



**AGENDA
REGULAR MEETING**

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

**Wednesday, March 14, 2018
7:00 PM**

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the February 28, 2018 Regular Meeting.
2. Motion to Approve Report of Checks Paid for February 2018.
3. Motion to Adopt a Resolution Awarding a Construction Contract to and Directing the City Manager to Execute the Construction Contract with VAS Security Systems, Inc. for the Access Control Project (CIP 983).
4. Motion Accepting the 2017 Annual Report on the Implementation of the General Plan, Including the Housing Element.
5. Motion to Adopt a Resolution Supporting the Reducing Crime and Keeping California Safe Act of 2018.

NEW BUSINESS

6. MIDYEAR BUDGET REVIEW

Consider: Motion to Adopt a Resolution Amending Budget Appropriations for Fiscal Year 2017-18.

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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**MINUTES
REGULAR MEETING**

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

Wednesday, February 28, 2018

7:00 p.m.

CALL TO ORDER

Mayor Raquel Gonzalez called the Regular Meeting of the City Council to order at 7:04 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, Chief of Police Kirk Stratton, Recreation Manager Cynthia Morquecho, Director of Public Works Brad Donohue, City Planner Michael Laughlin and Administrative Technician Darcy De Leon were in attendance.

REPORT FROM CLOSED SESSION

Mayor Gonzalez stated, “No action was taken at tonight’s closed session meeting.”

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 Fisicaro moved to adopt the agenda; 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 | | | |

PRESENTATION

Recreation Manager Cynthia Morquecho introduced new Recreation Coordinator Angelika Abellana.

PUBLIC COMMENTS

Mayor Gonzalez opened the public comment period at 7:10 p.m. Marguerite Machen, Commission on the Status of Women for San Mateo County presented an upcoming event: Women’s Leadership Conference & Women’s Hall of Fame on March 24, 2018. The Mayor closed the public comment period at 7:13 p.m.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the February 14, 2018 Regular Meeting.

Action: Vice Mayor del Rosario moved to approve the Consent Calendar item #1; the motion was seconded by Council Member Fiscaro 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 Fiscaro | ✓ | | | | |
| | 5 | 0 | | | |

NEW BUSINESS

2. **ACCEPT AUDITOR REPORTS FOR FY 2016-17**

City Manager Brian Dossey presented the staff report along with Auditor Michael O'Connor from R.J. Ricciardi. Mayor Gonzalez opened the public comment period at 7:24 p.m. and seeing no one come forward to speak, she closed the public comment. Council discussion followed.

Action: Council Member Fiscaro moved to Adopt a Resolution Accepting Auditor's Reports and Financial Statements for the Fiscal Year Ending June 30, 2017; 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 Fiscaro | ✓ | | | | |
| | 5 | 0 | | | |

3. **ADDITIONS AND AMENDMENTS TO THE COLMA PARKING CODE**

Director of Public Works Brad Donohue presented staff report. Mayor Gonzalez opened the public comment period at 7:36 p.m. Lety, Crystal and Alex Gomez made comments. The Mayor closed the public comment period at 8:08 p.m. Council discussion followed. Council requested Article 5 be eliminated from the resolution.

Action: Council Member Fiscaro moved to Adopt a Resolution Amending the Colma Parking Code Relating to the Stopping, Standing or Parking of Vehicles in Various Locations within the Town of Colma, with requested changes; the motion was seconded by Council Member Goodwin and carried by the following vote:

| Name | Voting | | Present, Not Voting | | Absent |
|------------------------|--------|----|---------------------|-------------------|--------|
| | Aye | No | Abstain | Not Participating | |
| Raquel Gonzalez, Mayor | ✓ | | | | |
| Joanne F. del Rosario | ✓ | | | | |

| | | | | | |
|--------------------|---|---|--|--|--|
| John Irish Goodwin | ✓ | | | | |
| Diana Colvin | ✓ | | | | |
| Helen Fiscaro | ✓ | | | | |
| | 5 | 0 | | | |

4. **TRANSIENT OCCUPANCY TAX (TOT) BALLOT MEASURE**

City Planner Michael Laughlin presented the staff report. Mayor Gonzalez opened the public comment period at 8:32 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 Adopt a Resolution Calling for the Placement of a General Tax Measure to be Held at the November 6, 2018 General Municipal Election for the Submission to the Qualified Voters of a Proposed Ordinance Enacting a **Twelve** Percent (**12%**) Transient Occupancy Tax on Hotel Occupancies within the Town of Colma Until Ended by Voters, and Directing the City Attorney to Prepare an Impartial Analysis; the motion was seconded by Council Member Fiscaro 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 Fiscaro | ✓ | | | | |
| | 5 | 0 | | | |

Action: Council Member Fiscaro moved to Adopt a Resolution Requesting the Board of Supervisors of San Mateo County to Consolidate a General Municipal Election to be Held on November 6, 2018 with the Statewide General Election to be Held on the Same Date Pursuant to Section 10403 of the Elections Code; 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 Fiscaro | ✓ | | | | |
| | 5 | 0 | | | |

Action: Vice Mayor del Rosario moved to Adopt a Resolution Providing for the Filing of Primary and Rebuttal Arguments and Setting Rules for the Filing of Written Arguments Regarding a Town Measure to be Submitted to the Qualified Voters at the November 6, 2018 General Municipal Election; 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 Fiscaro | ✓ | | | | |
| | 5 | 0 | | | |

STUDY SESSION

5. TRANSIENT OCCUPANCY TAX (TOT) BALLOT MEASURE

City Planner Michael Laughlin presented the staff report. Mayor Gonzalez opened the public comment period at 8:56 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

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

COUNCIL CALENDARING

The next Regular City Council Meetings will be on Wednesday, March 14, 2018 at 7:00 p.m. and Wednesday, March 28, 2018 at 7:00 p.m.

REPORTS

Raquel Gonzalez

Chamber of Commerce Business Breakfast, 2/23/18

Council of Cities, hosted by San Mateo County, 2/23/18

Helen Fiscaro

Chamber of Commerce Business Breakfast, 2/23/18

City Manager Brian Dossey gave a report:

- Stop light working properly on El Camino Real at B Street.
- Installed larger "right turn only" sign on C Street
- AB 1234 training needs to be done by June. In-person and online options will be available.
- City Manager will be on-call for possible jury duty.
- Ed Harper service will be on March 1, 2018 at Cypress Cemetery.

ADJOURNMENT

Mayor Gonzalez adjourned the meeting at 9:16 p.m.

Respectfully submitted,

Darcy De Leon

apChkLst

01/31/2018 10:10:37AM

Final Check List
Town of Colma

Page: 1

Bank : first FIRST NATIONAL BANK OF DALY

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|--|----------|--------|-------------------------------------|----------|---------------------------|-------------------|-------------|
| 47314 | 2/2/2018 | 00068 | COLMA PEACE OFFICER'S 02022018 B | 2/2/2018 | COLMA PEACE OFFICERS: P/ | 690.83 | 690.83 |
| 47315 | 2/2/2018 | 01340 | NAVIA BENEFIT SOLUTIONS 02022018 B | 2/2/2018 | FLEX 125 PLAN: PAYMENT | 310.00 | 310.00 |
| 47316 | 2/2/2018 | 01375 | NATIONWIDE RETIREMENT S:02022018 B | 2/2/2018 | NATIONWIDE: PAYMENT | 6,650.00 | |
| | | | 02022018 M | 2/2/2018 | NATIONWIDE: PAYMENT | 1,200.00 | 7,850.00 |
| 47317 | 2/2/2018 | 02377 | CALIFORNIA STATE DISBURSI02022018 B | 2/2/2018 | WAGE GARNISHMENT: PAYM | 917.53 | 917.53 |
| 93650 | 2/2/2018 | 00282 | CALIFORNIA PUBLIC EMPLOY02022018 B | 2/2/2018 | FEBRUARY 2018 ACTIVE PRE | 57,344.85 | 57,344.85 |
| 93661 | 2/2/2018 | 00521 | UNITED STATES TREASURY 02022018 M | 2/2/2018 | FEDERAL TAX: PAYMENT | 916.80 | 916.80 |
| 93662 | 2/2/2018 | 01360 | VANTAGE TRANSFER AGENT;02022018 M | 2/2/2018 | ICMA CONTRIBUTION: PAYME | 463.86 | 463.86 |
| 93663 | 2/2/2018 | 00631 | P.E.R.S. 02022018 M | 2/2/2018 | PERS MISC NON-TAX: PAYME | 588.12 | 588.12 |
| 93665 | 2/2/2018 | 00130 | EMPLOYMENT DEVELOPMEN02022018 B | 2/2/2018 | CALIFORNIA STATE TAX: PAY | 9,926.48 | 9,926.48 |
| 93666 | 2/2/2018 | 00521 | UNITED STATES TREASURY 02022018 B | 2/2/2018 | FEDERAL TAX: PAYMENT | 47,233.88 | 47,233.88 |
| 93667 | 2/2/2018 | 00631 | P.E.R.S. 02022018 B | 2/2/2018 | PERS - BUYBACK: PAYMENT | 39,296.90 | 39,296.90 |
| 93668 | 2/2/2018 | 01360 | VANTAGE TRANSFER AGENT;02022018 B | 2/2/2018 | ICMA CONTRIBUTION: PAYME | 3,227.32 | 3,227.32 |
| o total for FIRST NATIONAL BANK OF DALY CITY: | | | | | | 168,766.57 | |

12 checks in this report.

Grand Total All Checks: 168,766.57

Bank : first FIRST NATIONAL BANK OF DALY

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|----------|--------|-----------------------------|------------|------------------------------|-------------|-------------|
| 47318 | 2/6/2018 | 00003 | 6846 | 1/16/2018 | FURNISH & INSTALL (1) CAT6 | 995.00 | 995.00 |
| 47319 | 2/6/2018 | 00020 | 118014208 | 1/22/2018 | DBL CAPACITY WATER FILTE | 103.32 | |
| | | | 118013420 | 1/17/2018 | Spring Water 5 Gal | 33.95 | 137.27 |
| 47320 | 2/6/2018 | 00057 | 8403505732 | 1/19/2018 | TVK COVERALL, ATTACHED I | 163.13 | 163.13 |
| 47321 | 2/6/2018 | 00060 | CITY OF SOUTH SAN FRANCISCO | 1/26/2018 | NEW SEWER CONNECTION | 132,135.55 | 132,135.55 |
| 47322 | 2/6/2018 | 00071 | 11/25/17 - 12/29/17 | 1/23/2018 | CSG | 128,396.62 | 128,396.62 |
| 47323 | 2/6/2018 | 00222 | 179073 | 1/31/2018 | 2018 Membership Dues | 1,088.00 | 1,088.00 |
| 47324 | 2/6/2018 | 00254 | METRO MOBILE COMMUNICA | 2/1/2018 | MAINTENANCE CONTRACT | 602.00 | 602.00 |
| 47325 | 2/6/2018 | 00307 | PACIFIC GAS & ELECTRIC | 1/23/2018 | PG&E | 2,216.42 | |
| | | | 01/29/2018 | 1/29/2018 | PG&E | 174.96 | 2,391.38 |
| 47326 | 2/6/2018 | 00334 | S.B.R.P.S.T.C. | 1/14/2017 | MAY 29-JUNE 1, 2018 FIREAR | 345.00 | 690.00 |
| | | | 110602 | 1/14/2017 | MAY 29-JUNE 1, 2018 FIREAR | 345.00 | |
| | | | 110614 | 1/14/2017 | MAY 29-JUNE 1, 2018 FIREAR | 345.00 | 690.00 |
| 47327 | 2/6/2018 | 00411 | TURBO DATA SYSTEMS | 12/31/2017 | CITATION PROCESSING | 310.10 | 310.10 |
| 47328 | 2/6/2018 | 00433 | GRAINGER INC | 2/2/2018 | RUBBER ENTRANCE MAT, BL | 431.22 | 431.22 |
| 47329 | 2/6/2018 | 00573 | SMC ENVIRONMENTAL HEAL | 2/1/2018 | 601 F ST. PR0042540 2225 GE | 242.00 | 242.00 |
| 47330 | 2/6/2018 | 00609 | SMC DISTRICT ATTORNEY | 1/31/2018 | 01.26.18 R. GONZALEZ COUN | 50.00 | 50.00 |
| 47331 | 2/6/2018 | 00623 | ARAMARK | 1/31/2018 | UNIFORM SERVICE | 515.00 | 515.00 |
| 47332 | 2/6/2018 | 01030 | STEPFORD, INC. | 1/16/2018 | MONTHLY SERVICE CONTRA | 5,622.00 | |
| | | | 1801076 | 1/19/2018 | DEC 2017 HOURS-IN EXCESS | 3,410.00 | |
| | | | 1801032 | 1/16/2018 | HP 800EO G3 AIO 17/3.6 8GB | 1,686.02 | |
| | | | 1801020 | 8/31/2017 | IPD CASE W/KEYBOARD PW | 163.17 | 10,881.19 |
| | | | 1701911 | 1/26/2018 | 8155 20 022 0094769 TOWN C | 13,510.48 | |
| 47333 | 2/6/2018 | 01037 | COMCAST CABLE | 1/27/2018 | 8155 20 022 0097069 INTERNI | 291.16 | |
| | | | Feb 2018 | 1/20/2018 | 8155 20 022 0097051 Internet | 286.16 | |
| | | | 02/02/18-03/01/18 | 1/20/2018 | 8155 20 022 0097028 427 F ST | 286.16 | 14,373.96 |
| | | | 01/25-02/24 | 1/31/2018 | SECTION 125 PARTICIPANT & | 675.00 | 675.00 |
| 47334 | 2/6/2018 | 01340 | NAVIA BENEFIT SOLUTIONS | 1/15/2018 | CELL PHONE SERVICE | 1,277.60 | 1,277.60 |
| 47335 | 2/6/2018 | 01370 | VERIZON WIRELESS SERVICE | 1/25/2018 | CALOPPS JOB POSTING CON | 250.00 | 250.00 |
| 47336 | 2/6/2018 | 01557 | CITY OF FOSTER CITY | 1/31/2018 | AUDIT SERVICES | 6,817.50 | 6,817.50 |
| 47337 | 2/6/2018 | 01629 | R. J. RICCIARDI INC., CPAS | 1/29/2018 | 01.29.18 DEPOSIT REFUND | 50.00 | 50.00 |
| 47338 | 2/6/2018 | 01645 | SOLORZANO, JULIO | 12/31/2017 | 12/07/17-06/06/18 FENCE REN | 3,034.13 | |
| 47339 | 2/6/2018 | 01687 | UNITED SITE SERVICES OF | 1/29/2018 | STANDARD AND REGULAR SI | 149.37 | 3,183.50 |
| | | | 114-6314715 | 1/25/2018 | GATE SERVICE: WIRES CHEC | 345.00 | 345.00 |
| 47340 | 2/6/2018 | 01745 | WILLIAM D. WHITE CO., INC. | 1/18/2018 | 3 FUSIBLE LINK HEAT DETEC | 392.25 | 392.25 |
| 47341 | 2/6/2018 | 02042 | CINTAS FIRE 636525 | | | | |

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|----------|--------|--|------------|-----------------------------|-------------|-------------|
| 47342 | 2/6/2018 | 02144 | DOMINIC A. DE LUCCA DBA DJan 2018 Tae Kw | 2/2/2018 | TAE KWON DO | 1,000.00 | 1,000.00 |
| 47343 | 2/6/2018 | 02179 | HUB INTERNATIONAL OF CA Jan 2018 | 1/31/2018 | INSURANCE EVENTS | 516.28 | 516.28 |
| 47344 | 2/6/2018 | 02274 | FRANK AND GROSSMAN LAN/40447541 | 1/24/2018 | INSTALL (20) 5 GALLON SHR | 2,749.90 | |
| | | | 40447539 | 1/19/2018 | INVESTIGATE SMALL LEAK AI | 602.98 | 3,352.88 |
| 47345 | 2/6/2018 | 02398 | ADVANCED BUSINESS FORM:30414 | 1/29/2018 | 1,000 4-PT. PARKING CITATIO | 326.74 | 326.74 |
| 47346 | 2/6/2018 | 02575 | LINARES, VICTORIA | 1/30/2018 | 01.30.18 FAMILY ROYAL BALL | 10.00 | |
| | | | 2001062.003 | 1/30/2018 | 01.30.18 FAMILY ROYAL BALL | 5.00 | 15.00 |
| 47347 | 2/6/2018 | 02743 | UTILITY TELEPHONE, INC | 2/1/2018 | INTERNET ACCESS 128070 | 717.99 | 717.99 |
| 47348 | 2/6/2018 | 02773 | GRAPHICS ON THE EDGE | 1/22/2018 | SUV #6 METALLIC SILVER GR | 1,115.63 | 1,115.63 |
| 47349 | 2/6/2018 | 02787 | AECO SYSTEMS, INC. | 1/29/2018 | FIRE ALARM SERVICE: ZONE | 195.00 | 195.00 |
| 47350 | 2/6/2018 | 02793 | DITO'S MOTORS | 1/25/2018 | OIL & FILTER CHANGE | 51.50 | 51.50 |
| 47351 | 2/6/2018 | 02799 | WAVE | 1/23/2018 | RIMS INTERNET W/SSF | 400.00 | 400.00 |
| 47352 | 2/6/2018 | 02827 | CORODATA SHREDDING, INC.RS2945049 | 12/31/2017 | STORAGE, PICKUP/DELIVER | 144.34 | 144.34 |
| 47353 | 2/6/2018 | 02849 | U.S. BANK PARS ACCOUNT, 6 Feb 2018 OPEB | 2/1/2018 | OPEB CONTRIBUTION | 100,798.00 | 100,798.00 |
| 47354 | 2/6/2018 | 02949 | WELLS FARGO VENDOR FINA100031624 | 1/19/2018 | ADMIN COPY MACHINE | 1,446.19 | 1,446.19 |
| 47355 | 2/6/2018 | 02968 | CONCORD IRON WORKS, INC1641-13R | 10/17/2017 | RELEASE RETENTION PAYME | 56,434.19 | 56,434.19 |
| 47356 | 2/6/2018 | 02970 | PRODUCTIVE PRINTING & GR32483 | 1/26/2018 | BUSINESS CARDS 7 NAMES | 282.75 | 282.75 |
| 47357 | 2/6/2018 | 03015 | U.S. BANK CORPORATE PMT 01/22/18 Gogan | 1/22/2018 | CREDIT CARD PURCHASE | 2,587.08 | |
| | | | 01/22/18 Tapia | 1/22/2018 | CREDIT CARD PURCHASE | 2,534.81 | |
| | | | 01/22/18 Morque | 1/22/2018 | CREDIT CARD PURCHASE | 2,217.94 | |
| | | | 01/22/18 Gotelli | 1/22/2018 | CREDIT CARD PURCHASE | 1,322.82 | |
| | | | 01/22/18 Burns | 1/22/2018 | CREDIT CARD PURCHASE | 785.37 | |
| | | | 01/22/18 De Leo | 1/22/2018 | CREDIT CARD PURCHASE | 260.18 | |
| | | | 01/22/18 Pfofent | 1/22/2018 | CREDIT CARD PURCHASE | 239.70 | |
| | | | 01/22/18 Jordan | 1/22/2018 | CREDIT CARD PURCHASE | 28.26 | |
| | | | 01/22/28 Dossey | 1/22/2018 | CREDIT CARD PURCHASE | 15.00 | |
| | | | 01/22/18 Corley | 1/22/2018 | CREDIT CARD PURCHASE | 8.63 | |
| 47358 | 2/6/2018 | 03101 | PARADA, RENE | 1/29/2018 | 01.29.18 DEPOSIT REFUND | 300.00 | 9,999.79 |
| 47359 | 2/6/2018 | 03126 | HARPER, EARL | 1/29/2018 | 01.29.18 DEPOSIT REFUND | 300.00 | 300.00 |
| 47360 | 2/6/2018 | 03127 | SARMIENTO, RODULIO | 1/29/2018 | 01.29.18 DEPOSIT REFUND | 50.00 | 300.00 |
| | | | | | | | 50.00 |

b total for FIRST NATIONAL BANK OF DALY CITY: 483,839.55

43 checks in this report.

Grand Total All Checks: 483,839.55

Final Check List
Town of Colma

apChkLst
02/09/2018 9:29:06AM

Bank : first FIRST NATIONAL BANK OF DALY

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|-----------|--------|--|-----------|------------------------------|-------------|-------------|
| 47361 | 2/12/2018 | 00051 | CALIFORNIA WATER SERVICE01/26/18 | 1/26/2018 | WATER BILL | 4,030.32 | 4,030.32 |
| 47362 | 2/12/2018 | 00057 | CINTAS CORPORATION #2 Jan 2018 | 2/7/2018 | CLEANING SERVICE | 1,282.24 | 1,282.24 |
| 47363 | 2/12/2018 | 00057 | CINTAS CORPORATION #2 8403512415 | 1/26/2018 | PW GLOVES | 164.96 | 164.96 |
| 47364 | 2/12/2018 | 00174 | HOME DEPOT CREDIT SERVICEJan 2-26, 2018 | 1/30/2018 | JAN 2-26, 2018 PW PURCHAS | 2,436.29 | 2,436.29 |
| 47365 | 2/12/2018 | 00364 | SMC SHERIFF'S OFFICE CLO5344 | 1/31/2018 | LAB FEES | 310.00 | 310.00 |
| 47366 | 2/12/2018 | 00388 | SONITROL 1313292-IN | 2/1/2018 | 427 F ST. MONTHLY MONITO | 113.00 | 113.00 |
| 47367 | 2/12/2018 | 00500 | SMC CONTROLLERS OFFICE Jan 2018 | 2/7/2018 | ALLOCATION OF PARKING PE | 1,436.70 | 1,436.70 |
| 47368 | 2/12/2018 | 00685 | MERCADO, SONNY Jan 16-18, 2018 | 2/7/2018 | JAN 16-18, 2018 FTO UPDATE | 208.09 | 208.09 |
| 47369 | 2/12/2018 | 01184 | PENINSULA UNIFORMS & EQJan 2018 | 1/31/2018 | UNIFORM SHIRTS, PANTS, & | 373.79 | 373.79 |
| 47370 | 2/12/2018 | 01552 | FORTE PRESS CORPORATIOI54363 | 1/18/2018 | BUSINESS CARDS 2 SETS OF | 324.41 | 324.41 |
| 47371 | 2/12/2018 | 01673 | AD ART SIGN COMPANY 2093PL Refund I | 1/30/2018 | 2093PL REFUND DEPOSIT BA | 3,540.55 | 3,540.55 |
| 47372 | 2/12/2018 | 01995 | CELESTE, MIKE L. 18-0201 | 2/6/2018 | CARDROOM BACKGROUND | 990.00 | 990.00 |
| 47373 | 2/12/2018 | 02082 | VINCE'S OFFICE SUPPLY, INC,Jan 2018 #21105 | 1/31/2018 | OFFICE SUPPLIES | 824.77 | 824.77 |
| | | | Jan 2018 #21095 | 1/31/2018 | OFFICE SUPPLIES | 16.94 | 16.94 |
| 47374 | 2/12/2018 | 02128 | CALIFORNIA LAW ENFORCEM02/21/18 Leadin | 2/6/2018 | 02/21/18 LEADING MILENNIAL | 25.00 | 25.00 |
| 47375 | 2/12/2018 | 02132 | WOLLMAN, JASON Jan 30-Feb 2 SL | 2/8/2018 | JAN 30-FEB 2, 2018 SLI REIMI | 379.09 | 379.09 |
| 47376 | 2/12/2018 | 02182 | DALY CITY KUMON CENTER Jan 2018 | 2/6/2018 | TUTORING | 4,895.00 | 4,895.00 |
| 47377 | 2/12/2018 | 02190 | GOGAN, REA Feb 7-8, 2018 M | 2/9/2018 | FEB 7-8, 2018 MILEAGE REIM | 14.06 | 14.06 |
| 47378 | 2/12/2018 | 02274 | FRANK AND GROSSMAN LANI152537 | 2/1/2018 | LANDSCAPE MAINTENANCE | 10,608.00 | 10,608.00 |
| 47379 | 2/12/2018 | 02491 | DALY CITY YOUTH HEALTH.CIFY 2017/2018 G | 2/8/2018 | FY 2017/2018 COUNCIL AWAF | 6,000.00 | 6,000.00 |
| 47380 | 2/12/2018 | 02788 | LUNA-SEVILLA, MARGARET-R17 | 2/6/2018 | PALANGO/TONING CLASSES | 350.00 | 350.00 |
| 47381 | 2/12/2018 | 02846 | HUERTAS, DANIEL 2001066.003 | 2/5/2018 | 02.05.18 DEPOSIT REFUND | 50.00 | 50.00 |
| 47382 | 2/12/2018 | 02878 | MENDOZA, DANIEL Swat Equipment | 2/8/2018 | TACTICAL CAMS 2.0 ROLLING | 304.87 | 304.87 |
| 47383 | 2/12/2018 | 03061 | NORTH BAY PETROLEUM 1908066 | 1/31/2018 | PW GAS PURCHASES | 464.56 | 464.56 |
| 47384 | 2/12/2018 | 03110 | BHM CONSTRUCTION, INC. 4 | 1/31/2018 | TOWN HALL BUILDING INFILL | 728,837.59 | 728,837.59 |
| 47385 | 2/12/2018 | 03125 | REY-COLOMBO, INC. 388252 | 2/7/2018 | 02/07/18 INNER PERSPECTIV | 494.52 | 494.52 |

b total for FIRST NATIONAL BANK OF DALY CITY: 768,474.75

25 checks in this report.

Grand Total All Checks:

768,474.75

Bank : first FIRST NATIONAL BANK OF DALY

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---|-----------|--------|------------|-----------|---------------------------|-------------|-------------|
| 47386 | 2/16/2018 | 00047 | 02162018 B | 2/16/2018 | CLEA: PAYMENT | 294.00 | 294.00 |
| 47387 | 2/16/2018 | 00068 | 02162018 B | 2/16/2018 | COLMA PEACE OFFICERS: P/ | 690.83 | 690.83 |
| 47388 | 2/16/2018 | 01340 | 02162018 B | 2/16/2018 | FLEX 125 PLAN: PAYMENT | 310.00 | 310.00 |
| 47389 | 2/16/2018 | 01375 | 02162018 B | 2/16/2018 | NATIONWIDE: PAYMENT | 6,650.00 | 6,650.00 |
| 47390 | 2/16/2018 | 02224 | 02162018 B | 2/16/2018 | LIFE INSURANCE: PAYMENT | 436.50 | 436.50 |
| 47391 | 2/16/2018 | 02377 | 02162018 B | 2/16/2018 | WAGE GARNISHMENT: PAYM | 917.53 | 917.53 |
| 93670 | 2/16/2018 | 00130 | 02162018 B | 2/16/2018 | CALIFORNIA STATE TAX: PAY | 9,689.66 | 9,689.66 |
| 93671 | 2/16/2018 | 00521 | 02162018 B | 2/16/2018 | FEDERAL TAX: PAYMENT | 46,887.41 | 46,887.41 |
| 93672 | 2/16/2018 | 00631 | 02162018 B | 2/16/2018 | PERS - BUYBACK: PAYMENT | 39,566.53 | 39,566.53 |
| 93673 | 2/16/2018 | 01360 | 02162018 B | 2/16/2018 | ICMA CONTRIBUTION: PAYME | 3,232.38 | 3,232.38 |
| o total for FIRST NATIONAL BANK OF DALY CITY: | | | | | | | 108,674.84 |

10 checks in this report.

Grand Total All Checks:

108,674.84

Bank : first FIRST NATIONAL BANK OF DALY

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|-----------|--------|--|--------------------|-------------------------------|-------------|-------------|
| 47392 | 2/20/2018 | 00057 | CINTAS CORPORATION #2 | 1/31/2018 | RECREATION FIRST AID SUP | 94.46 | 94.46 |
| 47393 | 2/20/2018 | 00112 | DEPARTMENT OF JUSTICE | 2/5/2018 | PD ACCOUNT #140503 | 480.00 | 480.00 |
| 47394 | 2/20/2018 | 00307 | PACIFIC GAS & ELECTRIC | 2/7/2018 | PG&E | 5,591.19 | 5,591.19 |
| 47395 | 2/20/2018 | 00334 | S.B.R.P.S.T.C. | Feb 27-Mar 2, 2018 | FEB 27-MAR 2, 2018 RADAR & | 105.00 | 105.00 |
| 47396 | 2/20/2018 | 00412 | TELECOMMUNICATIONS ENG45268 | 2/10/2018 | Facilities Mgmt & Maintenance | 1,328.00 | 1,328.00 |
| 47397 | 2/20/2018 | 00414 | TERMINEX INTERNATIONAL L372455066 | 2/20/2018 | PEST CONTROL | 450.00 | 450.00 |
| | | | 17380706 | 2/20/2018 | TERMITE BAITING SERVICE F | 349.00 | 349.00 |
| | | | 372455067 | 2/20/2018 | 601 F St. | 63.00 | 63.00 |
| 47398 | 2/20/2018 | 00534 | SMC INFORMATION SERVICE:1YCL11801 | 2/12/2018 | MICRO CHANNEL & LINES | 782.50 | 782.50 |
| 47399 | 2/20/2018 | 01037 | COMCAST CABLE | 2/7/2018 | 8155 20 022 0096715 601 F ST | 106.16 | 106.16 |
| 47400 | 2/20/2018 | 01414 | VERANO HOMEOWNERS ASS3 | 3/1/2018 | VERANO OWNERS ASSOCIA | 320.00 | 320.00 |
| 47401 | 2/20/2018 | 01445 | VIZ, ZENAIDA | 2/13/2018 | 02.13.18 DEPOSIT REFUND | 50.00 | 50.00 |
| 47402 | 2/20/2018 | 01549 | BURNS, LORI | 2/13/2018 | FEB 6 & 8, 2018 MEAL, MILEA | 139.72 | 139.72 |
| 47403 | 2/20/2018 | 02118 | BAY AREA NEWS GROUP | 1/31/2018 | JAN 19-26, 2018 FF&E BID NC | 187.48 | 187.48 |
| 47404 | 2/20/2018 | 02216 | RAMOS OIL CO. INC. | 1/31/2018 | PD GASOLINE PURCHASES 2 | 1,627.89 | 1,627.89 |
| | | | | 1/20/2018 | PD GASOLINE PURCHASES 1 | 1,314.75 | 1,314.75 |
| | | | | 1/10/2018 | PD GASOLINE PURCHASES 1 | 1,249.89 | 1,249.89 |
| | | | | 1/10/2018 | RECREATION GASOLINE PUF | 60.90 | 60.90 |
| 47405 | 2/20/2018 | 02347 | ARDANAS, MYLENE CUYUGAI2001072.003 | 2/13/2018 | 02.13.18 DEPOSIT REFUND | 350.00 | 350.00 |
| | | | 2001073.003 | 2/13/2018 | 02.13.18 DEPOSIT REFUND | 300.00 | 300.00 |
| 47406 | 2/20/2018 | 02510 | REGIONAL GOVERNMENT SE7968 | 1/31/2018 | CONTRACT FINANCE SERVIC | 5,796.75 | 5,796.75 |
| 47407 | 2/20/2018 | 02566 | STARVISTA | 1/31/2018 | JAN - JUNE 2018 FIRST CHAN | 2,813.36 | 2,813.36 |
| 47408 | 2/20/2018 | 02612 | WBE NETWORK SYSTEMS, IN 180629 | 2/9/2018 | TROUBLESHOOT KEYPAD TH | 736.00 | 736.00 |
| 47409 | 2/20/2018 | 02730 | THE RATCLIFF ARCHITECTS 9105 | 12/4/2017 | COLMA TOWN HALL RENOVA | 11,843.00 | 11,843.00 |
| | | | 9231 | 2/13/2018 | COLMA TOWN HALL RENOVA | 560.00 | 560.00 |
| 47410 | 2/20/2018 | 02797 | XTELESIS CORPORATION | 1/31/2018 | K-1900-IP-EWP VIKING ELEC | 1,151.50 | 1,151.50 |
| 47411 | 2/20/2018 | 02803 | GYMDOC, INC. | 2/13/2018 | 02/12/18 SEMI ANNUAL PREVE | 120.00 | 120.00 |
| 47412 | 2/20/2018 | 02894 | ARC DOCUMENT SOLUTIONS1845465 | 1/20/2018 | ORDER PROCESSING, DIGIT/ | 139.31 | 139.31 |
| 47413 | 2/20/2018 | 02911 | STRATEGIC INSIGHTS, INC. 18Plan-It-009 | 1/9/2018 | LICENSE RENEWAL/UPGRAD | 747.25 | 747.25 |
| 47414 | 2/20/2018 | 03034 | FLEX ADVANTAGE | 2/15/2018 | HEALTH REIMBURSEMENT AI | 36,309.49 | 36,309.49 |
| 47415 | 2/20/2018 | 03034 | FLEX ADVANTAGE | 1/31/2018 | FLEX PROCESSING FEES | 160.00 | 160.00 |
| 47416 | 2/20/2018 | 03124 | KAZ & ASSOCIATES ENVIRON10062 | 2/6/2018 | JAN 4, 11, & 22, 2018 QSP SIT | 825.00 | 825.00 |
| 47417 | 2/20/2018 | 03128 | STATEWIDE TRAFFIC SAFETY05006759 | 1/29/2018 | BLINKERBEACON, AMBER FL | 2,008.09 | 2,008.09 |
| 47418 | 2/20/2018 | 03129 | TECHNISOIL GLOBAL INC 27905 | 2/8/2018 | 2 EA: TROWELPAVE ASPHAL | 225.30 | 225.30 |

b total for FIRST NATIONAL BANK OF DALY CITY: 78,384.99

27 checks in this report.

