



**AGENDA  
REGULAR MEETING**

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

**Wednesday, May 8, 2019  
7:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

**ADOPTION OF AGENDA**

**PRESENTATION**

- Proclamation for Mental Health Awareness Month
- Mayor's Water Challenge Raffle Winner
- Presentation of Colma Citizens' Advisory Scholarships

**PUBLIC COMMENTS**

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

**CONSENT CALENDAR**

1. Motion to Accept the Minutes from the April 24, 2019 Regular Meeting.
2. Motion to Approve Report of Checks Paid for April 2019.
3. Motion to Adopt an Ordinance Repealing Sections 4.02.020(c) and 4.02.040 and Adding Chapter 4.15 to the Town of Colma Municipal Code, Imposing Regulations on Sidewalk Vending in Compliance with Senate Bill 946 and Determining Such Action to be Categorically Exempt from Environmental Review Pursuant to CEQA Guidelines 15378(a) and 15061(b)(3) (second reading).
4. Motion to Adopt a Resolution Adopting a Program to Manage Polychlorinated Biphenyls (PCBS) in Building Materials During the Demolition of Certain Buildings, Pursuant to Section 15308 of the California Environmental Quality Act (CEQA).
5. Motion to Adopt a Resolution Approving in Form an Encroachment Agreement and Authorizing the City Manager to Execute Such Agreements.

## **PUBLIC HEARING**

### **6. MASTER FEE SCHEDULE**

- a. *Consider:* Motion to Adopt a Resolution of the City Council of the Town of Colma Deleting Reference to Fees and Charges Contained in the Colma Administrative Code to Consolidate Such Fees and Charges Within the Adopted Master Fee Schedule and Taking Other Actions Relating Thereto.
- b. *Consider:* Motion to Introduce an Ordinance Deleting Reference to Fees and Charges Contained in the Colma Municipal Code to Consolidate Such Fees and Charges Within the Adopted Master Fee Schedule and Taking Other Actions Relating Thereto, and Waive a Further Reading of the Ordinance.

## **NEW BUSINESS**

### **7. WATER CONSERVATION INCENTIVE PROGRAM**

*Consider:* Motion to Adopt a Resolution Establishing the Authorized Subsidy at \$50,628 for the Water Conservation Incentive Program in Fiscal Year 2019-20.

## **STUDY SESSION**

### **8. FY 2019-2020 BUDGET**

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

## **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

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**MINUTES  
REGULAR MEETING**

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

**Wednesday, April 24, 2019**

**7:00 PM**

**CALL TO ORDER**

Mayor Joanne F. del Rosario called the meeting to order at 7:04 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 Engineer Cyrus Kianpour, City Planner Michael Laughlin, Police Commander Sherwin Lum, City Clerk Caitlin Corley were in attendance.

**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 Colvin moved to adopt the agenda; 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			

**PRESENTATIONS**

- Administrative Services Director Pak Lin introduced new Finance Consultant Jessie Kim.
- Chief Kirk Stratton introduced new Community Service Officer Katherine Parra.
- Council recognized resident and Former Mayor Dennis Fisicaro on his 70<sup>th</sup> birthday, with a certificate and a plant.
- San Mateo County Mosquito and Vector Control District Board Member Joe Silva gave a report on the district's recent activity.
- City Manager Brian Dossey and Jeff Norris of the San Mateo County Office of Emergency Services presented the Town's new CERT team members with certificates in honor of their achievement. Council then recognized Mr. Norris for his help in making the CERT program a success. They presented him with a proclamation and several gifts of appreciation.

**PUBLIC COMMENTS**

Mayor del Rosario opened the public comment period at 7:36 p.m. and seeing no one come forward to speak, she closed the public comment period.

**CONSENT CALENDAR**

- 1. Motion to Accept the Minutes from the April 10, 2019 Regular Meeting.

**Action:** Council Member Gonzalez moved to approve the Consent Calendar item #1; 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 Fisicaro	✓				
Raquel Gonzalez	✓				
	5	0			

**STUDY SESSION**

**2. SERRAMONTE BOULEVARD AND COLLINS AVENUE MASTER PLAN CONCEPT REVIEW**

City Engineer Cyrus Kianpour and consultants from Dyett and Bhatia presented the staff report. Mayor del Rosario opened the public hearing at 8:46 p.m. Business owner Victor Hung made a comment. The Mayor closed the public comment period at 8:50 p.m. Council discussion followed.

*This item was for discussion only; no action was taken.*

**PUBLIC HEARING**

**3. VEHICLE RELEASE FEE INCREASE**

Commander Sherwin Lum presented the staff report. Mayor del Rosario opened the public hearing at 9:18 p.m. Resident Thom Taylor made a comment. The Mayor closed the public comment period at 9:19 p.m. Council discussion followed. Council requested that staff bring the item back to a Council Meeting after recalculating the cost of a vehicle release using the hourly rates that were recently approved in the Memorandums of Understanding with police department staff.

**4. VENDING ORDINANCE AMENDMENT**

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 9:29 p.m. and seeing no one come forward to speak, she closed the public heading. Council discussion followed.

**Action:** Vice Mayor Goodwin made a motion to Introduce an Ordinance Repealing Sections 4.02.020(c) and 4.02.040 and Adding Chapter 4.15 to the Town of Colma Municipal Code, Imposing Regulations on Sidewalk Vending in Compliance with Senate Bill 946 and Determining Such Action to be Categorically Exempt from Environmental Review Pursuant to CEQA Guidelines 15378(a) and 15061(b)(3), and Waive a Further Reading of the Ordinance; 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			

## COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, May 8, 2019 at 7:00PM in the Town Hall Council Chamber.

Mayor del Rosario asked if a Council Member was available to represent the Town at the Jobs for Youth fundraising breakfast on May 16<sup>th</sup>. Vice Mayor Goodwin said he was able to attend.

## REPORTS

Joanne F. del Rosario

Eggstravaganza, 4/20/19

John Irish Goodwin

Eggstravaganza, 4/20/19

Helen Fisicaro

SSF Conference Center's 25<sup>th</sup> Anniversary Celebration, 4/17/19

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

- There will be a Financial Literacy Workshop on Tuesday, April 30 at the Community Center.
- The Town Wide Garage Sale will be on Saturday, April 27, 2019.
- The Volunteer Lunch will be on Monday, May 20, 2019.
- There will be an Anti-harassment Training and Council Team Building on Thursday, May 23, 2019.

## ADJOURNMENT

Mayor del Rosario adjourned the regular session at 9:37 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk



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04/01/2019 1:13:07PM

Final Check List  
Town of Colma

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
42019	4/1/2019	00282	CALIFORNIA PUBLIC EMPLOY10000001561721	4/1/2019	MEDICAL INSURANCE	5,017.42	5,017.42
49670	4/1/2019	00051	CALIFORNIA WATER SERVICE1727052702	3/14/2019	1727052702 JSB ACROSS FRI	225.43	
			6544607057	3/18/2019	6544607057 SW CORNER HIL	122.14	
49671	4/1/2019	00057	CINTAS CORPORATION #2	3/15/2019	PW FIRST AID SUPPLIES	100.56	347.57
49672	4/1/2019	00391	SUSTAINABLE SAN MATEO CCFY 2018-2019 G	3/28/2019	FY 2018-2019 COUNCIL APPR	3,500.00	3,500.00
49673	4/1/2019	00394	TENNANT	3/15/2019	SWEeper/SCRUBBER, RIDEI	485.55	485.55
49674	4/1/2019	00432	VISION SERVICE PLAN	April 2019	VISION SERVICE PLAN	1,054.93	1,054.93
49675	4/1/2019	01030	STEPFORD, INC.	1901256	MONTHLY SERVICE CONTRA	5,622.00	
				1901213	BROTHER MFC J5330DW MU	1,719.46	
				1901262	HOURS IN EXCESS OF CONT	465.00	
49676	4/1/2019	01036	MANAGED HEALTH NETWORKIPRM-036919	3/17/2019	EMPLOYEE ASSISTANCE PRG	99.20	7,806.46
49677	4/1/2019	01037	COMCAST CABLE	03/27-04/26 Xfil	8155 20 022 0002770 1520 HIL	10.75	10.75
49678	4/1/2019	01113	SAN DIEGO POLICE EQUIPME636814	3/18/2019	2 FED-P45HST2-CF 45 ACP 2:	1,709.75	1,709.75
49679	4/1/2019	01370	VERIZON WIRELESS SERVICEI9826211151	3/15/2019	CELL PHONE SERVICE	1,547.52	1,547.52
49680	4/1/2019	01430	LSAASSOCIATES, INC.	3/27/2019	FEB 2019 MISSION RD BICYC	2,272.50	2,272.50
49681	4/1/2019	01557	CITY OF FOSTER CITY	3/21/2019	CALOPPS JOIN FEE	3,669.86	3,669.86
49682	4/1/2019	01919	COLLICUTT ENERGY SERVICEI56698	3/21/2019	SEMI-ANNUAL INSPECTION C	500.00	500.00
49683	4/1/2019	01995	CELESTE, MIKE L.	19-0326	CARDROOM BACKGROUND	2,180.00	2,180.00
49684	4/1/2019	02317	CUS, ERIN	Jan 19-March 16	BOOT CAMP FITNESS	800.00	800.00
49685	4/1/2019	02542	JOHNSON CONTROLS SECUF32254250	3/11/2019	FIRE SYSTEM AT SR. HOUSIN	474.42	474.42
49686	4/1/2019	02639	NOR CAL PRESSURE WASHHE 30321	3/14/2019	6907, KEW STYLE TRIGGER (	98.26	98.26
49687	4/1/2019	02714	MARCHETTI, DAWN	Youth Outreach I	03/25/19 YOUTH OUTREACH	23.80	23.80
49688	4/1/2019	02793	DITOS MOTORS	19796	OIL & FILTER CHANGE	66.00	66.00
49689	4/1/2019	02849	U.S. BANK PARS ACCOUNT, 6 April 2019 OPEE	4/1/2019	OPEB CONTRIBUTION	141,560.00	141,560.00
49690	4/1/2019	02863	PLACEWORKS, INC.	68055	FEB 2019 MISSION ROAD BIC	172.13	172.13

Bank : first TRI COUNTIES BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49691	4/1/2019	02935	EMCOR SERVICES-MESA ENF013484908	1/22/2019	REMOVE & REPLACE: INDUC	2,982.00	
			013492085	3/21/2019	1199 EL CAMINO HVAC PREV	2,530.00	
			013484128	1/14/2019	AC5, REPLACE HEAT EXCHAI	2,159.00	
			013484127	1/14/2019	REPLACE FURNACE INDUCE	1,680.00	
			013490246	3/5/2019	DISASSEMBLE F-C-6 FAN COIL	1,665.00	
			013492087	3/21/2019	1180 EL CAMINO HVAC PREV	1,554.00	
			013492084	3/21/2019	1520 HILLSIDE BLVD. HVAC P	1,516.00	
			013487531	2/13/2019	REMOVE AND REPLACE INDI	1,041.00	
			013485811	1/30/2019	ADDED 2LBS 8OZ OF 410A TC	887.49	
			013484115	1/14/2019	1500 HILLSIDE BLVD. HVAC P	579.00	
			013488934	2/27/2019	1500 HILLSIDE BLVD. HVAC P	579.00	
			013492086	3/21/2019	427 F STREET HVAC PREVEN	285.39	
			013484114	1/14/2019	427 F STREET HVAC PREVEN	285.39	
49692	4/1/2019	02970	PRODUCTIVE PRINTING & GR33601	3/25/2019	BUSINESS CARDS 250 EACH	168.69	
			33616	3/26/2019	BUSINESS CARDS 250 EA. LC	156.81	
49693	4/1/2019	02993	MOSQUEDA VELEZ, VANESSA Feb 7-March 28,	3/29/2019	YOGA FOR SENIORS	720.00	
49694	4/1/2019	03061	NORTH BAY PETROLEUM	3/15/2019	PW GAS PURCHASES	367.86	
49695	4/1/2019	03249	ICE BUILDER, INC	3/13/2019	957B C&D REFUND (02/2017)	8,100.00	
49696	4/1/2019	03250	JAMES HUNT CONTRUCTION 1296B C&D Ref	3/13/2019	1296B C&D REFUND (02/2017)	1,000.00	

Sub total for TRI COUNTIES BANK: 201,753.31

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Final Jack List  
Town of Colma

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28 checks in this report.

Grand Total All Checks: 201,753.31

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Final Check List  
Town of Colma

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49697	4/1/2019	00307	PACIFIC GAS & ELECTRIC	03/26/2019	PG&E	2,281.03	2,366.18
				03/21/2019	PG&E	85.15	
Sub total for TRI COUNTIES BANK:							2,366.18

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Town of Colma

Page: 2

1 checks in this report.

Grand Total All Checks: 2,366.18

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49698	4/8/2019	00051	CALIFORNIA WATER SERVICE	3/27/2019	WATER BILL	2,714.39	2,714.39
49699	4/8/2019	00054	C/CAG	3/8/2019	ANNUAL NPDES ASSESSMEN	3,463.44	3,463.44
49700	4/8/2019	00057	CINTAS CORPORATION #2	3/31/2019	FIRST AID SUPPLIES	314.33	314.33
49701	4/8/2019	00226	LIM, CINDY ELLEN	4/4/2019	MARCH 24-29, 2019 CAPE SE	586.72	586.72
49702	4/8/2019	00254	METRO MOBILE COMMUNICA	4/1/2019	MAINTENANCE CONTRACT	602.00	602.00
49703	4/8/2019	00256	PFO TENHAUER, MICHAEL	3/28/2019	03.12.19 TRAINING MEAL REI	11.76	11.76
49704	4/8/2019	00307	PACIFIC GAS & ELECTRIC	3/26/2019	9248309814-8 601 F STREET	281.26	281.26
49705	4/8/2019	00311	PITNEY BOWES INC.	3/21/2019	POSTAGE METER RENTAL	895.58	895.58
49706	4/8/2019	00411	TURBO DATA SYSTEMS	3/31/2019	CITATION PROCESSING	927.43	927.43
49707	4/8/2019	00500	SMC CONTROLLERS OFFICE	4/2/2019	ALLOCATION OF PARKING PE	2,487.70	2,487.70
49708	4/8/2019	00563	PETTY CASH	3/29/2019	PETTY CASH REIMBURSEME	38.87	38.87
49709	4/8/2019	00928	SUPPLYWORKS	3/26/2019	PAPER SUPPLIES	542.72	542.72
49710	4/8/2019	01037	COMCAST CABLE	3/26/2019	8155 20 022 0094769 TOWN C	13,506.84	
				04/02/19-05/01/1	8155 20 022 0097069 INTERNI	293.33	
				03/25-04/24 Inte	8155 20 022 0097051 Internet	288.33	
				03/25-04/24 427	8155 20 022 0097028 427 F ST	288.33	
49711	4/8/2019	01113	SAN DIEGO POLICE EQUIPME	3/29/2019	FED-AE9AP-CF 9MM 124GR F	215.72	14,376.83
49712	4/8/2019	01164	STATE OF CALIFORNIA, FRAN	4/4/2019	CA PERSONAL INCOME TAX	222.50	215.72
49713	4/8/2019	01340	NAVIA BENEFIT SOLUTIONS	3/29/2019	SECTION 125 PARTICIPANT &	75.00	222.50
49714	4/8/2019	01680	NBS GOVERNMENT FINANCE	3/28/2019	USER FEE CONSULTING SER	102.50	75.00
49715	4/8/2019	01687	UNITED SITE SERVICES OF	3/25/2019	STANDARD AND REGULAR SI	149.37	102.50
49716	4/8/2019	02082	VINCES OFFICE SUPPLY, INC	3/29/2019	OFFICE SUPPLIES	124.78	149.37
49717	4/8/2019	02132	WOLLMAN, JASON	4/4/2019	MARCH 24-29, 2019 CAPE RE	665.20	124.78
49718	4/8/2019	02144	DOMINICA, DE LUCCA DBA	4/1/2019	TAE KWON DO	900.00	665.20
49719	4/8/2019	02179	HUB INTERNATIONAL OF CA	4/3/2019	INSURANCE EVENTS	390.30	900.00
49720	4/8/2019	02190	GOGAN, REA	4/4/2019	APRIL 3-4, 2019 INNER PERSI	56.36	390.30
49721	4/8/2019	02623	BLOEBAUM, CYNTHIA	4/4/2019	COOKING CLASSES	667.50	56.36
49722	4/8/2019	02793	DITOS MOTORS	4/2/2019	SERVICE	126.64	667.50
				3/29/2019	OIL & FILTER CHANGE	42.00	
				3/29/2019	OIL & FILTER CHANGE	42.00	
49723	4/8/2019	02799	WAVE	3/23/2019	RIMS INTERNET W/SSF	400.00	210.64
49724	4/8/2019	02935	EMCOR SERVICES-MESA EN	3/26/2019	DAIKIN UNIT: ADD 3LBS 410F	470.70	400.00
49725	4/8/2019	03125	REY-COLOMBO, INC.	4/4/2019	04.04.19 45 PERSON INNER F	521.75	470.70
49726	4/8/2019	03224	DECORATIVE PLANT SERV	4/1/2019	2019 Maintenance Guaranteed,	157.31	521.75
						157.31	157.31



Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49727	4/8/2019	03251	VULCAN FIRE PROTECTION 8605	3/18/2019	SWISS ANSUL R-102 (3 GALLI	1,118.73	1,118.73
49728	4/8/2019	03252	MALKINSON, KATHIE 2001498.003	4/1/2019	04.01.19 DEPOSIT REFUND	275.00	275.00
49729	4/8/2019	03253	MARKET STREET DEVELOPM2309PL	4/1/2019	2309PL DEPOSIT REFUND	1,657.00	1,657.00
49730	4/8/2019	03254	KERR SERVICES INC. 2430PL Refund	4/1/2019	2430PL DEPOSIT REFUND	140.00	140.00
<b>Sub total for TRI COUNTIES BANK:</b>							<b>35,763.39</b>

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Final Check List  
Town of Colma

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33 checks in this report.

Grand Total All Checks: 35,763.39

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49731	4/12/2019	00068	COLMA PEACE OFFICERS 04122019 B	4/12/2019	COLMA PEACE OFFICERS: P	600.21	600.21
49732	4/12/2019	01164	STATE OF CALIFORNIA, FRAN04122019 B	4/12/2019	STATE - WAGE GARNISHMEN	450.00	450.00
49733	4/12/2019	01340	NAVIA BENEFIT SOLUTIONS 04122019 B	4/12/2019	FLEX 125 PLAN: PAYMENT	658.84	658.84
49734	4/12/2019	01375	NATIONWIDE RETIREMENT S04122019 B	4/12/2019	NATIONWIDE: PAYMENT	4,850.00	
			04122019 M	4/12/2019	NATIONWIDE: PAYMENT	950.00	5,800.00
49735	4/12/2019	02377	CALIFORNIA STATE DISBURS04122019 B	4/12/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
93903	4/12/2019	00521	UNITED STATES TREASURY 04122019 M	4/12/2019	FEDERAL TAX: PAYMENT	911.88	911.88
93904	4/12/2019	01360	VANTAGE TRANSFER AGENT04122019 M	4/12/2019	ICMA CONTRIBUTION: PAYME	464.42	464.42
93905	4/12/2019	00631	P.E.R.S. 04122019 M	4/12/2019	PERS MISC NON-TAX: PAYME	630.29	630.29
93906	4/12/2019	00282	CALIFORNIA PUBLIC EMPLOY04122019 M	4/12/2019	APRIL 2019 ACTIVE PREMIUM	7,348.84	7,348.84
93907	4/12/2019	00130	EMPLOYMENT DEVELOPMEN04122019 B	4/12/2019	CALIFORNIA STATE TAX: PAY	11,331.62	11,331.62
93908	4/12/2019	01340	NAVIA BENEFIT SOLUTIONS 04122019 B	4/12/2019	COMMUTER PLAN: PAYMENT	47.00	47.00
93909	4/12/2019	00521	UNITED STATES TREASURY 04122019 B	4/12/2019	FEDERAL TAX: PAYMENT	54,361.46	54,361.46
93910	4/12/2019	00282	CALIFORNIA PUBLIC EMPLOY04122019 B	4/12/2019	APRIL 2019 ACTIVE PREMIUM	53,470.54	53,470.54
93911	4/12/2019	00631	P.E.R.S. 04122019 B	4/12/2019	PERS - BUYBACK: PAYMENT	40,221.70	40,221.70
93912	4/12/2019	01360	VANTAGE TRANSFER AGENT04122019 B	4/12/2019	ICMA CONTRIBUTION: PAYME	4,206.16	4,206.16

Sub total for TRI COUNTIES BANK:

181,374.34

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Final Check List  
Town of Colma

Page: 2

15 checks in this report.

Grand Total All Checks:

181,374.34

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49736	4/16/2019	00013	ANDY'S WHEELS & TIRES	March 2019	TIRE SERVICE	1,611.67	1,611.67
49737	4/16/2019	00020	ASSOCIATED SERVICES INC	119040040	RENTAL	69.00	
				119040039	Spring Water 5 Gal	9.00	78.00
49738	4/16/2019	00051	CALIFORNIA WATER SERVICE	03/29/2019	WATER BILL	137.90	137.90
49739	4/16/2019	00057	CINTAS CORPORATION #2	March 2019	CLEANING SERVICE	1,282.94	
				March 2019	OUTSIDE & INSIDE MATS AT	288.84	1,571.78
49740	4/16/2019	00112	DEPARTMENT OF JUSTICE	365340	PD ACCOUNT #140503	705.00	705.00
49741	4/16/2019	00174	HOME DEPOT CREDIT SERV	March 4-19, 2019	PW SUPPLY PURCHASES	416.86	416.86
49742	4/16/2019	00181	IEDA	22504	LABOR RELATIONS CONSUL	1,419.00	1,419.00
49743	4/16/2019	00211	KELLY-MOORE PAINTS	March 2019	PAINT AND SUPPLIES	131.69	131.69
49744	4/16/2019	00213	STRATTON, KIRK	04/09/19 Meeting	04/09/19 8 BALL ASSOCIATION	30.00	30.00
49745	4/16/2019	00307	PACIFIC GAS & ELECTRIC	0567147369-1	MAY 6-9, 2019 MENDOZA: CR	160.57	160.57
49746	4/16/2019	00345	SMC SHERIFF'S OFFICE	May 6-9, 2019 C	Facilities Mgmt & Maintenance	275.00	275.00
49747	4/16/2019	00412	TELECOMMUNICATIONS ENG	45924	MICRO CHANNEL & LINES	1,328.00	1,328.00
49748	4/16/2019	00534	SMC INFORMATION SERVICE	1YCL11903	REPLACEMENT BENEFIT COI	778.08	778.08
49749	4/16/2019	00631	P.E.R.S.	1000000156297	NOV. 6, 2018 ELECTION SERV	67.50	67.50
49750	4/16/2019	00714	SMC ASSESSOR-COUNTY CL	1819020	04.04.19 DEPOSIT REFUND	5,330.89	5,330.89
49751	4/16/2019	00778	CASTILLO, ANA	2001502.003	04.04.19 DEPOSIT REFUND	150.00	150.00
				2001501.003	MARCH 23-29, 2019 PW PURC	50.00	200.00
49752	4/16/2019	01450	SAN MATEO LAWN MOWER	March 2019	PD GASOLINE PURCHASES 2	431.45	431.45
49753	4/16/2019	02216	RAMOS OIL CO. INC.	608147	PD GASOLINE PURCHASES 1	1,661.88	
				606612	PD GASOLINE PURCHASES 1	1,630.91	
				605107	LANDSCAPE MAINTENANCE	1,506.55	4,799.34
49754	4/16/2019	02274	FRANK AND GROSSMAN LANI	3614	PD COPY MACHINE RENTAL	9,820.00	9,820.00
49755	4/16/2019	02499	GE CAPITAL INFORMATION	1019337044	REC COPY MACHINE RENTAL	808.92	
				101927794	INTERNET ACCESS 128070	601.18	1,410.10
49756	4/16/2019	02743	UTILITY TELEPHONE, INC	April 2019	04/05/19 SPECIALTY INVESTI	716.63	716.63
49757	4/16/2019	02795	ROSSET, JAY	04/05/19 Training	STORAGE, PICKUP/DELIVER	17.00	17.00
49758	4/16/2019	02827	CORODATA SHREDDING, INC.	RS3063169	MARCH 19-APRIL 3, 2019 REIL	150.11	150.11
49759	4/16/2019	02909	TAPIA, ELIZABETH	Mar 19-April 3, 2	ADDED 4# OF R-410A TO SYS	258.10	258.10
49760	4/16/2019	02935	EMCOR SERVICES-MESA ENF	013493193		521.74	521.74

Bank : first TRI COUNTIES BANK

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
49761	4/16/2019	03015	U.S. BANK CORPORATE PMT	03/22/19	Tapia	3/22/2019	CREDIT CARD PURCHASE	2,548.06	
				03/22/19	Lum	3/22/2019	CREDIT CARD PURCHASE	2,082.06	
				03/22/19	Dossey	3/22/2019	CREDIT CARD PURCHASE	2,032.04	
				03/22/19	Morque	3/22/2019	CREDIT CARD PURCHASE	1,730.30	
				03/22/19	Gogan	3/22/2019	CREDIT CARD PURCHASE	1,385.81	
				03/22/19	Abellan	3/22/2019	CREDIT CARD PURCHASE	1,365.61	
				03/22/19	Gotelli	3/22/2019	CREDIT CARD PURCHASE	442.95	
				03/22/19	De Leo	3/22/2019	CREDIT CARD PURCHASE	422.82	
				03/22/19	Corley	3/22/2019	CREDIT CARD PURCHASE	392.87	
				03/22/19	Pfotent	3/22/2019	CREDIT CARD PURCHASE	213.13	
				4/06/2019		4/8/2019	04.06.19 ADULT & PEDIATRIC	700.00	12,615.65
49762	4/16/2019	03035	DALY, RACHELAGNES					700.00	
49763	4/16/2019	03061	NORTH BAY PETROLEUM					421.85	
49764	4/16/2019	03173	PLAN JPA					4,342.00	
49765	4/16/2019	03255	EVASCO, KATRINA					200.00	
				2001507.003		4/8/2019	04.08.19 DEPOSIT REFUND	200.00	
<b>Sub total for TRI COUNTIES BANK:</b>									50,645.91

30 checks in this report.

Grand Total All Checks: 50,645.91

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Final Check List  
Town of Colma

Page: 1

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49766	4/16/2019	01570			THE BANK OF NEW YORK ME Principal & Intere 4/16/2019	205,590.97	205,590.97
					COP PRINCIPAL & INTEREST	205,590.97	205,590.97
					<b>Sub total for TRI COUNTIES BANK:</b>		<b>205,590.97</b>



1 checks in this report.

Grand Total All Checks: 205,590.97

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49767	4/23/2019	00057	CINTAS CORPORATION #2 8404046770	2/28/2019	FIRST AID SUPPLIES	449.01	449.01
49768	4/23/2019	00071	CSG CONSULTANTS, INC. 02/23/19-03/29/1	4/22/2019	CSG	132,631.31	132,631.31
49769	4/23/2019	00111	DEPARTMENT OF CONSERVAJan - March 201	4/22/2019	SMIP FEES	605.56	605.56
49770	4/23/2019	00116	DALY CITY/COLMA CHAMBER 03/14/19 Crab Fe	4/16/2019	03/14/19 CRAB FEED	375.00	375.00
49771	4/23/2019	00220	LC ACTION POLICE SUPPLY, 1395383	4/8/2019	SBA-SX02-3A VEST W/BLACK	1,000.00	1,000.00
49772	4/23/2019	00280	OFFICE DEPOT, INC. 298694202001	4/5/2019	OFFICE SUPPLIES	77.00	
			298694343001	4/5/2019	BLUE RETRACTABLE PENS	9.77	86.77
49773	4/23/2019	00307	PACIFIC GAS & ELECTRIC 30072220528-6	4/9/2019	PG&E	2,382.70	
			05768889222-5	4/10/2019	PG&E	191.45	2,574.15
49774	4/23/2019	00388	SONITROL 1332264	4/2/2019	MONTHLY MONITORING	1,109.81	1,109.81
49775	4/23/2019	00414	TERMINEX INTERNATIONAL L384648787	4/19/2019	PEST CONTROL	205.00	205.00
49776	4/23/2019	00619	LUM, SHERWIN 04/09/19 Reimbu	4/15/2019	04/09/19 8 BALL ASSOCIATIOI	30.00	30.00
49777	4/23/2019	00623	ARAMARK March 2019	3/31/2019	UNIFORM SERVICE	417.00	417.00
49778	4/23/2019	00830	STAPLES BUSINESS CREDIT 1623395951	3/25/2019	OFFICE SUPPLIES	165.58	165.58
49779	4/23/2019	01036	MANAGED HEALTH NETWORKIPRM-038074	5/1/2019	EMPLOYEE ASSISTANCE PRG	99.20	99.20
49780	4/23/2019	01037	COMCAST CABLE 04/11-05/10 601	4/7/2019	8155 20 022 0096715 601 F ST	108.33	108.33
49781	4/23/2019	01121	CITY OF REDWOOD CITY BR51515	4/22/2019	REGIONAL CONSORTIUM ME	110.00	110.00
49782	4/23/2019	01183	BEST BEST & KRIEGER LLP 846683	4/10/2019	CITY ATTORNEY SERVICES	18,572.00	
			846684	4/10/2019	CITY ATTORNEY SPECIAL SE	3,723.00	
			846685	4/10/2019	TELECOMMUNICATIONS	1,156.30	
			846687	4/10/2019	CITY ATTORNEY BASIC SERV	707.67	24,158.97
49783	4/23/2019	01414	VERANO HOMEOWNERS ASS5	5/1/2019	VERANO OWNERS ASSOCIAI	320.00	320.00
49784	4/23/2019	01565	BAY CONTRACT MAINTENAN(April 2019	4/10/2019	JANITORIAL SERVICES	10,663.93	10,663.93
49785	4/23/2019	01601	DELA CRUZ, MARIA THERESA2001515.003	4/15/2019	04.15.19 DEPOSIT REFUND	50.00	50.00
49786	4/23/2019	02119	GRANT, CHRISTOPHER March 19-21, 20	4/4/9019	MARCH 19-21, 2019 TRAININC	56.00	56.00
49787	4/23/2019	02182	DALY CITY KUMON CENTER March 2019	4/16/2019	TUTORING	6,285.00	6,285.00
49788	4/23/2019	02244	CALIFORNIA BUILDING STANJan - March 201	4/22/2019	BSASRF	97.00	97.00
49789	4/23/2019	02499	GE CAPITAL INFORMATION 102006875	4/22/2019	ADMIN COPY MACHINE RENT	1,667.78	1,667.78
49790	4/23/2019	02583	CRIME SCENE CLEANERS, IN70894	4/14/2019	VEHICLE #2 CLEAN & DISINFI	70.00	70.00
49791	4/23/2019	02676	DYETT & BHATIA, URBAN ANCI17-552-17	4/11/2019	SERRAMONTE BLVD & COLLI	17,320.88	17,320.88
49792	4/23/2019	02763	OPENGOV, INC. INV-001536	3/1/2019	BUDGETING & PLANNING	16,615.00	16,615.00
49793	4/23/2019	02787	AECO SYSTEMS, INC. 19865	4/1/2019	FIRE & BURGLAR PANIC ALAI	45.00	45.00
49794	4/23/2019	02788	LUNA-SEVILLA, MARGARET-R27	4/15/2019	ZUMBA CLASSES	350.00	350.00
49795	4/23/2019	02803	GYMDOC, INC. 00104316	4/9/2019	SPIRIT CRW800 ROWER: WA	5,245.75	5,245.75

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49796	4/23/2019	02827	CORODATA SHREDDING, INC.DN1225617	3/31/2019	SHREDDING SERVICE	98.00	98.00
49797	4/23/2019	03009	MUTT MITT	4/5/2019	10 MUTT MITT SINGLES/2000	1,001.84	1,001.84
49798	4/23/2019	03034	FLEX ADVANTAGE	3/31/2019	FLEX PROCESSING FEES	210.00	210.00
49799	4/23/2019	03099	NOR-CAL CYCLES LLC	3/30/2019	HARLEY ROAD KING DIAGN	230.65	230.65
49800	4/23/2019	03191	MAZE & ASSOCIATES	3/31/2019	ACCOUNTING SERVICES	2,530.00	2,530.00
49801	4/23/2019	03200	IBEX ENTERPRISES, RESOUF28302	3/21/2019	RELEASE RETENTION INV. 2k	13,244.01	
				3/21/2019	RELEASE RETENTION INV. 2k	514.12	
				3/21/2019	RELEASE RETENTION INV. 2k	281.12	
49802	4/23/2019	03208	AAA BUSINESS SUPPLIES & IP2069316-0	4/5/2019	COFFEE AND CREAMER	107.04	14,039.25
							107.04
<b>Sub total for TRI COUNTIES BANK:</b>							<b>241,128.81</b>

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Final  
Jack List  
Town of Colma

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36 checks in this report.

Grand Total All Checks: 241,128.81

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04/23/2019 10:22:53AM

Final Check List  
Town of Colma

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Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49803	4/23/2019	00004	AT&T 000012899611	4/13/2019	C3-A/B-12-10-TS-01	1,822.22	1,822.22
49804	4/23/2019	00051	CALIFORNIA WATER SERVICE1727052702	4/12/2019	1727052702 JSB ACROSS FR	210.38	210.38
49805	4/23/2019	00093	CITY OF SOUTH SAN FRANCISCO517667	3/29/2019	TRAFFIC SIGNAL MAINTENAN	2,406.50	
			517668	3/29/2019	TRAFFIC SIGNAL MAINTENAN	2,264.65	4,671.15
49806	4/23/2019	00307	PACIFIC GAS & ELECTRIC 1918250367-2 0512181543-4	4/15/2019	1918250367-2 1198 EL CAMINO	5,908.66	
				4/10/2019	0512181543-4 STREET & HWY	1,943.36	7,852.02
49807	4/23/2019	02224	STANDARD INSURANCE COMMAY 2019	4/15/2019	LIFE INSURANCE	210.00	210.00
49808	4/23/2019	03034	FLEX ADVANTAGE May 2019	4/23/2019	HEALTH REIMBURSEMENT A	46,344.13	46,344.13
<b>Sub total for TRI COUNTIES BANK:</b>							61,109.90

6 checks in this report.

Grand Total All Checks:

61,109.90

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04/25/2019 5:00:29PM

Final Check List  
Town of Colma

Page: 1

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49809	4/26/2019	00047	C.L.E.A.	4/26/2019	CLEA: PAYMENT	269.50	269.50
49810	4/26/2019	00068	COLMA PEACE OFFICER'S	4/26/2019	COLMA PEACE OFFICERS: P/	600.21	600.21
49811	4/26/2019	01164	STATE OF CALIFORNIA, FRAN	4/26/2019	STATE - WAGE GARNISHMEN	450.00	450.00
49812	4/26/2019	01340	NAVIA BENEFIT SOLUTIONS	4/26/2019	FLEX 125 PLAN: PAYMENT	658.84	658.84
49813	4/26/2019	01375	NATIONWIDE RETIREMENT S	4/26/2019	NATIONWIDE: PAYMENT	4,850.00	4,850.00
49814	4/26/2019	02224	STANDARD INSURANCE COM	4/26/2019	LIFE INSURANCE: PAYMENT	470.50	470.50
49815	4/26/2019	02377	CALIFORNIA STATE DISBURS	4/26/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
93914	4/26/2019	00130	EMPLOYMENT DEVELOPMEN	4/26/2019	CALIFORNIA STATE TAX: PAY	12,596.63	12,596.63
93915	4/26/2019	00521	UNITED STATES TREASURY	4/26/2019	FEDERAL TAX: PAYMENT	59,316.11	59,316.11
93916	4/26/2019	00631	P.E.R.S.	4/26/2019	PERS - BUYBACK: PAYMENT	40,764.86	40,764.86
93917	4/26/2019	01360	VANTAGE TRANSFER AGENT	4/26/2019	ICMA CONTRIBUTION: PAYME	4,202.90	4,202.90
<b>Sub total for TRI COUNTIES BANK:</b>						<b>125,050.93</b>	<b>125,050.93</b>

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04/25/2019 5:00:29PM

Final Check List  
Town of Colma

Page: 2

11 checks in this report.

Grand Total All Checks: 125,050.93



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49816	4/30/2019	00051	CALIFORNIA WATER SERVICE6544607057	4/17/2019	6544607057 S.W. CORNER HI	121.90	121.90
49817	4/30/2019	00110	DEPARTMENT OF TRANSPORTSL190753	4/17/2019	SIGNALS & LIGHTING	1,778.28	1,778.28
49818	4/30/2019	00117	DELTA DENTAL OF CALIFORNBE003362685	5/1/2019	DENTAL INSURANCE	12,044.80	12,044.80
49819	4/30/2019	00254	METRO MOBILE COMMUNICA190518	5/1/2019	MAINTENANCE CONTRACT	602.00	602.00
49820	4/30/2019	00307	PACIFIC GAS & ELECTRIC	06/78090639-9	0678090639-9 S/E CORNER H	57.67	57.67
49821	4/30/2019	00507	COLMA FIRE DISTRICT	Feb 19 & 20, 20	ANNUAL INSPECTION FEE	875.00	875.00
49822	4/30/2019	00955	DIVISION OF THE STATE	Jan - March 201	DISABILITY ACCES & EDUCAT	56.00	56.00
49823	4/30/2019	01037	COMCAST CABLE	04/27-05/26 XFII	8155 20 022 0002770 1520 HIL	10.75	10.75
49824	4/30/2019	01345	GOODWIN, JOHN	2001523.003	04.16.19 WINE & CANVAS WIT	8.00	8.00
49825	4/30/2019	01367	DUO DANCE ACADEMY	March 2019	DANCE CLASSES	520.00	520.00
49826	4/30/2019	01687	UNITED SITE SERVICES OF	114-8363953	STANDARD AND REGULAR SI	149.37	149.37
49827	4/30/2019	01995	CELESTE, MIKE L.	19-0425	CARDROOM BACKGROUN	3,370.00	3,370.00
49828	4/30/2019	02605	GUERRERO, SAUL	04/07/2019 Reir	04/07/2019 CRITICAL INCIDEN	17.00	17.00
49829	4/30/2019	02681	PONCE, EVA	2001528.003	04.22.19 DEPOSIT REFUND	300.00	300.00
49830	4/30/2019	02714	MARCHETTI, DAWN	April 3-10, 2019	APRIL 3-10, 2019 REIMBURSE	91.95	91.95
49831	4/30/2019	02793	DITOS MOTORS	19938	OIL & FILTER CHANGE	54.00	54.00
49832	4/30/2019	02799	WAVE	08614278	RIMS INTERNET W/SSF	400.00	400.00
49833	4/30/2019	02817	MORQUECHO, CYNTHIA	Mar 19-April 12,	MAR 19-APRIL 12, 2019 REIMI	209.78	209.78
49834	4/30/2019	02970	PRODUCTIVE PRINTING & GR33658	4/12/2019	200 ABANDONED VEHICLE W	233.94	233.94
49835	4/30/2019	03156	LINDEBURG AND COMPANY	199282	PLAQUE WITH ENGRAVING II	130.50	130.50
49836	4/30/2019	03193	CASTRO, MARTA	2001526.003	04.16.19 DEPOSIT REFUND	150.00	150.00
				2001527.003	04.16.19 DEPOSIT REFUND	50.00	200.00
49837	4/30/2019	03256	HSIEH, CHIALIN	2001519.003	04.16.19 WINE & CANVAS WIT	50.00	50.00

Sub total for TRI COUNTIES BANK: 21,280.94

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04/30/2019 8:49:56AM

Final Jack List  
Town of Colma

Page: 2

22 checks in this report.

Grand Total All Checks: 21,280.94

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

**ORDINANCE REPEALING SECTIONS 4.02.020(C) AND 4.02.040 AND ADDING  
CHAPTER 4.15 TO THE TOWN OF COLMA MUNICIPAL CODE, IMPOSING  
REGULATIONS ON SIDEWALK VENDING IN COMPLIANCE WITH SENATE BILL 946  
AND DETERMINING SUCH ACTION TO BE CATEGORICALLY EXEMPT FROM  
ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES 15378(A) AND  
15061(B)(3)**

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

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**ARTICLE 1. RECITALS**

- (a) The Town of Colma, California ("City") is a municipal corporation, duly organized under the California Constitution and laws of the State of California.
- (b) Article XI, section 7 of the California Constitution grants the Town broad discretionary power to "make and enforce within its limits all local police, sanitary, and other ordinances and regulations not in conflict with general laws."
- (c) In 2018, the California Legislature passed Senate Bill 946 ("SB 946") which prohibits cities and towns from regulating sidewalk vendors, except in accordance with the provisions of SB 946.
- (d) SB 946 applies to both charter and general law cities and towns.
- (e) SB 946 requires implementation of regulations that are directly related to objective health, safety, or welfare concerns, and that do not restrict sidewalk vendors to operate only in a designated neighborhood or area, except as specified.
- (f) The permit requirements proposed are consistent with SB 946, as they are reasonable, related to objective health, safety, and welfare concerns, and are based upon compliance with other generally applicable laws including the Americans with Disabilities Act and the Town's general encroachment permit requirements for work and/or activities in the public right of way.
- (g) The standards imposed on stationary sidewalk vendors requiring a minimum path of accessible travel are necessary to comply with the Americans with Disabilities Act and maintain minimum safe access along public sidewalks.
- (h) Standards for maintaining access to building entrances, and not blocking driveways, fire hydrants, parking areas and building storefront windows are necessary to guard the health and safety of patrons, drivers, vendors and existing business owners and promote fire suppression and law enforcement practices that allow the Town's safety personnel to observe activities within buildings and maintain access.
- (i) The City Council finds and determines that the installation, repair, maintenance, and removal of encroachments in the public way must be regulated in order to protect the public health, safety, and welfare and to provide for the orderly administration and maintenance of the

public access ways for the benefit of the community, while at the same time allowing reasonable accommodation and cooperative flexibility for providing necessary utility and other convenience services to the community.

(j) The City Council finds that public and private persons who maintain and/or install encroachments in the public way bear a responsibility to help preserve the public right of way and to contribute to the administrative and liability costs incurred by the community and caused by such encroachments.

(k) The City Council finds that, unless properly regulated, sidewalk vending poses a unique risk to the health, safety, and welfare of the public, including, but not limited to, impacts to traffic, pedestrian safety, mobility, unsanitary conditions involving food preparation, risks to children, and consumer protection.

(l) The inherent nature of sidewalk vending and the ability of such vendors to be located on private property and public streets and move quickly from place to place in the community, including near parks, schools, and other places frequented by children, warrants imposing certain regulatory measures, including requiring background checks, to protect the health, safety, and welfare of the community.

(m) SB 946 continues to authorize cities and towns to prohibit sidewalk vendors in areas located within the immediate vicinity of a permitted certified farmers' market and a permitted swap meet, as specified, and to restrict or prohibit sidewalk vendors within the immediate vicinity of an area designated for a temporary special permit issued by a city or town.

(n) Fraud or misrepresentation in the course of vending constitutes an objective harm to the health, safety, and welfare of the Town's residents.

(o) Fraud or misrepresentation in the application for the permit constitutes an objective harm to health, safety, and welfare of the Town's residents.

(p) Vending in a manner that creates a public nuisance or constitutes a danger to the public constitutes an objective harm to the health, safety, and welfare of the Town's residents.

(q) All other legal prerequisites to the adoption of this Ordinance have occurred.

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## **ARTICLE 2. INCORPORATION OF RECITALS.**

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

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## **ARTICLE 3. CMC CHAPTER 4.02.020(c) AND 4.02.040 REPEALED.**

Chapter 4.02.020, subsection (c), and Chapter 4.02.040 of the Town of Colma Municipal Code is hereby repealed and marked "Reserved."

**ARTICLE 4. CMC CHAPTER 4.15 ADDED.**

Chapter 4.15 is hereby added to the Town of Colma Municipal Code to read as follows:  
"Subchapter 4.15: Sidewalk Vending

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**4.15.10 Purpose.**

The Town finds that the vending of prepared or pre-packaged foods, goods, and/or wares at semi-permanent locations on public sidewalks and rights-of-way may pose unsafe conditions and special dangers to the public health, safety, and welfare of residents and visitors. The purpose of this Chapter is to implement regulations on both roaming and stationary sidewalk vending that protect the public health, safety, and welfare of the community while complying with the requirements of state law, as amended from time to time, to promote safe vending practices, prevent safety, traffic, and health hazards, and preserve the public peace, safety, and welfare of the community.

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**4.15.20 Definitions.**

For purposes of this Chapter, the following definitions apply:

- (a) "Certified Famers' Market" means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the Food and Agricultural Code and any regulations adopted pursuant to that chapter.
- (b) "Encroachment Permit" means a permit issued by the Public Works Department to conduct activities in the public right-of-way.
- (c) "Park" means a public park owned by the Town.
- (d) "Roaming sidewalk vendor or vending" means a sidewalk vendor who moves from place to place and stops only to complete a transaction.
- (e) "Sidewalk vendor or vending" means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path.
- (f) "Special Event Permit" means a short-term use of property for a primarily non-commercial event such as a parade, street fair, concert or marathon.
- (g) "Swap Meet" means a location operated in accordance with Article 6 (commencing with Section 21660) of Chapter 9 of Division 8 of the Business and Professions Code, and any regulations adopted pursuant to that article.
- (h) "Temporary Use Permit" means a short-term use of property for a commercial use as approved by the Zoning Administrator as specified in Sections 5.03.610 through 5.03.710 of the Colma Municipal Code.
- (i) "Town" means the Town of Colma.

#### **4.15.30 Permits Required.**

(a) All sidewalk vendors shall obtain a Temporary Use Permit if proposing to sell items on private property or an Encroachment Permit pursuant to Subchapter 5.08 of the CMC if proposing to sell items on a public sidewalk or property. In addition to obtaining one of these permits, a business license is required prior to engaging in any sidewalk vending activities. The following information shall be required:

- (1) Name, current mailing address, and phone number of the vendor; and
- (2) If the vendor is an agent of an individual, company, partnership, or corporation, the name and business address of the principal; and
- (3) A description of the merchandise/goods to be offered for sale or exchange, and the days/hours of sales; and
- (4) A copy of the California seller's permit with the sales tax number issued by the California Department of Tax and Fee Administration to the vendor; and
- (5) A copy of the valid California Driver's license issued to the vendor; or a copy of the individual taxpayer identification number issued to the vendor.
  - (A) Any such identification number(s) or license(s) collected shall not be available to the public for inspection and shall remain confidential and not be disclosed except as required to administer the permit or licensure program or comply with a state law or state or federal court order.
- (6) If preparing or selling food, a copy of the County Health Department permit issued to the vendor; and
- (7) If the vendor proposes to be a sidewalk vendor, a description or site plan map of the proposed location(s) where vending will take place, showing that the sidewalk location maintains a minimum of thirty-six inches (36") of accessible route area, in compliance with the Americans with Disabilities Act; and
- (8) If the vendor proposes to be a sidewalk vendor anywhere along the El Camino Real (State Route 82), the vendor must provide a valid encroachment permit issued by Caltrans District 4; and
- (9) A copy of general liability policy naming the Town as additional insured in the amount of \$2,000,000.00; and
- (10) A certification by the vendor that to his or her knowledge and belief, the information contained in the application is true and correct.

(b) Prior to the issuance of a Temporary Use Permit or an Encroachment Permit, the applicant shall cause to be filed with the Chief of Police or his or her designee a LiveScan background check conducted by the California Department of Justice within the previous six (6) months of the application date. The Chief of Police shall furnish each applicant with a LiveScan request form for use at any LiveScan vendor location.

(c) At the time the permit application or permit renewal application is filed, the applicant shall pay the permit processing fee established by separate resolution of the City Council.

#### **4.15.40 Review of Permit Application; Decision.**

(a) Upon the Town's acceptance of a properly completed and filed permit application and the Town's receipt of an acceptable LiveScan report issued by the Department of Justice, the Zoning Administrator or Public Works Director shall conduct a preliminary investigation to determine compliance with this Chapter. The Zoning Administrator or Public Works Director shall make such determination no more than thirty (30) days after the Town's acceptance of a properly completed and filed permit application and the Town's receipt of an acceptable LiveScan report. The Zoning Administrator or Public Works Director shall provide the applicant with written notice of his or her decision to the address indicated in the application.

(b) The Zoning Administrator or Public Works Director may deny an application for a permit if he or she makes any of the following findings:

- (1) The applicant has failed to pay the application permit fee.
- (2) The applicant has made one or more material misstatements in the application for a permit.
- (3) The applicant does not have a valid social security card or valid California Driver's license; or valid individual taxpayer identification number.
- (4) The applicant's vending operation, as described in the application, is inconsistent with the standards, conditions, and requirements of this Chapter.
- (5) Within three (3) years of the date of the application, the applicant has been convicted in a court of competent jurisdiction or pled nolo contendere to any felony offense involving the sale of a controlled substance specified in California Health and Safety Code sections 11054, 11055, 11056, 11057 or 11058, or at the time of application is on probation or parole for any offenses set forth in this section for an offense that was committed within three (3) years of the date of the application.
- (6) It is determined that the applicant does not possess all federal, state, and local permits and licenses necessary to engage in the activity in which he or she seeks to engage.

(c) If the application is denied, the reasons for disapproval shall be noted on the application, and the applicant shall be notified that his or her application is denied and that no permit will be issued. Notice shall be mailed to the applicant at the address shown on the application form.

(d) If the Zoning Administrator or Public Works Director approves the applicant's permit, he or she shall endorse his or her approval on the application and shall, upon payment of the prescribed fee, deliver the permit to the applicant.

(e) *Exemptions.* A permit shall not be required for the following activities:

- (1) The sale of agriculture products on the site where the product is grown.

- (2) Catering for private parties held exclusively on private property and not open to the general public.
- (3) Events permitted pursuant to a lawfully issued Temporary Use Permit or Special Event Permit including but not limited to a Certified Farmers' Market, Swap Meet, street fairs, outdoor concerts, sport league opening day, and business sidewalk sales.
- (4) Events organized by the Town of Colma or where the Town is a participant.
- (5) First Amendment protected vending.
- (6) Temporary sales from private property such as garage sales where the seller leases or owns the property where the sale occurs.

(f) *Term of permit.* A Temporary Use or Encroachment Permit issued pursuant to this Chapter shall automatically expire one (1) year from the date issued, unless an earlier expiration date is noted on the permit.

(g) *Transferability.* Permits shall not be transferable to any other entity or person and are valid only as to the original applicant for the term stated.

(h) *Display of Permit.* Such permit shall, during the time such permittee is engaged in sidewalk vending, be worn constantly by the permittee on the front of his or her outer garment in such a way as to be conspicuous. Sidewalk vendors shall be required to exhibit their permits and/or licenses at the request of any person, in addition to wearing them in a conspicuous place.

#### **4.15.50 Stationary Sidewalk Vending Locations and Standards.**

(a) Stationary sidewalk vendors shall be prohibited from operating or establishing in any residential zone of the Town.

(b) Stationary sidewalk vendors may operate in non-residential zones of the Town, including mixed use zones, provided they meet the following:

- (1) The sidewalk vendor is duly licensed and meets all requirements of section 4.15.030; and
- (2) The sidewalk vendor can set up their vending operation while still leaving a minimum of thirty-six inches (36") of accessible path of travel, without obstruction, along the public sidewalk or public pathway; and
- (3) Sidewalk vending hours shall be conducted only during the typical business hours of other businesses located on the same street as the stationary sidewalk vendor; and
- (4) The sidewalk vendor maintains the vending area in a clean, orderly, and sanitary condition; and



- (5) The sidewalk vendor location does not block entrances to buildings, driveways, parking spaces or building windows; and
- (6) No vending shall occur within ten (10) feet of a fire hydrant, fire escape, bus stop, loading zone, handicapped parking space or access ramp, fire station driveway, or police station driveway; and
- (7) No tables, chairs, fences, shade structures, other site furniture, or any freestanding signs shall be permitted in conjunction with the vendor's vending activities; and
- (8) The vendor shall not attach or use any water lines, electrical lines, or gas lines during vending operations; and
- (9) Exterior storage or display of refuse, equipment, materials, goods, wares, or merchandise associated with the vendor is prohibited; and
- (10) No vending shall occur within the immediate vicinity of a Certified Farmers' Market, a Swap Meet, or an event held pursuant to a Temporary Use Permit or Special Event Permit unless the vendor is approved to conduct sales at the event; and
- (11) No vending shall occur within a corner cutoff area. A corner cutoff area is that area at all intersecting and intercepting streets or highways. The cutoff line shall be in a horizontal plane, making an angle of 45 degrees with the side, front, or rear property line, as the case may be. It shall pass through the points located on both sides and front or rear property lines at a distance of 30 feet from the intersection of such lines at the corner of a street or highway; and
- (12) No vending shall occur within five hundred (500) feet of any schools or any postsecondary educational facility attended by secondary pupils or private kindergarten, elementary, or secondary schools facilities; and
- (13) No vending shall occur within three (3) feet of any street lights, edges of tree wells, parking meters, or above-ground utility structures; and
- (14) No vending shall occur within two (2) feet of any existing subsurface utility box, valve, or vault; and
- (15) No vending shall occur within one hundred (100) feet of another vendor; and
- (16) No vending shall occur at bus stop locations, red curbs, or at locations where there are existing above-ground amenities such as newsstands or street furniture, including but not limited to benches and bike racks; and
- (17) No vending shall occur in public streets, roadways, medians, pedestrian islands, parking lots, alleys, or bikeways; and
- (18) No vending shall occur within twenty (20) feet of the entrance way to any building, store, theater, movie house, house of worship, or place of public assembly; and

- (19) To protect the health, safety, and welfare of the public, no vending shall occur in or adjacent to any property zoned for cemetery use due to potential hazards and conflicts created between vending activities and funeral processions with many vehicles entering and exiting cemetery driveways and burial events.

#### **4.15.60 Sidewalk Vending in Parks, Certified Farmer's Markets.**

(a) Sidewalk vending of food or merchandise by stationary vendors shall be prohibited in any Town Park with a concession stand operated by a vendor under exclusive contract with the Town selling similar food or merchandise or in an area occupied by a Certified Farmer's Market.

(b) Sidewalk vendors may operate in Town Parks provided they meet the following:

- (1) The sidewalk vendor is duly licensed and meets all requirements of section 4.15.030; and
- (2) For stationary sidewalk vending, the sidewalk vendor can set up their vending operation while still leaving a minimum of thirty-six inches (36") of accessible path of travel, without obstruction, along the public sidewalk or public pathway; and
- (3) The sidewalk vendor shall cease operations one (1) hour prior to the close of the park; and
- (4) The sidewalk vendor maintains the vending area in a clean, orderly, and sanitary condition; and
- (5) The sidewalk vendor location does not block entrances to buildings, driveways, parking spaces, or building windows; and
- (6) No vending shall occur within the immediate vicinity of an event held pursuant to a Temporary Event Permit; and
- (7) No vending shall occur within a corner cutoff area. A corner cutoff area is that area at all intersecting and intercepting streets or highways. The cutoff line shall be in a horizontal plane, making an angle of 45 degrees with the side, front, or rear property line, as the case may be. It shall pass through the points located on both sides and front or rear property lines at a distance of 30 feet from the intersection of such lines at the corner of a street or highway; and
- (8) The sidewalk vendor does not cause an undue concentration of commercial activity that unreasonably interferes with the scenic and natural character of the park or the public's use and enjoyment of natural resources and recreational opportunities or regulations directly related to objective health, safety, or wellness concerns; and
- (9) No vending shall occur in public streets, roadways, medians, pedestrian islands, parking lots, alleys, or bikeways; and

#### **4.15.70 Roaming Sidewalk Vending.**

- (a) Roaming sidewalk vendors shall meet the following:
- (1) The sidewalk vendor is duly licensed and meets all requirements of section 4.15.030; and
  - (2) Sidewalk vending hours for residential zones shall be conducted between the hours of 8:00AM and 6:00 PM; and
  - (3) Sidewalk vending hours for non-residential zones shall be conducted between the hours of 7:00 AM and 9:00 PM every day; and
  - (4) The sidewalk vendor maintains their temporary vending area in a clean, orderly, and sanitary condition; and
  - (5) The sidewalk vendor does not block entrances to buildings, driveways, parking spaces, or building windows; and
  - (6) The sidewalk vendor does not conduct sales from a public street; and
  - (7) No vending shall occur within the immediate vicinity of a Certified Farmers' Market, a Swap Meet, or an event held pursuant to a Temporary Event Permit; and
  - (8) No vending shall occur within a corner cutoff area. A corner cutoff area is that area at all intersecting and intercepting streets or highways. The cutoff line shall be in a horizontal plane, making an angle of 45 degrees with the side, front, or rear property line, as the case may be. It shall pass through the points located on both sides and front or rear property lines at a distance of 30 feet from the intersection of such lines at the corner of a street or highway; and
  - (9) No vending shall occur within five hundred (500) feet of any school or postsecondary educational facility attended by secondary pupils or private kindergarten, elementary, or secondary school facilities; and
  - (10) No vending shall occur within three (3) feet of any street lights, edges of tree wells, parking meters, or above-ground utility structures; and
  - (11) No vending shall occur within one hundred (100) feet of another vendor; and
  - (12) No vending shall occur at bust stop locations, red curbs, or at locations where there are existing above-ground amenities such as newsstands or street furniture, including but not limited to benches and bike racks; and
  - (13) No vending shall occur in public streets, roadways, medians, pedestrian islands, parking lots, alleys, or bikeways; and
  - (14) No vending shall occur within twenty (20) feet of the entrance way to any building, store, theater, movie house, house of worship, or place of public assembly.

**4.15.80 Suspension; Rescission.**

(a) A Temporary Use or Encroachment Permit issued under this Chapter may be suspended or rescinded by the Public Works Director or Zoning Administrator after four or more violations of this Chapter in accordance with Section 4.15.100 of this Chapter, at their discretion, for any of the following causes:

- (1) Fraud or misrepresentation in the course of vending;
- (2) Fraud or misrepresentation in the application for the permit;
- (3) Vending in a manner that creates a public nuisance or constitutes a danger to the public.

(b) Notice of the suspension or rescission of a permit issued under this Chapter shall be mailed, postage prepaid, to the holder of the sidewalk vendor permit at his or her last known address.

(c) No person whose permit has been revoked pursuant to this chapter shall be issued a permit for a period of two (2) years from the date revocation becomes final.

#### **4.15.90 Appeals to City Manager.**

In the event that any applicant or permittee desires to appeal from any order, suspension, rescission, or other ruling of the Public Works Director or Zoning Administrator made under the provisions of this Chapter, such applicant or any other person aggrieved shall have the right to appeal such action or decision to the City Manager within fifteen (15) days after the notice of the action or decision has been mailed to the person's address as shown on the permit application. An appeal shall be taken by filing with the Planning Department a written appeal statement setting forth the grounds for the appeal, along with the Town's appeal fee, which shall be established by City Council resolution. The filing of the appeal shall stay the enforcement of any decision suspending or rescinding the permit. The Planning Department shall transmit the written statement to the City Manager within ten (10) days of its filing and payment of the appeal fee, and the City Manager shall set a time and place for a hearing on appeal. A hearing shall be set not later than sixty (60) days from the date of filing of the applicant's written appeal statement with the Planning Department. Notice of the time and place of the hearing shall be given to the appellant in the same manner as provided for the mailing of notice of suspension or rescission at least five (5) days prior to the date set for the hearing. At the hearing, the permittee and the Town shall be entitled to legal representation and may present relevant evidence, testify under oath, and call witnesses who shall testify under oath. The City Manager shall not be bound by the traditional rules of evidence in a hearing, except that hearsay evidence may not be the sole basis for the decision of the City Manager. The City Manager may continue the hearing as deemed necessary. The decision of the City Manager, or his or her designee, on the appeal shall be final and binding on all parties concerned.

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#### **4.15.100 Penalties.**

(a) It is unlawful for any person to violate any provision or fail to comply with any requirements of this Chapter. A violation of this Chapter shall be punished by:

- (1) An administrative fine not exceeding \$100 for a first violation.

- (2) An administrative fine not exceeding \$200 for a second violation within one (1) year of the first violation.
  - (3) An administrative fine not exceeding \$500 for each additional violation within one (1) year of the first violation.
- (b) A violation of vending without a permit, may, in lieu of the penalties set forth in subsection (a), set forth above, be punished by:
- (1) An administrative fine not exceeding two hundred fifty (\$250) dollars for a first violation.
  - (2) An administrative fine not exceeding five hundred dollars (\$500) for a second violation within one (1) year of the first violation.
  - (3) An administrative fine not exceeding one thousand dollars (\$1,000) for each additional violation within one (1) year of the first violation.
- (c) If an individual is subject to subsection (b), set forth above, for vending without a permit, upon the individual providing proof of a valid permit issued by the Town, the administrative fines set forth in this Chapter shall be reduced to the administrative fines set forth in subsection (a), respectively.
- (d) The proceeds of any administrative fines assessed pursuant to this Chapter shall be deposited in the treasury of the Town.
- (e) Failure to pay an administrative fine assessed under this Chapter shall not be punishable as an infraction or misdemeanor. Additional fines, fees, assessments, or any other financial conditions beyond those authorized in this Chapter shall not be assessed.
- (f) Any violation of this Chapter shall not be punishable as an infraction or misdemeanor, and any person alleged to have violated any provisions of this Chapter shall not be subject to arrest except when otherwise permitted under law.
- (g) When assessing an administrative fine pursuant to this Chapter, the adjudicator shall take into consideration the person's ability to pay the fine. The Town shall provide the person with notice of his or her right to request an ability-to-pay determination and shall make available instructions or other materials for requesting an ability-to-pay determination. The person may request an ability-to-pay determination at adjudication or while the judgment remains unpaid, including when a case is delinquent or has been referred to a comprehensive collection program.
- (1) If the person meets the criteria described in subdivision (a) or (b) of Government Code section 68632, the Town shall accept, in full satisfaction, twenty (20) percent of the administrative fine imposed pursuant to this Chapter.
  - (2) The Town may allow the person to complete community service in lieu of paying the total administrative fine, may waive the administrative fine, or may offer an alternative disposition.

(h) Nothing contained herein shall be construed to impede the Town's or County's ability to enforce County Health Department codes and regulations."

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**ARTICLE 5. 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 City 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.

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

This Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines, as it is not a "project" and has no potential to result in a direct or reasonably foreseeable indirect physical change to the environment. 14 Cal. Code Regs. § 15378(a). Further, this Ordinance is exempt from CEQA as there is no possibility that this Ordinance or its implementation would have a significant negative effect on the environment. 14 Cal. Code Regs. § 15061(b)(3). The City Planner shall cause a Notice of Exemption to be filed as authorized by CEQA and the State CEQA Guidelines.

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**ARTICLE 7. 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 fifteen (15) days of its passage and is to take force and effect thirty (30) days after its passage.

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### Certification of Adoption

I certify that the foregoing Ordinance No. \_\_\_\_ was introduced at a regular meeting of the City Council of the Town of Colma held on April 24, 2019, and duly adopted at a regular meeting of said City Council held on May 8, 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>		0			

Dated \_\_\_\_\_

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

Attest:

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







# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Public Works Director, CSG Consultants  
 Kelly Carroll, Stormwater Programs Manager, CSG Consultants  
 Jonathan Kwan, Associate Planner, CSG Consultants

VIA: Brian Dossey, City Manager

MEETING DATE: May 8, 2019

SUBJECT: PCB-Demolition Permit Program

## RECOMMENDATION

Staff recommends that the City Council adopt the following Resolution:

RESOLUTION ADOPTING A PROGRAM TO MANAGE POLYCHLORINATED BIPHENYLS (PCBS) IN BUILDING MATERIALS DURING THE DEMOLITION OF CERTAIN BUILDINGS, PURSUANT TO SECTION 15308 OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

## EXECUTIVE SUMMARY

Staff is requesting that the City Council adopt a resolution enforcing new regulations required under Provision C.12.f of our Stormwater Municipal Regional Permit (MRP), establishing requirements that manage the containment of PCB's in the demolition process of certain commercial buildings.

## FISCAL IMPACT

The PCB-Demolition Permit Program will not affect all demolition permits to the same extent. Each project will be assessed as part of the demolition permit process to determine if the project includes PCB containing material.

If the structure proposed for demolition includes PCB containing material, it is estimated that on average two hours of staff time will be required to review and approve the application. Costs for processing this application will be an added cost over and above the typical construction and demolition permit and will be borne by the applicant.

It is anticipated that there would be very few projects in Colma that would be subject to the additional review. Therefore, the additional amount of municipal staff time needed to process the demolition permit application is expected to be minimal and offset by applicant fees. Therefore, the PCB demolition permit process will not have a significant fiscal impact.

## **BACKGROUND**

Polychlorinated biphenyls (PCBs) are a man-made compound that was used in various building materials. PCB's have been found to be toxic and has a detrimental effect to the environment. Although PCB's were banned in the late 1970's, PCBs have been detected in elevated levels in certain marine life in the San Francisco Bay (Bay). Urban stormwater runoff is considered a significant pathway for PCBs into the Bay. The San Francisco Regional Water Board is requiring that Bay Area municipalities address PCB sources and the elimination of PCB's entering and discharging into the bay.

This regulation targets selected priority building materials that may contain relatively high levels of PCBs, especially in buildings constructed or remodeled between January 1, 1950 and December 31, 1980. During the demolition of structures, building materials and associated PCBs may be released into the environment and transported to the Bay by stormwater runoff. The common priority building materials that contain PCB's are caulking, thermal/fiberglass insulation, adhesive/mastic, and rubber window gaskets. To identify these materials, an initial review was conducted to identify the full list of known PCBs-containing building materials and reported PCBs concentrations. The materials were then prioritized by developing six factors that relate to the load or mass of PCBs associated with the materials, the likelihood of the material to get into stormwater during the demolition process, and the relative difficulty to remove the material from the building. A spreadsheet was used to assign a score to each material based on the factors, which were evenly weighted. The materials were then ranked, and the highest scoring materials selected.

Water quality within the San Francisco Bay Region is regulated by the Regional Water Board. One way that the Regional Water Board protects water bodies within the San Francisco Bay Region is to develop Total Maximum Daily Loads (TMDLs), or program to reduce the maximum amount of a pollutant that can enter the Bay. A TMDL has been established for PCBs in the Bay. The PCBs TMDL estimates that 20 kilograms per year (kg/year) of PCBs enters the Bay in stormwater runoff and requires that this be reduced to 2 kg/year by 2030, a 90% reduction. TMDL programs are put in place to reduce the amount of inputs of PCBs to the Bay to achieve these reduction goals.

In 2015, the Regional Water Board added requirements in the MRP. The MRP includes provisions that requires Permittees to develop new programs to manage PCB-containing building materials during demolition. Remodeling, partial building, wood framed structure, and single-family residence demolition projects are exempt. The MRP requires that these new programs are adopted and implemented by July 1, 2019.

## **ANALYSIS**

The Town is required by the State Water Board to reduce PCB discharges in stormwater runoff. It is required that priority building materials be managed and regulated during the demolition process to prevent the materials and associated PCBs from potentially being released to the environment and transported to the Bay by stormwater runoff. This regulation requires an

assessment process for PCBs in building materials that is similar in some ways to the process currently implemented for asbestos-containing materials. If one or more priority building materials with PCBs are identified, the applicant must comply with further regulations. Below is a summary of the new items in the demolition permit process to comply with the regulations.

### *PCBs in Priority Building Materials Screening Assessment*

The PCBs in Priority Building Materials Screening Assessment (Assessment) is a two-step process used to determine whether the building proposed for demolition is high priority for PCBs-containing building materials based on the building age, use, and construction type; and if so demonstrating the presence or absence and concentration of PCBs in Priority Building Materials through existing information or representative sampling and chemical analysis of the Priority Building Materials in the building.

The first step of the Assessment determines whether the building being demolished is a structure built or remodeled from January 1, 1950 to December 1, 1980, with remodeling, partial building, wood framed structure, and single-family residence demolition projects being exempt. If it is, the applicant follows the PCBs in Priority Building Materials Screening Assessment Applicant Package to conduct further assessment to determine whether PCBs are present at concentrations  $\geq 50$  ppm. This determination is made via existing data on specific product formulations (if available), or more likely, via conducting representative sampling of the priority building materials and having the samples analyzed for PCBs at a certified analytical laboratory. If not, applicants will only need to address the initial screening questions and certify the answers. It is anticipated that many projects in Colma will not meet the above criteria and would not be subject to the second step of the assessment process.

### *Compliance with Federal and State Laws*

When the PCBs in Priority Building Materials Screening Assessment identifies one or more Priority Building Materials with PCBs, the Applicant must comply with all related applicable federal and state laws, including potential notification of the appropriate regulatory agencies, including EPA, the Regional Water Board, and/or the DTSC. Agency contacts are provided in the Applicant Package. Depending on the approach for sampling and removing building materials containing PCBs, the Applicant may need to notify or seek advance approval from USEPA before building demolition. Even in circumstances where advance notification to or approval from USEPA is not required before the demolition activity, the disposal of PCBs waste is regulated under Toxic Substances Control Act (TSCA). Additionally, the disposal of PCBs waste is subject to California Code of Regulations (CCR) Title 22 Section 66262.

The focus of Provision C.12.f. of the MRP is on runoff prevention of PCBs to protect water quality. The regulation does NOT:

- Require municipal oversight or enforcement of human health protection standards.
- Require municipal oversight of the abatement of PCBs or remediation of materials or lands contaminated by PCBs.
- Establish remediation standards.

At all demolition sites, routine construction controls, including erosion and sediment controls, should also be implemented per the requirements of the MRP and the statewide Construction General Permit issued by the California State Water Resources Control Board.

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

Pursuant to Section 15308 of the State Guidelines for Implementation of the California Environmental Quality Act (CEQA), which applies to actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment, adoption of the attached resolution is found to be exempt from environmental review requirements.

### **Sustainability Impact**

The proposed program will have a positive impact on sustainability. The program is anticipated to reduce the amount of PCBs that enter the San Francisco Bay by requiring demolition projects that involve a non-residential structure built from January 1, 1950 to December 1, 1980, to comply with State and Federal laws.

### **City Council Values**

The adoption of a program to manage PCBs in building materials during the demolition is consistent with the Council value of **vision** because it considers the future health, safety and welfare of the Town and its residents.

### **Alternatives**

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

1. Direct staff to modify the resolution to adopt the program with modifications. This alternative may increase or reduce restrictions on the project to satisfy specific City Council concerns.
2. Deny the adoption of the program. This alternative is not recommended since the Town would not be in compliance with the MRP, which could result in fines to the Town and contractors.

### **CONCLUSION**

Staff recommends that the City Council adopt the resolution to monitor and manage PCB's during the demolition process of certain commercial structures.

### **ATTACHMENTS**

- A. Resolution
- B. PCB - Demolition Permit Program

**RESOLUTION NO. 2019-XX****OF THE CITY COUNCIL OF THE TOWN OF COLMA****RESOLUTION ADOPTING A PROGRAM TO MANAGE POLYCHLORINATED BIPHENYLS (PCBS) IN BUILDING MATERIALS DURING THE DEMOLITION OF CERTAIN BUILDINGS, PURSUANT TO SECTION 15308 OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

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

**1. Background**

- (a) Polychlorinated biphenyls (PCBs) are a man-made chemical compound that was utilized in building materials that has been found to be toxic and cause health impacts to living organisms;
- (b) PCBs have been detected in elevated levels in fish and sediment in the San Francisco Bay making fish unsafe to eat;
- (c) Urban runoff through storm drain systems and other discharges is considered a significant pathway for PCBs into the Bay;
- (d) During demolition these building materials may be released to the environment and transported to receiving waters by stormwater runoff;
- (e) The San Francisco Bay Regional Water Quality Control Board adopted on November 19, 2015 the reissued Municipal Regional Permit (MRP), a National Pollutant Discharge Elimination System (NPDES) permit that regulates discharges of stormwater runoff from municipal separate storm sewers systems (MS4s). The MRP includes provisions that implement the requirements in the PCBs Total Maximum Daily Load (TMDL), a program to address the Bay's impairment by PCBs
- (f) The MRP requires the municipal permittees (Town of Colma) to reduce discharges of PCBs in stormwater runoff to the San Francisco Bay; and
- (g) The MRP requires the Town of Colma to require that demolition permits for buildings that were built or remodeled during the period from January 1, 1950 to December 1, 1980, (with remodeling, partial building, wood framed structure, and single-family residence demolition projects being exempt) to be screened for PCBs.
- (h) The MRP requires that the new programs are adopted by June 30, 2019 and implemented by July 1, 2019

**2. CEQA**

- (a) Pursuant to Section 15308 of the State Guidelines for Implementation of the California Environmental Quality Act (CEQA), which applies to actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance,

restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment is found to be exempt from the environmental review requirements.

**3. Order**

- (a) The City Council of the Town of Colma hereby adopts a program to manage PCBs in building materials during demolition.
- (b) The City Council authorizes the Public Works Director to promulgate regulations and procedures to create and manage the program including conditions of approval, demolition permit requirements and/or construction and demolition waste management forms.
- (c) This resolution shall take effect immediately upon adoption.

***Certification of Adoption***

I certify that the foregoing Resolution 2019-\_\_ was duly adopted at a regular meeting of said City Council held on May 8, 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 "Rae" Gonzalez					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

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

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



## POLYCHLORINATED BIPHENYLS (PCBs) DEMOLITION PERMIT MANAGEMENT PROGRAM

[DRAFT] MARCH 2019  
EFFECTIVE DATE: 7/1/19



*Employee-Owned*

PREPARED BY:

TOWN OF COLMA  
PUBLIC WORKS & ENGINEERING DEPARTMENT  
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## **ACKNOWLEDGEMENTS AND INTRA-DEPARTMENTAL POLICY STATEMENT**

The Town of Colma gratefully acknowledges those who contributed to the preparation of this document, which was developed to comply with the requirements in Provision C.12.f of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2015-0049, with use of, in whole and in part, BASMAA regionally developed forms, guidance and reference documents. The comments, guidance, suggestions, and content provided by those referenced below were instrumental to the development of the PCBs Demolition Program Plan.

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### **Intra-Departmental PCBs Demolition Program POLICY**

**City Council RESOLUTION # \_\_\_\_\_**

**ADOPTED: 4/24/19**

**EFFECTIVE: 7/1/19**

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## **1.0 Executive Summary**

The PCBs Demolition Permit Management Program (“Program”) serves as the program for the Town of Colma (“Town”) to comply with the San Francisco Bay Municipal Regional Stormwater Permit (MRP 2.0) NPDES Order No. R2-2015-0049 (Permit No. CAS612008), Provision C.12.f.

MRP 2.0 Provision C.12.f. requires Permittees to implement a program for managing PCBs released from building materials and waste during building demolition activities so that PCBs do not enter the storm drainage system. Included in the Program are applicable structures which were built or remodeled between January 1, 1950 and December 31, 1980 (excluding wood-framed or single-family houses).

During the previous permit term (MRP 1.0), Permittees were required to conduct a pilot project to assess PCB prevalence in building materials and develop management practices that address structures that have building materials with PCBs. Permittees complied with this requirement by participating in a Bay Area Stormwater Management Agency Association (BASMAA) regional project<sup>1</sup> led by the San Francisco Estuary Partnership (SFEP). The BASMAA regional project evaluated PCB levels in caulk in buildings and developed preliminary BMPs, a Model Implementation Process, as well as associated model policies and ordinances to reduce or prevent the release of PCB-laden materials/waste into the environment during the demolition of Bay Area buildings.

Building upon the findings of the BASMAA regional pilot project and other previously completed regional studies, MRP 2.0 requires municipal agencies to move from pilot-scale work to focused implementation to meet the defined stormwater pollutant load reduction goals. The development and implementation of this Program for managing PCBs from building materials and waste during building demolition activities is one of several actions that are required to meet the MRP requirements and the TMDL PCB pollutant load reduction goals.

### **1.1 Objective**

The primary objective of this Program is to minimize the impact on stormwater runoff, which enters the municipal storm drain systems and waterways, from PCBs released from building materials and/or waste generated during building demolition activities.

### **1.2 Background**

Although not produced currently, polychlorinated biphenyls (PCBs) have been identified as a priority pollutant of concern for San Francisco Bay amongst a wide range of typical urban runoff pollutants. PCBs

<sup>1</sup> Members of the Bay Area Stormwater Management Agencies Association (BASMAA) have carried out many studies and pilot programs to study, track and abate sources of PCBs (and mercury) circa 2000. Work at the regional level, to increase knowledge, gather information on where legacy contamination occurs and to extrapolate cost efficient management measures, has been supported in part, and supplemented with various grant funds from the State of California, including: Proposition 13, Proposition 84, and State Bond 1 water resources funds. Collaboration with San Francisco Estuary Project /Institute (SFEP/SEFI) has allowed for coordination between stormwater management programs and the Regional Monitoring Program (RMP).

belong to a family of man-made organic chemicals called chlorinated hydrocarbons that were commercially produced between 1929 and 1977 (with peak production and use occurring between 1960 and 1977). Typical uses included controllable closed systems (coolants and insulating fluids in electrical transformers and capacitors and fluorescent light ballasts), uncontrollable closed systems (hydraulic fluids and lubricants), and dissipative products<sup>2</sup>. The USEPA banned the production and new use of PCBs in 1979<sup>3</sup> because of adverse risks to wildlife and human health. Due to the widespread use (i.e., dissipative products) and persistence in the environment, PCBs are considered a legacy pollutant of concern. BASMAA literature review and studies conducted in the San Francisco Bay Area between 2000 and 2015 identified building and construction materials used between 1960 and 1977 (e.g., electrical insulation, heat transfer materials, rubber gaskets, sealants, and caulking) as a significant source of PCBs and posing a high risk for release into the environment.

The San Francisco Bay was designated as an impaired water body on the Clean Water Act (CWA) Section 303(d) list when fish tissue monitoring revealed bioaccumulation of PCBs at levels likely to pose a health risk to people consuming fish caught in the Bay. In response to the impaired water body designation, the San Francisco Bay Regional Water Quality Control Board (“Regional Water Board”) developed Total Maximum Daily Load (TMDL) water quality restoration programs targeting PCBs in the Bay (circa 2010). The general goals of the TMDLs are to identify sources of PCBs to the Bay and to require actions to control the sources for restoration of water quality by 2030. Identified as one of the larger sources of pollutant loading to SF Bay, urban stormwater runoff (i.e., municipal non-point source) has been assigned a milestone waste load allocation (WLA) that must be met by 6/30/20.

Under MRP 1.0 (from 2000 to 2015), SMCWPPP, along with the other county-wide programs, conducted periodic sediment sampling programs to characterize the distribution of PCB sources in various land uses throughout the urban landscape. In fiscal year 2015-16, SMCWPPP implemented a process to identify Watershed Management Areas<sup>4</sup> (WMAs) and prioritize them based on the potential cost-effectiveness of implementing controls within each WMA. In addition, SMCWPPP pilot-tested methods to reduce PCB loading to inform the future effort to meet the stormwater runoff PCB load reduction requirements of the SF Bay PCBs TMDL.

Based on the findings and work completed under MRP 1.0, the following strategies are included in MRP 2.0, and are intended to further progress toward meeting the TMDL goals for PCB load reductions: management of PCBs in building materials during demolition, source property identification and referral for investigation and abatement, and stormwater green infrastructure (GI). These measures will be used

<sup>2</sup> Dissipative Products: products and/or materials where the PCBs are in direct contact with the environment with no way of recovering them when the product reaches end-of-life (non-point source). For example, plasticizers – the additives in plastics that maintain softness and pliability, stabilizers in flexible PVC coatings of electrical wiring and electronic components, pesticide extenders, reactive flame retardants, paints, inks, sealants (caulking), wood floor finishes and carbonless copy paper

<sup>3</sup> USEPA ban with exceptions for totally enclosed applications (intact, non-leaking electrical equipment i.e. industrial scale transformers and capacitors)

<sup>4</sup> Watershed Management Areas (WMAs): defined as catchments with high interest parcels and/or existing or planned pollutant controls

in addition to current BMPs, operational practices, and/or treatment measures that have been previously recommended (and in many cases already employed by municipal agencies). These measures may include but are not limited to enhanced street sweeping, public storm drain system and flood control facility maintenance, LID/site design measures, stormwater treatment measures (including trash capture devices), and diversions of stormwater to Publicly Owned Treatment Works (POTWs). Also, based on findings in work completed under MRP 1.0, implementation of the PCBs Demolition Permit Program will provide a 66.7% ( $\frac{2}{3}$ ) credit toward TMDL goals for all MRP Permittees. This credit is attributable to projections that PCB loading rates from building materials containing PCBs without management measures are estimated to result in more than 85% of materials being released during demolition activities<sup>5</sup>.

## **2.0 Overview of Demolition Permit Program Elements**

MRP 2.0 C.12.f requires the following program elements:

- Legal authority for program implementation (Section 3.1)
- Develop Protocol for identifying applicable structures prior to demolition (Section 3.2)
  - Due 6/30/19
- Develop Screening procedures of identification of applicable structures (Section 3.3)
  - Due 6/30/19
- Method(s) for ensuring PCBs are not discharged to the storm drain during demolition activity (Section 3.4)
  - Must be effective 7/1/19
- Provide Documentation demonstrating Implementation and Reporting (Section 3.5)
  - Due 9/30/19, and then annually
- Development of Assessment Methodology and Data Collection Program (Section 4.0)
  - Due 9/30/20

## **3.0 Program Implementation**

### **3.1 Legal Authority**

Legal authority for the Town is provided via a Resolution which authorizes the Public Works Director to develop and promulgate regulations to enact the PCB Management Program, adopted by the City Council in May 2019. After the Resolution is approved, the Program will be circulated and signed by each participating Department and the City Manager, with an assigned effective date of July 1, 2019.

<sup>5</sup> It is also noted that once PCBs are identified through this program, existing federal and state regulations create the framework for managing PCBs in building materials and for disposing of waste containing PCBs.

## **3.2 Develop Protocol for Identifying Applicable Structures (Prior to Demolition)**

Development of a *Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition* was completed in August 2018, as part of the BASMAA regional project for all MRP co-permittees. The Protocol provides background and parameters for defining *applicable structures* to be included in the PCBs Demolition Permit Program and includes definitions for applicable structures, target materials and resources for referral to state and federal material handling and waste disposal program.

Parameters for identifying applicable structures meet MRP requirements, and acknowledges state and federal program thresholds for material management and waste handling (50ppm). The municipal stormwater demolition permit protocol is not intended to address all PCBs-containing materials that may be disturbed during building demolition, however, it requires that applicants certify acknowledgment of and compliance with applicable state and federal programs pertaining to the management, removal and disposal of PCBs-containing materials. As a resource for applicants, photographic examples of the prioritized PCBs-containing building materials and what they may look like in a building planned for demolition, are provided in the BASMAA guidance document.

## **3.3 Develop Screening Procedures for Applicable Structures**

Development of a *Model Screening Assessment Applicant Package* was completed in August 2018 as part of the BASMAA regional project for all MRP co-permittees. The Screening Assessment Application provides a process for determining whether a project includes *applicable structure(s)* and deemed “screened-in” to the PCBs Demolition Permit Program. Projects/structures that are “screened-in” are required to provide further information (i.e., estimated mass of PCBs in each priority material within the applicable structure), for the co-permittees to fulfill data collection and extrapolate pollutant load reductions.

### **3.3.1 BASMAA Screening Assessment Form**

BASMAA regional project developed a Screening Assessment Form, for applicants to complete. The regional project also developed an accompanying Guideline for how to complete the Screening Assessment Form<sup>6</sup>, determination of PCBs in priority building materials, and determination of PCBs concentrations. The BASMAA PCBs Screening Assessment Form is included in Appendix C.

### **3.3.2 Priority Building Materials**

BASMAA regional project identified five priority PCB-containing materials (see list below), based on extensive literature review of reported building materials (types), prevalence, their respective PCBs concentrations, ease of removal (attachment to building), risk to storm drain (flaking/crumbling), and likely to be removed with other waste programs. Data related to PCBs concentrations are required to

<sup>6</sup> NOTE: If a project includes the demolition of multiple buildings, a completed form for each building to be demolished is required

be reported with the Screening Assessment Form, for each specified material found in screened-in structures; data reported must be consistent with *BASMAA’s Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition* (August 2018).

1. Caulks and Sealants	<ul style="list-style-type: none"> <li>• Around windows or window frames</li> <li>• Around door frames</li> <li>• Expansion joints between concrete sections (e.g., floor segments).</li> </ul>
2. Thermal Insulation 3. Fiberglass Insulation	<ul style="list-style-type: none"> <li>• Around HVAC systems,</li> <li>• Around heaters,</li> <li>• Around boilers,</li> <li>• Around heated transfer piping</li> <li>• Inside walls or crawls spaces</li> </ul>
4. Adhesive/Mastic:	<ul style="list-style-type: none"> <li>• Below carpet and floor tiles;</li> <li>• On, under, or between roofing materials and flashing.</li> </ul>
5. Rubber Window Gaskets	<ul style="list-style-type: none"> <li>• Around windows or window frames.</li> </ul>

### 3.4 Method(s) for ensuring PCBs are not discharged to the storm drain during demolition activity

#### 3.4.1 Roles and Responsibilities

Roles and responsibilities defined and/or assigned for each department as follows:

##### **Public Works/Engineering Department**

The Public Works/Engineering Department (Stormwater Coordinator) is responsible for providing outreach information to the public via various methods including flyers, newsletters, social media postings, and website updates. The Public Works/Engineering Department is responsible for annual staff training, collection and filing of the screening applications for stormwater program reporting and conducting and documenting site inspections of screened-in applicable sites (to be coordinated with the Building Department).

##### **Building Department**

The Building Department is responsible for receiving screening applications, checking for form completeness, routing and coordinating with the Public Works/Engineering Department (Stormwater Coordinator) for necessary filing of forms, and site inspections. An additional application fee for required inspections may be imposed and is included in the Town’s updated Fee Schedule for FY19-20.

## **Planning Department**

The Planning Department is also responsible for making the screening form available as early as possible and requiring pre-permit COAs at the time of the Planning/Development review for completion of the PCBs Screening form, as well as site implementation of Demolition/Construction Site BMPs.

### **3.4.2 Applicant Requirements**

Demolition Permit Applicants will be required to complete a PCBs Screening Form for each building/structure to be demolished. The forms will be reviewed for completeness and “screen-in/out” of the Program. For applications determined to be “screened-in,” Screening Forms review will include identification of the structure’s category, whether any of the five priority materials<sup>7</sup> is identified, confirmation of Screening Form test results for each identified priority material, verification of notification to register with EPA (and/or receipt of an Air Resource Board J number), and a requirement for pre- and post-demolition inspection for demolition/construction BMPs. There may be a waiting period of up to 10 business days (minimum 5 working days) imposed from date of proof of mailing notification to the EPA before the demolition permit is issued.

Demolition/construction BMPs for erosion and sediment controls will be required for all demolition projects. BMPs include storm drain protection, housekeeping and site perimeter controls, dust control, street sweeping, and vehicle entrance/exit controls.

### **3.4.3 Outreach**

PCBs Screening Forms will be available via website, handouts, and flyers at the City Hall. The Form will include access to BASMAA Form guidance.

Outreach will occur on an ongoing basis. Outreach to developers and contractors may be via letters, newsletter, flyer, a website, or a combination thereof.

### **3.4.4 Staff Training**

Internal staff training will occur on an annual basis. Education and training of staff may occur in designated staff meetings. Annual review of the process for application review, routing, as well as status review of potential sites with applicable buildings, by May each year. Initial Staff Training is scheduled for May 2019. Outreach to City Council members was provided with the Staff Report and Resolution adopted in May 2019.

<sup>7</sup> Caulking/sealants, 2A. Thermal insulation 2B. fiberglass insulation 3. Adhesive/mastics 4. Gaskets/window frames, 5. Joint material



## **3.5 Documentation and Reporting Requirements**

### **3.5.1 Documentation**

- Demolition Permit Application Tracking List

An inventory and status of Demolition Permits will be compiled and made available for BASMAA data compilation. A Construction and Demolition Site BMP Plan Sheet and requirement for erosion, sediment, and storm drain protection will be included for every demolition permit issued.

- PCBs Screening Assessment Form

PCBs Screening Assessment Forms will be compiled and made available for BASMAA data compilation.

- PCBs Demolition Site Inspection Form (for Screened-In projects)

For sites that have been Screened-In to the PCBs Demolition Permit Program, a pre-demolition and post-demolition inspection will be required to ensure that erosion, sediment, and storm drain protection is in place before work begins, and cleaned up/taken away at the conclusion of demolition work. At a minimum, the inspection will verify control measures that address vehicle tracking, airborne releases, stormwater runoff/storm drain protection, and soil erosion.

### **3.5.2 Reporting**

In accordance with MRP 2.0 C.12.a.iii reporting will begin with the Annual Report due 9/30/30.

In subsequent Annual Reports, Permittees will provide updates as they may occur.

## **4.0 Develop Assessment Methodology and Data Collection Program**

The BASMAA technical memorandum: Conceptual Approach to Developing an Assessment Methodology and Data Collection Program for Estimating Reductions in PCBs Loads to MS4s through Management of PCBs-containing Building Materials during Demolition<sup>8</sup> provides a placeholder for the development of an Assessment Methodology which is not due until 9/30/20. The memo provides a preliminary conceptual approach for developing the assessment methodology and data collection program using (1) existing data and information (e.g., from the literature, technical reports, and the MRP Fact Sheet), (2) information developed as part of other tasks for this project (e.g., the list of priority building materials identified in Task 1), and (3) data anticipated to become available as a new program to manage PCBs-containing materials during building demolition goes into effect on July 1, 2019. The memo also provides a summary of existing information related to quantifying the potential reduction in PCBs loads to the MS4 that could be achieved through management of PCBs-containing building materials during demolition, which will be considered in the final report.

