



AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA

Colma Town Hall  
1198 El Camino Real  
Colma, CA 94014

Wednesday, June 12, 2019  
7:00 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATIONS

- Chief Commendation for Officer Anthony Berkovatz

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 May 22, 2019 Regular Meeting.
2. Motion to Accept the Minutes from the May 23, 2019 Special Meeting.
3. Motion to Accept the Report of Checks Paid for May 2019.
4. Motion to Adopt an Ordinance Amending Sections 5.17.020 and 5.17.030 and Adding Subchapter 5.20 to the Colma Municipal Code Relating to the Small Cell Wireless Facilities in the Public Rights-of-Way (second reading).
5. Motion to Approve Acceptance of Work Performed by BHM Construction, Inc. on Phase 4 of the Town Hall Project as Complete and Authorizing the Director of Public Works to File a Notice of Completion with the **County Recorder's Office** and Make the Final Payment of Withheld Funds to BHM Construction, Inc., in Accordance with State Prompt Payment Laws.
6. Motion to Adopt a Resolution Approving a Contract for Landscape Maintenance Services with Gachina Landscape Management.
7. Motion to Adopt a Resolution Accepting a Public Utility Easement on Mission Road Conveyed to the Town of Colma.

## NEW BUSINESS

### 8. NO PARKING ANYTIME ZONE ON HILLSIDE BOULEVARD

*Consider:* Motion to Adopt a Resolution Adding Subsection 3.7.6, No Parking Anytime on the Westerly Side of Hillside Boulevard from Sandhill Road Extending South to Lawndale Boulevard, to the Colma Parking Code Relating to the Stopping, Standing or Parking of Vehicles Within the Town of Colma.

### 9. FOURTH AMENDMENT TO EMPLOYMENT CONTRACT FOR CHIEF OF POLICE

*Consider:* Motion to Adopt a Resolution Approving Fourth Amendment to Employment Contract with Kirk Stratton.

### 10. SECOND AMENDMENT TO EMPLOYMENT CONTRACT FOR CITY MANAGER

*Consider:* Motion to Adopt a Resolution Approving Second Amendment to Employment Contract with Brian Dossey.

## PUBLIC HEARING

### 11. ADOPTION OF THE FY 2019-20 ANNUAL BUDGET

*Consider:* Motion to Adopt a Resolution Appropriating Funds and Adopting the Annual Budget for Fiscal Year 2019-20.

## STUDY SESSION

### 12. WASTEWATER COLLECTION SYSTEM MASTER PLAN

*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, May 22, 2019  
 6:00 PM – CLOSED SESSION  
 7:00 PM – REGULAR SESSION

CLOSED SESSION – 6:00 PM

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

Agency Negotiators: Austris Rungis, IEDA  
 Unrepresented Employees: City Manager  
 Chief of Police

CALL TO ORDER

Mayor Joanne F. del Rosario called the meeting to order at 7:07 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, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Police Commander Sherwin Lum, City Clerk Caitlin Corley, Associate Planner Jonathan Kwan, and Assistant Planner Brandon DeLucas were in attendance.

REPORT FROM CLOSED SESSION

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

ADOPTION OF THE AGENDA

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

Action: Council Member Colvin moved to Adopt the agenda; 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			

PRESENTATIONS

- City Manager Brian Dossey introduced new Recreation Manager Liz Tapia.
- Recreation Manager Liz Tapia introduced new Recreation Leaders Alan Gonzalez and

Henry Tom.

- Council presented a certificate and plant in honor of resident **Alice Letcavage's 99<sup>th</sup>** Birthday. Alice was unable to attend but her son Jim Letcavage accepted on her behalf.
- Representatives from MBS Investments gave an informational presentation about their services.

#### PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:36 p.m. Resident Alex Gomez made a comment. The Mayor closed the public comment period at 7:44 p.m.

#### CONSENT CALENDAR

City Attorney Christopher Diaz announced that because item #4 is relating to the staffing of a city department, the Brown Act requires that the compensation amount in the contract be orally stated at the Council Meeting for the benefit of the public. The compensation amounts in the contract range from \$90 per hour to \$320 per hour.

2. Motion to Accept the Minutes from the May 8, 2019 Regular Meeting.
3. Motion to Adopt 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 (second reading).
4. Motion to Adopt a Resolution Approving Municipal Services Contract with CSG.

Action: Council Member Gonzalez moved to approve the Consent Calendar items #2 through #4; the motion was seconded by Council Member Fiscaro and carried by the following vote:

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

#### PUBLIC HEARING

##### 5. VEHICLE RELEASE FEE

Commander Sherwin Lum presented the staff report. Mayor del Rosario opened the public hearing at 7:45 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Goodwin made a motion to Adopt a Resolution Amending Colma Administrative Code, Subchapter 1.10, Master Fee Schedule, relating to the Vehicle Release Fee; the motion was seconded by Council Member Colvin and carried by the following vote:

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

6. REGULATION OF WIRELESS COMMUNICATION FACILITIES IN PUBLIC RIGHT-OF-WAY

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 8:06 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Goodwin made a motion to Introduce an Ordinance Amending Sections 5.17.020 and 5.17.030 and Adding Subchapter 5.20 to the Colma Municipal Code Relating to Small Cell Wireless Facilities in the Public Rights-Of-Way, and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Fiscaro and carried by the following vote:

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

Action: Council Member Fiscaro made a motion to Adopt a Resolution Establishing Design and Development Standards for Wireless Communication Facilities in the Public Right-Of-Way as Authorized by Subchapter 5.20 of the Town Municipal Code; the motion was seconded by Vice Mayor Goodwin and carried by the following vote:

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

7. 1171 EL CAMINO REAL – WIRELESS FACILITY

Associate Planner Jonathan Kwan presented the staff report. Mayor del Rosario opened the public hearing at 8:30 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member Fiscaro made a motion to Adopt a Resolution Approving a Conditional Use Permit to Install a Sprint Wireless Communications Facility at an Undeveloped Portion of Salem Memorial Park at 1171 El Camino Real (APN 011-341-720) Pursuant to CEQA Guideline 15303, Class 3; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

8. 1850 EL CAMINO REAL – OFFICE BUILDING

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public hearing at 8:39 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Goodwin made a motion to Adopt a Resolution Approving Conditional Use Permit, Project Design Review, and Tree Permit for an Office Building at 1850 El Camino Real. A Mitigated Negative Declaration was Previously Adopted for the Project Pursuant to CEQA; the motion was seconded by Council Member Fiscaro and carried by the following vote:

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

9. 1850 EL CAMINO REAL – OFFICE BUILDING

City Attorney Christophe Diaz announced that because Vice Mayor Goodwin lives within 500 feet of the property being discussed, he would recuse himself from this item. Vice Mayor Goodwin stepped off the dais and out of the room.

Assistant Planner Brandon DeLucas presented the staff report. Mayor del Rosario opened the public hearing at 8:55 p.m. Business owner Ariel Ng made a comment. The Mayor closed the public hearing at 8:56 p.m. Council discussion followed.

Action: Council Member Fiscaro made a motion to Adopt a Resolution Approving a Conditional Use Permit to Allow a 3,890 Square Foot Dog Boarding, Daycare and Basic Grooming Services with an Approximately 54 Square Feet Retail Space Located at 1475

Mission Road (APN: 010-182-090) Pursuant to CEQA Guideline 15301, Class 1(a); 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	✓				
	4	0			

#### COUNCIL CALENDARING

There will be a Special Meeting tomorrow on Thursday, May 23, 2019, with a closed session at 9:00 a.m., an anti-harassment training at 10:00 a.m. and a team building session at 12:30 p.m.

The next Regular Council Meeting will be on Wednesday, June 12, 2019 at 7:00 p.m.

#### REPORTS

##### John Irish Goodwin

Susan B. Anthony 2nd Graders Visit to Town Hall, 5/14/19

Jobs for Youth Fundraising Breakfast, 5/16/19

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

- Brian will be out of Town for the next week; Administrative Services Director Pak Lin and Chief of Police Kirk Stratton will be Acting City Manager.
- Congratulations to City Clerk Caitlin Corley on **graduating from her master's in public administration** program.

#### ADJOURNMENT

Vice Mayor Goodwin adjourned the meeting at 9:03 p.m. in memory of Ed Graham, Vice President of the Colma Historical Association, longtime Colma community member and John Kelly, former CEO of Samaritan House San Mateo.

Respectfully submitted,

Caitlin Corley  
City Clerk



MINUTES  
SPECIAL MEETING  
City Council of the Town of Colma  
Town Hall Council Chamber, 1198 El Camino Real  
Colma, CA 94014  
Thursday, May 23, 2019  
9:00 AM

CLOSED SESSION – 9:00 AM

1. In Closed Session under Government Code § 54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Manager

CALL TO ORDER

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Police Chief Kirk Stratton, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Police Commander Sherwin Lum, Recreation Manager Liz Tapia, City Clerk Caitlin Corley, Administrative Technician Darcy De Leon were present.

TRAINING – 10:00 AM

2. ANTI-HARASSMENT TRAINING IN COMPLIANCE WITH AB1825  
*This item was for training purposes only; no action was taken at this meeting.*

WORKSHOP – 12:30 AM

3. TEAM BUILDING WORKSHOP FOR CITY COUNCIL AND TOWN STAFF  
*This item was for training purposes only; no action will be taken at this meeting*

ADJOURNMENT

Mayor del Rosario adjourned the meeting at 3:30 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49838	5/6/2019	00093	CITY OF SOUTH SAN FRANCISCO:517703	4/24/2019	DISPATCH SERVICES	23,409.00	23,409.00
49839	5/6/2019	00280	OFFICE DEPOT, INC.	4/15/2019	PAPER, TISSUE, TOWELS, TF	127.11	127.11
49840	5/6/2019	00307	PACIFIC GAS & ELECTRIC	4/25/2019	0092128195-2	1,907.13	1,907.13
				4/23/2019	PG&E	32.66	
				4/25/2019	2039987372-6 OPPOSITE 507	11.48	
49841	5/6/2019	00334	S.B.R.P.S.T.C.	4/25/2019	9956638930-2 NEXT TO 540 B	9.86	1,961.13
49842	5/6/2019	00394	TENNANT	5/2/2019	JUNE 3-14, 2019 J.ALVARADO	753.00	753.00
				4/22/2019	PLANNED MAINTENANCE SE	564.00	
				4/22/2019	HOSE KIT, DRAIN, GASKET, C	270.52	834.52
49843	5/6/2019	00432	VISION SERVICE PLAN	4/19/2019	VISION SERVICE PLAN	1,054.93	1,054.93
49844	5/6/2019	00807	CACHUELA, ERLINDA	4/29/2019	04.29.19 DEPOSIT REFUND	225.00	
				4/29/2019	04.29.19 DEPOSIT REFUND	200.00	425.00
49845	5/6/2019	00928	SUPPLYWORKS	4/23/2019	PAPER SUPPLIES	835.17	835.17
49846	5/6/2019	01030	STEPFORD, INC.	4/20/2019	MONTHLY SERVICE CONTRA	5,622.00	
				4/20/2019	HOURS IN EXCESS OF CONT.	348.75	5,970.75
49847	5/6/2019	01037	COMCAST CABLE	4/26/2019	8155 20 022 0094769 TOWN C	14,060.52	
				4/20/2019	8155 20 022 0097051 Internet	298.33	
				4/25-05/24 Intel	8155 20 022 0097028 427 F ST	298.33	
				04/25-05/24 427	8155 20 022 0097069 INTERNI	293.33	14,950.51
49848	5/6/2019	01340	NAVIA BENEFIT SOLUTIONS	05/02/19-06/01/1	SECTION 125 PARTICIPANT &	85.00	85.00
49849	5/6/2019	01370	VERIZON WIRELESS SERVICE	4/30/2019	CELL PHONE SERVICE	1,547.21	1,547.21
49850	5/6/2019	01457	BATERINA, BARBARA	4/15/2019	04.29.19 DEPOSIT REFUND	225.00	
				4/29/2019	04.26.19 BREAKFAST BINGO	29.00	254.00
				4/26/2019	OFFICE SUPPLIES	112.05	112.05
49851	5/6/2019	02082	VINCE'S OFFICE SUPPLY, INCA	4/30/2019	INSURANCE EVENTS	130.10	130.10
49852	5/6/2019	02179	HUB INTERNATIONAL OF CA	5/3/2019	MAY 2019 INNER PERSPECTI	10.56	10.56
49853	5/6/2019	02190	GOGAN, REA	May 2019 Mileac	04.29.19 DEPOSIT REFUND	150.00	150.00
49854	5/6/2019	02438	TALAVERA, ANGEL D.	2001534.003	1180 EL CAMINO REMOVE RA	4,288.00	4,288.00
49855	5/6/2019	02606	F. FERRANDO & CO.	42715	ZUMBA CLASSES	270.00	270.00
49856	5/6/2019	02788	LUNA-SEVILLA, MARGARET-R28	4/15/2019	OPEB CONTRIBUTION	141,560.00	141,560.00
49857	5/6/2019	02849	U.S. BANK PARS ACCOUNT, 6	May 2019 OPEB	PUBLIC MEETINGS NOTICE C	1,600.00	
49858	5/6/2019	03004	PROUDCITY INC	1177	WEBSITE ANNUAL SUBSCRIF	215.04	1,815.04
				5/1/2019			

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49859	5/6/2019	03015	04/22/19	04/22/2019	U.S. BANK CORPORATE PMT	4,962.52	
			04/22/19	04/22/2019	Morque	4,201.44	
			04/22/19	04/22/2019	Gogan	3,758.71	
			04/22/19	04/22/2019	Abellan	3,757.75	
			04/22/19	04/22/2019	Tapia	1,984.70	
			04/22/19	04/22/2019	Dossey	1,455.38	
			04/22/19	04/22/2019	Gotelli	1,152.40	
			04/22/19	04/22/2019	Corley	708.75	
			04/22/19	04/22/2019	Strattor	530.27	
			04/22/19	04/22/2019	De Leo	433.87	
			04/22/19	04/22/2019	Pfotent	65.98	
			04/22/19	04/22/2019	Jordan	457.14	23,011.77
49860	5/6/2019	03061	2034307	4/15/2019	NORTH BAY PETROLEUM	178,266.55	457.14
49861	5/6/2019	03110	16	4/30/2019	BHM CONSTRUCTION, INC.	1,150.00	178,266.55
49862	5/6/2019	03184	Jan 29-April 9, 2019	4/15/2019	FLYNN, FIONA	2,875.00	1,150.00
49863	5/6/2019	03257	001	4/30/2019	THE LEW EDWARDS GROUP	5,034.53	2,875.00
5645952	5/6/2019	00282	1000000156459	5/1/2019	CALIFORNIA PUBLIC EMPLOY		5,034.53

Sub total for TRI COUNTIES BANK: 411,338.07



27 checks in this report.

Grand Total All Checks: 411,338.07

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49864	5/6/2019	00307	9248309814-8	4/25/2019	9248309814-8 601 F ST.	259.37	259.37
49865	5/6/2019	02216	612752	4/30/2019	PD GASOLINE PURCHASES 2	1,809.65	
			611206	4/20/2019	PD GASOLINE PURCHASES 1	1,805.24	
			609666	4/10/2019	PD GASOLINE PURCHASES 1	1,770.05	
			610137	4/10/2019	RECREATION GASOLINE PUF	68.15	5,453.09
49866	5/6/2019	03015	04/22/19 Lum	4/22/2019	CREDIT CARD PURCHASE	1,423.25	
			04/22/19 Lin	4/22/2019	CREDIT CARD PURCHASE	100.00	1,523.25
<b>Sub total for TRI COUNTIES BANK:</b>							<b>7,235.71</b>

3 checks in this report.

Grand Total All Checks:

7,235.71

## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49867	5/10/2019	00068	COLMA PEACE OFFICER'S 05102019 B	5/10/2019	COLMA PEACE OFFICERS: P/	600.21	600.21
49868	5/10/2019	01164	STATE OF CALIFORNIA, FRAN05102019 B	5/10/2019	STATE - WAGE GARNISHMEN	450.00	450.00
49869	5/10/2019	01340	NAVIA BENEFIT SOLUTIONS 05102019 B	5/10/2019	FLEX 125 PLAN: PAYMENT	558.84	558.84
49870	5/10/2019	01375	NATIONWIDE RETIREMENT S:05102019 B	5/10/2019	NATIONWIDE: PAYMENT	4,750.00	
			05102019 M	5/10/2019	NATIONWIDE: PAYMENT	950.00	5,700.00
49871	5/10/2019	02377	CALIFORNIA STATE DISBURS05102019 B	5/10/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
93921	5/10/2019	00521	UNITED STATES TREASURY 05102019 M	5/10/2019	FEDERAL TAX: PAYMENT	911.88	911.88
93922	5/10/2019	01360	VANTAGE TRANSFER AGENT:05102019 M	5/10/2019	ICMA CONTRIBUTION: PAYME	464.42	464.42
93923	5/10/2019	00631	P.E.R.S. 05102019 M	5/10/2019	PERS MISC NON-TAX: PAYME	630.29	630.29
93924	5/10/2019	00282	CALIFORNIA PUBLIC EMPLOY05102019 M	5/10/2019	MAY 2019 ACTIVE PREMIUMS	7,348.84	7,348.84
93925	5/10/2019	00130	EMPLOYMENT DEVELOPMEN05102019 B	5/10/2019	CALIFORNIA STATE TAX: PAY	11,587.66	11,587.66
93926	5/10/2019	00521	UNITED STATES TREASURY 05102019 B	5/10/2019	FEDERAL TAX: PAYMENT	54,845.77	54,845.77
93927	5/10/2019	00282	CALIFORNIA PUBLIC EMPLOY05102019 B	5/10/2019	MAY 2019 ACTIVE PREMIUMS	60,905.57	60,905.57
93928	5/10/2019	00631	P.E.R.S. 05102019 B	5/10/2019	PERS - BUYBACK: PAYMENT	40,848.24	40,848.24
93929	5/10/2019	01360	VANTAGE TRANSFER AGENT:05102019 B	5/10/2019	ICMA CONTRIBUTION: PAYME	4,205.28	4,205.28

Sub total for TRI COUNTIES BANK:

189,928.38

14 checks in this report.

Grand Total All Checks: 189,928.38

## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49872	5/13/2019	00003	A. S. F. ELECTRIC	7653	4/29/2019	REMOVE AND REPLACE NEW	1,825.00
49873	5/13/2019	00013	ANDY'S WHEELS & TIRES	April 2019	4/30/2019	TIRE SERVICE	88.66
49874	5/13/2019	00051	CALIFORNIA WATER SERVICE	April 26, 2019	4/26/2019	WATER BILL	4,967.75
49875	5/13/2019	00057	CINTAS CORPORATION #2	464290518	5/13/2019	OUTSIDE & INSIDE MATS AT	288.84
49876	5/13/2019	00112	DEPARTMENT OF JUSTICE	371396	5/3/2019	PD ACCOUNT #140503	863.00
				373075	5/3/2019	HR ACCOUNT #145931	81.00
49877	5/13/2019	00174	HOME DEPOT CREDIT SERVICE	April 2-23, 2019	4/29/2019	PW SUPPLY PURCHASES	2,925.13
49878	5/13/2019	00181	IEDA	22548	5/1/2019	LABOR RELATIONS CONSUL	1,419.00
49879	5/13/2019	00211	KELLY-MOORE PAINTS	April 2019	4/30/2019	PAINT AND SUPPLIES	93.68
49880	5/13/2019	00307	PACIFIC GAS & ELECTRIC	0567147369-1	5/1/2019	0567147369-1 JSB S/O SERRA	155.31
49881	5/13/2019	00352	SERRAMONTE FORD, INC.	243782	4/16/2019	FORD EXPLORER REPLACE	1,025.32
49882	5/13/2019	00388	SONITROL	133471	5/1/2019	MONTHLY MONITORING	1,109.81
49883	5/13/2019	00411	TURBO DATA SYSTEMS	30040	4/30/2019	CITATION PROCESSING	428.05
49884	5/13/2019	00414	TERMINEX INTERNATIONAL	L385622123	5/13/2019	PEST CONTROL	209.00
				383729157	5/9/2019	PEST CONTROL	205.00
49885	5/13/2019	00500	SMC CONTROLLERS OFFICE	April 019	5/2/2019	ALLOCATION OF PARKING PE	414.00
49886	5/13/2019	00623	ARAMARK	April 2019	4/30/2019	UNIFORM SERVICE	540.00
49887	5/13/2019	00659	ADAMSON POLICE PRODUCT	INV291644	1/8/2019	9 PROTECH 2120-5 10X12 ML	3,694.79
				UC000715	10/16/2018	BRASS RECYCLING CREDIT	-3,017.98
49888	5/13/2019	01030	STEPFORD, INC.	1901387	4/30/2019	DNS MADE EASY. SETUP FOI	104.92
49889	5/13/2019	01039	CONTRA COSTA COUNTY SH	June 24-28, 2019	5/8/2019	JUNE 24-28, 2019 D MENDOZ	497.00
49890	5/13/2019	01184	PENINSULA UNIFORMS & EQ	April 2019	4/30/2019	UNIFORMS	963.92
49891	5/13/2019	01831	DEL ROSARIO, JOANNE F.	2001542.003	5/8/2019	05.08.19 DEPOSIT REFUND	50.00
49892	5/13/2019	02118	BAY AREA NEWS GROUP	0001192828	4/30/2019	05.22.19 INCREASED VEHICL	119.90
49893	5/13/2019	02274	FRANK AND GROSSMAN LANI	3961	5/1/2019	LANDSCAPE MAINTENANCE	9,820.00
49894	5/13/2019	02468	ULINE, INC.	108143978	4/29/2019	20 ULTRA ONE 10 MIL LATEX	399.79
				108233965	5/1/2019	2 TYVEK COVERALL XL 25/CT	333.53
49895	5/13/2019	02499	GE CAPITAL INFORMATION	102062720	5/1/2019	PD COPY MACHINE RENTAL	808.92
49896	5/13/2019	02637	Z.A.P. MANUFACTURING INC.	2506	5/2/2019	CUSTOM SIGNS NO PARKING	1,303.44
49897	5/13/2019	02743	UTILITY TELEPHONE, INC	May 2019	5/1/2019	INTERNET ACCESS 128070	716.63
49898	5/13/2019	02787	AECO SYSTEMS, INC.	19944	5/1/2019	FIRE & BURGLAR PANIC ALAI	45.00
49899	5/13/2019	02827	CORODATA SHREDDING, INC.	RS3071304	4/30/2019	STORAGE, PICKUP/DELIVER	47.17
49900	5/13/2019	02857	DE LEON, DARCY	2001543.003	5/8/2019	05.08.19 DEPOSIT REFUND	300.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49901	5/13/2019	02935	EMCOR SERVICES-MESA ENE013497144 013497145	4/30/2019	REPLACE IT ROOM UNIT IND	1,750.63	
49902	5/13/2019	03044	PEORO, ENEZA.	4/30/2019	REPLACED FILTERS ON BLOI	345.80	2,096.43
49903	5/13/2019	03061	NORTH BAY PETROLEUM	5/6/2019	05.02.19 GRADUATION CAKE	130.00	130.00
49904	5/13/2019	03258	SAN FRANCISCO HARLEY-DA430816	4/30/2019	PW GAS PURCHASES	167.53	167.53
49905	5/13/2019	03259	GODBE CORPORATION	4/23/2019	PURSUIT SWITCH	94.40	94.40
49906	5/13/2019	03260	MONTALVO, LUCAS	5/2/2019	COMMUNITY PRIORITIES SUI	8,500.00	8,500.00
				5/8/2019	05.08.19 DEPOSIT REFUND	80.00	80.00
<b>Sub total for TRI COUNTIES BANK:</b>						<b>45,639.34</b>	

35 checks in this report.

Grand Total All Checks:

45,639.34



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Bank : first TRI COUNTIES BANK

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
49907	5/13/2019	03034	June 2019	6/1/2019	HEALTH REIMBURSEMENT A/	45,677.45	45,677.45
<b>Sub total for TRI COUNTIES BANK:</b>						45,677.45	45,677.45

1 checks in this report.

Grand Total All Checks:

45,677.45

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49908	5/20/2019	00020	ASSOCIATED SERVICES INC 119050040	5/1/2019	RENTAL	69.00	
			119050039	5/1/2019	Spring Water 5 Gal	9.00	78.00
49909	5/20/2019	00057	CINTAS CORPORATION #2	5/14/2019	CLEANING SERVICE	1,282.94	1,282.94
49910	5/20/2019	00307	PACIFIC GAS & ELECTRIC	5/10/2019	PG&E	2,223.41	
			3007220528-6	5/9/2019	3007220528-6 1199 EL CAMINI	2,041.81	4,265.22
49911	5/20/2019	00412	TELECOMMUNICATIONS ENG45975	5/10/2019	Facilities Mgmt & Maintenance	1,328.00	1,328.00
49912	5/20/2019	00534	SMC INFORMATION SERVICE-1YCL11904	5/7/2019	MICRO CHANNEL & LINES	778.08	
49913	5/20/2019	01030	STEPFORD, INC.	4/19/2019	2 HPE DL380 GEN9, DUAL XE	38,299.54	
			1901377	4/19/2019	4 VMWARE VIRTUAL SAN-(V)	12,904.00	778.08
			1901406	5/6/2019	STANDARD MULTIPLE DOMA	399.98	
			1901391	5/7/2019	8155 20 022 0096715 601 F ST	108.33	51,603.52
49914	5/20/2019	01037	COMCAST CABLE	5/1/2019	VERANO HOMEOWNERS ASS	320.00	108.33
49915	5/20/2019	01414	VERANO HOMEOWNERS ASS	6/1/2019	VERANO OWNERS ASSOCIAT	320.00	320.00
49916	5/20/2019	01565	BAY CONTRACT MAINTENAN(May 2019	5/10/2019	JANITORIAL SERVICES	11,763.93	11,763.93
49917	5/20/2019	02082	VINCE'S OFFICE SUPPLY, INC(April 2019	4/30/2019	OFFICE SUPPLIES	125.15	125.15
49918	5/20/2019	02144	DOMINICA. DE LUCCA DBA D(April 2019	5/1/2019	TAE KWON DO	900.00	900.00
49919	5/20/2019	02182	DALY CITY KUMON CENTER	5/13/2019	TUTORING	6,280.00	6,280.00
49920	5/20/2019	02499	GE CAPITAL INFORMATION	4/29/2019	REC COPY MACHINE RENTAL	601.18	601.18
49921	5/20/2019	02637	Z.A.P. MANUFACTURING INC. 2521	5/15/2019	2 CUSTOM SIGN "COLMA"	112.88	112.88
49922	5/20/2019	02662	DAVE'S CARPET INSTALLATIC 1054	5/1/2019	PURCHASE & INSTALL: YCT F	5,551.12	5,551.12
49923	5/20/2019	02865	BONDOC, JESSIE	5/13/2019	05.13.19 DEPOSIT REFUND	300.00	300.00
49924	5/20/2019	02931	PRINT WORKS	5/10/2019	64 CLEAN-UP DAY SHIRTS	572.53	572.53
49925	5/20/2019	02952	ALVARADO, JORGE	5/10/2019	04/29-05/03 TRAFFIC COLLISI	83.61	83.61
49926	5/20/2019	03034	FLEX ADVANTAGE	4/30/2019	FLEX PROCESSING FEES	210.00	210.00
49927	5/20/2019	03110	BHM CONSTRUCTION, INC.	5/31/2019	MAY 2019 BUILDING INFILL &	266,012.35	266,012.35
49928	5/20/2019	03173	PLAN JPA	5/17/2019	CLAIMS	80.00	80.00
49929	5/20/2019	03184	FLYNN, FIONA	5/13/2019	PARENT & BABY YOGA	230.00	230.00
49930	5/20/2019	03208	AAA BUSINESS SUPPLIES & IIN2073867-0	5/2/2019	COFFEE, SUGAR CANISTER,	117.50	117.50
49931	5/20/2019	03224	DECORATIVE PLANT SERVICEI0013223	5/1/2019	2019 Maintenance Guaranteed,	157.31	157.31
49932	5/20/2019	03261	MARTINEZ, CAROLINA	5/13/2019	05.13.19 DEPOSIT REFUND	50.00	50.00

Sub total for TRI COUNTIES BANK: 352,911.65

25 checks in this report.

Grand Total All Checks:

352,911.65

## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49933	5/24/2019	00047	05242019 B	5/24/2019	CLEA: PAYMENT	269.50	269.50
49934	5/24/2019	00068	05242019 B	5/24/2019	COLMA PEACE OFFICERS: P/	600.21	600.21
49935	5/24/2019	01164	05242019 B	5/24/2019	STATE - WAGE GARNISHMEN	450.00	450.00
49936	5/24/2019	01340	05242019 B	5/24/2019	FLEX 125 PLAN: PAYMENT	558.84	558.84
49937	5/24/2019	01375	05242019 B	5/24/2019	NATIONWIDE: PAYMENT	4,750.00	4,750.00
49938	5/24/2019	02224	05242019 B	5/24/2019	LIFE INSURANCE: PAYMENT	470.50	470.50
49939	5/24/2019	02377	05242019 B	5/24/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
93935	5/24/2019	00130	05242019 B	5/24/2019	CALIFORNIA STATE TAX: PAY	11,776.15	11,776.15
93936	5/24/2019	00521	05242019 B	5/24/2019	FEDERAL TAX: PAYMENT	54,661.91	54,661.91
93937	5/24/2019	00631	05242019 B	5/24/2019	PERS - BUYBACK: PAYMENT	40,649.40	40,649.40
93938	5/24/2019	01360	05242019 B	5/24/2019	ICMA CONTRIBUTION: PAYME	4,206.23	4,206.23

Sub total for TRI COUNTIES BANK:

119,264.12

11 checks in this report.

Grand Total All Checks:

119,264.12

## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
49940	5/29/2019	00004	000013044786	5/13/2019	C3-A/B-12-10-TS-01	1,611.07	1,611.07
49941	5/29/2019	00117	DELTA DENTAL OF CALIFORNIA BE003396791	6/1/2019	DENTAL INSURANCE	12,797.60	12,797.60
49942	5/29/2019	00280	OFFICE DEPOT, INC. 309371395001	5/2/2019	PAPER, COFFEE, POST-IT NC	185.07	
			310640439001	5/3/2019	ECO COLD CUPS 9 OZ.	14.77	
			310638710001	5/3/2019	LABELS, 12 OZ. CUPS	12.66	212.50
49943	5/29/2019	00432	VISION SERVICE PLAN June 2019	5/19/2019	VISION SERVICE PLAN	1,054.93	1,054.93
49944	5/29/2019	00456	NORTH PENINSULA FOOD PA 05/30/19 Take M	5/20/2019	05/30/19 TAKE MY HAND LUN	90.00	90.00
49945	5/29/2019	00649	DAVEY TREE EXPERT COMPA913576329	5/10/2019	PALM FERTILIZATION 1180 &	2,960.00	2,960.00
49946	5/29/2019	01164	STATE OF CALIFORNIA, FRANMay 29, 2019	5/28/2019	25% WITHHOLDING ORDER	100.00	100.00
49947	5/29/2019	01344	PROJECT READ Jan 9 - May 22, 2	5/23/2019	PROJECT READ	2,205.00	2,205.00
49948	5/29/2019	01367	DUO DANCE ACADEMY April 2019	5/21/2019	DANCE CLASSES	520.00	520.00
49949	5/29/2019	01399	WESTLAKE ECO SOFT TOUCHApril 2019	5/1/2019	PD CAR WASH	13.95	13.95
49950	5/29/2019	01653	KAISER FOUNDATION HEALTHApril 2019	5/9/2019	HEALTH & SAFETY SERVICE	205.00	205.00
49951	5/29/2019	02224	STANDARD INSURANCE COM June 2019	5/15/2019	LIFE INSURANCE	200.00	200.00
49952	5/29/2019	02352	GUTIERREZ, IMELDA 2001363.003	11/19/2018	REPLACES 11.27.18 CHECK #	50.00	50.00
49953	5/29/2019	02623	BLOEBAUM, CYNTHIA Mother's Day	5/2/2019	COOKING CLASSES	300.00	300.00
49954	5/29/2019	02701	FRANCISCO, MARK 05/17/19 Mileage	5/20/2019	05/17/19 NARCAN TRAINING I	12.06	12.06
49955	5/29/2019	02946	VELASQUEZ, AMANDA May 14-17, 2019	5/22/2019	MILEAGE REIMBURSEMENT I	479.08	479.08
49956	5/29/2019	02976	MERCADO, MARIA LUISA 2001554.003	5/20/2019	05.20.19 DEPOSIT REFUND	80.00	80.00
49957	5/29/2019	03184	FLYNN, FIONA April 16-30, 2019	5/17/2019	YOGA	345.00	345.00
49958	5/29/2019	03262	FEHR & PEERS Mar 30-Apr 30, 2	5/28/2019	BIKE PEDESTRIAN IMPROVEI	4,567.09	4,567.09
49959	5/29/2019	03263	MILLER DOBBINS FAMILY, INC05196018	5/9/2019	3M NIGHT VISION 15 MOCK L	705.00	705.00
49960	5/29/2019	03264	AGUILAR, MARIO 2001555.003	5/20/2019	05.20.19 DEPOSIT REFUND	300.00	300.00
<b>Sub total for TRI COUNTIES BANK:</b>						28,808.28	

21 checks in this report.

Grand Total All Checks:

28,808.28



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

AN ORDINANCE AMENDING SECTIONS 5.17.020 and 5.17.030 AND ADDING  
SUBCHAPTER 5.20 TO THE COLMA MUNICIPAL CODE RELATING TO SMALL  
CELL WIRELESS FACILITIES IN THE PUBLIC RIGHTS-OF-WAY

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

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ARTICLE 1. RECITALS.

(a) In 2013, **the City Council of the Town of Colma ("Town") adopted Ordinance No. 728**, adding Subchapter 5.17 (Wireless Communications Facilities) of the Colma Municipal Code ("**Municipal Code**"), to establish uniform standards for the location, design, placement, permitting, maintenance, and modification of Wireless Communication Facilities (WCFs); and

(b) The Town **desires to more specifically regulate WCFs in the Town's public rights-of-way**; and

(c) The Town deems it to be necessary and appropriate to provide for certain standards and regulations relating to the location, placement, design, construction and maintenance of telecommunications towers, antennas and other structures within the Town's **public rights-of-way**, and providing for the enforcement of said standards and regulations, consistent with federal and state law limitations on that authority.

ARTICLE 2. INCORPORATION OF RECITALS.

The City Council hereby finds that 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 SECTION 5.17.020 AMENDED.

Section 5.17.020 of the Colma Municipal Code is amended by adding the following paragraph at the end:

**"(j) WCFs in the Right-of-Way are exempt from the requirement for a Use Permit or an Administrative Permit and the development standards under this subchapter, and are subject instead to a requirement for a Wireless Encroachment Permit in accordance with Subchapter 5.20 of the Colma Municipal Code."**

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ARTICLE 4. CMC SECTION 5.17.030 AMENDED.

Section 5.17.030 of the Colma Municipal Code is amended and restated to read as follows:

“5.17.030 Application of Subchapter.

Except for the exemptions outlined in Section 5.17.020, this subchapter shall apply to all types of WCFs in all zones.”

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ARTICLE 5. CMC SECTION 5.17.080 AMENDED.

Section 5.17.080 of the Colma Municipal Code is amended by striking paragraph (b).

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ARTICLE 6. CMC SECTION 5.17.090 AMENDED.

Section 5.17.090 of the Colma Municipal Code is amended by striking paragraph (k), and re-numbering paragraph (l) as paragraph (k).

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ARTICLE 7. CMC SECTION 5.17.140 AMENDED.

Section 5.17.140, paragraph (f) of the Colma Municipal Code is amended and restated to read as follows:

“(f) The abandonment of facilities in the Right-of-Way shall be governed by Section 5.20.080 in lieu of this Section.”

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ARTICLE 8. CMC SUBCHAPTER 5.20 ADDED.

Chapter 5 of the Colma Municipal Code, Planning, Zoning, Use & Development of Land & Improvements, is amended by adding new Subchapter 5.20, Wireless Facilities in Public Rights-of-Way, to read as follows:

“Subchapter 5.20: Wireless Communication Facilities in Public Rights-of-Way.

5.20.010. Purpose.

- (a) The purpose of this Section is to establish a process for managing, and uniform standards for acting upon, requests for the placement of wireless communication facilities (“WCFs” or “wireless facilities”) within the public rights-of-way (“ROW”) of the **Town consistent with the Town’s obligation to promote the public health, safety, and welfare**, to manage the ROW, and to ensure that the public is not incomed by the use of the ROW for the placement of WCFs. The Town recognizes the importance of WCFs to provide high-quality communications service to the residents and businesses within the Town, and the Town also recognizes its obligation to comply with applicable Federal and State law regarding the placement of personal wireless services facilities in its ROW. This ordinance shall be interpreted consistent with those provisions.

5.20.020. Definitions. The terms used in this Section shall have the following meanings:

**Application:** A formal request, including all required and requested documentation and information, submitted by an applicant to the Town for a wireless encroachment permit.

**Applicant:** A person filing an application for placement or modification of a wireless facility in the ROW.

**Base Station:** shall have the meaning as set forth in 47 C.F.R. Section 1.6100(b)(1), or any successor provision.

**City Engineer:** shall mean the City Engineer of the Town of Colma, the Public Works Director of the Town of Colma, or his authorized agent.

**C.F.R.:** The Code of Federal Regulations.

**Eligible Facilities Request:** shall have the meaning as set forth in 47 C.F.R. Section 1.6100(b)(3), or any successor provision.

**Encroach or Encroachment:** shall have the same meaning as set forth in Section 5.08.010(b).

**FCC:** The Federal Communications Commission or its lawful successor.

**Municipal Infrastructure:** Town-owned or controlled property structures, objects, and equipment in the ROW, including, but not limited to, street lights, traffic control structures, banners, street furniture, bus stops, billboards, or other poles, lighting fixtures, or electroliers located within the ROW.

**Permittee:** any person or entity granted a wireless encroachment permit pursuant to this subchapter.

**Personal Wireless Services:** shall have the same meaning as set forth in 47 U.S.C. Section 332(c)(7)(C)(i).

**Personal Wireless Services Facility:** means a wireless facility used for the provision of personal wireless services.

**Wireless Facility, or Facility:** The transmitters, antenna structures and other types of installations used for the provision of wireless services at a fixed location, including, without limitation, any associated tower(s), support structure(s), and base station(s).

**Public Right-of-Way, or ROW:** means the full width of land, irrespective of the current use, which by deed, conveyance, agreement, easement, dedication, usage or process of law is reserved for or dedicated to the general public for street, highway, alley, drainage, flood control sanitary sewer, public utility, bicycle path or pedestrian walkway purposes and which the Town has the responsibility to maintain or manage.

Small Cell Facility: **shall have the same meaning as “small wireless facility”** in 47 C.F.R. 1.6002(l), or any successor provision (which is a personal wireless services facility that meets the following conditions that, solely for convenience, have been set forth below):

(1) The facility—

(i) is mounted on a structure 50 feet or less in height, including antennas, as defined in 47 C.F.R. Section 1.1320(d), or

(ii) is mounted on a structure no more than 10 percent taller than other adjacent structures, or

(iii) does not extend an existing structure on which it are located to a height of more than 50 feet or by more than 10 percent, whichever is greater;

(2) Each antenna associated with the deployment, excluding associated antenna equipment (as defined in the definition of antenna in 47 C.F.R. Section 1.1320(d)), is no more than three cubic feet in volume;

(3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume;

(4) The facility does not require antenna structure registration under 47 C.F.R. Part 17;

(5) The facility is not located on Tribal lands, as defined under 36 C.F.R. Section 800.16(x); and

(6) The facility does not result in human exposure to radiofrequency radiation in excess of the applicable safety standards specified in 47 C.F.R. Section 1.1307(b).

Support Structure: Any structure capable of supporting a base station.

Tower: Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for personal wireless services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site. This definition does not include utility poles.

Underground areas: Those areas where there are no electrical facilities or facilities of the incumbent local exchange carrier in the ROW; or where the wires associated with the same are or are required to be located underground; or where the same are scheduled to be converted from overhead to underground. Electrical facilities are distribution facilities owned by an electric utility and do not include transmission facilities used or intended to be used to transmit electricity at nominal voltages in excess of 35,000 volts.

Utility Pole: A structure in the ROW designed to support electric, telephone and similar utility lines. A tower is not a utility pole.

Wireless Encroachment Permit: A permit issued pursuant to this subchapter authorizing the placement or modification of a wireless facility of a design specified in the permit at a

particular location within the ROW; and the modification of any existing support structure to which the wireless facility is proposed to be attached.

Wireless Service Provider: An entity that provides personal wireless services to end users.

Wireless Infrastructure Provider: A person that owns, controls, operates or manages a wireless facility or portion thereof within the ROW.

Wireless Regulations: Those regulations adopted pursuant to Section 5.20.050 and implementing the provisions of this subchapter.

#### 5.20.030. Scope.

(a) In general. **There shall be a type of encroachment permit entitled a "wireless encroachment permit," which shall be subject to all of the same requirements as an encroachment permit** would under the encroachment permit procedures set forth in Section 5.08.120 in addition to all of the requirements of this Section. Unless exempted, every person who desires to place a wireless facility in the ROW or modify an existing wireless facility in the ROW must obtain a wireless encroachment permit authorizing the placement or modification in accordance with this Section. Except for small cell facilities, facilities qualifying as eligible facilities requests, or any other type of facility expressly allowed in the ROW by state or federal law, no other wireless facilities shall be permitted pursuant to this subchapter.

(b) Exemptions. This subchapter does not apply to:

- (1) The placement or modification of facilities by the Town or by any other agency of the state solely for public safety purposes.
- (2) **Installation of a "cell on wheels," "cell on truck" or a similar structure for a temporary period in connection with an emergency or event, but no longer than required for the emergency or event, provided that installation does not involve excavation, movement, or removal of existing facilities.**
- (3) The Wireless Communications Facilities set forth in Chapter 5.17 that are subject to a requirement for a Use Permit or an Administrative Permit.

(c) Other applicable requirements. In addition to the wireless encroachment permit required herein, the placement of a wireless facility in the ROW requires the persons who will own or control those facilities to obtain all permits required by applicable law, and to comply with applicable law, including, but not limited, applicable law governing radio frequency (RF) emissions.

(d) Pre-existing Facilities in the ROW. Any wireless facility already existing in the ROW as of the date of this subchapter's adoption **shall remain subject to the provisions of the Town Code in effect prior to this subchapter, unless and until an extension of such facility's then-existing permit is granted**, at which time the provisions of this subchapter shall apply in full force going forward as to such facility. The review of any request for a renewal of a permit for such pre-existing facilities shall be conducted pursuant to this subchapter, rather than the portion(s) of the Town Code that it was previously reviewed under.

(e) Public use. Except as otherwise provided by California law, any use of the ROW **authorized pursuant to this Chapter will be subordinate to the Town's use and use by the public.**

5.20.040. Administration.

(a) Review. The City Engineer or his or her designee is responsible for administering this subchapter. As part of the administration of this subchapter, the City Engineer may:

- (1) Interpret the provisions of this subchapter;
- (2) Develop and implement standards governing the placement and modification of wireless facilities consistent with the requirements of this subchapter, including regulations governing collocation and resolution of conflicting applications for placement of wireless facilities;
- (3) Develop and implement acceptable designs and development standards for wireless facilities in the ROW, taking into account the zoning districts bounding the ROW;
- (4) Develop forms and procedures for submission of applications for placement or modification of wireless facilities, and proposed changes to any support structure consistent with this subchapter;
- (5) Determine the amount of and collect, as a condition of the completeness of any application, any fee established by this subchapter;
- (6) Establish deadlines for submission of information related to an application, and extend or shorten deadlines where appropriate and consistent with state and federal laws and regulations;
- (7) Issue any notices of incompleteness, requests for information, or conduct or commission such studies as may be required to determine whether a permit should be issued;
- (8) Require, as part of, and as a condition of completeness of any application, notice to members of the public that may be affected by the placement or modification of the wireless facility and proposed changes to any support structure;
- (9) Subject to appeal as provided herein, determine whether to approve, approve subject to conditions, or deny an application; and
- (10) Take such other steps as may be required to timely act upon applications for placement of wireless facilities, including issuing written decisions and entering into agreements to mutually extend the time for action on an application.

(b) Appeal.

- (1) Any person adversely affected by the decision of the City Engineer pursuant to this subchapter may appeal the City Engineer's **decision to the City Council** in accordance with the procedures set forth in Section 1.02.270, which may decide the issues *de novo*, and whose written decision will be the final decision of the Town. Any appeal shall be conducted so that a timely written decision may be issued in compliance with any legally-required deadline.

- (2) All appeals must be filed within five (5) business days of the written decision of the City Engineer, unless the City Engineer extends the time therefore. An extension may not be granted where extension would result in approval of the application by operation of law.
- (3) An appeal by a wireless infrastructure provider must be taken jointly with the wireless service provider that intends to use the personal wireless services facility.
- (4) Where the City Engineer determines that an application must be approved because a denial would result in a prohibition or effective prohibition under applicable federal law, the City Engineer shall not render a decision on the application, but instead shall refer the application directly to the City Council for review and decision, whose review shall be conducted in accordance with paragraph (a) of this subsection.

5.20.050. General Standards for Wireless Facilities in the Public Rights-of-Way.

(a) Generally. Wireless facilities in the ROW shall meet the minimum requirements set forth in this ordinance and the wireless regulations, in addition to the requirements of any other applicable law.

(b) Regulations. The wireless regulations and decisions on applications for placement of wireless facilities in the ROW shall, at a minimum, ensure that the requirements of this section are satisfied, unless it is determined that applicant has established that denial of an application would, within the meaning of federal law, prohibit or effectively prohibit the provision of personal wireless services, or otherwise violate applicable laws or regulations. If that determination is made, the requirements of this subchapter may be waived, but only to the minimum extent required to avoid the prohibition or violation.

(c) Minimum Standards. Wireless facilities shall be installed and modified in a manner that minimizes risks to public safety, avoids placement of aboveground facilities in underground areas, avoids installation of new support structures or equipment cabinets in the ROW, and otherwise maintains the integrity and character of the neighborhoods and corridors in which the facilities are located; ensures that installations are subject to periodic review to minimize the intrusion on the ROW; and ensures that the Town bears no risk or liability as a result of the installations, and that such use does not inconvenience the public, interfere with the primary uses of the ROW, or hinder the ability of the Town or other government agencies to improve, modify, relocate, abandon, or vacate the ROW or any portion thereof, or to cause the improvement, modification, relocation, vacation, or abandonment of facilities in the ROW.

(d) Design Standards and Location Preferences. The City Council shall adopt by resolution detailed Location Preferences and Design Standards, which may be updated from time to time by the City Engineer, that require facilities to reasonably match the aesthetics and character of the immediate area. The Town shall consider these Design Standards when reviewing an application. Permits for personal wireless services facilities shall incorporate specific concealment elements to minimize visual impacts and design requirements ensuring compliance with all standards for noise emissions.

5.20.060. Applications.

(a) Other Approvals. The permittee shall obtain all other applicable permits, approvals, and agreements necessary to install and operate the WCF in conformance with federal, state, and local laws, rules, and regulations.

(b) Submission. Unless the wireless regulations provide otherwise, applicant shall submit a paper copy and an electronic copy of any application, amendments, or supplements to an application, or responses to requests for information regarding an application to: Department of Public Works at Town Hall, 1198 El Camino Real, Colma, California 94014.

(c) Pre-application meeting. Prior to filing an application for a wireless encroachment permit, an applicant is encouraged to schedule a pre-application meeting with the City Engineer to discuss the proposed facility, the requirements of this subchapter, and any potential impacts of the proposed facility.

(d) Content. An applicant shall submit an application on the form approved by the City Engineer, which may be updated from time-to-time, but in any event shall require the submission of all required fee(s), documents, information, and any other materials necessary to allow the City Engineer to make required findings and ensure that the proposed facility will comply with applicable federal and state law, the Town Code, and will not endanger the public health, safety, or welfare. If no form has been approved, applications must contain information necessary to show that the applicant is entitled to the permit requested and must specify whether the applicant believes state or federal law requires action on the application within a specified time period.

(e) Public Notice. The Town shall provide **notice at the applicant's expense** to all property owners, and the resident manager for any multi-family dwelling unit that includes ten (10) or more units, within 300 feet of the proposed personal wireless services facility.

(f) Fees. A fee in the form of a deposit shall be submitted with any application for a wireless encroachment permit. The amount of the fee deposit is based on the estimated work to complete the plan checking and field review of each of the sites where wireless facilities are planned. The City Council is hereby authorized to determine, or cause to be determined, the amount, type, and other terms of such fee(s) from time to time by means of resolution. Notwithstanding the foregoing, no application fee shall be refundable, in whole or in part, to an applicant for a wireless encroachment permit.

(g) Waivers. Requests for waivers from any requirement of this section shall be made in writing to the City Engineer or his or her designee. The City Engineer may grant or deny a request for a waiver pursuant to this subsection. The City Engineer may grant a request for waiver if it is demonstrated that, notwithstanding the issuance of a waiver, the Town will be provided all information necessary to understand the nature of the construction or other activity to be conducted pursuant to the permit sought. All waivers approved pursuant to this subsection shall be (1) granted only on a case-by-case basis, and (2) narrowly-tailored to minimize deviation from the requirements of the Town Code.

(h) Incompleteness. For personal wireless facilities and eligible facilities requests, applications will be processed, and notices of incompleteness provided, in conformity with state, local, and federal law. If such an application is incomplete, the City Engineer may notify the applicant in writing, and specifying the material omitted from the application.



5.20.070. Findings; Decisions; Consultants.

(a) Findings Required for Approval.

- (1) Except for eligible facilities requests, the City Engineer or the City Council, as the case may be, shall approve an application if, on the basis of the application and other materials or evidence provided in review thereof, it finds the following:
  - (i) The facility is not detrimental to the public health, safety, and welfare;
  - (ii) The facility complies with this subchapter and all applicable design and development standards; and
  - (iii) The facility meets applicable requirements and standards of state and federal law.
- (2) For eligible facilities requests, the City Engineer or the City Council, as the case may be, shall approve an application if, on the basis of the application and other materials or evidence provided in review thereof, it finds the following:
  - (i) That the application qualifies as an eligible facilities request; and
  - (ii) That the proposed facility will comply with all generally-applicable laws.

(b) Decisions. Decisions on an application by the City Engineer or the City Council shall be in writing and include the reasons for the decision.

(c) Independent Consultants. The City Engineer or the City Council, as the case may be, is authorized, in its discretion, to select and retain independent consultant(s) with expertise in telecommunications in connection with the review of any application under this subchapter, with the cost of this additional review borne by the applicant through a deposit submitted to the Town equal to the consultant cost plus a percentage cost for Town administration. Such independent consultant review may be retained on any issue that involves specialized or expert knowledge in connection with an application, including, but not limited to, application completeness or accuracy, structural engineering analysis, or compliance with FCC radio frequency emissions standards.

5.20.080. Conditions of Approval.

(a) Generally. In addition to any supplemental conditions imposed by the City Engineer or the City Council, as the case may be, all permits granted pursuant to this subchapter shall be subject to the following conditions, unless modified by the approving authority:

- (1) *Code Compliance.* The permittee shall at all times maintain compliance with all applicable federal, state and local laws, regulations and other rules, including, without limitation, those applying to use of ROW.
- (2) *Permit Duration.* A wireless encroachment permit shall be valid for a period of ten (10) years, unless pursuant to another provision of the Code or these conditions, it expires sooner or is terminated. At the end of ten (10) years from the date of issuance, such Permit shall automatically expire, unless an extension or renewal has been granted. A person holding a wireless encroachment permit must either (1) remove the facility within sixty (60) days following **the permit's expiration** (provided that removal of support structure owned by Town, a utility, or another

entity authorized to maintain a support structure in the right of way need not be removed, but must be restored to its prior condition, except as specifically permitted by the Town); or (2) at least thirty (30) days prior to expiration, submit an application to renew the permit, which application must, among all other requirements, demonstrate that the impact of the wireless facility cannot be reduced and that the installation remains structurally sound. The wireless facility must remain in place until it is acted upon by the Town and all appeals from the **Town's** decision exhausted.

- (3) *Timing of Installation.* The installation and construction authorized by a wireless encroachment permit shall begin within one (1) year after its approval, or it will expire without further action by the Town. The installation and construction authorized by a wireless encroachment permit shall conclude, including any necessary post-installation repairs and/or restoration to the ROW, within thirty (30) days following the day construction commenced.
- (4) *Commencement of Operations.* The operation of the approved facility shall commence no later than one (1) month after the completion of installation, or the wireless encroachment permit will expire without further action by the Town.
- (5) *As-Built Drawings.* The Permittee shall submit an as-built drawing and electronic copy of the drawing in a format acceptable to the Town within thirty (30) days after installation of the facility
- (6) *Inspections; Emergencies.* The Town or its designee may enter onto the facility area to inspect the facility upon 48 hours prior notice to the permittee. The permittee shall cooperate with all inspections and may be present for any inspection of its facility by the Town. The Town reserves the right to enter or direct its designee to enter the facility and support, repair, disable, or remove any elements of the facility in emergencies or when the facility threatens imminent harm to persons or property. The Town shall make an effort to contact the permittee prior to disabling or removing any facility elements, but in any case shall notify permittee within 24 hours of doing so.
- (7) *Contact.* The permittee shall at all times maintain accurate contact information for all parties responsible for the facility, which shall include a phone number, street mailing address and email address for at least one natural person.
- (8) *Insurance.* Permittee shall obtain and maintain throughout the term of the permit commercial general liability insurance with a limit of \$2,000,000.00 per occurrence for bodily injury and property damage and \$2,000,000.00 general aggregate including premises operations, contractual liability, personal injury, and products completed operations. The relevant policy(ies) shall name the Town, its elected/appointed officials, commission members, officers, representatives, agents, and employees as additional insureds. Permittee shall use its best efforts to **provide thirty (30) days'** prior notice to the Town of to the cancellation or material modification of any applicable insurance policy.
- (9) *Indemnities.* The permittee and, if applicable, the owner of the property upon which the wireless facility is installed shall defend, indemnify and hold harmless the Town, its agents, officers, officials, and employees (i) from any and all damages, liabilities, injuries, losses, costs, and expenses, and from any and all

claims, demands, law suits, writs of mandamus, and other actions or proceedings brought against the Town or its agents, officers, officials, or employees to **challenge, attack, seek to modify, set aside, void or annul the Town's approval** of the permit, and (ii) from any and all damages, liabilities, injuries, losses, costs, and expenses, and any and all claims, demands, law suits, or causes of action and other actions or proceedings of any kind or form, whether for personal injury, death or property damage, arising out of or in connection with the activities or performance of the permittee or, if applicable, the private property owner or any **of each one's agents, employees, licensees, contractors, subcontractors, or independent contractors.** . In the event the Town becomes aware of any such actions or claims the Town shall promptly notify the permittee and, if applicable, the private property owner and shall reasonably cooperate in the defense. The Town shall have the right to approve, which approval shall not be unreasonably **withheld, the legal counsel providing the Town's defense, and the property owner and/or permittee (as applicable) shall reimburse Town for any costs and expenses directly and necessarily incurred by the Town in the course of the defense.**

- (10) *Performance Bond.* Prior to issuance of a wireless encroachment permit, the permittee shall file with the Town, and shall maintain in good standing throughout the term of the approval, a performance bond or other surety or another form of security for the removal of the facility in the event that the use is abandoned or the permit expires, or is revoked, or is otherwise terminated. The security shall be in the amount equal to 150 percent (150%) of the cost of physically removing the facility and all related facilities and equipment on the site, based on the higher of **two contractor's quotes for removal that are provided by the permittee.** The permittee shall reimburse the Town for staff time associated with the processing and tracking of the bond, based on the hourly rate adopted by the City Council. Reimbursement shall be paid when the security is posted and during each administrative review.
- (11) *Adverse Impacts on Adjacent Properties.* Permittee shall undertake all reasonable efforts to avoid undue adverse impacts to adjacent properties and/or uses that may arise from the construction, operation, maintenance, modification, and removal of the facility.
- (12) *Noninterference.* Permittee shall not move, alter, temporarily relocate, change, or interfere with any existing structure, improvement, or property without the prior consent of the owner of that structure, improvement, or property. No structure, improvement, or property owned by the Town shall be moved to accommodate a permitted activity or encroachment, unless the Town determines that such movement will not adversely affect the Town or any surrounding businesses or residents, and the Permittee pays all costs and expenses related to the relocation of the Town's structure, improvement, or property. Prior to commencement of any work pursuant to a wireless encroachment permit, the Permittee shall provide the Town with documentation establishing to the Town's satisfaction that the Permittee has the legal right to use or interfere with any other structure, improvement, or property within the ROW or Town utility easement to be affected by Permittee's facilities.

- (13) *No Right, Title, or Interest.* The permission granted by a wireless encroachment permit shall not in any event constitute an easement on or an encumbrance against the ROW. No right, title, or interest (including franchise interest) in the ROW, or any part thereof, shall vest or accrue in Permittee by reason of a wireless encroachment permit or the issuance of any other permit or exercise of any privilege given thereby.
- (14) *No Possessory Interest.* No possessory interest is created by a wireless encroachment permit. However, to the extent that a possessory interest is deemed created by a governmental entity with taxation authority, Permittee acknowledges that Town has given to Permittee notice pursuant to California Revenue and Taxation Code Section 107.6 that the use or occupancy of any public property pursuant to a wireless encroachment permit may create a possessory interest which may be subject to the payment of property taxes levied upon such interest. Permittee shall be solely liable for, and shall pay and discharge prior to delinquency, any and all possessory interact taxes or other taxes, fees, and **assessments levied against Permittee's right to possession, occupancy, or use of any public property pursuant to any right of possession, occupancy, or use created by this permit.**
- (15) *General Maintenance.* The site and the facility, including, but not limited to, all landscaping, fencing, and related transmission equipment, must be maintained in a neat and clean manner and in accordance with all approved plans. All graffiti on facilities must be removed at the sole expense of the permittee within forty eight (48) hours after notification from the Town.
- (16) *RF Exposure Compliance.* All facilities must comply with all standards and regulations of the FCC and any other state or federal government agency with the authority to regulate RF exposure standards. After transmitter and antenna system optimization, but prior to unattended operations of the facility, and every three years thereafter, permittee or its representative must conduct on-site post-installation RF emissions testing to demonstrate actual compliance with the FCC OET Bulletin 65 RF emissions safety rules for general population/uncontrolled RF exposure in all sectors. For this testing, the transmitter shall be operating at maximum operating power, and the testing shall occur outwards to a distance where the RF emissions no longer exceed the uncontrolled/general population limit.
- (17) *Testing.* Testing of any equipment shall take place on weekdays only, and only between the hours of 8:30 a.m. and 4:30 p.m., except that testing is prohibited on holidays that fall on a weekday. In addition, testing is prohibited on weekend days.
- (18) *Modifications.* No changes shall be made to the approved plans without review and approval in accordance with this subchapter.
- (19) *Agreement with Town.* If not already completed, permittee shall enter into the appropriate agreement with the Town, as determined by the Town, prior to constructing, attaching, or operating a facility on Municipal Infrastructure. This permit is not a substitute for such agreement.
- (20) *Agreement(s) with Third Parties.* The permittee shall be responsible for obtaining consent from another local agency when needed to install or modify its wireless

facilities prior to submittal of its application for a wireless encroachment permit with the Town.

- (21) *Conflicts with Improvements.* For all facilities located within the ROW, the permittee shall remove or relocate, at its expense and without expense to the Town, any or all of its facilities when such removal or relocation is deemed necessary by the Town by reason of any change of grade, alignment, or width of any ROW, for installation of services, water pipes, drains, storm drains, power or signal lines, traffic control devices, ROW improvements, or for any other construction, repair, or improvement to the ROW.
- (22) *Abandonment.* If a facility is not operated for a continuous period of one month, the wireless encroachment permit and any other permit or approval therefor shall be deemed abandoned and terminated automatically, unless before the end of the one month period (i) the City Engineer has determined that the facility has resumed operations, or (ii) the Town has received an application to transfer the permit to another service provider. No later than ninety (90) days from the date the facility is determined to have ceased operation or the permittee has notified the City Engineer of its intent to vacate the site, the permittee shall remove all equipment and improvements associated with the use and shall restore the site to its original condition to the satisfaction of the City Attorney. The permittee shall provide written verification of the removal of the facilities within thirty (30) days of the date the removal is completed. If the facility is not removed within thirty (30) days after the permit has been discontinued pursuant to this subsection, the site shall be deemed to be a nuisance, and the Town may cause the facility to be **removed at permittee's expense or by calling any bond or other financial assurance** to pay for removal. If there are two (2) or more users of a single facility or support structure, then this provision shall apply to the specific elements or parts thereof that were abandoned but will not be effective for the entirety thereof until all users cease use thereof.
- (23) *Encourage Co-location.* Where the facility site is capable of accommodating a co-located facility upon the same site in a manner consistent with the permit conditions for the existing facility, the owner and operator of the existing facility shall allow co-location of third-party facilities, provided the parties can mutually agree upon reasonable terms and conditions.
- (24) *Records.* The permittee must maintain complete and accurate copies of all permits and other regulatory approvals issued in connection with the facility, which includes without limitation this approval, the approved plans and photo simulations incorporated into this approval, all conditions associated with this approval and any ministerial permits or approvals issued in connection with this approval. In the event that the permittee does not maintain such records as required in this condition or fails to produce true and complete copies of such records within a reasonable time after a written request from the Town, any ambiguities or uncertainties that would be resolved through an inspection of the missing records will be construed against the permittee.
- (25) *Identification Tag.* The permittee must maintain a permit tag, in a format acceptable to the Town, on the installation that will provide for visual identification of the equipment from the ground. This tag shall remain in place and remain

visible during the life of the installation and be replaced even when the equipment is upgraded.

- (26) **Attorney's Fees.** In the event the Town determines that it is necessary to take legal action to enforce any of these conditions, or to revoke a permit, and such legal action is taken, the Permittee shall be required to pay any and all costs of such **legal action, including reasonable attorney's fees, incurred by the Town, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the Town should otherwise agree with Permittee to waive said fees or any part thereof.** The foregoing shall not apply if the Permittee prevails in the enforcement proceeding.

(b) **Eligible Facilities Requests.** In addition to the conditions provided in Section 9(a) of this subchapter and any supplemental conditions imposed by the City Engineer or the City Council, as the case may be, all permits for an eligible facility requests granted pursuant to this subchapter shall be subject to the following additional conditions, unless modified by the approving authority:

- (1) *Permit subject to conditions of underlying permit.* Any permit granted in response to an application qualifying as an eligible facilities request shall be subject to the terms and conditions of the underlying permit.
- (2) **No permit term extension. The Town's grant or grant by operation of law of an eligible facility request permit constitutes a federally-mandated modification to the underlying permit or approval for the subject tower or base station.** Notwithstanding any permit duration established in another permit condition, the **Town's grant or grant by operation of law of a eligible facilities request permit will not extend the permit term for the underlying permit or any other underlying regulatory approval, and its term shall be coterminous with the underlying permit or other regulatory approval for the subject tower or base station.**
- (3) **No waiver of standing. The Town's grant or grant by operation of law of an eligible facilities request does not waive, and shall not be construed to waive, any standing by the Town to challenge Section 6409(a) of the Spectrum Act, any FCC rules that interpret Section 6409(a) of the Spectrum Act, or any modification to Section 6409(a) of the Spectrum Act.**

(c) **Small Cell Facilities Requests.** In addition to the conditions provided in Section 9(a) of this subchapter and any supplemental conditions imposed by the City Engineer or the City Council, as the case may be, all permits for a small cell facility granted pursuant to this subchapter shall be subject to the following condition, unless modified by the approving authority:

- (1) **No waiver of standing. The Town's grant of a permit for a small cell facility request does not waive, and shall not be construed to waive, any standing by the Town to challenge any FCC orders or rules related to small cell facilities, or any modification to those FCC orders or rules.**

#### 5.20.090. Breach; Termination of Permit.

(a) **For breach.** A wireless encroachment permit may be revoked for failure to comply with the conditions of the permit or applicable law. Upon revocation, the wireless facility must

be removed; provided that removal of a support structure owned by Town, a utility, or another entity authorized to maintain a support structure in the ROW need not be removed, but must be restored to its prior condition, except as specifically permitted by the Town. All costs incurred by the Town in connection with the revocation and removal shall be paid by entities who own or control any part of the wireless facility.

**(b)** For installation without a permit. A wireless facility installed without a wireless encroachment permit (except for those exempted by this subchapter) must be removed; provided that removal of support structure owned by Town, a utility, or another entity authorized to maintain a support structure in the right of way need not be removed, but must be restored to its prior condition, except as specifically permitted by the Town. All costs incurred by the Town in connection with the revocation and removal shall be paid by entities who own or control any part of the wireless facility.

**(c)** Municipal Infraction. Any violation of this subchapter will be subject to the same penalties as a violation of Section 1.05.020.

5.20.100. Infrastructure Controlled By Town. The Town, as a matter of policy, will negotiate agreements for use of Municipal Infrastructure. The placement of wireless facilities on those structures shall be subject to the agreement. The agreement shall specify the compensation to the Town for use of the structures. The person seeking the agreement shall additionally reimburse the Town for all costs the Town incurs in connection with its review of, **and action upon the person's request for, an agreement.**

5.20.110. Nondiscrimination. In establishing the rights, obligations and conditions set forth in this subchapter, it is the intent of the Town to treat each applicant or ROW user in a competitively neutral and nondiscriminatory manner, to the extent required by law, and with considerations that may be unique to the technologies, situation and legal status of each particular applicant or request for use of the ROW.

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## ARTICLE 9. 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 10. NOT A CEQA PROJECT.

This Ordinance is not a project within the meaning of Section 15378 of the State of California **Environmental Quality Act ("CEQA") Guidelines, because it has no potential for resulting in physical change in the environment, directly or indirectly.** The Ordinance does not authorize **any specific development or installation on any specific piece of property within the Town's boundaries.** Moreover, when and if an application for installation is submitted, the Town will at that time conduct preliminary review of the application in accordance with CEQA. Alternatively,

**even if the Ordinance is a “project” within the meaning of State CEQA Guidelines section 15378,** the Ordinance is exempt from CEQA on multiple grounds. First, the Ordinance is exempt CEQA because the City Council’s adoption of the Ordinance is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. (State CEQA Guidelines, § 15061(b)(3)). That is, approval of the Ordinance will not result in the actual installation of any facilities in the Town. In order to install a facility in accordance with this Ordinance, the wireless provider would have to submit an application for installation of the wireless facility. At that time, the Town will have specific and definite information regarding the facility to review in accordance with CEQA. And, in fact, the Town will conduct preliminary review under CEQA at that time. Moreover, in the event that the Ordinance is interpreted so as to permit installation of wireless facilities on a particular site, the installation would be exempt from CEQA review in accordance with either State CEQA Guidelines section 15302 (replacement or reconstruction), State CEQA Guidelines section 15303 (new construction or conversion of small structures), and/or State CEQA Guidelines section 15304 (minor alterations to land). The City Council, therefore, directs that a Notice of Exemption be filed with the County Clerk of the County of San Mateo within five working days of the passage and adoption of the Ordinance.

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ARTICLE 11. EFFECTIVE DATE.

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

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Certificate of Adoption



I certify that the foregoing Ordinance No. \_\_\_\_ was duly introduced at a regular meeting of the City Council of the Town of Colma held on May 22, 2019 and duly adopted at a regular meeting of said City Council held on \_\_\_\_\_, 2019 by the following vote:

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

Dated \_\_\_\_\_

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

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





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 Mahan Bozorginia, Project Manager  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: June 12, 2019  
 SUBJECT: Notice of Completion – Town Hall Project, Phase 4 – BHM Construction

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION TO APPROVE ACCEPTANCE OF WORK PERFORMED BY BHM CONSTRUCTION, INC. ON PHASE 4 OF THE TOWN HALL PROJECT AS COMPLETE AND AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO FILE A NOTICE OF COMPLETION WITH THE **COUNTY RECORDER'S OFFICE AND MAKE THE FINAL PAYMENT** OF WITHHELD FUNDS TO BHM CONSTRUCTION, INC., IN ACCORDANCE WITH STATE PROMPT PAYMENT LAWS

## EXECUTIVE SUMMARY

On or about December 4, 2018, BHM Construction, Inc. ("BHM"), completed contract work for Phase 4 (Infill & Sitework) of the Town Hall Project ("Phase 4"). Per BHM's contract documents, Phase 4 was broken into two separate parts. BHM performed part I of Phase 4, which involved completing the facility and adjacent sitework immediately around the structure - that work needed to be completed so that staff situated in the Town Hall Annex and other temporary facilities located in what is now called the main parking lot for the Town Hall Facility could move into the new building. Part II of Phase 4 involved removing the Annex and temporary building and constructing the main parking lot and the remainder of the landscaping features. Phase 4 started in October 2017 and was considered substantially complete in November 2018. BHM continued to work on warranty items and punch list items (items that do not restrict occupancy, but items that needed to be either repaired or replaced) for several months following substantial completion of Phase 4. BHM has completed all work, and the Town should move forward with filing Notice of Completion.

## FISCAL IMPACT

Upon calculations based on **previous Council Resolution approving BHM's contract and approved Change Orders**, the total project cost for the Project is \$10,841,090.69. The Town approved a

budget (inclusive of contingency) for Phase 4 of \$10,881,679.00. Phase 4 is approximately \$40,000 under budget.

## BACKGROUND

The Phase 4 contract was awarded to BHM on October 5, 2017. A pre-construction conference was held on October 24, 2017 and BHM's **NTP was** subsequently issued on October 26, 2017. BHM mobilized on or about October 30, 2017.

During the initial months of Phase 4, as BHM worked to get out of the ground and pour the building slab, the submittal process was the dominant factor pertaining to Phase 4. BHM, the **Town's Architect (Ratcliff)** and Town worked over several months reviewing and processing project submittals as they relate to the facility and the various components that needed to be implemented into the building and surrounding site improvements.

Phase 4 did incur approximately two months of delays. Those delays can be attributed to a very wet winter season, the new electrical service to the facility which was halted due to scheduling and the utility service providers lack of internal coordination processes, design and contractor changes (changes due to design alterations and unforeseen conditions are normal on any project). All in all, building a facility during a heavy rainy season and only incurring a two-month delay is generally considered acceptable. Part I of Phase 4, which was the building and partial sitework portion of the work, was substantially completed on September 10, 2018. At that time staff relocated and moved into the new facility and resumed their day to day work obligations while BHM continued to finish out punch list items within and around the building.

BHM then shifted to Part II of Phase 4, the main parking lot and sitework portion of work. This part included demolition of the old Town Hall Annex building and off-haul of the Town temporary office trailers. BHM substantially completed the work on or about November 30, 2018. On December 4, 2018 the Town celebrated the opening of the new Town Hall with a Grand Opening celebration.

During the last 6 months since the Grand Opening Ceremony, BHM has continued to finish out small miscellaneous items within the building, particularly regarding building systems and controls as well as minor adjustments to doors and door hardware. In addition, Town Staff, Ratcliff and BHM worked diligently in closing out final costs and executing final billings.

## ANALYSIS

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

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

The filing of the Notice of Completion means:

- The Town is satisfied that BHM has completed Phase 4 in accordance with the contract plans and specifications.
- At the time of the filing of the NOC, there has not been a claim filed against the Town.
- **The Town accepts BHM's work as complete.**

- The time frame for the stop payment notice claims commences once the NOC has been **filed with the County Recorder's Office**

Thirty days after the NOC has been recorded, if no claims from subcontractors and suppliers have been filed with the Town, the Town can release the remaining 5% retention to the contractor in the amount of \$542,024.52.

To date there have been no stop notices or claims filed with the Town for Phase 4.

#### Council Adopted Values

By approving and accepting Phase 4 as complete, the City Council has reviewed and approved the work performed by BHM, thus taking a *Responsible* position requesting that the Notice of Completion be filed with **the County Recorder's Office and that final payment be timely made to BHM.**

#### Alternatives

The City Council can deny approving and accepting Phase 4 as complete. The Town would then **not file the NOC with the County Recorder's Office nor release retention** to BHM and close out the construction contract. Such action would increase the time for subcontractors and material suppliers to file claims.

#### CONCLUSION

Staff has reviewed the completed work and recommends that the City Council accept work performed by BHM on Phase 4 of the Town Hall Project as complete and authorize the Director of Public Works **to file a Notice of Completion with the County Recorder's Office** and make the final payment to BHM in accordance with state prompt payment laws.

#### ATTACHMENTS

- A. Notice of Completion - Infill and Sitework



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

**TOWN OF COLMA**

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. The Town of Colma is the owner of a work of improvement described as the Colma Town Hall Campus Renovation and Additions Project – Phase 4, Infill & Sitework (hereafter, the “Work”), and of the real property on which the Work is situated, which real property is located in the County of San Mateo, State of California and specifically described as follows: 1198 El Camino Real Colma, CA 94014; and
2. BHM Construction, Inc. is the contractor that was awarded the construction contract by the Town of Colma for the Work, and
3. The Work was completed by BHM Construction, Inc. and accepted by the Town of Colma on June 12, 2019; and
4. The nature of the interest of the Town of Colma is as a fee simple owner in the above-described real property; and
5. The name and address of the Town of Colma is 1198 El Camino Real, Colma, California 94014; and
6. I, Brad Donohue, contract Public Works Director of the Town of Colma, am authorized by the City Council of the Town of Colma to execute and file this Notice of Completion with the County Recorder of the County of San Mateo as an authorized agent of the Town of Colma. I have read the Notice of Completion and know the contents thereof; the same is true of my own knowledge.

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

\_\_\_\_\_  
(Date and Place)

\_\_\_\_\_  
Brad Donohue  
Director of Public Works







# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: June 12, 2019  
 SUBJECT: Landscape Maintenance Services Contract

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## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPROVING A CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES  
 WITH GACHINA LANDSCAPE MANAGEMENT

## EXECUTIVE SUMMARY

The proposed contract with Gachina Landscape Management is for maintaining the landscaping around Town facilities and rights of way for one year, with four annual options to extend the contract. The contract includes regular monthly services such as lawn maintenance, plant and shrub pruning, weed abatement, applying fertilizer and spraying for pests as well as annual cleaning of the Colma Creek, and extra work such as cleaning catch basins and repairs to the irrigation system on an as needed basis.

## FISCAL IMPACT

The proposed annual cost of general landscape maintenance services is \$160,787.16 and the cost for annual cleaning of the Colma Creek is \$9,922. The total annual maintenance cost under this contract is \$170,709.16 which is within the budget of \$211,150 for FY 2019-20 for Town-wide landscape services. It is not anticipated that a budget amendment will be required for the current fiscal year.

## BACKGROUND

Since 2014, the Town has contracted with Frank and Grossman Landscape Contractors, Inc. for landscape maintenance services. Frank and Grossman Landscape Contractors, Inc., annual service contract ended in December 2018; however, the Town entered into a month-to-month contract. During the month to month arrangement with Frank and Grossman Landscape Contractors, Inc., staff issued a Request for Proposal (RFP) for Landscape Maintenance Services in March 2019.

A mandatory pre-proposal meeting was conducted by staff on April 8, 2019. Seven (7) potential contractors attended the pre-proposal meeting.

The Town received and opened six (6) proposals from contractors on April 24, 2019. Five of the Six submitted proposals met the qualifications. Interviews with the five contractor teams were conducted on May 10, 2019.

## DISCUSSION

### Selection of Contractor

A panel consisting of Town Staff from various departments reviewed all submitted proposals **and ranked the proposals based on their merit and the contractor's understanding of Town's** landscape maintenance requirements.

Interviews were then conducted with five selected contractors and they were evaluated based on their approach towards providing effective maintenance services, their experience with similar projects, proposed staffing levels and their expertise in meeting the contract obligations related to Integrated Pest Management (IPM) practices, Traffic Control, Safety etc.

The sealed pricing form was opened last, reviewed and evaluated. Contractors were then ranked based on cumulative scoring from the RFP submittal, Interviews, and Pricing.

Based on the final ranking, Staff is recommending City Council enter into an agreement for landscape services with Gachina Landscape Management.

### Contract terms

The contract has various components; the main element within the agreement is landscape maintenance which is performed on weekly and monthly schedules. Weekly and monthly maintenance includes mowing and edging of lawns, pruning and shaping plants and bushes, maintaining the irrigation system, fertilizing, weed abatement and spraying, pest and rodent control, installing annual and perennial plant material and cleaning the Colma Creek annually. On an as needed basis, staff will request Gachina Landscape Management for extra services such as irrigation repairs, clean catch basins and aerate lawns, etc. These services are considered extra and will be billed in addition to the monthly contract price. The following table sets forth the compensation rates for the different types of services under the contract:

Service	Annual Cost
Annual Landscape Maintenance (Fixed cost)	\$160,787.16
Annual Creek Cleaning (Fixed cost)	\$9,922
Extra Services – Services that are not defined as monthly maintenance obligations that are commissioned by the Department Director. i.e. irrigation repairs, fertilizer, aerating lawns, annual and perennials, plant replacement, etc. (Estimated cost)	\$36,000
Total	\$206,709.16

Under this agreement Gachina Landscape Management will not be responsible for maintaining trees over seven (7) feet in height. Staff will enter into a contract for tree services with another company at a later date.

#### COUNCIL ADOPTED VALUES

Approval of the proposed resolution is consistent with **the City Council's value of FAIRNESS**, treating all submitted proposals in a fair and equitable manner, and selecting a contractor that **best suits the Town's maintenance needs**.

#### SUSTAINABILITY IMPACT

The landscape maintenance **RFP and contract requires implementation of the Town's Integrated Pest Management (IPM) Policy** thereby eliminating or reducing pesticide usage; implementing sustainable practices like trapping for rodents; grasscycling, and water conservation.

#### CONCLUSION

Staff recommends that City Council adopt the resolution approving the contract for landscape maintenance services with Gachina Landscape Management and authorize the Mayor to execute the contract.

#### ATTACHMENTS

- A. Resolution
- B. Contract and Exhibits



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

RESOLUTION APPROVING A CONTRACT FOR LANDSCAPE MAINTENANCE  
SERVICES WITH GACHINA LANDSCAPE MANAGEMENT

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

1. Background.

- (a) In March of 2019, the Town issued a Request for Proposals (RFP) for landscape maintenance services.
- (b) At a pre-proposal meeting held on April 8, 2019.
- (c) Subsequently on April 24, 2019, the Town received six (6) proposals from interested firms.
- (d) **The contract was competitively bid in accordance with the Town's Purchasing Ordinance,** and based on that process, including oral interviews; staff is recommending that the contract be awarded to Gachina Landscape Management.

2. Order.

- (a) The contract between the Town of Colma and Gachina Landscape Management, a copy of which is on file with the City Clerk, is approved by the City Council of the Town of Colma.
- (b) The Mayor is authorized to execute said contract on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the City Manager and the City Attorney.

