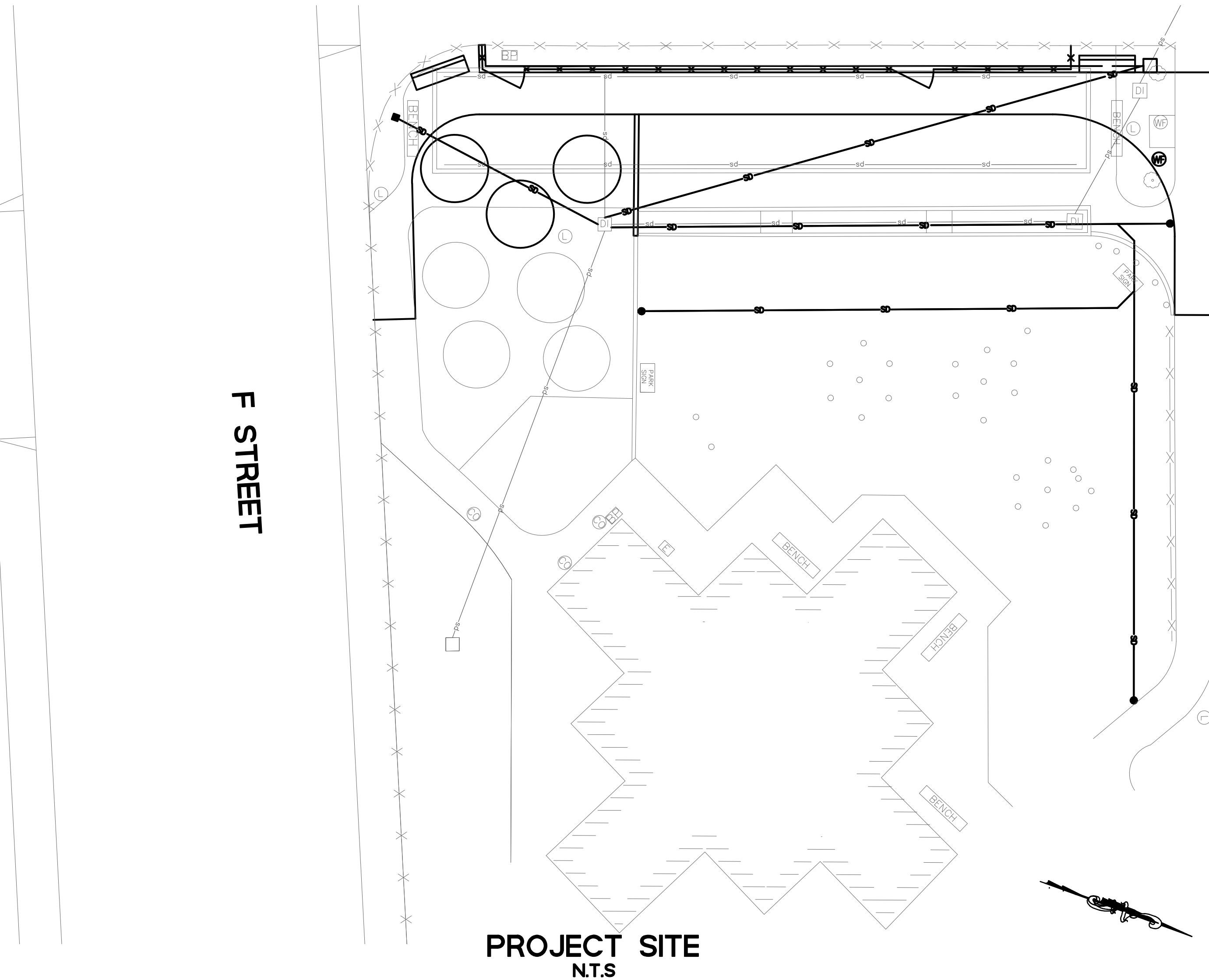
- A. Plan Design concept for Playground Structure
- B. Fitness Station Renderings
- C. Playground Renderings



STERLING PARK PLAYGROUND EXPANSION TOWN OF COLMA, SAN MATEO COUNTY, CALIFORNIA.

GENERAL NOTES

1. THE ENGINEER ASSUMES NO RESPONSIBILITY BEYOND ADEQUACY OF THE DESIGN CONTAINED HEREIN.
2. CONTRACTOR AGREES TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR ENGINEER.
3. THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAGMEN, OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY AND WORKER SAFETY IN ACCORDANCE WITH CALTRANS, MUTCD, AND CAL-OSHA SPECIFICATIONS.
4. IF ANY CULTURAL FEATURES OR ARCHAEOLOGICAL MATERIALS ARE UNCOVERED DURING GRADING, TRENCHING, OR OTHER EXCAVATION WORK, ALL WORK WITHIN ONE HUNDRED FEET (100') OF THESE MATERIALS SHALL BE STOPPED UNTIL A PROFESSIONAL ARCHAEOLOGIST CERTIFIED BY THE SOCIETY OF PROFESSIONAL ARCHAEOLOGY (SOPA) AND/OR SOCIETY OF CALIFORNIA ARCHAEOLOGY (SCA) HAS HAD AN OPPORTUNITY TO EVALUATE THE SIGNIFICANCE OF THE FIND AND APPROPRIATE MITIGATION MEASURES ARE DETERMINED AND IMPLEMENTED.
5. THE CONTRACTOR IS RESPONSIBLE FOR HAVING A COMPLETE AND CURRENT COPY OF THE APPROVED PLAN ON THE JOB SITE AT ALL TIMES.
6. THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY FIELD CHANGES MADE WITHOUT WRITTEN AUTHORIZATION FROM THE CITY.
7. THE CONTRACTOR IS RESPONSIBLE FOR MATCHING EXISTING STREETS, SURROUNDING LANDSCAPE, AND ALL OTHER EXISTING CONDITIONS WITH A SMOOTH TRANSITION IN PAVING, CURBS, GUTTERS, SIDEWALKS, GRADING, ETC., AND TO AVOID ANY ABRUPT OR APPARENT CHANGES IN GRADES OR CROSS SLOPES, LOW SPOTS, AND HAZARDOUS CONDITIONS.
8. THE LOCATION OF SURFACE UTILITIES SHOWN ON THESE PLANS IS APPROXIMATE ONLY. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY EXACT LOCATION. THIS VERIFICATION SHALL BE COORDINATED BY THE CONTRACTOR WITH THE APPROPRIATE UTILITY COMPANY AS REQUIRED. [CALL U.S.A. (UNDERGROUND SERVICE ALERT) FOR UTILITY LOCATION QUESTIONS AT LEAST 24 HOURS BEFORE DIGGING. PHONE 1-800-642-2444 (OR DIAL 811)].
9. ANY IMPACTED SURFACE UTILITIES, SUCH AS MANHOLES, VALVES, MONUMENTS, DRAIN INLETS AND DETECTOR HANDHOLES, UTILITY BOXES SHOWN TO BE WITHIN CONSTRUCTION LIMITS SHALL BE ADJUSTED IN ELEVATION TO MATCH THE FINISHED ROADWAY SURFACE OR CONCRETE IMPROVEMENTS. UTILITY COVERS SHALL NOT BE STRIPED OVER.
10. ALL EXISTING STREET SURFACE FEATURES (MANHOLES, CLEAN-OUTS, MONUMENTS, STRIPING, PAVEMENT MARKINGS, ETC.) SHALL BE REFERENCED BY THE CONTRACTOR PRIOR TO START OF ANY WORK.
11. CONTRACTOR TO PROVIDE A TWO (2) WEEK ADVANCE NOTICE AND 48-HOUR ADVANCE NOTICE TO PROPERTY OWNERS AND RESIDENTS PRIOR TO COMMENCING CONSTRUCTION WORK. NOTIFICATION TO BE BY LETTER AND SHALL BE APPROVED BY THE ENGINEER.
12. DUST CONTROL- THE CONTRACTOR SHALL CONTROL DUST TO THE MAXIMUM EXTENT PRACTICABLE, MEETING OR EXCEEDING REQUIREMENTS ESTABLISHED BY THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT, AND AS REQUIRED IN THE PROJECT SPECIFICATIONS.
13. CONTRACTOR SHALL POST 24-HOUR EMERGENCY TELEPHONE NUMBERS FOR PUBLIC WORKS, POLICE DEPARTMENT AND FIRE DEPARTMENT AND EMERGENCY MEDICAL SERVICE ON SITE PRIOR TO START OF CONSTRUCTION.
14. UNLESS THE CITY ENGINEER APPROVED AND ISSUES A PERMIT FOR SPECIAL OFF HOUR WORK, CONSTRUCTION WORK SHALL BE LIMITED TO NORMAL WORKING HOURS OF THE TOWN'S PUBLIC WORKS DEPARTMENT INSPECTION AND MAINTENANCE PERSONNEL FROM THE TOWN ENGINEER. CONTRACTOR SHALL BE RESPONSIBLE FOR PAYING ANY ADDITIONAL FEES REQUIRED BY THE TOWN FOR PERFORMING WORK BEYOND THE NORMAL WORKING HOURS. CONTRACTOR SHALL CONFORM TO ALL REQUIREMENT OF THE TOWN NOISE ORDINANCE WHEN WORKING IN THE TOWN. TOWN OF COLMA WORK HOURS ARE MONDAY THROUGH FRIDAY FROM 8AM TO 5PM, EXCLUDING HOLIDAYS.
15. CONTRACTOR SHALL BE RESPONSIBLE FOR THE CARE AND PROTECTION OF ADJOINING PREMISES, TREES, LANDSCAPING, FENCES, UTILITIES, SIDEWALKS AND STREETS FROM DAMAGE BY HIS OPERATIONS. CONTRACTOR SHALL REPAIR, REPLACE OR CLEAN ANY PART OF THE ABOVE MENTIONED TO THE SATISFACTION OF THE CITY ENGINEER, AT NO ADDITIONAL COST TO THE TOWN, OR THE ADJACENT PROPERTY OWNERS.
16. ELEVATIONS AND LOCATIONS OF ALL EXISTING UTILITIES AND CONNECTION POINT SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO START OF ANY CONSTRUCTION AFFECTATION SAID LINES.



