



AGENDA  
REGULAR MEETING

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

Wednesday, May 23, 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 April 18, 2018 Special Meeting.
2. Motion to Accept the Minutes from the May 4, 2018 Special Meeting.
3. Motion to Accept the Minutes from the May 9, 2018 Regular Meeting.
4. Motion to Adopt an Ordinance Amending Section 5.01.080 of the Colma Municipal Code Clarifying That a Dwelling Unit is Defined for Occupancy for No Fewer Than 30 Consecutive Days Pursuant to CEQA Guidelines 15378(b)(2) and 15378(b)(5) (second reading).

PUBLIC HEARING

5. 1670 - 1692 MISSION ROAD - VETERANS VILLAGE

*Consider:* Motion to Introduce an Ordinance Repealing and Replacing Ordinance No. 767 Adopting an Amended Zoning Map and Approving a Planned Development Zone for 1670-1692 Mission Road (Rezoning Property from C/DR to PD/DR), and Waive a Further Reading of the Ordinance.

6. 1055 EL CAMINO REAL – MEDICAL OFFICE BUILDING

- a. *Consider:* Motion to Introduce an Ordinance Adopting an Amended Zoning Map and Approving a Planned Development Zone for 1055 El Camino Real (Rezoning Property from E/DR to E/DR(S)/PD) and Making Findings Pursuant to CEQA Guidelines 15183.3

and 15332, and Waive a Further Reading of the Ordinance.

- b. *Consider:* Motion to Adopt a Resolution Conditionally Approving a Conditional Use Permit, Design Review, Sign Permit, and Tree Removal Permit for a New 12,501 Square Foot Medical Office Building for a Kidney Dialysis Center at 1055 El Camino Real and Making CEQA Exemption Findings Pursuant to CEQA Guidelines 15183.3 and 15332.

## STUDY **SESSION**

### 7. 2018-19 PROPOSED BUDGET AND FINANCIAL PLAN

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

## 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](mailto:ccorley@colma.ca.gov).

### Reasonable Accommodation

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

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

Wednesday, April 18, 2018  
4:30 p.m.

CALL TO ORDER

Mayor **Raquel "Rae" Gonzalez** called the Special Meeting of the City Council to order at 4:30 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, Administrative Services Director Pak Lin, Recreation Manager Cynthia Morquecho, Director of Public Works Brad Donohue and City Planner Michael Laughlin were present.

TEAM BUILDING WORKSHOP

Council and staff participated in a team building workshop which included planning and preparing a meal together.

ADJOURNMENT

The meeting was adjourned by Mayor Gonzalez at 7:15 p.m.

Respectfully submitted,

Brian Dossey  
City Manager





MINUTES  
SPECIAL MEETING  
City Council of the Town of Colma  
Emergency Operations Center, 1199 El Camino  
Real Colma, CA 94014  
Friday, May 4, 2018  
1:00 p.m.

CALL TO ORDER

Mayor **Raquel "Rae" Gonzalez** called the Special Meeting of the City Council to order at 1:00 p.m.

Council Present – **Mayor Raquel "Rae" Gonzalez, Vice Mayor Joanne F. del Rosario and** Council Members Diana Colvin and Helen Fiscaro were present. Council Member John Irish Goodwin was absent.

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Police Commander Sherwin Lum, Recreation Manager Cynthia Morquecho, Recreation Coordinator Liz Tapia, Recreation Coordinator Angelika Abellana, Dispatch Supervisor Amanda Velasquez, Police Sergeant Michael Pfothenauer, Executive Assistant to the Chief of Police Rea Gogan, Public Works Maintenance Supervisor Louis Gotelli and City Clerk Caitlin Corley

AB 1234 ETHICS TRAINING

City Attorney Christopher Diaz conducted an AB 1234 Ethics Training.

ADJOURNMENT

The meeting was adjourned by Mayor Gonzalez at 3:00 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk



MINUTES  
 REGULAR MEETING  
 City Council of the Town of Colma  
 Colma Community Center, 1520 Hillside Boulevard  
 Colma, CA 94014  
 Wednesday, May 9, 2018  
 Closed Session – 6:00 p.m.  
 Regular Session – 7:00 p.m.

CLOSED SESSION – 6:00 PM

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

Agency Negotiators:	Brian Dossey, City Manager Austris Rungis, IEDA
Employee Organizations:	Colma Peace Officers Association and Colma Communications/Records Association
Unrepresented Employees:	All

CALL TO ORDER – 7:00 PM

Mayor Raquel Gonzalez called the Regular Meeting of the City Council to order at 7:07 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Administrative Service Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin, and City Clerk Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

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

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

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

PRESENTATION

- The Mayor presented a proclamation in honor of Public Service Week in appreciation of Town staff and all public servants.
- Chief of Police Kirk Stratton introduced and swore in new Reserve Police Officer Josh Moreno.
- Administrative Services Director Pak Lin introduced new Interim Human Resources Manager Patrick Alvarez.
- Residents who participated in the **National Mayor’s Challenge for Water Conservation were entered into a drawing to win two free tickets to the Town’s Holiday Party. The Mayor drew a name from a hat; resident Maureen O’Connor was selected as the winner.**
- Outreach Manager Cory Wolbach gave an update on Get Us Moving, which is a partnership between SamTrans and the County of San Mateo.
- **Rommel Medina and Maureen O’Connor presented the Colma Citizens’ Advisory Scholarship Winners.**

There was a short break for refreshments from 8:00 p.m. to 8:15 p.m.

PUBLIC COMMENTS

Mayor Gonzalez opened the public comment period at 8:16 p.m. Aditi Dhawan and Shalin Craig of the San Mateo County Tobacco Education Coalition made comments. The Mayor closed the public comment period at 8:22 p.m.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the April 25, 2018 Regular Meeting.
3. Motion to Approve Report of Checks Paid for April 2018.

Action: Council Member Fiscaro moved to approve the Consent Calendar items #2 and #3; 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			

PUBLIC HEARING

4. DWELLING UNIT OCCUPANCY ORDINANCE

City Planner Michael Laughlin presented the staff report. Mayor Gonzalez opened the public hearing at 8:25 p.m. and seeing no one step forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Fiscaro moved to introduce an Ordinance Amending Section 5.01.080 of the Colma Municipal Code Clarifying that a Dwelling Unit is Defined for Occupancy for No Fewer Than 30 Consecutive Days Pursuant to CEQA Guidelines 15378(b)(5), and waive a further reading of the ordinance; 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	✓				
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## NEW BUSINESS

### 5. FY 2018-19 WATER CONSERVATION INCENTIVE PROGRAM

Director of Public Works Brad Donohue presented the staff report. Mayor Gonzalez opened the public comment period at 8:40 p.m. **Residents Maureen O'Connor and Pat Hatfield** made comments. The Mayor closed the public comment period at 8:50 p.m. Council discussion followed.

Action: Council Member Goodwin moved to Adopt a Resolution Establishing the Authorities Subsidy at \$56,285 for the Water Conservation Incentive Program in Fiscal Year 2018-19; 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	✓				
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## COUNCIL CALENDARING

The next Regular City Council Meetings will be on Wednesday, May 23, 2018 at 7:00 p.m. and Wednesday, June 13, 2018 at 7:00 p.m.

## REPORTS

Raquel Gonzalez

Orangetheory Ribbon Cutting, 5/4/18

Helen Fiscaro

Orangetheory Ribbon Cutting, 5/4/18

City Manager Brian Dossey gave a report on the following topics:

- Family Field Day at T.R. Pollicita – Saturday, May 12, 2018
- Guy Buy Back with Daly City – Saturday, May 12, 2018
- Volunteer Appreciation Lunch – Monday, May 14, 2018
- Thanks for Taking Our Hand Luncheon – Wednesday, May 16, 2018
- Jefferson Elementary Students of the Year – Friday, May 18, 2018
- Town Wide Clean Up Day – Saturday, May 19, 2018
- The Colma Police Department received an excellent review in a Department of Justice audit; Dispatch Supervisor Amanda Velasquez was instrumental in the process.
- Sergeant Seevers, Detective Rosset and Officers Grant, Francisco and Guerrero received commendations on their help in response to the YouTube shooting last month.
- Dispatcher Thelma Coffey received a commendation for providing exceptional help to a citizen who came into the police department.

#### ADJOURNMENT

Mayor Gonzalez adjourned the meeting at 8:56 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk

ORDINANCE NO. \_\_\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA

AN ORDINANCE AMENDING SECTION 5.01.080 OF THE COLMA MUNICIPAL CODE  
CLARIFYING THAT A DWELLING UNIT IS DEFINED FOR OCCUPANCY FOR NO FEWER  
THAN 30 CONSECUTIVE DAYS  
PURSUANT TO CEQA GUIDELINES 15378(B)(2) AND 15378(B)(5)

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

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ARTICLE 1. FINDINGS

- (a) **The City Council of the Town of Colma finds that is necessary to state the Town's** historical interpretation of the definition of a dwelling unit.
- (b) Notice of a public hearing on the proposed zoning text amendment was posted on the **Town's three** bulletin boards and provided to any person who has filed written request for such notice, at least 10 days before the hearing.
- (c) A public hearing on this matter was held on May 9, 2018, and evidence was taken.
- (d) The City Council has reviewed and considered the proposed zoning amendment, the staff report, and evidence presented at the public hearing.

ARTICLE 2. CMC SECTION 5.01.080 AMENDED.<sup>1</sup>

Section 5.01.080 shall be and hereby is amended as follows:

*Dwelling unit* means a building or portion thereof designed or used for occupancy for no fewer than 30 consecutive days by persons living as one household. [See: accessory dwelling unit in Subchapter 5.19, single-family dwelling unit, multiple family dwelling unit.]

[History: formerly § 5.110, ORD. 234, 3/14/79; ORD. 298, 6/13/84; ORD. 319, 5/8/85; ORD. 425, 7/10/91; ORD. 480, 5/10/95; ORD. 506, 3/12/97; ORD. 563, 10/18/99; ORD. 600, 6/25/03; ORD. 617, 6/16/04; ORD. 628, 5/11/05; ORD. 638, 12/14/05; ORD. 646, 7/12/06, ORD. 662, 9/12/07; ORD. 687, 1/13/10; ORD. 706, 3/14/12; ORD. 713, 10/10/12; ORD. 724, 6/12/13; ORD. 728, 10/9/13; ORD. 754, 1/13/16; ORD. 766, 11/9/16; ORD. 768, 12/14/16; ORD. 770, 3/22/17; ORD. \_\_\_\_]

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

ARTICLE 3. SEVERABILITY.

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

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ARTICLE 4. NOT A CEQA PROJECT.

Based on all the evidence presented in the administrative record, including but not limited to the staff report for the proposed ordinance, the City Council hereby finds and determines that **the proposed ordinance is not a "project" for purposes of CEQA and** is exempt from further CEQA review under State CEQA Guidelines sections 15378(b)(2) and 15378(b)(5). Specifically, this ordinance clarifies already existing Municipal Code provisions, will allow the City to better enforce existing prohibitions, and will not allow any new or different land uses than are already **permitted in the City's Zoning Code. Therefore, this Zoning Amendment constitutes ongoing** administrative activities and will not result in any direct or indirect physical changes in the environment. No further environmental review is necessary at this time.

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ARTICLE 5. EFFECTIVE DATE.

This ordinance, or a summary thereof prepared by the City Attorney, shall be posted on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and is to take force and effect thirty (30) days after its passage.

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Certificate of Adoption

I certify that the foregoing Ordinance No. \_\_\_\_ was duly introduced at a regular meeting of the City Council of the Town of Colma held on May 9, 2018 and duly adopted at a regular meeting of said City Council held on May 23, 2018 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
<b>Raquel "Rae" Gonzalez, Mayor</b>					
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: Michael P. Laughlin, City Planner  
VIA: Brian Dossey, City Manager  
MEETING DATE: May 23, 2018  
SUBJECT: 1670 – 1692 Mission Road, Veterans Village Project

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## RECOMMENDATION

Staff recommends that the City Council introduce a:

ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 767 ADOPTING AN AMENDED ZONING MAP AND APPROVING A PLANNED DEVELOPMENT ZONE FOR 1670-1692 MISSION ROAD (REZONING PROPERTY FROM C/DR TO PD/DR)

## EXECUTIVE SUMMARY

Project plans for the Veterans Village Project have remained consistent between the City Council approval, the building permit plan set, and the field construction set. A technical error was discovered in Planned Development (PD) Ordinance which notes a 100' setback from the north property line. Since the property line angles slightly towards the building, the setback ranges from approximately 85' to 100.' A correction to the original ordinance is proposed to reduce the minimum north side setback to 80.'

## FISCAL IMPACT

None

## ANALYSIS

Mercy Housing California received approvals for a 66- unit affordable rental housing project on Mission Road in November of 2016. An Amended Zoning Map and Planned Development (PD) was approved to rezone the project site from C/ DR (Commercial/ Design Review) to Planned Development/Design Review – PD/DR. PD Districts may be established in any R, C, or E Zone upon application of a property owner or owners, or upon the initiative of the City Council. A Planned Development zoning is required in the C Zone for multi-family housing of more than six units pursuant to Colma Municipal Code Section 5.03.090(c) since the C zoning only permits up to six units to be built with just a conditional use permit. Multi-family residential uses are

permitted within the "PD" Zone upon issuance of a Conditional Use Permit pursuant to Section 5.03.130(b)(2).

Since this is a Planned Development, the City Council has flexibility to adjust development standards (such as height and setbacks) to address site configuration and location. In drafting the setback standards for this project, staff utilized the setback from the north property line to front corner of the building (100'). Since setbacks are a measure from any point along the property line, the setback should have been less (approximately 85') since the north property line slants inward toward the building (See Attachment B for diagram) and the rear corner of the building is closer to the property line.

In order to have setback standards match the approved project plans and field conditions, staff is recommending a reduced required setback of 80' which will allow for the actual 85'-100' setback to conform to PD standards in the revised ordinance.

#### Values

The recommendation is consistent with the Council value of *fairness* because the recommended decision on the ordinance revision is consistent with how similar requests have been handled.

#### Sustainability Impact

None

#### Alternatives

The City Council could choose not to amend the existing PD ordinance to correct the north setback standard. This alternative is not recommended since it would cause the new building to be out of compliance with the required side setback as stated in the ordinance. In addition, choosing not to amend the existing PD ordinance could cause concerns for Mercy Housing's lenders if they express concern about the setback discrepancy.

#### CONCLUSION

Staff recommends that the City Council introduce the ordinance.

#### ATTACHMENTS

- A. Ordinance
- B. Site plan showing north side setback

ORDINANCE NO. \_\_\_\_\_

ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 767 ADOPTING AN AMENDED ZONING MAP AND APPROVING A PLANNED DEVELOPMENT ZONE FOR 1670-1692 MISSION ROAD (REZONING PROPERTY FROM C/DR TO PD/DR)

Property Owner: Archdiocese of San Francisco  
 Applicant: Mercy Housing California 66, L.P.  
 Location: 1670-1692 Mission Road  
 APN: 011-370-220

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

1. BACKGROUND

(a) The Town received an application from Mercy Housing California L.P. for approval of a Planned Development for the property at 1670-1690 Mission Road, Colma (Assessor's Parcel Number: 011-370-220) to allow for a 66-unit multi-family housing project (the "Project"). A Planned Development Rezoning is requested for multi-family uses in an existing Commercial (C) zone.

(b) A public hearing was held on this matter on November 9, 2016 and evidence was taken at the public hearing.

(c) At this public hearing, the application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), and the City Council considered all environmental impacts of the Project. In so doing, the City Council adopted Resolution No. 2016-55 certifying the Final Environmental Impact Report and adopting Findings, a Statement of Overriding Considerations, and the Mitigation Monitoring and Reporting Program.

(d) At this same public hearing, the City Council also introduced Ordinance No. 767 adopting an amended zoning map and approving a planned development zone for the Project. Ordinance No. 767 became effective on January 14, 2017.

(e) At this same public hearing, the City Council adopted Resolution 2016-56 approving a Conditional Use Permit, Design Review, Sign Permit and a Tree Removal Permit to allow for the construction of the project.

(f) At the request of the applicant, an amendment was requested to Ordinance No. 767 to clarify that the building setback is less than 100' from the north property line, as stated in Section 4 (h)(iv) of the ordinance, and a public hearing was held on this matter on May 23, 2018 and evidence was taken.

(g) The City Council has duly considered said application, the staff report and public comments thereon.

2. FINDINGS

The City Council finds that:

a) That the proposed uses are, in substantial part, generally or conditionally permitted under the zoning classification for the proposed district in existence at the time of the application.

Discussion: The subject property is designated commercial in the General Plan, zoned Commercial/Design Review and located on Mission Road. The commercial land use designation and zoning district allow for multi-family residential with approval of a Planned Development (PD) rezoning and with the issuance of a Conditional Use Permit. Provided that the City Council approves the Conditional Use Permit, the proposed uses are, in substantial part, generally or conditionally permitted under the zoning classification for the proposed district in existence at the time of the application.

The project site is designated in the 2015 Colma Housing Element for housing, and can only be developed for housing unless a suitable substitute site is found to replace the units that could have been built on the site.

b) The uses proposed will not be detrimental to present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts.

Discussion: The proposed project was evaluated for compliance with the Colma General Plan and Zoning Code. The proposed project was also evaluated under the California Environmental Quality Act to determine if the project posed any impacts on the environment. The Final EIR identifies mitigation measures that are required to reduce any impacts to a less than significant level. The project, with compliance with the mitigation measures, would not be detrimental to the public health, safety, or welfare of those in the vicinity. Zoning compliance includes an evaluation of the project's compliance with development standards such as setbacks, landscaping and off-street parking and signage. As set forth in the Planned Development zoning for site, the proposal meets all development standards.

c) The streets and thoroughfares proposed are suitable and adequate to carry anticipated traffic and the density will not generate traffic in such amounts as to overload the street network outside the PD District.

Discussion: All of the development is served by existing streets with all access from Mission Road. Anticipated traffic and the density will not generate traffic in such amounts as to overload the street network outside the PD District. As studied in the EIR, under cumulative conditions both without and with the project, the intersection of El Camino Real and Mission Road would operate at LOS C or better for all movements during both peak hours. The intersection of Mission Road and Lawndale Boulevard would operate at an acceptable LOS D during both the AM and PM peak hours under cumulative conditions both without and with the project. Under cumulative conditions with the project, the project site driveways would operate at an overall LOS A, with the worst movement (outbound out of the site driveway) operating at LOS B during both peak hours. Therefore, the project's contribution to traffic volumes would not be cumulatively considerable so as to overload the street network outside the PD District.

There is sufficient off-street parking proposed to satisfy anticipated parking demand for residents, employees and guests.

- d) The proposed development can be economically justified at the location proposed.

Discussion: An investment of over 30 million dollars will be made on the project. Mercy Housing California will have the resources to maintain the project during the life of the project. Therefore, the development can be economically justified at the location proposed.

- e) The impact created by the development can be absorbed and serviced by the Town.

Discussion: The applicant proposes to staff the apartment building on a 24-hour basis and proposes to operate the facility in a manner that will minimize calls for police and fire services. As discussed in the EIR, the project will create a minor increase in demand for recreation services, but not sufficient enough to warrant hiring of additional employees. No unusual demands for water and sewer service will occur. Utilities exist in the adjacent street and are available to the property.

### 3. PLANNED DEVELOPMENT ZONE

The City Council hereby approves and applies the Planned Development (PD) overlay zone to the property, as shown on the Amended Zoning Map attached hereto as Exhibit A and incorporated by reference herein, subject to the standards set forth in the next section.

### 4. STANDARDS

Development of the site will be subject to the following standards:

(a) *Land Use.* The site may be developed and used for a 66-unit residential apartment building with supportive housing services and associated office, administrative, community and storage uses. A Planned Development Use Permit is required for the use.

(b) *Design Review.* The design of the Site Plan and all structures on the site are subject to review and approval in accordance with the Town's Design Review Standards.

(c) *Maximum Building Height.* A three-story building is permitted on the site, not to exceed 39 feet in height to the highest point on the building, including the elevator shafts.

(d) *Street Frontage.* A minimum eight (9) foot wide planting strip shall be provided and maintained along the Mission Road frontage (except at driveway cuts).

(e) *Off-Street Parking.* The property shall have a minimum of sixty nine (69) off-street parking spaces, including a minimum of four (4) disabled parking spaces, one of which must be van accessible. Standard spaces shall be no smaller than 9' wide and 18' long. Disabled parking spaces shall meet ADA width and overhead clearance requirements. All parking spaces shall be served by an access aisle no smaller than 24' wide. Residents and employees shall use parking spaces in the back of the parking lot and the spaces behind the building to free up visitor parking spaces close to the building entrance, adjacent to Mission Road.

(f) *Open space features.* Development of the site shall include:

- Two landscaped resident courtyard areas enclosed by an ornamental fence and site landscaping;
- A dog park for resident use;
- A publically accessible outdoor area (plaza) with a picnic table and interpretive historic display; and
- An area with gardening plots for resident use.

(g) *Access.* The horseshoe driveway on the site also functions as a fire lane and shall be kept free from vehicles and delivery trucks at all times. The project relies on an access agreement from BART for the use of the driveway for emergency vehicle access and 35 parking spaces.

(h) *Minimum Building Setbacks.* The new building shall be set back from the perimeter property boundary of the site. The existing pump house building will remain with a setback of approximately 1' from Mission Road and approximately 3' from the rear property line. The following distances shall apply for the new building:

- (i) From Mission Road (west): 9'-8";
- (ii) From the south property corner: 300';
- (iii) Rear setback: 18';
- (iv) From the north boundary line, 80';

(i) *Refuse Disposal and Recycling.* Adequate space for storage of standard containers and recycling for depositing trash and recyclable items awaiting pickup shall be provided. The Permittee must subscribe to a regular refuse and recyclable items collection service.

(j) *Site Security.* The operator shall be responsible to provide site security.

5. EFFECTIVE DATE

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

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Certification of Adoption

I certify that the foregoing Ordinance No.\_\_\_\_ was introduced at a regular meeting of the City Council of the Town of Colma held on May 23, 2018, and duly adopted at a regular meeting of said City Council held on \_\_\_\_\_, 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



# ATTACHMENT B

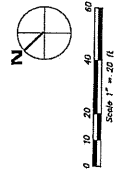
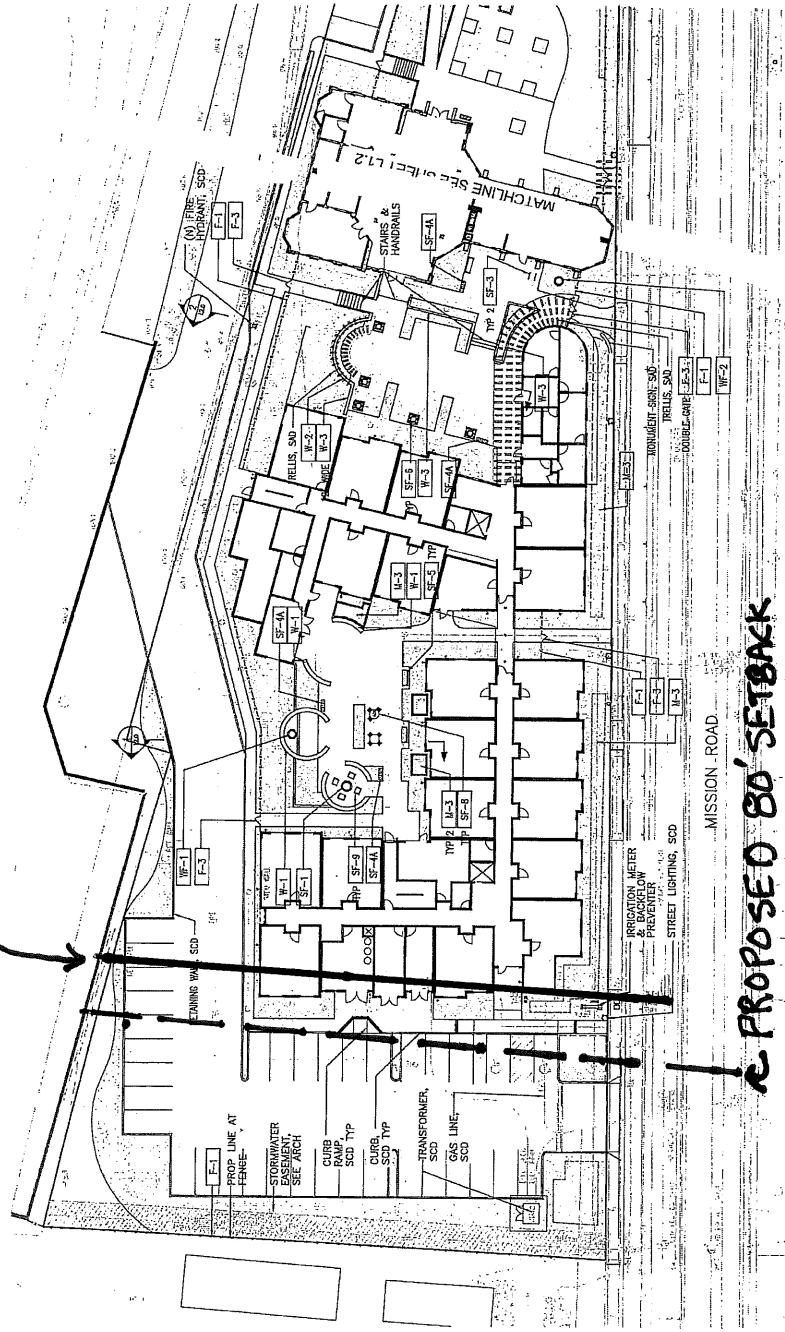


## VETERANS VILLAGE | L1.1 PARTIAL SITE PLAN

COLMA, CA | 10/17/16 | MERCY HOUSING | #1502

100' SETBACK PER ORD. 767

PROPOSED 80' SETBACK



NO.	DESCRIPTION	QTY
P-1	STANDARD PAVING	5/04.0 7/64.1
P-2	SPECIALTY PAVING	5/14.0 7/64.1
P-3	SPECIALTY PAVING	5/14.0 7/64.1
P-4	RECOMPOSED GRANITE	7/44.0
P-5	JALOUSY	-
WALLS & CURBS		
W-1	CONCRETE SEPTUM WALL	1/44.0
W-2	CONCRETE BENCH WALL	TBD
W-3	CONCRETE PLANTER WALL	3/44.0
W-4	1' HT CONCRETE CURB	4/44.0
WATER FEATURE		
WF-1	FOUNTAIN	13/44.1
WF-2	ENTRY WATER FEATURE	TBD
SITE FURNISHINGS		
SF-1	FIRE PIT	14/44.1
SF-2	DRINKING FOUNTAIN	1/44.1
SF-2.5	DOG WASH STATION	0/44.1
SF-3	BIKE RACK	3/44.1
SF-4	2 BIN TRASH & RECYCLING RECEPTACLES	12/44.1
SF-4A	3 BIN TRASH & RECYCLING & ORGANICS RECEPTACLES	16/44.1
SF-5	BENCH	9/44.1
SF-6	FIRE GRATE	5-0/24.1
SF-7	BOULDERS	4/44.1
SF-8	TABLE AND CHAIRS	-
SF-9	LOUNGE CHAIRS	-
SF-10	DOG WASTE STATION	-
LIGHTS		
L-1	POLE LIGHT	14/44.0
L-3	WALL LIGHT	16/44.0
FENCE & GATE		
F-1	FENCE 6'-0" HIGH	10/44.0
F-2	FENCE 4'-0" HIGH	10/44.0
F-3	GATE	12/44.0
MISCELLANEOUS		
M-2	BEAKER	9/44.0
M-3	STORMWATER PLANTER	SCD





# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Michael P. Laughlin, AICP, City Planner, CSG Consultants  
Jonathan Kwan, Assistant Planner, CSG Consultants

VIA: Brian Dossey, City Manager

MEETING DATE: May 23, 2018

SUBJECT: 1055 El Camino Real – Medical Office Building

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## RECOMMENDATION

Staff recommends that the City Council:

Introduce and waive a further reading of:

ORDINANCE ADOPTING AN AMENDED ZONING MAP AND APPROVING A PLANNED DEVELOPMENT ZONE FOR 1055 EL CAMINO REAL (REZONING PROPERTY FROM E/DR TO E/DR(S)/PD) AND MAKING FINDINGS PURSUANT TO CEQA GUIDELINES 15183.3 AND 15332

Adopt:

RESOLUTION CONDITIONALLY APPROVING A CONDITIONAL USE PERMIT, DESIGN REVIEW, SIGN PERMIT, AND TREE REMOVAL PERMIT FOR A NEW 12,501 SQUARE FOOT MEDICAL OFFICE BUILDING FOR A KIDNEY DIALYSIS CENTER AT 1055 EL CAMINO REAL AND MAKING CEQA EXEMPTION FINDINGS PURSUANT TO CEQA GUIDELINES 15183.3 AND 15332

## EXECUTIVE SUMMARY

Market Street Development is requesting approvals to build a new kidney dialysis treatment center at 1055 El Camino Real. The proposed project is a one-story Spanish style building. The project is an infill project that is consistent with the Town's General Plan and Zoning regulations and exempt from CEQA review pursuant to CEQA Guidelines Section 15183.3 and, as separate and independent bases, from further CEQA review pursuant to CEQA Guidelines Section 15332. Substantial evidence to support the CEQA determination for this project are contained in the report prepared by WRA, Inc (Attachment C) and other documentation in the record. Two actions are required by the City Council to permit the development. The first action is to introduce the ordinance to rezone the subject lot to Planned Development (PD). The second action is to adopt a resolution that includes the Conditional Use Permit, Design Review, Sign Permit and Tree Removal Permit.

## FISCAL IMPACT

The project will have a positive fiscal impact to the Town through increased property taxes after the project is constructed. Additionally, it is anticipated that employees and patients will patronize other Colma businesses.

## BACKGROUND/PROJECT DESCRIPTION

The applicant, Market Street Development, is requesting approvals to allow the construction of a 12,501 square foot medical office building for kidney dialysis treatment on a 1.09 acre lot located at 1055 El Camino Real. Most of the patients are transported to the site by a medical transport or by a care giver. The proposed development includes a new parking lot with 38 parking spaces, 4 of which are ADA accessible, new landscaping, and a new monument sign at the corner of Olivet Parkway and El Camino Real. Access to the project will be from a driveway on Olivet Parkway.

The treatment center will provide 24 full service dialysis stations, 2 peritoneal dialysis (PD) stations and expansion capability (no change in building area) for 6 additional full-service stations. Peritoneal dialysis is a type of dialysis that can be done at home. The PD rooms in the facility are training rooms where the patients practice and learn to do their own PD treatments with the assistance of the Staff PD nurse.

At full capacity, the clinic's hours of operation will be from 6:00 a.m. to 10:00 p.m. Monday through Saturday, although some staff will arrive one hour earlier to setup for first treatment or stay one hour later to close the clinic. Most patients will be scheduled between 8:00 a.m. and 5:00 p.m. The occasional early or late service will most likely occur and is typically reserved for those patients who still work and require dialysis early or late in the day.

There will be no walk-in service at the clinic; all treatment is by appointment only. Unlike many other medical clinics, the patients are all repeat customers with regularly scheduled treatment – treatment is life sustaining and must be conducted in accordance with a strict schedule, every week of the year.

When a new clinic first opens for business, it typically runs at reduced hours and capacity. At full operation, the clinic may serve as many as 120-150 patients over the course of a week.

When all stations are operating, there will be an average of 15 employees per shift. At full operation, the clinic will employ approximately 30-35 people.

Based on 24 dialysis treatment stations, the area of the clinic is broken down as follows:

- Treatment area, staff offices, meeting rooms, reception 8,663 sq. ft.
- Restrooms 487 sq. ft.
- Janitor and utility rooms 248 sq. ft.
- Storage 539 sq. ft.
- Reverse Osmosis (RO) water treatment 445 sq. ft.

Kidney dialysis is unique. The patients are all repeat customers, and each receives treatment three times per week for three to four hours each treatment. Most patients do not drive

themselves to dialysis. Patients usually come by medical transport or are dropped off and picked up by a family member or caregiver.

Based on a parking analysis of other similar kidney dialysis centers, a clinic with 30 stations (24 stations + 6 future stations), requires 33 parking spaces. Using recent studies, the Traffic Engineer has determined that a rate of 1.09 spaces/station is reasonable. Thirty-eight (38) spaces are proposed, which is in line with the Town's parking standard of 1 parking space for each 300 square feet of gross building area.

## ANALYSIS

The applicant is requesting to rezone the property to Planned Development, a Conditional Use Permit, Design Review, Sign Permit and Tree Removal Permit for the development of a 12,501 square foot medical office building for a kidney dialysis center. The entitlement requests are packaged together to be heard by the City Council rather than approving each entitlement separately to maintain consistency and ensure that the project is approved as a whole.

### *Findings Relating to the California Environmental Quality Act (CEQA)*

WRA, Inc. conducted an in-depth analysis of the proposed project (Attachment C) ("CEQA Analysis") and demonstrated that it is eligible for streamlining procedures under CEQA Guideline Section 15183.3. WRA Inc. found that the proposed infill project would not have any significant effects on the environment that are more significant than previously analyzed in other environmental documents, or that uniformly applicable development policies would not substantially mitigate, therefore no further environmental documentation is required. The following findings substantiate the qualified infill development exemption:

*Surrounding land uses and setting: The project is located in an urban area on a site that either has been previously developed or that adjoins existing qualified urban uses on at least seventy-five percent of the site's perimeter.*

The Town of Colma is an urbanized city that consists mainly of cemetery sites, commercial areas, and residential neighborhoods. The project site is located at the intersection of El Camino Real and Olivet Parkway and is bordered by commercial and cemetery uses. A minimum of 75 percent of the site's perimeter adjoins these urban uses.

### *Satisfaction of Appendix M Performance Standards*

As shown in the CEQA Analysis, the proposed project satisfies the Performance Standards in Appendix M. The project is a non-residential infill project that is proposed to have a renewable energy feature in running conduit to the roof for a potential solar project in the future. The project site is located near an existing major transit stop, approximately 1/2 mile south of the Colma BART station. There also is a SamTrans bus route with both northbound and southbound stops within 1/4 mile of the project site.

### *Consistency with General Use Designation and Applicable Policies*

The project is consistent with the general use designation, density, building intensity and applicable policies specified for the project area. The CEQA Analysis demonstrates that the proposed project is consistent with applicable policies under Appendix N. Through

compliance with the rezoning and the use permit process, the proposed development is consistent with the use designated for the project site.

As a separate and independent basis, the project also qualifies for a categorical exemption pursuant to Section 15332 of State CEQA Guidelines, Class 32 Infill Development Projects, for the following reasons:

*General Plan and Zoning Consistency*

As documented in the WRA Report and the record as a whole, the project complies and is consistent with the General Plan land use designation for office use and the project is consistent with the zoning for the site which allows for office use.

*Project Site within City Limits, on a project site less than 5 acres and surrounded by urban uses*

The project site is approximately 1 acre in size, is in Town limits and is substantially surrounded by urban uses. The Town of Colma meets the definition of an urbanized area per CEQA Guideline 15387:

Section 15387. Urbanized Area.

"Urbanized area" means a central city or a group of contiguous cities with a population of 50,000 or more, together with adjacent densely populated areas having a population density of at least 1,000 persons per square mile. A lead agency shall determine whether a particular area meets the criteria in this section either by examining the area or by referring to a map prepared by the U.S. Bureau of the Census which designates the area as urbanized.

Staff referred to an Urbanized Area Outline Map (Census 2000) for the San Francisco Bay Area, which identified Colma as an urbanized area. Additionally, the combined population for the contiguous cities of Daly City, Colma, and South San Francisco exceeds 170,000 people and has an overall population density of 1,000 persons per square mile (Census 2010). Further, these three cities border the City of San Francisco, a densely populated area having an overall population density of 17,160 persons per square mile (Census 2010).

*Environmental Sensitivity*

The surrounding area is not environmentally sensitive as the project site is surrounded by other commercial uses and cemeteries. The project site sits adjacent to El Camino Real and has been previously disturbed by grading and is no longer in its natural state.

*Traffic, Noise, Air Quality and Water Quality*

As documented in the report prepared by WRA Inc. (Attachment C) the project will not result in any significant effects relating to traffic, noise, air quality or water quality.



### *Public Services*

Staff finds all necessary public services and facilities are available to serve the site and no construction is required to provide needed services and facilities to the site. In fact, there is access to the project site based on existing roads and infrastructure, and all other public utilities are available to fully serve the site. The site will be served by South San Francisco (sewer), Cal Water, PG&E, Comcast, Republic Waste, Colma Police and the Colma Fire Protection District.

### *Findings Relating to the Planned Development (PD) Rezoning*

An Amended Zoning Map and Planned Development is requested to rezone the project site from Executive Administrative/Design Review (E/DR) to Planned Development (Executive and Administrative Office)/Design Review – E/DR(S)/PD. As required by Colma Municipal Code Section 5.03.150(c), staff has reviewed the conceptual development plan (Attachment D) (“plans”) and other information in the record, including information submitted by applicant, for the purposes of ascertaining the project’s substantial conformity with the General Plan. Based upon such information, staff has determined the project is consistent with, and in substantial conformity with, the General Plan.

- a) That the proposed uses are, in substantial part, generally or conditionally permitted under the zoning classification for the proposed district in existence at the time of the application.

The proposed use is a medical office building for kidney dialysis and is permitted in lots zoned E. Medical service offices are also permitted within the “PD” Zone upon issuance of a Conditional Use Permit. The Colma General Plan contains a special Land Use Element Policy (Colma Administrative Code Section 5.02.342) encouraging the development of medical service offices in the Executive/Administrative land use area along El Camino Real; therefore, the PD rezoning of this site is consistent with the General Plan. PD districts may be established in any R, C, or E Zone upon application of a property owner, or upon initiative of the City Council.

- b) The uses proposed will not be detrimental to present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts.

As noted above, the proposed use is permitted by the General Plan. Medical office uses are encouraged on the subject lot because they are low impact uses that create a buffer between El Camino Real and existing cemetery uses. Rezoning the property to a Planned Development to allow the proposed development will have a beneficial effect on the Town and surrounding properties. Under the E zone, medical service offices require one parking space for every 300 square feet of gross floor area, or a total of 42 parking spaces. Therefore, the proposed development would need to be modified and the beneficial effect of the proposed development could not be achieved without rezoning the site to PD.

- c) The streets and thoroughfares proposed are suitable and adequate to carry anticipated traffic and the density will not generate traffic in such amounts as to overload the street network outside the PD District.

Traffic impacts were analyzed by WRA Inc. through the extended CEQA Exemption and were determined not to be significant. Additionally, the proposed development will be accessed through a new driveway on Olivet Parkway, minimizing the traffic impact on El Camino Real. As a result, the density will not generate traffic in amounts that will overload streets outside the PD District.

- d) The proposed development can be economically justified at the location proposed.

As noted above, the proposed site abuts cemetery uses along El Camino Real. The General Plan supports office uses such as this, which do not create a constant flow of traffic such as restaurants or retail stores. Although the Town does not collect sales tax from the operations of this development, the increased number of employees may patronize at businesses within Colma and increase sales tax revenue. These factors, as well as other information provided in the record, demonstrate that the proposed development can be economically justified at the proposed location.

- e) The impact created by the development can be absorbed and serviced by the Town.

As shown in the expanded CEQA exemption, the proposed development does not create a significant adverse impact to the Town. The proposed use is a low impact use and proposes adequate off-street parking to support patients, caregivers, transport vehicles and employees. In addition, the project is adequately served by utilities and public services, and as a condition of approval, the applicant shall obtain will serve letters from the utilities. Therefore, the impacts can be absorbed and serviced by the Town.

*Findings Related to the Conditional Use Permit*

Section 5.03.410(a) of the Colma Municipal Code requires that certain findings be made for approval of a Conditional Use Permit. These findings are also required for an amended Conditional Use Permit. These findings apply to the project as follows:

- a) The proposed use under the Conditional Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.

As noted above, the proposed use is a medical office use along the El Camino Real corridor and is supported by a Land Use Element policy that encourages medical service uses along El Camino Real. Additionally, medical service offices are “professional and administrative offices” permitted within the “PD” Zone upon issuance of a Conditional Use Permit (see Colma Municipal Code Section 5.03.130(b)(4)). The Municipal Code requires a 30 foot landscaped setback along El Camino Real, which is being observed. Therefore, the proposed use is consistent with the Town’s General Plan and Zoning regulations.

- b) Granting the Conditional Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.

The proposed project site borders cemetery uses and light commercial uses, with public uses nearby. The proposed use is a medical service office for kidney dialysis that is consistent with the Town’s General Plan and is unlikely to impact surrounding properties. The project will increase

the amount of traffic but, as demonstrated by the CEQA Exemption document, will not have significant adverse effects associated with such increase traffic. Although the existing site is currently undeveloped, as noted above, the proposed project includes adequate parking for the proposed use and is accessed from Olivet Parkway, and therefore will not create a significant parking or traffic impact. Given that a different medical office use may increase the parking demand at the site, the Conditional Use Permit is specific to a medical service office for a kidney dialysis center. As conditioned, the granting of the Conditional Use Permit will not be detrimental to the public health, safety, or public welfare, or materially injurious to the properties or improvements in the vicinity.

- c) Existing property uses, large or small, will not be detrimentally affected by the proposed Use Permit.

As noted above, the project allows a medical office use that is unlikely to impact the cemetery and light commercial uses in proximity to the site. The Town's General Plan encourages medical office uses along El Camino Real due to the low impact to surrounding uses. The proposed use is a low-impact use and is unlikely to impact existing property uses, large or small.

- d) The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

The granting of the Use Permit will not constitute the grant of a special privilege since the General Plan supports medical office uses at the proposed location. Additionally, the proposed project does not request a variance and, through compliance with the rezoning and use permit process, complies with the Zoning Ordinance. Therefore, the granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

- e) The City Council is satisfied that the proposed structure or building conforms to the purpose and intent of the General Plan and Zoning Ordinance.

As noted above, the proposed project complies with the regulations of the Zoning Ordinance and the proposed use is supported by the General Plan. A medical office use on El Camino Real will complement the surrounding cemetery uses as it will not attract a constant stream of patrons or generate a large amount of traffic and noise like a commercial retail use. Therefore, the proposed project conforms to the purpose and intent of the General Plan and Zoning Ordinance.

- f) The use will not constitute a nuisance to neighboring persons or properties.

The proposed use borders cemetery uses and therefore a use that generates a minimal amount of noise and traffic is appropriate at the project site. The proposed development works in harmony with existing uses as it creates a buffer between the cemetery and El Camino Real, a busy, six-lane roadway. The proposed structure is designed to meet Design Review criteria and is similar in design to the nearby Police Station. Therefore, the proposed project will not constitute a nuisance to neighboring persons or properties.

#### *Findings Related to Design Review*

The subject property is located in the DR(S) Overlay Zone. Standards adopted for the DR(S) Overlay Zone generally address the use of Spanish/Mediterranean design elements for the construction of new buildings and structures. Section 5.03.300(b) of the Colma Municipal Code requires that certain findings be made for approval of Design Review. These findings apply to the project as follows:

- a) Building Design Elements. Principal structures and secondary structures such as, storage buildings and trash enclosures must be architecturally consistent. The following design elements must be present in all buildings:
  - (i) Buildings shall incorporate simple, stepped massing, highlighted with towers, cupolas and varied chimney forms. Flat walls shall be minimized by interruptions using balconies, patios, shed roof elements, clerestory windows, gable end or trellis arcades and colonnades of stylized columns or arches.
  - (ii) Roofs shall be low pitched gable and shed roof types with terra-cotta or similar colored real, individual Spanish barrel tile. No manufactured tile or sheets of tile may be used. All flat roof areas shall be surrounded by a parapet wall and must not be located where they can be viewed from adjacent buildings or property. Parapet walls shall be of such height that will completely screen all rooftop equipment.
  - (iii) Wall surfaces shall be composed primarily of stucco and must be articulated by use of columns, piers and pilasters. Window and door openings shall be varied in size and articulated by use of deep reveals, exposed lintels and sills, iron grillwork and faux balconies. Arched openings are encouraged.
  - (iv) Door and window openings shall be designed to convey the thickness of masonry construction by recessing the doors and windows and using ornamental surrounds. Ornamentation may consist of stucco moldings, bands of tile or other framing. Glass areas must be broken up by mullions. Operable casement or double hung windows are encouraged. Windows can be covered externally with appropriately designed grilles integral to the surface of the building.

The proposed design complies with the design criteria set out in Colma Municipal Code section 5.03.300 (b), which requires a Spanish/Mediterranean style. Elevations submitted to the Town by the applicant includes Spanish-Mediterranean elements, including arched openings, low-pitched tile roofs, a primarily stucco exterior, and box windows. The same Spanish Mediterranean design elements are combined with tower elements on three of the four corners of the building and slight projections to minimize the area of flat walls and break up the massing of the structure. Proposed secondary structures, including the trash enclosure and monument sign, match the design of the main structure.

- b) Site and Landscape Design Elements. The following elements must be present in the site and landscape designs:

- (i) Site plan and landscape design must appropriately integrate and conceal utility vaults, back flow prevention devices, trash dumpsters and other accessory elements that may not be compatible with the Spanish-Mediterranean theme.
- (ii) A formal balanced planting layout shall be achieved by using elements such as landscape entry features, tree lined walks and drives, and boundary tree rows. Formal placement of trees in courts, pavilions and parking lots can significantly enhance the character of these public and private areas. Use of accent features such as brightly colored flowers and palm trees is encouraged. Drought tolerant and California native plant materials are encouraged.
- (iii) Landscape design shall incorporate features such as arbors, trellises, fountains, walks, pavilions, curbs, light standards, benches, sculpture, enhanced pavement (materials, textures and patterns), garden walls (freestanding and retaining), wood fences and gates, ironwork gates and railings, planting pots and urns in order to integrate the Spanish/Mediterranean design theme throughout the overall project design.

The proposed project will be developed on a vacant lot. Trees and other vegetation will be removed to accommodate the proposed kidney dialysis center and parking lot. However, new landscaping is incorporated into the design to provide screening for the building, transformer and backflow prevention devices from El Camino real. A trash enclosure with Spanish Mediterranean design elements is proposed in the parking lot to screen trash dumpsters. The proposed landscape plan includes 36 new trees to replace the trees that are proposed to be removed as a part of this project. No prominent landscape features such as an arbor or fountain are proposed. However, the landscaping is adequate as it is located primarily around proposed structures and the perimeter of the site to provide screening.

*Findings Related to the Sign Permit*

Section 4.07.210 of the Colma Municipal Code requires that certain findings be made for approval of a Sign Permit. These findings apply to the project as follows:

- a) The signs are consistent with the provisions of the General Plan of the Town of Colma.

The proposed project includes three wall signs on three different building frontages facing north, west, and south, and one monument sign located at the corner of the property, at the intersection of Olivet parkway and El Camino Real. The proposed signs are in scale with the proposed development. The proposed signage is non-illuminated and is unlikely to impact the cemetery uses. Additionally, the design is consistent with policy 5.02.311 of the Town's General Plan, which encourages the balancing of visual effects of development within the town.

- b) The granting of the Sign Permit will not be detrimental to the public health, safety of public welfare, or materially injurious to properties or improvements in the vicinity.

The proposed signs are directed toward Olivet Parkway and El Camino Real, and will not impact any residential neighborhoods. The proposed signs are non-illuminated and sited properly so that they will not obstruct any sight lines or create hazardous situations. For these reasons, the proposed signage will not be detrimental to the public health, safety or public welfare or materially injurious to properties or improvements in the vicinity.

- c) Existing property uses, large or small, will not be detrimentally affected by the proposed sign.

The existing property is vacant and will not be affected by the signs. As noted above, the proposed sign is in scale with the proposed development and non-illuminated. Therefore, the signs will not detrimentally affect existing property uses, large or small.

- d) The granting of the Sign Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the subchapter on the existing use of properties, large or small, with the Town of Colma.

The proposed signage meets all applicable regulations in the Town of Colma Municipal Code. Additionally, no variances are requested. Therefore, the approval of the signage will not constitute a grant of special privilege inconsistent with the limitations imposed by the Municipal Code on the existing use of properties, large or small, within the Town of Colma.

- e) The signs will not constitute a nuisance as to neighboring persons or properties.

As noted above the proposed signage is in scale with the proposed development, non-illuminated, and does not face residential properties. The proposed signs have a conventional design consistent with industry standards and will be professionally manufactured. Therefore, the proposed sign conforms to the purpose and intent of the Town of Colma General Plan and Municipal Code and will not constitute a nuisance to neighboring persons or properties.

#### *Findings Related to the Tree Removal Permit*

A Tree Removal Permit is required for the removal of trees greater than 12" in diameter. The proposed project includes the removal of 23 trees, 11 of which are greater than 12" in diameter. Sections 5.06.050(c) and (d) of the Colma Municipal Code requires that certain findings be made for approval of a Tree Removal Permit. These findings apply to the project as follows:

- a) The condition of the trees with respect to disease, hazard proximity to existing or proposed structures, or interference with utility services.

The arborist report submitted with the project application indicates that the condition of the trees proposed for removal range from fair to good. No specific disease or risks are included in the report. However, all the trees are located within or in close proximity to the foot print and grading area of the proposed development.

- b) The necessity of removal or alteration of the trees in order to improve the property.

As stated above, the trees proposed for removal are located within or in close proximity to the foot print of the proposed development. The removal of the trees is necessary to develop the proposed project. The applicant proposes to plant 36 replacement trees and a large number of shrubs at the project site to replace the trees proposed for removal. Since the trees are located in the foot print of the proposed development and parking lot, the removal of the trees is necessary to improve the property.

- c) The topography of the land, and the effect of the tree removal or alteration on protection from wind, soil erosion or increased flow of surface water.

The removal of the trees is required for the development of the lot. Since the project area will be developed after the trees are removed and 36 replacement trees will be planted in the new development, the proposed project will not have a significant effect on protection of wind, soil erosion or increased flow of surface water.

- d) The protection of privacy for the property on which the tree is located or for adjacent properties.

The project area borders cemetery uses on the north, south and east, the police station further to the south, and El Camino Real to the west. No residential properties are located near the project site. Additionally, new vegetation, including 36 new trees are proposed to be planted along the El Camino Real, in the parking lot, and along Olivet Parkway. Given the surrounding uses and proposed location of the replacement trees, the removal of the trees will not have a significant impact on the privacy of the property or adjacent properties, and the new trees will improve the site appearance and provide a net gain in trees on the property.

- e) The number of trees in the neighborhood, and the effect of tree removal or alteration on property values in and characteristic of the neighborhood.

The proposed project is not near a residential neighborhood and the number of replacement trees exceed the number of trees removed. Therefore, the effect of the tree removal will not have a significant impact on the neighborhood.

- f) The trees to be removed are not of such size, type, condition or location that their removal or alteration would destroy the natural beauty of the affected areas, contribute to erosion, increase the cost of drainage systems, reduce protection against wind, or significantly impair the privacy and quiet of a residential area.

Since the 21 trees proposed for removal will be replaced by a minimum of 36 new trees of various species as well as a large number of shrubs and grasses, it will not have a significant impact on the beauty of the area, contribute to erosion, increase the cost of drainage systems, reduce protection against wind, or significantly impair the privacy and quietness of a residential area.

#### Recommended Conditions of Approval

Based on a review of the application, staff is recommending approval with several key conditions of approval (see Section 3 of the attached Resolution) including:

- The applicant shall obtain all necessary permits, including a Grading Permit, Town of Colma Encroachment Permit, and Caltrans Encroachment Permit.
- The applicant has received conceptual approval from BART for construction in proximity to their tunnel. Formal approval from BART will be required prior to the issuance of a building permit.
- The applicant will pay the required \$5.00 per square foot affordable housing impact fee.
- Field modifications to approve landscaping in order to screen the back-flow device and transformer. The additional landscaping is subject to the approval of the City Planner.
- The plans shall be modified to indicate the location of a fire hydrant on the south side of the access driveway.

#### Council Adopted Values

The recommendation is consistent with the Council value of *responsibility* because the proposed use has been carefully reviewed and conditioned so that it will be consistent with adopted development policies and regulations, and compatible within its setting.

#### Sustainability Impact

The proposed building will comply with current CalGreen building code standards, and the landscaping will include low water use plant materials.

#### Alternatives

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

1. Approve the project with modified or additional conditions of approval. This alternative may increase or reduce restrictions on the project to satisfy specific City Council concerns.
2. Deny the application. This alternative is not recommended since the proposed use is consistent with the Zoning Ordinance and General Plan. This alternative would require substantial new findings to articulate the reasons for denial.

#### CONCLUSION

Staff recommends that the City Council approve the project with the recommended conditions of approval.

#### ATTACHMENTS

- A. Ordinance adopting an Amended Zoning Map and approving a Planned Development Zone at 1055 El Camino Real
- B. Resolution approving Conditional Use Permit, Design Review, Sign Permit, and Tree Removal Permit
- C. WRA Report
- D. Project Plans



ORDINANCE NO. \_\_\_\_

ORDINANCE ADOPTING AN AMENDED ZONING MAP AND APPROVING A PLANNED DEVELOPMENT ZONE FOR 1055 EL CAMINO REAL (REZONING PROPERTY FROM E/DR TO E/DR(S)/PD) AND MAKING CEQA FINDINGS PURSUANT TO CEQA GUIDELINES 15183.3 AND 15332

*Property Owner: Cypress Abbey Company  
Applicant: Market Street Development  
Location: 1055 El Camino Real  
Assessor's Parcel Number: 011-341-440*

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

1. Background
  - (a) The Town received an application from Market Street Development for a Planned Development rezoning of the property at 1055 El Camino Real, Colma (Assessor's Parcel Number: 011-341-440) to allow a medical service office building for kidney dialysis treatment.
  - (b) Pursuant to Section 15183.3 of the State CEQA Guidelines, the application is eligible for streamlining procedures. The proposed infill project would not have any significant effects on the environment that are more significant than previously analyzed in other environmental documents, or that uniformly applicable development policies would not substantially mitigate, therefore, no further environmental documentation is required.
  - (c) On a separate and independent basis, pursuant to Section 15332 of State CEQA Guidelines, Class 32 Infill Development Projects, the application is categorically exempt from California Environmental Quality Act (CEQA) review.
  - (d) A public hearing was held on this matter on May 23, 2018 and evidence was taken at the public hearing.
  - (e) The City Council has duly considered said application, the staff report and public comments thereon.
2. Findings

The City Council finds that:

- (a) That the proposed uses are, in substantial part, generally or conditionally permitted under the zoning classification for the proposed district in existence at the time of the application.

The proposed use is a medical office building for kidney dialysis and is permitted in lots zoned E. Medical service offices are also permitted within the "PD" Zone upon issuance of a Conditional Use Permit. The Colma General Plan contains a special Land Use Element Policy

(Colma Administrative Code Section 5.02.342) encouraging the development of medical service offices in the Executive/Administrative land use area along El Camino Real; therefore, the PD rezoning of this site is consistent with the General Plan. PD districts may be established in any R, C, or E Zone upon application of a property owner, or upon initiative of the City Council.

- (b) The uses proposed will not be detrimental to present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts.

As noted above, the proposed use is permitted by the General Plan. Medical office uses are encouraged at subject lot because they are low impact uses that create a buffer between El Camino Real and existing cemetery uses. Rezoning the property to a Planned Development to allow the proposed development will have a beneficial effect on the Town and surrounding properties. Under the E zone, medical service offices require one parking space for every 300 square feet of gross floor area, or a total of 42 parking spaces. Therefore, the proposed development would need to be modified and the beneficial effect of the proposed development could not be achieved without rezoning of the site to PD.

- (c) The streets and thoroughfares proposed are suitable and adequate to carry anticipated traffic and the density will not generate traffic in such amounts as to overload the street network outside the PD District.

Traffic impacts were analyzed by WRA Inc. through the extended CEQA Exemption and were determined not to be significant. Additionally, the proposed development will be accessed through a new driveway on Olivet Parkway, minimizing the traffic impact on El Camino Real. As a result, the density will not generate traffic in amounts that will overload streets outside the PD District.

- (d) The proposed development can be economically justified at the location proposed.

As noted above, the proposed site abuts cemetery uses along El Camino Real. The General Plan supports office uses such as this, which do not create a constant flow of traffic such as restaurants or retail stores. Although the Town does not collect sales tax from the operations of this development, the increased number of employees may patronize at businesses within Colma and increase sales tax revenue. These factors, as well as other information provided in the record, demonstrate that the proposed development can be economically justified at the proposed location.

- (e) The impact created by the development can be absorbed and serviced by the Town.

As shown in the expanded CEQA exemption, the proposed development does not create a significant adverse impact to the Town. The proposed use is a low impact use and proposes adequate off-street parking to support patients, caregivers, transport vehicles and employees. In addition, the project is adequately served by utilities and public services, and as a condition of approval, the applicant shall obtain will serve letters from the utilities. Therefore, the impacts can be absorbed and serviced by the Town.

3. Planned Development Zone

The City Council hereby approves and applies the Planned Development (PD) overlay zone to the property, as shown on the Amended Zoning Map attached hereto as Exhibit A and incorporated by reference herein, subject to the standards set forth in the next section.

4. Standards

Development of the site will be subject to the following standards:

- (a) Land Use. The site may be developed and used for a medical service office and associated office, administrative, community and storage uses. A Planned Development Use Permit is required for the use.
- (b) Design Review. The design of the Site Plan and all structures on the site are subject to review and approval in accordance with the Town’s Design Review Standards.
- (c) Maximum Building Height. A three-story building is permitted on the site, not to exceed 36 feet in height to the highest point on the building, including the elevator shafts.
- (d) Off-Street Parking. The property shall have a minimum of thirty eight (38) off-street parking spaces, including a minimum of four (4) disabled parking spaces, one of which must be van accessible. Standard spaces shall be no smaller than 9’ wide and 18’ long. Disabled parking spaces shall meet ADA width and overhead clearance requirements. All parking spaces shall be served by an access aisle no smaller than 24’ wide.
- (e) Open space features. Development of the site shall include a minimum of thirty six (36) replacement trees as proposed in the preliminary landscape plan received on March 22, 2018.
- (f) Access. The proposed driveway and drive aisles within the parking lot shall not be obstructed by parked vehicles at any time. Pedestrian ADA access shall be provided from Olivet Parkway, and pedestrian access provided to El Camino Real
- (g) Minimum Building Setbacks. The new building shall be set back from the perimeter property boundary of the site. The following distances shall apply for the new building:
  - (i) From the northern property corner: five feet;
  - (ii) From the southerly boundary line: five feet;
  - (iii) From the easterly boundary line: five feet;
  - (iv) From El Camino Real (West): thirty feet;
- (h) Refuse Disposal and Recycling. Adequate space for storage of standard containers and recycling for depositing trash and recyclable items awaiting pickup shall be provided. The Permittee must subscribe to a regular refuse and recyclable items collection service.

5. Effective Date

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

\* \* \* \* \*

*Certification of Adoption*

I certify that the foregoing Ordinance No.\_\_\_\_ was introduced at a regular meeting of the City Council of the Town of Colma held on May 23, 2018, and duly adopted at a regular meeting of said City Council held on \_\_\_\_\_, 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

Exhibit A to Ordinance rezoning property at  
1055 El Camino Real from E/DR to E/DR/PD











RESOLUTION NO. 2018-\_\_\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA

RESOLUTION CONDITIONALLY APPROVING A CONDITIONAL USE PERMIT,  
DESIGN REVIEW, SIGN PERMIT AND TREE REMOVAL PERMIT FOR A  
MEDICAL OFFICE BUILDING AT 1055 EL CAMINO REAL

*Property Owner: Cypress Abbey Company*  
*Applicant: Market Street Development*  
*Location: 1055 El Camino Real*  
*Assessor's Parcel Number: 011-341-440*

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

1. Background

- (a) The Town received an application from Market Street Development for a Planned Development rezoning of the property at 1055 El Camino Real, Colma (Assessor's Parcel Number: 011-341-440) to allow a medical service office building for kidney dialysis treatment.
- (b) Pursuant to Section 15183.3 of the State CEQA Guidelines, the application is eligible for streamlining procedures. The proposed infill project would not have any significant effects on the environment that are more significant than previously analyzed in other environmental documents, or that uniformly applicable development policies would not substantially mitigate, therefore, no further environmental documentation is required.
- (c) On a separate and independent basis, pursuant to Section 15332 of State CEQA Guidelines, Class 32 Infill Development Projects, the application is categorically exempt from California Environmental Quality Act (CEQA) review.
- (d) A public hearing was held on this matter on May 23, 2018 and evidence was taken at the public hearing.
- (e) The City Council has duly considered said application, the staff report and public comments thereon.

2. Findings

The City Council finds that:

*Findings Related to CEQA*

An expanded Infill Exemption was prepared by WRA, Inc. which found that the proposed infill project would not have any significant effects on the environment that have not already been analyzed in a prior environmental document or that are more significant than previously analyzed, or that uniformly applicable development policies would not substantially mitigate. Pursuant to CEQA Guideline 15183.3, the application is eligible for streamline procedures and therefore, no further environmental documentation is required.

Independently, the project also qualifies for a categorical exemption pursuant to Section 15332 of State CEQA Guidelines, Class 32 Infill Development Projects.

*Findings Related to the Conditional Use Permit*

Section 5.03.410(a) of the Colma Municipal Code requires that certain findings be made for approval of a Conditional Use Permit. These findings are also required for an amended Conditional Use Permit. These findings apply to the project as follows:

- a) The proposed Conditional Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.

As noted above, the proposed use is a medical office use along the El Camino Real corridor and is supported by a Land Use Element policy that encourages medical service uses along El Camino Real. Additionally, medical service offices are “professional and administrative offices” permitted within the “PD” Zone upon issuance of a Conditional Use Permit (see Colma Municipal Code Section 5.03.130(b)(4)). The Municipal Code requires a 30-foot landscaped setback along El Camino Real, which is being observed. Therefore, the proposed use is consistent with the Town’s General Plan and Zoning regulations.

- b) Granting the Conditional Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.

The proposed project site borders cemetery uses and light commercial uses, with public uses nearby. The proposed use is a medical service office for kidney dialysis that is consistent with the Town’s General Plan and is unlikely to impact surrounding properties. The project will increase the amount of traffic but, as demonstrated by the CEQA Exemption document, will not have significant adverse effects associated with such increase traffic. Although the existing site is currently undeveloped, as noted above, the proposed project includes adequate parking for the proposed use and is accessed from Olivet Parkway, and therefore will not create a significant parking or traffic impact. Given that a different medical office use may increase the parking demand at the site, the Conditional Use Permit is specific to a medical service office for a kidney dialysis center. As conditioned, the granting of the Conditional Use Permit will not be detrimental to the public health, safety, or public welfare, or materially injurious to the properties or improvements in the vicinity.

- c) Existing property uses, large or small, will not be detrimentally affected by the proposed Use Permit.

As noted above, the project allows a medical office use that is unlikely to impact the cemetery and light commercial uses in proximity to the site. The Town’s General Plan encourages medical office uses along El Camino Real due to the low impact to surrounding uses. The proposed use is a low-impact use and is unlikely to impact existing property uses, large or small.

- d) The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

The granting of the Use Permit will not constitute the grant of a special privilege since the General Plan supports medical office uses at the proposed location. Additionally, the proposed project does not request a variance and, through compliance with the rezoning and use permit process, complies with the Zoning Ordinance. Therefore, the granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.

- e) The City Council is satisfied that the proposed structure or building conforms to the purpose and intent of the General Plan and Zoning Ordinance.

As noted above, the proposed project complies with the regulations of the Zoning Ordinance and the proposed use is supported by the General Plan. A medical office use on El Camino Real will complement the surrounding cemetery uses as it will not attract a constant stream of patrons or generate a large amount of traffic and noise like a commercial retail use. Therefore, the proposed project conforms to the purpose and intent of the General Plan and Zoning Ordinance.

- f) The use will not constitute a nuisance to neighboring persons or properties.

The proposed use borders cemetery uses and therefore a use that generates a minimal amount of noise and traffic is appropriate at the project site. The proposed development works in harmony with existing uses as it creates a buffer between the cemetery and El Camino Real, a busy, six-lane roadway. The proposed structure is designed to meet Design Review criteria and is similar in design to the nearby Police Station. Therefore, the proposed project will not constitute a nuisance to neighboring persons or properties.

*Findings Related to Design Review*

**The subject property is located in the DR(S) Overlay Zone. Standards adopted for the DR(S) Overlay Zone generally address the use of Spanish/Mediterranean design elements for the construction of new buildings and structures.** Section 5.03.300(b) of the Colma Municipal Code requires that certain findings be made for approval of Design Review. These findings apply to the project as follows:

- a) Building Design Elements. Principal structures and secondary structures such as, storage buildings and trash enclosures must be architecturally consistent. The following design elements must be present in all buildings:
  - (i) Buildings shall incorporate simple, stepped massing, highlighted with towers, cupolas and varied chimney forms. Flat walls shall be minimized by interruptions using balconies, patios, shed roof elements, clerestory windows, gable end or trellis arcades and colonnades of stylized columns or arches.
  - (ii) Roofs shall be low pitched gable and shed roof types with terra-cotta or similar colored real, individual Spanish barrel tile. No manufactured tile or sheets of tile may be used. All flat roof areas shall be surrounded by a parapet wall and must not be located where they can be viewed

from adjacent buildings or property. Parapet walls shall be of such height that will completely screen all rooftop equipment.

- (iii) Wall surfaces shall be composed primarily of stucco and must be articulated by use of columns, piers and pilasters. Window and door openings shall be varied in size and articulated by use of deep reveals, exposed lintels and sills, iron grillwork and faux balconies. Arched openings are encouraged.
- (iv) Door and window openings shall be designed to convey the thickness of masonry construction by recessing the doors and windows and using ornamental surrounds. Ornamentation may consist of stucco moldings, bands of tile or other framing. Glass areas must be broken up by mullions. Operable casement or double hung windows are encouraged. Windows can be covered externally with appropriately designed grilles integral to the surface of the building.

The proposed design complies with the design criteria set out in Colma Municipal Code section 5.03.300 (b), which requires a Spanish/Mediterranean style. Elevations submitted to the Town by the applicant includes Spanish-Mediterranean elements, including arched openings, low-pitched tile roofs, a primarily stucco exterior, and box windows. The same Spanish Mediterranean design elements are combined with tower elements on three of the four corners of the building and slight projections to minimize the area of flat walls and break up the massing of the structure. Proposed secondary structures, including the trash enclosure and monument sign, match the design of the main structure.

- b) Site and Landscape Design Elements. The following elements must be present in the site and landscape designs:
  - (i) Site plan and landscape design must appropriately integrate and conceal utility vaults, back flow prevention devices, trash dumpsters and other accessory elements that may not be compatible with the Spanish-Mediterranean theme.
  - (ii) A formal balanced planting layout shall be achieved by using elements such as landscape entry features, tree lined walks and drives, and boundary tree rows. Formal placement of trees in courts, pavilions and parking lots can significantly enhance the character of these public and private areas. Use of accent features such as brightly colored flowers and palm trees is encouraged. Drought tolerant and California native plant materials are encouraged.
  - (iii) Landscape design shall incorporate features such as arbors, trellises, fountains, walks, pavilions, curbs, light standards, benches, sculpture, enhanced pavement (materials, textures and patterns), garden walls (freestanding and retaining), wood fences and gates, ironwork gates and railings, planting pots and urns in order to integrate the Spanish/Mediterranean design theme throughout the overall project design.

The proposed project will be developed on a vacant lot. Trees and other vegetation will be removed to accommodate the proposed kidney dialysis center and parking lot. However, new landscaping is incorporated into the design to provide screening for the building, transformer and backflow prevention devices from El Camino real. A trash enclosure with Spanish Mediterranean design elements is proposed in the parking lot to screen trash dumpsters. The proposed landscape plan includes 36 new trees to replace the trees that are proposed to be removed as a part of this project. No prominent landscape features such as an arbor or fountain are proposed. However, the landscaping is adequate as it is located primarily around proposed structures and the perimeter of the site to provide screening.

*Findings Related to the Sign Permit*

Section 4.07.210 of the Colma Municipal Code requires that certain findings be made for approval of a Sign Permit. These findings apply to the project as follows:

- a) The signs are consistent with the provisions of the General Plan of the Town of Colma.

The proposed project includes three wall signs on three different building frontages facing north, west, and south, and one monument sign located at the corner of the property, at the intersection of Olivet parkway and El Camino Real. The proposed signs are in scale with the proposed development. The proposed signage is non-illuminated and is unlikely to impact the cemetery uses. Additionally, the design is consistent with policy 5.02.311 of the Town's General Plan, which encourages the balancing of visual effects of development within the town.

- b) The granting of the Sign Permit will not be detrimental to the public health, safety of public welfare, or materially injurious to properties or improvements in the vicinity.

The proposed signs are directed toward Olivet Parkway and El Camino Real, and will not impact any residential neighborhoods. The proposed signs are non-illuminated and sited properly so that they will not obstruct any sight lines or create hazardous situations. For these reasons, the proposed signage will not be detrimental to the public health, safety or public welfare or materially injurious to properties or improvements in the vicinity.

- c) Existing property uses, large or small, will not be detrimentally affected by the proposed sign.

The existing property is vacant and will not be affected by the signs. As noted above, the proposed sign is in scale with the proposed development and non-illuminated. Therefore, the signs will not detrimentally affect existing property uses, large or small.

- d) The granting of the Sign Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the subchapter on the existing use of properties, large or small, with the Town of Colma.

The proposed signage meets all applicable regulations in the Town of Colma Municipal Code. Additionally, no variances are requested. Therefore, the approval of the signage will not

constitute a grant of special privilege inconsistent with the limitations imposed by the Municipal Code on the existing use of properties, large or small, within the Town of Colma.

- e) The signs will not constitute a nuisance as to neighboring persons or properties.

As noted above the proposed signage is in scale with the proposed development, non-illuminated, and does not face residential properties. The proposed signs have a conventional design consistent with industry standards and will be professionally manufactured. Therefore, the proposed sign conforms to the purpose and intent of the Town of Colma General Plan and Municipal Code and will not constitute a nuisance to neighboring persons or properties.

*Findings Related to the Tree Removal Permit*

A Tree Removal Permit is required for the removal of trees greater than 12" in diameter. The proposed project includes the removal of 23 trees, 11 of which are greater than 12" in diameter. Sections 5.06.050(c) and (d) of the Colma Municipal Code require that certain findings be made for approval of a Tree Removal Permit. These findings apply to the project as follows:

- a) The condition of the trees with respect to disease, hazard proximity to existing or proposed structures, or interference with utility services.

The arborist report submitted with the project application indicates that the condition of the trees proposed for removal range from fair to good. No specific disease or risks are included in the report. However, all the trees are located within or in close proximity to the foot print and grading area of the proposed development.

- b) The necessity of removal or alteration of the trees in order to improve the property.

As stated above, the trees proposed for removal are located within or in close proximity to the foot print of the proposed development. The removal of the trees is necessary to develop the proposed project. The applicant proposes to plant 36 replacement trees and a large number of shrubs at the project site to replace the trees proposed for removal. Since the trees are located in the foot print of the proposed development and parking lot, the removal of the trees is necessary to improve the property.

- c) The topography of the land, and the effect of the tree removal or alteration on protection from wind, soil erosion or increased flow of surface water.

The removal of the trees is required for the development of the lot. Since the project area will be developed after the trees are removed and 36 replacement trees will be planted in the new development, the proposed project will not have a significant effect on protection of wind, soil erosion or increased flow of surface water.

- d) The protection of privacy for the property on which the tree is located or for adjacent properties.

The project area borders cemetery uses on the north, south and east, the police station further to the south, and El Camino Real to the west. No residential properties are located near the project site. Additionally, new vegetation, including 36 new trees are proposed to be planted along the El Camino Real, in the parking lot, and along Olivet Parkway. Given the surrounding uses and proposed location of the replacement trees, the removal of the trees will not have a significant impact on the privacy of the property or adjacent properties, and the new trees will improve the site appearance and provide a net gain in trees on the property.

- e) The number of trees in the neighborhood, and the effect of tree removal or alteration on property values in and characteristic of the neighborhood.

The proposed project is not near a residential neighborhood and the number of replacement trees exceed the number of trees removed. Therefore, the effect of the tree removal will not have a significant impact on the neighborhood.

- f) The trees to be removed are not of such size, type, condition or location that their removal or alteration would destroy the natural beauty of the affected areas, contribute to erosion, increase the cost of drainage systems, reduce protection against wind, or significantly impair the privacy and quiet of a residential area.

Since the 21 trees proposed for removal will be replaced by a minimum of 36 new trees of various species as well as a large number of shrubs and grasses, it will not have a significant impact on the beauty of the area, contribute to erosion, increase the cost of drainage systems, reduce protection against wind, or significantly impair the privacy and quietness of a residential area.

### 3. Conditions of Approval

The City Council approves the Conditional Use Permit, Design Review, Sign Permit and Tree Removal Permit for the proposed medical office development located at 1055 El Camino Real, subject to the full and faithful performance of each of the general terms and conditions set forth in this Resolution and the following project-specific conditions:

#### *Conditions Relating to the Use Permit*

- (a) Allowed Uses. Uses for this property shall include the use of medical service offices for a Kidney Dialysis Center. Any additional or different uses proposed, including a different type of medical office on the property shall require a new or amended Conditional Use Permit.
- (b) Nuisances. The Permittee shall not allow any nuisance to be maintained at the premises.
- (c) Trash Service. The Permittee shall be required to subscribe to a regular refuse and recyclable items collection service for the tenant space (minimum pick-up of once per week) from Republic Waste Services. Pursuant to the Town's Franchise Agreement, dumpsters can only be obtained from Republic Services. Violation of this condition will constitute cause for the Town to revoke this permit.

- (d) Required Parking Spaces. A minimum of 38 off-street parking spaces shall be maintained on site. Vehicles are required to park in the designated parking spaces and shall not obstruct access to the site, required fire lanes or other parking spaces.
- (e) Hazardous Materials Business Plan. The operator shall receive approval of and maintain a hazardous materials business plan from San Mateo County Environmental Health. Proof of plan approval shall be provided prior to occupancy of the building.
- (f) Colma Fire Protection District Requirements. The requirements of the Colma Fire Protection District shall be met prior to issuance of the building permit(s) for the project, and prior to occupancy of the building. For further information on the requirements of the District, the applicant may contact the Deputy Fire Marshal, Bill Pardini at bpardini@colmafd.org or (650)740-2023. A separate review fee is required as part of the building permit plan check process.

*Conditions relating to Design Review*

- (g) Approved Plans. This approval is for the project presented in the approved Project Plans entitled "Colma 2 Medical Office Building," submitted to the Planning Department on March 22, 2018, prepared by Market Street Development, and on file in the office of the City Planner. All plans submitted for required permits and subsequent development, construction, operation and use on the site shall be in substantial compliance with these documents, subject to the changes and conditions set out herein.
- (h) Minor Changes. Minor changes to the approved project plans may be approved administratively by the City Planner or designee.
- (i) Conditions of Approval with Plan Sets. A copy of these conditions of approval shall be included in the building permit plan set. At least one copy of the stamped approved plans, along with the Approval Letter and Conditions of Approval and/or mitigations, shall be available for review at the job site at all times.
- (j) Permits. The applicant shall obtain all necessary permits, including a Grading Permit, Town of Colma Encroachment Permit, and Caltrans Encroachment Permit prior to construction.
- (k) Signage. All signs to be used for identification shall be subject to required sign approvals from the Town. All signs shall be non-illuminated or indirectly illuminated.
- (l) Housing Impact Fee. Pursuant to subchapter 5.12 of the Colma Municipal Code, Housing Impact Fee payments are required for commercial developments that result in new floor area exceeding 5,000 square feet. Prior to issuance of building permits, the applicant shall submit the Housing Impact Fee equal to \$5 per square foot of net new floor area.
- (m) Coordination with BART. The applicant has received conceptual approval from BART for construction in proximity of their tunnel. Prior to Building Permit issuance, the applicant shall coordinate with BART and submit BART approvals for the project prior to building permit issuance.



- (n) Standard Parking Spaces. Standard parking spaces shall be no smaller than 9' wide and 18' long and compact spaces shall be no less than 8' wide by 16' deep. Disabled parking spaces shall meet ADA width and overhead clearance requirements. All parking spaces shall be served by an access aisle no smaller than 24' wide.
- (o) Colors and Materials. Exterior colors and materials for the building must be consistent with the approved colors and materials on Sheet A6 of the Project Plans submitted on March 22, 2018, prepared by Market Street Development and on file in the office of the City Planner. Any modifications to building colors shall be reviewed and approved by the City Planner
- (p) Clearly Labeled Address. The building shall be provided with an address that is clearly visible from the roadway to the satisfaction of the Building Official and Colma Fire Protection District.
- (q) Landscaping. The landscape plan and water use calculation shall be in substantial compliance with the preliminary landscape plan in the approved plan set. Field modifications may be required prior to a final inspection to assure that appropriate plant materials are provided which will substantially screen the back-flow device and transformer in the front landscape area. These field modifications are subject to the review and approval of the City Planner during installation.
- (r) Municipal Water Efficient Landscape Ordinance. The ETO value within the water use calculations table shall be modified to 39.07, to reflect the ETO value specific to Colma per Section 5.11.070 of the Colma Municipal Code.
- (s) Fire Hydrant. The plans shall be modified to indicate the location of a fire hydrant on the south side of the access driveway. Field placement shall be approved by the Colma Fire Protection District.
- (t) Sewer Fees. This property is connected to the sewer system that flows to the City of South San Francisco. Prior to the issuance of any Town construction permits, the sewer connection-capacity fees shall be paid.
- (u) Easements. Prior to Building Permit issuance, the applicant shall submit documentation indicating that the proposed development will not change PG&E or other easements on the property.

*Improvement Plans, Grading, Drainage and Storm Water Pollution Prevention*

- (v) Stormwater Management and Treatment Plan. The project shall comply with Provision C.3 and C.10 of the Municipal Regional Stormwater Permit (MRP) for stormwater treatment and Low Impact Development. The Permittee shall submit a storm water management-treatment plan showing site design, source control, storm water treatment, low impact development (LID), hydro modification management (HM) controls, and construction best management practices (BMP) for compliance with Provision C.3 of the Municipal Regional Storm Water Permit (MRP) Appropriate Site Design measures, Source Control measures, and Construction Best Management Practices (BMP's) shall be designed and shown on the project plans in accordance with

the Stormwater Requirements Checklist for C.3 Regulated Projects. The checklist shall be submitted along with the project plans. The checklist can be found on the following website. ([http://www.flowstobay.org/bs\\_new\\_development.php](http://www.flowstobay.org/bs_new_development.php))

- (i) Improvement Plans. Improvement plans shall show drainage areas and location of Low Impact Development (LID) treatment measures; project watershed area; total project site area and total area of land disturbed; total new and/or replaced impervious area; treatment measures and hydraulic sizing calculations; a listing of source controls and site design measures to be implemented at the site; hydro modification management measures, and supporting calculations.
- (ii) Trash and Recycling Enclosure. The proposed Trash and Recycling Enclosure is required to have a floor drain which is plumbed to the sanitary sewer system. The enclosure shall be identified on floor plans, and details of the enclosure are to be submitted to and approved by City Planner, and found to be acceptable in terms of the specified pick-up location for the Town's franchise waste hauler. The facility shall provide adequate and accessible interior areas or exterior enclosures for the storage of recyclable materials in appropriate containers. The enclosure area shall be designed to prevent water run-on to the area and runoff from the area, and to contain litter and waste so that it is not dispersed by the wind or runoff during waste removal. Any drains installed in or beneath dumpsters and bin areas shall be connected to a grease removal device or similar treatment device before being discharged to the sanitary sewer system/ in a manner acceptable to the City Engineer.
- (iii) Interior Floor Drains. Interior floor drains shall be plumbed to the sanitary sewer system/ treatment device acceptable to the City Engineer and shall not be connected to storm drains.
- (iv) Compliance with Comments. Improvement plans submitted for engineering approvals/permits shall address planning submittal review comments for C-3 Compliance.
- (v) Fire Sprinkler Test Water. The project design and construction shall provide for fire sprinkler test water to be discharged into landscaped areas.
- (vi) Air Conditioning Condensate. Condensate from air conditioning units shall be directed to landscape areas or connected to the sanitary sewer system. Any anti-algal or descaling agents must be properly disposed of.
- (vii) Operation and Maintenance Agreement. This project includes storm water design and treatment control measures and/or hydro modification management controls. Prior to issuance of a grading permit, the Permittee shall enter into and record with the County Recorder's Office a Maintenance Agreement with the City for long-term maintenance and servicing of storm water controls consistent with the approved Maintenance Plan(s), to the satisfaction of the City Engineer.
- (w) Minimum Slopes. All slopes shall be shown on the plans and finished grades shall be designed to have a minimum slope of 1%.

- (x) NOI and SWPPP. The Permittee must obtain coverage under the General Construction Activity Storm Water Permit (General Construction Permit) issued by the State Water Resources Control Board (SWRCB). The Permittee must file a notice of intent (NOI) with the SWRCB. The Permittee will be required to prepare a stormwater pollution prevention plan (SWPPP) and submit the plan for review and approval by the City Engineer. Prior to the issuance of any construction-related permits, the Permittee shall submit to the City Engineer a copy of the SWPPP and the WDID number.
- (y) Drain Inlets. On-site storm drain inlets shall be marked with the words “No Dumping! Flows to Bay” or equivalent.
- (z) Erosion and Sediment Control Plan. Project plans shall include a site-specific erosion and sediment control plan (ESC) and Construction Best Management Practices (BMP) plan sheet into the plan set. Erosion & Sediment Control Measures and Best Management Practices shall be implemented and maintained throughout the duration of construction.
- (aa) Stormwater Maintenance Agreement. The property owner shall enter into a Stormwater Treatment Measures Maintenance Agreement accepting responsibility for the adequate installation/construction, operation, maintenance, inspection, and reporting of any on-site stormwater treatment measures being incorporated into the project until the responsibility is legally transferred to another entity. The maintenance agreement shall be drafted to the satisfaction of the City Engineer and the agreement shall be recorded at the County Recorder’s Office at the Permittee’s expense.
- (bb) Storm Runoff. Runoff shall not be allowed to flow across lot lines or across property boundaries onto adjacent private property without an easement being recorded by the Permittee at no cost to the Town. The project is required to incorporate on-site detention for storm water runoff complying with the Town’s Flooding Policy.
- (cc) Grading and Drainage Plan. The Permittee shall submit a site Grading and Drainage Plan to the City Engineer for review and approval and obtain permit(s) prior to commencing any work on the project, including demolition or grading work. The Plan shall include all recommendations contained in the Final Soils and Geotechnical Report(s). The Plan shall be prepared by a licensed civil engineer and shall be approved by the project Soils Engineer.
- (dd) Improvements Plan. The Permittee shall submit a site improvement plan to the City Engineer for review and approval and obtain permit(s) prior to commencing any work on the project. The improvements plan shall show all surface and subsurface site improvements, including but not limited to utility connections; driveway and parking lot improvements; curb-gutter, sidewalk and accessible ramp improvements; storm-drain inlets; traffic and parking signage; landscape improvements, etc. All sidewalks on the perimeter of the property not meeting ADA cross-slope requirements shall be replaced.
- (ee) Utility Connections. The Permittee shall obtain all necessary approvals from utility companies serving the project. Electrical and Cable services to the property shall be through underground connections only.

- (ff) Access, Parking, and Signage on Olivet Parkway: The Permittee shall submit a traffic circulation and signage plan for review and approval by the City Engineer for access, parking, and signage on Olivet Parkway. The permittee shall coordinate with the property owner(s) of neighboring properties and private roadway easement to minimize traffic disruptions and impacts to neighboring properties and private roadway.
- (gg) Approvals and Permits from other Regulatory Agencies. The Permittee shall obtain all necessary approvals and permits from Caltrans for work in the State right-of-way on El Camino Real, PG&E and other utilities for proposed improvements within their easements, and BART for work within their sphere of influence. A copy of all approvals and permits shall be provided to the Town prior to obtaining Town Permit(s).
- (hh) Permits from the Town and Surety Deposit. The Permittee shall obtain all required permits (tree removal, grading & improvements, encroachment, building, etc.) from the Town prior to commencing work. Surety Deposit, in the amount and form determined by the Town, shall be provided along with copies of the certificate of insurance from the contractor. Town of Colma shall be included as additionally insured on the insurance coverage.

#### *Construction Activities*

- (ii) Conditions of Approval with Plan Sets. The conditions of approval shall be reproduced on the first page of the plans submitted for grading or building permits. Additional pages may be used if necessary. At least one copy of the stamped approved plans, along with the Approval Letter and Conditions of Approval and/or mitigations, shall be available for review at the job site at all times.
- (jj) Dig Alert-USA North. Prior to site disturbing activities including tree removal, USA North shall be contacted at least 2 days prior to digging to assure that there are no utilities that conflict with the proposed site disturbing activities (USA North: 811/1-800-227-2600).
- (kk) Traffic Control Plan. The Permittee shall submit a Traffic Control Plan to the City Engineer for review and approval prior to commencing any work on the project, including grading work, for control procedures during the construction of the project. The Plan shall include at least the following: the route(s) that construction trucks shall use to access the property, identification of the access point(s) to the site, any proposed staging area for trucks waiting to enter the site, traffic management for any work within the improved portion of a public right-of-way, and any proposed traffic controls, such as the use of flag persons, to ensure the safe entry and exit of trucks accessing the project site. Throughout the construction period for the project, the Permittee must faithfully implement the approved Traffic Control Plan.
- (ll) Construction Staging Plan. Prior to the issuance of any building, or grading permit, the Permittee shall submit a construction staging plan for the review and approval of the City Planner. The plan shall show where construction materials will be stockpiled prior to use, where construction debris will be collected, how frequently the debris will be removed, and where parking will be provided for construction equipment and

construction workers. Construction activity on the project site shall be in compliance with the approved construction staging plan.

- (mm) Temporary Power Poles. Applicant shall use temporary power poles instead of generators where feasible.
- (nn) Construction Signage. Prior to commencing any work on the project, including grading work, the Permittee shall post on the project site in clear view of the public right-of-way, a sign indicating the hours of construction and a phone number of the Permittee and Contractor to call for noise complaints.
- (oo) Vector Control. Prior to commencing any grading or building demolition, the Permittee shall consult with County Environmental Health regarding vector control to reduce the displacement of mice and rats from the project site to adjacent properties. The Permittee shall carry out a program of vector reduction within 30 days prior to commencing construction activities. Additionally, the Permittee shall distribute information to the owners of properties within 300 feet of the project site boundaries with information about what to check to reduce the likelihood of vectors entering their property and buildings.
- (pp) Staking of Property Boundaries and Building Corners. Prior to commencing any work on the project, the Permittee shall have the property boundaries staked by a California-licensed land surveyor or a California-registered qualified engineer. For new buildings, the written verification that the placement of the retaining walls and building comply with the approved site plan, prepared by a California-licensed surveyor or civil engineer licensed to practice surveying, shall be submitted and found acceptable by the Building Official prior to pouring of any foundation.
- (qq) Permitted Grading Season. Grading work shall be limited to the period between April 1st and September 30th unless an alternative schedule is approved in writing by the City Engineer in conjunction with the approval of an Erosion and Sediment Control Plan.
- (rr) Approved Haul Route. The Permittee shall submit proposed haul route to and from the project site, which route shall be subject to review and approval by the Public Works Director or his Designee. All contractors and suppliers shall be required to use the approved haul route in moving materials and equipment to and from the project site.
- (ss) Repairs to Public Improvements. The Permittee shall be responsible for the cost of repairs to any improvements within the public right-of-way that are damaged during construction. The Permittee shall submit documentation of the existing condition of the approved haul route and the public improvements along the project's frontage, including but not limited to trees, tree grates, signs, light poles, drainage inlets, roadways, curbs, gutters, etc. to the satisfaction of the City Engineer prior to issuance of a grading or building permit. This survey shall be submitted to the City Engineer for review and approval. All damage shall be repaired to the satisfaction of the Public Works Director or his Designee. All damage shall be repaired to the satisfaction of the Public Works Director or his Designee at no cost to the Town prior to approval of final occupancy. Notwithstanding for the foregoing, all damage that is a threat to public health or safety, as determined by the Public Works Director, shall be repaired immediately.

- (tt) Storage of Materials in Public Roadway. No materials or equipment shall be stored on the improved portion of any public roadway at any time.
- (uu) Litter Control. Prior to the end of each work day during construction, the contractor or contractors shall pick up and properly dispose of all litter resulting from or related to the project, whether located on the property, within the public rights-of-way, or properties of adjacent or nearby neighbors.
- (vv) Reduce Particulate Emissions. To reduce particulate matter emissions during project demolition and construction phases, the Permittee shall require the construction contractors to comply with the dust control strategies developed by the Bay Area Air Quality Management District (BAAQMD) and shall include in construction contracts the following requirements:
- (i) Cover the load area of all trucks hauling construction and demolition debris from the site;
  - (ii) Water all exposed or disturbed soil surfaces at least twice daily, or as required;
  - (iii) Use watering to control dust generation during demolition of structures or break-up of pavement;
  - (iv) Pave, apply water three times daily, at a minimum, or apply (non-toxic) soil stabilizers on all unpaved parking areas, staging areas, and areas used for vehicle access within the site;
  - (v) Sweep daily all paved parking areas and staging areas during the earthwork phases of construction;
  - (vi) Provide daily clean-up of mud and dirt carried onto paved streets from the site;
  - (vii) Enclose, cover, water twice daily, or as needed, or apply non-toxic soil binders to exposed stockpiles (dirt, sand, etc.);
  - (viii) Limit traffic speeds on unpaved roads to 15 mph;
  - (ix) Install and maintain sandbags or other erosion control measures to prevent silt runoff to public roadways; and
  - (x) Replant vegetation in disturbed areas as quickly as possible.
  - (xi) Reduce Air Pollutants Related to Vehicle Operation
- (ww) Reduce Air Pollutants Related to Vehicle Operation. The Permittee shall ensure that the contractors shall implement measures to reduce the emissions of pollutants generated by heavy-duty diesel-powered equipment operating at the Project Site during project demolition, excavation and construction phases. The Permittee shall include in construction contracts the following requirements or measures shown to be equally effective:

- (i) Keep all construction equipment in proper tune in accordance with manufacturer's specifications;
  - (ii) Use late model heavy-duty diesel-powered equipment at the Project Site to the extent that it is readily available in the San Francisco Bay Area;
  - (iii) Use diesel-powered equipment that has been retrofitted with after-treatment products (e.g., engine catalysts) to the extent that it is readily available in the San Francisco Bay Area;
  - (iv) Use low-emission diesel fuel for all heavy-duty diesel-powered equipment operating and refueling at the Project Site to the extent that it is readily available and cost effective in the San Francisco Bay Area (this does not apply to diesel-powered trucks traveling to and from the site);
  - (v) Utilize alternative fuel construction equipment (i.e., compressed natural gas, liquid petroleum gas, and unleaded gasoline) to the extent that the equipment is readily available and cost effective in the San Francisco Bay Area;
  - (vi) Limit truck and equipment idling time to five minutes or less;
  - (vii) Rely on the electricity infrastructure surrounding the construction sites rather than electrical generators powered by internal combustion engines to the extent feasible.
- (xx) *Air Quality Provisions in Contractor Agreements.* The Permittee shall incorporate the following practices into the construction documents to be implemented by the project contractor, and submit evidence of compliance to the City Planner for approval prior to the issuance of any construction permit, including a grading permit. The physical separation between noise generators and noise receptors shall be maximized. Such practices include, but are not limited to, the following measures:
- (i) Use heavy-duty mufflers for stationary equipment and barriers around particularly noisy areas of the site or around the entire site;
  - (ii) Use shields, impervious fences, or other physical sound barriers to inhibit transmission of noise to sensitive receptors;
  - (iii) Locate stationary equipment on portions of the project site distant from nearby residential areas to minimize noise impacts on the community;
  - (iv) Minimize backing movements of equipment;
  - (v) Select and use the quieter from among available construction equipment whenever possible;
- (yy) *Will-Serve Letters.* The Permittee shall provide copies to the City Engineer of "will-serve" letters from all utility companies that will provide utilities to the project prior to issuance of a building permit.

- (zz) Construction Hours. Since there are residences within 500 feet of the project site, Construction hours shall follow Town of Colma Municipal Code requirements for noise generating construction hours unless deviations are approved in writing by the Town for various stages of the project. Weekdays: 8am-7pm; Saturday: 9am-5pm; Sunday: 12pm-5pm; Federal Holidays: prohibited.
- (aaa) Temporary Construction Easement. The Permittee shall obtain a Temporary Construction Easement from adjacent/affected property owners for any construction taking place on a property line.

*Conditions Related to the Tree Removal Permit*

- (bbb) Tree Removal Approval. The approval applies specifically to the 23 trees located at 1055 El Camino Real. The tree removal permit is for the removal of only the trees identified for removal in the approved tree removal plan submitted to the Planning Department.
- (ccc) Tree Debris. Tree debris must be removed from the site within one week, or chipped and spread over the site so that the debris is not allowed to compost.
- (ddd) Landscape Plan. The replacement planting requirement shall be satisfied by implementing the approved Landscape Plan submitted to the Planning Department as part of the plan set. Minor modifications to the approved Landscape Plan may be made, (including the use of other tree varieties for some of the trees) subject to approval of the City Planner, without affecting the validity of this permit.
- (eee) Irrigation. Installation of all approved landscaping and irrigation shall be completed prior to the final building permit inspection. Trees shall be staked per Town standard detail and inspected by the City Planner. Trees shall be maintained and watered until fully established and replaced if any tree dies.

*Conditions Related to the Sign Permit*

- (fff) Signage Approval. This Sign Permit approval is limited to the monument sign and two wall signs depicted in the plans submitted to the Planning Department. Any additional signage shall require approval of a sign permit.
- (ggg) Sign Maintenance. The sign shall be maintained in good repair at all times.
- (hhh) Illumination. No sign shall be internally illuminated.

4. General Conditions

- (a) This Conditional Use Permit shall run with the land and be freely and automatically transferred to each user of the property described herein, subject to each of the specific and general conditions herein. As used in this Conditional Use Permit, the word "Permittee" shall mean each person using the property pursuant to the permit granted herein, including successors to the person first obtaining the permit.
- (b) The Permittee must comply with all applicable federal, state and municipal laws, codes and regulations, including the California Building and Fire Codes. Nothing herein shall be



construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any change to the occupancy classification of the premises or any buildings thereon as defined on the California Building Code.; and

- (c) The Permittee shall indemnify, pay and hold the Town of Colma harmless from all costs and expenses, including attorney's fees, incurred by the Town or held to be the liability of the Town in connection with this application, or the Town's defense of its actions in any proceeding brought in any state or federal court challenging the Town's actions with respect to this Project.
- (d) The Conditional Use Permit may be modified or revoked should it be determined that:
  - (i) The property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or;
  - (ii) If the Permittee fails to comply with and satisfy the conditions herein.
- (e) The Permittee must agree to comply with each and every term and condition herein by countersigning a copy of this Resolution and returning the counter-signed copy to the City Clerk no more than forty-five (45) days following City Council approval of the permit. If Permittee is not the property owner, then the property owner must consent to use of the property on the terms and conditions herein by counter-signing a copy of this resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the permit. Failure to return the counter-signed copy as specified shall render this permit null and void.

#### 5. Effective Date

The effectiveness of this resolution is conditioned on Ordinance No. \_\_\_ Adopting an Amended Zoning Map and Approving a Planned Development Zone for 1055 El Camino Real becoming effective. Ordinance No. \_\_\_ shall not become effective until 30 days after the City Council's adoption of the Ordinance.

\* \* \* \* \*

*Certification of Adoption*

I certify that the foregoing Resolution 2018-XX was duly adopted at a regular meeting of said City Council held on May 23, 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

NOTICE OF RIGHT TO PROTEST

The Conditions of Project Approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these Conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions, pursuant to Government Code Section 66020(a), began on date of adoption of this resolution. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.

AGREEMENT

*Property Owner/Permittee*

The undersigned agrees to use the property on the terms and conditions set forth in this resolution.

Dated: \_\_\_\_\_  
Name (printed) \_\_\_\_\_  
For: Cypress Abbey Company, Property Owner

Dated: \_\_\_\_\_  
Name (printed) \_\_\_\_\_  
For: Market Street Development



# Notice of Exemption

# Appendix E

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044  
County Clerk  
County of: San Mateo  
555 County Center, 1st Floor  
Redwood City, CA 94063

**From: (Public Agency):** Town of Colma Planning Dept.  
1190 El Camino Real  
Colma, CA 94014  
\_\_\_\_\_  
(Address)

Project Title: 1055 El Camino Real Medical Office Building

Project Applicant: Charles Smyth/Market Street Development

Project Location - Specific:  
1055 El Camino Real

Project Location - City: Colma Project Location - County: San Mateo

Description of Nature, Purpose and Beneficiaries of Project:  
Please see Attachment 1 to the included Appendix N checklist (Project Description).

Name of Public Agency Approving Project: Town of Colma Planning Department

Name of Person or Agency Carrying Out Project: Charles Smyth/Market Street Development

- Exempt Status: **(check one):**
- Ministerial (Sec. 21080(b)(1); 15268);
  - Declared Emergency (Sec. 21080(b)(3); 15269(a));
  - Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
  - Categorical Exemption. State type and section number: 15332. In-fill Development Projects.
  - Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:  
Please see attached Appendix N checklist and Attachments 1 through 8.

Lead Agency  
Contact Person: Michael P. Laughlin, City Planner Area Code/Telephone/Extension: 650-757-8896

- If filed by applicant:**
1. Attach certified document of exemption finding.
  2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code. Date Received for filing at OPR: \_\_\_\_\_  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

## Proposed Appendix N: Infill Environmental Checklist form

NOTE: This sample form is intended to assist lead agencies in assessing infill projects according to the procedures provided in Section 21094.5 of the Public Resources Code. Lead agencies may customize this form as appropriate, provided that the content satisfies the requirements in Section 15183.3 of the CEQA Guidelines.