Grand Total All Checks:

78,384.99

Final Check List
Town of Colma

apChkLst
02/27/2018 11:07:25AM

Bank : first FIRST NATIONAL BANK OF DALY

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|-----------|--------|----------------------------|-----------------|------------------------------|-------------|-------------|
| 47419 | 2/27/2018 | 00004 | AT&T | 2/13/2018 | C3-A/B-12-10-TS-01 JAN 13-FI | 1,490.89 | 1,490.89 |
| 47420 | 2/27/2018 | 00020 | ASSOCIATED SERVICES INC | 2/1/2018 | 1199 EL CAMINO | 58.00 | |
| | | | 118020048 | 2/1/2018 | MTN H/C BWC | 9.00 | 67.00 |
| 47421 | 2/27/2018 | 00051 | CALIFORNIA WATER SERVICE | 2/12/2018 | 1727052702 JSB ACROSS FR | 106.83 | 106.83 |
| 47422 | 2/27/2018 | 00117 | DELTA DENTAL OF CALIFORN | 3/1/2018 | DENTAL INSURANCE | 12,797.60 | 12,797.60 |
| 47423 | 2/27/2018 | 00223 | LESTER'S FLOWER SHOP | 2/24/2018 | VASE OF SEASONAL FLOWEI | 49.60 | 49.60 |
| 47424 | 2/27/2018 | 00263 | MULIMBAYAN, LIVIEN | 2/20/2018 | 02.20.18 DEPOSIT REFUND | 300.00 | 300.00 |
| 47425 | 2/27/2018 | 00307 | PACIFIC GAS & ELECTRIC | 2/16/2018 | PG&E | 89.77 | 89.77 |
| 47426 | 2/27/2018 | 00334 | S.B.R.P.S.T.C. | May 21-28, 2018 | MAY 21-28, 2018 BASIC TRAF | 250.00 | 250.00 |
| 47427 | 2/27/2018 | 00432 | VISION SERVICE PLAN | 2/16/2018 | VISION SERVICE PLAN | 1,080.66 | 1,080.66 |
| 47428 | 2/27/2018 | 00659 | ADAMSON POLICE PRODUCT | 2/21/2018 | 7 ROME05 COMPACT RED DC | 986.77 | |
| | | | | 2/13/2018 | COLLAR, THROAT, STRUCTU | 745.28 | 2,413.04 |
| | | | | 2/21/2018 | 1 UNITED SHIELD SPEC OPS | 680.99 | 19.00 |
| 47429 | 2/27/2018 | 00775 | PANIAGUA, RUBY | 2/20/2018 | 02.20.18 FILOLI GARDEN & LI | 19.00 | 19.00 |
| 47430 | 2/27/2018 | 00830 | STAPLES ADVANTAGE | 2/20/2018 | 02.20.18 FILOLI GARDEN & LI | 713.12 | 713.12 |
| 47431 | 2/27/2018 | 01036 | MANAGED HEALTH NETWORK | 1/25/2018 | DVD-R & CD-R SPINDLE, 100 | 99.20 | 99.20 |
| 47432 | 2/27/2018 | 01037 | COMCAST CABLE | 3/1/2018 | EMPLOYEE ASSISTANCE PRG | 10.20 | 10.20 |
| 47433 | 2/27/2018 | 01076 | API CONSULTING | 2/17/2018 | 8155 20 022 0002770 1520 HIL | 4,980.00 | 4,980.00 |
| 47434 | 2/27/2018 | 01181 | STONE, SHIRLEY | 2/15/2018 | RECORDS MANAGEMENT | 19.00 | 19.00 |
| 47435 | 2/27/2018 | 01183 | BEST BEST & KRIEGER LLP | 2/20/2018 | 02.20.18 FILOLI GARDEN & LI | 18,026.27 | 21,547.67 |
| | | | | 2/12/2018 | CITY ATTORNEY SERVICES | 1,796.10 | |
| | | | | 2/12/2018 | CITY ATTORNEY THIRD PART | 1,725.30 | |
| 47436 | 2/27/2018 | 01201 | ZAPANTA, HEZEKIEL | 2/12/2018 | CITY ATTORNEY SPECIAL SE | 300.00 | 300.00 |
| 47437 | 2/27/2018 | 01307 | O'CONNOR, MAUREEN | 2/26/2018 | 02.26.18 DEPOSIT REFUND | 19.00 | 19.00 |
| 47438 | 2/27/2018 | 01367 | DUO DANCE ACADEMY | 2/20/2018 | 02.20.18 FILOLI GARDEN & LI | 705.00 | 705.00 |
| 47439 | 2/27/2018 | 01457 | BATERINA, BARBARA | 2/21/2018 | DANCE CLASSES | 22.50 | |
| | | | | 2/20/2018 | 02.20.18 FILOLI GARDEN & LI | 19.00 | 41.50 |
| 47440 | 2/27/2018 | 01565 | BAY CONTRACT MAINTENAN | 2/10/2018 | JANITORIAL SERVICES | 8,312.18 | |
| | | | | 2/9/2018 | PAPER SUPPLIES | 1,321.63 | 9,633.81 |
| 47441 | 2/27/2018 | 01745 | WILLIAM D. WHITE CO., INC. | 2/16/2018 | FIXED GATE OPERATOR FAU | 345.00 | 345.00 |
| 47442 | 2/27/2018 | 02224 | STANDARD INSURANCE COM | 2/12/2018 | LIFE INSURANCE | 231.00 | 231.00 |
| 47443 | 2/27/2018 | 02274 | FRANK AND GROSSMAN LANI | 2/19/2018 | REPLACE (1) 1 1/2" VALVE ON | 444.06 | |
| | | | | 2/19/2018 | REPLACE BROKEN LATERAL | 231.64 | 675.70 |

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|-----------|--------|--------------------------|---------------|-------------|----------------------------|-------------|
| 47444 | 2/27/2018 | 02285 | MIRA, DEBBIE | 2001079.003 | 2/20/2018 | 02.20.18 DEPOSIT REFUND | 300.00 |
| | | | | 2001077.003 | 2/20/2018 | 02.20.18 DEPOSIT REFUND | 275.00 |
| 47445 | 2/27/2018 | 02499 | GE CAPITAL INFORMATION | 100125763 | 2/7/2018 | PD COPY MACHINE RENTAL | 808.92 |
| | | | | 100119540 | 2/5/2018 | REC COPY MACHINE RENTAL | 601.18 |
| 47446 | 2/27/2018 | 02670 | RALPH ANDERSEN & ASSOCI | INV-1064 | 12/16/2017 | INSTALLMENT #3 & #4 CITY N | 11,750.00 |
| 47447 | 2/27/2018 | 02709 | GONZALEZ, CELESTE | 2001083.003 | 2/26/2018 | 02.26.18 DEPOSIT REFUND | 275.00 |
| 47448 | 2/27/2018 | 02730 | THE RATCLIFF ARCHITECTS | 9239 | 2/15/2018 | COLMA TOWN HALL RENOVA | 30,922.00 |
| 47449 | 2/27/2018 | 02793 | DITO'S MOTORS | 17525 | 2/22/2018 | OIL & FILTER CHANGE | 58.72 |
| 47450 | 2/27/2018 | 02827 | CORODATA SHREDDING, INC | RS2952742 | 1/31/2018 | STORAGE, PICKUP/DELIVER | 125.58 |
| 47451 | 2/27/2018 | 02827 | CORODATA SHREDDING, INC | DN1182168 | 1/31/2018 | SHREDDING SERVICE | 95.74 |
| 47452 | 2/27/2018 | 02864 | MOBILE MODULAR MANAGEM | 1560463 | 2/12/2018 | 24 X 60 HCD OFFICE RENTAL | 790.28 |
| | | | | 1555552 | 2/6/2018 | 8 X 20 OFFICE HCD, RAMP RI | 471.65 |
| 47453 | 2/27/2018 | 02886 | READY REFRESH BY NESTLE | 08B0034299321 | 2/2/2118 | BOTTLED WATER SERVICE | 17.90 |
| 47454 | 2/27/2018 | 02921 | DELA CRUZ, SHANNON | 2001081.003 | 2/20/2018 | 02.20.18 DEPOSIT REFUND | 50.00 |
| 47455 | 2/27/2018 | 02935 | EMCOR SERVICES-MESA | ENE001318378 | 2/5/2018 | REMOVE & REPLACE BLOWE | 3,603.00 |
| 47456 | 2/27/2018 | 02949 | WELLS FARGO VENDOR | FINA100170583 | 2/16/2018 | ADMIN COPY MACHINE | 1,362.61 |
| 47457 | 2/27/2018 | 02970 | PRODUCTIVE PRINTING & | GR32520 | 2/16/2018 | 500 BUSINESS CARDS EACH | 167.69 |
| 5205343 | 3/2/2018 | 00282 | CALIFORNIA PUBLIC EMPLOY | 1000000152053 | 2/14/2018 | MEDICAL INSURANCE | 4,585.80 |

total for FIRST NATIONAL BANK OF DALY CITY:

114,245.66

40 checks in this report.

Grand Total All Checks: 114,245.66





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Public Works Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: March 14, 2018
 SUBJECT: Notice of Award – Access Control Project

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION AWARDING A CONSTRUCTION CONTRACT TO AND DIRECTING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT WITH VAS SECURITY SYSTEMS, INC. FOR THE ACCESS CONTROL PROJECT (CIP 983).

EXECUTIVE SUMMARY

The proposed resolution will award the construction contract for the Access Control Project - CIP 983 ("Project") to VAS Security Systems, Inc. Upon review of all submitted bids, Staff has determined that VAS Security Systems, Inc has provided the lowest responsive bid for the Project rebid; sealed bids were publicly opened on March 7, 2018 at 10 a.m.

Staff recommends that the City Council award the Access Control construction contract; and direct the City Manager to execute the construction contract with VAS Security Systems, Inc.

FISCAL IMPACT

The Council approved budget for the Project is \$315,000.00; the lowest responsive bid amount of \$233,081.56 is WITHIN the appropriated budget amount stated. Staff recommends that a 10% Construction Contingency of \$23,308.16 be held by the Town to be used in the event of unforeseen condition and/or Town directed changes after contract award. Staff recommends City Council authorize the City Manager to approve use of the Construction Contingency.

BACKGROUND

At the Council Meeting held on December 13, 2017, the City Council directed Staff to proceed with bidding the Project. Project plans, specification and bid documents were posted on the Town Website, a local newspaper, and with multiple plan houses on December 15, 2017. A non-mandatory pre-bid conference was held on Thursday, January 4, 2018 at 10 a.m. A bid addendum was posted to the required agencies (with the exception of the Town's Website) on Wednesday, January 17, 2018. Five (5) sealed bids were publicly opened on Tuesday, January 23, 2018 at

2:00 p.m. A responsive bid was not determined per the initial bid opening, therefore, at the February 14, 2018 City Council Meeting, City Council approved Staff's recommendation to reject all bids and rebid the project.

Staff then proceeded in the re-bid process. Bid documents were made available per the Town's formal bidding process on February 15, 2018, and sealed bids were received on March 7, 2018 at 10 a.m.

ANALYSIS

The following bids were received for the Project:

| | |
|------------------------------|--------------|
| 1. VAS Security Systems, Inc | \$233,081.56 |
| 2. Johnson Controls | \$249,453.00 |
| 3. Kratos | \$304,781.84 |
| 4. Cal Coast Telecom | \$305,365.00 |
| 5. Siemens Industry | \$331,700.00 |
| 6. Structure Works | \$361,288.18 |

Staff reviewed all submitted bids and determined VAS Security Systems, Inc is the lowest responsible bidder submitting a responsive bid in the amount of \$233,081.56.

Staff analyzed each bid package thoroughly, reviewing bid items line by line to ensure completeness, accuracy and responsiveness to the bid documents. Staff also contacted references provided by bidders in an effort to ensure that the bidders are responsible and reliable.

Council Adopted Values

Approval of the proposed resolution is consistent with the City Council's value of **FAIRNESS**, treating all submitted bids in a fair and equitable manner.

Alternatives

The City Council could reject the recommended bid and direct staff to re-bid the Project. This is not recommended, rebidding the Project would delay the opening of the new Town Hall facility. The "head end" (Definition: equipment which receives communications signals for distribution to other locations) of the Access Control system will be installed in the new Town Hall facility. The Access Control System is not only critical to the opening of Town Hall, but the new Access Control System also operates the Colma Police Station. To have both facilities up and running in conjunction with each other, the system must be installed in accordance with the Town Hall Construction Schedule.

CONCLUSION

Staff recommends that Council adopt this resolution awarding a construction contract to and authorizing the City Manager to execute a Construction Contract with VAS Security Systems, Inc for the Project.

ATTACHMENTS

- A. Resolution
- B. VAS Bid Package (Lowest Responsive Bid)



**RESOLUTION NO. 2018-___
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AWARDING A CONSTRUCTION CONTRACT TO AND DIRECTING THE
CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT WITH VAS SECURITY
SYSTEMS, INC. FOR THE ACCESS CONTROL PROJECT (CIP 983)**

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

1. Background.

(a) The Town of Colma opened bids for the Access Control Project – CIP 983 (“Project”) on March 7, 2018.

(b) Town Staff determined that VAS Security Systems, Inc. is the lowest responsible bidder submitting a responsive bid in the amount of \$233,081.56.

2. Finding.

(a) The City Council finds that VAS Security Systems, Inc. is the lowest responsible bidder submitting a responsive bid.

3. Order

(a) Award of the construction contract for the Project in the amount of \$233,081.56 is hereby made to VAS Security Systems, Inc.

(c) The construction contract for the Project between the Town of Colma and VAS Security Systems, Inc., a copy of which is on file with the City Clerk, is approved by the City Council of the Town of Colma.

(d) The City Manager is authorized to execute said contract on behalf of the Town of Colma, with such minor technical amendments as may be deemed appropriate by the City Manager and the City Attorney.

(e) A Town controlled ten percent (10%) construction contingency in the amount of \$23,308.16 to be used in the event of unforeseen conditions and certain allowance items is established for the Project, and the City Manager is authorized to approve use of the construction contingency.

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Certification of Adoption

I certify that the foregoing Resolution No. 2018-__ was duly adopted at a regular meeting of said City Council held on March 14, 2018 by the following vote:

| Name | Counted toward Quorum | | | Not Counted toward Quorum | |
|--------------------------------|-----------------------|----|---------|---------------------------|--------|
| | Aye | No | Abstain | Present, Recused | Absent |
| Raquel Gonzalez, Mayor | | | | | |
| Joanne del Rosario, Vice Mayor | | | | | |
| Diana Colvin | | | | | |
| Helen Fisicaro | | | | | |
| John Irish Goodwin | | | | | |
| Voting Tally | 0 | 0 | | | |

Dated _____

Raquel Gonzalez, Mayor

Attest: _____
Caitlin Corley, City Clerk



VAS Security Systems, Inc. a division of Edgeworth Integration, LLC.
1257 Quarry Lane #125 Pleasanton, CA 94566
Project Managers: Brandon M. Haddad & Danny W. Haddad
P: 510-737-0464 P: 925-968-2639
E: DannyH@VasSecurity.com & BrandonH@VasSecurity.com

WWW.EDGEWORTHSECURITY.COM



TOWN OF COLMA
Town Hall
1198 El Camino Real
Colma, California 94014

Access Control Project



Table of Contents

| | |
|--------------------------------------|-------|
| Cover Letter | 3 |
| Bid Documents | 4-25 |
| Addendums..... | 26-30 |
| References..... | 31-35 |
| Executive Summary..... | 36 |
| Staff Qualifications..... | 37 |
| Resumes..... | 38-39 |
| Project Schedule..... | 40 |
| Project Description & Work Plan..... | 41-42 |
| Service/On-Going Support..... | 43 |
| Data Sheets/Specification | 44-57 |



Town of Colma,

We at VAS Security Systems, Inc. are proposing to furnish a complete turnkey Avigilon Video Surveillance, Access Control and Intrusion Detection System for the Town of Colma as per bid: ACCESS CONTROL – CIP 983. We have specked in the leading brand in Digital/IP Video security, Avigilon with seamless integration, reliability, expandability and more.

Every aspect of the equipment and implementation provided by VAS meets and exceeds the expectations of the Town of Colma, including a Three (3) year warranty on specked equipment. VAS Security Systems Inc. has been in business for 23 years and has a long history and experience with different Cities and Police Departments. VAS technicians and subs are certified and qualified to install the specked in equipment, Avigilon.

Attached is our relevant qualifications, experience, current clients, references and data sheets. We look forward to providing for your security needs.

Respectfully,

Brandon Haddad
Vice President, Sales & Operations
VAS Security Systems, Inc.
BrandonH@VasSecurity.com
650-787-4984
Respectfully,

Danny W. Haddad
Project Manager/Consultant
VAS Security Systems, Inc.
DannyH@VasSecurity.com
510-737-0464

BID FORMS

1.1 Bid.

Bids will be received at the Town of Colma Department of Public Works, 1190 El Camino Real, Colma, CA 94014, until **2:00pm, Thursday, March 1st, 2018.**

NAME OF BIDDER: Edgeworth Integration, LLC. (DBA VAS Security Systems)

To the Honorable City Council
of the Town of Colma
1198 El Camino Real
Colma, California 94014

The undersigned hereby declare that we have carefully examined the location of the proposed Work, and have read and examined the Contract Documents, including all plans, specifications, and all addenda, if any for the following Project:

Access Control Project – CIP 983

We hereby propose to furnish all labor, materials, equipment, tools, transportation, and services, and to discharge all duties and obligations necessary and required to perform and complete the Project, as described and in strict conformity with the Drawings, and these Specifications for TOTAL BID PRICE indicated herein.

The undersigned acknowledges receipt, understanding, and full consideration of the following items to the Contract Documents:

Addenda No. 1 (Feb 15th) & 2 (Feb 28th)

1. Attached is the required Bid Guarantee in the amount of not less than 10% of the Total Bid Price.
2. Attached is the completed Designation of Subcontractors form.
3. Attached is the fully executed Noncollusion Declaration form.
4. Attached is the completed Iran Contracting Act Certification form.
5. Attached is the completed Public Works Contractor Registration Certification form.
6. Attached is the completed Contractor's Certificate Regarding Workers' Compensation form.
7. Attached is the completed Bidder Information and Experience form.

A. BID SCHEDULE

| NO. | ITEM DESCRIPTION | UNIT OF MEASURE | EST. QTY. | UNIT PRICE | ITEM COST |
|------------|---|----------------------------|------------------|-------------------|------------------|
| 1. | Electronic Security Systems – Furnish & Install Complete | LS | 1 | | \$168,436.17 |
| 2. | OH&P – Contractor Overhead & Profit | Fee | - | | \$56,145.39 |
| 3. | Bonding | Fee | - | | \$8,500.00 |
| 4. | Insurance | Fee | - | \$0.00 | Included |
| 5. | Total Bid | Sub-Total (Items 1 – 4) | | | \$233,081.56 |

The costs for any Work shown or required in the Contract Documents, but not specifically identified as a line item are to be included in the related line items and no additional compensation shall be due to Contractor for the performance of the Work.

In case of discrepancy between the Unit Price and the Item Cost set forth for a unit basis item, the unit price shall prevail and shall be utilized as the basis for determining the lowest responsive, responsible Bidder. However, if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any cause, or is omitted, or is the same amount as the entry in the "Item Cost" column, then the amount set forth in the "Item Cost" column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the Unit Price.

For purposes of evaluating Bids, the Town will correct any apparent errors in the extension of unit prices and any apparent errors in the addition of lump sum and extended prices.

The estimated quantities for Unit Price items are for purposes of comparing Bids only and the Town makes no representation that the actual quantities of work performed will not vary from the estimates. Final payment shall be determined by the Engineer from measured quantities of work performed based upon the Unit Price.

B. TOTAL BID PRICE:

| | |
|--|---------------------------------|
| TOTAL BID PRICE BASED ON BID SCHEDULE TOTAL OF UNIT PRICES FOR Access Control Project – CIP 983 | |
| \$ <u>233,081.56</u> | Total Bid Price in Numbers |
| \$ <u>Two hundred thirty three thousand eighty one dollars & fifty six cents</u> | Total Bid Price in Written Form |
| In case of discrepancy between the written price and the numerical price, the written price shall prevail. | |

The undersigned agrees that this Bid Form constitutes a firm offer to the Town which cannot be withdrawn for the number of calendar days indicated in the Notice Inviting Bids from and after the Bid opening, or until a Contract for the Work is fully executed by the Town and a third party, whichever is earlier.

The successful bidder hereby agrees to sign the contract and furnish the necessary bonds and certificates of insurance within five (5) working days after the Town provides the successful bidder with the Notice of Award.

Upon receipt of the signed contract and other required documents, the contract will be executed by the Town, after which the Town will prepare a letter giving Contractor Notice to Proceed. The official starting date shall be the date of the Notice to Proceed, unless otherwise specified. The undersigned agrees to begin the Work within five (5) working days of the date of the Notice to Proceed, unless otherwise specified.

The undersigned has examined the location of the proposed work and is familiar with the Drawings and Specifications and the local conditions at the place where work is to be done.

If awarded the contract, the undersigned agrees that there shall be paid by the undersigned and by all subcontractors to all laborers, workers and mechanics employed in the execution of such contract no less than the prevailing wage rate within San Mateo County for each craft, classification, or type of worker needed to complete the Work contemplated by this contract as established by the Director of the Department of Industrial Relations. A copy of the prevailing rate of per diem wages are on file at the Town's Administration Office and shall be made available to interested parties upon request.

Enclosed find cash, bidder's bond, or cashier's or certified check No. Bid Bond from the Surety Company Bank in the amount of 10% of Bid, which is not less than ten percent (10%) of this bid, payable to Town of Colma as bid security and which is given as a guarantee that the undersigned will enter into a contract and provide the necessary bonds and certificates of insurance if awarded the Work.

The bidder furthermore agrees that in case of bidder's default in executing said contract and furnishing required bonds and certificates of insurance, the cash, bidder's bond, or cashier's or certified check accompanying this proposal and the money payable thereon shall become and shall remain the property of the Town of Colma.

Bidder is an individual _____, or corporation X , or partnership _____, organized under the laws of the State of California .

Bidder confirms license(s) required by California State Contractor's License Law for the performance of the subject project are in full effect and proper order. The following are the Bidder's applicable license number(s), with their expiration date(s) and class of license(s):

C7 & C10 # 1034768 expiration date: 01/31/2020

If the Bidder is a joint venture, each member of the joint venture must include the required licensing information.

Sureties that will furnish the Faithful Performance Bond and the Labor and Material Payment Bond, in the form specified herein, in an amount equal to one hundred percent (100%) of the contract price within ten (10) working days from the date the Town provides the successful bidder the Notice of Award. Sureties must meet all of the State of California bonding requirements, as defined in California Code of Civil Procedure Section 995.120 and must be authorized by the State of California.

The insurance company or companies to provide the insurance required in the contract documents must have a Financial Strength Rating of not less than "A-" and a Financial Size Category of not less than "Class VII" according to the latest Best Key Rating Guide. At the sole discretion of the Town, the Town may waive the Financial Strength Rating and the Financial Size Category classifications for Workers' Compensation insurance.

(signatures continued on next page)


I hereby certify under penalty of perjury under the laws of the State of California that all of the information submitted in connection with this Bid and all of the representations made herein are true and correct.

Executed at Pleasanton, CA, on this 5th day of March, 2018.

(Bidders Name – Print or Type)

Brandon Haddad- Vice President, Sales & Operations
(Name and Title)

(Corporate Seal)


(Signature)

Names of individual members of firm or names and titles of all officers of corporation and their addresses are listed below:

Name _____ Title _____

Complete Address _____

Phone _____ FAX _____

Name _____ Title _____

Complete Address _____

Phone _____ FAX _____

Name _____ Title _____

Complete Address _____

Phone _____ FAX _____

Name _____ Title _____

Complete Address _____

Phone _____ FAX _____

1.2 Bid Bond

[Note: Not required when other form of Bidder's Security, e.g. cash, certified check or cashier's check, accompanies bid.]

The makers of this bond are, VAS SECURITY SYSTEMS, INC., as Principal, and THE HANOVER INSURANCE COMPANY, as Surety and are held and firmly bound unto the Town of Colma, hereinafter called the Town, in the penal sum of TEN PERCENT (10%) OF THE TOTAL BID PRICE of the Principal submitted to TOWN for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying bid dated MARCH 1, 20 18, for Access Control Project – CIP 983.

If the Principal does not withdraw its Bid within the time specified in the Contract Documents; and if the Principal is awarded the Contract and provides all documents to the Town as required by the Contract Documents; then this obligation shall be null and void. Otherwise, this bond will remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents shall in affect its obligation under this bond, and Surety does hereby waive notice of any such changes.

In the event a lawsuit is brought upon this bond by the Town and judgment is recovered, the Surety shall pay all litigation expenses incurred by the Town in such suit, including reasonable attorneys' fees, court costs, expert witness fees and expenses.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this 16TH day of FEBRUARY, 20 18, the name and corporate seal of each corporation.

(Corporate Seal)

VAS SECURITY SYSTEMS, INC.

Contractor/ Principal

By 

Title Danny Haddad PM

THE HANOVER INSURANCE COMPANY

Surety

By 

Attorney-in-Fact

Title DENNIS LANGER, ATTORNEY-IN-FACT

(Corporate Seal)

(Attach Attorney-in-Fact Certificate)

Notary Acknowledgment

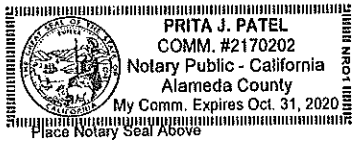
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
 COUNTY OF Alameda

On March 14th, 2018, before me, Pritha J Patel, Notary Public, Notary Public, personally appeared Danny Wasfi Haddad, who proved to me on the basis of satisfactory

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



WITNESS my hand and official seal.

[Signature]

 Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

- Individual
- Corporate Officer

_____ Title(s)

- Partner(s)
 - Limited
 - General
- Attorney-In-Fact
- Trustee(s)
- Guardian/Conservator
- Other:

Signer is representing:
 Name Of Person(s) Or Entity(ies)

DESCRIPTION OF ATTACHED DOCUMENT

Bid Bond

 Title or Type of Document

Packet

 Number of Pages

03/06/2018

 Date of Document

_____ Signer(s) Other Than Named Above

NOTE: This acknowledgment is to be completed for Contractor/Principal.

THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA

POWERS OF ATTORNEY
CERTIFIED COPY

KNOW ALL MEN BY THESE PRESENTS: That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, do hereby constitute and appoint

Timothy Noonan, Dennis Langer, Janina Monroe and/or Paul Boucher

of Los Angeles, CA and each is a true and lawful Attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, or, if the following line be filled in, only within the area therein designated any and all bonds, recognizances, undertakings, contracts of indemnity or other writings obligatory in the nature thereof, as follows:

Any such obligations in the United States, not to exceed Ten Million and No/100 (\$10,000,000) in any single instance

and said companies hereby ratify and confirm all and whatsoever said Attorney(s)-in-fact may lawfully do in the premises by virtue of these presents. These appointments are made under and by authority of the following Resolution passed by the Board of Directors of said Companies which resolutions are still in effect:

"RESOLVED, That the President or any Vice President, in conjunction with any Vice President, be and they are hereby authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as its acts, to execute and acknowledge for and on its behalf as Surety any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this 19th day of March 2012.



THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA


Robert Thomas, Vice President



Joe Brenstrom, Vice President

THE COMMONWEALTH OF MASSACHUSETTS)
COUNTY OF WORCESTER) ss.

On this 19th day of March 2012 before me came the above named Vice Presidents of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.



BARBARA A. GARLICK
Notary Public
Commonwealth of Massachusetts
My Commission Expires Sept. 21, 2018


Barbara A. Garlick, Notary Public
My Commission Expires September 21, 2018


I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America.

"RESOLVED, That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or any Vice President in conjunction with any Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 16TH day of FEBRUARY 2018.

THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA


Glenn Margosian, Vice President

1.3 List of Subcontractors

In compliance with the Subletting and Subcontracting Fair Practices Act Chapter 4 (commencing at Section 4100), Part 1, Division 2 of the Public Contract Code of the State of California and any amendments thereof, Bidder shall set forth below: (a) the name and the location of the place of business, (b) the California contractor license number, (c) the DIR public works contractor registration number, and (d) the portion of the work which will be done by each subcontractor who will perform work or labor or render service to the Bidder in or about the construction of the work or improvement to be performed under this Contract in an amount in excess of one-half of one percent (0.5%) of the Bidder's Total Bid Price. Notwithstanding the foregoing, if the work involves the construction of streets and highways, then the Bidder shall list each subcontractor who will perform work or labor or render service to the Bidder in or about the work in an amount in excess of one-half of one percent (0.5%) of the Bidder's Total Bid Price or \$10,000, whichever is greater. No additional time shall be granted to provide the below requested information.

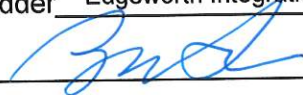
If a Bidder fails to specify a subcontractor or if a contractor specifies more than one subcontractor for the same portion of work, then the Bidder shall be deemed to have agreed that it is fully qualified to perform that portion of work and that it shall perform that portion itself.

| Work to be done by Subcontractor | Name of Subcontractor | Location of Business | CSLB Contractor License No. | DIR Registration Number | % of Work |
|---|------------------------------|-----------------------------|------------------------------------|--------------------------------|------------------|
| Cable Infrastructure, terminating and installtion of cameras, readers and panels. | R3J Networks | Gilroy, CA | C7- 843679 | 1000033753 | 35% |
| Bosch Alarm System | NETRONIX INTEGRATION | Martinez, CA | 901751 | 1000001140 | 15% |
| | | | | | |
| | | | | | |

| Work to be done by Subcontractor | Name of Subcontractor | Location of Business | CSLB Contractor License No. | DIR Registration Number | % of Work |
|----------------------------------|-----------------------|----------------------|-----------------------------|-------------------------|-----------|
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| | | | | | |
| | | | | | |

(Attach additional sheets if necessary)

Name of Bidder Edgeworth Integration, LLC. (DBA VAS Security Systems)

Signature 

Name and Title Brandon Haddad Vice President, Sales & Operations

Dated 03/05/2018

1.4 Bidder Information and Experience Form

ARTICLE 1. INFORMATION ABOUT BIDDER

(Indicate not applicable ("N/A") where appropriate.)

NOTE: Where Bidder is a joint venture, pages shall be duplicated and information provided for all parties to the joint venture.

1.0 Name of Bidder: Edgeworth Integration, LLC. (DBA VAS Security Systems)

2.0 Type, if Entity: LLC

3.0 Bidder Address: Branch: 1257 Quarry Ln. # 125 Pleasanton, CA 94566

Headquarters: 2360 Shasta Way, Unit F Simi Valley, CA 93065

805-915-0212 510-737-0464

Facsimile Number Telephone Number

Brandonh@VasSecurity.com & Dannyh@VasSecurity.com

Email Address

4.0 How many years has Bidder's organization been in business as a Contractor?
23 years

5.0 How many years has Bidder's organization been in business under its present name? 23 years

5.1 Under what other or former names has Bidder's organization operated? None

6.0 If Bidder's organization is a corporation, answer the following:

6.1 Date of Incorporation: _____

6.2 State of Incorporation: _____

6.3 President's Name: _____

6.4 Vice-President's Name(s): _____

6.5 Secretary's Name: _____

6.6 Treasurer's Name: _____

7.0 If an individual or a partnership, answer the following:

7.1 Date of Organization: _____

7.2 Name and address of all partners (state whether general or limited partnership):

N/A

8.0 If other than a corporation or partnership, describe organization and name principals:

N/A

9.0 List other states in which Bidder's organization is legally qualified to do business.

Pittsburgh

10.0 What type of work does the Bidder normally perform with its own forces?

Complete CCTV & or Access Control System including installing, programming, training, designing and consulting.

11.0 Has Bidder ever failed to complete any work awarded to it? If so, note when, where, and why:

NO

12.0 Within the last five years, has any officer or partner of Bidder's organization ever been an officer or partner of another organization when it failed to complete a contract? If so, attach a separate sheet of explanation:

NO

13.0 List Trade References:

Avigilon, Pelco, Axis, Anixter, ADI

Panasonic, Sony, Samsung, Quantum, Continental Access and many others.

14.0 List Bank References (Bank and Branch Address):

Bank of America

1307 E Los Angeles Ave

Simi Valley, CA 93065

15.0 Name of Bonding Company and Name and Address of Agent:

Lockton Insurance Brokers, LLC (The Hanover Insurance Company)

725 S Figueroa Street, 35th Fl

Los Angeles, CA 90017-5524

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

ARTICLE 3. LIST OF COMPLETED PROJECTS – LAST THREE YEARS

[**Duplicate Page if needed for listing additional completed projects.**]

Please include only those projects which are similar enough to demonstrate Bidder's ability to perform the required Work.

| Project | Description of Bidder's Work | Completion Date | Cost of Bidder's Work |
|----------------------|---|--------------------------------|-----------------------|
| Daly City PD | Video Security Upgrade | February 2016 (current client) | over \$160,000 |
| San Bruno PD | Video & Access Control Security Upgrade | May 2017 (current client) | over \$150,000 |
| City of Belmont PD | Department wide Video Security Upgrade | January 2018 (current client) | over \$180,000 |
| City of Palo Alto | Dept wide Video Security System Upgrade | January 2017 (current client) | over \$150,000 |
| Burlingame PD | Dept wide Video Security System Upgrade | June 2016 (current client) | over \$30,000 |
| South San Fran PD | Video & Access Control Security Upgrade | November 2014 (current client) | over \$135,000 |
| Pacifica PD | Video & Access Control Security Upgrade | June 2016 (current client) | over \$40,000 |
| City of Vacaville PD | City-wide Video Security System Upgrade | October 2016 (current client) | over \$300,000 |
| West Covina PD | Video & Access Control | January 2018 | over \$350,000 |
| | | | |
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ARTICLE 4. EXPERIENCE AND TECHNICAL QUALIFICATIONS QUESTIONNAIRE

Personnel:

The Bidder shall identify the key personnel to be assigned to this project in a management, construction supervision or engineering capacity.

1. List each person's job title, name and percent of time to be allocated to this project:

- Brandon Haddad- Project Manager & Danny Haddad Project Manager
- Chris Rogers- Lead Technician
- John Rubio Cable and Infrastructor (Subcontractor)

2. Summarize each person's specialized education:

- Resume's attached for Brandon and Chris.
- Danny Haddad completed college and specializes in project management.

3. List each person's years of construction experience relevant to the project:

- Brandon Haddad 14+ years Danny Haddad 4+ years
- Chris Roger- 10+ years
- John Rubio (Subcontractor) 20+ years

4. Summarize such experience:

- See resumes for complete experience.

Bidder agrees that personnel named in this Bid will remain on this Project until completion of all relevant Work, unless substituted by personnel of equivalent experience and qualifications approved in advance by the Town.

Changes Occuring Since Prequalification

If any substantive changes have occurred since Bidder submitted its prequalification package for this Project, Bidder shall list them below. If none are listed, Bidder certifies that no substantive changes have occurred.

- NA
-
-
-
-
-

Additional Bidder's Statements:

If the Bidder feels that there is additional information which has not been included in the questionnaire above, and which would contribute to the qualification review, it may add that information in a statement here or on an attached sheet, appropriately marked:

ARTICLE 5. VERIFICATION AND EXECUTION

These Bid Forms shall be executed only by a duly authorized official of the Bidder:

I declare under penalty of perjury under the laws of the State of California that the foregoing information is true and correct:

Name of Bidder Edgeworth Integration, LLC. (DBA VAS Security Systems)

Signature 

Name Brandon Haddad

Title Vice President of Sales & Operations

Date 03/05/2018

1.5 Non-Collusion Declaration

The undersigned declares:

I am the Vice President of Edgeworth Integration, LLC. (DBA VAS Security Systems) the party making the foregoing Bid.

The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Bid is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid Price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid Price, or of that of any other Bidder. All statements contained in the Bid are true. The Bidder has not, directly or indirectly, submitted his or her Bid Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 03/05/2018 [date], at Pleasanton [city], California [state].

Name of Bidder Vas Security Systems, Inc. a division of Edgeworth Interqation, LLC.

Signature 

Name Brandon Haddad

Title Vice President of Sales & Operations

1.6 Iran Contracting Act Certification.
(Public Contract Code section 2200 et seq.)

As required by California Public Contract Code Section 2204, the Contractor certifies subject to penalty for perjury that the option checked below relating to the Contractor's status in regard to the Iran Contracting Act of 2010 (Public Contract Code Section 2200 et seq.) is true and correct:

The Contractor is not:

- (1) identified on the current list of person and entities engaged in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code Section 2203; or
- (2) a financial instruction that extends, for 45 days or more, credit in the amount of \$20,000,000 or more to any other person or entity identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code Section 2203, if that person or entity uses or will use the credit to provide goods or services in the energy sector in Iran.

The Town has exempted the Contractor from the requirements of the Iran Contracting Act of 2010 after making a public finding that, absent the exemption, the Town will be unable to obtain the goods and/or services to be provided pursuant to the Contract.

The amount of the Contract payable to the Contractor for the Project does not exceed \$1,000,000.

Signature:  _____

Printed Name: Brandon Haddad

Title: Vice President of Sales & Operations

Firm Name: Edgeworth Integration, LLC. (DBA VAS Security Systems)

Date: 03/05/2018

Note: In accordance with Public Contract Code Section 2205, false certification of this form shall be reported to the California Attorney General and may result in civil penalties equal to the greater of \$250,000 or twice the Contract amount, termination of the Contract and/or ineligibility to bid on contracts for three years.