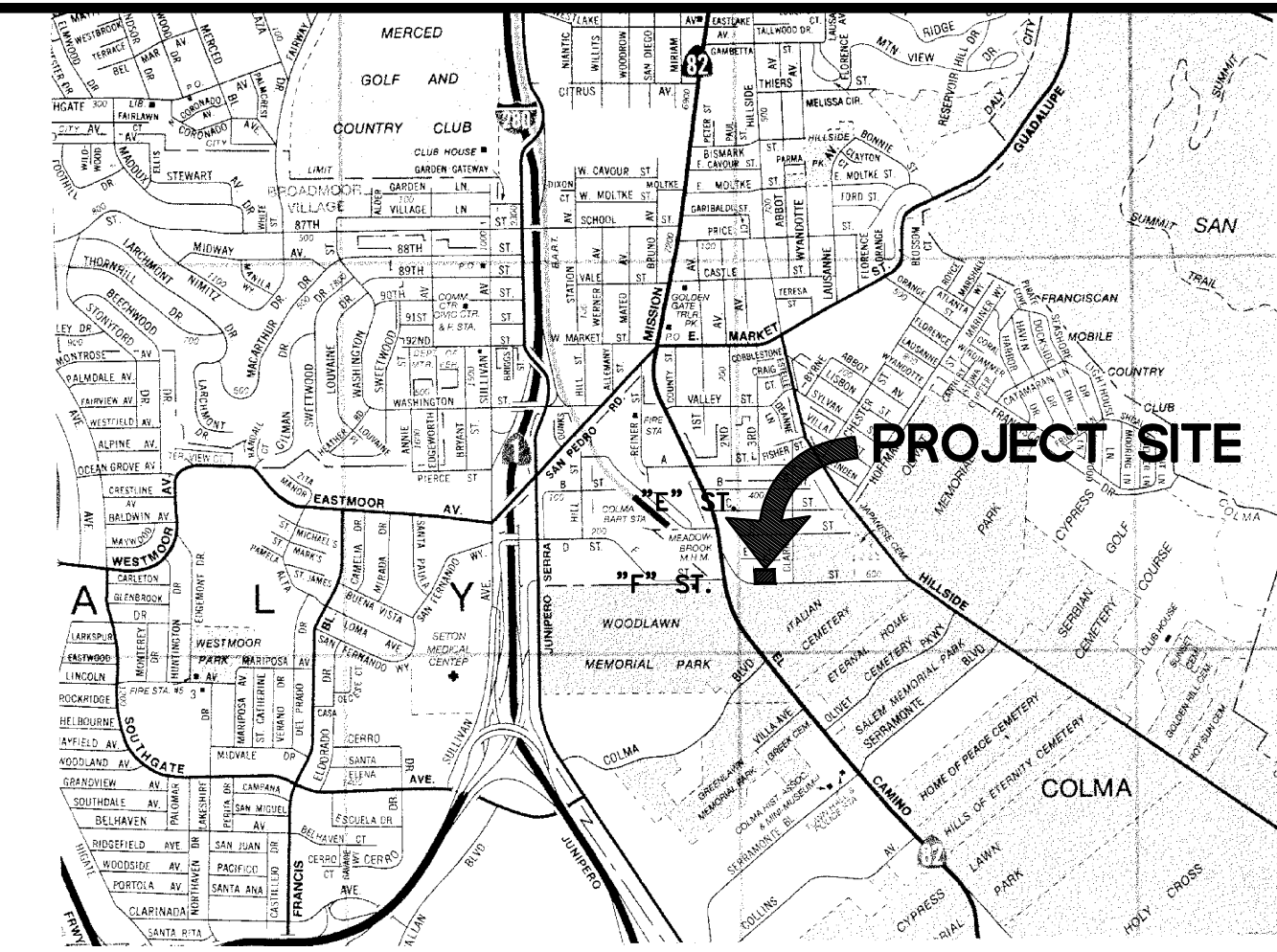
**PROJECT SITE
N.T.S.**

LEGEND

EXISTING	PROPOSED	
sd	SD	STORM DRAIN LINE
□	□	DRAINAGE INLET
□	□	BACKFLOW PREVENTER
○	○	AREA DRAIN
○	○	LIGHT FIXTURE
○	○	WATER FOUNTAIN
□	□	BENCH
***	***	CHAIN LINK FENCE

ABBREVIATION

Elev	ELEVATION
EX.	EXISTING
H.P	HIGH POINT
INV	INVERT
L.P	LOW POINT
Min	MINIMUM
O.C	ON CENTER
PCC	PORTLAND CEMENT CONCRETE
PVC	POLYVINYL CHLORIDE
S	SLOPE
SDCO	STORM DRAIN CLEANOUT
SW	SIDEWALK
TC	TOP OF CURB
TG	TOP OF GRATE
TYP	TYPICAL



**VICINITY MAP
N.T.S.**

SHEET NUMBERS AND TITLES

- 1 TITLE SHEET WITH GENERAL NOTES
- 2 DEMOLITION PLAN
- 3 IMPROVEMENT PLAN
- 4 DRAINAGE & UTILITY PLAN
- 5 CONSTRUCTION BEST MANAGEMENT PRACTICE

