



**AGENDA  
REGULAR MEETING**

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

**Wednesday, March 13, 2019  
7:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

**REPORT FROM CLOSED SESSION**

**ADOPTION OF AGENDA**

**PRESENTATION**

- SFO Development and Expansion

**PUBLIC COMMENTS**

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

**CONSENT CALENDAR**

1. Motion to Accept the Minutes from the February 27, 2019 Regular Meeting.
2. Motion to Accept the Minutes from the February 28, 2019 Special Meeting.
3. Motion to Accept Report of Check Paid for February 2019.
4. Motion to Adopt an Ordinance Authorizing Removal of Inconsistent Fees and Charges of the Colma Municipal Code as Set Forth in the Master Fee Schedule and Taking Other Actions Relating Thereto (second reading).
5. Motion to Adopt an Ordinance Amending Subchapter 2.08 to the Colma Municipal Code, Relating to Multi-Unit Smoking Control and Determining Such Action to be Categorically Exempt from Environmental Review, Pursuant to CEQA Guidelines 15061(b)(3) and 15308 (second reading).
6. Motion to Adopt a Resolution of the Town of Colma in Support of the Establishment of the Flood and Sea Level Resiliency Agency.
7. Motion Accepting the 2018 Annual Report on the Implementation of the General Plan, Including the Housing Element.

## **PUBLIC HEARING**

### **8. PARKING CODE AMENDMENTS AND ORDINANCE**

- a. *Consider:* Motion to Adopt a Resolution Amending Sections 4.2 and 6.2 of the Colma Parking Code Relating to the Stopping, Standing or Parking of Vehicles in Various Locations Within the Town of Colma.
- b. *Consider:* Motion to Introduce an Ordinance Adding Section 6.01.078, Parking Space Markings / "One Space/One Vehicle" to the Colma Municipal Code, and Waive a Further Reading of the Ordinance.

## **NEW BUSINESS**

### **9. HEART MEMBER AGENCY COMMITTEE APPOINTMENT**

*Consider:* Motion Confirming Designation of an Appointee to the Heart Member Agency Committee.

### **10. FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

*Consider:* Motion to Adopt a Resolution Approving the Capital Improvement Plan for Fiscal Years 2019-2024.

## **REPORTS**

Mayor/City Council  
City Manager

## **ADJOURNMENT**

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1198 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov).

### Reasonable Accommodation

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

**MINUTES  
REGULAR MEETING**

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

**Wednesday, February 27, 2019**

**5:00 PM – CLOSED SESSION**

**6:00 PM – STATE OF THE CITY**

**7:00 PM – REGULAR SESSION**

**CLOSED SESSION – 5:00 PM**

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

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

**STATE OF THE CITY – 6:00 PM**

Mayor del Rosario called the meeting to order at 6:06 p.m. She gave her State of the City Address. She called for a break for coffee and cake at 6:28 p.m.

**CALL TO ORDER – 7:00 PM**

Mayor Joanne F. del Rosario called the meeting back to order at 7:03 p.m.

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

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

**REPORT FROM CLOSED SESSION**

Mayor del Rosario announced that no action had been taken at the closed session.

**ADOPTION OF THE AGENDA**

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

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

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

**PRESENTATIONS**

- Recreation Manager Cynthia Morquecho introduced new Recreation Leader Aidan Gonzalez.
- Larry Patterson and Jim Porter gave a presentation on the proposed County-wide Flood & Sea Level Rise Resiliency Agency.
- Mayor del Rosario presented a Proclamation in honor of Black History Month.

**PUBLIC COMMENTS**

Mayor del Rosario opened the public comment period at 7:25 p.m. President of the Colma Historical Association Maureen O'Connor gave an update on the Colma Historical Association activities in 2018. The Mayor closed the public comment period at 7:32 p.m.

**CONSENT CALENDAR**

2. Motion to Accept the Minutes from the February 6, 2019 Special Meeting.
3. Motion to Accept the Minutes from the February 11, 2019 Special Meeting.
4. Motion to Adopt a Resolution Approving Contracts with Placeworks, MIG, Dudek, Kittelson and Associates, and CSDA Design Group For On-Call Environmental Services for 2019-2024.
5. Motion to Adopt a Resolution Approving Contracts with Placeworks, Kittelson and Associates, and CSDA Design Group for General Plan Services.
6. Motion Accepting the Fiscal Year 2018-19 Mid-Year Investment Report Through December 31, 2018.
7. Motion Accepting the Fiscal Year 2018-19 Mid-Year Financial Report Through December 31, 2018 and Authorizing a Copy to be Posted on the Town's Website.

**Action:** Council Member Colvin moved to approve the Consent Calendar items #2 through 7; 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 Fisicaro	✓				
Raquel Gonzalez	✓				
	5	0			



**PUBLIC HEARING**

**8. MULTI-UNIT HOUSING SMOKING ORDINANCE**

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 7:37 p.m. Residents Jennifer Falcon and Lisa Sirianni, citizen Jennifer Awa, Smitha Gudavajhala of the Tobacco Education Coalition, and Stephanie Balon of the Filipino Mental Health Initiative made comments. Mayor del Rosario closed the public comment period at 7:48 pm

**Action:** Vice Mayor John Irish Goodwin made a motion to Introduce an Ordinance Amending Subchapter 2.08 to the Colma Municipal Code, Relating to Multi-Unit Smoking Control and Determining Such Action to be Categorically Exempt from Environmental Review Pursuant to CEQA Guidelines 15061(b)(3) and 15308, and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Diana 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	✓				
	5	0			

**9. 2019 FEE SCHEDULE UPDATE**

Director of Public Works Brad Donohue and City Attorney Chris Diaz presented the staff report. Mayor del Rosario opened the public hearing at 8:06 p.m. and seeing no one come forward to speak, she closed it. Colma Business Owner Gisella Gonzalez commented after public comment period closed.

**Action:** Council Member Fiscaro made a motion to Resolution of the City Council of the Town of Colma Adopting a Master Fee Schedule and Authorizing Removal of Duplicative or Inconsistent Fees and Charges of the Colma Administrative Code and Taking Other Actions Relating Thereto; the motion was seconded by Vice Mayor Goodwin 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	✓				
	5	0			

**Action:** Council Member Fiscaro made a motion to Introduce an Ordinance Authorizing Removal of Inconsistent Fees and Charges of the Colma Municipal Code as Set Forth in the Master Fee Schedule and Taking Other Actions Relating Thereto, and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Colvin and carried by the following vote:

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

## NEW BUSINESS

### 10. HOLIDAY EVENT AND TOWN PICNIC

Recreation Manager Cynthia Morquecho presented the staff report. Mayor del Rosario opened the public comment period at 8:50 p.m. and seeing no one come forward to speak, she closed it.

**Action:** Council Member Gonzalez made a motion to Plan and Coordinate an Adult Holiday Event at the South San Francisco Conference Center on December 14, 2019; to Determine the Guest List for the Adult Holiday Event; to Set the Participation Fee for the Adult Holiday Event at \$15 for Adults and \$10 for Seniors and Disabled; and, to Plan and Coordinate the Annual Town Picnic for September 7, 2019; the motion was seconded by Council Member Fiscaro and carried by the following vote:

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

## COUNCIL CALENDARING

There will be a Special Meeting for the Sterling park Playground Ribbon Cutting on Thursday, February 28, 2019 at 5:00 pm at the Sterling Park Recreation Center.

The next Regular Meetings will be on Wednesday, March 13, 2019 and Wednesday, March 27, 2019 in the Council Chamber.

## REPORTS

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

1. The Town of Colma is officially a Tree City.
2. Town of Colma did not get selected for a Sustainable San Mateo County Award.

**ADJOURNMENT**

Mayor del Rosario adjourned the meeting at 8:56 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk



**MINUTES  
SPECIAL MEETING**

City Council of the Town of Colma  
Sterling Park Recreation Center  
427 F Street  
Colma, CA 94014

**Thursday, February 28, 2019  
5:00 P.M.**

**CALL TO ORDER**

Mayor Joanne F. del Rosario called the meeting to order at 5:07 p.m.

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

Staff Present – City Manager Brian Dossey, Police Chief Kirk Stratton, Director of Public Works Brad Donohue, Recreation Services Manager Cynthia Morquecho, recreation Coordinator Liz Tapia, Recreation Coordinator Angelika Abellana, Senior Engineer Dave Bishop, Associate Engineer Abdul Hashem, and Associate Planner Jonathan Kwan were in attendance.

**PRESENTATION**

**STERLING PARK PLAYGROUND RIBBON CUTTING CEREMONY**

Mayor del Rosario made comments about the new playground. Council cut the ribbon.

*This was a presentation only; no action was taken at this meeting.*

**ADJOURNMENT**

Mayor del Rosario adjourned the meeting at 5:15 p.m.

Respectfully submitted,

Brian Dossey  
City Manager



apChkLst  
01/30/2019 4:51:56PM

Final Check List  
Town of Colma

Page: 1

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49375	2/1/2019	00068	02012019 B	2/1/2019	COLMA PEACE OFFICERS: P/	600.21	600.21
49376	2/1/2019	01164	02012019 B	2/1/2019	STATE - WAGE GARNISHMEN	450.00	450.00
49377	2/1/2019	01340	02012019 B	2/1/2019	FLEX 125 PLAN: PAYMENT	658.84	658.84
49378	2/1/2019	01375	02012019 B	2/1/2019	NATIONWIDE RETIREMENT S	4,850.00	
			02012019 M	2/1/2019	NATIONWIDE: PAYMENT	1,200.00	6,050.00
49379	2/1/2019	02377	02012019 B	2/1/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
93867	2/1/2019	00521	02012019 M	2/1/2019	FEDERAL TAX: PAYMENT	911.88	911.88
93868	2/1/2019	01360	02012019 M	2/1/2019	ICMA CONTRIBUTION: PAYME	464.42	464.42
93869	2/1/2019	00631	02012019 M	2/1/2019	PERS MISC. NON-TAX: PAYME	630.29	630.29
93870	2/1/2019	00282	02012019 M	2/1/2019	FEBRUARY 2019 ACTIVE PRE	7,348.84	7,348.84
93871	2/1/2019	00130	02012019 B	2/1/2019	CALIFORNIA PUBLIC EMPLOY	11,124.27	11,124.27
93872	2/1/2019	00521	02012019 B	2/1/2019	EMPLOYMENT DEVELOPMEN	53,519.15	53,519.15
93873	2/1/2019	00282	02012019 B	2/1/2019	UNITED STATES TREASURY	66,838.45	66,838.45
93874	2/1/2019	00631	02012019 B	2/1/2019	CALIFORNIA PUBLIC EMPLOY	40,483.09	40,483.09
93875	2/1/2019	01360	02012019 B	2/1/2019	P.E.R.S. VANTAGE TRANSFER AGENT	4,210.95	4,210.95

Sub total for TRI COUNTIES BANK:

194,161.77

14 checks in this report.

Grand Total All Checks:

194,161.77



Final Check List  
Town of Colma

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02/04/2019 12:37:35PM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49380	2/5/2019	00082	2019 Membershi	1/1/2019	2019 MUNICIPAL MEMBERSH	110.00	110.00
49381	2/5/2019	00221	1477	1/25/2019	2019 PENINSULA DIVISION DI	100.00	100.00
49382	2/5/2019	00249	2001433.003	1/28/2019	01.28.19 DEPOSIT REFUND	300.00	300.00
49383	2/5/2019	00254	METRO MOBILE COMMUNICA190219	2/1/2019	MAINTENANCE CONTRACT	602.00	602.00
49384	2/5/2019	00280	OFFICE DEPOT, INC.	1/15/2019	11X17 PAPER, HP 63XL BLACI	178.48	
			260052576001	1/24/2019	RECYCLED PAPER, RED CON	98.96	
			264814393001	1/4/2019	RECYCLED PAPER	47.50	
			254416796001	1/29/2019	COLLAPSIBLE CART W/LID, F	47.36	372.30
			266532588001	1/24/2019	PG&E	1,872.62	1,872.62
49385	2/5/2019	00307	01/24/2019	12/31/2018	12/04/18 RE-ORG CENTER PI	462.19	462.19
49386	2/5/2019	00309	13327	12/25/2018	OFFICE SUPPLIES	641.16	641.16
49387	2/5/2019	00830	Nov 26-Dec 20, :	1/28/2019	01.28.19 DEPOSIT REFUND	350.00	
49388	2/5/2019	00978	2001435.003	1/28/2019	01.28.19 DEPOSIT REFUND	300.00	650.00
			2001436.003	1/25/2019	Equipment Charges, Professor	2,189.55	2,189.55
49389	2/5/2019	01001	7575	1/20/2019	MONTHLY SERVICE CONTRA	5,622.00	6,050.75
49390	2/5/2019	01030	1901071	1/21/2019	DEC 2018 HOURS WORKED I	428.75	
			1901025	2/1/2019	2019 MEMBERSHIP DUES.A.\	75.00	75.00
49391	2/5/2019	01033	2019 Membershi	1/26/2019	8155 20 022 0094769 TOWN C	13,511.59	
49392	2/5/2019	01037	Feb 2019	1/20/2019	8155 20 022 0097051 Internet	298.33	
			01/25-02/24 Intel	1/20/2019	8155 20 022 0097028 427 F ST	298.33	14,108.25
			01/25-02/24 427	1/31/2019	SECTION 125 PARTICIPANT &	675.00	675.00
49393	2/5/2019	01340	NAVIA BENEFIT SOLUTIONS 10179913	1/24/2019	APRIL 22-23, 2019 K TRASK S	375.00	375.00
49394	2/5/2019	01808	THIRD DEGREE COMMUNICA7063	2/1/2019	02/20/18 TRAINING MEETING	25.00	25.00
49395	2/5/2019	02128	CA LAW ENFORCEMENT ASS(02/20/18 Training	2/1/2019	TAE KWON DO	800.00	800.00
49396	2/5/2019	02144	DOMINIC A. DE LUCCA DBA DiJan 2019	2/1/2019	2019 DEPOSIT REFUND	300.00	300.00
49397	2/5/2019	02456	SARMIENTO, ONEYDA 2001442.003	1/29/2019	01.29.19 DEPOSIT REFUND	9,708.95	9,708.95
49398	2/5/2019	02676	DYETT & BHATIA, URBAN AN17-552-14	1/23/2019	SERRAMONTE BLVD & COLLI	141,560.00	141,560.00
49399	2/5/2019	02849	U.S. BANK PARS ACCOUNT, 6 Feb 2019 OPEB	2/1/2019	OPEB CONTRIBUTION	1,702.91	1,702.91
49400	2/5/2019	02949	WELLS FARGO VENDOR FINA101648741	1/21/2019	ADMIN COPY MACHINE	300.00	300.00
49401	2/5/2019	02990	CASILLAS, MARTHA 2001434.003	1/28/2019	01.28.19 DEPOSIT REFUND	720.00	720.00
49402	2/5/2019	02993	MOSQUEDA VELEZ, VANESSA12/13/18-01/31/1	1/31/2019	YOGA FOR SENIORS		

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49403	2/5/2019	03015		1/22/2019	Gogan CREDIT CARD PURCHASE	3,591.76	
				12/21/2009	Tapia CREDIT CARD PURCHASE	1,398.86	
				1/22/2019	Dossey CREDIT CARD PURCHASE	1,315.39	
				1/22/2019	Gotelli CREDIT CARD PURCHASE	1,057.34	
				1/22/2019	Corley CREDIT CARD PURCHASE	402.64	
				1/22/2019	Morque CREDIT CARD PURCHASE	315.02	
				1/22/2019	Lum CREDIT CARD PURCHASE	184.88	
				1/22/2019	Strattor CREDIT CARD PURCHASE	120.00	
				1/22/2019	De Leo CREDIT CARD PURCHASE	102.92	
				2/1/2019	972B SURETY RELEASE (03/2	126,000.00	8,488.81
49404	2/5/2019	03026		1/15/2019	PW GAS PURCHASES	320.52	126,000.00
49405	2/5/2019	03061		1/23/2019	2005 HARLEY ELECTRICAL D	195.61	320.52
49406	2/5/2019	03099		2/1/2019	YOGA	115.00	195.61
49407	2/5/2019	03184		2/1/2019	2019 maintenance Guaranteed	157.31	115.00
49408	2/5/2019	03224		1/30/2019	01.30.19 DEPOSIT REFUND	200.00	157.31
49409	2/5/2019	03243		12/31/2018	AWM55CP2D8J AWARE CON	13,511.62	200.00
49410	2/5/2019	03244		12/31/2018	AWM552DCP8J AWARE CON	13,511.62	13,511.62
				12/31/2018	CORE ASSY 36" SINGLE SIDE	8,415.46	
				1/3/2019	20" MONITOR POLE & BASE F	1,733.51	
				1/3/2019	2 12" FEMALE/FEMALE, 4 96"	1,077.82	
				1/3/2019	PEDESTAL 27.5, 3 DRW 6"X6"	648.89	
				1/3/2019	4 EPDU BASIC 12A IN: 5-15P (	613.79	
201902	2/5/2019	00282		1/14/2019	MEDICAL INSURANCE	4,905.40	39,512.71
<b>Sub total for TRI COUNTIES BANK:</b>						<b>363,596.04</b>	<b>4,905.40</b>

32 checks in this report.

Grand Total All Checks:

363,596.04

Final Check List  
Town of Colma

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02/13/2019 9:19:16AM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49411	2/13/2019	00013	ANDY'S WHEELS & TIRES Jan 2019	1/31/2019	TIRE SERVICE	132.99	132.99
49412	2/13/2019	00051	CALIFORNIA WATER SERVICE01/28/2019	1/28/2019	WATER BILL	2,686.80	2,686.80
49413	2/13/2019	00057	CINTAS CORPORATION #2 Jan 2019	2/11/2019	OUTSIDE & INSIDE MATS AT	241.88	241.88
49414	2/13/2019	00087	CITY OF DALY CITY AR235520	1/15/2019	MAY 1-JUNE 21, 2018 PREVEI	34,711.68	34,711.68
49415	2/13/2019	00111	DEPARTMENT OF CONSERVA Oct - Dec 2018	2/6/2019	SMIP FEES	39.84	39.84
49416	2/13/2019	00181	IEDA 22434	2/1/2019	LABOR RELATIONS CONSUL	1,419.00	1,419.00
49417	2/13/2019	00222	LEAGUE OF CA CITIES 189193	1/31/2019	2019 CALENDAR YEAR DUES	1,115.00	1,115.00
49418	2/13/2019	00307	PACIFIC GAS & ELECTRIC 9248309814-8	1/24/2019	9248309814-8 601 F ST.	279.92	279.92
49419	2/13/2019	00365	SMCLETMA C/O BURLINGAME2019 SMCLETM	1/30/2019	0567147369-1 JSB S/O SERRA	180.31	180.31
49420	2/13/2019	00411	TURBO DATA SYSTEMS 29498	1/31/2019	2019 SMCLETMA MEMBERSH	125.00	125.00
49421	2/13/2019	00412	TELECOMMUNICATIONS ENG45795	2/2/2019	CITATION PROCESSING	417.65	417.65
49422	2/13/2019	00500	SMC CONTROLLERS OFFICE Jan 2019	2/5/2019	REMOVE & REINSTALL RADIC	2,769.19	2,769.19
49423	2/13/2019	00573	SMC ENVIRONMENTAL HEAL1317241	2/1/2019	ALLOCATION OF PARKING PE	2,133.50	2,133.50
49424	2/13/2019	00623	ARAMARK Jan 2019	1/31/2019	601 F STREET CUPA OVERSI	242.00	242.00
49425	2/13/2019	00928	SUPPLYWORKS 476018114	2/1/2019	UNIFORM SERVICE	515.00	515.00
			474674652	1/24/2019	C.S. LO-D LNR BLK STAR 40X	508.57	508.57
			472206317 Cred	1/8/2019	XPRESS PAPER TWL SOFT IV	378.45	378.45
49426	2/13/2019	00955	DIVISION OF THE STATE Oct - Dec 2018	2/6/2019	CREDIT MEMO FOR RETURN	-272.03	614.99
49427	2/13/2019	01037	COMCAST CABLE 02/02/19-03/01/1	1/27/2019	DISABILITY ACCES & EDUCA	33.20	33.20
49428	2/13/2019	01164	STATE OF CALIFORNIA, FRANFeb 6, 2019	2/11/2019	8155 20 022 0097069 INTERNI	303.33	303.33
49429	2/13/2019	01344	PROJECT READ Sept5-Dec 19, 2	1/31/2019	CA PERSONAL INCOME TAX	222.50	222.50
49430	2/13/2019	01367	DUO DANCE ACADEMY Jan 2019	2/7/2019	PROJECT READ	1,970.00	1,970.00
49431	2/13/2019	01457	BATERINA, BARBARA 2001448.003	2/4/2019	DANCE CLASSES	520.00	520.00
49432	2/13/2019	01629	R. J. RICCIARDI INC., CPAS 11022	1/31/2019	02.04.19 FRIDAY FILMS WITH	2.00	2.00
49433	2/13/2019	01680	NBS GOVERNMENT FINANCE119000071	1/31/2019	AUDIT SERVICES	6,235.00	6,235.00
49434	2/13/2019	01687	UNITED SITE SERVICES OF 114-7974160	1/28/2019	USER FEE CONSULTING SER	685.00	685.00
49435	2/13/2019	02082	VINCE'S OFFICE SUPPLY, INCJan 2019	1/31/2019	STANDARD AND REGULAR SI	149.37	149.37
49436	2/13/2019	02216	RAMOS OIL CO. INC. 60129	1/31/2019	OFFICE SUPPLIES	626.63	626.63
			58589	1/31/2019	PD GASOLINE PURCHASES 2	1,641.38	1,641.38
			57036	1/20/2019	PD GASOLINE PURCHASES 1	1,457.23	1,457.23
49437	2/13/2019	02244	CALIFORNIA BUILDING STANIOct - Dec 2018	1/10/2019	PD GASOLINE PURCHASES 1	1,438.49	4,537.10
49438	2/13/2019	02274	FRANK AND GROSSMAN LANI2296	2/6/2019	BSASRF	14.00	14.00
49439	2/13/2019	02285	MIRA, DEBBIE 2001446.003	2/1/2019	LANDSCAPE MAINTENANCE	9,820.00	9,820.00
				2/4/2019	02.04.19 TEA PARTY REFUND	20.00	20.00

Final Check List  
Town of Colma

apChkLst  
02/13/2019 9:19:16AM

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49440	2/13/2019	02499	101699463	2/1/2019	PD COPY MACHINE RENTAL	808.92	1,410.10
			101674430	1/30/2019	REC COPY MACHINE RENTAL	601.18	2,000.00
49441	2/13/2019	02585	00157	2/4/2019	2015 COP-MSRB Continuing D	2,000.00	667.50
49442	2/13/2019	02623	Feb 6, 2019	2/6/2019	COOKING CLASSES	667.50	719.34
49443	2/13/2019	02743	Feb 2019	2/1/2019	INTERNET ACCESS 128070	719.34	480.00
49444	2/13/2019	02787	19730	2/1/2019	FIRE ALARM	480.00	45.00
			19722	2/1/2019	FIRE ALARM	45.00	328.33
49445	2/13/2019	02793	19501	2/6/2019	SERVICE	328.33	126.26
			19446	1/29/2019	OIL & FILTER CHANGE	126.26	49.00
			19498	2/6/2019	SERVICE	49.00	43.00
			19447	1/29/2019	SERVICE	43.00	400.00
49446	2/13/2019	02799	07732273	1/23/2019	RIMS INTERNET W/SSF	400.00	2,135.63
49447	2/13/2019	02863	67660	12/31/2018	DEC 2018 MISSION ROAD BIC	2,135.63	24.17
49448	2/13/2019	02909	02/01/2019 Reir	2/7/2019	02/01/19 ARM CHAIR TRAVEL	24.17	601.00
49449	2/13/2019	02935	EMCOR SERVICES-MESA ENF013485628	1/29/2019	PERIMETER ADJUSTMENTS	601.00	5,610.00
49450	2/13/2019	02940	TOWILL, INC. R10-1382	11/19/2018	SEPT 30-OCT 27, 2018 SURVE	5,610.00	63.70
49451	2/13/2019	02950	BERKOVATZ, ANTHONY	2/3/2019	JAN 28-31, 2019 REIMBURSEI	63.70	1,001.84
49452	2/13/2019	03009	MUTT MITT	11/26/2018	10 MUTT MITT SINGLES/2000	1,001.84	8,141.52
49453	2/13/2019	03015	U.S. BANK CORPORATE PMT	02/11/2019	08/22/18 ACCOUNT PAYMENT	8,141.52	2,700.48
				01/22/19 Abellan	1/22/2019	CREDIT CARD PURCHASE	1,563.35
				01/22/19 Pfofent	1/22/2019	CREDIT CARD PURCHASE	342.17
				01/22/19 Lin	1/22/2019	CREDIT CARD PURCHASE	122.02
				01/22/19 Jordan	1/22/2019	CREDIT CARD PURCHASE	40.16
49454	2/13/2019	03040	Dec 1, 2018 Reir	2/5/2019	12/1/18 REIMBURSE LYFT & L	40.16	14,069.25
49455	2/13/2019	03043	WATER WORKS ENGINEERS, 9378	12/31/2018	DEC 2018 SYSTEM EVALUATI	14,069.25	13,123.25
			9297	12/12/2018	NOV 2018 SYSTEM EVALUATI	13,123.25	393.53
49456	2/13/2019	03061	2014629	1/31/2019	PW GAS PURCHASES	393.53	5,000.00
49457	2/13/2019	03131	FY 2018-2019 G	11/14/2018	FY 2018-2019 COUNCIL APPR	5,000.00	150.00
49458	2/13/2019	03193	2001444.003	1/31/2019	01.31.19 DEPOSIT REFUND	150.00	50.00
			2001445.003	1/31/2019	01.31.19 DEPOSIT REFUND	50.00	20.88
49459	2/13/2019	03208	AAA BUSINESS SUPPLIES & I12056625-0	1/29/2019	HOT CHOCOLATE, CREAMER	20.88	139,610.91
49460	2/13/2019	03216	COMMUNITY PLAYGROUNDS 10899	1/29/2019	PROGRESS BILLING #3	139,610.91	2,334.59
49461	2/13/2019	03224	DECORATIVE PLANT SERVICEI00107604	10/24/2018	MONTHLY FEE & PURCHASE	2,334.59	157.31
			00107605	11/1/2018	MAINTENANCE GUARANTEEEI	157.31	300.00
49462	2/13/2019	03245	JARA, VELSI	2/4/2019	01.31.19 DEPOSIT REFUND	300.00	

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Sub total for TRI COUNTIES BANK: 276,587.17

52 checks in this report.

Grand Total All Checks: 276,587.17

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49463	2/15/2019	00047	02152019 B	2/15/2019	CLEA: PAYMENT	269.50	269.50
49464	2/15/2019	00068	02152019 B	2/15/2019	COLMA PEACE OFFICERS: P/	600.21	600.21
49465	2/15/2019	01164	02152019 B	2/15/2019	STATE - WAGE GARNISHMEN	450.00	450.00
49466	2/15/2019	01340	02152019 B	2/15/2019	FLEX 125 PLAN: PAYMENT	658.84	658.84
49467	2/15/2019	01375	02152019 B	2/15/2019	NATIONWIDE: PAYMENT	4,850.00	4,850.00
49468	2/15/2019	02224	02152019 B	2/15/2019	LIFE INSURANCE: PAYMENT	470.50	470.50
49469	2/15/2019	02377	02152019 B	2/15/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
93877	2/15/2019	00130	02152019 B	2/15/2019	CALIFORNIA STATE TAX: PAY	11,779.96	11,779.96
93878	2/15/2019	00521	02152019 B	2/15/2019	FEDERAL TAX: PAYMENT	56,036.01	56,036.01
93879	2/15/2019	00631	02152019 B	2/15/2019	PERS - BUYBACK: PAYMENT	41,676.39	41,676.39
93880	2/15/2019	01360	02152019 B	2/15/2019	ICMA CONTRIBUTION: PAYME	4,216.54	4,216.54
<b>Sub total for TRI COUNTIES BANK:</b>						121,879.33	121,879.33



11 checks in this report.

Grand Total All Checks:

121,879.33

Final Check List  
Town of Colma

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02/19/2019 12:47:16PM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49470	2/20/2019	00020	ASSOCIATED SERVICES INC 119020043	2/1/2019	RENTAL	69.00	
			119020042	2/1/2019	Spring Water 5 Gal	9.00	78.00
49471	2/20/2019	00057	CINTAS CORPORATION #2 Jan 2019	2/15/2019	CLEANING SERVICE	1,878.81	1,878.81
49472	2/20/2019	00112	DEPARTMENT OF JUSTICE 353435	2/5/2019	PD ACCOUNT #140503	588.00	588.00
49473	2/20/2019	00174	HOME DEPOT CREDIT SERV(Jan 4-29, 2019	1/30/2019	PW SUPPLY PURCHASES	775.66	775.66
49474	2/20/2019	00307	PACIFIC GAS & ELECTRIC 1918250367-2	2/11/2019	1198 EL CAMINO	6,467.74	
			02/07/2019	2/7/2019	PG&E	2,647.51	
			02/07/2019	2/7/2019	PG&E	1,922.03	11,037.28
49475	2/20/2019	00364	SMC SHERIFF'S OFFICE CLO5655	1/31/2019	LAB FEES	2,740.00	2,740.00
49476	2/20/2019	00388	SONITROL 1329748	2/4/2019	MONTHLY MONITORING	1,073.81	1,073.81
49477	2/20/2019	00412	TELECOMMUNICATIONS ENG45833	2/10/2019	Facilities Mgmt & Maintenance	1,328.00	1,328.00
49478	2/20/2019	00414	TERMINEX INTERNATIONAL L 17380706	2/20/2019	TERMITE BAITING SERVICE F	366.00	366.00
49479	2/20/2019	00534	SMC INFORMATION SERVICE:1YCL11901	2/7/2019	MICRO CHANNEL & LINES	778.08	778.08
49480	2/20/2019	01183	BEST BEST & KRIEGER LLP 842361	2/11/2019	CITY ATTORNEY SERVICES	18,847.02	
			842364	2/11/2019	CITY ATTORNEY TELECOMM	4,596.20	
			842362	2/11/2019	CITY ATTORNEY SPECIAL SE	322.00	
			842363	2/11/2019	EMPLOYEE BENEFITS/TAX	89.10	23,854.32
49481	2/20/2019	01189	DEPARTMENT OF MOTOR VE 2019 CA Vehicle	2/11/2019	2019 CA VEHICLE CODE BOO	131.26	131.26
49482	2/20/2019	01213	THE KELLER CENTER, MDIC FFY 2018/2019	2/5/2019	FY 2018/2019 ANNUAL CONTI	1,200.00	1,200.00
49483	2/20/2019	01414	VERANO HOMEOWNERS ASS3	3/1/2019	VERANO OWNERS ASSOCIAI	320.00	320.00
49484	2/20/2019	01461	DOSSEY, BRIAN Feb 12-13, 2019	2/19/2019	FEB 12-13, 2019 REIMBURSEI	91.05	91.05
49485	2/20/2019	01552	FORTE PRESS CORPORATIOI55008	1/29/2019	2,000 BUSINESS CARD MAST	3,174.41	3,174.41
49486	2/20/2019	01565	BAY CONTRACT MAINTENAN(Feb 2019	2/10/2019	JANITORIAL SERVICES	10,663.93	10,663.93
49487	2/20/2019	02190	GOGAN, REA Feb 11-13, 2019	2/15/2019	FEB 11-13, 2019 REIMBURSEI	35.37	35.37
49488	2/20/2019	02398	ADVANCED BUSINESS FORM:30663	2/12/2019	1,000 4-PT. PARKING CITATIO	327.71	327.71
49489	2/20/2019	02676	DYETT & BHATIA, URBAN ANE17-552-15	2/13/2019	SERRAMONTE BLVD & COLLI	18,515.75	18,515.75
49490	2/20/2019	02762	CORNERSTONE EARTH GRO13460	2/6/2019	JAN 5 - FEB 1, 2019 SR. PROJ	738.00	738.00
49491	2/20/2019	02787	AECO SYSTEMS, INC. 52912	2/8/2019	POWERED DOWN THE OLD F	270.00	270.00
49492	2/20/2019	02803	GYMDOC, INC. 00102700	2/11/2019	SEMIANNUAL PREVENTIVE M	135.00	135.00
49493	2/20/2019	02827	CORODATA SHREDDING, INC.RS3048546	1/31/2019	STORAGE, PICKUP/DELIVER	48.75	48.75
49494	2/20/2019	02862	HUERTA, RAFAEL 2001455.003	2/11/2019	02.11.19 DEPOSIT REFUND	225.00	225.00
			2001454.003	2/11/2019	02.11.19 DEPOSIT REFUND	200.00	200.00
49495	2/20/2019	03034	FLEX ADVANTAGE March 2019	2/19/2019	HEALTH REIMBURSEMENT A	46,344.13	46,344.13
49496	2/20/2019	03034	FLEX ADVANTAGE 109198	1/31/2019	FLEX PROCESSING FEES	170.00	170.00

(Continued)

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49497	2/20/2019	03125	REY-COLOMBO, INC. 1432	2/13/2019	02/13/19 LUNCH FOR 45: ASS	516.35	516.35
49498	2/20/2019	03170	ACTION TOWING AND ROAD 119113	11/17/2018	FLATBED EVIDENCE TOW FR	300.00	300.00
<b>Sub total for TRI COUNTIES BANK:</b>							127,904.67

29 checks in this report.

Grand Total All Checks: 127,904.67

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49499	2/20/2019	01431	CSAC EXCESS INSURANCE A 19100382	1/22/2019	EWC PREMIUM ADJUSTMEN	15,693.00	15,693.00

Sub total for TRI COUNTIES BANK: 15,693.00

1 checks in this report.

Grand Total All Checks:

15,693.00

FinalCheck List  
Town of Colma

apChkLst  
02/26/2019 8:56:13AM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49500	2/26/2019	00002	AT&T	2/13/2019	PHONE	1,539.29	1,539.29
49501	2/26/2019	00003	A. S. F. ELECTRIC	2/11/2019	DISPATCH: DISCONNECT EXI	995.00	995.00
				2/25/2019	WELCOME SIGN LANWDALE/	495.00	495.00
				2/11/2019	#2-T/S BASKETBALL COURT (	300.00	300.00
49502	2/26/2019	00051	CALIFORNIA WATER SERVICE	2/12/2019	1727052702 JSB ACROSS FR	240.33	240.33
49503	2/26/2019	00060	CITY OF SOUTH SAN FRANCIS	2/22/2019	1298B MARKDE DV COLMA LI	44,478.00	44,478.00
49504	2/26/2019	00071	CSG CONSULTANTS, INC.	2/15/2019	CSG	112,307.51	112,307.51
49505	2/26/2019	00093	CITY OF SOUTH SAN FRANCIS	2/8/2019	TRAFFIC SIGNAL MAINTENAI	2,365.86	2,365.86
49506	2/26/2019	00117	DELTA DENTAL OF CALIFORN	3/1/2019	DENTAL INSURANCE	13,738.60	13,738.60
49507	2/26/2019	00223	LESTER'S FLOWER SHOP	2/18/2019	GET WELL FLORAL ARRANGI	126.15	126.15
49508	2/26/2019	00414	TERMINEX INTERNATIONAL	2/25/2019	PEST CONTROL	205.00	205.00
				2/25/2019	601 F St.	66.00	66.00
49509	2/26/2019	00432	VISION SERVICE PLAN	2/18/2019	VISION SERVICE PLAN	1,106.39	1,106.39
49510	2/26/2019	00500	SMC CONTROLLERS OFFICE	1/4/2019	ALLOCATION OF PARKING PE	1,879.00	1,879.00
49511	2/26/2019	00500	SMC CONTROLLERS OFFICE	2/13/2019	FY 2018-19 LAFCO CITY SHAI	1,620.00	1,620.00
49512	2/26/2019	00592	METROPOLITAN TRANSPORTA	1/18/2019	(P-TAP) 20, NON-PAVEMENT /	10,000.00	10,000.00
				1/18/2019	(P-TAP) 20, PAVEMENT MANA	3,000.00	3,000.00
49513	2/26/2019	00928	SUPPLYWORKS	2/8/2019	SELECT 2PLY TISSUE	223.70	223.70
				2/6/2019	WINNING HANDS PINK LOTIC	111.47	111.47
49514	2/26/2019	01036	MANAGED HEALTH NETWORK	2/14/2019	EMPLOYEE ASSISTANCE PRG	99.20	99.20
49515	2/26/2019	01037	COMCAST CABLE	2/7/2019	8155 20 022 0096715 601 F ST	108.33	108.33
49516	2/26/2019	01552	FORTE PRESS CORPORATIO	1/22/2019	500 EA. BUSINESS CARDS: C	321.98	321.98
49517	2/26/2019	01808	THIRD DEGREE COMMUNICA	2/21/2019	APRIL 8-10, 2019 INTERNAL A	525.00	525.00
49518	2/26/2019	02118	BAY AREA NEWS GROUP	1/31/2019	RFP EL CAMINO REAL BICYC	109.00	109.00
49519	2/26/2019	02224	STANDARD INSURANCE	2/21/2019	LIFE INSURANCE	230.50	230.50
49520	2/26/2019	02332	AUGUSTINE, DEBORAH	2/19/2019	02.19.19 DEPOSIT REFUND	50.00	50.00
49521	2/26/2019	02398	ADVANCED BUSINESS FORM	2/15/2019	3,000 3-PT. MOVING CITATIOI	932.94	932.94
49522	2/26/2019	02468	ULINE, INC.	2/7/2019	GLOVES: ULTRA ONE LATEX,	551.40	551.40
49523	2/26/2019	02566	STARVISTA	1/31/2019	FIRST CHANCE PROGRAM	3,139.46	3,139.46
49524	2/26/2019	02583	CRIME SCENE CLEANERS, I	2/16/2019	VEHICLE CLEAN & DISINFEC	70.00	70.00
49525	2/26/2019	02730	THE RATCLIFF ARCHITECTS	2/20/2019	COLMA TOWN HALL RENOVA	5,601.50	5,601.50
				2/20/2019	COLMA TOWN HALL RENOVA	106.87	106.87
49526	2/26/2019	02793	DITO'S MOTORS	2/20/2019	REPLACE BATTERY	67.95	67.95
49527	2/26/2019	02827	CORODATA SHREDDING, I	1/31/2019	SHREDDING SERVICE	98.00	98.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49528	2/26/2019	02926	PRECISION BODY SHOP & DE18205	1/3/2019	2015 FORD EXPLORER UTILI	11,536.52	11,536.52
49529	2/26/2019	02949	WELLS FARGO VENDOR FINA101755767	2/12/2019	ADMIN COPY MACHINE	1,362.61	1,362.61
49530	2/26/2019	03110	BHM CONSTRUCTION, INC. 15	1/31/2019	TOWN HALL BUILDING INFILL	116,472.81	116,472.81
49531	2/26/2019	03147	MILLBRAE BSA TROOP 355	2/12/2019	FY 2019-2020 CAMP-ROYANE	399.00	399.00
49532	2/26/2019	03191	MAZE & ASSOCIATES 30877	1/31/2019	ACCOUNTING SERVICES	3,708.75	3,708.75
49533	2/26/2019	03208	AAA BUSINESS SUPPLIES & I12061018-0	2/21/2019	PLASTIC CUPS, PAPER PLATI	114.26	114.26
49534	2/26/2019	03244	WRIGHT LINE LLC 004121780	2/8/2019	WRIGHT LINE INSTALL, WL IN	8,808.75	8,808.75
49535	2/26/2019	03245	JARA, VELSI 2001459.003	2/19/2019	02.19.19 DEPOSIT REFUND	350.00	650.00
			2001458.003	2/19/2019	02.19.19 DEPOSIT REFUND	300.00	
49536	2/26/2019	03246	TELLO, JESSE 2001463.003	2/21/2019	02.21.19 DEPOSIT REFUND	275.00	275.00
<b>Sub total for TRI COUNTIES BANK:</b>						<b>350,137.13</b>	



37 checks in this report.

