



**NOTICE OF AND AGENDA FOR
SPECIAL MEETING OF THE CITY COUNCIL
TOWN OF COLMA**

**Town Hall
Council Chamber
1198 El Camino Real
Colma, CA 94014**

**Monday, February 11, 2019
6:00 p.m.**

NOTICE IS HEREBY GIVEN that the City Council of the Town of Colma will hold a Special Meeting at the above time and place for transacting the following business:

CONSENT CALENDAR

1. Motion to Accept the Minutes from the January 23, 2019 Regular Meeting.
2. Motion to Approve Report of Checks Paid for January 2019.
3. Motion to Accept Work Performed by Resource Design Interiors on Phase 5 of the Town Hall Project as Complete and Authorize the Director of Public Works to File a Notice of Completion with the County Recorder's Office and Make the Final Payment to Resource Design Interiors in Accordance with State Prompt Payment Laws.
4. Motion Accepting the Work Described in "Agreement for Completion of Public Improvements for the Colma Estates" and Directing B Street Colma LLC to File a Notice of Completion with the County Recorder's Office.

STUDY

5. FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

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

Caitlin Corley

Caitlin Corley, City Clerk

Posted: February 8, 2019



**MINUTES
REGULAR MEETING**

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

Wednesday, January 23, 2019

CALL TO ORDER – 7:00 PM

Vice Mayor John Irish Goodwin called the meeting to order at 7:03 p.m.

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

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

ADOPTION OF THE AGENDA

Vice Mayor John Irish Goodwin asked if there were any changes to the agenda; none were requested. The Vice Mayor asked for a motion to adopt the agenda.

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

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

PRESENTATIONS

Scott McMullin, Chairperson of the San Mateo County Health Commission on Aging presented on the Villages of San Mateo County Program.

Chief Kirk Stratton presented the End of Year Police Department Report. Residents Willie De Guia and Charito Casanas made comments the report.

PUBLIC COMMENTS

Vice Mayor Goodwin opened the public comment period at 7:45 p.m. Resident Willie De Guia made a comment. The Vice Mayor closed the public comment period at 7:48 p.m.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the January 9, 2019 Regular Meeting.
2. Motion to Adopt an Ordinance Amending Colma Municipal Code Subchapter 6.02 Relating to Medical Caregiver Parking Permits (second reading).

Action: Council Member Fiscaro moved to approve the Consent Calendar items #1 and 2; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

NEW BUSINESS

3. FY 2017-18 AUDITED FINANCIAL STATEMENTS AND REPORTS

Administrative Services Director Pak Lin will present the staff report. Michael O'Connor of R. J. Ricciardi, Inc. Certified Public Accountants presented the audit report. Vice Mayor Goodwin opened the public comment period at 7:57 pm and seeing no comments, he closed the public comment period.

Action: Council Member Fiscaro moved to Motion to Adopt a Resolution Accepting Auditor's Reports and Financial Statements for the Fiscal Year Ending in June 30, 2018; the motion was seconded by Council Member Colvin.

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

STUDY SESSION

4. PARKING RESTRICTIONS

Director of Public Works Brad Donohue will present the staff report. Vice Mayor Goodwin opened the public comment period at 8:15 pm. Residents Charito Casanas, Thom Taylor, Ken Gonzalez and business owner Mike Troy commented. The Vice Mayor closed the public comment period at 8:24 pm

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

COUNCIL CALENDARING

There will be a Special Meeting to discuss the Strategic Plan on Wednesday, February 6, 2019 at 6:00 p.m. in the Town Hall Large Conference Room.

There will be a Special Meeting to discuss the 5 Year Capital Improvement Plan on Monday, February 11, 2019 at 6:00 p.m. in the Council Chamber.

The next Regular City Council Meeting will be on Wednesday, February 13, 2019 at will be

cancelled.

REPORTS

There are no Council Reports

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

- The community meeting to discuss Mission Road Improvements at Molloy's had a good turnout.
- San Mateo County will conduct it's biennial one day homeless count on Thursday January 31, 2019, from 5 am to 10 am.
- The Sterling Park Playground Project is nearing completion; a ribbon cutting ceremony will be held sometime next month.
- A German production company has expressed interest in doing a documentary on Colma.
- The next CAPE Workshop is on January 24, 2019.
- There will be a Cemetery Workgroup on Thursday, January 31, 2019 to discuss disaster preparedness.

ADJOURNMENT

Vice Mayor Goodwin adjourned the meeting at 9:08 p.m. in memory of Steven Javier, Colma resident; Kenneth Nocentini, former Colma Police Officer; Jordon Ouse, father of Andrea Ouse, former Colma City Planner; Mauricio Garcia Oropeza, Republic Services Driver who died in tragic accident while on duty; Walter Ramseur, husband of former San Mateo County Supervisor Mary Griffin; and Davis Police Officer Natalie Corona and Newman Police Corporal Ronil Singh, both killed in the line of duty recently.

Respectfully submitted,

Caitlin Corley
City Clerk



Final Check List
Town of Colma

apChkLst
01/02/2019 12:41:08PM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49161	1/2/2019	00004	000012332770	12/13/2018	C3-A/B-12-10-TS-01 11/13/18-1	1,525.16	1,525.16
49162	1/2/2019	00020	118120320	12/1/2018	RENTAL	69.00	
			118120319	12/1/2018	MTN H/C BWC	9.00	78.00
49163	1/2/2019	00051	6544607057	12/14/2018	6544607057 SW CORNER HIL	684.02	
			1727052702	12/11/2018	1727052702 JSB ACROSS.FR	233.27	
49164	1/2/2019	00055	FY 2018-2019 G	10/31/2018	FY 2018-2019 COUNCIL APPR	2,500.00	917.29
49165	1/2/2019	00057	Nov 2018	1/2/2019	OUTSIDE & INSIDE MATS AT	362.82	2,500.00
49166	1/2/2019	00095	83672	11/30/2018	NAME PLATES FOR COUNCIL	321.75	362.82
49167	1/2/2019	00112	343695	12/5/2018	HR ACCOUNT #145931	164.00	321.75
49168	1/2/2019	00117	BE003189909	1/1/2019	DENTAL INSURANCE	13,362.20	164.00
49169	1/2/2019	00254	190125	1/1/2019	MAINTENANCE CONTRACT	602.00	13,362.20
49170	1/2/2019	00280	240162046001	12/3/2018	OFFICE SUPPLIES	96.68	602.00
			241624746001	12/3/2018	OFFICE SUPPLIES	46.33	
			242861167001	12/6/2018	OFFICE SUPPLIES	32.36	
			242863370001	12/6/2018	ADDING MACHINE TAPE	3.39	178.76
49171	1/2/2019	00282	100000155304	12/19/2018	REPLACEMENT BENEFIT COI	240.84	240.84
49172	1/2/2019	00293	FY 2018-2019 G	10/31/2018	FY 2018-2019 COUNCIL APPR	1,380.00	1,380.00
49173	1/2/2019	00360	FY 2018-2019 G	10/31/2018	FY 2018-2019 COUNCIL APPR	3,500.00	1,380.00
49174	1/2/2019	00362	C118-015	12/26/2018	NOV 6 & 8, 2018 EXCEL INTR	115.00	3,500.00
49175	1/2/2019	00432	Jan 2019	12/17/2018	VISION SERVICE PLAN	1,106.39	115.00
49176	1/2/2019	00433	852742659	12/9/2018	REFLECTIVE TAPE, WHITE, 2	150.25	1,106.39
49177	1/2/2019	00460	FY 2018-2019 G	10/31/2018	FY 2018-2019 COUNCIL APPR	2,000.00	150.25
49178	1/2/2019	00464	0030405-IN	12/10/2018	SALES TAX SERVICES	3,772.38	2,000.00
49179	1/2/2019	00563	12/27/18 Petty C	12/27/2018	12.27.18 PETTY CASH REIMB	329.78	3,772.38
49180	1/2/2019	00716	01/16/19 Installa	12/28/2018	JAN 16, 2019 INSTALLATION I	20.00	329.78
49181	1/2/2019	01036	MANAGED HEALTH NETWORKIPRM-033188	12/17/2018	EMPLOYEE ASSISTANCE PR	99.20	20.00
49182	1/2/2019	01352	10270284	12/12/2018	JAN 1 - DEC 31, 2019 MUSIC I	438.00	99.20
49183	1/2/2019	01370	VERIZON WIRELESS SERVICE9820346606	12/15/2018	CELL PHONE SERVICE	1,524.52	438.00
49184	1/2/2019	01480	LEXIPOL, LLC	12/13/2018	JAN 1 - DEC 31, 2019 LAW EN	6,248.00	1,524.52
49185	1/2/2019	01511	GONZALEZ, ALEJANDRA	12/27/2018	12.27.18 DEPOSIT REFUND	50.00	6,248.00
49186	1/2/2019	01653	KAISER FOUNDATION HEALTH Nov 6-15, 2018	12/9/2018	HEALTH & SAFETY SERVICE	917.00	50.00
49187	1/2/2019	01882	PERDOMO, IRMA ESTELA	12/27/2018	12.27.18 DEPOSIT REFUND	300.00	917.00
49188	1/2/2019	02004	CANEVARO, KIM	12/17/2018	12.17.18 DEPOSIT REFUND	50.00	300.00
49189	1/2/2019	02182	DALY CITY KUMON CENTER Nov 2018	12/28/2018	TUTORING	5,400.00	50.00

Final Check List
Town of Colma

apChkLst
01/02/2019 12:41:08PM

(Continued)

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49190	1/2/2019	02224	STANDARD INSURANCE COMJan 2019	12/17/2018	LIFE INSURANCE	205.00	205.00
49191	1/2/2019	02274	FRANK AND GROSSMAN LANI40448308	12/19/2018	PRUNING ALONG EASTERN F	7,946.00	7,946.00
49192	1/2/2019	02499	GE CAPITAL INFORMATION 101471216	12/7/2018	PD COPY MACHINE RENTAL	863.92	863.92
49193	1/2/2019	02697	VIGIL, SELINA 2001390.003	12/17/2018	12.17.18 DEPOSIT REFUND	275.00	275.00
49194	1/2/2019	02799	WAVE 07447038	12/23/2018	RIMS INTERNET W/SSF	400.00	400.00
49195	1/2/2019	02827	CORODATA SHREDDING, INC.RS3030997	11/30/2018	STORAGE, PICKUP/DELIVER	370.98	370.98
49196	1/2/2019	02863	PLACEWORKS, INC. 67341	11/30/2018	NOV 2018 PROFESSIONAL SE	3,240.05	3,240.05
49197	1/2/2019	02935	EMCOR SERVICES-MESA ENF013480991	12/17/2018	1520 HILLSIDE BLVD. HVAC P	1,516.00	1,516.00
49198	1/2/2019	02949	WELLS FARGO VENDOR FINA101521921	12/21/2018	ADMIN COPY MACHINE	1,362.61	1,362.61
49199	1/2/2019	02970	PRODUCTIVE PRINTING & GR33355	12/17/2018	NOTICE OF CORRECTION, CI	200.31	200.31
49200	1/2/2019	02988	DALY CITY PENINSULA FY 2018-2019 G	10/31/2018	FY 2018-2019 COUNCIL APPR	15,000.00	15,000.00
49201	1/2/2019	03034	FLEX ADVANTAGE 107866	11/30/2018	FLEX PROCESSING FEES	170.00	170.00
49202	1/2/2019	03060	PREFERRED ALLIANCE, INC. 0143754-IN	11/30/2018	NON-RANDOM PRE-EMPLOYI	42.00	42.00
49203	1/2/2019	03110	BHM CONSTRUCTION, INC. 14	12/5/2018	TOWN HALL BUILDING INFILL	212,494.42	212,494.42
49204	1/2/2019	03124	KAZ & ASSOCIATES ENVIRON11174	12/7/2018	CONSULTATION SERVICES F	825.00	825.00
49205	1/2/2019	03161	CURTIS EDWARD DENNISON 2001389.003	12/17/2018	12.17.18 DEPOSIT REFUND	275.00	275.00
49206	1/2/2019	03191	MAZE & ASSOCIATES 30350	11/30/2018	ACCOUNTING SERVICES	2,645.00	2,645.00
49207	1/2/2019	03228	OPERATION SANTA CLAUS FY 2018-2019 G	10/31/2018	FY 2018-2019 COUNCIL APPR	1,000.00	1,000.00
49208	1/2/2019	03229	GUZMAN, AVDIELL 2001388.003	12/17/2018	12.17.18 DEPOSIT REFUND	325.00	325.00
49209	1/2/2019	03230	PADILLA, MICAELA 2001395.003.	12/21/2018	12.21.18 DEPOSIT REFUND	150.00	150.00
49210	1/2/2019	03231	OCEANA HIGH SCHOOL 2001396.003	12/21/2018	12.21.18 DEPOSIT REFUND	600.10	600.10

Sub total for TRI COUNTIES BANK: 297,559.73

50 checks in this report.

Grand Total All Checks: 297,559.73

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
12019	1/3/2019	00282	CALIFORNIA PUBLIC EMPLOY 1000000155264	12/14/2018	MEDICAL INSURANCE	4,905.40	4,905.40
Sub total for TRI COUNTIES BANK:						4,905.40	4,905.40

1 checks in this report.

Grand Total All Checks:

4,905.40

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49211	1/4/2019	00068	COLMA PEACE OFFICERS' 01042019 B	1/4/2019	COLMA PEACE OFFICERS: P/	645.52	645.52
49212	1/4/2019	01164	STATE OF CALIFORNIA, FRAN01042019 B	1/4/2019	STATE - WAGE GARNISHMEN	450.00	450.00
49213	1/4/2019	01340	NAVIA BENEFIT SOLUTIONS 01042019 B	1/4/2019	FLEX 125 PLAN: PAYMENT	658.84	658.84
49214	1/4/2019	01375	NATIONWIDE RETIREMENT S01042019 B	1/4/2019	NATIONWIDE: PAYMENT	5,000.00	
			01042019 M	1/4/2019	NATIONWIDE: PAYMENT	1,200.00	6,200.00
49215	1/4/2019	02377	CALIFORNIA STATE DISBURSI01042019 B	1/4/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
93850	1/4/2019	00521	UNITED STATES TREASURY 01042019 M	1/4/2019	FEDERAL TAX: PAYMENT	914.72	914.72
93851	1/4/2019	01360	VANTAGE TRANSFER AGENT:01042019 M	1/4/2019	ICMA CONTRIBUTION: PAYME	463.86	463.86
93852	1/4/2019	00631	P.E.R.S. 01042019 M	1/4/2019	PERS MISC NON-TAX: PAYME	604.81	604.81
93853	1/4/2019	00282	CALIFORNIA PUBLIC EMPLOY01042019 M	1/4/2019	JANUARY 2019 ACTIVE PREV	7,348.84	7,348.84
93854	1/4/2019	00130	EMPLOYMENT DEVELOPMEN01042019 B	1/4/2019	CALIFORNIA STATE TAX: PAY	11,122.79	11,122.79
93855	1/4/2019	00521	UNITED STATES TREASURY 01042019 B	1/4/2019	FEDERAL TAX: PAYMENT	53,865.31	53,865.31
93856	1/4/2019	00282	CALIFORNIA PUBLIC EMPLOY01042019 B	1/4/2019	JANUARY 2019 ACTIVE PREV	66,838.45	66,838.45
93857	1/4/2019	00631	P.E.R.S. 01042019 B	1/4/2019	PERS - BUYBACK: PAYMENT	41,189.83	41,189.83
93858	1/4/2019	01360	VANTAGE TRANSFER AGENT:01042019 B	1/4/2019	ICMA CONTRIBUTION: PAYME	4,150.49	4,150.49

Sub total for TRI COUNTIES BANK:

195,324.84

14 checks in this report.

Grand Total All Checks:

195,324.84

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49216	1/8/2019	00003	7546	12/14/2018	T/S EXTERIOR OUTLET & LIG	520.00	520.00
49217	1/8/2019	00071	10/27/18 - 11/30/	12/21/2018	CSG	139,489.44	139,489.44
49218	1/8/2019	00077	AC11819-COLM.	12/21/2018	ANIMAL CONTROL COSTS	36,874.00	36,874.00
49219	1/8/2019	00093	CITY OF SOUTH SAN FRANCISCO:517499	12/20/2018	TRAFFIC SIGNAL MAINTENANCE	1,420.00	1,420.00
			517474	12/10/2018	TRAFFIC SIGNAL MAINTENANCE	750.00	2,170.00
49220	1/8/2019	00307	12/24/2018	12/24/2018	PG&E	2,006.73	2,006.73
			12/19/2018	12/19/2018	PG&E	85.14	2,091.87
49221	1/8/2019	00334	119538	12/31/2018	01/28/19-02/01/19 MCKENNA F	140.00	140.00
			119693	12/31/2018	01/28/19-02/01/19 BERKOVATZ	140.00	280.00
49222	1/8/2019	00364	CLO5608	11/30/2018	LAB FEES	1,806.00	1,806.00
49223	1/8/2019	00388	0285470-IN	12/20/2018	CCTV EQUIPMENT REC CEN	10,821.78	10,821.78
			0285462-IN	12/20/2018	UPGRADE SYSTEM REC CEN	3,549.69	3,549.69
			0285485-IN	12/21/2018	ADD ON TO MONITORING SY	1,062.59	1,062.59
			0285471-IN	12/20/2018	NOV 15, 2018 - JAN 2019 CAM	359.20	359.20
			0285387-IN	12/18/2018	NEW FIRE SYSTEM 1520 HILI	345.00	345.00
			0285390-IN	12/18/2018	INSTALL NEW FIRE SYSTEM	345.00	345.00
			0285463-IN	12/20/2018	NOV 15, 2018 - JAN 2019 BUR	286.27	286.27
			0285391-IN	12/18/2018	MONITORING NOV 13, 2018 -	130.00	130.00
			0285388-IN	12/18/2018	NOV 13, 2018 - JAN 2019 MOI	124.80	124.80
			0285389-IN	12/18/2018	NOV 13, 2018 - JAN 2019 TES	117.00	117.00
			0285392-IN	12/18/2018	NOV 13 - JAN 2019 TEST & IN	117.00	117.00
			0285486-IN	12/21/2018	NOV 15, 2018 - JAN 2019 CAM	26.52	26.52
49224	1/8/2019	00649	DAVEY TREE EXPERT COMPANYP913279132	12/17/2018	TREE PRUNING CLARK AVEN	4,850.00	17,284.85
49225	1/8/2019	00716	2019-01	12/10/2018	2019 ASSOCIATION SUPPLE	400.00	4,850.00
49226	1/8/2019	00775	2001406.003	12/31/2018	12.31.18 SENIOR HOLIDAY LL	10.00	400.00
			2001405.003	12/31/2018	12.31.18 CREEKSIDE VILLAS,	9.00	19.00
			469856447	12/19/2018	PINK LOTION HAND SOAP	231.71	231.71
49227	1/8/2019	00928	1802182	12/20/2018	MONTHLY SERVICE CONTRA	5,622.00	5,622.00
49228	1/8/2019	01030	Jan 2019	12/26/2018	8155 20 022 0094769 TOWN C	13,506.84	13,506.84
49229	1/8/2019	01037	01/02/19-02/01/1	12/27/2019	8155 20 022 0097069 INTERNI	293.33	293.33
			12/27/18-01/26/1	12/17/2018	8155 20 022 0002770 1520 HIL	10.75	10.75
49230	1/8/2019	01039	CONTRA COSTA COUNTY SHIFeb 4-8, 2019 M	11/13/2018	FEB 4-8, 2019 MENDOZA FIEL	349.00	349.00
49231	1/8/2019	01118	SWRCB ACCOUNTING OFFICISW-0159513	12/12/2018	ANNUAL PERMIT FEE	5,692.00	5,692.00
			SW-0163107	12/12/2018	ANNUAL PERMIT FEE	442.00	6,134.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49232	1/8/2019	01340	NAVIA BENEFIT SOLUTIONS 10173334	12/31/2018	SECTION 125 PARTICIPANT 8	75.00	75.00
49233	1/8/2019	01472	DELATORRE, MARIELA 2001403.003	12/31/2018	12.31.18 DEPOSIT REFUND	300.00	300.00
49234	1/8/2019	01680	NBS GOVERNMENT FINANCE 1218000437 1218000436	12/31/2018	USER FEE CONSULTING SER CONSULTING SERVICES LEG	1,780.00 1,600.00	3,380.00
49235	1/8/2019	01745	WILLIAM D. WHITE CO., INC. 456184DCTY	12/19/2018	12/17/18 ADJUSTED CHAIN &	337.50	337.50
49236	1/8/2019	01808	THIRD DEGREE COMMUNICA March 12, 2019	12/31/2018	03/12/19 PFOTENHAUER OFF	225.00	225.00
49237	1/8/2019	01995	CELESTE, MIKE L. 18-1201	12/21/2018	CARDROOM BACKGROUND	1,210.00	1,210.00
49238	1/8/2019	02102	LISTON, IRENE 2001404.003	12/31/2018	12.31.18 DEPOSIT REFUND	50.00	50.00
49239	1/8/2019	02144	DOMINIC A. DE LUCCA DBA Dided 2018	1/2/2019	TAE KWON DO	800.00	800.00
49240	1/8/2019	02179	HUB INTERNATIONAL OF CA Dec 2018	1/2/2019	INSURANCE EVENTS	604.06	604.06
49241	1/8/2019	02542	JOHNSON CONTROLS SECUF31666391	12/15/2018	FIRE SYSTEM AT SR. HOUSIN	474.42	474.42
49242	1/8/2019	02793	DITO'S MOTORS 19255	12/20/2018	SERVICE	647.15	647.15
			19246	12/19/2018	SERVICE	293.77	293.77
			19275	12/28/2018	#4 REPLACE RIGHT FRONT F	28.00	28.00
49243	1/8/2019	02849	U.S. BANK PARS ACCOUNT, 6 Jan 2019 OPEB	1/3/2019	OPEB CONTRIBUTION	141,560.00	141,560.00
49244	1/8/2019	03061	NORTH BAY PETROLEUM 2002038	12/15/2018	PW GAS PURCHASES	340.51	340.51
49245	1/8/2019	03117	KITTELSON & ASSOCIATES, I10099394	12/28/2018	COLMA SYSTEMIC SAFETY A	4,726.75	4,726.75
49246	1/8/2019	03216	COMMUNITY PLAYGROUNDS 18512-2	12/18/2018	PROGRESS BILLING 2 STERL	134,123.58	134,123.58
49247	1/8/2019	03232	JOHN MITRACOS AND COMPY18-237	12/18/2018	SHORTEN CABINET RUN IN C	6,300.00	6,300.00
49248	1/8/2019	03233	APODACA, GERALD 2001401.003	12/31/2018	12.31.18 DEPOSIT REFUND	150.00	150.00
49249	1/8/2019	03234	ENG, LAURA 20000910.004	1/2/2019	01.02.19 ICE CREAM ARTS & I	4.00	4.00
49250	1/8/2019	03235	LS DE LLC 37425	12/20/2018	12/10/18-12/09/19 SUPPORT F	3,870.00	3,870.00

Sub total for TRI COUNTIES BANK:

531,432.53

35 checks in this report.

Grand Total All Checks: 531,432.53

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49251	1/8/2019	00002	12/26/2018	12/26/2018	650-757-8890 174 6 BALANCE	17.51	17.51
49252	1/8/2019	00307	9248309814-8	12/24/2018	9248309814-8 601 F ST.	256.53	256.53
49253	1/8/2019	01037	12/25-01/24 427	12/20/2018	8155 20 022 0097028 427 F ST	298.33	596.66
			12/25-01/24 Inte	12/20/2018	8155 20 022 0097051 Internet	298.33	870.70

Sub total for TRI COUNTIES BANK:

3 checks in this report.

Grand Total All Checks:

870.70

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49254	1/15/2019	00003	A. S. F. ELECTRIC	7579	12/28/2018	INSTALL 120-VOLT POWER F	675.00
49255	1/15/2019	00013	ANDY'S WHEELS & TIRES	Dec 2018	12/31/2018	TIRE SERVICE	1,913.69
49256	1/15/2019	00051	CALIFORNIA WATER SERVICE	12/27/2018	12/27/2018	WATER BILL	5,087.95
49257	1/15/2019	00057	CINTAS CORPORATION #2	Dec 2018	1/14/2019	CLEANING SERVICE	634.04
				Dec 2018	1/10/2019	OUTSIDE & INSIDE MATS AT	241.88
49258	1/15/2019	00057	CINTAS CORPORATION #2	8403966298	12/31/2018	PD FIRST AID SUPPLIES	365.51
49259	1/15/2019	00058	CITY CLERKS ASSN OF CA	78	12/22/2018	2019 MEMBERSHIP RENEWA	90.00
49260	1/15/2019	00064	COLMA FLORAL SHOP	3548	1/3/2019	01/03/18 MULTI COLOR VASE	54.50
				3547	1/3/2019	01/03/18 MULTI COLOR VASE	54.50
49261	1/15/2019	00065	COLMA HISTORICAL ASSOCIATION	Donation in Honor	1/9/2019	DONATION IN HONOR OF OU	100.00
49262	1/15/2019	00086	CITY OF BURLINGAME	01/25/19 Council	1/8/2019	CREDIT CARD PURCHASE	50.00
49263	1/15/2019	00174	HOME DEPOT CREDIT SERVICE	12/30/2018	12/30/2018	PW SUPPLY PURCHASES	1,125.71
49264	1/15/2019	00307	PACIFIC GAS & ELECTRIC	0567147369-1	12/31/2018	0567147369-1 JSB S/O SERRA	164.79
49265	1/11/2019	00309	PAUL'S FLOWERS	13254	11/30/2018	11/21/18 FLORAL VASE ARRAI	54.38
49266	1/15/2019	00311	PITNEY BOWES INC.	3102789728	12/22/2018	10/20/18-01/19/19 POSTAGE N	895.58
49267	1/15/2019	00352	SERRAMONTE FORD, INC.	Dec 2018	12/31/2018	CAR REPAIR	12.21
49268	1/15/2019	00411	TURBO DATA SYSTEMS	29311	12/31/2018	CITATION PROCESSING	273.86
49269	1/15/2019	00412	TELECOMMUNICATIONS ENGINEERING	45786	1/10/2019	Facilities Mgmt & Maintenance	1,328.00
49270	1/15/2019	00414	TERMINEX INTERNATIONAL	L382057177	12/31/2018	PEST CONTROL	205.00
				382057178	12/7/2018	601 F St.	66.00
49271	1/15/2019	00534	SMC INFORMATION SERVICE	1YCL11812	1/9/2019	MICRO CHANNEL & LINES	778.08
49272	1/15/2019	00623	ARAMARK	Dec 2018	12/31/2018	UNIFORM SERVICE	412.00
49273	1/15/2019	01138	SAN MATEO COUNTY ELECTRICITY	Nov 6, 2018 City	1/7/2019	NOV 6, 2018 CITY COUNCIL C	388.04
49274	1/15/2019	01367	DUO DANCE ACADEMY	Nov 2018	1/8/2019	DANCE CLASSES	585.00
49275	1/15/2019	01457	BATERINA, BARBARA	2001407.003	1/4/2019	01.04.19 WITHDRAWAL REFU	20.00
49276	1/15/2019	01472	DELATORRE, MARIELA	2001411.003	1/7/2019	01.07.19 DEPOSIT REFUND	300.00
49277	1/15/2019	01629	R. J. RICCIARDI INC., CPAS	10971	12/31/2018	AUDIT SERVICES	600.00
49278	1/15/2019	01687	UNITED SITE SERVICES OF	114-7854147	12/31/2018	STANDARD AND REGULAR SI	149.37
49279	1/15/2019	01863	RODRIGUEZ, RYAN	01/07/19 Boot R	1/7/2019	01/07/19 BOOT REIMBURSEM	130.00
49280	1/15/2019	02172	RAMOS, EFREN	2001412.003	1/7/2019	01.07.19 DEPOSIT REFUND	50.00
49281	1/15/2019	02190	GOGAN, REA	Jan 9-10, 2019 F	1/10/2019	JAN 9-10, 2019 INNER PERSP	38.96

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49282	1/15/2019	02216	54094	12/20/2018	PD GASOLINE PURCHASES 1	1,529.37	
		RAMOS OIL CO. INC.	52562	12/10/2018	PD GASOLINE PURCHASES 1	1,359.65	
			55552	12/31/2018	PD GASOLINE PURCHASES 2	1,350.55	
			53036	12/10/2018	RECREATION GASOLINE PUF	67.36	
			52668	12/10/2018	ADMIN GASOLINE PURCHASES	27.27	4,334.20
49283	1/15/2019	02762	13335	18/2019	OCT 1, 2018 - JAN 4, 2019 STI	3,649.60	3,649.60
49284	1/15/2019	02765	S123569	12/27/2018	2018 FORD F-150 LED BLACK	9,190.14	9,190.14
49285	1/15/2019	02773	3563	1/3/2019	F150 CSO TRUCK GRAPHICS	1,596.25	1,596.25
49286	1/15/2019	02788	R25	1/4/2019	PALANGO/TONING CLASSES	350.00	350.00
49287	1/15/2019	02793	19323	1/7/2019	OIL & FILTER CHANGE	854.83	
			19296	1/3/2019	OIL & FILTER CHANGE	124.90	
			19345	1/11/2019	SERVICE	60.00	
			19302	1/4/2019	OIL & FILTER CHANGE	42.00	
			19304	1/4/2019	OIL & FILTER CHANGE	42.00	
49288	1/15/2019	02827	RS3038997	12/31/2018	STORAGE, PICKUP/DELIVER	62.00	1,123.73
49289	1/15/2019	02857	Fall 2018 Tuition	1/8/2019	FALL 2018 TUITION REIMBUR	495.00	62.00
49290	1/15/2019	02896	2001410.003	1/7/2019	01.07.19 DEPOSIT REFUND	200.00	495.00
49291	1/15/2019	03015	12/24/18 Gogan	12/24/2018	CREDIT CARD PURCHASE	3,066.29	200.00
			12/24/18 Abellan	12/24/2018	CREDIT CARD PURCHASE	2,527.20	3,066.29
			12/24/18 Tapia	12/24/2018	CREDIT CARD PURCHASE	2,189.82	2,527.20
			12/24/18 Corley	12/24/2018	CREDIT CARD PURCHASE	531.63	2,189.82
			12/24/18 Gonzal	12/24/2018	CREDIT CARD PURCHASE	406.97	531.63
			12/24/18 De Leo	12/24/2018	CREDIT CARD PURCHASE	400.39	406.97
49292	1/15/2019	03061	2007235	12/31/2018	PW GAS PURCHASES	161.77	9,122.30
49293	1/15/2019	03125	1399	1/10/2019	01/10/19 INNER PERSPECTIV	520.50	161.77
49294	1/15/2019	03170	119419	12/23/2018	12/23/18 TOW FORD INTERCI	95.00	520.50
49295	1/15/2019	03208	AAA BUSINESS SUPPLIES & I	1/4/2019	CREAMER, TISSUES, CALENI	107.78	95.00
			2050769-0	12/28/2018	COFFEE BREWER, THERMAL	59.95	107.78
			2048924-0	12/13/2018	SUGAR, CREAMER, SANDWIK	36.80	59.95
			2050714-0	12/27/2018	F1099 ENVELOPES DOUBLE'	35.43	36.80
49296	1/15/2019	03224	SERVIC0011193	1/1/2019	JAN 2019 MAINTENANCE GU,	157.31	35.43

Sub total for TRI COUNTIES BANK: 48,141.81

43 checks in this report.

Grand Total All Checks: 48,141.81

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49297	1/15/2019	03015	U.S. BANK CORPORATE PMT	12/24/18	Morque	3,964.99	
				12/24/18	Gotelli	1,507.39	
				12/24/18	Strattor	482.26	
				12/24/18	Lin	350.81	
				12/24/18	Fisicarc	340.34	
				12/24/18	Pfotent	211.77	6,857.56
Sub total for TRI COUNTIES BANK:							6,857.56

1 checks in this report.

Grand Total All Checks:

6,857.56

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49298	1/18/2019	00047	01182019 B	1/18/2019	CLEA: PAYMENT	269.50	269.50
49299	1/18/2019	00068	01182019 B	1/18/2019	COLMA PEACE OFFICERS: P/	645.52	645.52
49300	1/18/2019	01164	01182019 B	1/18/2019	STATE - WAGE GARNISHMEN	450.00	450.00
49301	1/18/2019	01340	01182019 B	1/18/2019	FLEX 125 PLAN: PAYMENT	658.84	658.84
49302	1/18/2019	01375	01182019 B	1/18/2019	NATIONWIDE: PAYMENT	29,700.00	29,700.00
49303	1/18/2019	02224	01182019 B	1/18/2019	LIFE INSURANCE: PAYMENT	470.50	470.50
49304	1/18/2019	02377	01182019 B	1/18/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
93862	1/18/2019	00130	01182019 B	1/18/2019	CALIFORNIA STATE TAX: PAY	14,249.34	14,249.34
93863	1/18/2019	00521	01182019 B	1/18/2019	FEDERAL TAX: PAYMENT	69,081.25	69,081.25
93864	1/18/2019	00631	01182019 B	1/18/2019	PERS - BUYBACK: PAYMENT	43,940.34	43,940.34
93865	1/18/2019	01360	01182019 B	1/18/2019	ICMA CONTRIBUTION: PAYME	4,332.39	4,332.39
Sub total for TRI COUNTIES BANK:						164,669.06	

11 checks in this report.

Grand Total All Checks: 164,669.06

Final Check List
Town of Colma

apChkLst
01/22/2019 10:51:51AM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49305	1/22/2019	00020	ASSOCIATED SERVICES INC 119010093	1/1/2019	RENTAL	69.00	
			119010092	1/1/2019	MTN H/C BWC	9.00	78.00
49306	1/22/2019	00071	CSG CONSULTANTS, INC. Dec 1-28, 2018	1/10/2019	CSG	97,145.13	97,145.13
49307	1/22/2019	00112	DEPARTMENT OF JUSTICE 347831	1/4/2019	PD ACCOUNT #140503	304.00	304.00
49308	1/22/2019	00181	IEDA 22392	1/1/2019	LABOR RELATIONS CONSULT	1,419.00	1,419.00
49309	1/22/2019	00280	OFFICE DEPOT, INC. 239667953001	11/30/2018	8.5X11 PAPER, PAPER PLATE	296.97	296.97
49310	1/22/2019	00307	PACIFIC GAS & ELECTRIC 01/10/18	1/18/2019	PG&E	2,538.78	2,538.78
49311	1/22/2019	00388	SONITROL 1328526	1/1/2019	MONTHLY MONITORING	453.26	453.26
49312	1/22/2019	00851	COLMA FIRE DISTRICT SOCIETY Council of Cities	1/14/2019	12/14/18 COUNCIL OF CITIES	400.00	400.00
49313	1/22/2019	01037	COMCAST CABLE 01/11-02/10 601	1/7/2019	8155 20 022 0096715 601 F ST	108.33	108.33
49314	1/22/2019	01183	BEST BEST & KRIEGER LLP 839682	1/8/2019	CITY ATTORNEY SERVICES	18,797.51	18,797.51
			839641	1/8/2019	CITY ATTORNEY SPECIAL SE	207.00	
			839639	1/8/2019	EMPLOYEE BENEFITS/TAX	118.80	19,123.31
49315	1/22/2019	01399	WESTLAKE ECO SOFT TOUCH Dec 2018	1/1/2019	PD CAR WASH	13.95	13.95
49316	1/22/2019	01565	BAY CONTRACT MAINTENANCE Jan 2019	1/10/2019	JANITORIAL SERVICES	10,663.93	10,663.93
			21987	1/10/2019	PAPER & CLEANING SUPPLIE	2,243.77	2,243.77
49317	1/22/2019	01653	KAISER FOUNDATION HEALTH 10/09/19	1/9/2019	HEALTH & SAFETY SERVICES	116.00	116.00
49318	1/22/2019	01808	THIRD DEGREE COMMUNICA 7003	1/14/2019	GRANT MARCH 19-21, 2019 IT	525.00	525.00
49319	1/22/2019	02128	CA LAW ENFORCEMENT ASS 2019 Membershi	1/22/2019	2019 MEMBERSHIP DUES; A\	50.00	50.00
49320	1/22/2019	02274	FRANK AND GROSSMAN LANI 40448342	1/1/2019	LANDSCAPE MAINTENANCE	9,820.00	9,820.00
49321	1/22/2019	02317	CUS, ERIN 11/17/18-01/12/1	1/14/2019	BOOT CAMP FITNESS	800.00	800.00
49322	1/22/2019	02398	ADVANCED BUSINESS FORM 30629	1/9/2019	1,000 3-PT MOVING CITATION	376.63	376.63
49323	1/22/2019	02499	GE CAPITAL INFORMATION 101591620	1/7/2019	PD COPY MACHINE RENTAL	847.99	847.99
			101577873	1/4/2019	REC COPY MACHINE RENTAL	601.18	601.18
49324	1/22/2019	02605	GUERRERO, SAUL 01/05/2019 Reim	1/15/2019	01/05/19 FUEL REIMBURSEMI	25.81	25.81
49325	1/22/2019	02743	UTILITY TELEPHONE, INC Jan 2019	1/1/2019	INTERNET ACCESS 128070	719.34	719.34
49326	1/22/2019	02788	LUNA-SEVILLA, MARGARET-R26	1/4/2019	ZUMBA CLASSES	270.00	270.00
49327	1/22/2019	02827	CORODATA SHREDDING, INC. DN1215916	12/31/2018	SHREDDING SERVICE	98.00	98.00
49328	1/22/2019	02970	PRODUCTIVE PRINTING & GR33385	1/10/2019	200 PLANNING RECEIPTS	336.25	336.25
49329	1/22/2019	03034	FLEX ADVANTAGE 108504	12/31/2018	FLEX PROCESSING FEES	170.00	170.00
49330	1/22/2019	03124	KAZ & ASSOCIATES ENVIRON 11279	1/7/2019	PREPARE & SUBMIT NOTICE	1,775.00	1,775.00
49331	1/22/2019	03136	BULBS.COM, INC. DL6672	1/7/2019	100 EA-E12--4.5W-001--309F-I	1,450.00	1,450.00
49332	1/22/2019	03173	PLAN JPA PLAN-2019-129	1/1/2019	CLAIMS	29,637.73	29,637.73
49333	1/22/2019	03191	MAZE & ASSOCIATES 30660	12/31/2018	ACCOUNTING SERVICES	460.00	460.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49334	1/22/2019	03208	AAA BUSINESS SUPPLIES & IP20541078-0	1/15/2019	COFFEE, CREAMER, HALF &	62.19	62.19
49335	1/22/2019	03236	VETERANS SPORTSMAN ALLIFY 2018/2019 G	10/31/2018	COUNCIL APPROVED GRANT	1,200.00	1,200.00
49336	1/22/2019	03237	WESTERN AWNINGS & CANV/4824	1/12/2019	RECOVER FIVE AWNINGS O/A	1,344.75	1,344.75
49337	1/22/2019	03238	NGUYEN, LIZ 1205B Refund	1/10/2019	1205B PARTIAL C&D REFUND	500.00	500.00
49338	1/22/2019	03239	RODRIGUEZ, WILFREDO PAD2001415.003	1/14/2019	01.14.19 DEPOSIT REFUND	50.00	50.00

Sub total for TRI COUNTIES BANK:

186,024.30

34 checks in this report.

Grand Total All Checks: 186,024.30

Final Check List
Town of Colma

apChkLst
01/23/2019 1:02:05PM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49339	1/23/2019	03034	Feb 2019	1/22/2019	HEALTH REIMBURSEMENT AI	43,537.76	43,537.76
49340	1/23/2019	03240	Case 13-1003-0;	1/23/2019	CASE 13-1003-02 RETURN EV	4,990.00	4,990.00
Sub total for TRI COUNTIES BANK:						48,527.76	48,527.76

2 checks in this report.