TOWN OF COLMA

BY: _____ DATE: _____
BRAD DONOHUE, DIRECTOR OF PUBLIC WORKS

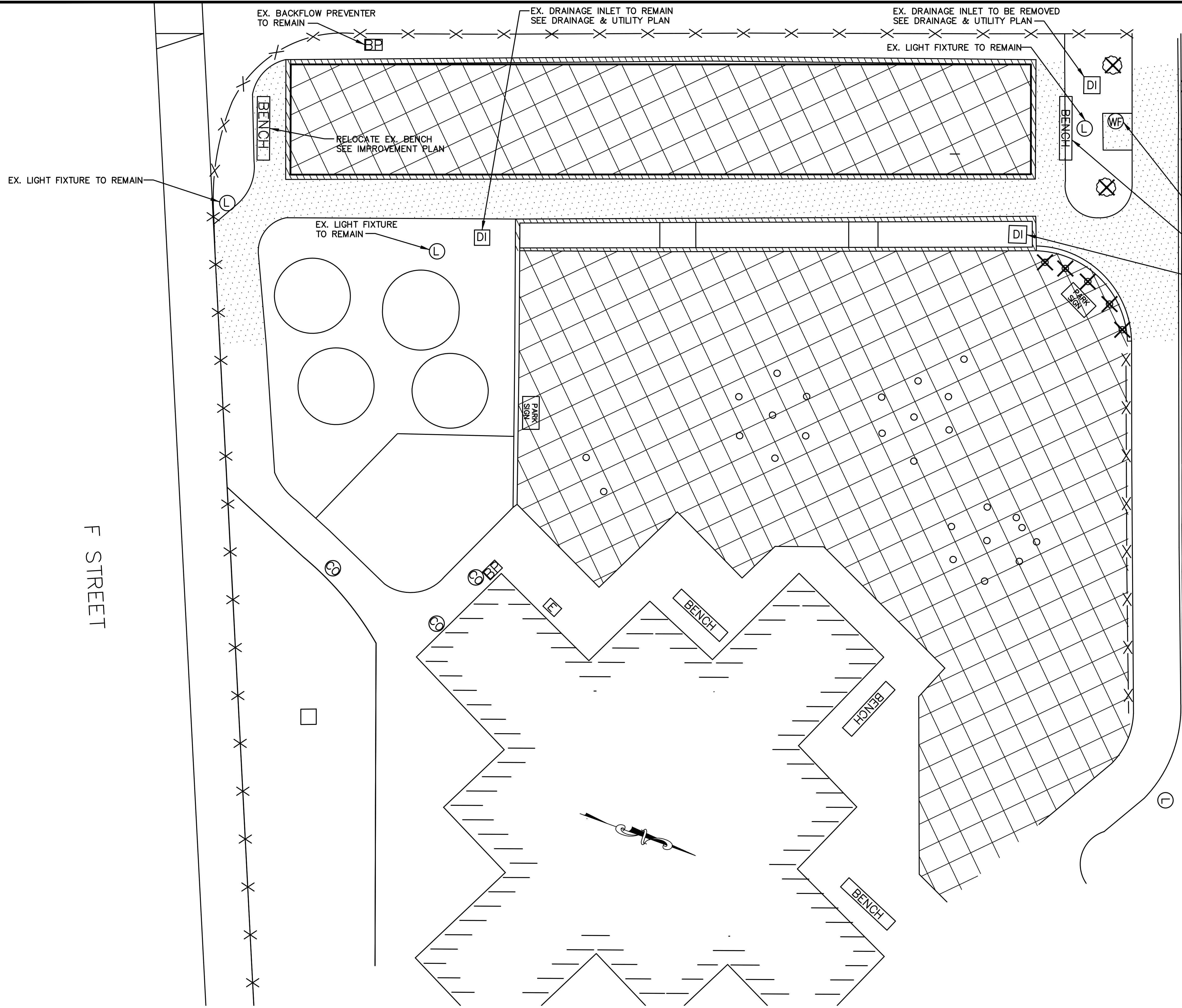
PREPARED UNDER MY SUPERVISION

WAI CHEE CHO R.C.E. 74774, EXPIRES 12/31/19


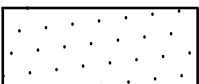
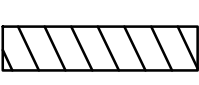

TITLE SHEET WITH GENERAL NOTES STERLING PARK PLAYGROUND EXPANSION TOWN OF COLMA, CALIFORNIA	SHEET 4 5 ⁹
PREPARED FOR: TOWN OF COLMA 1198 EL CAMINO REAL COLMA, CA. 94014	PREPARED BY: CSG Consultants, Inc. 550 Pilgrim Drive Foster City, CA 94404 Phone (650) 522-2500 Fax (650) 522-2599
TOWN OF COLMA 1198 EL CAMINO REAL COLMA, CA. 94014	DESIGNED: TC DRAWN: TC APPROVED: _____
DATE: 01/10/18 JOB#: 17.XXX	REVISIONS NO. _____ DATE _____

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LEGEND

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-  REMOVE CONCRETE CURB
-  REMOVE TREE/BOLLARD

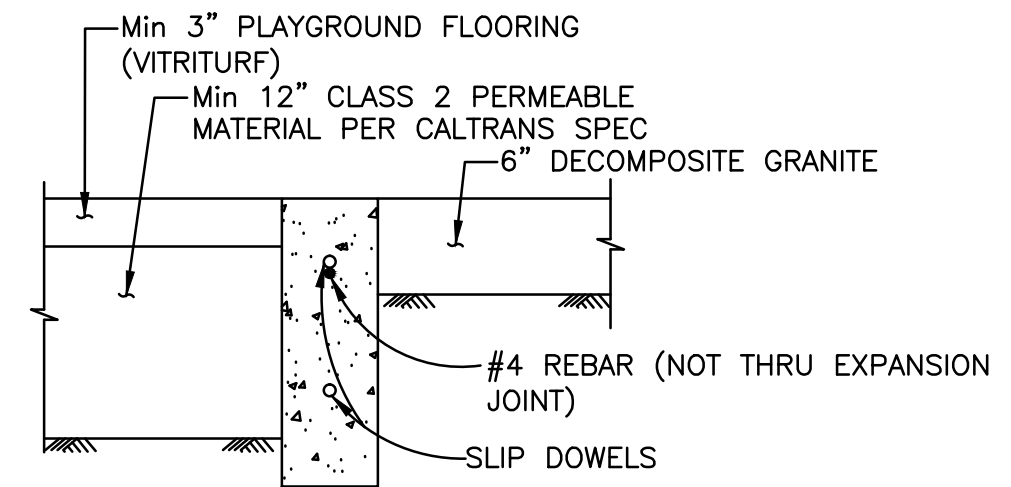
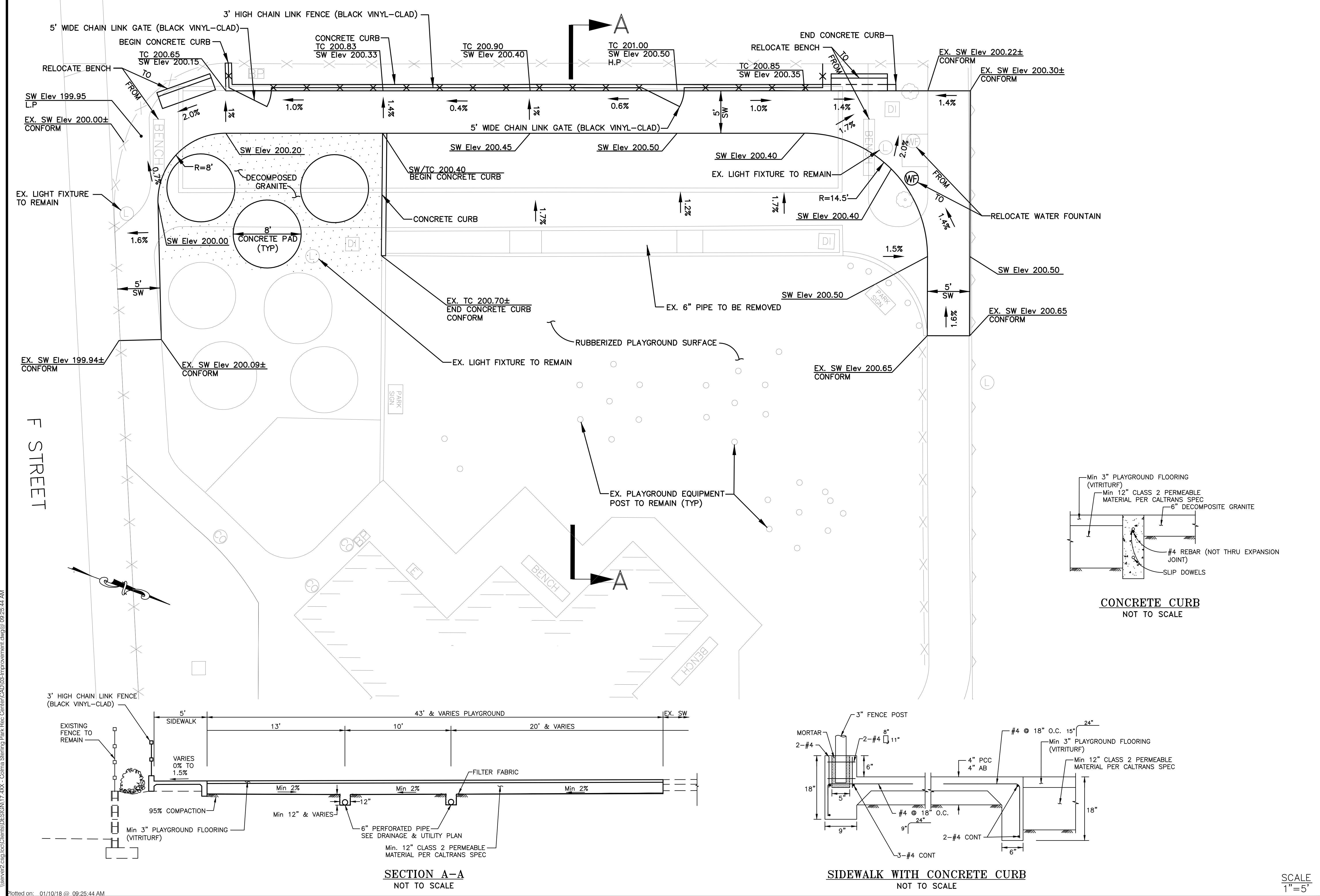
RELOCATE EX. WATER FOUNTAIN
SEE IMPROVEMENT PLAN