<sup>8</sup> Deliverable for Task 7 of BASMAA regional project

## 5.0 Bibliography and Document Reference List

1. SFRWQCB, 2015. California Regional Quality Control Board, San Francisco Bay Region, Municipal Regional Stormwater NPDES Permit, Order No. R2-2015-0049, NPDES Permit No. CAS612008. Adopted November 19, 2015
2. SFRWQCB, 2009. California Regional Water Quality Control Board San Francisco Bay Region Municipal Regional Stormwater NPDES Permit, Order R2-2009-0074, NPDES Permit No. CAS612008. Adopted October 14, 2009
3. BASMAA regional project: Proposal for Tools, Protocol, Outreach & Training Work Plan: PCBs Materials Management during Building Demolition Project (dated January 31, 2017; revised March 2017)
  - a. Deliverable TASK #1: Technical Memorandum Assemble and Review Existing Information and Update Regulatory Drivers and Requirements, October 2017
    - i. Technical Memo: Current State-of-Practice for PCBs-Containing Building Materials in California, Geosyntec Project Number: WW2353, October 2017
  - b. Deliverable TASK #3: Protocol for Assessing Priority PCBs – Containing Materials Before Building Demolition, BASMAA, August 2018
  - c. Deliverable TASK #4: Model Language for Municipal Adoption of Program, October 2017
  - d. Deliverable TASK #4.2: CEQA Approach and Strategy, draft February 2018
  - e. Deliverable TASK #5: PCBs in Priority Building Materials Screening Assessment Application package, August 2018
  - f. Deliverable TASK #7: BASMAA technical memorandum: Conceptual Approach to Developing an Assessment Methodology and Data Collection Program for Estimating Reductions in PCBs Loads to MS4s through Management of PCBs–containing Building Materials during Demolition, draft June 2018
4. Annual Report Supplemental Submittal, BASMAA, (LWA 2018)
5. SMCWPPP 2018 Draft Updated Control Measures Plan for PCBs and Mercury in San Mateo County Stormwater Runoff, September 13, 2018.
6. SFEI, 2010. A BMP tool box for reducing Polychlorinated biphenyls (PCBs) and Mercury (Hg) in municipal stormwater. San Francisco Estuary Institute, Oakland CA (Developed Under CA State Prop 13 Grant Fund)
7. Yee, D., McKee, L.J., 2010. Task 3.5: Concentrations of PCBs and Hg in soils, sediments and water in the urbanized Bay Area: Implications for best management. A technical report of the Watershed Program. SFEI Contribution 608. San Francisco Estuary Institute, Oakland CA 94621 + Appendix
8. McKee, L., Mangarella, P., Williamson, B., Hayworth, J., and Austin, L., 2006. Review of methods use to reduce urban stormwater loads: Task 3.4. A Technical Report of the Regional Watershed Program: SFEI Contribution #429. San Francisco Estuary Institute, Oakland, CA
9. Cleaning up PCBs in San Francisco Bay, a fact sheet by the San Francisco Regional Water Quality Control Board
10. Practical Actions for Reducing Exposure to PCBs in Schools and Other Buildings: Guidance for school administrators and other building owners and managers, a fact sheet by the US Environmental Protection Agency, July 28, 2015

## APPENDIX A – MRP Provision C.12 and MRP PCBs Fact Sheet

- MRP Provision C.12.f – Manage PCBs-Containing Materials and Waste During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains
  
- MRP C.12 fact sheet

**C.12.f. Manage PCB-Containing Materials and Wastes During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains**

- i. Task Description** – Permittees shall develop and implement or cause to be developed and implemented an effective protocol for managing materials with PCBs concentrations of 50 ppm or greater in applicable structures at the time such structures undergo demolition so that PCBs do not enter MS4s. PCBs from these structures can enter storm drains during and/or after demolition through vehicle track-out, airborne releases, soil erosion, or stormwater runoff.

Applicable structures include, at a minimum, commercial, public, institutional and industrial structures constructed or remodeled between the years 1950 and 1980 with building materials with PCBs concentrations of 50 ppm or greater. Single-family residential and wood frame structures are exempt.

A Permittee is exempt from this requirement if it provides evidence acceptable to the Executive Officer that the only structures that existed pre-1980 within its jurisdiction were single-family residential and/or wood-frame structures.

**ii. Implementation Level**

- (1) The Permittees shall develop a protocol by June 30, 2019, that includes each of the following components, at a minimum:
  - a. The necessary authority to ensure that PCBs do not enter MS4s from PCB-containing materials in applicable structures at the time such structures undergo demolition;
  - b. A method for identifying applicable structures prior to their demolition; and
  - c. Method(s) for ensuring PCBs are not discharged to the storm drain from demolition of applicable structures.
- (2) By July 1, 2019, and thereafter, the Permittees shall implement or cause to be implemented the PCBs management protocol for ensuring PCBs are not discharged to MS4s from demolition of applicable structures via vehicle track-out, airborne releases, soil erosion, or stormwater runoff.
- (3) By July 1, 2019, Permittees shall develop an assessment methodology and data collection program to quantify in a technically sound manner PCBs loads reduced through implementation of the protocol for controlling PCBs during demolition of applicable structures.

**iii. Reporting**

- (1) In their 2016, 2017, and 2018 Annual Reports, the Permittees shall summarize the steps they have taken to begin implementing this requirement, which could include working with State and local agencies on inter-agency coordination regarding building demolitions, developing ordinances or policies, obtaining information materials, updating or supplementing permit application materials, developing a tracking tool for potential PCB-containing structures, and training relevant staff as needed to comply with this sub-provision.

- (2) Each Permittee seeking exemption from C.12.f requirements must submit in its 2017 Annual Report documentation, such as historic maps or other historic records, that clearly demonstrates that the only structures that existed pre-1980 within its jurisdiction were single-family residential and/or wood-frame structures.
- (3) In their 2020 Annual Report, the Permittees shall provide documentation demonstrating implementation with each of the minimum requirements in C.12.f.ii(1)(a)-(c).
- (4) In their 2020 Annual Report and thereafter, the Permittees shall provide documentation of each of the following items:
  - a. The number of applicable structures that applied for a demolition permit during the reporting year; and
  - b. A running list of the applicable structures that applied for a demolition permit (since the date the PCBs control protocol was implemented) that had material(s) with PCBs at 50 ppm or greater, with the address, demolition date, and brief description of PCBs control method(s) used.
- (5) In their 2020 Annual Report, Permittees shall submit an assessment methodology and data collection program to quantify PCBs loads reduced through implementation of the protocol for controlling PCBs during building demolition. This should be reported at the regional level on behalf of all Permittees.

**C.12.g. Fate and Transport Study of PCBs: Urban Runoff Impact on San Francisco Bay Margins**

- i. Task Description** – The Permittees shall conduct or cause to be conducted studies concerning the fate, transport, and biological uptake of PCBs discharged from urban runoff to San Francisco Bay margin areas.
- ii. Implementation Level** – The specific information needs include understanding the in-Bay transport of PCBs discharged in urban runoff, the sediment and food web PCBs concentrations in margin areas receiving urban runoff, the influence of urban runoff on the patterns of food web PCBs accumulation, especially in Bay margins, and the identification of drainages where urban runoff PCBs are particularly important in food web accumulation.
- iii. Reporting** – The Permittees shall submit in their 2017 Annual Report a workplan describing the specific manner in which these information needs will be accomplished and describing the studies to be performed with a preliminary schedule. The Permittees shall report on status of the studies in their 2018 Annual Report. The Permittees shall report in the March 15, 2020, Integrated Monitoring Report the findings and results of the studies completed, planned, or in progress as well as implications of studies on potential control measures to be investigated, piloted or implemented in future permit cycles.

## C.12. PCBs Controls

The purpose of this provision is to implement the urban runoff requirements of the San Francisco Bay PCBs TMDL and reduce PCBs loads to make substantial progress toward achieving the urban runoff PCBs wasteload allocations established for the TMDL. In order to make substantial progress, Permittees must implement PCBs control measures strategically during this Permit term. Moreover, aggressive control measure implementation combined with thoughtful planning for the future (see C.12.d) are conditions that must be satisfied before the Water Board can consider an implementation timeframe longer than the 20 years provided in the TMDL.

The C.12 requirements follow the general approach for sediment-bound pollutants discussed above (General Strategy for Sediment-Bound Pollutants (Mercury and PCBs)) and accordingly, build on understanding gained during the Previous Permit term. During the Previous Permit, Permittees were required to pilot test a variety of control measures in a limited number of watersheds or portions of a watershed (management area). Building on that knowledge, this provision requires Permittees to implement PCBs control measures (source control, treatment control and/or pollution prevention strategies) in areas where benefits are most likely to accrue (focused implementation) and to report on the loads reduced through implementation of those control measures.

In contrast to the Previous Permit, this Permit does not require implementation of specific control measures. Rather, the Permittees must use their judgment and knowledge of their watersheds to choose the optimum suite of control measures in order to optimize PCBs load reductions. A technically sound load reduction accounting method, based on information gained during the testing phase and based on information reported at the end of the Previous Permit, is provided in this Permit Fact Sheet to provide certainty for Permittees.

As discussed below, based on information gained during control measure pilot testing and reported during the Previous Permit term, load reductions on the order of those required by this Permit are achievable (see Basis for Required PCBs Load Reductions in MRP 2, February 23, 2015) and necessary in order to make progress toward achieving the regionwide urban runoff wasteload allocation of 2 kg/yr (representing a load reduction from all urban runoff sources of approximately 18 kg/yr compared to loads estimated using data collected in 2003) within the 20-year TMDL timeframe. Further, load reductions resulting from a variety of PCBs control measures may be feasibly calculated in a straightforward manner (see below), and numeric load reduction requirements provide an unambiguous accountability metric against which to evaluate the sufficiency of control measure implementation. In contrast, it is problematic to assess the sufficiency of Permit requirements that merely call for the implementation of BMPs without a specification of the extent or intensity of such BMP implementation. Because specific load reductions are called for by the TMDL, the approach employed in the Permit (specific load reduction requirements) is both more straightforward and appropriate.

The area covered by the Permit (permit area) is smaller than the region that discharges to the Bay. The discharges in the permit area have been allocated 1.6 kg/yr of the total 2 kg/yr wasteload allocation and the total load reductions required from Permittees in the permit area during TMDL implementation is 14.4 kg/yr of the 18 kg/yr regionwide total.

### **Fact Sheet Findings in Support of Provision C.12**

**C.12-1** On February 13, 2008, the Water Board adopted a Basin Plan amendment establishing a TMDL for PCBs in San Francisco Bay and an implementation plan to achieve the TMDL. U.S. EPA approved the TMDL on March 29, 2010.

**C.12-2** The following excerpts from the TMDL implementation plan are relevant to implementation of the municipal stormwater permit:

*“The 2003 load of PCBs from urban runoff is 20 kg/yr, and the aggregate WLAs for urban runoff total 2 kg/yr. Stormwater runoff wasteload allocations shall be achieved within 20 years and shall be implemented through the NPDES stormwater permits issued to stormwater runoff management agencies and the California Department of Transportation (Caltrans). The urban stormwater runoff wasteload allocations implicitly include all current and future permitted discharges, not otherwise addressed by another allocation, and unpermitted discharges within the geographic boundaries of stormwater runoff management agencies including, but not limited to, Caltrans roadway and non-roadway facilities and rights-of-way, atmospheric deposition, public facilities, properties proximate to stream banks, industrial facilities, and construction sites.*

*Requirements in each NPDES permit issued or reissued shall be based on an updated assessment of best management practices and control measures intended to reduce PCBs in urban stormwater runoff. Control measures implemented by stormwater runoff management agencies and other entities ... shall reduce PCBs in stormwater runoff to the maximum extent practicable....*

*In the first five-year permit term, stormwater Permittees will be required to implement control measures on a pilot scale to determine their effectiveness and technical feasibility. In the second permit term, stormwater Permittees will be required to implement effective control measures, that will not cause significant adverse environmental impacts, in strategic locations, and to develop a plan to fully implement control measures that will result in attainment of allocations, including an analysis of costs, efficiency of control measures and an identification of any significant environmental impacts. Subsequent permits will include requirements and a schedule to implement technically feasible, effective and cost efficient control measures to attain allocations. If, as a consequence, allocations cannot be attained, the Water Board will take action to review and revise the allocations and these implementation requirements as part of adaptive implementation.*

*In addition, stormwater Permittees will be required to develop and implement a monitoring system to quantify PCBs urban stormwater runoff loads and the*

*load reductions achieved through treatment, source control and other actions; support actions to reduce the health risks of people who consume PCBs-contaminated San Francisco Bay fish; and conduct or cause to be conducted monitoring, and studies to fill critical data needs identified in the adaptive implementation section.”*

- C.12-3** Urban runoff management agencies have a responsibility to oversee various discharges within the agencies’ geographic boundaries. However, if it is determined that a source is substantially contributing to PCBs loads to the Bay or is outside the jurisdiction or authority of an agency, the Water Board will consider a request from an urban runoff management agency that may include an allocation, load reduction, and/or other regulatory requirements for the source in question. If these sources are contributing to urban runoff loads (as opposed to direct Bay discharge), load reductions from these sources will count toward meeting the urban runoff wasteload allocations.
- C.12-4** Some PCB congeners have dioxin-like properties. Dioxins are persistent, bioaccumulative, toxic compounds that are produced from the combustion of organic materials in the presence of chlorine. Dioxins enter the air through fuel and waste emissions, including diesel and other motor vehicle exhaust fumes and trash incineration, and are carried in rain and contaminate soil. Dioxins bioaccumulate in fat, and most human exposure occurs through the consumption of animal fats, including those from fish. Therefore, the actions targeting PCBs will likely have the simultaneous benefit of addressing a portion of the dioxin impairment resulting from dioxin-like PCBs.
- C.12-5** Recent estimates using the latest available data suggest that the urban runoff PCBs loading to San Francisco Bay is on the order of 19 kg/yr (McKee and Yee 2015). While this figure is based on environmental data and thus has inherent uncertainty associated with it, it agrees very well with the regional urban runoff load estimate of 20 kg/yr provided in the TMDL report.
- C.12-6** Studies suggest that PCBs load reductions of approximately 6 kg/yr are possible by 2030 through control measures like street sweeping, control of PCBs during building demolition and renovation, drop inlet cleaning, treatment retrofits, redevelopment of contaminated areas, pump station diversion, and street flushing (McKee and Yee 2015). While there are substantial uncertainties associated with these estimates, these results suggest that a substantial portion of the additional load reductions (~ 12 kg/yr) necessary to achieve the PCBs TMDL may need to come from identification and cleanup of PCBs-contaminated properties.
- C.12-7** The distribution of PCBs in the urban landscape is much more variable than it is for mercury. For example, data indicate that PCBs-contaminated land uses yield perhaps 800 times more PCBs per unit area compared to the least contaminated land uses. By contrast, there is a 70-fold difference between the highest and lowest yielding land uses for mercury (McKee and Yee 2015). A large proportion (about 53 percent) of annual average urban runoff PCB loading is



likely coming from old industrial or other contaminated areas (McKee and Yee 2015).

- C.12-8** A significant recent accomplishment of the Sources, Pathways, and Loadings workgroup of the Regional Monitoring Program has been the development and refinement of a regional watershed spreadsheet model (RWSM). This GIS-based model estimates relative land use and source area yields, and integrates them to provide a transparent, mutually accepted, and peer-reviewed analysis of relative watershed scale yield. Outputs from model runs to date suggest yields for the most polluted watershed in excess of 1000 g/km<sup>2</sup> for PCBs and mercury and a variation between watersheds of ~100,000-fold for PCBs and ~200-fold for mercury. To date, modeling results have a large amount of uncertainty in terms of absolute magnitude, but the results are capturing the patterns of contaminant distribution and transport. The model output is generally consistent with what is known about the distribution of these contaminants in the landscape from stormwater and bedded sediment data. The results are also consistent with what monitoring data tell us about the relative mercury and PCBs loads from land use and source area categories. The predictive power of this modeling tool will be improved as more data are available to characterize PCBs and mercury concentrations in the watersheds and will be useful in predicting regional and sub-regional scale loads of PCBs and other contaminants under a variety of management scenarios (McKee and Yee 2015).
- C.12-9** Sufficient information is available to establish default factors for PCBs load reduction credit resulting from foreseeable control measures implemented during this permit term (see information under C.12.b below). For treatment controls, the estimated load reductions can be calculated by multiplying the assumed land-use PCB yearly mass yield by the treated area and by a treatment efficiency factor. The load reduction resulting from cleaning up contaminated properties can be estimated by recognizing that the yield of the contaminated property will be reduced to an assumed background level over the course of site cleanup. The load reduction resulting from controlling PCBs in building materials during demolition can be estimated by estimating the amount of PCBs in the building, the fraction of those PCBs that would enter the storm drain system in the absence of controls, and the efficiency of control measures applied to the demolished building to prevent such PCBs release.
- C.12-10** Limited sampling data from Bay Area structures built between 1950 and 1980 suggest that PCB concentrations in caulks here are similar to those in other parts of North America and Europe. Samples collected in about 1350 buildings in Switzerland constructed between 1950 and 1980 found almost half the buildings contained PCBs in caulk, with most samples containing >100 ppm and 20 percent containing 10,000 ppm or more. In Bay Area samples, 40 percent contained > 50 ppm PCBs and 20% contained > 10,000 ppm PCBs. The study estimates that certain types of Bay Area structures built 1950-1980 contain a mid-range average of 4.7 kg PCBs per building. An estimated 6300 currently standing non-residential buildings in the MRP area were built between

1954 and 1974. The mid-range estimate of the total PCB mass in caulk in these buildings is 10,500 kg<sup>64</sup>.

**C.12-11** Currently there are no protocols for identifying PCBs-containing structures at the time of demolition so that PCBs do not enter municipal storm drains. Some demolition sites, especially high-profile sites such as hospitals, bridges and sports arenas, comply with federal law (Toxic Substances Control Act) and State regulations (California Code of Regulations Title 22) that require a project proponent to determine the presence of PCBs and other hazardous substances and to follow applicable disposal requirements. Soil sampling data from such demolition projects indicate that significant concentrations of PCBs can be present in site soils. Such PCB-laden sediment, particularly at a demolition site without adequate controls, is transported by vehicle tracking, wind erosion or precipitation runoff to the storm drain. PCBs entering the storm drain system during dry weather are non-stormwater discharges that must be effectively prohibited pursuant to CWA § 402(p)(3)(B)(ii). PCBs that are discharged into storm drain systems and waters of the U.S. through stormwater runoff are appropriate for control in order to make progress in achieving the PCBs TMDL wasteload allocations for urban runoff, pursuant to CWA § 402(p)(3)(B)(iii).

**C.12-12** U.S. EPA has developed guidelines, available at its "[Steps to Safe Renovation and Abatement of Buildings That Have PCB-Containing Caulk](#)" website, for identifying and removing PCBs in building materials that can help in the effort to manage PCBs so that they do not enter municipal storm drains. In addition, during the Previous Permit term, starting in 2009, the Permittees participated in the grant-funded "PCBs in Caulk Project", which addressed potential impacts of PCBs released into stormwater runoff during demolition or remodeling projects in the San Francisco Bay Area. This project fulfilled the permit requirement to investigate the costs, effectiveness, and technical feasibility of PCBs control measures to minimize the release of PCBs in caulks and sealants to stormwater runoff during demolition or remodeling projects. Products developed through this grant-funded project include a fact sheet for developers; a fact sheet on sampling methods; BMPs to control PCBs in caulk at demolition or renovation sites; a Model Implementation Process to incorporate a requirement to use BMPs into the municipal demolition permitting process; a training strategy to train and deploy municipal staff, such as hazardous material or building inspectors, to ensure proper implementation of BMPs; and a technical memorandum on relevant regulations and policies.

**C.12-13** This provision is consistent with a recent U.S. EPA memorandum<sup>65</sup> providing guidance on implementing TMDL WLAs in NPDES stormwater permits.

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<sup>64</sup> Klosterhaus S. and McKee L. et al. 2014. *Polychlorinated Biphenyls in the exterior caulk of San Francisco Bay Area buildings, California, USA*. Environment International 66 (2014) 38–43.

<sup>65</sup> U.S. EPA. November 26, 2014. Revisions to the November 22, 2002 Memorandum "Establishing Total Maximum Daily Load (TMDL) Wasteload Allocations (WLAs) for Storm Water Sources and NPDES Permit Requirements Based on Those WLAs."

Specifically, this provision establishes clear and concrete milestones and deadlines (see C.12.a.iii) for the achievement of specific PCBs load reductions as well as other requirements (see C.12.b-h.), necessary to achieve receiving water limits of this permit term relative to the PCBs TMDL WLAs.

### **Specific Provision C.12 Requirements**

**Provision C.12.a.** requires Permittees to implement control measures to achieve specific PCBs load reductions. In order to comply with this requirement, Permittees must identify the PCBs control measures and the watersheds and management areas in which these measures will be implemented and a time schedule for implementation.

In the first year, the Permittees have to identify watersheds and management areas and control measures sufficient to achieve the near term load reduction performance criterion (0.5 kg/yr by June 30, 2018). In subsequent years, the Permittees have to report annually any new watersheds and management areas and control measures necessary to achieve the ultimate PCB load reduction performance criterion (3 kg/yr) by June 30, 2020.

Moreover, Permittees must quantitatively demonstrate the load reductions achieved through use of the load reduction accounting scheme described below and/or further developed through the actions required under C.12.b. This provision element is critical to the successful implementation of the urban runoff requirements of the PCBs TMDL. The accountability mechanism for control measure implementation consists of three parts: 1) the identification of control measures and associated watersheds, 2) a commitment to an implementation schedule, and 3) the quantification of load reductions resulting from control measure implementation.

This provision requires that Permittees achieve annual PCBs load reductions totaling 0.5 kg/yr by June 30, 2018, and 3.0 kg/yr by June 30, 2020. These load reductions are achievable with the associated deadlines and are based on an assessment of BMPs and control measures controls to reduce PCBs as further described below.

The PCBs load reductions achieved through implementation of Provision C.12.a can be estimated for a unit of activity for a number of anticipated control measures. The effectiveness and benefits of control measures remain uncertain because of limited implementation experience and relatively scarce data on control measure effectiveness for a range of conditions. However, there are sufficient data to develop a starting point for a reasonable system of estimating load reductions as a function of the scale and intensity of control measure implementation.

A simple approach for estimating the load reductions associated with certain control measures involves use of a land-use pollutant yield. A land-use yield is an estimate of the mass of a contaminant contributed by an area of a particular land-use per unit time. Essentially, different types of land uses yield different amounts of pollutants because land use types differ in their degree of contamination resulting from differing intensities of historical or ongoing use of pollutants in those land uses. PCBs were more heavily used in older industrial areas so older industrial land use areas yield a much higher mass of PCBs per unit area than newer urban land use areas where PCBs were never intensively used.

Permittees submitted land-use mass yields of PCBs in their 2014 Integrated Monitoring Report. When these yields were multiplied by the total area of various land-use categories, the estimated region-wide (the entire region that discharges to the Bay) PCBs load was lower than the load estimated in the PCBs TMDL by approximately a factor of 1.73. Therefore, the land-use yields were multiplied by a factor of 1.73 in order to normalize to the estimated baseline PCBs load in the PCBs TMDL and to agree with recent load estimates from runoff. The resultant (adjusted) mass yields for three land-use types shown below are based on data Permittees collected during the Previous Permit term and provide a reasonable means of establishing the PCBs load reductions for control measures implemented in corresponding areas<sup>66</sup>. Permittees may refine these yields when they submit supporting documentation in their 2016 Annual Report.

- Old Industrial Land Use = 86.5 mg PCBs/acre/year
- Old Urban Land Use = 30.3 mg PCBs/acre/year
- New Urban areas and Other = 3.5 mg PCBs/acre/year
- Open Space = 4.3 mg/acre/year

The land-use yield provides a convenient way to estimate the load reduction of various sorts of control measure strategies. For example, when contaminated areas are **newly or redeveloped**, the pollutant yield of the area will be reduced through a variety of mechanisms (i.e., removal, capping, paving of contaminated sediment). So, the amount of PCBs load reduction can be obtained by multiplying the area of new/redevelopment by the difference in yield (either old industrial minus new urban or old urban minus new urban, whichever pre-development land-use is applicable).

The PCBs load reductions for **retrofits or other treatment controls** (including green infrastructure) can be calculated by multiplying the area treated by the assumed land-use yield of the treated area multiplied by the efficiency factor of the treatment method (using a default value of 70 percent or an efficiency established through documentation of implemented method and reported in annual reports).

For **contaminated private properties** that are referred to the Water Board or other agencies for subsequent remediation, the estimated load reduction can be derived by assuming that the PCBs yield of the source area is reduced over the course of site cleanup. Source areas identified for the purpose of referral tend to have much higher areal yields, based on an analysis of the Ettie Street pump station watershed in Oakland. Information adapted from the IMR suggests that 3975 mg PCBs/acre/year is a reasonable interim estimate for the yield of such contaminated sites (Geosyntec 2015). The cleanups will be assumed to take ten years from the date of referral to the Water Board. The assumed result of the cleanup is that the PCBs yield will be reduced over the course of ten years from 3975 mg PCBs/acre/year to the old urban yield of 30.3 mg PCBs/acre/year, or a reduction of 3940 mg PCBs/acre/yr.

Fifty percent of this load reduction will be credited during this Permit term for properties that are referred to the Water Board during the first three years of the Permit term and for which Permittees implement enhanced operation and maintenance measures in the vicinity of the referred property. Often, contaminated properties have a “halo” of

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<sup>66</sup> *PCBs Yield Coefficients for MRP 2.0*. Geosyntec Consultants. September 23, 2015.

contamination, and contaminated sediments in this halo can be transported to receiving waters through the stormwater conveyance system. Further, pollutants from the source area may continue to be transported offsite while remediation occurs. Therefore, enhancing operation and maintenance measures in areas immediately adjacent to the source area while the source property is being remediated is a priority to prevent PCBs transport to receiving waters. If enhanced maintenance measures are not implemented in the immediate vicinity of the referred property, the calculated load reduction will be recognized upon completion of the cleanup project.

PCBs load reductions resulting from implementing control measures to prevent discharge to storm drains of **PCBs in building materials during demolition** will be computed as: the mass of PCBs contained in applicable buildings<sup>67</sup> multiplied by the fraction of PCBs entering stormwater conveyances in the absence of controls multiplied by the effectiveness of controls preventing PCBs from entering stormwater conveyances. Each term in this calculation can be represented by a range of values, and information is limited on some of these terms (particularly the fraction of PCBs entering storm drains). However, reasonable values, derived from information available from Klosterhaus (2011) are:

- Mass of PCBs per building = 5 kg
- Number of regulated buildings demolished = 50
- Average fraction of PCBs that enters MS4s during demolition without controls = 1 percent
- Average effectiveness of controls at preventing PCBs from entering storm drains = 80 percent

Multiplying these parameters suggests that about 2 kg/yr of PCBs loads can be reduced by effectively controlling PCBs during demolition. The actual number of demolitions will vary, but 2 kg represents a reasonable estimate and is the basis for establishing the yearly load reduction credit for controlling the release of PCBs to storm drains from such demolitions. If a Permittee implements a control program consistent with these assumptions, a share of the 2 kg/yr credit, pro-rated by population, will be allocated to that Permittee. Permittees may propose an alternative means (other than population-based) of allocating the permit-area-wide load reduction credit associated with implementing C.12.f with the 2019 Annual Report.

Permittees will also likely employ **enhanced operation and maintenance control measures** to reduce loads of mercury and PCBs. These strategies include: street sweeping, drain inlet cleaning, pump station maintenance, PCBs captured by full trash capture devices, etc. It is not possible to state, in advance, specific parameters to allow for load reduction estimates. However, the load reduction calculation is straightforward. The pollutant load reduction (either baseline or enhanced) is the product of the volume of material collected by the control measure multiplied by the percent of the collected material that is sediment multiplied by the density of that sediment multiplied by the concentration of the pollutant in that sediment. The load reduction credit is then simply

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<sup>67</sup> Applicable buildings include buildings (excluding single family residential and wood frame buildings) constructed from 1950 through 1980 with PCBs concentration in caulks/sealants greater than 50 ppm.

the difference between the load reductions achieved with enhanced effort and those achieved with a baseline level of effort (which may be zero if the control measure is new rather than an increased intensity of an existing measure).

PCBs load reduction from other activities can be similarly established and documented through quantification of the amount of material (e.g., sediment or water or other waste) prevented from entering receiving waters multiplied by the concentration of PCBs in that material. The load reduction calculated for all implemented measures shall be summed and compared to the load reduction requirements in Tables 12.1 and 12.2. Permittees can demonstrate compliance with the load reduction requirements by summing the load reduction assigned to each type of activity they undertake. For example, if Permittees meet the Permit requirements for demolitions of regulated buildings (C.12.f) designed to achieve the control effectiveness consistent with the calculation outlined above, then a permit-area-wide load reduction of 2 kg/yr will be applied to the 3 kg/yr by the June 30, 2020, load reduction requirement. Further, Permittees would account for the area treated by green infrastructure, apply the appropriate land use PCB yield, and sum the load reduction over all such treatment installations. Similarly, the calculated load reduction resulting from property referrals and enhanced operation and maintenance can be accounted for using the approach described previously. Summing up all PCBs load reductions from all relevant control measures would constitute the permit-area-wide PCBs load reduction, county-specific, or Permittee-specific PCBs load reduction. Permittees, as a group, are encouraged to implement PCBs controls in the locations with the greatest opportunities for load reduction and be held accountable as a group. However, if the overall load reduction criteria (for all Permittees combined) are not met, the Permit provides an accountability mechanism in the form of load reduction performance criteria for each county in the permit area, calculated according to the proportions used to establish county-specific load allocations in the PCBs TMDL. For example, the load allocation for all Permittees within Alameda County in the PCBs TMDL is 0.5 kg/yr. The estimated baseline load according to the TMDL is 5 kg/yr. This represents achieving a load reduction over 20 years of 4.5 kg/yr (of the 18 kg/yr reduction from urban runoff sources to the Bay overall). However, the Permittees' jurisdictions have an estimated total load reduction responsibility of 14.4 kg/yr, because some of the urban runoff load comes from areas not under the Permittees' jurisdiction. Therefore, the Permittees within Alameda County are responsible for 4.5/14.4 (~ 31.25 %) of the load reductions from the permit area. Applying this same fraction to the required 3,000 g/yr load reduction results in a load reduction for the Alameda County Permittees of 940 g/yr. The load reduction for other counties (e.g., all Contra Costa Permittees combined, all Santa Clara Permittees combined, all San Mateo Permittees combined, and Solano Permittees [Suisun City, Vallejo, Fairfield] combined) can be derived similarly by subtracting the TMDL load allocations from the baseline load estimates and then dividing by 14.4 and then multiplying by either 500 g/yr (for the June 30, 2018, load reductions) or 3,000 g/yr (for the June 30, 2020, load reductions).

Load reduction opportunities almost certainly vary by jurisdiction. Some jurisdictions (e.g., those with a higher proportion of old industrial land use) may have more PCBs-contaminated sites and, hence, greater potential opportunities to implement control measures to reduce loads. Further, the total PCBs load reduction across the entire area

covered under this Permit is relevant to the recovery of San Francisco Bay. Therefore, as long as the total load reductions (500 g/yr by June 30, 2018, and 3 kg/yr by June 30, 2020) are achieved, the load reduction distribution among the counties is much less of a concern.

However, if the permit-area-wide total load reduction performance criteria are not achieved, the Permittees in counties meeting the county-level load reduction criteria in the Permit will be deemed in compliance with the performance criteria. If both the permit-area-wide total load reduction criterion and county-specific load reduction criterion are not achieved, those Permittees will be deemed in compliance if they have achieved load reductions consistent with their proportion of the county total established under C.12.b.iii(1). Allocation of the county-wide load reduction responsibility to individual Permittees is based on the fraction of county population in each Permittees' municipality. This is consistent with the assumptions and requirements of the PCBs TMDL in that the permit-area-wide load allocation was distributed to each county based on the proportion of permit-area-wide population contained in each county. Other methods could be used to distribute the county-wide PCBs load reduction performance criteria to individual municipalities (e.g., proportion of county total of certain land-uses associated with PCB presence contained in each municipality). Permittees may propose another alternative as part of reporting on C.12.b.iii(2).

**Provision C.12.b.** requires Permittees to develop and implement an assessment methodology and data collection program to quantify PCBs loads reduced through implementation of any and all pollution prevention, source control and treatment control efforts required by the provisions of this Permit or load reductions achieved through other relevant efforts not explicitly required by the provisions of this Permit. The default approach for establishing load reductions for various implementation activities is described above. Early in the Permit term (2016), Permittees will submit documentation supporting this default approach for load reduction accounting along with a description of the data to be collected to establish load reduction value. In particular, C.11/12.b.iii(1) requires Permittees to submit specific details showing how they will perform the calculations to account for mercury and PCBs load reductions from all types of control measures for the reduction of these pollutants. This information includes what data will be used to assign treated areas; how to assign land use to select a yield; and how material will be sampled to determine the contaminant concentration (for control measures requiring such information). Permittees should also identify the types of supporting information that will be submitted so that the calculations can be reproduced. As Permittees gain implementation experience and collect information on this implementation, they may request refinement of the accounting system for use in subsequent Permit terms.

Permittees are encouraged to build on the framework developed in response to a Previous Permit requirement and submitted by Permittees in January 2014 in their Integrated Monitoring Report. This could include updating and in some cases extending the framework presented in that document, justifying assumptions and selected parameters used for each type of control measure, and indicating what information will be collected and submitted to calculate the load reduction for each implemented control measure. The accounting scheme for use in this Permit term and summarized above along with the

refined accounting scheme submitted near the end of the permit term (for use in subsequent Permits) must both be submitted for Executive Officer approval.

Many of the legacy sources of PCBs are found in Bay margins contaminated by historical industrial activity. These legacy sources may be contributing to storm drain runoff conveyances, but Permittees may have jurisdictional challenges in addressing the sources in private property. In addition, Permittees are responsible for contamination in public rights of way. Permittees are expected to make diligent efforts both to address contamination on public property and to refer source properties to the Water Board for possible cleanup and abatement.

**Provision C.12.c.** requires Permittees to implement green infrastructure projects during the term of the Permit to achieve PCBs load reductions of 120 g/year by June 30, 2020. The county-specific responsibilities for this load reduction are shown in Table 12.2 of the Permit. These county-specific green infrastructure load reduction requirements were derived using the same methodology described above for Provision C.12.a.

Some Bay Area drainages contain notably elevated PCBs concentrations in suspended or bedded sediment (e.g., > 500 ppb in bedded sediment). A recent analysis of soil PCBs and mercury data collected in the Bay Area identifies 15 sites where maximum concentrations exceed 3.8 mg/kg for PCBs and 1.6 mg/kg for total mercury. Areas with moderately high PCBs concentrations (e.g., 100-500 ppb) were found throughout areas where historical industrial activity involved use of PCBs (McKee and Yee 2015). Placing green infrastructure in highly- and moderately-contaminated areas will form an important element in achieving the PCBs TMDL-required load reductions. However, green infrastructure implementation is a long-term proposition and there is value in placing green infrastructure across the broader landscape to intercept PCBs before they are discharged to receiving water.

To ensure that Bay Area municipalities are working effectively and expeditiously in implementing appropriate green infrastructure controls to reduce loads of mercury, PCBs, and other pollutants of concern, the Permit requires Permittees to prepare a reasonable assurance analysis that rigorously and quantitatively demonstrates PCBs load reductions of at least 3 kg/yr throughout the permit area will be achieved by 2040 through implementation of green infrastructure throughout the permit area. The effort to prepare a reasonable assurance analysis is described above under C.11.c.

**Provision C.12.d.** requires Permittees to prepare a plan and schedule for PCBs control measure implementation and corresponding reasonable assurance analysis to quantitatively demonstrate that sufficient control measures will be implemented to attain the PCBs TMDL wasteload allocations. The Permit requires that this plan must: identify all technically and economically feasible PCBs control measures (including green infrastructure projects) to be implemented; include a schedule according to which these technically and economically feasible control measures will be fully implemented; and provide an evaluation and quantification of the PCBs load reduction of such measures as well as an evaluation of costs, control measure efficiency, and significant environmental impacts resulting from their implementation:



The PCBs TMDL anticipated the challenge of achieving the urban runoff load reductions required to meet the TMDL allocations within the twenty-year implementation time frame. The TMDL implementation plan states that

*“... achievement of the allocations for stormwater runoff, which is projected to take 20 years, will be challenging. Consequently, the Water Board will consider modifying the schedule for achievement of the load allocations for stormwater runoff provided that dischargers have complied with all applicable permit requirements and accomplished all of the following:*

- A diligent effort has been made to quantify PCBs loads and the sources of PCBs in the discharge;*
- Documentation has been prepared that demonstrates that all technically and economically feasible and cost-effective control measures recognized by the Water Board have been fully implemented, and evaluates and quantifies the PCBs load reduction of such measures;*
- A demonstration has been made that achievement of the allocation will require more than the remaining 10 years originally envisioned; and*
- A plan has been prepared that includes a schedule for evaluating the effectiveness and feasibility of additional control measures and implementing additional controls as appropriate.”*

Provision C.12.d provides the opportunity for Permittees to describe the full suite of actions that will be required to achieve the TMDL along with realistic timelines for this achievement. The load reductions for PCBs are difficult and time-consuming to achieve because of the distribution of sources in the landscape; challenges associated with finding and reducing these existing sources; and unpredictability related to demolition of PCBs containing structures. Further, some part of the expected PCB load reduction will come from long-term implementation of control strategies (like green infrastructure) that extend beyond the current implementation timeframe of the TMDL. The long-term plan and schedule required by this provision will help lay the foundation for an implementation timeframe that is longer than that stated in the TMDL.

**Provision C.12.e.** requires that Permittees collect samples of caulk and other sealants used in storm drains and between concrete curbs and street pavement and investigate whether PCBs are present in such material and in what concentrations. PCBs are most likely present in material applied during the 1970s, so the focus of the investigations should be on structures installed during this era. The Washington Department of Ecology discovered that PCBs-containing caulk (sealant) was used inside the City of Tacoma’s storm drains during a 1970s repair. There is reason to believe that such use was not isolated to this one location. The sampling and analysis required by this Provision C.12 element will count toward partial fulfillment of the monitoring effort aimed at finding PCBs sources (see management information need in C.8.f).

**Provision C.12.f.** requires Permittees to develop a protocol for controlling PCBs during building demolition so that PCBs are not transmitted to storm drains via vehicle trackout, airborne releases, soil erosion or stormwater runoff during or after demolition. Because this is a new management practice, three years are allotted to working with entities, such as the Bay Air Quality Management District, U.S. EPA, and waste management entities,

to coordinate oversight functions and otherwise develop a coordinated protocol. After the development period, Permittees shall implement the protocol such that PCBs are controlled during the demolition of applicable structures so that they do not enter municipal storm drains. During this Permit term, applicable structures are limited to potential PCB-containing industrial, public, and commercial structures. Single-family residential and wood frame structures are excluded. In future permits, other types of structures and renovations may be included in the protocol.

The Integrated Monitoring Report (IMR)<sup>68</sup> presents estimates of the mass of PCBs per building (constructed or renovated prior to 1979) ranging from 0.6-16 kg and contribution to stormwater ranging from 0.8 to 4000 grams/year. This is one of the largest known sources of PCBs, although it is distributed throughout the region. For a building with 4.7 kg of PCBs and current control measures of medium effectiveness, there may be 280 grams of PCBs released to stormwater during demolition, assuming control measures are only moderately effective. If only control measures of low effectiveness were in place, such a building would release 560 grams PCBs during demolition.

Permittee 2014 Annual Reports, New and Redevelopment Section “Projects Approved” tables (C.3.b.v.(1)) provided a means to gauge the potential number of redevelopment projects involving applicable structures. While these tables are not required to list all the information necessary to determine if applicable structures will be demolished during redevelopment, in some cases enough information is provided. In 6 of the 11 Permittees reviewed, potential PCB-containing structures are planned to be demolished, including one project in which 14 buildings likely built between 1950 and 1980 will be demolished.

Water Board staff also contacted Bay Area waste management entities, such as county recycling and construction debris recovery programs. Brief discussions revealed the following:

- In general, demolition project proponents must submit debris recovery plans to these entities prior to commencing demolition. These plans could be modified to include information on the likelihood and/or actual existence of PCB-containing materials in the structure.
- Waste management entities tend to have technical advisory committees that could advise on appropriate approaches/frameworks for controlling PCBs during demolition so that they do not enter storm drains.
- Applicable structures are a small subset of all demolitions in the Bay Area.
- Some cities use software for recording demolition projects that could be modified by adding a form(s) for applicable structures.
- There are a limited number (approximately 30-40) of construction and debris processing facilities in the Bay Area, and they are listed on county web sites. At least two of these facilities are known PCB-containing sites, although both include metal processing facilities in addition to other debris recycling.
- One waste management entity has produced a video documenting a large-scale demolition project at a former Army Base that had a variety of hazardous

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<sup>68</sup> Integrated Monitoring Report Part B: PCB and Mercury Loads Avoided and Reduced via Stormwater (IMR). Prepared by Geosyntec Consultants for the Bay Area Stormwater Management Agencies Association. 2013.

materials to dispose of, including PCBs. Another pointed to You-Tube videos showing how to remove PCB-containing caulk prior to demolition.

These facts (see also C.10, C.11 and C.12 above) indicate that a workable protocol for controlling PCBs during demolition so that they do not enter storm drain systems could be built upon existing demolition requirements and utilize existing information resources.

Some municipalities may have no applicable structures (i.e., the only structures that existed pre-1980 were single-family residential or wood-frame structures). Such Permittees may provide documentation acceptable to the Executive Officer in their 2017 Annual Reports to seek exemption from the requirement to develop a PCBs demolition control program. This allows time for compilation of this documentation, such as historic maps or other historic records, and for determining which Permittees are exempt prior to year the July 1, 2019, requirement to begin implementing the protocols.

**Provision C.12.g.** There are still uncertainties surrounding the magnitude and nature of PCBs reaching the Bay in urban runoff and the ultimate fate of such PCBs, including biological uptake. Provision C.12.g requires that Permittees ensure that fate and transport studies of PCBs in urban runoff are completed. The specific information needs include understanding the in-Bay transport of PCBs discharged in urban runoff, the sediment and food web PCBs concentrations in margin areas receiving urban runoff, the influence of urban runoff on the patterns of food web PCBs accumulation, especially in Bay margins, and the identification of drainages where urban runoff PCBs are particularly important in food web accumulation.

**Provision C.12.h.** requires actions that manage human health risk due to mercury and PCBs. These may include efforts to communicate the health risks of eating Bay fish and other efforts aimed at high risk-communities such as subsistence fishers and their families. The risk reduction framework developed in the Previous Permit term, which funded community-based organizations to develop and deliver appropriate communications to appropriately targeted individuals and communities, is an appropriate approach.



## APPENDIX B – Legal Authority References

- Resolution No. \_\_\_\_\_
  - Staff Report
  - C&D Ordinance #



## APPENDIX C – BASMAA Regional Documents

- BASMAA Technical Memorandum prepared by PCBs Demolition Project Team, Model Language for Municipal Adoption of a Program for management of PCBs in Priority Building Materials during Demolition dated August 2018
- BASMAA Technical Memorandum prepared by David J. Powers & Associates, Inc., PCBs Material Management during Building Demolition – Task 4.2: CEQA Approach and Justification dated February 1, 2018
- Resource Guide #1: *PCBs in Priority Building Materials Screening Assessment Applicant Package (August 2018)*
  - Application and Self certification for complying with other State and Federal laws for disposal
  - Forms for Reporting Sample Test Results
- Resource Guide #2: *BASMAA’s Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (August 2018)*
  - PCBs Building Material Prioritization Worksheet
  - Appendix B: Priority Building Materials Photographic Log
- BASMAA Technical Memorandum prepared by PCB Demolition Project Team, Conceptual Approach to Developing an Assessment Methodology and Data Collection Program, dated August 2018.

# MEMORANDUM

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**TO:** BASMAA Board of Directors

**FROM:** BASMAA Project Team: EOA, Inc., Larry Walker Associates, Geosyntec Consultants, Stephanie Hughes, and David J. Powers & Associates, Inc.

**DATE:** August 8, 2018

**SUBJECT:** Model Language for Municipal Adoption of Program: Managing PCBs–Containing Building Materials during Demolition - Guidance, Tools, Outreach and Training

---

This technical memorandum is a deliverable for Task 4 (Model Language for Municipal Adoption of Program and CEQA) of the Bay Area Stormwater Management Agencies Association (BASMAA) project *Managing PCBs–Containing Building Materials during Demolition: Guidance, Tools, Outreach and Training*. BASMAA developed guidance, tools, and outreach and training materials to assist with San Francisco Bay Area municipal agencies’ efforts to address the requirements of Provision C.12.f. of the Bay Area Municipal Regional Stormwater Permit (SFBRWQCB 2015, referred to as the MRP). The MRP is issued by the San Francisco Bay Regional Water Quality Control Board<sup>1</sup> (Regional Water Board). Provision C.12.f requires Permittees to manage PCBs–containing building materials during demolition.

## OBJECTIVES OF THIS TECHNICAL MEMORANDUM

Task 4 developed guidance and model materials to assist Bay Area municipalities address MRP Provision C.12.f.ii (1)(a), which requires Permittees to develop a new program by June 30, 2019 that includes: “the necessary authority to ensure that PCBs do not enter MS4s from PCB-containing materials in applicable structures at the time such structures undergo demolition.” Options for establishing municipal authority are discussed in the following sections, and model language for municipal adoption of a new program to manage PCBs materials during building demolition is attached, including a model resolution, a model ordinance, and a model supporting staff report (See Appendices A through C, respectively).

## OPTIONS FOR ESTABLISHING MUNICIPAL AUTHORITY

The additional authority required for Permittees to manage PCBs–containing building materials during demolition could be achieved by any of the following suggested methods, or a combination of the methods, providing flexibility for each Permittee to use a process most consistent with its existing procedures and needs. Municipalities may also wish to modify their master fee schedule to accommodate cost recovery for staff time spent reviewing the portions of demolition permit applications related to PCBs management (see Appendix C, Fiscal Impact). Such cost recovery should only be used to compensate specifically for municipal staff time relating to compliance with MRP Provision C.12.f. and not for any other purpose.

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<sup>1</sup> The MRP was reissued November 19, 2015, with an effective date of January 1, 2016. There are 77 Phase I municipal stormwater Permittees in five Bay Area counties, which are among the over 90 local agencies represented by BASMAA.



It should be noted that some municipalities may already have sufficient authority in their existing municipal ordinances to administer a new program to manage PCBs–containing building materials during demolition per MRP Provision C.12.f. City attorneys / county counsels should be consulted when determining the best option for establishing the necessary authority.

Regardless of the approach selected, each municipality’s adoption process and program to manage PCBs during demolition should generally include the following core elements:

- A mechanism to establish municipal authority to establish the new program to manage PCBs materials during building demolition (e.g., ordinance, resolution, and/or other mechanisms);
- An Applicant Package for demolition permit applicants (e.g., with forms, instructions and a process flow chart);
- A building survey protocol (Appendix C of the BASMAA model Applicant Package);
- A process to require demolition permit applicants to submit completed data forms from the Applicant Package to BASMAA and/or the countywide stormwater program.
- A cost recovery mechanism to compensate specifically for municipal staff time relating to implementing a new program to manage PCBs–containing building materials during demolition in compliance with MRP Provision C.12.f. (if desired);
- A CEQA Notice of Exemption; and
- A process to train relevant staff to implement the new program.

### **Ordinance Options**

This option entails adoption of an ordinance to manage PCBs–containing building materials during demolition by the Permittee’s governing body (such as a City Council or County Board of Supervisors). The ordinance would add requirements to an existing section of the Permittee’s municipal code (or creates a new section in the code) related to:

- Building demolition permitting.
- Construction and demolition waste recycling.
- Stormwater management.

Appendix A contains a model ordinance.

### **Resolution Options**

This option involves adoption of a program to manage PCBs-containing building materials during demolition through a resolution of the Permittee’s governing body, which would approve the program and grant authority to develop the regulations for the program via:

- An additional standard condition of approval for new development projects similar to an existing one requiring testing and abatement of lead and asbestos.
- Demolition permit language modifications.
- Changes to regulations for the recycling of construction and demolition waste management.

- Changes to the stormwater management regulations and clarification that PCBs are one of the pollutants of concern covered under the Permittee's existing non-stormwater discharge section of the stormwater section of the municipal code.

Appendix B contains a model resolution.

**Management Action Options (possibly paired with an information item on the agenda at a regular meeting of the Permittee's governing body)**

This option entails adoption of a program to manage PCBs-containing building materials during demolition through actions of the Permittee's managerial staff such as:

- An additional standard condition of approval per the resolution language above.
- Changes to the procedures of systems for processing waste management forms for construction and demolition debris on paper or web-based software (such as the proprietary web applications developed by Green Halo Systems that are used by some Permittees).
- Modifications to the processes for handling demolition permits.
- Directing staff to collect data related to managing PCBs during demolition activities and working with BASMAA to report the data to the Regional Water Board as required by the MRP.

Appendix C contains a model staff report that could be used in coordination with any of the above options.



## MEMORANDUM

Date: February 1, 2018  
To: Jon Konnan, EOA Team Project Manager  
From: Mike Campbell, Project Manager  
Subject: PCBs Materials Management during Building Demolition – Task 4.2

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### **Program for Managing Priority PCBs-Containing Materials during Building Demolition - CEQA Approach Strategy and Justification**

#### CEQA Background

Section 21084 of the Public Resources Code requires that the CEQA Guidelines include a list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA. In response to that mandate, the Secretary for Resources has found that certain classes of projects do not have a significant effect on the environment, and are declared to be categorically exempt from the requirement for the preparation of environmental documents. These classes of projects are described in the CEQA Guidelines under *Article 19. Categorical Exemptions* (Sections 15301 to 15333).

Article 19 also contains a section stating that each public agency shall, in the course of establishing its own procedures, list those specific activities which fall within each of the exempt classes, provided that these lists are consistent with the letter and intent expressed in the classes. It further states that public agencies may omit from their implementing procedures classes and examples that do not apply to their activities, but they may not require EIRs for projects described in the classes.

#### Project Approach

The subject project, which is described as an ordinance (or other municipal mechanism such as updating standard permit conditions for demolition by resolution or staff actions) to implement a new program to manage priority polychlorinated biphenyls (PCBs)-containing building materials during demolition, is consistent with Class 8 (*Section 15308 – Actions by Regulatory Agencies for Protection of the Environment*) under Article 19 of the CEQA Guidelines. As described in the Guidelines, Class 8 consists of actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment. Construction

activities and relaxation of standards allowing environmental degradation are specifically not included in this exemption.

The project would be found to be exempt from CEQA under Class 8. The project is intended to help local government agencies comply with Provision C.12.f of the San Francisco Bay Area Municipal Regional Stormwater Permit (commonly referred to as the MRP), which requires each Permittee to develop and implement an effective protocol for managing materials with PCBs concentrations of 50 ppm or greater in applicable structures at the time such structures undergo demolition so that PCBs do not enter municipal storm drain systems. This would help reduce stormwater runoff discharges of PCBs, a known pollutant, to San Francisco Bay, which is an impaired water body. Adoption of the protocol by the Permittees would therefore be consistent with the actions taken by regulatory agencies to assure the protection of the environment, as described in the Class 8 exemption. The project is also consistent with the language in Class 8 that cites *actions taken by regulatory agencies, as authorized by state or local ordinance*, which would apply to the MRP. The project would not have a significant effect on the environment.

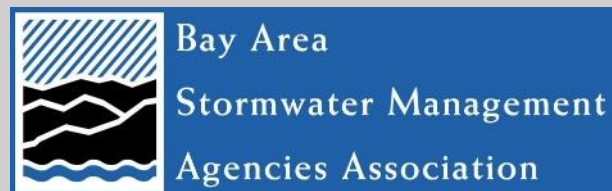
#### Preparation and filing of a Notice of Exemption (NOE)

Under CEQA, a public agency has the option to file a Notice of Exemption (NOE) when it decides that a project is categorically exempt and approves the project. The NOE should include a brief description of the project, a finding that the project is exempt, citations to the applicable exemption in the Guidelines, and a brief statement of reasons supporting the finding of exemption. It is common practice for public agencies to file an NOE with the county clerk or the Governor's Office of Planning and Research (OPR), depending on the agency filing the notice. NOEs must be posted and made available for public inspection on a weekly basis. In addition to posting, agencies are also typically encouraged to make postings of the notice available in electronic format on the Internet. If an NOE is filed and posted, a 35-day statute of limitations begins on the day the NOE is filed. If the NOE is not filed, a 180-day statute of limitations will apply. For the subject project, the attached model NOE has been prepared as a template for the Permittees to use when adopting the new program to manage priority PCBs-containing building materials during demolition through their individual methods (e.g., via ordinance, resolution). In addition to the NOE, sample language that cites the Class 8 exemption has been provided for the Permittees use in their ordinances, resolutions, and/or staff reports when adopting the new program.

# PCBs in Priority Building Materials: Model Screening Assessment Applicant Package



## Managing PCBs–Containing Building Materials during Demolition: Guidance, Tools, Outreach and Training



August 2018

This document is a deliverable of the Bay Area Stormwater Management Agencies Association (BASMAA) project *Managing PCBs–Containing Building Materials during Demolition: Guidance, Tools, Outreach and Training*. BASMAA developed guidance, tools, and outreach and training materials to assist with San Francisco Bay Area municipal agencies’ efforts to address the requirements of Provision C.12.f. of the Bay Area Municipal Regional Stormwater Permit (referred to as the MRP). Provision C.12.f of the MRP requires Permittees to manage PCBs–containing building materials during demolition.

We gratefully acknowledge the BASMAA Steering Committee for this project, which provided overall project oversight, including during the development of this and other project deliverables:

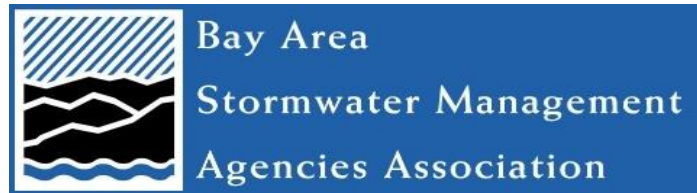
- Reid Bogert, Stormwater Program Specialist, San Mateo Countywide Water Pollution Prevention Program (BASMAA Project Manager)
- Amanda Booth, Environmental Program Analyst, City of San Pablo
- Kevin Cullen, Program Manager, Fairfield-Suisun Urban Runoff Management Program
- Matt Fabry, Program Manager, San Mateo Countywide Water Pollution Prevention Program
- Gary Faria, Supervisor, Inspection Services, Building Inspection Division, Contra Costa County
- Napp Fukuda, Deputy Director - Watershed Protection Division, City of San José
- Ryan Pursley, Chief Building Official, Building Division, City of Concord
- Pam Boyle Rodriguez, Manager, Environmental Control Programs – Stormwater, City of Palo Alto
- Jim Scanlin, Program Manager, Alameda Countywide Clean Water Program
- Melody Tovar, Regulatory Programs Division Manager, City of Sunnyvale

We also gratefully acknowledge the project Technical Advisory Group, which provided feedback from a variety of project stakeholders during development of selected project deliverables:

Stakeholder Group	Representative(s)
Regulatory – stormwater/PCBs	Luisa Valiela and Carmen Santos, U.S. EPA Region 9
Regulatory – stormwater/TMDL	Jan O’Hara, San Francisco Bay Regional Water Quality Control Board
Regulatory – experience with related program (asbestos management)	Ron Carey and Richard Lew, Bay Area Air Quality Management District
Industry – demolition contractors	Avery Brown, Ferma Corporation
Industry – remediation consultants	John Martinelli, Forensic Analytical Consulting John Trenev, Bayview Environmental Services, Inc.
MRP Permittee – large municipality	Patrick Hayes, City of Oakland
MRP Permittee – medium municipality	Kim Springer, San Mateo County Office of Sustainability
MRP Permittee – small municipality	Amanda Booth, City of San Pablo

*Prepared for:*

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*Prepared by:*

EOA, Inc.  
Larry Walker Associates  
Geosyntec Consultants  
Stephanie Hughes  
David J. Powers & Associates, Inc.



# MEMORANDUM

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**TO:** BASMAA Board of Directors

**FROM:** BASMAA Project Team: EOA, Inc., Larry Walker Associates, Geosyntec Consultants, Stephanie Hughes, and David J. Powers & Associates, Inc.

**DATE:** August 13, 2018

**SUBJECT:** Supplemental Demolition Permit Application Materials - Managing PCBs–Containing Building Materials during Demolition: Guidance, Tools, Outreach and Training

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This memorandum transmits a deliverable for Task 5 (Supplemental Demolition Permit Application Materials) of the Bay Area Stormwater Management Agencies Association (BASMAA) project *Managing PCBs–Containing Building Materials during Demolition: Guidance, Tools, Outreach and Training*. BASMAA developed guidance, tools, and outreach and training materials to assist with San Francisco Bay Area municipal agencies’ efforts to address the requirements of Provision C.12.f. of the Bay Area Municipal Regional Stormwater Permit (SFBRWQCB 2015, referred to as the MRP). The MRP is issued by the San Francisco Bay Regional Water Quality Control Board<sup>1</sup> (Regional Water Board). Provision C.12.f requires Permittees to manage PCBs–containing building materials during demolition.

## OBJECTIVES OF THIS TECHNICAL MEMORANDUM

MRP Provision C.12.f.ii (2) requires that by July 1, 2019 Permittees “implement or cause to be implemented the PCBs management protocol for ensuring PCBs are not discharged to MS4s from demolition of applicable structures via vehicle track-out, airborne releases, soil erosion, or stormwater runoff.” This memorandum was developed to assist Permittees to comply with Provision C.12.f.ii (2) by transmitting a *PCBs in Priority Building Materials: Model Screening Assessment Applicant Package*.

## PCBS IN PRIORITY BUILDING MATERIALS SCREENING ASSESSMENT APPLICANT PACKAGE

The attached *PCBs in Priority Building Materials Screening Assessment Applicant Package (Applicant Package)* contains model supplemental demolition permit application materials that incorporate the PCBs in building materials control program requirements in the MRP. It includes supplemental demolition permit application model materials, including an overview of the process, forms, applicant instructions, and process flow charts. The starting point was the model process flowcharts and forms developed for the PCBs in Caulk Project in 2011.<sup>2</sup>

The *Applicant Package* incorporates the steps outlined in the *Protocol for Evaluating Priority PCBs–Containing Materials before Building Demolition* (BASMAA 2018), which was developed via Task 3 of this BASMAA regional project, and converts those steps into appropriate application questions and submittals. In addition, the *Applicant Package* incorporates gathering tracking and assessment

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<sup>1</sup> The MRP was reissued November 19, 2015, with an effective date of January 1, 2016. There are 77 Phase I municipal stormwater Permittees in five Bay Area counties, which are among the over 90 local agencies represented by BASMAA.

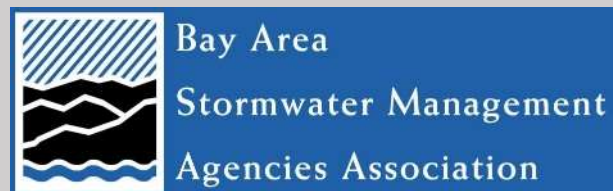
<sup>2</sup> <http://www.sfestuary.org/taking-action-for-clean-water-pcbs-in-caulk-project>



# Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition



## Managing PCBs-Containing Building Materials during Demolition: Guidance, Tools, Outreach and Training



August 2018

This document is a deliverable of the Bay Area Stormwater Management Agencies Association (BASMAA) project *Managing PCBs–Containing Building Materials during Demolition: Guidance, Tools, Outreach and Training*. BASMAA developed guidance, tools, and outreach and training materials to assist with San Francisco Bay Area municipal agencies’ efforts to address the requirements of Provision C.12.f. of the Bay Area Municipal Regional Stormwater Permit (referred to as the MRP). Provision C.12.f of the MRP requires Permittees to manage PCBs–containing building materials during demolition.

We gratefully acknowledge the BASMAA Steering Committee for this project, which provided overall project oversight, including during the development of this and other project deliverables:

- Reid Bogert, Stormwater Program Specialist, San Mateo Countywide Water Pollution Prevention Program (BASMAA Project Manager)
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Regulatory – stormwater/PCBs	Luisa Valiela and Carmen Santos, U.S. EPA Region 9
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MRP Permittee – small municipality	Amanda Booth, City of San Pablo

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## LIST OF APPENDICES

- Appendix A: PCBs Building Material Prioritization Worksheet**
- Appendix B: Priority Building Materials Photographic Log**

# MEMORANDUM

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**TO:** BASMAA Board of Directors

**FROM:** BASMAA Project Team: EOA, Inc., Larry Walker Associates, Geosyntec Consultants, Stephanie Hughes, and David J. Powers & Associates, Inc.

**DATE:** August 8, 2018

**SUBJECT:** Conceptual Approach to Developing an Assessment Methodology and Data Collection Program for Estimating Reductions in PCBs Loads to MS4s - Managing PCBs–Containing Building Materials during Demolition: Guidance, Tools, Outreach and Training

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This technical memorandum is the deliverable for Task 7 (Conceptual Approach to Developing Assessment Methodology and Data Collection Program ) of the Bay Area Stormwater Management Agencies Association (BASMAA) project *Managing PCBs–Containing Building Materials during Demolition: Guidance, Tools, Outreach and Training*. BASMAA developed guidance, tools, and outreach and training materials to assist with San Francisco Bay Area municipal agencies’ efforts to address the requirements of Provision C.12.f. of the Bay Area Municipal Regional Stormwater Permit (SFBRWQCB 2015, referred to as the MRP). The MRP is issued by the San Francisco Bay Regional Water Quality Control Board<sup>1</sup> (Regional Water Board). Provision C.12.f requires Permittees to manage PCBs–containing building materials during demolition.

## OBJECTIVES OF THIS TECHNICAL MEMORANDUM

Task 7 addresses MRP Provision C.12.f.ii (3), which requires that Permittees develop an assessment methodology and data collection program to quantify, in a technically sound manner, reductions in PCBs loads to municipal separate storm sewers systems (MS4s) through implementation of a new program for controlling PCBs during demolition of applicable structures. In future years, the assessment methodology and data collection program may be used to develop estimates of PCBs loads reduced through demolition management that inform efforts to demonstrate progress toward attaining wasteload allocations outlined in the San Francisco Bay PCBs Total Maximum Daily Load (TMDL) (SFBRWQCB 2008).

This memorandum summarizes existing information related to quantifying the potential reduction in PCBs loads to the MS4 that could be achieved through management of PCBs–containing building materials during demolition. It then provides a conceptual approach for developing the assessment methodology and data collection program using (1) existing data and information (e.g., from the literature, technical reports, and the MRP Fact Sheet), (2) information developed as part of other tasks for this project (e.g., the list of priority building materials identified in Task 1), and (3) data anticipated to become available as a new program to manage PCBs–containing materials during building demolition goes into effect on July 1, 2019. The approach does not call for new field monitoring efforts (often referred to as “special studies”) by Permittees or their countywide stormwater management programs.

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<sup>1</sup> The MRP was reissued November 19, 2015, with an effective date of January 1, 2016. There are 77 Phase I municipal stormwater Permittees in five Bay Area counties, which are among the over 90 local agencies represented by BASMAA.

Instead, it will rely on existing available data and new data collected by local agencies and project proponents as part of implementation of the new program for controlling PCBs during demolition.

#### **EXISTING INFORMATION REGARDING RELEASE OF PCBs TO MS4s DUE TO DEMOLITION**

To–date, there have been limited attempts to quantify the potential reductions in PCBs loads to MS4s that could be achieved through management of PCBs–containing building materials during demolition. The following sections summarize readily available related information (e.g., per building or overall Bay Area PCBs loads to MS4s due to demolition/renovation, and potential reductions in PCBs loads that could be achieved through demolition controls). The sources of this information were limited to literature, reports, and other documents that the project team already had – conducting a new literature search was beyond the scope of this project.

##### **Larry Walker Associates et al. (2006)**

LWA et al. (2006) estimated the mass of PCBs released to Bay Area stormwater runoff through demolition and renovation using estimates of the number of buildings demolished and the mass of PCBs released to water per demolished building. The LWA study cited a European study that described levels of PCBs in different waste streams generated during demolition of a 7–story building. Best Management Practices (BMPs) were employed during the demolition to minimize releases of PCBs. Approximately 2.5 grams of PCBs were estimated to be lost to soil and 2 to 20 grams lost to water (this presumably refers to wash waters). By scaling national data based on population, the LWA study estimated that 1,070 buildings are demolished in the Bay Area annually. It was then assumed that 10% of the demolished buildings (107 buildings/year) were built, repainted or re–caulked from 1950 to 1975, and therefore contained comparable levels of PCBs to the 7–story European building, which was presumably built during that timeframe. Under the assumption that building demolition in the United States would be unlikely to employ BMPs targeting the release of PCBs, the high end of the range estimated for discharge to water (i.e., 20 grams/building) was selected and multiplied by 107 buildings per year to produce an estimate of 2 kg/year PCBs released to Bay Area stormwater runoff through demolition. This estimate was then doubled to account for building remodeling and maintenance, resulting in an estimate of 4 kg/year PCBs released to stormwater runoff in the Bay Area through demolition and renovation.

##### **Mangarella et al. (2010)**

Mangarella et al. (2010) estimated a range of load reductions per year associated with building demolition in the Bay Area. LWA (2006) was cited for two of the assumptions used: (1) approximately 1,070 buildings are demolished per year in San Francisco Bay Area, 10% of which were built during the period when PCBs were most prevalent in building materials, and (2) for each demolished building potentially containing PCBs, a range of 2 to 20 grams of PCBs is released to surface waters. It was also assumed that 40 to 80% of the demolished buildings would be subject to hazardous waste controls, and the assumed controls vary in effectiveness from 50 to 80%. The projected PCBs load reduction due to these building demolition controls ranged from a low estimate of 0.1 kg/year to a high estimate of 3 kg/year.

##### **SFEI Study (2011)**

A study conducted by the San Francisco Estuary Institute (SFEI) included estimating the mass of PCBs in caulks in Bay Area buildings and releases to stormwater runoff during renovation and demolition (Klosterhaus et al. 2011), as described in the following four sections.

### PCBs in Caulk in San Francisco Bay Area Buildings

Using a blind sampling approach, the SFEI study collected 25 caulk samples from the exterior of ten commercial and industrial buildings constructed in the study area between 1950 and 1980. The study area was the portion of the San Francisco Bay Area covered by the MRP: Alameda, Contra Costa, Santa Clara, and San Mateo Counties, and the cities of Fairfield, Suisun, and Vallejo. The caulk samples were analyzed for PCBs, which were detected in 88% of the samples, with 40% exceeding 50 ppm, the concentration at which caulk falls under U.S. Environmental Protection Agency (USEPA) regulations (Federal Register 2010). Detectable PCBs concentrations ranged over six orders of magnitude, from 1 to 220,000 ppm. These data were consistent with previous studies in other cities (Klosterhaus et al. 2011).

### PCBs Mass in Caulk in Study Area Buildings

A geographic information system (GIS)–based approach was then used to estimate the number, area, and volume of currently standing buildings in the study area that were built during the era of greatest PCBs use in caulk. The approach used historical imagery and contemporary land use and involved characterization of randomly selected buildings within the study area, with the result scaled up to extrapolate total building counts and areas in the MRP footprint. Various assumptions, including the frequency of anticipated PCBs detection and PCBs concentrations in the caulk, average mass of caulk per unit building volume, and average building volume, were then applied to calculate an estimate of the total PCBs mass in building caulk in the study area. The evaluation resulted in a mid–range estimate of 10,500 kg PCBs in caulk in buildings located in the study area (low and high estimates were 767 and 46,000 kg, respectively), which equated to an average of 4.7 kg PCBs per building (low and high estimates were 0.6 and 16 kg per building, respectively). The estimate included caulk located on both the interior and exterior of buildings (Klosterhaus et al. 2011).

### PCBs Loading to Stormwater Runoff from Building Renovation and Demolition

The SFEI study also developed an estimate of the PCBs mass released to the environment (and presumably stormwater runoff) during the renovation and demolition of buildings with PCBs–containing caulk. The estimate was developed in a spreadsheet model that involved estimating the number of study area buildings demolished and renovated, the mass of PCBs per building, and the percent of the PCBs mass released to the environment per building. It was assumed that all PCBs released to the environment enter stormwater runoff. The estimate considered releases due to current renovation and demolition practices only (i.e., without BMPs for specifically managing PCBs in building materials). As with the other studies summarized in this memorandum, the estimate did not include releases from intact building caulk (e.g., PCBs losses via volatilization, erosion of in–use caulk, or leaching via precipitation). The SFEI estimate also explicitly did not include residues left on the ground or exposed to environmental transport process post–demolition or renovation. The result was a mid–range estimate of PCBs mass released from caulk to stormwater runoff during building demolition and renovation activities in the San Francisco Bay study area of 0.04 kg/year, with about 50% of the total PCBs mass released during renovations and 50% during demolitions. The authors noted that there is considerable uncertainty in this estimate and it is likely an underestimate because PCBs losses from caulk scraps that may be left behind at a demolition or renovation site were not included (Klosterhaus et al. 2011).

It is also important to note that the SFEI study used results from a study in Sweden (Jansson et al. 2000) as a proxy to estimate PCBs losses to the environment during building renovation and demolition. The Swedish study examined a remediation site where PCBs–containing caulking was removed from a

building and replaced with caulking that did not contain PCBs; however, the building was not demolished. The Swedish study evaluated PCBs losses to the environment (water, soil and air) during decontamination procedures specifically designed to remove residual PCBs after the caulk had been removed (i.e., grinding and power washing the concrete or masonry substrate formerly in contact with the caulk). It seems likely that the SFEI study's use of this decontamination procedure as a proxy for building renovation and demolition could significantly underestimate releases of PCBs during the latter processes, contributing to the overall low bias of the 0.04 kg/year estimate.

### Recommendations for Refining Estimates

The SFEI study recognized the high uncertainty in the above estimates of the mass of PCBs in caulks in Bay Area buildings and releases to stormwater runoff during renovation and demolition. Several tasks were therefore recommended to gather more robust San Francisco Bay Area-specific data (Klosterhaus et al. 2011). To refine the estimate of the mass of PCBs in caulk in the San Francisco Bay area buildings, the SFEI study recommended validating:

- The estimated number of buildings constructed during the period when PCBs were used in caulk;
- The estimated PCBs concentration distribution in buildings constructed during the period when PCBs were used in caulk, including by building land use (e.g., residential, industrial, or commercial) and by location within a building (e.g., between concrete blocks, around windows); and
- The estimated average mass of PCBs in caulk in relation to building volume.

To refine the estimate of PCBs release to stormwater runoff from caulk during building renovation and demolition, the SFEI study recommended:

- Validating estimates of the annual number of demolitions and renovations in the Bay Area by building type and construction year;
- Validating the estimated mass of PCBs associated with caulk that is released during renovation and demolition (e.g., perform pilot studies of actual building demolitions and renovations in which PCBs releases to the environment are quantified); and
- Conducting a study to evaluate the mass of PCBs associated with caulk scraps that may be left behind at a demolition/renovation site.

### **BASMAA Integrated Monitoring Report (2014)**

In its Integrated Monitoring Report (IMR), BASMAA (2014) used a mass balance approach to calculate preliminary rough estimates of ranges of the potential baseline mass of PCBs released per building to MS4s during demolition or renovation. These ranges were designated "baseline" under the assumption that new controls were not implemented specifically to manage PCBs in building materials during demolition or renovation. The calculations accounted for ranges of PCBs mass in each building and the assumed effectiveness of offsite disposal and erosion and sediment controls. The following assumptions were used:

- Range of mass – 0.6 to 16 kg PCBs per building, based on Klosterhaus et al. (2011)
- Effectiveness of offsite disposal – 70 to 90% (the IMR states this range is based mostly on best professional judgment)



- Effectiveness of erosion and sediment controls – 60 to 80% (the IMR states this range is based mostly on best professional judgment)

The result of the calculations ranged from 0.012 to 1.92 kg PCBs released per building during demolition or renovation, in the absence of controls implemented specifically to manage PCBs in building materials during demolition or renovation.

**MRP Fact Sheet (2015)**

The MRP Fact Sheet (SFBRWQCB 2015) describes a simple equation with four terms that estimates the loading of PCBs in building materials to MS4s that could be avoided by implementing demolition control measures per MRP Provision C.12.f. The Fact Sheet notes that each of the terms could be represented by a range of values and information is limited on the value of each term (particularly the average fraction of PCBs entering the MS4 due to demolition without controls). Table 1 shows the four terms and the assumed values. The Fact Sheet states that the assumed values for each term were derived from information in Klosterhaus et al. (2011), though the derivation of the values used for terms 3 and 4 is unclear.

**Table 1.** Terms in MRP Fact Sheet (SFBRWQCB 2015) equation used to estimate the loading of PCBs in building materials to MS4s that could be avoided by implementing demolition control measures.

Term	Value	Units
1. Number of applicable structures <sup>1</sup> demolished per year	50	buildings/year
2. Average mass of PCBs per applicable structure <sup>1</sup>	5	kg
3. Average fraction of PCBs that enters MS4s due to demolition without controls <sup>2</sup>	0.01	dimensionless fraction
4. Average fraction of PCBs prevented by controls <sup>2</sup> from entering MS4	0.8	dimensionless fraction

<sup>1</sup>Applicable structures are defined as buildings constructed from 1950 through 1980 with PCBs concentration in caulks/sealants greater than 50 ppm, excluding single family residential and wood frame buildings.

<sup>2</sup>The term “controls” presumably refers to the proposed new demolition management program, not existing construction controls.

Multiplying the four terms together results in an estimated 2 kg PCBs/year loading prevented from entering MS4s by controlling PCBs during demolition (Equation 1):

**Equation 1.** *Estimated load avoided = 50 buildings/year X 5 kg PCBs/building X 0.01 X 0.8 = 2 kg PCBs/year*

**DEVELOPING A REFINED METHODOLOGY AND DATA COLLECTION PROGRAM**

All of the methodologies described above use a similar framework to quantify PCBs loads to MS4s due to demolition and/or potential reductions in PCBs loads that could be achieved through demolition

controls. In general the parameters used include the number of buildings demolished per year, the mass of PCBs in the buildings, the fraction of the PCBs mass potentially released to the MS4, and the assumed effectiveness of controls. All of the studies recognize the significant uncertainty in the values or ranges that were selected for each of the various parameters. Thus the approach presented in the remainder of this technical memorandum to refining these methodologies is to retain the basic framework and focus on refining the parameter values. The following sections present a conceptual approach for refining and reducing uncertainty in the values of each of the four terms (Table 1) in the above-described equation from the MRP Fact Sheet (SFBRWQCB 2015). Equation 1 can then be applied using the refined parameters, which should represent the best available Bay Area regional estimates at the time of the calculation.

MRP Provision C.12.f.i includes a definition of “applicable structures,” the subset of existing structures where a protocol for managing PCBs during demolition must be implemented. Applicable structures are defined as “at a minimum, commercial, public, institutional and industrial structures constructed or remodeled between the years 1950 and 1980 with building materials with PCBs concentrations of 50 ppm or greater. Single-family residential and wood frame structures are exempt.” Relevant information that should be collected by BASMAA and/or the Bay Area countywide stormwater management programs once MRP Permittees implement the new programs to manage PCBs during demolition includes:

- The number of applicable structures demolished each year.
- The estimated mass of PCBs in priority building materials in each applicable structure, calculated by multiplying the mass of the priority material in the building by the PCBs concentration in that material.

Further details are provided in the below sections. BASMAA and/or the Bay Area countywide stormwater management programs will compile, evaluate, and report (as part of their MRP Annual Reports) these data. This will require development of a data management system to manage and analyze these data on a regional basis (e.g., via a BASMAA regional project).

The conceptual process to refine the value of each term of Equation 1 is outlined below along with the associated data collection needs. Refining the terms in Equation 1 will also help to address some of the recommendations in the Klosterhaus et al. (2011) study that were summarized earlier.

### **Term No. 1 – Number of Applicable Structures Demolished per Year**

#### **Background**

LWA et al. (2006) estimated that 1,070 buildings are demolished in the Bay Area annually by scaling national data based on population. It was then assumed that 10% of the demolished buildings (107 buildings/year) were built, repainted or re-caulked from 1950 to 1975.

The SFEI study reported a medium estimate of 521 building demolitions per year in commercial and industrial land uses in the study area, based on Bay Area Air Quality Management District (BAAQMD) asbestos abatement permitting data.<sup>2</sup> The SFEI study also reported the following medium estimates:

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<sup>2</sup> The BAAQMD regulations require that a "J Number" be applied for and obtained before applying for a building permit for demolition of an existing structure or renovations removing greater than 100 square feet of asbestos material within the San Francisco Bay air basin.

46% of the demolished buildings were built between 1950 and 1980 and 36% had PCBs concentration in caulks/sealants greater than 50 ppm (Klosterhaus et al. 2011). Multiplying (521) x (0.46) x (0.36) results in an estimated 86 commercial and industrial buildings demolished per year that were built between 1950 and 1980 and had PCBs concentration in caulks/sealants greater than 50 ppm.

Based upon information in the SFEI study, and considering that the scope of the Program is limited to exclude wood frame buildings, the MRP Fact Sheet assumed 50 applicable structures are demolished per year in the Bay Area (SFBRWQCB 2015).

#### Conceptual Process for Refinement

As part of the new programs to manage PCBs-containing materials during building demolition, which are required to go into effect as of July 1, 2019, demolition permit applicants will be informed that their project is subject to the MRP Provision C.12.f requirements, necessitating an initial screening for priority PCBs-containing materials. The screening will require that applicants fill out a form with data that will determine whether or not the building was an applicable structure. Permittees should require that applicants submit a copy of these forms to BASMAA and/or the Bay Area countywide stormwater management programs. This will provide BASMAA and/or the Bay Area countywide stormwater management programs with the information needed to determine the number of applicable structures demolished each year, and compile and report this information.

#### **Term No. 2 – Average Mass of PCBs per Applicable Structure**

##### Background

As described previously, the SFEI study used a GIS-based approach to estimate the number, area, and volume of currently standing buildings in the study area that were built during the era of greatest PCBs use in caulk. Various assumptions, including the frequency of anticipated PCBs detection, PCBs concentrations in caulk, average mass of caulk per unit building volume, and average building volume, were then applied to calculate an estimate of the total PCBs mass in building caulk in the study area. The evaluation resulted in a mid-range estimate of 10,500 kg PCBs in caulk in buildings located in the study area (low and high estimates were 767 and 46,000 kg, respectively), which equated to an average of 4.7 kg PCBs per building (low and high estimates were 0.6 and 16 kg per building, respectively). The estimate included caulk located on both the interior and exterior of buildings (Klosterhaus et al. 2011). Based upon the information in the SFEI study, the MRP Fact Sheet assumed an average applicable structure in the Bay Area contains 5 kg of PCBs (SFBRWQCB 2015).

##### Conceptual Process for Refinement

Tasks 1 and 3 of this BASMAA regional project identified five priority materials to be assessed for in applicable structures before demolition, as part of the initial screening for priority PCBs-containing materials. Demolition project applicants should be required to characterize the concentrations of PCBs in each of the five priority building materials (if present), using either existing information specific to the building or the pre-demolition building assessment protocol developed via Task 3 of this BASMAA regional project (BASMAA 2018). When the PCBs concentration is  $\geq 50$  ppm, applicants should also be required to report the estimated amount of each priority material in the applicable structure in either linear feet (for caulking or rubber window gaskets) or square feet (for mastics/adhesives or insulation). Thus the screening process should require that for applicable structures, applicants fill out a form with the PCBs concentration in each priority material and, when the PCBs concentration is  $\geq 50$  ppm, the

estimated amount of that material. Permittees should require that applicants submit a copy of these forms to BASMAA and/or the Bay Area countywide stormwater management programs.

The mass of each priority material in each applicable structure will then be calculated (e.g., via a BASMAA regional project) by multiplying the mass of each priority material in the building by the PCBs concentration in that material. This calculation will require developing conversion factors (e.g., via a BASMAA regional project) that provide the estimated mass of material per linear foot (i.e., for caulking or rubber window gaskets) or square foot (i.e., for mastics/adhesives or insulation). An estimated average mass of PCBs per applicable structure should then be calculated (e.g., via a BASMAA regional project).

It should also be noted that if there are areas with buildings with a relatively high mass of PCBs compared to the regional average, Permittees should have the flexibility to apply Equation 1 at the site, Permittee, or county scale, rather than the regional scale, using local data for Term 2, if sufficient local data are available to support that approach. This would potentially allow Permittees to claim a higher loads avoided credit for that area. Higher overall masses of PCBs per building could result from higher than usual concentrations of PCBs in building materials, a greater amount of PCBs-containing building materials than usual, or a combination of the two. Local cities or counties that use the data from the assessment methodology and data collection program to demonstrate relatively high masses of PCBs in demolished buildings would potentially be able to claim greater PCBs load reductions in their annual reports using Equation 1, with local data used to calculate the value for Term 2. The specific circumstances under which this approach would be applicable would need to be better defined during future MRP reissuances.

### **Term No. 3 – Average Fraction of PCBs that Enters MS4s Due to Demolition without Controls**

#### Background

The fate and transport of PCBs in building materials during and after demolition is a complex process that is not well documented or understood given the complex physicochemical properties of PCBs congeners, the varied behavior of building materials during demolition, and the various potential endpoints (disposal, recycling, releases to the environment at the site or during disposal/recycling).

The LWA (2006) cited a European study that described levels of PCBs in different waste streams generated during demolition of a 7-story building. BMPs were employed during the demolition to minimize releases of PCBs. Approximately 2.5 grams of PCBs were estimated to be lost to soil and 2 to 20 grams lost to water.

The SFEI study developed an estimate of the PCBs mass released to the environment (and presumably stormwater runoff) during the renovation and demolition of buildings with PCBs-containing caulk. The estimate assumed that BMPs for specifically managing PCBs in building materials were not implemented. The mid-range estimate of PCBs mass released from caulk to stormwater runoff during building demolition and renovation activities in the San Francisco Bay study area was 0.04 kg/year, with about 50% of the total PCBs mass released during renovations and 50% during demolitions. The authors noted that this is likely an underestimate because PCBs losses from caulk scraps that may be left behind at a demolition or renovation site were not included (Klosterhaus et al. 2011). In addition, as noted earlier, it seems likely that the SFEI study's use of a decontamination procedure at a remediation site where PCBs-containing caulking was removed from a building (Jansson et al. 2000) as a proxy for

building renovation and demolition could significantly underestimate releases of PCBs during the latter processes, contributing to the overall low bias of the 0.04 kg/year estimate.

The MRP Fact Sheet (SFBRWQCB 2015) assumed that on average one percent of the mass of PCBs in applicable structures enters MS4s due to demolition without controls (the term “controls” appears to refer to the proposed new demolition management program, not existing construction controls).

The one percent value presumably incorporates losses to environment both at the site and during disposal and recycling. Conceptually, this approach assumes that without controls, the post–demolition transport and fate of the PCBs–containing materials that were in the demolished building fall within three general categories:

1. Released during the demolition (e.g., as part of an initially airborne plume of small particles) and settled in a “halo” around the site. Any wash waters used during the demolition (e.g., during cleaning of equipment, onsite or offsite) that are not fully contained and treated or disposed of could also transport PCBs–containing materials to the MS4.
2. Removed from the site and disposed of as part of the general waste stream (e.g., at a landfill), with some fraction potentially released to the environment during the handling, transport, and disposal process (e.g., during transportation of waste materials by truck to a landfill).
3. Removed from the site with recycled materials, with some fraction potentially released to the environment during the handling, transport, and recycling process (e.g., during transportation of waste materials by truck to a transfer station or recycling facility) or returned to the environment with recycled materials.

The Fact Sheet methodology assumes that all PCBs–containing materials released into the environment via any of the above three categories eventually enter the MS4. For example, permanent storage in onsite or offsite pervious areas is assumed to be negligible. All three transport and fate categories are presumably incorporated into the third term of Equation 1, the average fraction of PCBs that enters MS4s due to demolition without controls.

The Fact Sheet methodology also assumes that the effectiveness of any existing controls (e.g., proper offsite disposal of PCBs–containing materials, erosion and sediment controls, and other routine construction site controls) is incorporated into the third term of Equation 1.

#### Conceptual Process for Refinement

BASMAA and/or the Bay Area countywide stormwater management programs should conduct a literature and information review to search for any additional available data regarding PCBs release during demolition. This could include data from older studies that the project team is not currently aware of and/or data from any recent new studies.

One area that should be explored during the literature and information review is site remediation documentation submitted to the Regional Water Board, California Department of Toxic Substances Control (DTSC), or USEPA. Parties responsible for the remediation of sites with elevated levels of PCBs are often required, under the Resource Conservation and Recovery Act (RCRA) or the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Toxic Substances Control Act (TSCA), or California hazardous waste laws, to sample and analyze various materials or substrates across the site and downstream of the site. Remediation site work plans or site characterization reports may

include characterization of media (e.g., water, soils, sediments) impacted by a known PCBs source area (e.g., where PCBs-containing building materials are handled) and enters the MS4 at a downstream location, onsite or offsite. Characterization data that includes PCBs concentrations and other analytes that could potentially be used as a surrogate for PCBs may be most useful. The evaluation should focus on the subset of these remediation sites that may be most relevant in terms of the pollutants present and transport pathways to the MS4, such as metal shredding and concrete recycling operations.

Another area to explore during the literature and information review is whether disposal and/or recycling practices have improved in recent years such that less PCBs would be lost to the environment via these pathways. If so, MRP Permittees should attempt to quantify and take credit for the additional load avoided.

#### **Term No. 4 – Average Fraction of PCBs Prevented by Controls from Entering MS4**

##### Background

There is very limited information readily available on the effectiveness of controls to manage PCBs during building demolition. Sweden and Switzerland have programs for the management of PCBs-containing building materials, including caulk. Two studies in Sweden estimated that more than 99% of the PCBs contained in caulk were captured following the implementation of activities that specifically targeted the prevention of PCBs release to the environment. Most of the PCBs were captured via the removal of the caulk from the building through abatement-related activities. These activities included using high power vacuums during the grinding and cutting processes and power washing, which resulted in approximately 0.03% of the total PCB mass in the caulk entering stormwater runoff. PCBs were also released to the air, mainly as a result of the use of high temperature tools and/or heat generated during demolition or renovation activities (Sundahl et al. 1999; Jansson et al. 2000; Astebro et al. 2000).

The MRP Fact Sheet (SFBRWQCB 2015) assumed that demolition controls would be, on average, 80% effective at preventing PCBs from entering the MS4 (Equation 1). The term “controls” presumably refers to the proposed new demolition management program, not existing construction controls. The new program in the Bay Area will likely focus on removing caulk and other priority PCBs-containing building materials before demolitions. It seems reasonable that the overall assumed effectiveness of the anticipated Bay Area program (i.e., 80%) would be lower than that observed during the Swedish studies (greater than 99%) given the much larger scale of the Bay Area program and that all PCBs-containing materials are considered in the 80% estimate, not just caulk (i.e., initially, lower-priority PCBs-containing building materials will not necessarily be assessed for and removed in the Bay Area).

##### Conceptual Process for Refinement

BASMAA and/or the Bay Area countywide stormwater management programs should conduct a literature and information review to search for any additional available data regarding the effectiveness of controls to manage PCBs during building demolition. This could include data from older studies that the project team is not currently aware of and/or data from any recent new studies.

The new Bay Area demolition control program will not initially assess lower-priority PCBs-containing building materials before demolition. Instead, the initial focus will be on the five priority building materials identified in Task 1 of this BASMAA regional project, per the pre-demolition building assessment protocol developed via Task 3 of this project (BASMAA 2018). One concept that should be explored during the literature and information review is whether an approximate estimate could be

developed for the ratio of the average mass of PCBs in the five priority materials per building to the total average mass per building of PCBs in all of the PCBs-containing materials. This ratio would represent a rough estimate of the fraction of the total PCBs mass in the building removed by the new demolition control program and inform initial effectiveness estimates. This type of analysis might also help Permittees evaluate the cost-effectiveness of eventually including additional materials on the list of priority materials in the assessment protocol. If deemed cost-effective, these additional materials could be included in the protocol and targeted for removal if concentrations of PCBs exceed 50 ppm, which would achieve additional loads avoided.

## **NEXT STEPS**

A conceptual approach is outlined above to assist Permittees with developing an assessment methodology and data collection program to quantify reductions in PCBs loads to MS4s through the new programs for controlling PCBs during demolition of applicable structures, which are required to go into effect as of July 1, 2019. In summary, Permittees will inform demolition permit applicants that their project is subject to the MRP Provision C.12.f requirements, necessitating an initial screening for priority PCBs-containing materials. The screening will require that applicants fill out a form with data that will determine whether or not the building was an applicable structure, and the estimated amount of each priority material in either linear feet (for caulking or rubber window gaskets) or square feet (for mastics/adhesives or insulation) in applicable structures. Permittees should require that applicants submit a copy of these completed forms to BASMAA and/or the Bay Area countywide stormwater management programs. This will provide BASMAA and/or the Bay Area countywide stormwater management programs with the information needed to determine the number of applicable structures demolished each year and the estimated mass of PCBs in priority building materials in each applicable structure, and compile and report these data (as part of MRP Annual Reports). In addition, BASMAA and/or the Bay Area countywide stormwater management programs should:

- Develop a process and regional data management system for collecting, compiling and evaluating the data generated by the new demolition control programs at the regional level.
- Conduct a literature and information review to search for any additional available data regarding (1) PCBs release to the environment during demolition and (2) the effectiveness of controls to manage PCBs during building demolition. The review should include exploring whether an approximate estimate can be developed for the ratio of the average mass of PCBs in the five priority materials per building to the total average mass of PCBs in all of the PCBs-containing materials per building. Another area to explore is whether disposal and/or recycling practices have improved in recent years such that less PCBs would be lost to the environment via these pathways. Finally, the review should also explore PCBs concentration data from storm drains sediment and soil samples collected from some demolition project sites with EPA involvement (however, EPA has noted that these PCBs concentration data in soils and in storm drain inlets or catch basins are extremely variable and very site-specific).