Grand Total All Checks:

350,137.13



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

**ORDINANCE AUTHORIZING REMOVAL OF INCONSISTENT FEES AND CHARGES OF THE COLMA MUNICIPAL CODE AS SET FORTH IN THE MASTER FEE SCHEDULE AND TAKING OTHER ACTIONS RELATING THERETO**

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

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**ARTICLE 1. RECITALS.**

- (a) The Town of Colma ("Town") provides the community with a wide variety of municipal services, including, but not limited to planning services; building plan checking services; building inspection services; plumbing, electrical and mechanical permit review; and public works and engineering services.
- (b) The costs to Town of providing services to the community have increased since the time the Town last updated its Master Fee Schedule.
- (c) The Town has selected a qualified and experienced professional services firm, NBS, to conduct a comprehensive study of the Town's fees and charges that reflects the full cost of providing those services.
- (d) The Town and the public have been presented, in an open and noticed public meeting, with all of the details of the proposed changes to fees and charges reflected in the Master Fee Schedule attached as Exhibit "A" to Resolution 2019-    .
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**ARTICLE 2. INCORPORATION OF RECITALS.**

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

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**ARTICLE 3. PRIOR DUPLICATIVE FEES OR CHARGES SUPERSEDED.**

To the extent the Master Fee Schedule attached as Exhibit "A" to Resolution 2019-     describes fees and charges that are also described within the Colma Municipal Code, the City Council directs Town staff to remove all duplicative or inconsistent references to said fees and charges within the Colma Municipal Code. The fees and charges imposed by the Master Fee Schedule attached as Exhibit "A" to Resolution 2019-     shall supersede any prior fees or charges imposed by ordinance, resolution, or otherwise by the City Council, to the extent such prior fees or charges conflict , effective May 1, 2019.

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**ARTICLE 4. NOTICE.**

The City Council called a public hearing for February 27, 2019, at the City Council Chambers, for the purpose of receiving public comments to the proposed fees and charges contained within the Master Fee Schedule. Notice of the public hearing was given by publication in a newspaper of general circulation within the Town once a week for two weeks commencing at least ten (10) days prior to the public hearing, with at least 5 days intervening between the first and last publication. On February 27, 2019, at the time and place set for the public hearing, the City Council heard and considered all oral and written presentations and comments made regarding the proposed fees and charges.

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**ARTICLE 5. SEVERABILITY.**

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

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**ARTICLE 6. NOT A CEQA PROJECT.**

The City Council finds, in accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines, that the increases contemplated by the Master Fee Schedule attached as Exhibit "A" to Resolution 2019-█ are exempt from CEQA pursuant to Section 15378 and Section 15273 of the CEQA Guidelines and Public Resources Code section 21080(b)(8) because: (i) the increased charges are for the purpose of meeting operational and maintenance expenses of the aforementioned services; and (ii) the charges constitute the creation of a funding mechanism/other governmental fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

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**ARTICLE 7. FUTURE ACTION BY RESOLUTION AUTHORIZED**

If in the future the Town intends to revise fees and charges contained within Master Fee Schedule attached as Exhibit "A" to Resolution 2019-█, Town may do so by resolution.

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**ARTICLE 8. EFFECTIVE DATE**

This ordinance, or a summary thereof prepared by the City Attorney, shall be posted on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and is to take force on the date the Master Fee Schedule attached as Exhibit "A" to Resolution 2019-█ takes effect.

**Certificate of Adoption**

I certify that the foregoing Ordinance No. [redacted] was duly introduced at a regular meeting of the City Council of the Town of Colma held on February 27, 2019 and duly adopted at a regular meeting of said City Council on March 13, 2019 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Joanne F. del Rosario, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk



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

**AN ORDINANCE AMENDING SUBCHAPTER 2.08 TO THE COLMA MUNICIPAL CODE,  
RELATING TO MULTI-UNIT SMOKING CONTROL AND DETERMINING SUCH ACTION  
TO BE CATEGORICALLY EXEMPT FROM ENVIRONMENTAL REVIEW  
PURSUANT TO CEQA GUIDELINES 15061(B)(3) AND 15308**

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

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**ARTICLE 1. FINDINGS**

- (a) The City Council of the Town of Colma hereby finds that:
- i. Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution; and
  - ii. Reliable studies have shown that breathing second-hand smoke, which has been classified as a carcinogen, is a significant health hazard for all persons; and
  - iii. Health hazards induced by breathing second-hand smoke include lung cancer, respiratory function, bronchoconstriction, and bronchospasm; and
  - iv. Nonsmokers with allergies, respiratory diseases and those who suffer other ill effects of breathing second-hand smoke may experience a loss of job productivity or may be forced to take periodic sick leave because of adverse reactions to same; and
  - v. There have been some studies that indicate that there are second-hand effects to those exposed to electronic cigarette vapors; and
  - vi. Nonsmokers who live in multi-family dwellings can be exposed to neighbors' secondhand smoke; and
  - vii. Accordingly, the City Council finds and declares that the purpose of this chapter is to protect the public health and welfare by prohibiting smoking in public places, places of employment and near multi-family dwellings as set forth herein.
- (b) Notice of a public hearing on the proposed ordinance was posted on the Town's three bulletin boards, was mailed to all businesses in the Town, and provided to any person who has filed written request for such notice at least 10 days before the hearing.
- (c) A public hearing on this matter was held on February 27, 2019, and evidence was taken.
- (d) The City Council has reviewed and considered the proposed ordinance, the staff report, and evidence presented at the public hearing.

## **ARTICLE 2. AMENDMENTS TO SUBCHAPTER 2.08 OF THE COLMA MUNICIPAL CODE.**

Subchapter 2.08 ("Smoking Control") of the Colma Municipal Code, Chapter Two, is hereby amended and restated as follows:

### **Subchapter 2.08: Smoking Control**

#### **2.08.010 Purpose.**

This ordinance shall be construed and applied to promote its basic purposes and policies which are:

- (a) To protect the public health and welfare by prohibiting or limiting smoking in public places, as hereinafter set forth.
- (b) To strike a reasonable balance between the needs of persons who smoke and the need of nonsmokers to breathe smoke-free air, and to recognize that, where these needs conflict, the need to breathe smoke-free air should have priority.

[*History*: Ord. 782, 18/22/18]

#### **2.08.020 Definitions.**

For the purpose of this chapter, unless the context clearly requires a different meaning, the words, terms, and phrases set forth in this section have the meanings given to them in this section.

- (a) "Dining area" means any indoor or outdoor area which is available to, or customarily used by, the general public and which is designed, established or regularly used for consuming food or drink.
- (b) "Electronic Cigarette" means an electronic device that can be used to deliver an inhaled dose of nicotine, or other substances, as an aerosol or vapor, including any component, part, or accessory of such a device, whether or not sold separately. "Electronic Cigarette" includes any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, vape pen or any other product name or descriptor. (c) "Employee" means any person who is employed by any employer in consideration for direct or indirect monetary wages or profit, and any person who volunteers his or her services for a non-profit entity or other employer.
- (c) "Employer" means any person, partnership, corporation, or non-profit entity, including a municipal corporation, who employs the services of one or more persons.
- (d) "Enclosed" means closed in by a roof and four walls with appropriate openings for ingress, egress, and windows.
- (e) "Multi-Family Unit" means any building with two or more residential dwelling units and such units have at least one or more shared or abutting walls, floors, or ceilings. Additionally, a building that has two or more residential dwelling units and such units have a shared ventilation system is considered a multi-family unit. A multi-family unit does not include the following:



(1) A single-family residence with an attached or detached in-law or accessory dwelling unit that is less than 50% of the floor area of the main residence; and

(2) A single-family residence.

(f e) "Public place" means any area to which the public is invited or in which the public is permitted whether publicly or privately owned and regardless of any fee or age requirement. A private residence is not a public place, except when the residence is utilized as a health care facility, child care facility, family care home, foster care center, group home or senior care home.

(g f) "Primary entrance" means an entryway prominently delineated with signage and used by members of the public as the main source of access for ingress/egress to a facility.

(h g) "Service area" means any publicly or privately-owned area, including sidewalks, that is designed to be used or is regularly used by one or more persons to receive a service, wait to receive a service or to make a transaction, whether or not such a service or transaction includes the exchange of money. The term "service area" includes, but is not limited to, information kiosks, automatic teller machines (ATMs), ticket lines, bus stops, or mobile vendor lines.

(i h) "Smoking" means possessing a lighted, heated or ignited tobacco, nicotine or marijuana product or paraphernalia; or engaging in an act that generates smoke (including, but not limited to, possessing a lighted, heated or ignited pipe, hookah pipe, cigar, electronic cigarette or cigarette of any kind); or lighting, heating or igniting a pipe, hookah pipe, cigar, electronic cigarette or a cigarette of any kind. Smoking includes the use of any product which emits smoke in the form of gases, particles, vapors or other byproducts released by electronic cigarettes, tobacco cigarettes, herbal cigarettes, marijuana cigarettes and any other type of cigarette, pipe or other implement for the purpose of inhalation of vapors, gases, particles or their byproducts released as a result of combustion or ignition.

(j i) "Special Event" means any event or gathering to which the public is invited or in which the public is permitted, and for which a Special Event Permit is required by the Town of Colma. This includes any Town sponsored special event.

(k j) "Tobacco product" means any substance containing tobacco leaf, including cigarettes, cigars, loose tobacco, snuff or any other preparation of tobacco which may be used for smoking, chewing, inhalation or other means of ingestion; and any electronic cigarette or other electronic device used to generate smoke or vapors; and any product or formulation or matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, but does not include any cessation product specifically approved by the United States Food and Drug Administration for the use in treating nicotine or tobacco dependence.

(l k) "Unenclosed Area" means any area that is not an enclosed area.

[History: Ord. 782, 18/22/18; Ord. XXX, X/X/XX]

### **2.08.030 Areas where smoking is prohibited.**

The Town of Colma recognizes that the State of California regulates smoking in many areas, including but not limited to, in enclosed places of employment (Labor Code §6404.5). The Town desires to supplement the smoking restrictions found in state law by prohibiting smoking in the areas listed below. Therefore, within the Town of Colma, smoking shall be prohibited:

- (a) Within and around Town of Colma Structures. This includes any enclosed structure owned or leased by the Town of Colma wherever located; and within twenty (20) feet of an exit, entrance or operable window as prohibited by Government Code §7597;
- (b) In unenclosed dining and service areas; and within twenty (20) feet of unenclosed dining and service areas.
- (c) Within twenty (20) feet in any direction from the primary entrance or exit to any enclosed public place.
- (d) Within twenty (20) feet in any direction from the primary entrance to any multi-family unit.
- (d e) At any special event. This includes any enclosed or unenclosed special event, whether held on public or private property, and within a distance of twenty (20) feet around the perimeter and primary entrance to the area occupied by event participants.

[History: Ord. 782, 18/22/18; Ord. XXX, X/X/XX]

#### **2.08.040 Private restrictions.**

Notwithstanding any other provision of this chapter any owner, proprietor, manager or other person who controls any place described in this section may declare their entire property as nonsmoking.

[History: Ord. 782, 18/22/18]

#### **2.08.050 Posting requirements.**

Each owner, operator, manager or other person having control of public places within which smoking is regulated by this chapter shall conspicuously post "No Smoking" and/or "No Smoking within 20 feet of entrance" signs with letters not less than one inch in height or the international "No Smoking" symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it. At least one sign shall be placed at the entrances to every applicable facility or unenclosed area.

[History: Ord. 782, 18/22/18]

#### **2.08.060 Enforcement.**

- (a) It is the responsibility of the City Manager or his/her designee to enforce the provisions of this chapter.
- (b) Any owner, manager, operator or employer of any establishment or property subject to this chapter shall have the responsibility to inform any apparent violator, whether public or employee,

about any smoking restrictions in said establishment or on the property. In the case of public property, the City Manager or his/her designee shall have the responsibility to inform any apparent violator about any smoking restrictions on public property.

(c) Any citizen who wishes to register a complaint hereunder may do so in writing addressed to the City Manager or his/her designee.

(d) Notice of these requirements shall be given to every new business license applicant.

*[History: Ord. 782, 18/22/18]*

### **2.08.070 Violations and penalties.**

(a) It is unlawful for any person who owns, manages, operates or otherwise controls the use of any premises subject to regulation under this chapter to fail to comply with any of its provisions.

(b) It is unlawful for any person to smoke in any area where smoking is prohibited by the provisions of this chapter.

(c) It is unlawful for any person who owns or controls premises subject to the prohibitions of this chapter to fail to post sign(s) as required by this chapter.

(d) A violation of section 2.08.030 is a misdemeanor, punishable as set forth in subchapter 1.05 of the Colma Municipal Code.

(e) A violation of any other provision of this subchapter is an infraction, punishable as set forth in subchapter 1.05 of the Colma Municipal Code.

(f) A violation of this subchapter shall also be deemed to be a public nuisance under section 2.01.060 of the Colma Municipal Code, and may be abated pursuant to the procedures set forth in subchapter 2.01 of the Code. Notwithstanding any other provision in subchapter 2.01: the authority granted the Code Enforcement Officer in subchapter 2.01 may also be exercised by a Colma peace officer.

*[History: Ord. 782, 18/22/18]*

### **2.08.080 Public education**

The City Manager or his/her designee shall engage in a continuing program to explain and clarify the purposes of this chapter to citizens affected by it and guide owners, operators and managers in their compliance with it.

*[History: Ord. 782, 18/22/18]*

**ARTICLE 3. SEVERABILITY.**

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

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**ARTICLE 4. CEQA DETERMINATION**

Based on all the evidence presented in the administrative record, including but not limited to the staff report for the proposed ordinance, the City Council hereby finds and determines that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") under 14 Cal. Code Regs. Section 15061(b)(3) because it can be seen with certainty that there is no possibility that its adoption will have a significant adverse effect on the environment. It is also categorically exempt under 14 Cal. Code Regs. Section 15308 because the Ordinance constitutes a regulatory activity whose purpose is to protect air quality and prevent the adverse health effects of air pollutants caused by smoking.

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**ARTICLE 5. EFFECTIVE DATE.**

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

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### Certificate of Adoption

I certify that the foregoing Ordinance No. \_\_\_\_ was duly introduced at a regular meeting of the City Council of the Town of Colma held on February 27, 2019 and duly adopted at a regular meeting of said City Council held on March 13, 2019 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 Fisicaro					
Raquel Gonzalez					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

\_\_\_\_\_  
Joanne F. del Rosario, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brian Dossey, City Manager  
 MEETING DATE: March 13, 2019  
 SUBJECT: Flood and Sea Level Rise Resiliency Agency

## RECOMMENDATION

Staff recommends that the City Council adopt:

A RESOLUTION ENDORSING THE SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY AGENCY PROPOSAL (Proposal) AND AUTHORIZING THE EXPENDITURE OF \$25,000 ANNUALLY FOR THREE FISCAL YEARS (FY2019-20 through FY2021-22) TO SUPPORT THE AGENCY START-UP.

## EXECUTIVE SUMMARY

Since 2013, San Mateo County and the 20 cities and towns have increasingly recognized their competitive disadvantage in pursuing grant funding to respond to flooding and sea level rise in comparison with neighboring counties that have countywide agencies working on those issues.

The proposed San Mateo County Flood and Sea Level Rise Resiliency agency recommends revising (through special legislation) the 1959 San Mateo Flood Control District Act to change the governance from the Board of Supervisors to a seven-member board consisting of five city and two county elected officials. The proposed Agency's mission and role would be to address sea level rise, flooding, coastal erosion, and large-scale stormwater infrastructure improvements through integrated regional planning, design, permitting, project implementation, and long-term operations and maintenance to create a resilient "one shoreline" San Mateo County by 2100

A summary of efforts within the county since 2013 to develop a unified voice that could be more effective in obtaining state and federal funding is provided in Attachment B.

## FISCAL IMPACT

Approval of the resolution authorizes the expenditure of \$25,000 annually for three (3) years to fund the Town share of the Agency Start-up costs.

## **BACKGROUND**

In 2017, the City/County Association of Governments (C/CAG) established its Countywide Water Coordination Committee as a standing committee to address flooding, regional stormwater, and sea level rise issues within San Mateo County. The Committee was convened in May 2017 and decided, in partnership with the County, to develop a proposal for a water management agency that could be considered by the C/CAG Board of Directors and County Board of Supervisors by the end of 2018. To achieve this goal, the Committee convened a Staff Advisory Team (SAT) comprised of 18 staff representatives from C/CAG, the County, cities, and other water-related agencies and interests to help develop the draft proposal. The roster of SAT participants is provided as Attachment C. The SAT was supported by Environmental Science Associates (ESA) under contract to the County Department of Public Works.

After considering different alternatives, the Proposal focuses on modifying an existing special district, the San Mateo County Flood Control District (District). The District, which is governed by the Board of Supervisors and utilizes county staff for its functions, has been in place since its creation via special legislation in 1959. Its activities are generally limited to three active flood control zones in which it collects pre-Proposition 13 property taxes to fund flood control efforts (Colma Creek, San Bruno Creek, and San Francisquito Creek watersheds). It also imposes two countywide fees on the property taxes on C/CAG's behalf to fund its Countywide Water Pollution Prevention Program and fees on the property taxes on behalf of the City of Pacifica to fund its water pollution control program. The District's annual zone-based property tax revenue is approximately \$3.8 million, the majority of which comes from the Colma Creek zone, and the two countywide fees for the C/CAG program generate approximately \$1.5 million annually. Under the Proposal, these funds would remain dedicated to their existing programs.

## **ANALYSIS**

The Proposal recommends revising (through special legislation) the 1959 San Mateo Flood Control District Act to change the governance from the Board of Supervisors to a seven-member board consisting of five city and two county elected officials. One of the two Supervisors would be from District 3, the coastal area. The city representatives would be appointed by C/CAG and represent the north, central, south and coastal areas of the County. The fifth city representative would be an at-large position. Legislative fixes, which could go into effect as early as July 1, 2019, would also enhance authorities related to sea level rise and coastal erosion, clarify funding/financing authorities to reflect current state regulations/constitutional restrictions, and change the name to the Flood and Sea Level Rise Resiliency Agency (Agency). The Agency's mission and role would be to address sea level rise, flooding, coastal erosion, and large-scale stormwater infrastructure improvements through integrated regional planning, design, permitting, project implementation, and long-term operations and maintenance to create a resilient "one shoreline" San Mateo County by 2100.

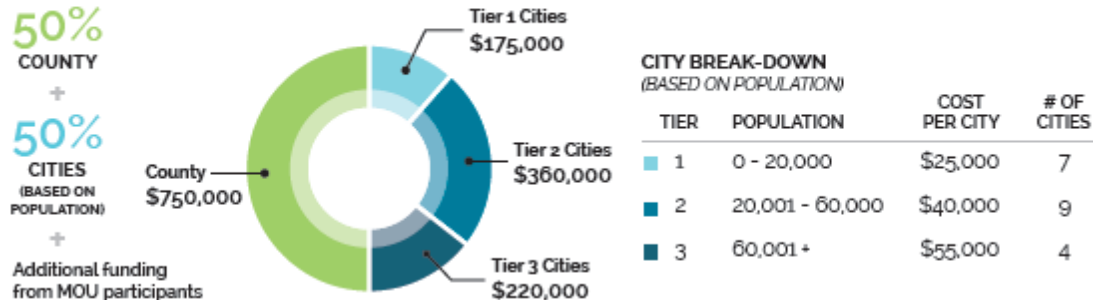
### ***Proposed Agency "Start-up" funds***

The Proposal calls for \$1.5 million in annual funding contributions for three years, split equally between the County and the 20 cities and towns. Annual city/town contributions for agency start-up are proposed to fall into three population-based tiers, with seven small size cities/towns paying \$25k, nine medium size cities paying \$40k, and four large size cities paying \$55k (see



graphic below), for a cumulative city/town contribution of \$755k. A table listing each agency's proposed annual contributions is included in Attachment D.

## Annual Funding



Of the County's \$750k share, \$350k will go to supplement the cities/towns' contribution, resulting in a grand total of \$1.1 million as annual "Start-up" funds. The remaining \$400k County contribution would be used to continue its current Flood Resilience Program under which the County is leading efforts with seven cities under three memoranda of understanding to address multi-jurisdictional flooding problems in three different watersheds. City/town contributions for specific Flood Resilience Program projects are established and can be revised under the terms of the adopted memoranda of understanding.

During this three-year period, the Agency's activities would generally fall into two categories: continuing existing efforts and securing on-going reliable funding for the new agency. For the first, the Agency would continue implementing the District's zone-based flood control activities (proposed initially through contracting with County Department of Public Works) and maintain the Flood Resilience Program that is working with the seven cities under three memoranda of understanding. For the Start-up services, the Agency would develop an Integrated Flood and Sea Level Rise Investment Plan that would define the flood, stormwater, and sea level rise projects and priorities. This information will be essential to the community and stakeholder engagement process. The intent will be to secure long-term sustainable revenue, such as through an Enhanced Infrastructure Financing District, a Geological Hazard Abatement District, property-related fee, or targeted special tax, any of which will require significant community and stakeholder engagement and outreach.

In the event a long-term funding structure is not in place within this three-year period, the annual funding contributions of the County and the cities are proposed to be extended for up to two additional years provided that (1) the Agency is demonstrating sufficient progress toward meeting its objectives, and (2) the cities and the County agree to continue their respective funding contributions.

The Proposal calls for the new governing board of the Agency to hire an Executive Director and the two County positions currently assigned to the Flood Resiliency Program would likely move to the new Agency. Additional staff and consultants would be hired by the Agency, as needed, to achieve its goals during the three-year startup period and beyond. It would also need to contract with the County for ongoing management of the existing District activities, until it is able to manage such efforts on its own.

The C/CAG Board of Directors unanimously endorsed the Proposal at its January 10, 2019 meeting. The County Board of Supervisors endorsed the Proposal at its January 29, 2019 meeting. The Proposal is now being presented to all 20 city and town councils for their endorsement and commitment of funding. An Executive Summary and the detailed Proposal are provided as Attachments E and F.

### **Council Adopted Values**

The City Council is being *responsible* and *visionary* by taking action on the proposed San Mateo County Flood and Sea Level Rise Resiliency Agency. By planning and coordinating now, the Town and County will be better prepared to mitigate issues arising from climate change and sea levels rising.

### **Sustainability Impact**

The City Council acknowledges that Flood and Sea level rise is a global issue and considers this action as one step in improving the issues surrounding sea levels rising.

### **Alternatives**

The City Council could choose not to adopt the proposed resolution however that is not recommended. Climate Change is a global issue, and everyone must participate to mitigate the impacts surrounding sea levels rising.

### **CONCLUSION**

Staff recommends the City Council adopt the resolution.

### **ATTACHMENTS**

- A. Resolution
- B. Historical Background
- C. Staff Advisory Team (SAT) roster
- D. Proposed annual funding contributions by agency
- E. Executive Summary of the Proposal
- F. Proposal - Flood and Sea Level Rise Resiliency Agency Proposal

**RESOLUTION NO. 2019-\_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**A RESOLUTION OF THE TOWN OF COLMA IN  
SUPPORT OF THE ESTABLISHMENT OF THE FLOOD AND SEA LEVEL RISE  
RESILIENCY AGENCY**

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

**1. Background**

- (a) Flooding and sea level rise are immediate and long-term risks to San Mateo County, its residents, and employers; and
- (b) Addressing the risks and impacts of flooding and sea level rise requires cooperation and participation by multiple agencies; and
- (c) In San Mateo County there is not a single voice to advocate at countywide, regional, state, and federal levels for grants and legislation to support climate change resiliency efforts, placing the cities and County at a distinct disadvantage when pursuing funding for important flooding, regional stormwater, and sea level rise infrastructure projects; and
- (d) Infrastructure to address regional stormwater and flooding impacts is expensive and often requires State and Federal grant funding; and
- (e) Grant funding is highly competitive and difficult to obtain by cities acting individually and legislators and regulatory agencies encourage development of a countywide effort to address regional stormwater and flooding issues; and
- (f) Regional and flood infrastructure projects require permits from multiple agencies and the expertise in obtaining the permits is seldom available within local government since the permitting process is used infrequently in most cities; and
- (g) Erosion is already a problem along the San Mateo coastline and existing levees along the San Francisco Bay are not adequate to address sea level rise by 2100; and
- (h) The Regional Water Quality Control Board is expanding requirements that require storm water retention, trash capture, green infrastructure, and other multi-benefit storm water infrastructure projects to meet the Municipal Regional Permit; and
- (i) The Countywide Water Coordination Committee of the City/County Association of Governments (C/CAG) developed a proposal for the formation of the Flood and Sea Level Rise Resiliency Agency ("Agency"); and
- (j) The mission of the proposed Agency will be to address current and future sea level rise, flooding, coastal erosion, and storm water vulnerabilities through integrated regional planning, design, permitting, and project implementation and maintenance to create a resilient San Mateo County by 2100; and

(k) The proposal recommends the modification of the existing San Mateo County Flood Control District to revise its governance to include two members of the Board of Supervisors and five City or Town Council members appointed by C/CAG; and

(l) The County, in cooperation with Assembly Member Kevin Mullin and State Senator Jerry Hill are advancing legislation required to form the Agency by modifying the existing Flood Control District; and

(m) With support from the cities in the County, start-up efforts will begin over the next three years to ensure the sustainability of the Agency; and

(n) The start-up efforts will include development of a Flood and Sea Level Rise Resiliency Investment Plan; public outreach and education about flood, sea level rise, and regional storm water infrastructure needs; and investigate the feasibility of available public infrastructure funding and financing methods to fund the on-going operations of the Agency; and

(o) The Agency will continue the on-going efforts of the existing Flood Control District and San Mateo County Flood Resiliency Program using their existing funding sources; and

(p) There is a need for resources to advance regional storm water and flood resiliency projects since most cities do not have the depth of staff and specialized expertise to advance these large projects; and

(q) The C/CAG Board of Directors and the San Mateo County Board of Supervisors endorse the proposal and recommend that all cities within the County support the formation of the Flood and Sea Level Rise Resiliency Agency.

## 2. Order

(a) The City Council hereby resolves that:

1. The City Council endorses the proposal for the formation of the Agency.
2. The City Council agrees to provide \$25,000 per year for three years per the funding allocation attached as Exhibit A to help fund the formation of the Agency.

### Certification of Adoption

I certify that the foregoing Resolution No. 2019-\_\_ was duly adopted at a regular meeting of said City Council held on March 13, 2019 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario					
John Irish Goodwin					
Diana Colvin					
Helen Fiscaro					

Raquel "Rae" Gonzalez					
Voting Tally					

Dated \_\_\_\_\_

\_\_\_\_\_  
 Joanne F. del Rosario, Mayor

Attest: \_\_\_\_\_  
 Caitlin Corley, City Clerk



### Proposed Annual Funding Contributions by Agency

<b>Municipality</b>	<b>Population (2018 Dept. of Finance)</b>	<b>Proposed Contribution</b>
Atherton	7,135	\$25,000
Belmont	27,388	\$40,000
Brisbane	4,692	\$25,000
Burlingame	30,294	\$40,000
Colma	1,501	\$25,000
Daly City	107,864	\$55,000
East Palo Alto	30,917	\$40,000
Foster City	33,490	\$40,000
Half Moon Bay	12,639	\$25,000
Hillsborough	11,543	\$25,000
Menlo Park	35,268	\$40,000
Millbrae	22,854	\$40,000
Pacifica	38,418	\$40,000
Portola Valley	4,767	\$25,000
Redwood City	86,380	\$55,000
San Bruno	46,085	\$40,000
San Carlos	29,897	\$40,000
San Mateo	104,490	\$55,000
South San Francisco	67,082	\$55,000
Woodside	5,623	\$25,000
San Mateo County	65,828	\$750,000





## **Historical Background**

### **Early Efforts**

In December 2013, Congresswoman Jackie Speier, Assemblymember Rich Gordon, and County Supervisor Dave Pine convened a conference titled "Meeting the Challenge of Sea Level Rise in San Mateo County" that initiated the County's efforts to plan for sea level rise, including launching in 2015 its "Sea Change SMC" initiative and commencing a countywide sea level rise vulnerability assessment.

At the May 2015 C/CAG Board meeting, Supervisor Pine and County staff presented proposed plans for the County to begin addressing multi-jurisdictional flooding and sea level rise. To ensure all its member agencies were included in decisions on how best to address these challenging issues, C/CAG convened an ad-hoc group to evaluate options and make recommendations to the C/CAG Board.

### **C/CAG Ad-hoc Water Committee**

In December 2015 C/CAG convened an ad-hoc Water Committee to discuss opportunities for better countywide coordination, communication, and collaboration on integrated water issues to improve efficiency and maximize funding opportunities, including for state and federal grants. The ad-hoc Water Committee met throughout 2016 and, after exploring various options for a more comprehensive approach to water management, including presentations by numerous agencies that are already doing integrated water management outside of San Mateo County, ultimately recommended C/CAG establish a standing committee as a first step toward greater levels of countywide collaboration and decision making. It also recommended the committee primarily focus on the "orphan" issues of stormwater, flooding, and sea level rise rather than water management issues related to groundwater, water supply, or wastewater since those are already being worked on by others, such as through the Bay Area Water Supply and Conservation Agency, water purveyors, and sanitary agencies/special districts.

### **C/CAG Countywide Water Coordination Committee**

The Countywide Water Coordination Committee (Committee) convened in May of 2017 with four city elected officials representing geographic areas in the county and one member of the Board of Supervisors. After establishing its focus on funding advocacy, information and education, and inter-agency collaboration, the Committee quickly began planning the March 30, 2018 water summit, "Floods, Droughts, Rising Seas, Oh My!" This summit, attended by over 300 people, closed with a video address by Congresswoman Speier urging San Mateo County and the 20 cities and towns to create a joint flood control agency to better compete for federal funds to address sea level rise. In response to this call to action, the Committee, over the subsequent months, began investigating options for taking more formal action to address integrated water management in the county, including creation of a new or modified agency to coordinate efforts on sea level rise, coastal erosion, flooding, and regional stormwater management. To support this effort, the C/CAG Board added three additional members to the Committee, including the C/CAG Chair, Vice-Chair and immediate past Chair.

The Committee decided to develop a proposal for a water management agency that could be considered by the C/CAG Board of Directors and County Board of Supervisors. To achieve this goal, the Committee convened a Staff Advisory Team (SAT) comprised of 18 representatives

(staff level) from C/CAG, the County, cities, and other water-related agencies and interests to help develop the draft proposal.

### **The SAT Process**

The SAT convened in July 2018 (Roster – Attachment 2) and met eight times, with numerous additional Executive Team calls to help shepherd the process. The SAT's focus has been evaluating options for a new entity, including reviewing different governance structures and the potential scope of the new entity, getting feedback from the cities on their needs related to a countywide integrated water agency, and regularly informing and receiving feedback from the Countywide Water Coordination Committee. The SAT, in coordination with the Committee, developed an overall Roadmap for the process that included developing a final proposal by the end of 2018, the C/CAG Board and the County Board of Supervisors considering its endorsement in January 2019, followed by outreach to all 20 city and town councils in early 2019.

The SAT hosted a series of initial information gathering meetings with all 20 cities and towns in August and September 2018, the results of which informed the draft agency proposal. Two additional city meetings were hosted in November and December to present the draft agency proposal. At its December 13 meeting, the SAT endorsed a final version of the agency proposal (Proposal) for Committee consideration on December 20. At that meeting, the Committee recommended the C/CAG Board endorse the Proposal. The C/CAG Board unanimously endorsed the Proposal at its January 10, 2019 meeting. The County Board of Supervisors endorsed the Proposal at its January 29, 2019 meeting.

**Staff Advisory Team (SAT) Members**

<b>Member</b>	<b>Agency</b>
Supervisor Dave Pine	Chair – Countywide Water Coordination Committee
<b>SAT Members</b>	
Brian Perkins	District Director, Congresswoman Speier's Office
Danielle Lee	County Office of Sustainability
Deborah Hirst	Supervisor Horsley's office, County of San Mateo
Erika Powell	County Flood Resilience Program
Jeremy Dennis	Town Manager, Portola Valley
Jim Porter	Public Works Director, County of San Mateo
John Beiers or his appointees	County Counsel, County of San Mateo
John Doughty	Director of Public Works, Half Moon Bay
Larry Patterson (Co-Chair)	City Manager, San Mateo
Len Materman	Executive Director, San Francisquito Creek JPA
Matt Fabry	C/CAG Stormwater Program
Melissa Stevenson Diaz	City Manager, Redwood City
Michael Barber	Supervisor Pine's Office, County of San Mateo
Michael Callagy (Co-Chair)	County Manager, County of San Mateo
Mike Futrell	City Manager, South San Francisco
Nicole Sandkulla	CEO and General Manager, BAWSCA
Sandy Wong	Executive Director, C/CAG
Van Ocampo	Public Works Director, Pacifica
<b>ESA Facilitators</b>	
Jim O'Toole	Project Manager
Ellen Cross	Strategic Facilitator
Ari Frink	Deputy Project Manager



### Proposed Annual Funding Contributions by Agency

<b>Municipality</b>	<b>Population (2018 Dept. of Finance)</b>	<b>Proposed Contribution</b>
Atherton	7,135	\$25,000
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Pacifica	38,418	\$40,000
Portola Valley	4,767	\$25,000
Redwood City	86,380	\$55,000
San Bruno	46,085	\$40,000
San Carlos	29,897	\$40,000
San Mateo	104,490	\$55,000
South San Francisco	67,082	\$55,000
Woodside	5,623	\$25,000
San Mateo County	65,828	\$750,000





# City and Countywide Benefits

*A vision for 2100: One Resilient Shoreline*

**Project Assistance.** Will plan, permit, design, construct and provide long-term maintenance for projects.

**Funding Access.** Will access and leverage state and federal funds.

**Public Education.** Will educate stakeholders and the public on the need for any potential revenue measures to fund the Agency or implementation of projects.

**Prioritized Multibenefit Projects.** Will ensure that collaborative projects will be coordinated, won't create unintended consequences, and won't duplicate efforts.

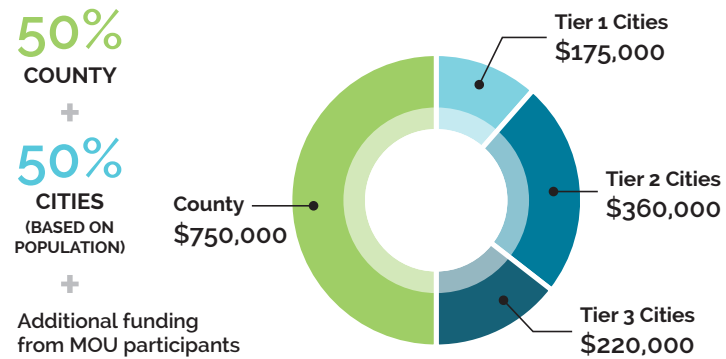
**Stormwater Detention Solutions.** Will be implemented from C/CAG's plan for countywide compliance on the Municipal Regional Permit.



## A Resilient Future

*Accomplishing these efforts together will ensure that collectively we build our resilient future*

## Annual Funding



### CITY BREAK-DOWN (BASED ON POPULATION)

TIER	POPULATION	COST PER CITY	# OF CITIES
1	0 - 20,000	\$25,000	7
2	20,001 - 60,000	\$40,000	9
3	60,001 +	\$55,000	4

## LONG TERM FUNDING

A primary objective of the agency in the first 3 years, will be to design an Investment Plan in order to establish a source of sustainable funding. The County and the City would make their annual financial contributions for three years following the Agency's formation. During this three year time period the Agency would pursue an alternative and more sustainable long term funding structure. In the event a long term funding structure is not in place within this three year period, and provided the cities and County agree, the annual funding contributions of the County and the cities will be extended for up to an additional two years.