1. Project title: 1055 El Camino Real Medical Office Building
2. Lead agency name and address:  
Town of Colma Planning Department  
1190 El Camino Real, Colma, CA 94014
3. Contact person and phone number: Michael P. Laughlin, 650-757-8888
4. Project location: 1055 El Camino Real, Colma, CA 94014 (APN 011-341-440)
5. Project sponsor's name and address:  
Charles Smyth/Market Street Development, 3005 Douglas Blvd, Suite 200, Roseville, CA 95661  
Deborah Kerr/Kerr Project Services, 1141 Tourmaline St., San Diego, CA 92109
6. General plan designation: Executive/Administrative      7. Zoning: Executive/Administrative/Design Review (E/DR)
8. Prior Environmental Document(s) Analyzing the Effects of the Infill Project (including State Clearinghouse Number if assigned): None
9. Location of Prior Environmental Document(s) Analyzing the Effects of the Infill Project:  
N/A
10. Description of project: (Describe the whole action involved, including but not limited to later phases of the project, and any secondary, support, or off-site features necessary for its implementation. Attach additional sheets if necessary.)  
The proposed project is located in the Town of Colma, on the northeast corner of El Camino Real and Olivet Parkway (see Figure 1 Project Location Map in Attachment 1: Project Description). It calls for a one-story, 12,501-square-foot kidney dialysis treatment center and a new parking lot accommodating 38 vehicles. The work will require grading, retaining walls at the east property line, removal of existing trees, new site landscaping, a new monument sign, storm water management BMPs, and construction of new water laterals and a sewer lateral connecting to the main utilities located on El Camino Real (see Figure 2 Project Site Plan in Attachment 1: Project Description).
11. Surrounding land uses and setting: Briefly describe the project's surroundings, including any prior uses of the project site, or, if vacant, describe the urban uses that exist on at least 75% of the project's perimeter.  
The proposed project site is on a vacant lot zoned and designated for Executive/Administrative uses. The parcel immediately to the west (across El Camino Real) and immediately to the south (across Olivet Parkway) are zoned for the same Executive/Administrative uses and are currently vacant lots containing open space. The parcel is surrounded by cemeteries on the remainder of its perimeter, to the north and east. See Figure 1 in Attachment 1 for more details.
12. Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement.)  
Town of Colma: Conditional Use Permit, Sign Permit, Tree Permit, Grading Plan, Planned Development, Design Review

### SATISFACTION OF APPENDIX M PERFORMANCE STANDARDS

Provide the information demonstrating that the infill project satisfies the performance standards in Appendix M below. For **mixed-use projects**, the predominant use will determine which performance standards apply to the entire project.

1. Does the non-residential infill project include a renewable energy feature? If so, describe below. If not, explain below why it is not feasible to do so.

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2. If the project site is included on any list compiled pursuant to Section 65962.5 of the Government Code, either provide documentation of remediation or describe the recommendations provided in a preliminary endangerment assessment or comparable document that will be implemented as part of the project.

N/A: The site is not included on any list compiled pursuant to Section 65962.5 of the Government Code.

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3. If the infill project includes residential units located within 500 feet, or such distance that the local agency or local air district has determined is appropriate based on local conditions, a high volume roadway or other significant source of air pollution, as defined in Appendix M, describe the measures that the project will implement to protect public health. Such measures may include policies and standards identified in the local general plan, specific plans, zoning code or community risk reduction plan, or measures recommended in a health risk assessment, to promote the protection of public health. Identify the policies or standards, or refer to the site specific analysis, below. (Attach additional sheets if necessary.)

N/A: The project does not include residential units.

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4. For **residential** projects, the project satisfies which of the following?

- Located within a low vehicle travel area, as defined in Appendix M. (Attach VMT map.)
- Located within ½ mile of an existing major transit stop or an existing stop along a high quality transit corridor. (Attach map illustrating proximity to transit.)
- Consists of 300 or fewer units that are each affordable to low income households. (Attach evidence of legal commitment to ensure the continued availability and use of the housing units for lower income households, as defined in Section 50079.5 of the Health and Safety Code, for a period of at least 30 years, at monthly housing costs, as determined pursuant to Section 50053 of the Health and Safety Code.)

5. For **commercial** projects with a single building floor-plate below 50,000 square feet, the project satisfies which of the following?

- Located within a low vehicle travel area, as defined in Appendix M. (Attach VMT map.)
- The project is within one-half mile of 1800 dwelling units. (Attach map illustrating proximity to households.)

6. For **office building** projects, the project satisfies which of the following?

- Located within a low vehicle travel area, as defined in Appendix M. (Attach VMT map.)
- Located within ½ mile of an existing major transit stop or within ¼ of a stop along a high quality transit corridor. (Attach map illustrating proximity to transit.) **The project site is located approximately 1/2 mile south of the Colma BART station. There is also a SamTrans bus route with both northbound and southbound stops within 1/4 mile of the project site (approximately 0.09 miles north of the project site). See Attachment 2 Project Proximity to Public Transit.**

7. For **school** projects, the project does all of the following:

- The project complies with the requirements in Sections 17213, 17213.1 and 17213.2 of the California Education Code.
- The project is an elementary school and is within one mile of 50% of the student population, or is a middle school or high school and is within two miles of 50% of the student population. Alternatively, the school is within ½ mile of an existing major transit stop or an existing stop along a high quality transit corridor. (Attach map and methodology.)
- The project provides parking and storage for bicycles and scooters.

8. For **small walkable community projects**, the project must be a residential project that has a density of at least eight units to the acre or a commercial project with a floor area ratio of at least 0.5, or both.

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The infill project could potentially result in one or more of the following environmental effects. See Attachment 3 (Appendix N Report) for detailed responses to the Appendix N Checklist questions below.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Aesthetics               | <input type="checkbox"/> Agriculture and Forestry Resources | <input type="checkbox"/> Air Quality                        |
| <input type="checkbox"/> Biological Resources     | <input type="checkbox"/> Cultural Resources                 | <input type="checkbox"/> Geology /Soils                     |
| <input type="checkbox"/> Greenhouse Gas Emissions | <input type="checkbox"/> Hazards & Hazardous Materials      | <input type="checkbox"/> Hydrology / Water Quality          |
| <input type="checkbox"/> Land Use / Planning      | <input type="checkbox"/> Mineral Resources                  | <input type="checkbox"/> Noise                              |
| <input type="checkbox"/> Population / Housing     | <input type="checkbox"/> Public Services                    | <input type="checkbox"/> Recreation                         |
| <input type="checkbox"/> Transportation/Traffic   | <input type="checkbox"/> Utilities / Service Systems        | <input type="checkbox"/> Mandatory Findings of Significance |

DETERMINATION: (To be completed by the Lead Agency)

On the basis of this initial evaluation:

I find that the proposed infill project WOULD NOT have any significant effects on the environment that either have not already been analyzed in a prior EIR or that are more significant than previously analyzed, or that uniformly applicable development policies would not substantially mitigate. Pursuant to Public Resources Code Section 21094.5, CEQA does not apply to such effects. A Notice of Determination (Section 15094) will be filed.

I find that the proposed infill project will have effects that either have not been analyzed in a prior EIR, or are more significant than described in the prior EIR, and that no uniformly applicable development policies would substantially mitigate such effects. With respect to those effects that are subject to CEQA, I find that such effects WOULD NOT be significant and a NEGATIVE DECLARATION, or if the project is a Transit Priority Project a SUSTAINABLE COMMUNITIES ENVIRONMENTAL ASSESSMENT, will be prepared.

I find that the proposed infill project will have effects that either have not been analyzed in a prior EIR, or are more significant than described in the prior EIR, and that no uniformly applicable development policies would substantially mitigate such effects. I find that although those effects could be significant, there will not be a significant effect in this case because revisions in the infill project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION, or if the project is a Transit Priority Project a SUSTAINABLE COMMUNITIES ENVIRONMENTAL ASSESSMENT, will be prepared.

I find that the proposed infill project would have effects that either have not been analyzed in a prior EIR, or are more significant than described in the prior EIR, and that no uniformly applicable development policies would substantially mitigate such effects. I find that those effects WOULD be significant, and an infill ENVIRONMENTAL IMPACT REPORT is required to analyze those effects that are subject to CEQA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

EVALUATION OF THE ENVIRONMENTAL IMPACTS OF INFILL PROJECTS:

- 1) A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
- 2) All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
- 3) For the purposes of this checklist, "prior EIR" means the environmental impact report certified for a planning level decision, as supplemented by any subsequent or supplemental environmental impact reports, negative declarations, or addenda to those documents. "Planning level decision" means the enactment or amendment of a general plan, community plan, specific plan, or zoning code. (Section 15183.3(e).)
- 4) Once the lead agency has determined that a particular physical impact may occur as a result of an infill project, then the checklist answers must indicate whether that impact has already been analyzed in a prior EIR. If the effect of the infill project is not more significant than what has already been analyzed, that effect of the infill project is not subject to CEQA. The brief explanation accompanying this determination should include page and section references to the portions of the prior EIR containing the analysis of that effect. The brief explanation shall also indicate whether the prior EIR included any mitigation measures to substantially lessen that effect and whether those measures have been incorporated into the infill project.



- 5) If the infill project would cause a significant adverse effect that either is specific to the project or project site and was not analyzed in a prior EIR, or is more significant than what was analyzed in a prior EIR, the lead agency must determine whether uniformly applicable development policies or standards that have been adopted by the lead agency, or city or county, would substantially mitigate that effect. If so, the checklist shall explain how the infill project's implementation of the uniformly applicable development policies will substantially mitigate that effect. That effect of the infill project is not subject to CEQA if the lead agency makes a finding, based upon substantial evidence, that the development policies or standards will substantially mitigate that effect.
- 6) If all effects of an infill project were either analyzed in a prior EIR or are substantially mitigated by uniformly applicable development policies or standards, CEQA does not apply to the project, and the lead agency shall file a Notice of Determination.
- 7) Effects of an infill project that either have not been analyzed in a prior EIR, or that uniformly applicable development policies or standards do not substantially mitigate, are subject to CEQA. With respect to those effects of the infill project that are subject to CEQA, the checklist shall indicate whether those effects are significant, less than significant with mitigation, or less than significant. If there are one or more "Significant Impact" entries when the determination is made, an infill EIR is required. The infill EIR should be limited to analysis of those effects determined to be significant. (Sections 15128, 15183.3(d).)
- 8) "Less Than Significant With Mitigation Incorporated" applies where the incorporation of mitigation measures will reduce an effect of an infill project that is subject to CEQA from "Significant Impact" to a "Less Than Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how those measures reduce the effect to a less than significant level. If the effects of an infill project that are subject to CEQA are less than significant with mitigation incorporated, the lead agency may prepare a Mitigated Negative Declaration. If all of the effects of the infill project that are subject to CEQA are less than significant, the lead agency may prepare a Negative Declaration.
- 9) This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to an infill project's environmental effects in whatever format is selected.
- 10) The explanation of each issue should identify:
  - a) the significance criteria or threshold, if any, used to evaluate each question; and
  - b) the mitigation measure identified, if any, to reduce the impact to less than significance.

**SAMPLE QUESTIONS**

Issues:

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
<u>I. AESTHETICS.</u> Would the project:					
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

II. AGRICULTURE AND FORESTRY

RESOURCES. In determining whether impacts to agricultural resources are significant

	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
<i>Significant Impact</i>				

environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board. Would the project:

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Result in the loss of forest land or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>III. AIR QUALITY.</b> Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:					
a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Create objectionable odors affecting a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
substantial number of people?					
<b><u>IV. BIOLOGICAL RESOURCES:</u></b>					
Would the project:					
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
<b>V. CULTURAL RESOURCES.</b> Would the project:					
a) Cause a substantial adverse change in the significance of a historical resource as defined in § 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>VI. GEOLOGY AND SOILS.</b> Would the project:					
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b><u>VII. GREENHOUSE GAS EMISSIONS.</u> Would the project:</b>					
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b><u>VIII. HAZARDS AND HAZARDOUS MATERIALS.</u> Would the project:</b>					
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

IX. HYDROLOGY AND WATER QUALITY.

Would the project:

a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>X. LAND USE AND PLANNING.</b> Would the project:					
a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

XI. MINERAL RESOURCES. Would the project:

a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

XII. NOISE -- Would the project result in:

a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
<u>XIII. POPULATION AND HOUSING.</u> Would the project:					
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>XIV. PUBLIC SERVICES.</u>					
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>XV. RECREATION.</u>					
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>XVI. TRANSPORTATION/TRAFFIC.</u> Would the project:					
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
<b><u>XVII. UTILITIES AND SERVICE SYSTEMS.</u></b>					
Would the project:					
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b><u>XVIII. MANDATORY FINDINGS OF SIGNIFICANCE.</u></b>					
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<i>Significant Impact</i>	<i>Less Than Significant or Less than Significant with Mitigation Incorporated</i>	<i>No Impact</i>	<b>Analyzed in the Prior EIR</b>	<b>Substantially Mitigated by Uniformly Applicable Development Policies</b>
are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Authority: Public Resources Code 21083, 21094.5.5

Reference: Public Resources Code Sections 21094.5 and 21094.5.5

## Appendix N Report

The Town of Colma (Town) adopted their General Plan in June of 1999. An analysis of the environmental impacts of the plan was conducted and resulted in a Mitigated Negative Declaration, adopted by the Town as meeting the requirements of the California Environmental Quality Act (CEQA). The General Plan Circulation and Housing Elements have since been updated, in 2014 and 2015 respectively.

One must conclude from the events described above that it has been previously determined that the policies laid out in the General Plan are “uniformly applicable development policies” enacted by the Town and that they have been “substantially mitigated” to a less-than-significant environmental impact. Projects proposing land uses and development types in keeping with the policies of the General Plan are therefore *substantially mitigated by these uniformly applicable development policies*.

This report supports the written checklist contained in Appendix N and cites the specific portions of the Town of Colma General Plan and Municipal Code that discuss each potential project impact.

Below are listed the portions of the General Plan that designate the land use for the proposed project site and discuss the appropriate development types. This shows that the proposed project is in keeping with the policies laid out in the General Plan and is therefore substantially mitigated by uniformly applicable development policies.

*General Plan Policies: The General Plan contains numerous references that relate to the project site, project location, and proposed type of development:*

Exhibit LU-2 Land Use Map: Designates the project site as Executive/Administrative (E/A).

Section 5.02.151 Executive/Administrative Land Use, Planning Context:

This section states that those uses allowed within the E/A land use category, upon issuance of a Use Permit, are nurseries, flower shops, monument shops, medical service offices, and professional business offices. It goes on to explain the reasoning for deeming these uses acceptable is that they are, “typically compatible with cemetery uses because traffic generation is minimal, large signs are not needed, and buildings can be screened with landscaping.”

Section 5.02.152 Executive/Administrative Land Use Development Guidelines:

This section states that new development in the E/A land use designation should “incorporate a Spanish Mediterranean architectural theme with a pitched roofline and that each development will include convenient off-street parking and high quality landscaping that perpetuates the greenbelt theme. Parking should be placed behind buildings or in fenced or walled enclosures well screen by landscaping.”

Section 5.02.340 Executive/Administrative Policies and Implementation Measures:

Policy 5.02.342 states “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.”

Implementation Measure for Policy 5.02.340 states “The Executive/Administrative land use designation along El Camino Real permits and encourages these uses. Other zoning designations do not encourage these uses.”

Land Use and Urban Design Strategy: Several sections of the Town’s General Plan are in the process of being updated, including the Land Use and Urban Design Element. A document titled “Town of Colma Land Use and Urban Design Strategy” (2014) presents a guiding framework for that update and refers to the project site, project location, and type of development:

Figure 3 Existing Land Uses: Identifies the project site as currently Vacant.

Section 2.2 Land Use Classifications: States that “Uses and development standards within the Residential, Executive Administrative, Public, and Cemetery land use designations would remain as is under the existing General Plan.” These uses and development standards have already been discussed above.

Figure 4 Land Use Strategy: Identifies the project site as Executive Administrative.

Figure 8 Opportunity Sites: Identifies the project site as Opportunity Site 4. Opportunity sites are defined in the document as, “vacant or underutilized areas which have the greatest potential to undergo a land use or intensity change.”

Municipal Code Regulations: The Town’s Municipal Code works in conjunction with the General Plan, detailing rules and regulations for General Plan policies and land uses. The Municipal Code is cited by the General Plan Implementation Measures in reference to different land use designations and pertains to the uses and development standards of the project site:

Section 5.03.040 Zones and Boundaries Thereof: Establishes the project site as an area within the boundaries of the Executive, Administrative (E) Zone and the Design Review (DR) overlay.

Section 5.03.100 “DR” Combining Zone: Lays out the purpose of the DR zone to achieve a consistent site, landscape, and building design theme in those areas where it is applied.

Section 5.03.120 “E” Zone: Uses permitted by the City Council on land located in the “E” Zone upon issuance of a Use Permit include “medical service offices where medical, dental, or veterinarian consultation, treatment, and/or advice is dispensed on an outpatient basis.”

Section 5.03.300 Restrictions and Procedures Applicable to the “DR” Design Review Zone: Outlines the restrictions, procedures, and design standards that must be applied to all new developments in the DR zone and the process by which they will be reviewed by the City Planner, City Council, and Zoning Administrator.

Section 5.03.330 Restrictions Applicable to “E” Zone. Details restrictions in site coverage (not more than 50%), parking (one parking space for each 300 square feet of gross floor area), building height (maximum of 36 feet), and landscaping (shall screen parking and be consistent with landscaping in the surrounding area) for developments in the E zone.

Appendix N Checklist:

I. Aesthetics:

- a) Junipero Serra Boulevard, El Camino Real, and Hillside Boulevard have been identified as scenic routes by the Town's General Plan Circulation Element (Town of Colma General Plan Circulation Element, 2014, Section 5.03.610). The project site is within close proximity to Junipero Serra Boulevard and Hillside Boulevard and is adjacent to El Camino Real (Figure 1 in Attachment 1).

Section 5.03.611 states that "every effort should be made to protect the overall visual experience along each of the identified scenic corridors, primarily through enforcement of sensitive site planning." It also states that "where development is permitted in the corridor, landscaping should be required to screen views of the buildings." Section 5.03.620 of the General Plan Circulation Element establishes criteria for site planning in scenic corridors, such as requiring that development within scenic corridors be located, sited, and designed carefully to fit within its environment, be compatible with adjacent development, and protect public views within and from Scenic Corridors.

The project site is zoned E/DR, which requires the project to undergo design review to ensure a consistent site, landscape, and building design theme; design compatibility with adjoining buildings; and the protection of views. Because the project would take place on an appropriately zoned parcel and would be held to all related rules and regulations, including design review to ensure the protection of views, the project impacts to scenic vistas would be *substantially mitigated by uniformly applicable development policies*.

- b) The project site is located approximately 0.6 miles east of the closest State scenic highway (Interstate 280), as designated by the California Department of Transportation (Caltrans) Scenic Highway Program. Due to the surrounding topography, the existing development between the project site and I-280, and the fact that the project would go through design review to ensure that it is compatible with its surroundings and does not change the general feel or experience of the area, any impacts to State scenic highways would be *substantially mitigated by uniformly applicable development policies*.
- c) The project would be subject to design review to ensure that it is compatible and consistent with the surrounding site, landscape, and building design theme. The project has been designed to follow all policies and regulations set forth in the General Plan and Municipal Code regarding building height, setbacks, design scheme, and landscaping. Therefore the project impacts to the visual character or quality of the site and its surroundings have been *substantially mitigated by uniformly applicable development policies*.
- d) The project would produce some additional sources of light (from the building itself during hours of operation, 6 a.m. to 10 p.m.) and glare (reflection off of building surfaces and windshields parked in the parking lot); however, the project site is zoned for this type of development and, in fact, medical office developments are encouraged according to the General Plan because of their compatibility with the cemetery designation. Design review would ensure that these impacts would be



minimal and therefore *substantially mitigated by uniformly applicable development policies*.

II. Agriculture and Forestry Resources:

a-e) The project site does not contain Prime Farmland, Unique Farmland, or Farmland of State Importance and is designated as Urban and Built-Up Land according to the Department of Conservation's Farmland Mapping and Monitoring Program. The project site is zoned E/DR and is designated for Executive/Administrative use by the Town of Colma General Plan. The project is not within a Williamson Act contract. Because the project does not conflict with existing zoning or call for rezoning; because it is not zoned for forestland, timberland, or timber production; and because it contains no farmland, forestland, or agricultural land of any type, no impact would occur.

III. Air Quality:

a-e) The General Plan Open Space/Conservation Element discusses air quality (Town of Colma General Plan Open Space/Conservation Element, 2000, Section 5.04.213), stating that "Colma enjoys good air quality," and that future developments in Colma will most likely be "similar in nature to what already exists," therefore maintaining these air quality standards. In order to ensure compliance with the policies and goals set forth in the General Plan, air quality impacts have been examined in more detail in a technical memo (see Attachment 4: Air Quality and GHG Technical Memo). The Air Quality and GHG Technical Memo concludes that both short-term construction and long-term operational air quality impacts would be negligible. The policies and decisions in the General Plan as they pertain to the land use designation and design requirements for the project site ensure that the project is compatible with its surroundings and similar to what already exists, so impacts to air quality have been *substantially mitigated by uniformly applicable development policies*.

IV. Biological Resources:

a) The General Plan Open Space/Conservation Element states that "no areas of undisturbed native habitat exist" in Colma (Section 5.04.219). Even so, General Plan policies 5.04.381 and 5.04.382 ensure that new developments on properties with open creeks and ponds or projects involving tree removal are subject to investigation for endangered or threatened species. The proposed project site does not contain any ponds or creeks nor any special-status plant species or habitat for special status-wildlife species. A Tree Removal Permit from the Town will be required before any tree removal takes place, including a tree replacement plan. Therefore, no impact to special-status species and habitats would occur.

b-c) The project site does not contain any creeks or riparian habitat. There are no jurisdictional waterways on the site or impacted by project activities. The General Plan designation of Executive/Administrative was reviewed under CEQA, and all policies and decisions discussed therein were found to have less than substantial impacts on the environment as long as proper policies and protocols set forth in the plan were followed. The areas found to be suitable for Executive/Administrative land uses are areas found by the Town where development would have less than significant impacts to riparian habitat, other sensitive natural communities, or jurisdictional wetlands. Impacts to these features are therefore *substantially mitigated by uniformly applicable development policies*.

- d) The project site is located in an urbanized area that has long ago precluded the presence of most wildlife movement corridors across the project site. There are no creeks or aquatic habitat that would support fish and the project would not impede on their migration. As the General Plan Open Space/Conservation Element points out, the entire Bay Area is located along the Pacific Flyway (Section 5.04.218), so migratory birds are attracted to the open spaces of San Bruno Mountain and to the memorial parks and cemetery irrigation ponds in Colma. The proposed project does not interfere with any such landscape features, and all large trees removed will be replaced per the Town's Tree Removal Ordinance. The lack of suitable native wildlife habitat ensures that the project will not impede the use of native wildlife nursery sites. Therefore, any impacts to the migration or movement of any wildlife species will be *substantially mitigated by uniformly applicable development policies*.
- e) The project would include the removal of existing trees (see Attachment 5: Arborist Tree Survey), which could provide habitat for nesting birds or other animals. Pursuant to Colma Municipal Code Subsection 5.06.030, the project would require a tree removal permit, which is required for the removal of any tree, regardless of type or species, which is larger than 12 inches in diameter at breast height. If trees are approved for removal, the Town requires a revegetation plan that includes the planting of a comparable number of trees. Compliance with Colma Municipal Code Subsection 5.06.030 would ensure the project's impacts would be *substantially mitigated by uniformly applicable development policies*.
- f) The project would not conflict with any adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved conservation plan as no such plans encompassing the vicinity of the project site have been adopted. Additionally, the previous CEQA review and resulting Mitigated Negative Declaration of any environmental impact ensures that the Executive/Administrative land use would not conflict with such plans. Any potential impact with regard to conflicting with an adopted Habitat Conservation Plan would be *substantially mitigated by uniformly applicable development policies*.

V. Cultural Resources:

- a-d) The General Plan Historical Resources Element (Town of Colma General Plan Historical Resources Element, 1999) identifies historic sites and buildings in Colma and sets forth programs for their protection. It states in Section 5.08.010 that "buildings, monuments, and residences associated with the cemeteries are among the most prominent historical resources in Town." It further explains the relationship between this element and other General Plan Elements in Section 5.08.030, namely that "the Land Use Element addresses compatibility between memorial parks and proposed future development [and] the Open Space Element recognizes dedicated cemetery lands as permanently unavailable for urban development [while] the Housing Element works within the framework set by the Land Use and Open Space Elements." The policies, implementation measures, and decisions in the General Plan have therefore considered cultural resources, and impacts have been *substantially mitigated by uniformly applicable development policies* set forth in the General Plan.

VI. Geology and Soils:

- a-e) The General Plan Safety Element (Town of Colma General Plan Safety Element, 1999) considers a number of geologic hazards, including seismically-induced surface

rupture, ground shaking, ground failure, liquefaction, and slope instability and subsidence. It is stated in Section 5.07.030 that, “the planning and policy decision making process for land uses... must incorporate the policies of the Safety Element to reduce the risk of geologic and man-made hazards to the public,” and that, “safety issues are considered in the designation of land uses, and in the siting and design of buildings and streets.” The project site is designated for Executive/Administrative land uses and is zoned E/DR. The proposed development type and project design are in accord with this land designation and the design review process ensures that all Safety Element policies will be followed. In order to ensure compliance with the policies and goals set forth in the General Plan, geology and soils have been examined in more detail in a technical memo (see Attachment 6: Geotechnical Report). The aforementioned hazards have been considered and *substantially mitigated by uniformly applicable development policies.*

VII. Greenhouse Gas Emissions:

a-b) In the same way as it pertains to Air Quality, the General Plan Open Space/Conservation Element states that future developments in Colma will most likely be “similar in nature to what already exists,” therefore maintaining these low levels of greenhouse gas emissions. In order to ensure compliance with the policies and goals set forth in the General Plan, greenhouse gas emissions have been examined in more detail in a technical memo (see Attachment 4: Air Quality and GHG Technical Memo). The Air Quality and GHG Technical Memo concludes that both short-term construction and long-term operational GHG impacts would be negligible. The policies and decisions in the General Plan as they pertain to the land use designation and design requirements for the project site ensure that the project is compatible with its surroundings and similar to what already exists, so impacts to greenhouse gas emissions have been *substantially mitigated by uniformly applicable development policies.*

VIII. Hazards and Hazardous Materials:

a-h) The General Plan Safety Element discusses hazardous materials and their safe handling in sections 5.07.330 through 5.07.332, including reference to the San Mateo County Hazardous Waste Management Plan, which Colma adopted to ensure hazardous waste is managed to protect public health and safety. Airport Safety and the Airport Land Use Commission (ALUC) plan for San Francisco International Airport, in which an area over Colma is designated as a transitional surface, are discussed in Section 5.07.340. This section states that the ALUC maximum height standards in Transitional surfaces for Colma are 400 feet above average mean sea level and that “this height limit will not constrict development in Colma, which is roughly at 110 feet above sea level and where the normal commercial height limit is 40 feet.” The Town’s emergency programs and evacuation plans are discussed in Sections 5.07.351 and 5.07.352. Wildland fires are discussed in Section 5.07.322, although it is pointed out that “undeveloped areas within Colma are not ‘wildland areas’ as defined by the California Department of Forestry.” All impacts related to hazards and hazardous materials have therefore been considered in the General Plan and *substantially mitigated by uniformly applicable development policies.*

IX. Hydrology and Water Quality:

a-f) Colma’s groundwater, public water supply, and flooding are discussed in the General Plan Open Space/Conservation Element. Section 5.04.214 states that “groundwater is an important water source in Colma with many of the cemeteries depending on

groundwater for irrigation.” This section also explains that “the mineral, chemical, and physical constituents found in the groundwater generally fall below the California Domestic Water Quality maximum contaminant levels.” The proposed project would not use groundwater and it would not substantially alter existing drainage patterns or create runoff that would exceed the capacity of off-site storm drainage facilities.

- g-i) Colma is within the Colma Creek watershed, which is part of the San Mateo Basin and drains into the San Francisco Bay by way of Colma Creek. Flooding, flood zone mapping, and flood relief policies are discussed in Section 5.04.212. While Colma is not part of the Federal Emergency Management Agency (FEMA), local planners and experts have devised a local flood zone along Colma Creek, which can be viewed in the Town of Colma General Plan Hazards Map (Town of Colma General Plan Safety Element, 1999, Page 5.07.13). Section 5.04.212 of the General Plan Open Space/Conservation Element explains that the open space policy in Colma, and the decisions upon which zoning and land use designations were made, consider and self-mitigate flooding hazards with relevant policies (i.e., requiring on site runoff retention facilities to be constructed with new development projects) and flood relief projects. The proposed project would not place housing within a 100-year floodplain hazard and would not impede or redirect flood flows.
- j) The project site is two miles away from the nearest large water body (the Pacific Ocean to the west). As such, the project site will not be impacted by seiche or tsunami. No mudflow impacts would occur due to the generally flat topography surrounding the project site.

Water quality, waste discharge, groundwater supplies, drainage patterns, erosion, and flooding have thus all been considered and discussed in the Town’s General Plan and impacts have been *substantially mitigated by uniformly applicable development policies*.

X. Land Use and Planning:

- a-c) As discussed throughout this document, the proposed project is in keeping with all land use plans and policies from all agencies with jurisdiction over the project (see the policies listed at the beginning of this checklist). The project site is designated as Executive/Administrative by the Town of Colma General Plan and it is zoned as Executive/Administrative/Design Review by the Colma Municipal Code. The proposed project use (medical office building) is suggested in the General Plan as an appropriate and encouraged use for this land use designation. The project would not conflict with any adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved conservation plan as no such plans encompassing the vicinity of the project site have been adopted. The project would not physically divide an established community. Impacts to land use and planning have been *substantially mitigated by uniformly applicable development policies*.

XI. Mineral Resources:

- a-b) The General Plan Open Space/Conservation Element Section 5.04.216 discusses soil and mineral resources: “The State Division of Mines and Geology has not classified or designated any areas in Colma as containing regionally significant mineral resources [but] Colma sand is a well-known construction resource.” It is also clearly stated that “any new proposal for mineral resource extraction in an open space district would require a General Plan amendment, a Zoning Code amendment,

a Use Permit, and an approved Reclamation Plan.” The proposed project would not result in the loss of availability of a known mineral resource. Impacts to mineral resources have also been considered and *substantially mitigated by uniformly applicable development policies*.

XII. Noise:

a-f) The Town of Colma General Plan Noise Element defines the Town’s policies and procedures for avoiding harmful and annoying sound levels. In Section 5.06.020, it is specifically stated that the policies and decisions laid out in the Noise Element were factored into the Land Use, Circulation, and Housing Elements and used as a guide to determine noise-compatible land uses. To ensure compatibility with the policies and goals set forth in the General Plan, noise impacts have been examined in more detail in a technical memo (see Attachment 7: Noise Technical Memo). The Noise Technical Memo concludes that both short-term construction and long-term operational noise impacts would be negligible. The Noise Element considers cumulative noise exposure and noise compatibility standards, as well as development design factors such as noise mitigation measures, site planning, architectural layout, noise barriers, and construction modification. Impacts from noise are therefore discussed and considered in detail in the Town’s General Plan and *substantially mitigated by uniformly applicable development policies*.

XIII. Population and Housing:

a-c) The proposed project is a kidney dialysis treatment center. There is a high demand for this service by the population already residing in the community, but it would not have any impact on inducing population growth in the area (the clinic would employ at most 30-35 people). The project site is a vacant lot designated for Executive/Administrative land use by the Town of Colma General Plan and zoned as Executive/Administrative/Design Review by the Municipal Code. The land is not zoned or designated for residential uses and would therefore not displace houses or people or necessitate construction of replacement housing. The General Plan Housing Element (Town of Colma General Plan Housing Element, 2015) discusses all population and housing needs and objectives in detail, with a purpose to, “plan for the Town’s housing needs and establish the housing-related goals, objectives, and programs necessary to allow for and encourage the development and maintenance of housing for all economic segments of the community over the 2015-2023 planning period.” Matters of population growth, employment trends, housing needs, housing constraints, and goals are discussed and considered in the General Plan and are *substantially mitigated by uniformly applicable development policies*.

XIV. Public Services:

a) As discussed previously, the proposed project would not induce population growth, and would therefore have no effect on public services, schools, parks, service ratios, or response times. The General Plan Safety Element discusses emergency operations in Section 5.07.351, stating that “the Town of Colma with the aid of the San Mateo County Sheriff’s Office has prepared a Standardized Emergency Management System (SEMS) plan as required by the California Emergency Services Act.” The Town has an established Colma Fire District, access to the San Mateo Sheriff’s Office, and additional emergency resources available through the San Mateo Operational Area Emergency Services organization (a joint power agreement to coordinate inter-jurisdictional operation and coordinate mutual aid). There are neither public nor private schools within the Town limits, and school age children

living in Colma attend school in nearby Daly City or South San Francisco (Town of Colma General Plan Land Use Element, Section 5.02.162.2). The General Plan Open Space/Conservation Element discusses the current opportunities and planning needs for public recreation and community open space in Section 5.04.220, outlining policies and guidelines for building out community centers, playfields, and pedestrian trails and walkways. Impact to public services have also been discussed in the General Plan and *substantially mitigated by uniformly applicable development policies*.

XV. Recreation:

a-b) The General Plan Land Use Element discusses the cemetery, agricultural, and open space uses that make up 76% of the land area in Town and are responsible for Colma's greenbelt theme (Section 5.02.140). As mentioned above, the General Plan Open Space/Conservation Element discusses the current opportunities and planning needs for public recreation and community open space in Section 5.04.220, outlining policies and guidelines for building out community centers, playfields, and pedestrian trails and walkways. In keeping with the appropriate zoning and land use designation for the parcel, the proposed project does not induce population growth or have an impact on regional parks or recreational facilities. Impacts to recreation have also been considered in the General Plan and *substantially mitigated by uniformly applicable development policies*.

XVI. Transportation/Traffic:

a-f) The proposed project is consistent with all applicable plans, ordinances and policies established within the Town of Colma General Plan and the Colma Municipal Code as they pertain to traffic, congestion management programs, public transit, air traffic, and design features, and their compatibility with designated land uses. The Town of Colma considers factors relating to circulation, capacity, pedestrian and bicycle facilities, public transportation, and air transit in the General Plan Circulation Element, incorporating these considerations in designating appropriate land uses and zoning throughout the Town. To ensure compatibility with the policies and goals set forth in the General Plan, a traffic study was conducted to study how the project design may impact traffic patterns and congestion (see Attachment 8: Traffic Study). The results show that factors related to traffic will not be significantly changed by the project. The project site also is located approximately 1/2 mile south of the Colma BART station. There is also a SamTrans bus route with both northbound and southbound stops within 1/4 mile of the project site (approximately 0.09 miles north of the project site). The proposed project conforms to all land use standards, so impacts to transportation and traffic have been *substantially mitigated by uniformly applicable development policies*.

XVII. Utilities and Service Systems:

a-g) The General Plan Land Use Element discusses public utilities such as sewer service, the South San Francisco Sanitary Treatment Plant, the North San Mateo County Sanitation District Treatment Plant, water service, power and energy use, utility undergrounding, communications systems, storm drain facilities, and solid waste disposal facilities in Section 5.02.164. Section 5.04.215 continues to discuss the community's access to safe drinking water. Colma's potable water is supplied by the San Francisco Water Company via the Cal Water Service Company, mainly pulling from the Hetch Hetchy Reservoir. It is stated in this section that "this water supply is considered high quality because of its softness and low quantity of dissolved solids."

This section also points out that water conservation will become more and more essential as population continues to grow. Colma comprises a very small amount of water usage from Hetch Hetchy and the current General Plan ensures that population growth in Colma remains minimal (current population is 1,540) and that water supply impacts are minimized.

Water and sewer lines are located along El Camino Real. New water laterals for domestic, irrigation, and fire will be required, as well as a new sewer lateral.

The policies and guidelines set forth therein, and used to determine compatible land use designations, ensure that wastewater treatment requirements are met and storm water drainage facilities are in place without expansion of existing facilities, that sufficient water supplies and landfill access are available, and that federal, state, and local statutes related to solid waste are obeyed. All impacts to utilities and service systems are *substantially mitigated by uniformly applicable development policies* outlined in the General Plan.

XVIII. Mandatory Findings of Significance:

- a-c) As discussed in the previous sections of this document, the proposed project would not affect any biological or cultural resources, as the land on which the project will be situated has been appropriately designated and zoned for such purposes, and all potential impacts were considered and self-mitigated by policies in the Town of Colma General Plan. All individual effects have been *substantially mitigated by uniformly applicable development policies*, and therefore there would be no cumulative impacts. The project will not cause adverse effects on human beings if all policies and self-mitigating guidelines are followed.

Attachment 1  
Project Description





**PROJECT DESCRIPTION  
MEDICAL OFFICE BUILDING  
1055 El Camino Real  
Colma, CA 94014  
APN: 011-341-440**

**Proposed Project:**

**General Description:**

The Planned Development/Use Permit/Design Review application proposes the development of a new 12,501 square foot medical office building (kidney dialysis treatment center) at the northeast corner of El Camino Real and Olivet Parkway. See Figure 1 (Project Site Location Map).

The proposed project will also include all associated site improvements, including: site grading as needed, retaining walls at the east property line, a new parking lot that will accommodate 38 cars, all required storm water management controls/BMP's, new site landscape (35%), including 11 replacement trees, construction of a new sewer lateral, construction of new water laterals for fire, domestic and irrigation, and a new monument sign at the corner of Olivet Parkway and El Camino Real with directional graphics. See Figure 2 (Project Site Plan) for more details.

**Proposed Use:**

The property is zoned E. The General Plan designation for this parcel is Executive/Administrative.

Medical office is an allowed use within the zone with a Major Use Permit. Kidney dialysis is a low-impact medical service with fixed appointments and no walk-in service. Most patients come by medical transport or are transported by care givers.

**Operations:**

The treatment center will provide 24 full service dialysis stations, 2 peritoneal dialysis (PD) stations and expansion capability (no change in building area) for 6 additional full service stations. Peritoneal dialysis is a type of dialysis that can be done at home. The PD rooms in the facility are training rooms where the patients practice and learn to do their own PD treatments with the assistance of the Staff PD nurse.

At full capacity, the clinic's hours of operation will be from 6:00 a.m. to 10:00 p.m. Monday through Saturday, although some staff will arrive one hour earlier to setup for first treatment or stay one hour later to close the clinic. Most patients will be scheduled between 8:00 a.m. and 5:00 p.m. The occasional early or late service will most likely occur and is typically reserved for those patients who still work and require dialysis early or late in the day.

There will be no walk-in service at the clinic; all treatment is by appointment only. Unlike many other medical clinics, the patients are all repeat customers with regularly scheduled treatment – treatment is life sustaining and must be conducted in accordance with a strict schedule, every week of the year.

When a new clinic first opens for business, it typically runs at reduced hours and capacity. At full operation, the clinic may serve as many as 120-150 patients over the course of a week.

When all stations are operating, there will be an average of 15 employees per shift. At full operation, the clinic will employ approximately 30-35 people.

Based on 24 dialysis treatment stations, the area of the clinic is broken down as follows:

- Treatment area, staff offices, meeting rooms, reception 8,663 sq. ft.
- Restrooms 487 sq. ft.
- Janitor and utility rooms 248 sq. ft.
- Storage 539 sq. ft.
- Reverse Osmosis (RO) water treatment 445 sq. ft.

**Parking:**

Kidney dialysis is unique. The patients are all repeat customers and each receives treatment three times per week, for three to four hours each treatment. Most patients do not drive themselves to dialysis. Patients usually come by medical transport or are dropped off and picked up by a family member or caregiver.

Based on a parking analysis of other similar kidney dialysis centers, a clinic with 30 stations (24 stations + 6 future stations), requires 33 parking spaces. Using recent studies, the Traffic Engineer has determined that a rate of 1.09 spaces/station is reasonable. Thirty-eight (38) spaces are proposed.

## **Existing Setting Description:**

### **Physical Characteristics of the Site**

The existing property consists of a vacant parcel on the north side of Olivet Parkway.

A Tree Removal Permit is included in this application. There are 11 trees that meet the 12-inch diameter mitigation requirement. Replacement trees are included in the tree count for the project.

An existing power line crosses the property from the west to east, serving the property to the east.

The grades rise to the east and will require retaining walls to accommodate the proposed building and site improvements.

### **Public Services and Facilities**

Water and sewer lines are located along El Camino Real. New water laterals for domestic, irrigation, and fire will be required, as well as a new sewer lateral.

The Applicant is currently working with PG&E regarding existing easements and services. Once the design is complete, the power plan will be submitted to the City.

### **Existing Circulation System**

The existing property has no direct access to and from El Camino Real and no new curb cuts are proposed. Access to the property will be located from Olivet Parkway.

Dialysis is a very low traffic generator. Most patients arrive by medical transport and stay 3-4 hours, three times per week. All services are by appointment only. Based on the "Traffic Impact Assessment for Dialysis Treatment Center on Olivet Pkwy in Colma, CA" prepared by KD Anderson & Associates, Inc., the daily trip generation will be 385 trips, with 35 a.m. Peak Hour and 31 p.m. Peak Hour trips.

### **Project Objectives**

The demand for dialysis in this area is high. The primary objective of the project is to provide these life sustaining medical services to the local community.

When dialysis is located close to where patients reside, it reduces an already burdensome routine. The dialysis treatment itself lasts 3-4 four hours, three times per week, *every week, with no exceptions*. By locating the treatment center within a reasonable travel distance, less time is spent travelling to and from the facility, hence reducing the weekly burden.

### **Proposed Access and Circulation**

The project will be located on the parcel on the north side of Olivet Parkway. The building, utility infrastructure (trash enclosure, utility connections), and parking for 38 cars will be located on this parcel.

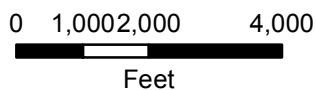
Access to the parcel will be from Olivet Parkway only.

An accessible path of travel to the right-of-way will cross the parking lot via striped paving and sidewalks to access Olivet Parkway. A new sidewalk and stairs will be constructed with a direct connection to El Camino Real.



Figure 1. Project Site Location Map

1055 El Camino Real Project  
Colma, San Mateo County, California



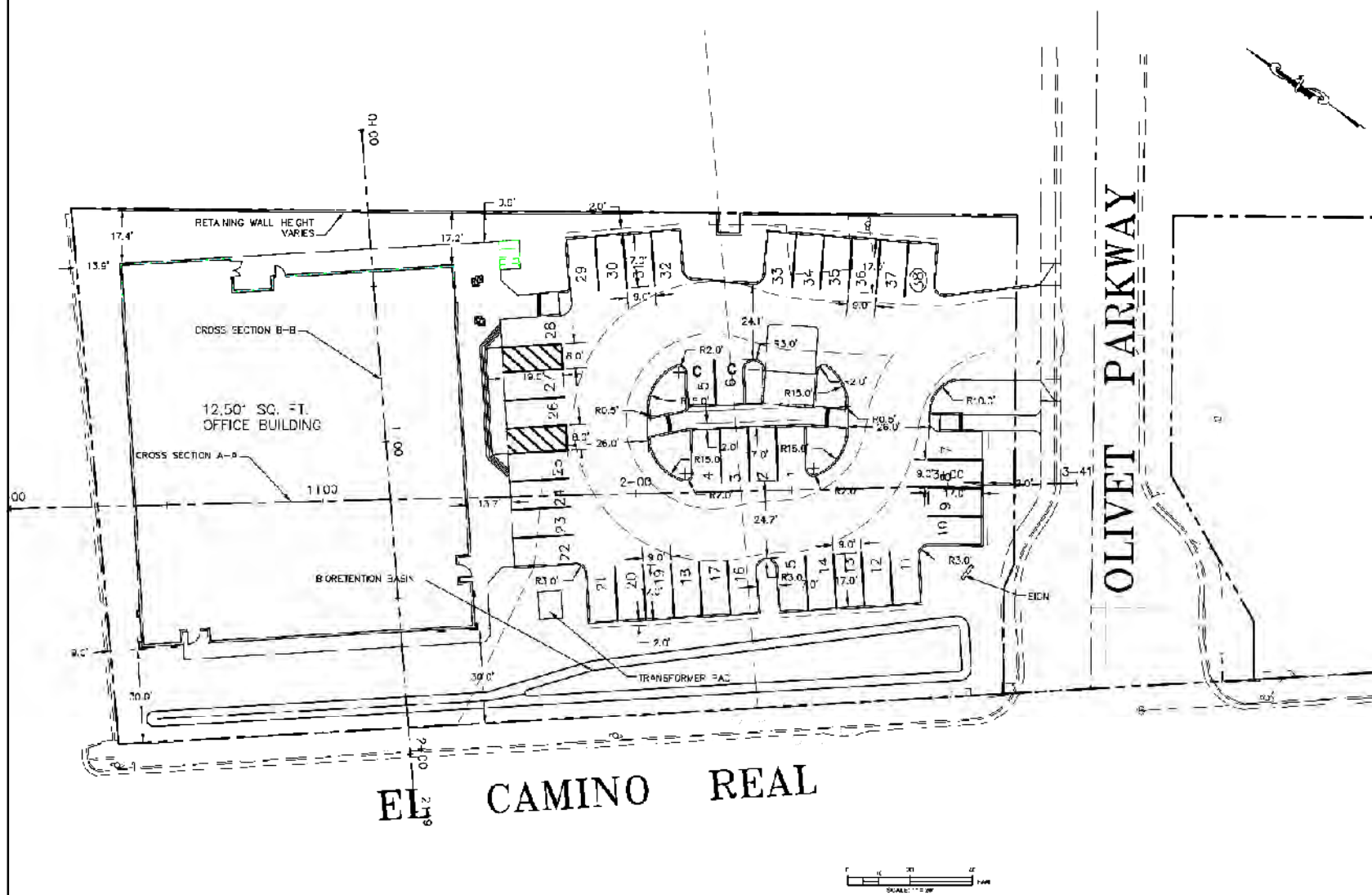
Map Prepared Date: 3/20/2018  
Map Prepared By: pkobylarz  
Base Source: Esri Streaming - National Geographic  
Data Source(s): WRA



1055 El Camino Real Project

Colma,  
San Mateo  
County, California

Figure 2.  
Project Site Plan



Attachment 2  
Project Proximity to Public Transit



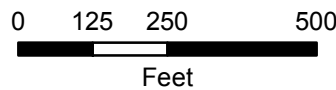




Attachment 2. Project Proximity to Public Transit



1055 El Camino Real Project  
Colma, San Mateo County, California



Map Prepared Date: 3/21/2018  
Map Prepared By: pkobylarz  
Base Source: Esri Streaming - National Geographic  
Data Source(s): WRA



Attachment 3  
Appendix N Report



## Appendix N Report

The Town of Colma (Town) adopted their General Plan in June of 1999. An analysis of the environmental impacts of the plan was conducted and resulted in a Mitigated Negative Declaration, adopted by the Town as meeting the requirements of the California Environmental Quality Act (CEQA). The General Plan Circulation and Housing Elements have since been updated, in 2014 and 2015 respectively.

One must conclude from the events described above that it has been previously determined that the policies laid out in the General Plan are “uniformly applicable development policies” enacted by the Town and that they have been “substantially mitigated” to a less-than-significant environmental impact. Projects proposing land uses and development types in keeping with the policies of the General Plan are therefore *substantially mitigated by these uniformly applicable development policies*.

This report supports the written checklist contained in Appendix N and cites the specific portions of the Town of Colma General Plan and Municipal Code that discuss each potential project impact.

Below are listed the portions of the General Plan that designate the land use for the proposed project site and discuss the appropriate development types. This shows that the proposed project is in keeping with the policies laid out in the General Plan and is therefore substantially mitigated by uniformly applicable development policies.

*General Plan Policies: The General Plan contains numerous references that relate to the project site, project location, and proposed type of development:*

Exhibit LU-2 Land Use Map: Designates the project site as Executive/Administrative (E/A).

Section 5.02.151 Executive/Administrative Land Use, Planning Context:

This section states that those uses allowed within the E/A land use category, upon issuance of a Use Permit, are nurseries, flower shops, monument shops, medical service offices, and professional business offices. It goes on to explain the reasoning for deeming these uses acceptable is that they are, “typically compatible with cemetery uses because traffic generation is minimal, large signs are not needed, and buildings can be screened with landscaping.”

Section 5.02.152 Executive/Administrative Land Use Development Guidelines:

This section states that new development in the E/A land use designation should “incorporate a Spanish Mediterranean architectural theme with a pitched roofline and that each development will include convenient off-street parking and high quality landscaping that perpetuates the greenbelt theme. Parking should be placed behind buildings or in fenced or walled enclosures well screen by landscaping.”

Section 5.02.340 Executive/Administrative Policies and Implementation Measures:

Policy 5.02.342 states “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.”

Implementation Measure for Policy 5.02.340 states “The Executive/Administrative land use designation along El Camino Real permits and encourages these uses. Other zoning designations do not encourage these uses.”

*Land Use and Urban Design Strategy: Several sections of the Town’s General Plan are in the process of being updated, including the Land Use and Urban Design Element. A document titled “Town of Colma Land Use and Urban Design Strategy” (2014) presents a guiding framework for that update and refers to the project site, project location, and type of development:*

Figure 3 Existing Land Uses: Identifies the project site as currently Vacant.

Section 2.2 Land Use Classifications: States that “Uses and development standards within the Residential, Executive Administrative, Public, and Cemetery land use designations would remain as is under the existing General Plan.” These uses and development standards have already been discussed above.

Figure 4 Land Use Strategy: Identifies the project site as Executive Administrative.

Figure 8 Opportunity Sites: Identifies the project site as Opportunity Site 4. Opportunity sites are defined in the document as, “vacant or underutilized areas which have the greatest potential to undergo a land use or intensity change.”

*Municipal Code Regulations: The Town’s Municipal Code works in conjunction with the General Plan, detailing rules and regulations for General Plan policies and land uses. The Municipal Code is cited by the General Plan Implementation Measures in reference to different land use designations and pertains to the uses and development standards of the project site:*

Section 5.03.040 Zones and Boundaries Thereof: Establishes the project site as an area within the boundaries of the Executive, Administrative (E) Zone and the Design Review (DR) overlay.

Section 5.03.100 “DR” Combining Zone: Lays out the purpose of the DR zone to achieve a consistent site, landscape, and building design theme in those areas where it is applied.

Section 5.03.120 “E” Zone: Uses permitted by the City Council on land located in the “E” Zone upon issuance of a Use Permit include “medical service offices where medical, dental, or veterinarian consultation, treatment, and/or advice is dispensed on an outpatient basis.”

Section 5.03.300 Restrictions and Procedures Applicable to the “DR” Design Review Zone: Outlines the restrictions, procedures, and design standards that must be applied to all new developments in the DR zone and the process by which they will be reviewed by the City Planner, City Council, and Zoning Administrator.

Section 5.03.330 Restrictions Applicable to “E” Zone. Details restrictions in site coverage (not more than 50%), parking (one parking space for each 300 square feet of gross floor area), building height (maximum of 36 feet), and landscaping (shall screen parking and be consistent with landscaping in the surrounding area) for developments in the E zone.

Appendix N Checklist:

I. Aesthetics:

- a) Junipero Serra Boulevard, El Camino Real, and Hillside Boulevard have been identified as scenic routes by the Town's General Plan Circulation Element (Town of Colma General Plan Circulation Element, 2014, Section 5.03.610). The project site is within close proximity to Junipero Serra Boulevard and Hillside Boulevard and is adjacent to El Camino Real (Figure 1 in Attachment 1).

Section 5.03.611 states that "every effort should be made to protect the overall visual experience along each of the identified scenic corridors, primarily through enforcement of sensitive site planning." It also states that "where development is permitted in the corridor, landscaping should be required to screen views of the buildings." Section 5.03.620 of the General Plan Circulation Element establishes criteria for site planning in scenic corridors, such as requiring that development within scenic corridors be located, sited, and designed carefully to fit within its environment, be compatible with adjacent development, and protect public views within and from Scenic Corridors.

The project site is zoned E/DR, which requires the project to undergo design review to ensure a consistent site, landscape, and building design theme; design compatibility with adjoining buildings; and the protection of views. Because the project would take place on an appropriately zoned parcel and would be held to all related rules and regulations, including design review to ensure the protection of views, the project impacts to scenic vistas would be *substantially mitigated by uniformly applicable development policies*.

- b) The project site is located approximately 0.6 miles east of the closest State scenic highway (Interstate 280), as designated by the California Department of Transportation (Caltrans) Scenic Highway Program. Due to the surrounding topography, the existing development between the project site and I-280, and the fact that the project would go through design review to ensure that it is compatible with its surroundings and does not change the general feel or experience of the area, any impacts to State scenic highways would be *substantially mitigated by uniformly applicable development policies*.
- c) The project would be subject to design review to ensure that it is compatible and consistent with the surrounding site, landscape, and building design theme. The project has been designed to follow all policies and regulations set forth in the General Plan and Municipal Code regarding building height, setbacks, design scheme, and landscaping. Therefore the project impacts to the visual character or quality of the site and its surroundings have been *substantially mitigated by uniformly applicable development policies*.
- d) The project would produce some additional sources of light (from the building itself during hours of operation, 6 a.m. to 10 p.m.) and glare (reflection off of building surfaces and windshields parked in the parking lot); however, the project site is zoned for this type of development and, in fact, medical office developments are encouraged according to the General Plan because of their compatibility with the cemetery designation. Design review would ensure that these impacts would be minimal and therefore *substantially mitigated by uniformly applicable development policies*.



- II. Agriculture and Forestry Resources:
- a-e) The project site does not contain Prime Farmland, Unique Farmland, or Farmland of State Importance and is designated as Urban and Built-Up Land according to the Department of Conservation's Farmland Mapping and Monitoring Program. The project site is zoned E/DR and is designated for Executive/Administrative use by the Town of Colma General Plan. The project is not within a Williamson Act contract. Because the project does not conflict with existing zoning or call for rezoning; because it is not zoned for forestland, timberland, or timber production; and because it contains no farmland, forestland, or agricultural land of any type, no impact would occur.
- III. Air Quality:
- a-e) The General Plan Open Space/Conservation Element discusses air quality (Town of Colma General Plan Open Space/Conservation Element, 2000, Section 5.04.213), stating that "Colma enjoys good air quality," and that future developments in Colma will most likely be "similar in nature to what already exists," therefore maintaining these air quality standards. In order to ensure compliance with the policies and goals set forth in the General Plan, air quality impacts have been examined in more detail in a technical memo (see Attachment 4: Air Quality and GHG Technical Memo). The Air Quality and GHG Technical Memo concludes that both short-term construction and long-term operational air quality impacts would be negligible. The policies and decisions in the General Plan as they pertain to the land use designation and design requirements for the project site ensure that the project is compatible with its surroundings and similar to what already exists, so impacts to air quality have been *substantially mitigated by uniformly applicable development policies*.
- IV. Biological Resources:
- a) The General Plan Open Space/Conservation Element states that "no areas of undisturbed native habitat exist" in Colma (Section 5.04.219). Even so, General Plan policies 5.04.381 and 5.04.382 ensure that new developments on properties with open creeks and ponds or projects involving tree removal are subject to investigation for endangered or threatened species. The proposed project site does not contain any ponds or creeks nor any special-status plant species or habitat for special status-wildlife species. A Tree Removal Permit from the Town will be required before any tree removal takes place, including a tree replacement plan. Therefore, no impact to special-status species and habitats would occur.
- b-c) The project site does not contain any creeks or riparian habitat. There are no jurisdictional waterways on the site or impacted by project activities. The General Plan designation of Executive/Administrative was reviewed under CEQA, and all policies and decisions discussed therein were found to have less than substantial impacts on the environment as long as proper policies and protocols set forth in the plan were followed. The areas found to be suitable for Executive/Administrative land uses are areas found by the Town where development would have less than significant impacts to riparian habitat, other sensitive natural communities, or jurisdictional wetlands. Impacts to these features are therefore *substantially mitigated by uniformly applicable development policies*.
- d) The project site is located in an urbanized area that has long ago precluded the presence of most wildlife movement corridors across the project site. There are no creeks or aquatic habitat that would support fish and the project would not impede on their migration. As the General Plan Open Space/Conservation Element points out,

the entire Bay Area is located along the Pacific Flyway (Section 5.04.218), so migratory birds are attracted to the open spaces of San Bruno Mountain and to the memorial parks and cemetery irrigation ponds in Colma. The proposed project does not interfere with any such landscape features, and all large trees removed will be replaced per the Town's Tree Removal Ordinance. The lack of suitable native wildlife habitat ensures that the project will not impede the use of native wildlife nursery sites. Therefore, any impacts to the migration or movement of any wildlife species will be *substantially mitigated by uniformly applicable development policies*.

- e) The project would include the removal of existing trees (see Attachment 5: Arborist Tree Survey), which could provide habitat for nesting birds or other animals. Pursuant to Colma Municipal Code Subsection 5.06.030, the project would require a tree removal permit, which is required for the removal of any tree, regardless of type or species, which is larger than 12 inches in diameter at breast height. If trees are approved for removal, the Town requires a revegetation plan that includes the planting of a comparable number of trees. Compliance with Colma Municipal Code Subsection 5.06.030 would ensure the project's impacts would be *substantially mitigated by uniformly applicable development policies*.
- f) The project would not conflict with any adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved conservation plan as no such plans encompassing the vicinity of the project site have been adopted. Additionally, the previous CEQA review and resulting Mitigated Negative Declaration of any environmental impact ensures that the Executive/Administrative land use would not conflict with such plans. Any potential impact with regard to conflicting with an adopted Habitat Conservation Plan would be *substantially mitigated by uniformly applicable development policies*.

V. Cultural Resources:

- a-d) The General Plan Historical Resources Element (Town of Colma General Plan Historical Resources Element, 1999) identifies historic sites and buildings in Colma and sets forth programs for their protection. It states in Section 5.08.010 that "buildings, monuments, and residences associated with the cemeteries are among the most prominent historical resources in Town." It further explains the relationship between this element and other General Plan Elements in Section 5.08.030, namely that "the Land Use Element addresses compatibility between memorial parks and proposed future development [and] the Open Space Element recognizes dedicated cemetery lands as permanently unavailable for urban development [while] the Housing Element works within the framework set by the Land Use and Open Space Elements." The policies, implementation measures, and decisions in the General Plan have therefore considered cultural resources, and impacts have been *substantially mitigated by uniformly applicable development policies* set forth in the General Plan.

VI. Geology and Soils:

- a-e) The General Plan Safety Element (Town of Colma General Plan Safety Element, 1999) considers a number of geologic hazards, including seismically-induced surface rupture, ground shaking, ground failure, liquefaction, and slope instability and subsidence. It is stated in Section 5.07.030 that, "the planning and policy decision making process for land uses... must incorporate the policies of the Safety Element to reduce the risk of geologic and man-made hazards to the public," and that, "safety issues are considered in the designation of land uses, and in the siting and design of

buildings and streets.” The project site is designated for Executive/Administrative land uses and is zoned E/DR. The proposed development type and project design are in accord with this land designation and the design review process ensures that all Safety Element policies will be followed. In order to ensure compliance with the policies and goals set forth in the General Plan, geology and soils have been examined in more detail in a technical memo (see Attachment 6: Geotechnical Report). The aforementioned hazards have been considered and *substantially mitigated by uniformly applicable development policies*.

VII. Greenhouse Gas Emissions:

a-b) In the same way as it pertains to Air Quality, the General Plan Open Space/Conservation Element states that future developments in Colma will most likely be “similar in nature to what already exists,” therefore maintaining these low levels of greenhouse gas emissions. In order to ensure compliance with the policies and goals set forth in the General Plan, greenhouse gas emissions have been examined in more detail in a technical memo (see Attachment 4: Air Quality and GHG Technical Memo). The Air Quality and GHG Technical Memo concludes that both short-term construction and long-term operational GHG impacts would be negligible. The policies and decisions in the General Plan as they pertain to the land use designation and design requirements for the project site ensure that the project is compatible with its surroundings and similar to what already exists, so impacts to greenhouse gas emissions have been *substantially mitigated by uniformly applicable development policies*.

VIII. Hazards and Hazardous Materials:

a-h) The General Plan Safety Element discusses hazardous materials and their safe handling in sections 5.07.330 through 5.07.332, including reference to the San Mateo County Hazardous Waste Management Plan, which Colma adopted to ensure hazardous waste is managed to protect public health and safety. Airport Safety and the Airport Land Use Commission (ALUC) plan for San Francisco International Airport, in which an area over Colma is designated as a transitional surface, are discussed in Section 5.07.340. This section states that the ALUC maximum height standards in Transitional surfaces for Colma are 400 feet above average mean sea level and that “this height limit will not constrict development in Colma, which is roughly at 110 feet above sea level and where the normal commercial height limit is 40 feet.” The Town’s emergency programs and evacuation plans are discussed in Sections 5.07.351 and 5.07.352. Wildland fires are discussed in Section 5.07.322, although it is pointed out that “undeveloped areas within Colma are not ‘wildland areas’ as defined by the California Department of Forestry.” All impacts related to hazards and hazardous materials have therefore been considered in the General Plan and *substantially mitigated by uniformly applicable development policies*.

IX. Hydrology and Water Quality:

a-f) Colma’s groundwater, public water supply, and flooding are discussed in the General Plan Open Space/Conservation Element. Section 5.04.214 states that “groundwater is an important water source in Colma with many of the cemeteries depending on groundwater for irrigation.” This section also explains that “the mineral, chemical, and physical constituents found in the groundwater generally fall below the California Domestic Water Quality maximum contaminant levels.” The proposed project would not use groundwater and it would not substantially alter existing drainage patterns or create runoff that would exceed the capacity of off-site storm drainage facilities.

- g-i) Colma is within the Colma Creek watershed, which is part of the San Mateo Basin and drains into the San Francisco Bay by way of Colma Creek. Flooding, flood zone mapping, and flood relief policies are discussed in Section 5.04.212. While Colma is not part of the Federal Emergency Management Agency (FEMA), local planners and experts have devised a local flood zone along Colma Creek, which can be viewed in the Town of Colma General Plan Hazards Map (Town of Colma General Plan Safety Element, 1999, Page 5.07.13). Section 5.04.212 of the General Plan Open Space/Conservation Element explains that the open space policy in Colma, and the decisions upon which zoning and land use designations were made, consider and self-mitigate flooding hazards with relevant policies (i.e., requiring on site runoff retention facilities to be constructed with new development projects) and flood relief projects. The proposed project would not place housing within a 100-year floodplain hazard and would not impede or redirect flood flows.
- j) The project site is two miles away from the nearest large water body (the Pacific Ocean to the west). As such, the project site will not be impacted by seiche or tsunami. No mudflow impacts would occur due to the generally flat topography surrounding the project site.

Water quality, waste discharge, groundwater supplies, drainage patterns, erosion, and flooding have thus all been considered and discussed in the Town's General Plan and impacts have been *substantially mitigated by uniformly applicable development policies*.

X. Land Use and Planning:

- a-c) As discussed throughout this document, the proposed project is in keeping with all land use plans and policies from all agencies with jurisdiction over the project (see the policies listed at the beginning of this checklist). The project site is designated as Executive/Administrative by the Town of Colma General Plan and it is zoned as Executive/Administrative/Design Review by the Colma Municipal Code. The proposed project use (medical office building) is suggested in the General Plan as an appropriate and encouraged use for this land use designation. The project would not conflict with any adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved conservation plan as no such plans encompassing the vicinity of the project site have been adopted. The project would not physically divide an established community. Impacts to land use and planning have been *substantially mitigated by uniformly applicable development policies*.

XI. Mineral Resources:

- a-b) The General Plan Open Space/Conservation Element Section 5.04.216 discusses soil and mineral resources: "The State Division of Mines and Geology has not classified or designated any areas in Colma as containing regionally significant mineral resources [but] Colma sand is a well-known construction resource." It is also clearly stated that "any new proposal for mineral resource extraction in an open space district would require a General Plan amendment, a Zoning Code amendment, a Use Permit, and an approved Reclamation Plan." The proposed project would not result in the loss of availability of a known mineral resource. Impacts to mineral resources have also been considered and *substantially mitigated by uniformly applicable development policies*.

XII. Noise:

- a-f) The Town of Colma General Plan Noise Element defines the Town's policies and procedures for avoiding harmful and annoying sound levels. In Section 5.06.020, it is specifically stated that the policies and decisions laid out in the Noise Element were factored into the Land Use, Circulation, and Housing Elements and used as a guide to determine noise-compatible land uses. To ensure compatibility with the policies and goals set forth in the General Plan, noise impacts have been examined in more detail in a technical memo (see Attachment 7: Noise Technical Memo). The Noise Technical Memo concludes that both short-term construction and long-term operational noise impacts would be negligible. The Noise Element considers cumulative noise exposure and noise compatibility standards, as well as development design factors such as noise mitigation measures, site planning, architectural layout, noise barriers, and construction modification. Impacts from noise are therefore discussed and considered in detail in the Town's General Plan and *substantially mitigated by uniformly applicable development policies*.

XIII. Population and Housing:

- a-c) The proposed project is a kidney dialysis treatment center. There is a high demand for this service by the population already residing in the community, but it would not have any impact on inducing population growth in the area (the clinic would employ at most 30-35 people). The project site is a vacant lot designated for Executive/Administrative land use by the Town of Colma General Plan and zoned as Executive/Administrative/Design Review by the Municipal Code. The land is not zoned or designated for residential uses and would therefore not displace houses or people or necessitate construction of replacement housing. The General Plan Housing Element (Town of Colma General Plan Housing Element, 2015) discusses all population and housing needs and objectives in detail, with a purpose to, "plan for the Town's housing needs and establish the housing-related goals, objectives, and programs necessary to allow for and encourage the development and maintenance of housing for all economic segments of the community over the 2015-2023 planning period." Matters of population growth, employment trends, housing needs, housing constraints, and goals are discussed and considered in the General Plan and are *substantially mitigated by uniformly applicable development policies*.

XIV. Public Services:

- a) As discussed previously, the proposed project would not induce population growth, and would therefore have no effect on public services, schools, parks, service ratios, or response times. The General Plan Safety Element discusses emergency operations in Section 5.07.351, stating that "the Town of Colma with the aid of the San Mateo County Sheriff's Office has prepared a Standardized Emergency Management System (SEMS) plan as required by the California Emergency Services Act." The Town has an established Colma Fire District, access to the San Mateo Sheriff's Office, and additional emergency resources available through the San Mateo Operational Area Emergency Services organization (a joint power agreement to coordinate inter-jurisdictional operation and coordinate mutual aid). There are neither public nor private schools within the Town limits, and school age children living in Colma attend school in nearby Daly City or South San Francisco (Town of Colma General Plan Land Use Element, Section 5.02.162.2). The General Plan Open Space/Conservation Element discusses the current opportunities and planning needs for public recreation and community open space in Section 5.04.220, outlining policies and guidelines for building out community centers, playfields, and pedestrian trails and walkways.

Impact to public services have also been discussed in the General Plan and *substantially mitigated by uniformly applicable development policies.*

XV. Recreation:

a-b) The General Plan Land Use Element discusses the cemetery, agricultural, and open space uses that make up 76% of the land area in Town and are responsible for Colma's greenbelt theme (Section 5.02.140). As mentioned above, the General Plan Open Space/Conservation Element discusses the current opportunities and planning needs for public recreation and community open space in Section 5.04.220, outlining policies and guidelines for building out community centers, playfields, and pedestrian trails and walkways. In keeping with the appropriate zoning and land use designation for the parcel, the proposed project does not induce population growth or have an impact on regional parks or recreational facilities. Impacts to recreation have also been considered in the General Plan and *substantially mitigated by uniformly applicable development policies.*

XVI. Transportation/Traffic:

a-f) The proposed project is consistent with all applicable plans, ordinances and policies established within the Town of Colma General Plan and the Colma Municipal Code as they pertain to traffic, congestion management programs, public transit, air traffic, and design features, and their compatibility with designated land uses. The Town of Colma considers factors relating to circulation, capacity, pedestrian and bicycle facilities, public transportation, and air transit in the General Plan Circulation Element, incorporating these considerations in designating appropriate land uses and zoning throughout the Town. To ensure compatibility with the policies and goals set forth in the General Plan, a traffic study was conducted to study how the project design may impact traffic patterns and congestion (see Attachment 8: Traffic Study). The results show that factors related to traffic will not be significantly changed by the project. The project site also is located approximately 1/2 mile south of the Colma BART station. There is also a SamTrans bus route with both northbound and southbound stops within 1/4 mile of the project site (approximately 0.09 miles north of the project site). The proposed project conforms to all land use standards, so impacts to transportation and traffic have been *substantially mitigated by uniformly applicable development policies.*

XVII. Utilities and Service Systems:

a-g) The General Plan Land Use Element discusses public utilities such as sewer service, the South San Francisco Sanitary Treatment Plant, the North San Mateo County Sanitation District Treatment Plant, water service, power and energy use, utility undergrounding, communications systems, storm drain facilities, and solid waste disposal facilities in Section 5.02.164. Section 5.04.215 continues to discuss the community's access to safe drinking water. Colma's potable water is supplied by the San Francisco Water Company via the Cal Water Service Company, mainly pulling from the Hetch Hetchy Reservoir. It is stated in this section that "this water supply is considered high quality because of its softness and low quantity of dissolved solids." This section also points out that water conservation will become more and more essential as population continues to grow. Colma comprises a very small amount of water usage from Hetch Hetchy and the current General Plan ensures that population growth in Colma remains minimal (current population is 1,792) and that water supply impacts are minimized.

Water and sewer lines are located along El Camino Real. New water laterals for domestic, irrigation, and fire will be required, as well as a new sewer lateral.

The policies and guidelines set forth therein, and used to determine compatible land use designations, ensure that wastewater treatment requirements are met and storm water drainage facilities are in place without expansion of existing facilities, that sufficient water supplies and landfill access are available, and that federal, state, and local statutes related to solid waste are obeyed. All impacts to utilities and service systems are *substantially mitigated by uniformly applicable development policies* outlined in the General Plan.

XVIII. Mandatory Findings of Significance:

- a-c) As discussed in the previous sections of this document, the proposed project would not affect any biological or cultural resources, as the land on which the project will be situated has been appropriately designated and zoned for such purposes, and all potential impacts were considered and self-mitigated by policies in the Town of Colma General Plan. All individual effects have been *substantially mitigated by uniformly applicable development policies*, and therefore there would be no cumulative impacts. The project will not cause adverse effects on human beings if all policies and self-mitigating guidelines are followed.

Attachment 4  
Air Quality and GHG Memo





Michael Laughlin, AICP, City Planner  
Town of Colma Planning Department  
1190 El Camino Real  
Colma, CA 94014

**April 8, 2018**

Dear Mr. Laughlin,

This memorandum discusses short and long-term construction and operational air quality and Greenhouse Gas (GHG) emissions impacts from implementation of the **1055 El Camino Real Medical Office Building project** (proposed project).

It should be understood that the proposed project meets all screening criteria provided by the Bay Area Air Quality Management District (BAAQMD), which were developed to help lead agencies determine whether a project may result in significant air quality impacts, and therefore does not require a detailed air quality analysis. The area of the proposed project is 12,501 square feet, which is solidly under the square footage listed for criteria pollutants, GHG pollutants, and construction-related pollutants, as can be determined by reviewing Table 3-1 from BAAQMD's CEQA Guidelines (2017) below.

**Table 1. BAAQMD CEQA Guidelines Table 3-1  
(Operational-Related Criteria Air Pollutant and Precursor Screening Level Sizes)**

Table 3-1 Operational-Related Criteria Air Pollutant and Precursor Screening Level Sizes			
Land Use Type	Operational Criteria Pollutant Screening Size	Operational GHG Screening Size	Construction-Related Screening Size
Office park	323 ksf (NOX)	50 ksf	277 ksf (ROG)
Government office building	61 ksf (NOX)	12 ksf	277 ksf (ROG)
Government (civic center)	149 ksf (NOX)	27 ksf	277 ksf (ROG)
Pharmacy/drugstore w/ drive through	49 ksf (NOX)	10 ksf	277 ksf (ROG)
Pharmacy/drugstore w/o drive through	48 ksf (NOX)	10 ksf	277 ksf (ROG)
<b>Medical office building</b>	<b>117 ksf (NOX)</b>	<b>22 ksf</b>	<b>277 ksf (ROG)</b>
Hospital	226 ksf (NOX)	39 ksf	277 ksf (ROG)
Hospital	334 beds (NOX)	84 ksf	337 beds (ROG)
Warehouse	864 ksf (NOX)	64 ksf	259 ksf (NOX)
General light industry	541 ksf (NOX)	121 ksf	259 ksf (NOX)
General light industry	72 acres (NOX)	-	11 acres (NOX)
General light industry	1249 employees (NOX)	-	540 employees (NOX)
General heavy industry	1899 ksf (ROG)	-	259 ksf (NOX)
General heavy industry	281 acres (ROG)	-	11 acres (NOX)
Industrial park	553 ksf (NOX)	65 ksf	259 ksf (NOX)
Industrial park	61 acres (NOX)	-	11 acres (NOX)
Industrial park	1154 employees (NOX)	-	577 employees (NOX)
Manufacturing	992 ksf (NOX)	89 ksf	259 ksf (NOX)

Notes: du = dwelling units; ksf = thousand square feet; NO<sub>x</sub> = oxides of nitrogen; ROG = reactive organic gases.  
Screening levels include indirect and area source emissions. Emissions from engines (e.g., back-up generators) and industrial sources subject to Air District Rules and Regulations embedded in the land uses are not included in the screening estimates and must be added to the above land uses.  
Refer to Appendix D for support documentation.  
Source: Modeled by EDAW 2009.

## **GENERAL PLAN DESIGNATION AND ZONING**

The property is zoned E. The General Plan designation for this parcel is Executive/Administrative. Medical office is an allowed use within the zone with a Major Use Permit. Kidney dialysis is a low-impact medical service with fixed appointments and no walk-in service. Most patients come by medical transport or are transported by care givers.

## **PROJECT PURPOSE**

The demand for dialysis in this area is high. The primary objective is to provide these life-sustaining medical services to the local community.

When dialysis is located close to where patients reside, it reduces an already burdensome routine. The dialysis treatment itself lasts three to four hours, three times per week, *every week, no exceptions*. By locating the treatment center within a reasonable travel distance, less time is spent travelling to and from the facility, hence reducing the weekly burden.

## **PROJECT DESCRIPTION**

The Planned Development/Use Permit/Design Review application proposes the development of a new 12,501-square-foot medical office building (kidney dialysis treatment center) on a vacant parcel located at the northeast corner of El Camino Real and Olivet Parkway.

Based on a study of 24 similar dialysis treatment stations, the area of the clinic will be broken down as follows:

- |   |               |
|---|---------------|
| • Treatment area, staff offices, meeting rooms, reception | 8,663 sq. ft. |
| • Restrooms   | 487 sq. ft.   |
| • Janitor and utility rooms                               | 248 sq. ft.   |
| • Storage   | 539 sq. ft.   |
| • Reverse Osmosis (RO) water treatment                    | 445 sq. ft.   |

The proposed project will include all associated site improvements including: site grading as needed, retaining walls at the east property line, a new parking lot that will accommodate 38 cars, all required storm water management controls/BMP's, new site landscaping, construction of a new sewer lateral, construction of new water laterals, and a new monument sign at the corner of Olivet Parkway and El Camino Real with directional graphics. There are 11 trees on the property that meet the 12-inch diameter mitigation requirement. Replacement trees are included in the tree count for the project.

The treatment center will provide 24 full service dialysis stations, 2 peritoneal dialysis (PD) stations, and expansion capability (no change in building area) for 6 additional full service stations. Peritoneal dialysis is a type of dialysis that can be done at home. The PD rooms in the facility are training rooms where the patients practice and learn to do their own PD treatments with the assistance of the Staff PD nurse. When all stations are operating, there will be an average of 15 employees per shift. At full operation, the clinic will employ approximately 30-35 people and may serve as many as 120-150 patients over the course of a week.

The existing property has no direct access to and from El Camino Real and no new curb cuts are proposed. Access to the property will be located from Olivet Parkway. An accessible pedestrian path of travel to the Olivet Parkway right-of-way will cross the parking lot via striped paving and sidewalks. A new sidewalk and stairs will be constructed with direct access to El Camino Real.

Based on the "Traffic Impact Assessment for Dialysis Treatment Center on Olivet Pkwy in Colma, CA" prepared by KD Anderson & Associates, Inc., the daily trip generation will increase by 385 trips, with 35 AM Peak Hour and 31 PM Peak Hour trips. To further accommodate circulation and congestion, the Traffic Engineer has determined using recent studies that a rate of 1.09 spaces per dialysis station is reasonable, which would equate to 33 parking spaces for the proposed project, however 38 spaces are proposed.

## **AIR QUALITY SETTING**

### **Discussion of GHG Emissions**

Assembly Bill 32, adopted in 2006, established the Global Warming Solutions Act of 2006 which requires the State to reduce GHG emissions to 1990 levels by 2020. Senate Bill 97, adopted in 2007, required the Governor's Office of Planning and Research to develop CEQA guidelines "for the mitigation of greenhouse gas emissions or the effects of greenhouse gas emissions," and the Resources Agency certified and adopted the amendments to the guidelines on December 30, 2009.

GHGs are recognized by wide consensus among the scientific community to contribute to global warming/climate change and associated environmental impacts. The major GHGs released from human activity are carbon dioxide, methane, and nitrous oxide (Governor's Office of Planning and Research 2008). The primary sources of GHGs are vehicles (including planes and trains), energy plants, and industrial and agricultural activities (such as dairies and hog farms).

### **Discussion of Criteria Air Pollutants**

The project is located in the northern portion of San Mateo County, which is in the San Francisco Bay Area Air Basin. Ambient air quality standards have been established at both the State and federal level. The Bay Area meets all ambient air quality standards with the exception of ground-level ozone, respirable particulate matter (PM<sub>10</sub>), and fine particulate matter (PM<sub>2.5</sub>).

High ozone levels are caused by the cumulative emissions of reactive organic gases (ROG) and nitrogen oxides (NOx). These precursor pollutants react under certain meteorological conditions to form high ozone levels. Controlling the emissions of these precursor pollutants is the focus of the Bay Area's attempts to reduce ozone levels. The highest ozone levels in the Bay Area occur in the eastern and southern inland valleys that are downwind of air pollutant sources. High ozone levels aggravate respiratory and cardiovascular diseases, reduce lung function, and increase coughing and chest discomfort.

Particulate matter is another problematic air pollutant of the Bay Area. Particulate matter is assessed and measured in terms of respirable particulate matter, or particles that have a diameter

of 10 micrometers or less (PM<sub>10</sub>), and fine particulate matter, where particles have a diameter of 2.5 micrometers or less (PM<sub>2.5</sub>). Elevated concentrations of PM<sub>10</sub> and PM<sub>2.5</sub> are the result of both region-wide (or cumulative) emissions and localized emissions. High particulate matter levels aggravate respiratory and cardiovascular diseases, reduce lung function, increase mortality (e.g., lung cancer), and result in reduced lung function development in children.

### Discussion of TACs

Toxic Air Contaminants (TACs) are a broad class of compounds known to cause morbidity or mortality (usually because they cause cancer or serious illness) and include, but are not limited to, criteria air pollutants. TACs are found in ambient air, especially in urban areas, and are caused by industry, agriculture, fuel combustion, and commercial operations (e.g., dry cleaners). TACs are typically found in low concentrations, even near their source (e.g., diesel particulate matter near a highway). Because chronic exposure can result in adverse health effects, TACs are regulated at the regional, state, and federal level. The identification, regulation, and monitoring of TACs is relatively new compared to that for criteria air pollutants that have established ambient air quality standards. TACs are regulated or evaluated on the basis of risk to human health rather than comparison to an ambient air quality standard or emission-based threshold.

#### **Diesel Particulate Matter**

Diesel exhaust, in the form of diesel particulate matter (DPM), is the predominant TAC in urban air with the potential to cause cancer. It is estimated to represent about two-thirds of the cancer risk from TACs (based on the statewide average). According to the California Air Resource Board (CARB), diesel exhaust is a complex mixture of gases, vapors, and fine particles. This complexity makes the evaluation of health effects of diesel exhaust a complex scientific issue. Some of the chemicals in diesel exhaust, such as benzene and formaldehyde, have been previously identified as TACs by CARB, and are listed as carcinogens either under the State's Proposition 65 or under the federal Hazardous Air Pollutants programs. California has adopted a comprehensive diesel risk reduction program. The U.S. Environmental Protection Agency (EPA) and CARB have adopted low-sulfur diesel fuel standards in 2006 that reduces diesel particulate matter substantially. CARB recently adopted new regulations requiring the retrofit and/or replacement of construction equipment, on-highway diesel trucks, and diesel buses in order to lower fine particulate matter (PM<sub>2.5</sub>) emissions and reduce statewide cancer risk from diesel exhaust.

#### **Fine Particulate Matter (PM<sub>2.5</sub>)**

Particulate matter in excess of state and federal standards represents another challenge for the Bay Area. Elevated concentrations of PM<sub>2.5</sub> are the result of both region-wide (or cumulative) emissions and localized emissions. High particulate matter levels aggravate respiratory and cardiovascular diseases, reduce lung function, increase mortality (e.g., lung cancer), and result in reduced lung function growth in children.

## **Sensitive Receptors**

There are groups of people more affected by air pollution than others. CARB has identified the following persons who are most likely to be affected by air pollution: children under 16, the elderly over 65, athletes, and people with cardiovascular and chronic respiratory diseases. These groups are classified as sensitive receptors. Locations that may contain a high concentration of these sensitive population groups include residential areas, hospitals, daycare facilities, elder care facilities, elementary schools, and parks. For cancer risk assessments, children are the most sensitive receptors, since they are more susceptible to cancer-causing TACs. Residential locations are assumed to include infants and small children. The closest existing sensitive receptors to the project site include the residential neighborhood located over 1,350 feet to the north.

## **REGULATORY SETTING**

### **Town of Colma Municipal Code**

3.11.040 *Regulation:* It shall be unlawful to:

- a) Use any woodburning appliance when the Bay Area Air Quality Management District issues a "Spare the Air Tonight" warning and when an alternate approved heat source is available.
- b) Install a woodburning appliance that is not one of the following:
  - 1) A pellet-fueled wood heater.
  - 2) An EPA certified wood heater.
  - 3) A fireplace certified by EPA, should EPA develop a fireplace certification program.
- c) Use any of the following prohibited fuels in a woodburning appliance: Garbage, treated wood, plastic products, rubber products, waste petroleum products, paint solvents, coal, glossy or colored papers, particle board, salt-water driftwood.

### **Town of Colma General Plan**

The Noise Element of the Town of Colma General Plan includes the following policies related to noise that would be applicable to the proposed project:

- 5.04.314 Colma should make timely improvements to facilitate the flow of vehicular traffic along major thoroughfares to protect air quality and minimize concentrations of carbon monoxide.
- 5.04.315 The Town should support the use of public/mass transit by encouraging pedestrian-friendly street design and mixed-use development near transit hubs.

## **ENVIRONMENTAL CONSEQUENCES**

### **GHG Emissions**

#### **Construction and Operational**

GHG emissions from the proposed project would be produced from construction-related equipment emissions, which would be minor and temporary. While the proposed project would have an incremental, short-term contribution to GHG emissions during construction, within the context of San Mateo County and the region at large, the individual GHG impact of the project is considered less than significant.

No significant increase in operational emissions would result from the proposed project as a kidney dialysis treatment center. The proposed project conforms to the land use policies and zoning for the project site, which were created upon consideration of air quality in Colma under the assumption that maintaining future development similar to existing land uses would maintain Colma's good air quality as well. The primary sources of GHGs are vehicles, energy plants, and industrial and agricultural activities (such as dairies and hog farms). The source relevant to the proposed project is vehicle travel and emissions. The daily vehicle trip generation from the proposed project will increase by 385 trips, with 35 AM Peak Hour and 31 PM Peak Hour trips. This will not have any impact on the Level of Service (LOS) at the El Camino Real/Serramonte Boulevard intersection, which is representative of the project's minor overall traffic/vehicular emissions generation. The project site also is located approximately 1/2 mile south of the Colma BART station. There is also a SamTrans bus route with both northbound and southbound stops within 1/4 mile of the project site (approximately 0.09 miles north of the project site).

### **Criteria Air Pollutants and TACs**

#### **Construction and Operational**

Construction activities would result in short-term increases in emissions from the use of heavy equipment that generates dust, exhaust, and tire-wear emissions; soil disturbance; materials used in construction; and construction traffic. Project construction would produce fugitive dust (PM<sub>10</sub> and PM<sub>2.5</sub>) during ground disturbance and would generate carbon monoxide, ozone precursors, and other emissions from vehicle equipment and operation. The primary sensitive receptors in the vicinity include a residential neighborhood located over 1,350 feet to the north and commercial land uses located 675 feet to the southwest on Serramonte Boulevard, which may be locations where children and elderly people live and shop. Sensitive receptors located in close proximity to the construction area could be exposed to temporary air pollutants from construction activities, such as fugitive dust, ozone precursors, and carbon monoxide.

The project site is 1.09 acres; fugitive dust emissions from grading would be minimal due to the small area of ground disturbance. These emissions would also be controlled by the implementation of the BAAQMD standard BMPs listed below, which the contractor would be responsible for implementing during construction as a condition of the proposed project.

- All exposed soil surfaces (e.g., parking areas, staging areas, soil piles, graded areas) would be watered two times per day.
- All haul trucks transporting soil, sand, or other loose material off-site would be covered.
- All visible mud or dirt track-out onto adjacent public roads would be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
- All roadways, driveways, and sidewalks to be paved would be completed as soon as possible.
- Idling times would be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations).
- Clear signage would be provided for construction workers at all access points.
- All construction equipment would be maintained and properly tuned in accordance with manufacturer's specifications, and all equipment would be checked by a certified visible emissions evaluator.
- A publicly visible sign with the telephone number and person to contact at the lead agency regarding any dust complaints would be posted in or near the project site. The contact person would respond to complaints and take corrective action within 48 hours. The Air District's phone number would also be visible to ensure compliance with applicable regulations.

Implementation of the standard construction BMPs included above would help ensure that the temporary increase in air pollutant emissions associated with construction activities would result in less than significant long-term or cumulatively considerable increases in air quality pollutant emissions for which the Bay Area is currently in non-attainment (ozone and particulate matter).

In addition to the BMPs, new construction equipment has been subject to increasingly stringent emissions requirements at the Federal level (e.g. 40 CFR 89 and 1039), designated "Tier 1", "Tier 2", "Tier 3", etc.; older construction equipment is subject to potential retrofit requirements required by the State of California (13 CCR 2449, 13 CCR 2450-2466, and 17 CCR 93116). As a result, sensitive receptors in the vicinity of the proposed project would not be exposed to substantial pollutant concentrations from construction-related activities.

The project would not exceed BAAQMD significance criteria and therefore would not result in significant long-term operational emissions. The General Plan states that, "the major sources of air pollution in Colma are vehicular traffic and natural gas and fuel oil combustion for space, water heating, and cooking," but this project will have a minor and insignificant impact on these



emissions sources. The daily vehicle trip generation from the proposed project will increase by 385 trips, with 35 AM Peak Hour and 31 PM Peak Hour trips. This will not have any impact on the Level of Service (LOS) at the El Camino Real/Serramonte Boulevard intersection, which is representative of the project's incremental overall traffic/vehicular emissions generation.

### **SUMMARY**

From the above discussion, it is concluded that construction and operational air quality and GHG emissions impacts due to the project would not be adverse based on the fact that there are no sensitive receptors within 500 feet of construction activities, proposed construction duration is temporary, and there are no operational or long-term air quality impacts due to the nature of the project.

If you have any questions regarding this memorandum, please call Geoff Reilly of WRA at (415) 524-7461.

Sincerely,

A handwritten signature in black ink that reads "Geoff Reilly". The signature is written in a cursive, flowing style.

Geoff Reilly, AICP

Attachment 5  
Arborist Tree Survey



Timothy C. Ghirardelli  
Consulting Arborist Services  
1200 Mt. Diablo Blvd., Suite 204  
Walnut Creek, CA 94596  
Phone 925.899.8090

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•  
•  
•



Timothy C. Ghirardelli

CONSULTING ARBORIST SERVICES

# Tree Inventory

1055 El Camino Real  
Colma, CA

APN: 011 341 440

February 2, 2018



• • • • • • • • • •

*Sustainable Solutions in the Urban  
Interface Since 1980*

## Introduction

I am retained by Market Street Development, LLC to provide this tree inventory pursuant to guidelines defined in by the Town of Colma - Chapter 5 of the Tree Ordinance within the Municipal Code for the documentation of trees to be removed to facilitate proposed construction. Existing trees are reviewed to identify species, diameter size, and number and tag trees within the project boundaries as a condition of approval for the project.

Tree diameters are measured at 54” inches above ground consistent with ISA Best Management Practices in accordance with ANSI A-300 Standards.

I have reviewed the existing Site Plan by Genesis Engineering, labeled Alta Survey showing site boundaries and general tree locations. Also reviewed are proposed plans for a Medical Center and on-site parking. Individual trees are numerically tagged and correspond to those in this survey. Our review of the site occurred on January 26, 2018.

---

## Summary

The site is located at the northeast corner of El Camino Real and Olivet Parkway. The parcel is relatively flat and open at central and southwestern areas with a densely populated stand of trees and higher elevations to the northeast containing miscellaneous understory shrubbery beneath. The dominant species on site is Black acacia.

Twenty three (23) trees are inventoried on site and consist of the following:

Common	Botanical	Trees Inventoried	Trees 12” and Larger
Black Acacia	<i>Acacia melanoxylon</i>	13	11
Green Acacia	<i>Acacia decurrens</i>	8	
Canary Island Pine	<i>Pinus canariensis</i>	1	
Blue Gum	<i>Eucalyptus globulus</i>	1	

General observations of tree health and suitability range from good to poor with risks to structure and stability ranging from moderate to high. Individual tree characteristics and ratings are available.

The following pages contain our evaluation.



Timothy C. Ghirardelli  
CONSULTING ARBORIST--WC ISA CERTIFIED ARBORIST WE #0704 A

## Tree Inventory

Tree No.	Species	Size @ 54" Above Grade	Trees 12" and Larger
^435	Acacia decurrens	7	
^436	Acacia decurrens	7	
^437	Acacia decurrens	5	
^438	Acacia decurrens	5-6	
^439	Acacia decurrens	8	
440	Acacia melanoxylon	9-14	X
441	Acacia melanoxylon	27	X
442	Pinus canariensis	14	X
443	Acacia decurrens	8-7-9	X
444	Acacia decurrens	6-5-5-5-4-4	X
445	Acacia decurrens	6-4-5	X
446	Acacia melanoxylon	7-5	X
447	Acacia melanoxylon	8	
448	Acacia melanoxylon	8	
449	Acacia melanoxylon	11	
450	Acacia melanoxylon	14	X
451	Acacia melanoxylon	10	
452	Acacia melanoxylon	11	
453	Acacia melanoxylon	6	
454	Acacia melanoxylon	10	
455	Acacia melanoxylon	13-8	X
456	Acacia melanoxylon	9-10	X
457	Eucalyptus globulus	33	X

^Indicates several separate trees in a cluster as measured in the SIZE column however not multi-trunked single trees

# Site Photographs

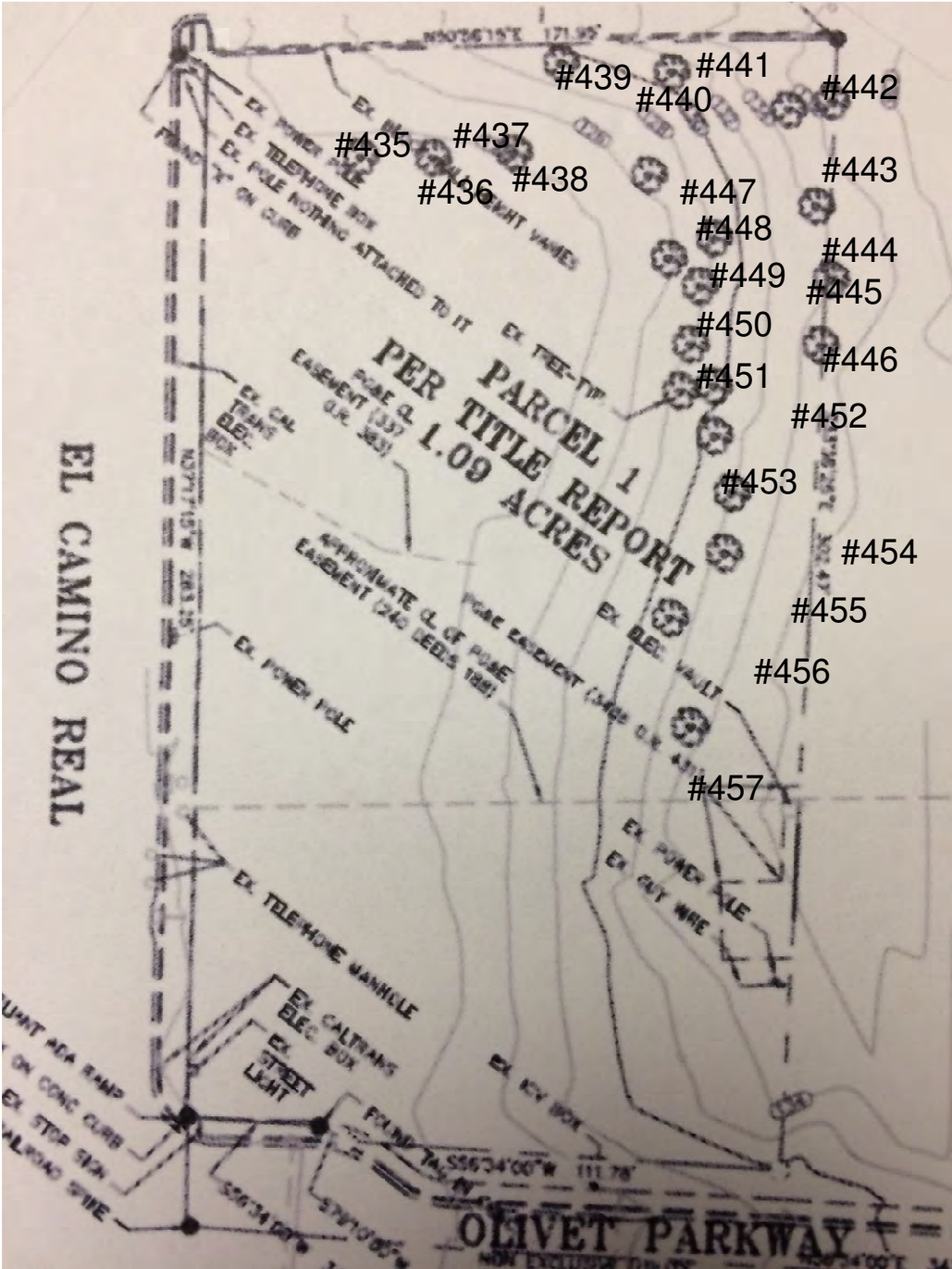








# Site Plan



Not To Scale--Site Plan Excerpt by Genesis Engineering

### Aerial Photograph of Site



Attachment 6  
Geotechnical Report



# GEOTECHNICAL REPORT

# Colma Medical Building

APN 011-341-440 & 011-341-450  
Colma, California

October 13, 2017  
Project No. 4190



Prepared for  
Market Street Development, LLC  
by  
Gularte & Associates, Inc.



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- Appendix A – Boring Logs
- Appendix B – Laboratory Test Results
- Appendix C – Geotechnical Terms/Definitions



## **1 INTRODUCTION**

Market Street Development, LLC has retained Gularte & Associates, Inc. (G&A) to perform a Phase I Environmental Site Assessment (ESA) for the a proposed Colma Medical Office Building (MOB) located in Colma, California. The site is roughly 1.5 acres in area, and has Assessor's Parcel Numbers (APN) of 011-341-440 and 011-341-450. To conduct our geotechnical report, we performed the following services:

- Reviewed the site geology and ground water conditions;
- Performed 3 exploratory borings to a maximum depth of 50 feet below existing grade to classify the soil and obtain samples for laboratory testing.
- Performed 4 moisture-density tests on tube samples from our exploratory borings.
- Performed 4 grain size analyses on samples obtained from drilling.
- Performed engineering analyses and used engineering judgment for earthwork and foundation recommendations in this report.
- Prepared this report with our findings, conclusions, and recommendations.

Structural plans were not available at the time of this report. We recommend that we be retained to review the project grading and structural plans at the 50 to 90 percent stage for compliance with our report. Additionally, we recommend that we be retained to perform soil compaction testing services for trench backfill, building pads and pavement areas.

## **2 LOCATION, DESCRIPTION, AND PHYSICAL SETTINGS**

### **2.1 LOCATION**

Figure 1 shows the Vicinity Map of the Colma Medical Building. The site is located on two vacant parcels of land on either side of Olivet Parkway at the intersection of El Camino Real. The site is bordered by cemeteries on the north and east, and by El Camino Real on the south and west. The site is approximately ½ mile east of Interstate 280, and approximately 4 miles east of the Pacific coastline.

### **2.2 DESCRIPTION**

The approximately 1.5 acre site is currently undeveloped; it is covered with short grasses; trees grow along the perimeter of the site. Asphalt paved roads border the two parcels on the west and south.

The property is located at an elevation of about 127 feet above mean sea level. The Site is gently undulating, with perhaps 5 to 10 feet of elevation change, predominately along the perimeter of the property, where it borders the adjacent streets. Drainage appears to be to the west. The adjacent properties appear to be at grades equal to or above the Site.

The property is proposed to be developed as a new medical facility, with associated parking areas. The Site is located on open, unimproved land in area devoted mostly to memorial uses and with some commercial development along EL Camino Real.

### **2.3 PHYSICAL SETTINGS**

#### **2.3.1 Regional Geology**

The site is located in the Coast Ranges Province, which is made of three recognized linear belts: (1) an eastern belt composed of Franciscan Assemblage (Franciscan Complex) rocks (greywacke and shale, and blocks of some or all of the following rock types: serpentinite, chert, greenstone, eclogite, and blueschist); (2) a central belt composed of Mesozoic plutons that had intruded metamorphic basement rocks, overlain by younger sediments, called the Salinian Block; and (3) a western belt which consists of the Franciscan Assemblage, Jurassic Coast Range ophiolite, and remnants of the Great Valley Sequence.

#### **2.3.2 Local Geology**

Colma is situated on the San Francisco Peninsula at the highest point of the Merced Valley, a gap between San Bruno Mountain and the northernmost foothills of the Santa Cruz Mountain Range. The foothills and eastern flanks of the range are composed largely of poorly consolidated Pliocene-Quaternary freshwater and shallow marine sediments that include the Colma and Merced Formations, recent slope wash, ravine fill, colluvium, and alluvium. These surficial deposits unconformably overlay the much older Jurassic to Cretaceous aged Franciscan Assemblage.