Grand Total All Checks:

48,527.76

Final Check List
Town of Colma

apChkLst
01/28/2019 1:20:46PM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49341	1/29/2019	00004	000012474301	1/13/2019	C3-AVB-12-10-TS-01	1,673.44	1,673.44
49342	1/29/2019	00051	AT&T CALIFORNIA WATER SERVICE 1727052702 6544607057	1/11/2019 1/16/2019	1727052702 JSB ACROSS FRG 6544607057 SW CORNER HIL	218.15 121.51	339.66
49343	1/29/2019	00093	CITY OF SOUTH SAN FRANCISCO 517553	1/17/2019	DISPATCH SERVICES	23,409.00	23,409.00
49344	1/29/2019	00110	DEPARTMENT OF TRANSPORTS 190451	1/15/2019	SIGNALS & LIGHTING	1,059.99	1,059.99
49345	1/29/2019	00117	DELTA DENTAL OF CALIFORNIA BE003210809	2/1/2019	DENTAL INSURANCE	12,985.80	12,985.80
49346	1/29/2019	00185	INTERNATIONAL ASSOCIATION 0038721	1/7/2019	JAN 1 - DEC 31, 2019 DUES K	190.00	190.00
49347	1/29/2019	00236	LAURETTA PRINTING COMP 30921	1/28/2019	500 ENVELOPES REFLEX BLI	227.85	227.85
49348	1/29/2019	00307	PACIFIC GAS & ELECTRIC 1918250367-2	1/13/2019	1198 EL CAMINO 11/09/18-01/1	9,470.82	9,470.82
			0512181543-4	1/10/2019	0512181543-4 LIGHTS & SIGN	1,937.25	1,937.25
			0678090639-9	1/18/2019	0678090639-9 SE CORNER HI	56.98	56.98
			9593452526-2	1/18/2019	9593452526-2 1500 HILLSIDE	36.23	36.23
49349	1/29/2019	00311	PITNEY BOWES INC.	1/18/2019	POSTAGE MACHINE RED CAI	480.64	480.64
49350	1/29/2019	00334	S.B.R.P.S.T.C. 1010899223	1/17/2019	SUPERVISORY COURSE S GI	290.00	290.00
			118043	12/11/2018	FTO UPDATE TRASK FEB 20-	85.00	85.00
			119543	1/24/2019	CRISIS INTERVENTION TRAI	275.00	275.00
49351	1/29/2019	00345	SMC SHERIFF'S OFFICE Feb 11-14, 2019	12/31/2018	LAB FEES	1,530.00	1,530.00
49352	1/29/2019	00364	SMC SHERIFF'S OFFICE CL05633	1/18/2019	1520 HILLSIDE CCTV EQUIP	14,361.88	14,361.88
49353	1/29/2019	00388	SONITROL 0285738	1/11/2019	1500 HILLSIDE CCTV EQUIP	10,821.78	10,821.78
			0285660	1/11/2019	1500 HILLSIDE NEW BURGLA	6,871.61	6,871.61
			0285658	1/11/2019	1500 HILLSIDE NEW BURGLA	5,733.97	5,733.97
			0285578	1/11/2019	1520 HILLSIDE NEW BURGLA	1,899.64	1,899.64
			0285666	1/14/2019	1500 HILLSIDE BURGLAR ALA	829.27	829.27
			0285668	1/14/2019	1500 HILLSIDE CAMERA VIGII	662.56	662.56
			0285739	1/18/2019	CAMERA MONITORING & MAI	623.93	623.93
			0285670	1/14/2019	427 F ST. BURGLAR ALARM II	330.84	330.84
			0285661	1/11/2019	CAMERA MONITORING & MAI	299.60	299.60
			0285579	1/11/2019	BURGLAR ALARM MONITORII	219.33	219.33
			0285659	1/11/2019	BURGLAR ALARM MONITORII	49.00	49.00
			0285667	1/14/2019	BURGLAR ALARM MONITORII	28.00	28.00
			0285671	1/14/2019	BURGLAR ALARM MONITORII	18.97	18.97
			0285669	1/14/2019	CAMERA MAINTENANCE FEE	1,106.39	1,106.39
49354	1/29/2019	00432	VISION SERVICE PLAN Feb 2019	1/16/2019	VISION SERVICE PLAN	152.73	152.73
49355	1/29/2019	00619	LUM, SHERWIN Jan 7-15, 2019 F	1/18/2019	ROLE OF THE POLICE CHIEF	99.20	99.20
49356	1/29/2019	01036	MANAGED HEALTH NETWORK IPRM-034380	1/17/2019	EMPLOYEE ASSISTANCE PRO	99.20	99.20

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49357	1/29/2019	01037	01/27-02/26 XFII	1/17/2019	8155 20 022 0002770 1520 HIL	10.75	10.75
49358	1/29/2019	01370	COMCAST CABLE	1/15/2019	CELL PHONE SERVICE	1,562.38	1,562.38
49359	1/29/2019	01414	VERIZON WIRELESS SERVICE:9822283919	2/1/2019	VERANO HOMEOWNERS ASSOCIA	320.00	320.00
49360	1/29/2019	01569	VERANO HOMEOWNERS ASS2	1/15/2019	TRAP SERVICE	102.71	102.71
49361	1/29/2019	01601	DARLING INGREDIENTS INC., 600:3188752	1/22/2019	01.22.19 DEPOSIT REFUND	300.00	300.00
49362	1/29/2019	01833	DELA CRUZ, MARIA THERESA2001425.003	1/22/2019	01.22.19 CREEKSIDE VILLAS,	3.00	3.00
49363	1/29/2019	02182	OLIVAS, DIANA 2001427.003	1/28/2019	TUTORING	6,105.00	6,105.00
49364	1/29/2019	02224	DALY CITY KUMON CENTER Dec 2018	1/16/2019	LIFE INSURANCE	200.00	200.00
49365	1/29/2019	02606	STANDARD INSURANCE COMFeb 2019	1/17/2019	CLARK ST. REMOVE & REPLA	4,990.00	9,845.00
			F. FERRANDO & CO. 42685	1/17/2019	F ST. REMOVE & REPLACE 2	4,855.00	412.00
			42686	1/15/2019	NOV 10, 2018 - JAN 4, 2019 TH	412.00	3,882.00
49366	1/29/2019	02762	CORNERSTONE EARTH GRO13371	12/30/2018	HAVE A THRILL OF A TIME IN	3,882.00	1,000.00
49367	1/29/2019	02769	COMCAST SPOTLIGHT, LP WC715686	12/30/2018	COLMA ONLINE ADVERTISING	1,000.00	1,152.00
			WC703103	1/11/2019	1199 EL CAMINO SERVER RO	1,152.00	200.00
49368	1/29/2019	02935	EMCOR SERVICES-MESA ENE013484068	1/18/2019	01.18.19 DEPOSIT REFUND	150.00	300.00
49369	1/29/2019	02991	TAPIA, CARLA 2001422.003	1/18/2991	01.18.19 DEPOSIT REFUND	50.00	1,150.00
			2001423.003	1/22/2019	01.22.19 DEPOSIT REFUND	300.00	9,768.33
49370	1/29/2019	03022	RANGEL, LAURA 2001424.003	1/15/2019	YOGA	1,150.00	450.00
49371	1/29/2019	03184	FLYNN, FIONA 10/30/18-01/15/1	1/16/2019	CAROUSEL 3 SEAT & TABLE /	9,768.33	7,570.00
49372	1/29/2019	03200	IBEX ENTERPRISES, RESOUF27952	1/23/2019	12/20/18 EMPLOYEE HOLIDAY	450.00	142,489.53
49373	1/29/2019	03241	JUAREZ, LETTY 12/20/18 Reimbt	1/25/2019	PHOTO BOOTH	7,570.00	
49374	1/29/2019	03242	FIREBOOTH INC. 0001698				
Sub total for TRI COUNTIES BANK:							

34 checks in this report.

Grand Total All Checks: 142,489.53





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Mahan Bozorginia, Town Contract Project Manager
 Brad Donohue, Director of Public Works
 VIA: Brian Dossey, City Manager
 MEETING DATE: February 11, 2019
 SUBJECT: Resource Design Interiors - Notice of Completion

RECOMMENDATION

Staff recommends that the City Council approve the following:

MOTION TO ACCEPT WORK PERFORMED BY RESOURCE DESIGN INTERIORS ON PHASE 5 OF THE TOWN HALL PROJECT AS COMPLETE AND AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO FILE A NOTICE OF COMPLETION WITH THE COUNTY RECORDER'S OFFICE AND MAKE THE FINAL PAYMENT TO RESOURCE DESIGN INTERIORS IN ACCORDANCE WITH STATE PROMPT PAYMENT LAWS

EXECUTIVE SUMMARY

On or about January 11, 2019, Resource Design Interiors ("RDI") completed contract work for Phase 5 of the Town Hall Project, Furniture, Fixtures & Equipment ("FF&E"). RDI performed their initial scope and approved extra work between August 24, 2018 and January 11, 2019. RDI and the Town's contract obligations are now fully complete, and the Town should move forward with filing Notice of Completion.

FISCAL IMPACT

Upon calculations based on previous Council Resolution approving RDI's contract and approved Change Orders, the total project cost for the FF&E portion of the Town Hall Renovation project (Phase 5) is \$280,784.84.

BACKGROUND

The Phase 5 contract was awarded to RDI on February 14, 2018. Upon award, RDI and Staff met regularly throughout the procurement process. A key aspect of procuring furniture for a facility like Town Hall is the submittal process. Once the submittal process was finalized, Staff asked City Council to review and make any final changes before directing Staff and RDI to procure the approved furniture and finishes at the April 11, 2018 City Council meeting.

In addition to assisting with the selection of the various pieces of furniture, RDI also coordinated with the general contractor on the Town Hall Project to ensure that the placement of the electrical components within the building were properly positioned with respect to furniture needs.

RDI mobilized on August 27, 2018 and completed the original contract work on September 7, 2018. Once staff moved into the new facility, it became apparent that furniture modifications and additional furniture were required. Staff requested that City Council approve a change order for RDI's contract so that this additional work could be performed. RDI completed all contract work and change order work on January 11, 2018.

ANALYSIS

RDI has been paid for all contract work to date less the required five percent retention.

Staff requests that the City Council accept work performed and authorize the Director of Public Works to file a Notice of Completion ("NOC") with the San Mateo County Recorder's Office.

The filing of the Notice of Completion means:

- The Town is satisfied that RDI has completed Phase 5 in accordance with the contract plans and specifications.
- At the time of the filing of the NOC, there has not been a claim filed against the Town.
- The Town accepts RDI's work as complete.
- The time frame for the stop payment notice claims commences once the NOC has been filed with the County Recorder's Office

Thirty days after the NOC has been recorded, if no claims from subcontractors and suppliers have been filed with the Town, the Town can release the remaining 5% retention to the contractor in the amount of \$14,039.24.

To date there have been no stop notices or claims filed with the Town for Phase 5.

Council Adopted Values

Responsibility is one of the values that the City Council adopted within their Strategic Plan. By approving this request and approving filing of the NOC, the Town would be finalizing Phase 5, releasing the retention payment to RDI and closing out the construction contract thereby shortening the time for the filing of claims on Phase 5.

Alternatives

The City Council can deny filing the NOC for Phase 5. The Town would then not file the NOC with the County Recorder's Office nor release retention to RDI and close out the construction contract. Such action would increase the time for subcontractors and material suppliers to file claims.

CONCLUSION

Staff has reviewed the completed work and recommends that the City Council accept work performed by RDI on Phase 5 of the Town Hall Project as complete and authorize the Director of Public Works to file a Notice of Completion with the County Recorder's Office and make the final payment to RDI in accordance with state prompt payment laws.

ATTACHMENTS

- A. Notice of Completion – FF&E



<p>RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:</p> <p>Town of Colma 1198 El Camino Real Colma, CA 94014-3212 Attn: Brad Donohue, PW Director</p>	<p>THE AREA ABOVE IS RESERVED FOR RECORDER'S USE</p>
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**[NO RECORDING FEE SHALL BE CHARGED PURSUANT TO GOVERNMENT
CODE SECTIONS 6103 AND 27383]**

TOWN OF COLMA

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The Town of Colma is the owner of a work of improvement described as the Colma Town Hall Campus Renovation and Additions Project – Phase 5, Structural Steel (hereafter, the “Work”), and of the real property on which the Work is situated, which real property is located in the County of San Mateo, State of California and specifically described as follows: 1198 El Camino Real Colma, CA 94014; and
2. Resource Design Interiors, Inc. is the contractor that was awarded the construction contract by the Town of Colma for the Work, and
3. The Work was completed by Resource Design Interiors, Inc. and accepted by the Town of Colma on February 11, 2019; and
4. The nature of the interest of the Town of Colma is as a fee simple owner in the above-described real property; and
5. The name and address of the Town of Colma is 1198 El Camino Real, Colma, California 94014; and
6. I, Brad Donohue, contract Public Works Director of the Town of Colma, am authorized by the City Council of the Town of Colma to execute and file this Notice of Completion with the County Recorder of the County of San Mateo as an authorized agent of the Town of Colma. I have read the Notice of Completion and know the contents thereof; the same is true of my own knowledge.

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

(Date and Place)

Brad Donohue
Director of Public Works





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 VIA: Brian Dossey
 MEETING DATE: February 11, 2019
 SUBJECT: B Street Development, Subdivision Agreement - Notice of Completion

RECOMMENDATION

Staff recommends that the City Council approve the following motion:

MOTION ACCEPTING THE WORK DESCRIBED IN "AGREEMENT FOR COMPLETION OF PUBLIC IMPROVEMENTS FOR THE COLMA ESTATES" AND DIRECTING B STREET COLMA LLC TO FILE A NOTICE OF COMPLETION WITH THE COUNTY RECORDER'S OFFICE.

EXECUTIVE SUMMARY

On or about November 29, 2017, Dan Tealdi the Managing Partner of the B Street Colma LLC, (Developer) executed an agreement "Agreement for the Completion of Public Improvements of the Colma Estates" (Subdivision Agreement) between the Town of Colma (Town) and Developer for public improvements within the right of way as they relate to the housing development on B Street and one housing unit on C Street in Colma. Per section 11.0 of the agreement it states "Upon the total or partial acceptance of the Public Improvements by Town, Developer shall file with the Recorder's Office of the County of SAN MATEO a notice of completion for the accepted Public Improvements in accordance with California Civil Code section 3093." The Developer has met and completed all the requirements within the agreement, thus staff is recommending acceptance of the improvements and directing Developer to file a notice of completion with the San Mateo County Recorder's office.

FISCAL IMPACT

There is not a financial impact to the Town for accepting the right-of-way improvements on B Street and a portion of C Street. Per the requirements of the agreement the Developer is required to provide surety in an amount not less than 25% of the project cost for a period of one (1) year after the Notice of Completion has been filed. The Surety that is provided during this warranty period will provide that if any of the improvements fail, the Town is covered either through the Developer correcting the work or if the developer is non-responsive the surety company will perform the corrective work.

BACKGROUND

In June of 2016 the City Council approved a 10 single family housing subdivision on B Street and a portion C Street for The Subdivision approved subdividing an existing lot on B street into 8 parcels on B Street and one parcel on C Street. The Town entered into a subdivision agreement with Dan Tealdi the Managing Partner of the B Street Colma, LLC, the developer who would be constructing all on and offsite improvements.

In the agreement, the Developer was obligated to make all the necessary improvements and repairs within the right-of-way in the course of installing the required utilities for the housing project, relocating street lights, landscaping features and damage to existing hardscape and landscape features in and around the housing development.

In January of 2019, staff inspected the various public improvements and is recommending that the Town accept the work as being completed as per the Subdivision Agreement.

ANALYSIS

If City Council accepts the various improvements as stated with in the Subdivision Agreement, the Developer is obligated to file a Notice of Completion with San Mateo County per the terms of the agreement.

Once the Notice of Completion has been filed with the County for a period of 30 days and there has been no encumbrances levied against the project as it relates the subdivision agreement, the Developer can ask the surety company who provided the required bonding of the offsite improvements to reduce the bond down to 25% of the project cost for a period of one year.

Council Adopted Values

The City Council is demonstrating being *responsible* to the public by ensuring that the improvements within the right of way as they relate to the B Street Housing Subdivision are complete and built to the satisfaction of the Town.

CONCLUSION

Staff has reviewed the completed work and recommends that the City Council by motion accept work as stated with in the 'Agreement for Completion of Public Improvements for the Colma Estates'' and allow the Developer to file a Notice of Completion with the San Mateo County Recorder's office.

ATTACHMENTS

- A. Subdivision Agreement

Old Republic Title
Escrow # 0222016132-HD

2017-006109

11:15 am 01/20/17 AG Fee: NO FEE
Count of Pages 48
Recorded in Official Records
County of San Mateo
Mark Church
Assessor-County Clerk-Recorder




RECORDING REQUESTED BY:
WHEN RECORDED RETURN TO:

Town of Colma
1188 El Camino Real
Colma, CA 94014
Attn: Cyrus Kianpour, City Engineer

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Exempt from recording fee, per Government Code
Section 6103

TOWN OF COLMA, CALIFORNIA

By: 
City Clerk

48/

AGREEMENT FOR COMPLETION OF PUBLIC IMPROVEMENTS

FOR THE

COLMA ESTATES

between

TOWN OF COLMA

a California municipal corporation

and

B STREET COLMA LLC.

a California limited liability corporation

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**AGREEMENT FOR COMPLETION OF PUBLIC IMPROVEMENTS
FOR THE COLMA ESTATES**

I. PARTIES AND DATE.

This Agreement for the Completion of Public Improvements (“Agreement”) is entered into as of this 21st day of December, 2016 by and between the Town of Colma, a California municipal corporation (“City”) and B Street Colma LLC., a California limited liability corporation with its principal office located at 555 California St, Suite 4925, San Francisco, California 94104 (“Developer”). City and Developer are sometimes hereinafter individually referred to as “Party” and hereinafter collectively referred to as the “Parties.”

II. RECITALS.

A. In May of 2016, Developer submitted to City an application for approval of a tentative map for real property located within City, a legal description of which is attached hereto as Exhibit “A” (“Property”). The tentative map was prepared on behalf of Developer by Harvey F. Blomquist and is identified in City records as the Colma Estates Subdivision.

B. Developer’s application for a tentative map for the Colma Estates Subdivision was deemed complete on February 4, 2016. On June 22, 2016, the Town of Colma City Council conditionally approved Developer’s application for a tentative map for Colma Estates Subdivision.

C. Developer has not completed all of the work or made all of the public improvements required the Town’s Municipal Code Section 5.02.100, the Subdivision Map Act (Government Code sections 66410 et seq.) (“Map Act”), the conditions of approval for Colma Estates Subdivision, or other ordinances, resolutions, or policies of City requiring construction of improvements in conjunction with the subdivision of land.

D. Pursuant to Section and the applicable provisions of the Map Act, Developer and City enter into this Agreement for the timely construction and completion of the public improvements and the furnishing of the security therefor, acceptable to the City Engineer and City Attorney, for Colma Estates Subdivision.

E. Developer’s execution of this Agreement and the provision of the security are made in consideration of City’s approval of the final map (“Final Map”) for Colma Estates Subdivision.

III. TERMS.

1.0 Effectiveness. This Agreement shall not be effective unless and until all four of the following conditions are satisfied: (a) Developer provides City with security of the type and in the amounts required by this Agreement; (b) Developer executes and records this Agreement in the Recorder’s Office of the County of San Mateo; (c) the City Council of the City (“City

Council”) approves the Final Map for Colma Estates Subdivision and (d) Developer records the Final Map for Colma Estates Subdivision in the Recorder’s Office of the County of San Mateo. If the above described conditions are not satisfied, this Agreement shall automatically terminate without need of further action by either City or Developer, and Developer may not thereafter record the final map for Colma Estates Subdivision.

2.0 Public Improvements. Developer shall construct or have constructed at its own cost, expense, and liability all improvements required by City as part of the approval of Colma Estates Subdivision ,including, but not limited to, as may be applicable, all grading, roads, paving, curbs and gutters, pathways, storm drains, sanitary sewers, utilities, drainage facilities, traffic controls, landscaping, street lights, and all other required facilities as shown in detail on the plans, profiles, and specifications which have been prepared by or on behalf of Developer for Colma Estates Subdivision (“Public Improvements”). The Public Improvements are more specifically shown in Exhibit ”B,” which is attached hereto and incorporated herein by this reference. Construction of the Public Improvements shall include any transitions and/or other incidental work deemed necessary for drainage or public safety. The Developer shall be responsible for the replacement, relocation, or removal of any component of any irrigation water system in conflict with the construction or installation of the Public Improvements. Such replacement, relocation, or removal shall be performed to the complete satisfaction of the City Engineer and the owner of such water system. Developer further promises and agrees to provide all equipment, tools, materials, labor, tests, design work, and engineering services necessary or required by City to fully and adequately complete the Public Improvements.

2.2 Permits; Notices; Utility Statements. Prior to commencing any work, Developer shall, at its sole cost, expense, and liability, obtain all necessary permits and licenses and give all necessary and incidental notices required for the lawful construction of the Public Improvements and performance of Developer’s obligations under this Agreement. Developer shall conduct the work in full compliance with the regulations, rules, and other requirements contained in any permit or license issued to Developer. Prior to commencing any work, Developer shall file a written statement with the City Clerk and the City Engineer, signed by Developer and each utility which will provide utility service to the Property, attesting that Developer has made all deposits legally required by the utility for the extension and provision of utility service to the Property.

2.3 Pre-approval of Plans and Specifications. Developer is prohibited from commencing work on any Public Improvement until all plans and specifications for such Public Improvement have been submitted to and approved by the City Engineer, or his or her designee. Approval by the City Engineer shall not relieve Developer from ensuring that all Public Improvements conform with all other requirements and standards set forth in this Agreement.

2.4 Quality of Work; Compliance With Laws and Codes. The construction plans and specifications for the Public Improvements shall be prepared in accordance with all applicable federal, state and local laws, ordinances, regulations, codes, standards, and other requirements. The Public Improvements shall be completed in accordance with all approved maps, plans, specifications, standard drawings, and special amendments thereto on file with City,

as well as all applicable federal, state, and local laws, ordinances, regulations, codes, standards, and other requirements applicable at the time work is actually commenced.

2.5 Standard of Performance. Developer and its contractors, if any, shall perform all work required to construct the Public Improvements under this Agreement in a skillful and workmanlike manner, and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Developer represents and maintains that it or its contractors shall be skilled in the professional calling necessary to perform the work. Developer warrants that all of its employees and contractors shall have sufficient skill and experience to perform the work assigned to them, and that they shall have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the work, and that such licenses, permits, qualifications and approvals shall be maintained throughout the term of this Agreement.

2.6 Alterations to Improvements. The Public Improvements in Exhibit "B" are understood to be only a general designation of the work and improvements to be done, and not a binding description thereof. All work shall be done and improvements made and completed as shown on approved plans and specifications, and any subsequent alterations thereto. If during the course of construction and installation of the Public Improvements it is determined that the public interest requires alterations in the Public Improvements, Developer shall undertake such design and construction changes as may be reasonably required by City. Any and all alterations in the plans and specifications and the Public Improvements to be completed may be accomplished without giving prior notice thereof to Developer's surety for this Agreement.

3.0 Maintenance of Public Improvements and Landscaping. City shall not be responsible or liable for the maintenance or care of the Public Improvements until City approves and accepts them. City shall exercise no control over the Public Improvements until accepted by City. Any use by any person of the Public Improvements, or any portion thereof, shall be at the sole and exclusive risk of the Developer at all times prior to City's acceptance of the Public Improvements. Developer shall maintain all the Public Improvements in a state of good repair until they are completed by Developer and approved and accepted by City, and until the security for the performance of this Agreement is released. Maintenance shall include, but shall not be limited to, repair of pavement, curbs, gutters, sidewalks, signals, parkways, water mains, and sewers; maintaining all landscaping in a vigorous and thriving condition reasonably acceptable to City; removal of debris from sewers and storm drains; and sweeping, repairing, and maintaining in good and safe condition all streets and street improvements. It shall be Developer's responsibility to initiate all maintenance work, but if it shall fail to do so, it shall promptly perform such maintenance work when notified to do so by City. If Developer fails to properly prosecute its maintenance obligation under this section, City may do all work necessary for such maintenance and the cost thereof shall be the responsibility of Developer and its surety under this Agreement. City shall not be responsible or liable for any damages or injury of any nature in any way related to or caused by the Public Improvements or their condition prior to acceptance.

4.0 Construction Schedule. Unless extended pursuant to Section 4.1 of this Agreement, Developer shall fully and adequately complete or have completed the Public

Improvements within one (1) year of the effective date of this Agreement, unless extended pursuant to Section 4.1.

4.1 Extensions. City may, in its sole and absolute discretion, provide Developer with additional time within which to complete the Public Improvements. It is understood that by providing the security required under Section 13.0 et seq. of this Agreement, Developer and its surety consent in advance to any extension of time as may be given by City to Developer, and waives any and all right to notice of such extension(s). Developer's acceptance of an extension of time granted by City shall constitute a waiver by Developer and its surety of all defense of laches, estoppel, statutes of limitations, and other limitations of action in any action or proceeding filed by City following the date on which the Public Improvements were to have been completed hereunder. In addition, as consideration for granting such extension to Developer, City reserves the right to review the provisions of this Agreement, including, but not limited to, the construction standards, the cost estimates established by City, and the sufficiency of the improvement security provided by Developer, and to require adjustments thereto when warranted according to City's reasonable discretion.

4.2 Accrual of Limitations Period. Any limitations period provided by law related to breach of this Agreement or the terms thereof shall not accrue until Developer has provided the City Engineer with written notice of Developer's intent to abandon or otherwise not complete required or agreed upon Public Improvements.

5.0 Grading. Developer agrees that any and all grading done or to be done in conjunction with construction of the Public Improvements or development of Colma Estates Subdivision shall conform to all federal, state, and local laws, ordinances, regulations, and other requirements, including City's grading regulations. In order to prevent damage to the Public Improvements by improper drainage or other hazards, the grading shall be completed in accordance with the time schedule for completion of the Public Improvements established by this Agreement, and prior to City's approval and acceptance of the Public Improvements and release of the Security as set forth in Section 13.0 et seq. of this Agreement.

6.0 Utilities. Developer shall provide utility services, including water, power, gas, and telephone service to serve each parcel, lot, or unit of land within Colma Estates Subdivision in accordance with all applicable federal, state, and local laws, rules, and regulations, including, but not limited to, the regulations, schedules and fees of the utilities or agencies providing such services. Except for commercial or industrial properties, Developer shall also provide cable television facilities to serve each parcel, lot, or unit of land in accordance with all applicable federal, state, and local laws, rules, and regulations, including, but not limited to, the requirements of the cable company possessing a valid franchise with City to provide such service within City's jurisdictional limits. All utilities shall be installed underground.

7.0 Fees and Charges. Developer shall, at its sole cost, expense, and liability, pay all fees, charges, and taxes arising out of construction of the Public Improvements, including, but not limited to, all plan check, design review, engineering, inspection, and other service fees, and any impact or connection fees established by City ordinance, resolution, regulation, or policy, or as established by City relative to Colma Estates Subdivision.

Developer shall provide for payment of all Town inspection and plan check charges associated with the installation of public and private improvements. A cash deposit shall be made in accordance with the fee schedule against which the Town will assess its costs. A refund or additional charge will be made at the conclusion of the construction.

8.0 City Inspection of Public Improvements. Developer shall, at its sole cost, expense, and liability, and at all times during construction of the Public Improvements, maintain reasonable and safe facilities and provide safe access for inspection by City of the Public Improvements and areas where construction of the Public Improvements is occurring or will occur.

9.0 Default; Notice; Remedies.

9.1 Notice. If Developer neglects, refuses, or fails to fulfill or timely complete any obligation, term, or condition of this Agreement, or if City determines there is a violation of any federal, state, or local law, ordinance, regulation, code, standard, or other requirement, City may at any time thereafter declare Developer to be in default or violation of this Agreement and make written demand upon Developer or its surety, or both, to immediately remedy the default or violation (“Notice”). Developer shall substantially commence the work required to remedy the default or violation within ten (10) business days of the Notice, unless additional time is reasonably needed to cure, and in such case Developer shall have up to an additional thirty (30) calendar days to cure, provided Developer is working as expeditiously as reasonably possible. If the default or violation constitutes an immediate threat to the public health, safety, or welfare, City may provide the Notice verbally, and Developer shall substantially commence the required work within twenty-four (24) hours thereof. Immediately upon City’s issuance of the Notice, Developer and its surety shall be liable to City for all costs of construction and installation of the Public Improvements and all other administrative costs expenses as provided for in Section 10.0 of this Agreement.

9.2 Failure to Remedy; City Action. If the work required to remedy the noticed default or violation is not diligently prosecuted to a completion acceptable to City within the time frame contained in the Notice, and all applicable cure periods noted above, City may complete all remaining work, arrange for the completion of all remaining work, and/or conduct such remedial activity as in its reasonable discretion it believes is required to remedy the default or violation. All such work or remedial activity shall be at the sole and absolute cost, expense, and liability of Developer and its surety, without the necessity of giving any further notice to Developer or surety. City’s right to take such actions shall in no way be limited by the fact that Developer or its surety may have constructed any, or none of the required or agreed upon Public Improvements at the time of City’s demand for performance. In the event City elects to complete or arrange for completion of the remaining work and improvements, City may require all work by Developer or its surety to cease in order to allow adequate coordination by City. Notwithstanding the foregoing, if conditions precedent for reversion to acreage can be met and if the interests of City will not be prejudiced thereby, City may also process a reversion to acreage and thereafter recover from Developer or its surety the full cost and expense incurred.

9.3 Other Remedies. No action by City pursuant to Section 9.0 et seq. of this Agreement shall prohibit City from exercising any other right or pursuing any other legal or

equitable remedy available under this Agreement or any federal, state, or local law. City may exercise its rights and remedies independently or cumulatively, and City may pursue inconsistent remedies. City may institute an action for damages, injunctive relief, or specific performance.

10.0 Administrative Costs. If Developer fails to construct and install all or any part of the Public Improvements within the time required by this Agreement, or if Developer fails to comply with any other obligation contained herein, Developer and its surety shall be jointly and severally liable to City for all administrative expenses, fees, and costs, including reasonable attorney's fees and costs, incurred in obtaining compliance with this Agreement or in processing any legal action or for any other remedies permitted by law.

11.0 Acceptance of Improvements; As-Built or Record Drawings. If the Public Improvements are properly completed by Developer and approved by the City Engineer, and if they comply with all applicable federal, state and local laws, ordinances, regulations, codes, standards, and other requirements, the City Council shall be authorized to accept the Public Improvements. The City Council may, in its sole and absolute discretion, accept fully completed portions of the Public Improvements prior to such time as all of the Public Improvements are complete, which shall not release or modify Developer's obligation to complete the remainder of the Public Improvements within the time required by this Agreement. Upon the total or partial acceptance of the Public Improvements by City, Developer shall file with the Recorder's Office of the County of San Mateo a notice of completion for the accepted Public Improvements in accordance with California Civil Code sections 8182, 8184, 9204, and 9208, at which time the accepted Public Improvements shall become the sole and exclusive property of City without payment therefor. If Colma Estates Subdivision was approved and recorded as a single phase map, City shall not accept any one or more of the improvements until all of the Public Improvements are completed by Developer and approved by City. Issuance by City of occupancy permits for any buildings or structures located on the Property shall not be construed in any manner to constitute City's acceptance or approval of any Public Improvements. Notwithstanding the foregoing, City may not accept any Public Improvements unless and until Developer provides one (1) set of "as-built" or record drawings or plans to the City Engineer for all such Public Improvements. The drawings shall be certified and shall reflect the condition of the Public Improvements as constructed, with all changes incorporated therein.

12.0 Warranty and Guarantee. Developer hereby warrants and guarantees all Public Improvements against any defective work or labor done, or defective materials furnished in the in a vigorous and thriving condition reasonably acceptable to City, for a period of one (1) year following completion of the work and acceptance by City ("Warranty"). During the Warranty, Developer shall repair, replace, or reconstruct any defective or otherwise unsatisfactory portion of the Public Improvements, in accordance with the current ordinances, resolutions, regulations, codes, standards, or other requirements of City, and to the approval of the City Engineer. All repairs, replacements, or reconstruction during the Warranty shall be at the sole cost, expense, and liability of Developer and its surety. As to any Public Improvements which have been repaired, replaced, or reconstructed during the Warranty, Developer and its surety hereby agree to extend the Warranty for an additional one (1) year period following City's acceptance of the repaired, replaced, or reconstructed Public Improvements. Nothing herein shall relieve Developer from any other liability it may have under federal, state, or local law to repair, replace, or reconstruct any Public Improvement following expiration of the Warranty or any extension

thereof. Developer's warranty obligation under this section shall survive the expiration or termination of this Agreement.

13.0 Security; Surety Bonds. Prior to execution of this Agreement, Developer shall provide City with surety bonds in the amounts and under the terms set forth below ("Security"). The amount of the Security shall be based on the City Engineer's approximation of the actual cost to construct the Public Improvements, including the replacement cost for all landscaping ("Estimated Costs"). If City determines, in its reasonable discretion, that the Estimated Costs have changed, Developer shall adjust the Security in the amount requested by City. Developer's compliance with this provision (Section 13.0 et seq.) shall in no way limit or modify Developer's indemnification obligation provided in Section 16.0 of this Agreement.

13.1 Performance Bond. To guarantee the faithful performance of the Public Improvements and all the provisions of this Agreement, to protect City if Developer is in default as set forth in Section 8.0 et seq. of this Agreement, and to secure Developer's one-year guarantee and warranty of the Public Improvements, including the maintenance of all landscaping in a vigorous and thriving condition, Developer shall provide City a faithful performance bond in the amount of Two Hundred Thousand Dollars (\$200,000), which sum shall be not less than one hundred percent (100%) of the Estimated Costs. The City Council may, in its sole and absolute discretion and upon recommendation of the City Engineer, partially release a portion or portions of the security provided under this section as the Public Improvements are accepted by City, provided that Developer is not in default on any provision of this Agreement or condition of approval for Colma Estates Subdivision, and the total remaining security is not less than twenty-five percent (25%) of the Estimated Costs. All security provided under this section shall be released at the end of the Warranty period, or any extension thereof as provided in Section 12 of this Agreement, provided that Developer is not in default on any provision of this Agreement or condition of approval for Colma Estates Subdivision.

13.2 Labor & Material Bond. To secure payment to the contractors, subcontractors, laborers, material men, and other persons furnishing labor, materials, or equipment for performance of the Public Improvements and this Agreement, Developer shall provide City a labor and materials bond in the amount of Two Hundred Thousand Dollars (\$200,000), which sum shall not be less than one hundred percent (100%) of the Estimated Costs. The security provided under this section may be released by written authorization of the City Engineer after six (6) months from the date City accepts the final Public Improvements. The amount of such security shall be reduced by the total of all stop notice or mechanic's lien claims of which City is aware, plus an amount equal to twenty percent (20%) of such claims for reimbursement of City's anticipated administrative and legal expenses arising out of such claims.

13.3 Additional Requirements. The surety for any surety bonds provided as Security shall have a current A.M. Best's rating of no less than A:VIII, shall be licensed to do business in California, and shall be satisfactory to City. As part of the obligation secured by the Security and in addition to the face amount of the Security, the Developer or its surety shall secure the costs and reasonable expenses and fees, including reasonable attorney's fees and costs, incurred by City in enforcing the obligations of this Agreement. The Developer and its surety stipulate and agree that no change, extension of time, alteration, or addition to the terms of

this Agreement, the Public Improvements, or the plans and specifications for the Public Improvements shall in any way affect its obligation on the Security.

13.4 Evidence and Incorporation of Security. Evidence of the Security shall be provided on the forms set forth in Exhibit "C," unless other forms are deemed acceptable by the City Engineer and the City Attorney, and when such forms are completed to the satisfaction of City, the forms and evidence of the Security shall be attached hereto as Exhibit "C" and incorporated herein by this reference.

14.0 Monument Security. Prior to City's execution of this Agreement, to guarantee payment to the engineer or surveyor for the setting of all subdivision boundaries, lot corners, and street centerline monuments for Colma Estates Subdivision in compliance with the applicable provisions of City's Municipal and/or Development Code ("Subdivision Monuments"), Developer shall deposit cash with City in the amount of \$250 per monument with 20 monuments or Five Thousand Dollars (\$5,000), which sum shall not be less than one hundred percent (100%) of the costs of setting the Subdivision Monuments as determined by the City Engineer. Said cash deposit may be released by written authorization of the City Engineer after all required Subdivision Monuments are accepted by the City Engineer, City has received written acknowledgment of payment in full from the engineer or surveyor who set the Subdivision Monuments, and provided Developer is not in default of any provision of this Agreement or condition of approval for Colma Estates Subdivision.

15.0 Lien. To secure the timely performance of Developer's obligations under this Agreement, including those obligations for which security has been provided pursuant to Sections 13 et seq. and 14 of this Agreement, Developer hereby creates in favor of City a lien against all portions of the Property not dedicated to City or some other governmental agency for a public purpose. As to Developer's default on those obligations for which security has been provided pursuant to Sections 13 et seq. and 14 of this Agreement, City shall first attempt to collect against such security prior to exercising its rights as a contract lienholder under this section.

16.0 Indemnification. Developer shall defend, indemnify, and hold harmless City, its elected officials, officers, employees, and agents from any and all actual or alleged claims, demands, causes of action, liability, loss, damage, or injury, to property or persons, including wrongful death, whether imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of or incident to any acts, omissions, negligence, or willful misconduct of Developer, its personnel, employees, agents, or contractors in connection with or arising out of construction or maintenance of the Public Improvements, or performance of this Agreement. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorney's fees, and related costs or expenses, and the reimbursement of City, its elected officials, officers, employees, and/or agents for all legal expenses and costs incurred by each of them. This indemnification excludes only such portion of any claim, demand, cause of action, liability, loss, damage, penalty, fine, or injury, to property or persons, including wrongful death, which is caused solely and exclusively by the negligence or willful misconduct of Agency as determined by a court or administrative body of competent jurisdiction. Developer's obligation to indemnify shall survive the expiration or

termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by City, its elected officials, officers, employees, or agents.

16.1 Public Works Determination. Developer has been alerted to the requirements of California Labor Code section 1770 et seq., including, without limitation S.B. 975, which require the payment of prevailing wage rates and the performance of other requirements if it is determined that this Agreement constitutes a public works contract. It shall be the sole responsibility of Developer to determine whether to pay prevailing wages for any or all work required by this Agreement. As a material part of this Agreement, Developer agrees to assume all risk of liability arising from any decision not to pay prevailing wages for work required by this Agreement.

17.0 Insurance.

17.1 Types; Amounts. Developer shall procure and maintain, and shall require its contractors to procure and maintain, during construction of any Public Improvement pursuant to this Agreement, insurance of the types and in the amounts described below (“Required Insurance”). If any of the Required Insurance contains a general aggregate limit, such insurance shall apply separately to this Agreement or be no less than two times the specified occurrence limit.

17.1.1 General Liability. Developer and its contractors shall procure and maintain occurrence version general liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage.

17.1.2 Business Automobile Liability. Developer and its contractors shall procure and maintain business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for the ownership, operation, maintenance, use, loading, or unloading of any vehicle owned, leased, hired, or borrowed by the insured or for which the insured is responsible.

17.1.3 Workers’ Compensation. Developer and its contractors shall procure and maintain workers’ compensation insurance with limits as required by the Labor Code of the State of California and employers’ liability insurance with limits of not less than \$1,000,000 per occurrence, at all times during which insured retains employees.

17.1.4 Professional Liability. For any consultant or other professional who will engineer or design the Public Improvements, liability insurance for errors and omissions with limits not less than \$1,000,000 per occurrence, shall be procured and maintained for a period of five (5) years following completion of the Public Improvements. Such insurance shall be endorsed to include contractual liability.

17.2 Deductibles. Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either: (a) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, its elected officials, officers, employees, agents, and volunteers; or (b) Developer and its contractors shall provide a financial

guarantee satisfactory to City guaranteeing payment of losses and related investigation costs, claims, and administrative and defense expenses.

17.3 Additional Insured; Separation of Insureds. The Required Insurance shall name City, its elected officials, officers, employees, agents, and volunteers as additional insureds with respect to work performed by or on behalf of Developer or its contractors, including materials, parts, or equipment furnished in connection therewith. The Required Insurance shall contain standard separation of insureds provisions, and shall contain no special limitations on the scope of its protection to City, its elected officials, officers, employees, agents, and volunteers.

17.4 Primary Insurance; Waiver of Subrogation. The Required Insurance shall be primary with respect to any insurance or self-insurance programs covering City, its elected officials, officers, employees, agents, and volunteers. All policies for the Required Insurance shall provide that the insurance company waives all right of recovery by way of subrogation against City in connection with any damage or harm covered by such policy.