## Contact

Are you ready to leverage our opportunities to create a one shoreline resilient county? Contact **Erika Powell**, San Mateo County, epowell@smcgov.org, (650) 599-1488

## Financial Benefit of Acting Now to Create a Resilient Shoreline

*Each \$1 spent on mitigation saves an average of \$6 in future disaster costs.*

Natural Hazard Mitigation Saves: 2017 Interim Report, [www.nibs.org/page/mitigationsaves](http://www.nibs.org/page/mitigationsaves)

## EXECUTIVE SUMMARY

# Flood and Sea Level Rise Resiliency Agency Proposal

## 21st Century Solutions for One Resilient Shoreline



*"The sea is rising and we are not prepared. It's really time for us to pull together across city boundaries to help our citizens in the battle against rising waters and the rising costs of coping with this global threat.*

*To do that, San Mateo County cities must create a joint agency along with the County to ask for federal help."*

*– Jackie Speier, U.S. Congresswoman*



# 1959 to Today

San Mateo County and its cities have been addressing sea level rise, flooding, coastal erosion, and stormwater retention in a variety of ways

## San Mateo County Flood Control District (FCD)

Formed in 1959; addresses flooding in three county flood zones; oversees a budget of approximately \$3.8 million

<b>Colma Creek</b> Issued bonds to alleviate flooding in South San Francisco	<b>San Bruno</b> Improved channels and culverts in lower San Bruno Creek	<b>San Francisquito</b> Member of the San Francisquito Creek Joint Powers Authority
---	---	--

## Independent City Efforts

Several cities have pursued flood mitigation projects

<b>Foster City Levees</b> Will be improved using recent bond money	<b>North Shoreview Flood Projects</b> Will protect the City of San Mateo from storm surges along the bayshore
---	--

## Other County Efforts

These planning efforts include County and City/County collaborations that have engaged numerous stakeholders

<b>Stormwater (C/CAG)</b>	<b>SeaChange Vulnerability Assessment</b> (Office of Sustainability)
<b>Operational Landscape Units (SFEI)</b>	<b>San Mateo Plain Groundwater Assessment</b> (SMC Environmental Health)

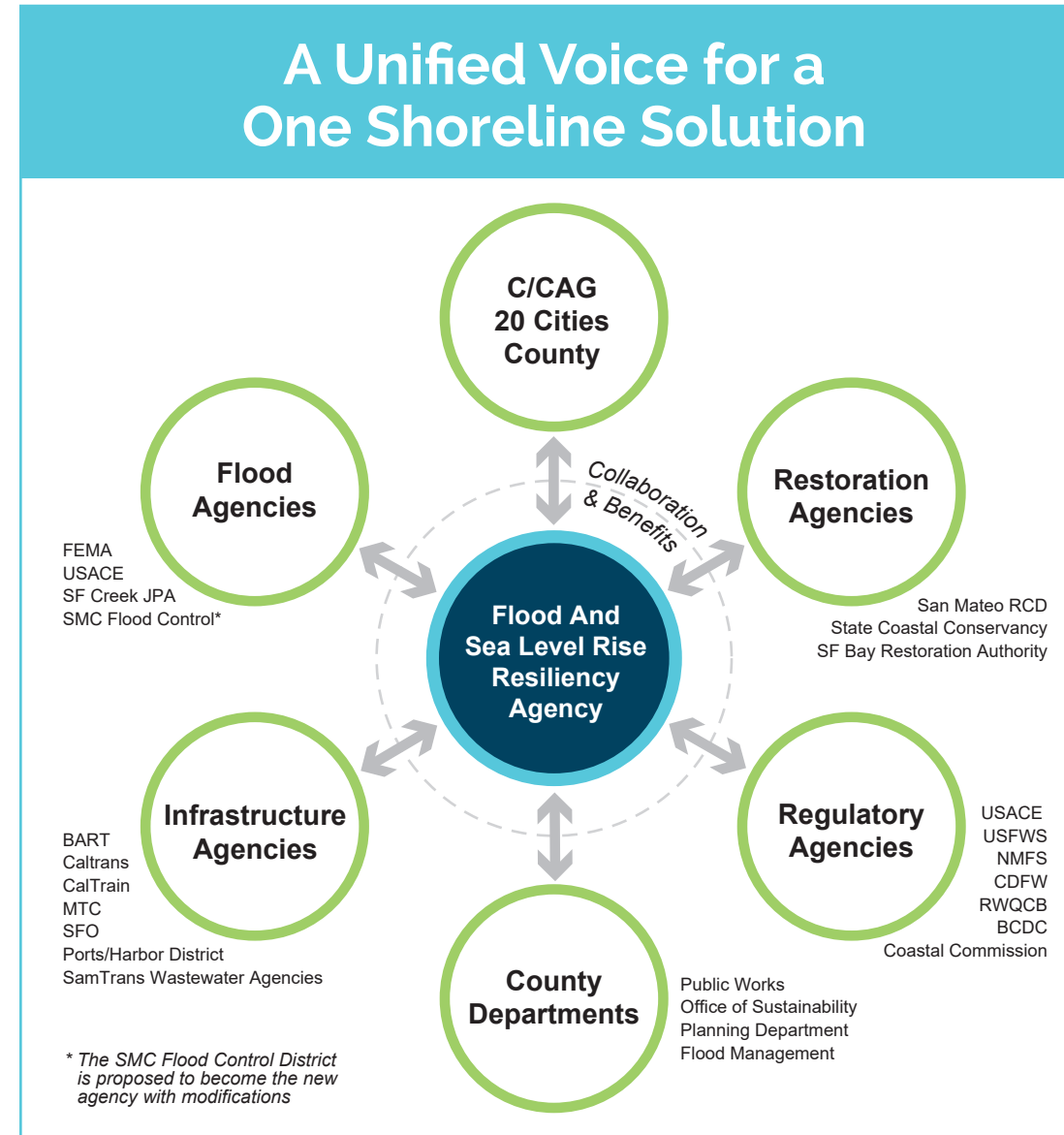
## Flood Resilience Program (FRP)

A County initiative that addresses flood risks in cross-jurisdictional areas through memorandums of understanding (MOUs)

<b>Belmont Creek</b> Developed a Watershed Management Plan to obtain grants	<b>Navigable Slough</b> Leveraged existing resources to identify near-term solutions	<b>Bayfront Canal</b> Applied for over \$14 million worth of state/federal construction funding
--	---	--

# Looking Ahead to 2019-2100

The **Flood and Sea Level Rise Resiliency Agency** will speak with one voice without boundaries across San Mateo County to create a resilient shoreline



## Focus on 2100

The agency would develop and implement a plan to prepare San Mateo County's Bayshore and Coastside for 2100 sea level rise.

## Mission & Vision of the Flood and Sea Level Rise Resiliency Agency



**The Agency's Mission.** The agency would consolidate the work of the SMC Flood Control District and Flood Resiliency Program and initiate new countywide efforts to address sea level rise, flooding, coastal erosion, and large-scale stormwater infrastructure improvements through integrated regional planning, project implementation, and long-term maintenance.



**Create Multi-Jurisdictional Solutions.** The agency would facilitate and monitor existing FRP MOUs, and create new MOUs, addressing cross-jurisdictional issues.



**Leverage State & Federal Funding.** By prioritizing and coordinating projects countywide, the agency would position the County to seek substantial state and federal funding.

## First Priority Actions

**Create the Agency.** The Flood and Sea Level Rise Resiliency Agency would be created by modifying the existing FCD through state legislation. A 7 person board (2 county supervisors, 5 city councilmembers) will govern the agency.

**Priority Plan.** Develop a Flood & Sea Level Rise Resiliency Investment Plan.

**Secure Long-term Funding.** Secure sustainable long term funding for the agency.

**Project Funding.** Pursue state and federal grants for planning and implementation of projects.

**MOU Services.** Continue existing FRP MOUs and create additional MOUs.

## Continued Success

Successful FRP efforts will be carried over into the new priority plan



**Navigable Slough**  
Feasibility Study



**Belmont Creek**  
Flood Management Plan



**The Bayfront Canal & Atherton Channel**  
Flood Management and Habitat Restoration Project



Proposal

# Flood and Sea Level Rise Resiliency Agency Proposal

DECEMBER 21, 2018





# Table of Contents

1. Introduction .....	1
2. Agency Mission & Role .....	3
3. Organization Type and Governance .....	4
4. Agency Funding .....	4
5. Initial Staffing .....	6
6. Preliminary Work Plan .....	7

Appendix A. Supporting Graphics

Appendix B. Frequently Asked Questions

Appendix C. Development of New Agency Proposal,  
Supporting Information



# 1. Introduction

Sea level rise (SLR) is one of the most serious consequences of climate change and it will have a significant effect on San Mateo County, which has more people and property value at risk from the rising sea than any other county in the state. The San Mateo County Sea Level Rise Vulnerability Assessment completed in March 2018 found that in the event of a mid-level 2100 sea level rise scenario, property with an assessed value of \$34 billion would be flooded on the Bayshore and on the Coastside north of Half Moon Bay. In addition, the Vulnerability Assessment found that \$932 million in assessed property value could be at risk from erosion on the Coastside north of Half Moon Bay.

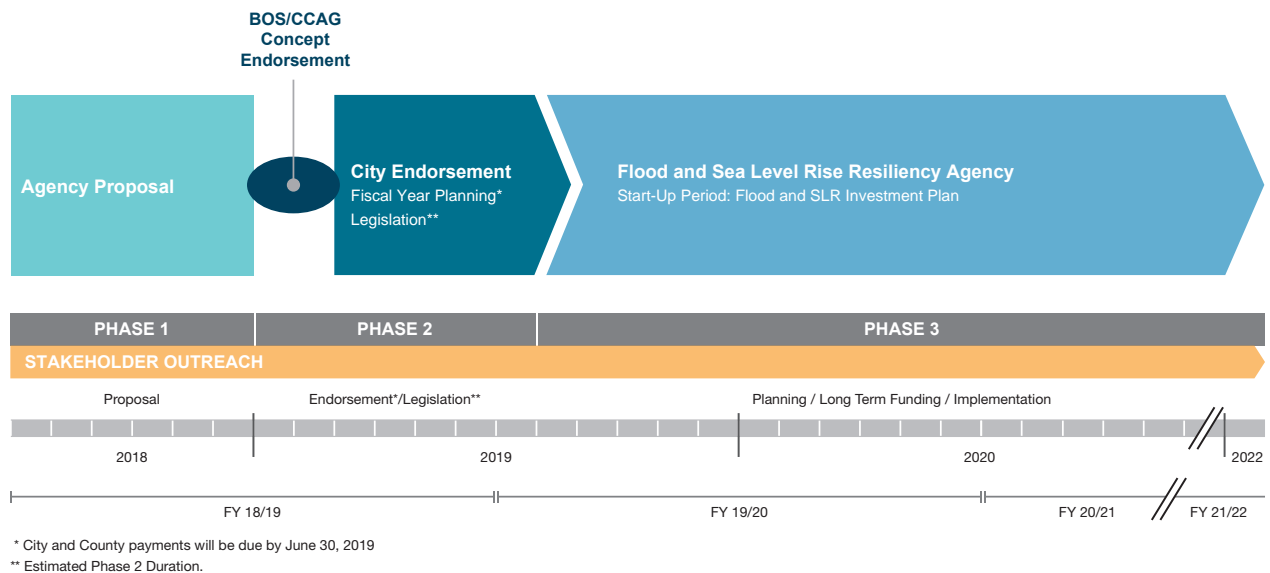
Congresswoman Jackie Speier identified the need for a countywide agency to address the challenges of flooding, sea level rise and coastal erosion at the "Floods, Droughts, Rising Seas, Oh My!" water summit convened by the County and the City/County Association of Governments (C/CAG) in March 2018. A countywide agency would: allow San Mateo County and its cities to coordinate across jurisdictional lines; avoid duplication of efforts and build expertise; and create a unified voice that would far better position the County and its cities to obtain state and federal funds for addressing flooding, SLR and coastal erosion.

Several efforts to address flooding, sea level rise and coastal erosion in San Mateo County are already underway. Since 1959, the San Mateo County Flood Control District (FCD) has addressed flooding issues in three county flood zones with an annual budget of \$3.8 million. The County's Flood Resilience Program was started in 2016 with the mission to address cross-jurisdictional flood risks. The Flood Resilience Program is currently leading project development in seven cities pursuant to three Memoranda of Understanding (MOU): Bayfront Canal (Redwood City, Atherton, Menlo Park, Unincorporated SMC); Belmont Creek (Belmont, San Carlos, Unincorporated SMC); and Navigable Slough (South San Francisco, San Bruno, Unincorporated SMC). The County's Office of Sustainability has several planning initiatives related to sea level rise and climate change more broadly, including the Sea Change San Mateo County initiative. Several cities have pursued their own flood and sea level rise protection projects, particularly the cities of San Mateo and Foster City. C/CAG is helping cities and the County identify and fund regional stormwater management infrastructure that will improve water quality and mitigate downstream flood risk. However, as identified by the 2014 Grand Jury Report, "Flooding Ahead: Planning for Sea Level Rise," the County and its 20 cities need a coordinated approach to effectively address flooding, SLR and coastal erosion across the County as a whole.

In April of 2018, C/CAG's Countywide Water Coordination Committee, which consists of eight elected officials from across the County, formed an 18-person Staff Advisory Team (SAT) consisting of city, County, and other agency staff to develop a proposal to form an agency to address SLR, flooding, coastal erosion, and regional stormwater infrastructure on a countywide basis. The SAT completed an intensive six-month engagement and collaboration process (Phase 1), resulting in the creation of this Agency Proposal. The C/CAG Water Coordination Committee has reviewed the Agency Proposal and recommends that it be endorsed by the C/CAG Board of Directors and the San Mateo County Board of Supervisors. After analyzing different governance approaches and agency models, the Water Coordination Committee's recommendation is to modify the FCD by legislation to expand its scope, restructure its governance, and rename it the Flood and Sea Level Rise Resiliency Agency (Agency).

The discussion below outlines the Agency Proposal which reflects the identified needs and priorities of the 20 cities and the County. Supporting materials are provided in **Appendix A**.

**Figure 1** summarizes the process to date and anticipated process for review and potential endorsement of the Agency Proposal by C/CAG, the County Board of Supervisors, and the 20 cities..



**Figure 1. Anticipated Agency Proposal Review Process**

## 2. Agency Mission & Role

The Agency's mission would be to address sea level rise, flooding, coastal erosion, and large-scale stormwater infrastructure improvements through integrated regional planning, design, permitting, project implementation, and long-term operations and maintenance to create a resilient "one shoreline" San Mateo County by 2100. The Agency will work with stakeholders to plan, implement, and maintain multi-jurisdictional projects that mitigate risks from SLR, flooding, and coastal erosion and enhance public benefits such as water quality, habitat, restoration, and recreation.

Rather than create a new agency, the existing FCD would be modified to create the Agency. The FCD would need to be modified through passage of legislation which could be completed as early as June 2019. The cities (on a population-scaled basis) and the County would contribute funding to support the Agency for a three-year period beginning on July 1, 2019 (Startup Period). The Flood Resiliency Program would continue to be funded by the County and the existing FCD would utilize its existing property tax revenue to advance its projects.

During this Startup Period, the Agency would do the following:

- **Develop an Integrated Flood and Sea Level Rise Resiliency Investment Plan (Flood and SLR Plan).** The Agency would develop an Integrated Flood and Sea Level Rise Resiliency Investment Plan for the Bayshore and the Coastsides to address short-term (2050) and long-term (2100) SLR, flooding, and coastal erosion. The plan would be a living document that provides a mechanism for regional prioritization of projects and would recommend funding and financing options for long-term implementation.
- **Secure Long-Term Funding.** During the Startup Period the Agency would pursue a stable long-term funding structure to fund its operations, such as an Enhanced Infrastructure Financing District, a Geologic Hazard Abatement District, or a targeted special tax. This would require community and stakeholder engagement and outreach on the need for long-term resiliency and any potential revenue measure.
- **Continue Implementation of Flood Resiliency Program Projects.** The Agency would implement existing and new projects in collaboration with individual cities or groups of cities pursuant to MOUs, creating multi-jurisdictional solutions.
- **Existing Flood Control Zone Services:** The Agency would continue oversight, management, and execution of projects in the three existing Flood Control Zones. This work would be contracted back to the County during some or all of the Startup Period.
- **Leverage State and Federal Funding.** By prioritizing and coordinating projects countywide, the agency would position the County to seek substantial state and federal funding.



# 3. Organization Type and Governance

Consistent with the current FCD, the Agency would be a Countywide Special District and would have all the necessary legal authority to carry out its mission and secure funding. As part of the legislation needed to create the Agency, governance would be shifted from the Board of Supervisors to a governing board made up of seven members consisting of two members from the Board of Supervisors (one of whom would be the Supervisor representing District 3, which covers most of the coast) and five city council members. Four of the city council members would represent specific geographic areas (North, Central, South, and Coastal), and one council member would represent the cities at large. The candidates for the five city council member positions on the Agency's Board would apply to, and be appointed by, the C/CAG Board.

The existing Colma Creek Flood Control Advisory Committee that is made up of elected officials and citizens would be retained for oversight and continuity on the Colma Creek watershed projects that are currently the responsibility of the FCD. In addition, an Advisory/Technical Committee would be formed to advise the governing board of the Agency.

It is anticipated that all the cities and the County will participate in the Agency. There is critical work to be performed by the Agency to address sea level rise, flooding, coastal erosion, and large-scale stormwater infrastructure improvements that benefit all cities within the county, all of which are within the existing FCD's jurisdiction.

# 4. Agency Funding

Identifying and securing reliable on-going funding will be the top priority for the agency and is essential for its long-term viability. Funding for the first three years of the Agency's services would be provided through three sources:

- Existing FCD revenue within the existing flood zones from pre-Prop 13 property tax allocations
- County contribution
- Cities' contributions

**Financial Benefit of Acting Now to Create a Resilient Shoreline**

*Each \$1 spent on mitigation saves an average of \$6 in future disaster costs.*

Natural Hazard Mitigation Saves: 2017 Interim Report, [www.nibs.org/page/mitigationsaves](http://www.nibs.org/page/mitigationsaves)



SERVICES	ESTIMATED FUNDING AMOUNT (PER YEAR)	FUNDING SOURCE	ENTITY PARTICIPANTS
Agency Startup Services*	<ul style="list-style-type: none"> <li>\$1.1 million</li> </ul>	<ul style="list-style-type: none"> <li>SMC pays \$350k</li> <li>20 cities pay \$750k</li> </ul>	<ul style="list-style-type: none"> <li>All 21 entities</li> </ul>
MOU Services	<ul style="list-style-type: none"> <li>\$400k + potential new MOU funding</li> </ul>	<ul style="list-style-type: none"> <li>\$400k from SMC</li> <li>\$TBD – depending on specific project needs</li> </ul>	<ul style="list-style-type: none"> <li>Participating cities and the County</li> </ul>
Flood Control District Services <ul style="list-style-type: none"> <li>Countywide Stormwater Fees Collection</li> </ul>	<ul style="list-style-type: none"> <li>\$3.8 million</li> <li>\$1.5 million</li> </ul>	<ul style="list-style-type: none"> <li>Per existing Flood Control District (Pre-Proposition 13 property tax revenue)</li> <li>Existing FCD (Countywide fees on tax roll on behalf of C/CAG)</li> </ul>	<ul style="list-style-type: none"> <li>Existing Active Flood Control District Flood Zones</li> <li>C/CAG</li> </ul>

\*Agency startup services include developing an Integrated Flood and Sea Level Rise Resiliency Investment Plan and securing long-term funding for the Agency.

Table 1. Agency Description of Roles & Responsibilities by Funding Level.

The annual funding contribution by the County and by cities (allocated by population) would be as follows:

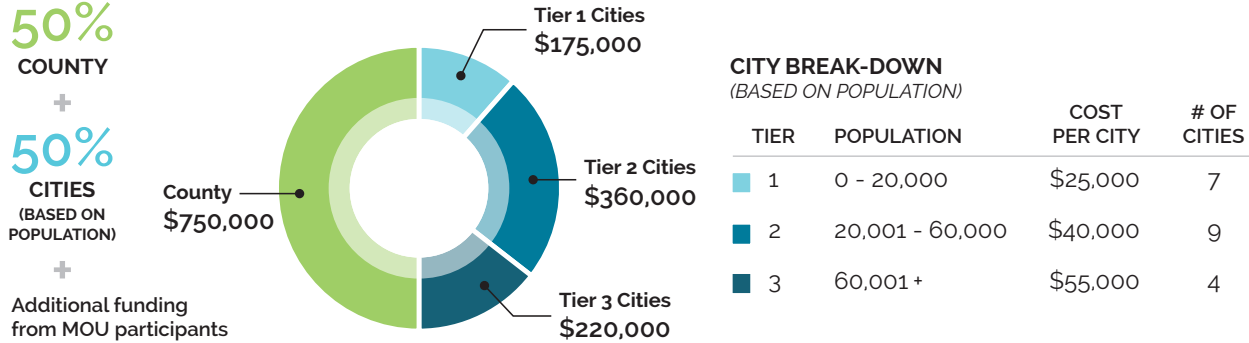


Figure 2. 50/50 Cost-Share Based on Population.

Cities participating in existing or future MOU Projects will also contribute to the funding of their respective projects. This may be through in-kind staffing services if the city is the project lead, the city's local share for grant matching funds, or direct financial contributions towards consultant or construction costs.

A primary objective of the agency in the first 3 years, will be to design an Investment Plan in order to establish a source of sustainable funding. The County and the City would make their annual financial contributions for three years following the Agency's formation. During this three year time period the Agency would pursue an alternative and more sustainable long term funding structure such as an Enhanced Infrastructure Financing District, a Geologic Hazard Abatement District, or a targeted special tax. This would require community and stakeholder engagement and outreach. In the event a long term funding structure is not in place within this three year period, the annual funding contributions of the County and the Cities will be extended for up to an additional two years provided that (1) the Agency is demonstrating sufficient progress toward meeting its objectives, and (2) the cities and the County agree to continue their respective funding contributions.

The Agency would continue to collect the committed property tax revenue for the FCD. However, this property tax revenue will continue to be restricted to only fund projects within the designated Flood Zones where the revenue is generated. The FCD currently collects approximately \$3.8 million annually in pre-Proposition 13 property tax revenue from three flood zones. Most of the revenue is generated and spent in the Colma Creek Flood Zone. In addition, the Agency would continue to annually impose, collect, and direct to C/CAG two countywide property-related fees on the tax rolls that fund the Countywide Water Pollution Prevention Program. These fees generate approximately \$1.5 million per year for the C/CAG program and are restricted to efforts by C/CAG to support the County and the cities in complying with State requirements to address water quality issues associated with stormwater runoff.

## 5. Initial Staffing

The governing board of the Agency will hire an Executive Director who will be charged with managing the Agency. In addition, the two County staff members now working on cross-jurisdictional flood risks under the three existing MOUs would join the Agency. The Agency would hire additional staff members and also utilize consultant services as appropriate.

During most or all of the initial three year Startup Period, the agency would enter into an agreement with San Mateo County to manage and operate the FCD. At such time as the Agency has hired its own staff and/or consultants with the expertise to handle this function, the agreement with the County would terminate.

The Agency will obtain an accounting system such as Cost Accounting Management System (CAMS) to allocate staff time based on actual time spent (documented on employee timecards) to the various functions or projects they are working on. This will ensure that both direct and indirect (overhead) costs are tracked and charged to the appropriate areas (i.e., MOU projects, FCD functions, or Agency startup services) based upon the actual amount of time spent in each area and avoid subsidizing one functional area with funds derived from another. For example, the Executive Director may spend 20 hours of his or her time on FCD matters, 10 hours on MOU projects, and 10 hours on Agency startup services in a given week. For cost recovery purposes CAMS would then allocate his/her staff time charges as follows: 50% to the FCD, 25% to the MOU projects, and 25% to Agency startup services.

# 6. Preliminary Work Plan

A preliminary work plan for the Agency during the initial three-year Startup Period is described in Table 2 below. This plan would be refined, and modified as appropriate, by the governing board and Executive Director after the Agency is created.

	YEAR 1	YEAR 2	YEAR 3
<b>Agency Startup Services</b>	<ul style="list-style-type: none"> <li>• Begin work on the Flood and SLR Plan</li> <li>• Release RFP and select consultant teams that will support Agency staff</li> </ul>	<ul style="list-style-type: none"> <li>• Complete work on the Flood and SLR Plan</li> <li>• Seek state/federal funds as appropriate</li> <li>• Explore possible long-term sustainable revenue sources</li> <li>• Recruit additional staff</li> </ul>	<ul style="list-style-type: none"> <li>• Pursue a long-term sustainable revenue source, including a public engagement program</li> </ul>
<b>MOU Services</b>	<ul style="list-style-type: none"> <li>• Develop implementation plan and preliminary designs for the Navigable Slough Feasibility Study projects</li> <li>• Develop preliminary design and an implementation plan for the Belmont Creek Flood Management Plan projects</li> <li>• Develop conceptual designs for the Bayfront Canal/ Atherton Channel Flood Management Plan projects</li> </ul>	<ul style="list-style-type: none"> <li>• Launch CEQA and/or environmental engineering planning process for MOU projects.</li> <li>• Pursue potential new projects under new MOUs</li> </ul>	<ul style="list-style-type: none"> <li>• Begin implementing MOU projects</li> </ul>

Table 2. Work Plan Year 1 to 3.



# *Appendix A.*

## *Supporting Graphics*

- Figure A1. Functions Matrix
- Figure A2. Collaboration Opportunities and Benefits
- Flood Resiliency Program Factsheet

Flood and Sea Level Rise Resiliency Agency | Functions Matrix

Function / Responsibility as it Relates to Flooding, Sea Level Rise, Erosion, and Regional Stormwater	County		C/CAG		Cities		FSLRRA	
	Current	Future	Current	Future	Current	Future	Current	Future
<b>Advocacy and Outreach on stormwater, flooding, erosion and Sea Level Rise</b>	●	●	●	●	●	●	●	●
	●	●	●	●	○	○	●	●
	●	●	○	○	○	○	●	●
<b>Planning, Design, Permitting, Construction, and Technical Assistance on stormwater, flooding, erosion and Sea Level Rise projects</b>	●	●	●	●	●	●	●	●
	●	●	○	○	○	○	●	●
	●	●	○	○	○	○	●	●
<b>Cross-Jurisdictional Coordination on stormwater, flooding, erosion and Sea Level Rise</b>	●	●	●	●	○	○	○	○
	●	●	○	○	○	○	○	○
	○	○	○	○	○	○	○	○
<b>Funding for stormwater, flooding, erosion and Sea Level Rise</b>	○	○	○	○	○	○	○	○
	○	○	○	○	○	○	○	○
	○	○	○	○	○	○	○	○

● Primary   ● Secondary   ● Support   ○ Not Involved

Note: This matrix is currently in draft form and is subject to change due to agency feedback.

Figure A1. Functions Matrix

## Collaboration Opportunities

- Public Outreach
- Multi-Jurisdictional Projects
- Regional Planning
- Feasibility Studies
- General Plan Policy Development
- Funding Applications

## Benefits

- Funding
- Advocacy and Outreach
- Planning, Design, Permitting, Construction, and Technical Assistance
- Cross-Jurisdictional Coordination

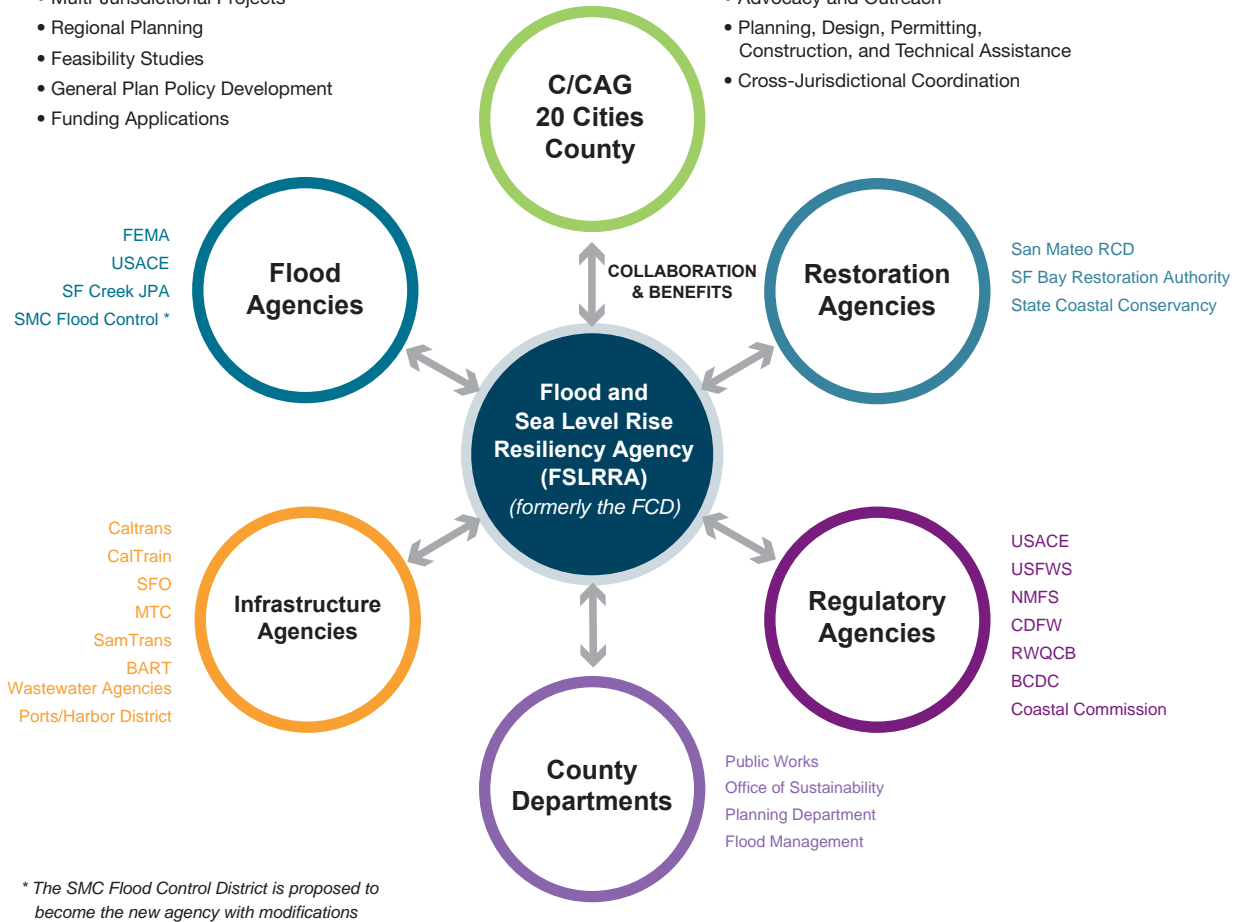


Figure A2. Collaboration Opportunities and Benefits



# San Mateo County Flood Resilience Program



## Building Resilience One Watershed at a Time

The Flood Resilience Program was established in 2016 by the San Mateo County Board of Supervisors, and is managed within San Mateo County Public Works. With a staff of two, the program has already achieved impressive results.

- **Trust.** Three Memorandums of Understanding (MOUs) were signed with 7 cities to share funding and collaborate on flooding solutions.
- **Leadership.** The Program leads partner agencies in a collaborative process to solve flooding issues, guiding tasks such as selecting consultant teams and coordinating with regional, state and federal agencies.
- **Results.** Several projects, many of which were under discussion for decades, are now being implemented. With 14 applications for grants worth nearly \$18 million and over \$75 million invested in multi-benefit flood risk management measures, the program is generating results.

## Addressing flooding in San Mateo County has never been more complex or urgent.

Floods cross multiple jurisdictions, making it difficult to determine who is responsible. Local government budgets are already strapped thin. New requirements to protect ecosystems and consider future conditions make project implementation expensive and highly specialized. The Flood Resilience Program strategically addresses flooding by bringing together affected parties to catalyze solutions.

*By working together to build resilience through collaboration, the Flood Resilience Program turns shared risks into shared benefits throughout our watersheds.*

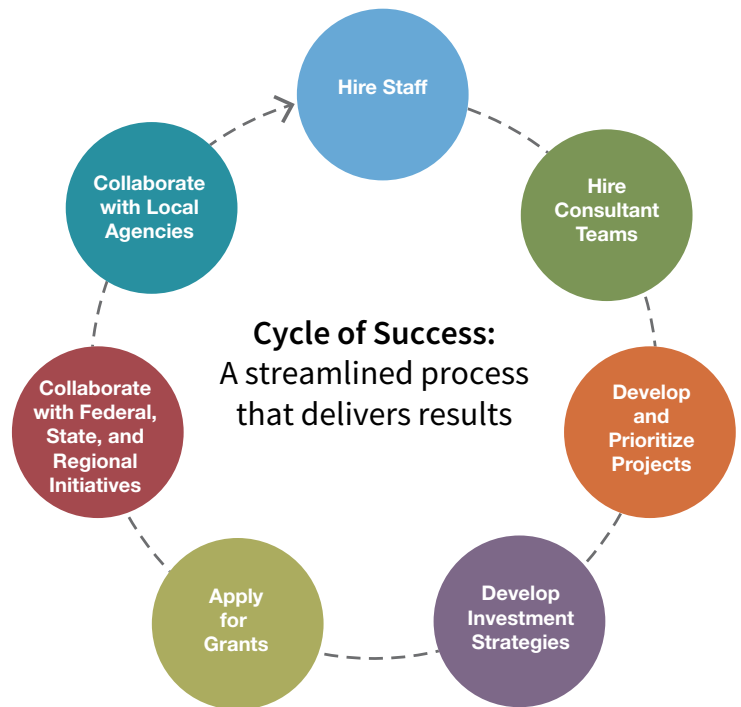




# Program Benefits


## The Program:

- Creates a platform for efficient collaboration
- Navigates complex federal and state permitting landscape through understanding of agency expectations
- Finds new funding opportunities
- Solves multi-jurisdictional problems with multi-benefit solutions
- Turns adversaries into advocates




## Project Profiles

**Navigable Slough**  
*Feasibility Study*




Navigable Slough is nestled between San Bruno Creek and Colma Creek and is the focus of a recently challenged Flood Insurance Rate Map. The project develops a regional watershed management plan and begins to explore adaptive management solutions. This project brings together the Cities of San Bruno and South San Francisco and leverages existing studies, technical data, and other stakeholder flood resilience efforts to identify near-term solutions for flood mitigation and Sea Level Rise.

**Belmont Creek**  
*Flood Management Plan*



The Program collaborated with the Cities of Belmont and San Carlos to enter an MOU to address chronic flooding in multi-jurisdictional areas. The Collaboration between the agencies has resulted in a multi-beneficial Flood Management Plan that includes upstream detention, erosion management, flood risk management for larger storms, and a potential for public-private partnerships. The Program, as lead for the Collaborative, has pursued \$3.4 million in planning and construction grants for the project.

**The Bayfront Canal & Atherton Channel**  
*Flood Management and Habitat Restoration Project*



The project is a collaboration between the Cities of Redwood City, Town of Atherton, and Menlo Park. The cities entered a \$1 million MOU to provide regional flood risk management. The Program has built public-private partnerships, has pooled resources with Redwood City to use its \$1.2 million Prop. 84 grant, and has applied for \$14.9 million worth of construction funding. The project will improve water quality and mitigate flooding for five disadvantaged communities.



*Appendix B.*  
*Frequently Asked Questions*



# Flood and Sea Level Rise Resiliency Agency

## *Frequently Asked Questions*

### Background and Need

#### **1. Why is this agency needed?**

Flooding and erosion are immediate and long-term risks to San Mateo County and its residents. It is estimated that by 2100, over 40% of the County lands, including property with an assessed value of \$34 billion, could be adversely affected by flooding and erosional processes related to sea level rise (SLR) and climate change<sup>1</sup>. By forming or modifying an agency, San Mateo County and its cities would create a unified voice and leverage their combined power to take advantage of existing federal and state money to address coastal and flood issues.

#### **2. Why is the agency needed now?**

A proactive approach is much better than a reactive approach – every \$1 spent on mitigation saves an average of \$6 in future disaster costs<sup>2</sup>. By providing an integrated response, San Mateo County may be able to reduce exposure to future SLR and associated future costs, position the County for available state and federal funding programs, and improve coordination among jurisdictions that are grappling with these issues.

#### **3. Why a new agency at all?**

The issues related to flooding and erosion associated with SLR are enormous, and are beyond the capabilities of a single agency to absorb the responsibility for response and adaptation into their existing missions. SLR crosses jurisdictional boundaries. A new agency would have the following benefits:

- Coordinate a more focused and effective response to Flood/Erosion/SLR and Regional stormwater infrastructure improvements
- Realize economies of scale for planning, project development and implementation. Implement planning at a regional scale to bridge jurisdictional boundaries
- Position the region for State/Federal Funding opportunities to address the issues at the appropriate scale
- Leverage expertise among agencies to focus on implementation of large, multi-benefit projects that affect multiple jurisdictions

#### **4. If San Francisco protected the area with flood gates at the Golden Gate Bridge, would our sea level rise and flood control issues be resolved?**

This solution is not technically feasible nor is it desirable from an environmental and economic perspective. Regardless, we do not have a singular voice within the County that could represent the cities and county in any discussion with San Francisco about tidal gates or other regional solutions. The proposed agency would allow the county and cities to participate more effectively in regional

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<sup>1</sup> SeaChange Sea Level Rise Vulnerability Assessment for San Mateo County, <https://seachangesmc.org/vulnerability-assessment/>

<sup>2</sup> Natural Hazard Mitigation Saves: 2017 Interim Report, [www.nibs.org/page/mitigationsaves](http://www.nibs.org/page/mitigationsaves)

solutions. If a regional solution is found and agreement reached, our participation in the funding of the project would benefit from the proposed Flood and Sea Level Rise Resiliency Agency (Agency)<sup>3</sup>.