#### **2.3.3 Faults And Seismicity**

Based on the 2010 Fault Activity Map of California prepared by the Department of Mines and Geology, the nearest faults is the San Andreas Fault located

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approximately 1 miles west of the site. Therefore, the potential for fault rupture at the site does exist.

In cases where earthquakes are large or hypocenters (the epicenter at depth) are shallow, ground rupture can occur along the source fault plane where it intersects the earth's surface. The potential for surface fault rupture hazard in the Site varies from very low to high. "Active" faults (demonstrated offset of Holocene materials [less than 10,000-12,000 years ago] or significant seismic activity) and "potentially active" (Pleistocene [greater than 10,000-12,000 but less than 1,600,000 years ago]) faults (as defined by the CGS) must be considered as potential sources for fault rupture. In general, the younger the last movement is on a fault, the higher the potential for future movement on that fault.

Seismic potential in the Daly City area is dominated by the nearby San Andreas Fault System that lies as close as 0.9 miles southwest of the Project site. The faults that comprise this system are typified by right-lateral, strike-slip movement. Other active earthquake faults in the region include the Hayward and Calaveras Faults that lie roughly 18 to 24 miles to the east of the Project site, respectively, and the San Gregorio Fault, which passes as close as 8 miles to the southwest (see Figure 4.5-3).<sup>13</sup> Based on maps published by the California Geological Survey (CGS), the only Alquist-Priolo Earthquake Fault Zone that has been mapped in the immediate vicinity of the Project is the zone that flanks the San Andreas Fault. This zone does not cross the Project site.

A number of significant earthquakes have been recorded on the San Andreas Fault since 1800. The 1906 San Francisco Earthquake, with an estimated magnitude between MW 7.7 and 8.3, caused the most significant damage and loss of life in the recorded history of the region. The surface rupture along the San Andreas Fault extended approximately 270 miles producing ground surface offset of more than 20 feet in some locations. Another smaller, but locally notable earthquake on the San Andreas Fault occurred on March 22, 1957. The epicenter of this Mw 5.4 earthquake was located close to Mussel Rock, less than two miles west of the Project site. Although the event was of a relatively short duration (approximately five seconds of strong shaking), it triggered landslides along the banks of Lake Merced and slope failures along State Route 1.

Approximately 25 years ago, the MW 6.9 Loma Prieta earthquake of October 1989 on the San Andreas Fault caused significant damage throughout the San Francisco Bay Area, although no deaths were reported in San Mateo County. The epicenter of the Loma Prieta event was located more than 40 miles southeast of the Project site.

The principal seismic impact would be strong ground shaking generated by movement on one or more of the many faults present in the Bay Area, including the San Andreas Fault system, Coast Ranges fault system, or the Hayward and Calaveras faults of the east bay. The maximum probable earthquake (MPE) for the Site would reportedly be an 8.0+ magnitude earthquake on the San Andreas fault resulting in a peak ground acceleration (PGA) of 0.80g (USGS, 2006).

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*Colma Medical*

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According to the 2008 Seismic Motion Interpolator prepared by the California Division of Mines and Geology, there is a 10 percent probability that the site will experience a horizontal ground acceleration of 0.585g in the next 50 years. This is a relatively high level of ground shaking for California.

### **2.3.4 Geologic Hazards**

Risk of landslides is considered to be low. Although the site resides in a high seismic zone, topography is relatively flat and the native soil is generally medium dense to very dense.

### **2.3.5 Liquefaction Potential**

Risk of settlement and lateral spreading from liquefaction is considered to be low. According to liquefaction maps published by the California Geological Society, the site does not reside in an area of known liquefaction. Furthermore, we did not encounter liquefiable soils at any point during our exploration. SPT N-values below the groundwater table indicate dense to very dense sands with blow counts greater than 40 blows per foot. Sieve analysis indicate percent fines generally 20 percent or higher.

### **2.3.6 Groundwater**

We observed groundwater in our exploratory borings at a depth of 15 and 17 feet below ground surface in borings B1 and B2, respectively. According to Department of Water Resources, nearby groundwater monitoring wells indicate groundwater depths much deeper, between 175 and 225 feet below ground surface. The groundwater observed in the borings may be perched groundwater and not indicative of a larger aquifer.

# GEOTECHNICAL REPORT

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## 3 FINDINGS AND CONCLUSIONS

### 3.1 SUBSURFACE CONDITIONS

We performed three exploratory borings within the site to a maximum depth of 50 feet to classify the soil type, SPT N value, and obtain samples for laboratory testing. The findings in the borings were generally consistent across the site.

We observed fine silty sand with varying fines content in the upper 30 feet of the site, underlain by sandy silt and ultimately hard geology between 48 to 50 feet below ground surface. Soil was generally medium dense based on the SPT blow counts. The boring logs are shown in detail in Appendix A.

### 3.2 LABORATORY TESTING

Moisture/density tests were performed on 2.5" brass tube samples obtained in the field. The results of these tests are shown in the table below.

Boring	Depth (feet)	Percent Moisture	Dry Soil Density (pcf)
B1	2.5	9	118
B1	10	12	108
B1	20	17	114
B1	30	20	114

**Table 1 – Moisture/Density Tests on Brass Tube Samples**

We performed four grain size analyses to determine the percent fines and further classify the native soil. In general, our test results confirmed our field classifications of fine silty sand with fines content between 22 and 28 percent.

### 3.3 INFILTRATION RATES

At your request, we performed two percolation tests within the proposed parking areas at the Colma Medical project. We performed the percolation tests in a 6" diameter borehole, approximately 4 feet below grade. See Figure 2, site plan, for locations. A summary of the test results are shown below:

Test Number	Hydrologic Soil Category	Final Adjusted Percolation Rate (in./hr.)
P-1	B	5.43
P-2	B	6.00

**Table 2 – Percolation Test Results**

## **GEOTECHNICAL REPORT**

*Colma Medical*

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The upper soils are classified as fine silty sand. This corresponds to an NRCS Hydrologic Soil Category of B, which describes water transmission through the soil is unimpeded with a saturated hydraulic conductivity in the least transmissive layer between 1.42 and 5.67 inches per hour. Group B soils typically have between 10 and 20 percent clay, and 50 to 90 percent sand.

### **3.4 EXISTING FILL**

We did not observe evidence of existing fill during our field exploration.

### **3.5 EXCAVATION EFFORT**

Based upon our borings, conventional grading equipment should be able to excavate the on site soil with reasonable expectations.

### **3.6 SUITABILITY FOR CONSTRUCTION**

From an earthwork, pavement, and foundations viewpoint, the soils at this site are considered suitable for support of the anticipated loads provided our recommendations are followed properly.

## **4 EARTHWORK RECOMMENDATIONS**

### **4.1 NATIVE AND IMPORT FILL MATERIAL**

On-site soil (less debris and organic materials) are considered suitable as fill material. Imported fill materials should have a plasticity index less than 12 and a maximum particle size of 2 inches. Allow Gularte & Associates 48 hours to sample and test proposed import fill materials prior to delivery at the site.

### **4.2 FILL COMPACTION/BUILDING PAD PREPARATION**

The site was covered in short, dry grass at the time of our field exploration. This material should be stripped and hauled off site or placed in landscape areas. After removal of the organics, scarify the original grade to prepare for structural fill. Scarification should include ripping and moisture conditioning of the upper 12 inches of the site prior to compacting. The native grade should be moisture conditioned to within 0 to +4 percent of optimum moisture content. After moisture conditioning, compaction should be done with dedicated compaction equipment. Once compaction testing has been performed on the original grade, fill placement may commence.

Fill should be moisture conditioned to within 0 to +4 percent of optimum water content. Compact fills for structural areas such as pavements and building pads to a minimum of 90 percent relative compaction per ASTM D1557. Compaction should be done with dedicated compaction equipment.

Compact the upper 6 inches of pavement subgrade and aggregate baserock to at least 95 percent relative compaction per ASTM D1557.

We strongly recommend that you retain our firm to check that existing grade has been prepared properly, and test fill placement every 12 to 18 inches to check that the soil has been compacted adequately during the grading operation.

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### **4.3 TRENCH BACKFILL**

The contractor is responsible for conducting all trenching and shoring in accordance with CALOSHA requirements. Place and compact trench backfill as follows:

- Trench backfill should have a maximum particle size of 2 inches;
- Moisture condition trench backfill to within 0 to +4 percent of optimum water content; moisture condition backfill outside the trench.
- Place fill in loose lifts not exceeding 12 inches for backhoes and 18 inches for large excavators.
- Compact fill to 90 percent relative compaction per ASTM D1557.
- Jetting of trench backfill is not acceptable except in joint utility trenches where damage to conduits makes mechanical compaction methods impractical.

### **4.4 SLOPES**

Construct final slope gradients to 2:1 (horizontal:vertical) or flatter. Slope faces should be compacted and vegetated to reduce the effects of rutting from rainfall and overland water flow. Construct a keyway at the toe of the fill slope and at least 2 feet deep on the downhill side of the key. The keyway should be a minimum of 12 feet wide and sloped back into the slope at a minimum 5% slope. In order to remove loose soil/rock, excavate benches into competent material after engineered fill has been placed in the keyway per our recommendations. Benches should be cut into the existing slope as filling proceeds every 2 to 4 feet vertically and 4 to 8 feet wide into the slope, to remove loose soil/rock. We recommend that buildings have a minimum setback of 5 feet from ascending slopes and 10 feet from descending slopes, or as outlined in section 1805A.3 of the 2007 California Building Code. The setback is measured from the outermost footing line closest to the toe/hinge point of slope. Gularte & Associates, Inc. should be retained to check footing dimensions, and their orientation to nearby slopes for conformance with the recommendations contained in this report.

### **4.5 SITE DRAINAGE**

Surface drainage design should include the following:

1. Slope concrete pavement areas at least ½ percent and asphalt concrete pavements at least ½ and preferably 1 percent to extend pavement life. Do not allow water to pond on pavement areas.
2. If soil surrounds the building, discharge roof down spouts to storm drain system. Where soil surrounds the building, provide a 5 percent slope away from building exteriors for a distance of at least 3 feet.
3. Direct sprinklers away from buildings. Use drip irrigation near the structure and pavements. Excess watering increases to risk of premature pavement failure and shrink/swell underneath the structure.



**5 FOUNDATION RECOMMENDATIONS**

**5.1 FOUNDATIONS**

The proposed structure can be supported on continuous or isolated spread footings bearing in competent native soil or compacted fill per our recommendations in Section 4. Continuous footings should be at least 12 inches wide and at least 18 inches deep below adjacent pad grade. Spread footings should be at least 24 inches wide and 18 inches deep below finished pad grade (not including crushed rock or pavement).

Table 2 below provides maximum allowable bearing capacity for dead plus live loads. These bearing capacities may be increased by one-third for the short-term effects of wind or seismic loading.

<b>Minimum Footing Dimensions</b>	<b>Allowable Bearing Capacity (PSF)</b>
Strip Footings 12" W x 18" Deep	2,900
Spread Footing 24" W x 18" Deep	3,400

**Table 3 –Footing Parameters**

Provide minimum steel reinforcing in strip footings of two #4 bars top and two #4 bars bottom.

Lateral loads may be resisted by friction along the base of footings and by passive pressure along the face of footings. The passive pressure is based on an equivalent fluid pressure in pounds per cubic foot (pcf). We recommend a passive lateral pressure of 330 pcf and a coefficient of friction equal to 0.34 for design. If passive resistance and friction are combined to resist lateral loads, we recommend that the passive pressure be reduced by one-half.

Provided our recommendations are followed, total settlement beneath the footings should be no more than 3/4-inch, with an estimated maximum differential settlement of 1/2-inch over a distance of 15 feet.

Utility excavations parallel to footing lines should be clear of a 1:1 (horizontal:vertical) plane projected downward from the base of footings. Where utility lines cross footings, they should be sleeved and footings deepened as appropriate.

**5.2 SLAB ON GRADE**

We recommend the following for slabs-on-grade:

1. 1-inch of clean sand directly under the slab (less than 5 percent passing the U. S. Standard No. 200 Sieve) underlain with,
2. Vapor barrier membrane consisting of 10-mil polyethylene "plastic" sheeting, properly sealed at penetrations and edges, underlain with

## **GEOTECHNICAL REPORT**

*Colma Medical*

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*October 13, 2017*

3. Four inches of clean crushed rock on the building pad. Crushed rock should have 100 percent passing the  $\frac{3}{4}$ -inch sieve and less than 5 percent passing the No. 4 Sieve.
4. Provide a minimum concrete thickness of 5 inches.
5. Reinforce slabs with No. 4 reinforcing bars placed on 24-inch centers each way. Place dobies per ACI; we recommend a maximum dobie spacing of 6' on center, each way.
6. Use a concrete water-cement ratio of 0.50 or less.
7. Use higher strength concrete, minimum 3,000 psi.

Slab thickness and reinforcing steel requirements above are provided for purposes of resisting soil expansion potential. The structural engineer may increase these parameters based on building loads or anticipated building use. The structural engineer should provide final design thickness and additional reinforcement, if necessary, for the intended structural loads.

**Exterior Flatwork:** Exterior flatwork includes items such as concrete sidewalks, steps, and outdoor courtyards exposed to foot traffic only. Provide a minimum concrete flatwork thickness of 4 inches.

### **5.3 RETAINING WALL PARAMETERS**

Provided that adequate drainage is included, we recommend that walls subjected to active soil pressure be designed to resist an equivalent fluid pressure of 40 pounds per cubic foot (pcf). For at-rest conditions, we recommend an at-rest fluid pressure of 60 pcf with level backfill conditions. Retaining wall backfill should be predominantly granular, non-expansive backfill. Generally, we expect horizontal movements for retaining walls under active pressure conditions to rotate laterally an amount equal to 1% of the height of the wall.

The above lateral earth pressures assume sufficient drainage behind the walls to prevent any build-up of hydrostatic pressures (i.e. sump) from surface water infiltration and/or a rise in the ground water level. Drainage of the walls may be accomplished by one of the following methods:

1. Clean drain rock wrapped in Mirafi 140N non-woven filter fabric or equivalent as approved by our office. Drain rock should be  $\frac{3}{4}$  to 1-1/2 inch in size and should have less than 5% passing the No. 200 sieve. Rock can be crushed or rounded. Drain rock should be 12 inches wide and extend to within 12 inches of subgrade.
2. Caltrans Class II Permeable material placed 12 inches wide and extended to within 12 inches of subgrade. The Caltrans Class II Permeable is self filtering; and as such a geotextile filter fabric is not necessary.
3. Geocomposite drainage can be used in lieu of crushed rock. We commonly recommend Amerdrain C96 geocomposite drainage board. The product

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should be installed per the manufacturer's directions. We recommend the wider drainage board be placed in the lower 2 feet of the wall. It is important that the proper transition pieces are used to transition from the geocomposite to 4-inch tight pipe for outletting purposes.

In either of the above cases, we recommend waterproofing of the walls with a product such as Sonneborne 5000 or equivalent as reviewed and approved by our office in writing. Waterproofing should be applied per the manufacturer's instructions.

Water collected at the bottom of the drain system should be transmitted away from the wall by a perforated pipe or weep holes. The pipe should be at least four inches in diameter with the perforations placed down (lettering typically on top). The pipe should daylight to a lower grade or connect to a sump, storm drain, or other suitable disposal facility. If adequate drainage is not provided, we recommend that an additional equivalent fluid pressure of 40 pcf be added to the values recommended above.

## 5.4 2016 CBC SEISMIC PARAMETERS

We provide the 2016 California Building Code parameters in the table below.

Category	Design Value
Site Class	D
Site Latitude	37.6785 N
Site Longitude	-122.4597 W
Mapped Acceleration Parameter ( $S_s$ )	2.394
Mapped Acceleration Parameter ( $S_1$ )	1.150
Site Class Factor, $F_a$	1.0
Site Class Factor, $F_v$	1.5
Spectral Response Acceleration ( $S_{MS}$ )	2.394
Spectral Response Acceleration ( $S_{M1}$ )	1.726
Design Spectral Response Acceleration ( $S_{DS}$ )	1.596
Design Spectral Response Acceleration ( $S_{D1}$ )	1.150

**Table 4 – CBC Seismic Parameters**

**5.5 PAVEMENT DESIGN**

**5.5.1 Asphalt Concrete Pavement**

We prepared several different asphalt pavement sections as shown in the table below. Our design was based on an R-value of 20 and Procedure 608 of the Caltrans Highway Design Manual. Contact our office for an alternative pavement design, if so desired.

	Traffic Index			
	4	4.5	5	6
Asphalt Concrete (in)	2.5	2.5	3	3.5
Aggregate Base (in)	6	7	7	10

**Table 5 – Pavement Sections**

**5.5.2 Concrete Pavement Design**

For onsite concrete pavement design with specific requirements, please contact our firm.

**5.6 SPECIAL INSPECTIONS**

We recommend the following minimum special inspections as part of the grading and foundation portions of the project. The project architect, governing agency, or structural engineer may require other inspections.

- Compaction testing during grading.
- Observation of footing excavations.
- Observation of slab reinforcing steel.
- Observation, sampling, and testing of concrete during the slab pour only.

## **6 LIMITATIONS**

The scope of this evaluation was limited to an evaluation of the load-carrying capabilities and stability of the subsoils. Oil, hazardous waste, radioactivity, irritants, pollutants, molds, or other dangerous substance and conditions were not the subject of this study. Their presence and/or absence is not implied or suggested by this report, and should not be inferred.

The accompanying report summarizes the findings and opinions of Gularte & Associates, Inc. Our findings and opinions are based on information obtained on given dates by borings, laboratory testing, engineering judgment, and analyses.

The analyses, conclusions, and recommendations contained in our report are based on site conditions as they existed at the time of our study, and further assume that probes such as exploratory borings are representative of the subsurface conditions throughout the site; i.e., the subsurface conditions everywhere are not significantly different from those disclosed by the probes.

If during construction different subsurface conditions from those encountered during our exploration or different from those assumed in design are observed or appear to be present, or where variations from our design recommendations are made, we must be advised promptly so that we can review these conditions and modify the applicable recommendations if necessary. We cannot be held responsible for differing site conditions, changes in design, or modified geotechnical recommendations not brought to our attention.

Soil conditions cannot be fully determined by borings and, therefore, unanticipated soil conditions are commonly encountered. Such unexpected soil conditions often require that additional expenditures be made to attain a properly constructed project. Therefore, some contingency funding is recommended to accommodate potential extra costs.

Foundation dimensions, minimum slab thickness, and reinforcing details recommended herein are based upon geotechnical and construction considerations and are not offered in lieu of foundation design by an engineer. A determination of flooding potential, the existence of wetlands, or corrosive soil was beyond the scope of this report.

This geotechnical study did not include an investigation regarding the existence, location, or type of possible hazardous materials. If an investigation is necessary, we should be advised. In addition, if any hazardous materials are encountered during construction of the project, the proper regulatory officials should be notified immediately.

This report was prepared for the specific use of our client and applies only to the subject property. We are not responsible for interpretations by others of data presented in this report. This report is not a legal opinion. No warranty is expressed or implied. We base our conclusions in this report on judgment and experience. We performed this work in accordance with generally accepted standards of practice existing in northern California at the time of the report.

**GEOTECHNICAL REPORT**

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*Job Number: 4190*

*October 13, 2017*

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Gularte & Associates, Inc. is not an expert on mold prevention. If particular recommendations are desired to prevent mold, we recommend that you contact an expert in that field.

## **FIGURES**

Figure 1 – Vicinity Map

Figure 2 – Site Plan

Figure 3 – Seismic Hazard Map

Figure 4 – Geologic Map



Vicinity Map

Colma Medical Building

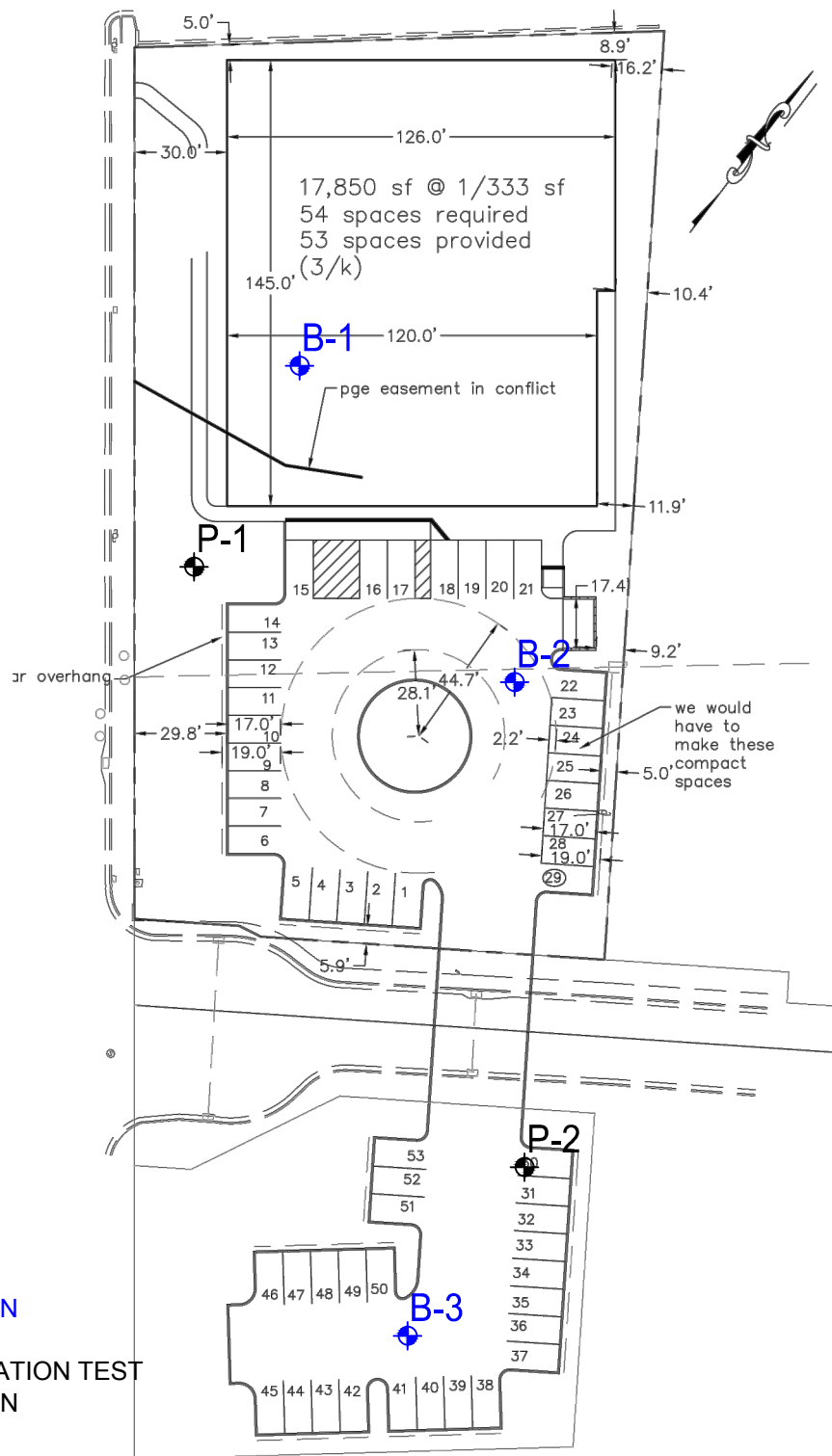


October 2017

Job No. 4190

Figure 1





**LEGEND:**

**B-1** BORING LOCATION

**P-1** PERCOLATION TEST LOCATION

REFERENCE:

**SITEPLAN**

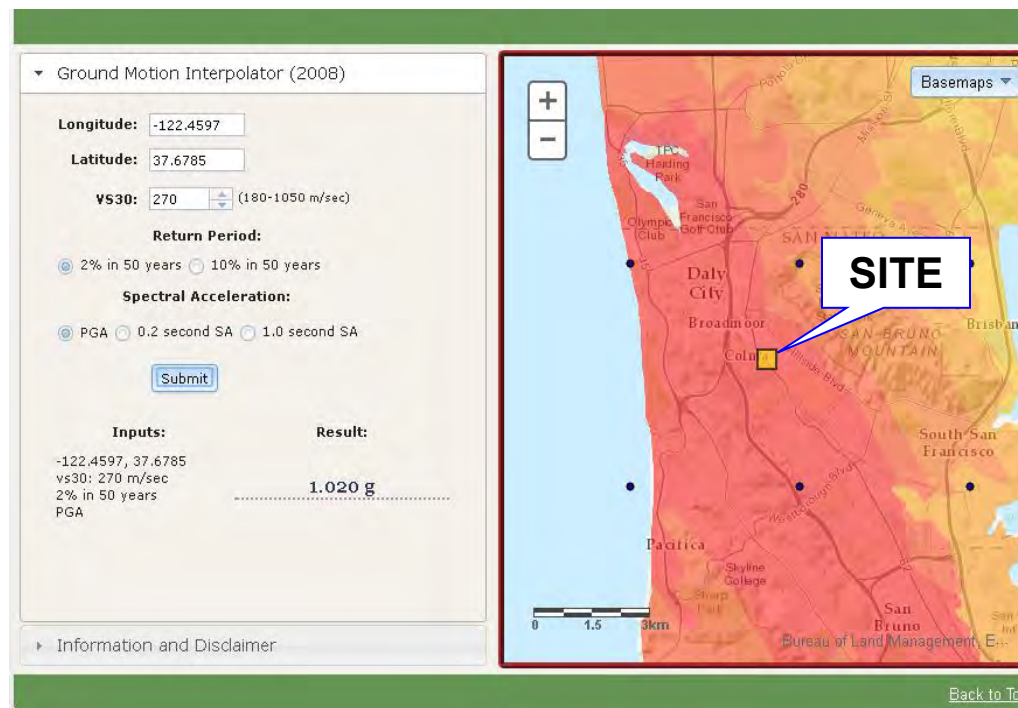
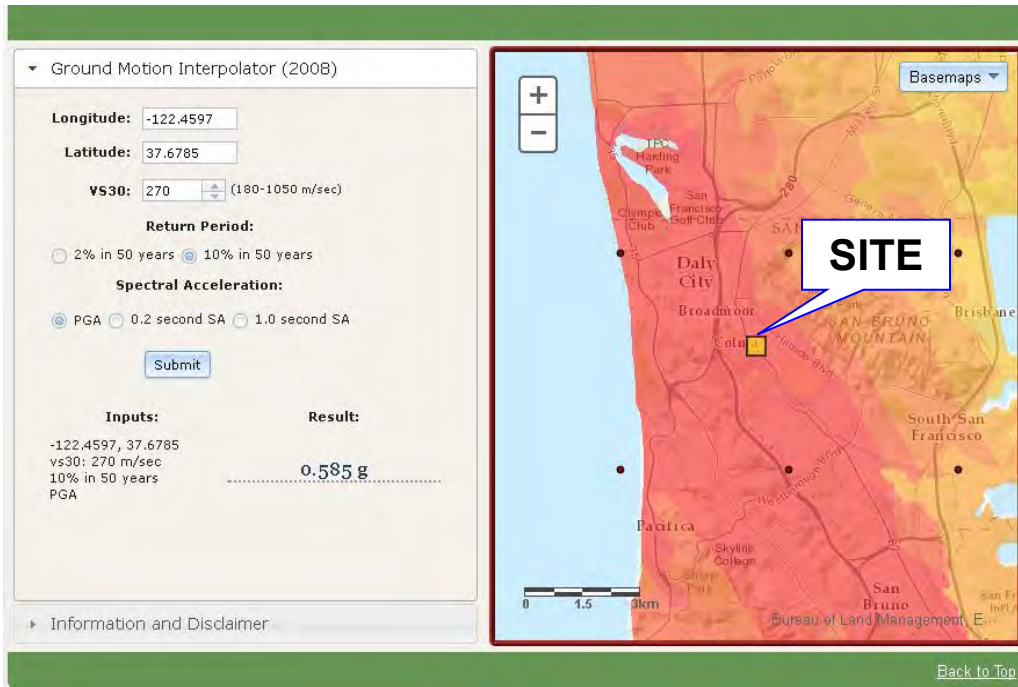
**COLMA MEDICAL BUILDING**



SCALE : NTS

FILE NO: 4190  
 REV. DATE: OCT. 11, 2017

**Figure 2**



# Seismic Hazard Map

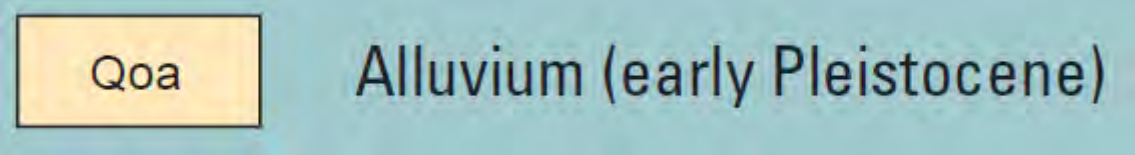
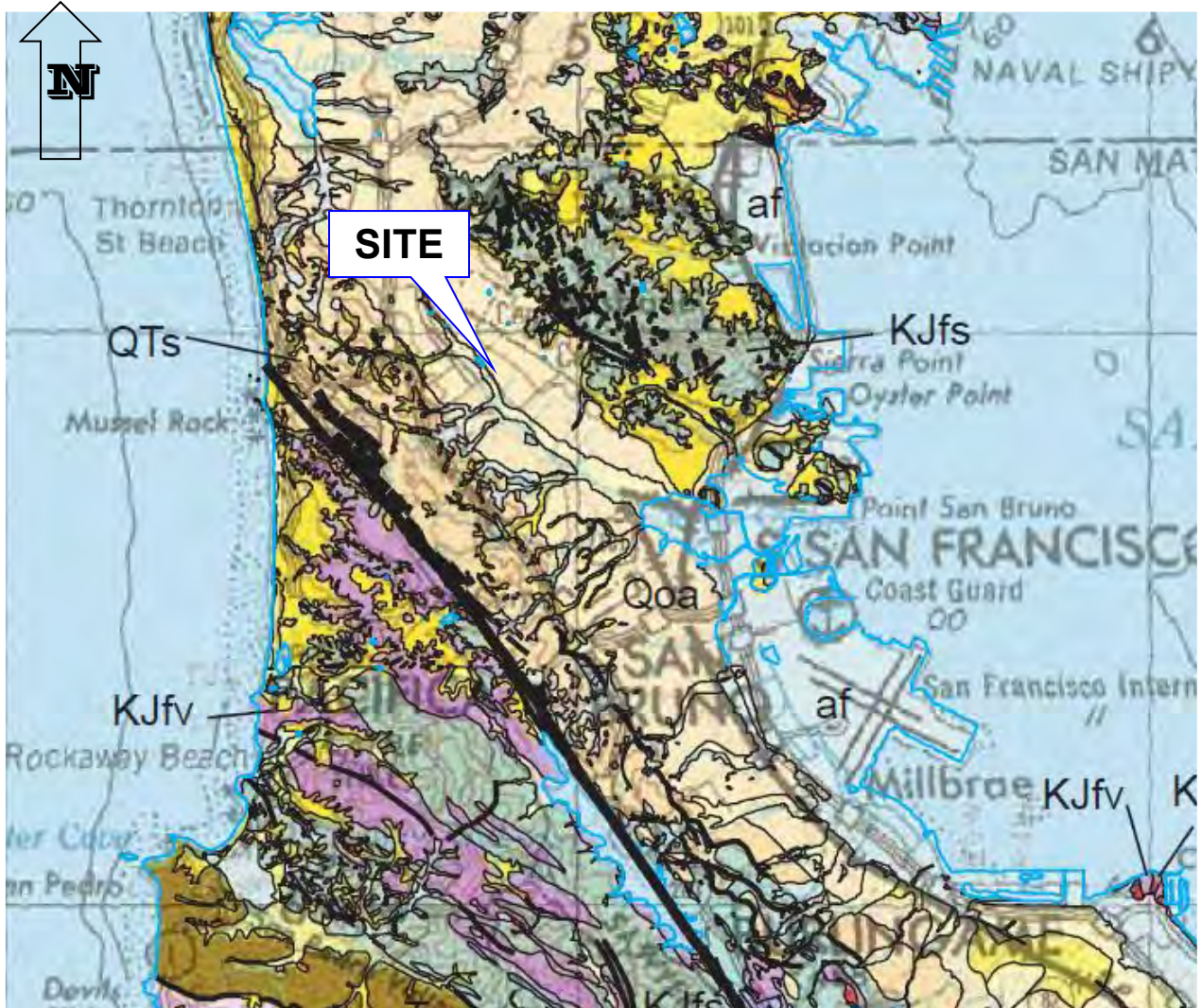
## Colma Medical Building



October 2017

Job No. 4190

Figure 3



Geologic Map

Colma Medical Building



October 2017

Job No. 4190

Figure 4

**APPENDIX A**  
Boring Logs

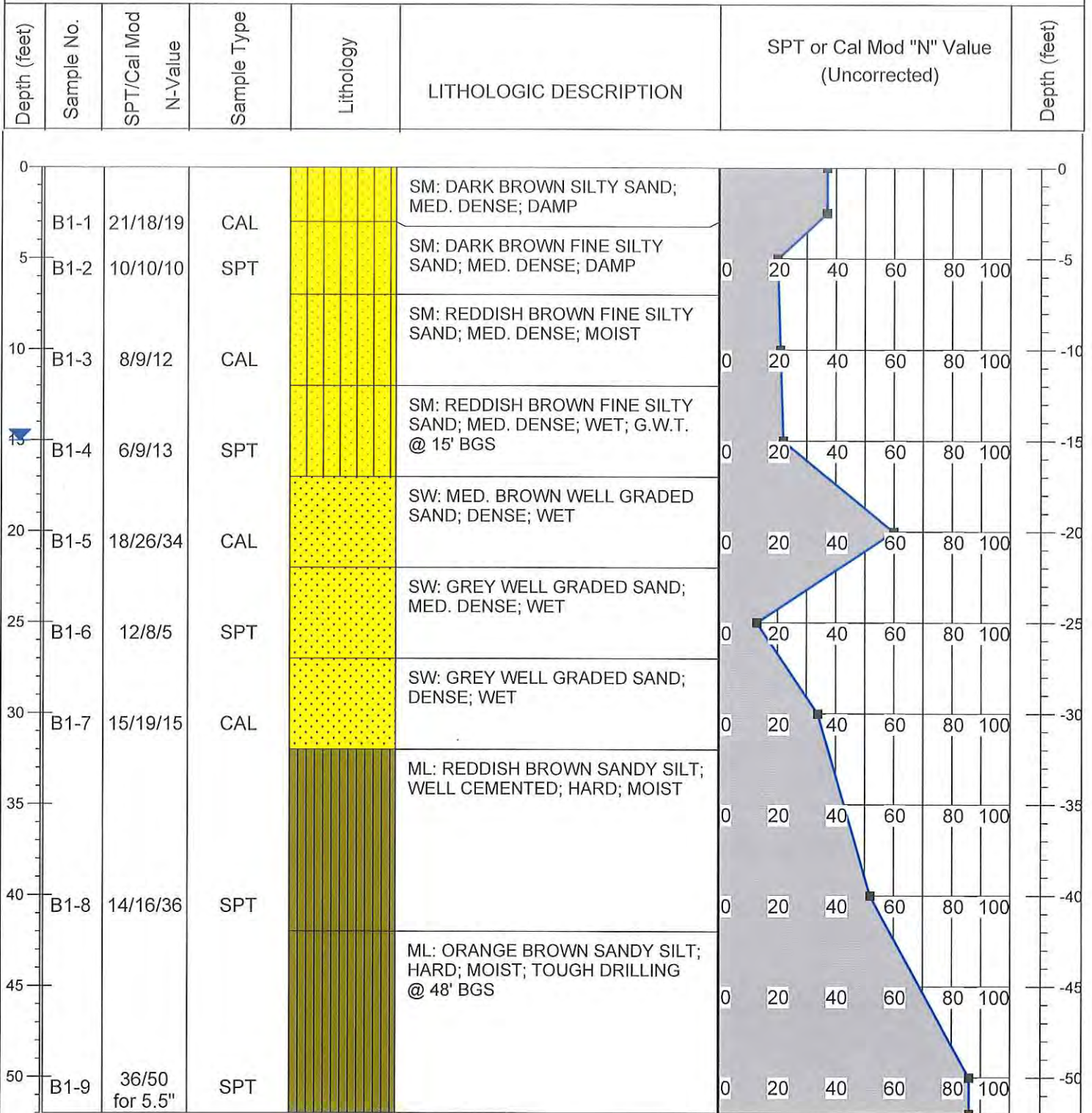


Auger HSA  
 Size 6-inch  
 Drill Mobile B53  
 Logged By Rory Taylor



Project No. 4190  
 Project Name Colma - Olivet Pkwy  
 Elevation N/A  
 Date 10/3/17

## Boring B-1



**Client**  
 Market Street Dev't, LLC

**Project**  
 Colma - Olivet Pkwy

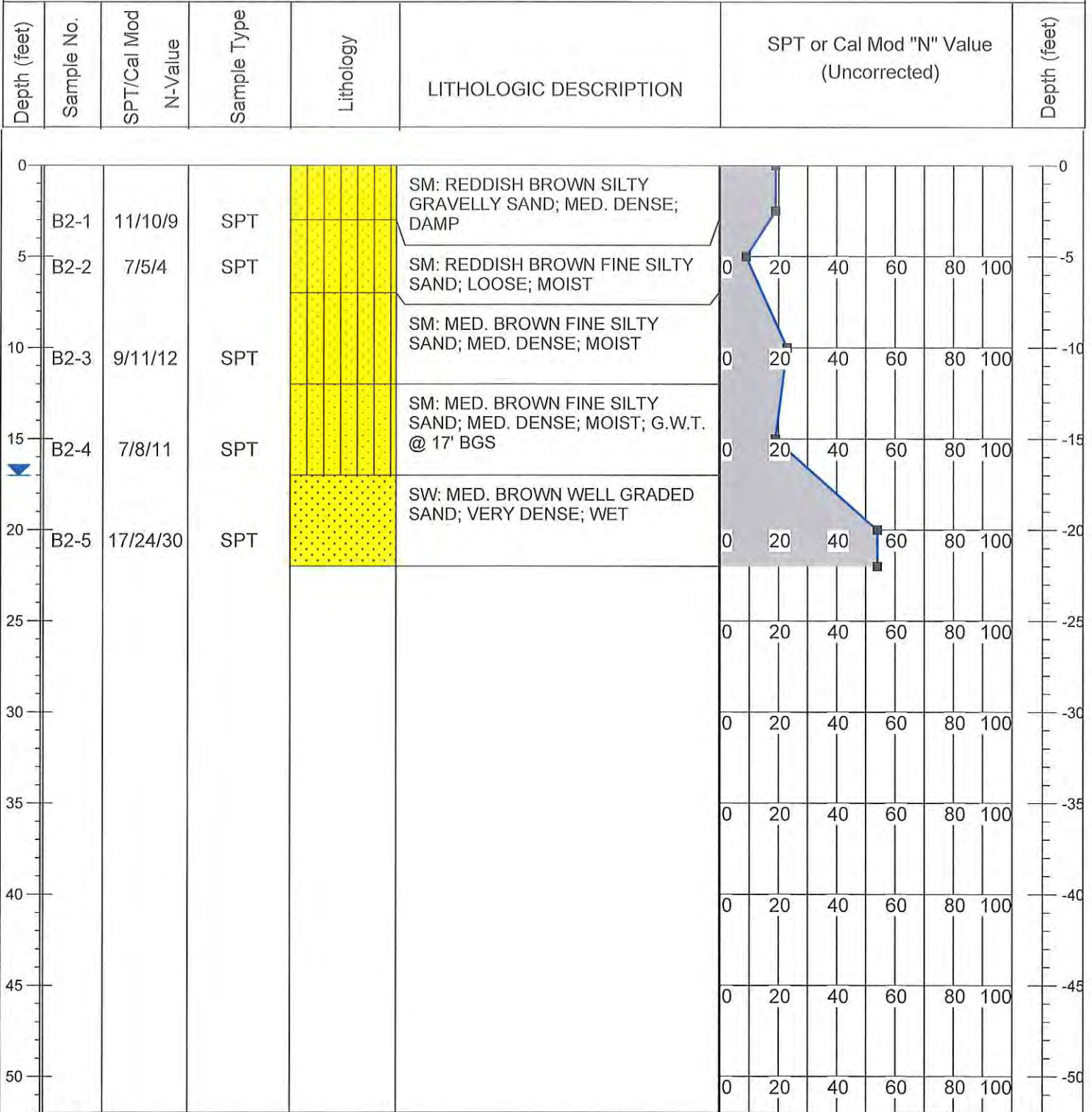
**Sheet**  
 1 of 1

**Auger** HSA  
**Size** 6-inch  
**Drill** Mobile B53  
**Logged By** Rory Taylor



**Project No.** 4190  
**Project Name** Colma - Olivet Pkwy  
**Elevation** N/A  
**Date** 10/3/17

## Boring B-2



**Client**  
 Market Street Dev't, LLC

**Project**  
 Colma - Olivet Pkwy

**Sheet**  
 1 of 1



**Auger** HSA  
**Size** 6-inch  
**Drill** Mobile B53  
**Logged By** Rory Taylor



**Project No.** 4190  
**Project Name** Colma - Olivet Pkwy  
**Elevation** N/A  
**Date** 10/3/17

## Boring B-3

Depth (feet)	Sample No.	SPT/Cal Mod N-Value	Sample Type	Lithology	LITHOLOGIC DESCRIPTION	SPT or Cal Mod "N" Value (Uncorrected)	Depth (feet)	
0	B3-1	18/17/19	SPT	Lithology	SM: DARK BROWN FINE SILTY SAND; DENSE; DAMP		0	
5	B3-2	9/9/8	SPT		SM: MED. BROWN FINE SILTY SAND; MED. DENSE; MOIST		20	-5
10	B3-3	8/13/16	SPT		SM: MED. BROWN FINE SILTY SAND; MED. DENSE; MOIST		20	-10
15						0 20 40 60 80 100	-15	
20						0 20 40 60 80 100	-20	
25						0 20 40 60 80 100	-25	
30						0 20 40 60 80 100	-30	
35						0 20 40 60 80 100	-35	
40						0 20 40 60 80 100	-40	
45						0 20 40 60 80 100	-45	
50						0 20 40 60 80 100	-50	

**Client**  
 Market Street Dev't, LLC

**Project**  
 Colma - Olivet Pkwy

**Sheet**  
 1 of 1

**APPENDIX B**  
Laboratory Test Results



## ASTM D2216/2922 Moisture/Density Test

**Project No.:** 4190  
**Project Name:** Colma Medical  
**Sampling Locations:** See Site Plan  
**Soil Description:** See Boring Logs



<b>Boring Location</b>	B1	B1	B1	B1
<b>Sample Depth</b>	2.5	10	20	30

<b>Water Content Calculations</b>	<b>No. 1</b>	<b>No. 2</b>	<b>No. 3</b>	<b>No. 4</b>
Obtain Mass of Container	194.2	192.1	191.0	234.2
Obtain Mass of Wet Specimen+Container	1113.7	1071.9	1146.0	1063.2
Obtain Mass of Dry Specimen+Container	1038.4	973.9	1009.4	926.8
<b>Water Content (%)</b>	<b>8.9</b>	<b>12.5</b>	<b>16.7</b>	<b>19.7</b>

<b>Soil Density Calculations</b>	<b>No. 1</b>	<b>No. 2</b>	<b>No. 3</b>	<b>No. 4</b>
Obtain Mass of Mold:	253.7	275.9	221.2	254.0
Obtain Mass of Soil and Mold:	1186.5	1157.9	1182.8	1083.0
Total Mass of Soil	932.8	882.0	961.6	829.0
Length of sample	6.0	6.0	6.0	5.0
Wet Soil Density	128.6	121.6	132.5	137.1
<b>Dry Soil Density</b>	<b>118.0</b>	<b>108.0</b>	<b>113.6</b>	<b>114.5</b>

Notes

# Particle Size Distribution Report

**Project:** Olivet Parkway Geo & Phase I - Colma

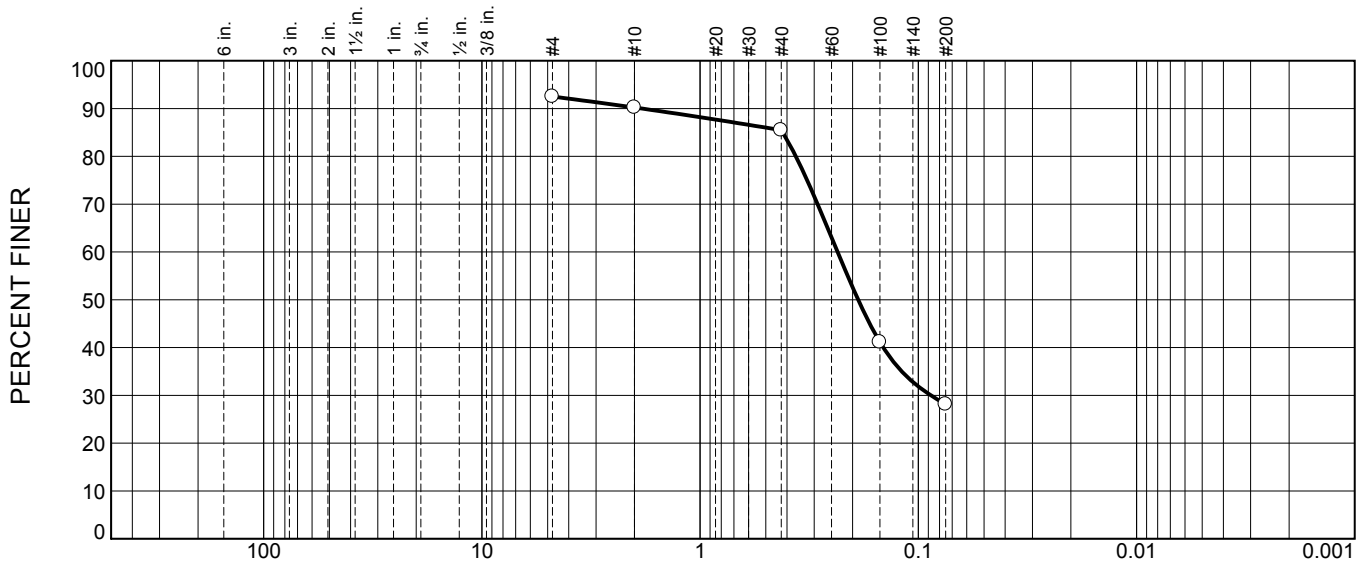
**Project No.:** 4190

**Client:**

**Sample Number:** B-1

**Depth:** 5'

**Date:** 10/12/17



GRAIN SIZE - mm.

% +3"	% Gravel	% Sand		% Fines	
		Coarse	Fine	Silt	Clay
		4.7	57.4	28.1	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
#4	92.5		
#10	90.2		
#40	85.5		
#100	41.1		
#200	28.1		

\* (no specification provided)

**Material Description**

**Atterberg Limits**  
 PL=                      LL=                      PI=

**Coefficients**  
 D<sub>85</sub>= 0.4186      D<sub>60</sub>= 0.2345      D<sub>50</sub>= 0.1888  
 D<sub>30</sub>= 0.0875      D<sub>15</sub>=                      D<sub>10</sub>=  
 C<sub>u</sub>=                      C<sub>c</sub>=

**Classification**  
 USCS=                      AASHTO=

**Remarks**

**Figure**

**Tested By:** AH

# Particle Size Distribution Report

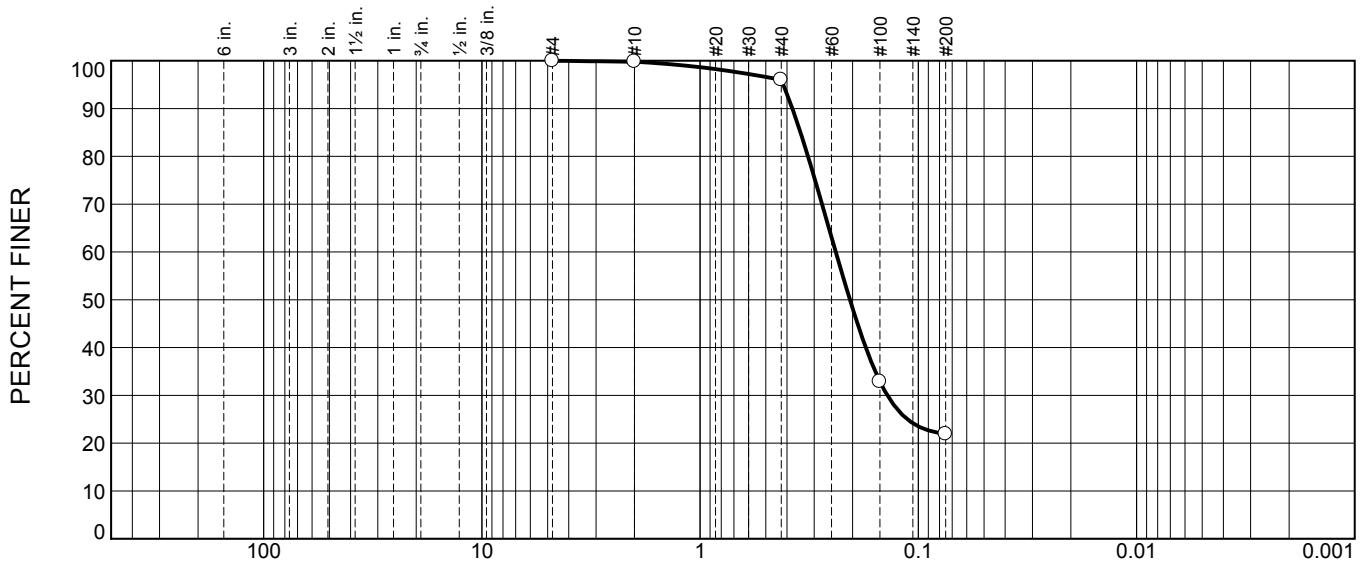
**Project:** Olivet Parkway Geo & Phase I - Colma

**Project No.:** 4190

**Client:**

**Sample Number:** B-1      **Depth:** 25'

**Date:** 10/12/17



GRAIN SIZE - mm.

% +3"	% Gravel	% Sand		% Fines	
		Coarse	Fine	Silt	Clay
0.0	0.2	3.8	74.1	21.9	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
#4	100.0		
#10	99.8		
#40	96.0		
#100	32.9		
#200	21.9		

\* (no specification provided)

**Material Description**

**Atterberg Limits**  
 PL=                      LL=                      PI=

**Coefficients**  
 D<sub>85</sub>= 0.3465      D<sub>60</sub>= 0.2390      D<sub>50</sub>= 0.2059  
 D<sub>30</sub>= 0.1387      D<sub>15</sub>=                      D<sub>10</sub>=  
 C<sub>u</sub>=                      C<sub>c</sub>=

**Classification**  
 USCS=                      AASHTO=

**Remarks**

**Figure**

**Tested By:** AH

# Particle Size Distribution Report

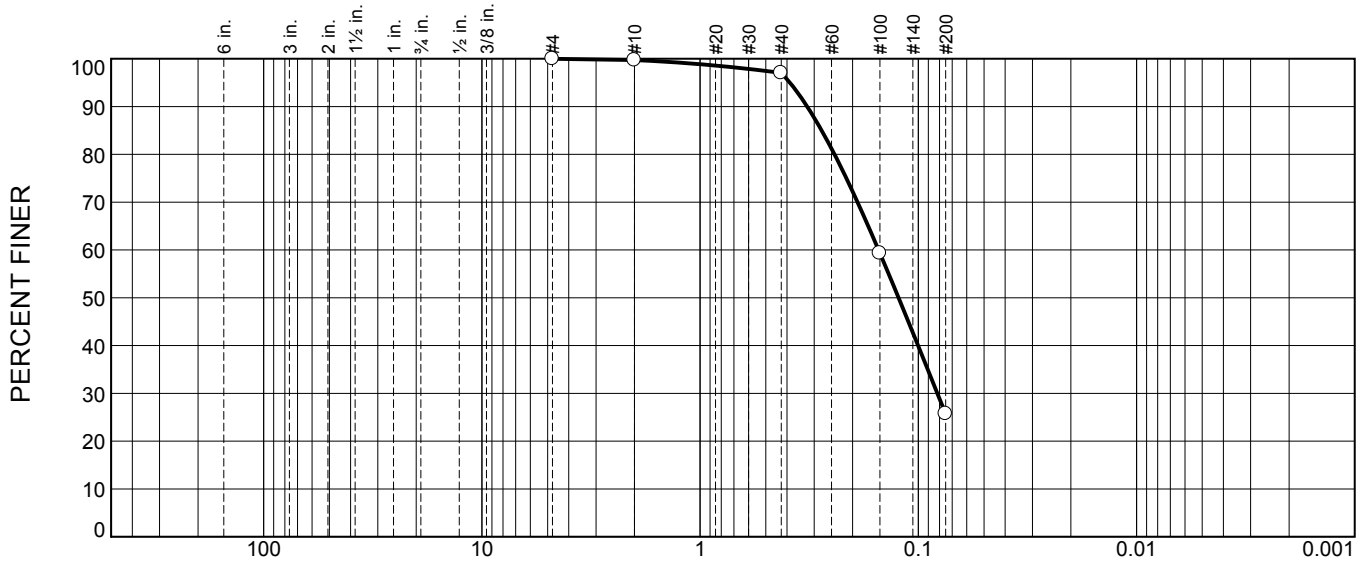
**Project:** Olivet Parkway Geo & Phase I - Colma

**Project No.:** 4190

**Client:**

**Sample Number:** B-1      **Depth:** 40'

**Date:** 10/12/17



GRAIN SIZE - mm.

% +3"	% Gravel	% Sand		% Fines	
		Coarse	Fine	Silt	Clay
0.0	0.3	2.7	71.3	25.7	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
#4	100.0		
#10	99.7		
#40	97.0		
#100	59.3		
#200	25.7		

**Material Description**

**Atterberg Limits**  
 PL=                      LL=                      PI=

**Coefficients**  
 D<sub>85</sub>= 0.2772      D<sub>60</sub>= 0.1522      D<sub>50</sub>= 0.1231  
 D<sub>30</sub>= 0.0818      D<sub>15</sub>=                      D<sub>10</sub>=  
 C<sub>u</sub>=                      C<sub>c</sub>=

**Classification**  
 USCS=                      AASHTO=

**Remarks**

\* (no specification provided)

**Figure**

**Tested By:** AH \_\_\_\_\_

# Particle Size Distribution Report

**Project:** Olivet Parkway Geo & Phase I - Colma

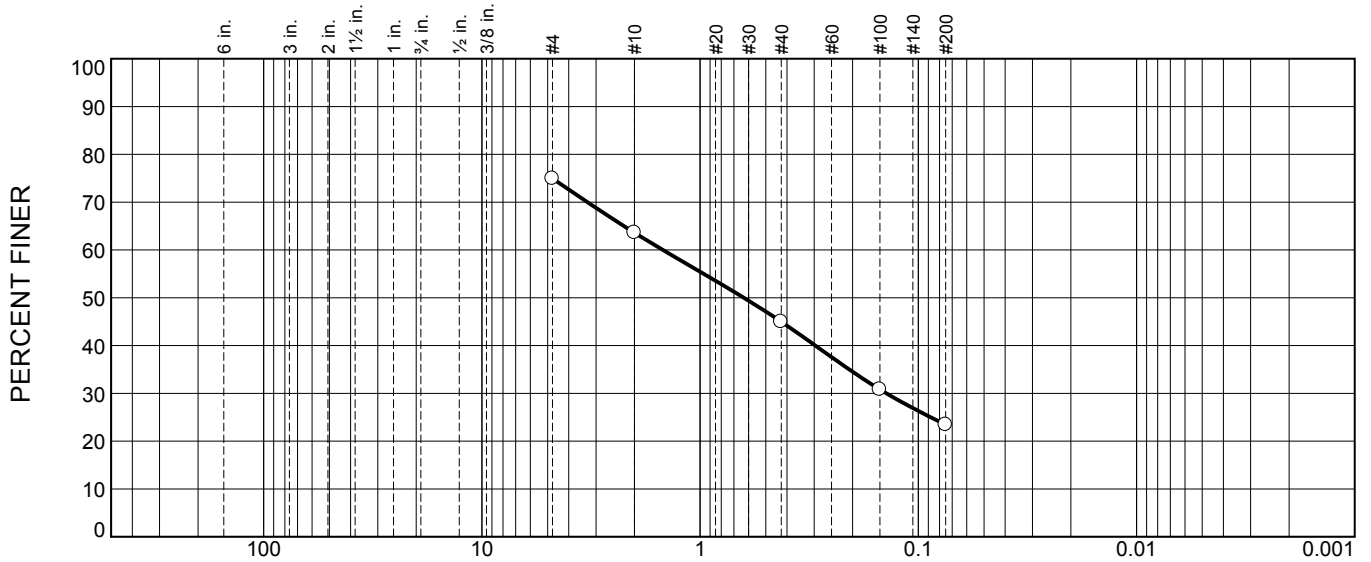
**Project No.:** 4190

**Client:**

**Sample Number:** B-2

**Depth:** 2.5'

**Date:** 10/12/17



GRAIN SIZE - mm.

% +3"	% Gravel	% Sand		% Fines	
		Coarse	Fine	Silt	Clay
		18.6	21.6	23.4	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
#4	75.0		
#10	63.6		
#40	45.0		
#100	30.8		
#200	23.4		

\* (no specification provided)

**Material Description**

**Atterberg Limits**  
 PL=                      LL=                      PI=

**Coefficients**  
 D<sub>85</sub>=                      D<sub>60</sub>= 1.4816                      D<sub>50</sub>= 0.6305  
 D<sub>30</sub>= 0.1401                      D<sub>15</sub>=                      D<sub>10</sub>=  
 C<sub>u</sub>=                      C<sub>c</sub>=

**Classification**  
 USCS=                      AASHTO=

**Remarks**

**Figure**

**Tested By:** AH \_\_\_\_\_

# Percolation Test Results

Boring: P1  
 Date: 10/3/2017  
 Job #: 4190  
 Job Name: Colma Medical

## Presoak

Borehole Diameter (in.)	Total Boring Depth (in.)	Initial Water Depth, $d_i$ (in.)	Drop, $\Delta d$ (in.)	Time		$\Delta$ Time (min.)
				Start	End	
				6	48	

## Percolation Test

Borehole Diameter, D (in.)	Total Boring Depth (in.)	Initial Water Depth, $d_i$ (in.)	Drop, $\Delta d$ (in.)	Time		$\Delta$ Time, $\Delta t$ (min.)	Percolation Rate (in/hr)	Reduction Factor	Adjusted Percolation Rate (in/hr)
				Start	End				
				6	48				
6	48	12	15.5	9:44 AM	10:14 AM	30	31.00	2.42	12.83
6	48	12	14.5	10:16 AM	10:46 AM	30	29.00	2.58	11.23
6	48	12	14.25	10:49 AM	11:19 AM	30	28.50	2.63	10.86

$$\text{Percolation Rate} = 60 / \Delta t * \Delta d$$

$$\text{Reduction Factor} = (2 * d_i - \Delta d) / D + 1$$

C<sub>Ft</sub> = R<sub>f</sub>                      2.63

C<sub>Fv</sub>                                1 Good coverage, 3 borings, laboratory testing, consistent site conditions

C<sub>Fs</sub>                                2 Correction for no pre-treatment

<b>Design Infiltration Rate = 28.50 / (C<sub>Ft</sub> * C<sub>Fv</sub> * C<sub>Fs</sub>)</b>	<b>5.43 in/hr</b>
--	-------------------

# Percolation Test Results

Boring: P2  
 Date: 10/3/2017  
 Job #: 4190  
 Job Name: Colma Medical

## Presoak

Borehole Diameter (in.)	Total Boring Depth (in.)	Initial Water Depth, d <sub>i</sub> (in.)	Drop, Δd (in.)	Time		Δ Time (min.)
				Start	End	
				6	48	

## Percolation Test

Borehole Diameter, D (in.)	Total Boring Depth (in.)	Initial Water Depth, d <sub>i</sub> (in.)	Drop, Δd (in.)	Time		Δ Time, Δt (min.)	Percolation Rate (in/hr)	Reduction Factor	Adjusted Percolation Rate (in/hr)
				Start	End				
				6	48				
6	48	10	14.5	9:54 AM	10:24 AM	30	29.00	1.92	15.13
6	48	10	13.25	10:27 AM	10:57 AM	30	26.50	2.13	12.47
6	48	10	13	11:00 AM	11:30 AM	30	26.00	2.17	12.00

$$\text{Percolation Rate} = 60 / \Delta t * \Delta d$$

$$\text{Reduction Factor} = (2 * d_i - \Delta d) / D + 1$$

C<sub>Ft</sub> = R<sub>f</sub>                      2.17

C<sub>Fv</sub>                                1 Good coverage, 2 borings, laboratory testing, consistent site conditions

C<sub>Fs</sub>                                2 Correction for no pre-treatment

<b>Design Infiltration Rate = 13.00/(C<sub>Ft</sub>*C<sub>Fv</sub>*C<sub>Fs</sub>)</b>	<b>6.00 in/hr</b>
--	-------------------

## **APPENDIX C**

### Geotechnical Terms/Definitions



## Referenced Geotechnical Terms

**ASTM:** American Society for Testing and Materials is one of the largest voluntary standards development systems in the world. Soils and materials tests are described in detail in their annual books of standards.

**Bench:** A relatively level step, excavated into acceptable material of a slope face, against which fill is to be placed. Its purpose is to provide a firm and stable contact between the existing material and the new fill to be placed.

**Buttress:** An engineered fill designed and built to support or retain a weak or unstable Slope.

**Compaction:** The densification of soil through mechanical manipulation (tamping, rolling, vibrating, etc.). The addition of optimum amounts of water can be crucial to obtaining adequate densification of the material.

**Cut:** The depth to which a material is to be removed/excavated to reach final grade elevation.

**Consolidation:** The gradual reduction in volume of a soil mass due to an increase in compressive stress (load).

**Daylight Line:** The surface contact of *cut* and *fill* soil.

**Density Test:** A field test used to determine compaction of a fill or native soil. The test is typically performed by the nuclear gauge method.

**Expansive Soil:** A soil (usually clayey) that increases in volume when water is added (expands), and shrinks when water content is reduced.

**Geotechnical:** Pertaining to the practical applications of soil science and civil Engineering.

**Geotextile Fabric:** A permeable fabric used during grading to stabilize, allow for drainage, filtration, or add reinforcement beneath a pavement or structure.

**Maximum Density Test: (“curve”, “max”, or “proctor”)** A laboratory test used to determine the optimum moisture and maximum dry density of a soil type (typically ASTM standard test method D 1557).

**Native Soil (Natural Ground, NG):** (1) Soil deposited by the forces of nature through weathering, erosion, etc.; soil that has not been moved by man. (2) The undisturbed surface prior to the commencement of grading, sometimes referred to as Original Ground (OG).

**Nesting:** Oversized material (typically >6” size) that has been placed in a manner that leaves voids between the piled boulder or rock fragments, and these voids are not infilled with solid material (soil, fine gravel/sand, etc). The absence of nesting rock is required in a *rock fill*.

**NICET:** National Institute for Certification in Engineering Technologies. Engineering technicians that are tested by NICET may be certified at various levels of expertise (Levels I through IV) in different fields of construction.

**Optimum Moisture:** The moisture content at which the maximum density of a soil can be achieved during the compaction process. Each soil type (or blend of soil types) has its own specific optimum moisture content that is used as a guide for moisture conditioning during the grading process.

**Over-excavation:** The removal of the upper portion of soil on site. Usually performed under roadways or building pads and combined with replacement of structural fill

**Pass:** One trip or movement across a designated area by a piece of compaction equipment or machinery.

**Percent Compaction:** The ratio (expressed as a percentage) of the dry density of a soil (as determined by the nuclear gauge) to the maximum density of a soil (as determined by the maximum density test).

**Pre-Saturation:** The moisture conditioning (above optimum) of a pad subgrade or footing excavation prior to placing/pouring a foundation. Pre-saturation is usually performed on expansive soils to help limit future swelling that may be caused by seasonal rains or heavy landscape watering.

**Pumping:** May be observed as a rolling motion in soils compacted in an over-optimum condition (too wet). These pumping soils may, during the rolling process, become rutted or indented by rubber-tired equipment, usually leaving a bulging path in the soil parallel to the tire print.

**Relative Compaction:** A means of comparing the dry soil density in the field to the laboratory compaction curve. It equals the field dry density divided by the lab max dry density, and then is multiplied by 100 and expressed as a percentage.

**Rock Fill:** "Oversized material" (typically 6" or larger diameter) mixed/compacted during placement with a soil matrix in such a manner as to limit voids and nesting, allowing for a homogeneous, well-compacted fill.

**Scarify (Rip):** The act of loosening the exposed surface material (usually the upper 8-12 inches by ripper teeth on a dozer or blade) to mix, blend, moisten, or prepare for fill placement.

**Structural Fill:** Fill that is supporting manmade structures, including buildings, roadways, levees, and slopes. Structural Fill is typically compacted to 90 percent relative compaction.

**Subdrain:** A drainage system placed beneath the surface to drain surface water, or relieve hydrostatic pressure (such as water buildup behind a fill slope). It typically consists of filter material (rock and/or fabric) and a perforated drainpipe.

**Toe:** The contact point of the bottom of a fill or cut slope with a relatively level or pre-existing ground surface.

**Transition Lot:** A lot which a portion is to be cut (excavated) and a portion is to be filled (raised) to reach pad grade.

**Unified Soil Classification System (USCS):** A system used by soil engineers to classify soil for engineering purposes. A kind of a shorthand for describing soil types.



Attachment 7  
Noise Memo



Michael Laughlin, AICP, City Planner  
Town of Colma Planning Department  
1190 El Camino Real  
Colma, CA 94014

**April 8, 2018**

Dear Mr. Laughlin,

This memorandum discusses short and long-term construction and operational noise impacts from implementation of the **1055 El Camino Real Medical Office Building project** (proposed project).

### **GENERAL PLAN DESIGNATION AND ZONING**

The property is zoned E. The General Plan designation for this parcel is Executive/Administrative.

Medical office is an allowed use within the zone with a Major Use Permit. Kidney dialysis is a low-impact medical service with fixed appointments and no walk-in service. Most patients come by medical transport or are transported by care givers.

### **PROJECT PURPOSE**

The demand for dialysis in this area is high. The primary objective is to provide these life-sustaining medical services to the local community.

When dialysis is located close to where patients reside, it reduces an already burdensome routine. The dialysis treatment itself lasts three to four hours, three times per week, *every week, no exceptions*. By locating the treatment center within a reasonable travel distance, less time is spent travelling to and from the facility, hence reducing the weekly burden.

### **PROJECT DESCRIPTION**

The Planned Development/Use Permit/Design Review application proposes the development of a new 12,501-square-foot medical office building (kidney dialysis treatment center) on a vacant parcel located at the northeast corner of El Camino Real and Olivet Parkway.

Based on a study of 24 similar dialysis treatment stations, the area of the clinic will be broken down as follows:

- |   |               |
|---|---------------|
| • Treatment area, staff offices, meeting rooms, reception | 8,663 sq. ft. |
| • Restrooms   | 487 sq. ft.   |
| • Janitor and utility rooms                               | 248 sq. ft.   |
| • Storage   | 539 sq. ft.   |
| • Reverse Osmosis (RO) water treatment                    | 445 sq. ft.   |

The proposed project will include all associated site improvements including: site grading as needed, retaining walls at the east property line, a new parking lot that will accommodate 38 cars, all required storm water management controls/BMP's, new site landscaping, construction of a new sewer lateral, construction of new water laterals, and a new monument sign at the corner of Olivet Parkway and El Camino Real with directional graphics.

The existing property has no direct access to and from El Camino Real and no new curb cuts are proposed. Access to the property will be located from Olivet Parkway. An accessible pedestrian path of travel to the Olivet Parkway right-of-way will cross the parking lot via striped paving and sidewalks. A new sidewalk and stairs will be constructed with direct access to El Camino Real.

Kidney dialysis is a very low traffic generator. The patients are all repeat customers and each receives treatment three times per week, for three to four hours each treatment. Walk-in service will not be provided. Most patients do not drive themselves to dialysis; they come by medical transport or are dropped off and picked up by a family member or caregiver. Based on the "Traffic Impact Assessment for Dialysis Treatment Center on Olivet Pkwy in Colma, CA" prepared by KD Anderson & Associates, Inc., the daily trip generation will increase by 385 trips, with 35 AM Peak Hour and 31 PM Peak Hour trips. To further accommodate circulation and congestion, the Traffic Engineer has determined using recent studies that a rate of 1.09 spaces per dialysis station is reasonable, which would equate to 33 parking spaces for the proposed project, however 38 spaces are proposed.

### **NOISE SETTING**

The Town of Colma General Plan Noise Element (1999) defines noise as "unwanted sound", which depends on "when [the noise] occurs, the activity of the listener, the characteristics of the sound, and how intrusive it is above background noise levels." Sound levels usually are measured and expressed in decibels (dB), with 0 dB being the threshold of hearing. Decibel levels range from 0 to 140: 50 dB for light traffic is considered a low decibel level, whereas 120 dB for a jet takeoff at 200 feet is considered a high decibel level.

The project would take place on an existing empty lot surrounded by cemetery/open space land uses on all sides, followed by a mixture of mainly commercial but also some public and residential land uses. The closest residential neighborhood is located over 1,350 feet to the north; the closest public land use is the Colma Police Department at 445 feet to the southeast, followed closely by the Town Hall located 500 feet to the south; and the closest commercial land use is located 675 feet to the southwest on Serramonte Boulevard.

The Town of Colma is known as a town of cemeteries, so the noise environment is a peaceful and respectful one. Noise sources that contribute to ambient noise levels in and adjacent to the project site include sounds generated by equipment such as lawn motors, air conditioners, backhoes, and power tools, as well as traffic from local streets. As the General Plan Noise Element states, "peak noise levels are generated by truck and commuter traffic on Interstate 280 and El Camino Real, and along Serramonte and Junipero Serra Boulevards [and to a lesser extent by] commuter and shopping traffic on Hillside and Colma Boulevards."

Table 1 summarizes typical ambient noise levels based on population density. The vicinity of the project area is most similar to that of a "quiet suburban residential or small town" setting with an expected typical noise level of 45-50 dBA.

**Table 1. Population Density and Associated Ambient Noise Levels**

	<b>dBA, Ldn</b>
Rural Suburban	40–50
Quiet suburban residential or small town	45–50
Normal suburban residential urban	50–55
Normal urban residential	60
Noisy urban residential	65
Very noisy urban residential	70
Downtown, major metropolis	75–80
Under flight path at major airport, 0.5 to 1 mile from runway	78–85
Adjoining freeway or near a major airport	80–90
<i>Sources: Cowan 1984, Hoover and Keith 1996</i>	

**REGULATORY SETTING**

*Town of Colma Municipal Code*

2.05.020(a) It shall be unlawful for any person to willfully make or continue, or cause to be made or continued, any loud and unnecessary noise which disturbs the peace or quiet of any neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area. The standards which may be considered in determining whether a violation of the provisions of this section exists may include, but not be limited to, the following:

- 1) The level of the noise;
- 2) Whether the nature of the noise is usual or unusual;
- 2) Whether the origin of the noise is natural or unnatural;
- 4) The level and intensity of the background noise, if any;
- 5) The proximity of the noise to residential sleeping facilities;
- 6) The nature and zoning of the area within which the noise emanates;
- 7) The density of the inhabitation of the area within which the noise emanates;
- 8) The time of the day and night the noise occurs;
- 9) The duration of the noise; and
- 10) Whether the noise is recurrent, intermittent, or constant.

2.05.030 The use of mechanically powered non-construction gardening type equipment including but not limited to lawn mowers, weed whackers, and leaf blowers are prohibited in a residential neighborhood or within 500 feet of a residential unit except during the following hours:

- Monday-Friday: 8:00 am – 7:00 pm
- Saturday, Sunday, Holidays: 10:00 am – 5:00 pm



- 2.05.040(a) *Construction*: The noise limitation in this subchapter shall not apply to construction activities permitted under subchapter 5.04 of the Colma Municipal Code.
- 5.04.220(b) As used in this subchapter, “noise generating construction activity” means the use of any noise generating equipment or tool, including but not limited to: excavators, backhoes, post diggers, pile drivers, saws, electric screw drivers, grinders, nail guns, compressors, generators, hammers, jack hammers, power washers, paint guns, scaffolding erection, or similar noise generating equipment. “Noise generating construction activity” also includes construction material delivery, demolition activities, and the servicing of any tool or equipment. “Noise generating construction activity” does not include activities such as drywall finishing, painting, tile laying, carpet installation or the use of small hand tools in a fully enclosed structure with windows and doors closed.
- 5.04.220(c) Within a radius of 500 feet from any residential unit within Town Boundaries, noise generating construction activity shall only be permitted between the following hours/days:  
  
Monday through Friday 8:00 am through 7:00 pm; Saturday 9:00 am through 5:00 pm; Sundays 12:00 pm through 5:00 pm. Noise generating construction activity is prohibited on all of the following Federal Holidays: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas Day.
- 5.04.220(d) For projects more than 500 feet from a residential unit in the Town of Colma, construction hours shall be assigned on a project-by-project basis by the Building Official, or his or her designee, or as established within a project’s Conditions of Approval, based on evaluation of potential noise-related impacts on surrounding uses.

*Town of Colma General Plan*

The Noise Element of the Town of Colma General Plan includes the following policies related to noise that would be applicable to the proposed project:

- 5.06.220 Noise Mitigation Methods: The measures or combinations of measures that can be used to mitigate noise fall into four general categories:
- 1) Site Planning
  - 2) Architectural Treatment
  - 3) Noise Barriers
  - 4) Construction Modification
- 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.
- 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.
- 5.06.315 An ordinance should be adopted limiting days and hours of construction to provide quiet time.

## **ENVIRONMENTAL CONSEQUENCES**

### **Construction**

Noise impacts from project construction activities are a function of the level of noise generated by individual pieces of construction equipment, the amount of equipment operating at any given time, the distance and sensitivities of nearby land uses, the presence of noise barriers or other structures that provide acoustical shielding, and the timing and duration of the noise-generating activities. The U.S. EPA has compiled data regarding the noise generating characteristics of specific types of construction equipment (Table 2). These noise levels would diminish rapidly with distance from the construction site at a rate of approximately 6 dBA per doubling of distance. For example, a noise level of 84 dBA measured at 50 feet from the noise source to the receptor would reduce to 78 dBA at 100 feet from the source to the receptor, and reduce by another 6 dBA to 72 dBA at 200 feet from the source to the receptor.

During construction of the project, noise from construction activities may at times dominate the noise environment in the immediate area of construction. The loudest construction activities are likely to be engine noise from construction vehicles. These vehicles will not all be at the site at the same time, but rather will move in and out and be staged as needed. Construction activities can also generate groundborne vibration that is annoying and in extreme cases causes physical damage to nearby buildings. Groundborne vibration is typically associated with blasting operations, the use of pile drivers, and large-scale demolition activities, none of which are anticipated for the construction or operation of the proposed project.

The project site is more than 500 feet from residential units or any other sensitive receptors. The Colma Municipal Code Section 5.04.220(d) makes it clear that construction noise at a distance greater than 500 feet from residential units is not generally considered a significant impact and is regulated on a case-by-case basis. Furthermore, construction noise would be temporary and intermittent and activities would be conducted in accordance with all local regulations described above, thus construction noise impacts would be minimized.

**Table 2. Noise Range of Typical Construction Equipment**

<b>Construction Equipment</b>	<b>Noise Level in dBA L<sub>eq</sub> at 50 Feet <sup>a</sup></b>
Front Loader	73-86
Trucks	82-95
Cranes (moveable)	75-88
Cranes (derrick)	86-89
Vibrator	68-82
Saws	72-82
Pneumatic Impact Equipment	83-88
Jackhammers	81-98
Pumps	68-72
Generators	71-83
Compressors	75-87
Concrete Mixers	75-88
Concrete Pumps	81-85
Back Hoe	73-95
Tractor	77-98
Scraper/Grader	80-93
Paver	85-88

**Table 2. Noise Range of Typical Construction Equipment**

Construction Equipment	Noise Level in dBA $L_{eq}$ at 50 Feet <sup>a</sup>
<p>Notes:</p> <p><sup>a</sup>. Machinery equipped with noise control devices or other noise-reducing design features does not generate the same level of noise emissions as that shown in this table.</p> <p>Source: United States Environmental Protection Agency, Noise from Construction Equipment and Operations, Building Equipment and Home Appliances, PB 206717, 1971.</p>	

Operational

While most of Colma fits within the parameters provided in Table 1 (45-50 dBA), the Town’s General Plan displays noise contours for the vicinity of the project ranging from 65 to 70 dBA based on its close proximity to a busy thoroughfare (El Camino Real). The General Plan also states that the “Office Building” land use (which best describes the proposed project) is compatible with these exposure levels, displaying that noise levels up to 70 dBA are found “normally acceptable” for this land use type (Table 3). The term “normally acceptable” is reserved for when “the range of noise levels ... is compatible with the specified land use type [and] no special noise insulation is required in buildings of conventional construction.”

As stated in the Project Description, the daily vehicle trip generation from the proposed project will increase by 385 trips, with 35 AM Peak Hour and 31 PM Peak Hour trips. As the project would not double the existing traffic levels on local roadways, operational traffic noise from the project would be barely perceptible.

The project site is not in the vicinity of a private airstrip, but it is within approximately four miles of San Francisco International Airport. The Colma General Plan Noise Element states that “noise generated from San Francisco International Airport flyovers have little noise impact on Colma [and]...impact on the Colma noise environment is less than 65 dBA.” Therefore, despite the fact that the Town of Colma is within an Airport Land Use Commission (ALUC) plan for San Francisco International Airport, the project will not have a negative cumulative noise impact due to airport activities.

**SUMMARY**

From the above discussion, it is concluded that construction and operational noise impacts due to the project would not be adverse based on the fact that there are no sensitive receptors within 500 feet of construction activities, proposed construction duration is temporary, noise from vehicular traffic will not substantially increase, and the proposed project would create minimal operational noise impacts that are considered “normally acceptable” for the designated land use and project type.

If you have any questions regarding this memorandum, please call Geoff Reilly of WRA at (415) 524-7461.

Sincerely,







Geoff Reilly, AICP

**Table 3. Colma General Plan Noise Element Table N-3 (Land Use-Noise Compatibility)**

TABLE N-3 LAND USE COMPATIBILITY FOR COMMUNITY NOISE ENVIRONMENTS						
LAND USE CATEGORY	COMMUNITY NOISE EXPOSURE LEVEL (cnel)					
	55	60	65	70	75	80
Residential: Low Density, Single-Family Homes, Duplex and Mobile Homes	Normally Acceptable	Normally Acceptable	Conditionally Acceptable	Conditionally Acceptable	Normally Unacceptable	Unacceptable
Residential: Multi Family	Normally Acceptable	Normally Acceptable	Conditionally Acceptable	Conditionally Acceptable	Normally Unacceptable	Unacceptable
Motels and Hotels	Normally Acceptable	Normally Acceptable	Conditionally Acceptable	Conditionally Acceptable	Normally Unacceptable	Unacceptable
Schools, Libraries, Churches, Hospitals and Nursing Homes	Normally Acceptable	Normally Acceptable	Conditionally Acceptable	Conditionally Acceptable	Normally Unacceptable	Unacceptable
Sports Arenas, Outdoor Spectator Sports	Normally Acceptable	Normally Acceptable	Conditionally Acceptable	Conditionally Acceptable	Normally Unacceptable	Unacceptable
Playgrounds and Neighborhood Parks	Normally Acceptable	Normally Acceptable	Conditionally Acceptable	Conditionally Acceptable	Normally Unacceptable	Unacceptable
Golf Course, Riding Stables, Water Recreation, Cemeteries	Normally Acceptable	Normally Acceptable	Conditionally Acceptable	Conditionally Acceptable	Normally Unacceptable	Unacceptable
Office Buildings	Normally Acceptable	Normally Acceptable	Conditionally Acceptable	Conditionally Acceptable	Normally Unacceptable	Unacceptable
Industrial, Manufacturing, Utilities and Agriculture	Normally Acceptable	Normally Acceptable	Conditionally Acceptable	Conditionally Acceptable	Normally Unacceptable	Unacceptable

INTERPRETATION

			
Normally Acceptable	Conditionally Acceptable	Normally Unacceptable	Unacceptable



Attachment 8  
Traffic Study



February 26, 2018

Mr. Charles Smyth  
**MARKET STREET DEVELOPMENT, LLC**  
3005 Douglas Blvd., Suite 200  
Roseville, CA 95661

**RE: TRAFFIC IMPACT ASSESSMENT FOR DIALYSIS TREATMENT CENTER ON OLIVET PKWY IN COLMA, CA**

Dear Mr. Smyth:

This summarizes **KD Anderson & Associates** assessment of the potential traffic impacts associated with the Dialysis Treatment Center you propose at the El Camino Real / Olivet Pkwy intersection in Colma, California. Figure 1 locates the project site, and Figure 2 is the project site plan. As we have discussed, the project will involve a 12,500 sf medical building with up to 32 treatment stations, although two of those stations are for training and may not be used regularly. The project will occupy an infill site off of El Camino Real north of the Serramonte Blvd intersection.

**Study Issues / Approach.** Based on direction from Town of Colma staff, this analysis focusses on the project's potential impact to the neighboring El Camino Real/ Serramonte Blvd intersection. Recent traffic count data provided by the Town is the basis for identification of current traffic operating conditions based on Level of Service. The analysis addresses weekday a.m., midday and p.m. peak hour and Saturday peak hour conditions. The amount of additional traffic associated with the proposed treatment center has been estimated based on data assembled from observation of similar uses throughout California, and that traffic was added to the study intersection based on probable distribution and assignment patterns based on review of current operating conditions. Resulting Levels of Service were determined and compared to adopted Town significance criteria. Finally, available information regarding long term traffic conditions in this area was used to assess the project's cumulative impact.

**Existing Setting.** Information regarding current traffic conditions in the area of the proposed project was provided by the Town of Colma, including:

- *Traffic Impact Analysis for Serramonte Boulevard and Collins Avenue Master Plan, W-Trans, February 12, 2018, with December 2017 weekday a.m. and p.m. peak hour traffic as well as Saturday midday and p.m. peak hour volumes.*
- *Additional weekday a.m. and p.m. peak hour traffic volume counts collected at El Camino Real / Serramonte Blvd on November 1, 2017 by the Town for the Colma Transportation Safety Action Plan project.*
- *Transportation Impact Analysis for CarMax, Colma, CA, Hexagon Transportation Consultants, 11/19/2015: Future Cumulative traffic volume forecasts.*

Current weekday a.m. and p.m. peak hour traffic operation are based on the average of volumes observed for the Master Plan and those collected for the Town in November 2017. Weekday peak hour volumes were taken from the Master Plan study. All of these volumes are presented in Figure 3.



Current operating Levels of Service were calculated using the methodologies and assumptions made in the Master Plan traffic study, and resulting HCM 2000 LOS worksheets are attached. As noted in Table 1, the El Camino Real / Serramonte Blvd intersection operates at LOS C during these time periods. These conditions satisfy the Town’s minimum LOS D goal, although the Town can elect to accept LOS E and F under its General Plan.

<b>TABLE 1 EXISTING LEVELS OF SERVICE</b>		
<b>Condition</b>	<b>Existing Conditions in Analysis Hour</b>	
	<b>Average Delay (sec/veh)</b>	<b>Level of Service</b>
Current Weekday AM Peak Hour	27.4	C
Current Weekday PM Peak Hour	33.5	C
Current Saturday Middy Peak Hour	32.4	C
Current Saturday PM Peak Hour	31.9	C

**Project Characteristics / Trip Generation.** Traditionally trip generation rates published by recognized sources are the basis for traffic impact analysis, and data assembled by the Institute of Transportation Engineers (ITE) is the most common source. In this case the ITE Trip Generation Manual, 10<sup>th</sup> Edition has no data that is specific to dialysis treatment centers, and information compiled by this consultant at other centers was used. The materials which follow summarize the results of a trip generation / parking analysis conducted for sites throughout California.

**Survey Locations.** To assess the trip generation and parking demand characteristic of any business it is necessary to isolate its travel and parking from that associated with neighboring businesses. Only “free-standing” treatment centers with isolated vehicular access and an on-site parking supply can be monitored.

New information was collected in August 2017 at one location:

- 1341 W La Palma Ave, Anaheim, CA

Two sites were reviewed for trip generation only earlier in 2017:

- 950 Hacienda Drive, Vista, CA
- 41501 Corporate Way, Palm Desert, CA

Available data from 2014 and 2015 surveys has also been used from these sites:

- 3071 Gold Canal Drive, Rancho Cordova, CA
- 5429 W. Cypress Avenue, Visalia , CA
- 510 E. North Way, Dinuba, CA
- 1150 East Leland Road, Pittsburg, CA

**KDA**

The dialysis treatment centers were open for varying hours that ranged from 5:00 a.m. to 10:00 p.m. Most treatment centers offer approximately 20-24 stations where patients will be treated over a three hour period, but the Anaheim treatment center offered 37 stations. Each treatment center maintains a client base of individuals who visit the site regularly. Typically ten to fifteen employees will be on the site for each shift. The size of treatment centers varies somewhat based on local building requirements, building configuration and the nature of support amenities offered at new sites. The treatment centers we observed ranged from 9,000 sf to 14,800 sf.

**Treatment Center Trip Generation.** We observed the number of trips entering and exiting the designated parking facilities at each of six treatment centers. In this case we were not able to monitor the Pittsburg site for trip generation due to cut-through traffic.

Table 2 identifies the peak hour trips observed at each location as well as resulting generation rates per ksf and per station. As noted, the maximum number of trips observed at any location was 38 in the a.m. peak hour, 53 trips in the midday and 31 in the p.m. peak hour.

The number of trips generated by these treatment centers on a daily basis was not uniformly determined. Twenty-four hour counts were made in Anaheim, Vista and Palm Desert, and the results ranged from 164 to 384 daily trips. The Dinuba treatment center is open from 4:30 a.m. to 4:30 p.m., and the access was monitored from 4:00 a.m. to 5:00 p.m. A total of 226 trips were observed (i.e., 113 inbound and 113 outbound).

**Trip Generation Rates.** Trip generation rates per ksf and per station were calculated, and the average rates for each parameter were determined, as shown in Tables 2 thru 4. As indicated, the rates per ksf varied greatly and may not be a good predictor for this use. The rates per dialysis station were more consistent, and on average rates of 1.10 a.m. peak hour trips, 1.22 midday trips, 0.98 p.m. trips and 12.02 daily trips per station were found. These rates can be applied to new facilities.

TABLE 2 AM PEAK HOUR TRIP GENERATION RATES								
Parameter	AM Peak Hour							
	Large Treatment Center	Small Treatment Centers						All Treatment Centers
	Anaheim	Vista	Palm Desert	Rancho Cordova	Visalia	Dinuba	Average	Average
Trips	38	22	20	21	34	24	30	32
Ksf	14.8	9.0	9.0	14.5	10.5	9.0	-	-
Rate per ksf	2.57	2.44	2.22	1.45	3.24	2.67	2.40	2.43
Stations	37	20	21	24	24	20	22	-
Rate per station	1.03	1.10	0.95	0.88	1.42	1.20	1.11	1.10

TABLE 3 MIDDAY PEAK HOUR TRIP GENERATION RATES								
Parameter	Midday Peak Hour							
	Large Treatment Center	Small Treatment Centers						All Treatment Centers
	Anaheim	Vista	Palm Desert	Rancho Cordova	Visalia	Dinuba	Average	Average
Trips	53	31	15	-	-	24	23	33
Ksf	14.8 ksf	9.0	9.0	14.5	10.5	9.0	-	-
Rate per ksf	3.58	3.44	1.67	-	-	2.67	2.59	2.84
Stations	37	20	21	24	24	20	-	-
Rate per station	1.43	1.55	0.71	-	-	1.20	1.15	1.22

TABLE 4 PM PEAK HOUR TRIP GENERATION RATES								
Parameter	PM Peak Hour							
	Large Treatment Center	Small Treatment Centers						All Treatment Centers
	Anaheim	Vista	Palm Desert	Rancho Cordova	Visalia	Dinuba	Average	Average
Trips	31	23	13	20	26	27	24	27
Ksf	14.8 ksf	9.0	9.0	14.5	10.5	9.0	-	-
Rate per ksf	2.09	2.56	1.44	1.38	2.48	3.00	2.17	2.16
Stations	37	20	21	24	24	20	-	-
Rate per station	0.84	1.15	0.62	0.83	1.08	1.35	1.01	.98

These weekday rates were applied to the number of treatment stations and the building area in ksf at the Colma treatment center, and the results are shown in Table 5. As noted earlier, as a “worst case” this analysis assumes 32 stations, although two are training stations that will not be used regularly. Because no specific Saturday information was available we assumed the weekday rates in each time period were representative. As shown, the treatment center is likely to generate 31 to 39 vehicle trips per hour at various times, and 385 trips could occur on a weekday daily basis.

KDA

<b>TABLE 5 COLMA DIALYSIS TREATMENT CENTER TRIP GENERATION FORECASTS</b>			
<b>Time Period</b>	<b>Trips in Time Period</b>		
	<b>Per Station Basis</b>	<b>Per KSF Basis</b>	<b>Use</b>
Quantity	32 stations	12.5 ksf	
Weekday AM Peak Hour	35	30	35
Weekday PM Peak Hour	31	27	31
Saturday Midday Peak Hour*	39	36	39
Saturday PM Peak Hour*	31	27	31
Weekday Daily	385	-	385

(\*) Saturday forecasts derived from Weekday rates  
 32 station is 24 regular stations, plus 2 PD's and 6 station expansion area

**Parking Demands.** We also estimated the probable parking demand at the treatment center.

**Treatment Center Parking Observation Results.** We observed the maximum parking demand hourly at four locations for the period from 7:00 a.m. to 5:00 p.m. As noted in Table 6, the maximum parking accumulation was identified at each site. The maximum accumulation ranged from a high of 41 vehicles in Anaheim to a low of 19 vehicles in Dinuba.

From the standpoint of parking generation, it is possible to calculate the maximum parking demand rate per building sf or per dialysis station for the purpose of applying this data to other sites. As indicated, the maximum observed parking demand ranged from 1.93 to 3.42 parked vehicles per 1,000 sf of treatment center, or 0.95 to 1.25 parked vehicles per dialysis station.

The building size appears to be a poor predictor of parking demand, as the rate per ksf varies greatly. This variation may occur because some space is not actually involved in patient treatment. For example, the Rancho Cordova site has two floors, and the total building square footage includes space devoted to two stairwells and an elevator. These features were not present elsewhere, and the total square feet was different. Similarly, the Pittsburg facility is a very small treatment center which lacks some of the amenities that would be available in newer projects.

TABLE 6 PARKING GENERATION RATES / DEMAND FORECASTS							
Parameter	Location						
	Large Treatment Center	Small Treatment Centers					All Treatment Centers
		Anaheim	Rancho Cordova	Pittsburg	Visalia	Dinuba	Average
Maximum occupied spaces	41	28	24	30	19	25	28
Ksf	14.8	14.5	7.0	10.5	9.0	10.3	-
Occupied spaces per ksf	2.77	1.93	3.42	2.86	2.11	2.58	2.62
Stations	37	24	24	24	20	23	-
Occupied spaces per station	1.11	1.17	1.00	1.25	0.95	1.09	1.10

Applying the average parking demand rates we estimate that the project could have a peak demand for 33 spaces based on its building floor area or 35 spaces based on the number of treatment stations. The project will offer 38 parking spaces. This total exceeds the “worst case” maximum demand of 33 spaces by 5 spaces. It is important to note that parking lots are typically considered to be fully utilized at occupancy rates below 100%. Parking spaces turn over unevenly, and poor parking practices make some spaces unavailable. For these reasons parking lots are often assumed to be fully utilized at occupancy rates of 85%-90% depending on the size of the lot, with higher rates typically accepted for small lots where all the spaces are readily visible to motorists.

The probable maximum parking demand of 33 spaces is equivalent to 87% occupancy of the total parking supply. This rate approaches the thresholds typically identified as “fully utilized” (i.e., 85% to 90%). Based on these criteria we can conclude that the proposed parking supply will be adequate for this use.

Based on this information, 100% of the project trips can be accommodated by on-site parking and all will access the street system via the project driveway.

**Project Trip Distribution / Assignment.** The regional distribution of vehicle trips caused by dialysis treatment centers generally reflects the distribution of client and employee residences within its market area. In this case we have assumed that clients could come from the area within a radius of roughly two miles of the site and create the regional distribution noted in Table 7. Because Olivet Pkwy is closed east of the site all trips use El Camino Real. While the operation of the El Camino Real / Olivet Pkwy intersection is not a part of the impact analysis, the assignment of project trips through that location is presented in Figure 4 for reference.

KDA

Direction	Route	Percent of Total
North	El Camino Real (SR 82) to I-280	30%
South	El Camino Real (SR 82) to San Bruno	30%
West	Serramonte Blvd to Oceana Blvd	30%
east	Serramonte Blvd to Hillsdale Dr	10%

**Existing Plus Project Impacts.** Project trips were superimposed onto the current background condition to create “Existing Plus Project” traffic volumes that are also shown in Figure 4. These peak hour volumes will be used to recalculate intersection Levels of Service, as noted in Table 8. These Levels of Service were reviewed to determine the significance of project impacts under Town of Colma significance criteria. As noted the El Camino Real / Serramonte Blvd intersection will continue to operate at LOS C or better. As this Level of Service satisfies Town goals, the project’s impact is not significant, and mitigation is not required.

Condition	Conditions in Analysis Hour			
	No Project		Plus Dialysis Treatment center	
	Average Delay (sec/veh)	Level of Service	Average Delay (sec/veh)	Level of Service
Current Weekday AM Peak Hour	27.4	C	27.4	C
Current Weekday PM Peak Hour	33.5	C	34.1	C
Current Saturday Midday Peak Hour	32.4	C	32.7	C
Current Saturday PM Peak Hour	31.9	C	32.2	C
Cumulative Weekday AM Peak Hour	30.7	C	30.9	C
Cumulative Weekday PM Peak Hour	50.0	D	50.8	D
Cumulative Saturday Midday Peak Hour	93.1	F	93.1	F

**Cumulative Traffic Impacts.** The Master Plan traffic analysis presents long term traffic volume forecasts for the study area intersection under weekday a.m. and p.m. and Saturday midday conditions, and these volumes are the basis for the cumulative analysis presented herein. Figure 5 presents the background cumulative volumes, as well as the sum of cumulative and project traffic volumes.

Cumulative volumes have been employed to determine future intersection Levels of Service, as noted in Table 8. As shown, with and without the project the El Camino Real / Serramonte Blvd intersection will operate with Levels of Service that range from LOS C in the weekday morning to LOS F in the Saturday peak hour. Saturday LOS F conditions were identified in the CarMax traffic study as well, and mitigation was not identified in that document. As noted previously, while the Town strives to maintain LOS D or better conditions, LOS E and LOS F can be accepted. Because the Town of Colma can accept the identified Levels of Service and the project’s incremental effect is minor, this impact is not significant and mitigation is not required.

KDA

**Site Access.** The project proposes a single full access driveway that would be located in the south end of the site on Olivet Pkwy roughly 100 feet from El Camino Real. The driveway will be used by employees and clients. Because the volume of traffic generated by the project is low and background traffic on Olivet Pkwy is light, the project is not expected to cause any significant queuing delays attributed to project traffic turning towards the site from El Camino Real. In the short term the El Camino Real / Olivet Pkwy intersection is estimated to operate with LOS B-D conditions on the westbound approach. When the background traffic volume on El Camino Real increases in the future delays on all stop controlled side street will increase and LOS F conditions could result. At that time the Town may wish to consider prohibiting outbound left turns onto El Camino Real, although this is not a specific issue associated with the proposed project.

**Impacts to Alternative Transportation Modes.** Alternative transportation modes are rarely employed by treatment center clients, but some employees may elect to take advantage of available modal choices.

Pedestrian facilities in the study area consist of sidewalks located on the south side of Serramonte Blvd and both sides of El Camino Real in the project vicinity. The intersection of El Camino Real/Serramonte Blvd has pedestrian crosswalks and signal heads across all four legs. There are sidewalks located along the entire route from the project site to the bus stops on El Camino Real and Junipero Serra Blvd. For pedestrians traveling between the Colma BART station and the project site, there are sidewalks along the east side of El Camino Real.

Bicycle lanes are not present on Serramonte Blvd and El Camino Real in the project vicinity.

The sidewalks and bikeways in the project vicinity should be adequate to serve the employees that walk or bike to the site.

Transit in the study area is provided by BART and SamTrans. The Colma BART station is located approximately ½ mile north of the project site. There is one northbound and one southbound SamTrans bus route with stops approximately 0.25 miles from the project. There are three SamTrans bus routes that have a stop within one mile of the project site. The traffic volumes added to the study area should have a less than significant impact to the existing bus services.

The project is not likely to generate a significant amount of pedestrian, bicycle, or transit traffic.

Thank you for this opportunity to provide you with our services. Please feel free to contact me if you have any questions or need additional information.