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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 June 12, 2019 by the following vote:

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

Dated \_\_\_\_\_

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

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

## EXHIBIT B

### LANDSCAPE MAINTENANCE SERVICES CONTRACT

The TOWN OF COLMA, a California municipal corporation, located at 1198 El Camino Real, Colma, CA 94014 ("Town") and **Gachina Landscape Management**, a California Corporation, with its principal place of business at 1130 O'Brian Drive Menlo Park, CA 94025 ("Contractor") (each a "Party" and collectively the "Parties") enter into this LANDSCAPE MAINTENANCE SERVICES CONTRACT (the "Contract") as follows:

#### 1. General Landscape Maintenance Services

1.1 *Scope.* Contractor shall regularly perform the General Landscape Maintenance Services in public facilities and rights of way that are described in **Exhibits A-1 & A-2**, except as to the services expressly stated therein to be provided by the Town. All services shall be performed in compliance with **Exhibit C, Policies and Practices for Use of Biological and Chemical Materials**, including the Town's *Integrated Pest Management Policy and Procedures*.

1.2 *Compensation.* For the General Landscape Maintenance Services described in this Section, Town shall pay Contractor a fixed fee of \$ 13,398.93 per month. Contractor shall allocate the fixed fee to each public facility and right-of-way as set forth in **Exhibit D, Part A**. Contractor shall invoice Town for this work once it has been completed, and the Town shall remit payment within 30 days of receipt of such invoice for all work completed to Town's satisfaction.

#### 2. Annual Cleaning Services

2.1 *Clean Colma Creek.* Once each year, on a schedule to be approved by the Town, Contractor shall clean that portion of Colma creek that is within Colma. The specific duties of Contractor and Town are set forth in **Exhibit B** to this contract. Town shall pay Contractor the lump sum of \$9,922 for these services.

2.2 *Clean area drains.* Once each year, on a schedule to be approved by Town, Contractor shall clean all area drains in Town facilities. The specific duties of Contractor and Town are set forth in **Exhibit B** to this contract. Town shall pay Contractor \$ 30.00 ea. for each area drain.

2.3 *Invoicing.* Contractor shall invoice Town for this work once it has been completed, and the Town shall remit payment within 30 days of receipt of such invoice for all work completed to Town's satisfaction.

#### 3. Extra Services Payable on a Per Unit Basis

3.1 *Scope.* At the request of Town, Contractor shall perform Extra Services described in this section, and Town shall pay Contractor for those services on a per unit basis.

3.2 *Aerate Lawns.* When requested by Town, Contractor shall aerate lawn areas designated by Town. Town shall pay Contractor \$40.00 for each 1,000 square feet of lawn area aerated.

## EXHIBIT B

3.3 *Plant Annuals and Perennials.* Each season and on request by Town, Contractor shall plant annuals and perennials in areas designated by Town.

*The Town will pay the cost of plants based on the receipts provided by the contractor. Labor costs will be paid based on approved hourly rates. The Town shall approve the staffing of Labor for these additional services prior to execution of any extra work.*

### 4. Extra Services Payable on an Hourly Basis

4.1 *Required Extra Services.* At the request of Town, Contractor shall perform the following Required Extra Services, and Town shall pay Contractor for these services on an hourly basis:

4.1.1 Weed whacking roadside areas as specified and directed by the Town's representative;

4.1.2 Repairing damage to landscaped areas caused by vandalism;

4.1.3 Repairing damage to landscaped areas caused by vehicular accidents to the lawn areas (does not include lawn damage caused by the Contractor or his/her sub-contractor); and

4.1.4 Repairs needed for obtaining certified backflow irrigation devices.

- 4.1.5 Provide consulting services for plant selection, review of landscaping plans for new and redevelopment projects within the Town.

4.2 *Town Duties.* When requesting extra services compensable on an hourly basis, Town shall notify Contractor of a general description of the Emergency Work to be performed, and the time within which it should be performed.

4.3 *Compensation.* For the Extra Services described in this Section, Town shall pay Contractor on an hourly basis at the rates set forth in **Exhibit D**, Part C. Contractor shall submit an itemized invoice to Town for all Extra Services within 30 days of completing those Services. Town shall remit payment for all Extra Services completed to the Town's satisfaction within 30 days of receipt of Contractor's invoice.

4.4 *Arborist.* At the request of Town and at a mutually agreed upon price, which shall be paid by Town, Contractor shall retain a certified arborist to inspect trees and render a report to the Town with recommendations.

### 5. Emergency Services

5.1 *Emergency Services.* Whenever required by Town, Contractor shall provide emergency landscape maintenance services.

5.1.1 Emergency landscape maintenance services consist of work similar in nature to the work provided by Contractor and which is immediately necessary to prevent or mitigate the loss or impairment of life, health, property or essential public services.



## EXHIBIT B

5.1.2 Examples of natural events that may require Emergency Services are flooding, earthquakes or severe storms. Examples of man-made events that may require Emergency Services include traffic collisions, fire, explosion, broken pipes or severe vandalism.

5.1.3 Examples of Emergency Services that Contractor may be required to perform include, without limitation: removal of fallen trees; repair of broken irrigation lines; removal of mud, dirt and debris.

5.1.4 The response time shall be set by the Town at the time of the request for emergency services.

5.2 *Time of Essence.* Time is of the essence for responding to each and every need request for emergency services and for providing the requested emergency service.

5.3 *On-call Number.* Contractor shall provide a current phone number for the Town to call when it needs Emergency Service and shall promptly send a written notice to the Town of each change to the telephone number.

5.4 *Compensation Based on Response Time.* Town shall pay Contractor for Emergency Landscape Maintenance Services at the hourly rates set forth in **Exhibit D**, Part C, multiplied by the appropriate factor set forth in **Exhibit D**, Part D.

5.5 *Staffing.* Contractor is expected to bring in for emergency services work after normal business hours, up to two workers on two hours' notice and up to five workers on 24 hours' notice.

5.6 *Town's Duties.* When requesting emergency services, Town shall notify Contractor of the nature of the event causing the emergency, a general description of the Emergency Work to be performed, and the time within which it should be performed.

5.7 *Invoice and Payment.* Contractor shall submit an itemized invoice to Town for all Emergency Services, within 30 days of completing those Services. Town shall remit payment for all Emergency Services completed to the Town's satisfaction within 30 days of receipt of Contractor's invoice.

## 6. Hours, Standards

6.1 *Hours.* All regularly scheduled maintenance work must be done Monday through Friday, between 7:00 am and 4:00 pm, and between 9:00 am and 3:00 pm in areas where traffic will be impacted.

6.2 *Landscaped Areas.* Landscaped areas should appear as depicted in the photographs and accompanying text to **Exhibit A** to this contract.

6.3 *Caltrans Standards.* All work shall conform to section 20 of the Caltrans standards and specifications pertaining to erosion control and highway planting.

## EXHIBIT B

6.4 *Work Safety Standards.* Contractor shall provide traffic safety equipment, signage and apparel, and shall perform its work to assure safety for its workers and the public. Specifically, and without limitation, Contractor shall:

6.4.1 When working within Hillside Boulevard, El Camino Real, Junipero Serra Boulevard, Colma Boulevard, and Serramonte Boulevard:

(a) Provide all signage, arrow boards, traffic cones and personnel qualified to install traffic control devices as required;

(b) Where **Exhibit E** applies, perform its work in accordance with **Exhibit E** (Minimum traffic control safety practices) and with traffic plans provided by Contractor and approved by Caltrans;

(c) Where **Exhibit E** does not apply, perform its work with Caltrans standards for highway safety and with traffic plans provided by Contractor and approved by Caltrans; and

6.4.2 When working within El Camino Real, acquire a Caltrans rider permit to the Town's General Encroachment Permit;

6.4.3 Provide Town with schedules when required work is to take place in the various rights of way;

6.4.4 Conduct monthly safety meeting and submit attendees list, meeting agenda and notes to the Town; and

6.4.5 Provide Town with proof of traffic control training.

6.5 *Sustainability.* Contractor shall follow sustainable practices that:

6.5.1 Manage and maintain irrigation systems to conserve water by reducing or eliminating runoff, hydro zoning, and other practices;

6.5.2 When appropriate, use mulching and composting practices to conserve water, enhance growth of plants, improve appearance of landscape, and reduce weed growth;

6.5.3 Use California native, drought tolerant and plants appropriate to the site and adapted to our region's rainfall with no planting of invasive species; and

6.5.4 When appropriate, use principles from the Bay-Friendly Landscape Professionals Coalition ([www.bayfriendlycoalition.org](http://www.bayfriendlycoalition.org)).

6.6 *Town's Duties.* Town shall:

6.6.1 Provide all encroachment permits within the Caltrans right-of-way.

6.6.2 Provide all encroachment permits to work within Town rights of way.

## EXHIBIT B

6.7 *Use of Biological and Chemical Materials.* Whenever performing any work under this contract, Contractor shall comply with the policies and practices set forth in **Exhibit C** to this contract, entitled, "Standards for Use of Biological and Chemical Materials", which includes the Town's *Integrated Pest Management Policy and Procedures*.

### 7. Reimbursable Expenses

7.1 *Advance Approval.* Contractor must obtain approval in advance from the Town's authorized representative to purchase, deliver, install or use fertilizer, pesticides, weed control products, annuals or perennials.

7.2 *Reimbursable Expenses.* Town shall reimburse Contractor for the reasonable costs of the following materials and supplies only:

7.2.1 Fertilizer;

7.2.2 Materials used for the repair of the irrigation system;

7.2.3 Annual plants, over the amount of the Annual Allowance

7.2.4 Perennial plants, over the amount of the Annual Allowance

7.2.5 Materials used for emergency or extra work;

7.2.6 Materials used to repair property damages caused by vandalism, vehicular accidents, or other occurrence not caused by the Contractor or its sub-contractors and;

7.2.7 Back-flow devices, controllers, and incidental materials.

7.3 *Contractor's Costs.* Contractor shall be responsible for the cost of all materials and supplies not expressly stated as Town's responsibility in the contract, this section, or the exhibits.

### 8. Term and Termination

8.1 *Term.* The term of this Contract is one year commencing on **July 01, 2019** ("Term"), subject to termination as set forth in the next paragraph and the option to renew set forth in the next section.

8.2 *Termination.* Either Party shall have the right to terminate the Contract at any time without cause, by providing the other Party thirty days written notice. If either Party terminates the Contract pursuant to this provision, the date of termination shall be the last day of the month that is at least thirty days after notice of termination has been given.

### 9. Option to Renew

9.1 *Town May Renew Contract.* Town may renew this contract for four successive terms of one year each, on the same terms and conditions as contained herein, by giving written notice to Contractor of its intent to exercise this option, at least thirty (30) but not more than

## EXHIBIT B

ninety (90) days prior to the end of each expiring Term. In no event shall this Contract extend beyond **July 01, 2024**. If Town fails to exercise any one of four successive options within the time required, that option and all subsequent options shall be void.

9.2 *Adjustment for Inflation if Option to Renew is Exercised.* If Town exercises its option to renew as set forth in the preceding paragraph and this Contract has not otherwise been terminated for any reason, each item in **Exhibit D** shall be adjusted annually for inflation, with a maximum increase of 5% per year. This annual adjustment shall occur on July 1 of each fiscal year beginning in 2020.

9.2.1 "Adjusted for Inflation" means an adjustment made according to the following formula, where "Consumer Price Index" or "CPI" means the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index entitled "Consumers Price Index of Urban Consumers (Revised Series), San Francisco-Oakland-San Jose Metropolitan area, All Items, 1982-84=100 [Series ID CUURA422SA0]."

9.2.2 *CPI.* If the CPI for September of any year following 2014 exceeds the index for September 2014 (the Base Index), the amount subject to adjustment for inflation (Base Amount) shall be multiplied by the last previous CPI Index and divided by the Base CPI Index to obtain the Adjusted Amount.

9.3 In the event the CPI exceeds 5% for a particular year, Contractor shall have the option to terminate this Contract, or to reject Town's exercise of the option to renew, by giving Town 60 days written notice.

**10. Incorporation of Exhibits.** Exhibits A, B, C, D and E to this contract, including the photographs and the accompanying narrative descriptions, are expressly incorporated in and made part of this Contract.

### **11. Meetings.**

11.1 Contractor shall meet with the Town's representative at least once a month to report on Services done or to be done, make recommendations, and receive instructions from the Town's representative.

11.2 Contractor shall also attend a minimum of three (3) Integrated Pest Management Subcommittee Meetings with the San Mateo County water pollution prevention program (SMCWPPP) per year.

**12. Designation of Authorized Representatives.** Before commencing any Services under this Contract, each Party shall designate in writing, a competent, authorized representative acceptable to the other Party, together with a clear definition of the scope the representative's authority and any limitations on the representative's authority. Each Party shall notify the other

## EXHIBIT B

Party in writing of any changes in the authorized representative's identity within 10 days of such change.

### 13. Subcontractors and Personnel

13.1 *Subcontractors.* Contractor shall not employ any other contractor or subcontractor for performance of the Services hereunder without the prior written approval of the Town.

13.2 *Personnel.* All personnel employed in connection with the Services shall be competent and qualified by experience or ability. Contractor shall obtain written approval of the Town prior to appointing key project personnel. Contractor and its subcontractors shall replace any of their employees whose work is contrary to the requirements of this Contract, or at Town's request for whatever reason.

#### 13.3 *Fingerprinting and Background Checks.*

(a) Contractor will obtain a background check for each current and new employee or agent who will be assigned to work under this Contract. The background check must be performed by the Colma Police Department or a qualified firm who is duly licensed to conduct criminal background checks. The background check for an employee or agent must include a search of the county criminal court records search and the US District criminal court records for each address where the employee or agent lived at any time during the last ten years.

(b) Contractor will comply with all notice and disclosure requirements required by the Fair Credit Reporting Act and applicable state laws, including obtaining consent for all records to be reviewed by Contractor.

(c) Contractor will assign only those employees or agents who have successfully completed and passed a criminal background check to work under this Contract. To pass the background check under this Contract, the employee or agent must:

(i) Provide complete and truthful information, documentation, and assurances required by this contract or requested by the Chief of Police, and must reveal all facts material to qualification;

(ii) Not have been convicted of a felony, including a conviction by a federal court or a court in another state for a crime that would constitute a felony if committed in California;

(iii) Not have been convicted of any misdemeanor involving dishonesty or moral turpitude within the 10-year period immediately preceding the submission of the application, unless the applicant has been granted relief pursuant to Section 1203.4, 1203.4a, or 1203.45 of the Penal Code; and

(iv) Not be required to register under the California Sex Offender Registration Act (California Penal Code, sections 290 to 290.024).

## EXHIBIT B

(d) The Chief of Police may, for good cause shown, grant relief from the strict application of the foregoing requirements.

(e) Contractor will pay all costs associated with fingerprint and background checks.

**14. Independent Contractor.** Contractor is an independent contractor in the performance of this Contract. Neither Contractor nor its subcontractors, nor their employees, shall be considered employees, servants or agents of Town as a result of this Contract. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the Town.

### **15. Laws and Safety**

15.1 *Laws and Regulations.* This Contract is made subject to, and Contractor agrees to comply with and abide by, all applicable the laws, rules and regulations of the United States, the State of California, the County of San Mateo, the Town of Colma, and any other applicable regulatory agencies, including without limitation, Caltrans and the Regional Water Quality Control Board, in its performance of the Contract.

15.2 *Safety.* Contractor shall execute the Services so as to avoid injury or damage to any person or property. Contractor and its subcontractors shall employ the safety and security practices as are normal or customary for the type of work to be performed under this Contract or as are required by law for the type of work to be performed under this Contract. Contractor and its subcontractors shall comply with Town's safety and security requirements when performing work on the premises of the Town or in the vicinity of any facilities of the Town.

### **16. Licenses.**

Contractor shall obtain and maintain at all times during the term of this Contract all professional and/or business licenses, certifications and/or permits necessary for performing the Services described in this Contract, including the following:

16.1 State Contractor's license;

16.2 Town of Colma Business License (Information regarding the Town's business license program may be obtained by calling the Town's Planning Office at (650) 985-2590);

16.3 All required licenses and certifications for use and storage of chemicals used within the Town of Colma; and

16.4 All licenses, records and advisories as the Town's spraying agent.

### **17. Records and Audit.**

17.1 *Records.* Contractor shall keep accurate and complete daily records to support all items invoiced to the Town under this Contract. Such records shall include, without limitation, an itemization of the Services performed by each employee, the name of the employee, the areas where the Services were performed, and the materials used.

## EXHIBIT B

17.2 *Advisories.* Contractor shall keep records of all advisories as the Town's spraying agent.

17.3 *Town Inspection of Records.* Town shall have the right, at all reasonable times during business hours, to inspect and copy all records required to be maintained by the Contractor. Contractor shall preserve these records for three (3) years after the termination of this Contract.

**18. Ownership of Records.** All reports, information, data, or other material given to, prepared by or assembled by the Contractor as part of the Services shall be the property of the Town. Contractor shall not disclose those reports, information or data to any other individual or organization without the prior written approval of the Town.

**19. Public Records Act.** Contractor understands that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the Town of Colma may not be in a position to establish that any or all reports or information provided by Contractor is a trade secret. If Contractor submits any information which it claims to be a trade secret to the Town and a third-party makes a request to inspect or copy such information, the Town will provide Contractor with reasonable notice to allow Contractor to seek protection from disclosure by a court of competent jurisdiction. If Contractor has not responded timely to the request, as defined by the applicable law for which the request is made pursuant to, the Town may, in its sole discretion and without being in breach of this Contract, respond to the request as the Town deems appropriate. In the event that Contractor directs Town not to disclose the confidential information sought pursuant to the request, Contractor will indemnify Town against any losses, including reasonable attorney fees and costs, sustained arising from the non-disclosure of the confidential information material requested in the request. Town, in its sole discretion may tender the request to Contractor for response, including, any and all subsequent legal actions or challenges related to the non-disclosure.

### **20. Town's Covenants**

Town acknowledges and covenants as follows:

- (a) Contractor is not required to comply with daily instructions from Town staff with respect to the manner of performing the Services.
- (b) Contractor is solely responsible for determining who, under the supervision or direction of Contractor, will perform the services set forth in this Contract.
- (c) The Town will not hire, supervise or pay any assistants working with Contractor pursuant to this Contract.
- (d) Nothing in this Contract shall be interpreted to imply that the Contractor must maintain any contractual relationship with the Town on a continuing basis after termination of this Contract.
- (e) It is the sole responsibility of the Contractor to set the hours in which Contractor performs or plans to perform the services set forth in this Contract.

## EXHIBIT B

(f) Contractor is not required to devote full time to the business operations of the Town in order to perform the services set forth in this Contract.

(g) Nothing in this Contract shall be interpreted to preclude Contractor from working for other persons or firms, provided that such work does not create a conflict of interest.

### 21. Contractor's Warranties

Contractor represents and warrants as follows:

(a) All Services will be performed in a competent, professional and satisfactory manner in accordance with the standards prevalent in the industry for such services.

(b) Contractor is ready, willing and able to perform the Services without the use of Town equipment, materials, tools, or facilities, except as otherwise set forth in this Contract.

(c) Contractor has thoroughly investigated and considered the Services to be performed, investigated the issues regarding the scope of Services to be provided, and carefully considered how the Services should be performed. Contractor fully understands the facilities, difficulties and restrictions attending performance of the Services under this Contract.

(d) All personnel employed in connection with the Services shall be competent and qualified by experience or ability.

(e) Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by the Town, it shall immediately inform the Town of such fact and shall not proceed except at Contractor's own risk until the Town has been informed and Contractor has received written instructions from the City Manager or his or her designee.

(f) Contractor covenants that neither it nor any officer of its corporation has any interest, nor shall it acquire an interest, directly or indirectly, which would conflict in any manner with the performance of Contractor's services under this Contract.

**22. Non-discrimination.** Contractor will hire, promote and terminate its employees without consideration of race, creed, color, national origin, sex, sexual orientation, marital status, age, or any sensory, mental or physical disability unless such disability effectively prevents the performance of essential duties and functions required by the position that cannot be accommodated without undue hardship.

### 23. California Labor Code Requirements.

23.1 Contractor is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance



## EXHIBIT B

of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). Since the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall defend, indemnify and hold the Town, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Contractor and all subcontractors to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

23.2 Pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subcontractors performing services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the term of this Contract and require the same of any subcontractors, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

23.3 This Contract is also subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor's performance of services, including any delay, shall be Contractor's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay and shall not be compensable by the Town. Contractor shall defend, indemnify and hold the Town, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor.

### **24. Indemnification by Contractor**

Contractor shall defend, hold harmless and indemnify the Town, its elected officials, officers, agents and employees from and against any and all liabilities arising out of or in any way connected with or related to Contractor's performance of the Services.

24.1 *Liabilities Protected Against.* The liabilities protected against by this Section are any and all losses, claims, actions, damages, liabilities, demands, costs, including attorneys' fees, and expenses of any kind allegedly suffered, incurred or threatened, including all claims for damages for personal injury, death, property damage, inverse condemnation, or any combination of these, arising out of or in any way connected with Contractor's performance of the Services.

## EXHIBIT B

24.2 *Included.* The duty to indemnify applies to any acts or omissions, willful misconduct, or negligent conduct, whether active or passive, on the part of the Contractor, its officers, subcontractors, consultants, agents or employees in the performance of the Services.

24.3 *Excluded.* Contractor shall not be liable for any act or omission arising solely from the gross negligence or willful misconduct of the Town.

24.4 *Promises and Agreements.* The promises and agreements in this Section are not conditioned or dependent on whether or not any Town has prepared, supplied, or reviewed any plan(s) or specification(s) in connection with the Services performed, or whether or not the Town is insured or otherwise indemnified against any of these claims or liabilities.

### 25. Insurance

25.1 *Insurance Policies Required.* Contractor shall, at all times during the term of this Contract, at Contractor's sole cost and expense, obtain and keep in force:

25.1.1 *Comprehensive General Liability Insurance.* Comprehensive general liability insurance (using Insurance Services Office form CG 0001 or exact equivalent), with a minimum combined single limit in the amount of one million dollars (\$1,000,000) per occurrence for bodily or personal injury to, illness of, or death of persons, and damage to property, and no less than \$2,000,000 in the general aggregate. This policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross-liability exclusion for claims or suits by one insured against another; or (3) any other exclusion contrary to this Contract.

25.1.2 *Automobile Liability Insurance.* Automobile liability insurance (using Insurance Services Office form CA 0001 covering "Any Auto" (Symbol 1) or exact equivalent), covering bodily injury and property damage for all activities in an amount of not less than \$1,000,000 for each accident; or (2) a non-owned auto endorsement to the Commercial General Liability policy if Contractor uses vehicles of others (e.g., employee's vehicles).

25.1.3 *Liability Insurance.* All such liability insurance shall:

(a) Name Town, its elected officials, officers, agents and employees as additional insureds with regard to liability and defense of suits or claims arising out of or in any way connected to the performance of the Contract;

(b) Be primary and noncontributing with any insurance which may be carried by Town;

(c) Afford coverage for all claims based on any act, omission, event or condition that occurred or arose (or the onset of which occurred or arose) during the policy period;

(d) Expressly provide that Town, although named as an insured, shall nevertheless be entitled to recover under the policy for any loss, injury or damage to Town; and

## EXHIBIT B

(e) Provide that the insurer waives all rights of subrogation against Town, its officers, agents, employees and volunteers.

(f) Apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement).

25.1.4 *Worker's Compensation Insurance.* Worker's compensation insurance as required by the laws of the State of California and employer's liability insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease. Said insurance policy shall provide that the insurer waives all rights of subrogation against Town, its officers, agents, employees and volunteers.

25.2 *Acceptable Insurers.* All insurance required under this section and all renewals of this contract shall be issued by good and responsible companies admitted to do and doing business in the State of California, rated A:VII or better by Best's Insurance Guide. Each policy shall expressly provide that the policy shall not be cancelled or altered without thirty (30) days prior written notice to Town. Upon the issuance thereof, and on or before the expiration of each such policy and a replacement thereof, Contractor shall deliver to Town "Proof of Insurance" consisting of such policy or a certified copy and a certificate thereof to Town for retention by Town. If Contractor fails to insure or fails to furnish to Town upon notice to do any such policy or certified copy and certificate thereof as required, Town shall have the right from time to time to effect such insurance for the benefit of Contractor or Town or both of them and all premiums paid by Town shall be payable by Contractor on ten (10) days written notice by Town demanding same.

25.3 *Additional Coverage.* Town reserves the right from time to time in its reasonable discretion to require Contractor to obtain additional liability insurance coverage and to increase existing limits of insurance coverage to levels then generally maintained by prudent business organizations operating a similar business in light of inflation, awards for personal injury or wrongful death and other risks.

## 26. Notices.

26.1 *Manner of Giving Notice.* All notices to be given under this Contract shall be in writing and either:

- (a) Delivered personally, in which case notice shall be deemed delivered upon delivery;
- (b) Sent by certified mail, postage prepaid, return receipt requested, in which case notice shall be deemed delivered five (5) business days after deposit; or
- (c) Sent by a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with this courier.
- (d) Addresses. The addresses to whom notices shall be sent are:

## EXHIBIT B

City Manager  
1198 El Camino Real  
Colma, CA 94014  
FAX 625-997-8308

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**27. Immigration Laws.** Contractor shall only employ persons authorized to work in the United States pursuant to federal immigration laws.

### **28. Miscellaneous**

28.1 *Attorneys' Fees and Costs.* If any action in law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing Party shall be entitled to recover from the losing Party attorney's fees and costs in an amount determined to be reasonable by a court of competent jurisdiction.

28.2 *Entire Agreement.* This Contract contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Contract may only be modified by a writing signed by both Parties.

28.3 *Headings.* Headings in this contract and each of its exhibits are for the convenience of the reader only, and shall not be used in interpreting any provision in this contract.

28.4 *Governing Law.* This Contract shall be governed by the laws of the State of California. Venue shall be in San Mateo County.

28.5 *Successors and Assigns.* This Contract shall be binding on the successors and assigns of the Parties.

28.6 *Town's Right to Employ Other Contractors.* Town reserves the right to employ other contractors in connection with the Services where necessary in its discretion.

28.7 *Waiver.* No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

28.8 *Ambiguities.* Contractor has participated fully in the review of this Agreement and in inspecting the areas subject to this contract, and has been provided ample opportunity to revise this contract and the exhibits. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

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

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

**EXHIBIT B**

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

28.12 *Counterparts.* This Contract may be signed in counterparts, each of which shall constitute an original.

28.13 *No Assignment.* No agreement or any duties or obligations resulting from this Contract may be assigned by selected bidder without the prior written consent of the Town.

\* \* \* \* \*

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**Whereas,** the undersigned duly authorized signatories have executed this Contract on the respective dates shown:

Dated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

Dated: \_\_\_\_\_

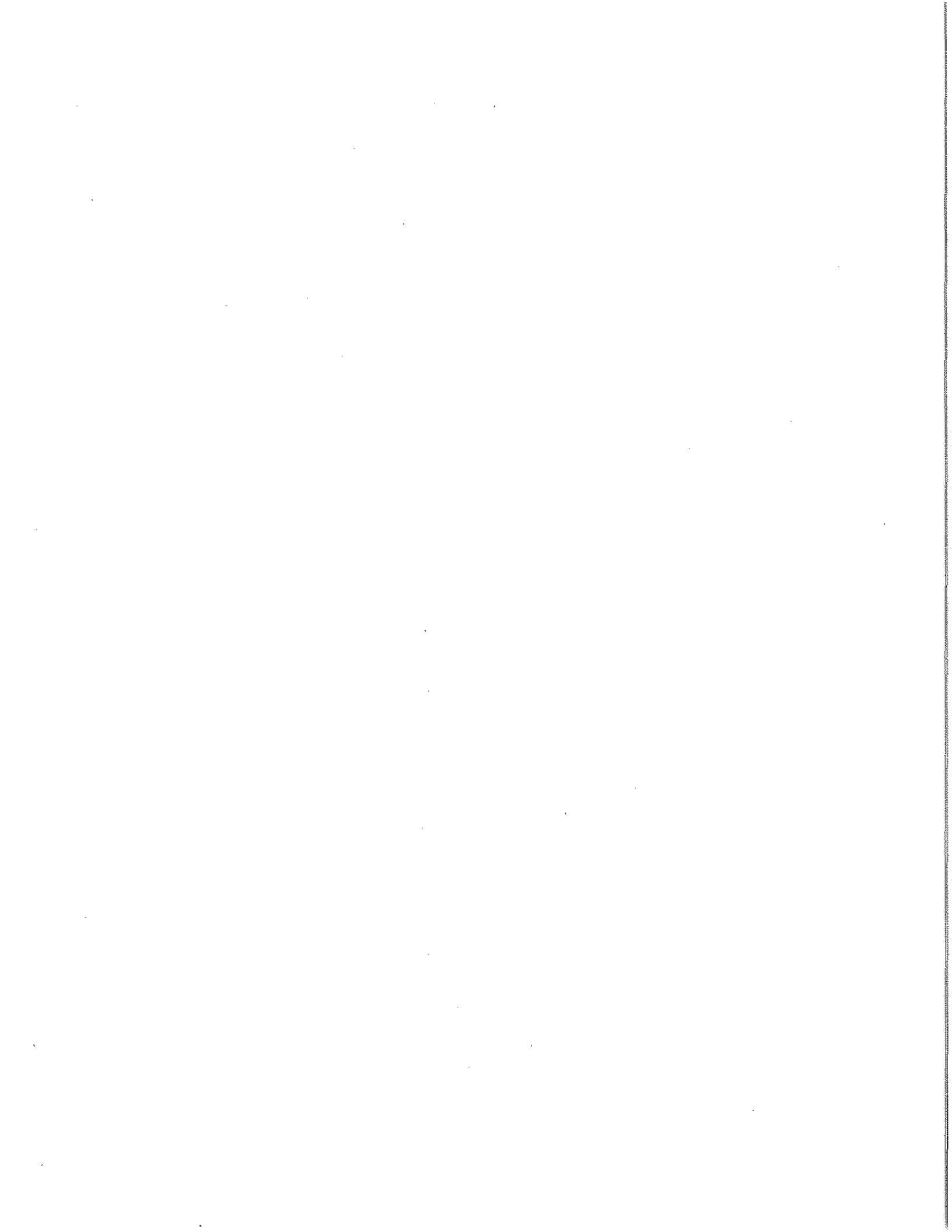
TOWN OF COLMA

By: \_\_\_\_\_

\_\_\_\_\_, Mayor  
Printed Name and Title

Attest: \_\_\_\_\_

\_\_\_\_\_, City Clerk  
Printed Name and Title



# EXHIBIT A-1

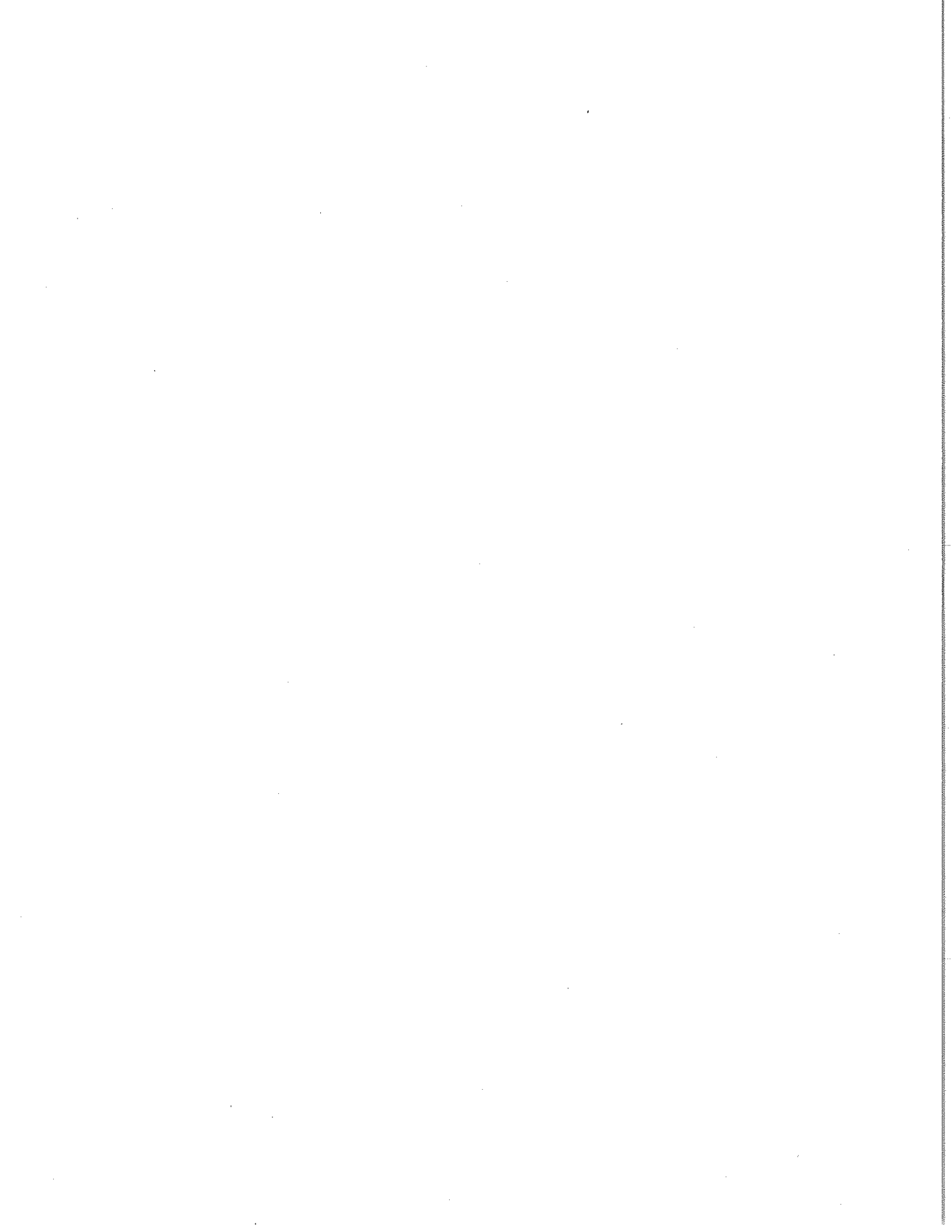
## STREETS AND RIGHT-OF-WAYS

AREA									WEED	WEED	PEST	RODENT	TRAFFIC	PICTURE
STREETS & RIGHTS-OF -WAY	LOCATION WITHIN COLMA TOWN LIMITS	LAWN	TREES	PLANTS	BIO-RETENTION AREAS	FERT.	IRRIG.	WACKING	CONTROL	CONTROL	CONTROL	CONTROL	CONTROL	NUMBERS
EL CAMINO REAL	FROM DALY CITY (A Street) TO MISSION ROAD	X	X	X		X	X	X	X	X*	X	X		1-5
SERRAMONTE BLVD. WEST	FROM JSB TO EL CAMINO REAL		X	X		X	X		X	X*	X	X		6-10
SERRAMONTE BLVD. EAST	FROM EL CAMINO REAL TO HILLSIDE BLVD.		X	X		X	X		X	X*	X	X		11-14
COLLINS AVE.	FROM SERRAMONTE BLVD. TO EL CAMINO REAL		X					X	X	X*	X	X		15-19
COLMA BLVD.	FROM JSB TO EL CAMINO REAL	X	X	X		X	X	X	X	X*	X	X		20-23
MISSION ROAD	FROM EL CAMINO REAL TO SSF CITY LINE		X			X		X	X	X*	X	X		24-28
JUNIPERO SERRA BLVD. (JSB)	FROM DALY CITY TO SOUTH SAN FRANCISCO		X	X		X	X	X	X	X*	X	X		29-33
LAWNDALE BLVD.	FROM HILLSIDE BLVD. TO MISSION ROAD	X	X	X		X	X	X	X	X*	X	X		34-39
CLARK AVE.	FROM 150' NORTH OF B ST. TO F ST.		X	X		X	X		X	X*	X			40-44
B STREET	FROM EL CAMINO REAL EAST TO END		X	X		X	X		X	X*	X			45-49
C STREET	FROM EL CAMINO REAL EAST TO END		X	X		X	X		X	X*	X			50-53
D STREET (Including stairs)	FROM BOTTOM OF D STREET STAIRWAY EAST TO END		X	X		X	X			X*	X			54-59
E STREET (including stairs)	FROM BOTTOM OF E STREET STAIRWAY EAST TO END		X	X		X	X		X	X*	X			60-63
F STREET	FROM EL CAMINO REAL GO EAST TO HILLSIDE		X	X		X	X		X	X*	X			64-69
HILLSIDE BLVD	FROM HOFFMAN ST TO SERRAMONTE BLVD.		X	X	X	X	X	X	X	X*	X	X		70-74

\* If needed

## FACILITIES

AREA									WEED	WEED	PEST	RODENT	TRAFFIC	PICTURE
FACILITIES	LOCATION	LAWN	TREES	PLANTS	BIO-RETENTION AREAS	FERT.	IRRIG.	WACKING	CONTROL	CONTROL	CONTROL	CONTROL	CONTROL	NUMBERS
TOWN HALL	1198 EL CAMINO REAL	X	X	X	X	X	X		X	X	X	X		75-80
COLMA POLICE FACILITY	1199 EL CAMINO REAL	X	X	X		X	X		X	X	X	X		81-86
CREEKSIDE VILLAS	1180 EL CAMINO REAL		X	X		X	X		X	X	X	X		87-98
REC. CENTER	427 F STREET	X	X	X		X	X		X	X	X	X		99-108
CORP. YARD	601 F STREET	X		X		X	X		X	X	X	X		109-110
BARK PARK	427 D STREET	X	X	X		X	X		X	X	X	X		111-113
HISTORICAL MUSEUM	1500 HILLSIDE BLVD.	X	X	X		X	X		X	X	X	X		114-119
COMMUNITY CENTER	1520 HILLSIDE BLVD.	X	X	X		X	X		X	X	X	X		120-126





# **EXHIBIT A-2: GENERAL LANDSCAPE MAINTENANCE SERVICES - REGULAR TASKS**

## **1. LAWN**

There is approximately 205,000 square feet of lawn/turf and non-irrigated lawn areas within the Town limits (Town facilities and rights-of-way) that requires maintenance.

**(a) Contractor's Duties.** Contractor shall:

- Mow irrigated lawn and turf within all Town facilities once per week during the spring and summer months and on as reasonably needed basis during the fall and winter months.
- Mow non-irrigated lawn in the roadway medians on El Camino Real and Lawndale Blvd twice per month during the spring and summer months and on as reasonably needed basis during the fall and winter months.
- Edge all borders (curbs, sidewalks, walkways, etc.) and around all structures with power edger where applicable.
- Mowing of the lawns will be performed by equipment that is capable of mulching and follow practices that allow grasscycling. When mulching cannot be accomplished, lawn clippings shall be bagged, quantified and properly disposed of in Town green waste container.
- Administer irrigation system to conserve water and adhere to the requirements of the Town's Water Efficient Landscape Regulations (Colma Municipal Code, subchapter 5.11).
- Irrigate at night; exception: irrigate during the day only after applying fertilizer.
- Scarify and re-sod worn or rotted lawn areas as necessary to produce a uniform strand of turf.
- Fertilize once during the Spring and thereafter on an as reasonably needed basis to maintain a healthy growth and appearance.

**(b) Town's Duties.** Town shall:

- Pay for fertilizer materials.
- Pay for irrigation repairs, labor and materials.
- Pay for repair of damage caused by vandalism, vehicular accidents to the lawn areas.
- When required, Town will compensate for aerating of turf areas.

## **2. TREES**

**(a) Contractor's Duties. Contractor shall:**

- Street trees in the right-of-way and all Town facilities are to be pruned to keep a minimum of seven feet head clearance.
- Remove and recycle branches and tree debris.

**(b) Town's Duties.** Town shall:

- Pay for arborist when/as needed.

## **3. PLANTS**

The Town of Colma has a variation of both perennial and annual plantings in the various public facilities and rights-of-way. Perennial plants are only required to be replaced on as reasonably needed basis, (old, woody, diseased, damaged, change of landscape, etc.). Annual plantings are required to be replaced 3-4 times a year.

## **EXHIBIT A-2: GENERAL LANDSCAPE MAINTENANCE SERVICES - REGULAR TASKS**

**(a) Contractor's Duties.** Contractor shall:

- Inspect all plants on a monthly basis and make necessary recommendations to keep maintain healthy appearance.
- Administer and provide proper irrigation.
- Furnish and install seasonal flowers 4 times per year in designated areas (Town Hall and Creekside Villas).
- Provide suggested list of plants that will grow well within Colma climate, including prices on a yearly basis.
- Hedge and trim shrubs, bushes and ground cover on weekly basis or more frequently as reasonably needed.
- Apply fertilizer to newly planted plants at the time of planting.
- Apply fertilizer to mature plants as needed to promote healthy growth.
- Hand water areas not covered by the irrigation system.
- Replace dead and/or deficient plants due to faulty maintenance within 10 days.

**(b) Town's Duties.** Town shall:

- Pay for fertilizer materials.
- Pay for irrigation system repairs, labor and materials.
- Pay for repair or replacement of plants caused by vandalism, vehicular accidents and other similar third-party actions beyond the control of contractor.
- Pay the annual allowance specified in Exhibit D for annual plants. (Contractor to install and maintain plants as provided in contract.)
- Pay the annual allowance specified in Exhibit D for perennial planting. (Labor and materials to be included in allowance amount.)

### **4. IRRIGATION**

**(a) Contractor's Duties.** Contractor shall:

- Administer and provide proper irrigation to all landscaped areas.
- Check and test irrigation system for normal operation. Make minor repairs and adjustments at least once per month or as reasonably needed.
- Make repairs to the irrigation system within 7 days of noticing damaged or faulty pipes, valves, sprinkler heads, etc.
- Provide photos of all damaged or broken areas of the irrigation system prior to making repairs. Submit photos along with invoices for irrigation repairs.
- Change batteries to controllers when needed, approximately 2-3 times a year.
- Monitor controllers to proper water usage and efficiency.
- Change watering cycles for the different seasons of the year or when there are unusual changes in the weather.
- Water only during Monday – Friday, not on Saturdays and Sundays, and provide irrigation schedule to the Town and comply with the Town's Water Efficient Landscape Regulations (Colma Municipal Code, subchapter 5.11).
- Hand water areas not adequately covered by the irrigation system. Areas include small area on the interior of Creekside Villas, planter boxes on the south side of Colma Blvd near El Camino Real and triangular island on Serramonte at Junipero Serra Blvd.

## **EXHIBIT A-2: GENERAL LANDSCAPE MAINTENANCE SERVICES - REGULAR TASKS**

- From time to time meet with Town Staff and make recommendations to Town staff on how to conserve water and become more efficient when irrigating lawns and plant material.
- Provide seasonal proposed watering schedules and upon conclusion of each season an actual watering schedule explaining each change from the previously proposed schedule.

### **(b) Town's Duties. Town shall:**

- Pay for irrigation repairs, (labor and materials).
- If reasonably needed, pay for sub-contractor to certify or repair the backflow devices.

## **5. WEEDS, PESTS AND RODENTS**

### **(a) Contractor's Duties. Contractor shall:**

- At all times follow the Town's IPM policy and procedures, as set forth in Exhibit C.
- From time to time meet with Town staff to discuss how Contractor has implemented Town's IPM policies and procedures.
- Submit bi-monthly pesticide usage reports to Town staff.
- Keep all landscaped areas, including lawns and planted areas, visibly free of weeds.
- As needed, but not less than once per month, manage and control pests to prevent damage to the landscaped areas.
- Inspect rights of ways and facilities every week to check for rodent activity and set traps as needed. Baiting is not preferred.
- Remove weeds in the cracks in the sidewalk area.
- Remove weeds in the paving stone cracks in the residential area (This includes both the street and sidewalk area).
- Weed whack roadside growth.

### **(b) Town's Duties. Town shall:**

- Pay for labor costs to weed whack specified areas, and for rodent control.

## **6. ADDITIONAL TASKS, ATTEND MEETINGS AND WORKSHOPS**

### **(a) Contractor's Duties. Contractor shall:**

- Attend progress meetings with Town staff twice per month to review status, landscape appearance and problem areas both within and outside of the contract scope.
- Represent the Town at a minimum of three (3) meetings/workshop annually conducted by San Mateo Countywide Water Pollution Program.
- Remove weeds in the cracks on public sidewalks, medians, roadside edges, and on the west side shoulder on Junipero Serra Blvd.
- Cut/trim overgrowth (from the neighboring property) over the property line fence along the Right-of-way on Lawndale Blvd, Colma Blvd, Serramonte Blvd East, etc.
- Remove trash (paper, plastic, bottles, etc.) accumulated in the landscaped areas and drop-off at the Corp Yard. Provide trash quantities (e.g.: gallons/ bags) to the Maintenance Supervisor.
- Maintain rain gardens/bio-retention areas on Hillside Blvd and the Town Hall in accordance with the Town's standard operating procedures (SoP's).
- Replace dying or deficient plants due to faulty maintenance.

## **EXHIBIT A-2: GENERAL LANDSCAPE MAINTENANCE SERVICES - REGULAR TASKS**

**(b) Town's Duties.** Town shall:

- Provide the required information, documents, and forms.

## **EXHIBIT B-1: ANNUAL CLEANING SERVICES**

### **1. Colma Creek**

Colma Creek runs about 1.5 miles through the Town, just west of El Camino Real from F Street (north end of Town) to Cypress Lawn Cemetery (1370 El Camino Real), and then west of Mission Road to the South San Francisco border. Once each year, between August and September, Contractor shall clean Colma Creek, as described in this exhibit. In past years, this work took a crew of three to four persons working 7-10 days to complete.

#### **(a) Contractor's Duties.** Contractor shall:

- By August 15 of each year, provide the Town with a proposed work schedule (including the start date), number of workers assigned to the project, and the name, title and phone number of the project supervisor;
- Meet with Public Works Supervisor to review and discuss cleaning protocol and reporting requirements;
- Remove all trash and loose debris from the creek, remove all vegetation growing within creek, and trim or cut back all overhanging branches and shrubs that can be reached from the side of the creek bed;
- Work cautiously to maintain the stability of the Creek bank at all times while removing items from the creek bank, immediately cease work in areas where the creek bank exhibits weakness or instability, and promptly contact the Public Works Department for further direction;
- Notify the Public Works Department of any problems or concerns are encountered during work;
- Provide hauling services from Colma Creek to dumping site(s) approved in advance by the Town;
- Photograph the Creek before and after clean-up work and provide report (photos every 500 ft, quantity of trash removed, vegetation removed, etc.) to the Public Works Department. For trash hot spot reporting, provide a min three (3) photos showing before and after conditions at each of the Town's two (2) trash Hot Spot locations; and
- Complete San Mateo County Pollution Prevention Program's Trash Hot Spot Data Collection Form and Activity Report and provide copy to the Public Works Department.

#### **(b) Town's Duties.** Town shall:

- Provide Contractor with all required dumping permits and locations to discard the debris removed prior to Contractor's beginning scheduled work;
- Provide Contractor with mapping and information of Colma Creek boundary limits; and
- Provide Contractor with San Mateo County Trash Collection Hot Spot Form.

## **EXHIBIT B-1: ANNUAL CLEANING SERVICES**

### **2. Area Drains**

There are approximately 50 area drains within parks and facilities in Town. Once annually, on a schedule to be approved by Town, Contractor shall remove all garbage, rubbish, junk, debris and discarded waste from the area drains.

## **EXHIBIT C: POLICIES FOR USE OF BIOLOGICAL AND CHEMICAL MATERIALS**

### **1. MANAGEMENT OF BIOLOGICAL AND CHEMICAL AGENTS, INCLUDING FERTILIZERS, PESTICIDES AND RODENTICIDES**

(a) Contractor's Duties:

- Obtain written recommendations from a Qualified Applicator for use of pesticides
- Follow Town's IPM Policy and Procedures (See next section)
- Provide all proper postings and schedules prior to using fertilizers, herbicides, pesticides and rodenticides.
- Provide a list (MSDS Sheets) of all chemicals used for using fertilizers, herbicides, pesticides and rodenticides to the Director of Recreation Services.
- Complete and provide bi-monthly chemical and pesticide use reports to the Town (Form to be provided by Town)
- Provide all proper safety apparatus and equipment when spraying for herbicides, pesticides and rodenticides.
- Prior to application contractor will communicate the use of alternative or non-toxic methods of spraying and fertilizing according to the Town's IPM Policy and Procedures

(b) Town's Duties:

- Pay for biologicals and chemicals (Contractor to provide labor to apply as part of contract cost)
- Obtain a restricted materials permit annually from the San Mateo County Department of Agriculture.
- Provide chemical-pesticide use form

### **2. INTEGRATED PEST MANAGEMENT POLICIES AND PROCEDURES**

(a) Goals. The goals of these policies and procedures are to:

- protect the health and safety of Town employees and the general public;
- protect the environment and water quality;
- provide sustainable solutions for pest control through the reduced use of pesticides on property including buildings owned or managed by the City/County; and
- comply with the municipal regional stormwater permit.

(b) Definitions. As used herein, the following terms shall have the meaning ascribed:

*Integrated Pest Management (IPM)* is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are

## **EXHIBIT C: POLICIES FOR USE OF BIOLOGICAL AND CHEMICAL MATERIALS**

needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-targeted organisms, and the environment.

*IPM techniques* include biological controls (e.g., ladybugs and other natural enemies or predators); physical or mechanical controls (e.g., hand labor or mowing, caulking entry points to buildings); cultural controls (e.g., mulching, alternative plant type selection, and enhanced cleaning and containment of food sources in buildings); and reduced risk chemical controls (e.g., soaps or oils).

*Pesticides* are defined as any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Pests can be insects, rodents and other animals, unwanted plants (weeds), bacteria or fungi. The term pesticide applies to herbicides, fungicides, insecticides, rodenticides, molluscicides and other substances used to control pests.

*Town of Colma owned or managed property/facility* includes but is not limited to parks and open space, roadsides, landscaped medians, flood control channels and other outdoor areas, as well as municipal buildings and structures.

### (c) Required Implementation of Integrated Pest Management

Contractor shall implement these IPM policies and procedures to control pests and use IPM techniques that emphasize non-pesticide alternatives. Pesticides will only be used after careful consideration of non-chemical alternatives and then the least toxic chemicals that are effective shall be used.

### (d) Hierarchy of Management Practices. Contractor shall control pests by taking the following steps in the following order:

- (1) Identify conditions that contribute to the development of pest populations, and employ IPM practices to manage pest populations;
- (2) Maintain landscaped areas to reduce and eliminate pest habitats;
- (3) Modify pest management practices, including watering, mulching, waste management, and food storage, to discourage the development of pest population;
- (4) Modify pest ecosystems to reduce food, water sources, and harborage;
- (5) Prioritize the use of physical controls such as mowing weeds, using traps, and installing barriers;
- (6) Use biological controls to introduce or enhance a pests' natural enemies;
- (7) When pest populations reach treatment thresholds (based on how much biological, aesthetic, economic or other damage is tolerable), evaluate the effectiveness of the



## **EXHIBIT C: POLICIES FOR USE OF BIOLOGICAL AND CHEMICAL MATERIALS**

preceding non-pesticide management activities and obtain the Town's approval before proceeding to the following practices;

(9) When pesticides are necessary, select reduced risk pesticides and use the minimum amounts needed to be effective;

(10) Apply pesticides at the most effective treatment time, based on pest biology, monitoring, and other variables, such as weather, seasonal changes in wildlife use, and local conditions; and

(11) Whenever possible, use pesticide application methods, such as containerized baits, that minimize opportunities for mobilization of the pesticide in stormwater runoff.

(e) Use of Practices and Controls. Contractor shall:

(1) Use cultural practices and pest prevention measures to minimize the occurrence of pest problems.

(2) Use biological and physical controls that are environmentally appropriate and economically feasible to control pests.

(3) Use chemical control as a last resort, and then use the least toxic product;

(4) Where feasible for structural pest control, apply insecticides as containerized baits;

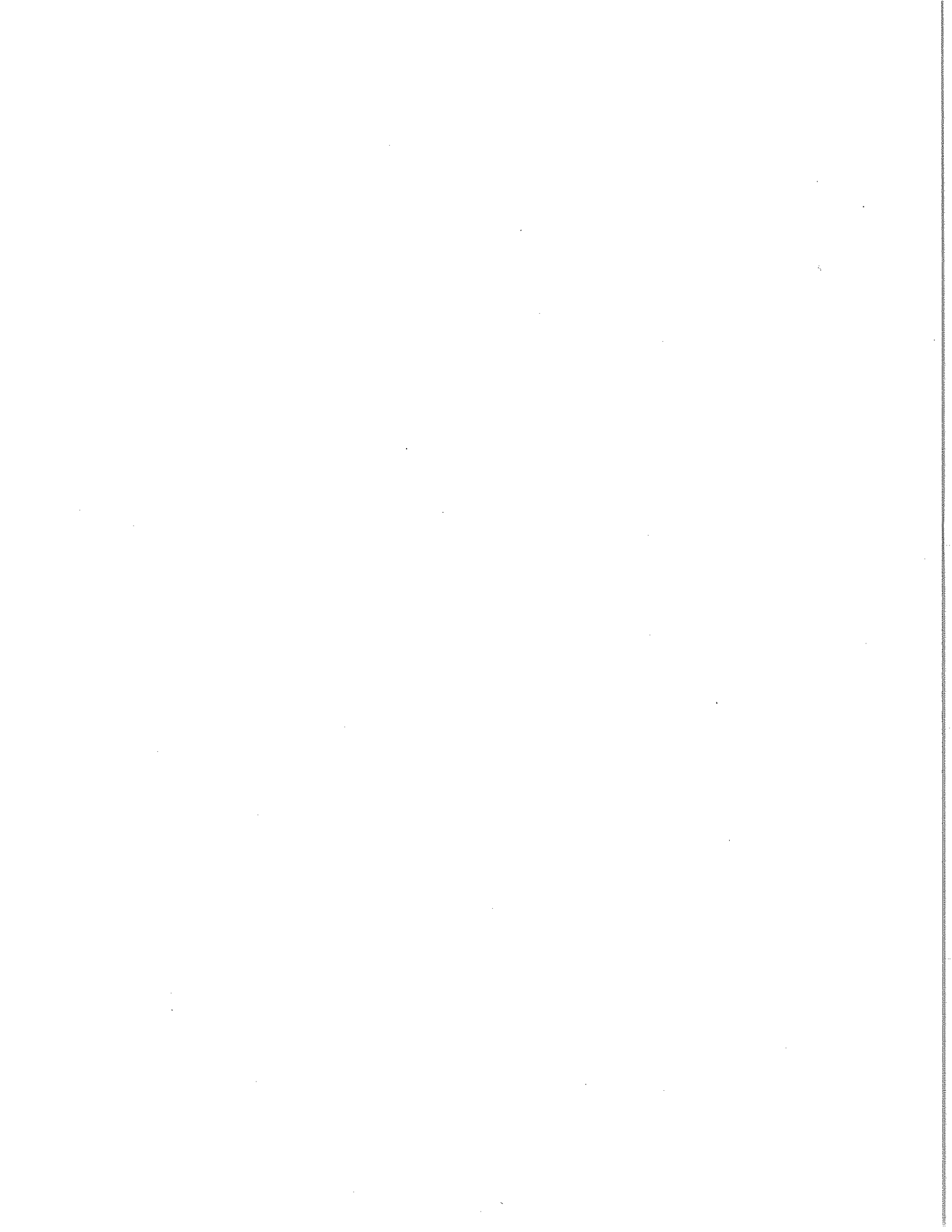
(5) Avoid, to the maximum extent possible, the use of pesticides that threaten water quality, including but not limited to: organophosphorus insecticides (chlorpyrifos, diazinon, and malathion), pyrethroids (bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambda-cyfluthrin, beta-cyfluthrin, cypenethrin, deltamethrin, esfenvalerate, lambda-yaalothrin, permethrin, and tralomethrin), carbamates (e.g., carbaryl and aldicarb), diamides (chlorantraniliprole and cyantraniliprole), diuron, indoxacarb, and fipronil and its degradates, especially in formulations and situations that pose a risk of contaminating stormwater runoff;

(6) Train its employees on IPM techniques, pesticides-related stormwater pollution prevention methods, and the Town's IPM policies and procedures;

(f) Town shall set a threshold of tolerance for pests and rodents and notify Contractor of that threshold. Contractor shall:

(1) Inspect rights of ways and facilities every week to check for rodent activity and set traps as needed. Baiting is not preferred.

(2) Use chemical control as a last resort, and then use the least toxic product.



## EXHIBIT D: PRICING FORM

Updated 04/19/2019

**Part A. General Landscape Maintenance Services.** Upon satisfactory completion, Town shall pay Contractor for General Landscape Maintenance Services described in Exhibit A in the lump sum ("LS") amounts set forth below:

ITEM	DESCRIPTION	UNIT	MONTHLY COST	ANNUAL COST
1	El Camino Real	LS	\$ 1,260	\$ 15,120
2	Serramonte Blvd. West	LS	\$ 347	\$ 4,164
3	Serramonte Blvd. East	LS	\$ 693	\$ 8,316
4	Collins Avenue	LS	\$ 520	\$ 6,240
5	Colma Blvd.	LS	\$ 347	\$ 4,164
6	Mission Road	LS	\$ 180	\$ 2,160
7	Junipero Serra Blvd.	LS	\$ 2,060	\$ 24,720
8	Lawndale Blvd.	LS	\$ 1,280	\$ 15,360
9	Clark Avenue	LS	\$ 478.50	\$ 5,742
10	B Street	LS	\$ 304.50	\$ 3,654
11	C Street	LS	\$ 324.50	\$ 3,894
12	D Street (including stairs)	LS	\$ 478.50	\$ 5,742
13	E Street (including stairs)	LS	\$ 301.50	\$ 3,618
14	F Street	LS	\$ 560.50	\$ 6,726
15	Hillside Blvd.	LS	\$ 347	\$ 4,164
16	Colma Police Facility	LS	\$ 499.43	\$ 5,993.16
17	Town Hall	LS	\$ 520	\$ 6,240
18	Creekside Villas (Senior Housing)	LS	\$ 501.50	\$ 6,018
19	Recreation Center (Sterling Park)	LS	\$ 597	\$ 7,164
20	Corporation Yard	LS	\$ 173	\$ 2,076
21	Bark Park	LS	\$ 260	\$ 3,120
22	Historical Museum (from Museum south to the Blacksmith Shop)	LS	\$ 273	\$ 3,276
23	Colma Community Center (from the lawn area south)	LS	\$ 693	\$ 8,316
24	Rodent Control	LS	\$ 400	\$ 4800
25	<b>TOTAL MONTHLY/ANNUAL COST</b>	<b>LS</b>	<b>\$ 13,398.93</b>	<b>\$ 160,787.16</b>

## EXHIBIT D: PRICING FORM

Updated 04/19/2019

**Part B. Annual Services.** Upon satisfactory completion, Town shall pay Contractor for the Annual Services described in the contract or exhibits shown in the table below at the unit rates set forth in the table:

ITEM	DESCRIPTION	UNIT	UNIT COST
26	Clean Colma Creek (See Exhibit B)	LS	\$9,922
27	Clean Area Drains (See Exhibit B)	Each	\$30
28	Aerating Lawns (min 20,000 sqft.) (See Contract § 3.2)	Per 1,000 Sq. Ft.	\$40

**Part C. Hourly Rates for Extra Services.**

Upon satisfactory completion, Town shall pay Contractor for Extra Services described in section 3 of the Contract at the hourly rates set forth below:

ITEM	POSITION	HOURLY RATE
	Irrigation Technician	\$ 90
	Landscape Technician	\$ 72
	Field Supervisor	\$ 90
	Manager	\$ 187
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**Part D. Emergency Services.** Upon satisfactory completion, Town shall pay Contractor for Emergency Services described in section 2 of the Contract at the hourly rates set forth below in *Part C, Hourly Rates for Extra Services* times the following appropriate factor:

- (1) For work performed during business hours by a crew already working in Town at the time of the emergency, the factor shall be One (1.0);
- (2) For work performed during business hours by a crew brought in from outside the Town, the factor shall be 1.0;
- (3) For work performed after business hours' on twenty-four hours' response time, the factor shall be 1.5; and

**EXHIBIT D: PRICING FORM**

Updated 04/19/2019

(4) For work performed after business hours on two hours' response time, the factor shall be \_\_\_\_\_.

*Instruction to bidder: Enter the factor on the blank line in text and a number. For example, you should enter :*

*- straight time as: One (1.0);*

*- time and a half as: One and one-half (1.5)*

*- double time as: Two (2.0)*

\* \* \* \* \*

Respectfully submitted:

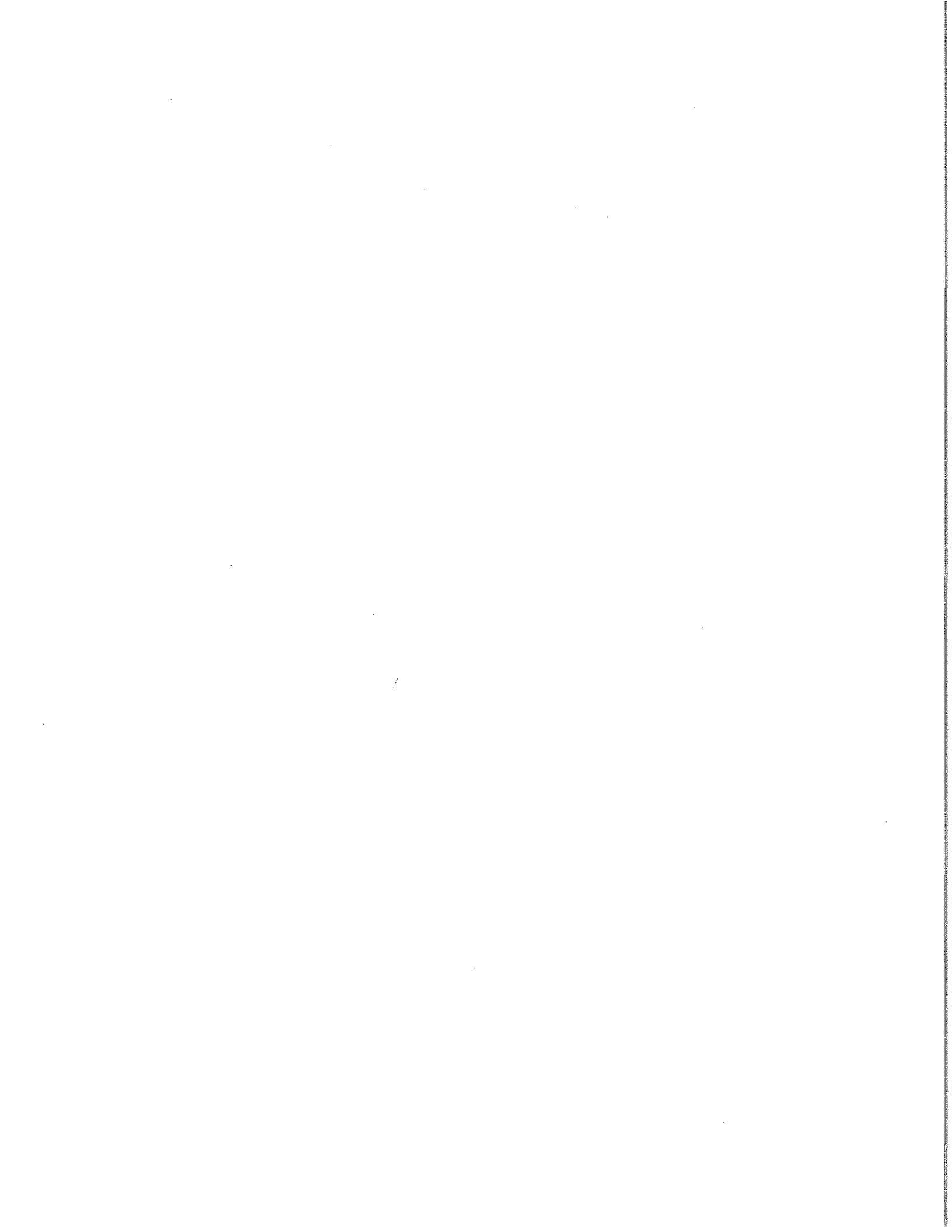
X \_\_\_\_\_  
(Business Name)

X \_\_\_\_\_  
(Signature & Date)

X \_\_\_\_\_  
(Title)

Contractor's License Number and Class \_\_\_\_\_

*(Signatory's authority should be included with the exhibit)*



## **EXHIBIT E**

### **MINIMUM TRAFFIC CONTROL SAFETY REQUIREMENTS**

When working within the streets and rights of way named below, Contractor shall perform all work in accordance with this Exhibit E; *Caltrans Maintenance Manual*, "Chapter 8 - Protection of Workers"; and Caltrans Code of Safe Practices.

#### **1. Street Subject to Traffic Control Requirements**

The following streets and rights of way are subject to the requirements herein: El Camino Real, Hillside Boulevard, Junipero Serra Boulevard, Serramonte Boulevard, Lawndale Boulevard and Colma Boulevard.

#### **2. Required Equipment**

Contractor shall provide all necessary traffic safety equipment, signage and apparel. Traffic safety equipment means, for example, vehicles properly equipped with traffic safety flashers, light bars, beacons or directional signals (temporary or permanent).

#### **3. Minimum Standards.**

(a) These are the *minimum* requirements; the contractor shall take such additional steps as are reasonably necessary to assure the safety of its employees while performing work under this contract.

(b) In preparation for this RFP and contract the Town has met with Caltrans and has agreed to the minimum requirements stated below along El Camino Real. However, Caltrans has the right to require stricter standards along El Camino Real.

(c) The Town of Colma will enforce the minimum traffic control requirements in all other areas where maintenance will be performed. However, the Town of Colma reserves the right to impose stricter traffic control standards along if it believes the work area is not safe.

(d) If either Caltrans or the Town imposes stricter requirements, the contractor is entitled to request and negotiate a change order with the Town.

#### **4. Lane Closure Not Required.**

(a) When workers are conducting maintenance near moving traffic, but the workers are not in a stationary position or in an area for more than 20 minutes, the contractor shall:

- (i) Install temporary signage (i.e. "Work Zone Ahead", "Slow – Landscape Maintenance Ahead"
- (ii) Wear appropriate safety apparel (i.e. bright colored work vest)
- (iii) Face traffic when conducting work

(iv) Assign one person dedicated to be the "look out" and warn workers if an errant vehicle is approaching. The "look out" should carry a device which the other workers can hear in case of a warning message being communicated (e.g. horn).

(b) Typically, mowing, edging and weed control (spraying) are activities that would not require lane closure.

(c) The areas where it would be acceptable to perform this type of work without lane closures are on the medians within El Camino Real and Lawndale Boulevard.

## **5. Lane Closure Required.**

(a) When workers are conducting maintenance or irrigation repairs near moving traffic and are in a stationary position or in an area for greater than 20 minutes, the contractor shall close a lane of traffic using traffic safety devices per Caltrans specifications (i.e. Caltrans traffic control plan T-11).

(b) Typically, pruning, pulling weeds, and the repairing of valves or mainlines are activities that would require lane closure.

(c) The areas where the Town would expect to see lane closures when performing this type of work are, for example:

(i) along the median on Junipero Serra Boulevard;

(ii) on the north side of Serramonte Boulevard between El Camino Real and Hillside Boulevard; and

(iii) on the south side of Colma Boulevard between Home Depot and Best Buy.

## **6. Traffic Control Systems.**

(a) When conducting maintenance in areas where a vehicle can be parked safely without impeding, blocking or sticking out in the lane of traffic (shoulder area), and work can be performed, the contractor shall install a traffic control system (i.e. delineation and signage) instead of closing a lane of traffic.

(b) The area(s) where the Town would expect to see traffic control systems when performing this type of work are, for example:

(i) on the south side of Lawndale between Mission Road and Hillside Boulevard.

## **7. Training and Monitoring.**

Contractor shall conform to the Caltrans Maintenance Manual, "Chapter 8 - Protection of Workers", and Caltrans Code of Safe Practices, when training workers and installing work zone



safety practices. The contractor shall instruct its employees to follow the requirements herein and shall plan and supervise its employees' activities for compliance.

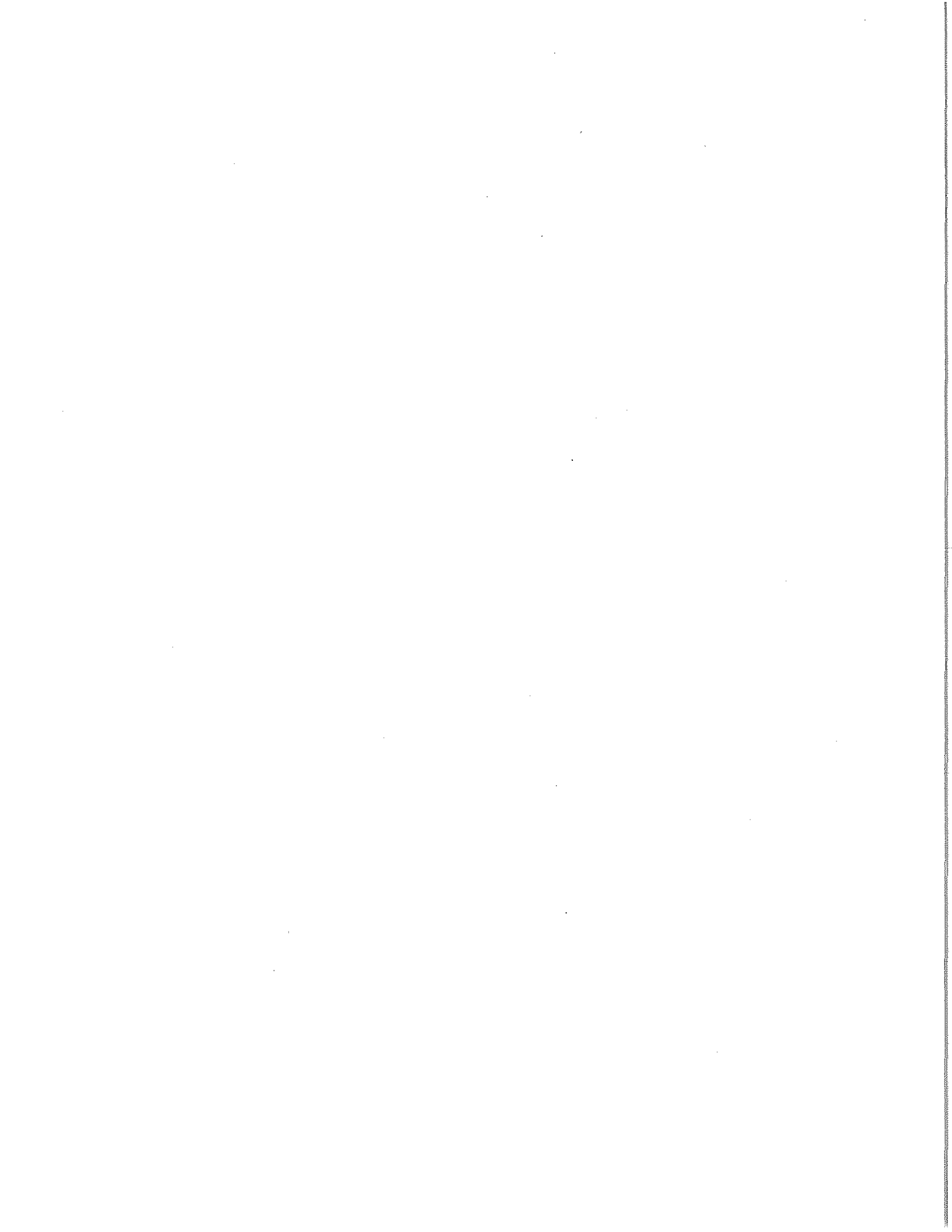
**8. Permits/Licenses, Certifications, Insurance.**

Contractor shall acquire a Caltrans rider/double permit to the Town's General Encroachment Permit (for work on El Camino Real).

Provide Town with proof of certified training (Caltrans ATTSA, etc.) as required.

Obtain Town's Business License.

Provide Insurance Certificate as required by the Contract.



# COLMA TOWN HALL



76. Town Hall Parking Lot along ECR



76A. Bio-Retention area and landscaping looking towards Town Hall from ECR



76B. Landscaping at Town Hall Frontage along ECR.



76C. Landscaping fronting Council Chambers



76D. Landscaping along Serramonte Blvd.

## TYPICALS

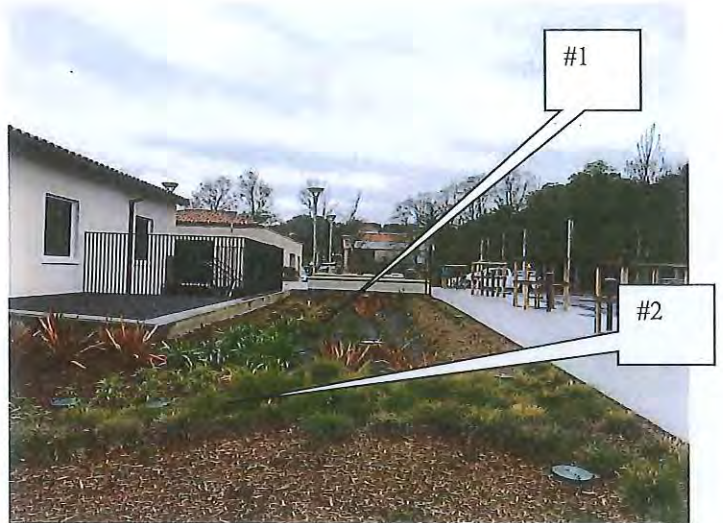
#2. Maintain Open Landscape Areas, shrubs, bushes, ground cover and ornamental trees. Keep areas weed and litter free. Trim overgrowth to keep clear of sidewalks.



# COLMA TOWN HALL



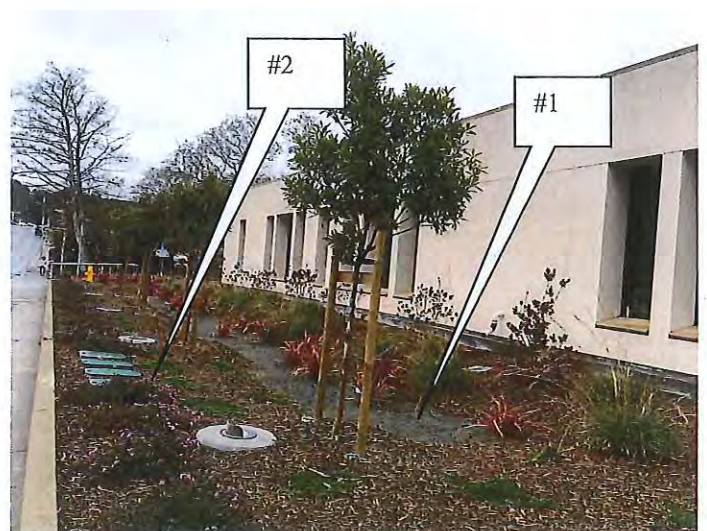
75. Bio-Retention area in the Town Hall Parking Lot



75A. Bio-Retention area looking towards Town Hall from ECR



75B. Bio-Retention area in the Town Hall Parking Lot looking towards ECR.



75C. Bio-Retention area along Serramonte Blvd.

75D. Bio-Retention area near Colma Creek along Serramonte Blvd.

## TYPICALS

# 1. Maintain Bio-Retention Areas in accordance with Standard Operating Procedures. Maintain appropriate landscaping in bioretention areas and keep areas litter free. Address erosion related issues, if any, and remove accumulated silt.

#2. Maintain Open Landscape Areas and ornamental trees. Keep areas weed and litter free.





# HILLSIDE BOULEVARD



70. HILLSIDE BLVD. LOOKING SOUTH NEAR DALY CITY LIMITS



71. HILLSIDE BOULEVARD NEAR SERRAMONTE BLVD.



72. HILLSIDE BLVD – PARKING LOT NEAR SERRAMONTE



73. HILLSIDE BLVD. NEAR COMMUNITY CENTER LOOKING NORTH

## TYPICALS

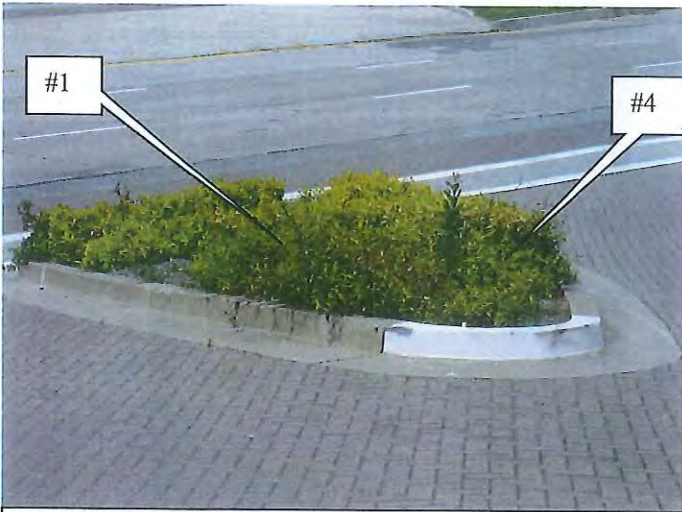
- #1 MAINTAIN FLOWERS AND ORNAMENTAL LANDSCAPING NEAR GATEWAY SIGN.
- #2 MAINTAIN RAIN GARDENS/BIORETENTION AREAS PER STANDARD OPERATING PROCESURES
- #3 STREET TREES NEED TO BE PRUNED SO AS NOT TO IMPACT PARKED CARS OR PEDESTRIANS ON THE STREET RIGHT OF WAY OR SIDEWALK.
- #4 MAINTAIN OPEN LANDSCAPING ALONG THE WEST SIDE OF HILLSIDE BLVD.
- #5 KEEP AREA IN THE OPEN LANDSCAPING AREA WEED AND LITTER FREE. ALSO PROVIDE TRAFFIC AND SAFETY CONTROL WHEN WORKING ON THE FRONTAGE. STREET TREES NEED TO BE PRUNED SO AS NOT TO IMPACT PARKED CARS OR PEDESTRIANS ON THE STREET RIGHT OF WAY OR SIDEWALK.
- #6: WEED ABATEMENT



74. BIORETENTION AREAS.



# F STREET



64. F STREET AND EL CAMINO REAL



65. LOWER F STREET VIEWING WEST



66. F STREET VIEWING EAST TOWARDS CLARK AVE.



67. UPPER F STREET 600 BLOCK VIEWING WEST

## TYPICALS

#1 PLANTING AREAS, WHEN WORKING IN THE STREET PROVIDE PROPER SIGNAGE AND TRAFFIC CONTROL.

#2 STREET TREES NEED TO BE PRUNED AS TO NOT IMPACT PARKED VEHICLES IN THE STREET RIGHT OF WAY OR PEDESTRIANS ON SIDEWALKS.

#3 MAINTAIN OPEN LANDSCAPE AREA.

#4 REMOVE WEEDS ALONG PLANTED AREAS AND MAINTAIN PLANTED AREA ON THE RETAINING WALL.