**5. Shouldn't this start as a public information campaign and not an infrastructure agency? There may be a lack of resident support for flood control, shoreline protection, and sea level rise issues.**

One of the first priorities of the Agency would be to initiate a public information campaign. This campaign will be required to gain support for reliable on-going funding for the agency. However, the first step is to organize the cities and county into an entity with the authority to secure tax revenue, issue bonds, and take other actions that may be required to implement the needed projects. The Office of Sustainability (OoS) is already educating the public about the County's vulnerabilities to SLR, most notably through the SeaChange Sea Level Rise Vulnerability Assessment. The agency would take these existing planning efforts and begin implementing projects based on the assessment's recommendations.

**6. What are the mission and goals of the agency?**

The mission of the Agency would be to address current and future sea level rise, flooding, coastal erosion, and regional stormwater vulnerabilities through integrated regional planning, design, permitting, and project implementation to create a resilient San Mateo County by 2100. The Agency will work with stakeholders from all 21 jurisdictions to fund and build multi-jurisdictional projects that reduce risks from sea level rise, flooding, and coastal erosion and enhance public benefits such as habitat, restoration, and recreation.

The Agency would develop an integrated Flood and Sea Level Rise Resiliency Implementation and Funding Plan for the Bayshore and the Coastside to address short-term (2050) and long-term (2100) sea level rise, flooding, and coastal erosion impacts.

**7. Why are cities responsible for flood control and shoreline protection?**

Almost all flood control and shoreline protection solutions have land use impacts and building code implications, which are within the purview of cities. Additionally, there is no countywide or regional agency available to either assist with or conduct the necessary funding, design, and construction of these types of projects. Zones covered by the existing San Mateo County Flood Control District (FCD) and its associated pre-Prop 13 revenue are the only areas where the County currently has flood control responsibilities.

## Agency Structure and Governance

**8. What governance structures were explored for the Agency?**

A recommended governance structure is identified as part of the Agency Proposal. See response to Question 10. Several options for governance structure were considered as part of Agency proposal development, including: Joint Powers Authority (JPA) or Memorandum of Understanding (MOU) between the Cities and the County, Special District by action of the State Legislature, an Advisory Committee reporting to a Board of Directors, a department within the County of San Mateo, or a branch of an existing agency such as C/CAG. Criteria such as ease of establishment, ability to

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<sup>3</sup> The name of the proposed agency is being discussed and could change.



leverage Federal and State Funding, and legal authority were used to select the recommended governance structure.

**9. What governance options were ruled out?**

- MOUs will be used for new projects, but they would not provide the range of functions proposed for the new agency.
- A new special district does not provide any advantage over a modified County FCD and could not incorporate work funded by pre-Prop 13 revenue within existing FCD. It would likely take longer to form and encounter greater political resistance in Sacramento.
- Modifying the C/CAG JPA would require modifications to the existing JPA, would need to include all 21 agencies in the county from the beginning and would represent a significant shift in the focus of the agency to include design, construction and maintenance of flood and sea level rise improvements.
- Using San Mateo Public Works Department is not a viable option. The Department currently manages the flood resiliency projects and the existing FCD. It can provide implementation of projects for a new agency. However, governance would need to remain the Board of Supervisors which would not likely be supported by some cities. It would not be feasible to modify the governance structure to include city partners.
- Forming a new JPA would take a significant amount of time to draft the agreement and obtain support from local agencies. It would not be as effective in developing a reliable on-going revenue stream and bonding for projects could be more complicated. Pre-Prop 13 revenue to the Flood Control District could not be transferred to JPA.

**10. What is the recommended governance structure?**

The Staff Advisory Team (SAT) supports modifying the existing San Mateo FCD through legislation to include flooding, SLR, coastal erosion and stormwater infrastructure in its mission. The recommended legislation to move governance from the Board of Supervisors to a City/County Board removes one of the largest drawbacks to the FCD option. The pre-Prop 13 revenue would be retained and could help fund staffing as it is related to eligible projects. MOU projects within the adapted FCD would retain local agency control of projects from which they benefit.

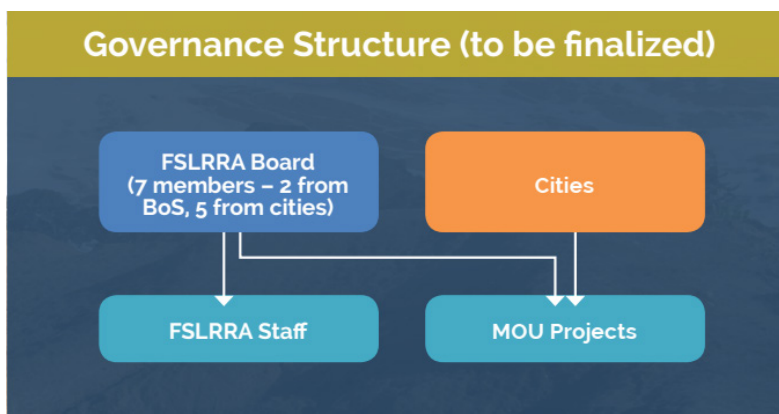


Figure 1 - Proposed Governance Structure

**11. Is this just a new County expansion scheme?**

No, this project would not include any net new benefits for existing County staff. The Agency would be made up of mostly new staff, with the exception of two County staff members now working on cross-jurisdictional flood risks under the three existing MOUs who would join the Agency. This isn't the County's expansion scheme – it is a response to meet our long term SLR challenges.

**12. Is there a SLR/Climate Scientist hired as part of the initial team?**

Not initially. The agency may utilize a consultant with expertise related to climate science and SLR.

**13. How will other agencies participate?**

Through an 18-member Staff Advisory Team (SAT), a Stakeholder Outreach Program has been developed to engage agencies throughout the County. We have completed a series of six interview meetings to facilitate input into this process, followed by two meetings in November and December at which we shared progress to date in the creation of the Agency. The SAT will also engage other key collaborations in the County, including C/CAG, City/County Engineers Association, and others. See Appendix **Figure A2 – Collaboration Opportunities and Benefits** for examples of collaborations and crossover.

**14. What will be the relationship between this Agency and the County's Office of Sustainability?**

The two agencies would work very closely together in public outreach, communications, and funding priorities on SLR. The Agency would take the lead on prioritizing and implementing projects that OoS identifies to create a resilient county by 2100.

**15. What will be the new responsibilities as related to SLR for this Agency, C/CAG, and cities/county?**

The Agency would work with the cities to develop multi-jurisdictional MOU projects and take the lead on regional stormwater infrastructure improvements that would create multi-jurisdictional benefits. C/CAG would continue to lead and manage the stormwater regional permit. Local agencies retain local control of local or multi-agency projects with the Agency being a partner in the process. The agency would provide those services required to advance these projects. The Functions Matrix, provided in the Agency Proposal, delineates the current and future responsibilities of these entities related to SLR.

Questions Specific to Cities

**16. How will multi-jurisdictional projects that require multiple agencies participating be funded under the Agency?**

It is anticipated that multi-jurisdictional projects would be advanced under new MOUs. It is also likely that sea level rise needs may require a county-wide response (at least in the planning and project development phases). For example, the work performed by the OOS could provide a basis upon which the Agency would identify specific projects county-wide. Likely these projects would be advanced and funded through individual MOUs between the agencies affected and benefiting.

**17. What will the overall costs be, and what will this cost cities?**

Cities obligations would be \$750,000 annually for the first three years, based on the three tiers by population, as demonstrated in the table below. The estimated total cost for the Agency's services



over the first three years would be \$1.5 million dollars, which would be paid by the county (50%) and the cities (50%). Additional MOU services, and continuing FCD responsibilities, would be paid by participating cities and the existing flood zones, respectively.

**Table 1. Cost Breakdown by Population.**

Tiers based on Population	City Break-Down Population	# of Cities	Cost Per City
1	0-20,000	7	\$25,000
2	20,001-60,000	9	\$40,000
3	60,001+	4	\$55,000

**18. What will motivate cities with existing MOU projects to participate in the Agency?**

The County has been providing the bulk of the funding for the MOU projects. This funding will expire in June 2019. This Proposal recommends that the County provide half of the Agency funding for the first three years of its operation. The Agency is designed to provide assistance and coordination for these projects and would be formally a part of the new agency. A key function that the Agency would be expected to provide is the pursuit of Regional, State, and Federal funding opportunities. The MOU projects will be expensive so their progress will depend on the success in obtaining grants. For these reasons participation by the cities with MOUs in the Agency would be mandatory to advance the projects beyond June 2019.

**19. What will motivate cities with NO existing MOU projects to participate in the Agency?**

The initial work related to flooding, SLR, erosion, and stormwater improvements would provide value to most, if not all, agencies in the county. The cost of this initial work, when spread over most agencies within the County, would be modest and should justify broad participation. Much like the other MOU projects, it would be necessary for the Agency to enter into some agreement with the participating agencies to fund this effort prior to initiating the work. In addition, it would be anticipated that other MOUs would be created. For example, the Seymour Ditch erosion problem might trigger an MOU between the County, the Agency, and Half Moon Bay.

**20. What will the first MOU projects be?**

In addition to continuing the existing MOU projects – see the Factsheet to learn about the Navigable Slough Feasibility Study, the Belmont Creek Flood Management Plan, and the Bayfront Canal & Atherton Channel Flood Management & Restoration Project – new MOU projects would be developed with cities interested in collaboration. The new agency would be the lead in developing the MOU, the scope of work, hiring the consultants, and overall management of moving the MOU projects forward.

**21. If a city joins the new Agency for one project do they enter for every project? Similarly, if a city has only one project, can they exit once the project is complete?**

As discussed above in Question 16, broader issues like multi-jurisdictional flooding, sea level rise, erosion, and stormwater improvements will warrant funding countywide. Funding for this type of broader need would be in addition to the requirements of an individual MOU. The funding for a project is defined by the MOU participants. A city would not participate in the funding of another project governed by a separate MOU.

**22. Can a city exit from the Agency once they join?**

With the desire for the agency to perform maintenance of completed projects that was expressed by cities, cities would not be allowed an ability to exit. The first three years will be critical to get the agency started and focused on a new implementation and funding plan and would require a three-year commitment.

**23. What will be requested of cities that are already paying for their own flood protection (i.e., Foster City bond measure)?**

This answer will vary depending on the specific funding mechanism. Using the benefit district concept, it is conceivable that what is paid within a jurisdiction will vary depending on the anticipated benefits. For example, if San Mateo needs to develop and fund projects to meet 2050 sea level rise conditions, the property owners might pay more than in Foster City where 2050 needs are being constructed but assistance may be needed to meet 2100 needs. These considerations will be taken into account as we devise our finance and funding strategies in 2019.

**24. What does staffing look like in the interim (between Flood Control District and New Agency) vs. long-term?**

The staffing through the County Department of Public Works would continue for the existing FCD work. Staffing would remain unchanged for the Flood Resiliency Program unless modified through changes in the existing MOUs to fund and execute an expanded scope of work. The key technical activity for the Agency will be the Implementation and Funding Plan which will be consultant-driven with the Agency providing project management. The Interim Director with consultant support will lead the other initial functions (legislation and on-going funding). A staffing plan beyond the initial 3-year period will be part of the Implementation and Funding Plan. See Section 5 of the Agency Proposal for more details.

**25. Will there be problems related to use of funds if not all cities participate?**

We have based the new agency's success on full participation by all cities in the county for the benefit of a greater, more resilient San Mateo County shoreline. The pre-Prop 13 monies that are currently received by the existing FCD will be restricted and can only be used in the flood zone from which they were collected. Bonds issued without all cities participating would also create some restricted funds. Issuance of bonds would be related to one or more specific MOU project(s) and would naturally be restricted for use on that project only.

**Legislation-related Questions**

**26. Are there potential risks with the legislative action required to change governance and other aspects of the existing Flood Control District?**

Yes. This would be considered a "district bill" in the state legislature (i.e. only applicable to the district and thus of less importance to everyone else). However, it will still undergo strict scrutiny by the local government committees and the taxpayer advocates for its precedential importance. Once the idea is further refined we will contact Assemblymember Kevin Mullin and ask that the Assemblymember introduce the concept to the Assembly Local Government Committee for guidance.

**27. Will it take too long legislatively to modify the existing Flood Control District?**

The hope is that modifying an existing Flood Control District should require much less time than forming a new district. In discussion with consultants, attorneys, and legislative advocates, it is anticipated we can complete the process as soon as June 2019. In the interim, the work can proceed

in parallel to the legislation and under the direction of Board of Supervisors with the existing C/CAG Water Committee acting as an advisory board to the County. This will allow the existing projects to progress and work to begin identifying an on-going funding source. It would also permit grant applications to be submitted from a single entity.

### Progress and Next Steps

**28. What is the process for forming this new agency?**

Please see Section 1 of the Proposal.

**29. How will existing agencies transition into the Agency?**

See Section 5 of the Proposal.

**30. What is the timing for specific items, such as implementing the Flood Protection and Resiliency Implementation and Funding Plan, creating a new board, and setting up a program funding measure?**

It is anticipated that by Q2 2019, we will have asked for all 20 cities and the county's full endorsement and funding of the agency. We will begin developing legislative action to modify the FCD by Quarter 1 2019 and the new agency will be effective by July 1, 2019. The Water Committee will solicit applications for new board members in Q1 2019 to be governing by July 1, 2019. The new board will hire an Executive Director by Q3 2019. We will also initiate a new Implementation and Funding Plan in Q3 2019, which will initiate the details for a funding measure.



*Appendix C.  
Development of New Agency Proposal,  
Supporting Information.*

*Webpage Link to be Provided.*







# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Michael P. Laughlin, AICP, City Planner  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: March 13, 2019  
 SUBJECT: 2018 General Plan and Housing Element Annual Report

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION ACCEPTING THE 2018 ANNUAL REPORT ON THE IMPLEMENTATION OF  
 THE GENERAL PLAN, INCLUDING THE HOUSING ELEMENT

## EXECUTIVE SUMMARY

Each year, the Town is required to submit annual reports on the implementation of the General Plan and Housing Element to the state. Prior to staff sending the report to the state, the City Council must accept the report. As shown in the attached General Plan Implementation Status Sheets, there were several General Plan policies that were furthered this year. The most significant actions taken in 2018 was the update to the Town's Inclusionary Housing Ordinance to allow for the loaning of Housing Impact Fees to HEART; furtherance of the Open Space Element through the Town's designation as a Tree City U.S.A., and a minor update to the Safety Element to link it to the Local Hazard Mitigation Plan.

## FISCAL IMPACT

The preparation of the 2018 Annual Report on the status of implementation of the General Plan does not have an impact on the Town's adopted budget.

## BACKGROUND

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

and Community Development. This report is required to include details of the progress toward implementation of each of the elements within the General Plan.

A city's General Plan serves as the overall guide and vision for all of the community's land use and development activities. Due to the fact that a General Plan requires periodic updates to accurately reflect changes in values and priorities of a community, it is important that local jurisdictions review their General Plans and the status of implementation of the measures included in each element of the Plan. It is the goal of this Annual Report to provide a tool for this review.

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

## **ANALYSIS**

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

### ***Housing Element***

The following list summarizes the highlights of the Housing Element:

- The building permit for the 66-unit veteran's affordable housing project was issued January 3, 2018 and is scheduled to be completed in early May 2019. The Town is reporting the addition of 31 Very-Low Income units, 34 Low Income Units and 1 Above Moderate unit for this project in the annual report. The project will satisfy the entire affordable housing production goal for the 8-year Housing Element cycle.
- The City Council approved the subdivision of the Tealdi greenhouse lots on B Street. 9 new lots were created, 8 of which are intended for market-rate new single-family dwelling units. 6 building permits were issued in 2017. Building permits were issued for the 3 remaining homes in 2018 and are included in the report to the state.
- Colma continues to provide funding to programs such as the Human Investment Project, and Lifemoves as discussed in the Housing Element.
- Colma approved a loan to HEART for approximately \$225,000.00 of uncommitted affordable housing development impact fees for the purpose of initiating affordable housing projects throughout San Mateo County. The funds will remain with the Town until the Town is approached with a proposal from HEART for the use of the funds.



- The number of section 8 units in the Town remains at 8 units between 2017 and 2018.

Additional information about Housing Element compliance can be found in Tables A-F, attached.

### ***Circulation Element***

No policy implementation occurred this year on the General Plan Circulation Element. However, the Town is moving forward with improvement plans for Mission Road and a study for Serramonte Boulevard and Collins Avenue. In addition, the Town will be utilizing grant funding to prepare a plan for the El Camino Real. The Town also completed a Systemic Safety Analysis Report (SSAR) to identify safety improvements in Colma.

### ***Land Use Element***

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

### ***Open Space and Conservation Element***

The Town began to renovate the Sterling Park Playground in 2018. The project is expected to be complete in 2019.

The Town celebrated its first annual Arbor Day celebration in 2018 and was certified as a Tree City for the first time. The Town will continue to observe arbor day and continue with Tree City in 2019. Becoming a Tree City is also a program in the Town's Local Hazard Mitigation Plan.

### ***Noise Element***

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

### ***Safety Element***

The safety element was amended to add a policy regarding the Local Hazard Mitigation Plan to comply with AB2140.

### ***Historical Resources Element***

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

### **Council Adopted Values**

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

## **Sustainability Impact**

A motion to accept the 2018 annual report on the implementation of the general plan will have no impact on sustainability.

## **Alternatives**

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

## **CONCLUSION**

Staff recommends that the City Council, by motion, accept the 2018 Annual Report on the status of Implementation of the General Plan and Housing Element.

## **ATTACHMENTS**

- A. 2018 Annual Report on the Implementation of the Housing Element, including Tables A-F
- B. 2018 Annual Report on the Implementation of the General Plan, Remaining Elements



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202)

<b>Jurisdiction</b>	Colma	
<b>Reporting Year</b>	2018	(Jan. 1 - Dec. 31)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs. Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	20				31						31	
	Non-Deed Restricted												
Low	Deed Restricted	8				34						34	
	Non-Deed Restricted												
Moderate	Deed Restricted	9											9
	Non-Deed Restricted												
Above Moderate		22			6	4						10	12
<b>Total RHNA</b>		<b>59</b>											
<b>Total Units 44</b>					<b>6</b>	<b>69</b>						<b>75</b>	<b>21</b>

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Cells in grey contain auto-calculation formulas



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

<b>Jurisdiction</b>	Colma
<b>Reporting Year</b>	2018 (Jan. 1 - Dec. 31)

**Table D**  
**Program Implementation Status pursuant to GC Section 65583**

**Housing Programs Progress Report**  
 Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1.1 Manufactured Housing Design Standards	Allows for construction of single family residences at lower costs, thereby reducing the cost of housing.	Ongoing.	Ordinance 720 adopted in 2013. Planning Department is responsible for making developers aware of this provision.
Program 1.2 General Plan Consistency Review and Annual Report	Increase awareness to decision makers of annual progress toward meeting Housing Element Goals.	Ongoing.	Continue internal consistency review annually and make report available to the public.
Program 2.1 Second Unit Ordinance	To increase the number of second dwelling units; and To encourage the development of second units in areas of the town where they are permitted or conditionally permitted (C and R zones)	Ongoing.	Accessory Dwelling Unit Ordinance adopted in 2017. Planning Department is responsible for providing information to prospective developers in areas where second units are permitted.
Program 3.1 Planned Development Districts and Mixed Use.	To optimize the use of developable land to maximize the General Plan density of each developable site; and To allow for implementation of Density Bonus provisions when appropriate	Ongoing.	Planning Department is responsible for the review of planned development applications. City Council is responsible for the adoption of planned development rezones.
Program 3.2 Density Bonus Provisions for Affordable Housing.	To increase the supply of housing units through the use of density bonus provisions.	Ongoing.	Density Bonus Ordinance Adopted in 2005. Planning Department continues to make developers aware of density bonus provisions.
Program 3.3 High-Density Housing Near Colma and South San Francisco BART Stations.	To facilitate the development of housing units and affordable housing units in proximity to the BART station.	Ongoing.	provision of information to prospective property buyers
Program 3.4 Planner Responsibility to Promote Affordable Housing and Mixed-Use.	To assist in the development of affordable units		Ongoing implementation of existing program.
Program 3.5 Planned Development Zoning Provisions for Single Family Attached Development.	To optimize the use of developable land to maximize the General Plan density of each developable site; and To allow for implementation of Density Bonus provisions when appropriate		Ongoing enforcement of existing ordinance and standards.
Program 3.6 Ensure No Net Loss of Required Units.	To assure that all units identified in the Housing Element will be built on designated sites or alternative sites.		Ongoing provision of information to developers and enforcement of the no net loss provision.

Program 3.7 Inclusionary Housing.	To create new affordable housing units both for rent and for sale.	Complete. .	Inclusionary Housing Ordinance adopted in 2005. Nexus Study and Housing Impact Fees adopted 2016
Program 4.1 Reasonable Accommodations Ordinance Public Information, Ordinance Amendment and Monitoring	To assure that reasonable accommodation is made for individuals to have equal access to housing.	Ongoing.	Town amended ordinance in 2007. The Planning Department continues to monitor the implementation of the Town's codes, policies and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions and all fair housing laws.
Program 4.2 Senior Housing.	To maintain affordable housing for seniors within the community.	Ongoing.	Town of Colma Administration and the Department of Public Works responsible for maintenance/management of the facility.
Program 4.3 Emergency Shelters.	Allowance for an emergency shelter	Ongoing.	Planning Department responsible for advising a potential developer of an emergency shelter of the zoning provisions. Building Department responsible for processing building permit.
Program 4.4 Inform local developers of opportunities to provide transitional and supportive housing.	Allowance for transitional and supportive housing	Ongoing.	Planning Department is continuing to provide information regarding the Town's transitional and supportive housing opportunities to local developers through counter handouts and interactions. Information is also on the Town's website.
Program 4.5 Amend the Zoning Code within one year of adoption of the Colma Housing Element to clarify that transitional and supportive housing is considered a residential use of the property, subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.	Allowance for transitional and supportive housing in residential zones	Ongoing.	Municipal Code amended in 2013. Planning Department to inform those that make inquiries to the Planning Department of the provisions.
Program 4.6. Reach out to local service providers of special needs groups to assist in the identification and analysis of constraints to the provision of housing for persons with disabilities.	To assure that equal access and opportunities are provided to persons with disabilities for housing.	Ongoing.	
Program 5.1 Knowledgeable Housing Referral.	To assure that referrals can be made to provide equal access to housing.	Ongoing.	Planning Department is responsible for the ongoing management of the existing program.
Program 5.2 Human Investment Project (HIP) Support.	Supports better utilization of existing housing stock and provides affordable housing. It also supports better maintenance of existing housing stock.	Ongoing.	Planning Department is responsible for the ongoing management of the existing program. City Council responsible for the approval of any monetary support
Program 5.3 Section 8 Rental Assistance.	To assure that information is provided to qualified applicants to provide equal access to housing.	Ongoing.	Planning Department is responsible for the ongoing management of the existing program.
Program 5.4 Housing Recordkeeping.	To conserve and improve the condition of the existing housing stock.	Ongoing.	Planning Department is responsible for the ongoing management of the existing program.
Program 5.5 Address needs of Extremely Low-Income Households.	To assist developers and property owners in making affordable units available, which, in turn, provides equal housing opportunities.	Ongoing.	Planning Department will lead the outreach and information dispersal efforts.





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

Jurisdiction	Colma	
Reporting Period	2018	(Jan. 1 - Dec. 31)

Note: + Optional field  
 Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name <sup>+</sup>	Local Jurisdiction Tracking ID <sup>+</sup>	Very Low Income	Low Income	Moderate Income	Above Moderate Income <sup>4</sup>	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									
		None	None						

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

<b>Jurisdiction</b>	Colma
<b>Reporting Period</b>	2018 (Jan. 1 - Dec. 31)

Note: + Optional field  
 Cells in grey contain auto-calculation formulas

**Table F**  
**Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)**

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

Activity Type	Units that Do Not Count Towards RHNA <sup>+</sup> Listed for Informational Purposes Only				Units that Count Towards RHNA <sup>+</sup> Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 <sup>+</sup>
	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									

**2018 GENERAL PLAN ANNUAL PROGRESS REPORT  
LAND USE ELEMENT POLICIES & IMPLEMENTATION STATUS**

<b>5.02.310 LANDSCAPING, DESIGN AND COMPATIBILITY</b>			
<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.02.311	In any proposed development the Town shall balance and use judgement in reviewing the visual effects and the potential impacts of the proposed development, facilitating the tranquil atmosphere required for the Town's memorial parks is maintained.	The City Planner will make recommendations consistent with this policy to the Town Council for new development projects.	Ongoing: Policy is being implemented on a case-by-case basis for new projects, both administrative and discretionary.
5.02.312	The Town should take action to improve civic beauty including tree planting, road median landscaping, and enforcement of conditions related to private development projects.	The Town of Colma will commit financial resources for beautification projects including tree planting and road median landscaping in future budgets. Existing budget resources are committed to landscape maintenance. The City Planner currently tracks and enforces conditions related to private development projects.	The following projects have been completed that are consistent with this policy objective: <ol style="list-style-type: none"> <li>1) Junipero Serra Blvd median beatification</li> <li>2) Junipero Serra gateway sign (south end)</li> <li>3) Junipero Serra gateway sign (north end)</li> <li>4) El Camino Real Gateway sign</li> <li>5) Hillside Boulevard, Phase I (between Hoffman and Serramonte) Improvements will extend between Serramonte and Lawndale for Phase II in the future.</li> </ol>
5.02.313	Particular encouragement should be given to those new developments that incorporate passive and/or active solar energy systems for preheating water and for space heating and cooling.	The City Planner will make recommendations consistent with this policy to the Town Council for new development projects.	On-going: during pre-application meetings for new construction, project staff encourages developments to incorporate said measures. In May of 2013, the Town adopted a Climate Action Plan which focuses, in part, on promoting solar/renewable energy installations for commercial and residential development.
5.02.314	The Town should prohibit land uses generating excessive amounts of traffic or requiring large signs from locating on El Camino Real.	The City Planner will make recommendations consistent with this policy to the Town Council for new development projects, and an Environmental Review will be conducted pursuant to the California Environmental Quality Act to consider traffic impacts. The Sign Ordinance allows only small signs for businesses facing the El Camino Real.	Case-by-case assessment is done by staff. Projects are reviewed in accordance with CEQA, and traffic studies may be part of the CEQA analysis. Traffic studies are reviewed by Public Works and if it is determined that excessive traffic would be generated, staff would provide this information to Council and make appropriate recommendations. All signage applications are reviewed in accordance with this policy.
5.02.315	The Town should encourage the private redevelopment of properties along Collins Avenue to strengthen the commercial retail core.	The City Planner will make property owners aware of the Town's desire to have properties redevelop.	Property owner's are advised of the desire for redevelopment of properties along Collins Avenue when inquiries are made about land use changes and or redevelopment.
5.02.316	Culverting or covering of the remaining open sections of Colma Creek through Colma should not be permitted, except for a short segment near the junction of El Camino Real and Mission Road required for installation of a flood control diversion structure. The Town will seek to enhance the remaining open	The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. Flood control projects will be constructed by the County Department of Public Works.	There have been no development projects that have provided an opportunity for staff to include a condition of approval to enhance the open creek area. There have been no capital improvement projects that have provided this opportunity.

	sections of Colma Creek with creekside landscaping and lighting where possible, and will seek to establish a public pathway following all open sections of Colma Creek as a condition of approval for improvement projects on properties abutting the following open sections of Colma Creek: a) Parallel to El Camino Real from near F Street to near Colma Boulevard b) El Camino Real to Serramonte Boulevard c) Collins Avenue to El Camino Real d) Parallel to Mission Road from near El Camino Real to the South San Francisco boundary.		
5.02.317	No new metal clad buildings should be permitted in the Town of Colma, other than agriculturally-related.	The City Planner will make recommendations consistent with this policy to the Town Council for new development projects.	This policy is being implemented and Staff has not allowed new metal clad buildings.
5.02.318	The Town should condition the approval of permits for all site and building improvement projects to require the installation of street trees along the frontage of the affected property. Spacing of trees should be in accordance with an adopted tree planting plan or, If no plan exists, trees should be installed at a minimum spacing of one tree each 25 feet parallel to the roadway.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.	Implemented on a case-by-case basis. No new development applications have been submitted recently.
5.02.319	In the case of properties located at gateway sites, the Town should require gateway elements to be included as part of the design of any new development where applicable.	The City Planner will recommend design alternatives and a preferred design will be adopted by the City Council. Gateways will be implemented as part of the Town's Capital Improvement Plan or alternatively, as part of the permitting for private site development.	Implemented on a case-by-case basis. Will be implemented when projects or development applications are submitted or will be recommended during pre-application review.
<b>5.02.320 RESIDENTIAL</b>			
<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.02.320	The Town should allow only the construction of single family detached housing units as infill in the Sterling Park neighborhood.	In 1998, the City Council adopted a new Neighborhood Residential (R-S) Zoning for the Sterling Park Sub-area. This ordinance clearly defines density and design guidelines to maintain the single family detached character of the neighborhood.	Ongoing: Permits were issued for 6 single-family residences in the neighborhood in 2017
5.02.321	Residential developments having ten or more units should be required to provide park and recreation facilities or contribute to the improvement of community-wide facilities.	The City Planner will make recommendations consistent with this policy to the Town Council for new development projects.	Park Land Dedication ordinance was adopted by the City Council as part of the Municipal Code in March 2006. Park in-lieu fees were paid as part of the development of the homes in Sterling Park.
<del>5.02.322</del>	<del>The Town should restrict to 50 the maximum</del>	<del>Regulation of population growth is necessary</del>	This policy was removed by the City Council in March of

	annual number of new residential units that become available for rent or purchase and should monitor population growth so that the total population is only approximately 1500 by the year 2005.	so that City Services are not overburdened and can be expanded in an orderly manner.	2015.
5.02.323 ✓	The existing commercial use on Hoffman Street should be phased out and replaced with a residential use.	The City Planner will make recommendations consistent with this policy to the Town Council. The City Planner will work with the property owner to design a Planned Development that is compatible with the surrounding residential development.	Completed: The construction staging yard on Hoffman was replaced with an 18-unit townhouse development approved by City Council in July 2000 and construction was completed in April of 2003.

**5.02.330 COMMERCIAL**

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

5.02.333	As properties on Collins Avenue are redeveloped, new uses which reinforce the Auto Sales District should be encouraged.	The City Planner has and will continue to make recommendations for the implementation of the Collins Avenue Corridor development guidelines in the General Plan at a staff level or in proposals presented to the City Council.	Ongoing: this policy is implemented as redevelopment arises and changes in land use are proposed.
5.02.334	Commercial land uses requiring frequent truck deliveries should not be located adjacent to residential or cemetery land uses without a sufficient buffer incorporated into their site plans.	The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. Colma's primary residential area is physically removed from the commercial areas of Town.	Case-by-case, each proposal for a new commercial land use is reviewed by staff for compliance with this policy.
5.02.335 ✓	Mixed commercial and residential uses should be encouraged in the southerly portion of the Mission Road District and in the commercial frontage along Mission Street in the Sterling Park Planning Area. ✓ Special site specific policy. See on Exhibit LU-2 for locations.	The City Planner will make recommendations consistent with this policy to the Town Council for new development projects. Planned Development zoning should be encouraged.	Staff supports this proposal by recommending the development of mixed-use projects in the noted areas when inquiries are made.

#### 5.02.340 EXECUTIVE/ADMINISTRATIVE

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE	STATUS OF POLICY IMPLEMENTATION
5.02.341	Development proposals for parcels located on El Camino Real between F Street and Mission Road should be consistent with the Cemetery (G) or Executive/Administrative (E) land use categories. Zoning changes on El Camino Real from the Commercial (C) or Cemetery (G) category should only be made to the Executive/Administrative (E) category.	The City Planner will make recommendations consistent with this policy to the Town Council for new development projects or rezoning requests.	Case-by-case implementation; there have been no zoning changes proposed in this area.
5.02.342	The Town should encourage medical service offices and professional business offices to locate their facilities in the Executive/Administrative land use area along El Camino Real.	The Executive/ Administrative land use designation along El Camino Real permits and encourages these uses. Other zoning designations do not encourage these uses.	Staff recommends medical and professional offices to locate in the Executive/Administrative zoning areas of Town. In July of 2013 the Town approved entitlements to construct a new 9,592 square foot three-story, office building built over a one-level at-grade parking podium, on a 0.27 acre project site located at 1850 El Camino Real.

#### 5.07.350 CIRCULATION AND TRANSIT

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE	STATUS OF POLICY IMPLEMENTATION
5.02.351	The Town should cooperate with SamTrans and BART to facilitate the extension of BART service through Colma in a manner that does not detract from Colma's greenbelt theme. All tailtrack and line extensions shall be located underground following the abandoned S.P. Railroad right-of-way through Colma. Replacement landscaping including the use of	The Town of Colma was involved in the BART Environmental Impact Report review process and in the review of specific development plans. Verbal and written comments were submitted back to BART consistent with this policy. The Town will continue to review detailed development plans and to monitor construction operations.	The BART expansion through Town is completed. This policy was successfully implemented as BART trains are screened and only visible in limited locations. Landscaping has been successfully planted to screen appropriately.

	tree species that will attain significant height and mass should be required.		
5.02.352	Sufficient off-street parking should be required for all new construction, in amounts varying with the type of use.	The Zoning Code specifies the amount of off-street parking required for all new construction.	Off-street parking requirements are based on the land use proposed on-site and are enforced accordingly for new construction and additions.
5.02.353	The City Council should condition the approval of permits for all site and building improvement projects to require the installation of a public sidewalk, if one does not already exist, within the public right-of-way fronting the affected property.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.	Case-by-case implementation; on projects where sidewalks do not already exist, the City Planner will recommend installation of a sidewalk within the public right-of-way. In July of 2013 the Town approved entitlements to construct a new 9,592 square foot three-story, office building built over a one-level at-grade parking podium, on a 0.27 acre project site located at 1850 El Camino Real. Rather than require a public sidewalk on the site which may never be utilized or connected to sidewalk improvements further south, the permit was conditioned to require that the property owner covenant to provide an access easement for the purpose of providing a public sidewalk if one is required in the future.
5.02.354 ✓	The Town should abandon “paper streets” in the Cypress Hills district that do not provide access to in-holding lots, or are redundant with other paper streets. Paper streets which provide direct access to in-holding lots should be maintained as public easements. ✓ Special site specific policy. See Exhibit LU-2 for locations.	The City Planner will make recommendations consistent with this policy to the City Council. If a paper street is made redundant by an in-holding lot being acquired by an adjoining landowner, the City Planner will recommend to the City Council that the street be abandoned.	When applications arise that include paper streets, the City Planner recommends approval of the “vacation” of paper streets. In February of 2012 the City Council reviewed and approved a Street Vacation for a 5 acre portion of property obtained from Cypress Hills Golf Course by Cypress Lawn. In July of 2013 the City Council reviewed and approved another Street Vacation for an additional .5 acre portion of property obtained from Cypress Hills Golf Course by Cypress Lawn, as part of the Town approved Cypress Lawn Phase 4 grading, tree removal, and project design.
5.02.355 ✓	Access to parcels fronting El Camino Real south of Mission Road should be restricted to right-turn in/right-turn out only. Access to parcels with frontage on both El Camino Real and Mission Road should be restricted to Mission Road. ✓ Special site specific policy. See Exhibit LU-2 for locations.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.	Case-by-case, when developments these specific locations arise, the City Planner will condition the project so that access is limited to right turns in and out only. In July of 2013 the Town approved entitlements to construct a new 9,592 square foot three-story, office building built over a one-level at-grade parking podium, on a 0.27 acre project site located at 1850 El Camino Real. It was a project condition of approval that the driveway only allow for right turns in and out of the property.
<b>5.02.360 UTILITIES</b>			
<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.02.361	The Town should require all new construction projects to place power, telephone and cable TV lines underground. Utility boxes and transformers should also be undergrounded if possible. If there is no reasonable alternative than above ground placement then these facilities should be screened by fencing and/or landscaping.	The Town of Colma Municipal Code includes a section on utility undergrounding consistent with this policy.	The new development projects recently approved (and constructed) have been required to underground all utilities and are consistent with this policy.

5.02.362	The Town should require all new construction projects to hook up to public water and sewer systems.	The City Planner will make recommendations consistent with this policy.	All new development projects approved (and constructed) in the recent past have been required to hook up to public water and sewer systems.
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**5.02.370 PUBLIC SERVICES AND FACILITIES**

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



## CIRCULATION ELEMENT POLICIES & IMPLEMENTATION STATUS

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

### 5.03.720 COMPLETE STREETS POLICIES

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE	STATUS OF POLICY IMPLEMENTATION
5.03.721	Private off-street parking should be developed in all of Colma's commercial areas to minimize traffic congestion. Private off-street parking should be developed in conjunction with residential development projects.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.	On going: Implemented on a case-by-case basis. For all new developments, the City Planner enforces the on-site parking requirements.
5.03.722	Pedestrian sidewalks or walkways should be constructed typically along all streets. These should be done as a requirement of private development, <u>where possible</u> .	The City Planner will make recommendations consistent with policy to the City Council for new development projects.	Ongoing: Implemented on a case-by-case basis.
5.03.723	Sidewalks should be constructed where they do not presently exist, where feasible, on: <ul style="list-style-type: none"> <li>• the west side of El Camino Real north of the entrance to the Greek Cemetery to the Colma BART station</li> <li>• one side of Hillside Boulevard</li> <li>• the north side of Serramonte Boulevard from El Camino Real to Hillside Boulevard</li> <li>• the south side of Collins Avenue</li> </ul>	Projects will be considered as part of on-going CIP projects. For improvements on El Camino Real, Caltrans coordination will be required.	<p>Completed:</p> <ul style="list-style-type: none"> <li>• the west side of El Camino Real north of Olivet Parkway and south of Collins Avenue*</li> <li>• the east side of Junipero Serra Boulevard from Colma Boulevard to the Town limits</li> <li>• sidewalk on west side of Hillside Boulevard</li> <li>• Hillside Boulevard, between Hoffman and Serramonte, new ADA improvements, bike lanes, street parking, a sidewalk on the east side (there already exists a sidewalk on the west side), light fixtures, and landscaping</li> </ul> <p>Future:</p> <ul style="list-style-type: none"> <li>• Hillside improvements will extend between Serramonte and Lawndale for Phase II at a future time.</li> <li>• the north side of Serramonte Boulevard from El Camino Real to Hillside Boulevard;</li> </ul>
5.03.721	Private off-street parking should be developed in all of Colma's commercial areas to minimize traffic congestion. Private off-street parking should be developed in conjunction with residential development projects.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.	Ongoing: This policy is implemented on a case-by-case basis. If projects do not require City Council review, the City Planner will review loading and unloading for commercial uses during permit review process and make appropriate recommendations consistent with this policy.
5.03.722	Pedestrian sidewalks or walkways should be constructed typically along all streets. These should be done as a requirement of private development, <u>where possible</u> .	The City Planner will make recommendations consistent with policy to the City Council for new development projects.	Ongoing: This policy is implemented on a case-by-case basis. Facilities for disabled persons are included in all Capital Improvement Programs as well as in new commercial developments.
5.03.723	Sidewalks should be constructed where they do not presently exist, where feasible, on: <ul style="list-style-type: none"> <li>• the west side of El Camino Real north of the entrance to the Greek Cemetery to the Colma BART station</li> <li>• one side of Hillside Boulevard</li> <li>• the north side of Serramonte Boulevard from El Camino Real to Hillside Boulevard</li> <li>• the south side of Collins Avenue</li> </ul>	Projects will be considered as part of on-going CIP projects. For improvements on El Camino Real, Caltrans coordination will be required.	Ongoing: This policy is implemented on a case-by-case basis.