17.5 Certificates; Verification. Developer and its contractors shall furnish City with original certificates of insurance and endorsements effecting coverage for the Required Insurance. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by City before work pursuant to this Agreement can begin. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

17.6 Term; Cancellation Notice. Developer and its contractors shall maintain the Required Insurance for the term of this Agreement and shall replace any certificate, policy, or endorsement which will expire prior to that date. All policies shall be endorsed to provide that the Required Insurance shall not be suspended, voided, reduced, canceled, or allowed to expire except on 30 days prior written notice to City.

17.7 Insurer Rating. Unless approved in writing by City, all Required Insurance shall be placed with insurers licensed to do business in the State of California and with a current A.M. Best rating of at least A:VIII.

18.0 Signs and Advertising. Developer understands and agrees to City's ordinances, regulations, and requirements governing signs and advertising structures. Developer hereby agrees with and consents to the removal by City of all signs or other advertising structures erected, placed, or situated in violation of any City ordinance, regulation, or other requirement. Removal shall be at the expense of Developer and its surety. Developer and its surety shall indemnify and hold City free and harmless from any claim or demand arising out of or incident to signs, advertising structures, or their removal.

19.0 Relationship Between the Parties. The Parties hereby mutually agree that neither this Agreement, any map related to Colma Estates Subdivision, nor any other related entitlement, permit, or approval issued by City for the Property shall operate to create the relationship of partnership, joint venture, or agency between City and Developer. Developer's contractors and subcontractors are exclusively and solely under the control and dominion of

Developer. Nothing herein shall be deemed to make Developer or its contractors an agent or contractor of City.

20.0 General Provisions.

20.1 Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority make this Agreement and bind each respective Party.

20.2 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate, or convenient to attain the purposes of this Agreement.

20.3 Construction; References; Captions. It being agreed the Parties or their agents have participated in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days, or period for performance shall be deemed calendar days and not work days. All references to Developer include all personnel, employees, agents, and subcontractors of Developer, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

20.4 Notices. All notices, demands, invoices, and written communications shall be in writing and delivered to the following addresses or such other addresses as the Parties may designate by written notice:

TOWN OF COLMA
1198 El Camino Real
COLMA, CA 94014

DEVELOPER:

B Street Colma, LLC
555 California St, Suite 4925
San Francisco, California 94104
Attention: Dan Tealdi

With copy to:
Rifkind Law Group
100 Drake's Landing Road, Suite 260
Greenbrae, CA 94904
Attention: Leonard A. Rifkind

Depending upon the method of transmittal, notice shall be deemed received as follows: by facsimile, as of the date and time sent; by messenger, as of the date delivered; and by U.S. Mail first class postage prepaid, as of 72 hours after deposit in the U.S. Mail.

20.5 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

20.6 Waiver. City's failure to insist upon strict compliance with any provision of this Agreement or to exercise any right or privilege provided herein, or City's waiver of any breach of this Agreement, shall not relieve Developer of any of its obligations under this Agreement, whether of the same or similar type. The foregoing shall be true whether City's actions are intentional or unintentional. Developer agrees to waive, as a defense, counterclaim or set off, any and all defects, irregularities or deficiencies in the authorization, execution or performance of the Public Improvements or this Agreement, as well as the laws, rules, regulations, ordinances or resolutions of City with regards to the authorization, execution or performance of the Public Improvements or this Agreement.

20.7 Assignment or Transfer of Agreement. Developer shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without prior written consent of City, which shall not be unreasonably withheld, conditioned or delayed. Any attempt to do so shall be null and void, and any assignee, hypothecatee, or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation, or transfer. Unless specifically stated to the contrary in City's written consent, any assignment, hypothecation, or transfer shall not release or discharge Developer from any duty or responsibility under this Agreement.

20.8 Binding Effect. Each and all of the covenants and conditions shall be binding on and shall inure to the benefit of the Parties, and their successors, heirs, personal representatives, or assigns. This section shall not be construed as an authorization for any Party to assign any right or obligation.

20.9 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

20.10 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

20.11 Consent to Jurisdiction and Venue. This Agreement shall be construed in accordance with and governed by the laws of the State of California. Any legal action or proceeding brought to interpret or enforce this Agreement, or which in any way arises out of the Parties' activities undertaken pursuant to this Agreement, shall be filed and prosecuted in the appropriate California State Court in the County of San Mateo, California. Each Party waives the benefit of any provision of state or federal law providing for a change of venue to any other court or jurisdiction including, without limitation, a change of venue based on the fact that a governmental entity is a party to the action or proceeding, or that a federal right or question is involved or alleged to be involved in the action or proceeding. Without limiting the generality of the foregoing waiver, Developer expressly waives any right to have venue transferred pursuant to California Code of Civil Procedure Section 394.

20.12 Attorneys' Fees and Costs. If any arbitration, lawsuit, or other legal action or proceeding is brought by one Party against the other Party in connection with this Agreement or the Property, the prevailing party, whether by final judgment or arbitration award, shall be entitled to and recover from the other party all costs and expenses incurred by the prevailing

party, including actual attorneys' fees ("Costs"). Any judgment, order, or award entered in such legal action or proceeding shall contain a specific provision providing for the recovery of Costs, which shall include, without limitation, attorneys' and experts' fees, costs and expenses incurred in the following: (a) post judgment motions and appeals, (b) contempt proceedings, (c) garnishment, levy, and debtor and third party examination, (d) discovery, and (e) bankruptcy litigation. This section shall survive the termination or expiration of this Agreement.

20.13 Counterparts. This Agreement may be executed in counterpart originals, which taken together, shall constitute one and the same instrument.

TOWN OF COLMA

By: Sean Labe
(signature)
Sean Labe
(print name)
City Manager
Town of Colma

B STREET COLMA LLC.

By: [Signature]
(signature)
Dan Lealdi
(print name)
Manager
(title) 1/19/17

ATTEST:

By: [Signature]
(signature)
Caitlin Corby
(print name)
City Clerk
Town of Colma

By: _____
(signature)

(print name)

(title)

APPROVED AS TO FORM:

By: [Signature]
(signature)
CHRISTOPHER DIAZ
(print name)
City Attorney
Town of Colma

NOTE: DEVELOPER'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO DEVELOPER'S BUSINESS ENTITY.

California All-Purpose Certificate of Acknowledgment

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

State of California

County of San Francisco } S.S.

On January 19th, 2017 before me, H. Horsfield, Notary Public
Name of Notary Public, Title

personally appeared Dan Tealdi
Name of Signer (1)

Name of Signer (2)

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

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

WITNESS my hand and official seal.

[Signature]
Signature of Notary Public



Seal

OPTIONAL INFORMATION

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of Agreement for completion of Public Improvements containing 18 pages, and dated 12/21/16.

The signer(s) capacity or authority is/are as:

- Individual(s)
- Attorney-in-fact
- Corporate Officer(s) _____
Title(s)

- Guardian/Conservator
- Partner - Limited/General
- Trustee(s)
- Other: Manager

representing: B Street Colima LLC
Name(s) of Person(s) Entity(ies) Signer is Representing

Additional Information

Method of Signer Identification

Proved to me on the basis of satisfactory evidence:

- form(s) of identification credible witness(es)

Notarial event is detailed in notary journal on:

Page # _____ Entry # _____

Notary contact: _____

Other

- Additional Signer Signer(s) Thumbprints(s)

ACKNOWLEDGMENT

CAPACITY CLAIMED BY SIGNER:

- ~ Individual(s)
- ~ Corporate _____
- Officer(s) _____
- ~ Partner(s)
- ~ Attorney-in-Fact
- ~ Trustee(s)
- ~ Subscribing Witness
- ~ Guardian/Conservator
- ~ Other _____

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES)

STATE OF CALIFORNIA } }

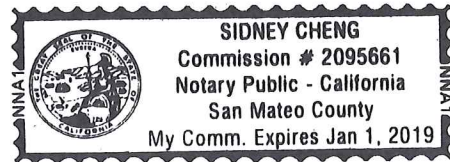
COUNTY OF San Mateo } }

On Dec. 20th, 2016, before me,
Sidney Cheng, the undersigned notary public, personally appeared
Dan Tealdi, ~ personally known to me

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

WITNESS my hand and official seal.

[Signature]
 Signature of Notary



re signed & renotarized

CAPACITY CLAIMED BY SIGNER:

- ~ Individual(s)
- ~ Corporate _____
- Officer(s) _____
- ~ Partner(s)
- ~ Attorney-in-Fact
- ~ Trustee(s)
- ~ Subscribing Witness
- ~ Guardian/Conservator
- ~ Other _____

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES)

STATE OF CALIFORNIA }
 }
 COUNTY OF _____ }

On _____, 200_, before me,
 _____, the undersigned notary public, personally appeared
 _____, ~ personally known to me

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

WITNESS my hand and official seal.

 Signature of Notary

EXHIBIT "A"
LEGAL DESCRIPTION OF PROPERTY
COLMA ESTATES SUBDIVISION

Lots 4, 5, 6 and the easterly 45', front and rear of Lot 12 , Block 32 of that certain map entitled "City Addition Homestead" filed in Book D of Maps at Page 10, San Mateo County Records.

EXHIBIT "B"

LIST OF PUBLIC IMPROVEMENTS

COLMA ESTATES SUBDIVISION

1. PG&E GAS, PG&E ELECTRIC, COMCAST, AT&T, WATER, SEWER, SIDEWALK, CURB AND GUTTER, DRIVEWAYS, PAVERS IN STREET AND SIDEWALK, STREET LIGHTS, STREET TREES AND LANDSCAPING PER THE ATTACHED CIVIL IMPROVEMENT PLANS DATED 12 / 1 / 16

EXHIBIT "C"

SURETY BONDS AND OTHER SECURITY

COLMA ESTATES SUBDIVISION

As evidence of understanding the provisions contained in this Agreement, and of the Developer's intent to comply with same, the Developer has submitted the below described security in the amounts required by this Agreement, and has affixed the appropriate signatures thereto:

PERFORMANCE BOND PRINCIPAL AMOUNT: \$200,000

Surety: _____

Attorney-in-fact: _____

Address: _____

MATERIAL AND LABOR BOND PRINCIPAL AMOUNT: \$200,000

Surety: _____

Attorney-in-fact: _____

Address: _____

CASH MONUMENT SECURITY: \$5,000

Amount deposited per Cash Receipt No. 1791PL Date: 12/9/2016

BOND NO. 100333949
INITIAL PREMIUM: \$10,142.00 PER 12 MONTHS
SUBJECT TO RENEWAL

TOWN OF COLMA
COLMA ESTATES SUBDIVISION IMPROVEMENTS
PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS the Town of COLMA, California ("City") and B STREET COLMA, LLC ("Principal"), have executed an agreement for work consisting of, but not limited to, the furnishing all labor, materials, tools, equipment, services, and incidentals for all grading, roads, paving, curbs and gutters, pathways, storm drains, sanitary sewers, utilities, drainage facilities, traffic controls, landscaping, street lights, and all other required facilities for Colma Estates Subdivision ("Public Improvements");

WHEREAS, the Public Improvements to be performed by Principal are more particularly set forth in that certain Agreement for Completion of Pubic Improvements dated November 29, 2016 ("Improvement Agreement");

WHEREAS, the Improvement Agreement is hereby referred to and incorporated herein by reference; and

WHEREAS, Principal is required by the Improvement Agreement to provide a good and sufficient bond for performance of the Improvement Agreement, and to guarantee and warranty the Public Improvements constructed thereunder.

NOW, THEREFORE, Principal and AMERICAN CONTRACTORS INDEMNITY COMPANY ("Surety"), a corporation organized and existing under the laws of the State of CALIFORNIA, and duly authorized to transact business under the laws of the State of California, are held and firmly bound unto City in the sum of ^{TWO HUNDRED TWO THOUSAND} EIGHT HUNDRED FORTY SEVEN dollars (\$ 202,847.00), said sum being not less than one hundred percent (100%) of the total cost of the Public Improvements as set forth in the Improvement Agreement, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such, that if Principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, agreements, guarantees, and warranties in the Improvement Agreement and any alteration thereof made as therein provided, to be kept and performed at the time and in the manner therein specified and in all respects according to their intent and meaning, and to indemnify and save harmless City, its officers,

employees, and agents, as stipulated in the Improvement Agreement, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As part of the obligation secured hereby, and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Improvement Agreement, or to any plans, profiles, and specifications related thereto, or to the Public Improvements to be constructed thereunder, shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition.

This bond is executed and filed to comply with Section 66499 *et seq.* of the Government Code of California as security for performance of the Improvement Agreement and security for the one-year guarantee and warranty of the Public Improvements.

IN WITNESS WHEREOF, the seal and signature of the Principal is hereto affixed, and the corporate seal and the name of the Surety is hereto affixed and attested by its duly authorized Attorney-in-Fact at SACRAMENTO, CA, this 19TH day of DECEMBER, 2016.

B STREET COLMA, LLC
Principal
By: [Signature]
President Manager
Dan Tealdi
(print name)

AMERICAN CONTRACTORS INDEMNITY COMPANY
Surety
By: [Signature]
Attorney-in-Fact
DAREN EISEMAN, ATTORNEY-IN-FACT
(print name)

NOTE: APPROPRIATE NOTARIAL ACKNOWLEDGMENTS OF EXECUTION BY PRINCIPAL AND SURETY, AND A COPY OF THE POWER OF ATTORNEY TO LOCAL REPRESENTATIVES OF THE BONDING COMPANY MUST BE ATTACHED TO THIS BOND.

ACKNOWLEDGMENT

CAPACITY CLAIMED BY SIGNER:

- ~ Individual(s)
- ~ Corporate _____
Officer(s) _____
- ~ Partner(s)
- ~ Attorney-in-Fact
- ~ Trustee(s)
- ~ Subscribing Witness
- ~ Guardian/Conservator
- ~ Other _____

SIGNER IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES)

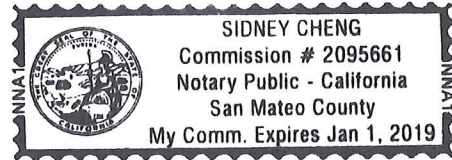
STATE OF CALIFORNIA }
COUNTY OF San Mateo }

On Dec. 21st, 2016, before me,
Sidney Cheng, the undersigned notary public, personally appeared
Dan Tealdi, ~ personally known to me

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

WITNESS my hand and official seal.

[Signature]
Signature of Notary



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

STATE OF CALIFORNIA

COUNTY OF SACRAMENTO }

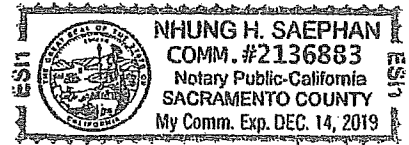
On 12-19-2016 before me, NHUNG H. SAEPHAN Notary Public,
Date (here insert name)

personally appeared DAREN EISEMAN,

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

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

WITNESS my hand and official seal.



Signature: [Handwritten Signature] (Seal)

OPTIONAL INFORMATION

Description of Attached Document

Title or Type of Document: _____ Number of Pages: _____

Document Date: _____ Other: _____

BOND NO. 100333949
INITIAL PREMIUM: PREMIUM INCLUDED IN PERFORMANCE PORTION
SUBJECT TO RENEWAL

TOWN OF COLMA
COLMA ESTATES SUBDIVISION IMPROVEMENTS
LABOR AND MATERIAL BOND

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS the Town of COLMA, California ("City") and B STREET COLMA, LLC ("Principal"), have executed an agreement for work consisting of, but not limited to, the furnishing all labor, materials, tools, equipment, services, and incidentals for all grading, roads, paving, curbs and gutters, pathways, storm drains, sanitary sewers, utilities, drainage facilities, traffic controls, landscaping, street lights, and all other required facilities for Colma Estates Subdivision ("Public Improvements");

WHEREAS, the Public Improvements to be performed by Principal are more particularly set forth in that certain Agreement for Completion of Pubic Improvements dated _____, _____ ("Improvement Agreement");

WHEREAS, the Improvement Agreement is hereby referred to and incorporated herein by reference; and

WHEREAS, Principal is required to furnish a bond in connection with the Improvement Agreement providing that if Principal or any of its subcontractors shall fail to pay for any materials, provisions, or other supplies, or terms used in, upon, for, or about the performance of the Public Improvements, or for any work or labor done thereon of any kind, or for amounts due under the provisions of Title 4 (commencing with section 8000) of Part 6 of Division 1 of the California Civil Code, with respect to such work or labor, that the Surety on this bond will pay the same together with a reasonable attorney's fee in case suit is brought on the bond.

NOW, THEREFORE, Principal and AMERICAN CONTRACTORS INDEMNITY COMPANY ("Surety"), a corporation organized and existing under the laws of the State of CALIFORNIA, and duly authorized to transact business under the laws of the State of California, are held and firmly bound unto City and to any and all material men, persons, companies or corporations furnishing materials, provisions, and other supplies used in, upon, for or about the performance of the Public Improvements, and all persons, companies or corporations renting or hiring teams, or implements or machinery, for or contributing to the Public Improvements to be done, and all persons performing work or labor upon the same and all persons supplying both work and

materials as aforesaid excepting the Principal, the sum of ^{TWO HUNDRED TWO THOUSAND}
^{EIGHT HUNDRED FORTY SEVEN & 00/100} DOLLARS,
(\$202,847.00), said sum being not less than 100% of the total cost of the Public
Improvements under the terms of the Improvement Agreement, we bind ourselves, our heirs,
executors and administrators, successors and assigns jointly and severally, firmly by these
presents.

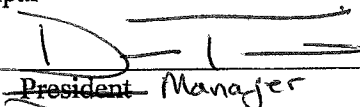
THE CONDITION OF THIS OBLIGATION IS SUCH that if the Principal, his or
its subcontractors, heirs, executors, administrators, successors, or assigns, shall fail to pay for
any materials, provisions, or other supplies or machinery used in, upon, for or about the
performance of the Public Improvements, or for work or labor thereon of any kind, or fail to pay
any of the persons named in California Civil Code Section 9100, or amounts due under the
Unemployment Insurance Code with respect to work or labor performed by any such claimant,
or for any amounts required to be deducted, withheld, and paid over to the Employment
Development Department from the wages of employees of the contractor and his subcontractors
pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and
labor, and all other applicable laws of the State of California and rules and regulations of its
agencies, then said Surety will pay the same in or to an amount not exceeding the sum specified
herein.


As part of the obligation secured hereby, and in addition to the face amount
specified therefor, there shall be included costs and reasonable expenses and fees, including
reasonable attorney's fees, incurred by City in successfully enforcing such obligation, all to be
taxed as costs and included in any judgment rendered.

This bond is executed and filed to comply with Section 66499 et seq. of the
California Government Code as security for payment to contractors, subcontractors, and persons
furnishing labor, materials, or equipment for construction of the Public Improvements or
performance of the Improvement Agreement. It is hereby expressly stipulated and agreed that
this bond shall inure to the benefit of any and all persons, companies, and corporations entitled to
file claims under Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the
California Civil Code, so as to give a right of action to them or their assigns in any suit brought
upon this bond.

Surety, for value received, hereby stipulates and agrees that no change, extension
of time, alteration, or addition to the terms of the Improvement Agreement, or to any plans,
profiles, and specifications related thereto, or to the Public Improvements to be constructed
thereunder, shall in any way affect its obligations on this bond, and it does hereby waive notice
of any such change, extension of time, alteration, or addition.

IN WITNESS WHEREOF, the seal and signature of the Principal is hereto affixed, and the corporate seal and the name of the Surety is hereto affixed and attested by its duly authorized Attorney-in-Fact at SACRAMENTO, CA, this 19TH day of DECEMBER, 2016.

B STREET COLMA, LLC
Principal
By: 
~~President~~ Manager
Dan Lealdi
(print name)

AMERICAN CONTRACTORS INDEMNITY COMPANY
Surety
By: 
Attorney-in-Fact
DAREN EISEMAN, ATTORNEY-IN-FACT
(print name)

NOTE: APPROPRIATE NOTARIAL ACKNOWLEDGMENTS OF EXECUTION BY PRINCIPAL AND SURETY, AND A COPY OF THE POWER OF ATTORNEY TO LOCAL REPRESENTATIVES OF THE BONDING COMPANY MUST BE ATTACHED TO THIS BOND.

ACKNOWLEDGMENT

CAPACITY CLAIMED BY SIGNER:

- ~ Individual(s)
- ~ Corporate _____
Officer(s) _____
- ~ Partner(s)
- ~ Attorney-in-Fact
- ~ Trustee(s)
- ~ Subscribing Witness
- ~ Guardian/Conservator
- ~ Other _____

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES)

STATE OF CALIFORNIA }

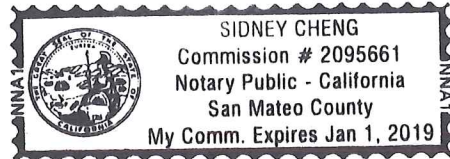
COUNTY OF San Mateo }

On Dec. 21st, 2016, before me,
Sidney Cheng, the undersigned notary public, personally appeared
Dan Tealdi, ~ personally known to me

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

WITNESS my hand and official seal.


 Signature of Notary



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

STATE OF CALIFORNIA

COUNTY OF SACRAMENTO }

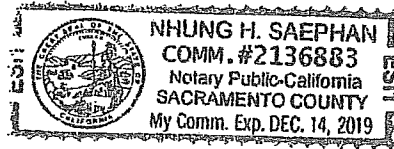
On 12-19-2016 before me, NHUNG H. SAEPHAN Notary Public,
Date (here insert name)

personally appeared DAREN EISEMAN

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

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

WITNESS my hand and official seal.



Signature: *Nhung H. Saephan* (Seal)

OPTIONAL INFORMATION

Description of Attached Document

Title or Type of Document: _____ Number of Pages: _____

Document Date: _____ Other: _____



TOKIO MARINE
H C C

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That American Contractors Indemnity Company of the State of California, a California corporation, does hereby appoint,

DAREN EISEMAN

its true and lawful Attorney-in-Fact, with full authority to execute on its behalf bond number 100333949, issued in the course of its business and to bind the Company thereby, in an amount not to exceed Two hundred two thousand, eight hundred forty-seven and 00/100 (\$202,847.00).

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the Board of Directors of AMERICAN CONTRACTORS INDEMNITY COMPANY at a meeting duly called and held on the 1st day of September, 2011.

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached."

The Attorney-in-Fact named above may be an agent or a broker of the Company. The granting of this Power of Attorney is specific to this bond and does not indicate whether the Attorney-in-Fact is or is not an appointed agent of the Company.

IN WITNESS WHEREOF, American Contractors Indemnity Company has caused its seal to be affixed hereto and executed by its President on this 1st day of December 2014.

State of California
County of Los Angeles SS:



AMERICAN CONTRACTORS INDEMNITY COMPANY

By: [Signature]
Adam S. Pessin, President

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

On this 1st day of December 2014, before me, Maria G. Rodriguez-Wong, a notary public, personally appeared Adam S. Pessin, President of American Contractors Indemnity Company, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature [Signature] (seal)



I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, do hereby certify that the Power of Attorney and the resolution adopted by the Board of Directors of said Company as set forth above, are true and correct transcripts thereof and that neither the said Power of Attorney nor the resolution have been revoked and they are now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of December, 2016.

Bond No. 100333949
Agency No. 19448

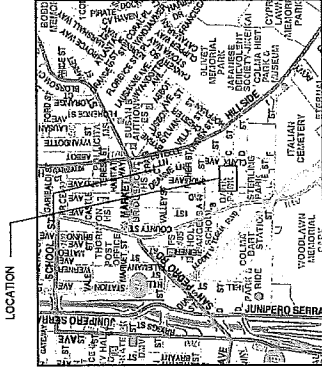


[Signature]
Kio Lo, Assistant Secretary

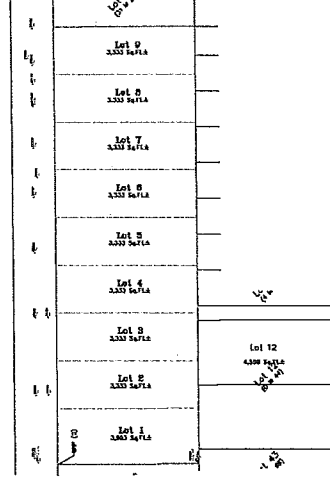


VICINITY MAP
Map copyright CSMA. Used w/ permission.

CIVIL IMPROVEMENT PLANS FOR COLMA ESTATES 442 - 444 B STREET COLMA, CA



LOCATION MAP



SITE PLAN
NS

PREPARED BY (COMPANY NAME) _____ **DATE OF REPORT** _____
BY G.E.P.

SELECTION ENGINEER OF RECORD
THIS PLAN HAS BEEN REVIEWED AND FOUND TO BE IN GENERAL CONFORMANCE WITH THE INTENT AND PURPOSE OF THE TECHNICAL REPORT.
DATE OF REVIEW _____

THE BEARINGS AND DISTANCES ON THIS SURVEY ARE BASED UPON THE MEANS OF SURVEYING POINTS, FOUND IN THE RECORD BOOK OF THE BUREAU OF LAND SURVEY, FIRST BEARING TAKEN ON NORTH CORNER OF WEST.
CONTIGUOUS INTERVAL
Contiguous shown on this survey are plotted at 4' 1 foot interval.
DATE
The drawings shown on this survey are based upon the Project benchmark at address: 52448 16th Street, Colma, CA 94015.
Reference to the Colma, CA 94015 and 94020 Sanborn fire insurance maps dated 1/1/57

SHEET INDEX

C-1	COVER SHEET
C-2	CONSTRUCTION NOTES 1
C-3	CONSTRUCTION NOTES 2
C-4	CONSTRUCTION NOTES 3
C-5	TRUCK ROUTE PLAN
C-6	DRAINAGE PLAN
C-7	ENGINEERING CONTROL PLAN
C-8	UTILITY PLAN
C-9	B STREET IMPROVEMENT PLANS
C-10	STORM WATER PLAN
C-11	CONSTRUCTION BMP'S
C-12	RETAINING WALL PLAN & PROFILE
C-13	DETAILS
C-14	DETAILS
C-15	DETAILS
C-16	DETAILS

LEGEND

EXISTING	(Symbol Same As Key Note)	PROPOSED
————	Property Boundary	————
————	Lot Line	————
————	Curb & Gutter	————
————	Storm Drain	————
▲	Cut / Fill Transition	▲
□	City Standard Curb Inlet	□
○	Field Inlet / Post Curb Inlet	○
—	Area Drain	—
—	Storm Manhole	—
—	Direction of Surface Drainage	—
—	Overhead Access	—
—	Limit of Grading	—
—	Retailing Wall	—

ABBREVIATION:

Back of Yard, Bottom of Wall	P/S	Public Utility Easement	
Chute	CH	Private Sewer	
Conduit	CN	Right-of-Way	R/W
Drainage	DR	Sanitary Sewer	S/S
Drainage Management Area	DMA	Storm Drain	SD
Flow Line	FL	Storm Drain Manhole	SDMH
Grade	GR	Street	ST
Grade Spot	GS	Top of Finished Curb	TOFC
Grade to be	GTOB	Top of Finished Drain	TOFD
High Point	HP	Top of the Ground Surface	TGS
Low Point	LP	Top of Wall	TOW
Property Line	PL	Water Main	WM
Property Line Easement	PLE	Water Service	WS

NO.	DATE	REV	DATE

BY: _____ DATE: _____

CSI Engineering
77 Solano Square #283
Berkeley, CA 94510
(707) 563-8612



Date:	December 8, 2018
Scale:	LA
Design:	LA
Drawn:	LA
Checked:	LA
Project:	125

Developer: B Street Colma LLC
Din Teadi
565 California St, Suite 4925
San Francisco, CA 94104
(415) 658-1871

COLMA ESTATES COVER SHEET

DRAFT - NOT FOR CONSTRUCTION

SHEET C-1
OF 18 SHEETS
PROJECT# F

100% DESIGN - SECOND SUBMITTAL

GRADING NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH TOWN OF COLMA STANDARD SPECIFICATIONS DESIGNATED STANDARD DRAWINGS AND THE APPROVED PLANS AND SOILS REPORT.
2. CONTRACTORS SHALL PROMINENTLY DISPLAY THEIR COMPANY NAME, ADDRESS AND TELEPHONE NUMBER ON EACH JOB SITE.
3. PERMITTEE SHALL NOTIFY THE TOWN AT LEAST TWO WORKING DAYS BEFORE STARTING WORK OR RESUMING WORK AFTER A SUSPENSION.
4. PERMITTEE SHALL CAUSE THE GRADING TO BE DONE UNDER THE IMMEDIATE SUPERVISION OF A QUALIFIED PERSON WHO SHALL BE RESPONSIBLE FOR THE GRADING OPERATIONS. THE WORK SHALL BE DONE UNDER HIS SUPERVISION IN ACCORDANCE WITH THE "PLAN" AND "GEO-TECHNICAL REPORT".
5. AT LEAST TWO WORKING DAYS IN ADVANCE OF STARTING EXCAVATION IN AN AREA THAT IS KNOWN OR COULD REASONABLY BE EXPECTED TO CONTAIN SERVICES, PERMITTEE SHALL NOTIFY THE TOWN AND OBTAIN AN INQUIRY IDENTIFICATION NUMBER. THIS NUMBER SHALL BE GIVEN TO THE TOWN INSPECTOR PRIOR TO THE START OF EXCAVATION.
6. PERMITTEE SHALL KEEP ADEQUATELY INFORMED OF ALL STATE AND FEDERAL LAWS AND LOCAL ORDINANCES AND REGULATIONS THAT IN ANY MANNER AFFECT WORK COVERED BY THIS PERMIT.
7. WORK OR USE SHALL BE COMPLETED BY THE EXPIRATION DATE STATED ON THE PERMIT, UNLESS AN EXTENSION IS REQUESTED BY PERMITTEE IN WRITING AND GRANTED BY THE TOWN IN WRITING.
8. THIS PERMIT AND ANY TOWN APPROVED PLANS RELATING THERETO SHALL BE KEPT AT THE JOB SITE AND BE AVAILABLE FOR INSPECTION AT ALL TIMES WORK IS IN PROGRESS.
9. NO CHANGES IN THE WORK OR PLANS RELATING THERETO SHALL BE MADE WITHOUT WRITTEN APPROVAL OF THE TOWN.
10. A SEPARATE APPLICATION AND APPROVAL IS REQUIRED FOR THE TEMPORARY CLOSURE OF ANY STREET OR HIGHWAY. SUCH CLOSURE SHALL BE MADE AT LEAST TWO WEEKS IN ADVANCE OF THE INTENDED DATE OF CLOSURE.
11. PERMITTEE IS RESPONSIBLE FOR ALL LIABILITY FOR PERSONAL INJURY OR PROPERTY DAMAGE THAT MAY ARISE OUT OF WORK COVERED BY THIS PERMIT AND SHALL DEFEND AND HOLD THE TOWN OF COLMA HARMLESS AGAINST ALL CLAIMS FOR DAMAGES OR LIABILITY CAUSED BY THE WORK COVERED BY THIS PERMIT.
12. ADJOINING PROPERTY AND IMPROVEMENTS THAT COULD BE DAMAGED IN THE PROGRESS OF WORK COVERED BY THIS PERMIT SHALL BE PROTECTED. DAMAGED IMPROVEMENTS OR PROPERTY SHALL BE RESTORED TO A CONDITION ACCEPTABLE TO THE CITY ENGINEER. THE PERMITTEE SHALL BE RESPONSIBLE FOR ANY DAMAGE TO ADJOINING PROPERTY OWNERS THAT MAY BE CAUSED.

SANITARY SEWER GENERAL NOTES

1. ALL SEWER CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH THE TOWN'S STANDARD SPECIFICATIONS, THE DEPARTMENT OF PUBLIC WORKS STANDARD DETAILS, AND REQUIREMENTS OF THE STATE DEPARTMENT OF HEALTH.
2. IN THE EVENT THAT ANY CHANGE IN ALIGNMENT OR GRADE FOR THE PROPOSED SEWERS ARE REQUIRED DUE TO UNFORESEEN CONFLICT WITH OTHER UTILITIES, THE ENGINEER IN CHARGE OR THE MAKER OF THE PLANS SHALL BE RESPONSIBLE FOR THE REQUIRED CHANGES WHICH ARE TO BE PRESENTED TO THE DEPARTMENT OF PUBLIC FOR APPROVAL.
3. THE UNDERGROUND PIPES, CABLES OR DUCTLINES KNOWN TO EXIST BY THE ENGINEER FROM HIS RESEARCH OF RECORDS ARE INDICATED ON THE PLANS. THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF THE FACILITIES, INCLUDING AND AFFECTING SEWERLINES, IN THE PRESENCE OF THE WASTEWATER INSPECTOR AND EXERCISE PROPER CARE TO AVOID DAMAGE TO SUCH UTILITIES. CONTRACTOR SHALL BE RESPONSIBLE AND SHALL PAY FOR ALL DAMAGED UTILITIES.
4. SEWER LATERAL LOCATION MEASURED ALONG THE FRONT PROPERTY LINE SHALL BE 3'-0" MINIMUM FROM THE PROPERTY LINE UNLESS OTHERWISE NOTED ON THE PLANS.
5. SLOPE FOR SEWER LATERAL SHALL BE 2.00% UNLESS OTHERWISE NOTED.
6. BUILDING PLUMBING FACILITIES SHALL BE CONTROLLED BY SEWER LATERAL INVERTS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING CONTINUOUS SEWER SERVICE TO ALL AFFECTED AREAS DURING CONSTRUCTION.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY SEWAGE SPILLS CAUSED DURING CONSTRUCTION, AND UTILIZE APPROPRIATE SAMPLING AND ANALYZING PROCEDURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PUBLIC NOTIFICATIONS AND PRESS RELEASES.
9. WHEN CONNECTING TO A LIVE SEWER LINE, THE CONTRACTOR SHALL ASIDE BY ALL DAMAGE TO SUCH UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY WASTEWATER SPILL THAT MAY OCCUR. THE CONTRACTOR SHALL INFORM THE CITY INSPECTOR FIVE (5) WORKING DAYS PRIOR TO THE ACTUAL CONNECTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES AND PENALTIES DUE TO ANY SPILLS RESULTING FROM THE CONNECTION.

14. DUST, EROSION AND STORM WATER POLLUTION CONTROL MEASURES SHALL BE IMPLEMENTED AS SHOWN ON APPROVED PLANS AND AS REQUIRED BY THE TOWN.
14. IN ACCORDANCE WITH THE PROVISIONS OF THE UNIFORM BUILDING CODE, DURING THE PERIOD BETWEEN NOVEMBER 1 AND MAY 1, NO GRADING WORK IN EXCESS OF TWO HUNDRED (200) CUBIC YARDS IS PERMITTED EXCEPT AS REQUIRED BY THE TOWN ENGINEER. THE TOWN ENGINEER SHALL BE RESPONSIBLE FOR THE APPROVED WATERWAY IMPROVEMENTS. THE PERMITTEES SHALL ACCOMPLISH ALL EMERGENCY PUBLIC SAFETY RELATED WORK AS REQUIRED BY THE TOWN TO CORRECT HAZARDS WITHIN TWENTY-FOUR (24) HOURS OF RECEIVING ORAL OR WRITTEN NOTIFICATION BY THE CITY ENGINEER OR HIS AUTHORIZED REPRESENTATIVE. THE PERMITTEE SHALL CONTACT THE TOWN ENGINEER WITHIN TWENTY-FOUR (24) HOURS OF CONTACTING OR ATTEMPTING TO CONTACT THE PERMITTEE AT THEIR TWENTY-FOUR (24) HOURS PHONE NUMBER LISTED ON THIS PERMIT. THE CITY ENGINEER MAY ORDER CITY FORCES OR A PRIVATE CONTRACTOR TO ACCOMPLISH THE WORK AND CHARGE THE COSTS TO THE PERMITTEES.
15. PERMITTEES SHALL CONTROL DUST BY THE USE OF AN ADEQUATE NUMBER OF WATER TRUCKS AND ANY OTHER METHODS RECOMMENDED BY THE SOILS ENGINEER TO PROTECT PUBLIC AND PRIVATE PROPERTY IN THE VICINITY OR ADJACENT TO THE AREA FROM ANNOYANCE OR DAMAGE FROM DUST CAUSED BY GRADING OPERATIONS SEVEN (7) DAYS A WEEK, TWENTY-FOUR (24) HOURS A DAY. SHOULD PERMITTEES NEGLECT TO CONTROL THE DUST OR EROSION AS HEREIN PROVIDED, THE TOWN MAY SUSPEND THE GRADING OPERATION BY WRITTEN NOTICE TO PERMITTEES, REQUIRING THAT ALL OPERATIONS CEASE UNTIL A REASONABLE SCHEDULE OR PLAN FOR DUST CONTROL IS FILED WITH THE CITY ENGINEER.
16. PERMITTEES SHALL CONDUCT THE GRADING OPERATIONS SO AS NOT TO DAMAGE THE PROPERTY IN THE VICINITY OF THE GRADING SITE AND SO AS NOT TO LEAVE UNCOMPLETED, DANGEROUS CUTS OR EMBANKMENTS. SHOULD PERMITTEES LEAVE UNCOMPLETED WORK IN A HAZARDOUS CONDITION OR SHOULD DANGEROUS CUTS OR EMBANKMENTS REMOVED OR MADE SAFE AT THE COST AND EXPENSE OF PERMITTEES.
17. PERMITTEE SHALL PROVIDE FOR PROPER DRAINAGE IF THE WORK INVOLVES A CHANGE IN GRADE OR WATER COURSE OR IF IT INTERFERES WITH AN ESTABLISHED DRAINAGE PATTERN.
18. UNLESS PERMITTED, NO MATERIAL OR EQUIPMENT SHALL BE STORED WITHIN ANY PUBLIC RIGHT-OF-WAY OR DRAINAGE COURSE. IF PERMITTED, PERMITTEE MUST PROVIDE PROPER SAFETY AND WARNING DEVICES.
19. NO FILL SHALL BE PLACED UNTIL PREPARATION OF THE GROUND TO BE FILLED IS INSPECTED AND APPROVED BY BOTH THE SOILS ENGINEER AND TOWN ENGINEER.
20. STORM DRAIN LINES AND STRUCTURES SHALL BE CONSTRUCTED TO GRADES AND SIZES AS SHOWN ON THE PLANS AND AS ACCEPTABLE TO THE CITY ENGINEER. PROVIDE ADEQUATE GRADE STAKES AS ACCEPTABLE TO THE CITY ENGINEER.
21. THE TOWN ENGINEERING DEPARTMENT IS TO BE NOTIFIED IMMEDIATELY UPON DISCOVERY OF ANY UNDERGROUND PIPE OR FACILITY NOT SHOWN ON THE PLANS OR OTHERWISE PREVIOUSLY ANTICIPATED.
22. NO SURVEY MONUMENT OR REFERENCE POINT SHALL BE DISTURBED OR REMOVED PRIOR TO BEING TIED OUT BY A LICENSED SURVEYOR OR CIVIL ENGINEER LICENSED TO PERFORM SURVEYING. ALL COSTS OF REPLACING SURVEYING MONUMENTS AND REFERENCE POINTS SHALL BE BORNE BY PERMITTEE.
23. RETAINING WALL IS NOT INCLUDED IN THE GRADING PERMIT AND REQUIRES A SEPARATE BUILDING PERMIT FROM THE TOWN.
24. THE CIVIL ENGINEER SHALL SUBMIT AN ACCEPTABLE AS-BUILT/AS-GRADED PLAN PRIOR TO THE RELEASE OF THE GRADING SURETY.
25. ANY OMISSION ON THE PART OF ANY TOWN REPRESENTATIVE TO REQUIRE LIGHTS, BARRIERS OR OTHER WARNING OR PROTECTIVE MEASURES AND DEVICES IN APPROVAL OF THIS PERMIT OR REVIEW OF FIELD CONDITIONS SHALL NOT EXCUSE THE PERMITTEE FROM COMPLYING WITH ALL REQUIREMENTS OF ANY APPLICABLE ORDINANCES OR REGULATIONS THAT AFFECT THE SAFETY OF PERSONS USING PUBLIC STREETS.
26. BY ACCEPTING THE GRADING PERMIT, PERMITTEE AGREES TO REPAIR DAMAGE TO ANY IMPROVEMENTS THAT OCCURS AS THE RESULT OF WORK DONE UNDER THE PERMIT FOR A PERIOD OF ONE YEAR AFTER COMPLETION.