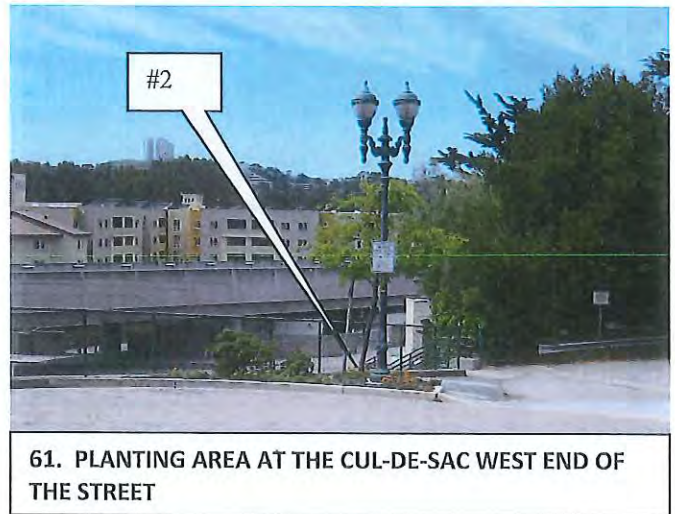
68. UPPER F STREET 600 BLOCK VIEWING WEST



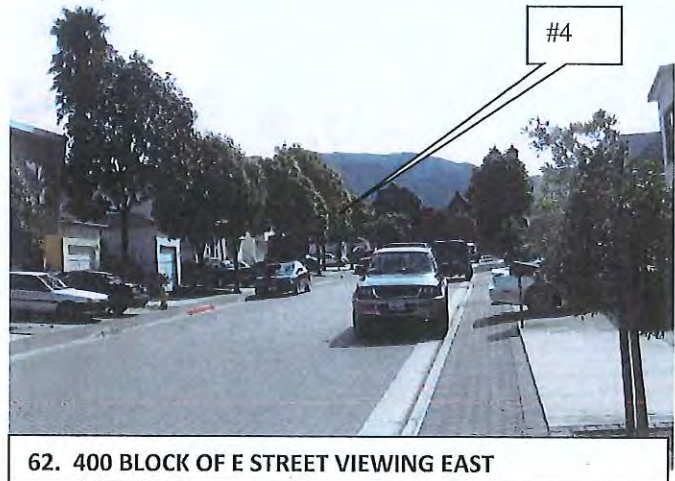
69. LOWER F STREET



# E STREET



## E STREET STAIRWAY



### TYPICALS

#1 SMALL PLANTING AREAS ON THE BACK SIDE OF THE SIDEWALK IN FRONT OF SEVERAL OF THE RESIDENCES ON E STREET, THESE AREAS ARE TO BE KEPT WEED FREE.

#2 PLANTING AREA IN THE CUL-DE-SAC ON E STREET.

#3 MAINTAIN PERENNIAL PLANTS ALONG THE E STREET STAIRWAY. ALSO KEEP THE TREES CUT BACK AND WEED FREE.

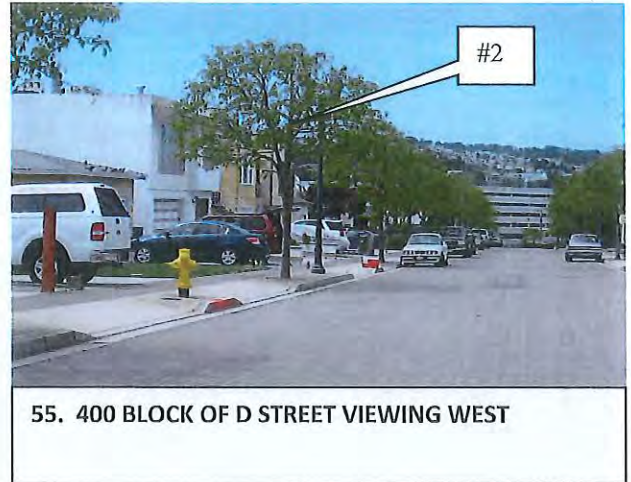
#4 STREET TREES NEED TO BE MAINTAINED SO AS NOT TO IMPACT PARKED CARS OR PEDESTRIANS IN THE STREET RIGHT OF WAY OR SIDEWALK.



# D STREET



54. 500 BLOCK OF D STREET VIEWING WEST

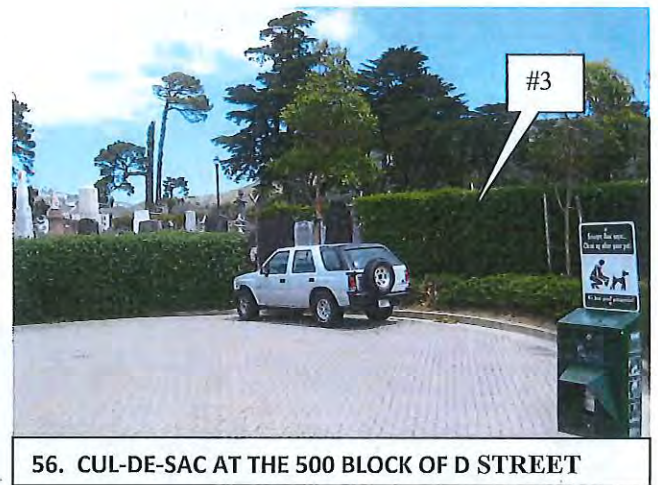


55. 400 BLOCK OF D STREET VIEWING WEST

## D STREET STAIRWAY



57. D STREET STAIRS FROM EL CAMINO REAL



56. CUL-DE-SAC AT THE 500 BLOCK OF D STREET



58. D STREET STAIRS



59. D STREET STAIRS

### TYPICALS

#1 PLANTING AREA ALONG SOUTH SIDE OF D STREET, PLANTED WITH VARIOUS PERENNIAL FLOWERS

#2 STREET TREES NEED TO BE PRUNED SO AS NOT TO IMPACT PARKED CARS OR PEDESTRIANS ON THE STREET RIGHT OF WAY OR SIDEWALK.

#3 MAINTAIN LANDSCAPING IN THE CUL-DE-SAC AT THE 500 BLOCK

#4 REMOVE WEEDS, TRASH & DEBRIS ALONG THE STAIRWAY.

#5 MAINTAIN LANDSCAPE AREAS AROUND STAIRCASE.

#6 USE SAFETY PRECAUTIONS WHEN MAINTAINING LANDSCAPE WALL AREA.



# C STREET



50. CLARK AND C STREET VIEWING EAST



51. C STREET VIEWING WEST



52. C STREET CUL-DE-SAC "500 BLOCK"



53. CLOSE UP OF C STREET CUL-DE-SAC "500 BLOCK"

## TYPICALS

#1 TYPICAL STREET PLANTER LOCATED AT THE CORNERS OF THE LETTERED STREETS ALONG BOTH SIDES OF CLARK AVE. PLANTERS ARE PLANTED WITH PERENNIALS.

#2 PAVING STONE WALKWAYS, WEEDS WILL GROW WITHIN THE CRACKS, REMOVE WEEDS PER IPM POLICY.

#3 MAINTAIN OPEN PLANTING AREA

#4 SHRUBS AND BUSHES NEED TO BE PRUNED TO PRODUCE A FULL APPEARANCE.

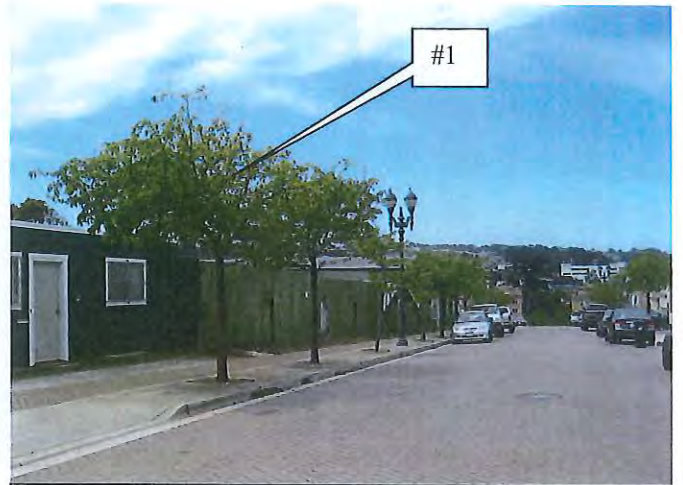
#5 STREET TREES NEED TO BE PRUNED SO AS NOT TO IMPACT PARKED CARS OR PEDESTRIANS ON THE STREET RIGHT OF WAY OR SIDEWALK.



# B STREET



45. CLARK AND THE 400 BLOCK OF B STREET VIEWING WEST



46. 400 BLOCK OF B STREET VIEWING WEST



47. CUL-DE-SAC 500 BLOCK B STREET



48. 400 BLOCK OF B STREET VIEWING WEST



49. EL CAMINO REAL AND B STREET

## TYPICALS

**#1** STREET TREES NEED TO BE PRUNED SO AS NOT TO IMPACT PARKED CARS OR PEDESTRIANS ON THE STREET RIGHT OF WAY OR SIDEWALK. WEEDS NEED TO BE REMOVED FROM THE TREE PLANTING AREA. FERTILIZE, PEST AND DISEASE CONTROL PER IPM POLICY.

**#2** CUL-DE-SAC LANDSCAPING MAINTENANCE INVOLVES MAINTAINING EXISTING LANDSCAPING (PERENNIAL PLANTS, GROUND COVERS, AND STAKED TREES)

**#3** TYPICAL STAKED TREE AND LANDSCAPE AREA WITH PERENNIAL PLANTINGS.



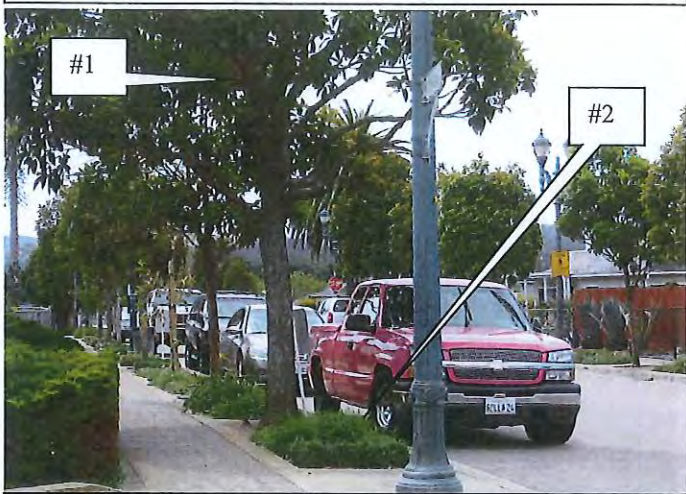
# CLARK AVENUE



40. CLARK AVE. BETWEEN A ST. AND B ST. AT THE CITY LINE



41. CLARK AVE. AND F STREET VIEWING NORTH



42. CORNER OF CLARK AVE. AND B STREET



43. PLANTING AREA ALONG CLARK AVE BETWEEN C STREET AND D STREET

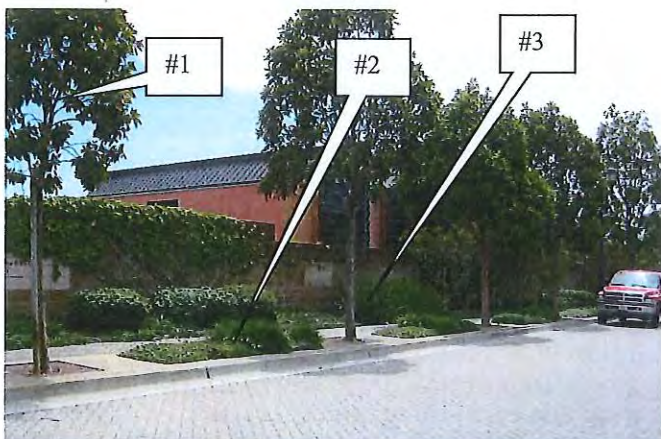
## TYPICALS

#1 STREET TREES NEED TO BE PRUNED SO AS NOT TO IMPACT PARKED CARS ON THE STREET RIGHT OF WAY.

#2 TYPICAL PLANTER ALONG CLARK AVE.

#3 OPEN PLANTING STRIP ALONG THE EAST SIDE OF CLARK AVE. BETWEEN D STREET AND F STREET, LANDSCAPE AREA IS PLANTED WITH VARIOUS PERENNIAL FLOWERS ALONG WITH BUSHES, SHRUBS, AND GROUND COVER.

#4 REMOVE WEEDS FROM PLANTER BOXES AND SIDEWALKS



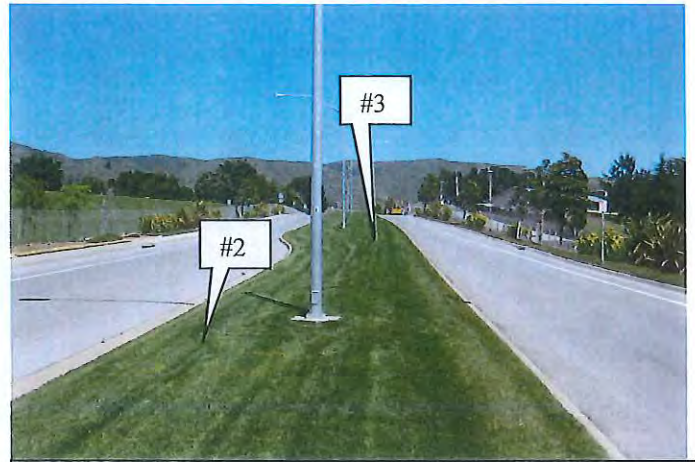
44. PLANTING AREA ALONG CLARK AVE BETWEEN D STREET AND F STREET



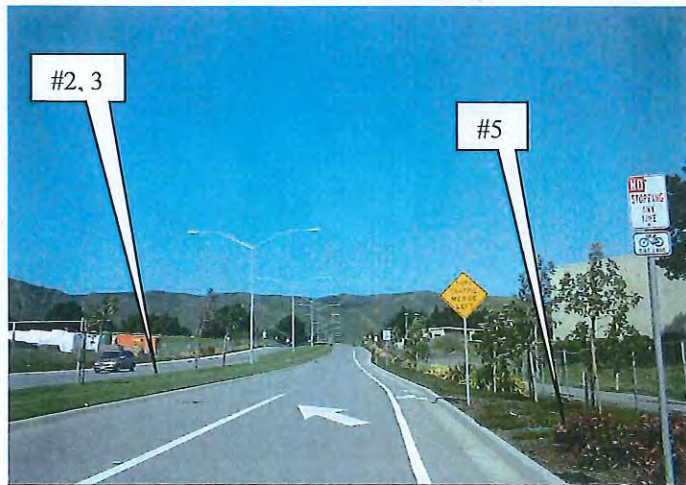
# LAWNDALE BOULEVARD



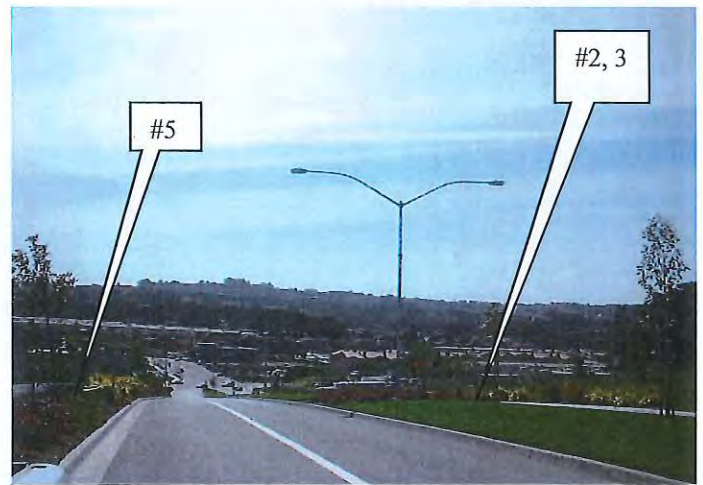
34. LAWNDALE BLVD. & MISSION ROAD



35. LAWNDALE BLVD. VIEWING EAST



36. LAWNDALE BLVD. VIEWING EAST



37. LAWNDALE BLVD. VIEWING WEST

## TYPICALS

- #1 MAINTAIN PLANTED AREA AROUND GATEWAY SIGN
- #2 WHEN WORKING ON THE MEDIAN ISLANDS TRAFFIC CONTROL AND SAFETY ATTIRE PER CALTRANS SPECIFICATIONS IS REQUIRED.
- #3 NON-IRRIGATED TURF AREA SHOULD HAVE AN APPEARANCE OF BEING BETWEEN 2" TO 2.5" IN HEIGHT AFTER MOWING. KEEP TURF EDGED AROUND THE VARIOUS STRUCTURES AND CURB LINES.
- #4 KEEP TREES PRUNED BACK AS NOT TO IMPEDE VEHICLES OR SIGNAGE.
- #5 MAINTAIN PLANTS, TREES AND OPEN LANDSCAPING AREA AND KEEP IT WEED AND LITTER FREE.
- #6 CUT OVERGROWTH OVER THE PL FENCE

Note: The turf median on Lawndale Blvd is currently not irrigated in order to meet the State Mandate on Water Conservation during drought.



38. LAWNDALE BLVD. VIEWING EAST



39. LAWNDALE BLVD. & HILLSIDE



# JUNIPERO SERRA BOULEVARD



29. JUNIPERO SERRA BLVD. AT SOUTH CITY LIMITS VIEWING NORTH



30. JUNIPERO SERRA BLVD. AT SERRA CENTER



31. JUNIPERO SERRA BLVD. AT SOUTHGATE



32. JUNIPERO SERRA BLVD. AT COLMA BLVD VIEWING SOUTH

## TYPICALS

- #1 STREET TREES ALONG WITH PLANTING AREAS
- #2 REMOVE WEEDS IN THE LANDSCAPED MEDIAN ISLANDS AND CURB LINES.
- #3 MAINTAIN PLANTED AREAS AT GATEWAY SIGNS
- #4 PRUNE TREES ALONG ROADWAY AS NOT TO IMPEDE VEHICLES OR TRUCKS.



33. JUNIPERO SERRA BLVD. AT NORTH CITY LIMITS VIEWING SOUTH



# MISSION ROAD



24. MISSION ROAD VIEWING NORTH TOWARDS EL CAMINO REAL



25. MISSION ROAD VIEWING SOUTH - EASTSIDE



26. MISSION ROAD VIEWING SOUTH - WESTSIDE



27. MISSION ROAD VIEWING NORTH - WESTSIDE

## TYPICALS

#1 TREE PRUNING FOR BOTH VEHICLE AND PEDESTRIAN TRAFFIC ON AN AS NEEDED BASIS ONLY.

#2 MAINTAIN VARIOUS STREET TREES, AS NEEDED ONLY.

#3 PROVIDE WEED CONTROL IN THE PLANTER AREAS AROUND THE STREET TREES.



28. MISSION ROAD VIEWING SOUTH - WESTSIDE



# MISSION ROAD



24. MISSION ROAD VIEWING NORTH TOWARDS EL CAMINO REAL



25. MISSION ROAD VIEWING SOUTH - EASTSIDE



26. MISSION ROAD VIEWING SOUTH - WESTSIDE



27. MISSION ROAD VIEWING NORTH - WESTSIDE

## TYPICALS

#1 TREE PRUNING FOR BOTH VEHICLE AND PEDESTRIAN TRAFFIC ON AN AS NEEDED BASIS ONLY.

#2 MAINTAIN VARIOUS STREET TREES, AS NEEDED ONLY.

#3 PROVIDE WEED CONTROL IN THE PLANTER AREAS AROUND THE STREET TREES.



28. MISSION ROAD VIEWING SOUTH - WESTSIDE



# COLMA BOULEVARD



20. LOWER COLMA BLVD. VIEWING WEST



21. COLMA BLVD. SOUTHSIDE VIEWING WEST



22. MID BLOCK COLMA BLVD. NORTHSIDE VIEWING EAST



23. UPPER COLMA BLVD. SOUTHSIDE VIEWING WEST

## TYPICALS

#1 STREET TREES ALONG WITH PLANTING AREAS

#2 OPEN LANDSCAPE AREA TO BE PLANTED WITH PERENNIAL PLANTS.

#3 MAINTAIN LAWN AREA

#4 WEED ABATE AND KEEP LITTER FREE

#5 BUSHES ALONG THE SOUTH SIDE OF COLMA BLVD. TO BE PRUNED TO A HEIGHT THAT WILL NOT IMPACT VEHICLES AND STREET SIDE SIGNAGE STREET TREES ALONG WITH PLANTING AREAS.

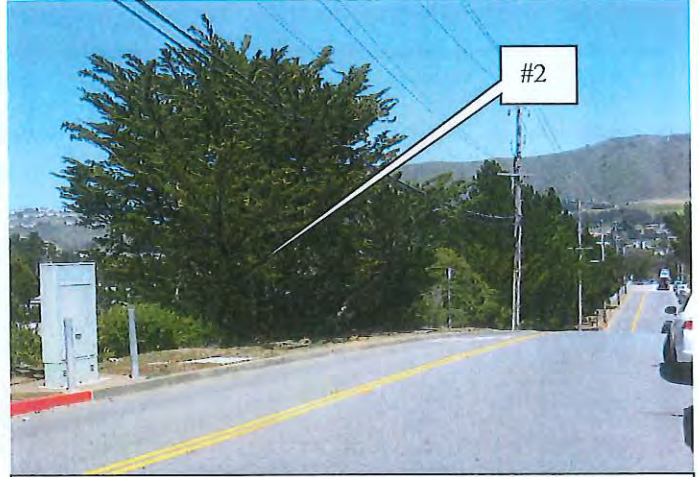
#6 PROVIDE TRAFFIC AND SAFETY CONTROL WHEN WORKING ALONG THE FRONTAGE.



# COLLINS AVENUE



15. UPPER BLOCK ON COLLINS AVE NORTHSIDE



16. PLANTING AREA UPPER BLOCK ON COLLINS AVE. NORTHSIDE



17. COLLINS AVE MID BLOCK VIEWING EAST



18. COLLINS AVE MID BLOCK NORTHSIDE



19. COLLINS AND SERRAMONTE VIEWING WEST

## TYPICALS

#1. VARIOUS OPEN ROADSIDE AREAS, MAINTAIN AND KEEP WEED AND LITTER FREE. ALSO PROVIDE TRAFFIC AND SAFETY CONTROL WHEN WORKING ON THE FRONTAGE.

#2 SMALL TYPICAL PLANTING AREAS ALONG THE NORTH SIDE OF COLLINS AVE. WITH GROUND COVER AND SHRUBS.

#3 VARIOUS ROADSIDE TREES ALONG BOTH SIDES OF COLLINS AVE. PRUNE AND THIN AS NEEDED TO KEEP A MINIMUM OF 7' OF CLEARANCE.



# SERRAMONTE BOULEVARD (EAST)



11. SERRAMONTE BLVD. NORTH SIDE OF THE ROAD



12. SERRAMONTE BLVD. EAST OF POLICE STATION



13. SERRAMONTE BLVD. NORTH SIDE OF THE ROAD



14. SERRAMONTE BLVD. NORTH SIDE OF THE ROAD

## TYPICALS

#1 MAINTAIN TREE HEIGHT FOR VEHICLE AND TRUCK CLEARANCE.

#2 MAINTAIN OPEN LANDSCAPING ALONG THE NORTH SIDE OF SERRAMONTE BLVD. CUT OVERGROWTH OVER THE PL FENCE

#3 KEEP AREA IN THE OPEN LANDSCAPING AREA WEED AND LITTER FREE. ALSO PROVIDE TRAFFIC AND SAFETY CONTROL WHEN WORKING ON THE FRONTAGE.



# SERRAMONTE BOULEVARD (WEST)



6. SERRAMONTE AT JSB VIEWING WEST



7. SERRAMONTE MEDIAN AT JSB VIEWING WEST



8. SERRAMONTE AT THE SERRA CENTER ENTRANCE VIEWING EAST



9. SERRAMONTE AND COLLINS AVE VIEWING WEST

## TYPICALS

#1 MAINTAIN PLANTER AREA ALONG SERRAMONTE BY SERRAMONTE FORD DEALERSHIP.

#2 MAINTAIN PLANTER AREA, GROUND COVER, PERENNIAL PLANTS AND KEEP THE TREES IN CONFORMANCE AS NOT TO IMPEDE EITHER PEDESTRIANS OR TRAFFIC.

#3 WHEN WORKING ON THE MEDIAN ISLANDS TRAFFIC CONTROL AND SAFETY ATTIRE PER CALTRANS SPECIFICATIONS IS REQUIRED.



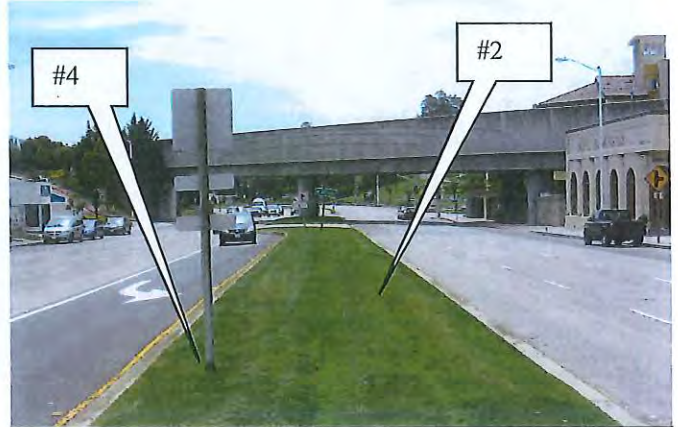
10. SERRAMONTE & COLLINS MEDIAN VIEWING WEST



# EL CAMINO REAL



1. EL CAMINO REAL BETWEEN A & B STREET VIEWING SOUTH



2. EL CAMINO REAL AT D STREET VIEWING SOUTH



3. EL CAMINO REAL VIEWING SOUTH, NORTH OF COLMA BLVD.



4. EL CAMINO REAL VIEWING SOUTH TOWARD SERRAMONTE BLVD.

## TYPICALS

#1 MAINTAIN PLANTS, SHRUBS AND GROUNDCOVER AT GATEWAY SIGN

#2 WHEN WORKING ON THE MEDIAN ISLANDS TRAFFIC CONTROL AND SAFETY ATTIRE PER CALTRANS SPECIFICATIONS IS REQUIRED.

#3 TURF AREA SHOULD HAVE AN APPEARANCE OF BEING BETWEEN 2" TO 2.5" IN HEIGHT AFTER MOWING.

#4 KEEP TURF EDGED AROUND THE VARIOUS STRUCTURES AND CURB LINES.

Note: The turf median on El Camino Real is currently not irrigated in order to meet the State Mandate on Water Conservation during drought.



5. EL CAMINO REAL AT COLLINS AVE VIEWING SOUTH "THE Y" (VIEWING SOUTH)



# COLMA TOWN HALL



77. Town Hall frontage along Serramonte Blvd



77B. Town Hall Plaza, looking towards ECR



78. Typical planters along Town Hall Frontage.



78B. Landscaping fronting Council Chambers

## TYPICALS

#3. Maintain trees to a 7 ft height and for pedestrian and vehicular safety. Check and maintain ties to be secure until trees are stable and able to grow on their own.

#4. Typical planter boxes around the Town Hall

General: Maintain Open Landscape Areas, Bushes, Shrubs, Groundcover, perennials and annuals, and ornamental trees. Keep areas weed and litter free. Groundcover to be cutback from Pathways.



# COLMA TOWN HALL



79. Town Hall Plaza. Typical Ornamental Planters



79B. Town Hall Plaza, Ornamental Planters



80. Typical potted planters all throughout the Town Hall Plaza



80A. Potted planters all throughout the Town Hall Plaza

80B. Potted planters all throughout the Town Hall Plaza

## TYPICALS

#4 #5. Planter boxes, Ornamental Planters and Potted Planters are a mix of annuals and perennials. They are to be kept trimmed, pruned, and manicured.

General: Maintain Open Landscape Areas, Bushes, Shrubs, Groundcover, perennials and annuals, and ornamental trees. Keep areas weed and litter free. Groundcover to be cutback from Pathways.

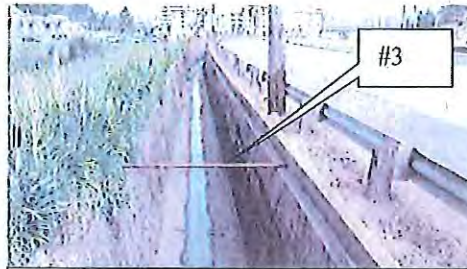




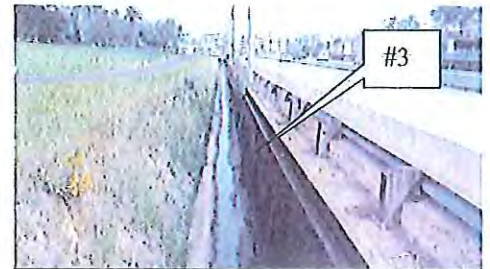
# COLMA CREEK



127. COLMA CREEK ALONG EL CAMINO REAL



128. COLMA CREEK ALONG EL CAMINO REAL



129. COLMA CREEK ALONG EL CAMINO REAL



130. COLMA CREEK BEHIND CREEKSIDE VILLAS



131. COLMA CREEK BEHIND TOWN HALL

132. COLMA CREEK GOING UNDER SERRAMONTE BLVD.



133. COLMA CREEK ALONG MISSION ROAD



134. COLMA CREEK ALONG MISSION ROAD



135. COLMA CREEK ALONG MISSION ROAD

## TYPICALS

CONTRACTOR IS RESPONSIBLE FOR REMOVING DEBRIS, TRASH, AND SHRUBS FROM THE CREEK ONE TIME PER YEAR, TYPICALLY IN AUGUST - SEPTTEMEBR.

#1 REMOVE ANY SHRUBS OR BUSHES ENCROACHING ON CREEK

#2 DO NOT ENTER ENCLOSED OVERHEAD AREAS.

#3 REMOVER ANY TRASH OR DEBRIS

#4 USE SAFETY PRECAUTIONS WHEN ENTERING AND EXITING THE CREEK AREA.



136. COLMA CREEK ALONG MISSION ROAD



137. COLMA CREEK ALONG MISSION ROAD









# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Public Works Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: June 12, 2019  
 SUBJECT: Public Utility Easement on Mission Road

---

## RECOMMENDATION

Staff recommends that the City Council:

RESOLUTION ACCEPTING A PUBLIC UTILITY EASEMENT AT MISSION ROAD CONVEYED  
 TO THE TOWN OF COLMA

## EXECUTIVE SUMMARY

The Public Works Director recommends adoption of a Resolution accepting an Easement Deed for a Public Utility Easement (PUE) fronting the Veterans Housing Project for the purposes of maintaining the new streetlights and future public utility installations on Mission Road.

## FISCAL IMPACT

Accepting the PUE for the use of public utility distribution or services is at no cost to the Town of Colma. Costs associated with future street lights that will be installed in the proposed PUE will have a monthly cost that will be attributed back to the Town of Colma. The cost of operating the eight (8) new street lights has not been assessed at this time, it is assumed to be **minimal and can be absorbed through the Town's annual allocation for operating street lights** and signals within the Right of Way.

## BACKGROUND

The City Council approved a conditional use permit in November 2016 for a 66-unit affordable housing project located at 1670-1692 Mission Road in Colma.

The conditions of approval require the development to construct sidewalk and crosswalk improvements along the frontage on Mission Road also included within the frontage improvements is the installation of eight (8) decorative streetlights (representative of the same

street lights that are located on Junipero Serra Boulevard and Hillside Boulevard) behind the public sidewalk along the east side of Mission Road and fronting the subject project.

## ANALYSIS

The conditions of approval and the approved plans for the Mercy Housing Veterans Village 66-unit affordable veterans housing project includes construction of sidewalk improvements, crosswalk improvements and new decorative streetlights along the project frontage on Mission Road.

Construction is anticipated to be completed by Spring/Summer of 2019. Installation of streetlight foundations and electrical conduit was completed, and the streetlights will be installed before the project final. There are eight (8) decorative streetlights being installed behind the public sidewalk on Mission Road.

Once construction and installation is complete and accepted by the Town, maintenance of these **streetlights will be the Town's responsibility. The location of the streetlights and the electrical conduit is behind the public sidewalk.**

In order to access and maintain these new streetlights, a five (5) foot Public Utility Easement along the project frontage, more specifically depicted in Exhibit B (Legal Description of the Easement), is required.

By adoption this Resolution, the Town will accept the interest in the real property conveyed by the Easement Deed, attached hereto as Exhibit C.

These decorative streetlights, similar to the lights installed on Hillside Boulevard and Junipero Serra Boulevard will be maintained by the Town through the maintenance contract with the City of South San Francisco.

The conceptual plans for the Mission Road Improvements Project include installation of similar streetlights along the eastern side of Mission Road between El Camino Real and Lawndale Boulevard.

## Council Adopted Values

The recommendation is consistent with the Council value of *fairness* because the recommended decision is consistent with how similar requests have been handled, and with the Council value of *responsibility* because the proposed application has been carefully reviewed and conditioned so that it will be consistent with adopted development policies and regulations, and compatible within its setting.

## Sustainability Impact

The new streetlights are LED and will have the energy saving features.

## Alternatives

The City Council can deny the acceptance of a PUE. This alternative is not recommended since the project is in the process of installing the required streetlights. Maintenance of these **streetlights will become the property owner's responsibility and the Town will not have any** control of required maintenance or repair. By not accepting this PUE, it will also limit the Town's opportunity to underground utility services in the future.

## CONCLUSION

Staff recommends that the City Council adopt a Resolution accepting the attached Easement Deed from The Roman Catholic Archbishop of San Francisco for a Public Utility Easement on Mission Road, Direct the City Manager to execute the attached Certificate of Acceptance, and Direct the City Clerk to cause the Easement Deed to be recorded in the office of the County Recorder of San Mateo County, California.

## ATTACHMENTS

- A. Resolution
- B. Legal Description of Easement
- C. Easement Deed
- D. Certificate of Acceptance of Easement Deed



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

RESOLUTION ACCEPTING A PUBLIC UTILITY EASEMENT AT MISSION ROAD  
CONVEYED TO THE TOWN OF COLMA

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

1. Background

(a) The Roman Catholic Archbishop of San Francisco ("**Owner**") owns that certain real property generally located at 1670-1692 Mission Road in the Town of Colma, California ("**Property**"), on which Mercy Housing California is constructing a 66-Unit Affordable Housing Project ("**Project**").

(b) On November 9th, 2016 the City Council adopted an amended zoning Map and conditionally approved a Planned Development Conditional Use Permit and Design Review for a 66-Unit Affordable Housing Project, which provides for the development of the Property with the Project. As a condition of approval of the Parcel Map, the Owner is required to dedicate certain easements and grant of fee title in the Property for purposes including, without limitation, public utility easements.

(c) The Parcel Map includes the dedication of a public utility easement at the Property, as **further depicted in Exhibit A attached hereto ("PUE"). An Easement Deed conveying the PUE from Owner to the Town of Colma is attached hereto as Exhibit B ("Easement Deed").**

(d) The City Council desires to accept the interest in real property conveyed by the Easement Deed.

(e) All other legal prerequisites to the adoption of this Resolution have occurred.

2. Order

(a) The City Council hereby finds and determines that the Recitals of this Resolution are true and correct and are hereby incorporated into this Resolution as though fully set forth herein.

(b) The City Council hereby accepts the interests in real property conveyed by the Easement Deed, as more particularly described and depicted in the attached Exhibit A and Exhibit B attached hereto and incorporated herein by this reference.

(c) The City Manager is hereby authorized and directed to execute the Certificate of Acceptance for the Easement Deed on behalf of the Town, and take such other actions as are necessary to carry out the direction set forth in this Resolution.

3. Effective Date

(a) This resolution shall take effect immediately.

### Certification of Adoption

I certify that the foregoing Resolution No. 2019-\_\_\_ was duly adopted at a regular meeting of the Town Council of the Town of Colma held on June 12, 2019 by the following vote:

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

Dated \_\_\_\_\_

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

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

EXHIBIT A

LEGAL DESCRIPTION OF EASEMENT

EXHIBIT B

EASEMENT DEED





DATE 10/25/18



JACQUELINE LUK P.L.S. 8934  
FOR LUK & ASSOCIATES, INC.

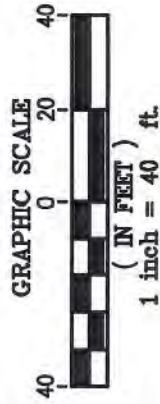
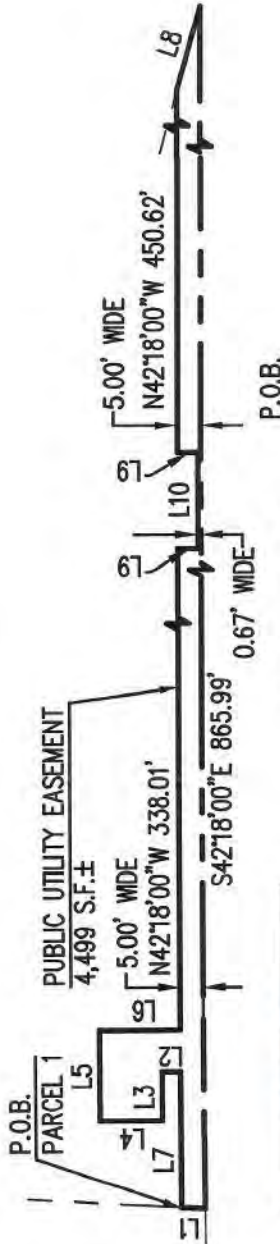
PROPERTY LINE



PUE PARCEL 2  
SEE BELOW

5.00' WIDE

MISSION ROAD  
60' WIDE



STREET ADDRESS:  
1670-1692 MISSION ROAD  
COLMA, CA. 94080

**EXHIBIT "B"**

**PUBLIC UTILITY EASEMENT  
PLAT TO ACCOMPANY LEGAL DESCRIPTION  
TOWN OF COLMA - SAN MATEO COUNTY - CALIFORNIA**

Prepared By  
**Luk and Associates**

Civil Engineers - Land Planners - Land Surveyors  
738 Alfred Nobel Drive  
Hercules, California 94547

OCTOBER 2018

MISSION ROAD

**LEGEND**

- PROPERTY LINE
- - - PUBLIC UTILITY EASEMENT LINE
- POINT OF BEGINNING
- P.O.B.
- A= AREA
- S.F. SQUARE FEET
- (T) TOTAL
- DOC. DOCUMENT NUMBER
- APN ASSESSOR'S PARCEL NUMBER
- P.O.C. POINT OF COMMENCEMENT
- O.R. OFFICIAL RECORDS

LINE	LENGTH	BEARING
L1	5.01'	S50°48'34"W
L2	3.99'	S47°42'00"W
L3	10.71'	S42°18'00"E
L4	13.50'	S47°42'00"W
L5	19.83'	N42°18'00"W
L6	17.49'	N47°42'00"E
L7	29.17'	N42°18'00"W
L8	18.97'	N27°01'03"W
L9	4.33'	N47°42'00"E
L10	20.50'	N42°18'00"W

EXHIBIT "A"  
Legal Description  
Public Utility Easement

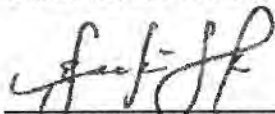
All that real property situated in the Town of Colma, County of San Mateo, State of California, being a portion of the lands described as the Thirteenth Parcel in the deed recorded November 22, 1897 in Book 76, at Page 431, Official Records of San Mateo County, more particularly described as follows:

COMMENCING at the most Westerly corner of PARCEL D-3348-1B as described in that certain Quitclaim Deed to San Francisco Bay Area Rapid Transit District, a rapid transit district, recorded June 7, 2016 as Document Number 2016-054524, Official Records of San Mateo County; said point being on the southeasterly line of Parcel 2, as shown on the "Parcel Map Cypress Lawn Cemetery East Side", filed August 27, 1981, in Book 51 of Parcel Maps, Pages 63 through 65, Official Records of San Mateo County; thence along said southeasterly line, South 50°48'34" West, 206.55 feet to the POINT OF BEGINNING; thence continuing along said southeasterly line, South 50°48'34" West, 5.01 feet to the northeasterly line of Mission Road; thence along said northeasterly line, South 42°18'00" East, 865.99 feet to to the easterly line of the parcel described by said deed (76 OR 431); thence along said easterly line, North 27°01'03" West, 18.97 feet; thence the following eleven (11) courses:

- 1) North 42°18'00" West, 450.62 feet
- 2) South 47°42'00" West, 4.33 feet;
- 3) North 42°18'00" West, 20.50 feet;
- 4) North 47°42'00" East, 4.33 feet;
- 5) North 42°18'00" West, 338.01 feet;
- 6) North 47°42'00" East, 17.49 feet;
- 7) North 42°18'00" West, 19.83 feet;
- 8) South 47°42'00" West, 13.50 feet;
- 9) South 42°18'00" East, 10.71 feet;
- 10) South 47°42'00" West, 3.99 feet;
- 11) North 42°18'00" West, 29.17 feet to the POINT OF BEGINNING.

CONTAINING 4,499 square feet, more or less.

**PREPARED BY LUK AND ASSOCIATES**



JACQUELINE LUK, PLS 8934

DATE: 10/25/18

This real property description has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act.



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

**ACKNOWLEDGEMENT**

State of California  
County of San Francisco

On May 9, 2019 before me, Philip Kitman Lam, Notary Public, personally appeared John J. Piderit, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

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

WITNESS my hand and official seal.



Signature PK  
[Signature of Notary]

(Seal)

§-----§  
Type of document: Grant of Public Utility Easement  
Date of document: May 9, 2019  
Number of Pages: 5





RECORDING REQUESTED BY

AND WHEN RECORDED MAIL THIS DEED AND,  
UNLESS OTHERWISE SHOWN BELOW,  
MAIL TAX STATEMENTS TO:

The Town of Colma

-SPACE ABOVE THIS LINE FOR RECORDER'S USE-

**GRANT OF PUBLIC UTILITY EASEMENT "PUE"**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, this 7<sup>th</sup> day of *May 2019* THE ROMAN CATHOLIC ARCHBISHOP OF SAN FRANCISCO, a corporation sole (GRANTOR) hereby grants to the TOWN OF COLMA, a municipal corporation (GRANTEE) a perpetual easement for public utility purposes (PUE) on the following real property located at 1680 Mission Road, Assessor's Parcel Number 011-370-220, Town of Colma, San Mateo County, California and more particularly described on EXHIBIT A (Map and Legal Description) attached hereto and made a part hereof.

GRANTEE shall have the right to use the PUE to construct and maintain public utilities including but not limited to City water, sewer and storm drainage utilities, gas, electrical, phone and communications facilities, and all other public utilities, including any and all appurtenances thereto, together with unrestricted ingress and egress to GRANTOR's property for the purpose of repairing, testing, maintaining, and replacing the utilities and related facilities and the right from time to time to trim, cut down, clear away or otherwise control any trees or brush, or the removal of any obstructions placed within the PUE at GRANTOR's expense. GRANTEE shall return the PUE to substantially the same condition following any such repairing, testing, maintaining, and replacing at GRANTEE'S sole cost and expense.

GRANTOR may use the surface of the PUE provided such use does not interfere with GRANTEE's rights contained in this easement. GRANTOR shall not permit any other use or utilities to be located in the PUE without the written consent of GRANTEE. Approved uses within the PUE shall consist of, but are not limited to, landscaping, paved driveway or parking areas, trails, paths, sidewalks or other uses that will not affect the ability of the City or utilities to access the PUE. Prohibited uses shall consist of, but are not limited to, permanent structures, wells, buildings, or any other obstruction, excavation or alteration of the PUE.

The terms, conditions and provisions of this easement agreement shall extend to, be binding upon and inure to the benefit of the heirs, personal representatives and assigns of the parties.

THE ROMAN CATHOLIC ARCHBISHOP OF  
SAN FRANCISCO, A CORPORATION SOLE

By: Rev John Piderit, SJ

Name: JOHN J. PIDERIT, S.J.

Its: Attorney-in-fact

**CERTIFICATE OF ACCEPTANCE OF  
EASEMENT DEED**  
(Public Utility Easement)  
(Portion APN 011-370-220-3)

This is to certify that the interest in real property conveyed by the foregoing Easement Deed (Public Utility Easement) from The Roman Catholic Archbishop of San Francisco, a Corporation, to the Town of Colma, a municipal corporation, is hereby accepted by the Town of Colma pursuant to Resolution No. \_\_\_\_\_, adopted by the City Council of the Town of Colma on \_\_\_\_\_ [Date], and the Grantee consents to recordation thereof by the duly authorized officer of San Mateo County.

Dated: \_\_\_\_\_

\_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk







# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Kirk Stratton, Chief of Police  
 Brad Donohue, Public Works Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: June 12, 2019  
 SUBJECT: No Parking Anytime Zone on Hillside Boulevard

---

## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION ADDING SUBSECTION 3.7.6, NO PARKING ANYTIME ON THE WESTERLY SIDE OF HILLSIDE BOULEVARD FROM SANDHILL ROAD EXTENDING SOUTH TO LAWNDALE BOULEVARD, TO THE COLMA PARKING CODE RELATING TO THE STOPPING, STANDING OR PARKING OF VEHICLES WITHIN THE TOWN OF COLMA

## EXECUTIVE SUMMARY

Currently parking on the westside of Hillside Boulevard from Sandhill Road to Lawndale Boulevard is restricted to just commercial vehicles with a no parking zone to accommodate street sweeping twice a month. The proposed resolution will amend **the Town's Parking Code** to establish a **"No Parking Anytime Zone" on Hillside Boulevard between Sandhill Road** extending south to Lawndale Boulevard on the west side of the roadway.

## FISCAL IMPACT

Cost associated with **purchasing the "No Parking Anytime" signage and street markings will be** funded by the Public Works Operation Budget. Installation of the signage will be performed by the Public Works Maintenance crews.

## BACKGROUND/ANALYSIS

As stated in past meetings and correspondences with City Council, Staff would be coming to the City Council for Amendments and changes to the Colma Parking Code (CPC). In most cases, the amendments and changes to the CPC are recommended to help manage or control undesirable parking situations or promote a higher level of safety for all modes of transportation.

On the westside of Hillside Boulevard between Sandhill Road and Lawndale Boulevard there is approximately a half to three quarter miles by ten feet wide of asphalt shoulder area that parallels the roadway. Currently that shoulder area restricts commercial vehicles from parking in the area with no parking for a limited time for street sweeping activities that take place twice a month. Staff is proposing a No Parking Anytime zone restricting all vehicles from parking along the Hillside shoulder from Sandhill Road to Lawndale Boulevard be implemented in that roadway shoulder area.

There are several reasons at this time that a No Parking Zone should be enforced, safety being the paramount issue of concern. If vehicles of all sizes are allowed to park in that area, bicyclist who travel along the roadway will be moved out of the designated bike path into the roadway, likewise pedestrians who walk along the shoulder of Hillside Boulevard would be pushed closer to the lanes of traffic, thus their safety is compromised. Currently there is not a need for parking in this area, there is not any adjacent businesses in the area where offsite parking is required for their customers or employees. These businesses have adequate parking spaces on site to accommodate their parking needs.

In the future if local business needs arise and parking is needed or required, staff can work with owners or developers to design a walking, bicycling parking strip that will accommodate the needs of the public in that area. Until then, to preserve safety for those who bike and walk along that portion of Hillside Boulevard, staff recommends a No Parking Anytime Zone be established.

Staff is proposing that City Council amend and add to the CPC Subsection 3.7.6 which states: No parking anytime on the westerly side of Hillside Boulevard from Sandhill Road extending South to Lawndale Boulevard.

Council Adopted Values

**Modifying the existing Parking Code to address safety is consistent with the Council's value of *Responsibility*** by doing so Council is considering the negative impacts of parking issues on the community and creating safe corridors for all modes of transportation.

## ALTERNATIVES

City Council could choose not to approve the No Parking Anytime Zone, this is not recommended until working plans are in place that will address parking needs on Hillside Boulevard while preserving and maintain safety for bicyclists and pedestrians who use Hillside Boulevard for travel.

## CONCLUSION

Staff recommends that City Council adopt a resolution to amend the Colma Parking Code and add Subsection 3.7.6 that would state the following:

"No parking anytime on the westerly side of Hillside Boulevard from Sandhill Road extending South to Lawndale Boulevard".

## ATTACHMENTS

- A) Resolution
- B) Map- No Parking Zone on Hillside Blvd. from Sandhill Rd. to Lawndale Blvd.



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

RESOLUTION ADDING SUBSECTION 3.7.6, NO PARKING ANYTIME ON THE WESTERLY SIDE OF HILLSIDE BOULEVARD FROM SANDHILL ROAD EXTENDING SOUTH TO LAWNDALE BOULEVARD, TO THE COLMA PARKING CODE RELATING TO THE STOPPING, STANDING OR PARKING OF VEHICLES WITHIN THE TOWN OF COLMA

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

---

ARTICLE 1. ADDING SUBSECTION 3.7.6 TO THE COLMA PARKING CODE

Section 3.7, "No-parking, anytime zones on **Hillside Boulevard, westerly side**" is hereby amended by adding subsection 3.7.6 to the Colma Parking Code to read as:

3.7.6 No parking anytime on the westerly side of Hillside Boulevard from Sandhill Road extending south to Lawndale Boulevard.

---

ARTICLE 3. SEVERABILITY

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

---

ARTICLE 4. NOT A CEQA PROJECT

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

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ARTICLE 5. EFFECTIVE DATE

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

/

/

/

/

Certification of Adoption

I certify that the foregoing Resolution No. 2019-\_\_ was duly adopted at a regular meeting of said City Council held on June 12, 2019 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	X				
John Irish Goodwin	X				
Diana Colvin	X				
Helen Fisicaro	X				
Raquel Gonzalez	X				
<i>Voting Tally</i>	5	0			

Dated \_\_\_\_\_

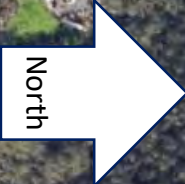
\_\_\_\_\_  
Joanne F. del Rosario, Mayor

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





Proposed no Parking  
Zone along West Side  
of Hillside Blvd  
Between Sandhill Rd  
and Lawndale Blvd









# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brian Dossey, City Manager  
 MEETING DATE: June 12, 2019  
 SUBJECT: Fourth Amendment to Employment Contract with Chief of Police

---

## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPROVING FOURTH AMENDMENT TO EMPLOYMENT CONTRACT WITH  
 KIRK STRATTON

## EXECUTIVE SUMMARY

Pursuant to salary negotiations, the City Council, City Manager and the Chief of Police have discussed and agreed to a contract modification to the existing employment agreement between the Town and Mr. Stratton to address an increase in base salary. As provided for in the fourth amendment to the employment agreement, the base salary will increase from roughly \$193,071 to \$206,773.

## FISCAL IMPACT

**The City Council's adoption of the resolution and execution of the** fourth amendment will cause a slight financial impact on the Town based on the payment of a higher salary to the Chief of Police. This increase has been factored into the 2019/20 budget and can be accommodated in the current fiscal year as well.

## BACKGROUND

On October 8, 2014, the Town entered into an employment agreement with Mr. Stratton to serve **as the Town's** Chief of Police. On February 10, 2016, the City Council approved the First Amendment to the Employment Contract with Mr. Stratton to increase his base salary. On May 10, 2017 and on December 13, 2017 the Town approved the second and third amendments to the contract.

## ANALYSIS

The proposed fourth amendment will modify section 3(a), Salary and Benefits, to increase the base salary from roughly \$193,071 per year to \$206,773, an increase of about \$13,702 per year. The increase is retroactive to May 22, 2019, when salary negotiations first began.

The modifications are consistent with **the approved MOU's for Police and Communications/Records** employee groups as well as unrepresented employees. As approved for the represented and unrepresented employees, Mr. Stratton will receive a two (2) percent salary increase on December 29, 2019.

All other terms and conditions of the employment agreement would remain unchanged.

## Alternatives

The City Council could choose not to adopt the resolution and choose not to execute the fourth amendment. Doing so is not recommended as the City Manager and Mr. Stratton are both in agreement on this modification and the City Council has directed this modification to the agreement.

## CONCLUSION

The City Council should adopt the resolution approving the fourth amendment to the employment agreement with Mr. Stratton.

## ATTACHMENTS

- A. Resolution
- B. Fourth Amendment
- C. Third Amendment
- D. Second Amendment
- E. First Amendment
- F. Original Employment Contract

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

RESOLUTION APPROVING FOURTH AMENDMENT TO  
EMPLOYMENT CONTRACT WITH KIRK STRATTON

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

1. Background

(a) On October 8, 2014, the City Council entered into an Employment Contract with Kirk Stratton **to serve as the Town's** Chief of Police.

(b) On February 10, 2016, the City Council approved the First Amendment to the Employment Contract with Kirk Stratton to increase his base salary.

(c) On May 10, 2017, the City Council approved the Second Amendment to the Employment Contract with Kirk Stratton to increase his base salary.

(d) On December 13, 2017, the City Council approved the Third Amendment to the Employment Contract with Kirk Stratton to increase his base salary.

(e) Employer and Employee now desire to enter into this Fourth Amendment to further **increase Employee's base salary. Such increase shall be retroactive to May 22, 2019, when** salary negotiations began.

2. Order

(a) The Fourth Amendment to the Employment Contract between the Town of Colma and Kirk Stratton, a copy of which is on file with the City Clerk, shall be and hereby is approved by the City Council of the Town of Colma.

(b) The Mayor shall be, and hereby is, authorized to execute this Fourth Amendment on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the Mayor and the City Attorney.

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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 June 12, 2019 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne del Rosario, Mayor					
John Irish Goodwin					
Diana Colvin					
Helen Fiscaro					
Rae Gonzalez					
Voting Tally					

Dated \_\_\_\_\_

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

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

FOURTH AMENDMENT TO  
EMPLOYMENT CONTRACT WITH KIRK STRATTON

This Fourth Amendment is made and entered into by and between the Town of Colma, a **municipal corporation and general law city ("Employer")**, and Kirk Stratton ("**Employee**"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this Fourth Amendment. For reference purposes, this Fourth Amendment is dated May 22, 2019.

1. Recitals. This Fourth Amendment is made with reference to the following facts:

- (a) On October 8, 2014, Employer and Employee entered into an Employment **Contract ("Contract") for Employee** to serve as Chief of Police.
- (b) On February 10, 2016, the City Council approved the First Amendment to the Employment Contract with Kirk Stratton to increase his base salary.
- (c) On May 10, 2017, the City Council approved the Second Amendment to the Employment Contract with Kirk Stratton to increase his base salary.
- (d) On December 13, 2017, the City Council approved the Third Amendment to the Employment Contract with Kirk Stratton to increase his base salary.
- (e) Employer and Employee now desire to enter into this Fourth Amendment to further **increase Employee's base salary**. Such increase shall be retroactive to May 22, 2019, when salary negotiations began.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATION CONTAINED IN THIS FOURTH AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Subsection (a) of Section 3, "**Salary**" of the Contract is hereby modified as follows:

- (a) *Salary*. Employer shall pay Employee a salary of \$206,773.26 per year, or such greater amount as may hereafter be approved by the City Council, which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

Execution. In Witness thereof, the parties hereto have signed this Fourth Amendment on the respective dates shown below and this Fourth Amendment, along with the various other amendments and the Contract constitutes the entire Agreement between the Parties.

Dated \_\_\_\_\_

\_\_\_\_\_  
Kirk Stratton, Employee



Dated: \_\_\_\_\_

TOWN OF COLMA (Employer)

By \_\_\_\_\_

Joanne del Rosario, Mayor

**THIRD AMENDMENT TO  
EMPLOYMENT CONTRACT WITH KIRK STRATTON**

This Third Amendment is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Kirk Stratton ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this Third Amendment. For reference purposes, this Third Amendment is dated November 1, 2017.

**1. Recitals.** This Third Amendment is made with reference to the following facts:

- (a) On October 8, 2014, Employer and Employee entered into an Employment Contract ("Contract") for Employee to serve as Chief of Police.
- (b) On February 10, 2016, the City Council approved the First Amendment to the Employment Contract with Kirk Stratton to increase his base salary retroactive to November 12, 2015, the date when salary negotiations began and the performance review was completed ("First Amendment").
- (c) On May 10, 2017, the City Council approved the Second Amendment to the Employment Contract with Kirk Stratton to increase his base salary retroactive to December 14, 2016 when salary negotiations and the performance review by the City Manager occurred.
- (d) Employer and Employee now desire to enter into this Third Amendment to further increase Employee's base salary.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATION CONTAINED IN THIS THIRD AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

**1. Subsection (a) of Section 3, "Salary" of the Contract is hereby modified as follows:**

- (a) *Salary.* Employer shall pay Employee a salary of \$193,072 per year, or such greater amount as may hereafter be approved by the City Council, which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

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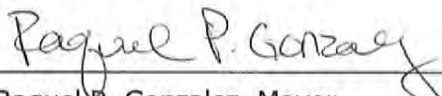
**Execution.** In Witness thereof, the parties hereto have signed this Third Amendment on the respective dates shown below and this Third Amendment, along with the First and Second Amendment and the Contract, constitutes the entire Agreement between the Parties.

Dated 12/21/17

  
Kirk Stratton, Employee

Dated: 12/21/17

TOWN OF COLMA (Employer)

By   
Raquel P. Gonzalez, Mayor

**RESOLUTION NO. 2017-65  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING THIRD AMENDMENT TO  
EMPLOYMENT CONTRACT WITH KIRK STRATTON**

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

**1. Background**

- (a) On October 8, 2014, the City Council entered into an Employment Contract with Kirk Stratton to serve as the Town's Chief of Police.
- (b) On February 10, 2016, the City Council approved the First Amendment to the Employment Contract with Kirk Stratton to increase his base salary retroactive to November 12, 2015, the date when salary negotiations began and the performance review was completed.
- (c) On May 10, 2017, the City Council approved the Second Amendment to the Employment Contract with Kirk Stratton to increase his base salary retroactive to December 14, 2016 when salary negotiations and the performance review by the City Manager occurred.
- (d) The City Council now seeks to further amend the Chief of Police's contract to increase his base salary, subject to approval of a Third Amendment to the Employment Contract. Such increase shall be retroactive to November 1, 2017, when salary negotiations began.

**2. Order**

- (a) The Third Amendment to the Employment Contract between the Town of Colma and Kirk Stratton, a copy of which is on file with the City Clerk, shall be and hereby is approved by the City Council of the Town of Colma.
- (b) The Mayor shall be, and hereby is, authorized to execute this Third Amendment on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the Mayor and the City Attorney.

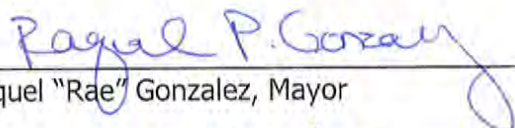
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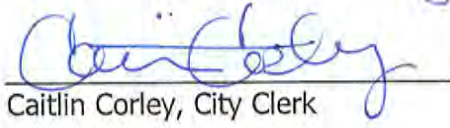
### Certification of Adoption

I certify that the foregoing Resolution No. 2017-65 was duly adopted at a regular meeting of said City Council held on December 13, 2017 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Raquel "Rae" Gonzalez, Mayor	X				
Joanne del Rosario					X
John Irish Goodwin	X				
Diana Colvin	X				
Helen Fisicaro	X				
Voting Tally	4	0			

Dated 2/14/18

  
 Raquel "Rae" Gonzalez, Mayor

Attest:   
 Caitlin Corley, City Clerk

**SECOND AMENDMENT TO  
EMPLOYMENT CONTRACT WITH KIRK STRATTON**

This Second Amendment is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Kirk Stratton ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this Second Amendment. For reference purposes, this Second Amendment is dated May 10, 2017.

**1. Recitals.** This Second Amendment is made with reference to the following facts:

(a) On October 8, 2014, Employer and Employee entered into an Employment Contract ("Contract") for Employee to serve as Chief of Police.

(b) On February 10, 2016, the City Council approved the First Amendment to the Employment Contract with Kirk Stratton to increase his base salary retroactive to November 12, 2015, the date when salary negotiations began and the performance review was completed ("First Amendment").

(c) Employer and Employee now desire to enter into this Second Amendment to further increase Employee's base salary. Such increase shall be retroactive to December 14, 2016, when salary negotiations began.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATION CONTAINED IN THIS FIRST AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

**1. Subsection (a) of Section 3, "Salary" of the Contract is hereby modified as follows:**

(a) *Salary.* Employer shall pay Employee a salary of \$185,645.76 per year, or such greater amount as may hereafter be approved by the City Council, which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

**Execution.** In Witness thereof, the parties hereto have signed this Second Amendment on the respective dates shown below and this Second Amendment, along with the First Amendment and the Contract constitutes the entire Agreement between the Parties.

Dated 5/16/17

[Signature]  
Kirk Stratton, Employee

Dated: 5/17/17

TOWN OF COLMA (Employer)

By [Signature]  
Helen Fisicaro, Mayor



**RESOLUTION NO. 2017-24  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING SECOND AMENDMENT TO  
EMPLOYMENT CONTRACT WITH KIRK STRATTON**

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

**1. Background**

(a) On October 8, 2014, the City Council entered into an Employment Contract with Kirk Stratton to serve as the Town's Chief of Police.

(b) On February 10, 2016, the City Council approved the First Amendment to the Employment Contract with Kirk Stratton to increase his base salary retroactive to November 12, 2015, the date when salary negotiations began and the performance review was completed.

(c) The City Council now seeks to further amend the Chief of Police's contract to increase his base salary, subject to approval of a Second Amendment to the Employment Contract. Such increase shall be retroactive to December 14, 2016, when salary negotiations began.

**2. Order**

(a) The Second Amendment to the Employment Contract between the Town of Colma and Kirk Stratton, a copy of which is on file with the City Clerk, shall be and hereby is approved by the City Council of the Town of Colma.

(b) The Mayor shall be, and hereby is, authorized to execute this Second Amendment on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the Mayor and the City Attorney.

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### Certification of Adoption

I certify that the foregoing Resolution No. 2017-24 was duly adopted at a regular meeting of said City Council held on May 10, 2017 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor	x				
Raquel Gonzalez	x				
Joanne del Rosario	x				
Diana Colvin	x				
John Irish Goodwin	x				
Voting Tally	5				

Dated 5/17/17

Helen Fisicaro  
Helen Fisicaro, Mayor

Attest: Caitlin Corley  
Caitlin Corley, City Clerk



**FIRST AMENDMENT TO  
EMPLOYMENT CONTRACT WITH KIRK STRATTON**

This First Amendment is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Kirk Stratton ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this First Amendment. For reference purposes, this First Amendment is dated November 12, 2015.

- 1. **Recitals.** This First Amendment is made with reference to the following facts:
  - (a) On October 8, 2014, Employer and Employee entered into an Employment Contract ("Contract") for Employee to serve as Chief of Police.
  - (b) The Employer and Employee now seek to amend the Contract to increase the Employee's base salary, retroactive to November 12, 2015.
  - (c) Employer and Employee now desire to enter into this First Amendment to increase Employee's base salary.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATION CONTAINED IN THIS FIRST AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

- 1. **Subsection (a) of Section 3, "Salary" of the Contract is hereby modified as follows:**
  - (a) *Salary.* Employer shall pay Employee a salary of \$178,500.00 per year, or such greater amount as may hereafter be approved by the City Council, which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

**Execution.** In Witness thereof, the parties hereto have signed this First Amendment on the respective dates shown below and this First Amendment and the Contract constitutes the entire Agreement between the Parties.

Dated 2/26/16

[Signature]  
Kirk Stratton, Employee

Dated: 2/24/16

TOWN OF COLMA (Employer)

By [Signature]  
Diana Colvin, Mayor

**RESOLUTION NO. 2016-06  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING FIRST AMENDMENT TO  
EMPLOYMENT CONTRACT WITH KIRK STRATTON**

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

**1. Background**

- (a) On October 8, 2014, the City Council entered into an employment contract with Kirk Stratton to serve as the Town's Chief of Police.
- (b) The City Council now seeks to amend the Chief of Police's contract to increase his base salary, subject to approval of an amendment to the employment contract.

**2. Order**

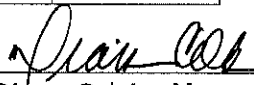
- (a) The First Amendment to the employment contract between the Town of Colma and Kirk Stratton, a copy of which is on file with the City Clerk, shall be and hereby is approved by the City Council of the Town of Colma.
- (b) The Mayor shall be, and hereby is, authorized to execute this First Amendment on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the Mayor and the City Attorney.


**Certification of Adoption**

I certify that the foregoing Resolution No. 2016-06 was duly adopted at a regular meeting of said City Council held on February 10, 2016 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Diana Colvin, Mayor	X				
Helen Fiscaro	X				
Raquel Gonzalez	X				
Joseph Silva	X				
Joanne del Rosario	X				
Voting Tally	5	0			

Dated 2/24/16

  
Diana Colvin, Mayor

Attest:   
Caitlin Corley, City Clerk

**EMPLOYMENT CONTRACT BETWEEN THE TOWN OF COLMA  
AND CHIEF OF POLICE KIRK STRATTON**

This contract is made and entered into by and between the Town of Colma, State of California, a municipal corporation, hereinafter called Employer and Kirk Stratton, Employee.

**RECITALS**

**1. Purpose.**

This contract is made because:

- (a) Employer desires to secure and retain the services of Employee as Chief of Police, as provided by the Municipal Code of the Town of Colma and by the laws of the State of California, to provide inducement for Employee to remain in such employment; and to assure Employee's morale and peace of mind with respect to future security;
- (b) Employee desires to serve as Chief of Police of the Town of Colma; and
- (c) Employee will become an at-will employee and the parties desire to provide a just means for terminating Employee's services.

**2. Duties**

- (a) The Town shall employ Employee on a full-time basis, on a work schedule determined by the City Manager. Employee's duties shall be those generally found in the job description for this position, state law, the Town's Municipal Code and policies, and other duties as assigned by the City Manager. These duties may be modified in the future by the Town Manager (or designee) or Town Council.
- (b) Employee shall faithfully, diligently, and to the best of Employee's abilities perform all duties that may be required under this Agreement. Employee agrees that Employee has a duty of loyalty and a general fiduciary duty to the Town. Employee shall devote the whole of Employee's working time, skill, experience, knowledge, ability, labor, energy, attention and best effort exclusively to the Town's business and affairs. Absent prior written consent from the Town, so long as Employee is employed with the Town, Employee shall not engage in activities that would unreasonably interfere with the performance of Employee's duties or compete with the Town's business.
- (c) Employee shall not engage in any employment, activity, service, or other enterprise, for compensation or otherwise, which is actually or potentially in conflict with, inimical to, or interferes with the performance of the duties required under this Agreement.
- (d) Employee is expected to devote necessary time outside normal office hours to the business of the Town and, to that end, Employee shall be allowed flexibility in setting his own office hours when reasonably necessary to accommodate such activities.



### 3. Salary

(a) Beginning with the first pay period following execution of this contract, Employer shall pay Employee a salary of \$170,000.00 per year, or such greater salary or benefits as may be hereinafter authorized by the City Council. The salary shall be paid at the same time and manner as salaries are paid for police officers of the Town of Colma.

(b) Employee understands and acknowledges that Employee is obligated to pay, out of his salary, the Employee's share of contributions to CalPERS and the Employee's share of contributions due under the Federal Insurance Contributions Act (FICA), Federal Unemployment Act (FUTA) and State Unemployment Insurance Act (SUI). Employee authorizes Employer to withhold from Employee's salary the amount of these contributions.

(d) Employer shall not, at any time during this Contract, reduce the salary, compensation or other financial benefits of Employee except to the degree of such reduction across the board for most employees of Employer.

### 4. Benefits

Employee shall receive the benefits as are provided for peace officers by the Colma Municipal Code, the Colma Administrative Code, and the Memorandum of Understanding between the Town of Colma and the Colma Peace Officers' Association, except that:

(a) *Vacation.* Employee shall accrue five weeks per year, accrued monthly beginning upon commencement of employment. Only two weeks of accrued vacation may be carried forward to the next year.

(b) *Management Leave.* Management leave shall be credited to Employee in advance in a prorated amount as of the effective date of this contract and in the full amount on January 1 of each calendar year hereafter. Employer shall grant Employee ten (10) days management leave per year, less the Employee's management leave balance at close of business on December 31, if any. Management leave shall be earned and accrued on January 1 of each year only. If Employee has a management leave balance at close of business on December 31, that balance shall be carried over to January 1, and the number of days of management leave that will be granted to Employee will be fifteen days less the balance carried over from December 31 to January 1.

(c) *Use of Police Car.* Employer shall provide a police car to Employee for his sole and exclusive use for travel while on duty, travel between his residence and the Town, and for any work-related travel. Employee is permitted and encouraged to take the police car home so that Employee can travel to and from the Town in the event of an emergency. The Town police car shall be fueled, insured and maintained at the Town's expense.

(d) *Bond.* Employer shall pay the cost of any employment bonds required for Employee by Employer.

(e) *Uniform Allowance.* If Employee wears a police uniform on a regular basis, Employee shall receive the same uniform allowance as is given to police sergeants.

## **5. Expenses**

The Employer shall pay all reasonable and necessary business expenses of the Employee, including subscriptions, dues and membership fees and similar expenses to local, state and national professional associations. Payment or reimbursement of reasonable travel, lodging and meals incurred in connection with such participation is subject to approval by the City Manager either through approval of the expense as a budget item or specific approval of a particular event.

## **6. Term**

(a) The term of the employment under this Contract shall continue until either party gives written notice of termination as provided below. Employer has delegated the power to terminate this Contract to the City Manager, and Employee understands and acknowledges the same.

(b) No one other than the City Council can enter into a Contract for employment for a specified period of time or make any contract contrary to the policy of at-will employment. Further, any such contract must be in writing and approved by the City Council at a public meeting duly held in accordance with law.

(c) Employee agrees to remain in the exclusive employ of Employer until termination of employment upon written notice thereof as hereinafter provided. Notwithstanding the foregoing, nothing herein shall prohibit Employee from engaging in consulting for government agencies, occasional teaching or writing on Employee's time off.

(d) On reasonable notice to the City Manager, Employee may, and is encouraged, to attend conferences and professional development meetings and conventions, as a part of his duties, provided that the subject matter is related to Employee's duties and that attendance does not unduly interfere with performance of his regular duties.

## **7. Termination by Employee**

(a) Subject to the limitation hereinafter set forth in this section, the Employee may resign at any time from the Employee's position with Employer upon giving the City Manager at least thirty (30) days' notice in writing of Employee's intention to resign, stating the reasons therefor.

(b) During the 30-day period after giving notice of termination, Employee may not take any time off for vacation, management leave, accumulated sick leave, or any other similar reduction of working time, without the express consent of the City Manager.

## **8. Termination by Employer**

(a) Employee may be terminated at any time on written notice by City Manager (or in his or her absence, the acting City Manager), with or without cause, subject to the restrictions set forth

in this section and subject to the requirements of Government Code 3304(c) as it may, from time to time, be amended.

(b) Within three calendar (3) days after delivery to Employee of notice of termination, Employee may, by written notification to the City Manager, request an administrative appeal meeting with the City Manager. Thereafter, the City Manager shall fix a time and place for the meeting, within thirty (30) days of such written request by Employee, at which Employee shall appear and be heard, with or without counsel. The meeting shall be informal, and shall not involve the taking of testimony. The Parties expressly agree that this meeting satisfies Government Code section 3304(c)), and that the purpose of the meeting is to allow Employee to present to the City Manager Employee's grounds of opposition to his removal and/or to present any "name-clearing" information he wishes to provide. . However, the City Manager shall have the sole and absolute discretion to terminate, and its action shall be final and shall not depend upon any particular showing or degree of proof at the hearing.

## **9. Severance Pay**

(a) If Employee's employment is terminated by Employer without cause, then the Employer shall pay Employee a lump sum cash payment equal to six months' salary. Monthly salary for the purpose of this paragraph shall be the average monthly salary of Employee paid by Employer during the twelve months prior to notice of termination excluding the value of any benefits.

(b) Notwithstanding any provision of this Contract to the contrary, in the event Employee is terminated for cause, or Employee voluntarily resigns or retires, then in that event Employer shall have no obligation to pay the severance pay designated in this paragraph. Termination for cause means that the termination of Employee is the result of Employee's gross mismanagement or Employee's commission of an act of moral turpitude. In such an instance, Employee's sole remedy shall be a judicial action in declaratory relief to determine whether there was substantial evidence of gross mismanagement and/or an act or acts of moral turpitude. If the court determines there was not substantial evidence, Employee shall receive the severance pay provided in this subsection, but no other damages.

(c) Eligibility for the severance payment described in this Agreement is expressly conditioned upon Employee's execution of (i) a waiver and release of any and all of Employee's claims against the Town, its officers, directors, and employees, and (ii) a covenant not to sue the Town, its officers, directors, and employees. All normal payroll taxes and withholdings as required by law shall be made with respect to any amounts paid under this section. The Severance Payment and leave cash-out shall be paid by Town in one lump sum, less applicable deductions, within ten (10) business days of the effective date of Employee's waiver and release/covenant not to sue.

## **10. Reviews**

The City Manager shall will meet with Employee within ninety days of the start of Employee's employment, and annually thereafter, to evaluate his performance, discuss performance expectations and other objectives, and make a recommendation regarding a possible increase in

his compensation. This paragraph is directory, not mandatory, and failure to provide a performance evaluation shall not be considered a breach of this contract.

**11. Residence**

Employee must at all times maintain his residence within twenty-five miles of City Hall.

**12. Personnel Policies and Procedures Manual**

(a) Except as explicitly provided to the contrary in this Contract, all provisions of the Town of Colma Personnel Policies in effect from time to time will be applicable to the Chief of Police.

(b) Employer may take disciplinary action relating to Employee without following the procedures set forth in the Colma Personnel Policies for imposing discipline upon regular employees who are not at-will employees.

**13. Notice**

Any notice required or permitted to be given under this Contract shall be sufficient if in writing and if sent by registered mail or certified mail to Employee's residence in the case of the Employee, or to the City Attorney or to the City Manager in the case of the Employer.

**14. Waiver of Terms**

A waiver of any of the terms and conditions hereof shall not be construed as a general waiver by Employer, and the Employer shall be free to reinstate such part or clause.

**15. Applicable Law**

This Contract shall be governed by and shall be construed in accordance with the laws of the State of California.

**16. Disputes**

In the event of a controversy or claim arising out of this Contract which cannot be settled by the parties herein or their legal representatives, it shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction. The prevailing party shall be entitled to its reasonable attorney's fees and costs.

**17. Entire Contract**

This instrument contains the entire contract of the parties. It may not be changed orally but only by a contract in writing signed by the party (and, with respect to Employer, approved by the City Council) against whom enforcement of any waiver, change, modification, extension or discharge is sought.

**18. Knowing and Voluntary Execution**

Employee acknowledges that Employee has not relied on the Town's legal counsel or the Town's officers or directors to provide counseling regarding the meaning or legal impact of the provisions of this Agreement. Employee acknowledges that the Employee has been given a reasonable opportunity to have this Agreement reviewed by an attorney of Employee's choice. Employee further acknowledges that the Employee's execution of this Agreement has not been obtained by any duress, undue influence, coercion or oppressive act(s) by the Town. Finally, the parties fully acknowledge that they each thoroughly and carefully read this Agreement, understand it, and willingly and voluntarily execute this Agreement.

IN WITNESS WHEREOF, the Town of Colma has caused this Contract to be signed and executed on its behalf by the City Manager, and Employee has signed and executed this Contract, both in duplicate, on the respective dates written below.

Dated 10/16/14

TOWN OF COLMA (Employer)

By Helen Fisicaro  
Helen Fisicaro, Mayor

Dated 10/20/14

Kirk Stratton  
Kirk Stratton (Employee)



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Christopher J. Diaz, City Attorney  
 MEETING DATE: June 12, 2019  
 SUBJECT: Second Amendment to Employment Contract for City Manager

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## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING SECOND AMENDMENT TO EMPLOYMENT CONTRACT WITH  
 BRIAN DOSSEY

## EXECUTIVE SUMMARY

The Second Amendment will **increase the City Manager's base** salary from \$199,508.40 to \$219,014.27.

## FISCAL IMPACT

**The City Council's adoption of the resolution and execution of the** Second Amendment will cause a slight financial impact on the Town based on the payment of a higher salary to the City Manager.

## BACKGROUND

On December 18, 2017, the City Council entered into an employment contract with Brian Dossey **to serve as the Town's City Manager**. On July 25, 2018, the City Council entered into a First Amendment to the employment contract to increase the base salary. Based on City Council discussion and direction provided in closed session, the City Council is now being asked to **consider a Second Amendment to the City Manager's employment contract to further increase** his base salary consistent with other increases provided to other unrepresented and represented employees.



## ANALYSIS

### *Base Salary*

Under the terms of the Second Amendment, which modifies section 4(a) "Salary and Benefits" of the **City Manager's** employment contract, **the City Manager's salary will increase from the current \$199,508.40 per year to \$219,014.27 per year, a total increase of \$19,505.87.**

The increase is retroactive to May 22, 2019, when salary negotiations first began.

The modifications are consistent with the approved MOU's for Police and Communications/Records employee groups as well as unrepresented employees that were provided a total of a four (4) percent increase with two (2) percent increase now and two (2) percent increase again in six months. Further, the increase includes a retention pay increase as provided to other represented and unrepresented employees. As part of the four (4) percent increase, City Manager will receive a future two (2) percent salary increase on December 29, 2019, subject to a future contract amendment.

All other terms and conditions of the employment contract would remain unchanged.

### Values

Approval of the Second Amendment **to the City Manager's employment contract** is a *responsible* action because the Council has already authorized this modification to the contract and this amendment will formalize this authorization.

### Alternatives

The City Council could choose not to adopt the resolution and choose not to execute the Second Amendment **to the City Manager's employment contract**. Doing so is not recommended as the City Council has already authorized this modification to the contract.

## CONCLUSION

The City Council should adopt the resolution approving the Second Amendment to the employment contract with Mr. Dossey.

## ATTACHMENTS

- A. Resolution
- B. Second Amendment
- C. First Amendment
- D. Original Employment Contract

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

RESOLUTION APPROVING SECOND AMENDMENT TO  
EMPLOYMENT CONTRACT WITH BRIAN DOSSEY

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

1. Background

(a) On December 18, 2017, the City Council entered into an employment contract with Brian Dossey **to serve as the Town's** City Manager.

(b) On July 25, 2018, the City Council entered into a First Amendment to the employment contract to increase the base salary provided to the City Manager.

(c) The City Council now seeks to further **amend the City Manager's contract to address an** increase in his base salary, subject to approval of a Second Amendment to the employment contract. Such increase in salary shall be retroactive to May 22, 2019, when salary negotiations began.

2. Order

(a) The Second Amendment to the employment contract between the Town of Colma and Brian Dossey, a copy of which is on file with the City Clerk, shall be and hereby is approved by the City Council of the Town of Colma.

(b) The Mayor shall be, and hereby is, authorized to execute this Second Amendment on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the Mayor and the City Attorney.

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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 June 12, 2019 by the following vote:

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

Dated \_\_\_\_\_

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

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

SECOND AMENDMENT TO  
EMPLOYMENT CONTRACT WITH BRIAN DOSSEY

This Second Amendment is made and entered into by and between the Town of Colma, a **municipal corporation and general law city ("Employer")**, and Brian Dossey ("**Employee**"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this Second Amendment. For reference purposes, this Second Amendment is dated May 22, 2019.

Recitals.