RELOCATE EX. BENCH
SEE IMPROVEMENT PLAN

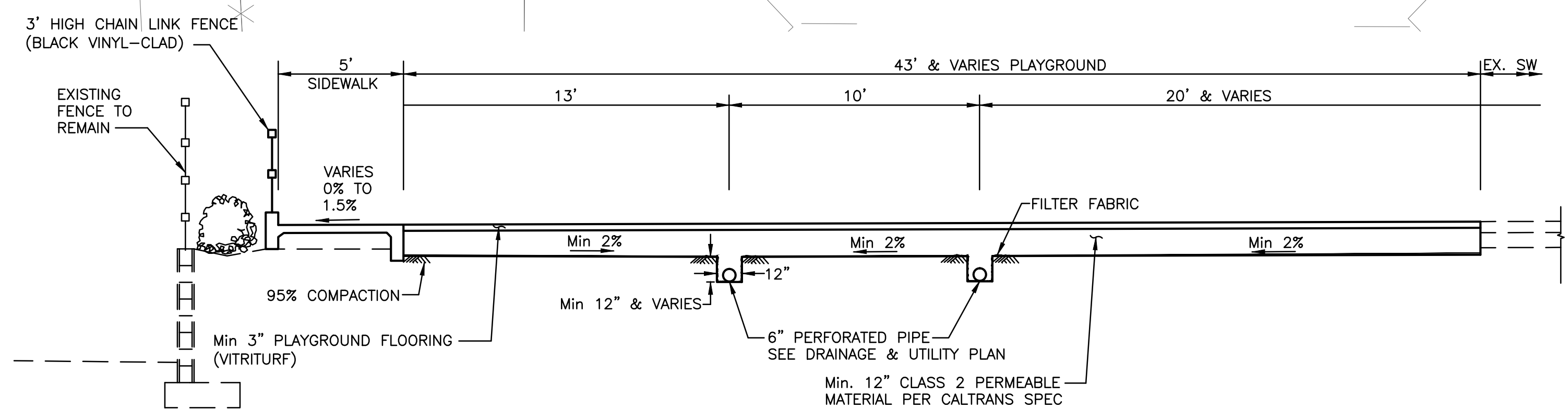
EX. DRAINAGE INLET TO BE REMOVE
SEE DRAINAGE & UTILITY PLAN

	DATE
	REVISIONS
	NO.
DESIGNED: TC	TC
DRAWN: TC	TC
APPROVED: -	-
PREPARED BY: CSG Consultants, Inc. 550 Pilgrim Drive Foster City, CA 94404 Phone (650) 522-2500 Fax (650) 522-2599	
PREPARED FOR: TOWN OF COLMA 1198 EL CAMINO REAL COLMA, CA. 94014	
DEMOLITION PLAN STERLING PARK PLAYGROUND EXPANSION TOWN OF COLMA CALIFORNIA	
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DATE : 01/10/18 JOB# : 17.XXX	

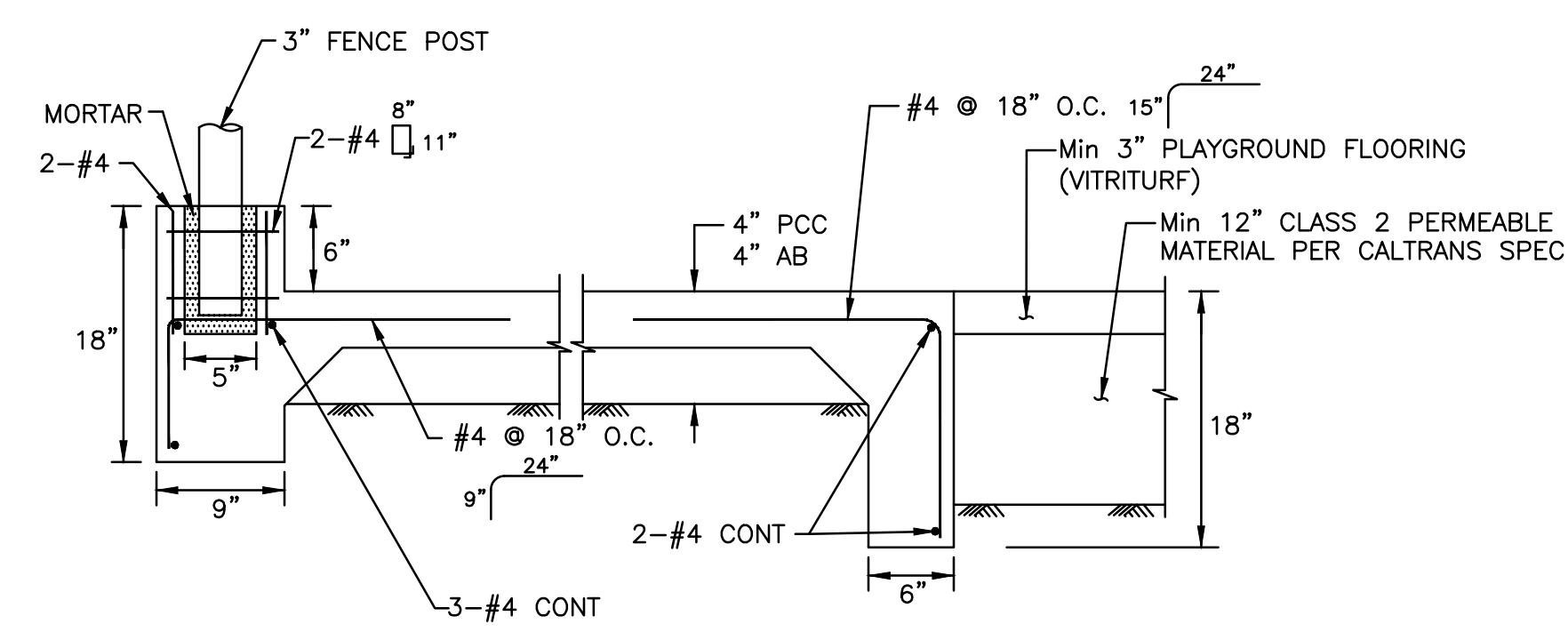
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CONCRETE CURB
NOT TO SCALE