It is anticipated that Permittees will collect and evaluate the above data during the next permit term (i.e., "MRP 3.0") and that the results may inform crediting PCBs load reductions from MS4s during the following permit term (i.e., "MRP 4.0"). It should also be noted that Permittee efforts to quantify reductions in PCBs loads to MS4s through the new programs for controlling PCBs during demolition will be conducted in the overall context of completing reasonable assurance analyses (RAAs). For example, RAA-related efforts will include an upcoming BASMAA regional project entitled "Refined Source Control Load Reduction Accounting for RAA." This project will support revisions to the current Interim

Accounting Methodology for estimating load reductions from managing PCBs in building materials during demolition and other source control measures (e.g., source property identification and abatement, enhanced operations and maintenance).

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## APPENDIX D – City Documents & Forms

- Applicant Permit Packet
  - PCB Demolition Permit Program Pre-Notification Letter (available for projects during entitlement phase)
  - PCB Demolition Permit Program COAs
  - Demolition & Construction BMPs Plan Sheet
  - PCBs Screening Application Form (BASMAA)
- Municipal Staff Resources and Training Materials
  - PCB Demolition Permit Program Tracking Table
  - PCB Demolition Permit Program Inspection Form
- Staff Training
  - Initial Training: BASMAA Staff Training Power Point Presentation
  - Annual Training Documentation Form



## TOWN OF COLMA Public Works / Engineer Department

1198 El Camino Real • Colma, CA 94014  
Main: (650) 757-8888 • Fax: (650) 997-8308

EFFECTIVE DATE: July 1, 2019  
TO: Demolition Site Operations, Property Owners, Applicants, Contractors and Developers  
FROM: Stormwater Program Manager/Coordinator  
SUBJECT: Demolition Site Controls for Sediment, Erosion Control and Best Management Practices (BMPs) Implementation Notice

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This memo serves as a reminder of the responsibility for stormwater and runoff pollution prevention, including BMP implementation, in accordance with the local and state NPDES stormwater regulations (required under the Federal Clean Water Act). This is applicable for all demolition activities.

**All** projects under demolition must provide effective stormwater pollution control measures, which at a minimum to address:

#### Erosion Control

- Coverage of exposed slopes and open graded areas (seeding, blanket, tackified straw)
- Flow/energy dissipator (check dams, terracing, splash blocks, etc.)

#### Airborne Releases and Sediment Control

- Dirt and mud tracking controls and clean-up (non-stormwater is not allowed from the site onto streets)
- Perimeter control to prevent soil/sediment transport, run-on and run-off
- Dust Control(s)

#### Site Management and Housekeeping Practices

- Cover/protection of construction materials and equipment on-site from rain and runoff (e.g. dirt mounds, materials, paints, machinery, vehicles, etc.)
- Trash and litter in closed containers
- Protection of on-site storm drains and inlets
- Protection of public catch basins in the drainage flow from the project

#### Non-Stormwater Management

- Dewatering, foundation pumping, sprinkler testing, pool water discharge activities
- Oil, diesel and petroleum product drippings from vehicles and equipment
- Fueling areas must be protected from rain and without leakage

In addition, projects disturbing >1 acre must apply (submit NOI) and comply with the State's General Construction Permit. At minimum, the required NOI and SWPPP (Stormwater Pollution Prevention Plan) must be available onsite and the site's Stormwater Management Plan Contact Information on file at the Town of Colma Public Works Department, 1198 El Camino Real, Colma, CA 94014.

Any uncontrolled release of sediment or pollution into waters of the State is a serious violation and may result in further enforcement by the Regional Water Quality Control Board (RWQCB). For any questions and additional information, please contact the Public Works Department at (650) 757-8888.



# STANDARD CONDITIONS OF APPROVAL

Please check the box next to your Department and sign your name, circle the number for each of the conditions to be imposed on the project. Do not worry if you mark a condition that may be duplicated by another Department. You may make minor wording changes in a condition by handwriting them in and flagging that condition with a star in the left-hand margin. Alternatively, you may provide the alternative wording as a typed attachment, noting in the left-hand margin that alternative wording is attached.

- PLANNING                      Staff Contact: \_\_\_\_\_
- ENGINEERING                Staff Contact: \_\_\_\_\_
- BUILDING                     Staff Contact: \_\_\_\_\_
- FIRE                            Staff Contact: \_\_\_\_\_
- POLICE                        Staff Contact: \_\_\_\_\_

## **A. Standard Conditions to be Included in all Project Approvals**

1. Approved Project. This approval is based on the project as presented in the following documents, which are on file in the office of the City Planner:
  - a. Plans titled \_\_\_\_\_ prepared by \_\_\_\_\_ [name], dated \_\_\_\_\_, revised through \_\_\_\_\_(date), consisting of \_\_ pages [sheets] and marked Exhibit "A."
  - b. Project narrative titled \_\_\_\_\_ prepared by \_\_\_\_\_ [name], dated consisting of \_\_ pages [sheets] and marked Exhibit "B."
  - c. Exterior colors and materials board [describe] and marked Exhibit "C."
  - d. [Any other documents that are pertinent, such as geotechnical, soils, biology, or cultural resources submittals – list and assign an Exhibit designation]

All plans submitted for [building/ grading/ demolition] permits and subsequent development, construction, operation and use on the site shall be in substantial compliance with these documents, subject to the changes and conditions set out herein.

3. Outdoor Storage. Outdoor storage areas for oils, fuels, solvents, coolant, and other chemicals shall be designed to provide secondary containment such as berms and roof covers. Process equipment sited outdoors shall be placed on an impermeable surface and covered. Property owners/associations shall implement a regular program of sweeping and litter control at these sites.
4. Recycling of Demolition/Construction Debris. No less than [percent] of demolition/construction debris shall be recycled rather than going into landfill. The permittee shall be responsible for submitting documentation satisfactory to the City demonstrating compliance with this requirement.
5. Survey Required for Building Demolition. Prior to the issuance of a demolition permit or the demolition of a portion of a building as part of remodeling or constructing an addition, a survey of the building shall be conducted by a qualified professional for the presence of hazardous materials, such as lead-based paint, asbestos, PCBs or mercury (fluorescent light fixtures).
6. Abatement of Hazardous Building Materials. All hazardous building materials such as lead-based paint, identified asbestos hazards, PCB containing materials or fluorescent lighting fixtures shall be abated by a certified contractor(s) in accordance with local, state, and federal requirements prior to demolition or alteration of these structures. The findings of the abatement activities shall be documented by a qualified environmental professional(s) and submitted to the City prior to the City issuing a building demolition permit.
7. Implementation of Stormwater and Storm Drain System Protection BMPs before and during demolition (full or partial); At the conclusion of demolition activities all BMP materials must be removed, disposed and replaced prior to resuming construction activities

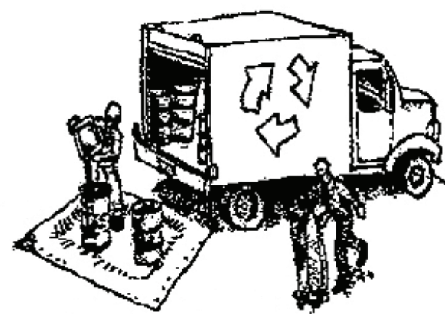
## **H. Conditions Applicable to Construction**

1. Construction Plans. The conditions of approval shall be reproduced on the first page of the plans submitted for demolition, grading or building permits. Additional pages may be used if necessary. At least one copy of the stamped approved plans, along with the Approval Letter and Conditions of Approval and/or mitigations, shall be available for review at the job site at all times.
2. Use of Temporary Power Poles. Applicant shall use temporary power poles instead of generators where feasible.
3. Posting of Construction Information. Prior to commencing any work on the project, including demolition or grading work, the permittee shall post on the project site in clear view of the public right-of-way, a sign indicating the hours of construction and a phone number of the permittee to call for noise complaints.
4. Vector Control. Prior to commencing any grading or building demolition, the permittee shall consult with County Environmental Health regarding vector control to reduce the displacement of mice and rats from the project site to adjacent properties. The permittee shall carry out a program of vector reduction within 30 days prior to commencing

# Demolition and Construction Best Management Practices (BMPs)

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

## Materials & Waste Management



### Non-Hazardous Materials

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

### Hazardous Materials

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

### Waste Management

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

### Construction Entrances and Perimeter

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

## Equipment Management & Spill Control



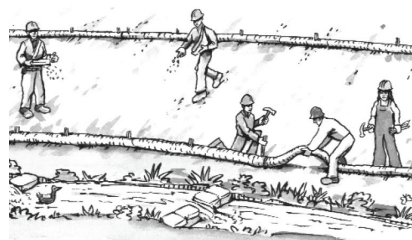
### Maintenance and Parking

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

### Spill Prevention and Control

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

## Earthmoving



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

### Contaminated Soils

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

## Paving/Asphalt Work



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

### Sawcutting & Asphalt/Concrete Removal

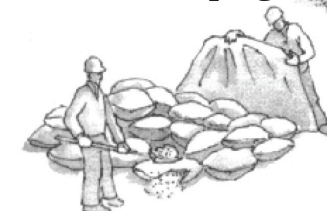
- ❑ Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- ❑ Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work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

## Concrete, Grout & Mortar Application



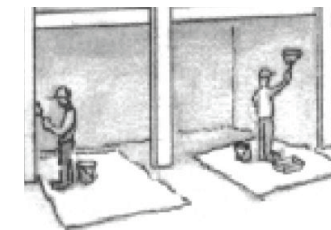
- ❑ Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- ❑ Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that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

## Landscaping



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

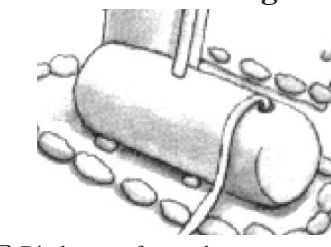
## Painting & Paint Removal



### Painting Cleanup and Removal

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

## Dewatering



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

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

This screening process is part of a program for water quality protection and was designed in accordance with requirements in the Bay Area regional municipal stormwater NPDES permit (referred to as the Municipal Regional Permit). This process **does not** address other environmental programs or regulations (e.g., PCBs regulations under the Toxic Substances Control Act (TSCA); federal, state, or local regulations for hazardous material handling and hazardous waste disposal; health and safety practices to mitigate human exposure to PCBs or other hazardous materials; recycling mandates; or abatement at sites with PCBs or other contaminants). **The applicant is responsible for knowing and complying with all relevant laws and regulations. See Notices to Applicants section in the Applicant Instructions and at the end of this form.**

**Complete all applicable parts of the PCBs Screening Assessment Form and submit with your demolition permit application.**

**All Applicants must complete Part 1 and Part 2.**

Part 1. Owner/Consultant and project information		
Owner Information		
Name		
Address		
City	State	Zip
Contact (Agent)		
Phone	Email	
Consultant Information		
Firm Name		
Address		
City	State	Zip
Contact Person		
Phone	Email	
Project Location		
Address		
City	State CA	Zip
APN (s)		
Year Building was Built	Type of Construction	
Estimated Demolition Date		



**Part 2. Is building subject to the PCBs screening requirement based on type, use, and age of the building?**

2.a Is the building to be demolished wood framed and/or single family residential?  Yes  No

If the answer to question 2.a is **Yes**, the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **No**, continue to Question 2.b.

2.b Was the building to be demolished constructed or remodeled between January 1, 1950 and December 31, 1980?  Yes  No

➤ If the answer to Question 2.b is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, continue to Question 2.c.

2.c Is the proposed demolition a complete demolition of the building?  Yes  No

➤ If the answer to Question 2.c is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, complete Part 3.

**All applications affecting applicable structures and demolitions must complete Part 3 and the Part 3 Tables.**

**Part 3. Report concentrations of PCBs in priority building materials**

**Option 1.** Applicants conducted representative sampling and analysis of the priority building materials per the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

**Option 2.** Applicants possess existing sample results that are that are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

3.a Select option and report PCBs concentrations in the priority building materials and the source of data for each of the priority building materials. Provide the required supporting information

<input type="checkbox"/> Option 1 Conduct Representative Sampling <ul style="list-style-type: none"> <li>• Summarize results on Part 3 Tables; and</li> <li>• Provide the following supporting information:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Contractor’s report documenting the assessment results;</li> <li><input type="checkbox"/> QA/QC checklist (see Attachment C, section 3.2.4); and</li> <li><input type="checkbox"/> Copies of the analytical data reports.</li> </ul> </li> </ul>	<input type="checkbox"/> Option 2 Use Existing Sampling Records <ul style="list-style-type: none"> <li>• Summarize results on Part 3 Tables; and</li> <li>• Provide the following supporting information:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Contractor’s report/statement that the results are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition.</li> <li><input type="checkbox"/> Copies of the analytical data reports.</li> </ul> </li> </ul>
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**All Applicants must complete Part 4.**

**Part 4. Certification**

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handing and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Property Owner//Agent/Legal Representative)

Print/Type: \_\_\_\_\_  
 (Property Owner/Agent/Legal Representative Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Consultant Completing Application Form)

Print/Type: \_\_\_\_\_  
 (Consultant Completing Application Form)



Applicants that determine PCBs exist in building materials must follow applicable federal and state laws. This may include reporting to U.S. Environmental Protection Agency (USEPA), the San Francisco Bay Regional Water Quality Control Board, and the California Department of Toxic Substances Control (DTSC). These agencies may require additional sampling and abatement of PCBs. Depending on the approach for sampling and removing building materials containing PCBs, you may need to notify or seek advance approval from USEPA before building demolition. Even in circumstances where advance notification to or approval from USEPA is not required before the demolition activity, the disposal of PCBs waste is regulated under TSCA and the California Code of Regulations. (See Note 1)

**Note 1 - Federal and State Regulations**

Building materials containing PCBs at or above 50 ppm that were manufactured with PCBs (e.g., caulk, joint sealants, paint) fall under the category of PCBs bulk product wastes. See 40 Code of Federal Regulations (CFR) 761.3 for a definition of PCBs bulk product wastes.

Building materials such as concrete, brick, metal contaminated with PCBs are PCBs remediation wastes (e.g., concrete contaminated with PCBs from caulk that contains PCBs). 40 CFR 761.3 defines PCBs remediation wastes.

Disposal of PCBs wastes are subject to TSCA requirements such as manifesting of the waste for transportation and disposal. See 40 CFR 761 and 40 CFR 761, Subpart K.

TSCA-regulated does not equate solely to materials containing PCBs at or above 50 ppm. There are circumstances in which materials containing PCBs below 50 ppm are subject to regulation under TSCA. See 40 CFR 761.61(a)(5)(i)(B)(2)(ii).

Disposal of PCBs wastes are subject to California Code of Regulations (CCR) Title 22, Section Division 4.5, Chapter 12, Standards Applicable to Hazardous Waste Generators.

California hazardous waste regulatory levels for PCBs are 5 ppm based on the Soluble Threshold Limit Concentration test and 50 ppm based on the Total Threshold Limit Concentration test, see CCR, Title 22, Section 66261.24, Table III.

Agency	Contact	Useful Links
US Environmental Protection Agency	Steve Armann (415) 972-3352 <a href="mailto:armann.steve@epa.gov">armann.steve@epa.gov</a>	<a href="https://www.epa.gov/pcbs">https://www.epa.gov/pcbs</a> (EPA PCBs website)  <a href="https://www.epa.gov/pcbs/questions-and-answers-about-polychlorinated-biphenyls-pcbs-building-materials">https://www.epa.gov/pcbs/questions-and-answers-about-polychlorinated-biphenyls-pcbs-building-materials</a> (PCBs in Building Materials Fact Sheet and Q/A Document)  <a href="https://www.epa.gov/pcbs/pcb-facility-approval-streamlining-toolbox-fast-streamlining-cleanup-approval-process">https://www.epa.gov/pcbs/pcb-facility-approval-streamlining-toolbox-fast-streamlining-cleanup-approval-process</a> (USEPA PCB Facility Approval Streamlining Toolbox (PCB FAST))  <a href="https://www.epa.gov/pcbs/polychlorinated-biphenyls-pcbs-building-materials#Test-Methods">https://www.epa.gov/pcbs/polychlorinated-biphenyls-pcbs-building-materials#Test-Methods</a> (See Information for Contractors Working in Older Buildings that May Contain PCBs)
San Francisco Bay Regional Water Quality Control Board	Jan O'Hara (510) 622-5681 <a href="mailto:Janet.O'Hara@waterboards.ca.gov">Janet.O'Hara@waterboards.ca.gov</a>  Cheryl Prowell (510) 622-2408 <a href="mailto:Cheryl.Prowell@waterboards.ca.gov">Cheryl.Prowell@waterboards.ca.gov</a>	<a href="https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/sfbaypcbstmtl.shtml">https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/sfbaypcbstmtl.shtml</a>  <a href="https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/sitecleanupprogram.html">https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/sitecleanupprogram.html</a>
Department of Toxic Substances Control	Regulatory Assistance Office 1-800-72TOXIC <a href="mailto:RAO@dtsc.ca.gov">RAO@dtsc.ca.gov</a>	<a href="http://www.dtsc.ca.gov/SiteCleanup/Brownfields/upload/PUB_SMP_Guide-to-Selecting-a-Consultant.pdf">http://www.dtsc.ca.gov/SiteCleanup/Brownfields/upload/PUB_SMP_Guide-to-Selecting-a-Consultant.pdf</a>
California Division of Occupational Safety and Health (Cal/OSHA)	CalOSHA Consultations Services 1-800-963-9424	<a href="https://www.dir.ca.gov/dosh/consultation.html">https://www.dir.ca.gov/dosh/consultation.html</a>

**Part 3 Caulk Applications Table**

**Column 1.** Report all PCBs concentrations for each homogenous area of caulking area (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

**Column 2.** Complete for each concentration  $\geq 50$  ppm

<u>Caulk Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i> <u>Caulk Sample 1</u>	<u>320</u>	<u>48</u>	Linear Feet
1. _____	_____	_____	Linear Feet
2. _____	_____	_____	Linear Feet
3. _____	_____	_____	Linear Feet
4. _____	_____	_____	Linear Feet
5. _____	_____	_____	Linear Feet
6. _____	_____	_____	Linear Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Linear Feet
9. _____	_____	_____	Linear Feet
10. _____	_____	_____	Linear Feet

*Duplicate page if additional space is needed.*

**Part 3 Fiberglass Insulation Applications Table**

**Column 1.** Report all PCBs concentrations for each homogenous area of fiberglass insulation (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

**Column 2.** Complete for each concentration  $\geq 50$  mg/kg

<u>Fiberglass Insulation Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Fiberglass Insulation Sample 1</i>	78	86	Square Feet
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Square Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

The area of insulation wrapped around a pipe may be estimated using the following formula:

Area (square feet) =  $2\pi rh$ ; where  $r$  is the pipe radius (feet) and  $h$  is the pipe length (feet).

Duplicate page if additional space is needed.

**Part 3 Thermal Insulation Applications Table**

**Column 1.** Report all PCBs concentrations for each homogenous area of thermal insulation (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

**Column 2.** Complete for each concentration  $\geq 50$  mg/kg

<u>Thermal Insulation Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Thermal Insulation Sample 1</i>	20	_____	Square Feet
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

The area of of insulation wrapped around a pipe may be estimated using the following formula:

Area (square feet) =  $2\pi rh$ , where  $r$  is the pipe radius (feet) and  $h$  is the pipe length (feet).

Duplicate page if additional space is needed.

**Part 3 Adhesive Mastic Applications Table**

**Column 1.** Report PCBs concentrations for each homogenous area of mastic (see Attachment C, Section 3.2.2. Use sample designators/descriptions from laboratory report.)

**Column 2.** Complete for each concentration  $\geq 50$  mg/kg

<u>Adhesive Mastic Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Adhesive Mastic Sample 1</i>	87.4	800	Square Feet
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

*Duplicate page if additional space is needed.*

**Part 3 Rubber Window Gasket Applications Table**

**Column 1.** Report PCBs concentrations for each gasket (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

**Column 2.** Complete for each concentration  $\geq 50$  mg/kg

<u>Rubber Window Gasket Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Window Gasket Sample 1</i>	70	75	Linear Feet
1. _____	_____	_____	Linear Feet
2. _____	_____	_____	Linear Feet
3. _____	_____	_____	Linear Feet
4. _____	_____	_____	Linear Feet
5. _____	_____	_____	Linear Feet
6. _____	_____	_____	Linear Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Linear Feet
9. _____	_____	_____	Linear Feet
10. _____	_____	_____	Linear Feet

*Duplicate page if additional space is needed.*

**Part 3 Other Materials Table**

**Column 1.** *Optional: Use this form to report PCBs concentration data from materials other than priority building materials. Report PCBs concentrations for each material and homogeneous area. Use sample designators/descriptions from laboratory report.*

**Column 2.** *Complete for each concentration  $\geq 50$  mg/kg*

<u>Material Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i>			
<i>Wall paint Sample 1</i>	<i>228</i>	<i>1500</i>	<i>Square Feet</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

*Duplicate page if additional space is needed.*

Demo Permit Running Total, Beginning 7/1/19

FY19-20 FY20-21 YTD Totals Comments

<b>Total Number of Demolition Permits Issues:</b>				
<b>Total Number of Applicable Structures*:</b> <small>*Built or Remodeled</small>				
<b>Total Number of Full Demolition Permits:</b>				

Permit#	Date of Permit	Site Address	Applicable Structure	Full Demo?	PCBs > 50ppm?	First Dates of Demo Activity [or NA]	Last Date of Demo Activity [or NA]	Mat'l Scrn Results Rec'd	Verif Doc Rec'd	Insp'n Form Done	BMP control methods			
											Airborne Release	Soil Erosion	Stw Runoff Protect/ Sediment Control	Vehicle Tracking
ID#A345	1/2/2019	EXAMPLE SITE #1	Y	Y	N	1/13/19	2/3/19				x	x	x	x
ID#A350	5/7/2019	EXAMPLE SITE #2	N	Y	NA	NA	NA	NA	NA	NA			x	
ID#A353	6/20/2019	EXAMPLE SITE#3	Y	N	NA	NA	NA	NA	NA	NA		x	x	
ID#A362	7/16/2019	EXAMPLE SITE#4	N	N	NA	NA	NA	NA	NA	NA			x	x
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PCB DEMO Permit Tracking\_Colma

Permit#	Date of Permit	Site Address	Applicable Structure	Full Demo?	For Sites "Screened In" = Applicable Structure + FULL Demo						BMP control methods			
					PCBs > 50ppm?	First Dates of Demo Activity [or NA ]	Last Date of Demo Activity [or NA ]	Mat'l Scrn Results Rec'd	Verif Doc Rec'd	Insp'n Form Done	Airborne Release	Soil Erosion	Stw Runoff Protect / Sediment Control	Vehicle Tracking
18														
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44														
<b>TOTAL</b>														



Town of Colma  
1198 El Camino Real  
Colma, CA 94014

**STORMWATER PROGRAM FIELD VERIFICATION INSPECTION FORM  
PCBs DEMOLITION PERMIT PROGRAM**

1. Inspection Date: \_\_\_\_\_ 1a. Demolition Start Date: \_\_\_\_\_ 1b. Demolition End Date: \_\_\_\_\_  
 2. Name of Project: \_\_\_\_\_ 2a. Demolition Permit No.: \_\_\_\_\_  
 3. Project Address: \_\_\_\_\_ 2b. Air Resource Board J No.: \_\_\_\_\_  
 4. Inspection Type:  Pre-Demo Work  Post-Demo Work\* \*NOTE: All CM/BMP materials must be removed, disposed of and replaced at completion of Demolition Activity, before Construction activities resume

**INSPECTION FINDINGS**

5. CONTROL MEASURES (CM):	(A / NM / P / NA)*	LOCATION ON-SITE/COMMENTS
<b>A. Vehicle Tracking</b>	<u>A</u> NM P NA	
<input type="checkbox"/> Stabilized Construction Entrance	<u>A</u> NM P NA	
<input type="checkbox"/> Street Sweeping	<u>A</u> NM P NA	
<input type="checkbox"/> Vehicle/ Equipment Washout	<u>A</u> NM P NA	
<b>B. Airborne Release</b>	<u>A</u> NM P NA	
<input type="checkbox"/> Dust Control	<u>A</u> NM P NA	
<input type="checkbox"/> Covered Stockpiles	<u>A</u> NM P NA	
<input type="checkbox"/> Sampling, if required	<u>A</u> NM P NA	
<b>C. Stormwater Runoff [Protection]</b>	<u>A</u> NM P NA	
<input type="checkbox"/> Wattles/Fiber Rolls /Compost	<u>A</u> NM P NA	
<input type="checkbox"/> Inlet Protection	<u>A</u> NM P NA	
<input type="checkbox"/> Check Dams/ Compost Berms	<u>A</u> NM P NA	
<input type="checkbox"/> Waste Management Isolation	<u>A</u> NM P NA	
<input type="checkbox"/> Sampling, if required	<u>A</u> NM P NA	
<b>D. Soil Erosion (post demolition)</b>	<u>A</u> NM P NA	
<input type="checkbox"/> Mulch/ Soil Covering	<u>A</u> NM P NA	
<input type="checkbox"/> Jute Netting/Fiber Blankets	<u>A</u> NM P NA	
<input type="checkbox"/> Hydroseed/Soil binder/ Compost	<u>A</u> NM P NA	
<input type="checkbox"/> Site/Tree Protection Fencing	<u>A</u> NM P NA	
<input type="checkbox"/> Riparian Area Barrier	<u>A</u> NM P NA	

\* A = Adequate, NM = Needs Maintenance, P = Problem(s), NA = Not Applicable

6. Is there an actual illicit discharge or evidence of illicit discharge into the storm drain or discharge point?  YES  NO

7. **ENFORCEMENT/FOLLOW-UP:** Date Problem First Identified: \_\_\_\_\_ Next Follow-Up Inspection Date: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Enforcement:  None/In Compliance  Verbal Warning  Notice of Violation  Notice to Comply  Stop Work  Administrative Fine

8. **RESOLUTION:**  Problem Fixed  Need More Time (include rationale in comments)  Escalate Enforcement Date resolve: \_\_\_/\_\_\_/\_\_\_  
 Was there rain with runoff after problem identified and before resolution?  YES  NO  Items corrected during inspection (see comments)  
 Comments: \_\_\_\_\_

9. Inspector's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Inspector's Name (Print): \_\_\_\_\_ Phone No.: \_\_\_\_\_

No one on site or no responsible person present.  
 Left report copy at site.

10. Name of Site Contact Person (Print): \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Site Contact Signature: \_\_\_\_\_ Job Title: \_\_\_\_\_ Date: \_\_\_\_\_



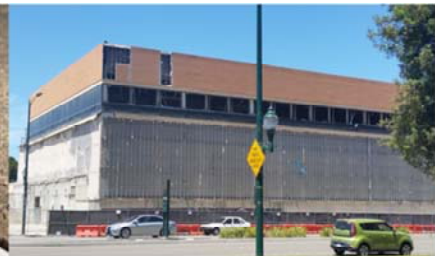
NOTES AND DEFINITIONS OF TERMS USED IN THE STORMWATER PROGRAM INSPECTION REPORT  
 PCB DEMOLITION PERMIT

<b>DEFINITIONS:</b>	
<b>Applicable Structures*</b>	Buildings constructed or remodeled between January 1, 1950 and December 31, 1980. Wood framed buildings and single-family residential buildings are not applicable structure regardless of the age of building.
<b>Buildings</b>	Structure with a roof and walls standing more or less permanently in one place. Buildings are intended for human habitation or occupancy.
<b>Demolition*</b>	Wrecking, razing or tearing down of any building. The definition is intended to be consistent with the demolition activities undertaken by contractors with a C-21 Building Moving/ Demolition Contractor's License
<b>National Pollutant Discharge Elimination System or NPDES permit</b>	A State issued permit, on behalf of USEPA, pursuant to Section 402 of the Clean Water Act, authorizing and/or regulating discharge and water quality of effluent to waters of the United States
<b>Priority (PCB Containing) Building Material*</b>	<b>Caulk:</b> Around: Windows or Window frames, Door frames; Expansion joints between concrete sections (e.g., floor segments)
	<b>Thermal insulation:</b> Around: <b>Fiberglass insulation:</b> HVAC systems, heaters, boilers, heated transfer piping; Inside walls or crawl spaces
	<b>Adhesive mastics:</b> Below: carpet and floor tiles, On/Under/Between Roofing materials and flashing
	<b>Rubber window gaskets:</b> Around Windows and Window frames
<b>Enforcement Response Plan (ERP)</b>	City's defined levels of enforcement escalation

\*Definitions and Terminology are taken from and consistent with BASMAA's *Managing PCBs-Containing Building Materials during Demolition: Guidance, Tools, Outreach and Training Documents*.

# Managing PCBs in Building Materials

## *Adoption and Implementation of MRP Requirements*



Municipal Staff Training – October 9, 2018

The Municipal Regional Permit (MRP) requires that all 76 cities, counties, and other permitted entities be ready to fully implement this program by July 1<sup>st</sup> 2019. To support that effort, BASMAA has completed model materials and guidance materials. Today we will discuss the MRP requirements, implementation steps, and the BASMAA support material.

## Goals for Today's Meeting

---

- Review why PCBs are a problem
- Review permit requirements from Regional Board
- Review the BASMAA-identified high priority building materials
- Introduce BASMAA tools and guidance
- Understand municipal steps for compliance
- Receive feedback on this training

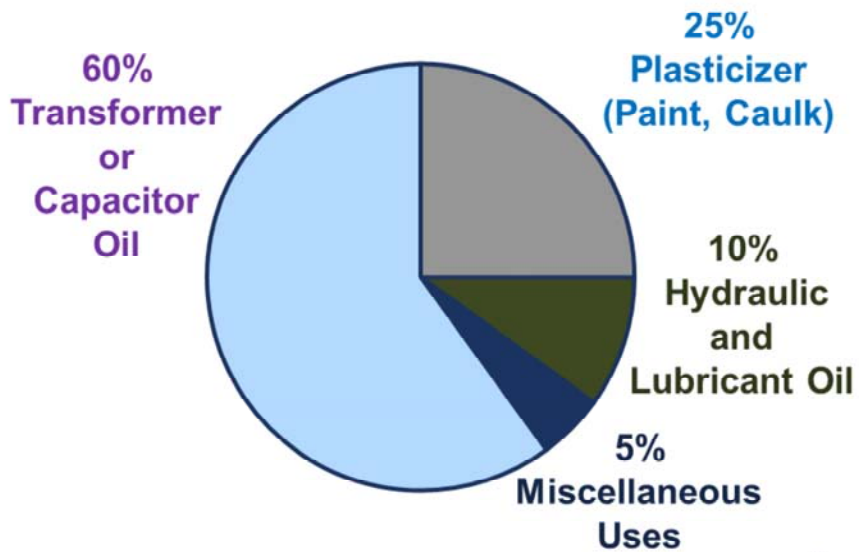
2

Here are the goals for today's meeting. A further goal for the October 9 workshop is to review this material to determine if this appears to be the right level of information for training of muni staff on the adoption and implementation of this new requirement.

**BASMAA is not fully developing the program, just providing guidance and tools. Every muni must adopt and implement themselves.**

## PCBs Were Manufactured From 1929 to 1979

Due to their chemical stability, PCBs were widely used during this period



3

Manufacturing of PCBs was discontinued in 1979.

## PCBs in the Bay May Impact Human Health

- San Francisco Bay is impaired by PCBs concentrations in fish
- Concentrations increase as you move up the food chain
- Exposure results in cancer risk and other health concerns



What is the problem with PCBs in San Francisco Bay?

Read bullet 1 - The impairment refers to sport fishing and wildlife habitats beneficial uses of the Bay.

Read bullet 2 - That is, predator species accumulate higher concentrations of PCBs in their bodies than are in the prey they consume.

Read bullet 3 - The main threat from PCBs results from the consumption of fish residing in the Bay. This consumption increases the risk of cancer to people who consume bay fish.



## Many Bay Fish Are Not Safe to Eat

**FISH SMART** in San Francisco Bay

Harmful chemicals like mercury and PCBs are in some fish in San Francisco Bay. **Women 18 - 45 years old and children should *only* eat the fish with less chemicals in them.**

有害化学物质诸如汞，多氯联苯等存在于三藩市海的某些鱼体内。妇女18 - 45岁和儿童应当只吃化学物质含量最少的鱼。

Algunos tipos de pescado de la Bahía de San Francisco contienen químicos dañinos como mercurio y PCBs. **Las mujeres de 18 a 45 años y los niños solo deben comer el pescado que contiene menos químicos.**

Learn more: [www.sfbayfish.org](http://www.sfbayfish.org) • (510) 622-3170

**EAT THIS**  
Less Chemicals

Jackmelt  
Brown rockfish  
Red rock crab  
California halibut  
Chinook (king) salmon

**NOT THIS**  
More Chemicals

Striped Bass  
Safe to eat for women over 45 and men  
Surfperches  
Sharks  
White croaker (Kingfish)  
White sturgeon

Fish consumption advisories led to the development of a pollution “diet” for PCBs known as a Total Maximum Daily Load (TMDL).

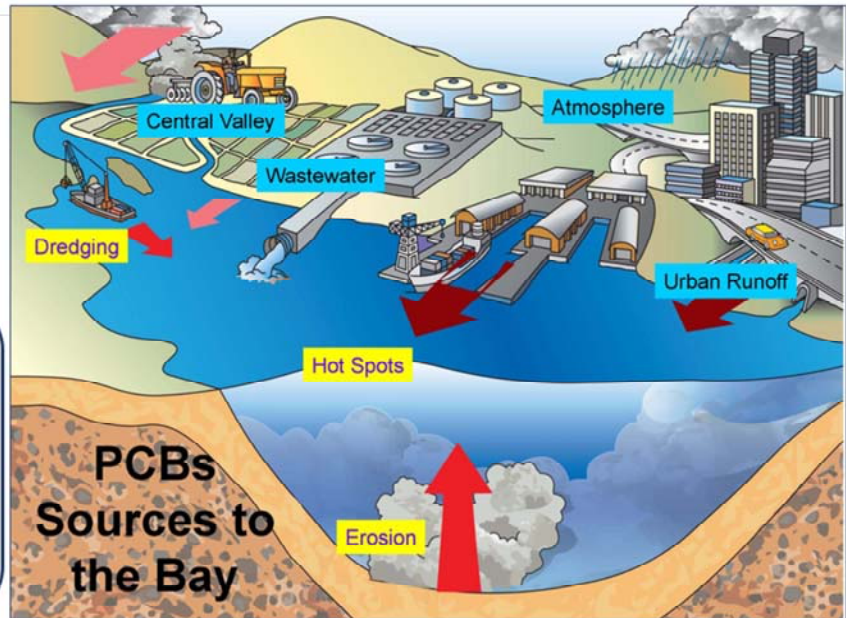
- Health advisory 1994, PCBs in certain fish that people like to catch from the Bay and eat.
- Under the Clean Water Act a water body that is not fishable, swimmable, or drinkable considered impaired.
- In Water Board speak, this means SF Bay is impaired by PCBs (it is not “fishable”)
- When a water body is “impaired” the CWA requires that the Water Board prepare a TMDL, which is a plan for reducing pollutants & achieving water quality objectives.
- In 2008, the Water Board completed that TMDL.
- That TMDL led to new requirements in stormwater permits



## The SF Bay TMDL Identified Many Legacy Sources

- The TMDL analyzed all legacy sources
- Stormwater was identified as the largest source

- TMDL seeks 90% reduction in stormwater sources
- Building demolition was identified as a major source to urban stormwater



6

Stormwater mobilizes residual PCBs from the watershed

Because PCBs are very stable, it is still contained and measurable in many materials

This is where our watershed may differ from others in the USA that are also impaired from PCBs. In our case, it is a highly urbanized area with sources that are unique to our location (e.g. shipping channel dredging).

We also have a Bay, rather than a river, as a receiving water, so that impacts whether PCBs in soil settle into the sediment or move/ travel downstream.

Building demolition was identified as a major source, in part based on a Bay Area building materials sampling study

40% of samples >50 ppm PCBs

20% of samples >10,000 ppm

Estimated stock of non-residential buildings building between 1954-74 6,300

Total PCBs in caulk  $\approx$  10,500 kg

Average PCBs/building  $\approx$  4.7 kg

Results were published in a scientific journal

Findings were consistent with other studies throughout the US and world

Results are published in a scientific journal.

Note that Toronto, which has a similar population to us, has an estimated 13,000 kg PCB mass in its building stock, a similar estimate.

## Numerous Actions Are Currently Underway to Improve Water Quality in SF Bay

- **Industry** and the **military** are cleaning up “hot-spot” sites
- **Dredgers** are testing Bay sediments and properly disposing of materials with high levels of PCBs
- Municipal **wastewater treatment** plant operators are using advanced methods to test for PCBs in treated wastewater
- **Municipalities** are reducing PCBs in runoff by:
  - Identifying source properties for abatement
  - Developing green infrastructure
  - Developing programs to manage PCBs in building materials during demolition

*Monitoring and data analysis will be used to review the underlying science and efficacy of this work.*

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Thus the demolition program is but one of a suite of efforts to improve water quality. These efforts are based on the science developed within the TMDL process. There will be ongoing monitoring and evaluations to review the science and the efficacy of this work (not only for the stormwater/demolition portion, but for all identified wasteload allocations). We greatly appreciate your cooperation in this effort and look forward to your continued engagement.

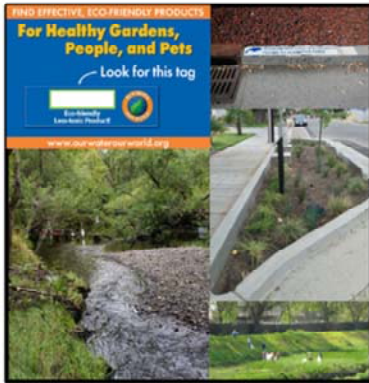
Note: PCBs cling to soil. That is what leads to many of these actions.

Pilots included: Evaluate managing PCBs in construction materials, such as caulk; ID areas with high PCB concentrations (in SM Co, only sites already in our databases were ID'd); Evaluate enhanced sediment removal and management practices for stormwater conveyances, such as city street sweeping, pump station cleaning; Evaluate on-site stormwater treatment retrofits; Evaluate diversion of dry weather flows and first flush runoff for treatment soil

## MRP Provision C.12.f: Manage PCBs-Containing Building Materials During Demolition

California Regional Water Quality Control Board  
San Francisco Bay Region  
Municipal Regional Stormwater NPDES Permit

Order No. R2-2015-0049  
NPDES Permit No. CAS612008  
November 19, 2015



- Develop protocol to manage PCBs-containing materials during demolition
  - Ensure PCBs are not discharged to storm drains when applicable buildings are demolished
  - Include a method for identifying applicable buildings prior to demolition
  - Provide for the necessary authority to implement the program
- Applicable to buildings constructed/remodeled between Jan 1, 1950 & Dec 31, 1980
  - The requirements do not apply to wood frame buildings or single family residences
- Program shall be implemented by July 1, 2019

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The key deadline of July 1<sup>st</sup> 2019 refers to the deadline for program to begin implementation. That means that prior to July 1<sup>st</sup>, each municipality must have:

- established legal authority through their city council or board of supervisors;
- trained appropriate building and planning staff;
- published application forms and instructions;
- and begun notifying applicants of the new requirement.





**Basic premise of new program is to remove PCBs before demolition:**

The building materials that contain PCBs are likely to remain attached to the structure when the wrecking ball arrives. Once the building is reduced to debris it is very difficult to keep the particles out of the storm drain and harder to keep dust from spreading to impervious surfaces where it will be washed into drains and the bay later.

The best way to stop the release of PCBs is to remove them in advance of building demolition.

Removing materials of concern prior to demolition has been used for other hazardous materials, such as asbestos.

## Each Program Will Require the Following Components

### Necessary Components of a Successful Program

A mechanism to establish municipal authority (e.g., ordinance, resolution or policy)

CEQA Notice of Exemption

Application package for demolition permit applicants (e.g., with forms, instructions and process flow chart)

A building survey protocol for applicants

A cost recovery mechanism to comply with MRP Provision C.12.f. (if desired)

A process to train relevant staff to implement the new program

A process to submit completed data forms to BASMAA and/or the countywide stormwater program

*BASMAA has prepared model documents to support all program components. We will walk through many of those today.*

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NOTE: That last step - the process to submit completed data forms to BASMAA and/or the countywide stormwater program – still needs to be worked out.

## BASMAA Developed Guidance and Support Materials

- Identified the high priority PCBs-containing building materials
- Developed a protocol for managing PCBs-containing materials during building demolition
- Developed model regulatory processes that can be incorporated into the building demolition permitting process

*Key project elements were vetted through a Technical Advisory Group that included representatives from EPA, DTSC, the Regional Board, industry, and municipalities.*



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Since these are regional requirements yet to be promulgated by 76 distinct jurisdictions, BASMAA sought to create a set of model documents that would promote regional consistency. Their methodology and work products were vetted by regulators, industry stakeholders, and municipal representatives.

## Key Definitions

---

### ■ Demolition

- Demolition means the wrecking, razing, or tearing down of any structure. The definition is intended to be consistent with the demolition activities under taken by contractors with a C-21 Building Moving/Demolition Contractor's License

### ■ Priority Building Materials

- Priority building materials are: caulk; thermal or fiberglass insulation; adhesive mastics; and rubber window gaskets

### ■ Applicable Structures

- Applicable structures are defined as structures built or remodeled between 1950 and 1980, except that wood framed structures and single-family residential structures are not applicable structure regardless of the age of the building

## Identifying High Priority PCBs-Containing Materials

- The BASMAA team reviewed 100+ literature references
  - 87 distinct PCBs-containing building materials were identified
- Sought to focus this regional program on the highest priority materials

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To identify these materials, an initial literature review was conducted to identify the full list of known PCBs-containing building materials and reported PCBs concentrations.

Consultants conducted a literature review of PCBs-containing materials

100+ references reviewed

87 building materials identified



## Five Priority Building Materials

### Caulk/Sealants/Adhesives:

- Caulk
- Rubber Window Gaskets
- Mastic

### Insulation:

- Thermal
- Fiberglass



Note that fluorescent light ballasts, polyurethane foam furniture, and Askarel fluid used in transformers, all of which may contain PCBs, are typically managed during pre-demolition activities under current regulations and programs that require removal of universal waste and outdated transformers. For this process it is assumed that those materials will be evaluated and managed under those existing programs.



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The materials were prioritized by developing six factors that relate to the load or mass of PCBs associated with the materials, the likelihood of the material to get into stormwater during the demolition process, and the relative difficulty to remove the material from the building. A spreadsheet was used to assign a score to each material based on the factors, which were evenly weighted. The materials were then ranked and the highest scoring materials selected.

Therefore, this program is only asking for information about the following types of building materials:

1. Caulks and Sealants:
  - a. Around windows or window frames;
  - b. Around door frames; and
  - c. Expansion joints between concrete sections (e.g., floor segments).
2. Thermal/Fiberglass Insulation and Other Insulating Materials:
  - a. Around HVAC systems,
  - b. Around heaters,
  - c. Around boilers,
  - d. Around heated transfer piping, and
  - e. Inside walls or crawls spaces.
3. Adhesive/Mastic:
  - a. Below carpet and floor tiles;
  - b. On, under, or between roofing materials and flashing.
4. Rubber Window Seals/Gaskets:
  - a. Around windows or window frames.

## Municipal Role in This Process

---

1. Establish legal authority
2. Notify applicants about new PCBs requirements
3. Review applicant submittals
  - Confirm permit application and information is complete before authorizing demolition
  - Work with applicants to make corrections and get any missing information
4. Submit copies of forms directly to the countywide programs or BASMAA for compiling, processing and reporting on the PCBs data per MRP requirements

Your role in the process is presented here as follows.

## Establishing Legal Authority

---

- Review your existing municipal codes (stormwater ordinance) and other pertinent conditions of approval, regulations and policies with your City Attorney or County Counsel
- Some municipalities may determine that they already have sufficient authority in their existing municipal code to authorize development of a new program to manage PCBs—containing building materials during demolition per MRP Provision C.12.f
- Pertinent section from the 1991 Model Stormwater Ordinance:

Discharge of Pollutants

*The discharge of non-stormwater discharges to the [City/County of \_\_\_\_] storm sewer system is prohibited. . . .*

## Options for Establishing Legal Authority

### ■ Ordinance Option

- This option entails adoption of an ordinance to manage PCBs-containing building materials during demolition by the Permittee's governing body (such as a City Council or County Board of Supervisors)

### ■ Resolution Option

- This option leverages existing municipal codes to adopt a program to manage PCBs-containing building materials during demolition through a resolution of the Permittee's governing body, which would approve the program and grant authority to develop the regulations for the program

### ■ Management Action Option

- Could be paired with an information item on an agenda at regular meeting of Permittee's governing body

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The **ordinance** would add requirements to an existing section of the Permittee's municipal code (or creates a new section in the code) related to:

- Building demolition permitting.
- Construction and demolition waste recycling.
- Stormwater management.

BASMAA has developed a model ordinance.

The **resolution** would grant authority to develop regulations via **the existing municipal code and**:

- An additional standard condition of approval for new development projects similar to an existing one requiring testing and abatement of lead and asbestos.
- Demolition permit language modifications.
- Changes to regulations for the recycling of construction and demolition waste management.

Changes to the stormwater management regulations and clarification that PCBs are one of the pollutants of concern covered under the Permittee's existing non-stormwater discharge section of the stormwater section of the municipal code.

BASMAA also developed a model resolution.

**Management Action Option** entails adoption of a program to manage PCBs-containing building materials during demolition through actions of the Permittee's managerial staff such as:

- An additional standard condition of approval per the resolution language above.
- Changes to the procedures of systems for processing waste management forms for construction and demolition debris on paper or web-based software (such as the proprietary web applications developed by Green Halo Systems that are used by some Permittees).
- Modifications to the processes for handling demolition permits.
- Directing staff to collect data related to managing PCBs during demolition activities and working with BASMAA to report the data to the Regional Water Board as required by the MRP.

## Start Communications Early

---

- Review materials with appropriate departments
  - Understand how to fuse this into current permitting
  - Understand roles
  - Review model documents and develop materials for your program
  
- Initiate Legal Authority actions with management staff, attorney and governing body
  - Select legal authority option
  - Obtain approval by governing body or City Manager/County Administrator in time to initiate program at the staff level by July 1, 2019

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Given the July 1<sup>st</sup> deadline, we recommend that you begin discussions within your agency as soon as possible.



## BASMAA Developed Model Materials to Support Program Components

Necessary Components of a Successful Program	Materials Developed by BASMAA
A mechanism to establish municipal authority (e.g., either an ordinance or resolution)	Model ordinance, resolution, and staff reports
CEQA Notice of Exemption	Model NOE
Application package for demolition permit applicants (e.g., with forms, instructions and process flow chart)	Model Applicant Package for demolition permit applicants including a model form, instructions and a process flow chart
A building survey protocol for applicants	See Appendix C of the BASMAA model Applicant Package
A cost recovery mechanism to comply with MRP Provision C.12.f (if desired)	Fiscal analysis estimated incremental cost for reviewing permit applications for <i>applicable structures</i> would be \$400
A process to train relevant staff to implement the new program	A staff training presentation with annotations for muni trainers
A process to submit completed data forms to BASMAA and/or the countywide stormwater program	N/A

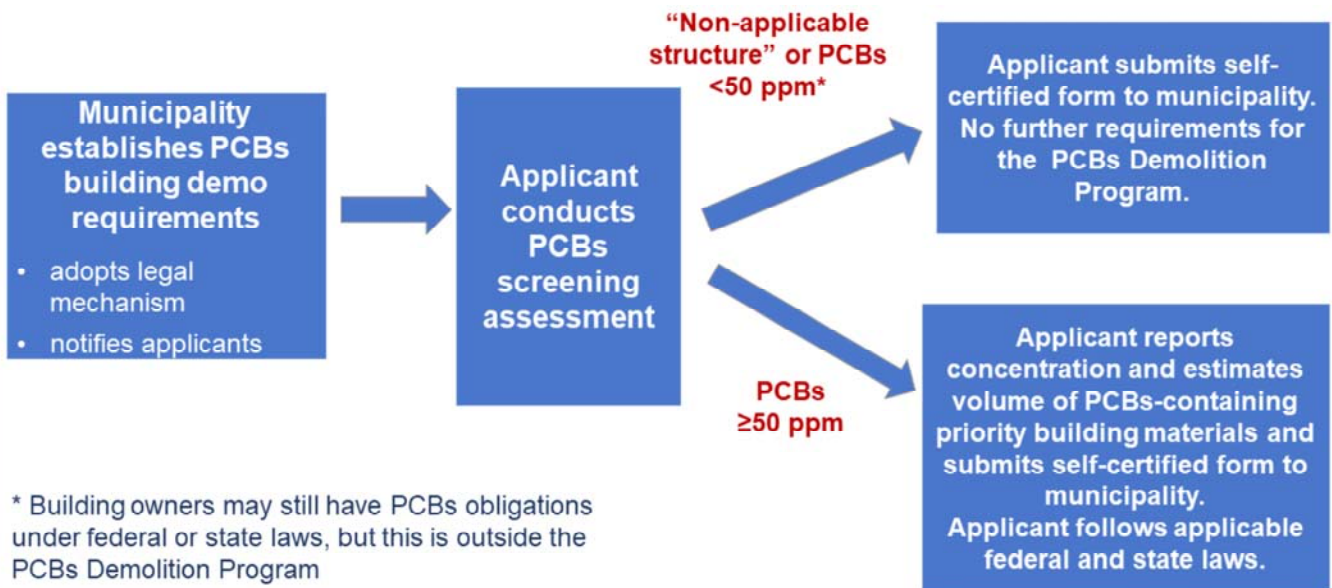
19

TRAINING item at the end: There is also a training PPT available for reaching out to industrial stakeholders.

Regarding CEQA:

under the provisions of CEQA Section 15308, the program to manage PCBs in building materials during demolition is found to be exempt from the environmental review requirements. Section 15308 of the State Guidelines for Implementation of the California Environmental Quality Act (CEQA) applies to actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment. No unacceptable negative impacts have been identified.

# Implementation Process Overview



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Here is a general overview of how this process with unfold.

Make sure applicable structure defined.

SPEAKER: notice that there are buildings which may require being tested (because they don't screen out) but that upon testing, if all samples are less than 50 ppm, they again screen-out.

## Applicant Role in the Process

---

- Completes and submits Assessment Form
  - Building is “screened out” – “non-applicable structure”; or PCBs <50 ppm
  - Building is “screened in” – found PCBs ≥50 ppm
- “Screened Out”
  - Demolition follows normal process
  - Building owners may still have PCBs obligations under federal or state laws, but this is outside the PCBs Demolition Program
- “Screened In”
  - Building owners follows state and federal laws regarding abatement and disposal of PCBs-containing materials and wastes

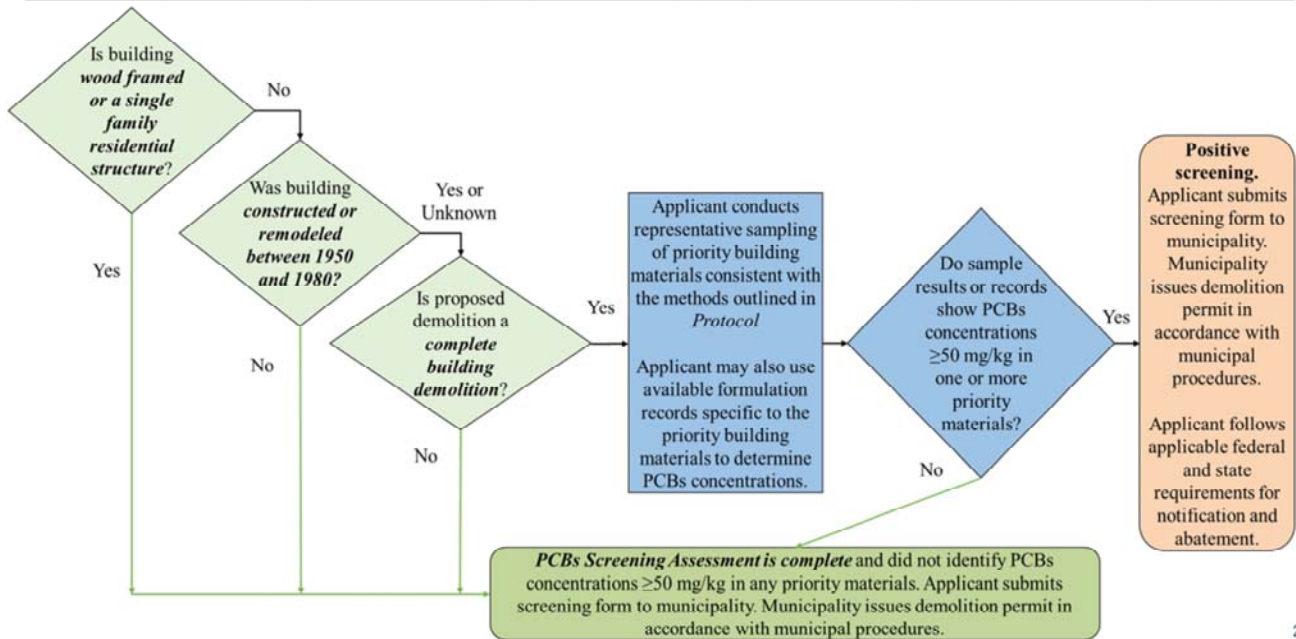
21

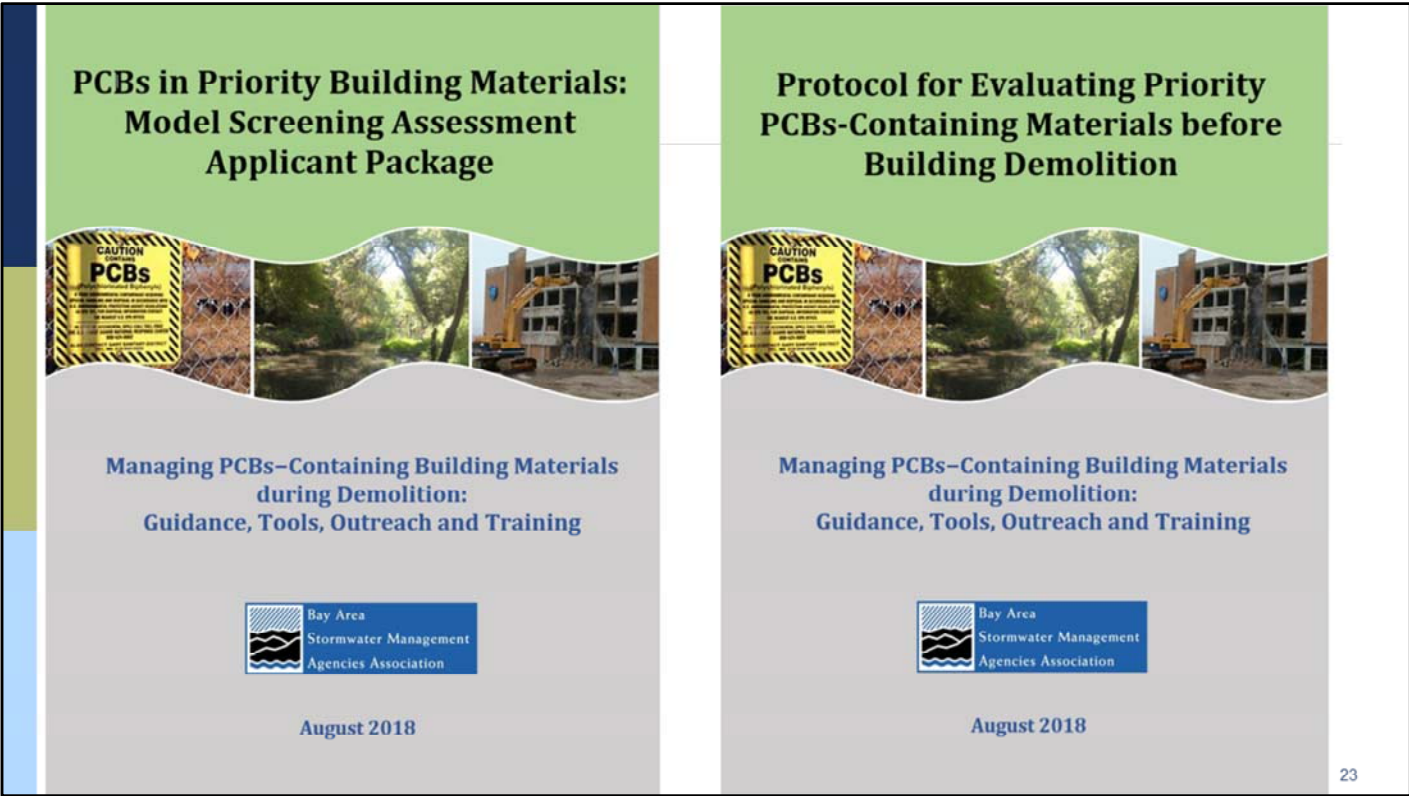
Next we will review the applicant role in the process. By applicant we mean the owner and their consultant for the property undergoing demolition.



# Steps For Applicants

## What They Must Consider and Do Prior to Obtaining Demolition Permit



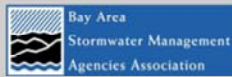


There are two companion documents available to walk you through the building assessment. One (on the left) is the application itself, which anyone planning a demolition within the affected jurisdictions must complete. The application package provides the instructions for all applicants. The second document (on the right) is the protocol for actually evaluating PCBs in priority materials. I will refer to this second document as “The Protocol”.

## PCBs in Priority Building Materials: Model Screening Assessment Applicant Package



Managing PCBs-Containing Building Materials  
during Demolition:  
Guidance, Tools, Outreach and Training



August 2018

## Applicant Package

- Process overview
  - Background information
- Applicant instructions
  - Direction on completing the form questions
- Process flow chart
- Assessment form (Application)
- Supporting information

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The model applicant package from BASMAA contains all the instructions and forms, as well as an instructive flow chart to help navigate the process.

# Model Applicant Form

## PCBs Screening Assessment Form

For Municipality Use Only

Date Received	
File #	

This screening process is part of a program for water quality protection and was designed in accordance with requirements in the Bay Area regional municipal stormwater NPDES permit (referred to as the Municipal Regional Permit). This process does not address other environmental programs or regulations (e.g., PCBs regulations under the Toxic Substances Control Act (TSCA), federal, state, or local regulations for hazardous material handling and hazardous waste disposal; health and safety practices to mitigate human exposure to PCBs or other hazardous materials; recycling mandates; or abatement at sites with PCBs or other contaminants). The applicant is responsible for knowing and complying with all relevant laws and regulations. See Notices to Applicants section in the Applicant Instructions and at the end of this form.

Complete all applicable parts of the PCBs Screening Assessment Form and submit with your demolition permit application.

All Applicants must complete Part 1 and Part 2.

Part 1. Owner/Consultant and project information

Owner information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact (Agent) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Consultant information

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Location

Address \_\_\_\_\_

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

APN (s) \_\_\_\_\_

Year Building was Built \_\_\_\_\_ Type of Construction Select

Estimated Demolition Date \_\_\_\_\_

1

Part 2. Is building subject to the PCBs screening requirement based on type, use, and age of the building?

2.a Is the building to be demolished wood framed and/or single family residential?  Yes  No

If the answer to question 2.a is Yes, the PCBs Screening Assessment is complete, skip to Part 4. If the answer is No, continue to Question 2.b.

2.b Was the building to be demolished constructed or remodeled between January 1, 1950 and December 31, 1992?  Yes  No

➤ If the answer to Question 2.b is No the PCBs Screening Assessment is complete, skip to Part 4. If the answer is Yes, continue to Question 2.c.

2.c Is the proposed demolition a complete demolition of the building?  Yes  No

➤ If the answer to Question 2.c is No the PCBs Screening Assessment is complete, skip to Part 4. If the answer is Yes, complete Part 3.

All applications affecting applicable buildings and demolitions must complete Part 3 and the Part 3 Tables.

Part 3. Report concentrations of PCBs in priority building materials

Option 1. Applicants conducted representative sampling and analysis of the priority building materials per the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

Option 2. Applicants possess existing sample results that are that are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

3.a Select option and report PCBs concentrations in the priority building materials and the source of data for each of the priority building materials. Provide the required supporting information.

<input type="radio"/> Option 1 Conduct Representative Sampling <ul style="list-style-type: none"> <li>• Summarize results on Part 3 Tables; and</li> <li>• Provide the following supporting information:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Contractor's report documenting the assessment results;</li> <li><input type="checkbox"/> QA/QC checklist (see Attachment C, section 3.2.4); and</li> <li><input type="checkbox"/> Copies of the analytical data reports.</li> </ul> </li> </ul>	<input type="radio"/> Option 2 Use Existing Sampling Records <ul style="list-style-type: none"> <li>• Summarize results on Part 3 Tables; and</li> <li>• Provide the following supporting information:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Contractor's report/statement that the results are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition;</li> <li><input type="checkbox"/> Copies of the analytical data reports.</li> </ul> </li> </ul>
---	--

All Applicants must complete Part 4.

Part 4. Certification

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handling and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property Owner/Agent/Legal Representative)

Print/Type: \_\_\_\_\_  
(Property Owner/Agent/Legal Representative Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Consultant Completing Application Form)

Print/Type: \_\_\_\_\_  
(Consultant Completing Application Form)

2

This is the application form. We will look at each of the 4 sections separately in just a minute. All applicants must complete sections 1, 2, and 4. Even if an applicant “screens out” due to the type of building structure, the age of the building/ last remodel, and/or the level of demolition activity, they still must complete sections 1, 2, and 4 of this application to clarify the project information, the exemption status, and certify the accuracy of the information.

## Model Form Standardizes the Information Applicants Submit to the Municipality

- Four-part form + tables for PCBs concentrations summary
  - Part 1 Documents owner/project information
  - Part 2 Documents exempt structures
  - Part 3 Documents PCBs information for applicable structures
    - Reports concentrations of PCBs in priority building materials (2 options)
    - Estimates amount of PCBs-containing priority building materials
  - Part 4 Certifies information submitted
- Form and instructions notify applicant of purpose of program and notify applicant of obligation to follow applicable state and federal laws

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It is anticipated that each jurisdiction's approach to implementing the new program will vary depending upon that agency's current procedures and needs. Potential approaches include using the model materials as a stand-alone program, or incorporating questions in the model materials into existing demolition permit or building permit applications, Construction and Demolition (C&D) applications and plan development guidance, and/or information management systems such as GreenHalo™. However, the draft *Applicant Package* was developed as a stand-alone package in order to provide a complete overview of a model process.

# Review Key Sections of the Forms

---



Every applicant seeking to demolish a building must complete Parts 1, 2, and 4.

**PCBs Screening Assessment Form**

*For Municipality Use Only*

Date Received	
File #	

This screening process is part of a program for water quality protection and was designed in accordance with requirements in the Bay Area regional municipal stormwater NPDES permit (referred to as the Municipal Regional Permit). This process does not address other environmental programs or regulations (e.g., PCBs regulations under the Toxic Substances Control Act (TSCA), federal, state, or local regulations for hazardous material handling, asbestos waste disposal, health and safety practices to mitigate human exposure to PCBs, lead-based paint, mold, asbestos, recycling mandates, or abatement of asbestos and lead-based paint). The applicant is responsible for knowing and understanding all relevant laws and regulations. See Notices to Applicants section in the Applicant Instructions at the end of this form.

Complete all applicable parts of the PCBs Screening Assessment Form and submit with your demolition permit application.

All applicants must complete Part 1 and Part 2.

**Part 1. Owner/Consultant and project information**

**Owner Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact (Agent) \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

**Consultant Information**

Firm Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

**Project Location**

Address \_\_\_\_\_  
 City \_\_\_\_\_ State CA Zip \_\_\_\_\_  
 APN (s) \_\_\_\_\_  
 Year Building was Built \_\_\_\_\_ Type of Construction Select \_\_\_\_\_  
 Estimated Demolition Date \_\_\_\_\_

**Part 2. Exemptions**

**Part 2. Is building subject to the PCBs screening requirement based on type, use, and age of the building?**

2.a Is the building to be demolished wood framed and/or single family residential?  Yes  No  
 If the answer to question 2.a is Yes, the PCBs Screening Assessment is complete. Skip to Part 4. If the answer is No, continue to Question 2.b.

2.b Was the building constructed before 1950 and demolished after 1971?  Yes  No  
 If the answer to Question 2.b is No the PCBs Screening Assessment is complete. Skip to Part 4. If the answer is Yes, continue to Question 2.c.

2.c Is the proposed demolition a complete demolition of the building?  Yes  No  
 If the answer to Question 2.c is No the PCBs Screening Assessment is complete. Skip to Part 4. If the answer is Yes, complete Part 3.

All applications affecting applicable buildings and demolitions must complete Part 3 and the Part 3 Tables.

**Part 3. Report concentrations of PCBs in priority building materials**

Option 1. Applicants conducted representative sampling and analysis of the priority building materials per the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

Option 2. Applicants possess existing sample results that are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

3.a Select option and report PCBs concentrations in the priority building materials and the source of data for each of the priority building materials. Provide the required supporting information.

Option 1 Conduct Representative Sampling

- Summarize results on Part 3 Tables; and
- Provide the following supporting information:
  - Contractor's report documenting the assessment results;
  - QA/QC checklist (see Attachment C, section 3.2.4); and
  - Copies of the analytical data reports.

Option 2 Use Existing Sampling Records

- Summarize results on Part 3 Tables; and
- Provide the following supporting information:
  - Contractor's report/statement that the results are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition;
  - Copies of the analytical data reports.

All Applicants must complete Part 4.

**Part 4. Certification**

I certify that the information provided is accurate and complete. I understand that I am responsible for reporting, abating, and handling and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Property Owner/Agent/Legal Representative)

Print/Type: \_\_\_\_\_  
 (Property Owner/Agent/Legal Representative Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Consultant Completing Application Form)

Print/Type: \_\_\_\_\_  
 (Consultant Completing Application Form)

So even if a site “screens out” due to the type of building structure, the age of the building/ last remodel, and/or the level of demolition activity, the owner/consultant must still complete sections 1, 2, and 4 of this application to clarify the project information, the exemption status, and certify the accuracy of the information. I will next show you those three sections very briefly so you are able to skim the content of each section.

# Part 1. Owner and Project Information

Part 1. Owner/Consultant and project information		
<b>Owner Information</b>		
Name		
Address		
City	State	Zip
Contact (Agent)		
Phone	Email	
<b>Consultant Information</b>		
Firm Name		
Address		
City	State	Zip
Contact Person		
Phone	Email	
<b>Project Location</b>		
Address		
City	State CA	Zip
APN (s)		
Year Building was Built	Type of Construction	Select <input type="button" value="v"/>
Estimated Demolition Date		



## Part 2. Is It a “Non-Applicable Structure” Based on Type, Use, and Age of Structure?

### Part 2. Is building subject to the PCBs screening requirement based on type, use, and age of the building?

2.a Is the building to be demolished wood framed and/or single family residential?  Yes  No

If the answer to question 2.a is **Yes**, the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **No**, continue to Question 2.b.

2.b Was the building to be demolished constructed or remodeled between January 1, 1950 and December 31, 1980?  Yes  No

- If the answer to Question 2.b is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, continue to Question 2.c.

2.c Is the proposed demolition a complete demolition of the building?  Yes  No

- If the answer to Question 2.c is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, complete Part 3.

An applicant with an applicable, "screened-in" building also completes Part 3 (including support tables)

### PCBs Screening Assessment Form

For Municipality Use Only	
Date Received	
File #	

This screening process is part of a program for water quality protection and was designed in accordance with requirements in the Bay Area regional municipal stormwater NPDES permit (referred to as the Municipal Regional Permit). This process does not address other environmental programs or regulations (e.g., PCBs regulations under the Toxic Substances Control Act (TSCA), federal, state, or local regulations for hazardous material handling and hazardous waste disposal, health and safety practices to mitigate human exposure to PCBs or other hazardous materials, recycling mandates, or abatement at sites with PCBs or other contaminants). The applicant is responsible for knowing and complying with all relevant laws and regulations. See Notices to Applicants section in the Applicant Instructions and at the end of this form.

Complete all applicable parts of the PCBs Screening Assessment Form and submit with your demolition permit application.

All Applicants must complete Part 1 and Part 2.

#### Part 1. Owner/Consultant and project information

Owner Information			
Name			
Address			
City	State	Zip	
Contact (Agent)			
Phone	Email		
Consultant Information			
Firm Name			
Address			
City	State	Zip	
Contact Person			
Phone	Email		
Project Location			
Address			
City	State	CA	Zip
APN (s)			
Year Building was Built	Type of Construction	Select	
Estimated Demolition Date			

#### Part 2. Is building subject to the PCBs screening requirement based on type, use, and age of the building?

2.a Is the building to be demolished wood framed and/or single family residential?  Yes  No  
If the answer to question 2.a is Yes, the PCBs Screening Assessment is complete, skip to Part 4. If the answer is No, continue to Question 2.b.

2.b Was the building to be demolished constructed or remodeled between January 1, 1950 and December 31, 1992?  Yes  No  
➤ If the answer to Question 2.b is No the PCBs Screening Assessment is complete, skip to Part 4. If the answer is Yes, continue to Question 2.c.

2.c Is the proposed demolition a complete demolition of the building?  Yes  No  
➤ If the answer to Question 2.c is No the PCBs Screening Assessment is complete, skip to Part 4. If the answer is Yes, complete Part 3.

#### Part 3. Report concentrations of PCBs in priority building materials

Option 1. Applicants conducted representative sampling and analysis of the priority building materials per the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

Option 2. Applicants possess existing sample results that are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

3.a Select option and report PCBs concentrations in the priority building materials and the source of data for each of the priority building materials. Provide the required supporting information.

<input type="radio"/> Option 1 Conduct Representative Sampling <ul style="list-style-type: none"> <li>Summarize results on Part 3 Tables, and</li> <li>Provide the following supporting information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Contractor's report documenting the assessment results;</li> <li><input type="checkbox"/> QA/QC checklist (see Attachment C, section 3.2.4); and</li> <li><input type="checkbox"/> Copies of the analytical data reports.</li> </ul> </li> </ul>	<input type="radio"/> Option 2 Use Existing Sampling Records <ul style="list-style-type: none"> <li>Summarize results on Part 3 Tables; and</li> <li>Provide the following supporting information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Contractor's report/statement that the results are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition;</li> <li><input type="checkbox"/> Copies of the analytical data reports.</li> </ul> </li> </ul>
---	--

All Applicants must complete Part 4.

#### Part 4. Certification

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handling and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property Owner/Agent/Legal Representative)

Print/Type: \_\_\_\_\_  
(Property Owner/Agent/Legal Representative Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Consultant Completing Application Form)

Print/Type: \_\_\_\_\_  
(Consultant Completing Application Form)

## Part 3. Report Concentrations of PCBs in Priority Building Materials

All applications affecting applicable structures and demolitions must complete Part 3 and the Part 3 Tables.

### Part 3. Report concentrations of PCBs in priority building materials

**Option 1.** Applicants conducted representative sampling and analysis of the priority building materials per the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

**Option 2.** Applicants possess existing sample results that are that are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

3.a Select option and report PCBs concentrations in the priority building materials and the source of data for each of the priority building materials. Provide the required supporting information

Option 1 Conduct Representative Sampling

- Summarize results on Part 3 Tables; and
- Provide the following supporting information:
  - Contractor's report documenting the assessment results;
  - QA/QC checklist (see Attachment C, section 3.2.4); and
  - Copies of the analytical data reports.

Option 2 Use Existing Sampling Records

- Summarize results on Part 3 Tables; and
- Provide the following supporting information:
  - Contractor's report/statement that the results are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition.
  - Copies of the analytical data reports.

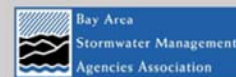
## Protocol for the PCB Evaluation Before Demolition

- **Section 3.1: identifies priority materials to be tested**
- **Section 3.2: describes PCBs sampling procedures**
  - Equipment
  - Frequency
  - Analysis and preservation
  - Quality Assurance and Quality Control Check List
- **Appendix B: provides photo examples of the priority materials**

## Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition



**Managing PCBs-Containing Building Materials during Demolition:  
Guidance, Tools, Outreach and Training**



August 2018

BASMAA has developed a protocol for identifying the priority materials, as well as sampling and analysis procedures.

## Excerpts From the Part 3 Data Reporting Tables

Part 3 Caulk Applications Table			
Column 1. Report all PCBs concentrations for each homogenous area of caulking area (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.		Column 2. Complete for each concentration $\geq 50$ ppm	
Caulk Application Sample Description	Concentration (mg/kg)	Estimate Amount of Material	Units
<i>Example:</i> <u>Caulk Sample 1</u>	<u>320</u>	<u>48</u>	Linear Feet
1. _____	_____	_____	Linear Feet
2. _____	_____	_____	Linear Feet

Part 3 Thermal Insulation Applications Table			
Column 1. Report all PCBs concentrations for each homogenous area of thermal insulation (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.		Column 2. Complete for each concentration $\geq 50$ mg/kg	
Thermal Insulation Application Sample Description	Concentration (mg/kg)	Estimate Amount of Material	Units
<i>Example:</i> <u>Thermal Insulation Sample 1</u>	<u>20</u>	_____	Square Feet
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet

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In the Part 3 data reporting tables, one will find a separate table for each of the 5 priority materials:

Caulk

Rubber window gaskets

Mastic

Thermal insulation

Fiberglass insulation



## Part 4. Certification

- All applicants (even with non-applicable structures) certify submitted information
- The property owner / agent / legal representative signs the certification

Part 4. Certification	
I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handling and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.	
Signature: _____ (Property Owner/Agent/Legal Representative)	Date: _____
Print/Type: _____ (Property Owner/Agent/Legal Representative Name)	
Signature: _____ (Consultant Completing Application Form)	Date: _____
Print/Type: _____ (Consultant Completing Application Form)	

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Speaker: There may be an owner or there may be a trust with a legal representative. There may be a consultant to the owner – if so, both sign. See package instructions for more information.

## Notices to applicants: This is not the only program regulating PCBs

### Notices to Applicants Regarding Federal and State PCBs Regulations

Applicants that determine PCBs exist building materials must follow applicable federal and state laws. This may include reporting to U.S. Environmental Protection Agency (USEPA), the San Francisco Bay Regional Water Quality Control Board, and the California Department of Toxic Substances Control (DTSC). These agencies may require additional sampling and abatement of PCBs. Depending on the approach for sampling and removing building materials containing PCBs, you may need to notify or seek advance approval from USEPA before building demolition. Even in circumstances where advance notification to or approval from USEPA is not required before the demolition activity, the disposal of PCBs waste is regulated under TSCA and the California Code of Regulations. (See Note 1)

#### *Note 1 - Federal and State Regulations*

Building materials containing PCBs at or above 50 ppm that were manufactured with PCBs (e.g., caulk, joint sealants, paint) fall under the category of PCBs bulk product wastes. See 40 Code of Federal Regulations (CFR) 761.3 for a definition of PCBs bulk product wastes.

Building materials such as concrete, brick, metal contaminated with PCBs are PCBs remediation wastes (e.g., concrete contaminated with PCBs from caulk that contains PCBs). 40 CFR 761.3 defines PCBs remediation wastes.

Disposal of PCBs wastes are subject to TSCA requirements such as manifesting of the waste for transportation and disposal. See 40 CFR 761 and 40 CFR 761, Subpart K.

TSCA-regulated does not equate solely to materials containing PCBs at or above 50 ppm. There are circumstances in which materials containing PCBs below 50 ppm are subject to regulation under TSCA. See 40 CFR 761.61(a)(5)(i)(B)(2)(ii).

Disposal of PCBs wastes are subject to California Code of Regulations (CCR) Title 22, Section Division 4.5, Chapter 12, Standards Applicable to Hazardous Waste Generators.

California hazardous waste regulatory levels for PCBs are 5 ppm based on the Soluble Threshold Limit Concentration test and 50 ppm based on the Total Threshold Limit Concentration test, see CCR, Title 22, Section 66261.24, Table III.

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Because this program is only focused on 5 high priority materials, it is expected that PCBs exist in other building materials beyond the scope of this project. All applicants must follow all applicable federal and state laws, some of whom may require additional sampling.

Additional sampling for and abatement of PCBs may be required. Depending on the approach for sampling and removing building materials containing PCBs, the Applicant may need to notify or seek advance approval from USEPA before building demolition. Even in circumstances where advance notification to or approval from USEPA is not required before the demolition activity, the disposal of PCBs waste is regulated under Toxic Substances Control Act (TSCA). Additionally, the disposal of PCBs waste is subject to California Code of Regulations (CCR) Title 22 Section 66262. Additional information is provided in the Applicant Package.

**Muni staff hands over to EPA at this point. Don't answer questions that EPA should.**

EPA edited the language in the paragraph at the top of the slide. We understand that better definition of EPA's role and when they need to be involved would be helpful. We provided contacts at EPA for questions. Also, hopefully consultants/contractors will be helpful.

# Recommend Building Owners That Identify PCBs in Their Buildings Review EPA Information

**EPA** United States Environmental Protection Agency

Environmental Topics    Laws & Regulations    About EPA    Search EPA.gov

## Polychlorinated Biphenyls (PCBs)

CONTACT US    SHARE            

- PCBs Home
- Learn about PCBs
- Policy and Guidance
- Cleanup of PCB Waste
- PCBs in Ships
- Disposal and Notifications
- PCBs in Building Materials
- Regional PCB Programs

### PCB Facility Approval Streamlining Toolbox (FAST): Streamlining the Cleanup Approval Process

The PCB FAST is designed to help Responsible Parties (RPs) and regulators, whenever possible, reduce delays, improve communication, and increase efficiency in the cleanup and disposal of PCBs at a site. PCB FAST focuses on establishing a collaborative working relationship between EPA and the RPs and providing tools to be used by RPs to prepare adequate and appropriate cleanup notifications and applications. The Toolbox includes guidance, process flow maps, and checklists to facilitate streamlined cleanup processes. These resources can be customized to meet each site or Region's needs.

<https://www.epa.gov/pcbs/pcb-facility-approval-streamlining-toolbox-fast-streamlining-cleanup-approval-process>

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## Next Steps

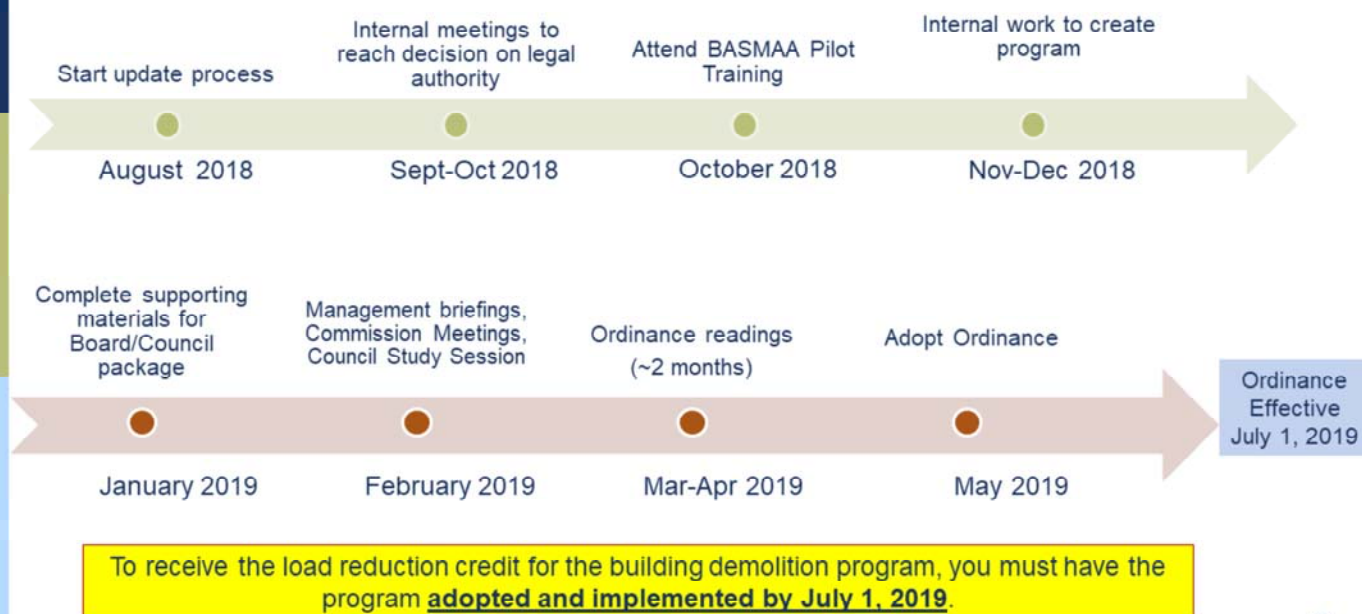


- Begin processes to adopt and implement program
  - Determine if you need a new ordinance, or need to revise an existing ordinance, or already have sufficient legal authority
    - Engage Building Official, Legal Counsel
    - Create time line/schedule
  - Brief municipal leaders
    - Advise City/Town Manager, Building Official, Public Works Director
  - Begin revising your applicable permit processes (demolition, building)
    - Work with staff to determine whether you need a new process or can integrate questions into an existing process
  - Begin the ordinance modification or adoption process (if applicable)
    - Work with staff to draft ordinance (revisions)

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As soon as possible!!!! Will take time, see next slide

## Example Timeline Assuming Ordinance Action



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This is to give you a feel for the steps likely needed to get this program up an running for your municipalities. Each municipality will have it own specific requirements.

# Acknowledgments

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## **BASMAA Steering Committee**

- Reid Bogert, San Mateo Countywide Water Pollution Prevention Program
- Amanda Booth, City of San Pablo
- Kevin Cullen, Fairfield-Suisun Urban Runoff Management Program
- Matt Fabry, San Mateo Countywide Water Pollution Prevention Program
- Gary Faria, Contra Costa County
- Napp Fukuda, City of San José
- Ryan Pursley, City of Concord
- Pam Boyle Rodriguez, City of Palo Alto
- Jim Scanlin, Alameda Countywide Clean Water Program
- Melody Tovar, City of Sunnyvale

## **Technical Advisory Committee**

- Luisa Valiela and Carmen Santos, EPA, Region 9
- Jan O'Hara, Regional Water Board
- Ron Carey and Richard Lew, Bay Area Air Quality Management District
- Patrick Hayes, City of Oakland
- Kim Springer, San Mateo County Office of Sustainability
- Amanda Booth, City of San Pablo
- Avery Brown, Ferma Corporation
- John Martinelli, Forensic Analytical Consulting
- John Trenev, Bayview Environmental Services

## Questions/Discussion

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Protocol for Evaluating Priority  
PCB Containing Materials  
Before Building Demolition

## **APPENDIX B**

### **Priority Building Materials**

### **Photographic Log**



## Appendix B

### Priority Building Materials to be Tested for PCBs

Photograph 1

**Window Caulking:**

**Damaged caulking around a window.**



Photograph 2

**Window Caulking:**

**Worn and potentially friable caulking around a window.**



## Appendix B

### Priority Building Materials to be Tested for PCBs

**Photograph 3**

**Door Frame Caulking:**

**Damaged, friable  
caulking on an interior  
door frame.**



**Photograph 4**

**Floor and Expansion  
Joint Caulking:**

**Joint compound between  
flooring segments.**





**Appendix B**

**Priority Building Materials to be Tested for PCBs**

**Photograph 5**

**Thermal Insulation:**

**Foam insulation material in an attic.**



**Photograph 6**

**Thermal Insulation:**

**Damaged floor foam insulation.**





## Appendix B

### Priority Building Materials to be Tested for PCBs

Photograph 7

**Thermal Insulation:**

**Damaged pipe foam insulation.**



Photograph 8

**Thermal Insulation:**

**Exposed/damaged pipe insulation.**



**Appendix B**

**Priority Building Materials to be Tested for PCBs**

**Photograph 9**

**Thermal Insulation:**

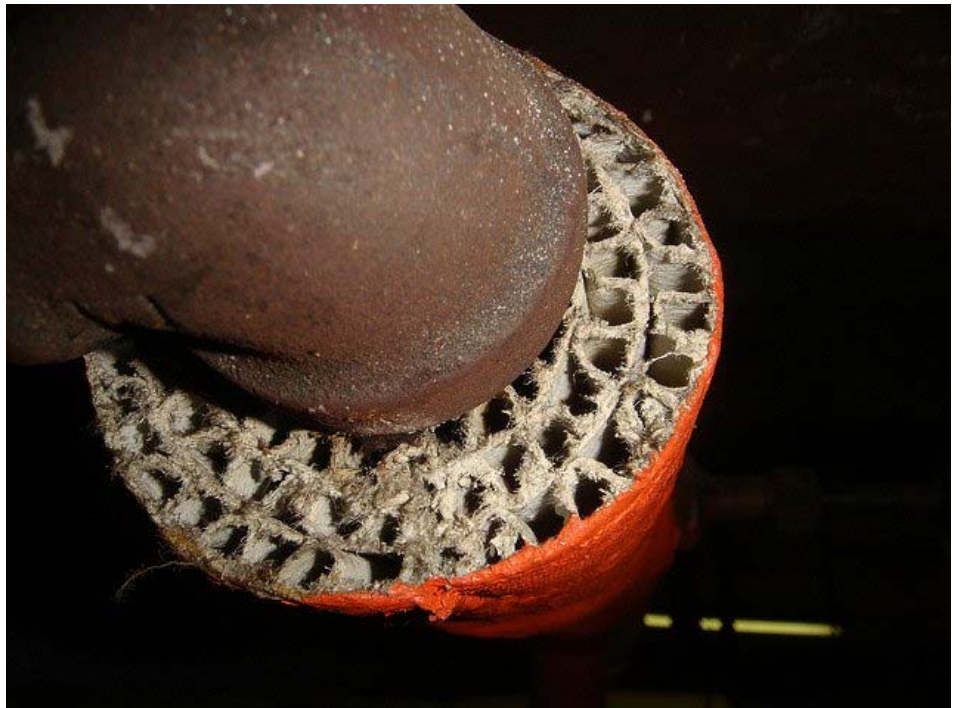
**Damaged pipe insulation.**



**Photograph 10**

**Thermal Insulation:**

**Exposed pipe insulation.**





## Appendix B

### Priority Building Materials to be Tested for PCBs

**Photograph 11**

**Adhesive / Mastic:**

**Friable adhesive on a cement surface.**



**Photograph 12**

**Adhesive / Mastic:**

**Adhesive beneath a carpet.**



## Appendix B

### Priority Building Materials to be Tested for PCBs

**Photograph 13**

**Adhesive / Mastic:**

**Adhesive remnants on flooring.**



**Photograph 14**

**Adhesive / Mastic:**

**Exposed adhesive on roofing.**





## Appendix B

### Priority Building Materials to be Tested for PCBs

**Photograph 15**

**Rubber Window  
Seal/Gasket:**

**Grey rubber window seal/gasket in a wood type frame.**



**Photograph 16**

**Rubber Window  
Seal/Gasket:**

**Off white rubber window seal/gasket in an aluminum type frame.**



TRAINING MEETING SIGN-IN SHEET			
<b>Project:</b>	PCB Demolition Permit Program Annual Training	<b>Meeting Date:</b>	Date
<b>Speaker:</b>	Facilitator name	<b>Place/Room:</b>	Meeting place/ room
<b>Topics Covered:</b>	<input type="checkbox"/> Review Potential Applicable Structures <input type="checkbox"/> Screening Form Completeness <input type="checkbox"/> Forms Tracking/Filing		<input type="checkbox"/> Review Staff Contacts <input type="checkbox"/> Reporting (Annual)

Name	Title/ Department	Phone	E-Mail	Initial
1.		( )		
2.		( )		
3.		( )		
4.		( )		
5.		( )		
6.		( )		
7.		( )		
8.		( )		
9.		( )		
10.		( )		
11.		( )		
12.		( )		
13.		( )		
14.		( )		
15.		( )		

Other Topics Covered: \_\_\_\_\_

Handouts: \_\_\_\_\_

Feedback, Comments: \_\_\_\_\_

Next Training Date: \_\_\_\_\_



## APPENDIX E – Outreach Items and Distribution Strategy

- Materials: Flyers, Handouts
  - RWQCB flyer on PCBs
  - EPA Fact Sheet on PCBs
  - BASMAA Notice to Contractors
- Distribution and Delivery Options:
  - Web postings/website URL
  - Link to BASMA/County-wide document
  - Information to Current Applicants





# Cleaning up PCBs in San Francisco Bay

High levels of PCBs in San Francisco Bay fish prompted state health officials to advise the public to limit their consumption of Bay fish, beginning in the mid-1990s. PCBs also harm fish and other wildlife in the Bay. In 2008, the San Francisco Bay Regional Water Quality Control Board (Water Board) adopted a clean water action plan (a “TMDL,” see page 2) for PCBs in the Bay. This plan requires municipalities, industry, and others to take action to reduce PCBs in the Bay.

## What are PCBs?

Polychlorinated biphenyls, called PCBs, are oils to which chlorine has been added to keep them from breaking down in industrial applications. Because PCBs are stable at high temperatures, they had numerous industrial uses beginning in the 1920s. After their harmful effects became known, Congress banned the manufacture and most uses of PCBs in 1979. Some PCBs are still in use today, primarily by electric utility companies in transformers.