This Second Amendment is made with reference to the following facts:

- (a) On December 18, 2017, Employer and Employee entered into an Employment **Contract ("Contract") for Employee** to serve as City Manager.
- (b) On July 25, 2018, the City Council entered into a First Amendment to the employment contract to increase the base salary of the City Manager.
- (c) The Employer and Employee now seek to further amend the Contract to increase the **Employee's base salary** pursuant to a performance review and salary negotiations that extend back to May 22, 2019.
- (d) Employer and Employee now desire to enter into this Second Amendment to **increase Employee's base salary**.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATION CONTAINED IN THIS SECOND AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

- 1. Subsection (a) of Section 4, "**Salary and Benefits**," of the Contract is hereby modified as follows:
  - (a) *Salary.* Employer shall pay Employee a salary of \$219,014.27 per year, or such greater amount as may hereafter be approved by the City Council, which shall be subject to all appropriate deductions and withholdings, and which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.
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Execution. In Witness thereof, the parties hereto have signed this Second Amendment on the respective dates shown below and this Second Amendment, the First Amendment, and the Contract constitutes the entire Agreement between the Parties.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Brian Dossey, Employee

Dated: \_\_\_\_\_

TOWN OF COLMA (Employer)

By: \_\_\_\_\_

Joanne F. del Rosario, Mayor

**FIRST AMENDMENT TO  
EMPLOYMENT CONTRACT WITH BRIAN DOSSEY**

This First Amendment is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Brian Dossey ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this First Amendment. For reference purposes, this First Amendment is dated July 11, 2018.

**Recitals.**

This First Amendment is made with reference to the following facts:

- (a) On December 18, 2017, Employer and Employee entered into an Employment Contract ("Contract") for Employee to serve as City Manager.
- (b) The Employer and Employee now seek to amend the Contract to increase the Employee's base salary pursuant to a performance review and salary negotiations that occurred on July 11, 2018.
- (c) Employer and Employee now desire to enter into this First Amendment to increase Employee's base salary.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATION CONTAINED IN THIS FIRST AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

**1. Subsection (a) of Section 4, "Salary and Benefits," of the Contract is hereby modified as follows:**

- (a) *Salary.* Employer shall pay Employee a salary of \$199,508.40 per year, or such greater amount as may hereafter be approved by the City Council, which shall be subject to all appropriate deductions and withholdings, and which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

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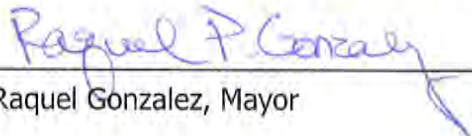
**Execution.** In Witness thereof, the parties hereto have signed this First Amendment on the respective dates shown below and this First Amendment and the Contract constitutes the entire Agreement between the Parties.

Dated: 7/26/18

  
Brian Dossey, Employee

Dated: 7/26/18

TOWN OF COLMA (Employer)

By   
Raquel Gonzalez, Mayor

## EMPLOYMENT CONTRACT WITH BRIAN DOSSEY

This Employment Contract ("Contract") is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Brian Dossey ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this Contract. For reference purposes, this Contract is effective December 18, 2017.

**1. Recitals.** This Contract is made with reference to the following facts:

(a) Employer desires to employ the services of Employee as City Manager, as provided by the Municipal Code of the Town of Colma and by the laws of the State of California; and

(b) Employee desires to serve as City Manager of the Town of Colma on the terms and conditions set forth herein.

**2. Employment and Duties**

(a) Beginning December 18, 2017, Employer shall employ Employee as City Manager on the terms and conditions set forth herein, and Employee shall serve in said employment on these terms and conditions. Employment under this Contract shall continue until either party gives notice of termination as provided below.

(b) Employee shall perform the functions and duties of a City Manager, as specified in the laws of the State of California and the ordinances and resolutions of the Town of Colma. Employee shall also perform such other legally permissible and proper duties and functions as the City Council shall, from time to time, assign.

(c) Employee is expected to devote necessary time, within and outside normal business hours, to the business of the Town and to fulfill the duties of the City Manager, and Employee shall be allowed flexibility in setting his own office hours to accommodate such activities.

(d) Employee has a duty of loyalty and a general fiduciary duty to the Town. Employee shall devote the whole of Employee's working time, skill, experience, knowledge, ability, labor, energy, attention and best effort exclusively to the Town's business and affairs. Employee shall remain in the exclusive employ of Employer until termination of employment as hereinafter provided

(e) Employee shall not engage in any employment, activity, consulting service, or other enterprise, for compensation or otherwise, which is actually or potentially in conflict with or which interferes with the performance of Employee's duties to the Town. Further, Employee shall not, during the term of this Agreement, engage in any activity which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office under California law. Employee will complete annual disclosure forms required by law.

(f) On reasonable notice to the City Council, Employee may, and is encouraged, to attend conferences, professional development meetings and conventions as a part of his duties, provided that the subject matter is related to Employee's duties and that attendance does not unduly interfere with performance of his regular duties.

(g) The City Manager shall be subject to and shall comply with the standards of conduct and ethical principles set forth in the Town's ordinances and resolutions, and with the ICMA Code of Ethics, a copy of which is attached as Exhibit A.

### **3. City Council Commitments**

(a) *Annual Strategic Plan Workshops.* The City Council recognizes that to meet the challenges facing the Town, it must exercise decisive policy leadership. As one step in carrying out this leadership responsibility, the City Council commits to spending time each year outside of regular City Council meetings to work with the City Manager and staff on creating and revisiting the City's strategic plan, setting goals and priorities for the City government, and working on issues that may be inhibiting the maximum achievement of the Town's goals. Each year, between January 1 and March 31, the City Council and the City Manager shall meet at an Annual Strategic Plan Workshop to review the City's existing Strategic Plan, review and establish goals and priorities for the City Manager to implement prior to the City Manager's annual performance evaluation or such other dates as determined in the course of the meeting, and to establish a relative priority among those goals and objectives within the Strategic Plan.

(b) *Performance Evaluations.* Beginning in 2018, the City Council shall meet with the Employee during the month of May to conduct an initial performance evaluation and consider a potential salary increase. The City Council shall meet with the Employee each May thereafter to evaluate his performance, discuss performance expectations and other objectives, and consider an increase in his base salary. The annual performance review and evaluation shall be in accordance with specific criteria developed jointly by the City Council and the City Manager during the strategic planning and goal setting workshops. Such criteria may from time to time be added to or deleted as the City Council determines in consultation with the City Manager.

(c) *Standards of Conduct and Ethics.* Neither the City Council nor any of its members will give the City Manager any order, direction, or request that would require the City Manager to violate the ICMA Code of Ethics or the City Council Protocols set forth in the Colma Administrative Code, subchapter 1.02, as amended from time to time.

### **4. Salary and Benefits**

(a) *Salary.* Employer shall pay Employee a salary of \$190,008.00 per year, or such greater amount as may hereafter be approved by the City Council, which shall be subject to all appropriate deductions and withholdings, and which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.



(b) *Deductions. CalPERS Contribution and Employment Taxes.* Employee shall be responsible for, and shall pay by deduction from Employee's pay check, Employee's contributions to the California Public Employees' Retirement System (Cal PERS) and all employment taxes to be paid by law by Employee including, but not limited to, the Federal Insurance Contributions Act (FICA), the Federal Unemployment Act (FUTA), and the State Unemployment Insurance Act (SUI).

(c) *No Reduction.* Employer shall not, at any time during this Contract, reduce the salary, compensation or other financial benefits of Employee except to the degree of such reduction across the board for all employees of Employer who are classified as "Local Miscellaneous Members" of the California Public Employees Retirement System.

(d) *Catch-all.* Except as specifically provided herein, Employee shall be entitled to receive all benefits of employment generally available to Employer's other executive and managerial employees when and as he becomes eligible for them.

(e) *Management leave.* Employee will accrue management leave in accordance with the Town's Personnel Policies and Procedures Manual. Under this Contract, Employee will be credited with ten (10) days on January 1, 2018, and annually thereafter.

(f) *Bonds.* Employer shall pay the cost of any employment bonds required for Employee by Employer.

(g) *Reservation of Rights.* Employer reserves the right to modify, suspend or discontinue any and all benefit plans, policies, and practices at any time without notice to or recourse by Employee, so long as such action is taken generally across the board for all employees of Employer.

(h) *Auto Allowance.* Employer shall provide Employee an auto allowance of \$300 per month for traveling to meetings, events, conferences and workshops.

## **5. Expenses and Allowances**

(a) *Expense Policies.* Town shall pay for or provide the City Manager reimbursement for all actual business expenses consistent with Government Code section 53234 et seq., also known as "AB 1234" and subchapter 3.07 of the Colma Administrative Code.

(b) *Professional Development.* Employer shall pay for subscriptions, dues and membership fees and similar expenses to local, state and national professional associations and the International City Manager's Association (ICMA). Payment or reimbursement of reasonable travel, lodging and meals incurred in connection with attendance at professional meetings is subject to an annual limit of \$3,000.00, or such higher amount as may be approval by the City Council either through approval of the expense as a budget item or specific approval of a particular event.

(c) *Technology.* Employer shall, at Employer's expense, provide Employee with a Town-paid cell phone and laptop and associated phone and data plans.

**6. Personnel Policies and Procedures Manual**

(a) Except as explicitly provided to the contrary in this Contract, all provisions of the Town of Colma Personnel Policies and Procedures Manual in effect from time to time will be applicable to the City Manager.

(b) Employer may take disciplinary action relating to Employee without following the procedures set forth in the Colma Personnel Policies and Procedures Manual for imposing discipline. Nothing herein is intended to authorize any disciplinary action that would change Employee's status as an exempt employee under federal or state employment laws or as an at-will employee.

**7. City Treasurer**

(a) Employer may also appoint Employee as City Treasurer of the Town to perform the functions and duties specified in the Municipal Code of the Town of Colma and to perform other legally permissible and proper duties and functions as the City Council shall, from time to time, assign. There shall be no additional compensation for services as City Treasurer.

(b) Notwithstanding any other provision in this Contract, Employer may terminate Employee as City Treasurer at any time, and Employee shall not be entitled to any severance pay upon such termination.

**8. At-will Employment; Termination by Employer; Severance Pay**

(a) *At-will.* Notwithstanding any Town ordinance, resolution, or policy, this employment is "at-will," which may be terminated by either party, with or without notice, and with or without cause, except as expressly provided in this Contract. Employee understands and agrees that Employee has no constitutionally protected property or other interest in Employee's employment as City Manager. Employee understands and agrees that Employee works at the pleasure of the Council, and that Employee may be terminated, or asked to resign, at any time, with or without cause.

(b) *Termination for Cause.* Employer may terminate this Contract at any time for cause. No severance shall be paid in the event of termination for cause.

(i) For purposes of this Contract, "cause" shall mean willful commission of a material act of dishonesty; willful disclosure of confidential information without prior authorization by the City Council; commission of an act punishable as a felony under California law; the habitual or willful neglect of duties, commission of a material act of moral turpitude; the Town has a reasonable good faith belief that Employee has engaged in theft, embezzlement, fraud, or any other material act of dishonesty in matters affecting the Town, the inability to fully perform the essential duties of this contract due to drug or alcohol abuse; repeated and extended unexcused absences from the City Manager's office and duties; or a

willful and serious violation of the Town's Standards of Conduct, as set forth in subchapter 3.03 of the Colma Administrative Code.

(ii) Employer must give written notice of its intent to terminate for cause. The Town shall provide thirty (30) days' advance notice. Within three calendar (3) days after delivery to Employee of such notice of termination for cause, Employee may, by written notification to the City Council, request a name-clearing hearing before the City Council. Thereafter, the City Council shall fix a time for the hearing, which shall be held at the usual meeting place, and should be held within thirty (30) days of receipt of the written request from Employee, at which Employee shall appear and be heard, with or without counsel. The meeting shall be informal, and shall not involve the taking of testimony. The Parties agree that the purpose of this hearing is to allow Employee to present any "name-clearing" information he wishes to provide. The City Council has the sole and absolute discretion to terminate, and its action shall be final and binding and shall not depend upon any particular showing or degree of proof at the hearing.

(c) *Severance Pay.* If the City Council terminates Employee's employment without cause or requests the Employee's resignation, the Town shall pay Employee, on the effective date of termination, a lump sum cash payment equal to the Employee's base salary for six months, and shall pay COBRA premiums for medical and dental insurance for six months or until Employee becomes re-employed, whichever occurs first. The Employee's base salary shall be determined without regard to the value of any benefits provided to Employee.

## **9. Termination by Employee**

(a) *Notice.* Subject to the limitation hereinafter set forth in this section, the Employee may resign at any time from the Employee's position with Employer upon giving the City Council at least thirty (30) days' notice in writing of Employee's intention to resign. No severance shall be paid in the event of Employee's voluntary resignation or retirement.

(b) *Not in May.* Notwithstanding the foregoing, Employee agrees that voluntary resignation shall not take effect during the month of May, unless the City Council expressly agrees thereto. The purpose of this restriction is to minimize disruption to year-end budget planning.

(c) *No Personal Leave.* During the 30-day period after giving notice of termination, Employee agrees not to take any vacation leave or management leave without the express consent of the City Council. Employee further agrees, during said period, to assist in transition of duties to the new City Manager as may be directed by the City Council.



(d) *No Other Restrictions.* Nothing in this Contract shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from such position with Employer, subject only to the provisions set forth in this Contract.

**10. Notice**

Any notice required or permitted to be given under this Contract shall be sufficient if in writing and if sent by first class mail, postage prepaid, to Employee's residence in the case of the Employee, or to the City Attorney or to the Mayor in the case of the Employer.

**11. Waiver of Terms**

A waiver of any of the terms and conditions hereof shall not be construed as a general waiver by Employer, and the Employer shall be free to reinstate such part or clause.

**12. Applicable Law**

This Contract shall be governed by and shall be construed in accordance with the laws of the State of California.

**13. Disputes**

Any dispute that arises under or relates to this Contract (whether contract, tort, or both) shall be resolved in a court of competent jurisdiction located in San Mateo County. If an action is commenced by either party in connection with this Contract the prevailing party shall be entitled to an award of reasonable attorneys' fees

**14. Investigation and Advice**

Employee acknowledges that he has fully and independently apprized himself of the facts prior to entering into this contract and that he has been given a reasonable opportunity to consult with an attorney of his own choosing. Employee acknowledges that he has not received legal advice from the City Attorney and is not relying on any statements or representations of the City Attorney.

**15. Entire Contract**

This instrument supersedes all prior contracts between the parties and contains the entire contract of the parties. It may not be changed orally but only by an amendment in writing signed by the party (and, with respect to Employer, approved by the City Council) against whom enforcement of any waiver, change, modification, extension or discharge is sought.

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**Execution.** In Witness thereof, the parties hereto have signed this Contract on the respective dates shown below.

Dated 12/6/17

  
Brian Dossey, Employee

Dated: 12/6/17

TOWN OF COLMA (Employer)

By   
Helen Fisicaro, Mayor





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: June 12, 2019  
 SUBJECT: Adoption of the FY 2019-20 Annual Budget

## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPROPRIATING FUNDS AND ADOPTING THE ANNUAL BUDGET FOR  
 FISCAL YEAR 2019-20

## EXECUTIVE SUMMARY

The new Fiscal Year for the Town of Colma begins on July 1, 2019. To conduct business, it is necessary for the City Council to authorize the expenditure of funds.

The attached FY 2019-20 Proposed Budget includes a projection of \$19.8 million in total revenues (all funds) and a budget request of \$20.1 million in total expenditures, which consists of \$18.4 million in Operating Expenditures, \$300,000 in Annual Debt Service (Town Hall COP) and \$1.4 million in Capital Improvement Projects (39% funded in prior years).

The General Fund revenue budget is \$17.8 million and the expenditure budget is \$17.0 million generating a projected operating surplus of 0.8 million in FY 2019-20. General Fund supports Sewer Operation, Debt Payments, and the Capital Programs. Total transfers from General Fund is \$1.8 million - \$300,000 to Debt (Fund 43), \$160,000 to Sewer Fund (Fund 81), \$545,000 to Capital Improvement Projects (Fund 31 & 32), and \$727,000 to the Capital Reserve Fund (31) for future capital improvements.

Operating Budget in other funds are \$1.1 million for Sewer Operations (Fund 81); \$199,450 for Creekside Villas and Verano Operations (Fund 83, City Properties); \$228,040 for Parking Enforcement Operations (Fund 29); \$10,000 for Youth Outreach and Crisis Intervention Training (Fund 27); and, \$30,000 for streetlight and traffic signal maintenance (Fund 21).

The FY 2019-20 Budget was studied on April 10, 2019 and May 8, 2019. Comments from the City Council meeting are incorporated in the document, as well as corrections and changes as discussed in the ANALYSIS section below. One major change is related to the reclassification of the Human Resource Manager position. The original proposal was to reclassify this position to an HR Analyst. Since the May 8<sup>th</sup> City Council meeting, **it was brought to Staff's attention the**

possibility of changing the unbenefited HR Manager position to a benefited part-time position (at 0.75 FTE). This reduced the original proposed budget by \$38,000.

## FISCAL IMPACT

The FY 2019-20 Proposed Budget requests an appropriation of \$18.4 million in Town-Wide Operating Expenditures, \$300,000 in Debt Service, and \$1.4 million in Capital Improvement Projects. The budget also proposed the following General Fund Reserve Balances and a transfer of \$727,000 from General Fund Unassigned Reserves to Capital Improvement Reserve Fund (31):

RESERVE CATEGORIES	GENERAL FUND RESERVES	FY 2019-20 BALANCE
Committed	Budget Stabilization	\$ 12,000,000
	Debt Reduction	600,000
	Accrued Leave Payout Reserve	715,000
Assigned	Litigation Reserve	100,000
	Insurance Reserve	100,000
	Disaster Reserve	750,000
Unassigned	Unassigned	8,577,280
Total General Fund Reserves (Fund 11 & 12)		\$ 22,842,280

## 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.

At the April 11, 2019 City Council meeting, Staff presented preliminary General Fund revenues and expenditures for FY 2018-19 and FY 2019-20. The discussion included major changes to the FY 2019-20 Budget. Feedback from the City Council was incorporated in the proposed budget and presented to the City Council on May 8, 2019. Listed below are the significant changes discussed during the May 8<sup>th</sup> City Council meeting:

1. Reclassification of part-time HR Manager to full-time HR Analyst. This reclassification has changed to a benefited part-time HR Manager at 0.75 FTE, rather than a full-time HR Analyst.
2. Begin 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.
3. Additional contribution of \$343,000 will be transferred to the PARS Pension Trust.
4. Appropriation of \$36,000 in FY 2018-19 towards consultant services to research new revenue strategies, which is included in the FY 2018-19 Estimated Actual. Unspent portion of the budget will be carried over to FY 2019-20.

5. **Amend the Town’s Investment Strategy to include** Brokerage Certificate of Deposits. A Request for Proposal will be sent to interested institutions in late-June.
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.

Since the May 8, 2019 City Council meeting, Staff reviewed the budget document and corrected and **made changes as discussed in the “Significant Changes to the Budget Document” section**, below. Additionally, Staff added a 10-year projection and other items as required by GFOA and CSMFO budget awards.

## ANALYSIS

Overall, the FY 2019-20 Budget includes a projection of \$19.8 million for total revenues and a budget request of \$20.1 million in total appropriation (expenditure budget), including \$18.4 million in operating expenditures, \$300,000 in debt service and \$1.4 million in Capital Improvement Projects (CIP).

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	\$	16,276,986	\$	18,405,007	\$ 2,128,021
Debt Service	\$	301,669	\$	297,369	\$ (4,300)
Capital Projects	\$	6,428,368	\$	1,433,624	\$ (4,994,744)
<b>Total</b>	<b>\$</b>	<b>23,007,023</b>	<b>\$</b>	<b>20,136,000</b>	<b>\$ (2,871,023)</b>

The FY 2019-20 Proposed Operating budget increased by \$2.1 million. The top six contributors of the increase are supplemental contributions to Pension Trust, OPEB Trust and Accrued Leave Payout Reserves as part of the 2018 Unfunded Liabilities Funding Strategy (\$333,500); rise in pension contribution to CalPERS (\$261,700); City Council approved cost of living adjustment and other compensation (\$393,000); restoration personnel budget to assume all departments are fully staffed (\$208,400) – roughly 1.5 vacancies in FY 2018-19; contingency budgeting for permit review activities in Planning, Building, and Engineering Division (\$149,500); and additional contributions to the vehicle replacement fund (\$169,500) based on the vehicle replacement schedule presented as part of the 2019-2024 Capital Improvement Plan.

Since the May 8, 2019 City Council budget study session, Staff reviewed the budget document and made the following changes.

### Significant Changes to the Budget Document

Changes to the document fall into five categories:

1. Numerical Changes.
  - a. Change HR Manager classification from part-time unbenefited to part-time benefited (0.75 FTE). This is equivalent to 30 hours per week of services rather than 18. This reclassification reduces the Proposed FY 2019-20 Budget by \$38,000.



The original proposal included a reclassification of HR Manager to full-time HR Analyst.

2. Numerical Correction.
  - a. \$60,000 added to General Fund Other Revenue Budget (Account 11-37034) for electricity reimbursement for the charging stations at Town Hall.
  - b. \$65,000 added to Charges for Services under Fund 12 for contributions towards Accrued Leave Payout Reserve.
  - c. \$5,000 was reallocated training account to overtime to better utilize the BSCC (Board of State and Community Corrections) grant.
  - d. \$20,000 added to City Council Donation account (11-110-60007) to maintain the same total donation budget as FY 2018-19.
  - e. Corrected the grant fund amounts in Street Capital (Fund 32).
3. Presentation Change:
  - a. Moved Business License from Taxes to Licenses and Permits category, since the Town charges \$29 per permit per year, which is less than the full recovery cost.
4. Additions to the Budget Document:
  - a. All charts and tables are new to account for the numerical changes listed above.
  - b. Financial forecast for General Fund and projection assumptions are added to the Financial Summary section.
  - c. The FY 2019-20 Appropriation Limit, staffing chart, budgeting process and overview, budget and financial policies, and investment policies are in the Appendix.
5. Correction of Typos. These changes have no significant impact on the document as a whole and are not listed.

## General Fund Financial Projection

The General Fund Financial Projection begins on Page 178 of the Proposed Budget document. The purpose of the projection is to understand the impact on General Fund Reserves if revenues and expenditures continue the current course. As described on Page 180 of the document, the Town may experience an operating deficit beginning FY 2021-22 and all General Fund Reserves may be depleted by FY 2027-28. If the economy enters recession in mid-2020, the operating deficit and the depletion of all General Fund Reserves may occur a year earlier.

There are a number of cost containment, cost reduction, and new revenue strategies that can address this issue. The list of Cost Containment/Reduction measures is on Pages 182-183. Further analysis is required and will be part of the 2020-22 Strategy Plan.

## GANN Limit

As part of the Budget exercise, the Town prepares the Appropriation Limit in accordance with State Law. The Limit is calculated by multiplying the adopted Limit from the previous year by factors reflecting economic changes. The laws regulating the application of the Limit forbid an agency from appropriating specific funds that would exceed the Limit. The restriction applies to appropriated monies categorized as " Proceeds of Taxes." The Limit carries forward each year and is subject to an adjustment in accordance with a specified formula.

The new 2019-20 Appropriations Limit, as calculated and attached to the proposed Resolution, is \$46,137,229, based upon an increased adjustment factor of 1.046 applied to the Fiscal Year 2018-

19 Limit. The FY 2019-20 Budget includes appropriations subject to the Limit totaling \$16,720,000 that would be categorized as " Proceeds of Taxes". Therefore, the appropriations subject to the Appropriations Limit are below the allowed amount by \$29,416,950.

State law requires that the calculation factors must be available to the public for 15 days prior to adoption. The GANN Limit will be brought forward for City Council consideration on June 26, 2019.

#### Reasons For the Recommended Action/Findings

Adoption of a budget is required for operation to continue in FY 2019-20.

#### Council Adopted Values

Approval of the FY 2019-20 Annual Budget is a *responsible* action because the City Council has studied the budget in April and May and considered various budgetary options, including considering community input.

#### Alternatives

1. Adopt a reduced or modified FY 2019-20 budget appropriation.
2. Adopt one month of the operating budget and conduct further study of the FY 2019-20 Budget. This action may result in operating and capital projects delay.

#### CONCLUSION

Staff recommends that the Council conduct a public hearing and adopt the attached resolution appropriating funds and adopting the 2019-20 Proposed Budget.

#### ATTACHMENTS

- A. Resolution Appropriating Funds and Adopting the 2019-20 Proposed Budget
- B. FY 2019-20 Proposed Budget
  - o FY 2019-20 GANN Limit Calculation (Page 191)



RESOLUTION NO. 2019-##  
OF THE CITY COUNCIL OF THE TOWN OF COLMA

RESOLUTION APPROPRIATING FUNDS AND ADOPTING THE ANNUAL BUDGET FOR  
FISCAL YEAR 2019-2020

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

1. Background

(a) **The City Manager's budget message, the proposed budget, and all calculations and documentation upon which this resolution is based have been available to the public for more than fifteen days for review;**

(b) The City Council conducted a study session and public meeting on the preliminary budget report on April 10, 2019, on May 3, 2019 the complete 2019-20 Proposed Budget document was distributed and available on the Town website, and on May 8, 2019 the City Council conducted a study session and public meeting on the 2019-20 Proposed Budget;

(c) A public hearing was held on June 12, 2019 on the proposed budget; and

(d) **The City Council duly considered the proposed budget, the City Manager's budget message, and public comments, if any, thereon.**

2. Findings and Order.

(a) *Budget Approval.* The 2019-20 budget proposed by the City Manager, dated July 1, 2019, shall be, and hereby is, adopted as the budget for the Town of Colma for Fiscal Year 2019-20.

(b) *Summary of Appropriations.* A summary (Exhibit A) is attached hereto and by reference made part of this Resolution, reflects the Fiscal Year 2019-20 Budget (All Funds) for the Town of Colma.

(c) *Clerical Adjustments.* The City Manager shall be, and hereby is, authorized to adjust the budget pursuant to the provisions of section 4.01.070 of the Colma Administrative Code and, no later than August 31, 2019, to make such other adjustments necessary to correct any clerical or technical errors in the proposed budget, provided that the City Manager makes a written report of all corrections or adjustments to the City Council within 30 days.

(d) *Department Limitation.* The City Council authorizes the expenditure of funds for the items specified in the budget, provided that the total expenditures for the department shall not exceed the total budget by fund, for the department.

(e) *Staffing.* The number and classifications of employment positions shown in the proposed budget is hereby approved as the authorized staffing level for the Town. The City Manager and each department head may not expand the number of full-time equivalent employees beyond that shown as the authorized staffing level for the Town without specific approval of the City Council.

(f) *Purchasing Ordinance.* All expenditures for services, goods, or public works projects **must comply with the Town's** Purchasing and Contracting Ordinance (Subchapter 1.06 of the Colma Municipal Code).

(g) *Administration of Annual Budget.* The City Manager shall be responsible to administer the Budget and financial records and the City Council authorization includes the following administrative actions as may be required during the year:

(i) Transfer budgeted amounts between line items, provided that the transfer is within the same fund, and within the same Department.

(ii) Increase grant funded revenue and expenditure budgets. Changes may be administratively processed, when revenue estimates exceed the amount identified in the Budget due to increases in grant revenues, as verified by financial records. The adjustment will also account for increased expenditures in an amount not to exceed the amount of increased grant revenue. Increased appropriations shall continue to be documented in the financial records and conveyed to the City Council as part of the quarterly financial reports.

(iii) **Make transfers among the various funds designated as "Transfers In / Transfers Out".** The FY 2019-20 Budget document (Page 41). All fund transfers shall be recorded in the financial records.

(iv) Administratively adjust the Fiscal Year 2019-20 Operating Budget appropriations to account for the carryover of unspent 2018-19 appropriations for contracts entered into before June 30, 2019, where funds are encumbered. The City Manager shall use discretion in approving carryovers and all such adjustments shall be clearly recorded in the Town financial records. These amendments shall be identified and included in the Fiscal Year 2019-20 quarterly financial report.

(v) Administratively adjust the Fiscal Year 2019-20 Capital Project appropriations to account for the carryover of unspent appropriations from Fiscal Year 2018-19. All such adjustments shall be clearly recorded in the Town financial records and shall only be for projects that remain incomplete as of June 30, 2019.

### 3. Reserves

The City Council hereby declares the following classifications of reserves (Net Income):

(a) A Debt Reduction reserve shall be recorded in the General Fund in the amount of \$600,000 as of June 30, 2020. This amount represents a minimum of two years of COP Debt Service. (Committed Fund Balance – Designated by City Council)

(b) The Budget Stabilization Reserve as of June 30, 2020 is established at \$12,000,000, being the amount sufficient to ensure continuity of operations in the event of a severe economic downturn, which amount is hereby determined to be 100% (rounded to the nearest

\$100,000) of the General Fund expenditures for the prior fiscal year. The exact amount of this reserve shall be determined based on the final audit and financial statements. (Committed Fund Balance – Designated by City Council)

(c) Accrued Leave Payout Reserve shall be recorded in the General Fund in the amount of \$715,000 as of June 30, 2020. (Committed Fund Balance – Designated by City Council)

(d) Assigned Fund Balances – General Fund: Assigned fund balance includes amounts intended to be used by the Town for specific purposes, subject to change. The City Council authorizes the City Manager to establish the following assignments in the General Fund:

(i) Litigation Reserve of \$100,000, which may fund expenditures in the event of extraordinary legal expenses.

(ii) Insurance Reserve in the amount of \$100,000, which may fund expenditures in the event of extraordinary insurance claims and related expenses.

(iii) Disaster Response and Recovery in the amount of \$750,000 which may fund expenditures in the event of a catastrophic event.

(e) Assigned Fund Balances – Capital Project Fund / Fleet Replacement Fund: All reserves in the Capital Project Fund and Fleet Replacement Fund shall be recorded as assigned for future projects. Changes in the assignment shall be subject to City Council action.

(f) General Fund 2019-20 – Decrease Reserve: The proposed budget estimates \$1,010,755 reduction in unassigned reserves.

#### 4. Transfer to Unassigned Reserve

All General Fund net income on hand on June 30, 2019, which is not designated for a specific reserve category shall be recorded in the Unassigned Reserve.

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Certification of Adoption

I certify that the foregoing Resolution No. 2019-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 12, 2019, by the following vote:

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

Dated \_\_\_\_\_

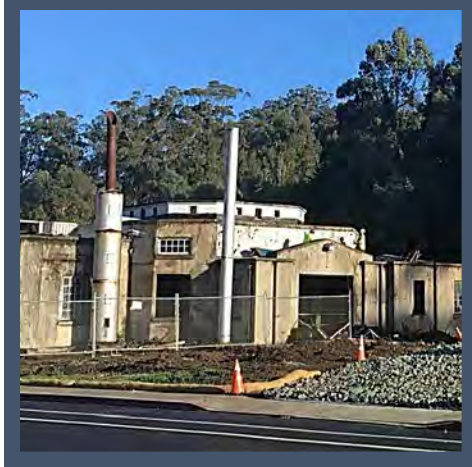
\_\_\_\_\_  
Joanne F. del Rosario, Mayor

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

**"EXHIBIT A": SUMMARY OF APPROPRIATIONS FY 2019-20**

Town-wide Financial	General	Special	Capital	Vehicle	Enterprise	Total
	Funds	Revenues and Debt Funds	Funds	Replacement Fund	Funds	
	(11,12)	(21, 23, 24, 25, 27, 29, 43)	(31, 32, 33)	(61)	(81, 82, 83)	
<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	751,700	0	0	0	0	751,700
Licenses and permits	277,034	0	0	0	0	277,034
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	349,192	0	0	667,073
Charges for current services	159,942	0	0	0	894,000	1,053,942
Allocations	65,000	0	0	250,000	0	315,000
Other revenues	127,300	0	4,000	0	0	131,300
<b>Total Revenues</b>	<b>17,800,830</b>	<b>252,601</b>	<b>353,192</b>	<b>257,300</b>	<b>1,087,700</b>	<b>19,751,623</b>
<b>Expenditures by Function</b>						
General Government						
City Council (110)	333,490	0	0	0	0	333,490
City Attorney (130)	312,500	0	0	0	0	312,500
City Manager (140)	1,364,030	0	0	0	0	1,364,030
Human Resources (141)	218,482	0	0	0	0	218,482
Finance (150)	561,407	0	0	0	0	561,407
General Services (151)	1,209,650	0	0	0	0	1,209,650
COP Debt (620)	0	297,369	0	0	0	297,369
Public Safety						
Administration (210)	1,716,548	0	0	0	0	1,716,548
Patrol (220)	5,566,357	10,033	0	0	0	5,576,390
Communication/Dispatch (230)	1,121,777	0	0	0	0	1,121,777
Community Services CSO (240)	36,189	228,039	0	0	0	264,228
Public Works & Planning						
Admin/Engr/Building (310)	982,400	0	0	0	0	982,400
Maintenance/Sewer (320)	1,214,033	30,000	0	0	1,054,700	2,298,733
Facility Operations (800s)	706,175	0	0	0	98,550	804,725
Planning (410)	497,420	0	0	0	0	497,420
Recreation (510)	1,115,908	0	0	0	0	1,115,908
Capital Projects	0	0	1,060,984	277,640	95,000	1,433,624
<b>Total Expenditure by Category</b>	<b>16,971,516</b>	<b>565,441</b>	<b>1,060,984</b>	<b>277,640</b>	<b>1,254,150</b>	<b>20,129,731</b>
<b>Operating Surplus/ (Deficit)</b>	<b>829,314</b>	<b>(312,840)</b>	<b>(707,792)</b>	<b>(20,340)</b>	<b>(166,450)</b>	<b>(378,108)</b>
<b>Other Activities</b>						
Transfers In	0	297,369	1,317,000	0	160,700	1,775,069
Transfers (Out)	(1,775,069)	0	0	0	0	(1,775,069)
<b>Net Transfers In/(Out)</b>	<b>(1,775,069)</b>	<b>297,369</b>	<b>1,317,000</b>	<b>0</b>	<b>160,700</b>	<b>0</b>
<b>Fund Balance</b>						
Change in Fund Balance	(945,755)	(15,471)	609,208	(20,340)	(5,750)	(378,108)
Beginning Fund Balance @ 7/1/19	23,788,035	447,384	2,605,350	592,701	91,518	27,524,988
<b>Ending Fund Balance</b>	<b>22,842,280</b>	<b>431,913</b>	<b>3,214,558</b>	<b>572,361</b>	<b>85,768</b>	<b>27,146,880</b>
<b>Trust Funds Balance</b>						
OPEB Trust (71)						4,822,340
Pension Trust (72)						1,369,675
<b>Ending Fund Balance - All Funds</b>						<b>33,338,896</b>





*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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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

---

TO: Mayor and Members of the City Council  
FROM: Brian Dossey, City Manager  
MEETING DATE: June 12, 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 \$19.8 million. Total expenditures for all funds are projected at \$20.1 million, comprised of approximately \$18.4 million in Operating Expenditures, \$0.3 million 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 project is included in the Capital Improvement Plan Section of the budget document on Page 149.



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	\$	16,276,986	\$	18,405,007	\$ 2,128,021
Debt Service	\$	301,669	\$	297,369	\$ (4,300)
Capital Projects	\$	6,428,368	\$	1,433,624	\$ (4,994,744)
<b>Total</b>	<b>\$</b>	<b>23,007,023</b>	<b>\$</b>	<b>20,136,000</b>	<b>\$ (2,871,023)</b>

The FY 2019-20 Proposed Operating budget increased by \$2,128,021. The top six contributors of the increase are supplemental contributions to Pension Trust, OPEB Trust and Accrued Leave Payout Reserves as part of the 2018 Unfunded Liabilities Funding Strategy (\$333,500); rise in pension contribution to CalPERS (\$261,700); City Council approved cost of living adjustment and other compensation (\$393,000); restoration of personnel budget to assume all departments are fully staffed (\$208,400) – roughly 1.5 vacancies in FY 2018-19; contingency budgeting for permit review activities in Planning, Building, and Engineering Division (\$149,500); and additional contributions to the vehicle replacement fund based on the vehicle replacement schedule presented as part of the 2019-2024 Capital Improvement Plan.

Additional information can be found in the General Fund Expenditures discussion on Page 15, Major Changes to the Operating Budget beginning on Page 17, and within perspective departmental budgets beginning on Page 53.

## 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 are projected to dip in FY 2019-20. The story is similar for fuel and service stations. State and County Pools continue 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, as well. 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 is substantially developed.

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 was completed 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 starting July 1, 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.

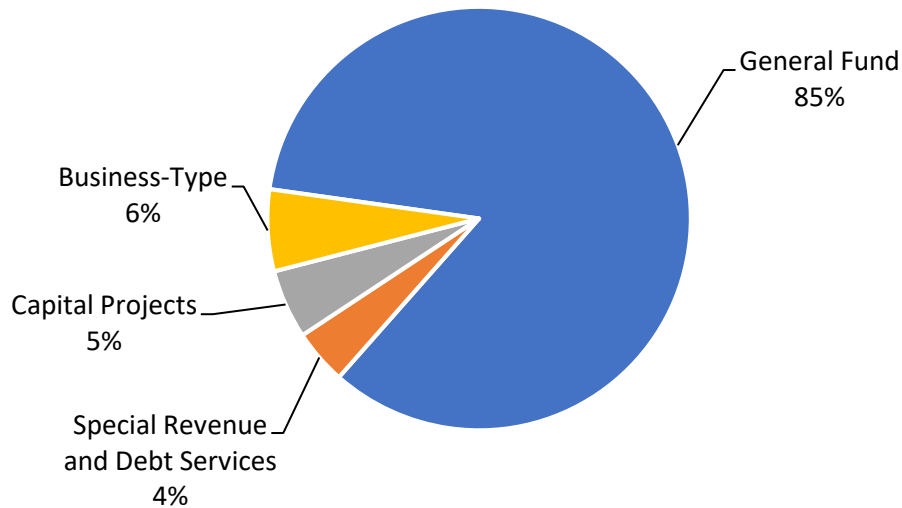
In February 2019, the Town made a \$1.05 million supplemental contribution to CalPERS and a \$1.0 million to PARS Pension Trust in March 2019. The Accrued Leave Payout Reserve was set up in Fund 12 (General Fund Reserves) with an initial allocation of \$650,000. The Budget Stabilization Reserve was reduced 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 – \$20.1 Million



As shown above, the FY 2019-20 Proposed Budget primarily consists of the General Fund (85%). Total revenues are projected to be \$19.8 million with \$17.8 million in the General Fund. Total expenditures for all funds are at \$20.1 million, comprised of \$18.4 million in Operating Expenditures, \$297,369 in debt service and \$1.4 million in Capital Improvement Projects.

### General Fund - Revenues, Expenditures, Transfers & Reserves

General Fund revenues of \$17.8 million exceed General Fund expenditures of \$17.0 million by \$0.8 million during the 2019-20 fiscal year. Transfers to fund Capital Projects (\$590,000), Debt Service expenditures (\$297,369), and Sewer Fund (\$160,700) depletes any projected operating surplus in FY 2019-20, reducing the General Fund (11) reserve by \$225,024. 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 \$9,521,011.

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>1</sup> is projected to be \$9.5 million at the end of FY 2019-20.

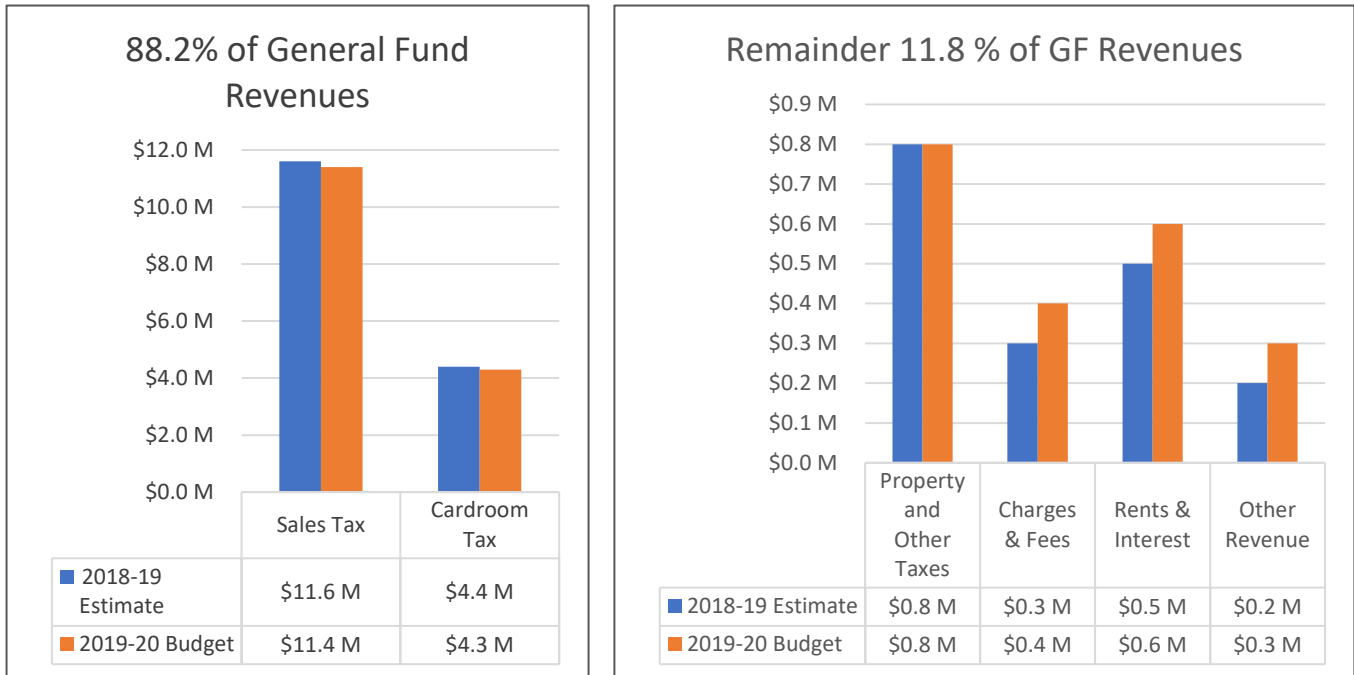
The assumptions used in preparing the FY 2019-20 Proposed Budget are discussed at the beginning of the Budget Overview Section on page 33.

<sup>1</sup> The Unassigned General Fund Reserve is the balance of all general funds not otherwise appropriated (budgeted) or accounted for. See Projected Reserve Balance for All Funds.

## General Fund Revenues

Total revenues for all funds are projected to be \$19.8 million, with \$17.8 million in General Fund. The General Fund projection is \$21,690 more 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 increase by \$21,690 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.

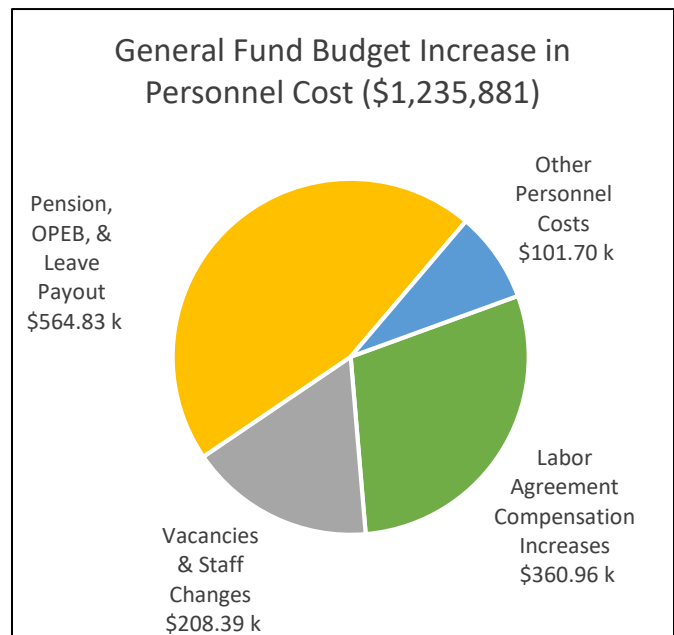
Because Wall Street has been extremely reactive to the suggested changes to federal and international policies, investment earnings have experienced unusual growth, regardless of types. As a result, the Town’s investment earnings are projected to be \$400,904 in FY 2018-19, or \$187,904 more than budget. 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.

**General Fund Expenditures**

The FY 2019-20 Proposed Budget in General Fund is \$16,977,197 and is \$1,974,166, or 13 percent, more than the FY 2018-19 Estimated Actual.

Sixty-three percent (63%) of the increase is in Personnel. The drivers for the increases in personnel cost can be classified into four explanations:

- *Labor agreement compensation* increases (\$360,962), which includes City Council approved COLA and retention pay and step increases based on employee’s evaluation;
- *Vacancies and staff changes* (\$208,392), which includes budgeting for 1.5 full-time equivalent vacancies in FY 2018-19 but anticipated to be filled in FY 2019-20 and two of the new programs discussed in Major Changes to the Operating Budget on Page 17 (offering benefits to part-time HR Manager and the new Internship/Student Aide Program);
- *Pension, OPEB & Leave Payout* increase of \$564,826 is due to supplemental contribution to Pension Trust (\$343,000) and rise in annual CalPERS pension contribution (\$221,826). The FY 2019-20 Budget includes





continued contributions to the OPEB Trust of \$1.6 million and \$65,000 transfer to Accrued Leave Liability Payout Reserve; and

- *Other Personnel Cost* (\$101,702) as it is related to the increase in medical cost due to changes in medical insurance options offered by CalPERS. In order to stay with their current medical physicians, employees selected the more expensive medical insurance plan when CalPERS terminated its agreement with Blue Shields and other insurance carriers.

The remaining 37 percent of the budget increase is in non-personnel cost.

- \$306,153 is in *Contractual & Debt* services with \$149,490 to restore permit review contingency budget; \$52,000 for supplemental coverage for finance as discussed in Major Changes to the Operating Budget on Page 17, \$30,000 for the codification of Colma Municipal Code; \$78,400 for town-wide cable services, public right-of-way maintenance contract, and other service contracts.
- \$125,776 is in *Supplies and Services* category, with \$10,000 in computer expenses, \$15,000 in budget restoration for staff development, \$88,800 due to increase in insurance premium cost, and \$11,600 in community outreach and other services.
- \$125,597 is in *Facility Operation*. 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 negotiations with EVGo and will be fully reimbursed once the contract is signed. Facility Operation increase includes \$7,000 in contingency budgeting for various maintenance supplies and routine maintenance services, such as landscaping, janitorial, security monitoring, and pest contract services. Lastly, \$33,950 of the increase is related to interior and exterior maintenance at all facilities. Interior and exterior maintenance line items record minor repairs and improvements to Town facilities. As FY 2018-19 improvements are completed and removed from the budget plan, four main FY 2019-20 improvements are added – 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.

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>Total Revenues</b>	17,800,830	1,950,793	19,751,623
<b>Total Spending</b>			
Operating Expenditures	16,971,516	1,724,591	18,696,107
Capital Expenditures			
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 Spending</b>	16,971,516	3,158,215	20,129,731
<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, the net impact of \$128,194:

- **Internship/Student Aide Program.** The proposed increase includes a 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.
- **Offer Prorated Benefits to HR Manager position.** 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 change the part-time HR Manager position to a prorated benefit position, which will increase total hours from 19 hours per week to 30 hours per week. The net increase is \$56,817.
- **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 and analysis for \$36,000, which is recorded in the City Manager's Office FY 2018-19 Estimated Actual. Result of the survey will be presented to the City Council in late-Summer 2019 and unspent project budget will be carried over to FY 2019-20.
- **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 July/August City Council meeting for authorization to enter into an agreement with the broker/dealer and amend the Investment Policy to add a clause for Brokerage Certificate of Deposit
- **Supplemental Pension Contribution.** The FY 2019-20 Budget accounts for the supplemental contributions of \$343,815 based on a 6.0 percent discount rate.
- **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 Proposed 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 \$1,698,715 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 a \$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 funds 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 171, 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 \$297,369.

	2016/17	2017/18	2018/19	2019-20
Legal Debt Margin	Actual	Actual	Estimated	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

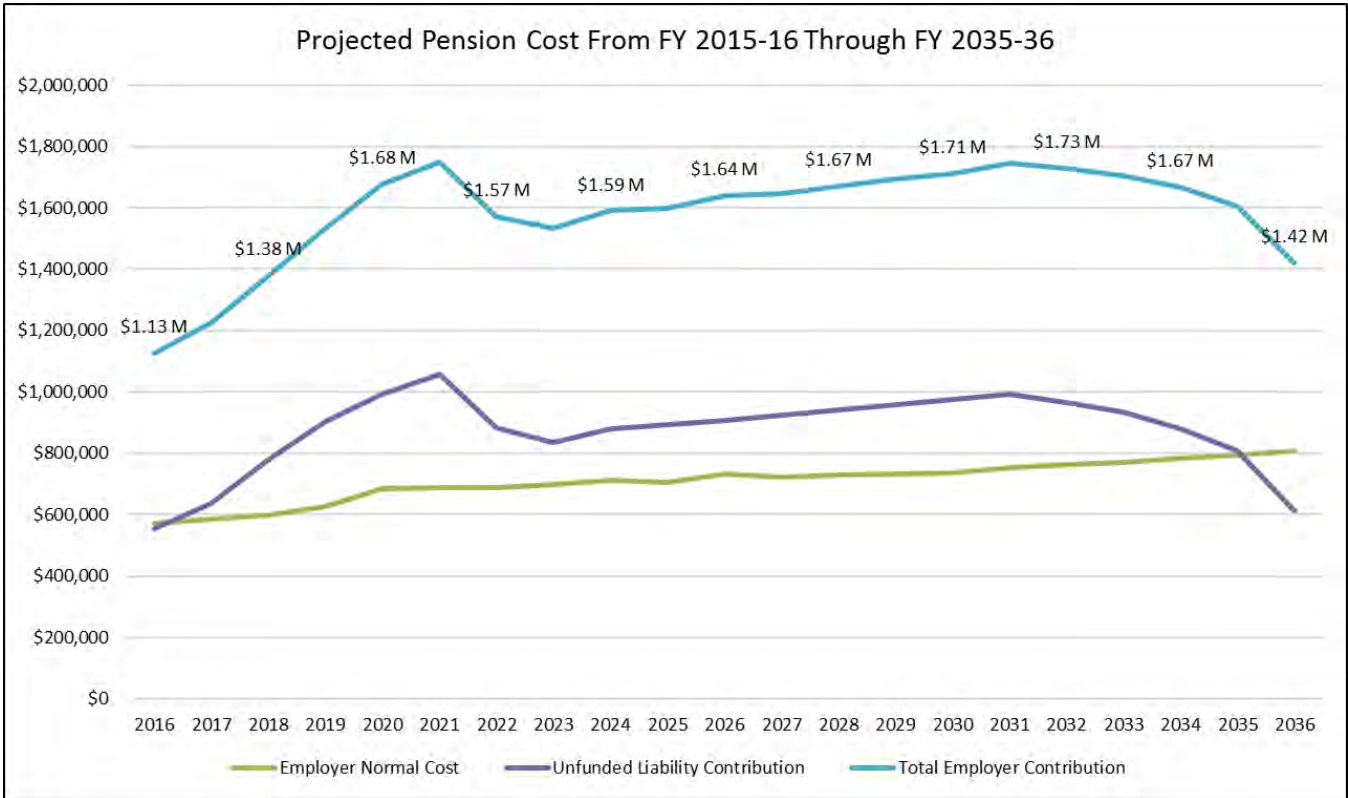
Like many agencies in the State of California, the Town will need to keep unfunded liabilities and aging public infrastructure in our forefront. In addition, the Town’s reliance on sales tax revenues makes it vital for the Town to diversify its revenue sources and to promote local businesses by attracting 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 for ways to prioritize and phase 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 and the search 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**

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

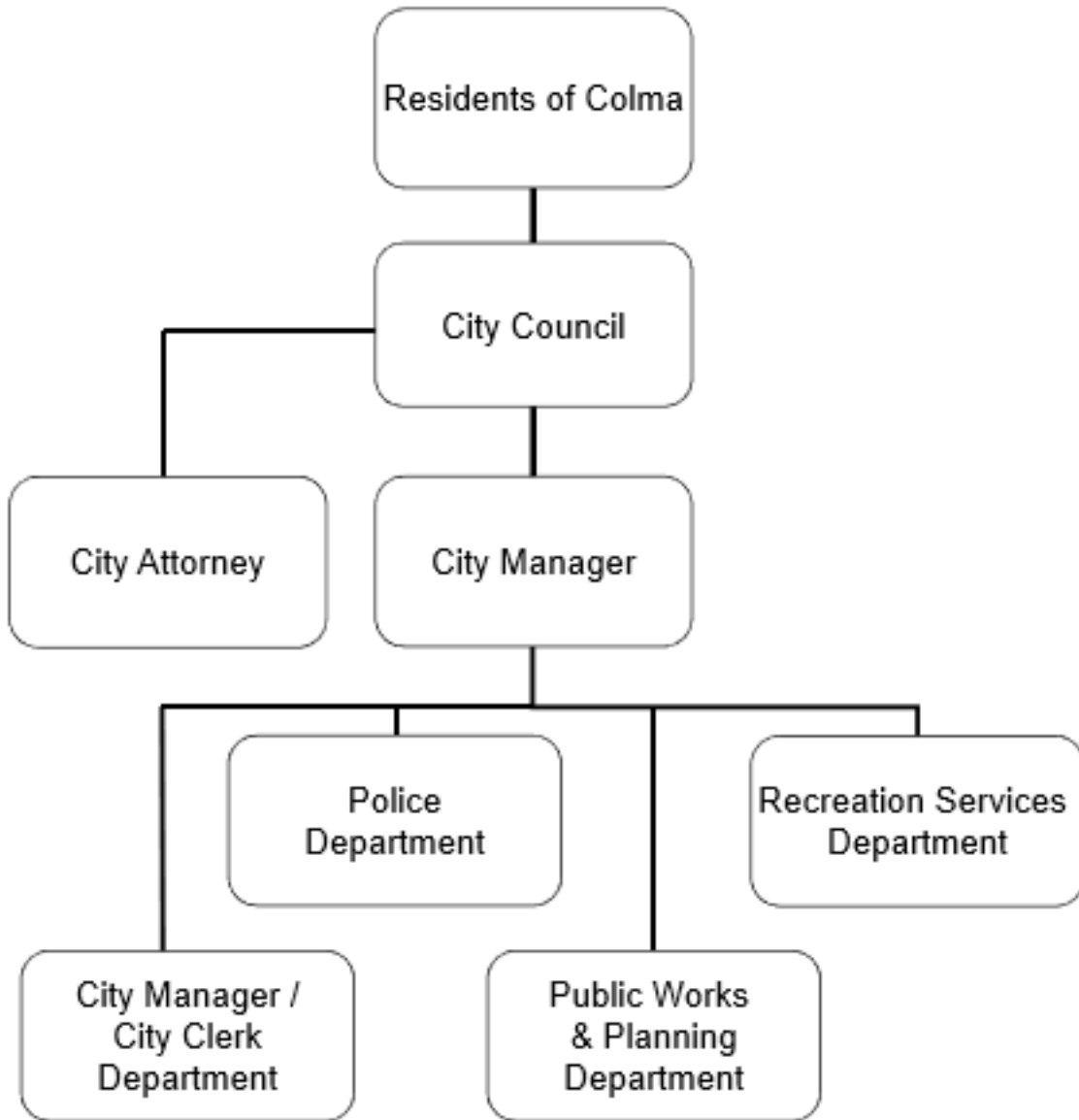
City Manager





# Colma Profile

# Town of Colma



# Community Profile

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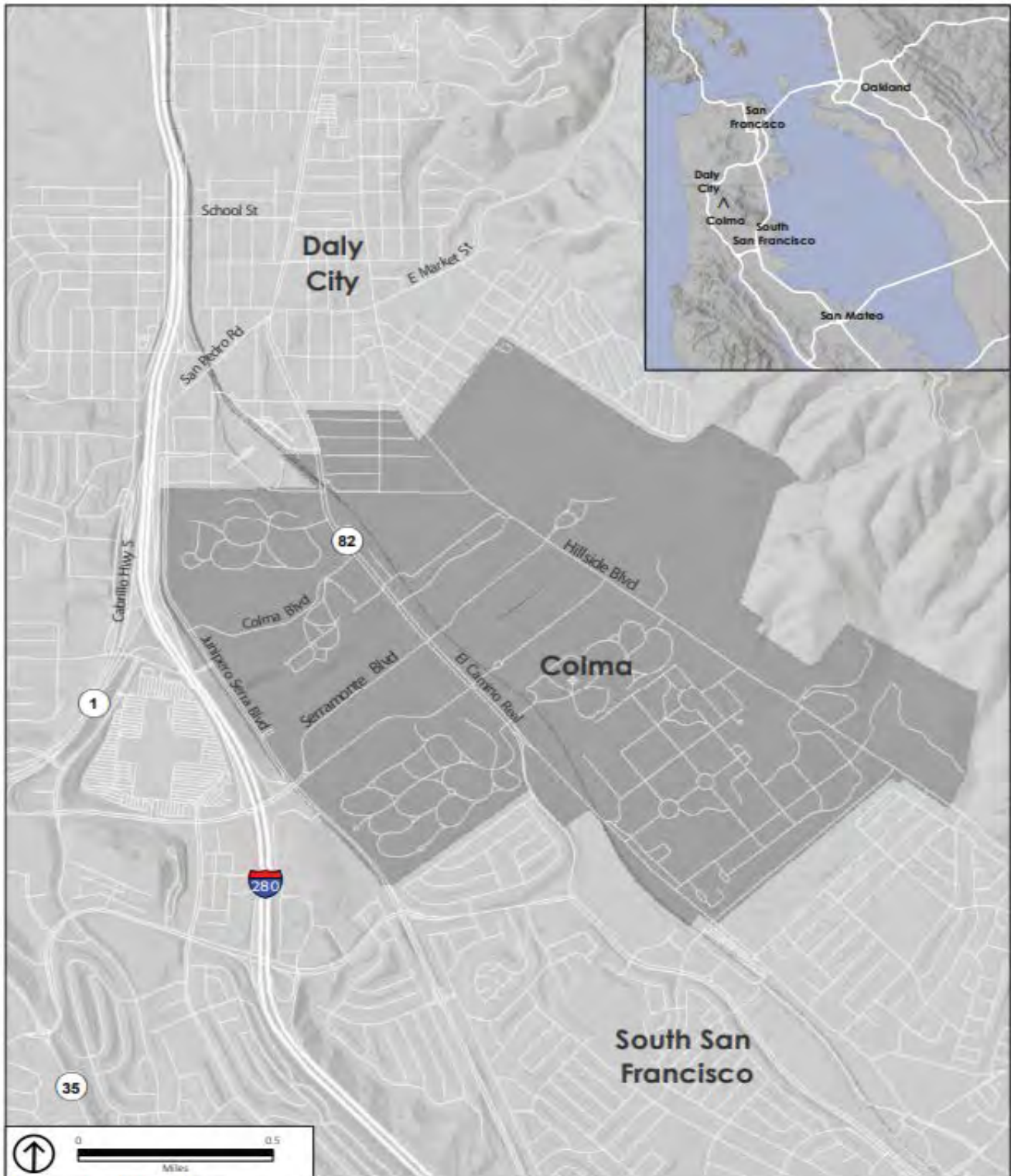
## UNIQUE SERVICES PROVIDED TO RESIDENTS:

- 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.

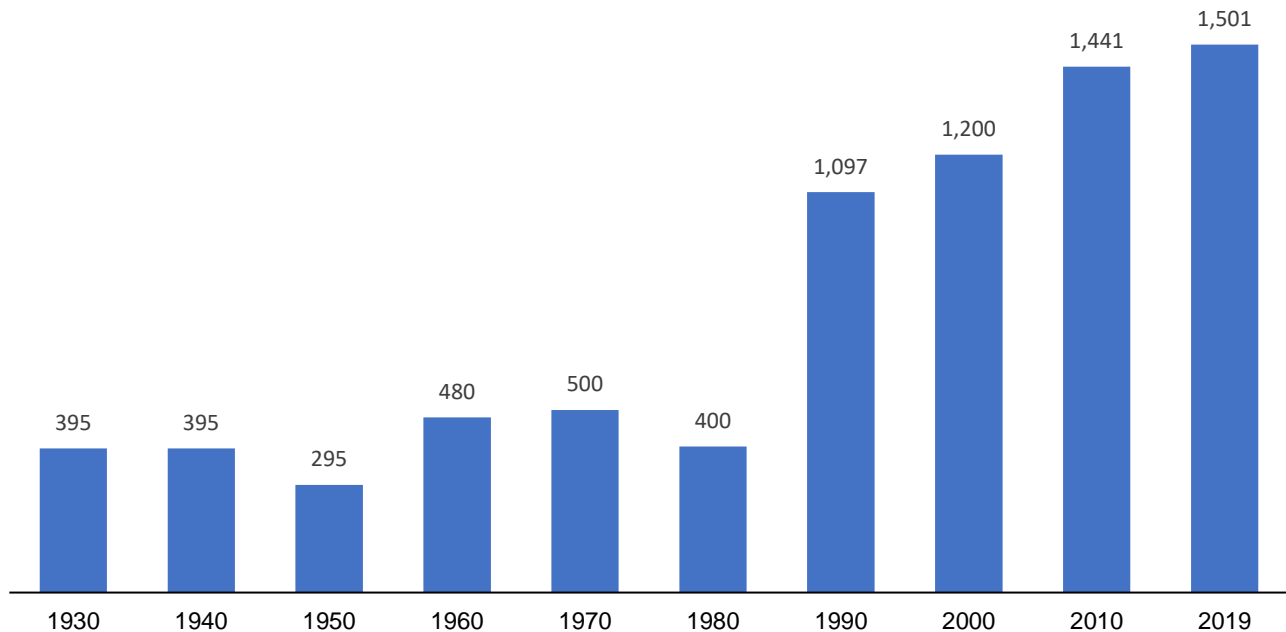
Over the years, businesses and a small residential district grew around the cemeteries. In

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 in October, 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.

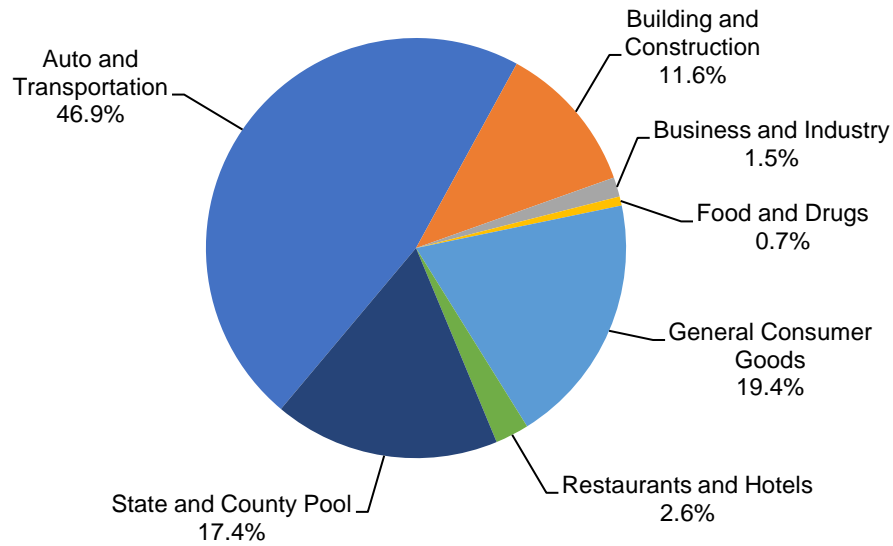
## **HISTORICAL MUSEUM**

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.

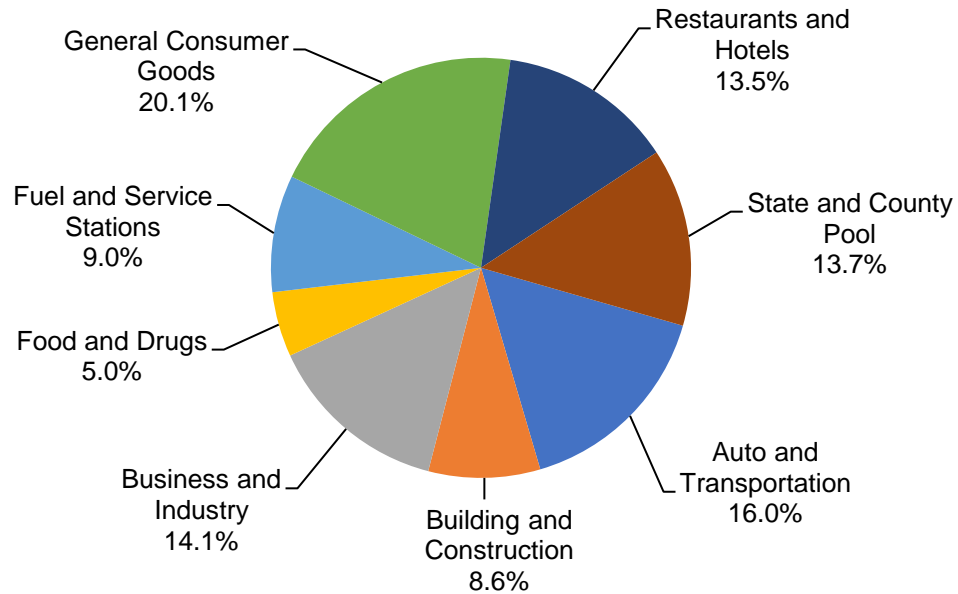
# Town Revenues

## 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 in 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 \$300,000 – 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, Vision) 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 assigned tier. 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 \$231,305 in FY 2019-20 for all funds, 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 retire 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	751,700	0	0	0	0	751,700
Licenses and permits	277,034	0	0	0	0	277,034
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	349,192	0	0	667,073
Charges for current services	159,942	0	0	0	894,000	1,053,942
Allocations	65,000	0	0	250,000	0	315,000
Other revenues	127,300	0	4,000	0	0	131,300
<b>Total Revenues</b>	<b>17,800,830</b>	<b>252,601</b>	<b>353,192</b>	<b>257,300</b>	<b>1,087,700</b>	<b>19,751,623</b>
<b>Expenditures by Category</b>						
Salaries, Wages, & Benefits	11,044,245	228,639	0	0	0	11,272,884
Supplies & Services	2,585,430	9,433	0	0	1,159,150	3,754,013
Professional & Contract Services	3,048,639	30,000	0	0	0	3,078,639
Capital Outlay	293,202	0	0	0	0	293,202
Capital Projects	0	0	1,060,984	277,640	95,000	1,433,624
Debt Service	0	297,369	0	0	0	297,369
<b>Total Expenditure by Category</b>	<b>16,971,516</b>	<b>565,441</b>	<b>1,060,984</b>	<b>277,640</b>	<b>1,254,150</b>	<b>20,129,731</b>
<b>Operating Surplus/ (Deficit)</b>	<b>829,314</b>	<b>(312,840)</b>	<b>(707,792)</b>	<b>(20,340)</b>	<b>(166,450)</b>	<b>(378,108)</b>
<b>Other Activities</b>						
Transfers In	0	297,369	1,317,000	0	160,700	1,775,069
Transfers (Out)	(1,775,069)	0	0	0	0	(1,775,069)
<b>Net Transfers In/(Out)</b>	<b>(1,775,069)</b>	<b>297,369</b>	<b>1,317,000</b>	<b>0</b>	<b>160,700</b>	<b>0</b>
<b>Fund Balance</b>						
Change in Fund Balance	(945,755)	(15,471)	609,208	(20,340)	(5,750)	(378,108)
Beginning Fund Balance @ 7/1/19	23,788,035	447,384	2,605,350	592,701	91,518	27,524,988
<b>Ending Fund Balance</b>	<b>22,842,280</b>	<b>431,913</b>	<b>3,214,558</b>	<b>572,361</b>	<b>85,768</b>	<b>27,146,880</b>
<b>Trust Funds Balance</b>						
OPEB Trust (71)						4,822,340
Pension Trust (72)						1,369,675
<b>Ending Fund Balance - All Funds</b>						<b>33,338,896</b>

# Historical Revenue and Expenditure Summary (Categories)

(For All Funds)

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
Town-wide Financial	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	726,345	728,905	724,000	753,299	751,700	(1,599)	0%
Licenses and permits	372,321	278,046	130,840	116,880	277,034	160,154	137%
Fines and forfeitures	57,490	65,127	69,000	92,846	92,846	-	0%
Use of money and property	560,636	723,307	519,262	710,158	812,728	102,570	14%
Revenues from other agencies	443,142	432,282	1,511,191	344,258	667,073	322,815	94%
Charges for current services	872,472	880,037	955,370	974,442	1,053,942	79,500	8%
Allocations	-	-	80,510	80,510	315,000	234,490	291%
Other revenues	244,870	395,947	105,300	60,300	131,300	71,000	118%
<b>Total Revenues</b>	<b>18,747,245</b>	<b>19,239,897</b>	<b>20,080,473</b>	<b>19,085,558</b>	<b>19,751,623</b>	<b>666,065</b>	<b>3%</b>
<b>Expenditures by Category</b>							
Salaries, Wages, & Benefits	8,129,879	9,230,511	10,209,170	9,971,238	11,272,884	1,301,646	13%
Supplies & Services	2,677,825	2,906,523	3,430,921	3,419,550	3,754,013	334,463	10%
Professional & Contract Services	2,663,930	2,660,662	2,978,228	2,767,486	3,078,639	311,153	11%
Capital Outlay	21,437	42,963	137,210	118,712	293,202	174,490	147%
Capital Projects	3,748,859	8,507,936	8,681,679	6,428,368	1,433,624	(4,994,744)	-78%
Debt Service	299,069	295,069	299,869	301,669	297,369	(4,300)	-1%
<b>Total Expenditure by Category</b>	<b>17,540,999</b>	<b>23,643,664</b>	<b>25,737,077</b>	<b>23,007,023</b>	<b>20,129,731</b>	<b>(2,877,292)</b>	<b>-13%</b>
<b>Operating Surplus/ (Deficit)</b>	<b>1,206,246</b>	<b>(4,403,767)</b>	<b>(5,656,604)</b>	<b>(3,921,465)</b>	<b>(378,108)</b>	<b>3,543,358</b>	<b>-90%</b>
<b>Other Activities</b>							
Transfers In	5,848,997	1,215,894	19,319,528	19,508,148	1,775,069	(17,733,079)	-91%
Transfers (Out)	(5,848,997)	(1,215,894)	(19,206,348)	(21,558,148)	(1,775,069)	19,783,079	-92%
<b>Net Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>113,180</b>	<b>(2,050,000)</b>	<b>0</b>	<b>2,050,000</b>	<b>-100%</b>
<b>Fund Balance</b>							
Change in Fund Balance	1,206,246	(4,403,767)	(5,543,424)	(5,971,465)	(378,108)	5,593,358	-94%
Beginning Fund Balance	36,693,974	37,900,220	33,496,453	33,496,453	27,524,988	(5,971,465)	-18%
<b>Ending Fund Balance</b>	<b>37,900,220</b>	<b>33,496,453</b>	<b>27,953,029</b>	<b>27,524,988</b>	<b>27,146,880</b>	<b>(378,108)</b>	<b>-1%</b>
<b>Trust Funds Balance</b>							
OPEB Trust (71)	1,686,742	2,792,836	3,734,655	3,734,655	4,822,340	1,087,686	29%
Pension Trust (72)	20,064	20,731	1,025,860	1,025,860	1,369,675	343,815	34%
<b>Ending Fund Balance - All Funds</b>	<b>39,607,026</b>	<b>36,310,020</b>	<b>32,713,544</b>	<b>32,285,503</b>	<b>33,338,896</b>	<b>1,053,393</b>	<b>3%</b>

# Historical 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>Expenditures by Function</b>							
General Government							
City Council (110)	246,988	249,459	287,610	312,454	333,490	21,036	7%
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	218,482	104,643	92%
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	297,369	(4,300)	-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	264,228	68,723	35%
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>23,007,023</b>	<b>20,129,731</b>	<b>(2,877,292)</b>	<b>-13%</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						
	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		9,588,035	17,735,830	(16,971,516)	(1,775,069)	(1,010,755)	8,577,280
	GENERAL FUND RESERVE	12	0			0		
	BUDGET STABILIZATION		12,000,000	0	0	0	0	12,000,000
	DEBT REDUCTION		600,000	0	0	0	0	600,000
	ACCRUED LEAVE PAYOUT RESERVE		650,000	65,000	0	0	65,000	715,000
	<b>GENERAL FUND TOTAL</b>		<b>23,788,035</b>	<b>17,800,830</b>	<b>(16,971,516)</b>	<b>(1,775,069)</b>	<b>(945,755)</b>	<b>22,842,280</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	0	0	0	0	0	0
	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>444,843</b>	<b>252,601</b>	<b>(268,072)</b>	<b>0</b>	<b>(15,471)</b>	<b>429,372</b>
CAPITAL	CAPITAL IMPROVEMENT	31	916,304	4,000	(579,230)	1,272,000	696,770	1,613,074
	STREET CAPITAL	32	1,689,046	349,192	(481,754)	45,000	(87,562)	1,601,484
	<b>CAPITAL FUNDS TOTAL</b>		<b>2,605,350</b>	<b>353,192</b>	<b>(1,060,984)</b>	<b>1,317,000</b>	<b>609,208</b>	<b>3,214,558</b>
DEBT	COP DEBT SERVICE	43	2,541	0	(297,369)	297,369	0	2,541
	<b>DEBT FUND TOTAL</b>		<b>2,541</b>	<b>0</b>	<b>(297,369)</b>	<b>297,369</b>	<b>0</b>	<b>2,541</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>	<b>572,361</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>85,768</b>
<b>TOTAL FOR ALL FUNDS (Exclude Trust)</b>			<b>27,524,988</b>	<b>19,751,623</b>	<b>(20,129,731)</b>	<b>0</b>	<b>(378,108)</b>	<b>27,146,880</b>
TRUST	OPEB TRUST	71	3,734,655	1,609,375	(521,689)	0	1,087,686	4,822,340
	RETIREMENT TRUST	72	1,025,860	343,815	0	0	343,815	1,369,675
	<b>TRUST FUNDS TOTAL</b>		<b>4,760,515</b>	<b>1,953,190</b>	<b>(521,689)</b>	<b>0</b>	<b>1,431,501</b>	<b>6,192,016</b>
<b>TOTAL FOR ALL FUNDS</b>			<b>32,285,503</b>	<b>21,704,813</b>	<b>(20,651,420)</b>	<b>0</b>	<b>1,053,393</b>	<b>33,338,896</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	1,272,000
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	-
33-39005	From Debt Service Fund (43)	-	194	-	-	-
43-39001	From General Fund (11)	298,997	297,361	299,869	301,669	297,369
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>19,206,348</b>	<b>19,208,148</b>	<b>1,775,069</b>
<b>Transfers Out</b>						
11-99004	To Capital Fund (31)	5,550,000	888,840	675,000	675,000	1,272,000
11-99005	To Debt Service Fund (43)	298,997	294,979	299,869	301,669	297,369
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	-
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>19,206,348</b>	<b>19,208,148</b>	<b>1,775,069</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	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 Fees	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	0%
31009	Home Owner Property Tax Refund	1,968	1,845	2,000	2,000	2,000	0	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	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	0	0	0	0	0	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	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	0	0	5,000	0	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	0	0	0	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	0%
33003	Vehicle Penalties*	37,597	44,897	43,000	54,405	54,405	0	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>0</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 Villas Rents†	190,045	189,823	0	0	0	0	n/a
34022 1500 Hillside Rents	1	1	1	1	1	0	0%
34023 Town Hall Rents	41,461	41,461	41,500	41,500	41,500	0	0%
34024 Recreation Facility Rents	68,898	62,878	62,000	66,793	66,793	0	0%
34025 Corp Yard 601 F St. Rent	1	1	1	1	1	0	0%
34026 Verano Rents†	5,888	4,276	0	0	0	0	n/a
34028 A/V Equipment Rental	900	670	800	800	800	0	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 Villas and Verano operations, include rental income, are moved to Fund 83.

<b>Revenues from Other Agencies</b>							
35111 State Police Programs	12	15	10	10	10	0	0%
35112 P.O.S.T. Reimbursements	361	7,568	1,000	1,000	1,000	0	0%
35113 Inner Perspectives Revenues	11,250	11,700	11,000	11,000	11,000	0	0%
35121 County Grants <i>Asset forfeiture / property room</i>	6,607	1,854	0	11,000	0	(11,000)	-100%
35123 State Grants	5,000	5,000	5,000	5,000	5,000	0	0%
35141 Reimb for Public Works Maint	0	28,500	0	50,000	50,000	0	0%
<b>Total Revenues from Other</b>	<b>23,230</b>	<b>54,637</b>	<b>17,010</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	0%
36002 Cardroom Renewal Fees	12,150	13,615	10,000	14,405	14,405	0	0%
36211 Cal Water	16,739	14,137	14,000	14,137	14,137	0	0%
36221 Sewer Fees	741,229	741,035	0	0	0	0	n/a
36321 Release Impound Vehicles	6,880	8,720	5,500	9,520	9,520	0	0%
36322 Citation Sign Off	370	60	800	800	800	0	0%
36323 Fingerprinting	8,090	7,350	15,500	15,500	15,500	0	0%
36324 Police Reports	1,615	1,310	800	800	800	0	0%
36331 Special Police Services	7,528	4,780	6,000	6,000	6,000	0	0%
36401 Recreation & Park Fees	41,664	39,744	44,000	44,000	44,000	0	0%
36403 Shows, Tickets, Trip Fees	5,254	4,508	6,000	6,000	6,000	0	0%
36404 Holiday Fees	3,788	3,477	3,700	3,700	3,700	0	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	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	0%
37011 Sale Of Property	0	1,173	0	0	0	0	n/a
37021 Insurance Reimbursements	50,418	55,860	40,000	40,000	40,000	0	0%
37030 Other Reimbursements	0	0	50,000	0	12,000	12,000	n/a
37031 Other Operating Reimbursements	2,244	14,739	5,000	5,000	5,000	0	0%
37032 Cash Over (Short)	(5)	0	0	0	0	0	n/a
37033 Recycle Rebate	0	31,198	0	0	0	0	n/a
37034 Other Reimb - Electric Car Charger	0	0	0	0	60,000	60,000	n/a
37038 Other Contributions	0	197,176	0	0	0	0	n/a
37059 Other Miscellaneous Revenues	21,707	6,891	10,000	10,000	10,000	0	0%
<b>Total Other Revenues</b>	<b>74,453</b>	<b>307,337</b>	<b>105,300</b>	<b>55,300</b>	<b>127,300</b>	<b>72,000</b>	<b>130%</b>

<b>Total General Fund</b>	<b>18,125,611</b>	<b>18,745,554</b>	<b>17,484,322</b>	<b>17,714,141</b>	<b>17,735,830</b>	<b>21,690</b>	<b>0%</b>
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General Fund Reserves (12)	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>Charges for Current Services</b>							
36902 Accrued Leave Payout Allocation	0	0	0	0	65,000	65,000	n/a
<b>Total Charges for Current Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>n/a</b>

<b>Total General Fund Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>n/a</b>
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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	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 (RMRA)	0	6,942	25,009	23,801	24,844	1,043	4%
35209 Gas Tax - State Loan Repayment	0	1,712	1,712	1,693	1,693	0	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>
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# REVENUE DETAIL

(CONT)

Measure A (22)		2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<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>

Transportation Grant (23)		2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Revenues from Other Agencies</b>								
35003	State Transportation Grant	0	131,666	0	11,269	0	(11,269)	-100%
35005	Federal Transp (Transp Livable Comm)	0	0	0	0	0	0	n/a
35006	Federal Transp - Local Street Rd (Lsr)	0	0	0	0	0	0	n/a
35007	County Transp Grant	0	0	0	0	0	0	n/a
<b>Total Revenues from Other</b>		<b>0</b>	<b>131,666</b>	<b>0</b>	<b>11,269</b>	<b>0</b>	<b>(11,269)</b>	<b>-100%</b>
<b>Total Transportation Grant</b>		<b>0</b>	<b>131,666</b>	<b>0</b>	<b>11,269</b>	<b>0</b>	<b>(11,269)</b>	<b>-100%</b>

Public Safety Grant (27)		2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Use of Money and Property</b>								
34001	Interest On Investments	20	252	30	30	0	(30)	-100%
<b>Total Use of Money and Property</b>		<b>20</b>	<b>252</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>(30)</b>	<b>-100%</b>
<b>Revenues from Other Agencies</b>								
35111	State Police Programs	30,175	0	0	0	0	0	n/a
<b>Total Revenues from Other</b>		<b>30,175</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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>0</b>	<b>(30)</b>	<b>-100%</b>

# REVENUE DETAIL

(CONT)

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
Citizens Option for Public Safety (29)	Actual	Actual	Budget	Estimated	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	0%
35122 Federal Grants	3,459	0	0	0	0	0	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>0</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>

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
Capital Improvement (31)	Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
<b>Revenues from Other Agencies</b>							
35131 Measure "M"	169,204	0	0	0	0	0	n/a
<b>Total Revenues from Other</b>	<b>169,204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
<b>Revenues from Other Agencies</b>							
37038 Other Contributions	163,664	81,705	0	0	0	0	n/a
37045 Peg Cable Fees	4,669	3,760	0	5,000	4,000	(1,000)	-20%
<b>Total Revenues from Other</b>	<b>168,333</b>	<b>85,465</b>	<b>0</b>	<b>5,000</b>	<b>4,000</b>	<b>(1,000)</b>	<b>-20%</b>
<b>Total Capital Improvement</b>	<b>337,537</b>	<b>85,465</b>	<b>0</b>	<b>5,000</b>	<b>4,000</b>	<b>(1,000)</b>	<b>-20%</b>

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
Street Capital Improvement (32)	Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
<b>Revenues from Other Agencies</b>							
35003 State Transportation Grant‡	0	0	250,000	0	0	0	n/a
35005 Federal Transp (Transp Livable Comm)‡	0	0	525,000	0	0	0	n/a
35006 Federal Transp - Local Street Rd (Lsr)‡	0	0	100,000	0	0	0	n/a
35007 County Transp Grant‡	0	0	200,000	0	150,000	150,000	n/a
35206 Gax Tax SB1 Grant	0	0	199,192	0	199,192	199,192	n/a
<b>Total Revenues from Other</b>	<b>0</b>	<b>0</b>	<b>1,274,192</b>	<b>0</b>	<b>349,192</b>	<b>349,192</b>	<b>n/a</b>
<b>Total Street Capital Improvement</b>	<b>0</b>	<b>0</b>	<b>1,274,192</b>	<b>0</b>	<b>349,192</b>	<b>349,192</b>	<b>n/a</b>

‡ The grants are designated for the 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.