1.7 Public Works Contractor Registration Certification

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. See <http://www.dir.ca.gov/PublicWorks/PublicWorks.html> for additional information.

No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work.

Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a contractor with the Department of Industrial Relations.

Name of Bidder: Edgeworth Integration, LLC. (DBA VAS Security Systems)

DIR Registration Number: 1000055181

DIR Registration Expiration: 06/30/2018

Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the project.
2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.
3. Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

Name of Bidder Edgeworth Integration, LLC. (DBA VAS Security Systems)

Signature 

Name and Title Brandon Haddad Vice President of Sales & Operations

Dated 3/05/2018

1.8 Contractor's Certificate Regarding Workers' Compensation.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

Name of Bidder Edgeworth Integration, LLC. (DBA VAS Security Systems)

Signature 

Name Brandon Haddad

Title Vice President of Sales & Operations

Dated 03/05/2018



TOWN OF COLMA
Town Hall, 1198 El Camino Real
Colma, California 94014

ADDENDUM NO. 1

Thursday, February 15th, 2018

Project: Colma Town Hall – Access Control **REBID**

From: Brad Donohue, Director of Public Works

TO: ALL HOLDERS OF Contract Documents and Specifications for the Project of “Colma Town Hall – Campus Renovation and Additions – Access Control

**Addendum Acknowledgement Receipt
Shall Become a Part of the Project Specifications**

This Addendum is hereby made a part of the Contract Documents for the construction of the above referenced project and its provisions supplement and/or supersede those of previously issued Drawings and Specifications. The unaltered portions of the CONTRACT DOCUMENTS shall remain in effect. Please acknowledge receipt of this Addendum on your Bid Form and return a signed copy with your Bid Form. The updates and changes are as follows:

A. SPECIFICATION REVISIONS/ADDITONS: Summary changes as noted below. Insertions/additions to re-issued spec sections noted by **bold green text**; deletions by **green-strikeout text**; items are clouded as well.

1. Section 28 05 00 - Common Work Results For Electronic Safety and Security
 - i. 2.2.B. Add specification for rack mounted UPS.
 - ii. 3.8.F.6.a. Revise language of Access Control commissioning.
2. Section 28 13 00 – Access Control and Alarm Systems
 - i. 1.1.B. Revise language of related work sections.
 - ii. 1.6.A.4 Revise language related to power protection to match plans.
 - iii. 2.1.A.5.d Revise listed manufacturers.
 - iv. 2.1.C Revise title of subsection
 - v. 2.1.C.5.b Delete reference to Section in in work of Project.
 - vi. 2.3.A.4 a. Revise manufacturer model
3. Section 28 23 00 – Visual Surveillance
 - i. 1.1.A.1.c. Revise narrative description.
 - ii. 2.2.B.3. - Revise listed manufacturers.

B. PLAN SHEET REVISIONS/ADDITIONS (Clouded):

1. TY-0.3

- i. Revise Symbol Schedule Notes.
2. TY-7.1
 - i. Revise Sheet Notes and Keynotes regarding back up power.
 - ii. Revise sheet reference on VMS
 - iii. Add Tape Backup to single line.
 - iv. Add Contractor Option to reuse existing access control enclosures at PD.
 - v. Correct typo.
3. PD-TY2.1
 - i. Revise Sheet Notes 1 and 2 and Keynote 1 to identify all REX and DS shown this sheet (other than devices at exterior door to room 103) Future (N.I.C.).
4. TH-TY1.0.
 - i. Added camera target views
5. TH-TY6.1
 - i. Added camera target views
 - ii. Added Sheet Note
6. TH-TY6.2
 - i. Added camera target views
 - ii. Added Sheet Note

ATTACHMENTS (ENCLOSED HEREWITHIN):

1. Specification Section 28 05 00 - Common Work Results For Electronic Safety and Security – Affected Sheets Only
2. Specification Section 28 13 00 - Access Control and Alarm Systems – Affected Sheets Only
3. Specification Section 28 23 00 - Visual Surveillance – Affected Sheets Only
4. Drawings
 - a. TY-0.3
 - b. TY-7.1
 - c. PD-TY2.1
 - d. TH-TY1.0
 - e. TH-TY6.1
 - f. TH-TY6.2
5. Meeting Minutes from Pre-Bid Conference held for initial bid; Tuesday, January 4th, 2018 @ 10 a.m.
6. Photos of existing IT Room in Colma Police Dept.

ADDENDUM ACKNOWLEDGEMENT

Bidder acknowledges receipt of this addendum, which shall be attached to the bid proposal.



CONTRACTOR'S REPRESENTATIVE

3/5/2018

DATE

**THIS DOCUMENT SHALL BECOME A PART OF THE BIDDING AND
CONTRACT DOCUMENTS.**

END OF ADDENDUM NO. 1



TOWN OF COLMA
 Town Hall, 1198 El Camino Real
 Colma, California 94014

ADDENDUM NO. 2

Wednesday, February 28th, 2018

Project: Access Control Project
From: Brad Donohue, Public Works Director/CSG Consultants
TO: ALL HOLDERS OF Contract Documents and Specifications for the Project of "Access Control Project"

**Addendum Acknowledgement Receipt
 Shall Become a Part of the Project Specifications**

This Addendum is hereby made a part of the Contract Documents for the construction of the above referenced project and its provisions supplement and/or supersede those of previously issued Drawings and Specifications. The unaltered portions of the CONTRACT DOCUMENTS shall remain in effect. Please acknowledge receipt of this Addendum on your Bid Form and return a signed copy with your Bid Form. The updates and changes are as follows:

A. CHANGES TO THE TIME OF BID OPENING

- The bid opening date has been extended to:
WEDNESDAY, MARCH 7th, 2018 @ 10:00 a.m.

B. CHANGES TO BID RFI RESPONSES

- Response to RFI #2 previously distributed on 2/26/2018 has been revised, see screen shot below as well as the larger copy enclosed.

| Bid RFI # | Bid RFI Description | Responses |
|-----------|--|---|
| 1 | I am interested in obtaining the Dongle Number of your current system (Bosch Ready-Key Pro...which is actually a re-branded Lenel system) in effort to re-engineer my bid. | This information is not available for the bid. Bidders are to bid based on device quantities shown on bid plans. Dongle information can be obtained by the successful responsive bidder after a contract is awarded. |
| 2 | Will the Town of Colma accept Samsung/Hanwha Techwin Cameras as equal as long as all technical specifications are met? | The brands specified in Section 28 23 00 represent reference models of construction and functional robustness. We would further be concerned with implementing AMRGG H.265 compression at the current time. |
| 3 | The Access Control Spec calls out for Genetec Synergis Enterprise when Synergis Professional will suffice to fit the specification due to Genetec Omnicast Enterprise being utilized. Will the Town of Colma accept Genetec Synergis Professional in place of Enterprise? Functionality of the system will fit all the technical criteria detailed as Genetec Failover will be programmable through Genetec Omnicast Enterprise. | Provided the quantitative requirements of the specifications (including quantity of cameras, readers, viewing stations, etc.) are met as well as all of the specified functional features, there will not be an objection to providing a different tier of software than specified. |
| 4 | Is the Town of Colma looking for 12 months storage retention for both PD and Town Hall cameras or just the PD? If its just the PD that needs 12 months are you looking for only 30-60 days for Town Hall? | The storage requirement is project-wide, including the cameras of both sites. |

ATTACHMENTS:

1. Revised RFI Responses dated 2.28.2018

ADDENDUM ACKNOWLEDGEMENT

Bidder acknowledges receipt of this addendum, which shall be attached to the bid proposal.



CONTRACTOR'S REPRESENTATIVE

3/5/2018

DATE

**THIS DOCUMENT SHALL BECOME A PART OF THE BIDDING AND
CONTRACT DOCUMENTS.**

END OF ADDENDUM NO. 2



PARTIAL CLIENT LIST

CCTV/IP Video, Access Control, Intrusion, Integration, Design, Data Centric Security, Installation & More!

Alhambra Police Department/Jail
 City of West Hollywood/City Hall
 City of Beverly Hills/ City Hall
 Culver City Maintenance Yards

Government/Law Enforcement

SSF Police Department
 FDA Oakland CA
 City of Vacaville PD/City Hall

City of Beverly Hills Jail Facilities
 Long Beach Department of Corrections
 City of Beverly Hills Police Department
 State of CA Department of Corrections

San Mateo-Foster City School District
 Burbank Unified School District
 PSI Testing Services
 JF University(campus wide)

Educational Institutions

CSUF/CSUN (University)
 L.A Pierce College
 I.T.T. Technical Institute
 Santa Clara; Sacramento

City of Beverly Hills El Rodeo Elementary Sch.
 South Pasadena School District
 Cal. State University Channel Islands)
 National University(campus wide)

O'Connor Hospital San Jose
 Beverly Hills Medical Center
 Southern California Orthopedic Institute
 California Medical Center Hospital

Medical Centers & Hospitals

Fountain Valley Hospital
 Tarzana Treatment Center
 Valley Presbyterian Hospital

Cedars Sinai Medical Center
 Olive View Hospital/Credit Union
 Valley Eye & Laser Medical Center
 Pacific Alliance Medical Center

Celite Mining Company Lompoc
 Deluxe Digital
 Precision Dynamics Medical

Industrial Manufacturing Plants

ARB Enterprises
 Luminent Fiber Optics

Strand Lighting Production
 Precision Plastic
 Technicolor Corporate

Baskin Robbins 31 Flavors
 Lamps Plus Corp. & Nat'l. Dst.
 Deluxe Video Distribution Warehouse
 Cash it Quick (Check Cashing Chain)

Commercial Businesses & Warehouses

Costco/Price Clubs

Sebastian International & IZON
 Anheuser Busch Distribution Centers (SoCal)
 Grainger Tool Etc. Distribution (50+ locations)
 Shaw Segraves & Asc. (Investigative- Security Firm)

Four Seasons Hotel Beverly Wilshire Beverly Hills
 Four Seasons Hotel Santa Barbara Biltmore Santa Barbara
 Hotel Oceana Santa Monica

Hotel Properties

Double Tree Hotel Santa Monica
 Ritz-Carlton Huntington Hotel & Spa (Pasadena)
 Ritz-Carlton Dana Point



PARTIAL City/PD CLIENT LIST
CCTV/IP Video, Access Control, Intrusion,
Integration, Design, & Installation

Daly City Police Department - 333 90th St Daly City, CA 94015
Lt. Cameron Christensen: 650-991 8099 cchristensen@dalycity.org
Department wide Video Security System Upgrade

San Bruno Police Department - 1177 Huntington Avenue San Bruno, CA 94066
Michael Cook: 650-616-7101 mcook@sanbruno.ca.gov
Department wide Video and Access Control Security System Upgrade

Belmont Police Department - 1 Twin Pines Lane Belmont, CA 94002
Vilma Mixco: 650-598-4201 vilma@belmont.gov
Department wide Video Security System Upgrade

Palo Alto Police Department - 275 Forest Avenue Palo Alto, CA 94301
Charles Cullen: 650-329-2331 charles.cullen@cityofpaloalto.org
Department wide Video Security System Upgrade

Burlingame Police Department - 1111 Trousdale Drive Burlingame, CA 94011
Ronda Cain: 650-888-3240 caine@burlingamepolice.org
Department wide Video Security System Upgrade

South San Francisco Police Department - 33 Arroyo Drive S.S.F, CA 94080
Daryl Jones: 650-590-1801 daryl@tcomeng.com
Department wide Video Security System Upgrade

Pacifica Police Department - 2075 Coast Highway Pacifica, CA 94044
Ken Fong: 650-740-2592 fongk@pacificapolice.org
Department wide Video and Access Control Security System Upgrade

City of Vacaville Police Department, City Hall, etc. 650 Merchant St. Vacaville, CA 95688
Keith McDonald IT Director 707-449-5495 Keith.McDonald@cityofvacaville.com
City-wide Video Security System Upgrade

Additional references available upon request



CCTV/IP Video, Access Control, Intrusion, Integration, Design & Installation

References

Fairfield-Suisun Unified School District, Fairfield CA

Ralph White (707)399-1200 or (707)249-7225 ralphw@fsusd.org

Date of Contract: June 2017 (completed on target)

Scope: Campus-wide Video Surveillance Avigilon Turn-Key CCTV System.

Completed project early for a total of 9 campuses.

San Mateo Foster City School District, San Mateo CA

Mark Sherrill (650)312-7884 msherrill@smfc.k12.ca.us

Date of Contract: April 2016 (ongoing services, won bid initially)

Scope: Campus-wide Video Surveillance Avigilon Turn-Key CCTV System.

Completed project on target with a total of 16 campuses/sites.

Livermore Unified School District, Livermore CA

Mar Sanchez (925)606-3319 msanchez@lvjUSD.k12.ca.us

Date of Contract: April 2015 – present (ongoing services, won bid initially)

Scope: Campus-wide Turn-Key Video Surveillance/CCTV System

HiDef Tech Products 6 Campuses & District Office

Tracy Unified School District

Anthony Continente (925)766-4107 anthony@rgmassociates.com

Date of Contract: June 2016 (completed project on early)

Scope: Campus-wide Honeywell Intrusion Alarm System for 5 school campuses

Cal State Fullerton, Fullerton CA

Police Captain. John Brockie 657-278-5479 jbrockie@exchange.fullerton.edu

Date of Contract: April 2000 – Current (ongoing contract)

Scope: Campus-wide Video Surveillance Panasonic CCTV for 16 sites including police department

Executive Summary



Founded in 1995, VAS is a leading expert and integrator in the security industry. VAS stands for Video and Access Specialists. VAS is a California Corporation, licensed C10 & C7 contractor & certified SBE.

VAS has installed thousands of IP/Digital Video Surveillance Systems & Access Control systems throughout Southern & Northern California & even in foreign locations on behalf of our US clients with overseas locations.

VAS is certified by many IP/Digital Video Surveillance & Access Control manufacturers including Avigilon, Continental Instruments, Napco, Isonas, Quintron, S2, Panasonic, HDTech, Sony, Exacq, Pelco, Milestone, Mobotix, OnSSI & many others.

VAS received the Silver Award at the 2009 ASIS (American Society of Industrial Security) show in Anaheim, CA. This solution encompassed 200 digital Sony IP Cameras & one year's video storage as well as Access Control for Technicolor in Hollywood. VAS also installed hundreds of Access Controlled doors for this same project. VAS has a "direct" relationship with many manufactures (through manufacturer's reps) which enables us to provide authorized tech support through the manufacturer.

VAS is financially strong, credit worthy & capable of purchasing large quantities of equipment from manufacturers without encumbrances or delays. Financial Statement can be provided upon request.

VAS has had **ZERO BBE** complaints, **ZERO** work related injuries, **ZERO** lawsuits & has never been unable to complete a project successfully and in a timely manner in 22 years & counting. VAS Technician's & staff have over **100 years** of combined knowledge and experience in the security industry. VAS maintains a service department that is staffed by full time technicians, tech support & customer service staff.

Our Services

- * Video Security/IP Cameras
- * Access Control
- * Intercom/Telephone Entry
- * Alarm/Intrusion Systems
- * Video Monitoring/Virtual Guard Services
- * Security Integration
- * Data Centric Security
- * Commercial Audio/Video

Our Bonding Capacity & Insurance Coverage

| | |
|--|----------------|
| Bonding Capacity: | \$4,000,000.00 |
| Insurance: | |
| Personal and ADV Injury..... | \$2,000,000.00 |
| General Aggregate..... | \$5,000,000.00 |
| Products-Comp/Op Agg..... | \$3,000,000.00 |
| Rental..... | \$100,000.00 |
| Commercial General Liability Auto Coverage: | \$1,000,000.00 |



Staff Qualifications

VAS's Installation manager for The Town of Colma is Chris Rogers. Chris has been with VAS and in the industry and installing, programming and managing Video Surveillance projects for over 10 years. Chris is certified in Avigilon and has managed the last 4 City/Police Department projects including the San Bruno Police department, Palo Alto Police department, Pacifica Police department and Daly City Police Department.

Chris will be responsible to ensuring R3J (VAS's sub) meets all milestones and installation is satisfactory to our standards. Chris will also be in charge of programming and training. John Rubio and his Team at R3J will be responsible for pulling all necessary cabling, labeling and installing hardware.

R3J has been a trusted and vetted sub-contractor for VAS for over 3 years. VAS has trained their staff on our procedures, policies and cable requirements along with their extensive knowledge and experience which work hand in hand. R3J has worked on our Video Surveillance & Access Control projects at many locations including the Daly City PD, Palo Alto PD, Belmont PD, Fairfield USD, San Mateo USD in addition to the dozens of cabling/IP Video projects they have successfully completed for VAS.

VAS staff will be managing, installing and programming the head end components. VAS along with Avigilon will perform training and support.

Prime Contractor

VAS - CA License C7 & C10 #1034768 * DIR#1000055181

Sub-Contractor

R3J - CA License C7 #843679 DIR#1000033753

BRANDON MATHEW HADDAD
Hayward Ca. (650) 787-4984 BrandonH@VasSecurity.com

OBJECTIVE

Project management with a focus on Team Leadership, Analysis, Customer Care, and Problem Solving.

SUMMARY OF QUALIFICATIONS:

- Organized and goal-oriented, with more than 6 years' experience in project management and 12 years of hands on technical experience.
- Analytical problem-solver, able to anticipate issues and create new systems that streamline operations, resolves concerns and improves efficiency.
- Skilled in building excellent rapport with clients and team members. Able to see the big picture, delegate effectively and motivate team members to achieve on-time project completion.
- Computer skills include: MS Word, Excel, Access, Project, Publisher, PowerPoint and Internet research and C.A.D (Autodesk Inventor)

CORE COMPETENCIES

- Team Building • Employee Motivation • Policies & Procedures • Problem Solving • Competitive/Strategic Planning
- Staff Training & Develop • Customer Service • Technical Services • Sales/Management/Operations

PROFESSIONAL EXPERIENCE

2017-Present. **VAS Security Systems INC (A Division of Edgeworth)**, Pleasanton CA V.P Sales & Operations

2013-2017. **VAS Security Systems INC**, Simi Valley CA/Hayward CA *Sr. Systems Engineer/Partner*

2006-2013. **VAS Security Systems INC**, Simi Valley CA/Hayward CA *Field technician/project manager*

Project Management & Team Leadership

- Directed the planning, design, Scope of work, arranged meetings and created estimates, delegated technicians and oversaw project progress and completions.
- Supervised project teams and individuals including technicians, I.T, programmers and sales men.
- Put together estimates and billing according to each project.

Customer Care & Administration

- Analyzed policies regarding customer service and efficiency, recommended policy changes and process improvements as needed.
- Directed technical support to accommodate each customer's needs and concerns.
- Analyzed employee/customer issues.

Field Technician

- Job evaluations.
- Scheduling for installations.
- Installation of full video security systems; alarms; telephone entry systems and access control systems.
- Networking DVRs'; configuration of DSN; IP; Gateway; Subnet Mask
- Troubleshooting, analyzing and correcting problems.

2003-2006 **BOSS Security Systems INC, Stockton CA, Field technician**

Field Technician:

- Installation of full camera surveillance systems and alarms
- Networking DVRs'; configuration of DSN; IP; Gateway; Subnet Mask
- Troubleshooting network.

EDUCATION

Bachelor of Science in Business Management, University of Phoenix

SOFTWARE PROFICIENCIES/CERTIFICATIONS

Avigilon certified, Milestone certified, OnSSI Certified, Panasonic Certified, Sony Certified, Mobotix Certified, Wavenet Certified, Cisco, IOS, QuickBooks, Microsoft, CAD, Viso, System Surveyor CA Contractor

References and Supporting Documentation Furnished upon Request

Christopher Edward Rogers

1627 Gover Lane, San Carlos, CA 94070 • 510-203-3113 • ChrisR@VasSecurity.com

VAS Security Systems, Inc. Pleasanton, CA (2016 – current)

- Installations, service, access control, CCTV, burglar systems
- Train new staff
- Speak with managerial staff to efficiently coordinate jobs
- Focus on maintaining strong customer relations
- Interact with customers to ensure correctly installed jobs and parts ordered
- Meetings with customers to discuss project management
- Provide customers with estimates while upselling the job to both improve profits and ensure customer has suitable systems installed
- Locate and purchase specialty equipment
- Coordinate with coworkers to ensure jobs are completed efficiently
- Assist with scheduling and management of jobs
- Assist with inventory management
- Design complex systems for large corporations

Hue & Cry, Inc., San Carlos, CA (2009 – 2016)

- Installations, service, access control, CCTV, burglar systems
- Train new staff
- Speak with managerial staff to efficiently coordinate jobs
- Focus on maintaining strong customer relations
- Interact with customers to ensure correctly installed jobs and parts ordered
- Meetings with customers to discuss project management
- Provide customers with estimates while upselling the job to both improve profits and ensure customer has suitable systems installed
- Locate and purchase specialty equipment
- Coordinate with coworkers to ensure jobs are completed efficiently
- Assist with scheduling and management of jobs
- Assist with inventory management
- Design complex systems for large corporations

SPC Special Products Consultancy, Faulconbridge, NSW, AU (2004 to 2008)

Senior Security Technician

- Supervise work place environment and employees
- Train staff on alarm system procedures and assist monitoring staff with various issues
- Install, maintain, and service all brands of security systems, CCTV, access, residential and commercial
- Sales, quotes and all aspects of customer service
- All aspects of inventory management
- Order all equipment, including handling returns and faulty equipment
- Design complex systems for large corporations

- Install conduit, ducting, cabling, and equipment
- Monitor alarms and contact patrol staff for alarm responses
- Work place preparation and clean ups

Education:

- Post Secondary Course work in Electrical trades course
Mt Druitt TAFE; Mt Druitt, NSW AU; Nov 1997
- Post Secondary Course work in Security Installers course
MT Druitt TAFE; Mt Druitt, NSW AU; Jun 1997
- Post Secondary Coursework in Associate Diploma of Electrical Engineering
Mt Druitt TAFE; Mt Druitt, NSW AU; Nov 1993
- High School Diploma
Sydney Adventist College; Strathfield, NSW AU; Nov 1991

Skills:

- 2BF Security Industry License, an Open Cabling License (telecommunications and network cabling), and have completed various courses for Bosch, Tecom, Network X, and Hills home hub
- Experienced with the installation and servicing of most security systems including (Bosch-Radionics, GE Tecom/Titan, Ademmc, Network X, Ness, DSC, C&K and Concept)
- Experienced with various CCTV systems including (Pacom, Bosch, Pelco, Dedicated Micros and Ness)
- Experienced with Excel, Microsoft Word, Remote connection to alarm systems and internet skills



Project Schedule

Below is an example project schedule, this spread sheet would be updated weekly and provided as a progress schedule. The dates are rough/to be determined based on the cities preferences and start-end dates. The details of the report will be more in depths and finalized once dates are determined and rolls established appropriately.

VAS performs weekly progress/safety meetings with our staff and sub (R3J). We can provide details/meetings with city as needed or desired.

VAS has never missed a deadline or not completed a project on time if not early in over 23 years and counting.

| | <u>Start Date</u> | <u>Start Time</u> | <u>Duration</u> | <u>Role</u> | <u>% Complete</u> |
|---------------------------|-------------------|-------------------|-----------------|---------------|-------------------|
| Initial Start Date/Walk | TBD-day 1 | 8:00am | 1 day | VAS/R3J/City | |
| Finalize Camera Locations | TBD-day 1 | 8:00am | 1/2 day | VAS, R3J/City | |
| Site Prep/ Set-up | TBD-day 2 | 8:00am | 1 day | VAS/R3J | |
| Cable/Conduits Prep | TBD-day2 | 8:00am | 1/2 day | VAS/R3J | |
| Deliver equipment | TBD- week 1 | 10:00am | 1 day | VAS/R3J | |
| Cable Pulling | TBD-day 2/3 | 8:00am | 4 days | R3J | |
| Install Hardware | TBD-day3/4 | 8:00am | 3 days | R3J | |
| Install Server at MDF/IDF | TBD-week 2 | 8:00am | 1 day | VAS | |
| Install Client Software | TBD-week 2 | 10:00am | 1 day | VAS | |
| Training | TBD - week 2/3 | 9:00am | 1/2 day | VAS | |
| Completion Date | TBD -week 3/4 | 5:00pm | | VAS/R3J/City | |



Service Work Plan Proposal

1. Provide a service and preventative maintenance work plan based on the project scope of work:

VAS intends on designing a full-scale work plan in place once a full RFP is released specifying all details of project including specs for products, detailed timelines and more specific scope including a job walk.

2. Name and location of service outlet/agent within 100 miles from the project site:

VAS intends to use our Pleasanton office location at 1257 Quarry Lane #125 Pleasanton, CA 94566.

3. Number of service personnel at this location and their experience with integrated security, communication and control systems

VAS has 6 experienced techs and 2 project managers, 2 designers and 2 office admin at the Pleasanton location that will be devoted to the Santa Clara County project. VAS has additional offices and personnel throughout the Bay Area we can pull from if needed.

4. Inventory and equipment available at this location for servicing the electronic security and communication systems

VAS has a large amount of inventory of different brands and parts on hand as spares for each project as well as new projects and for resale.

5. How will the emergency maintenance/service request response time requirements be met?

VAS has numerous clients who pay for an emergency maintenance/service plan. Each plan is custom to the clients needs and preferences. We will always meet our clients' needs and take security extremely seriously therefore our plans are built accordingly. Once the County provides further details in the RFP VAS will provide a thorough maintenance plan outline.



PROJECT DESCRIPTION AND WORK PLAN

All hardware and software required is listed in estimate/proposals.

Security cameras and Software are made by Avigilon.
Servers are made by Avigilon (Dell)

The city of Millbrae will only need to provide network ports, rack space, IP addresses and general project information necessary for working in each facility.

Overall approach to complete the Scope of Work:

VAS Security Systems, Inc. trained technicians/subs will install a complete turnkey Video Security Systems for The City of Millbrae. The approach to installation will be as follows:

1- (Determine schedules with City) Evaluate and plan the best cable routes possible. Keeping in mind ease of cable pull; respect of employees, privacy and space, proper use and suspension of cable, electrical to avoid, cable lengths and cable dressing/labeling, etc. Any penetrations will be to code and fire sealed as needed.

- a. VAS has designed an Enterprise Avigilon Video Security System for the City of Millbrae.
- b. The system includes an Enterprise Server/Storage Solution which is licensed for all camera locations.

2-VAS will utilize existing cable routes when available to pull new Cat6 to each camera location.

3-Terminate and test new cables to ensure communication and efficiency.

4- EMT Conduit will be used and mounted to code using all proper methods and connections/mounting hardware necessary where applicable (exterior if needed).

5- Equipment will be mounted and programmed per manufacturer's recommendations.

6-Server/NVRs to be mounted in server room/Nema enclosures at assigned locations. All cables will be tested, labeled and addressed for identification purposes.

7-Client Software/Web browser will be installed on client PCs where desired.

8-VAS will train personnel on Avigilon software and make sure all personnel are familiar and educated on the software as stated. City will be given technicians personal cell phone numbers and after hours' tech support number if a technical question needs to be answered immediately. Note: Avigilon Tech support is 24x7 to the end user.

9- VAS technicians and subs work in a timely and cleanly manner; our techs clean the work space several times throughout the work day with minimal noise as not to interrupt the daily work flow.

VAS performs weekly safety and tailgate meetings.

10-Create final closeout documents.

SCHEDULE TBD

Installation process may vary, a more accurate project schedule will be provided and adhered to once dates are hard set, approximate schedule/duration is as follows:

TBD with Town of Colma



Service Level Agreement

VAS guarantees and warrants that the work performed will comply with the General Conditions of the Contract and RFP. We agree to correct any defects during construction and one (2) years beyond the date the notice of completion is filed, acceptance of the building by the Owner or occupancy, whichever is later. We guarantee, for a period of One (2) Year, all workmanship and contractor furnished materials. We will make all repairs or replacements, complying with requirements of the Contract Documents, and do all necessary work to correct the defect to the Owner's and/or Architect's satisfaction. Costs for such repairs and corrective work, including costs collectively and separately do hereby authorize the said Owner to proceed to have defects repaired and made good at our expense, and will honor and pay the costs and charges therefore upon demand. work, shall be borne by us without cost to the Owner.

On-Going support

VAS support includes phone, email and remote support as needed within normal business hours. VAS can also offer after hour and emergency services. Although this may not be necessary given the support provided by Avigilon as set below:

Avigilon (Manufacture) includes **FREE 24x7** Tech support to the end user. This support includes phone and remote support. The average Avigilon hold time for tech support is 2-5 minutes while other manufactures are up to an hour.

Also included by Avigilon/VAS is a **3-year** advanced replacement warranty on all Avigilon products. Avigilon products are all manufacture in the USA (Plano Texas) with local support and quick response times.

Escalation processes can be completed over the phone or through email. Avigilon upper tier technical services are provided 24x7, while most contractors do not operate 24x7, the proposed solution comes with client based tech support and guaranteed response time immediately by Avigilon, VAS onsite response time is within 24-48 hours. If an emergency occurs and onsite support is needed immediately, VAS can provide onsite support within 24 hours on maintenance agreements or at no charge during the warranty period when technicians are nearby.

The server (Dell) also comes with a **3-year** Dell warranty and 4-hour on-site response time for critical/hardware issues.

All software updates and firmware updates are also included for the contract period which is also included as one of the maintenance performances.

Avigilon charges ZERO for support and maintenance. Unlike other software manufactures, support and upgrades are **FREE** with Avigilon and updates come straight from the website to the server and down to each camera. This can be an automatic occurrence or as needed. Given remote access, VAS can also monitor the health of the system to ensure optimal performance and little to no down time.

The Avigilon logo is displayed in a large, white, sans-serif font against a blue background that features a faint, stylized map of the United States. The background of the entire top section of the page is a photograph of an airport tarmac with several large commercial aircraft parked in front of a terminal building.

Trusted Security Solutions™ for Government

Avigilon designs, develops, and manufactures video analytics, network video management software and hardware, surveillance cameras, and access control solutions.

How We Can Help Secure Critical Infrastructure Sites

Our complete security solutions are deployed across sites around the globe to help further enhance the security of those assets, systems and networks.

Superior Protection — Self-learning video analytics allow a single operator to focus their attention on the events that matter most, while alarms and rule triggers provide immediate notifications to suspicious activities for responses in real time.

Cost-Effective Security — Avigilon surveillance cameras allow you to cover wider areas with fewer cameras, while HDSM SmartCodec™ technology works with our High Definition Stream Management (HDSM)™ technology to significantly reduce bandwidth and storage needs, while also lowering your network load.

Powerful Search — Avigilon Control Center (ACC) video management software with Avigilon Appearance Search™ technology sorts through hours of footage with ease to quickly locate a specific person or vehicle of interest across an entire site.

Why Avigilon?

- Designed and manufactured in North America with a commitment to quality.
- ONVIF® compliance enables integration with existing camera systems.
- Complimentary software training through online and instructor-led courses.
- 24/7 technical support by phone or online chat.

Avigilon Solutions for Government Projects

Avigilon surveillance cameras are equipped with Wide Dynamic Range, LightCatcher™ technology for clear image detail in bright and dark areas, and optional patented content adaptive infrared technology for consistent lighting in complete darkness. Available in resolutions from 1 MP to 7K (30 MP).

- **H4 Edge Solution (ES) camera line** is an all-in-one intelligent surveillance solution that records video directly to an onboard solid-state drive.
- **HD Pro camera line** can cover vast areas in high detail and reduce the number of cameras you need.

Avigilon HD NVRs are pre-configured for quick deployment and come standard with RAID technology for increased system uptime and availability.

ACC™ ES products provide embedded storage, video analytics and remote management capabilities for centralized monitoring applications.

Avigilon analog video encoders are a cost-effective way to easily migrate your legacy analog system to a network-based IP system for true cost savings.

Access Control Manager (ACM) is a browser-based access control solution that can integrate with your existing IT/HR system, helping to maximize your time and safeguard your information.

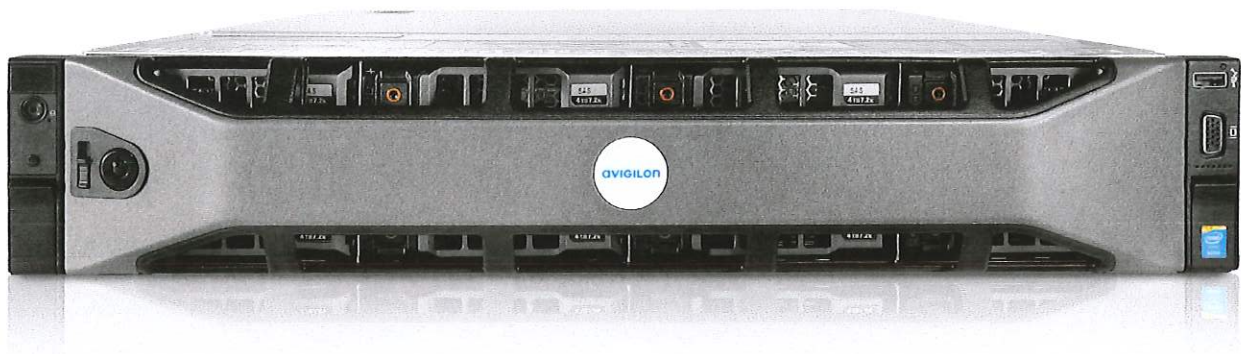
For more information, email asksales@avigilon.com.

The Avigilon logo is displayed in a large, blue, sans-serif font.

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HD NVR Premium

Avigilon HD Network Video Recorders (NVRs) provide secure, reliable and scalable platforms for high performance end-to-end security solutions. Our network security recorders have Avigilon Control Center (ACC) software preloaded and configured for plug-and-play network video recording and management of multi-megapixel IP cameras, up to our industry-leading 7K (30 megapixel) HD Pro.



The Avigilon HD NVR Premium is a 2U rack mountable recorder specifically manufactured for the Avigilon ecosystem. It leverages the full power of Avigilon Control Center (ACC) software to deliver the highest available throughput, retention, and availability in the NVR line. The NVR Premium meets the requirements of IP video and video analytics metadata storage. It's backed by the Avigilon three-year warranty, which provides businesses with support and onsite parts delivery for continuous recording and retention of video while minimizing disruptions to security operations.

The HD NVR Premium is an out-of-the-box, ready to deploy video recording platform designed for single site surveillance or to be distributed across multiple remote sites.

KEY FEATURES

- Preloaded and configured with ACC™ video management software
- High performance of up to 1670 Mbps of total throughput – simultaneous recording, playback and live streaming
- Highly scalable capacity options — up to 137TB of recording for long-term video retention
- Hot-swappable components maintain video recording and playback operations even in the event of multiple component failures
- Separation of operating system and video storage volumes to enable independent, non-disruptive maintenance
- An easy to access and maintain 2U rack mount chassis — includes a sliding rail kit and cable management system
- A three-year warranty with on-site parts delivery service

Specifications

SYSTEM

| | | |
|-------------------------------|--|--|
| Video Management Software | Avigilon Control Center™ – compatible with Enterprise, Standard and Core editions | |
| Network | Network Connection | 10 GbE - with multiple network connections |
| Video Streaming Performance* | Recording Data Rate | Up to 1350 Mbps |
| | Number of Cameras | Up to 300 |
| Recording Storage Capacity | Up to 160 TB raw, 137 TB effective (RAID 6) | |
| Hard Disk Drive Configuration | Video data — up to 16 x large form factor near-line SAS hard disk drives, hot-swappable, RAID 6 Operating system — 2 x small form factor SATA hard disk drives, hot-swappable, RAID 1 | |
| Network Interface | 2 x 10 GbE SFP+ ports (transceivers not included) 4 x 1 GbE RJ-45 ports (1000Base-T) | |
| Memory | 16GB DDR4 | |
| Operating System | Microsoft Windows Server 2012 R2 | |
| Processor | Intel® Xeon® Processor E5-2620 V3, 2.4GHz, 15M Cache | |
| Video Outputs | 2 x VGA | |
| Local Viewing | No | |
| Remote Access | iDRAC8 Express | |

* These performance figures are based on validation testing by Avigilon, using Avigilon Control Center software. For more information, contact Avigilon [Sales](#).