## Why are PCBs a problem?

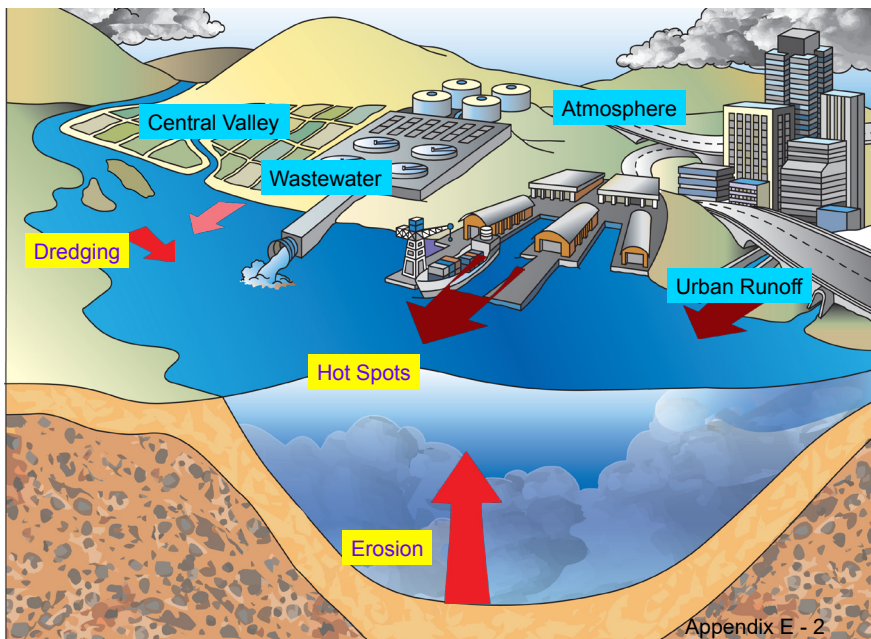
PCBs are a problem in the Bay because they are toxic, persist in the environment, and accumulate in the tissues of fish, wildlife, and humans. Studies with animals show that high levels of PCBs could harm the liver, digestive tract, and nerves; and could affect development, reproduction, and the immune system. PCBs have been found to cause cancer in some animal studies.

PCBs in the Bay are found more often in bottom sediment more than in the water. This means that they begin to accumulate at the very base of the food web. Bottom-dwelling organisms transfer PCBs to fish, diving ducks, and other marine life—and on up to large sport fish and humans who catch and eat them.

## How do PCBs reach the Bay?

Much of the PCBs pollution in the Bay happened decades ago, before the potential health and environmental effects of PCBs were widely known. Today, a smaller amount of PCBs still enters the Bay from these source categories, shown in the diagram at left:

- Atmospheric deposition: Some PCBs can evaporate into the air. When it rains, airborne PCBs are deposited on the ground and directly onto the Bay.
- Drainage from the Central Valley
- Municipal and industrial wastewater
- Storm drains and stormwater runoff
- Disturbance of buried Bay sediments by dredging or erosion



## TMDLs: Action Plans for Clean Water

**TMDL** stands for Total Maximum Daily Load, or the amount (load) of a pollutant that a water body can contain on an average day—and still be healthy for people and wildlife.

In California, a TMDL is a set of actions that responsible parties must undertake in order to restore good water quality.

The federal Clean Water Act requires states to develop TMDLs for waters that are “impaired” by pollutants, or have poor water quality. TMDLs must be based on sound science. The public has many opportunities to weigh in on both the science and the details of the action plan.

The PCBs TMDL for San Francisco Bay was adopted by the San Francisco Bay Regional Water Quality Control Board in 2008 and approved by the U.S. Environmental Protection Agency in 2010. It is being enforced through the Municipal Regional Stormwater Permit and the Watershed Permit for municipal and industrial dischargers of PCBs and mercury.

## What is being done about PCBs pollution?

**B**ecause PCBs take years to break down in the Bay, the Water Board has established an initial 20-year time-frame for reducing PCBs to safe levels. It will take time for the levels in some fish species to come down far enough to be safe to eat frequently.

Meanwhile, cities and industries around the Bay are working to reduce PCBs entering the Bay, in compliance with the action plan.

- **Industry and the military** are cleaning up sites near PCBs-containing Bay sediments.
- **Dredgers** are testing Bay sediments they remove, and properly disposing of materials with high levels of PCBs.
- **Municipal wastewater treatment plant operators** are using advanced methods to test for PCBs in treated wastewater.
- **Municipal storm drain programs** are pilot-testing several methods for reducing PCBs in runoff from city streets. They are testing ways to remove dirt particles from runoff, because PCBs cling to soil. After testing, municipalities will put the most effective methods into action.
- **The Regional Monitoring Program** continues to sample Bay water, sediment, and fish for PCBs, so that we can improve our understanding of how PCBs move through the food web. This monitoring is funded in part by the municipalities and industries mentioned above.
- The **Water Board** is working with the state **Office of Environmental Health Hazard Assessment** and the **Department of Public Health** to educate Bay Area residents about which Bay fish have PCBs and should be avoided. The municipalities and industries mentioned above are helping to fund this work.

## For more information...

- The Water Board’s PCBs TMDL web page: [www.waterboards.ca.gov/sanfranciscobay/water\\_issues/programs/TMDLs/sfbaypcbstmdl.shtml](http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/sfbaypcbstmdl.shtml)
- The Municipal Regional Stormwater permit: [www.waterboards.ca.gov/sanfranciscobay/water\\_issues/programs/stormwater/Municipal/index.shtml](http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/stormwater/Municipal/index.shtml)
- Waste Discharge Requirements for PCBs in municipal and industrial wastewater discharges to San Francisco Bay (Watershed Permit): [www.waterboards.ca.gov/sanfranciscobay/board\\_decisions/adopted\\_orders/2011/R2-2011-0012.pdf](http://www.waterboards.ca.gov/sanfranciscobay/board_decisions/adopted_orders/2011/R2-2011-0012.pdf)
- The Regional Monitoring Program: <http://sfei.org/rmp>
- Office of Environmental Health Hazard Assessment’s Guide to Eating San Francisco Bay Fish and Shellfish: [www.oehha.ca.gov/fish/nor\\_cal/2011SFbay.html](http://www.oehha.ca.gov/fish/nor_cal/2011SFbay.html)

## Some former uses of PCBs:

- Utility transformers and capacitors
- Fluorescent light fixtures
- Hydraulic fluids and lubricants
- Plasticizers (additives that maintain softness)
- Flame retardants
- Additives to paint, inks, sealants, and caulk



## New Program to Manage PCBs during Building Demolition

**Purpose of the Program:** PCBs have been detected at elevated levels in certain sport fish in San Francisco Bay. To make the fish safer to eat and protect human health, PCBs sources to the Bay need to be identified and controlled. Urban stormwater runoff is considered a significant pathway for PCBs to enter the Bay. The Regional Water Quality Control Board (RWQCB) has therefore required that Bay Area municipalities address potential sources to urban runoff, including certain building materials (e.g., caulks, sealants, insulation) that may contain PCBs. The Municipal Regional Permit (MRP), which is issued by the RWQCB, requires Bay Area local agencies to develop a program to keep PCBs from building materials out of storm drains during building demolition.



**Affected Structures and Program Area:** The requirements apply to whole building demolition of commercial, multi-family residential, public, institutional, and industrial structures constructed or remodeled between 1950 and 1980 in the MRP area: Counties of Alameda, Contra Costa, San Mateo, and Santa Clara and the Cities of Fairfield-Suisun and Vallejo. Single-family homes and wood-frame structures are exempt.

**Regional Coordination:** The Bay Area Stormwater Management Agencies Association (BASMAA) is assisting Bay Area local agencies to address these stormwater permit requirements and develop local programs to manage PCBs during building demolition. BASMAA has developed guidance and tools and conducted outreach and training, but each individual municipality will need to adopt and implement the new program. Individual municipalities should be contacted for more details and information on their programs.

**Industry Stakeholders:** The new program will impact a variety of industry stakeholders, including real estate developers, building owners and managers, facility managers, construction and demolition contractors, and environmental health and safety and remediation consultants. BASMAA has conducted a program of outreach to industry stakeholders, including emails and telephone calls, distribution of factsheets, an industry roundtable in August 2017, and general stakeholder meetings in December 2017 and May 2018. Industry representatives provided BASMAA with feedback on drafts of the tools and guidance via the roundtable and stakeholder meetings. The project Technical Advisory Group also included industry representatives and met periodically to review and provide feedback on selected BASMAA products as they were developed.

**Note to Developers, Building Owners, and other Parties to Building Demolition:** in light of this new program, it may be advisable to assess for PCBs in building materials as early as possible (e.g., during cost-benefit analysis, Phase I/II Environmental Site Assessment, and/or CEQA). Unanticipated project costs and delays could potentially be avoided by early evaluation for PCBs (along with other pollutants such as asbestos and lead) in buildings that may be slated for demolition.

**Effective date of new programs:** Municipalities must adopt and implement the new program and whole building demolitions must comply with each municipal program by **July 1, 2019**. Individual municipalities should be contacted for more details and information on their programs.

**For more information go to:** [basmaa.org/announcements](http://basmaa.org/announcements)

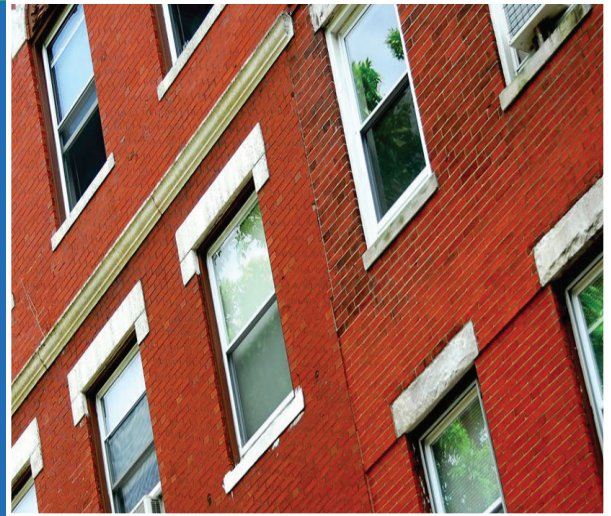




# Practical Actions for Reducing Exposure to PCBs in Schools and Other Buildings

Guidance for school administrators and other building owners and managers

July 28, 2015



## Polychlorinated Biphenyls (PCBs) in Building Materials

Based on the information available, the EPA believes that there was potential widespread use of PCB-containing building materials in schools and other buildings built or renovated between about 1950 and 1979. This is an important issue because PCBs have been identified as probable human carcinogens and may cause a variety of non-cancer health effects. Although the presence of PCBs in schools and other buildings may be a concern, the presence of PCBs alone is not necessarily a cause for immediate alarm. However, if PCBs are present or suspected of being present, EPA recommends actions outlined in this document be taken by school administrators, building owners and building managers to reduce PCB exposures. You may also reference the document *PCBs in Building Materials—Questions & Answers* for more information.

## What do I do if I think PCBs are in my building?

Regardless of whether PCBs are known to be present, the EPA recommends that all schools and other buildings built between about 1950 and 1979 implement the following best management practices to minimize potential building occupant exposure to PCBs:

- Remove all PCB-containing fluorescent light ballasts (FLBs) (details on page 2)
- Conduct the following best management practices (BMPs) listed below on a frequent ongoing basis to minimize potential exposures to PCBs (details on page 2)
- Remove PCB-containing caulk, paint and other PCB-containing building materials during planned renovations and repairs (when replacing windows, doors, roofs, ventilation, etc.) (details on page 3)
- Consider encapsulation to reduce PCB exposure (details on page 4)



## What do I do if I think PCBs are in my building?

### Remove all PCB-containing fluorescent light ballasts (FLBs)

EPA recommends that non-leaking PCB FLBs be removed and retrofitted as part of lighting upgrades or as a stand-alone project. Leaking PCB FLBs must be removed and disposed of as required under 40 CFR part 761, subpart D. The EPA recommends that an experienced contractor or properly trained facilities maintenance staff person perform the removal, cleanup and disposal of PCB-containing FLBs, light fixtures and building surfaces. Consult with your [EPA Regional PCB Coordinator](#) to ensure that all relevant cleanup procedures are followed; see <http://www.epa.gov/epawaste/hazard/tsd/pcbs/pubs/coordin.htm>. The EPA's recommended procedures for the proper removal and disposal of PCB FLBs are listed at: <http://www.epa.gov/epawaste/hazard/tsd/pcbs/pubs/ballasts.htm>.

### Conduct the following best management practices (BMPs) listed below on a frequent ongoing basis to minimize potential exposures to PCBs

- ✓ Ensure that ventilation systems are operating properly and are regularly inspected and maintained according to system manufacturer instructions and guidelines or ANSI/ASHRAE/ACCA Standard 180-2012—Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems. If system cleaning is needed, follow [ANSI/ACCA Standard 6 – Restoring the Cleanliness of HVAC Systems \(2007\)](#).
- ✓ Clean inside schools and other buildings frequently to reduce dust and residue.
- ✓ Use a wet or damp cloth or mop to clean surfaces.
- ✓ Use vacuums with high efficiency particulate air (HEPA) filters.
- ✓ Do not sweep with dry brooms or use dry cloths for dusting.
- ✓ Wash hands with soap and water, particularly before eating.
- ✓ Wash children's toys.

For EPA's general school cleaning recommendations, visit: [http://www.epa.gov/iaq/schools/clean\\_maintenance.html](http://www.epa.gov/iaq/schools/clean_maintenance.html).

Due to building specific factors, these BMPs may not always adequately reduce PCB exposure. In some cases, additional and more frequent cleaning or other actions to identify and address PCB sources may be warranted.

## **Remove PCB-containing caulk, paint and other PCB-containing building materials during planned renovations and repairs (when replacing windows, doors, roofs, ventilation, etc.)**

Prior to removal, EPA recommends PCB testing for caulk and other building materials that are going to be removed to determine what protections are needed during removal and to determine proper disposal requirements. Where testing confirms the presence of PCBs at regulated levels in building materials, they must be disposed of or decontaminated in accordance with the PCB regulations at 40 CFR part 761, subpart D. In lieu of testing, caulk, paint and other building materials potentially containing PCBs that are part of building repair and renovation activities may be assumed to contain PCBs at regulated levels and disposed of in accordance with 40 CFR part 761, subpart D.

To ensure that PCB-containing building material does not contaminate surrounding surfaces when it is removed and disposed of, repairs that disturb PCB-containing building material, such as window removal and replacement, should be conducted by trained workers who use safe work practices to minimize dust and contain contaminated waste. EPA has developed guidance for minimizing exposures when conducting repair and renovation activities, including cleaning the work area once the work is completed; see <http://www.epa.gov/epawaste/hazard/tsd/pcbs/pubs/caulk/guide/index.htm>.

Actions contractors should take include:

- Ensure workers are properly trained and are using gloves, eye goggles, skin protection and approved particulate breathing masks.
- In dusty work areas, have showers available and separate changing areas so that dust on clothing is not brought home.
- If working with solvents, provide respirators.
- Use heavy plastic sheeting to cover floors and other fixed surfaces like large appliances in the work area.
- Close and seal vents in the work area and turn off forced-air heating and air-conditioning systems.
- Regularly clean the work area using a HEPA vacuum and wet mopping.
- Properly dispose of personal protective equipment and cleaning material.

Building occupants should be notified of the PCB repair and renovation activities (including PCB FLB removal) and be completely isolated from the parts of the building undergoing PCB repair and renovation activities to prevent exposure to PCBs. Additional actions, including physically isolating the work space with physical barriers and negatively pressurizing work areas may be necessary (see <http://www.epa.gov/iaq/schooldesign/renovation.html>). If complete isolation of the work space cannot be assured, school administrators and building owners and operators should temporarily remove occupants from the area of the building while the work is underway.

For additional guidance on protecting occupants during renovations or other construction activities, see ANSI/SMACNA 008-2008: IAQ Guidelines for Occupied Buildings Under Construction. The guidelines are available from the Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA) at <http://www.smacna.org>.

## Consider encapsulation to reduce PCB exposure

Encapsulation may be useful for the reduction of air emissions from secondary sources such as contaminated building materials under and around PCB-containing caulk or paint that has been removed. Because each site will present unique circumstances, please consult your EPA [Regional PCB Coordinator](#) regarding the application of encapsulation measures on a case-by-case basis. EPA has conducted research on the effectiveness of encapsulation and additional details may be found at: <http://www.epa.gov/pcbsincaulk/caulkresearch.htm>.

### Contact your EPA Regional PCB Coordinator

After implementing BMPs, school administrators should consult with the [EPA Regional PCB Coordinator](#) to assess if there still may be the potential for PCB releases in their school and whether to consider testing indoor air for PCBs. Each school is unique, which means that many factors should be considered when deciding whether and how to test the indoor air at a school. This decision should be made in consultation with the [EPA Regional PCB Coordinator](#) and the decision makers should thoughtfully consider all available information, such as: school-specific conditions (e.g., building age, types of materials used in construction, layout, maintenance or renovation history), BMPs already implemented to address PCB sources, and available technical resources, costs, and public concerns.

Only air testing can determine if PCBs are present in indoor air after BMPs and other actions have been implemented. In cases where school administrators, building owners and building managers have implemented BMPs and taken other actions but still have concerns about PCB exposure and potential sources, EPA recommends that they consult with their [EPA Regional PCB Coordinator](#) on appropriate next steps.

#### For more information visit:

[epa.gov/epawaste/hazard/tsd/pcbs/pubs/caulk/index.htm](http://epa.gov/epawaste/hazard/tsd/pcbs/pubs/caulk/index.htm)

#### Or Call:

EPA Region 1 (CT, MA, ME, NH, RI, VT) Tel: 617-918-1527  
EPA Region 2 (NJ, NY, PR, US Virgin Islands) Tel: 732-906-6817  
EPA Region 3 (DE, DC, MD, PA, VA, WV) Tel: 215-814-2177  
EPA Region 4 (AL, FL, GA, KY, MS, NC, SC, TN) Tel: 404-562-8512  
EPA Region 5 (IL, IN, MI, MO, OH, WI) Tel: 312-886-7890  
EPA Region 6 (AK, LA, NM, OK, TX) Tel: 214-665-6796  
EPA Region 7 (IA, KS, MO, NE) Tel: 913-551-7504  
EPA Region 8 (CO, MT, ND, SD, UT, WY) Tel: 303-312-6446  
EPA Region 9 (AZ, CA, HI, NV, American Samoa, Guam) Tel: 415-972-3360  
EPA Region 10 (AK, ID, OR, WA) Tel: 206-553-1616







## Appendix F - Resource List and Contacts\*

Agency	Contact	Useful Links
<b>US Environmental Protection Agency</b>	Steve Armann (415) 972-3352 armann.steve@epa.gov	<p><a href="https://www.epa.gov/pcbs">https://www.epa.gov/pcbs</a> (EPA PCBs website)</p> <p><a href="https://www.epa.gov/pcbs/questions-and-answers-aboutpolychlorinated-biphenyls-pcbs-building-materials">https://www.epa.gov/pcbs/questions-and-answers-aboutpolychlorinated-biphenyls-pcbs-building-materials</a> (PCBs in Building Materials Fact Sheet and Q/A Document)</p> <p><a href="https://www.epa.gov/pcbs/PCBs-facility-approval-streamliningtoolbox-fast-streamlining-cleanup-approval-process">https://www.epa.gov/pcbs/PCBs-facility-approval-streamliningtoolbox-fast-streamlining-cleanup-approval-process</a> (USEPA PCBs Facility Approval Streamlining Toolbox (PCBs FAST))</p> <p><a href="https://www.epa.gov/pcbs/polychlorinated-biphenyls-pcbsbuilding-materials#Test-Methods">https://www.epa.gov/pcbs/polychlorinated-biphenyls-pcbsbuilding-materials#Test-Methods</a> (See Information for Contractors Working in Older Buildings that May Contain PCBs)</p>
<b>San Francisco Bay Regional Water Quality Control Board</b>	Jan O'Hara (510) 622-5681 Janet.O'Hara@waterboards.ca.gov  Cheryl Prowell (510) 622-2408 Cheryl.Prowell@waterboards.ca.gov	<p><a href="https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/sfbaypcbstmdl.shtml">https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/sfbaypcbstmdl.shtml</a></p> <p><a href="https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/sitecleanupprogram.html">https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/sitecleanupprogram.html</a></p>
<b>Department of Toxic Substances Control</b>	Regulatory Assistance Office 1-800-72TOXIC RAO@dtsc.ca.gov	<p><a href="http://www.dtsc.ca.gov/SiteCleanup/Brownfields/upload/PUB_SMP_Guide-to-Selecting-a-Consultant.pdf">http://www.dtsc.ca.gov/SiteCleanup/Brownfields/upload/PUB_SMP_Guide-to-Selecting-a-Consultant.pdf</a></p>
<b>California Division of Occupational Safety and Health (known as Cal/OSHA)</b>	CalOSHA Consultations Services 1-800-963-9424	<p><a href="https://www.dir.ca.gov/dosh/consultation.html">https://www.dir.ca.gov/dosh/consultation.html</a></p>

\*PCBs in Priority Building Materials Screening Assessment Application package, August 2018



## Appendix G – WORKPLAN

- Actions Items List FY18-19
- Annual Staff Training Form
- Annual PCB Demolition Permit Program Tracking Form



## TOWN OF COLMA'S WORKPLAN FOR IMPLEMENTING THE PCB DEMO PERMIT PROGRAM

### TASKS FOR DEVELOPING THE PROGRAM

#### I. Pre-Program Tasks

Assign Roles and responsibilities are defined and/or assigned for each department:

##### A. Public Works/Engineering Department

The Public Works/Engineering Department is responsible for providing information to the public via several methods including flyers, newsletters, social media postings, and website updates. The department is also responsible for reviewing applications as well as conducting site visits to inspect storm drain protections, entry and exit, dust control, street sweeping schedule, and runoff perimeter controls.

Outreach will occur on an ongoing basis and internal staff training will occur on an annual basis. Outreach to developers and contractors can be via letters, flyers, a website, or a combination thereof. Outreach to commissioners and council members may be achieved via a council memo with a resolution and informational staff report. Educating and training staff can occur via initial staff meetings, annual review of the process for application review, routing, and similar methods in May 2019.

##### B. Building Department

The Building Department is responsible for receiving applications, checking for completeness, which includes: the EPA notification, testing sheets, self-certification signature, materials identification, and building applicability identification; routing forms to the Stormwater Coordinator (in the Public Works/Engineering Department), and both informing and scheduling an inspector for pre/post demolition verification of storm drain protection BMPs at applicable sites (e.g., Screened-In applicants). A Demolition/Construction Site BMP plan sheet and implementation of storm drain protection BMPs will be required for all applicants. The Building Departments will have an additional application fee for projects Screened-in to cover the additional inspections to be conducted.

##### C. Planning Department

The Planning Department is responsible for making the screening form available as early as possible and requiring pre-permit COAs at the time of the Planning/Development review, which includes requirements for Demolition/Construction Site BMPs (such as handouts, plan sheet, etc.).

## II. Program Implementation

Make available the new PCB Screening Application, Guidance and informational handouts and resources

Provide link to the BASMAA website, where the PCB Screening Form, guidance and additional guidance are available for downloading.

Post on website and Town Hall, other relevant informational handouts and flyers

The staff filing and documentation will be received from the Billing Department.

### A. Screened-Out Projects

At a minimum, form Parts 1, 2, and 4 will be reviewed for completeness, including the certification and signature.

“screened-out” (i.e. exempt) forms must include: (1) is a wood-framed building and/or single-family residence, (2) was *not* constructed or remodeled between 1950 and 1980, and/or (3) is *not* a complete demolition.

Provide Demolition and Construction BMP Plan Sheet: All projects must install and maintain storm drain protection BMPs.

### B. Screened-In Projects

For “screened-in” projects, the form must include additional information noted in Part 3 of the Screening form. Additionally:

Building Department must coordinate with the municipal Stormwater Representative for next steps, including requests for additional information which may include:

Air Resources J number

Verification of registration with US EPA and/or RWQCB

Schedule for Demolition Activity, including start date and projected completion date.

Schedule pre-demolition activity inspection. Demolition may not begin until at least ten (10) business days after registration mailing to US EPA/ RWQCB.

Final/ post demolition activity inspection to verify removal, disposal, and replacement of all BMP materials prior to commencing new construction activity.

**C. Documentation and Reporting**

Track /list of all demolition permits (including partial permits) and all applicable projects (i.e., screened in projects) beginning 7/1/19.

Keep a copy of Screening Forms with project AND provide a copy to Stormwater Coordinator for the Tracking List.

Provide BASMAA with information when requested.

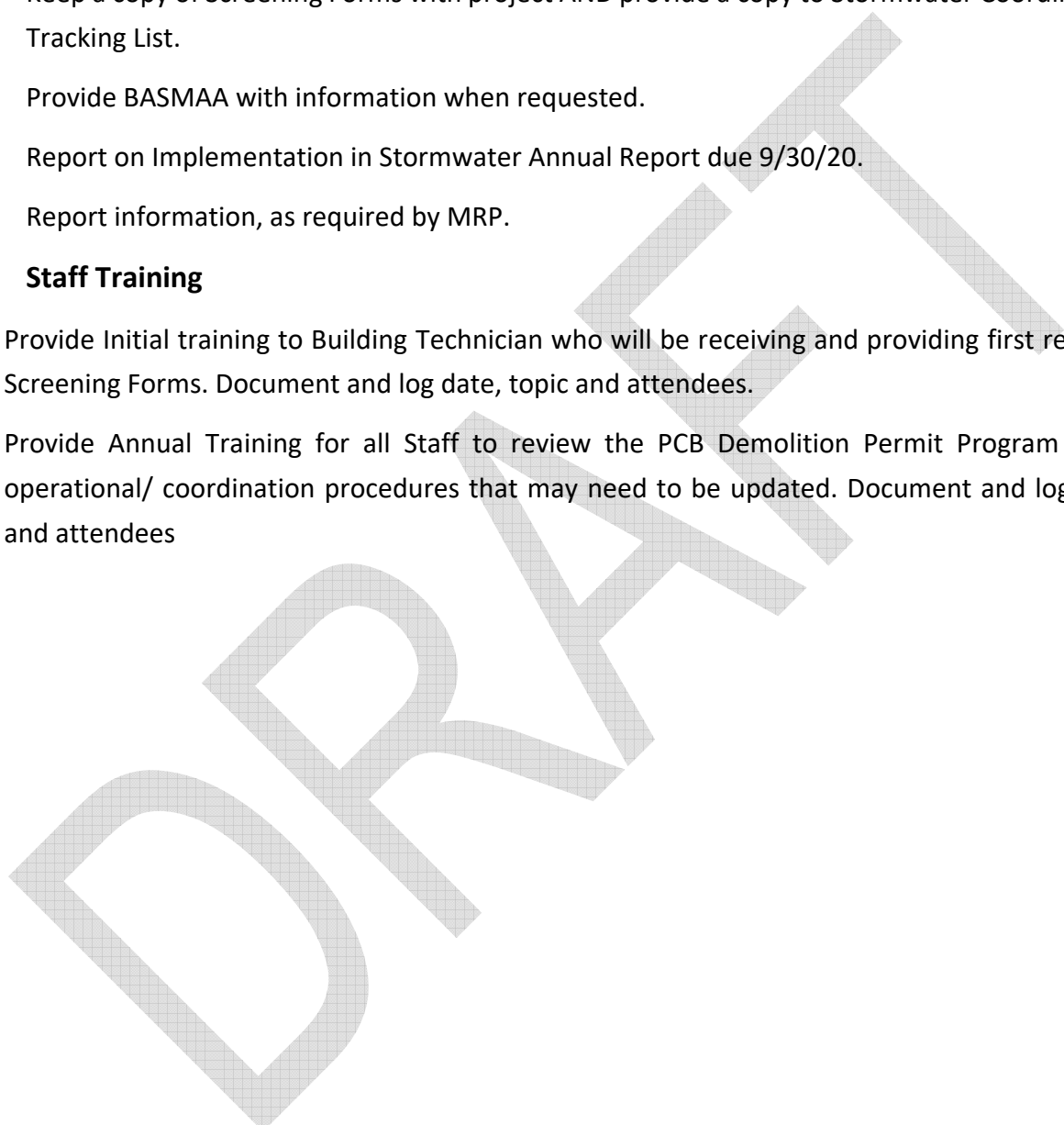
Report on Implementation in Stormwater Annual Report due 9/30/20.

Report information, as required by MRP.

**D. Staff Training**

Provide Initial training to Building Technician who will be receiving and providing first review of PCB Screening Forms. Document and log date, topic and attendees.

Provide Annual Training for all Staff to review the PCB Demolition Permit Program and review operational/ coordination procedures that may need to be updated. Document and log date, topic and attendees



**Workplan: Task Summary**

<b>Task (MRP)</b>	<b>Description</b>	<b>Assigned to</b>	<b>Due Date</b>	<b>Outcome /Status</b>
Legal Authority:  Review options  Adopt Resolution	Staff Report	Planning	Two weeks prior to Council meeting	Actual: 1 <sup>st</sup> meeting in May
	Resolution; CEQA to be included, as needed	Planning	2 <sup>nd</sup> meeting in April, 2019	
Outreach material:  General Outreach	Staff to utilize BASMAA, RWQCB and/or EPA handouts  Staff to make information available via web postings and hardcopies at the City Counter(s).	Public Works/Engineering	Materials to be available beginning in April/ May 2019	In Process
Outreach:  Notification Letter to current projects in Planning Process	Staff to provide a Notification Letter informing current applicants in Planning Process, of PCB requirements	Planning	April/May 2019	In Process
Implementation:	Develop/Update COAs and permit conditions to require applicable	Planning	June 2019	In Process

Task (MRP)	Description	Assigned to	Due Date	Outcome /Status
Conditions of Approval	<p>projects certify that they comply with applicable State and Federal regulations, and which may include registration with EPA;</p> <p>Provide condition requiring all projects to implement storm drain protection</p> <p>For Applicable Projects ‘screened-in” require a pre/post demolition activity inspection to verify Construction Site BMPs are in place and subsequently replaced between demolition and (new) construction activity</p>			
Implementation: Screening Forms	<p>Collect/receives Screening Forms</p> <p>Reviews application checks for completeness and</p>	<p>Building</p> <p>Public Works/ Engineering</p>	Begin 7/1/19	



<b>Task (MRP)</b>	<b>Description</b>	<b>Assigned to</b>	<b>Due Date</b>	<b>Outcome /Status</b>
	routes to Stormwater Coordinator			
Implementation:  Screened-in Applicants	Reviews applications for additional information required  Inspect pre-and post demolition activity for SD protections  Additional Permit Fees may be applied	Building  Public Works/Engineering	Begin 7/1/19	
	Submit forms/ data when requested, to BASMAA and/or SMCWPPP.	Public Works/Engineering	Begin 7/1/19	
Implementation: Staff Education and Training	initial Training to be scheduled in May 2019  Schedule Annually	Public Works/ Engineering	May 2019  Annually	
Implementation: Training and Pre-Program Implementation	Attend BAMA SMCWPPP workshop(s)	Building  Planning  Public Works/ Engineering	1/7/19	Complete: Consultant (CSG) attended on behalf of municipality

<b>Task (MRP)</b>	<b>Description</b>	<b>Assigned to</b>	<b>Due Date</b>	<b>Outcome /Status</b>
SPIImplementation: Demolition Application Tracking List	Provide/develop a tracking form	CSG	Begin 7/1/19	
Implementation: Annual Reporting	Prepare annual report for PCB Demolition Permit Program		September 2019	
Implementation: Form filing and documentation	Create both a physical and digital folder on the server where the Building Department can put all their applicants inside.	Public Works/Engineering	Begin 7/1/19	



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 VIA: Brian Dossey, City Manager  
 Christopher J. Diaz, City Attorney  
 MEETING DATE: May 8, 2019  
 SUBJECT: Encroachment Agreement

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## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPROVING IN FORM AN ENCROACHMENT AGREEMENT AND  
 AUTHORIZING THE CITY MANAGER TO EXECUTE SUCH AGREEMENTS

## EXECUTIVE SUMMARY

Typically, an encroachment permit is required when an individual or firm is constructing, placing or maintaining on, over, under or within a right-of-way (ROW) any pathway, sidewalk, driveway, curb, gutter, paving or other surface or subsurface drainage structure or facility, or any pipe, conduit, wire or cable to do work with in the Town's ROW or water courses, per Chapter 5.08 of the Colma Municipal Code. There has been a surge in demand for communications infrastructure deployments. In order to protect the Town's interests, the Town's Public Works Department has decided that the communications company who is responsible for the encroachment will be required to obtain an Encroachment Agreement in addition to the encroachment permit. The Encroachment Agreement covers terms and conditions related to the permanent installation much like a master permit.

## FISCAL IMPACT

There is not a cost associated with approving an Encroachment Agreement. Costs associated with staff time for application processing agreements are borne by the party desiring the Encroachment Agreement .

## BACKGROUND

The Town, as well as other neighboring cities throughout California, has been challenged with a surge in communication technology deployments. This surge has been brought on by both large and small communication companies that want to place their facilities within the ROW using the encroachment permit process. Encroachment permits can be temporary in nature, for example,

to address access such as a street closure for construction purposes, but they can also contain provisions addressing the permanent installation, for example addressing issues such as relocation.

A typical local Franchise Agreement regarding the use of the Town's ROW is essentially a legal contract between the Town and the provider in which the company is authorized to use the ROW to construct facilities and provide its service and required support to the Town and the company customers. The franchise agreement lays out the details of what duties each party is responsible for and what compensation they can expect. Franchise Agreements typically include provisions to address the permanent installation.

Communication company franchises are granted by the State of California to cable and video providers and to telephone companies pursuant to provisions of the Public Utilities Code, and because they are granted by the State a local Franchise Agreement is not permitted. Local permitting of the facilities is allowed. The Town's permits typically only address the temporary access. Thus, there is a need for an Encroachment Agreement to address the permanent installations. This Encroachment Agreement is a comprehensive agreement that places the risk of injury, damage and all costs on the applicant seeking the permanent encroachment. The agreement also includes language requiring the applicant to remove the encroachment at any time should the Town need it for right of way improvements at no cost to the Town.

## **Analysis**

The City Attorney's Office has created a Master Encroachment Agreement for the communications company applicants who are not bound by a local Franchise Agreement.

The encroachment agreement (Attachment B), if approved, will govern the conditions applicable to the applicant's permanent installations in the Town's ROW. The applicant would be responsible for but not limited to the following: all construction and costs related to the installation of their facilities; any restoration or repairs that are due to construction or structure failure; any and all liability as it relates to the applicants ROW improvements; all proper insurances and indemnification absolving the Town of damage or injury due to the applicants structures within the ROW; and exhibits showing in plan form the scope of the applicants work to be installed within the ROW.

Prior to any installation or construction with in the ROW, the City Manager along with the approvals of the City Attorney and Public Works are required through execution of the Encroachment Agreement.

## **Council Adopted Values**

Approval of this agreement is visionary; these agreements allow the Town to operate and manage the Town's Right of Way and hold those who use the ROW for distributing their service responsible for maintenance and safety to the public now and into the future.

## **Alternatives**

The alternative is that the City Council could reject this proposed Encroachment Agreement and direct staff to include similar provisions in individual encroachment permits or choose not to enforce the conditions or mandates covered in the Encroachment Agreement. This is not recommended as it leaves the Town in a vulnerable position and open to future costs or delays that could be attributed to companies that do not maintain their structures or facilities or respond in a timely manner to relocation requests. If there are specific regulations or mandates in the agreement that City Council would like to see changed or altered, it is recommended that City Council direct staff to make the changes with the approval of the City Attorney's Office.

## **CONCLUSION**

Staff recommends that City Council adopt a resolution approving in form the proposed encroachment agreement and grant authorization to the City Manager to execute such agreements.

## **ATTACHMENTS**

- A. Resolution
- B. Encroachment Agreement



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

**RESOLUTION APPROVING IN FORM AN ENCROACHMENT AGREEMENT AND  
AUTHORIZING THE CITY MANAGER TO EXECUTE SUCH AGREEMENTS**

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

**1. Background.**

(a) Based on a surge in communication technology deployments brought on by both large and small communication companies that want to place their facilities within the ROW, the City Attorney’s Office, in conjunction with Town staff, developed an encroachment agreement.

(b) An encroachment agreement is designed to address permanent installations in the public right-of-way.

(c) The encroachment agreement prepared by the City Attorney’s Office is a comprehensive agreement that places the risk of injury, damage and all costs on the applicant seeking the permanent encroachment. The agreement also includes language requiring the applicant to remove the encroachment at any time should the Town need it for right of way improvements at no cost to the Town.

(d) Staff now recommends that the City Council approve the encroachment agreement in form and authorize the City Manager to execute such agreements without future City Council approval.

**2. Order.**

(a) The form encroachment agreement, a copy of which is on file with the City Clerk, is approved by the City Council of the Town of Colma.

(b) The City Manager is authorized to execute the form encroachment agreements on behalf of the Town of Colma, without future City Council approval, with negotiating authority granted to the City Manager and City Attorney to address limited changes requested by any applicant.

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### Certification of Adoption

I certify that the foregoing Resolution No. 2019-\_\_ was duly adopted at a regular meeting of said City Council held on May 8, 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 Fiscaro					
Raquel Gonzalez					
Voting Tally					

Dated \_\_\_\_\_

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

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



**MASTER ENCROACHMENT AGREEMENT**

THIS MASTER ENCROACHMENT AGREEMENT (“AGREEMENT”) is issued by the TOWN OF COLMA, a California municipal corporation and general law city (“TOWN”), to \_\_\_\_\_, a California Corporation (“PERMITTEE”). TOWN and PERMITTEE are sometimes hereinafter referred to individually as “Party” and collectively as the “Parties.”

**RECITALS**

- A. PERMITTEE is a \_\_\_\_\_ located at \_\_\_\_\_.
- B. TOWN owns an interest in the RIGHT-OF-WAY (as defined below) .

**[CHOOSE EITHER SUBSECTION C or D, BELOW, DEPENDING ON PERMITTEE’S SOURCE OF PERMISSION TO USE THE ROW]**

C. PERMITTEE is a telephone corporation and as such has a non-exclusive franchise to use the RIGHT-OF-WAY under Cal. Pub. Util. Code § 7901, subject to the exercise of the Town’s police powers consistent with Cal. Pub. Util. Code §§ 7901 and 7901.1, and 2902.

D. PERMITTEE is a video services provider holding a non-exclusive franchise to use the RIGHT-OF-WAY under the Digital Infrastructure and Video Competition Act of 2006 (“DIVCA”), subject to the exercise of the Town’s police powers consistent with Cal. Pub. Util. Code §§ 5885 and 5810.

E. PERMITTEE desires to install communications network facilities in the RIGHT-OF-WAY.

F. TOWN agrees to grant to PERMITTEE the right, subject to obtaining all required permits and approvals, to encroach upon certain portions of the RIGHT-OF-WAY for the installation and maintenance of FACILITIES subject to the terms and conditions contained herein.

**TOWN HEREBY ISSUES THIS ENCROACHMENT AGREEMENT TO PERMITTEE, AND THE PARTIES HEREBY AGREE AS FOLLOWS:**

**1. Encroachment Permission.** TOWN hereby provides to PERMITTEE permission to encroach upon the RIGHT-OF-WAY, for the purpose of installing repairing, operating, and maintaining FACILITIES, which include without limitation, antennas, radios, backhaul equipment, microwave equipment, fiber optic cables, wires, lines, conduits, converters, splice boxes, cabinets, handholes, manholes, vaults, equipment or facilities, drains, surface location markers, waveguides, poles, towers, conductors, ducts, amplifiers, appliances, pedestals, related hardware, and appurtenances to be used or be useful for the transmission of communications services PERMITTEE warrants it is authorized to provide (each a “FACILITY” or, collectively, “FACILITIES”) on, over, and across certain portions of the RIGHT-OF-WAY, subject to the limitations set forth herein and PERMITTEE’s fulfillment and ongoing compliance with the terms and conditions set forth herein.

a. “RIGHT-OF-WAY” herein shall have the same meaning as provided by Colma Municipal Code Sec. 7-3.03(v). For avoidance of doubt, the term does not include TOWN-owned buildings, land or other property located outside of the RIGHT-OF-WAY, or any infrastructure located within the RIGHT-OF-WAY, including, without limitation PUBLIC IMPROVEMENTS (as defined in Section 2(a)) or other poles, traffic light poles, wires, fiber-optic strands, conduit and street light poles owned by TOWN.

b. The installation and maintenance of, and any use of, any FACILITY shall be subordinate to any use and operations which TOWN may conduct during the effective period of this AGREEMENT, and PERMITTEE shall not cause any unreasonable delay or interference with TOWN’S access to the RIGHT-OF-WAY. PERMITTEE shall not interfere with the operations of TOWN in the RIGHT-OF-WAY, whether or not such interference is considered material.

c. This AGREEMENT is made subject to all easements, restrictions, conditions, covenants, encumbrances, and claims of title which may affect the RIGHT-OF-WAY on or before the date of this AGREEMENT, and it is understood that PERMITTEE, at its own cost and expense, shall obtain such permission as may be necessary and consistent with any other prior rights still in effect. Notwithstanding the foregoing, no reference herein to a “RIGHT-OF-WAY” shall be deemed to be a representation or guarantee by TOWN that its interest or other rights to control the use of such property is sufficient to permit its use for PERMITTEE’S purposes, and PERMITTEE shall be deemed to gain only those rights to use as are properly in Town and as Town may have the undisputed right and power to give.

**2. Construction.** PERMITTEE’S right to install, repair, maintain, and use a FACILITY is limited and conditioned upon PERMITTEE applying and receiving the site-specific permits, and paying the requisite fees including any required plan check and inspection fees, that are otherwise required by the Town of Colma, including its Municipal Code, and implementing the protective measures and physical construction standards imposed herein, and in connection with the original approval and/or permitting of a FACILITY, as follows:

a. Immediately following completion of construction activities within the RIGHT-OF-WAY and installing a FACILITY, Permittee shall repair and restore both the RIGHT-OF-WAY, and repair and restore any improvements the TOWN has made, or caused to made, to the RIGHT-OF-WAY including, without limitation, parkway landscaping with irrigation, landscape planters, sewer and water pipelines, Asphalt-Concrete/Portland Cement Concrete (“AC/PCC”) pavement, traffic signals, conduit, and appurtenances thereto, and other infrastructure occupying the RIGHT-OF-WAY (“PUBLIC IMPROVEMENTS”), to their original conditions in accordance with the latest Town Standards and to the Satisfaction of the City Engineer.

b. This Agreement does not guarantee receipt of a particular permit or approval. TOWN reserves the right, and PERMITTEE hereby acknowledges, that TOWN may reject without liability the design drawings for any proposed construction and/or require any changes thereto if TOWN determines, in its sole and absolute discretion, that such action is necessary to ensure TOWN can adequately inspect, clean, maintain, repair, and replace TOWN’S

existing PUBLIC IMPROVEMENTS and/or install additional public improvements within the RIGHT-OF-WAY.

c. PERMITTEE shall install and maintain each FACILITY in strict compliance with its approved final design drawings, and no changes or deviations shall be permitted without PERMITTEE first obtaining the prior written consent of TOWN, which may be granted or denied in the TOWN's reasonable discretion. For any such modifications or deviations from the approved final design drawings, the issuance of a new encroachment permit, in addition to any other permits originally required for approval of the FACILITY, by the TOWN for those changes and modifications shall be presumed to constitute the consent required under this Agreement.

d. A schedule of construction activities within the RIGHT-OF-WAY will be provided to and approved by City Engineer prior to the commencement of any construction work.

e. No heavy equipment shall be operated within or traverse the RIGHT-OF-WAY, when there is less than twenty-four (24) inches of soil over the existing PIPELINES.

f. No vibratory compaction will be allowed within the RIGHT-OF-WAY unless approved in writing by TOWN.

g. All construction shall be open and subject to inspection by TOWN, and PERMITTEE shall give notice and allow TOWN to inspect any underground improvements prior to backfilling.

h. PERMITTEE shall be required to obtain and comply with all other necessary and required licenses, permits and authorizations from any governmental agency with jurisdiction over a FACILITY and to pay all fees and charges associated therewith prior to commencing any work on a FACILITY. This AGREEMENT does not grant permission to use or occupy TOWN property other than the RIGHT-OF-WAY. This AGREEMENT does not grant permission to use or occupy property of TOWN in the RIGHT-OF-WAY (such as light poles or conduit) nor does it grant permission to use or occupy property not belonging to, or under the control of TOWN, and permission to use or occupy such property must be obtained from the owner or controller of such property, separate from and in addition to this AGREEMENT.

i. PERMITTEE shall not alter, replace, or otherwise change a FACILITY without complying with the terms of this Section 2, the Town's Municipal Code, or any rules and policies the Town implements.

**j. Restoration & Repair of Damage.** Unless the Town provides otherwise in an individual Permit, any damage or disrepair caused directly or indirectly by PERMITTEE and/or any FACILITY, including during installation, maintenance, removal, relocation, or modification of any FACILITY for any reason, or due to neglect of a FACILITY, to the RIGHT-OF-WAY or to TOWN's PUBLIC IMPROVEMENTS and other TOWN property shall be repaired by PERMITTEE at its sole cost and expense, within forty-five (45) days after receiving written notice from TOWN, unless the Parties mutually agree that TOWN shall perform the

work, or TOWN must immediately perform such work in the event of an emergency or to perform legally mandated duties. The RIGHT-OF-WAY and PUBLIC IMPROVEMENTS must be restored to the same condition that existed prior to the placing of the FACILITY, reasonable wear and tear excepted. In no event shall PERMITTEE have any claim against the TOWN for any of the costs of relocating, constructing, maintaining or removing the FACILITY.

- (i) If the Parties have mutually agreed that TOWN shall perform the work, or PERMITTEE fails to timely restore or repair the RIGHT OF WAY and/or the PUBLIC IMPROVEMENTS within the specified timeframe, or if TOWN must immediately perform such work in the event of an emergency or to perform legally mandated duties, TOWN may proceed with such work at the expense of PERMITTEE, and PERMITTEE shall reimburse TOWN for any and all expenses incurred by TOWN within thirty (30) days after receiving written demand and a statement from TOWN detailing such costs.

**3. Term.** This AGREEMENT shall be effective upon the date of full execution by both PARTIES (“EFFECTIVE DATE”). Unless terminated pursuant to its terms, this AGREEMENT shall continue in full force and effect for fifteen (15) years following the EFFECTIVE DATE (“INITIAL TERM”).

**a.** Provided that PERMITTEE is not in default of this AGREEMENT beyond applicable notice and cure periods and neither PARTY has provided written notice to the other PARTY of its intention to terminate this AGREEMENT more than one hundred and eighty (180) days prior to the expiration of the INITIAL TERM, this AGREEMENT shall automatically be extended for unlimited additional, one (1) year terms (each a “RENEWAL TERM”). Either PARTY may terminate this AGREEMENT during any RENEWAL TERM by providing at least one hundred and eighty (180) days written notice to the other PARTY.

**b.** Upon termination of this Agreement, and upon written request by TOWN, PERMITTEE, at its own cost and expense, shall remove or, at TOWN’s discretion, abandon in place some or all of its FACILITIES from the RIGHT-OF-WAY and restore said RIGHT-OF-WAY within ninety (90) days following termination. If PERMITTEE fails to abide by the removal order of TOWN within the time prescribed, TOWN shall have the right to remove the FACILITIES and restore the RIGHT-OF-WAY at PERMITTEE’s sole cost and expense, and PERMITTEE shall reimburse TOWN for any and all expenses incurred by TOWN within thirty (30) days after receiving written demand and a statement from TOWN detailing such costs.

**c.** Notwithstanding the termination of this Agreement, to the extent PERMITTEE's FACILITIES lawfully remain in the RIGHT-OF-WAY, PERMITTEE shall comply with reasonable time, place and manner regulations or any other lawful regulations imposed by the TOWN that are authorized by Public Utilities Code Sections 7901 and 7901.1 or other applicable state or federal laws.

**4. Permanent Removal, Relocation, and Abandonment.** Subject to the provisions of this Section 4, TOWN may require PERMITTEE at its sole expense and without cost or expense to TOWN, to properly remove, relocate, or abandon any or all of the FACILITIES

installed, used, and maintained under this AGREEMENT if and when such FACILITIES may be deemed by TOWN to be detrimental to the public health, safety, or welfare; are in conflict vertically and/or horizontally with any proposed TOWN installation; interfere with any TOWN construction project; or must be removed, relocated, or abandoned due to any abandonment, change of grade, alignment or width of any street, sidewalk or other public facility by the TOWN or other public agency, including the construction, maintenance, or operation of any other TOWN underground or aboveground facilities including but not limited to any PUBLIC IMPROVEMENTS owned by Town or any other public agency; provided, however, that PERMITTEE shall not be required to bear the expense of a removal, relocation or abandonment requested under this Section on behalf of, or for the benefit of, any private party unaffiliated with either Party.

a. If PERMITTEE is required to relocate its FACILITIES, TOWN shall reasonably cooperate with PERMITTEE to determine a mutually acceptable location on the RIGHT-OF-WAY where PERMITTEE may relocate said FACILITIES. PERMITTEE will be required to apply for a new PERMIT to conduct work to relocate and re-install Facilities in the new location, the approval of which PERMIT shall not be unreasonably withheld. If the removal or relocation is caused by the TOWN, then any PERMIT fees associated with such application shall be waived.

b. Such removal, relocation or abandonment shall be completed within **ninety (90) days** of written notice delivered by TOWN specifying the affected FACILITIES and whether removal, relocation or abandonment is required, unless exigencies dictate a shorter period for removal, relocation, or abandonment, and such shorter period is stated in the written request (the "RRA NOTICE PERIOD").

c. If removal, relocation or abandonment cannot reasonably be accomplished within the RRA NOTICE PERIOD, the PARTIES may agree in writing to a period longer than the RRA NOTICE PERIOD.

d. If PERMITTEE has not complied with such written request for removal, relocation or abandonment within the RRA NOTICE PERIOD or executed a written agreement to extend the RRA NOTICE PERIOD within the RRA NOTICE PERIOD, then, on the first business day immediately following the last day of the RRA NOTICE PERIOD, TOWN may cause the removal, relocation or abandonment work to be done at PERMITTEE's sole cost and expense and, in the case of relocation, may use its sole discretion to determine a new location for the FACILITIES. Under such circumstances, TOWN shall only be obligated to perform such work in a manner consistent with the standard practices of TOWN in performing street work and construction. TOWN shall not be obligated to repair or replace any materials or improvements in a form or manner consistent with any applicable Permit or any plans and specifications submitted by PERMITTEE, and TOWN shall not be responsible for any damages whatsoever to PERMITTEE as a result of TOWN performing such work, unless TOWN performs such work in a grossly negligent or reckless manner. PERMITTEE shall reimburse TOWN for any and all expenses incurred by TOWN within thirty (30) days after receiving written demand and a statement from TOWN detailing such costs.

e. If TOWN determines that any portions of the FACILITIES covered under this AGREEMENT are, for a period of **one-hundred and eighty (180) calendar days** or more, are either (a) no longer used by PERMITTEE, or (b) not operational, TOWN shall send written notice to PERMITTEE seeking confirmation that such FACILITIES have been abandoned or are not in use. Within sixty (60) days of notice, PERMITTEE shall respond to the notice by confirming PERMITTEE has not abandoned the FACILITIES, or by removing the FACILITIES at its own expense, or, with TOWN's permission, by abandoning some or all the FACILITIES in place. If PERMITTEE does not respond to the notice within the required period, TOWN may, at its option, proceed with removal at the expense of PERMITTEE, and PERMITTEE shall reimburse TOWN for any and all expenses incurred by TOWN within thirty (30) days after receiving written demand and a statement from TOWN detailing such costs, or assume ownership of the FACILITIES. After such abandonment, PERMITTEE shall have no further rights to the FACILITIES. Under such circumstances, PERMITTEE shall cooperate in good faith to execute any documents necessary to convey title to the FACILITIES to the TOWN.

f. In the event PERMITTEE removes, relocates or abandons its FACILITIES or any portion thereof, it shall be so completed consistent with all applicable local, state, and federal requirements. Should PERMITTEE remove FACILITIES from RIGHTS-OF-WAY, PERMITTEE shall, within ten (10) days after such removal, give notice thereof to TOWN specifying the RIGHT-OF-WAY affected and the location thereof as well as the date of removal. Before proceeding with removal or relocation work, PERMITTEE shall obtain any necessary Permits from the TOWN. PERMITTEE acknowledges that PERMITTEE is not entitled to relocation assistance or any other benefits under the Uniform Relocation Assistance Act or any other applicable provision of law during the term of this Agreement or upon termination of this Agreement.

**5. Waiver and Release.** PERMITTEE, in perpetuity, expressly waives, releases and relinquishes any and all claims, causes of action, rights and remedies PERMITTEE may now or hereafter have against TOWN, and its officials, officers, employees, and agents, whether known or unknown, with respect to liability for any damage to or loss, upon, above, beneath, or across the RIGHT-OF-WAY pursuant to this AGREEMENT. As a material part of TOWN's decision to issue this AGREEMENT, PERMITTEE hereby assumes all risk of damage to the FACILITY in, upon, or about the RIGHT-OF-WAY arising, from any cause attributable to TOWN's exercising its rights hereunder or under the RIGHT-OF-WAY, and PERMITTEE hereby waives all claims in respect thereto against TOWN.

PERMITTEE HEREBY ACKNOWLEDGES THAT IT HAS READ AND IS FAMILIAR WITH THE PROVISIONS OF CALIFORNIA CIVIL CODE SECTION 1542 ("SECTION 1542"), WHICH IS SET FORTH BELOW:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR."

BY INITIALING BELOW, PERMITTEE HEREBY WAIVES THE PROVISIONS OF SECTION 1542 SOLELY IN CONNECTION WITH THE MATTERS WHICH ARE THE SUBJECT OF THE FOREGOING WAIVERS AND RELEASES:

\_\_\_\_\_  
PERMITTEE's Initials

The waivers and releases by PERMITTEE herein contained shall survive the term and termination of this AGREEMENT and shall be binding upon the assignees, transferees, and successors in interest of PERMITTEE.

**6. Access, Restricted Use, and Temporary Removal of Improvements.** PERMITTEE acknowledges that the RIGHT-OF-WAY contains PUBLIC IMPROVEMENTS. In order for TOWN to exercise its rights with respect to the PUBLIC IMPROVEMENTS, PERMITTEE hereby agrees that upon written or telephonic notice from TOWN, PERMITTEE shall at its own cost and expense do one or more of the following as requested by TOWN in the notice: (a) within twenty-four (24) hours after receiving notice, remove any restrictions to TOWN access to the RIGHT-OF-WAY (or the appropriate portion thereof); and/or (b) within twenty-four (24) hours after receiving notice, temporarily restrict use of the FACILITY for the reasonable period requested by TOWN as may be necessary to allow TOWN continuous access to the FACILITY and unrestricted use of the RIGHT-OF-WAY; and/or (c) within five (5) days after receiving notice as required by TOWN, temporarily remove the FACILITY (or the appropriate portion thereof) as may be necessary to allow TOWN to make any repairs, replacement, or improvements, and when notified restore the FACILITY to its working condition. If PERMITTEE fails to restrict or remove, whichever is applicable, the FACILITY (or appropriate portion thereof) within said time period, for whatever reason, then TOWN shall have the right to remove the FACILITY (or the appropriate portion thereof) from the RIGHT-OF-WAY at PERMITTEE's sole cost and expense. In the case of an emergency, TOWN shall have immediate access to the RIGHT-OF-WAY and may move or restrict the FACILITY (or the appropriate portion thereof) at PERMITTEE's sole cost and expense, without written or telephonic notice to PERMITTEE or reimbursement to PERMITTEE. PERMITTEE shall reimburse TOWN for any and all expenses incurred by TOWN within thirty (30) days after receiving written demand and a statement from TOWN detailing such costs. TOWN shall provide notice of the emergency to PERMITTEE as soon as possible, and upon receipt of such notice PERMITTEE shall immediately cease all further use of the FACILITY until the emergency has been mitigated. The term "emergency" shall be defined in accordance with California law and in general, shall be considered as an unforeseen circumstance which calls for immediate action.

**7. Recovery of Costs for Enforcement of Agreement.** The terms of this AGREEMENT may be enforced by TOWN or its successors or assigns. In the event of any controversy, claim or dispute relating to this AGREEMENT, or the breach thereof, the prevailing party shall be entitled to recover from the other party reasonable expenses, attorneys' fees and costs.

**8. Termination by TOWN.**

**a.** Notwithstanding any other term or provision of this AGREEMENT, TOWN shall have the right to terminate this AGREEMENT, after notice and an opportunity to cure as provided by this Section, for:

- (i) Any willful misconduct, fraud, or gross negligence that comprises a material breach by PERMITTEE of any term or provision of this AGREEMENT; or

**[CHOOSE ONE OF THE FOLLOWING THREE PROVISIONS, AS APPLICABLE]**

- (ii) **[For DIVCA Franchisees]** This AGREEMENT may be terminated if PERMITTEE's state video franchise terminates, is revoked, or is abandoned.
- (iii) **[For Wireless Providers]** This AGREEMENT may be terminated if PERMITTEE ceases to hold a Wireless ID Registration.
- (iv) **[For Wireline Telecom Providers]** This AGREEMENT may be terminated if PERMITTEE's Certificate of Public Convenience and Necessity terminates, is revoked, or is abandoned.

**b.** Notice of TOWN's intent to terminate for cause shall be in writing, and PERMITTEE shall have thirty (30) days to cure. Any waiver by TOWN of any breach by PERMITTEE shall not constitute a waiver of the right to revoke this AGREEMENT for any subsequent breach which may occur, or to enforce any other provision of this AGREEMENT. Upon revocation, PERMITTEE shall remove all FACILITIES and restore the RIGHT-OF-WAY.

**9. Master Plan.** PERMITTEE is required to submit a master plan ("Master Plan"), showing at a minimum the location and specific details (*i.e.*, underground depth, above-ground height, etc.) of all FACILITIES presently installed within the TOWN's limits and intended to be installed over the five (5) year period from the Effective Date. The Master Plan shall be attached hereto as Exhibit A. PERMITTEE is required to update the Master Plan every five (5) years by sending a copy to LICENSOR at the address provided in Section 15.c.

**10. Hazardous Materials Use.**

**a.** PERMITTEE covenants that it will not handle or transport Hazardous Materials on a FACILITY or the RIGHT-OF-WAY. As used in this AGREEMENT, the term "Hazardous Materials" means: (a) any substance, products, waste, or other material of any nature whatsoever which is or becomes listed, regulated, or addressed pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 United States Code Section 9601 et seq.; the Resources Conservation and Recovery Act, 42 United States Code Section 6901 et seq.; the Hazardous Materials Transportation Conservation and Recovery Act, 42 United States Code Section 1801 et seq.; the Clean Water Act, 33 United States Code Section 1251 et seq.; the Toxic Substances Control Act, 15 United States Code Section 2601 et seq.; the California Hazardous Waste Control Act, Health and Safety Code



Section 25100 et seq.; the Hazardous Substance Account Act, Health and Safety Code Section 25330 et seq.; the California Safe Drinking Water and Toxic Enforcement Act, Health and Safety Code Section 25249.5 et seq.; California Health and Safety Code Section 25280 et seq. (Underground Storage of Hazardous Substances); the California Hazardous Waste Management Act, Health and Safety Code Section 25170.1 et seq.; California Health and Safety Code Section 25501 et seq. (Hazardous Materials Release Response Plans and Inventory); or the California Porter-Cologne Water Quality Control Act, Water Code Section 13000 et seq., all as amended (the above cited California state statutes are hereinafter collectively referred to as “the State Toxic Substances Law”); or any other federal, state, or local statute, law, ordinance, resolution, code, rule, regulation, order or decree regulating, relating to, or imposing liability or standards of conduct concerning any Hazardous Substance, now or at any time hereinafter in effect; (b) any substance, product, waste or other material of any nature whatsoever which may give rise to liability under any of the above statutes or under any statutory or common law theory based on negligence, trespass, intentional tort, nuisance or strict liability or under any reported decisions of a state or federal court; (c) petroleum or crude oil, other than petroleum and petroleum products which are contained within regularly operated motor vehicles; and (d) asbestos.

In the event a FACILITY is now or in the future used in the handling or transporting of Hazardous Materials, PERMITTEE agrees fully to comply with all applicable federal, state, and local laws, rules, regulations, orders, decisions and ordinances (hereinafter referred to as “Hazardous Materials Standards”) concerning Hazardous Materials. PERMITTEE further agrees that at TOWN’s request it will furnish TOWN with proof, satisfactory to TOWN that PERMITTEE is in such compliance.

**b.** Notwithstanding anything else contained in this AGREEMENT and to the extent permitted by law, in case of a breach of the obligations contained in this Section, PERMITTEE agrees to assume liability for and to save and hold harmless TOWN from and against any and all injuries to any person, including wrongful death, and damage to property, including without limitation, property of TOWN and PERMITTEE, and all related expenses, including without limitation reasonable attorneys’ fees, investigators’ fees, litigation expenses, and mitigation costs resulting in whole or in part from PERMITTEE’s failure to comply with any Hazardous Materials Standards issued by any governmental authority concerning Hazardous Materials. PERMITTEE, at its cost, shall assume the defense of all claims, in accordance with Section 17 hereof. PERMITTEE agrees to reimburse TOWN for all reasonable costs of any kind incurred as a result of the PERMITTEE’s failure to comply with this Section, including, but not limited to, judicial or administrative fines, penalties, clean-up and disposal costs, and reasonable legal costs incurred as a result of PERMITTEE’s handling, transporting, or disposing of Hazardous Materials on, over, or across any FACILITY and RIGHT-OF-WAY.

**11. Standards.** PERMITTEE shall comply with all statutes, ordinances, rules, regulations, orders and decisions (hereinafter referred to as “Standards”); issued by any federal, state or local governmental body or agency established thereby relating to PERMITTEE’s use of any FACILITY and RIGHT-OF-WAY hereunder. In its use of a FACILITY and RIGHT-OF-WAY, PERMITTEE shall at all times be in full compliance with all Standards, present or future, including, but not limited to, Standards concerning air quality, water quality, noise, and Hazardous Materials. In the event PERMITTEE fails to be in full compliance with Standards, TOWN may, but shall not be obligated to, after giving notice of the failure to PERMITTEE, and

if PERMITTEE, within fifteen (15) days of such notice, fails to correct such non-compliance, remove the offending FACILITIES at PERMITTEE's sole cost and expense.

**12. Tests and Inspections.** TOWN shall have the right at any time to inspect any FACILITY, RIGHT-OF-WAY, or PUBLIC IMPROVEMENTS so as to monitor compliance with this AGREEMENT. If, in TOWN's sole but reasonable judgment, any installation, use, or condition of a FACILITY may have an adverse effect on the PUBLIC IMPROVEMENTS, RIGHT-OF-WAY, or TOWN's operations, TOWN shall be permitted to, at its sole cost and expense, conduct any tests or assessments. However, PERMITTEE shall pay or reimburse TOWN, as appropriate, for all reasonable costs and expenses incurred due to any necessary corrective work and inspections thereafter within thirty (30) days of a request for payment and a statement detailing such costs and expenses.

**13. Insurance.**

**a. Types; Amounts.** PERMITTEE shall obtain, and shall require any subcontractor to obtain, insurance in the amounts described below unless specifically altered or waived by TOWN ("Required Insurance"). If any of the Required Insurance contains a general aggregate limit, such insurance shall apply separately or shall be no less than two times the specified occurrence limit.

- (i) *General Liability Insurance.* PERMITTEE shall maintain occurrence version general liability insurance, or equivalent form, with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence, with an aggregate limit of not less than Two Million Dollars (\$2,000,000.00) with respect to bodily injury, death, or property damage.
- (ii) *"All Risk" Property Insurance.* PERMITTEE shall maintain a policy of property insurance for perils usual to a standard "all risk" insurance policy on all its improvements or alterations in, on, or about the RIGHT-OF-WAY, with limits equal to the value of all such improvements or alterations. The insurance required by this subsection (ii) shall also name the TOWN as the "loss payee."
- (iii) *Workers' Compensation Coverage.* PERMITTEE shall maintain, and any and all contractors and subcontractors shall maintain coverage in amounts equal to statutory limits. A waiver of subrogation in favor of the Town, its directors, officials, officers, employees, agents and volunteers shall apply.

**b. General Provisions.** The Required Insurance policies shall name TOWN, its elected officials, officers, employees and agents as additional insureds as their interests may contractually appear. The Required Insurance shall be primary with respect to any insurance or self-insurance programs covering TOWN, its elected officials, officers, employees and agents, or if in excess stand in an unbroken chain of coverage in excess of PERMITTEE's scheduled underlying coverage. The Required Insurance shall contain standard separation of insureds provisions, and shall contain no special limitations on the scope of its protection to TOWN, its elected officials, officers, employees and agents.

c. Certificates; Insurer Rating; Cancellation Notice. Prior to conducting any work in RIGHT-OF-WAY, PERMITTEE and any and all subcontractors shall furnish to TOWN properly executed certificates of insurance which evidence all Required Insurance. PERMITTEE shall maintain the Required Insurance at all times while this AGREEMENT is in effect, and shall replace any certificate, policy, or endorsement which will expire prior to that date. All policies shall be endorsed to provide the Required Insurance shall not be suspended, voided, reduced, canceled, or allowed to expire except on thirty (30) days prior written notice to TOWN. Unless approved in writing by TOWN, PERMITTEE shall place the Required Insurance with insurers licensed to do business in the State of California and with a current A.M. Best rating of at least A-:VIII.

d. Waiver of Subrogation. PERMITTEE releases the Town, its directors, officials, officers, employees, agents and volunteers from any claims for damage or harm to any person, the RIGHT-OF-WAY, or a FACILITY, caused by, or which result from, risks insured under any insurance policy carried by the Parties at the time of such damage or harm. PERMITTEE shall cause each insurance policy obtained by them to provide that the insurance company waives all right of recovery by way of subrogation against the other in connection with any damage or harm covered by such policy.

**14. Indemnity.** PERMITTEE hereby agrees to defend, indemnify and hold TOWN and its directors, officials, officers, agents and employees free and harmless from and against any and all claims, demands, causes of action, costs, liabilities, expenses, losses, damages or injuries of any kind in law or equity, to persons or property, including wrongful death, in any manner arising out of or incident to any acts, omissions or willful misconduct of PERMITTEE, its partners, affiliates, agents officials, officers or employees in performance of this AGREEMENT, use of the RIGHT-OF-WAY, or the construction, use, or operation of a FACILITY. PERMITTEE shall defend, with counsel of TOWN's choosing and at PERMITTEE's sole expense, any and all aforesaid suits, actions or proceedings, legal or affirmative, that may be brought or instituted against TOWN, its directors, officials, officers, agents or employees. PERMITTEE shall pay and satisfy any judgment, award or decree that may be rendered against TOWN, its directors, officials, officers, agents or employees. PERMITTEE shall reimburse such parties for any and all legal expenses and costs incurred by one or all of them in connection with this AGREEMENT or the indemnity herein provided. PERMITTEE's obligation shall survive termination or expiration of this AGREEMENT, and shall not be restricted to insurance proceeds, if any, received by TOWN or its directors, officials, officers, agents or employees.

**15. Miscellaneous.**

a. Payments. If any payment due to TOWN under this AGREEMENT is not timely made, TOWN may assess interest at a rate of ten percent (10%) per annum from the payment due date up until payment is made. In the event payment is not made within ninety (90) days of its due date, PERMITTEE shall be considered to have materially breached this AGREEMENT. TOWN's exercise of its rights hereof shall not release PERMITTEE from any liability or obligation hereunder, whether of indemnity or otherwise.

**b.** Amendments. The provisions of this AGREEMENT may only be amended by mutual written consent of both parties.

**c.** Notices. All notices permitted or required under this AGREEMENT shall be given to the respective parties via certified mail at the following address, or at such other address as the respective parties may provide in writing for this purpose, or via email at the email address provided below:

PERMITTEE:

[INSERT COMPANY NAME]

[INSERT COMPANY ADDRESS]

Attn: [INSERT COMPANY CONTACT]

Phone:

Email:

TOWN:

Town of Colma

1198 El Camino Real

Colma, CA 94014

Attn: City Engineer

Phone:

Email:

With a copy to:

Town of Colma

c/o Best Best & Krieger LLP

2001 North Main Street, Suite 390

Walnut Creek, CA 94596 Attn: City Attorney

Phone: (925) 977-3309

Email: christopher.diaz@bbklaw.com

Such notice shall be deemed made: (1) when sent by confirmed electronic mail if sent during normal business hours of the recipient (9am-5pm Pacific Standard Time on a weekday), and if not so confirmed, then on the next business day, or (2) upon actual delivery via certified mail.

**d.** Tax Notice. TOWN hereby provides notice pursuant to California Revenue and Taxation Code Section 107.6, and PERMITTEE acknowledges, that this Agreement may create a possessory interest and PERMITTEE may be subject to property taxes levied on such interest by the appropriate taxing authority, as described in California Revenue and Taxation Code Section 107. PERMITTEE is required to pay any such tax directly to the appropriate taxing authority.

e. Entire Understanding. This AGREEMENT constitutes the entire understanding between the Parties, and supersedes all offers, negotiations and other agreements concerning the subject matter contained herein.

f. Force Majeure. Neither Party shall be in breach of its obligations under this Agreement (other than payment obligations) or incur any liability to the other Party for any losses or damages of any nature whatsoever incurred or suffered by that other (otherwise than under any express indemnity in this Agreement) if and to the extent that it is prevented from carrying out those obligations by, or such losses or damages are caused by, an event beyond the control of the Party (“Force Majeure Event”) except to the extent that the relevant breach of its obligations would have occurred, or the relevant losses or damages would have arisen, even if the Force Majeure Event had not occurred (in which case this subsection shall not apply to that extent). As soon as reasonably practicable following the date of commencement of a Force Majeure Event, and within a reasonable time following the date of termination of a Force Majeure Event, any Party invoking it shall submit to the other Party reasonable proof of the nature of the Force Majeure Event and of its effect upon the performance of the Party's obligations under this Agreement.

g. Invalidity. If any provision of this AGREEMENT is invalid or unenforceable with respect to any Party, the remainder of this AGREEMENT or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected and each provision of this AGREEMENT shall be valid and enforceable to the fullest extent permitted by law.

h. Successors and Assigns. This AGREEMENT shall be binding on and inure to the benefit of the successors and permitted assignees of the respective parties.

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

j. Exhibits. All exhibits attached hereto form material parts of this AGREEMENT.

**16. Permit Fees.** PERMITTEE agrees to compensate the TOWN for all applicable permit fees at the time of permit issuance.

**[Signatures on the Following Page]**

**IN WITNESS WHEREOF**, this AGREEMENT has been duly issued by TOWN on the day and year of execution below.

**TOWN OF COLMA,  
A California municipal corporation**

By: \_\_\_\_\_  
\_\_\_\_\_,  
City Manager

Date: \_\_\_\_\_

**ACCEPTANCE OF TERMS  
AND CONDITIONS OF AGREEMENT:**

**PERMITTEE**

**[INSERT COMPANY NAME]**

By: \_\_\_\_\_  
**[INSERT SIGNATORY FULL LEGAL NAME]**  
**[INSERT SIGNATORY'S TITLE]**

Date: \_\_\_\_\_

**EXHIBIT “A”**

**RIGHT-OF-WAY MASTER PLAN**







# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Christopher J. Diaz, City Attorney  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: May 8, 2019  
 SUBJECT: Master Fee Schedule

## RECOMMENDATION

Staff recommends that the City Council:

Adopt the following resolution:

RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF COLMA DELETING REFERENCE TO FEES AND CHARGES CONTAINED IN THE COLMA ADMINISTRATIVE CODE TO CONSOLIDATE SUCH FEES AND CHARGES WITHIN THE ADOPTED MASTER FEE SCHEDULE AND TAKING OTHER ACTIONS RELATING THERETO

Introduce the following ordinance:

ORDINANCE DELETING REFERENCE TO FEES AND CHARGES CONTAINED IN THE COLMA MUNICIPAL CODE TO CONSOLIDATE SUCH FEES AND CHARGES WITHIN THE ADOPTED MASTER FEE SCHEDULE AND TAKING OTHER ACTIONS RELATING THERETO

## EXECUTIVE SUMMARY

The Colma City Council previously adopted a Master Fee Schedule based on new and increased fees and charges analyzed by NBS on behalf of the Town. As part of that Master Fee Schedule adoption, inconsistent or duplicative fees were directed to be repealed. Now, the City Council is considering the consolidation of other existing fees or charges currently contained within the Colma Municipal Code or Colma Administrative Code into the Master Fee Schedule. By adopting the resolution and introducing the ordinance, the City Council would not be repealing or amending any existing fee or charge, but would instead be deleting references to those existing fees and charges in the Municipal Code and Administrative Code and directing staff to move those fees and charges into the new Master Fee Schedule.

## FISCAL IMPACT

There is no fiscal impact to the Town. The Master Fee Scheduled adopted by Council earlier this year resulted in increased revenue by approximately \$241,000 in money intended to recoup the costs to the Town of providing various services under building, planning and public works.

Staff's recommended action would simply consolidate the other existing fees and charges codified in the Colma Municipal and Administrative Code and place those fees and charges within the same master document that will be available and more easily accessible to the public.

## **BACKGROUND/ANALYSIS**

The City Council held several Study Sessions (November 28 and December 12, 2018) regarding revised costs for various services provided by the Public Works, Building and Planning Division that included the methodology of how new or increased fees were established for the various costs of services provided for the above-mentioned departments. These new or increased fees were included in a Master Fee Schedule created by NBS, a consulting firm that specializes in conducting review and analysis of existing fees and charges within government jurisdictions. In line with its requirements under the California Constitution and under statutory law, the City Council approved fees and charges no more than necessary to cover the reasonable cost of providing the activity or service by the Town, and held its requisite public hearings for adoption of the Master Fee Schedule. The ordinance and resolution were adopted by the City Council at its regular February 27, 2019 and March 13, 2019 meetings, respectively. The various fees contemplated by the ordinance and resolution went into effect May 1, 2019.

As part of its adoption of the Master Fee Schedule, the City Council repealed existing duplicative or inconsistent fees or charges contained within both the Colma Municipal Code and Colma Administrative Code. However, other existing fees or charges, codified in the Colma Municipal Code and Colma Administrative Code, have not been moved into the Master Fee Schedule. This process would provide a more transparent and accessible procedure for members of the public, who will be able to check all applicable fees and charges within one consolidated document. The ordinance and resolution attached to this Staff Report accomplish this goal by deleting the reference to these existing fees and charges within the codified Colma codes. By deleting the reference to these fees and charges, Colma is not adopting any new or increased fees or charges. Left within the Colma Municipal Code and Colma Administrative Code are penalty amounts (both administrative and civil), adopted taxes, and property user related fees such as sewer charges and cardroom fees/taxes. The procedure for these costs are separate and distinct from the Town's obligations for adopted fees and charges contained within the Master Fee Schedule.

After adoption of the ordinance and resolution attached to this Staff Report, staff will continue the administrative process of consolidating those fees and charges from the Colma Municipal Code and Colma Administrative Code into the Master Fee Schedule.

## **ALTERNATIVES**

The City Council can choose to reject the ordinance and resolution attached to this Staff Report, and existing fees and charges contained in the Colma Municipal Code and Colma Administrative Code would remain in their existing form, separate and apart from those fees and charges within the Master Fee Schedule.

## **CITY COUNCIL VALUES**

City Council will be taking a studious, transparent and *responsible* approach by consolidating existing fees and charges within the same master document so the public has access to all fees and charges in one location, with the exception of taxes and penalties.

## **CONCLUSION**

The City Council should adopt the resolution and introduce the ordinance.

## **ATTACHMENTS**

- A. Resolution
- B. Ordinance



**RESOLUTION 2019-XX  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF COLMA DELETING  
REFERENCE TO FEES AND CHARGES CONTAINED IN THE COLMA ADMINISTRATIVE  
CODE TO CONSOLIDATE SUCH FEES AND CHARGES WITHIN THE ADOPTED MASTER  
FEE SCHEDULE AND TAKING OTHER ACTIONS RELATING THERETO**

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

**1. Background.**

(a) The Town adopted Resolution No. 2019-05 on February 27, 2019 that superseded all prior duplicative or inconsistent fees or charges contained within the Colma Administrative Code as part of its adoption of a Master Fee Schedule that contained various new and increased fees and charges. Those fees and charges as contained in the Master Fee Schedule went into effect on May 1, 2019; and

(b) Having repealed existing duplicative or inconsistent fees or charges contained within the Colma Administrative Code by adoption of Resolution No. 2019-05, the Town now wishes to delete all reference to existing fees or charges contained within the Colma Administrative Code for purposes of having those fees or charges contained exclusively within the Master Fee Schedule.

(c) The Town's goal is to consolidate all the various fees and charges contained in the Colma Administrative Code to be located within the Master Fee Schedule. Nothing contained in this Resolution shall constitute any repeal or amendment of any existing fee or charge, except for those duplicative or inconsistent fees repealed with the adoption of the revised Master Fee Schedule; and

(d) The Town has left in the Colma Administrative Code all penalty amounts, civil and administrative.

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**ARTICLE 1. CAC CHAPTER 1.10 DELETED**

Chapter 1.10, "Master Fee Schedule" is deleted in its entirety.

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**ARTICLE 2. CAC CHAPTER 2.01 AMENDED**

Section 2.01.070 of Chapter 2.01, "Recreation and Leisure Services Programs, Events and Activities" is hereby amended as follows:

Subsection(d) of Section 2.01.070 is hereby deleted in its entirety and replaced as follows:

"The participation fee for a resident to participate in a Colma-sponsored event or activity shall be determined as set forth within the Master Fee Schedule."

Subsection 2.01.210(f) is hereby deleted in its entirety and replaced as follows:

“A usage fee, as set forth in the Master Fee Schedule, shall not exceed a seven-hour block of time and shall be charged for use of the Sterling Park Recreation Center by residents, public entities or Colma non-profit organizations. Notwithstanding for foregoing, the fee shall be waived for Colma non-profit organizations for one (1) facility reservation per month. **(EFFECTIVE JANUARY 1, 2013)**”

Subsection 2.01.210(h) is hereby deleted in its entirety and replaced as follows:

“A Colma resident may reserve a picnic site at Sterling Park up to three months in advance of the planned event by paying a fee as set forth in the Master Fee Schedule, along with a cleaning and security deposit as set forth in the Master Fee Schedule. A non-resident may reserve a picnic site at Sterling Park up to one month in advance of the planned event by paying a fee as set forth in the Master Fee Schedule, along with a cleaning and security deposit as set forth in the Master Fee Schedule. The deposit and rental fee is payable at the time of making the reservation.”

Section 2.01.235 is hereby deleted in its entirety and replaced as follows:

“(a) Facility Rental Fees for Colma Residents, Colma Nonprofit Groups, and Colma Employees using the Colma Community Center shall be set forth in the Master Fee Schedule, with an amount based on hours of use, and including a deposit amount based on the room.

A Colma Nonprofit Group is entitled to use the Center one time a month without paying a rental fee. The fee shown in the Master Fee Schedule is for any subsequent use in the same month.

(b) Facility Rental Fees and Security Deposits for Outside Groups using the Colma Community Center (Weekdays only) shall be set forth in the Master Fee Schedule.

(c) Facility Rental Fees and Security Deposits for Non-residents using the Colma Community Center (Weekdays only) shall be set forth in the Master Fee Schedule.

(d) Fees for Use of Equipment and Appliances shall be set forth in the Master Fee Schedule.”

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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 ordinance.

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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 upon adoption.

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**Certification of Adoption**

I certify that the foregoing Resolution No. 2019-XX was duly adopted at a regular meeting of said City Council held on May 8, 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





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

**ORDINANCE DELETING REFERENCE TO FEES AND CHARGES CONTAINED IN  
THE COLMA MUNICIPAL CODE TO CONSOLIDATE SUCH FEES AND CHARGES  
WITHIN THE ADOPTED 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.**

1. The Town adopted Ordinance No. 789 on March 13, 2019 that superseded all prior duplicative or inconsistent fees or charges contained within the Colma Municipal Code as part of its adoption of a Master Fee Schedule that contained various new and increased fees and charges. Those fees and charges as contained in the Master Fee Schedule went into effect on May 1, 2019.
  2. Having repealed existing duplicative or inconsistent fees or charges contained within the Colma Municipal Code by adoption of Ordinance No. 789, the Town now wishes to delete all reference to existing fees or charges contained within the Colma Municipal Code for purposes of having those fees or charges be contained exclusively within the revised, adopted Master Fee Schedule. By deleting the reference to fees or charges within the Colma Municipal Code, including those not expressly duplicative or inconsistent with the revised, adopted Master Fee Schedule, the Town is not adopting any new or increased fees or charges.
  3. The Town's goal is to consolidate all the various fees and charges contained in the Colma Municipal Code to be located within the Master Fee Schedule. Nothing contained in this Ordinance shall constitute any repeal or amendment of any existing fee or charge, except for those duplicative or inconsistent fees repealed with the adoption of the revised Master Fee Schedule.
  4. The Town has left in the Colma Municipal Code all penalty amounts, civil and administrative, adopted taxes, and property related user fees applicable to sewer and the cardroom.
- 

**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. FEES AND CHARGES.**

The following fees or charges as referenced within provisions of the Colma Municipal Code are hereby deleted or revised as follows:

---

- (1) Section 3.06.030, "Same: Permit Fees," is deleted in its entirety and replaced as follows:

No permit shall be issued under this chapter unless the applicant therefore has previously paid the following non-refundable filing fees:

(a) Where a permit is sought for the construction of a new individual sewage disposal system under Section 3.06.010 of the Code, the filing fee therefore shall be in the sum set forth in the Master Fee Schedule.

(b) Where an examination of property is sought to determine whether a new individual sewage disposal system permit under Section 3.06.010 of this Code can be issued at a future date, the filing fee therefore shall be the sum set forth in the Master Fee Schedule. If such examination approves the issuance of such permit and application for such permit is made within one year, the filing fee for such examination shall be credited towards the filing fee for such permit.

(c) Where a permit is sought for the enlargement, alteration, repair, or improvement of an individual sewage disposal system under Section 3.06.010 of this Code, the filing fee therefore shall be in the sum set forth in the Master Fee Schedule.

(d) Where a permit is sought for a chemical toilet under Section 3.500.1 of this Code, the filing fee therefore shall be in the sum set forth in the Master Fee Schedule.

The filing fees set out in subsections (a) and (b) hereinabove shall be paid by the applicant at the time of application for a permit to construct, enlarge, alter, repair, or improve an individual sewage disposal system or to install or replace a chemical toilet, and prior to the inspection of the site of any such construction, enlargement, alteration, repair, or improvement of an individual sewage disposal system or installation or replacement of a chemical toilet. The fee established by subsection (b) hereinabove shall be paid prior to any examination. Filing fees shall not be refunded to the applicant whether or not the City grants him the permit applied for pursuant to subsections (a) and (b) hereof or approves the issuance of a permit pursuant to subsection (b) hereof.

In the event, however, the City fails to process applications under subsections (a) and (c) hereinabove, or to make an examination under subsection (b) hereinabove, it shall return to the applicant any filing fee paid by him.

- (3) Subsection 4.01.050(k), contained within "Procedures," is hereby revised as follows (new language is underlined, removed language is struck):

*"Duplicate Certificate of Registration.* A duplicate Certificate of Registration may be issued by the tax collector to replace any Certificate previously issued which has been lost or destroyed, upon the registrant filing a declaration under penalty of perjury attesting to such fact, and at the time of such filing of such declaration paying to the Tax Collector as set forth in the Master Fee Schedule."

(4) Subsection 4.01.050(l), contained within "Procedures," is hereby revised as follows (new language is underlined, removed language is struck):

*"Transfer of Certificate of Registration.* No Certificate of Registration issued under any provision of this ordinance shall be in any manner transferred or assigned, nor shall such Certificate authorize any person, other than the person named in the Certificate, to carry on the business therein named, or to transact such business in any place other than the place or location therein named, without express approval of the Tax Collector, which approval shall not be unreasonably withheld, and payment of a fee as set forth in the Master Fee Schedule for each assignment or transfer by the person requesting such transfer or assignment."

(5) Section 4.04.050, "Fees," is hereby revised as follows (new language is underlined, removed language is struck):

(a) Permit fees shall be charged as hereinafter provided in order to defray the cost of the inspections required and for the enforcement of this Subchapter Four.

(b) The fees to be paid each calendar year in connection with the issuance of any permit required hereunder for each food establishment shall be as set forth in the Master Fee Schedule.

(c) No owner or proprietor having complete control of a food establishment, as defined herein, shall be required to have more than one permit for the operation of each place of business; provided, however, that where more than one permit fee is applicable the higher or highest permit fee shall be the fee assessed.

(d) New food establishments opening on or after July 1 or any particular year shall pay one half of the specified fee for the remainder of that calendar year

(6) Subsection 4.05.110(e)(2), contained within "Suspension and Revocation of City Registration" is hereby revised as follows (new language is underlined, removed language is struck):

"An appeal must be in writing, and be hand-delivered or mailed to the License Board and accompanied by a filing fee as set forth in the Master Fee Schedule that does not exceed the reasonable cost of providing the service."

(7) Subsection 4.06.030(f), contained within "Permit Application" is hereby revised as follows (new language is underlined, removed language is struck):

"(f) An application fee as set forth in the Master Fee Schedule and a check or money order of the current Department of Justice fingerprint fee."

(8) Subsection 8.01.115(f), contained within "Hearing Procedures," is hereby revised as follows (new language is underlined, removed language is struck):

“(f) Unless the hearing officer for good cause otherwise determines, the Owner of the animal is liable for all costs as set forth in the Master Fee Schedule.”

(9) Subsection 8.01.220(b), contained within “Redemption/Spay Neuter Fee,” is hereby revised as follows (new language is underlined, removed language is struck):

“(b) Upon redemption of any impounded unaltered animal, the Owner will be required to pay a spay/neuter fee in addition to all applicable impound and redemption fees imposed under the Master Fee Schedule. Such fee shall be refundable upon proof of the spay/neuter of the animal within thirty (30) days of the redemption date. Any unaltered animal impounded twice or more within a three-year period shall be altered at the Owner's expense prior to redemption. At the option of the Owner, required spaying or neutering may be performed by a private veterinarian.”

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#### **ARTICLE 4. 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 5. NOT A CEQA PROJECT.**

The City Council finds, in accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines, that deleting reference to fees or charges within the Colma Municipal Code to consolidate those existing fees and charges within the Master Fee Schedule is 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 existing fees and charges are for the purpose of meeting operational and maintenance expenses of the aforementioned services; and (ii) the existing fees and charges constitute 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 6. 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.

\* \* \* \* \*

### **Certificate of Adoption**

I certify that the foregoing Ordinance No. **XX** was duly introduced at a regular meeting of the City Council of the Town of Colma held on May 8, 2019 and duly adopted at a regular meeting of said City Council on , 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 Fiscaro					
John Irish Goodwin					
Diana Colvin					
<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: Brad Donohue, Director of Public Works  
 Abdulkader Hashem, Associate Engineer  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: May 8, 2018  
 SUBJECT: FY 2019-20 Water Conservation Incentive Program

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## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$50,628 FOR THE WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2019-20

## EXECUTIVE SUMMARY

In July 2012, City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The program grants each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years. The proposed resolution would approve an authorized subsidy of \$50,628 for the Water Conservation Incentive Program and direct the City Manager to include the appropriation in the proposed budget for fiscal year (FY) 2019-20 (as a reduction of General Fund revenue).

Approval of an authorized subsidy of \$50,628 would reduce the sewer service charge for each "Eligible Customer" by 10% for FY 2019-20.

## FISCAL IMPACT

Based on the 10% discount on each "Eligible Customer" the maximum cost the Town would incur for FY 2018-19 would be \$50,628. Staff also requests a contingency amount of \$2,000.00 for unforeseen changes due modifications or usage calculation errors.

## BACKGROUND

Resolution 2012-28, adopted in July 2012, the City Council approved a Water Conservation Incentive Program for all residential and commercial sewer service customers beginning in FY 2014-15. The program's purpose was to create an incentive program by promoting water conservation, which if complied with, would help ease the cost of increasing sewer service rates.

The process of calculating the Annual Sewer Service charge discount was amended by the City Council at the April 11, 2018 City Council meeting.

Resolution 2019-XX provides the new process for calculating the Water Conservation Incentive Program (Sanitary Sewer Discount) as follows:

- After the annual water consumption reports are provided to the Town via the Town’s water purveyor, Cal Water, Staff inputs the information and calculates out each property owners cost for their Annual Cost of Sewer charge.
- Once that effort has been completed, the next calculation is to determine who are “Eligible Customers” (*Definition of Eligible Customer is: A property owner who is connected to the Towns Sanitary Sewer System whose domestic water use is the same or less than the prior three (3) year average*).
- The Annual Sewer Service Discount is then based on the Annual Cost of Service for Eligible Customers only, for example if the Annual Cost of Service for Eligible Customers was \$500,000 and the approved discount was 10%, the Annual Discount that the Town would be responsible for would be \$50,000.

## ANALYSIS

### Authorized Subsidy

The proposed resolution would establish \$50,628 as the Authorized Subsidy for the Water Conservation Incentive Program. The Town’s Annual Cost of Service for Eligible Customers for providing Town-wide sewer service is calculated to be \$506,277 for FY 2019-20. Using these data, the Individual Sewer Service Discount would be calculated as follows:

<b>Annual Cost of Service for Eligible Customers</b> (South San Francisco + NCSMSD annual charges)	\$506,277
<b>Proposed Individual Sewer Service Discount</b> (Authorized Subsidy divided by Annual Cost of Service)	10.00%
<b>Authorized Subsidy</b>	\$50,628

Here’s an example of how this discount could affect an eligible residential customer<sup>1</sup>:

Sewer service charge applicable to parcel	\$724.00
Individual Sewer Service Discount	10.00%
Savings to customer	\$72.40
Net charge to Eligible Customer	\$651.60

<sup>1</sup> Using a hypothetical customer in the North County San Mateo Sewer District, (NSMCSD)



The maximum cost to the Town would only be the approved Individual Sewer Service Discount percentage of the Annual Cost of Service for Eligible Customers.

**Council Adopted Values**

The Water Conservation Incentive Program serves a valid public purpose by rewarding and encouraging water conservation by both residents and businesses for their conservation efforts. The program is innovative and *visionary*, providing for an annual sewer subsidy for those who want to conserve a valued natural resource. The program also demonstrates the City Council’s commitment to adopting and implementing sustainability policies and programs.