SECTION A-A
NOT TO SCALE



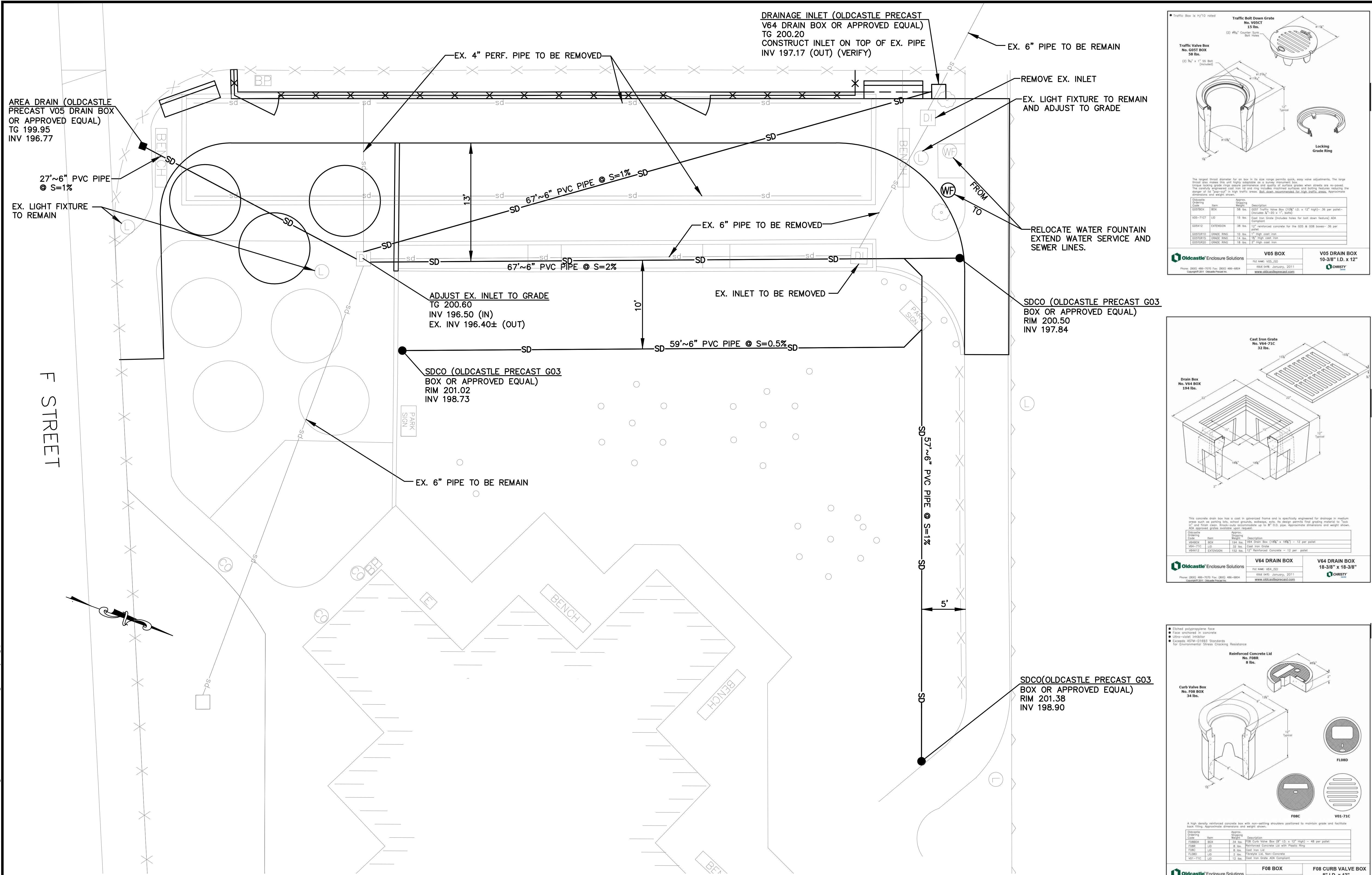
SIDEWALK WITH CONCRETE CURB
NOT TO SCALE

DESIGNED BY: TC	NO.	DATE
DRAWN BY: TC		
APPROVED BY: -		
PREPARED BY: CSG Consultants, Inc. 550 Pilgrim Drive Foster City, CA 94004 Phone (650) 522-2500 Fax (650) 522-2599		
PREPARED FOR: TOWN OF COLMA 1198 EL CAMINO REAL COLMA, CA. 94014		
IMPROVEMENT PLAN STERLING PARK PLAYGROUND EXPANSION CALIFORNIA TOWN OF COLMA		
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\\server2.csg.com\Clients\DESIGN\17_XXX - Colma Sterling Park Rec Center\CAD\04 - Drainage & Utility\cwg\09_26_18_05 AM

Plotted on: 01/10/18 @ 09:26:45 AM



Traffic Bolt Down Grate
No. V5CT
15 lbs.
(2) #4" Counter Slat
Slat Inset

Traffic Valve Box
No. G5T BOX
58 lbs.
(2) 1/2" x 1" SS Bolt
(Included)

Locking
Grade Ring

Oldcastle Drawing Code	Item	Approx. Weight	Description
V5CT	BOX	15 lbs.	Cast Iron Valve Box (18" x 12" High) - 35 per pallet
V5V-71C	LD	13 lbs.	Cast Iron Grate (Includes hole for bolt down feature) - 35 per pallet
V5V-71C	EXTENSION	38 lbs.	1" reinforced concrete for the G5T & G5B bases - 35 per pallet
G5T	GRATE RING	10 lbs.	1" High cast iron
G5T	GRATE RING	14 lbs.	1" High cast iron
G5T	GRATE RING	18 lbs.	1" High cast iron

Oldcastle Enclosure Solutions
P.O. Box 1070, Fox, (800) 486-4864
www.oldcastleprecast.com

V05 BOX
Part No: V05_02
Rev: 04/10/2011

V05 DRAIN BOX
10-3/8" I.D. x 12"

Cast Iron Grate
No. V04-71C
32 lbs.

Drain Box
No. V04 BOX
124 lbs.

This concrete drain box has a cast in, galvanized frame and is specifically engineered for drainage in medium traffic areas such as parking lots, school grounds, walkways, etc. No design permits, field grading material or back fill and finish clean. Knock-out accommodates up to 8" O.D. pipe. Approximate dimensions and weight shown. Also approved grates available upon request.

Oldcastle Drawing Code	Item	Approx. Weight	Description
V04-71C	BOX	124 lbs.	10" x 10" Drain Box (18" x 18") - 12 per pallet
V04-71C	LD	13 lbs.	Cast iron Grate
V04-71C	EXTENSION	132 lbs.	1" Reinforced Concrete - 12 per pallet

Oldcastle Enclosure Solutions
P.O. Box 1070, Fox, (800) 486-4864
www.oldcastleprecast.com

V04 DRAIN BOX
Part No: V04_02
Rev: 04/10/2011

V04 DRAIN BOX
18-3/8" x 18-3/8"

Etched polystyrene face
Face anchored in concrete
Ultra-violet inhibitor
Exceeds ASTM-D1683 Standards
for Environmental Stress Cracking Resistance

Reinforced Concrete Lid
No. F08R
8 lbs.

Curb Valve Box
No. F08 BOX
34 lbs.

F08R
F08C
V01-71C

A high density reinforced concrete box with non-setting shoulders positioned to maintain grade and facilitate back filling. Approximate dimensions and weight shown.

Oldcastle Drawing Code	Item	Approx. Weight	Description
F08BOX	BOX	34 lbs.	F08 Curb Valve Box (8" x 12" High) - 48 per pallet
F08R	LD	8 lbs.	Reinforced Concrete Lid with Rebar Ring
F08C	LD	8 lbs.	Cast Iron Lid
F08R	LD	8 lbs.	Reinforced Concrete Lid with Rebar Ring
V01-71C	LD	12 lbs.	Cast Iron Grate ADA Compliant

Oldcastle Enclosure Solutions
P.O. Box 1070, Fox, (800) 486-4864
www.oldcastleprecast.com

F08 BOX
Part No: F08_02
Rev: 04/10/2011

F08 CURB VALVE BOX
8" I.D. x 12"

DATE	
REVISIONS	
NO.	
DESIGNED BY: TC	TC
DRAWN BY: TC	TC
APPROVED BY:	

PREPARED BY: **CSG Consultants, Inc.**
550 Pilgrim Drive
Foster City, CA 94404
Phone (650) 522-2500
Fax (650) 522-2599

PREPARED FOR: **TOWN OF COLMA**
1198 EL CAMINO REAL
COLMA, CA. 94014

DRAINAGE AND UTILITY PLAN
STERLING PARK PLAYGROUND EXPANSION
TOWN OF COLMA
CALIFORNIA

SHEET 4
5th

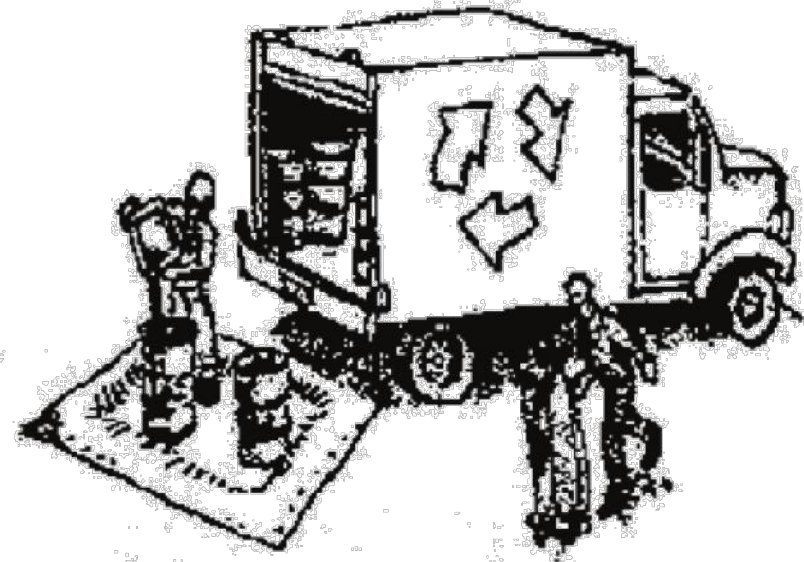
DATE : 01/10/18
JOB# : 17.XXX

SCALE
1"=5'

Construction Best Management Practices (BMPs)

Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

Materials & Waste Management



Non-Hazardous Materials

- Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- Use (but don't overuse) reclaimed water for dust control.