MECHANICAL

| | | |
|--------------------|---|--|
| Form Factor | 2U rack mount chassis | |
| Dimensions (LxWxH) | with bezel | 716 mm x 482.4 mm x 87.3 mm; 28.19" x 18.99" x 3.44" |
| | without bezel | 684 mm x 444 mm x 87.3 mm; 27.64" x 17.49" x 3.44" |
| Weight | 42.5 kg (93.6 lbs) when fully populated with hard disk drives | |

ELECTRICAL

| | | |
|-------------------|---|--|
| Power Input | 100 to 240 VAC, 50/60 Hz, auto-switching | |
| Power Supply | 750 W redundant, hot-swappable | |
| Power Consumption | Average: 429 W (1463.8 BTU/h), Maximum: 750 W (2559.1 BTU/h) | |

ENVIRONMENTAL

| | | |
|-----------------------|---|--|
| Operating Temperature | 10° C to 35° C (50° F to 95° F) | |
| Storage Temperature | -40° C to 65° C (-40° F to 149° F) | |
| Humidity | 5% to 95% relative humidity with 33° C (91° F) maximum dew point (non-condensing) | |
| Operating Vibration | 0.26 Grms at 5 Hz to 350 Hz | |
| Storage Vibration | 1.88 Grms at 10 Hz to 500 Hz for 15 min | |
| Operating Shock | Six consecutively executed shock pulses in the positive and negative x, y, and z axes of 40 G for up to 2.3 ms | |
| Storage Shock | Six consecutively executed shock pulses in the positive and negative x, y, and z axes (one pulse on each side of the system) of 71 G for up to 2 ms | |
| Operating Altitude | 3,048 m (10,000 ft) | |
| Storage Altitude | 12,000 m (39,370 ft) | |

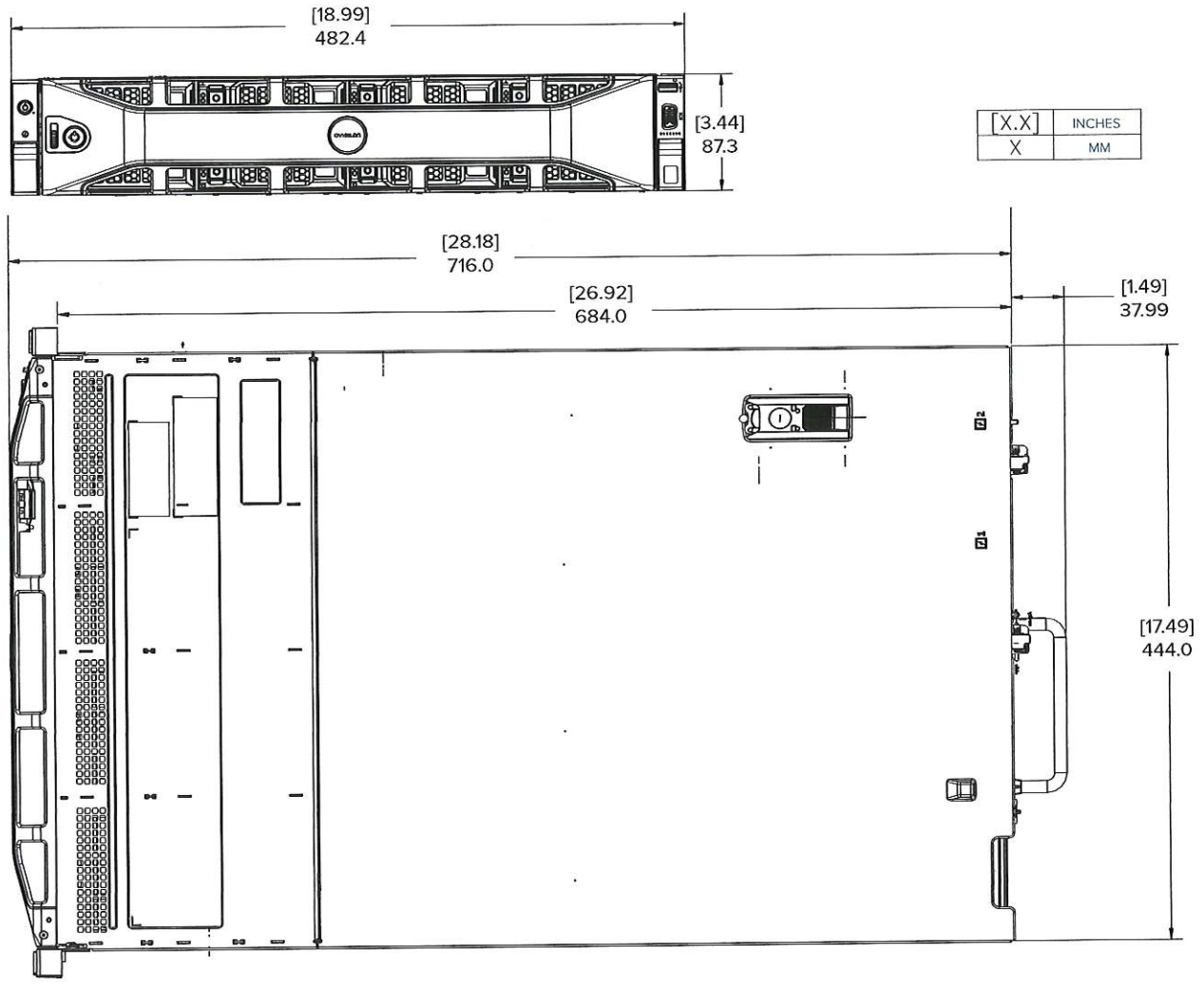
SUPPLIED ACCESSORIES

| | | |
|------------------|---|--|
| Rack Rail System | Sliding rail system with cable management arm. Supports: • Tool-less mounting in 19"-wide EIA-310-E compliant square hole and unthreaded round-hole 4-post racks • Tool-less mounting in threaded hole 4-post racks | |
| Bezel | 1, front | |
| Power Cords | 2 | |

CERTIFICATIONS

| | | |
|---------------------------|--|---|
| Safety | EN 60950-1:2006 / A1:2009 / A1:2010 / A12:2011 / A2:2013 EN 62311:2008 | UL/CSA/IEC 60950-1, 2 Ed + Am 1: 2009 + Am 2: 2013 |
| Power Efficiency | 80 PLUS Titanium | ENERGY STAR 2.0 |
| Electromagnetic Emissions | US CFR Title 47, FCC Part 2, 15 Canadian ICES-003(A) Issue 5 EN 55022:2010/CISPR 22:2010 | EN 61000-3-2:2006 +A1:2009 +A2:2009/IEC 61000-3-2:2005 +A1:2008 +A2:2009 (Class D) EN 61000-3-3:2008/IEC 61000-3-3:2008 |
| Electromagnetic Immunity | EN 55024:2010/CISPR 24:2010 | |
| Directives | RoHS, Reach (SVHC), WEEE | |

Outline Dimensions



Ordering Information

| | |
|-------------------|--|
| HD-NVR3-PRM-48TB | 48 TB HD NVR Premium with Microsoft Windows Server 2012 R2 for Embedded Systems and Avigilon Control Center |
| HD-NVR3-PRM-84TB | 84 TB HD NVR Premium with Microsoft Windows Server 2012 R2 for Embedded Systems and Avigilon Control Center |
| HD-NVR3-PRM-137TB | 137 TB HD NVR Premium with Microsoft Windows Server 2012 R2 for Embedded Systems and Avigilon Control Center |

Avigilon Control Center licenses must be purchased separately

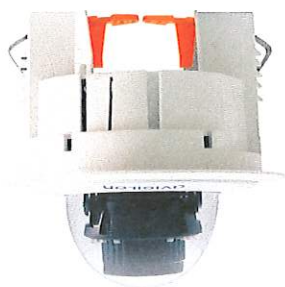
| | |
|----------------------|--|
| HD-NVR3-ANK-1 | Analytics kit for Avigilon Appearance Search™ software |
| HD-NVR3-PRM-2NDCPU | 2nd CPU kit |
| HD-NVR3-PRM-2NDPS-AU | Redundant, hot-swappable power supply, for AU |
| HD-NVR3-PRM-2NDPS-EU | Redundant, hot-swappable power supply, for EU |
| HD-NVR3-PRM-2NDPS-NA | Redundant, hot-swappable power supply, for NA |
| HD-NVR3-PRM-2NDPS-UK | Redundant, hot-swappable power supply, for UK |
| HD-NVR3-SFPPLUS-DA | SFP+ 10GbE Twinax Direct Attach Cable 3m |
| HD-NVR3-SFPPLUS-SR | SFP+ 10GBASE-SR Transceiver |

- HD-NVR3-PRM-xxTB-NA = 
- HD-NVR3-PRM-xxTB-UK = 
- HD-NVR3-PRM-xxTB-EU = 
- HD-NVR3-PRM-xxTB-AU = 
- HD-NVR3-PRM-xxTB-DK = 
- HD-NVR3-PRM-xxTB-CH = 

H4 SL Dome Camera with LightCatcher™ Technology

The H4 SL camera line has an innovative and modular design that is easy to install. Built on the H4 platform, it combines our patented LightCatcher and Wide Dynamic Range (WDR) technologies to provide exceptional image quality in complex lighting.

Using HDSM SmartCodec™ and idle scene mode technologies, the H4 SL camera optimizes video streams in real time, minimizing bandwidth and storage requirements while maintaining clear, detailed images. It integrates with Avigilon Control Center™ video management software (VMS), and is ONVIF-compliant for integration with a third-party VMS. With significant improvements to bandwidth savings and lower storage retention, as well as its easy-to-install, modular design, the H4 SL camera line adds even more value than before, lowering your total cost of ownership.



Straight out of the box, the H4 SL camera is designed and packaged for simple ordering and quick and flexible installation. This camera line's discreet and modular design allows it to seamlessly fit in to its surroundings. Dome models come with surface and in-ceiling mounts that can quickly and easily be alternated.

The H4 SL camera's IK10-rated, vandal-resistant and IP66 dust and water-resistant housing (outdoor model only) make it ideal for monitoring a variety of indoor and outdoor environments, such as hallways, public entrances and lobbies of banks, schools, retail outlets and hotels.

Avigilon HDSM SmartCodec technology H4 SL optimizes the video stream in real time using automatic ROI encoding to save bandwidth and storage requirements while maintaining image quality.

KEY FEATURES

- 1.3, 2.0 and 3.0 megapixel resolution models
- Innovative modular design for quick and easy installs
- 3-9 mm F/1.4 lens with remote zoom and focus
- Content adaptive IR technology provides effective illumination through the field of view, while maintaining exceptional scene illumination
- Wi-Fi camera configuration support
- Avigilon LightCatcher technology provides exceptional image quality in low light environments
- Dual exposure Wide Dynamic Range for complex lighting environments
- Integrated IR (Infrared) LEDs provide uniform illumination in the dark, even at 0 lux, up to maximum of 15 m (~50 ft) away (outdoor model only)
- Avigilon HDSM SmartCodec technology for reduce bandwidth and storage requirements
- Idle scene mode lowers bandwidth and storage usage if there are no motion events detected in the scene
- (Outdoor model only) IK10 vandal resistant construction and IP66 compliant

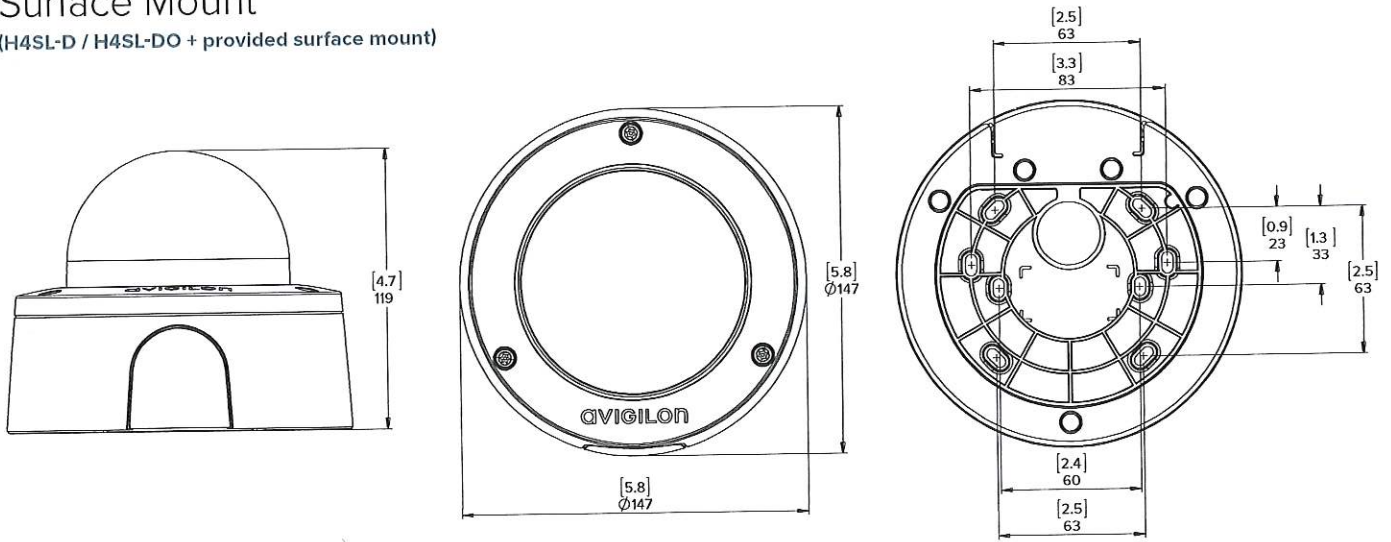
Specifications

| | 1.3 MP | 2.0 MP | 3.0 MP | | |
|-----------------------------|---|--|--|---|---|
| IMAGE PERFORMANCE | Image Sensor | 1/2.8" progressive scan CMOS | | | |
| | Aspect Ratio | 5:4 | 16:9 | 4:3 | |
| | Active Pixels (H x V) | 1280 x 1024 | 1920 x 1080 | 2048 x 1536 | |
| | Imaging Area (H x V) | 3.7 mm x 3.0mm; 0.145" x 0.118" | 5.6 mm x 3.1 mm; 0.22" x 0.122" | 5.12 mm x 3.84 mm; 0.202" x 0.157" | |
| | Image Rate | 30 fps | 30 fps | 20 fps | |
| | Minimum Illumination | with IR | 0.01 lux in color mode; 0 lux (F/1.4) in monochrome mode | | |
| | | without IR | 0.01 lux in color mode; 0.002 lux (F/1.4) in monochrome mode | | |
| | IR Illumination (high power 850 nm LEDs) | (H4SL-D) Indoor model — 10 m (33 ft) max. distance at 0 lux (H4SL-DO) Outdoor model — 15 m (50 ft) max. distance at 0 lux | | | |
| | Dynamic Range | 100 dB | | | |
| | Resolution Scaling | Down to 384 x 216 | | | |
| Bandwidth Management | HDSM SmartCodec technology; Idle scene mode | | | | |
| 3D Noise Reduction Filter | Yes | | | | |
| LENS | Lens | F/1.4, 3-9 mm, motorized, varifocal | | | |
| | (Aspect ratio) HFoV | (5:4) 26° – 60°; (16:9) 39° – 90° | | | |
| IMAGE CONTROL | Image Compression Method | H.264 (MPEG-4 Part 10/AVC), Motion JPEG | | | |
| | Streaming | Multi-stream H.264 and Motion JPEG | | | |
| | Video Compression | H.264/MJPEG/HDSM SmartCodec technology | | | |
| | Motion Detection | Pixel | | | |
| | Electronic Shutter Control | Automatic, Manual (1/6 to 1/8000 sec) | | | |
| | Iris Control | Automatic, Manual | | | |
| | Day/Night Control | Automatic, Manual | | | |
| | Flicker Control | 50 Hz, 60 Hz | | | |
| | White Balance | Automatic, Manual | | | |
| | Backlight Compensation | Adjustable | | | |
| | Privacy Zones | Up to 64 zones | | | |
| | NETWORK | Network | 100BASE-TX | | |
| | | Cabling Type | CAT5 | | |
| Connector | | RJ-45 | | | |
| ONVIF | | ONVIF compliant with version 1.02, 2.00, Profile S | | | |
| Security | | Password protection, HTTPS encryption, digest authentication, WS authentication, user access log, 802.1x port based authentication | | | |
| Protocols | | IPv4, HTTP, HTTPS, SOAP, DNS, NTP, RTSP, RTP, TCP, UDP, IGMP, ICMP, DHCP, Zeroconf, ARP | | | |
| Streaming Protocols | | RTP/UDP, RTP/UDP multicast, RTP/RTSP/TCP, RTP/RTSP/HTTP/TCP, RTP/RTSP/HTTPS/TCP, HTTP | | | |
| Device Management Protocols | | SNMP v2c, SNMP v3 | | | |
| PERIPHERALS | | USB Port | USB 2.0 | | |
| | | Onboard Storage | microSD/microSDHC/microSDXC slot – minimum class 6; class 10/UHS-1 or better recommended | | |
| MECHANICAL | | SURFACE MOUNT | IN-CEILING MOUNT | PENDANT MOUNT | |
| | | | | NPT ADAPTER | NPT + WALL MOUNT |
| | Dimensions (LxWxH) | 147 mm x 147 mm x 119 mm; 5.8" x 5.8" x 4.7" | 174 mm x 174 mm x 162 mm; 6.9" x 6.9" x 6.4" | 153 mm x 153 mm x 166 mm; 6.0" x 6.0" x 6.5" | 269 mm x 153 mm x 214 mm; 10.6" x 6.0" x 8.4" |
| | Max. Ceiling Thickness | n/a | 32 mm (1.25") | n/a | n/a |
| | Weight | H4SL-D — 0.76 kg; 1.68 lbs H4SL-DO — 0.78 kg; 1.72 lbs | H4SL-D — 0.75 kg; 1.65 lbs H4SL-DO — 0.77 kg; 1.69 lbs | H4SL-D — 0.75 kg; 1.65 lbs H4SL-DO — 0.77 kg; 1.69 lbs | H4SL-D — 2.02 kg; 4.45 lbs H4SL-DO — 2.04 kg; 4.49 lbs |
| | | Dome Bubble | Polycarbonate, clear | | |
| | Body | Polycarbonate | | | Polycarbonate/aluminum |
| | Housing | Vandal resistant | | | |
| | Finish | Fog coat, cool grey | | | Powder coat, RAL 9003 |
| | Adjustment Range | 360° pan, 30° – 95° tilt, ±180° azimuth | | | |
| | ELECTRICAL | Power Consumption | H4SL-D — 4 W max H4SL-DO — 7 W max | | |
| | | Power Source | PoE: IEEE802.3af Class 3 compliant | | |
| | | RTC Backup Battery | 3V manganese lithium | | |
| ENVIRONMENTAL | Operating Temperature | Outdoor: -30 °C to +60 °C (-22 °F to 140 °F); Indoor: 0 °C to +60 °C (32 °F to 140 °F) | | | |
| | Storage Temperature | -10 °C to +70 °C (14 °F to 158 °F) | | | |
| | Humidity | 0 - 95% non-condensing | | | |
| CERTIFICATIONS | Certifications/Directives | UL, cUL, CE, ROHS, WEEE, RCM, EAC (not applicable to 3MP indoor dome), KC | | | |
| | Safety | UL 60950-1, CSA 60950-1, IEC/EN 60950-1, IEC 62471 | | | |
| | Environmental | (H4SL-DO outdoor models only) IK10 Impact Rating, UL/CSA/IEC 60950-22, IEC 60529 IP66 Rating | | | |
| | Electromagnetic Emissions | FCC Part 15 Subpart B Class B, IC ICES-003 Class B, EN 55022 Class B, EN 61000-6-3, EN 61000-3-2, EN 61000-3-3, EN 55032, KN 32 | | | |
| Electromagnetic Immunity | EN 55024, EN 61000-6-1, EN 50130-4, KN 35 | | | | |

Outline Dimensions

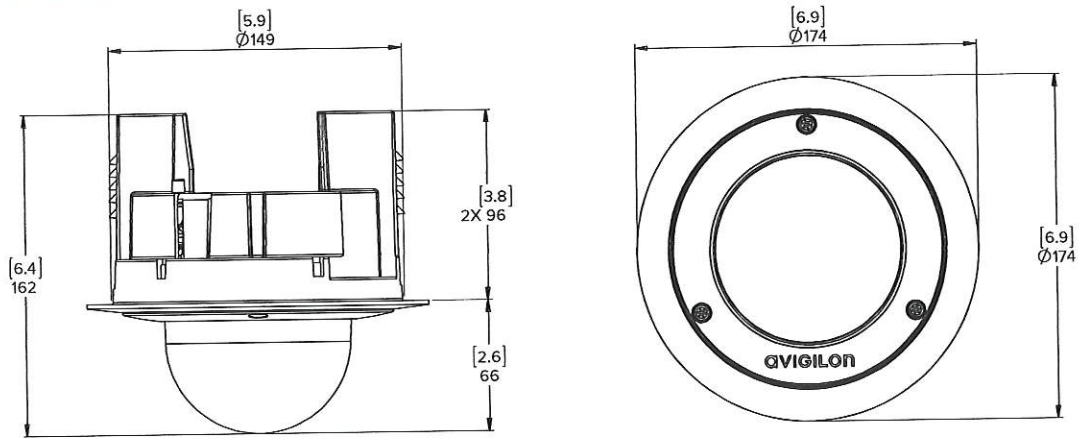
Surface Mount

(H4SL-D / H4SL-DO + provided surface mount)



In-Ceiling Mount

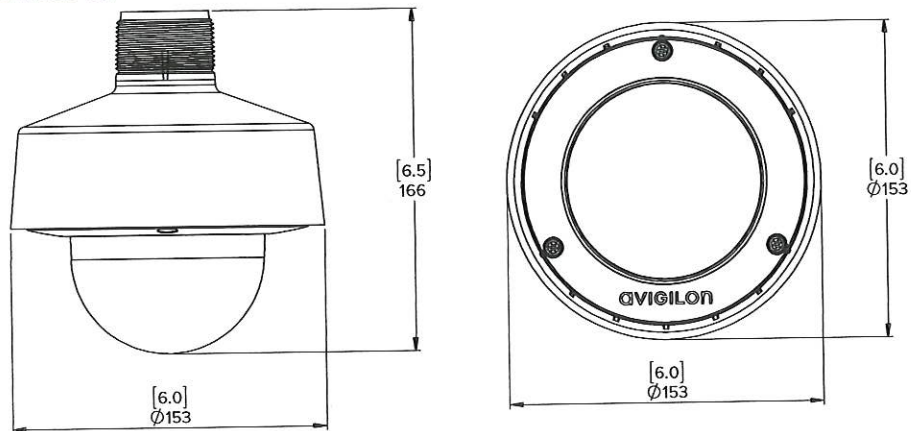
(H4SL-D/H4SL-DO + H4SL-MT-DCIL)



| [X.X] | INCHES |
|-------|--------|
| X | MM |

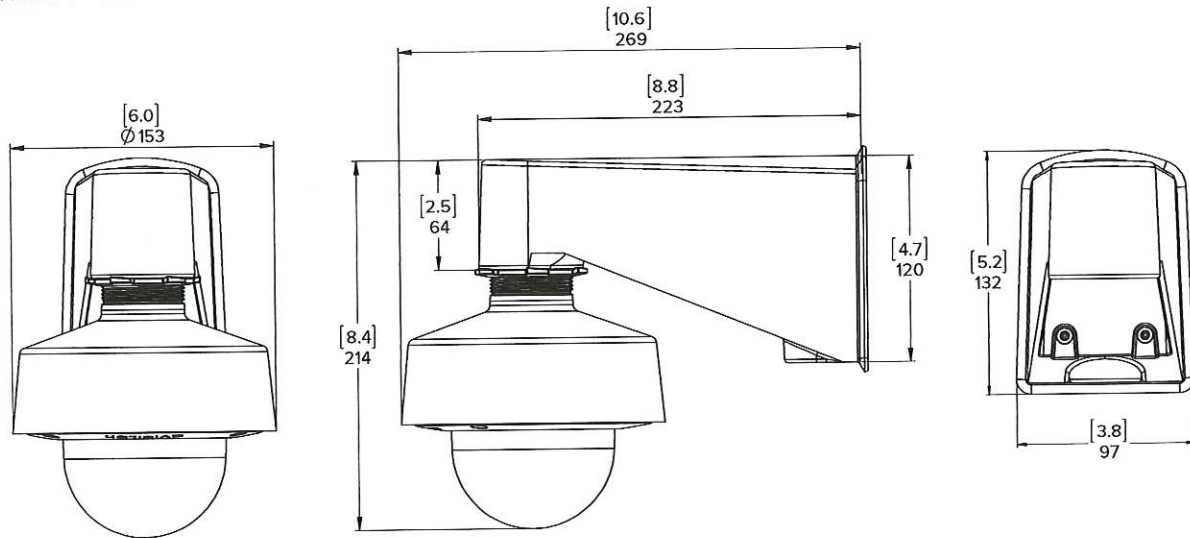
NPT Adapter

(H4SL-D/H4SL-DO + H4SL-MT-NPTA)



NPT Adapter and Pendant Wall Mount

(H4SL-D/H4SL-DO + H4SL-MT-NPTA + CM-MT-WALL1)



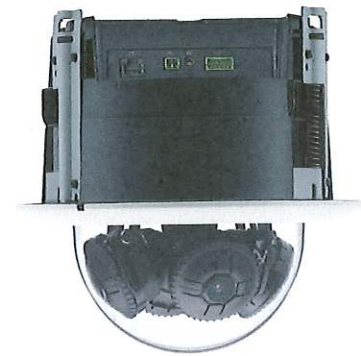
Ordering Information

| | MP | WDR | LightCatcher Technology | Lens | IR | IP66 | HDSM SmartCodec |
|-----------------|---|-----|-------------------------|----------|----|------|-----------------|
| 1.3C-H4SL-D1 | 1.3 | ✓ | ✓ | 3 - 9 mm | | | ✓ |
| 2.0C-H4SL-D1 | 2.0 | ✓ | ✓ | 3 - 9 mm | | | ✓ |
| 3.0C-H4SL-D1 | 3.0 | ✓ | ✓ | 3 - 9 mm | | | ✓ |
| 1.3C-H4SL-D1HR | 1.3 | ✓ | ✓ | 3 - 9 mm | ✓ | | ✓ |
| 2.0C-H4SL-D1HR | 2.0 | ✓ | ✓ | 3 - 9 mm | ✓ | | ✓ |
| 3.0C-H4SL-D1HR | 3.0 | ✓ | ✓ | 3 - 9 mm | ✓ | | ✓ |
| 1.3C-H4SL-DO1HR | 1.3 | ✓ | ✓ | 3 - 9 mm | ✓ | ✓ | ✓ |
| 2.0C-H4SL-DO1HR | 2.0 | ✓ | ✓ | 3 - 9 mm | ✓ | ✓ | ✓ |
| 3.0C-H4SL-DO1HR | 3.0 | ✓ | ✓ | 3 - 9 mm | ✓ | ✓ | ✓ |
| H4SL-MT-DCIL1 | In-ceiling mounting adapter for the H4 SL dome camera | | | | | | |
| H4SL-MT-NPTA1 | NPT adapter for the H4 SL dome camera | | | | | | |
| CM-MT-WALL1 | Pendant wall mount | | | | | | |
| H4-DC-CPNL1 | Metal ceiling panel | | | | | | |
| H4-AC-WIFI2-NA | USB Wi-Fi adapter | | | | | | |
| H4-AC-WIFI2-EU | USB Wi-Fi adapter | | | | | | |

HD Multisensor Dome Cameras

Avigilon offers a broad range of high definition cameras – from 1 – 5 MP and 4 – 7K (based on horizontal resolution) – and are available in a variety of formats, including dome, panoramic and fixed. Whether it's a small storefront that requires a few cameras or a large complex system requiring complete coverage of numerous areas, you can trust that you're getting an exceptional solution for your security needs.

The innovative HD Multisensor dome camera is just one way Avigilon can help provide the very best monitoring and protection.



Avigilon's HD Multisensor dome camera offers unsurpassed image quality and flexibility with multi-directional scene coverage. Available in 3 (9 MP) or 4 (12 MP) sensor configurations, each equipped with a remote zoom and focus lens, one HD Multisensor dome can replace a PTZ or multiple fixed cameras, requiring just a single installation with one ethernet cable and one camera license. Avigilon's innovative camera track design allows three or four individual camera gimbals to be individually positioned in flexible configurations to meet challenging field of view requirements. Available in 3 easy to install configurations; in-ceiling, and IP66 and IK10 rated surface mount and outdoor pendant, the HD Multisensor dome camera is ready for all environments.

KEY FEATURES

- 3 x 3 MP (9 MP) or 4 x 3 MP (12 MP) 1/3" Progressive scan sensor
- Each lens is a 3 MP 2.8-8mm remote zoom and focus lens
- H.264 and Motion JPEG compression
- 100dB Wide Dynamic Range performance
- ONVIF compliant API
- Automatic exposure control and iris control
- Automatic removable IR cut filter for IR sensitivity at night
- Power over Ethernet, 24 VAC or 24 VDC power input
- External microphone and speaker support for two-way audio
- External I/O interface for connecting alarms and relays
- Supports broad environmental conditions for challenging outdoor installations

Specifications

IN-CEILING MOUNT (H3-MH-DC)

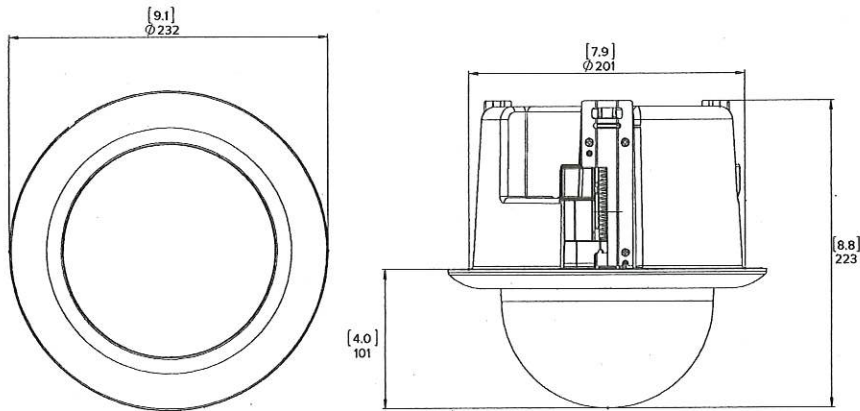
SURFACE MOUNT (H3-MH-DO)

PENDANT MOUNT (H3-MH-DP)

| | | | | | | | | | |
|---|-----------------------------|--|---|---|-------------------------------|------|---------------------------|--------------|--------------|
| IMAGE PERFORMANCE (per image sensor) | Image Sensor | WDR 1/3" progressive scan CMOS | | | | | | | |
| | Active Pixels | per image sensor | 2048 (H) x 1536 (V) | | | | | | |
| | | 3 x image sensor | 6144 (H) x 1536 (V) | | | | | | |
| | | 4 x image sensor | 8192 (H) x 1536 (V) | | | | | | |
| | Imaging Area | 4.5 mm (H) x 3.4 mm (V); 0.189" (H) x 0.106" (V) | | | | | | | |
| | Minimum Illumination | 0.23 lux (F1.3) in color mode; 0.023 lux (F1.3) in monochrome mode | | | | | | | |
| | Dynamic Range | 100 dB | | | | | | | |
| | Image Rate | 3 image sensor model: 20 fps per image sensor 4 image sensor model: 15 fps per image sensor | | | | | | | |
| Resolution Scaling | Down to 352 x 240 | | | | | | | | |
| LENS (per image sensor) | Lens | 2.8-8mm, F1.3, P-Iris, remote zoom and focus | | | | | | | |
| | Angle of View | 32.5° - 93° | | | | | | | |
| IMAGE CONTROL | Image Compression Method | H.264 (MPEG-4 Part 10/AVC), Motion JPEG | | | | | | | |
| | Streaming | Multi-stream H.264 and Motion JPEG | | | | | | | |
| | Motion Detection | Selectable sensitivity and threshold | | | | | | | |
| | Electronic Shutter Control | Automatic, Manual (1/6 to 1/8000 sec) | | | | | | | |
| | Iris Control | Automatic, Manual | | | | | | | |
| | Day/Night Control | Automatic, Manual | | | | | | | |
| | Flicker Control | 50 Hz, 60 Hz | | | | | | | |
| | White Balance | Automatic, Manual | | | | | | | |
| | Backlight Compensation | Adjustable | | | | | | | |
| | Privacy Zones | Up to 64 zones | | | | | | | |
| | Audio Compression Method | G.711 PCM 8 kHz | | | | | | | |
| | Audio Input/Output | Line level input and output | | | | | | | |
| | External I/O Terminals | Alarm In, Alarm Out | | | | | | | |
| NETWORK | Network | 100BASE-TX | | | | | | | |
| | Cabling Type | CAT5 | | | | | | | |
| | Connector | RJ-45 | | | | | | | |
| | API | ONVIF compliance version 1.02, 2.00, Profile S (www.onvif.org) | | | | | | | |
| | Security | Password protection, HTTPS encryption, digest authentication, WS authentication, user access log, 802.1x port based authentication | | | | | | | |
| | Protocol | IPv4, HTTP, HTTPS, SOAP, DNS, NTP, RTSP, RTP, TCP/UDP, IGMP, ICMP, DHCP, Zeroconf, ARP, | | | | | | | |
| | Streaming Protocols | RTP/UDP, RTP/UDP multicast, RTP/RTSP/TCP, RTP/RTSP/HTTP/TCP, RTP/RTSP/HTTPS/TCP, HTTP | | | | | | | |
| | Device Management Protocols | SNMP v2c, SNMP v3 | | | | | | | |
| | MECHANICAL | Dimensions (ØxH) | 232 mm x 223 mm; 9.1" x 8.8" | 213 mm x 159 mm; 8.4" x 6.3" | 226 mm x 313 mm; 8.9" x 12.3" | | | | |
| | | Weight | 2.18 kg (4.85 lbs) | 3.3 kg (7.3 lbs) | 3.9 kg (8.6 lbs) | | | | |
| Dome Bubble | | Nylon, clear | | | | | | | |
| Body | | Plastic | Aluminum | Aluminum | | | | | |
| Housing | | Recessed mount | Surface mount | Pendant mount | | | | | |
| Finish | | Plastic, cool grey | Powder coat, cool grey | Powder coat, cool grey | | | | | |
| Tilt | | +10° to +67° (depending on position of image sensors) | | | | | | | |
| Pan | | +/-12° to +/-30° (depending on position of image sensors) | | | | | | | |
| Azimuth | | +/- 180° | | | | | | | |
| Onboard Storage | | SD/SDHC/SDXC slot – minimum class 4; class 6 or better recommended | | | | | | | |
| ELECTRICAL | Power Consumption | 13 W with external power or IEEE 802.3af Class 3 PoE | 26 W with external power or IEEE 802.3at Type 2 PoE Plus 13 W with IEEE 802.3af Class 3 power | | | | | | |
| | Power Source | VDC: 24 V +/- 10%, 13 W min VAC: 24 V +/- 10%, 19 VA min PoE: IEEE 802.3af Class 3 | VDC: 24 V +/- 10%, 26 W min. VAC: 24 V +/- 10%, 37 VA min. PoE: IEEE 802.3af Class 3 or IEEE 802.3at Type 2 | VDC: 24 V +/- 10%, 26 W min. VAC: 24 V +/- 10%, 37 VA min. PoE: IEEE 802.3af Class 3 or IEEE 802.3at Type 2 | | | | | |
| | Power Connector | 2-pin terminal block | 2-pin terminal block | Waterproof 2-pin connector | | | | | |
| | RTC Backup Battery | 3V Manganese Lithium | 3V Manganese Lithium | 3V Manganese Lithium | | | | | |
| ENVIRONMENTAL | Operating Temperature | -10 °C to +50 °C (14 °F to 122 °F) | -40 °C to +50 °C (-40 °F to 122 °F) with external power or IEEE 802.3at Type 2 PoE Plus -20 °C to +50 °C (-4 °F to 122 °F) with IEEE 802.3af Class 3 power | | | | | | |
| | Storage Temperature | -10 °C to +70 °C (14 °F to 158 °F) | -10 °C to +70 °C (14 °F to 158 °F) | | | | | | |
| | Humidity | 0 - 95% non-condensing | 0 - 95% non-condensing | | | | | | |
| CERTIFICATIONS | Certifications | UL | cUL | CE | ROHS | WEEE | RCM | EAC | KC |
| | Safety | UL 60950-1 | | | CSA 60950-1 | | IEC/EN 60950-1 | | |
| | Environmental | | | | IK10 Impact Rating | | Meets IP66 Weather Rating | | |
| | Electromagnetic Emissions | IC ICES-003 Class B | | FCC Part 15 Subpart B Class B | EN 55032 Class B | | EN 61000-6-3 | EN 61000-3-2 | EN 61000-3-3 |
| | Electromagnetic Immunity | EN 55024 | | | EN 61000-6-1 | | | | |