Sincerely,

**KD Anderson & Associates, Inc.**



Kenneth D. Anderson, P.E., President

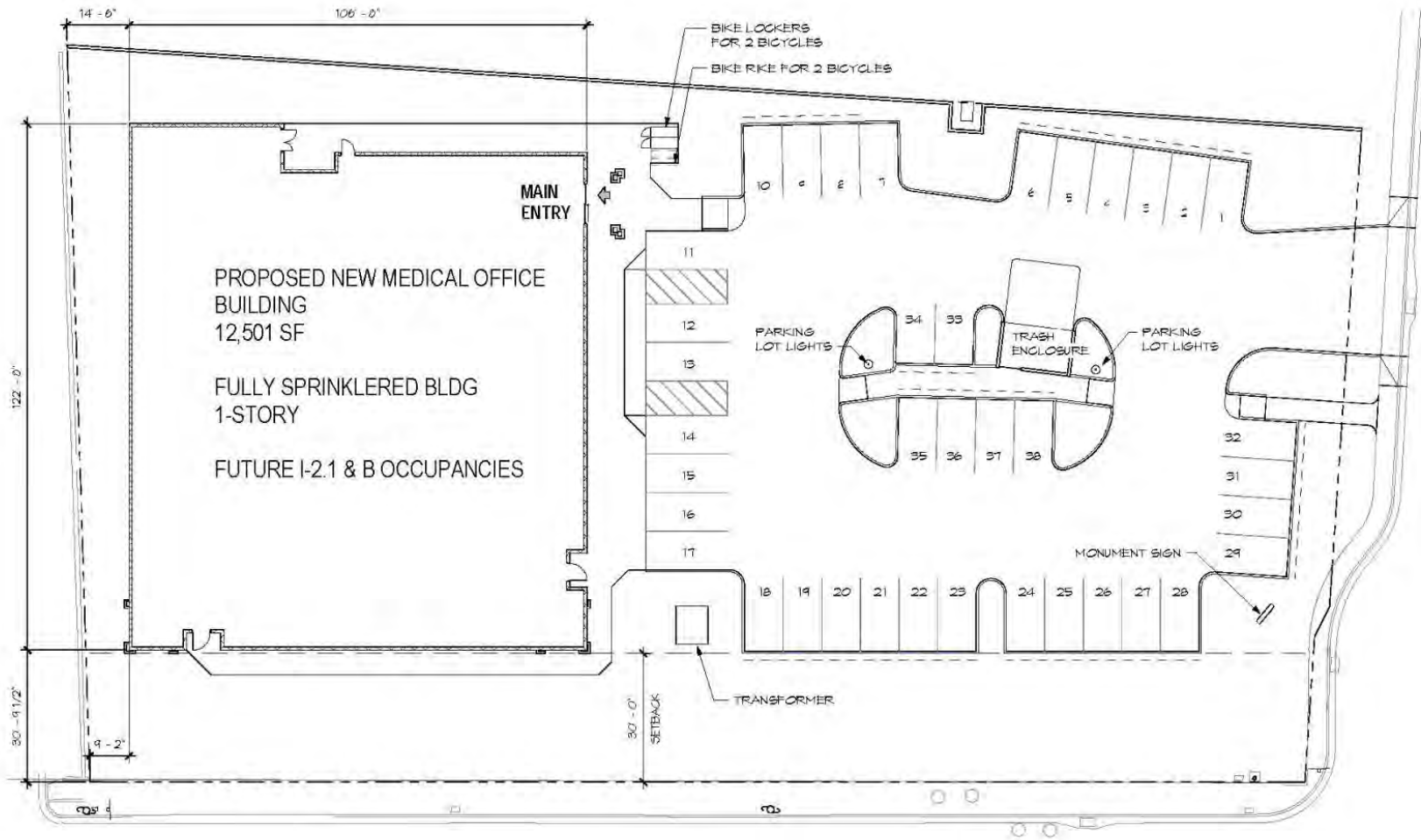
Enc: Figures, LOS calculation worksheets





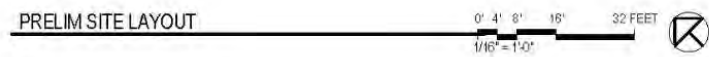
VICINITY MAP



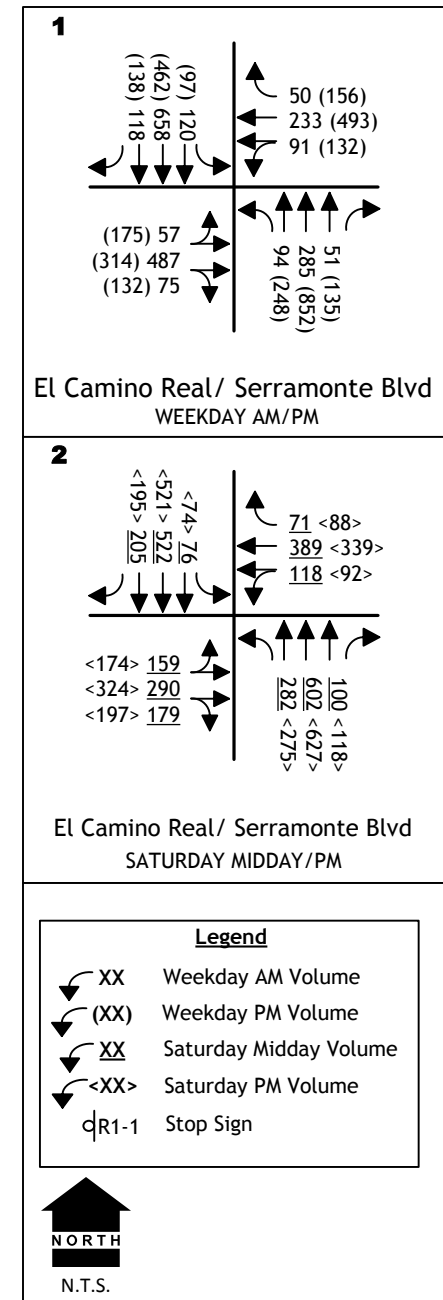


OLIVET PARKWAY

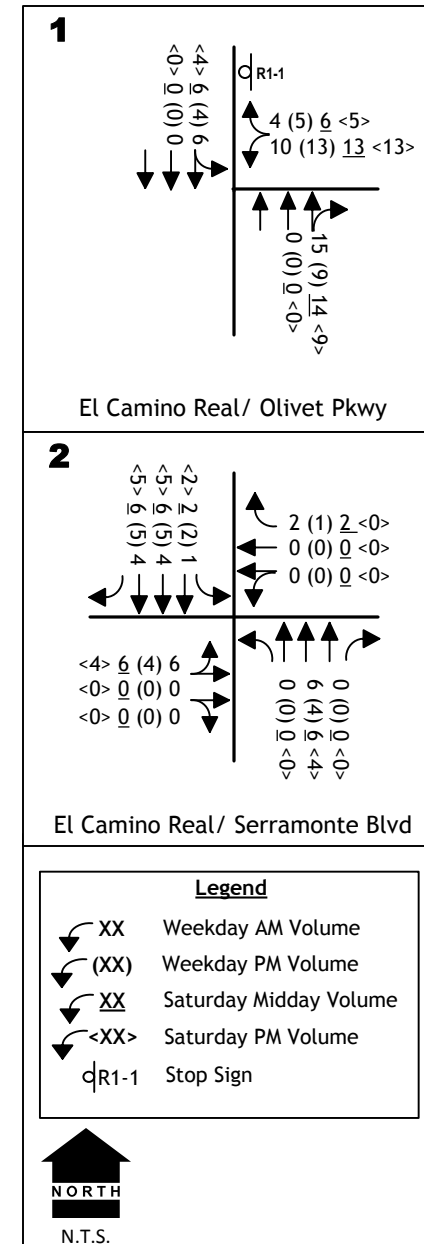
EL CAMINO REAL

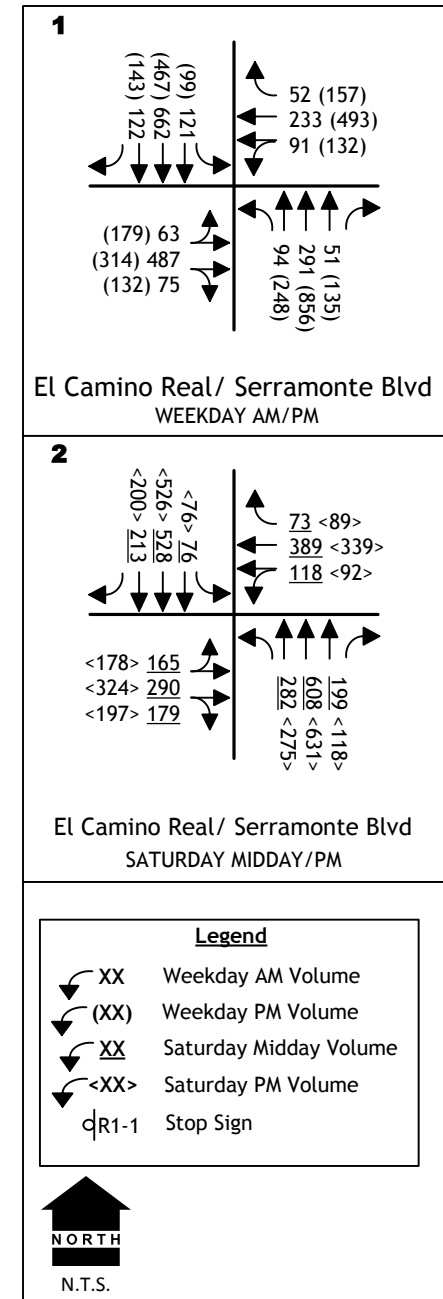


SITE PLAN

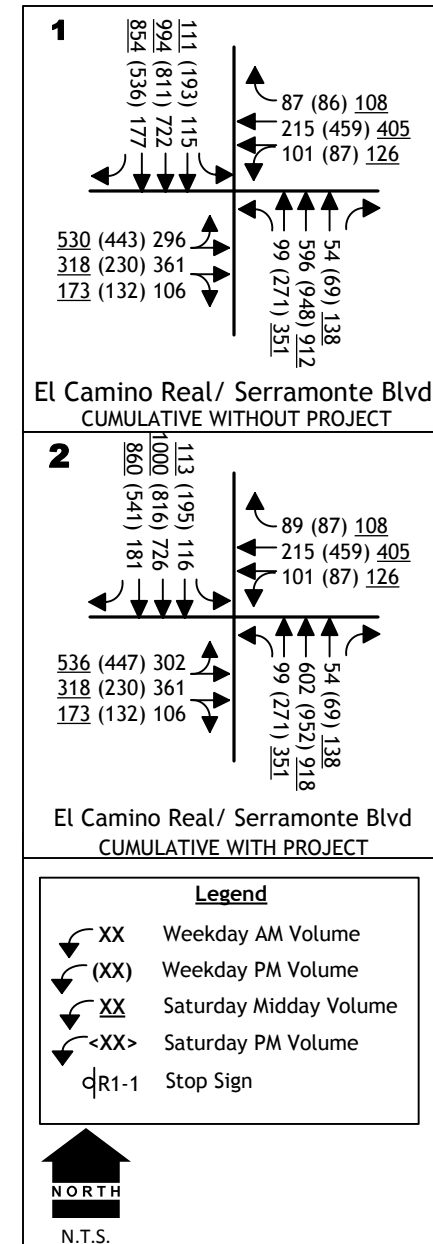












## 3: Serramonte Blvd &amp; El Camino Real



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↕	↕	↕↕↕	↕	↕	↕↕↕	↕
Volume (vph)	57	487	75	91	233	50	94	285	51	120	658	118
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		1.00			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.98
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.98			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		1.00			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3449			3490	1556	1770	5085	1552	1770	5085	1555
Flt Permitted		1.00			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3449			3490	1556	1770	5085	1552	1770	5085	1555
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	60	513	79	96	245	53	99	300	54	126	693	124
RTOR Reduction (vph)	0	8	0	0	0	44	0	0	41	0	0	88
Lane Group Flow (vph)	0	644	0	0	341	9	99	300	13	126	693	36
Confl. Peds. (#/hr)			11			5			5			4
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		22.1			13.9	13.9	8.0	20.3	20.3	11.3	23.6	23.6
Effective Green, g (s)		22.1			13.9	13.9	8.0	20.3	20.3	11.3	23.6	23.6
Actuated g/C Ratio		0.27			0.17	0.17	0.10	0.25	0.25	0.14	0.29	0.29
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		934			594	265	173	1265	386	245	1470	449
v/s Ratio Prot		c0.19			c0.10		c0.06	0.06		c0.07	c0.14	
v/s Ratio Perm						0.01			0.01			0.02
v/c Ratio		0.69			0.57	0.03	0.57	0.24	0.03	0.51	0.47	0.08
Uniform Delay, d1		26.7			31.1	28.2	35.2	24.5	23.2	32.6	23.9	21.1
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		1.7			0.8	0.0	2.8	0.1	0.1	0.8	0.3	0.1
Delay (s)		28.4			32.0	28.3	38.0	24.6	23.3	33.4	24.2	21.2
Level of Service		C			C	C	D	C	C	C	C	C
Approach Delay (s)		28.4			31.5			27.4			25.0	
Approach LOS		C			C			C			C	

## Intersection Summary

HCM 2000 Control Delay	27.4	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.59		
Actuated Cycle Length (s)	81.6	Sum of lost time (s)	14.0
Intersection Capacity Utilization	60.1%	ICU Level of Service	B
Analysis Period (min)	15		

c Critical Lane Group

# HCM Signalized Intersection Capacity Analysis

## 3: Serramonte Blvd & El Camino Real

Existing PM  
2/22/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↕	↕	↕↕↕	↕	↕	↕↕↕	↕
Volume (vph)	175	314	132	132	493	156	248	852	135	97	462	138
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		1.00			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.99
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.97			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3365			3502	1556	1770	5085	1552	1770	5085	1562
Flt Permitted		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3365			3502	1556	1770	5085	1552	1770	5085	1562
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	184	331	139	139	519	164	261	897	142	102	486	145
RTOR Reduction (vph)	0	25	0	0	0	127	0	0	100	0	0	116
Lane Group Flow (vph)	0	629	0	0	658	37	261	897	42	102	486	29
Confl. Peds. (#/hr)			7			5			5			1
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		19.9			19.4	19.4	15.7	25.7	25.7	7.0	17.0	17.0
Effective Green, g (s)		19.9			19.4	19.4	15.7	25.7	25.7	7.0	17.0	17.0
Actuated g/C Ratio		0.23			0.23	0.23	0.18	0.30	0.30	0.08	0.20	0.20
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		778			789	351	323	1519	463	144	1005	308
v/s Ratio Prot		c0.19			c0.19		c0.15	c0.18		0.06	0.10	
v/s Ratio Perm						0.02			0.03			0.02
v/c Ratio		0.81			0.83	0.11	0.81	0.59	0.09	0.71	0.48	0.09
Uniform Delay, d1		31.3			31.8	26.4	33.7	25.7	21.7	38.5	30.6	28.2
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		5.9			7.2	0.0	13.0	0.7	0.1	12.2	0.5	0.2
Delay (s)		37.1			39.0	26.5	46.7	26.4	21.9	50.7	31.1	28.4
Level of Service		D			D	C	D	C	C	D	C	C
Approach Delay (s)		37.1			36.5			30.0			33.3	
Approach LOS		D			D			C			C	

### Intersection Summary

HCM 2000 Control Delay	33.5	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.78		
Actuated Cycle Length (s)	86.0	Sum of lost time (s)	14.0
Intersection Capacity Utilization	72.2%	ICU Level of Service	C
Analysis Period (min)	15		

c Critical Lane Group

HCM Signalized Intersection Capacity Analysis  
 3: Serramonte Blvd & El Camino Real

Existing Saturday Midday  
 2/22/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↕	↕	↕↕↕	↕	↕	↕↕↕	↕
Volume (vph)	159	290	179	118	389	71	282	602	199	76	522	205
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		0.99			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.98
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.96			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3323			3499	1552	1770	5085	1547	1770	5085	1557
Flt Permitted		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3323			3499	1552	1770	5085	1547	1770	5085	1557
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	167	305	188	124	409	75	297	634	209	80	549	216
RTOR Reduction (vph)	0	45	0	0	0	59	0	0	141	0	0	173
Lane Group Flow (vph)	0	615	0	0	533	16	297	634	68	80	549	43
Confl. Peds. (#/hr)			11			7			7			3
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		19.8			17.8	17.8	17.2	27.8	27.8	6.6	17.2	17.2
Effective Green, g (s)		19.8			17.8	17.8	17.2	27.8	27.8	6.6	17.2	17.2
Actuated g/C Ratio		0.23			0.21	0.21	0.20	0.32	0.32	0.08	0.20	0.20
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		765			724	321	354	1643	500	135	1017	311
v/s Ratio Prot		c0.19			c0.15		c0.17	0.12		0.05	c0.11	
v/s Ratio Perm						0.01			0.04			0.03
v/c Ratio		0.80			0.74	0.05	0.84	0.39	0.14	0.59	0.54	0.14
Uniform Delay, d1		31.3			31.9	27.3	33.1	22.5	20.6	38.4	30.9	28.3
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		5.8			3.4	0.0	15.2	0.2	0.2	4.6	0.7	0.3
Delay (s)		37.1			35.3	27.3	48.3	22.7	20.8	43.0	31.6	28.6
Level of Service		D			D	C	D	C	C	D	C	C
Approach Delay (s)		37.1			34.3			29.0			31.9	
Approach LOS		D			C			C			C	

Intersection Summary

HCM 2000 Control Delay	32.4	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.73		
Actuated Cycle Length (s)	86.0	Sum of lost time (s)	14.0
Intersection Capacity Utilization	73.4%	ICU Level of Service	D
Analysis Period (min)	15		

c Critical Lane Group



HCM Signalized Intersection Capacity Analysis  
3: Serramonte Blvd & El Camino Real

Existing Saturday PM  
2/22/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↕	↕	↕↕↕	↕	↕	↕↕↕	↕
Volume (vph)	174	324	197	92	339	88	275	627	118	74	521	195
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		0.99			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.98
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.96			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3318			3502	1559	1770	5085	1557	1770	5085	1555
Flt Permitted		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3318			3502	1559	1770	5085	1557	1770	5085	1555
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	183	341	207	97	357	93	289	660	124	78	548	205
RTOR Reduction (vph)	0	47	0	0	0	76	0	0	83	0	0	160
Lane Group Flow (vph)	0	684	0	0	454	17	289	660	41	78	548	45
Confl. Peds. (#/hr)			18			3			3			4
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		20.1			14.6	14.6	15.2	27.2	27.2	5.8	17.8	17.8
Effective Green, g (s)		20.1			14.6	14.6	15.2	27.2	27.2	5.8	17.8	17.8
Actuated g/C Ratio		0.25			0.18	0.18	0.19	0.33	0.33	0.07	0.22	0.22
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		816			625	278	329	1692	518	125	1107	338
v/s Ratio Prot		c0.21			c0.13		c0.16	0.13		0.04	c0.11	
v/s Ratio Perm						0.01			0.03			0.03
v/c Ratio		0.84			0.73	0.06	0.88	0.39	0.08	0.62	0.50	0.13
Uniform Delay, d1		29.3			31.7	27.9	32.4	20.9	18.7	36.9	28.0	25.7
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		7.2			3.6	0.0	21.7	0.2	0.1	6.8	0.5	0.2
Delay (s)		36.5			35.2	27.9	54.0	21.1	18.8	43.7	28.5	26.0
Level of Service		D			D	C	D	C	B	D	C	C
Approach Delay (s)		36.5			34.0			29.7			29.3	
Approach LOS		D			C			C			C	

Intersection Summary

HCM 2000 Control Delay	31.9	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.73		
Actuated Cycle Length (s)	81.7	Sum of lost time (s)	14.0
Intersection Capacity Utilization	72.6%	ICU Level of Service	C
Analysis Period (min)	15		

c Critical Lane Group

# HCM Signalized Intersection Capacity Analysis

## 3: Serramonte Blvd & El Camino Real

Existing Plus Project AM

2/26/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↗	↖	↕↕↕	↗	↖	↕↕↕	↗
Volume (vph)	63	487	75	91	233	52	94	291	51	121	662	122
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		1.00			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.98
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.98			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		1.00			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3448			3490	1556	1770	5085	1553	1770	5085	1555
Flt Permitted		1.00			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3448			3490	1556	1770	5085	1553	1770	5085	1555
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	66	513	79	96	245	55	99	306	54	127	697	128
RTOR Reduction (vph)	0	9	0	0	0	46	0	0	41	0	0	91
Lane Group Flow (vph)	0	649	0	0	341	9	99	306	13	127	697	37
Confl. Peds. (#/hr)			11			5			5			4
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		21.7			13.4	13.4	7.8	20.0	20.0	11.0	23.2	23.2
Effective Green, g (s)		21.7			13.4	13.4	7.8	20.0	20.0	11.0	23.2	23.2
Actuated g/C Ratio		0.27			0.17	0.17	0.10	0.25	0.25	0.14	0.29	0.29
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		934			583	260	172	1269	387	243	1472	450
v/s Ratio Prot		c0.19			c0.10		c0.06	0.06		c0.07	c0.14	
v/s Ratio Perm						0.01			0.01			0.02
v/c Ratio		0.69			0.58	0.04	0.58	0.24	0.03	0.52	0.47	0.08
Uniform Delay, d1		26.2			30.8	27.9	34.6	24.0	22.7	32.1	23.4	20.7
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		1.8			1.0	0.0	2.9	0.1	0.1	0.9	0.3	0.1
Delay (s)		28.0			31.8	28.0	37.4	24.1	22.8	33.0	23.8	20.8
Level of Service		C			C	C	D	C	C	C	C	C
Approach Delay (s)		28.0			31.2			26.8			24.6	
Approach LOS		C			C			C			C	

### Intersection Summary

HCM 2000 Control Delay	27.0	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.60		
Actuated Cycle Length (s)	80.1	Sum of lost time (s)	14.0
Intersection Capacity Utilization	60.3%	ICU Level of Service	B
Analysis Period (min)	15		

c Critical Lane Group

HCM Signalized Intersection Capacity Analysis  
3: Serramonte Blvd & El Camino Real

Existing Plus Project PM

2/26/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↗	↖	↕↕↕	↗	↖	↕↕↕	↗
Volume (vph)	179	314	132	132	493	157	248	856	135	99	467	143
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		1.00			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.99
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.97			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3365			3502	1556	1770	5085	1552	1770	5085	1562
Flt Permitted		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3365			3502	1556	1770	5085	1552	1770	5085	1562
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	188	331	139	139	519	165	261	901	142	104	492	151
RTOR Reduction (vph)	0	25	0	0	0	128	0	0	99	0	0	120
Lane Group Flow (vph)	0	633	0	0	658	37	261	901	43	104	492	31
Confl. Peds. (#/hr)			7			5			5			1
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		20.1			19.4	19.4	15.7	26.3	26.3	7.1	17.7	17.7
Effective Green, g (s)		20.1			19.4	19.4	15.7	26.3	26.3	7.1	17.7	17.7
Actuated g/C Ratio		0.23			0.22	0.22	0.18	0.30	0.30	0.08	0.20	0.20
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		778			781	347	319	1538	469	144	1035	318
v/s Ratio Prot		c0.19			c0.19		c0.15	c0.18		0.06	0.10	
v/s Ratio Perm						0.02			0.03			0.02
v/c Ratio		0.81			0.84	0.11	0.82	0.59	0.09	0.72	0.48	0.10
Uniform Delay, d1		31.6			32.3	26.9	34.2	25.7	21.7	38.9	30.5	28.1
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		6.2			7.9	0.0	14.2	0.7	0.1	14.0	0.5	0.2
Delay (s)		37.8			40.2	26.9	48.5	26.4	21.8	53.0	31.0	28.3
Level of Service		D			D	C	D	C	C	D	C	C
Approach Delay (s)		37.8			37.5			30.3			33.5	
Approach LOS		D			D			C			C	

Intersection Summary

HCM 2000 Control Delay	34.1	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.79		
Actuated Cycle Length (s)	86.9	Sum of lost time (s)	14.0
Intersection Capacity Utilization	72.4%	ICU Level of Service	C
Analysis Period (min)	15		

c Critical Lane Group

HCM Signalized Intersection Capacity Analysis  
3: Serramonte Blvd & El Camino Real

Existing Plus Project Saturday Midday

2/26/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↕	↕	↕↕↕	↕	↕	↕↕↕	↕
Volume (vph)	165	290	179	118	389	73	282	608	199	78	528	211
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		0.99			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.98
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.96			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3323			3499	1552	1770	5085	1547	1770	5085	1557
Flt Permitted		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3323			3499	1552	1770	5085	1547	1770	5085	1557
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	174	305	188	124	409	77	297	640	209	82	556	222
RTOR Reduction (vph)	0	43	0	0	0	61	0	0	142	0	0	177
Lane Group Flow (vph)	0	624	0	0	533	16	297	640	67	82	556	45
Confl. Peds. (#/hr)			11			7			7			3
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		20.0			17.9	17.9	17.2	27.9	27.9	6.7	17.4	17.4
Effective Green, g (s)		20.0			17.9	17.9	17.2	27.9	27.9	6.7	17.4	17.4
Actuated g/C Ratio		0.23			0.21	0.21	0.20	0.32	0.32	0.08	0.20	0.20
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		768			724	321	351	1640	498	137	1022	313
v/s Ratio Prot		c0.19			c0.15		c0.17	0.13		0.05	c0.11	
v/s Ratio Perm						0.01			0.04			0.03
v/c Ratio		0.81			0.74	0.05	0.85	0.39	0.14	0.60	0.54	0.14
Uniform Delay, d1		31.5			32.1	27.5	33.4	22.7	20.8	38.6	31.0	28.4
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		6.2			3.4	0.0	16.3	0.2	0.2	4.6	0.7	0.3
Delay (s)		37.7			35.5	27.5	49.6	22.9	20.9	43.2	31.7	28.7
Level of Service		D			D	C	D	C	C	D	C	C
Approach Delay (s)		37.7			34.5			29.5			32.0	
Approach LOS		D			C			C			C	

Intersection Summary

HCM 2000 Control Delay	32.7	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.74		
Actuated Cycle Length (s)	86.5	Sum of lost time (s)	14.0
Intersection Capacity Utilization	73.6%	ICU Level of Service	D
Analysis Period (min)	15		

c Critical Lane Group

# HCM Signalized Intersection Capacity Analysis

## 3: Serramonte Blvd & El Camino Real

Existing Plus Project Saturday PM

2/26/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↗	↖	↕↕↕	↗	↖	↕↕↕	↗
Volume (vph)	178	324	197	92	339	89	275	631	118	76	526	200
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		0.99			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.98
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.96			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3318			3502	1559	1770	5085	1557	1770	5085	1555
Flt Permitted		0.99			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3318			3502	1559	1770	5085	1557	1770	5085	1555
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	187	341	207	97	357	94	289	664	124	80	554	211
RTOR Reduction (vph)	0	47	0	0	0	77	0	0	83	0	0	165
Lane Group Flow (vph)	0	688	0	0	454	17	289	664	41	80	554	46
Confl. Peds. (#/hr)			18			3			3			4
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		20.2			14.7	14.7	15.2	27.3	27.3	5.8	17.9	17.9
Effective Green, g (s)		20.2			14.7	14.7	15.2	27.3	27.3	5.8	17.9	17.9
Actuated g/C Ratio		0.25			0.18	0.18	0.19	0.33	0.33	0.07	0.22	0.22
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		817			627	279	328	1692	518	125	1110	339
v/s Ratio Prot		c0.21			c0.13		c0.16	0.13		0.05	c0.11	
v/s Ratio Perm						0.01			0.03			0.03
v/c Ratio		0.84			0.72	0.06	0.88	0.39	0.08	0.64	0.50	0.14
Uniform Delay, d1		29.4			31.7	27.9	32.5	21.0	18.7	37.1	28.1	25.8
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		7.6			3.5	0.0	22.5	0.2	0.1	8.1	0.5	0.3
Delay (s)		37.0			35.3	28.0	55.0	21.2	18.8	45.2	28.6	26.1
Level of Service		D			D	C	D	C	B	D	C	C
Approach Delay (s)		37.0			34.0			30.0			29.5	
Approach LOS		D			C			C			C	






















### Intersection Summary

HCM 2000 Control Delay	32.2	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.73		
Actuated Cycle Length (s)	82.0	Sum of lost time (s)	14.0
Intersection Capacity Utilization	72.8%	ICU Level of Service	C
Analysis Period (min)	15		

c Critical Lane Group

HCM Signalized Intersection Capacity Analysis  
3: Serramonte Blvd & El Camino Real

Cumulative Without Project AM  
2/22/2018

													
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations													
Volume (vph)	296	361	106	101	215	87	99	596	54	115	722	177	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0	
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00	
Frbp, ped/bikes		1.00			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.98	
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Frt		0.98			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85	
Flt Protected		0.98			0.98	1.00	0.95	1.00	1.00	0.95	1.00	1.00	
Satd. Flow (prot)		3388			3484	1555	1770	5085	1551	1770	5085	1554	
Flt Permitted		0.98			0.98	1.00	0.95	1.00	1.00	0.95	1.00	1.00	
Satd. Flow (perm)		3388			3484	1555	1770	5085	1551	1770	5085	1554	
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	
Adj. Flow (vph)	312	380	112	106	226	92	104	627	57	121	760	186	
RTOR Reduction (vph)	0	11	0	0	0	78	0	0	42	0	0	131	
Lane Group Flow (vph)	0	793	0	0	332	14	104	627	15	121	760	55	
Confl. Peds. (#/hr)			11			5			5			4	
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm	
Protected Phases	8	8		4	4		1	6		5	2		
Permitted Phases						4			6			2	
Actuated Green, G (s)		27.5			14.0	14.0	8.5	24.0	24.0	11.3	26.8	26.8	
Effective Green, g (s)		27.5			14.0	14.0	8.5	24.0	24.0	11.3	26.8	26.8	
Actuated g/C Ratio		0.30			0.15	0.15	0.09	0.26	0.26	0.12	0.30	0.30	
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0	
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0	
Lane Grp Cap (vph)		1026			537	239	165	1344	409	220	1500	458	
v/s Ratio Prot		c0.23			c0.10		c0.06	0.12		0.07	c0.15		
v/s Ratio Perm						0.01			0.01			0.04	
v/c Ratio		0.77			0.62	0.06	0.63	0.47	0.04	0.55	0.51	0.12	
Uniform Delay, d1		28.8			35.9	32.8	39.6	28.0	24.8	37.4	26.5	23.4	
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Incremental Delay, d2		3.4			1.5	0.0	5.6	0.4	0.1	1.7	0.4	0.2	
Delay (s)		32.2			37.4	32.8	45.3	28.4	24.9	39.0	26.9	23.5	
Level of Service		C			D	C	D	C	C	D	C	C	
Approach Delay (s)		32.2			36.4			30.4			27.7		
Approach LOS		C			D			C			C		
<b>Intersection Summary</b>													
HCM 2000 Control Delay			30.7									HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio			0.64										
Actuated Cycle Length (s)			90.8									Sum of lost time (s)	14.0
Intersection Capacity Utilization			65.3%									ICU Level of Service	C
Analysis Period (min)			15										

c Critical Lane Group

# HCM Signalized Intersection Capacity Analysis

## 3: Serramonte Blvd & El Camino Real

Cumulative No Project PM  
2/22/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↕	↕	↕↕↕	↕	↕	↕↕↕	↕
Volume (vph)	443	230	132	87	459	86	271	948	69	193	811	536
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		1.00			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.99
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.98			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.97			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3350			3511	1558	1770	5085	1555	1770	5085	1562
Flt Permitted		0.97			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3350			3511	1558	1770	5085	1555	1770	5085	1562
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	466	242	139	92	483	91	285	998	73	203	854	564
RTOR Reduction (vph)	0	25	0	0	0	75	0	0	53	0	0	372
Lane Group Flow (vph)	0	822	0	0	575	16	285	998	20	203	854	192
Confl. Peds. (#/hr)			7			5			5			1
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		13.5			11.5	11.5	11.0	18.0	18.0	8.0	15.0	15.0
Effective Green, g (s)		13.5			11.5	11.5	11.0	18.0	18.0	8.0	15.0	15.0
Actuated g/C Ratio		0.21			0.18	0.18	0.17	0.28	0.28	0.12	0.23	0.23
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		695			621	275	299	1408	430	217	1173	360
v/s Ratio Prot		c0.25			c0.16		c0.16	c0.20		0.11	0.17	
v/s Ratio Perm						0.01			0.01			0.12
v/c Ratio		1.18			0.93	0.06	0.95	0.71	0.05	0.94	0.73	0.53
Uniform Delay, d1		25.8			26.3	22.2	26.7	21.1	17.2	28.2	23.1	21.9
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		96.3			19.5	0.0	39.1	1.8	0.1	42.6	2.4	1.9
Delay (s)		122.1			45.9	22.3	65.8	22.9	17.3	70.8	25.6	23.9
Level of Service		F			D	C	E	C	B	E	C	C
Approach Delay (s)		122.1			42.7			31.6			30.6	
Approach LOS		F			D			C			C	

### Intersection Summary

HCM 2000 Control Delay	50.0	HCM 2000 Level of Service	D
HCM 2000 Volume to Capacity ratio	0.93		
Actuated Cycle Length (s)	65.0	Sum of lost time (s)	14.0
Intersection Capacity Utilization	84.4%	ICU Level of Service	E
Analysis Period (min)	15		

c Critical Lane Group

HCM Signalized Intersection Capacity Analysis Cumulative Without Project Saturday Midday  
 3: Serramonte Blvd & El Camino Real 2/22/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↗	↖	↕↕↕	↗	↖	↕↕↕	↗
Volume (vph)	530	318	173	126	405	108	351	912	138	111	994	854
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		0.99			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.98
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.97			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.97			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3340			3498	1557	1770	5085	1554	1770	5085	1550
Flt Permitted		0.97			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3340			3498	1557	1770	5085	1554	1770	5085	1550
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	558	335	182	133	426	114	369	960	145	117	1046	899
RTOR Reduction (vph)	0	14	0	0	0	99	0	0	88	0	0	375
Lane Group Flow (vph)	0	1061	0	0	559	15	369	960	57	117	1046	524
Confl. Peds. (#/hr)			18			3			3			4
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		31.5			15.5	15.5	21.0	47.2	47.2	11.8	38.0	38.0
Effective Green, g (s)		31.5			15.5	15.5	21.0	47.2	47.2	11.8	38.0	38.0
Actuated g/C Ratio		0.26			0.13	0.13	0.18	0.39	0.39	0.10	0.32	0.32
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		876			451	201	309	2000	611	174	1610	490
v/s Ratio Prot		c0.32			c0.16		c0.21	0.19		0.07	0.21	
v/s Ratio Perm						0.01			0.04			c0.34
v/c Ratio		1.21			1.24	0.07	1.19	0.48	0.09	0.67	0.65	1.07
Uniform Delay, d1		44.2			52.2	45.9	49.5	27.2	22.9	52.2	35.3	41.0
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		105.6			125.5	0.1	114.7	0.2	0.1	7.8	1.0	60.4
Delay (s)		149.9			177.7	46.0	164.2	27.5	23.0	60.0	36.3	101.4
Level of Service		F			F	D	F	C	C	E	D	F
Approach Delay (s)		149.9			155.4			61.3			66.0	
Approach LOS		F			F			E			E	

Intersection Summary		
HCM 2000 Control Delay	93.1	HCM 2000 Level of Service
HCM 2000 Volume to Capacity ratio	1.16	F
Actuated Cycle Length (s)	120.0	Sum of lost time (s)
Intersection Capacity Utilization	98.0%	14.0
Analysis Period (min)	15	ICU Level of Service
		F

c Critical Lane Group



HCM Signalized Intersection Capacity Analysis  
3: Serramonte Blvd & El Camino Real

Cumulative Plus Project AM  
2/26/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↕	↕	↕↕↕	↕	↕	↕↕↕	↕
Volume (vph)	302	361	106	101	215	89	99	602	54	116	726	181
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		1.00			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.98
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.98			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.98			0.98	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3387			3484	1555	1770	5085	1551	1770	5085	1554
Flt Permitted		0.98			0.98	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3387			3484	1555	1770	5085	1551	1770	5085	1554
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	318	380	112	106	226	94	104	634	57	122	764	191
RTOR Reduction (vph)	0	11	0	0	0	80	0	0	42	0	0	134
Lane Group Flow (vph)	0	799	0	0	332	14	104	634	15	122	764	57
Confl. Peds. (#/hr)			11			5			5			4
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		27.7			14.0	14.0	8.5	24.4	24.4	11.3	27.2	27.2
Effective Green, g (s)		27.7			14.0	14.0	8.5	24.4	24.4	11.3	27.2	27.2
Actuated g/C Ratio		0.30			0.15	0.15	0.09	0.27	0.27	0.12	0.30	0.30
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		1026			533	238	164	1357	414	218	1513	462
v/s Ratio Prot		c0.24			c0.10		c0.06	0.12		0.07	c0.15	
v/s Ratio Perm						0.01			0.01			0.04
v/c Ratio		0.78			0.62	0.06	0.63	0.47	0.04	0.56	0.50	0.12
Uniform Delay, d1		29.1			36.2	33.1	40.0	28.1	24.8	37.7	26.5	23.4
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		3.5			1.6	0.0	5.8	0.3	0.0	1.8	0.4	0.2
Delay (s)		32.5			37.9	33.1	45.7	28.4	24.9	39.5	26.9	23.6
Level of Service		C			D	C	D	C	C	D	C	C
Approach Delay (s)		32.5			36.8			30.4			27.7	
Approach LOS		C			D			C			C	

Intersection Summary		
HCM 2000 Control Delay	30.9	HCM 2000 Level of Service
HCM 2000 Volume to Capacity ratio	0.64	C
Actuated Cycle Length (s)	91.4	Sum of lost time (s)
Intersection Capacity Utilization	65.6%	14.0
Analysis Period (min)	15	ICU Level of Service
		C

c Critical Lane Group

HCM Signalized Intersection Capacity Analysis  
3: Serramonte Blvd & El Camino Real

Cumulative Plus Project PM  
2/26/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↗	↖	↕↕↕	↗	↖	↕↕↕	↗
Volume (vph)	447	230	132	87	459	87	271	952	69	195	816	541
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		1.00			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.99
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.98			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.97			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3350			3511	1558	1770	5085	1555	1770	5085	1562
Flt Permitted		0.97			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3350			3511	1558	1770	5085	1555	1770	5085	1562
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	471	242	139	92	483	92	285	1002	73	205	859	569
RTOR Reduction (vph)	0	25	0	0	0	76	0	0	53	0	0	372
Lane Group Flow (vph)	0	827	0	0	575	16	285	1002	20	205	859	197
Confl. Peds. (#/hr)			7			5			5			1
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		13.5			11.5	11.5	11.0	18.0	18.0	8.0	15.0	15.0
Effective Green, g (s)		13.5			11.5	11.5	11.0	18.0	18.0	8.0	15.0	15.0
Actuated g/C Ratio		0.21			0.18	0.18	0.17	0.28	0.28	0.12	0.23	0.23
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		695			621	275	299	1408	430	217	1173	360
v/s Ratio Prot		c0.25			c0.16		c0.16	c0.20		0.12	0.17	
v/s Ratio Perm						0.01			0.01			0.13
v/c Ratio		1.21dl			0.93	0.06	0.95	0.71	0.05	0.94	0.73	0.55
Uniform Delay, d1		25.8			26.3	22.3	26.7	21.2	17.2	28.3	23.1	22.0
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		99.7			19.5	0.0	39.1	1.8	0.1	45.0	2.6	2.1
Delay (s)		125.4			45.9	22.3	65.8	23.0	17.3	73.3	25.7	24.2
Level of Service		F			D	C	E	C	B	E	C	C
Approach Delay (s)		125.4			42.6			31.7			31.1	
Approach LOS		F			D			C			C	

**Intersection Summary**

HCM 2000 Control Delay	50.8	HCM 2000 Level of Service	D
HCM 2000 Volume to Capacity ratio	0.93		
Actuated Cycle Length (s)	65.0	Sum of lost time (s)	14.0
Intersection Capacity Utilization	84.7%	ICU Level of Service	E
Analysis Period (min)	15		

dl Defacto Left Lane. Recode with 1 though lane as a left lane.

c Critical Lane Group

HCM Signalized Intersection Capacity Analysis  
3: Serramonte Blvd & El Camino Real

Cumulative Plus Project Saturday Midday  
2/26/2018



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕↕			↕↕	↗	↖	↕↕↕	↗	↖	↕↕↕	↗
Volume (vph)	536	318	173	126	405	110	351	918	138	113	1000	860
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Lane Util. Factor		0.95			0.95	1.00	1.00	0.91	1.00	1.00	0.91	1.00
Frbp, ped/bikes		0.99			1.00	0.98	1.00	1.00	0.98	1.00	1.00	0.98
Flpb, ped/bikes		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.97			1.00	0.85	1.00	1.00	0.85	1.00	1.00	0.85
Flt Protected		0.97			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (prot)		3341			3498	1558	1770	5085	1555	1770	5085	1552
Flt Permitted		0.97			0.99	1.00	0.95	1.00	1.00	0.95	1.00	1.00
Satd. Flow (perm)		3341			3498	1558	1770	5085	1555	1770	5085	1552
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	564	335	182	133	426	116	369	966	145	119	1053	905
RTOR Reduction (vph)	0	16	0	0	0	101	0	0	90	0	0	378
Lane Group Flow (vph)	0	1065	0	0	559	15	369	966	55	119	1053	527
Confl. Peds. (#/hr)			18			3			3			4
Turn Type	Split	NA		Split	NA	Perm	Prot	NA	Perm	Prot	NA	Perm
Protected Phases	8	8		4	4		1	6		5	2	
Permitted Phases						4			6			2
Actuated Green, G (s)		28.5			14.5	14.5	19.0	41.8	41.8	11.2	34.0	34.0
Effective Green, g (s)		28.5			14.5	14.5	19.0	41.8	41.8	11.2	34.0	34.0
Actuated g/C Ratio		0.26			0.13	0.13	0.17	0.38	0.38	0.10	0.31	0.31
Clearance Time (s)		3.5			3.5	3.5	3.0	4.0	4.0	3.0	4.0	4.0
Vehicle Extension (s)		2.0			2.0	2.0	2.0	4.0	4.0	2.0	4.0	4.0
Lane Grp Cap (vph)		865			461	205	305	1932	590	180	1571	479
v/s Ratio Prot		c0.32			c0.16		c0.21	0.19		0.07	0.21	
v/s Ratio Perm						0.01			0.04			c0.34
v/c Ratio		1.23			1.21	0.07	1.21	0.50	0.09	0.66	0.67	1.10
Uniform Delay, d1		40.8			47.8	41.9	45.5	26.1	21.9	47.6	33.1	38.0
Progression Factor		1.00			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Incremental Delay, d2		114.4			114.3	0.1	121.0	0.3	0.1	6.9	1.2	71.3
Delay (s)		155.1			162.1	41.9	166.5	26.4	22.0	54.4	34.4	109.3
Level of Service		F			F	D	F	C	C	D	C	F
Approach Delay (s)		155.1			141.4			60.9			68.1	
Approach LOS		F			F			E			E	

**Intersection Summary**

HCM 2000 Control Delay	93.1	HCM 2000 Level of Service	F
HCM 2000 Volume to Capacity ratio	1.18		
Actuated Cycle Length (s)	110.0	Sum of lost time (s)	14.0
Intersection Capacity Utilization	98.4%	ICU Level of Service	F
Analysis Period (min)	15		

c Critical Lane Group





# COLMA 2 MEDICAL OFFICE BUILDING

1055 El Camino Real  
Colma, CA 94014

## PLANNED DEVELOPMENT / DESIGN REVIEW / USE PERMIT



A1	Cover Sheet
A2	Prelim Site Layout
A3	Prelim Floor Plan
A4	Prelim Roof Plan
A5	Prelim Exterior Elevations
A6	Material Color

ALTA-1	ALTA Survey
PRE-1	Preliminary Grading Plan
PRE-2	Preliminary Cross Sections
PRE-3	Preliminary Site Plan
PRE-4	Preliminary Utility Plan
PRE-5	Preliminary Stormwater Plan
PRE-6	Preliminary Erosion Control Plan

PLP	Preliminary Landscape Plan
-----	----------------------------

PROJECT DESCRIPTION	PROJECT DATA	PROJECT TEAM	VICINITY MAP
<p><b>PROJECT DESCRIPTION:</b></p> <p>THE PLANNED DEVELOPMENT / USE PERMIT / DESIGN REVIEW COVERED BY THIS APPLICATION PROPOSES THE DEVELOPMENT OF A NEW 12,501 SQ. FT. MEDICAL OFFICE BUILDING (KIDNEY DIALYSIS TREATMENT CENTER) AND ALL ASSOCIATED SITE IMPROVEMENTS INCLUDING:</p> <ul style="list-style-type: none"> <li>REMOVAL OF EXISTING TREES</li> <li>SITE GRADING WITH NEW RETAINING WALLS AS NEEDED</li> <li>NEW PARKING LOT TO ACCOMMODATE 38 CARS</li> <li>ALL REQUIRED STORM WATER MANAGEMENT CONTROLS/BMP'S</li> <li>NEW SITE LANDSCAPE INCLUDING NEW TREES.</li> <li>CONSTRUCTION OF A NEW SEWER LATERAL</li> <li>CONSTRUCTION OF NEW WATER LATERALS FOR FIRE, DOMESTIC AND IRRIGATION.</li> </ul>	<p><b>PROJECT NUMBER:</b> 011-341-440</p> <p><b>APN:</b> 011-341-440</p> <p><b>TYPE OF CONSTRUCTION:</b> II-B</p> <p><b>SEPARATION WALLS:</b> 2 HR.</p> <p><b>OCCUPANCY GROUP:</b> FUTURE I-2.1 AND B OCCUPANCY</p> <p><b>TABULATIONS:</b></p> <p>GROSS LOT AREA = 1.09 ACRES</p> <p>LANDSCAPE ONSITE = ± 0.38 ACRES ( ± 16,523 S.F.)</p> <p>PAVING AREA ONSITE = ± 0.43 ACRES ( ± 18,556 S.F.)</p> <p><b>PROJECT DATA:</b></p> <p><b>ZONING:</b> E/DR</p> <p><b>GENERAL PLAN DESIGNATION:</b> EXECUTIVE / ADMINISTRATIVE / DESIGN REVIEW</p> <p><b>DEVELOPMENT STANDARDS:</b></p> <p>PROPOSED</p> <p>FRONT SETBACK: 5 FT. MIN., 30 FT. IF FACING EL CAMINO REAL</p> <p>SIDE SETBACK: MIN. 9 FT.</p> <p>REAR SETBACK: MIN. 17 FT.</p> <p>BUILDING HEIGHT: 31 FT.</p> <p>PARKING: BASED ON A PARKING ANALYSIS OF OTHER SIMILAR KIDNEY DIALYSIS CENTERS, A CLINIC WITH 24 STATIONS PLUS ROOM FOR 6 FUTURE STATIONS AT TOTAL OF 30 STATIONS WOULD REQUIRE 33 PARKING SPACES. THIS IS BASED ON RECENT STUDIES THAT DETERMINED A RATE OF 1.09 SPACES/STATION IS REASONABLE. 38 SPACES ARE PROPOSED.</p> <p><b>UTILITIES:</b></p> <p>WATER: CAL WATER SERVICE (BAYSHORE DISTRICT)</p> <p>SEWER: TOWN OF COLMA</p> <p>POWER: PG&amp;E</p> <p>GAS: PG&amp;E</p>	<p><b>DEVELOPER / APPLICANT:</b></p> <p>MARKET STREET DEVELOPMENT 3005 DOUGLAS BLVD., SUITE 200 ROSEVILLE, CA 95661 916-361-6596 (FAX) 916-361-6597 CONTACT: CHARLES SMYTH</p> <p><b>ARCHITECT:</b></p> <p>HARRIMAN KINYON ARCHITECTS, INC. 1801 OAKLAND BLVD., SUITE 320 WALNUT CREEK, CA 94596 925-934-1160 (FAX) 925-934-8132 CONTACT: DAVID KIM</p> <p><b>CIVIL:</b></p> <p>GENESIS ENGINEERING 1402 D STREET MARYSVILLE, CA 95901 530-742-1300 (FAX) 530-742-1331 CONTACT: SEAN O'NEILL</p> <p><b>LANDSCAPE:</b></p> <p>SIERRA DESIGN GROUP 5320 BARTON ROAD LOOMIS, CA. 95650 916-660-9022 (FAX) CONTACT: DARYL MARTIN</p> <p><b>AGENT:</b></p> <p>KERR PROJECT SERVICES 1141 TOURMALINE STREET SAN DIEGO, CA. 92109 619-778-7537 CONTACT: DEBORAH KERR</p>	<p style="text-align: right;">SITE LOCATION</p>



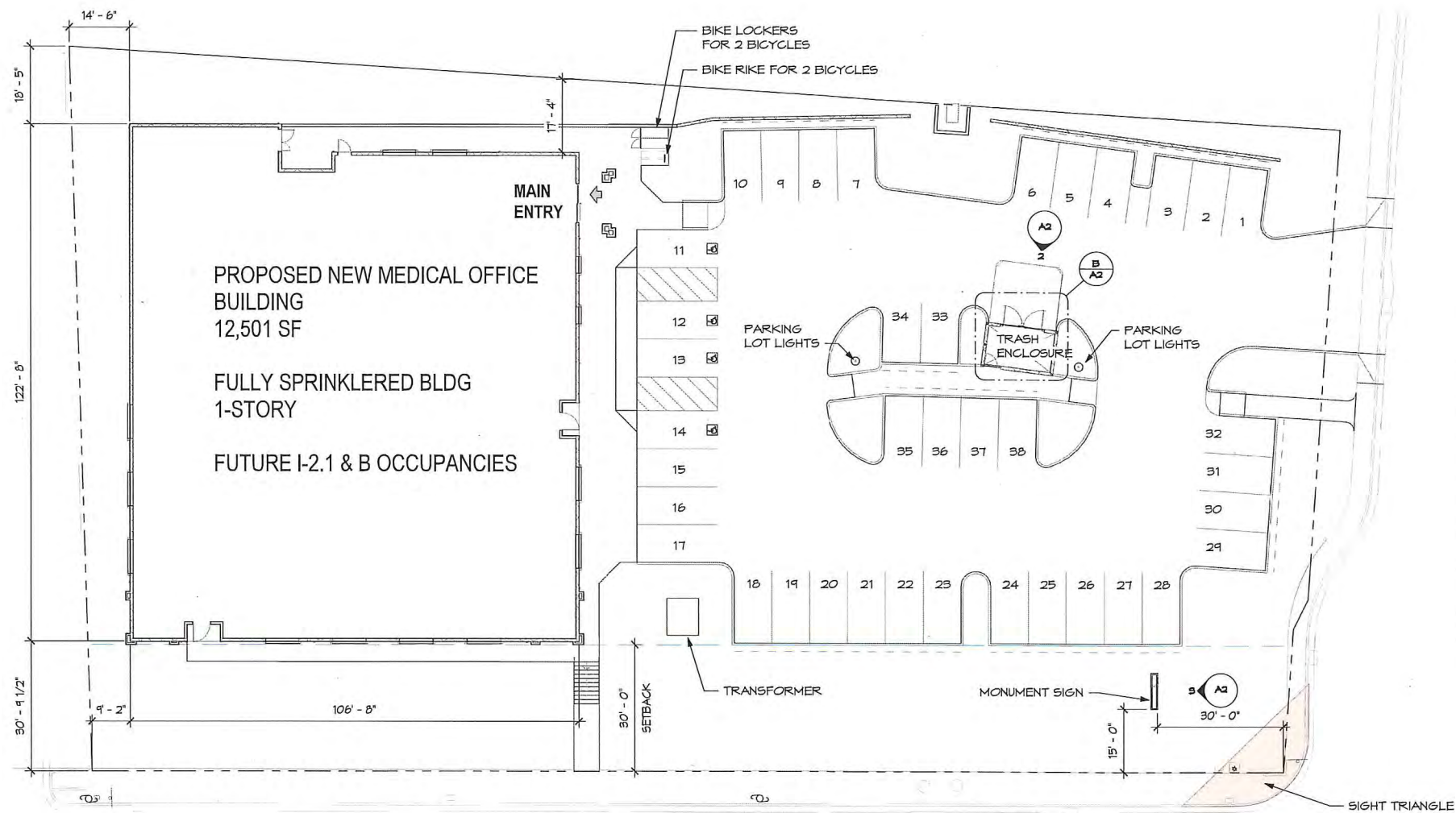
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Architects, Inc.

## Colma 2 Medical Office Building

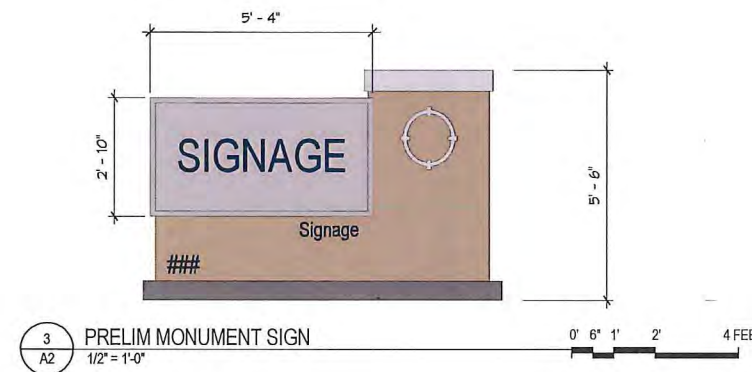
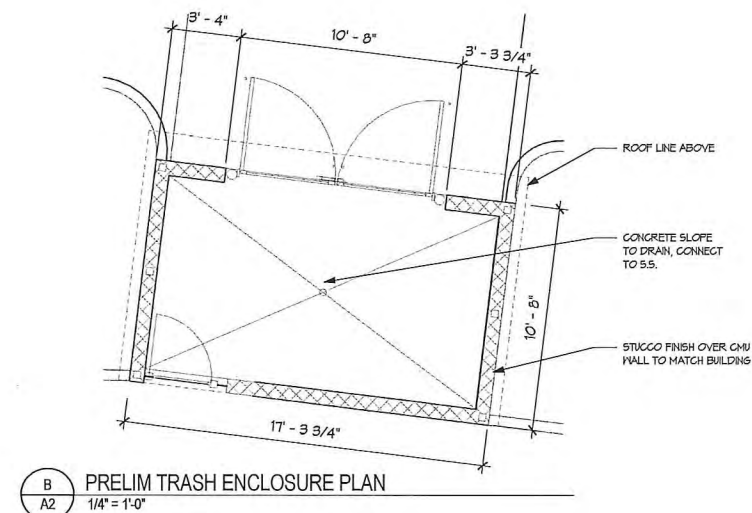
1055 El Camino Real  
Colma, CA 94104







**EL CAMINO REAL**



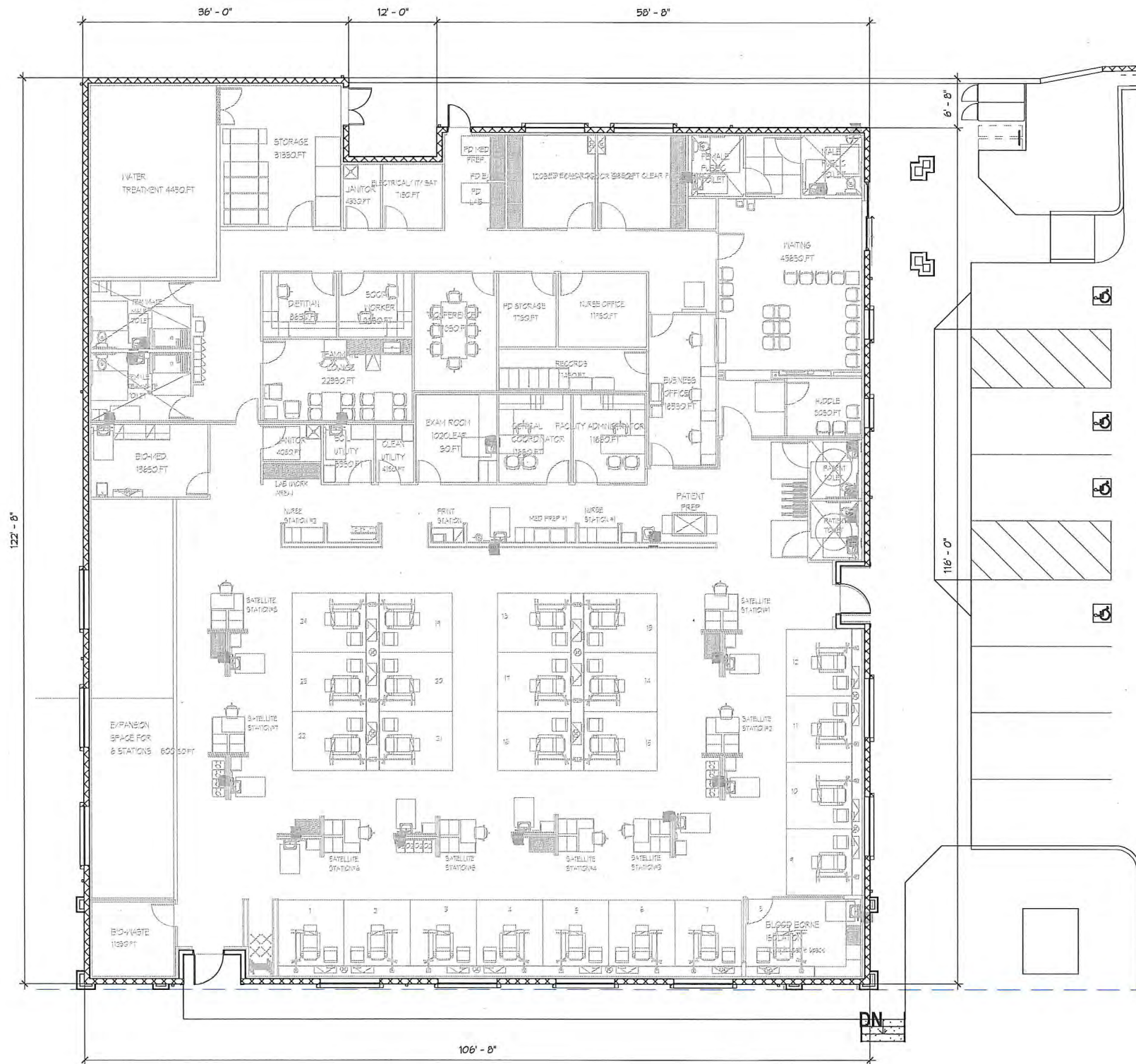
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Architects, Inc.

*Colma 2 Medical Office Building*

1055 El Camino Real  
Colma, CA 94104







PRELIM FLOOR PLAN

0' 2' 4' 8' 16 FEET  
1/8" = 1'-0"



Harriman Kinyon  
Architects, Inc.

# Colma 2 Medical Office Building

1055 El Camino Real  
Colma, CA 94104

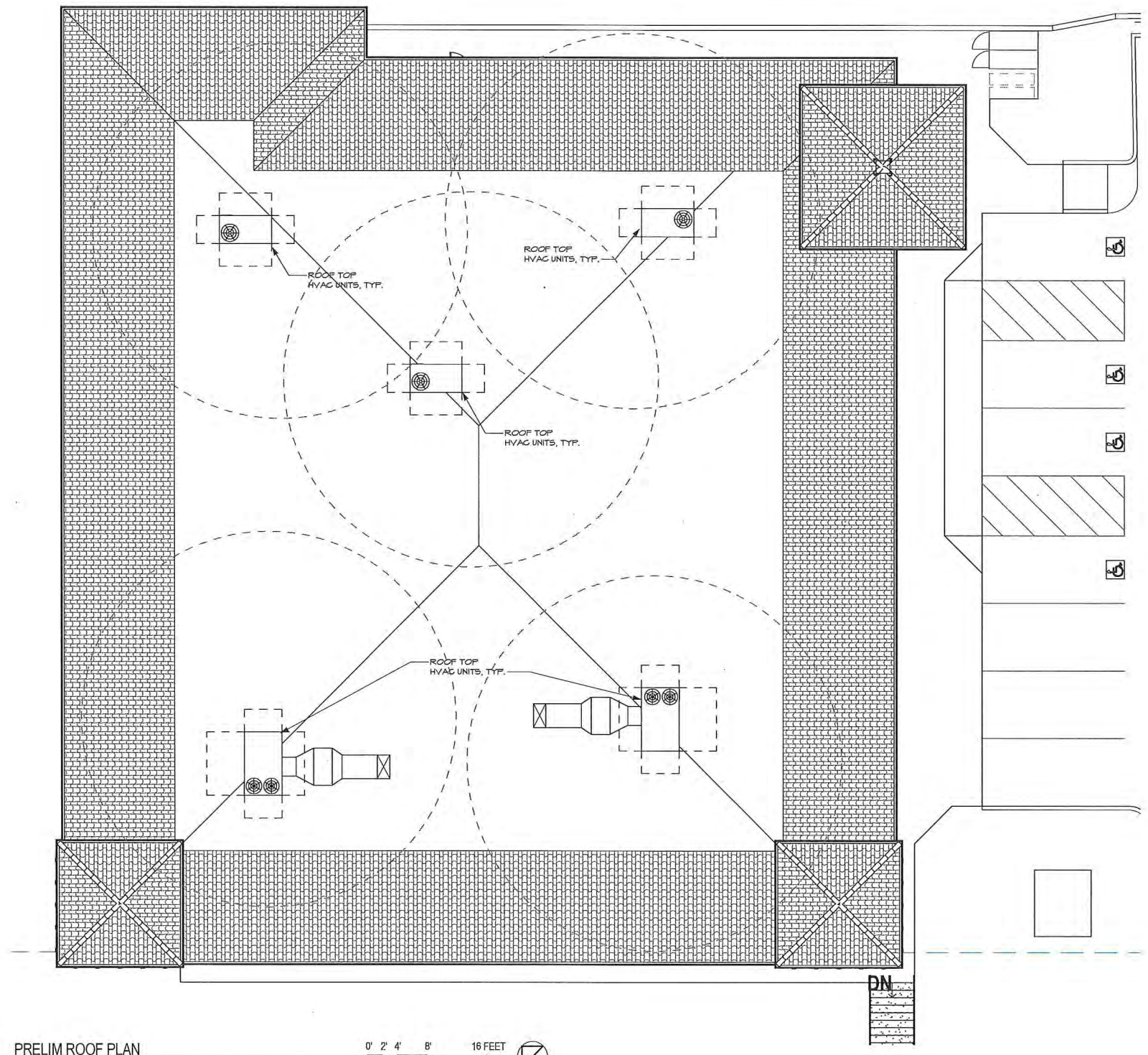


A3

03/21/18

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PRELIM ROOF PLAN

0' 2' 4' 8' 16 FEET  
1/8" = 1'-0"



Harriman Kinyon  
Architects, Inc.

# Colma 2 Medical Office Building

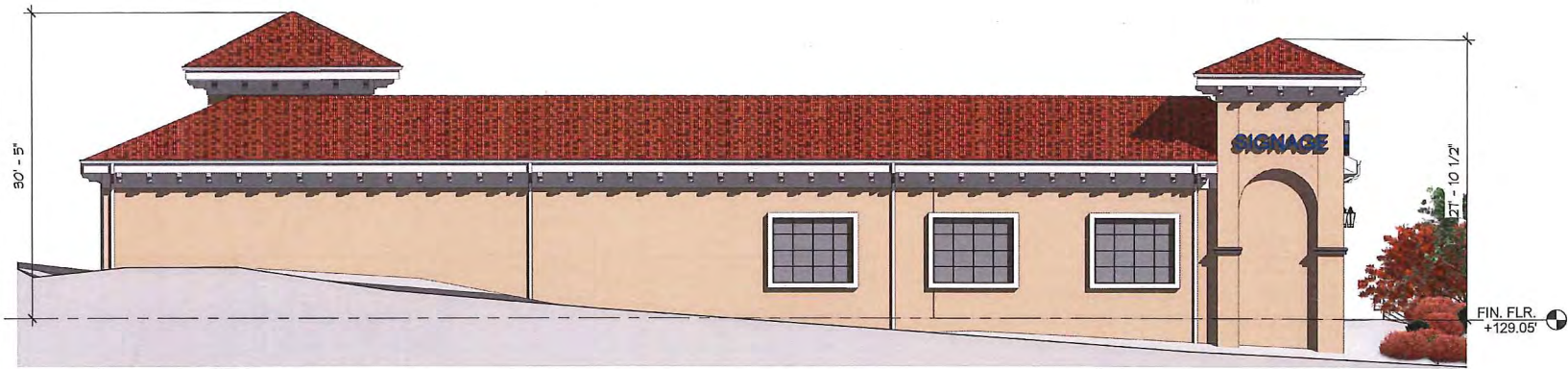
1055 El Camino Real  
Colma, CA 94104



A4  
03/21/18

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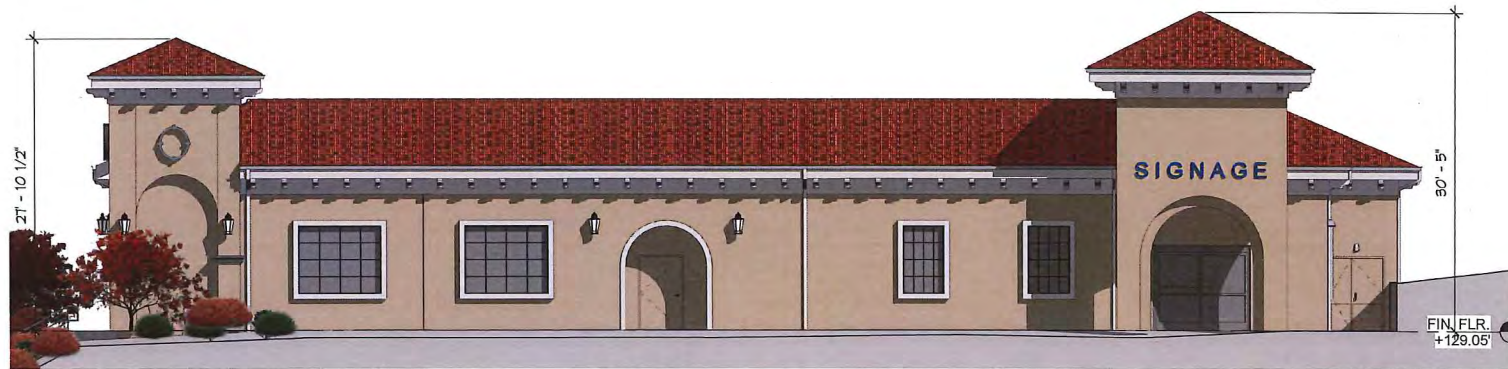
1 PRELIM NORTH ELEVATION  
A5  
1/8" = 1'-0"

MATERIAL AND FINISH SCHEDULE

- A EXTERIOR CEMENT PLASTER FINISH  
MATCH SW T518 BEACH HOUSE
- B ALUMINUM WINDOW FRAMING SYSTEM  
BLACK ANODIZED FINISH
- C GLAZING  
CLEAR INSULATED GLASS
- D CLAY TILE ROOFING:  
BORAL RUSTIC NEWPORT
- E DECORATIVE WALL MOUNTED LED  
LIGHT FIXTURE



2 PRELIM EAST ELEVATION  
A5  
1/8" = 1'-0"



3 PRELIM SOUTH ELEVATION  
A5  
1/8" = 1'-0"



4 PRELIM WEST ELEVATION  
A5  
1/8" = 1'-0"



Harriman Kinyon  
Architects, Inc.

# Colma 2 Medical Office Building

1055 El Camino Real  
Colma, CA 94104



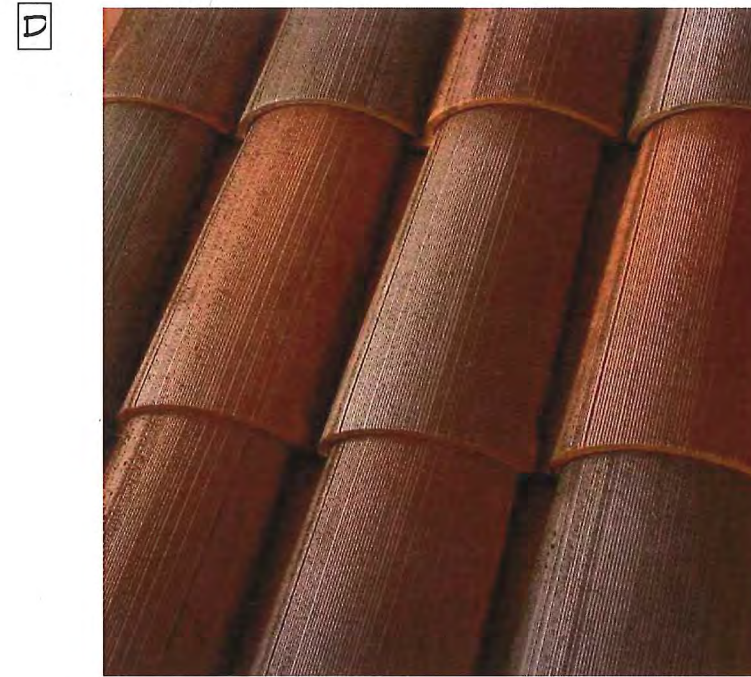
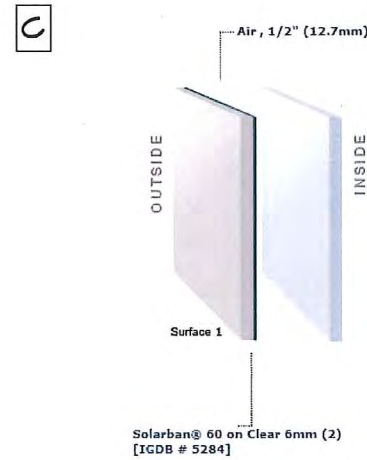
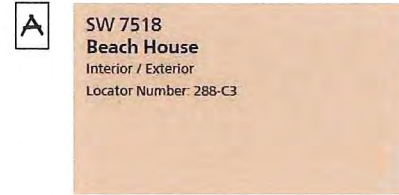
A5

03/21/18



**MATERIAL AND FINISH  
SCHEDULE**

- A** EXTERIOR CEMENT PLASTER FINISH  
MATCH SW 7518 BEACH HOUSE
- B** ALUMINUM WINDOW FRAMING SYSTEM  
BLACK ANODIZED FINISH
- C** GLAZING  
CLEAR INSULATED GLASS
- D** CLAY TILE ROOFING:  
BORAL RUSTIC NEWPORT
- E** DECORATIVE WALL MOUNTED LED  
LIGHT FIXTURE



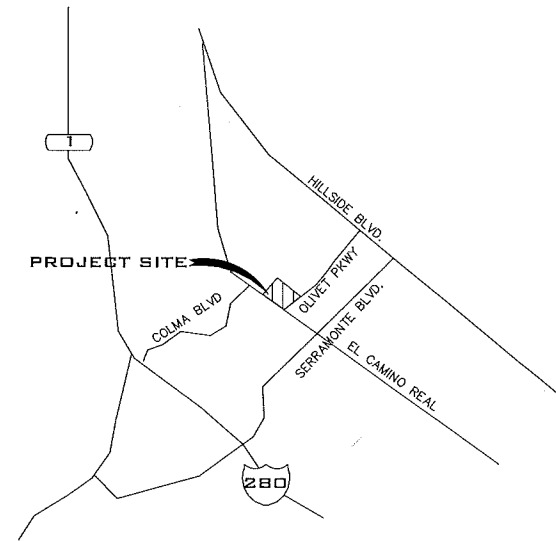
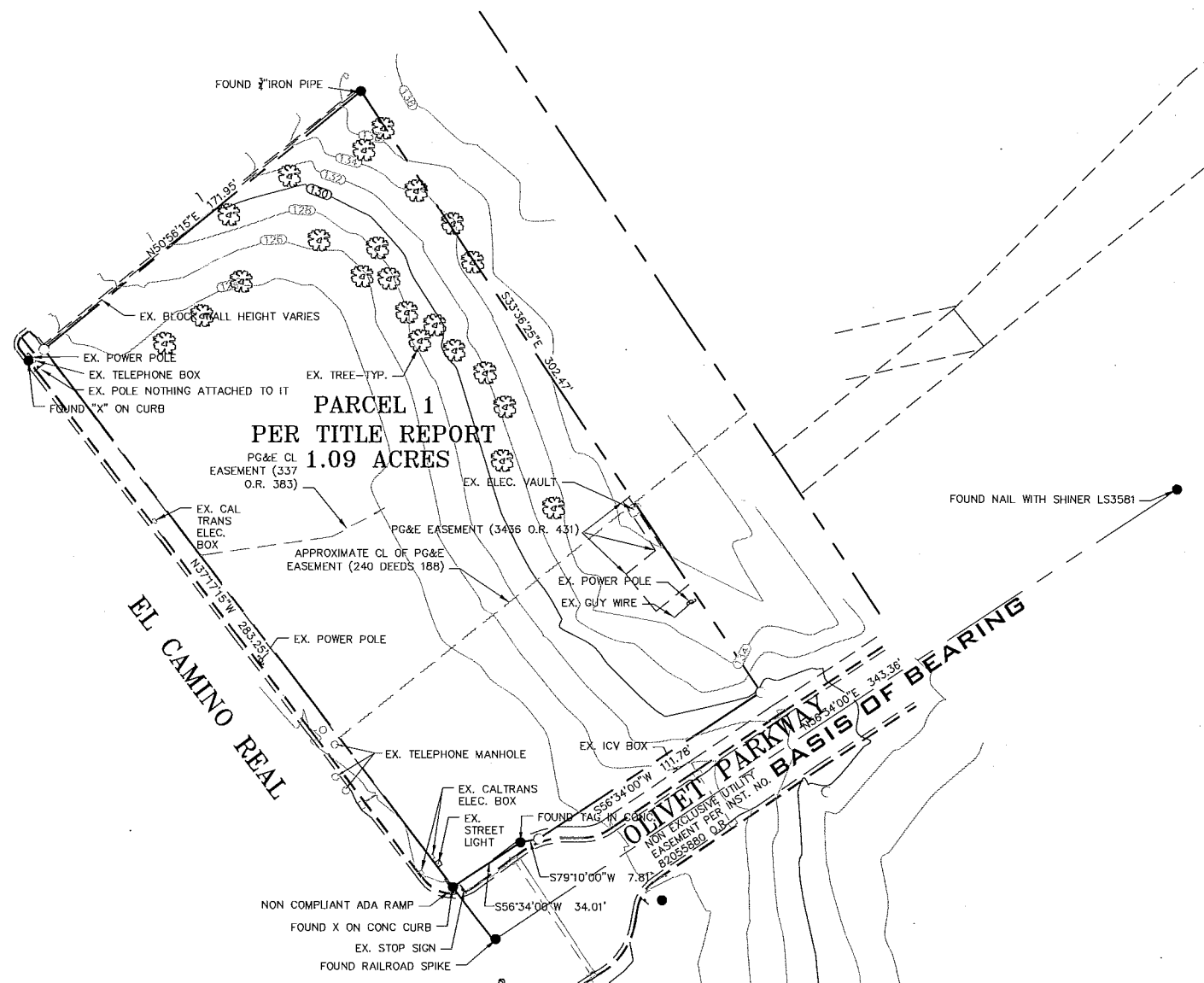
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## Colma 2 Medical Office Building

1055 El Camino Real  
Colma, CA 94104



A6  
03/21/18



**VICINITY MAP**  
NOT TO SCALE

GENERAL PLAN:  
EXISTING USE: EXECUTIVE/ADMINISTRATIVE

ZONING: EXECUTIVE ADMINISTRATIVE

SETBACKS: SEE SECTION 5.03.330 OF THE COLMA MUNICIPAL CODE.  
FRONT: - 5 FEET EXCEPT THAT ANY YARD FACING EL CAMINO REAL SHALL BE 30 FEET.  
SIDE: - 5 FEET  
REAR: - 5 FEET

HEIGHT AND FLOOR SPACE REQUIREMENTS COMMERCIAL:  
- MAXIMUM HEIGHT OF 36 FEET.

USAGES: SEE SECTION 5.03.120 OF THE COLMA MUNICIPAL CODE.

FLOOD ZONE: ZONE X, COMMUNITY PANEL NUMBER 060316 0037 E.  
DATE: OCTOBER 16, 2012

AREA: PARCEL 1 GROSS AREA: 1.09 ACRES

PARKING: 0 STALLS

**NOTES:**

THE SURVEY WAS MADE ON THE GROUND ON THE 20TH OF JULY, 2017, AND CORRECTLY SHOWS THE AREA OF THE SUBJECT PROPERTY, THE LOCATION AND TYPE OF ALL BUILDINGS, STRUCTURES AND OTHER IMPROVEMENTS SITUATED ON THE SUBJECT PROPERTY AS OF THAT DATE.

EXCEPT AS SHOWN ON THE SURVEY, THERE ARE NO ADDITIONAL EASEMENTS OR RIGHTS OF WAY OF RECORD OF WHICH THE UNDERSIGNED HAS KNOWLEDGE.

EXCEPT AS SHOWN ON THE SURVEY, THERE ARE NO OBSERVABLE, ABOVE GROUND ENCROACHMENTS (a) BY THE IMPROVEMENTS ON THE SUBJECT PROPERTY UPON ADJOINING PROPERTIES, STREETS OR ALLEYS, OR (b) BY THE IMPROVEMENTS ON ADJOINING PROPERTIES, STREETS OR ALLEYS UPON THE SUBJECT PROPERTY.

THE LOCATION OF EACH EASEMENT, RIGHT OF WAY, SERVITUDE, AFFECTING THE SUBJECT PROPERTY LISTED IN THE PRELIMINARY TITLE REPORT, DATED JULY 3, 2017, TITLE NO. FWTO-3471700992-JJ, WITH RESPECT TO THE SUBJECT PROPERTY, HAS BEEN SHOWN ON THE SURVEY, TOGETHER WITH APPROPRIATE RECORDING REFERENCES, TO THE EXTENT THAT SUCH MATTERS CAN BE LOCATED. THE PROPERTY SHOWN ON THE SURVEY IS THE PROPERTY DESCRIBED IN THAT PRELIMINARY REPORT OF TITLE INSURANCE.

THE RECORD DESCRIPTION OF THE SUBJECT PROPERTY FORMS A MATHEMATICALLY CLOSED FIGURE.

EXCEPT AS SHOWN ON THE SURVEY, NO PORTION OF THE SUBJECT PROPERTY SHOWN ON THE SURVEY LIES WITHIN A SPECIAL FLOOD HAZARD AREA, AS SHOWN ON THE MOST RECENT FLOOD INSURANCE RATE MAP FOR THE COMMUNITY IN WHICH THE SUBJECT PROPERTY IS LOCATED. THE SURVEY CORRECTLY INDICATES THE ZONE DESIGNATION.

TO MARKET STREET DEVELOPMENT, LLC.:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS," JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS IN 2011, AND INCLUDES ITEMS 2,3,4,6b,7b,8,9 AND 11a FROM TABLE A THEREOF. PURSUANT TO THE ACCURACY STANDARDS ADOPTED BY ALTA AND NSPS AND IN EFFECT ON THE DATE OF THIS CERTIFICATION, UNDERSIGNED FURTHER CERTIFIES THAT IN MY PROFESSIONAL OPINION, AS A LAND SURVEYOR REGISTERED IN THE STATE OF CALIFORNIA, THE MAXIMUM RELATIVE POSITIONAL ACCURACY IS 0.2 FEET.

DATE: 2-7-18

*(Signature)*

SEAN M. O'NEILL  
CA, PLS 7581, LICENSE EXPIRES 12/31/2017



**BASIS OF BEARING**

THE BASIS OF BEARING BEING ALONG OLIVET PARKWAY BETWEEN FOUND RAILROAD SPIKE AND NAIL WITH TAG, AS SHOWN ON PARCEL MAP LANDS OF THE CYPRESS ABBEY COMPANY IN VOLUME 55 OF MAPS PAGE 74 AND CORNER RECORD 768. BEARING IS N56°34'00"E 343.36 FEET

**LEGEND**

- CALCULATED POINT, NOTHING FOUND OR SET
- FOUND MONUMENT, PER CORNER RECORD DOCUMENT 768

**REVISIONS**

DATE	DESCRIPTION	BY



<b>TOWN OF COLMA</b> <b>COUNTY OF SAN MATEO</b>  <b>ALTA SURVEY</b> <b>APN: 011-341-440</b> <b>FOR: MARKET STREET DEVELOPMENT</b>	JOB NO: 17-123	AGENCY CHECK BY:
	DRAWN BY: J.B.S.	SHEET <b>ALTA-1</b>
	CHECKED BY: J.B.S.	OF 1

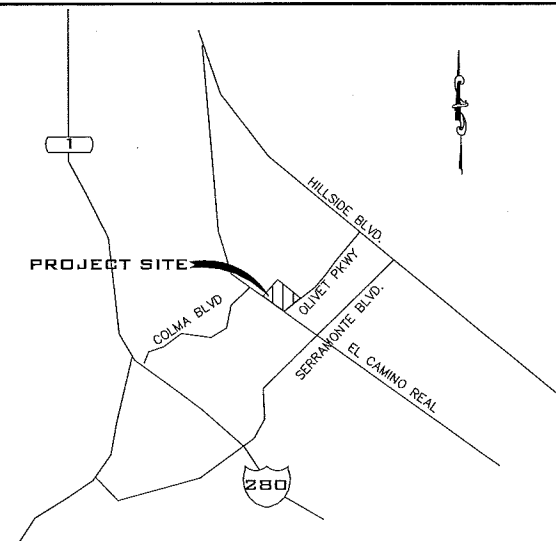
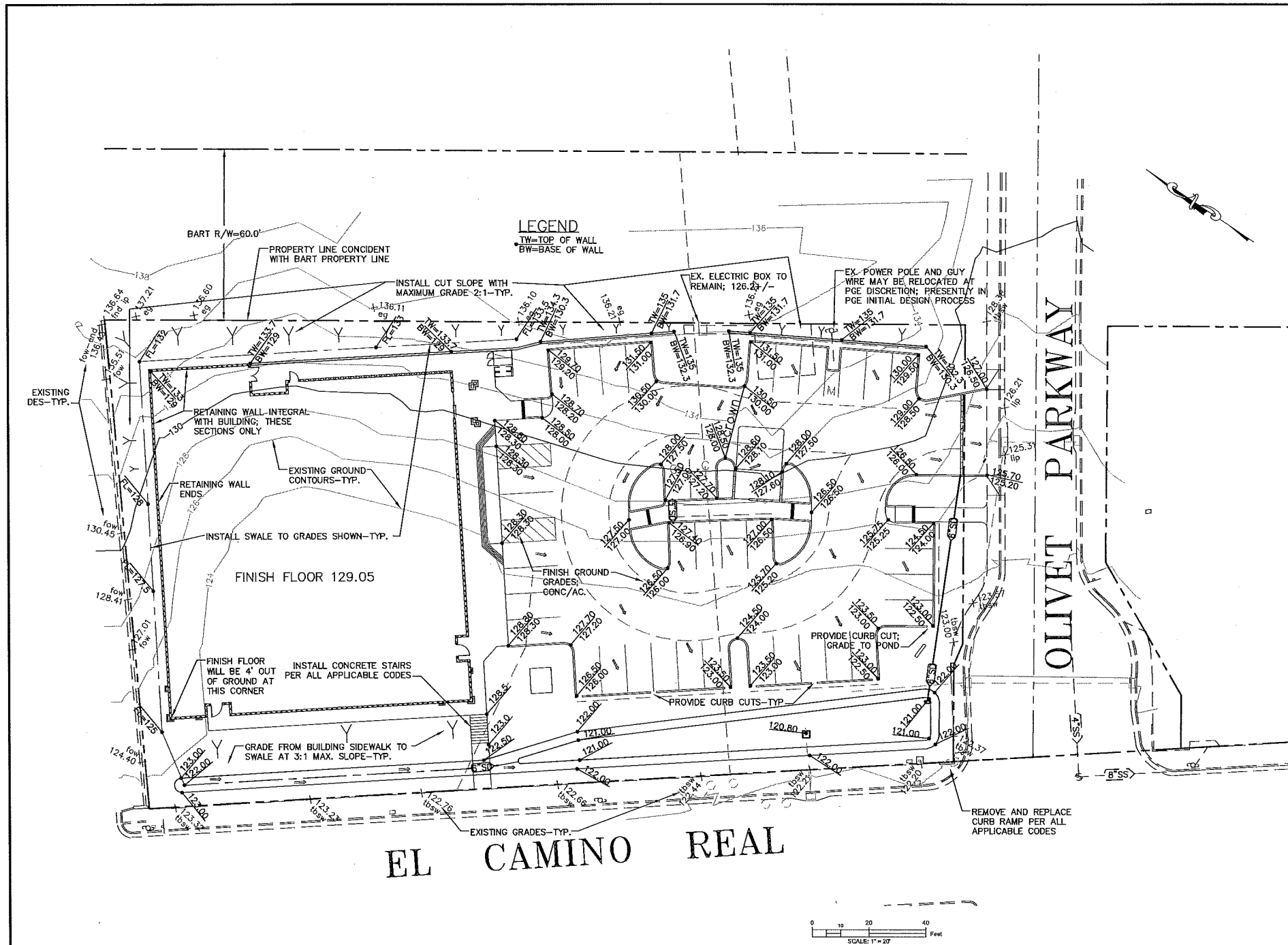
**PARCEL 1: (PER TITLE REPORT)**

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF COLMA, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

PARCEL 5, AS SAID PARCEL IS SHOWN ON THAT CERTAIN PARCEL MAP LANDS OF THE CYPRESS ABBEY COMPANY, FILED FOR RECORD ON FEBRUARY 22, 1985, IN BOOK 55 OF PARCEL MAPS, AT PAGE 74, COUNTY OF SAN MATEO, STATE OF CALIFORNIA.

**SPECIAL EXCEPTIONS PER TITLE REPORT:**

6. RIGHTS OF THE PUBLIC TO ANY PORTION OF LAND LYING WITHIN THE AREA COMMONLY KNOWN AS EL CAMINO REAL.
7. EASEMENT FOR THE PURPOSE OF ELECTRICAL FACILITIES TO PACIFIC GAS AND ELECTRIC COMPANY, RECORDED SEPTEMBER 1, 1914 IN BOOK 240 OF DEEDS, PAGE 188.
8. EASEMENT FOR THE PURPOSE OF ELECTRICAL FACILITIES TO PACIFIC GAS AND ELECTRIC COMPANY, RECORDED FEBRUARY 21, 1928 IN BOOK 337 OF OFFICIAL RECORDS, PAGE 383.
9. EASEMENT FOR THE PURPOSE OF ELECTRICAL FACILITIES TO PACIFIC GAS AND ELECTRIC COMPANY, RECORDED AUGUST 7, 1958 IN BOOK 3436, OF OFFICIAL RECORDS, PAGE 431.
10. EASEMENT FOR THE USE, MAINTENANCE, REPAIR AND REPLACEMENT OF A WATER WELL, PUMP, PUMP HOUSE, POWER POLES THERETO TO OLIVET MEMORIAL PARK, RECORDED JULY 2, 1962 INSTRUMENT NUMBER 82055880 OFFICIAL RECORDS.
11. MATTERS CONTAINED IN THAT CERTAIN DEED RESTRICTION LETTER RECORDED JULY 18, 1994 INSTRUMENT NUMBER 94124872 OFFICIAL RECORDS.
12. MATTER CONTAINED IN THAT CERTAIN DECLARATION OF DEED RESTRICTIONS RECORDED MARCH 6, 1996 INSTRUMENT NUMBER 96028173 OFFICIAL RECORDS.

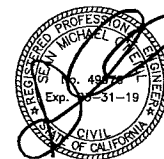


**Cut/Fill Summary**

Name	Cut Factor	Fill Factor	2d Area	Cut	Fill	Net
dirt calcs	1.000	1.000	52507.78 Sq. Ft.	3452.59 Cu. Yd.	2185.17 Cu. Yd.	1267.42 Cu. Yd.<Cut>
Totals			52507.78 Sq. Ft.	3452.59 Cu. Yd.	2185.17 Cu. Yd.	1267.42 Cu. Yd.<Cut>

FACTORING SHRINK=80%(3452 CY)=2,700 CY NET  
 EXPORT=2,700-2,200=500 CY  
 TOTAL DISTURBED AREA=48,000 SF

DESIGN REVIEW  
 DATED 2-28-18

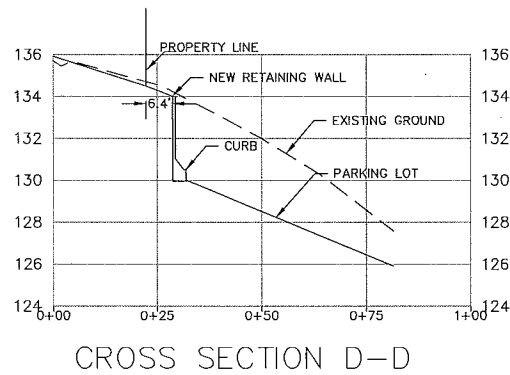
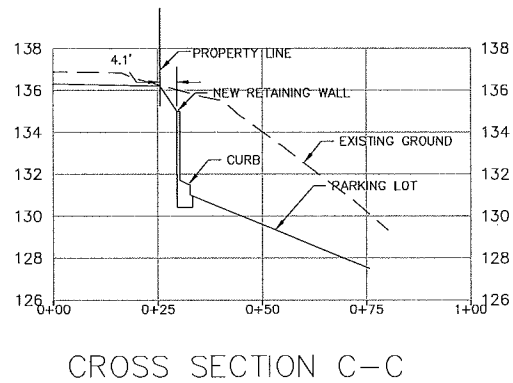
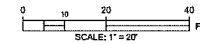
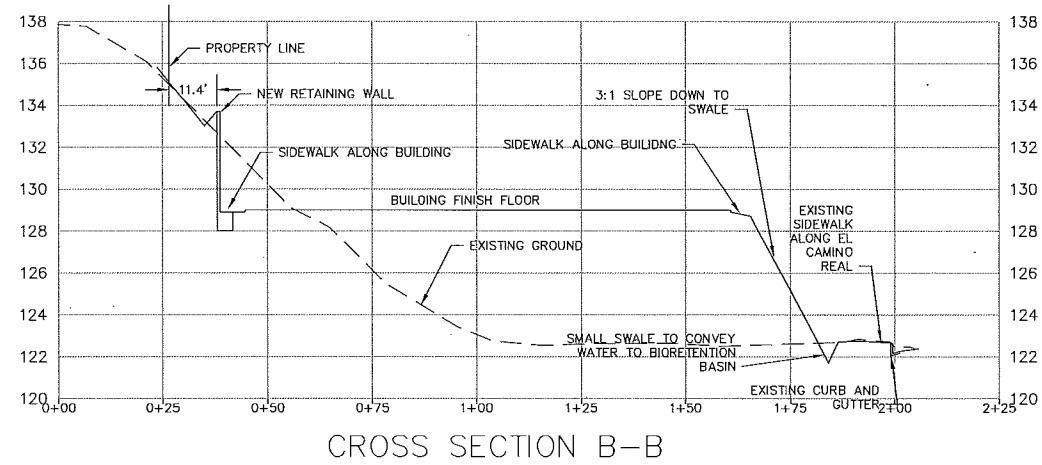
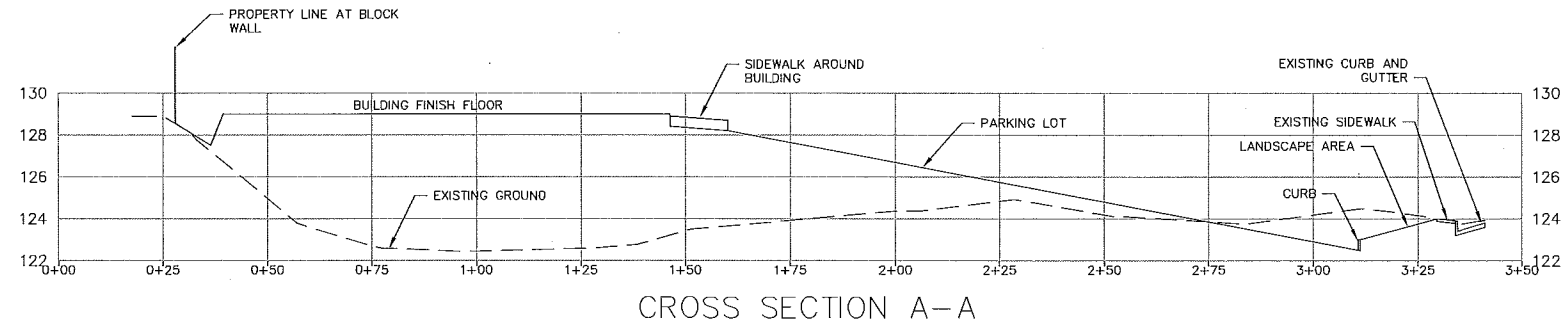


**CIVIL SHEET INDEX**

- PRE-1) PRELIMINARY GRADING PLAN
- PRE-2) CROSS SECTIONS
- PRE-3) PRELIMINARY SITE PLAN
- PRE-4) PRELIMINARY UTILITY PLAN
- PRE-5) STORMWATER CONTROL PLAN
- PRE-6) EROSION CONTROL PLAN

**GENESIS ENGINEERING**  
 1402 D Street, Marysville, CA 95901  
 office (530) 742-1300 • fax (530) 742-1331  
 email: seam@genesisengineering.us

TOWN OF COLMA COUNTY OF SAN MATEO	JOB NO: 17-123	AGENCY CHECK BY:
1055 EL CAMINO REAL	DRAWN BY: J.B.S.	SHEET
PRELIMINARY GRADING PLAN	CHECKED BY: J.B.S.	PRE-1 OF 6

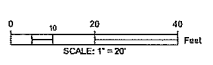
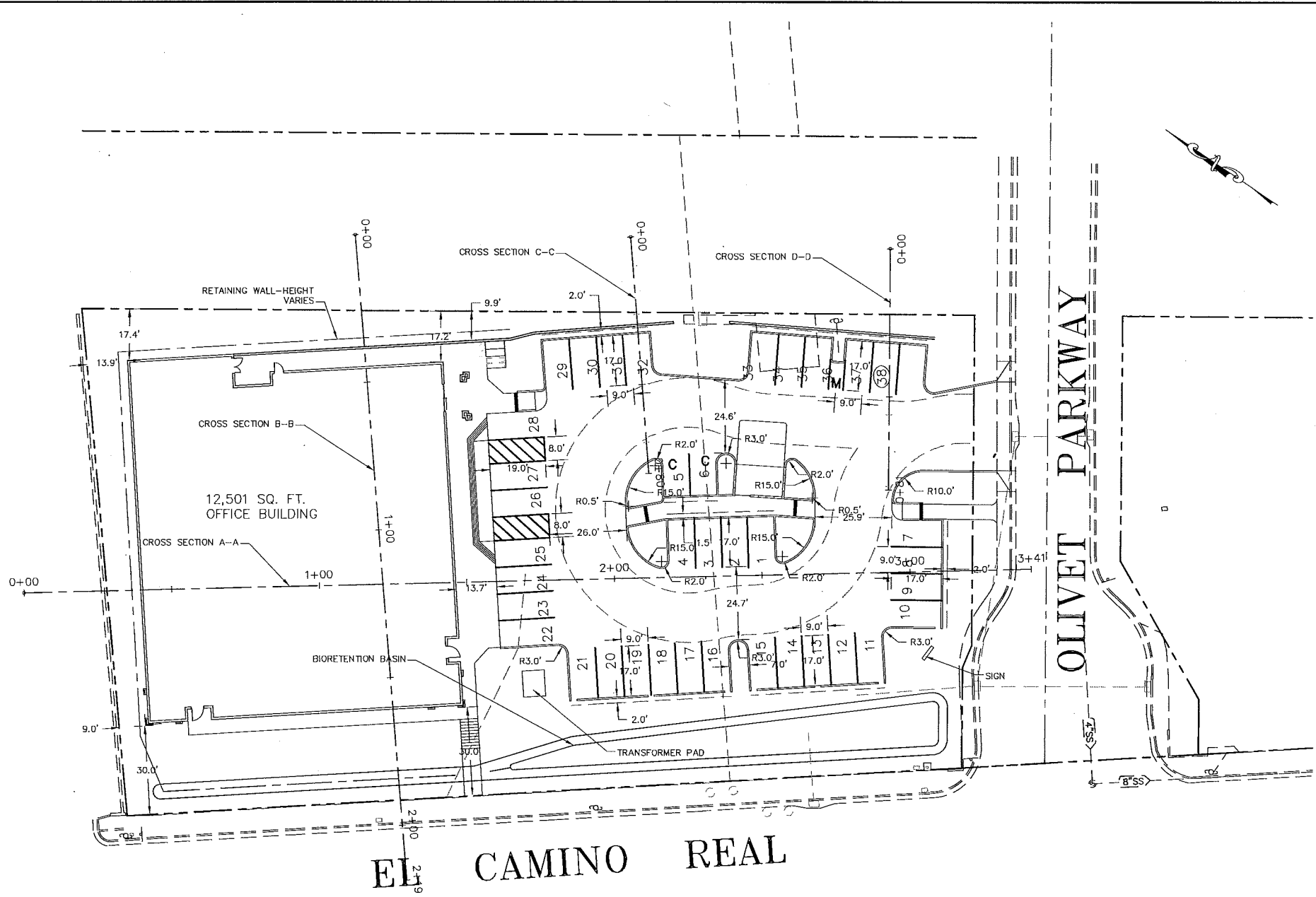


DESIGN REVIEW  
DATED 2-28-18



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email: seans@genesisengineering.us

<b>TOWN OF COLMA</b> <b>COUNTY OF SAN MATEO</b> <b>1055 EL CAMINO REAL</b> <b>PRELIMINARY CROSS SECTIONS</b>		JOB NO: 17-123	AGENCY CHECK BY:
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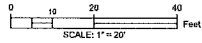
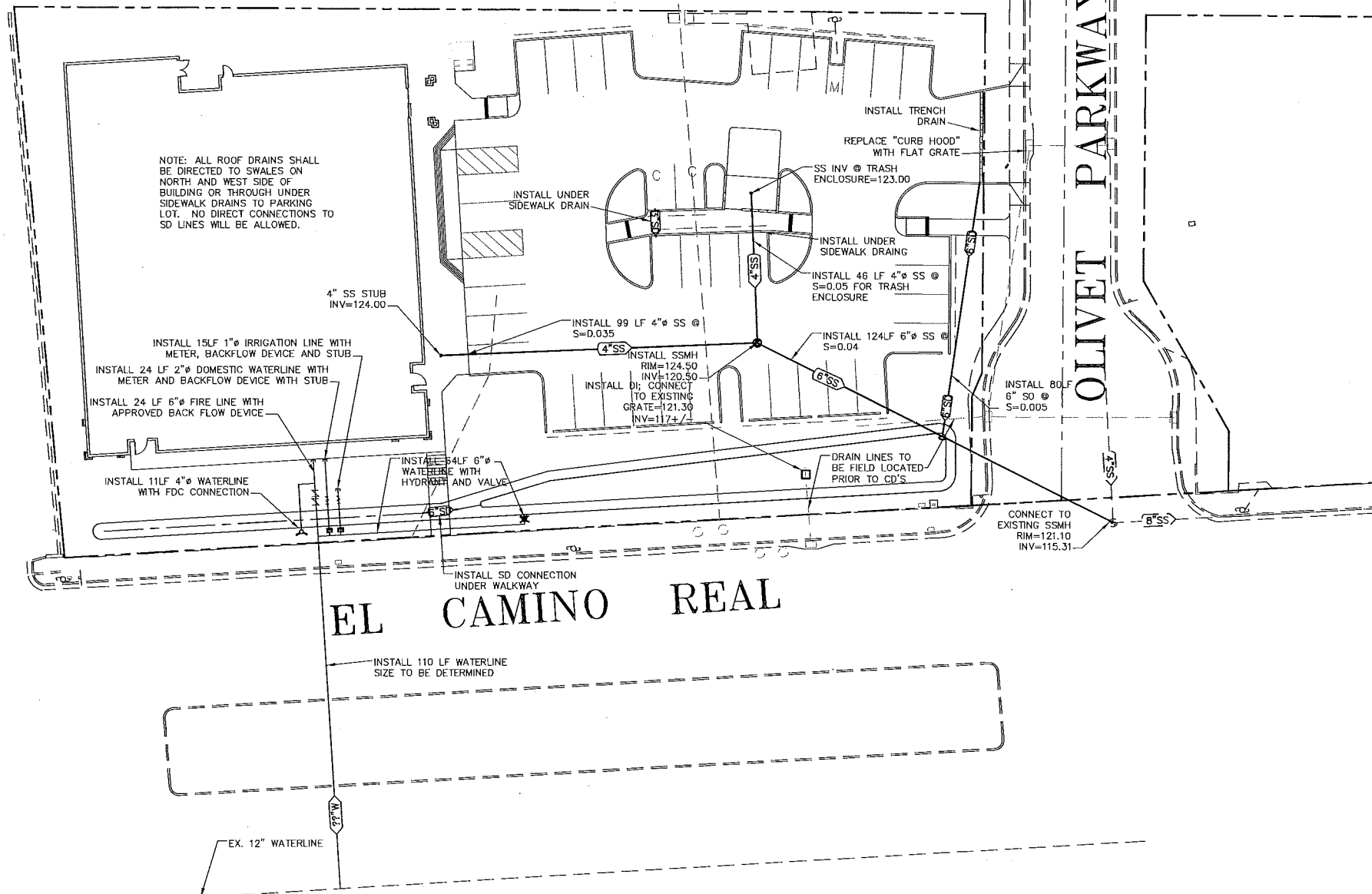


DESIGN REVIEW  
DATED 2-28-18

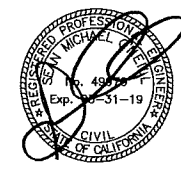


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1402 D Street - Marysville, CA 95901  
office (530) 742-1300 • fax (530) 742-1331  
email seane@genesisengineering.us

TOWN OF COLMA COUNTY OF SAN MATEO  1055 EL CAMINO REAL PRELIMINARY SITE PLAN	JOB NO: 17-123	AGENCY CHECK BY:
	DRAWN BY: J.B.S.	SHEET PRE-3 OF 6
CHECKED BY: J.B.S.		