**Sustainability Impact**

Programs such as the Water Conservation Incentive Program demonstrate what it means to be a sustainable community. Programs such as this bring focus to the importance of conservation.

**Alternatives**

Several alternatives are available to the Council: (3 examples, 5%, 15% and 20% discount)

- The Council could lower the proposed Authorized Subsidy at 5% for Eligible Customers.

Please see Example below:

Sewer service charge applicable to parcels	\$506,277
Individual Sewer Service Discount	5.00%
Savings to Eligible Customers	\$25,314
Net charge to Eligible Customers	\$480,963

- The Council could raise the proposed Authorized Subsidy at 15% for Eligible Customers.

Please see example below:

Sewer service charge applicable to parcels	\$506,277
Individual Sewer Service Discount	15.00%
Savings to Eligible Customers	\$75,942
Net charge to Eligible Customers	\$430,335

- The Council could raise the proposed Authorized Subsidy at 20% for Eligible Customers.

Please see example below:

Sewer service charge applicable to parcels	\$506,277
Individual Sewer Service Discount	20.00%
Savings to Eligible Customers	\$101,255
Net charge to Eligible Customers	\$405,021

Staff does not recommend lowering the Authorized Subsidy because this will result in Eligible Customers receiving less than a 10 percent reduction in their sewer service charge. This could cause residents to lose motivation in continuing to reduce their water use. Staff does not recommend raising the Authorized Subsidy because it could raise expectations for the future, and it would be irresponsible to promise a higher authorized subsidy without considering the long-term consequences to the Town.

### **Next Steps**

With City Council approval of the Water Conservation Incentive Program, the City Engineer will prepare the Annual Engineer’s Report which will show the proposed sewer charge for each parcel for FY 2019-20. The Engineer’s Report will be presented to the City Council at the June 26, 2019 City Council meeting for approval. Upon approval, the Engineer’s Report will be submitted to the County Tax Collector, who shall then collect the sewer service charge against each parcel at the same time as the Collector collects the property tax against that parcel.

### **CONCLUSION**

Staff recommends approving a Resolution allocating \$50,628 for the Water Conservation Incentive Subsidy to help users reduce annual sewer charges while making a strong statement regarding the Town’s stance on providing programs that encourage the community to conserve natural resources such as water while adopting sustainable lifestyle practices.

### **ATTACHMENTS**

- A. Resolution

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

**A RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$50,628 FOR THE  
WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2019-20**

The City Council of the Town of Colma hereby resolves:

**1. Background**

(a) In July 2012, by Resolution 2012-28, the City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The proposed Program would grant each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

(b) In April 2018, the City Council approved a minor change in how the Water Conservation Incentive amount is calculated.

(c) The City Council finds that the payments to be made under the Water Conservation Incentive Program serve a valid public purpose – to reduce water consumption -- and that the program is fair and equitable to all users. The Council further finds that, because the amount of the subsidy is determined each year as part of the budget process, it will be affordable.

**2. Findings**

The City Council finds as follows:

(a) The Water Conservation Incentive Program serves a valid public purpose, to wit, it rewards and encourages water conservation by both residents and businesses especially in drought periods;

(b) The program is *innovative*, providing for an annual sewer subsidy for those who want to conserve a precious natural resource;

(c) The program demonstrates the City Council's commitment to adopting and implementing sustainability policies and programs;

(d) The proposed Authorized Subsidy described herein is affordable; and

(e) In establishing the Authorized Subsidy described herein, the City Council has considered the long-term consequences to the financial health of the Town.

**3. Order**

The City Council establishes an Authorized Subsidy of \$50,628 for the Water Conservation Incentive Program for 2019-20 and directs the City Manager to include that amount in the proposed budget for fiscal year 2019-20.

### Certification of Adoption

I certify that the foregoing Resolution No. 2019-\_\_ was duly adopted at a regular meeting of said City Council held on May 8, 2019 by the following vote:

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

Dated \_\_\_\_\_

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

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



# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Pak Lin, Administrative Services Director  
VIA: Brian Dossey, City Manager  
MEETING DATE: May 8, 2019  
SUBJECT: FY 2019-20 Budget Study Session

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## RECOMMENDATION

This item is a study session for informational purposes only. No City Council action is required.

## EXECUTIVE SUMMARY

At the City Council Meeting of April 10, 2019, the Council received the FY 2019-20 Preliminary Budget Report. This report covered the initial projections of the General Fund Revenues and Expenditures and Staff received feedback from the City Council of a variety of outstanding items. The items included:

1. Reclassification of part-time HR Manager to full-time HR Analyst. The FY 2019-20 Proposed Budget includes this reclassification and Staff will continue to monitor the workload of the position and make adjustments as needed.
2. Offer an Internship/Student Aide program for FY 2019-20, which includes a Public Information Officer Intern and a part-time Student Aide for Office Administration. The FY 2019-20 Proposed Budget removed the Recreation Intern budget.
3. Making an additional contribution of \$343,000 to the PARS Pension Trust, which is included in the Proposed Budget.
4. Appropriate \$36,000 in FY 2018-19 towards consultant services to research new revenue strategies, which is included in the FY 2018-19 Estimated Actual.
5. Amend the Town's Investment Strategy to include Bank Certificate of Deposits, which is included in the proposed budget and the amendment will be presented to the City Council at a later regular meeting.
6. The Proposed Budget includes the transfer of \$727,000 (25% of FY 2017-18 audited General Fund surplus), to the unassigned Capital Reserve Fund. The goal of this practice is to build up the Capital Reserve fund.

Overall, total revenues in all funds are projected to be \$19.5 million. Total expenditures for all funds are projected at \$20.2 million, comprised of approximately \$18.4 million in Operating Expenditures, \$300,000 in Debt Service payments and approximately \$1.4 million in Capital Improvement Projects (CIP). Total expenditures in the FY 2019-20 Proposed Budget from all funds exceed revenues due to debt payment and capital investment, which are funded through General Fund transfers.

The following table compares the FY 2018-19 Estimated Actual and the FY 2019-20 Proposed Budget.

ALL FUNDS		2018-19 ESTIMATED		2019-20 PROPOSED		DIFFERENCE
Operations	\$	16,264,966	\$	18,422,609	\$	2,157,643
Debt Service	\$	296,269	\$	293,969	\$	(2,300)
Capital Projects	\$	6,428,368	\$	1,433,624	\$	(4,994,744)
<b>Total</b>	<b>\$</b>	<b>22,989,603</b>	<b>\$</b>	<b>20,150,202</b>	<b>\$</b>	<b>(2,839,401)</b>

The increase in Operations is driven by contributions to the PARS<sup>1</sup> Pension Trust and Accrued Leave Payout Reserves as stated in the 2018 Unfunded Liability Funding Strategy (\$410,000), a rise in pension to CalPERS (\$250,000), City Council approved cost of living adjustments and other compensation (\$200,000), insurance premium cost increases (\$88,800), and restoration of the contingency budget (\$150,000).

### FISCAL IMPACT

City Council review and direction on the FY 2019-20 Proposed Budget and Financial Plan report will not impact the current FY 2018-19 City Budget. It will inform the development of the Proposed FY 2019-20 Budget and Financial Plan that will be finalized and then considered by the City Council for adoption at the June 12, 2019 Council meeting.

### BACKGROUND

The budget is an annual planning tool that communicates priorities and sets the Town’s operating and spending policy for the year. The City Manager is responsible for presenting a budget to the City Council, in accordance with Colma Administrative Code Section 4.01 Division 2. The financial objective of the budget is to ensure that there are sufficient funds to meet ongoing spending. Special projects, where spending is generally one-time in nature, can utilize reserves.

The Budget Process really begins at the beginning of each fiscal year on July 1<sup>st</sup>. Upon adoption of the 2018-19 Budget, Town Staff reviews and monitors monthly expenditure reports and addresses any issues or discrepancies immediately. In January, departments were asked to review their mid-year numbers and provide preliminary assessments on whether budget adjustments are needed. As presented in the February 27, 2019 City Council agenda package, no budget adjustments were needed. The agenda package included a summary of City Council approved

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<sup>1</sup> PARS offers and manages the Town’s trust funds designated for pension and OPEB cost.

budget amendments for the first half of the fiscal year, including the addition of and appropriation for the El Camino Real Bicycle and Pedestrian Project, the creation of seven new funds and the related transfers, the budget increase for the Dispatch Furniture Upgrade project, and the implementation of the 2018 Unfunded Liabilities Strategies – where \$1.05 million was paid to CalPERS as supplemental contribution, \$1.00 million was transferred to PARS Pension Trust, and \$650,000 was transferred to the Accrued Leave Reserve to address Leave Payouts upon retirement.

The development of FY 2019-20 budget began shortly after the February City Council meeting. Departments were given total expenditures through February and budget instructions. Departments were also tasked to project ending expenditures for FY 2018-19 and “hold the line” for FY 2019-20 expenditure budget. Aside from utility increases and selected contract services, the Departments were diligent in holding the line on their respective budgets.

The Finance Team was responsible for projecting the departmental personnel costs and non-departmental revenues. The personnel cost projection was finalized after the tentative labor agreements were reached. The personnel cost accounted for separations, vacancies and other departmental personnel changes.

For revenue projections, Finance continues to use HdL for sales tax revenue projections, State and County reports for grants and other distributions, and historical average for Cardroom Tax, rentals and investment earnings. Finance also hosted a county financial officer group (SAMFOG) in March and polled local financial industry experts on what they foresee for the next five years and their projection method for General Fund revenues and expenditures.

## **ANALYSIS**

General Fund revenues of \$17.7 million exceed General Fund expenditures of \$17.0 million by \$0.7 million during the 2019-20 fiscal year. Transfers to fund Capital Projects (\$590,000), Debt Service expenditures (\$297,569), and Sewer Fund (\$160,700) depletes any projected operating surplus in FY 2019-20, reducing the General Fund (11) reserve by \$362,426. Additionally, the transfer of 25% of FY 2017-18 audited General Fund surplus (\$727,000) further reduces the General Fund Ending Reserve Balance to \$9,466,029.

The General Fund reserve is designated towards various rainy day funds based on the Town’s General Fund Reserve Policy (Municipal Code 4.01.150.c.3). The largest part of the reserve is for Budget Stabilization in an amount to ensure continuity of operations in the event of a severe economic downturn. That amount is calculated as 100%, rounded to the nearest \$100,000, of the General Fund expenditures for the prior fiscal year, net of contribution into pension, OPEB and Accrued Leave, or \$12.0 million. Since the current Budget Stabilization balance is \$12.0 million, there is no transfer needed for FY 2019-20. The Unassigned General Fund Reserve<sup>2</sup> is projected to be \$10.2 million at the end of FY 2019-20.

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<sup>2</sup> The Unassigned General Fund Reserve is the balance of all general funds not otherwise appropriated (budgeted) or accounted for. See Status of Fund Balances.

## **General Fund Revenues**

The FY 2019-20 General Fund revenues are projected to be \$38,310 less from the FY 2018-19 Estimated Actuals. The main drivers for these increases are in sales and cardroom taxes, licenses and permits, and use of money & property.

### **SALES AND CARDROOM TAXES**

As shown above, sales tax revenue is projected to be \$11,600,000 in FY 2018-19 and \$11,400,000 in FY 2019-20. This is driven by two elements. Roughly \$300,000 of the sales tax received in FY 2018-19 should have been received in FY 2017-18. Due to a system change, the California Department of Tax and Fee Administration (CDTFA) could not distribute sales tax timely to all California agencies. The second driver is from auto sales, where HdL indicated that auto purchases and transfers have plateaued in FY 2018-19 and has assumed auto sales will decline in FY 2019-20.

Cardroom taxes have consistently hovered over \$4.2 million and \$4.4 million and are projected conservatively at \$4,300,000 in FY 2018-19 and \$4,250,000 in FY 2019-20.

### **LICENSES & PERMITS**

The FY 2018-19 License & Permit budget accounts for the development of two specific commercial lots, which did not occur in FY 2018-19. As a result, the FY 2018-19 License & Permit revenue is \$20,939 less than the FY 2018-19 Budget. Assuming the projects will begin in FY 2019-20 plus the newly City Council approved fees and related charges for Planning, Building, and Engineering Divisions, the FY 2019-20 License & Permit revenue is expected to be \$160,154 more than FY 2018-19 Estimated Actual. The Planning, Building and Engineering Divisions have also began noticing a decline in permit activities in FY 2018-19. This is an early indicator of an economic slowdown and will require continued monitoring to assert whether this is a trend or a blip.

### **USE OF MONEY & PROPERTY**

The Town invests all its excess funds into State and County Pools, LAIF and SMC Pool respectively. The goal of these investment pools is to secure public funds by investing in the short term, more security, and liquid assets. The types of assets are also governed by California Government Code Section 53600, et seq. As a result, investment returns are usually 3 percent to 4 percent lower than the market. The average return has been between 1.0% to 1.7%. FY 2018-19 has been a strange year in investment earnings.

Because Wall Street has been extremely reactive to the suggested changes to federal and international policies, investment earnings have experienced unusual growth, regardless of types. As a result, the Town's investment earnings are projected to be \$400,904 in FY 2018-19, or \$187,904 more than budget. To ensure the Town will weather the upcoming economic adjustment, Town Staff has met with an investment company to diversify the Town's portfolio. One viable option is to invest \$5,000,000 into Bank Certificate of Deposits (CD) where a million dollars will be invested in 1-Year CDs, 2-Year CDs, 3-Year CDs, 4-Year CDs, and 5-Year CDs. There will be a \$250,000 limit for each CD so that it can be FDIC/NCUA insured. The FY 2019-20 Investment Earnings assume that the Town will embark on this rolling CDs investment strategy and thereby setting the budget at \$500,904 in FY 2019-20. Staff is anticipating that the new investment strategy may push the operating deficit from FY 2021/22 to FY 2022/23.



## General Fund Expenditures

The FY 2019-20 Budget is \$16,989,987, or an increase of 13% from the FY 2018-19 Estimated Actual and is driven by the following:

- \$553,175 increase in Salary & Wages. The increase includes negotiated COLA increases, reclassification of part-time HR Manager to full-time HR Analyst, the internship/student aide program, and the additional support in Finance, as discussed below. The FY 2019-20 Budget also included positions that were vacant in FY 2018-19, but expected to be filled by FY 2019-20.
- \$721,177 increase is in Benefits. The main drivers are increases in the PERS contribution and medical premium costs. Due to changes in CalPERS medical negotiations, many employees moved from Blue Shields Access to a more expensive plan (Anthem Blue Cross) in order to stay with the same doctor. The FY 2019-20 budget also includes, for the first time, a supplemental pension contribution of \$343,815 into the PARS Trust and the additional \$65,000 set aside towards Accrued Leave Payout.
- \$434,841 increase is Supplies & Services (including Contractual). Total insurance premium for property, liability and worker's comp is projected to increase by \$88,800 or 15% more than FY 2018-19 Estimated Actual. The remaining \$149,490 is primarily the restoration of contingency budget for all departments. These include restoring planning services budget for plan reviews. As mentioned in the Licenses & Permit section above, less planning permit applications submitted meant less Professional Planning Services for Current Activities. The FY 2018-19 City Manager Estimated Actual includes \$50,000 for consulting services to survey for potential new revenues and fees. This will be a multi-year project beginning in May 2019 in preparation for the November 2020 election ballot. The appropriation of \$50,000, if approved by the City Council, will be moved to the capital program to be carried over until the project completes.
- \$125,597 increase in Facilities. More than half of the increase is in Town Hall and is related to the EVGo Station, which generates roughly \$5,000 of additional monthly electricity charges. The Town is currently in negotiation with EVGo and will be fully reimbursed once the contract is signed. Of the \$125,597 increase, \$38,950 of the increase is related to interior and exterior maintenance at all facilities, including new kitchen cabinets, sink and appliances at Sterling Park (\$20,000), repairs to cupola (roof) at Sterling Park (\$15,000), new drapes and fabric for partition wall at Community Center (\$33,000), and secondary entryway for the Dispatch area at the Police Station (\$18,000).
- \$174,490 increase in Fleet Allocation & Equipment Purchase. The budget for the Equipment Purchase stays the same as FY 2018-19. The main change in the Fleet Replacement Allocation. Previously, the allocation was \$86,000 per year. Based on the increase in vehicle replacement costs and the cost to outfit each vehicle, the average replacement cost per vehicle is close to \$100,000. To ensure the Town is reserving adequately for vehicle replacement, the annual allocation has been increased to \$250,000. Staff will review the fleet replacement schedule and allocation method and will bring back to the City Council for consideration in FY 2019-20 on matters of funding strategy and allocation method.

The following table shows a comparison of revenues and expenditures for all funds, including inter-fund transfers in the FY 2019-20 Proposed Budget.

Town-wide Financial	General Funds (11, 12)	All Other Funds (21, 22, 23, 24, 25, 27, 29, 31, 32, 33, 43, 61, 81, 82, 83)	Total All Funds
<b>Operating Activities</b>			
Total Revenues	17,675,830	1,796,793	19,472,623
Total Operating Expenditures	16,989,987	3,160,215	20,150,202
<b>Net Operating Activities</b>	<b>34,665,817</b>	<b>4,957,008</b>	<b>39,622,825</b>
<b>Capital Expenditures</b>			
Streets, Sidewalks, Bikeways	0	481,754	481,754
Sewers & Storm Drains	0	95,000	95,000
City Facilities / Long Range Plans	0	384,230	384,230
Major Equipment / Fleet	0	472,640	472,640
<b>Total Capital Expenditures</b>	<b>0</b>	<b>1,433,624</b>	<b>1,433,624</b>
<b>Total Spending</b>	<b>16,989,987</b>	<b>4,593,839</b>	<b>21,583,826</b>
<b>Transfers Between Funds</b>			
Transfers In			
Transfer In (From General Fund)		1,775,269	1,775,269
Transfers (Out)			
Transfer Out (For Debt)	(297,569)		(297,569)
Transfer Out (For CIP)	(1,317,000)		(1,317,000)
Transfer Out (For Sewer)	(160,700)		(160,700)
<b>Net Transfers In/(Out)</b>	<b>(1,775,269)</b>	<b>1,775,269</b>	<b>0</b>

## MAJOR CHANGES TO THE OPERATING BUDGET

A key element in developing the Annual Town Budget is a review of the staffing level of each department, as well as unexpected new fees or contract costs. The City Manager reviewed the proposed increases and is recommending the following changes in FY 2019-20 Budget, net impact of \$145,984:

- **Internship/Student Aide Program.** The proposed increase includes budget for one intern and one student aide. The Interns are budgeted based on \$20/hr. The Student Aide is budgeted based on \$13/hr. Total program cost is \$19,500.
- **Reclassification of Part-Time HR Manager to Full-Time HR Analyst.** The number of recruitments in FY 2018-19 has been unprecedented and turnover from retirement is expected to continue to rise in the next five years. The part-time HR Manager does not

have enough hours in the office to manage recruitments, benefits, training, and other HR matters. To minimize cost, Staff is recommending to reclassify the Part-Time HR Manager position to a Full-Time HR Analyst, with the opportunity for part-time benefited. Net increase is \$94,607.

- **Supplemental Coverage for Finance.** A member of the Finance Team will be going on extended leave of absence for personal matters. To ensure sufficient coverage for finance functions, Staff is recommending a net increase of \$26,877. It will be split between consulting services and part-time personnel.
- **Sea Level Rise contribution.** As discussed in the February 27, 2019 City Council meeting, Resilient San Mateo asked the Town for a \$25,000 initial contribution to fund and address Bay Area sea level rise.

### Other Changes to the Budget

- **Consultant for New Revenues Strategy.** Staff acknowledges the original project budget of \$125,000 was high. Through discussion with the consultant, the project has been split into two phases. The first phase is the survey and public outreach. The estimated cost is \$36,000. The FY 2018-19 Estimated Actual included the entire \$36,000 in the City Manager's Office. The results from the first phase of this project will determine whether the project will continue into the second phase.
- **New Investment Strategy.** The proposed new investment strategy will include \$5.0 million from the County Pool to Bank CDs, which will be FDIC/NCUA insured as long as each investment is less than \$250,000. The strategy will include a rolling 5-year CD portfolio where earnings for matured CDs will be rolled into a 5-Year. City Council directed Staff to research on investing with local banks and credit unions. Staff will solicit performance and fee structure from these institutions and will report back with the investment strategy amendment.
- **Supplemental Pension Contribution.** The FY 2019-20 Budget accounts for a supplemental contribution of \$343,815 based on 6 percent discount rate. This amount is consistent with the 2018 Unfunded Liability Strategy report.
- **OPEB Contribution.** Based on the 2017 OPEB Valuation report and discussion with the Actuary, the Town's FY 2018-19 contribution included medical premium for active employee –it's called implicit subsidy in the report. The FY 2018-19 OPEB contribution was \$1,698,715. The FY 2019-20 proposed OPEB contribution is \$1,609,375. Since the Town's OPEB is currently 14% funded, Staff recommends keeping the FY 2018-19 OPEB Contribution as \$1,698,718 but reduce the FY 2019-20 OPEB Contribution to \$1,609,375.
- **Building Capital Reserve Fund.** During the adoption of the 2019-2024 Capital Improvement Plan, the City Council authorized the transfer of audited excess General Fund monies to build up the Capital Reserve Fund. This is a way to begin building a balance to address unfunded infrastructure needs and improvements. The premise of using the audited excess General Fund monies is to reallocate the unassigned reserve to more pressing needs. For FY 2017-18, the audited excess revenues for the General Fund is \$2,908,377. The Council agrees with moving 25% of the excess to fund Capital Reserve. This equates to \$727,000 additional transfer from the General Fund (11) to Capital Reserve Fund (31).

## **CAPITAL IMPROVEMENT PLAN**

The Capital Improvement Plan (CIP) covers the construction and maintenance of major projects and facilities as well as major studies. The CIP also serves as a budget that provides the means to pay for these projects. The Town of Colma adopted a new five-year capital program in FY 2018-19. The CIP enables the Town to deliver improvements and upgrades to the Town's facilities, infrastructure needs, information technologies, major studies and other projects.

The FY 2019-20 Proposed Capital Improvement Program includes 17 projects with a total project budget of \$3,008,524. The project budget is made up of \$1,895,884 of the unspent budget carried over from FY 2018-19 and \$1,112,640 of the new funding requests. The anticipated total spending in FY 2019-20 is projected to be \$1,433,624, with \$1,574,900 to be carried over to the following fiscal years.

Beginning in FY 2018-19, the General Fund portion of the unspent capital project funds are released from the completed projects to replenish the Capital Reserve Fund (31). The estimated unspent General Fund monies total \$59,144. Additionally, the FY 2019-20 Proposed Budget includes a transfer \$727,000 of General Fund monies to capital reserve Fund to begin building the Capital Fund (31) reserve balance.

## **FUTURE CHALLENGES**

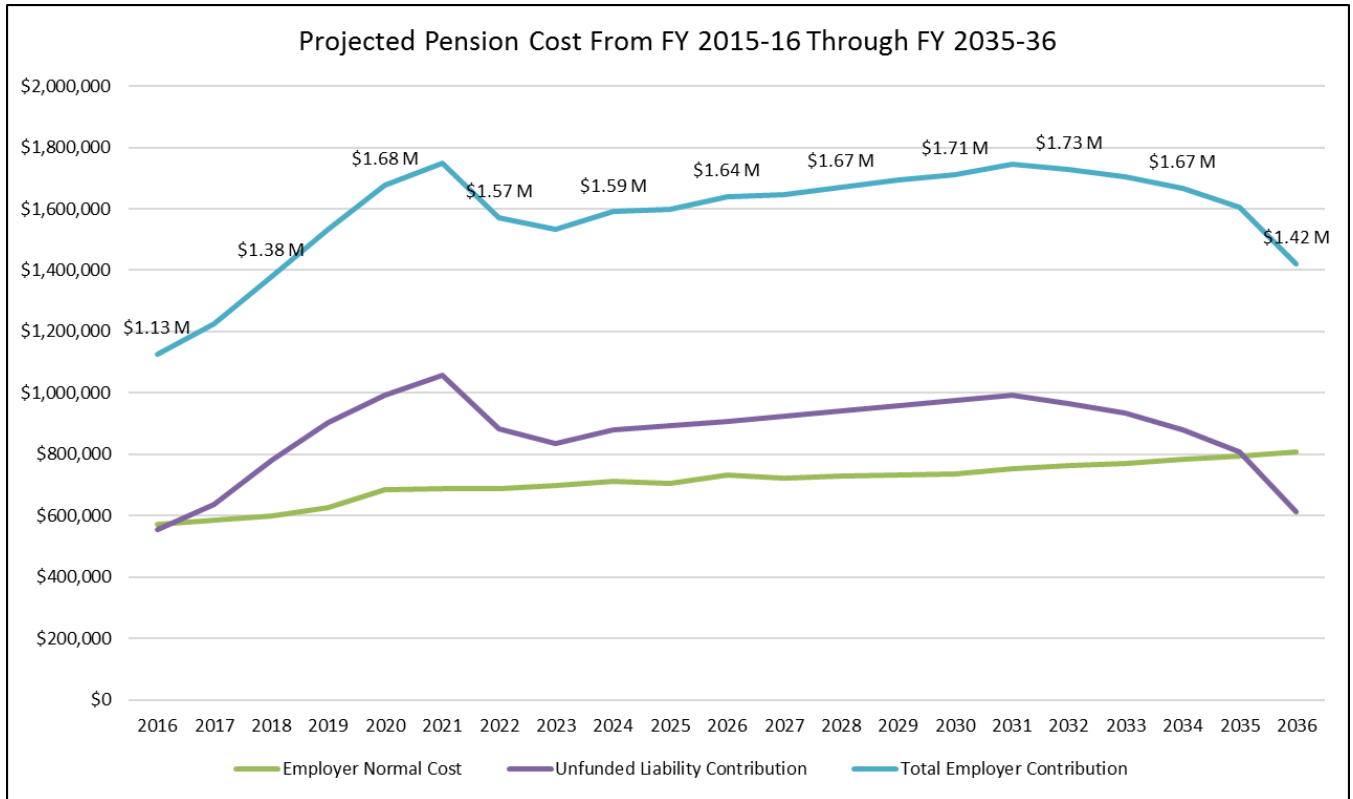
Like many agencies in the State of California, the Town will need to keep unfunded liabilities and aging public infrastructure in our forefront. In addition, the Town's reliance on sales tax revenues make it vital for the Town to diversify its revenue sources and to promote local businesses by attracting more visitors.

### **Unfunded Capital Needs**

The FY 2019-20 Proposed Budget shows a total unfunded project budget of \$14,820,000. Based on a recent Serramonte Boulevard/Collins Avenue Master Plan study session, the cost to complete all the suggested improvements to this major corridor will cost the Town an additional \$11.8 million to \$17.9 million. Improvements to this corridor will improve safety, aesthetic, and can improve the Long-Term Economic Benefits for the Town. Staff will continue to look into ways to prioritize and phasing of the unfunded projects. Searching for other funding sources, including grants, will also be critical.

### **Unfunded Liabilities**

In FY 2018-19, the City Council approved a plan to begin funding its Pension Trust using a 6.0% or 6.5% discount rate. The chart below shows the continued contribution of \$500,000 to the Pension Trust through FY 2035-36. Even with this addition, the Town's annually required pension contribution will be in the range of \$1.5 million to \$1.7 million. With the economy beginning to slowdown, Staff's current projection is that the General Fund will have an operating deficit beginning FY 2021-22. Cost containment and reduction, plus searching for new revenue streams are the only way to bridge the operating deficit gap.



**Revenue Diversification**

The Town has made progress in recent years in diversifying its revenue sources, including voter-approved 12% TOT Tax, newly adopted planning, building, and engineering permit review fees and charges, and changing the Town’s investment strategy to include Bank Certificate of Deposits. With 64.5% of the Town’s General Fund revenues from Sales Tax, it is essential that the Town continue to explore new revenue sources.

**Reasons For the Recommended Action/Findings**

Providing for early public discussion of the Town Financial Plan allows an opportunity for Staff to evaluate and incorporate any new items that may not be included in the baseline budget.

**Council Adopted Values**

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

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

## **Alternatives**

In addition to providing feedback on the items listed under Proposed Increases and Other Discussion Matters, the City Council may provide direction to Staff on budgetary items to add or be removed.

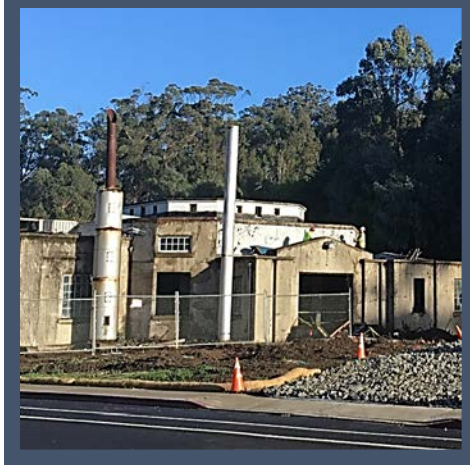
## **CONCLUSION**

Staff is requesting comments from the Council and the public on the Proposed Budget Report. A final Proposed Budget will be presented during the public hearing on June 12, 2019, followed by adoption by resolution. A more detailed budget document will be provided in advance of these meetings.

## **ATTACHMENTS**

- A. FY 2019-20 Proposed Operating and Capital Budget





*It's great to be alive  
in Colma*

*Fiscal Year 2019-20 Operating  
and Capital Budget  
Town of Colma*



# Town of Colma

## Elected Officials, Appointed Officials & Contract Service Providers

### Elected City Officials

Mayor	Joanne F. del Rosario
Vice Mayor	John Irish Goodwin
Council Member	Diana Colvin
Council Member	Helen Fisicaro
Council Member	Raquel "Rae" Gonzalez

### Appointed City Officials

City Manager	Brian Dossey
Chief of Police	Kirk Stratton
Administrative Services Director	Pak Lin
Recreation Manager	Vacant

### City Services Provided Under Contract

Legal Services	Best, Best & Krieger
Planning, Engineering & Building Services	CSG Consultants

### Budget Cover Pictures:

Community Event	Dia De Los Muertos	Youth Outreach Program
Movie at the Cemetery	Sterling Park Grand Opening	CAPE
	Veteran Housing	Town Logo and Motto
Document Title	New Town Hall	



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Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the document, should direct such a request to Pak Lin, Administrative Services Director, 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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Colma  
California**

For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Colma, California for its annual budget for the fiscal period beginning July 1, 2018.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA for award consideration.

*California Society of  
Municipal Finance Officers*

*Certificate of Award*

*Excellence Award for  
Fiscal Year 2018-2019 Operating Budget*

*Presented to the*

*Town of Colma*

For meeting the criteria established to achieve the CSMFO Excellence Award for Budgeting.

*December 19, 2018*



*Margaret Moggia*

*Margaret Moggia  
CSMFO President*

*Sara J. Roush*

*Sara Roush, Chair  
Recognition Committee*

*Dedicated Excellence in Municipal Financial Reporting*

# **Budget Message**



# City Manager's Budget Message

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TO: Mayor and Members of the City Council  
FROM: Brian Dossey, City Manager  
MEETING DATE: May 8, 2019  
SUBJECT: FY 2019-20 Proposed Budget



---

I am pleased to present the FY 2019-20 Proposed Budget for the Town of Colma. It continues the outstanding efforts by the Town to provide municipal services to our residents and businesses.

The FY 2019-20 Proposed Budget 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 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.

The Town of Colma prides itself on being transparent and fiscally responsible. The Town strives to maintain the quality of life and essential services residents rely on, including maintaining aging infrastructure, repairing potholes, streets & roadways, and maintaining public safety services, such as police patrols and emergency response services.

## **EXECUTIVE SUMMARY**

### **Proposed Budget – All Funds**

In the Proposed Budget, total revenues in all funds are projected to be \$19.5 million. Total expenditures for all funds are projected at \$20.2 million, comprised of approximately \$18.4 million in Operating Expenditures, \$300,000 in Debt Service payments and approximately \$1.4 million in Capital Improvement Projects (CIP).

Total expenditures in the FY 2019-20 Proposed Budget from all funds exceed revenues due to debt payment and capital investment, which are funded through General Fund transfers. A project description for each Proposed capital projects is included in the Capital Improvement Plan Section of the budget document on page 147.

The following table compares the FY 2018-19 Estimated Actual and the FY 2019-20 Proposed Budget.

ALL FUNDS	2018-19 ESTIMATED		2019-20 PROPOSED		DIFFERENCE
Operations	\$	16,264,966	\$	18,422,609	\$ 2,157,643
Debt Service	\$	296,269	\$	293,969	\$ (2,300)
Capital Projects	\$	6,428,368	\$	1,433,624	\$ (4,994,744)
<b>Total</b>	<b>\$</b>	<b>22,989,603</b>	<b>\$</b>	<b>20,150,202</b>	<b>\$ (2,839,401)</b>

The increase in Operations is driven by contributions to the PARS<sup>1</sup> Pension Trust and Accrued Leave Payout Reserves as stated in the 2018 Unfunded Liabilities Funding Strategy (\$410,000), a rise in pension to CalPERS (\$250,000), City Council approved cost of living adjustment and other compensations (\$200,000), insurance premium cost increase (\$88,800), and restoration of contingency budget (\$150,000). Additional information can be found in Expenditures discussion on Page 15, major changes to the budget beginning on Page 17, and within perspective departmental budgets beginning on Page 51.

## ECONOMIC OVERVIEW

The Town of Colma is the smallest municipality in San Mateo County and one of the smallest in California (ranked 462 out of 482 cities in the state) with 1,501 residents. Sales Tax (64.5% of General Fund revenues) and Cardroom Tax (24.0% of General Fund revenues) are the primary revenue sources. Compared to its small population, the Town has a high per capita amount of sales tax revenue. This is largely due to the Serramonte Boulevard Auto Row and retail sales at its two shopping centers: 280 Metro and Serra Center.

### Economic Factors Impacting Revenues

Based on the most recent assessment by the Town’s tax consultant HdL, auto sales statewide have flattened out in FY 2018-19 and is projected to dip in FY 2019-20. The story is similar for fuel and service stations. State and County Pools continues to grow while general consumer goods flatten. This signifies that more consumers are switching to online purchases and away from the traditional in-store purchase. The growth in Building/Construction and Restaurants/Hotels are starting to slow down. Overall, statewide sales tax is expected to grow by 1.2 percent in FY 2019-20.

For the Town of Colma, due to the significant reliance on auto sales, the FY 2019-20 sales tax projection is expected to decline by 2.2 percent from the FY 2018-19 estimated actual. A chart of the Town of Colma’s sales tax revenues by industry can be found on page 30.

Cardroom Tax revenue in FY 2019-20 is projected to be approximately \$4.3 million, which is the same as last year. Projections for Cardroom Tax revenue reflect a slight increase since taxes dipped in the 2014-15 fiscal year. The total revenue for this source remains 12 percent below the amount collected in the 2012-13 fiscal year. The lower amount is partially attributable to increased gaming competition in the region.

The Town is uniquely challenged in its efforts to diversify its revenue base. Of the Town’s 2 square miles of land, 76 percent is zoned for cemetery usage and the remaining land are substantially developed.

<sup>1</sup> PARS offers and manages the Town’s trust funds designated for pension and OPEB cost.



The reliance on sales tax revenues makes the Town vulnerable to changes in consumer spending. In FY 2018-19, the Town completed a number of projects to diversify its revenue source. Through voter's approval, the Town may charge Transient Occupancy Tax (Hotel Tax) of 12 percent. In February 2019, the City Council approved new fees and charges for planning, building and engineering services. Currently, Town Staff is working on new revenue strategies.

## **Economic Factors Impacting Expenditures**

The rising pension cost continues to be the Town's largest challenge. FY 2019-20 is the final year of the CalPERS discount rate adjustment from 7.5 percent in FY 2017-18 to 7.0 percent in FY 2019-20. There are indicators from CalPERS and industry experts that the true discount rate should be 6.0 percent. In addressing these concerns, the City Council approved the first ever 2018 Unfunded Liabilities Funding Strategy, where each year each department will make an additional contribution to the Town's PARS Pension Trust, which can be used for budget stabilization during the next economic downturn or adjustment.

Overall, the economy in California and the Bay Area are both projected to continue to be strong. There will be challenges in some sectors including the high cost of housing in the region. However, as long as employment remains strong, inflation is under control and retail and auto sales are strong, the Town's economic forecast is bright.

## **STRATEGIC PLAN**

At the end of each calendar year, the City Council reviews and discusses Town priorities with the City Manager and staff. In November 2016, the process produced a new two-year strategic plan that built on the previous version. The City Council prioritized several ongoing projects, many of which focused on capital improvements or strengthening the Town's long-term fiscal position. The 2017-19 Strategic Plan is a two-year plan that will be updated in Early 2020. Below are some of the key components of the Strategic Plan.

### **Economic Development**

Colma has been actively engaged in Economic Development for many years. In May 2010, the City Council adopted an Economic Development Strategy with several activities to be performed using existing resources. The Strategy was followed by the selection of a consultant to assist with the development of a long-range Economic Development Plan which was approved by the Council in December 2012.

The Plan contains short-term and long-term action items. The Council prioritized a handful of key economic development initiatives during the 2016 Strategic Planning process, which staff continues to implement.

The focus for FY 2018-19 was on the preparation of a Master Plan for the Serramonte Boulevard Auto Row Improvements and the support of expansion or relocation of key revenue-generating businesses. The project included conceptual design, traffic study, business outreach, numerous study sessions, economic assessment, and projected construction and design cost. The project is currently scheduled to be completed in Fall 2019.

## **Complete Town Hall Campus Renovation**

The Town has completed the final phase in renovation of its historic Town Hall facility. The project includes an addition of approximately 9,000 square feet. The project addressed both Americans with Disability Act access issues and brought the Town's administrative functions under one roof. The funding to undertake the work is covered by a \$5.1 million Certificates of Participation (COP) issue plus funding transferred from the General Fund. The Town Hall Campus Renovation project in FY 2019-20 and ribbon cutting ceremony was held in December 2019. There are minor finishing touches but the project should be fully completed by August.

## **General Plan Update**

California state law states that each city shall "periodically review, and revise, as necessary, the general plan." The California Supreme Court stated that, "...while there is no statutory requirement that the General Plan be updated at any given interval, there is an implied duty to keep the General Plan current."

A city's failure to keep the General Plan or any of its elements current may be subject to a lawsuit over the validity of the document. Approximately \$400,000 has been budgeted in the FY 2018-19 Adopted Budget for this update. This project is expected to have activity during the FY 2018-19 fiscal year including contract work on the Environmental Impact Report (EIR). The project will continue into FY 2019-20.

## **Financial Planning – Prepare Plan to Address Unfunded Liabilities**

The Town's unfunded liabilities have grown in recent years due to poor investment returns, longer benefit payment period, rising medical premium costs, and faster salary escalations. To curb unfunded liabilities, the Town reduced pension benefits for new hires in 2012, established designated reserves in 2014, participated in an Internal Revenue Service (IRS) recognized Section 115 Trusts in 2015, and negotiated a reduced sick leave payout on retirement for all new hires after 2019. The Town also conducted two study sessions to discuss the funding strategies to address the three primary unfunded liabilities: pension costs, Other Post-Employment Benefit (OPEB) costs, and accrued leave payouts when an employee retires from the Town.

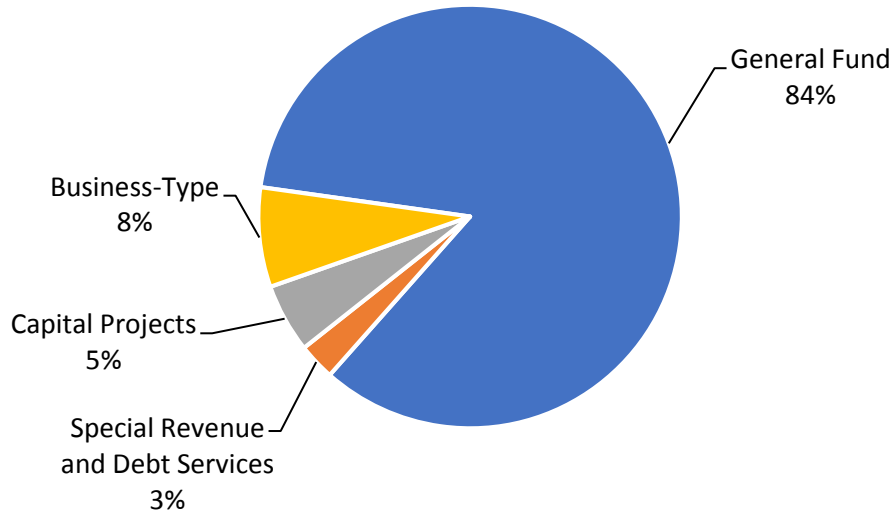
In February 2019, the Town made a \$1.05 million supplemental contribution to CalPERS and a \$1.0 million to PARS Pension Trust in March 2019. The Accrued Leave Payout Reserve was set up in Fund 12 (General Fund Reserves) with an initial allocation of \$650,000. The Budget Stabilization Reserve was reduced from \$15.0 million to \$12.0 million. Lastly, the FY 2019-20 Budget includes a \$65,000 contribution into the Accrued Leave Payout Reserve, \$343,900 contribution into the PARS Pension Trust, and \$1,609,400 contribution into the PARS OPEB Trust.

## **FINANCIAL INFORMATION**

### **Summary**

The Budget Overview Section contains detailed information related to the Economic Assumptions and tables showing multi-year comparisons of both revenue and expenditures. That section also provides a detailed comparison of Fund Balances. The purpose of this section is to provide a high-level overview of the financial plan and to highlight key areas. The following chart displays the total expenditure by fund type. Special Revenue and Debt Services include Gas Tax, Measure A, Transportation Grant, Housing Impact Fund, various police grants and the Town's only debt (COP). The Business-Type includes Vehicle Replacement, Sewer Operation, Sewer Capital, and City Property Funds.

## Expenditure Budget by Fund Type – \$20.2 Million



As shown above, the FY 2019-20 Proposed Budget primarily consists of the General Fund (84%). Total revenues are projected to be \$17.7 million with \$17.0 million in the General Fund. Total expenditures for all funds are at \$20.2 million, comprised of \$18.4 million in Operating Expenditures, \$293,969 in debt service and \$1.4 million in Capital Improvement Projects.

### General Fund - Revenues, Expenditures, Transfers & Reserves

General Fund revenues of \$17.7 million exceed General Fund expenditures of \$17.0 million by \$0.7 million during the 2019-20 fiscal year. Transfers to fund Capital Projects (\$590,000), Debt Service expenditures (\$297,569), and Sewer Fund (\$160,700) depletes any projected operating surplus in FY 2019-20, reducing the General Fund (11) reserve by \$362,426. Additionally, the transfer of 25 percent of FY 2017-18 audited General Fund surplus (\$727,000) further reduces the General Fund Ending Reserve Balance to \$9,466,029.

The General Fund reserve is designated towards various rainy day funds based on the Town's General Fund Reserve Policy (Municipal Code 4.01.150.c.3). The largest part of the reserve is for Budget Stabilization in an amount to ensure continuity of operations in the event of a severe economic downturn. That amount is calculated as 100 percent, rounded to the nearest \$100,000, of the General Fund expenditures for the prior fiscal year, net of contribution into pension, OPEB and Accrued Leave, or \$12.0 million. Since the current Budget Stabilization balance is \$12.0 million, there is no transfer needed for FY 2019-20. The Unassigned General Fund Reserve<sup>2</sup> is projected to be \$10.2 million at the end of FY 2019-20.

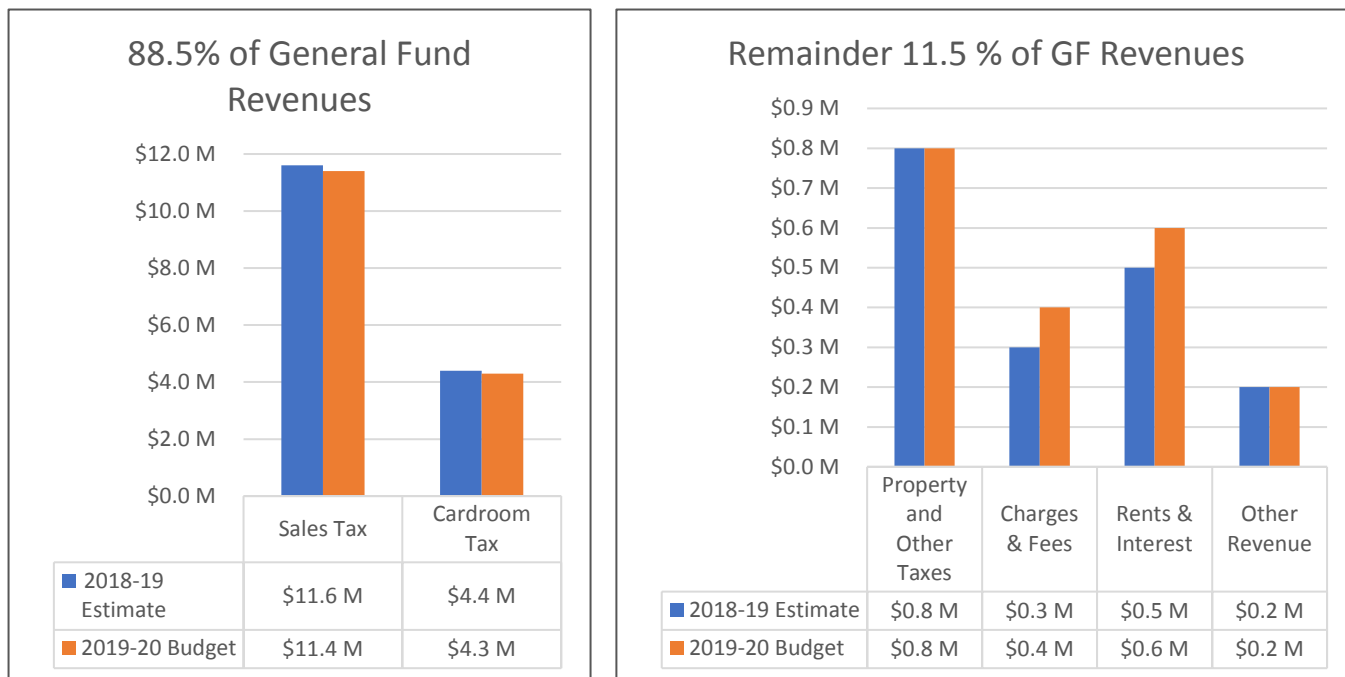
The assumptions used in preparing the FY 2019-20 Proposed Budget are discussed at the beginning of the Budget Overview Section on page 33.

<sup>2</sup> The Unassigned General Fund Reserve is the balance of all general funds not otherwise appropriated (budgeted) or accounted for. See Status of Fund Balances.

## Revenues

Total revenues for all funds are projected to be \$21.5 million, with \$17.4 million in General Fund. The General Fund projection is \$38,000 less than the FY 2018-19 Estimated Actual. As a low property tax municipality, the Town is heavily reliant on Sales Tax and Cardroom Tax revenues as indicated by the chart below.

### General Fund Revenue – \$ 17.7 Million



The FY 2019-20 General Fund revenues are projected to reduce by \$38,310 from the FY 2018-19 Estimated Actuals. The main drivers for these increases are in sales and cardroom taxes, licenses and permits, and use of money & property.

### SALES AND CARDROOM TAXES

As shown above, sales tax revenue is projected to be \$11,600,000 in FY 2018-19 and \$11,400,000 in FY 2019-20. This is driven by two elements. Roughly \$300,000 of the sales tax received in FY 2018-19 should have been received in FY 2017-18. Due to a system change, the California Department of Tax and Fee Administration (CDTFA) could not distribute sales tax timely to all California agencies. The second driver is from auto sales, where HdL indicated that auto purchases and transfers have plateaued in FY 2018-19 and has assumed auto sales will decline in FY 2019-20.

Cardroom taxes have consistently hovered over \$4.2 million and \$4.4 million and are projected conservatively at \$4,300,000 in FY 2018-19 and \$4,250,000 in FY 2019-20.

### LICENSES & PERMITS

The FY 2018-19 License & Permit budget accounts for the development of two specific commercial lots, which did not occur in FY 2018-19. As a result, the FY 2018-19 License & Permit revenue is \$20,939 less than the FY 2018-19 Budget. Assuming the projects will begin in FY 2019-20 plus the newly City Council approved fees and related charges for Planning, Building, and Engineering Divisions, the FY 2019-20 License & Permit revenue is expected to be \$160,154 more than FY 2018-19 Estimated Actual. The

Planning, Building and Engineering Divisions have also begun noticing a decline in permit activities in FY 2018-19. This is an early indicator of an economic slowdown and will require continued monitoring to assert whether this is a trend or a blip.

## **USE OF MONEY & PROPERTY**

The Town invests all its excess funds into State and County Pools, LAIF and SMC Pool respectively. The goal of these investment pools is to secure public funds by investing in the short-term, more security, and liquid assets. The types of assets are also governed by California Government Code Section 53600, et seq. As a result, investment returns are usually 3 percent to 4 percent lower than the market. The average return has been between 1.0 percent to 1.7 percent. FY 2018-19 has been a strange year in investment earnings.

Because Wall Street has been extremely reactive to the suggested changes to federal and international policies, investment earnings have experienced unusual growth, regardless of types. As a result, the Town's investment earnings are projected to be \$400,904 in FY 2018-19, or \$187,904 more than budget. To ensure the Town will weather the upcoming economic adjustment, Town Staff has met with an investment company to diversify the Town's portfolio. One viable option is to invest \$5,000,000 into Bank Certificate of Deposits (CD) where a million dollars will be invested in 1-Year CDs, 2-Year CDs, 3-Year CDs, 4-Year CDs, and 5-Year CDs. There will be a \$250,000 limit for each CD so that it can be FDIC/NCUA insured. The FY 2019-20 Investment Earnings assume that the Town will embark on this rolling CDs investment strategy and thereby setting the budget at \$500,904 in FY 2019-20. Staff is anticipating that the new investment strategy may push the operating deficit from FY 2021/22 to FY 2022/23.

## **EXPENDITURES**

The FY 2019-20 Budget is \$16,989,987, or an increase of 13 percent from the FY 2018-19 Estimated Actual and is driven by the following:

- \$553,175 increase in Salary & Wages. The increase includes negotiated COLA increases, reclassification of part-time HR Manager to full-time HR Analyst, the internship/student aide program, and the additional support in Finance, as discussed below. The FY 2019-20 Budget also included positions that were vacant in FY 2018-19, but expected to be filled by FY 2019-20.
- \$721,177 increase is in Benefits. The main drivers are increases PERS contribution and medical premium costs. Due to changes in CalPERS medical negotiations, many employees moved from Blue Shields Access to a more expensive plan (Anthem Blue Cross) in order to stay with the same doctor. The FY 2019-20 budget also includes, for the first time, a supplemental pension contribution of \$343,815 into the PARS Trust and the additional \$65,000 set aside towards Accrued Leave Payout.
- \$434,841 increase is Supplies & Services (including Contractual). Total insurance premium for property, liability and worker's comp is projected to increase by \$88,800 or 15 percent more than FY 2018-19 Estimated Actual. The remaining \$149,490 is primarily the restoration of the contingency budget for all departments. These include restoring planning services budget for plan reviews. As mentioned in the Licenses & Permit section above, less planning permit applications submitted meant less Professional Planning Services for Current Activities. The FY 2018-19 City Manager Estimated Actual includes \$50,000 for consulting services to survey for potential new revenues and fees. This will be a multi-year project beginning in May 2019 in preparation for the November 2020 election ballot. The appropriation of \$50,000, if approved by the City Council, will be moved to the capital program to be carried over until the project completes.

- \$125,597 increase in Facilities. More than half of the increase is in Town Hall and is related to the EVGo Station, which generates roughly \$5,000 of additional monthly electricity charges. The Town is currently in negotiation with EVGo and will be fully reimbursed once the contract is signed. Of the \$125,597 increase, \$38,950 of the increase is related to interior and exterior maintenance at all facilities, including new kitchen cabinets, sink and appliances at Sterling Park (\$20,000), repairs to cupola roof at Sterling Park (\$15,000), new drapes and fabric for partition wall at Community Center (\$33,000), and secondary entryway for the Dispatch area at the Police Station (\$18,000).
- \$174,490 increase in Fleet Allocation & Equipment Purchase. The budget for the Equipment Purchase stays the same as FY 2018-19. The main change in the Fleet Replacement Allocation. Previously, the allocation was \$86,000 per year. Based on the increase in vehicle replacement costs and the cost to outfit each vehicle, the average replacement cost per vehicle is close to \$100,000. To ensure the Town is reserving adequately for vehicle replacement, the annual allocation is increased to \$250,000. Staff will review the fleet replacement schedule and allocation method and will bring back to the City Council for consideration in FY 2019-20 on matters of funding strategy and allocation method.

The following table shows a comparison of revenues and expenditures for all funds, including inter-fund transfers in the FY 2019-20 Proposed Budget.

Town-wide Financial	General Funds (11, 12)	All Other Funds (21, 22, 23, 24, 25, 27, 29, 31, 32, 33, 43, 61, 81, 82, 83)	Total All Funds
<b>Operating Activities</b>			
Total Revenues	17,675,830	1,796,793	19,472,623
Total Operating Expenditures	16,989,987	3,160,215	20,150,202
<b>Net Operating Activities</b>	<b>34,665,817</b>	<b>4,957,008</b>	<b>39,622,825</b>
<b>Capital Expenditures</b>			
Streets, Sidewalks, Bikeways	0	481,754	481,754
Sewers & Storm Drains	0	95,000	95,000
City Facilities / Long Range Plans	0	384,230	384,230
Major Equipment / Fleet	0	472,640	472,640
<b>Total Capital Expenditures</b>	<b>0</b>	<b>1,433,624</b>	<b>1,433,624</b>
<b>Total Spending</b>	<b>16,989,987</b>	<b>4,593,839</b>	<b>21,583,826</b>
<b>Transfers Between Funds</b>			
Transfers In			
Transfer In (From General Fund)		1,775,269	1,775,269
Transfers (Out)			
Transfer Out (For Debt)	(297,569)		(297,569)
Transfer Out (For CIP)	(1,317,000)		(1,317,000)
Transfer Out (For Sewer)	(160,700)		(160,700)
<b>Net Transfers In/(Out)</b>	<b>(1,775,269)</b>	<b>1,775,269</b>	<b>0</b>

## MAJOR CHANGES TO THE OPERATING BUDGET

A key element in developing the Annual Town Budget is a review of the staffing level of each department, as well as unexpected new fees or contract costs. The City Manager reviewed the proposed increases and is recommending the following changes in FY 2019-20 Budget, net impact of \$145,984:

- **Internship/Student Aide Program.** The proposed increase includes budget for one intern and one student aide. The positions include a Public Information Officer Intern, and an Office Management Student Aide. The Interns are budgeted based on \$20/hr. The Student Aide is budgeted based on \$13/hr. Total program cost is \$19,500.
- **Reclassification of Part-Time HR Manager to Full-Time HR Analyst.** The number of recruitments in FY 2018-19 has been unprecedented and turnover from retirement is expected to continue to rise in the next five years. The part-time HR Manager does not have enough hours in the office to manage recruitments, benefits, trainings, and other HR matters. To minimize cost, Staff is recommending to reclassify the Part-Time HR Manager position to a Full-Time HR Analyst, with the opportunity for part-time benefited. Net increase is \$94,607.
- **Supplemental Coverage for Finance.** A member of the Finance Team will be going on extended leave of absence for personal matters. To ensure sufficient coverage for finance functions, Staff is recommending a net increase of \$26,877. It will be split between consulting services and part-time personnel.
- **Sea Level Rise contribution.** As discussed in the February 27, 2019 City Council meeting, Resilient San Mateo asked the Town for a \$25,000 initial contribution to fund and address Bay Area sea level rise.

### Other Changes to the Budget

- **Consultant for New Revenues Strategy.** During the February 6, 2019 Strategic Planning meeting, Staff presented the concept of engaging with a subject matter expert in finding out whether the Town residents and businesses have an appetite for new fees or revenues. The idea of looking for new revenues was to address the projected operating deficit in FY 2021/22. Staff reached out to a consultant well known in the industry and requested a proposal. The proposal included a Town-wide survey, marketing, and ballot preparation. The proposal also included an exit clause such that if the Town survey shows no appetite for new revenues or fees, the Town may terminate the contract. The Town-wide survey is \$17,000. The entire package is estimated to be \$36,000. The FY 2018-19 Estimated Actual included the entire \$36,000 in the City Manager's Office. If City Council is still interested in this discovery stage, Staff will come back in the City Council for authorization to enter into this engagement. The unspent appropriation will be carried over to the following year.
- **New Investment Policy.** To address the projected operating deficit in FY 2021/22, Staff connected with a broker/dealer in March. The typical investment firm will charge an administrative fee plus a percent on investment earnings. Because this is a broker/dealer, the Town is buying the investment from the source, rather than through a third-party. This particular broker/dealer recommended the Town to start with CDs as they are FDIC/NCUA insured as long as each investment is less than \$250,000. The broker/dealer also recommended a rolling CD strategy to diversify and get the best overall return. Current average returns on CDs are 2.0 percent to 2.5 percent depending on the length of the CD. If the City Council is in favor of this investment strategy, Staff will come back in the May/June City Council meeting for authorization to enter into an agreement with the broker/dealer and amend the Investment Policy to add a clause for Bank Certificate of Deposit. If the City Council is not in favor of this option, the investment earnings budget will be reduced to the same level as FY 2018-19 Budget.

- **Supplemental Pension Contribution.** The FY 2019-20 Budget accounts for the supplemental contributions of \$343,815 based on 6 percent discount rate. This amount is consistent with the 2018 Unfunded Liability Strategy report. At 6.5 percent, the supplemental contribution would be \$154,624. City Council may also direct Staff to make this supplemental contribution directly to CalPERS rather than to PARS.
- **OPEB Contribution.** Based on the 2017 OPEB Valuation report and discussion with the Actuary, the Town's FY 2018-19 contribution included a medical premium for active employees –it's called implicit subsidy in the report. The FY 2018-19 OPEB contribution was \$1,698,715. The FY 2019-20 theproposed OPEB contribution is \$1,609,375. Since the Town's OPEB is currently 14 percent funded, Staff recommends keeping the FY 2018-19 OPEB Contribution at \$1,698,718 but reduce the FY 2019-20 OPEB Contribution to \$1,609,375.
- **Building Capital Reserve Fund.** During the adoption of the 2019-2024 Capital Improvement Plan, the City Council authorized the transfer of audited excess General Fund monies to build up the Capital Reserve Fund. This is a way to begin building a balance to address unfunded infrastructure needs and improvements. The premise of using the audited excess General Fund monies is to reallocate the unassigned reserve to more pressing needs. For FY 2017-18, the audited excess revenues for the General Fund is \$2,908,377. The Council agreed to moving 25 percent of the excess to fund Capital Reserve. This equates to \$727,000 additional transfer from the General Fund (11) to Capital Reserve Fund (31).

## CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Plan (CIP) covers the construction and maintenance of major projects and facilities as well as major studies. The CIP also serves as a budget that provides the means to pay for these projects. The Town of Colma adopted a new five-year capital program in FY 2018-19. The CIP enables the Town to deliver improvements and upgrades to the Town's facilities, infrastructure needs, information technologies, major studies and other projects.

The FY 2019-20 Proposed Capital Improvement Program includes 17 projects with a total project budget of \$3,008,524. The project budget is made up of \$1,895,884 of the unspent budget carried over from FY 2018-19 and \$1,112,640 of new funding requests. The anticipated total spending in FY 2019-20 is projected to be \$1,433,624, with \$1,574,900 to be carried over to the following fiscal years.

The complete 5-Year Capital Improvement Plan is available on the Town's Website at:

[www.colma.ca.gov/documents/2019-2024-capital-improvement-program/](http://www.colma.ca.gov/documents/2019-2024-capital-improvement-program/)

### Building the Capital Fund (31) Reserve

Beginning in FY 2018-19, the General Fund portion of the unspent capital project fundings are released from the completed projects to replenish the Capital Reserve Fund (31). As summarized in the FY 2019-20 Capital Program Description for Closed Projects on page 169, the estimated unspent General Fund monies total \$59,144. Additionally, beginning in FY 2019-20, the Town will transfer \$727,000 of the General Fund monies to the Capital Reserve Fund to begin building the Capital Fund (31) reserve balance.



## DEBT SERVICE

In 2015, the Town of Colma issued a \$5.3 million Certificates of Participation (COPs) to fund the Town Hall Campus Renovation. As shown in the chart below, this is within the California Code debt limit as stipulated by Government Code 43605 (15%). The FY 2019-20 Proposed Budget includes debt service payments and administrative cost of \$299,369.

Legal Debt Margin	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019-20 Proposed
Total Actual Taxable Valuation	635,893,284	651,833,411	666,825,579	682,162,568
State Mandated Debt Limit (15%)	95,383,993	97,775,012	100,023,837	102,324,385
Budget Stabilization & Debt Reserve	13,627,000	14,900,000	12,000,000	12,000,000
<b>Unreserved Debt Capacity</b>	<b>109,010,993</b>	<b>112,675,012</b>	<b>112,023,837</b>	<b>114,324,385</b>
Outstanding Debt (COP)	5,010,000	5,010,000	4,900,000	4,785,000
Proposed Debt Issuance: None	—	—	—	—
<b>Total Debt Subject to Limit</b>	<b>5,010,000</b>	<b>5,010,000</b>	<b>4,900,000</b>	<b>4,785,000</b>
<b>Total Legal Debt Margin<sup>^</sup></b>	<b>104,000,993</b>	<b>107,665,012</b>	<b>107,123,837</b>	<b>109,539,385</b>

<sup>^</sup> Total Legal Debt Margin represents total debt the Town may have based on California Government Code 43605. It does not reflect the City Council's debt service policy, which leans toward conservatism.

## FUTURE CHALLENGES

Like many agencies in the State of California, the Town will need to keep unfunded liabilities and aging public infrastructure in our forefront. In addition, the Town's reliance on sales tax revenues makes it vital for the Town to diversify its revenue sources and to promote local businesses by attracting more visitors.

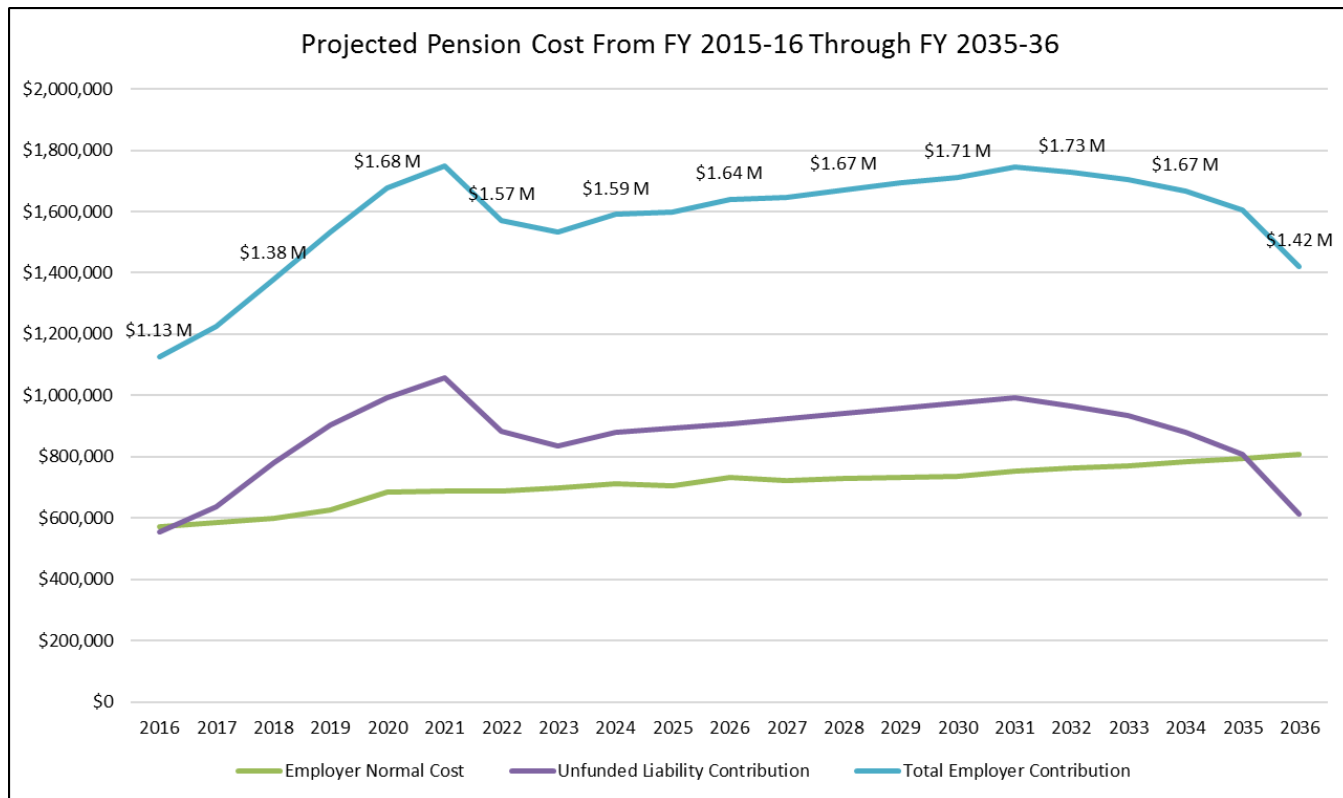
### Unfunded Capital Needs

The FY 2019-20 Proposed Budget shows a total unfunded project budget of \$14,820,000. Based on a recent Serramonte Boulevard/Collins Avenue Master Plan study session, the cost to complete all the suggested improvements to this major corridor will cost the Town an additional \$11.8 million to \$17.9 million. Improvements to this corridor will improve safety, aesthetic, and can improve the Long-Term Economic Benefits to the Town. Staff will continue to look into ways to prioritize and phasing of the unfunded projects. Searching for other funding sources, including grants, will also be critical.

### Unfunded Liabilities

In FY 2018-19, the City Council approved a plan to begin funding its Pension Trust using a 6.0 percent or 6.5 percent discount rate. The chart below shows the continued contribution of \$500,000 to the Pension Trust through FY 2035-36. Even with this addition, the Town's annually required pension contribution will be in the range of \$1.5 million to \$1.7 million. With the economy beginning to slow down, Staff's current projection is that the General Fund will have an operating deficit beginning FY 2021-22. Cost containment

and reduction, plus searching for new revenue streams are the only way to bridge the operating deficit gap.



## Revenue Diversification

The Town has made progress in recent years in diversifying its revenue sources, including voter-approved 12 percent TOT Tax, newly adopted planning, building, and engineering permit review fees and charges, and changing the Town’s investment strategy to include Bank Certificate of Deposits. With 64.5 percent of the Town’s General Fund revenues from Sales Tax, it is essential that the Town continue to explore new revenue sources.

## ORGANIZATION OF THE BUDGET DOCUMENT

For the most part, the FY 2019-20 Proposed Budget is similar to the FY 2018-19 Adopted Budget. Changes made were intended to show the full picture. The most prominent changes are within the Budget Overview section, where the financial tables reflect a typical financial summary. The table on the Projected Reserve Balance for All Funds reflects what was presented as part of the Mid-Year Financial Update and the Inter-Fund Transfers shows all transfers made in FY 2018-19. The number of transfers in FY 2018-19 increase as a result of the new funds the City Council approved in October 2018.

## **APPRECIATION**

In closing, I'd like to thank the City Council for its policy leadership in a year full of changes. This document demonstrates how the difficult choices you made throughout the past several years are continuing to benefit the Town. It is a pleasure working with you to implement your vision for the Town of Colma and to provide a government our residents can be proud of.

Documents like this cannot be completed without teamwork from all involved. To that end I would like to thank the Department Directors for their dedication to the overall effectiveness of the Town's government and to the residents themselves. It is also important to acknowledge Administrative Services Director Pak Lin and Department Heads for collaborating and putting together a budget document that is precise, attractive, informative and award-winning!

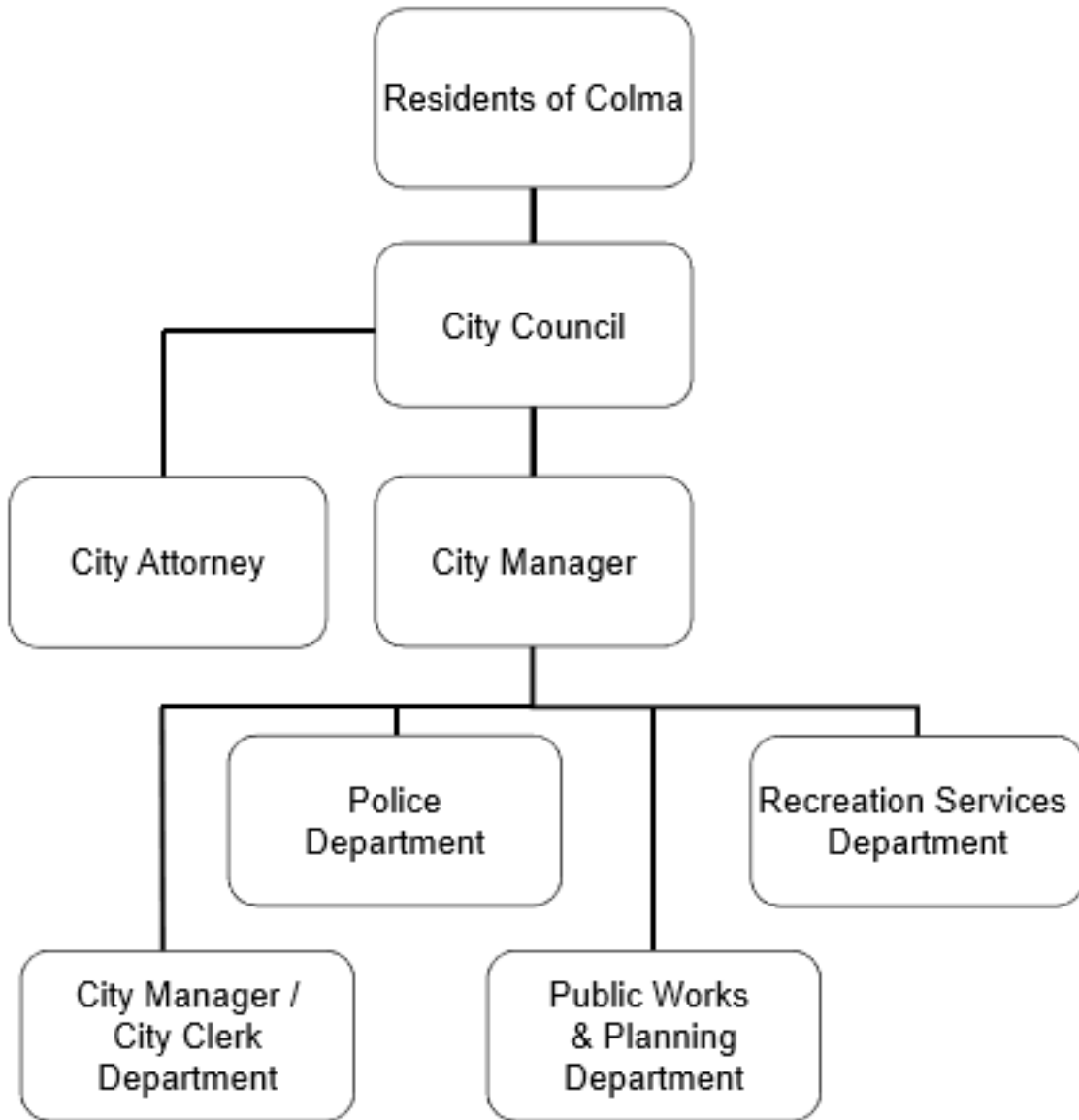
Brian Dossey

City Manager



# Colma Profile

# Town of Colma



# Community Profile

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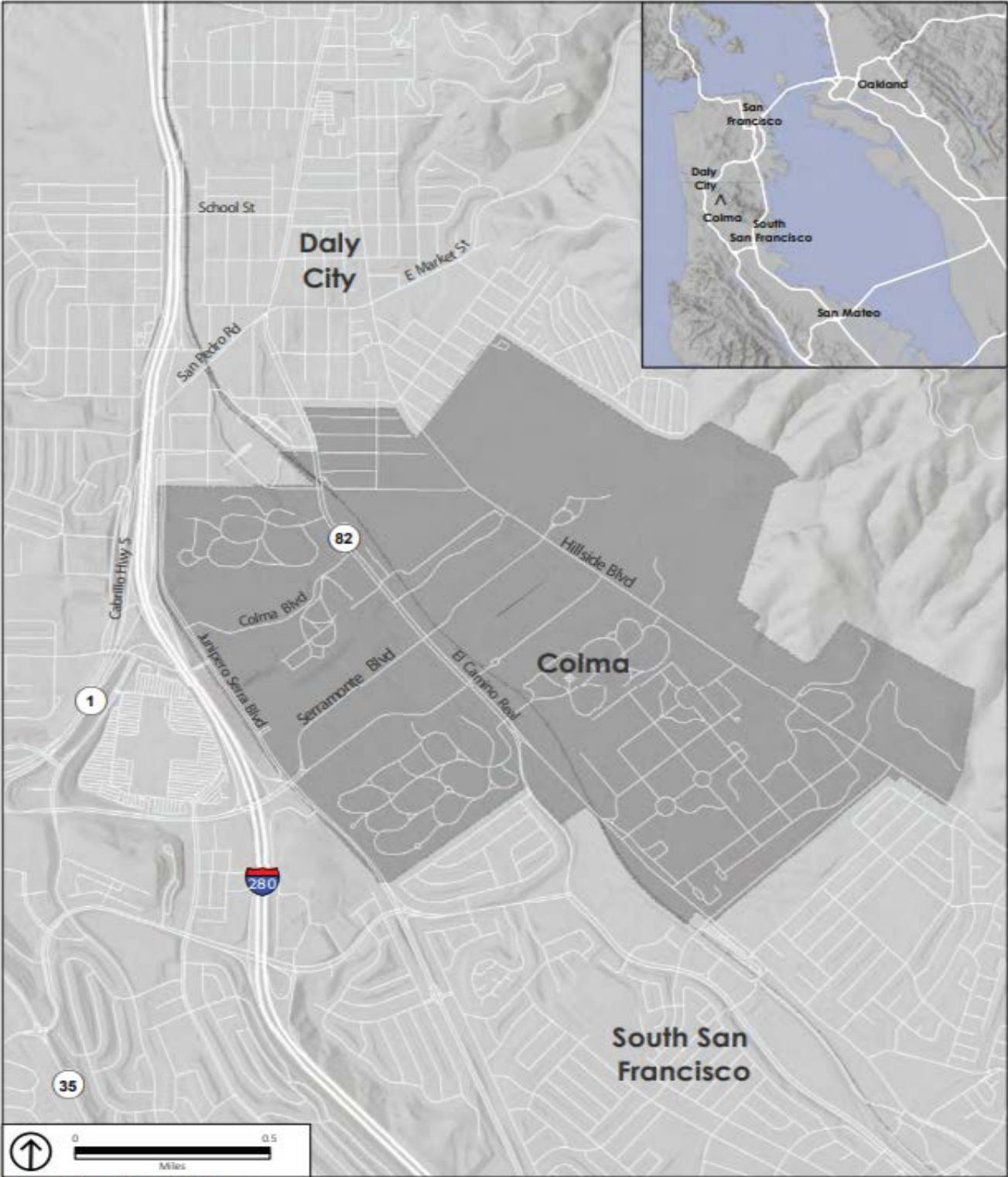
## UNIQUE SERVICES PROVIDED TO RESIDENTS:

- RECREATION PROGRAMS AT 25-60% OF COST FOR ADULTS AND 15-30% OF COST FOR YOUTH AND SENIORS
- STORM WATER DISCHARGE FEES AT NO COST
- FREE BASIC CABLE
- ANNUAL TOWN PICNIC AT NO COST
- ANNUAL TOWN ADULT HOLIDAY PARTY AT 15% OF COST



**The Town of Colma** known worldwide as the “City of Souls,” is the smallest city in San Mateo County with 1,501 residents and 1.5 million “souls.” However, Colma is more than just 16 cemeteries. Colma’s commercial buildings make a distinct architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-paved residential streets and ornamental street lamps to its restored historical museum and railroad depot located at its 5,500 square foot Community Center. The state-of-the-art Police Station complements the architecture of the historic and charming Town Hall across the street. Within its two square mile boundary, the Town enjoys a strong tax base with two shopping centers, one of Northern California’s most complete collections of car dealerships, and a cardroom. There are two BART stations nearby.

# Regional and Local Location Map



Source: PlaceWorks, 2015.

City Limit



# About Colma

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Early settlers arrived in Colma nearly 150 years ago. They built a community at the base of the San Bruno Mountains with farms, a school and cemeteries.

Neighboring San Francisco passed an ordinance in 1902 prohibiting all interments within its boundaries. The rapidly growing city looked south to San Mateo County for the land it needed, and in 1924 this search led to the incorporation of the cemeteries established a quarter of a century earlier, as the City of Lawndale.

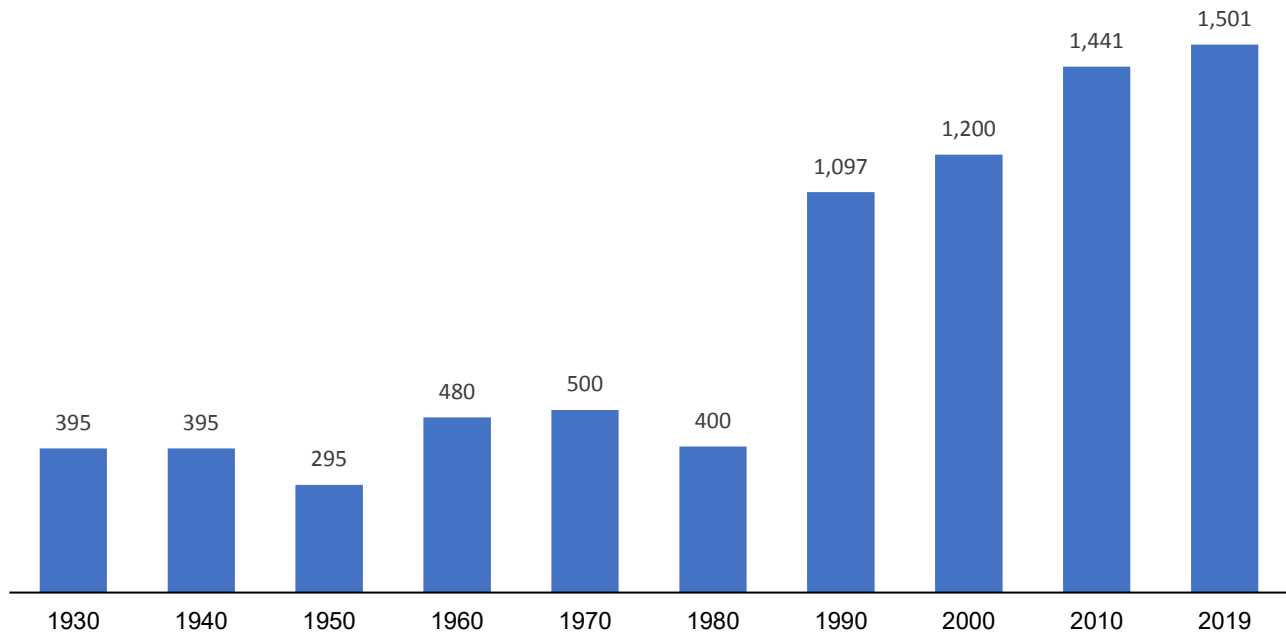
Over the years, businesses and a small residential district grew around the cemeteries. In

1941, the U.S. Postal Officials requested that the name be changed because there was another city in Southern California named Lawndale. At that time the name was changed to the Town of Colma.

## POPULATION AND DEMOGRAPHICS

As shown in the chart below, the current population of Colma is 1,501 based on the 2018 population estimate from the State of California Department of Finance.

### Population History



Colma is more diverse than San Mateo County as a whole. Only a third of the residents are white (compared to well over half in the county) and almost half are Asian. Over the past decade, the white population has declined while the Asian population has grown. Approximately 25 percent of the residents are non-white or more than one race. Additionally, 40 percent of the population is Hispanic. Latino or Hispanic is not a separate racial category on the American Community Survey, and so all individuals who identify as Latino or Hispanic also belong to another racial category as well (i.e., black, white, other, etc.)

<b>Race and Ethnicity</b>			
	<b>Colma</b>	<b>County</b>	<b>State</b>
White	48%	52%	61%
Black	4%	2%	6%
Asian	29%	28%	14%
Other	7%	12%	14%
More than one Race	12%	6%	5%
Hispanic	45%	25%	39%
Not Hispanic	55%	75%	61%
Total Population	1,410	763,450	38,982,847

Source: 2013-2017 American Community Survey 5-year estimates

The average age in Colma has decreased over the past decade. In 2000, the median age was 37, but in 2017 it was 31. This appears to be due to a growth in the age 20-34 segment of the population, which grew from one-fifth of the total population in 2000 to one-third in 2011. Children under 19 comprise almost 30 percent of Colma's population; seniors over 60 are only 12 percent. Colma is the only city in San Mateo County whose population has gotten younger.

<b>Age of Residents</b>				
	<b>2000</b>	<b>2017</b>		
	Colma	Colma	County	State
Under 5 years	5%	8%	6%	6%
5 to 19 years	21%	11%	17%	20%
20 to 34 years	21%	29%	20%	22%
35 to 44 years	18%	9%	14%	13%
45 to 59 years	15%	24%	21%	20%
60 to 74 years	10%	12%	15%	13%
75 years and over	9%	6%	7%	6%
Median age	37	37	40	36
Total Population	1,191	1,410	763,450	38,982,847

Source: 2000 US Census SF1, 2013-2017 American Community Survey 5-year estimates

Colma's median household income is \$97,500, below the countywide average of \$105,667.

<b>Household Income</b>			
	<b>Colma</b>	<b>County</b>	<b>State</b>
Under \$25,000	13%	10%	19%
\$25,000 to \$34,999	4%	5%	8%
\$35,000 to \$49,999	6%	8%	11%
\$50,000 to \$74,999	11%	13%	16%
\$75,000 to \$99,999	17%	12%	12%
\$100,000+	48%	53%	33%
Poverty Rate	7.5%	7.3%	15.1%
Total	464	261,796	12,888,128
Median income 2000	\$79,313	\$95,606	\$64,116
Median income 2010	\$83,750	\$85,648	\$60,883
Median income 2017	\$97,500	\$105,667	\$67,169

*Source: 2000 US Census SF1, 2013-2017 American Community Survey 5-year estimates*

## **WHAT SETS THE TOWN APART**

The Town of Colma provides many programs, activities and events for Colma residents of all age groups at a reduced cost. For example, for children there are after-school programs, summer camp, an annual egg hunt and Breakfast with Santa. There are special outings for teens and trips for adults.

Various classes are available throughout the year. Every year, there are selected, reduced price tickets for sporting and cultural events.

Annual events include a Garage Sale & Clean Up Day in the spring, a Community Fair in July, a summer concert series in August, a Town Picnic in September, a Halloween House Decorating Contest and a Town Holiday Party in December.

New programs and events are added each year.

Residents receive the monthly newsletter "LiveWire" containing articles by staff on current topics and a calendar of events and council meetings for that month. Every four months, residents receive a Recreation Guide containing information on the events, trips, classes and other programs that are happening in that four-month period.

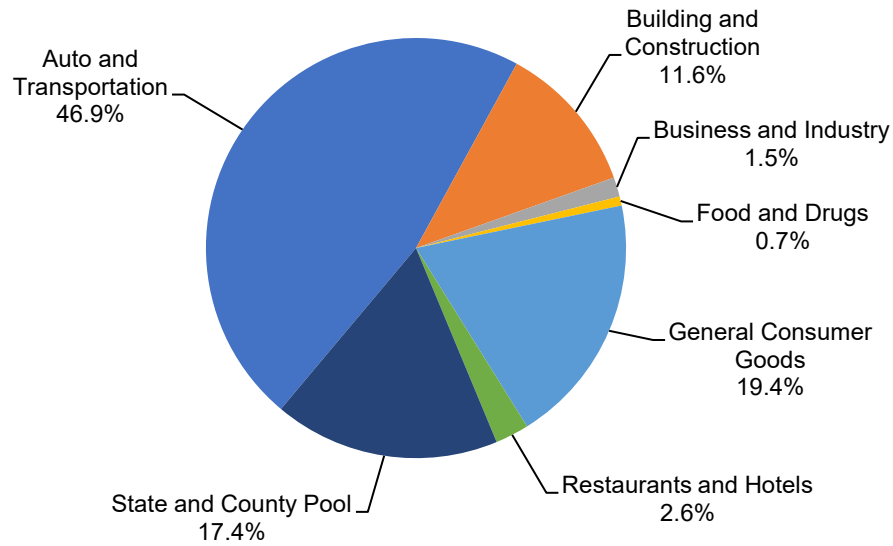
## **HISTORICAL MUSEUM**

Since the Town of Colma was primarily incorporated to protect cemeteries, the Town has always been closely associated with the Town's cemeteries and their history. The Town supports the efforts of the Colma Historical Association, founded on July 26, 1993. As part of the construction of the Community Center, the Town received a donation of the former Mount Olivet Cemetery building on Hillside Boulevard which was refurbished and now houses the Colma Historical Museum and provides the offices for the Colma Historical Association. In addition to the museum, the Old Colma (School House) Railroad Station has been relocated and restored adjacent to the museum. There is also a blacksmith shop and a freight building in the museum complex.

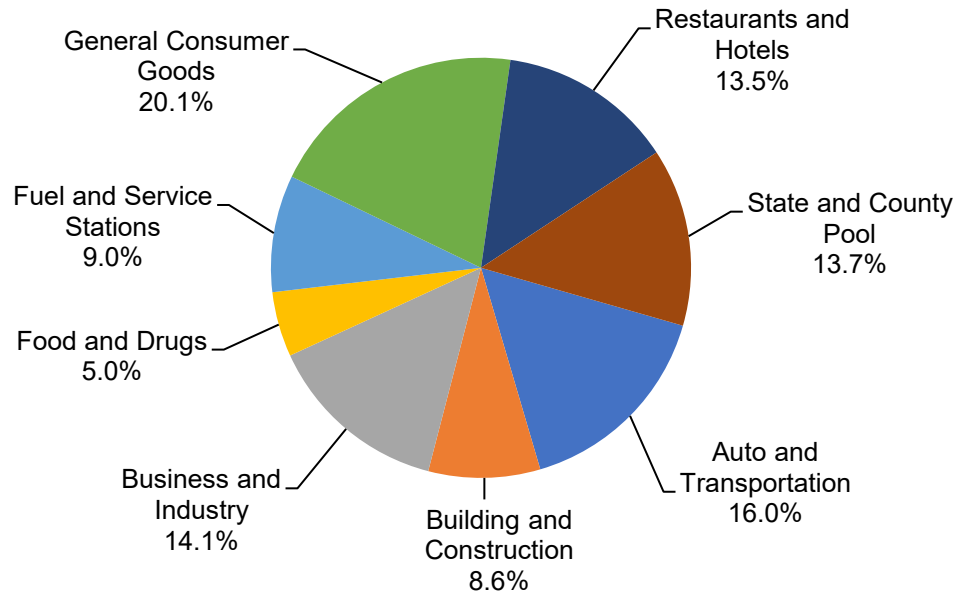
# Town Revenues

## 2019 SALES TAX COMPARISON <sup>1</sup>

### Town of Colma

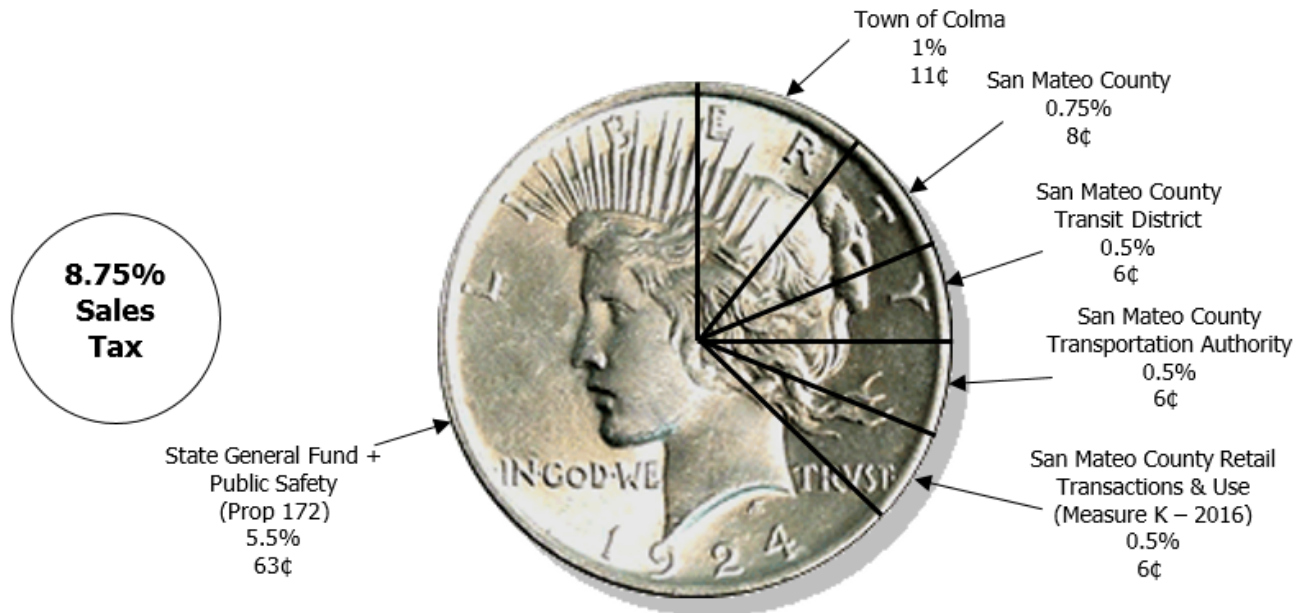


### HdL Client Database Statewide Totals



<sup>1</sup> From the HdL Companies, April 2019.