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE	STATUS OF POLICY IMPLEMENTATION
5.03.724	All loading and unloading of trucks associated with commercial uses should take place out of the road right-of-way in order to avoid potential conflicts with through traffic.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.	Ongoing: This policy is implemented on a case-by-case basis.
5.03.725	Facilities for disabled persons should be constructed in Colma including specified parking spaces, curb ramps at street crossings, sidewalk clearance around obstacles and sidewalk transitions at driveway crossings.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.	Ongoing: This policy is implemented on a case-by-case basis.
5.03.726	Additional driveway access points to El Camino Real and to arterial and collector streets should be discouraged in order to promote traffic safety and retain landscape corridors. Where possible, access should be developed from other streets.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.	On-going: Policy will be considered and implemented with proposed new development projects.
5.03.727	The long-term improvement of Hillside Boulevard should include sidewalks and landscaping.	Sidewalks and landscaping are proposed improvements between Serramonte Boulevard and Hoffman Street. Sidewalks are proposed between Serramonte Boulevard and Lawndale Boulevard on the west side of the street. Existing sidewalk sections exist on the east side of Hillside Boulevard between Serramonte Boulevard and Sand Hill Road. Sidewalks on the east side of Hillside Boulevard between Sand Hill Road and Lawndale Boulevard would be required at the time of property development by the property owner.	Hillside Boulevard improvements are completed from Serramonte Boulevard to Hoffman Street. Improvements will be considered as future CIP projects.
5.03.728	The intersection of Mission Road and El Camino Real should be reconfigured to improve safety and to permit left turns from Mission Road onto El Camino Real.	The City Engineer will coordinate with Caltrans on an appropriate configuration. Any necessary funding will be considered in a future CIP.	Future CIP project.
5.03.729	The Town should strive to maintain a Level of Service D or better for all intersections. Levels of E or F should be tolerated during peak periods.	The City Planner and City Engineer will consider and require mitigation, where feasible, to the traffic impacts of new development projects in Colma and proposed in adjoining jurisdictions.	Ongoing. Traffic studies are required for new development projects that could impact LOS for key intersections in Colma. Currently most, if not all, key intersections are operating at an LOS D or better.

**5.03.730 TOWN IMAGE**

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

**5.03.740 BICYCLE AND RECREATION IMPROVEMENTS**

<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.03.741	Bicycle lanes should be clearly marked on all designated bicycle routes.	The Town will implement, where feasible, San Mateo County's Comprehensive Bicycle and Pedestrian Master Plan (2011) when projects are being considered under the CIP. In addition, the Town will add Class II and class II bicycle markings and improvements to Mission Road, where feasible.	Will be considered in future CIP programs. Bikes lanes are approved for both sides of Hillside Boulevard, between Hoffman and Serramonte, for Phase I, and between Serramonte and Lawndale for Phase II and III.
5.03.742	The Town should seek ways to implement bikeways along El Camino Real, and Hillside Boulevard.	Consistent with the San Mateo County Comprehensive Bicycle and Pedestrian Master Plan (2011), the Town will consult with Caltrans when improvements are being considered for El Camino Real in order to add bicycle lanes where feasible. Future phases of improvements to Hillside Boulevard will consider, where feasible, the addition of bikeways.	Bikeways were installed along Junipero Serra, Hillside Boulevard Phase I and will be installed along Hillside Boulevard in Phases II & III.
5.03.743	The Town should work with the San Francisco Water Company to see what landscaping improvements are possible on the Water Company right-of-way between Serramonte Boulevard and Collins Avenue.	Securing of an access easement and landscaping of portions of the Water Company right-of-way on the Collins Avenue side shall be considered in the future. The Serramonte half of the right-of-way is proposed to be developed with a wellhouse structure that will be fenced for security.	Ongoing. Future CIP project. The ability to implement this policy is now limited due to the installation of a well building.

**5.03.750 SCENIC ROUTES**

<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.03.751	The Town recognizes El Camino Real, Hillside Boulevard, and the Junipero Serra Freeway as scenic routes. Detailed studies and mapping of the scenic routes should be undertaken as necessary to define precise corridor boundaries. Standards for site planning within scenic corridors should be adopted.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.	Ongoing: The City Planner recognizes that El Camino Real, Hillside Boulevard and Junipero Serra are scenic routes. During CEQA review of new development projects the impact of proposed development on these scenic corridor locations is reviewed, and where impacts may occur, mitigation measures are suggested.

## OPEN SPACE/CONSERVATION ELEMENT POLICIES & IMPLEMENTATION STATUS

5.04.310 WATER AND AIR RESOURCES			
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE	STATUS OF POLICY IMPLEMENTATION
5.04.311	The City should encourage use of water-saving plumbing fixtures in new construction.	The Building Department will review plans and specifications for new construction for water-saving plumbing fixtures.	Ongoing: During plan checks the Building Department encourages use of water saving plumbing fixtures. In May of 2013 the Town adopted a Climate Action Plan which focuses, in part, on promoting water conservation/efficiency through the installation of water-saving plumbing features in commercial and residential construction.
5.04.312	The City should encourage but not mandate the use of drought-tolerant plants in project landscape schemes.	The City Planner will review landscape and irrigation plans for new developments to assure that landscape practices are in keeping with the Town's Water Efficient Landscape Ordinance.	Ongoing: During the entitlement phase, the Planning Department reviews landscape plans and discusses the installation of drought tolerant plants that is in compliance with Colma's 2015 Water Efficient Landscape Ordinance.
5.04.313	Surface and roof runoff from large scale projects (over 5 acres) should be channeled to detention ponds to facilitate groundwater recharge and to mitigate flooding of Colma Creek.	The City Planner and City Engineer will recommend project specific conditions of approval requiring detention ponds on large scale projects.	Ongoing: Projects of this size are not common in Colma. However, when applicable, the City Planner and City Engineer will require runoff to be channeled to detention ponds.
5.04.314	Colma should make timely improvements to facilitate the flow of vehicular traffic along major thoroughfares to protect air quality and minimize concentrations of carbon monoxide.	The City Engineer will maintain an active Capital Improvement Project (CIP) list to improve the flow of vehicular traffic along major thoroughfares to protect air quality and minimize concentrations of carbon monoxide.	The CIP list was revised for the 2017-2018 fiscal year.
5.04.315	The Town should support the use of public/mass transit by encouraging pedestrian-friendly street design and mixed-use development near transit hubs.	The City Planner will review project plans and make recommendations consistent with this policy.	Ongoing: This policy is implemented on a case-by-case basis. New developments are required to install bike rack and other measures to encourage use of mass transit and alternative forms of transportation.
5.04.316	The Town should minimize the water supply and beneficial use impacts of new development and construction activities to the maximum extent possible.	The plan review and permitting process in the Town should be used to incorporate stormwater quality control, Best Management Practices and minimize increases of impervious cover.	Ongoing: New applications are reviewed to ensure that BMPS are incorporated and that impervious surface is not dramatically increased. New Low Impact Development (LID) standards shall be applied to new developments to encourage the percolation of water back into the site.

<b>5.04.320 COLMA CREEK</b>			
<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.04.321	Remaining open areas of Colma Creek shall be protected and enhanced for riparian habitat and aesthetic value. This includes the creek bed and a setback on each side extending back 15 feet from the top bank. Particular emphasis shall be given to creek crossings at Serramonte Boulevard, Collins Avenue and El Camino Real.	The City Planner will review project plans and make recommendations consistent with this policy. In addition, the Town may also look for ways to improve creek habitat independent of a private development application.	The creekside setback of 15 feet is implemented; impacts on the open creek channel are reviewed for proposed projects adjacent to the creek. There have been no additional studies by the Town to improve creek habitat at this time.
5.04.322	Open sections of Colma Creek shall be enhanced where appropriate by adding landscaping, pathways and sitting areas along the banks.	The City Planner will review project plans and make recommendations consistent with this policy. In addition, the Town may also look for ways to improve creek aesthetics and use, independent of a private development application.	Implemented. Seating and outdoor recreation space was added behind the senior housing complex and Town Hall.
<b>5.04.330 VEGETATION AND PROJECT LANDSCAPING</b>			
<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.04.331	Significant tree masses and other vegetative cover, as indicated on the Open Space Map (Exhibit OS-1), shall be recognized as natural resources and will be managed and preserved. Tree removal, if necessary, shall follow the guidelines of the Tree Ordinance. Any vegetation removed as part of a development process shall be subject to a landscaping replacement. As a general rule, a one-for-one replacement will be required.	The City Planner shall review requests to remove existing trees under the Tree Ordinance. Applications will be denied or approved based on circumstances, tree condition, or merit with appropriate replacement landscaping.	Ongoing: All tree removal permits are reviewed by the City Planner, and in most cases, an arborist report is required prior to approval to assess tree conditions before approving removals.
5.04.332	The Town shall encourage use of the representative plant list and landscape criteria set forth in Tables OS-2 and OS-3.	The City Planner shall make the list available to property owner and/or applicants who wish to improve or install landscaping. Additional plant choices will be considered based on appropriate use and climate/soil considerations.	Ongoing: The Planning Department has developed a list of tree and plant species that grow well in Colma and has this information available to residents and developers.
5.04.333	Street trees should be planted along Colma's street system. Trees should be selected from a plant list approved by the City council in order to create a unifying theme. Trees should be planted as a requirement of private development with spacing 20-30 feet apart.	The City Planner will make specific street tree recommendations during the design review process.	Replacement trees are required at a 1:1 ratio as a condition of approval when tree removal permits are issued. In addition, when there has been development within the Town's right-of-way, Planning staff has required tree planting consistent with sidewalk development patterns within Colma.
5.04.334	The Town should encourage property owners to eliminate invasive plants wherever they	Town staff will request property owners to removed invasive plants. The Planning	Ongoing: During code enforcement for weed abatement staff encourages the removal of invasive plants.

	occur.	Department can provide information on eradication methods.	
<b>5.04.340 FLOODING</b>			
<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.04.341	On-site storm water detention shall be constructed for new developments (over ½ acre) which contribute runoff to Colma Creek to store the difference in runoff between the 10-year predevelopment storm (original natural state) and the 100-year post development storm, with stormwater released at the 10-year predevelopment rate. Property owners should be required to enter into agreements for maintenance.	Recommended conditions of approval will be made consistent with this policy. This policy will be implemented by the Building and Engineering Departments at the time of building permit review.	Ongoing: This policy is implemented by the Building and Engineering Departments at the time of building permit review.
<b>5.04.350 MEMORIAL PARKS</b>			
<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.04.351	The City shall encourage the preservation, care and maintenance of memorial parks and cemeteries.	The City Council, City Manager and City Planner will continue to monitor and work with cemetery operators to implement this policy.	Ongoing
5.04.352	Uncommitted cemetery lands will be encouraged to be used for agricultural purposes. Industrial uses shall be prohibited. Conversion of uncommitted cemetery lands to commercial or residential uses shall be discouraged unless there is a demonstrated public need for such change.	The City Planner shall make recommendations on development applications consistent with this policy, the adopted zoning, and General Plan.	Ongoing: Uncommitted cemetery land is currently used for agricultural purposes.
5.04.353	The Pauper's Field known as the Sunset Cemetery should be designated on the Open Space Map and protected against damage or misuse. The Town should not approve any permits for grading or development that could adversely affect the site. Any development within 250 feet of the north edge of the pauper's field should be required to document an archeological survey to determine if burials related to the Pauper's Field exist.	The City Planner and Police Department will monitor activity to protect against misuse. The City Planner will make recommendations on development applications consistent with this policy.	The Pauper's Field remains undeveloped and development on and around this area is restricted.



**5.04.360 TOWN IDENTITY**

<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.04.361	The Town shall maintain a visual and physical distinction from its surrounding cities.	The City Planner will make recommendations on development applications, signage applications, public improvements, applications for exterior building modifications and landscape plans consistent with adopted General Plan and zoning provisions. A strong Spanish-Mediterranean architectural theme, emphasis on flowering plants and gateway elements will strengthen this distinction.	All new development and remodels are subject to design review where the Spanish-Mediterranean architectural theme is encouraged. Contextually appropriate architecture is encouraged where it is not appropriate to require Spanish Mediterranean architecture.
5.04.362	A Spanish-Mediterranean architectural theme shall be utilized for new buildings and major remodeling projects unless an established architectural theme of merit exists.	The City Planner shall only approve or make a recommendation to approve plans that are consistent with this policy.	All new development and remodels are subject to design review. The Spanish-Mediterranean architectural theme is required in specified areas on the DR overlay map.
5.04.363	El Camino Real shall be maintained as a greenbelt with wide, landscaped setbacks. The Town shall introduce a street tree program to enhance the greenbelt theme.	The City Planner and City Engineer shall develop a street tree program after approval of a plan and funding by the Town Council.	The Planning Department continues to promote El Camino Real as a wide greenbelt with landscaped setbacks; however a street tree program has not been pursued or funded at this time.
5.04.364	The Town shall promote the image of Colma as a flower town by encouraging the continuation of flower growing in agricultural areas, by requiring the use of flowering trees, shrubs and groundcover in project landscaping and by installing seasonal flowers on publicly-owned properties.	The City Planner shall make recommendations or implement this policy for new developments, landscape changes or public improvements.	Ongoing: Flowering shrubs and plants are encouraged as part of new development projects as well as Capital Improvement Projects. However, this policy is balanced with the need to utilize drought tolerant planting.
5.04.365	The Town shall promote the design and installation of special landscape features at principal entrances to Town.	The City Planner will make recommendations to implement this policy.	This policy has been partially implemented at some of the gateway locations in Town with the installation of a Town sign along with thematic landscaping.
5.04.366	The Town shall promote a civic art program.	The City Planner will make recommendations to implement this policy for larger development projects and public projects and spaces.	A Public Art ordinance was drafted and brought before City Council for consideration in 2007, but it was decided that this policy was not a priority for the Town to pursue at that time.
5.04.367	A consistent street beautification strategy should be incorporated into future roadway improvements to establish a unique and identifiable aesthetic throughout the Town.	The City Planner and City Engineer will develop a street design program for approval and funding by the Town Council.	Ongoing: Street improvement plans are considered for implementation of a standard street design to establish a uniform look throughout the Town. Currently this design is under consideration for possible improvements to Serramonte Boulevard and Collins Avenue.

## NOISE ELEMENT POLICIES & IMPLEMENTATION STATUS

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

## SAFETY ELEMENT POLICIES & IMPLEMENTATION STATUS

<b>5.07.410 SEISMIC AND GEOLOGIC</b>			
<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.07.411	The Town should continue to investigate the potential for seismic and geologic hazards as part of the development review process and maintain this information for the public record. Safety Element maps should be updated as appropriate.	The City Planner will review incoming geologic reports associated with new development and update base information and maps.	Ongoing: Each project that includes a seismic and geologic hazards investigation as part of the development review process is kept on file and City maps will be updated as new information is received.
5.07.412	The Town should require geotechnical, soils and foundation reports for proposed projects which warrant them according to the Safety Element and its geologic and Hazard Maps, the County's Seismic and Safety Element; and the Town's Building Official and Building Codes.	Soils and geotechnical reports will be required as part of the submittal for new development projects. The City Engineer and Building Official will review necessary reports as part of the building permit process.	Ongoing: This policy is implemented on a case-by-case basis; for new construction projects and additions, geotechnical, soils and foundation reports are required and analyzed in the CEQA document as well as by the City Engineer during the permitting process.
5.07.413	Colma should prohibit development in seismic or geologically hazardous zones, including any land alteration, grading for roads and structural development.	Based on applicable Geologic and Engineering reports, this policy will be carried out by the City Engineer and City Planner.	Ongoing: This policy is implemented on a case-by-case basis.
5.07.414	All critical care facilities and services should be designed to remain functional following the maximum credible earthquake. Placement of critical facilities and high-occupancy structures in areas prone to violent ground shaking or ground failures should be avoided	The City Engineer and Building Official will review Geologic reports, Engineering studies and plans for these types of structures.	Ongoing: This policy is implemented on a case-by-case basis.
5.07.415	The Town should request that owners of all buildings identified as unsafe have their buildings inspected by a licensed engineer or architect, and take the necessary steps to make them safe.	This policy will be implemented by the Building Department.	Ongoing: This policy is implemented on a case-by-case basis. To date, no unsafe buildings have been identified.
5.07.416	Colma should work with San Mateo County, California Water Service Company and the San Francisco Water District to ensure that all water tanks and main water pipelines are capable of withstanding high seismic stress.	The City Planner and City Engineer will make inquiries about these items.	Ongoing: Discussions are held with utility providers. SFPUC has recently reviewed water distribution lines and replaced a main distribution line just south of Serramonte Boulevard.
<b>5.07.420 FLOODING</b>			
<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.07.421	Drainage facilities should be maintained to accommodate the flow capacity of Colma	The Town will continue to participate in the review of flood improvement projects, carried	The Colma Creek by-pass pipe was installed on El Camino Real, and has been constructed to accommodate a 100-year

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

**5.07.430 FIRE SAFETY**

<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.07.431	The Town should support the Fire Protection District as they strive to improve the District's ISO rating.	The City Council and City Manager will continue to monitor and work with the Fire Protection District to implement this policy.	Ongoing.
5.07.432	Colma should ensure that all buildings have visible street numbers and are accessible to fire vehicles and equipment. A minimum 20 foot wide fire lane should be provided to all commercial and large scale residential facilities.	The Fire Protection District will review and condition approval of new development plans to meet these standards and will encourage businesses, at the time of fire inspections, to meet these and other fire safety standards.	Ongoing: This policy is implemented on a case-by-case basis. All new development projects and remodels are routed to the Colma Fire District for comment. Fire lanes are inspected on site by the Fire Marshall
5.07.433	Colma should assist the Fire Protection District in efforts to continue to maintain an average response time of two to four minutes to all locations in Colma.	The City Council and City Manager will continue to monitor and work with the Fire Protection District to implement this policy.	Policy is currently being met with in town response times within two to four minutes.
5.07.434	The Town should continue to have the Colma Fire Protection District review development plans for conformity with the Uniform Fire Code and Title 24 of the California Building Code.	The Fire Protection District or its designee will continue to review development plans.	Ongoing: All applications for development are routed to the Fire Protection District for review comments for conformity with the UFC, Title 24 and the CBC.
5.07.435	The Town should support the Fire Protection District's continued programs of fire prevention and public education about fire safety.	The City Council and City Manager will continue to monitor and work with the Fire Protection District to continue this program.	Ongoing

<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.07.436	Encourage the Fire Protection District to continue its participation in mutual aid agreements with Pacifica, Daly City, San Bruno, South San Francisco, Brisbane and the San Mateo County Fire Chiefs Association County Wide Plan.	The Fire Protection District will continue to implement ways to improve local service to Colma and neighboring communities.	Ongoing
5.07.437	The Town should insure that the community is served by a self-sufficient fire protection system that may include support for the existing District, establishment of a joint powers agreement, acquisition of the existing District and facilities or development of a new free-standing fire station.	The City Council and Fire Protection District will continue to monitor and evaluate future service for the Town.	Ongoing. No significant new developments have occurred over the past few years.
5.07.438	Colma should consider acquisition of a site for a new public safety facility.	The Town continues to investigate opportunities for acquiring sites for civic purposes.	There are currently no vacant sites to consider for acquisition.

#### **5.07.440 HAZARDOUS MATERIALS**

<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.07.441	Colma should support County efforts to locate, regulate and maintain information regarding hazardous materials located or transported within the Town.	The Fire Protection District, San Mateo County Environmental Health Department, and the City Engineer will carry out this policy.	Ongoing
5.07.442	Colma should collect and maintain a list of locations in Town where hazardous materials are used.	The Fire Protection District, City Engineer, and City Planner will maintain hazardous materials lists.	Ongoing. List kept by the Fire Protection District
5.07.443	Measures aimed at significantly decreasing solid waste generation should be promoted. Recycled materials storage and collection areas should be required throughout the Town and in all new developments.	The City Council will continue to work with waste haulers and owners of the Hillside Landfill in Colma to reduce solid waste generation and to increase recycling. Proper waste storage will be required as a standard condition of Planning Permits.	This policy has been implemented with a new waste collection process that has been implemented for curbside recycling of materials; in addition, recycling deposits are required for demolition permits issued by the Building Department and standard conditions regarding waste storage are included with entitlement approvals. The Town has adopted ordinances prohibiting the use of polystyrene containers and single use plastic bags.
5.07.444	Public awareness of safe and effective hazardous waste use, storage and disposal should be promoted. The Town newsletter should be used to inform residents.	Articles or prepared materials from various sources will be distributed or included in the Town newsletter.	Ongoing

**5.07.450 EMERGENCY OPERATIONS**

<b>POLICY NUMBER</b>	<b>POLICY</b>	<b>IMPLEMENTATION MEASURE</b>	<b>STATUS OF POLICY IMPLEMENTATION</b>
5.07.451	The Town should maintain the Colma Emergency Management Plan and continue to participate with San Mateo County's Mutual Aid Programs and Operational Area Emergency Services Organization as a basis for community emergency preparedness.	City staff will continue to work with the San Mateo Operational Emergency Services Organization to maintain and improve community emergency preparedness	Ongoing: Colma continues to participate in the SM County's Mutual Aid program.
5.07.452	Colma should continue to analyze significant seismic, geologic and community wide hazards as part of the environmental review process, and require that mitigation measures be made conditions of project approval.	The City Planner and other departments will monitor and recommend hazards mitigation as part of project approval.	Ongoing: Projects that require CEQA review included analysis of seismic, geologic and community wide hazards and where applicable, mitigate measures are included to reduce impacts from these hazards.
5.07.453	Emergency evacuation routes should be determined by the Police Chief and City Engineer. Evacuation routes should follow the major roadways as set forth in the Circulation Element.	The Police Department will direct any necessary evacuation routes.	Ongoing: no change
5.07.454	Colma should promote awareness of the Town's emergency operations procedure. The Town newsletter should be used to inform residents.	Articles or prepared materials from various sources will be distributed or included in the Town newsletter.	Ongoing: Colma's EOC regularly conducts drills to ensure that employees and members of public are aware of emergency operations; the Town's newsletter also contains information about how to handle and prepare for emergency situations.
5.07.455	Colma should strive to improve interjurisdictional, interagency cooperation with other public and private agencies for safety in future land use planning, hazard prevention and emergency response.	City staff will communicate with their counterparts in other jurisdictions to continue to work toward protecting community safety.	Ongoing
5.07.456	Colma should work with the Colma Fire Protection District to establish an alternative Emergency Operations Center, if the Fire Protection District facility is not operational.	City staff will work toward having necessary supplies available at an alternative site when one is selected.	The main EOC (Emergency Operations Center) is the Police Station, and the alternative EOC is the Broadmoor Police Station. Sterling Park Community Center and the Hillside Community Center have been designated as emergency shelter locations.
5.07.457	Colma will continue to work with San Mateo County Emergency Operations Services to maintain and implement the Local Hazard Mitigation Plan and County Hazard Mitigation Plan. The Colma Local Hazard Mitigation Plan that was adopted by the Town on September 14, 2016 and approved by Federal Emergency Management Agency (FEMA) is included within the Safety Element as Appendix B.	The plan provides guidance to hazards that exist in Colma and suggests possible mitigation projects. City staff will implement Local Hazard Mitigation Plan action items to ensure the general health and safety of Colma residents and report progress annually to San Mateo County Emergency Operations Services	Ongoing: Colma is continuing to implement the Local Hazard Mitigation Plan.

## HISTORICAL ELEMENT POLICIES & IMPLEMENTATION STATUS

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

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





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Public Works Director  
 Kirk Stratton, Chief of Police  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: March 13, 2019  
 SUBJECT: Parking Code Amendments and Ordinance

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## RECOMMENDATION

Staff recommends that the City Council: Adopt the following resolution:

RESOLUTION AMENDING SECTIONS 4.2 AND 6.2 OF THE COLMA PARKING CODE RELATING TO THE STOPPING, STANDING OR PARKING OF VEHICLES IN VARIOUS LOCATIONS WITHIN THE TOWN OF COLMA

Introduce the following ordinance:

ORDINANCE ADDING SECTION 6.01.078, PARKING SPACE MARKINGS / "ONE SPACE/ONE VEHICLE" TO THE COLMA MUNICIPAL CODE, AND WAIVE A FURTHER READING OF THE ORDINANCE

## EXECUTIVE SUMMARY

The proposed resolution is being brought before the City Council and Public to identify and clarify certain parking areas and restrictions in various commercial areas within the Town of Colma. Staff is requesting that City Council consider adopting the Resolution that would:

- Amend the title of section 4.2 of the Colma Parking Code to read "No Parking, Limited Hours" and add new subsections that incorporates other streets in Colma and restricts the parking of any vehicle in those designated areas from the hours of 2:00 AM to 6:00 AM every day; and
- Amend the title of section 6.2 of the Colma Parking Code to read "Loading and Drop off/Pick up Zone" and add a new subsection to establish a Loading, Drop off and Pick up Zone on Mission Road (in front of Veterans Village).

Tonight's presentation will also request that City Council by way of an Ordinance establish a "One space/One vehicle" Policy whereas when parking stalls are delineated on the Town's public streets, only one vehicle can occupy that space and a vehicle is not allowed to occupy more than one space.

## **FISCAL IMPACT**

The estimated cost of painting the parking stalls on the various streets and providing street signage for No Parking, Limited Hours will be in the range of \$8,000 to \$10,000, and if approved will be paid for through the Public Works Operating Budget. The major cost in this endeavor is the measuring and layout of the proposed painted parking stalls on the above mentioned right of ways.

## **BACKGROUND/ DISCUSSION**

At the January 23, 2019 City Council meeting a study session was held where the City Council and members of the public along with local businesses came to discuss parking issues on various commercial and some residential streets in Colma. The parking of various types of debris hauling vehicles, recreation vehicles (RV's) and in some cases abandoned vehicles have populated various streets and highways in the Town of Colma. The streets in question are Mission Road, Hillside Boulevard, Collins Avenue and El Camino Real (ECR), State Route 82. The above-mentioned streets have served as parking lots for the various mentioned vehicles. In most cases these vehicles are parked for long periods of time. Typically, they will stay in the same spot for up to 3 days to avoid being cited and then move a nominal distance in the same area and park there for 3 more days. The vehicle code does allow vehicles to stay in an un-marked parking area up to 3 days without moving. When they move their vehicle, they are only required to move it a tenth of a mile, even though the vehicle has moved the required distance, they are still in the area taking up parking spaces that need to be available for local business uses. The parking of RV's, debris hauling trucks and abandoned vehicles has brought on issues that include roadway and public safety concerns, lack of trash containment, lack of proper sanitary facilities and a visual blight.

The study session engaged the City Council, local businesses and residents to offer solutions and make recommendations on how to better manage the on-street parking of the above-mentioned vehicles.

The other amendment to the parking code is a loading, drop off and pick up zone in front of Veterans Village on Mission Road. Mercy Housing who is the developer of Veterans Village asked us several months ago if they could have loading and drop off zone in the front of their facility on Mission Road. The parking zone would be placed in the middle of the facility on Mission Road and greatly assist the facility by allowing vehicles to off load supplies and the occasional shuttle that may drop off or pick up Veteran Village Residents.

### **"No Parking, Limited Hours" & Painted Street Parking Stalls**

There were various options that were reviewed and discussed, these discussions gave the City Council a sense of direction on how they preferred to manage the parking issues along the various commercial and residential street in Colma. The discussed options were as follows:

#### **Option 1**

Currently we have a No Parking requirement with a time duration (2:00 AM to 6:00 AM) every day in certain areas on Mission Road. This parking restriction was instituted several years ago to curtail the parking of vehicles that are being serviced by the various auto repair outlets on

Mission Road. The reason for restricting the parking in that area was the City Council and Staff did not want the right of way to be an overnight commercial parking lot for the businesses. The use of the roadway parking areas is intended for daytime business activities, employee parking and customers. Restricting vehicles (all types) from parking through the night time hours has shown to be beneficial (i.e. public health and safety) to the business community. The Limited Time No Park Zone during day time hours will restrict the long-term parking and provide parking opportunities throughout the day to those businesses that depend on employee and customer parking in the immediate areas of their businesses. It is not guaranteed, but with the constant moving of the RV's and various hauling vehicles, they are more likely to relocate to other areas, thus assisting both Police and Public Works in having to maintain and police the long time stay of those vehicles.

#### Option 2

In lieu of "No Overnight Parking" along certain roadways in Town, City Council could consider painting parking spaces in certain areas on Mission Road, Hillside, and Collins Ave, and permitting only vehicles of a certain size to be allowed to park in those spaces. Typically, the marked parking spaces range anywhere from 20 to 22 feet in length allowing a standard car or pickup truck. If parking spaces were to be painted, only one vehicle could occupy one space. A larger vehicle would not be allowed to occupy two or more spaces. This would prevent vehicles from long term parking in these areas.

#### Option 3

This option could be a hybrid of the first two options. This option would give some relief to businesses that may need to, on occasion, leave a vehicle out on the street overnight, or a business that operates 24 hours a day and requires the on-street parking spaces for their customers and, or employees. In other areas around Town, City Council may want to have a "No Overnight Parking" (El Camino Real, Collins Ave, and Mission Road) to remedy long term parking issues.

#### Option 4

This option is a more or less do-nothing scenario leaving the parking situations as is, though not a viable option it is still an option.

City Council wanted to go with the Option 3 approach except that they wanted all the above-mentioned streets (Hillside, Mission, Collins and El Camino Real) to be have painted parking stalls. City Council did not want to post No Parking from 2:00 AM to 6:00 AM on Hillside Boulevard, they preferred to manage the parking using the "One Space/One Vehicle" Policy.

It is important to note that the parking delineation and prohibiting parking on El Camino Real will need to be approved by CalTrans. Once the City Council approves this action, staff will send off to Caltrans the Resolution and Ordinance requesting approvals to paint and install signage.

City Council felt that that Option 3 also strengthens the Town's position to manage these street parking areas through reasonable enforcement, and in doing so, the residents, businesses and their customers will experience greater parking availability while removing a blight and improving public safety with in the right of way.

### **Loading, Drop off and Pick up Zone**

Mercy Housing, the Veterans Village Developer made a request several months ago to have a loading, drop off and pick up zone placed on the Mission Road frontage (See Attachment D) for the various supplies and shuttles that frequent the Veterans facility. Having the loading, drop off and pick up zone on Mission Road will make some of the day to day activities user-friendly and efficient.

### **ANALYSIS**

The Colma Parking Code is a compilation of those resolutions regulating the stopping, standing and parking of vehicles in the Town of Colma that are authorized by the California Vehicle Code.

Below are sections of the Parking Code where Staff is recommending either amending various parking zones or adding new parking zone sections to the Town of Colma Parking Code.

### **AMENDMENT TO COLMA PARKING CODE SECTION 4.2**

*Section 4.2 of the Colma Parking Code is amended by changing the title and narrative to read as:*

#### **4.2 No Parking, Limited Hours —~~Mission Road~~**

The standing, stopping, or parking of vehicles is hereby prohibited in the following designated no-parking, limited hours, zone areas ~~on the easterly side of Mission Road~~ when such a no-parking, limited hours, zone is marked by appropriate signs or by red paint upon the curb surface giving adequate notice of such prohibition, between the hours of 2:00 a.m. and 6:00 a.m.:

*Section 4.2 of the Colma Parking Code is amended by adding new subsections 4.2.9 to 4.2.12 to read as follows:*

4.2.9 A no-parking, limited hours, zone on the easterly side of El Camino Real beginning at Mission Road going north to the beginning of the intersection of El Camino Real and Colma Boulevard;

4.2.10 A no-parking, limited hours, zone on the westerly side of El Camino Real beginning at the Southwest Corner of Colma Boulevard due South on El Camino Real to the Town of Colma/South San Francisco border;

4.2.11 A no-parking, limited hours, zone on the Northerly side of Collins Avenue from El Camino Real due West to the intersection of Collins Avenue and Serramonte Boulevard; and

4.2.12 A no-parking, limited hours, zone on the Southerly side of Collins Avenue from Serramonte Boulevard due east to the intersection of Collins Avenue and El Camino Real.

## **AMENDMENT TO COLMA PARKING CODE SECTION 6.2**

*Section 6.2 of the Colma Parking Code is hereby amended by amending the title and narrative to read as:*

### **6.2 Loading Zones Loading, Drop off and Pick up Zones**

~~The standing, stopping, or parking of a vehicle in the following designated loading zone areas is hereby prohibited when such yellow zone is marked by appropriate signs or by yellow paint upon the curb surface giving adequate notice of such prohibition, except that the standing of a vehicle for the sole purpose of loading and unloading freight is permitted in such zones for a period not to exceed three (3) hours in a day.~~

The standing, stopping, or parking of a vehicle in the following designated loading, drop off and pick up zone areas is hereby prohibited when such zone is marked by appropriate signs or by paint upon the curb surface giving adequate notice of such prohibition, except that the standing of a vehicle for the sole purpose of loading and unloading freight and or people is permitted in such zones for a period not to exceed the posted hours.

*Section 6.2 of the Colma Parking Code is amended by adding new subsection 6.2.2 to read as follows:*

6.2.2 A loading drop off and pick up zone on the easterly side of Mission Road commencing at a point 1,236 feet North of the center line of the main entrance of 1500 Mission Road (Holy Cross Cemetery) extending 40 feet North, all day, every day.

## **AMENDMENT TO CMC CHAPTER 6.01**

*Chapter 6.01 of the Colma Municipal Code is amended by adding new Section 6.01.78 to read as follows:*

### **6.01.078 Parking Space Markings.**

The city traffic engineer is authorized, on the basis of public necessity as determined by traffic engineers' studies, to allocate parking spaces upon the public streets, including spaces for cycles, scooters and compact cars, as well as regulation-length vehicles. When such parking-space marks have been placed on the streets, as authorized under this section, only one vehicle of the type designated for use of such space shall park therein, and no person shall park except within the boundaries of the space defined.

### **Council Adopted Values**

City Council took a fair approach inviting local businesses, residents and others to participate in solving the various street parking issues and concerns that burden the Town streets and walkways. The City Council centered on being responsible looking at safety of the various

drivers and pedestrians who are compromised by these larger vehicles blocking and hindering drivers and individuals of safe paths of travel.

## **CONCLUSION**

Staff recommends that City Council approve a resolution to prohibit parking on the above-mentioned streets from 2:00 AM to 6:00 AM Every Day and pass an ordinance to limit one street parking space to one vehicle. Staff also requests that City Council approve a loading, drop off and pick up zone on Mission Road to assist the Veterans Village Facility.

## **ATTACHMENTS**

- A. Resolution
- B. Ordinance
- C. Roadways in Colma
- D. Loading, Drop off and Pick up Zone on Mission Road

**RESOLUTION NO. 2019-\_\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AMENDING SECTIONS 4.2 AND 6.2 OF  
THE COLMA PARKING CODE RELATING TO THE  
STOPPING, STANDING OR PARKING OF VEHICLES IN VARIOUS LOCATIONS WITHIN  
THE TOWN OF COLMA**

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

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**ARTICLE 1. AMENDING SECTION 4.2 OF THE COLMA PARKING CODE**

Section 4.2 of the Colma Parking Code is hereby amended by amending the title and narrative to read as:

*4.2 No Parking, Limited Hours —~~Mission Road~~*

The standing, stopping, or parking of vehicles is hereby prohibited in the following designated no-parking, limited hours, zone areas ~~on the easterly side of Mission Road~~ when such a no-parking, limited hours, zone is marked by appropriate signs or by red paint upon the curb surface giving adequate notice of such prohibition, between the hours of 2:00 a.m. and 6:00 a.m.:

Section 4.2 of the Colma Parking Code is hereby amended by adding new subsections 4.2.9 to 4.2.12 to read as follows:

4.2.9 A no-parking, limited hours, zone on the easterly side of El Camino Real beginning at Mission Road going north to the beginning of the intersection of El Camino Real and Colma Boulevard;

4.2.10 A no-parking, limited hours, zone on the westerly side of El Camino Real beginning at the Southwest Corner of Colma Boulevard due South on El Camino Real to the Town of Colma/South San Francisco border;

4.2.11 A no-parking, limited hours, zone on the Northerly side of Collins Avenue from El Camino Real due West to the intersection of Collins Avenue and Serramonte Boulevard; and

4.2.12 A no-parking, limited hours, zone on the Southerly side of Collins Avenue from Serramonte Boulevard due east to the intersection of Collins Avenue and El Camino Real.