**COLMA ESTATES
CONSTRUCTION NOTES 1**

Developer: S Street Colma LLC
 Dan T. Feild
 565 California St, Suite 4825
 San Francisco, CA 94104
 (415) 698-1871

DATE	December 5, 2015
Drawn	LA
Checked	LA
Reviewed	LA
Scale	AS SHOWN
File	1452



CSI Engineering
 77 Solano Square #263
 Benilda, CA 94510
 (707) 563-8612

NO.	DATE	DATE	REVISION

TRENCHING / BORING GENERAL NOTES

1. ALL WORK WITHIN TOWN RIGHT-OF-WAYS AND EASEMENTS SHALL CONFORM TO TOWN OF COLMA STANDARD SPECIFICATIONS AND DETAILS.
2. CONTRACT UNDERGROUND SERVICE ALERT (USAI) 48 HOURS IN ADVANCE OF CONSTRUCTION AT 1-800-227-2600 FOR LOCATION OF BURIED UTILITIES AND BEFORE ANY DIGGING, TRENCHING, BORING, GRADING, EXCAVATING, ETC. CONTRACTOR SHALL NOTIFY ALL UTILITIES AND RECORDERS. THE CONTRACTOR SHALL IMMEDIATELY REPORT ANY CONFLICTS OR DISCREPANCIES BETWEEN THE PLANS AND ACTUAL SITE CONDITIONS PRIOR TO DOING ANY STREET WORK. NO FIELD CHANGES SHALL BE MADE WITHOUT WRITTEN AUTHORIZATIONS FROM THE ENGINEER OF RECORD AND THE TOWN OF COLMA.
3. THE TOWN ENGINEERING AND PUBLIC WORKS DEPARTMENTS SHALL BE NOTIFIED A MINIMUM OF ONE WORKING DAY PRIOR TO TRENCHING WITHIN ANY TOWN RIGHT-OF-WAY. AN INSPECTOR SHALL BE NOTIFIED IN WRITING OF THE DAILY WORK SCHEDULE IN WRITING.
4. ALL TRAFFIC CONTROL SHALL CONFORM TO CALTRANS STANDARD HANDBOOK OF TRAFFIC CONTROL DEVICES. ALL TRAFFIC CONTROL DEVICES SHALL BE IN PLACE BEFORE WORKS IS STARTED. DEVICES NO LONGER REQUIRED SHALL BE REMOVED AS SOON AS POSSIBLE.
5. USE OF TRENCH PLATES SHALL BE MINIMUM MAXIMUM CURVE RADIUS OF TRENCH SHALL BE 10 FEET. TRENCH PLATES SHALL BE TO A DEPTH OF 18 INCHES IN DEPTH AND WIDTH OF TRENCH.
6. NO EQUIPMENT OR MATERIALS SHALL BE STORED ON THE ROAD/ SIDEWALK SURFACE DURING NON-WORKING HOURS UNLESS ALLOWED BY THE TOWN ENGINEER IN WRITING.
7. CONDUIT AND DUCTS SHALL BE INSTALLED WITH A MINIMUM COVER OF FIVE (5) FEET TO MINIMIZE CONFLICTS WITH EXISTING/FUTURE TOWN UTILITIES. ANY EXCEPTIONS SHALL BE A CASE-BY-CASE BASIS WITH WRITTEN APPROVAL FROM THE TOWN ENGINEER. ANY CONDUITS OR DUCTS REJECTED OR DAMAGED DURING BORING OR TRENCHING SHALL BE REJECTED AND REMOVED PRIOR TO FORE-CR RE-TRENCH.
8. MINIMUM VERTICAL SEPARATION OF CMF SHALL BE MAINTAINED BETWEEN CROSSINGS OF NEW CONDUITS AND EXISTING UTILITIES. MINIMUM HORIZONTAL SEPARATIONS OF THREE (3) FEET BETWEEN NEW CONDUIT AND EXISTING WATER AND POWER UTILITIES THAT RUN PARALLEL AND FIVE (5) FEET BETWEEN NEW CONDUIT AND EXISTING UTILITIES. MINIMUM VERTICAL SEPARATIONS SHALL BE MAINTAINED UNLESS OTHERWISE PRE-APPROVED IN WRITING BY THE TOWN.
9. ALL CONTRACTORS AND SUBCONTRACTORS SHALL adhere to ALL APPLICABLE WORKER SAFETY REQUIREMENTS AND CONSTRUCTION SITE SAFETY REQUIREMENTS AT ALL TIMES.
10. THE CONTRACTOR SHALL SUBMIT A DETAILED PLAN SHOWING THE DESIGN OF PROTECTION FOR ALL AREAS TO BE EXCAVATED TO A DEPTH OF FIVE FEET OR MORE BEFORE BEGINNING WORK. IF THE PLAN VARIES FROM THE SHORING SYSTEM STANDARDS THE PLANS SHALL BE PREPARED AND STAMPED BY A REGISTERED CIVIL OR STRUCTURAL ENGINEER.
11. EXISTING SIGNS, STRIPING, GUARDRAILS, MARKERS, TREES, SHRUBS, FENCES, SHALL BE PROTECTED AND MAINTAINED THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SATISFACTION OF THE ADJACENT PROPERTY OWNERS AND THE TOWN OF COLMA.
12. REPAIRED/LANDSCAPED, SHRUBS, SCEDS, ETC. SHALL BE MAINTAINED BY THE CONTRACTOR THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SATISFACTION OF SAND PROPERTY OWNERS AND THE TOWN OF COLMA.

PAVER INSTALLATION SPECIFICATIONS

- Section 41 - Interlocking Concrete Paver Surfacing**
- 41.01 - Description** - This work consists of preparing interlocking concrete paver subgrade and base materials, and installing interlocking concrete pavers, bedding sand, bedding sand leveling and leveling sand base, finishing, jointing, caulking to fit, wet-laying concrete pavers, compounding joints in place, filling joints with sand, wet-dressing and curing pavers, cutting and joints.
- 41.02 - Minimum Experience of Contractor or Subcontractor and Crew Collets** - It is the Town's intent that interlocking paving stone surfacing in what is or will become public right-of-way or public property be installed by experienced or subcontractors that possess a significant amount of first-hand experience doing the work. For each work, the contractor or subcontractor shall submit the names of the contractor or subcontractor and a list of the personnel who will be continuously engaged in installing interlocking concrete paving stone surfacing for the last 5 years or, if the firm has less than 5 years of experience, list the last three responsible for directly overseeing and participating in the installation of at least 150,000 square meters (0,000,000 square feet) of interlocking concrete paving stone surfacing. The contractor or subcontractor shall also have direct responsibility for and control over the labor force involved in paver installation. The contractor or subcontractor shall not have direct responsibility for the minimum experience requirement.
- 41.03 - Requirements to be Met Before Installing Interlocking Concrete Paver Surfacing** - No paving shall occur until the following conditions have been met:
- Utility lines within the area to be paved have been installed and tested to the satisfaction of the utility agencies involved, and the City Engineer has received written notice from each utility that this requirement has been met.
 - The City Engineer shall be supplied with written results of completion tests on all utility trenches within the area to be paved, and on adjacent, unshaded and base material in place and have been inspected and approved by the City Engineer.
 - All concrete collar around manholes, manholes, valve and similar castings are in place and have been inspected and approved by the City Engineer.
 - All other edge restraints called for on the plans or in these specifications are in place and in a condition satisfactory to the City Engineer.
 - The City Engineer has inspected and approved the base course for proof of compaction (proof rolling) and geometric section.
 - All filler fabric called for on the details has been installed, inspected and approved by the City Engineer.
 - Edges of interlocking concrete paver surfacing shall be constructed by one of the edge restraints described below:
- Edges indicated by approved alternative to concrete edge strips as shown on the details. Concrete curb or curb and gutter with a minimum curve section area of 0.014 square meter (72 square inches) and with a least half of its section below grade. Concrete and concrete block retaining walls constructed as part of the project or existing walls where the plans indicate they can be used for paver edge. Concrete masonry, masonry, valve and similar castings as shown on the details. As paver joints, constructed as shown on the details.

Joint sand shall conform to the following ASTM C 114 grading requirements:

Screen Size	Percent Passing
4.75 mm (No. 4)	100
1.18 mm (No. 16)	95-100
75 microns (No. 200)	70-100
425 microns (No. 35)	40-75
300 microns (No. 50)	10-35
150 microns (No. 100)	0-15
75 microns (No. 200)	0-10

Manufactured mat of PVC edging designed for interlocking or meshwork that is set installed in place, interlocking mats may be used in applications that are outside of the public right-of-way and not intended to carry or be crossed by regular vehicular traffic.

Curb, curb and gutter, retaining wall, manholes, valve and instrument collars and access valves will be measured and paid for as separate items of work at the contract price on the bid schedule. Payment for concrete edge-strips to which pavers are attached with adhesive and manufactured mat or PVC edging will be included in the unit price paid for pavers and an extra compensation will be paid to the contractor.

41.05 - Concrete Paver Materials - Pavers for each project shall be manufactured at a single plant that is owned and operated by a member of the Interlocking Concrete Pavement Institute. They shall conform to the requirements set forth in ASTM C 936 specification for interlocking concrete pavers. Pavers shall be made of a minimum of 50 MPa (7250 psi) concrete. Individual pavers shall have a compressive strength of less than 50 MPa (7200 psi). Pavers shall also be measured to assure conformity with dimensional tolerance requirements of ASTM C936. On paver projects such testing shall be arranged by the Contractor through a certified laboratory that is acceptable to the City Engineer.

Pavers used for construction of trunk, non-residential driveways, residential driveways serving six or more residential units and other areas shown on the plans or designated by the City Engineer shall be 150 mm (6 in.) thick. Pavers used for other areas shall be 75 mm (3 in.) thick and at least 15 mm (0.6 in.) thick. Pavers used to cover pavers that conform to ASTM C 936 shall have integral finger lines to insure proper joint width between each paver. Pavers shall be the color or color called for in the special provisions. Where blended colors are specified, color shall be integrated throughout each paver. Unblended paver coloring may be achieved with either color throughout each paver or with a color containing coloring mix that is at least 15 mm (0.6 in.) thick. Pigments used to color pavers shall conform to ASTM C 332, except as indicated on the plans. Pavers shall be delivered to and approved by the City Engineer before pavers are produced for the job. All pavers of the same color shall be manufactured at the same time to assure color consistency.

Pavers shall be delivered to the site as either plastic coated or plastic wrapped cubes that can be handled by fork lift or clam shell. No more pavers shall be stored in the site than can be reasonably expected to be incorporated into the work within 5 working days of their delivery. Pavers shall be stored where they do not block drainage, interfere with traffic or block right of way. Pavers shall be stored on piles at least 100 mm (4 in.) high. Pavers shall be delivered to the site in a container that is approved by the City Engineer before pavers are produced for the job. All pavers of the same color shall be manufactured at the same time to assure color consistency.

While being handled and stored pavers shall be protected from physical damage. Damaged pavers or whole cubes of pavers in which more than 5 percent are damaged may be rejected by the City Engineer. Loss of pavers by theft or disappearance shall be born by the Contractor.

41.06 - Sand - Bedding and joint sand shall be clean and sharp. It may be natural or manufactured.

Bedding sand shall conform to the following ASTM C 114 grading requirements:

Screen Size	Percent Passing
4.75 mm (No. 4)	100
1.18 mm (No. 16)	95-100
75 microns (No. 200)	70-100
425 microns (No. 35)	40-75
300 microns (No. 50)	10-35
150 microns (No. 100)	0-15
75 microns (No. 200)	0-10

Joint sand shall conform to the following ASTM C 114 grading requirements:

Screen Size	Percent Passing
4.75 mm (No. 4)	100
1.18 mm (No. 16)	95-100
75 microns (No. 200)	70-100
425 microns (No. 35)	40-75
300 microns (No. 50)	10-35
150 microns (No. 100)	0-15
75 microns (No. 200)	0-10

Developer: B Street Colma LLC
Dan Tealdi
555 California St, Suite 4625
San Francisco, CA 94104
(415) 659-1871

Date	Description
December 4, 2015	
Soil	LA
Drainage	LA
Survey	LA
Final	LA
Rev	4542



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77 Solano Square #253
Berkeley, CA 94510
(707) 563-8612

BY	DATE	DATE	REVISIONS

PAVER INSTALLATION SPECIFICATIONS (CONT FROM SHT C-3)

The cost of furnishing and installing bedding and joint sand shall be included in the unit price paid for interlocking concrete paver surfacing and no extra compensation will be paid therefor.

41.07 - Other Materials and their Installation

Salt Strecher - Salt strecher shall be a 2.0 x 0.0050-2.6-dim-2-N-2-dipropyl-p-ethylene C-2, as manufactured by Monterey Chemical Company under the name of "Fretlon C-2". The rate of application shall be 37 lbs per 100 sq ft (4 gal/100 sq ft). All labels, directions, and instructions shall be strictly followed. The cost of salt strecher and its application shall be included in the unit price paid for interlocking concrete paver surfacing and no extra compensation will be paid therefor.

Filter Fabric - Filter fabric shall be installed at the edges of interlocking concrete paver surfacing and at the edges of the bedding and joint sand. The filter fabric shall conform to the provisions of Section 11.03 of the State Specifications and the requirements for Edge Details stated therein. The Contractor's attention is directed to the requirement that any filter fabric that is exposed for more than 72 hours shall be removed and replaced unless it is protected from the weather.

Adhesive - Adhesive for installing pavers to concrete surfaces or to other pavers shall be composed of water only "AniMax" or "Kumercel" additive, or equal or one of the following construction adhesives or their equals as approved by the City Engineer:

- *"T-1000", manufactured by Dyn
- *"T-72", manufactured by Sunchem
- *"Cap Seal", manufactured by Keytone

Where joints will be exposed, the "Thin Set" or construction adhesive shall be selected from the above list. The "Thin Set" or construction adhesive shall be applied in accordance with its manufacturer's recommendations. Where "Thin Set" or construction adhesive is used to bond pavers stacked to form walls, exposed joints shall be pointed to remove the "Thin Set" or adhesive to a depth from the exposed surface of pavers equal to the thickness of the finished joint.

The cost of finishing and applying adhesive shall be included in the unit price paid for interlocking concrete paver surfacing and no extra compensation will be paid therefor.

Collars - Collars (Acornl, Mandrels, Yokes, Mounts and other Frames - Reinforced concrete collars shall be connected in the dimensions shown on the details around all unworked, valve, monument and similar frames that are located within street to receive interlocking concrete paver surfacing. Collars shall be placed on subgrade compacted to at least 95% relative compaction. They shall be shipped in the same angle with the base line as the paver pattern.

Collars will be measured and paid for on a unit basis for the sizes or types called for in the bid schedule. The price per collar shall include full compensation for finishing all plans, labor, materials, tools, equipment and materials required for the construction of concrete collars.

41.09 - A/Paver Joints - A/Paver joints are to be constructed where interlocking concrete paver surfacing abuts, adjacent concrete surfacing. They consist of a two-lift-thick section of no surface, with a steel angle at the edge that will be used to connect pavers. The joints shall be 1/2" wide and extend across the full width of the A/Paver interface.

A/Paver joints will be measured by surface area in the unit used in the bid schedule. Payment shall include full compensation for providing and installing the joints, including all materials, equipment, labor, materials, tools, equipment and materials required for the construction of concrete and base section, compacting subgrade, furnishing, placing and compacting base and asphalt concrete and finishing and installing steel angle, complete and in place as shown on the plans and details.

Measurement of quantities of base and asphalt concrete surfacing adjacent to a paver joint will not duplicate the area of the paver joint paid for under this item.

41.10 - Subgrade and Base - Subgrade and base for interlocking concrete paver surfacing shall be constructed in accordance with Sections 23 and 29 of these specifications except as modified below:

Salt strecher shall be applied to the surface of dirt subgrade. The finish surface of the pavement layer immediately below bedding and joint sand shall not vary more than 1/2 inch (12.5 mm) below design grade. In addition, when a stringline 3 inches (75 mm) is laid on the finished surface, the surface of the layer immediately below bedding and joint sand shall not vary more than 1/8 inch (3.2 mm) from the lower edge of the stringline.

Where utility boxes are adjusted or otherwise moved, the backfill material around the boxes shall be carefully and thoroughly tamped to assure the 95% relative compaction requirement is met. The City Engineer shall be notified immediately of any such adjustments. Facilities continuous inspection while the work is being done.

41.11 - Layout Lines and Markers - Layout lines shall be laid out in alignment with the base base lines as provided in the contract documents. The Contractor shall establish base lines as needed, subject to the approval by the City Engineer. Paver patterns shall be aligned normally parallel or perpendicular to base lines or from the angle called by the pattern for the work. The Contractor shall be responsible for the accuracy of the layout lines. The City Engineer shall be notified immediately of any such adjustments. The pattern or patterns in which pavers are to be laid will be described on the plans, detail or special provisions.

41.12 - Installation of Pavers - In general, paver installation shall begin at the low end of a present installation shall begin at the low point and proceed up grade. Where the grade of the paver surfacing exceeds 4% present installation shall begin at the low point and proceed up grade.

Bedding sand shall be spread and screeded to the thickness shown on the plans or details but in no case shall be less than 1/2 inch (12.5 mm) nor more than 3/4 inch (19 mm) thick. The screed shall be set on the surface of the sand in 9.5 mm (3/8 inch) higher than the desired final elevation of paver bottoms to allow for settlement when the pavers are vibrated. Bedding sand shall not be used in fill depressions in the surface of the underlying base. The minimum amount of bedding sand shall be 1/2 inch (12.5 mm) above the base. Bedding sand shall be placed in advance of the paver surfacing and shall be covered with pavers the same day. Sand shall be removed by rain before pavers are set and compacted shall be removed, along with any pavers set in it, and replaced with unseasoned sand.

When finished concrete pavers are used, pavers are to be selected from at least 5 culms and set by hand to blend color and texture variations. Machine laying may be used for unlanded color sand. Joint spaces are to be controlled by placing adjacent pavers tight against spacer bars. On cut faces, where there are no spacer bars, joint widths shall not exceed 3 mm (1/8 inch) and shall be straight in all directions, and enough setting lines shall be used to keep the paver pattern straight and true to layout lines.

Gaps at move edges shall be filled with cut pavers or edge units. Along edges subject to vehicular traffic, cut pavers shall be no smaller than 1/3 of a whole paver. Where thru courses are called for along the edges of sidewalks, minor variations in work width shall be accommodated by laying out the inverse pattern of the work for its widest section and cutting pavers to fit. Work shall be less than 3/8 inch (9.5 mm) in width, the pattern of pavers shall be correct to the work no longer than 3 pavers (12 feet) in width, the pattern of pavers shall be thru courses, at the outside edges of the work are equal.

Pavers shall be set with a saw through their entire depth. Cuts shall be vertical and free from flares or other obstructions that would interfere with light paver joints or hinder the ability to fill joints with sand. Sawing areas shall be kept clean. New concrete and finished paver surfaces shall be kept free of dirt and grit from setting. The excess where sawing is done shall be cleaned at the rate of eight (8) sq ft per hour. Sawing grit shall not be retained onto any new concrete or paver surface or into manhole shafts.

Compact pavers and fill joints with sand as soon as possible after laying pavers. Use jaw amplitude, high frequency plate vibrators with a minimum centrifugal compaction force of 13 KN (3000 pounds) for 60 mm thick pavers and 22 KN (5000 pounds) for thicker pavers. No vibrator traffic is to be allowed on pavers before they are fully compacted and their joints filled with joint sand to within 0.9 meter (3 feet) of the laying face.

Completion shall start with at least three complete coverages by a vibrating plate compactor before joint sand is vibrated into the bedding and joint sand. The paver joints and the bedding and joint sand shall be completely filled. Remove surplus joint sand by the end of each day. The City Engineer may require additional repetitions of joint filling and compaction or appropriate remedial measures in areas of installed paver that show evidence of inadequate finished or support from below.

Where traffic must be permitted to use an unfinished section of street, protect the laying face at the end of each day by covering it with minimum 1.2 meter (4 feet) wide and 12.5 mm (1/2 inch) thick steel plates, and constant rams to compact the bedding and joint sand. The plates shall appear to the City Engineer to be disturbed, displaced or otherwise vulnerable for incorporation into the completed interlocking concrete paver surfacing shall be removed and reinstalled at the start of the next day's work. Pavers that must be removed and reinstalled will be paid for only once.

The finished surface of finished and compacted pavers shall not vary more than 10 mm (3/8 inch) from the lower edge of a 3 meter (10 feet) low amplitude.

41.13 - Measurement - Interlocking concrete paver surfacing will be measured by surface area in the units used in the bid schedule for the volume fluctuations of pavers that are required.

41.14 - Payment - The price paid for interlocking concrete paver surfacing shall include full compensation for all work involved in conditioning edge strips, unseasoned work, equipment and incidental for doing surfacing, compacting and joint filling, complete and in place as specified.

41.15 - Street Curb and Utilities for Interlocking Concrete Paver Surfacing - When the area of finished concrete paver surfacing shall be avoided on utility or road base work, removed and reinstalled of pavers shall be performed only by persons with experience in paver installation.

The area of finished concrete paver surfacing shall be avoided on utility or road base work, removed and reinstalled of pavers shall be performed only by persons with experience in paver installation. Paving shall be done to such a degree that the paver surfacing shall be avoided on utility or road base work, removed and reinstalled of pavers shall be performed only by persons with experience in paver installation. Paving shall be done to such a degree that the paver surfacing shall be avoided on utility or road base work, removed and reinstalled of pavers shall be performed only by persons with experience in paver installation.

The first paver shall be removed by carefully paying it from its place. If the paver is not displaced too lightly to pry over one foot, the paver shall be removed and replaced with a new paver. The removed pavers shall be carefully handled and set aside for reinstallation. As the hole is filled to full depth of the paver, mechanical paver edging shall be installed to hold lines of paver edges in place.

Before starting to install pavers, all of the bedding sand shall be removed. The base shall be compacted to 95% relative compaction, brought to the same grade as the original base and finished to the tolerance called for in Section 41.10 of these specifications. New unworked sand shall be used. If the bedding sand shows the signs of the original base, the bedding sand shall be removed and replaced with new bedding sand. The bedding sand shall be placed in a second lift 6 to 12 mm (1/4 to 1/2 inch) higher in the center than at the edges to put a slight crown in the finished patch.

Base and compact small test area of pavers to determine the proper grade for the bedding sand. The bedding sand shall be placed in a second lift 6 to 12 mm (1/4 to 1/2 inch) higher in the center than at the edges to put a slight crown in the finished patch.

Base and compact small test area of pavers to determine the proper grade for the bedding sand. The bedding sand shall be placed in a second lift 6 to 12 mm (1/4 to 1/2 inch) higher in the center than at the edges to put a slight crown in the finished patch.

COLMA ESTATES
CONSTRUCTION NOTES 3

Developer: B Street Colma LLC
Dan Teal
555 California St., Suite 4925
San Francisco, CA 94104
(415) 695-1071

Date:	December 6, 2011
Drawn:	LA
Checked:	LA
Project:	LA
File No.:	14-05



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77 Solano Square #205
Berkeley, CA 94710
(707) 593-9572

BY	DATE	YES	DATE	REVISIONS

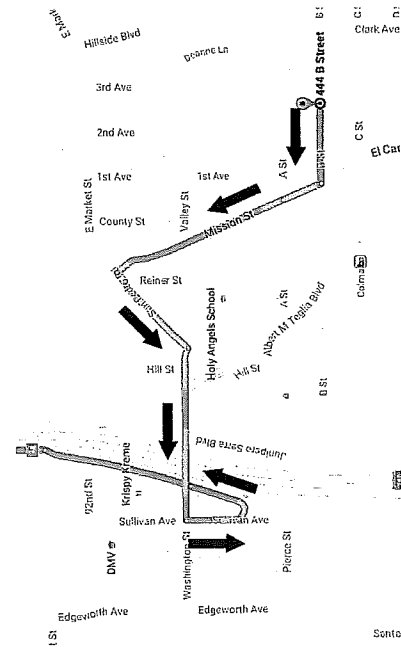
TOWN OF COLMA TRUCK ROUTE ORDINANCE

§ 63.060 TRUCK TRAFFIC ON F STREET AND OLIVET PARKWAY.
 (A) NO PERSON, FIRM, OR CORPORATION SHALL OPERATE ANY TRUCK HAVING A GROSS WEIGHT IN EXCESS OF THREE (3) TONS ON F STREET OR OLIVET PARKWAY IN THE TOWN OF COLMA. THIS PROHIBITION SHALL BE SUBJECT ONLY TO THE EXCEPTIONS PROVIDED IN SECTION 6.03.080.

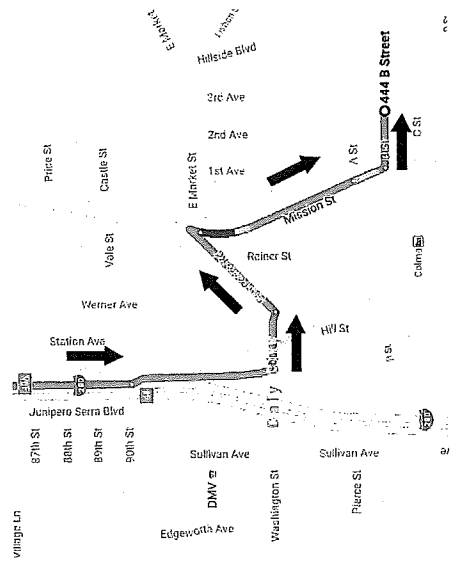
§ 63.070 TRUCK ROUTES.
 THE FOLLOWING STREETS ARE HEREBY DECLARED TO BE TRUCK TRAFFIC ROUTES FOR THE MOVING OF VEHICLES EXCEEDING A MINIMUM GROSS WEIGHT OF THREE (3) TONS (HEREINAFTER CALLED "TRUCKS").

- (A) ALL OF EL CAMINO REAL WITHIN THE CORPORATE LIMITS OF THE TOWN OF COLMA;
- (B) ALL OF JUNIPERO SERRA BOULEVARD WITHIN THE CORPORATE LIMITS OF THE TOWN OF COLMA;
- (C) ALL OF HILLSIDE BOULEVARD WITHIN THE CORPORATE LIMITS OF THE TOWN OF COLMA;
- (D) ALL OF A STREET BETWEEN HILLSIDE BOULEVARD AND EL CAMINO REAL, ALSO KNOWN AS MISSION STREET;
- (E) ALL OF MARKET STREET BETWEEN HILLSIDE BOULEVARD AND EL CAMINO REAL, ALSO KNOWN AS MISSION STREET;
- (F) ALL OF EL CAMINO REAL AND MISSION STREET TO THE JUNCTURE THEREOF WITH ANY OF THE STREETS MENTIONED IN SUBPARAGRAPHS (D) AND (E) ABOVE;
- (G) ALL OF JUNIPERO SERRA BOULEVARD IN AND ADJACENT TO THE TOWN OF COLMA;
- (H) ALL OF HILLSIDE BOULEVARD TO THE JUNCTURE THEREOF WITH ANY OF THE STREETS MENTIONED IN SUBPARAGRAPHS (D) AND (E) ABOVE;
- (I) ALL STREETS IN THE TOWN OF COLMA, EXCEPT F STREET AND OLIVET PARKWAY.

§ 63.080 APPLICATION OF REGULATIONS.
 ALL TRUCKS WITHIN THE CITY SHALL BE OPERATED ONLY OVER AND ALONG THE TRUCK ROUTES ESTABLISHED IN SECTION 6.322 AND ON THE OTHER DESIGNATED STREETS OVER WHICH TRUCK TRAVEL IS PERMITTED. RULES OF THE ROAD COLMA MUNICIPAL CODE (OCTOBER 2012) PAGE 6.03-4



TRUCK ROUTE - FROM SITE



TRUCK ROUTE - TO SITE

(A) OPERATION ON STREET OF DESTINATION, THE OPERATION OF TRUCKS ON ANY STREET WHERE NECESSARY TO THE CONDUCT OF BUSINESS AT A DESTINATION POINT, PROVIDED STREETS UPON WHICH SUCH TRAFFIC IS PERMITTED ARE USED UNTIL REACHING THE INTERSECTION NEAREST THE DESTINATION POINT.

(B) EMERGENCY VEHICLES, THE OPERATION OF EMERGENCY VEHICLES UPON ANY STREET IN THE CITY.

(C) PUBLIC UTILITIES, THE OPERATION OF ANY VEHICLES OWNED BY A PUBLIC UTILITY OR A LICENSED CONTRACTOR, WHILE NECESSARY IN USE IN THE CONSTRUCTION, INSTALLATION OR REPAIR OF ANY PART OF THE UTILITY OR THE CONSTRUCTION OF STREETS OR STREET IMPROVEMENTS WITHIN THE CITY.

(D) DETOURED TRUCKS, THE OPERATION OF TRUCKS UPON ANY OFFICIALLY ESTABLISHED DETOUR IN ANY CASE WHERE SUCH TRUCK COULD LAWFULLY BE OPERATED UPON THE STREET FOR WHICH SUCH DETOUR IS ESTABLISHED.

(E) THE OPERATION OF COMMERCIAL VEHICLES COMING FROM AN UNRESTRICTED STREET HAVING INGRESS AND EGRESS BY DIRECT ROUTE TO AND FROM ANY RESTRICTED STREET, WHEN NECESSARY, FOR THE PURPOSE OF MAKING PICK-UPS OR DELIVERIES OF GOODS, WARES, OR MERCHANDISE FROM OR TO SUCH RESTRICTED STREET, PROVIDED THAT THE RESTRICTED STREET IS USED ONLY FOR THE PURPOSE OF DELIVERING MATERIALS TO BE USED IN THE ACTUAL AND BONA FIDE REPAIR, ALTERATION, REMODELING OR CONSTRUCTION OF ANY BUILDING OR STRUCTURE UPON THE RESTRICTED STREET FOR WHICH A BUILDING PERMIT HAS PREVIOUSLY BEEN OBTAINED.

(F) THE OPERATION OF ANY VEHICLE WHICH IS SUBJECT TO THE PROVISIONS OF SECTION 1031 TO 1036, INCLUSIVE, OF THE PUBLIC UTILITIES CODE.

TRUCK TRAFFIC WITH INSIDE ORIGIN.
 (A) INSIDE DESTINATION POINT. ALL TRUCKS ENTERING CITY FOR A DESTINATION POINT IN THE CITY SHALL PROCEED ONLY OVER AN ESTABLISHED TRUCK ROUTE AND SHALL DEVIATE ONLY AT THE INTERSECTION WITH THE STREET, UPON WHICH SUCH TRAFFIC IS PERMITTED, NEAREST TO THE DESTINATION POINT, UPON LEAVING THE DESTINATION POINT, A DEVIATING TRUCK SHALL RETURN TO THE TRUCK ROUTE BY THE SHORTEST PERMISSIBLE ROUTE.

(B) MULTIPLE INSIDE DESTINATION POINTS. ALL TRUCKS ENTERING THE CITY FOR MULTIPLE DESTINATION POINTS SHALL PROCEED ONLY OVER ESTABLISHED TRUCK ROUTES AND SHALL DEVIATE ONLY AT THE INTERSECTION WITH THE STREET, UPON WHICH SUCH TRAFFIC IS PERMITTED, NEAREST TO THE FIRST DESTINATION POINT. UPON LEAVING THIS DESTINATION POINT, A DEVIATING TRUCK SHALL PROCEED ONLY OVER ESTABLISHED TRUCK ROUTES AND SHALL DEVIATE ONLY AT THE INTERSECTION WITH THE STREET, UPON WHICH SUCH TRAFFIC IS PERMITTED, NEAREST TO THE LAST DESTINATION POINT. A DEVIATING TRUCK SHALL RETURN TO THE TRUCK ROUTE BY THE SHORTEST PERMISSIBLE ROUTE.

§ 63.100 TRUCK TRAFFIC WITH INSIDE ORIGIN.
 (A) OUTSIDE DESTINATION POINT. ALL TRUCKS, ON A TRIP ORIGINATING IN THE CITY AND TRAVELING IN THE CITY FOR A DESTINATION POINT OUTSIDE THE CITY, SHALL PROCEED BY THE SHORTEST DIRECTION OVER STREETS ON WHICH SUCH TRAFFIC IS PERMITTED TO A TRUCK ROUTE AS HEREIN ESTABLISHED.

(B) INSIDE DESTINATION POINT. ALL TRUCKS, ON A TRIP ORIGINATING IN THE CITY AND TRAVELING IN THE CITY FOR DESTINATION POINTS IN THE CITY, SHALL PROCEED ONLY OVER STREETS UPON WHICH SUCH TRAFFIC IS PERMITTED.

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DRAFT - NOT FOR CONSTRUCTION

SHEET
 C-5
 OF 16 SHEETS
 PV PROJECT #

**COLMA ESTATES
 TRUCK ROUTE PLAN**

Developer: B Street Colma LLC
 Dan Tealdi
 555 California St, Suite 4925
 San Francisco, CA 94104
 (415) 565-1871

Date:	December 6, 2018
Scale:	As Shown
Author:	LA
Checker:	LA
Designer:	LA
Eng. Stamp:	LA
Rev.:	15-05

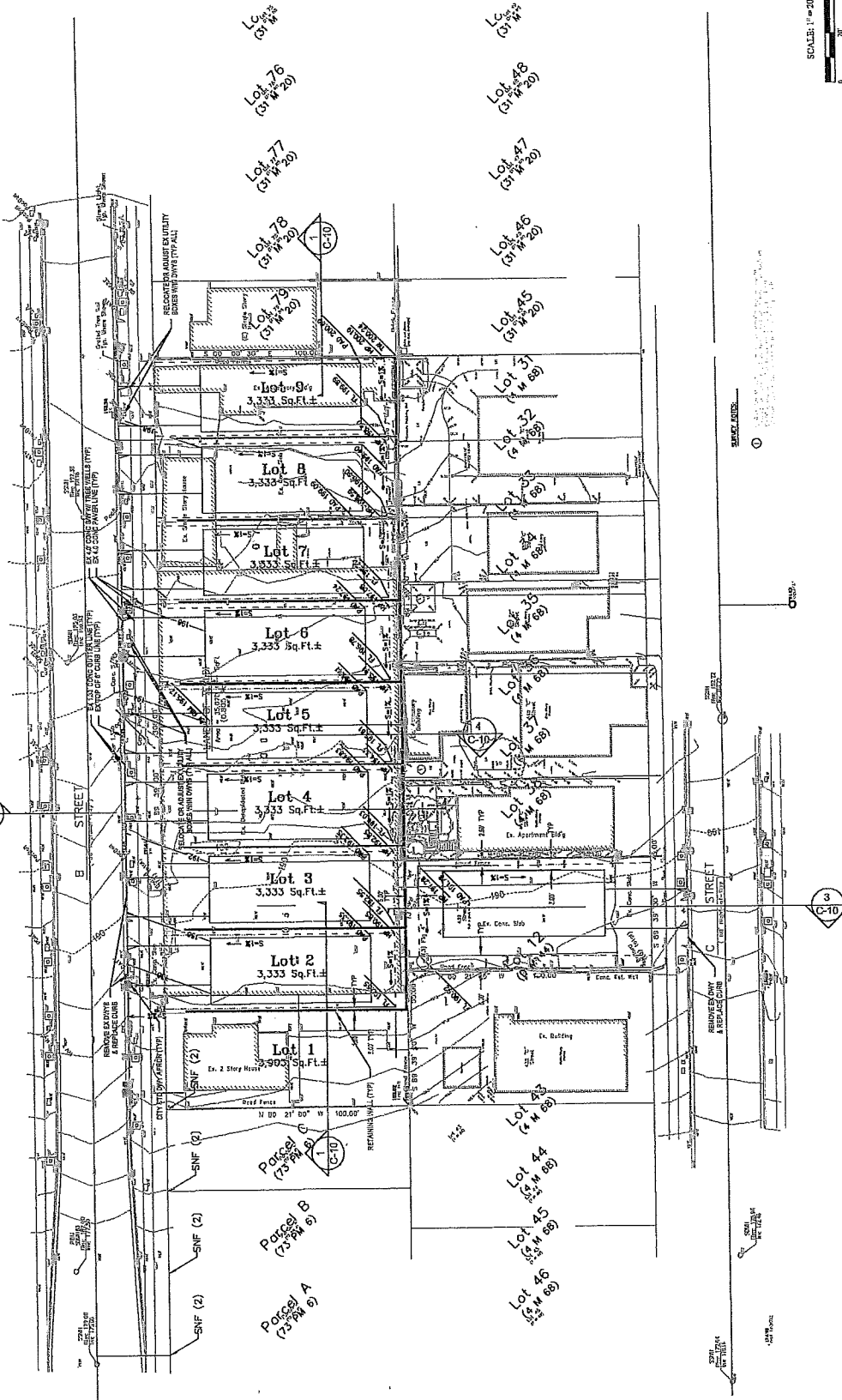


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 77 Solano Square #233
 Berkeley, CA 94710
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BY	DATE	TCC	DATE	REVISIONS

2
C-10

3
C-10



SCALE: 1" = 20'

CONSTRUCTION SHALL BE ACCORDING TO THE PLAN IS NOT EXACTLY TO SCALE. ADJUST SCALE ACCORDINGLY.