# REVENUE DETAIL

(CONT)

Town Hall Renovation - Debt Funding (33)		2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Use of Money &amp; Property</b>								
34001	Interest On Investments	23,734	15,505	0	0	0	0	n/a
<b>Total Use of Money &amp; Property</b>		<b>23,734</b>	<b>15,505</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
<b>Other Revenue</b>								
37060	Proceeds From Cop Issuance	0	0	0	0	0	0	n/a
<b>Total Other Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
Total Town Hall Renovation - Debt		23,734	15,505	0	0	0	0	n/a

Debt Service - Cert of Participation (43)		2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Use of Money &amp; Property</b>								
34001	Interest On Investments	55	397	0	0	0	0	n/a
<b>Total Use of Money &amp; Property</b>		<b>55</b>	<b>397</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
Total Debt Service - Cert of Participation		55	397	0	0	0	0	n/a

Vehicle Replacement (61)		2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<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	0	0	80,510	80,510	250,000	169,490	211%
<b>Total Charges for Current Services</b>		<b>0</b>	<b>0</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	0	0	0	0	n/a
<b>Total Other Revenue</b>		<b>2,084</b>	<b>3,145</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
Total Vehicle Replacement		7,703	11,318	85,810	85,810	257,300	171,490	200%

**REVENUE DETAIL**

**(CONT)**

Sewer Fund (81)		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>Charges for Current Services</b>								
36221	Sewer Fees	0	0	819,500	819,500	894,000	74,500	9%
<b>Total Charges for Current Services</b>		<b>0</b>	<b>0</b>	<b>819,500</b>	<b>819,500</b>	<b>894,000</b>	<b>74,500</b>	<b>9%</b>
Total Sewer Fund		0	0	819,500	819,500	894,000	74,500	9%

City Property (83)		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 &amp; Property</b>								
34021	Senior Housing Rents	0	0	190,000	190,000	190,000	0	0%
34026	Verano 1065 Mission Rd. Rent	0	0	5,500	3,700	3,700	0	0%
<b>Total Use of Money &amp; Property</b>		<b>0</b>	<b>0</b>	<b>190,000</b>	<b>190,000</b>	<b>190,000</b>	<b>0</b>	<b>0%</b>
Total City Property		0	0	195,500	193,700	193,700	0	0%

<b>Grand Total for All Funds</b>		<b>18,747,245</b>	<b>19,239,897</b>	<b>20,080,473</b>	<b>19,085,558</b>	<b>19,751,623</b>	<b>666,065</b>	<b>3%</b>
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# Departmental Budgets



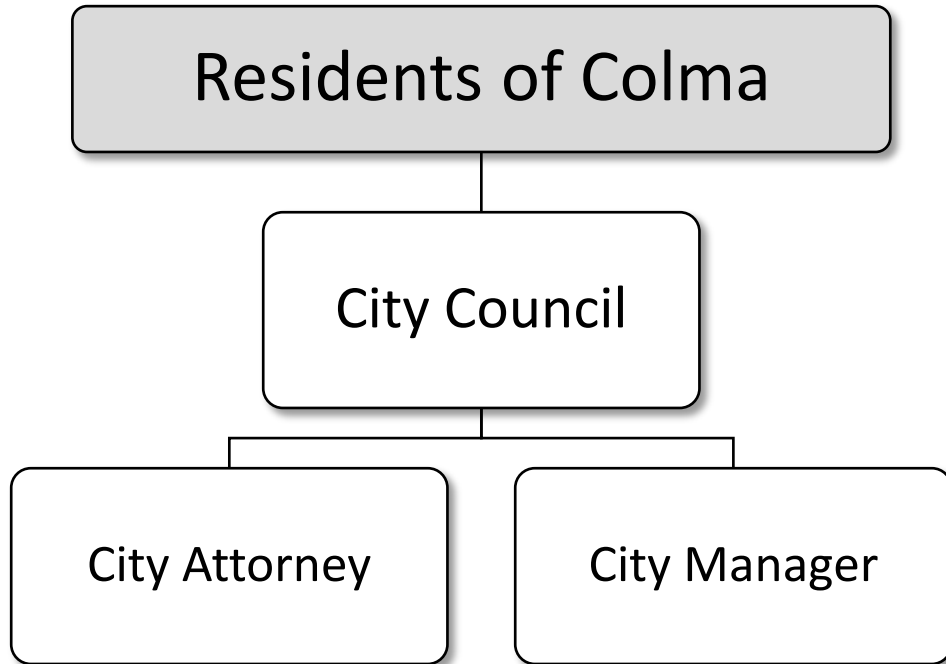
# Departmental/Fund Relationship

A majority of the Town's operation is within the General Fund.

Funds	General Government	Public Safety	Public Works and Planning	Recreation
General Fund (11)	110: City Council 130: City Attorney 140: City Manager & Clerk 141: Human Resources 150: Finance 151: General Services	210: Police Admin 220: Patrol 230: Dispatch/Communication	310: Admin, Engineering, and Building 320: Public Works Maintenance 800s: Facility Operations 410: Planning	510: Recreation
Gas Tax (21)			320: Public Works Maintenance – a portion of street maintenance contract cost	
Public Safety Grant (27)		220: Patrol		
COPS Grant (29)		240: Community Services		
Sewer (81)			320: Public Works Maintenance – Sewer portion	
City Properties (83)			800: Facility Operations – Creekside Villas and Verano operations	

# 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]	[b]/[a]-1
<b>CITY COUNCIL (11-110)</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Change in Budget</b>	<b>%</b>
Department Expenditures	246,988	249,459	302,610	312,454	333,490	21,036	7%
Department Revenues	-	-	-	-	-	-	n/a
<b>General Fund Subsidy / (Tax)</b>	<b>246,988</b>	<b>249,459</b>	<b>302,610</b>	<b>312,454</b>	<b>333,490</b>	<b>21,036</b>	<b>7%</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 \$333,490 is \$21,036 or 7% 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.

Beginning FY 2018-19, Donations line item (11-110-60007) was increased by \$30,000 while Grants line item (11-151-71031) was reduced by the same amount.

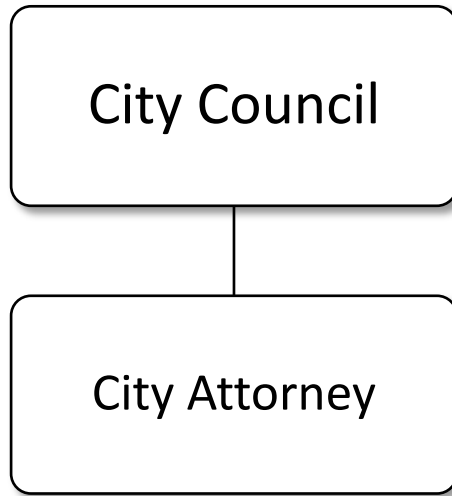
## EXPENDITURE DETAIL

			[a]	[b]	[b]-[a]	[b]/[a]-1		
CITY COUNCIL (11-110)			2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget
			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) -1%</b>
<b>Benefits</b>								
52001	Pers Misc. Employees		9,284	9,461	11,600	11,300	15,453	4,153 37%
			<i>Annual pension contribution to CalPERS and Pension Trust</i>					
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 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 8%</b>
<b>Supplies &amp; Services</b>								
60002	Office Supplies		187	-	500	500	500	- 0%
60005	Special Department Expense		4,312	5,312	16,500	21,500	16,500	(5,000) -23%
			<i>Council reorganization; Community outreach; Business recognition; Cemetery and auto row workgroup meetings; and CAPE</i>					
60007	Donations		59,913	68,813	95,000	95,000	95,000	- 0%
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>120,900</b>	<b>126,000</b>	<b>5,100 4%</b>
<b>Total Non-Personnel Cost</b>			<b>70,583</b>	<b>79,349</b>	<b>127,000</b>	<b>120,900</b>	<b>126,000</b>	<b>5,100 4%</b>
<b>Total City Council</b>			<b>246,988</b>	<b>249,459</b>	<b>302,610</b>	<b>312,454</b>	<b>333,490</b>	<b>21,036 7%</b>

\* CAPE – Community Action Plan for Emergencies (Colma's CERT Program)

# **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:

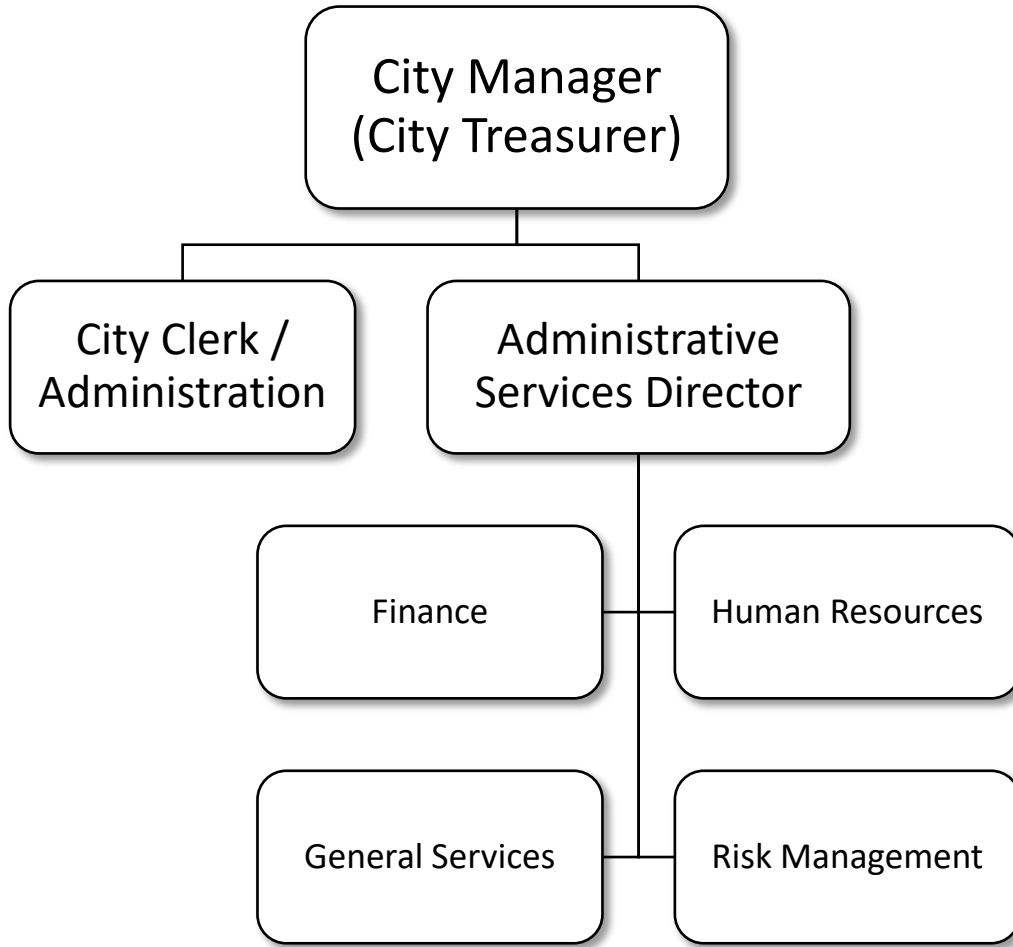
City Clerk,

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:

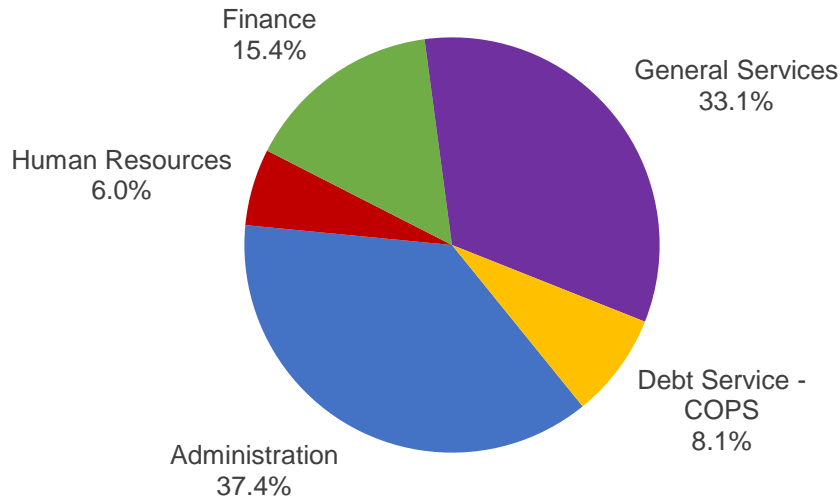
- Administration
- Human Resources
- Finance, with General Services and Debt Service

Positions include City Manager, City Clerk, Administrative Services Director, Human Resources Manager (0.75 FTE), two Accounting Technicians (1.8 FTE) and two Administrative Technicians (2.0 FTE).

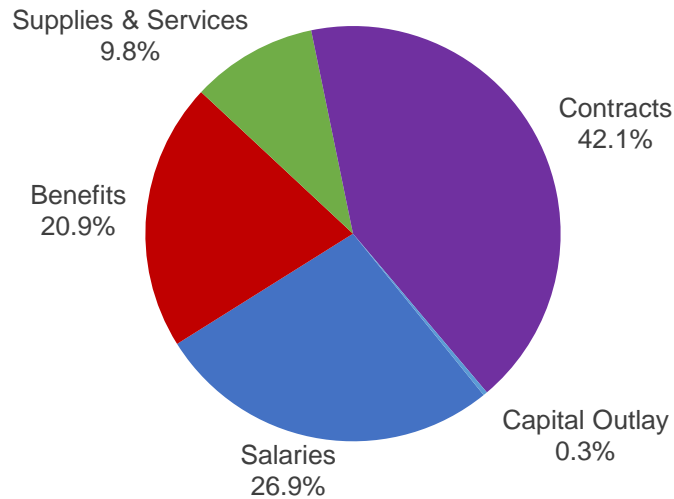


NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
140	ADMINISTRATION	717,530	553,055	51,800	30,000	11,645	1,364,030
141	HUMAN RESOURCES	103,860	64,152	17,470	33,000	0	218,482
150	FINANCE	161,558	144,164	53,485	202,200	0	561,407
151	GENERAL SERVICES	0	0	236,000	973,650	0	1,209,650
620	DEBT SERVICE - COPS	0	0	0	297,369	0	297,369
<b>TOTAL EXPENDITURES</b>		<b>982,948</b>	<b>761,371</b>	<b>358,755</b>	<b>1,536,219</b>	<b>11,645</b>	<b>3,650,938</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

		2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
CITY MANAGER (11-140)		Actual	Actual	Budget	Estimated	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 Human Resources Manager (0.75 FTE) 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 20, 15, 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 benefited Part-Time HR Manager.

## 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	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
HUMAN RESOURCES (11-141)	Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
Department Expenditures	227,145	243,946	117,400	113,839	218,482	104,643	92%
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>218,482</b>	<b>104,643</b>	<b>92%</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 \$218,482, or \$104,643 more than the FY 2018-19 Estimated Actual. The main driver is the change in Part-Time HR Manager position, where prorated benefits will be offered beginning in FY 2019-20.



## 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	-	-	102,500	102,500 n/a
	<i>Human Resources Manager (0.75 FTE in 2019-20); Human Resources Manager (2016-17 &amp; 2017-18)</i>							
51003	Part-time Staff		-	1,153	70,000	62,647	-	(62,647) -100%
	<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>103,860</b>	<b>41,213 66%</b>
<b>Benefits</b>								
52001	Pers Misc. Employees		19,877	16,931	-	-	14,404	14,404 n/a
	<i>Annual pension contribution to CalPERS and Pension Trust</i>							
52007	Health		29,995	21,188	-	-	4,800	4,800 n/a
52008	Dental		2,258	2,070	-	-	1,740	1,740 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	6,355	2,471 64%
52015	Medicare - Employer		1,402	1,579	1,000	908	1,486	578 64%
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>64,152</b>	<b>59,360 1239%</b>
<b>Total Personnel Cost</b>			<b>188,063</b>	<b>194,782</b>	<b>75,500</b>	<b>67,439</b>	<b>168,012</b>	<b>100,573 149%</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 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>218,482</b>	<b>104,643</b>	<b>92%</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.

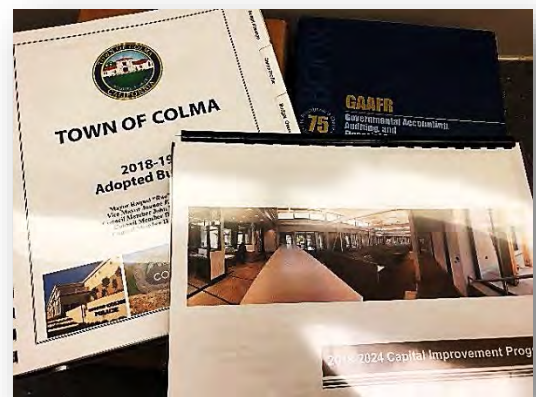
**STAFFING**

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	2,255
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**

				[a]	[b]	[b]-[a]	[b]/[a]-1
<b>GENERAL SERVICES (11-151)</b>	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
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**

				[a]	[b]	[b]-[a]	[b]/[a]-1
<b>GENERAL SERVICES (11-151)</b>	2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
	Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Revenues</b>							
37021 Insurance Reimbursements	50,418	55,860	40,000	40,000	40,000	-	0%
<i>Property claim reimbursements</i>							
<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**

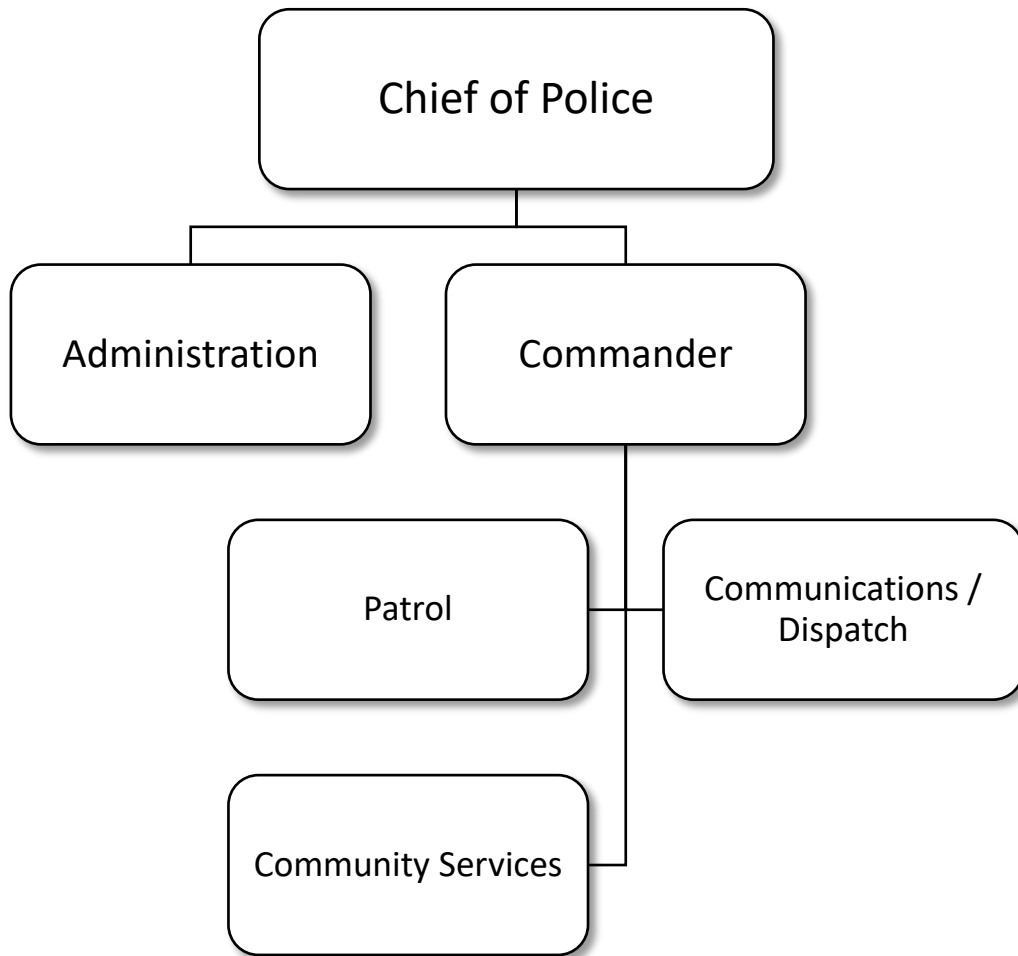
In 2014-15, the City Council established a Town Hall Renovation project budget of \$13 million. In September 2015, the Town completed the 2015 COP Financing to fund the \$18.0 million Town Hall Campus Renovation Project. The principal amount of the COP issuance was \$5.3 million and the amount deposited 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	3,400	(2,000)	-37%
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>297,369</b>	<b>(4,300)</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>297,369</b>	<b>(4,300)</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>297,369</b>	<b>(4,300)</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

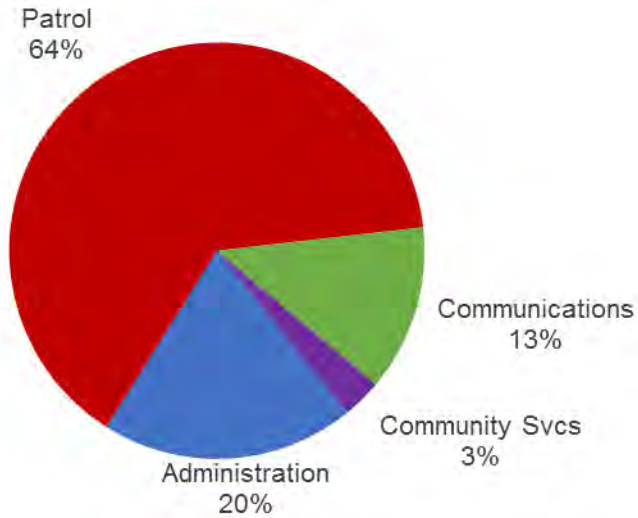
The Department is primarily supported by the General Fund, with the exception of the Community Services Officer (CSO) position which is funded by a SLESF grant from the State of California.

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.

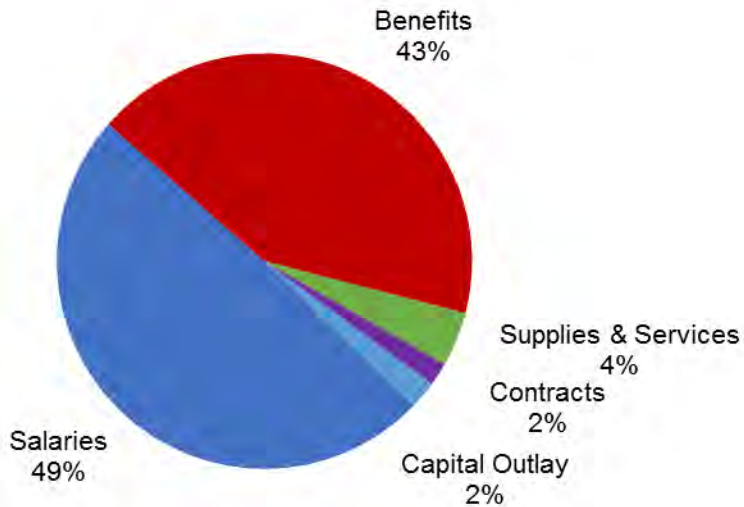


NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
210	ADMINISTRATION	744,814	746,314	83,700	93,569	48,151	1,716,548
220	PATROL	2,847,711	2,454,373	137,233	0	137,073	5,576,390
230	COMMUNICATIONS	512,589	402,938	143,250	62,000	1,000	1,121,777
240	COMMUNITY SVCS	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 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, \$138,826 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 increase from 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 the employee 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 contributions to the Vehicle Replacement Fund (Fund 61) has 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 goals.

## 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		
			2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget
POLICE PATROL (11-220)			Actual	Actual	Budget	Estimated	Proposed	\$ %
<b>Benefits</b>								
52002	Pers Safety Employees		663,648	754,103	817,400	832,739	1,071,799	239,060 29%
	<i>Annual pension contribution to CalPERS and Pension Trust</i>							
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		28,808	23,747	24,000	24,000	27,500	3,500 15%
	<i>Cell phones; Evidence; Safety equipment; Video equipment; Film; Range supplies; Fire arms related supplies; Miscellaneous supplies</i>							
60008	Dues & Publications		1,097	1,009	1,000	1,000	1,000	- 0%
	<i>PESA; Juv Ofc; CPOA; TMA; Official magazines / books, business cards</i>							
60010	Conferences & Meetings		518	658	700	700	700	- 0%
	<i>State &amp; local meetings; conference, seminars, etc</i>							
60013	Auto Expense		64,289	93,379	65,000	65,000	65,000	- 0%
	<i>Fuel, tires, vehicle repairs, vehicle equipment, car wash, towing</i>							
61002	Training		11,938	31,154	25,000	25,000	25,000	- 0%
	<i>POST &amp; non-POST training, special enforcement, terrorism training</i>							
63001	Booking		2,827	2,966	9,000	8,000	8,000	- 0%
	<i>Citation processing</i>							
63002	Investigations		211	-	2,000	2,000	2,000	- 0%
	<i>Travel, sketches, equipment rental for patrol-related investigations, code enforcement</i>							
<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	6,000	2,700	82%
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	1,308	887	211%
61002 Training <i>Crisis Intervention Training</i>	-	1,700	-	2,630	2,725	95	4%
<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>

**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 contributions to CalPERS and \$34,400 into the PARS Pension Trust, as part of the 2018 Unfunded Liabilities Funding Strategy; and
- \$13,901 – healthcare cost increase 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	31,000	18,530	(12,470)	-40%
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>466,438</b>	<b>512,589</b>	<b>46,151</b>	<b>10%</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>799,915</b>	<b>915,527</b>	<b>115,612</b>	<b>14%</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 FTE 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 increases 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>

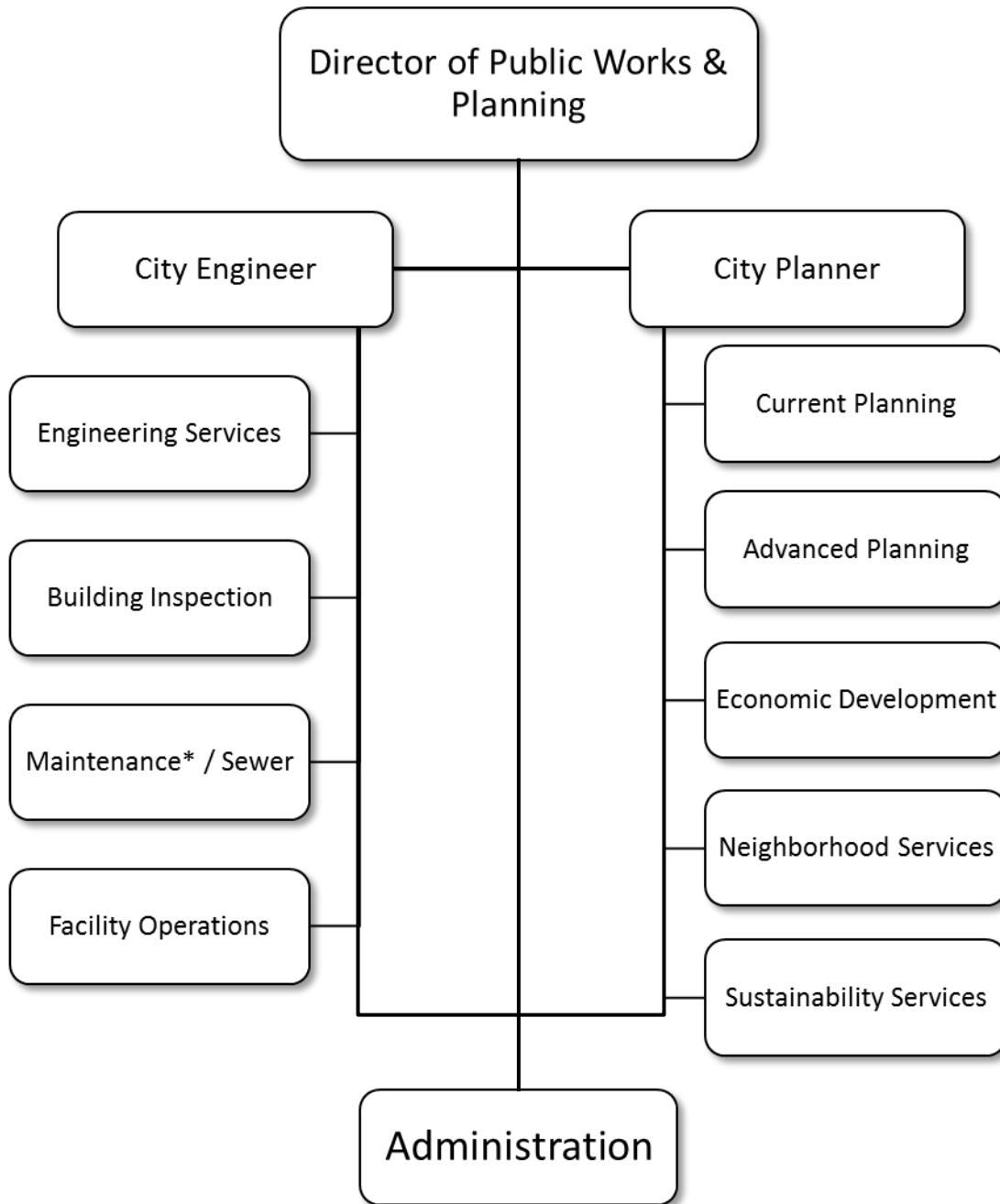
## EXPENDITURE DETAIL

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.

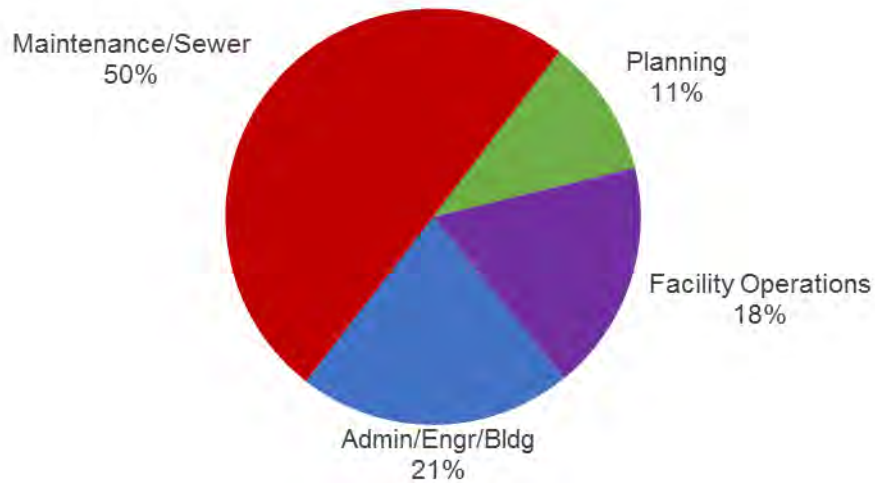
Contract technical professionals and three Town employees provide Public Works and Planning services. Department responsibilities include the development and implementation of the Town's Five-Year Capital Improvement Program (CIP); administration and implementation of solid waste recycling and National 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.

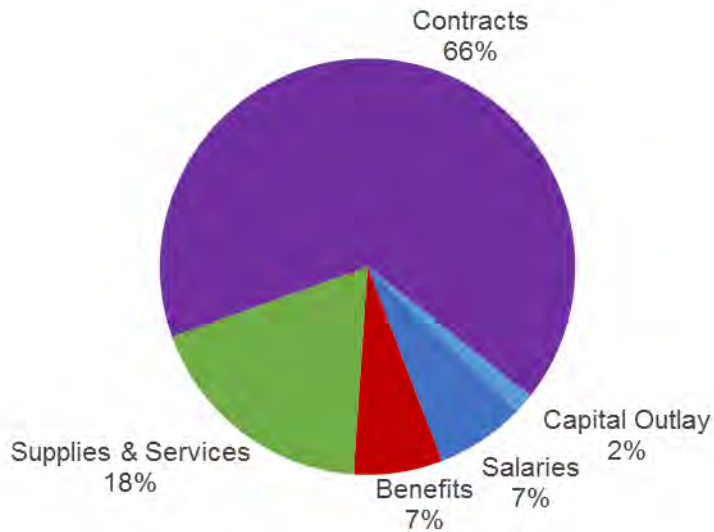


NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
310	ADMIN/ENGR/BLDG	0	0	10,500	971,900	0	982,400
320	MAINTENANCE/SEWER	319,709	318,768	12,500	1,575,900	71,856	2,298,733
410	PLANNING	0	0	0	497,420	0	497,420
800'S	FACILITY OPERATIONS	0	0	825,775	0	0	825,775
<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 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**

The Public Works Maintenance/Sewer Division is responsible for the upkeep and maintenance of public streets, sidewalks, traffic signals, street lights, storm water systems and public facilities. The Division also manages roadway weed and litter control and graffiti abatement; participates in the National Pollutant Discharge Elimination System (NPDES) Storm Water Program; and are the first responders to sanitary sewer overflows. The Division also manages the landscape, facility janitorial and HVAC maintenance contracts.

## **STAFFING**

The Division is composed of one Maintenance Supervisor and two Maintenance Technicians, overseen by the 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 and elevating 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 parking 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 approved the separation of the 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	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>	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>	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<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>
				[a]	[b]	[b]-[a]	[b]/[a]-1
<b>PUBLIC WORKS MAINTENANCE (21-320)</b>	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<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>
				[a]	[b]	[b]-[a]	[b]/[a]-1
<b>PUBLIC WORKS SEWER OPS (XX-320)</b>	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 Proposed	Change in Budget \$	%
<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 Estimated	[b] 2019-20 Proposed	[b]-[a] Change in Budget \$	[b]/[a]-1 %
<b>FACILITIES SUMMARY (800)</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</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 the Town Hall Annex facility cost. Upon completion of the Town Hall Campus Renovation, the Town Hall Annex and Town Hall facility operations were merged into Town Hall.
- \$60,000 of projected reimbursement for the electric car charging program. The Town Hall Campus Renovation included the installation of electric car charging 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 costs.
- \$190,000 of projected rental income from Creekside Villas and \$3,700 for Verano. In FY 2018-19, the City Council approved the creation of Fund 83 to record all Creekside Villas 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 Operations 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 HALL ANNEX 802)

With the completion of the Town Hall Campus Renovation, Town Hall and Town Hall 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 Gas and Electricity	2,337	1,908	3,150	2,500	3,150	650	26%
90003 Water	5,421	5,408	5,800	5,000	5,800	800	16%
90006 Supplies	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 Gas and Electricity	356	296	400	500	500	-	0%
90003 Water	7,819	7,192	4,000	5,200	5,400	200	4%
90006 Supplies	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
<b>COMMUNITY CENTER (11-805)</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	-	-	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

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
POLICE STATION (11-806)	Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
<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

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a]	[b]/[a]-1
CORPORATION YARD (11-807)	Actual	Actual	Budget	Estimated	Proposed	Change in Budget \$	%
<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 Creekside Villa 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 Gas and Electricity	3,116	3,819	4,200	3,300	3,300	-	0%
90003 Water	8,164	13,154	8,000	12,350	8,000	(4,350)	-35%
90006 Supplies	-	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 Rents	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 Property Management	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 Water	1,191	978	1,750	1,750	1,750	-	0%
90008 Landscaping	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**

					[a]	[b]	[b]-[a]	[b]/[a]-1
<b>GUN RANGE (11-812)</b>		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Facility Operations</b>								
90006	Supplies <i>Range improvements</i>	23	-	500	500	500	-	0%
90014	Miscellaneous Maintenance <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, an Associate Planner, a Sustainability Manager, a Code Enforcement Officer and additional planning staff are available to assist the Town on an as-needed basis. Administrative support is provided by the Town's Administrative Technician.

## **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; 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 cost increases are 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

					[a]	[b]	[b]-[a]	[b]/[a]-1
PLANNING (11-410)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<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

					[a]	[b]	[b]-[a]	[b]/[a]-1
PLANNING (11-410)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<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)**

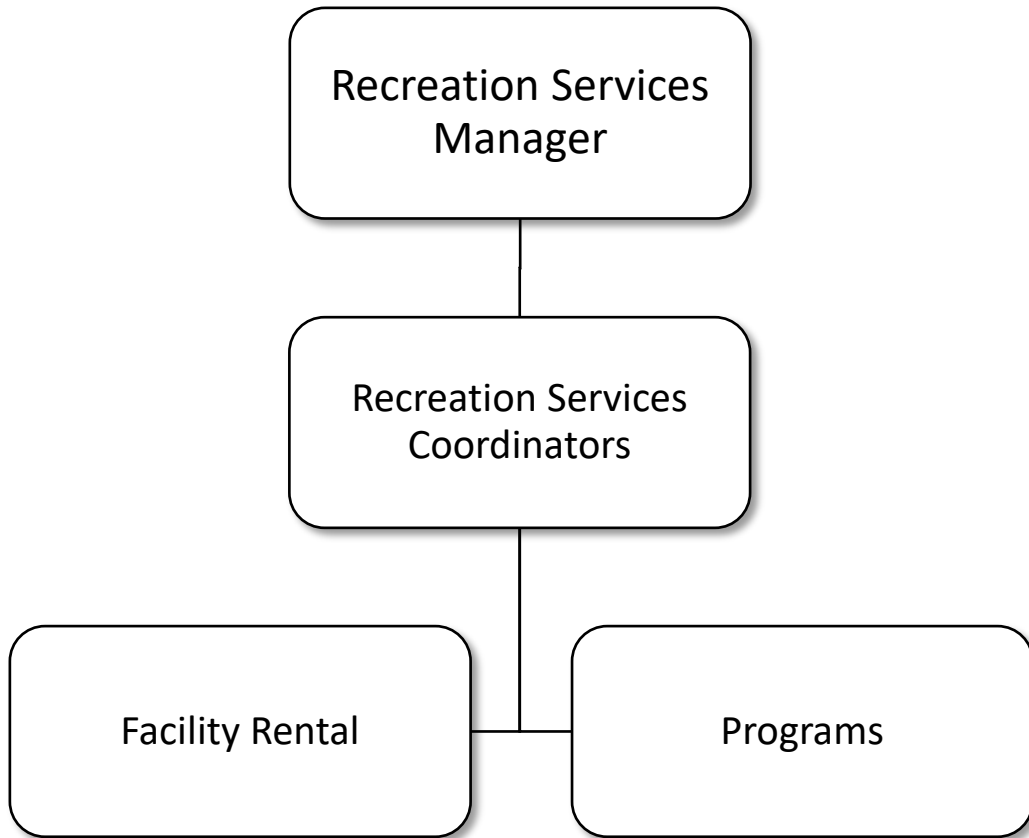
					[a]	[b]	[b]-[a]	[b]/[a]-1
PERMITS (11-Use)		2016-17	2017-18	2018-19 Final	2018-19	2019-20	Change in Budget	
		Actual	Actual	Budget	Estimated	Proposed	\$	%
<b>Contractual</b>								<b>(Cont.)</b>
71012	Neighborhood Services <i>Code enforcement; Neighborhood improvement; Permit compliance; Weed abatement</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.

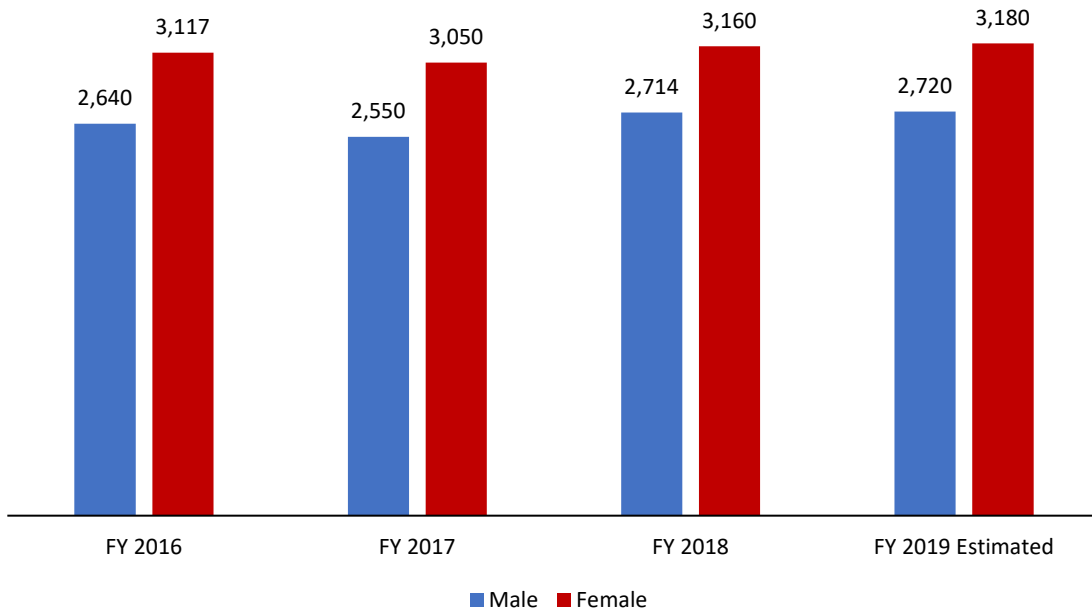
Department Goals	2016-17 Actual	2017-18 Actual	2018-19 Estimates	2019-20 Proposed
Maintain Annual Customer Service Survey Overall Rating of 9.0 <sup>1</sup> or better	9.4	9.0	9.0	9.5

<sup>1</sup> On a scale of one (poor) to ten (exceed expectations).

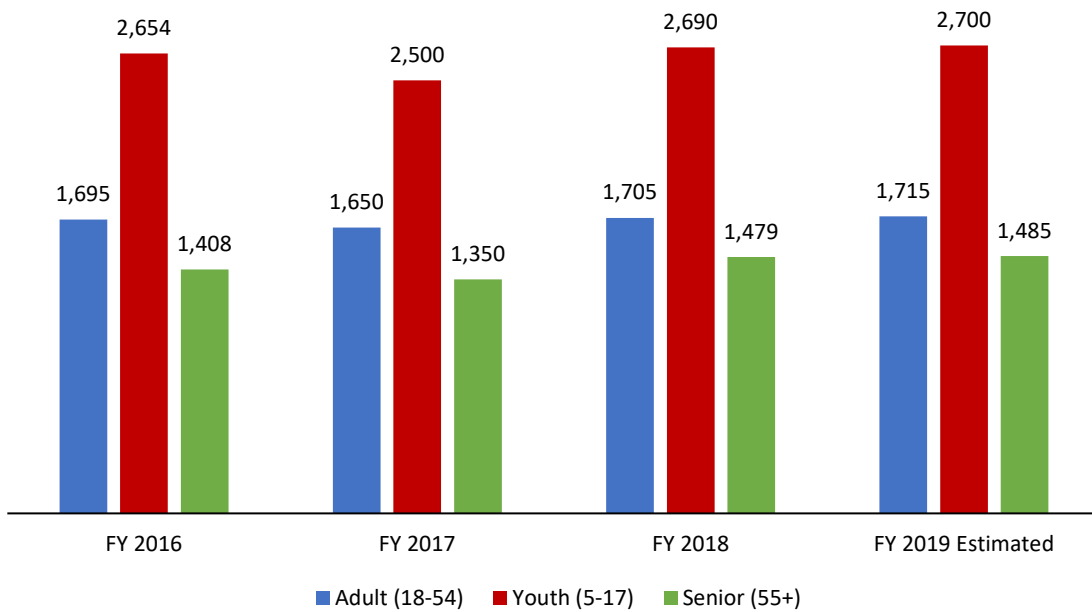
### Program Demographics

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

				[a]	[b]	[b]-[a]	[b]/[a]-1
RECREATION (11-510)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 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 demand 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

				[a]	[b]	[b]-[a]	[b]/[a]-1
RECREATION (11-510)	2016-17 Actual	2017-18 Actual	2018-19 Final Budget	2018-19 Estimated	2019-20 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 151 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 Spending Plan

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 VILLAS 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 Villas Painting project is scheduled 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	\$ 145,000	\$ 277,640	\$ 808,460	\$ 0
<b>Total Funding</b>	<b>\$ 1,198,474</b>	<b>\$ n/a</b>	<b>\$ 145,000</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	\$ 145,000	\$ 277,640	\$ 808,460	\$ 0
<b>Total Project Cost</b>	<b>\$ 1,198,474</b>	<b>\$ n/a</b>	<b>\$ 145,000</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**

<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)	\$ 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**



# Financial Trends and Projection

This section of the Budget provides additional analysis based on historical trends and a projection of future revenue and expenditures. Included are schedules showing five years of actual revenue and expenditure data for all funds. The General Fund comprises the most significant component of the Town's financial base. A five-year General Fund projection was prepared. The projection is a high-level forecast that can be used as a financial planning tool.

## HISTORICAL REVENUE AND EXPENDITURES (ALL FUNDS)

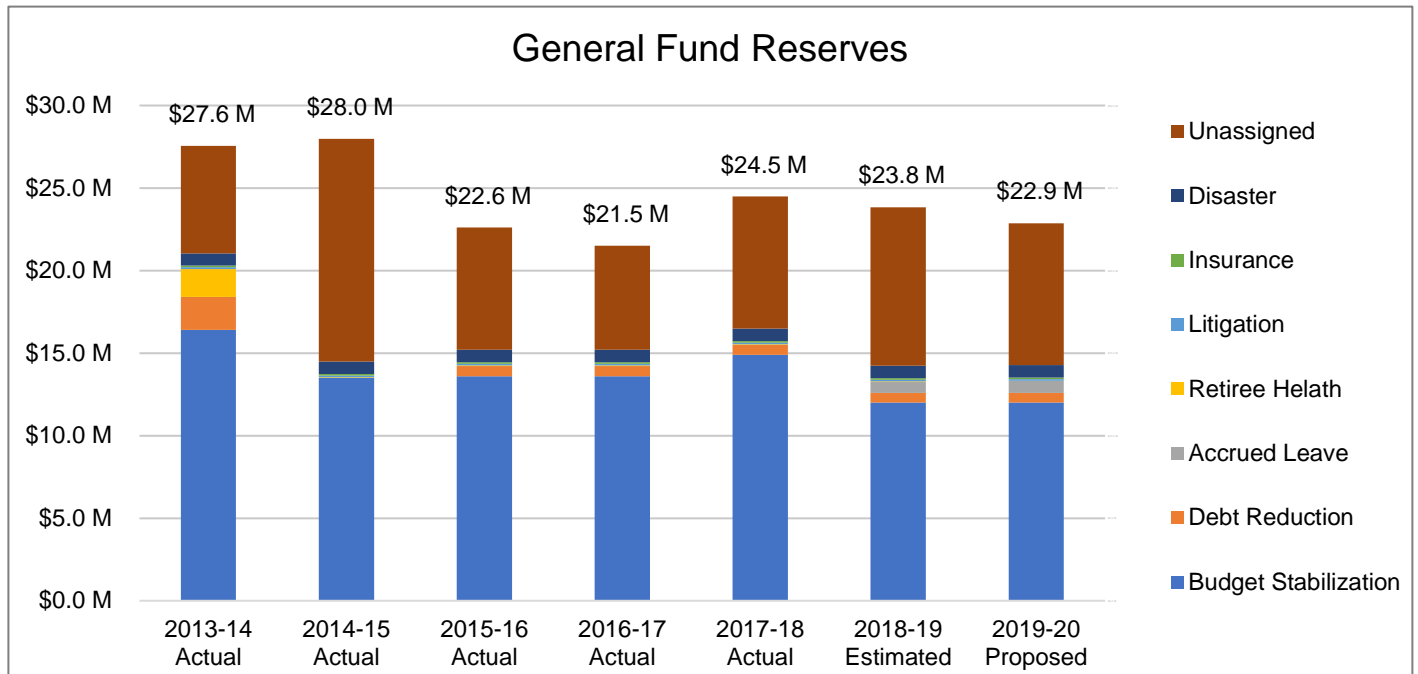
The Town-wide total revenues and expenditures since FY 2013-14 are as followed:

ALL FUNDS	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ESTIMATED	2019-20 PROPOSED
TOTAL REVENUES	16,132,051	16,901,801	24,004,570	18,747,245	19,239,897	19,085,558	19,751,623
TOTAL EXPENDITURES							
OPERATING	10,233,787	9,846,332	11,162,338	13,496,471	14,842,259	16,264,966	18,381,819
DEBT SERVICE	12,660,371	0	294,087	295,669	293,469	296,269	293,969
CAPITAL PROJECTS	512,053	3,186,184	1,492,355	3,748,859	8,507,936	6,428,368	1,433,624
NET IMPACT ON RESERVES	(7,274,160)	3,869,285	11,055,790	1,206,246	(4,403,767)	(3,904,045)	(357,789)

Overall, the Town has successfully maintained its operating expenditures, plus debt service, below the annual revenues. This operating surplus allows the Town to build up its reserve balances and achieve the following major accomplishments:

- Retired Certificate of Participation of \$12.1 million for the construction of the Colma Police Station, in FY 2013-14.
- Secure \$5.1 million of Certificate of Participation in FY 2015-16 for the construction of a new Town Hall.
- Contribute \$12.9 million of General Fund reserves for the design and construction of the new Town Hall – total project cost of \$18.0 million.
- Begin allocating a portion of the Town's 2018-19 General Fund reserves towards unfunded pension and OPEB liabilities (Trusts total \$6.2 million), vehicle replacement fund (\$0.6 million), capital improvement fund (\$0.8 million) and Accrued Leave Payout reserve (\$0.7 million).

Below is a chart of the General Fund Reserves for the same period.



The dramatic reduction in General Fund Reserves in FY 2015-16 and FY 2016-17 are the result of transferring close to \$12.9 million from General Fund reserves to fund the Town Hall renovation project. FY 2018-19 includes the transfer of \$1.0 million to the Town’s Pension Trust and supplemental pension contribution to CalPERS of \$1.05 million. The FY 2019-20 Proposed Budget includes the transfers of \$727,000 of unassigned fund balance to Capital Improvement Fund (31) and \$343,000 to the Town’s Pension Trust.

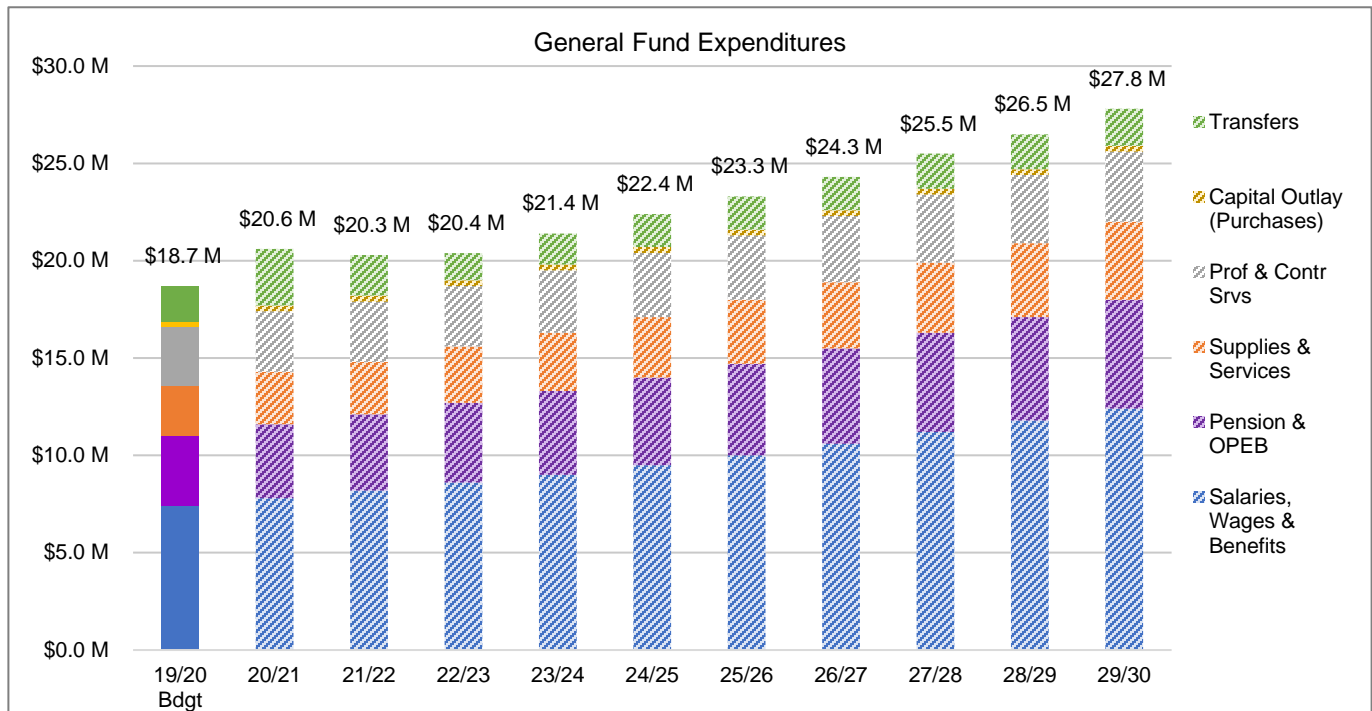
### GENERAL FUND FORECAST AND ASSUMPTIONS

To understand the potential financial challenges to the Town in the next ten years, this section of the budget will focus on the General Fund. General Fund represents 85 percent of total Town operations and subsidizes the Sewer Funds and Capital Improvement Funds. Additionally, this section is organized to show the status quo, the financial impact of a recession in 2020, and potential solutions. These solutions will require further analysis and City Council authorization.

All scenarios have the following base assumptions to General Fund Expenditures.

### General Fund Expenditure – Base Assumptions

The average increase in total expenditures from FY 2020-21 through FY 2024-25 is 4.1 percent and 3.7 percent through FY 2029-30.

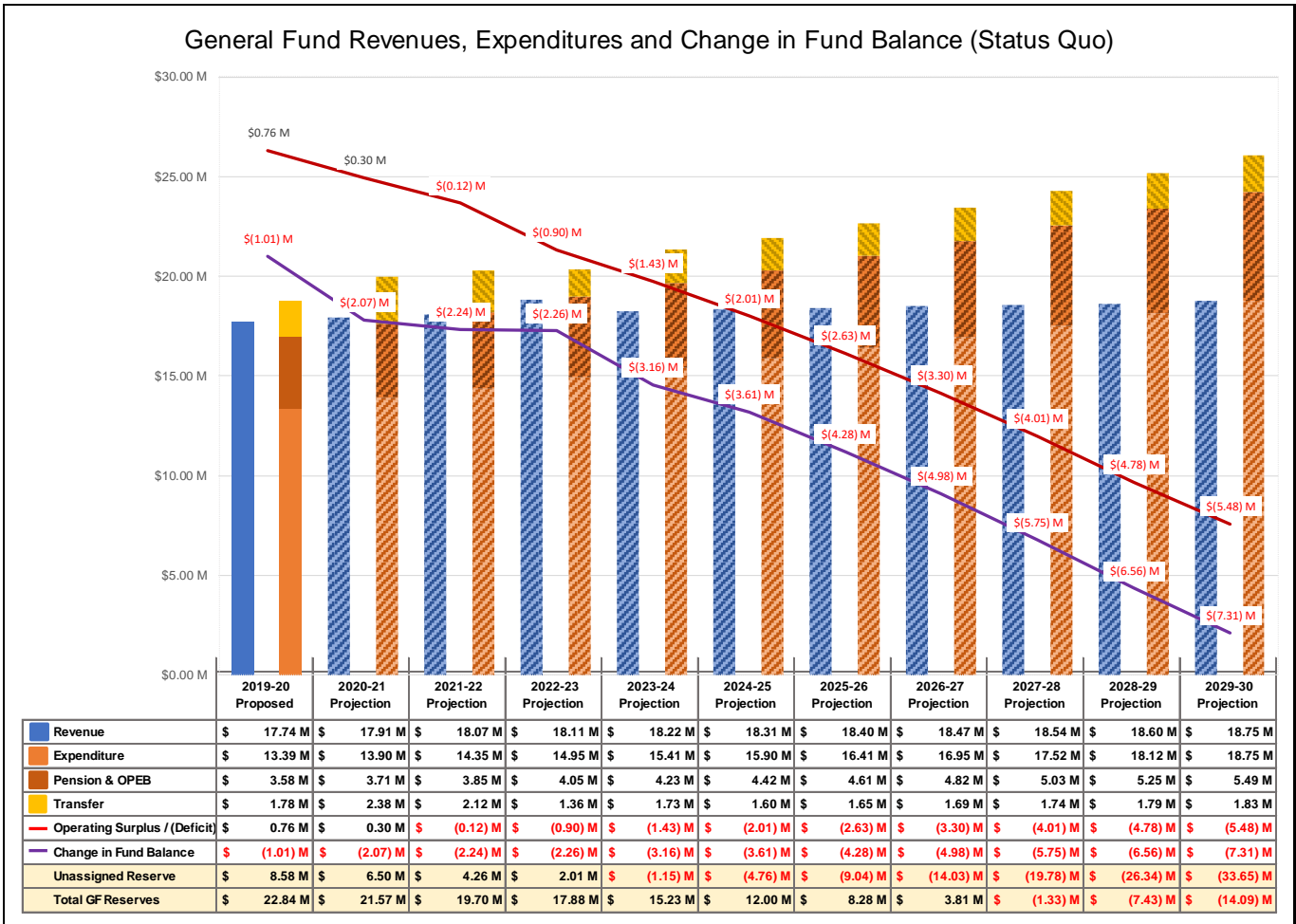


Expenditure projections are based on the following assumptions:

- **Salary & Wages** are assumed to increase 5.5 percent in FY 2020-21 and FY 2021-22 due to the City Council approved COLA adjustments and 4 percent thereafter to account for pay increases based on performance (step increases).
- **Benefits** are projected by categories. Pension costs projection assumes 12 percent of payroll for the Miscellaneous employee and 40 percent for the Safety employee groups plus an average annual contribution to Pension Trust of \$500,000. Health and Welfare and OPEB Trust contribution projections assume a 5 percent per year increase. Other Benefits assumes a 1 percent per year increase.
- **Supplies & Services** projection includes 11 percent assumed increase for insurance cost and a 1 percent increase for all other supplies & services.
- **Professional & Contractual Services** projection assumes a 2 percent annual increase.
- **Capital Outlay**, which is primarily vehicle replacement allocation, stays the same.
- **Transfers** include fixed annual debt payment of \$300,000, capital project contribution of \$500,000, transfer to Budget Stabilization Reserve of \$500,000 average per year, and General Fund Subsidy towards COPS Grant Fund (29) and Sewer Operations (81) at roughly \$300,000 per year. Beginning, FY 2020-21, the CSO program will require General Fund subsidy of \$63,000 to \$250,000 to maintain the current service level for the next ten years.

## Status Quo Assumptions and Projections

The Status Quo scenario assumes slow to no growth in General Fund Revenues and no significant changes to the Town’s operation (See General Fund Expenditure – Base Assumptions for more information). Under this scenario, the Town is expected to experience its first operating deficit (red line) in a decade. The rising cost in pension, OPEB, and insurance and the flattening of General Fund revenues are the main drivers of the operating deficit and the reduction in fund balance.



Based on the chart above, the Town is expected to have operating surplus in FY 2019-20 and FY 2020-21. After transfers to debt service, capital, sewer operation and Community Services Program, the General Fund reserves for FY 2019-20 and FY 2020-21 will reduce by \$1.01 million and \$2.07 million, respectively.

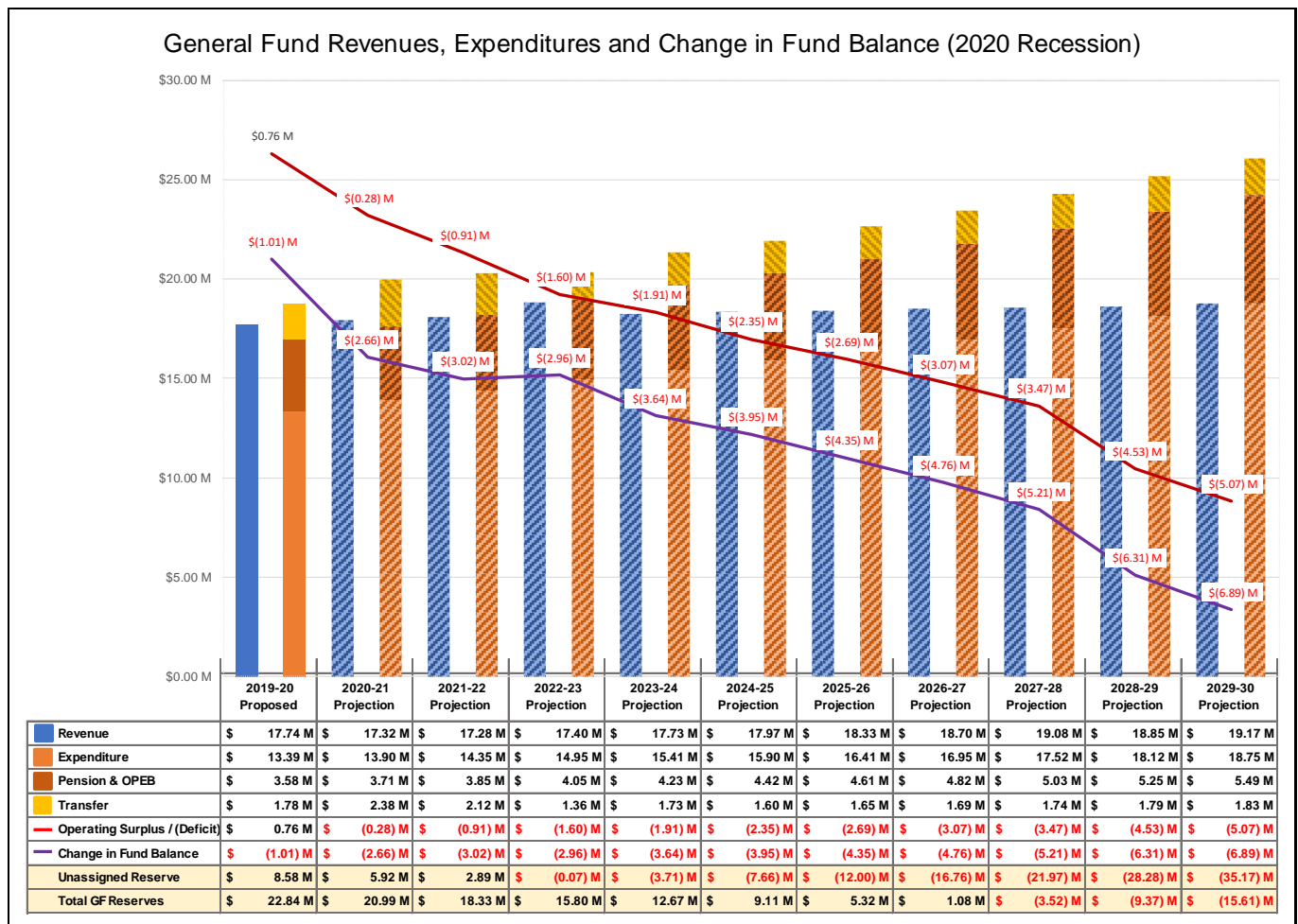
Lastly, the negative \$14.09 million of Total GF Reserve for FY 2029-30 signifies that the Town would have depleted all its General Fund Reserves and would need an additional \$14.09 million in new funding, including debt, to remain solvent.



## Projected Recession in FY 2020-21

In March 2019, economist began discussing the inverted yield curve and the signal of the next recession. Many believe this recession will be less severe when compared to the 2007 Housing Crisis but most likely to occur in Mid-2020.

The following scenario assumes the recession begins at the start of FY 2020-21 with a three year recovery period. This equates to a 2.3 percent reduction in General Fund Revenues in FY 2020-21, slow return to 2 percent growth in FY 2025-26, and Town operations stay the same. This scenario moves up the operating deficit by one year and results in a financing need of \$15.61 million by FY 2029-30.



## Potential Options to Mitigate Insolvency

The Town has been vigilant in the last few years in preparing for the next economic downturn. Changes made include funding of OPEB and pension trust above the pay-as-you-go level, setting aside funds for capital improvements to avoid rising construction costs from deferred maintenance and improvements, working closely with local businesses to promote economic development, completing a user fee study which raised permit fees, and successfully passed a voter-approved Transient Occupancy Tax (TOT). Contributions to the trust funds and capital improvement funds can be used as part of the budget stabilization strategy to free up General Fund revenues for other essential Town services and operations. The new permit fees are accounted for in the projections, above. The TOT was established in preparation for when a hotel/motel is developed in Town.

Due to the projections above, the Town should consider cost containment/reduction strategies to remain financially healthy in the next ten years. To aggressively address the projected depletion of the Town's reserve, the following cost containment/reduction and new revenue measures can be considered. Staff intends to review cost containment/reduction and new revenue measures as part of the 2020-22 Strategic Plan and future study sessions with the City Council.

### COST CONTAINMENT AND REDUCTION

Generally, before new revenue measures are considered, cost containment and reduction measures are considered. Below is a list of potential cost reduction measures:

- **Salary & Wages.** In April 2019, the City Council approved six semi-annual COLA increases through FY 2021-22, if the Town continues to experience operating surplus through all three years. With the City Council's foresight, the agreement included a "reopener" clause in the event the Town faces an operating deficit in FY 2020-21. At which point, the Town may forego on COLAs.  
In addition to potentially eliminating COLAs for FY 2021-22, the Town may consider hiring freezes. This may increase employee turnover and may reduce Town programs and services.
- **Pension & OPEB.** The Town may decide to "pay as you go" for both Pension and OPEB. However, this measure will handicap the Town in meeting its future unfunded liabilities.
- **Supplies and Contractual Services.** Colma contracts out permit processing services, facilities and landscape maintenance, and insurance. For the most part, there is a minimal contingency budget in this category. The Town may reduce the annual budget to be \$100,000 less than previously projected under the Status Quo and 2020 Recession, above. Permit processing time may need to be lengthened, as a result, and facility maintenance and minor repair may be deferred.
- **Capital Improvement Fund Contribution.** The Town may limit the maximum General Fund transfer of \$500,000 per year to Capital Improvement Fund (31) through FY 2024-25 and zero transfers thereafter.
- **Parking Enforcement Program.** Once Grant Reserve fund is depleted, projected for FY 2020-21, the Town's parking enforcement program may need to be altered to avoid General Fund Subsidy.
- **Sewer Operation and Capital Funds.** The above projections assume General Fund subsidy of \$150,000 to \$200,000 per year to subsidize for sewer operation, including capital improvements. To eliminate General Fund subsidy, the Sewer Funds should be fully self-funded and an increase in sewer fees will be required. The fees will have to be established as part of a Sewer Fee Study and complete the Proposition 218 process.

- **Vehicle Purchase (Capital Outlay).** The FY 2019-20 Proposed Budget includes an annual Departmental Budget transfer of \$250,000 to the Fleet Replacement Fund (61) to meet vehicle replacement schedule. In future years, we may have to delay vehicle replacement and reduce annual contribution.
- **Budget Stabilization Reserve.** To keep Unassigned General Fund in the black, Budget Stabilization needs to remain at \$12.0 million, despite the Town's reserve policy to set aside 100 percent of the prior year's operating budget as Budget Stabilization.

## **Next Step**

Preparing for the impending structural deficit and reduction in General Fund reserve is a complicated issue that requires more in-depth study and continued monitoring. It requires a combination of increases in revenues and cost containment/reduction. The cost containment/reduction measures proposed in this section are preliminary suggestions identified by Staff and will be studied and presented to the City Council as part of the 2020-22 Strategic Plan.

Other measures to consider include making supplemental contributions to CalPERS directly during the next economic downturn to reduce the overall pension liability, looking at the benefit of leasing Town fleet, rather than purchase, negotiating shared medical premium cost with employees, considering new revenue measures, increasing rental income, changing the Town's investment portfolio, and investing in the Town's businesses and business corridors to enhance or prolong economic viability within Town.

## **Financial Summaries**

The tables include financial summaries for all Town funds by Fund Categories: General Funds, Special Revenues and Debt Service Funds, Capital Improvement Funds, Internal Service Fund, and Enterprise Funds.

# General Funds (11&12)

	2016-17	2017-18	2018-19 Final	[a] 2018-19	[b] 2019-20	[b]-[a] Change in Budget	[b]/[a]-1
General Fund (11)	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	726,345	728,905	724,000	753,299	751,700	(1,599)	-0.2%
Licenses and permits	372,321	278,046	130,840	116,880	277,034	160,154	137.0%
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	17,010	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%
Allocations	-	-	-	-	-	0	n/a
Other revenues	74,453	307,337	105,300	55,300	127,300	72,000	130.2%
<b>Total Revenues</b>	<b>18,125,611</b>	<b>18,745,554</b>	<b>17,484,322</b>	<b>17,714,141</b>	<b>17,735,830</b>	<b>21,690</b>	<b>0.1%</b>
<b>Expenditures by Category</b>							
Salaries, Wages, & Benefits	8,025,661	9,121,228	10,036,370	9,808,364	11,043,926	1,235,562	12.6%
Supplies & Services	2,675,148	2,887,681	2,350,740	2,316,637	2,565,430	248,793	10.7%
Professional & Contract Services	2,600,782	2,630,978	2,953,228	2,742,486	3,048,639	306,153	11.2%
Capital Outlay	21,437	42,963	137,210	118,712	293,202	174,490	147.0%
<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>16,951,197</b>	<b>1,964,998</b>	<b>13.1%</b>
<b>Operating Surplus/ (Deficit)</b>	<b>4,802,583</b>	<b>4,062,704</b>	<b>2,006,774</b>	<b>2,727,942</b>	<b>784,633</b>	<b>(1,943,309)</b>	<b>-71.2%</b>
<b>Other Activities</b>							
Transfers In	0	29,499	0	300,000	0	(300,000)	-100.0%
Transfers (Out)	(5,848,997)	(1,183,819)	(16,926,905)	(16,928,705)	(1,775,069)	15,153,636	-89.5%
<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>(1,775,069)</b>	<b>14,853,636</b>	<b>-89.3%</b>
<b>Fund Balance (Fund 11)</b>							
Change in Fund Balance	(1,046,414)	2,908,384	(14,920,131)	(13,900,763)	(990,436)	12,910,327	-92.9%
Beginning Fund Balance	22,594,248	21,547,834	24,456,218	24,456,218	10,555,455	(13,900,763)	-56.8%
<b>Ending Fund Balance</b>	<b>21,547,834</b>	<b>24,456,218</b>	<b>9,536,087</b>	<b>10,555,455</b>	<b>9,565,019</b>	<b>(990,436)</b>	<b>-9.4%</b>
<b>Fund 12 Reserve Balances</b>							
Budget Stabilization			12,000,000	12,000,000	12,000,000	0	0.0%
Debt Reduction			600,000	600,000	600,000	0	0.0%
Accrued Leave Payout Reserve			650,000	650,000	715,000	65,000	10.0%
<b>Total Reserves (Fund 11 &amp; 12)</b>	<b>21,547,834</b>	<b>24,456,218</b>	<b>22,786,087</b>	<b>23,805,455</b>	<b>22,880,019</b>	<b>(925,436)</b>	<b>-3.9%</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
Special Revenues & Debt Service Funds	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	-	11,269	-	(11,269)	-100%
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>267,408</b>	<b>252,601</b>	<b>(14,807)</b>	<b>-6%</b>
<b>Expenditures by Category</b>							
Salaries, Wages, & Benefits	104,218	109,283	172,800	162,875	228,639	65,764	40%
Supplies & Services	2,677	18,842	5,021	8,951	9,433	482	5%
Professional & Contract Services	66,548	31,284	28,600	30,400	33,400	3,000	10%
Capital Projects	-	142,935	-	-	-	-	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>595,813</b>	<b>502,690</b>	<b>498,495</b>	<b>565,441</b>	<b>66,946</b>	<b>13%</b>
<b>Operating Surplus/ (Deficit)</b>	<b>(216,452)</b>	<b>(213,758)</b>	<b>(281,541)</b>	<b>(231,087)</b>	<b>(312,840)</b>	<b>(81,753)</b>	<b>35%</b>
<b>Other Activities</b>							
Transfers In	298,997	297,361	497,045	498,845	297,369	(201,476)	-40%
Transfers (Out)	0	(194)	(193,500)	(193,500)	0	193,500	-100%
<b>Net Transfers In/(Out)</b>	<b>298,997</b>	<b>297,167</b>	<b>303,545</b>	<b>305,345</b>	<b>297,369</b>	<b>(7,976)</b>	<b>-3%</b>
<b>Fund Balance</b>							
Change in Fund Balance	82,545	83,409	22,004	74,258	(15,471)	(89,729)	-121%
Beginning Fund Balance	207,172	289,717	373,126	373,126	447,384	74,258	20%
<b>Ending Fund Balance</b>	<b>289,717</b>	<b>373,126</b>	<b>395,130</b>	<b>447,384</b>	<b>431,913</b>	<b>(15,471)</b>	<b>-3%</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	0	349,192	349,192	n/a
Other revenues	168,333	85,465	0	5,000	4,000	(1,000)	-20%
<b>Total Revenues</b>	<b>361,271</b>	<b>100,970</b>	<b>1,274,192</b>	<b>5,000</b>	<b>353,192</b>	<b>348,192</b>	<b>6964%</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>(6,201,151)</b>	<b>(707,792)</b>	<b>5,493,359</b>	<b>-89%</b>
<b>Other Activities</b>							
Transfers In	5,550,000	889,034	2,990,406	2,877,226	1,317,000	(1,560,226)	-54%
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>791,283</b>	<b>1,317,000</b>	<b>525,717</b>	<b>66%</b>
<b>Fund Balance</b>							
Change in Fund Balance	2,193,376	(7,294,291)	(6,280,807)	(5,409,868)	609,208	6,019,076	-111%
Beginning Fund Balance	13,116,133	15,309,509	8,015,218	8,015,218	2,605,350	(5,409,868)	-67%
<b>Ending Fund Balance</b>	<b>15,309,509</b>	<b>8,015,218</b>	<b>1,734,411</b>	<b>2,605,350</b>	<b>3,214,558</b>	<b>609,208</b>	<b>23%</b>
<b>Emcumbered for Projects</b>					<b>2,364,984</b>		
<b>Unemcumbered Fund Balance</b>					<b>849,574</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



# 2019-20 Appropriation Limit

California voters approved propositions, amending the State Constitution, which requires that the annual Town budget include a calculation of the Appropriations Limit, sometimes referred to as the Gann Limit. This requirement was imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990).

The requirement imposes a restriction on the amount of governmental revenue, which may be appropriated in any fiscal year. The Appropriations Limit was first based on actual appropriations during the base year (1986-87), and it can be increased each year based on a specific formula and specified growth factors. The Appropriations Limit does not apply to all funds. It only applies to funds that are “proceeds of taxes.”

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the Town may select between two optional factors.

## SELECTION OF OPTIONAL FACTORS

1. Change in Population (Town of Colma vs. San Mateo County)

Options	Population 1/1/2018	Population 1/1/2019	% Increase
a. Town of Colma	1,501	1,512	0.7%
b. County of San Mateo	773,994	774,485	0.1%

2. Change in State per capita Personal Income vs. Colma Non-Residential Building Construction

Options	% Increase
a. Change in State Per Capita Personal Income	3.85%
b. Change in Colma Non-Residential Assessed Valuation	N/A*

\* Change in non-residential assessed valuation was not available.

For the Fiscal Year 2019-20 calculation, the Town selected the Town’s population growth rate of 0.70% and the change in the State Per Capita Income of 3.67%.

## APPROPRIATION LIMIT CALCULATION 2019-20

Population Change (San Mateo Co.)	0.70%	$((0.0070+100)/100 = 1.0070)$
State Per Capita Personal Income	3.85%	$((0.0385+100)/100 = 1.0385)$
Calculation of Factor for 2019-20	1.046	$1.0070 \times 1.0385 = 1.046$
Prior Year Appropriation Limit (2018-19)	\$ 44,103,586	
Appropriation Limit 2019-20	\$ 46,137,229	$44,103,586 \times 1.046 = 46,137,229$

The 2019-20 Appropriations subject to the limit (“Proceeds of Taxes”) total \$16,720,279, which means the Town is \$29,416,950 below the authorized limit.