## Where Does My Sales Tax Dollar Go?



In FY 2019-20, the Town will receive \$11.40 million in sales tax revenues.

## Where Does My Property Tax Dollar Go?



In FY 2019-20, the Town of Colma will receive \$608,700 in property tax revenues.

# Colma Major Employers

Business Name	Number of Employees*	Business Type
Lucky Chances	588	Cardroom with Restaurant, Coffee Shop, Bar and Gift Shop
Target	392	Retail
Home Depot	193	Retail
Home Depot Pro	186	Retail
Serramonte Ford	150	Automotive Dealership
Cypress Lawn	121	Cemetery
Kohl's	112	Retail
Lexus of Serramonte	105	Automobile Dealership
Stewart Chevrolet & Cadillac	104	Automobile Dealership
Honda of Serramonte	103	Automobile Dealership
Best Buy	91	Retail
Car Max	75	Automobile Dealership
Black Bear Diner	62	Restaurant

\* Based on currently issued business licenses as of 4/1/2019

# Budget Overview





# Economic Assumptions for FY 2019-20

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The FY 2019-20 Budget assumes the national, state and regional economies continue to improve slightly. It also assumes a smaller increase in the major sectors of state and county pools and general consumer sales and a small decline in auto sales, compared to the growth recent years.

For FY 2018-19, the Town estimates General Fund revenues to be \$17.7 million, which is approximately \$141,500 less than General Fund revenues projected in the FY 2018-19 Estimated Actual. The FY 2018-19 Estimated Actual forecasts that the total revenue will exceed the amended budget by approximately \$180,000. The largest contributing factor is interest earnings.

The majority of the other operating revenues are expected to be relatively flat compared to FY 2018-19. The rate of inflation is an unknown element. The Town assumes that the inflation rate will remain stable and employee fringe benefit costs, most notably health care and pensions, will continue to outpace the overall rate of inflation. The following assumptions were used in the preparation of the FY 2019-20 Budget:

## REVENUE

- The sales tax revenue estimate is based on the analysis provided by The HdL Companies, the Town's sales tax consultants. The projection factors in growth in State & County Pools and Building & Construction, the decline in Auto & Transportation, and removal of \$500,000 – FY 2017-18 sales tax distributed in FY 2018-19 to due system change at the tax collection agency. The overall percentage decrease compared to the FY 2018-19 estimate is approximately 2.2 percent.
- Cardroom tax revenue is estimated to be \$4.3 million which is \$100,000 less than the FY 2018-19 Estimated Actual. The projection is based on the 5-year average.
- Licenses and permit revenues projection is broken out between base service level and new major projects. The projected revenues for base service levels are increased by 68 percent as a result of the FY 2018-19 Comprehensive Cost of Service Study for Planning, Engineering, and Building activities. The revenue projection for major projects is based on the historical cost of a similar project.
- Sewer fee revenue has been moved to the Sewer Fund (81) as part of the new funds that were created in FY 2018-19. Sewer Fee revenue is projected to increase in conjunction with the sewer charges billed to the Town by the City of Daly City and South San Francisco.
- Interest Earnings projection is based on continued conservative returns from LAIF and County Pool and 2.5 percent investment earnings on investing \$5.0 million into Certificate of Deposits, up to \$250,000 each.

## EXPENDITURES

- Cost of living adjustments have been included for employees, based upon the current Memorandums of Understanding and adopted salary schedules.
- Health benefits are based on a projected increase of 6.5 percent beginning January 1, 2019, which is consistent with the 2017 Other Post-Employment Benefit (OPEB) actuarial calculation (Valuation). Other health benefit costs (Dental, Life, Optical) are assumed to increase at a rate of 5 percent.

- Payroll-related taxes are at the following rates: FICA at 6.2 percent of salary and Medicare at 1.45 percent of salary.
- California Public Employees Retirement System (CalPERS) costs are based upon the rates effective July 1, 2019. CalPERS is phasing in significant cost increases over the next five years. The rate varies based on the employee tenure and Tier assigned. The costs have a variable rate and a lump sum payment reflecting reductions in accrued liabilities. Total CalPERS costs based upon budgeted salaries are estimated to increase by \$249,300 in FY 2019-20, which is a 17 percent increase in CalPERS costs.
- The Town has established a Retiree Medical Trust to offset liabilities for Other Post-Employment Benefits (OPEB) and a Pension Trust to offset CalPERS annual pension cost.
  - The FY 2018-19 contribution of \$1.7 million is based on the 2017 OPEB Valuation. The contribution included an implicit subsidy. The FY 2019-20 budgeted contribution is \$1.6 million, which will be allocated to each department based on the proportionate share of budgeted full-time salaries to Town-wide of \$5.2 million.
  - The City Council approved the 2018 Unfunded Liabilities Funding Strategy reported the additional pension contribution based on a 6.0 percent discount rate would be \$343,000. As part of the Budget Stabilization plan, the amount will be transferred to the PARS Pension Trust to offset future CalPERS pension cost.
- The 2018 Unfunded Liabilities Funding Strategy included an annual transfer of \$65,000 to Accrued Leave Payout Reserve. The reserve is for sick and vacation leave payout for employees who retires from the Town. To combat the rising cost of the leave payout, the strategy included an initial contribution of \$650,000 from the Budget Stabilization reserve and an annual contribution from all departments totaling \$65,000.
- All regular Full-Time positions are budgeted at the actual salary step and benefit plan for the incumbent.

## CHANGE TO BUDGET OVERVIEW SECTION

The financial summaries in this section of the budget have been modified to show the complete picture. The table below is a cheatsheet on where to find the same information.

FY 2018-19 BUDGET	FY 2019-20 BUDGET
Historical Revenue Summary by Fund	Town-Wide Financial Summary for the FY 2019-20 Historical Revenue & Expenditure Summary (Category) Historical Revenue & Expenditure Summary (Function)
Historical Expenditure Summary by Function/Department	Historical Revenue & Expenditure Summary (Category)
Historical Expenditure Summary by Fund/Category	Historical Revenue & Expenditure Summary (Function)
Schedule of Revenue, Expenditures, and Fund Balance	Town-Wide Financial Summary for the FY 2019-20
Status of Fund Balances	Projected Reserve Balance for All Funds
Projected Reserve Balance	Projected Reserve Balance for All Funds
Inter-fund Transfers	Inter-fund Transfers.

# Town-Wide Financial Summary For the Fiscal Year 2019-20

Town-wide Financial	General Funds	Special Revenues and Debt Funds	Capital Funds	Vehicle Replacement Fund	Enterprise Funds	Total
<b>Revenues by Categories</b>						
Sales tax	11,400,000	0	0	0	0	11,400,000
Cardroom tax	4,250,000	0	0	0	0	4,250,000
Property and other taxes	765,678	0	0	0	0	765,678
Licenses and permits	263,055	0	0	0	0	263,055
Fines and forfeitures	92,846	0	0	0	0	92,846
Use of money and property	609,998	1,730	0	7,300	193,700	812,728
Revenues from other agencies	67,010	250,871	199,192	0	0	517,073
Charges for current services	159,942	0	0	250,000	894,000	1,303,942
Other revenues	67,300	0	0	0	0	67,300
<b>Total Revenues</b>	<b>17,675,830</b>	<b>252,601</b>	<b>199,192</b>	<b>257,300</b>	<b>1,087,700</b>	<b>19,472,623</b>
<b>Expenditures by Category</b>						
Salaries, Wages, & Benefits	11,082,716	224,639	0	0	0	11,307,355
Supplies & Services	2,815,432	13,433	0	0	1,159,150	3,988,015
Professional & Contract Services	3,048,639	35,400	0	0	0	3,084,039
Capital Outlay	43,200	0	0	0	0	43,200
Capital Projects	0	0	1,060,984	277,640	95,000	1,433,624
Debt Service	0	293,969	0	0	0	293,969
<b>Total Expenditure by Category</b>	<b>16,989,987</b>	<b>567,441</b>	<b>1,060,984</b>	<b>277,640</b>	<b>1,254,150</b>	<b>20,150,202</b>
<b>Operating Surplus/ (Deficit)</b>	<b>685,843</b>	<b>(314,840)</b>	<b>(861,792)</b>	<b>(20,340)</b>	<b>(166,450)</b>	<b>(677,579)</b>
<b>Other Activities</b>						
Transfers In	0	297,569	1,317,000	0	160,700	1,775,269
Transfers (Out)	(1,775,269)	0	0	0	0	(1,775,269)
<b>Net Transfers In/(Out)</b>	<b>(1,775,269)</b>	<b>297,569</b>	<b>1,317,000</b>	<b>0</b>	<b>160,700</b>	<b>-</b>
<b>Fund Balance</b>						
Change in Fund Balance	(1,089,426)	(17,271)	455,208	(20,340)	(5,750)	(677,579)
Beginning Fund Balance @ 7/1/19	23,805,455	465,869	2,912,722	592,701	91,518	27,868,265
<b>Ending Fund Balance</b>	<b>22,716,029</b>	<b>448,598</b>	<b>3,367,930</b>	<b>572,361</b>	<b>85,768</b>	<b>27,190,687</b>

# Historical Revenue and Expenditure Summary (Categories)

(For All Funds)

				[a]	[b]	[b]-[a]	[b]/[a]-1
Town-wide Financial	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Revenues by Categories</b>							
Sales tax	11,191,459	11,397,118	11,750,000	11,600,000	11,400,000	(200,000)	-2%
Cardroom tax	4,278,510	4,339,128	4,235,000	4,352,865	4,250,000	(102,865)	-2%
Property and other taxes	732,995	735,905	731,000	767,278	765,678	(1,599)	0%
Licenses and permits	365,671	271,046	123,840	102,901	263,055	160,154	156%
Fines and forfeitures	57,490	65,127	69,000	92,846	92,846	-	0%
Use of money and property	651,291	791,341	519,262	710,158	812,728	102,570	14%
Revenues from other agencies	443,142	432,282	1,561,191	532,180	517,073	(15,107)	-3%
Charges for current services	872,472	880,037	1,035,880	1,054,952	1,368,942	313,990	30%
Other revenues	1,344,466	2,006,128	105,300	1,754,015	2,020,490	266,475	15%
<b>Total Revenues</b>	<b>19,937,496</b>	<b>20,918,112</b>	<b>20,130,473</b>	<b>20,967,196</b>	<b>21,490,813</b>	<b>523,617</b>	<b>2%</b>
<b>Expenditures by Category</b>							
Salaries, Wages, & Benefits	8,129,879	9,230,511	10,209,170	9,971,238	11,307,355	1,336,117	13%
Supplies & Services	2,677,825	2,906,523	3,511,431	3,482,640	3,988,015	505,375	15%
Professional & Contract Services	2,667,330	2,662,262	2,981,828	2,772,886	3,084,039	311,153	11%
Capital Outlay	21,437	42,963	56,700	38,202	43,200	4,998	13%
Capital Projects	3,748,859	8,507,936	8,681,679	6,428,368	1,433,624	(4,994,744)	-78%
Debt Service	295,669	293,469	296,269	296,269	293,969	(2,300)	-1%
<b>Total Expenditure by Category</b>	<b>17,540,999</b>	<b>23,643,664</b>	<b>25,737,077</b>	<b>22,989,603</b>	<b>20,150,202</b>	<b>(2,839,401)</b>	<b>-12%</b>
<b>Operating Surplus/ (Deficit)</b>	<b>2,396,497</b>	<b>(2,725,552)</b>	<b>(5,606,604)</b>	<b>(2,022,408)</b>	<b>1,340,611</b>	<b>3,363,019</b>	<b>-166%</b>
<b>Other Activities</b>							
Transfers In	5,848,997	1,215,894	19,319,528	21,671,328	1,775,269	(19,896,059)	-92%
Transfers (Out)	(5,848,997)	(1,215,894)	(19,319,528)	(21,671,328)	(1,775,269)	19,896,059	-92%
<b>Net Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
<b>Fund Balance</b>							
Change in Fund Balance	2,396,497	(2,725,552)	(5,606,604)	(2,022,408)	1,340,611	3,363,019	-166%
Beginning Fund Balance	36,693,974	39,090,471	36,364,919	36,364,919	34,342,511	(2,022,408)	-6%
<b>Ending Fund Balance</b>	<b>39,090,471</b>	<b>36,364,919</b>	<b>30,758,315</b>	<b>34,342,511</b>	<b>35,683,123</b>	<b>1,340,611</b>	<b>4%</b>

# Historical Revenue and Expenditure Summary (Function)

(For All Funds)

				[a]	[b]	[b]-[a]	[b]/[a]-1
Town-wide Financial	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Revenues by Categories</b>							
Sales tax	11,191,459	11,397,118	11,750,000	11,600,000	11,400,000	(200,000)	-2%
Cardroom tax	4,278,510	4,339,128	4,235,000	4,352,865	4,250,000	(102,865)	-2%
Property and other taxes	732,995	735,905	731,000	767,278	765,678	(1,599)	0%
Licenses and permits	365,671	271,046	123,840	102,901	263,055	160,154	156%
Fines and forfeitures	57,490	65,127	69,000	92,846	92,846	0	0%
Use of money and property	651,291	791,341	519,262	710,158	812,728	102,570	14%
Revenues from other agencies	443,142	432,282	1,561,191	532,180	517,073	(15,107)	-3%
Charges for current services	872,472	880,037	1,035,880	1,054,952	1,368,942	313,990	30%
Other revenues	1,344,466	2,006,128	105,300	1,754,015	2,020,490	266,475	15%
<b>Total Revenues</b>	<b>19,937,496</b>	<b>20,918,112</b>	<b>20,130,473</b>	<b>20,967,196</b>	<b>21,490,813</b>	<b>523,617</b>	<b>2%</b>
<b>Expenditures by Function</b>							
General Government							
City Council (110)	246,988	249,459	287,610	295,034	313,490	18,456	6%
City Treasurer (120)	-	-	-	-	-	-	n/a
City Attorney (130)	216,816	234,402	337,500	265,000	312,500	47,500	18%
City Manager (140)	783,939	907,671	1,274,720	1,250,206	1,364,030	113,824	9%
Human Resources (141)	227,145	243,946	117,400	113,839	250,684	136,845	120%
Finance (150)	438,500	516,357	504,550	509,271	561,407	52,136	10%
General Services (151)	908,078	1,004,608	1,085,700	1,084,750	1,209,650	124,900	12%
COP Debt (620)	299,069	295,069	299,869	301,669	299,369	(2,300)	-1%
Public Safety							
Administration (210)	1,211,991	1,344,896	1,544,848	1,382,385	1,716,548	334,163	24%
Patrol (220)	3,945,115	4,635,394	5,043,091	5,026,088	5,576,390	550,302	11%
Communication/Dispatch (230)	880,709	956,379	1,030,350	1,006,165	1,121,777	115,612	11%
Community Services CSO (240)	124,196	146,409	208,800	195,505	270,497	74,992	38%
Public Works & Planning							
Admin/Engr/Building (310)	1,004,928	851,234	992,200	956,200	982,400	26,200	3%
Maintenance/Sewer (320)	1,616,846	1,839,601	2,087,170	2,086,959	2,298,733	211,774	10%
Facility Operations (800s)	463,013	485,174	699,800	698,120	825,775	127,655	18%
Planning (410)	470,800	443,698	515,950	354,900	497,420	142,520	40%
Recreation	954,007	981,431	1,025,840	1,035,144	1,115,908	80,764	8%
Capital Projects	3,748,859	8,507,936	8,681,679	6,428,368	1,433,624	(4,994,744)	-78%
<b>Total Expenditure by Category</b>	<b>17,540,999</b>	<b>23,643,664</b>	<b>25,737,077</b>	<b>22,989,603</b>	<b>20,150,202</b>	<b>(2,839,401)</b>	<b>-12%</b>
<b>Operating Surplus/ (Deficit)</b>	<b>2,396,497</b>	<b>(2,725,552)</b>	<b>(5,606,604)</b>	<b>(2,022,408)</b>	<b>1,340,611</b>	<b>3,363,019</b>	<b>-166%</b>
<b>Other Activities</b>							
Transfers In	5,848,997	1,215,894	19,319,528	21,671,328	1,775,269	(19,896,059)	-92%
Transfers (Out)	(5,848,997)	(1,215,894)	(19,319,528)	(21,671,328)	(1,775,269)	19,896,059	-92%
<b>Net Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
<b>Fund Balance</b>							
Change in Fund Balance	2,396,497	(2,725,552)	(5,606,604)	(2,022,408)	1,340,611	3,363,019	-166%
Beginning Fund Balance	36,693,974	39,090,471	36,364,919	36,364,919	34,342,511	(2,022,408)	-6%
<b>Ending Fund Balance</b>	<b>39,090,471</b>	<b>36,364,919</b>	<b>30,758,315</b>	<b>34,342,511</b>	<b>35,683,123</b>	<b>1,340,611</b>	<b>4%</b>

# Projected Reserve Balance for All Funds

FUND TITLE		Fund	Projected Fund Balance @ 7/1/19	2019-20 Revenues Proposed	2019-20 Expenditures Proposed	2018-19 Net Transfers In / (Out)	Net Change in Fund Balance	Projected Fund Balance @ 6/30/20
GENERAL FUND	GENERAL FUND	11						
	BUDGET STABLIZATION		0	0	0	0	0	0
	DEBT REDUCTION		0	0	0	0	0	0
	LITIGATION RESERVE		100,000	0	0	0	0	100,000
	INSURANCE RESERVE		100,000	0	0	0	0	100,000
	DISASTER RESERVE		750,000	0	0	0	0	750,000
	UNASSIGNED		9,605,450	17,675,830	(16,989,987)	(1,775,269)	(1,089,426)	8,516,024
	GENERAL FUND RESERVE	12	0			0		
	BUDGET STABLIZATION		12,000,000	0	0	0	0	12,000,000
	DEBT REDUCTION		600,000	0	0	0	0	600,000
	ACCRUED LEAVE PAYOUT RESERVI		650,000	65,000	0	0	65,000	715,000
	<b>GENERAL FUND TOTAL</b>			<b>23,155,450</b>	<b>17,740,830</b>	<b>(16,989,987)</b>	<b>(1,775,269)</b>	<b>(1,089,426)</b>
SPECIAL FUNDS	GAS TAX	21	19,208	70,871	(30,000)	0	40,871	60,079
	MEASURE A	22	77,802	51,130	0	0	51,130	128,932
	TRANSPORTATION GRANT	23	(124,449)	0	0	0	0	(124,449)
	PARK IN-LIEU	24	0	0	0	0	0	0
	HOUSING IMPACT FEES	25	197,176	0	0	0	0	197,176
	PUBLIC SAFETY GRANTS	27	10,427	0	(10,033)	0	(10,033)	394
	COPS GRANT	29	140,229	130,600	(228,039)	0	(97,439)	42,790
	<b>SPECIAL FUNDS TOTAL</b>			<b>320,393</b>	<b>252,601</b>	<b>(268,072)</b>	<b>0</b>	<b>(15,471)</b>
CAPITAL	CAPITAL IMPROVEMENT	31	911,307	0	(579,230)	1,272,000	692,770	1,604,077
	STREET CAPITAL	32	2,001,418	199,192	(481,754)	45,000	(237,562)	1,763,856
	<b>CAPITAL FUNDS TOTAL</b>			<b>2,912,725</b>	<b>199,192</b>	<b>(1,060,984)</b>	<b>1,317,000</b>	<b>455,208</b>
DEBT	COP DEBT SERVICE	43	2,541	0	(299,369)	297,569	(1,800)	741
	<b>DEBT FUND TOTAL</b>			<b>2,541</b>	<b>0</b>	<b>(299,369)</b>	<b>297,569</b>	<b>(1,800)</b>
ISF	VEHICLE / FLEET REPLACEMENT ISF	61	592,701	257,300	(277,640)	0	(20,340)	572,361
	<b>INTERNAL SERVICE FUND (ISF) TOTAL</b>			<b>592,701</b>	<b>257,300</b>	<b>(277,640)</b>	<b>0</b>	<b>(20,340)</b>
TRUST	OPEB TRUST	71	3,734,655	1,609,375	(521,689)	0	1,087,686	4,822,341
	RETIREMENT TRUST	72	1,025,860	343,815	0	0	343,815	1,369,675
	<b>TRUST FUNDS TOTAL</b>			<b>4,760,516</b>	<b>1,953,190</b>	<b>(521,689)</b>	<b>0</b>	<b>1,431,501</b>
ENTERPRISE	SEWER OPERATING	81	0	894,000	(1,054,700)	160,700	0	0
	SEWER CAPITAL	82	0	0	0	0	0	0
	CITY PROPERTIES	83	91,518	193,700	(199,450)	0	(5,750)	85,768
	<b>ENTERPRISE FUND TOTAL</b>			<b>91,518</b>	<b>1,087,700</b>	<b>(1,254,150)</b>	<b>160,700</b>	<b>(5,750)</b>
<b>TOTAL FOR ALL FUNDS</b>			<b>32,485,844</b>	<b>21,490,813</b>	<b>(20,671,891)</b>	<b>0</b>	<b>818,922</b>	<b>33,304,766</b>

# Inter-fund Transfers

With the creation of seven new funds in FY 2018-19, the number of transfers required increased. These include transferring \$15.6 million for General Fund (11) to General Fund Reserve (12), transfer of \$2.0 million for Capital Fund (31) to Street Capital Fund (32) and Sewer Capital Fund (82).

Non-Departmental Transfers (600)		2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 Proposed
<b>Transfers In</b>						
11-39004	From Capital Fund (31)	-	29,499	-	-	-
12-39001	From General Fund (11)	-	-	15,600,000	15,600,000	-
25-39001	From General Fund (11)	-	-	197,176	197,176	-
31-39001	From General Fund (11)	5,550,000	888,840	675,000	675,000	545,000
32-39001	From General Fund (11)	-	-	-	-	45,000
32-39002	From Gas Tax Fund (21)	-	-	33,500	33,500	-
32-39003	From Measure A Fund (22)	-	-	160,000	160,000	-
32-39004	From Capital Fund (31)	-	-	2,008,726	2,008,726	-
32-39007	From Transportation Grant Fund (23)	-	-	113,180	113,180	-
33-39005	From Debt Service Fund (43)	-	194	-	-	-
43-39001	From General Fund (11)	298,997	297,361	299,869	301,669	297,569
81-39001	From General Fund (11)	-	-	154,650	154,650	160,700
82-39004	From Capital Fund (31)	-	-	77,217	77,217	-
83-39001	From General Fund (11)	-	-	210	210	-
<b>Total Transfers In</b>		<b>5,848,997</b>	<b>1,215,894</b>	<b>19,319,528</b>	<b>19,321,328</b>	<b>1,048,269</b>
<b>Transfers Out</b>						
11-99004	To Capital Fund (31)	5,550,000	888,840	675,000	675,000	545,000
11-99005	To Debt Service Fund (43)	298,997	294,979	299,869	301,669	297,569
11-99006	To General Fund Reserve (12)	-	-	15,600,000	15,600,000	-
11-99008	To Housing Fund (25)	-	-	197,176	197,176	-
11-99009	To Street Capital Fund (32)	-	-	-	-	45,000
11-99011	To Sewer Ops Fund (81)	-	-	154,650	154,650	160,700
11-99012	To City Properties Fund (83)	-	-	210	210	-
21-99009	To Street Capital Fund (32)	-	-	33,500	33,500	-
22-99009	To Street Capital Fund (32)	-	-	160,000	160,000	-
23-99009	To Street Capital Fund (32)	-	-	113,180	113,180	-
31-99001	To General Fund (11)	-	29,499	-	-	-
31-99009	To Street Capital Fund (32)	-	-	2,008,726	2,008,726	-
31-99010	To Sewer Capital Fund (82)	-	-	77,217	77,217	-
33-99005	To Debt Service Fund (43)	-	2,382	-	-	-
43-99004	To Capital Fund (31)	-	194	-	-	-
<b>Total Transfers Out</b>		<b>5,848,997</b>	<b>1,215,894</b>	<b>19,319,528</b>	<b>19,321,328</b>	<b>1,048,269</b>





# Revenues



## REVENUE DETAIL

General Fund (11)		2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
					2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Sales, Cardroom and Other Taxes</b>								
31001	Secured Taxes - Current	412,783	424,418	420,000	439,326	445,916	6,590	2%
31002	Unsecured Taxes - Current	20,856	22,739	22,900	22,784	22,784	-	0%
31003	Taxes - Supplemental Property Taxes	15,150	13,904	15,000	19,768	15,000	(4,768)	-24%
31006	Property Tax In-Lieu Vehicle	121,020	124,154	125,000	128,503	125,000	(3,503)	-3%
31008	Unitary Tax	2,218	2,423	2,400	2,500	2,500	-	0%
31009	Home Owner Property Tax Refund	1,968	1,845	2,000	2,000	2,000	-	0%
31111	Sales Taxes	11,191,459	11,397,118	11,750,000	11,600,000	11,400,000	(200,000)	-2%
31112	Real Estate Transfer Tax	4,565	11,633	11,700	11,918	12,000	82	1%
31113	Franchise Taxes	136,895	127,789	125,000	126,500	126,500	-	0%
31115	Cardroom Taxes	4,278,510	4,339,128	4,235,000	4,352,865	4,250,000	(102,865)	-2%
31116	AB1766 State Reimbursement	10,890	-	-	-	-	-	n/a
<b>Total Sales, Cardroom and Other</b>		<b>16,196,314</b>	<b>16,465,151</b>	<b>16,709,000</b>	<b>16,706,164</b>	<b>16,401,700</b>	<b>(304,464)</b>	<b>-2%</b>
<b>Licenses and Permits</b>								
31114	Business License Fee	6,650	7,000	7,000	13,979	13,979	-	0%
32001	Building Permits	52,530	115,616	37,000	35,000	33,000	(2,000)	-6%
32002	Building Plan Checking	76,688	23,697	15,000	25,000	42,000	17,000	68%
32003	Engineering Plan & Map Checking	492	14,474	5,000	2,000	3,400	1,400	70%
32004	Engineering Permits Inspections	11,357	37,184	10,000	8,000	15,000	7,000	88%
32011	Grading Permits	96,231	12,829	10,000	16,000	27,000	11,000	69%
32012	Lot Line Adjustment	-	-	5,000	-	5,000	5,000	n/a
32014	Use Permits	25,094	56,722	19,000	8,000	13,400	5,400	68%
32015	Variance Permits	-	-	-	3,000	6,255	3,255	109%
32016	Sign Permits	2,522	2,650	3,140	1,700	4,000	2,300	135%
32017	Tree Removal Permits	2,370	2,844	1,400	1,255	4,000	2,745	219%
32018	CEQA Fees	90,748	2,105	8,200	1,003	100,000	98,997	9870%
32019	Design Reviews	7,639	2,925	10,100	1,943	10,000	8,057	415%
<b>Total Licenses and Permits</b>		<b>372,321</b>	<b>278,046</b>	<b>130,840</b>	<b>116,880</b>	<b>277,034</b>	<b>160,154</b>	<b>137%</b>
<b>Fines and Forfeitures</b>								
33001	Vehicle Code Fines*	19,893	20,230	26,000	38,441	38,441	-	0%
33003	Vehicle Penalties*	37,597	44,897	43,000	54,405	54,405	-	0%
<b>Total Fines and Forfeitures</b>		<b>57,490</b>	<b>65,127</b>	<b>69,000</b>	<b>92,846</b>	<b>92,846</b>	<b>-</b>	<b>0%</b>

\* Beginning 2016, Parking Penalties are separate from Vehicle Code Fines. For presentation, prior year are restated.

# REVENUE DETAIL

(CONT)

General Fund (11)		2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
					2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>								
34001	Interest On Investments	222,137	396,109	213,000	400,904	500,904	100,000	25%
34021	Creekside Villa Rents†	190,045	189,823	-	-	-	-	n/a
34022	1500 Hillside Rents	1	1	1	1	1	-	0%
34023	Town Hall Rents	41,461	41,461	41,500	41,500	41,500	-	0%
34024	Recreation Facility Rents	68,898	62,878	62,000	66,793	66,793	-	0%
34025	Corp Yard 601 F St. Rent	1	1	1	1	1	-	0%
34026	Verano Rents†	5,888	4,276	-	-	-	-	n/a
34028	A/V Equipment Rental	900	670	800	800	800	-	0%
<b>Total Use of Money and Property</b>		<b>529,331</b>	<b>695,219</b>	<b>317,302</b>	<b>509,998</b>	<b>609,998</b>	<b>100,000</b>	<b>20%</b>

† Beginning FY 2018-19, Creekside Villa and Verano operations are moved to Fund 83.

<b>Revenues from Other Agencies</b>								
35111	State Police Programs	12	15	10	10	10	-	0%
35112	P.O.S.T. Reimbursements	361	7,568	1,000	1,000	1,000	-	0%
35113	Inner Perspectives Revenues	11,250	11,700	11,000	11,000	11,000	-	0%
35121	County Grants <i>Asset forfeiture / property room</i>	6,607	1,854	-	11,000	-	(11,000)	-100%
35123	State Grants	5,000	5,000	5,000	5,000	5,000	-	0%
35141	Reimb For Public Works Maint.	-	28,500	50,000	50,000	50,000	-	0%
<b>Total Revenues from Other</b>		<b>23,230</b>	<b>54,637</b>	<b>67,010</b>	<b>78,010</b>	<b>67,010</b>	<b>(11,000)</b>	<b>-14%</b>

<b>Charges for Current Services</b>								
36001	Cardroom Registration Fees	7,700	10,500	7,500	9,151	9,151	-	0%
36002	Cardroom Renewal Fees	12,150	13,615	10,000	14,405	14,405	-	0%
36211	Cal Water	16,739	14,137	14,000	14,137	14,137	-	0%
36221	Sewer Fees	741,229	741,035	-	-	-	-	n/a
36321	Release Impound Vehicles	6,880	8,720	5,500	9,520	9,520	-	0%
36322	Citation Sign Off	370	60	800	800	800	-	0%
36323	Fingerprinting	8,090	7,350	15,500	15,500	15,500	-	0%
36324	Police Reports	1,615	1,310	800	800	800	-	0%
36331	Special Police Services	7,528	4,780	6,000	6,000	6,000	-	0%
36401	Recreation & Park Fees	41,664	39,744	44,000	44,000	44,000	-	0%
36403	Shows, Tickets, Trip Fees	5,254	4,508	6,000	6,000	6,000	-	0%
36404	Holiday Fees	3,788	3,477	3,700	3,700	3,700	-	0%
36406	Summer Camp Fees	19,394	30,448	22,000	30,860	35,860	5,000	16%
36410	Historical Association	71	353	70	70	70	-	0%
<b>Total Charges for Current Services</b>		<b>872,472</b>	<b>880,037</b>	<b>135,870</b>	<b>154,942</b>	<b>159,942</b>	<b>5,000</b>	<b>3%</b>

# REVENUE DETAIL

(CONT)

General Fund (11)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Other Revenues</b>							
37001 Sale Of Documents	89	300	300	300	300	-	0%
37011 Sale Of Property	-	1,173	-	-	-	-	n/a
37021 Insurance Reimbursements	50,418	55,860	40,000	40,000	40,000	-	0%
37030 Other Reimbursements	-	-	50,000	-	12,000	12,000	n/a
37031 Other Operating	2,244	14,739	5,000	5,000	5,000	-	0%
37032 Cash Over (Short)	(5)	-	-	-	-	-	n/a
37033 Recycle Rebate	-	31,198	-	-	-	-	n/a
37034 Other Reimb - Electric Car	-	-	-	28,000	60,000	32,000	114%
37038 Other Contributions	-	197,176	-	-	-	-	n/a
37059 Other Miscellaneous Revenues	21,707	6,891	10,000	10,000	10,000	-	0%
<b>Total Other Revenues</b>	<b>74,453</b>	<b>307,337</b>	<b>105,300</b>	<b>83,300</b>	<b>127,300</b>	<b>44,000</b>	<b>53%</b>
<b>Total General Fund</b>	<b>18,125,611</b>	<b>18,745,554</b>	<b>17,534,322</b>	<b>17,742,141</b>	<b>17,735,830</b>	<b>(6,310)</b>	<b>0%</b>

Special Gas Tax (21)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>							
34001 Interest On Investments	248	132	300	300	500	200	67%
<b>Total Use of Money and Property</b>	<b>248</b>	<b>132</b>	<b>300</b>	<b>300</b>	<b>500</b>	<b>200</b>	<b>67%</b>
<b>Revenues from Other Agencies</b>							
35201 Gas Tax - 2105	8,479	8,173	8,670	8,401	8,350	(51)	-1%
35202 Gas Tax - 2106	10,632	10,626	10,795	10,753	10,717	(36)	0%
35203 Gas Tax - 2107	10,750	10,636	10,757	11,033	10,965	(68)	-1%
35204 Gas Tax - 2107.5	1,000	1,000	1,000	1,000	1,000	-	0%
35205 Gas Tax - 2103	4,028	5,865	11,546	5,324	12,802	7,478	140%
35206 Gas Tax 2031 - Rd Maint Rehab	-	6,942	25,009	23,801	24,844	1,043	4%
35209 Gas Tax - State Loan Repayment	-	1,712	1,712	1,693	1,693	-	0%
<b>Total Revenues from Other</b>	<b>34,889</b>	<b>44,954</b>	<b>69,489</b>	<b>62,005</b>	<b>70,371</b>	<b>8,366</b>	<b>13%</b>
<b>Total Special Gas Tax</b>	<b>35,137</b>	<b>45,086</b>	<b>69,789</b>	<b>62,305</b>	<b>70,871</b>	<b>8,566</b>	<b>14%</b>

Measure A (22)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>							
34001 Interest On Investments	606	1,646	430	430	630	200	47%
<b>Total Use of Money and Property</b>	<b>606</b>	<b>1,646</b>	<b>430</b>	<b>430</b>	<b>630</b>	<b>200</b>	<b>47%</b>
<b>Revenues from Other Agencies</b>							
35301 Measure A Taxes	52,099	61,609	50,500	62,973	50,500	(12,473)	-20%
<b>Total Revenues from Other</b>	<b>52,099</b>	<b>61,609</b>	<b>50,500</b>	<b>62,973</b>	<b>50,500</b>	<b>(12,473)</b>	<b>-20%</b>
<b>Total Measure A</b>	<b>52,705</b>	<b>63,255</b>	<b>50,930</b>	<b>63,403</b>	<b>51,130</b>	<b>(12,273)</b>	<b>-19%</b>

# REVENUE DETAIL

(CONT)

		2016-17	2017-18	2018-19 Final	[a]	[b]	[b]-[a]	[b]/[a]-1
Transportation Grant (23)		Actual	Actual	Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Revenues from Other Agencies</b>								
35003	State Transportation Grant	-	131,666	-	-	-	-	n/a
35005	Federal Transp (Transp Livable	-	-	-	-	-	-	n/a
35006	Federal Transp - Local Street Rd	-	-	-	-	-	-	n/a
35007	County Transp Grant	-	-	-	-	-	-	n/a
<b>Total Revenues from Other</b>		<b>-</b>	<b>131,666</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>
<b>Total Transportation Grant</b>		<b>-</b>	<b>131,666</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>

		2016-17	2017-18	2018-19 Final	[a]	[b]	[b]-[a]	[b]/[a]-1
Public Safety Grant (27)		Actual	Actual	Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>								
34001	Interest On Investments	20	252	30	30	-	(30)	-100%
<b>Total Use of Money and Property</b>		<b>20</b>	<b>252</b>	<b>30</b>	<b>30</b>	<b>-</b>	<b>(30)</b>	<b>-100%</b>
<b>Revenues from Other Agencies</b>								
35111	State Police Programs	30,175	-	-	-	-	-	n/a
<b>Total Revenues from Other</b>		<b>30,175</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>
<b>Total Public Safety Grant</b>		<b>30,195</b>	<b>252</b>	<b>30</b>	<b>30</b>	<b>-</b>	<b>(30)</b>	<b>-100%</b>

		2016-17	2017-18	2018-19 Final	[a]	[b]	[b]-[a]	[b]/[a]-1
Citizens Option for Public Safety (29)		Actual	Actual	Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Use of Money and Property</b>								
34001	Interest On Investments	1,023	1,983	400	400	600	200	50%
<b>Total Use of Money and Property</b>		<b>1,023</b>	<b>1,983</b>	<b>400</b>	<b>400</b>	<b>600</b>	<b>200</b>	<b>50%</b>
<b>Revenues from Other Agencies</b>								
35111	State Police Programs	130,086	139,416	100,000	130,000	130,000	-	0%
35122	Federal Grants	3,459	-	-	-	-	-	n/a
<b>Total Revenues from Other</b>		<b>133,545</b>	<b>139,416</b>	<b>100,000</b>	<b>130,000</b>	<b>130,000</b>	<b>-</b>	<b>0%</b>
<b>Total Citizens Option for Public Safety</b>		<b>134,568</b>	<b>141,399</b>	<b>100,400</b>	<b>130,400</b>	<b>130,600</b>	<b>200</b>	<b>0%</b>

# REVENUE DETAIL

(CONT)

		2016-17	2017-18	2018-19 Final	[a]	[b]	[b]-[a]	[b]/[a]-1
Capital Improvement (31)		Actual	Actual	Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Revenues from Other Agencies</b>								
35131	Measure "M"	169,204	-	-	-	-	-	n/a
<b>Total Revenues from Other</b>		<b>169,204</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>
<b>Revenues from Other Agencies</b>								
37038	Other Contributions	163,664	81,705	-	-	-	-	n/a
37045	Peg Cable Fees	4,669	3,760	-	-	-	-	n/a
<b>Total Revenues from Other</b>		<b>168,333</b>	<b>85,465</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>
<b>Total Capital Improvement</b>		<b>337,537</b>	<b>85,465</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>

		2016-17	2017-18	2018-19 Final	[a]	[b]	[b]-[a]	[b]/[a]-1
Street Capital Improvement (32)		Actual	Actual	Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Revenues from Other Agencies</b>								
35003	State Transportation Grant‡	-	-	250,000	-	-	-	n/a
35005	Federal Transp (Transp Livable Comm)‡	-	-	525,000	-	-	-	n/a
35006	Federal Transp - Local Street Rd	-	-	100,000	-	-	-	n/a
35007	County Transp Grant‡	-	-	200,000	-	-	-	n/a
35206	Gax Tax SB1 Grant	-	-	199,192	199,192	199,192	-	0%
<b>Total Revenues from Other</b>		<b>-</b>	<b>-</b>	<b>1,274,192</b>	<b>199,192</b>	<b>199,192</b>	<b>-</b>	<b>0%</b>
<b>Total Street Capital Improvement</b>		<b>-</b>	<b>-</b>	<b>1,274,192</b>	<b>199,192</b>	<b>199,192</b>	<b>-</b>	<b>0%</b>

‡ The grants are designated for construction phase of the Mission Road Bicycle and Pedestrian Improvement Project (903). The construction phase is projected to begin in FY 2020-21. The grant revenue will not be distributed until FY 2020-21.

		2016-17	2017-18	2018-19 Final	[a]	[b]	[b]-[a]	[b]/[a]-1
Town Hall Renovation - Debt Funding (33)		Actual	Actual	Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Use of Money &amp; Property</b>								
34001	Interest On Investments	23,734	15,505	-	-	-	-	n/a
<b>Total Use of Money &amp; Property</b>		<b>23,734</b>	<b>15,505</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>
<b>Other Revenue</b>								
37060	Proceeds From Cop Issuance	-	-	-	-	-	-	n/a
<b>Total Other Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>
<b>Total Town Hall Renovation - Debt</b>		<b>23,734</b>	<b>15,505</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>

REVENUE DETAIL

(CONT)

				[a]	[b]	[b]-[a]	[b]/[a]-1
Debt Service - Cert of Participation (43)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Use of Money &amp; Property</b>							
34001 Interest On Investments	55	397	-	70	70	-	0%
<b>Total Use of Money &amp; Property</b>	<b>55</b>	<b>397</b>	<b>-</b>	<b>70</b>	<b>70</b>	<b>-</b>	<b>0%</b>
<b>Total Debt Service - Cert of Participation</b>							
	55	397	-	70	70	-	0%

				[a]	[b]	[b]-[a]	[b]/[a]-1
Vehicle Replacement (61)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Use of Money &amp; Property</b>							
34001 Interest On Investments	5,619	8,173	5,300	5,300	7,300	2,000	38%
<b>Total Use of Money &amp; Property</b>	<b>5,619</b>	<b>8,173</b>	<b>5,300</b>	<b>5,300</b>	<b>7,300</b>	<b>2,000</b>	<b>38%</b>
<b>Charges for Current Services</b>							
36901 Fleet Replacement Charges	-	-	80,510	80,510	250,000	169,490	211%
<b>Total Charges for Current Services</b>	<b>-</b>	<b>-</b>	<b>80,510</b>	<b>80,510</b>	<b>250,000</b>	<b>169,490</b>	<b>211%</b>
<b>Other Revenue</b>							
37011 Sale Of Property	2,084	3,145	-	4,380	-	(4,380)	-100%
<b>Total Other Revenue</b>	<b>2,084</b>	<b>3,145</b>	<b>-</b>	<b>4,380</b>	<b>-</b>	<b>(4,380)</b>	<b>-100%</b>
<b>Total Vehicle Replacement</b>							
	7,703	11,318	85,810	90,190	257,300	167,110	185%
<b>Grand Total for All Funds</b>							
	18,747,245	19,239,897	19,115,473	18,287,731	18,444,993	157,262	1%

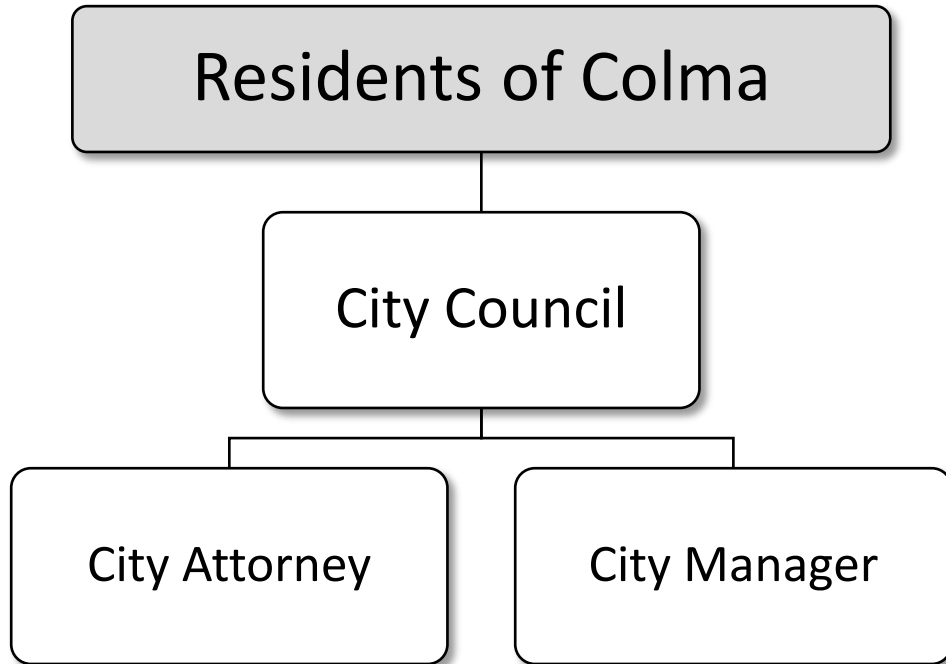


# Departmental Budgets



# City Council

# City Council



**DEPARTMENT**                      **CITY COUNCIL**

**FUNCTION:**                      **GENERAL GOVERNMENT**

**FUNDING SOURCE:**            **GENERAL FUND (#11)**

**DEPARTMENT DESCRIPTION**

The City Council is the elected policy-making body for the Town of Colma. The City Council has four key roles – Legislative, Governing Body, Quasi-Judicial, and Representative.

- **Legislative** - In its legislative role, the City Council makes laws, which may be in the form of an ordinance or a resolution. Some examples of legislative acts are an Ordinance Regulating the Uses of Land in the Town and an Ordinance Prohibiting Nuisances in the Town.
- **Governing Body** - In its governing body role, the Council sets policies for the Town’s key staff, much like a Board of Directors of a publicly-held corporation. The Council also sets goals and expectations of the City Manager and City Attorney and determines overall staffing levels for the Town. In the Council-Manager form of government, Council Members are not involved in managing the day-to-day operations of the City, leaving that role to the City Manager.
- **Quasi-Judicial** - The Council frequently sits as an adjudicatory body. At times, the Council is obligated to hear evidence and make an impartial decision. At others, the Council has some discretion on how to rule. An application for a use permit and a request to revoke a use permit are examples of the types of matters that come before the Council in its quasi-judicial role.
- **Representative** - Council members frequently act as the Town’s representative before other public agencies. In these cases, the member’s authority goes only so far as the instructions given to him or her by the entire council. Members of the City Council represent the Town on various local, regional and statewide committees, boards and commissions, such as the San Mateo County Council of Cities.



**STAFFING**

The City Council is comprised of five members elected at large who serve four-year overlapping terms. Each year, the Council selects a member to act as Mayor.

**BUDGET HIGHLIGHTS**

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
<b>CITY COUNCIL (11-110)</b>	Actual	Actual	Budget	Estimated	Proposed	\$	%
Department Expenditures	246,988	249,459	287,610	295,034	313,490	18,456	6%
Department Revenues	-	-	-	-	-	-	n/a
<b>General Fund Subsidy / (Tax)</b>	<b>246,988</b>	<b>249,459</b>	<b>287,610</b>	<b>295,034</b>	<b>313,490</b>	<b>18,456</b>	<b>6%</b>

The City Council Department is part of the General Government function and is fully supported by general taxes and fees. The FY 2019-20 City Council Proposed Budget of \$313,490 is \$18,456 or 6% more than

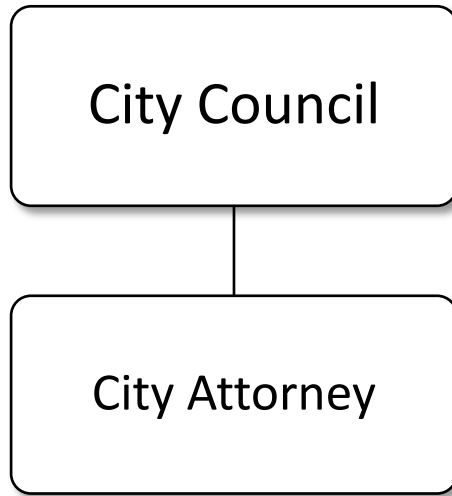
the FY 2018-19 Estimated Actual. The increase is primarily in healthcare costs, as it is related to the change in medical coverage offered by CalPERS.

## EXPENDITURE DETAIL

		2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
CITY COUNCIL (11-110)		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Salaries &amp; Wages</b>								
51001	Elected Officials	55,470	55,440	55,500	56,550	57,660	1,110	2%
51009	Deferred Compensation	4,900	4,800	4,800	4,800	4,800	-	0%
51020	In Lieu - Medical	4,750	6,000	6,000	4,500	3,000	(1,500)	-33%
<b>Total Salaries &amp; Wages</b>		<b>65,120</b>	<b>66,240</b>	<b>66,300</b>	<b>65,850</b>	<b>65,460</b>	<b>(390)</b>	<b>-1%</b>
<b>Benefits</b>								
52001	Pers Misc. Employees <i>Annual pension contribution to CalPERS and Pension Trust.</i>	9,284	9,461	11,600	11,300	15,453	4,153	37%
52007	Health	70,574	57,770	58,200	74,915	90,391	15,476	21%
52008	Dental	9,222	9,034	11,800	11,340	11,340	-	0%
52009	Life Insurance	330	330	380	330	330	-	0%
52011	Vision	1,531	1,525	1,630	2,528	1,560	(968)	-38%
52014	Social Security - Employer	4,038	4,107	4,100	4,083	4,000	(83)	-2%
52015	Medicare - Employer	944	960	1,000	638	1,000	362	57%
52017	Retirees Health	14,472	19,284	19,200	19,200	16,076	(3,124)	-16%
52018	Retiree Dental	876	1,233	1,200	1,200	1,707	507	42%
52019	Retirement Health Savings	14	166	200	170	173	3	2%
<b>Total Benefits</b>		<b>111,285</b>	<b>103,870</b>	<b>109,310</b>	<b>125,704</b>	<b>142,030</b>	<b>16,326</b>	<b>13%</b>
<b>Total Personnel Cost</b>		<b>176,405</b>	<b>170,110</b>	<b>175,610</b>	<b>191,554</b>	<b>207,490</b>	<b>15,936</b>	<b>8%</b>
<b>Supplies &amp; Services</b>								
60002	Office Supplies	187	-	500	500	500	-	0%
60005	Special Department Expense <i>Council reorganization; Community outreach; Business recognition; Cemetery and auto row workgroup meetings; and CAPE</i>	4,312	5,312	16,500	21,500	16,500	(5,000)	-23%
60007	Donations	59,913	68,813	95,000	77,580	75,000	(2,580)	-3%
60008	Dues & Publications	-	-	-	-	-	-	n/a
60010	Conferences & Meetings	2,246	2,145	2,500	2,500	1,500	(1,000)	-40%
60016	Council Member A	1,449	1,353	2,500	200	2,500	2,300	1150%
60017	Council Member B	819	419	2,500	500	2,500	2,000	400%
60018	Council Member C	1,387	1,197	2,500	300	2,500	2,200	733%
60019	Council Member D	120	45	2,500	200	2,500	2,300	1150%
60020	Council Member E	150	65	2,500	200	2,500	2,300	1150%
<b>Total Supplies &amp; Services</b>		<b>70,583</b>	<b>79,349</b>	<b>127,000</b>	<b>103,480</b>	<b>106,000</b>	<b>2,520</b>	<b>2%</b>
<b>Total Non-Personnel Cost</b>		<b>70,583</b>	<b>79,349</b>	<b>127,000</b>	<b>103,480</b>	<b>106,000</b>	<b>2,520</b>	<b>2%</b>
<b>Total City Council</b>		<b>246,988</b>	<b>249,459</b>	<b>302,610</b>	<b>295,034</b>	<b>313,490</b>	<b>18,456</b>	<b>6%</b>

# **City Attorney**

# City Attorney





**DEPARTMENT**                      **CITY ATTORNEY**  
**FUNCTION:**                      **GENERAL GOVERNMENT**  
**FUNDING SOURCE:**        **GENERAL FUND (#11)**

**DEPARTMENT DESCRIPTION**

The City Attorney:

- Provides legal advice to the City Council, City Manager and staff in identifying legal options and strategies for implementing and achieving the goals, policies and objectives of the City Council.
- Attends meetings of the City Council and other advisory committees, as needed.
- Meets regularly with City Manager and staff to discuss proposed programs, policies and activities.
- Prepares or reviews all resolutions, ordinances for consideration by the City Council and all contracts for the Town.
- Monitors and disposes of pending claims involving potential tort liability.
- Represents the Town in significant litigation matters involving the Town or manages the representation provided by outside counsel.
- Interprets the law for Council Members and staff and renders formal legal opinions.
- Provides training to Council Members and staff on ethics, Brown Act and new laws.
- Provides general legal advice and opinions to the City Council and staff regarding all relevant municipal law matters.

The City Attorney’s mission is to provide legal advice and support to the City Council and staff to aid them in carrying out their responsibilities.

**STAFFING**

The Town contracts for City Attorney services through a retainer.

**ACCOMPLISHMENTS AND GOALS**

During FY 2018-19, the City Attorney’s Office engaged in or accomplished the following projects:

- Continued to assist staff in addressing parking issues through revisions to the preferential parking program and changes to the Parking Code.
- Drafted numerous grant agreements for the City Council’s annual donations to non-profits serving the Town.
- Assisted Town management and the Town’s labor negotiator with completion of successful negotiations and drafting of various MOU language and personnel policy changes in compliance with various state employment and labor laws.



- Assisted the Town and City Council in addressing various independent contractor issues.
- Prepared various approval documents and assisted the City Council in addressing Council salaries.
- Provided assistance to Town staff in updating the Town's Fee Schedule and drafted numerous fee documents for same.
- Assisted staff with the entitlement documents and other agreements for projects in the Town.
- Drafted various agreements for Recreation events, including Movie in the Cemetery, the Town's summer picnic, and other ongoing events.
- Assisted Police staff in responding to various Public Records Act for police personnel information under new state law requirements under SB 1421.
- Provided new quarterly training to Council on emerging legal issues involving ethics and Brown Act compliance.
- Updated the Town's vendor regulations consistent with state law.
- Continued to work on updating the Town's wireless regulations with regards to small cells.
- Monitored pending or threatened litigation and provided various updates to the Council.
- Guided City Council members on various conflicts of interest issues.
- Assisted with various public records act requests.

For FY 2019-20, the City Attorney's Office will continue to provide on-going sound legal advice in a cost-effective manner to ensure legal liability is minimized as the Town moves forward into a new fiscal year.

## PERFORMANCE MEASURE

Department Duties	2016-17 Actual	2017-18 Actual	2018-19 Estimated	2019-20 Proposed
Ordinances drafted or revised	9	5	15	7
Resolutions drafted or revised	63	46	60	49
Opinions written	13	16	15	14
Staff reports written	14	15	15	13
Staff reports reviewed for legal	45	40	40	45
Contracts drafted or revised	30	38	35	40

## BUDGET HIGHLIGHTS

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
CITY ATTORNEY (11-130)	Actual	Actual	Budget	Estimated	Proposed	\$	%
Department Expenditures	216,816	234,402	337,500	265,000	312,500	47,500	18%
Department Revenues	-	-	-	-	-	-	n/a
<b>General Fund Subsidy / (Tax)</b>	<b>216,816</b>	<b>234,402</b>	<b>337,500</b>	<b>265,000</b>	<b>312,500</b>	<b>47,500</b>	<b>18%</b>

The FY 2019-20 City Attorney's Proposed Budget of \$312,500 includes \$30,000 for the online codification of the Colma Municipal Code and \$285,000 for general legal services from the City Attorney and the outside counsel. The online codification project was budgeted in FY 2018-19 but was postponed to FY 2019-20. This project will enhance transparency and simplify the maintenance of the Town's codes and regulations.

The \$285,000 budget for general legal services is based on historical trends plus contingency. The Town's Legal Services fluctuate depending on the types and complexity of the businesses undertaken by the City Council. A small contingency is built into the general legal service budgets to ensure adequate appropriation.

The department is part of the General Government function and the department expenditures are fully supported by general taxes and fees. Legal services linked to a specific permit issue are billed directly to the permit and the corresponding revenues and expenditures are recorded in the Planning Division (410).

## EXPENDITURE DETAIL

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
CITY ATTORNEY (11-130)	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Supplies &amp; Services</b>							
60004 Computer Expenses & Services <i>Annual maintenance cost for the codification of the Colma Municipal Code</i>	-	-	2,500	-	2,500	2,500	n/a
<b>Total Supplies &amp; Services</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>n/a</b>
<b>Contractual</b>							
71002 Professional Services - City Attorney <i>Legal services provided by Best, Best &amp; Krieger</i>	216,816	234,402	300,000	260,000	275,000	15,000	6%
71004 Professional Services - Outside Counsel <i>Legal services provided by special counsel for employment, code enforcement, litigation, etc</i>	-	-	10,000	5,000	10,000	5,000	100%
71010 Professional Consulting Services <i>Codification of the Colma Municipal Code - initial conversion cost</i>	-	-	25,000	-	25,000	25,000	n/a
<b>Total Contractual</b>	<b>216,816</b>	<b>234,402</b>	<b>335,000</b>	<b>265,000</b>	<b>310,000</b>	<b>45,000</b>	<b>17%</b>
<b>Total Non-Personnel Cost</b>	<b>216,816</b>	<b>234,402</b>	<b>337,500</b>	<b>265,000</b>	<b>312,500</b>	<b>47,500</b>	<b>18%</b>
<b>Total City Attorney</b>	<b>216,816</b>	<b>234,402</b>	<b>337,500</b>	<b>265,000</b>	<b>312,500</b>	<b>47,500</b>	<b>18%</b>



# City Manager

Includes:

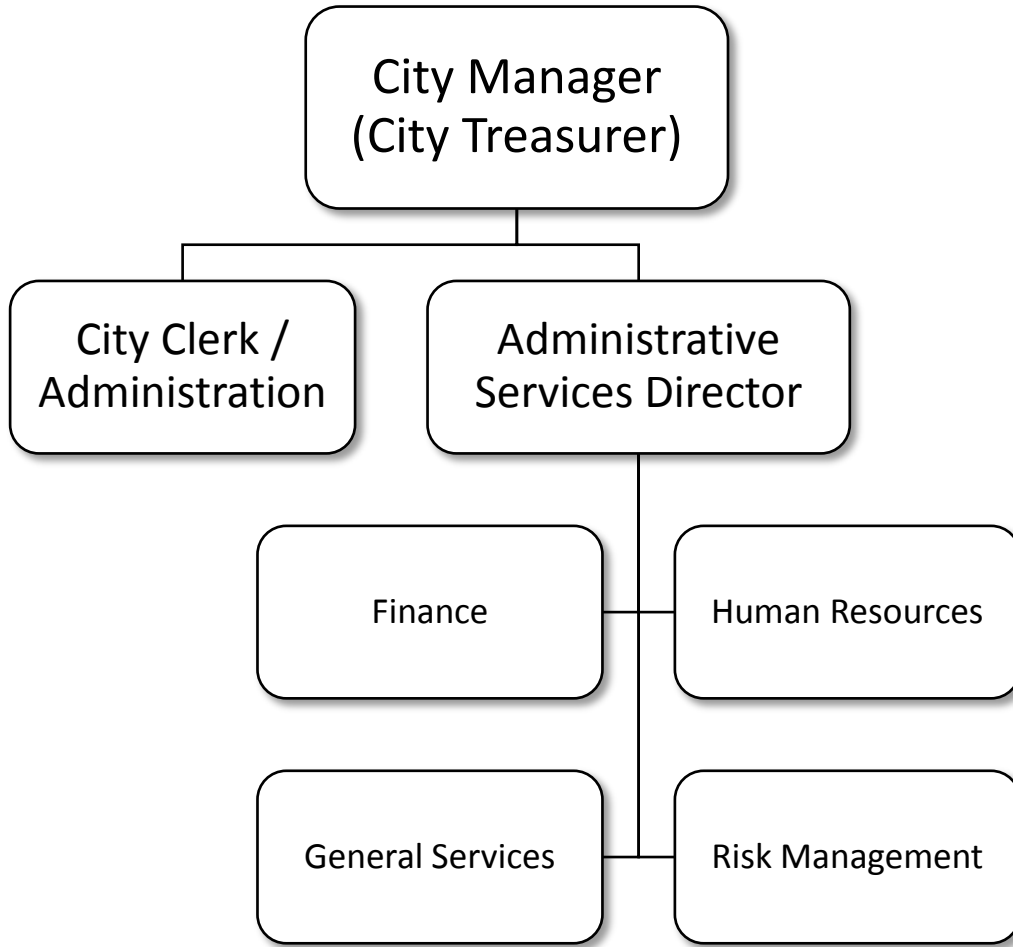
City Clerk,

Human Resources,

Finance,

General Services and Debt

# City Manager



**DEPARTMENT**                      **CITY MANAGER / CITY CLERK**  
**FUNCTION:**                      **GENERAL GOVERNMENT**  
**FUNDING SOURCE:**            **GENERAL FUND (#11)**

**DEPARTMENT DESCRIPTION**

The City Manager/City Clerk Department contains the central administrative services for the Town. The joint City Manager/City Clerk role was split in FY 2015-16 with the appointment of a new City Clerk. In FY 2016-17, a new Administrative Services Director was appointed to oversee Human Resources and General Services, in addition to Recreation Services. The Administrative Services Directors cost was allocated 50 percent in the City Manager’s Office and 50 percent in the Recreation Services Department.

Beginning April 2018, the Administrative Services Director was appointed to oversee Human Resources, Finance, and General Services, thereby changing the labor distribution to be 100 percent in the City Manager’s Office.

Department functions include general managerial oversight of departments and Capital Improvement Program (CIP) projects as well as traditional City Clerk functions such as records management, City Council support, and elections.

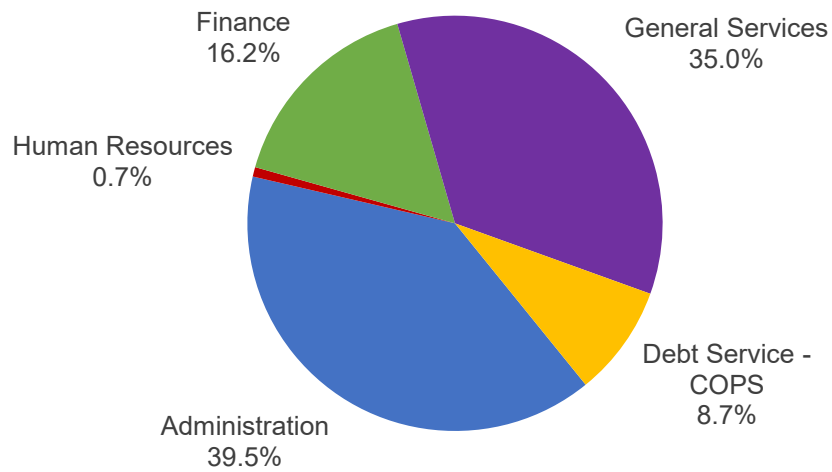
The Department consists of the following divisions:

- Administration
- Human Resources
- Finance, with General Services and Debt Service

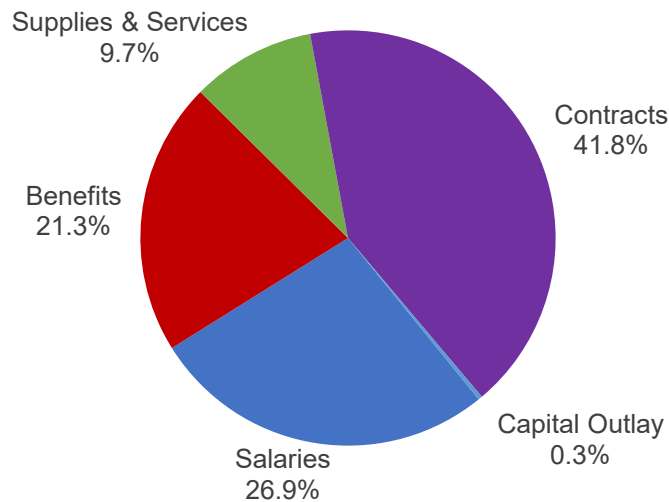
Positions include City Manager, City Clerk, Administrative Services Director, Human Resources Analyst, two Accounting Technicians (1.8 FTE) and two Administrative Technicians (2.0 FTE).

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
140	ADMINISTRATION	717,530	553,055	51,800	30,000	11,645	1,364,030
141	HUMAN RESOURCES	113,165	87,049	17,470	33,000	0	250,684
150	FINANCE	161,558	144,164	53,485	202,200	0	561,407
151	GENERAL SERVICES	0	0	236,000	973,650	0	1,209,650
620	DEBT SERVICE - COPS	0	0	0	299,369	0	299,369
<b>TOTAL EXPENDITURES</b>		<b>992,253</b>	<b>784,268</b>	<b>358,755</b>	<b>1,538,219</b>	<b>11,645</b>	<b>3,685,140</b>

### City Manager / City Clerk Divisions



### City Manager / City Clerk Categories





**DEPARTMENT**                    **CITY MANAGER / CITY CLERK**  
**DIVISION:**                    **ADMINISTRATION**  
**FUNCTION:**                    **GENERAL GOVERNMENT**  
**FUNDING SOURCE:**        **GENERAL FUND (#11)**

## **DEPARTMENT DESCRIPTION**

The Administration Division provides support to residents, members of the City Council and staff. Division functions include front office reception and general administrative support; City Council agenda and packet preparation; Council meeting minutes; records management; and elections.

## **STAFFING**

Positions include the City Manager, the Administrative Services Director, the City Clerk and two Administrative Technicians. The City Manager also serves as the City Treasurer.

The Administrative Services Director is the Town's ADA Coordinator responsible for implementing the ADA Transition Plan. Other responsibilities include Risk Manager, chairing the Safety Committee and ensuring the implementation of risk management activities; and General Services function.



## **ACCOMPLISHMENTS/GOALS**

During FY 2018-19, the Administration Division:

- Provided coordination for the completion of the Town Hall Renovation project.
- Presented the City Council with a balanced budget for 2018-19.
- Completed the 2019-2024 Five-Year Capital Improvement Plan.
- Completed and implemented the 2018 Unfunded Liabilities Funding Strategy.
- Prepared ballot initiative for Transient Occupancy tax for November 2018 election.
- Updated the Strategic Plan for the period 2017-19.
- Received a clean audit for 2017-18.
- Negotiated with the Town's labor unions on a three-year contract.
- Engaged consultants for Town-wide customer satisfaction survey and public outreach for potential new revenue strategies.
- Conducted Cemetery and Business Outreach programs
- Developed C.A.P.E – resident based Disaster Preparedness program

For FY 2019-20, the Administration Division goals include:

- Continue assessment of issues compromising the Town’s long-term fiscal health, including coordinating with consultant on potential new revenue strategies.
- Increase business outreach efforts and economic development.
- Implement City Council priorities as directed.
- Complete Town-wide customer satisfaction survey.
- Begin development of the 2020-22 Strategic Plan.

## PERFORMANCE MEASURES

Department Duties	2016-17 Actual	2017-18 Actual	2018-19 Estimate	2019-20 Proposed
Community Recognition:				
• Proclamations prepared	18	16	18	16
• Certificates prepared	140	150	150	145
• Flower arrangements sent	10	12	18	10
Distribute Colma LiveWire newsletters monthly to households	5,400	5,400	5,400	5,400
Respond to all public records requests within the statutory deadline	18	25	25	25
Distribute ColmaWorks newsletter to businesses	3	2	2	3
Convene the Town’s website committee to ensure quality and timeliness of information	2	2	2	4

## BUDGET HIGHLIGHTS

	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a] 2018-19 Estimated	[b] 2019-20 Proposed	[b]-[a] Change in Budget \$	[b]/[a]-1 %
<b>CITY MANAGER (11-140)</b>							
Department Expenditures	783,939	907,671	1,274,720	1,250,206	1,364,030	113,824	9%
Department Revenues	-	-	-	-	-	-	n/a
<b>General Fund Subsidy / (Tax)</b>	<b>783,939</b>	<b>907,671</b>	<b>1,274,720</b>	<b>1,250,206</b>	<b>1,364,030</b>	<b>113,824</b>	<b>9%</b>

The City Manager/Clerk Department is part of the General Government function and is fully supported by general taxes and fees.

The FY 2019-20 Proposed Budget of \$1,364,030 is \$113,824 (or 9%) more than the FY 2018-19 Estimated Actual. The main drivers include:

- Kick start annual internship program with recruitment for a Public Information Officer Intern in FY 2019-20, (\$15,680).
- City Council approved Cost of Living Adjustment for all regular employees, (\$48,832).
- Implementation of 2018 Unfunded Liabilities Funding Strategy through annual contribution to Accrued Leave Payout Reserve (\$8,476) and Pension Trust (\$44,340).

- Reduction of \$31,000 in Professional Consulting Services with the removal of the Records Management contract services.

The FY 2018-19 Estimate includes \$36,000 for the Town-wide customer satisfaction survey and the first phase of the new revenue research. Unspent project budget will be carried over into FY 2019-20.

## EXPENDITURE DETAIL

CITY MANAGER (11-140)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Salaries &amp; Wages</b>							
51002 Full-time Staff <i>City Manager; City Clerk; two Administrative Technicians; Administrative Services Director</i>	403,559	444,885	634,300	624,142	672,974	48,832	8%
51003 Part-time Staff <i>Public Information Officer Intern (Internship/Student Aide Program)</i>	-	-	-	-	15,680	15,680	n/a
51004 Comp Time	2,656	3,037	2,000	8,254	4,000	(4,254)	-52%
51005 Overtime	-	1,217	200	-	2,000	2,000	n/a
51008 Vacation/Sick/Comp Time Payoff <i>Annual vacation buyback and contribution to Accrued Leave Payout Reserve</i>	6,441	6,162	-	3,837	14,476	10,639	277%
51009 Deferred Compensation	3,888	3,438	3,900	3,750	4,800	1,050	28%
51013 Auto Allowance	-	2,250	3,600	3,600	3,600	-	0%
<b>Total Salaries &amp; Wages</b>	<b>416,544</b>	<b>460,989</b>	<b>644,000</b>	<b>643,583</b>	<b>717,530</b>	<b>73,947</b>	<b>11%</b>
<b>Benefits</b>							
52001 Pers Misc. Employees <i>Annual pension contribution to CalPERS and Pension Trust.</i>	69,579	78,155	125,000	121,383	175,932	54,549	45%
52007 Health	46,252	47,431	115,400	84,883	95,434	10,551	12%
52008 Dental	7,340	6,587	10,700	11,340	11,340	-	0%
52009 Life Insurance	215	193	700	330	330	-	0%
52011 Vision	979	890	2,600	2,528	1,560	(968)	-38%
52012 Health Club	310	-	570	-	-	-	n/a
52014 Social Security - Employer	21,697	27,405	32,800	34,219	46,712	12,493	37%
52015 Medicare - Employer	6,168	6,589	9,300	9,084	10,486	1,402	15%
52017 Retirees Health	105,552	160,356	219,300	219,300	187,635	(31,665)	-14%
52018 Retirees Dental	6,384	10,236	14,000	-	19,919	19,919	n/a
52019 Retirement Health Savings	-	512	300	3,207	3,707	500	16%
<b>Total Benefits</b>	<b>264,476</b>	<b>338,354</b>	<b>530,670</b>	<b>486,273</b>	<b>553,055</b>	<b>66,782</b>	<b>14%</b>
<b>Total Personnel Cost</b>	<b>681,020</b>	<b>799,343</b>	<b>1,174,670</b>	<b>1,129,856</b>	<b>1,270,585</b>	<b>140,729</b>	<b>12%</b>

**EXPENDITURE DETAIL**

**(CONT)**

					[a]	[b]	[b]-[a]	[b]/[a]-1
<b>CITY MANAGER (11-140)</b>		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Supplies &amp; Services</b>								
60001	Public Notices & Advertisements	69	345	700	400	500	100	25%
60002	Office Supplies	4,260	4,007	6,000	6,500	6,500	-	0%
60003	Postage	3,031	1,075	5,000	4,000	5,000	1,000	25%
60005	Special Department Expense	685	1,438	1,000	1,500	2,000	500	33%
60008	Dues & Publications <i>C/CAG - Member Assessment; Congestion Relief; LAFCO; SAMCAT; ICMA; ABAG; League of Calif. Cities; City Clerk Association; San Mateo Co. City Mgr Association; HEART/JPA Joint Venture Silicon Valley</i>	19,175	18,977	25,000	22,000	25,000	3,000	14%
60009	Bank/Credit Card Charges	16	-	-	-	-	-	n/a
60010	Conferences & Meetings <i>ICMA Conference Economic Development Conference</i>	2,762	3,671	6,500	3,500	6,500	3,000	86%
60013	Auto Expense <i>Auto reimbursement</i>	311	218	600	200	300	100	50%
60031	Election Expense	2,118	-	12,500	12,500	-	(12,500)	-100%
61002	Training	4,251	155	5,000	3,000	5,000	2,000	67%
61003	Tuition Reimbursement	400	2,000	1,000	2,000	1,000	(1,000)	-50%
61004	Employee Programs	26	-	-	-	-	-	n/a
<b>Total Supplies &amp; Services</b>		<b>37,104</b>	<b>31,886</b>	<b>63,300</b>	<b>55,600</b>	<b>51,800</b>	<b>(3,800)</b>	<b>-7%</b>
<b>Contractual</b>								
71010	Professional Consulting Services <i>Sales Tax Forecasting; State Mandated Cost Recovery and Records Storage and Destruction</i>	65,815	76,442	33,000	61,000	30,000	(31,000)	-51%
<b>Total Contractual</b>		<b>65,815</b>	<b>76,442</b>	<b>33,000</b>	<b>61,000</b>	<b>30,000</b>	<b>(31,000)</b>	<b>-51%</b>
<b>Capital Outlay</b>								
60025	Vehicle Replacement (ISF) <i>Annual vehicle replacement allocation</i>	-	-	3,750	3,750	11,645	7,895	211%
<b>Total Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>3,750</b>	<b>3,750</b>	<b>11,645</b>	<b>7,895</b>	<b>211%</b>
<b>Total Non-Personnel Cost</b>		<b>102,919</b>	<b>108,328</b>	<b>100,050</b>	<b>120,350</b>	<b>93,445</b>	<b>(26,905)</b>	<b>-22%</b>
<b>Total City Manager</b>		<b>783,939</b>	<b>907,671</b>	<b>1,274,720</b>	<b>1,250,206</b>	<b>1,364,030</b>	<b>113,824</b>	<b>9%</b>

**DEPARTMENT**                      **CITY MANAGER / CITY CLERK**  
**DIVISION:**                        **HUMAN RESOURCES**  
**FUNCTION:**                       **GENERAL GOVERNMENT**  
**FUNDING SOURCE:**            **GENERAL FUND (#11)**

## **DIVISION DESCRIPTION**

The Human Resources Division is responsible for personnel functions including policy development and compliance, recruitment and retention, compensation and benefits administration. The Division's budget contains program expenses for the annual employee recognition event, citywide training, safety committee activities and professional consulting services including labor negotiations.

## **STAFFING**

The Division contains the 1.00 FTE Human Resources Analyst and is also supported by the Administrative Services Director position.

## **ACCOMPLISHMENTS**

During FY 2018-19, the Division accomplished the following:

- Retained and developed the Town's workforce, including promotion of two police officers to police sergeants.
- Recruited, tested and hired 10 employees into the Colma family.
- Transitioned two employees into retirement.
- Coordinated the 17<sup>th</sup> annual Employee Service Recognition awards with 12 individuals honored including employees with 24, 20, 12, 10, 5, and 1 years of service.
- Assisted individual managers and employees with employment-related issues.
- Ensured compliance with local, state and federal employment laws.
- Implemented the use of CalOpps for Town recruitments.
- Participated in the award-winning San Mateo County Consortium program for staff development.



Goals for FY 2019-20 are to:

- Promote employee development by facilitating training opportunities, including cross-training.
- Partner with departments to anticipate and respond to changes, priorities and staffing needs.
- Manage the Town’s Retiree Health Savings arrangement.
- Recruit for new HR Analyst.

## PERFORMANCE MEASURES

Department Duties	2016-17 Actual	2017-18 Actual	2018-19 Estimate	2019-20 Proposed
Circulate Colma Network (employee newsletter) 4x per year	4	4	4	4
Review all job descriptions annually	100%	100%	100%	100%
Process personnel actions within 72 hours of receipt of notification	100%	100%	90%	100%
Provide cost-effective employee training sessions 4x per year	9	7	6	8

## BUDGET HIGHLIGHTS

	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a] 2018-19 Estimated	[b] 2019-20 Proposed	[b]-[a] Change in Budget \$	[b]/[a]-1 %
<b>HUMAN RESOURCES (11-141)</b>							
Department Expenditures	227,145	243,946	117,400	113,839	250,684	136,845	120%
Department Revenues	-	-	-	-	-	-	n/a
<b>General Fund Subsidy / (Tax)</b>	<b>227,145</b>	<b>243,946</b>	<b>117,400</b>	<b>113,839</b>	<b>250,684</b>	<b>136,845</b>	<b>120%</b>

The Human Resources Division is part of the General Government function and is fully supported by general taxes and fees. The FY 2019-20 Human Resources Proposed Budget is \$250,684, or \$136,845 more than the FY 2018-19 Estimated Actual. The main driver is the reclassification of the part-time unbenefited HR Manager to a full-time benefited HR Analyst.

## EXPENDITURE DETAIL

			[a]	[b]	[b]-[a]	[b]/[a]-1			
HUMAN RESOURCES (11-141)			2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
			Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Salaries &amp; Wages</b>									
51002	Full-time Staff		95,734	78,885	-	-	108,805	108,805	n/a
	<i>Human Resources Analyst (2019-20); Human Resources Manager (2016-17 &amp; 2017-18)</i>								
51003	Part-time Staff		-	1,153	70,000	62,647	3,000	(59,647)	-95%
	<i>Human Resources Manager (2018-19); Student Aide (Internship/Student Aide Program)</i>								
51008	Vacation/Sick/Comp Time Payoff		-	28,300	-	-	1,360	1,360	n/a
	<i>Annual contribution to Accrued Leave Payout Reserve</i>								
51009	Deferred Compensation		1,200	1,050	-	-	-	-	n/a
<b>Total Salaries &amp; Wages</b>			<b>96,934</b>	<b>109,388</b>	<b>70,000</b>	<b>62,647</b>	<b>113,165</b>	<b>50,518</b>	<b>81%</b>
<b>Benefits</b>									
52001	Pers Misc. Employees		19,877	16,931	-	-	16,419	16,419	n/a
	<i>Annual pension contribution to CalPERS and Pension Trust</i>								
52007	Health		29,995	21,188	-	-	24,000	24,000	n/a
52008	Dental		2,258	2,070	-	-	2,268	2,268	n/a
52009	Life Insurance		66	55	-	-	66	66	n/a
52011	Vision		301	279	-	-	360	360	n/a
52014	Social Security - Employer		5,994	6,752	4,500	3,884	7,140	3,256	84%
52015	Medicare - Employer		1,402	1,579	1,000	908	1,855	947	104%
52017	Retirees Health		29,460	34,344	-	-	30,112	30,112	n/a
52018	Retiree Dental		1,776	2,196	-	-	3,197	3,197	n/a
52019	Retirement Health Savings		-	-	-	-	1,632	1,632	n/a
<b>Total Benefits</b>			<b>91,129</b>	<b>85,394</b>	<b>5,500</b>	<b>4,792</b>	<b>87,049</b>	<b>82,257</b>	<b>1716%</b>
<b>Total Personnel Cost</b>			<b>188,063</b>	<b>194,782</b>	<b>75,500</b>	<b>67,439</b>	<b>200,214</b>	<b>132,775</b>	<b>197%</b>
<b>Supplies &amp; Services</b>									
60008	Dues & Publications		-	198	600	600	1,170	570	95%
	<i>Labor poster/ Membership to CalPELRA, NCCIPMA-HR, and SHRM</i>								
60010	Conferences & Meetings		2,310	1,243	2,000	2,000	2,000	-	0%
	<i>CalPELRA annual conference</i>								
60013	Auto Expense		161	359	300	300	300	-	0%
61001	Personnel Recruitments		2,117	6,171	4,000	9,000	9,000	-	0%
	<i>Recruitment cost and CalOpps annual maintenance cost</i>								
61002	Training		745	3,037	2,000	2,000	2,000	-	0%
	<i>San Mateo County Consortium and other Town-Wide training</i>								
61004	Employee Programs		2,176	989	3,000	2,500	3,000	500	20%
	<i>Annual recognition event</i>								
<b>Total Supplies &amp; Services</b>			<b>7,509</b>	<b>11,997</b>	<b>11,900</b>	<b>16,400</b>	<b>17,470</b>	<b>1,070</b>	<b>7%</b>

**EXPENDITURE DETAIL**

**(CONT)**

					[a]	[b]	[b]-[a]	[b]/[a]-1
<b>HUMAN RESOURCES (11-141)</b>		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Contractual</b>								
71010	Professional Consulting Services <i>Labor relation services, San Mateo County salary and benefits survey (BAERS), Contract coaching services</i>	31,573	37,167	30,000	30,000	33,000	3,000	10%
<b>Total Contractual</b>		<b>31,573</b>	<b>37,167</b>	<b>30,000</b>	<b>30,000</b>	<b>33,000</b>	<b>3,000</b>	<b>10%</b>
Total Non-Personnel Cost		39,082	49,164	41,900	46,400	50,470	4,070	9%
<b>Total Human Resources</b>		<b>227,145</b>	<b>243,946</b>	<b>117,400</b>	<b>113,839</b>	<b>250,684</b>	<b>136,845</b>	<b>120%</b>



**DEPARTMENT**                      **CITY MANAGER / CITY CLERK**  
**DIVISION:**                        **FINANCE**  
**FUNCTION:**                      **GENERAL GOVERNMENT**  
**FUNDING SOURCE:**            **GENERAL FUND (#11)**

### **DIVISION DESCRIPTION**

The Finance Division is responsible for paying the Town’s bills, maintaining and reconciling accounts, payroll, financial reporting, responding within one business day to vendor and employee inquiries and maintaining related records.

The Administrative Services Director is responsible for oversight of the Finance Division and also two non-departmental activities: General Services, which includes all insurance for the Town, utility bill payments and miscellaneous expenditures; and Debt Service for the 2015 Certificates of Participation Town Hall Renovation Project. Each of these activities has detailed budget pages.

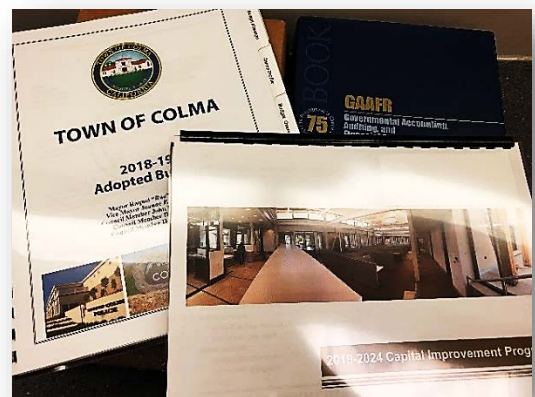
### **STAFFING**

The Finance Division is staffed by two Accounting Technicians (1.8 FTE). The Division reports to the Administrative Services Director.

### **ACCOMPLISHMENTS/GOALS**

During FY 2018-19, the Finance Division:

- Was instrumental in the Town receiving a clean audit for FY 2017-18.
- Received the Excellence in Budgeting Award from the California Society of Municipal Finance Officers (CSMFO) for the eighth time and the Distinguished Budget Award from the Government Finance Officers Association (GFOA) for the eighth time, for the FY 2018-19 Adopted Budget.
- Completed a Five-Year Capital Improvement Plan.
- Completed review of Town’s Unfunded Liability Strategy and implemented the 2018 Unfunded Liabilities Funding Strategy.
- Completion of an updated OPEB Actuarial Study (Retiree Medical & Dental).
- Created new funds for better transparency and future financial stability strategies.



For FY 2019-20, the Finance Division goals include:

- Continue to ensure the Town receives a clean audit for FY 2018-19.
- Coordinate with consultants in new revenue strategy.
- Evaluate new financial system upgrade.
- Review the Town's Reserve Policy and create additional reserves to ensure future financial stability, including the vehicle replacement funding goal and allocation strategy.
- Implement a new investment strategy.

## PERFORMANCE MEASURES

Department Duties	2016-17 Actual	2017-18 Actual	2018-19 Estimated	2019-20 Proposed
Accounts Payable checks issued	2,112	2,205	2,255	2,275
Federal 1099s issued for vendor payments	53	55	66	60
Payroll checks / direct deposits processed and issued	1,460	1,487	1,563	1,560
Annual payroll W-2s issued	75	77	77	77

## BUDGET HIGHLIGHTS

	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a] 2018-19 Estimated	[b] 2019-20 Proposed	[b]-[a] Change in Budget \$	[b]/[a]-1 %
<b>FINANCE (11-150)</b>							
Department Expenditures	438,500	516,357	504,550	509,271	561,407	52,136	10%
Department Revenues	-	-	-	-	-	-	n/a
<b>General Fund Subsidy / (Tax)</b>	<b>438,500</b>	<b>516,357</b>	<b>504,550</b>	<b>509,271</b>	<b>561,407</b>	<b>52,136</b>	<b>10%</b>

The Finance Department is part of the General Administration and is fully supported by general taxes and fees. The FY 2019-20 Finance Proposed Budget of \$561,407 is \$52,136 (or 10%) more than FY 2018-19 Estimated Actual. The increase of \$48,300 in Professional Consulting Services is primarily to augment staff during approved extended family leave. The \$52,200 budget for Supplemental Finance Support is offset by salary savings during the extended family leave. The Finance budget also includes contributions to pension trust and Accrued Leave Payout Reserve, as directed in the 2018 Unfunded Liabilities Funding Strategy.

## EXPENDITURE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
FINANCE (11-150)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Salaries &amp; Wages</b>								
51002	Full-time Staff <i>Accounting Technician (1.8 FTE)</i>	146,149	161,279	166,500	168,922	154,098	(14,824)	-9%
51003	Part-time Staff	593	-	-	-	-	-	n/a
51004	Comp Time	1,853	2,164	1,500	3,236	2,000	(1,236)	-38%
51008	Vacation/Sick/Comp Time Payoff <i>Annual vacation buyback and contribution to Accrued Leave Payout</i>	1,396	1,659	-	-	4,260	4,260	n/a
51009	Deferred Compensation	1,200	1,250	1,200	950	1,200	250	26%
<b>Total Salaries &amp; Wages</b>		<b>151,191</b>	<b>166,352</b>	<b>169,200</b>	<b>173,108</b>	<b>161,558</b>	<b>(11,550)</b>	<b>-7%</b>
<b>Benefits</b>								
52001	Pers Misc. Employees <i>Annual pension contribution to CalPERS and Pension Trust.</i>	25,425	30,064	31,300	31,684	45,420	13,736	43%
52007	Health	21,125	22,232	20,700	21,500	23,116	1,616	8%
52008	Dental	4,517	4,517	4,300	4,536	4,536	-	0%
52009	Life Insurance	132	132	300	132	132	-	0%
52011	Vision	602	610	1,000	624	624	-	0%
52014	Social Security - Employer	9,287	10,211	10,600	10,566	12,000	1,434	14%
52015	Medicare - Employer	2,172	2,388	2,500	2,471	3,000	529	21%
52017	Retirees Health	36,708	54,912	57,500	57,500	50,025	(7,475)	-13%
52018	Retiree Dental	2,220	3,504	3,700	3,700	5,311	1,611	44%
<b>Total Benefits</b>		<b>102,188</b>	<b>128,570</b>	<b>131,900</b>	<b>132,713</b>	<b>144,164</b>	<b>11,451</b>	<b>9%</b>
<b>Total Personnel Cost</b>		<b>253,379</b>	<b>294,922</b>	<b>301,100</b>	<b>305,821</b>	<b>305,722</b>	<b>(99)</b>	<b>0%</b>
<b>Supplies &amp; Services</b>								
60004	Computer Expenses & Services <i>Eden Finance; OpenGov Budget / Transparency Software</i>	29,736	49,248	44,000	44,000	45,700	1,700	4%
60005	Special Department Expense <i>Budget award application fees; Disability access payments to the State</i>	480	480	750	750	750	-	0%
60008	Dues & Publications <i>CA Municipal Treasurers Assn; Ca Society of Municipal Finance; Government Finance Officer Association</i>	265	110	300	300	535	235	78%
60010	Conferences & Meetings <i>CA Municipal Treasurers Assn; Ca Society of Municipal Finance</i>	1,045	1,682	4,000	4,000	4,000	-	0%
61002	Training	-	-	2,500	2,500	2,500	-	0%
61003	Tuition Reimbursement	1,000	-	-	-	-	-	n/a
<b>Total Supplies &amp; Services</b>		<b>32,526</b>	<b>51,520</b>	<b>51,550</b>	<b>51,550</b>	<b>53,485</b>	<b>1,935</b>	<b>4%</b>

**EXPENDITURE DETAIL**

**(CONT)**

					[a]	[b]	[b]-[a]	[b]/[a]-1
FINANCE (11-150)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Contractual</b>								
70010	Auditing - Cardroom	42,864	44,670	46,500	46,500	46,500	-	0%
71001	Auditing - General	33,500	30,830	38,300	38,300	40,300	2,000	5%
71010	Professional Consulting Services <i>Accounting services; finance supplemental support.</i>	76,231	94,415	67,100	67,100	115,400	48,300	72%
<b>Total Contractual</b>		<b>152,595</b>	<b>169,915</b>	<b>151,900</b>	<b>151,900</b>	<b>202,200</b>	<b>50,300</b>	<b>33%</b>
Total Non-Personnel Cost		185,121	221,435	203,450	203,450	255,685	52,235	26%
<b>Total Finance</b>		<b>438,500</b>	<b>516,357</b>	<b>504,550</b>	<b>509,271</b>	<b>561,407</b>	<b>52,136</b>	<b>10%</b>

**DEPARTMENT** CITY MANAGER / CITY CLERK  
**DIVISION:** FINANCE  
**ACTIVITY:** GENERAL SERVICES  
**FUNCTION:** GENERAL GOVERNMENT  
**FUNDING SOURCE:** GENERAL FUND (#11)

**ACTIVITY DESCRIPTION**

The General Services budget includes expenditures shared by all departments, such as the telephone system, cellular telephones, utilities and insurance. This Activity also includes the cost of funding Town-wide communications support (basic cable television) for residents.

**STAFFING**

The Administrative Services Director is responsible for General Services. This Activity has no staff.

**BUDGET HIGHLIGHTS**

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
<b>GENERAL SERVICES (11-151)</b>	Actual	Actual	Budget	Estimated	Proposed	Change in Budget	
						\$	%
Department Expenditures	908,078	1,004,608	1,085,700	1,084,750	1,209,650	124,900	12%
Department Revenues	(50,418)	(55,860)	(40,000)	(40,000)	(40,000)	-	0%
<b>General Fund Subsidy / (Tax)</b>	<b>857,660</b>	<b>948,748</b>	<b>1,045,700</b>	<b>1,044,750</b>	<b>1,169,650</b>	<b>124,900</b>	<b>12%</b>

The General Services expenditures are primarily subsidized by general taxes and fees. A small portion is offset by property claim reimbursements. The FY 2019-20 Proposed Budget of \$1,209,650 is \$124,900 (12%) greater than the 2018-19 Estimated Actual. The top three contributors are increases in insurance premium (\$88,800), cable cost to residents (\$29,000) and computer support (\$5,000).