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SHEET C-6 of 18 SHEETS PW PROJECT F

COLMA ESTATES GRADING PLAN

Developer: Street Colma LLC
 Dan Tealdi
 585 California St, Suite 4925
 San Francisco, CA 94104
 (415) 689-1871

DATE	DESCRIPTION
12/17/17	PREPARED
01/11/18	CHECKED
02/15/18	APPROVED
03/22/18	FINAL

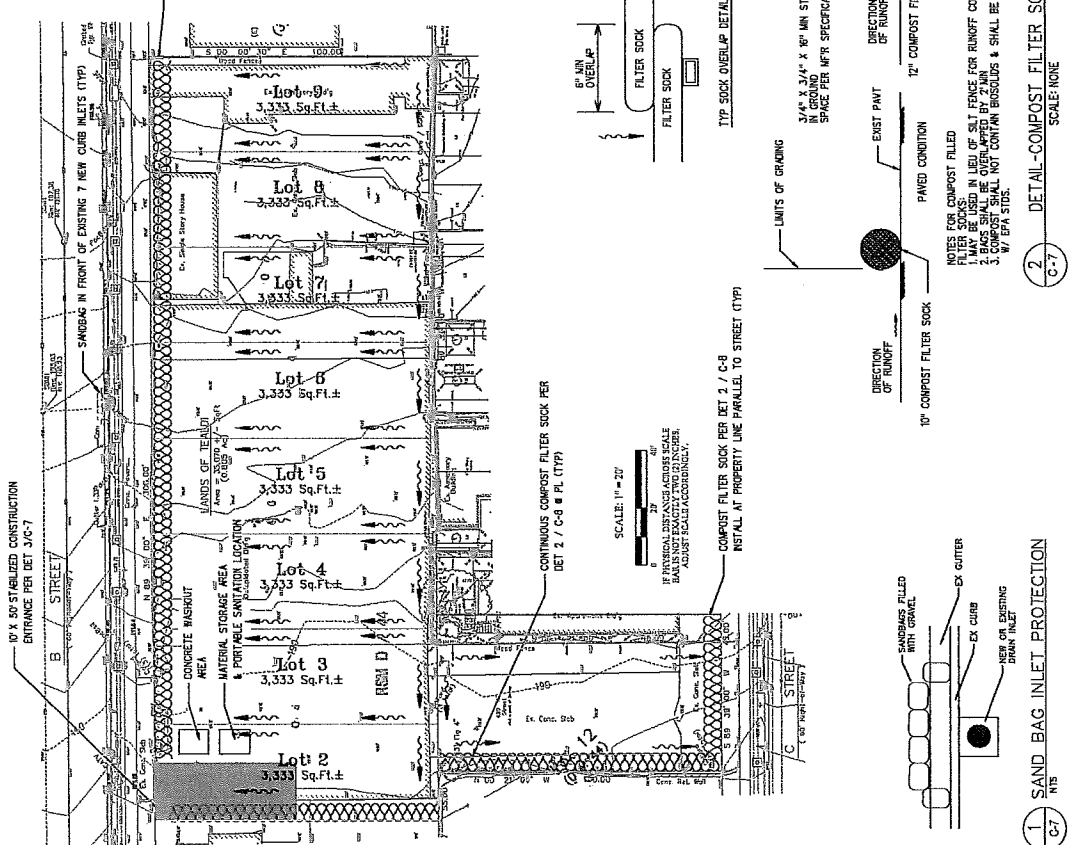


CSI Engineering
 77 Solano Square #283
 Berkeley, CA 94610
 (707) 563-4812

NO.	DATE	SCALE	REVISION

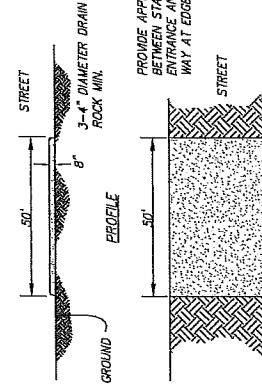
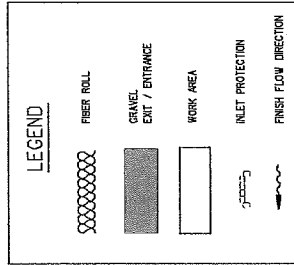
EROSION CONTROL NOTES

- TEMPORARY EROSION CONTROL MEASURES SHALL BE INSTALLED IMMEDIATELY UPON STARTING WORK AND SHALL BE MAINTAINED OR ADJUSTED AS DIRECTED BY THE INSPECTOR. ALL EXCESS SOIL AND DEBRIS SHALL BE REMOVED FROM THE STREET UPON STARTING WORK. ALL EXCESS SOIL AND DEBRIS SHALL BE CLEANED DAILY.
- STORM SEWER AND UTILITY TRENCHES ARE BACKFILLED AND COMPACTED. SURFACES OVER SUCH TRENCHES SHALL BE MAINTAINED SUFFICIENTLY TO PREVENT FLOODING FROM OCCURRING AT FREQUENT INTERVALS WHERE TRENCHES ARE NOT ON THE CONTIGUOUS OR A CHANGING STREET.
- EXCEPT AS OTHERWISE DIRECTED BY THE INSPECTOR, ALL DEVICES SHOWN SHALL BE IN PLACE AT THE END OF EACH WORKING DAY.
- ALL DEBRIS AND SILT SHALL BE REMOVED WITHIN TWENTY-FOUR (24) HOURS AFTER EACH STORM IN ALL BASINS.
- CHANGES TO THIS EROSION AND SEDIMENT CONTROL PLAN TO MEET FIELD CONDITIONS WILL BE MADE ONLY WITH APPROVAL OF OR AT THE DIRECTION OF THE AGENT FOR THE RESPONSIBLE PARTY.
- ALL PAVED AREAS TO BE PROTECTED FROM STORM SEWER AND UTILITY TRENCHES SHALL BE PROTECTED FROM INFLOW OR SILT BY SILT BAGS AND SAND BAGS PERMANENTLY INSTALLED AT ALL STORM DRAINAGE SYSTEMS ALL YEAR.
- AS STORM DRAIN IMPROVEMENTS ARE CONSTRUCTED, ALL STRUCTURES AND INLET PERMANENTLY PROTECTED FROM INFLOW OR SILT BY SILT BAGS AND SAND BAGS CONTRACTOR SHALL HAVE TOOLS, EQUIPMENT, AND MATERIALS TO PROVIDE EROSION CONTROL MEASURES NECESSARY BY A CONSTRUCTION OPERATOR ON THE JOB SITE BEFORE BEGINNING THAT OPERATION.
- ON A DAILY BASIS, ALL DEVICES SHALL BE PROTECTED FROM STORM WINDS, WAVE, SILT, ETC.
- DUST CONTROL SHALL BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION AND UNTIL FINAL COMPLETION. THE CONTRACTOR, WHEN USE OF HIS SUBCONTRACTOR ARE NECESSARY FOR THE PROTECTION OF THE PUBLIC, SHALL TAKE THE NECESSARY PRECAUTIONS OF WEEDING AND OR TREATING THE SURFACE OF THE WORK IN A MANNER THAT WILL CONTROL DUST PARTICLES TO THE IMMEDIATE SURFACE OF THE ROADWAY. HIS OWN ACTIVITIES OR HIS SUBCONTRACTOR'S ACTIVITIES IN PERFORMING THE WORK SHALL NOT BE A CAUSE OF EXCESSIVE DUST. DUST CONTROL MEASURES SHALL BE PERFORMED ON A DAILY BASIS.
- DRAIN INLETS ON PUBLIC STREETS MUST BE PROTECTED WITH TRAFFIC MATED SILT BAGS OR EQUIVA.
- MARK ALL STORM DRAINS WITH DISTINCT APPROVED MARKERS.



1
C-7
N15
SAND BAG INLET PROTECTION

2
C-7
N15
DETAIL - COMPOST FILTER SOCK
SCALE: NONE



3
C-7
N15
STABILIZED CONSTRUCTION ENTRANCE

DRAFT - NOT FOR CONSTRUCTION

SHEET
C-7
OF 18 SHEETS
PW PROJECT #

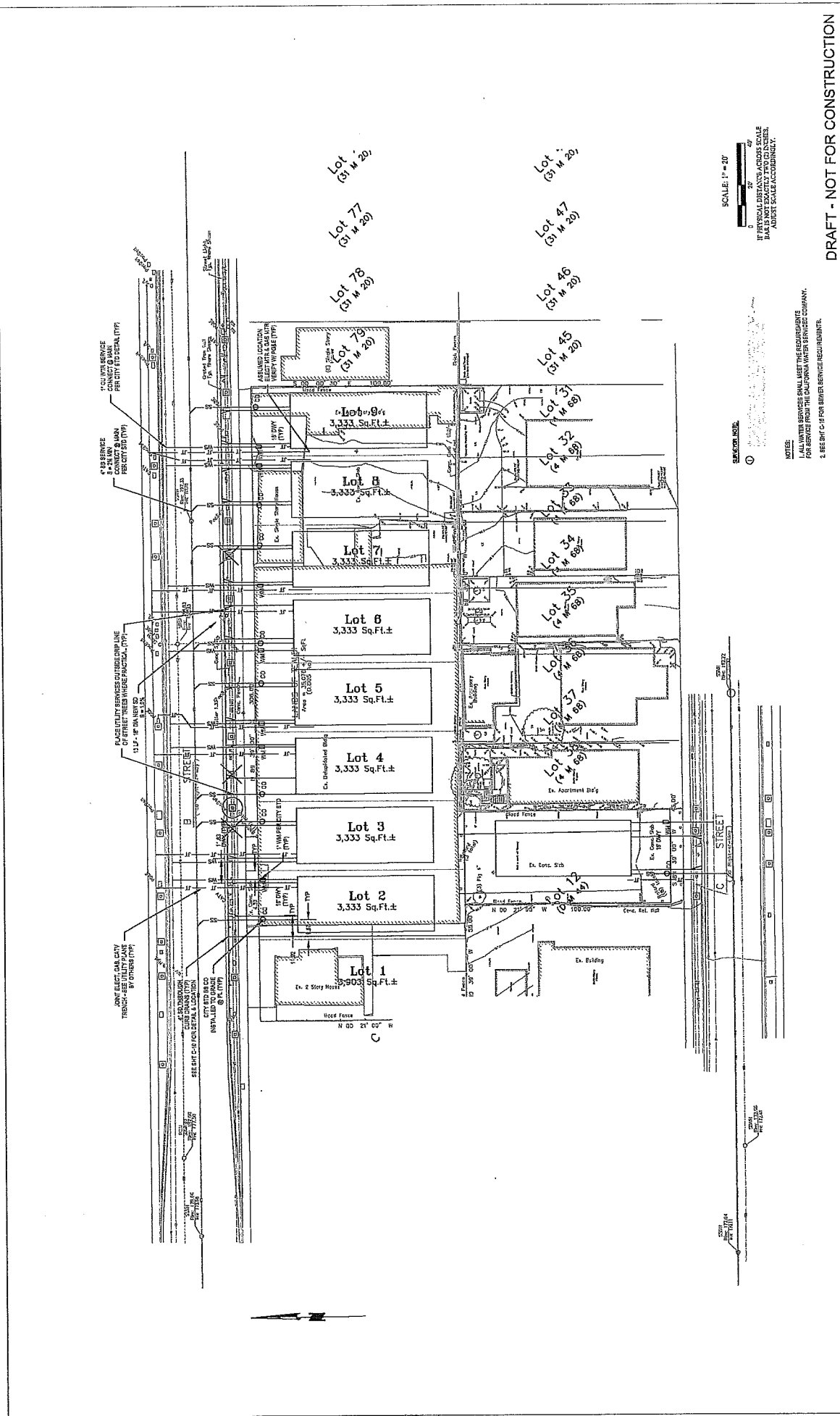
COLMA ESTATES
EROSION CONTROL PLAN

Developer: B Street Colma LLC
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(415) 885-1871

12/21/17
12/21/17
12/21/17
12/21/17
12/21/17
12/21/17
12/21/17
12/21/17
12/21/17
12/21/17

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77 Solano Square #283
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BY	DATE	NO.	DATE	REVISIONS



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SHEET
C-8
OF 18 SHEETS
PW PROJECT #

**COLMA ESTATES
UTILITY PLAN**

Developer: B Street Colma LLC
Dan Tealdi
555 California St, Suite 4925
San Francisco, CA 94104
(415) 959-1871

CSI Engineering
77 Solano Square #203
Berkeley, CA 94710
(707) 563-8612

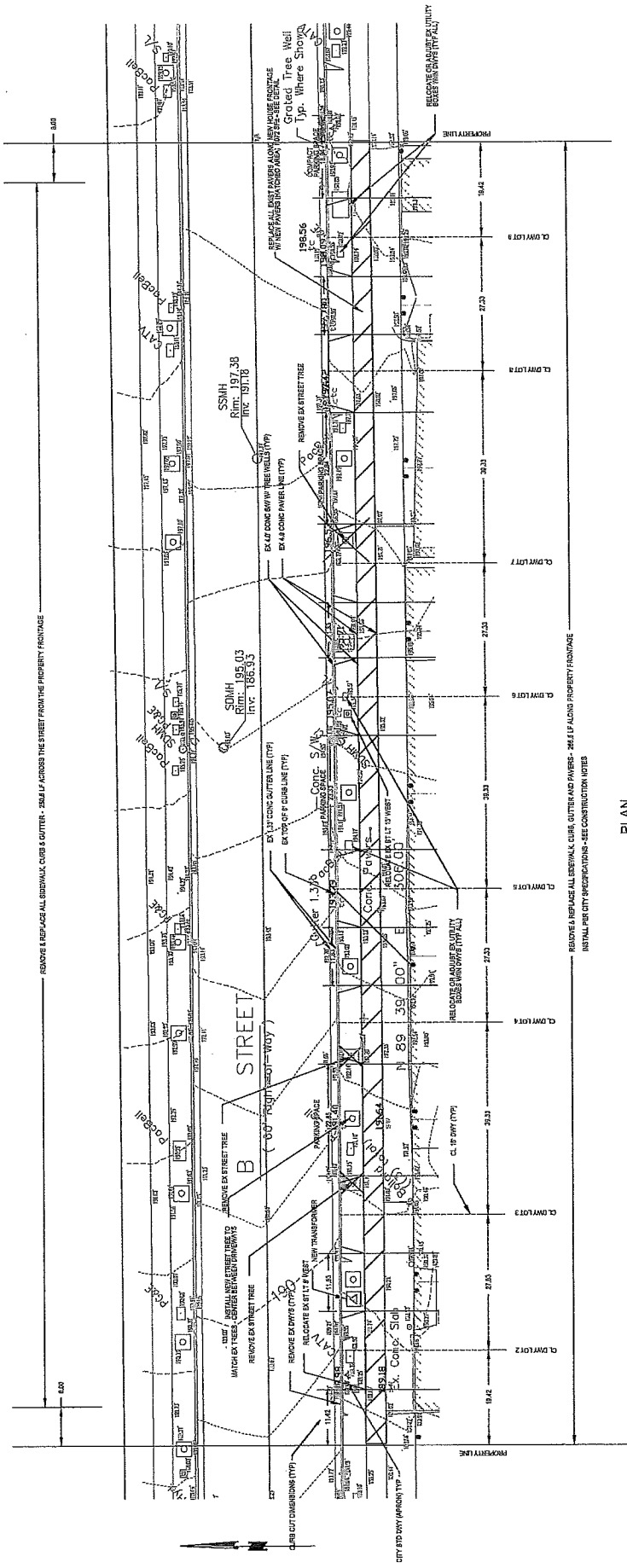
NO.	DATE	BY	CHK	DATE	REVISIONS

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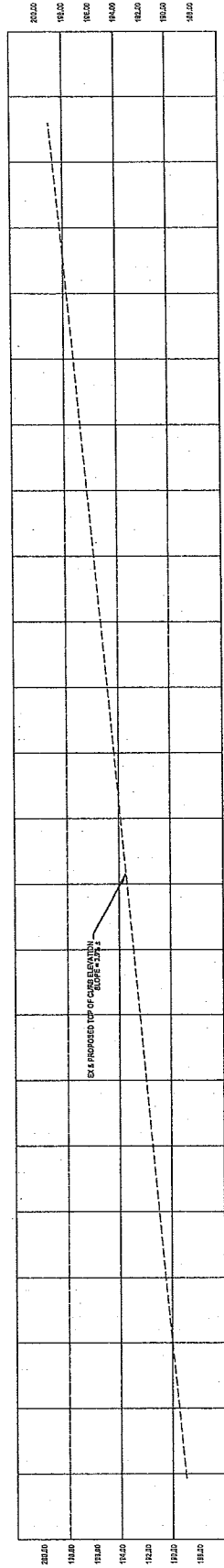
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PLAN
SCALE: 1" = 10' (N)



PROFILE
SCALE: 1" = 10' (N)

TYPICAL HOUSE PLOT PLAN
MIS

CSI Engineering 77 Solano Square #280 Emeryville, CA 94610 (925) 553-9572		Developer: B Street Colma LLC Dan Tealdi 555 California St, Suite 4025 San Francisco, CA 94104 (415) 558-1871		SHEET C-9 OF 16 SHEETS PW PROJECT #
DATE: December 6, 2019 DRAWN BY: LA CHECKED BY: LA PROJECT NO.: 19-03 REVISED BY: LA REVISED DATE: 12-23	DRAFT - NOT FOR CONSTRUCTION			

BY	DATE	NO.	DATE	REVISIONS

WATER POLLUTION AND GOOD HOUSEKEEPING NOTES

1. MATERIALS POLLUTION PREVENTION PLAN.
 - A. APPLICABLE MATERIALS OR SUBSTANCES LISTED BELOW ARE EXPECTED TO BE PRESENT ON-SITE DURING CONSTRUCTION. OTHER MATERIALS AND SUBSTANCES NOT LISTED BELOW SHALL BE ADDED TO THE INVENTORY.

CONCRETE	PETROLEUM BASED PRODUCTS
DETERGENTS	CLEANING SOLVENTS
PAINTS (ENAMEL AND LATEX)	WOOD
METAL STUDS	MASONRY BLOCK
 - B. MATERIAL MANAGEMENT PRACTICES SHALL BE USED TO REDUCE THE RISK OF SPILLS OR OTHER MATERIALS RELEASE. AN EFFORT SHALL BE MADE TO STORE ONLY ENOUGH PRODUCT AS IS REQUIRED TO DO THE JOB.
 - C. ALL MATERIALS STORED ON-SITE SHALL BE STORED IN A NEAT, ORDERLY MANNER IN THEIR APPROPRIATE CONTAINERS.
 - D. PRODUCTS SHALL BE KEPT IN THEIR ORIGINAL CONTAINERS WITH THE ORIGINAL MANUFACTURER'S LABEL.
 - E. SUBSTANCES SHALL NOT BE MIXED WITH ONE ANOTHER UNLESS RECOMMENDED BY THE MANUFACTURER.
 - F. WHENEVER POSSIBLE, A PRODUCT SHALL BE USED UP COMPLETELY BEFORE DISPOSING OF THE CONTAINER.
 - G. MANUFACTURER'S RECOMMENDATIONS FOR PROPER USE AND DISPOSAL SHALL BE FOLLOWED.
 - H. THE CONTRACTOR SHALL CONDUCT INSPECTIONS TO ENSURE PROPER USE AND DISPOSAL OF MATERIALS ON-SITE.
2. ON-SITE AND OFF-SITE PRODUCTS SPECIFIC PLAN
 - A. THE FOLLOWING PRODUCT SPECIFIC PRACTICES SHALL BE FOLLOWED ON-SITE.
 - 1) PETROLEUM BASED PRODUCTS: ALL ON-SITE VEHICLES SHALL BE MONITORED FOR LEAKS AND PROTECTIVE MEASURES SHALL BE TAKEN TO PREVENT FUEL SPILLS. PETROLEUM PRODUCTS SHALL BE STORED IN TIGHTLY SEALED CONTAINERS WHICH ARE CLEARLY LABELED. ANY ASPHALT SUBSTANCE USED ON-SITE SHALL BE PULLED ACCORDING TO THE MANUFACTURER'S RECOMMENDATION.
 - 2) PAINTS: ALL CONTAINERS SHALL BE TIGHTLY SEALED AND STORED WHEN NOT IN USE. USED PAINTS SHALL BE STORED IN TIGHTLY SEALED CONTAINERS WHICH ARE CLEARLY LABELED. USED PAINTS SHALL BE PROPERLY DISPOSED OF ACCORDING TO MANUFACTURER'S INSTRUCTIONS OR STATE AND LOCAL REGULATIONS.

EROSION CONTROL BEST MANAGEMENT PRACTICES

YES	NO	BMP NO.	TITLE
<input type="checkbox"/>	<input type="checkbox"/>	C-1	SCHEDULING
<input type="checkbox"/>	<input type="checkbox"/>	C-2	MAINTAIN EXISTING VEGETATION
<input type="checkbox"/>	<input type="checkbox"/>	C-3	LOCATION OF POTENTIAL SOURCES OF SEDIMENTATION
<input type="checkbox"/>	<input type="checkbox"/>	C-4	EARTH COVER
<input type="checkbox"/>	<input type="checkbox"/>	C-5	TEMPORARY STRIPS AND SWALES
<input type="checkbox"/>	<input type="checkbox"/>	C-6	VEGETATION MANAGEMENT
<input type="checkbox"/>	<input type="checkbox"/>	C-7	TURF GRASS
<input type="checkbox"/>	<input type="checkbox"/>	C-8	GEOTEXTILES AND MATS
<input type="checkbox"/>	<input type="checkbox"/>	C-9	SEEDING AND PLANTING

SEDIMENT CONTROL BEST MANAGEMENT PRACTICES

YES	NO	BMP NO.	TITLE
<input type="checkbox"/>	<input type="checkbox"/>	C-10	SAND BAG BARRIER
<input type="checkbox"/>	<input type="checkbox"/>	C-11	BRUSH OR ROCK FILTER
<input type="checkbox"/>	<input type="checkbox"/>	C-12	STORM DRAIN INLET PROTECTION
<input type="checkbox"/>	<input type="checkbox"/>	C-13	SEDIMENT TRAP
<input type="checkbox"/>	<input type="checkbox"/>	C-14	SPILLER

TRACKING CONTROL BEST MANAGEMENT PRACTICES


YES	NO	BMP NO.	TITLE
<input type="checkbox"/>	<input type="checkbox"/>	C-15	STABILIZED CONSTRUCTION ENTRANCE
<input type="checkbox"/>	<input type="checkbox"/>	C-16	CONSTRUCTION ROAD STABILIZATION

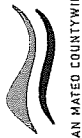
POTENTIAL POLLUTANT CONTROL BEST MANAGEMENT PRACTICES

YES	NO	BMP NO.	TITLE
<input type="checkbox"/>	<input type="checkbox"/>	C-17	DEWATERING OPERATIONS
<input type="checkbox"/>	<input type="checkbox"/>	C-18	PAVING OPERATIONS
<input type="checkbox"/>	<input type="checkbox"/>	C-19	PAVING OPERATIONS - PAINTING
<input type="checkbox"/>	<input type="checkbox"/>	C-20	PAVING OPERATIONS - CLEANING
<input type="checkbox"/>	<input type="checkbox"/>	C-21	VEHICLE AND EQUIPMENT CLEANING
<input type="checkbox"/>	<input type="checkbox"/>	C-22	VEHICLE AND EQUIPMENT MAINTENANCE
<input type="checkbox"/>	<input type="checkbox"/>	C-23	EMPLOYEE TRAINING

WASTE MANAGEMENT BEST MANAGEMENT PRACTICES

YES	NO	BMP NO.	TITLE
<input type="checkbox"/>	<input type="checkbox"/>	C-24	WATERAL DELIVERY AND STORAGE
<input type="checkbox"/>	<input type="checkbox"/>	C-25	PROTECTION OF STOCKPILES
<input type="checkbox"/>	<input type="checkbox"/>	C-26	SOLID WASTE MANAGEMENT - HAZARDOUS WASTE
<input type="checkbox"/>	<input type="checkbox"/>	C-27	SOLID WASTE MANAGEMENT - DEBRIS
<input type="checkbox"/>	<input type="checkbox"/>	C-28	SOLID WASTE MANAGEMENT - GARBAGE
<input type="checkbox"/>	<input type="checkbox"/>	C-29	CONCRETE WASTE MANAGEMENT
<input type="checkbox"/>	<input type="checkbox"/>	C-30	SANITARY/SEPTIC WASTE MANAGEMENT
<input type="checkbox"/>	<input type="checkbox"/>	C-31	SPILL PREVENTION AND CONTROL
<input type="checkbox"/>	<input type="checkbox"/>	C-32	SPILL RESPONSE PRACTICES

BY	DATE	REV	DATE	REV	DATE
<p>CSI Engineering 77 Solano Square #283 Berkeley, CA 94710 (707) 552-9612</p>					
					
<p>Developer: B Street Colma LLC Dan Tsalki 555 California St, Suite 1925 San Francisco, CA 94104 (415) 698-1871</p>					
<p>COLMA ESTATES STORM WATER PLAN</p>					
<p>DRAFT - NOT FOR CONSTRUCTION</p>					
<p>SHEET C-11 OF 19 SHEETS PROJECT #</p>					

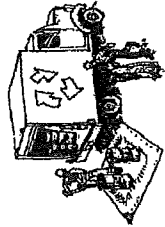


**SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program**
Clean Water. Healthy Community.

Construction Best Management Practices (BMPs)

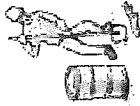
Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

Materials & Waste Management



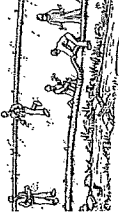
- Non-hazardous Materials**
- Burn and cover supplies of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
 - Use (but don't overuse) reclaimed water for dust control.
- Hazardous Materials**
- Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
 - Store hazardous materials and wastes in water-tight containers, store in appropriate areas and use them as soon as possible.
 - Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
 - Arrange for appropriate disposal of all hazardous wastes.
- Waste Management**
- Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
 - Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
 - Clean or replace portable toilets, and inspect them frequently for leaks and spills.
 - Dispose of all wastes and leaks properly. Recycle materials and materials, wood, dry board, pipe, etc.
 - Dispose of liquid residues from paints, thinners, solvents, glue, and cleaning fluids as hazardous waste.
- Construction Entrances and Perimeter**
- Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
 - Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

Equipment Management & Spill Control



- Maintenance and Cleaning**
- Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
 - Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
 - If refueling or vehicle maintenance must be done onsite, work in a hatched area away from storm drains, ditches, or waterways.
 - Recycle or dispose of fluids as hazardous waste.
 - If vehicle or equipment cleaning must be done onsite, clean with water only in a hatched area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
 - Do not clean vehicle or equipment onsite using solvents, degreasers, or steam cleaning equipment.
- Spill Prevention and Control**
- Keep spill cleanup materials (e.g., rags, absorbents and oil spill kit) available at the construction site at all times.
 - Inspect vehicles and equipment frequently for and report leaks and spills. Use drip pans to catch leaks until repairs are made.
 - Clean up spills or leaks immediately and dispose of cleanup materials properly.
 - Do not hose down surfaces where fluids have spilled, litter, and/or rags.
 - Sweep up spilled dry materials immediately. Do not try to wash them away with water or bury them.
 - Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
 - Report significant spills immediately. You are required by law to report significant spills on a spill (1/DIG 91) or your local emergency response number; 2) Call the Governor's Office of Emergency Services Warning Center. (800) 852-7550 (24 hours).
- Contaminated Soils**
- If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
 - Unusual soil conditions, discoloration, or odor.
 - Abandoned underground tanks.
 - Buried barrels, debris, or mats.

Earthmoving



- Schedule grading and excavation work during dry weather.
 - Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber mats) until vegetation is established.
 - Remove existing vegetation only when absolutely necessary, and seed or plant vegetation as soon as possible.
 - If erosion control is not immediately planned.
 - Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as filter strips, silt traps, sediment basins, and silt fences.
 - Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.
- Saniculating & Asphalt/Concrete Removal**
- Protect nearby storm drain inlets with saw cutting. Use filter fabric, catch basin hole filters, or gravel bags to keep slurry out of the storm drain system.
 - Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as possible, not at the end of each work day (whichever is sooner).
 - If sawcut slurry enters a catch basin, clean it up immediately.

Paving/Asphalt Work



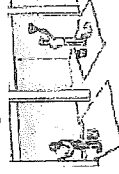
- Avoid paving and seal coating in wet weather or when rain is forecast, to prevent materials that have not cured from being washed away.
 - Cover storm drain inlets and manholes with tarps or seal covers.
 - Collect and recycle or appropriately dispose of seal coats, seal coats, slurry seal, fog seal, etc.
 - Do not use water to wash down fresh asphalt concrete pavement.
- Concrete, Grout & Mortar Application**
- Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
 - Wash out concrete equipment/trucks outside of the water runoff flow into temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
 - When washing exposed aggregate, form joints, block saw joints and vacuum gutters, hose washwater onto dirt areas, or drain onto a hatched surface to be pumped and disposed of properly.

Landscaping



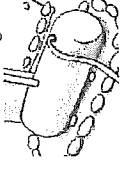
- Protect stockpiled landscaping materials from wind and rain by storing them under impervious cover.
- Stack bagged material on pallets and cover with a tarp.
- Discourage application of any erodible landscaping material within 2 days before forecast rain event or during wet weather.

Painting & Paint Removal



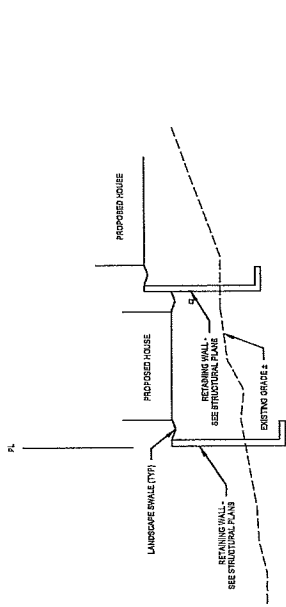
- Paints Cleanup and Removal**
- Never clean brushes or rinse paint containers into a street, gutter, storm drain, or stream.
 - For water-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
 - For oil-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
 - Use proper containers. Filter and reuse liquids as hazardous waste.
 - Thin chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
 - Clean paint stripping materials and chips containing lead, mercury, or chromium must be disposed of as hazardous waste. Lead based paint removal requires a specialized contractor.

Dewatering

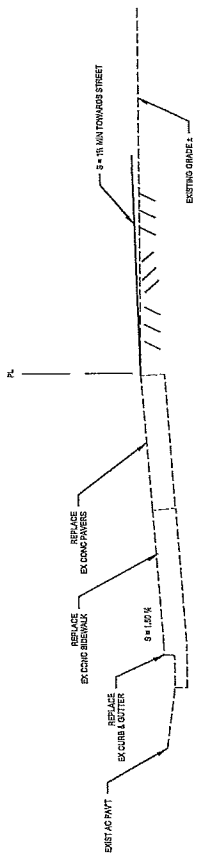


- Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible send dewatering discharge to landscaped area or sanitary sewer. If not, use a filter bag or screen to catch your feet while water returns to ground.
- Direct on-site water from offsite away from all disturbed areas.
- When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion may be required.
- In areas where it is suspected or determined whether the ground water must be tested. Pumped groundwater may need to be collected and landfilled off-site for treatment and proper disposal.

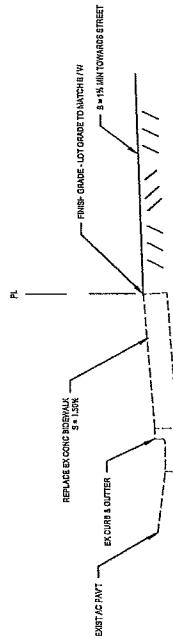
Storm drain polluters may be liable for fines of up to \$10,000 per day!



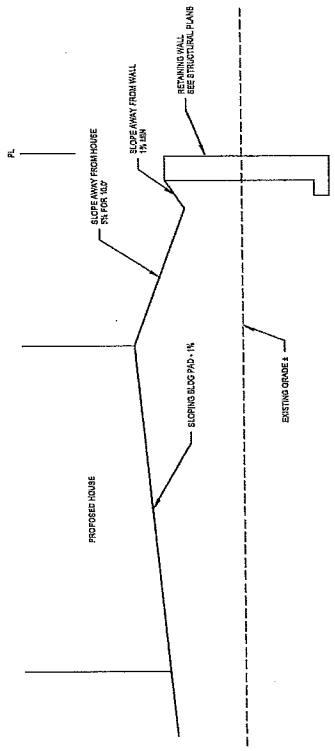
1
C-14
TYPICAL GRADING SECTION
NFB



2
C-14
TYPICAL GRADING SECTION
NFB



3
C-14
TYPICAL GRADING SECTION
NFB



4
C-14
TYPICAL GRADING SECTION
NFB

BY	DATE	TO	DATE	REVISIONS

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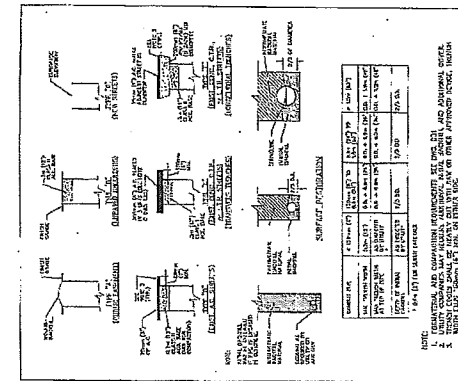
Professional Engineer Seal: State of California, License No. 44111, Expires 12/31/17, Seal No. 15425.

Developer: S. Sireal Colma LLC
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San Francisco, CA 94104
(415) 685-1871

**COLMA ESTATES
DETAILS**

DRAFT - NOT FOR CONSTRUCTION

SHEET
C-14
of 18 SHEETS
PVP PROJECT #



NOTES:

- SEE STANDARD AND COMPANION SPECIFICATIONS FOR THE TRENCH.
- MINIMUM COVER SHALL BE MAINTAINED THROUGHOUT THE ENTIRE LENGTH OF THE TRENCH.
- SEE STANDARD SPECIFICATIONS FOR THE TRENCH.

TOWN OF COLMA
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 COLMA, CA 94015
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STANDARD DETAIL
TRENCH DETAILS

30

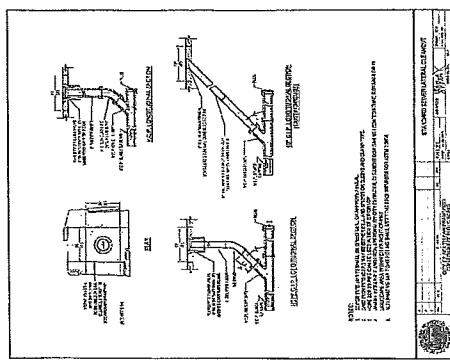
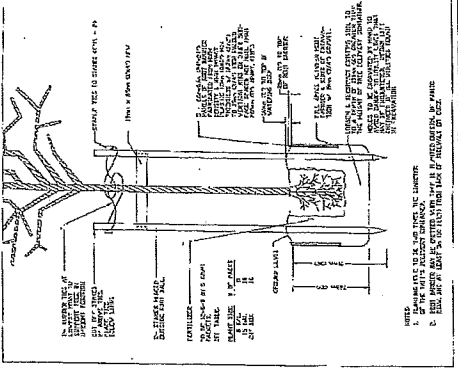
NOTES: TRENCH DETAILS

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STANDARD DETAIL
NOTES
TRENCH DETAILS

31



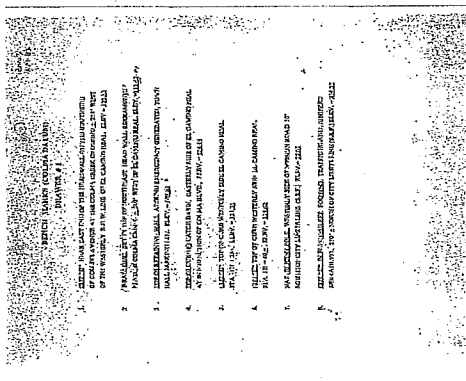
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STANDARD DETAIL
TRENCH DETAILS

30



NOTES:

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STANDARD DETAIL
NOTES
TRENCH DETAILS

31

BY	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE

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 BERKELEY, CA 94710
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SEAL
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COLMA ESTATES
DETAILS

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SHEET
 C-18
 of 18 SHEETS
 PROJECT #



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Public Works Director
 Pak Lin, Administrative Services Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: February 11, 2019
 SUBJECT: Five Year Capital Improvement Program (CIP)

RECOMMENDATION

No action is required; this report is for discussion purposes only.

EXECUTIVE SUMMARY

The purpose of this CIP study session is to engage City Council and members of the Public to review, comment and prioritize on the proposed CIP project list and give the opportunity to comment and enhance the project list by either offering new projects or requesting that certain projects be removed from the Draft CIP.

The proposed Draft CIP lists 38 projects inclusive of 9 projects that are estimated to be closed out by the end of the 2018/19 Fiscal Year. The CIP includes various projects that range from new construction, reconstruction projects; technology, equipment and vehicle purchases, along with feasibility studies with a total CIP program cost of approximately \$42 million. An estimated \$21 Million and related projects are expected to be closed out at the end of FY 2018/19, leaving an estimated 20 Million-dollar CIP project cost for FY 2019/20 through FY 2023/24, along with future/unfunded projects.

FISCAL IMPACT

There is no immediate fiscal impact in the study and eventual adoption of the 5-year capital improvement program. The program will be rolled into the FY 2019/20 Budget and if approved is projected to need an \$868,000 investment from the General Fund into the Capital Program in FY 2019/20. The preliminary funding request is summarized on page 21 of the document (Attachment A).

BACKGROUND

A **Capital Improvement Program**, or **CIP**, is a short-range plan, (Colma uses a five-year plan) which identifies capital projects and equipment purchases. The CIP:

- Allows for an organized evaluation of all potential projects at the same time;

- Provides a comprehensive and strategic plan with the ability to view the potential project expenditures while strategizing how to incorporate the program into the annual budget;
- Serves as a public relations and economic development tool;
- Preserves the Town's infrastructure while ensuring the efficient use of public funds; and
- Is defined as an addition to the value of a fixed physical asset (such as a building), constructed or purchased, that has a useful life of two years or more, and or a cost of at least \$10,000.

CIP Categories

The proposed Draft CIP consists of completing viable projects from the FY2013/14-2018/19 CIP and adding new projects based on current needs of the Town. The Capital projects were placed into one of the three groupings; Active Projects, Future Unfunded Projects and Closed Projects (projects that are estimated to be closed by June 30, 2019). Within the groupings, each project was placed into one the following categories:

- Streets, Sidewalks, and Bikeways
- Sewers and Storm Drains
- City Facilities, and Long-Range Plans
- Major Equipment, Technology and Fleet

Project Development:

Several metrics were used in the development of the five-year Working Draft CIP.

- Continuation and inclusion of past and ongoing capital projects
- Review and analysis of aging infrastructure and the various department needs
- City Councils Strategic Plan's goals
- Legal Mandates

All the projects in the Draft CIP Project list were vetted by using the Town of Colma Value Statement:

1. Treat all persons, claims and transactions 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.

Prioritization of Projects and Process

The proposed list of 29 projects (Capital project list, less closed out projects by the end of FY 2018-19) were developed and scheduled based on steps 1 through 3 below. During the study session (step 4) staff will seek feedback on the CIP for eventual adoption (step 5).

Step 1-The working draft CIP prioritization of projects is based on:

- Department assessment
- Legal Mandates
- Financial Constraints & potential grant funding
- Economic Development
- Findings in Master Plan or feasibility studies
- Community enhancement

Step 2- Department Priorities

- Review and schedule projects based on goals and operational capacity

Step 3- Financial Availability

- Financial Constraints & potential grant funding
- Potential grant funding
- Development agreements
- In-lieu funds
- State and County revenues

Step 4- City Council Input

- Include projects
- Adjust priority of projects
- Accept or remove projects
- Community input

Step 5- City Council Adoption

- Once staff has made the recommended changes from City Council

Project Schedule

Some projects may need to be scheduled sooner rather than later or even postponed to future years due to financial constraints, future potential grant funding, and findings in the various feasibility studies or matter of urgency. Some projects may be split into phases such as:

- **Pre-Design Phase**
 - Feasibility studies are critical in understanding the wants and needs with in various departments or infrastructure, facility and technology upgrades. Therefore, there are some projects that should be considered being moved into the Future Unfunded category because staff will need to see the findings or results of the specific feasibility study before moving the project into the current five-year CIP or future CIP.
 - For example, the cost of the Collins Avenue and Serramonte Boulevard Improvement Project may become cost prohibitive, thus the recommendation of the Master Plan Report could identify breaking up the Serramonte /Collins Improvement Project into Phases, allowing the project to be built out over several

years. The feasibility study process also provides a preliminary scheduling and estimating tool that allows for adequate time and budget for design and construction.

- **Design Phase**
 - The design work or at times it is what is commonly known as being “shovel ready” (“shovel ready” is a critical state of completeness when apply for grant funding).
 - Grant Application
 - For example; the Hillside Boulevard Improvement Project would be put on hold until funding became available, so having the project shovel ready would be beneficial if outside funding such as a safety or green infrastructure grant became available. If outside funding became available, City Council may consider moving the project up into a current year to take advantage of the opportunity.
- **Construction Phase**
 - Bidding and construction phase.
 - Inspections
 - Construction Administration and Construction Management
- **Close Out Phase**
 - Project close-out
 - Monitoring and Maintenance
 - Grant close-out
 - City Council acceptance and or approval of the project

Legal mandates may also expedite a project, such as equipment and new technology for our Police Department, accessibility (ADA) and safety issues can also expedite a project to be placed in a current year.

ANALYSIS

The Proposed Draft 2019–2024 CIP, includes 38 capital projects which includes 20 active projects, 9 future/unfunded projects, and 9 projects anticipated to be closed out by June 30, 2019. The Draft 5-Year CIP is identified as Attachment A in the staff report.

The CIP outlines proposed projects, scope of work, project schedules, and budgets. Funding the CIP budget over the following years will be a challenge. Staff has put together a proposed schedule for review and comment.

The Draft CIP was developed using the metrics and prioritization tools listed in the Background section above. However, staff welcomes feedback from the Council and Public regarding the proposed projects and schedule, as well as any new projects that may have been overlooked. Some of the projects are current/existing so they were automatically scheduled into the next Fiscal Year.

As funding opportunities surface, additional study sessions will be scheduled exploring various funding options, and or strategies to help in the funding of these projects.

The agenda for tonight's study session is to:

- Review the process on how projects were placed into the proposed Five-Year Capital Improvement Plan;
 - Consider a rolling Five-Year CIP Program
 - Page 20 of the CIP
- Consider Funding Strategy
 - Maximize use of grants and other contributions prior to the use of the Town's General Fund and Capital Reserve
 - Discuss the proposed annual budget contribution from General Fund
 - Discuss additional funding from operating surplus
 - Release of project funding – (i.e. Hillside Blvd)
 - Search for potential Grant funding
 - Use State and County contributions – Gas Tax, Measure A and Measure M
- Review of the existing and proposed CIP projects;
 - Closed out projects (9 Projects, page 20 of the CIP)
 - Active Projects, Existing and New projects (20 Projects, page 17-18 of the CIP) Projects with anticipated spending within the program period are considered "Active Projects". Staff will be prepared to present all 20 of the active projects in the document, however staff plans to highlight the projects listed below.
 - **Sterling Park Residential Streetlight Plan** – The replacement of the street lights will depend on discussion with the San Mateo County Lighting District. (NEW, Page 36 of the CIP)
 - **Creekside Villa Repair and Painting** – Propose using Creekside rental revenues for improvement. (Fund #83, page 62 Of the CIP)
 - **Recreation Operation and Facilities Master Plan** – Provide a space plan to better use the Colma Community Center and Recreation Center. (New, page 68 of the CIP)
 - **Town-wide Branding** – One of the City Council's Economic Development strategies is to create Branding and Promotional Materials emphasizing Colma's commercial activities. (NEW, page 70 of the CIP)
 - **Parking Permit Software** – Deployment of a software solution to manage the Town's parking permit program. (NEW, Page 86 of the CIP)
 - **Bark Park Upgrades** – Underutilized park is in need of upgrades (NEW, page 58 of the CIP)
 - **Lawndale Boulevard and El Camino Real Landscape and Median -** Study to rehabilitate medians due to drought watering restrictions. (NEW/MERGE with Project 956, page 32 of CIP)
 - **Financial Software Replacement** – Current software (Eden) is being phased out and will no longer be supported in the next few years. (NEW, page 82 of CIP)
 - **Equipment Purchase and Replacement** – Upgrade to Radios and in car cameras and computers in Police vehicles will need to be replaced.