Hazardous Materials

- Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
- Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
- Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- Arrange for appropriate disposal of all hazardous wastes.

Waste Management

- Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
- Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
- Clean or replace portable toilets, and inspect them frequently for leaks and spills.
- Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gyp board, pipe, etc.)
- Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.

Construction Entrances and Perimeter

- Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

Equipment Management & Spill Control



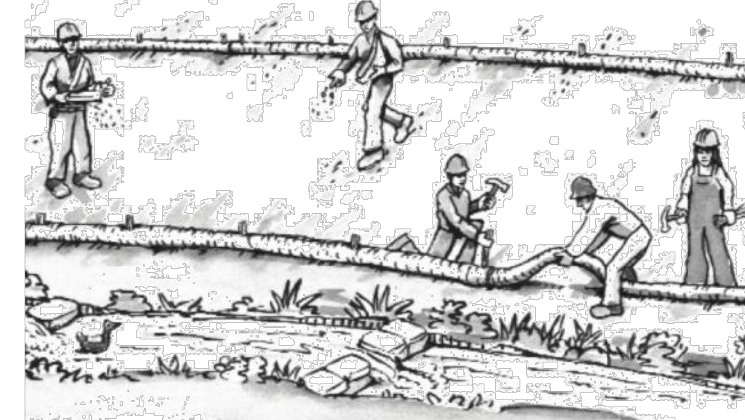
Maintenance and Parking

- Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
- Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan or drop cloths big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
- If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
- Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, or steam cleaning equipment.

Spill Prevention and Control

- Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
- Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- Clean up spills or leaks immediately and dispose of cleanup materials properly.
- Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

Earthmoving



- Schedule grading and excavation work during dry weather.
- Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as fiber rolls, silt fences, sediment basins, gravel bags, berms, etc.
- Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.

Contaminated Soils

- If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
 - Unusual soil conditions, discoloration, or odor.
 - Abandoned underground tanks.
 - Abandoned wells
 - Buried barrels, debris, or trash.

Paving/Asphalt Work



- Avoid paving and seal coating in wet weather or when rain is forecast, to prevent materials that have not cured from contacting stormwater runoff.
- Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- Do not use water to wash down fresh asphalt concrete pavement.

Sawcutting & Asphalt/Concrete Removal

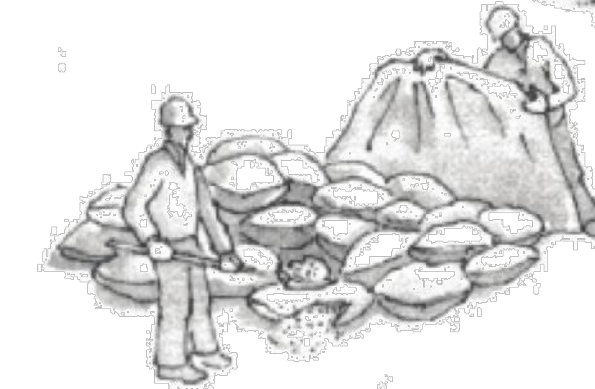
- Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- If sawcut slurry enters a catch basin, clean it up immediately.

Concrete, Grout & Mortar Application



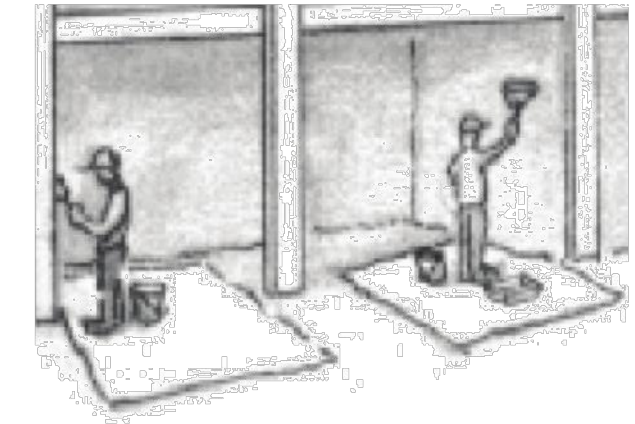
- Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and vacuum gutters, hose washwater onto dirt areas, or drain onto a bermed surface to be pumped and disposed of properly.

Landscaping



- Protect stockpiled landscaping materials from wind and rain by storing them under tarps all year-round.
- Stack bagged material on pallets and under cover.
- Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

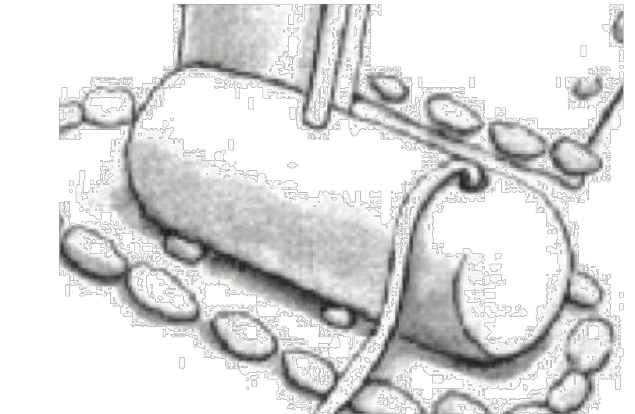
Painting & Paint Removal



Painting Cleanup and Removal

- Never clean brushes or rinse paint containers into a street, gutter, storm drain, or stream.
- For water-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids as hazardous waste.
- Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
- Chemical paint stripping residue and chips and dust from marine paints or paints containing lead, mercury, or tributyltin must be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.

Dewatering



- Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible send dewatering discharge to landscaped area or sanitary sewer. If discharging to the sanitary sewer call your local wastewater treatment plant.
- Divert run-on water from offsite away from all disturbed areas.
- When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- In areas of known or suspected contamination, call your local agency to determine whether the groundwater must be tested. Pumped groundwater may need to be collected and hauled off-site for treatment and proper disposal.

Storm drain polluters may be liable for fines of up to \$10,000 per day!

DESIGNED BY: TC	NO.	DATE
DRAWN BY: TC	NO.	DATE
APPROVED BY: -	NO.	DATE
REVISIONS	NO.	DATE
PREPARED BY: CSG Consultants, Inc.	TOWN OF COLMA 1198 EL CAMINO REAL COLMA, CA. 94014	
CONSTRUCTION BMP	STERLING PARK PLAYGROUND EXPANSION CALIFORNIA	
SHEET 5	TOWN OF COLMA	
DATE: 01/10/18	JOB#: 17.XXX	