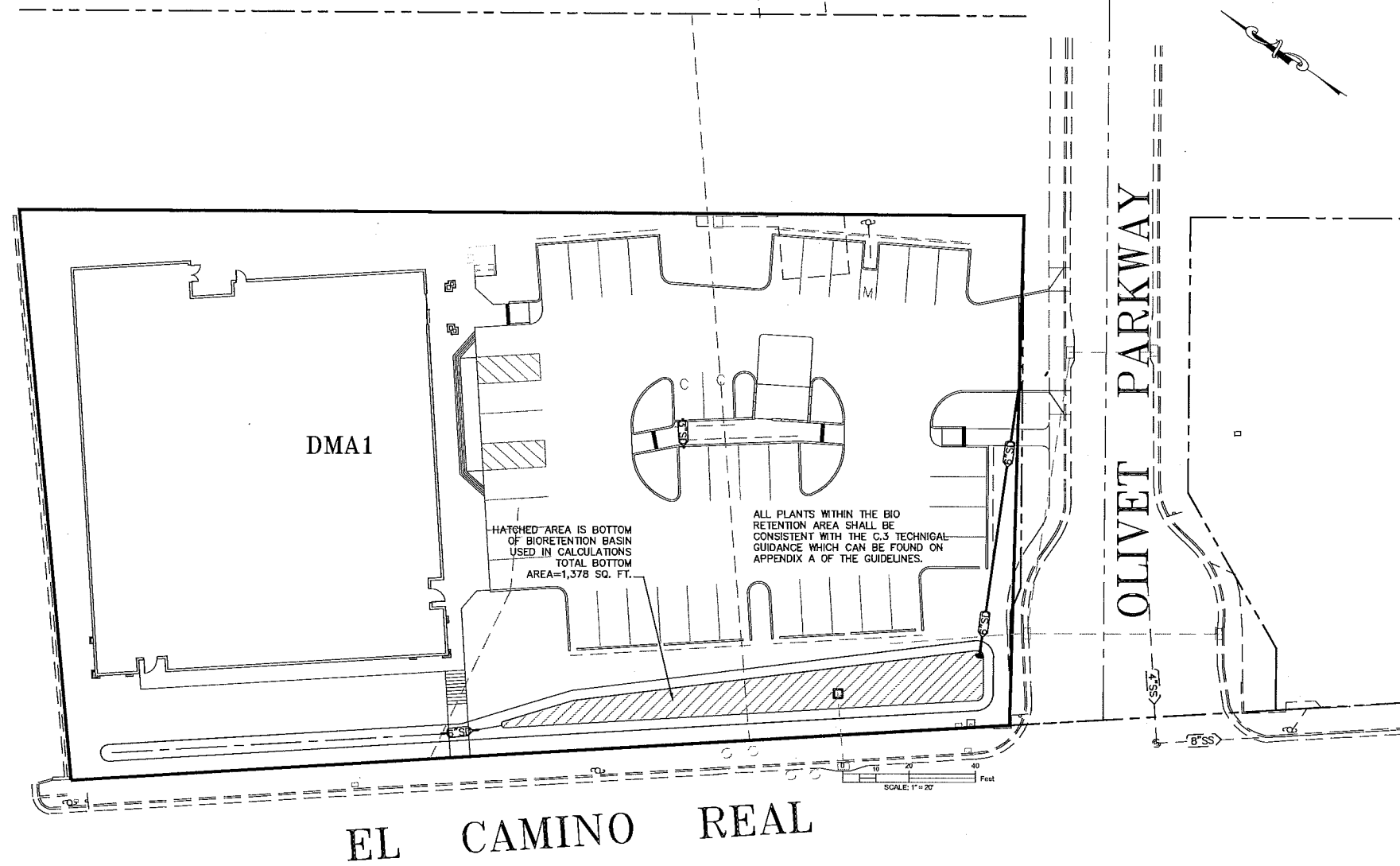
DESIGN REVIEW  
DATED 2-28-18



**GENESIS ENGINEERING**  
1402 D Street - Hayward, CA 94501  
office (530) 742-1300 - fax (530) 742-1331  
email seam@genesisengineering.us

TOWN OF COLMA  
COUNTY OF SAN MATEO  
**1055 EL CAMINO REAL**  
PRELIMINARY UTILITY PLAN

JOB NO: 17-123	AGENCY CHECK BY:
DRAWN BY: J.B.S.	SHEET
CHECKED BY: J.B.S.	PRE-4 OF 6



DMA1

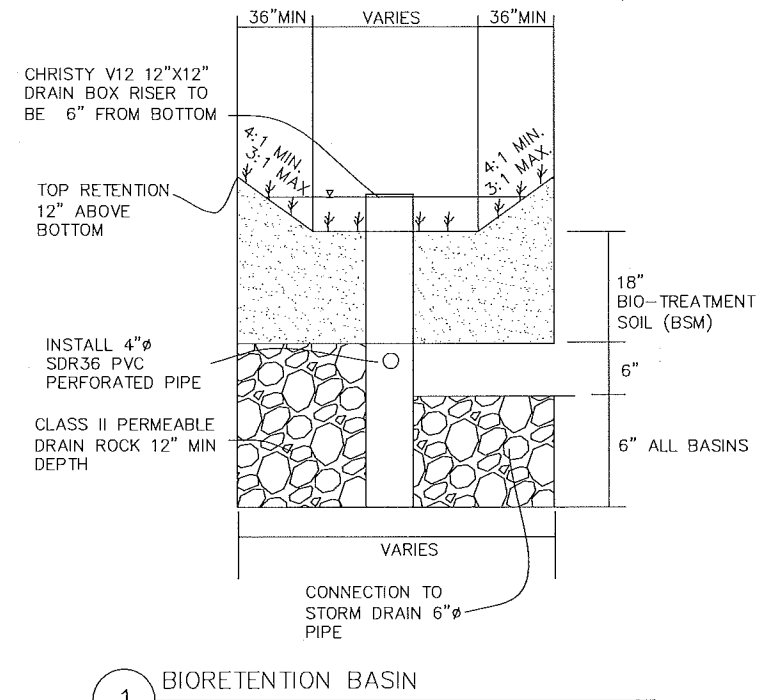
EL CAMINO REAL

OLIVET PARKWAY

HATCHED AREA IS BOTTOM OF BIORETENTION BASIN USED IN CALCULATIONS TOTAL BOTTOM AREA=1,378 SQ. FT.

ALL PLANTS WITHIN THE BIO RETENTION AREA SHALL BE CONSISTENT WITH THE C.3 TECHNICAL GUIDANCE WHICH CAN BE FOUND ON APPENDIX A OF THE GUIDELINES.

SCALE: 1" = 20' Feet

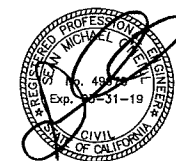


1

BIORETENTION BASIN

DMA 1 TOTAL SITE  
 TOTAL AREA: 47,480 sq. ft.  
 IMPERVIOUS: 31,057 sq. ft.  
 PERVIOUS: 16,373 sq. ft.  
 0.1 PERVIOUS = 1,637 sq. ft.  
 4% OF 32,694 sq. ft.=  
 TOTAL AREA REQUIRED: 1,308 sq. ft.  
 BIO-RETENTION AREA PROVIDED = 1,378 sq. ft.

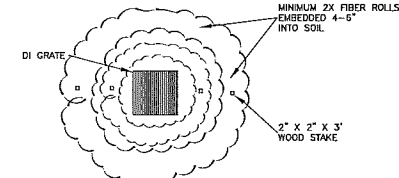
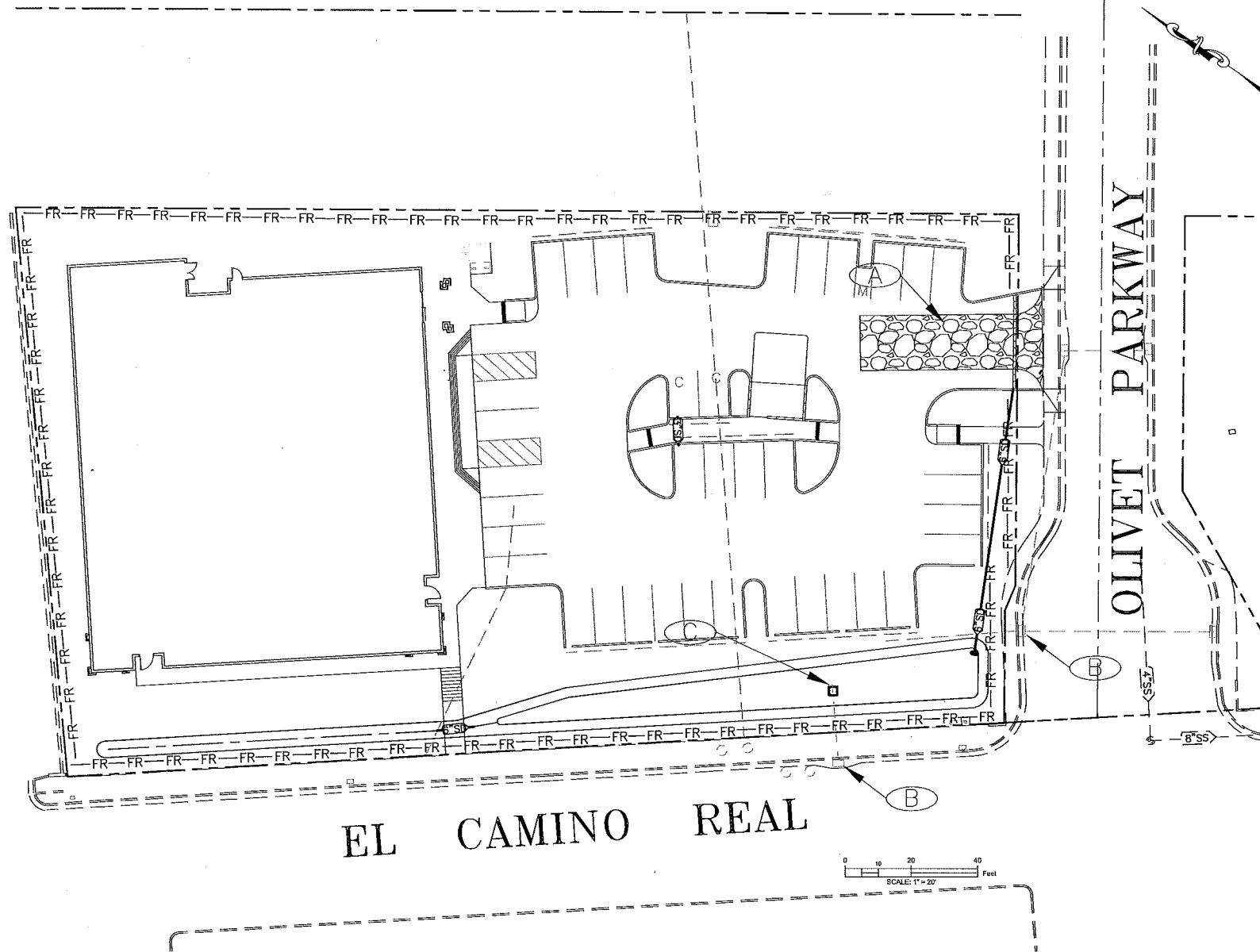
DESIGN REVIEW  
 DATED 2-28-18



GENESIS ENGINEERING  
 1422 D Street Marysville, CA 95901  
 office (530) 742-1300 • fax (530) 742-1331  
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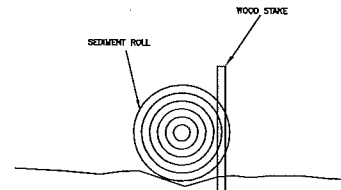
TOWN OF COLMA COUNTY OF SAN MATEO 1055 EL CAMINO REAL PRELIMINARY STORMWATER PLAN	JOB NO: 17-123	AGENCY CHECK BY:
	DRAWN BY: J.B.S.	SHEET PRE-5 OF 6
CHECKED BY: J.B.S.		





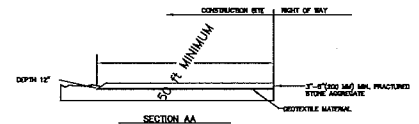
**FIBER ROLL FILTER DETAIL**

PLAN VIEW - N.T.S.  
PLACE AROUND ALL DRAIN INLETS  
AFTER THEIR INSTALLATION. REMOVE  
IMMEDIATELY PRIOR TO PAVING SITE.

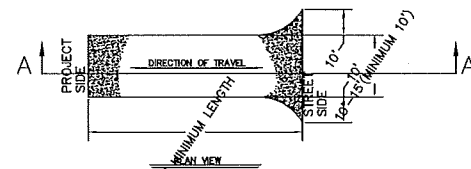


**FIBER ROLL DETAIL**

PER CASQA DETAIL SE-5

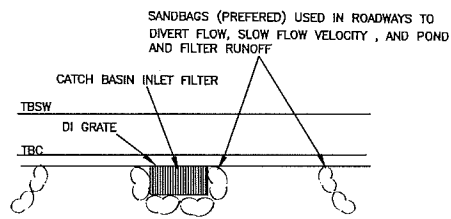


NOTES:  
1. STABILIZED CONSTRUCTION SITE ACCESS SHALL BE CONSTRUCTED OF 3"-5" (200-MPH) FRACTURED STONE AGGREGATE.  
2. LENGTH OF ENTRANCE SHALL BE A MINIMUM OF 50 FEET. WIDTH SHALL BE A MINIMUM OF 10 FT OR GREATER.  
3. THE ENTRANCE SHALL BE KEPT IN GOOD CONDITION BY OCCASION TOP DRESSING WITH MATERIAL AS SPECIFIED IN NOTE 1.  
4. ACCESS SHALL BE INSPECTED WEEKLY DURING PERIODS OF HEAVY USAGE MONTHLY DURING NORMAL USAGE, AND AFTER EACH RAINFALL WITH MAINTENANCE PROVIDED AS NECESSARY. PERIODIC TOP DRESSING SHALL BE DONE AS REQUIRED.



**STABILIZED ENTRANCE DETAIL**

PER CASQA DETAIL TC-1



**SAND BAG FILTER DETAIL**

PLAN VIEW - N.T.S.  
PLACE AROUND ALL DRAIN INLETS  
ON SITE AND OFF SITE. SANDBAGS  
USED TO SLOW FLOW AND POND CAN  
CAN BE PLACED PER CONTRACTORS  
INSTRUCTIONS

PER CASQA DETAIL SE-10

**EROSION CONTROL LEGEND & NOTES**

- (A) INSTALL STABILIZED CONSTRUCTION ENTRANCE SEE DETAIL
- (B) ANY EXISTING DI FOUND ON FRONTAGE ROAD INSTALL A CATCH BASIN INLET FILTER AND FILTERING SANDBAGS. SEE SAND BAG FILTER DETAIL
- (C) DI LOCATION INSTALL FIBER ROLL FILTER SEE FIBER ROLL FILTER DETAIL
- FR-FR- INSTALL FIBER ROLL AT PERIMETER LOCATION SEE THIS DETAIL

DESIGN REVIEW  
DATED 2-28-18



**GENESIS ENGINEERING**  
1402 D Street - Marysville, CA 95901  
office (530) 742-1300 • fax (530) 742-1331  
email: genesis@genesisengineering.us

TOWN OF COLMA COUNTY OF SAN MATEO		JOB No: 17-123	AGENCY CHECK BY:
1055 EL CAMINO REAL		DRAWN BY: J.B.S.	SHEET
PRELIMINARY EROSION CONTROL PLAN		CHECKED BY: J.B.S.	PRE-6 OF 6

### PRELIMINARY LANDSCAPE PLAN NOTES











1. PRELIMINARY LANDSCAPE DESIGN IS BASED ON THE PRELIMINARY SITE DESIGN. DURING THE CONSTRUCTION DRAWINGS PHASE, COORDINATION WITH CHANGES TO THE SITE PLAN FROM ARCHITECTURAL AND ENGINEERING IMPROVEMENTS, INCLUDING SITE UTILITIES, MAY CAUSE CHANGES TO THE LANDSCAPE AREAS AND REQUIRE CHANGES TO THIS PROPOSED DESIGN.
2. LANDSCAPE CONSTRUCTION IRRIGATION AND PLANTING PLANS SHALL CONFORM TO THE WATER USE REQUIREMENTS OF THE CITY OF COLMA AND STATE OF CALIFORNIA'S AB 1881. CONSTRUCTION DOCUMENTS SHALL BE SUBMITTED AFTER APPROVAL OF THE PRELIMINARY LANDSCAPE PLAN.
3. ALL PLANTING AREAS SHALL BE IRRIGATED WITH A FULLY AUTOMATED IRRIGATION SYSTEM DESIGNED DURING THE CONSTRUCTION DOCUMENTS PHASE. DRIP IRRIGATION SHALL BE USED TO THE EXTENT APPROPRIATE.
4. PLANTS WITH SIMILAR WATER NEEDS SHALL BE GROUPED WITHIN HYDROZONES CONTROLLED BY SEPARATE IRRIGATION VALVES PER THE IRRIGATION PLAN DEVELOPED DURING THE CONSTRUCTION DOCUMENTS PHASE.
5. PLANTING BED SOIL SHALL BE AMENDED TO CORRECT IN-PLACE SOIL DEFICIENCIES TO SUPPORT THE NEEDS OF THE SPECIFIED PLANTS PER THE SOILS REPORT PROVIDED DURING THE CONSTRUCTION DOCUMENTS PHASE.
6. ALL SHRUB BEDS SHALL HAVE A THREE-INCH LAYER OF BARK MULCH DRESSING.
7. REFER TO THE ARCHITECTURAL AND CIVIL ENGINEERING PLANS FOR BUILDING, PAVING, UTILITIES, AND SITE IMPROVEMENTS.
8. A TOTAL OF 36 TREES ARE PROPOSED TO BE PLANTED. THERE ARE ELEVEN 12-INCH OR GREATER SIZE EXISTING TREES TO BE REMOVED FROM THE SITE FOR CONSTRUCTION. REFER TO THE TREE SURVEY BY TIMOTHY GHIRARDELLI, ARBORIST, FOR ADDITIONAL INFORMATION.
9. STREET TREES ALONG EL CAMINO REAL ARE PROPOSED AS 24-INCH BOX SIZE. ALL OTHER TREES ARE 1.5-GALLON SIZE. SHRUBS ARE 5-GALLON SIZE. LOW SPREADING GROUND COVER SHRUBS ARE TO BE ONE GALLON SIZE.
10. RETAINING WALL AT BACK OF SITE THAT RANGES FROM TWO TO FOUR FEET IN HEIGHT WILL BE SOFTENED WITH SHRUBS AT THE BASE OF THE WALL AND GROUND COVER CASCADING OVER THE TOP WHERE SPACE ALLOWS.

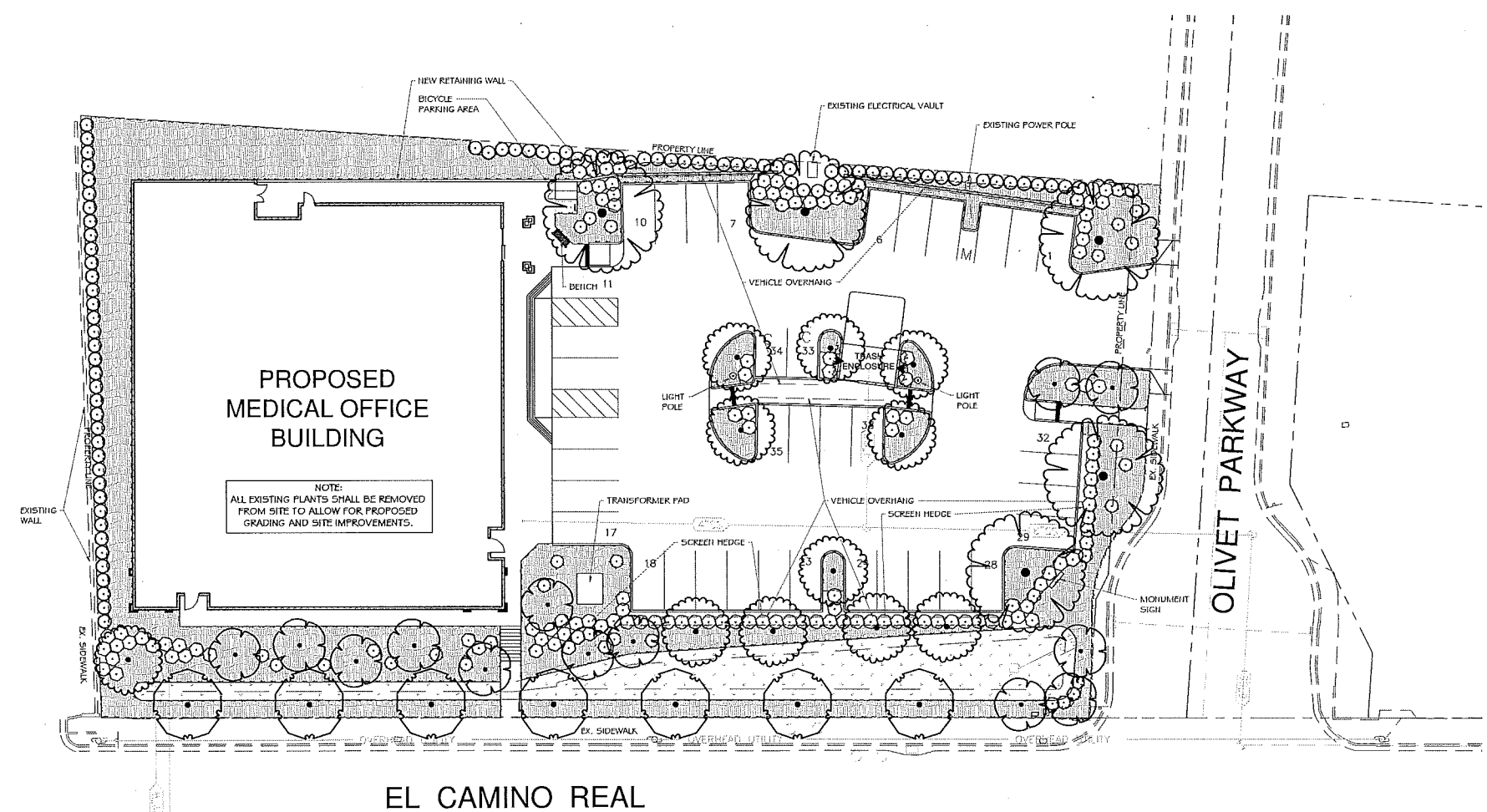
### PRELIMINARY WATER EFFICIENT LANDSCAPE WORKSHEET

**REFERENCE EVAPOTRANSPIRATION (ETO): 35.1**

HYDROZONE # PLANTING DESCRIPTION	PLANT FACTOR (PF)	IRRIGATION METHOD	IRRIGATION EFFICIENCY (IE)	ETAF (PF/IE)	LANDSCAPE AREA (SQ. FT.)	ETAF x AREA	ESTIMATED TOTAL WATER USE (ETWU) IN GALLONS/YEAR
<b>REGULAR LANDSCAPE AREAS</b>							
MED. W.U.	0.5	DRIP	0.81	0.62	8,024	4,975	108,263
LOW W.U.	0.2	DRIP	0.81	0.25	8,499	2,125	46,239
<b>TOTALS:</b>					<b>16,523</b>	<b>7,100</b>	
<b>SPECIAL LANDSCAPE AREAS</b>							
				1.00	0	0	0
<b>TOTALS:</b>					<b>0</b>	<b>0</b>	
<b>ETWU TOTAL:</b>						<b>154,502</b>	
<b>MAXIMUM APPLIED WATER ALLOWANCE (MAWA):</b>						<b>161,808</b>	
<p><b>MAXIMUM APPLIED WATER ALLOWANCE (MAWA)</b>            WHERE MAWA = (ETO) (0.62) [(ETAF x LA) + ((1-ETAF) x SLA)]            MAWA: (35.1) (0.62) [(7,435) + (0)] = 161,808 GALLONS PER YEAR</p>							
<b>ETAF CALCULATIONS</b>							
<b>REGULAR LANDSCAPE AREAS</b>				<b>ALL LANDSCAPE AREAS</b>	<b>NOTE:</b>		
TOTAL ETAF x AREA	7,100	TOTAL ETAF x AREA	7,100	AVERAGE ETAF FOR REGULAR LANDSCAPE AREAS IS 0.45 OR BELOW FOR NON-RESIDENTIAL AREAS.			
TOTAL AREA	16,523	TOTAL AREA	16,523				
AVERAGE ETAF	0.43	<b>SITEWIDE ETAF</b>	0.43				

### CONCEPT PLANT SCHEDULE

	<b>STREET TREES</b> Arbutus x 'Marina' / Arbutus Standard Fraxinus oxycarpa 'Raywood' / Raywood Ash Nyssa sylvatica 'Sour Gum' Pyrus calleryana 'Anastocrat' TM / Anastocrat Flowering Pear	24"box 24"box 24"box 24"box
	<b>SMALL ACCENT TREES</b> Acer palmatum / Japanese Maple Arbutus unedo / Strawberry Tree Prunus cerasifera 'Krauter Vesuvius' / Purple Leaf Plum Rhamnolepis indica 'Majestic Beauty' / Majestic Beauty Indian Hawthorne Standard Trostanopsis launa 'Elegant' / Elegant Water Gum	15 gal 15 gal 15 gal 15 gal 15 gal
	<b>MEDIUM CANOPY TREES</b> Cercis canadensis / Eastern Redbud Chitalpa tashkentensis 'Pink Dawn' / Pink Dawn Chitalpa Geyera parviflora / Australian Willow Lophostemon confertus / Brisbane Box	15 gal 15 gal 15 gal 15 gal
	<b>LARGE CANOPY TREES</b> Acer rubrum / Red Maple Platanus x acerifolia 'Bloodgood' / London Plane Tree Ulmus parvifolia / Chinese Elm	15 gal 15 gal 15 gal
	<b>ACCENT SHRUBS</b> Dielsia bicolor / Fortnight Lily Dielsia indica / Fortnight Lily Euryops pectinatus 'Munchkin' / Dwarf Euryops Kniphofia uvana / Torchlily Lantana camara / Lantana Phormium tenax / New Zealand Flax	5 gal 5 gal 5 gal 5 gal 5 gal 5 gal
	<b>UPRIGHT SHRUBS</b> Callistemon citrinus / Lemon Bottlebrush Dodonaea viscosa 'Purpurea' / Purple Leafed Hopseed Bush Loropetalum chinense 'Chang Nan Hong' / Ever Red Fringe Flower Myrsine africana / African Dowwood Nandina domestica / Heavenly Bamboo Pittosporum tenuifolium / Tawhiwhi Podocarpus gracilior / Fern Pine Rhamnus alaternus 'Vanegata' / Italian Buckthorn	5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal
	<b>MASSING SHRUBS</b> Arctostaphylos x 'Sunset' / Sunset Manzanita Berberis thunbergii / Japanese Greenleaf Barberry Callistemon citrinus 'Little John' / Dwarf Bottle Brush Ceanothus x 'Concha' / California Lilac Cistus x purpureus / Orchid Rockrose Cotoneaster lacteus / Red Clusterberry Cotoneaster Daecynus x ebbingen 'Gilt Edge' / Ebbing Silverberry Euonymus japonicus 'Aureo-marginatus' / Golden Euonymus Grevillea x 'Noelin' / Grevillea Lavandula x intermedia 'Provence' / Provence Lavender Myrtus communis / Common Myrtle Pittosporum tobira 'Vanegata' / Vanegated Mock Orange Rhamnolepis indica 'Pink Lady' / Pink Lady Indian Hawthorn Rosmannus officinalis 'Tuscan Blue' / Tuscan Blue Rosemary Salvia leucantha / Mexican Bush Sage Sarcococca ruscolifolia / Fragrant Sarcococca Xylosma congestum 'Compacta' / Compact Xylosma	5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal 5 gal
	<b>VINE</b> Ficus pumila / Creeping Fig Macfadyena unguis-cati / Yellow Trumpet Vine	5 gal 5 gal
	<b>LOW SPREADING SHRUBS</b> Arctostaphylos hookeri 'Monterey Carpet' / Hooker's Manzanita Coprosma petneri 'Verde Vista' / Verde Vista Coprosma Lantana montevidensis / Trailing Lantana Mycoporum parvifolium / Trailing Mycoporum Rosmannus officinalis 'Huntington Carpet' / Huntington Carpet Rosemary Scaevola aemula 'Maue Clusters' / Fan Flower Verbena x hybrida 'Homestead' / Purple Spreader Garden Verbena	1 gal 1 gal 1 gal 1 gal 1 gal 1 gal 1 gal
	<b>BIO-FILTRATION</b> Bio-Filtration Grass / Bio-Filtration Sod	sod

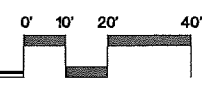


## PRELIMINARY LANDSCAPE PLAN

PROPOSED COLMA MEDICAL OFFICE BUILDING  
 1055 EL CAMINO REAL, COLMA, CALIFORNIA 94014



MARKET STREET DEVELOPMENT, LLC  
 3005 DOUGLAS BLVD., SUITE 200, ROSEVILLE, CA 95661



SCALE: 1" = 20'-0"  
 JOB #: C-101-18  
 DATE: 3-8-18



# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brian Dossey, City Manager  
Pak Lin, Administrative Services Director  
Brian Moura, Financial Services Advisor (Contract)

MEETING DATE: May 23, 2018

SUBJECT: 2018-19 Proposed Budget and Financial Plan

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## RECOMMENDATION

Staff recommends that the City Council provide direction on the 2018-19 Proposed Budget and Financial Plan. No formal action by the City Council is required at this time.

## EXECUTIVE SUMMARY

At the City Council Meeting of April 25, 2018, the Council received the 2018-19 Preliminary Budget Report. This report covered the initial projections of Major General Fund Revenues, City Staffing and Contracted Services to be included in the 2018-19 Town Budget.

### Tonight's Budget Study Session

Tonight, the City Council will hold their second study session on the 2018-19 Budget. This will include receiving a report on the 2018-19 Proposed Budget and Financial Plan. This report will provide updated information in the areas covered on April 25<sup>th</sup> plus the balance of the 2018-19 Proposed Budget. A copy of the 2018-19 Proposed Budget is attached for review and direction to Staff. It includes line item detail for all revenues and proposed spending for each department as well as the proposed Capital Improvement Program budget.

### Proposed Budget - All Funds

In the proposed budget, total revenues in all funds are projected to be \$19.8 million. Total expenditures for all funds are proposed at \$25.3 million, comprised of approximately \$16.8 million in Operating Expenditures, \$300,000 in Debt Service payments and approximately \$8.2 million in Capital Improvement Projects.

Total expenditures in the 2018-19 Proposed Budget from all funds exceed revenues due to a significant amount of Capital Project expenditures (90%) being financed from Capital Project Fund reserves carried over from prior years. A discussion of the CIP projects is included in the Capital Improvement Plan Section of the budget document.

The following table compares the 2017-18 Estimated Actual and the FY 2018-19 Proposed Budget.

Townwide	FY 2017-18 Estimate	FY 2018-19 Proposed	Difference
Operating Depts	\$ 15,142,685	\$ 16,806,708	\$ 1,664,023
Debt Service	299,070	299,869	799
Capital Projects	8,793,778	8,172,651	(621,127)
TOTAL	\$ 24,235,533	\$ 25,279,228	\$ 1,043,695

**General Fund – Revenues, Expenditures, Transfers & Reserves**

General Fund revenues (\$18.5 million) exceed General Fund expenses (\$16.6 million) by over \$2.0 million during the 2018-19 fiscal year.

Approximately half of this 2018-19 projected General Fund operating surplus (\$2.0 million) will be transferred to finance Capital Projects (\$675,000) and Debt Service expenditures (\$299,869) during the 2018-19 Fiscal Year. After these transfers are made, the General Fund is projected to end the 2018-19 fiscal year with a surplus of just over \$1.0 million.

The Town’s General Fund Reserve Policy (Municipal Code 4.01.150.c.3) is to have a Budget Stabilization Reserve in an amount to ensure continuity of operations in the event of a severe economic downturn. That amount is calculated as 100%, rounded to the nearest \$100,000 of the General Fund expenditures for the prior fiscal year. This will increase the amount of that reserve by \$100,000 to \$15 million in the 2018-19 Proposed Budget. The additional reserve amount brings the projected 2018-19 fiscal year surplus to \$975,000.

Furthermore, the General Fund tax revenues is in compliance with the 2018-19 Appropriation Limit (also known as the GANN Limit) of \$40,631,066. See Page 143 of the 2018-19 Proposed Budget (Attachment A) for the background on GANN Limit and the calculation.

**Budget Adoption**

Consideration of the 2018-19 Proposed Budget will be held at the Council’s regularly scheduled meeting of June 13, 2018. The 2018-19 Appropriation Limit will be included for consideration at this meeting.

**FISCAL IMPACT**

City Council review and direction on the 2018-19 Proposed Budget and Financial Plan report will not impact the current 2017-18 City Budget. It will inform the development of the Proposed 2018-19 Budget and Financial Plan that will be finalized and then considered by the City Council for adoption at the June 13, 2018 Council meeting.

**BACKGROUND**

The Town’s fiscal year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. During the year the Finance Department works with department heads to address funding issues and monitor expenditures. Staff prepared a Mid-Year Budget Review and presented it to the Council and the public at the March 14, 2018 City Council Meeting. That report provided Council with a review of expenses and revenues halfway through the fiscal year. During that meeting the Council approved five budget amendments which have been incorporated into the 2017-18 Amended Budget.

In April, departments received budget instructions and used software from OpenGov, which also provides financial data on the City website, to enter their projections for revenues and expenses in the current 2017-18 fiscal year as well as budget requests for the 2018-19 fiscal year.

Recognizing the slow growth in Town revenues, departments were requested to prepare status-quo budget proposals, keeping expenditures and service levels even with FY 2017-18 levels (except for personnel-related costs that departments have no control over, such as medical insurance and retirement costs).

The 2018-19 Proposed Budget is meant to provide the City Council and public with an opportunity to discuss the annual budget and financial plan based on additional detail provided in the document.

The format of the 2018-19 Proposed Budget has been updated in some areas. The budget tables now show the dollar and percentage change compared to the current year estimates. The Capital Improvement Plan section has been reformatted to separately list Budgeted, Closed and Unfunded Capital Projects. A list of Town Elected Officials, Appointed Officials and Contract Service Providers has been added as well.

At the April 25, 2018 review of the Preliminary Budget there were not any significant requests made regarding desired changes to the initial document. The final FY 2018-19 Proposed Budget will also incorporate changes based on Council's direction tonight.

The final review and discussion on the FY 2018-19 Proposed Budget will occur during a public hearing to be held at the June 13, 2018 City Council meeting. At the end of the public hearing, the Council acts on the budget.

## ANALYSIS

### General Fund Revenues

The General Fund provides revenues that cover the cost of ongoing services for the community including Police, Public Works, Planning, Recreation Services and General Government. In Colma, over 90% of these funds come from three revenue sources: Sales Taxes, Cardroom Taxes and Property Taxes.

In the coming year, General Fund revenues are expected to grow by 1% overall. This is primarily due to increased Sales Tax revenues.

The largest single General Fund revenue source is Sales Tax which represents 63.3 percent of total General Fund revenue in the 2018-19 Proposed Budget. Sales Tax in the 2018-19 fiscal year is expected to \$11.85 million – an increase of \$300,000 (+2.6%) compared to the current fiscal year. These increases are due to the Town seeing a full year of Sales Tax revenue from the new businesses that opened during this year rather than only a partial year's receipts. HdL, the Town's Sales Tax Consultant, projects that the following fiscal year (2019-20) will only show a +1.4% year to year growth unless additional new Sales Tax generating businesses open in Colma.

Cardroom Taxes are the second largest source representing 22.8 percent of General Fund revenue. In terms of Cardroom Taxes, the budget assumes that these will increase to \$4.235 million – an increase of \$70,000 (+1.7%) in 2018-19 compared to the current year estimate.

Growth is also projected in Charges for Services (+0.3%) and Other Revenues (+21.7%). Offsetting these revenue increases are decreases in Licenses and Permits (-60.1%) and Use of Money & Property (-15.0%).

Public Works is leading a project to review the Cost of Services and Fees Charged for Services. The results of this work are projected to be completed by September 30, 2018. Changes in service charges from this project may result in additional revenues in the General Fund during the 2018-19 and future fiscal years.

#### Operating Budget Expenditure Highlights

Nearly all the Town's operating expenditures are recorded in the General Fund. The two exceptions are Traffic Signal Maintenance (funded by Gas Tax revenue) and the Police Community Services activity (funded by the State COPS grant).

The Budget Overview section of the FY 2018-19 Proposed Budget includes a summary of expenditures by Department. The Budget Detail section of the document includes each line item of expenses. Each Department Budget includes a narrative section identifying significant changes in the FY 2018-19 Proposed Budget compared to the FY 2017-18 Budget. The following are some of the key deviations Council should be aware of:

- Increases occur in all Departments reflecting adjustments to salaries and benefits that are included in the agreements with the Town's employee groups as well as adjustments made for scheduled movement within a pay range based on tenure and performance. Adjustments to salaries will also impact benefit costs based on salaries.
- Benefit cost increases for retirement are being phased in by CalPERS. Starting in 2017-18 CalPERS has also started phasing in a reduction in their discount rate from 7.5% to 7.375% in 2017-18, 7.25% in 2018-19 and 7.00% in 2019-20. This change in the discount rate will also increase the cost of pension expenditures to the Town. The Economic Assumptions portion of the FY 2018-19 Proposed Budget discusses the magnitude of the changes in more detail. Staff anticipates bringing a complete analysis of this to the Council during the 2018-19 fiscal year for review and action.
- OPEB Retiree costs are allocated among operating Departments. The narrative section of each Department discusses the impact. The OPEB costs include an estimate of the current year premium costs plus a contribution to the OPEB Trust to fund an amortized payment towards the unfunded liability.
- The FY 2018-19 Proposed Budget continues to include a fully-staffed Police Department.
- The water conservation incentive program sewer subsidy is funded at \$80,000.
- Sewer revenues are assumed at 100 percent of actual cost, less the water conservation program subsidy.
- Debt service payments are included in the FY 2018-19 Proposed Budget based on the schedule established with the Town Hall COP debt.

## Staffing Changes

A key element in developing the Annual Town Budget is a review of the staffing level of each department. Once these are established, the annual salary and benefit expenses can be calculated and set.

The City Manager has reviewed the Town's proposed staffing levels and is recommending the following changes in Town staffing in the 2018-19 budget:

- **Administrative Technician (Convert from Contractor to Staff)**  
This change in staffing (converting a contract Administrative Technician to an Administrative Technician on the Town payroll) will enable the Town to have a Town employee greeting the public. It will also insure that a City employee is responsible for cash handling in the New Town Hall rather than using a contractor for that function. The cost of the Administrative Technician on the payroll will be offset by ending the contract Administrative Technician services.
- **Administrative Services Director (Change Time Allocation)**  
The Administrative Services Director position will be fully allocated to Administration rather than shared between Administration (140) and Recreation Services (510). This will provide more resources in Finance and Human Resources for the Town.
- **Human Resources Manager [Part-Time]**  
With the retirement of the Human Resources Manager and the conversion of the Administrative Services Director to 100% in Administration, the Town can reduce staffing expenses in Human Resources. The 2018-19 Proposed Budget will change the Human Resources Manager position to a Part-Time, Non-Benefited position.
- **Recreation Coordinator (Replaces 50% Admin Services Director)**  
A second Recreation Coordinator will be added to Recreation Services in the 2018-19 Proposed Budget. This will offset the loss of staff resources when the Administrative Services Director moves to Finance and Human Resources full time.
- **Police Reserve Officers (Part-Time)**  
Police Patrol (220) will reflect the addition of two part-time Reserve Officers at 0.22 FTE with one -time training and on-boarding costs, totaling \$70,200.

During the review of departmental budgets, the Police Chief notified Finance that there may be two retirements in the coming fiscal year with a significant Sick Leave Cash Out. To ensure that this is funded, it will be included in the 2018-19 Proposed Budget.

- **Police - Potential Sick Leave Cash Outs**  
Police Administration (210) will include \$89,000 and Police Patrol (220) will include \$67,000 for potential Sick Leave Cash Outs during the 2018-19 fiscal year. The actual cost of these budget line items may be less if the employee(s) elect to take some of the sick leave time as service credit rather than as a cash out.

## Contract Services

The City Manager has reviewed the Contracted Services that are provided to the Town. In the 2018-19 Proposed Budget, it will include changes that resulted from his review as well as some of the Staffing Changes described earlier.

- **Delete Administrative Technician (Contract)**  
Deletes the Administrative Technician (Contract) that performs front counter work as part of the New Town Hall transition. (See earlier description under Changes In Proposed Staffing).
- **Phase Out Records Manager (Contract)**  
The contract Records Manager position will be phased out during the 2018-19 fiscal year. The work of this position will be absorbed by Town staff.
- **Convert Financial Services Advisor (Contract) to Senior Accountant (Contract)**  
With the hiring of an Administrative Services Director that will manage Finance and Human Resources full-time, the contracted Financial Services Advisor position can be converted to a contract Senior Accountant position. This will reduce expenses in the Finance department and strengthen the department's capabilities during the 2018-19 fiscal year.
- **Human Resources Manager (Contract)**  
During the balance of the 2017-18 fiscal year, the Town will obtain the services of a part-time Human Resources Manager during the transition from Human Resources Manager (contract) to Human Resources Manager (part-time Town employee) on the Town payroll (described earlier).

## Non-Profit Donation Requests

The FY 2018-19 Proposed Budget provides a total of \$105,000 in non-profit funding (spread between the City Council Department and General Services Activity). Council will allocate the funding after the 2018-19 Proposed Budget has been approved at a future City Council meeting.

## Fund Transfers

The FY 2018-19 Proposed Budget includes transfers from the General Fund in the amount of \$974,869. Of this amount \$299,869 will be transferred to the Debt Service Fund based on the scheduled principal and interest payments and estimated administrative costs. The Capital Project Fund is scheduled to receive \$675,000 from the General Fund for new capital projects.

The Capital Project budget will also include \$145,000 from the Vehicle Replacement Fund. These funds will cover the cost of Vehicle Replacements during the 2018-19 fiscal year.

## Fund Balance Highlights

The 2018-19 Proposed Budget is balanced with current year resources, including scheduled fund transfers. Further, it is projected that all the committed and assigned reserves will be maintained in accordance with the policy currently in place.

Based on current projections and without any additional use of general fund reserves in the 2018-19 Fiscal Year, the following table displays the projected Fund Balance:



<b>Estimated General Fund Reserves FY 2018-19</b>		
Committed	Debt Reduction	600,000
	Budget Stabilization	15,000,000
Assigned	Litigation	100,000
	Insurance	100,000
	Disaster Response and Recovery	750,000
<b>Sub-Total Committed / Assigned</b>		<b>16,550,000</b>
Unassigned		8,299,989
<b>Total</b>		<b>24,849,989</b>

The actual contribution from excess General Fund revenue in 2018-19 (after transfers and an increase in the Budget Stabilization reserve) is expected to be just under \$1 million (\$974,869), which increases the Unassigned balance to approximately \$8.3 million.

Staff will recommend the City Council adopt the final 2018-19 Proposed Budget with this surplus to be placed in reserves, with the understanding that staff will provide the Council with additional information related to unfunded retirement liabilities. It is financially prudent to balance the use of current year reserves between reductions of long-term liabilities and on-going costs.

#### 2017-18 Fiscal Year Contribution To General Fund Balance

As part of the evaluation of the projected Fund balance it is also appropriate to consider the estimated contribution to Fund Balance generated from 2017-18 General Fund revenue compared to expenditures. The current estimate is that revenue in the 2017-18 fiscal year will be \$2.3 million more than budgeted and expenses will be approximately \$825,000 more than the adopted budget. Revenue projected to come \$433,000 better than projected and operating cost was successfully contained and is projected to be \$365,000 less than budget.

#### Capital Improvement Program

The Capital Improvement Plan (CIP) is a planning document that covers the construction and maintenance of major projects and facilities as well as major studies. The CIP also serves as a budget that provides the means to pay for these projects. The Town of Colma has had a CIP in place since the 2013-14 fiscal year. The CIP has enabled the Town to deliver improvements and upgrades to the Town's facilities, infrastructure needs, information technologies, major studies and other projects.

The 2018-19 Proposed Capital Improvement Program includes 14 projects with a total cost of \$8.2 million. **The most significant CIP project is the Town Hall Campus Renovation project. The \$17.5 million project is new completion. The Town Hall facility is scheduled for completion in July/August 2018, leaving the parking lot rehabilitation and repair as the last phase of the project. No additional funding is required for this project in 2018-19. There is a \$4.8 million carryover of unspent project budget.**

As was the case last year, a significant portion of the planned activity in the CIP during the 2018-19 fiscal year is associated with projects initiated in a previous year. This includes \$7.1 million in project funding carried forward from the prior year and \$820,000 in new funding (\$675,000 from the General Fund, \$145,000 from the Vehicle Replacement Fund, and \$233,500 from various grants) in 2018-19.

The new funding covers the increased cost of 6 existing CIP projects (Mission Road Improvements, Sanitary Sewer System Assessment, Sterling Park Playground Improvements, General Plan Update, Town IT Infrastructure Upgrades and Fleet Replacements) and 3 new proposed projects (Climate Action Plan, Dispatch Furniture Upgrades and Records Management System).

#### REASONS FOR THE RECOMMENDED ACTION

Providing for early public discussion of the Town's 2018-19 Proposed Budget and Financial Plan allows an opportunity for Staff to evaluate and incorporate any new items that may not be included in the baseline budget.

#### COUNCIL ADOPTED VALUES

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

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

#### CONCLUSION

Staff is requesting comments from the Council and the public on the 2018-19 Proposed Budget and Financial Plan report during the May 23, 2018 Budget Study Session. The third Council Budget Study Session will be held on June 13, 2018 to consider adoption of the 2018-19 Proposed Budget at that meeting.

Staff is prepared to answer any questions you may have.

#### ATTACHMENTS

- A. 2018-19 Proposed Budget and Financial Plan



# TOWN OF COLMA

## 2018-19 Proposed Budget

**Mayor Raquel “Rae” Gonzalez  
Vice Mayor Joanne F. del Rosario  
Council Member Diana Colvin  
Council Member Helen Fiscaro  
Council Member John Irish Goodwin**





**Town of Colma**  
**Elected Officials, Appointed Officials & Contract Service Providers**

**Elected City Officials**

Mayor	Raquel "Rae" Gonzales
Vice Mayor	Joanne F. del Rosario
Council Member	Diana Colvin
Council Member	Helen Fisicaro
Council Member	John Goodwin

**Appointed City Officials**

City Manager	Brian Dossey
Chief of Police	Kirk Stratton
Administrative Services Director	Pak Lin
Recreation Manager	Cynthia Morquecho

**City Services Provided Under Contract**

City Attorney (Contractor from Best, Best & Krieger)	Christopher Diaz
City Planner (Contractor from CSG)	Michael Laughlin
Public Works Director (Contractor from CSG)	Brad Donohue





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Colma  
California**

For the Fiscal Year Beginning

**July 1, 2016**

Executive Director





# *California Society of Municipal Finance Officers*

*Certificate of Award*

## ***Operating Budget Excellence Award Fiscal Year 2016-2017***

*Presented to the*

***Town of Colma***

For meeting the criteria established to achieve the Operating Budget Excellence Award.

*January 31, 2017*



*John Adams  
CSMFO President*

*Craig Boyer, Chair  
Professional Standards and  
Recognition Committee*

*Dedicated Excellence in Municipal Financial Reporting*





# TOWN OF COLMA

## 2018-19 Proposed Budget

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### Reasonable Accommodation

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



# Budget Message





## City Manager's Budget Message

TO: Mayor and Members of the City Council

FROM: Brian Dossey, City Manager

MEETING DATE: May 23, 2018

SUBJECT: 2018-19 Proposed Budget

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I am pleased to present the 2018-19 Proposed Budget for the Town of Colma. It continues the outstanding efforts by the Town to provide municipal services to our residents and businesses.

The 2018-19 Proposed Budget was prepared using the values below as a guide.

### Town of Colma Values Statement

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

### EXECUTIVE SUMMARY

#### Proposed Budget - All Funds

In the proposed budget, total revenues in all funds are projected to be \$19.8 million. Total expenditures for all funds are proposed at \$25.3 million, comprised of approximately \$16.8 million in Operating Expenditures, \$300,000 in Debt Service payments and approximately \$8.2 million in Capital Improvement Projects.

Total expenditures in the 2018-19 Proposed Budget from all funds exceed revenues due to a significant amount of Capital Project expenditures (90%) being financed from Capital Project Fund reserves carried over from prior years. A discussion of the CIP projects is included in the Capital Improvement Plan Section of the budget document.

The following table compares the 2017-18 Estimated Actual and the FY 2018-19 Proposed Budget.

Townwide	FY 2017-18 Estimate	FY 2018-19 Proposed	Difference
Operating Depts	\$ 15,142,685	\$ 16,806,708	\$ 1,664,023
Debt Service	\$ 299,070	\$ 299,869	\$ 799
Capital Projects	\$ 8,793,778	\$ 8,172,651	\$ (621,127)
<b>TOTAL BUDGET</b>	<b>\$ 24,235,533</b>	<b>\$ 25,279,228</b>	<b>\$ 1,043,695</b>

## **General Fund - Revenues, Expenditures, Transfers & Reserves**

General Fund revenues of \$18.5 million exceed General Fund expenses of \$16.6 million by \$2.0 million during the 2018-19 fiscal year.

Approximately half of this 2018-19 projected General Fund surplus (\$2.0 million) will be transferred to finance Capital Projects (\$675,000) and Debt Service expenditures (\$300,000) during the 2018-19 Fiscal Year. After these transfers are made, the General Fund is projected to end the 2018-19 fiscal year with a surplus just over \$1.0 million.

The Town's General Fund Reserve Policy (Municipal Code 4.01.150.c.3) is to have a Budget Stabilization Reserve in an amount to ensure continuity of operations in the event of a severe economic downturn. That amount is calculated as 100%, rounded to the nearest \$100,000 of the General Fund expenditures for the prior fiscal year. This will increase the amount of that reserve by \$100,000 to \$15 million in the 2018-19 Proposed Budget. The additional reserve amount brings the projected 2018-19 fiscal year surplus to \$1.0 million.

The Unassigned General Fund Reserve<sup>1</sup> is projected to be \$8.3 million at the end of the 2018-19 fiscal year. The assumptions used in preparing the FY 2018-19 Proposed Budget are discussed at the beginning of the Budget Overview Section.

## **ECONOMIC OVERVIEW**

The Town of Colma is the smallest municipality in San Mateo County and one of the smallest in California (ranked 462 out of 482 cities in the state) with 1,501 residents. Sales Tax (63.3% of General Fund revenues) and Cardroom Tax (22.8% of General Fund revenues) are its primary funding sources. Compared to its small population, the Town has a very high per capita amount of sales tax revenue. This is largely due to the Serramonte Boulevard Auto Row and retail sales at its two shopping centers: 280 Metro and Serra Center.

While this reliance on sales tax revenues makes the Town vulnerable to changes in consumer spending, there are consistent signs that the economy is becoming more robust. In March 2018 the unemployment rate was 4.2% in California. Comparatively, San Mateo County had a significantly lower rate of 2.2%<sup>2</sup>. The 2018 San Mateo County unemployment rate had dropped 0.4% since April 2017<sup>3</sup>. Improvements in the labor market have a positive impact on consumer spending which also contributes to the local economy.

Given the significance of sales tax to the overall revenue, it is important to examine expected trends with this revenue. HdL, the Town's sales tax consultant, partnered with Beacon Economics to project the growth in retail sales. Their current projection is a sales tax growth of 2.3% in the 2018-19 fiscal year compared to the current fiscal year. HdL projects that the following fiscal year (2019-20) will only show a 1.4% year to year growth in Sales Tax unless additional new Sales Tax generating businesses open in Colma.

The two largest sectors for Colma are Autos and Transportation followed by General Consumer Goods. The Auto sector is forecast to increase by 1.9% in 2018-19 and General Consumer Goods will increase by just 0.5% in 2018-19. Colma's Sales Tax growth in the coming fiscal year is due to a full year of these revenues from new businesses that opened during this year.

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<sup>1</sup> The Unassigned General Fund Reserve is the balance of all general funds not otherwise appropriated (budgeted) or accounted for. See Status of Fund Balances.

<sup>2</sup> State EDD, March 1, 2018

<sup>3</sup> State EDD, April 1, 2017



Cardroom Tax revenue in 2018-19 are projected to be approximately \$4.2 million, which is 1.7% higher than last year. Projections for Cardroom Tax revenue reflect a slight increase since taxes dipped in the 2014-15 fiscal year. The total revenue for this source remains 12% below the amount collected in the 2012-13 fiscal year. The lower amount is partially attributable to increased competition in the region.

The Town is uniquely challenged in its efforts to diversify its revenue base with 76% of the Town's 2 square miles developed as cemeteries or zoned for cemetery usage, and the remainder substantially developed.

Two opportunities to diversify the revenue base are currently underway. The first is a Cost of Services Study which is examining the Town's fee schedule and how much of the Town's expenses these fees cover. This study will be brought to the City Council for consideration by the end of September 2018. The second is a proposed Transient Occupancy Tax (Hotel Tax) that would raise revenues if a hotel is developed in Colma. It will be on the November 2018 ballot for the voter's consideration.

Over the past several years, the Town has monitored expenditures and looked at opportunities to control costs. The Town will continue to be impacted by increases in retirement costs under the State Public Employees Retirement System (CalPERS) due to longer life expectancies of retirees and a phased reduction in the system's discount rate.

Overall, the economy in California and the Bay Area are both projected to continue to grow. There will be challenges in some sectors including the high cost of housing in the region. However, as long as employment remains strong, inflation is under control and retail and auto sales are strong, the Town's economic forecast is bright.

## **STRATEGIC PLAN**

At the end of each calendar year, the City Council typically reviews and discusses Town priorities with the City Manager and staff. In November 2016, the process produced a new two-year strategic plan that built off the previous version. The City Council prioritized several ongoing projects, many of which focused on capital improvements or strengthening the Town's long-term fiscal position. The 2017-19 Strategic Plan is a two-year plan that should be updated in Fall 2019. Below are some of the key components of the Strategic Plan.

### **Economic Development**

Colma has been actively engaged in Economic Development for many years. In May 2010, the Council adopted an Economic Development Strategy with several activities to be performed using existing resources. The Strategy was followed by the selection of a consultant to assist with the development of a long-range Economic Development Plan which was approved by the Council in December 2012.

The Plan contains short-term and long-term action items. The Council prioritized a handful of key economic development initiatives during the 2016 Strategic Planning process, which staff continues to implement.

Key among these is the preparation of a Master Plan for the Serramonte Boulevard Auto Row Improvements and the support of expansion or relocation of key revenue-generating businesses. This project has a total budget of \$400,000 with \$260,000 available for this project during the 2018-19 fiscal year.

### **Complete Town Hall Campus Renovation**

The Town is in the process of renovating its historic Town Hall facility. The project includes an addition of approximately 9,000 square feet. The project is intended to address both Americans with Disability Act access issues and to bring most of the Town's administrative functions under one roof. The funding to undertake the work is covered by a \$5.1 million Certificates of Participation (COPs) issue plus funding transferred from the General Fund. The Town Hall Campus Renovation project is scheduled to be completed in Fall 2018 within the budgeted amount.

## General Plan Update

California state law states that each city shall "periodically review, and revise, as necessary, the general plan." The California Supreme Court stated that, "...while there is no statutory requirement that the General Plan be updated at any given interval, there is an implied duty to keep the General Plan current."

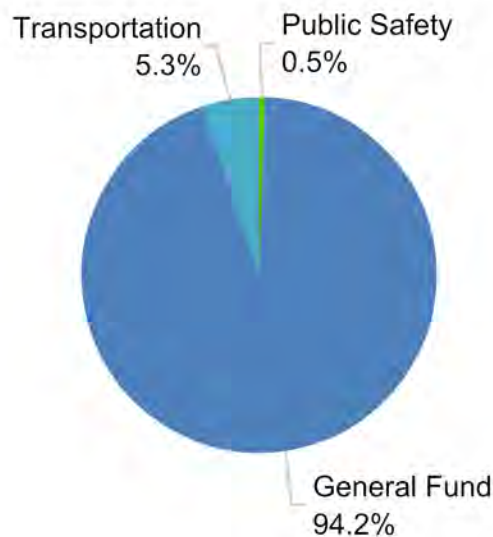
A city's failure to keep the General Plan or any of its elements current may subject it to a lawsuit over the validity of the document. Approximately \$400,000 has been budgeted in the 2018-19 Proposed Budget for this update. This project is expected to have activity in the 2018-19 fiscal year including contract work on the Environmental Impact Report (EIR).

## FINANCIAL INFORMATION

### Summary

The Budget Overview Section of the Budget document contains detailed information related to the Economic Assumptions and tables showing multi-year comparisons of both revenue and expenditures. That section also provides a detailed comparison of Fund Balances. The purpose of this section is to provide a high level overview of the financial plan and to highlight key areas. The following chart displays the total funding grouped by the type of funds, which displays the preponderance of the budget is concentrated in the General Fund and Capital Project related funds. The Transportation grouping includes Gas Tax, Measure A and Transportation Grants.

### Budget by Fund – \$19.8 Million



As shown above, the 2018-19 Proposed Budget primarily consists of the General Fund (94.2%). Total revenues are projected to be \$19.8 million with \$18.5 million in General Fund revenue. Total expenditures for all funds are at \$25.3 million, comprised of \$16.6 million in Operating Expenditures, \$300,000 in debt service and \$8.2 million in Capital Improvement Projects.

### General Fund - Revenues, Expenditures, Transfers & Reserves

General Fund revenues of \$18.5 million exceed General Fund expenses of \$16.6 million by \$2.0 million during the 2018-19 fiscal year.

Approximately half of this 2018-19 projected General Fund surplus (\$1.0 million) will be transferred to finance Capital Projects (\$675,000) and Debt Service expenditures (\$299,869) during the 2018-19 Fiscal Year. After these transfers are made, the General Fund is projected to end the 2018-19 fiscal year with a surplus just over \$1.0 million.

The Town's General Fund Reserve Policy (Municipal Code 4.01.150.c.3) is to have a Budget Stabilization Reserve in an amount to ensure continuity of operations in the event of a severe economic downturn. That amount is calculated as 100%, rounded to the nearest \$100,000 of the General Fund expenditures for the prior fiscal year. This will increase the amount of that reserve by \$100,000 to \$15 million in the 2018-19 Proposed Budget. The additional reserve amount brings the projected 2018-19 fiscal year surplus to \$971,045.

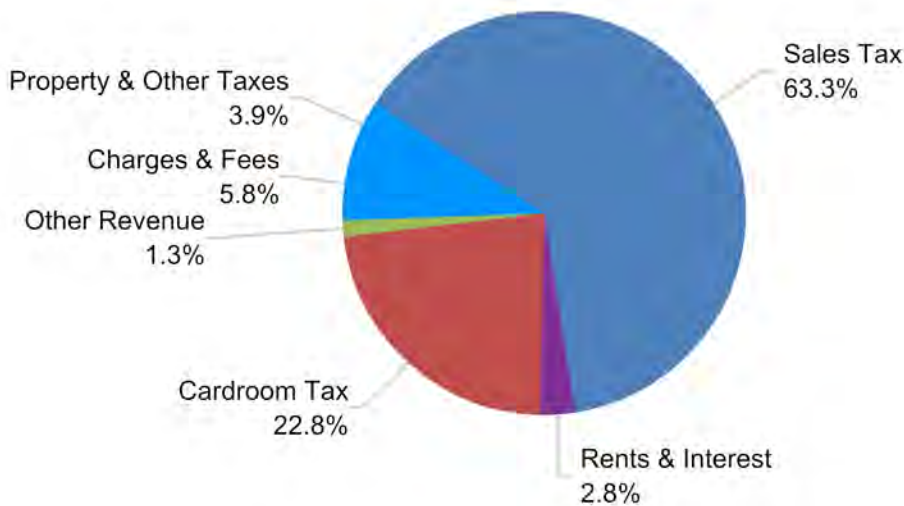
The Unassigned General Fund Reserve (1) is projected to be \$8.3 million at the end of the 2018-19 fiscal year. The assumptions used in preparing the FY 2018-19 Proposed Budget are discussed at the beginning of the Budget Overview Section.

**Revenues**

Total revenues are projected to be \$19.8 million with \$18.5 million in General Fund revenue. The General Fund projection is \$130,000 more than General Fund revenues budgeted in the 2017-18 Estimated Actual.

As a low property tax municipality, the Town is heavily reliant on Sales Tax and Cardroom Tax revenues as indicated by the chart below.

**General Fund Revenues – \$18.5 Million**



The largest single General Fund revenue source is Sales Tax which represents 63.3 percent of total General Fund revenue in the 2018-19 Proposed Budget. Sales Tax in the 2018-19 fiscal year is expected to \$11.8 million - an increase of \$300,000 (+2.6%) compared to the current fiscal year. These increases are due to the Town seeing a full year of Sales Tax revenue from the new businesses that opened during this year rather than only a partial year's receipts. HdL, the Town's Sales Tax Consultant, projects that the following fiscal year (2019-20) will only show a +1.4% year to year growth unless additional new Sales Tax generating businesses open in Colma.

Cardroom Taxes are the second largest source representing 22.8 percent of General Fund revenue. In terms of Cardroom Taxes, the budget assumes that these will increase to \$4.2 million - an increase of \$70,000 (+1.7%) in 2018-19 compared to the current year estimate. Growth is also projected in Charges for Services (+0.3%) and Other Revenues (+21.7%). Offsetting these revenue increases are decreases in Licenses and Permits (-60.1%) and Use of Money & Property (-15.0%).

Public Works is leading a project to review the Cost of Services and Fees Charged for Services. The results of this work are projected to be completed by September 30, 2018. Changes in service charges from this project may result in additional revenues in the General Fund during the 2018-19 and future fiscal years.

### Expenditures

The 2018-19 Proposed Budget provides \$16.8 million in funding to operating departments, \$299,869 to Debt Service and \$8.2 million to the CIP for a total of approximately \$25.3 million. These expenditures are approximately \$1.0 million more than the 2017-18 Estimated Actual primarily due to changes in personnel.

The largest category of expenditures in the General Fund is Salaries, Wages, and Benefits accounting for 61% of the non-CIP Budget. Increases in this category total approximately \$1.2 million compared to the 2017-18 Estimated Actual and are associated with negotiated salary increases, rise pension and other retirement benefit and recommended changes to Town Staffing. Changes in Town Staffing includes the addition of an Administrative Technician in the City Manager's Office, which is offset by reduction in consulting cost of \$130,000; addition of a Recreation Coordinator to offset the reduction in Administrative Services Directors time in Recreation Operation; and addition of two part-time Reserve Officers and one part-time Community Services Officer in the Police Department. The Human Resources Manager position has been reduced from 0.80 FTE benefited to 0.45 FTE unbenefited. Supplies & Services are projected to increase by \$200,000. Increase in Supplies & Services are attributable to purchase of security system for Sterling Park, Museum and Community Center (\$44,000) and additional planning services needed to meet potential development applications, such as Toys R Us site and the new housing legislation package current reviewing by the State. The water conservation incentive program sewer subsidy is funded at \$80,000.

The following table shows a comparison of revenues and expenditures for all funds, including inter-fund transfers in the FY 2018-19 Adopted Budget.

	General Fund (11)	All Other Funds (21, 22, 23, 27, 29, 31, 33, 43, 61)	TOTAL ALL FUNDS
<b>TOTAL REVENUE</b>	<b>18,549,322</b>	<b>1,231,959</b>	<b>19,781,281</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>16,574,308</b>	<b>532,269</b>	<b>17,106,577</b>
<b>CAPITAL EXPENDITURES</b>			
Streets, Sidewalks, Bikeways	—	1,964,900	1,964,900
Sewers & Storm Drains	—	78,000	78,000
City Facilities / Long Range Plans	—	5,719,646	5,719,646
Major Equipment / Fleet	—	410,105	410,105
<b>TOTAL CAPITAL PROJECT EXPENDITURES</b>	<b>—</b>	<b>8,172,651</b>	<b>8,172,651</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>16,574,308</b>	<b>8,704,920</b>	<b>25,279,228</b>
<b>TRANSFERS BETWEEN FUNDS</b>			
<b>TRANSFERS IN</b>			
Transfer In (From General Fund)	—	974,869	974,869
<b>TRANSFERS OUT</b>			
Transfer Out (For Debt)	(299,869)	—	(299,869)
Transfer Out (For CIP)	(675,000)	—	(675,000)
<b>TOTAL TRANSFERS</b>	<b>(974,869)</b>	<b>974,869</b>	<b>—</b>

## Capital Improvement Program

The Capital Improvement Plan (CIP) covers the construction and maintenance of major projects and facilities as well as major studies. The CIP also serves as a budget that provides the means to pay for these projects. The Town of Colma has had a CIP in place since the 2013-14 fiscal year. The CIP has enabled the Town to deliver improvements and upgrades to the Town's facilities, infrastructure needs, information technologies, major studies and other projects.

The 2018-19 Proposed Capital Improvement Program includes 14 projects with a total cost of \$8.2 million. The most significant CIP project is the Town Hall Campus Renovation project. The \$17.5 million project is new completion. The Town Hall facility is scheduled for completion in July/August 2018, leaving the parking lot rehabilitation and repair as the last phase of the project. No additional funding is required for this project in 2018-19. There is a \$4.8 million carryover of unspent project budget.

As was the case last year, a significant portion of the planned activity in the CIP during the 2018-19 fiscal year is associated with projects initiated in a previous year. This includes \$7.1 million in project funding carried forward from the prior year and \$1.1 million in new funding (\$675,000 from the General Fund, \$145,000 from the Vehicle Replacement Fund, and \$233,500 from various grants) in 2018-19.

The new funding covers the increased cost of 6 existing CIP projects (Mission Road Improvements, Sanitary Sewer System Assessment, Sterling Park Playground Improvements, General Plan Update, Town IT Infrastructure Upgrades and Fleet Replacements) and 3 new proposed projects (Climate Action Plan, Dispatch Furniture Upgrades and Records Management System).

## Changes in the CIP Budget in 2018-19

The 2018-19 Proposed Budget adds status information to the Town's 24 existing projects and 3 proposed new CIP projects. Projects will be shown as **Budgeted**, **Closed** or **Unfunded**.

- **Budgeted** - existing or new CIP projects that have funding available in the 2018-19 fiscal year. Work on these projects will continue this year.
- **Closed** - CIP projects that have been completed or have been closed out. These projects will only appear in future CIP budgets if they have project expenditures during the prior 3 years.
- **Unfunded** - CIP projects that are Town priorities but are currently without budgeted funds. Unfunded projects will be reviewed annually during the Town Budget process to see if funds are available for their construction and if these projects are ready to move from the Unfunded to the Budgeted projects list.

This will provide more clarity in the Capital Improvement budget. It will also identify projects that are budgeted, projects that are ready to be closed (and dropped from future CIP budgets) and future projects that are currently unfunded today but are in the development stage awaiting design, plans and specifications and additional funding from Town and outside sources.

## Retaining Funds in the CIP Fund

In past years, unexpended General Fund monies transferred to the Capital Improvement Fund are reported as part of the CIP Fund, until a formal action is taken by the City Council to close the project. Then they are returned to the General Fund. Starting in the 2018-19 CIP Budget, Staff is recommending that unexpended project funds from closed projects be retained in Fund 31 (Capital Improvement Fund).

This proposed change in CIP budgeting will begin to transition Fund 31 into a separate source of funding for Capital Projects. It will also provide the City Council with more flexibility in future Capital Project budgets since these funds will be available to fund any proposed Capital Project without the need to close a project, return the reserves to the General Fund and then transfer the funds back to Fund 31.

Funding from Closed Projects that would be affected by this proposed new policy in the 2018-19 CIP Budget are:

<b>No.</b>	<b>Project</b>	<b>Retain in Fund 31</b>
934	Colma Creek Improvements	50,000
955	Town Wide Irrigation Enhancements	25,000
992	ADA Transition Plan Upgrades	<u>212,000</u>
<b>TOTAL - Funds Retained in Fund 31</b>		<b>\$287,000</b>

A fourth project, Hillside Boulevard Beautification (Project No. 901) is designated as an Unfunded CIP project. It has a reserve of \$1,068,059 assigned to it. Staff is recommending that this amount be held in Fund 31 as a Restricted Reserve towards this project due to its large cost and the need for a local funding match if grant funds become available for the project in the future.

<b>No.</b>	<b>Project</b>	<b>Fund 31 Reserve</b>
901	Hillside Boulevard Beautification	<u>1,068,059</u>
<b>TOTAL - Funds Reserved in Fund 31</b>		<b>\$1,068,059</b>

**Additional Enhancements to the CIP**

While the 2018-19 CIP has two new features (adding project status information and retaining unspent project funds in the CIP Fund), further enhancements to the Capital Improvement Plan are being developed.

These enhancements will include expanding the CIP to a full 5-Year Capital Projects program (to project and budget for projects that will occur in future years) and a review to determine if additional CIP funds need to be created for projects with restricted funds (such as Sewer and Gas Tax funds) and major maintenance and replacement funds (such as Vehicle Replacement, Building and Facility Replacement and Housing).

It is anticipated that a report and Council Study Session on these potential enhancements to the CIP will be presented to the City Council during the 2018-19 fiscal year for review and action.

**Staffing Changes**

A key element in developing the Annual Town Budget is a review of the staffing level of each department. Once the staffing levels are established, the annual salary and benefit expenses can be calculated and set.

The Town’s proposed staffing levels have been reviewed and the following changes in Town staffing are included in the 2018-19 budget:

- **Administrative Technician (Convert from Contractor to Staff)**

This change in staffing (converting a contract Administrative Technician to an Administrative Technician on the Town payroll) will enable the Town to have a Town employee greeting the public. It will also insure that a City employee is responsible for cash handling in the New Town Hall rather than using a contractor for that function. The cost of the Administrative Technician on the payroll will be offset by ending the contract Administrative Technician services.

- **Administrative Services Director (Change Time Allocation)**  
The Administrative Services Director position will be fully allocated to Administration rather than shared between Administration (140) and Recreation Services (510). This will provide more resources in Finance and Human Resources for the Town.
- **Human Resources Manager [Part-Time] (Reduced from Full Time)**  
With the retirement of the Human Resources Manager and the conversion of the Administrative Services Director to 100% in Administration, the Town can reduce staffing expenses in Human Resources. The 2018-19 Proposed Budget will change the Human Resources Manager position to a Part-Time, Non-Benefited position.
- **Recreation Coordinator (Replaces 50% Admin Services Director)**  
A second Recreation Coordinator will be added to Recreation Services in the 2018-19 Proposed Budget. This position will offset the loss of staff resources when the Administrative Services Director is moved into Finance and Human Resources full time.
- **Police Reserve Officers (Part-Time)**  
Police Patrol (220) will reflect the addition of two part-time Reserve Officers at 0.22 FTE with one-time training and on-boarding costs, totaling \$70,200.

During the review of departmental budgets, the Police Chief notified Finance that there may be two retirements in the coming fiscal year with a significant Sick Leave Cash Out. To ensure that this is funded, it will be included in the 2018-19 Proposed Budget.

- **Police - Potential Sick Leave Cash Outs**  
Police Administration (210) will include \$89,000 and Police Patrol (220) will include \$67,000 for potential Sick Leave Cash Outs during the 2018-19 fiscal year. The actual cost of these budget line items may be less if the employee(s) elect to take some of the sick leave time as service credit rather than as a cash out.

### **Contract Services**

The 2018-19 Proposed Budget will include changes in Contract Services after these services were reviewed.

- **Delete Administrative Technician (Contract)**  
Deletes the Administrative Technician (Contract) that performs front counter work as part of the New Town Hall transition. (See earlier description under Changes In Proposed Staffing).
- **Phase Out Records Manager (Contract)**  
The contract Records Manager position will be phased out during the 2018-19 fiscal year. The work of this position will be absorbed by Town staff.
- **Convert Financial Services Advisor (Contract) to Senior Accountant (Contract)**  
With the hiring of an Administrative Services Director that will manage Finance and Human Resources full-time, the contracted Financial Services Advisor position can be converted to a contract Senior Accountant position. This will reduce expenses in the Finance department and strengthen the department's capabilities during the 2018-19 fiscal year.
- **Human Resources Manager (Contract)**  
During the balance of the 2017-18 fiscal year, the Town will obtain the services of a part-time Human Resources Manager during the transition from Human Resources Manager (contract) to Human Resources Manager (part-time Town employee) on the Town payroll (described earlier).

## **Employee Salaries and Benefits**

The collective bargaining process with represented groups was completed during 2016-17 resulting in specific adjustments to salaries and benefits through June 2019. The Budget has accounted for cost of living adjustments per the agreements as well as adjustments made for scheduled movement within a pay range based on tenure and performance. Adjustments to salaries will also impact benefit costs based on salaries.

Rising costs of health care and pension rates are placing extraordinary pressure on the fiscal health of most California municipalities, including the Town of Colma. For example, the Town has budgeted a 6.5 percent increase in health care costs for active employees and retiree health insurance liabilities.

The Town participates in the CalPERS pension program. Employers and employees make contributions to this pension program at rates set by CalPERS.

On August 1, 2012, the Town established a second tier for all new hires which significantly reduced the Town's CalPERS rates for new employees. The Public Employee Pension Reform Act of 2013 (PEPRA) also made changes to rates for new employees, hired after 1/1/2013, who are new to the PERS system. These two actions will continue to assist the Town in managing its pension obligations. However, significant impacts from these changes will not accrue until many years in the future.

The Town also negotiated the reduction of retiree health premium payments for all new employees hired after January 1, 2017. This change in Other Post-Employment Benefits (OPEB) will provide a significant savings to the Town in the long term.

## **Debt Service**

Annual debt service payments and administrative costs of \$299,869 for the Certificates of Participation (COPs) that funded \$5.1 million towards the Town Hall Campus Renovation are included in the 2018-19 Proposed Budget.

## **FUTURE CHALLENGES**

### **Retiree Medical Insurance Benefit Liabilities**

The Town established an irrevocable trust in 2015 with an initial deposit of \$1 million to reduce liabilities incurred for future medical plan benefits provided to retirees. Prior to this action, all expenses were funded on a pay-as-you-go basis.

Beginning in 2015-16 the Town made annual contributions to the OPEB Trust. These contributions are included in the Operating Budget as a charge in each departmental budget. Payments for the expenses associated with Retiree Medical and Dental insurance are being made from the Trust with any investment earnings or unexpended funds increasing the balance available for future benefits. In the 2016-17 Budget, the Town increased its contribution to be equal to the full Actuarial Required Contribution (ARC). In 2017-18, the Town completed an updated actuarial study of its OPEB obligations and contributed an additional \$400,000 to the OPEB Trust reflecting the results of the review.

The 2018-19 Proposed Budget includes \$1.7 million to fund the OPEB Trust which will equal the 2018-19 ARC add to the balance needed to fund liabilities. The proactive funding of this retirement benefit will reduce the cost that would be incurred if the Town continued to only address the expense on a pay-as-you-go basis.



**Pension Costs**

The Town participates in the California Public Employees Retirement System (PERS). The State has implemented Pension Reform which provides a lower cost benefit for employees not previously working in the system. For employees hired under the earlier service benefit tiers, PERS has enacted changes in recent years to increase the funding of benefits. This results in increased Employer contributions. The changes are being phased in over a five-year period.

PERS has also reduced the assumed discount rate which will also increase future contributions. Starting in 2017-18 CalPERS has also started phasing in a reduction in their discount rate from 7.5% to 7.375% in 2017-18, 7.25% in 2018-19 and 7.00% in 2019-20. This change in the discount rate will also increase the cost of pension expenditures to the Town.

The Town established a Pension Trust that can be used to reduce liabilities. The 2018-19 Proposed Budget includes funding for the full PERS obligation. Due to the complexity of estimating the liabilities during this time of changes, as part of the Budget and Financial Plan it is recommended that the City Council consider options in the coming year to apply surplus funds towards reducing these retirement liabilities. This may include paying down or eliminating one or more side funds at CalPERS, making annual contributions to the Pension Trust Fund (as the Town now does with the OPEB Trust) and changing the Town Financial Policy to earmark a portion of annual surplus revenues in the General Fund towards further paying down the Town’s pension liabilities.

**TOWN OF COLMA FINANCIAL RESERVES**

The City Council has consistently placed a high value on the ability to weather a downturn by protecting financial reserves. In the 2018-19 Proposed Budget, the reserves established by City Council policy remain fully funded.

The Town’s General Fund Reserve Policy (Municipal Code 4.01.150.c.3) is to have a Budget Stabilization Reserve in an amount to ensure continuity of operations in the event of a severe economic downturn. That amount is calculated as 100%, rounded to the nearest \$100,000 of the General Fund expenditures for the prior fiscal year. This will increase the amount of that reserve by \$100,000 to \$15 million in the 2018-19 Proposed Budget.

The 2018-19 Proposed Budget also provides for contributions to the Fleet Replacement Fund to provide resources that can be tapped for the orderly replacement of vehicles.

The 2018-19 Proposed Budget includes contributions to a Trust to reduce liabilities for its Other Post-Employment Benefits (OPEB) retiree health costs as noted earlier. It is expected that updated contribution calculations will be available shortly after the start of the new Fiscal Year.

The Town’s estimated General Fund Reserves for FY 2018-19 are shown in the following table:

<b>Estimated General Fund Reserves FY 2018-19</b>		
Committed	Debt Reduction	600,000
	Budget Stabilization	15,000,000
Assigned	Litigation	100,000
	Insurance	100,000
	Disaster Response and Recovery	750,000
<b>Sub-Total Committed / Assigned</b>		<b>16,550,000</b>
Unassigned		8,299,989
<b>Total</b>		<b>24,849,989</b>

The City Council should consider whether it would be appropriate to allocate a portion of the reserves to funding future liabilities during 2018-19. This includes retirement liabilities as well as a need to retain resources to address future facility and infrastructure repairs that occur as improvements age. Staff anticipates bringing a complete analysis of this to the Council during the 2018-19 fiscal year for review and action.

### **ORGANIZATION OF THE BUDGET DOCUMENT**

The Budget document is organized to provide information on both Revenue and Expenditures in a summary format. The document also presents detailed line items and information on the Operating Budget, Capital Improvement Budget, Financial Policies, Staffing Schedule and a Glossary of Terms.

Financial comparison data is presented in tables that include seven columns: columns 1 and 2 provide two years of Actual results; column 3 is the current year Amended Budget (the Adopted Budget plus all budget amendments as of May 1<sup>st</sup>); column 4 contains the Estimated for the current year (a projection of what the actual revenue or expense will be at the end of the current year); column 5 is the Adopted Budget (as adopted by the City Council) and columns 6 and 7 show the change from the Current Budget to the Proposed Budget in dollar and percentage amounts. The two columns of year to year change numbers is new with the 2018-19 Proposed Budget document.

### **APPRECIATION**

In closing, I'd like to thank the City Council for its policy leadership in a year full of changes. This document demonstrates how the difficult choices you made throughout the past several years are continuing to benefit the Town. It is a pleasure working with you to implement your vision for the Town of Colma and to provide a government our residents can be proud of.

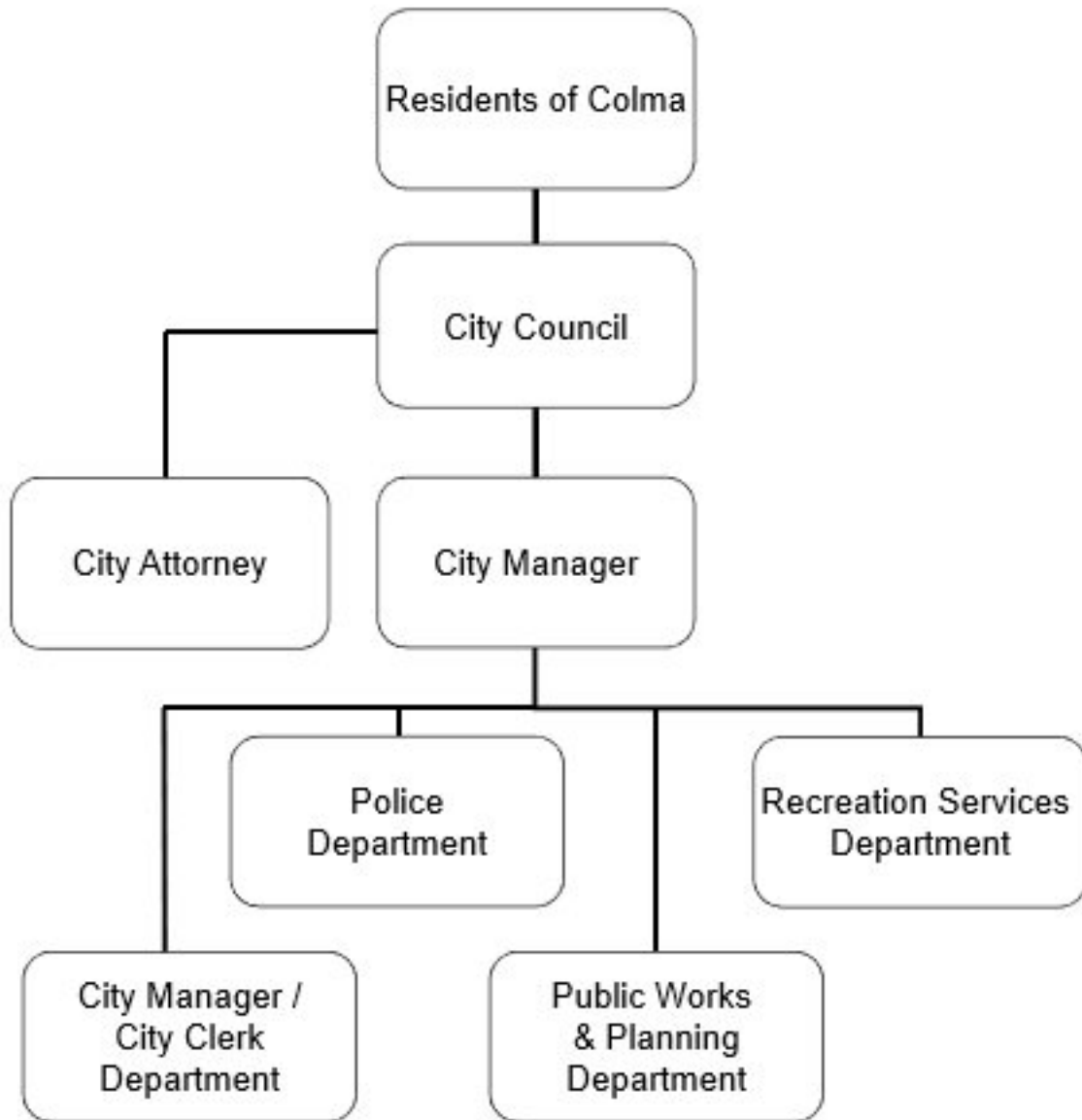
Documents like this cannot be completed without teamwork from all involved. To that end I would like to thank the Department Directors for their dedication to the overall effectiveness of the Town's government and to the residents themselves. It is also important to acknowledge Administrative Services Director Pak Lin and contract Financial Services Advisor Brian Moura, who ensure the budget document is precise, attractive, informative and award-winning!

Brian Dossey  
City Manager



# Colma Profile

# Town of Colma



## COMMUNITY PROFILE

# Town of Colma

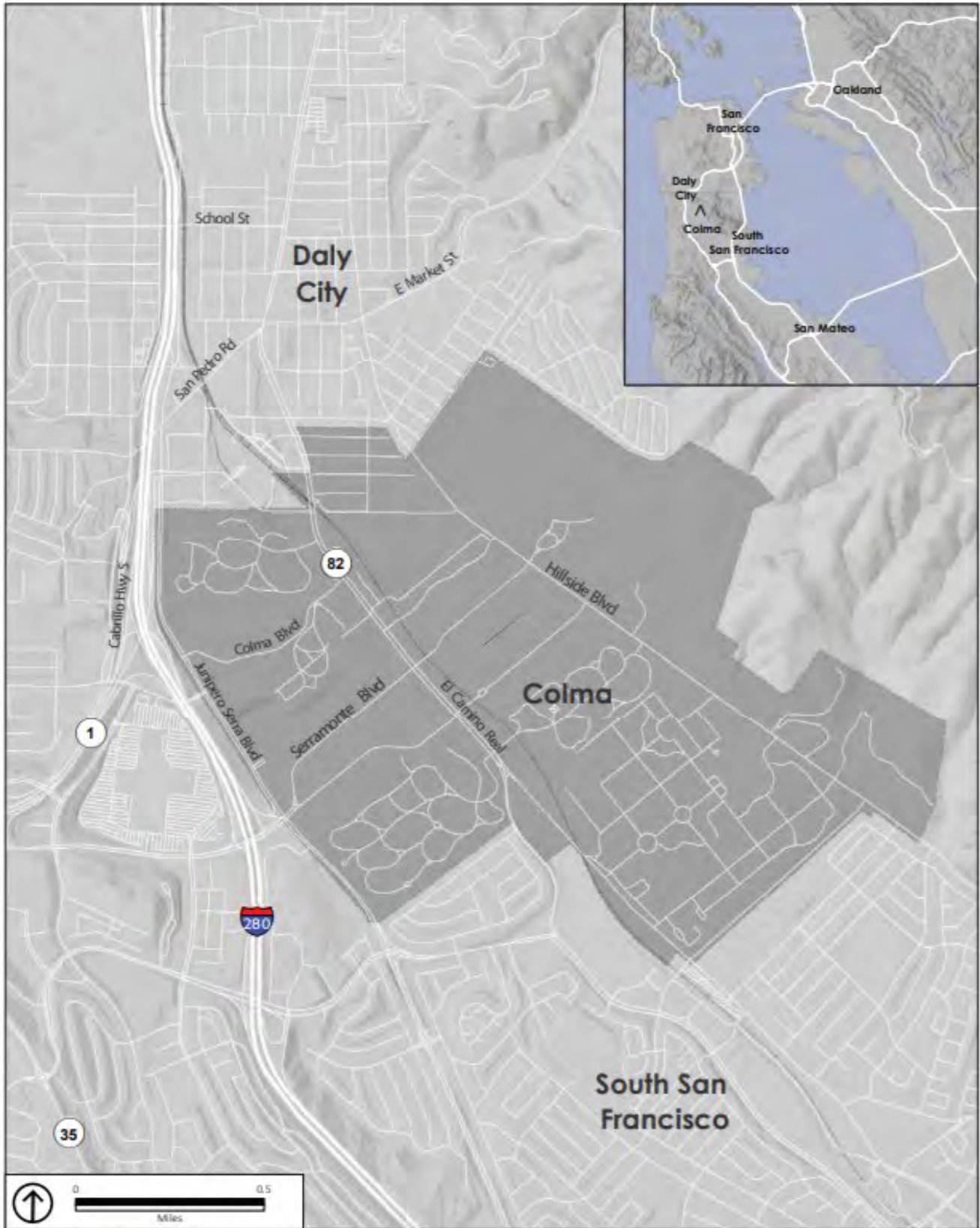
### UNIQUE SERVICES PROVIDED TO RESIDENTS:

- RECREATION PROGRAMS AT 25-60% OF COST FOR ADULTS AND 15-30% OF COST FOR YOUTH AND SENIORS
- STORM WATER DISCHARGE FEES AT NO COST
- FREE BASIC CABLE
- ANNUAL TOWN PICNIC AT NO COST
- ANNUAL TOWN ADULT HOLIDAY PARTY AT 15% OF COST




**The Town of Colma** known worldwide as the “City of Souls,” is the smallest city in San Mateo County with 1,501 residents and 1.5 million “souls.” However, Colma is more than just 16 cemeteries. Colma’s commercial buildings make a distinct architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-paved residential streets and ornamental street lamps to its restored historical museum and railroad depot located at its 5,500 square foot Community Center. The state-of-the-art Police Station complements the architecture of the historic and charming Town Hall across the street. Within its two square mile boundary, the Town enjoys a strong tax base with two shopping centers, one of Northern California’s most complete collections of car dealerships, and a cardroom. There are two BART stations nearby.

# Regional and Local Location Map



Source: PlaceWorks, 2015.

 City Limit

# About Colma

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Early settlers arrived in Colma nearly 150 years ago. They built a community at the base of the San Bruno Mountains with farms, a school and cemeteries.

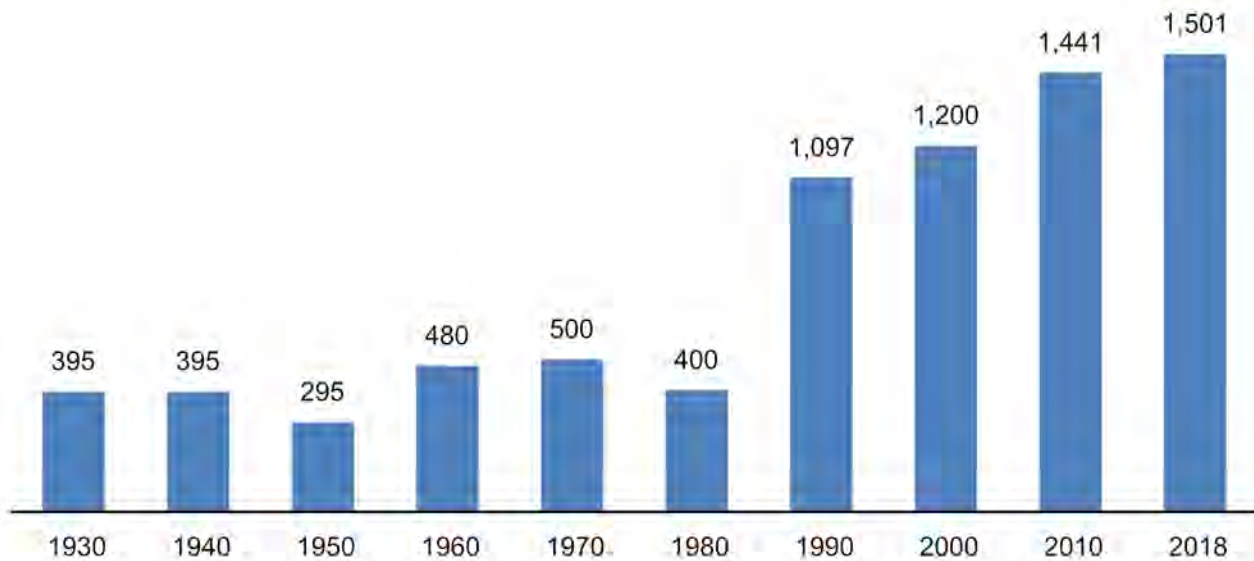
Neighboring San Francisco passed an ordinance in 1902 prohibiting all interments within its boundaries. The rapidly growing city looked south to San Mateo County for the land it needed, and in 1924 this search led to the incorporation of the cemeteries established a quarter of a century earlier, as the City of Lawndale.

Over the years, businesses and a small residential district grew around the cemeteries. In 1941, the U.S. Postal Officials requested that the name be changed because there was another city in Southern California named Lawndale. At that time the name was changed to the Town of Colma.

## POPULATION AND DEMOGRAPHICS

As shown in the chart below, the current population of Colma is 1,501 based on the 2018 population estimate from the State of California Department of Finance.

## Population History



Colma is more diverse than San Mateo County as a whole. Only a third of the residents are white (compared to well over half in the county) and almost half are Asian. Over the past decade, the white population has declined while the Asian population has grown. Approximately 25 percent of the residents are non-white or more than one race. Additionally, 40 percent of the population is Hispanic. Latino or Hispanic is not a separate racial category on the American Community Survey, and so all individuals who identify as Latino or Hispanic also belong to another racial category as well (i.e. black, white, other, etc.)

### Race and Ethnicity

	Colma	County	State
White	32%	59%	62%
Black	1%	3%	6%
Asian	44%	25%	13%
Other	20%	8%	14%
More than one Race	3%	5%	4%
Hispanic	40%	25%	38%
Not Hispanic	60%	75%	62%
Total Population	1,785*	720,143	3,733,048

Source: 2007-2011 American Community Survey

\*Includes additional population in unincorporated San Mateo County and Daly City immediately adjacent to Colma.

The average age in Colma has decreased over the past decade. In 2000, the median age was 37, but in 2011 it was 31. This appears to be due to a growth in the age 20-34 segment of the population, which grew from one-fifth of the total population in 2000 to one-third in 2011. Children under 19 comprise almost 30 percent of Colma's population; seniors over 60 are only 12 percent. Colma is the only city in San Mateo County whose population has gotten younger.

### Age of Residents

	2000	2011		
	Colma	Colma	County	State
Under 5 years	5%	9%	6%	7%
5 to 19 years	21%	18%	18%	21%
20 to 34 years	21%	33%	19%	22%
35 to 44 years	18%	12%	15%	14%
45 to 59 years	15%	17%	22%	20%
60 to 74 years	10%	8%	13%	11%
75 years and over	9%	3%	6%	5%
Median age	37	31	39	35
Total Population	1,191	1785*	720,143	37,330,448

Source: 2000 US Census SF1, 2007-2011 American Community Survey

\*Includes additional population in unincorporated San Mateo County and Daly City immediately adjacent to Colma.

Colma's median household income is \$87,000, below the countywide average of \$92,000.



<b>Household Income</b>			
	<b>Colma</b>	<b>County</b>	<b>State</b>
Under \$25,000	10%	12%	21%
\$25,000 to \$34,999	2%	6%	9%
\$35,000 to \$49,999	6%	10%	13%
\$50,000 to \$74,999	27%	16%	17%
\$75,000 to \$99,999	22%	12%	12%
\$100,000+	31%	44%	28%
Poverty Rate	7.4%	7.4%	16%
Total	585	256,305	12,433,049
Median income 2000	\$79,313	\$95,606	\$64,116
Median 2011	\$86,640	\$91,958	\$63,816

*Source: Association of Bay Area Governments*

*Note: Adjusted for inflation to 2013 dollars*

## **WHAT SETS THE TOWN APART**

The Town of Colma provides many programs, activities and events for Colma residents of all age groups at a reduced cost. For example, for children there are after-school programs, summer camp, an annual egg hunt and Breakfast with Santa. There are special outings for teens and trips for adults.

Various classes are available throughout the year. Every year, there are selected, reduced price tickets for sporting and cultural events.

Annual events include a Garage Sale & Clean Up Day in the spring, a Community Fair in July, a summer concert series in August, a Town Picnic in September, a Halloween House Decorating Contest and a Town Holiday Party in December.

New programs and events are added each year.