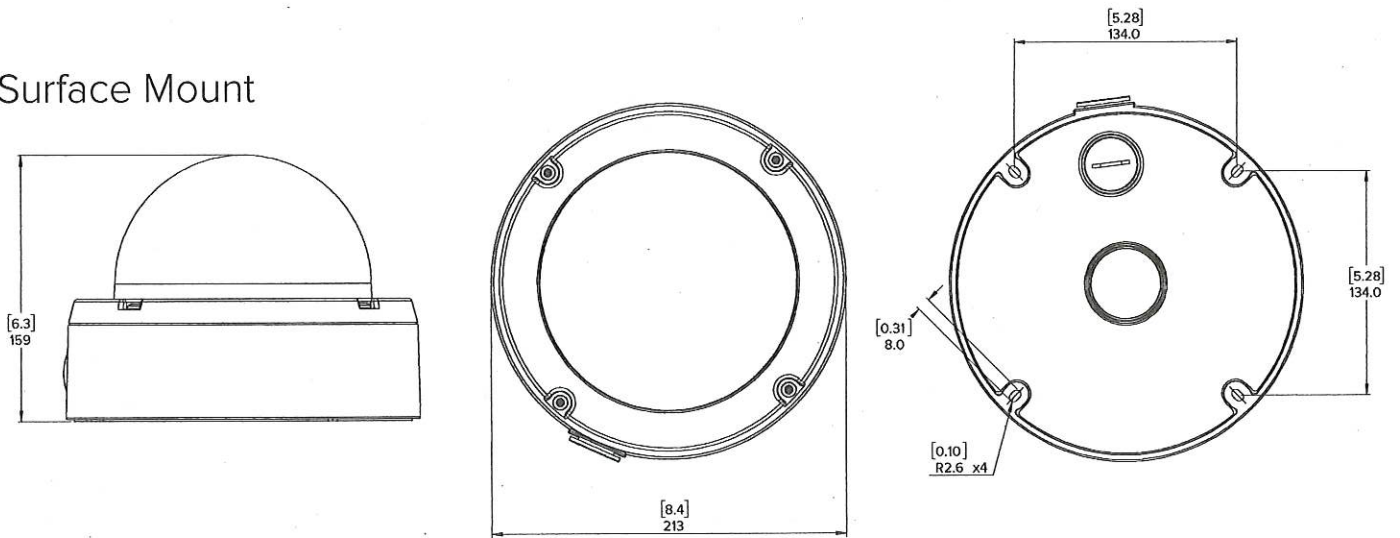
Outline Dimensions

In-Ceiling Mount

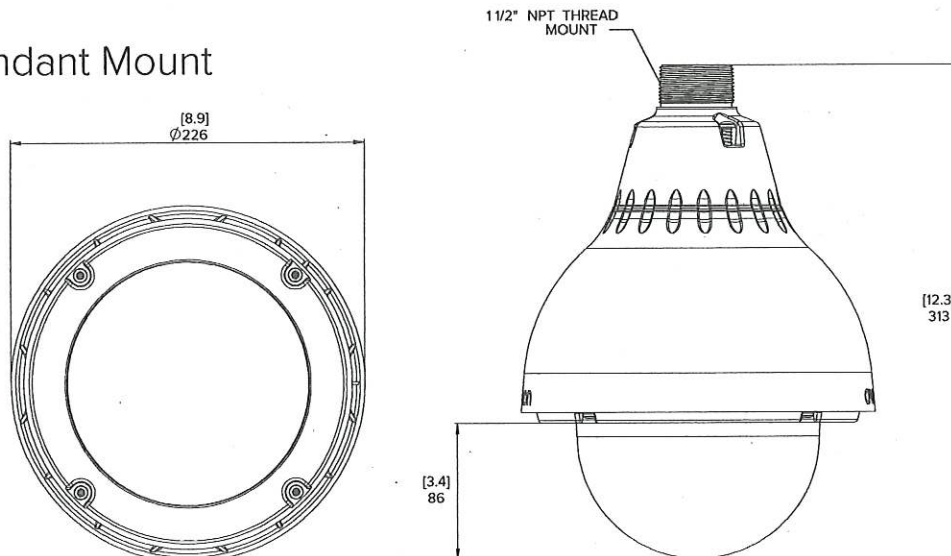


| [X.X] | INCHES |
|-------|--------|
| X | MM |

Surface Mount



Pendant Mount



Ordering Information

IN-CEILING MOUNT

| | |
|----------------|--|
| 9W-H3-3MH-DC1 | 3 x Image Sensor In-Ceiling HD Multisensor Dome Camera |
| 12W-H3-4MH-DC1 | 4 x Image Sensor In-Ceiling HD Multisensor Dome Camera |
| PTZMH-DC-CLER1 | PTZ In-Ceiling Dome Camera Cover with Clear Bubble |
| PTZMH-DC-SMOK1 | PTZ In-Ceiling Dome Camera Cover with Smoked Bubble |
| PTZMH-DC-CPNL1 | Metal Ceiling Panel |

SURFACE MOUNT

| | |
|------------------|---|
| 9W-H3-3MH-DO1-B | 3 Image Sensor Outdoor HD Multisensor Dome Camera |
| 12W-H3-4MH-DO1-B | 4 Image Sensor Outdoor HD Multisensor Dome Camera |
| PTZMH-DP-CLER1 | Dome Camera Cover with Clear Bubble (IK10) |
| PTZMH-DP-SMOK1 | Dome Camera Cover with Smoked Bubble (IK10) |

PENDANT MOUNT

| | |
|------------------|---|
| 9W-H3-3MH-DP1-B | 3 Image Sensor Pendant HD Multisensor Dome Camera |
| 12W-H3-4MH-DP1-B | 4 Image Sensor Pendant HD Multisensor Dome Camera |
| CM-MT-WALL1 | Pendant wall mount |
| H4-MT-POLE1 | Pole Mounting Bracket |
| H4-MT-CRNR1 | Corner Mounting Bracket |
| PTZMH-DP-CLER1 | Dome Camera Cover with Clear Bubble (IK10) |
| PTZMH-DP-SMOK1 | Dome Camera Cover with Smoked Bubble (IK10) |

Avigilon™ Access Control Manager Enterprise

AVIGILON

Avigilon™ Access Control Manager Enterprise is a web-based, access control solution that enables enterprises of all sizes to secure their facilities, people and assets across multiple offices, buildings or locations from any browser. Avigilon's revolutionary access control platform is the industry's first and only physical access control system (PACS) that seamlessly integrates with IT and logical security systems to deliver a new standard in performance, scalability and efficiency that can only be achieved through convergence.

ENTERPRISE



INTEGRATED ACCESS CONTROL NETWORK APPLIANCE

Avigilon™ Access Control Manager Enterprise is an integrated access control network appliance that leverages an open architecture, integrates identity management and video surveillance and achieves the highest level of scalability with the lowest cost of ownership by eliminating the need to maintain a stand-alone server or install software on multiple machines.

PHYSICAL AND LOGICAL SECURITY CONVERGENCE

Access Control Manager Enterprise allows organizations to seamlessly integrate IT and physical security systems, such as Identity and Access Governance (IAG), Security Information and Event Management (SIEM), Physical Security and Information Management (PSIM) and Video Management Systems (VMS), as well as traditional back end tools such as HR databases, to correlate physical and logical security event information, monitor alarms and rapidly respond to unauthorized activities.

BENEFITS

- Video and alarm integration with Avigilon™ Control Center (ACC)
- Eliminate the cost and complexity of legacy security systems
- Upgrade to a highly resilient, scalable software platform
- Enable seamless integration with IT and physical security
- Leverage open field hardware investments

Specifications

| | | | | | | | |
|-------------------------------|--|---|-------------------|--|-------------------------------------|--------|----------|
| SYSTEM | Readers | 16 - 2048 | | | | | |
| | Hard Disk Drive Configuration | 1TB 7.2K RPM SATA 3Gbps 3.5in | | | | | |
| | Processor | Intel® Xeon® E3-1220 3.10 GHz, 8M Cache, Turbo, Quad Core/4T | | | | | |
| | Memory | 4 GB (1x4GB), 1600Mhz, Dual Ranked | | | | | |
| | Network Adapter Card | Broadcom® 5716C Multiple speed support with dual 10/100/1000-Mbps Ethernet MACs | | | | | |
| | Card Readers | 16 - 2,048 | | | | | |
| | Max. Simultaneous Operators | 50 | | | | | |
| | Max. Identities | 500,000 | | | | | |
| Max. Stored Events | 150,000,000 | | | | | | |
| MECHANICAL | Form Factor | 1U rack mount chassis | | | | | |
| | Dimensions (HxWxD) | 42.4 mm x 434 mm x 394.3 mm; 1.66" x 17.09" x 15.52" | | | | | |
| | Weight | 8.05 kg (17.76 lbs) | | | | | |
| ELECTRICAL | Power Input | 90 to 264 VAC, 47-63 Hz | | | | | |
| | Power Supply | Single non-redundant | | | | | |
| | Power Consumption | 250 W | | | | | |
| ENVIRONMENTAL | Operating Temperature | 10° C to 35° C (50° F to 95° F) | | | | | |
| | Storage Temperature | -40° C to 65° C (-40° F to 149° F) | | | | | |
| | Humidity | 20 - 80% Relative humidity (non-condensing) | | | | | |
| | Operating Vibration | 0.26Grms at 5-350Hz for 15 minutes | | | | | |
| | Storage Vibration | 1.88Grms at 10-500Hz for 15 minutes | | | | | |
| | Operating Shock | 31G | | | | | |
| | Storage Shock | 71G | | | | | |
| | Operating Altitude | -15.2 m (-50 ft) to 3048 m (10,000 ft) | | | | | |
| Storage Altitude | -15.2 m (-50 ft) to 10,668 m (35,000 ft) | | | | | | |
| CERTIFICATIONS | | IRAM | BELLIS | SCC | CNCA/CCC | KONCAR | CE |
| | | TUV | IECEE CB | SII | OTAN-CKT | KEBS | KUCAS |
| | | NYCE/NOM | INSM | SONCAP | NEMKO | GOST | KSA ICCP |
| | | NRCS | BSMI | UKRTEST/UKRSERTCOMPUTER | | NRTL | STZ |
| | | ACMA/C-Tick | BELLIS | KVALITET | ICES | SII | VCCI |
| | | OTAN-CKT | INSM | SABS | KCC | FCC | ICT |
| | | | | | | | |
| SUPPORTED IT PLATFORMS | Linux® | SUPPORTED ACCESS CONTROL SOLUTIONS | HID VertX EVO™ | SUPPORTED VIDEO INTEGRATION SOLUTIONS | Avigilon™ Control Center | | |
| | OpenLDAP® | | HID Global | | Pelco by Schneider Electric | | |
| | VMware™ Ready | | Mercury Security | | Exacq Technologies by Tyco Security | | |
| | VerAfied | | ASSA ABLOY | | Sallent Systems | | |
| | Firefox™ | | Allegion plc | | Milestone Systems | | |
| | Google Chrome™ | | Farpointe Data® | | Dedicated Micros | | |
| | Apple Safari® | | EasyLobby® by HID | | | | |
| Internet Explorer® | LifeSafety Power | | | | | | |
| ORDERING INFORMATION | AC-APP-16R-ENT2 | Access Control Enterprise Appliance with 16 Readers | | | | | |
| | AC-APP-32R-ENT2 | Access Control Enterprise Appliance with 32 Readers | | | | | |
| | AC-APP-64R-ENT2 | Access Control Enterprise Appliance with 64 Readers | | | | | |
| | AC-APP-128R-ENT2 | Access Control Enterprise Appliance with 128 Readers | | | | | |
| | AC-APP-256R-ENT2 | Access Control Enterprise Appliance with 256 Readers | | | | | |
| | AC-APP-512R-ENT2 | Access Control Enterprise Appliance with 512 Readers | | | | | |
| | AC-APP-1024R-ENT2 | Access Control Enterprise Appliance with 1024 Readers | | | | | |
| | AC-APP-2048R-ENT2 | Access Control Enterprise Appliance with 2048 Readers | | | | | |







STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, AICP, City Planner, CSG Consultants
 VIA: Brian Dossey, City Manager
 MEETING DATE: March 14, 2018
 SUBJECT: 2017 General Plan and Housing Element Annual Report

RECOMMENDATION

MOTION ACCEPTING THE 2017 ANNUAL REPORT ON THE IMPLEMENTATION OF THE GENERAL PLAN, INCLUDING THE HOUSING ELEMENT

EXECUTIVE SUMMARY

Each year, the town is required to submit annual reports on the implementation of the General Plan and Housing Element to the state. Prior to staff sending the report to the state, the City Council must accept the report. As shown in the attached General Plan Implementation Status Sheets, there were several General Plan policies that were furthered this year. The most significant actions taken in 2017 were the approval of Affordable Housing Impact Fees and amendments to the Accessory Dwelling Unit (ADU) ordinance to comply with state law, both further the goals of the Housing Element.

FISCAL IMPACT

The preparation of the 2017 Annual Report on the status of implementation to the General Plan, does not have an impact on the Town's adopted budget.

BACKGROUND

California Government Code Section 65400 requires that an Annual Report be prepared that details the status of implementation of the General Plan. A separate report is required for the status of the Housing Element. This report is to be submitted to the City Council, the Governor's Office of Planning and Research, and the California Department of Housing and Community Development. This report is required to include details of the progress toward implementation of each of the elements within the General Plan.

A city's General Plan serves as the overall guide and vision for all of the community's land use and development activities. Due to the fact that a General Plan requires periodic

updates to accurately reflect changes in values and priorities of a community, it is important that local jurisdictions review their General Plans and the status of implementation of the measures included in each element of the Plan. It is the goal of this Annual Report to provide a tool for this review.

The General Plan contains the seven State required elements: Land Use, Circulation, Housing, Open Space/Conservation, Noise and Safety. The law does not require specific time limits on updates to the General Plan, with the exception of the Housing Element. However, it is essential that a community's General Plan is current and consistent with zoning regulations and changes within the community. As the City Council is aware, most of Colma's General Plan dates back to 1999 and is in need of updating. Over the past calendar year, Staff has also made progress on the 2035 General Plan update.

ANALYSIS

Attached is a table that details each of the policies set forth in elements of the General Plan. The tables contain the implementation measure for each policy along with a status update for each policy. Many of the policies are implemented on a case by case basis and require ongoing implementation as projects are submitted to staff for review. However, some policies are quite outdated and show the age of our General Plan and are evidence of our need for a General Plan update. The discussion below highlights actions by element (only elements where a significant action occurred are listed):

Housing Element

The following list summarizes the highlights of the Housing Element:

- The application for a 66-unit veteran's affordable housing project was approved. The project is scheduled to be completed in 2019. Since the building permit was issued in early 2018, the Town will be able to report the project in next year's annual report. The project will satisfy not only the Town's entire regional housing number (59) for this housing cycle, but will also satisfy the entire affordable housing production goal for the 8-year Housing Element cycle.
- The City Council adopted Housing Impact Fees for commercial and residential development to provide funds for affordable housing development.
- The Town amended its Accessory Dwelling Unit (ADU) ordinance, consistent with state law.
- The City Council approved the subdivision of the Tealdi greenhouse lots on B Street. 9 new lots have been created, 8 of which are intended for market-rate new single-family dwelling units. Six of the building permits were issued in 2017 and are included in the report to the state.
- Colma continues to provide funding to programs such as the Human Investment Project, and Lifemoves as discussed in the Housing Element.
- The number of section 8 units in the Town remains at 8 units between 2016 and 2017.

Additional information about Housing Element compliance can be found in Tables A-C, attached. Since this is a table generated through the state HCD website, there are typing errors generated by their system that cannot be corrected.

Circulation Element

No policy implementation occurred this year on the General Plan Circulation Element. However, the Town is moving forward with improvement plans for Mission Road and Serramonte Boulevard and Collins Avenue. The Town also is working on a Systemic Safety Analysis Report (SSAR) to identify safety improvements in Colma.

Land Use Element

No policy implementation occurred this year on the General Plan Land Use Element. An amendment was made to the element to allow for vehicle storage in cemetery designated areas.

Open Space and Conservation Element

No policy implementation occurred this year on the General Plan Open Space and Conservation Element

Noise Element

No policy implementation occurred this year on the General Plan Noise Element.

Safety Element

No policy implementation occurred this year on the General Plan Safety Element.

Historical Resources Element

No policy implementation occurred this year on the General Plan Historical Resources Element. The new draft of the Historical Resources Element will be folded into the amended General Plan prior to its review and adoption. Historic rehabilitation of the Holy Cross pump station is currently under way.

Council Adopted Values

The Annual Report on the General Plan complies with the Council's commitment to ***Responsibility*** through the periodic review of the implementation of adopted policies and programs.

Sustainability Impact

A motion on accepting the 2017 annual report on the implementation of the general plan will have no impact on sustainability.

Alternatives

1. The City Council could take no action. Doing so is not recommended, however, because the Town would not be in compliance with the requirements of Government Code Section 65400.
2. The City Council could provide direction to staff to make changes in the General Plan Annual Report and forward the report to the state.

CONCLUSION

Staff recommends that the City Council, by motion, accept the 2017 Annual Report on the status of Implementation of the General Plan and Housing Element.

ATTACHMENTS

- A. 2017 Annual Report on the Implementation of the Housing Element, including Tables A-C
- B. 2017 Annual Report on the Implementation of the General Plan, Remaining Elements

Attachment A

Table H-53: Town of Colma Goals, Policies, Programs and Objectives

| Related Goal | Implementing Program | Timeframe | Tasks & Responsibility | Quantified Objective |
|---|---|----------------|---|--|
| <p>Policy 1: Encourage construction of single family detached homes at all income levels in the Sterling Park residential neighborhood.</p> <p>Goal A: Identify Adequate Sites</p> <p>Goal B: Assist in making affordable units available</p> | <p><i>Program 1.1 Manufactured Housing Design Standards.</i></p> <p>California's Factory Built Housing Law allows jurisdictions to regulate the design and aesthetics of manufactured housing as long as the restrictions are similar to those applied to other residences of similar size.</p> <p>Manufactured homes complying with and certified by state law must be permitted as single family homes in residential neighborhoods. By drafting and adopting a design ordinance for manufactured homes, Colma can ensure that the aesthetics of Sterling Park will not be adversely affected by manufactured homes.</p> <p>In May of 2013 City Council adopted Ordinance No. 720, allowing manufactured homes to be located in a single-family residential zone, provided it is on a permanent foundation, devoid of wheels or axles, and meets specified design standards, and establishing development standards applicable to manufactured homes.</p> | <p>Ongoing</p> | <p>Planning Department is responsible for making developers aware of this provision</p> | <p>Allows for construction of single family residences at lower costs, thereby reducing the cost of housing.</p> |

Attachment A

Table H-53: Town of Colma Goals, Policies, Programs and Objectives

| Related Goal | Implementing Program | Timeframe | Tasks & Responsibility | Quantified Objective |
|---|---|---|--|--|
| <p>Goal A: Identify Adequate Sites</p> <p>Goal B: Assist in making affordable units available</p> | <p>Program 1.2 General Plan Consistency Review and Annual Report.</p> <p>Continue to conduct an annual Housing Element implementation review consistent with Government Code Section 65400. Provide an annual report on the Town’s housing efforts, to the City Council and ensure the annual report is available to the public.</p> | <p>Continue internal consistency review annually and make report available to the public.</p> | <p>Planning Department is responsible for General Plan and Housing Element review and maintenance.</p> | <p>Increase awareness to decision makers of annual progress toward meeting Housing Element Goals</p> |
| <p>Policy 2: Encourage construction of second dwelling units where appropriate.</p> | | | | |
| <p>Goal A: Identify Adequate Sites</p> <p>Goal B: Assist in making affordable units available</p> | <p>Program 2.1 Second Unit Ordinance.</p> <p>Pursuant to Colma’s Zoning Code, second dwelling units are permitted in the “R” Zone, in accordance with state law. They are also permitted in the “C” zone with a Conditional Use Permit. Second dwelling units are not permitted in the Sterling Park neighborhood, in order to comply with the maximum density of the 13 units/acre density and to manage parking impacts.</p> | <p>Ongoing</p> | <p>Planning Department is responsible for providing information to prospective developers in areas where second units are permitted.</p> | <ul style="list-style-type: none"> • To increase the number of second dwelling units • To encourage the development of second units in areas of the town where they are permitted or conditionally permitted (C and R zones) |

Attachment A

| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (\$) |
|---|--|----------------|---|--|
| <p>Policy 3: Provide incentives that encourage affordable high-density residential uses near major regional transportation facilities.</p> | | | | |
| <p>Goal A: Identify Adequate Sites</p> | <p>Program 3.1 Planned Development Districts and Mixed Use. Pursuant to the Colma Zoning Ordinance, parcels zoned as "Planned Development (PD)" permit a mix of uses, including both residential and commercial. Higher density, multi-unit residential developments are permitted in PD zones.</p> | <p>Ongoing</p> | <p>Planning Department is responsible for the review of planned development applications.</p> <p>City Council is responsible for the adoption of planned development rezones.</p> | <ul style="list-style-type: none"> To optimize the use of developable land to maximize the General Plan density of each developable site. To allow for implementation of Density Bonus provisions when appropriate |
| <p>Goal B: Assist in making affordable units available</p> | <p>PD districts may be established in any R or C zone upon application of a property owner or owners, or upon the initiative of the City Council.</p> | | | |
| <p>Goal C: Remove governmental constraints</p> | | | | |

Attachment A

| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (s) |
|--|---|--|--|--|
| <p>Goal B: Assist in making affordable units available</p> | <p>Program 3.2 Density Bonus Provisions for Affordable Housing. In December of 2005, the Town adopted a Density Bonus Ordinance that provides for the granting of concessions and an increase in density for qualifying residential projects, consistent with State Law.</p> | <p>Ongoing</p> | <p>Planning Department is responsible for making developers aware of density bonus provisions</p> | <p>To increase the supply of housing units through the use of density bonus provisions.</p> |
| <p>Goal B: Assist in making affordable units available</p> | <p>Program 3.3 High-Density Housing Near Colma and South San Francisco BART Stations. Pursuant to the Colma General Plan, a residential density policy applicable to property fronting on El Camino Real between B, C and D Streets encourages high density residential facilities in the vicinity of the Colma and South San Francisco BART Stations. At the Colma BART Station, policies suggest that rooflines exhibit a pitched roof treatment and that the east facade of all structures not exceed the equivalent of two stories above properties in the adjacent R-S Zoning District.</p> | <p>Ongoing provision of information to prospective property buyers</p> | <p>Planning Department is responsible for processing development applications City Council is responsible for approving new developments.</p> | <p>To facilitate the development of housing units and affordable housing units in proximity to the BART station.</p> |

Attachment A

| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (s) |
|--|--|---|---|--|
| <p>Goal A: Identify Adequate Sites</p> <p>Goal B: Assist in making affordable units available</p> <p>Goal C: Remove governmental constraints</p> | <p>Program 3.4 Planner Responsibility to Promote Affordable Housing and Mixed-Use.</p> <p>At the time first contact is made with Town staff, developers are alerted by the City Planner of the Town's desire to provide a wide range of housing, including units affordable to lower income households. The Planner informs prospective developers of the numerous alternatives for financing the construction of affordable housing units, including available incentives such as density bonuses, and provides them with a list of vacant and underutilized properties in Coima. Provide development community with HCD "Financial Assistance Program Directory".</p> | <p>Ongoing implementation of existing program.</p> | <p>Planning Department is responsible for ongoing management of existing program.</p> <p>City Council is responsible for approving new developments</p> | <p>To assist in the development of affordable units</p> |
| <p>Goal A: Identify Adequate Sites</p> <p>Goal B: Assist in making affordable units available</p> <p>Goal C: Remove governmental constraints</p> | <p>Program 3.5 Planned Development Zoning Provisions for Single Family Attached Development.</p> <p>The Town's Planned Development Ordinance provides for residential development proposals that would not be possible under the available conventional zoning. Establishing a PD or 'Planned Development' allows for site-specific constraints to be taken into account when setting the regulations for development, such as design, setback, and parking standards. By allowing for PDs in the Zoning Code, the Zoning Code becomes more flexible and accommodating of residential proposals that can respond to site specific conditions.</p> | <p>Ongoing enforcement of existing ordinance and standards.</p> | <p>Planning Department is responsible for ongoing enforcement of municipal zoning code</p> | <ul style="list-style-type: none"> To optimize the use of developable land to maximize the General Plan density of each developable site. To allow for implementation of Density Bonus provisions when appropriate |

Attachment A

| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (s) |
|--|--|--|--|---|
| <p>Goal A: Identify Adequate Sites</p> <p>Goal B: Assist in making affordable units available</p> <p>Goal C: Remove governmental constraints</p> | <p>Program 3.6 Ensure No Net Loss of Required Units.</p> <p>For each of the three sites identified to accommodate housing for lower income households approved for development at a realistic capacity lower than that identified in the Housing Element, the Town shall identify a site with available infrastructure, without site constraints that would impair achieving maximum densities, and rezoned the identified site with a maximum density of 30 units per acre. The rezoned site shall be of sufficient size to accommodate the equivalent realistic capacity of the underdeveloped site so that there is no net loss of capacity in zoning for lower income households.</p> <p>In May of 2013, the Town added to the Colma Municipal Code the provision that there be no net loss of housing at designated housing sites, pursuant to Govt. Code Section 65863.</p> | <p>Ongoing provision of information to developers and enforcement of the no net loss provision</p> | <p>Planning Department is responsible for determining realistic capacity and ensuring adequate sites for required units.</p> | <p>To assure that all units identified in the Housing Element will be built on designated sites or alternative sites.</p> |

Attachment A

| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (s) |
|--|--|---|--|---|
| <p>Goal B: Assist in making affordable units available</p> | <p>Program 3.7 Inclusionary Housing.</p> <p>In December 2005, the Town adopted an Inclusionary Housing Ordinance amending the Colma Municipal Code. The Ordinance requires developments of 5 or more units include 20% inclusionary affordable units, or pay an in-lieu fee to the Colma Housing Trust Fund.</p> <p>In light of current case law the town is seeking creative ways to support inclusionary housing.</p> <p>The Town is participating in the countywide nexus study to consider appropriate affordable housing impact fees, commercial linkage fees, and determine a nexus for an affordable housing requirement that is fair and equitable. The results of this study are anticipated in late 2014. Once the study is released, the town will determine which implementation options are most appropriate. Separate public hearings and environmental analysis will occur for implementation of any new fees or changes to the existing inclusionary housing ordinance.</p> | <p>Nexus Study to be released in 2014; implementation of recommendations will occur in 2015-2016.</p> | <p>Planning Department is responsible for evaluating and presenting to the City Council options on how to implement the Nexus Study.</p> | <p>To create new affordable housing units both for rent and for sale.</p> |

Attachment A

| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (s) |
|--|---|---|--|---|
| <p>Goal C: Remove governmental constraints</p> <p>Goal F: Equal Opportunity for Housing</p> | <p>Policy 4: Provide Housing accessible to persons with special needs, including seniors, persons with disabilities, and homeless persons.</p> <p>Program 4.1 Reasonable Accommodations Ordinance Public Information, Ordinance Amendment and Monitoring</p> <p>In January 2007, the Town adopted an ordinance amending the Colima municipal code to provide a procedure by which persons with disabilities can request reasonable accommodation in seeking equal access to housing. The procedure includes an application form, establishes review authority, requires public noticing and requires findings.</p> <p>The Town will amend its Reasonable Accommodation Ordinance to remove provisions that are not in compliance with fair housing laws. The Town will continue to provide public information in order to continue to allow for reasonable accommodations for persons with special needs. The Town will regularly monitor the implementation of the Town's codes, policies and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions and all fair housing laws.</p> | <p>Ongoing. Provide public information and monitor implementation of ordinance</p> <p>Amend Municipal Code by December 31, 2015 to remove provisions of the existing reasonable accommodation ordinance that do not comply with fair housing law.</p> | <p>The Planning Department is responsible for enforcing and providing information about the municipal zoning code</p> <p>The Planning Department is responsible for monitoring the implementation of the Town's codes, policies and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions and all fair housing laws.</p> | <p>To assure that reasonable accommodation is made for individuals to have equal access to housing.</p> |
| <p>Goal E: Preserve assisted housing developments at-risk of conversion to market-rate.</p> <p>Goal F: Equal Opportunity for Housing</p> | <p>Program 4.2 Senior Housing.</p> <p>Through this program the Town maintains and manages Creekside Villas, an 18-unit Senior Housing Complex on El Camino Real. The current rental structure is designed to provide subsidized and affordable units to low-income seniors.</p> | <p>Ongoing</p> | <p>Town of Colima Administration and the Department of Public Works responsible for maintenance/management of the facility.</p> | <p>To maintain affordable housing for seniors within the community.</p> |

Attachment A

| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (s) |
|--|---|----------------|--|---|
| <p>Goal F: Equal Opportunity for Housing</p> | <p>Program 4.3 Emergency Shelters. California Government Code Section 65583(a) (4) requires Colma to assess the need for emergency homeless shelters and zone to permit these shelters by right and without environmental review. In May of 2013, the Town of Colma amended its Municipal Code to implement Government Code Section 65583(a) 94). The amendment allows for the construction of an emergency homeless shelter within the Commercial (C) district.</p> | <p>Ongoing</p> | <p>Planning Department responsible for advising a potential developer of an emergency shelter of the zoning provisions. Building Department responsible for processing building permit</p> | <p>Allowance for an emergency shelter</p> |
| <p>Goal F: Equal Opportunity for Housing</p> | <p>Program 4.4 Inform local developers of opportunities to provide transitional and supportive housing. Provide information regarding the Town's transitional and supportive housing opportunities to local developers through counter handouts and interactions, and on the Town's website.</p> | <p>Ongoing</p> | <p>Planning Department.</p> | <p>Allowance for transitional and supportive housing</p> |
| <p>Goal F: Equal Opportunity for Housing</p> | <p>Program 4.5 Amend the Zoning Code within one year of adoption of the Colma Housing Element to clarify that transitional and supportive housing is considered a residential use of the property, subject only to those restrictions that apply to other residential dwellings of the same type in the same zone. In May of 2013, the Town of Colma amended its Municipal Code to allow transitional and supportive housing as a residential use of property of the same type and in the same zone, with no restriction on the number of units within the Commercial/Multi-family zone.</p> | <p>Ongoing</p> | <p>Planning Department to inform those that make inquiries to the Planning Department of the provisions.</p> | <p>Allowance for transitional and supportive housing in residential zones</p> |

Attachment A

| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (s) |
|--|--|--|---|--|
| <p>Goal F: Equal Opportunity for Housing</p> | <p>Program 4.6. Reach out to local service providers of special needs groups to assist in the identification and analysis of constraints to the provision of housing for persons with disabilities.</p> <p>Identify unmet needs and -- to the degree possible -- overcome any constraints, including lack of capacity and available resources.</p> | <p>Development of program and ongoing implementation</p> | <p>Planning Department</p> | <p>To assure that equal access and opportunities are provided to persons with disabilities for housing.</p> |
| <p>Policy 5: Assist citizens in locating and retaining affordable housing and promote equal housing opportunity and fair housing.</p> | | | | |
| <p>Goal B: Assist in making affordable units available</p> | <p>Program 5.1 Knowledgeable Housing Referral.</p> <p>The Colma Planning Department currently retains a listing of major agencies and organizations active in housing related services in nearby cities and a listing of relevant regional, state and federal offices providing project funding and individual assistance. In particular, persons requesting information or assistance relative to fair housing discrimination complaints shall be referred to the County Community Services Department and provided with State and Federal printed information concerning Fair Housing Law and rights. Local fair housing policies are posted for public review at the Town Hall, Colma Community Center, and Creekside Villas, the Town's Senior Housing Complex.</p> | <p>Ongoing implementation of existing program</p> | <p>Planning Department is responsible for the ongoing management of the existing program.</p> | <p>To assure that referrals can be made to provide equal access to housing.</p> |
| <p>Goal F: Equal Opportunity for Housing</p> | <p>Program 5.2 Human Investment Project (HIP) Support.</p> <p>The Town supports the Human Investment Project (HIP), which provides affordable housing opportunities to residents of San Mateo County such as a Home Sharing Program for the elderly and roommate referral. Information about HIP is periodically printed in the Town's monthly newsletter.</p> | <p>Ongoing implementation of existing program</p> | <p>Planning Department is responsible for the ongoing management of the existing program. City Council responsible for the approval of any monetary support.</p> | <p>Supports better utilization of existing housing stock and provides affordable housing. It also supports better maintenance of existing housing stock.</p> |
| <p>Goal E: Preserve assisted housing developments at-risk of conversion to market-rate.</p> | | | | |
| <p>Goal F: Equal Opportunity for Housing</p> | | | | |
| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (s) |