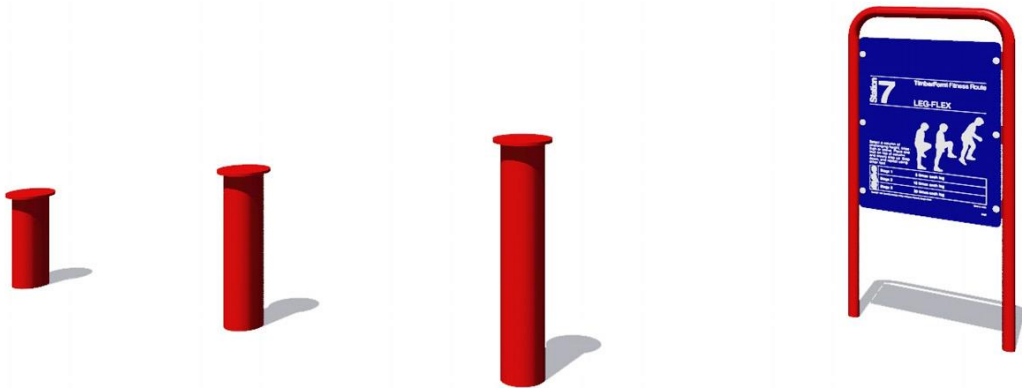
Fitness Station Renderings



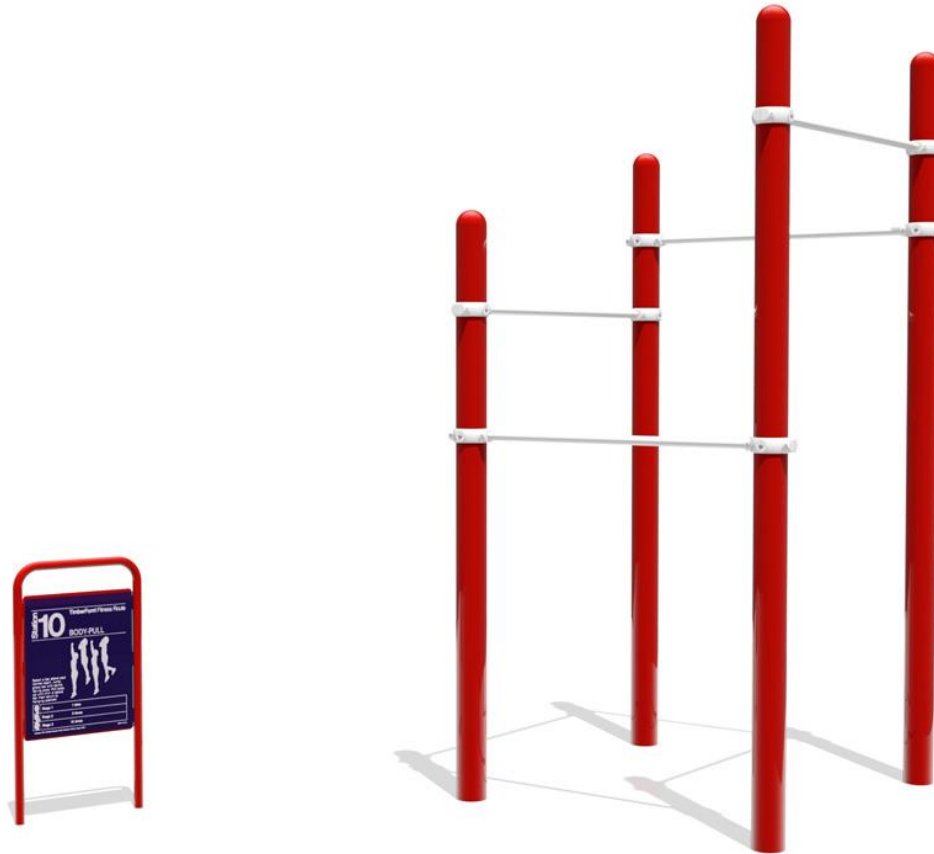
Proposed
Fitness Station
Locations

Proposed
Playground
Improvements

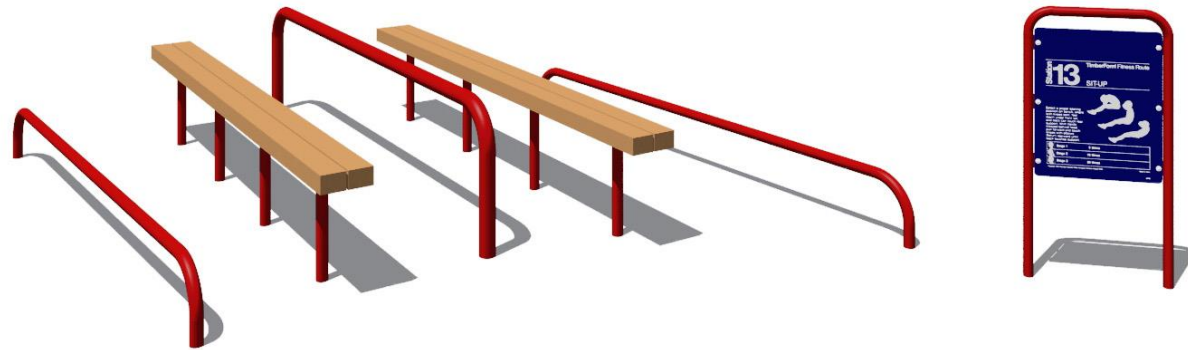
Option A – Leg Flex



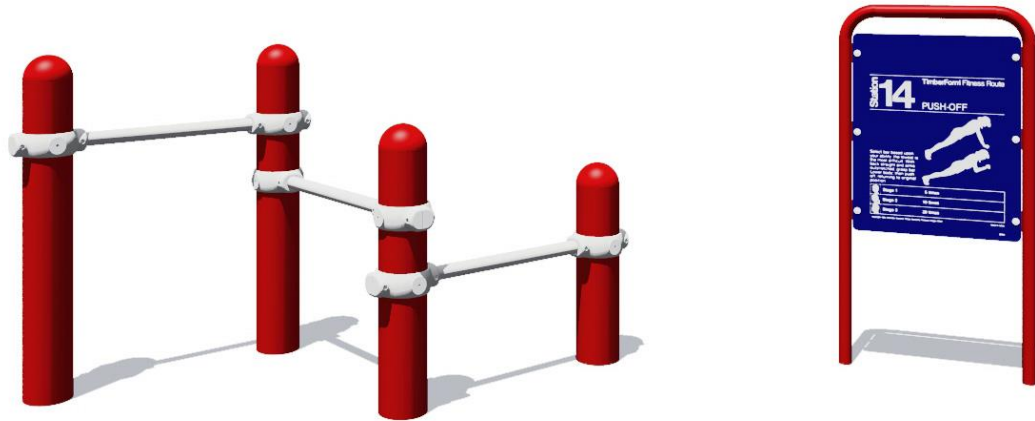
Option B – Body Pull



Option C – Sit Up



Option D – Push-Off



Option E – Leg-Over

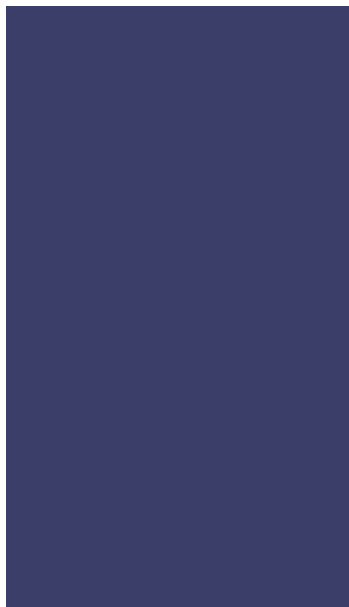
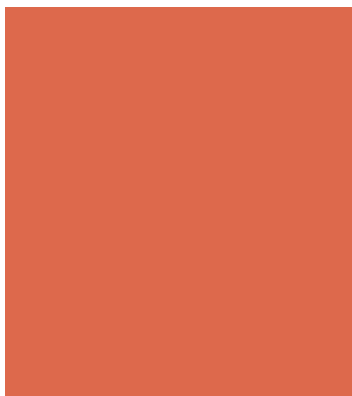


Option F – Arm Walk





Playground Renderings



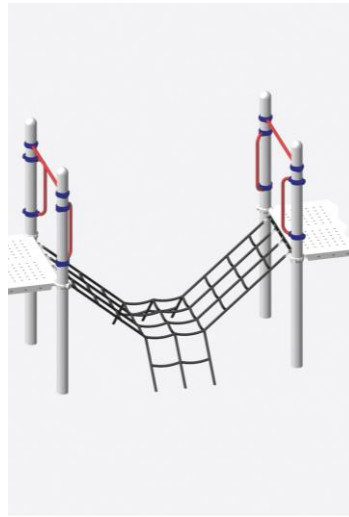
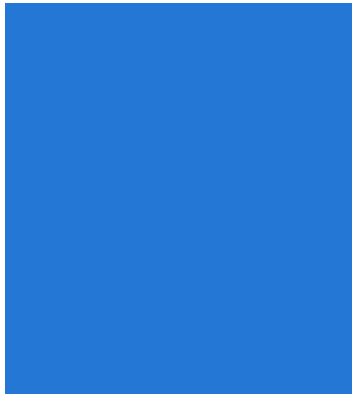
Option A Bridge