**REVENUE DETAIL**

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
<b>GENERAL SERVICES (11-151)</b>	Actual	Actual	Budget	Estimated	Proposed	Change in Budget	
						\$	%
<b>Revenues</b>							
37021 Insurance Reimbursements <i>Property claim reimbursements</i>	50,418	55,860	40,000	40,000	40,000	-	0%
<b>Total Revenues</b>	<b>50,418</b>	<b>55,860</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>	<b>0%</b>

## EXPENDITURE DETAIL

			[a]	[b]	[b]-[a]	[b]/[a]-1		
GENERAL SERVICES (11-151)			2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget
			Actual	Actual	Budget	Estimated	Proposed	\$ %
<b>Supplies &amp; Services</b>								
60004	Computer Expenses & Services <i>New software purchases; Printer ink cartridges; Stepform base and additional support (as required); Software license renewal</i>	79,658	91,234	96,000	90,000	95,000	5,000	6%
60005	Special Department Expense <i>Community outreach; Interior plant maintenance; First aid supplies; Drought mitigation</i>	2,963	3,099	4,000	6,000	5,000	(1,000)	-17%
60011	Communications <i>Cell phone charges; Internet; Emergency Satellite Phones</i>	28,519	32,876	35,000	37,000	40,000	3,000	8%
60012	Utilities <i>PG&amp;E; Cal Water; Daly City Water</i>	46,612	57,541	68,250	68,250	70,000	1,750	3%
60014	Equipment Rental <i>Postage and folidng machines; Town Hall copier</i>	19,711	17,129	25,000	20,000	20,000	-	0%
60033	Safety Grant Programs	5,943	8,868	8,000	8,000	6,000	(2,000)	-25%
<b>Total Supplies &amp; Services</b>		<b>183,406</b>	<b>210,747</b>	<b>236,250</b>	<b>229,250</b>	<b>236,000</b>	<b>6,750</b>	<b>3%</b>
<b>Contractual</b>								
71010	Professional Consulting Services <i>Managed Health Network (MHN); Section 125 Flex Plan Admin Cost</i>	2,690	2,690	3,350	3,000	3,350	350	12%
71031	Grants <i>Chamber Of Commerce</i>	40,000	30,000	25,000	25,000	25,000	-	0%
71034	Citywide Communication Support <i>Bulk Cable Services</i>	160,813	162,401	168,600	175,000	204,000	29,000	17%
74001	Liability Insurance <i>PLAN JPA - Liability, Property, Public Official Bonds; EIA - Workers' Comp; Driver Alliant - Earthquake and flood</i>	513,235	546,967	602,500	602,500	691,300	88,800	15%
74004	Claims Litigations	7,934	51,803	50,000	50,000	50,000	-	0%
<b>Total Contractual</b>		<b>724,672</b>	<b>793,861</b>	<b>849,450</b>	<b>855,500</b>	<b>973,650</b>	<b>118,150</b>	<b>14%</b>
<b>Total Non-Personnel Cost</b>		<b>908,078</b>	<b>1,004,608</b>	<b>1,085,700</b>	<b>1,084,750</b>	<b>1,209,650</b>	<b>124,900</b>	<b>12%</b>
<b>Total General Services</b>		<b>908,078</b>	<b>1,004,608</b>	<b>1,085,700</b>	<b>1,084,750</b>	<b>1,209,650</b>	<b>124,900</b>	<b>12%</b>

**DEPARTMENT:** CITY MANAGER / CITY CLERK  
**DIVISION:** FINANCE  
**ACTIVITY:** DEBT SERVICE  
**CERTIFICATES OF PARTICIPATION**  
**FUNCTION:** GENERAL GOVERNMENT  
**FUNDING SOURCE:** DEBT SERVICE FUND (#43)

**ACTIVITY DESCRIPTION**

This Activity shows the budget and expenditures for Certificates of Participation (COP). The debt represents collateralized lease payments and is not a form of bonded debt.

The financing documents require the City Council to appropriate the annual lease payments as part of the Operating Budget. The Debt Service Fund will receive a Transfer of resources from the General Fund to cover the expenses. The Finance Division is responsible for the transfer of funds to the Trustee to make timely payments on principal and interest.

**BUDGET HIGHLIGHTS**

In 2014-15, the City Council established a Town Hall Renovation project budget of \$13 million. In September 2015, the Town completed the 2015 COP Financing to fund the \$18.0 million Town Hall Campus Renovation Project. The principal amount of the COP issuance was \$5.3 million and the amount deposited into the project fund for construction was \$5,102,500 (principal net of the cost of issuance). The first payment was made in 2016 and the final scheduled payment will be made in April 2045. The FY 2019-20 budget reflects the scheduled debt service and administrative fees.

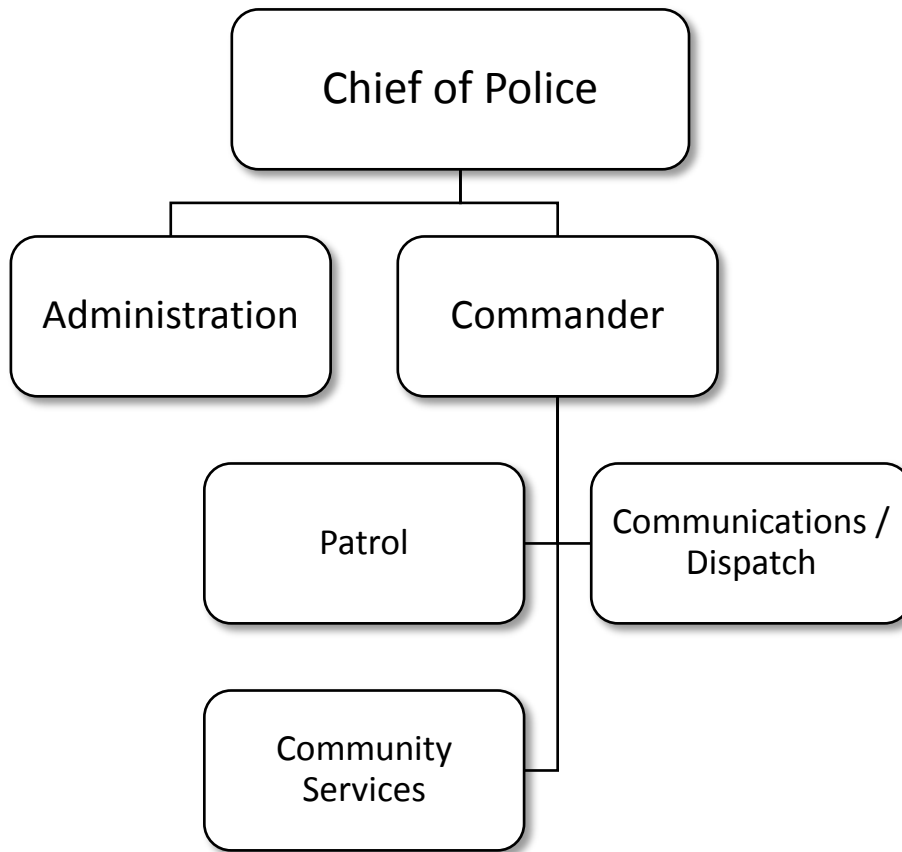
				[a]	[b]	[b]-[a]	[b]/[a]-1
DEBT SERVICE - COP (43-620)	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Contractual</b>							
71010 Professional Consulting Services	3,400	1,600	3,600	5,400	5,400	-	0%
75001 Principal	110,000	110,000	115,000	115,000	115,000	-	0%
75002 Interest	185,669	183,469	181,269	181,269	178,969	(2,300)	-1%
<b>Total Contractual</b>	<b>299,069</b>	<b>295,069</b>	<b>299,869</b>	<b>301,669</b>	<b>299,369</b>	<b>(2,300)</b>	<b>-1%</b>
<b>Total Non-Personnel Cost</b>	<b>299,069</b>	<b>295,069</b>	<b>299,869</b>	<b>301,669</b>	<b>299,369</b>	<b>(2,300)</b>	<b>-1%</b>
<b>Total Debt Service - COP</b>	<b>299,069</b>	<b>295,069</b>	<b>299,869</b>	<b>301,669</b>	<b>299,369</b>	<b>(2,300)</b>	<b>-1%</b>





# Police

# Police Department



**DEPARTMENT**                      **POLICE**

**DIVISION:**                      **PUBLIC SAFETY**

**FUNDING SOURCE:**            **GENERAL FUND AND STATE OF CALIFORNIA  
SUPPLEMENTAL LAW ENFORCEMENT SERVICES  
FUND (SLESF)**

**DEPARTMENT DESCRIPTION**

The Police Department consists of the following divisions:

- Administration
- Communication
- Patrol
- Community Services

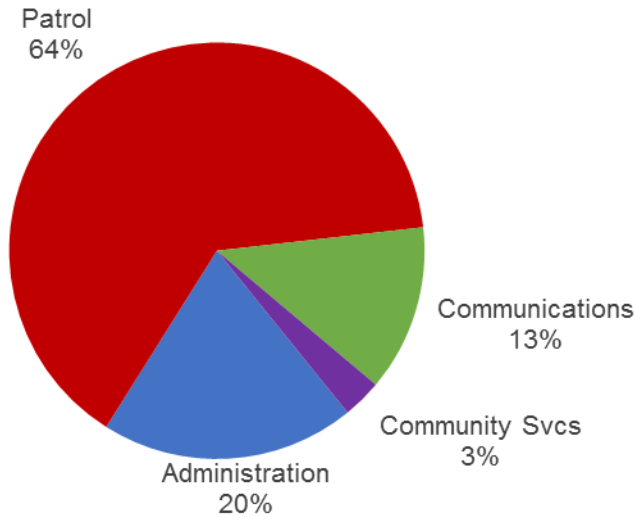
The Department is primarily supported by the General Fund, with the exception of the Community Services Officer (CSO) position which is funded by a SLESF grant from the State of California.

There are a total of 25.90 full-time equivalent positions in the Department, one Executive Assistant, 19.22 sworn, 4.2 dispatchers, and 1.48 Community Service Officers.

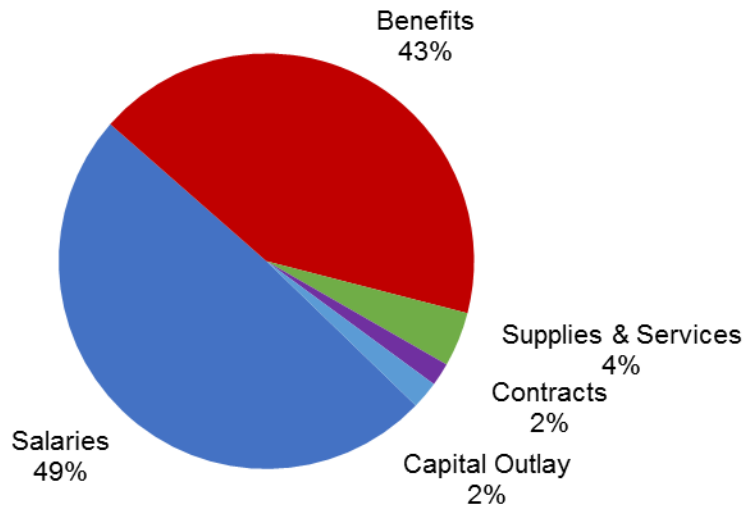


NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
210	ADMINISTRATION	744,814	746,314	83,700	93,569	48,151	1,716,548
220	PATROL	2,847,711	2,454,373	137,233	0	137,073	5,576,390
230	COMMUNICATIONS	512,589	402,938	143,250	62,000	1,000	1,121,777
240	COMMUNITY SVCS	168,029	90,799	5,400	0	0	264,228
<b>TOTAL EXPENDITURES</b>		<b>4,273,143</b>	<b>3,694,424</b>	<b>369,583</b>	<b>155,569</b>	<b>186,224</b>	<b>8,678,943</b>

### Police Divisions



### Police Categories



**DEPARTMENT**                    **POLICE**  
**DIVISION:**                    **POLICE ADMINISTRATION**  
**FUNCTION:**                    **PUBLIC SAFETY**  
**FUNDING SOURCE:**        **GENERAL FUND (#11)**

## **DIVISION DESCRIPTION**

Police Administration provides the planning, direction and oversight control of the Department.

## **STAFFING**

The staffing for this Division includes the Police Chief, a Detective Sergeant, a Detective and an Executive Assistant.

## **ACCOMPLISHMENTS/GOALS**

During 2018-19, the Division:

- Participated in monthly youth outreach events in collaboration with the Recreation Department.
- Hosted Inner Perspectives for the ninth straight year.
- Participated in two Office of Emergency Services exercises to include an earthquake scenario.
- Engaged in community outreach and encouraged residents to sign up for SMC Alert.
- Participated in Active Shooter training for civilians.
- Participated in National Night Out in partnership with Target.
- Posted crime tips and important information on social media platforms.
- Presented the Chief's Award to the nominated employee.
- Hired two part-time Community Service Officers to supplement parking enforcement throughout the Town.

During 2019-20, The Division will:

- Continue to collaborate with the Recreation Department for youth outreach involvement.
- Continue to host Inner Perspectives, a countywide leadership course.
- Participate in the Office of Emergency Operations Center exercises for Town Staff in partnership with Office of Emergency Service.
- Host National Night Out.



## PERFORMANCE MEASURES

Department Duties / Programs	2016-17 Actual	2017-18 Actual	2018-19 Estimates	2019-20 Proposed
Internal Commendations	15	12	11	15
Training Hours	1,949	1,725	1,661	1,400
Community Events (Entire Department)	74	96	119	100

## BUDGET HIGHLIGHTS

	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a] 2018-19 Estimated	[b] 2019-20 Proposed	[b]-[a] Change in Budget \$	[b]/[a]-1 %
<b>POLICE ADMIN (11-210)</b>							
Department Expenditures	1,211,991	1,344,896	1,544,848	1,382,385	1,716,548	334,163	24%
Department Revenues	(125,053)	(137,599)	(132,110)	(177,032)	(166,032)	11,000	-6%
<b>General Fund Subsidy / (Tax)</b>	<b>1,086,938</b>	<b>1,207,297</b>	<b>1,412,738</b>	<b>1,205,354</b>	<b>1,550,516</b>	<b>345,163</b>	<b>29%</b>

The FY 2019-20 Police Proposed Budget of \$1,550,516 is \$345,163 (29%) more than the FY 2018-19 Estimated Actual. Of the \$345,163 difference, \$13,826,161 is in salaries and wages and \$159,123 is in benefits.

The \$138,826 increase in salaries and wages compared to FY 2018-19 Estimated Actuals accounts for the following:

- \$81,000 – The negotiated cost of living adjustment and retention pay effective April 7, 2019.
- \$82,000 – A full year's budget of the Detective Sergeant position. The FY 2018-19 Budget included a full-year of Detective Sergeant position in Department Code 11-210. The individual retired in January 2019. The replacement was an internal candidate, who was budgeted in Department Code 11-220. For administrative purposes, the promoted Detective Sergeant stayed in Department Code 11-220 during FY 2018-19. For FY 2019-20, the position will be recorded in Department Code 11-210.
- \$(29,000) – The FY 2018-19 budgeted the maximum vacation and sick leave payout for the retired Detective Sergeant. The employee elected to deplete most of his leave balances from the months of November through January, resulting in a \$44,000 budget savings in FY 2018-19. For FY 2019-20, the Town budgeted \$8,000 for employee entitled vacation buyback program and \$9,800 to be transferred to Accrued Leave Payout Reserve, which is part of the 2018 Unfunded Liabilities Funding Strategy.

The \$159,123 increase in benefits, when compared to FY 2018-19 Estimates Actuals, is primarily driven by rising CalPERS pension cost (\$347,400 contribution for FY 2019-20, \$108,000 more than FY 2018-19) and supplemental contribution to PARS pension Trust as part of the 2018 Unfunded Liabilities Funding Strategy (\$44,000).

Collected fines, fees, and program/grant reimbursements offset operating expenditures in all functions within the Police Department. The FY 2018-19 Estimate of \$177,032 is \$44,922 more than the FY 2018-19 Budget because there were more activities and collection in vehicle code fines and penalties. The FY 2019-20 Budget of \$166,032 assumes the same level of enforcement activities.

## REVENUE DETAIL

POLICE ADMIN (11-210)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Revenues</b>							
33001 Vehicle Code Fines	19,893	20,230	26,000	38,441	38,441	-	0%
33003 Vehicle Penalties	37,597	44,897	43,000	54,405	54,405	-	0%
35111 State Police Programs	12	15	10	10	10	-	0%
35112 P.O.S.T. Reimbursements	361	7,568	1,000	1,000	1,000	-	0%
35113 Inner Perspectives Revenues	11,250	11,700	11,000	11,000	11,000	-	0%
35121 County Grants	6,607	1,854	-	11,000	-	(11,000)	-100%
35123 State Grants	5,000	5,000	5,000	5,000	5,000	-	0%
36001 Cardroom Registration Fees	7,700	10,500	7,500	9,151	9,151	-	0%
36002 Cardroom Renewal Fees	12,150	13,615	10,000	14,405	14,405	-	0%
36321 Release Impound Vehicles	6,880	8,720	5,500	9,520	9,520	-	0%
36322 Citation Sign Off	370	60	800	800	800	-	0%
36323 Fingerprinting	8,090	7,350	15,500	15,500	15,500	-	0%
36324 Police Reports	1,615	1,310	800	800	800	-	0%
36331 Special Police Services	7,528	4,780	6,000	6,000	6,000	-	0%
<b>Total Department Revenues</b>	<b>125,053</b>	<b>137,599</b>	<b>132,110</b>	<b>177,032</b>	<b>166,032</b>	<b>(11,000)</b>	<b>-6%</b>

## EXPENDITURE DETAIL

POLICE ADMIN (11-210)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Salaries &amp; Wages</b>							
51002 Full-time Staff <i>Chief of Police; Detective Sergeant; Detective Officer; Executive Assistance</i>	538,305	579,285	585,300	508,421	670,955	162,534	32%
51004 Comp Time	7,402	6,361	10,000	14,764	10,000	(4,764)	-32%
51005 Overtime	8,606	3,778	25,000	20,000	25,000	5,000	25%
51007 Holiday Pay	13,732	15,224	13,400	11,589	16,331	4,742	41%
51008 Vacation/Sick/Comp Time Payoff <i>Annual vacation buyback and contribution to Accrued Leave Payout Reserve</i>	7,081	3,540	99,200	46,814	17,728	(29,086)	-62%
51009 Deferred Compensation	4,800	5,000	4,800	4,400	4,800	400	9%
<b>Total Salaries &amp; Wages</b>	<b>579,926</b>	<b>613,188</b>	<b>737,700</b>	<b>605,988</b>	<b>744,814</b>	<b>138,826</b>	<b>23%</b>

# EXPENDITURE DETAIL

(CONT)

					[a]	[b]	[b]-[a]	[b]/[a]-1
POLICE ADMIN (11-210)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Benefits</b>								
52001	Pers Misc. Employees <i>Annual pension contribution to CalPERS and Pension Trust</i>	16,723	18,675	31,000	30,281	40,631	10,350	34%
52002	Pers Safety Employees <i>Annual pension contribution to CalPERS and Pension Trust</i>	165,853	183,952	226,500	208,341	350,960	142,619	68%
52007	Health	111,762	109,927	91,900	82,534	80,641	(1,893)	-2%
52008	Dental	9,034	9,034	9,600	9,072	9,072	-	0%
52009	Life Insurance	264	264	600	237	264	28	12%
52011	Vision	1,205	1,220	2,100	1,111	1,248	137	12%
52012	Health Club	987	1,128	1,700	1,081	1,692	611	57%
52013	Uniform	1,499	3,193	3,100	2,129	3,075	946	44%
52014	Social Security - Employer	29,623	30,793	29,800	28,837	42,000	13,163	46%
52015	Medicare - Employer	8,352	8,891	10,300	8,369	9,800	1,431	17%
52017	Retirees Health	134,424	198,696	202,300	202,300	187,072	(15,228)	-8%
52018	Retiree Dental	8,124	12,684	12,900	12,900	19,859	6,959	54%
<b>Total Benefits</b>		<b>487,850</b>	<b>578,457</b>	<b>621,800</b>	<b>587,191</b>	<b>746,314</b>	<b>159,123</b>	<b>27%</b>
<b>Total Personnel Cost</b>								
		<b>1,067,776</b>	<b>1,191,645</b>	<b>1,359,500</b>	<b>1,193,179</b>	<b>1,491,128</b>	<b>297,949</b>	<b>25%</b>
<b>Supplies &amp; Services</b>								
60003	Postage	1,518	1,261	2,000	1,700	1,700	-	0%
60004	Computer Expenses & Services <i>IT expenses, maintenance fees, equipment purchases; Stepford extra hours; Sprint</i>	21,423	10,826	22,600	22,600	21,500	(1,100)	-5%
60005	Special Department Expense <i>File process; Cintas First Aid; Printing; Associated services</i>	8,432	6,556	8,000	9,000	9,000	-	0%
60008	Dues & Publications <i>Local committees; Professional publications; Books and manuals</i>	3,596	4,720	5,000	5,000	5,000	-	0%
60010	Conferences & Meetings <i>State &amp; Local meetings/conference, seminars, etc</i>	2,304	2,108	3,000	3,000	3,000	-	0%
60011	Communications	6,247	6,472	6,500	6,500	6,500	-	0%
61002	Training <i>POST and non-POST training</i>	3,074	5,269	4,000	4,000	4,000	-	0%
61003	Tuition Reimbursement	-	-	1,000	2,000	2,000	-	0%
61005	Inner Perspectives Expenses	10,261	12,188	12,000	12,000	12,000	-	0%
63002	Investigations <i>Sketches, backgrounds, detectives' travel, LC print cards, new employee background checks</i>	13,126	22,553	17,500	16,400	17,000	600	4%
63005	Property and Evidence	1,271	5,564	2,000	2,000	2,000	-	0%
<b>Total Supplies &amp; Services</b>		<b>71,252</b>	<b>77,517</b>	<b>83,600</b>	<b>84,200</b>	<b>83,700</b>	<b>(500)</b>	<b>-1%</b>



**EXPENDITURE DETAIL**

**(CONT)**

					[a]	[b]	[b]-[a]	[b]/[a]-1
<b>POLICE ADMIN (11-210)</b>		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Contractual</b>								
71011	Countywide Services Contracts <i>Narcotics Task Force; Crime Lab; First Chance; Animal Control; Office of Emergency Services</i>	72,963	75,734	84,928	89,186	93,569	4,383	5%
<b>Total Contractual</b>		<b>72,963</b>	<b>75,734</b>	<b>84,928</b>	<b>89,186</b>	<b>93,569</b>	<b>4,383</b>	<b>5%</b>
<b>Capital Outlay</b>								
60025	Vehicle Replacement (ISF)	-	-	15,120	15,120	46,951	31,831	211%
80001	Equipment Purchases <i>Miscellaneous Detective Equipments; Safety Equipments</i>	-	-	1,000	700	700	-	0%
80200	Furniture	-	-	700	-	500	500	n/a
<b>Total Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>16,820</b>	<b>15,820</b>	<b>48,151</b>	<b>32,331</b>	<b>204%</b>
<b>Total Non-Personnel Cost</b>		<b>144,215</b>	<b>153,251</b>	<b>185,348</b>	<b>189,206</b>	<b>225,420</b>	<b>36,214</b>	<b>19%</b>
<b>Total Police Admin</b>		<b>1,211,991</b>	<b>1,344,896</b>	<b>1,544,848</b>	<b>1,382,385</b>	<b>1,716,548</b>	<b>334,163</b>	<b>24%</b>

**DEPARTMENT** POLICE  
**DIVISION:** POLICE PATROL  
**FUNCTION:** PUBLIC SAFETY  
**FUNDING SOURCE:** GENERAL FUND (#11) AND PUBLIC SAFETY GRANT (#27)

## **DIVISION DESCRIPTION**

Police Patrol provides a front-line uniform response to calls for police services. Police Patrol addresses neighborhood quality-of-life issues and responds to all security-related service needs of the community, including threats to life and property, enforcement of traffic laws and investigation of crimes against persons and property.

## **STAFFING**



The Division's personnel include a Police Commander, four Police Sergeants and 11 Police Officers. As staffing allows, one officer is assigned to a motorcycle on a part-time basis, and officers work a variety of other ancillary assignments including SWAT, San Mateo County Gang Task Force, Bicycle Patrol and STEP (Saturation Traffic Enforcement Program).

## **ACCOMPLISHMENTS/GOALS**

During FY 2018-19, the Division:

- Trained six members in Crisis Intervention bringing the department closer to 100%.
- Participated in a minimum of four community events per officer.
- Promoted two police officers to the rank of sergeant.
- Participated in the monthly countywide STEP program.

- Promoted one reserve police officer to a full-time police officer.

During FY 2019-20, the Division will:

- Continue to address quality-of-life issues related to the Town’s residential neighborhoods and business communities.
- Participate in a minimum of four community events per officer.
- Prepare officers for promotional opportunities.
- Continue to train personnel in Crisis Intervention.
- Participate in monthly traffic safety STEP program.
- Continue to participate in Emergency Preparedness Training.

## PERFORMANCE MEASURES

Department Duties / Programs	2016-17 Actual	2017-18 Actual	2018-19 Estimates	2019-20 Proposed
Residential Patrols	2,204	2,313	2,350	2,350
Business Checks	988	818	713	725
Gang Task Force Hours	510	528	357	540

## BUDGET HIGHLIGHTS

	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a] 2018-19 Estimated	[b] 2019-20 Proposed	[b]-[a] Change in Budget \$	[b]/[a]-1 %
<b>POLICE PATROL (11-220)</b>							
Department Expenditures	3,945,115	4,635,394	5,043,091	5,026,078	5,576,390	550,312	11%
Grant Revenues & Interest	(33,654)	(252)	(30)	(30)	-	30	-100%
(Use)/Add to Grant Reserve	30,195	(12,004)	(391)	(7,681)	(10,033)	(2,352)	31%
<b>General Fund Subsidy / (Tax)</b>	<b>3,941,656</b>	<b>4,623,138</b>	<b>5,042,670</b>	<b>5,018,367</b>	<b>5,566,357</b>	<b>547,990</b>	<b>11%</b>

In FY 2016-17, the Police Department received a \$30,000 grant from the Board of State and Community Corrections. The grant is intended for programs that would increase positive outcomes between law enforcement and the community. The programs include a contribution of \$10,000 to LifeMoves Homeless Outreach, \$10,000 dedicated towards Crisis Intervention Training; and \$10,000 dedicated towards youth outreach programs. The Department is projected to spend \$20,076 of the \$30,000 grant funding and will have \$10,033 left to utilize in FY 2019-20.

The FY 2019-20 Police Patrol Division Budget is \$5,576,390, a \$550,312 increased the FY 2018-19 Estimated Actuals. The changes are primarily in the Personnel Cost categories.

- Increase of \$233,316 in salaries and other compensation in accordance with the negotiated MOU;
- Reduction of \$(26,369) in Vacation/Sick/Comp Time Payoff as a result of retirement budgeted in FY 2018-19 but not in FY 2019-20. For FY 2019-20, the Town budgeted \$20,000 for employee entitled vacation buyback program and \$29,470 to be transferred to Accrued Leave Payout Reserve, which is part of the 2018 Unfunded Liabilities Funding Strategy;

- Increase of \$239,060 in pension contribution to CalPERS and to PARS Pension Trust; and
- Increase of \$61,391 in healthcare costs as it is related to the change in medical coverage offered by CalPERS.

The Vehicle Replacement allocation (Account 60025) increased by \$78,693 to ensure there is adequate funding set aside for future vehicle replacement. Overall contribution to the Vehicle Replacement Fund (Fund 61) had increased to \$250,000 in FY 2019-20. This is based on the replacement projection completed as part of the 2019-2024 Five-Year Capital Improvement Plan. The funding strategy of the Vehicle Replacement Fund will be reviewed in FY 2019-20, as part of the Finance Department's goal.

## REVENUE DETAIL

POLICE PATROL (11-220)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Special Grants</b>							
35111 State Police Programs <i>Board of State and Community Correction (BSCC) Grant.</i>	30,175	-	-	-	-	-	n/a
35123 State Grants	-	-	-	-	-	-	n/a
34001 Interest On Investments	20	252	30	30	-	(30)	-100%
35122 Federal Grants	3,459	-	-	-	-	-	n/a
<b>Total Special Grants</b>	<b>33,654</b>	<b>252</b>	<b>30</b>	<b>30</b>	<b>-</b>	<b>(30)</b>	<b>-100%</b>

## EXPENDITURE DETAIL

POLICE PATROL (11-220)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Salaries &amp; Wages</b>							
51002 Full-time Staff <i>Commander; Police Sergeants (4.0 FTE); Police Officer (11.0 FTE)</i>	1,780,696	1,976,175	2,167,900	2,130,037	2,339,730	209,693	10%
51003 Part-time Staff	-	6,214	63,300	71,432	72,574	1,142	2%
51004 Comp Time	33,928	38,014	45,000	38,000	45,000	7,000	18%
51005 Overtime	155,408	178,552	210,000	203,603	210,000	6,397	3%
51006 Workers Comp, Disability & 4850	36,885	33,104	-	839	-	(839)	-100%
51007 Holiday	100,677	109,402	103,500	101,114	112,137	11,023	11%
51008 Vacation/Sick/Comp Time Payoff <i>Annual vacation buyback and contribution to Accrued Leave Payout Reserve</i>	30,946	30,927	78,400	75,839	49,470	(26,369)	-35%
51009 Deferred Compensation	16,050	18,450	19,200	17,900	16,800	(1,100)	-6%
<b>Total Salaries &amp; Wages</b>	<b>2,154,590</b>	<b>2,390,838</b>	<b>2,687,300</b>	<b>2,638,764</b>	<b>2,845,711</b>	<b>206,947</b>	<b>8%</b>

# EXPENDITURE DETAIL

(CONT)

				[a]	[b]	[b]-[a]	[b]/[a]-1
POLICE PATROL (11-220)	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Benefits</b>							
52002	Pers Safety Employees <i>Annual pension contribution to CalPERS and Pension Trust</i>	663,648	754,103	817,400	832,739	1,071,799	239,060 29%
52007	Health	296,624	326,551	318,400	329,382	390,773	61,391 19%
52008	Dental	35,005	35,758	34,300	36,288	36,288	- 0%
52009	Life Insurance	1,018	1,040	2,400	1,056	1,056	- 0%
52011	Vision	4,669	4,829	8,300	4,992	4,992	- 0%
52012	Health Club	1,943	3,120	3,390	2,565	2,256	(309) -12%
52013	Uniform	7,431	16,777	18,500	16,320	17,428	1,108 7%
52014	Social Security - Employer	119,964	127,857	129,400	135,766	164,339	28,573 21%
52015	Medicare - Employer	30,689	34,285	38,800	37,439	38,434	995 3%
52017	Retirees Health	472,824	706,056	749,400	749,400	652,349	(97,051) -13%
52018	Retiree Dental	28,596	45,060	47,800	47,800	69,252	21,452 45%
52019	Retirement Health Savings	309	1,249	1,200	1,777	5,407	3,630 204%
<b>Total Benefits</b>		<b>1,662,720</b>	<b>2,056,685</b>	<b>2,169,290</b>	<b>2,195,523</b>	<b>2,454,373</b>	<b>258,850 12%</b>
<b>Total Personnel Cost</b>							
		<b>3,817,310</b>	<b>4,447,523</b>	<b>4,856,590</b>	<b>4,834,287</b>	<b>5,300,084</b>	<b>465,797 10%</b>
<b>Supplies &amp; Services</b>							
60005	Special Department Expense <i>Cell phones; Evidence; Safety equipment; Video equipment; Film; Range supplies; Fire arms related supplies; Miscellaneous supplies</i>	28,808	23,747	24,000	24,000	27,500	3,500 15%
60008	Dues & Publications <i>PESA; Juv Ofc; CPOA; TMA; Official magazines / books, business cards</i>	1,097	1,009	1,000	1,000	1,000	- 0%
60010	Conferences & Meetings <i>State &amp; local meetings; conference, seminars, etc</i>	518	658	700	700	700	- 0%
60013	Auto Expense <i>Fuel, tires, vehicle repairs, vehicle equipment, car wash, towing</i>	64,289	93,379	65,000	65,000	65,000	- 0%
61002	Training <i>POST &amp; non-POST training, special enforcement, terrorism training</i>	11,938	31,154	25,000	25,000	25,000	- 0%
63001	Booking <i>Citation processing</i>	2,827	2,966	9,000	8,000	8,000	- 0%
63002	Investigations <i>Travel, sketches, equipment rental for patrol-related investigations, code enforcement</i>	211	-	2,000	2,000	2,000	- 0%
<b>Total Supplies &amp; Services</b>		<b>109,688</b>	<b>152,913</b>	<b>126,700</b>	<b>125,700</b>	<b>129,200</b>	<b>3,500 3%</b>

**EXPENDITURE DETAIL**

**(CONT)**

				[a]	[b]	[b]-[a]	[b]/[a]-1
<b>POLICE PATROL (11-220)</b>	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Capital Outlay</b>							
60025 Vehicle Replacement (ISF)	-	-	37,380	37,380	116,073	78,693	211%
80001 Equipment Purchases <i>Weapon replacement/purchase, large tools and patrol equipment</i>	14,658	22,702	22,000	21,000	21,000	-	0%
<b>Total Capital Outlay</b>	<b>14,658</b>	<b>22,702</b>	<b>59,380</b>	<b>58,380</b>	<b>137,073</b>	<b>78,693</b>	<b>135%</b>
<b>Total Non-Personnel Cost</b>	<b>124,346</b>	<b>175,615</b>	<b>186,080</b>	<b>184,080</b>	<b>266,273</b>	<b>82,193</b>	<b>45%</b>

				[a]	[b]	[b]-[a]	[b]/[a]-1
<b>POLICE PATROL (27-220)</b>	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Board of State and Community Corrections (BSCC) Grant</b>							
51005 Overtime <i>Patrol support in youth outreach program</i>	-	358	-	3,300	2,000	(1,300)	-39%
52002 Pers Safety Employees	-	55	-	500	-	(500)	-100%
52007 Health	-	116	-	600	-	(600)	-100%
52014 Social Security - Employer	-	22	-	200	-	(200)	-100%
52015 Medicare - Employer	-	5	-	60	-	(60)	-100%
60005 Special Department Expense <i>LifeMoves Homeless Outreach (\$10,000 in 2017/18), Youth Outreach</i>	-	10,000	421	421	308	(113)	-27%
61002 Training <i>Crisis Intervention Training</i>	-	1,700	-	2,630	7,725	5,095	194%
<b>Total BSCC Grant Expenditures</b>	<b>-</b>	<b>12,256</b>	<b>421</b>	<b>7,711</b>	<b>10,033</b>	<b>2,322</b>	<b>30%</b>

				[a]	[b]	[b]-[a]	[b]/[a]-1
<b>POLICE PATROL (29-220)</b>	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>State of California Office of Traffic Safety Grant</b>							
51005 Overtime <i>Patrol support to provide awareness to public on preventative traffic related deaths and injuries</i>	3,459	-	-	-	-	-	n/a
<b>Total State OTS Grant</b>	<b>3,459</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>
<b>Total Grant Spending</b>	<b>3,459</b>	<b>12,256</b>	<b>421</b>	<b>7,711</b>	<b>10,033</b>	<b>2,322</b>	<b>30%</b>

<b>Total Police Patrol</b>	<b>3,945,115</b>	<b>4,635,394</b>	<b>5,043,091</b>	<b>5,026,078</b>	<b>5,576,390</b>	<b>550,312</b>	<b>11%</b>
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**DEPARTMENT**                    **POLICE**  
**DIVISION:**                    **POLICE COMMUNICATIONS**  
**FUNCTION:**                    **PUBLIC SAFETY**  
**FUNDING SOURCE:**        **GENERAL FUND (#11)**

## **DIVISION DESCRIPTION**

Police Communications handles the clerical and record-keeping duties of the Department and citizen-initiated calls for service, including 9-1-1.

## **STAFFING**

The positions in this Division are one Dispatch Records Supervisor, three Dispatchers and Per Diem Dispatchers (equivalent to 0.2 FTE).

## **ACCOMPLISHMENTS/GOALS**

During FY 2018-19, the Division:

- Attended RIMS Conference.
- Participated in four community events per dispatcher.
- Completed monthly Department of Justice (DOJ) audits.
- Honored entire Dispatch team for receiving Dispatcher of The Year Award.
- Completed department-wide California Law Enforcement Telecommunication System (CLETS) re-certification.

During FY 2019-20, the Division will:

- Attend the Records Supervisor Seminar.
- Attend the Public Safety Records Management (RIMS) conference.
- Participate in four community events.
- Complete all DOJ audits.
- Manage parking permit program.



## PERFORMANCE MEASURES

Department Duties / Programs	2016-17 Actual	2017-18 Actual	2018-19 Estimates	2019-20 Proposed
Successful Audits Completed	3	1	1	2
Warrants Entered	356	551	465	400
Calls for Services	4,326	4,870	5,491	5,000

## BUDGET HIGHLIGHTS

	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a] 2018-19 Estimated	[b] 2019-20 Proposed	[b]-[a] Change in Budget \$	[b]/[a]-1 %
<b>PD DISPATCH (11-230)</b>							
Department Expenditures	880,709	956,379	1,030,350	987,376	1,121,777	134,401	14%
Department Revenues	-	-	-	-	-	-	n/a
<b>General Fund Subsidy / (Tax)</b>	<b>880,709</b>	<b>956,379</b>	<b>1,030,350</b>	<b>987,376</b>	<b>1,121,777</b>	<b>134,401</b>	<b>14%</b>

The FY 2019-20 Proposed Budget for Police Communication Division is \$1,121,777, which is \$134,401 more than the FY 2018-19 Estimated Actual. The entire increase is within the Personnel Cost categories. The Department held the line for all non-personnel expenditures.

- \$60,132 – salaries and other compensation in accordance with the negotiated MOU;
- \$10,578 – vacation/sick/comp time payout includes \$4,000 for employee entitled vacation buyback program and \$6,578 to be transferred to Accrued Leave Payout Reserve, which is part of the 2018 Unfunded Liabilities Funding Strategy;
- \$39,014 – rising pension contribution to CalPERS and \$34,400 into the PARS Pension Trust, as part of the 2018 Unfunded Liabilities Funding Strategy; and
- \$13,901 – healthcare cost increased as a result of changes to the medical insurance plans offered by CalPERS.



## EXPENDITURE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
PD DISPATCH (11-230)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Salaries &amp; Wages</b>								
51002	Full-time Staff <i>Dispatch Supervisor; Full-Time Dispatcher (3.0 FTE)</i>	367,116	383,448	396,900	368,881	429,013	60,132	16%
51003	Part-time Staff <i>Per Diem Dispatcher (0.2 FTE)</i>	6,588	9,204	9,000	12,212	18,530	6,318	52%
51004	Comp Time	4,581	7,773	6,500	8,955	6,500	(2,455)	-27%
51005	Overtime	19,047	29,524	32,000	47,072	32,000	(15,072)	-32%
51006	Workers Comp, Disability & 4850	-	-	27,000	-	-	-	n/a
51008	Vacation/Sick/Comp Time Payoff <i>Annual vacation buyback and contribution to Accrued Leave Payout Reserve</i>	1,015	3,056	500	-	10,578	10,578	n/a
51009	Deferred Compensation	2,700	2,900	4,800	1,700	4,800	3,100	182%
51019	Cad Admin. Incentive Pay	9,865	9,581	10,100	8,830	11,168	2,338	26%
51020	Cash In Lieu - Medical	250	-	-	-	-	-	n/a
<b>Total Salaries &amp; Wages</b>		<b>411,162</b>	<b>445,486</b>	<b>486,800</b>	<b>447,649</b>	<b>512,589</b>	<b>64,940</b>	<b>15%</b>
<b>Benefits</b>								
52001	Pers Misc. Employees <i>Annual pension contribution to CalPERS and Pension Trust.</i>	64,157	70,489	56,000	54,490	93,504	39,014	72%
52007	Health	72,069	75,613	76,200	82,985	96,886	13,901	17%
52008	Dental	9,034	8,845	15,000	11,340	9,072	(2,268)	-20%
52009	Life Insurance	259	253	1,000	330	264	(66)	-20%
52011	Vision	1,230	1,194	3,600	1,560	1,248	(312)	-20%
52013	Uniform	1,292	3,099	3,100	2,086	3,099	1,013	49%
52014	Social Security - Employer	25,523	27,726	28,900	27,136	29,442	2,306	8%
52015	Medicare - Employer	5,969	6,485	6,900	6,508	6,886	378	6%
52017	Retirees Health	95,640	134,952	137,200	137,200	145,602	8,402	6%
52018	Retiree Dental	5,784	8,616	8,800	8,800	15,457	6,657	76%
52019	Retirement Health Savings	-	632	600	1,042	1,478	436	42%
<b>Total Benefits</b>		<b>280,957</b>	<b>337,904</b>	<b>337,300</b>	<b>333,477</b>	<b>402,938</b>	<b>69,461</b>	<b>21%</b>
<b>Total Personnel Cost</b>		<b>692,119</b>	<b>783,390</b>	<b>824,100</b>	<b>781,126</b>	<b>915,527</b>	<b>134,401</b>	<b>17%</b>

# EXPENDITURE DETAIL

(CONT)

					[a]	[b]	[b]-[a]	[b]/[a]-1
PD DISPATCH (11-230)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Supplies &amp; Services</b>								
60002	Office Supplies <i>Department wide account; Document destruction</i>	8,304	7,622	8,300	8,300	8,300	-	0%
60004	Computer Expenses & Services <i>CAD/RMS Maintenance</i>	16,801	19,463	27,500	27,500	27,500	-	0%
60005	Special Department Expense <i>Records purge; Special department needs; Minor equipment repair/replacement</i>	795	1,925	2,000	2,000	2,000	-	0%
60008	Dues & Publications <i>Communication Managers, Official Manuals Books</i>	285	185	250	250	250	-	0%
60010	Conferences & Meetings <i>Sun Ridge Conference, local meetings and conferences</i>	2,280	320	2,000	2,000	2,000	-	0%
60011	Communications <i>Contract cost for SSFPD dispatch services, radio repair/maintenance</i>	106,301	91,800	100,000	100,000	100,000	-	0%
61002	Training <i>POST and Non-POST trainings and updates</i>	5,025	3,871	3,200	3,200	3,200	-	0%
<b>Total Supplies &amp; Services</b>		<b>139,791</b>	<b>125,186</b>	<b>143,250</b>	<b>143,250</b>	<b>143,250</b>	<b>-</b>	<b>0%</b>
<b>Contractual</b>								
72003	Equipment Maintenance <i>Message switch; Portable radios; Copier; TEA (radio console, Lawnet)</i>	48,799	47,803	62,000	62,000	62,000	-	0%
<b>Total Contractual</b>		<b>48,799</b>	<b>47,803</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>								
80001	Equipment Purchases	-	-	500	500	500	-	0%
80200	Furniture	-	-	500	500	500	-	0%
<b>Total Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>0%</b>
<b>Total Non-Personnel Cost</b>		<b>188,590</b>	<b>172,989</b>	<b>206,250</b>	<b>206,250</b>	<b>206,250</b>	<b>-</b>	<b>0%</b>
<b>Total PD Dispatch</b>		<b>880,709</b>	<b>956,379</b>	<b>1,030,350</b>	<b>987,376</b>	<b>1,121,777</b>	<b>134,401</b>	<b>14%</b>

**DEPARTMENT**                    **POLICE**

**DIVISION:**                    **POLICE COMMUNITY SERVICES**

**FUNCTION:**                    **PUBLIC SAFETY**

**FUNDING SOURCE:**            **GENERAL FUND (#11) AND STATE OF CALIFORNIA  
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND  
(SLESF) (#29)**

## **DIVISION DESCRIPTION**

The Police Community Services Division was referred to in previous budgets as Police Grants, which reflected the primary funding source since 2001-02. The state grant fund is the Supplemental Law Enforcement Services Fund (SLESF), which is for front-line personnel services. This division funds a Community Service Officer (CSO) and specific training costs.

## **STAFFING**

The Division consists of 1.48 CSO.

## **ACCOMPLISHMENTS/GOALS**

During FY 2018-19, the Division:

- Hired a second part-time CSO to help supplement parking enforcement.
- Participated in a minimum of four community events.
- Addressed parking and other quality of life issues in the Town's residential neighborhoods.
- Managed Property/Evidence room.
- Participated in restricted parking ordinance meetings in collaboration with Public Works.
- Attended California Association for Property & Evidence (CAPE) Seminar.
- Attended International Associate for Property & Evidence (IAPE) Training.

During FY 2019-20, the Division will:

- Manage the Property/Evidence room.
- Continue evidence purging.
- Participate in four community events.
- Continue Live Scan fingerprinting.
- Manage radar/message board.



## PERFORMANCE MEASURES

Department Duties / Programs	2016-17 Actual	2017-18 Actual	2018-19 Estimates	2019-20 Proposed
Live Scan Fingerprinting	310	406	310	320
Car Seats Installed	15	7	5	10
Evidence Received and Logged	2,343	2,858	3,618	3,700
Evidence Purged	452	1,058	1,987	1,500

## BUDGET HIGHLIGHTS

PD CSO (29-240)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
Department Expenditures	124,196	146,338	208,800	207,187	264,228	57,041	28%
Department Revenues (Use)/Add to Grant Reserve	(131,109)	(141,399)	(100,400)	(130,400)	(130,600)	(200)	0%
<b>General Fund Subsidy / (Tax)</b>	<b>20,760</b>	<b>30,540</b>	<b>31,400</b>	<b>31,400</b>	<b>36,189</b>	<b>4,789</b>	<b>15%</b>

Operating expenditures in the Colma Community Services Division is fully funded by the Citizens Option for Public Safety (COPS) grant. The unfunded liability portion is funded by general fund taxes and fees. For FY 2019-20 Proposed Budget, the contribution to address unfunded liabilities includes \$1,174 towards Accrued Leave Payout Reserve, \$6,269 towards PARS Pension Trust, and \$28,746 towards PARS OPEB Trust.

The projected annual allocation, as calculated by the California State Controller's Office is \$100,000 for basic COPS grant and a supplemental \$30,000 for Multi-Agency Juvenile Justice Program.

The FY 2019-20 Proposed Budget for Police Community Services Division is \$264,228, a \$68,723 increase from FY 2018-19 Estimated Actual. This increase is primarily in the projected pension contribution to CalPERS (\$30,859). The FY 2019-20 Proposed Budget also includes wage increase per City Council approved Cost of Living Adjustment and General Fund contribution towards unfunded liabilities,

## REVENUE DETAIL

PD CSO (29-240)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Revenues</b>							
35111 State Police Programs <i>Citizens Option for Public Safety (COPS)</i>	130,086	139,416	100,000	130,000	130,000	-	0%
34001 Interest On Investments	1,023	1,983	400	400	600	200	50%
<b>Total Revenues</b>	<b>131,109</b>	<b>141,399</b>	<b>100,400</b>	<b>130,400</b>	<b>130,600</b>	<b>200</b>	<b>0%</b>

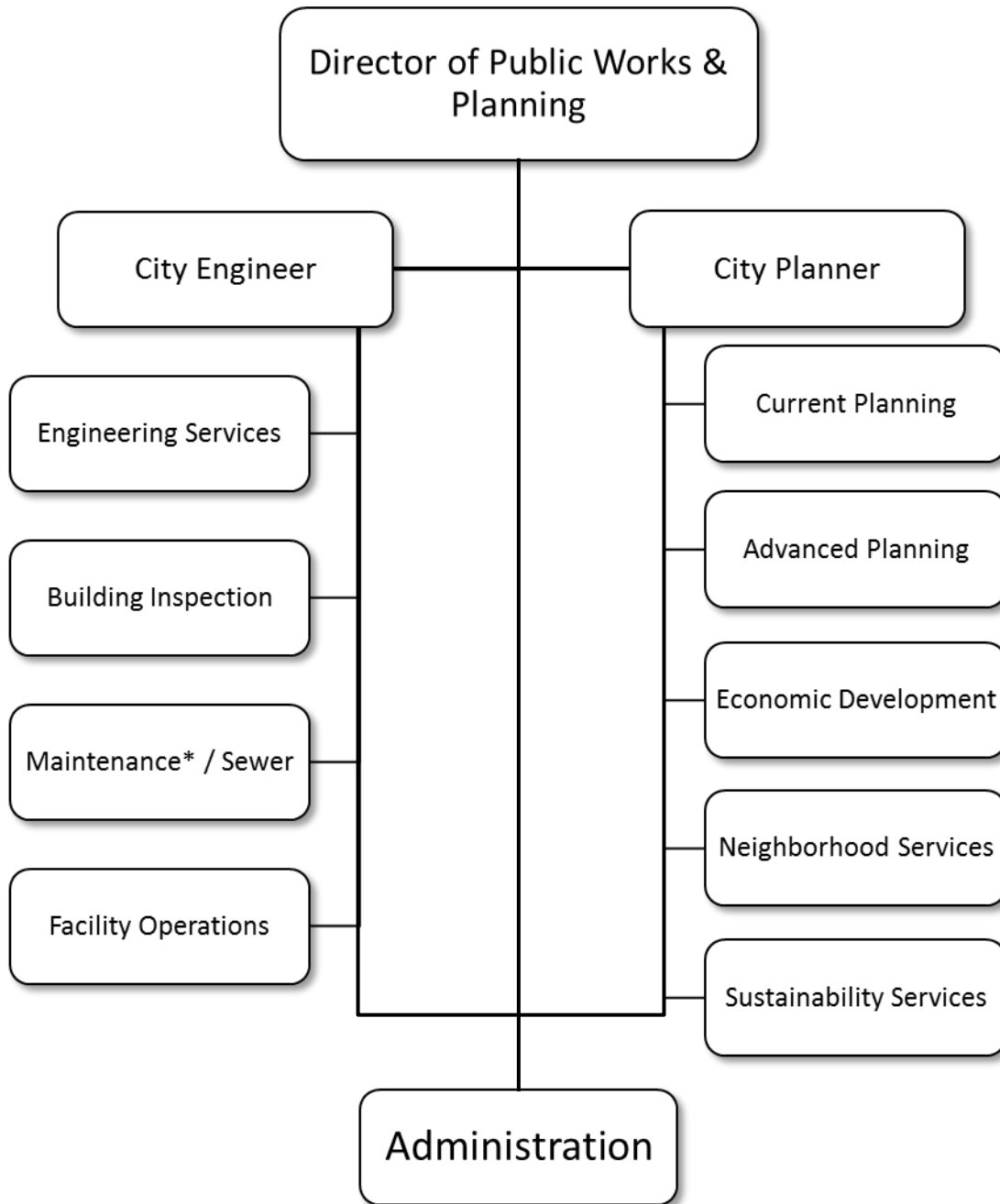
## EXPENDITURE DETAIL

PD CSO (29-240)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Salaries &amp; Wages</b>							
51002 Full-time Staff	66,451	74,620	85,400	84,870	93,204	8,334	10%
51003 Part-time Staff	-	5,692	33,500	31,000	35,936	4,936	16%
51004 Comp Time	57	-	500	500	-	(500)	-100%
51005 Overtime	1,441	949	1,500	1,204	1,500	296	25%
51009 Deferred Compensation	1,000	1,100	1,200	1,250	1,200	(50)	-4%
<b>Total Salaries &amp; Wages</b>	<b>68,949</b>	<b>82,361</b>	<b>122,100</b>	<b>118,824</b>	<b>131,840</b>	<b>13,016</b>	<b>11%</b>
<b>Benefits</b>							
52001 Pers Misc. Employees <i>Annual pension contribution to CalPERS</i>	13,372	6,677	27,400	26,618	57,477	30,859	116%
52007 Health	10,638	10,786	11,000	12,179	13,667	1,488	12%
52008 Dental	2,258	2,258	2,100	2,268	2,268	-	0%
52009 Life Insurance	66	66	100	67	66	(1)	-1%
52011 Vision	301	305	500	312	312	-	0%
52014 Social Security - Employer	4,194	5,027	7,800	7,796	13,785	5,989	77%
52015 Medicare - Employer	981	1,176	1,800	1,823	3,224	1,401	77%
<b>Total Benefits</b>	<b>31,810</b>	<b>26,295</b>	<b>50,700</b>	<b>51,063</b>	<b>90,799</b>	<b>39,736</b>	<b>78%</b>
<b>Total Personnel Cost</b>	<b>100,759</b>	<b>108,656</b>	<b>172,800</b>	<b>169,887</b>	<b>222,639</b>	<b>52,752</b>	<b>31%</b>
<b>Supplies &amp; Services</b>							
60005 Special Department Expense <i>CSO Supplies and equipment</i>	1,161	2,858	1,700	3,000	2,500	(500)	-17%
60013 Auto Expense <i>Fuel; minor vehicle repair; vehicle</i>	1,516	1,746	1,900	1,900	1,900	-	0%
61002 Training <i>CSO Training</i>	-	2,538	1,000	1,000	1,000	-	0%
<b>Total Supplies &amp; Services</b>	<b>2,677</b>	<b>7,142</b>	<b>4,600</b>	<b>5,900</b>	<b>5,400</b>	<b>(500)</b>	<b>-8%</b>
<b>Total Non-Personnel Cost</b>	<b>2,677</b>	<b>7,142</b>	<b>4,600</b>	<b>5,900</b>	<b>5,400</b>	<b>(500)</b>	<b>-8%</b>
<b>PD CSO (11-240)</b>							
PD CSO (11-240)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>General Fund Portion</b>							
51008 Vacation/Sick/Comp Time Payoff <i>Annual contribution to Accrued Leave Payout Reserve</i>	-	-	-	-	1,174	1,174	n/a
52001 Pers Misc. Employees <i>Annual pension contribution to Pension Trust</i>	-	-	-	-	6,269	6,269	n/a
52017 Retirees Health	19,572	28,704	29,500	29,500	25,987	(3,513)	-12%
52018 Retiree Dental	1,188	1,836	1,900	1,900	2,759	859	45%
<b>Total General Fund Portion</b>	<b>20,760</b>	<b>30,540</b>	<b>31,400</b>	<b>31,400</b>	<b>36,189</b>	<b>4,789</b>	<b>15%</b>
<b>Total PD CSO</b>	<b>124,196</b>	<b>146,338</b>	<b>208,800</b>	<b>207,187</b>	<b>264,228</b>	<b>57,041</b>	<b>28%</b>



# **Public Works & Planning**

# Public Works & Planning Department



\* City Manager has oversight over the Public Works Maintenance Division, which by nature is part of the Public Works Department.



**DEPARTMENT                      PUBLIC WORKS & PLANNING**

**DIVISION:                        PUBLIC WORKS & PLANNING**

**FUNDING SOURCE:            GENERAL FUND**

**DEPARTMENT DESCRIPTION**

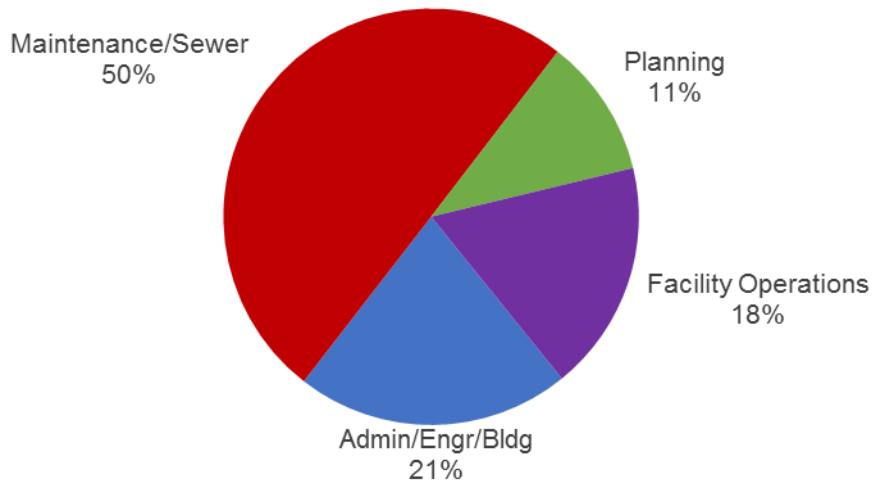
The Public Works & Planning Department consists of the following Divisions: Administration / Engineering / Building, Maintenance/Sewer (which includes contracts for landscape and custodial services) and Planning.

Contract technical professionals and three Town employees provide Public Works and Planning services. Department responsibilities include the development and implementation of the Town's Five-Year Capital Improvement Program (CIP); administration and implementation of solid waste recycling and National Pollutant Discharge Elimination System (NPDES) regulations; administration of private land development and building permits; maintenance of all Town-owned facilities and infrastructure; current and advanced planning; and neighborhood and sustainability services.

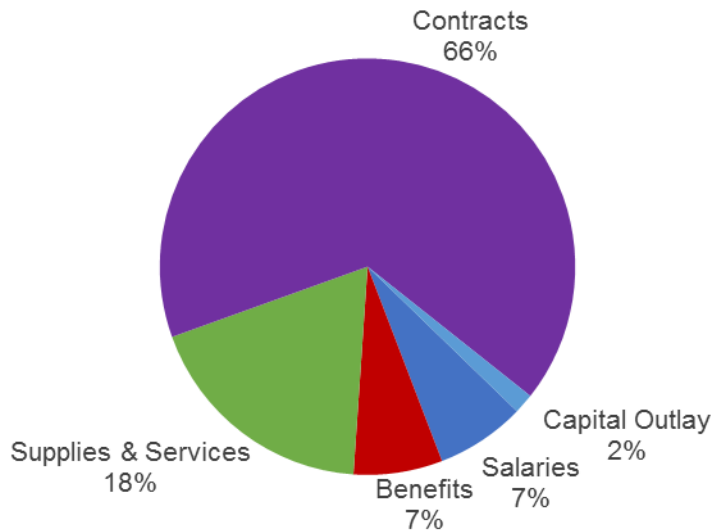
The Department continues to address traffic and transportation issues; identify and develop future capital improvement projects; improve maintenance and land development services; address the needs of other Town departments as they relate to Public Works and Planning; administer local, state, and federal regulations; administer grants and applications; and maintain the overall operation of the Department.

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
310	ADMIN/ENGR/BLDG	0	0	10,500	971,900	0	982,400
320	MAINTENANCE/SEWER	319,709	318,768	12,500	1,575,900	71,856	2,298,733
410	PLANNING	0	0	0	497,420	0	497,420
800'S	FACILITY OPERATIONS	0	0	825,775	0	0	825,775
<b>TOTAL EXPENDITURES</b>		<b>319,709</b>	<b>318,768</b>	<b>848,775</b>	<b>3,045,220</b>	<b>71,856</b>	<b>4,604,328</b>

### Public Works & Planning Divisions



### Public Works & Planning Categories



**DEPARTMENT**                    **PUBLIC WORKS & PLANNING**  
**DIVISION:**                    **ADMINISTRATION / ENGINEERING / BUILDING**  
**FUNCTION:**                    **PUBLIC WORKS**  
**FUNDING SOURCE:**        **GENERAL FUND (#11)**

**DIVISION DESCRIPTION**

The Division consists of the following functions: Public Works Administration, Engineering and Building. Contract professionals provide the staffing for the day-to-day duties, the five-year Capital Improvement Program (CIP); the County wide Storm Water NPDES permitting and maintenance program; annual sewer service maintenance and charges; solid waste, recycling and sustainability programs; sanitary sewer system maintenance and reporting requirements; right of way infrastructure, Geographical Information System (GIS) upkeep and other daily and annual service activities. The Division assists the Public Works Maintenance and Planning Divisions and the Town’s Police and Recreation Departments in their current and future infrastructure and facility needs. The Division provides comprehensive engineering, building inspection and CASp (Certified Access Specialist) inspection and consulting services; processes building, grading and encroachment permits; and provides plan review and inspection services for land development projects. These activities are partially supported by fees.



**STAFFING**

Public Works Administration, Engineering and Building Division services are provided under contract with CSG Consultants. The Division coordinates with the Public Works Maintenance Division but does not oversee operations.

**ACCOMPLISHMENTS/GOALS**

During FY 2018-19, the Division:

- Completed the Systemic Safety Analysis Report, (SSAR).
- Applied for and was granted at no charge two Electric Vehicle Fast Charge stations at the new Town Hall.
- Continued work on the Geographical Information System (GIS) and mapping of the city trees town wide.
- Represented the Town at local and regional meetings regarding: County Storm Water committee meetings, Colma Creek Advisory and Technical Advisory Committee (TAC) meetings, Cal BIG - building inspector association, CALBO - building official association, Public Works local and

national meetings and conferences (APWA), City and County Engineers and League of California Cities meetings and events.

- Continued work on the Trash Load Reduction Plan and Green Infrastructure plan per the Storm Water Municipal Regional Permit (MRP).
- Completed the Town Hall Campus Renovation project.
- Continued work on the Serramonte Boulevard and Collins Avenue Master Plan.
- Installed new Access Control and video monitoring systems at Town Hall and the Colma Police Station.
- Continued work and public outreach for the design of the Mission Road Pedestrian and Bicycle Improvement project. A portion of the project is funded through the Transportation Livable Communities (TLC), Green Infrastructure and Safe Routes to School grants.
- Partnered with the Finance Department and the City Manager's Office in the development of the new 2019-2024 Five-Year Capital Improvement Plan.
- Participated in establishing and the approval of new cost of service fees for Public Works, Building and Planning Departments.
- Participated in outreach events (2 to 3 times a year each) for the Auto retailers, Cemeteries, and retailers.
- Provided inspection duties for the B Street development, Veterans Housing Project, Woodlawn Mausoleum project, Olivet Funeral Home, Golden Hill Funeral Home, etc.
- Completed the construction and installation of the Sterling Park Playground.
- Selected consulting firm for the El Camino Real Bicycle and Pedestrian Enhancement Master Plan.
- Continued work on Parking improvement strategies throughout the Town.
- Sent out RFP for landscaping services.
- Continued work and completing of the Sanitary Sewer plan analyzing existing conditions and modeling the system for future expansion.
- Continued to work with our franchise waste hauler to provide assistance to the residential and commercial communities on various sustainability endeavors such as water and energy conservation, recycling and solid waste.
- Continued work and participation on the viability of a recycled water system for the Town and its cemeteries.

For FY 2019-20, the Division will:

- Complete road rehabilitation as part of the annual rehabilitation and preventative Roadway Maintenance Program, 300 Block of F Street.
- Continue work and community outreach for the El Camino Real Bicycle and Pedestrian Master Plan.
- Start the study for the Lawndale Avenue and El Camino Real Landscaping CIP project.
- Continue work and completion of the plans and specification for the Mission Road Bicycle and Pedestrian Improvement Project.
- Continue work in sustainable programs, including the introduction of the Municipal Regional Permit Green Infrastructure goals and mandates.

- Continue the residential and commercial solid waste and recycle outreach program, regarding best management practices that can enhance sustainability and economic growth, while striving to meet our Climate Action Plans goals.
- Represent the Town at local and regional meetings regarding County Storm Water committee meetings, Colma Creek Advisory and TAC meetings, Cal BIG, CALBO, APWA local and national meetings and conferences, City and County Engineers and League of California Cities meetings and events.
- Manage the Town-wide Systemic Safety Study, funded through the SSARP grant funds.
- Continue work in securing grant funding for the various Town transportation and roadway improvement projects.
- Manage and complete the Serramonte/Collins Master Plan study.
- Participate and in community outreach events (2 to 3 times a year each) for the Auto retailers, Cemeteries, and retailers.
- Follow up on the residential sanitary sewer insurance program for residents.
- Continue work considering the benefits of a Street light lighting District and taking over the Colma lighting District.
- Review and establish steps in revising the current Sanitary Sewer Contracts with City of South San Francisco (SSF) and North San Mateo County Sanitation District (NSMCSD).
- Establish an equipment/appliance replacement fund.
- Start study on the Sterling Park Residential Street Light Replacement CIP Plan.
- Upgrades to Creekside Villas, exterior paint, minor exterior repairs, new landscaping features.

## PERFORMANCE MEASURE

Department Duties / Program	2016-17 Actual	2017-18 Actual	2018-19 Estimates	2019-20 Proposed
Processing permit applications and first review of plans within fifteen working days	100%	100%	100%	100%
Average number of working days to process a permit Plan Check	10	15	15	15
Capital Projects (Annual Cost / Number of projects)	\$1.81 M / 7	\$ 6.5 M / 8	\$ 8.4 M / 11	\$ 1.24 M / 11

## BUDGET HIGHLIGHTS

				[a]	[b]	[b]-[a]	[b]/[a]-1
ENGINEERING & BUILDING (11-310)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
Department Expenditures	1,004,928	851,234	992,200	956,200	982,400	26,200	3%
Department Revenues	(237,298)	(203,800)	(77,000)	(86,000)	(120,400)	(34,400)	40%
<b>General Fund Subsidy / (Tax)</b>	<b>767,630</b>	<b>647,434</b>	<b>915,200</b>	<b>870,200</b>	<b>862,000</b>	<b>(8,200)</b>	<b>-1%</b>

The Public Works Engineering and Building Division collects permit revenues for plan review and building inspection services. The Department completed a comprehensive cost of service study for planning, building and engineering services, which resulted in new permit and inspection fees and charges. The increased permit fees, charges and hourly rates are the reason for the increase in projected FY 2019-20 departmental revenues of \$34,400 to \$120,400.

For operating expenditures, the Division's FY 2019-20 Proposed Budget is \$982,400, which is \$26,200 more than FY 2018-19 Estimated Actual. Although the Town's contract with CSG Consultants has a built-in 3% annual escalation, The Division's budget is lesser than the FY 2018-19 Final Budget. In essence, the Division held the line in the overall operation.

## REVENUE DETAIL

				[a]	[b]	[b]-[a]	[b]/[a]-1
ENGINEERING & BUILDING (11-310)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Revenues</b>							
32001 Building Permits	52,530	115,616	37,000	35,000	33,000	(2,000)	-6%
32002 Building Plan Checking	76,688	23,697	15,000	25,000	42,000	17,000	68%
32003 Engineering Plan & Map Checking	492	14,474	5,000	2,000	3,400	1,400	70%
32004 Engineering Permits Inspections	11,357	37,184	10,000	8,000	15,000	7,000	88%
32011 Grading Permits	96,231	12,829	10,000	16,000	27,000	11,000	69%
<b>Total Department Revenues</b>	<b>237,298</b>	<b>203,800</b>	<b>77,000</b>	<b>86,000</b>	<b>120,400</b>	<b>34,400</b>	<b>40%</b>

## EXPENDITURE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
ENGINEERING & BUILDING (11-310)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Supplies &amp; Services</b>								
60001	Public Notices & Advertisements	777	497	1,500	500	500	-	0%
60005	Special Department Expense	2,401	1,492	6,000	4,000	4,000	-	0%
60008	Dues & Publications <i>International Code Council building code publication; dues for various engineering and building associations</i>	129	129	1,700	200	3,000	2,800	1400%
60010	Conferences & Meetings <i>San Mateo County engineering officers meeting, Storm water program (NPDES) meetings, League of California Cities, and other local Engineering/Building conferences</i>	10	564	3,000	1,500	3,000	1,500	100%
<b>Total Supplies &amp; Services</b>		<b>3,317</b>	<b>2,682</b>	<b>12,200</b>	<b>6,200</b>	<b>10,500</b>	<b>4,300</b>	<b>69%</b>
<b>Contractual</b>								
71005	Professional Engineering Svc - General <i>Engineering Staff Augmentation; Department Administration</i>	762,444	612,448	730,000	730,000	751,900	21,900	3%
71006	Professional Bldg/Inspection Services <i>Building staff augmentation; Admin/permit counter services</i>	205,993	188,073	190,000	160,000	170,000	10,000	6%
71010	Professional Consulting Services <i>Engineering design and plan review</i>	33,174	48,031	60,000	60,000	50,000	(10,000)	-17%
<b>Total Contractual</b>		<b>1,001,611</b>	<b>848,552</b>	<b>980,000</b>	<b>950,000</b>	<b>971,900</b>	<b>21,900</b>	<b>2%</b>
<b>Total Non-Personnel Cost</b>		<b>1,004,928</b>	<b>851,234</b>	<b>992,200</b>	<b>956,200</b>	<b>982,400</b>	<b>26,200</b>	<b>3%</b>
<b>Total Engineering &amp; Building</b>		<b>1,004,928</b>	<b>851,234</b>	<b>992,200</b>	<b>956,200</b>	<b>982,400</b>	<b>26,200</b>	<b>3%</b>

**DEPARTMENT** PUBLIC WORKS & PLANNING  
**DIVISION:** ADMINISTRATION MAINTENANCE / SEWER  
**FUNCTION:** PUBLIC WORKS  
**FUNDING SOURCE:** GENERAL FUND (#11) AND GAS TAX FUND (#21)

## **DIVISION DESCRIPTION**

Division also manages roadway weed and litter control and graffiti abatement; participates in the National Pollutant Discharge Elimination System (NPDES) Storm Water Program; and are the first responders to sanitary sewer overflows. The Division also manages the landscape, facility janitorial and HVAC maintenance contracts.

## **STAFFING**

The Division is composed of one Maintenance Supervisor and two Maintenance Technicians, overseen by the City Manager.

## **ACCOMPLISHMENTS/GOALS**

During FY 2018-19, the Division:

- Reviewed permits and monitored Right-of-Way encroachments permit activity.
- Completed annual survey and documentation of the integrity of the Town's sidewalk and roadways.
- Work with Property Manager at Creekside Villas inventorying and programing repairs and upgrades to the interior finishes and appliances.
- Continued upgrading the various street signs and pavement markings.
- Continued to meet the State Boards Municipal Regional Permit's goals by reducing trash and debris in the waterways, maintaining trash management areas throughout the various commercial districts, and start incorporating new green infrastructure into everyday practices.
- Continued participation in the various Countywide Storm Water Programs, inclusive of Integrated Pest Management (IPM), trash management and the Municipal Maintenance Sub-committee.
- Continued mentoring to elevate the roles and responsibilities of the Maintenance Technicians.
- Aggressively worked with the Town's landscape contractor to conserve water use.
- Helped create the request for proposal for a new Town Landscape Maintenance firm.
- Inspected commercial facilities regarding operation and maintenance of stormwater facilities and FOG (Fats, Oil and Grease) compliance, annual commercial stormwater inspection.
- Inspected and certified all Town-owned backflow devices.





- Surveyed and tagged Town-owned trees within the facilities and Right-of-Way (ROW).
- Swept all residential streets once a month and commercial streets along with El Camino Real (State route 82) twice a month.
- Established a new Street Sweeping Schedule and no park zones on various streets.

For FY 2019-20, the Division goals include:

- Make needed repairs and upgrades at the various Town-owned facilities.
- Perform preventative maintenance of equipment and appliances in Town facilities.
- Mentor and elevate the roles and responsibilities of the Maintenance Technicians.
- Oversee maintenance and repairs in Town street projects.
- Continue incorporating new green infrastructure practices into day to day activities.
- Meet the State Boards Municipal Regional Permit’s (MRP) goals by reducing trash and debris in the right-of-ways and waterways, maintaining designated trash management areas throughout the various commercial districts.
- Provide stormwater inspection services for commercial business throughout the Town.
- Continue to process day to day work and prioritize projects through the Public Works ticketing system.
- Annually inspect and certify all Town-owned backflow devices.
- Oversee enhancements and minor repairs at the various Town facilities. Continue work in maintaining tree programs.
- Send out a Request for Proposal for Tree maintenance services, Town-wide.
- Manage Town trees and log into Geographic Information System.
- Continue work on upgrading all Town street signage to meet State standards.
- Perform minor construction and painting projects, as needed.

**PERFORMANCE MEASURE**

Department Duties / Program	2016-17 Actual	2017-18 Actual	2018-19 Estimates	2019-20 Proposed
Sweep all the Town’s roadways (23 lane miles) at least once per month, commercial areas twice a month	100%	100%	100%	100%
Respond to maintenance calls within one business day	100%	100%	100%	100%

## BUDGET HIGHLIGHTS

PUBLIC WORKS MAINTENANCE (11-320)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
Department Expenditures	1,576,946	1,839,601	2,087,170	2,086,959	2,298,733	211,774	10%
General Fund Dept Revenues	(741,229)	(769,535)	(50,000)	(50,000)	(50,000)	-	0%
Sewer Fund Dept Revenues	-	-	(819,500)	(819,500)	(894,000)	(74,500)	9%
(Use)/Add to Gas Tax Reserve	(23,248)	(29,684)	(25,000)	(25,000)	(30,000)	(5,000)	20%
<b>General Fund Subsidy / (Tax)</b>	<b>812,469</b>	<b>1,040,382</b>	<b>1,192,670</b>	<b>1,192,459</b>	<b>1,324,733</b>	<b>132,274</b>	<b>11%</b>

The Public Works Maintenance operations are supported by four sources of revenues:

- \$50,000 per year from San Mateo County Flood Control District to reimburse the Town for maintenance of the creek near the South San Francisco BART Station. This is a multi-year reimbursement agreement.
- \$30,000 from Gas Tax to pay for Traffic Signals & Street Light maintenance, as allowed by the grant.
- \$894,400 from sewer fees collected from Town residents and businesses. The fees collected are passed along to the City of Daly City and South San Francisco. Prior to FY 2018-19, sewer fees were collected and recorded in the General Fund. The City Council adopted to separate out sewer operations from the General Fund and created a Sewer Operating Fund (81) and Sewer Capital Fund (82). Since the sewer fees are pass through, the Town's General Fund pays for sewer maintenance and capital programs.
- \$1,324,733 from General Fund taxes and other revenues.

The FY 2019-20 Proposed Budget for the Public Works Maintenance Division is \$2,298,733, which is 10% or \$211,774 more than the FY 2018-19 Estimated Actuals.

- \$43,688 increase in Personnel Cost as it's related to City Council approved Cost of Living Adjustment and contributions to PARS Pension Trust, Accrued Leave Payout Reserve and PARS OPEB Trust per the 2018 Unfunded Liabilities Funding Strategy.
- \$30,900 increase in Streets & Sidewalks (73002) based on 5-year average spending.
- \$41,936 increase in Vehicle Replacement (60025) to provide adequate funding for future vehicle replacements.
- \$79,550 increase in the annual Sanitary Sewer (73007) charges by the City of Daly City and South San Francisco for the conveyance and treatment of wastewater.

## REVENUE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
PUBLIC WORKS MAINTENANCE (11-320)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Revenues (Fund 11: General Fund)</b>								
35141	Reimb For Public Works Maintenance Svcs <i>Reimbursement agreement with the County of San Mateo Flood Control District</i>	-	28,500	50,000	50,000	50,000	-	0%
36221	Sewer Fees	741,229	741,035	-	-	-	-	n/a
<b>Total General Fund Dept Revenue</b>		<b>741,229</b>	<b>769,535</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>0%</b>
<b>Revenues (Fund 81: Sewer Fund)</b>								
36221	Sewer Fees	-	-	819,500	819,500	894,000	74,500	9%
<b>Total Sewer Fund Dept Revenue</b>		<b>-</b>	<b>-</b>	<b>819,500</b>	<b>819,500</b>	<b>894,000</b>	<b>74,500</b>	<b>9%</b>
<b>Total Department Revenues</b>		<b>741,229</b>	<b>769,535</b>	<b>869,500</b>	<b>869,500</b>	<b>944,000</b>	<b>74,500</b>	<b>9%</b>

## EXPENDITURE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
PUBLIC WORKS MAINTENANCE (11-320)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Salaries &amp; Wages</b>								
51002	Full-time Staff <i>Maintenance Supervisor; two Maintenance Technician</i>	268,805	289,835	290,500	289,762	303,388	13,626	5%
51004	Comp Time	7	51	600	600	400	(200)	-33%
51005	Overtime	6,567	5,714	10,000	3,094	7,000	3,906	126%
51008	Vacation/Sick/Comp Time Payoff <i>Annual vacation buyback and contribution to Accrued Leave Payout Reserve</i>	2,151	358	-	-	5,321	5,321	n/a
51009	Deferred Compensation	3,600	3,750	3,600	3,750	3,600	(150)	-4%
<b>Total Salaries &amp; Wages</b>		<b>281,130</b>	<b>299,708</b>	<b>304,700</b>	<b>297,206</b>	<b>319,709</b>	<b>22,503</b>	<b>8%</b>

**EXPENDITURE DETAIL**

**(CONT)**

			[a]	[b]	[b]-[a]	[b]/[a]-1			
<b>PUBLIC WORKS MAINTENANCE (11-320)</b>			2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Benefits</b>									
52001	Pers Misc. Employees <i>Annual pension contribution to CalPERS and Pension Trust.</i>	49,107	55,982	91,400	89,716	113,535	23,819	27%	
52007	Health	72,559	74,195	63,400	72,837	80,517	7,680	11%	
52008	Dental	6,775	6,775	6,400	6,804	6,804	-	0%	
52009	Life Insurance	198	198	400	198	198	-	0%	
52011	Vision	904	915	1,600	936	936	-	0%	
52014	Social Security - Employer	17,087	18,339	18,300	18,229	18,810	581	3%	
52015	Medicare - Employer	3,996	4,289	4,300	4,263	4,399	136	3%	
52017	Retirees Health	64,932	95,652	98,300	98,300	84,589	(13,711)	-14%	
52018	Retiree Dental	3,924	6,108	6,300	6,300	8,980	2,680	43%	
<b>Total Benefits</b>		<b>219,482</b>	<b>262,453</b>	<b>290,400</b>	<b>297,583</b>	<b>318,768</b>	<b>21,185</b>	<b>7%</b>	
<b>Total Personnel Cost</b>									
		500,612	562,161	595,100	594,789	638,477	43,688	7%	
<b>Supplies &amp; Services</b>									
60005	Special Department Expense <i>Building and cleaning supplies; Safety material and attire; Uniform cleaning and upgrades; Building materials, flags, banners, signs</i>	10,450	13,935	16,000	10,000	12,000	2,000	20%	
60010	Conferences & Meetings <i>S.F. Bay Area Maintenance Services Association Workshop; NPDES</i>	-	-	200	200	200	-	0%	
61002	Training <i>Required safety seminars</i>	425	-	300	400	300	(100)	-25%	
<b>Total Supplies &amp; Services</b>		<b>10,875</b>	<b>13,935</b>	<b>16,500</b>	<b>10,600</b>	<b>12,500</b>	<b>1,900</b>	<b>18%</b>	
<b>Contractual</b>									
72003	Equipment Maintenance - Vehicles <i>Fleet maintenance - vehicles and equipment</i>	15,560	18,836	20,000	14,000	16,000	2,000	14%	
73001	Landscape Maintenance <i>Roadway; Median islands; Tree trimming; Colma Creek annual cleaning</i>	121,619	172,867	171,000	171,000	176,200	5,200	3%	
73002	Streets & Sidewalks <i>Building materials; Roadway; Maintenance/repair materials; Contractor services; ADA</i>	36,695	103,669	90,000	65,000	95,900	30,900	48%	
73003	Roadway Weed & Litter Control <i>Weed abatement Town's right-of-way (ROW); Drain inlet/catch basin protection; Disposal fees; Chemicals; Sprayers</i>	1,168	12,815	10,500	9,000	9,500	500	6%	

**EXPENDITURE DETAIL**

**(CONT)**

				[a]	[b]	[b]-[a]	[b]/[a]-1
<b>PUBLIC WORKS MAINTENANCE (11-320)</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Final Budget</b>	<b>2018-19 Estimated</b>	<b>2019-20 Proposed</b>	<b>Change in Budget \$</b>	<b>%</b>
<b>Contractual (Cont.)</b>							
73004 Street Signs & Pavement Markings <i>Signs; Poles; Anti-Graffiti; Yearly maintenance/repairs; Annual Christmas decorations; Street striping</i>	15,711	30,850	45,000	47,500	50,000	2,500	5%
73005 Traffic Signals & Street Lights <i>SSF Street Light/Signal Division</i>	8,735	300	10,000	10,000	10,000	-	0%
73006 Drainage & Flood Control <i>Yearly maintenance; Sandbag supplies; Additional NPDES charges; Additional trash capture devices; Creek maintenance and inspection</i>	19,534	55,755	95,000	140,000	133,600	(6,400)	-5%
<b>Total Contractual</b>	<b>219,022</b>	<b>395,092</b>	<b>441,500</b>	<b>456,500</b>	<b>491,200</b>	<b>34,700</b>	<b>8%</b>
<b>Capital Outlay</b>							
60025 Vehicle Replacement (ISF)	-	-	19,920	19,920	61,856	41,936	211%
80001 Equipment Purchases <i>Replace/acquire new equipment &amp; tools for ROW work; Building maintenance &amp; construction</i>	6,559	14,393	15,000	6,000	10,000	4,000	67%
<b>Total Capital Outlay</b>	<b>6,559</b>	<b>14,393</b>	<b>34,920</b>	<b>25,920</b>	<b>71,856</b>	<b>45,936</b>	<b>177%</b>
<b>PUBLIC WORKS MAINTENANCE (21-320)</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Final Budget</b>	<b>2018-19 Estimated</b>	<b>2019-20 Proposed</b>	<b>Change in Budget \$</b>	<b>%</b>
<b>Gas Tax Fund (Fund 21)</b>							
73005 Traffic Signals & Street Lights	23,248	29,684	25,000	25,000	30,000	5,000	20%
<b>Total Gas Tax Expenditure</b>	<b>23,248</b>	<b>29,684</b>	<b>25,000</b>	<b>25,000</b>	<b>30,000</b>	<b>5,000</b>	<b>20%</b>
<b>PUBLIC WORKS SEWER OPS (XX-320)</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Final Budget</b>	<b>2018-19 Estimated</b>	<b>2019-20 Proposed</b>	<b>Change in Budget \$</b>	<b>%</b>
<b>Sewer Operations</b>							
73007 Sanitary Sewers <i>Sewer fees due NSMCSD &amp; SSF</i>	814,542	815,248	-	-	-	-	n/a
73008 Sewer Operation and Maintenance	2,088	9,088	-	-	-	-	n/a
73007 Sanitary Sewers <i>Sewer fees due NSMCSD &amp; SSF</i>	-	-	899,150	899,150	978,700	79,550	9%
73008 Sewer Operation and Maintenance	-	-	75,000	75,000	76,000	1,000	1%
<b>Total Sewer Operations</b>	<b>816,630</b>	<b>824,336</b>	<b>974,150</b>	<b>974,150</b>	<b>1,054,700</b>	<b>80,550</b>	<b>8%</b>
<b>Total Non-Personnel Cost</b>	<b>1,076,334</b>	<b>1,277,440</b>	<b>1,492,070</b>	<b>1,492,170</b>	<b>1,660,256</b>	<b>168,086</b>	<b>11%</b>
<b>Total Public Works Maintenance</b>	<b>1,576,946</b>	<b>1,839,601</b>	<b>2,087,170</b>	<b>2,086,959</b>	<b>2,298,733</b>	<b>211,774</b>	<b>10%</b>

**DEPARTMENT** PUBLIC WORKS & PLANNING  
**DIVISION:** ADMINISTRATION MAINTENANCE / SEWER  
**ACTIVITY:** FACILITY OPERATIONS  
**FUNCTION:** PUBLIC WORKS  
**FUNDING SOURCE:** GENERAL FUND (#11)

**ACTIVITY DESCRIPTION**

The Facility Operations Activity includes non-personnel operating expenses for all Town facilities, such as janitorial and landscape contract services for facilities, water, electricity and pest control.

**BUDGET HIGHLIGHTS**

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
<b>FACILITIES SUMMARY (800)</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>\$</b>	<b>%</b>
Department Expenditures	463,013	485,174	699,800	698,120	825,775	127,655	18%
Department Revenues	(237,394)	(235,560)	(237,000)	(235,200)	(235,200)	-	0%
(Use)/Add to Facility Reserve	-	-	94,490	91,308	89,250	(2,058)	-2%
<b>General Fund Subsidy / (Tax)</b>	<b>225,619</b>	<b>249,614</b>	<b>557,290</b>	<b>554,228</b>	<b>679,825</b>	<b>125,597</b>	<b>23%</b>

The Town-wide Facility Operation has four main sources of revenues:

- \$41,500 of projected rental income from Town Hall rental. Previously, this is used to offset Town Annex facility cost. Upon completion of the Town Hall Campus Renovation, the Town Annex and Town Hall facility operations were merged into Town Hall.
- \$60,000 of projected reimbursement for the electric car charger program. The Town Hall Campus Renovation included the installation of electric car charger stations. The stations are connected to the Town’s electrical panel. The charging station company and the Town are in the middle of completing a reimbursement agreement for the electricity cost.
- \$190,000 of projected rental income from Creekside Villa and \$3,700 for Verano. In FY 2018-19, the City Council approved the creation of Fund 83 to record all Creekside Villa and Verano activities. The goal of this fund is to build up a reserve for facility maintenance.

The FY 2019-20 Proposed Budget for Town-wide Facility Operation is \$825,775, a \$127,655 increase from the FY 2018-19 Estimated Actual.

- \$64,000 increase in Town Hall & Annex operations is linked to the increase in electricity cost as a result of the newly installed electric car charging stations.
- \$21,500 increase in Sterling Park operations to repair the Coppola near entrance and various interior repairs and renovations.
- \$11,000 increase in Community Center operations to replace interior finishings, such as the drapers, fabric on wall partition, and wainscot and lighting in the conference room.
- \$17,550 increase in Police Station for the design and construction of a secondary exit from the dispatch center.

## REVENUE DETAILS

FACILITIES SUMMARY (800)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Revenues</b>							
34023 Town Hall Rents	41,461	41,461	41,500	41,500	41,500	-	0%
37034 Other Reimb - Electric Car Charger	-	-	-	28,000	60,000	32,000	114%
34021 Creekside Villa Rents	190,045	189,823	190,000	190,000	190,000	-	0%
34026 Verano Rents	5,888	4,276	5,500	3,700	3,700	-	0%
<b>Total Department Revenues</b>	<b>237,394</b>	<b>235,560</b>	<b>237,000</b>	<b>263,200</b>	<b>295,200</b>	<b>32,000</b>	<b>12%</b>

## EXPENDITURE SUMMARY BY FACILITIES

FACILITIES SUMMARY (800)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
				2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>FACILITY OPERATIONS</b>							
801 Town Hall	30,234	36,507	104,550	145,500	210,200	64,700	44%
802 Town Annex	36,267	36,137	3,150	3,150	-	(3,150)	-100%
803 Sterling Park	57,057	44,655	78,000	77,300	100,660	23,360	30%
804 Museum	24,220	23,465	40,720	46,788	37,790	(8,998)	-19%
805 Community Center	88,232	104,029	165,150	136,800	160,850	24,050	18%
806 Police Station	116,415	129,892	156,130	134,800	164,300	29,500	22%
807 Corporation Yard	16,292	22,320	34,340	34,640	32,375	(2,265)	-7%
808 Creekside Villas	78,951	77,773	95,300	97,682	98,550	868	1%
809 Verano	5,457	4,061	5,710	4,710	5,900	1,190	25%
810 Bark Park	8,162	4,494	9,250	9,250	9,650	400	4%
812 Gun Range	1,726	1,841	7,500	7,500	5,500	(2,000)	-27%
<b>Total Facility Operations</b>	<b>463,013</b>	<b>485,174</b>	<b>699,800</b>	<b>698,120</b>	<b>825,775</b>	<b>127,655</b>	<b>18%</b>

## EXPENDITURE DETAIL



### 801 TOWN HALL (AND TOWN ANNEX 802)

With the completion of the Town Hall Campus Renovation, Town Hall and Town Annex facility operations have been merged into Town Hall 801. For historical comparison, the detail below combines the two operations together.

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
TOWN HALL & ANNEX (11-801, 11-802))	Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
<b>Facility Revenues</b>							
34023 Town Hall Rents	41,461	41,461	41,500	41,500	41,500	-	0%
37034 Other Reimb - Electric Car Charger	-	-	-	-	-	-	n/a
<b>Total Town Hall &amp; Annex Revenues</b>	<b>41,461</b>	<b>41,461</b>	<b>41,500</b>	<b>41,500</b>	<b>41,500</b>	<b>-</b>	<b>0%</b>
<b>Facility Operations</b>							
90001 Telephone/Internet Services *	16,918	22,189	25,000	25,000	25,000	-	0%
90002 Gas and Electricity <i>Electricity for EVGo charge station</i>	6,836	10,600	16,000	44,000	108,000	64,000	145%
90003 Water	6,608	2,653	7,200	3,700	4,000	300	8%
90006 Supplies	2,163	1,802	14,850	14,850	11,550	(3,300)	-22%
90007 Janitorial Services	19,379	20,324	21,800	47,000	34,550	(12,450)	-26%
90008 Landscaping	9,354	9,456	15,200	5,800	12,000	6,200	107%
90009 Pest Control	2,936	3,056	1,350	500	500	-	0%
90010 Security System	490	240	1,800	1,800	1,600	(200)	-11%
90011 Heat/Ventilation/Air Conditioning	692	301	500	1,000	3,000	2,000	200%
90012 Interior Building Repair & Maint. <i>Miscellaneous minor interior repairs and maintenance</i>	1,088	1,801	2,000	1,000	5,000	4,000	400%
90013 Exterior Building Repair & Maint. <i>Miscellaneous minor exterior repairs and maintenance</i>	37	222	2,000	4,000	5,000	1,000	25%
<b>Total Town Hall &amp; Annex Operations</b>	<b>66,501</b>	<b>72,644</b>	<b>107,700</b>	<b>148,650</b>	<b>210,200</b>	<b>61,550</b>	<b>41%</b>
<b>Total General Fund Subsidy</b>	<b>25,040</b>	<b>31,183</b>	<b>66,200</b>	<b>107,150</b>	<b>168,700</b>	<b>61,550</b>	<b>57%</b>

\* Does not include mobile phone services.