**ARTICLE 2. AMENDING SECTION 6.2 OF THE COLMA PARKING CODE**

Section 6.2 of the Colma Parking Code is hereby amended by amending the title and narrative to read as:

*6.2 Loading Zones Loading, Drop off and Pick up Zones*

~~The standing, stopping, or parking of a vehicle in the following designated loading zone areas is hereby prohibited when such yellow zone is marked by appropriate signs or by yellow paint upon the curb surface giving adequate notice of such prohibition, except that the standing of a vehicle for the sole purpose of loading and unloading freight is permitted in such zones for a period not to exceed three (3) hours in a day.~~

The standing, stopping, or parking of a vehicle in the following designated loading, drop off and pick up zone areas is hereby prohibited when such zone is marked by appropriate signs or by paint upon the curb surface giving adequate notice of such prohibition, except that the standing of a vehicle for the sole purpose of loading and unloading freight and or people is permitted in such zones for a period not to exceed the posted hours.

Section 6.2 of the Colma Parking Code is hereby amended by adding new subsection 6.2.2 to read as follows:

6.2.2 A loading drop off and pick up zone on the easterly side of Mission Road commencing at a point 1,236 feet North of the center line of the main entrance of 1500 Mission Road (Holy Cross Cemetery) extending 40 feet North, all day, every day.

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**ARTICLE 3. SEVERABILITY**

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

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**ARTICLE 4. NOT A CEQA PROJECT**

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

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**ARTICLE 5. EFFECTIVE DATE**

This resolution shall take effect immediately, with the stopping, standing and parking regulations contained herein to take effect when signs or markings are installed giving adequate notice to the public consistent with California Vehicle Code Section 22507.



### Certification of Adoption

I certify that the foregoing Resolution No. 2019-\_\_\_ was duly adopted at a regular meeting of said City Council held on March 13, 2019 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Joanne F. del Rosario, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk



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

**AN ORDINANCE ADDING SECTION 6.01.78, REGARDING PARKING SPACE MARKINGS/"ONE SPACE/ONE VEHICLE," TO THE COLMA MUNICIPAL CODE**

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

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**ARTICLE 1. RECITALS.**

In an effort to prevent long-term and overnight parking in certain commercial areas of the Town, and to provide adequate parking for local business employees and customers, Staff recommends that the City Council adopt this ordinance requiring that vehicles parked in public parking spaces are parked within the boundaries of the parking space, and that only one vehicle is parked in each space.

**ARTICLE 2. INCORPORATION OF RECITALS.**

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

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**ARTICLE 3. AMENDMENT TO CMC CHAPTER 6.01**

Chapter 6.01 of the Colma Municipal Code is amended by adding new Section 6.01.78 to read as follows:

**6.01.78 Parking Space Markings.**

The city traffic engineer is authorized, on the basis of public necessity as determined by traffic engineers' studies, to allocate parking spaces upon the public streets, including spaces for cycles, scooters and compact cars, as well as regulation-length vehicles. When such parking-space marks have been placed on the streets, as authorized under this section, only one vehicle of the type designated for use of such space shall park therein, and no person shall park except within the boundaries of the space defined.

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**ARTICLE 4. SEVERABILITY.**

If any section, sentence, clause or phrase of this Ordinance or the application thereof to any entity, person or circumstance is held for any reason to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The Town Council of the Town of Colma hereby

declares that it would have adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**ARTICLE 5. NOT A CEQA PROJECT.**

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

**ARTICLE 6. EFFECTIVE DATE.**

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

**Certificate of Adoption**

I certify that the foregoing Ordinance No. \_\_\_\_ was introduced at a regular meeting of the City Council of the Town of Colma held on March 13, 2019, and duly adopted at a regular meeting of said City Council held on March 27, 2019 by the following vote:

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

Dated \_\_\_\_\_

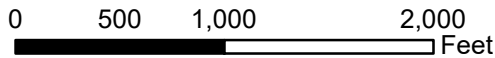
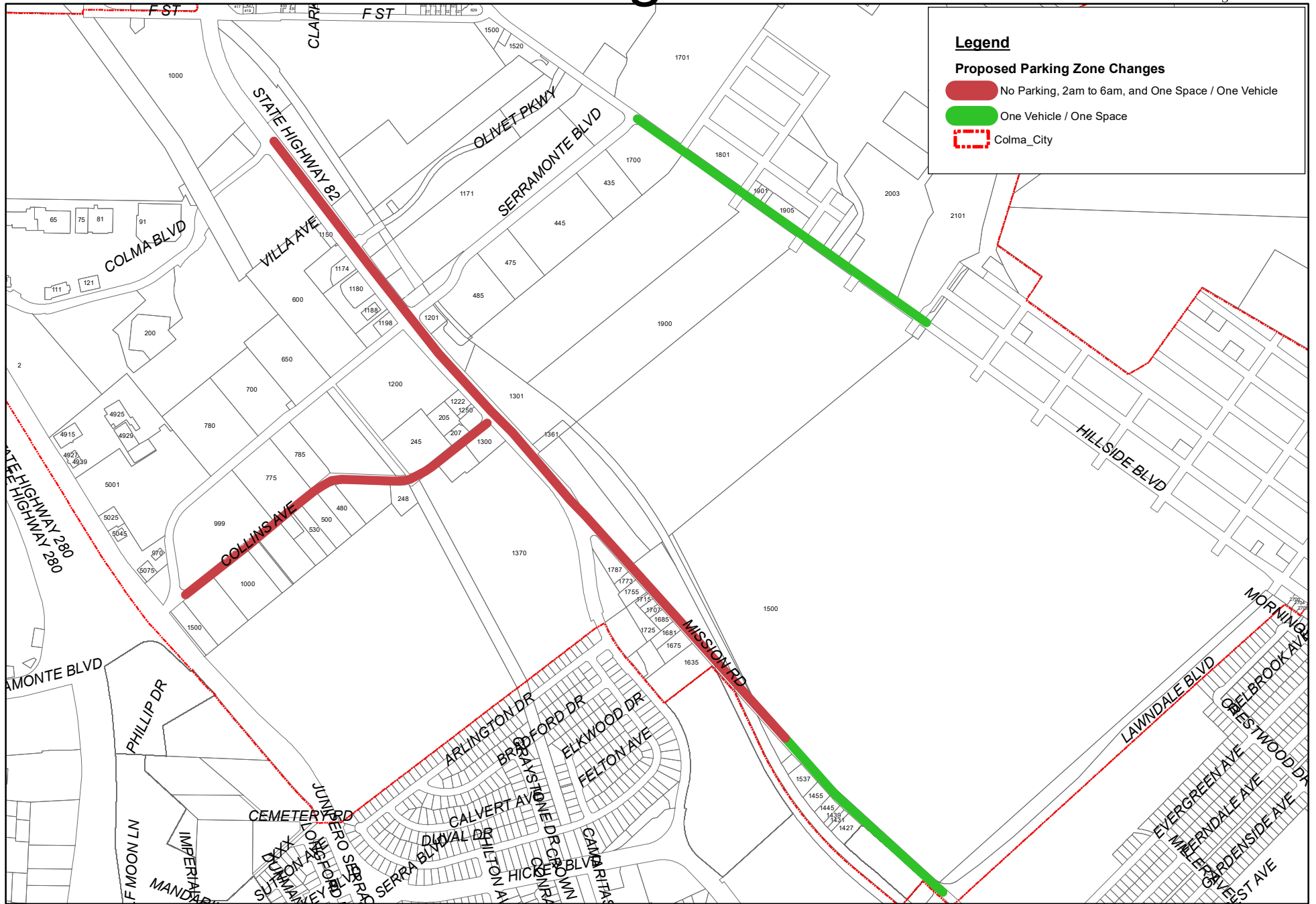
Joanne F. del Rosario, Mayor

Attest:

\_\_\_\_\_  
Caitlin Corley, City Clerk



# Colma - Parking Zone Additions







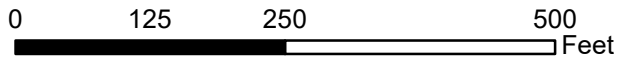
# Colma - Parking Zone Additions



**Legend**

- Loading Zone, All-day, Everyday
- ▭ Colma\_City

Commencing at a point 1,236' North of the CL of the main entrance to Holly Cross Cemetery (1500 Mission Rd), Extending 40' North on the East Side of Mission Rd.









# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Caitlin Corley, City Clerk  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: March 13, 2019  
 SUBJECT: HEART Member Agency Committee Appointment

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION CONFIRMING DESIGNATION OF AN APPOINTEE TO THE HEART MEMBER  
 AGENCY COMMITTEE (MAC)

## EXECUTIVE SUMMARY

The HEART Member Agency Committee (MAC) is composed of 9 Public HEART Board Members and a City Council Member from each member city that does not have a representative on the HEART Board. The purpose of the MAC is to engage with cities that are not on the HEART Board, and to provide these cities the opportunity to comment on HEART’s financial and program activities.

This motion will confirm the designation of a Council Member as the Town’s appointee to the HEART Member Agency Committee.

## FISCAL IMPACT

This action has no fiscal impact.

## ANALYSIS

The MAC will meet annually at the San Mateo County Department of Housing, Venus Room, 264 Harbor Blvd, Belmont. This year’s meeting is Thursday, March 21 from 8-9 a.m.

The meeting will offer member agency representatives an opportunity to review HEART’s recent work, proposed workplan and preliminary budget for the coming year. Members will be asked provide input on HEART’s financial reports and program activities; these comments and suggestions will be reported to the full HEART Board as it reviews and finalizes HEART’s budget and workplan for fiscal year 2019-20.

***Council Adopted Values***

This recommendation is consistent with the *Vision* and *Responsibility* categories from the Council’s adopted values from the Values-Based Code of Conduct. By appointing a member to the HEART MAC, Council is working to ensure that Colma and the region’s future housing needs are met responsibly and efficiently.

***Alternative***

The Council could choose not to appoint a member to the MAC, however doing so would exclude the Town from important regional discussions regarding housing.

**CONCLUSION**

Staff recommends that the City Council select an appointee to the HEART MAC.



# 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: March 13, 2019  
 SUBJECT: Five Year Capital Improvement Program (CIP)

## RECOMMENDATION

Staff recommends that the Council adopt the following:

RESOLUTION APPROVING THE CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2019-2024

## EXECUTIVE SUMMARY

At the February 11, 2019 City Council Meeting, a study session was held to review, comment and offer guidance in establishing the 2019/2020 – 2023/2024 Capital Improvement Program (CIP). The meeting produced several comments and changes to the CIP, changes such as Moving projects from one fiscal year to another fiscal year (FY) based on urgency, community need or financial constraints. The challenge in moving projects up into the first year of the CIP was determining what projects could be moved into a future year. Due to the reorganization and the prioritization of various capital projects, program expenditures went from an estimated \$1.2 million to approximately \$1.6 million in FY 2019/20. The proposed program (active and future unfunded projects) has an estimated cost of approximately \$21.7 million, certain costs for projects such as the Serramonte Boulevard/Collins Avenue roadway improvement, Colma Community Center and Sterling Park office space expansions have not been estimated into the program because the feasibility studies have not been completed.

## FISCAL IMPACT

The proposed CIP for fiscal years 2019/24 has identified 29 projects (Active and Future unfunded) totaling an approximately \$21.7 million. Staff is estimating \$1.1 million in new funding for the 2019/2020 CIP. The funding breakdown is as follows:

• Measure M (Fund 32)	\$	150,000
• City Property Reserves, (Fund 83)	\$	95,000
• Vehicle Replacement Fund (Fund 61)	\$	277,640
• Roadway Maintenance Grant (Fund 32)	\$	199,192

• General Fund (Fund 11)	\$ 590,000
Total 2019/20 CIP Funding Request	\$ 1,112,640
Total 2018/19 CIP Carryover (exclude reimb. grants)	\$ 499,230
Total 2019/20 CIP Project Cost	\$ 1,611,870

**BACKGROUND**

On February 11, 2019, the City Council held a study session to discuss the proposed FY2019/2024 CIP 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 Draft CIP included 38 Projects. As stated in the study session, nine of the projects listed within the CIP are anticipated to be completed by the end of Fiscal Year 2018/19. The remaining 29 projects are designated "Active" or "Future / Un-funded".

The study session analyzed various aspects of the capital program, infrastructure and community priorities, financial availability and economic viability for the commercial sectors of the Town. City Council through it's review process requested that staff re-schedule various projects and revise budget limits on other projects.

In summary, City Council understood the goals and the financial impacts of the CIP. City Council requested moving certain projects forward due to urgency and community benefit with the understanding that other projects with less priority would need to be rescheduled into a Future year.

**ANALYSIS**

Based on the direction and recommendations from the February 11, 2019 City Council Study Session and staff's subsequent assessment, the following changes were made to the proposed CIP.

**El Camino Real Bicycle and Pedestrian Improvement Plan (Move up to FY 2019/20)**

The first phase of the El Camino Real Bicycle and Pedestrian Improvement Plan is an in-depth study taking an all-encompassing view of various forms of mobility (Bicycle, Walking, public transportation, etc.) The project is funded through the Road Maintenance Rehabilitation Account Grant (SB 1, gas tax). The project was scheduled to start earlier in FY2018/19 but because the grant funding was being threatened by a ballot initiative we could not proceed until we knew our funding was secured through the RMRA grant funds. The ballot measured failed which meant the State would not retract funding and the Town's project would be allowed to proceed.

Staff adjusted the time line and anticipated expenditures on this project to start in FY 2018/19 (Spring) with an estimated expenditure of \$75,000 and the remaining \$150,000 to be expensed in FY 2019/20 and completion scheduled to be in late Fall.

### **Sterling Park Residential Street Light Replacement Plan (Move up to FY 2019/20)**

This is a new project that was proposed due to the rapid decay of the existing antique street lights in the Sterling Park Neighborhood. The first phase of this project is to fund a study that would assess the proper replacement poles, constructability features, community outreach and funding options. The first phase of this project was proposed for FY 2020/21, City Council wanted the proposed study to be moved into FY 2019/20 due to the urgency of the matter.

Staff removed this project from the FY 2020/21 CIP and placed it in FY 2019/20 CIP.

### **Colma Creek Channel Repairs (Move up to 2019/20 CIP)**

Over the years the Colma Creek (the cement lined channel) has begun to see deterioration with in the cement struct of the channel. The proposed project was broken into a minimum of two phases, the first being to review, map and estimate the needed repairs within the creek channel. This project was proposed to be scheduled for FY 2022/23. City Council had concerns that the current required permitting from outside agencies maybe expired by the proposed FY2022/23 project schedule. The other concern was that the Colma Creek Flood Control District that is managed by the San Mateo Flood Control District (SMCFCD) should be responsible for the funding to maintain the structural integrity of the creek.

Staff removed this project from FY 2022/23 and placed it in FY 2019/20, staff will also pursue available funding and approval from the Colma Creek Citizens Advisory Committee and request that this project be placed and funded by the Colma Creek Flood Control District. If funding is halted or rejected from SMCFCD, Staff still recommends that the study be financed by the Town and a continued request to SMFCD be pursued for financial assistance.

### **Bark Park Upgrades (Move down to 2020/21 CIP)**

The Bark Park project upgrades consist of new landscaping features such as new turf and planting, new concrete curbing to hold in turf and landscape areas, new walking paths around the park, and seating and resting areas.

This project though important, it is less of a priority, so it was moved back in the CIP to FY 2020/21.

### **Creekside Villa Repairs and Painting (Move up to 2019/20 CIP)**

This project consisted of minor exterior repairs, stair and decking resurfacing, painting of the facility plus axillary structures. This project has a community benefit, by moving the repairs and painting to a year earlier it will decrease the wear and tear on the exterior that the current winters have brought on. The other benefit is that the facility will be celebrating its 25th anniversary and the celebrations that go along with the occasion, having the buildings appearance in good shape will enhance the celebration.

Staff removed this project from the FY 2020/21 CIP and placed it in FY 2019/20 CIP.

### **Recreation Operation and Facility Master Plan (Increase Budget, 2019/20 CIP)**

The success of the recreation program has merited that Staff acquire the services of an outside professional to review and analyze the Recreation Departments needs regarding the various programs, space needs for teens, seniors and other events.

The initial estimate for hiring a firm that can assist and develop a master plan for the recreation department moving forward was first estimated to be \$25,000. After further review, it is staff's recommendation that the project which is scheduled for FY 2019/20 be increased by \$25,000 making the Master Plan study \$50,000.

### **Parking Permit Software**

**(Decrease Budget, 2019/20 CIP)**

The project includes soliciting the services of a consultant who can assist in a software solution to manage the Town's permit parking program. The original estimate was budgeted at \$100,000, City Council requested that staff search for a parking permit management system that has a cost in the range of \$50,000.

The proposed project is scheduled for the FY 2019/20 CIP with a revised budget in the amount of \$50,000.

### **Police Dispatch Center Radio and Equipment Upgrades,**

**(Move Up to 2019/20 CIP)**

Police Dispatch Departments throughout the County will be upgrading their radio/communication systems. Technology advancements and the requirements to reach all modes of communication demands, the existing systems are reaching their useful life. The original budget allocation for FY2019/20 was \$50,000 with an additional allocation of \$200,000 in FY 2020/21. The full cost of the project, \$250,000 should had been posted for FY 2019/20, because the project is going to be let out to one vendor and the contract cannot not be split into two agreements.

Staff moved the projected \$200,000 budget allocation for the Police Dispatch Center radio and equipment upgrades from FY 2020/21 CIP to the FY 2019/20 CIP. This will decrease the 2020/21 CIP total budget request by \$200,000.

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

### **Potential Capital Funding Strategies**

During the February 11, 2019 Study Session, there was a brief discussion on potential funding strategies to prepare the Town to maintain and address capital improvement needs during an economic downturn. The strategies included additional contributions into the Capital Reserve Fund (Fund 31) with a portion of the prior year's audited operating surplus, additional contributions into the Capital Reserve Fund with one-time revenues, and release of designated project funding. Additional analysis was requested for making additional contributions into the Capital Reserve Fund with a portion of the prior year's audited operating surplus. Below is a table on the impact to the Town's various designated general fund reserves if 25% of the FY2017/18 audited surplus was set aside for Capital Reserve Fund.



General Fund Reserves	Reserve at 7/1/2018	Application of Capital Reserve	Comments
Committed: (Fund 12)			
Debt Reduction	600,000	600,000	
Budget Stabilization	12,000,000	12,000,000	\$2.05 million was transferred to address pension unfunded liabilities
Accrued Leave	650,000	650,000	
Assigned: (Fund 11)			
Litigation	100,000	100,000	
Insurance	100,000	100,000	
Disaster Response & Recovery	750,000	750,000	
Unassigned: (Fund 11)	8,206,213	7,479,117	Audited General Fund operating surplus was \$2.9 million. At 25%, additional contribution to capital reserve would be \$727,096.

Total General Fund Reserves    \$ 22,406,213    \$ 21,679,117

**Other Changes**

Additional charts and information were added to the Financial Section of the CIP, including a description of all Town funds and Fund Balance summaries for Vehicle/Fleet Replacement Fund (61), Sewer Capital Fund (82) and City Properties (83).

**COUNCIL ADOPTED VALUES**

City Council has exhibited *responsibility* by studying the projects, placing the projects into various years based on urgency, community needs and financial considerations. The CIP was drafted to be a *visionary* document allowing the City Council to take prudent steps in meeting the communities long term strategic goals.

**ALTERNATIVE**

The City Council can reject the FY2019/24 Capital Improvement Program and request staff to make the requested changes by the City Council. This alternative is not recommended since the proposed CIP has been brought forward with proposed changes and alterations from the previous study session. The CIP document has the flexibility to be changed or modified in the future upon the request and approval of the City Council.

**CONCLUSION**

Staff is requesting that the City Council by way of a Resolution approve the FY 2019/24 Capital Improvement Program.

**ATTACHMENTS**

- A. Resolution
- B. Draft Five-Year CIP

**RESOLUTION NO. 2019-\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING CAPITAL IMPROVEMENT PLAN FOR  
FISCAL YEARS 2019-2024**

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

**1. Background**

(a) The City Council of the Town of Colma conducted a study session on February 11, 2019 on a proposed Five-Year Capital Improvement Plan of the Town of Colma for the Fiscal Years 2019-2024.

**2. Findings**

The City Council finds that the various projects described in the Capital Improvement Plan are consistent with the Town of Colma General Plan.

**3. Approval of Capital Improvement Plan**

(a) The Five-Year Capital Improvement Plan of the Town of Colma for Fiscal Years 2019-2024 shall be and hereby is adopted and approved.

(b) This resolution authorizes the capital projects described for Fiscal Year 2019-2024.

(c) Approval of the Capital Improvement Plan for projects beyond fiscal year 2019-2024, if any, is for planning purposes only and is not an appropriation of funds for any project beyond Fiscal Year 2019-2024.

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### Certification of Adoption

I certify that the foregoing Resolution No. 2019-\_\_ was duly adopted at a regular meeting of the City Council of the Town of Colma held on March 13, 2019 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Joanne del Rosario, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk

**PROPOSED**



**2019-2024 Capital Improvement Program**

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# Table of Contents

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Introduction.....	7
City Manager’s Message .....	9
Capital Project Life Cycle.....	13
Project Summary .....	15
Project Summary Listing.....	17
Funding Request Summary by Funds.....	21
Project Description.....	23
Streets, Sidewalks, & Bikeways .....	25
Project Schedule for Streets, Sidewalks, and Bikeways.....	27
Active Projects.....	28
Future/Unfunded Projects.....	38
Closed Projects by June 30, 2019 .....	42
Sewers & Storm Drains.....	45
Project Schedule for Sewers & Storm Drains.....	47
Active Projects.....	48
Future/Unfunded Projects.....	52
Closed Projects by June 30, 2019 .....	53
City Facilities & Long-Range Plans.....	55
Project Schedule for City Facilities & Long-Range Plans.....	57
Active Projects.....	58
Future/Unfunded Projects.....	72
Closed Projects by June 30, 2019 .....	76
Major Equipment, Technology & Fleet .....	79

*Table of Contents*

Project Schedule for Major Equipment, Technology, and Fleet.....81

Active Projects.....82

Closed Projects by June 30, 2019 .....93

Financial Summary .....97

    Description of Funds.....99

    Fund Balance Summary and Projections.....103

Appendix.....115

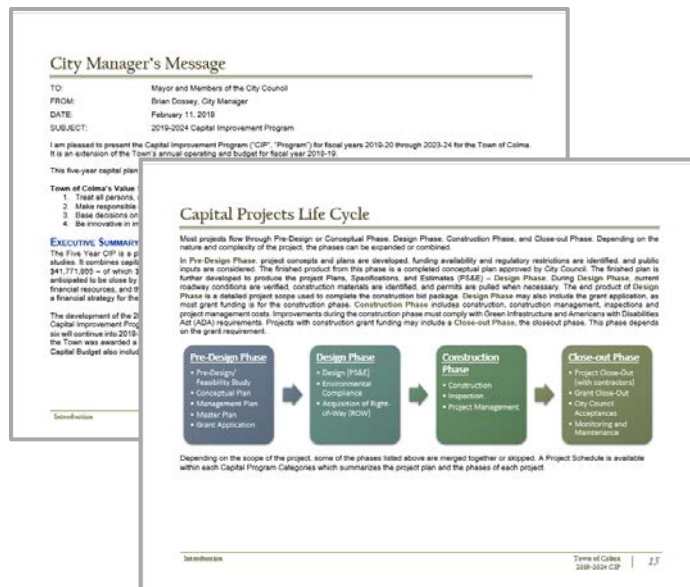
    Commonly Used Acronyms .....117

    Glossary of Terms .....118

# 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.



**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

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 STATUS** →

Project Summary Listing		PROGRAM PERIOD							
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
<b>Streets, Sidewalks, and Bikeways</b>									
Annual Roadway Rehabilitation and Pave Maintenance Program (New)	28	\$ 917,800	\$ 0	\$ 150,000	\$ 225,000	\$ 250,000	\$ 292,900	\$ 0	\$ 0
El Camino Real Bicycle and Pedestrian Improvement Plan (\$14)	30	225,000	225,000	0	0	0	0	0	0
Lawndale and El Camino Real Landscape and Median (New, Merged with 555)	32	2,830,000	0	0	30,000	100,000	100,000	0	2,600,000
Mission Road Bicycle and Pedestrian Improvement Program (\$63)	34	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
<b>Sewers &amp; Storm Drains</b>									
Colma Creek Channel Repairs (New)	25	25,000	0	0	0	0	25,000	0	0
Storm Drain System Assessment and Mapping (New)	5	210,000	0	70,000	70,000	70,000	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>									
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 CATEGORIES**

Towns of Colma 2019-2024 CIP | 18

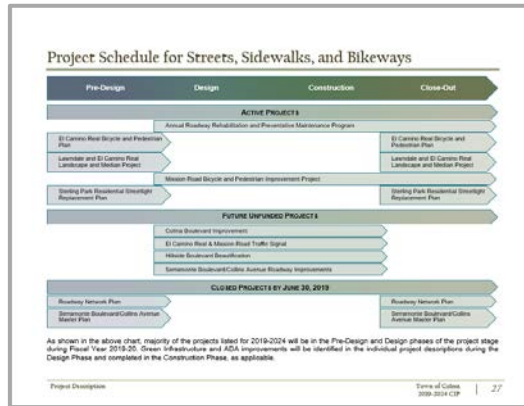
*Project Categories* (Streets, Sidewalks and Bikeways; Sewers and Storm Drains; City Facilities and Long-Range Plans; and Major Equipment, Technology, and Fleet), and alphabetically. Projects are considered active if there are anticipated project spending within the program period.



**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.



**Active Projects** | Streets, Sidewalks, & Bikeways

**PROJECT CATEGORY**

**PROJECT STATUS**

**DOCUMENT SECTION**

**El Camino Real Bicycle and Pedestrian Improvement Plan (P14)**

LEAD DEPARTMENT: Public Works  
SUPPORTING DEPARTMENT: City Manager's Office and Planning

LOCATION: El Camino Real  
PROJECT PHASE: Pre-Design

**DESCRIPTION & SCOPE:**  
In 2016, 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 total is \$225,000, with \$100,102 from the grant and \$25,800 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	2018/19 Estimated	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected	Future Unfunded
Funding									
Match Grant (cost 10)	\$ 100,102	\$ 0	\$ 100,102	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Street Capital Reserve (Fund 52)	\$ 25,800	\$ 0	\$ 25,800	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 125,900</b>	<b>\$ 0</b>	<b>\$ 125,900</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
Project Cost									
Planning & Design (10-41902)	\$ 125,900	\$ 0	\$ 125,900	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 125,900</b>	<b>\$ 0</b>	<b>\$ 125,900</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**FISCAL IMPACT:**  
The Town appropriated \$25,800 for this project in 2018-19. The remaining \$100,102 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.

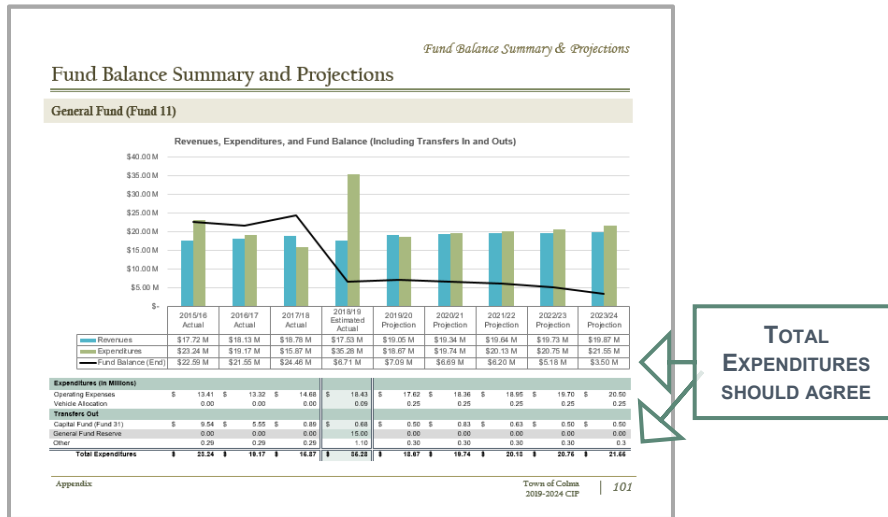
Project Description | Town of Colma 2019-2024 CIP | 31

**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.

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

The Commonly Used Acronyms (page 117) 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 118) 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

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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 \$41,746,865 – of which \$6.9 million are active projects within the program period, \$14.8 million are Future/Unfunded, and \$19.9 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:

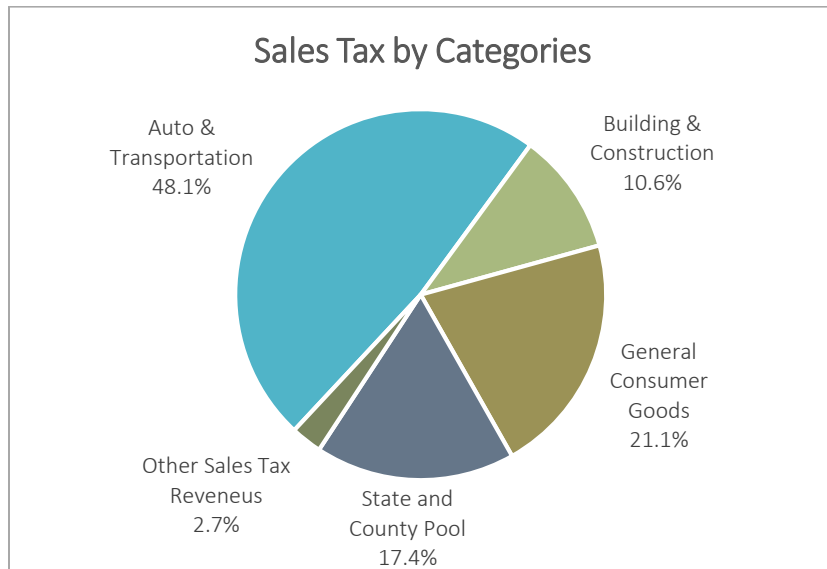
1. Reimbursement grants and contributions
2. Allocated grants and contributions
3. Restricted funds
4. City Council committed or assigned funds
5. Unassigned and unrestricted funds – typically General Fund

**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:

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

**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.

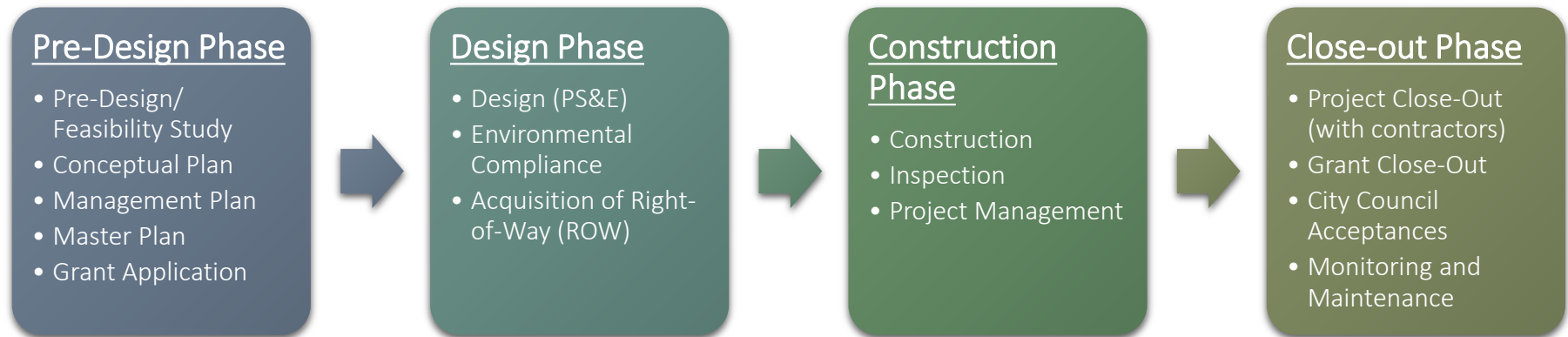
Brian Dossey  
City Manager



# 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
<b>Streets, Sidewalks, and Bikeways</b>									
Annual Roadway Rehabilitation and Preventative Maintenance Program* ( <b>New</b> )	28	\$ 917,900	\$ 0	\$ 150,000	\$ 225,000	\$ 250,000	\$ 292,900	\$ 0	\$ 0
El Camino Real Bicycle and Pedestrian Improvement Plan ( <b>914</b> )	30	225,000	75,000	150,000	0	0	0	0	0
Lawndale and El Camino Real Landscape and Median ( <b>New</b> , Merged with <b>956</b> )	32	2,830,000	0	30,000	100,000	100,000	0	0	2,600,000
Mission Road Bicycle and Pedestrian Improvement Program ( <b>903</b> )	34	1,608,500	153,600	115,000	1,339,900	0	0	0	0
Sterling Park Residential Streetlight Replacement Plan ( <b>New</b> )	36	15,000	0	15,000	0	0	0	0	0
<b>Sewers &amp; Storm Drains</b>									
Colma Creek Channel Repairs ( <b>New</b> )	48	25,000	0	25,000	0	0	0	0	0
Storm Drain System Assessment and Mapping ( <b>New</b> )	50	210,000	0	70,000	70,000	70,000	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>									
Bark Park Upgrades ( <b>New</b> )	58	95,000	0	0	95,000	0	0	0	0
Colma Museum Facility Repair and Painting ( <b>New</b> )	60	75,000	0	0	0	75,000	0	0	0
Creekside Villa Repair and Painting ( <b>New</b> )	62	95,000	0	95,000	0	0	0	0	0
Facility Parking Lot Upgrades and Repairs ( <b>New</b> )	64	198,050	0	0	111,100	86,950	0	0	0

*Project Summary Listing*

<b>Active Projects</b>	<b>Pg</b>	<b>Total Project Cost</b>	<b>2018/19 and Prior</b>	<b>2019/20 Projected</b>	<b>2020/21 Projected</b>	<b>2021/22 Projected</b>	<b>2022/23 Projected</b>	<b>2023/24 Projected</b>	<b>Future/Unfunded</b>
General Plan Update (991)	66	403,650	164,420	239,230	0	0	0	0	0
Recreation Operation and Facility Master Plan (New)	68	50,000	0	50,000	0	0	0	0	0
Town-Wide Branding (New)	70	200,000	0	0	100,000	100,000	0	0	0
<b>Major Equipment, Technology &amp; Fleet</b>									
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	50,000	0	50,000	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	250,000	0	300,000	0	0	0
<b>Total Active Projects (20)</b>		<b>\$ 9,484,200</b>	<b>\$ 613,020</b>	<b>\$ 1,611,870</b>	<b>\$ 2,331,520</b>	<b>\$ 1,508,950</b>	<b>\$ 600,720</b>	<b>\$ 218,120</b>	<b>\$ 2,600,000</b>

\* 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.