Body Worn Cameras for Police Officers are programmed as well. (NEW, page 92 of the CIP)

- Other – City Council priority project
- Future Unfunded projects (9 Projects) – There are two types – unfunded projects and projects needing more information.
 - **Serramonte/Collins Improvement** – anticipated to be added to the 5-year CIP in 2019-20 budget process (New, Page 41 of the CIP)
 - **Community Center and Sterling Park Improvements** – anticipated to be added to the 5-year CIP in 2020-21 budget process. (New, Pages 72 and 75 of the CIP)
- Open Discussion
 - City Council’s comments and acceptance of the existing and proposed projects,
 - City Council’s inclusion of projects?
 - Analyze the CIP proposed 5-year plan

NEXT STEPS

Based on City Council’s recommendations and directives, Staff will update the draft CIP for the addition or even subtraction of proposed capital projects and update or revise the proposed list of projects, schedules, and budget parameters. Staff will make the recommended revisions and bring back the revised draft CIP for further comment and approval at the subsequent City Council Meeting. The 2019-20 Annual Town Budget will include the City Council’s adopted 2019-2024 Five-Year CIP.

COUNCIL ADOPTED VALUES

Studying and analyzing the various proposed CIP projects that are proposed in the Draft Capital Improvement Program, along with taking comments from the public, the City Council will exhibit a *visionary* planning approach to best use the Town’s resources in meeting the needs of the Town’s residents, commercial businesses and infrastructure enhancements and upgrades.

CONCLUSION

Staff is requesting comments from the Council and the Public on the proposed Draft Capital Improvement Plan.

ATTACHMENTS

- A. Draft Five-Year CIP

DRAFT

Council Meeting 02/11/2019



2019-2024 Capital Improvement Program

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How to Use this Document

The 2019-2024 Five-Year Capital Improvement Program is organized into five sections: Introduction, Project Summary, Project Description, Financial Summary, and Appendix.

INTRODUCTION section provides an overview of the document. It includes the executive summary in the form of the City Manager's Message and an overview of the life cycle of capital projects.

The image shows two screenshots from the document. The top one is the 'City Manager's Message' header, including 'TO: Mayor and Members of the City Council', 'FROM: Brian Dossey, City Manager', 'DATE: February 11, 2019', and 'SUBJECT: 2019-2024 Capital Improvement Program'. The bottom one is a flowchart titled 'Capital Projects Life Cycle' with four stages: Pre-Design Phase (Pre-Design/Feasibility Study, Conceptual Plan, Management Plan, Master Plan, Grant Application), Design Phase (Design (P&E), Environmental Compliance, Acquisition of Right-of-Way (ROW)), Construction Phase (Construction, Inspection, Project Management), and Close-out Phase (Project Close-Out (with Construction), Grant Close-Out, City Council Acceptance, Monitoring and Maintenance). A note below states: 'Depending on the scope of the project, some of the phases listed above are merged together or skipped. A Project Schedule is available within each Capital Program Categories which summarizes the project plan and the phases of each project.'

was appropriated in FY 2013/14 (\$150,000), 2014/15 (\$12.9 million) and 2016/17 (\$5.0 million). The funding was not spent until FY 2017/18 and 2018/19 – the construction phase of the project.

The **Project Summary Listing** organizes the projects by *Project Status* (Active, Future/Unfunded, and Closed by June 30, 2019),

Project Summary Listing

Active Projects	Pg	Total Project Cost	PROGRAM PERIOD						
			2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Streets, Sidewalks, and Bikeways									
Annual Roadway Rehabilitation and Preventive Maintenance Program (New)	31	\$ 917,900	\$ 0	\$ 150,000	\$ 225,000	\$ 250,000	\$ 292,900	\$ 0	\$ 0
El Camino Real Bicycle and Pedestrian Improvement Plan (314)	30	225,000	225,000	0	0	0	0	0	0
Lawndale and El Camino Real Landscape and Median (New, Merged with 355)	32	2,830,000	0	0	30,000	100,000	100,000	0	2,600,000
Mission Road Bicycle and Pedestrian Improvement Program (303)	34	608,500	153,800	115,000	1,339,900	0	0	0	0
Sterling Park Residential Streetlight Replacement Plan (New)	36	15,000	0	0	15,000	0	0	0	0
Sewers & Storm Drains									
Colma Creek Channel Repairs (New)		25,000	0	0	0	25,000	0	0	0
Storm Drain System Assessment and Mapping (New)	6	70,000	0	70,000	70,000	0	0	0	0
City Facilities & Long-Range Plans									
Bark Park Upgrades (New)	58	95,000	0	95,000	0	0	0	0	0
Colma Museum Facility Repair and Painting (New)	60	75,000	0	0	0	75,000	0	0	0
Creekside Villa Repair and Painting (New)	62	95,000	0	0	95,000	0	0	0	0
Facility Parking Lot Upgrades and Repairs (New)	64	198,050	0	0	111,100	86,950	0	0	0

Project Summary | Towns of Colma 2019-2024 CIP | 18

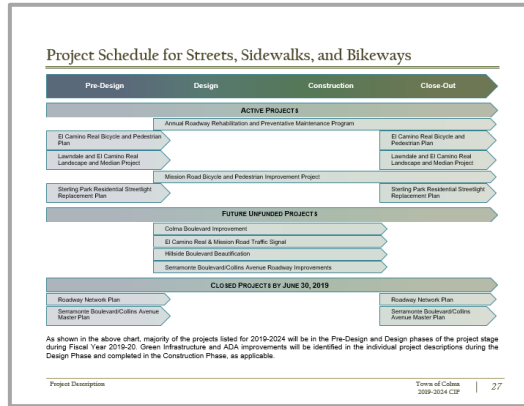
PROJECT SUMMARY section has two listings: **Project Summary Listing** and **Funding Request Summary by Funds**. The key difference between the two listings is, the **Project Summary Listing** shows when the money will be spent and the **Funding Request Summary by Funds** shows when the money needs to be set-aside, also referred to as appropriated or earmarked. For example, the funding for the Town Hall Campus Renovation Project

Project Categories (Streets, Sidewalks and Bikeways; Sewers and Storm Drains; City Facilities and Long-Range Plans; and Major Equipment, Technology, and Fleet), and alphabetically. Projects are considered active if there are anticipated project spending within the program period.

PROJECT DESCRIPTION section contains project sheets for each proposed project. The project sheet provides information on the intent and timing of the projects, the lead department, location, spending plan, potential funding source, and fiscal impact. The project sheets are organized alphabetically within the aforementioned project categories.

The Project Categories subsection begins with a Project Schedule which lists the projects within the categories. The Project Schedule shows a list of each project and how it relates to the Project Life Cycle, as discussed on page 13.

Since this section is the largest section in the document, the top (header) and bottom (footer) of each project sheet are designed to be a roadmap. The Project Categories and Project Status are listed in the header. The document section and Project Categories subsections are indicated in the footer. Additionally, the project title is repeated as necessary.



PROJECT CATEGORY: Streets, Sidewalks, & Bikeways

PROJECT STATUS: Active Projects

PROJECT TITLE: El Camino Real Bicycle and Pedestrian Improvement Plan (914)

LEAD DEPARTMENT: Public Works

SUPPORTING DEPARTMENT: City Manager's Office and Planning

LOCATION: El Camino Real

PROJECT PHASE: Pre-Design

DESCRIPTION & SCOPE: In 2018, the Town was awarded a Road Maintenance Rehabilitation Account (RMRA) Grant by Caltrans to complete the study for the ECR Corridor within the Town of Colma. The study cost is \$225,000, with \$199,192 from the grant and \$25,808 as a local match. The study will provide guidelines and directives for a comprehensive bicycle and pedestrian safety program along a portion of the El Camino Real corridor.

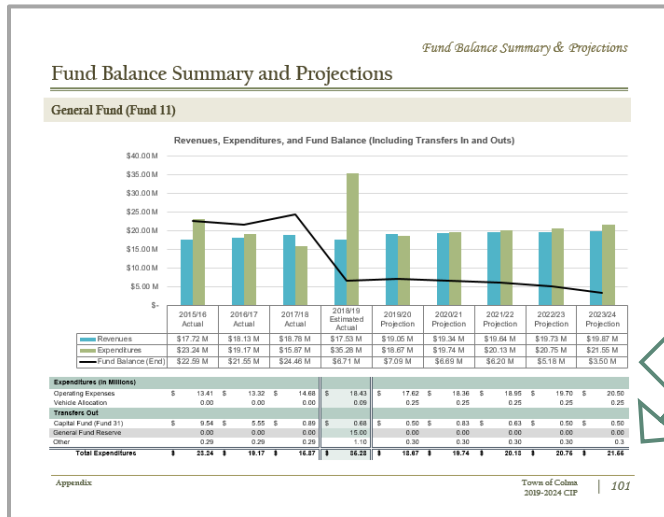
FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2019/20 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
RMRA Grant (Fund 32)	\$ 199,192	\$ 0	\$ 199,192	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Street Capital Reserve (Fund 32)	\$ 25,808	\$ 0	\$ 25,808	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Funding	\$ 225,000	\$ 0	\$ 225,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Planning & Design (2-61002)	\$ 225,000	\$ 0	\$ 225,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 225,000	\$ 0	\$ 225,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

FISCAL IMPACT: The Town appropriated \$25,808 for this project in 2018-19. The remaining \$199,192 will be reimbursed by the State, as the project progresses. The project will identify bicycle and pedestrian safety improvements and enhancements along ECR. Construction costs will be determined as part of the design phase, after the plan has been completed and approved by Caltrans.

Project Description | Town of Colma | 2019-2024 CIP | 31

FINANCIAL SUMMARY section presents three years of actual, current year estimates, and the five-year projection, with the incorporation of the five-year capital plan. The total revenues and expenditures are shown in the bar chart, the ending fund balance as a line chart, and two tables. The Fund Balance Summary for all Town's Funds will be available in the final adopted document.



**TOTAL
EXPENDITURES
SHOULD AGREE**

APPENDIX section includes Commonly Used Acronyms and Glossary of Terms, which has a more comprehensive list of acronyms.

The Commonly Used Acronyms (page 109) lists acronyms that appear more than once in the document. It is designed such that readers can extract the page and use it as a reference while going through the document.

The Glossary of Terms (page 110) is a replica of the Town's FY 2018-19 budget document. It includes acronyms frequently used in the municipal finance world. Some of these acronyms are listed in the Commonly Used Acronym page.

Introduction

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City Manager's Message

TO: Mayor and Members of the City Council
FROM: Brian Dossey, City Manager
DATE: February 11, 2019
SUBJECT: 2019-2024 Capital Improvement Program

I am pleased to present the Capital Improvement Program (“CIP”, “Program”) for fiscal years 2019-20 through 2023-24 for the Town of Colma. It is an extension of the Town’s annual operating budget for fiscal year 2018-19.

This five-year capital plan was prepared using the values below as a guide.

Town of Colma’s Value Statement

1. Treat all persons, claims and transactions 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

The Five Year CIP is a planning document that covers the construction and maintenance of major projects and facilities, as well as major studies. It combines capital projects in progress in 2018-19 and new projects planned for the next five years. The Total Proposed Program is \$41,771,865 – of which \$9.5 million are active projects within the program period, \$12.2 million are Future/Unfunded, and \$20.0 million is anticipated to be closed out by June 30, 2019. The Plan takes into consideration the Town’s five year goals, current economic conditions, available financial resources, and the City Council’s priorities. It comprehensively assesses the needs of the Town’s public infrastructure and sets forth a financial strategy for the Town to maintain and construct new facilities, improve existing facilities and prepare designs for future projects.

The development of the 2019-2024 Capital Program began with assessing active projects in 2018-19. Of the 15 projects listed in the 2018-19 Capital Improvement Program, nine projects are anticipated to be completed or closed by June 30, 2019 (see list beginning on Page 17) and six will continue into 2019-20. During the year, the City Council added the El Camino Real Bicycle and Pedestrian Improvement Plan (914) because the Town was awarded a roadway improvement grant, and amended the project budget for Dispatch Furniture Upgrades (988). The 2018-19 Capital Budget also included four unfunded future projects, which the Public Works Departments reviewed and updated.

The 2019-2024 Capital Program includes the addition of 19 new projects – 13 active projects and six Future/Unfunded projects. Four of the Future/Unfunded projects do not have an estimated project cost because there are related studies and assessments that need to be completed. Staff anticipates these projects will begin within the five year program period.

DEVELOPMENT PROCESS

The process began with departmental assessment of community and facility's needs, identification of improvements driven by legal mandates, and enhancements to promote a sense of community and/or economic development. The proposed projects are reviewed and prioritized based on operational goals and capacities. The next step in the process is to evaluate the availability of funding sources. This step may result in department reprioritization. The finalized proposed list is presented to the City Council to be discussed and reprioritized. The last step in this process is the adoption of the capital plan by the City Council at a regularly scheduled public meeting.

The adopted 2019-2024 Capital Program will be rolled into the 2019-20 annual budget. Thereafter, annually the Program will be updated to ensure the infrastructure needed for the delivery of essential public services is available to meet the current and future needs of the community. The Program may also be amended during the year as community/organizational needs change and as grant funding becomes available. All amendments will be subject to City Council consideration.

DEVELOPMENT STRATEGIES

There were a few primary strategies in developing the 2019-2024 Capital Program. One strategy applied in developing public works projects is developing and completing the pre-design and design phases, such that the Town is ready for potential grant funding and more advantageous construction market. An example is the Lawndale and El Camino Real Landscape and Median project.

The strategy used for existing infrastructure is trying to anticipate potential system failures. Examples includes Annual Roadway Rehabilitation, Colma Museum Repair and Painting, Creekside Villas Repair and Painting and Financial Software Replacement. Deferred maintenance and replacement may result in higher cost.

Enhancement to promote a sense of community and economic development is another strategy. These improvements increase "foot traffic" to Town. This can increase safety and community engagement and can potentially strengthen the Town's financial viability.

Guiding documents used in the development of the capital plan includes completed master plans and feasibility studies, 2017-19 strategic plan, and 2018-19 capital program.

FUNDING PRIORITIES

Unlike an operating budget, a capital program generally has multiple sources of revenues resulting in, at times, complicated financial management. For example, many of the projects in the Streets, Sidewalks & Bikeways category, has multiple funding sources. Many of the funding sources are grant funding. For ease of recordkeeping and project management, the following funding priorities are used:

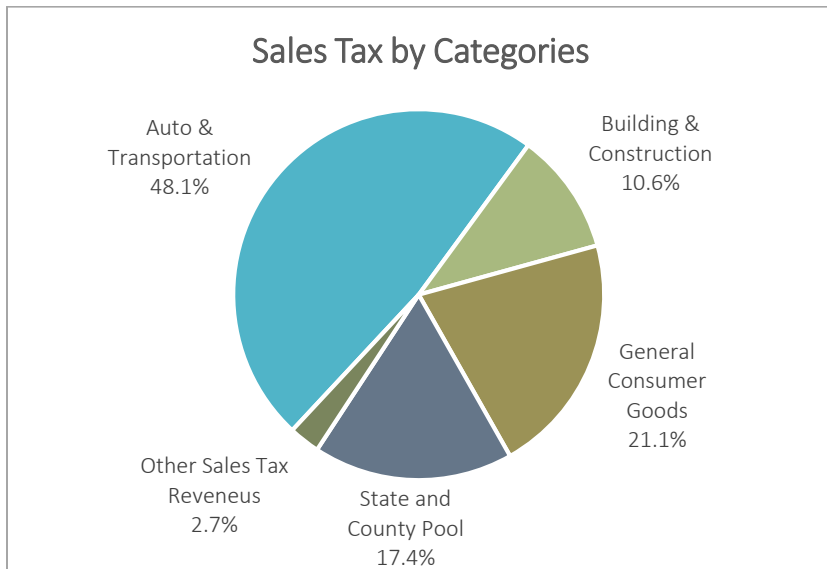
1. Reimbursement grants and contributions
2. Allocated grants and contributions
3. Restricted funds
4. City Council committed or assigned funds
5. Unassigned and unrestricted funds – typically General Fund

FINANCIAL CONDITION

The two main funding sources of the capital program are the General Fund and grant funding. A majority of the grant funding is on a reimbursement basis and requires advances from the General Fund. As for General Fund revenues, more than 80 percent of the Town's revenue comes from sales tax and cardroom tax. Sales tax and cardroom tax are expected to flatten in the next five years.

ECONOMIC IMPACTS ON SALES TAX

The Town of Colma received \$11.4 million in sales tax revenues in FY 2017-18. As shown in the chart below, auto & transportation, building & construction, general consumer goods, and State and County pools are the largest sectors. For the purpose of this Capital Program, sales tax revenues are projected to have a 2 percent growth, whereas the town has been enjoying an average of 10 percent growth in the last nine years.



Nationally, vehicle purchases have reached market saturation. As a result, vehicle purchases have begun to flatten. Half of the Town's sales tax revenues comes from auto sales. With auto sales

flattening out nationally, sales tax revenue is expected to flatten in the next five years. This may also impact the Town's sales tax related grants, such as Measure A and Police grants.

Regionally, December home sales in the Bay Area dropped 22 percent. Home sales promote renovations and thereby increase sales tax revenues. A decline in home sales is an early indicator of potential reduction in construction revenues. Other factors to consider include the number of commercial and residential development that is in progress, and the net worth of the property owners in the area. Since development activities in the Bay Area continues to be strong, sales tax revenues from construction should remain strong for the next three years.

General consumer goods and State and County pools are linked to consumer confidences. The current consumer confident index (CCI) is 101.32 nationally and 100.60 globally. A CCI below 100 signifies consumer confidence is low and general spending reduces. Based on the current national and global data, sales tax revenue from general consumer goods and pool allocations should be stable for the next two to three years.

ECONOMIC IMPACTS ON CAPITAL PROGRAM

The 2019-2024 Capital Program assumes that the Town's General Fund will make a minimum annual investment of \$500,000 into the Capital Fund. It also assumes a \$250,000 allocation into the Vehicle Replacement Fund. These annual investments may be impacted when revenues cannot meet operating expenditures.

The biggest threat to operating expenditures is pension cost. With market uncertainty, the Town's pension administrator and trustee, CalPERS, began reducing their expected investment return and increasing the participating agencies responsible portion. This places incredible financial constraint on the Town's General Fund. Additionally, as CalPERS investment returns fall short of expectations, the Town's portion grows. Based on the City Council's accepted Unfunded Liabilities Strategy, operating revenues are projected to be less than operating and capital expenditures by 2020-21.

FINANCIAL STRATEGIES

In anticipation for upcoming financial challenges, the proposed capital program maximizes the use of grants and other contributions, before tapping into the General Fund. Additionally, the City Council will be considering the following strategies:

- Release or defund a capital project
- Transfer a portion of the 2017-18 operating surplus into the Capital Reserve Fund (31)
- Prioritizing projects based on:
 - its potential to increase revenues and/or reduce operating expenditures.
 - its potential to receive grants. Grants are generally earmarked for construction projects and granting agencies often look for “shovel-ready” projects.

TOWN OF COLMA FINANCIAL RESERVE

Since July 1, 2018, the City Council approved changes to the reserve policy to fund pension, retiree medical, and accrued leave liabilities. The table below shows the amended General Fund reserve balances:

	2018-19 Adopted Budget	2018-19 Amended Budget
General Fund Reserves		
Committed:		
Debt Reduction	600,000	600,000
Budget Stabilization	15,000,000	12,000,000
Accrued Leave	-	650,000
Assigned:		
Litigation	100,000	100,000
Insurance	100,000	100,000
Disaster Response and Recovery	750,000	750,000
Subtotal: Committed / Assigned	16,550,000	14,200,000
Unassigned (based on 2018-19 Budget)	8,253,939	8,253,939
Total	24,803,939	22,453,939

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.

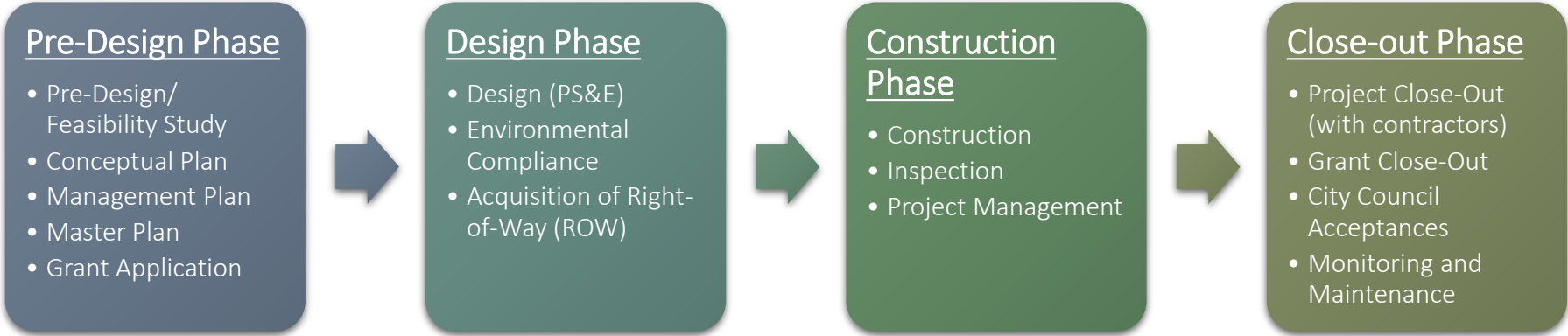
Documents like this cannot be completed without teamwork from all involved. I would like to thank the Department Directors for their dedication to the overall effectiveness of the Town’s government and to the residents themselves. It is also important to acknowledge City Engineer Cyrus Kianpour, Public Works Director Brad Donohue and Administrative Services Director Pak Lin, who ensure the Capital Program is precise, attractive, and informative.

Brian Dossey
City Manager

Capital Project Life Cycle

Most projects flow through Pre-Design or a Conceptual Phase, Design Phase, Construction Phase, and Close-out Phase. Depending on the nature and complexity of the project, the phases can be expanded or combined.

In the **Pre-Design Phase**, project concepts and plans are developed, funding availability and regulatory restrictions are identified, and public input is considered. The finished product from this phase is a completed conceptual plan approved by City Council. The finished plan is further developed to produce the project Plans, Specifications, and Estimates (PS&E) – **Design Phase**. During the **Design Phase**, current roadway conditions are verified, construction materials are identified, and permits are pulled when necessary. The end product of the **Design Phase** is a detailed project scope used to complete the construction bid package. **Design Phase** may also include the grant application, as most grant funding is during the construction phase. The **Construction Phase** includes construction, construction management, inspections and project management costs. Improvements during the construction phase must comply with Green Infrastructure and Americans with Disabilities Act (ADA) requirements. The **Close-out Phase** of a project can incorporate several steps; overseeing that the contractor has completed the various the contractual obligations and objectives stated with in the plans and specifications. Once the contract has been completed, Staff submits the project to City Council for final approval, acceptance and the filing of a Notice of Completion. When Grant funding has been obtained for a project, there are various close out procedures that are required along with a project audit to verify that the grant money was expensed in accordance with the grant guidelines. Lastly monitoring the project regarding warranty and workmanship would be incorporated into the Close-out Phase as well.



Depending on the scope of the project, some of the phases listed above are merged together or skipped. A Project Schedule is available within each of the Capital Program Categories which summarizes the project plan and the phases of each project.

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Project Summary

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Project Summary Listing

Active Projects	Pg	Total Project Cost	2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Streets, Sidewalks, and Bikeways									
Annual Roadway Rehabilitation and Preventative Maintenance Program* (New)	28	\$ 917,900	\$ 0	\$ 150,000	\$ 225,000	\$ 250,000	\$ 292,900	\$ 0	\$ 0
El Camino Real Bicycle and Pedestrian Improvement Plan (914)	30	225,000	225,000	0	0	0	0	0	0
Lawndale and El Camino Real Landscape and Median (New , Merged with 956)	32	2,830,000	0	0	30,000	100,000	100,000	0	2,600,000
Mission Road Bicycle and Pedestrian Improvement Program (903)	34	1,608,500	153,600	115,000	1,339,900	0	0	0	0
Sterling Park Residential Streetlight Replacement Plan (New)	36	15,000	0	0	15,000	0	0	0	0
Sewers & Storm Drains									
Colma Creek Channel Repairs (New)	48	25,000	0	0	0	0	25,000	0	0
Storm Drain System Assessment and Mapping (New)	50	210,000	0	70,000	70,000	70,000	0	0	0
City Facilities & Long-Range Plans									
Bark Park Upgrades (New)	58	95,000	0	95,000	0	0	0	0	0
Colma Museum Facility Repair and Painting (New)	60	75,000	0	0	0	75,000	0	0	0
Creekside Villa Repair and Painting (New)	62	95,000	0	0	95,000	0	0	0	0
Facility Parking Lot Upgrades and Repairs (New)	64	198,050	0	0	111,100	86,950	0	0	0

Project Summary Listing

Active Projects	Pg	Total Project Cost	2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
General Plan Update (991)	66	403,650	164,420	239,230	0	0	0	0	0
Recreation Operation and Facility Master Plan (New)	68	25,000	0	25,000	0	0	0	0	0
Town-Wide Branding (New)	70	200,000	0	0	100,000	100,000	0	0	0
Major Equipment, Technology & Fleet									
Financial Software Replacement (New)	82	350,000	0	15,000	115,000	215,000	5,000	0	0
IT Infrastructure Upgrades* (986)	84	305,000	55,000	50,000	50,000	50,000	50,000	50,000	0
Parking Permit Software (New)	86	100,000	0	100,000	0	0	0	0	0
Records Management System (989)	88	50,000	20,000	30,000	0	0	0	0	0
Vehicle Replacement Schedule* (987)	90	1,231,100	145,000	277,640	125,520	262,000	252,820	168,120	0
Equipment Purchase and Replacement* (New)	92	550,000	0	50,000	200,000	300,000	0	0	0
Total Active Projects (20)		\$ 9,509,200	\$ 763,020	\$ 1,216,870	\$ 2,476,520	\$ 1,508,950	\$ 725,720	\$ 218,120	\$ 2,600,000

* Annual Roadway Rehab, IT Infrastructure Upgrades and Vehicle Replacement Schedule are ongoing programs with many sub-projects. The amount shown under "2018/19 and Prior" column represents the active sub-project budgets. Completed sub-project budget and spending are eliminated.

Project Summary Listing

Future/Unfunded Projects	Pg	Total Project Cost	2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Streets, Sidewalks, and Bikeways									
Colma Blvd Improvement (912)	38	\$ 1,500,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,500,000
El Camino Real & Mission Rd Traffic Signal (904)	39	700,000	0	0	0	0	0	0	700,000
Hillside Blvd Beautification (901)	40	9,101,941	1,941	0	0	0	0	0	9,100,000
Serramonte Blvd/Collins Ave Roadway Improvement† (New)	41	0	0	0	0	0	0	0	0
Sewers & Storm Drains									
Sanitary Sewer System Improvement† (New)	52	0	0	0	0	0	0	0	0
City Facilities & Long-Range Plans									
Colma Community Center Office Space Expansion† (New)	72	0	0	0	0	0	0	0	0
Corporation Yard Car Wash Upgrade (New)	73	170,000	0	0	0	0	0	0	170,000
HVAC System Replacement @ Police Station (New)	74	750,000	0	0	0	0	0	0	750,000
Sterling Park Office and Storage Space Expansion† (New)	75	0	0	0	0	0	0	0	0
Total Future/Unfunded Projects (9)		\$ 12,221,941	\$ 1,941	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 12,220,000

† Total Project Cost cannot be determined at this time. There is a corresponding plan/study in the Active Project list and the Design and Construction costs will be determined upon completion of the corresponding plan/study. See Project Description for more information.

Project Summary Listing

Closed Projects (By June 30, 2019)	Pg	Total Project Cost	2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/ Unfunded
Streets, Sidewalks, and Bikeways									
Roadway Network Plan (SSAR) (993)	42	\$ 300,000	\$ 300,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Serramonte Boulevard/Collins Avenue Master Plan (913)	43	400,000	400,000	0	0	0	0	0	0
Sewers & Storm Drains									
Sanitary Sewer System Assessment (971)	53	166,000	166,000	0	0	0	0	0	0
City Facilities & Long-Range Plans									
Climate Action Plan Update (994)	76	35,000	35,000	0	0	0	0	0	0
Sterling Park Playground Improvement (944)	77	537,500	537,500	0	0	0	0	0	0
Town Hall Campus Renovation (947)	78	18,075,348	18,075,348	0	0	0	0	0	0
Major Equipment, Technology & Fleet									
Access Control at Town Facilities (983)	93	335,000	335,000	0	0	0	0	0	0
Dispatch Furniture Upgrade (988)	94	56,371	56,371	0	0	0	0	0	0
Geographic Information System (985)	95	25,105	25,105	0	0	0	0	0	0
Other Projects									
Projects Closed prior to 6/30/2018		110,400	110,400	0	0	0	0	0	0
Total Closed Projects Cost (9)		\$ 20,040,724	\$ 20,040,724	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Costs – All (38)		\$ 41,771,865	\$ 20,805,685	\$ 1,216,870	\$ 2,476,520	\$ 1,508,950	\$ 725,720	\$ 218,120	\$ 14,820,000

Funding Request Summary by Funds

Funding Request	Total Project Cost	2018/19 and Prior	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
General Fund (11)	\$ 19,069,503	\$ 16,515,553	\$ 440,000	\$ 876,100	\$ 814,950	\$ 372,900	\$ 50,000	\$ 0
Loan to Grant Projects	0	825,000	0	(825,000)	0	0	0	0
Grant Allocation								
Gas Tax & SB1 (21)	236,500	33,500	0	115,000	44,000	44,000	0	0
Measure A (22)	428,000	160,000	0	94,000	123,000	51,000	0	0
Grant Reimbursement								
Measure M (32)	166,000	0	150,000	16,000	0	0	0	0
SSAR Grant (32)	250,000	250,000	0	0	0	0	0	0
Transit Livable Community (32)	525,000	0	0	525,000	0	0	0	0
Local Street and Road (32)	100,000	0	0	100,000	0	0	0	0
Roadway Maintenance Grant (RMRA, 32)	199,192	199,192	0	0	0	0	0	0
Safe Route to School	200,000	0	0	200,000	0	0	0	0
Capital Improvement (31)	156,371	156,371	0	0	0	0	0	0
Other Contribution								
Park in-lieu (31)	163,664	163,664	0	0	0	0	0	0
Certificate of Participation (33)	5,149,595	5,149,595	0	0	0	0	0	0
Vehicle Replacement (61)	1,231,100	145,000	277,640	125,520	262,000	252,820	168,120	0
City Properties (83)	145,000	0	0	95,000	50,000	0	0	0
Unknown Funding Source	13,751,940	0	0	0	0	0	0	13,751,940
Total Funding Request	\$ 41,771,865	\$ 23,597,875	\$ 867,640	\$ 1,270,520	\$ 1,293,950	\$ 720,720	\$ 218,120	\$ 13,751,940

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Project Description

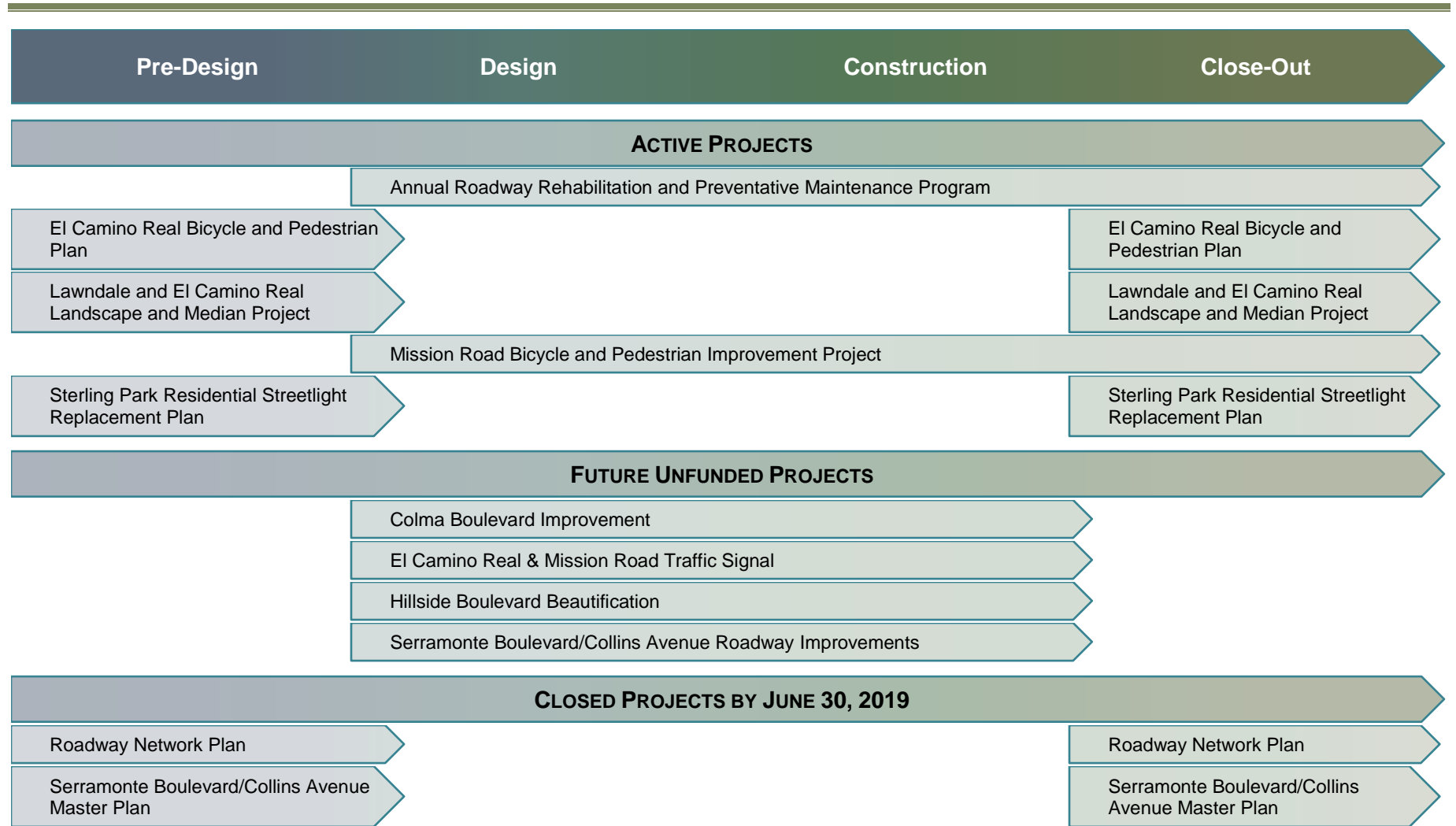
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Project Description

Streets, Sidewalks, & Bikeways

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Project Schedule for Streets, Sidewalks, and Bikeways



As shown in the above chart, a majority of the projects listed for 2019-2024 will be in the Pre-Design and Design phases of the project stage during Fiscal Year 2019-20. Green Infrastructure and ADA improvements will be identified in the individual project descriptions during the Design Phase and completed in the Construction Phase, as applicable.

Active Projects

Annual Roadway Rehabilitation and Preventative Maintenance Program (New, Ongoing)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

LOCATION:

Collins Avenue, Colma Boulevard., Junipero Serra Boulevard, F Street (300 Block), Hillside Boulevard, and Serramonte Boulevard (400 Block)

PROJECT PHASE:

Design / Construction



DESCRIPTION & SCOPE:

Roadway maintenance operations can be separated into two functions – annual operating maintenance, which would include minor repairs, and capital improvements to rehabilitate and replace existing roadway infrastructure. A biennial Pavement Management Plan (PMP) is conducted to assess all Town’s roadway conditions and through that assessment a Pavement Condition Index (PCI) rating is assigned (PCI is based on a rating from 1 to 100). Roadway rehabilitation and replacement projects are selected based on its PCI and funding availability.

The Town of Colma’s current Pavement Condition Index (PCI) is 81 and is considered as above average. To maintain the current PCI at 80 or above, the streets listed below in the [Five-Year Funding & Project Scheduling](#) will need to be addressed within the next five-years. The most critical is the re-construction of the 300 Block of F Street (from El Camino Real to the Town’s border). The life cycle for roadway pavement is approximately 15 to 20 years. In between required re-construction of a roadway, scheduled surface treatments are sufficient in sustaining roadways for 5 to 7 year thus allowing a street to last 20 plus years. There are various types of surface treatments, they include slurry seal, micro surfacing, and crack seal. A surface treatment is also less costly than full re-construction and is a normal preventative measure to extend the life of the asphalt roadways. The Five-Year program includes slurry treatments on Colma Boulevard, 400 Block of Serramonte Boulevard (East of El Camino) a portion of Collins Avenue, Junipero Serra Boulevard from Hickey Boulevard to the Daly City/Colma border. south side of Lawndale Boulevard and a portion of Hillside Boulevard (600 feet south of Serramonte Boulevard to the border through the intersection of Lawndale Boulevard and Hillside Boulevard. while the Town searches for funding opportunities to complete the Hillside Boulevard Beautification (901), see Page 40 for project description.

Annual Roadway Rehabilitation and Preventative Maintenance Program

(Cont.)

PROJECT STATUS & TIMING:

The roadway selected for rehabilitation from 2019-2024 is based on the last PMP completed in 2016-17. The project budget includes design, construction management and construction costs. Design and construction phases for 300 Block of F Street, is scheduled for 2019/20; Colma Boulevard, and 400 Block of Serramonte Boulevard are scheduled to begin in 2020/21, Collins Avenue and Junipero Serra Boulevard in 2021/22; and Hillside Boulevard in 2022/23. Total project cost for 2019-2024 is \$917,900.

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
Gas Tax (Fund 21)	\$ 203,000	\$ 0	\$ 0	\$ 0	\$ 115,000	\$ 44,000	\$ 44,000	\$ 0	\$ 0
Measure A (Fund 22)	268,000	0	0	0	94,000	123,000	51,000	0	0
Measure M (Fund 32)	166,000	0	0	150,000	16,000	0	0	0	0
General Fund (Fund 11)	280,900	0	0	0	0	83,000	197,900	0	0
Total Funding	\$ 917,900	\$ 0	\$ 0	\$ 150,000	\$ 225,000	\$ 250,000	\$ 292,900	\$ 0	\$ 0
Project Cost									
Mill & Fill @ 300 Block of F St (Constr: 32-81003)	\$ 150,000	\$ 0	\$ 0	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Slurry @ Colma Blvd and 400 Block of Serramonte Blvd (Constr: 32-81003)	225,000	0	0	0	225,000	0	0	0	0
Slurry @ Collins Ave and Junipero Serra Blvd (Constr: 32-81003)	250,000	0	0	0	0	250,000	0	0	0
Slurry/Striping @ Hillside Blvd & Lawndale Blvd (Constr: 32-81003)	292,900	0	0	0	0	0	292,900	0	0
Total Project Cost	\$ 917,900	\$ 0	\$ 0	\$ 150,000	\$ 225,000	\$ 250,000	\$ 292,900	\$ 0	\$ 0

FISCAL IMPACT:

Minor surface treatments are estimated to last approximately 5 years, the mill and fill is estimated to last 15 to 20 years. Roadway striping maintenance or upkeep will be estimated in the annual operation budget.