# Staffing

Position Title	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Estimated	2019-20 Proposed
<b>General Government</b>					
Administrative Services Director	0.00	0.25	0.50	1.00	1.00
Accounting Technician	0.75	0.75	1.80	1.80	1.80
Administrative Technician I/II/III	1.50	1.50	1.00	2.00	2.00
City Clerk	0.00	0.00	1.00	1.00	1.00
City Manager	0.00	0.00	1.00	1.00	1.00
City Manager/City Clerk	1.00	1.00	0.00	0.00	0.00
Human Resources Manager	1.00	1.00	0.80	0.45	0.75
Interns - Public Information Officer	0.00	0.00	0.00	0.00	0.25
Student Aide - Office Assistant	0.00	0.00	0.00	0.00	0.15
Special Projects Management Analyst	0.00	0.25	0.00	0.00	0.00
<b>General Government Total</b>	<b>4.25</b>	<b>4.75</b>	<b>6.10</b>	<b>7.25</b>	<b>7.95</b>
<b>Public Works</b>					
Maintenance Supervisor	0.00	0.00	1.00	1.00	1.00
Maintenance Technician I/II/III	3.00	3.00	2.00	2.00	2.00
<b>Public Works Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Recreation</b>					
Administrative Services Director	0.00	0.75	0.50	0.00	0.00
Administrative Technician I/II/III	1.00	1.00	0.00	0.00	0.00
Facility Attendant (7 x 0.5 FTE)	3.50	3.50	3.50	3.50	3.50
Recreation Coordinator	1.00	1.00	1.00	2.00	2.00
Recreation Leader (8 x 0.5 FTE)	4.00	4.00	4.00	4.00	4.00
Recreation Manager	0.00	0.00	1.00	1.00	1.00
Recreation Services Director	1.00	1.00	0.00	0.00	0.00
<b>Recreation Total</b>	<b>10.50</b>	<b>11.25</b>	<b>10.00</b>	<b>10.50</b>	<b>10.50</b>
<b>Police</b>					
Administrative Technician III	1.00	1.00	1.00	0.00	0.00
Chief of Police	1.00	1.00	1.00	1.00	1.00
Commander	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00	1.00	1.00	1.48	1.48
Detective	1.00	1.00	1.00	1.00	1.00
Detective Sergeant	1.00	1.00	1.00	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00
Dispatcher	3.20	3.20	3.20	3.20	3.20
Executive Assistant to the Chief of Police	0.00	0.00	0.00	1.00	1.00
Officer	11.00	11.00	11.00	11.22	11.22
Sergeant	4.00	4.00	4.00	4.00	4.00
<b>Police Total</b>	<b>25.20</b>	<b>25.20</b>	<b>25.20</b>	<b>25.90</b>	<b>25.90</b>
<b>Total Staff</b>	<b>42.95</b>	<b>44.20</b>	<b>44.30</b>	<b>46.65</b>	<b>47.35</b>

shading = Proposed changes for FY 2019-20

## Contract Services:

In addition to the Town Staff positions noted above, the Town contracts for services such as: City Attorney, Finance, Information Technology, Building Inspection, Engineering and Planning. This allows for flexibility and efficient delivery of services. If the Town were to directly staff these services, additional staffing would be required.

# Description of Funds 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 policies or laws that impose any special conditions.
General Fund Reserves (12)	General	For the purpose of segregating committed reserve funds approved by the City Council in the Town Budget.
Gas Tax (21)	Special Revenue	For the purpose of receiving gas tax collected and distributed by the State of California. Gas Tax Fund is designated for ongoing traffic signal and street lighting contract services as well as street capital projects as authorized by the gas tax requirement.
Measure A (22)	Special Revenue	For the purpose of receiving Measure A collected and distributed by the San Mateo County Transportation Authority. This is a county-wide voter-approved sales tax measure designed to improve transit and relieve traffic congestion. A portion of the Measure A funds are distributed directly to cities on a per-capita basis and the use is limited to eligible street capital improvements.
Transportation Grant (23)	Special Revenue	For the purpose of recording various Federal, State and county grants for major bikeway, pedestrian, and roadway capital improvement projects. Grants are generally reimburseable 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 affordable 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 Villas 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.
Vehicle/Fleet Replacement (61)	Internal Service	For the purpose of accumulated 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.

# Budgeting Process and Overview

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## BASIS OF BUDGETING

The Budget is prepared using Generally Accepted Accounting Principles. The budget for government funds has been prepared on a modified accrual basis. The modified accrual method recognizes expenditures when the related liability is incurred. Revenues are recognized when they become both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The annual budget contains the revenues, appropriations, and other financial information pertaining to all Town operating and capital budgets. This is consistent with the Town’s basis of accounting reported in its Annual Audited Financial Report.

**Governmental Fund Types** include General, Special Revenues, Debt Service, and Capital Project Funds. Government Funds are reported using current financial resources measurement focus and the modified accrual basis of accounting.

**Proprietary Fund Types** include the Enterprise and Internal Service Funds and are used to account for the Town’s business-type activities. Proprietary funds are reported using the economic resources measurement focus and full accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

**Fiduciary Funds** account for assets held by the Town in trust or as an agent of various assessment and community districts.

**Agency Funds** are custodial in nature and do not involve measurement of results of operations. The Town budget process does not include agency funds.

## Key Difference Between Basis of Budgeting and Basis of Accounting

There are two main differences between the basis of budgeting and the basis of accounting

1. Often the budget reflects the Town's goals and plans while accounting reflects actual events. For example, the Town may intend to fill a vacant position in a future fiscal year and contract with a consultant in the current fiscal year. Under such circumstances, the Town would budget for the vacant position as if it will be filled in the current fiscal year but record consultant cost as contractual or professional services when the bill comes.
2. Within the same fund, allocations in and allocations out must be offset in accounting reports. For budgets, they are presented separately. Budgeting best practice allows the agency to show both as long as the methodology is consistent and the budget document indicates the area of duplication.

## BUDGET PROCESS

The Town's fiscal year starts on July 1st and ends on June 30th. The Town of Colma's fiscal activities are budgeted and accounted for through the use of funds. A fund is a separate fiscal entity, which is self-balancing and free standing. The use of funds enables the maintaining of separate records for particular purposes. The Town has a General Fund, three Special Revenue Funds, a Capital Improvement Fund, and a Debt Service Fund. The Town does not have any Proprietary Funds. The funds are listed on the Status of Fund Balances page in the Introduction Section.

The Town's budget is prepared, recorded, and controlled using a modified accrual basis for all funds. Under this basis of budgeting, capital outlay and debt service principal payments are budgeted and recorded as expenditures. Debt proceeds, capital grants, interfund transfers, and interfund loans exceeding one year are budgeted and recorded as revenues.

During the year, the Finance Department works with the Department Directors to address funding issues and monitor expenditures. Charges are posted to the department incurring the expense. The Town has one Internal Service Fund (Vehicle Replacement Fund) which is used to replace vehicles and fleet. The Town's funds are governmental in nature.

In January and February, City Council meets with the City Manager to review and update the Strategic Plan. Staff prepares a Mid-Year Budget Review and presents it to the Council and the

<b>BUDGET CALENDAR</b>	
<b>July 1</b>	<ul style="list-style-type: none"> <li>• Start of new Fiscal Year</li> <li>• Budget monitoring starts and continues throughout the year. The Finance Department works with Department Directors to address funding issues and monitor expenditures.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Mid-Year Budget Review is presented to the City Council</li> <li>• Budget instructions are prepared and issued to Department Directors</li> </ul>
<b>March</b>	City Manager meets with Department Directors to review their Operating and Capital Improvement Budget proposals and make changes as needed.
<b>April &amp; May</b>	City Manager's Proposed Budget is made available to the public and presented to the City Council at two study sessions.
<b>June</b>	<p>The Proposed Budget is revised based on comments received at the study sessions in April and May. A public hearing is held and, at the conclusion, the Council takes action on the proposed budget.</p> <p>Letters to non-profits are distributed per revised non-profit funding process (as approved by City Council in December 2019) to begin the process of considering funding requests from these organizations.</p>

Budget instructions are prepared and issued to the departments. The instructions outline the general assumptions in the budget and provide direction to the directors in terms of financial goals to be met. Also at this time the letters to non-profits are distributed.

During March, the City Manager meets with the Department Directors to review their proposals and make changes as needed. Staff presents the Proposed Budget to the City Council for review and discussion at their April and May meetings. The budget is available for public review several days prior to these meetings. Changes are made and the document is presented again to the Council for additional discussion during a public hearing held at the June meeting. At the conclusion of the public hearing, the Council takes action on the budget.



# Budget and Financial Policies

## CHAPTER FOUR. FINANCIAL MANAGEMENT

### SUBCHAPTER 4.01: Budget Procedures and Reserve Policies

#### Division 1: General

##### 4.01.010 Purposes

The purposes of this subchapter are to adopt rules governing the proceedings for administering the financial affairs of the City, to establish a standard procedure for the preparation and administration of budgets, to place responsibility for the tasks related to budget preparation and administration, and to establish policies for maintaining reserves. The provisions of this subchapter are intended to enable the City Council to make financial plans for both current and long-term expenditures, to insure that the executive staff administers its respective functions in accordance with the plans set forth in this chapter, and to permit taxpayers and investors to form intelligent opinions based on sufficient information as to the financial policies and administration of the City. For the accomplishment of these purposes, the provisions of this chapter shall be broadly construed.

[*History:* Formerly § 1.09.010; Ord. 503, 12/11/96; Ord. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

##### 4.01.020 Definitions

For the purposes of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined as follows:

*Appropriation* means an authorization granted by the City Council to make expenditures and to incur obligations for specific purposes.

*Assigned Reserve* means the spendable amounts set aside for Litigation, Insurance, Disaster Response and Recovery, and any other specific purposes or contingencies authorized by resolution of the City Council;

*Budget* means a plan of financial operation setting forth estimated revenues, authorized operating expenditures, authorized capital expenditures and reserves for the applicable fiscal year, and shall include all proper adjustments or amendments thereto.

*Capital outlay* means an expenditure for an asset having a value of at least ten thousand and no/100 dollars (\$10,000) and a useful life of more than two (2) years, and which is required by generally accepted accounting principles to be capitalized.

*Capital project* means all related expenditures, including design, inspection, financing, acquisition of real property, and the like, for a public improvement, such as a public building, utility installation, street or bridge construction, or other public works.

*Committed Reserve* means the spendable amounts set aside to meet the Town's long-term obligations in the areas of Debt Reduction, Retiree Healthcare and Budget Stabilization.

*Encumbrance* means an obligation in the form of a purchase order or contract.

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4.01-1

*Expenditure* means any charge incurred.

*Fiscal year* means the year beginning on July 1 each year and shall end on June 30 of the subsequent year.

*Full Time Equivalent* means the decimal equivalent of a full-time employment position; i.e., one full time position is 1.00 FTE and one quarter-time position is .25 FTE.

*Nonspendable Fund Balance* means the amounts associated with inventories, prepaid expenses, and other items legally or contractually required to be maintained intact, such as cash with the fiscal agent.

*Reserve* means an amount set aside for future projects, contingencies, and unforeseen events.

*Restricted Fund Balance* means the amount that are subject to externally enforceable legal restrictions imposed by outside parties (i.e. creditors, grantors, contributors) or that are imposed by law through constitutional provisions or enabling legislation

*Unassigned Reserve* means the amount of the spendable fund balance that is not otherwise appropriated, or accounted for in the Assigned Reserve or the Committed Reserve.

*Unencumbered appropriation* means that portion of an appropriation not yet expended or encumbered.

*Total Reserve* means the sum of the Unassigned, Assigned and Committed Reserves.

[History: Formerly § 1.09.020; ORD. 503, 12/11/96; ORD. 533, 7/8/98; ORD. 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

## **Division 2: Budget Procedures**

### **4.01.030 Procedure for Adoption of Budget**

(a) The City Manager shall submit to the City Council a proposed budget on or about May 31 of each year.

(b) Prior to adopting the budget, the Town shall post notice of and hold at least one public meeting followed by one public hearing on the proposed budget, which shall be at least five days apart. The budget may be adopted at the same meeting at which there is the public hearing.

(c) The budget for the ensuing fiscal year shall be adopted not later than June 30 and shall be adopted by resolution of the City Council.

[History: Formerly §1.09.030; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

### **4.01.040 Proposed Budget and Budget Message**

(a) The proposed budget shall include, but not be limited to:

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- (1) The City Manager's budget message;
- (2) Line item schedules of revenue by source;
- (3) Line item schedules of expenditures by department and function or by program;
- (4) A summary of estimated available fund balances;
- (5) Line item schedules of reserve(s); and
- (6) The appropriation limitation for the budget year.

(b) The budget message submitted by the City Manager shall explain the budget, contain an outline of the proposed financial policies for the fiscal year, and describe the important features of the budget plan. The budget message shall set forth the reasons for important or significant changes from the current year in appropriation and revenue items and shall explain any major changes in financial policy.

(c) As a part of the budget message, the City Manager shall include, or attach thereto, a program of proposed capital projects for the budget year and (for planning purposes only) the four (4) fiscal years next succeeding the budget year, together with comments thereon and any estimates of costs prepared. The adoption of a budget for a fiscal year shall not be an authorization of the capital projects for subsequent years described in the budget message except as specifically authorized by the City Council.

(d) Attached to the budget message shall be such supporting schedules, exhibits, and other explanatory material, in respect to both current operations and capital improvements, as the City Manager believes useful to the governing body. The proposed budget shall include historical data on revenue and expenditures by major category.

*[History: Formerly § 1.09.040; ORD. 503, 12/11/96; ORD 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]*

#### **4.01.050 Adoption; Effect**

(a) The adoption of a budget, an amended budget, or a supplemental appropriation shall constitute an authorization to the appropriate Department Head to expend funds for the items specified in the budget up to the total annual amount specified for that line item, subject to the limitations set forth in this ordinance.

(b) Upon adoption, the budget shall be in effect for the entire fiscal year, subject to adjustment or amendment as set forth in this ordinance.

*[History: Formerly § 1.09.050; ORD. 503, 12/11/96; ORD 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]*

#### **4.01.060 Failure to Adopt**

If the City Council fails to adopt the budget on or before June 30, the proposed budget, as submitted, shall constitute an appropriation as to all expenditures proposed therein until August

31 or until further action by the City Council, whichever occurs first, except that such failure to adopt shall not authorize the hiring of an additional employee or the expenditure for any capital outlay requested in the proposed budget. The sole purpose of this section is to provide for continuing authority to incur expenditures for a period of sixty (60) days pending final City Council action on the budget.

[*History:* Formerly § 1.09.060; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.070 Adjustments to Budget**

(a) Within thirty days after adoption of a Budget or amended Budget by the City Council, the City Manager may adjust the budget or amended budget for any of the following purposes:

- (1) To conform any authorized expenditure or estimated revenue, including any Budget Schedule in the Budget Message, to final City Council action adopting the Budget;
- (2) To reflect all required debt service payments in accordance with the official statements filed by the City's auditors; or
- (3) To complete any capital improvement project or discharge any obligation under contract or purchase order previously authorized by the City Council.

(b) At any time after adoption of a Budget or amended Budget by the City Council but within thirty days after receipt of the following information, the City Manager may adjust the budget or amended budget for any of the following purposes

- (1) To reflect changes relating to personnel obligations, such as retirement rates, payroll taxes, health benefits and salary increases mandated by a Memorandum of Understanding with an employee bargaining unit; or
- (2) To reflect changes in other insurance costs, such as liability insurance, workers' compensation insurance, and deductibles.

(c) The adjustments authorized by this section shall include an increase in authorized expenditure and the transfer of funds from an undesignated line item to the adjusted line item, or vice versa.

(d) The City Manager shall make a written report to the City Council by August 31 explaining each adjustment and the reasons therefore.

[*History:* Formerly §1.09.070; ORD. 503, 12/11/96; ORD 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

#### **4.01.080 Amendments to Budgets**

The City Council may adopt amendments to the budget, make revisions, or approve supplemental appropriations.



[History: Formerly § 1.09.080; ORD. 503, 12/11/96; ORD 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

**4.01.090 Budget Administration**

(a) The City Manager shall have charge of the administration of the financial affairs of the City and to that end shall supervise and be responsible for the disbursement of all moneys and have control over all expenditures to insure that appropriations are not exceeded. The City Manager shall institute such procedures as may be necessary to discharge this responsibility, including a purchase order procedure.

(b) The City Manager will be responsible for assuring that expenditures do not exceed the total appropriation for all capital projects by reviewing monthly project reports to identify potential project overages and determining how to address the overage; and, signing off as final approval on all expenditure budget adjustments.

(c) The City Manager shall develop the necessary procedures for the effective implementation of this chapter.

[History: Formerly § 1.09.090; ORD. 503, 12/11/96; ORD. 533, 7/8/98; ORD. 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

**4.01.100 Transfers of Appropriation Balances**

(a) A Department Head may transfer funds from any unencumbered balance of any appropriation from one line item to another within his or her department, and shall promptly report such transfer to the City Manager.

(b) The City Manager may transfer funds from any unencumbered balance of any appropriation in a department to another department, provided, however, that the total of all such transfers for any department, shall not increase or reduce the appropriation for that department by more than fifty thousand dollars (\$50,000) in the fiscal year.

(c) No transfer shall be made from any line item which would create a negative balance in the line item.

[History: Formerly § 1.09.100; ORD. 503, 12/11/96; ORD 533, 7/8/98; ORD 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

**4.01.110 Lapse of Appropriations and Transfers to Reserves**

All appropriations shall lapse and be transferred the Unassigned Reserve at the end of the budget year to the extent that they shall not have been expended, lawfully encumbered, or placed in another reserve.

[History: Formerly § 1.09.110; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

**4.01.120 Appropriation Limitations**

The budget adopted shall not exceed the appropriation limit for the budget year. The total expenditures for each fund must be balanced with estimated revenues, a transfer from reserves, and other available resources for that fund.

[*History:* Formerly § 1.09.120; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

**4.01.130 Other Limitations**

- (a) All expenditures of funds shall comply with all other Town ordinances, including the Town's Purchasing Ordinance. All capital outlays shall be approved by the City Council. The cancellation (without completion) of a capital outlay must also be approved by the City Council.
- (b) No expenditures at the department level shall exceed the Approved or Amended Budget, by fund.
- (c) Projected deficiencies in any department by fund must be corrected by:
  - (1) An inter-departmental appropriation transfer; or
  - (2) An appropriation transfer from Reserves.
- (d) If additional funds are not available to correct a projected deficiency, the City Manager shall take such steps necessary to reduce expenditures in said department, including a freeze on filling vacant positions or restrictions on purchase orders.
- (e) The City Council shall act on any projected fund deficits prior to the close of the Fiscal Year.

[*History:* Formerly § 1.09.130; ORD. 503, 12/11/96; ORD. 533, 7/8/98; ORD 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

**Division 3: Governmental Fund Reserves**

**4.01.140 Purposes**

The Town will establish and maintain reserve balances to:

- (a) Guard its citizens against service disruptions in the event of economic uncertainties, local disasters and other financial hardships;
- (b) Provide for fluctuations in revenues and expenditures while ensuring adequate cash flow;
- (c) Enable the Town to implement innovative opportunities for the betterment of the community; and
- (d) Demonstrate continued credit worthiness to bond rating agencies and the financial community.

[History: Formerly § 1.09.140; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

**4.01.150 Governmental Fund Reserve Policy**

(a) The Town's Governmental Fund shall contain reserves, which shall be classified as Nonspendable Fund Balance, Restricted Fund Balance, Committed Reserve, Assigned Reserve, or Unassigned Reserve. The Town shall maintain minimum reserve balances according to the requirements forth in this section.

(b) The Nonspendable Fund Balance shall be maintained in an amount as required by law and Generally Accepted Accounting Principles (GAAP).

(c) Restricted Fund Balance shall be maintained as follows:

(1) The Other Post-Employment Benefit (OPEB) Trust must comply with IRC Code Section 115. The Trust Balance shall be restricted to pay or reimburse the Town for retiree medical and dental cost. The Trust shall be part of the budget stabilization strategy and may be utilize to offset rising OPEB costs as directed by the City Council. Trust Fund Balance must be maintained in a separate fund account from General Fund.

(2) The Budget Stabilization Pension Trust, separate from the CalPERS pension trust, must comply with IRC Code Section 115. The Trust Balance shall be restricted to pay or reimburse the Town for pension contribution to CalPERS. Eligible pension payment/reimbursement shall include normal cost, unfunded liabilities, and supplemental contribution. Trust Fund Balance must be maintained in a separate fund account from General Fund.

(3) The Town may have other restricted funds as required by law, contract, and GAAP.

(d) Committed Reserves shall be maintained as follows:

(1) There shall be a Debt Reduction reserve, in an amount reasonably estimated to pay the Town's debt service (principal plus interest) on any outstanding, long-term debt instruments, including Certificates of Participation, for two years;

(Explanation: The Town, currently uses PARS OPEB Trust and make contribution based on most recent valuation report. This reserve is no longer in use.)

(2) There shall be a Budget Stabilization Reserve, in an amount sufficient to ensure continuity of operations in the event of a severe economic downturn, which amount is hereby determined to be one hundred percent (100%), rounded to the nearest \$100,000, of the General Fund expenditures for the prior fiscal year, excluding appropriation towards Accrued Leave Liability Reserve, OPEB contribution, and pension contribution.

- (3) There shall be an Accrued Leave Reserve committed for vacation payout (and sick leave when related to retirement) when an employee separates from the Town. Amount committed will be determined as part of the budget process.
  - (4) There may be other committed fund balances, as approved by the City Council, and shall be maintained in accordance to Council's direction.
- (e) Assigned Reserves shall be maintained as follows:
- (1) There shall be a Litigation Reserve, in the amount of \$100,000, to pay the Town's costs and attorneys' fees necessary for the initiation or defense of new litigation authorized by the City Council after adoption of a budget for the fiscal year in which the litigation commenced;
  - (2) There shall be an Insurance Reserve, in the amount of \$100,000, to pay for any deductibles charged to the Town by its insurance carrier(s) not accounted for in the adopted budget; and
  - (3) There shall be a Disaster Response and Recovery Reserve, in the amount of \$750,000, to pay the Town's costs of emergency repairs to or replacements of parts of the Town infrastructure damaged by any natural or man-made disaster, or to abate or prevent further damage to life or property.
  - (4) There may be other assigned fund balances, as approved by the City Council, and shall be maintained in accordance to Council's direction.
- (f) The Unassigned Reserve shall consist of the balance of all amounts not otherwise expended, encumbered, or reserved.

[History: Formerly § 1.09.150; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14; Res 2014-26, 5/14/14; Res 2018-xx, 10/26/18]

**4.01.160 Use, Transfer and Replenishment of Restricted Reserves**

- (a) The use of all restricted funds must comply with legal stipulations applicable to the fund. Balances must be maintained separately and are not transferable.
- (b) Pension and OPEB Trusts shall be replenished as documented in the Unfunded Liabilities Funding Strategies Report and as approved by the City Council as part of the budget process. Annual contributions to Pension and OPEB shall be net of payout during the year.

[History: Res 2018-xx, 10/26/18]

**4.01.170 Use, Transfer and Replenishment of Committed Reserves**

- (a) The use, transfer, and replenishment of committed reserves and fund balances require City Council approval as part of an open and public meeting.
- (b) Debt Reduction Reserve and Budget Stabilization Reserve shall not be replenished without express approval of the City Council given at an open and public meeting.



(c) Accrued Leave Liability Reserve shall be replenished as documented in the Unfunded Liabilities Funding Strategies Report and as approved by the City Council as part of the budget process.

[History: Formerly § 1.09.160; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14; Res 2018-xx, 10/26/18]

**4.01.180 Use, Transfer and Replenishment of Assigned Reserve**

(a) On occurrence of a condition for which the Litigation Reserve, the Insurance Reserve or the Disaster Response and Recovery Reserve was created, the City Manager may transfer funds from the appropriate reserve, up to the balance of such reserve, to the appropriate department or departments in the operating budget to abate the condition for which the reserve was created. Any such transfer shall be reported to the City Council within thirty days.

(a) Assigned Reserves shall not be replenished without express approval of the City Council given at an open and public meeting.

[History: Formerly § 1.09.170; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

**4.01.190 Transfer and Replenishment of Unassigned Reserve**

(a) The City Manager may transfer funds from the Unassigned Reserve to any department, program or other fund, provided, however, that the total of all such transfers for any department, program or fund shall not increase or reduce the appropriation for that department by more than fifty thousand dollars (\$50,000) in the fiscal year.

(b) Except as provided in the preceding paragraph (a), no transfer shall be made from the Unassigned Reserve without express approval of the City Council given at an open and public meeting.

(c) All appropriations that have not been expended, lawfully encumbered, or placed in another reserve, and all surplus revenues as of June 30 shall be placed in the Unassigned Reserve.

[History: Formerly § 1.09.180; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

**Division 4: Reports**

**4.01.200 Monthly Reports**

The City Manager shall file with the City Council monthly reports on the appropriation status and revenue receipts and shall advise the City Council of significant deviations from the adopted budget.

[History: Formerly § 1.09.190; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

**4.01.201 Mid-year Review**

Budget Procedures and Reserve Policies  
October 2018

Administrative Code  
4.01-9

Each fiscal year, the City Manager shall submit to the City Council a mid-year review regarding the Town's fiscal performance, fund availability and department needs and accomplishments. Potential overages and the use of potential savings should be compiled in a report and presented to the City Council for consideration.

*[History: Formerly § 1.09.200; ORD. 503, 12/11/96; ORD. 533, 7/8/98; ORD. 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]*

**4.01.210 Report on Reserve Levels**

- (a) The City Manager shall report on the reserve levels to the City Council as follows:
  - (1) During the annual budget adoption process, the City Manager shall project the ending reserve levels; and
  - (2) When the auditor presents the Town's audited financial statements to the City Council, the City Manager shall report the Actual Reserve Levels as of the end of the fiscal year.
  
- (b) At any time, if the Unassigned Reserve becomes depleted, or is projected to become depleted within the fiscal year, the City Manager shall provide a report to the City Council, along with a plan to maintain the Unassigned Reserves with a positive balance.

*[History: Formerly § 1.09.210; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]*

## CHAPTER FOUR: ORGANIZATION, FUNCTIONS AND GENERAL PROVISIONS

### SUBCHAPTER 4.02: Investment Policy

#### Division 1: General Principles

##### 4.02.010 Policy Statement and Purpose

It is the policy of the Town of Colma to invest public funds in a manner which will provide safety, liquidity and yield through a diversified investment portfolio suitable for management by the Town Staff. At all times the policy shall adhere to daily cash flow requirements and conforming to all State statutes (California Government Code (California Government Code) §53600, et seq.) governing the investment of public funds.

[*History:* Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]

##### 4.02.020 Scope

This Investment Policy applies to all invested financial assets of the Town of Colma, unless specifically exempted or covered by other investment criteria, such as in a bond or trust covenant or indenture. These funds are accounted for in the Town Annual Audited Financial Statements, and include the General Fund, Special Revenue Funds, Capital Project Funds, and Internal Service Funds.

Except for cash held in separate restricted funds, the Town will pool cash balances from all funds for investment in order to more effectively manage cash resources held by the Town. Investment income will be allocated to the Town's Funds based upon their respective cash balances and in accordance with Generally Accepted Accounting Principles (GAAP).

[*History:* Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]

##### 4.02.030 Objectives/Performance Standards

The overall program shall be designed and managed with a degree of professionalism worthy of the public trust. The primary objectives, in order of priority, of the Town's investment activities shall be:

- (a) *Safety:* Safety of principal is the foremost objective of the investment program. The Town's investments shall be undertaken in a manner that seeks to safeguard the principal of the funds under its control by maintaining an appropriate risk level.
- (b) *Liquidity:* The Town's investment portfolio will remain sufficiently liquid to enable the Town to meet its reasonably anticipated cash flow requirements.
- (c) *Yield:* Yield should become a consideration only after the basic requirements of safety and liquidity have been met. The Town seeks to attain market average rate of return on its investments throughout economic cycles, consistent with constraints imposed by its safety objectives and cash flow considerations.

- (d) *Diversification*: The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions. This shall also conform with applicable sections of the Government Code. To attain this objective, the Town will initially diversify its investments by investing funds with suitable public agency pools which can provide a variety of securities and financial institutions meeting this requirement for diversification.
- (e) *Hold To Maturity*: The Town intends to hold its investments to maturity in order to maximize its return on its investments and minimize its exposure to potential losses resulting from temporary declines in the market values of its investments. However, if a decline in the market value of a security is deemed by Staff to be permanent, the security may be sold early to minimize the loss of principal. Although there may be opportunities to resell securities, this type of regular trading is not recommended.
- (f) *Benchmark*: Based on a passive investment strategy and a portfolio consisting of primarily bank deposits and public agency investment pools, the Treasurer may use as a comparison yield benchmark portfolios of similar average investment maturity, e.g. 90 Day United States Treasury Bill, 6 Month United States Treasury Bill, or the State Treasurer Local Agency Investment Fund (LAIF). In the event the Council authorizes investments in other securities as provided for in Section 4.02.070(A)(B), the Treasurer shall identify whether an alternative benchmark shall be presented to the City Council for approval.

[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]

## **Division 2: Operations**

### **4.02.040 Delegation of Authority and Internal Controls**

- (a) As authorized in Government Code Section 53607, the City Council delegates the authority to invest funds of the Town to the Treasurer and/or any duly appointed Deputy Treasurer. The Treasurer and any duly appointed Deputy Town Treasurer shall make all investment decisions and transactions in accordance with State law and this investment policy. The City Manager is designated as the City Treasurer, in accordance with a Resolution adopted by the City Council. The City Treasurer has designated the Chief of Police and Administrative Services Director as Deputy Town Treasurers for the purpose of carrying out investment transactions, at such times as the Treasurer is unavailable.
- (b) Pursuant to California Government Code Section 53607, the delegation of the Treasurer and appointed Deputy Treasurer, shall be for a one-year period or until the delegation of authority is revoked or expires. In accordance with the law, the City Council may renew the authority each year as part of an annual review of this policy.
- (c) The Treasurer shall oversee the implementation of internal controls to regulate investment and banking activities and establish procedures for the operation of the investment program.
- (d) The Town recognizes that in a diversified portfolio, occasional measured losses may be



inevitable and must be considered within the context of the overall portfolio's return and the cash flow requirements of the Town. Authorized individuals acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

(e) The Town may choose to engage the services of one or more external investment managers to assist in the management of the Town's investment portfolio in a manner consistent with the Town's objectives. A separate approval action by the City Council shall be taken at a public meeting prior to the use of an external manager. Once approved said external manager may be granted discretion to purchase and sell investment securities in accordance with this investment policy. Such managers must be registered under the Investment Advisors Act of 1940, and operate in accordance with applicable laws and regulations.

(f) Periodically as deemed appropriate by the City Manager and/or the City Council an independent analysis by an external auditor shall be conducted to review internal controls, account activity and compliance with policies and procedures.

*[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]*

#### **4.02.050 Prudence**

(a) Pursuant to California Government Code Section 53600.3, all persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard: "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." For local agency funds invested in the county treasury, the county treasurer serves as a fiduciary and is subject to the prudent investor standard.

*[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]*

#### **4.02.060 Authorized and Suitable Investments**

This policy restricts the Town to only invest in the security types below, which do not exceed the authorized investments found in California Government Code sections 53601 and 53651:

(a) **U. S. Government** United States Treasury Bills, Notes, and Bonds backed by the full faith and credit of the United States Government are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category. The maximum maturity of these securities is five years.

(b) **U.S. Government Sponsored Enterprise Debt (GSEs) (known as Agencies)**

Obligations, participations, or other instruments of, or issued by, a federal agency or U. S. Government sponsored enterprise. Such agencies include, but are not limited to: Federal National Mortgage Association (FNMA); Federal Home Loan Bank (FHLB); Government National Mortgage Association (GNMA); Community Development Corporation (CDC), Small Business Association (SBA), Tennessee Valley Authority (TVA) and Federal Home Loan Mortgage Corporation (FHLMC). The Town shall limit to no more than 20% of the portfolio that may be invested in this category. The maximum maturity for agency securities is five years.

(c) **Bankers Acceptances (BAs)** Bankers' acceptances, otherwise known as bills of exchange or time drafts, that are drawn on and accepted by a commercial bank. Bankers' acceptances must be secured by the irrevocable primary obligation of the accepting domestic bank. Purchasers are limited to issuers whose short-term debt is rated "A-1" or higher, or the equivalent, by a Nationally Recognized Statistical - Rating Organization (NRSRO). Bankers' acceptances cannot exceed a maturity of 180 days. A maximum of 20 percent of the portfolio may be invested in this category. The amount invested in bankers' acceptances with any one financial institution in combination with any other debt from that financial institution shall not exceed 20 percent of the portfolio.

(d) **Commercial Paper** Unsecured promissory notes issued to finance short term credit needs. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

(1) The entity meets the following criteria: (i) Is organized and operating in the United States as a general corporation. (ii) Has total assets in excess of five hundred million dollars (\$500,000,000). (iii) Has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by a nationally recognized statistical-rating organization.

(2) The entity meets the following criteria: (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company. (ii) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond. (iii) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.

Eligible commercial paper shall have a maximum maturity of 270 days or less and not represent more than 10 percent of the outstanding paper of an issuing corporation. A maximum of 15 percent of the portfolio may be invested in this category. The amount invested in commercial paper of any one issuer in combination with any other debt from that issuer shall not exceed 10 percent of the portfolio.

(e) **Negotiable Certificates of Deposit (NCDs)** Investments issued by a nationally or state chartered bank, a savings association or a federal association, a state or federal credit union, or by a state-licensed branch of a foreign bank. Allowable NCDs are issued by a nationally or state chartered bank or savings and loan association, or by a state licensed branch of a foreign bank. Negotiable certificates of deposit (NCDs) purchases are limited to institutions which have long-term debt rated "A" or better and/or have short-term debt rated at least "A-1" or higher, or the equivalent by a NRSRO. A maximum of 20 percent of the portfolio may be invested in this category. The amount

invested in NCDs with any one financial institution in combination with any other debt from that financial institution shall not exceed 15 percent of the portfolio. The maximum maturity of these securities is five years.

(f) **Time Certificates of Deposit (TCDs)** Funds placed with commercial banks and savings and loans. The amount on deposit shall not exceed the shareholder's equity in the financial institution. To be eligible for purchase, the financial institution must have received a minimum overall satisfactory rating for meeting the credit needs of California Communities in its most recent evaluation, as provided Government Code Section 53635.2. TCDs are required to be collateralized as specified under Government Code Section 53630 et. seq. The Treasurer, at his discretion, may waive the collateralization requirements for any portion that is covered by federal (FDIC) insurance. The Town shall have a signed agreement with the depository per Government Code Section 53649. There is no limitation as to the percentage of the portfolio that may be invested in this category. The maximum maturity of these securities may not exceed five (5) years.

(g) **Local Agency Investment Fund (LAIF)** LAIF was created in the California State Treasury by California Government Code section 16429.1. LAIF holds local government funds in trust in a state investment pool in order to provide safety, liquidity and the benefits of the investment pool yield for local government entities invested in LAIF. The Town may invest up to the maximum as permitted by LAIF.

(h) **San Mateo County Investment Pool (SMCIP)** The San Mateo County Treasurer accepts voluntary deposits from agencies not mandated to utilize its treasury services. The Fund may impose withdrawal and / or deposit limits, which will be considered as part of the overall Town portfolio.

(i) **Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-I and following). The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs. (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). A maximum of 20 percent of the portfolio may be invested in this category with a maximum of 10 percent exposure to any one fund. For due diligence, the Treasurer shall maintain access to a copy of the current Prospectus for any mutual fund in which the Town has funds invested.

(j) **Medium Term Notes (MTNs)** Medium term notes as defined in California Government Code Section 53601(k) are unsecured, corporate and depository institution debt obligations. Allowable medium term notes must be issued by corporations organized and operating within the United States (U.S.) or by depository institutions licensed by the U.S. or any state and operating within the U.S. MTNs must be rated in a rating category of "A" or its equivalent or better by Moody's or Standard and Poor's. A maximum of 15 percent of the City's portfolio may be invested in this category and a maximum of 5 percent with any one issuer. The maximum maturity of these securities is five years.

*[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07,*

2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]

**4.020.70 Summary of Investment Parameters and Additional Limits**

<b>Investment Type</b>	<b>Portfolio Limits</b>	<b>Maximum Maturity</b>
US Treasury Bills, Notes & Bonds	None	5 Years
US Government Sponsored Agencies*	No more than 20%	5 Years
Bankers Acceptances*	No more than 20%	180 Days
Commercial Paper*	No more than 15%	270 Days
Negotiable CD's*	No more than 20%	5 Years
Time Certificates of Deposit	None	5 Years
LAIF	Program limits max deposit to \$65 million	N/A
San Mateo County Investment Pool (SMCIP)	No Max- Minimum program deposit \$250,000	N/A
Money Market Funds*	No more than 20%	N/A
Medium Term Notes*	No more than 15%	5 Years

The investment types denoted with a "\*" in the Table above, have further limitations under this policy as follows:

- (a) Prior to investing in these types require a separate authorization by a majority of the City Council prior to the purchase.
- (b) If authorized, the aggregate of these investment types shall not exceed 40% of the total portfolio.

[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]

**4.02.080 Authorized Investments for Bond and Other Debt Proceeds**

Bond and other debt proceeds shall be invested in securities permitted by the applicable financing documents. If the documents are silent as to the permitted investments, proceeds will be invested in securities permitted by this Policy. Notwithstanding the provisions of Policy, the percentage or dollar portfolio limitations listed in elsewhere in this Policy do not apply to proceeds from a debt issuance. In addition to the securities listed in Section 4.02.070 above, proceeds may be invested in structured investment products if approved by the Treasurer.

**4.02.090 Unauthorized Investments**

- (a) Any investment in a security not specifically listed as an Authorized and Suitable Investment above, but otherwise permitted by the Government Code, is prohibited without the prior approval of the City Council.
- (b) Section 53601.6 of the Government Code specifically disallows investments in inverse floaters, range notes, or interest- only strips that are derived from a pool of mortgages.



(c) No direct investment shall be made in repurchase agreements, although it is recognized that they may be a component of a diversified professionally managed pool that is included in the portfolio.

(d) As specified in California Government Code Section 53601, the investment of funds that mature in excess of five years are not generally allowed. Placement of such investments can only occur if the City Council expressly authorize the investment as part of a specific program; and the transaction cannot occur until three months have lapsed from the date of authorization is granted.

*[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]*

#### **4.02.100 Safekeeping and Custody**

If purchases of securities are authorized as described in section 4.02.070(A)(B), then all security transactions entered into by the Town shall be conducted on a delivery versus payment (DVP) basis as evidenced by safekeeping receipts in the Town's name. The investment securities of the Town shall be held by a third-party custodian according to established safekeeping procedures, as established by the Town Treasurer.

*[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]*

#### **4.02.110 Ethics and Avoidance of Conflict of Interest**

(a) All participants in the investment process shall act as custodians of public funds. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of public trust.

(b) In a diversified portfolio it must be recognized that occasional measured losses are inevitable, and must be considered in the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

(c) Elected officials and employees of the Town involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions under the Political Reform Act and Government Code Section 1090 et seq. Elected officials and employees shall disclose to the City Manager any material interests in financial institutions that conduct business with the Town, and they shall further disclose any personal investment position or financial asset that could be related to the performance of the Town's investment program.

(d) Elected officials and employees shall subordinate their personal investment transactions to those of the Town particularly with regard to the time of purchases and sales.

(e) Any firm proposing to provide any type of investment service to the Town shall acknowledge their familiarity with the provisions of the Political Reform Act, Government Code Section 81000 et seq. and the provisions limiting contractual conflicts of interest under Government Code Section 1090

et seq. Any firm proposing to provide any type of investment service to the City shall also acknowledge their familiarity with and agree to abide by any Federal or State law, regulation, rule or policy pertaining to or limiting campaign contributions by such firms, their employees, spouses or agents.

(f) All persons, firms, broker/ dealers, financial institutions and advisors providing investment services or bond issue assistance shall disclose to the Treasurer all fee sharing, fee-splitting and commission arrangements with other entities or persons prior to the Town agreeing to buy an investment or issue bonds.

*[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]*

#### **4.02.120 Authorized Financial Dealers and Institutions**

If authorized to purchase securities as described in 4.02.070(A)(B), the Treasurer shall direct Staff to create and maintain a list of approved security broker/dealers selected for credit worthiness who are authorized to provide investment services in the State of California as authorized by California Government Code Section 53601.5. These may include primary dealers or such dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule) and that meet the standards used in evaluating broker/dealers and banks in the Town's Request for Information form. No public deposit shall be made except in a qualified public depository as established under State Statute.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must complete the Request for Information form, provide written certification of having read and agreed to abide by the Town's Investment Policy and depository contracts and provide the following information:

- (1) Audited financial statements, proof of State registration and trading resolution.
- (2) Proof of National Association of Securities Dealers (NASD) certification.

The Town Treasurer, or designees, shall consider the credit worthiness of institutions. The following guidelines are recommended:

- (1) Institution to be located in California, with total assets of at least \$100 million.
- (2) Net worth of at least 3% of assets and profitable in most recent financial statement.
- (3) Foreclosure/delinquencies at or below 2% of assets and in business for 5 years.
- (4) Meet federal regulatory capital requirements.

A competitive bid process will be used to place investment purchases based upon investment offerings provided by the Town's list of authorized investment brokers. An annual review of the financial condition and registrations of qualified bidders may be conducted by the Town Treasurer or designee. As part of any review performed, a current audited financial statement will be obtained for those financial institutions and brokers/dealers subject to review.

The first \$250,000 of any monies deposited with a bank or credit union must be guaranteed by the Federal Deposit Insurance Corporation (FDIC), the Federal Savings and Loan Insurance Corporation (FSLIC) or the National Credit Union Share Insurance Fund (NCUSIF). Banks, savings and loan associations, and credit unions must be able to collateralize any deposits over \$250,000 (see Section 4.02.150).

*[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]*

#### **4.02.130 Collateralization**

**Bank Deposits:** Under provisions of the Government Code, California banks and savings and loan associations are required to secure the Town's deposits by pledging government securities as collateral.

**Certificates of Deposit (non-Negotiable):** The City Treasurer, at his/her discretion may waive the collateral requirement for deposits up to the maximum dollar amount which are covered by the Federal Deposit Insurance Corporation.

Collateral pledged with a U. S. Treasury Bill or Note must be at least 110% of the face value of the investment. Collateral pledged with first mortgages must be at least 150% of the face value of the investment. The right of collateral substitution may be granted by the Town.

Collateral will always be held by an independent third party with whom the financial institution has a current custodial agreement. These parties are limited to only those trust companies and trust departments, or the Federal Home Loan Bank of San Francisco, which have been approved by the California State Superintendent of Banks. [California Government Code Section 53656(b)]

*[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]*

#### **4.02.140 Review and Reporting on Investments**

The Treasurer shall prepare a report to the City Council not less than semi-annually which, will be made available each year within 60 days following December 31st and June 30th. The semi-annual report shall be presented at a subsequent regularly scheduled City Council Meeting. The report shall include a monthly listing of investment transactions. At a minimum the report shall include the following information based on the type of investments held in the portfolio:

(a) Report Contents when Portfolio is Limited to Bank and Public Agency Investment Pool Accounts:

- (1) Report the beginning and ending balance by quarter;
- (2) Provide a separate breakdown of the quarterly balance based on the Investment Pool (LAIF, SMCIF, etc).
- (3) Provide net Deposits and Withdrawals for the period

- (4) Identify total interest for the quarter.
- (5) Provide the interest rates earned including a cumulative weighted average.

(b) Additional Report Contents When Portfolio Includes Securities Authorized Under Section 4.02.070 of this Policy:

- (1) Type of Investment
- (2) Issuer
- (3) Purchase Date
- (4) Date of Maturity (Call Date if Applicable)
- (5) Par and dollar amount invested
- (6) Effective interest rate
- (7) Current Market Value as of the date of the report
- (8) A list of investment transactions.
- (9) A statement of compliance with the investment policy
- (10) Portfolio earnings rate.

The report shall state compliance of the portfolio with the Town's investment policy, or the manner in which the portfolio is not in compliance.

The report shall include a statement denoting the ability of the Town to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

*[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]*

#### **4.02.150 Policy History and Annual Review**

This policy and procedure amends and restates Section 4.02 of the Administrative Code previously adopted February 2014. This revised policy was adopted on November 9, 2016 by formal action of the City Council at its regular meeting via Resolution No. 16- ##. This policy is reviewed annually.

### **Division 3: Miscellaneous**

#### **4.02.160 Investment Policy Glossary**

**AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.

**ASKED:** The price at which securities are offered.

**BANKERS' ACCEPTANCE (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BASIS POINT:** One basis point is one hundredth of one percent (.01%)

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BID:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**BOOK ENTRY:** The system maintained by the Federal Reserve, by which most money market securities are delivered to an investor's custodial bank. The Federal Reserve maintains a computerized record of the ownership of these securities and records any changes in ownership corresponding to payments made over the Federal Reserve wire (delivery versus payment).

**BOOK VALUE:** The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of any premium or discount.

**BROKER:** A broker assists in the buying and selling of investments together for a commission.

**CALLABLE BOND:** A bond issue in which all or a part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions

**CALL PRICE:** The price at which an issuer may redeem a bond before maturity

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CDs are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMMERCIAL PAPER:** Unsecured promissory notes issued to finance short term credit needs.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** The official annual report for the Town. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value and (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities: delivery versus



payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DERIVATIVES:** (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**DISCOUNT:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, *e.g.*, U.S. Treasury Bills.

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, *e.g.*, banks, small business firms, students, farmers, farm cooperatives, and exporters.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, up to \$250,000 per deposit.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL HOME LOAN BANKS (FHLB):** Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC or Freddie Mac):** United States government sponsored corporation.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and

sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae):** Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL AGENCY INVESTMENT POOL (LAIF):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold on a specific date.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded. Rule 2a-7 of the Investment Company Act applies to Money Market Funds, which mandates these funds to maintain certain standards, including a 13 month maturity limit and a 90 day average maturity on investments, to help maintain a constant net asset value of \$1.00.

**NATIONAL ASSOCIATION OF SECURITIES DEALERS (NASD):** A self-regulatory organization (SRO) of brokers and dealers in the over the counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

**NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATIONS (NSROs):** Credit rating agencies whose ratings are permitted to be used for regulatory purposes such as those imposed by the Securities and Exchange Commission.

**NEGOTIABLE CERTIFICATE OF DEPOSIT (NCD):** A large denomination certificate of deposit which can be sold in the open market prior to maturity.

**OFFER:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.



**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**PORTFOLIO:** Collection of securities held by an investor.

**PREMIUM:** The amount by which the price paid for a security exceeds the security's par value.

**PRIMARY DEALER:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include the Securities and Exchange Commission (SEC), registered securities broker-dealers, banks, and a few unregulated firms.

**PRINCIPAL:** The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity, on a bond it is the current income return.

**REPURCHASE AGREEMENT (RP OR REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Federal Reserve is said to be doing RP, it is lending money that is increasing bank reserves.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SETTLEMENT DATE:** The date on which a trade is cleared by delivery of securities against funds.

**STRUCTURED NOTES:** Notes issued by Government Sponsored Enterprises (FHLB, FNMA, FHLB, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

**TREASURY BILLS:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

**TREASURY NOTES:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

**UNIFORM NET CAPITAL RULE:** Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**WEIGHTED AVERAGE MATURITY (WAM):** The average maturity of all the securities that comprise a portfolio that is typically expressed in days or years

**YIELD (Yield to Maturity or Yield to Call):** The rate of annual income return on an investment, expressed as a percentage. (a) income yield is obtained by dividing the current dollar income by the current market price for the security. (b) net yield or yield to maturity or call is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity or call of the bond.

**YIELD CURVE:** The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.

**ZERO COUPON SECURITY:** A security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

*[History: Formerly § 1.03.010; Adopted Res 2000-75, 12/13/2000; Res 2014-07, 2/13/2014; Res 2016-50, 11/9/2016; Res 2018-45, 10/24/2018]*

# 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. Minimum annual contribution, as determined based on actuarial assumptions, to pay off OPEB or Pension liabilities.

**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 of 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. The 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.

**CAPE (General Government)** – Community Action Plan for Emergencies (Colma's CERT Program).

**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** - (debt) Certificates Of Participation.

**COPS** - (grant) Citizens Option for Public Safety. See Supplemental Law Enforcement Services Fund.

**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 the 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 higher legal standing than a resolution. Adopted ordinances form the Municipal Code. (See Municipal Code)

**PCI** - Pavement Condition Index.

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

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

**PEMHCA** - 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.

**PMP** - Pavement Management Plan.

**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 \$0.275 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** – City of 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).

—End—



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 Abdulkader Hashem, Project Manager  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: June 12, 2019  
 SUBJECT: Wastewater Collection System Master Plan - Draft Report

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## RECOMMENDATION

Staff seeks comments, questions and opinions from City Council members regarding the Town of Colma Wastewater Collection System Master Plan. Specifically, staff is seeking feedback on the Draft Wastewater Collection Master Plan and the proposed Capital Improvement Projects (CIP) alternatives developed through the findings in the Master Plan to provide additional capacity to the **Town's** sewer system and various improvement options.

## EXECUTIVE SUMMARY

Waterworks Engineers completed their work on the Town of Colma Wastewater Collection System Master Plan and has submitted a draft report outlining current conditions, proposed changes and enhancements to the system to accommodate future growth and build out options with cost estimates. This Study Session will allow the City Council and public to review and comment on the Wastewater Collection System Master Plan and the various improvement options.

The Wastewater Collection System Master Plan was commissioned to assess the Town of Colma wastewater collection system and its capacity to convey flow under various future development scenarios and identify deficiencies within the current system and future build out as to prevent potential sanitary sewer overflows (SSOs) or illicit discharges. Several sewer system enhancement options were developed to mitigate deficiencies within the current system. The findings and recommendations that support the various sewer system enhancements are based on the results of the detailed hydraulic model (a model that replicates the current sewer system capacity constraints and allows for a greater understanding of what is required on future development buildouts) which was developed by Waterworks Engineers for Town of Colma.

## FISCAL IMPACT

The report itself does not have a fiscal impact. Future funding of sewer system upgrades and enhancements if approved will be assessed and implemented into **the Town's Capital Improvement Program**.

## BACKGROUND

The Town of Colma owns and operates the sewer collection system comprised of approximately 8 miles of gravity sewer pipes **ranging in diameter from 4" to 12"**. It encompasses a service area of 1,152 acres including 930 acres cemeteries which contribute relatively little to no major sewer flows, in addition to the commercial and residential land usage. The Town discharges wastewater flows generated in the northeast region of Town to the North San Mateo County Sanitation District, (Daly City) and wastewater flow generated in the southwest region of Town to City of South San Francisco.

Wastewater flow monitoring was conducted in the winter of 2017 by Total Flow, Inc. Flow monitoring equipment was installed at 10 locations throughout the **Town's** sewer network. The sewer flow data represents 10 areas within the Town, these areas are commonly called Sewer basins. The flow data was logged and analyzed to produce both dry weather (a no rain event) and wet weather (a rain event) flow averages during peak hour usage around Town. During the wet season it is inevitable that the sewer system flow will increase due to rain and storm water infiltration. The Town, several years ago did an extensive analysis of the current system to correct and repair rain water infiltration; however, there is always some level of infiltration during rain events and it is important to capture and calculate that increase flow into the future analysis.

In parallel with this work, Waterworks Engineers developed a hydraulic model (sewer model) based on land use type from the Town zoning map. Two hydraulic model scenarios were developed, the Existing Conditions (short-term) and Ultimate Buildout (UBO, long-term) **Conditions, which are reflective of the Town's wastewater flow rates under current conditions and with additional planned (future) development.**

The current conditions scenario is based on wastewater generation rates by land use type from the Town zoning map. The UBO scenario is a theoretical development analysis based on the combination of the current Colma General Plan and population projections (roughly 10% household size increase) and projected planned improvements.

For wet weather flow, rain derived inflow and infiltration (RDII) response of the sewer system was applied to the hydraulic model and calibrated to the largest storm event during the flow monitoring period, which occurred on January 21<sup>st</sup> 2017.

## ANALYSIS

The purpose of the Wastewater Collection System Master Plan is to provide evaluation of the existing sewer collection system and detailed analysis of its capacity to convey wastewater flow without **SSO's** for the near-term and long-term. The Town is mandated to be in compliance with the State Water Resources Control Board Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer System (GWDRs). To be out of compliance with GWDR, one could be subject to long-term state oversight and sever financial penalties. Currently

**the Town's sewer system is in compliance with the State**, but any build out or large development could tip the scale and put the Town in a venerable position of being out of compliance.

The sewer system hydraulic model is a sophisticated tool that will analyze the flow rate data that was derived during both dry and wet weather scenarios simulating peak dry weather flow (PDWF) and peak wet weather flow (PWWF). The model will incorporate the data and analyze the current sewer systems capacity and UBO scenarios. This information will allow the Town to take a responsible position with current and future developments and how those impacts can alter or change development opportunities.

The simulated results of the hydraulic model for the UBO peak wet weather flow (PWWF) showed potential SSOs and a number of surcharges on El Camino Real and Mission Road. To eliminate all instances of surcharging **or potential SSO's due to** overcapacity, an additional 0.3 MGD (Million Gallon per Day) of capacity is required in the sewer system to accommodate the planned development of the UBO condition. Several Capital Improvement Projects (CIP) alternatives were developed for providing this additional required capacity that would eliminate the identified deficiencies in the sewer system that conveys wastewater flows to the South San Francisco. Currently the NSMCSD sewer system is not being considered for system enhancements, the existing system is having limited UBO scenarios that would require the NSMCSD system to be altered or enhanced.

South San Francisco Sewer System enhancement options:

- Alternative 1: Parallel **8"/10"** Gravity Main on Mission Road (4,300 LF)  
*Total project cost estimate \$1.9 Million*
- Alternative 2: **10"** Gravity Main on El Camino Real (3,300 LF)  
*Total project cost estimate \$3.0 Million*
- Alternative 3A: **Lift Station and 4" Force Main on Mission Road (4,100 LF)**  
*Total project cost estimate \$1.9 Million*
- Alternative 3B: Lift Station and **4" Force Main on El Camino Real (3,300 LF)**  
*Total project cost estimate \$2.0 Million*
- Alternative 4: Replace-in-Place Existing **10" Main on Mission Road to 15" pipe (4,100 LF)**  
*Total project cost estimate \$2.9 Million*

All above sewer system alternatives would eliminate instances of surcharging **and potential SSO's** during the existing and UBO Conditions.

#### Council Adopted Values

The recommendation is consistent with the Council value of *responsibility* in improving **Town's** sewer system to accommodate future developments within the various commercial districts while complying with the mandates and requirements set forth by the State of California State Water Resources Control Board.

## Sustainability Impact

Future potential improvements to Colma sewer system is **consistent with the Town's** Sustainability goals providing and maintaining an adequate sewer collection system for the Town of Colma Community at large.

## Alternatives

None

## CONCLUSION

This is a study session to discuss the findings of the report, make needed corrections or alterations and report back to City Council at a future meeting for approval and acceptance of the Town of Colma Wastewater Collection System Master Plan.

## ATTACHMENTS

- A. Town of Colma Wastewater Collection System Master Plan – Draft Report
- B. Town of Colma Wastewater Hydraulic Model



# Town of Colma Wastewater Collection System Master Plan

**PREPARED BY:**



**WATERWORKS**  
ENGINEERS

2260 Douglas Blvd, Ste. 105  
Roseville, CA, 95661



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- D.4: HGL Profile of Serra Shopping Center and Collins Avenue Modeled Capacity Deficiency under Ultimate Build-out Conditions 10-yr/ 24-hr Type 1A Storm
- D.5: HGL Profile of El Camino Real and Mission Road Modeled Capacity Deficiency under Ultimate Build-out Conditions 10-yr/ 24-hr Type 1A Storm
- E: City of South San Francisco Wastewater Collection System Capacity Analysis Package (Akel Engineering Group, Inc., January 2019)

## GLOSSARY

ADWF	Average Dry Weather Flow; not influenced by rainfall; does not include RDII or GWI, averaged across single day
Basin	smallest unit of sewer system isolated by an individual flow meter
CIP	Capital Improvement Project
design storm	Standard precipitation event to calibrate hydraulic model; specified depth, duration, and probabilistic return period
DIA	nominal diameter
Diurnal Flow	Daily Hydrograph
DWF	Sewer Dry Weather Flow; not influenced by rainfall; does not include RDII or GWI
EX / EXST	Existing
FAR	Floor to Area Ratio; building floor space to at-grade parcel area ratio
Force main	Pressurized sewer pipeline that is pumped from lift station
GIS	ESRI ArcGIS (Geographical Information System) software or data
gpd	gallons per day
gpm	gallons per minute (694.44 gpm per 1.00 mgd)
GWDR	SWRCB Order No. 2006-0003 Statewide General Waste Discharge Requirements
GWI	Groundwater Infiltration; seasonal; constant underlying baseflow
hydrograph	Graph of sewer flow vs time
I/I	Inflow and Infiltration; includes RDII and GWI
Invert	Lowest flow line of sewer pipe
K	Ratio of Time Recession; RTK method
Land Use	Supersedes zoning; applied to wastewater generation rates
Lateral	Lateral service gravity line (typically 4")
Main	City owned gravity sewer main (typically 6" to 24" DIA)
MGD	million gallons per day
MH	Manhole
NOAA	U.S. Department of Commerce: National Oceanic and Atmospheric Administration
NRCS	Natural Resources Conservation Service
PDWF	Peak Dry Weather Flow; peak instantaneous dry weather flow; ADWF after multiplied by peaking factor
LS	Sewer Lift Station
R	Fraction of rainfall volume entering sewer system as RDII; see RTK method
RDII	Rain Derived Inflow and Infiltration; sewer flow from surface (inflow) or below-grade groundwater (infiltration)
RTK	Triangular synthetic unit hydrograph to characterize RDII response to rainfall event
SCS	Soil Conservation Service

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SSCO	Sanitary Sewer Cleanout; private or public; provides delineation between private and public pipe; location to service lateral service line
SSMH	Sanitary Sewer Manhole; manhole
SSMP	Sanitary Sewer Master Plan; official municipal document mandated by SWRCB
SSO	Sanitary Sewer Overflow
SSOAP	U.S. Environmental Protection Agency (EPA) Sanitary Sewer Overflow and Analysis Program Software
SWRCB	State Water Resources Control Board
Synthetic Unit Hydrograph	Summation of unit hydrographs resulting in common hydrograph from specified precipitation
T	Time to Peak; equivalent to Time of Concentration; see RTK method
The Town	The Town of Colma
UBO	Ultimate Build-out
Unit Hydrograph	Theoretical hydrograph resulting from a unit of precipitation
Wet Weather Flow	Wet Weather Flow; influenced by rainfall; may include GWI, RDII
WW Generation Rate	Average sewer flow applied to parcels with specific land use to produce ADWF
WWE	Water Works Engineers
Zoning	Planning department zone delineation for individual City parcel



## EXECUTIVE SUMMARY

The purpose of this Wastewater Collection System Master Plan is to assess the Town of Colma's (Town) wastewater collection system and its capacity to convey flow during a design storm without sanitary sewer overflows (SSOs) for the near-term and long-term (ultimate build-out conditions) in compliance with the State Water Resources Control Board Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (GWDRs). This Executive Summary summarizes the development of the GIS-based (Geographical Information System) sewer network and hydraulic model and the findings and recommendations based on the results of the hydraulic modeling effort.

### ES.1 Wastewater Flows

Flow monitoring conducted in January and February of 2017, by Total Flow Monitoring Inc. (Total Flow), informed the dry weather and wet weather wastewater flowrates. Total Flow, in coordination with City engineering staff input, analyzed the physical layout of the sewer network and delineated the collection system into 10 sewer basins. Total Flow installed flow monitoring equipment at 10 locations throughout the system which generally mirrored the delineated sewer basins. Flow data from each of these sites was logged and analyzed to produce dry weather (no rain event) and wet weather (during rain event) flow averages and peaks. From this data dry and wet weather peaking factors for each basin were evaluated.

In parallel with this work, Water Works Engineers (Water Works or WWE) developed the physical geometry and applied wastewater flow generation loadings to a hydraulic model (Innovyze InfoSewer) based on land use types (e.g., residential, commercial, cemetery, other) from the Town of Colma Zoning Map. Two hydraulic model scenarios were developed, the Existing Conditions (short-term) and Ultimate Buildout (UBO, long-term) Conditions, which are reflective of the Town's wastewater flow rates under current conditions and with additional planned (future) developments.

For existing conditions, unique wastewater generation rates by land use type were developed and calibrated against the observed dry weather flow (DWF) from the flow monitoring analysis. Water Works further refined the dry weather generation rates for existing conditions by developing, applying and refining diurnal curves, which define loading patterns over the course of a day, to calibrate the hydraulic model peak dry weather flow (PDWF) to observed flow monitoring results.

For UBO conditions, the 2014 Land Use and Urban Design Strategy document was used to refine the dry weather wastewater flowrates of future development. Parcels identified as Opportunity Sites, which are areas likely to undergo construction of new development, were assigned a wastewater generation rate based on the land use type described in the Town's general planning documentation. The addition of these opportunity sites as well as an increase in commercial wastewater generation rates expected for master planning efforts, comprises the UBO conditions scenario during DWF conditions.

For wet weather flow, rain derived inflow and infiltration (RDII) response of the system was applied to the hydraulic model and calibrated to the largest storm event during the flow monitoring period, which occurred on January 21<sup>st</sup>, 2017. Calibration of the modeled system response to the observed (via flow monitoring) storm event was completed using the U.S. Environmental Protection Agency (EPA) Sanitary

Sewer Overflow and Analysis Program (SSOAP) Software. The peak Rain Derived Inflow and Infiltration (RDII) was based on a 10-year return, 24-hour duration, and 3.95-inch total precipitation “design storm” listed in NOAA Atlas 14, Volume 6, Version 2 for the region consistent with the Town of Colma geographic location. The peak RDII for each basin was applied in addition to the DWF loads in the hydraulic model to simulate wet weather flow. In accordance with industry standard, Water Works employed a “peak on peak” to complete the wet weather capacity analysis of the Town’s wastewater collection system (i.e. the time of the maximum storm response flow resultant from the “design storm” RDII was adjusted to coincide with the maximum PDWF to quantify peak wet weather flow (PWWF). Water Works modeled PWWF for both existing conditions and UBO. The Town of Colma wastewater collection system average and peak dry and wet weather flows (ADWF, PDWF, AWWF, and PWWF) produced by the hydraulic model under existing and UBO conditions are shown in **Figure ES- 1** and **Figure ES- 2**.

## ES.2 Sewer Network and Hydraulic Model Capacity Assessment

The Town of Colma discharges wastewater flows to Daly City and City of South San Francisco (SSF), with the collection of basins discharging to each neighboring agency operating independently of one another. As the Town did not have a pre-existing physical model, WWE developed a sewer network based on the Town’s GIS data representative of the independent systems discharging to the two points. A third discharge location from a small basin with limited connections was not modeled as part of this study. The geometry of the network inclusive of pipes and manholes was developed using as-builts, CAD drawings, Town staff knowledge, and other available information. The collection system map was used to assign pipe diameter, pipe slope, invert elevations, manhole rim elevation, and pipe and manhole IDs. The collection system map rounded the invert elevations to the nearest whole number. To create the physical model with more accuracy the following assumptions were made:

- Pipe slope percentages in the collection system map were used in coordination with the pipe length in the GIS network to estimate the elevation drop across the pipe
- Industry accepted minimum slopes for given pipe diameters were assigned to pipes missing slopes
- The resultant physical model geometry (with above assumptions) was evaluated against the collection system map for major deviations and unreasonable invert elevations to ensure that these errors did not propagate to the downstream network

The GIS-based network was used to create a hydraulic model, which simulated PDWF and PWWF for the Existing and Ultimate Build-out Conditions scenarios. The hydraulic model simulation(s) for all scenarios were analyzed against capacity deficiency criteria, the results of which are illustrated by the following figures:

**Figure ES- 3** Capacity Assessment Results under Existing Conditions Peak Dry Weather Flow

**Figure ES- 4** Capacity Assessment Results under Existing Conditions Peak Wet Weather Flow

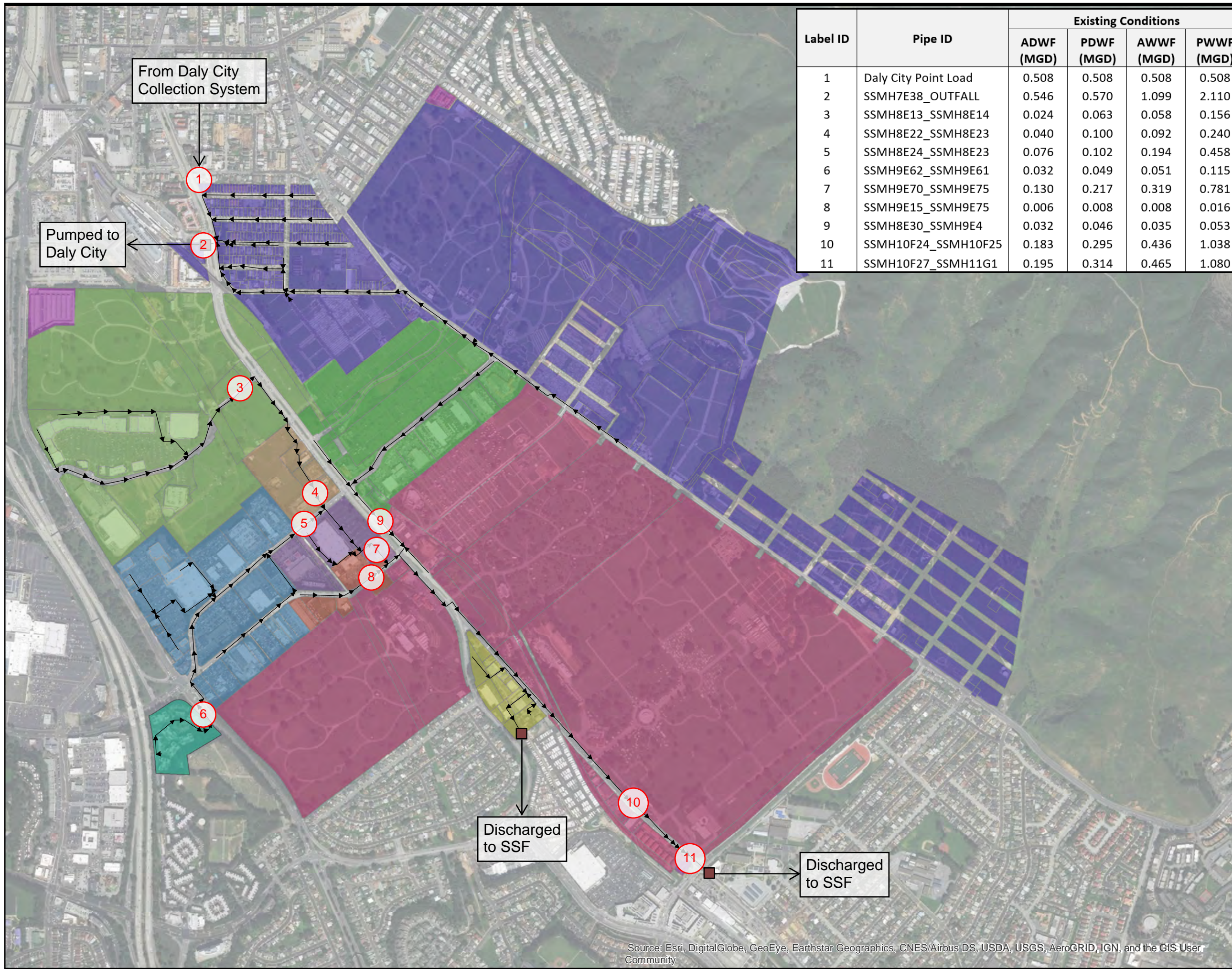
**Figure ES- 5** Capacity Assessment Results under UBO Conditions Peak Dry Weather Flow

**Figure ES- 6** Capacity Assessment Results under UBO Conditions Peak Wet Weather Flow

The 10 identifiable basins are also delineated on these figures.

For the Existing Conditions and UBO Conditions PDWF scenarios, simulation results did not show potential SSOs nor surcharging pipes. For the Existing Conditions PWWF scenario, no potential SSOs were modeled. However, model results did include manholes that surcharged to within 3 feet of the rim elevation, as well as a number of surcharging pipes. For the UBO Conditions PWWF scenario, simulation results showed one potential SSO along El Camino Real. Analysis also indicated a number of surcharging pipes and several manholes that surcharged to within 3 feet of the rim elevation throughout the system.