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
<b>Streets, Sidewalks, and Bikeways</b>									
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
<b>Sewers &amp; Storm Drains</b>									
Sanitary Sewer System Improvement† (New)	52	0	0	0	0	0	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>									
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
<b>Total Future/Unfunded Projects (9)</b>		<b>\$ 12,221,941</b>	<b>\$ 1,941</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 12,220,000</b>

† 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*

<b>Closed Projects (By June 30, 2019)</b>	<b>Pg</b>	<b>Total Project Cost</b>	<b>2018/19 and Prior</b>	<b>2019/20 Projected</b>	<b>2020/21 Projected</b>	<b>2021/22 Projected</b>	<b>2022/23 Projected</b>	<b>2023/24 Projected</b>	<b>Future/ Unfunded</b>
<b>Streets, Sidewalks, and Bikeways</b>									
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
<b>Sewers &amp; Storm Drains</b>									
Sanitary Sewer System Assessment (971)	53	166,000	166,000	0	0	0	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>									
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
<b>Major Equipment, Technology &amp; Fleet</b>									
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
<b>Other Projects</b>									
Projects Closed prior to 6/30/2018		110,400	110,400	0	0	0	0	0	0
<b>Total Closed Projects Cost (9)</b>		<b>\$ 20,040,724</b>	<b>\$ 20,040,724</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Project Costs – All (38)</b>		<b>\$ 41,746,865</b>	<b>\$ 20,655,685</b>	<b>\$ 1,611,870</b>	<b>\$ 2,331,520</b>	<b>\$ 1,508,950</b>	<b>\$ 600,720</b>	<b>\$ 218,120</b>	<b>\$ 14,820,000</b>



# 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)	\$ 19,044,504	\$ 16,515,554	\$ 590,000	\$ 826,100	\$ 814,950	\$ 247,900	\$ 50,000	\$ 0
Loan to Grant Projects	0	1,024,192	(199,192)	(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	0	199,192	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	5,149,594	0	0	0	0	0	0
Vehicle Replacement (61)	1,231,100	112,374	277,640	125,520	262,000	252,820	168,120	0
City Properties (83)	145,000	0	95,000	0	50,000	0	0	0
Unknown Funding Source	13,751,940	0	0	0	0	0	0	13,751,940
<b>Total Funding Request</b>	<b>\$ 41,714,239</b>	<b>\$ 23,565,249</b>	<b>\$ 1,112,640</b>	<b>\$ 1,176,620</b>	<b>\$ 1,293,950</b>	<b>\$ 595,720</b>	<b>\$ 218,120</b>	<b>\$ 13,751,940</b>

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# Project Description

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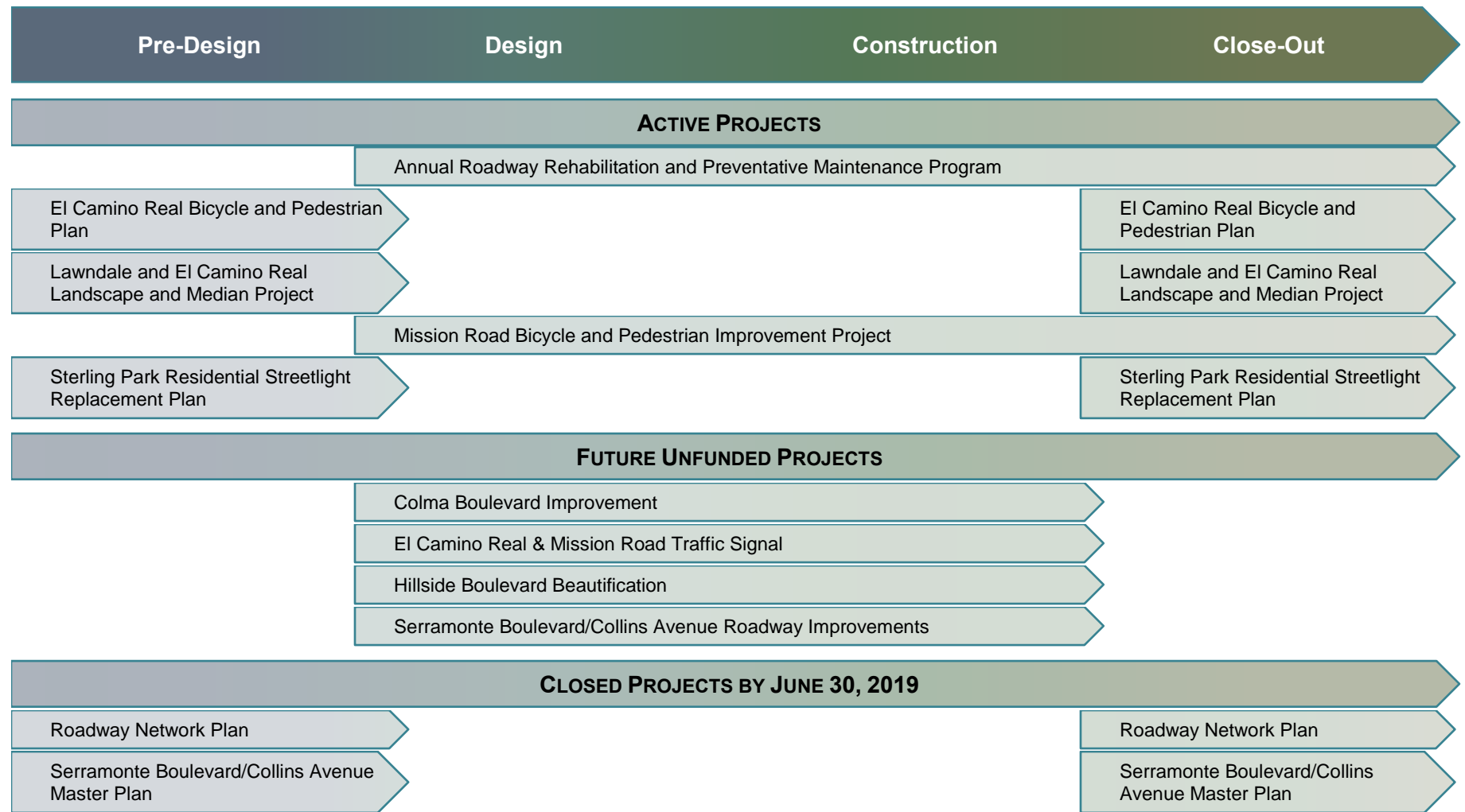
# Project Description

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## 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:**

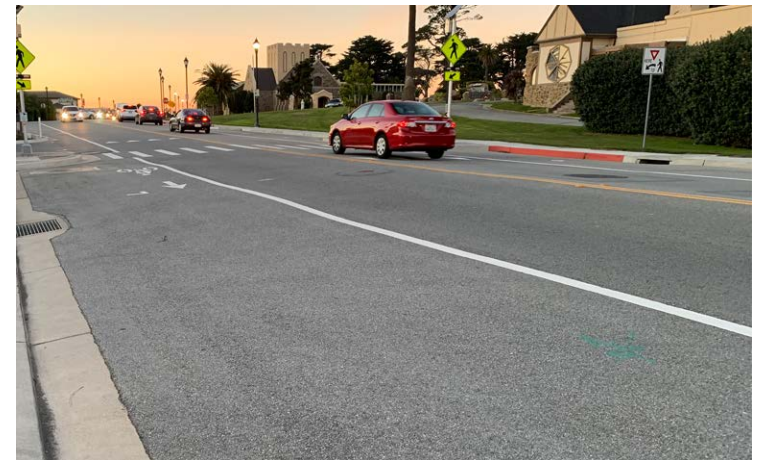
None

**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
<b>Funding</b>									
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
<b>Total Funding</b>	<b>\$ 917,900</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 150,000</b>	<b>\$ 225,000</b>	<b>\$ 250,000</b>	<b>\$ 292,900</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
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
<b>Total Project Cost</b>	<b>\$ 917,900</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 150,000</b>	<b>\$ 225,000</b>	<b>\$ 250,000</b>	<b>\$ 292,900</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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 Camino 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
<b>Funding</b>									
RMRA Grant (Fund 32)	\$ 199,192	\$ 0	\$ 0	\$ 199,192	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Street Capital Reserve (Fund 32)	25,808	0	25,808	0	0	0	0	0	0
<b>Total Funding</b>	<b>\$ 225,000</b>	<b>\$ 0</b>	<b>\$ 25,808</b>	<b>\$ 199,192</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Planning & Design (32-81002)	\$ 225,000	\$ 0	\$ 75,000	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 225,000</b>	<b>\$ 0</b>	<b>\$ 75,000</b>	<b>\$ 150,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>Funding</b>									
General Fund (Fund 11)	\$ 230,000	\$ 0	\$ 0	\$ 30,000	\$ 100,000	\$ 100,000	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 230,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 30,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
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
<b>Total Project Cost</b>	<b>\$ 2,730,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 30,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,600,000</b>

**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
<b>Funding</b>									
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
<b>Total Funding</b>	<b>\$ 1,608,500</b>	<b>\$ 50,000</b>	<b>\$ 1,608,500</b>	<b>\$ 0</b>	<b>\$ 825,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
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
<b>Total Project Cost</b>	<b>\$ 1,608,500</b>	<b>\$ 13,600</b>	<b>\$ 140,000</b>	<b>\$ 115,000</b>	<b>\$ 1,339,900</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

\* 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
<b>Funding</b>									
General Fund (Fund 11)	\$ 15,000	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 15,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 15,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Advanced Prof Plng (32-71009)	\$ 15,000	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 15,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 15,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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

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## Colma Boulevard Improvement (912)

**LEAD DEPARTMENT:**

Public Works

**SUPPORTING DEPARTMENTS:**

None

**ESTIMATED COST:**

\$ 1,500,000

**DESIGNATED RESERVE:**

None

**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)**

<b>LEAD DEPARTMENT:</b>	<b>SUPPORTING DEPARTMENTS:</b>	<b>ESTIMATED COST:</b>	<b>DESIGNATED RESERVE:</b>
Public Works	None	\$ 9,100,000	\$ 1,068,059

**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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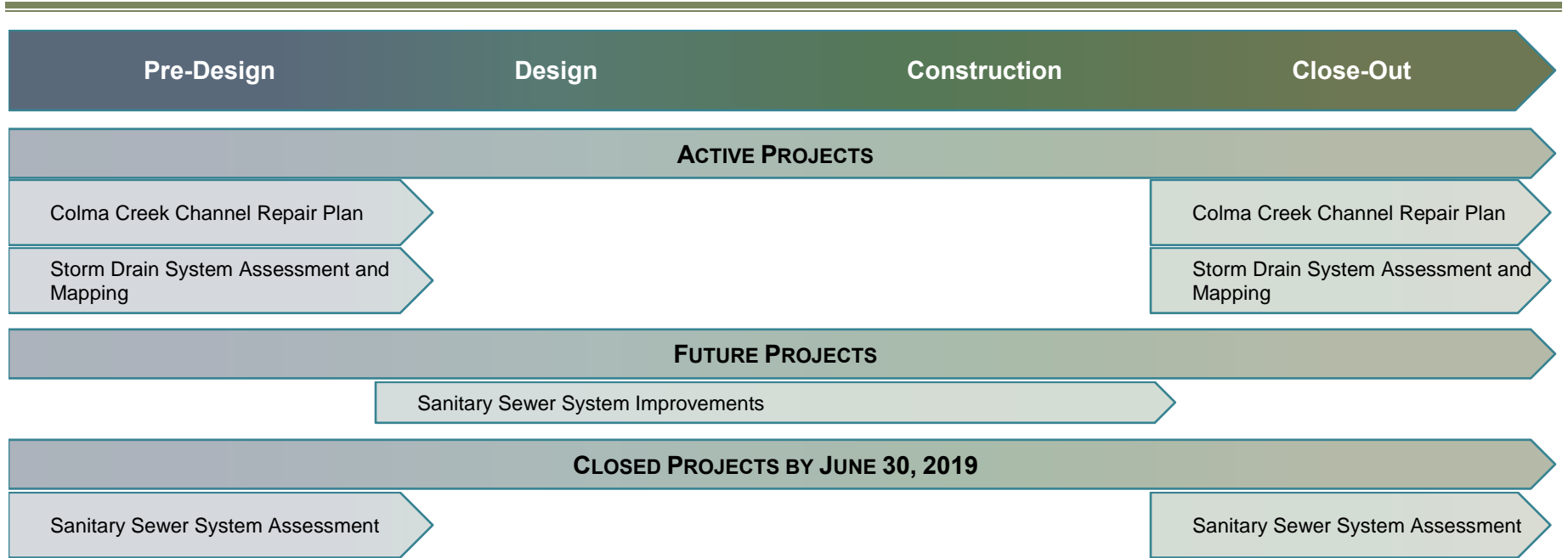
# Project Description

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## 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
<b>Funding</b>									
General Fund (Fund 11)	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Planning & Design (31-81002)	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>Funding</b>									
General Fund (Fund 11)	\$ 210,000	\$ 0	\$ 0	\$ 70,000	\$ 70,000	\$ 70,000	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 210,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Planning & Design (31-81002)	\$ 210,000	\$ 0	\$ 0	\$ 70,000	\$ 70,000	\$ 70,000	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 210,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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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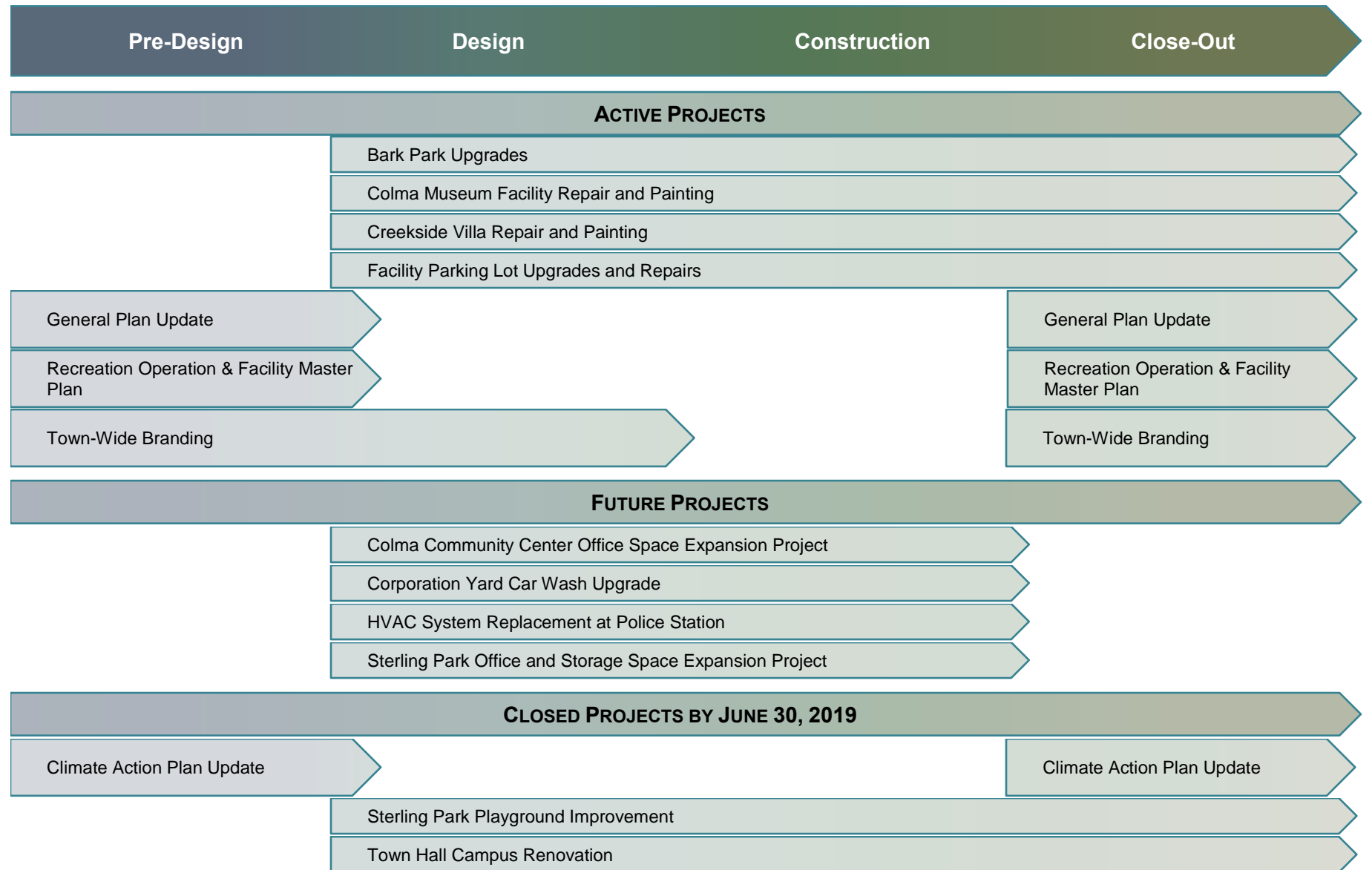
# Project Description

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## 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
<b>Funding</b>									
General Fund (Fund 11)	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 95,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 95,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Construction (31-81003)	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 95,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 95,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>Funding</b>									
General Fund (Fund 11)	\$ 75,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 75,000	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 75,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 75,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Construction (31-81003)	\$ 75,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 75,000	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 75,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 75,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>Funding</b>									
City Property Reserve (Fund 83)	\$ 95,000	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 95,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 95,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Construction (83-81003)	\$ 95,000	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 95,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 95,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>Funding</b>									
General Fund (Fund 11)	\$ 148,050	\$ 0	\$ 0	\$ 0	\$ 111,100	\$ 36,950	\$ 0	\$ 0	\$ 0
City Properties Reserve (Fund 83)	50,000	0	0	0	0	50,000			
<b>Total Funding</b>	<b>\$ 198,050</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 111,100</b>	<b>\$ 86,950</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
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
<b>Total Project Cost</b>	<b>\$ 198,050</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 111,100</b>	<b>\$ 86,950</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>Funding</b>									
Capital Reserve (Fund 31)	\$ 403,650	\$ 203,650	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 403,650</b>	<b>\$ 203,650</b>	<b>\$ 200,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Advanced Prof Plng (31-71009)	\$ 403,650	\$ 4,420	\$ 160,000	\$ 239,230	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 403,650</b>	<b>\$ 4,420</b>	<b>\$ 160,000</b>	<b>\$ 239,230</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>Funding</b>									
General Fund (Fund 11)	\$ 50,000	\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Planning & Design (31-81002)	\$ 50,000	\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>Funding</b>									
General Fund (Fund 11)	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 100,000	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 200,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
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
<b>Total Project Cost</b>	<b>\$ 200,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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)

<b>LEAD DEPARTMENT:</b>	<b>SUPPORTING DEPARTMENTS:</b>	<b>ESTIMATED COST:</b>	<b>DESIGNATED RESERVE:</b>
Public Works	Recreation	Cost depend on the results from Recreation Operation and Facility Master Plan (New) – See Page 68	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.



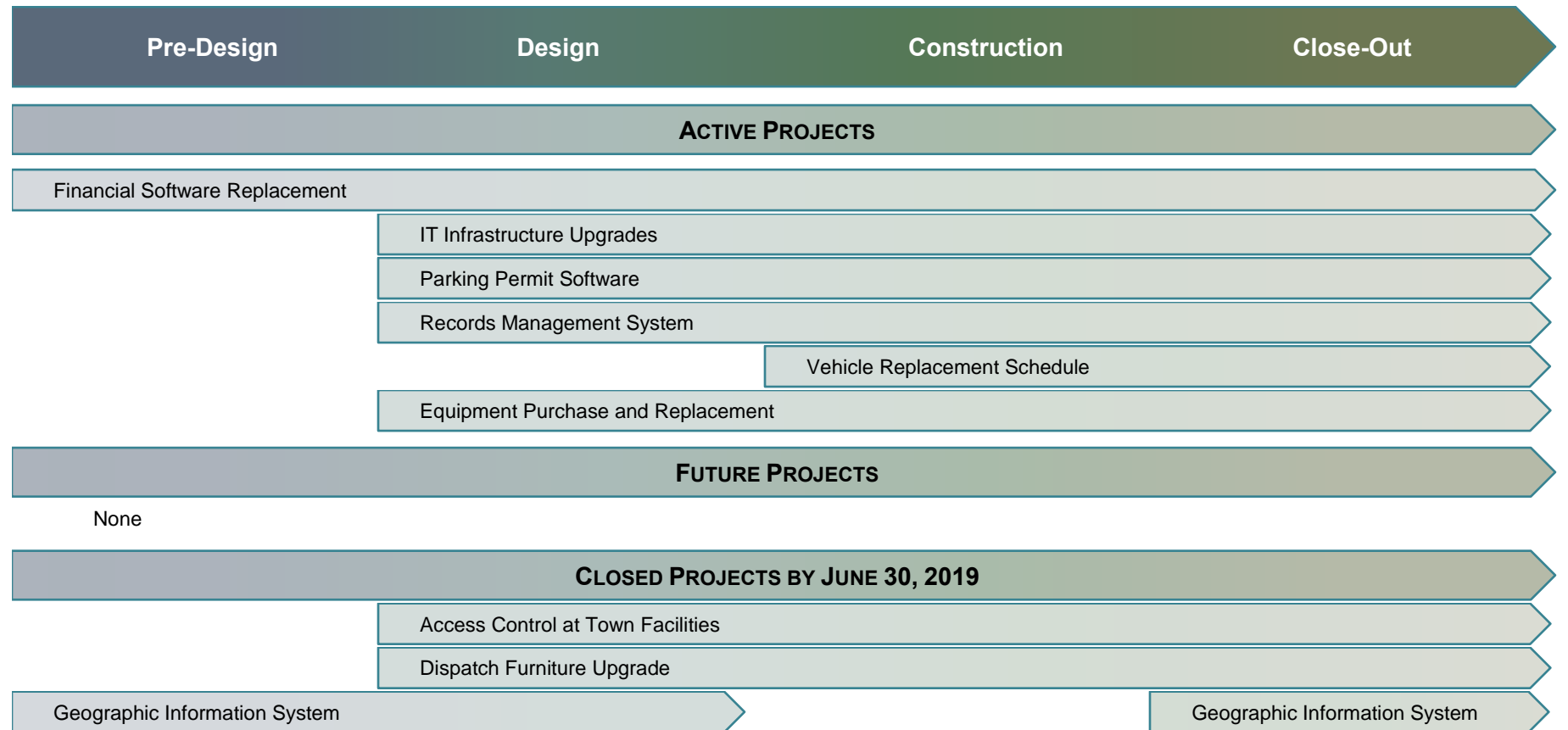
# Project Description

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## 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
<b>Funding</b>									
General Fund (Fund 11)	\$ 350,000	\$ 0	\$ 0	\$ 50,000	\$ 300,000	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 350,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>	<b>\$ 300,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
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
<b>Total Project Cost</b>	<b>\$ 350,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 15,000</b>	<b>\$ 115,000</b>	<b>\$ 215,000</b>	<b>\$ 5,000</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>Funding</b>									
General Fund (Fund 11)	\$ 250,000	\$ 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
<b>Total Funding</b>	<b>\$ 305,000</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Software & Network Srvs (31-81005)	\$ 305,000	\$ 0	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 0
<b>Total Project Cost</b>	<b>\$ 305,000</b>	<b>\$ 0</b>	<b>\$ 55,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 0</b>

\* 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

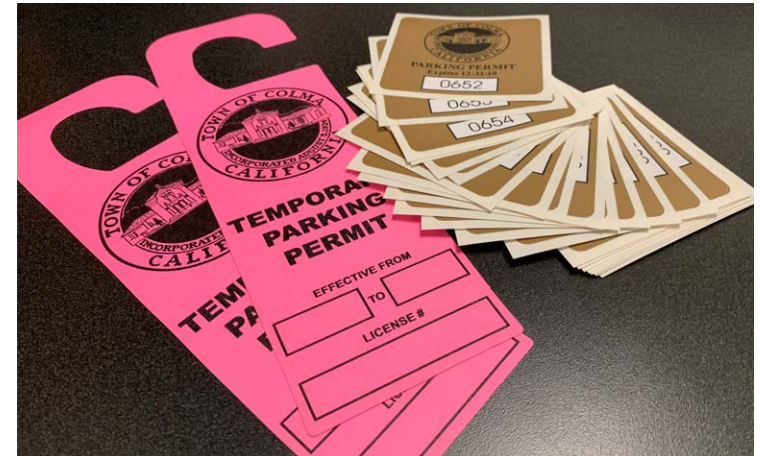
**DESCRIPTION & SCOPE:**

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
<b>Funding</b>									
General Fund (Fund 11)	\$ 50,000	\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Consult/Contr Svc (31-71010)	\$ 15,000	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Software & Network Svc (31-81005)	35,000	0	0	35,000	0	0	0	0	0
<b>Total Project Cost</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>Funding</b>									
Capital Reserve (Fund 31)	\$ 50,000	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>									
Software & Network Srvc (31-81005)	\$ 50,000	\$ 0	\$ 20,000	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 20,000</b>	<b>\$ 30,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**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
<b>PUBLIC WORKS F350 DUMP TRUCK (61-80002)</b> 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
<b>PUBLIC WORKS F150 PICKUP (61-80002)</b> Public Works Supervisor truck, can haul minor equipment and materials, equipped with tool boxes and safety light package.	0	50,000	0	0	0
<b>PUBLIC WORKS ARROW BOARD TRAILER (61-80002)</b> 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
<b>POLICE ADMIN 1 &amp; 2 (61-80002)</b> 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
<b>POLICE PV 1 (61-80002)</b> 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*

<b>Vehicle Replacement Requests</b>	<b>2019/20 Projected</b>	<b>2020/21 Projected</b>	<b>2021/22 Projected</b>	<b>2022/23 Projected</b>	<b>2023/24 Projected</b>
<b>POLICE PV 2, 3, 4, 5, 6 &amp; 7 (61-80002)</b> 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
<b>DET 1 &amp; 2 (61-80002)</b> 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
<b>POLICE MC1 (61-80002)</b> Harley Davidson, Road King, equipped with Police package, communication system	44,800	0	0	0	0
<b>TOWN HALL POOL CAR (61-80002)</b> Fusion Hybrid, service vehicle for day to day travel in and out of Town	0	0	0	0	\$ 37,200
<b>RECREATION ODYSSEY (61-80002)</b> 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
<b>TOTAL</b>	<b>\$ 277,640</b>	<b>\$ 125,520</b>	<b>\$ 262,000</b>	<b>\$ 252,820</b>	<b>\$ 168,120</b>

**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><b>POLICE PATROL IN-CAR CAMERA (31-80005)</b></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><b>POLICE BODY WORN CAMERA (31-80005)</b></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><b>POLICE DISPATCH CENTER RADIO AND EQUIPMENT UPGRADES (31-80005)</b></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. The project funding of \$250,000 is required in FY 2019/20.</p>	250,000	0	0	0	0
<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ 0</b>	<b>\$ 300,000</b>	<b>\$ 0</b>	<b>\$ 0</b>



# 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

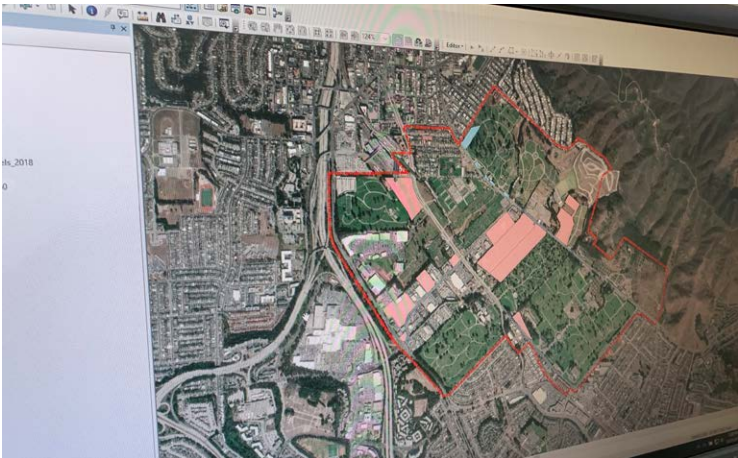
**DESCRIPTION & SCOPE:**

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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# Description of Funds

Fund Name	Fund Type	Purpose of Fund
General Fund (11)	General	For the purpose of tracking funding and cost of ongoing operation and unrestricted revenues. The expenditure and use of General Funds are discretionary after appropriation by the City Council to the extent there are no local policies or laws that impose any special conditions.
General Fund Reserves (12)	General	For the purpose of segregating committed reserve funds approved by the City Council in the Town Budget.
Gas Tax (21)	Special Revenue	For the purpose of receiving gas tax collected and distributed by the State of California. Gas Tax Fund is designated for ongoing traffic signal and street lighting contract services as well as street capital projects as authorized by the gas tax requirement.
Measure A (22)	Special Revenue	For the purpose of receiving Measure A collected and distributed by the San Mateo County Transportation Authority. This is a county-wide voter-approved sales tax measure designed to improve transit and relieve traffic congestion. A portion of the Measure A funds are distributed directly to cities on a per-capita basis and the use is limited to eligible street capital improvements.
Transportation Grant (23)	Special Revenue	For the purpose of recording various Federal, State and county grants for major bikeway, pedestrian, and roadway capital improvement projects. Grants are generally reimbursement in nature and requires the Town to pay the contract cost, first.
Parks in Lieu (24)	Special Revenue	For the purpose of receiving Parks in Lieu fees and disbursing funds for Town parks and recreational facilities.
Housing Impact Fees (25)	Special Revenue	For the purpose of receiving Housing Impact fees paid by developers and disbursing funds for Housing purposes.

<b>Fund Name</b>	<b>Fund Type</b>	<b>Purpose of Fund</b>
Public Safety Grants (27)	Special Revenue	For the purpose of revenue associated with one-time or limited term Police grants that have restricted uses. This includes a distribution associated with State criminal justice realignment funds. Other one-time Police-related grants are also accounted for in this fund. The Public Safety Grants Fund is designated by the Town as Fund #27. Expenditures from this fund will finance the majority of costs associated with specialized Police training and homeless outreach services.
COPS Grant (29)	Special Revenue	For the purpose of revenue associated with Police grants that have restricted uses and may be on-going. This includes an annual State distribution from the Supplemental Law Enforcement Services Fund (SLESF), which must be used for front-line law enforcement activities. Expenditures from this fund will finance the majority of costs associated with Police - Community Services Division including a Community Services Officer (CSO) position.
Capital Improvement (31)	Capital	For the purpose of tracking the funding and cost of capital improvement projects that are not related to improvements to streets (Fund 32), sewer (Fund 82), Verano property (Fund 83), and Creekside Villa property (Fund 83).
Street Capital (32)	Capital	For the purpose of tracking the funding and cost of Street Capital Improvement Projects
COPS Debt Services (43)	Debt	For the purpose of tracking the payment of interest and principal associated with the 2015 Town Hall Campus Renovation COP and related administrative expenses. This is the only debt the Town currently has outstanding. The source of funding the annual cost of this debt issue is a transfer of funds from the General Fund.
Vehicle/Fleet Replacement (61)	Internal Service	For the purpose of accumulate funds over time to provide for the replacement of the Town fleet used by Police, Public Works, Recreation and Administration. Annual charges based on the usable life and cost of vehicles and the public works fleet are recorded as expenses within the operating departments. The future replacement of these vehicles and the fleet is financed from reserves accumulated in this fund.
OPEB Trust (71)	Trust	For the purpose of tracking funding designated to pay retiree medical and dental cost and related investment returns.



<b>Fund Name</b>	<b>Fund Type</b>	<b>Purpose of Fund</b>
Pension Trust (72)	Trust	For the purpose of tracking funding designated to pay retiree pension cost and related investment returns.
Sewer Operating (81)	Enterprise	For the purpose of tracking the operating and maintenance cost of the Town's Sewer System and to streamline quarterly and annual compliance reporting
Sewer Capital (82)	Enterprise	For the purpose of tracking the funding and cost of Sewer Capital Improvement project, and to establish the sewer system needs of the Town.
City Properties (83)	Enterprise	For the purpose of tracking the lease and rental of City properties, expenses for the maintenance of City properties, and depreciation.

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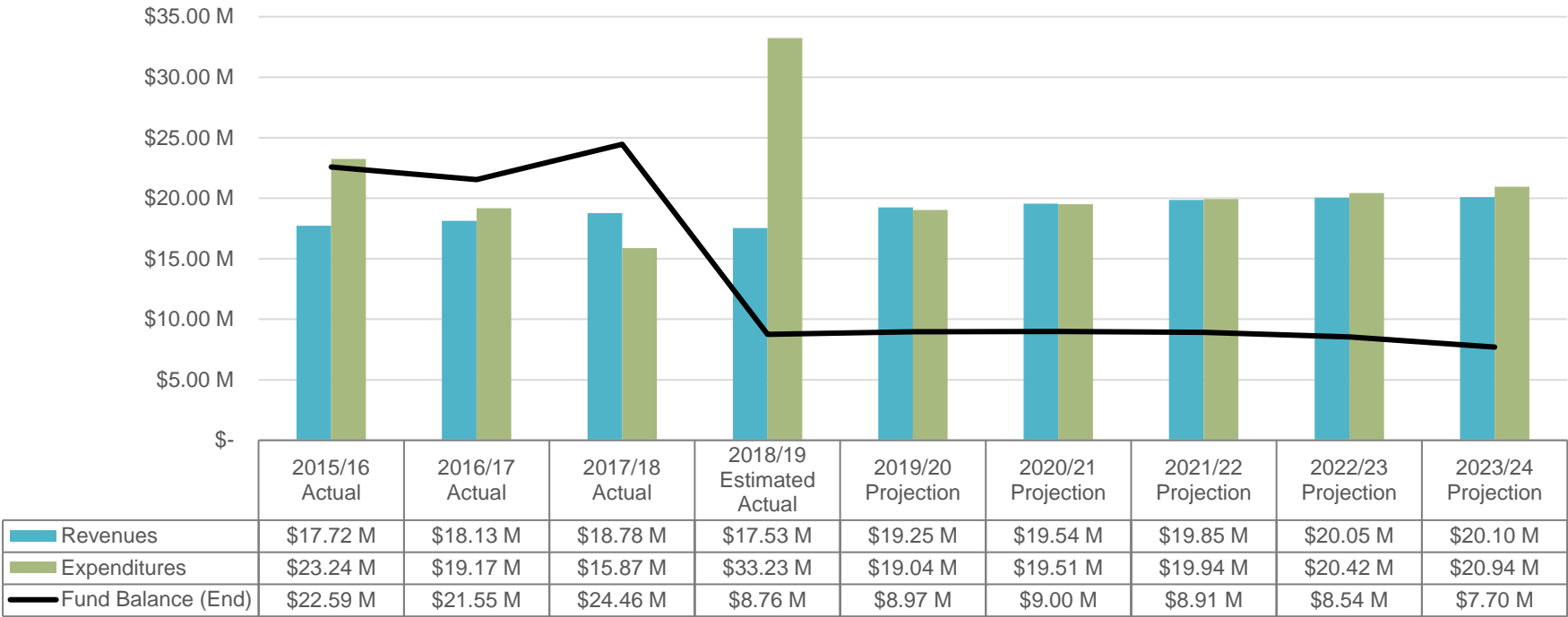
# Fund Balance Summary and Projections

<b>Fund Balance Summary</b>	<b>Audited @ 6/30/2018</b>	<b>Projected @ 6/30/2019</b>	<b>Projected @ 6/30/2020</b>	<b>Projected @ 6/30/2021</b>	<b>Projected @ 6/30/2022</b>	<b>Projected @ 6/30/2023</b>	<b>Projected @ 6/30/2024</b>
General Fund (11)	\$ 24,456,213	\$ 8,757,605	\$ 8,965,035	\$ 6,996,934	\$ 8,906,804	\$ 8,535,677	\$ 7,697,253
General Fund Reserve (12)	0	13,250,000	14,511,500	14,373,000	14,734,500	15,496,000	15,957,500
Total General Fund Reserves	24,456,213	22,007,605	23,476,535	23,369,934	23,641,304	24,031,677	23,654,753
Gas Tax (21)	15,403	26,691	71,708	513	305	85	43,843
Measure A (22)	174,399	65,329	116,399	73,374	1,330	1,265	52,049
Transportation Grant (23)	(11,269)	0	0	0	0	0	0
Park in-Lieu (24)	0	0	0	0	0	0	0
Housing Impact Fee (25)	0	197,700	197,700	197,700	197,700	197,700	197,700
Public Safety Grants (27)	18,118	0	0	0	0	0	0
COPS Grant (29)	173,934	73,934	0	0	0	0	0
Capital Improv (31)	8,015,221	387,766	153,536	338,536	123,536	370,636	820,636
Street Capital (32)	0	1,786,587	1,720,779	1,205,879	1,205,879	1,205,879	1,205,879
COP Debt Services (43)	2,541	0	0	0	0	0	0
Vehicle/Fleet Replacement (61)	651,891	594,281	569,612	696,940	688,425	689,047	774,372
OPEB Trust (71)	1,686,932	2,743,026	3,891,032	5,099,588	6,372,608	7,711,010	9,118,788
Pension Trust (72)	20,064	1,030,265	1,214,511	1,455,992	1,763,338	22143,416	2,600,233
Sewer Ops (81)	0	0	0	0	0	0	0
Sewer CIP (82)	0	0	0	0	0	0	0
City Properties (83)	0	94,700	92,494	183,344	222,211	309,055	393,836
<b>Total for All Funds</b>	<b>\$ 35,203,447</b>	<b>\$ 29,007,884</b>	<b>\$ 31,504,306</b>	<b>\$ 32,621,800</b>	<b>\$ 34,216,636</b>	<b>\$ 36,659,770</b>	<b>\$ 38,862,089</b>

+ The projections are extremely sensitive to sales and cardroom taxes, discount rate set by CalPERS on pension costs, investment performance for both the Town's unrestricted investments and trusts, increases in healthcare costs and results from labor negotiations.