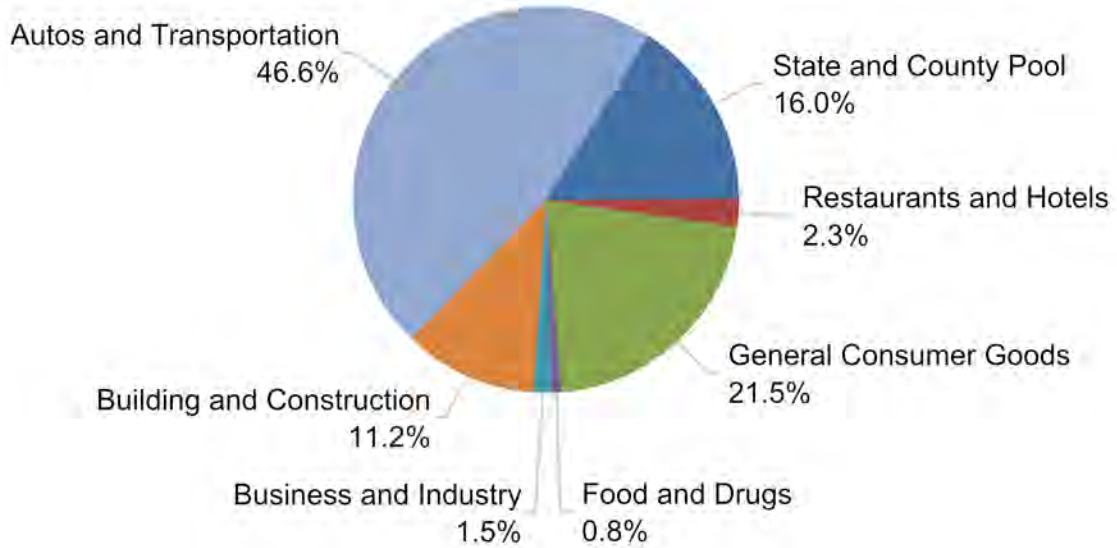
Residents receive a monthly LiveWire newsletter containing articles by staff on current topics and a calendar of events and council meetings for that month. Every four months, residents receive a Recreation Guide containing information on the events, trips, classes and other programs that are happening in that four month period.

## **HISTORICAL MUSEUM**

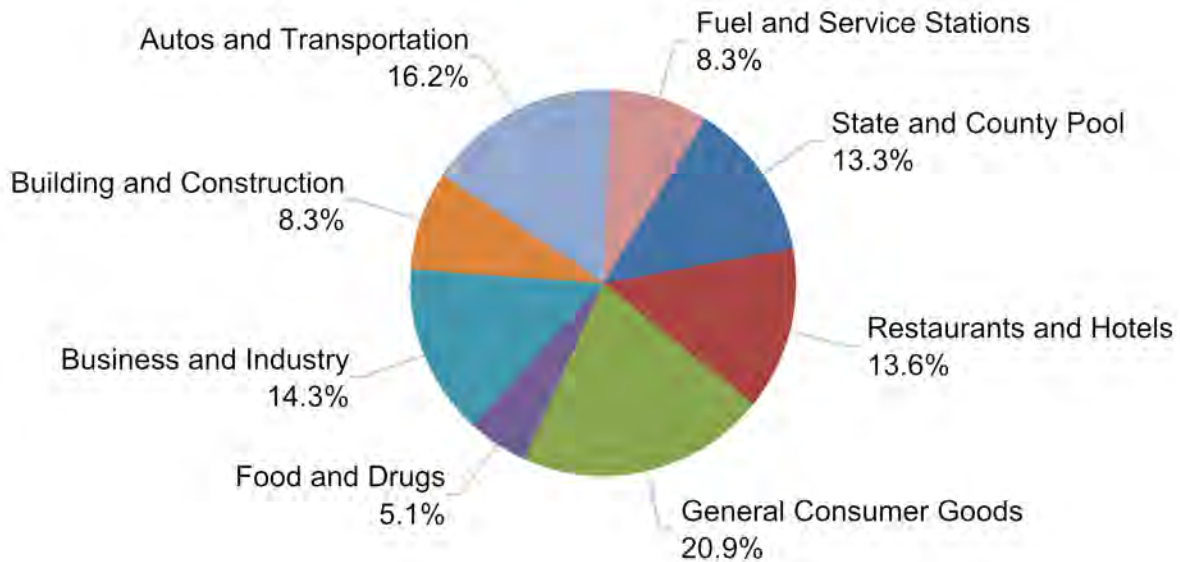
Since the Town of Colma was primarily incorporated to protect cemeteries, the Town has always been closely associated with the Town's cemeteries and their history. The Town supports the efforts of the Colma Historical Association, founded on July 26, 1993. As part of the construction of the Community Center, the Town received a donation of the former Mount Olivet Cemetery building on Hillside Boulevard which was refurbished and now houses the Colma Historical Museum and provides the offices for the Colma Historical Association. In addition to the museum, the Old Colma (School House) Railroad Station has been relocated and restored adjacent to the museum. There is also a blacksmith shop and a freight building in the museum complex.

# 2018 SALES TAX COMPARISON <sup>1</sup>

## Town of Colma



## HdL Client Database Statewide



<sup>1</sup> From the HdL Companies, May 2018.

## Where Does My Sales Tax Dollar Go?



In FY 2018-19, the Town will receive \$11.75 million in sales tax revenues.

## Where Does My Property Tax Dollar Go?



In 2018-19, the Town of Colma will receive \$462,300 in property tax revenues.

## Colma Major Employers

Business Name	Number of Employees*	Business Type
Lucky Chances	573	Cardroom with Restaurant, Coffee Shop, Bar and Gift Shop
Target	337	Retail
Home Depot	187	Retail
Home Depot Pro	177	Retail
Serramonte Ford	170	Automotive Dealership
Cypress Lawn	118	Cemetery
Kohl's	112	Retail
Best Buy	110	Retail
Stewart Chevrolet & Cadillac	104	Automobile Dealership
Lexus of Serramonte	103	Automobile Dealership
Honda of Serramonte	102	Automobile Dealership
Black Bear Diner	75	Restaurant

\* Based on currently issued business licenses as of 5/1/2018



# Budget Overview



## ECONOMIC ASSUMPTIONS FOR FY 2018-19

The 2018-19 Budget assumes the national, state and regional economies continue to improve slightly, however the major sectors of auto sales and general consumer sales will not increase at the same pace as in recent years.

For 2018-19, the Town estimates General Fund revenues to be \$18.5 million, which is approximately \$131,000 more than General Fund revenues budgeted in the FY 2017-18 Estimated Actual. Updated estimates of General Fund Revenue for FY 2017-18 forecast that the total revenue will exceed the budget by approximately \$432,000. The largest contributing factors are grading permits, interest earnings, and the collection of sewer service fees in excess of the original budget.

The majority of the other operating revenues are maintained relatively flat with the past year. The rate of inflation is an unknown element. The Town assumes that the inflation rate will remain stable and employee fringe benefit costs, most notably health care and pensions, will continue to outpace the overall rate of inflation.

The following assumptions were used in the preparation of this budget:

### Revenues

- The sales tax revenue estimate is based on analysis provided by The HdL Companies, the Town's sales tax consultants. The estimate factors in any closed retailers plus projected retail growth based on industry categories. The projection is positively impacted by a full year of sales tax revenues from the newly added automobile dealer in 2016-17. This positive impact is partially offset by the closing of a general consumer retailer in the Town of Colma. The two largest categories for the Town of Colma are Autos and Transportation and General Consumer Goods. In 2018 these categories accounted for approximately 70.9 percent of the local retail sales. The estimated percentage used for the two categories is 2.3 percent and 0.5 percent, respectively. The rate of these increases reflects lower forecast growth for these sectors of the economy than in recent years. The overall percentage increase compared to the FY 2017-18 estimate is approximately 2.6 percent.
- Cardroom tax revenue is estimated to be \$4.2 million which is \$70,000 more than the FY 2017-18 Estimated Actual. This increase is partially attributable to the economic rebound and to changes in gaming fees collected by the cardroom operator. The tax is a percentage of these fees. The total estimated for FY 2017-18 still remains below the amount collected in FY 2013-14.
- Sewer fee revenue, based on the continuation of the Town's Water Conservation Incentive Program, is consistent with the FY 2017-18 Estimate Actual but is \$79,000 more than the FY 2017-18 Amended Budget. If fewer customers qualify for the water conservation discount, the total revenue will be more than the budget. General Fund subsidizes 16 percent of the total Sewer operating cost and 100 percent of sewer infrastructure improvements.

## Expenditures

- Cost of living adjustments have been included for employees, based upon the current Memorandums of Understanding and adopted salary schedules.
- Health benefits are based on a projected increase of 6.5 percent beginning January 1, 2018, which is consistent with the 2017 Other Post-Employment Benefit (OPEB) actuarial calculation (Valuation). Other health benefit costs (Dental, Life, Optical) are assumed to increase at a rate of 5 percent.
- Payroll-related taxes are at the following rates: FICA at 6.2 percent of salary and Medicare at 1.45 percent of salary.
- California Public Employees Retirement System (PERS) costs are based upon the rates effective July 1, 2018. PERS is phasing in significant cost increases over the next five years. The rate varies based on the employee tenure and Tier assigned. The costs have a variable rate and a lump sum payment reflecting reductions in accrued liabilities. Total PERS costs based upon budgeted salaries are estimated to increase by \$192,000 in FY 2018-19, which is a 15 percent increase in PERS Costs.
- The Town has established a Retiree Medical Trust to offset liabilities for Other Post-Employment Benefits (OPEB). The OPEB Valuation was completed in 2017-18 and the City Council adopted to make a catchup payment of \$400,000, bringing total contribution in 2017-18 to \$1.6 million. The FY 2018-19 budgeted contribution is \$1.7 million, which will be allocated to each department based on the proportionate share of budgeted full-time salaries to Town-wide of \$4.6 million. .
- All regular Full-Time positions are budgeted at the actual salary step and benefit plan for the incumbent.



## HISTORICAL REVENUE SUMMARY BY FUND

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>General Fund (11)</b>							
Sales, Cardroom, Property & Other Taxes	15,629,613	16,202,964	16,299,075	16,330,650	16,716,000	385,350	2.4%
Licenses & Permits	315,490	365,671	170,740	310,002	123,840	(186,162)	(60.1)%
Fines & Forfeitures	68,226	57,490	69,000	69,000	69,000	—	—%
Use of Money & Property	462,655	529,331	477,802	603,348	512,802	(90,546)	(15.0)%
Revenue from Other Agencies	37,602	23,230	67,010	67,010	67,010	—	—%
Charges for Current Services	984,239	872,472	876,370	952,246	955,370	3,124	0.3%
Other Revenues	221,372	74,453	26,200	86,498	105,300	18,802	21.7%
<b>Total General Fund Revenues</b>	<b>17,719,197</b>	<b>18,125,611</b>	<b>17,986,197</b>	<b>18,418,754</b>	<b>18,549,322</b>	<b>130,568</b>	<b>0.7%</b>
<b>Special Gas Tax Fund (21)</b>							
Use of Money & Property	114	248	200	160	300	140	87.5%
Revenue from Other Agencies	45,196	34,889	47,100	52,956	69,489	16,533	31.2%
<b>Total Special Gas Tax</b>	<b>45,310</b>	<b>35,137</b>	<b>47,300</b>	<b>53,116</b>	<b>69,789</b>	<b>16,673</b>	<b>31.4%</b>
<b>Measure A Transportation Fund (22)</b>							
Use of Money & Property	186	606	200	1,177	430	(747)	(63.5)%
Measure A Tax	50,105	52,099	50,500	50,500	50,500	—	—%
<b>Total Measure A</b>	<b>50,291</b>	<b>52,705</b>	<b>50,700</b>	<b>51,677</b>	<b>50,930</b>	<b>(747)</b>	<b>(1.4)%</b>
<b>Transportation Grant Fund (23)</b>							
Revenue from Other Agencies	—	—	875,000	150,000	925,000	775,000	516.7%
<b>Total Transportation Grant</b>	<b>—</b>	<b>—</b>	<b>875,000</b>	<b>150,000</b>	<b>925,000</b>	<b>775,000</b>	<b>516.7%</b>
<b>Public Safety Grant Fund (27)</b>							
Use of Money & Property	—	20	100	226	30	(196)	(86.7)%
Revenue from Other Agencies	—	30,175	30,175	—	—	—	n/a
<b>Total Public Safety Grant</b>	<b>—</b>	<b>30,195</b>	<b>30,275</b>	<b>226</b>	<b>30</b>	<b>(196)</b>	<b>(86.7)%</b>
<b>Police Grant Fund (29)</b>							
Use of Money & Property	362	1,023	500	1,479	400	(1,079)	(73.0)%
Revenue from Other Agencies	150,378	133,545	100,000	103,750	100,000	(3,750)	(3.6)%
<b>Total Police Grant</b>	<b>150,740</b>	<b>134,568</b>	<b>100,500</b>	<b>105,229</b>	<b>100,400</b>	<b>(4,829)</b>	<b>(4.6)%</b>
<b>Capital Improvement Fund (31)</b>							
Revenue from Other Agencies	—	169,204	—	—	—	—	n/a
Other Revenues	—	168,333	—	—	—	—	n/a
<b>Total Capital Improvement Fund</b>	<b>—</b>	<b>337,537</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>n/a</b>
<b>COPs Town Hall Fund (33)</b>							
Use of Money & Property	10,046	23,734	5,000	13,319	—	(13,319)	(100.0)%
Proceeds from Debt Issuance	5,102,497	—	—	—	—	—	n/a
<b>Total COPs Town Hall</b>	<b>5,112,543</b>	<b>23,734</b>	<b>5,000</b>	<b>13,319</b>	<b>—</b>	<b>(13,319)</b>	<b>(100.0)%</b>
<b>COPs Debt Service Fund (43)</b>							
Use of Money & Property	68	55	10	350	—	(350)	(100.0)%
Proceeds from Debt Issuance	150,000	—	—	—	—	—	n/a
<b>Total COPs Debt Service</b>	<b>150,068</b>	<b>55</b>	<b>10</b>	<b>350</b>	<b>—</b>	<b>(350)</b>	<b>(100.0)%</b>
<b>Fleet Replacement Fund (61)</b>							
Use of Money & Property	409	5,619	5,000	4,902	5,300	398	8.1%
Charges For Services	776,012	—	80,510	80,510	80,510	—	—%
Other Revenue	—	2,084	—	3,040	—	(3,040)	(100.0)%
<b>Total Fleet Replacement</b>	<b>776,421</b>	<b>7,703</b>	<b>85,510</b>	<b>88,452</b>	<b>85,810</b>	<b>(2,642)</b>	<b>(3.0)%</b>
<b>Total Revenue All Funds*</b>	<b>24,004,570</b>	<b>18,747,245</b>	<b>19,180,492</b>	<b>18,881,123</b>	<b>19,781,281</b>	<b>900,158</b>	<b>4.8%</b>

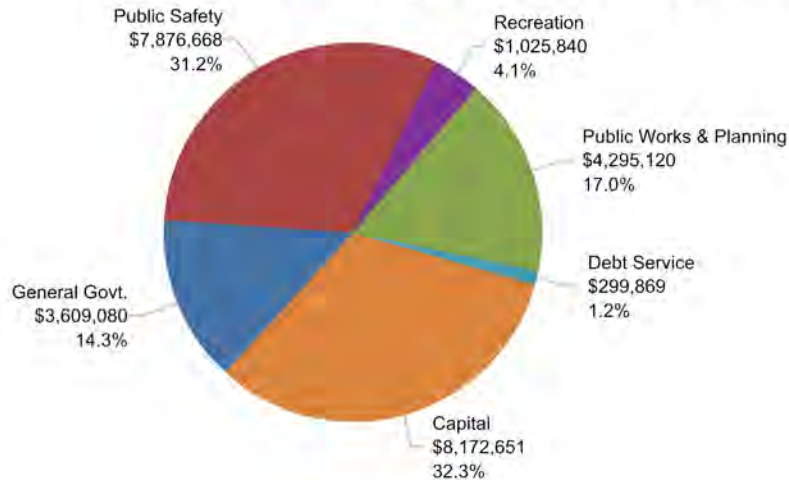
\*Excludes Transfers In

## HISTORICAL EXPENDITURE SUMMARY BY FUNCTION / DEPARTMENT (ALL FUNDS)

FUNCTION / DIVISION-DEPARTMENT	2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Proposed
<b>General Government</b>					
110 - CITY COUNCIL	229,842	246,988	273,682	266,562	272,610
130 - CITY ATTORNEY	214,130	216,816	337,500	305,000	337,500
140 - CITY MANAGER/CITY CLERK ADMIN	1,191,010	783,939	928,704	881,523	1,275,320
141 - HUMAN RESOURCES	233,098	227,145	258,061	222,612	118,400
150 - FINANCE	377,259	438,500	498,820	523,109	504,550
151 - GENERAL SERVICES	949,201	908,078	1,087,450	993,850	1,100,700
<b>Subtotal General Government</b>	<b>3,194,540</b>	<b>2,821,466</b>	<b>3,384,217</b>	<b>3,192,656</b>	<b>3,609,080</b>
<b>Public Safety</b>					
210 - POLICE ADMINISTRATION	1,058,575	1,211,991	1,404,894	1,352,379	1,549,848
220 - POLICE PATROL	3,704,422	3,945,115	4,692,256	4,514,128	5,087,670
230 - POLICE COMMUNICATIONS	759,184	880,709	1,001,694	986,923	1,030,350
240 - POLICE COMMUNITY SERVICES	106,476	124,196	158,956	159,506	208,800
<b>Subtotal Public Safety</b>	<b>5,628,657</b>	<b>6,162,011</b>	<b>7,257,800</b>	<b>7,012,936</b>	<b>7,876,668</b>
<b>Public Works &amp; Planning</b>					
310 - PW ADMIN / ENGINEERING / BUILDING	869,039	1,004,928	959,700	956,200	992,200
320 - PW MAINTENANCE / SEWER	1,988,786	1,616,846	1,954,320	2,024,695	2,087,170
800's - FACILITY OPERATIONS	463,397	463,013	597,580	588,991	699,800
410 - PLANNING	512,091	470,800	346,710	405,692	515,950
<b>Subtotal Public Works &amp; Planning</b>	<b>3,833,313</b>	<b>3,555,587</b>	<b>3,858,310</b>	<b>3,975,578</b>	<b>4,295,120</b>
<b>Recreation</b>					
510 - RECREATION SERVICES	864,464	954,007	1,006,736	961,515	1,025,840
<b>Subtotal Recreation</b>	<b>864,464</b>	<b>954,007</b>	<b>1,006,736</b>	<b>961,515</b>	<b>1,025,840</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>13,520,974</b>	<b>13,493,071</b>	<b>15,507,063</b>	<b>15,142,685</b>	<b>16,806,708</b>
<b>COPs DEBT SERVICE</b>					
620 - COPs DEBT SERVICE	439,377	299,069	297,070	299,070	299,869
<b>TOTAL OPERATING &amp; DEBT SERVICE</b>	<b>13,960,351</b>	<b>13,792,140</b>	<b>15,804,133</b>	<b>15,441,755</b>	<b>17,106,577</b>
<b>CAPITAL IMPROVEMENT FUNDS</b>					
900's - CAPITAL IMPROVEMENT PROJECTS	1,492,355	3,748,859	15,921,377	8,793,778	8,172,651
<b>GRAND TOTAL ALL EXPENDITURES*</b>	<b>15,452,706</b>	<b>17,540,999</b>	<b>31,725,510</b>	<b>24,235,533</b>	<b>25,279,228</b>

\* Excludes Transfers Out

## FY 2018-19 Appropriations by Function (All Funds)

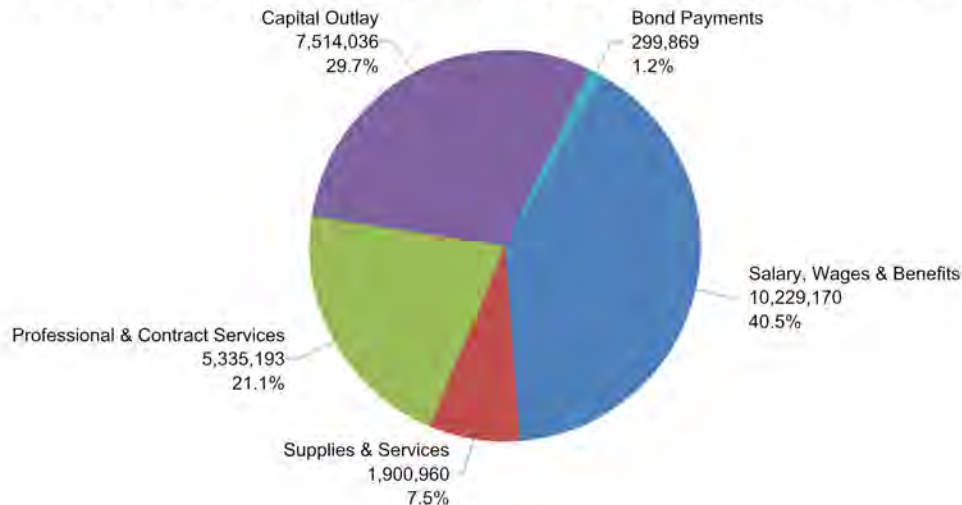


## HISTORICAL EXPENDITURE SUMMARY BY FUND / CATEGORY

FUND	EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2017-18 Proposed
<b>General Fund (11)</b>	Salary, Wages, & Benefits	7,131,854	8,025,661	9,207,663	8,894,017	10,056,370
	Supplies & Services	2,071,190	1,337,349	1,732,720	1,660,322	1,866,360
	Professional & Contract Services	4,078,750	3,938,581	4,332,570	4,361,590	4,594,878
	Capital Outlay	128,082	21,437	50,700	42,800	56,700
<b>TOTAL GENERAL FUND</b>		<b>13,409,876</b>	<b>13,323,028</b>	<b>15,323,653</b>	<b>14,958,729</b>	<b>16,574,308</b>
<b>Special Gas Tax Fund (21)</b>	Professional & Contract Services	17,968	63,148	25,000	25,000	25,000
	Capital Outlay	—	—	—	—	33,500
<b>TOTAL SPECIAL GAS TAX FUND</b>		<b>17,968</b>	<b>63,148</b>	<b>25,000</b>	<b>25,000</b>	<b>58,500</b>
<b>Measure A Fund (22)</b>	Capital Outlay	—	—	160,000	—	160,000
<b>TOTAL TRANSPORTATION GRANTS FUND</b>		<b>—</b>	<b>—</b>	<b>160,000</b>	<b>—</b>	<b>160,000</b>
<b>Transportation Grant Fund (23)</b>	Professional & Contract Services	—	—	25,000	—	25,000
	Capital Outlay	—	—	850,000	150,000	900,000
<b>TOTAL TRANSPORTATION GRANTS FUND</b>		<b>—</b>	<b>—</b>	<b>875,000</b>	<b>150,000</b>	<b>925,000</b>
<b>Public Safety Grant Fund (27)</b>	Supplies & Services	—	—	30,000	30,000	30,000
<b>TOTAL PUBLIC SAFETY GRANTS FUND</b>		<b>—</b>	<b>—</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Police Grants Fund (29)</b>	Salary, Wages, & Benefits	68,004	104,218	124,410	123,556	172,800
	Supplies & Services	2,590	2,677	4,000	5,400	4,600
	Capital Outlay	22,536	—	—	—	—
<b>TOTAL POLICE GRANTS FUND</b>		<b>93,130</b>	<b>106,895</b>	<b>128,410</b>	<b>128,956</b>	<b>177,400</b>
<b>Capital Improvement Fund (31)</b>	Professional & Contract Services	55,222	234,627	537,325	169,335	690,315
	Capital Outlay	667,783	845,912	12,532,222	6,618,968	6,218,836
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>		<b>723,005</b>	<b>1,080,539</b>	<b>13,069,547</b>	<b>6,788,303</b>	<b>6,909,151</b>
<b>COPs Town Hall Fund (33)</b>	Capital Outlay	769,350	2,637,356	1,695,795	1,742,888	—
<b>TOTAL COPs TOWN HALL FUND</b>		<b>769,350</b>	<b>2,637,356</b>	<b>1,695,795</b>	<b>1,742,888</b>	<b>—</b>
<b>COPs Debt Service Fund (43)</b>	Debt Service Payments	439,377	299,069	297,070	299,070	299,869
<b>TOTAL COPs DEBT SERVICE FUND</b>		<b>439,377</b>	<b>299,069</b>	<b>297,070</b>	<b>299,070</b>	<b>299,869</b>
<b>Fleet Replacement Fund (61)</b>	Capital Outlay	—	30,964	121,035	112,587	145,000
<b>TOTAL FLEET REPLACEMENT FUND</b>		<b>—</b>	<b>30,964</b>	<b>121,035</b>	<b>112,587</b>	<b>145,000</b>
<b>TOTAL EXPENDITURES ALL FUNDS*</b>		<b>15,452,706</b>	<b>17,540,999</b>	<b>31,725,510</b>	<b>24,235,533</b>	<b>25,279,228</b>

\*Excludes Transfers Out

### FY 2018-2019 Appropriations by Category (All Funds)



**STATUS OF FUND BALANCES  
YEAR END ESTIMATES**

**ESTIMATED FUND BALANCE 6/30/2017**

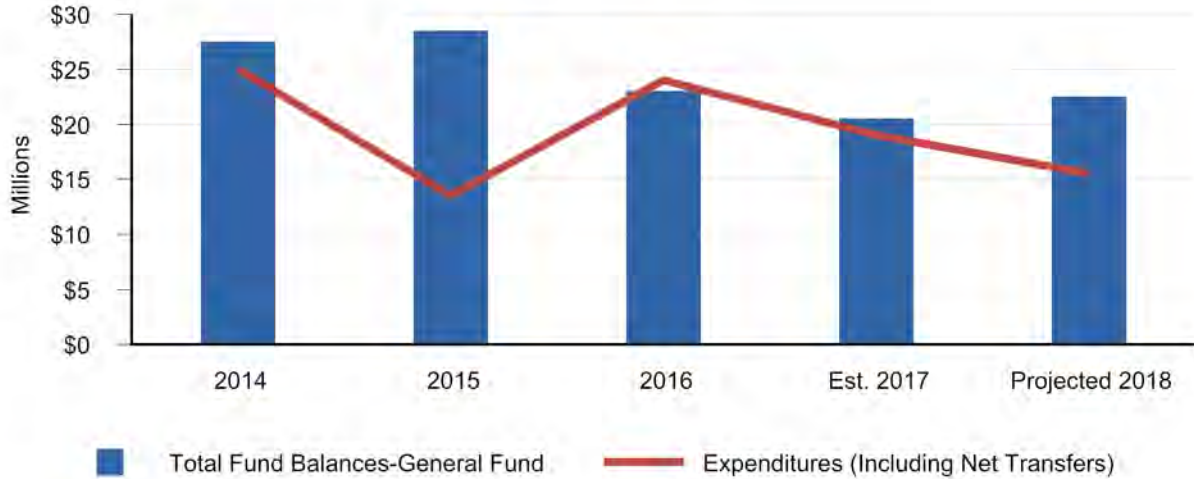
<b>FUNDS</b>	<b>Actual Fund Balance 7/1/2017</b>	<b>Estimated Revenue</b>	<b>Estimated Operating Expenditures</b>	<b>Estimated Capital Expenditures</b>	<b>Transfers In (Out)</b>	<b>Estimated Balance 6/30/2018</b>	<b>Allocated Reserves 6/30/2018</b>	<b>General Reserves 6/30/2018</b>
11 - General Fund	21,547,834	18,418,754	(14,958,729)	—	(1,158,015)	23,849,844	16,450,000	7,399,844
21 - Gas Tax	—	53,116	(25,000)	—	—	28,116	28,116	—
22 - Measure A	111,144	51,677	—	—	—	162,821	162,821	—
23 - Transportation Grants	—	150,000	—	(150,000)	—	—	—	—
27 - Public Safety Grants	30,195	226	(30,000)	—	—	421	421	—
29 - Police Grants	148,332	105,229	(128,956)	—	—	124,605	124,605	—
31 - Capital Improvement	13,579,939	—	—	(6,788,303)	859,341	7,650,977	7,650,977	—
33 - COPs Town Hall	1,729,570	13,319	—	(1,742,888)	—	1	1	—
43 - COPs Debt Service	45	350	(299,070)	—	298,674	(1)	(1)	—
61 - Fleet Replacement	753,160	88,452	—	(112,587)	—	729,025	729,025	—
<b>TOTAL</b>	<b>37,900,219</b>	<b>18,881,123</b>	<b>(15,441,755)</b>	<b>(8,793,778)</b>	<b>—</b>	<b>32,545,809</b>	<b>25,145,965</b>	<b>7,399,844</b>

**PROJECTED FUND BALANCE 6/30/2018**

<b>FUNDS</b>	<b>Estimated Fund Balance 7/1/2018</b>	<b>Proposed Revenue</b>	<b>Proposed Operating Expenditures</b>	<b>Proposed Capital Expenditures</b>	<b>Transfers In (Out)</b>	<b>Projected Balance 6/30/2019</b>	<b>Allocated Reserves 6/30/2019</b>	<b>General Reserves 6/30/2019</b>
11 - General Fund	23,849,844	18,549,322	(16,574,308)	—	(974,869)	24,849,989	16,550,000	8,299,989
21 - Gas Tax	28,116	69,789	(25,000)	(33,500)	—	39,405	39,405	—
22 - Measure A	162,821	50,930	—	(160,000)	—	53,751	53,751	—
23 - Transportation Grant	—	925,000	—	(925,000)	—	—	—	—
27 - Public Safety Grants	421	30	(30,000)	—	—	(29,549)	(29,549)	—
29 - Police Grant	124,605	100,400	(177,400)	—	—	47,605	47,605	—
31 - Capital Improvement	7,650,977	—	—	(6,909,151)	675,000	1,416,826	1,416,826	—
33 - COPs Town Hall	1	—	—	—	—	1	1	—
43 - COPs Debt Service	(1)	—	(299,869)	—	299,869	(1)	(1)	—
61 - Fleet Replacement	729,025	85,810	—	(145,000)	—	669,835	669,835	—
<b>TOTAL</b>	<b>32,545,809</b>	<b>19,781,281</b>	<b>(17,106,577)</b>	<b>(8,172,651)</b>	<b>—</b>	<b>27,047,862</b>	<b>18,747,873</b>	<b>8,299,989</b>

<b>Estimated General Fund Reserves FY 2018-19</b>		
Committed	Debt Reduction	600,000
	Budget Stabilization	15,000,000
Assigned	Litigation	100,000
	Insurance	100,000
	Disaster Response and Recovery	750,000
<b>Sub-Total Committed / Assigned</b>		<b>16,550,000</b>
Unassigned		8,299,989
<b>Total</b>		<b>24,849,989</b>

## General Fund Reserves / Expenditures (Including Net Transfers)



### INTER-FUND TRANSFERS

Individual funds are used to account for resources and expenditures that may have a restricted use and/or there is a desire to collectively report related transactions and net activity. In some cases, the accounting involves a “Transfer Out” of one fund and a “Transfer In” to another fund.

The contributing fund is the General Fund (#01). The receiving funds are the Capital Improvement Fund (#31) and the COPs Debt Service Fund (#43).

The Town accounts for the Annual Debt Service payment by transferring the funds required from the General Fund to a Debt Service Fund. In a similar manner, when there are Capital Projects that are funded from the General Fund, General Fund resources are transferred to the Capital Project Fund #31. This helps segregate these funds that may be appropriated to a project that will last more than one year.

## BUDGET HIGHLIGHTS

In FY 2018-19, the Transfer to the Debt Service Fund is \$299,869. A total of \$675,000 is to be transferred from the General Fund to the Capital Improvement Fund including:

- an allocation of \$30,000 for Information Technology Infrastructure;
- \$200,000 for General Plan Update;
- \$60,000 for Sanitary Sewer Project;
- \$35,000 for Climate Action Plan Update;
- \$50,000 for Dispatch Furniture Upgrade;
- \$250,000 for the Sterling Park Playground; and
- \$50,000 for Records Management System Purchase.

600 – NON-DEPARTMENTAL – TRANSFERS		2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2017-18 Proposed
<b>OTHER FINANCING SOURCES / (USES)</b>						
<b>Transfers In</b>						
29-39001	Transfer In - (From General Fund)	—	—	—	—	—
31-39001	Transfer In - (Capital Imprv. Fund)	9,543,165	5,550,000	888,840	859,341	675,000
43-39001	Transfer In - (Debt Service Fund)	289,370	298,997	297,070	298,674	299,869
<b>TOTAL TRANSFERS IN</b>		<b>9,832,535</b>	<b>5,848,997</b>	<b>1,185,910</b>	<b>1,158,015</b>	<b>974,869</b>
<b>Transfers Out</b>						
11-99001	Transfer Out - (To Other Funds)	—	—	—	—	—
11-99004	Transfer Out - (Capital Imprv. Fund)	9,543,165	5,550,000	888,840	888,840	675,000
11-99005	Transfer Out - (Debt Service Fund)	289,370	298,997	297,070	298,674	299,869
<b>TOTAL TRANSFERS OUT</b>		<b>9,832,535</b>	<b>5,848,997</b>	<b>1,185,910</b>	<b>1,187,514</b>	<b>974,869</b>



# Revenue





## Revenue Detail

General Fund (11)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[(b)/[a)]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Property and Other Taxes</b>							
31001 Secured Taxes	403,551	412,783	450,000	415,000	420,000	5,000	1.2%
31002 Unsecured Taxes	21,305	20,856	23,800	22,700	22,900	200	0.9%
31003 Supplemental Property Taxes	14,795	15,150	15,000	14,000	15,000	1,000	7.1%
31006 Prop Tax in-Lieu of VLF	118,540	121,020	121,500	124,000	125,000	1,000	0.8%
31008 Unitary Tax	2,075	2,218	2,000	1,800	2,400	600	33.3%
31009 Home Owner Property Tax Refunds	2,111	1,968	1,000	950	2,000	1,050	110.5%
31111 Sales Taxes	8,750,350	11,191,459	11,450,000	11,450,000	11,750,000	300,000	2.6%
31112 Real Estate Transfer	54,795	4,565	3,500	8,200	11,700	3,500	42.7%
31113 Franchise Taxes	115,585	136,895	106,000	122,000	125,000	3,000	2.5%
31114 Business Licenses Taxes	6,275	6,650	6,275	7,000	7,000	—	—%
31115 Cardroom Taxes	4,039,518	4,278,510	4,120,000	4,165,000	4,235,000	70,000	1.7%
31116 AB 1766 State Reimbursement (25% of Sales Tax Returned)	2,100,713	10,890	—	—	—	—	n/a
<b>Total Property and Other Taxes</b>	<b>15,629,613</b>	<b>16,202,964</b>	<b>16,299,075</b>	<b>16,330,650</b>	<b>16,716,000</b>	<b>385,350</b>	<b>2.4%</b>
<b>Licenses and Permits</b>							
32001 Building Permits	34,802	52,530	64,500	115,000	37,000	(78,000)	(67.8)%
32002 Building Plan Checking	18,933	76,688	45,000	30,000	15,000	(15,000)	(50.0)%
32003 Eng. Plan & Map Checking	—	492	5,000	13,133	5,000	(8,133)	(61.9)%
32004 Eng. Permits Inspections	21,145	11,357	10,000	13,275	10,000	(3,275)	(24.7)%
32011 Grading Permits	3,125	96,231	10,000	87,650	10,000	(77,650)	(88.6)%
32012 Lot Line Adjustments/ Subdivisions	3,000	—	—	—	5,000	5,000	n/a
32014 Use Permits	27,116	25,094	9,000	39,000	19,000	(20,000)	(51.3)%
32016 Sign Permits	814	2,522	2,540	2,700	3,140	440	16.3%
32017 Tree Removal Permits	2,370	2,370	1,400	2,844	1,400	(1,444)	(50.8)%
32018 CEQA Fees	174,282	90,748	15,200	1,900	8,200	6,300	331.6%
32019 Design Reviews-Minor	29,903	7,639	8,100	4,500	10,100	5,600	124.4%
<b>Total Licenses and Permits</b>	<b>315,490</b>	<b>365,671</b>	<b>170,740</b>	<b>310,002</b>	<b>123,840</b>	<b>(186,162)</b>	<b>(60.1)%</b>
<b>Fines and Forfeitures</b>							
33001 Vehicle Code*	24,799	19,893	26,000	26,000	26,000	—	—%
33003 Parking Penalties *	43,427	37,597	43,000	43,000	43,000	—	—%
<b>Total Fines and Forfeitures</b>	<b>68,226</b>	<b>57,490</b>	<b>69,000</b>	<b>69,000</b>	<b>69,000</b>	<b>—</b>	<b>—%</b>

\* Beginning FY 2016 Parking Penalties are separate from Vehicle Code Fines. For presentation, prior years are restated.

## Revenue Detail

General Fund (11)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[(b)/[a)]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>							
34001 Interest on Investments	166,362	222,137	180,000	304,886	213,000	(91,886)	(30.1)%
34021 Senior Housing Rents	188,180	190,045	190,000	190,000	190,000	—	—%
34022 1500 Hillside Rents	1	1	1	1	1	—	—%
34023 City Hall Annex Rents	41,461	41,461	41,500	41,460	41,500	40	0.1%
34024 Recreation Center Rents	59,626	68,898	60,000	61,000	62,000	1,000	1.6%
34025 Corp Yard 601 F St Rent	1	1	1	1	1	—	—%
34026 Verano 1065 Mission Rd. Rent	6,144	5,888	5,500	5,400	5,500	100	1.9%
34028 A/V Equipment Rental	880	900	800	600	800	200	33.3%
<b>Total Use of Money and Property</b>	<b>462,655</b>	<b>529,331</b>	<b>477,802</b>	<b>603,348</b>	<b>512,802</b>	<b>(90,546)</b>	<b>(15.0)%</b>
<b>Revenues from Other Agencies</b>							
35111 State Police Programs	13	12	10	10	10	—	—%
35112 POST Reimbursements	4,057	361	1,000	1,000	1,000	—	—%
35113 Inner Perspectives Revenues	9,450	11,250	11,000	11,000	11,000	—	—%
35121 County Grants - Police	19,082	6,607	—	—	—	—	n/a
<i>Asset forfeiture / property room</i>						—	n/a
35123 State Grants	5,000	5,000	5,000	5,000	5,000	—	—%
35141 Reimbursement for Public Works Maintenance Services	—	—	50,000	50,000	50,000	—	—%
<b>Total Revenues from Other Agencies</b>	<b>37,602</b>	<b>23,230</b>	<b>67,010</b>	<b>67,010</b>	<b>67,010</b>	<b>—</b>	<b>—%</b>
<b>Charges for Current Services</b>							
36001 Cardroom Registration Fees	9,900	7,700	7,500	7,500	7,500	—	—%
36002 Cardroom Renewal Fees	13,730	12,150	10,000	10,000	10,000	—	—%
36211 Cal Water	14,137	16,739	14,000	16,740	14,000	(2,740)	(16.4)%
36221 Sewer Fees	836,480	741,229	740,000	815,000	819,500	4,500	0.6%
36321 Release Impound Vehicles	5,040	6,880	5,500	5,500	5,500	—	—%
36322 Citation Sign Off	820	370	800	800	800	—	—%
36323 Fingerprinting	15,645	8,090	15,500	15,500	15,500	—	—%
36324 Police Reports	975	1,615	800	800	800	—	—%
36331 Special Police Services	5,811	7,528	6,000	6,000	6,000	—	—%
36401 Recreation & Park Fees	48,697	41,664	43,000	43,656	44,000	344	0.8%
36403 Shows, Tickets, Trip Fees	9,151	5,254	7,500	5,000	6,000	1,000	20.0%
36404 Holiday Fees	3,232	3,788	3,700	3,397	3,700	303	8.9%
36406 Summer Camp Fees	20,512	19,394	22,000	22,000	22,000	—	—%
36410 Historical Association	109	71	70	353	70	(283)	(80.2)%
<b>Total Charges for Current Services</b>	<b>984,239</b>	<b>872,472</b>	<b>876,370</b>	<b>952,246</b>	<b>955,370</b>	<b>3,124</b>	<b>0.3%</b>

## Revenue Detail

				[a]	[b]	[b]-[a]	[(b)/[a]]-1
General Fund (11)	2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Other Revenues</b>							
37001 Sale of Documents	360	89	200	300	300	—	—%
37011 Sale of Property	3,520	—	—	—	—	—	n/a
37021 Insurance Reimbursements	76,988	50,418	20,000	40,000	40,000	—	—%
37030 Other Reimbursements	—	—	—	—	50,000	50,000	n/a
37031 Other Operating Reimbursements	104,703	2,244	1,000	5,000	5,000	—	—%
37032 Cash over (Short)	1	(5)	—	—	—	—	n/a
37033 Recycle Rebates	—	—	—	31,198	—	(31,198)	(100.0)%
37041 Capital Improvement Reimbursements	—	—	—	—	—	—	n/a
37059 Other Miscellaneous Revenues	35,800	21,707	5,000	10,000	10,000	—	—%
<b>Total Other Revenues</b>	<b>221,372</b>	<b>74,453</b>	<b>26,200</b>	<b>86,498</b>	<b>105,300</b>	<b>18,802</b>	<b>21.7%</b>

<b>TOTAL GENERAL FUND REVENUES</b>	<b>17,719,197</b>	<b>18,125,611</b>	<b>17,986,197</b>	<b>18,418,754</b>	<b>18,549,322</b>	<b>130,568</b>	<b>0.7%</b>
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				[a]	[b]	[b]-[a]	[(b)/[a]]-1
Special Gas Tax (21)	2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>							
34001 Interest on Investments	114	248	200	160	300	140	87.5%
<b>Total Use of Money and Property</b>	<b>114</b>	<b>248</b>	<b>200</b>	<b>160</b>	<b>300</b>	<b>140</b>	<b>87.5%</b>

<b>Revenues from Other Agencies</b>							
35201 Gas Tax - 2105	10,061	8,479	8,830	10,500	8,670	(1,830)	(17.4)%
35202 Gas Tax - 2106	11,829	10,632	10,950	11,200	10,795	(405)	(3.6)%
35203 Gas Tax - 2107	13,101	10,750	12,120	13,100	10,757	(2,343)	(17.9)%
35204 Gas Tax - 2107.5	1,000	1,000	1,000	1,000	1,000	—	—%
35205 Gas Tax - 2103	9,205	4,028	4,200	4,200	11,546	7,346	174.9%
35206 Gas Tax - 2031 Rd Maint. Rehabilitation (RMRA)	—	—	8,500	9,532	25,009	15,477	162.4%
35209 Gas Tax State Repayment	—	—	1,500	3,424	1,712	(1,712)	(50.0)%
<b>Total Revenues from Other Agencies</b>	<b>45,196</b>	<b>34,889</b>	<b>47,100</b>	<b>52,956</b>	<b>69,489</b>	<b>16,533</b>	<b>31.2%</b>

<b>Total Special Tax (Fund 21)</b>	<b>45,310</b>	<b>35,137</b>	<b>47,300</b>	<b>53,116</b>	<b>69,789</b>	<b>16,673</b>	<b>31.4%</b>
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## Revenue Detail

Measure A (22)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[(b)/[a)]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>							
34001 Interest on Investment	186	606	200	1,177	430	(747)	(63.5)%
<b>Total Use of Money and Property</b>	<b>186</b>	<b>606</b>	<b>200</b>	<b>1,177</b>	<b>430</b>	<b>(747)</b>	<b>(63.5)%</b>
<b>Revenues from Other Agencies</b>							
35301 Measure A Taxes	50,105	52,099	50,500	50,500	50,500	—	—%
<b>Total Revenues from Other Agencies</b>	<b>50,105</b>	<b>52,099</b>	<b>50,500</b>	<b>50,500</b>	<b>50,500</b>	<b>—</b>	<b>—%</b>
<b>Total Measure A (Fund 22)</b>	<b>50,291</b>	<b>52,705</b>	<b>50,700</b>	<b>51,677</b>	<b>50,930</b>	<b>(747)</b>	<b>(1.4)%</b>

Transportation Grants (23)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[(b)/[a)]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Revenues from Other Agencies</b>							
35003 State Transportation Grant	—	—	250,000	150,000	100,000	(50,000)	(33.3)%
35005 Federal Transportation Livable Community (TLC)	—	—	525,000	—	525,000	525,000	n/a
35006 Federal Local Sts. Rds. (LSR)	—	—	100,000	—	100,000	100,000	n/a
35007 County Transportation Grant	—	—	—	—	200,000	200,000	n/a
<b>Total Revenues from Other Agencies</b>	<b>—</b>	<b>—</b>	<b>875,000</b>	<b>150,000</b>	<b>925,000</b>	<b>775,000</b>	<b>516.7%</b>
<b>Total Transportation Grants (Fund 23)</b>	<b>—</b>	<b>—</b>	<b>875,000</b>	<b>150,000</b>	<b>925,000</b>	<b>775,000</b>	<b>516.7%</b>

Public Safety Grants (27)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[(b)/[a)]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>							
34001 Interest on Investments	—	20	100	226	30	(196)	(86.7)%
<b>Total Use of Money and Property</b>	<b>—</b>	<b>20</b>	<b>100</b>	<b>226</b>	<b>30</b>	<b>(196)</b>	<b>(86.7)%</b>
<b>Revenues from Other Agencies</b>							
35111 State Police Programs	—	30,175	—	—	—	—	n/a
35123 State Grants	—	—	30,175	—	—	—	n/a
<b>Total Revenues from Other Agencies</b>	<b>—</b>	<b>30,175</b>	<b>30,175</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>n/a</b>
<b>Total Public Safety Grant (Fund 27)</b>	<b>—</b>	<b>30,195</b>	<b>30,275</b>	<b>226</b>	<b>30</b>	<b>(196)</b>	<b>(86.7)%</b>

## Revenue Detail

				[a]	[b]	[b]-[a]	[(b)/[a)]-1
<b>Police Grant (29)</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Change in Budget</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Proposed</b>	<b>\$</b>	<b>%</b>
<b>Use of Money and Property</b>							
34001 Interest on Investments	362	1,023	500	1,479	400	(1,079)	(73.0)%
<b>Total Use of Money and Property</b>	<b>362</b>	<b>1,023</b>	<b>500</b>	<b>1,479</b>	<b>400</b>	<b>(1,079)</b>	<b>(73.0)%</b>

<b>Revenues from Other Agencies</b>							
35111 State Police Programs	124,300	130,086	100,000	100,000	100,000	—	—%
35122 Federal Grants	26,078	3,459	—	3,750	—	(3,750)	(100.0)%
<b>Total Revenues from Other Agencies</b>	<b>150,378</b>	<b>133,545</b>	<b>100,000</b>	<b>103,750</b>	<b>100,000</b>	<b>(3,750)</b>	<b>(3.6)%</b>

<b>Total Police Grant (Fund 29)</b>	<b>150,740</b>	<b>134,568</b>	<b>100,500</b>	<b>105,229</b>	<b>100,400</b>	<b>(4,829)</b>	<b>(4.6)%</b>
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				[a]	[b]	[b]-[a]	[(b)/[a)]-1
<b>Capital Improvement (31)</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Change in Budget</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Proposed</b>	<b>\$</b>	<b>%</b>
<b>Revenues from Other Agencies</b>							
35131 Measure M Grant	—	169,204	—	—	—	—	n/a
<b>Total Revenues from Other Agencies</b>	<b>—</b>	<b>169,204</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>n/a</b>

<b>Other Revenue</b>							
37038 Park in-Lieu Fees	—	163,664	—	—	—	—	n/a
37045 PEG Cable Fees	—	4,669	—	—	—	—	n/a
<b>Total Other Revenue</b>	<b>—</b>	<b>168,333</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>n/a</b>

<b>Total Capital Improvement (Fund 31)</b>	<b>—</b>	<b>337,537</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>n/a</b>
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				[a]	[b]	[b]-[a]	[(b)/[a)]-1
<b>COP's Town Hall (33)</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Change in Budget</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Proposed</b>	<b>\$</b>	<b>%</b>
<b>Use of Money and Property</b>							
34001 Interest on Investment	10,046	23,734	5,000	13,319	—	(13,319)	(100.0)%
<b>Total Use of Money and Property</b>	<b>10,046</b>	<b>23,734</b>	<b>5,000</b>	<b>13,319</b>	<b>—</b>	<b>(13,319)</b>	<b>(100.0)%</b>

<b>Other Revenue</b>							
37060 Proceeds from COP Issuance	5,102,497	—	—	—	—	—	n/a
<b>Total Other Revenue</b>	<b>5,102,497</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>n/a</b>

<b>Total COP's Town Hall Project (Fund 33)</b>	<b>5,112,543</b>	<b>23,734</b>	<b>5,000</b>	<b>13,319</b>	<b>—</b>	<b>(13,319)</b>	<b>(100.0)%</b>
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## Revenue Detail

				[a]	[b]	[b]-[a]	[(b)/[a)]-1
COP's Debt Service Fund (43)	2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>							
34001 Interest on Investment	68	55	10	350	—	(350)	(100.0)%
<b>Total Use of Money and Property</b>	<b>68</b>	<b>55</b>	<b>10</b>	<b>350</b>	<b>—</b>	<b>(350)</b>	<b>(100.0)%</b>
<b>Other Revenue</b>							
37060 Proceeds from COP Issuance	150,000	—	—	—	—	—	n/a
<b>Total Other Revenue</b>	<b>150,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>n/a</b>
<b>Total COPs Debt Service (Fund 43)</b>	<b>150,068</b>	<b>55</b>	<b>10</b>	<b>350</b>	<b>—</b>	<b>(350)</b>	<b>(100.0)%</b>
				[a]	[b]	[b]-[a]	[(b)/[a)]-1
Fleet Replacement (61)	2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>							
34001 Interest on Investment	409	5,619	5,000	4,902	5,300	398	8.1%
<b>Total Use of Money and Property</b>	<b>409</b>	<b>5,619</b>	<b>5,000</b>	<b>4,902</b>	<b>5,300</b>	<b>398</b>	<b>8.1%</b>
<b>Charges for Current Services</b>							
36901 Fleet Replacement Charges	776,012	—	80,510	80,510	80,510	—	—%
<b>Total Charges for Current Services</b>	<b>776,012</b>	<b>—</b>	<b>80,510</b>	<b>80,510</b>	<b>80,510</b>	<b>—</b>	<b>—%</b>
<b>Other Revenue</b>							
37011 Sale of Property	—	2,084	—	3,040	—	(3,040)	(100.0)%
<b>Total Other Revenue</b>	<b>—</b>	<b>2,084</b>	<b>—</b>	<b>3,040</b>	<b>—</b>	<b>(3,040)</b>	<b>(100.0)%</b>
<b>Total Fleet Replacement (Fund 61)</b>	<b>776,421</b>	<b>7,703</b>	<b>85,510</b>	<b>88,452</b>	<b>85,810</b>	<b>(2,642)</b>	<b>(3.0)%</b>
<b>Grand Total for All Funds</b>	<b>24,004,570</b>	<b>18,747,245</b>	<b>19,180,492</b>	<b>18,881,123</b>	<b>19,781,281</b>	<b>900,158</b>	<b>4.8%</b>



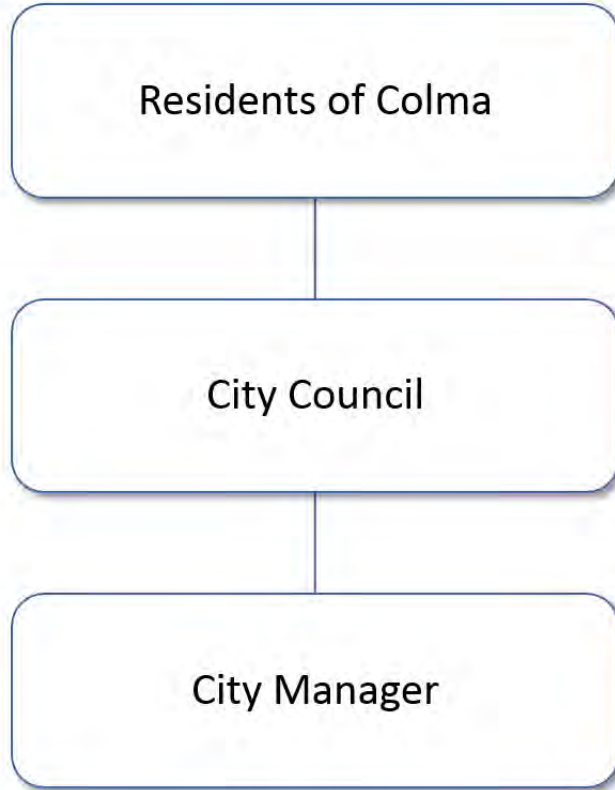
# Operating Budget





# City Council

# City Council



**DEPARTMENT**                      **CITY COUNCIL**

**FUNCTION:**                      **GENERAL GOVERNMENT**

**FUNDING SOURCE:**              **GENERAL FUND (#11)**

**DEPARTMENT DESCRIPTION**

The City Council is the elected policy-making body for the Town of Colma. The City Council has four key roles, which may be described as Legislative, Governing Body, Quasi-Judicial, and Representative.



- **Legislative** - In its legislative role, the City Council makes laws, which may be in the form of an ordinance or a resolution. Some examples of legislative acts are an Ordinance Regulating the Uses of Land in the Town and an Ordinance Prohibiting Nuisances in the Town.
- **Governing Body** - In its governing body role, the Council sets policies for the Town's key staff, much like a Board of Directors of a publicly-held corporation. The Council also sets goals and expectations of the City Manager and City Attorney and determines overall staffing levels for the Town. In the Council-Manager form of government, council members are not involved in managing the day-to-day operations of the City, leaving that role to the City Manager.
- **Quasi-Judicial** - The Council frequently sits as an adjudicatory body. At times, the Council is obligated to hear evidence and make an impartial decision. At others, the Council has some discretion on how to rule. An application for use permit and a request to revoke a use permit are examples of the types of matters that come before the Council in its quasi-judicial role.
- **Representative** - Council members frequently act as the Town's representative before other public agencies. In these cases, the member's authority goes only so far as the instructions given to him or her by the entire council. Members of the City Council represent the Town on various local, regional and statewide committees, boards and commissions, such as the San Mateo County Council of Cities.

**STAFFING**

The City Council is comprised of five members elected at large who serve four-year overlapping terms. Each year, the Council selects a member to act as Mayor.

**BUDGET HIGHLIGHTS**

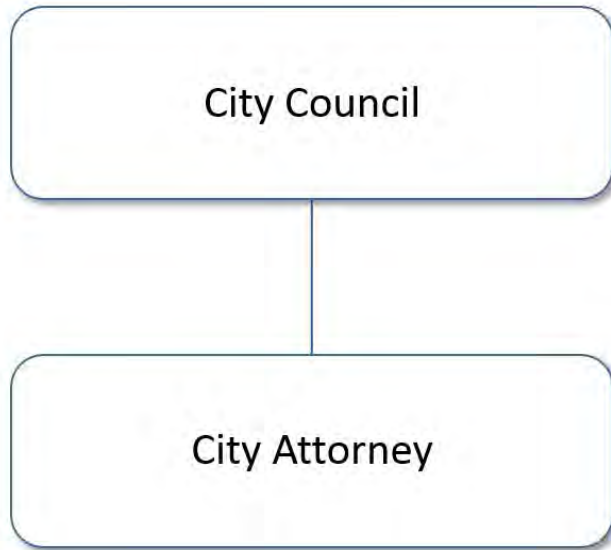
The FY 2018-19 Budget is \$6,000 (2.3%) more than the FY 2017-18 Estimated Actual. This is primarily due to increase in benefit cost and in Special Department Expense.

## EXPENDITURE DETAIL

CITY COUNCIL (11-110)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Salaries &amp; Wages</b>							
51001 Elected Officials	55,440	55,470	55,440	55,440	55,500	60	0.1%
51009 Deferred Compensation	4,800	4,900	4,800	4,800	4,800	—	0.0%
51020 Cash-in-lieu - Medical	3,000	4,750	6,000	6,000	6,000	—	0.0%
<b>Total Salaries &amp; Wages</b>	<b>63,240</b>	<b>65,120</b>	<b>66,240</b>	<b>66,240</b>	<b>66,300</b>	<b>60</b>	<b>0.1%</b>
<b>Benefits</b>							
52001 PERS Misc. Employees	8,787	9,284	9,650	9,462	11,600	2,138	22.6%
52007 Health	84,541	70,574	61,870	57,774	58,200	426	0.7%
52008 Dental	9,034	9,222	11,800	9,788	11,800	2,012	20.6%
52009 Life Insurance	330	330	380	383	380	(3)	(0.8)%
52001 Vision	1,471	1,531	1,630	1,656	1,630	(26)	(1.6)%
52014 Social Security Employer	3,921	4,038	4,110	4,107	4,100	(7)	(0.2)%
52015 Medicare Employer	917	944	970	960	1,000	40	4.2%
52017 Retirees Health	—	14,472	20,292	20,290	19,200	(1,090)	(5.4)%
52018 Retirees Dental	—	876	1,240	1,240	1,200	(40)	(3.2)%
52109 Retirement Health Savings	—	14	—	162	200	38	23.5%
<b>Total Benefits</b>	<b>109,001</b>	<b>111,285</b>	<b>111,942</b>	<b>105,822</b>	<b>109,310</b>	<b>3,488</b>	<b>3.3%</b>
<b>Total Salaries, Wages &amp; Benefits</b>	<b>172,241</b>	<b>176,405</b>	<b>178,182</b>	<b>172,062</b>	<b>175,610</b>	<b>3,548</b>	<b>2.1%</b>
<b>Supplies &amp; Services</b>							
60002 Office Supplies	—	187	500	500	500	—	0.0%
60005 Special Dept. Expenses <i>Council Reorganization, Community Outreach</i>	5,486	4,312	15,000	10,000	16,500	6,500	65.0%
60007 Donations	46,912	59,913	65,000	69,000	65,000	(4,000)	(5.8)%
60010 Conferences & Meetings	2,055	2,246	2,500	2,500	2,500	—	0.0%
60016 Council Member A	1,663	1,449	2,500	2,500	2,500	—	0.0%
60017 Council Member B	250	819	2,500	2,500	2,500	—	0.0%
60018 Council Member C	900	1,387	2,500	2,500	2,500	—	0.0%
60019 Council Member D	190	120	2,500	2,500	2,500	—	0.0%
60020 Council Member E	145	150	2,500	2,500	2,500	—	0.0%
<b>Total Supplies &amp; Services</b>	<b>57,601</b>	<b>70,583</b>	<b>95,500</b>	<b>94,500</b>	<b>97,000</b>	<b>2,500</b>	<b>2.6%</b>
<b>Total Supplies &amp; Services</b>	<b>57,601</b>	<b>70,583</b>	<b>95,500</b>	<b>94,500</b>	<b>97,000</b>	<b>2,500</b>	<b>2.6%</b>
<b>Total City Council</b>	<b>229,842</b>	<b>246,988</b>	<b>273,682</b>	<b>266,562</b>	<b>272,610</b>	<b>6,048</b>	<b>2.3%</b>

# **City Attorney**

# City Attorney



**DEPARTMENT**                      **CITY ATTORNEY**

**FUNCTION:**                      **GENERAL GOVERNMENT**

**FUNDING SOURCE:**              **GENERAL FUND (#11)**

**DEPARTMENT DESCRIPTION**

The City Attorney:

- Provides legal advice to the City Council, City Manager and staff in identifying legal options and strategies for implementing and achieving the goals, policies and objectives of the City Council.
- Attends meetings of the City Council and other advisory committees, as needed.
- Meets regularly with City Manager and staff to discuss proposed programs, policies and activities.
- Prepares or reviews all resolutions, ordinances for consideration by the City Council and all contracts for the Town.
- Monitors and disposes of pending claims involving potential tort liability.
- Represents the Town in significant litigation matters involving the Town or manages the representation provided by outside counsel.
- Interprets the law for Council Members and staff and renders formal legal opinions.
- Provides training to Council Members and staff on ethics, Brown Act and new laws.
- Provides general legal advice and opinions to the City Council and staff regarding any and all municipal law matters.

The City Attorney’s mission is to provide legal advice and support to the City Council and staff to aid them in carrying out their responsibilities.

**STAFFING**

The Town contracts for City Attorney services through a retainer.

**ACCOMPLISHMENTS AND GOALS**

During FY 2017-18, the City Attorney’s Office engaged in or accomplished the following special projects:

- Provided on-going legal advice regarding the Town Hall Campus Renovation project.
- Assisted staff in addressing parking issues in the Sterling Park neighborhood through revisions to the preferential parking program and changes to the Parking Code.
- Drafted numerous grant agreement documents for the City Council’s annual donations to non-profits serving the Town.
- Prepared a new personnel policy regarding the use of email on both public and private devices and accounts for both employees and public officials.
- Assisted staff in developing a Police Reserve officer program.
- Prepared employment contracts with the transition in the City Manager’s office and advised on employee benefit issues.
- Assisted the City Council with the recruitment process in hiring a new City Manager.
- Prepared a transient occupancy tax ordinance for voter consideration and assisted staff in preparing the various resolutions to place the tax measure on the ballot.
- Assisted staff with the entitlement documents and other agreements for new pole signs in the Town’s shopping centers.
- Prepared an ordinance to reauthorize the imposition of public, educational, and government video services use fees in the Town.
- Assisted the City Council in discussing allowing potential cannabis uses in the Town or maintain the Town’s existing cannabis prohibition.
- Provided legal advice to staff on analyzing short-term rental regulations.

- Drafted an update to the Town's sewer ordinance to impose new rates and advised staff on the Proposition 218 process required by the California Constitution.
- Prepared an ordinance and advised staff on enforcing the California Vehicle Code on shopping center properties.
- Monitored pending or threatened litigation and provided various updates to the Council.
- Guided City Council members on various conflicts of interest issues.
- Assisted with various public records act requests.

For FY 2018-19, the City Attorney's Office will continue to provide on-going sound legal advice in a cost effective manner to ensure legal liability is minimized as the Town moves forward into a new fiscal year.

In the FY 2018-19 Proposed Budget, funds are included to contract for on-line codification of the Municipal Code. Traditionally, the Municipal Code has been maintained at no cost to the Town by the City Attorney's Office. A contract for on-line codification will enhance transparency and simplify the maintenance of the Town's codes and regulations.

**BUDGET HIGHLIGHTS**

The FY 2017-18 Budget includes the cost for online codification of the Town's Municipal Code. This project will begin in FY 2018-19, as a result, estimated spending in FY 2017-18 is zero and the FY 2018-19 budget is set at \$25,000. This represents 77 percent of the total increase in FY 2018-19 Budget compared to FY 2017-18 Estimated Actual.

The cost of the Town's Legal Services can fluctuate depending on the types and complexity of business undertaken by the City Council. In FY 2018-19 the workload did not require the complete use of the budgeted allowance for outside counsel services.

A minor amount of City Attorney Service expenses are expected to be offset with revenue collected from project review submitted by new development applications. This amount may change once the Cost of Services Study is completed and acted on by the City Council in September 2018.

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Ordinances drafted or revised	16	9	5	9
Resolutions drafted or revised	50	63	46	50
Opinions written	20	13	16	15
Staff reports written	15	14	15	15
Staff reports reviewed for legal	40	45	40	40
Contracts drafted or revised	30	30	38	35



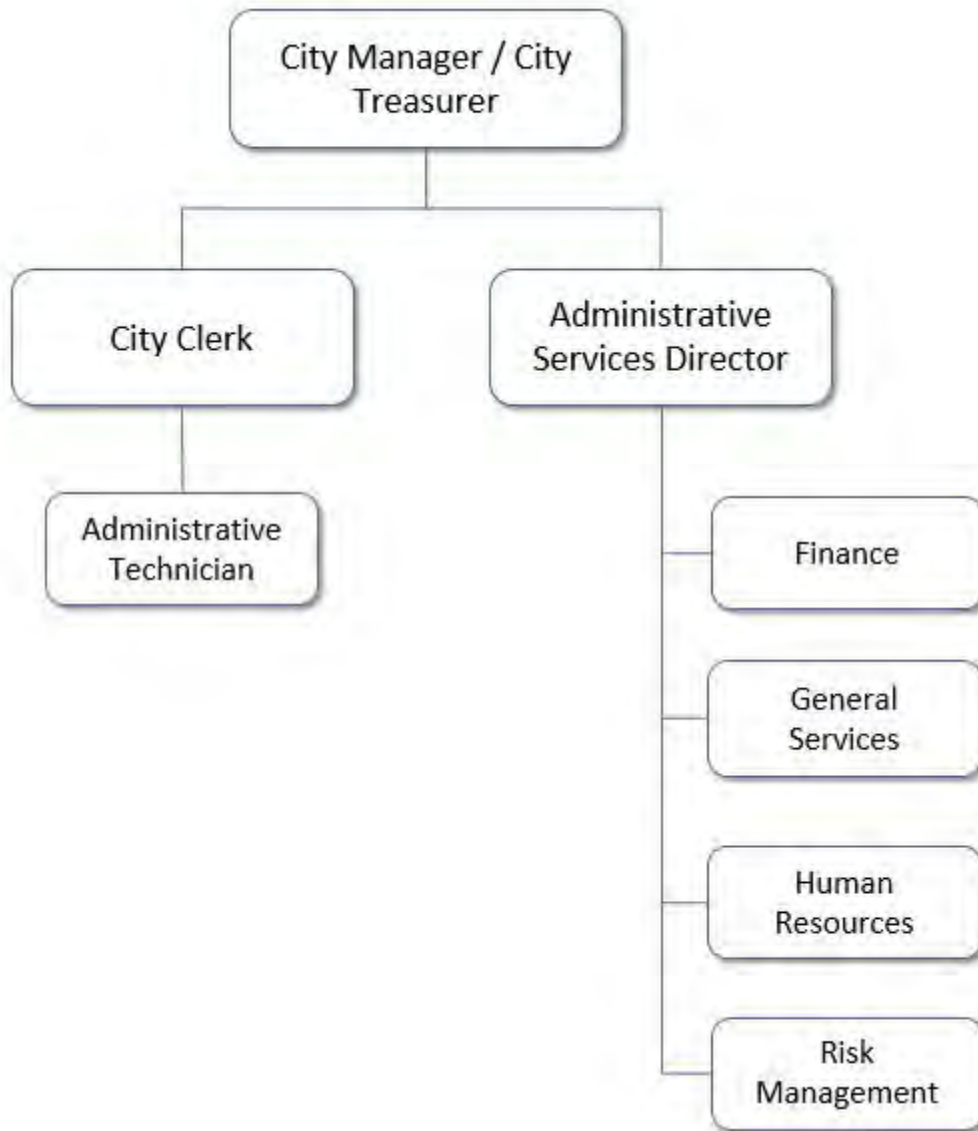
## EXPENDITURE DETAIL

CITY ATTORNEY (11-130)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget	
						\$	%
<b>Supplies &amp; Services</b>							
60004 Computer Expense/Services <i>Annual web Muni. Code maint. service</i>	—	—	2,500	—	2,500	2,500	n/a
<b>Total Supplies &amp; Services</b>	<b>—</b>	<b>—</b>	<b>2,500</b>	<b>—</b>	<b>2,500</b>	<b>2,500</b>	<b>n/a</b>
<b>Contractual Services</b>							
71002 Professional Services-City Attorney <i>Fees and reimbursable expenses paid to Best, Best &amp; Krieger</i>	214,130	216,816	300,000	300,000	300,000	—	0.0%
71004 Professional Services- Outside Counsel <i>Fees and reimbursable expenses paid to special counsel for employment, code enforcement, litigation, etc.</i>	—	—	10,000	5,000	10,000	5,000	100.0%
71010 Professional Consulting Services <i>Initial conversion of Muni Code to web</i>	—	—	25,000	—	25,000	25,000	n/a
<b>Total Contractual</b>	<b>214,130</b>	<b>216,816</b>	<b>335,000</b>	<b>305,000</b>	<b>335,000</b>	<b>30,000</b>	<b>9.8%</b>
<b>Total Supplies, Services, &amp; Contracts</b>	<b>214,130</b>	<b>216,816</b>	<b>337,500</b>	<b>305,000</b>	<b>337,500</b>	<b>32,500</b>	<b>10.7%</b>
<b>Total City Attorney</b>	<b>214,130</b>	<b>216,816</b>	<b>337,500</b>	<b>305,000</b>	<b>337,500</b>	<b>32,500</b>	<b>10.7%</b>



# **City Manager / City Clerk**

# City Manager / City Clerk Department



**DEPARTMENT**                      **CITY MANAGER / CITY CLERK**

**FUNCTION:**                      **GENERAL GOVERNMENT**

**FUNDING SOURCE:**              **GENERAL FUND**

**DEPARTMENT DESCRIPTION**

The City Manager / City Clerk Department contains the central administrative services for the Town. The joint City Manager/Clerk role was split in FY 2015-16 with the appointment of a new City Clerk. In FY 2016-17, a new Administrative Services Director was appointed to oversee Human Resources and General Services, in addition to Recreation Services. For FY 2017-18, that employee's costs are allocated at 50 percent City Manager Department and 50 percent Recreation Services Department. This was changed in FY 2018-19, where 100 percent of the Administrative Services Director duties are allocated to the City Manager Department. In FY 2018-19, the Administrative Services Director will oversee Human Resources, Finance, and General Services.

Department functions include general managerial oversight of departments and Capital Improvement Program (CIP) projects as well as traditional City Clerk functions such as records management, City Council support, and elections. The Town contracts for Finance assistance.

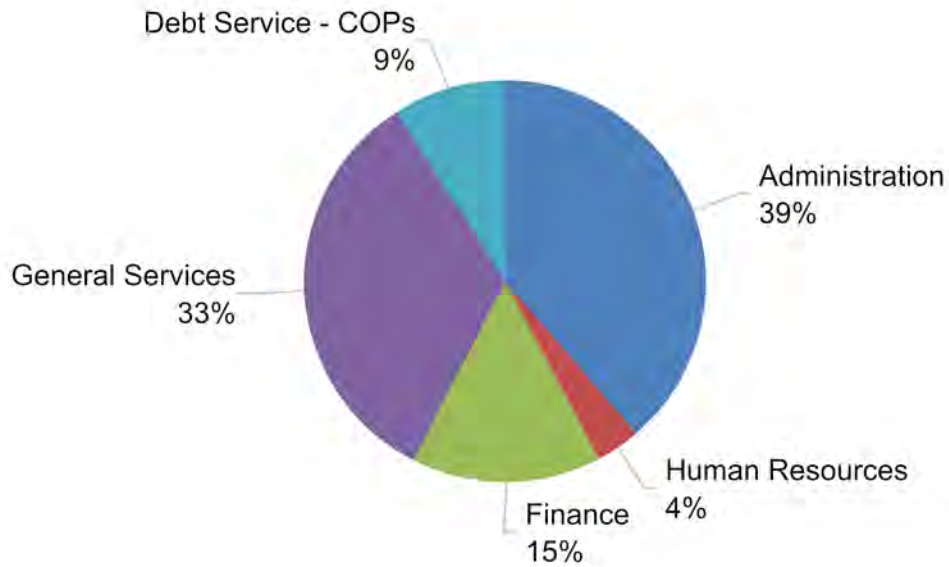
The Department consists of the following divisions:

- Administration
- Human Resources
- Finance, with General Services and Debt Service

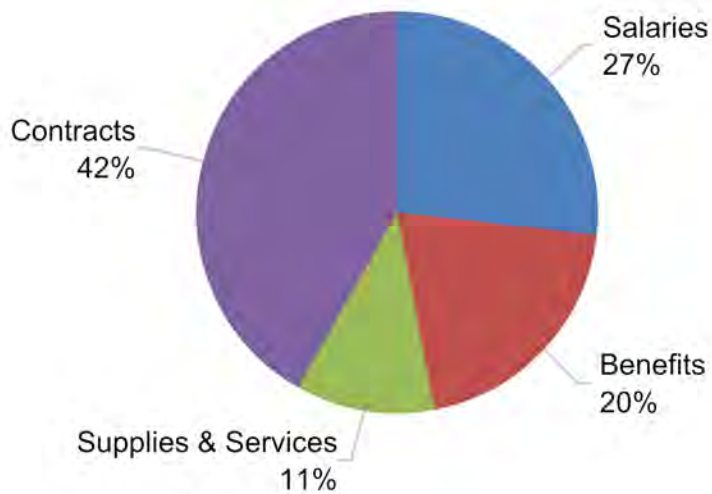
Positions include: City Manager, Administrative Services Director, Human Resources Manager (0.45 FTE), City Clerk, two Accounting Technicians (1.8 FTE) and two Administrative Technician (2.0 FTE).

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
140	ADMINISTRATION	644,000	530,670	67,650	33,000	—	1,275,320
141	HUMAN RESOURCES	70,000	5,500	12,900	30,000	—	118,400
150	FINANCE	169,200	131,900	51,550	151,900	—	504,550
151	GENERAL SERVICES	—	—	236,250	864,450	—	1,100,700
620	DEBT SERVICE - COPs	—	—	—	299,869	—	299,869
<b>TOTAL EXPENDITURES</b>		<b>883,200</b>	<b>668,070</b>	<b>368,350</b>	<b>1,379,219</b>	<b>—</b>	<b>3,298,839</b>

### City Manager / City Clerk Divisions



### City Manager / City Clerk Categories



**DEPARTMENT** CITY MANAGER / CITY CLERK  
**DIVISION:** ADMINISTRATION  
**FUNCTION:** GENERAL GOVERNMENT  
**FUNDING SOURCE:** GENERAL FUND (#11)

### **DEPARTMENT DESCRIPTION**

The Administration Division provides support to residents, members of the City Council and staff. Division functions include front office reception and general administrative support; City Council agenda and packet preparation; Council meeting minutes; records management; and elections.

### **STAFFING**

Positions include the City Manager, the Administrative Services Director, the City Clerk and two Administrative Technicians. The City Manager also serves as the City Treasurer. The Administrative Services Director is the Town's ADA Coordinator responsible for implementing the ADA Transition Plan; the Town's Risk Manager, chairing the Safety Committee and ensuring the implementation of risk management activities; and responsible for the General Services function.



### **ACCOMPLISHMENTS/GOALS**

During FY 2017-18, the Administration Division:

- Provided coordination of oversight for phase IV (Infill), and phase V (FF&E) of the Town Hall Renovation project.
- Presented the City Council with a balanced budget for FY 2017-18 and implemented new on-line budgeting tools for FY 2018-19.
- Continued to implement the Capital Improvement Plan program as approved by the City Council.
- Prepared ballot initiative for Transient Occupancy tax for November 2018 election.
- Assisted in the coordination of several key economic development opportunities.
- Updated the Strategic Plan for the period 2017-19.
- Received a clean audit for FY 2016-17.

For FY 2018-19, the Administration Division goals include:

- Continue assessment of issues compromising the Town's long-term fiscal health.
- Complete the Town Hall Renovation Project.
- Increase business outreach efforts and economic development.
- Oversee the preparation of a multi-year Capital Improvement Program, to be presented to the City Council.
- Implement City Council priorities as directed.

## BUDGET HIGHLIGHTS

The FY 2018-19 Budget is \$394,000 (44.7%) more than the FY 2017-18 Estimated Actual. The City Manager's Office had a vacancy for 9.5 months resulting in \$43,000 savings in salaries and benefits. The position was filled in April 2018 and the department is fully staffed. As a result, \$43,000 of the \$394,000 increase is attributed to having a fully staffed department in 2018-19. Additionally, the FY 2018-19 Budget includes two major changes:

1. Additional Administrative Technician for front counter coverage (\$126,000). This will eliminate the use of consultants to greet Town residents and visitors.
2. Reclassifying the job duties of the Administrative Services Director and charges 100 percent of cost to City Manager's Office (\$96,000). Previous cost distribution is 50/50 between Recreation and City Manager. In FY 2017-18, this position managed Recreation operations. With the new Recreation Manager, the Recreation operation will be shifted to the City Manager and Administrative Services Director will focus on Finance, Human Resources, Risk Management and Technology.

Other factors contributing to the increase in FY 2018-19 Budget include rising pension and other retirement liabilities, totaling \$111,000, and the last two phase of Cost of Living Adjustment and normal step increases, totaling \$15,000.

Economic Development contract services has been eliminated from the City Manager's budget and will be included as part of the Planning Department Budget in FY 2018-19.

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Community Recognition:				
• Proclamations prepared	18	18	16	16
• Certificates prepared	145	140	150	145
• Flower arrangements sent	10	10	12	10
Distribute Colma LiveWire newsletters monthly to households	5,400	5,400	5,400	5,400
Respond to all public records requests within the statutory deadline	18	18	25	25
Distribute ColmaWorks newsletter to businesses	3	3	2	3
Convene the Town's website committee to ensure quality and timeliness of information	—	2	2	4



## EXPENDITURE DETAIL

			[a]	[b]	[b]-[a]	[b]/[a]-1	
ADMINISTRATION (11-140)			2017-18	2018-19	Change in Budget		
			2015-16	2016-17	2017-18	2018-19	
			Actual	Actual	Amended	Proposed	
					Estimated		
						\$	
						%	
<b>Salaries &amp; Wages</b>							
51002	Full-time Staff	333,558	403,559	460,930	427,420	634,300	206,880 48.4%
	<i>City Manager, City Clerk, two Administrative Technicians, Administrative Services Director</i>						
51003	Part-time Staff (Analyst)	32,037	—	—	—	—	— n/a
51004	Comp Time	2,340	2,656	1,500	2,820	2,000	(820) (29.1)%
51005	Overtime	12	—	200	1,220	200	(1,020) (83.6)%
51008	Vacation/Sick/Comp Time Payoff	109	6,441	—	—	—	— n/a
51009	Deferred Compensation	2,950	3,888	4,200	3,290	3,900	610 18.5%
51013	Auto Allowance	—	—	—	1,050	3,600	2,550 242.9%
<b>Total Salaries &amp; Wages</b>			<b>371,006</b>	<b>416,544</b>	<b>466,830</b>	<b>644,000</b>	<b>208,200 47.8%</b>
<b>Benefits</b>							
52001	PERS Misc. Employees	57,034	69,579	84,200	76,489	125,000	48,511 63.4%
52007	Health	36,808	46,252	54,630	49,432	115,400	65,968 133.5%
52008	Dental	6,587	7,340	8,260	7,528	10,700	3,172 42.1%
52009	Life Insurance	193	215	270	236	700	464 196.6%
52011	Vision	858	979	1,140	1,019	2,600	1,581 155.2%
52012	Health Club	70	310	570	—	570	570 n/a
52014	Social Security Employer	18,555	21,697	23,570	26,251	32,800	6,549 24.9%
52015	Medicare Employer	5,372	6,168	6,780	6,318	9,300	2,982 47.2%
52017	Retirees Health	521,520	105,552	160,366	160,370	219,300	58,930 36.7%
52018	Retirees Dental	56,272	6,384	10,238	10,240	14,000	3,760 36.7%
52019	Retirement Health Savings	—	—	—	465	300	(165) (35.5)%
<b>Total Benefits</b>			<b>703,269</b>	<b>264,476</b>	<b>350,024</b>	<b>530,670</b>	<b>192,322 56.8%</b>
<b>Total Salaries, Wages &amp; Benefits</b>			<b>1,074,275</b>	<b>681,020</b>	<b>816,854</b>	<b>1,174,670</b>	<b>400,522 51.7%</b>
<b>Supplies &amp; Services</b>							
60001	Public Notices & Advertisements	711	69	700	700	700	— 0.0%
60002	Office Supplies	3,865	4,260	5,000	4,500	6,000	1,500 33.3%
60003	Postage	4,026	3,031	5,000	5,000	5,000	— 0.0%
60005	Special Dept. Expense	601	685	1,000	1,000	1,000	— 0.0%
60008	Dues & Publications	17,464	19,175	25,000	25,000	25,000	— 0.0%
	<i>C/CAG - Member Assessment; Congestion Relief; LAFCO; SAMACAT; ICMA; ABAG; League of Calif. Cities; City Clerk Association; San Mateo Co. City Mgr Association; HEART JPA Joint Venture Silicon Valley</i>						
60009	Bank/Credit Card Charges	—	16	—	—	—	— n/a
60010	Conferences & Meetings	3,666	2,762	6,000	4,000	6,500	2,500 62.5%
	<i>ICMA Conference Economic Development Conference</i>						

<b>Supplies &amp; Services (continue)</b>								
60013	Auto Expense	227	311	400	400	1,200	800	200.0%
	<i>Administrative Vehicle</i>							
60025	Fleet Replacement	7,500	—	3,750	3,750	3,750	—	0.0%
60031	Election Expenses	—	2,118	—	—	12,500	12,500	n/a
61002	Training	2,790	4,251	4,000	4,000	5,000	1,000	25.0%
61003	Tuition Reimbursement	—	400	—	1,000	1,000	—	0.0%
61004	Employee Programs	—	26	—	25	—	(25)	(100.0)%
<b>Total Supplies &amp; Other Services</b>		<b>40,850</b>	<b>37,104</b>	<b>50,850</b>	<b>49,375</b>	<b>67,650</b>	<b>18,275</b>	<b>37.0%</b>
<b>Contractual</b>								
71010	Professional Consulting Services	45,619	65,815	60,000	58,000	33,000	(25,000)	(43.1)%
	<i>Records Management Consultant, Sales Tax Forecasting, State Mandated Cost Recovery and Records Storage and Destruction</i>							
<b>Total Contractual</b>		<b>45,619</b>	<b>65,815</b>	<b>60,000</b>	<b>58,000</b>	<b>33,000</b>	<b>(25,000)</b>	<b>(43.1)%</b>
<b>Total Supplies, Services &amp; Contractual</b>		<b>86,469</b>	<b>102,919</b>	<b>110,850</b>	<b>107,375</b>	<b>100,650</b>	<b>(6,725)</b>	<b>(6.3)%</b>
<b>Capital Outlay</b>								
11-80002	Automobile Purchase	29,882	—	—	—	—	—	n/a
11-80200	Office Supplies	384	—	1,000	—	—	—	n/a
<b>Total Capital Outlay</b>		<b>30,266</b>	<b>—</b>	<b>1,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>n/a</b>
<b>Total Capital Outlay</b>		<b>30,266</b>	<b>—</b>	<b>1,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>n/a</b>
<b>Total City Manager/City Clerk</b>		<b>1,191,010</b>	<b>783,939</b>	<b>928,704</b>	<b>881,523</b>	<b>1,275,320</b>	<b>393,797</b>	<b>44.7%</b>

**DEPARTMENT** CITY MANAGER / CITY CLERK  
**DIVISION:** HUMAN RESOURCES  
**FUNCTION:** GENERAL GOVERNMENT  
**FUNDING SOURCE:** GENERAL FUND (#11)

### **DIVISION DESCRIPTION**

The Human Resources Division is responsible for personnel functions including policy development and compliance, recruitment and retention, compensation and benefits administration and participation in the Town's energy conservation initiatives. The Division's budget contains program expenses for the annual employee recognition event, citywide training, safety committee activities and professional consulting services including labor negotiations.



### **STAFFING**

The Division contains the 0.45 FTE Human Resources Manager and is also supported by the Administrative Services Director position.

### **ACCOMPLISHMENTS**

During FY 2017-18, the Division accomplished the following:

- Retained and developed the Town's workforce.
- Coordinated the 16<sup>th</sup> annual Employee Service Recognition awards with 14 individuals honored including four employees with 10 years of service and two with 5 years of service.
- Assisted individual managers and employees with employment-related issues.
- Ensured compliance with local, state and federal employment laws.

Goals for FY 2018-19 are to:

- Promote employee development by facilitating training opportunities, including cross-training.
- Partner with departments to anticipate and respond to changes, priorities and staffing needs.
- Manage the Town's new Retiree Health Savings arrangement with two new vendors.

## BUDGET HIGHLIGHTS

The FY 2018-19 Budget is \$104,000 (46.8%) less than the FY 2017-18 Estimated Actual. The Human Resources Manager (0.80 FTE) retired in early April 2018. This resulted in a salary savings of \$35,000. The budget is further reduced in FY 2018-19 by reclassifying the full-time benefited to a part-time unbenefited position, resulting in an additional reduction of \$104,000.

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Circulate Colma Network (employee newsletter) 4x per year	4	4	4	1
Review all job descriptions annually	100%	100%	100%	100%
Process personnel actions within 72 hours of receipt of notification	100%	100%	100%	100%
Provide cost-effective employee training sessions 4x per year	6	9	7	8

## EXPENDITURE DETAIL

HUMAN RESOURCES (11-141)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Salaries &amp; Wages</b>							
51002 Full-time Staff	110,271	95,734	98,720	73,130	—	(73,130)	(100.0)%
51003 Part-time Staff <i>Human Resources Mgr (0.45 FTE)</i>	—	—	—	—	70,000	70,000	n/a
51008 Vacation/Sick/Comp Time Payoff	—	—	26,425	26,425	—	(26,425)	(100.0)%
51009 Deferred Compensation	1,200	1,200	1,200	1,200	—	(1,200)	(100.0)%
<b>Total Salaries &amp; Wages</b>	<b>111,471</b>	<b>96,934</b>	<b>126,345</b>	<b>100,755</b>	<b>70,000</b>	<b>(30,755)</b>	<b>(30.5)%</b>
<b>Benefits</b>							
52001 PERS Misc. Employees	21,215	19,877	19,880	18,288	—	(18,288)	(100.0)%
52007 Health	30,343	29,995	25,460	19,410	—	(19,410)	(100.0)%
52008 Dental	2,258	2,258	2,360	1,880	—	(1,880)	(100.0)%
52009 Life Insurance	66	66	80	77	—	(77)	(100.0)%
52011 Vision	294	301	330	327	—	(327)	(100.0)%
52014 Social Security Employer	6,880	5,994	6,200	5,767	4,500	(1,267)	(22.0)%
52015 Medicare Employer	1,609	1,402	1,450	1,350	1,000	(350)	(25.9)%
52017 Retirees Health	—	29,460	34,350	34,350	—	(34,350)	(100.0)%
52018 Retirees Dental	—	1,776	2,206	2,210	—	(2,210)	(100.0)%
<b>Total Benefits</b>	<b>62,665</b>	<b>91,129</b>	<b>92,316</b>	<b>83,659</b>	<b>5,500</b>	<b>(78,159)</b>	<b>(93.4)%</b>
<b>Total Salaries, Wages &amp; Benefits</b>	<b>174,136</b>	<b>188,063</b>	<b>218,661</b>	<b>184,414</b>	<b>75,500</b>	<b>(108,914)</b>	<b>(59.1)%</b>

## EXPENDITURE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
HUMAN RESOURCES (11-141)		2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
		Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Supplies &amp; Services</b>								
60008	Dues & Publications <i>MMANC &amp; PELRA; Labor Posters</i>	461	—	600	198	600	402	203.0%
60010	Conferences & Meetings <i>HRA; NorCal HR; MMANC; PELRA</i>	1,925	2,310	2,500	2,100	2,000	(100)	(4.8)%
60013	Auto Expense	415	161	300	400	300	(100)	(25.0)%
61001	Personnel Recruitments	2,915	2,117	4,000	4,000	4,000	—	0.0%
61002	Training <i>Citywide and Safety Committee</i>	1,795	745	2,000	3,000	2,000	(1,000)	(33.3)%
61004	Employee Programs <i>Annual Recognition Event</i>	1,479	2,176	4,000	2,500	4,000	1,500	60.0%
<b>Total Supplies &amp; Services</b>		<b>8,990</b>	<b>7,509</b>	<b>13,400</b>	<b>12,198</b>	<b>12,900</b>	<b>702</b>	<b>5.8%</b>
<b>Contractual</b>								
71010	Professional Consulting Services <i>Special Services</i>	49,972	31,573	26,000	26,000	30,000	4,000	15.4%
<b>Total Contractual</b>		<b>49,972</b>	<b>31,573</b>	<b>26,000</b>	<b>26,000</b>	<b>30,000</b>	<b>4,000</b>	<b>15.4%</b>
<b>Total Supplies, Services &amp; Contractual</b>		<b>58,962</b>	<b>39,082</b>	<b>39,400</b>	<b>38,198</b>	<b>42,900</b>	<b>4,702</b>	<b>12.3%</b>
<b>Total Human Resources</b>		<b>233,098</b>	<b>227,145</b>	<b>258,061</b>	<b>222,612</b>	<b>118,400</b>	<b>(104,212)</b>	<b>(46.8)%</b>

**DEPARTMENT**                      **CITY MANAGER / CITY CLERK**

**DIVISION:**                      **FINANCE**

**FUNCTION:**                      **GENERAL GOVERNMENT**

**FUNDING SOURCE:**              **GENERAL FUND (#11)**

**DIVISION DESCRIPTION**

The Finance Division is responsible for paying the Town's bills, maintaining and reconciling accounts, payroll, financial reporting, responding within one business day to vendor and employee inquiries and maintaining related records.

The City Manager is responsible for oversight of the Finance Division and also two non-departmental activities: General Services, which includes all insurance for the Town, utility bill payments and miscellaneous expenditures that are of a general nature; and Debt Service for the 2015 Certificates of Participation Town Hall Renovation Project. Each of these activities has detailed budget pages.

**STAFFING**

The Finance Division is staffed by two Accounting Technicians (1.8 FTE). The supervisory duties of the Finance Division are performed by the Administrative Services Director.

**ACCOMPLISHMENTS/GOALS**

During FY 2017-18, the Finance Division:

- Was instrumental in the Town receiving a clean audit for FY 2016-17.
- Received the Excellence in Budgeting Award from the California Society of Municipal Finance Officers (CSMFO) for the seventh time and the Distinguished Budget Award from the Government Finance Officers Association (GFOA) for the seventh time, for the FY 2017-18 Adopted Budget.
- Implemented new budget software.
- Completion of an updated OPEB Actuarial Study (Retiree Medical & Dental).
- Expanded the use of OpenGov platform, implemented the use of Budget Book Builder module.

For FY 2018-19, the Finance Division goals include:

- Coordinating an updated Five Year Capital Improvement Plan.
- Coordinating a review of agency liabilities and long term financial impacts.
- Automating business license collection and administration.
- Evaluation of audit services for the period ending June 30, 2019.

## BUDGET HIGHLIGHTS

The FY 2018-19 Budget is \$19,000 (3.5%) less than the FY 2017-18 Estimated Actual. Major driving of the change is attributable to a \$44,000 reduction in consulting services. This is offset by increase of \$15,000 in departmental salaries, wages and benefit cost. The increase is resulted from salary increases from meritorious performance and the last two cost of living adjustment and from pension and other retirement cost.

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Accounts Payable checks issued	1,976	2,095	2,200	2,275
Federal 1099s issued for vendor payments	51	53	55	55
Payroll checks / direct deposits processed and issued	1,419	1,460	1,487	1,480
Annual payroll W-2s issued	73	75	77	75

## EXPENDITURE DETAIL

FINANCE (150)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Salaries &amp; Wages</b>							
51002 Full-time Staff <i>Accounting Technician (1.8 FTE)</i>	72,906	146,149	157,850	155,147	166,500	11,353	7.3%
51003 Part-time Staff	63,551	593	—	—	—	—	n/a
51004 Comp Time	419	1,853	500	2,160	1,500	(660)	(30.6)%
51008 Vacation/Sick/Comp Time Payoff	626	1,396	—	—	—	—	n/a
51009 Deferred Compensation	1,150	1,200	1,200	1,200	1,200	—	0.0%
<b>Total Salaries &amp; Wages</b>	<b>138,652</b>	<b>151,191</b>	<b>159,550</b>	<b>158,507</b>	<b>169,200</b>	<b>10,693</b>	<b>6.7%</b>

## EXPENDITURE DETAIL

				[a]	[b]	[b]-[a]	[b]/[a]-1
FINANCE (150)	2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
	Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Benefits</b>							
52001 PERS Misc. Employees	23,831	25,425	29,290	29,545	31,300	1,755	5.9%
52007 Health	20,436	21,125	21,840	22,227	20,700	(1,527)	(6.9)%
52008 Dental	4,517	4,517	4,720	4,889	4,300	(589)	(12.0)%
52009 Life Insurance	132	132	150	153	300	147	96.1%
52011 Vision	588	602	650	664	1,000	336	50.6%
52014 Social Security Employer	8,558	9,287	9,900	9,826	10,600	774	7.9%
52015 Medicare Employer	2,001	2,172	2,320	2,298	2,500	202	8.8%
52017 Retirees Health	—	36,708	54,914	54,910	57,500	2,590	4.7%
52108 Retirees Dental	—	2,220	3,506	3,510	3,700	190	5.4%
<b>Total Benefits</b>	<b>60,063</b>	<b>102,188</b>	<b>127,290</b>	<b>128,022</b>	<b>131,900</b>	<b>3,878</b>	<b>3.0%</b>
<b>Total Salaries, Wages, &amp; Benefits</b>	<b>198,715</b>	<b>253,379</b>	<b>286,840</b>	<b>286,529</b>	<b>301,100</b>	<b>14,571</b>	<b>5.1%</b>
<b>Supplies &amp; Services</b>							
60004 Computer Expenses & Services	22,189	29,736	42,030	42,030	44,000	1,970	4.7%
<i>Eden Finance; OpenGov Budget / Transparency Software; Stepford</i>							
60005 Special Dept. Expense	451	480	750	750	750	—	0.0%
<i>Budget award application fees; Disability access payments to the State</i>							
60008 Dues & Publications	155	265	300	300	300	—	0.0%
<i>CA Municipal Treasurers Assn; CA Society of Municipal Finance</i>							
60010 Conferences & Meetings	173	1,045	2,000	2,000	4,000	2,000	100.0%
<i>CA Municipal Treasurers Assn; CA Society of Municipal Finance</i>							
61002 Training	—	—	—	—	2,500	2,500	n/a
61003 Tuition Reimbursement	1,000	1,000	—	—	—	—	n/a
<b>Total Supplies &amp; Services</b>	<b>23,968</b>	<b>32,526</b>	<b>45,080</b>	<b>45,080</b>	<b>51,550</b>	<b>6,470</b>	<b>14.4%</b>
<b>Contractual</b>							
70010 Auditing Cardroom	42,571	42,864	46,500	46,500	46,500	—	0.0%
71001 Auditing - General	29,168	33,500	33,300	33,500	38,300	4,800	14.3%
71010 Professional Consulting Services	82,837	76,231	87,100	111,500	67,100	(44,400)	(39.8)%
<b>Total Contractual</b>	<b>154,576</b>	<b>152,595</b>	<b>166,900</b>	<b>191,500</b>	<b>151,900</b>	<b>(39,600)</b>	<b>(20.7)%</b>
<b>Total Supplies, Services &amp; Contractual</b>	<b>178,544</b>	<b>185,121</b>	<b>211,980</b>	<b>236,580</b>	<b>203,450</b>	<b>(33,130)</b>	<b>(14.0)%</b>
<b>Total Finance</b>	<b>377,259</b>	<b>438,500</b>	<b>498,820</b>	<b>523,109</b>	<b>504,550</b>	<b>(18,559)</b>	<b>(3.5)%</b>



DEPARTMENT CITY MANAGER / CITY CLERK

DIVISION: FINANCE

ACTIVITY: GENERAL SERVICES

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND (#11)

### ACTIVITY DESCRIPTION

The General Services budget includes expenditures shared by all departments, such as the telephone system, cellular telephones, utilities and insurance. This Activity also includes the cost of funding Townwide communications support (basic cable television) for residents.

### STAFFING

The Administrative Services Director is responsible for General Services. This Activity has no staff.

### BUDGET HIGHLIGHTS

The FY 2018-19 Budget is \$107,000 (10.8%) greater than the FY 2017-18 Estimated Actual. The top three contributors are increase in liability insurance (\$56,000), utility cost (\$18,000) and computer support (\$11,000).

### EXPENDITURE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
GENERAL SERVICES (11-151)		2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
		Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Supplies &amp; Services</b>								
60004	Computer Expenses & Services <i>New software purchases; Printer, ink cartridges, Stepford support services, Stepford additional services as required</i>	70,357	79,658	90,000	85,000	96,000	11,000	12.9%
60005	Special Dept. Expense <i>Community Outreach; Interior Plant Maintenance; First Aid Supplies; Drought Mitigation</i>	4,278	2,963	4,000	3,500	4,000	500	14.3%
60011	Communications <i>Cell Phone Charges; Internet; Emergency Satellite Phones</i>	30,055	28,519	30,000	30,000	35,000	5,000	16.7%
60012	Utilities <i>PG&amp;E; Cal Water; Daly City Water</i>	48,012	46,612	65,000	50,000	68,250	18,250	36.5%
60014	Office Equipment Rental <i>Postage and Folding Machines; Copier Admin</i>	18,292	19,711	25,000	25,000	25,000	—	0.0%
60033	Safety Grant Programs	7,869	5,943	13,000	7,000	8,000	1,000	14.3%
<b>Total Supplies &amp; Services</b>		<b>178,863</b>	<b>183,406</b>	<b>227,000</b>	<b>200,500</b>	<b>236,250</b>	<b>35,750</b>	<b>17.8%</b>

## EXPENDITURE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
GENERAL SERVICES (11-151)		2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
		Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Contractual</b>								
70010	Professional Consulting Services <i>Managed Health Network (MHN); Section 125 Flex Plan</i>	3,283	2,690	3,350	3,350	3,350	—	0.0%
71031	Grants <i>Chamber of Commerce</i>	45,000	40,000	40,000	30,000	40,000	10,000	33.3%
71034	Citywide Communication Support <i>Bulk Cable Service</i>	144,687	160,813	165,000	161,000	168,600	7,600	4.7%
74001	Liability Insurance <i>PLAN JPA - Liability, Property, Public Official Bonds; (EIA) Workers' Comp Advance Pay; Driver Alliant- Earthquake and Flood</i>	504,006	513,235	602,100	547,000	602,500	55,500	10.1%
74004	Claims Litigation	73,362	7,934	50,000	52,000	50,000	(2,000)	(3.8)%
<b>Total Contractual</b>		<b>770,338</b>	<b>724,672</b>	<b>860,450</b>	<b>793,350</b>	<b>864,450</b>	<b>71,100</b>	<b>9.0%</b>
<b>Total Supplies, Services &amp; Contractual</b>		<b>949,201</b>	<b>908,078</b>	<b>1,087,450</b>	<b>993,850</b>	<b>1,100,700</b>	<b>106,850</b>	<b>10.8%</b>
<b>Total General Services</b>		<b>949,201</b>	<b>908,078</b>	<b>1,087,450</b>	<b>993,850</b>	<b>1,100,700</b>	<b>106,850</b>	<b>10.8%</b>

**DEPARTMENT:** CITY MANAGER / CITY CLERK

**DIVISION:** FINANCE

**ACTIVITY:** DEBT SERVICE  
CERTIFICATES OF PARTICIPATION

**FUNCTION:** GENERAL GOVERNMENT

**FUNDING SOURCE:** DEBT SERVICE FUND (#43)

**ACTIVITY DESCRIPTION**

This Activity shows the budget and expenditures for Certificates of Participation (COP). The debt represents collateralized lease payments and is not a form of bonded debt.

The financing documents require the City Council to appropriate the annual lease payments as part of the Operating Budget. The Debt Service Fund will receive a Transfer of resources from the General Fund to cover the expenses. The Finance Division is responsible for the transfer of funds to the Trustee to make timely payments on principal and interest.