Attachment A

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| <p>Goal B: Assist in making affordable units available</p> <p>Goal F: Equal Opportunity for Housing</p> | <p>Program 5.3 Section 8 Rental Assistance.</p> <p>Through this program, the Town actively encourages very-low income households to apply to the San Mateo Housing Authority for rent subsidies. Information on application dates and contacts will be disbursed to the community by the Colima Planning Department, in addition to the Housing Authority's local advertisement. The Town's existing newsletter, mailed to all households, is also utilized to distribute information, as is the Town's website.</p> | <p>Ongoing implementation of existing program</p> | <p>Planning Department is responsible for the ongoing management of the existing program.</p> | <p>To assure that information is provided to qualified applicants to provide equal access to housing.</p> |
| <p>Goal D: Conserve and improve the condition of the existing housing stock.</p> <p>Goal E: Preserve assisted housing developments.</p> | <p>Program 5.4 Housing Recordkeeping.</p> <p>Through this program a master list of total housing units and the estimated population is maintained by the City Planner and updated annually using building records.</p> | <p>Ongoing implementation of existing program</p> | <p>Planning Department is responsible for the ongoing management of the existing program.</p> | <p>To conserve and improve the condition of the existing housing stock.</p> |
| <p>Goal B: Assist in making affordable units available</p> <p>Goal E: Preserve assisted housing developments.</p> <p>Goal F: Equal Opportunity for Housing</p> | <p>Program 5.5 Address needs of Extremely Low-Income Households.</p> <p>To address the housing needs of extremely low-income, very low, low, low and moderate income households, the Town will identify and meet with property owners and nonprofit builders annually who specialize in building housing for extremely low-income households including those with special needs and veterans. This effort is designed to build a long-term partnership in development, assist potential developers in gaining access to specialized funding sources, identify the range of local resources and assistance needed to facilitate the development of housing for extremely low-income households, and to promote a variety of housing types, including higher density, multi-family and shared housing.</p> | <p>Ongoing. Meetings with property owners and non-profit developers on an annual basis.</p> <p>Planning Department Staff participated in a number of panel discussions and interacted with developers and housing advocates as part of the 2.1 Elements process to prepare this Housing Element.</p> | <p>Planning Department will lead the outreach and information dispersal efforts.</p> | <p>To assist developers and property owners in making affordable units available, which, in turn, provides equal housing opportunities.</p> |
| <p>Related Goal</p> | <p>Implementing Program</p> | | | <p>Quantified Objective (s)</p> |
| <p>Policy 6: Recommended and promote energy conservation in existing and new housing.</p> | | | | |

Attachment A

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| <p>Goal G: Sustainable residential development</p> | <p>Program 6.1 Greenbuilding Regulations for Residential Uses. Colima Planning Department will study the appropriateness and effectiveness of adopting green building and green landscaping ordinances, as part of a Town effort to address global climate change and energy conservation. The study will include consideration of energy efficient design, use of renewable resources in building and interior design materials, and the incorporation of solar and wind energy infrastructure.</p> | <p>Current State Building Codes require higher energy efficiency. After there is a better understanding of the new code requirements, the town will study the appropriateness, effectiveness and feasibility of adopting greenbuilding and green landscaping ordinances.⁷</p> | <p>The Planning Department and Building Department are responsible for implementing the Climate Action Plan and reviewing code requirements. City Council is responsible for approval of code amendments</p> | <ul style="list-style-type: none"> • To create new and sustainable residential development • To retrofit existing structures to increase efficiency and reduce energy use and cost |
| <p>Goal G: Sustainable residential development</p> | <p>Program 6.2 Encourage use of cool roofing systems and other energy conservation measures to reduce a building's energy usage. The Town will provide information to the public on programs to assist in the provision of energy efficiency measures during new construction or as a residential retrofit.</p> | <p>Ongoing.</p> | <p>Planning and Building Departments.</p> | <ul style="list-style-type: none"> • To create new and sustainable residential development • To retrofit existing structures to increase efficiency and reduce energy use and cost |

Attachment A

| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (s) |
|--|---|--|--|---|
| <p>Policy 7: Promote the conservation and improvement of the condition of existing housing stock, and encourage remodeling and expansion efforts by homeowners.</p> | | | | |
| <p>Goal D: Conserve and improve the condition of the existing housing stock.</p> | <p>Program 7.1 "Rebuilding Together Peninsula" Participation. The Town will continue participation in <i>Rebuilding Together Peninsula</i> as opportunities arise. <i>Rebuilding Together Peninsula</i> is a program organized by the Mid-Peninsula Housing Coalition. Through this program, Colma citizens and employees volunteer to rehabilitate a residence in the area, so their neighbors can live in warmth, safety and independence.</p> | <p>Ongoing participation in existing program</p> | <p>All Town staff and residents responsible for participation</p> | <p>To conserve and improve the condition of the existing housing stock.</p> |
| <p>Goal E: Preserve assisted housing developments at-risk of conversion to market-rate.</p> | <p>Program 7.2 Minor Housing Repair Grant Program. The Minor Housing Repair Grant Program was run by the Town until December 2003. The funding program provided grants for repair of minor items such as unsafe walkways and porches, installation of insulation and dual-pane windows and energy-efficient appliances. The grants could also have been used for major repairs such as new roofs or foundation work, and for upgrades and retrofits pertaining to disable access. The Town will study the benefits and costs of modifying and reinstating the program, as well as study the program's effectiveness and possible ways to improve the program.</p> | <p>Study to be conducted by December 2016. If found feasible, implement program by December 31, 2018</p> | <p>Planning Department and City Manager's Office responsible for determine financial feasibility and effectiveness of the program. City Council responsible for adopting the program.</p> | <p>To conserve and improve the condition of the existing housing stock.</p> |
| <p>Goal D: Conserve and improve the condition of the existing housing stock.</p> | <p>Program 7.3 Neighborhood Improvement (Code Enforcement). Continue neighborhood improvement efforts through an active code enforcement program and provide staff as needed to improve residential areas. Consider revision of the Municipal Code section to allow administrative citation authority and to levy fees, civil penalties and continue to use civil and criminal litigation to bring about compliance.</p> | <p>Completed. Ordinance adopted September 12, 2012. Ongoing code enforcement program</p> | <p>Planning Department, with assistance from the Building Official and City Attorney's office.</p> | <p>To conserve and improve the condition of the existing housing stock.</p> |
| <p>Related Goal</p> | <p>Implementing Program</p> | <p>Timeframe</p> | <p>Tasks and Responsibility</p> | <p>Quantified Objective (s)</p> |

Attachment A

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| <p>Goal D: Conserve and improve the condition of the existing housing stock.</p> <p>Goal E: Preserve assisted housing developments at-risk of conversion to market-rate.</p> | <p>Program 7.4 Low-interest loan program for very-low, low, and moderate income homeowners.</p> <p>The Town will study the feasibility of a low-interest loan program for rehabilitation of residential properties owned by those with very-low, low, and moderate income. If feasible, the Town will implement a loan program.</p> | <p>Study to be completed December 2016. If feasible, adopt the loan program by December 2017</p> | <p>Planning Department and City Manager's Office responsible for determine financial feasibility and effectiveness of the program.</p> <p>City Council responsible for adopting the program.</p> | <ul style="list-style-type: none"> To conserve and improve the condition of the existing housing stock. To allow low income homeowners to remain in their homes |
| <p>Goal D: Conserve and improve the condition of the existing housing stock.</p> | <p>Program 7.5 Underground Utilities in the Mission Road Corridor.</p> <p>The Town will work with PG&E to fund the undergrounding of utilities in the Mission Road corridor. It is hoped that this program will encourage private property improvement through the beautification of the neighborhood.</p> | <p>Portions completed but suspended due to recession. Project to remain in CIP until implemented.</p> | <p>Department of Public Works responsible for completion of the project</p> | <p>To make Mission Road more attractive for new residential development</p> |
| <p>Goal D: Conserve and improve the condition of the existing housing stock.</p> | <p>Program 7.6 Nuisance Abatement and Property Maintenance Process to Improve Individual Properties and Neighborhood Pride.</p> <p>The Town will continue its active pursuit of compliance by property owners on laws related to property maintenance permit conditions and construction and zoning codes in order to correct conditions of visual blight and to protect property values.</p> | <p>Ongoing enforcement of existing ordinance and standards.</p> | <p>Planning Department is responsible for ongoing enforcement of municipal zoning code</p> | <p>To conserve and improve the condition of the existing housing stock</p> |

Attachment A

| Related Goal | Implementing Program | Timeframe | Tasks and Responsibility | Quantified Objective (s) |
|--|---|---|--|---|
| <p>Goal D: Conserve and improve the condition of the existing housing stock.</p> | <p>Program 7.7 Organize Community Clean Up Days. Town will organize community clean up days, to promote rehabilitation, renovation and home care. Program may include waste hauling programs, Town provided painting and other renovation supplies, and possibly organizes volunteers.</p> | <p>Ongoing – the Town organizes community clean-up days on an annual basis.</p> | <p>Planning and Recreation departments responsible for program. City Council responsible for adopting program.</p> | <p>To conserve and improve the condition of the existing housing stock.</p> |



ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction COLMA
Reporting Period 01/01/2017 - 12/31/2017

Pursuant to GC 65400 local governments must provide by April 1 of each year the annual report for the previous calendar year to the legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). By checking the "Final" button and clicking the "Submit" button, you have submitted the housing portion of your annual report to HCD only. Once finalized, the report will no longer be available for editing.

The report must be printed and submitted along with your general plan report directly to OPR at the address listed below:

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction COLMA
 Reporting Period 01/01/2017 - 12/31/2017

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

| 1 | 2 | 3 | 4 | | | | 5 | 5a | 6 | | | 7 | 8 |
|---|---------------|-------------------------------|------------------------------------|------------|-----------------|-------------------------|----------------------|------------------|--|--|---|---|-----------------------|
| | | | Housing Development Information | | | | | | Assistance Programs for Each Development | Housing with Financial Assistance and/or Deed Restrictions | Housing without Financial Assistance or Deed Restrictions | | |
| Project Identifier (may be APN No., project name or address) | Unit Category | Tenure R=Renter O=Owner | Affordability by Household Incomes | | | Total Units per Project | Est. # Infill Units* | See Instructions | See Instructions | Deed Restricted Units | See Instructions | Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions. | |
| | | | Very Low-Income | Low-Income | Moderate-Income | | | | | | | | Above Moderate-Income |
| 456, 460, 462, 464, 468, 470 B Street | SF | Owner | 0 | 0 | 0 | 6 | 6 | | | | | | |
| (9) Total of Moderate and Above Moderate from Table A3 | | | | | | | | | | | | | |
| (10) Total by Income Table A/A3 | | | | | | | | | | | | | |
| (11) Total Extremely Low-Income Units* | | | | | | | | | | | | | 0 |

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction COLMA
 Reporting Period 01/01/2017 - 12/31/2017

**Table A2
 Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant
 to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

| Activity Type | Affordability by Household Incomes | | | | TOTAL UNITS | (4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 |
|-----------------------------------|------------------------------------|-----------------|------------|-------------|-------------|---|
| | Extremely Low-Income* | Very Low-Income | Low-Income | TOTAL UNITS | | |
| (1) Rehabilitation Activity | 0 | 0 | 0 | 0 | 0 | |
| (2) Preservation of Units At-Risk | 0 | 0 | 0 | 0 | 0 | |
| (3) Acquisition of Units | 0 | 0 | 0 | 0 | 0 | |
| (5) Total Units by Income | 0 | 0 | 0 | 0 | 0 | |

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction COLMA
 Reporting Period 01/01/2017 - 12/31/2017

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
 (not including those units reported on Table A)

| | 1. Single Family | 2. 2 - 4 Units | 3. 5+ Units | 4. Second Unit | 5. Mobile Homes | 6. Total | 7. Number of infill units* |
|--|---------------------|-------------------|----------------|-------------------|--------------------|-------------|-------------------------------|
| No. of Units Permitted for Moderate | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No. of Units Permitted for Above Moderate | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction COLMA
 Reporting Period 01/01/2017 - 12/31/2017

Table C

Program Implementation Status

| Program Description (By Housing Element Program Names) | Name of Program | Objective | Timeframe in H.E. | Status of Program Implementation |
|--|--|---|----------------------|---|
| <p>Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.</p> | | | | |
| Program 1.1 | Manufactured Housing Design Standards. | Allows for construction of single family residences at lower costs, thereby reducing the cost of housing. | Ongoing | 6 permits were issued for manufactured homes in the reporting period. |
| Program 2.1 | Second Unit Ordinance. | To increase the number of second dwelling units. To encourage the development of second units in areas of the town where they are permitted or conditionally permitted (C and R zones). | Ongoing | The Town updated its ADU ordinance in 2017 to comply with state law. |
| Program 3.1 | Planned Development Districts and Mixed Use. | To optimize the use of developable land to maximize the General Plan density of each developable site. To allow for implementation of Density Bonus provisions when appropriate. | Ongoing | Planned Development and Density Bonus provisions were applied to the 66-unit Veteran's Village project. |
| Program 3.2 | Density Bonus Provisions for Affordable Housing. | To increase the supply of housing units through the use of density bonus provisions. | Ongoing | Planned Development and Density Bonus provisions were applied to the 66-unit Veteran's Village project. |

| | | | |
|--|---|--|---|
| Program 3.3 High-Density Housing Near Colma and South San Francisco BART Stations. | To facilitate the development of housing units and affordable housing units in proximity to the BART station. | Ongoing | Density Bonus Provisions were used for Veteran's Village project. |
| Program 3.4 Planner Responsibility to Promote Affordable Housing and Mixed-Use. | To assist in the development of affordable units | Ongoing implementation of existing program | Affordable housing and Mixed-Use development is promoted in conversations with project applicants and developers. |
| Program 3.5 Planned Development Zoning Provisions for Single Family Attached Development. | To optimize the use of developable land to maximize the General Plan density of each developable site. To allow for implementation of Density Bonus provisions when appropriate | Ongoing enforcement of existing ordinance and standards | No single-family attached developments were approved in the reporting period. |
| Program 3.6 Ensure No Net Loss of Required Units. | To assure that all units identified in the Housing Element will be built on designated sites or alternative sites. | Ongoing provision of information to developers and enforcement | No non-residential developments were proposed on housing sites. |
| Program 3.7 Inclusionary Housing. | To create new affordable housing units both for rent and for sale. | Completed November 2016 | Impact fees were collected from 6 new developments in the reporting period. |
| Program 1.2 General Plan Consistency Review and Annual Report. | Increase awareness to decision makers of annual progress toward meeting Housing Element Goals | Continue annual review | Report is completed annually in March |
| Program 4.1 Reasonable Accommodations Ordinance Public Information, Ordinance Amendment and Monitoring | To assure that reasonable accommodation is made for individuals to have equal access to housing. | Ongoing. | Reasonable Accommodation ordinance amendment completed in March of 2015. |
| Program 4.2 Senior Housing. | To maintain affordable housing for seniors within the community. | Ongoing | The Town owns an 18 unit apartment building that is affordable to seniors. |
| Program 4.3 Emergency Shelters. | Allowance for an emergency shelter | Ongoing | Emergency shelters are permitted by zoning. No applications were made in the reporting period. |
| Program 4.4 Inform local developers of opportunities to provide transitional and supportive housing. | Allowance for transitional and supportive housing | Ongoing | No inquiries were received during reporting period. |
| Program 4.5 Amend the Zoning Code within one year of adoption of the Colma Housing Element to clarify that transitional and supportive housing is considered a | Allowance for transitional and supportive housing in residential zones | Ongoing | Zoning amendment completed. |

| | | | | | |
|--|---|--|--|--|--|
| residential use of the property, subject only to those restrictions that apply to other residential dwellings of the same type in the same | | | | | |
| Program 4.6. Reach out to local service providers of special needs groups to assist in the identification and analysis of constraints to the provision of housing for persons with disabilities. | To assure that equal access and opportunities are provided to persons with disabilities for housing. | Development of program and ongoing implementation | New veteran's housing will include equal access for persons with disabilities. | | |
| Program 5.1 Knowledgeable Housing Referral. | To assure that referrals can be made to provide equal access to housing. | Ongoing implementation of existing program | The Town maintains current information on the Town's website and provides verbal information at the counter. | | |
| Program 5.2 Human Investment Project (HIP) Support. | Supports better utilization of existing housing stock and provides affordable housing. It also supports better maintenance of existing housing stock. | Ongoing | Continued support in reporting year. | | |
| Program 5.3 Section 8 Rental Assistance. | To assure that information is provided to qualified applicants to provide equal access to housing. | Ongoing implementation of existing program | Town has 8 Section 8 Units. Assistance is provided through San Mateo County Department of Housing. | | |
| Program 5.4 Housing Recordkeeping. | To conserve and improve the condition of the existing housing stock. | Ongoing implementation of existing program | List has been maintained. | | |
| Program 5.5 Address needs of Extremely Low-Income Households. | To assist developers and property owners in making affordable units available, which, in turn, provides equal housing opportunities. | Ongoing. Meetings with property owners and non-profit developers on annual basis | Town Staff discuss affordable housing with developers when they approach the Town about projects. | | |
| Program 6.1 Greenbuilding Regulations for Residential Uses. | To create new and sustainable residential development. To retrofit existing structures to increase efficiency and reduce energy use and cost | Current State Building Codes require high energy efficiency | The Town follows the State mandated Green Building Codes | | |
| Program 6.2 Encourage use of cool roofing systems and other energy conservation measures to reduce a | To create new and sustainable residential development. To retrofit existing | Ongoing | No cool roofing systems were installed in the reporting year. | | |

| | | | | |
|--|--|---|---|--|
| building's energy usage. | structures to increase efficiency and reduce energy use and cost | | | |
| Program 7.1 Rebuilding Together Peninsula Participation. | To conserve and improve the condition of the existing housing stock. | Ongoing participation in existing program | Ongoing | The Town continues to support Rebuilding Together for projects that are carried out within the Town. |
| Program 7.2 Minor Housing Repair Grant Program. | To conserve and improve the condition of the existing housing stock. | | Ongoing | No grants were applied for in the reporting year. |
| Program 7.3 Neighborhood Improvement (Code Enforcement). | To conserve and improve the condition of the existing housing stock. | | Completed. Ordinance adopted September 12, 2012. | Ongoing code enforcement to maintain the neighborhoods. |
| Program 7.4 Low-interest loan program for very-low, low, and moderate income homeowners. | To conserve and improve the condition of the existing housing stock. To allow low income homeowners to remain in their homes | | Ongoing | Program is under review. |
| Program 7.5 Underground Utilities in the Mission Road Corridor. | To make Mission Road more attractive for new residential development | | Portions completed but suspended. Project to remain in CIP. | Undergrounding of utilities on Mission Road did not occur in 2017. The new affordable housing project on Mission Road is required to underground utilities in front of their building. |
| Program 7.6 Nuisance Abatement and Property Maintenance process to Improve Individual Properties and Neighborhood Pride. | To conserve and improve the condition of the existing housing stock | | Ongoing enforcement of existing ordinance and standards. | Town carries out regular nuisance abatement. |
| Program 7.7 Organize Community Clean Up Days. | To conserve and improve the condition of the existing housing stock. | | Ongoing, the Town organizes community clean-up days on an annual basis. | The Town hosted a clean-up day and other events in 2017 |

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction COLMA
Reporting Period 01/01/2017 - 12/31/2017

General Comments:

**2017 GENERAL PLAN ANNUAL PROGRESS REPORT
LAND USE ELEMENT POLICIES & IMPLEMENTATION STATUS**

ATTACHMENT B

| 5.02.310 LANDSCAPING, DESIGN AND COMPATIBILITY | | | |
|---|--|---|---|
| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
| 5.02.311 | In any proposed development the Town shall balance and use judgement in reviewing the visual effects and the potential impacts of the proposed development, facilitating the tranquil atmosphere required for the Town's memorial parks is maintained. | The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. | Ongoing: Policy is being implemented on a case-by-case basis for new projects; both administrative and discretionary. |
| 5.02.312 | The Town should take action to improve civic beauty including tree planting, road median landscaping, and enforcement of conditions related to private development projects. | The Town of Colma will commit financial resources for beautification projects including tree planting and road median landscaping in future budgets. Existing budget resources are committed to landscape maintenance. The City Planner currently tracks and enforces conditions related to private development projects. | The following projects have been completed that are consistent with this policy objective: 1) Junipero Serra Blvd median beautification- 2) Junipero Serra gateway sign (south end): 10/2008 3) Junipero Serra gateway sign (north end): 4) El Camino Real Gateway sign (12/2008) 5) Hillside Boulevard, between Hoffman and Serramonte, new ADA improvements, bike lanes, street parking, a sidewalk on the east side (there already exists a sidewalk on the west side), light fixtures, and landscaping were approved as part of the Capital Improvement Plan in 2014. Improvements will extend between Serramonte and Lawndale for Phase II at a future time. |
| 5.02.313 | Particular encouragement should be given to those new developments that incorporate passive and/or active solar energy systems for preheating water and for space heating and cooling. | The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. | On-going: during pre-application meetings for new construction, project staff encourages developments to incorporate said measures. In May of 2013, the Town adopted a Climate Action Plan which focuses, in part, on promoting solar/renewable energy installations for commercial and residential development. |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|---|---|--|
| 5.02.314 | The Town should prohibit land uses generating excessive amounts of traffic or requiring large signs from locating on El Camino Real. | The City Planner will make recommendations consistent with this policy to the Town Council for new development projects, and an Environmental Review will be conducted pursuant to the California Environmental Quality Act to consider traffic impacts. The Sign Ordinance allows only small signs for businesses facing the El Camino Real. | Case-by-case assessment is done by staff. Projects are reviewed in accordance with CEQA, and traffic studies may be part of the CEQA analysis. Traffic studies are reviewed by Public Works and if it is determined that excessive traffic would be generated, staff would provide this information to Council and make appropriate recommendations. All signage applications are reviewed in accordance with this policy. |
| 5.02.315 | The Town should encourage the private redevelopment of properties along Collins Avenue to strengthen the commercial retail core. | The City Planner will make property owners aware of the Town's desire to have properties redevelop. | Property owner's are advised of the desire for redevelopment of properties along Collins Avenue when inquiries are made about land use changes and or redevelopment. |
| 5.02.316 | Culverting or covering of the remaining open sections of Colma Creek through Colma should not be permitted, except for a short segment near the junction of El Camino Real and Mission Road required for installation of a flood control diversion structure. The Town will seek to enhance the remaining open sections of Colma Creek with creekside landscaping and lighting where possible, and will seek to establish a public pathway following all open sections of Colma Creek as a condition of approval for improvement projects on properties abutting the following open sections of Colma Creek: a) Parallel to El Camino Real from near F Street to near Colma Boulevard b) El Camino Real to Serramonte Boulevard c) Collins Avenue to El Camino Real d) Parallel to Mission Road from near El Camino Real to the South San Francisco boundary. | The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. Flood control projects will be constructed by the County Department of Public Works. | There have been no development projects that have provided an opportunity for staff to include a condition of approval to enhance the open creek area. There have been no capital improvement projects that have provided this opportunity. |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|---|---|--|
| 5.02.317 | No new metal clad buildings should be permitted in the Town of Colma, other than agriculturally-related. | The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. | This policy is being implemented and Staff has not allowed new metal clad buildings. |
| 5.02.318 | The Town should condition the approval of permits for all site and building improvement projects to require the installation of street trees along the frontage of the affected property. Spacing of trees should be in accordance with an adopted tree planting plan or, if no plan exists, trees should be installed at a minimum spacing of one tree each 25 feet parallel to the roadway. | The City Planner will make recommendations consistent with this policy to the City Council for new development projects. | Implemented on a case-by-case basis. No new development applications have been submitted recently. |
| 5.02.319 | In the case of properties located at gateway sites, the Town should require gateway elements to be included as part of the design of any new development where applicable. | The City Planner will recommend design alternatives and a preferred design will be adopted by the City Council. Gateways will be implemented as part of the Town's Capital Improvement Plan or alternatively, as part of the permitting for private site development. | Implemented on a case-by-case basis. Will be implemented when projects or development applications are submitted or will be recommended during pre-application review. |

5.02.320 RESIDENTIAL

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|---|--|---|
| 5.02.320 | The Town should allow only the construction of single family detached housing units as infill in the Sterling Park neighborhood. | In 1998, the City Council adopted a new Neighborhood Residential (R-S) Zoning for the Sterling Park Sub-area. This ordinance clearly defines density and design guidelines to maintain the single family detached character of the neighborhood. | Ongoing: Permits were issued for 6 single-family residences in the neighborhood in 2017 |
| 5.02.321 | Residential developments having ten or more units should be required to provide park and recreation facilities or contribute to the improvement of community-wide facilities. | The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. | Park Land Dedication ordinance was adopted by the City Council as part of the Municipal Code in March 2006. Park in-lieu fees were paid as part of the development of the homes in Sterling Park. |
| 5.02.322 | The Town should restrict to 50 the maximum annual number of new residential units that become available for rent or purchase and should monitor population growth so that the total population is only approximately 1500 by the year 2005. | Regulation of population growth is necessary so that City Services are not overburdened and can be expanded in an orderly manner. | This policy was removed by the City Council in March of 2015. |
| 5.02.323 ✓ | The existing commercial use on Hoffman Street should be phased out and replaced with a residential use. | The City Planner will make recommendations consistent with this policy to the Town Council. The City Planner will work with the property owner to design a Planned Development that is compatible with the surrounding residential development. | Completed: The construction staging yard on Hoffman was replaced with an 18-unit townhouse development approved by City Council in July 2000 and construction was completed in April of 2003. |

5.02.330 COMMERCIAL

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|--|--|---|
| 5.02.324 | <p>It is intended that new buildings in design review districts where such buildings are visible from public roads, with the exception of established shopping centers and private cemetery family crypts and markers, should incorporate a Spanish/Mediterranean architectural theme. Exceptions should be allowed if this approach would clash with existing improvements having recognized historical or architectural merit; should be reviewed to ensure that exterior building design, materials and colors are appropriate for the setting where the new buildings are located.</p> | <p>Design requirements consistent with this policy have been added to the Design Review section of the Zoning Ordinance. The City Planner will make recommendations consistent with this policy to the City Council for new development projects or at the administrative level if the project does not require City Council review.</p> | <p>Policy was amended in July of 2015 to not require that all new structures in commercial or office zones be Spanish Mediterranean in design, except for along El Camino Real where the design overlay was kept.</p> |
| 5.02.331 | <p>Shopping facilities, auto dealerships, and other general commercial land uses should be located in the commercial core area centered on Serramonte Boulevard and extending northward along Junipero Serra Boulevard to the 280 Metro Center.</p> | <p>The existing commercial zoning pattern, lot sizes and existing development follow this policy. Developments of this type in other commercial areas are not appropriate due to lot size constraints.</p> | <p>Ongoing: all new shopping facilities, auto dealerships, and other general commercial land uses are located in the commercial core</p> |
| 5.02.332 ✓ | <p>The City Council should encourage expansion of the Auto Sales District onto vacant and redevelopable properties located at the westerly end of Collins Avenue. All development in the Collins Avenue Corridor should be required to follow specific development guidelines set forth in the General Plan. Heavier service commercial uses such as auto body shops, roofing companies, light manufacturing and similar uses should be located in the Mission Road District. ✓ Special site specific policy. See Exhibit LU-2 for locations.</p> | <p>The City Planner has and will continue to make recommendations for the implementation of the Collins Avenue Corridor development guidelines in the General Plan at a staff level or in proposals presented to the City Council.</p> | <p>Ongoing: this policy is implemented as redevelopment arises and changes in land use are proposed. The Cairmax dealership was constructed on redeveloped land.</p> |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
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| 5.02.333 | As properties on Collins Avenue are redeveloped, new uses which reinforce the Auto Sales District should be encouraged. | The City Planner has and will continue to make recommendations for the implementation of the Collins Avenue Corridor development guidelines in the General Plan at a staff level or in proposals presented to the City Council. | Ongoing; this policy is implemented as redevelopment arises and changes in land use are proposed. |
| 5.02.334 | Commercial land uses requiring frequent truck deliveries should not be located adjacent to residential or cemetery land uses without a sufficient buffer incorporated into their site plans. | The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. Colma's primary residential area is physically removed from the commercial areas of Town. | Case-by-case, each proposal for a new commercial land use is reviewed by staff for compliance with this policy. |
| 5.02.335 ✓ | Mixed commercial and residential uses should be encouraged in the southerly portion of the Mission Road District and in the commercial frontage along Mission Street in the Sterling Park Planning Area. ✓ Special site specific policy. See on Exhibit LU-2 for locations | The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. Planned Development zoning should be encouraged. | Staff supports this proposal by recommending the development of mixed-use projects in the noted areas when inquiries are made. |
| 5.02.340 EXECUTIVE/ADMINISTRATIVE | | | |
| 5.02.341 | Development proposals for parcels located on El Camino Real between F Street and Mission Road should be consistent with the Cemetery (G) or Executive/Administrative (E) land use categories. Zoning changes on El Camino Real from the Commercial (C) or Cemetery (G) category should only be made to the Executive/Administrative (E) category. | The City Planner will make recommendations consistent with this policy to the Town Council for new development projects or rezoning requests. | Case-by-case implementation; there have been no zoning changes proposed in this area. |
| 5.02.342 | The Town should encourage medical service offices and professional business offices to locate their facilities in the Executive/Administrative land use area along El Camino Real. | The Executive/ Administrative land use designation along El Camino Real permits and encourages these uses. Other zoning designations do not encourage these uses. | Staff recommends medical and professional offices to locate in the Executive/Administrative zoning areas of Town. In July of 2013 the Town approved entitlements to construct a new 9,592 square foot three-story, office building built over a one-level at-grade parking podium, on a 0.27 acre project site located at 1850 El Camino Real. |

5.07.350 CIRCULATION AND TRANSIT

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|---|--|--|
| 5.02.351 | <p>The Town should cooperate with SamTrans and BART to facilitate the extension of BART service through Colma in a manner that does not detract from Colma's greenbelt theme. All tailtrack and line extensions shall be located underground following the abandoned S.P. Railroad right-of-way through Colma. Replacement landscaping including the use of tree species that will attain significant height and mass should be required.</p> | <p>The Town of Colma was involved in the BART Environmental Impact Report review process and in the review of specific development plans. Verbal and written comments were submitted back to BART consistent with this policy. The Town will continue to review detailed development plans and to monitor construction operations.</p> | <p>The BART expansion through Town is completed. This policy was successfully implemented as BART trains are screened and only visible in limited locations. Landscaping has been successfully planted to screen appropriately.</p> |
| 5.02.352 | <p>Sufficient off-street parking should be required for all new construction, in amounts varying with the type of use.</p> | <p>The Zoning Code specifies the amount of off-street parking required for all new construction.</p> | <p>Off-street parking requirements are based on the land use proposed on-site and are enforced accordingly for new construction and additions.</p> |
| 5.02.353 | <p>The City Council should condition the approval of permits for all site and building improvement projects to require the installation of a public sidewalk, if one does not already exist, within the public right-of-way fronting the affected property.</p> | <p>The City Planner will make recommendations consistent with this policy to the City Council for new development projects.</p> | <p>Case-by-case implementation; on projects where sidewalks do not already exist, the City Planner will recommend installation of a sidewalk within the public right-of-way. In July of 2013 the Town approved entitlements to construct a new 9,592 square foot three-story, office building built over a one-level at-grade parking podium, on a 0.27 acre project site located at 1850 El Camino Real. Rather than require a public sidewalk on the site which may never be utilized or connected to sidewalk improvements further south, the permit was conditioned to require that the property owner covenant to provide an access easement for the purpose of providing a public sidewalk if one is required in the future.</p> |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------------------|---|--|--|
| 5.02.354 ✓ | The Town should abandon "paper streets" in the Cypress Hills district that do not provide access to in-holding lots, or are redundant with other paper streets. Paper streets which provide direct access to in-holding lots should be maintained as public easements. ✓ Special site specific policy. See Exhibit LU-2 for locations. | The City Planner will make recommendations consistent with this policy to the City Council. If a paper street is made redundant by an in-holding lot being acquired by an adjoining landowner, the City Planner will recommend to the City Council that the street be abandoned. | When applications arise that include paper streets, the City Planner recommends approval of the "vacation" of paper streets. In February of 2012 the City Council reviewed and approved a Street Vacation for a 5 acre portion of property obtained from Cypress Hills Golf Course by Cypress Lawn. In July of 2013 the City Council reviewed and approved another Street Vacation for an additional .5 acre portion of property obtained from Cypress Hills Golf Course by Cypress Lawn, as part of the Town approved Cypress Lawn Phase 4 grading, tree removal, and project design. |
| 5.02.355 ✓ | Access to parcels fronting El Camino Real south of Mission Road should be restricted to right-turn in/right-turn out only. Access to parcels with frontage on both El Camino Real and Mission Road should be restricted to Mission Road. ✓ Special site specific policy. See Exhibit LU-2 for locations. | The City Planner will make recommendations consistent with this policy to the City Council for new development projects. | Case-by-case, when developments these specific locations arise, the City Planner will condition the project so that access is limited to right turns in and out only. In July of 2013 the Town approved entitlements to construct a new 9,592 square foot three-story, office building built over a one-level at-grade parking podium, on a 0.27 acre project site located at 1850 El Camino Real. It was a project condition of approval that the driveway only allow for right turns in and out of the property. |
| 5.02.360 UTILITIES | | | |
| 5.02.361 | The Town should require all new construction projects to place power, telephone and cable TV lines underground. Utility boxes and transformers should also be undergrounded if possible. If there is no reasonable alternative than above ground placement then these facilities should be screened by fencing and/or landscaping. | The Town of Colma Municipal Code includes a section on utility undergrounding consistent with this policy. | The new development projects recently approved (and constructed) have been required to underground all utilities and are consistent with this policy. |
| 5.02.362 | The Town should require all new construction projects to hook up to public water and sewer systems. | The City Planner will make recommendations consistent with this policy. | All new development projects approved (and constructed) in the recent past have been required to hook up to public water and sewer systems. |

5.02.370 PUBLIC SERVICES AND FACILITIES

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|--|---|--|
| 5.02.371 | The Town should acquire additional vacant or underutilized land for civic purposes such as community recreation facilities, playing fields, a library, a public safety facility, and a corporation yard. | The Town continues to investigate opportunities for acquiring additional sites for civic purposes. The City Council will be asked to rate acquisition priorities. Dedicated cemetery land will be protected. | On hold; at this time, The Town is currently not investigating site acquisitions for civic purposes. |
| 5.02.372 | The Town should insure that the community is served by a self-sufficient fire protection system which may include support for the existing District, establishment of a joint powers agreement, acquisition of the existing District and facilities or development of a new free-standing fire station. | Continue to work with the Fire District to assure that service can be provided. | The Town is currently served by the Colma Fire Protection District. The preliminary facility study has not triggered a need for additional studies, and the fire protection service to the Town will continue, with operational funds generated by property assessments. |
| 5.02.373 | If the police department maintains its facility at Town Hall, the City Council should consider ways to expand office space and facilities on-site or at a new, off-site location. An off-site location should be sought for a Town corporation yard. | A preliminary space needs assessment has been conducted which indicates that there is an urgent need to expand the Police Department facility to meet current and near-term growth. Maintaining the facility at Town Hall would retain the central location that the current facility enjoys. | Completed- A new Colma Police Station was constructed at 1199 El Camino Real in Colma and began operation in late 2005. |
| 5.02.374 | In the case that a private school is proposed to be constructed in Colma, it is appropriate to find a site located near established residential areas and public transit routes. If a church is proposed to be built in Colma, a site should first be sought within a cemetery/agriculture land use area; second, in an executive/administrative land use area; third, in a commercial area. | The City Planner will advise prospective applicants accordingly and make recommendations consistent with this policy to the Town Council for new development projects. | Ongoing: The City Planner will advise inquiring parties about the recommend locations for new private schools or churches on a case by case basis. |
| 5.02.375 | Child care facilities should be encouraged in both residential and non-residential areas in ways that are compatible with existing uses, in order to promote availability and accessibility of services. Facilities will be encouraged to register with the Child Care Coordinating Council of San Mateo County. | The City Planner will advise prospective applicants accordingly and make recommendations consistent with this policy to the Town Council for new development projects. | Ongoing: The City Planner will provide information about recommended locations for child care facilities to inquiring parties on a case by case basis. |