General Fund (Fund 11)

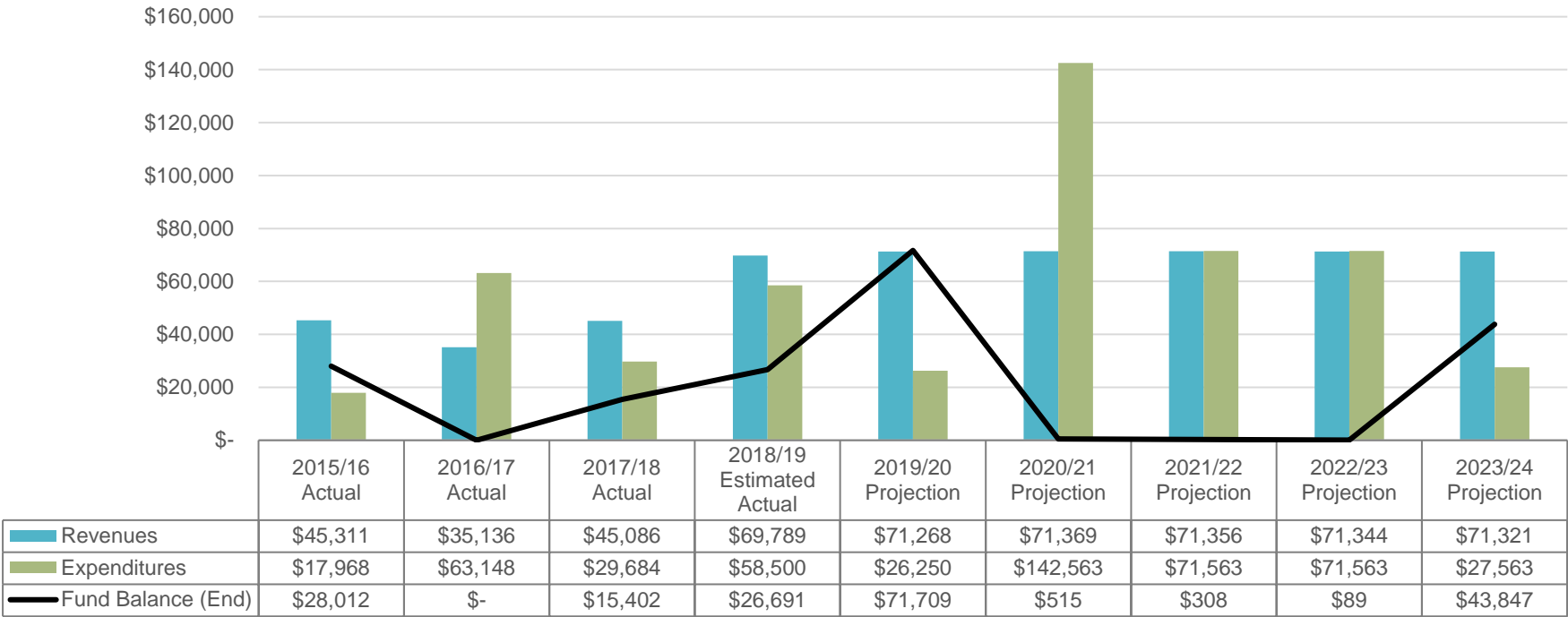
Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



Expenditures (in Millions)																		
Operating Expenses	\$	13.41	\$	13.33	\$	14.67	\$	16.37	\$	16.61	\$	17.17	\$	17.92	\$	18.61	\$	19.33
Vehicle Allocation		0.00		0.00		0.00		0.08		0.25		0.25		0.25		0.25		0.25
Transfers Out																		
Capital Fund (Fund 31)	\$	9.54	\$	5.55	\$	0.89	\$	0.68	\$	0.59	\$	0.83	\$	0.81	\$	0.50	\$	0.50
General Fund Reserve		0.00		0.00		0.00		15.60		1.26		0.86		0.56		0.66		0.46
Other		0.29		0.29		0.29		0.50		0.33		0.40		0.40		0.40		0.40
<b>Total Expenditures</b>	<b>\$</b>	<b>23.24</b>	<b>\$</b>	<b>19.17</b>	<b>\$</b>	<b>15.87</b>	<b>\$</b>	<b>33.23</b>	<b>\$</b>	<b>19.04</b>	<b>\$</b>	<b>19.51</b>	<b>\$</b>	<b>19.94</b>	<b>\$</b>	<b>20.42</b>	<b>\$</b>	<b>20.94</b>

Gas Tax (Fund 21)

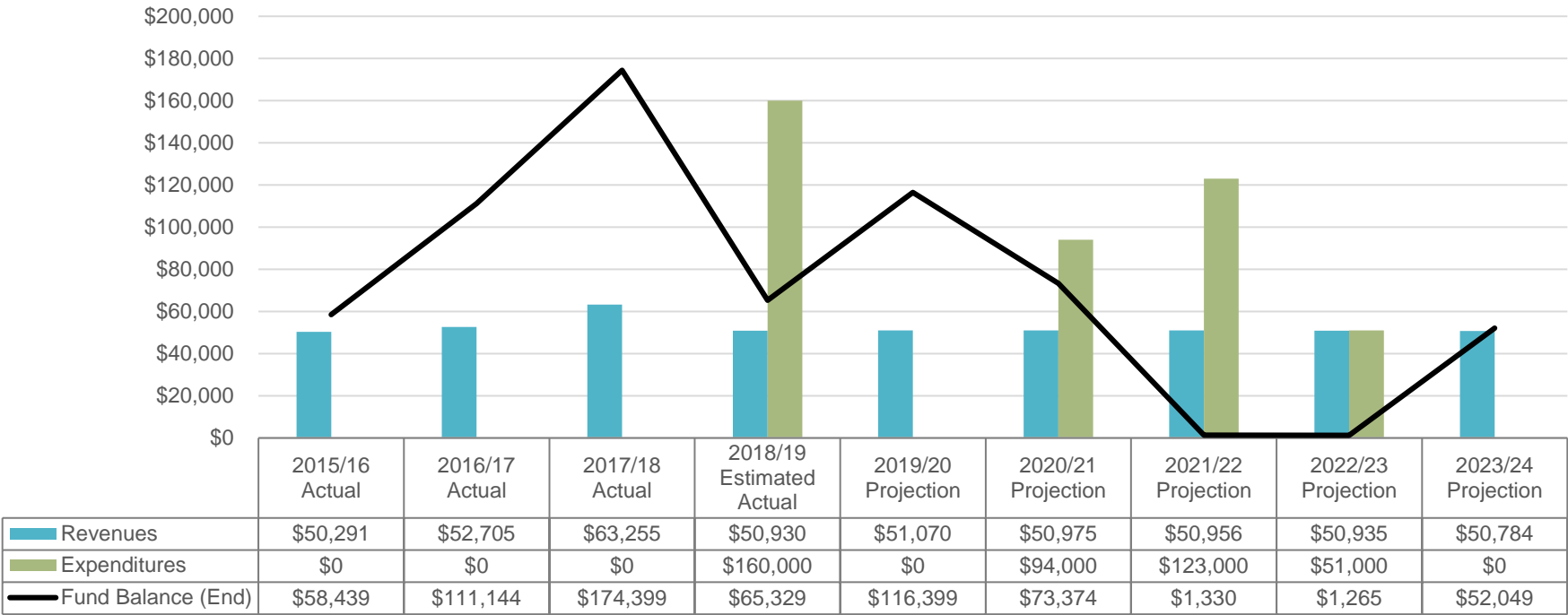
Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



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

**Measure A Tax (Fund 22)**

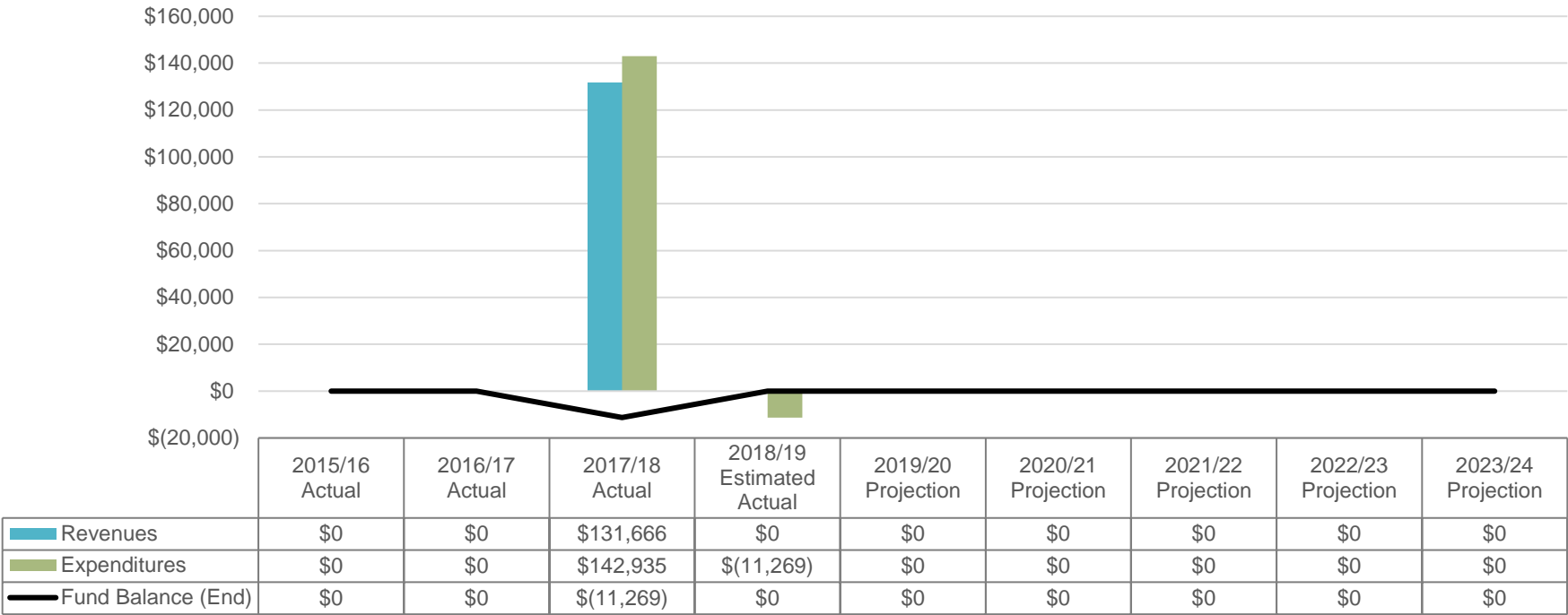
**Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)**



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
<b>Total Transfers Out</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>94,000</b>	<b>\$</b>	<b>123,000</b>	<b>\$</b>	<b>51,000</b>	<b>\$</b>	<b>0</b>

**Transportation Grant Fund (Fund 23)**

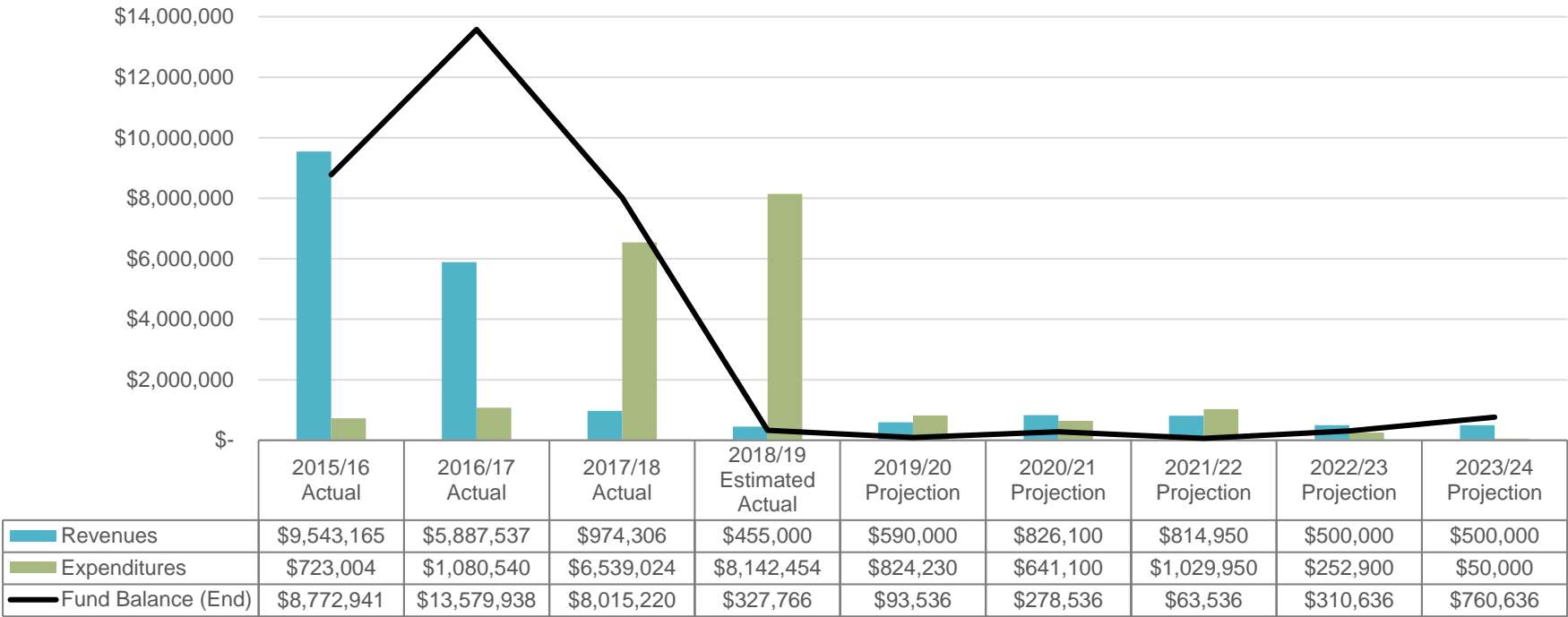
Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



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

General Capital Fund (31)

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



Capital Expenditures																				
2. Colma Creek Channel Repair	\$	0	\$	0	\$	0	\$	25,000	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0
2. Sanitary Sewer System Asses.		0		43,882		44,901		0		0		0		0		0		0		0
2. Storm Drain Sys Assmnt & Map.		0		0		0		70,000		70,000		70,000		0		0		0		0
3. Bark Park Upgrades		0		0		0		0		95,000		0		0		0		0		0
3. Climate Action Plan		0		0		35,000		0		0		0		0		0		0		0
3. Colma Museum Facility Rpr		0		0		0		0		0		75,000		0		0		0		0
3. Corporation Yard Improvements		0		67,900		0		0		0		0		0		0		0		0
3. Facility Park Lot Upgrade & Rpr		0		0		0		0		111,100		36,950		0		0		0		0
3. General Plan Update		0		0		4,420		160,000		239,230		0		0		0		0		0
3. Geographic Information System		0		0		0		25,105		0		0		0		0		0		0
3. Police Facility Improvements		0		42,500		0		0		0		0		0		0		0		0
3. Recreation Ops & Fac Master		0		0		0		50,000		0		0		0		0		0		0

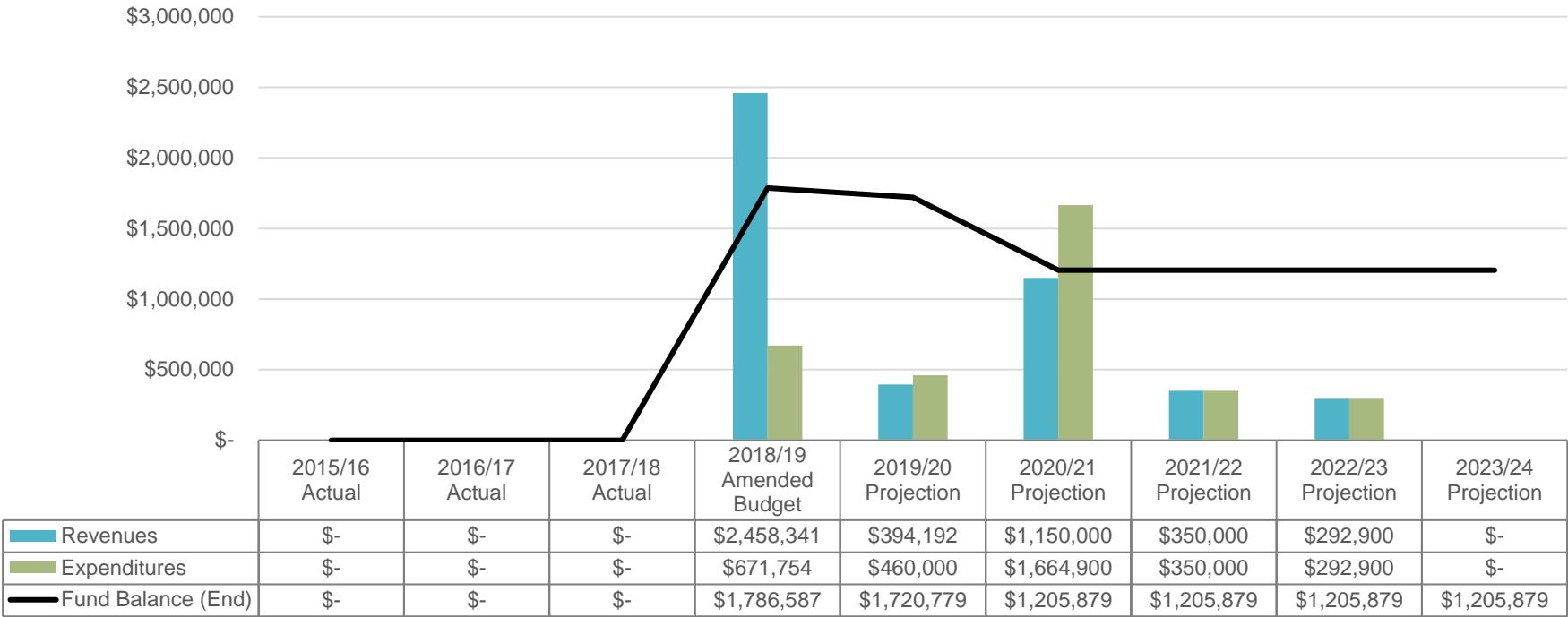


**General Capital Fund (31) (Cont.)**

	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
<b>Capital Expenditures (Cont)</b>									
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	250,000	0	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	50,000	0	0	0	0
4. Records Management System	0	0	0	20,000	30,000	0	0	0	0
<b>Move/Transfer to Other Capital</b>									
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	45,000	100,000	183,000	297,900	0
Vehicle Replacement (Fund 61)	0	244,320	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 723,004</b>	<b>\$ 1,080,540</b>	<b>\$ 6,539,024</b>	<b>\$ 8,142,454</b>	<b>\$ 824,230</b>	<b>\$ 641,100</b>	<b>\$ 1,029,950</b>	<b>\$ 252,900</b>	<b>\$ 50,000</b>

Street Capital Fund (32)

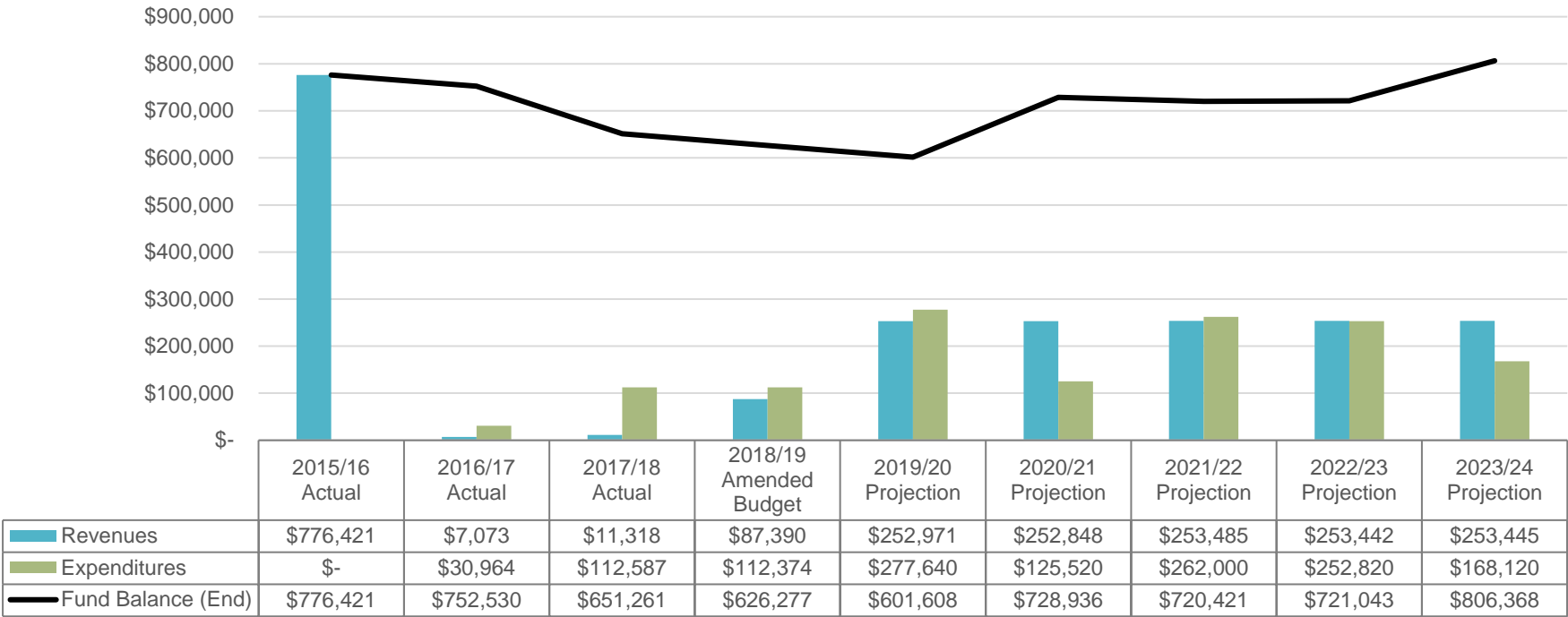
Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



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
<b>Total Expenditures</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>821,754</b>	<b>\$</b>	<b>265,000</b>
									<b>\$</b>	<b>1,609,900</b>
									<b>\$</b>	<b>350,000</b>
									<b>\$</b>	<b>392,900</b>
									<b>\$</b>	<b>0</b>

Vehicle/Fleet Replacement Fund (61)

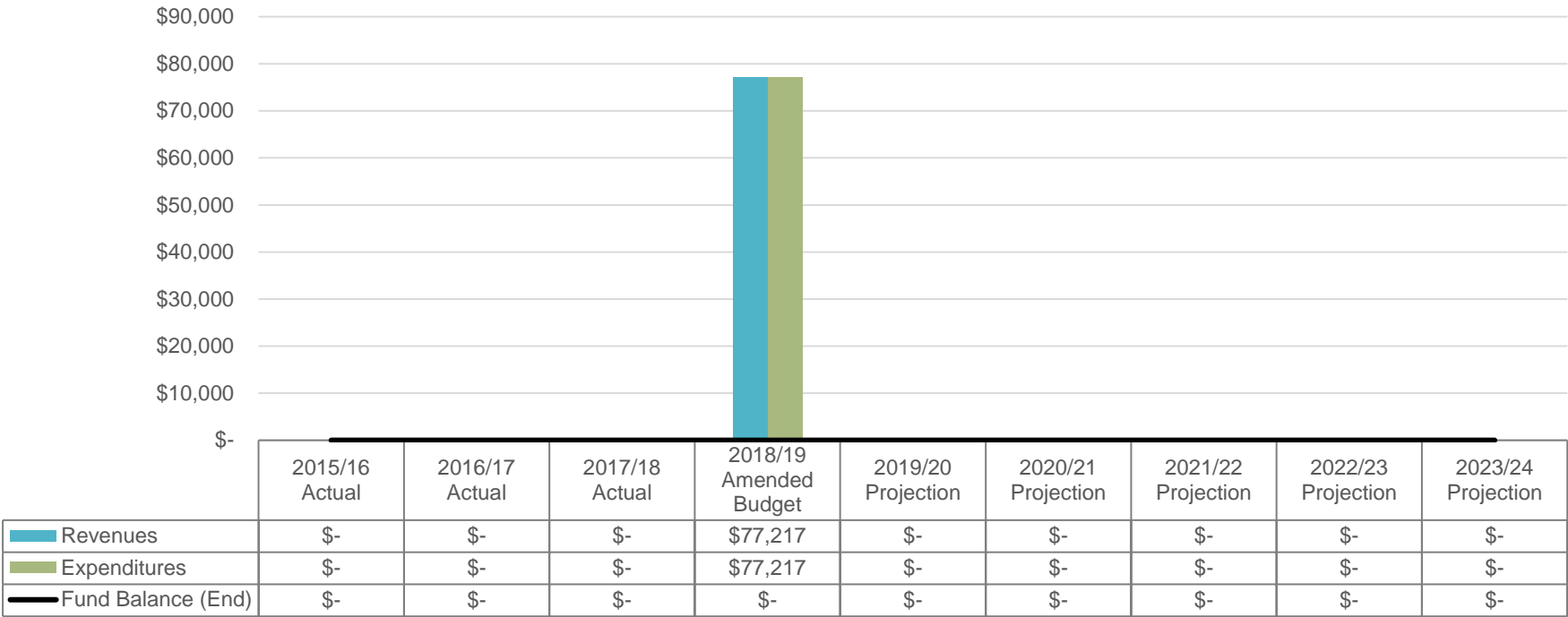
Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)



Vehicle Replacement by Dept	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Amended Budget	2019/20 Projection	2020/21 Projection	2021/22 Projection	2022/23 Projection	2023/24 Projection
Police	\$ 0	\$ 30,964	\$ 63,192	\$ 83,208	\$ 207,640	\$ 75,520	\$ 262,000	\$ 252,820	\$ 75,520
Public Works	0	0	49,395	29,166	70,000	50,000	0	0	12,000
Recreation	0	0	0	0	0	0	0	0	43,400
Town Pool Car	0	0	0	0	0	0	0	0	37,200
<b>Total Expenditures</b>	<b>\$ 0</b>	<b>\$ 30,964</b>	<b>\$ 112,587</b>	<b>\$ 112,374</b>	<b>\$ 277,640</b>	<b>\$ 125,520</b>	<b>\$ 262,000</b>	<b>\$ 252,820</b>	<b>\$ 168,120</b>

**Sewer Capital Fund (82)**

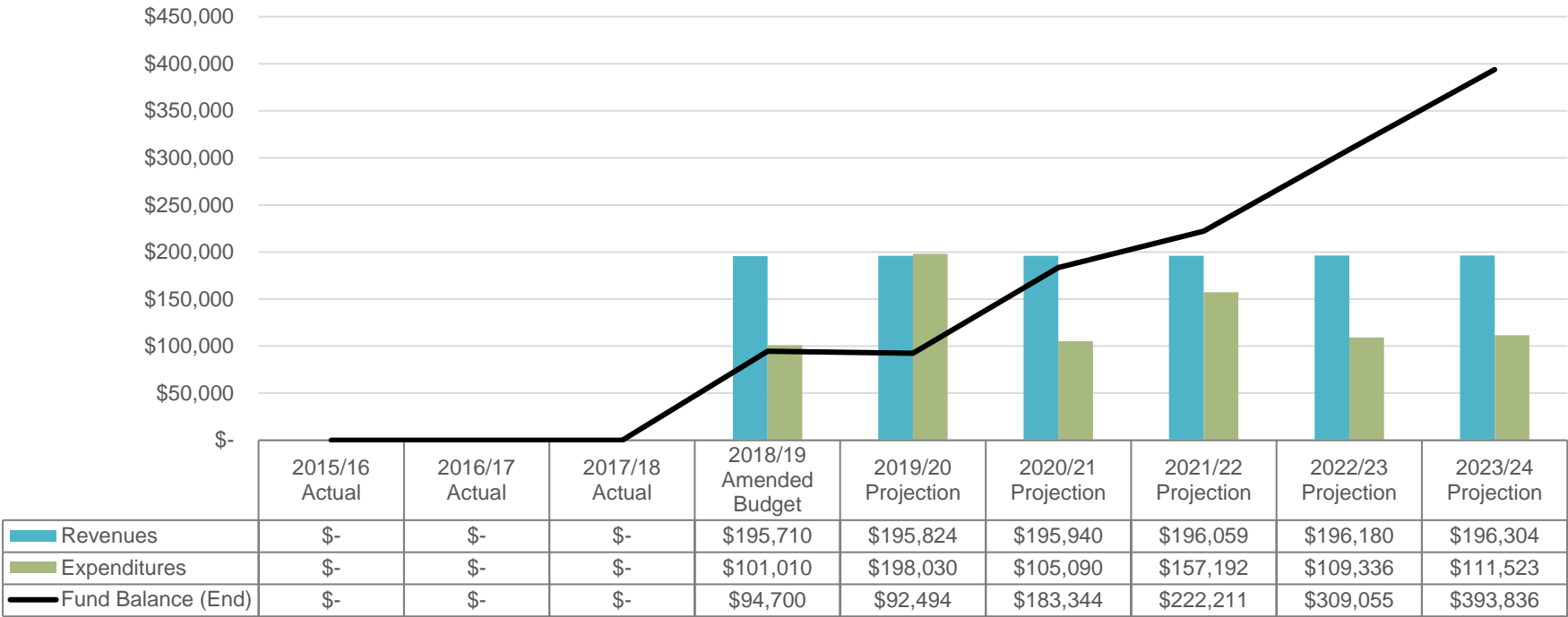
**Revenues, Expenditures, and Fund Balance (Including Transfers In and Outs)**



Capital Expenditures																		
Sanitary Sewer System Assessment	\$	0	\$	0	\$	0	\$	77,217	\$	0	\$	0	\$	0	\$	0	\$	0
<b>Total Expenditures</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>77,217</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>

**City Properties Fund (83)**

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



<b>Operating Expenditures</b>																		
Operating & Maintenance @ Verano and Creekside Villas	\$	0	\$	0	\$	0	\$	101,010	\$	103,030	\$	105,090	\$	107,192	\$	109,336	\$	111,523
<b>Capital Expenditures</b>																		
Creekside Villa Repairs	\$	0	\$	0	\$	0	\$	0	\$	95,000	\$	0	\$	0	\$	0	\$	0
Facility Parking Lot Upgrades and Repair		0		0		0		0		0		0		50,000		0		0
<b>Total Expenditures</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>101,010</b>	<b>\$</b>	<b>198,030</b>	<b>\$</b>	<b>105,090</b>	<b>\$</b>	<b>157,192</b>	<b>\$</b>	<b>109,336</b>	<b>\$</b>	<b>111,523</b>

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# Appendix

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# Commonly Used Acronyms

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AB	Assembly Bill.	IT	Information Technology.
ADA	American with Disability Act.	MTC	Metropolitan Transportation Commission.
CAC	Colma Administrative Code. Can be found at <a href="https://www.colma.ca.gov/administrative-code/">https://www.colma.ca.gov/administrative-code/</a>	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

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**AB** – Assembly Bill.

**ABAG** – Association of Bay Area Governments.

**ABC** – Alcoholic Beverage Control.

**Accounting System** – The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

**Accrual Basis of Accounting** – A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used.

**Activity** – A unit of budgetary accountability and control that encompasses specific and distinguishable lines of work performance for the purpose of accomplishing a function for which the Town is responsible.

**ADA** – See Americans with Disabilities Act.

**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 31<sup>st</sup> (mid-point of the fiscal year).

**Mid-Year Budget Review** – Annual process, which occurs in February, where staff analyzes the revenue and expenditures of the Town through the mid-point of the fiscal year (December 31<sup>st</sup>), projects the data to the end of the fiscal year (June 30<sup>th</sup>) and presents the information to Council, along with any recommended budget adjustments.

**MMANC** – Municipal Management Association of Northern California.

**Modified Accrual Basis of Accounting** – A form of accrual accounting in which (1) expenditures are recognized when the goods or services are received and (2) revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

**MOU** – Memorandum Of Understanding.

**MRP** – Municipal Regional Stormwater Permit.

**MTC** – Metropolitan Transportation Commission.

**Municipal Code** – A book that contains City Council approved ordinances presently in effect. The Code defines Town law in various categories. (See Ordinance)

**National Pollution Discharge Elimination System (NPDES)** – A policy set forth by the Environmental Protection Agency, under the 1987 Federal Clean Water Act, imposing regulations that mandate local governments to control and reduce the amount of stormwater pollutant runoff into receiving waters.

**Non-recurring Costs** – One time activities for which the expenditure should be budgeted only in the fiscal year in which the activity is under taken.

**Non-spendable Fund Balance** – The amounts associated with inventories, prepaid expenses and other items legally or contractually required to be maintained intact.

**NorCalHR** – Northern California Municipal Human Resources Managers Group.

**NPDES** – See National Pollution Discharge Elimination System.

**NSMCD** – North San Mateo County Sanitation District.

**OBF** – On-Bill Financing.

**Objectives** – Desired results of the activities of a program.

**OES** – Office of Emergency Services.

**OPEB** – Other Post Employment Benefits.

**Operating Budget** – A programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the Town, which does not include capital improvement projects.

**Operating Expenses** – Expenses incurred as a result of day-to-day operations.

**Operational Accountability** – Governments' responsibility to report the extent to which they have met their operating objectives efficiently and effectively, using all resources available for that purpose, and whether they can continue to meet their objectives for the foreseeable future.

**Ordinance** – A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution. Adopted ordinances form the Municipal Code. (See Municipal Code)

**Pandemic Flu Plan** – A Plan the Town uses to respond in an epidemic of the influenza virus that spreads on a worldwide scale and infects a large proportion of the human population. Influenza pandemics occur when a new strain of the influenza virus is transmitted to humans from another animal species.

**PCI** – Pavement Condition Index.

**PCJPB** – Peninsula Corridor Joint Powers Board (Also known as Caltrain Board)

**PELRA** – Public Employers Labor Relations Association.

**PEMCHA** – Public Employees Medical and Hospital Care Act.

**PERS** – Public Employees Retirement System. A pension plan administered by the State of California for government agencies. (Also known as CalPERS).

**Performance Measures** – Indicators used in budgets to show, for example, (1) the amount of work accomplished, (2) the efficiency with which tasks were completed, and (3) the effectiveness of a program, which is often expressed as the extent to which objectives were accomplished.

**Personnel Expenditures** – Salaries, wages and benefits paid to employees.

**Police Grants Fund** – Revenue associated with Police grants that have restricted uses and may be ongoing, for example, SLESF.

**POST** – Police Officer Standards and Training.

**Priority Area** – A category of Town services, such as Economic Development, Long Range Financial Plan or Neighborhoods which the City Council selects as an area of focus for staff in the coming fiscal year.

**Program** – Plan of action aimed at accomplishing a clear objective, with details on what work is to be done, by whom, when, and what means or resources will be used.

**Program Revenues** – Revenues received by a department as a result of the services or operations of that department (such as user fees), and generally used to finance the related services or programs.

**Property Tax** – A tax on the assessed value of property. California State Constitution Article XIII A provides that the combined maximum property tax rate on any given property equal to 1% of its assessed value unless an additional amount has been approved by voters for special taxes or general obligation bonds. San Mateo County remits the Town's share, including all penalties and interest.

**Proposed Budget** – The working document for the fiscal year under discussion.

**PTAF** – Property Tax Assessment Fee.

**Public Employee Retirement System** – See PERS.

**Public Safety Grants Fund** – Revenue associated with one-time or limited term Police Grants that have restricted uses.

**PW** – Public Works.

**Real Estate Transfer Tax** – A tax on the value of property transferred, currently levied at a rate of \$.275 per \$500. San Mateo County collects the tax and the Town receives the revenues. Revenues are dependent on how frequently the property is transferred and on the accrued value at the time of transfer.

**Records Management System (RMS)** – A system that automates the storage of current documents and important records of the Town (documents, agendas, minutes, reports, maps and vital records) to facilitate quick and easy access to these records using software and other technologies.

**Request For Proposal (RFP)** – Part of a procurement process which is frequently associated with obtaining professional or specialized services or goods. Vendors are invited to respond with a description of services and associated costs. The agency evaluates responses to determine the response which most closely meets the stated needs in a cost effective manner.

**Reserve** – An account used to designate a portion of the fund balance as legally segregated for a specific use, i.e., General Fund Reserve.

**Reserve Policy** – A Council adopted set of principles which establish an appropriate minimum level of reserves and specify how reserves can be used.

**Resolution** – A special order of the City Council that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

**Restricted Use Funds** – Funds designated for use for a specific purpose.

**Revenues** – Income from all sources used to pay Town expenses.

**RFP** – See Request For Proposal.

**RHNA** – Regional Housing Needs Assessment.

**Risk Management** – An organized attempt to protect a government’s assets against accidental loss in the most economical method.

**RMS** – See Records Management System.

**ROW** – Right-Of-Way.

**RWQCB** – Regional Water Quality Control Board.

**Salaries and Wages** – A fixed monthly or hourly sum paid to an employee.

**Sales Tax** – Taxes assessed on retail sales or leases of tangible personal property in the Town. The Town receives one percent of the 8.25% San Mateo County sales tax.

**SAMCAT** – San Mateo County Telecommunications Authority.

**SamTrans** – San Mateo County Transit District.

**SB** – Senate Bill.

**Secured Taxes** – Taxes levied on real properties in the Town which are “secured” by liens on the properties.

**SFPUC** – San Francisco Public Utilities Commission.

**SLESF** – See Supplemental Law Enforcement Services Fund.

**SLPP** – State-Local Partnership Program.

**SMC** – San Mateo County.

**SMIP** – San Mateo County Investment Pool.

**Special Revenue Fund** – A fund that accounts for the use of revenues that are legally restricted to expenditures for specific purposes.

**SSARP** – Systemic Safety Analysis Report Program. A grant program established by the State Department of Transportation (Caltrans) in 2016. The purpose of this grant is to study deficiencies in a government agency's roadway network including sidewalks, bike paths, crosswalks, accessibility barriers and street lights and recommend corrective measures to correct the problems.

**SSF** – South San Francisco.

**SSO** – Sanitary Sewer Overflow.

**STEP** – Saturation Traffic Enforcement Program.

**STOPP** – Stormwater Pollution Prevention Program.

**Strategic Plan** – Plan of action aimed at accomplishing a clear objective, with details on what work is to be done, by whom, when, and what means or resources will be used.

**Strategic Planning** – A comprehensive and systematic management tool designed to help organizations assess the current environment, increase effectiveness, develop commitment to the organization's mission and achieve consensus on strategies and objectives for achieving that mission. The focus is on aligning organizational resources to bridge the gap between present conditions and the envisioned future. The organization's objectives for a strategic plan will help determine how available resources can be tied to future goals.

**Supplemental Assessment** – An assessment of real property occurring after the real property lien date of January 1<sup>st</sup> of each year as a result of new construction or a change in ownership. The San Mateo County Assessor determines the new value of the property based on current market values, and then calculates the difference between the new value and the value set on January 1<sup>st</sup>.

**Supplemental Law Enforcement Services Fund (SLESF)** – A component of the Citizens' Option for Public Safety (COPS) program which provides grants to every city and county and five special districts that provide law enforcement in the State of California. SLESF funds are allocated among cities and counties and special districts that provide law enforcement services in proportion to population, except that each agency is to be allocated a minimum of \$100,000. The Town of Colma receives the minimum allocation.

**Supplies and Services** – Expenditures for materials, supplies and related services which are ordinarily consumed within a fiscal year.

**SWAT** – Special Weapons And Tactics.

**Tax Levy** – Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation of property.

**Tax Equity Allocation** – The amount of property taxes payable to the Town under a special law to assist cities that otherwise would receive low or no property taxes.

**TDM** – Transportation Demand Management.

**TEA** – Tax Equity Allocation.

**TLC** – Transportation for Livable Communities.

**TMA** – Training Managers Association.

**Transportation Grants Fund** – Fund used to account for one-time transportation grants awarded by Federal, State and Regional agencies, and the associated expenditures.

**UBC** – Uniform Building Code.

**Unassigned Reserve** – The amount of spendable fund balance that is not otherwise appropriated.

**Unencumbered Appropriation** – The portion of an appropriation not yet expended or encumbered.

**Unfunded Capital Project** – Capital Projects that are Town priorities but are currently without budgeted funds. Unfunded Capital Projects will be reviewed annually during the Town Budget process to see if funds are available for their design and construction and if these projects are ready to move from the Unfunded Capital Projects list to the Budgeted Capital Projects list.

**Unfunded Position** – Positions that are authorized but funding is not provided.

**Unsecured Taxes** – An ad-valorem (value-based) property tax that is the liability of the person or entity assessed for the tax. Because the tax is not secured by real property (such as land) the tax is called "unsecured."

**Useful Life** – An accounting term defined as the number of years, as set by the IRS, that depreciable business equipment or property is expected to be in use.

**Way-finding** – Information systems and signage that guide people through a physical environment and enhance their understanding and experience of the area or space.

**Year-End** – As of June 30<sup>th</sup> (end of fiscal year).

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**End of 2019-2024 Capital Program**