**EXPENDITURE DETAIL**

**(CONT)**



**803 STERLING PARK**

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
STERLING PARK (11-803)	Actual	Actual	Budget	Estimated	Proposed	Change in Budget	%
						\$	
<b>Facility Operations</b>							
90002 Telephone/Internet Services	2,337	1,908	3,150	2,500	3,150	650	26%
90003 Gas and Electricity	5,421	5,408	5,800	5,000	5,800	800	16%
90006 Water	3,851	10,363	11,050	11,050	11,000	(50)	0%
90007 Janitorial Services	15,231	15,985	17,100	21,000	19,560	(1,440)	-7%
90008 Landscaping	5,802	5,904	6,500	6,000	6,500	500	8%
90009 Pest Control	400	-	1,700	500	750	250	50%
90010 Security System	1,356	1,356	3,000	3,000	3,400	400	13%
90011 Heat/Ventilation/Air Conditioning	850	792	2,200	750	1,500	750	100%
90012 Interior Building Repair & Maint. <i>Replace high pressure sodium lights in skylight well; Repair window blinds; Interior painting; Kitchen improvements</i>	9,676	2,750	24,500	24,500	31,500	7,000	29%
90013 Exterior Building Repair & Maint. <i>Repair Coppola</i>	12,133	189	3,000	3,000	17,500	14,500	483%
<b>Total Sterling Park Operation</b>	<b>57,057</b>	<b>44,655</b>	<b>78,000</b>	<b>77,300</b>	<b>100,660</b>	<b>23,360</b>	<b>30%</b>



**804 MUSEUM**

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
MUSEUM (11-804)	Actual	Actual	Budget	Estimated	Proposed	Change in Budget	%
						\$	
<b>Facility Operations</b>							
90002 Telephone/Internet Services	356	296	400	500	500	-	0%
90003 Gas and Electricity	7,819	7,192	4,000	5,200	5,400	200	4%
90006 Water	1,084	1,315	1,600	1,600	1,700	100	6%
90007 Janitorial Services	2,203	2,279	2,550	3,250	2,790	(460)	-14%
90008 Landscaping	5,802	5,904	6,500	6,888	7,250	362	5%
90009 Pest Control	2,240	349	1,970	1,000	1,800	800	80%
90010 Security System	840	1,938	3,250	3,250	4,400	1,150	35%
90011 Heat/Ventilation/Air Conditioning	2,685	1,615	3,450	2,000	3,450	1,450	73%
90012 Interior Building Repair & Maint. <i>Miscellaneous minor interior repairs and maintenance</i>	972	2,421	15,000	21,100	2,000	(19,100)	-91%
90013 Exterior Building Repair & Maint. <i>Repair dry rot at facility deck; Paint exterior railing</i>	219	156	2,000	2,000	8,500	6,500	325%
<b>Total Museum Operation</b>	<b>24,220</b>	<b>23,465</b>	<b>40,720</b>	<b>46,788</b>	<b>37,790</b>	<b>(8,998)</b>	<b>-19%</b>

**EXPENDITURE DETAIL**

**(CONT)**



**805 COMMUNITY CENTER**

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
COMMUNITY CENTER (11-805)	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Facility Operations</b>							
90001 Telephone/Internet Services	-	-	500	500	500	-	0%
90002 Gas and Electricity	22,756	23,508	24,250	22,000	24,500	2,500	11%
90003 Water	2,746	5,964	4,650	9,700	6,000	(3,700)	-38%
90006 Supplies	3,924	15,171	18,100	10,000	19,000	9,000	90%
90007 Janitorial Services	24,228	27,722	29,450	33,500	33,500	-	0%
90008 Landscaping	5,802	5,904	5,850	5,900	6,200	300	5%
90009 Pest Control	1,220	1,205	3,200	1,500	2,850	1,350	90%
90010 Security System	840	1,730	5,300	4,500	5,300	800	18%
90011 Heat/Ventilation/Air Conditioning	5,079	11,033	10,000	5,200	10,000	4,800	92%
90012 Interior Building Repair & Maint. <i>Replace drapes, Replace fabric on wall partition; Refinish wainscot and upgrade lighting at Conference Room; Miscellaneous trim work and facility repairs/cleaning</i>	15,883	10,468	49,850	40,000	51,000	11,000	28%
90013 Exterior Building Repair & Maint. <i>Miscellaneous minor exterior repairs and maintenance</i>	6,797	2,241	14,000	4,000	2,000	(2,000)	-50%
<b>Total Community Center Operation</b>	<b>89,275</b>	<b>104,946</b>	<b>165,150</b>	<b>136,800</b>	<b>160,850</b>	<b>24,050</b>	<b>18%</b>

**EXPENDITURE DETAIL**

**(CONT)**



**806 POLICE STATION**

				[a]	[b]	[b]-[a]	[b]/[a]-1
<b>POLICE STATION (11-806)</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19 Final</b>	<b>2018-19</b>	<b>2019-20</b>	<b>Change in Budget</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>\$</b>	<b>%</b>
<b>Facility Operations</b>							
90001 Telephone/Internet Services	-	1,152	200	-	-	-	n/a
90002 Gas and Electricity	32,705	35,877	38,330	30,000	36,400	6,400	21%
90003 Water	7,231	8,698	8,400	9,800	10,300	500	5%
90006 Supplies	3,577	3,958	7,500	6,000	7,050	1,050	18%
90007 Janitorial Services	28,289	27,762	29,200	33,500	33,500	-	0%
90008 Landscaping	9,431	9,473	11,000	9,500	11,000	1,500	16%
90009 Pest Control	1,053	1,002	1,450	1,000	1,500	500	50%
90010 Security System	1,168	1,671	2,000	2,000	2,000	-	0%
90011 Heat/Ventilation/Air Conditioning	6,334	7,059	10,500	13,000	15,000	2,000	15%
90012 Interior Building Repair & Maint. <i>Design and construct secondary exit from dispatch center; Annual backup power supply (UPS) and elevator maintenance</i>	20,464	23,564	29,050	20,000	37,550	17,550	88%
90013 Exterior Building Repair & Maint. <i>Maintenance for mechanical gates, drainage upgrades, exterior lighting</i>	7,206	10,593	18,500	10,000	10,000	-	0%
<b>Total Police Station Operation</b>	<b>117,458</b>	<b>130,809</b>	<b>156,130</b>	<b>134,800</b>	<b>164,300</b>	<b>29,500</b>	<b>22%</b>



**807 CORPORATION YARD**

				[a]	[b]	[b]-[a]	[b]/[a]-1
<b>CORPORATION YARD (11-807)</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19 Final</b>	<b>2018-19</b>	<b>2019-20</b>	<b>Change in Budget</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>\$</b>	<b>%</b>
<b>Facility Operations</b>							
90001 Telephone/Internet Services	965	1,284	1,500	1,500	1,575	75	5%
90002 Gas and Electricity	2,862	2,492	3,150	3,150	3,300	150	5%
90003 Water	950	1,129	1,350	2,200	2,300	100	5%
90006 Supplies	501	795	1,000	1,150	1,200	50	4%
90007 Janitorial Services	6,253	6,524	7,150	9,300	8,000	(1,300)	-14%
90008 Landscaping	2,214	2,316	2,550	2,700	2,850	150	6%
90009 Pest Control	787	779	840	840	850	10	1%
90011 Heat/Ventilation/Air Conditioning	-	-	300	300	300	-	0%
90012 Interior Building Repair & Maint. <i>Replace electrical subpanels</i>	907	5,739	11,500	10,000	8,000	(2,000)	-20%
90013 Exterior Building Repair & Maint. <i>Replace six exterior doors</i>	853	1,262	5,000	3,500	4,000	500	14%
<b>Total Corporation Yard Operation</b>	<b>16,292</b>	<b>22,320</b>	<b>34,340</b>	<b>34,640</b>	<b>32,375</b>	<b>(2,265)</b>	<b>-7%</b>

**EXPENDITURE DETAIL**

**(CONT)**



**808 TOWN OF COLMA CREEKSIDE VILLAS**

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
<b>CREEKSIDE VILLAS (11-808, 83-808)</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>\$</b>	<b>%</b>
<b>Facility Revenues</b>							
34021 Senior Housing Rents	190,045	189,823	-	-	-	-	n/a
34021 Senior Housing Rents	-	-	190,000	190,000	190,000	-	0%
<b>Total Creekside Villas Revenues</b>	<b>190,045</b>	<b>189,823</b>	<b>190,000</b>	<b>190,000</b>	<b>190,000</b>	<b>-</b>	<b>0%</b>
<b>Facility Operations</b>							
90002 Telephone/Internet Services	3,116	3,819	4,200	3,300	3,300	-	0%
90003 Gas and Electricity	8,164	13,154	8,000	12,350	8,000	(4,350)	-35%
90006 Water	-	162	200	200	200	-	0%
90007 Janitorial Services	1,890	1,991	2,200	2,200	2,450	250	11%
90008 Landscaping	9,354	9,456	10,650	11,032	11,500	468	4%
90009 Pest Control	2,456	4,129	2,400	4,000	2,600	(1,400)	-35%
90010 Security System	1,529	1,621	2,400	2,600	2,600	-	0%
90011 Heat/Ventilation/Air Conditioning	6,320	2,129	7,250	4,000	4,000	-	0%
90012 Interior Building Repair & Maint. <i>Property manager recommended repairs and replacement of interior carpet, appliance, window coverings, plumbing fixtures</i>	21,802	18,721	25,000	25,000	30,000	5,000	20%
90013 Exterior Building Repair & Maint. <i>Property manager recommended improvements to hardscape, painting, fountain, exterior furnishings</i>	5,639	4,130	15,000	15,000	15,000	-	0%
90015 Property Management	18,681	18,461	18,000	18,000	18,900	900	5%
<b>Total Creekside Villas Operation</b>	<b>78,951</b>	<b>77,773</b>	<b>95,300</b>	<b>97,682</b>	<b>98,550</b>	<b>868</b>	<b>1%</b>
<b>Total General Fund Subsidy</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>

**EXPENDITURE DETAIL**

**(CONT)**



**809 VERANO**

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
VERANO (11-809, 83-809)	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Facility Revenues</b>							
34026 Verano 1065 Mission Rd. Rent	5,888	4,276	-	-	-	-	n/a
34026 Verano 1065 Mission Rd. Rent	-	-	5,500	3,700	3,700	-	0%
<b>Total Verano Revenues</b>	<b>5,888</b>	<b>4,276</b>	<b>5,500</b>	<b>3,700</b>	<b>3,700</b>	<b>-</b>	<b>0%</b>
<b>Facility Operations</b>							
90012 Interior Building Repair & Maint. <i>Miscellaneous minor interior repairs and maintenance</i>	1,370	-	1,500	500	1,500	1,000	200%
90015 Gas and Electricity	4,087	4,061	4,210	4,210	4,400	190	5%
<b>Total Verano Operation</b>	<b>5,457</b>	<b>4,061</b>	<b>5,710</b>	<b>4,710</b>	<b>5,900</b>	<b>1,190</b>	<b>25%</b>
<b>Total General Fund Subsidy</b>	<b>-</b>	<b>-</b>	<b>210</b>	<b>1,010</b>	<b>2,200</b>	<b>1,190</b>	<b>118%</b>



**810 BARK PARK**

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
BARK PARK (11-810)	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Facility Operations</b>							
90003 Telephone/Internet Services	1,191	978	1,750	1,750	1,750	-	0%
90008 Gas and Electricity	3,414	3,516	4,400	4,400	4,650	250	6%
90009 Pest Control	175	-	600	600	750	150	25%
90013 Exterior Building Repair & Maint. <i>Miscellaneous minor exterior repairs and maintenance</i>	3,382	-	2,500	2,500	2,500	-	0%
<b>Total Bark Park Operation</b>	<b>8,162</b>	<b>4,494</b>	<b>9,250</b>	<b>9,250</b>	<b>9,650</b>	<b>400</b>	<b>4%</b>

**EXPENDITURE DETAIL**

**(CONT)**



**812 GUN RANGE**

		2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
<b>GUN RANGE (11-812)</b>		Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
<b>Facility Operations</b>								
90006	Telephone/Internet Services <i>Range improvements</i>	23	-	500	500	500	-	0%
90014	Gas and Electricity <i>Portosan rental</i>	1,703	1,841	7,000	7,000	5,000	(2,000)	-29%
<b>Total Gun Range Operation</b>		<b>1,726</b>	<b>1,841</b>	<b>7,500</b>	<b>7,500</b>	<b>5,500</b>	<b>(2,000)</b>	<b>-27%</b>

**DEPARTMENT**                      **PUBLIC WORKS & PLANNING**  
**DIVISION:**                        **PLANNING**  
**FUNCTION:**                       **COMMUNITY DEVELOPMENT**  
**FUNDING SOURCE:**            **GENERAL FUND (#11)**

## **DIVISION DESCRIPTION**

The Planning Division is responsible for Advanced (long range) Planning, Current Planning (application processing), Climate Action, Economic Development and Neighborhood Services. The Planning staff, in



partnership with other Town staff, residents and the business community, implements the community vision for the physical development of Colma, as described in the General Plan. Specific activities include: preparing planning studies to update policies and regulations in light of changing laws and conditions to

ensure Colma continues to be a desirable community in which to live, work, visit and recreate; coordination with or participation in County and regional planning efforts to represent Colma's interests; reviewing development proposals to ensure high quality and compatible development; reviewing all building permits for compliance with zoning requirements; enforcing codes and promoting property maintenance; and providing public information about planning and development.

## **STAFFING**

The Town contracts with CSG Consultants for planning services – partially offset by fees. Professional contract staff, including the City Planner, an Assistant Planner, a Sustainability Manager, a Code Enforcement Officer and a Planning Technician, are available to assist the Town on an as-needed basis.

## **ACCOMPLISHMENTS/GOALS**

During 2018-19, the Division:

- Prepared policy documents and reports for City Council consideration including: Smoking Ordinance Study Sessions and residential and commercial ordinances; designation of the Town as a Tree City USA; A General Plan Amendment to add the Local Hazard Mitigation Plan (LHMP) to the Safety Element; Housing fund use ordinance and Housing Endowment and Regional Trust (HEART) loan; and participation in the cost of services study.
- Continued work on sections of the General Plan.
- Selected environmental and General Plan on-call consultants.
- Continued participation in regional meetings: Grand Boulevard Initiative, Regionally Integrated Climate Action Planning Suite (RICAPS), County Stormwater Committees, Sea Level Rise, Bay Area Planning Directors Association, 21 Elements Housing, etc.

- Processed staff level and development applications including the Medical Office at 1055 El Camino Real.
- Wrote articles for the Colma Works newsletter.
- Continued work to update the Climate Action Plan.
- Commented on City of Daly City development activities affecting Colma.
- Continued work with property owners to resolve property maintenance issues.
- Coordinated and participated in the Serramonte Boulevard/Collins Avenue streetscape plan.
- Began work with Public Works Staff on El Camino Real Plan.
- Helped coordinate an auto dealer's working group meeting, two cemetery manager's work group meetings, and a business recognition lunch.
- Worked with City Attorney on new sidewalk vending ordinance.

For 2019-20, the Division will:

- Participate in activities related to the 2020 Census.
- Work with Public Works Staff on El Camino Real Plan.
- Continue the General Plan Update (991).
- Initiate preparation of the General Plan Environmental Impact Report (EIR).
- Consider Local Hazard Mitigation Plan implementation items.
- Continue to monitor legislation and propose ordinance amendments, if required.
- Work with City Attorney on small cellular ordinance.
- Continue to process development and administrative applications.
- Monitor and review plans, development proposals and environmental documents of surrounding communities and utility companies to assure that the interests of the Town are considered.
- Present the revised Climate Action Plan.
- Participate in staff committees for Business Recognition, Cemetery working group, Auto working group etc.
- Complete the Green Infrastructure Plan.
- Continue coordination with BART on the SSF BART access study.



## PERFORMANCE MEASURES

Department Duties / Programs	2016-17 Actual	2017-18 Actual	2018-19 Estimated	2019-20 Proposed
Business registrations reviewed	255	252	205	215
Code compliance cases opened (does not include first and second notices)	8	5	3	5
Permits issued administratively: Sign Permit, Temporary Banner Permits, Temporary Use Permits, Administrative Use Permit, Tree Removal Permit and Home Office Permit	22	46	24	22
Permits requiring Council approval: Major Design Review, Variance, Planned Development, Major Use Permit, Parcel Map, Subdivision, Recycler's Permit	8	5	1	4
Percentage of permits completed in compliance with Permit Streamlining Requirements	100%	100%	100%	100%

## BUDGET HIGHLIGHTS

	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a] 2018-19 Estimated	[b] 2019-20 Proposed	[b]-[a] Change in Budget \$	[b]/[a]-1 %
<b>PLANNING (11-410)</b>							
Department Expenditures	470,800	443,698	515,950	354,900	497,420	142,520	40%
Department Revenues	(135,023)	(74,246)	(103,840)	(30,880)	(168,634)	(137,754)	446%
<b>General Fund Subsidy / (Tax)</b>	<b>335,777</b>	<b>369,452</b>	<b>412,110</b>	<b>324,020</b>	<b>328,786</b>	<b>4,766</b>	<b>1%</b>

Similar to the Public Works Engineering and Building Division, the Planning Division collects permit revenues for plan review and building inspection services. The Department completed a comprehensive cost of service study for planning, building and engineering services, which resulted in new permit and inspection fees and charges. The increased permit fees, charges and hourly rates plus anticipated major commercial projects seeking planning services in FY 2019-20 are the reason for the increase in the projected FY 2019-20 departmental revenues of \$137,754 to \$168,634.

For operating expenditures, the Division's FY 2019-20 Proposed Budget is \$497,420, which is \$142,520 more than FY 2018-19 Estimated Actual. The main increase is in General Planning Services (71008), an increase of \$99,000 from \$150,000 in FY 2018-19 Estimated Actuals to \$249,000 for FY 2019-20 Proposed Budget. The General Planning Services budget and actuals depend on the number and magnitude of planning review and application process. For FY 2018-19, one of the anticipated commercial projects was delayed. For FY 2019-20, the Division projects the delayed project plus a new major commercial project to begin.

Other increases are in Sustainability Services (71013) and Code Amendments and Legal Mandates (71022). The increase in cost is associated with more demand for services to amend the Town's General Plan and comply with changes in State and Federal housing and environmental regulations.

## REVENUE DETAIL

PLANNING (11-410)		2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
					2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Revenues</b>								
31114	Business License Taxes	6,650	7,000	7,000	13,979	13,979	-	0%
32012	Lot Line Adjustment	-	-	5,000	-	5,000	5,000	n/a
32014	Use Permits	25,094	56,722	19,000	8,000	13,400	5,400	68%
32015	Variance Permits	-	-	-	3,000	6,255	3,255	109%
32016	Sign Permits	2,522	2,650	3,140	1,700	4,000	2,300	135%
32017	Tree Removal Permits	2,370	2,844	1,400	1,255	4,000	2,745	219%
32018	CEQA Fees	90,748	2,105	8,200	1,003	100,000	98,997	9870%
32019	Design Reviews	7,639	2,925	10,100	1,943	10,000	8,057	415%
37030	Other Reimbursements	-	-	50,000	-	12,000	12,000	n/a
<b>Total Department Revenues</b>		<b>135,023</b>	<b>74,246</b>	<b>103,840</b>	<b>30,880</b>	<b>168,634</b>	<b>137,754</b>	<b>446%</b>

## EXPENDITURE DETAIL

PLANNING (11-410)		2016-17 Actual	2017-18 Actual	2018-19 Final Budget	[a]	[b]	[b]-[a]	[b]/[a]-1
					2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<b>Contractual</b>								
71007	General Planning Administrative Support <i>Department administration support; City Council meetings; Leadership Team &amp; other meetings; Budget management &amp; oversight</i>	34,648	36,741	39,000	34,000	41,020	7,020	21%
71008	General Planning Services <i>Providing public information; Mandatory commercial recycling; Zoning/Compliance for building permits; Discretionary permit processing; Environmental review -CEQA; Ensure compliance with Mitigation Measures; Business registration program</i>	251,189	219,398	258,000	150,000	249,000	99,000	66%
71009	Advanced Planning Services <i>Strategic planning; Grand Boulevard Initiative; Assist with Economic Development Plan; Census 2020; 21 Elements Housing meetings; Monitoring Daly City and SSF Development; Serramonte Boulevard Beautification; Consultants and Fish &amp; Game posting fees; Newsletters/Articles; Chamber events; NPDES - New Development Meetings Community Relations; Attendance at regional meetings</i>	46,113	54,298	48,500	75,400	75,400	-	0%

**EXPENDITURE DETAIL**

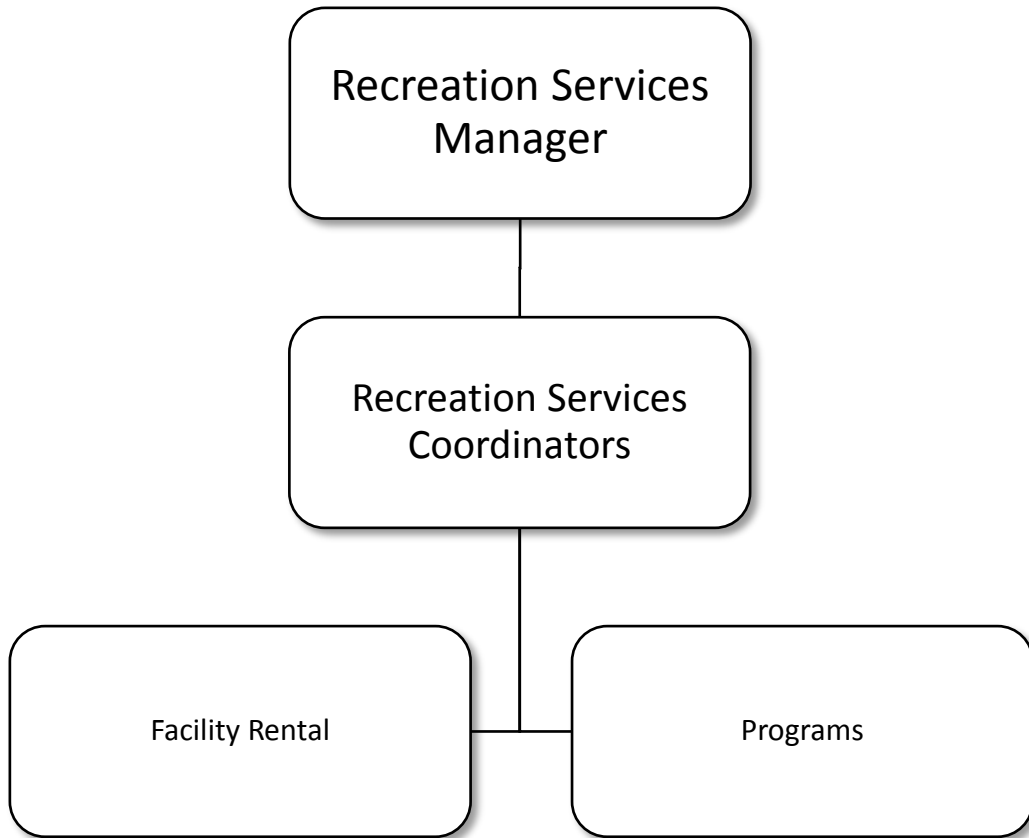
**(CONT)**

					[a]	[b]	[b]-[a]	[b]/[a]-1
PERMITS (11-Use)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Contractual</b>								<b>(Cont.)</b>
71012	Neighborhood Services <i>Code enforcement; Neighborhood improvement; Permit compliance; Weed abatement</i>	26,246	26,295	24,860	14,500	20,000	5,500	38%
71013	Sustainability Services <i>Climate Action Plan implementation; Internal Staff coordination and outreach; Participation in Regionally Integrated Climate Action Planning Suite (RICAPS) program; Business outreach and education; Residential outreach</i>	50,931	58,523	55,000	35,000	52,000	17,000	49%
71022	Code Amendments and Legal Mandates <i>Ordinance amendments; Local Hazard Mitigation Plan implementation; General Plan and Housing Element annual report; Legal mandate implementation</i>	61,673	48,443	90,590	46,000	60,000	14,000	30%
<b>Total Contractual</b>		<b>470,800</b>	<b>443,698</b>	<b>515,950</b>	<b>354,900</b>	<b>497,420</b>	<b>142,520</b>	<b>40%</b>
<b>Total Non-Personnel Cost</b>		<b>470,800</b>	<b>443,698</b>	<b>515,950</b>	<b>354,900</b>	<b>497,420</b>	<b>142,520</b>	<b>40%</b>
<b>Total Planning</b>		<b>470,800</b>	<b>443,698</b>	<b>515,950</b>	<b>354,900</b>	<b>497,420</b>	<b>142,520</b>	<b>40%</b>



# Recreation

# Recreation Services Department



**DEPARTMENT**                      **RECREATION SERVICES DEPARTMENT**  
**FUNCTION:**                      **RECREATION**  
**FUNDING SOURCE:**              **GENERAL FUND (#11)**

**DEPARTMENT DESCRIPTION**

The Recreation Services Department provides programs, activities and events for Colma residents of all age groups ranging from infants to seniors at two park facilities: Colma Historical Park & Community Center and Sterling Park. Program elements include: Fitness, Enrichment, Special Events, Cultural Events, Sporting Events, Trips and Community Events. It is the goal of the Recreation Services Department to offer a balanced program ensuring all elements are offered to all age groups throughout the fiscal year.



Recreation program fees are subsidized using a system that provides a greater discount for programs that serve the community versus programs that serve the individual. The policy-based system was approved by the City Council in 2011 and the Department has typically recovered 12%-14% of department costs, including the recreation facilities maintenance budgets. In 2018-19, the Department is projected to recover 14% of department costs, including the recreation facilities maintenance budgets.

The Department has experienced an increase in program participation every year beginning in 2012-13. The increase is attributed to more in-house activities and community-based programming, ensuring opportunities for all populations.

The 2014-2016 and 2017-2019 Strategic Plans call for the coordination and implementation of more community-based programming and additional recreation opportunities for the Teen population. Since 2014, the Department has developed the following community-based programs and Teen activities: Halloween House Decorating Contest, Holiday House Decorating Contest, Super Bowl Party, Summer Concert Series, Friday Night Lights, Teen Center hours at Sterling Park, Teen L.E.Y.P program, Colma Community Fair and Bike Rodeo, Cinema at the Cemetery, Parol Lantern Workshop, Annual Holiday Tree Lighting, and Día De Los Muertos Festival.

**STAFFING**

The staffing for this Department includes one Recreation Manager, two Recreation Coordinators, 3.5 FTE in part-time Facility Attendants and 4.0 FTE in part-time Recreation Leaders.



## ACCOMPLISHMENTS/GOALS

During 2018-19, the Recreation Services Department:

- Coordinated the annual Adult Holiday Event and Town Picnic.
- Developed more community-based and teen programming:
  - Colma Community Fair;
  - Annual Holiday Tree Lighting;
  - Dia De Los Muertos Festival;
  - Cinema at the Cemetery;
  - Citizenship Workshops;
  - College Application Workspace; and
  - Study Lounge
- Surpassed the service level (offered more programs and increased participation levels) from 2017-18.



For 2019-20, the Recreation Services Department will:

- Coordinate the annual Adult Holiday Event.
- Market the community center to the cemeteries to increase after service reception rentals.
- Maintain the same service level (offer the same number of programs and meet participation levels) as 2018-19.
- Continue to develop and offer more community-based and teen programming including:
  - Dia De Los Muertos festival in collaboration with a local cemetery;
  - Cinema in the Cemetery Movie Series;
  - Ghost Run 5K Walk/Run;
  - Continue collaboration with Colma PD L.E.Y.P
  - Collaborate with Supervisor Canepa on becoming and Age Friend City in Mateo County;
  - And increase overall customer service rating from 2018-19.





## PERFORMANCE MEASURES

Since 2013-14, the Recreation Services Department has offered approximately 120 programs with an average of 5,501 residents participating annually.

Fiscal Year	Number of Programs Offered	Program Participation
2014-15 Actual	131	5,356
2015-16 Actual	121	5,757
2016-17 Actual	125	5,600
2017-18 Actual	130	5,874
2018-19 Estimated	134	5,900
2019-20 Proposed	137	6,000

### Customer Service Overall Rating

In December 2018, the Recreation Services Department conducted its annual survey seeking resident feedback for programs, facilities and customer service. According to survey results, overall resident satisfaction was maintained in 2018-19.

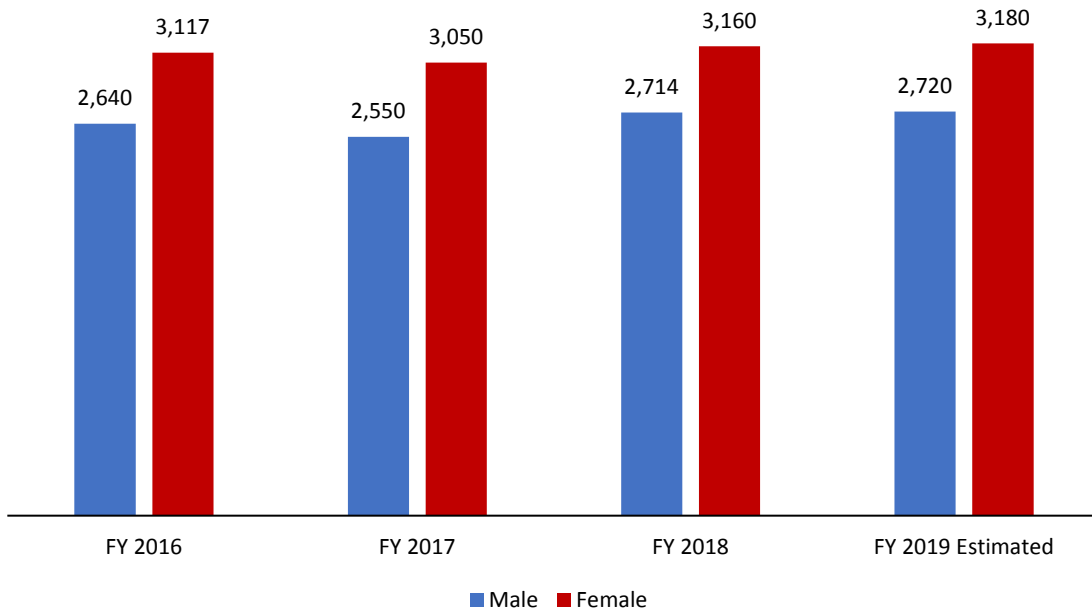
Department Goals	2016-17 Actual	2017-18 Actual	2018-19 Estimates	2019-20 Proposed
Maintain Annual Customer Service Survey Overall Rating of 9.0 <sup>1</sup> or better	9.4	9.0	9.0	9.5

<sup>1</sup> On a scale of one (poor) to ten (exceed expectations).

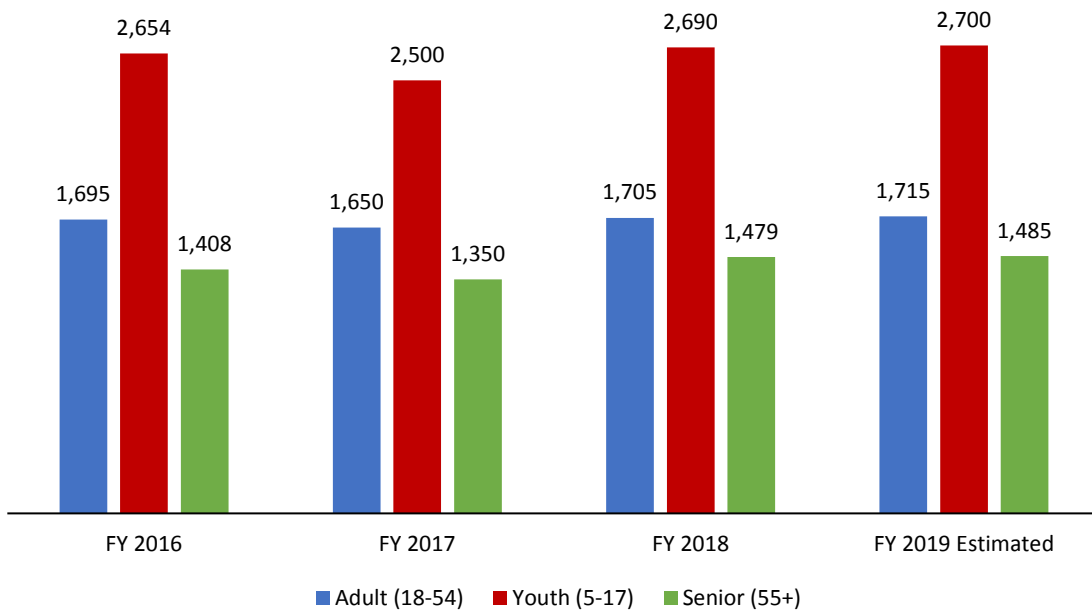
### Program Demographics

The Recreation Services Department follows recreation program policies set forth in the Administrative Code. These policies direct staff to develop activities for all demographics in all program elements. Below are graphs that show how the Department has satisfied the Recreation Department Program Guidelines with equitable programming and participation over the past few years. The Department will continue to meet these goals by developing programming attractive to both genders and all age groups.

## Participation by Gender



## Participation by Age



## BUDGET HIGHLIGHTS

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
RECREATION (11-510)	Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
Department Expenditures	954,007	981,110	1,025,840	1,035,144	1,115,908	80,764	8%
Department Revenues	(139,969)	(142,078)	(138,570)	(152,223)	(157,223)	(5,000)	3%
<b>General Fund Subsidy / (Tax)</b>	<b>814,038</b>	<b>839,032</b>	<b>887,270</b>	<b>882,921</b>	<b>958,685</b>	<b>75,764</b>	<b>9%</b>

The Recreation Department collects fees to offset a portion of rental and program costs. For FY 2018-19, the recreation program and rental revenues of \$152,223 exceeded the original projection of \$138,570 and it is a result of increased demands in summer camp and facility rentals. The FY 2019-20 revenues are projected to be the same as FY 2018-19.

As for expenditures, the FY 2019-20 Proposed Budget of \$1,115,908 for Recreation Department is \$80,764 or 8% more than the FY 2018-19 Estimated Actuals. The main contributors are as follows:

- \$25,048 increase in Salaries & Wages as its related to City Council approved Cost of Living Adjustments, new part-time wages, and other compensations.
- \$25,860 increase in Benefits is related to rising pension cost and supplemental contribution to the PARS Pension Trust, per the 2018 Unfunded Liabilities Funding Strategy.
- \$11,721 increase in Recreation Expenses is to provide additional programs and special events to enhance community comradery.
- \$6,000 increase in Contractual Services is linked to additional wellness and enhancement classes to youth, adults and seniors.
- \$9,137 increase in Vehicle Replacement (Account 60025) is to ensure adequate funding for future vehicle replacement.

## REVENUE DETAIL

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
RECREATION (11-510)	Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
<b>Revenues</b>							
34024 Recreation Facility Rents	68,898	62,878	62,000	66,793	66,793	-	0%
34028 A/V Equipment Rental	900	670	800	800	800	-	0%
36401 Recreation & Park Fees	41,664	39,744	44,000	44,000	44,000	-	0%
36403 Shows, Tickets, Trip Fees	5,254	4,508	6,000	6,000	6,000	-	0%
36404 Holiday Fees	3,788	3,477	3,700	3,700	3,700	-	0%
36406 Summer Camp Fees	19,394	30,448	22,000	30,860	35,860	5,000	16%
36410 Historical Association	71	353	70	70	70	-	0%
<b>Total Department Revenues</b>	<b>139,969</b>	<b>142,078</b>	<b>138,570</b>	<b>152,223</b>	<b>157,223</b>	<b>5,000</b>	<b>3%</b>

## EXPENDITURE DETAIL

					[a]	[b]	[b]-[a]	[b]/[a]-1
RECREATION (11-510)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Salaries &amp; Wages</b>								
51002	Full-time Staff <i>Recreation Services Manager; two Recreation Services Coordinators</i>	249,434	232,499	243,200	247,387	270,711	23,324	9%
51003	Part-time Staff <i>Recreation Leaders (4.0 FTE); Facility Attendants (3.5 FTE)</i>	178,192	195,638	190,000	196,901	210,000	13,099	7%
51004	Comp Time	1,683	939	2,200	7,497	2,000	(5,497)	-73%
51005	Overtime	164	611	2,000	5,000	2,000	(3,000)	-60%
51006	Workers Comp, Disability & 4850	-	-	-	61	-	(61)	-100%
51008	Vacation/Sick/Comp Time Payoff <i>Annual vacation buyback and contribution to Accrued Leave Payout Reserve</i>	1,481	5,647	-	5,500	2,133	(3,367)	-61%
51009	Deferred Compensation	3,013	2,813	3,600	3,050	3,600	550	18%
<b>Total Salaries &amp; Wages</b>		<b>433,967</b>	<b>438,147</b>	<b>441,000</b>	<b>465,396</b>	<b>490,444</b>	<b>25,048</b>	<b>5%</b>
<b>Benefits</b>								
52001	Pers Misc. Employees <i>Annual pension contribution to CalPERS and Pension Trust.</i>	42,357	39,829	20,300	19,681	40,877	21,196	108%
52007	Health	45,007	43,526	48,300	46,385	47,247	862	2%
52008	Dental	6,211	5,834	6,400	6,804	6,804	-	0%
52009	Life Insurance	181	171	400	198	198	-	0%
52011	Vision	828	762	1,600	936	936	-	0%
52012	Health Club	-	-	-	235	564	329	140%
52014	Social Security - Employer	26,255	26,098	28,200	24,240	31,817	7,577	31%
52015	Medicare - Employer	6,271	6,284	6,600	5,669	7,445	1,776	31%
52017	Retirees Health	63,312	80,604	84,100	84,100	75,478	(8,622)	-10%
52018	Retiree Dental	3,828	5,148	5,400	5,400	8,013	2,613	48%
52019	Retirement Health Savings	-	409	500	1,079	1,208	129	12%
<b>Total Benefits</b>		<b>194,250</b>	<b>208,665</b>	<b>201,800</b>	<b>194,727</b>	<b>220,587</b>	<b>25,860</b>	<b>13%</b>
<b>Total Personnel Cost</b>		<b>628,217</b>	<b>646,812</b>	<b>642,800</b>	<b>660,123</b>	<b>711,031</b>	<b>50,908</b>	<b>8%</b>

# EXPENDITURE DETAIL

(CONT)

			[a]	[b]	[b]-[a]	[b]/[a]-1	
RECREATION (11-510)	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Supplies &amp; Services</b>							
60002	Office Supplies	2,825	2,648	3,500	3,500	3,500	- 0%
60003	Postage <i>LiveWire &amp; Borchure</i>	5,500	5,225	5,500	5,500	5,500	- 0%
60004	Computer Expenses & Services <i>Adobe In-Design Annual Subscription; Sophos Upgrade; Public workstation at Sterling Park</i>	4,039	7,715	6,500	6,500	6,500	- 0%
60005	Special Department Expense <i>Uniforms; First aid; Small supplies and tools for both facilities</i>	6,305	2,748	5,000	5,000	5,000	- 0%
60006	Printing <i>Brochures; Business cards; Program materials</i>	5,896	5,754	6,000	6,000	6,000	- 0%
60008	Dues & Publications <i>CPRS, MMANC, ICMA, BMI, SEASAC, ASCAP</i>	2,601	1,734	2,000	2,000	2,500	500 25%
60009	Bank/Credit Card Charges	5,458	5,472	5,800	5,800	5,800	- 0%
60010	Conferences & Meetings <i>CPRS, MMANC, Meeting supplies for Community Center</i>	10,554	7,795	8,500	9,000	11,000	2,000 22%
60011	Communications <i>DSL Lines to both facilities; Comcast HD for Community Center</i>	6,391	6,849	6,500	6,500	6,500	- 0%
60013	Auto Expense	1,019	629	1,500	1,500	1,500	- 0%
60014	Equipment Rental <i>Copier lease</i>	7,886	7,336	7,400	8,400	8,400	- 0%
61003	Tuition Reimbursement	-	248	1,000	1,000	1,000	- 0%
<b>Total Supplies &amp; Services</b>		<b>58,474</b>	<b>54,153</b>	<b>59,200</b>	<b>60,700</b>	<b>63,200</b>	<b>2,500 4%</b>
<b>Recreation Expenses</b>							
62001	Community Services <i>Clean Up Day; Community Fair; Garage Sale; Holiday Craft Night</i>	9,961	15,830	20,000	20,000	22,500	2,500 13%
62002	Picnic <i>Food, Entertainment, Supplies</i>	16,675	18,478	18,000	19,479	19,000	(479) -2%
62003	Holiday Events <i>Food, Entertainment, Centerpieces, Invitations, Transportation, Supplies</i>	24,222	31,903	34,500	33,400	34,500	1,100 3%
62004	Day Camp <i>Summer; Thanksgiving; Winter; Ski week; &amp; Spring</i>	23,683	24,389	25,000	24,500	28,000	3,500 14%
62006	Cultural Events <i>Cirque du Soleil or Theater Show</i>	3,910	4,520	4,000	3,200	3,200	- 0%
62007	Sporting Events <i>Baseball tickets</i>	3,349	1,774	2,000	2,400	2,000	(400) -17%

# EXPENDITURE DETAIL

(CONT)

				[a]	[b]	[b]-[a]	[b]/[a]-1	
RECREATION (11-510)	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget		
	Actual	Actual	Budget	Estimated	Proposed	\$	%	
<b>Recreation Expenses</b>							<b>(Cont)</b>	
62008	Teen Events <i>Teen Commission; Holiday Trip; Halloween Trip; Summer Trips</i>	7,698	3,377	10,000	6,500	10,000	3,500	54%
62009	Children Events <i>Breakfast with Santa; Halloween Events; Eggstravaganza; Summer Youth Trips</i>	4,100	2,942	6,000	6,000	5,000	(1,000)	-17%
62010	Convalescent Holiday Program	-	431	-	-	-	-	n/a
62011	Recreation Programs <i>Adult &amp; Senior in-house programming; After school programs; Summer concerts; Commercial air time and development; Adult &amp; Senior trips</i>	56,213	63,551	61,000	66,000	69,000	3,000	5%
<b>Total Recreation Expenses</b>		<b>149,811</b>	<b>167,195</b>	<b>180,500</b>	<b>181,479</b>	<b>193,200</b>	<b>11,721</b>	<b>6%</b>
<b>Contractual</b>								
71010	Consulting/Contract Services <i>Instructors - Yoga, Zumba, Music programs; Tae Kwon Do; Cooking classes; Kumon; Lego camp; Boot camp fitness</i>	117,285	107,082	122,000	119,000	125,000	6,000	5%
<b>Total Contractual</b>		<b>117,285</b>	<b>107,082</b>	<b>122,000</b>	<b>119,000</b>	<b>125,000</b>	<b>6,000</b>	<b>5%</b>
<b>Capital Outlay</b>								
60025	Vehicle Replacement (ISF)	-	-	4,340	4,340	13,477	9,137	211%
80001	Equipment Purchases <i>New Office Desk Configuration; Organizational Office Shelving; Staff Refrigerator</i>	220	5,868	17,000	9,502	10,000	498	5%
<b>Total Capital Outlay</b>		<b>220</b>	<b>5,868</b>	<b>21,340</b>	<b>13,842</b>	<b>23,477</b>	<b>9,635</b>	<b>70%</b>
<b>Total Non-Personnel Cost</b>		<b>325,790</b>	<b>334,298</b>	<b>383,040</b>	<b>375,021</b>	<b>404,877</b>	<b>29,856</b>	<b>8%</b>
<b>Total Recreation</b>		<b>1,582,224</b>	<b>1,627,922</b>	<b>1,668,640</b>	<b>1,695,267</b>	<b>1,826,939</b>	<b>131,672</b>	<b>8%</b>

# **Capital Improvement Plan**





# FY 2019-20 Capital Improvement Plan Overview

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## COLMA CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) is a planning document that covers the construction and maintenance of major projects and facilities as well as major studies. The CIP also serves as a budget that provides the means to pay for these projects.

The Town of Colma adopted a new Five-Year Capital Improvement Plan for FY 2019-20 through FY 2023-24. The projects listed in this section came from that adopted plan. For brevity, only projects with activities in FY 2019-20 are listed in this section. A full list of projects is available on page 149 and the adopted 5-Year Capital Plan is available on the Town's Website under the Finance page:

[www.colma.ca.gov/documents/2019-2024-capital-improvement-program/](http://www.colma.ca.gov/documents/2019-2024-capital-improvement-program/)

## CIP Project Categories

Colma's Capital Improvement Plan (CIP) lists projects in four distinct categories:

1. Streets, Sidewalks, Bikeways
2. Sewers & Storm Drains
3. City Facilities & Long-Range Plans
4. Major Equipment, Technology & Fleet

## Project Status

The project status is shown on each capital project. The statuses are **Active**, **Closed** or **Unfunded**.

- **Active** - existing or new CIP projects that have available funding and activities (spending) in FY 2019-20.
- **Closed** - CIP projects that have been completed or have been closed out. These projects will only appear in future CIP budgets if they have project expenditures during the prior three years.
- **Unfunded** - CIP projects that are Town priorities but are currently without budgeted funds. Unfunded projects will be reviewed annually during the Town Budget process to see if funds are available for construction and if the proposed projects are ready to move from the Unfunded to the Budgeted projects list.

This will provide more clarity in the Capital Improvement budget. It will also identify projects that are budgeted, projects that are ready to be closed (and dropped from future CIP budgets) and future projects that are currently unfunded today but are in the developmental stage awaiting conceptual design approval, plans and specifications and additional funding from the Town and/or outside sources.

## FY 2019-20 Capital Improvement Plan Highlights

The FY 2019-20 Proposed CIP includes 17 projects with a total budget of a little \$3.0 million, with \$1.4 million expected to be spent in FY 2019-20 and \$1.6 million to be carried over to following fiscal years. The FY 2019-20 Total Project Budget is roughly half the size of the prior year's CIP of \$8.2 million. The most significant of the past CIP projects being the Town Hall Campus Renovation project.

As shown below, the Total FY 2019-20 Project Budget is \$3,008,524 and is made up of \$1,895,884 of the unspent budget carried over to FY 2019-20 and \$1,112,640 of new funding requests. Of the 17 Active Projects, Mission Road Bicycle and Pedestrian Improvement Program (903), Financial Software Replacement (965) and Equipment Purchase and Replacement (984) are expected to have carryover project budget into FY 2020-21. All other projects are expected to be completed within FY 2019-20.

Unlike the operating budget, the unspent capital budget will be carried over from year to year until the project is complete. Since the Spring and Summer of each year is when capital improvement activities increase, the FY 2019-20 Carryover is an estimation. Actual carryover will vary based on actual spending through June 30, 2019.

Active Projects	Project Category	2019-20 Carryover	2019-20 New Funding	2019-20 Project Budget	2019-20 Budgeted Expenditure
Annual Roadway Rehabilitation and Preventative Maintenance Program (906)	1	\$ 0	\$ 150,000	\$ 150,000	\$ 150,000
El Camino Real Bicycle and Pedestrian Improvement Plan (914)	1	150,000	0	150,000	150,000
Lawndale and El Camino Real Landscape and Median (956)	1	0	30,000	30,000	30,000
Mission Road Bicycle and Pedestrian Improvement Program (903)	1	1,454,900	0	1,454,900	115,000
Serramonte Blvd/Collins Ave Master Plan (913)	1	21,754	0	21,754	21,754
Sterling Park Residential Streetlight Replacement Plan (926)	1	0	15,000	15,000	15,000
Colma Creek Channel Repairs (934)	2	0	25,000	25,000	25,000
Storm Drain System Assessment and Mapping (972)	2	0	70,000	70,000	70,000
Creekside Villa Repair and Painting (952)	3	0	95,000	95,000	95,000
General Plan Update (991)	3	239,230	0	239,230	239,230
Recreation Operation and Facility Master Plan (995)	3	0	50,000	50,000	50,000
Financial Software Replacement (965)	4	0	50,000	50,000	15,000
IT Infrastructure Upgrades (986)	4	0	50,000	50,000	50,000
Parking Permit Software (981)	4	0	50,000	50,000	50,000
Records Management System (989)	4	30,000	0	30,000	30,000
Vehicle Replacement Schedule (987)	4	0	277,640	277,640	277,640
Equipment Purchase and Replacement (984)	4	0	250,000	250,000	50,000
<b>Total Active Projects (17)</b>		<b>\$ 1,895,884</b>	<b>\$ 1,112,640</b>	<b>\$ 3,008,524</b>	<b>\$ 1,433,624</b>

# Project Summary Listing

Active Projects	Total Project Cost	2018/19 and Prior	2019/20 Budget	2020-2024 Projected	Future/Unfunded
<b>Streets, Sidewalks, and Bikeways</b>					
Annual Roadway Rehabilitation and Preventative Maintenance Program (906)	\$ 917,900	\$ 0	\$ 150,000	\$ 767,900	\$ 0
El Camino Real Bicycle and Pedestrian Improvement Plan (914)	225,000	75,000	150,000	0	0
Lawndale and El Camino Real Landscape and Median (956)	2,830,000	0	30,000	200,000	2,600,000
Mission Road Bicycle and Pedestrian Improvement Program (903)	1,608,500	153,600	115,000	1,339,900	0
Serramonte Blvd/Collins Ave Master Plan (913)	400,000	378,246	21,754	0	0
Sterling Park Residential Streetlight Replacement Plan (926)	15,000	0	15,000	0	0
<b>Sewers &amp; Storm Drains</b>					
Colma Creek Channel Repairs (934)	25,000	0	25,000	0	0
Storm Drain System Assessment and Mapping (972)	210,000	0	70,000	140,000	0
<b>City Facilities &amp; Long-Range Plans</b>					
Bark Park Upgrades (962)	95,000	0	0	95,000	0
Colma Museum Facility Repair and Painting (951)	75,000	0	0	75,000	0
Creekside Villa Repair and Painting (952)	95,000	0	95,000	0	0
Facility Parking Lot Upgrades and Repairs (955)	198,050	0	0	198,050	0
General Plan Update (991)	403,650	164,420	239,230	0	0
Recreation Operation and Facility Master Plan (995)	50,000	0	50,000	0	0
Town-Wide Branding (996)	200,000	0	0	200,000	0
<b>Major Equipment, Technology &amp; Fleet</b>					
Financial Software Replacement (965)	350,000	0	15,000	335,000	0
IT Infrastructure Upgrades (986)	305,000	55,000	50,000	200,000	0
Parking Permit Software (981)	50,000	0	50,000	0	0
Records Management System (989)	50,000	20,000	30,000	0	0
Vehicle Replacement Schedule (987)	1,231,100	145,000	277,640	808,460	0
Equipment Purchase and Replacement (984)	550,000	0	50,000	500,000	0
<b>Total Active Projects (17 in FY 2019-20, 21 over 5 years)</b>	<b>\$ 9,884,200</b>	<b>\$ 991,266</b>	<b>\$ 1,433,624</b>	<b>\$ 4,859,310</b>	<b>\$ 2,600,000</b>

<b>Future/Unfunded Projects</b>	<b>Total Project Cost</b>	<b>2018/19 and Prior</b>	<b>2019/20 Budget</b>	<b>2020-2024 Projected</b>	<b>Future/Unfunded</b>
<b>Streets, Sidewalks, and Bikeways</b>					
Colma Blvd Improvement (912)	\$ 1,500,000	\$ 0	\$ 0	\$ 0	\$ 1,500,000
El Camino Real & Mission Rd Traffic Signal (904)	700,000	0	0	0	700,000
Hillside Blvd Beautification (901)	9,101,941	1,941	0	0	9,100,000
Serramonte Blvd/Collins Ave Roadway Improvement (New)	0	0	0	0	0
<b>Sewers &amp; Storm Drains</b>					
Sanitary Sewer System Improvement (New)	0	0	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>					
Colma Community Center Office Space Expansion (New)	0	0	0	0	0
Corporation Yard Car Wash Upgrade (New)	170,000	0	0	0	170,000
HVAC System Replacement @ Police Station (New)	750,000	0	0	0	750,000
Sterling Park Office and Storage Space Expansion (New)	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>\$ 12,220,000</b>
<b>Closed Projects (By June 30, 2019)</b>					
<b>Streets, Sidewalks, and Bikeways</b>					
Roadway Network Plan (SSAR) (993)	\$ 300,000	\$ 300,000	\$ 0	\$ 0	\$ 0
<b>Sewers &amp; Storm Drains</b>					
Sanitary Sewer System Assessment (971)	166,000	166,000	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>					
Climate Action Plan Update (994)	35,000	35,000	0	0	0
Sterling Park Playground Improvement (944)	537,500	537,500	0	0	0
Town Hall Campus Renovation (947)	18,075,348	18,075,348	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>					
Access Control at Town Facilities (983)	335,000	335,000	0	0	0
Dispatch Furniture Upgrade (988)	56,371	56,371	0	0	0
Geographic Information System (985)	25,105	25,105	0	0	0
<b>Total Closed Projects (8)</b>	<b>\$ 19,530,324</b>	<b>\$ 19,530,324</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Project Cost – All (38)</b>	<b>\$ 41,636,465</b>	<b>\$ 20,523,531</b>	<b>\$ 1,433,624</b>	<b>\$ 4,859,310</b>	<b>\$ 14,820,000</b>

# FY 2019-20 Capital Project Description – Active Projects

## SUMMARY

The FY 2019-20 Capital Improvement Plan includes 17 projects that are budgeted this fiscal year. Here is a summary of each of these projects.

### Category 1 - Streets, Sidewalks, Bikeways

#### ANNUAL ROADWAY REHABILITATION AND PREVENTATIVE MAINTENANCE PROGRAM (906) FY 2019-20 BUDGET: \$150,000

#### Description & Scope

The Annual Roadway Rehabilitation and Preventative Maintenance Program includes minor repairs, such as crack sealing, and major rehabilitation, such as slurry seal and mill and fill. The goal of the program is to maintain the Town’s Pavement Condition Index at 80 or above. For FY 2019-20, the Public Works Department identified the 300 Block of F Street is in need of a mill and fill.

#### Cost & Funding

This project is eligible to use Gas Tax, Measure A and Measure M as its funding source. For FY 2019-20, the Town has sufficient Measure M funding to offset the cost of the mill and fill.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
Gas Tax (Fund 21)	\$ 203,000	\$ 0	\$ 0	\$ 0	\$ 203,000	\$ 0
Measure A (Fund 22)	268,000	0	0	0	268,000	0
Measure M (Fund 32)	166,000	0	0	150,000	16,000	0
General Fund (Fund 11)	280,900	0	0	0	280,900	0
<b>Total Funding</b>	<b>\$ 917,900</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 150,000</b>	<b>\$ 767,900</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
Slurry @ Colma Blvd and 400 Block of Serramonte Blvd (Constr: 32-81003)	225,000	0	0	0	225,000	0
Slurry @ Collins Ave and Junipero Serra Blvd (Constr: 32-81003)	250,000	0	0	0	250,000	0
Slurry/Striping @ Hillside Blvd & Lawndale Blvd (Constr: 32-81003)	292,900	0	0	0	292,900	0
<b>Total Project Cost</b>	<b>\$ 917,900</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 150,000</b>	<b>\$ 767,900</b>	<b>\$ 0</b>

## Schedule

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.

## Impact on Operation

An effective roadway maintenance program includes minor repairs as part of the operating budget and major rehabilitation as part of the Annual Roadway Rehabilitation and Preventative Program. By rehabilitating the roadway when needed, the Town is able to maintain the annual roadway repairs budget to \$95,900.

## EL CAMINO REAL BICYCLE AND PEDESTRIAN IMPROVEMENT PLAN (914) FY 2019-20 BUDGET: \$150,000

## Description & Scope

The El Camino Real Bicycle and Pedestrian Improvement Plan 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.

## Cost & Funding

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.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
RMRA Grant (Fund 32)	\$ 199,192	\$ 0	\$ 0	\$ 199,192	\$ 0	\$ 0
Street Capital Reserve (Fund 32)	25,808	0	25,808	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>Project Cost</b>						
Planning & Design (32-81002)	\$ 225,000	\$ 0	\$ 75,000	\$ 150,000	\$ 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>

## Schedule

The project started in December 2018 and scheduled to be complete in FY 2019-20.

## Impact on Operation

The completed plan will assist the Town in the design and construction of a safer bicycle and pedestrian path, which will mitigate the risk of accident and control the Town’s costs in annual insurance premiums and claims.

### LAWDALE AND EL CAMINO REAL LANDSCAPE AND MEDIAN (956) FY 2019-20 BUDGET: \$30,000

## Description & Scope

Median landscapes along Lawndale Boulevard and El Camino Real are in need of rehabilitation. As a result of the severe drought in recent years, the State of California has levied irrigation restrictions that prevent 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 is the conceptual review of the landscaping and public use and enhancement on Lawndale Boulevard and El Camino Real. Phase 2 will provide “Shovel Ready” project plans, specifications and estimates (PS&E) and preparing a bid package. Phase 3 is 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

## Cost & Funding

This project is fully funded through the General Fund.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 230,000	\$ 0	\$ 0	\$ 30,000	\$ 200,000	\$ 0
<b>Total Funding</b>	<b>\$ 230,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 30,000</b>	<b>\$ 200,000</b>	<b>\$ 0</b>
<b>Project Cost</b>						
Phase 1: Study (32-71009)	\$ 30,000	\$ 0	\$ 0	\$ 30,000	\$ 0	\$ 0
Phase 2: Design (32-81002)	200,000	0	0	0	200,000	0
Phase 3: Construction (32-81003)	2,600,000	0	0	0	0	2,600,000
<b>Total Project Cost</b>	<b>\$ 2,830,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 30,000</b>	<b>\$ 200,000</b>	<b>\$ 2,600,000</b>

## Schedule

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.

## Impact on Operation

The rehabilitation of the landscape and median along Lawndale Boulevard and El Camino Real with drought-resistant vegetation will increase the aesthetic of the roadway, provide safe crossing, and reduce the cost of landscape maintenance.

## **MISSION ROAD BICYCLE AND PEDESTRIAN IMPROVEMENT PROJECT (903)** **FY 2019-20 BUDGET: \$115,000**

## Description & Scope

The Mission Road Bicycle and Pedestrian Improvements Project includes implementation of several safety-related improvements for pedestrians, bicyclists and vehicles along Mission Road between El Camino Real and Lawndale Boulevard. The project scope includes:

- Relocation and reconstruction of the existing curb, gutter, sidewalk, driveway approaches and non-ADA compliant ramps.
- Addition of new continuous sidewalk.
- Extension of Class II bicycle lanes in the northbound direction.
- Construction of bulb-outs and high visibility crosswalks with rectangular rapid flashing beacons.
- Installation of energy efficient street lights.
- Construction of landscape planters for drainage and stormwater treatment purposes.

These improvements will address the safety concerns expressed by the community and improve the accessibility of the pedestrian and bicycle facilities in compliance with the San Mateo County Comprehensive Bicycle and Pedestrian Plan. This project also adheres to the Town of Colma's Circulation Plan, which consists of the Complete Streets and Green Infrastructure program and policies.

## Cost & Funding

The Town was awarded two separate grants as supplemental funding for this project. The Transportation Livable Communities (\$525,000), Local Street and Roads (\$100,000), and Safe Route to School (\$200,000) are reimbursement grants and are restricted to the construction phase of the project. The project is also eligible for Gas Tax and Measure A funding.

The project is fully funded as of FY 2018-19 and the projected carryover project budget is \$1,454,900, which is sufficient through the completion of this project.



Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
One Bay Area Grant (OBAG)						
Transportation Livable Communities (TLC)	\$ 525,000	\$ 0	\$ 0	0	525,000	0
Local Street and Roads (LSR)	100,000	0	0	0	100,000	0
Measure A	160,000	0	160,000	0	0	0
Safe Route to School	200,000	0	0	0	200,000	0
SB1-Gas Tax	33,500	0	33,500	0	0	0
Street Capital Reserve (Fund 32)	590,000	50,000	540,000	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>Project Cost</b>						
Consult/Contr.Srv (32-71010)	\$ 69,735	\$ 8,335	\$ 15,000	\$ 15,000	\$ 31,400	\$ 0
Planning & Design (32-81002)	255,265	5,265	125,000	100,000	25,000	0
Construction (32-81003)	1,283,500	0	0	0	1,283,500	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>

## Schedule

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

## Impact on Operation

The project will provide a safer bicycle and pedestrian path and will mitigate the risk of accident and control the Town's cost in annual insurance premium and claim.

## SERRAMONTE BOULEVARD/COLLINS AVENUE MASTER PLAN (913) FY 2019-20 BUDGET: \$22,065

## Description & Scope

This project will provide a Comprehensive Review and Master Plan for Serramonte Boulevard as well as Collins Avenue. The project includes:

- Design of beautification elements.
- A Master Plan addressing vehicular traffic improvements, bicycle and pedestrian mobility, safety improvements and green infrastructure.
- An economic development outlook that analyzes the cost of the improvements and the incremental rate of return from increased business activities in the study area.
- The economic development component in the plan should also suggest funding and implementation strategies.

## Cost & Funding

This project is fully funded through the General Fund. The project is fully funded as of FY 2018-19 and the projected carryover project budget is \$21,754, which is sufficient through the completion of this project.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 400,000	\$ 400,000	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>						
Planning and Design (32-81002)	\$ 400,000	\$ 193,246	\$ 185,000	\$ 21,754	\$ 0	\$ 0
<b>Total Project Cost</b>	<b>\$ 400,000</b>	<b>\$ 193,246</b>	<b>\$ 185,000</b>	<b>\$ 21,754</b>	<b>\$ 0</b>	<b>\$ 0</b>

## Schedule

Projected completion of the Serramonte/Collins Master Plan is anticipated to be in Fall of 2019.

## Impact on Operation

The Master Plan will provide the estimated cost for design and construction for Serramonte Boulevard and Collins Avenue. The project also includes an Economic Assessment to project the cost/benefit for these improvements. The goal of the project is to showcase the Town's businesses along Serramonte Boulevard and Collins Avenue. The Town anticipates the improvements will reduce traffic accidents in the area, increase safety for pedestrians, and promote business activities in the area.

### STERLING PARK RESIDENTIAL STREETLIGHT REPLACEMENT PLAN (926) FY 2019-20 BUDGET: \$15,000

## 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 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.

## Cost & Funding

This project is fully funded through the General Fund.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 15,000	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0
<b>Total Funding</b>	\$ 15,000	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0
<b>Project Cost</b>						
Advanced Prof Plng (32-71009)	\$ 15,000	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0
<b>Total Project Cost</b>	\$ 15,000	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0

## Schedule

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.

## Impact on Operation

Currently, minor repairs and maintenance of the streetlights are the responsibility of the San Mateo County's Colma Lighting District. Through this study, the Town may inherit the lighting district or may replace all the lights in the area. This will result in an additional cost to the Town but may reduce crime in the area.

## Category 2 - Sewers & Storm Drains

### COLMA CREEK CHANNEL REPAIRS (934) FY 2019-20 BUDGET: \$25,000

## 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.

## Cost & Funding

This project is fully funded through the General Fund.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0
<b>Total Funding</b>	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0
<b>Project Cost</b>						
Planning and Design (31-81002)	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0
<b>Total Project Cost</b>	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0

## Schedule

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

## Impact on Operation

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 FY 2019-20 BUDGET: \$70,000

## 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.

## Cost & Funding

This project is fully funded through the General Fund.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 210,000	\$ 0	\$ 0	\$ 70,000	\$ 140,000	\$ 0
<b>Total Funding</b>	\$ 210,000	\$ 0	\$ 0	\$ 70,000	\$ 140,000	\$ 0
<b>Project Cost</b>						
Planning and Design (31-81002)	\$ 210,000	\$ 0	\$ 0	\$ 70,000	\$ 140,000	\$ 0
<b>Total Project Cost</b>	\$ 210,000	\$ 0	\$ 0	\$ 70,000	\$ 140,000	\$ 0

## Schedule

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 2019-20.

## Impact on Operation

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

## *Category 3 - City Facilities & Long-Range Plans*

### **CREEKSIDE VILLA REPAIR AND PAINTING (952) FY 2019-20 BUDGET: \$95,000**

## 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 deck resurfacing.
- exterior preparation and painting of main building & axillary structures.
- replacement of awnings.

## Cost & Funding

This project is fully funded through the City Property rental income (Fund 83).

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
City Property Reserve (Fund 83)	\$ 95,000	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0
<b>Total Funding</b>	\$ 95,000	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0
<b>Project Cost</b>						
Construction (83-81002)	\$ 95,000	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0
<b>Total Project Cost</b>	\$ 95,000	\$ 0	\$ 0	\$ 95,000	\$ 0	\$ 0

## Schedule

The Creekside Villa's Painting project is estimated to start in the Spring of 2019 and be completed in the Summer of 2019.

## Impact on Operation

Exterior painting is part of the ongoing preventative maintenance effort. Routine painting and resurfacing extends the life of the property and prevents more costly repairs. It also prevents an increase in operating maintenance cost.

**GENERAL PLAN UPDATE (991)**  
**FY 2019-20 BUDGET: \$239,230**

## 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. The last comprehensive General Plan update was in 1998. This project will incorporate new legal mandates as well as completing the following:

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

## Cost & Funding

This project is fully funded through the General Fund. The project is fully funded as of FY 2018-19 and the projected carryover project budget is \$239,230, which is sufficient through the completion of this project.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 403,650	\$ 203,650	\$ 200,000	\$ 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>Project Cost</b>						
Advanced Prof Plng (31-71009)	\$ 403,650	\$ 4,420	\$ 160,000	\$ 239,230	\$ 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>

## Schedule

The project is scheduled to be completed in FY 2019-20.

## Impact on Operation

The General Plan guides the Town's residential and commercial developments. It also ensures compliance with State and Federal housing regulations.

## RECREATION OPERATION AND FACILITY MASTER PLAN (995) FY 2019-20 BUDGET: \$50,000

## 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 provides:

- 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.

## Cost & Funding

This project is fully funded through the General Fund.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 50,000	\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 0
<b>Total Funding</b>	\$ 50,000	\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 0
<b>Project Cost</b>						
Planning and Design (31-81002)	\$ 50,000	\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 0
<b>Total Project Cost</b>	\$ 50,000	\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 0

## Schedule

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.

## Impact on Operation

The demand for recreation programs and community events have placed a strain on the Community Center and Sterling Park office spaces. This master plan will provide cost-effective recommendations for facilities improvements and expansion and potential limitations.

## *Category 4 - Major Equipment, Technology & Fleet*

### **FINANCIAL SOFTWARE REPLACEMENT (965) FY 2019-20 BUDGET: \$15,000**

## 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 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 ensure the success of the implementation of the new ERP Financial Software System.

### Cost & Funding

This project is fully funded through the General Fund.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 350,000	\$ 0	\$ 0	\$ 50,000	\$ 300,000	\$ 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>Project Cost</b>						
Planning and Design (31-81002)	\$ 50,000	\$ 0	\$ 0	\$ 15,000	\$ 35,000	\$ 0
Software & Network Srvc (31-81005)	300,000	0	0	0	300,000	0
<b>Total Project Cost</b>	<b>\$ 350,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 15,000</b>	<b>\$ 335,000</b>	<b>\$ 0</b>

### Schedule

This is a new project. It is scheduled to start July 1, 2019 and is 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.

### Impact on Operation

During the software implementation, the workload will increase for the Finance Department. The Department may consider the use of an intern to assist in the process. Once the system is in, there may be cost-saving measures available.

**IT INFRASTRUCTURE UPGRADES (986)**  
**FY 2019-20 BUDGET: \$50,000**

**Description & Scope**

The ongoing 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.

**Cost & Funding**

This project is fully funded through the General Fund.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 405,000	\$ 25,000	\$ 30,000	\$ 50,000	\$ 300,000	\$ 0
<b>Total Funding</b>	<b>\$ 405,000</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>	<b>\$ 50,000</b>	<b>\$ 300,000</b>	<b>\$ 0</b>
<b>Project Cost</b>						
Software & Network Svc (31-81005)	\$ 140,000	\$ 0	\$ 55,000	\$ 50,000	\$ 35,000	\$ 0
<b>Total Project Cost</b>	<b>\$ 140,000</b>	<b>\$ 0</b>	<b>\$ 55,000</b>	<b>\$ 50,000</b>	<b>\$ 35,000</b>	<b>\$ 0</b>

**Schedule**

IT and Infrastructure upgrades is an ongoing capital investment.

**Impact on Operation**

This ongoing program provides timely replacement of essential technology hardware to ensure minimal impact on Town daily operation.

**PARKING PERMIT SOFTWARE (981)**  
**FY 2019-20 BUDGET: \$50,000**

**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 database management system.
- Parking permit record keeping.
- Online user capabilities.
- Online distribution of guest parking permits.
- Mobile parking enforcement solutions.

**Cost & Funding**

This project is fully funded through the General Fund.

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 50,000	\$ 0	\$ 0	\$ 50,000	\$ 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>Project Cost</b>						
Planning and Design (31-81002)	\$ 15,000	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0
Software & Network Srvc (31-81005)	35,000	0	0	35,000	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>

**Schedule**

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

**Impact on Operation**

The project will reduce labor hours in maintaining and issuing parking permits and will add an annual licensing cost to the Police Department budget.

**RECORDS MANAGEMENT SYSTEM (989)**  
**FY 2019-20 BUDGET: \$30,000**

**Description & Scope**

Town records include documents including agendas, minutes, reports, maps and vital records. A Records Management System automates the storage of current documents and important permanent records of the Town to facilitate quick and easy system access to these records using software and other technologies.

The activities in this management include the systematic and efficient control of the creation, maintenance, and destruction of the records. It also includes the business transactions associated with them.

**Cost & Funding**

This project is fully funded through the General Fund. The project is fully funded as of FY 2018-19 and the projected carryover project budget is \$30,000, which is sufficient through the completion of this project.

<b>Project Summary</b>	<b>Total Project Cost</b>	<b>2017/18 and Prior</b>	<b>2018/19 Estimated Actual</b>	<b>2019/20 Budget</b>	<b>2020-2024 Projected</b>	<b>Unfunded</b>
<b>Funding</b>						
General Fund (Fund 11)	\$ 50,000	\$ 0	\$ 50,000	\$ 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>Project Cost</b>						
Software & Network Srvc (31-81005)	\$ 50,000	\$ 0	\$ 20,000	\$ 30,000	\$ 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>

**Schedule**

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

**Impact on Operation**

The project will reduce labor hours in maintaining and research and will add an annual licensing cost to the City Manager’s budget.

**VEHICLE REPLACEMENTS (987)**  
**2018-19 BUDGET: \$145,000**

**Description & Scope**

This Capital Improvement Project covers the purchase of vehicles and major fleet items Town-wide. In the FY 2019-20, the Police Department is requesting a new Patrol Vehicle, a Detective Vehicle and a new Motorcycle. The cost of these three vehicles is estimated at \$207,640, including outfitting with public safety equipment.

Public Works is requesting a new service dump truck. The current dump truck was purchased in 2000. The cost of the truck is estimated at \$70,000, including the installation of hydraulic dump, tool box, and other safety gear.

**Cost & Funding**

Starting in FY 2017-18, the cost of vehicle replacement is funded in Fund 61 (Vehicle Replacement Fund) rather than in Fund 31 (Capital Improvement Fund).

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
Vehicle Replacement Fund (Fund 61)	\$ 1,198,474	\$ n/a	\$ 112,374	\$ 277,640	\$ 808,460	\$ 0
<b>Total Funding</b>	<b>\$ 1,198,474</b>	<b>\$ 112</b>	<b>\$ 112,374</b>	<b>\$ 277,640</b>	<b>\$ 808,460</b>	<b>\$ 0</b>
<b>Project Cost</b>						
Vehicle Replacement (61-80002)	\$ 1,198,474	\$ n/a	\$ 112,374	\$ 277,640	\$ 808,460	\$ 0
<b>Total Project Cost</b>	<b>\$ 1,198,474</b>	<b>\$ 112</b>	<b>\$ 112,374</b>	<b>\$ 277,640</b>	<b>\$ 808,460</b>	<b>\$ 0</b>

**Schedule**

This is an ongoing CIP project.

**Impact on Operation**

The goal of this ongoing program is to keep operating maintenance costs low.

**EQUIPMENT PURCHASE AND REPLACEMENTS (984)**  
**2018-19 BUDGET: \$250,000**

**Description & Scope**

This Capital Improvement Project covers the purchase of major equipment Town-wide. In the FY 2019-20, the Police Department is requesting to update the dispatch center radio and equipment. 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.

**Cost & Funding**

Project Summary	Total Project Cost	2017/18 and Prior	2018/19 Estimated Actual	2019/20 Budget	2020-2024 Projected	Unfunded
<b>Funding</b>						
General Fund (Fund 11)	\$ 250,000	\$ 0	\$ 0	\$ 250,000	\$ 0	\$ 0
<b>Total Funding</b>	<b>\$ 250,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 250,000</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Project Cost</b>						
Equipment Purchase (31-80005)	\$ 250,000	\$ 0	\$ 0	\$ 50,000	\$ 200,000	\$ 0
<b>Total Project Cost</b>	<b>\$ 250,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>	<b>\$ 200,000</b>	<b>\$ 0</b>

**Schedule**

This is an ongoing CIP program. The current project is projected to start in FY 2019-20 and be completed in FY 2020-21.

**Impact on Operation**

The goal of this ongoing program is to keep operating maintenance cost low.

# FY 2019-20 Capital Project Description – Closed Projects

## SUMMARY

The FY 2019-20 Capital Improvement Plan lists eight CIP projects that are scheduled to be completed by June 30, 2019. Below is a list of the projects and the estimated available project funding to be released to the Capital Fund (31) Reserve Balance. Projects that are incomplete by June 30, 2019, the corresponding unspent project budget will be carried over to FY 2019-20, until project completion. Based on staff's assessment, the Town Hall Campus Renovation may extend to FY 2019-20, depending on completion of outstanding adjustments and replacement of Town Hall fixtures.

Project Listing	Project Budget	Project Spending Inception through 6/30/19	Added to Capital Fund Reserve
<i>Category 1 – Streets, Sidewalks, &amp; Bikeways</i>			
Roadway Network Plan (SSAR) (993) †	\$ 300,000	\$ 292,905	\$ 872
<i>Category 2 – Sewers &amp; Storm Drains</i>			
Sanitary Sewer System Assessment (971)	166,000	139,728	26,272
<i>Category 3 – City Facilities &amp; Long-Range Plans</i>			
Climate Action Plan Update (994)	35,000	30,000	5,000
Sterling Park Playground Improvement (944)	537,500	520,300	17,200
Town Hall Campus Renovation (947)	18,075,348	18,075,348	0
<i>Category 4 – Major Equipment, Technology &amp; Fleet</i>			
Access Control at Town Facilities (983)	335,000	325,676	9,324
Dispatch Furniture Upgrade (988)	56,371	56,000	371
Geographic Information System (985)	25,105	25,000	105
<b>Total</b>	<b>\$ 19,530,324</b>	<b>\$ 19,464,957</b>	<b>\$ 59,144</b>

† Roadway Network Plan (SSAR) included a \$250,000 grant funding. Based on the scope of the grant, the Town is entitled to \$243,778 of the grant. The \$872 is the portion of the Town's matching that can be released and added to the Capital Fund (31) Reserve.

# FY 2019-20 Capital Project Description – Unfunded Projects

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## SUMMARY

The FY 2019-20 Capital Improvement Plan lists nine CIP projects that are potential future CIP projects but are currently unfunded. Here is a list of these projects

### *Category 1 – Streets, Sidewalks, & Bikeways*

#### **COLMA BLVD IMPROVEMENT (912)**

**ESTIMATED COST: \$1,500,000**

Improvements to be considered include accessibility enhancements, mobility improvements, safety features, landscape improvements, roadway improvements, street light upgrades, and bike lanes. Colma Boulevard Improvements have 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 will include the development of a master plan, PS&E, and construction cost.

#### **EL CAMINO REAL & MISSION ROAD TRAFFIC SIGNAL (904)**

**ESTIMATED COST: \$700,000**

Traffic Flow at the intersection of El Camino Real and Mission Road is not controlled by a traffic signal. This project will improve traffic safety and streamline traffic flow between Mission Road and El Camino Real. The controlled intersection will provide pedestrians and bicyclists with an improved element of safety to cross El Camino Real. The scope of work includes plans & specifications, potential signal interconnects 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)**

**ESTIMATED COST: \$9,100,000**

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 IMPROVEMENT (TBD)**

### **ESTIMATED COST: TBD**

Dependent on the result of the Serramonte Boulevard/Collins Avenue Master Plan (913), this project may be phased. Phasing will 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 December 2020.

### *Category 2 – Sewers & Storm Drains*

## **SANITARY SEWER SYSTEM IMPROVEMENT (TBD)**

### **ESTIMATED COST: TBD**

The 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 the project will be governed by the result of the Sanitary Sewer System Assessment project, currently taking place.

### *Category 3 – City Facilities & Long-Range Plans*

## **COLMA COMMUNITY CENTER OFFICE SPACE EXPANSION PROJECT (TBD)**

### **ESTIMATED COST: TBD**

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 (TBD)**  
**ESTIMATED COST: \$170,000**

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 a 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 from flowing into the sanitary system), allowing the gray water from the washdown area to enter the sanitary sewer system.

**HVAC SYSTEM REPLACEMENT @ POLICE STATION (TBD)**  
**ESTIMATED COST: \$750,000**

The HVAC system at the Colma Police Station is showing signs of failure due to exposure to the weather, quality of the equipment and normal everyday use, (because the Department is open 24 hours, some of the units are used continuously). The other issue the Department faces is the uses of R-22 refrigerant. Production of R-22 refrigerant will not be manufactured after 2020 due to its harmful effects on 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 & STORAGE SPACE EXPANSION (TBD)**  
**ESTIMATED COST: TBD**

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 an additional employee work station.
- Expand outside storage in order to accommodate the loss of storage space in the employee office.
- The workstation will also include chairs that will adapt to the work station uses.

# Financial Summaries



# General Fund (11)

				[a]	[b]	[b]-[a]	[b]/[a]-1
General Fund (11)	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Revenues by Categories</b>							
Sales tax	11,191,459	11,397,118	11,750,000	11,600,000	11,400,000	(200,000)	-1.7%
Cardroom tax	4,278,510	4,339,128	4,235,000	4,352,865	4,250,000	(102,865)	-2.4%
Property and other taxes	732,995	735,905	731,000	767,278	765,678	(1,599)	-0.2%
Licenses and permits	365,671	271,046	123,840	102,901	263,055	160,154	155.6%
Fines and forfeitures	57,490	65,127	69,000	92,846	92,846	0	0.0%
Use of money and property	529,331	695,219	317,302	509,998	609,998	100,000	19.6%
Revenues from other agencies	23,230	54,637	67,010	78,010	67,010	(11,000)	-14.1%
Charges for current services	872,472	880,037	135,870	154,942	159,942	5,000	3.2%
Other revenues	74,453	307,337	105,300	55,300	67,300	12,000	21.7%
<b>Total Revenues</b>	<b>18,125,611</b>	<b>18,745,554</b>	<b>17,534,322</b>	<b>17,714,141</b>	<b>17,675,830</b>	<b>(38,310)</b>	<b>0%</b>
				179,819			
<b>Expenditures by Category</b>							
Salaries, Wages, & Benefits	8,025,661	9,121,228	10,036,370	9,808,364	11,082,716	1,274,352	13%
Supplies & Services	2,675,148	2,887,681	2,431,250	2,397,147	2,815,432	418,285	17%
Professional & Contract Services	2,600,782	2,630,978	2,953,228	2,742,486	3,048,639	306,153	11%
Capital Outlay	21,437	42,963	56,700	38,202	43,200	4,998	13%
Debt Service	0	0	0	0	0	0	n/a
<b>Total Expenditure by Category</b>	<b>13,323,028</b>	<b>14,682,850</b>	<b>15,477,548</b>	<b>14,986,199</b>	<b>16,989,987</b>	<b>2,003,788</b>	<b>13%</b>
<b>Operating Surplus/ (Deficit)</b>	<b>4,802,583</b>	<b>4,062,704</b>	<b>2,056,774</b>	<b>2,727,942</b>	<b>685,843</b>	<b>(2,042,099)</b>	<b>-75%</b>
<b>Other Activities</b>							
Transfers In	0	29,499	0	300,000	0	(300,000)	-100%
Transfers (Out)	(5,848,997)	(1,183,819)	(16,926,905)	(16,928,705)	(1,775,269)	15,153,436	-90%
<b>Net Transfers In/(Out)</b>	<b>(5,848,997)</b>	<b>(1,154,320)</b>	<b>(16,926,905)</b>	<b>(16,628,705)</b>	<b>(1,775,269)</b>	<b>14,853,436</b>	<b>-89%</b>
<b>Fund Balance</b>							
Change in Fund Balance	(1,046,414)	2,908,384	(14,870,131)	(13,900,763)	(1,089,426)	12,811,337	-92%
Beginning Fund Balance	22,594,248	21,547,834	24,456,218	24,456,218	10,555,455	(13,900,763)	-57%
<b>Ending Fund Balance</b>	<b>21,547,834</b>	<b>24,456,218</b>	<b>9,586,087</b>	<b>10,555,455</b>	<b>9,466,029</b>	<b>(1,089,426)</b>	<b>-10%</b>

# Special Revenue and Debt Funds

Funds include Gas Tax (21), Measure A (22), Transportation Grant (23), Park in-Lieu (24), Housing Impact (25), Police Grants (27), Citizens' Option for Public Safety (29), and Certificate of Participation – Debt (43).

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
General Fund (11) & Reserve (12)	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Revenues by Categories</b>							
Use of money and property	1,952	4,410	1,160	1,160	1,730	570	49%
Revenues from other agencies							
Gas Tax (21)	34,889	44,954	69,489	62,005	70,371	8,366	13%
Measure A (22)	52,099	61,609	50,500	62,973	50,500	(12,473)	-20%
Transportation Grant (23)	-	131,666	-	-	-	0	n/a
Police Grants (27)	30,175	-	-	-	-	0	n/a
Citizens' Option for Public Safety (29)	133,545	139,416	100,000	130,000	130,000	0	0%
<b>Total Revenues</b>	<b>252,660</b>	<b>382,055</b>	<b>221,149</b>	<b>256,138</b>	<b>252,601</b>	<b>(3,537)</b>	<b>-1%</b>
<b>Expenditures by Category</b>							
Salaries, Wages, & Benefits	104,218	109,283	172,800	162,875	224,639	61,764	38%
Supplies & Services	2,677	18,842	5,021	8,951	13,433	4,482	50%
Professional & Contract Services	66,548	31,284	28,600	30,400	35,400	5,000	16%
Capital Outlay	-	-	-	-	-	-	n/a
Debt Service	295,669	293,469	296,269	296,269	293,969	(2,300)	-1%
<b>Total Expenditure by Category</b>	<b>469,112</b>	<b>452,878</b>	<b>502,690</b>	<b>498,495</b>	<b>567,441</b>	<b>68,946</b>	<b>14%</b>
<b>Operating Surplus/ (Deficit)</b>	<b>(216,452)</b>	<b>(70,823)</b>	<b>(281,541)</b>	<b>(242,357)</b>	<b>(314,840)</b>	<b>(72,483)</b>	<b>30%</b>
<b>Other Activities</b>							
Transfers In	298,997	297,361	497,045	498,845	297,569	(201,276)	-40%
Transfers (Out)	0	(194)	(306,680)	(306,680)	0	306,680	-100%
<b>Net Transfers In/(Out)</b>	<b>298,997</b>	<b>297,167</b>	<b>190,365</b>	<b>192,165</b>	<b>297,569</b>	<b>105,404</b>	<b>55%</b>
<b>Fund Balance</b>							
Change in Fund Balance	82,545	226,344	(91,176)	(50,192)	(17,271)	32,921	-66%
Beginning Fund Balance	207,172	289,717	516,061	516,061	465,869	(50,192)	-10%
<b>Ending Fund Balance</b>	<b>289,717</b>	<b>516,061</b>	<b>424,885</b>	<b>465,869</b>	<b>448,598</b>	<b>(17,271)</b>	<b>-4%</b>

# Capital Improvement Funds

Funds include Capital Improvement Fund (31), Street Capital Fund (32). Fund 31 also reserves as the general Capital Reserve fund. The total Budgeted Expenditure of \$1,433,624 as stated in the Capital Improvement Plan section of the budget includes capital projects in Vehicle Replacement Fund (61), Sewer Capital Fund (82) and City Property Fund (83), which are not included in the table below.

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
Capital Improvement Funds	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Revenues by Categories</b>							
Use of money and property	23,734	15,505	0	0	0	0	n/a
Revenues from other agencies	169,204	0	1,274,192	199,192	199,192	0	0%
Other revenues	168,333	85,465	0	0	0	0	n/a
<b>Total Revenues</b>	<b>361,271</b>	<b>100,970</b>	<b>1,274,192</b>	<b>199,192</b>	<b>199,192</b>	<b>-</b>	<b>0%</b>
<b>Expenditures by Category</b>							
Capital Projects	3,717,895	8,252,414	8,459,462	6,206,151	1,060,984	(5,145,167)	-83%
<b>Total Expenditure by Category</b>	<b>3,717,895</b>	<b>8,252,414</b>	<b>8,459,462</b>	<b>6,206,151</b>	<b>1,060,984</b>	<b>(5,145,167)</b>	<b>-83%</b>
<b>Operating Surplus/ (Deficit)</b>	<b>(3,356,624)</b>	<b>(8,151,444)</b>	<b>(7,185,270)</b>	<b>(6,006,959)</b>	<b>(861,792)</b>	<b>5,145,167</b>	<b>-86%</b>
<b>Other Activities</b>							
Transfers In	5,550,000	889,034	2,990,406	2,990,406	1,317,000	(1,673,406)	-56%
Transfers (Out)	0	(31,881)	(2,085,943)	(2,085,943)	0	2,085,943	-100%
<b>Net Transfers In/(Out)</b>	<b>5,550,000</b>	<b>857,153</b>	<b>904,463</b>	<b>904,463</b>	<b>1,317,000</b>	<b>412,537</b>	<b>46%</b>
<b>Fund Balance</b>							
Change in Fund Balance	2,193,376	(7,294,291)	(6,280,807)	(5,102,496)	455,208	5,557,704	-109%
Beginning Fund Balance	13,116,133	15,309,509	8,015,218	8,015,218	2,912,722	(5,102,496)	-64%
<b>Ending Fund Balance</b>	<b>15,309,509</b>	<b>8,015,218</b>	<b>1,734,411</b>	<b>2,912,722</b>	<b>3,367,930</b>	<b>455,208</b>	<b>16%</b>

# Internal Service Fund

For the Town of Colma, Vehicle Replacement Fund (61) is the only Internal Service Fund.

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
Vehicle Replacement Fund	Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
<b>Revenues by Categories</b>							
Use of money and property	5,619	8,173	5,300	5,300	7,300	2,000	38%
Charges for current services	0	0	80,510	80,510	250,000	169,490	211%
Other revenues	2,084	3,145	0	0	0	0	n/a
<b>Total Revenues</b>	<b>7,703</b>	<b>11,318</b>	<b>85,810</b>	<b>85,810</b>	<b>257,300</b>	<b>171,490</b>	<b>200%</b>
<b>Expenditures by Category</b>							
Capital Projects	30,964	112,587	145,000	145,000	277,640	132,640	91%
<b>Total Expenditure by Category</b>	<b>30,964</b>	<b>112,587</b>	<b>145,000</b>	<b>145,000</b>	<b>277,640</b>	<b>132,640</b>	<b>91%</b>
<b>Operating Surplus/ (Deficit)</b>	<b>(23,261)</b>	<b>(101,269)</b>	<b>(59,190)</b>	<b>(59,190)</b>	<b>(20,340)</b>	<b>38,850</b>	<b>-66%</b>
<b>Other Activities</b>							
Transfers In	0	0	0	0	0	0	n/a
Transfers (Out)	0	0	0	0	0	0	n/a
<b>Net Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
<b>Fund Balance</b>							
Change in Fund Balance	(23,261)	(101,269)	(59,190)	(59,190)	(20,340)	38,850	-66%
Beginning Fund Balance	776,421	753,160	651,891	651,891	592,701	(59,190)	-9%
<b>Ending Fund Balance</b>	<b>753,160</b>	<b>651,891</b>	<b>592,701</b>	<b>592,701</b>	<b>572,361</b>	<b>(20,340)</b>	<b>-3%</b>



# Enterprise Funds

Funds include Sewer Operation (81) and Capital (82) and City Property (83).

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
Sewer (81,82) & City Property (83)	Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
<b>Revenues by Categories</b>							
Use of money and property	0	0	195,500	193,700	193,700	0	0%
Sewer Charges	0	0	819,500	819,500	894,000	74,500	9%
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>1,015,000</b>	<b>1,013,200</b>	<b>1,087,700</b>	<b>74,500</b>	<b>7%</b>
<b>Expenditures by Category</b>							
Supplies & Services							
Sewer Services	0	0	974,150	974,150	1,054,700	80,550	8%
Facility Operations	0	0	101,010	102,392	104,450	2,058	2%
Capital Outlay	0	0	0	0	0	0	n/a
Capital Projects	0	0	77,217	77,217	95,000	17,783	23%
<b>Total Expenditure by Category</b>	<b>0</b>	<b>0</b>	<b>1,152,377</b>	<b>1,153,759</b>	<b>1,254,150</b>	<b>100,391</b>	<b>9%</b>
<b>Operating Surplus/ (Deficit)</b>	<b>0</b>	<b>0</b>	<b>(137,377)</b>	<b>(140,559)</b>	<b>(166,450)</b>	<b>(25,891)</b>	<b>18%</b>
<b>Other Activities</b>							
Transfers In	0	0	232,077	232,077	160,700	(71,377)	-31%
Transfers (Out)	0	0	0	0	0	0	n/a
<b>Net Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>232,077</b>	<b>232,077</b>	<b>160,700</b>	<b>(71,377)</b>	<b>-31%</b>
<b>Fund Balance</b>							
Change in Fund Balance	0	0	94,700	91,518	(5,750)	(97,268)	-106%
Beginning Fund Balance	0	0	0	0	91,518	91,518	n/a
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>94,700</b>	<b>91,518</b>	<b>85,768</b>	<b>(5,750)</b>	<b>-6%</b>



# Appendix



# Description of Funds FY 2019-20

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 polices 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 require 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.
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 the Police - Community Services Division including a Community Services Officer (CSO) position.

FUND NAME	FUND TYPE	PURPOSE OF FUND
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.
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.

# 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 the total projected inflow of resources is equal to, or greater than, the total projected outflow of resources. The inflow of resources includes 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.

**SSAR** - 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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