2017 GENERAL PLAN ANNUAL PROGRESS REPORT CIRCULATION ELEMENT POLICIES & IMPLEMENTATION STATUS

| 5.03.710 CIRCULATION SYSTEM | | | |
|------------------------------------|--|--|---|
| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
| 5.03.711 | Commercial and industrial truck traffic, except for trucks serving local business, should be limited to highways or arterial streets for movement through the Town. | The City Engineer will require appropriate routes consistent with this policy. | Ongoing: Planning staff continues to require that the City Engineer approve all haul routes for projects through mitigation measures and/or conditions of approval |
| 5.03.712 | Improvements to Collins Avenue consistent with the Plan Line for Collins Avenue should continue to be implemented as a condition of approval of new development projects. | The City Planner will make recommendations consistent with the policy to the City Council for new development projects. | Policy is implemented on a case by case basis. There has been no major development on Collins Avenue in the recent past that has triggered implementation of this policy. |
| 5.03.713 | On-street parking should typically be prohibited except on local streets. On-street parking, where necessary to support commercial businesses, should be oriented primarily to short-term use for the convenience of patrons. | Areas with prohibited or restricted on-street parking are designated with painted curbs and/or signs. The Public Works Department will maintain these designations. The City Engineer will recommend changes when applicable. | All required parking is off-street only, as per the zoning ordinance. On-street parking is not counted toward meeting on-site parking requirements. The Public Works Department continues to monitor on-street parking regulations, and changed standards along Hillside Boulevard to limit parking between 6-8 am on the west side of Hillside Boulevard from the intersection of Serramonte Boulevard every Tuesday and on the east side of Hillside Boulevard from the intersection of Serramonte Boulevard to Sand Hill Road, between the hours of 6:00 and 8:00 AM every Wednesday. Parking regulations along Mission Road were updated in 2012. |
| 5.03.714 | A loop road allowing access for emergency vehicles should be included in any future development of the Cypress Hills area. The road should connect the Serramonte Boulevard extension through the Cypress Lawn Hillside Campus to the current golf course access road. | The City Planner will make recommendations consistent with this policy to developers during the design review process. If the property is developed for open space use the road may be private and restricted as to general public access. The road may be installed in increments as land adjoining the right-of-way is improved. | This connection is close to happening. The latest Cypress Lawn improvement ends in a circle that is adjacent to the driving range parking lot. |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
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| 5.03.715 | The Town shall favorably consider street abandonment applications for paper streets that do not provide access to in-holding lots, are not needed for utility purposes, or are redundant with other paper streets, and will not in the foreseeable future serve a public purpose. | The City Planner and City Engineer will identify streets that meet the policy's criteria and make recommendations for abandonment to the City Council based on the merits of the abandonment application. | There have been no street abandonment applications this past year. |
| 5.03.720 COMPLETE STREETS POLICIES | | | |
| 5.03.721 | Private off-street parking should be developed in all of Colma's commercial areas to minimize traffic congestion. Private off-street parking should be developed in conjunction with residential development projects. | The City Planner will make recommendations consistent with policy to the City Council for new development projects. | On going: Implemented on a case-by-case basis. For all new developments, the City Planner enforces the on-site parking requirements. |
| 5.03.722 | Pedestrian sidewalks or walkways should be constructed typically along all streets. These should be done as a requirement of private development, <u>where possible</u> . | The City Planner will make recommendations consistent with policy to the City Council for new development projects. | Ongoing: Implemented on a case-by-case basis. |
| 5.03.723 | <p>Sidewalks should be constructed where they do not presently exist, where feasible, on:</p> <ul style="list-style-type: none"> • the west side of El Camino Real north of the entrance to the Greek Cemetery to the Colma BART station • one side of Hillside Boulevard • the north side of Serramonte Boulevard from El Camino Real to Hillside Boulevard • the south side of Collins Avenue | <p>Projects will be considered as part of on-going CIP projects. For improvements on El Camino Real, Caltrans coordination will be required.</p> | <p>Completed:</p> <ul style="list-style-type: none"> • the west side of El Camino Real north of Olivet Parkway and south of Collins Avenue* • the east side of Junipero Serra Boulevard from Colma Boulevard to the Town limits • sidewalk on west side of Hillside Boulevard • Hillside Boulevard, between Hoffman and Serramonte, new ADA improvements, bike lanes, street parking, a sidewalk on the east side (there already exists a sidewalk on the west side), light fixtures, and landscaping <p>Future:</p> <ul style="list-style-type: none"> • Hillside improvements will extend between Serramonte and Lawndale for Phase II at a future time. • the north side of Serramonte Boulevard from El Camino Real to Hillside Boulevard; |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|--|--|--|
| 5.03.721 | Private off-street parking should be developed in all of Colma's commercial areas to minimize traffic congestion. Private off-street parking should be developed in conjunction with residential development projects. | The City Planner will make recommendations consistent with policy to the City Council for new development projects. | Ongoing: This policy is implemented on a case-by-case basis. If projects do not require City Council review, the City Planner will review loading and unloading for commercial uses during permit review process and make appropriate recommendations consistent with this policy. |
| 5.03.722 | Pedestrian sidewalks or walkways should be constructed typically along all streets. These should be done as a requirement of private development, <u>where possible</u> . | The City Planner will make recommendations consistent with policy to the City Council for new development projects. | Ongoing: This policy is implemented on a case-by-case basis. Facilities for disabled persons are included in all Capital Improvement Programs as well as in new commercial developments. |
| 5.03.723 | Sidewalks should be constructed where they do not presently exist, where feasible, on: <ul style="list-style-type: none"> • the west side of El Camino Real north of the entrance to the Greek Cemetery to the Colma BART station • one side of Hillside Boulevard • the north side of Serramonte Boulevard from El Camino Real to Hillside Boulevard • the south side of Collins Avenue | Projects will be considered as part of ongoing CIP projects. For improvements on El Camino Real, Caltrans coordination will be required. | Ongoing: This policy is implemented on a case-by-case basis. |
| 5.03.724 | All loading and unloading of trucks associated with commercial uses should take place out of the road right-of-way in order to avoid potential conflicts with through traffic. | The City Planner will make recommendations consistent with this policy to the City Council for new development projects. | Ongoing: This policy is implemented on a case-by-case basis. |
| 5.03.725 | Facilities for disabled persons should be constructed in Colma including specified parking spaces, curb ramps at street crossings, sidewalk clearance around obstacles and sidewalk transitions at driveway crossings. | The City Planner will make recommendations consistent with this policy to the City Council for new development projects. | Ongoing: This policy is implemented on a case-by-case basis. |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
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| 5.03.726 | Additional driveway access points to El Camino Real and to arterial and collector streets should be discouraged in order to promote traffic safety and retain landscape corridors. Where possible, access should be developed from other streets. | The City Planner will make recommendations consistent with policy to the City Council for new development projects. | On-going: Policy will be considered and implemented with proposed new development projects. |
| 5.03.727 | The long-term improvement of Hillside Boulevard should include sidewalks and landscaping. | Sidewalks and landscaping are proposed improvements between Serramonte Boulevard and Hoffman Street. Sidewalks are proposed between Serramonte Boulevard and Lawndale Boulevard on the west side of the street. Existing sidewalk sections exist on the east side of Hillside Boulevard between Serramonte Boulevard and Sand Hill Road. Sidewalks on the east side of Hillside Boulevard between Sand Hill Road and Lawndale Boulevard would be required at the time of property development by the property owner. | Hillside Boulevard improvements are completed from Serramonte Boulevard to Hoffman Street. Improvements will be considered as future CIP projects. |
| 5.03.728 | The intersection of Mission Road and El Camino Real should be reconfigured to improve safety and to permit left turns from Mission Road onto El Camino Real. | The City Engineer will coordinate with Caltrans on an appropriate configuration. Any necessary funding will be considered in a future CIP. | Future CIP project. |
| 5.03.729 | The Town should strive to maintain a Level of Service D or better for all intersections. Levels of E or F should be tolerated during peak periods. | The City Planner and City Engineer will consider and require mitigation, where feasible, to the traffic impacts of new development projects in Colima and proposed in adjoining jurisdictions. | Ongoing. Traffic studies are required for new development projects that could impact LOS for key intersections in Colima. Currently most, if not all, key intersections are operating at an LOS D or better. |

5.03.730 TOWN IMAGE

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|---|--|--|
| 5.03.731 | <p>Colma recognizes six major gateways to the Town:</p> <ul style="list-style-type: none"> • El Camino Real at the intersection of F Street • El Camino Real and Mission Road • Serramonte Boulevard and Collins Avenue where they intersect Junipero Serra Boulevard • Hillside Boulevard at the intersection of F Street • Hillside Boulevard at Lawndale Boulevard • Mission Road at Lawndale Boulevard <p>The Town's gateways should be enhanced and maintained with appropriate landscaping to strengthen Colma's identity. Gateway elements (such as a sculpture or distinctive architecture) should be included at each gateway. The gateway elements should have a consistent theme. Improvements should be included as an element of private development, where appropriate.</p> | <p>The City Planner will make recommendations for the installation of new gateway signs and landscaping consistent with this policy to the City Council whenever a new development project or a CIP project is proposed that will allow for implementation. Remaining gateways to implement include:</p> <ul style="list-style-type: none"> • El Camino Real and Mission Road (which can be implemented when the intersection is reconfigured or improved, or property at 1988 Mission Road is developed) • Hillside Boulevard at the intersection of F Street (completed in Spring of 2015) • Hillside Boulevard at Lawndale Boulevard (to be implemented when the southern section of Hillside Boulevard is improved) | <p>The installation of the final two gateway monuments will occur when CIP projects are considered</p> |
| 5.03.732 | <p>Street trees should be planted along Colma's street system. Trees should be selected from a plant list approved by the City Council in order to create a unifying theme. Street trees should be planted as a requirement of private development, where such developments involve the public street frontage.</p> | <p>The City Planner will designate preferred trees for each street and make recommendations to the City Council for new development projects.</p> | <p>In late 1999 and 2000, 378 new street trees were installed in the Sterling Park neighborhood. Street improvements were also part of the Verano development that was constructed in 2004 with approximately 20 street trees added on the west side of Mission Road. The City Planner implements this policy on a project by project basis when new development applications are submitted.</p> |
| 5.03.733 | <p>A utility undergrounding/street beautification program should be carried out for Mission Road in conjunction with the provision of additional off-street parking to improve visual appearance and traffic safety.</p> | <p>Undergrounding and beautification of Mission Road will be considered in as a future Capital Improvement Program project when funds become available.</p> | <p>No funding is available to carry out these improvements. Sidewalks have been installed in some limited areas.</p> |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---|--|--|--|
| 5.03.734 | Overhead transmission lines should be placed underground in order to improve the visual quality of all roadways. | Utility undergrounding will be considered in a future Capital Improvement Program. | Completed: Undergrounding of utilities in majority of the Town has taken place. The areas that are still awaiting undergrounding of utilities include portions of the El Camino Real, Mission Road, Junipero Serra Boulevard and Hillside Boulevard. |
| 5.03.740 BICYCLE AND RECREATION IMPROVEMENTS | | | |
| 5.03.741 | Bicycle lanes should be clearly marked on all designated bicycle routes. | The Town will implement, where feasible, San Mateo County's Comprehensive Bicycle and Pedestrian Master Plan (2011) when projects are being considered under the CIP. In addition, the Town will add Class II and class II bicycle markings and improvements to Mission Road, where feasible. | Will be considered in future CIP programs. Bikes lanes are approved for both sides of Hillside Boulevard, between Hoffman and Serramonte, for Phase I, and between Serramonte and Lawndale for Phase II and III. |
| 5.03.742 | The Town should seek ways to implement bikeways along El Camino Real, and Hillside Boulevard. | Consistent with the San Mateo County Comprehensive Bicycle and Pedestrian Master Plan (2011), the Town will consult with Caltrans when improvements are being considered for El Camino Real in order to add bicycle lanes where feasible. Future phases of improvements to Hillside Boulevard will consider, where feasible, the addition of bikeways. | Bikeways were installed along Junipero Serra, Hillside Boulevard Phase I and will be installed along Hillside Boulevard in Phases II & III. |
| 5.03.743 | The Town should work with the San Francisco Water Company to see what landscaping improvements are possible on the Water Company right-of-way between Serramonte Boulevard and Collins Avenue. | Securing of an access easement and landscaping of portions of the Water Company right-of-way on the Collins Avenue side shall be considered in the future. The Serramonte half of the right-of-way is proposed to be developed with a wellhouse structure that will be fenced for security. | Ongoing. Future CIP project. The ability to implement this policy is now limited due to the installation of a well building. |
| 5.03.750 SCENIC ROUTES | | | |
| 5.03.751 | The Town recognizes El Camino Real, Hillside Boulevard, and the Junipero Serra Freeway as scenic routes. Detailed studies and mapping of the scenic routes should be undertaken as necessary to define precise corridor boundaries. Standards for site planning within scenic corridors should be adopted. | The City Planner will make recommendations consistent with this policy to the City Council for new development projects. | Ongoing: The City Planner recognizes that El Camino Real, Hillside Boulevard and Junipero Serra are scenic routes. During CEQA review of new development projects the impact of proposed development on these scenic corridor locations is reviewed, and where impacts may occur, mitigation measures are suggested. |

2017 GENERAL PLAN ANNUAL PROGRESS REPORT NOISE ELEMENT POLICIES & IMPLEMENTATION STATUS

| 5.06.310 NOISE ELEMENT POLICIES | | | |
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| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
| 5.06.311 | The Town should review proposed development with regard to potential noise generation impacts, to ensure that the tranquil atmosphere for the Town's memorial parks is maintained. | The City Planner will make recommendations consistent with this policy and Subchapter 2.05 Noise Limitation of the Town Municipal Code to the Town Council for new development projects. | Ongoing: All development projects that are subject to CEQA review are analyzed for potential noise impacts, both construction related and operational. Mitigation measures, including limits on construction hours, are imposed where needed. In December of 2013 the Town added Subchapter 2.05 Noise Limitation to the Town Municipal Code, which allows for police department enforcement of noise complaints or violations. |
| 5.06.312 | Land use decisions should include consideration of the noise compatibility chart and acoustic reports required for all development in locations where noise levels exceed the "normal acceptable" range for specified land use types. Mitigation measures should be required if recommended in the acoustic report. | Acoustic reports will be required for applicable new projects, consistent with this policy. The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. | Ongoing: Noise studies (acoustic reports) are required where it is anticipated that noise levels may exceed "normal acceptable" levels, and mitigation measures are imposed as needed to reduce noise levels to "normal acceptable" range. |
| 5.06.313 | A detailed acoustic report should be required in all cases where hotels, motels and multiple-family dwellings are proposed in areas exposed to exterior noise levels 60 Ldn or greater. Mitigation measures should be required if recommended in the report. | Acoustic reports will be required for applicable new projects, consistent with this policy. The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. | Ongoing: This policy is implemented on a case-by-case basis where multiple-family dwellings are proposed in areas exposed to exterior noise levels 60 Ldn or greater. |
| 5.06.314 | All BART tail tracks and line extensions through Colma shall be located underground along the former Southern Pacific Railroad right-of-way so that environmental noise impacts are minimized. | The design for the BART line through Colma is consistent with this policy. Any future additions or modifications to the BART line through Colma must be consistent with this policy. | This policy has been implemented and there have been no other additions or modifications to the BART line through Colma. |
| 5.06.315 | An ordinance should be adopted limiting days and hours of construction to provide quiet time. | The City Planner will work with the City Engineer to prepare an ordinance for City Council consideration. | Completed: Colma Municipal Code Section 5.04.110-5.04.140 was revised in 2016 to include further limits on construction hours. |

2017 GENERAL PLAN ANNUAL PROGRESS REPORT SAFETY ELEMENT POLICIES & IMPLEMENTATION STATUS

| 5.07.410 SEISMIC AND GEOLOGIC | | | |
|--------------------------------------|---|--|--|
| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
| 5.07.411 | The Town should continue to investigate the potential for seismic and geologic hazards as part of the development review process and maintain this information for the public record. Safety Element maps should be updated as appropriate. | The City Planner will review incoming geologic reports associated with new development and update base information and maps. | Ongoing: Each project that includes a seismic and geologic hazards investigation as part of the development review process is kept on file and City maps will be updated as new information is received. |
| 5.07.412 | The Town should require geotechnical, soils and foundation reports for proposed projects which warrant them according to the Safety Element and its geologic and Hazard Maps, the County's Seismic and Safety Element; and the Town's Building Official and Building Codes. | Soils and geotechnical reports will be required as part of the submittal for new development projects. The City Engineer and Building Official will review necessary reports as part of the building permit process. | Ongoing: This policy is implemented on a case-by-case basis; for new construction projects and additions, geotechnical, soils and foundation reports are required and analyzed in the CEQA document as well as by the City Engineer during the permitting process. |
| 5.07.413 | Colma should prohibit development in seismic or geologically hazardous zones, including any land alteration, grading for roads and structural development. | Based on applicable Geologic and Engineering reports, this policy will be carried out by the City Engineer and City Planner. | Ongoing: This policy is implemented on a case-by-case basis. |
| 5.07.414 | All critical care facilities and services should be designed to remain functional following the maximum credible earthquake. Placement of critical facilities and high-occupancy structures in areas prone to violent ground shaking or ground failures should be avoided | The City Engineer and Building Official will review Geologic reports, Engineering studies and plans for these types of structures. | Ongoing: This policy is implemented on a case-by-case basis. |
| 5.07.415 | The Town should request that owners of all buildings identified as unsafe have their buildings inspected by a licensed engineer or architect, and take the necessary steps to make them safe. | This policy will be implemented by the Building Department. | Ongoing: This policy is implemented on a case-by-case basis. To date, no unsafe buildings have been identified. |
| 5.07.416 | Colma should work with San Mateo County, California Water Service Company and the San Francisco Water District to ensure that all water tanks and main water pipelines are capable of withstanding high seismic stress. | The City Planner and City Engineer will make inquiries about these items. | Ongoing: Discussions are held with utility providers. SFPUC has recently reviewed water distribution lines and replaced a main distribution line just south of Serramonte Boulevard. |

5.07.420 FLOODING

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|---|--|---|
| 5.07.421 | Drainage facilities should be maintained to accommodate the flow capacity of Colma Creek through Colma to accommodate the storm water runoff from a 100-year storm. | The Town will continue to participate in the review of flood improvement projects, carried out by San Mateo County, to reduce flood hazards throughout the town. | The Colma Creek by-pass pipe was installed on El Camino Real, and has been constructed to accommodate a 100-year storm event. |
| 5.07.422 | The Town should continue to require the habitable portions of new structures to have a first-floor elevation that is elevated to or above the projected 100-year water surface, and to be adequately protected from flooding, as defined in the Municipal Code (Section 5.05.335). | This policy will be implemented as a standard condition of Planning Permits and during review of construction plans by the City Engineer and Building Official. | Ongoing. This policy is implemented on a case-by-case basis. |
| 5.07.423 | On-site storm water detention facilities should be constructed for new developments (over ½ acre) which contribute runoff to Colma Creek to store the difference in runoff between the 10-year predevelopment storm (original natural state) and the 100-year post development storm, with stormwater released at the 10-year predevelopment rate. Property owners should be required to enter into agreements for maintenance. | This policy will be implemented as a standard condition of Planning Permits and during review of construction plans by the City Engineer and Building Official. | Ongoing. This policy is implemented on a case-by-case basis. New developments in Town have been required to comply with this policy and maintenance agreements have been implemented. |

5.07.430 FIRE SAFETY

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|---|---|---|
| 5.07.431 | The Town should support the Fire Protection District as they strive to improve the District's ISO rating. | The City Council and City Manager will continue to monitor and work with the Fire Protection District to implement this policy. | Ongoing. |
| 5.07.432 | Colma should ensure that all buildings have visible street numbers and are accessible to fire vehicles and equipment. A minimum 20 foot wide fire lane should be provided to all commercial and large scale residential facilities. | The Fire Protection District will review and condition approval of new development plans to meet these standards and will encourage businesses, at the time of fire inspections, to meet these and other fire safety standards. | Ongoing. This policy is implemented on a case-by-case basis. All new development projects and remodels are routed to the Colma Fire District for comment. Fire lanes are inspected on site by the Fire Marshall |
| 5.07.433 | Colma should assist the Fire Protection District in efforts to continue to maintain an average response time of two to four minutes to all locations in Colma. | The City Council and City Manager will continue to monitor and work with the Fire Protection District to implement this policy. | Policy is currently being met with in town response times within two to four minutes. |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|-------------------------------------|--|---|---|
| 5.07.434 | The Town should continue to have the Colma Fire Protection District review development plans for conformity with the Uniform Fire Code and Title 24 of the California Building Code. | The Fire Protection District or its designee will continue to review development plans. | Ongoing: All applications for development are routed to the Fire Protection District for review comments for conformity with the UFC, Title 24 and the CBC. |
| 5.07.435 | The Town should support the Fire Protection District's continued programs of fire prevention and public education about fire safety. | The City Council and City Manager will continue to monitor and work with the Fire Protection District to continue this program. | Ongoing |
| 5.07.436 | Encourage the Fire Protection District to continue its participation in mutual aid agreements with Pacifica, Daly City, San Bruno, South San Francisco, Brisbane and the San Mateo County Fire Chiefs Association County Wide Plan. | The Fire Protection District will continue to implement ways to improve local service to Colma and neighboring communities. | Ongoing |
| 5.07.437 | The Town should insure that the community is served by a self-sufficient fire protection system that may include support for the existing District, establishment of a joint powers agreement, acquisition of the existing District and facilities or development of a new free-standing fire station. | The City Council and Fire Protection District will continue to monitor and evaluate future service for the Town. | Ongoing. No significant new developments have occurred over the past few years. |
| 5.07.438 | Colma should consider acquisition of a site for a new public safety facility. | The Town continues to investigate opportunities for acquiring sites for civic purposes. | There are currently no vacant sites to consider for acquisition. |
| 5.07.440 HAZARDOUS MATERIALS | | | |
| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
| 5.07.441 | Colma should support County efforts to locate, regulate and maintain information regarding hazardous materials located or transported within the Town. | The Fire Protection District, San Mateo County Environmental Health Department, and the City Engineer will carry out this policy. | Ongoing |
| 5.07.442 | Colma should collect and maintain a list of locations in Town where hazardous materials are used. | The Fire Protection District, City Engineer, and City Planner will maintain hazardous materials lists. | Ongoing. List kept by the Fire Protection District |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|--------------------------------------|--|---|---|
| 5.07.443 | Measures aimed at significantly decreasing solid waste generation should be promoted. Recycled materials storage and collection areas should be required throughout the Town and in all new developments. | The City Council will continue to work with waste haulers and owners of the Hillside Landfill in Colma to reduce solid waste generation and to increase recycling. Proper waste storage will be required as a standard condition of Planning Permits. | This policy has been implemented with a new waste collection process that has been implemented for curbside recycling of materials; in addition, recycling deposits are required for demolition permits issued by the Building Department and standard conditions regarding waste storage are included with entitlement approvals. The Town has adopted ordinances prohibiting the use of polystyrene containers and single use plastic bags. |
| 5.07.444 | Public awareness of safe and effective hazardous waste use, storage and disposal should be promoted. The Town newsletter should be used to inform residents. | Articles or prepared materials from various sources will be distributed or included in the Town newsletter. | Ongoing |
| 5.07.450 EMERGENCY OPERATIONS | | | |
| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
| 5.07.451 | The Town should maintain the Colma Emergency Management Plan and continue to participate with San Mateo County's Mutual Aid Programs and Operational Area Emergency Services Organization as a basis for community emergency preparedness. | City staff will continue to work with the San Mateo Operational Emergency Services Organization to maintain and improve community emergency preparedness | Ongoing: Colma continues to participate in the SM County's Mutual Aid program. |
| 5.07.452 | Colma should continue to analyze significant seismic, geologic and community wide hazards as part of the environmental review process, and require that mitigation measures be made conditions of project approval. | The City Planner and other departments will monitor and recommend hazards mitigation as part of project approval. | Ongoing: Projects that require CEQA review included analysis of seismic, geologic and community wide hazards and where applicable, mitigate measures are included to reduce impacts from these hazards. |
| 5.07.453 | Emergency evacuation routes should be determined by the Police Chief and City Engineer. Evacuation routes should follow the major roadways as set forth in the Circulation Element. | The Police Department will direct any necessary evacuation routes. | Ongoing: no change |
| 5.07.454 | Colma should promote awareness of the Town's emergency operations procedure. The Town newsletter should be used to inform residents. | Articles or prepared materials from various sources will be distributed or included in the Town newsletter. | Ongoing: Colma's EOC regularly conducts drills to ensure that employees and members of public are aware of emergency operations; the Town's newsletter also contains information about how to handle and prepare for emergency situations. |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---------------|--|--|--|
| 5.07.455 | Colma should strive to improve interjurisdictional, interagency cooperation with other public and private agencies for safety in future land use planning, hazard prevention and emergency response. | City staff will communicate with their counterparts in other jurisdictions to continue to work toward protecting community safety. | Ongoing |
| 5.07.456 | Colma should work with the Colma Fire Protection District to establish an alternative Emergency Operations Center, if the Fire Protection District facility is not operational. | City staff will work toward having necessary supplies available at an alternative site when one is selected. | The main EOC (Emergency Operations Center) is the Police Station, and the alternative EOC is the Broadmoor Police Station. Sterling Park Community Center and the Hillside Community Center have been designated as emergency shelter locations. |

2017 GENERAL PLAN ANNUAL PROGRESS REPORT HISTORICAL ELEMENT POLICIES & IMPLEMENTATION STATUS

| 5.08.210 HISTORIC RESOURCE PROTECTIONS | | | |
|---|---|---|---|
| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
| 5.08.221 | Colma should encourage the rehabilitation and continued use or reuse of designated historic buildings or sites whenever planning or building permits are involved | The City Planner will make recommendations consistent with this policy to the City Council | Ongoing: This policy is implemented on a case-by-case basis. The Holy Cross Pump Housing building is in the process of being refurbished to historic standards as part of the Veteran's Village project |
| 5.08.212 | Important historic resources should be protected through designation by the Town of Colma. | The City Planner will make recommendations consistent with this policy to the City Council. | The Town of Colma has not designated any historic resources. Potential resources are protected through the CEQA process. |
| 5.08.213 | State and/or Federal recognition of selected historic resources should be sought by applying for designation as a California Historical Landmark, or a California Point of Historical Interest, and/or inclusion in the National Register of Historic Places. Nomination to the California Register of Historical Resources should be made for qualifying public buildings and whenever private property owners concur. | The City Planner will facilitate applications for qualifying public buildings, and assist property owners who want to apply for historical designation for their buildings. | No property owners have sought designation. |
| 5.08.220 HISTORIC RESOURCE PROTECTIONS | | | |
| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
| 5.08.221 | A Historic Preservation Ordinance and Historic District Resource "HR" Combining Zone should be used to identify historic resources. Protection of historic resources should be provided by use of the design review procedure. | The City Planner will make recommendations consistent with this policy to the City Council. | A Historic Preservation Ordinance and HR combining zone has not been established to date. |
| 5.08.222 | The Colma Historical Association should be consulted whenever a proposed development project involves a designated historic resource in Colma. | The City Planner will contact the Colma Historical Association and solicit input whenever a proposed development project involves a designated historic resource. | Ongoing: This policy is implemented on a case-by-case basis. |
| 5.08.223 | Colma should use the nationally established Rehabilitation Standards and Guidelines for the Restoration and Rehabilitation of Historic Structures (See Appendix C). | The City Planner and Building Department will make recommendations consistent with this policy to the City Council. | Ongoing: This policy is implemented on a case-by-case basis when repair or construction projects are proposed on historic structures (as identified in this Element). |

| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
|---|--|---|---|
| 5.08.224 | Colma should use the California State Historical Building Code (SHBC) for designated buildings to encourage historic rehabilitation. | The City Planner and Building Department will make recommendations consistent with this policy to the City Council. | Ongoing: This policy is implemented on a case-by-case basis when repair or construction projects are proposed on historic structures (as identified in this Element). |
| 5.08.225 | A Historic Resources inventory should be maintained, including keeping a current list of all local, state, and federally designated historical landmarks, points of historical interest, historic resources and historic districts in Colma. | The City Planner will maintain a Historic Resources Inventory and make it available for public inspection. | Ongoing: A Historic Resources inventory was prepared to facilitate preparation of the Historic Resources Element. The inventory is available for public inspection. |
| 5.08.226 | The Town should utilize its Design Review procedure for review of development in historic districts and adjacent to designated historic landmarks. | The City Planner will make recommendations consistent with this policy to the City Council for new development projects. | Ongoing: This policy is implemented on a case-by-case basis. |
| 5.08.230 INCREASE PUBLIC AWARENESS | | | |
| POLICY NUMBER | POLICY | IMPLEMENTATION MEASURE | STATUS OF POLICY IMPLEMENTATION |
| 5.08.231 | The Town should provide information to the public concerning the location of historic resources and their value to the community, State and Nation. | The City Planner will maintain a Historic Resources Inventory and make it available for public inspection. Referrals to the Colma Historical Association will also be made. | Ongoing |
| 5.08.232 | The Town should support the Colma Historical Association in their efforts to expand historical knowledge about Colma. | The Town will pursue establishment of an historical park and museum for Colma. | Completed: The Colma Historical Association moved into their expanded location at 1500 Hillside Boulevard in 2003. |
| 5.08.233 | Colma should maintain communication with the State Office of Historic Preservation, California Register of Historical Resources and San Mateo County Planning Department to disseminate information about historical resources in Colma. | The City Planner, City Manager and City Council will take actions consistent with this policy when required. | Ongoing |





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Kirk Stratton, Chief of Police
 VIA: Brian Dossey, City Manager
 MEETING DATE: March 14, 2018
 SUBJECT: Supporting the Reducing Crime and Keeping California Safe Act of 2018

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION SUPPORTING THE REDUCING CRIME AND KEEPING CALIFORNIA SAFE ACT OF 2018.

EXECUTIVE SUMMARY

The California Safety Partnership Issues Committee, a coalition of crime victims, law enforcement, business owners, and public safety leaders is working on a measure to fix three related problems created by recent laws that have threatened the public safety of Californians and their children. The goal is to work collaboratively to achieve success to reduce the unintended consequences that have negatively impacted public safety in communities throughout California with the adoption of AB 109, Prop 47 and Prop 57.

FISCAL IMPACT

None

BACKGROUND

Between 2014 and 2016, California had the second highest increase in theft and property related crimes in the United States, while most states have seen a steady decline. According to the California Department of Justice, the value of property stolen in 2015 was \$2.5 billion with an increase of 13 percent since 2014, the largest increase in the last ten years.

The measure will:

- A) Reform the parole system so violent felons are not released early from prison, strengthen oversight of post release community supervision, and tighten penalties for violations of terms of post release community supervision;
- B) Reform theft laws to restore accountability for serial thieves and organized theft rings; and
- C) Expand DNA collection from persons convicted of drug, theft, and domestic violence related crimes to help solve violent crimes and exonerate the innocent.

Support from local governments will crack down on repeat offenders and protect our most vulnerable victims from dangerous individuals who take advantage of our laws, our businesses, and our communities.

Council Adopted Values

The resolution to support The Reducing Crime and Keeping California Safe Act of 2018 is the *responsible* thing to do as it supports a state wide initiative to reduce crime and reform laws.

CONCLUSION

Staff recommends the City Council adopt the resolution supporting the Reducing Crime and Keeping California Safe Act of 2018.

ATTACHMENTS

- A. Resolution

RESOLUTION NO. 2018-____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**A RESOLUTION SUPPORTING THE REDUCING CRIME
AND KEEPING CALIFORNIA SAFE ACT OF 2018**

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

1. Background

- (a) Protecting every person in our state, including our most vulnerable children, from violent crime is of the utmost importance. Murderers, rapists, child molesters and other violent criminals should not be released early from prison.
- (b) Since 2014, California has had a larger increase in violent crime than the rest of the United States. Since 2013, violent crime in Los Angeles has increased 69.5%. Violent crime in Sacramento rose faster during the first six months of 2015 than in any of the 25 largest U.S. cities tracked by the FBI.
- (c) The FBI Preliminary Semiannual Uniform Crime Report for 2017, which tracks crimes committed during the first six months of the past year in U. S. cities with populations over 100,000, indicates that last year violent crime increased again in most of California's largest cities.
- (d) Recent changes to parole laws allowed the early release of dangerous criminals by the law's failure to define certain crimes as "violent." These changes allowed individuals convicted of sex trafficking of children, rape of an unconscious person, felony assault with a deadly weapon, battery on a police officer or firefighter, and felony domestic violence to be considered "nonviolent offenders."
- (e) As a result, these so-called "non-violent" offenders are eligible for early release from prison after serving only a fraction of the sentence ordered by a judge.

2. Findings

The City Council finds as follows:

- (a) This measure reforms the law so felons who violate the terms of their release can be brought back to court and held accountable for such violations.
- (b) Nothing in this act is intended to create additional "strike" offenses which would increase the state prison population, nor is it intended to affect the ability of the California Department of Corrections and Rehabilitation to award educational and merit credits.
- (c) Recent changes to California law allow individuals who steal repeatedly to face few consequences, regardless of their criminal record or how many times they steal, and as a result, between 2014 and 2016, California had the 2nd highest increase in theft and property crimes in the United States, while most states have seen a steady decline. According to the California Department of Justice,

the value of property stolen in 2015 was \$2.5 billion with an increase of 13 percent since 2014, the largest single-year increase in at least ten years.

- (d) Grocery store operators around the state have seen unprecedented increases in the amount of losses associated with shoplifting in their stores, with some reporting up to 150% increase in these losses from 2012 to present, with the largest jumps occurring since 2014, and shoplifting incidents have started to escalate in such a manner that have endangered innocent customers and employees.
- (e) Individuals who repeatedly steal often do so to support their drug habit. Recent changes to California law have reduced judges' ability to order individuals convicted of repeated theft crimes into effective drug treatment programs.
- (f) California needs stronger laws for those who are repeatedly convicted of theft related crimes, which will encourage those who repeatedly steal to support their drug problem to enter into existing drug treatment programs. This measure enacts such reforms.
- (g) Collecting DNA from criminals is essential to solving violent crimes. Over 450 violent crimes including murder, rape and robbery have gone unsolved because DNA is being collected from fewer criminals.
- (h) Recent changes to California law unintentionally eliminated DNA collection for theft and drug crimes. This measure restores DNA collection from persons convicted for such offenses.
- (i) Permitting collection of more DNA samples will help identify suspects, clear the innocent and free the wrongly convicted.
- (j) This measure does not affect existing legal safeguards that protect the privacy of individuals by allowing for the removal of their DNA profile if they are not charged with a crime, are acquitted or are found innocent.

3. Order

The City Council of the Town of Colma hereby supports the Reducing Crime and Keeping California Safe Act of 2018.

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Certification of Adoption

I certify that the foregoing Resolution No. 2018-___ was duly adopted at a regular meeting of the City Council of the Town of Colma held on March 14, 2018, by the following vote:

| Name | Voting | | Present, Not Voting | | Absent |
|------------------------------|--------|----|---------------------|-------------------|--------|
| | Aye | No | Abstain | Not Participating | |
| Raquel "Rae" 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





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, City Manager
 Brian Moura, Financial Services Advisor (Contract)
 MEETING DATE: March 14, 2018
 SUBJECT: Mid-Year Budget Report and Adjustments to FY 2017-18 Budget

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AMENDING BUDGET APPROPRIATIONS FOR FISCAL YEAR 2017-18

EXECUTIVE SUMMARY

On June 14, 2017, the City Council adopted a budget for the fiscal year which began July 1, 2017 and ends June 30, 2018. As with any plan it is appropriate to monitor results and when appropriate make adjustments. The proposed Budget adjustments are presented along with the regular 1st Quarter and 2nd Quarter Financial Reports (Attachments B & C). In addition, with the completion of half the fiscal year, input was solicited from Department Directors on any trends or events that would warrant an adjustment to the adopted department operating budgets.