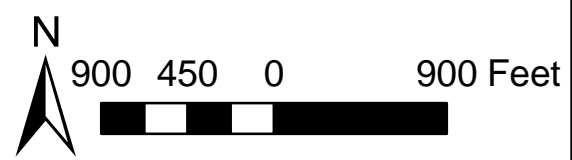




Label ID	Pipe ID	Existing Conditions			
		ADWF (MGD)	PDWF (MGD)	AWWF (MGD)	PWWF (MGD)
1	Daly City Point Load	0.508	0.508	0.508	0.508
2	SSMH7E38_OUTFALL	0.546	0.570	1.099	2.110
3	SSMH8E13_SSMH8E14	0.024	0.063	0.058	0.156
4	SSMH8E22_SSMH8E23	0.040	0.100	0.092	0.240
5	SSMH8E24_SSMH8E23	0.076	0.102	0.194	0.458
6	SSMH9E62_SSMH9E61	0.032	0.049	0.051	0.115
7	SSMH9E70_SSMH9E75	0.130	0.217	0.319	0.781
8	SSMH9E15_SSMH9E75	0.006	0.008	0.008	0.016
9	SSMH8E30_SSMH9E4	0.032	0.046	0.035	0.053
10	SSMH10F24_SSMH10F25	0.183	0.295	0.436	1.038
11	SSMH10F27_SSMH11G1	0.195	0.314	0.465	1.080

- ### Legend
- Manhole
  - Outlet
  - Pipe

- ### Basins
- DCMB
  - SSFMB1A
  - SSFMB1B
  - SSFMB2
  - SSFMB3
  - SSFMB4A
  - SSFMB4B
  - SSFMB5
  - SSFMB6
  - SSFMB7
  - Does not flow to Colma

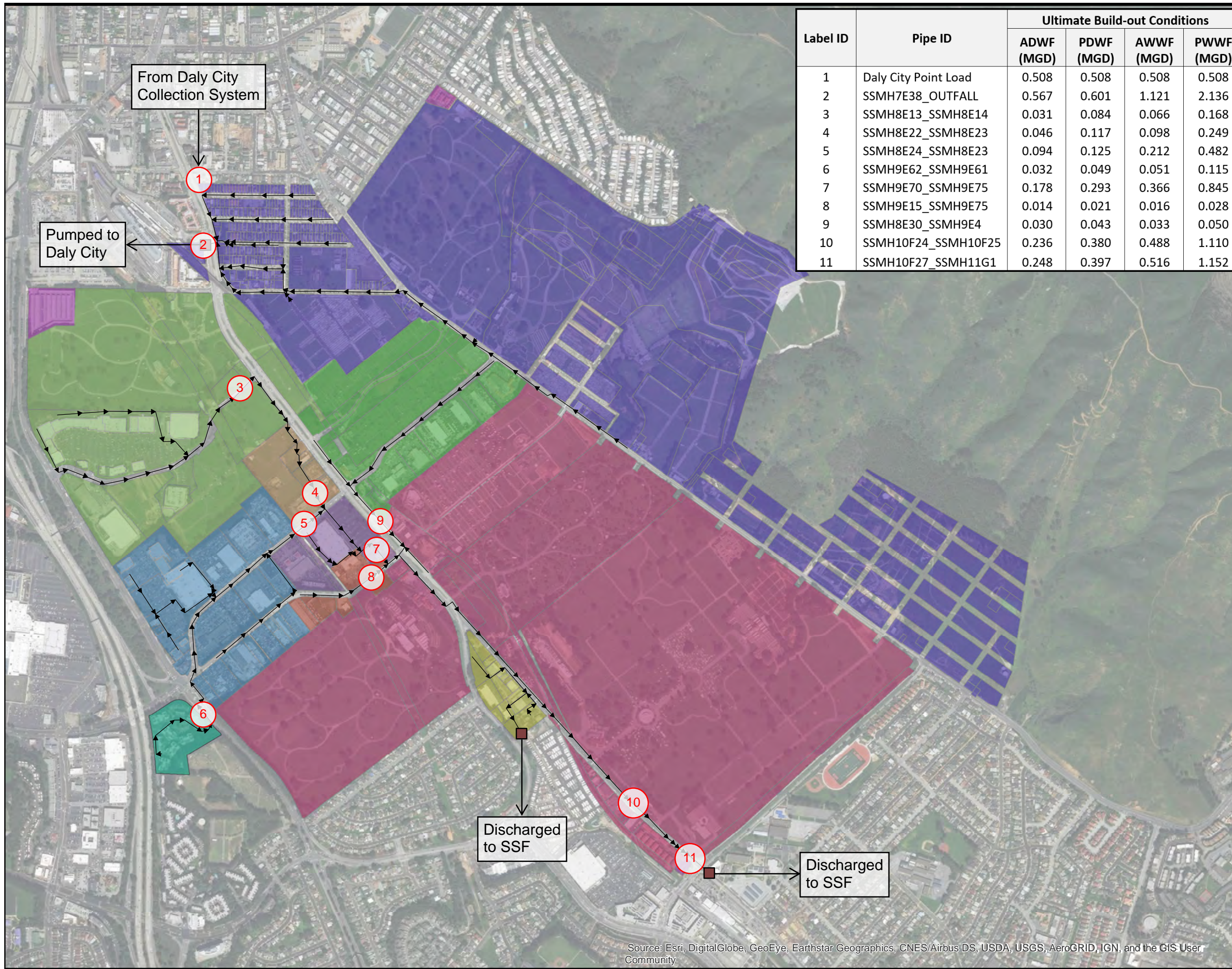


**Figure ES-1.**  
Existing Conditions  
Average and Peak Dry  
and Wet Weather Flows

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



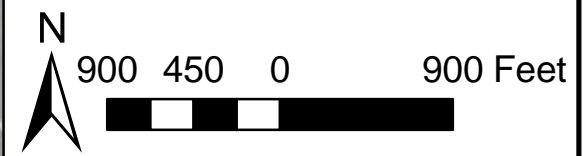




Label ID	Pipe ID	Ultimate Build-out Conditions			
		ADWF (MGD)	PDWF (MGD)	AWWF (MGD)	PWWF (MGD)
1	Daly City Point Load	0.508	0.508	0.508	0.508
2	SSMH7E38_OUTFALL	0.567	0.601	1.121	2.136
3	SSMH8E13_SSMH8E14	0.031	0.084	0.066	0.168
4	SSMH8E22_SSMH8E23	0.046	0.117	0.098	0.249
5	SSMH8E24_SSMH8E23	0.094	0.125	0.212	0.482
6	SSMH9E62_SSMH9E61	0.032	0.049	0.051	0.115
7	SSMH9E70_SSMH9E75	0.178	0.293	0.366	0.845
8	SSMH9E15_SSMH9E75	0.014	0.021	0.016	0.028
9	SSMH8E30_SSMH9E4	0.030	0.043	0.033	0.050
10	SSMH10F24_SSMH10F25	0.236	0.380	0.488	1.110
11	SSMH10F27_SSMH11G1	0.248	0.397	0.516	1.152

- ### Legend
- Manhole
  - Outlet
  - Pipe

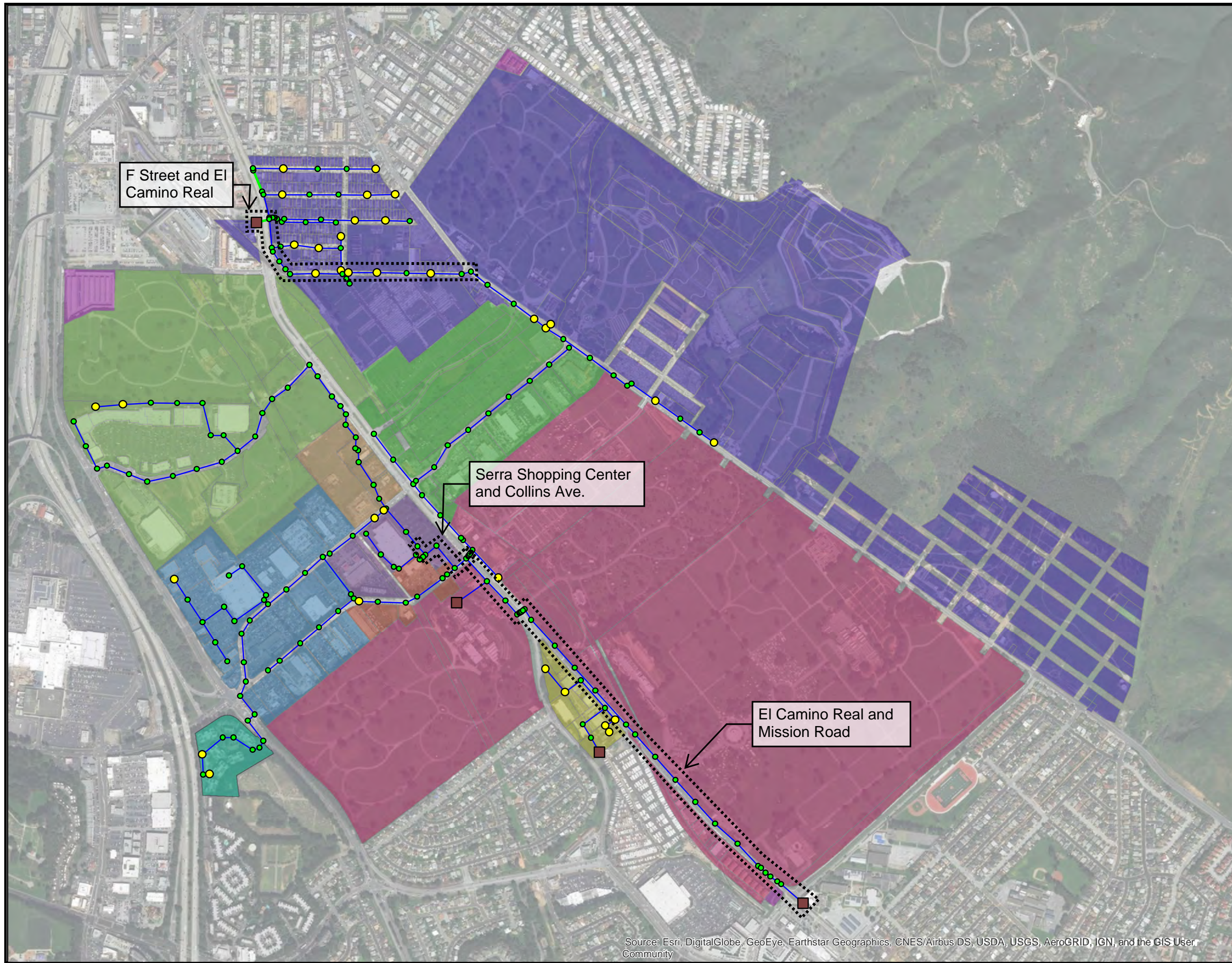
- ### Basins
- DCMB
  - SSFMB1A
  - SSFMB1B
  - SSFMB2
  - SSFMB3
  - SSFMB4A
  - SSFMB4B
  - SSFMB5
  - SSFMB6
  - SSFMB7
  - Does not flow to Colma



**Figure ES-2.**  
Ultimate Build-out  
Average and Peak Dry  
and Wet Weather Flows

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community





### Legend

#### Manhole Unfilled Depth

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

#### Outlet

- Active

#### Pipe Max "d/D" Ratio

- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

#### Basins

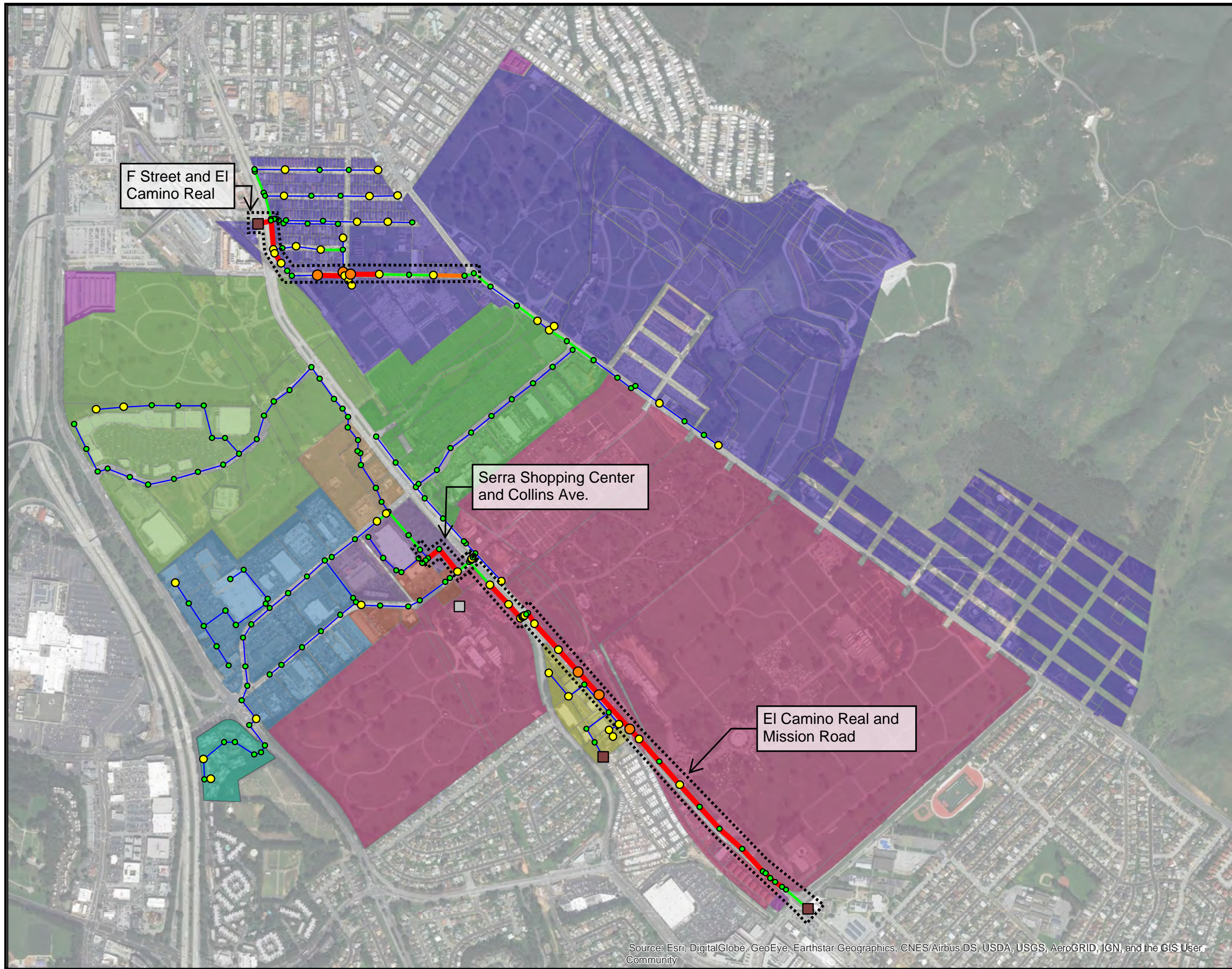
- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Does not flow to Colma



**Figure ES-3:**  
Capacity Assessment  
Results Under Existing  
Conditions Peak Dry  
Weather Flow

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community





### Legend

#### Manhole Unfilled Depth

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

#### Outlet

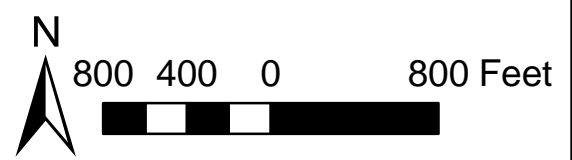
- Active

#### Pipe Max "d/D" Ratio

- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

#### Basins

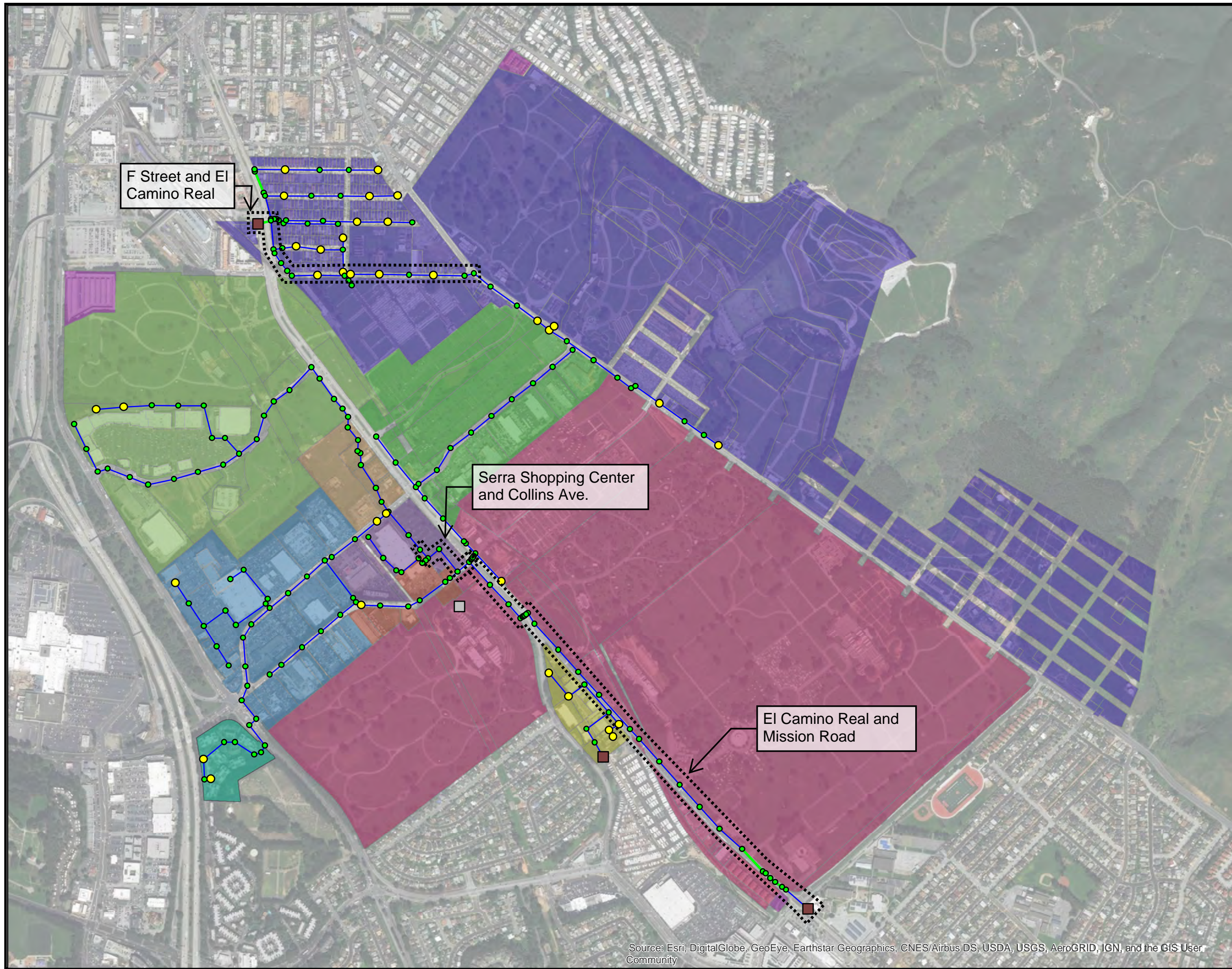
- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Does not flow to Colma



**Figure ES-4:**  
Capacity Assessment  
Results Under Existing  
Conditions Peak Wet  
Weather Flow

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community





### Legend

#### Manhole Unfilled Depth

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

#### Outlet

- Active

#### Pipe Max "d/D" Ratio

- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

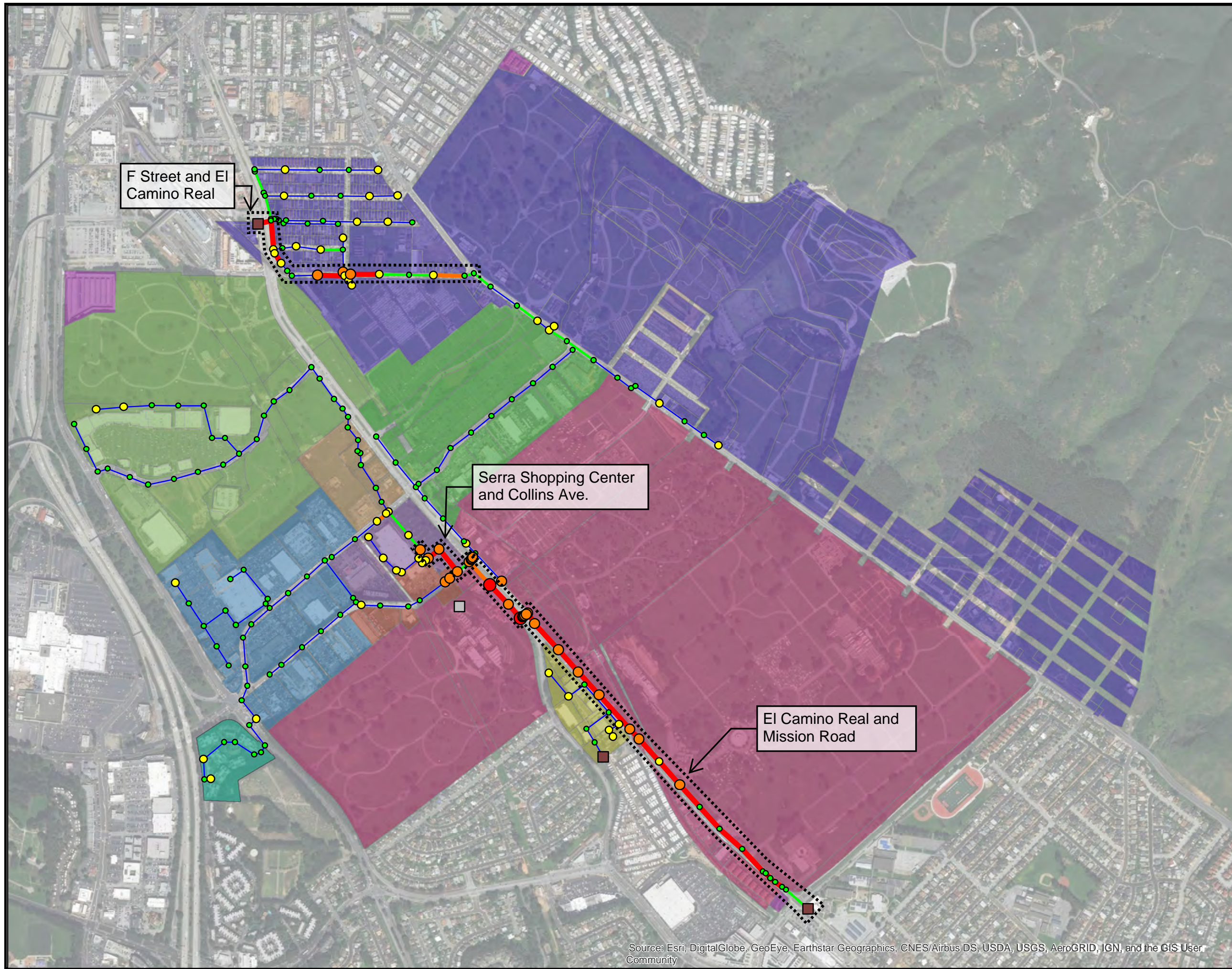
#### Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Does not flow to Colma



**Figure ES-5:**  
Capacity Assessment  
Results Under UBO  
Conditions Peak Dry  
Weather Flow





**Legend**

**Manhole Unfilled Depth**

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

**Outlet**

- Active

**Pipe Max "d/D" Ratio**

- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

**Basins**

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Does not flow to Colma



**Figure ES-6:**  
Capacity Assessment Results Under UBO Conditions Peak Wet Weather Flow

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



### ES.3 Recommendations and Capital Improvement Projects

To meet regulatory requirements to provide adequate capacity to convey existing and future wastewater flows while mitigating potential SSOs, it is recommended that the Town implement a Capital Improvement Project (CIP) to increase capacity in the sanitary sewer system where deficiencies are modeled, in particular upstream of the SSF connection. The existing 10" pipe along El Camino Real/Mission Road, which eventually discharges to SSF's system at the intersection of Mission Road and Lawndale Blvd, experiences numerous surcharging pipes and two potential SSOs under the UBO Conditions PWWF model scenario (refer to **Figure ES- 6** above). However, this same section of piping experiences surcharging under the Existing Conditions PWWF model scenario as well. While there were no potential SSOs modeled under the Existing Conditions PWWF model scenario, certain manholes did experience surcharging to within 3 feet of the ground surface. Therefore, modeling results indicate that in order to sufficiently convey projected growth in wastewater contributions into the future, as well as mitigate surcharging during a design storm under existing conditions, the Town should move forward with the implementation of a CIP to address the capacity deficiency found in the 10" pipeline along El Camino Real/Mission Road. Modeling results indicate an additional 0.3 MGD of capacity will mitigate modeled SSOs and excessive surcharging. The following CIP alternatives provide the required 0.3 MGD of capacity:

- **Alternative 1:** An 8/10" parallel gravity main on Mission Road approximately 4,300 linear feet and would be installed at a depth of 4-12 feet from the surface and discharge into the SSF outlet. A 10" siphon overflow pipe segment would also be installed above the existing Caltrans box culvert from SSMH9F13\_S to SSMH9F14\_S in order to provide conveyance redundancy to mitigate conveyance issues should a blockage/constriction develop in the existing siphon.
- **Alternative 2:** A 10" gravity main that would be located on El Camino Real, in Cal Trans right of way, that would be approximately 3,300 linear feet installed at a depth ranging from 7-35 feet below the surface and would discharge into an SSF manhole located on El Camino Real
- **Alternative 3A:** A pre-fabricated lift station and 4" force main located on Mission Road and installed at a depth of 4-5 feet that would discharge into the SSF outlet
- **Alternative 3B:** A pre-fabricated lift station and 4" force main installed on El Camino Real at a depth of 4-5 feet that would discharge to a manhole located on El Camino Real
- **Alternative 4:** Upsize approximately 4,100 linear feet of the existing gravity main directly upstream of the SSF outlet by Replace-in-Place method

In addition to designing and constructing a CIP to provide sufficient capacity for projected wastewater flows, another strategy that is recommended for implementation by the Town is a Rain Derived Inflow and Infiltration (RDII) Reduction Program. RDII can be described as rainfall runoff that enters a closed sewer collection system through pipe and/or manhole defects, manhole lids, and cleanouts. There are various strategies that are commonly utilized to identify areas within the wastewater collection system that exhibit relatively significant RDII response. These strategies can include: Closed Circuit Television (CCTV) inspections, smoke testing, dye tracing, and micromonitoring. After these system assessment strategies have been implemented, rehabilitation projects can be developed for the specific areas found to exhibit high RDII response. Typical rehabilitation projects include the following:

- Lining of mains, side sewers, and laterals can reduce the volume of infiltration that enters through cracks in the pipes

- Lining and structural grouts in manholes reduce the volume of infiltration by covering and sealing the cracks
- Improving the seal between the frame and cover of the manhole can reduce the volume of inflow that enters the system during a storm event
- Eliminating illegal/ illicit cross-connections can greatly reduce the volume of inflow to the sanitary sewer system

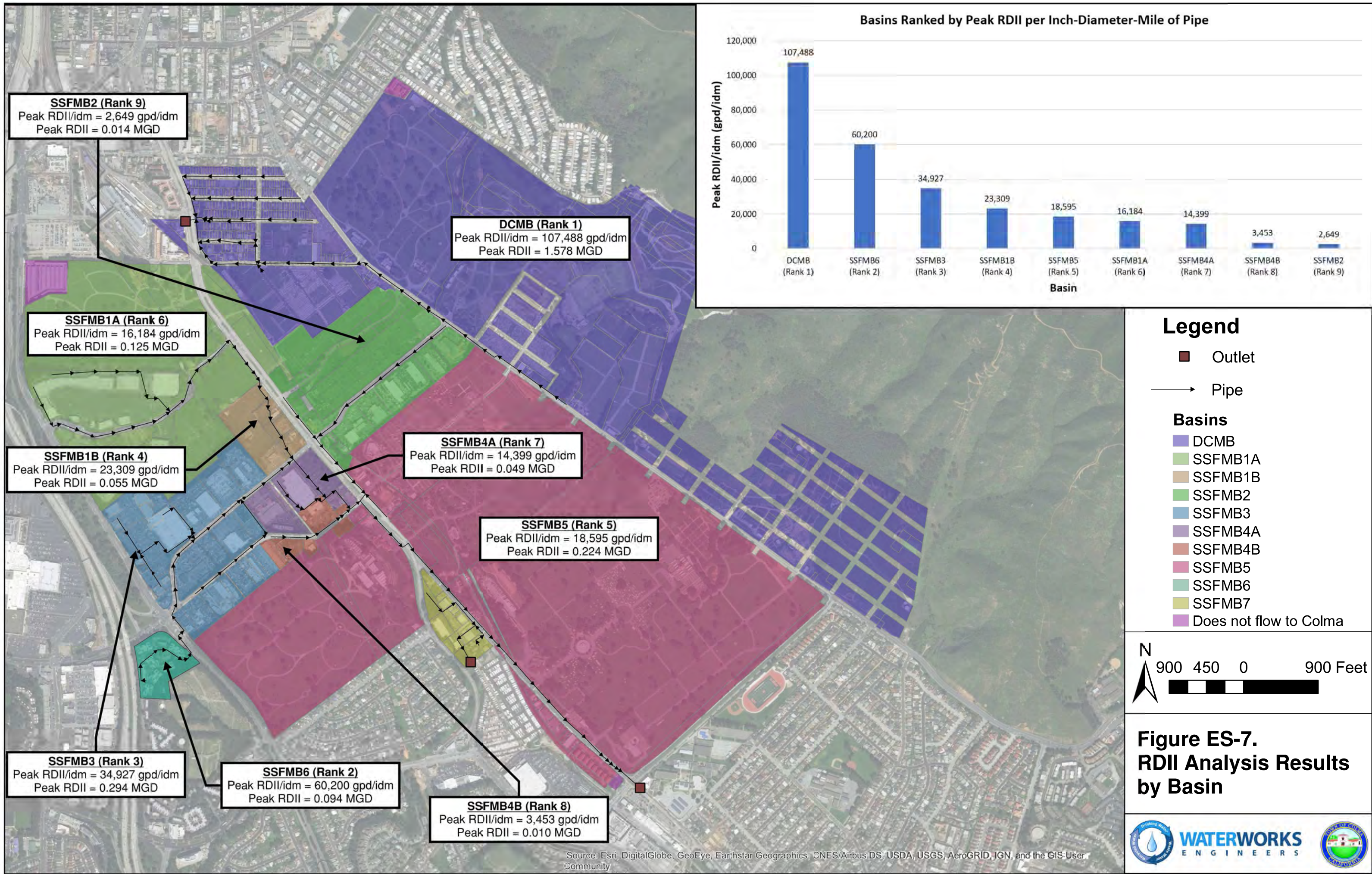
An RDII reduction analysis was performed for the Town’s system and various basins. In order to compare the basins, the volume of RDII per inch-diameter mile of pipe within the particular basin was determined. The comparison allows the Town to effectively rank each basin relative to each other, thereby focusing initial RDII reduction efforts on the basins representing the largest response to a storm event. Table ES - 1 below lists the results of the RDII analysis for each basin, along with their relative rankings.

**Table ES - 1. RDII by Basin**

Basin	RDII Area (Acres)	Peak RDII (MGD)	Peak RDII/idm (gpd/idm)	Ranking
SSFMB1A	72	0.125	16,184	6
SSFMB1B	22	0.055	23,309	4
SSFMB2	72	0.014	2,649	9
SSFMB3	71	0.294	34,927	3
SSFMB4A	21	0.049	14,399	7
SSFMB4B	12	0.010	3,453	8
SSFMB5	190	0.224	18,595	5
SSFMB6	9	0.094	60,200	2
DCMB	200	1.578	107,488	1

Figure ES- 7 displays the RDII analysis results for each basin within the Town.







Given modeled (and flow meter data corroborated) variation between PWWF and PDWF, it is recommended that an RDII reduction program be implemented on basins SSFMB6 and SSFMB3 in conjunction with one of the presented CIP alternatives. While the RDII reduction analysis shows that enough wastewater flow could potentially be reduced from basins SSFMB6 and SSFMB3 to mitigate surcharging and potential SSOs along the Mission Road pipeline, it is not the recommendation of WWE that the RDII Reduction Program be implemented in place of a CIP. However, it is good practice for the Town to continually aim for RDII reduction throughout the collection system to mitigate capacity concerns for downstream systems and treatment plants.

Planning level cost estimates and potential effectiveness (likelihood of success in mitigating capacity deficiency within regulatorily defensible timeframe) of each alternative and the recommended I&I program are listed in Table ES - 2.

**Table ES - 2. Cost Estimates and Effectiveness of the CIP Alternatives and the RDII Reduction Program**

Project	Labor, Materials, & Equipment (\$)	Design/ Construction Contingencies (%)	Total Construction Cost (\$)	Administrative/ Construction Management (%)	Total Project Cost Estimate (\$)	Short-Term/ Long-term Effectiveness
Alternative 1: Parallel Gravity Main Mission Road	1.15 Million	30/10	1.61 Million	5/10	<b>1.9 Million</b>	High/High
Alternative 2: Gravity Main El Camino Real	1.80 Million	30/10	2.47 Million	5/10	<b>3.0 Million</b>	High/High
Alternative 3A: Lift Station and Force Main Mission Road*	1.18 Million	30/10	1.65 Million	5/10	<b>1.9 Million</b>	High/Medium
Alternative 3B: Lift Station and Force Main El Camino Real*	1.18 Million	30/10	1.65 Million	5/10	<b>2.0 Million</b>	High/Medium
Alternative 4: Replace-in-Place Existing Main on Mission Road	1.83 Million	30/10	2.56 Million	5/10	<b>2.9 Million</b>	High/High
RDII Reduction Program	1.20 Million	30/10	1.67 Million	5/10	<b>1.9 Million</b>	Low/Medium

\*Cost estimates for these alternatives do not include potential land acquisition costs for the lift station

## 1 INTRODUCTION

### 1.1 Project Background

Water Works Engineers, LLC (Water Works or WWE) is under contract with the Town of Colma (Town) to develop the Town of Colma Wastewater Collection System Master Plan (Master Plan). The intent of the Master Plan is to prevent sanitary sewer overflows (SSOs) by identifying system hydraulic capacity deficiencies under existing and future conditions and to develop Capital Improvement Plans (CIP) to mitigate those deficiencies. To identify the deficiencies in the system, WWE created a GIS-based wastewater collection system hydraulic model. The Master Plan and hydraulic model are necessary efforts with the objective of meeting State Water Resources Control Board Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (GWDRs).

### 1.2 Project Objective

The general objective of this project is to evaluate the collection system's capacity and to develop potential CIPs to address capacity deficiencies. A summary of the steps involved in this project can be found below:

- Reviewed available as-builts, CAD data, County parcel data, and satellite imagery to develop GIS-based sewer network for the hydraulic model.
- Produced parcel-by-parcel sewer loads calibrated to existing dry weather flow monitoring data, which were then subsequently scaled up to represent Ultimate Build-out (UBO) development scenarios.
- Built new Innowyze InfoSewer hydraulic model and calibrated it with dry/wet weather flow monitoring and rainfall data.
- Simulated peak dry weather flow (PDWF) peak wet weather flow (PWWF) model scenarios based on a chosen design storm.
- Conducted capacity assessment and sensitivity analysis (by loading model with increasing design storms) and stressing the collection system model to identify modeled capacity deficiencies.
- Developed CIPs into discrete groups with planning level cost estimates for the different stages of development.

### 1.3 Description of Service Area

The Town of Colma, located in San Mateo County, borders Daly City to the north and west and City of South San Francisco to the south. The Town owns and operates a sewer collection system, which is comprised of close to 8 miles of gravity sewer pipe ranging in diameter from 4" to 12". The sewer collection system encompasses a service area of approximately 1,145 acres. Unique among municipalities, most land usage in Colma is used for local cemeteries and mortuaries which contribute little to no major sewer flows. The Town does not own or operate any wastewater treatment facilities. The Town discharges wastewater flows generated in the northeast region of town to Daly City and wastewater flow generated in the southwest region of town to City of South San Francisco (SSF).

## 2 GROWTH SCENARIO DEVELOPMENT

### 2.1 Existing and Ultimate Build-out Conditions Scenario

WWE took the approach of developing and simulating two land use scenarios as part of this study, the Existing Conditions scenario and the UBO Conditions scenario. To produce these two scenarios, planning documents were studied to understand and represent the Town of Colma at different stages of development. The applicable information gathered from these documents is presented in the following section. Previously the UBO Conditions scenario was based on more outdated sources of planning information but has been updated to reflect the most recent planning analysis. The previous UBO conditions can be found in Appendix A.

### 2.2 Sources of Land Use Information

WWE incorporated existing land use data and development projections for this study. Future land use planning assumptions were agreed upon by WWE and the Town of Colma Public Works & Engineering Department during several meetings and a presentation at the Town Hall (November 19, 2018).

#### 2.2.1 Town of Colma Zoning Map

The Town zoning map shown in **Figure 2-1** was used as the basis for delineating the land use of each parcel under existing conditions which was inclusive of Residential, Commercial, Cemetery, and Other (e.g., open space) land use types. The total acres by land use type are presented in **Table 2-1** below.

**Table 2-1: Existing Land Usage in Colma**

Acres by Land Use Type				
Residential	Other	Cemetery	Commercial	Total
37	36	930	142	1145



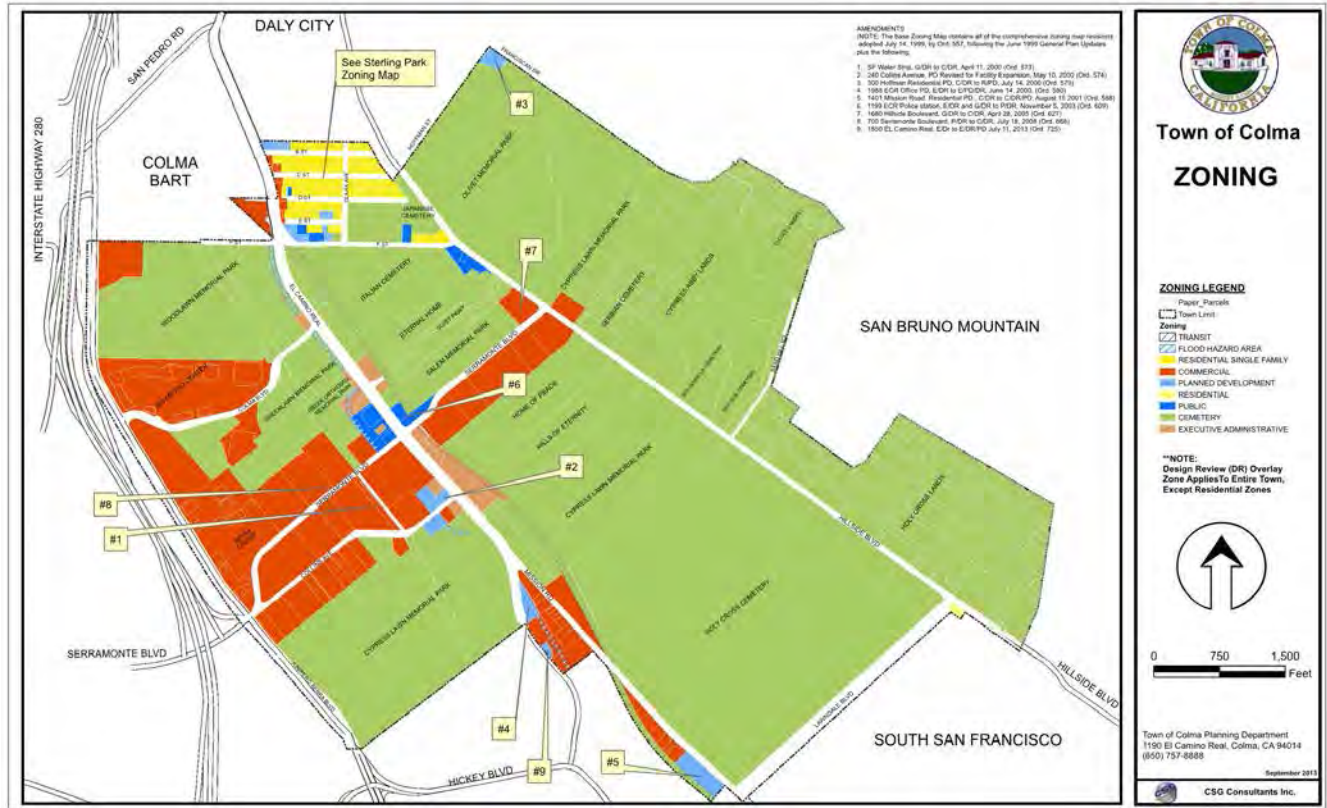
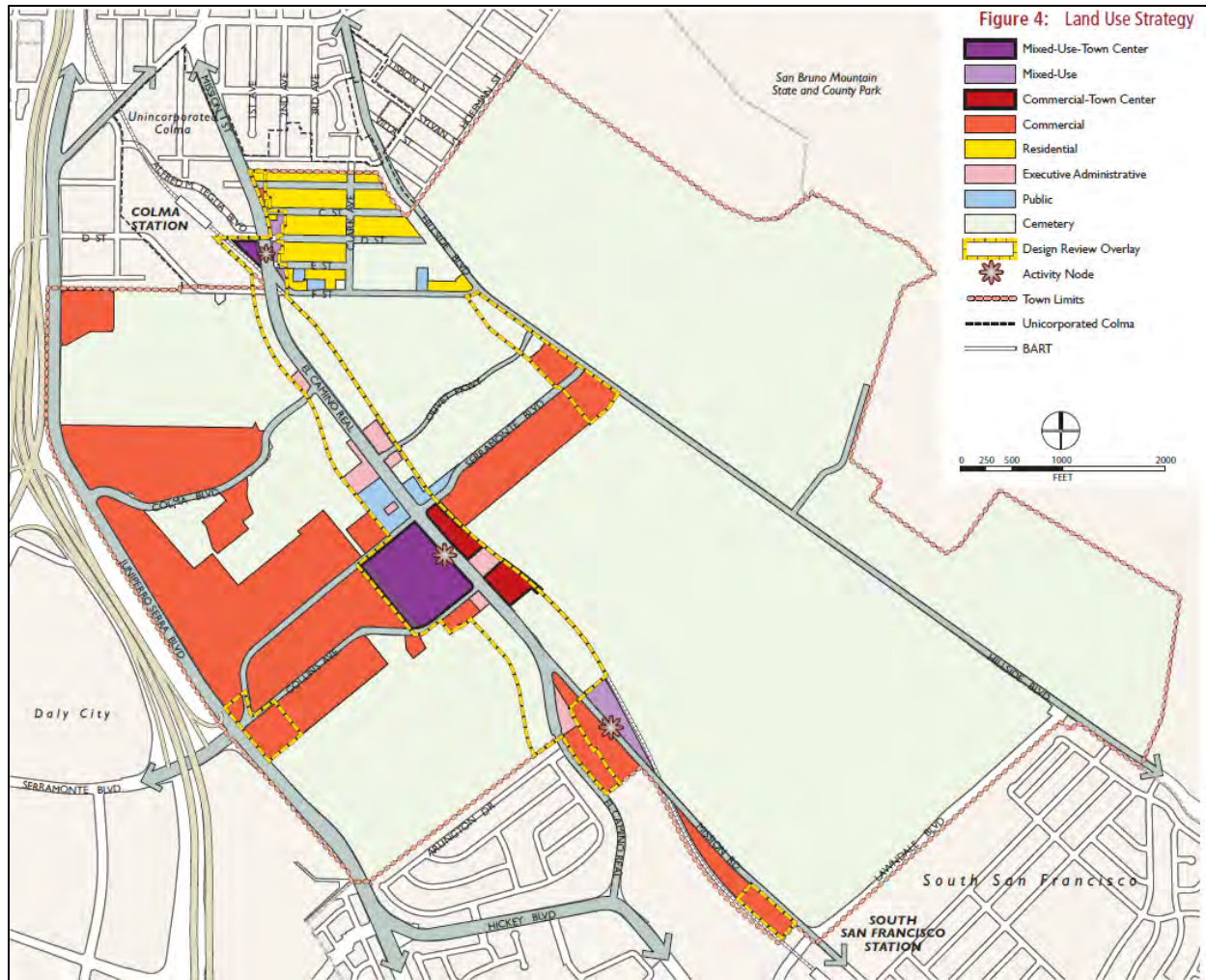


Figure 2-1: Town of Colma Zoning Map (Accessed 2018)

### 2.2.2 2014 Town of Colma Land Use and Urban Design Strategy

The Town’s Land Use and Urban Design Strategy document, completed in October 2014, was the primary resource used to develop the UBO scenario. This document was completed in advance of the General Plan update, which is currently being prepared, and will inform and be integrated into the General Plan update. The land use designations for the UBO scenario were assigned according to a map in the Land Use and Urban Design Strategy which presents the future land use framework (Figure 2-2).



**Figure 2-2: Land Use Strategy Map (Excerpt from Town of Colma Land Use and Urban Design Strategy)**

For the purposes of this study, some of the land use types were combined when conducting the analysis. The resultant land use types for the UBO scenario are shown in **Table 2-2**.

**Table 2-2: Ultimate Build-out Conditions Scenario Land Use Categories**

Original Land Use Type	Resultant Land Use Type
Residential	Residential
Cemetery	Cemetery
Mixed-Use-Town Center	Mixed-Use
Mixed-Use	
Commercial-Town Center	Commercial/ Office
Commercial	
Public	
Executive Administrative	
	Executive Administrative*
*Only select parcels designated executive administrative land use type by Figure 2-2 retained that land use type. Further explanation provided herein.	

Additionally, the Land Use and Urban Design Strategy identified 18 opportunity sites, which are parcels likely to undergo a land use or intensity change. Inclusion of the opportunity sites is the primary difference between the Existing Conditions and UBO Conditions scenarios. All opportunity sites identified in the Land Use and Urban Design Strategy are described in **Table 2-3**. Note that additional land use types beyond those presented in **Table 2-2** were utilized to provide a more comprehensive analysis of the opportunity sites.

**Table 2-3: Opportunity Sites Identified by 2014 Land Use and Urban Design Strategy**

Opportunity Sites				
Site	Location	Description/ Tenant(s)	Planned Land Use	Size (ac.)
1	3601 Junipero Serra	Extra Space Storage site	Commercial	5.3
2	Colma BART station area	Bocci site, Sandblaster site, and Prime Auto Detail site	Commercial/ Mixed-Use*	1.3
3	1160 El Camino Real	Vacant site adjacent to Art in Stone Memorials, portion east of Colma Creek only	Executive Administrative	0.2
4	Corner of Olivet Pkwy. and El Camino Real	Parcels in the north side and south side of Olivet Pkwy.	Medical Office	1.6
5	600 Serramonte, portion along Serramonte Blvd.	Serramonte Certified Used car sales	Commercial	1.6
6	Northwest corner of El Camino Real and Serramonte	Town Hall	Executive Administrative	1.8
7	1500 Collins Avenue at Junipero Serra	Hyundai Serramonte Site	Commercial	3.7

8	600, 650, and 900 Collins Ave.	Parking lots and Uniake Construction	Commercial	2.8
9	735 Serramonte Blvd.	Dollar Tree site	Commercial	2
10	248 Collins Ave.	Standard Plumbing Site	Commercial	0.7
11	South West Corner of El Camino Real and Serramonte Blvd.	Kohl's site and adjacent parcels	Mixed-Use	13.1
12	Southeast corner of El Camino Real and Serramonte Blvd.	Vacant office building and surface parking	Commercial	2.4
13	401 Serramonte Blvd.	CarMax Store	Commercial	8.8
14	1299 El Camino Real, southern portion	Vacant parts of Hills of Eternity along El Camino Real	Commercial	2.3
15	Northern portion of Mission Road corridor	The Y intersection between Mission Road and El Camino Real	Commercial	4.9
16	1670-1692 Mission Rd.	The triangle-shaped parcel across Mission Road and El Camino Real	Mixed-Use	3.2
17	1545/1595 Mission Rd.	Site with historic structure in southern portion of Mission Rd. corridor	Commercial	0.4
18	27 Colma Blvd.	West half of 280 Metro Center	Commercial	Approx. 11
* Only the Bocci Site is designated mixed use, Sandblaster and Prime Auto Detail sites are designated commercial land use type.				

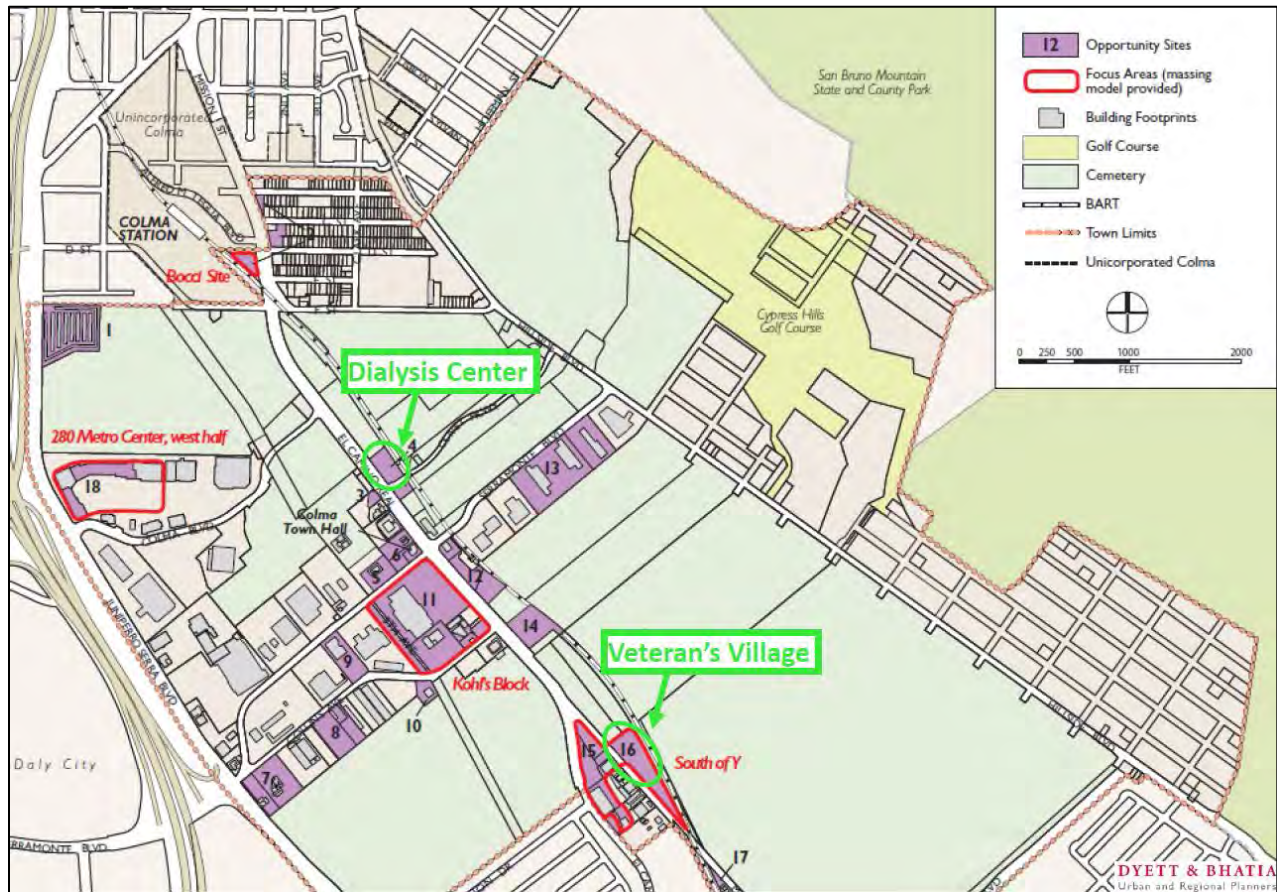
Five of the eighteen opportunity sites were further identified as focus areas, for which overall build-out data and conceptual site plans were provided either by the Land Use and Urban Design Strategy or by Public Works & Engineering Department staff. The additional data for the focus areas were used to further develop wastewater generation planning assumptions under the UBO Conditions scenario, explained in detail in **Chapter 5. Table 2-4** summarizes available focus area data and **Figure 2-3** visually displays the focus areas as well as all other opportunity sites.



**Table 2-4: Opportunity Sites Designated as Focus Areas**

Focus Areas			
Opp. Site	Land Use Type	Dwelling Units/ Patient Beds	Commercial/ Office Area (SQFT)
2	Mixed-Use	42	8,500
4*	Medical Office	30	-
11	Mixed-Use	240	160,000
16	Mixed-Use	66	18,000
18	Commercial	-	110,000

\*The northern portion of opportunity site 4 is to be a dialysis center per communications with Public Works & Engineering Department staff.



**Figure 2-3. Opportunity Sites (Modified from Town of Colma Land Use and Urban Design Strategy)**

## 2.3 Existing and Ultimate Build-out Scenarios Development

### 2.3.1 Existing Conditions Scenario

The purpose of the Existing Conditions scenario was to simulate operation of the sewer collection system calibrated to the available flow monitoring data to ensure an accurate representation of the collection system. The approach for the Existing Conditions scenario included the following parameters:

#### Existing Conditions Scenario:

- Land use types are consistent with the Town of Colma Zoning Map
- Average household size consistent with Town of Colma 2015 Housing Element at 3.05 persons
- Accounted for existing vacancies

### 2.3.2 Ultimate Build-Out Scenario

The purpose of the UBO scenario was to simulate the sewer collection system with increased densification of existing development and maximize infill development. This UBO scenario is intended to identify capacity deficiencies to inform future discussions and facilitate densification within existing city limits. The approach for the UBO Scenario included the following parameters:

#### Ultimate Buildout Scenario:

- Land use types are consistent with the Land Use Strategy map, opportunity sites and focus area data
- A floor to area ratio (FAR) of 1:1 was assumed for all opportunity sites, with the exception of the 5 focus areas
- The 5 focus areas identified among the opportunity sites were further developed to take into consideration the available data regarding building square footage and number of dwelling units
- Average household size was kept consistent with the Town of Colma 2015 Housing Element
- The density of all commercial parcels not identified as opportunity sites was increased by 5% from the Existing Conditions Scenario to represent typically conservative growth patterns utilized in hydraulic modeling/ master planning

## 3 PHYSICAL MODEL DEVELOPMENT

### 3.1 Sources of Physical Model

The Town did not have a pre-existing physical model; therefore, WWE developed a new GIS-based sewer network using available resources. The Town provided WWE with as-builts/CAD drawings/etc. of the Town's wastewater collection system and WWE formed the physical model geometry consisting of all pipes and manholes in the collection system. The methodology for how these resources were used is summarized below.

The collection system map was reviewed for all applicable information regarding collection system attributes (i.e. pipe and manhole IDs, pipe diameters, pipe slopes, pipe inverts, manhole rim elevations). These pieces of data were used as a starting point for the process of determining the final pipe inverts elevations and manhole rim elevations. One important point to note about the provided system maps is that the elevations provided are all seemingly rounded to the nearest whole number. Therefore, the



following approach to pipe inverts was taken in order to create a physical model that most accurately represents a typical gravity sewer collection system.

- Where possible, the pipe slope percentages provided on the collection system maps are used in conjunction with the GIS-measured pipe lengths to determine the approximate elevation drop across that pipe segment.
- In most instances where pipe slopes are not provided, that particular pipe segment's slope was assumed to be the typical industry-wide minimum design slope for the pipe's diameter. This assumption was employed to ensure the Town's hydraulic model did not overstate a pipe segment's available conveyance capacity, thereby keeping the model "conservative" in its simulation of collection system performance.

An overarching objective of this process was to take a global view of the surrounding sewer system's invert elevations and make educated decisions for individual pipe segment attribute calculations such that localized discrepancies did not propagate through to the rest of the collection system. The various instances where deviations from the aforementioned pipe-slope approach were applied are explained below:

- Where two pipe segments have a common downstream manhole, and only one of the pipe segments is provided with a slope, the downstream invert elevations of both pipes are assumed to be the same (i.e. the downstream invert elevation of the pipe segment that was provided a slope value).
- In certain instances when utilizing the given pipe slope to calculate invert elevations resulted in an abnormally high or low invert elevation, an invert elevation closer to the map invert was used. This was done to prevent pipe segments located further downstream from also being abnormally high or low.

## 4 HYDRAULIC MODEL DEVELOPMENT

The hydraulic model is based on the newly formed GIS sewer network and was simulated using Innowyze's InfoSewer modeling software. The InfoSewer software was used to simulate dry-weather and wet-weather flow quasi-dynamically in 15-minute increments. The development of the model depended on flow meter data and rainfall data, calibrated dry and wet weather flows, and a chosen design storm. This methodology is explained in the subsequent sections and **Chapter 5**.

### 4.1 Flow Meter Data

The Town obtained the services of Total Flow Inc. for the rental, installation, procurement, and analysis of temporary flow meter data across January and February 2017. The results and monitoring methodology are presented in Appendix B, the Town of Colma Flow Monitoring Services Report completed by Total Flow Inc. in collaboration with WWE. The flow monitoring data was used to calibrate dry and wet weather flow by sewer basin.

## 4.2 System Configuration

The Town's sanitary sewer system can be characterized as including ten identifiable sewer basins, which generally correspond with the flow meter locations utilized by Total Flow Inc. during monitoring in early 2017. The approximate acreage of each basin is displayed in **Table 4-1**.

**Table 4-1: Basin Acreages**

Basin	Total Acres
DCMB	408
SSFMB1A	138
SSFMB1B	14
SSFMB2	60
SSFMB3	59
SSFMB4A	15
SSFMB4B	8
SSFMB5	424
SSFMB6	9
SSFMB7	10
Total	1145

## 4.3 Hydraulic Loading

The hydraulic model wastewater loading was accomplished via a point load to a manhole node from individual parcels. The wastewater flow from each parcel was assigned to the closest downstream manhole. Each parcel was assigned an average dry weather flow and wet weather flow with corresponding peaking factors.

# 5 DRY WEATHER MODEL DEVELOPMENT

## 5.1 Average Dry Weather Flow

Average dry-weather flow (ADWF) is an essential component of a hydraulic model and can be characterized as the diurnal or daily wastewater flow from a parcel that is not influenced by groundwater level changes or rainfall effects. The theoretical ADWF was calculated for each parcel based on land use and typical wastewater generation rates and was then calibrated to the observed flow meter data produced by Total Flow Inc.

### 5.1.1 January 2017 DWF Analysis

The methodology of estimating wastewater generation rates was an iterative approach that was calibrated to observed flow meter ADWF. The observed average weekday and weekend flows are shown on **Table 5-1**.

**Table 5-1: Daily Average Flows by Flow Meter**

Flow Meter	Average Weekday (MGD)	Average Weekend (MGD)
1	0.190	0.166
2	0.033	0.037
3N	0.139	0.132
3W	0.007	0.006
4	0.031	0.033
5	0.516	0.544
6	0.635	0.658
7	0.032	0.028
8N	0.044	0.043
8W	0.041	0.040

### 5.1.2 Average Dry Weather Flow Calibration

Average dry weather flow for the Existing Conditions scenario was calculated to closely match the flow of each basin presented in Table 5-1. This was done by assigning different wastewater generation rates for each of the land use types, residential, commercial, cemetery and other. The iterative approach began by assigning a typical per capita sewage flow to residential parcels and multiplying this by the house hold size. The remaining flow for each basin was apportioned predominately to commercial, while a small amount of wastewater flow was assigned to cemetery land use parcels that contained buildings. The values for residential and commercial wastewater generation rates were adjusted for each basin until the calculated ADWF approximated the flows in **Table 5-1**. The land use type “Other” was predominately open space. As open space land use parcels typically are not significant contributors of wastewater flow, they were consequently excluded from the calibration process. The resultant wastewater generation rates by basin are summarized in **Table 5-2**.

**Table 5-2: Existing Wastewater Generation Rates Calculated to Flow Meter Data**

Existing Wastewater Generation Rates			
Basin	Residential (gpd/person)	Commercial (gpd/acre)	Cemetery (gpd/bldg.)
DCMB	65	1500	480
SSFMB1A	55	1050	
SSFMB1B	55	3300	
SSFMB2	55	1450	
SSFMB3	55	675	
SSFMB4A	60	3600	
SSFMB4B	55	1250	
SSFMB5	60	1500	
SSFMB6	60	1500	
SSFMB7	55	1500	

## 5.2 Wastewater Generation Rates

To model the UBO scenario the wastewater flow was increased to reflect the potential increase in both residential and commercial development. This was accomplished by increasing wastewater generation rates as well as incorporating opportunity sites.

For the UBO scenario the commercial wastewater generation rate increased by 5% reflecting an assumed increase in densification (**Table 5-3**).

**Table 5-3: Commercial Wastewater Generation Rates for Each Basin**

Commercial		
Basin	Existing Flow (gpd/acre)	Ultimate Build-out Flow (gpd/acre)
DCMB	1500	1575
SSFMB1A	1050	1102.5
SSFMB1B	3300	3465
SSFMB2	1450	1522.5
SSFMB3	675	708.75
SSFMB4A	3600	3780
SSFMB4B	1250	1312.5
SSFMB5	1500	1575
SSFMB6*	1500	0
SSFMB7	1500	1575
*Basin SSFMB6 is entirely composed of residential parcels and so was assigned a wastewater generation rate of 0 gpd/acre.		

### 5.2.1 Opportunity Site Wastewater Generation Rates

To develop ADWF for the UBO Conditions Scenario wastewater generation rates for the 18 opportunity sites were integrated into the Existing Conditions scenario. The 5 focus areas and the remaining 13 opportunity sites were calculated differently from one another because of the varying degree of data available.

The land use types for the 13 opportunity sites not identified as focus areas were determined to be either commercial or executive administrative based on the most current parcel GIS shapefile that is publicly available through San Mateo County. The wastewater generation rates of 1,000 gpd/acre and 1,200 gpd/acre were assigned to commercial and executive administrative land use types respectively.

The available data for the focus areas in **Table 2-4** were used to calculate the wastewater flow rates for the focus areas. The different land use types mixed-use, medical office and commercial each had unique methods for wastewater flow calculation summarized below.

#### Commercial:

- Wastewater generation rate of 1,000 gpd/acre
- Only total building area and not total parcel area was used to calculate acreage

#### Mixed-use:

- Sum of residential and commercial flow rates
- Each dwelling unit had a house hold size of 3.05 persons
- The residential wastewater generation rate for each dwelling unit was assigned according to the UBO Flow in **Table 5-1** for the corresponding basin
- The commercial flow for each site was calculated using a wastewater generation rate of 1,000 gpd/acre, only building acreage was taken into consideration for calculation

#### Medical Office:

- Wastewater flow calculation was driven by the number of patient beds
- Assumed 60 gpd of wastewater would be produced for each patient bed

## 5.3 Peaking Factors

The observed hourly peaking factors (diurnal curves) measured at each flow meter are applied to ADWF in the hydraulic model by basin to allow for real-time dynamic hydraulic modeling. The peaking factors for each flow meter are displayed graphically in **Figure 5-1**, and the peaking factors are listed for each basin in **Table 5-4**. The minimum and maximum flows occur approximately at 4AM and 3PM respectively. The PDWF is determined by multiplying the average dry weather flow by the corresponding hourly peaking factor (PF).

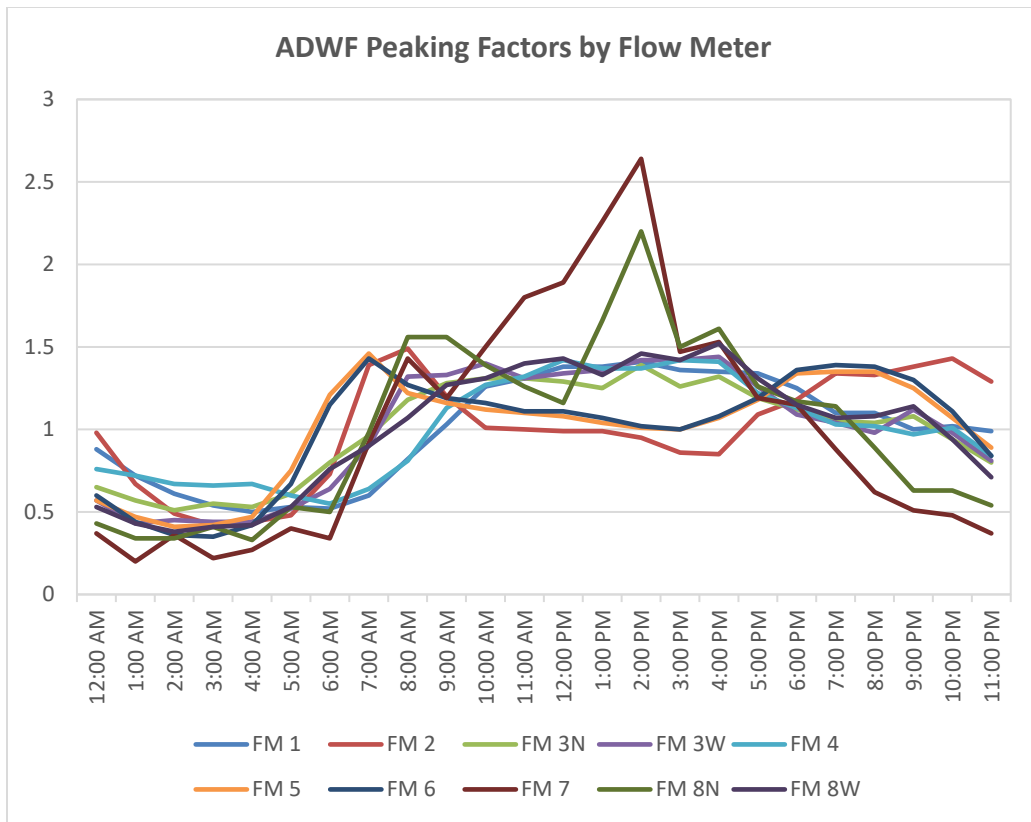


Figure 5-1. Dry Weather Flow Hourly Peaking Factors by Flow Meter

Table 5-4: Dry Weather Flow Hourly Peaking Factors by Basin

Basin	Peaking Factor (ADWF to PDWF)
SSFMB1A	2.64
SSFMB1B	2.2
SSFMB2	1.42
SSFMB3	1.52
SSFMB4A	1.39
SSFMB4B	1.44
SSFMB5	1.41
SSFMB6	1.49
DCMB	1.43



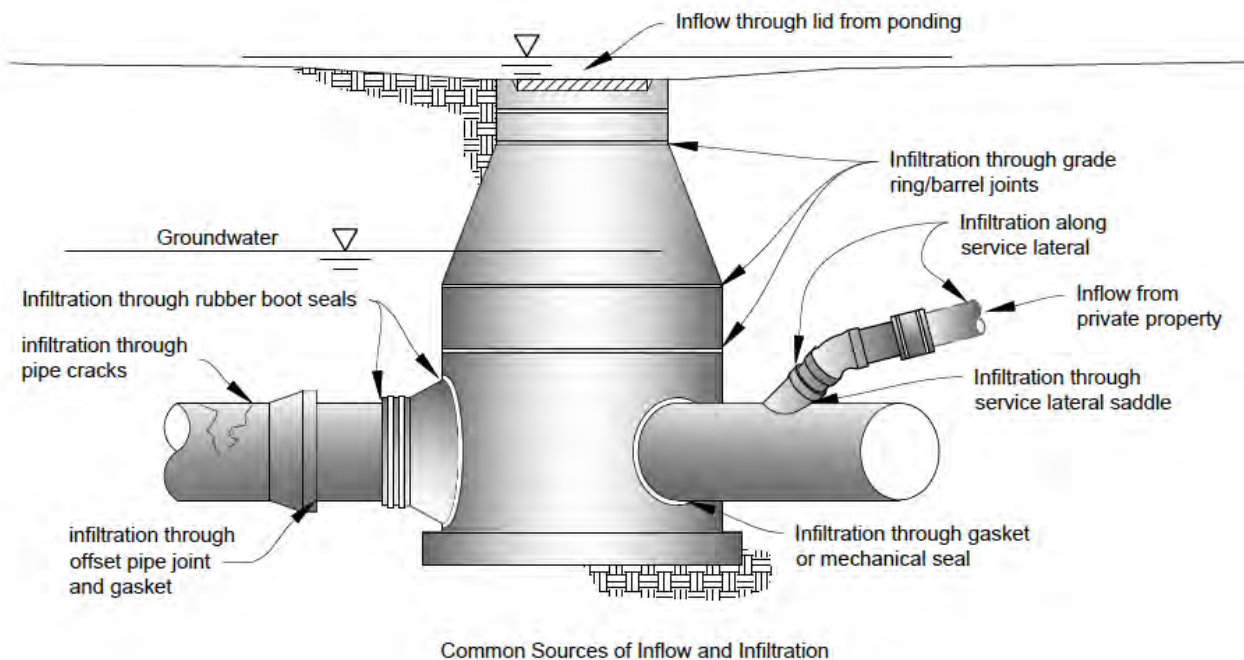
## 6 WET WEATHER MODEL DEVELOPMENT

### 6.1 Wastewater Flow Characterization

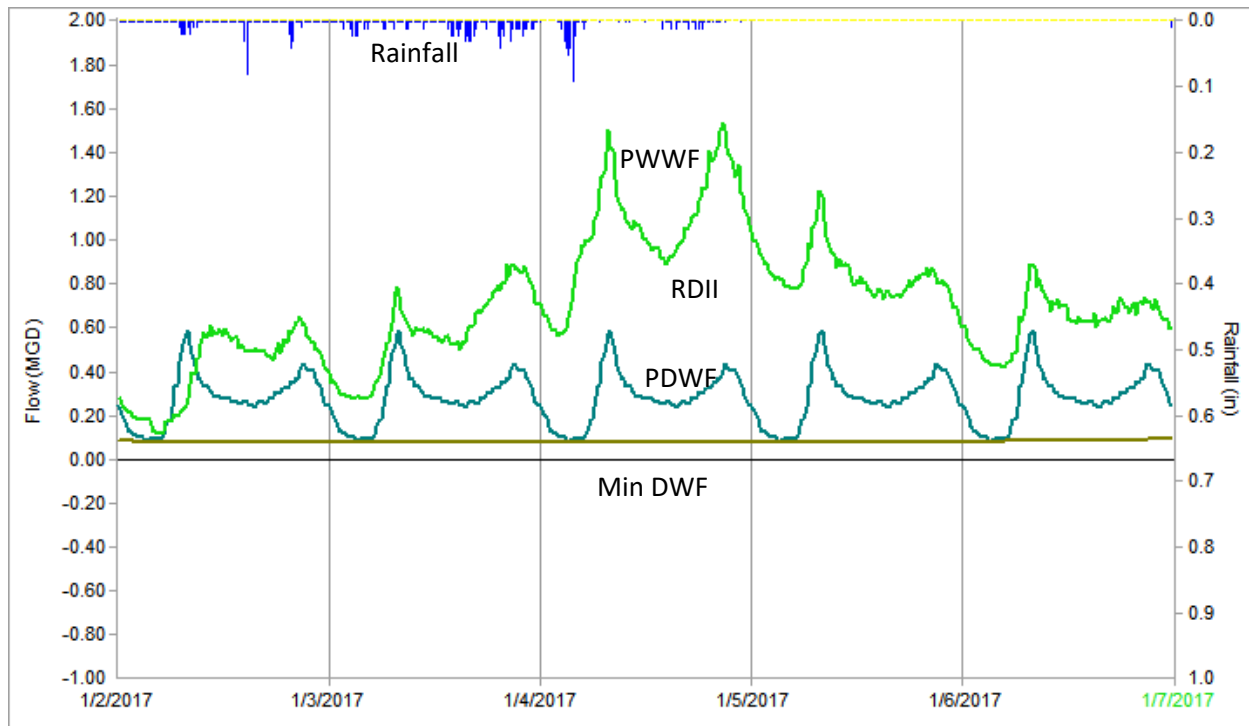
The hydraulic model simulates PWWF given a design storm hyetograph (rainfall over time) and a calibrated theoretical system response to that rainfall. PWWF is collectively made up of PDWF and Rainfall-Derived Inflow and Infiltration.

#### 6.1.1 Rainfall-Derived Inflow and Infiltration

Rainfall-Derived Inflow and Infiltration (RDII) is rainfall runoff that enters a closed sewer collection system through manhole and pipe defects, manhole lids and clean-outs, and is visually represented in **Figure 6-1**. The relative magnitude of the RDII is often correlated with the age of the collection system. High intensity inflows typically dissipate soon after rainfall stops as opposed to low intensity groundwater infiltration (GWI) that can stay at elevated levels for many days after a storm, as evident in a sample hydrograph displayed in **Figure 6-2**.



**Figure 6-1: Common Sources of RDII**



**Figure 6-2: PWWF, PDWF, RDII**

The flow meter data used to generate the design storm for the hydraulic model PWWF analysis occurred in late February 2017. The rainfall data was in the middle of the 2017 Water Year (October 1, 2016 to September 30, 2017), which was a record wet year for California and in many areas ended drought conditions that had persisted for 5 years prior. As such it was assumed that antecedent moisture conditions were relatively high before and after the February 2017 storm, which conservatively affects the hydraulic model by maximizing RDII responsiveness and measured peak flows. Comparatively, a storm earlier in the Water Year might have had low antecedent moisture conditions and a higher soil capacity that could attenuate any RDII responses.

RDII was applied in the hydraulic model by calculating the total for each basin, and then applying it equally across each basin manhole.

## 6.2 Calculation of Peak Wet Weather Design Flows

### 6.2.1 Rainfall Data Source and Calibration

The rainfall data used to develop the model RDII response to storm events was derived from the temporary 5-minute increment wet weather flow station located at the Town Hall. The single high-resolution rain gauge was applied equally across the City Basins for calibration purposes. The largest storm during the monitoring period was on February 20<sup>th</sup>, totaling 1.61” and was used as the design storm benchmark to calibrate the wet weather flow model.

The three main components of a design storm are the total depth, duration, and probabilistic return period or frequency of that storm. This study incorporated a 10-year return, 24-hour duration, and 3.95-inch total precipitation storm listed in NOAA Atlas 14, Volume 6, Version 2 for the Colma Region. The temporal distribution of the storm was developed via the Natural Resources Conservation Service (NRCS) Soil Conservation Service (SCS) Type 1A rainfall distribution method, which is the typical rainfall distribution method used in the Bay Area region surrounding Colma. The specific rainfall distribution methods typically employed in various parts of the country are displayed in **Figure 6-3**. The resultant rainfall hyetograph is displayed in **Figure 6-4**.

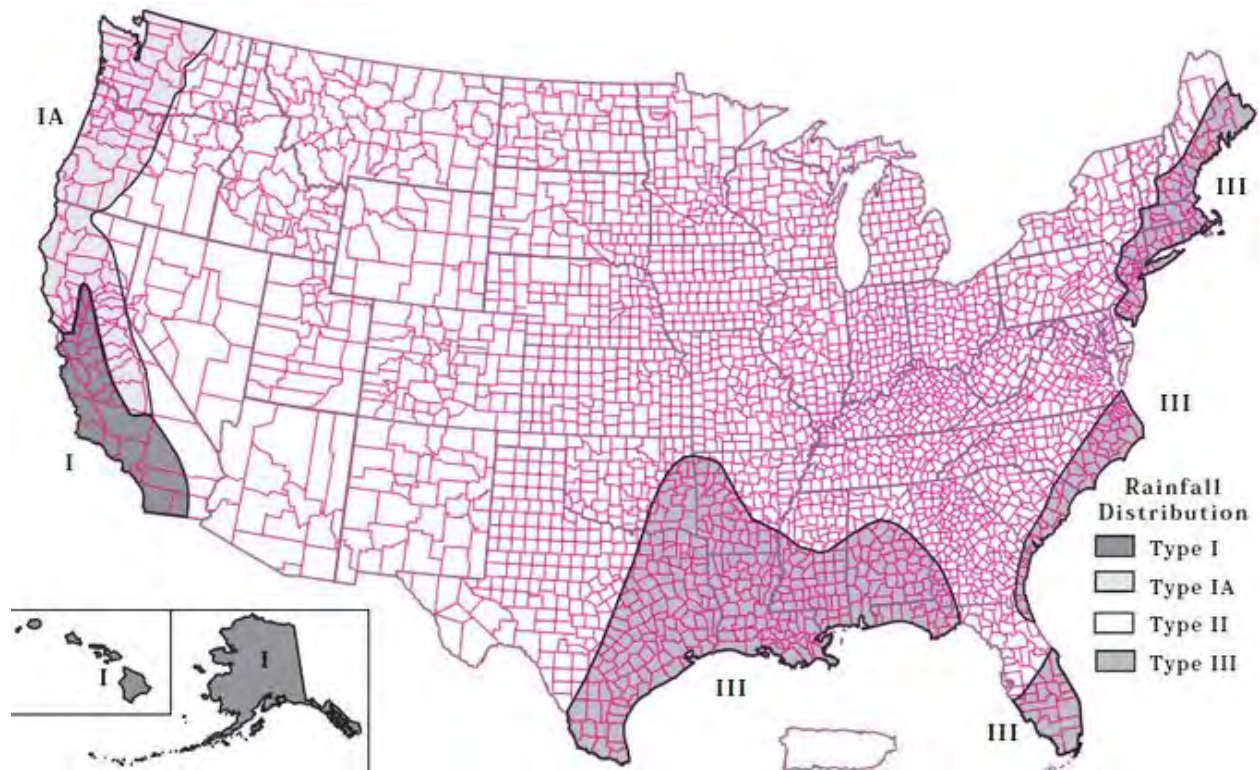
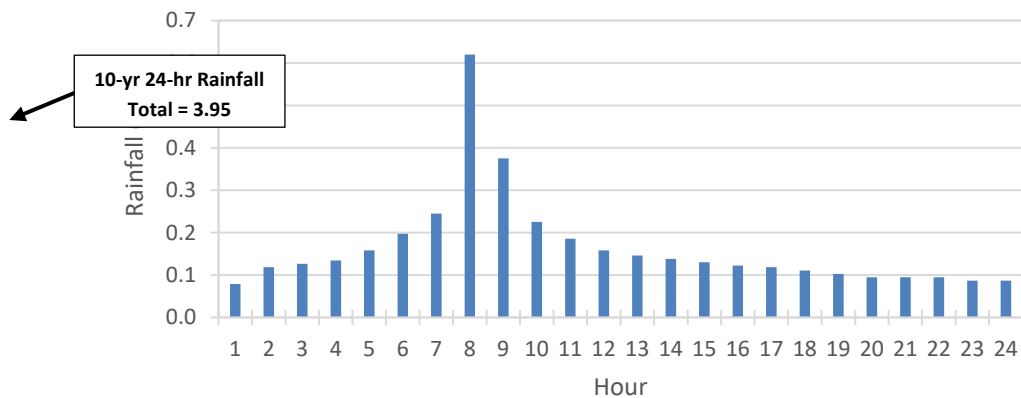


Figure 6-3: NRCS SCS Rainfall Patterns

**10-yr/24-hr Hyetograph for Colma (3.95" total)**  
 Based on NOAA Atlas 14, Volume 6 Point Precipitation  
 Frequency Estimates and the NRCS SCS Type 1A Distribution



**Figure 6-4: NRCS SCS 10-yr/ 24-hr Type 1A Hyetograph**

### 6.2.2 RDII Synthetic Unit Hydrograph Development

The rainfall and flow meter data, along with the chosen 10-yr/24-hr design storm hyetograph, were inputted into the EPA’s Sanitary Sewer Overflow Analysis and Planning (SSOAP) Toolbox Software. Within the software, basin-specific 10-yr/24-hr theoretical unit RDII hydrographs were produced (i.e., theoretical RDII response curves). The process is based on modifying specific triangular unit hydrograph parameters (R, T, and K values) to best fit the observed storm response during the storm event. Where R is the fraction of RDII rainfall volume entering the system, T is the time to peak, and K is the ratio of time of recession to T. As many as three triangular unit hydrographs can be fit to an observed RDII hydrograph corresponding to a single rain event.

The R value depends on the actual area that contributes RDII (i.e., an area that conceivably drains towards manholes). To that end, the RDII contributing areas of the large cemetery parcels were significantly reduced given the existing site conditions to local sewer. The resultant SSOAP hourly RDII by basin is shown in **Figure 6-5**.

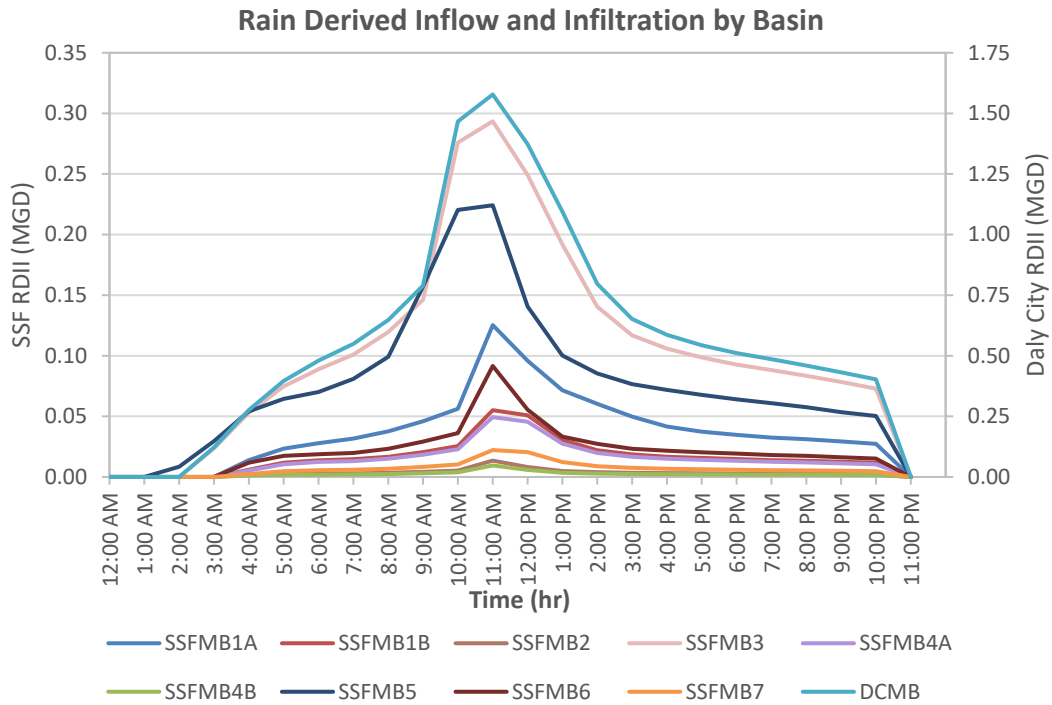


Figure 6-5: Theoretical RDII Hydrographs by Basin for 10-yr/24-hr Type 1A Storm

### 6.2.3 InfoSewer Hydraulic Model

The average dry weather flow, peaking factors, and RDII were all incorporated into the hydraulic model as separate variables. The Existing Conditions Scenario and UBO Conditions Scenario were simulated using the Innovyze InfoSewer software. The results of the model simulations for the two scenarios are summarized in the following section.

## 7 MODEL RESULTS

### 7.1 Capacity Criteria

The objective of the model was to assess the capacity of the system under Existing and UBO Conditions and identify capacity deficiencies. This report defines a capacity deficiency as any location where surcharging of a manhole occurs due to a downstream restriction in flow and where surcharging of a pipe occurs. To assess the potential for surcharging of manholes and pipes the maximum unfilled manhole depths and maximum pipe depth to diameter ratios (d/D) were grouped into discrete categories, summarized in **Table 7-1** and **Table 7-2**.

**Table 7-1: Manhole Capacity Criteria**

Manhole Capacity Categories		
Maximum Unfilled Depth (ft)	Color Code	Description
Potential SSO	Red	Above capacity, likely spilling at ground level
0 - 3 Feet	Orange	Nearing capacity, within 3 feet of ground level
3 - 5 Feet	Yellow	Sufficient freeboard capacity
> 5 Feet	Green	Sufficient freeboard capacity

**Table 7-2: Pipe Capacity Criteria**

Pipe Capacity Categories		
Maximum d/D	Color Code	Description
> 0.99	Red	At capacity, surcharged by depth and flow
0.75 - 0.99	Orange	Nearing capacity, may be acceptable for short periods during design storm
0.50 - 0.75	Green	Sufficient capacity
0.00 - 0.49	Blue	Extra capacity available

## 7.2 Existing System Results

### 7.2.1 PDWF Existing Results

For the Existing Conditions scenario, model simulations were performed for PDWF and PWWF conditions. The PDWF model simulations provide an approximation of how the collection system responds to the wastewater that enters the system for a typical day. The PDWF results are shown in **Appendix C.1**. No SSOs resulted from the PDWF simulation and the maximum unfilled manhole depth was within 3-5 feet of the rim elevation. There were two instances of pipe surcharging, one on Collins Street and a section of



pipe intersecting El Camino Real. However, surcharging in these locations was a result of the siphons located there and not because the pipe diameters are undersized. Under Existing Conditions, the collection system is adequately sized to convey the PDWF to the Daly City and South San Francisco collection systems.

### 7.2.2 PWWF Existing Results

The PWWF model simulation results are shown in **Appendix C.2**. In contrast to the PDWF results the PWWF scenario had many areas of pipe that were surcharging as well as manhole unfilled depths that were less than 3 feet below the rim elevation. Three areas of concern were identified; along F Street and El Camino Real, Serra Shopping Center and Collins Avenue, and El Camino Real and Mission Road. The capacity assessment for the three areas of concern are summarized below.

#### F Street and El Camino Real

- The HGL profiles for this area are shown in **Appendix C.3**
- Unfilled manhole depths for SSMH7E72, SSMH7E49, and SSMH7E83 were less than 3 feet from the rim elevation. This is partially due to the shallowness of the manholes which are only 3-5 feet deep.
- The following pipe segments had a d/D greater than 1: SSMH7E73-SSMH7E49, SSMH7E82-SSMH7E83, SSMH7E86-SSMH7E87, and SSMH7E43 to the Daly City outlet.
- Some pipes also showed a d/D between 0.75-0.99

#### Serra Shopping Center and Collins Avenue

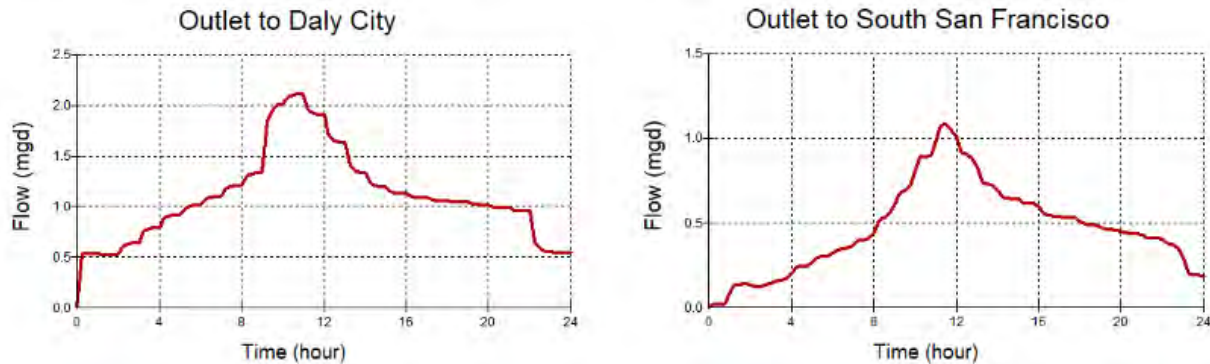
- The HGL profiles for this area are shown in **Appendix C.4**.
- For this area, the model did not show any potential SSOs. All manholes were at least 3 feet below the rim elevation or deeper.
- All pipes in this area had a d/D greater than 1.

#### El Camino Real and Mission Road

- The HGL profiles are shown in **Appendix C.5**.
- There were no potential SSOs modeled in this area, however manholes SSMH9F17, SSMH9F18, and SSMH10F19 were less than 3 feet below the rim elevation.
- The siphon structure located in between manholes SSMH9F13\_S and SSMH9F14\_S is utilized to provide sufficient vertical clearance from an overhead storm drain. The siphon inherently flows full and effectively creates a submerged/pressure condition in the siphon piping, thereby increasing the total dynamic head which subsequently raises the upstream HGL.
- From manhole SSMH9E2 to SSMH10F26 the d/D is greater than 1, which encompasses nearly the entire pipe length for this area.

While no SSOs were shown for the Existing Conditions scenario for either PDWF or PWWF the model assumes no obstructions in pipes or manholes, which is unlikely to be the case in the actual collection system. As such manholes that are not overflowing but are within 3 feet of the rim elevation are also of concern.

The Existing Conditions PWWF hydrographs for the Daly City and South San Francisco outlets are shown in **Figure 7-1**. The maximum flow modeled at the Daly City and SSF outlets were 2.11 MGD and 1.086 MGD respectively.



**Figure 7-1. Existing Conditions 10-yr/ 24-hr PWWF hydrographs**

## 7.3 Ultimate Build-out System Results

### 7.3.1 UBO PDWF Results

The model results for PDWF for the UBO Conditions scenario are shown in **Appendix D.1**. The UBO PDWF results were very similar to the Existing Conditions PDWF results. All unfilled manhole depths were at least 3 feet from the rim elevation. The only surcharging pipes were again on Collins Street and intersecting El Camino Real where the siphons are located. Additionally, from manholes SSMH10F25-SSMH10F27 the d/D was between 0.5 to 0.75. Under UBO conditions the collection system is adequately sized for PDWF.