**BUDGET HIGHLIGHTS**

In FY 2014-15, the City Council established a Town Hall Renovation project budget of \$13 million. In September, 2015 the Town completed the 2015 COP Financing, which will fund a portion of the project. The principal amount issued was \$5.3 million and the amount deposited into the project fund for construction was \$5,102,500 (principal net of the cost of issuance). The first payment was made in 2016 and the final scheduled payment will be made in April, 2045. In FY 2015-16, one-time costs of issuance were incurred. FY 2018-19 costs reflect the scheduled debt service and Trustee administrative fees.

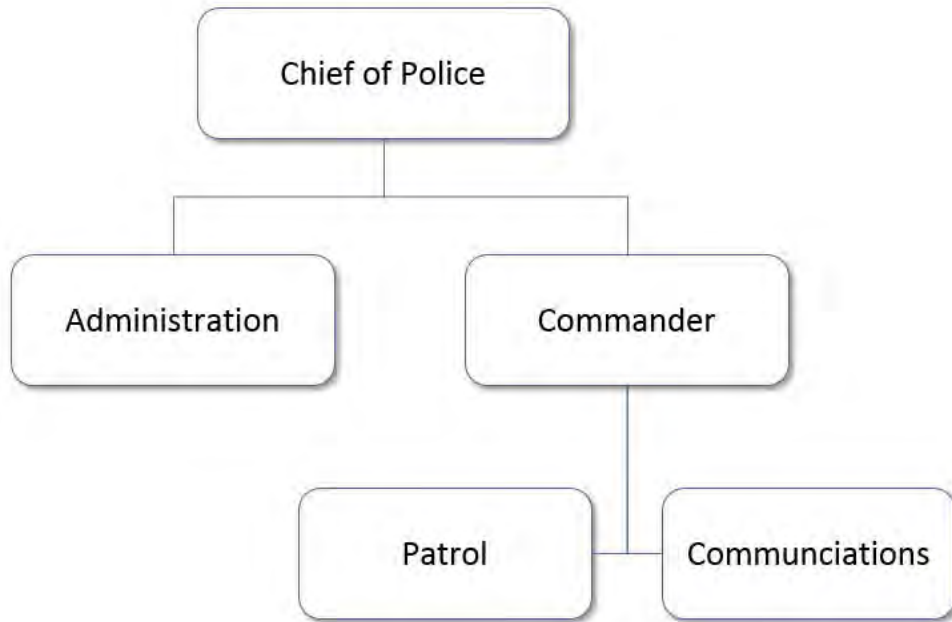
**EXPENDITURE DETAIL**

				[a]	[b]	[b]-[a]	[b]/[a]-1
DEBT SERVICE - COP (43-620)	2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
	Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Contractual</b>							
71010 Prof. Consulting Services - Trustee	145,290	3,400	3,600	3,400	3,600	200	5.9%
75001 Debt Principal	180,000	110,000	110,000	110,000	115,000	5,000	4.5%
75002 Debt Interest	114,087	185,669	183,470	185,670	181,269	(4,401)	(2.4)%
<b>Total Contractual</b>	<b>439,377</b>	<b>299,069</b>	<b>297,070</b>	<b>299,070</b>	<b>299,869</b>	<b>799</b>	<b>0.3%</b>
<b>Total Contractual</b>	<b>439,377</b>	<b>299,069</b>	<b>297,070</b>	<b>299,070</b>	<b>299,869</b>	<b>799</b>	<b>0.3%</b>
<b>Total COP Debt Service</b>	<b>439,377</b>	<b>299,069</b>	<b>297,070</b>	<b>299,070</b>	<b>299,869</b>	<b>799</b>	<b>0.3%</b>



# Police

# Police Department



**DEPARTMENT**                      **POLICE**

**DIVISION:**                      **PUBLIC SAFETY**

**FUNDING SOURCE:**            **GENERAL FUND AND STATE OF CALIFORNIA  
SUPPLEMENTAL LAW ENFORCEMENT SERVICES  
FUND (SLESF)**

**DEPARTMENT DESCRIPTION**

The Police Department consists of the following divisions:

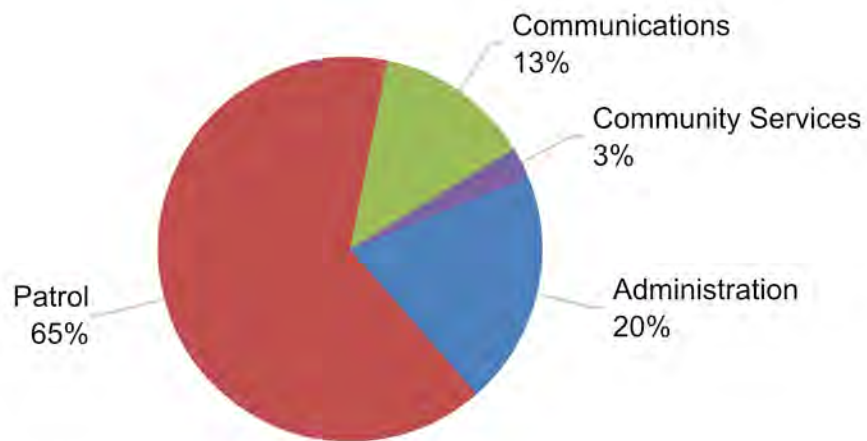
- Administration
- Communication
- Patrol
- Community Services

The Department is primarily supported by the General Fund, with the exception of the Community Services Officer (CSO) position which is funded by a SLESF grant from the State of California.

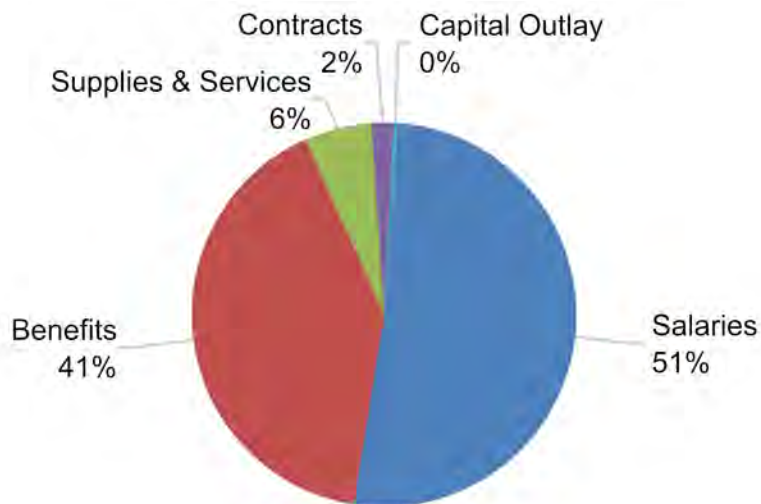
There are a total of 33 positions in the Department, one Executive Assistant, 21 sworn, nine dispatchers (4.2 FTE) and two Community Service Officers (1.5 FTE).

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
210	ADMINISTRATION	742,700	621,800	98,720	84,928	1,700	1,549,848
220	PATROL	2,702,300	2,169,290	194,080	—	22,000	5,087,670
230	COMMUNICATIONS	486,800	337,300	149,450	62,000	1,000	1,036,550
240	COMMUNITY SVCS	122,100	82,100	4,600			208,800
<b>TOTAL EXPENDITURES</b>		<b>4,053,900</b>	<b>3,210,490</b>	<b>446,850</b>	<b>146,928</b>	<b>24,700</b>	<b>7,882,868</b>

### Police Divisions



### Police Categories





**DEPARTMENT** POLICE  
**DIVISION:** POLICE ADMINISTRATION  
**FUNCTION:** PUBLIC SAFETY  
**FUNDING SOURCE:** GENERAL FUND (#11)

### **DIVISION DESCRIPTION**

Police Administration provides the planning, direction and oversight control of the Department.

### **STAFFING**

The staffing for this Division includes the Police Chief, a Detective Sergeant, a Detective and an Administrative Technician III.



### **ACCOMPLISHMENTS/GOALS**

During FY 2017-18, the Division:

- Addressed parking issues in Sterling Park residential neighborhood and implemented new parking requirements.
- Presented the Chiefs Award to nominated employee.
- Hosted Inner Perspectives for eighth year
- Participated in several youth events such as Dr. Suess reading day and Pizza with our youth at Rec Center.
- Participated in Emergency Operation Center exercises for Town Staff in partnership with Office of Emergency Services.
- Posted safety tips and important information on social media platforms.
- Implemented Reserve Police Officer Program.

During FY 2018-19, the Division will:

- Participate and host National Night Out in partnership with Target.
- Continue to collaborate with Recreation Division for youth involvement.
- Continue to host Inner Perspectives, a countywide leadership course for front line law enforcement.
- Participate in Countywide Office of Emergency Services exercises.
- Continue community outreach and educate the public regarding SMC Alert

## BUDGET HIGHLIGHTS

The FY 2018-19 Budget is \$197,000 (14.6%) more than the FY 2017-18 Estimated Actual. The primary factors are in the Salaries, Wages and Benefits categories.

- \$30,000 increase in salaries and benefits in accordance with the negotiated MOU
- \$63,000 increase is related to pension and other retirement benefit costs
- One-time accrued leave payout of \$89,000 as a result of retirement
- Restoration of overtime and comp-time to FY 2017-18 budget (\$18,000). Overtime and comp-time budget has a level of contingency budget to allow the department flexibility to complete and meet the required job obligations.

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Internal Commendations	15	12	15	15
Training Hours	1,949	1,725	1,600	1,600
Community Events	74	96	80	74

## EXPENDITURE DETAIL

POLICE ADMINISTRATION (11-210)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1	
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%	
<b>Salaries &amp; Wages</b>								
51002 Full-time Staff <i>Chief of Police; Detective Sergeant; Detective Officer; Executive Assistance</i>	506,704	538,305	571,140	557,409	585,300	27,891	5.0%	
51004 Comp Time	6,296	7,402	7,500	7,500	10,000	2,500	33.3%	
51005 Overtime	18,355	8,606	30,000	15,000	30,000	15,000	100.0%	
51007 Holiday	11,914	13,732	13,420	14,712	13,400	(1,312)	(8.9)%	
51008 Vacation/ Sick/ Comp Time payoff	3,973	7,081	10,000	4,190	99,200	95,010	2,267.5%	
51009 Deferred Compensation	4,825	4,800	4,800	4,800	4,800	—	0.0%	
<b>Total Salaries &amp; Wages</b>	<b>552,067</b>	<b>579,926</b>	<b>636,860</b>	<b>603,611</b>	<b>742,700</b>	<b>139,089</b>	<b>23.0%</b>	

## EXPENDITURE DETAIL

				[a]	[b]	[b]-[a]	[b]/[a]-1
POLICE ADMINISTRATION (11-210)	2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
	Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Benefits</b>							
52001 PERS Misc. Employees	16,076	16,723	18,660	18,310	31,000	12,690	69.3%
52002 PERS Safety	149,908	165,853	184,030	180,374	226,500	46,126	25.6%
52007 Health	92,223	111,762	117,010	103,044	91,900	(11,144)	(10.8)%
52008 Dental	6,775	9,034	10,120	9,788	9,600	(188)	(1.9)%
52009 Life Insurance	198	264	310	306	600	294	96.1%
52011 Vision	882	1,205	1,410	1,319	2,100	781	59.2%
52012 Health Club	892	987	1,700	1,700	1,700	—	0.0%
52013 Uniform Allowance	2,640	1,499	3,080	4,254	3,100	(1,154)	(27.1)%
52014 Social Security Employer	28,844	29,623	34,180	29,469	29,800	331	1.1%
52015 Medicare Employer	7,558	8,352	9,030	8,585	10,300	1,715	20.0%
52017 Retirees Health	—	134,424	198,700	198,700	202,300	3,600	1.8%
52018 Retirees Dental	—	8,124	12,684	12,680	12,900	220	1.7%
<b>Total Benefits</b>	<b>305,996</b>	<b>487,850</b>	<b>590,914</b>	<b>568,529</b>	<b>621,800</b>	<b>53,271</b>	<b>9.4%</b>
<b>Total Salaries, Wages &amp; Benefits</b>							
	<b>858,063</b>	<b>1,067,776</b>	<b>1,227,774</b>	<b>1,172,140</b>	<b>1,364,500</b>	<b>192,360</b>	<b>16.4%</b>
<b>SUPPLIES &amp; SERVICES</b>							
60003 Postage	1,590	1,518	2,000	1,600	2,000	400	25.0%
60004 Computer Supplies	621	21,423	22,600	20,000	22,600	2,600	13.0%
60005 Special Dept. Expense	7,614	8,432	8,000	8,000	8,000	—	0.0%
60008 Dues & Publications	5,585	3,596	5,000	5,000	5,000	—	0.0%
60010 Conferences & Meetings	1,855	2,304	3,000	2,600	3,000	400	15.4%
60011 Communications	6,243	6,247	6,500	6,500	6,500	—	0.0%
60013 Auto Expense	—	—	—	—	—	—	n/a
60025 Fleet Replacement	80,000	—	15,120	15,120	15,120	—	0.0%
61002 Training	2,561	3,074	3,200	5,500	4,000	(1,500)	(27.3)%
61003 Tuition Reimbursement	—	—	1,000	—	1,000	1,000	n/a
61005 Inner Perspectives	8,936	10,261	10,000	13,919	12,000	(1,919)	(13.8)%
63002 Investigations	23,572	13,126	17,500	17,500	17,500	—	0.0%
63005 Property and Evidence	2,810	1,271	2,000	5,000	2,000	(3,000)	(60.0)%
<b>Total Supplies &amp; Services</b>	<b>141,387</b>	<b>71,252</b>	<b>95,920</b>	<b>100,739</b>	<b>98,720</b>	<b>(2,019)</b>	<b>(2.0)%</b>

## EXPENDITURE DETAIL

				[a]	[b]	[b]-[a]	[b]/[a]-1
POLICE ADMINISTRATION (11-210)	2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
	Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Contractual</b>							
71011 Countywide Services Contracts <i>Narcotics Task Force; Crime Lab; First Chance; Animal Control; Office of Emergency Services</i>	59,125	72,963	79,500	79,500	84,928	5,428	6.8%
<b>Total Contractual</b>	<b>59,125</b>	<b>72,963</b>	<b>79,500</b>	<b>79,500</b>	<b>84,928</b>	<b>5,428</b>	<b>6.8%</b>
<b>Total Supplies, Services &amp; Contractual</b>	<b>200,512</b>	<b>144,215</b>	<b>175,420</b>	<b>180,239</b>	<b>183,648</b>	<b>3,409</b>	<b>1.9%</b>
<b>Capital Outlay</b>							
80001 Equipment Purchase <i>Miscellaneous Detective Equipment/Safety Equipment</i>	—	—	1,000	—	1,000	1,000	n/a
80200 Furniture	—	—	700	—	700	700	n/a
<b>Total Capital Outlay</b>	<b>—</b>	<b>—</b>	<b>1,700</b>	<b>—</b>	<b>1,700</b>	<b>1,700</b>	<b>n/a</b>
<b>Total Capital Outlay</b>	<b>—</b>	<b>—</b>	<b>1,700</b>	<b>—</b>	<b>1,700</b>	<b>1,700</b>	<b>n/a</b>
<b>Total Police Administration</b>	<b>1,058,575</b>	<b>1,211,991</b>	<b>1,404,894</b>	<b>1,352,379</b>	<b>1,549,848</b>	<b>197,469</b>	<b>14.6%</b>

**DEPARTMENT** POLICE  
**DIVISION:** POLICE PATROL  
**FUNCTION:** PUBLIC SAFETY  
**FUNDING SOURCE:** GENERAL FUND (#11) AND PUBLIC SAFETY GRANT (#27)

### **DIVISION DESCRIPTION**

Police Patrol provides front-line uniform response to calls for police services. Police Patrol addresses neighborhood quality-of-life issues, and responds to all security-related service needs of the community including: threats to life and property, enforcement of traffic laws and investigation of crimes against persons and property.



### **STAFFING**

The Division's personnel include a Police Commander, four Police Sergeants and 11 Police Officers. As staffing allows, one officer is assigned to a motorcycle on a part-time basis, and officers work a variety of other ancillary assignments including SWAT, San Mateo County Gang Task Force, Bicycle Patrol and STEP (Saturation Traffic Enforcement Program).

### **ACCOMPLISHMENTS/GOALS**

During FY 2017-18, the Division:

- Trained four members in Crisis Intervention.
- Participated in a minimum of four community events per officer.
- Identified and trained one SWAT officer.
- Developed staff and prepared officers for upcoming sergeants test.
- Participated in monthly traffic safety STEP program.
- Conducted two Disaster Preparedness Trainings including "Are you Ready".
- One sergeant graduated from (SLI) Supervisory Leadership Institute.
- Hosted Active Shooter Training for community members.
- Hired two Reserve Police Officers to supplement patrol.

During FY 2018-19, the Division will:

- Train personnel in Crisis Intervention.
- Continue to address quality-of- life issues related to Town's residential neighborhood and business communities.
- Participate in a minimum of four community events per officer.
- Prepare officers for promotional opportunities.
- Continue to train personnel in Crisis Intervention.
- Participate in monthly traffic safety STEP program.
- Continue to participate in Emergency Preparedness Training.

## BUDGET HIGHLIGHTS

The FY 2018-19 Budget is \$574,000 (12.7%) more than the FY 2017-18 Estimated Actual. The primary factors are in the Salaries, Wages and Benefits categories.

- \$301,000 increase in salaries and benefits in accordance with the negotiated MOU
- \$133,000 increase is related to pension and other retirement benefit costs
- Addition of two part-time Reserve Officers at 0.22 FTE with one-time training and on-boarding cost, totaling \$70,200
- One-time accrued leave payout of \$67,000 as a result of retirement
- Restoration of overtime and comp-time to FY 2017-18 budget (\$69,000). Overtime and comp-time budget has a level of contingency budget to allow the department flexibility to complete and meet the required job obligations.

The Police Patrol expenditures continue to include a \$30,000 Public Safety Grant which will be used for specialized intervention training and homeless outreach services. The remainder of this Division is funded by the General Fund.

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Residential Patrols	2,311	2,204	2,400	2,500
Business Checks	988	816	900	900
Gang Task Force Hours	510	528	540	550

## EXPENDITURE DETAIL

POLICE PATROL (11-220)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1	
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%	
<b>Salaries &amp; Wages</b>								
51002 Full-time Staff <i>Commander; Police Sergeants (4.0 FTE); Police Officers (11.0 FTE)</i>	1,644,842	1,780,696	2,029,510	1,897,868	2,167,900	270,032	14.2%	
51003 Part-time Staff	—	—	—	—	63,300	63,300	n/a	
51004 Comp Time	33,127	33,928	45,000	35,000	45,000	10,000	28.6%	
51005 Overtime	134,345	155,408	225,000	166,080	225,000	58,920	35.5%	
51005 Overtime (Fund 29)	3,542	3,459	—	—	—	—	n/a	
51006 Workers Compensation, Disability & 4850	77,084	36,885	—	40,000	—	(40,000)	(100.0)%	
51007 Holiday	93,394	100,677	92,750	106,006	103,500	(2,506)	(2.4)%	
51008 Vacation/ Sick/ Comp Time payoff	45,715	30,946	20,000	20,000	78,400	58,400	292.0%	
51009 Deferred Compensation	14,950	16,050	18,000	17,700	19,200	1,500	8.5%	
51020 Cash in-Lieu	1,500	—	—	—	—	—	n/a	
<b>Total Salaries &amp; Wages</b>	<b>2,048,499</b>	<b>2,158,049</b>	<b>2,430,260</b>	<b>2,282,654</b>	<b>2,702,300</b>	<b>419,646</b>	<b>18.4%</b>	

## EXPENDITURE DETAIL

				[a]	[b]	[b]-[a]	[b]/[a]-1
POLICE PATROL (11-220)	2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
	Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>BENEFITS</b>							
52005 PERS Safety	607,436	663,648	754,050	730,916	817,400	86,484	11.8%
52006 Unemployment	6,750	—	—	—	—	—	n/a
52007 Health	300,415	296,624	301,410	323,140	318,400	(4,740)	(1.5)%
52008 Dental	38,957	35,005	39,400	38,774	34,300	(4,474)	(11.5)%
52009 Life Insurance	1,100	1,018	1,160	1,214	2,400	1,186	97.7%
52011 Vision	4,978	4,669	5,440	5,245	8,300	3,055	58.2%
52012 Health Club	1,366	1,943	3,390	3,390	3,390	—	0.0%
52013 Uniform Allowance	13,127	7,431	16,400	22,451	18,500	(3,951)	(17.6)%
52014 Social Security Employer	111,633	119,964	139,810	121,250	129,400	8,150	6.7%
52015 Medicare Employer	29,009	30,689	35,220	32,738	38,800	6,062	18.5%
52017 Retirees Health	—	472,824	706,068	706,070	749,400	43,330	6.1%
52018 Retirees Dental	—	28,596	45,068	45,070	47,800	2,730	6.1%
52019 Retirement Savings Account	—	309	—	1,236	1,200	(36)	(2.9)%
<b>Total Benefits</b>	<b>1,114,771</b>	<b>1,662,720</b>	<b>2,047,416</b>	<b>2,031,494</b>	<b>2,169,290</b>	<b>137,796</b>	<b>6.8%</b>
<b>Total Salaries, Wages &amp; Benefits</b>	<b>3,163,270</b>	<b>3,820,769</b>	<b>4,477,676</b>	<b>4,314,148</b>	<b>4,871,590</b>	<b>557,442</b>	<b>12.9%</b>
<b>Supplies &amp; Services</b>							
60005 Special Dept. Expense <i>Cell phones; evidence; safety equipment; video equipment; film; range supplies; fire arms related supplies; miscellaneous supplies</i>	16,492	28,808	19,000	19,000	24,000	5,000	26.3%
60005 Special Dept. Expense <i>(Fund 27) New Police grant / realignment</i>	—	—	10,000	10,000	10,000	—	0.0%
60008 Dues & Publications <i>PESA; Juv Ofc; CPOA; TMA; Official magazines/books, business cards</i>	1,681	1,097	1,000	1,000	1,000	—	0.0%
60010 Conferences & Meetings <i>State &amp; local meetings/ conference, seminars, etc</i>	222	518	700	600	700	100	16.7%
60013 Auto Expense <i>Fuel, tires, vehicle repairs, vehicle equipment, car wash, towing</i>	54,691	64,289	64,000	64,000	65,000	1,000	1.6%
60025 Fleet replacement	333,885	—	37,380	37,380	37,380	—	0.0%
61002 Training <i>POST &amp; non-POST training, special enforcement, terrorism training</i>	13,359	11,938	25,000	15,000	25,000	10,000	66.7%
61002 Training <i>(Fund 27) New police grant / realignment</i>	—	—	20,000	20,000	20,000	—	0.0%
63001 Booking <i>Booking fees, citation processing</i>	12,680	2,827	12,500	11,000	9,000	(2,000)	(18.2)%
63002 Investigations <i>Travel, sketches, equipment rental for patrol-related investigations, code enforcement</i>	1,096	211	2,000	1,000	2,000	1,000	100.0%
<b>Total Supplies &amp; Services</b>	<b>434,106</b>	<b>109,688</b>	<b>191,580</b>	<b>178,980</b>	<b>194,080</b>	<b>15,100</b>	<b>8.4%</b>
<b>Total Supplies &amp; Services</b>	<b>434,106</b>	<b>109,688</b>	<b>191,580</b>	<b>178,980</b>	<b>194,080</b>	<b>15,100</b>	<b>8.4%</b>

## EXPENDITURE DETAIL

				[a]	[b]	[b]-[a]	[b]/[a]-1
POLICE PATROL (11-220)	2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
	Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Capital Outlay</b>							
80001 Equipment Purchase <i>Weapon replacement/purchase, large tools and patrol equipment</i>	33,544	14,658	23,000	21,000	22,000	1,000	4.8%
80001 Equipment Purchase (Fund 29) <i>Radar Trailer</i>	22,536	—	—	—	—	—	n/a
80002 Automobile Purchase	50,966	—	—	—	—	—	n/a
<b>Total Capital Outlay</b>	<b>107,046</b>	<b>14,658</b>	<b>23,000</b>	<b>21,000</b>	<b>22,000</b>	<b>1,000</b>	<b>4.8%</b>
<b>Total Capital Outlay</b>	<b>107,046</b>	<b>14,658</b>	<b>23,000</b>	<b>21,000</b>	<b>22,000</b>	<b>1,000</b>	<b>4.8%</b>
<b>Total Police Patrol</b>	<b>3,704,422</b>	<b>3,945,115</b>	<b>4,692,256</b>	<b>4,514,128</b>	<b>5,087,670</b>	<b>573,542</b>	<b>12.7%</b>



**DEPARTMENT** POLICE

**DIVISION:** POLICE COMMUNICATIONS

**FUNCTION:** PUBLIC SAFETY

**FUNDING SOURCE:** GENERAL FUND (#11)

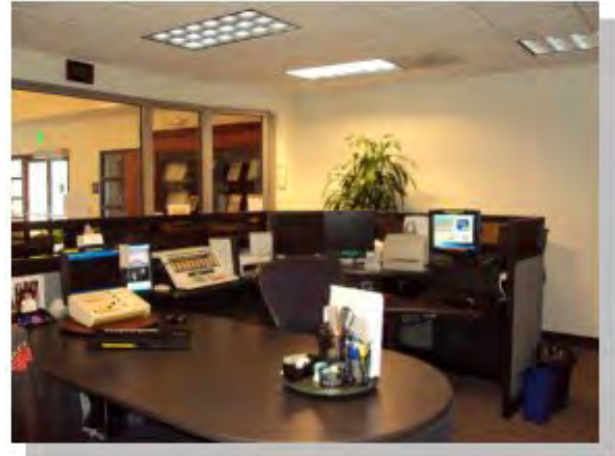
**DIVISION DESCRIPTION**

Police Communications handles the clerical and record-keeping duties of the Department and citizen-initiated calls for service.

**STAFFING**

The positions in this Division are one Dispatch Records Supervisor, three Dispatchers and Per Diem Dispatchers (equivalent to 0.2 FTE).

**ACCOMPLISHMENTS/GOALS**



During FY 2017-18, the Division:

- Honored one dispatcher for receiving Dispatcher of the Year award.
- Successfully completed Department of Justice audit.
- Participated in four or more community events.
- Completed monthly DOJ validations.
- Attended Records Supervisor Seminar and RIMS Conference.

During FY 2018-19, the Division will:

- Identify backup Dispatcher to manage Evidence/Property room.
- Continue to participate in four community events.
- Cross train dispatchers for succession.

**BUDGET HIGHLIGHTS**

The FY 2018-19 is \$43,000 (4.4%) more than FY 2017-18 Estimated Actual. Estimated 80 percent of the change is attributed to the impact of one of its full-time dispatchers going on extended leave for four months (\$35,000). Additional \$10,000 from negotiated compensation increase and another \$10,000 from changes in health and other benefit cost.

In FY 2017-18, the Division experienced a staffing change resulting in a change in pension formula and reduced the pension and other retirement benefit costs by \$13,000.

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Successful Audits Completed	3	1	2	2
Warrants Entered	356	551	350	350

## EXPENDITURE DETAIL

POLICE COMMUNICATIONS (11-230)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Salaries &amp; Wages</b>							
51002 Full-time Staff <i>Dispatch Supervisor; Full-time Dispatcher (3.0 FTE)</i>	325,160	367,116	387,900	387,900	396,900	9,000	2.3%
51003 Part-time Staff <i>Per Diem Dispatcher (0.2 FTE)</i>	4,124	6,588	9,020	9,020	9,000	(20)	(0.2)%
51004 Comp Time	8,619	4,581	6,500	6,500	6,500	—	0.0%
51005 Overtime	17,769	19,047	24,000	24,460	32,000	7,540	30.8%
51006 Workers Comp, Disability & 4850	—	—	—	—	27,000		
51008 Vacation/Sick/Comp Time Payoff	7,544	1,015	500	500	500	—	0.0%
51009 Deferred Compensation	4,500	2,700	4,800	4,800	4,800	—	0.0%
51019 CAD Administrator Incentive Pay	6,957	9,865	10,090	10,090	10,100	10	0.1%
51020 Cash in-Lieu of Medical Insurance	—	250	—	—	—	—	n/a
<b>Total Salaries &amp; Wages</b>	<b>374,673</b>	<b>411,162</b>	<b>442,810</b>	<b>443,270</b>	<b>486,800</b>	<b>43,530</b>	<b>9.8%</b>
<b>Benefits</b>							
52001 PERS Misc. Employees	63,475	64,157	71,390	71,390	56,000	(15,390)	(21.6)%
52007 Health	85,248	72,069	82,720	75,561	76,200	639	0.8%
52008 Dental	8,469	9,034	9,440	9,598	15,000	5,402	56.3%
52009 Life Insurance	242	259	300	300	1,000	700	233.3%
52011 Vision	1,101	1,230	1,300	1,300	3,600	2,300	176.9%
52013 Uniform Allowance	2,613	1,292	3,100	2,976	3,100	124	4.2%
52014 Social Security Employer	22,100	25,523	28,050	28,050	28,900	850	3.0%
52015 Medicare Employer	5,441	5,969	6,560	6,175	6,900	725	11.7%
52017 Retirees Health	—	95,640	134,952	134,950	137,200	2,250	1.7%
52018 Retirees Dental	—	5,784	8,622	8,620	8,800	180	2.1%
52019 Retirement Health Savings	—	—	—	583	600	17	2.9%
<b>Total Benefits</b>	<b>188,689</b>	<b>280,957</b>	<b>346,434</b>	<b>339,503</b>	<b>337,300</b>	<b>(2,203)</b>	<b>(0.6)%</b>
<b>Total Salaries, Wages &amp; Benefits</b>	<b>563,362</b>	<b>692,119</b>	<b>789,244</b>	<b>782,773</b>	<b>824,100</b>	<b>41,327</b>	<b>5.3%</b>

## EXPENDITURE DETAIL

				[a]	[b]	[b]-[a]	[b]/[a]-1
POLICE COMMUNICATIONS (11-230)	2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
	Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Supplies &amp; Services</b>							
60002 Office Supplies <i>Department wide account; document destruction</i>	7,820	8,304	8,300	8,000	8,300	300	3.8%
60004 Computer Supplies <i>CAD/RMS maintenance</i>	20,237	16,801	25,000	25,000	27,500	2,500	10.0%
60005 Special Dept. Expense <i>Records purge; special department needs; minor equipment repair/replacement</i>	2,954	795	1,200	1,200	2,000	800	66.7%
60008 Dues & Publications <i>Communication Managers, Official Manuals Books</i>	45	285	250	350	250	(100)	(28.6)%
60010 Conferences & Meetings <i>Sun Ridge conference, local meetings and conferences</i>	1,889	2,280	2,000	2,400	2,000	(400)	(16.7)%
60011 Communications <i>Contract cost for SSFPD dispatch services, radio repair/maintenance</i>	105,169	106,301	109,500	107,000	100,000	(7,000)	(6.5)%
61002 Training <i>POST and Non-POST trainings and updates</i>	1,033	5,025	3,200	3,400	3,200	(200)	(5.9)%
<b>Total Supplies &amp; Services</b>	<b>139,147</b>	<b>139,791</b>	<b>149,450</b>	<b>147,350</b>	<b>143,250</b>	<b>(4,100)</b>	<b>(2.8)%</b>
<b>Contractual Services</b>							
11-72003 Equipment Maintenance <i>Message switch; portable radios; copier; TEA (radio console, Lawnet)</i>	55,151	48,799	62,000	56,000	62,000	6,000	10.7%
<b>Total Contractual Services</b>	<b>55,151</b>	<b>48,799</b>	<b>62,000</b>	<b>56,000</b>	<b>62,000</b>	<b>6,000</b>	<b>10.7%</b>
<b>Total Supplies, Services &amp; Contractual</b>	<b>194,298</b>	<b>188,590</b>	<b>211,450</b>	<b>203,350</b>	<b>205,250</b>	<b>1,900</b>	<b>0.9%</b>
<b>Capital Outlay</b>							
11-80001 Equipment Purchase	—	—	500	800	500	(300)	(37.5)%
11-80200 Furniture	1,524	—	500	—	500	500	n/a
<b>Total Capital Outlay</b>	<b>1,524</b>	<b>—</b>	<b>1,000</b>	<b>800</b>	<b>1,000</b>	<b>200</b>	<b>25.0%</b>
<b>Total Capital Outlay</b>	<b>1,524</b>	<b>—</b>	<b>1,000</b>	<b>800</b>	<b>1,000</b>	<b>200</b>	<b>25.0%</b>
<b>Total Police Communication</b>	<b>759,184</b>	<b>880,709</b>	<b>1,001,694</b>	<b>986,923</b>	<b>1,030,350</b>	<b>43,427</b>	<b>4.4%</b>

**DEPARTMENT** POLICE

**DIVISION:** POLICE COMMUNITY SERVICES

**FUNCTION:** PUBLIC SAFETY

**FUNDING SOURCE:** GENERAL FUND (#11) AND STATE OF CALIFORNIA  
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND  
(SLESF) (#29)

### **DIVISION DESCRIPTION**

The Police Community Services Division was referred to in previous budgets as Police Grants, which reflected the primary funding source since FY 2001-02. The state grant fund is the Supplemental Law Enforcement Services Fund (SLESF), which is for front-line personnel services. This division funds a Community Service Officer (CSO) and specific training costs.

### **STAFFING**

The Division consists of 1.48 CSO.



### **ACCOMPLISHMENTS/GOALS**

During FY 2017-18, the Division:

- Addressed parking and other quality of life issues in the Town's residential neighborhoods.
- Participated in four community events including National Night Out.
- Hired one part-time CSO to help supplement parking enforcement.
- Received evidence and property management training

During FY 2018-19, the Division will:

- Assist Planning Department with code enforcement.
- Manage Property/Evidence room.
- Participate in four community events.
- Conduct Live Scan fingerprinting.
- Continue car seat safety inspections/installations
- Manage radar/message board.

## BUDGET HIGHLIGHTS

The FY 2018-19 Budget is \$49,000 (30.9%) more than the FY 2017-18 Estimated Actual. The addition of one part-time Community Services Officer (CSO, 0.48 FTE) has a \$36,100 impact on the division budget. The rise in pension and other retirement benefit cost adds \$12,000 to the budget.

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Live Scan Fingerprinting	310	406	310	310
Car Seats Installed	15	7	10	10

## EXPENDITURE DETAIL

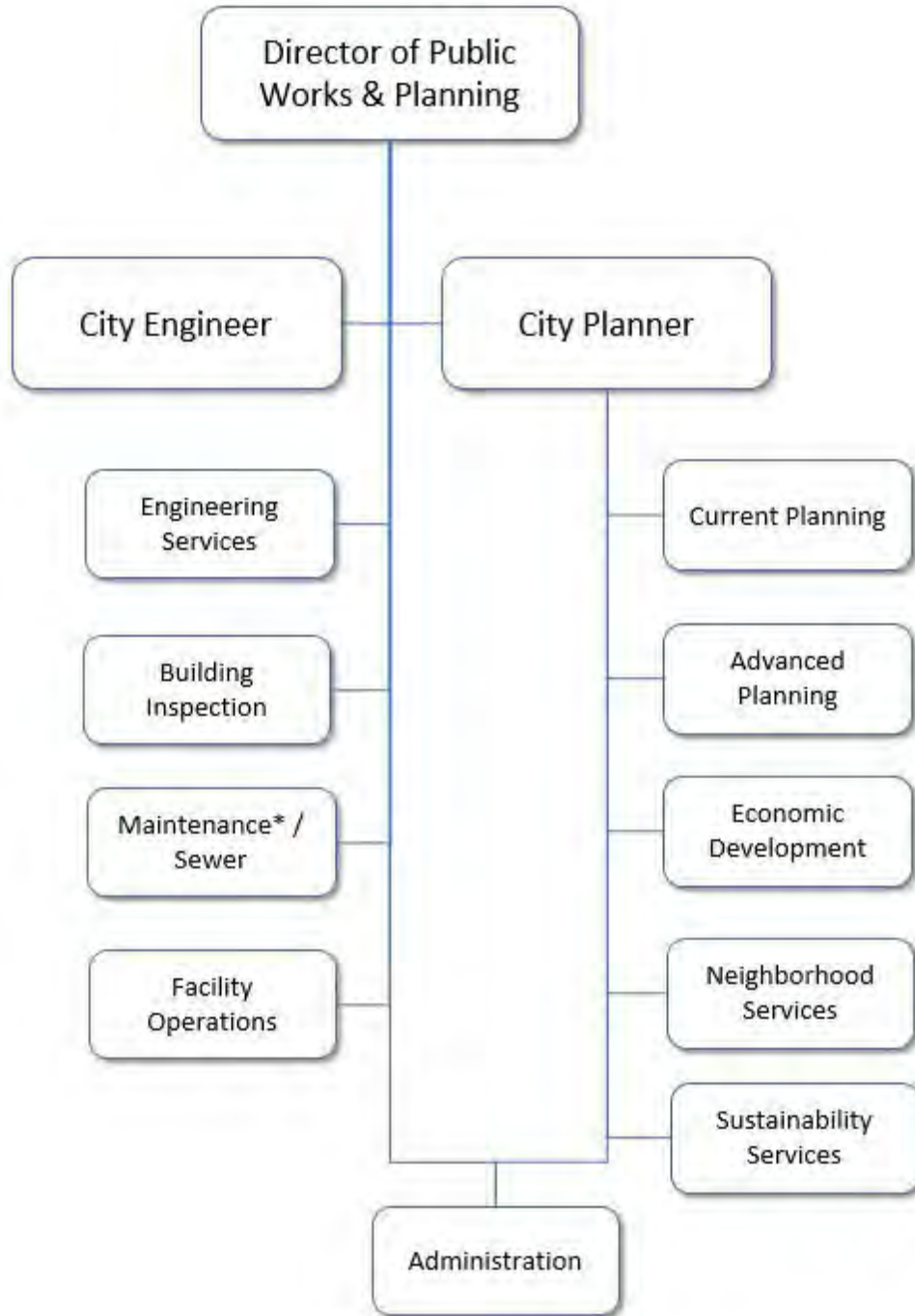
POLICE COMMUNITY SERVICES (29-240)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Salaries &amp; Wages</b>							
51002 Full-time Staff	37,974	66,451	82,520	82,520	85,400	2,880	3.5%
51003 Part-time Staff	—	—	—	—	33,500	33,500	n/a
51004 Comp Time	—	57	500	500	500	—	0.0%
51005 Overtime	—	1,441	1,500	1,500	1,500	—	0.0%
51009 Deferred Compensation	850	1,000	1,200	1,100	1,200	100	9.1%
<b>Total Salaries &amp; Wages</b>	<b>38,824</b>	<b>68,949</b>	<b>85,720</b>	<b>85,620</b>	<b>122,100</b>	<b>36,480</b>	<b>42.6%</b>
<b>Benefits</b>							
52001 PERS Misc. Employees	11,545	13,372	16,620	16,620	27,400	10,780	64.9%
52007 Health	7,802	10,638	12,730	12,730	11,000	(1,730)	(13.6)%
52008 Dental	2,258	2,258	2,360	2,447	2,100	(347)	(14.2)%
52009 Life Insurance	66	66	80	77	100	23	29.9%
52011 Vision	294	301	330	331	500	169	51.1%
52014 Social Security Employer	2,977	4,194	5,320	4,645	7,800	3,155	67.9%
52015 Medicare Employer	696	981	1,250	1,086	1,800	714	65.7%
52017 Retirees Health (Fund 11)	—	19,572	28,708	28,710	29,500	790	2.8%
52018 Retirees Dental (Fund 11)	—	1,188	1,838	1,840	1,900	60	3.3%
<b>Total Benefits</b>	<b>25,638</b>	<b>52,570</b>	<b>69,236</b>	<b>68,486</b>	<b>82,100</b>	<b>13,614</b>	<b>19.9%</b>
<b>Total Salaries, Wages &amp; Benefits</b>	<b>64,462</b>	<b>121,519</b>	<b>154,956</b>	<b>154,106</b>	<b>204,200</b>	<b>50,094</b>	<b>32.5%</b>

## EXPENDITURE DETAIL

POLICE COMMUNITY SERVICES (29-240)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>SUPPLIES &amp; SERVICES</b>							
60005 Special Dept. Expense <i>CSO Supplies and equipment</i>	1,736	1,161	1,700	1,600	1,700	100	6.3%
60013 Auto Expense <i>Fuel; minor vehicle repair; vehicle equipment</i>	744	1,516	1,900	1,500	1,900	400	26.7%
61002 Training <i>CSO training</i>	110	—	400	2,300	1,000	(1,300)	(56.5)%
66025 Fleet Replacement	39,424	—	—	—	—	—	n/a
<b>Total Supplies &amp; Services</b>	<b>42,014</b>	<b>2,677</b>	<b>4,000</b>	<b>5,400</b>	<b>4,600</b>	<b>(800)</b>	<b>(14.8)%</b>
<b>Total Supplies &amp; Services</b>	<b>42,014</b>	<b>2,677</b>	<b>4,000</b>	<b>5,400</b>	<b>4,600</b>	<b>(800)</b>	<b>(14.8)%</b>
<b>Total Police Community Services</b>	<b>106,476</b>	<b>124,196</b>	<b>158,956</b>	<b>159,506</b>	<b>208,800</b>	<b>49,294</b>	<b>30.9%</b>

# **Public Works & Planning**

# Public Works & Planning Department



\* City Manager has oversight over Public Works Maintenance Division, which by nature is part of the Public Works Department.



**DEPARTMENT PUBLIC WORKS & PLANNING**

**DIVISION: PUBLIC WORKS & PLANNING**

**FUNDING SOURCE: GENERAL FUND**

**DEPARTMENT DESCRIPTION**

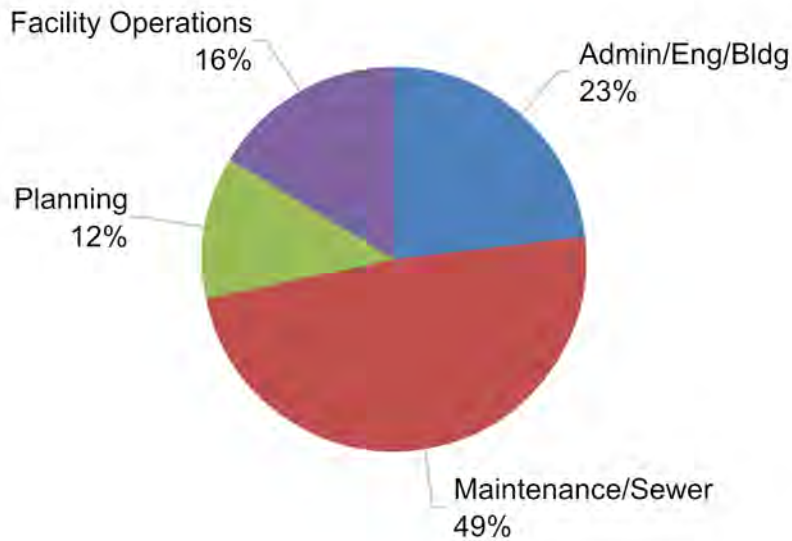
The Public Works & Planning Department consists of the following Divisions: Administration / Engineering / Building, Maintenance / Sewer (which includes contracts for landscape services) and Planning.

Contract technical professionals as well as three Town employees provide Public Works and Planning services. Department responsibilities include development and implementation of the Town's Five-Year Capital Improvement Program (CIP); administration and implementation of solid waste recycling and National Pollutant Discharge Elimination System (NPDES) regulations; administration of private land development and building permits; maintenance of all Town-owned facilities and infrastructure; current and advanced planning; and neighborhood and sustainability services.

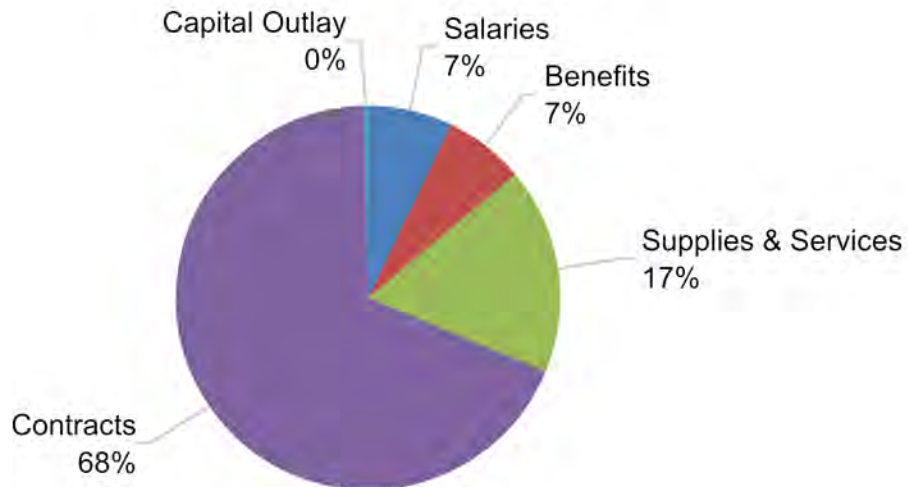
The Department continues to address traffic and transportation issues; identify and develop future capital improvement projects; improve maintenance and land development services; address the needs of other Town departments as they relate to Public Works and Planning; administer local, state, and federal regulations; administer grants and applications; and maintain the overall operation of the Department.

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
310	ADMIN/ENG/BLDG			12,200	980,000		992,200
320	MAINTENANCE/SEWER	304,700	290,400	36,420	1,440,650	15,000	2,087,170
410	PLANNING				515,950		515,950
800's	FACILITY OPERATIONS			699,800			699,800
<b>TOTAL EXPENDITURES</b>		<b>304,700</b>	<b>290,400</b>	<b>748,420</b>	<b>2,936,600</b>	<b>15,000</b>	<b>4,295,120</b>

### Public Works & Planning Divisions



### Public Works & Planning Categories



**DEPARTMENT** PUBLIC WORKS & PLANNING  
**DIVISION:** ADMINISTRATION / ENGINEERING / BUILDING  
**FUNCTION:** PUBLIC WORKS  
**FUNDING SOURCE:** GENERAL FUND (#11)

### **DIVISION DESCRIPTION**

The Division consists of the following functions: Public Works Administration, Engineering and Building. Contract professionals provide the staffing for the day-to-day duties, the five-year Capital Improvement Program (CIP); the County wide Storm Water NPDES permitting and maintenance program; annual sewer service maintenance and charges; solid waste, recycling and sustainability programs; sanitary sewer system maintenance and reporting requirements; right of way infrastructure, Geographical Information System (GIS) upkeep and other daily and annual service activities. The Division assists the Public Works Maintenance and Planning Divisions and the Town's Police and



Recreation Departments in their current and future infrastructure and facility needs. The Division provides comprehensive engineering, building inspection and CASp (Certified Access Specialist) inspection and consulting services; processes building, grading and encroachment permits; and provides plan review and inspection services for land development projects. These activities are partially fee supported.

### **STAFFING**

The Public Works Director leads the Division which is comprised of contracted staff.

### **ACCOMPLISHMENTS/GOALS**

During FY 2017-18, the Division:

- With the \$250,000 of Grant Funding, Staff is continuing to oversee the development of the Town's Systemic Safety Analysis Report Program (SSARP).
- Re-Applied for and was awarded funding to install a fast charge and level 2 vehicle charging stations at the renovated Town Hall Facility.
- Interviewed and selected a HVAC maintenance contractor to service the various Town facilities.
- Continued to work with our franchise waste hauler to provide assistance to the residential and commercial communities on various sustainability endeavors such as water and energy conservation, recycling and solid waste.
- Continued work on the Geographical Information System (GIS) and mapping of the city trees town wide.
- Represented the Town at local and regional meetings regarding: County Storm Water committee meetings, Colma Creek Advisory and Technical Advisory Committee (TAC) meetings, Cal BIG - building inspector association, CALBO - building official association, Public Works local and

national meetings and conferences (APWA), City and County Engineers and League of California Cities meetings and events.

- Continued work on the Trash Load Reduction Plan and Green Infrastructure plan per the Storm Water Municipal Regional Permit (MRP).
- Continued work on the Town Hall Renovation Project.
- Awarded Contract and provided assistance and oversight for the Serramonte/Collins Master Plan.
- Awarded contract to install new Access Control system for the New Town Hall and Police Station facilities.

For FY 2018-19, the Division will:

- Start the design work for the Mission Road Improvement project (partially funded through the Transportation Livable Communities (TLC) grant)
- Will oversee the design and public outreach for the Mission Road Pedestrian and Bicycle Improvement Project.
- Oversee the completion of the Capital project for the Town's access control system and manage the new security systems for the Recreation, Community Center and Museum facilities.
- Establish new Five-Year Capital Improvement Program.
- Continue work in sustainable programs, including the introduction of the Municipal Regional Permit Green Infrastructure goals and mandates to meet the States 2019 program goals and the Towns diversion goals.
- Continue our residential and commercial outreach regarding economical practices that can enhance sustainability and economic growth, while striving to meet our Climate Action Plans goals.
- Represented the Town at local and regional meetings regarding: County Storm Water committee meetings, Colma Creek Advisory and TAC meetings, Cal BIG, CALBO, APWA local and national meetings and conferences, City and County Engineers and League of California Cities meetings and events.
- Complete and move into the new Town Hall facility.
- Manage the Town wide Systemic Safety Study, funded through the SSARP grant funds.
- Strive to secure grant funding for the various Town transportation projects.
- Manage the Serramonte/Collins Master Plan study.
- Establish outreach events (2 to 3 times a year each) for the Auto retailers, Cemeteries, and retailers.
- Follow up on the residential sanitary sewer insurance program for residents.
- Review and consider the benefits of a Street light lighting District and taking over the Colma lighting District.
- Review the current Sanitary Sewer Contracts with City of South San Francisco (SSF) and North San Mateo County Sanitation District (NSMCSD), consider the benefits of establishing an enterprise fund for the Towns Sanitary Sewer Systems.
- Establish an equipment/appliance replacement fund.

## **BUDGET HIGHLIGHTS**

In FY 2017-18, the Town experienced an increase workload in the oversight of NPDES storm water mandates, updating the MRP requirement, site development, encroachment permit review and inspection and inflationary adjustment. This resulted in additional spending in FY 2017-18 by \$62,500 in General Engineering contract services. It is anticipated that FY 2018-19 will continue to be busy but will be less busy compared to FY 2017-18, resulting in a budget reduction of \$25,500.

Building activities, in FY 2017-18, was also more than anticipated, resulting in a projected spending to be \$13,000 more than budget. Workload should continue to increase in FY 2018-19 with new developments underway, resulting in a modest \$2,000 increase in the FY 2018-19 Budget from the FY 2017-18 Estimated Actual.

Overall, FY 2018-19 Budget is \$36,000 (3.8%) less than the FY 2017-18 Estimated Actual. The FY 2018-19 Budget includes 3 months of administrative support (\$35,000) as the Town recruit, hire, and transition front counter coverage to the Full-Time Administrative Technician budgeted in the City Manager's Budget. The current contracted Administrative Technician is shared between Building (50%), Planning (25%) and Engineering (25%).

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Processing permit applications and first review of plans within fifteen working days	100%	100%	100%	100%
Average number of working days to process a permit Plan Check	10	10	15	15

## EXPENDITURE DETAIL

ADMIN./ ENGINEERING (11-310)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Supplies &amp; Services</b>							
60001 Public Notices	389	777	1,000	1,000	1,500	500	50.0%
60005 Special Dept. Expense	5,469	2,401	6,000	5,000	6,000	1,000	20.0%
60008 Dues & Publications <i>Purchase current building code; membership building Class A</i>	149	129	2,200	2,200	1,700	(500)	(22.7)%
60010 Conferences & Meetings <i>National Pollutant Discharge Elimination System; Countywide Engineers Meeting</i>	1,192	10	2,500	2,000	3,000	1,000	50.0%
<b>Total Supplies &amp; Services</b>	<b>7,199</b>	<b>3,317</b>	<b>11,700</b>	<b>10,200</b>	<b>12,200</b>	<b>2,000</b>	<b>19.6%</b>
<b>Contractual Services</b>							
71005 General Engineering Services <i>Engineering Staff Augmentation; Department Administration</i>	621,745	762,444	693,000	693,000	730,000	37,000	5.3%
71006 Building/Inspector Services <i>Building staff augmentation; Admin/permit counter services</i>	136,003	205,993	175,000	188,000	190,000	2,000	1.1%
71010 Consulting Services <i>Engineering design and plan review; records management consultant</i>	104,092	33,174	80,000	65,000	60,000	(5,000)	(7.7)%
<b>Total Contractual Services</b>	<b>861,840</b>	<b>1,001,611</b>	<b>948,000</b>	<b>946,000</b>	<b>980,000</b>	<b>34,000</b>	<b>3.6%</b>
<b>Total Supplies, Services &amp; Contractual</b>	<b>869,039</b>	<b>1,004,928</b>	<b>959,700</b>	<b>956,200</b>	<b>992,200</b>	<b>36,000</b>	<b>3.8%</b>
<b>Total Admin/Engineering</b>	<b>869,039</b>	<b>1,004,928</b>	<b>959,700</b>	<b>956,200</b>	<b>992,200</b>	<b>36,000</b>	<b>3.8%</b>

**DEPARTMENT** PUBLIC WORKS & PLANNING

**DIVISION:** ADMINISTRATION MAINTENANCE / SEWER

**FUNCTION:** PUBLIC WORKS

**FUNDING SOURCE:** GENERAL FUND (#11) AND GAS TAX FUND (#21)

### **DIVISION DESCRIPTION**

The Public Works Maintenance/Sewer Division is responsible for the upkeep and maintenance of public streets, sidewalks, traffic signals, street lights, storm water systems and public facilities. The Division also manages roadway weed and litter control and graffiti abatement; participates in the National Pollutant Discharge Elimination System (NPDES) Storm Water Program; and are the first responders to sanitary sewer overflows. The Division also manages the landscape, facility janitorial and HVAC maintenance contracts.

### **STAFFING**

The Division is composed of one Maintenance Supervisor and two Maintenance Technicians, overseen by the Director of Public Works & Planning.



### **ACCOMPLISHMENTS/GOALS**

During FY 2017-18, the Division:

- Annual survey and documenting the integrity of the Town's sidewalk and roadways.
- Inventoried the interior finishes and appliances at the various units at Creekside Villas.
- Continue upgrading the various street signs, meeting the State standards.
- Continue to meet the State Boards Municipal Regional Permit's goals by reducing trash and debris in the water ways, maintaining trash management areas throughout the various commercial districts, and start incorporating new green infrastructure into everyday practices.
- Continued participation in the various Countywide Storm Water Programs, inclusive of Integrated Pest Management (IPM), trash management and the Municipal Maintenance Sub-committee.
- Continue mentoring to elevate the roles and responsibilities of the Maintenance Technicians.
- Aggressively work with staff and landscape contractor to conserve water use.
- Inspection of commercial facilities regarding Operation and maintenance of storm water facilities and FOG (Fats, Oil and Grease) compliance, annual commercial storm water inspection.
- Inspected and certified all Town-owned backflow devices.
- Inspect and certify all Town-owned backflow devices.
- Survey and tag Town owned trees with in the facilities and Right-of-Way (ROW).
- Street sweep all residential streets once a month and commercial streets along with El Camino Real (State route 82) twice a month.

For FY 2018-19, the Division goals include:

- Mentor and elevate the roles and responsibilities of the Maintenance Technicians.
- Continue incorporating new green infrastructure practices into day to day activities.
- Strive to meet the State Boards Municipal Regional Permit's goals by reducing trash and debris in the Right of ways and water ways, maintaining designated trash management areas throughout the various commercial districts.
- Incorporating new public works ticketing system to prioritize projects
- Perform preventative maintenance of equipment and appliances in Town facilities.
- Inspect and certify all Town-owned backflow devices.
- Oversee enhancements and minor repairs at the various Town facilities. Continue work in maintaining tree programs. Continue work on upgrading all Town street signage to meet State standards.
- Complete tree tagging of the Town trees and log into Geographic Information System. Perform minor construction and painting projects, as needed.

## BUDGET HIGHLIGHTS

The FY 2018-19 Budget is \$62,000 (3.1%) higher than the FY 2017-18 Estimated Actual. The increase is primarily driven by increase in pension and other retirement benefits costs (\$39,000) and increase in sewer treatment cost. Fees for sewer services are collected through the property tax rolls offsetting a portion of the increase.

The funding for the Public Works Maintenance Division in FY 2018-19 comes from the General Fund with the exception of \$25,000 budgeted from the Gas Tax Fund for Traffic Signal and Street Lights maintenance.

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Sweep all the Town's roadways (23 lane miles) at least once per month, commercial areas twice a month	100%	100%	100%	100%
Respond to maintenance calls within one business day	10	10	15	15



## EXPENDITURE DETAIL

				[a]	[b]	[b]-[a]	[b]/[a]-1
MAINTENANCE / SEWER (11-320)	2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Proposed	Change in Budget	
						\$	%
<b>Salaries &amp; Wages</b>							
51002 Full-time Staff <i>Maintenance Supervisor; Maintenance Technician (2.0 FTE)</i>	249,278	268,805	274,940	289,886	290,500	614	0.2%
51004 Comp Time	344	7	600	600	600	—	0.0%
51005 Overtime	3,461	6,567	10,000	10,000	10,000	—	0.0%
51008 Vacation/Sick/Comp Time Payoff	701	2,151	—	—	—	—	n/a
51009 Deferred Compensation	3,600	3,600	3,600	3,750	3,600	(150)	(4.0)%
<b>Total Salaries &amp; Wages</b>	<b>257,384</b>	<b>281,130</b>	<b>289,140</b>	<b>304,236</b>	<b>304,700</b>	<b>464</b>	<b>0.2%</b>
<b>Benefits</b>							
52001 PERS Misc. Employees	45,658	49,107	55,360	55,360	91,400	36,040	65.1%
52007 Health	69,451	72,559	75,300	75,300	63,400	(11,900)	(15.8)%
52008 Dental	6,775	6,775	7,080	7,340	6,400	(940)	(12.8)%
52009 Life Insurance	198	198	230	230	400	170	73.9%
52011 Vision	882	904	980	980	1,600	620	63.3%
52014 Social Security Employer	15,707	17,087	17,930	18,244	18,300	56	0.3%
52015 Medicare Employer	3,673	3,996	4,200	4,267	4,300	33	0.8%
52017 Retirees Health	—	64,932	95,658	95,660	98,300	2,640	2.8%
52018 Retirees Dental	—	3,924	6,112	6,110	6,300	190	3.1%
<b>Total Benefits</b>	<b>142,344</b>	<b>219,482</b>	<b>262,850</b>	<b>263,491</b>	<b>290,400</b>	<b>26,909</b>	<b>10.2%</b>
<b>Total Salaries, Wages &amp; Benefits</b>	<b>399,728</b>	<b>500,612</b>	<b>551,990</b>	<b>567,727</b>	<b>595,100</b>	<b>27,373</b>	<b>4.8%</b>
<b>Supplies &amp; Services</b>							
60005 Special Dept. Expense <i>Building and cleaning supplies; Safety material and attire; Uniform cleaning and upgrades; Building materials, flags, banners, signs.</i>	16,078	10,450	16,000	16,000	16,000	—	0.0%
60010 Conferences & Meetings <i>S.F. Bay Area Maintenance Services Association Workshop; NPDES</i>	10	—	100	200	200	—	0.0%
60025 Vehicle Replacement (ISF)	310,203	—	19,920	19,920	19,920	—	0.0%
61002 Training <i>Required safety seminars</i>	—	425	300	300	300	—	0.0%
<b>Total Supplies &amp; Services</b>	<b>326,291</b>	<b>10,875</b>	<b>36,320</b>	<b>36,420</b>	<b>36,420</b>	<b>—</b>	<b>0.0%</b>



## EXPENDITURE DETAIL

MAINTENANCE / SEWER (11-320)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Contractual</b>							
72003 Equipment Maintenance <i>Fleet maintenance - vehicles and equipment</i>	17,549	15,560	20,000	20,000	20,000	—	0.0%
73001 Landscape Maintenance <i>Roadway; Median islands; Tree trimming; Colma Creek annual cleaning</i>	147,635	121,619	163,000	171,000	171,000	—	0.0%
73002 Streets & Sidewalks <i>Building materials; Roadway; Maintenance/repair materials; Contractor services; ADA</i>	51,543	36,695	100,000	90,000	90,000	—	0.0%
73002 Streets & Sidewalks <i>(Fund 21)</i>	—	39,900	—	—	—	—	n/a
73003 Roadway, Weed & Litter Control <i>Weed abatement Town's right-of-way (ROW); Drain inlet/catch basin protection; Disposal fees; Chemicals; Sprayers</i>	—	1,168	10,000	10,500	10,500	—	0.0%
73004 Street Signs & Pavement Marking <i>Signs; Poles; Anti-Graffiti; Yearly maintenance/repairs; Annual Christmas decorations</i>	34,325	15,711	35,010	45,000	45,000	—	0.0%
73005 Traffic Signals & Street Lights <i>SSF Street Light/Signal Division</i>	25,126	8,735	10,000	10,000	10,000	—	0.0%
73005 Traffic Signals & Street Lights <i>(Fund 21)</i>	17,968	23,248	25,000	25,000	25,000	—	0.0%
73006 Drainage & Flood Control <i>Yearly maintenance; Sandbag supplies; Additional NPDES charges; Additional trash capture devices</i>	22,787	19,534	85,000	85,000	95,000	10,000	11.8%
73007 Sanitary Sewers <i>Sewer fees due NSMCSD &amp; SSF</i>	916,962	814,542	825,000	874,048	899,150	25,102	2.9%
73008 Sewer Operation and Maintenance	23,067	2,088	75,000	75,000	75,000	—	0.0%
<b>Total Contractual</b>	<b>1,256,962</b>	<b>1,098,800</b>	<b>1,348,010</b>	<b>1,405,548</b>	<b>1,440,650</b>	<b>35,102</b>	<b>2.5%</b>
<b>Total Supplies, Services &amp; Contractual</b>	<b>1,583,253</b>	<b>1,109,675</b>	<b>1,384,330</b>	<b>1,441,968</b>	<b>1,477,070</b>	<b>35,102</b>	<b>2.4%</b>
<b>Capital Outlay</b>							
80001 Equipment Purchase <i>Replace/acquire new equipment &amp; tools for ROW work; Building maintenance &amp; construction</i>	5,805	6,559	18,000	15,000	15,000	—	0.0%
<b>Total Capital Outlay</b>	<b>5,805</b>	<b>6,559</b>	<b>18,000</b>	<b>15,000</b>	<b>15,000</b>	<b>—</b>	<b>0.0%</b>
<b>Total Capital Outlay</b>	<b>5,805</b>	<b>6,559</b>	<b>18,000</b>	<b>15,000</b>	<b>15,000</b>	<b>—</b>	<b>—%</b>
<b>Total Maintenance &amp; Sewer</b>	<b>1,988,786</b>	<b>1,616,846</b>	<b>1,954,320</b>	<b>2,024,695</b>	<b>2,087,170</b>	<b>62,475</b>	<b>3.1%</b>

**DEPARTMENT** PUBLIC WORKS & PLANNING  
**DIVISION:** ADMINISTRATION MAINTENANCE / SEWER  
**ACTIVITY:** FACILITY OPERATIONS  
**FUNCTION:** PUBLIC WORKS  
**FUNDING SOURCE:** GENERAL FUND (#11)

**ACTIVITY DESCRIPTION**

The Facility Operations Activity includes non-personnel operating expenses for all Town facilities, such as janitorial and landscape contract services for facilities, water, electricity and pest control.

**BUDGET HIGHLIGHTS**

The FY 2018-19 Budget for Facility Operations is \$111,000 (18.8%) higher than the FY 2017-18 Estimated Actual with a built in five percent (5%) inflationary adjustment and minor repairs budgeted in building maintenance accounts 90012 and 90013. Major changes are within Town Hall (801), Town Annex (802), Sterling Park (803), Museum (804) and Community Center (805) facility operations.

The new Town Hall construction is scheduled for completion July 2018 and the Town Hall and Town Annex facility operations will be consolidated thereafter. This results in the decrease of \$42,000 in Town Annex (802) and increase of \$57,000 in Town Hall (801). The new Town Hall will require additional services, previously not budgeted, including carpet cleaning (\$9,000) and security system (\$1,800).

Security system replacement is planned for Sterling Park (\$11,000), Museum (\$13,000), and Community Center (\$20,000) in FY 2018-19. The new security system will include new camera and other monitoring equipment. In addition to the new security system, the curtains at the Community Center will be replaced (\$15,000) and the exterior will be painted and the deck will be sealed (\$9,000).

FACILITIES SUMMARY (800)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>FACILITY OPERATIONS</b>							
801 Town Hall	50,351	30,234	80,000	47,531	104,550	57,019	120.0%
802 Town Annex	36,668	36,267	24,950	45,150	3,150	(42,000)	(93.0)%
803 Sterling Park	43,975	57,057	69,200	56,100	78,000	21,900	39.0%
804 Museum	21,479	24,220	28,750	32,002	40,720	8,718	27.2%
805 Community Center	87,234	88,232	114,150	117,125	165,150	48,025	41.0%
806 Police Station	118,476	116,415	149,030	150,250	156,130	5,880	3.9%
807 Corporation Yard	17,477	16,292	30,200	30,818	34,340	3,522	11.4%
808 Creekside Villas	76,626	78,951	84,950	92,905	95,300	2,395	2.6%
809 Verano	5,539	5,457	4,750	5,710	5,710	—	0.0%
810 Bark Park	3,900	8,162	9,000	8,800	9,250	450	5.1%
812 Gun Range	1,672	1,726	2,600	2,600	7,500	4,900	188.5%
<b>Activity Total</b>	<b>463,397</b>	<b>463,013</b>	<b>597,580</b>	<b>588,991</b>	<b>699,800</b>	<b>110,809</b>	<b>18.8%</b>

## EXPENDITURE DETAIL



### 801 TOWN HALL

TOWN HALL (801)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget	
						\$	%
<b>FACILITY OPERATIONS</b>							
11-90001 Telephone / Internet Service*	23,221	16,918	20,000	26,500	25,000	(1,500)	(5.7)%
11-90002 Gas and Electricity	4,634	24	15,000	100	15,000	14,900	14,900.0%
11-90003 Water	4,324	1,754	5,000	3,000	7,000	4,000	133.3%
11-90006 Supplies	1,217	1,107	4,800	1,581	14,500	12,919	817.1%
11-90007 Janitorial Services	11,641	10,003	18,500	12,000	21,000	9,000	75.0%
11-90008 Landscaping	4,203	—	7,200	2,000	14,400	12,400	620.0%
11-90009 Pest Control	400	—	600	—	1,350	1,350	n/a
11-90010 Security System	360	—	900	—	1,800	1,800	n/a
11-90011 Heat/Ventilation/Air Conditioning	—	346	500	350	500	150	42.9%
11-90012 Interior Building Repair & Maint.	342	45	3,000	1,000	2,000	1,000	100.0%
11-90013 Exterior Building Repair & Maint.	9	37	4,500	1,000	2,000	1,000	100.0%
<b>Activity Total</b>	<b>50,351</b>	<b>30,234</b>	<b>80,000</b>	<b>47,531</b>	<b>104,550</b>	<b>57,019</b>	<b>120.0%</b>

\* Does not include mobile phone services.



### 802 TOWN ANNEX

TOWN ANNEX (802)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget	
						\$	%
<b>FACILITY OPERATIONS</b>							
11-90002 Gas and Electricity	7,237	6,812	6,000	11,000	1,000	(10,000)	(90.9)%
11-90003 Water	6,650	4,854	3,000	6,500	200	(6,300)	(96.9)%
11-90006 Supplies	1,103	1,056	1,350	1,100	350	(750)	(68.2)%
11-90007 Janitorial Services	8,906	9,376	5,000	10,500	800	(9,700)	(92.4)%
11-90008 Landscaping	9,180	9,354	5,000	9,400	800	(8,600)	(91.5)%
11-90009 Pest Control	2,826	2,936	1,500	2,950	—	(2,950)	(100.0)%
11-90010 Security System	240	490	600	1,000	—	(1,000)	(100.0)%
11-90011 Heat/Ventilation/Air Conditioning	—	346	500	700	—	(700)	(100.0)%
11-90012 Interior Building Repair & Maint.	109	1,043	1,000	1,000	—	(1,000)	(100.0)%
11-90013 Exterior Building Repair & Maint.	417	—	1,000	1,000	—	(1,000)	(100.0)%
<b>Activity Total</b>	<b>36,668</b>	<b>36,267</b>	<b>24,950</b>	<b>45,150</b>	<b>3,150</b>	<b>(42,000)</b>	<b>(93.0)%</b>

## EXPENDITURE DETAIL



### 803 STERLING PARK

STERLING PARK (803)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>FACILITY OPERATIONS</b>							
11-90002 Gas and Electricity	2,088	2,337	3,150	3,150	3,150	—	0.0%
11-90003 Water	4,377	5,421	5,500	5,500	5,800	300	5.5%
11-90006 Supplies	3,242	3,851	10,500	10,500	11,050	550	5.2%
11-90007 Janitorial Services	14,546	15,231	16,300	16,300	17,100	800	4.9%
11-90008 Landscaping	5,628	5,802	6,150	6,150	6,500	350	5.7%
11-90009 Pest Control	—	400	900	900	1,700	800	88.9%
11-90010 Security System	1,486	1,356	2,700	2,700	3,000	300	11.1%
11-90011 Heat/Ventilation/Air Conditioning	739	850	2,200	1,000	2,200	1,200	120.0%
11-90012 Interior Building Repair & Maint.	10,009	9,676	18,800	6,900	24,500	17,600	255.1%
11-90013 Exterior Building Repair & Maint.	1,860	12,133	3,000	3,000	3,000	—	0.0%
<b>Activity Total</b>	<b>43,975</b>	<b>57,057</b>	<b>69,200</b>	<b>56,100</b>	<b>78,000</b>	<b>21,900</b>	<b>39.0%</b>



### 804 MUSEUM

MUSEUM (804)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>FACILITY OPERATIONS</b>							
11-90002 Gas and Electricity	335	356	400	352	400	48	13.6%
11-90003 Water	6,987	7,819	3,500	6,000	4,000	(2,000)	(33.3)%
11-90006 Supplies	486	1,084	1,500	1,500	1,600	100	6.7%
11-90007 Janitorial Services	2,073	2,203	2,400	2,300	2,550	250	10.9%
11-90008 Landscaping	5,654	5,802	6,150	5,850	6,500	650	11.1%
11-90009 Pest Control	—	2,240	1,800	3,000	1,970	(1,030)	(34.3)%
11-90010 Security System	1,720	840	1,750	1,750	3,250	1,500	85.7%
11-90011 Heat/Ventilation/Air Conditioning	1,376	2,685	3,450	3,450	3,450	—	0.0%
11-90012 Interior Building Repair & Maint.	797	972	6,300	6,300	15,000	8,700	138.1%
11-90013 Exterior Building Repair & Maint.	2,051	219	1,500	1,500	2,000	500	33.3%
<b>Activity Total</b>	<b>21,479</b>	<b>24,220</b>	<b>28,750</b>	<b>32,002</b>	<b>40,720</b>	<b>8,718</b>	<b>27.2%</b>

## EXPENDITURE DETAIL



### 805 COMMUNITY CENTER

COMMUNITY CENTER (805)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>FACILITY OPERATIONS</b>							
11-90001 Telephone/Internet Services	—	—	500	500	500	—	0.0%
11-90002 Gas and Electricity	23,151	22,756	24,250	24,250	24,250	—	0.0%
11-90003 Water	3,354	2,746	4,400	4,525	4,650	125	2.8%
11-90006 Supplies	3,845	3,924	17,200	17,200	18,100	900	5.2%
11-90007 Janitorial Services	23,230	24,228	28,050	28,050	29,450	1,400	5.0%
11-90008 Landscaping	5,628	5,802	6,150	5,850	5,850	—	0.0%
11-90009 Pest Control	1,172	1,220	2,500	2,500	3,200	700	28.0%
11-90010 Security System	840	840	3,500	3,500	5,300	1,800	51.4%
11-90011 Heat/Ventilation/Air Conditioning	4,392	5,079	6,600	10,000	10,000	—	0.0%
11-90012 Interior Building Repair & Maint.	18,852	14,840	16,000	15,750	49,850	34,100	216.5%
11-90013 Exterior Building Repair & Maint.	2,770	6,797	5,000	5,000	14,000	9,000	180.0%
<b>Activity Total</b>	<b>87,234</b>	<b>88,232</b>	<b>114,150</b>	<b>117,125</b>	<b>165,150</b>	<b>48,025</b>	<b>41.0%</b>



### 806 POLICE STATION

POLICE STATION (806)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>FACILITY OPERATIONS</b>							
11-90001 Telephone/Internet Services	1,038	—	200	1,800	200	(1,600)	(88.9)%
11-90002 Gas and Electricity	32,076	32,705	38,330	38,300	38,330	30	0.1%
11-90003 Water	7,815	7,231	8,400	8,400	8,400	—	0.0%
11-90006 Supplies	3,291	3,577	6,500	6,500	7,500	1,000	15.4%
11-90007 Janitorial Services	25,695	28,289	27,800	27,800	29,200	1,400	5.0%
11-90008 Landscaping	9,486	9,431	11,000	11,000	11,000	—	0.0%
11-90009 Pest Control	1,017	1,053	1,450	1,450	1,450	—	0.0%
11-90010 Security System	855	1,168	2,000	2,000	2,000	—	0.0%
11-90011 Heat/Ventilation/Air Conditioning	17,689	6,334	10,850	10,500	10,500	—	0.0%
11-90012 Interior Building Repair & Maint.	10,464	19,421	19,500	19,500	29,050	9,550	49.0%
11-90013 Exterior Building Repair & Maint.	9,050	7,206	23,000	23,000	18,500	(4,500)	(19.6)%
11-90014 Miscellaneous Maintenance	2,051	219	1,500	1,500	2,000	500	33.3%
<b>Activity Total</b>	<b>120,527</b>	<b>116,634</b>	<b>150,530</b>	<b>151,750</b>	<b>158,130</b>	<b>6,380</b>	<b>4.2%</b>

## EXPENDITURE DETAIL



### 807 CORPORATION YARD

CORPORATION YARD (807)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget	
						\$	%
<b>FACILITY OPERATIONS</b>							
11-90001 Telephone/Internet Services	212	965	1,400	1,400	1,500	100	7.1%
11-90002 Gas and Electricity	2,784	2,862	3,150	3,150	3,150	—	0.0%
11-90003 Water	1,090	950	1,350	1,968	1,350	(618)	(31.4)%
11-90006 Supplies	657	501	1,000	1,000	1,000	—	0.0%
11-90007 Janitorial Services	8,002	6,253	6,800	6,800	7,150	350	5.1%
11-90008 Landscaping	2,040	2,214	2,400	2,400	2,550	150	6.3%
11-90009 Pest Control	708	787	800	800	840	40	5.0%
11-90011 Heat/Ventilation/Air Conditioning	—	—	300	300	300	—	0.0%
11-90012 Interior Building Repair & Maint.	1,840	907	10,500	10,500	11,500	1,000	9.5%
11-90013 Exterior Building Repair & Maint.	144	853	2,500	2,500	5,000	2,500	100.0%
<b>Activity Total</b>	<b>17,477</b>	<b>16,292</b>	<b>30,200</b>	<b>30,818</b>	<b>34,340</b>	<b>3,522</b>	<b>11.4%</b>



### 808 TOWN OF COLMA CREEKSIDE VILLAS

CREEKSIDE VILLAS (808)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget	
						\$	%
<b>FACILITY OPERATIONS</b>							
11-90002 Gas and Electricity	3,363	3,116	4,200	4,000	4,200	200	5.0%
11-90003 Water	6,240	8,164	6,500	12,405	8,000	(4,405)	(35.5)%
11-90006 Supplies	—	—	200	200	200	—	0.0%
11-90007 Janitorial Services	1,661	1,890	2,100	2,100	2,200	100	4.8%
11-90008 Landscaping	9,180	9,354	10,150	10,150	10,650	500	4.9%
11-90009 Pest Control	1,314	2,456	1,600	3,850	2,400	(1,450)	(37.7)%
11-90010 Security System	1,448	1,529	2,300	2,300	2,400	100	4.3%
11-90011 Heat/Ventilation/Air Conditioning	904	6,320	6,900	6,900	7,250	350	5.1%
11-90012 Interior Building Repair & Maint.	28,080	21,802	20,000	20,000	25,000	5,000	25.0%
11-90013 Exterior Building Repair & Maint.	4,027	5,639	10,000	10,000	15,000	5,000	50.0%
11-90014 Miscellaneous Maintenance	—	—	—	—	—	—	n/a
11-90015 Property Management HOA	20,409	18,681	21,000	21,000	18,000	(3,000)	(14.3)%
<b>Activity Total</b>	<b>76,626</b>	<b>78,951</b>	<b>84,950</b>	<b>92,905</b>	<b>95,300</b>	<b>2,395</b>	<b>2.6%</b>



## EXPENDITURE DETAIL



### 809 VERANO

VERANO (809)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget	
						\$	%
<b>FACILITY OPERATIONS</b>							
11-90012 Interior Building Repair & Maint.	1,566	1,370	1,500	1,500	1,500	—	0.0%
11-90015 Property Management HOA	3,973	4,087	3,250	4,210	4,210	—	0.0%
<b>Activity Total</b>	<b>5,539</b>	<b>5,457</b>	<b>4,750</b>	<b>5,710</b>	<b>5,710</b>	<b>—</b>	<b>0.0%</b>



### 810 BARK PARK

BARK PARK (810)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget	
						\$	%
<b>FACILITY OPERATIONS</b>							
11-90003 Water	660	1,191	1,750	1,750	1,750	—	0.0%
11-90008 Landscaping	3,240	3,414	4,200	4,000	4,400	400	10.0%
11-90009 Pest Control	—	175	550	550	600	50	9.1%
11-90013 Exterior Building Repair & Maint.	—	3,382	2,500	2,500	2,500	—	0.0%
<b>Activity Total</b>	<b>3,900</b>	<b>8,162</b>	<b>9,000</b>	<b>8,800</b>	<b>9,250</b>	<b>450</b>	<b>5.1%</b>

## EXPENDITURE DETAIL



### 812 GUN RANGE

GUN RANGE (812)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a] 2017-18 Estimated	[b] 2018-19 Proposed	[b]-[a] Change in Budget \$	[b]/[a]-1 %
<b>FACILITY OPERATIONS</b>							
11-90006 Supplies <i>Range improvements</i>	98	23	500	500	500	—	0.0%
11-90014 Miscellaneous Maintenance <i>Portosan rental</i>	1,574	1,703	2,100	2,100	7,000	4,900	233.3%
<b>Activity Total</b>	<b>1,672</b>	<b>1,726</b>	<b>2,600</b>	<b>2,600</b>	<b>7,500</b>	<b>4,900</b>	<b>188.5%</b>



**DEPARTMENT** PUBLIC WORKS & PLANNING  
**DIVISION:** PLANNING  
**FUNCTION:** COMMUNITY DEVELOPMENT  
**FUNDING SOURCE:** GENERAL FUND (#11)

## **DIVISION DESCRIPTION**

The Planning Division is responsible for Advanced (long range) Planning, Current Planning (application processing), Climate Action, Economic Development and Neighborhood Services. The Planning staff, in



partnership with other Town staff, residents and the business community, implements the community vision for the physical development of Colma, as described in the General Plan. Specific activities include: preparing planning studies to update policies and regulations in light of changing laws and conditions to ensure Colma continues to

be a desirable community in which to live, work, visit and recreate; coordination with or participation in County and regional planning efforts to represent Colma's interests; reviewing development proposals to ensure high quality and compatible development; reviewing all building permits for compliance with zoning requirements; enforcing codes and promoting property maintenance; and providing public information about planning and development.

## **STAFFING**

Planning services for the Town are provided by contract and are partially supported by application fees. A professional contract staff, including the City Planner, an Assistant Planner, a Sustainability Manager, a Code Enforcement Officer and a Planning Technician, are available to assist the Town on an as-needed basis.

## **ACCOMPLISHMENTS/GOALS**

During FY 2017-18, the Division:

- Prepared policy documents and reports for City Council consideration (Car storage in Cemetery/ Open Space Zone (G-Zone), Paris Climate Resolution, Transient Occupancy Ballot Measure, Cannabis Study Session, Short-term rental study session, Smoking Ordinance Study Session) with the City Attorney.
- Continued work on sections of the General Plan.
- Continued participation in regional meetings (Grand Boulevard Initiative, RICAPS, County Stormwater Committees, Sea Level Rise, Bay Area Planning Directors Association, 21 Elements Housing, LHMP, etc.).
- Processed a record number of staff level and development applications including the 280 Metro Center pole sign, Serra Center façade improvements and Olivet Funeral Home.
- Wrote articles for the Colma Works newsletter.
- Continued work to further the goals of the Climate Action Plan and Local Hazard Mitigation Plan
- Commented on City of Daly City development activities affecting Colma.
- Continued work with property owners to resolve property maintenance issues.

- Verified Town addresses and boundaries for the 2020 Census.

For FY 2018-19, the Division will:

- Coordinate and participate in the Serramonte Boulevard Beautification plan.
- Work with Public Works Staff on El Camion Real Plan.
- Continue the General Plan Update including drafts of Safety Element, Open Space and Conservation Element, and Land Use Element.
- Initiate preparation of the General Plan Environmental Impact Report (EIR).
- Update Consultant On-Call list.
- Consider Local Hazard Mitigation Plan implementation items.
- Continue to monitor legislation and propose ordinance amendments, if required.
- Continue to process development and administrative applications.
- Monitor and review plans, development proposals and environmental documents of surrounding communities and utility companies to assure that the interests of the Town are considered.
- Prepare a Climate Action Plan Assessment Report.
- Participate in staff committees for Tree USA, Business Recognition, Auto working group etc.
- Continue with 2020 Census preparation.

## **BUDGET HIGHLIGHTS**

The FY 2018-19 Budget is \$110,000 (27.2%) higher than the FY 2017-18 Estimated Actual. The Planning Division experienced an increase in planning activities in FY 2017-18, resulting in projected expenditure of \$210,000 in General Planning Services, which is \$53,000 higher than budget. Thirty-five percent (35%) of the activities in General Planning are offset by applicant fees. With the sale of Toys 'R Us site and other potential development applications, Current planning activities are projected to be higher than FY 2017-18, resulting in an increase of \$48,000 in the FY 2018-19 Budget.

Planning, working with the City Attorney, reviews and updates Town ordinances in accordance with changing State legislation. In FY 2017-18, the State passed a housing legislation package that required ordinance amendments, such as changes to accessory dwelling units. The Division anticipates more legislative changes in Fall 2018, which would be effective January 2019. Assuming planning related State mandates will be solely managed by the City Planner, the FY 2018-19 budget for Code Amendment and Legal Mandates is \$91,000, which is \$35,000 more than FY 2017-18 Estimated Actual. This budget also accounts for other special policy reviews including but not limited to cell tower site regulations and a smoking ordinance.

The Town receives \$85,000 franchise fees from Republic Services. A portion of the fee addresses recycling rebate from Republic Services and the Cal Recycling City/County Payment Program (CCPP). This revenue helps support the Town's Sustainability Services incentives.

PERFORMANCE MEASURES	2015-16 Actual	2016-17 Actual	2017-18 Estimated	2018-19 Proposed
Business registrations reviewed	267	255	252	255
Code compliance cases opened (does not include first and second notices)	10	8	5	5
Permits issued administratively: Sign Permit, Temporary Banner Permits, Temporary Use Permits, Administrative Use Permit, Tree Removal Permit and Home Office Permit	15	22	46	35
Permits requiring Council approval: Major Design Review, Variance, Planned Development, Major Use Permit, Parcel Map, Subdivision, Recycler's Permit	4	8	5	5
Percentage of permits completed in compliance with Permit Streamlining Requirements	100%	100%	100%	100%

## EXPENDITURE DETAIL

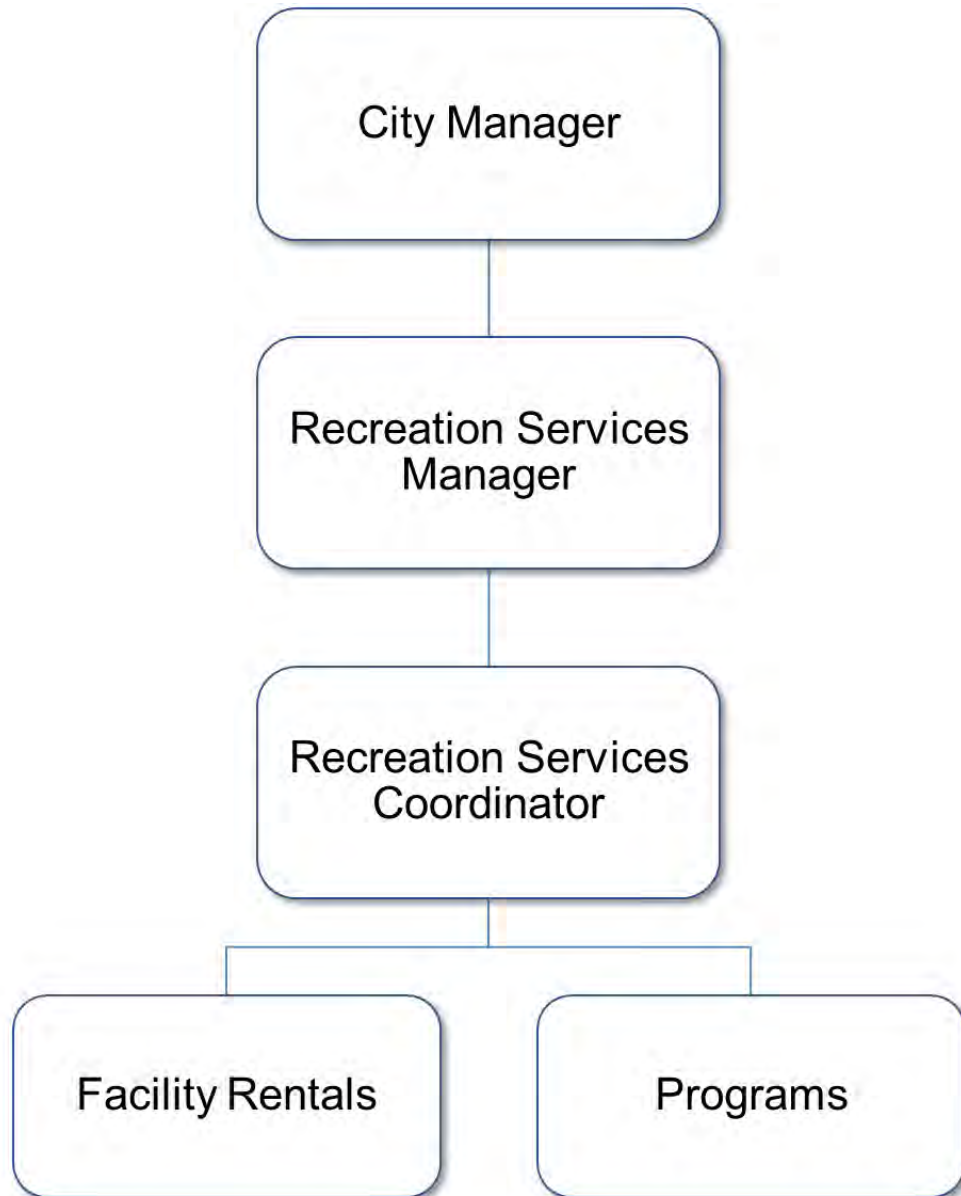
PLANNING (11-410)	2015-16 Actual	2016-17 Actual	2017-18 Amended	[a]	[b]	[b]-[a]	[b]/[a]-1
				2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Contractual</b>							
71007 General Planning Administrative Support <i>Office coverage M-F 8am-5pm; Department administration support; City Council meetings; Leadership Team &amp; other meetings; Budget management &amp; oversight</i>	31,290	34,648	30,000	27,000	39,000	12,000	44.4%
71008 General Planning Services <i>Providing public information; Mandatory commercial recycling; Zoning/Compliance for building permits; Discretionary permit processing; Environmental review - CEQA; Ensure compliance with Mitigation Measures; Business registration program</i>	308,830	251,189	156,740	210,000	258,000	48,000	22.9%
71009 Advance Planning Services <i>Strategic planning; Grand Boulevard Initiative; Assist with Economic Development Plan; Census 2020; 21 Elements Housing meetings; Monitoring Daly City and SSF Development; Serramonte Boulevard Beautification; Consultants and Fish &amp; Game posting fees; Newsletters/Articles; Chamber events; NPDES - New Development Meetings Community Relations; Attendance at regional meetings</i>	34,648	46,113	20,040	43,000	48,500	5,500	12.8%
71012 Neighborhood Services <i>Code enforcement; Neighborhood improvement; Permit compliance; Weed abatement</i>	13,031	26,246	17,860	23,692	24,860	1,168	4.9%

## EXPENDITURE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
PLANNING (11-410)		2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
		Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Contractual (continue)</b>								
71013	Sustainability Services <i>Climate Action Plan implementation; Internal Staff coordination and outreach; Participation in Regionally Integrated Climate Action Planning Suite (RICAPS) program; Business outreach and education; Residential outreach</i>	49,331	50,931	51,780	46,000	55,000	9,000	19.6%
71022	Code Amendments and Legal Mandates <i>Ordinance amendments; Local Hazard Mitigation Plan implementation; General Plan and Housing Element annual report; Legal mandate implementation</i>	74,961	61,673	70,290	56,000	90,590	34,590	61.8%
<b>Total Contractual</b>		<b>512,091</b>	<b>470,800</b>	<b>346,710</b>	<b>405,692</b>	<b>515,950</b>	<b>110,258</b>	<b>27.2%</b>
<b>Total Contractual</b>		<b>512,091</b>	<b>470,800</b>	<b>346,710</b>	<b>405,692</b>	<b>515,950</b>	<b>110,258</b>	<b>27.2%</b>
<b>Total Planning</b>		<b>512,091</b>	<b>470,800</b>	<b>346,710</b>	<b>405,692</b>	<b>515,950</b>	<b>110,258</b>	<b>27.2%</b>

# **Recreation Services**

# Recreation Services Department



**DEPARTMENT** RECREATION SERVICES DEPARTMENT  
**FUNCTION:** RECREATION  
**FUNDING SOURCE:** GENERAL FUND (#11)

### DEPARTMENT DESCRIPTION

The Recreation Services Department provides programs, activities and events for Colma residents of all age groups ranging from infants to seniors at two park facilities: Colma Historical Park & Community Center and Sterling Park. Program elements include: Fitness, Enrichment, Special Events, Cultural Events, Sporting Events, Trips and Community Events. It is the goal of the Recreation Services Department to offer a balanced program ensuring all elements are offered to all age groups throughout the fiscal year.



Recreation program fees are subsidized using a system that provides a greater discount for programs that serve the community versus programs that serve the individual. The policy based system was approved by the City Council in 2011 and the Department has typically recovered 12%-14% of department costs, including the recreation facilities maintenance budgets. In FY2017-18, the Department is projected to recover 12% of department costs, including the recreation facilities maintenance budgets.

The Department has experienced an increase in program participation every year beginning in FY 2012-13. The increase is attributed to more in-house activities and community-based programming, ensuring opportunities for all populations.

The 2014-2016 and 2017-2019 Strategic Plans call for the coordination and implementation of more community-based programming and additional recreation opportunities for the Teen population. Since 2014, the Department has developed the following community-based programs and Teen activities: Halloween House Decorating Contest, HOWL-O-WEEN Pet Parade, Holiday House Decorating Contest, Super Bowl Party, Summer Concert Series, Friday Night Lights, Teen Center hours at Sterling Park, Colma Community Fair and Bike Rodeo, Annual Holiday Tree Lighting, and Dia De Los Muertos Altar.

### STAFFING

The staffing for this Department includes one Recreation Manager, two Recreation Coordinator, eight part-time Facility Attendants (equivalent to 3.5 FTE) and ten part-time Recreation Leaders (equivalent to 4.0 FTE).





## ACCOMPLISHMENTS/GOALS

During FY 2017-18, the Recreation Services Department:

- Coordinated the annual Adult Holiday Event and Town Picnic.
- Developed more community-based and teen programming:
  - Colma Community Fair
  - Annual Holiday Tree Lighting
  - Dia De Los Muertos Altar
- Surpassed the service level (offered more programs and increased participation levels) from FY 2016-17.



For FY 2018-19, the Recreation Services Department will:

- Coordinate the annual Adult Holiday Event.
- Market the community center to the cemeteries to increase after service reception rentals.
- Maintain the same service level (offer same number of programs and meet participation levels) as FY 2017-18.
- Using surveys and workshops, evaluate the interest in offering Citizenship classes.
- Continue to develop and offer more community-based and teen programming including:
  - Community Fair & Bike Rodeo
  - Teen Commission
  - Dia De Los Muertos Event
  - Giant Lantern Festival
  - Cinema in the Cemetery
- Increase overall customer service rating from FY 2017-18.



## BUDGET HIGHLIGHTS

The FY 2018-19 Budget is \$64,000 (6.7%) more than the FY 2017-18 Estimated Actual. Major changes are in Salaries, Wages and Benefit (\$33,000) and Recreation Events (\$15,000) categories.

Recreation Services Coordinator position was added to address the removal of Administrative Services Director's oversight in Recreation, resulting in a net impact of \$18,000 increase. Negotiated employee compensation, including the last two cost of living adjustment and natural pay progression (step increase), added \$18,000 to the Recreation budget. Additionally, the budget for Part-time Staff increased by \$10,000 to assist in the additional recreation programs and events.

The 2017 Holiday Event was over budget by \$3,000 due to increase in event cost and the departments plans to add more entertainment in the 2018 Holiday Event, resulting in an additional increase of \$3,000. Additional community events and teen events in 2018 increases the Community Services and Teen Events budgets by \$5,000 and \$4,000, respectively.

The Budget also includes \$17,000 for purchasing new desks, reconfiguration at the Community Center, new task chairs, and photo booth - resulting in an \$11,000 increase.



## PERFORMANCE MEASURES

Since FY 2013-14, the Recreation Services Department has offered approximately 120 programs with an average of 5,501 residents participating annually.

	Number of Programs Offered	Program Participation
FY 2013-14 Actual	98	5,094
FY 2014-15 Actual	131	5,356
FY 2015-16 Actual	121	5,757
FY 2016-17 Actual	125	5,600
FY 2017-18 Estimated	125	5,700
FY 2018-19 Projected	128	5,800

### Customer Service Overall Rating

In December 2016, the Recreation Services Department conducted its annual survey seeking resident feedback for programs, facilities and customer service. According to survey results, overall resident satisfaction increased slightly in 2016-17.

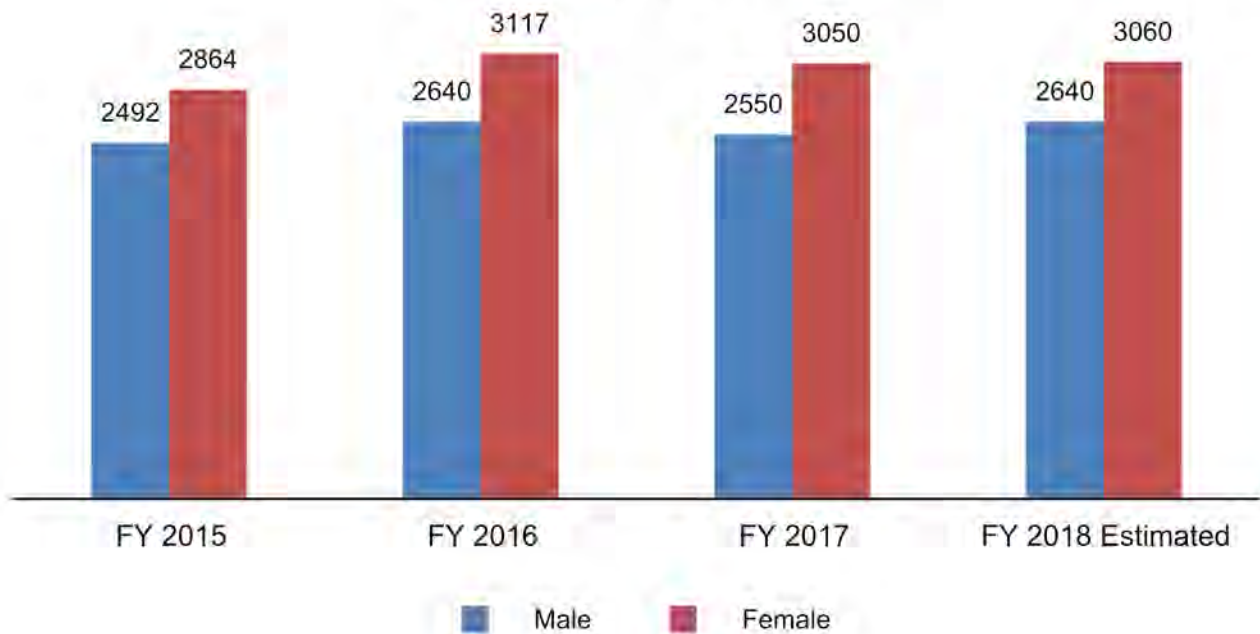
PERFORMANCE MEASURES	FY 2015 -16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Projected
Maintain Annual Customer Service Survey Overall Rating of 9.0 <sup>1</sup> or better	8.6	9.4	9.0	9.5

<sup>1</sup> On a scale of one (poor) to ten (exceed expectations).