FISCAL IMPACT

Acceptance of the 1st Quarter and 2nd Quarter Financial Reports and approval of the Budget Amendment Resolution will not alter the existence of a balanced budget. Details of the financial impacts are discussed as part of the report.

BACKGROUND

The adoption of the Town Budget is a financial plan which is based on estimates and projections. As such, it is appropriate to monitor the Town's actual financial activity throughout the year and when appropriate formally adopt modifications to the budget. The budgeted revenue is based largely on historical trend information. In the case of a major revenue such as Sales Tax, the Town contracts with a specialized consultant to obtain detailed analysis.

ANALYSIS

Quarterly Financial Highlights

Attachments B and C are the quarterly reports related to revenue and expenditures primarily in the General Fund during the 1st Quarter and 2nd Quarter of the 2017-18 Fiscal Year. The format

of the report is intended to provide a high-level snapshot of the fiscal performance for the Town operations. Staff also posts a copy on the Town website.

This report focuses on the results for the second quarter which ended December 31, 2017 and reflects completion of 50 percent of the fiscal year (Attachment C).

Total Operating Budget For Revenue and Expenditures (All Funds)

The following provides a high-level view of the adopted budget for Fiscal Year 2017-18. This format helps to identify the significance of the General Fund activities compared to the special revenue funds and how the adopted budget included transfers between funds.

| | FISCAL YEAR 2017-18 OPERATING BUDGET | | | | TOTAL |
|---|---|----------------------|------------------------|---------------------------------|---------------------|
| | General Fund (Fund 11) | Gas Tax (Fund 21) | Measure A (Fund 22) | Police Grants (Funds 27, 29) | |
| REVENUE | \$17,636,197 | \$47,300 | \$50,700 | \$130,775 | \$17,864,972 |
| OTHER SOURCES OF FUNDING/(TRANSFERS) | \$0 | | | | \$0 |
| TOTAL SOURCE OF FUNDS | \$17,636,197 | \$47,300 | \$50,700 | \$130,775 | \$17,864,972 |
| EXPENDITURES | (\$14,846,620) | (\$25,000) | (\$160,000) | (\$158,410) | (\$15,190,030) |
| OTHER USES OF FUNDS/(TRANSFERS) | | | | | |
| Transfer to Capital Projects | (\$888,840) | | | | (\$888,840) |
| Transfer to Debt Service | (\$297,070) | | | | (\$297,070) |
| Contribution To Reserves / (Use of Reserves) | \$1,603,667 | \$22,300 | (\$109,300) | (\$27,635) | \$1,489,032 |

General Fund Revenue

Total revenue budgeted in the General Fund is \$17.6 million. The source of this revenue is highly concentrated among four categories (94% is represented in only four revenue types). The following is a table showing the Budget to Actual collections of General Fund Revenue collected in the four largest revenues as of December 31, 2017.

| | FISCAL YEAR 2017-18 | | |
|-------------------------------|-----------------------|--------------------|------------------------------|
| | Budget Fiscal Year | 2nd Qtr. Actual | % of Budget for Period |
| Sales Taxes | \$11,150,000 | \$3,889,439 | 35% |
| Cardroom Taxes | 4,120,000 | 1,758,812 | 43% |
| Property Taxes | 613,300 | 296,107 | 48% |
| Sewer Fees | 740,000 | 370,899 | 50% |
| Sub-Total Major Revenue | \$16,623,300 | \$6,315,257 | 38% |
| Total All Gen Fund Revenue | \$17,636,197 | \$6,984,947 | |
| % of Total Revenue | 94% | 90% | |

At the mid-year point in the budget, the major revenues are coming in at or slightly above projections. Two adjustments to General Fund revenues are recommended.

General Fund Revenue Adjustments

The mid-year budget adjustments include the projection of higher than expected revenues to the Town in two categories:

Sales Tax

With the opening of some new businesses this year, the Town’s Sales Tax consultant – HdL Companies – is projecting a \$300,000 increase in Sales Tax revenue.

- **Sales Tax Revenue** – Increase by \$300,000 from \$11,150,000 to \$11,450,000 to reflect additional sales tax revenues to the Town from new businesses opening during the 2017-18 fiscal year.

Revenues From Other Agencies

After the 2017-18 Budget was adopted, the Town entered into a 2-year agreement with the County to maintain Colma Creek. This services agreement is capped at \$100,000 over the 2-year period with a review of the program after that time.

To date, the Town has received \$28,500 in reimbursements from the County for this work. It is anticipated that the cost of these services – and the reimbursement from the County will reach \$50,000 during the 2017-18 Fiscal year. To account for this reimbursement revenue, the mid-year budget adjustment includes adding a new revenue account for these reimbursements and an estimate for such revenues.

- **Reimbursement For Public Works Maintenance Services** – Create a new revenue account to receive reimbursements for Public Works Maintenance Services provided to other agencies. Estimated revenue in this account will be \$50,000 during the 2017-18 Fiscal Year.

General Fund Expenditures

The total budget for General Fund operating expenditures is approximately \$14.8 million. At the mid-point of the year overall expense is approximately 53% of the budgeted amount.

| GENERAL FUND EXPENSE | FISCAL YEAR 2017-18 | | |
|-----------------------------------|---------------------|--------------------|------------------------|
| | Budget Fiscal Year | 2nd Qtr. Actual | % of Budget for Period |
| General Government | \$3,286,620 | \$1,795,581 | 55% |
| Police | 6,816,610 | 3,611,376 | 53% |
| Engineering / Building / Planning | 1,306,410 | 423,208 | 32% |
| Public Works Maintenance | 1,854,000 | 1,255,634 | 68% |
| Recreation Services | 985,400 | 519,686 | 53% |
| Facility Maintenance | 597,580 | 224,517 | 38% |
| TOTAL | \$14,846,620 | \$7,830,002 | 53% |

All Department Directors completed additional review of the performance of individual Department budgets for the first six months. Although minor deviations may have occurred most can be balanced between savings in one-line item compared to a small overage in another.

The budget year to date overall is tracking as expected with half the year complete. Variances above 50% for General Government; Police; and Recreation are mostly due to pre-payment of the PERS contributions for Retirement at the beginning of the fiscal year and seven months of medical premiums. The Public Works Maintenance category reflects the expense in the first quarter of the full annual sewer service charges. The Engineering / Building / Planning category is primarily contract services and there can be a lag in the billing which results in less than half the budget being expended to date.

General Fund Expenditure Adjustments

Additional appropriations are required in the following two accounts in the General Fund which are also detailed on the Budget Change form included with the Resolution.

- **Drainage & Flood Control Maintenance** – Increase by \$50,000 from \$35,000 to \$85,000 to cover the cost of Colma Creek maintenance under contract with San Mateo County. This expense is completely offset by reimbursement from the County mentioned earlier.
- **Human Resources - Sick Leave Cash Out** – With the upcoming retirement of the Human Resources Manager, the Town will cash out the remaining sick leave balance for this employee. This is estimated at 441 hours which will require a supplemental appropriation of \$26,425.
- **Contribution to Retiree Medical Trust** – The Town has a Retiree Medical Trust to offset liabilities for Other Post-Employment Benefits (OPEB) - Retiree Medical and Retiree Dental benefits. In the 2017-18 Adopted Budget, \$1,209,564 will be contributed to the Town's Retiree Medical Trust. This figure was set by using an actuarial study by Bickmore from 2014 and increasing the 2016-17 contribution amount by 10%. The contributions are collected through monthly charges to each Town department based on that department's % of Town employees.

An updated actuarial study was completed in September 2017. It sets the Town's 2017-18 Actuarial Required Contribution (ARC) at \$1,610,173. The recommended mid-year adjustments include an additional \$400,609 in contributions to meet this contribution level.

Summary General Fund Balance After Proposed Adjustments

The Table below shows the changes in General Fund Reserve Balance as presented in the Adopted Budget compared to updated numbers based on the Mid-Year Report. This includes the use of the updated beginning balance based on the June 30, 2017 audit report.

The Town continues to have a strong financial foundation. The revised budget will result in an increase of \$350,000 in revenues (Sales Tax and Public Works Maintenance reimbursements) and an increase of \$479,109 in expenses (Drainage Maintenance under Contract with the County, Sick Leave Cash out for a retiring employee and Increased Contributions to the Town Retiree Medical Trust). The balance will allow the Town Council to consider addressing in the future one-time infrastructure needs in the Capital Projects Budget as well as financial planning for outstanding liabilities.

| | | General Fund As Adopted In Budget 6/2017 | General Fund Including Mid- Year |
|---|---|---|---|
| | Projected Beginning Balance 7/1/2017 | \$20,481,953 | \$21,547,836 |
| | REVENUE | 17,636,197 | 17,986,197 |
| | OTHER SOURCES: (TRANSFERS IN) | 0 | 0 |
| | TOTAL SOURCE OF FUNDS | \$38,118,150 | \$39,534,033 |
| | EXPENDITURES | (\$14,846,620) | (\$15,323,654) |
| | OTHER USES OF FUNDS/(TRANSFERS OUT) | | |
| | Transfer to Capital Projects | (\$888,840) | (\$888,840) |
| | Transfer to Debt Service | (\$297,070) | (\$297,070) |
| | Projected Ending Balance 6/30/2018 | \$22,085,620 | \$23,024,469 |
| <u>BREAKDOWN GENERAL FUND RESERVES</u> | | | |
| Committed | Debt Reduction | \$600,000 | \$600,000 |
| | Budget Stabilization | 14,900,000 | 14,900,000 |
| Assigned | Litigation | 100,000 | 100,000 |
| | Insurance | 100,000 | 100,000 |
| | Disaster Response / Recovery | 750,000 | 750,000 |
| | Sub-Total Committed/Assigned | 16,450,000 | 16,450,000 |
| Unassigned | | 5,635,620 | 6,574,469 |
| | Projected Ending Balance 6/30/2018 | \$22,085,620 | \$23,024,469 |

Reasons For the Recommended Action

The adoption by the City Council of a mid-year budget adjustment is an appropriate level of fiscal control demonstrating the sound use of public funds.

COUNCIL ADOPTED VALUES

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

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

ALTERNATIVES

The information as presented has been at a high level. An alternative would be to request that staff return with a more detailed presentation of individual line items with analysis by the departments. This would need to be prepared for a future meeting and it would not be expected to result in significant budget changes beyond those discussed in this report.

CONCLUSION

Staff recommends that the City Council adopt the attached resolution approving the budget changes.

ATTACHMENTS

- A. Resolution Amending Budget Appropriations for Fiscal Year 2017-18
- B. 1st Quarter Financial Report
- C. 2nd Quarter Financial Report

**RESOLUTION NO. 2018-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

RESOLUTION AMENDING BUDGET APPROPRIATIONS FOR FISCAL YEAR 2017-18

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

1. Background

- (a) The City Council adopted a budget for Fiscal Year 2017-18, on June 14, 2017; and
- (b) On March 14, 2018 at a public meeting the City Council received a Mid-Year Financial Report, which analyzed Revenue and Expenditures over the first six months of the Fiscal Year; and
- (c) The Mid-Year Report identified various adjustments required to the budgeted appropriations based on updated estimates.
- (d) The adopted Budget policy provides that the City Council shall approve the budget amendments identified in the report.
- (e) The approval of the Budget Adjustment shall continue to result in a balanced budget with current year General Fund Operating Revenue exceeding the amount of current Year General Fund Operating Expenses; and
- (f) The Budget Adjustment creates a new revenue account in the General Fund to receive Reimbursement For Public Works Maintenance Services.
- (g) The Budget Adjustment provides for increased General Fund revenues in the Sales Tax and Reimbursement For Public Works Maintenance Services accounts.
- (h) The Budget Adjustments also provides for increased expenditures for Drainage and Flood Control Maintenance, Human Resources Sick Leave Cash Out and Contribution to the Town Retiree Medical Trust.
- (i) The City Council has duly considered the Staff Report and public comments, if any, thereon.

2. Finding

The City Council finds that based on changes since the Original Budget was adopted that it is appropriate to have the City Council approve an adjustment to the Fiscal Year 2017-18 Colma Adopted Budget. The City Council finds that the total expenditures in the 2017-18 Budget, after the proposed amendment does not exceed the appropriations limits for fiscal year 2017-18, which is \$40,614,129.26.

3. Amendment to Budget

- (a) The Fiscal Year 2017-18 Budget is amended as shown in the schedule attached as Exhibit A and by reference incorporated herein.

(b) The City Manager shall insure that the changes are incorporated in the official Finance and Accounting systems as summarized in Exhibit A.

Certification of Adoption

I certify that the foregoing Resolution No. 2018-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on March 14, 2018, by the following vote:

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

Dated _____

Raquel Gonzalez, Mayor

Attest: _____
Caitlin Corley, City Clerk

| FY 2017-18 TOWN OF COLMA - EXHIBIT A TO RESOLUTION | | | |
|--|--------------------|--------------------------|---|
| BUDGET ADJUSTMENTS PRESENTED FOR CITY COUNCIL CONSIDERATION - March 14, 2018 | | | |
| Budget Section Impacted | Account | Budget Adjustment | Reason |
| REVENUES | | | |
| General Fund - Sales Tax | 11-31111 | 300,000 | Based on sales tax reports from the Town's Sales Tax Consultant (HdL), revenue is expected to exceed the budgeted estimate, due to revenues from new businesses in Colma this year. |
| General Fund - Reimbursement for Public Works Maintenance Services | 11-35131 (new) | 50,000 | Reimbursement from San Mateo County for Drainage & Flood Control maintenance work at Colma Creek. |
| TOTAL GENERAL FUND - Revenue | | 350,000 | Net Change: Additional \$350,000 |
| EXPENDITURES | | | |
| General Fund / Public Works - Maintenance Division / Drainage & Flood Control Maintenance | 11-320-73006 | 50,000 | Expenses for Drainage & Flood Control maintenance work at Colma Creek. Fully reimbursed by San Mateo County. |
| General Fund / Human Resources - Sick Leave Cash Out | 11-141-51008 | 26,425 | With retirement of Human Resources Manager, the Town will cash out the remaining sick leave balance for this employee. |
| General Fund / Various Departments / Contribution to Retiree Medical Trust | 11-52017, 11-52018 | 400,609 | Corrects a formula error in the adopted 2016-17 Budget. This line item was inadvertently omitted from the formula |
| TOTAL GENERAL FUND - Expense | | 477,034 | Net Change: Additional \$477,034 |





QUARTERLY FINANCIAL REPORT FIRST QUARTER 2017-18 (July 1, 2017 – September 30, 2017)

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

GENERAL FUND FINANCIAL POSITION

In Fiscal Year 2017-18, the General Fund includes budgeted revenue of approximately \$17.6 million and budgeted expenditures of \$14.8 million. In addition, the General Fund has net budgeted transfers of approximately \$1.1 million. A transfer represents resources in one fund that are transferred to another fund. The primary transfers in the current year budget are for Capital Project funding (\$888,840) and Debt Service (\$297,070).

| | FISCAL YEAR 2016-17 | | | FISCAL YEAR 2017-18 | | |
|----------------------|---------------------|-------------------|---------------------|---------------------|-------------------|------------------------|
| | Actual Fiscal Year | 1st Qtr Actual | % Actual For Period | Budget Fiscal Year | 1st Qtr Actual | % of Budget For Period |
| Revenue | \$16,582,712 | \$2,064,142 | 12% | \$17,636,197 | \$1,987,326 | 11% |
| Expenditures | (14,013,750) | (4,594,651) | 33% | (14,846,620) | (4,664,377) | 31% |
| Transfers In / (Out) | (853,170) | 0 | | (1,185,910) | 29,499 | |
| Net Change | 1,715,792 | (2,530,509) | | 1,603,667 | (2,647,552) | |
| Beginning Balance | 22,594,248 | 22,594,248 | | 20,481,953 | 20,481,953 | |
| Balance Year To Date | 24,310,040 | 20,063,739 | | 22,085,620 | 17,834,401 | |

MAJOR GENERAL FUND REVENUE SOURCES

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

| | FISCAL YEAR 2016-2017 | | | FISCAL YEAR 2017-18 | | |
|-------------------------|-----------------------|--------------------|------------------------|---------------------|--------------------|------------------------|
| | Budget Fiscal Year | 1st Qtr Actual | % of Budget for Period | Budget Fiscal Year | 1st Qtr Actual | % of Budget for Period |
| Sales Taxes | \$10,550,000 | \$1,155,983 | 11% | \$11,150,000 | \$994,732 | 9% |
| Cardroom Taxes | 3,790,000 | 714,964 | 19% | 4,120,000 | 758,670 | 18% |
| Property Taxes | 576,300 | 995 | 0% | 613,300 | 711 | 0% |
| Sewer Fees | 710,000 | 0 | 0% | 740,000 | 0 | 0% |
| Sub-Total Major Revenue | \$15,626,300 | \$1,871,941 | 12% | \$16,623,300 | \$1,754,113 | 11% |
| Total Revenue - GF | \$16,582,712 | \$2,064,142 | | \$17,636,197 | \$1,987,326 | |
| % Major 5 Revenues | 94% | 91% | | 94% | 88% | |

As shown in the previous table only 11% of the expected General Fund Revenue was collected in the first quarter of the Fiscal Year. A narrative explanation is provided below for key deviations.

MAJOR REVENUE (Continued)

- Sales Tax revenue in the first quarter represents mostly advances received. The first full quarter of Sales Tax revenue payments occur in the following quarter.
- Cardroom taxes collected in the first quarter are running slightly ahead of last year. This is also reflected in the higher revenue estimate for these taxes in the 2017-18 Budget.
- Sewer Fees are collected on the Property Tax bill. The majority of payments collected on the Property Tax bill are received in December and April.

GENERAL FUND EXPENDITURES

First quarter expenditures are slightly higher on an actual basis but lower on a percent of budget basis when compared to the prior fiscal year.

Comparison of Expenditures by Program Area

| | FISCAL YEAR 2016-17 | | | FISCAL YEAR 2017-18 | | |
|-----------------------------------|---------------------|--------------------|---------------------|---------------------|--------------------|------------------------|
| | Actual Fiscal Year | 1st Qtr Actual | % Actual for Period | Budget Fiscal Year | 1st Qtr Actual | % of Budget for Period |
| General Government | \$3,083,070 | \$1,094,408 | 35% | \$3,286,620 | \$1,121,485 | 34% |
| Police | 6,215,960 | 1,996,654 | 32% | 6,816,610 | 2,018,107 | 30% |
| Engineering / Building / Planning | 1,407,000 | 137,959 | 10% | 1,306,410 | 98,126 | 8% |
| Public Works Maintenance | 1,765,530 | 997,561 | 57% | 1,854,000 | 1,036,690 | 56% |
| Recreation Services | 961,740 | 278,883 | 29% | 985,000 | 279,583 | 28% |
| Facility Maintenance | 580,450 | 89,185 | 15% | 597,580 | 110,385 | 18% |
| TOTAL | \$14,013,750 | \$4,594,650 | 33% | \$14,846,220 | \$4,664,376 | 31% |

- Engineering / Planning / and Building are contract services and there can be differences in timing of the payments.

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

| | FISCAL YEAR 2016-17 | | | FISCAL YEAR 2017-18 | | |
|-------------------------------------|---------------------|--------------------|---------------------|---------------------|--------------------|------------------------|
| | Actual Fiscal Year | 1st Qtr Actual | % Actual for Period | Budget Fiscal Year | 1st Qtr Actual | % of Budget for Period |
| Salaries & Benefits | \$8,129,420 | \$2,657,054 | 33% | \$8,780,630 | \$2,703,615 | 31% |
| Operating Services & Supplies | 1,690,980 | 298,032 | 18% | 1,865,420 | 321,763 | 17% |
| Contractual / Professional Services | 2,372,350 | 288,922 | 12% | 2,295,460 | 253,716 | 11% |
| Infrastructure Maint Contract Svcs | 336,000 | 21,512 | 6% | 353,010 | 49,630 | 14% |
| Sewer Services | 890,000 | 814,542 | 92% | 900,000 | 815,248 | 91% |
| Insurance (Liability/Property/WC) | 595,000 | 514,589 | 86% | 652,100 | 520,404 | 80% |
| TOTAL | \$14,013,750 | \$4,594,651 | 33% | \$14,846,620 | \$4,664,376 | 31% |
| OTHER USES / (TRANSFERS IN) | \$853,170 | | | \$1,185,910 | | |
| EXPENDITURES & TRANSFERS | \$14,866,920 | \$4,594,651 | | \$16,032,530 | \$4,664,376 | |

Overall the expenditures for the first quarter are expected to trend within the adopted budget by the end of the fiscal year. Information related to significant deviations are discussed below:

- As shown in the previous table salaries and benefits are the most significant portion of General Fund expenditures.

- Contract services include a variety of professional as well as service contracts associated with providing Town services.
- Sewer Service Charges are near the full budgeted amount after the first quarter. This is a typical pattern as the collection and treatment system payments to the providers are made in the first quarter of the Fiscal Year.
- Insurance costs are near the full budgeted amount after the first quarter. This is a typical pattern as most of these costs are insurance premiums. The premium payment is due in the first month of the Fiscal Year.

ADDITIONAL DETAILS AND INFORMATION

This format was prepared by the Finance Department to highlight in summary fashion key indicators of the Town Financial performance.

Additional Financial Reports and Budgets – including earlier Quarterly Financial Reports, Audits and Budgets – are also available on the Town website www.colma.ca.gov .

This report will also be posted on the Town website after it has been reviewed by the City Council.

HIGH LEVEL SUMMARY – ALL FUNDS

The final page of this report includes a Table summarizing “All Funds” and their activity for the first quarter. This report prepared by the Finance Department highlights in summary fashion key indicators of the Town Financial performance.

As mentioned earlier the General Fund is the most significant to the operations of the Town. However, it is also appropriate to consider the other sources of funding. As shown the balance held in Capital Project Funds is over \$15 million.

**TOWN OF COLMA QUARTERLY REPORT OF ALL FUNDS
(PRELIMINARY BALANCE AND ACTIVITY - CASH BASIS)
QUARTER 1 - FISCAL YEAR 2017-2018**

| FUND TYPE / NAME | BEGINNING FUND BALANCE 7/1/17 | Fiscal Year To Date (July - Dec 2017) | | | YTD BALANCE |
|-------------------------------|-------------------------------------|---------------------------------------|-------------------------|----------------------|---------------------|
| | | YTD REVENUE | TRANSFERS IN / (OUT) | YTD EXPENDITURES | |
| General | | | | | |
| 11-General Fund | \$21,547,836 | \$1,987,326 | \$29,499 | (\$4,664,377) | \$18,900,284 |
| Sub-Total | 21,547,836 | 1,987,326 | 29,499 | (4,664,377) | 18,900,284 |
| Special Revenue | | | | | |
| 21-State Gas Tax Fund | 1 | 7,236 | | (2,113) | 5,124 |
| 22-Measure A Transportation | 111,144 | 10,366 | | 0 | 121,510 |
| 23-Transportation Grant | 0 | 0 | | 0 | 0 |
| 27-Public Safety Grants | 0 | 76 | | (275) | (199) |
| 29-Police Grants / (COPS) | 148,331 | 48,919 | | (39,259) | 157,991 |
| Sub-Total | 259,476 | 66,597 | 0 | (41,647) | 284,426 |
| Capital Project Funds | | | | | |
| 31-General CIP | 13,579,938 | 0 | (29,499) | (119,877) | 13,430,562 |
| 33-Town Hall CIP Financed \$ | 1,729,570 | 4,018 | | (130,698) | 1,602,890 |
| Sub-Total | 15,309,508 | 4,018 | (29,499) | (250,575) | 15,033,452 |
| Debt Service Funds | | | | | |
| 43-COP Debt Service | 45 | 0 | 0 | 0 | 45 |
| Sub-Total | 45 | 0 | 0 | 0 | 45 |
| Internal Service Funds | | | | | |
| 61-Fleet Replacement | 753,160 | 0 | 0 | 11 | 753,171 |
| Sub-Total | 753,160 | 0 | 0 | 11 | 753,171 |
| Trust Funds* | | | | | |
| 71-OPEB-Retiree Medical | 1,686,932 | 342,580 | | (155,508) | 1,874,004 |
| 72-Retirement (PARS) | 20,064 | 455 | | 13 | 20,532 |
| Sub-Total | 1,706,996 | 343,035 | 0 | (155,495) | 1,894,536 |
| GRAND TOTAL | \$39,577,021 | \$2,400,976 | \$0 | (\$5,112,083) | \$36,865,914 |

* These Trust Funds were established to report funding contributed to an irrevocable trust for retirement benefit purposes. The funds are not available to the Town for General Operating and / or discretionary expenditures.



QUARTERLY FINANCIAL REPORT SECOND QUARTER 2017-18 (October 1, 2017 – December 31, 2017)

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

GENERAL FUND FINANCIAL POSITION

In Fiscal Year 2017-18, the General Fund includes budgeted revenue of approximately \$17.6 million and budgeted expenditures of \$14.8 million. In addition, the General Fund has budgeted transfers of \$1.1 million. A transfer represents resources in one fund that are transferred to another fund. The primary transfers in the current year budget are for Capital Project funding (\$888,840) and Debt Service (\$297,070).

| | FISCAL YEAR 2016-17 | | | FISCAL YEAR 2017-18 | | |
|--------------------------|---------------------|-------------------|---------------------|---------------------|-------------------|------------------------|
| | Actual Fiscal Year | 2nd Qtr Actual | % Actual for Period | Budget Fiscal Year | 2nd Qtr Actual | % of Budget for Period |
| Revenue | \$16,582,712 | \$6,729,480 | 41% | \$17,636,197 | \$6,984,947 | 40% |
| Expenditures | (14,013,750) | (7,581,761) | 54% | (14,846,620) | (7,830,002) | 53% |
| Net Transfers In / (Out) | (853,170) | (642,773) | | (1,185,910) | (1,063,122) | |
| Net Change | 1,715,792 | (1,495,054) | | 1,603,667 | (1,908,177) | |
| Beginning Balance | 22,594,248 | 22,594,248 | | 20,481,953 | 24,310,040 | |
| Balance Year To Date | 24,310,040 | 21,099,194 | | 22,085,620 | 22,401,863 | |

MAJOR GENERAL FUND REVENUE SOURCES

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

| | FISCAL YEAR 2016-17 | | | FISCAL YEAR 2017-18 | | |
|-------------------------|---------------------|--------------------|---------------------|---------------------|--------------------|------------------------|
| | Actual Fiscal Year | 2nd Qtr Actual | % Actual for Period | Budget Fiscal Year | 2nd Qtr Actual | % of Budget for Period |
| Sales Taxes | \$10,550,000 | \$3,890,756 | 37% | \$11,150,000 | \$3,889,439 | 35% |
| Cardroom Taxes | 3,790,000 | 1,699,512 | 45% | 4,120,000 | 1,758,812 | 43% |
| Property Taxes | 576,300 | 289,778 | 50% | 613,300 | 296,107 | 48% |
| Sewer Fees | 710,000 | 370,899 | 52% | 740,000 | 370,899 | 50% |
| Sub-Total Major Revenue | \$15,626,300 | \$6,250,945 | 40% | \$16,623,300 | \$6,315,257 | 38% |
| Total Revenue - GF | \$16,582,712 | \$6,729,480 | | \$17,636,197 | \$6,984,947 | |
| % Major 5 Revenues | 94% | 93% | | 94% | 90% | |

As shown in the previous table approximately 40 percent of the General Fund Revenue was collected in the first six months of the fiscal year. A narrative explanation is provided below for key deviations.

MAJOR REVENUE (Continued)

- Sales Tax revenue represents actual retail transactions through September 30th plus advances received for the second quarter from the Board of Equalization. Based on input from the Town's Sales Tax Consultant (HdL) an increase in the Budgeted Sales Tax revenue is recommended as part of the Mid-Year Adjustments due to revenue from new businesses.
- Cardroom taxes can fluctuate from year to year based on a variety of factors. Through the first six months this revenue source is slightly ahead of last year's revenues at this time last year.
- Property taxes for the current year reflect the first of two major installments. The amount recorded is slightly ahead of last year's collections and on track for this time in the fiscal year.
- Sewer Fees are collected on the Property Tax bill. The fees represent the first of two major installments received from Property Tax payments. The revenues are on target for this quarter.

GENERAL FUND EXPENDITURES

Overall, expenditures compared to the prior year performance through the second quarter, total expenses were similar in the current year (FY 2017 = 54% and FY 2018 = 53%).

COMPARISON OF EXPENDITURES BY PROGRAM AREA

| | FISCAL YEAR 2016-17 | | | FISCAL YEAR 2017-18 | | |
|-----------------------------------|---------------------|--------------------|---------------------|---------------------|--------------------|------------------------|
| | Actual Fiscal Year | 2nd Qtr Actual | % Actual for Period | Budget Fiscal Year | 2nd Qtr Actual | % of Budget for Period |
| General Government | \$3,083,070 | \$1,763,970 | 57% | \$3,286,620 | \$1,795,581 | 55% |
| Police | 6,215,960 | 3,371,033 | 54% | 6,816,610 | 3,611,376 | 53% |
| Engineering / Building / Planning | 1,407,000 | 536,450 | 38% | 1,306,410 | 423,208 | 32% |
| Public Works Maintenance | 1,765,530 | 1,190,748 | 67% | 1,854,000 | 1,255,634 | 68% |
| Recreation Services | 961,740 | 517,124 | 54% | 985,000 | 519,686 | 53% |
| Facility Maintenance | 580,450 | 202,436 | 35% | 597,580 | 224,517 | 38% |
| TOTAL | \$14,013,750 | \$7,581,761 | 54% | \$14,846,220 | \$7,830,002 | 53% |

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

| | FISCAL YEAR 2016-17 | | | FISCAL YEAR 2017-18 | | |
|-------------------------------------|---------------------|--------------------|---------------------|---------------------|--------------------|------------------------|
| | Actual Fiscal Year | 2nd Qtr Actual | % Actual for Period | Budget Fiscal Year | 2nd Qtr Actual | % of Budget for Period |
| Salaries & Benefits | \$8,129,420 | \$4,479,406 | 55% | \$8,780,630 | \$4,734,173 | 54% |
| Operating Services & Supplies | 1,690,980 | 715,869 | 42% | 1,865,420 | 744,844 | 40% |
| Contractual / Professional Services | 2,372,350 | 965,940 | 41% | 2,295,460 | 832,859 | 36% |
| Infrastructure Maint Contract Svcs | 336,000 | 82,748 | 25% | 353,010 | 128,887 | 37% |
| Sewer Services | 890,000 | 816,630 | 92% | 900,000 | 817,336 | 91% |
| Insurance (Liability/Property/WC) | 595,000 | 521,169 | 88% | 652,100 | 571,902 | 88% |
| TOTAL | \$14,013,750 | \$7,581,762 | 54% | \$14,846,620 | \$7,830,001 | 53% |
| OTHER USES / (TRANSFERS IN) | \$853,170 | \$642,773 | | \$1,185,910 | \$93,289 | |
| EXPENDITURES & TRANSFERS | \$14,866,920 | \$8,224,535 | | \$16,032,530 | \$7,923,290 | |

Overall the expenditures for the second quarter are expected to trend within the adopted budget. Information related to significant deviations are discussed below:

- As shown in the previous table salaries and benefits are the most significant portion of General Fund expenditures. A significant factor which contributes to expenses above 50% after two quarters is the pre-payment of PERS retirement contribution. By depositing a lump sum amount in July instead of monthly payments the Town is able to take advantage of a discount.
- Contract services include a variety of professional as well as service contracts associated with providing Town services. There can sometimes be a lag in the billing from the service provider.
- Infrastructure Maintenance Contract Service costs can be impacted by weather and are not typically distributed throughout the year.
- Sewer Service costs are over 90% of the budget. This is a typical pattern as the collection and treatment system payments to the providers are made early in the Fiscal Year. The remainder of the budgeted expenses would be associated with maintenance expense on the system during the year.
- A significant portion of the Insurance expense has been incurred. This is a typical pattern as most of these costs are insurance premiums. The premium payment for liability and property insurance is due in the first month of the Fiscal Year.

ADDITIONAL GENERAL FUND DETAILS AND INFORMATION

This reporting format was prepared by the Finance Department to highlight in summary fashion key indicators of the Town General Fund Financial performance.

Additional Financial Reports – including earlier Quarterly Financial Reports, Audits and Budgets are available on the Town website at www.colma.ca.gov.

This report will be posted on the Town website after it has been reviewed by the City Council.

HIGH LEVEL SUMMARY – ALL FUNDS

The Table below provides a summary of “All Funds” and their activity for the two quarters ending December 31, 2017. This report highlights in summary fashion key indicators of the Town Financial performance.

As mentioned earlier the General Fund is the most significant fund when it comes to the operations of the Town, however, it is also appropriate to consider the other sources of funding. As shown the balance held in Capital Project Funds is \$14.3 million after expenses and revenues to date in the 2017-18 fiscal year.

**TOWN OF COLMA QUARTERLY REPORT OF ALL FUNDS
(PRELIMINARY BALANCE AND ACTIVITY - CASH BASIS)
QUARTER 2 - FISCAL YEAR 2017-2018**

| FUND TYPE / NAME | BEGINNING FUND BALANCE 7/1/17 | Fiscal Year To Date (July - Dec 2017) | | | YTD BALANCE |
|-------------------------------|-------------------------------------|---------------------------------------|-------------------------|----------------------|---------------------|
| | | YTD REVENUE | TRANSFERS IN / (OUT) | YTD EXPENDITURES | |
| General | | | | | |
| 11-General Fund | \$21,547,836 | \$6,984,947 | (\$63,790) | (\$7,830,002) | \$20,638,991 |
| Sub-Total | 21,547,836 | 6,984,947 | (63,790) | (7,830,002) | 20,638,991 |
| Special Revenue | | | | | |
| 21-State Gas Tax Fund | 1 | 17,292 | | (8,753) | 8,540 |
| 22-Measure A Transportation | 111,144 | 25,254 | | 0 | 136,398 |
| 23-Transportation Grant | 0 | 0 | | (6,838) | (6,838) |
| 27-Public Safety Grants | 0 | 76 | | (10,550) | (10,474) |
| 29-Police Grants / (COPS) | 148,331 | 71,317 | | (58,349) | 161,299 |
| Sub-Total | 259,476 | 113,939 | 0 | (84,489) | 288,925 |
| Capital Project Funds | | | | | |
| 31-General CIP | 13,579,938 | 2,062 | (29,499) | (394,669) | 13,157,831 |
| 33-Town Hall CIP Financed \$ | 1,729,570 | 8,668 | | (592,564) | 1,145,674 |
| Sub-Total | 15,309,508 | 10,730 | (29,499) | (987,233) | 14,303,506 |
| Debt Service Funds | | | | | |
| 43-COP Debt Service | 45 | 93,334 | 93,289 | (93,334) | 93,333 |
| Sub-Total | 45 | 93,334 | 93,289 | (93,334) | 93,333 |
| Internal Service Funds | | | | | |
| 61-Fleet Replacement | 753,160 | 2,862 | | (47,145) | 708,877 |
| Sub-Total | 753,160 | 2,862 | 0 | (47,145) | 708,877 |
| Trust Funds* | | | | | |
| 71-OPEB-Retiree Medical | 1,686,932 | 682,799 | | (292,947) | 2,076,784 |
| 72-Retirement (PARS) | 20,064 | 841 | | (21) | 20,884 |
| Sub-Total | 1,706,996 | 683,639 | 0 | (292,968) | 2,097,668 |
| GRAND TOTAL | \$39,577,021 | \$7,889,451 | \$0 | (\$9,335,172) | \$38,131,300 |

* These Trust Funds were established to report funding contributed to an irrevocable trust for retirement benefit purposes. The funds are not available to the Town for General Operating and / or discretionary expenditures.