El Camino Real Bicycle and Pedestrian Improvement Plan (914)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

City Manager's Office and Planning

LOCATION:

El Camino Real

PROJECT PHASE:

Pre-Design

DESCRIPTION & SCOPE:

In 2018, the Town was awarded a Road Maintenance Rehabilitation Account (RMRA) Grant by Caltrans to complete the study for the El Camion Real Corridor within the Town of Colma. The study cost is \$225,000, with \$199,192 from the grant and \$25,808 as a local match. The study will provide guidelines and directives for a comprehensive bicycle and pedestrian safety program along a portion of the El Camino Real corridor, (State Route 82) in the Town of Colma, from Daly City to South San Francisco. The project will strive to improve community mobility along this portion of the roadway by creating a vision to increase and enhance various modes of transportation, including walking and bicycling, while providing opportunities to increase ridership on public transportation. The study will review and implement the standards and goals that are stated in the California Transportation Plan 2040, California State Bicycle and Pedestrian Plan, Caltrans District 4 Bicycle Plan, San Mateo County Comprehensive Bicycle and Pedestrian Master Plan, and Grand Boulevard Initiatives' Goals. Community outreach is included in the study from residents and businesses.



PROJECT STATUS & TIMING:

The project is anticipated to start in December 2018 and scheduled to be complete in Fiscal Year 2019-20.

El Camino Real Bicycle and Pedestrian Improvement Plan

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
RMRA Grant (Fund 32)	\$ 199,192	\$ 0	\$ 199,192	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Street Capital Reserve (Fund 32)	25,808	0	25,808	0	0	0	0	0	0
Total Funding	\$ 225,000	\$ 0	\$ 225,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Planning & Design (32-81002)	\$ 225,000	\$ 0	\$ 225,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 225,000	\$ 0	\$ 225,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

The Town appropriated \$25,808 for this project in 2018-19. The remaining \$199,192 will be reimbursed by the State, as the project progresses. The project will identify bicycle and pedestrian safety improvements and enhancements along ECR. Construction costs will be determined as part of the design phase, after the plan has been completed and approved by Caltrans.

Lawndale and El Camino Real Landscape and Median (New, Merge with Project 956)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

LOCATION:

Lawndale Boulevard and El Camino Real

PROJECT PHASE:

Pre-Design



DESCRIPTION & SCOPE:

Median landscapes along Lawndale Boulevard and El Camino Real are in need of rehabilitation. As a result of the severe draught in recent years, the State of California has levied irrigation restrictions that prevents cities from irrigating its street medians with turf. This resulted in many of the vegetation in Town’s medians along Lawndale Boulevard and El Camino Real will need significant maintenance efforts in order to avoid the area being overtaken by intrusive vegetation. Additionally, the landscape along the backside of the sidewalk along the Northside of Lawndale Boulevard will be addressed in all phases of this project.

- **Phase 1** of the project is to complete conceptual review (“study”) of the landscaping and public use enhancements on Lawndale Boulevard and El Camino Real. The landscaping conceptual plan for medians along El Camino Real will comply with Caltrans requirements, including Caltrans defined draught resistant plants and possibly artificial turf. The study will also look into a landscape remodel for the area on backside of sidewalk along Lawndale. Project may be recommended to break up the construction phase of this project into several projects.
- **Phase 2** of the project will provide “Shovel Ready” project plans, specifications and estimates (PS&E) and preparing bid package.
- **Phase 3** of the project – the construction phase which includes awarding the contract, and building and inspection services, and construction.

The study will also focus on green infrastructure possibilities, stormwater enhancements, and recreational features. Grant opportunities may be available for Phase 3 of this project.

PROJECT STATUS & TIMING:

This project is a restoration of the Existing Lawndale Boulevard Landscape Improvement Project (956). The construction phase of the project (Phase 3) is currently unfunded. Staff will be looking for funding opportunities to help assist with the construction costs. The feasibility/conceptual study (Phase 1) is programmed to take place in 2019/20. The development of the PS&E (Phase 2) will begin in 2020 into 2022. The construction Phase will be evaluated after the completion of PS&E and will depend on available funding and Town’s priorities.

Lawndale and El Camino Real Landscape and Median

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 230,000	\$ 0	\$ 0	\$ 30,000	\$ 100,000	\$ 100,000	\$ 0	\$ 0	\$ 0
Total Funding	\$ 230,000	\$ 0	\$ 0	\$ 30,000	\$ 100,000	\$ 100,000	\$ 0	\$ 0	\$ 0
Project Cost									
Phase 1: Study (32-71009)	\$ 30,000	\$ 0	\$ 0	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Phase 2: Design (32-81002)	200,000	0	0	0	100,000	100,000	0	0	0
Phase 3: Construction (32-81003)	2,600,000	0	0	0	0	0	0	0	2,600,000
Total Project Cost	\$ 2,730,000	\$ 0	\$ 0	\$ 30,000	\$ 100,000	\$ 100,000	\$ 0	\$ 0	\$ 2,600,000

FISCAL IMPACT:

Estimated costs for construction are to be estimated into the feasibility study, at this time construction costs are to be determined once the study is complete. In the past we budgeted for maintaining the turf islands. The new landscape islands would incorporate drought resistant plantings.

Mission Road Bicycle and Pedestrian Improvement (903)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

Planning

LOCATION:

Mission Road

PROJECT PHASE:

Pre-Design

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:

- Continuous sidewalk the length of the project on both side of the street in compliance with ADA requirements
- 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 bio-retention area for drainage and storm water treatment purposes
- Addressing accessibility issues along the Mission Road Right of Way



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.

The project incorporates a robust public outreach program to the Mission Road neighborhood (Residents and Commercial). The project’s success is dependent on the Mission Road Community taking ownership and assisting with the various improvements (Safety, beautification and mobility features) that are needed in the area.

PROJECT STATUS & TIMING:

The approvals for this project from the Metropolitan Transportation Commission (MTC) came in later than expected. Project Design will be completed in late Summer of 2019. The project is scheduled to go out to bid in of the Spring of 2020. Construction is estimated to be completed by late summer early fall of 2020.

Mission Road Bicycle and Pedestrian Improvement

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
One Bay Area Grant (OBAG)									
Transportation Livable Communities (TLC)*	\$ 525,000	\$ 0	\$ 0	0	525,000	0	0	0	0
Local Street and Roads (LSR)*	100,000	0	0	0	100,000	0	0	0	0
Measure A	160,000	0	160,000	0	0	0	0	0	0
Safe Route to School*	200,000	0	0	0	200,000	0	0	0	0
SB1-Gas Tax	33,500	0	33,500	0	0	0	0	0	0
Street Capital Reserve (Fund 32)	590,000	50,000	540,000	0	0	0	0	0	0
Total Funding	\$ 1,608,500	\$ 50,000	\$ 1,608,500	\$ 0	\$ 825,000	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Consult/Contr.Srv (32-71010)	\$ 69,735	\$ 8,335	\$ 15,000	\$ 15,000	\$ 31,400	\$ 0	\$ 0	\$ 0	\$ 0
Planning & Design (32-81002)	255,265	5,265	125,000	100,000	25,000	0	0	0	0
Construction (32-81003)	1,283,500	0	0	0	1,283,500	0	0	0	0
Total Project Cost	\$ 1,608,500	\$ 13,600	\$ 140,000	\$ 115,000	\$ 1,339,900	\$ 0	\$ 0	\$ 0	\$ 0

* The Safe Route to School and OBAG TLC and LSR funds are reimbursement grants, awarded in 2016-17 and 2017-18, to offset construction cost. The Construction Phase is projected to begin and complete in 2020/21.

FISCAL IMPACT:

This is a safety improvement on existing infrastructure and does not change the current maintenance workload.

Sterling Park Residential Streetlight Replacement Plan (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

LOCATION:

Sterling Park Neighborhood

PROJECT PHASE:

Pre-Design

DESCRIPTION & SCOPE:

The antique street lights in the Sterling Park Residential Neighborhood have shown signs of deteriorating, some of the street lights have deteriorated to the point where the rust/decay has rotted through the pole. It is estimated that approximately 10 to 25 percent of the street lights have different levels of decay from minor to severe. It is projected that the decay process is taking place on the remaining lights, to what extent it is not been determined. It is recommended that the existing street lights be replaced with lights that are more conducive to the weather conditions and salt air. It is also recommended that the lights be energy efficient such as single luminaire LED lighting. Currently, the Town owns the street lights and the Colma Lighting District provides maintenance support and pays for the annual electrical charges. The first phase of the project will provide a conceptual plan for the replacement of the streetlights within the Sterling Park residential area. The study will also evaluate responsible parties for the replacement of the lights. The estimated replacement cost is \$800,000.



PROJECT STATUS & TIMING:

The project will begin in FY 2020-21. Installation of replacement lights should be completed shortly thereafter. Staff will be researching other funding opportunities, including a cost sharing agreement with the Colma Lighting District.

Sterling Park Residential Streetlight Replacement Plan

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0
Total Funding	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Advanced Prof Plng (32-71009)	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

Replacement, Major Repair, and Painting of the streetlight poles is the responsibility of the Town. Minor repair, maintenance and annual electrical charges is serviced by the Colma Lighting District.

Future/Unfunded Projects

Colma Boulevard Improvement (912)

LEAD DEPARTMENT: Public Works	SUPPORTING DEPARTMENTS: None	ESTIMATED COST: \$ 1,500,000	DESIGNATED RESERVE: None
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LOCATION:
Colma Blvd.

DESCRIPTION & SCOPE:
Improvements to be considered include accessibility enhancements, mobility improvements, safety features, landscape improvements, roadway improvements, street light upgrades, and bike lanes. Colma Boulevard Improvements has been studied in the Town’s Roadway Network Plan (SSAR) - Project No. 993. The result of the SSAR study pursues funding options to help offset costs with the associated upgrades. Project phases would include development of a master plan, PS&E, and construction cost.

El Camino Real & Mission Road Traffic Signal (904)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

Planning

ESTIMATED COST:

\$ 700,000

DESIGNATED RESERVE:

None

LOCATION:

El Camino Real and Mission Road

DESCRIPTION & SCOPE:

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 was studied in the Town’s Roadway Network Plan (SSAR) - Project No. 993 - and the Town is also pursuing 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.

Hillside Boulevard Beautification (901)

LEAD DEPARTMENT: Public Works	SUPPORTING DEPARTMENTS: None	ESTIMATED COST: \$ 9,100,000	DESIGNATED RESERVE: \$ 1,068,059
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LOCATION:
Hillside Blvd.

DESCRIPTION & SCOPE:

Phase 1 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 project.

Serramonte Boulevard/Collins Avenue Roadway Improvements (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

Planning

ESTIMATED COST:

Cost depends on results from Serramonte Boulevard/Collins Avenue Master Plan (913). See Page 43

DESIGNATED RESERVE:

None

LOCATION:

Serramonte Boulevard, Collins Avenue, Junipero Serra Boulevard, and El Camino Real.

DESCRIPTION & SCOPE:

Dependent on the result of the Serramonte Boulevard/Collins Avenue Master Plan (913) , this project may be phased. Phasing would include roadway and safety improvements, along with beautification components, at the following locations:

- Serramonte Boulevard East
- Serramonte Boulevard West
- Collins Avenue
- Parking on Junipero Serra Boulevard
- Signalization on El Camino Real & Collins Avenue

The Serramonte Boulevard/Collins Avenue Master Plan (Project 913) is projected to be completed by June 30, 2019.

Closed Projects by June 30, 2019

Roadway Network Plan (SSAR) (993)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

Planning

PROJECT BUDGET:

\$ 300,000

PROJECTED UNSPENT PROJECT BUDGET:

None

LOCATION:

Town Hall

DESCRIPTION & SCOPE:

In 2017, the Town was awarded a grant by Caltrans to prepare the Systemic Safety Analysis Report (SSAR). The report studies and identifies safety deficiencies in the Town’s roadway network including pedestrian sidewalks, bike paths, crosswalks, accessibility barriers and street lights. The study reviews and will recommend the proper counter measures to correct potential safety issues. The SSAR will assist the Town in applying for future competitive grant-funding opportunities.



PROJECT STATUS & TIMING:

The Town submitted the draft SSAR to Caltrans in October 2018. Caltrans reviewed the report and confirmed that it was complete in November 2018. The City Council approved the report by motion at the November 28, 2018 City Council meeting.

FISCAL IMPACT: None

Serramonte Boulevard/Collins Avenue Master Plan (913)

LEAD DEPARTMENT:

Planning

SUPPORTING DEPARTMENTS:

Public Works

PROJECT BUDGET:

\$ 400,000

PROJECTED UNSPENT PROJECT BUDGET:

None

LOCATION:

Serramonte and Collins Ave.

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.

PROJECT STATUS & TIMING:

The project is estimated to be completed by June 30, 2019.

FISCAL IMPACT: The result of this Master Plan will be integrated into the Serramonte Boulevard/Collins Avenue Roadway Improvement Project, listed under Future/Unfunded Projects (Page 41)



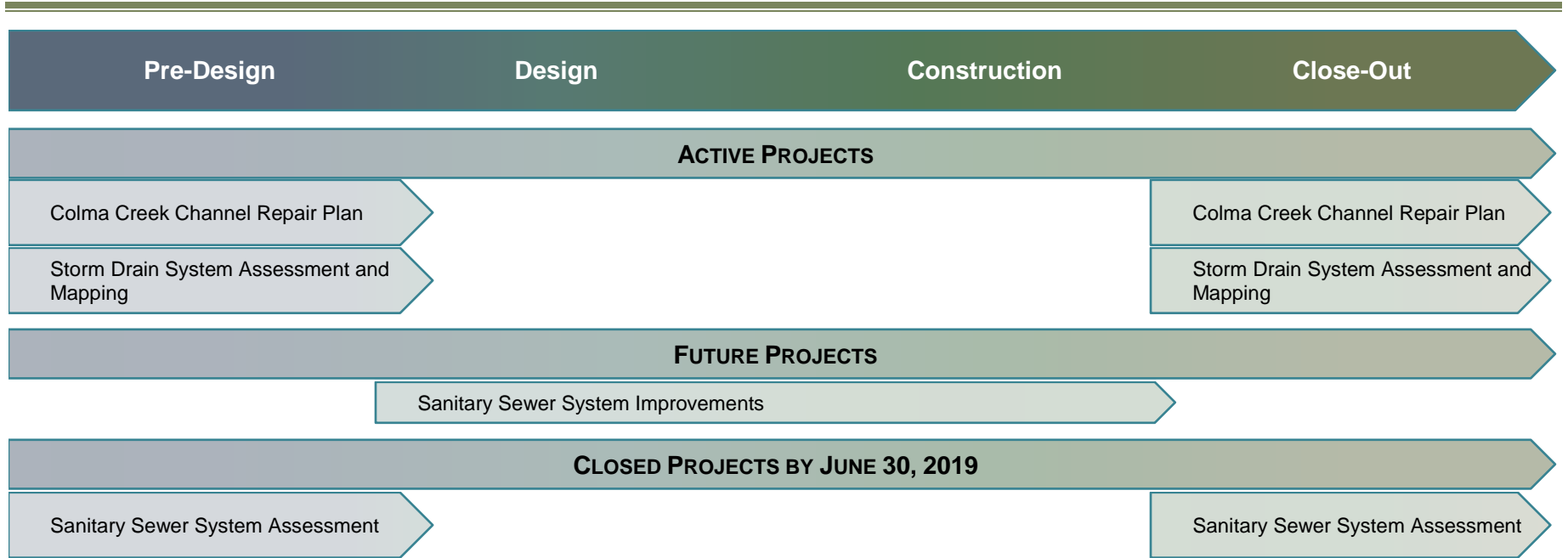
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Project Description

Sewers & Storm Drains

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Project Schedule for Sewers & Storm Drains



Active Projects

Colma Creek Channel Repair Plan (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

LOCATION:

Colma Creek

DESCRIPTION & SCOPE:

Sections of the Colma Creek concrete channel has deteriorated over the years. Because there are different levels of deterioration, a study will need to be performed as phase 1 of the project. This study will identify, categorize and map the deteriorated areas, estimate costs to repair and identify what outside permits are to be required to enter and repair the creek walls and floor. Phase 2 of the project will be to prepare plans and specifications for the project along with applying for and obtaining all necessary permits to perform the work. Phase 3 will be the preparation of the bid documents, project and construction management and the repair work.



PROJECT STATUS & TIMING:

The Colma Creek Channel Repair Phase 1 is programmed to take place in FY 2022/23. Phase 2 & 3 will depend on results of Phase 1 and availability of funds. Staff will pursue outside funding to assist with in offsetting the repair costs.

Colma Creek Channel Repairs

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0
Total Funding	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0
Project Cost									
Planning & Design (31-81002)	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0
Total Project Cost	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0

FISCAL IMPACT:

The Study will unveil a more precise annual maintenance cost. After repairs are complete the annual creek maintenance is estimated to cost \$12,000-\$15,000.

Storm Drain System Assessment and Mapping (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

LOCATION:

Town Hall

DESCRIPTION & SCOPE:

The project will review and analyze the Town's 11 miles of the Storm Drain System. The process will be to start assessing the current Storm Drainage system by way of internally videoing the system as is. The video would provide several insights, it will unveil any needed repairs and unrecorded blind or illegal connections. The videoing equipment used to view the interior of the storm drain lines will also have the capabilities of recording the data and allowing the data to be mapped in the Town's Geographical Information System (GIS). The findings that come through the videoing process will allow staff to budget for repairs or enhancements to the storm drain system. Only portions of the system will be addressed each year. The project is expected to be a 3-year effort, funding will be requested on an annual basis for that specific scope of work.



PROJECT STATUS & TIMING:

The Storm Water Drainage Assessment Project will need to be funded through the Capital Reserves on an annual basis. This project is anticipated to start FY 2019-2020.

Storm Drain System Assessment and Mapping

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 210,000	\$ 0	\$ 0	\$ 70,000	\$ 70,000	\$ 70,000	\$ 0	\$ 0	\$ 0
Total Funding	\$ 210,000	\$ 0	\$ 0	\$ 70,000	\$ 70,000	\$ 70,000	\$ 0	\$ 0	\$ 0
Project Cost									
Planning & Design (31-81002)	\$ 210,000	\$ 0	\$ 0	\$ 70,000	\$ 70,000	\$ 70,000	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 210,000	\$ 0	\$ 0	\$ 70,000	\$ 70,000	\$ 70,000	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

Future costs for repairs or enhancements will be evaluated as part of the assessment and will be budgeted in future operating or capital projects.

Future/Unfunded Projects

Sanitary Sewer System Improvements (new)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

ESTIMATED COST:

Cost depends on results from Sanitary Sewer System Assessment Project – See Page 53

DESIGNATED RESERVE:

None

LOCATION:

Town wide

DESCRIPTION & SCOPE:

Project includes sanitary sewer system improvements and repairs and upgrades to address potential capacity issues related to future growth and storm events. The scope of project will be governed by the result of Sanitary Sewer System Assessment project, currently taking place.

Closed Projects by June 30, 2019

Sanitary Sewer System Assessment (971)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

PROJECT BUDGET:

\$ 166,000

PROJECTED UNSPENT PROJECT BUDGET:

None

LOCATION:

Town Hall

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.

PROJECT STATUS & TIMING:

The modeling and capacity study of the current (Phase 1) Sanitary Sewer System assessment is near completion.

In Phase 2 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 2 study findings and future forecasting is critical for the Town's General Plan Update (Project 991).

Phase 2 of this project is estimated to be completed by June 30, 2019.

FISCAL IMPACT: Once the study is complete, it may unveil upgrades to capacity issues, minor to major repairs if needed, long term strategies to enhance or prepare for future expenditures.



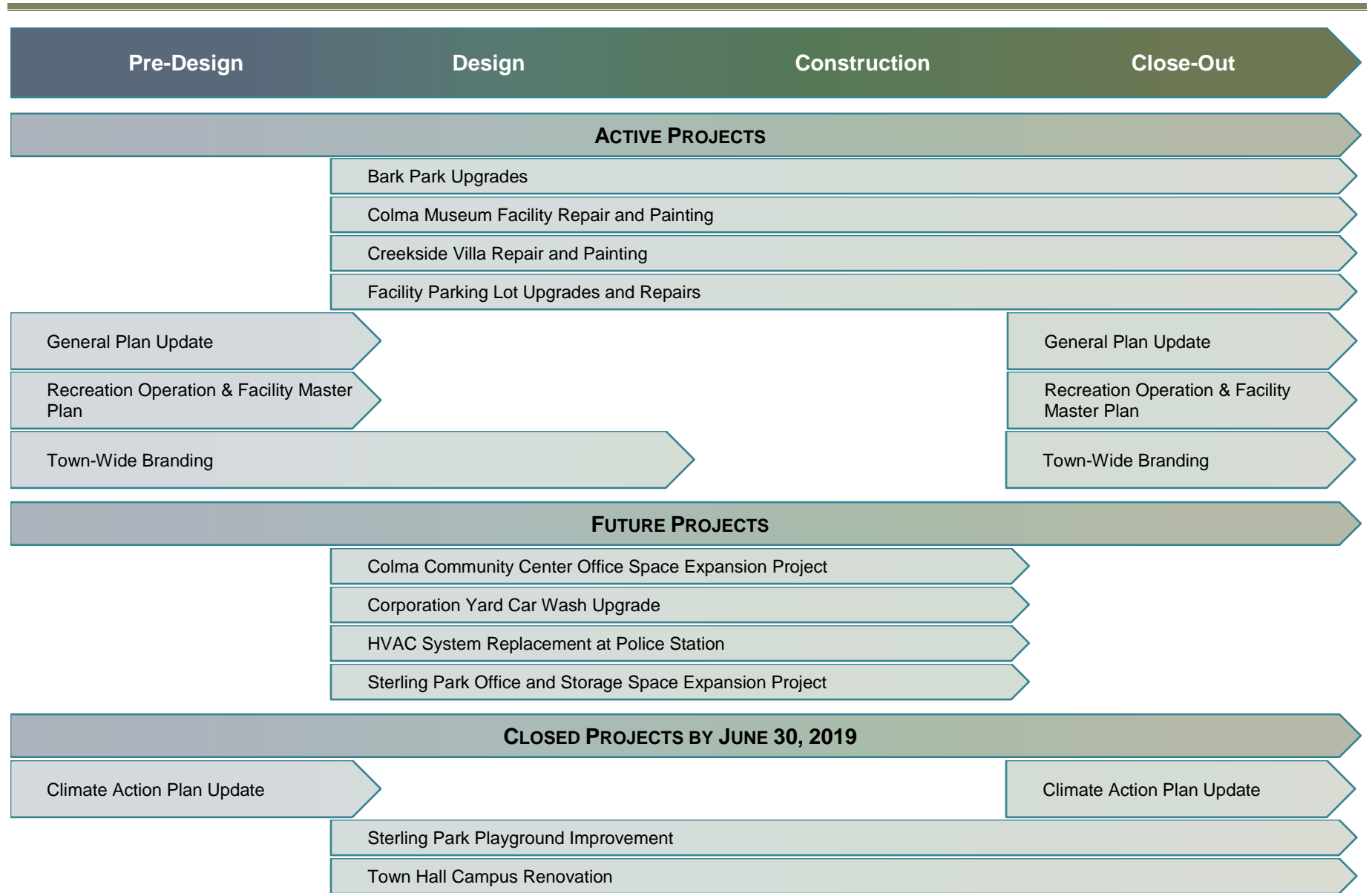
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Project Description

City Facilities & Long-Range Plans

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Project Schedule for City Facilities & Long-Range Plans



Active Projects

Bark Park Upgrades (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

Recreation

LOCATION:

Bark Park

DESCRIPTION & SCOPE:

The Bark Park located on lower D Street provides dog owners a site where they can allow their pet to play, run and commune with other dogs. Though the park caters to dogs, it is also a place where residents can meet while their pets play and be contained within a safe and confined area. Currently the Bark Park is an underutilized park space, due to the fact that much of the facility has grown old and is need of repair and upgrades. The proposed project and upgrades include:

- Additional Picnic and seating spaces
- Resurface and expand grass area
- Install concrete curbing around lawn and decomposed granite walkways
- Provide play features for pets, including obstacle course and add additional pet amenities
- Add permanent shade structure over benches and picnic table area
- Add outdoor message board
- Replace fences as needed

PROJECT STATUS & TIMING:

The project is scheduled to start in the fall of 2019 and is estimated to be completed by early 2020.



Bark Park Upgrades

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 95,000	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Funding	\$ 95,000	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Construction (31-81003)	\$ 95,000	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 95,000	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

The improvement will not change the current annual maintenance cost of \$10,000.

Colma Museum Facility Repair and Painting (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

LOCATION:

Colma Historical Museum

DESCRIPTION & SCOPE:

The Historical Museum Facility is currently in need of painting. The work would include minor building repairs such as plaster touch up, dry rot repairs and window and trim repairs or replacement.

PROJECT STATUS & TIMING:

Staff will pursue grant opportunities for agencies that support historical preservations and organizations that promote and support historical public outreach efforts, such as the Colma Historical Association. It is also anticipated that the Town through its CIP reserves will have to contribute in full or in part to the repairs and painting of the facility. The Historical Museum Facility Painting Project has not had a complete painting of the facility since its remodel in 2003-04. It is recommended that the facility be updated in the 2021-22 CIP.



Colma Museum Facility Repair and Painting

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 75,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 75,000	\$ 0	\$ 0	\$ 0
Total Funding	\$ 75,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 75,000	\$ 0	\$ 0	\$ 0
Project Cost									
Construction (31-81003)	\$ 75,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 75,000	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 75,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 75,000	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

No additional annual maintenance costs are anticipated at this time, outside of normal day to day wear and tear on the facility.

Creekside Villa Repair and Painting (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

LOCATION:

Creekside Villas

DESCRIPTION & SCOPE:

The Creekside Villas Facility is currently in need of painting and minor trim repair. The work will include:

- minor exterior repairs
- window and exterior wood trim repair and or replacement
- stair and decking resurfacing
- exterior preparation and painting of main building & axillary structures
- replacement of awnings



PROJECT STATUS & TIMING:

The Creekside Villa's Painting project is estimated to start in the spring of 2020 and be completed in the Summer of 2020.

Creekside Villa Repair and Painting

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
City Property Reserve (Fund 83)	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0
Total Funding	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Construction (83-81003)	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

No additional annual maintenance costs are anticipated at this time, outside of normal day to day wear and tear on the facility, these costs when they arise will be funded through Fund 83-Town properties Enterprise funds.

Facility Parking Lot Upgrades and Repairs (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

Police Department, City Manager's Office and Recreation Department

LOCATION:

Police Department, Recreation, Corporation Yard, Creekside Villas

DESCRIPTION & SCOPE:

Several of the Town owned facility parking lots are in need of reconstruction and/or resurfacing along with stripping and Americans with Disabilities Act (ADA) upgrades. This project will address long term parking lot maintenance and reconstruction needs at: Creekside Villas, the Colma Community Center and Historical Campus, the Colma Police Station and the Public Works Maintenance Corporation Yard. The work will vary from facility to facility ranging from reconstruction, (Mill and fill) to minor surface treatments, such as crack sealing and slurry coats. All facilities will be restriped. Installation of additional ADA stalls will be considered if feasible for the Colma Community Center parking lot.

PROJECT STATUS & TIMING:

These projects can be started and completed as one project, this may yield the best pricing or if budget is restricted for these projects, then the projects can be phased in over 2 years. The phasing of the parking lot rehabilitation project is broken down into 2 projects. Phase 1 is Creekside Villas and the Corporation Yard parking lots, this is a Mill & Fill (Grind down the asphalt and fill back), Phase 2 will address surface treatments at the Historical Museum, Community Center along with constructing additional ADA parking stalls and the Colma Police Station upper and lower parking lot, along with drainage improvements.



Facility Parking Lot Upgrades and Repairs

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 198,050	\$ 0	\$ 0	\$ 0	\$ 111,100	\$ 36,950	\$ 0	\$ 0	\$ 0
City Properties Reserve (Fund 83)	50,000	0	0	0	0	50,000			
Total Funding	\$ 198,050	\$ 0	\$ 0	\$ 0	\$ 111,100	\$ 86,950	\$ 0	\$ 0	\$ 0
Project Cost									
Phase 1: Parking Lot Improv @ Museum, Community Center and Police (31-81003)	\$ 111,100	\$ 0	\$ 0	\$ 0	\$ 111,100	\$ 0	\$ 0	\$ 0	\$ 0
Phase 2: Construction at Corp Yard (31-81003)	36,950	0	0	0	0	36,950	0	0	0
Phase 3: Creekside Villa (83-81003)	50,000	0	0	0	0	50,000	0	0	0
Total Project Cost	\$ 198,050	\$ 0	\$ 0	\$ 0	\$ 111,100	\$ 86,950	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

No additional annual maintenance costs (Within the 5-year CIP Plan) are anticipated at this time.

General Plan Update (991)

LEAD DEPARTMENT:

Planning

SUPPORTING DEPARTMENTS:

City Manager's Office and Department of Public Work

LOCATION:

Town Hall

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.

PROJECT STATUS & TIMING:

The last comprehensive General Plan update was in 1998. The State of California strongly encourages that the General Plan Elements be updated every 10 years. This project will incorporate new legal mandates as well as completing the following:

- Historic Resources Element – drafted and completed on 2015
- Land Use, Safety, and Conservation Elements
- Mobility Element
- Environmental studies, including traffic and greenhouse gas analyses



General Plan Update

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
Capital Reserve (Fund 31)	\$ 403,650	\$ 203,650	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Funding	\$ 403,650	\$ 203,650	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Advanced Prof Plng (31-71009)	\$ 403,650	\$ 4,420	\$ 160,000	\$ 239,230	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 403,650	\$ 4,420	\$ 160,000	\$ 239,230	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

None.

Recreation Operation and Facility Master Plan (New)

LEAD DEPARTMENT:

Recreation

SUPPORTING DEPARTMENTS:

Public Works and City Manager's Office

LOCATION:

Colma Community Center

DESCRIPTION & SCOPE:

The Recreation Department has grown over the last several years. The department has added additional community events, in-house programs and contract programs. The department plans to continue to grow in all areas of service; more specifically in teen and senior programming. The department seeks to develop solutions to facilities' needs that will better serve our current and future residents. The department is requesting that the facility master plan study to provide:

- Options for areas of possible future expansion
- Help to identify a designated space for teens (Teen Center)
- Clarify design information to make a more informed decision on future facility additions or remodels
- Evaluation of present facility conditions and future requirements to identify needs
- Feasibility study and program plan to identify all viable options and their costs

PROJECT STATUS & TIMING:

The Request for Proposal is scheduled to be published in the spring of 2020 and the study is scheduled to be completed by late 2020.



Recreation Operation and Facility Master Plan

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Funding	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Planning & Design (31-81002)	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

With the expansion of recreation facilities there will be additional maintenance costs as well as additional staff costs for new programming. Projected additional maintenance and staff costs will be determined as part of the Master Plan.

Town-wide Branding (New)

LEAD DEPARTMENT:

City Manager's Office

SUPPORTING DEPARTMENTS:

Planning

LOCATION:

Town Hall

DESCRIPTION & SCOPE:

The 2012 Economic Development Plan identified several strategies within the framework of the study. One of the strategies was to create Branding and Promotional Materials emphasizing Colma's commercial activities. Phase 1 of this project will be to prepare an RFP and hire a firm to develop a community branding campaign. The process will involve local outreach, surveys, interviews with business leaders, and other research, and utilizing this information to establish creative options for the community's brand. Phase 2 will be to launch an expanded image and branding campaign highlighting Colma's brand through logo, marketing brochures, letterhead, street light banners, promotional campaigns, advertisements and tag lines. Staff will look to partner with local businesses and shopping centers for funding opportunities.

PROJECT STATUS & TIMING:

This is a new project and is scheduled to begin in 2020-21.



Town-wide Branding

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 100,000	\$ 0	\$ 0	\$ 0
Total Funding	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 100,000	\$ 0	\$ 0	\$ 0
Project Cost									
Phase 1: Research and Development Consulting Srvc (31-71010)	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 0
Phase 2: Design and Launch Consulting Srvc (31-71010)	100,000	0	0	0	0	100,000	0	0	0
Total Project Cost	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 100,000	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

There may additional annual costs to maintain the branding campaign which may include updated street light banners and marketing materials.

Future/Unfunded Projects

Colma Community Center Office Space Expansion Project (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

Recreation

ESTIMATED COST:

Cost depend on the results from Recreation Operation and Facility Master Plan (New) – See Page 68

DESIGNATED RESERVE:

None

LOCATION:

Colma Community Center

DESCRIPTION & SCOPE:

The Colma Community Center was built in 2005, with an office configuration set up for one Recreation Director, one Recreation coordinator and one front desk Administrative Technician. In 2014, the Recreation Department removed the Administrative Technician position and created an additional Recreation Coordinator position. With the addition of the new Recreation Coordinator, there is a need for additional workspace at the Colma Community Center. The department is requesting that the current Community Center front desk area configuration be upgraded to:

- Meet today's ergonomic standards
- New front desk configuration that can better serve the community.
- Create a functional space for the additional Recreation Coordinator position.
- Add digital display TV for promotion of programs and eliminate the need for paper flyers.
- The workstation will also include chairs that will adapt to the work station uses.

Corporation Yard Car Wash Upgrade (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

ESTIMATED COST:

\$ 170,000

DESIGNATED RESERVE:

None

LOCATION:

Public Works Corporation Yard

DESCRIPTION & SCOPE:

Under the Town of Colma's Municipal Regional Permit (a State permit to discharge Storm Water), it is required that municipalities provide washdown facilities for various pieces of equipment. Currently, the Public Works department follows the State Stormwater mandates but the effort to stay in compliance is tedious and time-consuming effort. A washdown station would be constructed on site in the Corporation yard, the drive in wash area would have a roof over the washdown area and floor drains that are connected to a clarifier (prevents oil and grease to flow into the sanitary system), allowing the gray water from the washdown area to enter the sanitary sewer system.

HVAC System Replacement at Police Station (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

Police

ESTIMATED COST:

\$ 750,000

DESIGNATED RESERVE:

None

LOCATION:

Police Station

DESCRIPTION & SCOPE:

The HVAC system at the Colma Police Station is showing signs of failure due to exposure to the weather, quality of the equipment and everyday normal use, (because the Department is open 24 hours, some of the units are used continuously). The other issue that will face the Department is the current HVAC system uses R-22 refrigerant. Production of R-22 refrigerant will not be manufactured after 2020 due to its harmful effects to the environment. After 2020 the only R-22 that will be available will be from recycled stock, as the stock becomes depleted the cost of R-22 will increase to the point where it is cost prohibited to service the current HVAC equipment.

This project is slated to be in the CIP long range plan, consideration for replacing the HVAC equipment is estimated to be 5 years out, funding for replacement will be pursued through State and Local grant programs that assist in energy equipment upgrades.

Sterling Park Office and Storage Space Expansion Project (New)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

Recreation

ESTIMATED COST:

Cost depends on the results from Recreation Operation and Facility Master Plan (New) – See Page 68

DESIGNATED RESERVE:

None

LOCATION:

Sterling Park Recreation Center

DESCRIPTION & SCOPE:

The Sterling Park Recreation Center's current office configuration will require modification. The current layout will need to be updated to meet today's need of the Town. In addition, the space is not structured to efficiently serve the community. The department is requesting that the current Sterling Park office area configuration be upgraded to:

- Meet today's ergonomic standards
- A new area configuration that can better serve the community, including a working/pass through window, exterior door entrance/exit
- Install functional furniture/workspaces for employees.
- Remove office closet and bookshelf; will open space for additional employee work station.
- Expand outside storage in order to accommodate loss of storage space in employee office.
- The workstation will also include chairs that will adapt to the work station uses.

Closed Projects by June 30, 2019

Climate Action Plan Update (994)

LEAD DEPARTMENT:

Sustainability Division

SUPPORTING DEPARTMENTS:

City Public Works, Planning and City Manager's Office

PROJECT BUDGET:

\$ 35,000

PROJECTED UNSPENT PROJECT BUDGET:

None

LOCATION:

Town Hall

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 (GHG) 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. In addition, Senate Bill 32 was signed by the Governor in 2016 that requires a higher GHG reduction target reduction of 40% below 1990 levels by 2030. In order to meet this target, it is necessary to update the CAP to meet this more aggressive reduction target since current CAP programs will likely not bring about the target reductions.

PROJECT STATUS & TIMING:

Work on the Climate Action Plan Update has begun and will be completed by June 30, 2019.

FISCAL IMPACT: This is a planning document that provide guidelines to the Town reducing energy consumption, along with greenhouse gas emission. The implementation of the CAP program will be integrated into the Town's operations.



Sterling Park Playground Improvement (944)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

Recreation

PROJECT BUDGET:

\$ 537,500

PROJECTED UNSPENT PROJECT BUDGET:

None

LOCATION:

Sterling Park Recreation Center

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 Improvement project will:

- Install new rubberized play surface
- Expand the playground area including the addition of new play structures
- Address accessibility and current safety requirements
- Remove bocce ball court to accommodate the expanded play area. (Over the years, the court has not had the level of demand or intensity of use as is observed in the play areas).

PROJECT STATUS & TIMING:

The cost of this renovation has been re-evaluated 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).

The project is estimated to be completed by February 2019.

FISCAL IMPACT: No additional annual maintenance costs are anticipated at this time. Annual costs for minor repairs and safety inspection will be budgeted in the annual operation budget.



Town Hall Campus Renovation (947)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

City Manager's Office

PROJECT BUDGET:

\$ 18,075,348

PROJECTED UNSPENT PROJECT BUDGET:

None

LOCATION:

Town Hall

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.

The major components of the project have been completed: excavation and grading work, installation of retaining walls and foundations, the erection of the structural steel frame, the remodeling of the historic 1941 building, the completion of the addition, site work and the purchase of the interior furniture.

PROJECT STATUS & TIMING:

The project construction was completed in December 2018.

FISCAL IMPACT: While there may be annual cost savings in for power these savings may be offset by janitorial services maintenance. Costs for the facility will be greater than the old facility, these costs will be offset by not have to support the Town Hall Annex facility. It is anticipated that the annual costs for supporting the New Town Hall facility will increase approximately 10 % plus or minus.

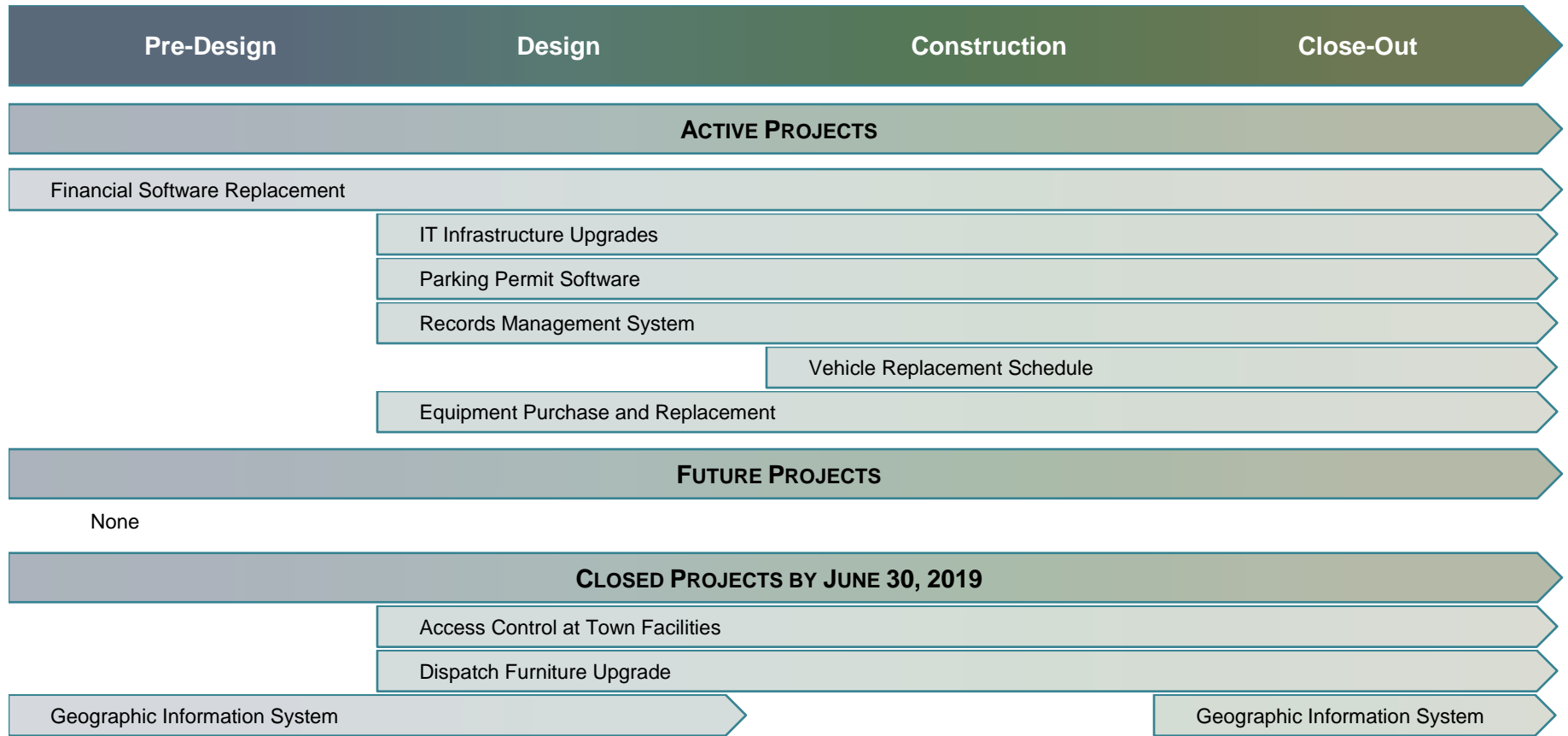


Project Description

Major Equipment, Technology & Fleet

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Project Schedule for Major Equipment, Technology, and Fleet



Active Projects

Financial Software Replacement (New)

LEAD DEPARTMENT:

City Manager's Office

SUPPORTING DEPARTMENTS:

None

LOCATION:

Town Hall

DESCRIPTION & SCOPE:

The Town of Colma currently uses Eden Software provided by Tyler Technologies to record, manage and track all of the City's revenues, expenditures and financial transactions. The Eden Software product is being phased out by the vendor. It will need to be replaced with another Financial Software System prior to the end of life of the Eden Software product. Staff anticipates that this will be necessary towards the middle of the 5-Year Capital Project budget cycle.