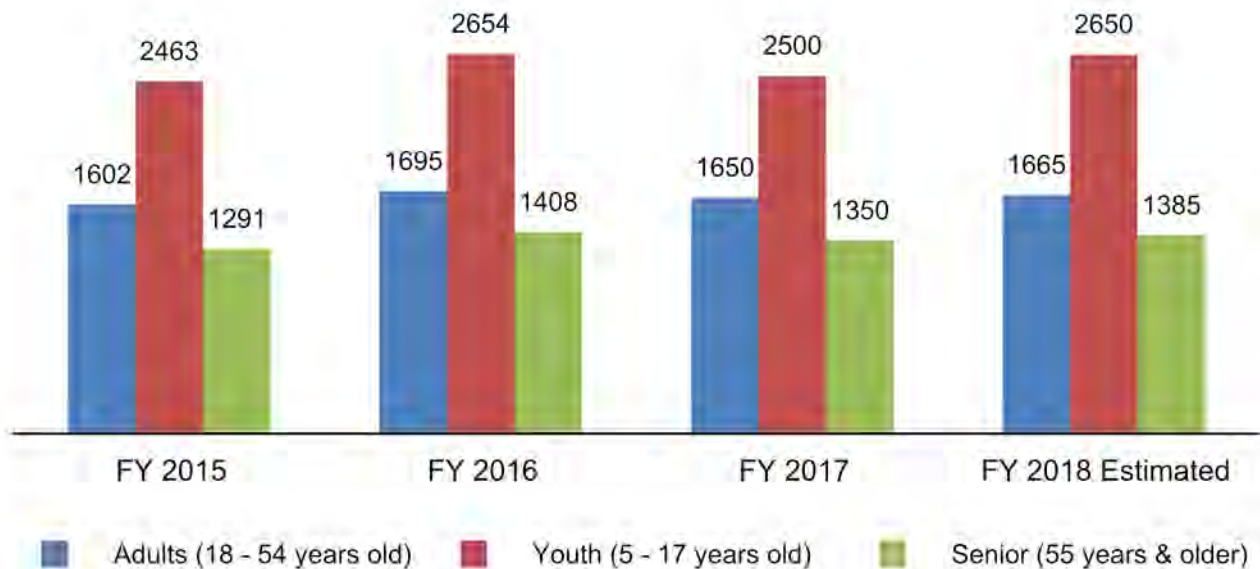
### Program Demographics

The Recreation Services Department follows recreation program policies set forth in the Administrative Code. These policies direct staff to develop activities for all demographics in all program elements. Below are graphs that show how the Department has satisfied the Recreation Department Program Guidelines with equitable programming and participation over the past few years. The Department will continue to meet these goals by developing programming attractive to both genders and all age groups.

## Participation by Gender



## Participation by Age



## EXPENDITURE DETAIL

			[a]	[b]	[b]-[a]	[b]/[a]-1			
RECREATION (11-510)			2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Proposed	Change in Budget \$	%
<b>Salaries &amp; Wages</b>									
51002	Full-time Staff <i>Recreation Manager, Recreation Coordinator (2.0 FTE)</i>	233,361	249,434	231,680	221,206	243,200	21,994	9.9%	
51003	Part-time Staff <i>Recreation Leaders (4.0 FTE); Facility Attendants (3.5 FTE)</i>	150,986	178,192	180,000	180,000	190,000	10,000	5.6%	
51004	Comp Time	311	1,683	200	687	2,200	1,513	220.2%	
51005	Overtime	2,208	164	3,500	3,500	2,000	(1,500)	(42.9)%	
51008	Vacation/Sick/Comp Time Payoff	6,806	1,481	—	1,136	—	(1,136)	(100.0)%	
51009	Deferred Compensation	2,550	3,013	3,000	3,000	3,600	600	20.0%	
<b>Total Salaries &amp; Wages</b>		<b>396,222</b>	<b>433,967</b>	<b>418,380</b>	<b>409,529</b>	<b>441,000</b>	<b>31,471</b>	<b>7.7%</b>	
<b>Benefits</b>									
52001	PERS Misc. Employees	42,899	42,357	47,630	39,085	20,300	(18,785)	(48.1)%	
52006	Unemployment	7,650	—	—	—	—	—	n/a	
52007	Health	46,922	45,007	40,060	38,847	48,300	9,453	24.3%	
52008	Dental	6,399	6,211	5,900	5,834	6,400	566	9.7%	
52009	Life Insurance	182	181	190	187	400	213	113.9%	
52011	Vision	835	828	820	762	1,600	838	110.0%	
52014	Social Security Employer	24,716	26,255	25,090	23,590	28,200	4,610	19.5%	
52015	Medicare Employer	5,781	6,271	6,070	5,697	6,600	903	15.9%	
52017	Retirees Health	—	63,312	80,600	80,600	84,100	3,500	4.3%	
52018	Retirees Dental	—	3,828	5,156	5,160	5,400	240	4.7%	
52019	Retirement Health Savings	—	—	—	235	500	265	112.8%	
<b>Total Benefits</b>		<b>135,384</b>	<b>194,250</b>	<b>211,516</b>	<b>199,997</b>	<b>201,800</b>	<b>1,803</b>	<b>0.9%</b>	
<b>Total Salaries, Wages &amp; Benefits</b>		<b>531,606</b>	<b>628,217</b>	<b>629,896</b>	<b>609,526</b>	<b>642,800</b>	<b>33,274</b>	<b>5.5%</b>	
<b>Supplies &amp; Services</b>									
60002	Office Supplies	3,117	2,825	3,500	3,300	3,500	200	6.1%	
60003	Postage <i>LiveWire &amp; Brochure</i>	4,999	5,500	5,700	4,500	5,500	1,000	22.2%	
60004	Computer Expenses & Services <i>Adobe In Design Annual Subscription, Sophos Upgrade, Public Workstation for Sterling Park (SP)</i>	3,628	4,039	5,500	6,500	6,500	—	0.0%	
60005	Special Dept. Expense <i>Uniforms, First Aid, Small Supplies and Tools for CCC &amp; SP</i>	4,788	6,305	5,000	4,400	5,000	600	13.6%	
60006	Printing <i>Brochures; Business cards; Program materials</i>	5,489	5,896	6,000	5,500	6,000	500	9.1%	
60008	Dues & Publications <i>CPRS, MMANC, ICMA, BMI, SEASAC, ASCAP</i>	2,217	2,601	2,600	2,200	2,000	(200)	(9.1)%	

## EXPENDITURE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
RECREATION (11-510)		2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
		Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Supplies &amp; Services (continued)</b>								
60009	Bank/Credit Card Charges	5,439	5,458	5,500	5,500	5,800	300	5.5%
60010	Conferences & Meetings <i>CPRS, MMANC, Meeting Supplies for CCC</i>	10,935	10,554	8,500	8,500	8,500	—	0.0%
60011	Communications <i>DSL lines to two Community Centers; Comcast HD at CCC</i>	6,374	6,391	6,400	6,400	6,500	100	1.6%
60013	Auto Expenses	706	1,019	1,500	800	1,500	700	87.5%
60014	Office Equipment Rental <i>Ikon copier lease</i>	7,551	7,886	7,400	7,400	7,400	—	0.0%
60025	Fleet Replacement	5,000	—	4,340	4,340	4,340	—	0.0%
61003	Tuition Reimbursement	—	—	1,000	748	1,000	252	33.7%
<b>Total Supplies &amp; Services</b>		<b>60,243</b>	<b>58,474</b>	<b>62,940</b>	<b>60,088</b>	<b>63,540</b>	<b>3,452</b>	<b>5.7%</b>
<b>Recreation Expenses</b>								
62001	Community Services <i>Clean Up Day, Community Fair, Garage Sale, Holiday Craft Night</i>	8,893	9,961	22,000	15,000	20,000	5,000	33.3%
62002	Picnic <i>Food, Entertainment, Supplies</i>	18,120	16,675	17,000	18,478	18,000	(478)	(2.6)%
62003	Holiday Events <i>Food, Entertainment, Centerpieces, Invites, Transportation, Supplies</i>	24,326	24,222	29,200	31,903	34,500	2,597	8.1%
62004	Day Camps <i>Summer, Thanksgiving, Winter, Ski Week, &amp; Spring</i>	25,587	23,683	26,000	24,000	25,000	1,000	4.2%
62006	Cultural Events <i>Cirque du Soleil or Theater Show</i>	4,833	3,910	4,000	4,520	4,000	(520)	(11.5)%
62007	Sporting Events <i>Baseball tickets</i>	3,589	3,349	2,700	1,800	2,000	200	11.1%
62008	Teen Events <i>Teen Commission, Holiday Trip, Halloween Trip, Summer Trips</i>	7,151	7,698	12,000	6,000	10,000	4,000	66.7%
62009	Children Events <i>Breakfast with Santa, Halloween Events, Eggstravaganza, Summer Youth Trips</i>	3,829	4,100	6,000	5,500	6,000	500	9.1%
62010	Convalescent Holiday Program	295	—	—	—	—	—	n/a
62001	Recreation Programs <i>Adult &amp; Senior in-house Programming, After school Program, Summer Concerts, Commercial Air time, Adult &amp; Senior Trips</i>	53,101	56,213	64,000	58,700	61,000	2,300	3.9%
<b>Total Recreation Expenses</b>		<b>149,724</b>	<b>149,811</b>	<b>182,900</b>	<b>165,901</b>	<b>180,500</b>	<b>14,599</b>	<b>8.8%</b>

## EXPENDITURE DETAIL

				[a]	[b]	[b]-[a]	[b]/[a]-1
RECREATION (11-510)	2015-16	2016-17	2017-18	2017-18	2018-19	Change in Budget	
	Actual	Actual	Amended	Estimated	Proposed	\$	%
<b>Contractual</b>							
11-71010 Consulting/Contract Services	116,914	117,285	125,000	120,000	122,000	2,000	1.7%
<i>Instructors - Yoga, Zumba, Music Programs, Tae Kwon Do, Cooking Classes, Kumon, Lego Camp, Boot Camp Fitness</i>							
<b>Total Contractual</b>	<b>116,914</b>	<b>117,285</b>	<b>125,000</b>	<b>120,000</b>	<b>122,000</b>	<b>2,000</b>	<b>1.7%</b>
<b>Total Supplies, Services, Recreation Expenses &amp; Contractual</b>	<b>326,881</b>	<b>325,570</b>	<b>370,840</b>	<b>345,989</b>	<b>366,040</b>	<b>20,051</b>	<b>5.8%</b>
<b>Capital Outlay</b>							
11-80001 Equipment Purchase	5,977	220	6,000	6,000	17,000	11,000	183.3%
<i>New Desks and Office Configuration at Community Center, New Staff Task Chairs, Photobooth</i>							
<b>Total Capital Outlay</b>	<b>5,977</b>	<b>220</b>	<b>6,000</b>	<b>6,000</b>	<b>17,000</b>	<b>11,000</b>	<b>183.3%</b>
<b>Total Capital Outlay</b>	<b>5,977</b>	<b>220</b>	<b>6,000</b>	<b>6,000</b>	<b>17,000</b>	<b>11,000</b>	<b>183.3%</b>
<b>Total Recreation</b>	<b>864,464</b>	<b>954,007</b>	<b>1,006,736</b>	<b>961,515</b>	<b>1,025,840</b>	<b>64,325</b>	<b>6.7%</b>





# **Capital Improvement Plan**





# 2018-19 Capital Improvement Plan Overview

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## The Capital Improvement Plan

The Capital Improvement Plan (CIP) is a planning document that covers the construction and maintenance of major projects and facilities as well as major studies. The CIP also serves as a budget that provides the means to pay for these projects.

The Town of Colma has had a CIP in place since the 2013-14 fiscal year. The CIP has enabled the Town to deliver improvements and upgrades to the Town's facilities, infrastructure needs, information technologies, major studies and other projects.

## 2018-19 Capital Improvement Plan Highlights

The 2018-19 Proposed CIP includes 14 projects with a total cost of almost \$8.2 million. This is roughly half the size of the prior year's CIP of \$15.9 million. The most significant CIP project is the Town Hall Campus Renovation project.

As was the case last year, a significant portion of the planned activity in the CIP during the 2018-19 fiscal year is associated with projects initiated in a previous year. This includes over \$7.3 million in project funding carried forward from the prior year and \$845,000 in new funding (\$700,000 from the General Fund and \$145,000 from the Vehicle Replacement Fund) in 2018-19.

Project	FY 2018-19 Carryover	FY 2018-19 New Funds	FY 2018-19 Proposed
903 - Mission Road Improvements	\$1,569,900	\$25,000	\$1,594,900
913 - Serramonte Blvd. Beautification	260,000	0	260,000
993 - Roadway Network Plan (SSARP)	110,000	0	110,000
971 - Sanitary Sewer System Assessment	18,000	60,000	78,000
944 - Sterling Park Playground Imps	273,500	250,000	523,500
947 - Town Hall Campus Renovation	4,762,496	0	4,762,496
991 - General Plan Update	198,650	200,000	398,650
994 - Climate Action Plan (new)	0	35,000	35,000
983 - Access Control at Town Facilities	85,000	0	85,000
985 - Geographic Information System	25,105	0	25,105
986 - Town's IT Infrastructure Upgrades	25,000	30,000	55,000
987 - Fleet Replacements	0	145,000	145,000
988 - Dispatch Furniture Upgrades (new)	0	50,000	50,000
989 - Records Management System (new)	0	50,000	50,000
<b>Subtotal \$</b>	<b>7,317,651 \$</b>	<b>7,317,652 \$</b>	<b>7,317,653</b>

The new funding covers the increased cost of 6 existing CIP projects (Mission Road Improvements, Sanitary Sewer System Assessment, Sterling Park Playground Improvements, General Plan Update, Town IT Infrastructure Upgrades and Fleet Replacements) and 3 new proposed projects (Climate Action Plan, Dispatch Furniture Upgrades and Records Management System).

## **CIP Project Categories**

Colma's Capital Improvement Plan (CIP) lists projects in four distinct categories:

1. Streets, Sidewalks, Bikeways
2. Sewers & Storm Drains
3. City Facilities & Long-Range Plans
4. Major Equipment, Technology & Fleet

## **Project Status (New in 2018-19)**

The CIP budget adds status information to the Town's 24 existing projects and 3 proposed new CIP projects. Projects will be shown as **Budgeted**, **Closed** or **Unfunded**.

- **Budgeted** - existing or new CIP projects that have funding available in the 2018-19 fiscal year. Work on these projects will continue this year.
- **Closed** - CIP projects that have been completed or have been closed out. These projects will only appear in future CIP budgets if they have project expenditures during the prior 3 years.
- **Unfunded** - CIP projects that are Town priorities but are currently without budgeted funds. Unfunded projects will be reviewed annually during the Town Budget process to see if funds are available for their construction and if these projects are ready to move from the Unfunded to the Budgeted projects list.

This will provide more clarity in the Capital Improvement budget. It will also identify projects that are budgeted, projects that are ready to be closed (and dropped from future CIP budgets) and future projects that are currently unfunded today but are in the development stage awaiting design, plans and specifications and additional funding from Town and outside sources.

## **Capital Project Funding Sources**

Capital projects can be paid for with unspent project funds carried over from the prior year's CIP budget, transfers (usually from the Town's General Fund), Grants, and Fleet Replacement Funds.

## **Retaining Funds in the CIP Fund (New in 2018-19)**

In past years, unexpended General Fund monies transferred to the Capital Improvement Fund are reported as part of the CIP Fund, until a formal action is taken by the City Council to close the project. Then they are returned to the General Fund. Starting in the 2018-19 CIP Budget, Staff is recommending that unexpended project funds from closed projects be retained in Fund 31 (Capital Improvement Fund).

This proposed change in CIP budgeting will begin to transition Fund 31 into a separate source of funding for Capital Projects. It will also provide the City Council with more flexibility in future Capital Project budgets since these funds will be available to fund any proposed Capital Project without the need to close a project, return the reserves to the General Fund and then transfer the funds back to Fund 31.

Funding from Closed Projects that would be affected by this proposed new policy in the 2018-19 CIP Budget are:

<b>No.</b>	<b>Project</b>	<b>Retain in Fund 31</b>
934	Colma Creek Improvements	50,000
955	Town Wide Irrigation Enhancements	25,000
992	ADA Transition Plan Upgrades	<u>212,000</u>
<b>TOTAL - Funds Retained in Fund 31</b>		<b>\$287,000</b>

A fourth project, Hillside Boulevard Beautification (Project No. 901) is designated as an Unfunded CIP project. It has a reserve of \$1,068,059 assigned to it. Staff is recommending that this amount be held in Fund 31 as a Restricted Reserve towards this project due to its large cost and the need for a local funding match if grant funds become available for the project in the future.

<b>No.</b>	<b>Project</b>	<b>Fund 31 Reserve</b>
901	Hillside Boulevard Beautification	<u>1,068,059</u>
<b>TOTAL - Funds Reserved in Fund 31</b>		<b>\$1,068,059</b>

**Additional Enhancements to the CIP**

While the 2018-19 CIP has two new features (adding project status information and retaining unspent project funds in the CIP Fund), further enhancements to the Capital Improvement Plan are being developed.

These enhancements will include expanding the CIP to a full 5-Year Capital Projects program (to project and budget for projects that will occur in future years) and a review to determine if additional CIP funds need to be created for projects with restricted funds (such as Sewer and Gas Tax funds) and major maintenance and replacement funds (such as Vehicle Replacement, Building and Facility Replacement and Housing).

It is anticipated that a report and Council Study Session on these potential enhancements to the CIP will be presented to the City Council during the 2018-19 fiscal year for review and action.

# 2018-19 Capital Improvement Plan

## Budgeted Projects

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### Summary

The 2018-19 Capital Improvement Plan includes 14 projects that are budgeted this fiscal year. Here is a summary of each of these projects.

### Category 1 - Streets, Sidewalks, Bikeways

#### **Project 903 - Mission Road Bicycle and Pedestrian Improvement Project** **2018-19 Budget: \$1,594,900**

#### **Description & Scope**

The Mission Road Bicycle and Pedestrian Improvements Project includes implementation of several safety related improvements for pedestrians, bicyclists and vehicles along Mission Road between El Camino Real and Lawndale Boulevard. The project scope includes:

- Relocation and reconstruction of the existing curb, gutter, sidewalk, driveway approaches and non-ADA compliant ramps
- Addition of new continuous sidewalk
- Extension of Class II bicycle lanes in the northbound direction
- Construction of bulb-outs and high visibility crosswalks with rectangular rapid flashing beacons
- Installation of energy efficient street lights
- Construction of landscape planters for drainage and storm water treatment purposes

These improvements will address the safety concerns expressed by the community and improve the accessibility of the pedestrian and bicycle facilities in compliance with the San Mateo County Comprehensive Bicycle and Pedestrian Plan. This project also adheres to the Town of Colma's Circulation Plan, which consists of the Complete Streets and Green Infrastructure program and policies.

#### **Cost & Funding**

The total project cost to complete the design, construction, and project management in the 2017-18 and 2018-19 fiscal years is estimated at \$1,608,500 and will be funded from a variety of sources.

#### **One Bay Area Grant (\$625,000)**

Prior to FY 2017-18 the Town was awarded a grant funding in the amount of \$625,000 as part of the One Bay Area Grant 2 (OBAG 2): \$525,000 is from the Transportation Livable Communities (TLC) program and the remaining \$100,000 is from the Federal Local Streets and Roads (LSR) program.

#### **Measure A (\$160,000)**

The Town is also proposing to allocate \$160,000 from local Measure A funds.

#### **Safe Route to School (\$200,000)**

In 2017-18 the Town was also awarded \$200,000 in Safe Route to School grant to contribute to the cost of the high visible crosswalks and expand work on green infrastructure elements.

#### **SB 1 (\$33,500)**

An additional \$33,500 from the Town's SB-1 funds is programmed to be used for this project.

### **General Fund Transfer (\$590,000)**

This project had an original appropriation of \$50,000 made in a prior Fiscal Year through a transfer from the General Fund. After accounting for the grants noted earlier and Measure A funds, an additional transfer of \$540,000 from the General Fund was included as part of the FY 2017-18 Budget.

For the 2018-19 fiscal year, \$1,361,400 will be carried over from the 2017-18 budget. An additional \$25,000 will be transferred from the General Fund (Fund 11) to complete the project funding.

### **Schedule**

The project approvals for this project from the Metropolitan Transportation Commission (MTC) came in later than expected. Design of the project is proposed to start in early summer of 2018. The project is scheduled to go out to bid in the later part of 2018. Project completion is estimated to occur during the 2019-20 fiscal year.

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### **Project 913 - Serramonte Boulevard/Collins Avenue Master Plan 2018-19 Budget: \$260,000**

#### **Description & Scope**

This project will provide a Comprehensive Review and Master Plan for Serramonte Boulevard as well as Collins Avenue. The project includes:

- Design of beautification elements
- A Master Plan addressing vehicular traffic improvements, bicycle and pedestrian mobility, safety improvements and green infrastructure.
- An economic development outlook that analyzes the cost of the improvements and the incremental rate of return from increased business activities in the study area.
- The economic development component in the plan should also suggest funding and implementation strategies.

#### **Cost & Funding**

The total cost of this project is \$400,000. This includes \$140,000 which was expended on the project during the 2017-18 fiscal year and \$260,000 during the 2018-19 fiscal year which was carried over from the prior year's CIP budget.

#### **Schedule**

Projected completion of the Serramonte/Collins Master Plan is anticipated to be in first quarter of 2019.

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### **Project 993 - Roadway Network Plan (SSARP) 2018-19 Budget: \$100,000**

#### **Description & Project Scope**

In 2016 the State Department of Transportation (Caltrans) established the Systemic Safety Analysis Report Program (SSARP). The Town of Colma was awarded a grant from the State to prepare a Systemic Safety Analysis Report (SSARP). The purpose of this grant is to study and identify safety deficiencies in the Town's roadway network including pedestrian sidewalks, bike paths, crosswalks, accessibility barriers and street lights. The study will review and recommend the proper counter measures to correct potential safety issues. State grants awarded under the Highway Safety Improvement Program (HSIP) require that the agency demonstrate that any grant application includes the correct counter measures. Once completed, the SSARP will allow to the Town to be competitive when HSIP or other grant-funding opportunities are made available.

### **Project Cost & Funding**

The estimated cost to prepare the SSARP Roadway Network Plan for the Town is \$300,000. The Town will fund this project as follows:

- State SSARP Grant Funds (\$250,000)
- General Fund Transfer - Local Match Funding (\$50,000)

### **Project Timing**

This project has been pushed out due to the delay in the State extending the application period for the HSIP Cycle 9 Grant. The study is now estimated to be completed the 1st quarter of the 2018-19 fiscal year. This completion date will enable the Town to apply for potential HSIP and other State and Federal grants that may become available in 2018 and 2019.

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## **Category 2 - Sewers & Storm Drains**

### **Project 971 - Sanitary Sewer System Assessment**

**2018-19 Budget: \$78,000**

#### **Description & Scope**

The Sanitary Sewer System Assessment will review the capacity of the Town's Sewer System to determine if more commercial and residential growth can be accommodated. The study is being done in two phases.

#### **Cost & Funding**

The total cost of this project is \$166,000. To date, the Town has spent \$88,000 on the project. An additional \$78,000 is proposed for the project during the 2018-19 fiscal year. The 2018-19 funding includes \$60,000 which is being carried over from the prior budget. The project is being funded by a General Fund transfer.

#### **Schedule**

The modeling and capacity study of the current (Phase I) of the current Sanitary Sewer System assessment is near completion.

In Phase II of the project, a capacity and analysis study of the sewer system that will model and study the system will be conducted. This will determine if the Town has the Sewer System capacity to enable more commercial and residential growth in the future. The Phase II study findings and future forecasting is critical for the Town's General Plan Update (Project 991).

Phase II of this project is estimated to start in late Spring/Early Summer of 2018

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## **Category 3 - City Facilities & Long-Range Plans**

### **Project 944 - Sterling Park Playground Improvements**

**2018-19 Budget: \$523,500**

#### **Description & Scope**

The Sterling Park Recreation Center was remodeled in 2002. The improvements consisted of a play structure area with a rubberized play surface, a picnic area and bocce ball court.

The Sterling Park Playground Improvements project will:

- Install new rubberized play surface
- Expand the playground area including the addition of new play structures
- The improvements will also address accessibility and current safety requirements
- To accommodate the expanded play area, the bocce ball court will be removed. (Over the years, the court has not had the level of demand or intensity of use as is observed in the play areas).

### **Cost & Funding**

The cost of this renovation has been reevaluated and re-estimated. The extra grading, drainage, inclusion of the Par Course and increase costs in construction, the project budget has increased by \$250,000 bringing it to an estimated budget of \$537,500 for the 2018-19 CIP budget.

Approximately \$163,663 was recently collected through the Town's Park in-Lieu Fees and is part of the project funding. The remaining cost of the project in 2018-19 will be funded from money carried over from the prior year (\$273,500) and a transfer from the General Fund to the Capital Improvement Fund (\$250,000).

### **Schedule**

It is expected that the project will begin during the 2018-19 fiscal year.

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## **Project 947 - Town Hall Campus Renovation**

**2018-19 Budget: \$4,762,496**

### **Description & Scope**

This multi-year project involves remodeling Colma's Town Hall to function as a state-of-the-art public facility while respecting its historical elements. The improvements address deficiencies with accessibility as well as energy efficiency.

Several major components of the project have been completed: excavation and grading work, installation of retaining walls and foundations, and the erection of the structural steel frame. The remainder of the project includes the remodeling of the historic 1941 building, the completion of the addition, site work and the purchase of the interior furniture.

### **Cost & Funding**

The funding for the project includes approximately \$5.1 million of financing issued as municipal lease purchase Certificates of Participation (COPs) and monies previously transferred from the General Fund to the Capital Improvement Fund.

It is estimated that \$12.8 million will be expended on the project during the current fiscal year (\$8 million) and the upcoming 2018-19 fiscal year (approximately \$4.8 million). This will fund work including construction, professional services, furnishings and equipment.

The 2018-19 budget for the project consists of funds carried over from the project's prior CIP budget. No additional transfers of General Fund monies are anticipated to be necessary in the FY 2018-19 Budget.

### **Schedule**

The project is estimated to be complete with all phases of work in September/October 2018.

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**Project 991 - General Plan Update**  
**2018-19 Budget: \$398,650**

**Description & Scope**

It is expected that the activities will include obtaining consultant services to complete the remaining elements in the plan, including beginning the Environmental Impact Report (EIR) process.

**Cost & Funding**

Project spending in 2017-18 is estimated to be \$5,000. In the upcoming 2018-19 budget, the General Plan Update will be funded from a carryover of prior year funding (\$198,650) plus an additional \$200,000 transferred from the General Fund to the Capital Improvement Budget fund. The additional funding in 2018-19 is expected to be sufficient to complete the project.

**Schedule**

Work on the draft General Plan for the Town of Colma will resume during the upcoming year.

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**Project 994\* - Climate Action Plan Update**  
**\*(New Project in 2018-19)**  
**2018-19 Budget: \$35,000**

**Description & Scope**

The Climate Action Plan (CAP) guides the Town's actions for greenhouse gas (GHG) reduction targets established under State Law (Assembly Bill 32, signed into law in 2006). Colma has completed an updated Community-wide Greenhouse Gas Inventory Report which confirmed that the Town should meet reduction targets.

The Town completed its first 2013 Community Greenhouse Gas Inventory Report that detailed GHG reductions of 18.2% from the 2005 baseline to 2013. This significant reduction takes the Town close to its goal, which is 20% by 2020. Due to changes in the California Public Utilities Commission reporting rules, it has been more difficult to obtain energy use data after 2013.

The updating of the CAP is not only critical in meeting the Town's mandated 2020 goals, but it is also critical in the updating of the Town's General Plan.

**Cost & Funding**

The cost of the CAP update is estimated to be in the range of \$35,000. The plan is in large part to be funded through the recycling rebate money that is rebated to the Town through the Waste Hauler's selling of recycled commodities. (The recycling rebate for calendar year 2017 is approximately \$31,000).

**Schedule**

Work on the Climate Action Plan Update will begin during the upcoming year.

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**Category 4 - Major Equipment, Technology & Fleet**

**Project 983 - Access Control at Town Facilities**  
**2018-19 Budget: \$85,000**

**Description & Scope**

This project includes the design, purchase and installation of equipment to upgrade the current access control system that serves the Police Department and a future system in the renovated Town Hall. The upgrades to the system include access control hardware, video monitoring and access systems. This project is proposed to be coordinated and installed during the Town Hall Renovation Project.



The installation of an access control system at Sterling Park and the Colma Community Center and networking it into the main access control system was determined to be cost prohibitive. Alternative commercial services are being evaluated for those locations.

### **Cost & Funding**

The total budget of the project is \$335,000. Most of these funds (\$250,000) will be spent in the 2016-17 and 2017-18 fiscal years. The remaining \$85,000 of project funds will be spent during the 2018-19 CIP program budget.

### **Schedule**

The project is anticipated to be complete in the fall of 2018. It is expected that all funds that have been appropriated will be utilized on the project.

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## **Project 985 - Geographic Information System** **2018-19 Budget: \$25,105**

### **Description & Scope**

The Geographic Information System (GIS) project includes costs associated with developing and deploying mapping and other geographic data for use in providing public services. Remaining work involves developing key base layer maps and obtaining any additional computer hardware and software to use the system.

### **Cost & Funding**

A total of \$25,105 was previously appropriated in the Capital Improvement Fund for this project. It is being carried over into the 2018-19 CIP Budget to complete this work.

### **Schedule**

The GIS project is estimated to be completed in FY 2018-19.

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## **Project 986 - IT Infrastructure Upgrades** **2018-19 Budget: \$55,000**

### **Description & Scope**

The on-going maintenance of computers as well as the Town's backbone network requires periodic upgrades to ensure that operations continue. The project includes:

- Replacement of desktop computers and other equipment
- Technology needs in the new Town Hall facility and other Town-owned facilities
- Update software
- Updates and upgrades to servers, switches and routers
- New switching to interconnect the Police Department and Town Hall sites

### **Cost & Funding**

In FY 2018-19, the project will be funded at \$55,000. This will include \$25,000 carried over from the current year plus an additional \$30,000 transferred from the General Fund to the Capital Improvement Fund for this project.

### **Schedule**

This is an ongoing CIP project.

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**Project 987 - Fleet Replacements**  
**2018-19 Budget: \$145,000**

**Description & Scope**

This Capital Improvement Project covers the purchase of vehicles and major fleet items in the Public Works department.

In the 2018-19 fiscal year, the Police Department is requesting a new Commander Vehicle, and a new Community Services Officer truck. The cost of these two vehicles is estimated at \$100,000.

Public Works is requesting a new Litter Vac (the current Litter Vac is 17 years old). The cost of the Litter Vac is estimated at \$51,000. This cost will be offset by trading in the old Tenant Street Sweeper dropping the net cost to an estimated \$35,000. A \$10,000 contingency will be included in the project in case the offset amount is not reached.

**Cost & Funding**

Starting in the 2017-18 fiscal year, the cost of Fleet Replacements will be funded in Fund 61 (Vehicle Replacement Fund) rather than in Fund 31 (Capital Improvement Fund).

In 2018-19, Fleet Replacements will be budgeted at \$145,000. These purchases will be expended in Fund 61 (Vehicle Replacement Fund).

**Schedule**

This is an ongoing CIP project.

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**Project 988\* - Dispatch Furniture Upgrades**  
**\*(New Project in 2018-19)**  
**2018-19 Budget: \$50,000**

**Description & Scope**

The Police Department Dispatch Center opened in 2005 and has received significant wear and tear over the years. The Department is requesting that the current dispatch layout and configuration be upgraded to:

- Meet today's ergonomics standards
- Rotating large display features
- Comfort controls (force air heater and filtered air)
- Ample data ports for current and future uses
- Dispatch work station will also include chairs that will adapt to the work station uses

**Cost & Funding**

The cost of the new Dispatch workstations is estimated to be in the range of \$50,000 for the purchase and installation of the various pieces of furniture.

**Schedule**

This is a new CIP project.

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## **Project 989\* - Records Management System**

**\*(New Project in 2018-19)**

**2018-19 Budget: \$50,000**

### **Description & Scope**

Town records include documents including agendas, minutes, reports, maps and vital records. A Records Management System automates the storage of current documents and important permanent records of the Town to facilitate quick and easy access to these records using software and other technologies.

The activities in this management include the systematic and efficient control of the creation, maintenance, and destruction of the records. It also includes the business transactions associated with them.

### **Cost & Funding**

The estimated cost of the Records Management System software, tutoring and install is estimated to be in the range of \$50,000. Annual licensing fees are to be budgeted in with the Town's annual operation budget and forecast in future budgets once a Records Management System has been selected, installed and implemented.

### **Schedule**

This is a new CIP project.

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# 2018-19 Capital Improvement Plan

## Closed Projects

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### **Summary**

The 2018-19 Capital Improvement Plan lists 9 CIP projects that have been closed and are no longer active as of the 2018-19 fiscal year. Here is a list of these projects.

### **Category 1 - Streets, Sidewalks, Bikeways**

Project 905 - Collins Avenue Improvements

Status: Closed (combined with Project 913, Serramonte/Collins Master Plan)

### **Category 2 - Sewers & Storm Drains**

Project 934 - Colma Creek Channel Repairs

Status: Closed

### **Category 3 - City Facilities & Long-Range Plans**

Project 950 - Police Facility Painting

Status: Closed (completed in 2016-17)

Project 954 - Corporation Yard Improvements

Status: Closed (completed in 2016-17)

Project 955 - Townwide Irrigation Enhancements

Status: Closed (completed in 2016-17)

Project 992 - ADA Transition Plan Upgrades

Status: Closed

### **Category 4 - Major Equipment, Technology & Fleet**

Project 981 - RIMS (Police Records)

Status: Closed (completed in 2015-16)

Project 982 - Townwide Telephone System Upgrade

Status: Closed (completed in 2015-16)

Project 984 - Recreation Software Upgrade

Status: Closed (completed in 2015-16)

# 2018-19 Capital Improvement Plan

## Unfunded Projects

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### Summary

The 2018-19 Capital Improvement Plan lists 4 CIP projects that are potential future CIP projects but are currently unfunded. Here is a list of these projects.

### **Project 901 - Hillsdale Boulevard Beautification**

**Estimated Cost: \$9,100,000**

Phase I of the three-phase Hillside Beautification Project (Hoffman Street to 600 feet south of Serramonte Boulevard) was completed in the 2014-15 fiscal year. The remaining work in this project will be evaluated to determine phasing and potential opportunities for grant funding. The costs and estimates will also need to be updated to incorporate green infrastructure mandates. A reserve of \$1,068,059 is being held in the Capital Improvement Fund towards the cost of this \$9,100,000 million project.

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### **Project 904 - El Camino & Mission Traffic Signal**

**Estimated Cost: \$700,000**

Traffic Flow at the intersection of El Camino Real and Mission Road is not controlled by a traffic signal. This project will improve traffic safety and streamline traffic flow between Mission Road and El Camino Real. The controlled intersection will provide pedestrians and bicyclists with an improved element of safety to cross El Camino Real. The scope of work includes, plans & specifications, potential signal interconnect and various landscaping and monument features.

The project is currently being studied in the Town's Roadway Network Plan (SSARP) - Project No. 993 - and the Town is also perusing funding options to offset the cost of the project. The project is estimated to be in the range of \$700,000 to design and construct.

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### **Project 912 - Colma Boulevard Improvements**

**Estimated Cost: \$500,000**

Planned improvements include accessibility enhancements, roadway improvements, street light upgrades and bike lanes. Colma Boulevard Improvements are currently being studied in the Town's Roadway Network Plan (SSARP) - Project No. 993.

Staff will peruse funding options to help offset costs with the associated upgrades. The cost of the project is currently estimated to be in the range of \$500,000.

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### **Project 956 - Lawndale Boulevard Landscape Improvements**

**Estimated Cost: \$250,000**

The Lawndale Boulevard Landscape Improvements Project was put on hold because of the drought. An early estimate for the shoulder landscaping and irrigations costs included in this proposed project is in the range of \$250,000.

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## HISTORICAL CAPITAL IMPROVEMENT PROJECTS

CURRENT PROJECTS		2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Carryover	2018-19 Request	2018-19 Proposed
<b>Streets, Sidewalks &amp; Bikeways</b>								
903	Mission Road Improvements	—	—	1,375,000	13,600	1,361,400	233,500	1,594,900
913	Serramonte Boulevard Beautification	—	—	400,000	140,000	260,000	—	260,000
993	Roadway Network Plan (SSARP)	—	—	300,000	190,000	100,000	—	110,000
<b>Sewers &amp; Storm Drains</b>								
971	Sanitary Sewer System Assessment	—	43,882	62,118	44,118	18,000	60,000	78,000
<b>City Facilities &amp; Long Range Plans</b>								
944	Sterling Park Playground Improvements	—	—	287,500	14,000	273,500	250,000	523,500
947	Town Hall Campus Renovation	1,490,414	3,288,781	12,762,496	8,000,000	4,762,496	—	4,762,496
991	General Plan Update	—	—	203,650	5,000	198,650	200,000	398,650
994	Climate Action Plan (new)	—	—	—	—	—	35,000	35,000
<b>Major Equipment, Technology &amp; Fleet</b>								
983	Access Control at Town Facilities	—	527	334,473	249,473	85,000	—	85,000
985	Geographic Information System	—	—	25,105	—	25,105	—	25,105
986	Town's IT Infrastructure Upgrades	—	29,985	50,000	25,000	25,000	30,000	55,000
987	Fleet Replacements	—	275,284	121,035	112,587	—	145,000	145,000
988	Dispatch Furniture Upgrades (new)	—	—	—	—	—	50,000	50,000
989	Records Management System (new)	—	—	—	—	—	50,000	50,000
<b>TOTAL BUDGETED PROJECTS</b>		<b>1,490,414</b>	<b>3,638,459</b>	<b>15,921,377</b>	<b>8,793,778</b>	<b>7,109,151</b>	<b>1,053,500</b>	<b>8,172,651</b>

CLOSED PROJECTS		2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Carryover	2018-19 Request	2018-19 Proposed
<b>Streets, Sidewalks &amp; Bikeways</b>								
905	Collins Avenue Improvements	—	—	—	—	—	—	—
<b>Sewers &amp; Storm Drains</b>								
934	Colma Creek Channel Repairs	—	—	—	—	—	—	—
<b>City Facilities &amp; Long Range Plans</b>								
950	Police Facility Planning	—	42,500	—	—	—	—	—
954	Corporation Yard Improvements	—	67,900	—	—	—	—	—
955	Townwide Irrigation Enhancement	—	—	—	—	—	—	—
992	ADA Transition Plan Upgrades	—	—	—	—	—	—	—
<b>Major Equipment, Technology &amp; Fleet</b>								
981	RIMS (Police Records System)	—	—	—	—	—	—	—
982	Townwide Telephone System Upgrade	—	—	—	—	—	—	—
984	Recreation Software Upgrade	—	—	—	—	—	—	—
<b>TOTAL CLOSED PROJECTS</b>		<b>—</b>	<b>110,400</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

UNFUNDED PROJECTS	2015-16 Actual	ESTIMATED COST
<b>Streets, Sidewalks &amp; Bikeways</b>		
901 Hillside Boulevard Beautification	1,941	9,100,000
904 El Camino Real & Mission Signal	—	700,000
912 Colma Blvd. Improvements	—	500,000
956 Lawndale Blvd Landscape Imp	—	250,000
<b>TOTAL - UNFUNDED PROJECTS</b>	<b>1,941</b>	<b>10,550,000</b>

## HISTORICAL DISTRIBUTION OF CAPITAL PROJECTS BY PROJECT CATEGORY

PROJECT CATEGORY	2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Carryover	2018-19 Request	2018-19 Proposed
1 Streets, Sidewalks, Bikeways	1,941	—	2,075,000	343,600	1,731,400	233,500	1,964,900
2 Sewers & Storm Drains	—	43,882	62,118	44,118	18,000	60,000	78,000
3 City Facilities & Long Range Plans	1,490,414	3,399,181	13,253,646	8,019,000	5,234,646	485,000	5,719,646
4 Major Equipment, Technology & Fleet	—	305,796	530,613	387,060	135,105	275,000	410,105
<b>TOTAL - CIP PLAN PROJECTS</b>	<b>1,492,355</b>	<b>3,748,859</b>	<b>15,921,377</b>	<b>8,793,778</b>	<b>7,119,151</b>	<b>1,053,500</b>	<b>8,172,651</b>

## CAPITAL PROJECTS BY SOURCE OF FUNDING

PROJECT CATEGORY	2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2018-19 Carryover	2018-19 Request	2018-19 Proposed
22 Measure A Fund	—	—	160,000	—	160,000	—	160,000
23 Transportation Grants Fund	—	—	875,000	150,000	725,000	180,000	905,000
31 Capital Improvement Fund	723,005	1,080,539	13,069,547	6,788,303	6,281,244	681,407	6,962,651
33 COPS Town Hall Fund	769,350	2,637,356	1,695,795	1,742,888	(47,093)	47,093	—
61 Fleet Replacement Fund	—	30,964	121,035	112,587	8,448	136,552	145,000
<b>TOTAL - CIP PLAN PROJECTS</b>	<b>1,492,355</b>	<b>3,748,859</b>	<b>15,921,377</b>	<b>8,793,778</b>	<b>7,127,599</b>	<b>1,045,052</b>	<b>8,172,651</b>

**CAPITAL IMPROVEMENT PLAN FY 2017-18**

ACCOUNT	PROJECT	2017-18 Amended	2017-18 Estimated	2018-19 Proposed	AVAILABLE FUTURE CIP RESERVE
<b>TYPE 1 - Streets, Sidewalks, Bikeways</b>					
<b>Project 901</b>	<b>Hillside Boulevard Beautification</b>				
31-81002	Planning and Design	—	—	—	48,059
31-81003	Construction	—	—	—	1,020,000
<b>PROJECT TOTAL</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>1,068,059</b>
<b>Project 903</b>	<b>Mission Road Improvements</b>				
21-81003	Construction	—	—	33,500	—
22-81003	Construction	160,000	—	160,000	—
23-71010	Contract Services - Const Support	25,000	—	25,000	—
23-81003	Construction	600,000	—	800,000	—
31-71010	Contract Services - Const Support	50,000	8,335	41,665	—
31-81002	Planning and Design	200,000	5,265	194,735	—
31-81003	Construction	340,000	—	340,000	—
<b>PROJECT TOTAL</b>		<b>1,375,000</b>	<b>13,600</b>	<b>1,594,900</b>	<b>—</b>
<b>Project 913</b>	<b>Serramonte Blvd. Beautification</b>				
31-81002	Planning and Design	400,000	140,000	260,000	—
<b>PROJECT TOTAL</b>		<b>400,000</b>	<b>140,000</b>	<b>260,000</b>	<b>—</b>
<b>Project 993</b>	<b>Roadway Network Plan (SSARP)</b>				
23-81002	Planning and Design	250,000	150,000	80,000	—
31-81002	Planning and Design	50,000	40,000	30,000	—
<b>PROJECT TOTAL</b>		<b>300,000</b>	<b>190,000</b>	<b>110,000</b>	<b>—</b>
<b>SUBTOTAL TYPE 1 CIP PROJECTS</b>		<b>2,075,000</b>	<b>343,600</b>	<b>1,964,900</b>	<b>1,068,059</b>
<b>TYPE 2 - Sewers &amp; Storm Drains</b>					
<b>Project 971</b>	<b>Sanitary Sewer System Assmt.</b>				
31-81002	Planning and Design	62,118	44,118	78,000	—
<b>PROJECT TOTAL</b>		<b>62,118</b>	<b>44,118</b>	<b>78,000</b>	<b>—</b>
<b>SUBTOTAL TYPE 2 CIP PROJECTS</b>		<b>62,118</b>	<b>44,118</b>	<b>78,000</b>	<b>—</b>



ACCOUNT	PROJECT	2017-18 Amended	2017-18 Estimated	2018-19 Proposed	AVAILABLE FUTURE CIP RESERVE
<b>TYPE 3 - City Facilities / Long Range Plans</b>					
<b>Project 944</b>	<b>Sterling Park Playground Impvts.</b>				
31-71010	Contract Services -Const Support	10,000	1,000	8,000	—
31-81002	Planning and Design	25,000	13,000	13,000	—
31-81003	Construction	252,500	—	502,500	—
<b>PROJECT TOTAL</b>		<b>287,500</b>	<b>14,000</b>	<b>523,500</b>	<b>—</b>
<b>Project 947</b>	<b>Town Hall Campus Renovation</b>				
31-60005	Special Departmental Expense	45,000	5,000	40,000	—
31-60014	Equipment Rental	28,675	20,000	12,000	—
31-71010	Professional Consulting	50,000	15,000	25,000	—
31-71014	Project Management	150,000	100,000	60,000	—
31-80005	Equipment	125,000	—	125,000	—
31-80011	Impvts Other Than Bldgs	168,311	2,000	165,000	—
31-80200	Furniture	200,000	—	250,000	—
31-81002	Planning & Design	588,987	445,000	250,000	—
31-81003	Construction	9,710,728	5,670,112	3,835,496	—
31-90014	Misc. Maintenance	—	—	—	—
33-81003	Construction	1,695,795	1,742,888	—	—
<b>PROJECT TOTAL</b>		<b>12,762,496</b>	<b>8,000,000</b>	<b>4,762,496</b>	<b>—</b>
<b>Project 991</b>	<b>General Plan Update</b>				
31-71009	Professional Planning Services	203,650	5,000	398,650	—
<b>PROJECT TOTAL</b>		<b>203,650</b>	<b>5,000</b>	<b>398,650</b>	<b>—</b>
<b>Project 994</b>	<b>Climate Action Plan</b>				
31-71010	Professional Consulting	—	—	35,000	—
<b>PROJECT TOTAL</b>		<b>—</b>	<b>—</b>	<b>35,000</b>	<b>—</b>
<b>SUBTOTAL TYPE 3 CIP PROJECTS</b>		<b>13,253,646</b>	<b>8,019,000</b>	<b>5,719,646</b>	<b>—</b>
<b>TYPE 4 - Major Equipment / Fleet</b>					
<b>Project 983</b>	<b>Access Control at Town Facilities</b>				
31-71014	Project Management	—	15,000	15,000	—
31-81002	Planning and Design	34,500	5,000	5,000	—
31-81003	Construction	299,973	229,473	65,000	—
<b>PROJECT TOTAL</b>		<b>334,473</b>	<b>249,473</b>	<b>85,000</b>	<b>—</b>
<b>Project 985</b>	<b>Geographic Information System</b>				
31-81002	Planning And Design	25,105	—	25,105	—
<b>PROJECT TOTAL</b>		<b>25,105</b>	<b>—</b>	<b>25,105</b>	<b>—</b>
<b>Project 986</b>	<b>Town's IT Infrastructure Upgrades</b>				
31-81005	Equipment	50,000	25,000	55,000	—
<b>PROJECT TOTAL</b>		<b>50,000</b>	<b>25,000</b>	<b>55,000</b>	<b>—</b>

ACCOUNT	PROJECT	2017-18 Amended	2017-18 Estimated	2018-19 Proposed	AVAILABLE FUTURE CIP RESERVE
<b>Project 987</b>	<b>Fleet Replacements</b>				
61-80002	Automobile Purchase - Fleet Replacement	121,035	112,587	145,000	—
<b>PROJECT TOTAL</b>		<b>121,035</b>	<b>112,587</b>	<b>145,000</b>	<b>—</b>
<b>Project 988</b>	<b>Dispatch Furniture Upgrade</b>				
31-71014	Project Management	—	—	5,000	
31-80200	Furniture	—	—	45,000	—
<b>PROJECT TOTAL</b>		<b>—</b>	<b>—</b>	<b>50,000</b>	<b>—</b>
<b>Project 989</b>	<b>Records Management System</b>				
31-81005	Software & Network Equipment	—	—	50,000	—
<b>PROJECT TOTAL</b>		<b>—</b>	<b>—</b>	<b>50,000</b>	<b>—</b>
<b>SUBTOTAL TYPE 4 CIP PROJECTS</b>		<b>530,613</b>	<b>387,060</b>	<b>410,105</b>	<b>—</b>
<b>GRAND TOTAL CIP PROJECTS</b>		<b>15,921,377</b>	<b>8,793,778</b>	<b>8,172,651</b>	<b>1,068,059</b>



# Appendix



# 2018-19 Appropriations Limit

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California voters approved propositions, amending the State Constitution, which require that the annual Town budget include a calculation of the Appropriations Limit, sometimes referred to as the Gann Limit. This requirement was imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990). The legislation imposes a restriction on the amount of government revenue which may be appropriated in any fiscal year. The Appropriations Limit was first based on actual appropriations during the base year (1986-1987), and it can be increase each year based on a specific formula and specified growth factors. The Appropriations Limit does not apply to all funds. It only applies to “proceeds of taxes.”

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the Town may select between two optional factors.

## SELECTION OF OPTIONAL FACTORS

### 1. Change in Population (Town of Colma vs. San Mateo County)

Options	Population 1/1/2017	Population 1/1/2018	% Increase
a. Town of Colma	1,516	1,501	(1.0)%
b. County of San Mateo	770,116	773,994	<b>0.5%</b>

### 2. Change in State per capita Personal Income vs. Colma Non-Residential Building Construction

Options	% Increase
a. Change in State Per Capita Personal Income	<b>3.67%</b>
b. Change in Colma Non-Residential Assessed Valuation	N/A*

\* Change in non-residential assessed valuation was not available.

For the Fiscal Year 2018-2019 calculation, the Town selected the County population growth rate of 0.56% and the change in the State Per Capita Income of 3.67%.

### Appropriation Limit Calculation 2018-19

Population Change (San Mateo Co.)	0.50%	$((0.0050+100)/100 = 1.000050)$
State Per Capita Personal Income	3.67%	$((0.0367+100)/100 = 1.000367)$
Calculation of Factor for FY 2018-19	1.0004170184	$1.000050 \times 1.000367 = 1.0004170184$
Prior Year Appropriation Limit (2018)	\$ 40,614,129.26	
Appropriation Limit FY 2018-19	\$ 40,631,066.10	$40,614,129.26 \times 1.000425 = 40,631,066.10$

The 2018-19 Appropriations subject to the limit (“Proceeds of Taxes”) total \$16,716,000, which means the Town is \$23,915,066 below the authorized limit.

## STAFFING

POSITION TITLE	2015-16 Actual	2016-17 Actual	2017-18 Amended	2017-18 Estimated	2017-18 Proposed
<b>GENERAL GOVERNMENT</b>					
Administrative Services Dir. (also see Recreation)	—	0.25	0.50	0.50	1.00
Accounting Technician	0.75	0.75	1.80	1.80	1.80
Administrative Technician I	—	—	1.00	1.00	2.00
Administrative Technician II/III	1.50	1.50	1.00	—	—
City Clerk	—	—	—	1.00	1.00
City Manager	—	—	—	1.00	1.00
City Manager / City Clerk	1.00	1.00	1.00	—	—
Human Resources Manager	1.00	1.00	1.00	0.80	0.45
Special Projects Management Analyst	—	0.25	—	—	—
General Government Total	4.25	4.75	6.30	6.10	7.25
<b>PUBLIC WORKS</b>					
Maintenance Supervisor	—	—	—	1.00	1.00
Maintenance Technician I	1.00	1.00	1.00	1.00	1.00
Maintenance Technician II	1.00	1.00	1.00	1.00	1.00
Maintenance Technician III	1.00	1.00	1.00	—	—
Public Works Department Total	3.00	3.00	3.00	3.00	3.00
<b>RECREATION</b>					
Administrative Services Dir. (also see Gen'l Govt.)	—	0.75	0.50	0.50	—
Administrative Technician II	1.00	1.00	—	—	—
Part-time Facility Attendant (7 x .5)	3.50	3.50	3.50	3.50	3.50
Part-time Recreation Leader (8 x .5)	4.00	4.00	4.00	4.00	4.00
Recreation Coordinator	1.00	1.00	1.00	1.00	2.00
Recreation Manager	—	—	1.00	1.00	1.00
Recreation Services Director	1.00	1.00	—	—	—
Recreation Department Total	10.50	11.25	10.00	10.00	10.50
<b>POLICE</b>					
Administrative Technician III	1.00	1.00	1.00	1.00	—
Executive Assistant to the Chief of Police	—	—	—	—	1.00
Community Services Officer	1.00	1.00	1.00	1.00	1.48
Detective	1.00	1.00	1.00	1.00	1.00
Detective Sergeant	1.00	1.00	1.00	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00
Dispatcher	3.20	3.20	3.20	3.20	3.20
Officer	11.00	11.00	11.00	11.00	11.22
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00
Police Department Total	25.20	25.20	25.20	25.20	25.90
<b>Total Budgeted Staffing</b>	<b>42.95</b>	<b>44.20</b>	<b>44.50</b>	<b>44.30</b>	<b>46.65</b>

Shading = Adopted changes for FY 2018-19

Contract Services:

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

# Description of Funds

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The Town budgets for revenues and expenses and reports financial transactions in accordance with the principles of fund accounting. Separation of revenue and expenditures into unique funds provides additional control and demonstrates compliance required when the fund has specific restrictions on how it is used.

## Governmental Funds

The majority of the funds reported as part of the Budget are classified as Governmental Funds. This category refers to funds used to account for activities which are primarily supported by tax or charges for services revenues and are generally unique to town government. Within this category, the Town uses the following fund types:

- **General** - This is the Town's primary operating fund and accounts for all financial resources of the Town except those that involve restricted funding or are required to be accounted for in another fund. The expenditure and use of General Funds are discretionary after appropriation by the City Council to the extent there are no local policies or laws that impose any special conditions.

The General Fund is designated by the Town as Fund #11. It funds the majority of Town's day to day operations, including key Town services (such as Police, Recreation, Planning, Building Inspection and General Administration). After covering the cost of Town services, General Fund resources are also transferred to the Capital Improvement and Debt Service Funds to help fund these areas as well.

- **Special Revenues** - These funds account for the use of revenues that are legally restricted to expenditures for specific purposes. The following funds are Special Revenue funds for the Town of Colma:

**Gas Tax** - Gas Tax revenue is collected by the State of California. It is partially distributed to cities and counties based on population and other factors. Gas Tax funds can only be spent on authorized activities related to the maintenance and construction of streets and roads.

The Gas Tax Fund is designated by the Town as Fund #21. Traffic Signal and Street Lighting contract services are also funded with this revenue source.

**Measure A** - Measure A is administered by the San Mateo County Transportation Authority. This is a county-wide voter-approved sales tax measure designed to improve transit and relieve traffic congestion. A portion of the Measure A funds are distributed directly to cities on a per-capita basis. The Measure A Fund is designated by the Town as Fund #22.

**Transportation Grants** - The Town pursues competitive grants as a source of funding major bikeway, pedestrian, and roadway capital improvement projects. Due to the restricted nature of these grants they are accounted for in a separate fund.

The Transportation Grants Fund is designated as Fund #23. The Mission Road Bicycle and Pedestrian Improvement Project (#903) has been selected for a Transportation Livable Community (TLC) and a Federal Local Streets and Roads grant. The two grants fund approximately 45% of the estimated project cost. The Roadway Network Plan (CIP #993) is partially funded with a State Systemic Safety Analysis Report Program (SSARP) grant.



**Public Safety Grants** - Public Safety Grants account for revenue associated with one-time or limited term Police grants that have restricted uses. This includes a distribution associated with State criminal justice realignment funds. Other one-time Police-related grants are also accounted for in this fund. The Public Safety Grants Fund is designated by the Town as Fund #27. Expenditures from this fund will finance the majority of costs associated with specialized Police training and homeless outreach services.

**Police Grants** - Police Grants accounts for revenue associated with Police grants that have restricted uses and may be on-going. This includes an annual State distribution from the Supplemental Law Enforcement Services Fund (SLESF), which must be used for front-line law enforcement activities.

The Police Grants Fund is designated by the Town as Fund #29. Expenditures from this fund will finance the majority of costs associated with Police - Community Services Division including a Community Services Officer (CSO) position.

- **Capital Projects** - These funds are used to fund and account for capital improvement projects that involve streets, sidewalks and bikeways (category 1), sewers and storm drains (category 2), city facilities and long range plans (category 3) and major equipment, technology and fleet replacement (category 4).

**Capital Improvement** - The Capital Improvement Fund funds and accounts for projects in the four categories listed earlier. Capital Improvement Projects are assigned for non-operating projects in excess of \$10,000. Due to the nature of capital projects, funding and expenditures for a single project may span more than one Fiscal Year. The Capital Project Fund is designated by the Town as Fund #31.

**COPs Town Hall** - The COP Town Hall capital fund accounts for project expenses which were financed by Certificates of Participation (COPs) debt financing. The Town financed a portion of the Town Hall Campus Renovation Project (\$5.1 million) with funds borrowed with this financing approach. The remainder of the Town Hall project is funded by the Capital Improvement Fund. During FY 2017-18, COPs Town Hall funding was completely spent. The COPs Town Hall Fund is designated by the Town as Fund #33.

- **Debt Service** - This fund accounts for the payment of interest and principal associated with the 2015 Town Hall Campus Renovation COP and related administrative expenses. This is the only debt the Town currently has outstanding. The source of funding the annual cost of this debt issue is a transfer of funds from the General Fund. The Debt Service Fund is designated by the Town as Fund #43.

**Internal Service Fund** - In addition to Governmental Funds, the Town has one Internal Service Fund (ISF). An Internal Service Fund accounts for the provision of goods and services to departments on a cost reimbursement basis.

- **Fleet Replacement Fund** - This fund is used to accumulate funds over time to provide for the replacement of the Town fleet used by Police, Public Works, Recreation and Administration. Annual charges based on the usable life and cost of vehicles and the public works fleet are recorded as expenses within the operating departments. The future replacement of these vehicles and the fleet is financed from reserves accumulated in this fund. The Fleet Replacement Fund is designated by the Town as Fund #61.

# Budget Process

The Town's fiscal year starts on July 1st and ends on June 30th. The Town of Colma's fiscal activities are budgeted and accounted for through the use of funds. A fund is a separate fiscal entity, which is self-balancing and free standing. The use of funds enables the maintaining of separate records for particular purposes. The Town has a General Fund, three Special Revenue Funds, a Capital Improvement Fund and a Debt Service Fund. The Town does not have any Proprietary Funds. The funds are listed on the Status of Fund Balances page in the Introduction Section.

The Town's budget is prepared, recorded, and controlled using a modified accrual basis for all funds. Under this basis of budgeting, capital outlays and debt service principal payments are budgeted and recorded as expenditures. Debt proceeds, capital grants, interfund transfers, and interfund loans exceeding one year are budgeted and recorded as revenues.

During the year, the Finance Department works with the Department Directors to address funding issues and monitor expenditures. Charges are posted to the department incurring the expense. The Town has one Internal Service Fund (Vehicle Replacement Fund) which is used to replace vehicles and fleet. The Town's funds are governmental in nature.

<b>BUDGET CALENDAR</b>	
<b>July 1</b>	<ul style="list-style-type: none"> <li>Start of new Fiscal Year</li> <li>Budget monitoring starts and continues throughout the year. The Finance Department works with Department Directors to address funding issues and monitor expenditures.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>Mid-Year Budget Review is presented to the City Council</li> <li>Budget instructions are prepared and issued to Department Directors</li> </ul>
<b>March</b>	City Manager meets with Department Directors to review their Operating and Capital Improvement Budget proposals and make changes as needed.
<b>April &amp; May</b>	City Manager's Proposed Budget is made available to the public and presented to the City Council at two study sessions.
<b>June</b>	<p>The Proposed Budget is revised based on comments received at the study sessions in April and May. A public hearing is held and at the conclusion the Council takes action on the proposed budget.</p> <p>Letters to non-profits are distributed per revised non-profit funding process (as approved by City Council in December 2014) to begin the process of considering funding requests from these organizations.</p>

Budget instructions are prepared and issued to the departments. The instructions outline the general assumptions in the budget and provide direction to the directors in terms of financial goals to be met. Also at this time the letters to non-profits are distributed.

During March, the City Manager meets with the Department Directors to review their proposals and make changes as needed. Staff presents the Proposed Budget to the City Council for review and discussion at their April and May meetings. The budget is available for public review several days prior to these meetings. Changes are made and the document is presented again to the Council for additional discussion during a public hearing held at the June meeting. At the conclusion of the public hearing, the Council takes action on the budget.

# Budget and Financial Policies

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The Town of Colma's budget and financial policies are the basic guidelines for the management of the Town's fiscal operations. The policies assist the City Council and Staff in preparing the budget and managing the Town's finances throughout the fiscal year. The policies are reviewed regularly and modified as appropriate to accommodate changing fiscal conditions and best practices in municipal budgeting. The following is excerpted from the Town's Administrative Code.

## **4.01.030 Procedure for Adoption of Budget**

- (a) The City Manager shall submit to the City Council a proposed budget on or about May 31 of each year.
- (b) Prior to adopting the budget, the Town shall post notice of and hold at least one public meeting followed by one public hearing on the proposed budget, which shall be at least five days apart. The budget may be adopted at the same meeting at which there is the public hearing.
- (c) The budget for the ensuing fiscal year shall be adopted not later than June 30 and shall be adopted by resolution of the City Council.

[*History.* Formerly §1.09.030; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

## **4.01.040 Proposed Budget and Budget Message**

- (a) The proposed budget shall include, but not be limited to:
  - (1) The City Manager's budget message;
  - (2) Line item schedules of revenue by source;
  - (3) Line item schedules of expenditures by department and function or by program;
  - (4) A summary of estimated available fund balances;
  - (5) Line item schedules of reserve(s); and
  - (6) The appropriation limitation for the budget year.
- (b) The budget message submitted by the City Manager shall explain the budget, contain an outline of the proposed financial policies for the fiscal year, and describe the important features of the budget plan. The budget message shall set forth the reasons for important or significant changes from the current year in appropriation and revenue items and shall explain any major changes in financial policy.
- (c) As a part of the budget message, the City Manager shall include, or attach thereto, a program of proposed capital projects for the budget year and (for planning purposes only) the four (4) fiscal years next succeeding the budget year, together with comments thereon and any estimates of costs prepared. The adoption of a budget for a fiscal year shall not be an authorization of the capital projects for subsequent years described in the budget message except as specifically authorized by the City Council.

(d) Attached to the budget message shall be such supporting schedules, exhibits, and other explanatory material, in respect to both current operations and capital improvements, as the City Manager believes useful to the governing body. The proposed budget shall include historical data on revenue and expenditures by major category.

[History: Formerly § 1.09.040; Ord. 503, 12/11/96; Ord 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.050 Adoption; Effect**

(a) The adoption of a budget, an amended budget, or a supplemental appropriation shall constitute an authorization to the appropriate Department Head to expend funds for the items specified in the budget up to the total annual amount specified for that line item, subject to the limitations set forth in this ordinance.

(b) Upon adoption, the budget shall be in effect for the entire fiscal year, subject to adjustment or amendment as set forth in this ordinance.

[History: Formerly § 1.09.050; Ord. 503, 12/11/96; Ord 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.060 Failure to Adopt**

If the City Council fails to adopt the budget on or before June 30, the proposed budget, as submitted, shall constitute an appropriation as to all expenditures proposed therein until August 31 or until further action by the City Council, whichever occurs first, except that such failure to adopt shall not authorize the hiring of an additional employee or the expenditure for any capital outlay requested in the proposed budget. The sole purpose of this section is to provide for continuing authority to incur expenditures for a period of sixty (60) days pending final City Council action on the budget.

[History: Formerly § 1.09.060; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.070 Adjustments to Budget**

(a) Within thirty days after adoption of a Budget or amended Budget by the City Council, the City Manager may adjust the budget or amended budget for any of the following purposes:

- (1) To conform any authorized expenditure or estimated revenue, including any Budget Schedule in the Budget Message, to final City Council action adopting the Budget;
- (2) To reflect all required debt service payments in accordance with the official statements filed by the City's auditors; or
- (3) To complete any capital improvement project or discharge any obligation under contract or purchase order previously authorized by the City Council.

(b) At any time after adoption of a Budget or amended Budget by the City Council but within thirty days after receipt of the following information, the City Manager may adjust the budget or amended budget for any of the following purposes

- (1) To reflect changes relating to personnel obligations, such as retirement rates, payroll taxes, health benefits and salary increases mandated by a Memorandum of Understanding with an employee bargaining unit; or
- (2) To reflect changes in other insurance costs, such as liability insurance, workers' compensation insurance, and deductibles.

(c) The adjustments authorized by this section shall include an increase in authorized expenditure and the transfer of funds from an undesignated line item to the adjusted line item, or vice versa.

(d) The City Manager shall make a written report to the City Council by August 31 explaining each adjustment and the reasons therefore.

[History: Formerly §1.09.070; Ord. 503, 12/11/96; Ord 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.080 Amendments to Budgets**

The City Council may adopt amendments to the budget, make revisions, or approve supplemental appropriations.

[History: Formerly § 1.09.080; Ord. 503, 12/11/96; Ord 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.090 Budget Administration**

(a) The City Manager shall have charge of the administration of the financial affairs of the City and to that end shall supervise and be responsible for the disbursement of all moneys and have control over all expenditures to insure that appropriations are not exceeded. The City Manager shall institute such procedures as may be necessary to discharge this responsibility, including a purchase order procedure.

(b) The City Manager will be responsible for assuring that expenditures do not exceed the total appropriation for all capital projects by reviewing monthly project reports to identify potential project overages and determining how to address the overage; and, signing off as final approval on all expenditure budget adjustments.

(c) The City Manager shall develop the necessary procedures for the effective implementation of this chapter.

[History: Formerly § 1.09.090; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Ord. 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.100 Transfers of Appropriation Balances**

(a) A Department Head may transfer funds from any unencumbered balance of any appropriation from one line item to another within his or her department, and shall promptly report such transfer to the City Manager.

(b) The City Manager may transfer funds from any unencumbered balance of any appropriation in a department to another department, provided, however, that the total of all such transfers for any department, shall not increase or reduce the appropriation for that department by more than fifty thousand dollars (\$50,000) in the fiscal year.

(c) No transfer shall be made from any line item which would create a negative balance in the line item.

[History: Formerly § 1.09.100; Ord. 503, 12/11/96; Ord 533, 7/8/98; Ord 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.110 Lapse of Appropriations and Transfers to Reserves**

All appropriations shall lapse and be transferred the Unassigned Reserve at the end of the budget year to the extent that they shall not have been expended, lawfully encumbered, or placed in another reserve.

[History: Formerly § 1.09.110; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.120 Appropriation Limitations**

The budget adopted shall not exceed the appropriation limit for the budget year. The total expenditures for each fund must be balanced with estimated revenues, a transfer from reserves, and other available resources for that fund.

[History: Formerly § 1.09.120; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.130 Other Limitations**

(a) All expenditures of funds shall comply with all other Town ordinances, including the Town's Purchasing Ordinance. All capital outlays shall be approved by the City Council. The cancellation (without completion) of a capital outlay must also be approved by the City Council.

(b) No expenditures at the department level shall exceed the Approved or Amended Budget, by fund.

(c) Projected deficiencies in any department by fund must be corrected by:

(1) An inter-departmental appropriation transfer; or

(2) An appropriation transfer from Reserves.

(d) If additional funds are not available to correct a projected deficiency, the City Manager shall take such steps necessary to reduce expenditures in said department, including a freeze on filling vacant positions or restrictions on purchase orders.

(e) The City Council shall act on any projected fund deficits prior to the close of the Fiscal Year.

[History: Formerly § 1.09.130; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Ord 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

### **Division 3: General Fund Reserves**

#### **4.01.140 Purposes**

The Town will establish and maintain reserve balances to:

- (a) Guard its citizens against service disruptions in the event of economic uncertainties, local disasters and other financial hardships;
- (b) Provide for fluctuations in revenues and expenditures while ensuring adequate cash flow;
- (c) Enable the Town to implement innovative opportunities for the betterment of the community; and
- (d) Demonstrate continued credit worthiness to bond rating agencies and the financial community.

[History: Formerly § 1.09.140; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.150 General Fund Reserve Policy**

- (a) The General Fund shall contain reserves, which shall be classified as Nonspendable Fund Balance, Committed Reserve, Assigned Reserve, or Unassigned Reserve. The Town shall maintain minimum reserve balances according to the requirements forth in this section.
- (b) The Nonspendable Fund Balance shall be maintained in an amount as required by law and Generally Accepted Accounting Principles (GAAP).
- (c) Committed Reserves shall be maintained as follows:
  - (1) There shall be a Debt Reduction reserve, in an amount reasonably estimated to pay the Town's debt service (principal plus interest) on any outstanding, long-term debt instruments, including Certificates of Participation, for two years;
  - (2) There shall be a Retiree Healthcare Reserve, in an amount reasonably estimated to pay the Town's liabilities for retiree healthcare benefits for two years; and
  - (3) There shall be a Budget Stabilization Reserve, in an amount sufficient to ensure continuity of operations in the event of a severe economic downturn, which amount is hereby determined to be one hundred percent (100%), rounded to the nearest \$100,000, of the General Fund expenditures for the prior fiscal year.
- (d) Assigned Reserves shall be maintained as follows:
  - (1) There shall be a Litigation Reserve, in the amount of \$100,000, to pay the Town's costs and attorneys' fees necessary for the initiation or defense of new litigation authorized by the City Council after adoption of a budget for the fiscal year in which the litigation commenced;
  - (2) There shall be an Insurance Reserve, in the amount of \$100,000, to pay for any deductibles charged to the Town by its insurance carrier(s) not accounted for in the adopted budget; and

- (3) There shall be a Disaster Response and Recovery Reserve, in the amount of \$750,000, to pay the Town's costs of emergency repairs to or replacements of parts of the Town infrastructure damaged by any natural or man-made disaster, or to abate or prevent further damage to life or property.

(e) The Unassigned Reserve shall consist of the balance of all amounts not otherwise expended, encumbered, or reserved.

[History: Formerly § 1.09.150; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14; Res 2014-26, 5/14/14]

#### **4.01.160 Transfer of Committed Reserves**

(a) No transfer shall be made from the Committed Reserves, e.g., the Debt Reduction Reserve, Employee Healthcare Reserve or the Budget Stabilization Reserve, without express approval of the City Council given at an open and public meeting.

(b) Committed Reserves shall not be replenished without express approval of the City Council given at an open and public meeting.

[History: Formerly § 1.09.160; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.170 Use, Transfer and Replenishment of Assigned Reserves**

(a) On occurrence of a condition for which the Litigation Reserve, the Insurance Reserve or the Disaster Response and Recovery Reserve was created, the City Manager may transfer funds from the appropriate reserve, up to the balance of such reserve, to the appropriate department or departments in the operating budget to abate the condition for which the reserve was created. Any such transfer shall be reported to the City Council within thirty days.

(b) Assigned Reserves shall not be replenished without express approval of the City Council given at an open and public meeting.

[History: Formerly § 1.09.170; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.180 Transfer and Replenishment of Unassigned Reserve**

(a) The City Manager may transfer funds from the Unassigned Reserve to any department, program or other fund, provided, however, that the total of all such transfers for any department, program or fund shall not increase or reduce the appropriation for that department by more than fifty thousand dollars (\$50,000) in the fiscal year.

(b) Except as provided in the preceding paragraph (a), no transfer shall be made from the Unassigned Reserve without express approval of the City Council given at an open and public meeting.

(c) All appropriations that have not been expended, lawfully encumbered, or placed in another reserve, and all surplus revenues as of June 30 shall be placed in the Unassigned Reserve.

[History: Formerly § 1.09.180; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]



## Division 4: Reports

### 4.01.190 Monthly Reports

The City Manager shall file with the City Council monthly reports on the appropriation status and revenue receipts and shall advise the City Council of significant deviations from the adopted budget.

[History: Formerly § 1.09.190; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

### 4.01.200 Mid-year Review

Each fiscal year, the City Manager shall submit to the City Council a mid-year review regarding the Town's fiscal performance, fund availability and department needs and accomplishments. Potential overages and the use of potential savings should be compiled in a report and presented to the City Council for consideration.

[History: Formerly § 1.09.200; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Ord. 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

### 4.01.210 Report on Reserve Levels

- (a) The City Manager shall report on the reserve levels to the City Council as follows:
- (1) During the annual budget adoption process, the City Manager shall project the ending reserve levels; and
  - (2) When the auditor presents the Town's audited financial statements to the City Council, the City Manager shall report the Actual Reserve Levels as of the end of the fiscal year.
- (b) At any time, if the Unassigned Reserve becomes depleted, or is projected to become depleted within the fiscal year, the City Manager shall provide a report to the City Council, along with a plan to maintain the Unassigned Reserves with a positive balance.

[History: Formerly § 1.09.210; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

# Investment Policy

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In November 2016, the City Council adopted an updated Investment Policy. The policy is subject to an annual review and, if amendments are recommended, they will be adopted by an action of the City Council. The Town of Colma policy is modeled after State Guidelines, adjusted to reflect the typical types of investments regularly used by the Town.

The policy establishes the objectives for the Town investment portfolio including the delegation of authority and types of authorized investments. The City Manager has been delegated as the public official to fulfill the requirements in the Government Code delegated to the City Treasurer.

The authorized list of investments largely follows the types of instruments allowed under State Law. Consistent with the current policy these are organized in two tiers. Certain investments can be initiated by the Treasurer without further review by the City Council. These include bank deposits, term certificates of deposit, U. S. Treasury Bills and Notes, deposits in the San Mateo County Investment Pool (SMIP), and the State Treasurer Local Agency Investment Fund (LAIF). If, in the future, the City Treasurer recommends placing investments in other types of securities including U.S. Government Agency Notes, Commercial Paper, and other authorized notes, the Treasurer would need to first obtain the approval of the City Council. State law limits all term investments to no more than five years without a separate approval process.

# Glossary of Budget Terms

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**AB** - Assembly Bill.

**ABAG** - Association of Bay Area Governments.

**ABC** - Alcoholic Beverage Control.

**Accounting System** - The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

**Accrual Basis of Accounting** - A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used.

**Activity** - A unit of budgetary accountability and control that encompasses specific and distinguishable lines of work performance for the purpose of accomplishing a function for which the Town is responsible.

**ADA** - See Americans with Disabilities Act.

**Adopted Budget** - The budget document formally approved by the City Council, often referred to as the original budget.

**Ad-valorem** - According to value.

**Amended Budget** - An adopted budget, after it has been changed (or adjusted) by the City Council. An example of an amended budget is when the City Council adopts changes in expenses and revenues of a specific item or project or a series items and projects during the Mid-Year Budget process. (See Budget Adjustment)

**Americans with Disabilities Act (ADA)** - A 1990 law that gives federal civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

**Appropriation** - A legal authorization granted by the City Council to make expenditures or enter into obligations for specific purposes.

**Appropriation Limit (Gann Limit)** - A mandated calculation of how much the Town is allowed to expend in one fiscal year. It is mandated on government agencies within California by Article XIII B of the California Constitution. The amount of appropriation subject to the limit is the budgeted proceeds of taxes. Some examples of proceeds of taxes are sales and property taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriations limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

**APWA** - American Public Works Association.

**ARC** - Actuarial Required Contribution.

**Assessed Valuation** - A valuation set upon real estate or other property by the San Mateo County Assessor and the State as a basis for levying taxes.

**Assigned Reserve** - The spendable amounts set aside for specific purposes or contingencies authorized by resolution of the City Council.

**Authorized Positions** - Positions approved by the City Council which may or may not have funding. (See Budgeted Positions)

**Audit** - A review of the Town's accounts by an independent accounting firm to verify that the Town's financial statements accurately reflect its financial position.

**BAAQMD** - Bay Area Air Quality Management District.

**BART** - Bay Area Rapid Transit.

**Base Budget** - Those resources necessary to meet an established and existing service level.

**Basis of Budgeting** - The method used for recognizing revenues and expenditures in the budget. The Town uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles (GAAP).

**BCDC** - Bay Conservation and Development Commission.

**Beginning Fund Balance** - Resources available in a fund from the end of the prior year for use in the following year.

**Benefits** - See Fringe Benefits.

**Bond** - A written promise to pay a specified sum of money, called the face value of principal amount, at a specified date or dates in the future, together with the periodic interest at a specified rate issued by a city to raise capital funds.

**Budget** - A planning and controlling document for financial operation with estimates of proposed expenditures and revenues for a given period of time, usually one year. A plan expressed in figures.

**Budget Adjustment** - A change of expenditure levels and corresponding resources needed to accomplish an existing service level or unanticipated service. All budget adjustments are reflected in the current year budget and are approved by the City Council.

**Budget Calendar** - The schedule of key dates or milestones that a city follows in the preparation and adoption of the budget.

**Budget Highlights** - Portion of department narrative in the budget that focuses on key changes in the budget from the previous year.

**Budget Message** - A general written description summarizing the proposed budget. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

**Budget Stabilization Reserve** - Monies set aside, sometimes called a rainy day fund, that can be used to assure continuity of Town operations when tax revenues temporarily decline as the result of a recession, the loss of a major taxpayer or other similar circumstance.

**Budgeted Capital Project** - Existing or new Capital Projects that have funding available in the current fiscal year. Work on these projects will continue during this year's budget.

**Budgeted Positions** - The number of full-time equivalent positions to be funded in the budget. Example: Funding of two half-time positions would equal one full-time equivalent position. (See Authorized Positions)

**C/CAG** - City/County Association of Governments of San Mateo County.

**CAD/RMS** - Computer Aided Dispatch and Records Management System.

**CAFR** - Comprehensive Annual Financial Report.

**Cal BIG** - California Building Inspection Group.

**CALBO** - California Building Officials.

**CalPERS** - See PERS.

**CAP** - Climate Action Plan.

**Capital Improvements** - A permanent major addition to the Town's real property assets including the design, construction, purchase or major renovation of land, buildings or facilities including major landscaping and park improvements.

**Capital Improvement Program (CIP)** - A plan for capital expenditures and the means of financing them, to be incurred each year over a fixed period of years, to meet capital needs arising from a long-term plan. (See Capital Improvements)

**Capital Outlay** - Routine capital expenditures for the acquisition of capital assets. These items are included in almost every budget and do not have a significant impact on the operating budget. The Town's capitalization limit is \$10,000. (See Fixed Asset)

**Capital Project** - All related expenditures for a public improvement project.

**Capital Project Fund** - Resources transferred from the General Fund to complete a capital improvement project.

**Cardroom Tax** - A permit tax imposed on gambling establishment operations in the Town of Colma. The tax is a general tax with the proceeds going to the General Fund. The tax requires each person operating a gambling establishment to pay a monthly tax which is a combination of a set fee and a percentage of gross revenue on a sliding scale set by Town ordinance.

**CASp** - Certified Access Specialist.

**CAT** - Community Action Teams.

**CEQA** - California Environmental Quality Act.

**CERT** - Community Emergency Response Team.

**Certificates of Participation (COPs)** - A method of raising funds collateralized by leases between a lessor and a government agency. Payments are funded with annual appropriations made by the government agency (in this case the Town) to the lessor. COPs are typically used for capital leases for large projects where the financing amount exceeds several million dollars.

**Charges for Service** - See Fees.

**CIP** - See Capital Improvement Program.

**Climate Action Plan** - A Climate Action Plan or a CAP is a detailed and strategic framework for measuring, planning, and reducing Greenhouse Gas (GHG) emissions and related climatic impacts. Climate Action Plans include an inventory of existing GHG emissions, reduction goals or targets, and prioritized measures and programs to reduce GHG emissions and climate impacts to target levels set by the City Council.

**Closed Capital Project** - Capital Projects that have been completed or closed out. These projects will only appear in future Capital Improvement Budgets if they have project expenditures during the prior three years.

**COLA** - See Cost of Living Adjustment.

**Committed Reserve** - The spendable amounts set aside to meet the Town's long-term obligations.

**Competitive Bidding** - Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the lowest prices by stimulating competition, and by preventing favoritism.

**Consultants** - Outside individuals who provide advice or services.

**Contractual** - A type of expenditure. Usually a professional consulting service involving a contract for one or more years.

**COP Town Hall Fund** - Project expenses which were financed by Certificate of Participation (COP) debt financing.

**COPs** - Certificates Of Participation.

**Cost Accounting** - The branch of accounting that provides for the assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

**Cost of Living Adjustment (COLA)** - A scheduled percentage adjustment to wages, which is based upon the terms of labor agreements as approved by an action of the City Council.

**Cost of Services** - Payments made by customers for publicly provided services that benefit specific individuals and exhibit "public good" characteristics. They include fees such as recreation fees, building permit fees and planning fees.

**CPI** - Consumer Price Index.

**CPOA** - California Peace Officers' Association.

**CPR** - Cardiopulmonary Resuscitation.

**CPRS** - California Park and Recreation Society.

**CPUC** - California Public Utilities Commission.

**CSMFO** - California Society of Municipal Financial Officers.

**CSO** - Community Service Officer.

**Debt Service** - Actual cost of interest and principal on debt.

**Debt Service Fund** - A fund established for the payment of principal and interest on debt other than payable exclusively from special assessments.

**Deficit** - The excess of expenditures over revenues during an accounting period.

**Department** - An organizational unit comprised of divisions or programs. It is possible for a department to be comprised of only one division.

**Department Description** - A list of the typical activities of programs.

**Department Function** - Category of work performed. The Town has five major categories: General Government, Recreation, Public Works, Public Safety and Planning.

**Discretionary Revenue** - Money that the City Council has the authority to allocate for any purpose. Often refers to the General Fund, as opposed to special or Restricted Use Funds.

**Division** - A functional grouping of related activities within a department. There are usually several activities within a division. (See Activity)

**DUI** - Driving Under the Influence.

**Economic Development** - Efforts that seek to improve the economic well-being and quality of life for a community by creating and/or retaining jobs and supporting or growing incomes and the tax base.

**Encumbrance** - An obligation in the form of a purchase order or contract.

**Enterprise Fund** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the City Council is that the costs of providing services to the general public on a continuing basis be financed or recovered primarily through user charges, i.e., water utility, parking system.

**EOC** - Emergency Operations Center.

**ERAF** - Educational Revenue Augmentation Fund. A shift of property tax revenue from local agencies (cities, counties, special districts) to the State.

**Expenditure** - Designates the cost of goods delivered or services rendered, whether paid or unpaid. Where accounts are kept on the accrual or modified accrual basis of accounting, costs are recorded when goods are received or services rendered. Where accounts are kept on a cash basis, expenditures are recognized when the cash payments are made.

**FBI** - Federal Bureau of Investigation.

**Fees** - A charge to cover the cost of services (e.g. building inspection fee, zoning fee, etc.) sometimes referred to as Charges for Service.

**FEMA** - Federal Emergency Management Agency.

**FHA** - Fair Housing Act.

**Fiscal Accountability** - The responsibility of governments to justify that their actions in the current period have complied with public policy decisions concerning the raising and spending of public moneys in the short term (usually one budgetary cycle or one year).

**Fiscal Year** - A twelve-month period of time to which the budget applies. For the Town of Colma and many local government agencies, this period is from July 1 through June 30.

**Fixed Asset** - A tangible item of a long-term character such as land, buildings, furniture, and other equipment with a unit cost in excess of \$10,000. (See Capital Outlay)

**Fleet Replacement Fund** - An internal service fund used to accumulate funds over time to provide for the replacement of the Town fleet.

**FLSA** - Fair Labor Standards Act.

**FMLA** - Family Medical Leave Act.

**FPPC** - Fair Political Practices Commission.

**Fringe Benefits** - Benefits to Town employees, in addition to salaries, paid by the Town. These benefits include pensions, workers' compensation, unemployment insurance, health club membership, and life and health insurance.

**FTE** - See Full Time Equivalent.

**Full-Time Equivalent (FTE)** - One or more employee positions totaling one full year of service or approximately 2,080 hours a year.

**Full Cost Recovery** - Recovering or funding the full costs of a project or service, typically through a user fee. In addition to the costs directly associated with the project, such as staff and equipment, projects will also draw on the rest of the organization. For example, adequate finance, human resources, management, and IT systems are also integral components of any project or service.

**Fund** - A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures and fund balances.

**Fund Balance** - The difference between fund assets and fund liabilities in a governmental or trust fund. Changes in fund balances are the result of the difference of revenues to expenditures. When revenues exceed expenditures in a given period, fund balance increases and when expenditures exceed revenue, fund balance decreases.

**Funding Source** - Identifies fund(s) that will provide resources for Town expenditures.

**FY** - See Fiscal Year.

**GAAP** - See Generally Accepted Accounting Principles.

**Gann Limit** - See Appropriation Limit.

**Gas Tax Fund** - Fund required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of Town streets.

**GASB** - See Governmental Accounting Standards Board.



**GASB Statement No. 34** - Requires state and local governments to produce financial statements on an accrual basis, in much the same manner as private sector businesses. The objective is to enhance the understandability and usefulness of the financial reports of state and local governments to the public, legislative and oversight bodies, and investors and creditors.

**GASB Statement No. 45** - Requires the measurement and recognition criteria for other Post Employment Benefits (OPEB) for reporting purposes. The objective is to recognize the cost of benefits, provide information on related liabilities and provide information for assessing fiscal health for future periods.

**GASB Statement No. 54** - Intended to improve the usefulness of the amount reported in fund balance by providing a more structured classification. It also clarifies the definition of existing governmental fund types.

**GASB Statement No. 68** - Improves accounting and financial reporting by state and local governments for pensions. It establishes standards for measuring and recognizing liabilities and expenditures and identifies the methods and assumptions that should be used to calculate those liabilities and expenditures.

**GASB Statement No. 75** - Improves accounting and financial reporting by state and local governments for post-employment benefits other than pensions (other post-employment benefits or OPEB) such as retiree medical and retiree dental benefits. It also improves information provided by state and local governmental employers about financial support for OPEB.

**Generally Accepted Accounting Principles (GAAP)** - Uniform standards used by state and local governments for financial recording and reporting; established by the accounting profession through the Governmental Accounting Standards Board.

**General Fund** - The primary fund of the Town used to account for all revenues of the Town not legally restricted as to use and related expenditures.

**General Fund Reserves** - The balance of all general funds not otherwise appropriated (budgeted) or accounted for, such as the allocated reserves Council set aside for Litigation, Insurance, Disaster Preparedness, Employee Benefits and Operations.

**General Plan** - A plan of a city, county or area which establishes zones for different types of development, uses, traffic patterns, and future development.

**General Revenue** - General sources of income a city collects and receives for public use (e.g. property tax). There are no restrictions as to the use of these monies - often referred to as Discretionary Revenue. General Revenue comprises the General Fund.

**GF** - See General Fund.

**GFOA** - Government Finance Officers Association.

**GHG** - Greenhouse Gas emissions.

**GIS** - Geographic Information System. A Geographic Information System (GIS) is designed to capture, store, manipulate, analyze, manage, and present all types of geographical data. It analyzes spatial location and organizes layers of information into visualizations using maps. With this unique capability, GIS reveals deeper insights into data, such as patterns, relationships, and situations — helping city departments make better decisions and more effective use of resources.

**Goal** - An observable and measurable end result having one or more objectives to be achieved within a more or less fixed time frame.

**Governmental Accounting Standards Board (GASB)** - The body that sets accounting standards specifically for governmental entities at the state and local levels.

**Governmental Funds** - Self-balancing sets of accounts that are maintained for governmental activities. Financial statements of governmental funds are prepared on the modified accrual basis of accounting and the current financial resource flows method of measurement focus. All of the Town's funds are in the governmental category. (See Measurement Focus)

**GP** - General Plan.

**Grant** - A payment of money, often earmarked for a specific purpose or program, e.g. from one governmental unit to another or from a governmental unit to a not-for-profit agency.

**Grievance** - An actual or supposed circumstance regarded as just cause for complaint. A complaint or protestation based on such a circumstance.

**HEART** - Housing Endowment And Regional Trust.

**HOA** - Homeowners Association.

**HR** - Human Resources.

**HRA** - Human Resources Administration.

**HVAC** - Heating, Ventilation and Air Conditioning.

**ICMA** - International City/County Management Association.

**Infrastructure** - All Town-owned facilities supporting the operation of the government agency. It includes streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, sewer lift stations, all government buildings and related facilities.

**Interfund Transfers** - Monies appropriated from one fund to another fund. This is done to reimburse the fund for expenses or to finance the operation of the other fund.

**Internal Service Fund** - A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government on a cost reimbursement basis.

**IPM** - Integrated Pest Management.

**Irrevocable Trust** - A type of trust that by its design can't be modified, amended, changed or revoked.

**IT** - Information Technology.

**JPA** - Joint Powers Agreement.

**LAFCO** - Local Agency Formation Commission.

**LAIF** - Local Agency Investment Fund.

**LAO** - Legislative Analyst's Office.

**LCW** - Liebert Cassidy Whitmore.

**Level of Service** - Indicator that measures the performance of a system. Certain goals are defined and the service level gives the percentage to which they should be achieved.

**Long Term Debt** - Debt with a maturity of more than one year after the date of the issue.

**LTD** - Long Term Disability.

**MADD** - Mothers Against Drunk Driving.

**Mandate (Mandated Services)** - A legal requirement, usually imposed by State or Federal law. This term is used to refer to Town services, which are provided to comply with State or Federal laws, such as preparation of the City Council Agenda in compliance with the Brown Act.

**Maturities** - The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

**Measure A Fund** - Fund used to account for the Town's per-capita portion of a countywide, voter-approved sales tax increase for improving transit and relieving congestion.

**Measure M** - Countywide, voter-approved vehicle registration fee, half of which goes to the cities in the county using a pro-rata formula based on population and road miles. The money can be used for pavement resurfacing, pothole repair, signs and striping, traffic signals, street sweeping, storm-inlet cleaning and local shuttles.

**Measurement Focus** - The accounting convention which determines: (1) which assets and which liabilities are included on the governmental unit's balance sheet; and (2) whether its operating statement presents "financial flow" information (revenue and expenditures) or "capital maintenance" information (revenues and expenses).

**Mid-Year** - As of December 31<sup>st</sup> (mid-point of the fiscal year).

**Mid-Year Budget Review** - Annual process, which occurs in February, where staff analyzes the revenue and expenditures of the Town through the mid-point of the fiscal year (December 31<sup>st</sup>), projects the data to the end of the fiscal year (June 30<sup>th</sup>) and presents the information to Council, along with any recommended budget adjustments.

**MMANC** - Municipal Management Association of Northern California.

**Modified Accrual Basis of Accounting** - A form of accrual accounting in which (1) expenditures are recognized when the goods or services are received and (2) revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

**MOU** - Memorandum Of Understanding.

**MRP** - Municipal Regional Stormwater Permit.

**MTC** - Metropolitan Transportation Commission.

**Municipal Code** - A book that contains City Council approved ordinances presently in effect. The Code defines Town law in various categories. (See Ordinance)

**National Pollution Discharge Elimination System (NPDES)** - A policy set forth by the Environmental Protection Agency, under the 1987 Federal Clean Water Act, imposing regulations that mandate local governments to control and reduce the amount of stormwater pollutant runoff into receiving waters.

**Non-recurring Costs** - One time activities for which the expenditure should be budgeted only in the fiscal year in which the activity is under taken.

**Non-spendable Fund Balance** - The amounts associated with inventories, prepaid expenses and other items legally or contractually required to be maintained intact.

**NorCalHR** - Northern California Municipal Human Resources Managers Group.

**NPDES** - See National Pollution Discharge Elimination System.

**NSMCD** - North San Mateo County Sanitation District.

**OBF** - On-Bill Financing.

**Objectives** - Desired results of the activities of a program.

**OES** - Office of Emergency Services.

**OPEB** - Other Post Employment Benefits.

**Operating Budget** - A programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the Town, which does not include capital improvement projects.

**Operating Expenses** - Expenses incurred as a result of day-to-day operations.

**Operational Accountability** - Governments' responsibility to report the extent to which they have met their operating objectives efficiently and effectively, using all resources available for that purpose, and whether they can continue to meet their objectives for the foreseeable future.

**Ordinance** - A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution. Adopted ordinances form the Municipal Code. (See Municipal Code)

**Pandemic Flu Plan** - A Plan the Town uses to respond in an epidemic of the influenza virus that spreads on a worldwide scale and infects a large proportion of the human population. Influenza pandemics occur when a new strain of the influenza virus is transmitted to humans from another animal species.

**PCI** - Pavement Condition Index.

**PCJPB** - Peninsula Corridor Joint Powers Board (Also known as Caltrain Board)

**PELRA** - Public Employers Labor Relations Association.

**PEMCHA** - Public Employees Medical and Hospital Care Act.

**PERS** - Public Employees Retirement System. A pension plan administered by the State of California for government agencies. (Also known as CalPERS).

**Performance Measures** - Indicators used in budgets to show, for example, (1) the amount of work accomplished, (2) the efficiency with which tasks were completed, and (3) the effectiveness of a program, which is often expressed as the extent to which objectives were accomplished.

**Personnel Expenditures** - Salaries, wages and benefits paid to employees.

**Police Grants Fund** - Revenue associated with Police grants that have restricted uses and may be ongoing, for example, SLESF.

**POST** - Police Officer Standards and Training.

**Priority Area** - A category of Town services, such as Economic Development, Long Range Financial Plan or Neighborhoods which the City Council selects as an area of focus for staff in the coming fiscal year.

**Program** - Plan of action aimed at accomplishing a clear objective, with details on what work is to be done, by whom, when, and what means or resources will be used.

**Program Revenues** - Revenues received by a department as a result of the services or operations of that department (such as user fees), and generally used to finance the related services or programs.

**Property Tax** - A tax on the assessed value of property. California State Constitution Article XIII A provides that the combined maximum property tax rate on any given property equal to 1% of its assessed value unless an additional amount has been approved by voters for special taxes or general obligation bonds. San Mateo County remits the Town's share, including all penalties and interest.

**Proposed Budget** - The working document for the fiscal year under discussion.

**PTAF** - Property Tax Assessment Fee.

**Public Employee Retirement System** - See PERS.

**Public Safety Grants Fund** - Revenue associated with one-time or limited term Police Grants that have restricted uses.

**PW** - Public Works.

**Real Estate Transfer Tax** - A tax on the value of property transferred, currently levied at a rate of \$.275 per \$500. San Mateo County collects the tax and the Town receives the revenues. Revenues are dependent on how frequently the property is transferred and on the accrued value at the time of transfer.

**Records Management System (RMS)** - A system that automates the storage of current documents and important records of the Town (documents, agendas, minutes, reports, maps and vital records) to facilitate quick and easy access to these records using software and other technologies.

**Request For Proposal (RFP)** - Part of a procurement process which is frequently associated with obtaining professional or specialized services or goods. Vendors are invited to respond with a description of services and associated costs. The agency evaluates responses to determine the response which most closely meets the stated needs in a cost effective manner.

**Reserve** - An account used to designate a portion of the fund balance as legally segregated for a specific use, i.e., General Fund Reserve.

**Reserve Policy** - A Council adopted set of principles which establish an appropriate minimum level of reserves and specify how reserves can be used.

**Resolution** - A special order of the City Council that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

**Restricted Use Funds** - Funds designated for use for a specific purpose.

**Revenues** - Income from all sources used to pay Town expenses.

**RFP** - See Request For Proposal.

**RHNA** - Regional Housing Needs Assessment.

**Risk Management** - An organized attempt to protect a government's assets against accidental loss in the most economical method.

**RMS** - See Records Management System.

**ROW** - Right-Of-Way.

**RWQCB** - Regional Water Quality Control Board.

**Salaries and Wages** - A fixed monthly or hourly sum paid to an employee.

**Sales Tax** - Taxes assessed on retail sales or leases of tangible personal property in the Town. The Town receives one percent of the 8.25% San Mateo County sales tax.

**SAMCAT** - San Mateo County Telecommunications Authority.

**SamTrans** - San Mateo County Transit District.

**SB** - Senate Bill.

**Secured Taxes** - Taxes levied on real properties in the Town which are "secured" by liens on the properties.

**SFPUC** - San Francisco Public Utilities Commission.

**SLESF** - See Supplemental Law Enforcement Services Fund.

**SLPP** - State-Local Partnership Program.

**SMC** - San Mateo County.

**SMIP** - San Mateo County Investment Pool.

**Special Revenue Fund** - A fund that accounts for the use of revenues that are legally restricted to expenditures for specific purposes.

**SSARP** - Systemic Safety Analysis Report Program. A grant program established by the State Department of Transportation (Caltrans) in 2016. The purpose of this grant is to study deficiencies in a government agency's roadway network including sidewalks, bike paths, crosswalks, accessibility barriers and street lights and recommend corrective measures to correct the problems.

**SSF** - South San Francisco.

**SSO** - Sanitary Sewer Overflow.

**STEP** - Saturation Traffic Enforcement Program.

**STOPP** - Stormwater Pollution Prevention Program.

**Strategic Plan** - Plan of action aimed at accomplishing a clear objective, with details on what work is to be done, by whom, when, and what means or resources will be used.

**Strategic Planning** - A comprehensive and systematic management tool designed to help organizations assess the current environment, increase effectiveness, develop commitment to the organization's mission and achieve consensus on strategies and objectives for achieving that mission. The focus is on aligning organizational resources to bridge the gap between present conditions and the envisioned future. The organization's objectives for a strategic plan will help determine how available resources can be tied to future goals.

**Supplemental Assessment** - An assessment of real property occurring after the real property lien date of January 1<sup>st</sup> of each year as a result of new construction or a change in ownership. The San Mateo County Assessor determines the new value of the property based on current market values, and then calculates the difference between the new value and the value set on January 1<sup>st</sup>.

**Supplemental Law Enforcement Services Fund (SLESF)** - A component of the Citizens' Option for Public Safety (COPS) program which provides grants to every city and county and five special districts that provide law enforcement in the State of California. SLESF funds are allocated among cities and counties and special districts that provide law enforcement services in proportion to population, except that each agency is to be allocated a minimum of \$100,000. The Town of Colma receives the minimum allocation.

**Supplies and Services** - Expenditures for materials, supplies and related services which are ordinarily consumed within a fiscal year.

**SWAT** - Special Weapons And Tactics.

**Tax Levy** - Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation of property.

**Tax Equity Allocation** - The amount of property taxes payable to the Town under a special law to assist cities that otherwise would receive low or no property taxes.

**TDM** - Transportation Demand Management.

**TEA** - Tax Equity Allocation.

**TLC** - Transportation for Livable Communities.

**TMA** - Training Managers Association.

**Transportation Grants Fund** - Fund used to account for one-time transportation grants awarded by Federal, State and Regional agencies, and the associated expenditures.

**UBC** - Uniform Building Code.

**Unassigned Reserve** - The amount of spendable fund balance that is not otherwise appropriated.

**Unencumbered Appropriation** - The portion of an appropriation not yet expended or encumbered.

**Unfunded Capital Project** - Capital Projects that are Town priorities but are currently without budgeted funds. Unfunded Capital Projects will be reviewed annually during the Town Budget process to see if funds are available for their design and construction and if these projects are ready to move from the Unfunded Capital Projects list to the Budgeted Capital Projects list.

**Unfunded Position** - Positions that are authorized but funding is not provided.

**Unsecured Taxes** - An ad-valorem (value-based) property tax that is the liability of the person or entity assessed for the tax. Because the tax is not secured by real property (such as land) the tax is called "unsecured."

**Useful Life** - An accounting term defined as the number of years, as set by the IRS, that depreciable business equipment or property is expected to be in use.

**Way-finding** - Information systems and signage that guide people through a physical environment and enhance their understanding and experience of the area or space.

**Year-End** - As of June 30<sup>th</sup> (end of fiscal year).

**-o0O0o-**  
**End of Proposed Budget**