Option A – Bridge



Option A – Bridge





Option B Chain Climber



Option B – Chain Climber



Option B – Chain Climber



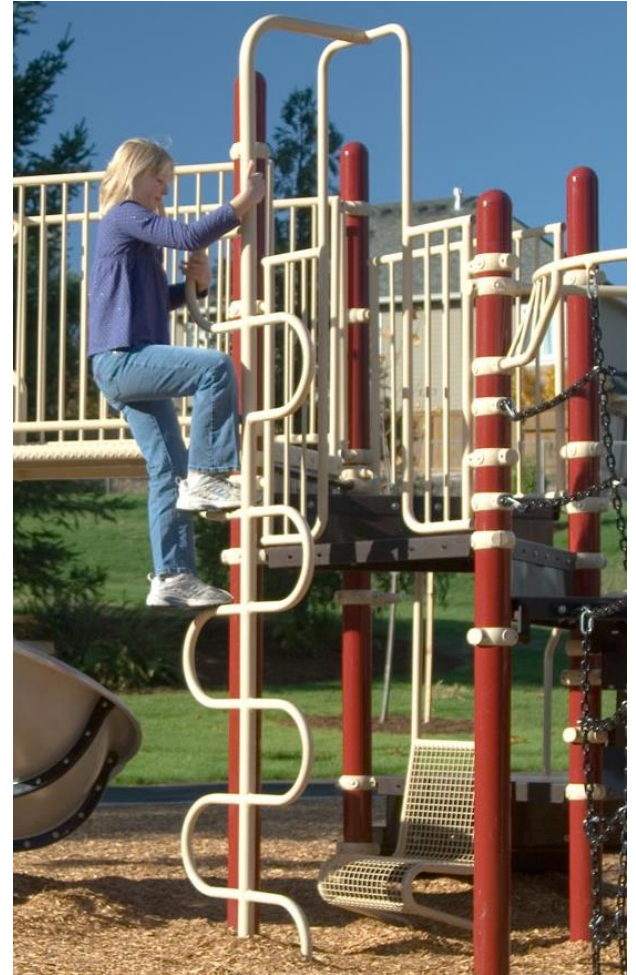
Playground Features



1



2



3



4



5



6



7



8



9



0





STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Cynthia Morquecho, Recreation Manager

VIA: Brian Dossey, City Manager

MEETING DATE: January 24, 2018

SUBJECT: 2018 Adult Holiday Event

STAFF RECOMMENDATION

MOTION DIRECTING CITY MANAGER TO PLAN AND COORDINATE AN ADULT HOLIDAY EVENT AT THE SOUTH SAN FRANCISCO CONFERENCE CENTER ON DECEMBER 8, 2018; TO DETERMINE THE GUEST LIST FOR THE ADULT HOLIDAY EVENT; TO SET THE PARTICIPATION FEE FOR THE ADULT HOLIDAY EVENT AT \$15 FOR ADULTS AND \$10 FOR SENIORS AND DISABLED; AND TO PLAN AND COORDINATE THE ANNUAL TOWN PICNIC FOR SEPTEMBER 8, 2018.

EXECUTIVE SUMMARY

In December 2017 the Recreation Services Department planned and coordinated the Adult Holiday Event for the third time since 2008. Due to participation and resident feedback, staff recommends that the City Council adopt a motion directing the City Manager to host the Adult Holiday Event in 2018.

Staff is recommending the event be held at the South San Francisco Conference Center, and has December 8, 2018 on temporary hold pending City Council direction.

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

Also, based on participation and resident feedback, staff is recommending the City Council direct the City Manager to plan and coordinate the annual Town Picnic. The picnic has been the Town's signature community event for the past several years.

FISCAL IMPACT

Staff estimates a Holiday Event at the South San Francisco Conference Center for adults and seniors to cost \$34,440.

Staff estimates the Town Picnic at the Sterling Park Recreation Center to cost \$18,000.

By hosting both events in Fiscal Year 2018-19, staff estimates an increase of approximately \$3,524 to the Recreation expenditures budget. Staff is increasing each program in anticipation of higher costs from vendors in 2018 and additions to entertainment during the Adult Holiday Event.

BACKGROUND

Due to the recession, the Adult Holiday Event was cancelled from 2009 – 2014. In 2015, 2016 and 2017, City Council directed the City Manager to host the Adult Holiday Event at the South San Francisco Conference Center.

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

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

Based on the research that was conducted in 2017, and resident feedback, staff recommends the South San Francisco Conference Center host the 2018 Adult Holiday Event.

2017 Adult Holiday Event Re-cap

The 2017 Adult Holiday Event was very successful. Approximately 222 residents and staff participated, and staff received many positive comments. Participants enjoyed hand passed appetizers, buffet dinner, complimentary wine, photo booth, DJ dancing and a quiet lounge area with hot chocolate and cookies. The total cost for the Adult Holiday Event was \$31,724; \$2,524 over budget. The reason for the costs being over budget is due to unanticipated increased conference center costs.

ANALYSIS

Adult Holiday Event

South San Francisco Conference Center

Based on the reasons stated in the background section of this report, its availability and willingness to work with the Town, staff is recommending the South San Francisco Conference Center as the venue for the 2018 Adult Holiday Event. Staff met with the Catering Manager at the Conference Center, and has Meeting rooms A-E (same rooms as 2016 & 2017) and the Baden Room (Lounge) on temporary hold pending City Council direction.

The Conference Center is also prepared to offer the same (or similar) menu for a slightly higher fee from 2017; costs are estimated to go up in 2018.

Staff estimates the cost of the event at the Conference Center to be \$34,440 with 250 participants. This is an increase of \$2,716 from the 2017 Adult Holiday Event. Based on 250 participants, the per person charge will be \$139.00.

Based on the success of summer concerts and positive feedback from residents, staff proposes adding a live band as entertainment. Removing the Prime Rib station to reduce the food & beverage cost will subsequently help to offset the overall cost, and provide the amount needed to hire a live band in replacement of DJ.

<u>Item</u>	<u>2017 Actual Cost</u>	<u>2018 Proposed Cost</u>
Marketing Materials (flyers, invites, postage, etc.)	\$445.26	\$600
Food & Beverage (appetizers, buffet dinner, desserts, cash bar and SSF Conference Center charges)	\$27,439	\$25,940
Decorations (centerpieces and pop up lighted displays)	\$800	\$800
Entertainment (DJ)	\$1,000	\$5,000
Transportation	\$2,040	\$2,100
TOTAL	\$31,724	\$34,440

Historically, the adult holiday event has been made available to Colma residents, Town staff, Colma Fire Protection District members and contract staff (i.e. CSG, BB&K, and recreation instructors). Are there any other invitees that should be considered? Based on the 250-person established guest list, staff can accommodate additional guests. If there are other invitees that are considered, costs may also increase.

Under the Recreation Services Department fee structure, the cost of this program would be \$80 (60 percent of cost) for adults and \$40 (30 percent of cost) for seniors and disabled. This is because the event is open to adults and seniors only and is not being held at a Town facility. Based on the cost to the resident, staff has concerns over meeting minimum registration requirements.

Staff recommends the City Council temporarily amend the fee structure for the Adult Holiday Event making it more affordable for the residents to participate. There is a provision in the Administration Code (section 2.01.085) that allows for temporary guidelines. Staff recommends the participation fee to be \$15 for adults and \$10 for seniors making it affordable for maximum participation.

Town Picnic

Over the past several years the Town Picnic has been the Town's signature community event, and at one point there was discussion of alternating the picnic with the Adult Holiday Event; however, there was concern over the picnic losing its appeal if it was alternated from year to year. Therefore in 2016 and 2017 staff was able to downsize the picnic, and reduce the cost to \$16,000 in 2016 and \$17,000 in 2017. Since the introduction of the adult holiday event, staff has downsized and successfully hosted the annual Town of Colma picnic event.

Staff estimates the Town Picnic at the Sterling Park Recreation Center can be coordinated again in 2018 at a cost of \$18,000. The increase is to make way for anticipated increased vendor costs.

Council Adopted Values

Per policy, the Recreation Services Department activities are planned and coordinated so all programs are offered to the community equitably. Due to the recent recession, the Adult Holiday Event was canceled for several years creating an imbalance to programs offered to the community. By approving the recommendation to host an Adult Holiday Event and Town Picnic in 2018, the City Council would be making the *responsible* decision, once again offering programs equitably to all populations.

Sustainability Impact

Staff coordinates and implements program and activities which are in alignment with the Town's Climate Action Plan and Sustainability Policy. For example, all invitations and flyers are printed on recycled paper products, and staff will reuse holiday decorations that were purchased in 2015. Also, when food and beverages are provided, staff uses recyclable products to serve the food.

Alternatives

1. Do not increase the budget, and continue to host Annual events at current budget.
2. Do not host an Adult Holiday Event and instead Host the Annual Town Picnic in 2017.

SUMMARY

Based on participation and feedback staff is recommending City Council direct the City Manager to coordinate an Adult Holiday Event and Town Picnic in 2018, and to firm up the December 8, 2018 reservation at the South San Francisco Conference Center for the Adult Holiday Event.

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