The proposed project will include the use of an Enterprise Resource Planning (ERP) Consultant (\$50,000) to assist with a software needs assessment, preparation of the Request for Proposal (RFP) for the software system, conducting the RFP process and the software evaluation process. The balance of the project budget will cover the cost of the new ERP Financial System Software (\$300,000).

Features to be requested from the software vendors include the full range of City Financial System capabilities including General Ledger (GL), Accounts Receivable, Accounts Payable, Budget, Payroll, Purchasing, Accounting and Cash Management. Optional features may include Point of Sale Cash Receipts and Business License Tax management. As part of the RFP and selection process, software vendors will be asked to provide a response to the RFP that offers both an on-site server-based system and a hosted/cloud-based system.

During the software implementation phase of the project, training will be provided to Town Staff on the operation of the software. Additional training will be provided during the first year at key milestones including fiscal year close, yearend close, 1099 production, budget preparation and budget roll over to GL to insure the success of the implementation of the new ERP Financial Software System.



Financial Software Replacement

(Cont.)

PROJECT STATUS & TIMING:

This is a new project. It is scheduled to start July 1, 2020 and projected to be completed by June 30, 2023. Key project milestones will include 1. Software System Needs Assessment and RFP Development, 2. Issue RFP to Software Vendors, 3. Respond to Questions from Vendors, 4. Feature Demonstrations From Most Qualified Vendors, 5. Award of Contract by City Council, 6. Installation of Software, 7. Running New Software In Parallel With Existing Eden Software System, 8. Training Staff on Use of New Software, 9. Follow Up Training, Consulting and Software Modifications to Implement New Software System.

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 350,000	\$ 0	\$ 0	\$ 50,000	\$ 300,000	\$ 0	\$ 0	\$ 0	\$ 0
Total Funding	\$ 350,000	\$ 0	\$ 0	\$ 50,000	\$ 300,000	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Consult/Contr Svc (31-71010)	\$ 50,000	\$ 0	\$ 0	\$ 15,000	\$ 15,000	\$ 15,000	\$ 5,000	\$ 0	\$ 0
Software & Network Svc (31-81005)	300,000	0	0	0	100,000	200,000	0	0	0
Total Project Cost	\$ 350,000	\$ 0	\$ 0	\$ 15,000	\$ 115,000	\$ 215,000	\$ 5,000	\$ 0	\$ 0

FISCAL IMPACT:

Potential annual licensing fees and support.

IT Infrastructure Upgrades (986, Ongoing)

LEAD DEPARTMENT:

City Manager's Office

SUPPORTING DEPARTMENTS:

None

LOCATION:

Town Hall

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 Town Hall facility and other Town-owned facilities
- Update software
- Update and upgrade to servers, switches and routers
- New switch to interconnect the Police Department and Town Hall sites

PROJECT STATUS & TIMING:

IT and Infrastructure upgrades is an ongoing capital investment.



IT Infrastructure Upgrades

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior*	2018/19 Estimated*	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/ Unfunded
Funding									
General Fund (Fund 11)	\$ 305,000	\$ 0	\$ 0	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 0
Capital Reserve (Fund 31)	55,000	25,000	30,000	0	0	0	0	0	0
Total Funding	\$ 305,000	\$ 25,000	\$ 30,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 0
Project Cost									
Software & Network Srvs (31-81005)	\$ 305,000	\$ 0	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 0
Total Project Cost	\$ 305,000	\$ 0	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 0

* This is an ongoing program to capture all technology upgrades during the year. As a result, this program includes many sub-projects. Only the unspent encumbered funds are carried over to the new fiscal year. The unspent and unencumbered funds are released and recorded as capital reserve in Fund 31.

FISCAL IMPACT:

None

Parking Permit Software (New)

LEAD DEPARTMENT:

Police

SUPPORTING DEPARTMENTS:

City Manager's Office

LOCATION:

Town Hall

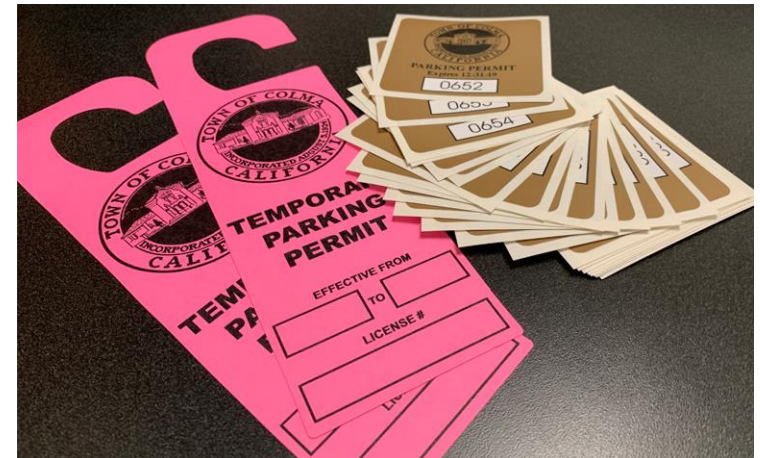
DESCRIPTION & SCOPE:

This project will include the hiring of a consultant and deployment of a software solution that will manage the Town's parking permit program. Features will include:

- Parking permit data base management system
- Parking permit record keeping
- Online user capabilities
- Online distribution of guest parking permits
- Mobile parking enforcement solutions

PROJECT STATUS & TIMING:

This is a new project and is scheduled to begin in 2019-20.



Parking Permit Software

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/Unfunded
Funding									
General Fund (Fund 11)	\$ 100,000	\$ 0	\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Funding	\$ 100,000	\$ 0	\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Software & Network Svc (31-81005)	\$ 100,000	\$ 0	\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 100,000	\$ 0	\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

Potential annual licensing fees.

Records Management System (989)

LEAD DEPARTMENT:

City Manager's Office

SUPPORTING DEPARTMENTS:

None

LOCATION:

Town Hall

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.

PROJECT STATUS & TIMING:

This project is scheduled to begin in the summer of 2019.



Records Management System

(Cont.)

FIVE-YEAR FUNDING & PROJECT SCHEDULING:

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future/ Unfunded
Funding									
Capital Reserve (Fund 31)	\$ 50,000	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Funding	\$ 50,000	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Project Cost									
Software & Network Srvc (31-81005)	\$ 50,000	\$ 0	\$ 20,000	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Project Cost	\$ 50,000	\$ 0	\$ 20,000	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

There may be additional maintenance costs for software support but there also may be savings in staff time, paper costs and file storage. There also may be annual licensing fees.

Vehicle Replacement Schedule (Fund 61)

Vehicle Replacement Requests	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected
PUBLIC WORKS F350 DUMP TRUCK (61-80002) Service Truck that can haul various materials and debris, equipped with Hydraulic dump features, tool boxes and safety light package	\$ 70,000	\$ 0	\$ 0	\$ 0	\$ 0
PUBLIC WORKS F150 PICKUP (61-80002) Public Works Supervisor truck, can haul minor equipment and materials, equipped with tool boxes and safety light package.	0	50,000	0	0	0
PUBLIC WORKS ARROW BOARD TRAILER (61-80002) Portable sign board to be placed prior to the start of roadwork to warn vehicles of road disruption ahead.	0	0	0	0	12,000
POLICE ADMIN 1 & 2 (61-80002) Chiefs of Police vehicle, equipped with all required communication equipment, concealed warning lights. Replace vehicles every 4 to 5 years depending on mileage, recommend change of type and or model. (Police Admin 2, FY 2022/23; Police Admin FY 2023/24)	0	0	0	77,440	75,520
POLICE PV 1 (61-80002) Sergeants, Street Patrol vehicle equipped with required communication equipment, video and safety and warning lights. (Replace vehicle every 3 years)	0	0	0	87,320	0

Active Projects

Major Equipment, Technology & Fleet

Vehicle Replacement Requests	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected
POLICE PV 2, 3, 4, 5, 6 & 7 (61-80002) Patrol Officer, Street Patrol vehicle equipped with required communication equipment, video and safety and warning lights. Replacement of PV 5 & 7 in FY 19/20; PV 3& 4 in FY 21/22, PV 2 in FY 22/23, PV 6 in FY 25/26. (Replace vehicles every 4 to 5 years)	87,320	0	262,000	88,060	0
DET 1 & 2 (61-80002) Detective unmark vehicles, equipped with required communication equipment, concealed safety lights, replacement every 4 to 5 years depending on mileage, recommend change of type and or model. (Det.1, FY 2019/20; Det. 2 FY 2020/21)	75,520	75,520	0	0	0
POLICE MC1 (61-80002) Harley Davidson, Road King, equipped with Police package, communication system	44,800	0	0	0	0
TOWN HALL POOL CAR (61-80002) Fusion Hybrid, service vehicle for day to day travel in and out of Town	0	0	0	0	\$ 37,200
RECREATION ODYSSEY (61-80002) Service vehicle for day to day travel in and out of Town, used for transporting of employees to events.	0	0	0	0	\$ 43,400
TOTAL	\$ 277,640	\$ 125,520	\$ 262,000	\$ 252,820	\$ 168,120

Equipment Purchase and Replacement (Fund 31)

Equipment Replacement Requests	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected
<p>POLICE PATROL IN-CAR CAMERA (31-80005)</p> <p>The current in-car video cameras will need replacing within 2-3 years. The life expectancy is 7-9 years and CPD installed them approximately 6.5 years ago.</p>	\$ 0	\$ 0	\$ 150,000	\$ 0	\$ 0
<p>POLICE BODY WORN CAMERA (31-80005)</p> <p>Purchase of body worn cameras. The acquisition is projected to cost \$150,000, including server support. The acquisition date is dependent on District Attorney's Office evidence collection process. The current process will place undue burden on Town staff. When the evidence collection process is automated, the Town will begin research on purchasing body worn cameras.</p>	0	0	150,000	0	0
<p>POLICE DISPATCH CENTER RADIO AND EQUIPMENT UPGRADES (31-80005)</p> <p>The Police base station radio and dispatch console equipment are nearing its useful life. The dispatch center will be upgraded to digital in preparation for future radio updates. The radio itself will remain an analog system to be consistent with other Police Departments in San Mateo County and to communicate with Town Officers. The minimum life expectancy is 10 years.</p>	50,000	200,000	0	0	0
TOTAL	\$ 50,000	\$ 200,000	\$ 300,000	\$ 0	\$ 0

Closed Projects by June 30, 2019

Access Control at Town Facilities (983)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

City Manager’s Office and Police Department

PROJECT BUDGET:

\$ 335,000

PROJECTED UNSPENT PROJECT BUDGET:

None

LOCATION:

Town Hall & Police Department

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.

PROJECT STATUS & TIMING:

The project will be completed by February 2019.

FISCAL IMPACT: Maintenance cost is to be absorbed by each department (Police, Town Hall) Annual cost will be in the range of \$1,500, excluding software upgrades and licenses, those costs will be estimated out when applicable and budgeted into the annual operation budget.



Dispatch Furniture Upgrade (988)

LEAD DEPARTMENT:

Police

SUPPORTING DEPARTMENTS:

Public Works

PROJECT BUDGET:

\$ 56,371

PROJECTED UNSPENT PROJECT BUDGET:

None

LOCATION:

Police Department

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:

- 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

PROJECT STATUS & TIMING:

This is a new CIP project. Projected completion date is March 2019.

FISCAL IMPACT: None.



Geographic Information System (985)

LEAD DEPARTMENT:

Public Works

SUPPORTING DEPARTMENTS:

None

PROJECT BUDGET:

\$ 25,105

PROJECTED UNSPENT PROJECT BUDGET:

None

LOCATION:

Town Hall

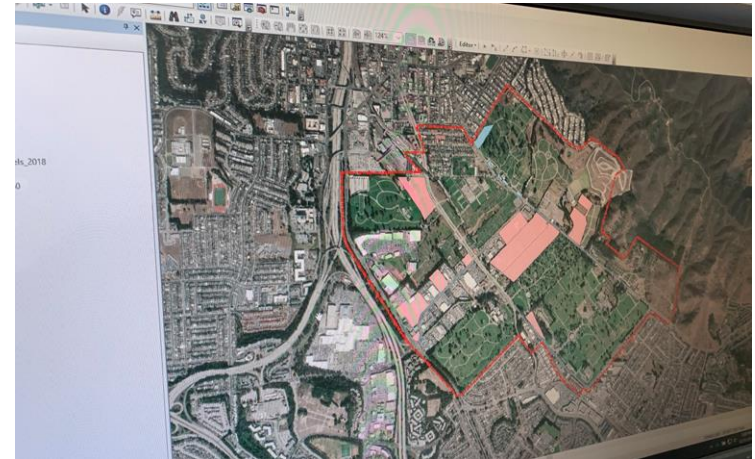
DESCRIPTION & SCOPE:

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.

PROJECT STATUS & TIMING:

The GIS project is estimated to be completed and closed out by the end of FY 2018-19.

FISCAL IMPACT: The ongoing maintenance and management of the data will be part of the ongoing operating budget.



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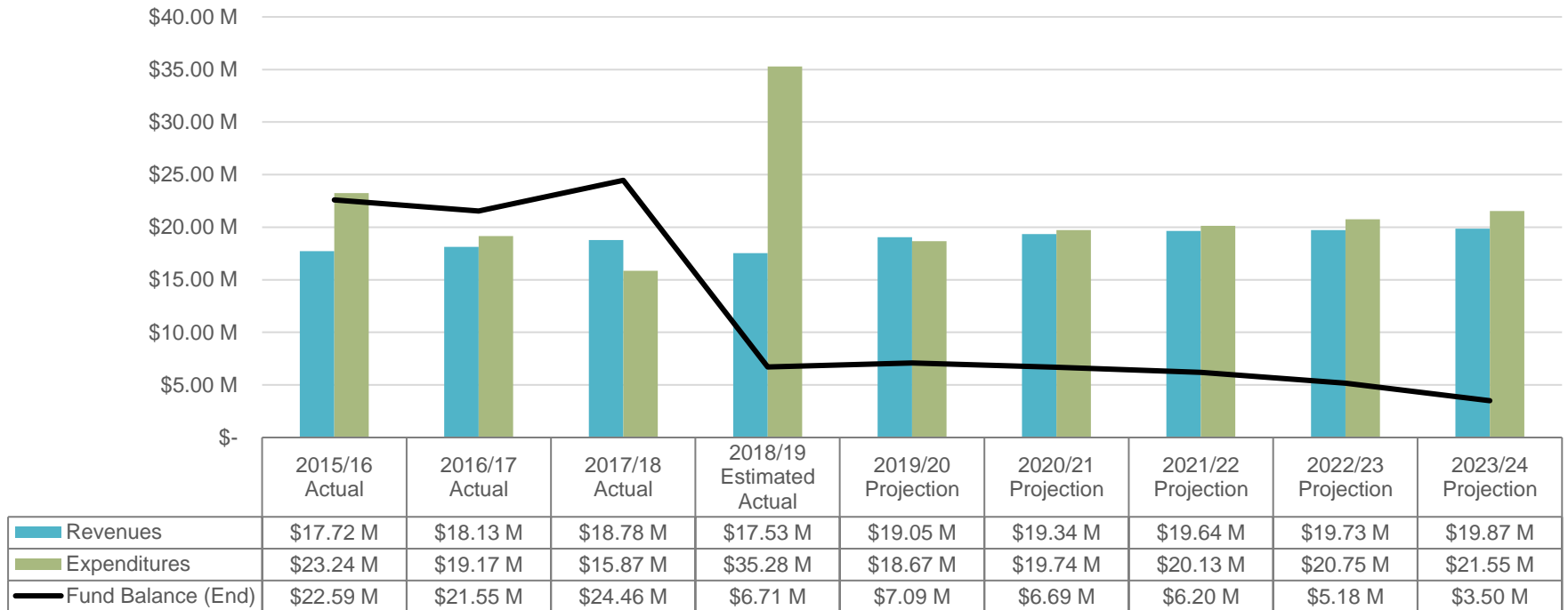
Financial Summary

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Fund Balance Summary and Projections

General Fund (Fund 11)

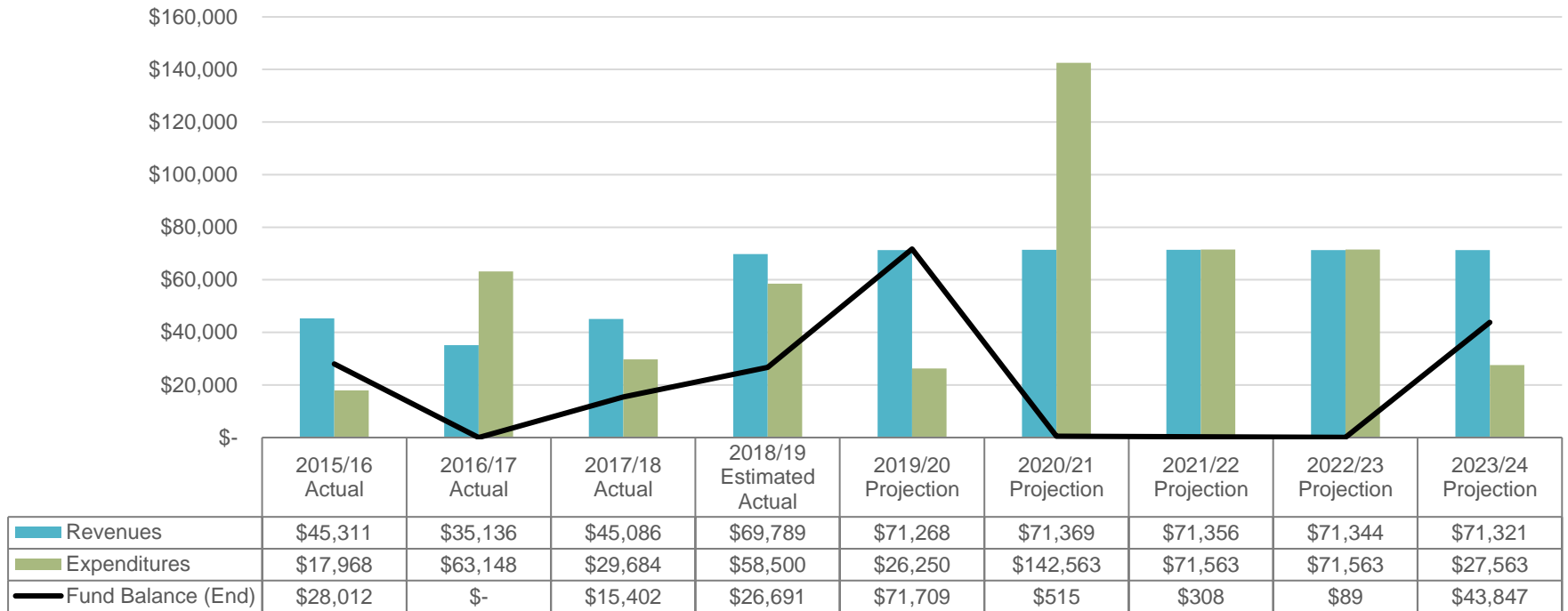
Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



Expenditures (in Millions)																		
Operating Expenses	\$	13.41	\$	13.32	\$	14.68	\$	18.43	\$	17.62	\$	18.36	\$	18.95	\$	19.70	\$	20.50
Vehicle Allocation		0.00		0.00		0.00		0.09		0.25		0.25		0.25		0.25		0.25
Transfers Out																		
Capital Fund (Fund 31)	\$	9.54	\$	5.55	\$	0.89	\$	0.68	\$	0.50	\$	0.83	\$	0.63	\$	0.50	\$	0.50
General Fund Reserve		0.00		0.00		0.00		15.00		0.00		0.00		0.00		0.00		0.00
Other		0.29		0.29		0.29		1.10		0.30		0.30		0.30		0.30		0.3
Total Expenditures	\$	23.24	\$	19.17	\$	15.87	\$	35.28	\$	18.67	\$	19.74	\$	20.13	\$	20.75	\$	21.55

Gas Tax (Fund 21)

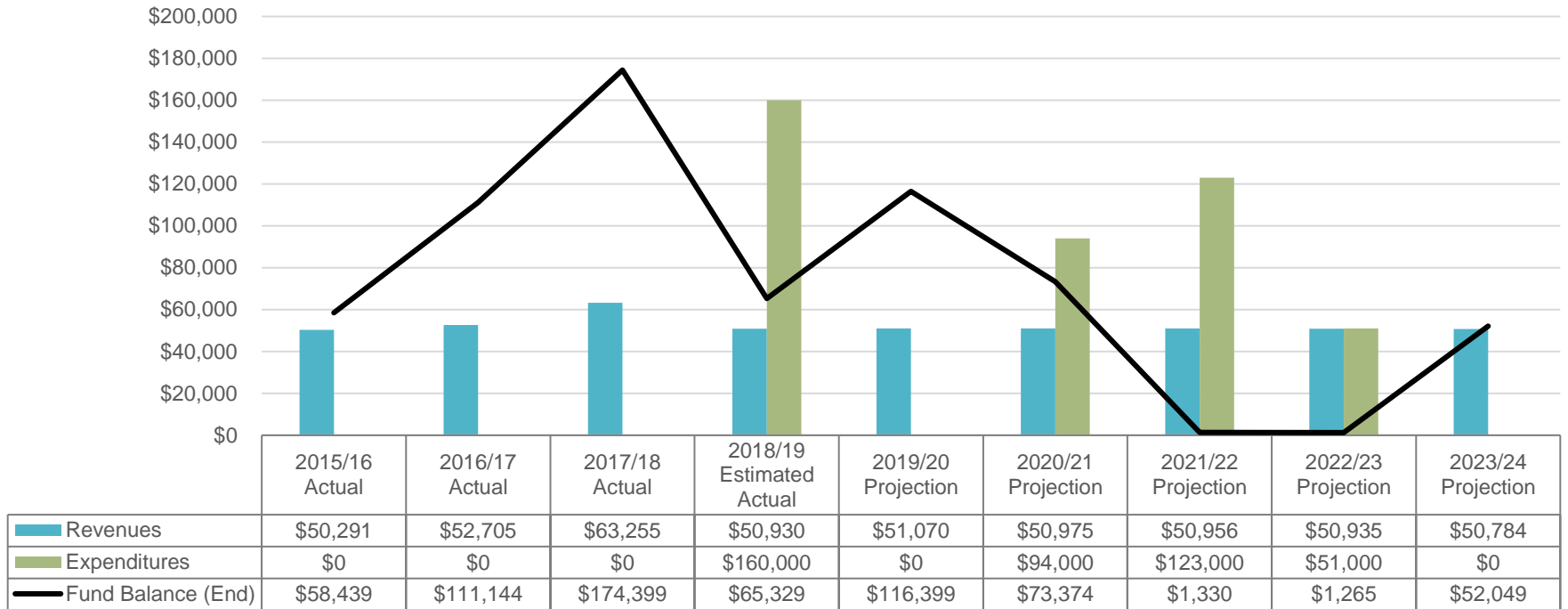
Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



Expenditures																		
Operating: Traffic Signals & Lights & Sidewalks	\$	17,968	\$	63,148	\$	29,248	\$	25,000	\$	26,250	\$	27,563	\$	27,563	\$	27,563	\$	27,563
Transfers Out to Capital																		
Annual Roadway Rehab	\$	0	\$	0	\$	0	\$	0	\$	115,000	\$	44,000	\$	44,000	\$	0		
Mission Road Bicycle and Ped		0		0		0		33,500		0		0		0		0		
Total Expenditures	\$	17,968	\$	63,148	\$	29,248	\$	58,500	\$	26,250	\$	142,563	\$	71,563	\$	71,563	\$	27,563

Measure A Tax (Fund 22)

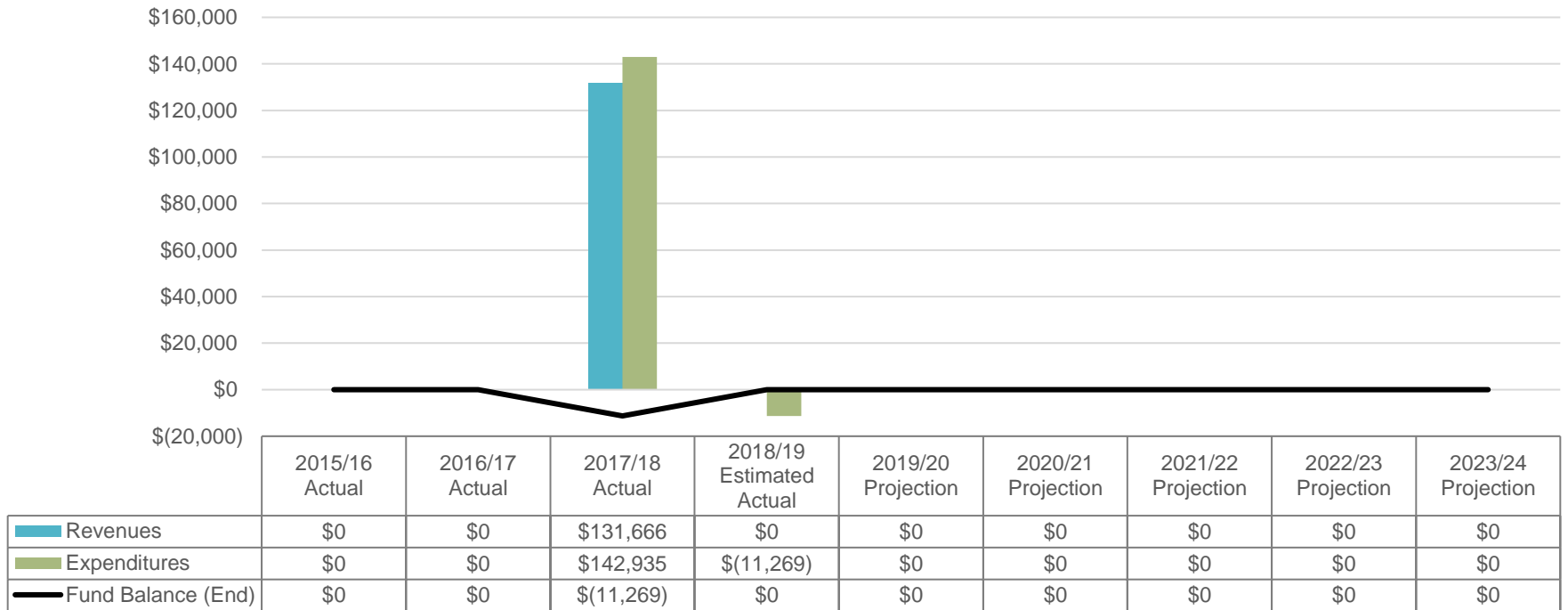
Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



Transfers Out														
Annual Roadway Rehab	\$	0	\$	0	\$	0	\$	94,000	\$	123,000	\$	51,000	\$	0
Mission Road Bicycle and Ped		0		0		0		0		0		0		0
Total Transfers Out	\$	0	\$	0	\$	0	\$	94,000	\$	123,000	\$	51,000	\$	0

Transportation Grant Fund (Fund 23)

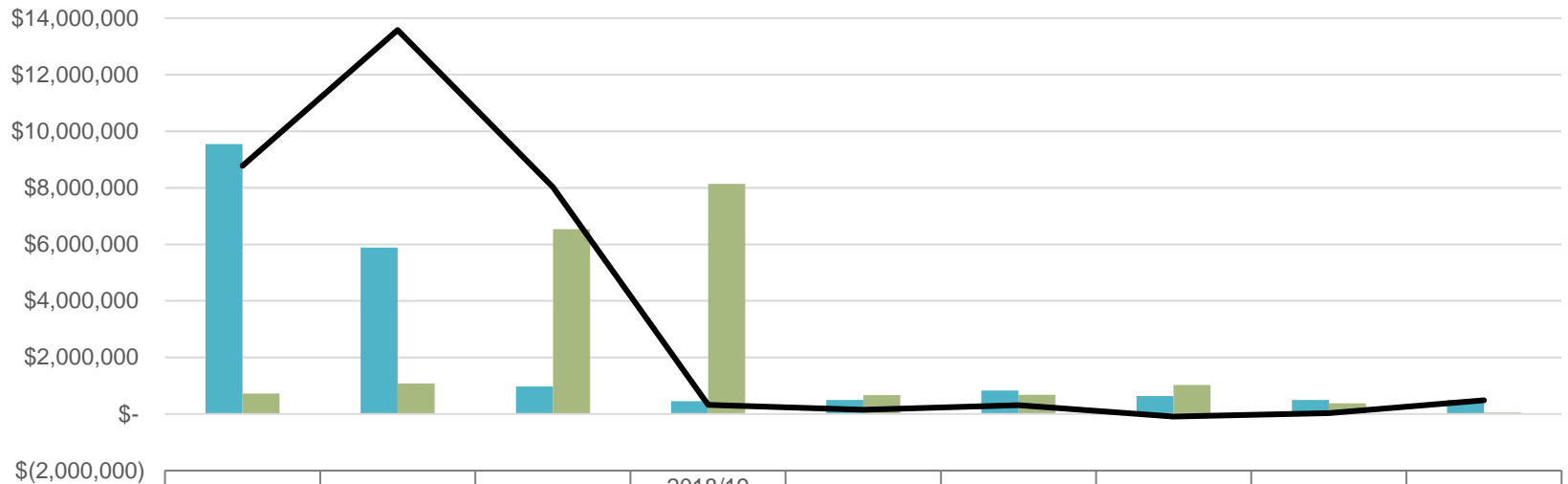
Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



Transfers Out																				
Roadway Improvement Plan (SSAR)	\$	0	\$	0	\$	142,935	\$	(11,269)	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0
Total Transfers Out	\$	0	\$	0	\$	142,935	\$	(11,269)	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0

General Capital Fund (31)

Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated Actual	2019/20 Projection	2020/21 Projection	2021/22 Projection	2022/23 Projection	2023/24 Projection
Revenues	\$9,543,165	\$5,887,537	\$974,306	\$455,000	\$500,000	\$831,100	\$631,950	\$500,000	\$500,000
Expenditures	\$723,004	\$1,080,540	\$6,539,024	\$8,142,454	\$674,230	\$676,100	\$1,029,950	\$377,900	\$50,000
Fund Balance (End)	\$8,772,941	\$13,579,938	\$8,015,220	\$327,766	\$153,536	\$308,536	\$(89,464)	\$32,636	\$482,636

Capital Expenditures												
2. Colma Creek Channel Repair	\$	0	\$	0	\$	0	\$	0	\$	25,000	\$	0
2. Sanitary Sewer System Asses.		0		43,882		44,901		0		0		0
2. Storm Drain Sys Assmnt & Map.		0		0		0		70,000		70,000		70,000
3. Bark Park Upgrades		0		0		0		95,000		0		0
3. Climate Action Plan		0		0		35,000		0		0		0
3. Colma Museum Facility Rpr		0		0		0		0		0		75,000
3. Corporation Yard Improvements		0		67,900		0		0		0		0
3. Facility Park Lot Upgrade & Rpr		0		0		0		0		111,100		36,950
3. General Plan Update		0		0		4,420		160,000		239,230		0
3. Geographic Information System		0		0		0		25,105		0		0
3. Police Facility Improvements		0		42,500		0		0		0		0
3. Recreation Ops & Fac Master		0		0		0		25,000		0		0

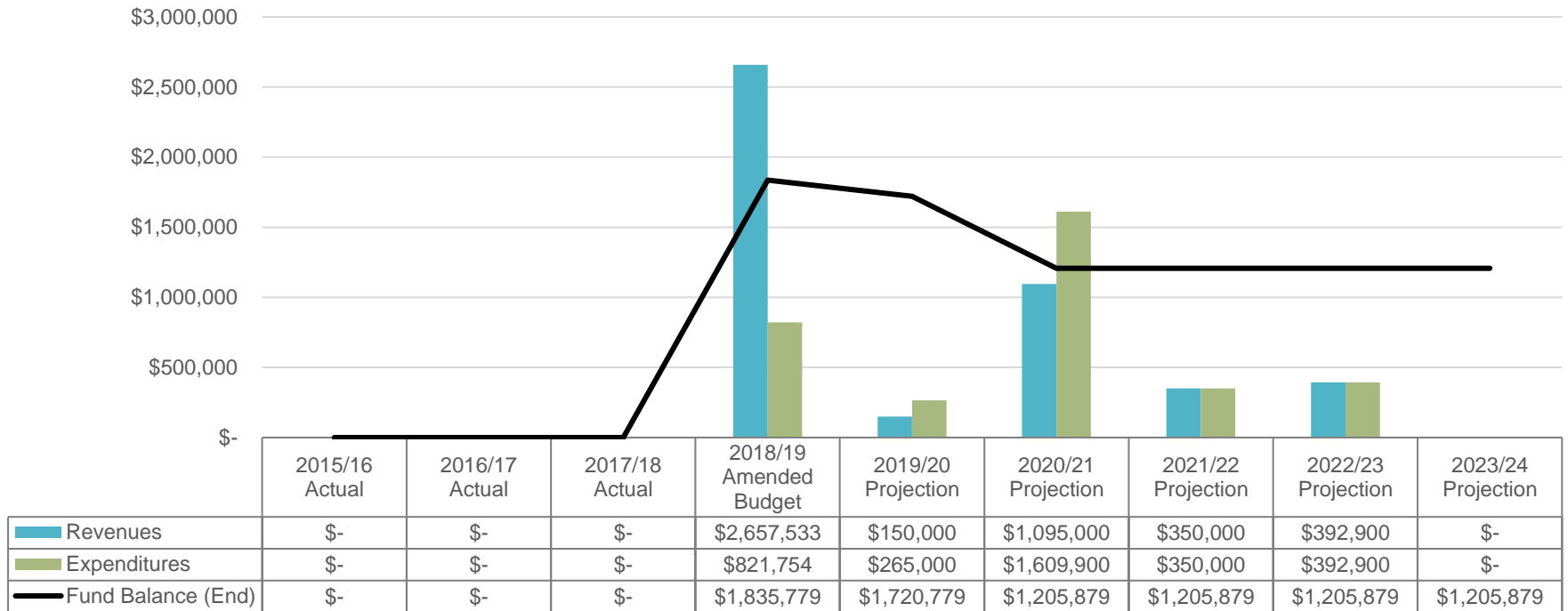
General Capital Fund (31)

(Cont.)

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Projection	2020/21 Projection	2021/22 Projection	2022/23 Projection	2023/24 Projection
Capital Expenditures (Cont)									
3. Sterling Park Playground	0	0	26,870	510,630	0	0	0	0	0
3. Town Hall Campus Impr	721,063	651,425	6,078,015	4,941,593	0	0	0	0	0
3. Town-Wide Branding	0	0	0	0	0	100,000	100,000	0	0
4. Access Control	0	527	87,776	246,697	0	0	0	0	0
4. Dispatch Furniture Upgrade	0	0	0	56,371	0	0	0	0	0
4. Equipment Purchase & Replace	0	0	0	0	50,000	200,000	300,000	0	0
4. Financial Software Replcmnt	0	0	0	0	15,000	115,000	215,000	5,000	0
4. IT Infrastructure Upgrade	0	29,986	16,812	55,000	50,000	50,000	50,000	50,000	50,000
4. Parking Permit Software	0	0	0	0	100,000	0	0	0	0
4. Records Management System	0	0	0	20,000	30,000	0	0	0	0
Move/Transfer to Other Capital									
Return to GF (Fund 11)	\$ 0	\$ 0	\$ 29,499	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Sewer CIP (Fund 82)	0	0	0	77,217	0	0	0	0	0
Street Capital (Fund 32)	1,941	0	250,731	2,014,841	0	30,000	183,000	297,900	0
Vehicle Replacement (Fund 61)	0	244,320	0	0	0	0	0	0	0
Total Expenditures	\$ 723,004	\$ 1,080,540	\$ 6,539,024	\$ 8,142,454	\$ 674,230	\$ 676,100	\$ 1,029,950	\$ 377,900	\$ 50,000

Street Capital Fund (32)

Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



Capital Expenditures																		
Annual Roadway Rehab	\$	0	\$	0	\$	0	\$	0	\$	0								
El Camino Real Bike & Ped		0		0		0		0		0								
Lawndale & ECR Landscape & Med		0		0		0		30,000		100,000								
Mission Road Bike & Ped		0		0		0		140,000		1,339,900								
Roadway Network Plan (SSAR)		0		0		0		250,000		0								
Serramonte/Collins Master Plan		0		0		0		206,754		0								
Sterling Park Res. Streetlights		0		0		0		0		15,000								
Total Expenditures	\$	0	\$	0	\$	0	\$	821,754	\$	265,000	\$	1,609,900	\$	350,000	\$	392,900	\$	0

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Appendix

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Commonly Used Acronyms

AB	Assembly Bill.	IT	Information Technology.
ADA	American with Disability Act.	MTC	Metropolitan Transportation Commission.
CAC	Colma Administrative Code. Can be found at https://www.colma.ca.gov/administrative-code/	PCI	Pavement Condition Index. The grade of a roadway (from 0 to 100). Each roadway has a grade. There is also an overall average PCI for each agency.
CAP	Climate Action Plan.	Ph	Phase. Also referred to project phase.
CIP	Capital Improvement Program. In other documents, this can also refer to Capital Improvement Project.	PMP	Pavement Management Plan. Guiding document for roadway improvement.
Cont.	Continue.	PS&E	Plans, Specifications, and Estimates. Also known as the Engineering Estimate.
ECR	El Camino Real.	RFP	Request for Proposal.
EIR	Environmental Impact Report.	RMRA	Road Maintenance and Rehabilitation Account. This is part of the new Gas Tax passed in 2017 (SB1 Beall).
ERP	Enterprise Resource Planning.	ROW	Right-of-Way. Includes public right-of-way and easement.
FOG	Fat, Oil and Grease. Related to sewer.	SB	Senate Bill.
FY	Fiscal year. The Town's fiscal year begins on July 1 and ends on June 30.	SSAR	Systemic Safety Analysis Report. See Roadway Network Plan (pg. 42).
GAAP	Generally Accepted Accounting Principle.		
GHG	Greenhouse Gas.		
GIS	Geographical Information System.		
HVAC	Heat, Ventilation, and Air Condition.		

Glossary of Terms

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.

ADC – Actuarially Determined Contribution.

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. Term changed to Actuarially Determined Contribution, per GASB 75.

- 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.
- Balanced Budget** – A balanced budget exists when total projected inflow of resources are equal to, or greater than, total projected outflow of resources. Inflow of resources include current year revenues, future grant receivable, and use of reserves as approved by City Council.
- 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.

FF&E – Furniture, Fixtures and Equipment.

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 31st (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 31st), projects the data to the end of the fiscal year (June 30th) 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 1st 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 1st.

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 30th (end of fiscal year).

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End of 2019-2024 Capital Program