### 7.3.2 UBO PWWF Results

The model results for UBO Conditions during PWWF are shown in **Appendix D.2**. The PWWF model results for the UBO Conditions scenario resulted in a few SSOs and various instances of pipe surcharging. The three areas of concern previously detailed for the Existing Conditions PWWF scenario remain the predominant areas of concern for the UBO Conditions PWWF scenario. A summary of the capacity assessment for all three areas of concern follows below.

#### F Street and El Camino Real

- The HGL profiles for this area are shown in **Appendix D.3**.
- Unfilled manhole depths for SSMH7E72, SSMH7E49, and SSMH7E83 were within 3 feet of the rim elevation. As noted in **Section 7.2** above this is in part due to the inherent shallowness of the manholes.
- All other manholes were 3 feet or more from the rim elevation.
- The pipes from manhole SSMH7E73 to SSMH7E49, manhole SSMH7E82 to SSMH7E83, manhole SSMH7E86 to SSMH7E87, SSMH7E43 the outlet, and SSMH7E97 to SSMH7E38 had d/D values greater than 1.

#### Serra Shopping Center and Collins Avenue

- The HGL profiles are shown in **Appendix D.4**.

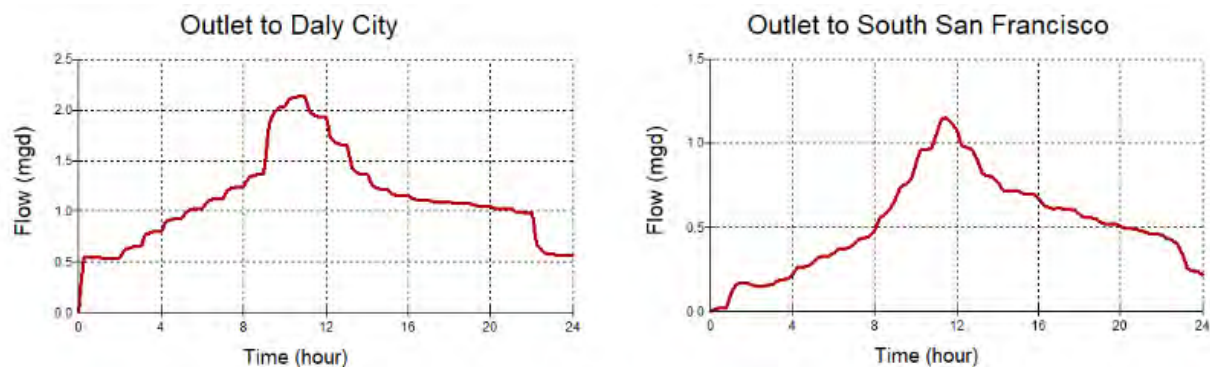
- All manholes in this area from manhole SSMH9E6 to manhole SSMH9E12 were within 3 feet of the rim elevation.  
All pipes from manhole SSMH9E6 to manhole SSMH9E12 were surcharged.

#### El Camino Real and Mission Road

- The HGL profiles are shown in **Appendix D.5**.
- Manholes SSMH9F20 and SSMH9F13 were potential SSOs.
- Manholes SSMH9F21, SSMH9F13\_S, SSMH9F14, SSMH9F15, SSMH9F16, SSMH9F17, SSMH9F18, SSMH10F19, SSMH10F20, and SSMH10F21 were all within 3 feet of the rim elevation.
- Flow performance is again negatively impacted by the siphon structure located between SSMH9F13\_S and SSMH9F14\_S, which flows full creating a submerged pressure condition and raises the upstream HGL.
- All pipes from manhole SSMH9E2 through SSMH10F26 had a  $d/D$  greater than 1.

The many manholes that are within 3 feet of the rim elevation, numerous surcharging pipes, and two potential SSOs demonstrate that the system is currently undersized to meet future demand during wet weather conditions. In order to accommodate the planned development of the UBO condition under PWWF an additional 0.3 MGD of capacity is required in the system to convey the flow to South San Francisco while maintaining a  $d/D$  less than 1.

The UBO Conditions PWWF hydrographs for Daly City and South San Francisco are shown in **Figure 7-2**. The maximum flows modeled at the Daly City and SSF outlets were 2.136 and 1.158 respectively. The UBO Conditions scenario maximum flows are only slightly higher than those of the Existing Conditions scenario from Section 7.2. This is because the difference in dry weather flow is minimal relative to the volume of RDII that enters the collection system for the 10-yr/24-hr Type 1A design storm.



**Figure 7-2. UBO Conditions 10-yr/24-hr PWWF hydrographs**

## 8 RDII REDUCTION

Many social, environmental, and economic benefits are attributed to reducing RDII. Excessive RDII in urban areas can hinder the potential for growth by reducing the available capacity of the sanitary sewer system facilities. A system that is inadequate to convey and treat the RDII puts the health of the public at risk through sewer backups and basements flooding. Additionally, the health of tributary streams may be impacted if the RDII is significant enough to reduce groundwater levels. Considerable increases in ratepayer cost for conveying and treating wastewater as well as heightened maintenance and operation of supporting facilities can result from excessive RDII [U.S. Environmental Protection Agency, 2014 and Federation of Canadian Municipalities and National Research Council, 2003]

The goal of an RDII reduction program for the Town would be to reduce the PWWF to aid in eliminating all potential SSOs and surcharging pipes. Major elements of an RDII reduction program include:

- Flow monitoring
- Sanitary sewer assessment and analysis
- System improvement plan development
- System improvement plan implementation

General flow monitoring is necessary for determining basins in which the RDII response was pronounced. Thereafter, several strategies including closed circuit television inspection, smoke and dye testing, micro monitoring, and point-of-sale ordinances can be utilized to further identify smaller sub-basins or segments of pipe that exhibit a significant RDII response. Description of these methods can be found below:

- Closed Circuit Television (CCTV) Inspection has been widely used in assessing sewer pipes. CCTV inspection produces a video and field log documenting problems on the interior of the pipes and manholes. CCTV can be used to identify structural issues, locate leaking joints, blockages, root intrusion, and dropped joints. Point repairs for identified high severity structural pipe defects have been found to effectively reduce RDII contributions.
- Smoke testing can be used to locate the sources of RDII in the sewer main and service laterals. Smoke testing involves blowing smoke into a manhole and through an isolated segment of pipe. If the sewer pipe is in good condition the smoke will emerge at the downstream manhole or vents on the roof of a house. Smoke emerging from cracks in sidewalks or through resident's yards is an indication that a sewer pipe is in poor condition.
- Dye tracing is often used as a compliment to smoke testing if the results of smoke testing are inconclusive. Dye testing can be used to confirm whether or not a connection is a source of RDII.
- Micromonitoring can be used to monitor the flow of upstream pipes with small diameters with relatively low flow. Micromonitors are placed upstream of a conventional flow monitor and are used to pinpoint the areas which are primary RDII contributors .
- Point-of-sale ordinances have been implemented to require the rehabilitation/replacement of the sewer upper lateral upon the sale of a residential house, commercial property, etc. It is typical for a public agency to only own/maintain the lower lateral serving a building (i.e. the portion of the sewer lateral from the cleanout to the connection point at the main sewer pipeline), thus

rendering it relatively difficult to properly assess/maintain the upper lateral. Upper laterals could contain illegal cross-connections and/or significant structural defects, thus having an ordinance within the pertinent municipal code in place that provides an opportunity for upper lateral rehabilitation activities could be a beneficial strategy within an agency's RDII reduction program.

Following a system assessment, rehabilitation projects can be formed and implemented in the areas where defects and false plumbing connections are found. Typical rehabilitation projects are described below:

- Lining of mains, side sewers, and laterals can reduce the volume of infiltration that enters through cracks in the pipes
- Lining and structural grouts in manholes reduce the volume of infiltration by covering and sealing the cracks
- Improving the seal between the frame and cover of the manhole can reduce the volume of inflow that enters the system during a storm event
- Eliminating illegal/ illicit cross-connections can greatly reduce the volume of inflow to the sanitary sewer system

## 8.1 RDII Reduction Program (SSFMB6 and SSFMB3)

Industry experience has shown that the outcome of RDII reduction programs tends to be much less than what is expected. This is because it is difficult to find and address the many areas where RDII is entering the system. Additionally, private building laterals typically are major contributors to RDII and assessing and rehabbing private property can be a very difficult and costly process, especially without cooperation of the community [Federation of Canadian Municipalities and National Research Council, 2003]. Due to the variability of the outcome of RDII reduction programs they are not intended to be a sole solution to addressing capacity deficiencies, rather they should be ongoing and used as a preventative measure.

### 8.1.1 Major RDII Contributing Basins

The costs associated with RDII reduction efforts can be greatly reduced by developing a targeted RDII reduction program; additionally, this generally improves the efficiency of the RDII reduction efforts. This can be done by first identifying the basins that have the greatest negative impacts to the sanitary sewer system in regard to RDII. In order to compare the basins, the amount of RDII with considerations to total pipe length and diameter for each basin were calculated, the relative magnitude of RDII per inch of diameter per mile (idm) of sewer piping for each basin are displayed in **Table 8-1**. Also presented in **Table 8-1** are the basins ranked relative to each other, with the basin ranked #1 representing the largest response to the storm event (I.e., the "leakiest basin").

**Table 8-1. RDII by Basin**

Basin	RDII Area (Acres)	Peak RDII (MGD)	Peak RDII/idm (gpd/idm)	Ranking
SSFMB1A	72	0.125	16,184	6
SSFMB1B	22	0.055	23,309	4
SSFMB2	72	0.014	2,649	9
SSFMB3	71	0.294	34,927	3
SSFMB4A	21	0.049	14,399	7
SSFMB4B	12	0.010	3,453	8
SSFMB5	190	0.224	18,595	5
SSFMB6	9	0.094	60,200	2
DCMB	200	1.578	107,488	1

While **Table 8-1** ranks the basins in order of which have the greatest RDII response, the locations of the basins relative to the capacity deficiencies identified in **Chapter 7** must also be considered. The basins that are ranked higher for greatest RDII response and are located upstream of the major capacity deficiencies should be prioritized when developing a plan for system improvements. **Table 8-2** presents the basins ranked by priority, with #1 representing the basin that should undergo system improvements first. Basins that did not receive a ranking exhibit a minimal RDII reduction response; consequently, under the current state of the system it is not recommended that these basins undergo improvements to reduce RDII.

**Table 8-2. Sanitary System Improvement Plan**

Basin	Recommended Prioritization	Comments
SSFMB1A		Minimal RDII response
SSFMB1B	4	Addresses El Camino Real and Mission Rd
SSFMB2		Minimal RDII response
SSFMB3	2	Addresses El Camino Real and Mission Rd
SSFMB4A		Minimal RDII response
SSFMB4B		Minimal RDII response
SSFMB5	5	Addresses El Camino Real and Mission Rd
SSFMB6	1	Addresses El Camino Real and Mission Rd
DCMB	3	Addresses F Street and El Camino Real

In **Table 8-1** Basin DCMB is ranked as #1 but addressing the substantial RDII response in DCMB would have no effect on the major capacity deficiencies modeled on El Camino Real and Mission Road. Additionally, no potential SSOs are modeled in DCMB, the most significant response are manholes that surcharge to within 3 feet of the rim elevation, but this is largely due to the inherent shallowness of the manholes. Consequently, DCMB is not the recommended basin with which to begin implementation of system improvements. Instead it is recommended that basin SSFMB6 and SSFMB3 be the first and second basins respectively on which efforts for system improvements are focused. SSFMB6 and SSFMB3 exhibited the highest Peak RDII/idm and are located upstream of the capacity deficiencies on El Camino Real and Mission Road (see **Figure 8-1** below). After efforts are made to reduce the RDII responses which impact El



Camino Real and Mission Road, DCMB can then be targeted if reduced PWWF to be discharged to Daly City is desired.

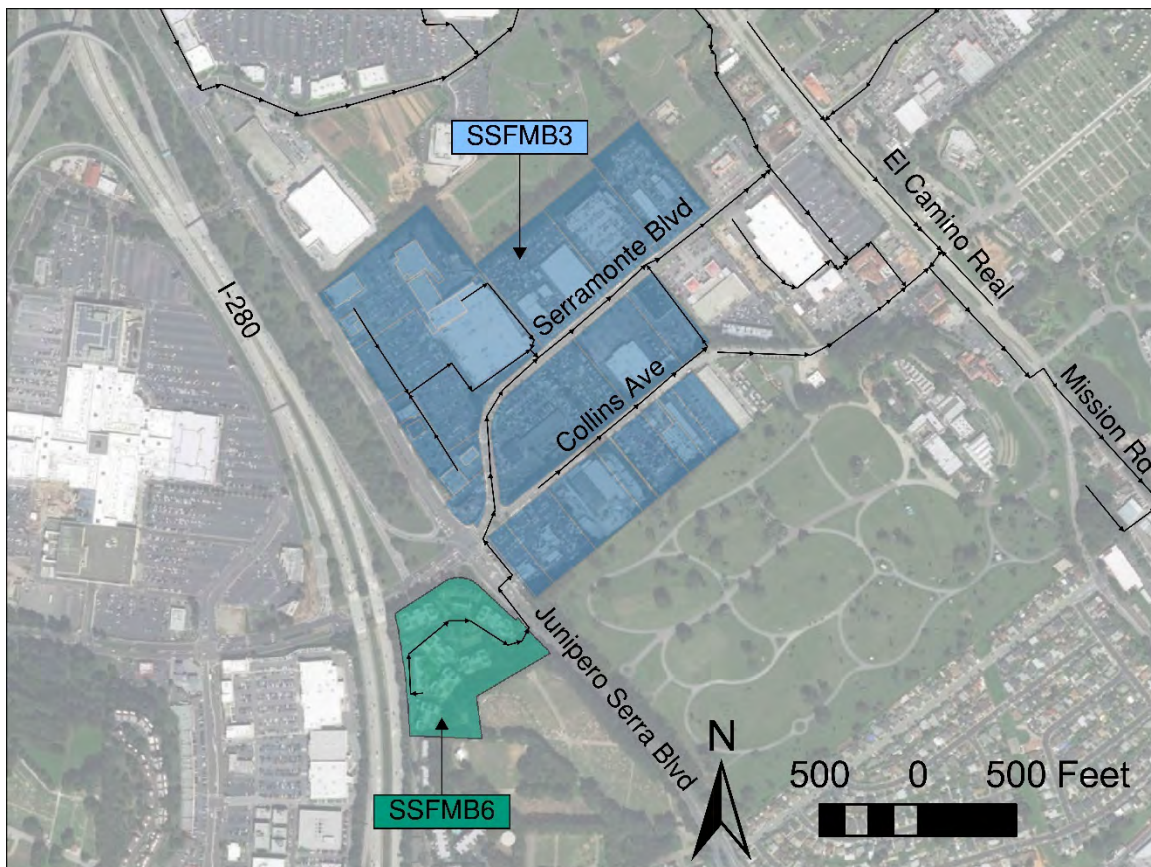


Figure 8-1. RDII Reduction Program Basins (SSFMB3 & SSFMB6)

### 8.1.2 Potential Volume of RDII Reduction

While the exact volume of RDII reduction cannot be determined, assumptions based on industry experience and professional opinion were made to estimate the potential volume of RDII that could be reduced for the proposed RDII reduction program.

The characteristics of the basins must be considered when estimating how effective selected RDII rehabilitation methods will be. Both SSFMB6 and SSFMB3 are predominantly impervious as they consist of a large apartment complex and mostly parking lots for the accompanying shopping centers and businesses. For impervious land types, where the effects of surface runoff are more significantly felt by the collection system, the proportion of RDII stemming from inflow is increased. To determine the individual infiltration and inflow percentages of the RDII response, the approximate base GWI first needs to be known. However, because the flow monitoring conducted by Total Flow Monitoring Inc. was only conducted across the wet months of January and February 2017, the base GWI would have been difficult to determine without making significant assumptions regarding the Town's wet and dry seasons. The determination of base GWI requires flow monitoring data of dry weather flows across both the wet and

dry seasons in order to assess the seasonal variance of groundwater infiltration’s effects on the Town’s collection system. Therefore, the range of infiltration/inflow proportions shown in **Table 8-3** were used to reflect basins with differing sources of RDII. The infiltration and inflow percentages of the GWI Basin type are representative of a typical system. The percentages of the Inflow Basin represent a basin with increased inflow, which can in part be a result of more impervious area, ponding at manholes, or illegal/illicit cross-connections. The Inflow Heavy Basin represents a basin that exhibits a very pronounced inflow response, likely where a significant cross-connection is known.

**Table 8-3. Infiltration to Inflow Proportions**

Basin Type	Infiltration	Inflow
GWI Basin	80%	20%
Inflow Basin	70%	30%
Inflow Heavy Basin	50%	50%

As previously mentioned RDII reduction efforts are often variable and cannot remove 100% of the RDII. Some rehabilitation methods used for reducing RDII are more effective than others. The proposed rehabilitation methods for this RDII reduction program and their anticipated effectiveness at reducing infiltration and inflow follow in **Table 8-4**.

**Table 8-4. Percent Reduction of Infiltration and Inflow for the Different Rehabilitation Methods**

RDII Rehabilitation Method Percent Reduction		
Rehabilitation Method	Infiltration	Inflow
Pipe & Lateral Lining	75%	0%
SSMH Lid Seal	0%	20%
Structural Grout & Liner	15%	20%
Illegal/Illicit Cross-Connection	0%	40%

The resulting volume of RDII removed using the values of **Table 8-3** and **Table 8-4** for basins SSFMB6 and SSFMB3 individually and combined are shown in **Table 8-5**. The values shown in **Table 8-5** do not include the elimination of illegal/illicit cross-connections as this rehab method is difficult to accomplish and the success of this rehab method is highly dependent on the degree of community involvement. If the Town desires to further reduce the volume of RDII through the elimination of illegal/ illicit cross-connections, then a program which engages the community and can procure the cooperation of private property owners is necessary.

The total RDII percent reduction for the GWI Basin, Inflow Basin, and Inflow Heavy Basin are 80%, 75%, and 65% respectively. The percent reduction decreases as the proportion of RDII consisting of inflow increases because reduction of inflow is less effective than the reduction of infiltration. Basins SSFMB6 and SSFMB3 likely reflect either the GWI basin or Inflow Basin and not the Inflow Heavy Basin as no significant illegal/illicit cross-connection that skews the proportion of RDII towards inflow is known. As such it is estimated that a potential RDII reduction volume ranging from 0.291-0.310 MGD could be achieved for basins SSFMB6 and SSFMB3, as shown in **Table 8-5**.

**Table 8-5. RDII Reduction for basins SSFMB6 and SSFMB3 at Varying Proportions of Infiltration/Inflow**

<b>SSFMB6 and SSFMB3 RDII Volume Reduced (MGD)</b>			
<b>Basin</b>	<b>GWl Basin</b>	<b>Inflow Basin</b>	<b>Inflow Heavy Basin</b>
SSFMB6	0.075	0.071	0.061
SSFMB3	0.235	0.221	0.191
<b>Total</b>	<b>0.310</b>	<b>0.291</b>	<b>0.252</b>

The **UBO PWWF Results** section states that the Mission Road line upstream of the SSF discharge point is undersized by 0.3 MGD and while 0.31 MGD of RDII flow could potentially be reduced from SSFMB6 and SSFMB3 collectively, it is not the recommendation of WWE that the RDII reduction program be implemented in place of a CIP. There is substantial statistical variation associated with the RDII reduction program and it does not guarantee that the necessary volume of reduction would be achieved. However, because of the many benefits associated with reducing RDII it is recommended that the proposed RDII reduction program be implemented in coordination with one of the CIP alternatives presented **below**. Cost estimates for the RDII reduction program are provided in **Table 8-6**.

**Table 8-6. RDII Reduction Program Cost Estimate**

<b>Pipe Lining</b>					
Basin	Pipe Length for 6" Dia. (LF)	Unit Cost 6" (\$/LF)	Pipe Length for 8" Diameter (LF)	Unit Cost 8" (\$/LF)	Cost
SSFMB6	1,374	\$90	0	\$120	\$123,660
SSFMB3	5,366		1,531		\$666,660
<i>Subtotal (rounded to the nearest \$1,000)</i>					<b>\$790,000</b>
<b>Lateral Connection Rehab</b>					
Basin	Number of Connections*	Unit	Unit Cost	Cost	
SSFMB6	26	Connection	\$5,000	\$130,000	
SSFMB3	32	Connection	\$5,000	\$160,000	
<i>Subtotal (rounded to the nearest \$1,000)</i>					<b>\$290,000</b>
<b>SSMH Lid Seal</b>					
Basin	Number of Manholes	Unit	Unit Cost	Cost	
SSFMB6	10	Manhole	\$250	\$2,500	
SSFMB3	32	Manhole	\$250	\$8,000	
<i>Subtotal (rounded to the nearest \$1000)</i>					<b>\$11,000</b>
<b>SSMH Structural Grout &amp; Liner</b>					
Basin	Number of Manholes	Unit	Unit Cost	Cost	
SSFMB6	10	Manhole	\$2,500	\$25,000	
SSFMB3	32	Manhole	\$2,500	\$80,000	
<i>Subtotal (rounded to the nearest \$1,000)</i>					<b>\$105,000</b>
<i>Total Labor Materials and Equipment</i>					<b>\$1,196,000</b>
<i>30% Design and 10% Construction Contingency</i>					<b>\$478,400</b>
<i>5% Administrative and 10% Construction Management</i>					<b>\$179,400</b>
<b>Total Project Cost (rounded to the nearest \$1,000)</b>					<b>\$1,854,000</b>
*Total number of connections for each basin were estimated based on number of buildings with considerations made to the size of each building					

## 9 RECOMMENDED CAPITAL IMPROVEMENT PROJECTS

As noted in **Section 7.3.2** to mitigate all surcharging of pipes and potential sanitary sewer overflows an additional 0.3 MGD of capacity is needed to convey the PWWF of the UBO scenario to the City of South San Francisco's system. The downstream capacity in the City of South San Francisco was considered when developing CIPs to address the deficiencies. The following sections cover an analysis of the available capacity in the City of South San Francisco and several CIP alternatives.

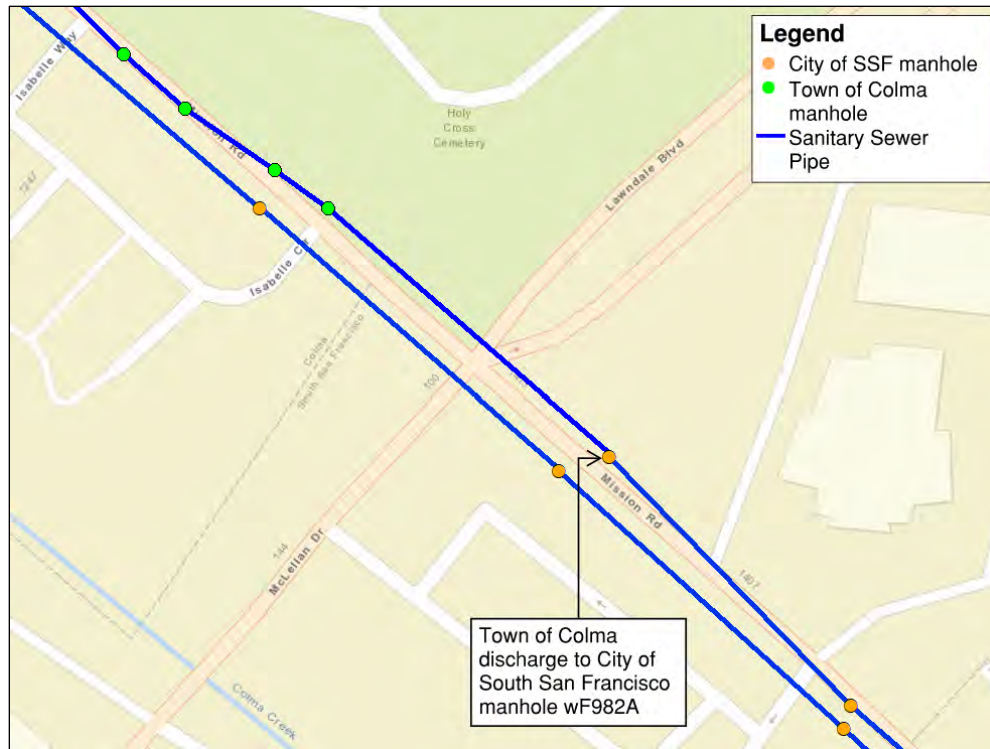
### 9.1 Downstream Capacity, City of South San Francisco

On behalf of the City of South San Francisco, Akel Engineering Group, Inc. (Akel Engineering) provided an analysis of SSF's system downstream of the Town's system, the complete analysis package is provided in Appendix E. The analysis package documented two potential points of discharge, as identified by WWE, shown on **Figure 9-1** and **Figure 9-2**. The potential discharge point identified as Hickey Blvd and El Camino Real on **Figure 9-1** connects to an existing 15" diameter sanitary sewer pipe. The potential discharge point identified as Mission Road and Lawndale Blvd on **Figure 9-2** connects to an existing 18" diameter sanitary sewer pipe.



**Figure 9-1. Town of Colma Potential Discharge Point to City of SSF at Hickey Blvd. and El Camino Real**





**Figure 9-2. Town of Colma Potential Discharge Point to City of SSF at Mission Road and Lawndale Blvd.**

Akel Engineering modeled SSF's existing PDWF and existing PWWF just downstream of both of the potential discharge points. The model results were only reflective of flows from SSF and did not include any wastewater flows from Colma or Daly City. Scenarios including potential future SSF flow projections stemming from planning developments were not modeled. The theoretical maximum allowable discharge for PDWF and PWWF was determined for the downstream pipe segments of both of the discharge points.

For PDWF, the theoretical maximum allowable discharge is the point at which the  $d/D$  in the trunk reaches 0.9, per the SSF Sanitary Sewer Master Plan (SSMP). The maximum allowable discharge for PWWF is met when the HGL is within one foot of the rim elevation, a criterion indicated by Akel Engineering. The PWWF scenario was based on a 10-yr/ 24-hr storm event (3.85 in) obtained from NOAA Atlas 14. **Table 9-1** summarizes the resultant model flows for both discharge points. Note that the remaining capacity is the difference between the theoretical maximum capacity and the discharge for the existing system. The theoretical remaining capacity is the capacity available to accept waste water flows from potential future development of SSF, flows from Daly city and flows from Colma. However, no information was provided as to how much of the capacity is designated to be used by the Town.



**Table 9-1. South San Francisco model results for the potential discharge points**

South San Francisco Model Results				
Modeling Scenario	Hickey & El Camino Real		Mission & Lawndale	
	Max PDWF (MGD)	Max PWWF (MGD)	Max PDWF (MGD)	Max PWWF (MGD)
Existing System*	0.432	2.736	1.044	5.652
Theoretical Maximum Capacity	0.540	3.744	3.564	8.100
Remaining Capacity	0.108	1.008	2.520	2.448
*Flows included only reflect SSF and not Colma or Daly City				

As shown in Appendix C.1 and Appendix D.1 during PDWF for the Town’s Existing and UBO scenarios respectively there are no capacity deficiencies and all pipes, with the exception of the siphons, meet the SSF SSMP maximum d/D criteria. As shown in **Figure 7-2** the PWWF discharged to SSF is 1.158 MGD which is less than the remaining 2.448 MGD of capacity at the Mission and Lawndale discharge point. As discussed in the following sections the potential maximum discharge to Hickey and El Camino Real discharge point during PWWF would be 0.3 MGD which is less than the remaining 1.08 MGD of capacity. This analysis informed the CIP alternatives and was utilized to ensure that all CIP alternatives were viable options.

## 9.2 CIP Alternatives

As stated **above** to eliminate all instances of surcharging on El Camino Real and Mission Road an additional 0.3 MGD of capacity is required. Several CIP alternatives were developed that would provide the additional required capacity and are described in the following subsections.

### 9.2.1 Alternative 1: Parallel Gravity Main Mission Road

One method to gain additional capacity and reduce the total PWWF discharge in the surcharging El Camino and Mission Road line would be to divert 0.3 MGD onto a parallel gravity main on Mission road as shown in plan and profile view in **Figure 9-3**. A high flow relief line would divert the surcharging flow during times of wet weather flow to the proposed gravity main. The gravity main would begin at manhole SSMH9F21 just upstream of a Caltrans box culvert. Spanning the box culvert the gravity main would need to be installed at a shallow depth with a flatter slope resulting in the need for a 10” diameter pipe. After the box culvert, beginning at manhole SSMH9F14\_S, the gravity main could be installed at a shallower depth with a steeper slope and only an 8” diameter pipe would be required throughout the line up to the discharge point to the SSF system at manhole SSMH11G1. Additionally, a 10” overflow pipe for the Town’s existing siphon shown in Figure 9-3 is recommended for inclusion in this CIP alternative. The siphon overflow pipe would be installed above the existing Caltrans box culvert (i.e. from SSMH9F13\_S to SSMH9F14\_S), and would provide conveyance redundancy in the event that a blockage/constriction occurs in the existing siphon piping section.

A benefit to this alternative is that construction would take place in Mission Road which is the Town’s right of way. However, due to existing parallel utilities the construction corridor would be tight. Additionally, Mission Road is a heavily trafficked street and efforts to minimize traffic impacts could limit construction to night work.



Figure 9-3. Alternative 1: Parallel Gravity Main on Mission Road Plan and Profile Views





### 9.2.2 Alternative 2: Gravity Main El Camino Real

Similar to Alternative 1, Alternative 2 is a high flow relief line that would divert 0.3 MGD during wet weather flow but would instead be located on El Camino Real. The proposed gravity main is shown on **Figure 9-4**. The gravity main would start on Mission road at manhole SSMH9F13 located at the intersection of El Camino Real and Cypress Avenue and end at the SSF discharge point in manhole wF965 on El Camino Real near Hickey Blvd. The gravity main would need to be 10" in diameter and have an approximate 8' drop to satisfy minimum slope requirements. Because of the surface elevation at some points, the gravity main would need to be installed at a depth as great as 30', in contrast to the approximate maximum depth of 12' for Alternative 1.

The construction corridor for this alternative would be located in Caltrans right of way, making construction more difficult as it would require permitting and likely would be restricted to night-time work. Additionally, this alternative would have higher excavation costs than Alternative 1 because portions of the gravity main would need to be installed at a much greater depth.



Figure 9-4. Alternative 2: Gravity Main on El Camino Real Plan and Profile Views





### 9.2.3 Alternative 3A and 3B

Alternative 3A and 3B both consist of diverting the requisite 0.3 MGD of flow off of the existing 10" main on Mission Road through a lift station and 4" force main, which would be located on Mission Road and El Camino Real respectively. A list of recommended preliminary parameters for a pre-fabricated lift station follows:

- Sized for a flow rate of 0.504 MGD
- Precast wet well to have an approximate internal diameter of 6'
- Hatch and top slab of wet well to be H-20 traffic rated with a cast-in vent
- Two 5 HP submersible pumps (1 duty 1 standby), which should be explosion proof for wastewater application
- Precast valve vault assembly, which should include top slab with hatch and be H-20 traffic rated
- Level control system
- Lift station control panel

#### **Alternative 3A: Lift Station and Force Main Mission Road**

Alternative 3A, shown on **Figure 9-5**, is to be located on Mission Road and would begin near manhole SSMH9F14\_S with the prefabricated lift station. A 4" force main after the lift station would be installed at a depth of 4-5 feet until manhole SSMH10F25 thereafter it would break to an 8" gravity main until the SSF discharge point at manhole SSMH11G1.

#### **Alternative 3B: Lift Station and Force Main El Camino Real**

Alternative 3B, shown on **Figure 9-6**, is to be located on El Camino Real and the lift station would begin on the intersection of El Camino Real and Cypress Avenue near manhole SSMH9F13. The 4" force main would be installed at a depth of 4-5 feet up until the high point along the alignment is reached, at which point the force main would break to a gravity main. As this alternative would be located in Caltrans right of way, recent experience with Caltrans has resulted in their requirement that all pressurized pipelines installed in Caltrans right of way need to be installed within a steel casing pipe.

The benefits and drawbacks of working on either Mission Road and El Camino Real previously stated for Alternatives 1 and 2 are also applicable to Alternatives 3A and 3B respectively. Additionally, a benefit of a force main is that the cost of construction is greatly reduced when compared to a gravity main as excavation is less costly and complex at shallower depths. A drawback however, would be the added operation and maintenance of the lift station, which would include electrical costs and any necessary cleaning or replacement of parts.



Figure 9-5. Alternative 3A: Lift Station and Force Main on Mission Road Plan and Profile Views

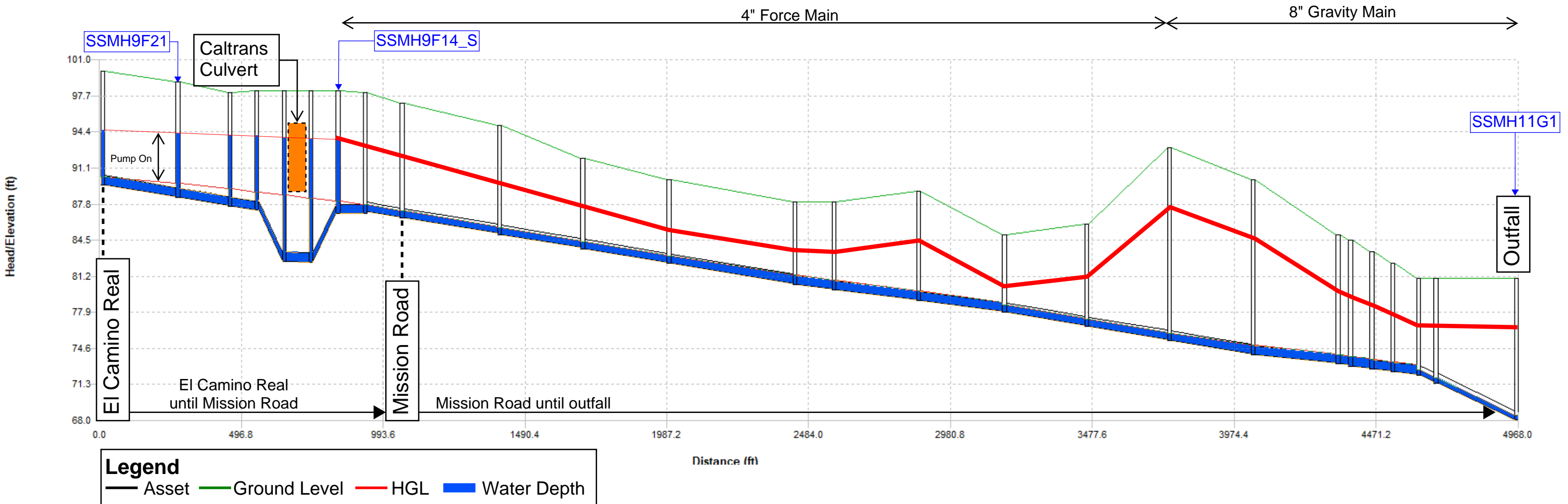




Figure 9-6. Alternative 3B: Lift Station and Force Main on El Camino Real Plan and Profile Views





### 9.2.4 Alternative 4: Replace-in-Place Existing Main on Mission Road

Upsizing of the existing 10” main on Mission Road to a 15” diameter pipe by the replace-in-place method would provide the needed 0.3 MGD of additional capacity. As stated for Alternatives 1 and 3A construction on Mission Road is desirable as it is in the Town’s right of way. Because the pipe would be replaced in place the tight construction corridor on Mission Road would pose less of an issue during construction when compared with Alternative 1 and 3A.

## 9.3 Cost Estimates for Alternatives

Cost estimates of each alternative as well as the proposed RDII reduction program, which is recommended to be implemented as a compliment to one of the CIP alternatives, are shown in **Table 9-2**.

**Table 9-2. Cost estimates for CIP alternatives**

Alternative	Labor, Materials, & Equipment (\$)	Design/ Construction Contingencies (%)	Total Construction Cost (\$)	Administrative/ Construction Management (%)	Total Project Cost Estimate (\$)	Alignment Length (LF) / Min-Max Depth (VF)
1: Parallel Gravity Main Mission Road	1.15 Million	30/10	1.61 Million	5/10	<b>1.9 Million</b>	4300 / 4-12
2: Gravity Main El Camino Real	1.80 Million	30/10	2.47 Million	5/10	<b>3.0 Million</b>	3300 / 7-35
3A: Lift Station and Force Main Mission Road *	1.18 Million	30/10	1.65 Million	5/10	<b>1.9 Million</b>	4100 / 4-5
3B: Lift Station and Force Main El Camino Real *	1.18 Million	30/10	1.65 Million	5/10	<b>2.0 Million</b>	3300 / 4-5
4: Replace-in-Place Existing Main on Mission Road	1.83 Million	30/10	2.56 Million	5/10	<b>2.9 Million</b>	4100 / 8-16

\*Cost estimates for these alternatives do not include potential land acquisition costs for the lift station

All CIP alternatives would eliminate instances of surcharging during the Existing and UBO PWWF scenario. It is recommended that the Town choose one of the CIP alternatives and move forward with the implementation of the CIP as soon as possible as the Existing PWWF scenario shows extensive surcharging of the pipes and manholes within 3 feet of the rim elevation. To facilitate the Town’s selection of a CIP alternative the different alternatives are ranked by estimated cost and the short-term and long-term effectiveness are shown in **Table 9-3**. The short-term effectiveness is the ability of a project alternative to address current capacity deficiencies within two years; given that the project would need to be designed, bid, and built within this time frame. Whereas the long-term effectiveness is the ability of a project alternative to address capacity deficiencies of the UBO PWWF conditions, in addition to mitigation of potential SSOs beyond the 10-yr/24-hr Type 1A storm modeled. The short-term and long-term effectiveness categories were assigned either a Low, Medium, or High ranking, which represent 25%, 50%,

and 99% confidence intervals for the likelihood of a project alternative meeting the criterion stated for the two categories.

Note that the RDII reduction program is also presented in **Table 9-3** but is not included as a ranked alternative as it is not recommended that the RDII reduction program take the place of a CIP as discussed in **Section 8.1.2**.

**Table 9-3. Short- and Long-Term Effectiveness of CIPs and RDII Reduction Program**

Alternative	Cost (\$)	Short-Term Effectiveness	Long Term Effectiveness
1: Parallel Gravity Main Mission Road	1.9 Million	High	High
3A: Lift Station and Force Main Mission Road	1.9 Million	High	Medium
3B: Lift Station and Force Main El Camino Real	2.0 Million	High	Medium
4: Replace-in-Place Existing Main Mission Road	2.9 Million	High	High
2: Gravity Main El Camino Real	3.0 Million	High	High
RDII Reduction Program	1.9 Million	Low	Medium

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## 10 REFERENCES

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## 11 APPENDICES

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## Appendix A. Town of Colma Wastewater Collection System Hydraulic Model Report (Water Works, June 2018)





## *Town of Colma*

# WASTEWATER COLLECTION SYSTEM HYDRAULIC MODEL REPORT

### FINAL PROJECT REPORT

Date: June 2018

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## 0 EXECUTIVE SUMMARY

The Town of Colma contracted Water Works Engineers to develop a new hydraulic model of the existing sanitary sewer system utilizing available GIS, land use, zoning, and flow monitoring data. The hydraulic model’s wastewater flow loading is calibrated to the available flow monitoring data to ensure an accurate representation of the collection system to allow for a capacity analysis to identify potential capital improvement projects that shall alleviate any capacity deficiencies found.

The following scenarios are simulated within the hydraulic model:

- Existing Conditions: Average Dry Weather Flow (ADWF)
- Existing Conditions: Peak Wet Weather Flow (PWWF)
- Ultimate Buildout: ADWF
- Ultimate Buildout: PWWF

The Existing Conditions ADWF scenario contains the results of the aforementioned calibration effort, with Table 0-1 below listing the average modeled flow rates against the actual monitored flow rates at each flow meter site.

**Table 0-1: Average Flow Rate Comparison by Flow Meter Site**

FM Site	Manhole ID	Actual Average Flow Rate Monitored (MGD)*	Modeled Average Flow Rate (MGD)
1	10F25	0.190	0.184
2	9F61	0.033	0.032
3N	9E75	0.139	0.131
3W	9E75	0.007	0.006
4	9E04	0.031	0.032
5	7E19	0.516	0.508
6	E07-39	0.635	0.546
7	8E14	0.032	0.024
8N	8E23	0.044	0.040
8W	8E23	0.041	0.076

\*These flow rate values are taken from the Town of Colma Flow Monitoring Service Report completed by Total Flow Inc. in cooperation with Water Works Engineers.

The Ultimate Buildout scenario is a theoretical development scenario based on a combination of General Plan population projections and planned improvements.

Each of the PWWF scenarios (Existing Conditions and Ultimate Buildout) include the simulation of a standard 5-year return, 24-hour duration, and 3.25-inch total precipitation storm listed in NOAA Atlas 14, Volume 6, Version 2 for the Colma region. The modeling results for both simulations are discussed below.



The Existing Conditions PWWF simulation shows no sanitary sewer overflows (SSOs), however surcharging of pipelines is modeled in multiple locations. The 10” pipeline that runs southeast along Mission Road is under capacity according to the model, with flow performance negatively impacted by a siphon structure. Also, this scenario shows that there is significant local sewer capacity in the Daly City MiniBasin, however the confluence of flows from Daly City at El Camino Real and Albert Tegla Blvd effectively block the local upstream capacity from being utilized without surcharging into the low-lying Colma manholes SSMH7E43 and SSMH7E87.

The Ultimate Buildout PWWF simulation shows no SSOs, however a number of manholes are modeled to be within 5 feet of overflowing. Surcharging of pipelines is also modeled in multiple locations. The 10” pipeline that runs southeast along Mission Road is again negatively impacted by a siphon structure, however the simulated surcharging conditions are worse when compared to the Existing Conditions PWWF scenario. Also, the same conditions are simulated for the Daly City MiniBasin as previously described for the Existing Conditions PWWF scenario.

The peak flow rates modeled at each of the flow meter sites for the Existing Conditions and Ultimate Buildout PWWF scenarios are summarized in Table 0-2 below.

**Table 0-2: Peak Modeled Flow Rates by Flow Meter Site**

FM Site	Manhole ID	Existing Conditions Scenarios Peak Flow Rates (MGD)		Ultimate Buildout Scenarios Peak Flow Rates (MGD)	
		No RDII	RDII	No RDII	RDII
1	10F25	0.297	0.865	0.372	0.928
2	9F61	0.048	0.158	0.053	0.162
3N	9E75	0.217	0.733	0.278	0.782
3W	9E75	0.008	0.021	0.009	0.022
4	9E04	0.045	0.059	0.054	0.067
5*	7E19	0.508	2.05	0.508	2.05
6	E07-39	0.57	2.265	0.626	2.336
7	8E14	0.063	0.08	0.068	0.086
8N	8E23	0.1	0.231	0.109	0.233
8W	8E23	0.104	0.469	0.129	0.493

\*Flow Meter Site 5 was installed to measure flows from Daly City. Because Daly City’s sewer collection system is not included in the hydraulic model, no assumptions about future growth were made. This results in the same peak flow rates between the Existing Conditions and Ultimate Buildout scenarios.

The peaking factors by sewer basin are presented in Table 0-3 below. The sewer basins are listed in descending order according to the ADWF to PWWF peaking factor. This ranked list of highest to lowest “peaking conditions” could be utilized to represent those basins that are candidates for additional analysis, identification of defects, and potential capital improvements to mitigate the defects.



**Table 0-3: Sewer Basins Ranked by Peaking Factor (ADWF to PWWF)**

Basin	Existing Conditions Scenario Peaking Factors		Ultimate Buildout Scenario Peaking Factors	
	ADWF to PDWF	ADWF to PWWF	ADWF to PDWF	ADWF to PWWF
SSFMB3	1.55	7.00	1.77	6.75
SSFMB1B	2.50	5.78	2.48	5.30
SSFMB6	1.45	4.79	1.47	4.50
SSFMB4A	1.36	4.58	1.57	4.42
SSFMB5	1.27	3.70	1.37	3.42
DCMB	1.02	3.52	1.64	3.97
SSFMB4B	1.33	3.50	1.29	3.14
SSFMB1A	2.74	3.48	2.72	3.44
SSFMB2	1.41	1.84	1.13	1.40

The Existing PWWF Scaled 1.3x scenario is a model simulation where the 5yr/24hr design storm is uniformly scaled up to increase modeled rain-derived infiltration and inflow (RDII). A sensitivity analysis was performed, which found that the first SSO was encountered when the storm RDII response was scaled up to an approximate 10yr/24hr storm event (i.e. 3.25" increased to 3.85" total rainfall). The Mission Road 10" pipeline again sees worse surcharging conditions when compared to both of the aforementioned model scenarios, with manhole 9F20 coming within 1 foot of an SSO. Also, the same conditions are simulated for the Daly City MiniBasin as previously described for the Existing Conditions and Ultimate Buildout PWWF scenarios.

It is recommended that the Town of Colma move forward with the development of a Capital Improvement Project (CIP) Plan and an overall System Evaluation and Capacity Assurance Plan (SECAP). The CIP Plan aims to alleviate each identified hydraulic deficiency found in the modelling results, and would be included as a part of the overall SECAP. Another goal of the SECAP is to provide the Town of Colma with proper guidance on how to prepare and plan for future developments that impact the Town's ability to ensure system capacity for customers.





# 1 INTRODUCTION

## 1.1 Project Background

Water Works Engineers, LLC (WWE) is under contract with the Town of Colma (Town) to prepare a new hydraulic model of the existing sanitary sewer system to determine the capacity of the system under various development scenarios and identify potential improvements.

## 1.2 Description of Service Area

The Town is a small municipality located between Daly City and City of South San Francisco (Cities) that owns and operates a sanitary sewer collection system encompassing a service area of 1152 acres. Unique among municipalities, most of land usage in Colma is for local cemeteries and mortuaries, which contribute relatively little to no major sewer flows.

## 1.3 Physical Model Development

A new GIS-based sewer network was developed for the hydraulic model based off available as-builts, CAD data, and satellite imagery. In some instances, missing or inaccurate data attributes such as manhole rim elevations, pipe inverts, and pipe diameters were interpolated and modified to ensure accurate system representation within the hydraulic model. For instance, some manhole rim elevations were verified against San Mateo County elevation data and satellite imagery. Another example of a common modification was interpolating the slope of a pipe segment based on upstream and downstream pipe segments or listing it under a minimum slope given the line size.

Multiple figures that show the layout of the system with manhole identification numbers can be found in Appendix A.

## 1.4 Development Scenarios

### Land Use Information

The Town zoning map in Figure 1 below was used as the basis for delineating the land use (LU) of each parcel which was inclusive of Residential, Commercial, Cemetery, and Other (i.e., open space) land use types. The total acres by LU type are presented in Table 1-1 below.

**Table 1-1: Land Usage in Colma**

Acres by LU type				
RESIDENTIAL	OTHER	CEMETERY	COMMERCIAL	TOTAL
37	36	930	142	1145



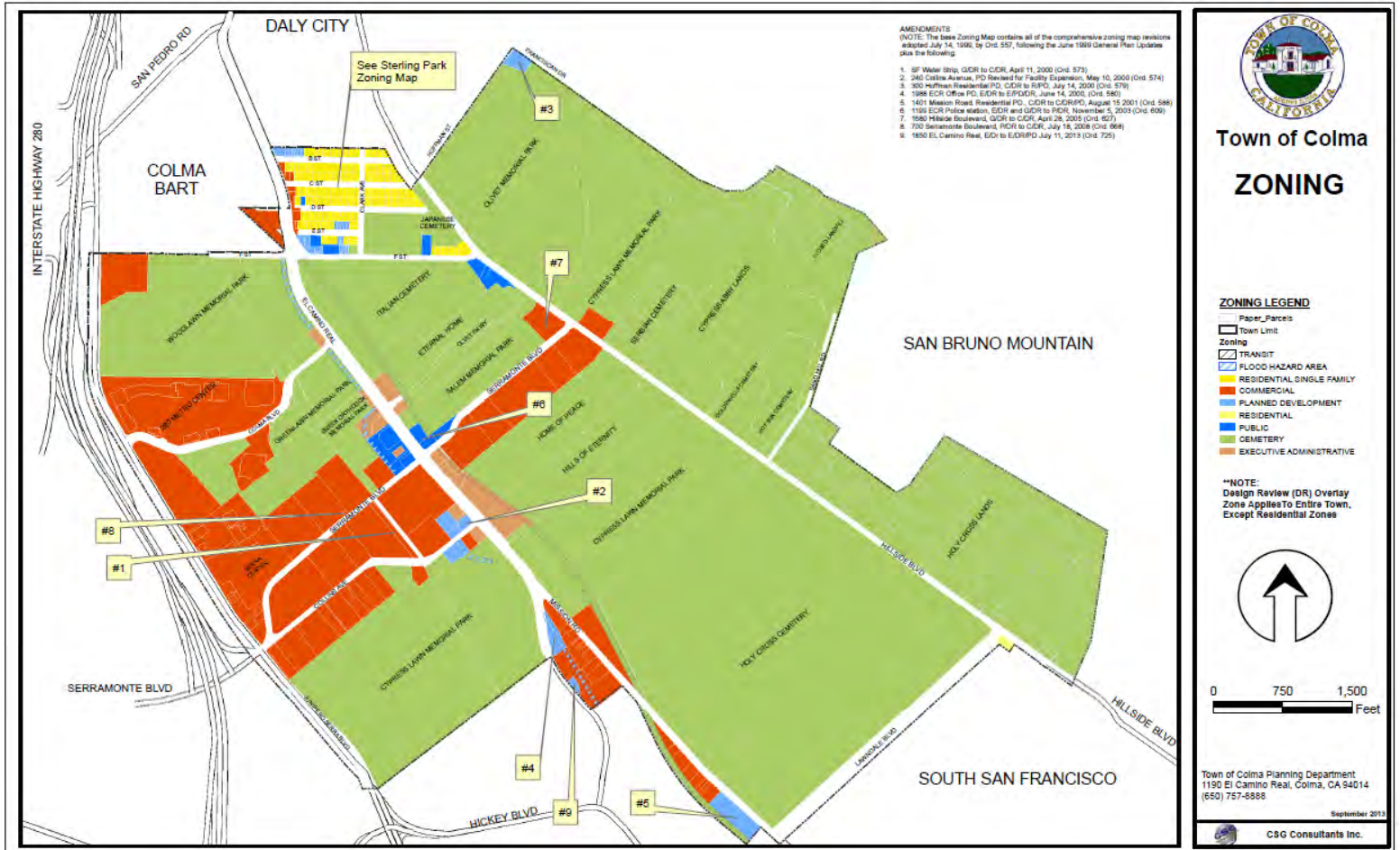


Figure 1: Town of Colma Zoning Map (Accessed June 2017)

**Existing Scenario**

The existing development scenario is based on current date zoning and land use data, and is intended to closely match existing conditions.

**Ultimate Buildout Scenario**

The ultimate buildout scenario is a theoretical development scenario based on a combination of General Plan (GP) population projections (roughly 10% after accounting for residential developments) and planned improvements.

Household Size: Increased from 3.05 to 3.355 for 10% population increase.

Commercial Utilization: The wastewater generation rates (flow per acre) were increased by 10% from calibrated existing values to represent increased commercial utilization. This is presented in more detail below.

Planned Developments: Planned developments listed in updated planning documents were modeled in the UBO scenario, and are listed below:



- Potential Housing Developments (adapted from General Plan)

**Table H-44: Sterling Park Single Family Detached Development Potential**

APN	Location	Designation & Zone	Acres	Dev. Pot.	Density Allowed	Constraints
008-126-100	C Street (southside)	Residential (R)	0.1	2	13 units/ acre	None, infrastructure capacity exists
008-126-040	B Street (southside)	Residential (R)	0.7	9		
008-125-180	B Street (northside)	Residential (R)	0.11	1		
<b>Total</b>			<b>0.91</b>	<b>12 units</b>		

**Table H-45: El Camino Real Parcels Multi-Family Development Potential**

APN	Location	Designation & Zone	Acres	Dev. Pot.	Density Allowed	Constraints
008-127-020 (Sandblaster)	El Camino Real	Residential/ Commercial (Mixed Use) - (R/C)	0.53	13	30 units/acre	Topography, possible ground surface contamination
008-141-080 (Bocci)	El Camino Real	Commercial (Mixed-Use) - (C)	0.6	24	30 units/acre	Utility Easement, Triangular Shape
<b>Total</b>			<b>1.13 ac</b>	<b>37 units</b>		

- Other listed Planned Developments (note, some of these projects have been built, and were included in the existing scenario, while others are assumed to develop in the UBO scenario) (*Adapted from zoning map*)

**AMENDMENTS**

(NOTE: The base Zoning Map contains all of the comprehensive zoning map revisions adopted July 14, 1999, by Ord. 557, following the June 1999 General Plan Updates plus the following:

1. SF Water Strip, G/DR to C/DR, April 11, 2000 (Ord. 573)
2. 240 Collins Avenue, PD Revised for Facility Expansion, May 10, 2000 (Ord. 574)
3. 300 Hoffman Residential PD, C/DR to R/PD, July 14, 2000 (Ord. 579)
4. 1988 ECR Office PD, E/DR to E/PD/DR, June 14, 2000, (Ord. 580)
5. 1401 Mission Road. Residential PD., C/DR to C/DR/PD, August 15 2001 (Ord. 588)
6. 1199 ECR Police station, E/DR and G/DR to P/DR, November 5, 2003 (Ord. 609)
7. 1680 Hillside Boulevard, G/DR to C/DR, April 28, 2005 (Ord. 627)
8. 700 Serramonte Boulevard, P/DR to C/DR, July 18, 2008 (Ord. 668)
9. 1850 EL Camino Real, E/Dr to E/DR/PD July 11, 2013 (Ord. 725)



Ultimate Buildout Changes to Wastewater Generation Rates (WWGR)

- #1) SF Water Strip (no change made)
- #2) 240 Collins Ave (police station WWGR increased from 3960gpd to 7920gpd)
- #3) 300 Hoffman Residential (already included in model for Existing Scenario; this parcel does not contribute to Colma sewer system)
- #4) 1988 ECR Office PD (WWGR increased from 1500gpd to 3960gpd)
- #5) 1401 Mission Rd Residential (already included in model for Existing Scenario)
- #6) 119 ECR Police Station (WWGR increased from 1450gpd to 3960gpd)
- #7) 1680 Hillside Blvd (WWGR increased from 1450gpd to 3960gpd)
- #8) 700 Serramonte Blvd (WWGR increased from 675gpd to 3960gpd)
- #9) 1850 El Camino Real (WWGR increased from 1500gpd to 3960gpd)
- #10) APN 008127020 changed from 1 home to 13 homes per Town GP
- #11) APN 008141080 changed from commercial to residential with 24 homes per Town GP
- #12) APN 008126100 changed from 1 home to 2 homes per Town GP
- #13) APN 008126040 changed from 1 home to 9 homes per Town GP

## 2 HYDRAULIC MODEL DEVELOPMENT

The hydraulic model is based off the newly formed GIS sewer network and was simulated via the Innovyze InfoSewer software plugin which is a quasi-dynamic modeling package that simulates peak wet weather flow in 15-minute increments. The development of the model depends on flow meter and rainfall data, calibrated dry and wet weather flows, and a chosen design storm. This methodology is explained below.

### 2.1 Flow Meter Data

The Town obtained the services of Total Flow Inc. for the rental, installation, procurement, and analysis of temporary flow meter data across January and February 2017. The results and monitoring methodology are presented in the Town of Colma Flow Monitoring Services Report completed by Total Flow Inc. in collaboration with WWE. The flow monitoring data was used to calibrate dry and wet weather flow by sewer basin and is explained in depth in proceeding sections.

### 2.2 System Configuration

The Town sanitary sewer system can be characterized as including ten identifiable sewer basins, which correspond with the flow meter locations utilized by Total Flow Inc. during monitoring in early 2017. The approximate acreage of each basin in acres is displayed in **Table 2-1** below.

**Table 2-1: Basin Acreages**

Basin	Total Acres
DCMB	408
SSFMB1A	138
SSFMB1B	14
SSFMB2	60



SSFMB3	59
SSFMB4A	15
SSFMB4B	8
SSFMB5	424
SSFMB6	9
SSFMB7	10
<b>Total</b>	<b>1145</b>

## 2.3 Dry Weather Flow Development

### Average Dry Weather Flow

Average dry weather flow (ADWF) is the primary component of a hydraulic model and can be characterized as the diurnal or daily wastewater flow from a parcel that is not influenced by groundwater level changes or rainfall effects. Typical Colma minimum flows occur approximately at 4AM, with peak flows approximately occurring at 3PM. This corresponds with Peak Dry Weather Flow (PDWF), which is determined by multiplying the ADWF by an hourly peaking factor (PF). Theoretical ADWF is calculated from each parcel based on land use/population/density and wastewater generation rates, and is then calibrated to observed flow meter data.

### Wastewater Generation Rates & Calibration

The methodology of estimating wastewater generations rates (the basis for theoretical ADWF) was an iterative approach that was calibrated to observed flow meter data ADWF.

**Table 2-2: Wastewater Gen Rate (residential)**

Residential			
Basin	EXST Flow (gpd/unit)	UBO Flow (gpd/unit)	Unit
DCMB	65		
SSFMB1A	55		
SSFMB1B	55		
SSFMB2	55		
SSFMB3	55	Same as Existing	Person
SSFMB4A	60		
SSFMB4B	55		
SSFMB5	60		
SSFMB6	60		
SSFMB7	55		



**Table 2-3: Wastewater Generation Rates (non-residential)**

Non-Residential				
Land Use Type	Basin	EXST Flow (gpd/unit)	UBO* Flow (gpd/unit)	Unit
CEMETERY/MORTUARY	All Basins	480	480	Building
COMMERCIAL	DCMB	1500	1650	Acre
	SSFMB1A	1050	1155	
	SSFMB1B	3300	3630	
	SSFMB2	1450	1595	
	SSFMB3	675	743	
	SSFMB4A	3600	3960	
	SSFMB4B	1250	1375	
	SSFMB5	1500	1650	
	SSFMB6	1500	1650	
	SSFMB7	1500	1650	

\*UBO commercial wastewater generation rates were increased by 10%

**Diurnal Patterns**

The diurnal patterns applied to ADWF to calculate PDWF were obtained for each flow meter site and are displayed graphically in Figure 2.





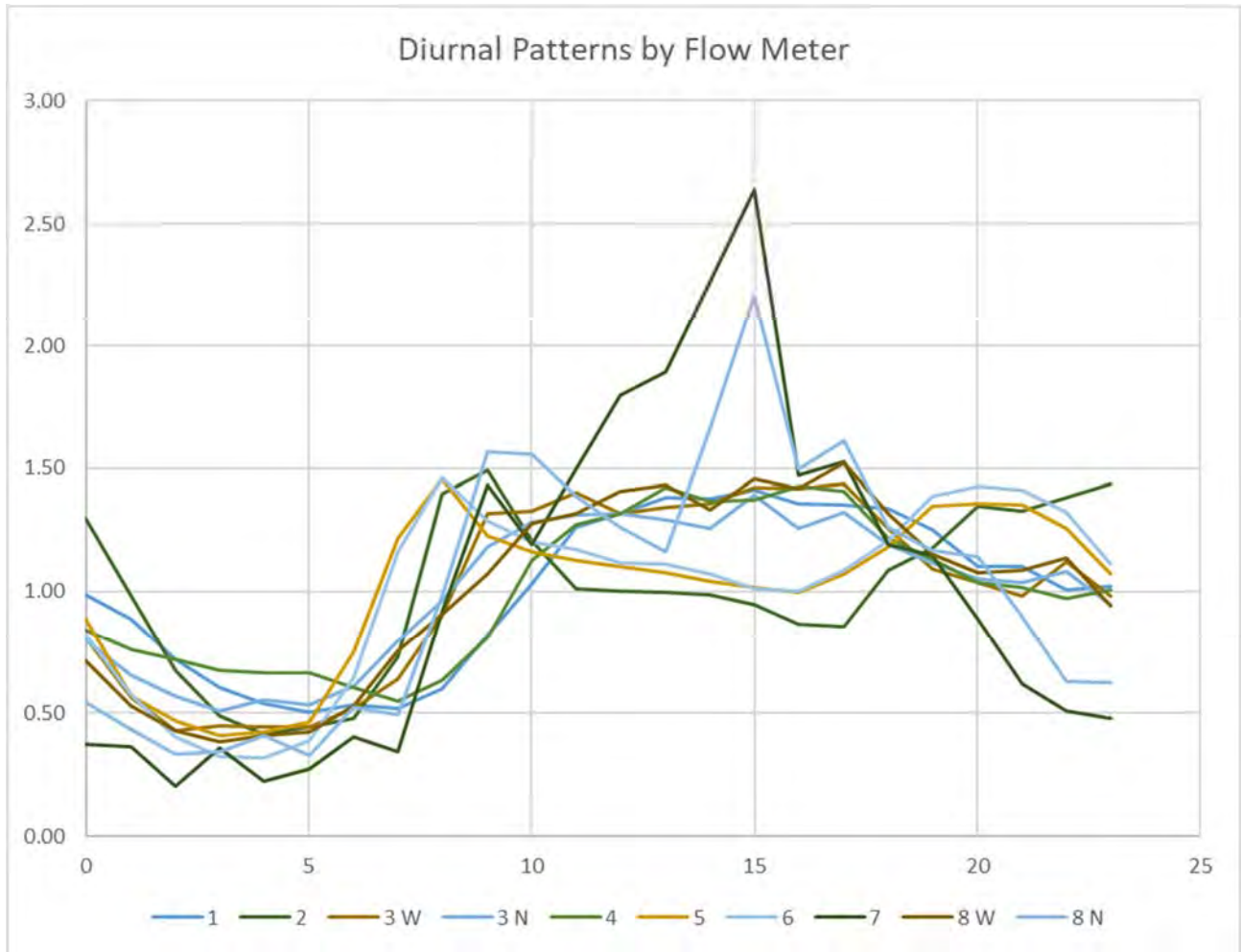


Figure 2: Diurnal Patterns by Flow Meter

## 2.4 Wet Weather Flow Development

The hydraulic model simulates Peak Wet Weather Flow (PWWF) given a particular design storm hyetograph (rainfall over time) and a calibrated theoretical system response to that rainfall. PWWF is made up of PDWF and Rain Derived Inflow and Infiltration (RDII). This is graphically displayed in Figure 3 below.

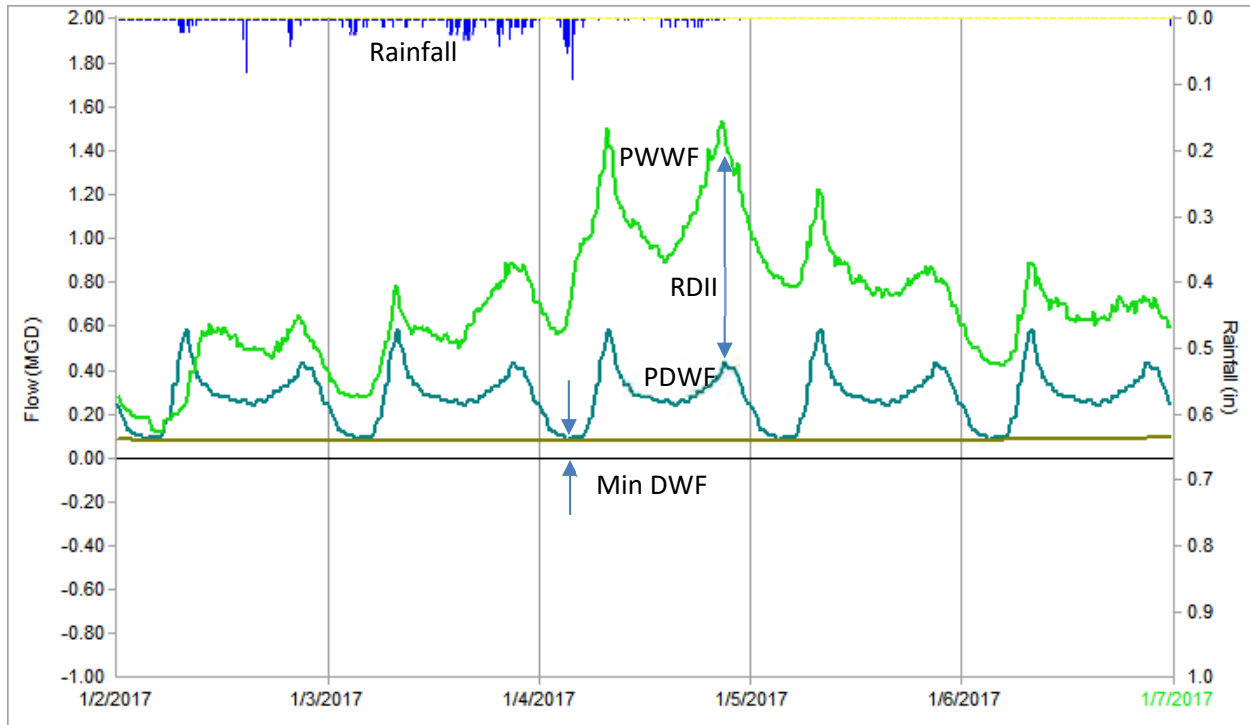


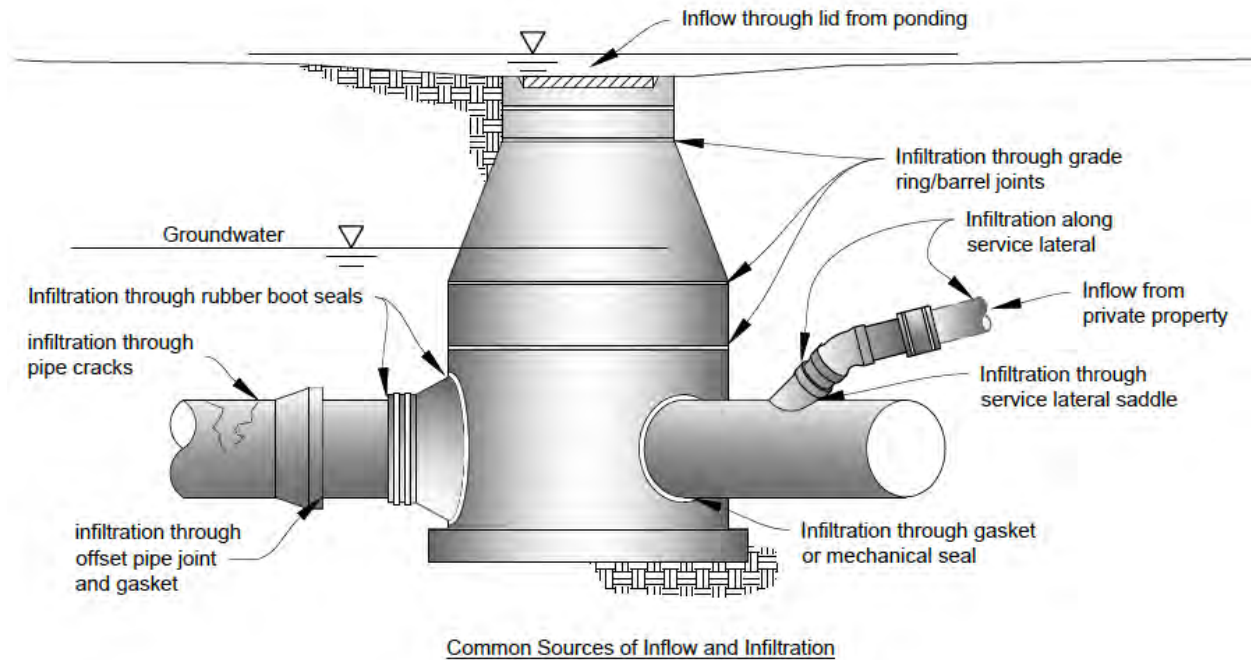
Figure 3: PWWF, PDWF, and RDII

## 2.5 Rain Derived Inflow and Infiltration

Rainfall Dependent Infiltration and Inflow (RDII) is rainfall runoff that enters a closed sewer collection system through manhole/pipe defects, manhole lids and clean-outs and is visually represented in Figure 4. The relative magnitude of the RDII is often correlated with the age of the collection system. High intensity inflows typically dissipate soon after rainfall stops as opposed to low intensity groundwater infiltration that can stay at elevated levels for many days after a storm, as evident in a sample hydrograph displayed in Figure 3.

The design storm used for the PWWF analysis occurred in late February 2017, in the middle of a notable wet winter for California. As such, it was assumed that antecedent moisture conditions were very high before and after the storm, which conservatively affects the hydraulic model by maximizing RDII responsiveness and peak flow. In comparison, a storm earlier in the winter season might have had low antecedent moisture conditions and a higher soil capacity that could attenuate any RDII response.

RDII was applied in the hydraulic model by calculating the average for each basin and then applying it equally across each basin manhole.



**Figure 4: Common Sources of I&I**

## 2.6 Rainfall & Design Storm Hyetograph

The rainfall data used to develop the hydraulic model RDII response was in 5-minute increments from a temporary weather station located at the Town Hall. The single high-resolution rain gauge was applied equally across the City basins for calibration purposes. The largest storm during the monitoring period was on February 20<sup>th</sup>, totaling 1.61”, and was used as the sole design storm benchmark for calibrating the wet weather flow model.

The three main components of a design storm are the total depth, duration, and probabilistic return period or frequency of that storm. This study incorporated a standard 5-year return, 24-hr duration, and 3.25-in total precipitation storm listed in NOAA Atlas 14, Volume 6, Version 2 for the Colma region. The temporal distribution of the storm was developed via the NRCS SCS Type 1 rainfall distribution method in which the Colma region falls. This is displayed in Figure 5 below and the resultant hyetograph is displayed in Figure 6.

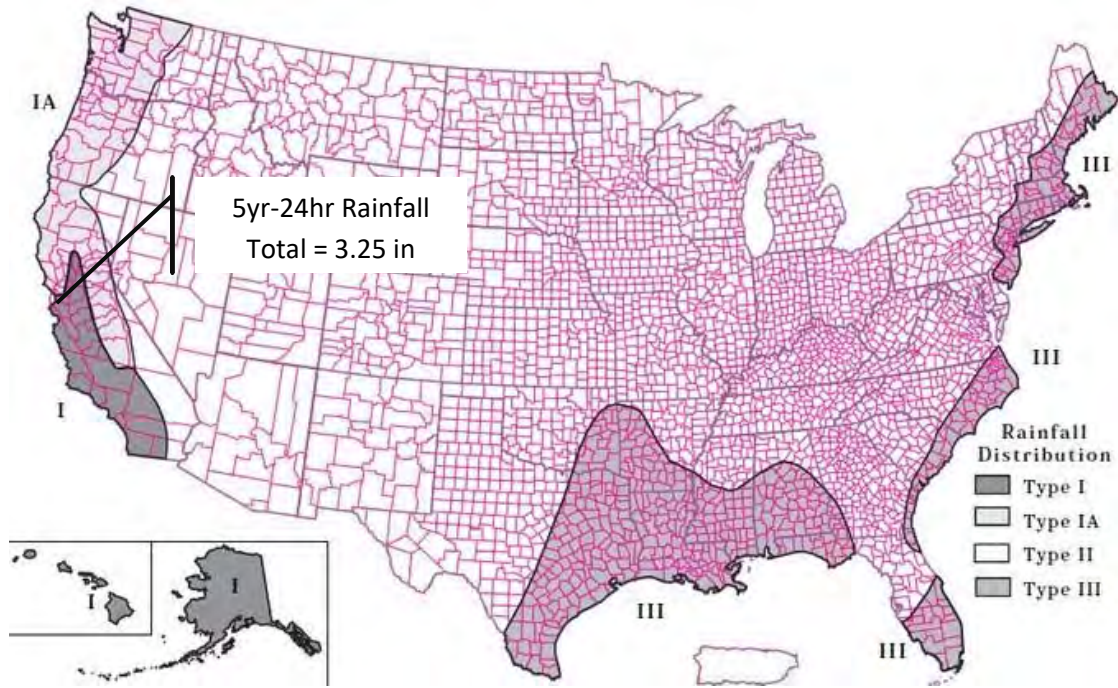


Figure 5: NRCS SCS Rainfall Patterns

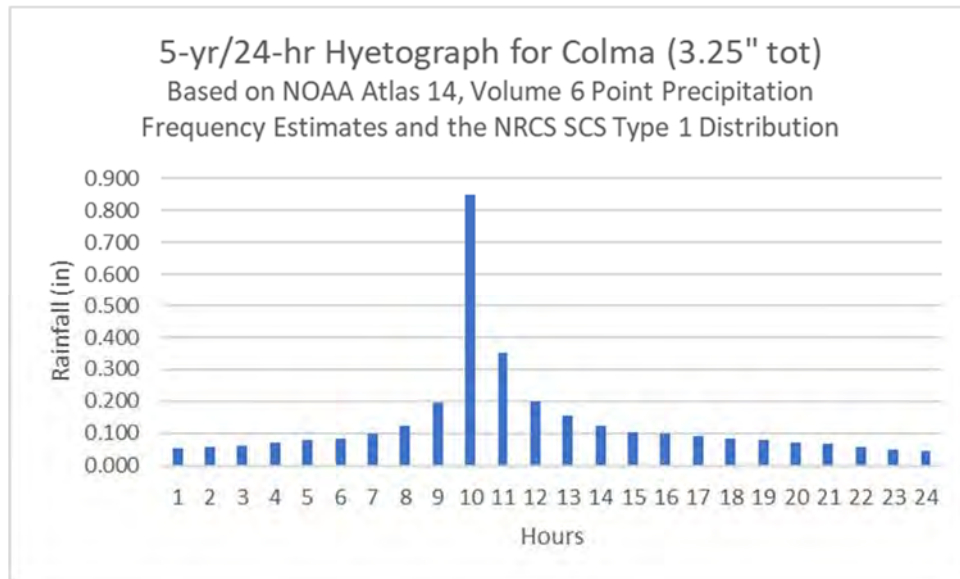


Figure 6: Colma 5-yr/24-hr Hyetograph

## 2.7 RDII Synthetic Unit Hydrograph Development

The rainfall, flowmeter, and system data along with the chosen 5-yr/24-hr design storm hyetograph was inputted into the EPA’s Sanitary Sewer Overflow Analysis and Planning (SSOAP) Toolbox software. Within the software, FM basin specific 5-yr/24-hr theoretical unit RDII hydrographs were produced (i.e.,

theoretical RDII response curves). The process is based on modifying specific triangular unit hydrographs parameters (R, T, and K values) to best fit the observed storm response during. The R value, or fraction of rainfall volume that is estimated to enter the sewer system as RDII depends on the actual area that contributes RDII (i.e., an area that conceivably drains towards manholes). To that end, the RDII contributing areas of the large cemetery parcels were reduced significantly given the existing site conditions and distance to local sewer. The results of the SSOAP analysis are shown below in Table 2-4.

**Table 2-4: SSOAP Existing 5yr-24hr RDII results**

Basin	RDII Acres	In*dia*mi	Pk RDII (MGD)	Pk RDII / In*dia*mi (gpd/in*dia*mi)
SSFMB6	8.9	1.56	0.1256	80,513
SSFMB1B	22	2.35	0.1492	63,489
SSFMB3	75	8.37	0.2589	30,932
DCMB	200	14.68	0.165	11,240
SSFMB4B	12.35	1.41	0.0131	9,291
SSFMB1A	72.4	7.72	0.0353	4,573
SSFMB4A	17.1	2.94	0.0136	4,626
SSFMB2	71.7	5.24	0.0185	3,531
SSFMB5	189	10.93	0.0297	2,717

A sample theoretical RDII hydrograph for Flowmeter #5 given a 5yr/24hr storm is displayed in Figure 7 below.

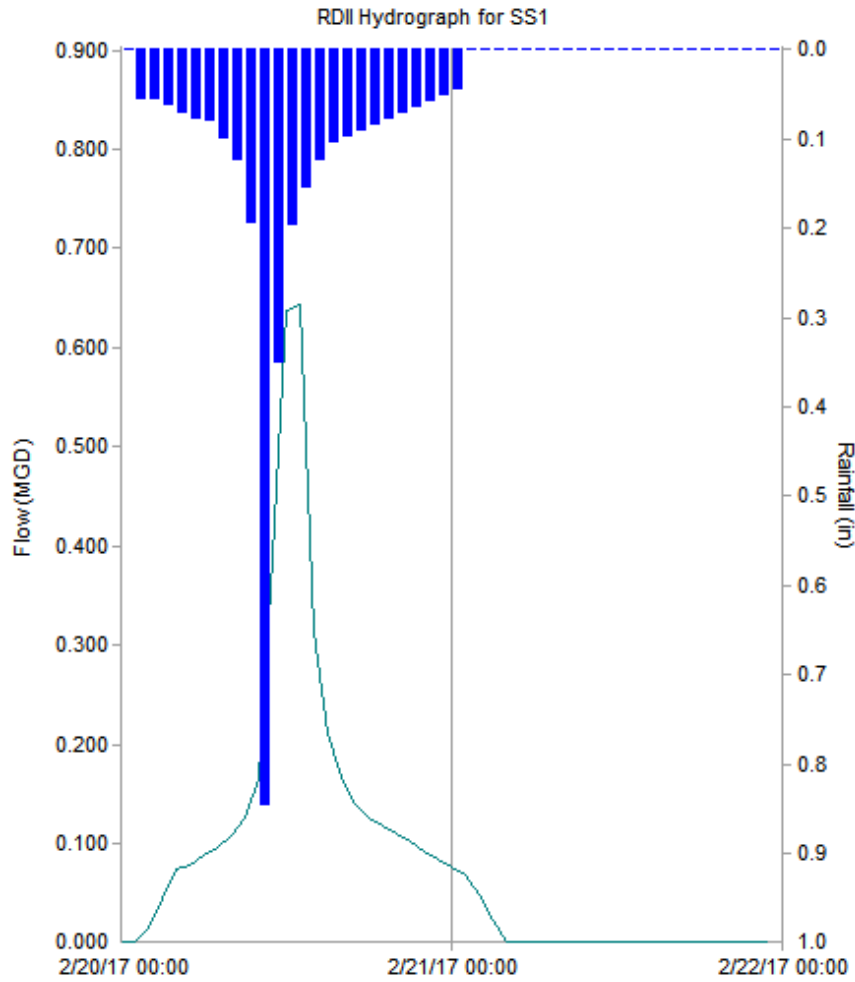


Figure 7: Sample RDII Hydrograph



### 3 HYDRAULIC MODEL RESULTS

The InfoSewer ADWF and PWWF hydraulic model results are presented below for the existing scenario and UBO scenario. In addition, a sensitivity analysis or “stress” test was conducted where the 5-yr/24-hr RDII response was uniformly scaled up until a sanitary sewer overflow (SSO) was observed in the system.

The peak flow rates modeled at each of the flow meter sites for the Existing Conditions and Ultimate Buildout scenarios are summarized in **Table 3-1** below.

**Table 3-1: Peak Flow Rates by Flow Meter Site**

FM Site	Manhole ID	Existing Conditions Scenarios Peak Flow Rates (MGD)		Ultimate Buildout Scenarios Peak Flow Rates (MGD)	
		No RDII	RDII	No RDII	RDII
1	10F25	0.297	0.865	0.372	0.928
2	9F61	0.048	0.158	0.053	0.162
3N	9E75	0.217	0.733	0.278	0.782
3W	9E75	0.008	0.021	0.009	0.022
4	9E04	0.045	0.059	0.054	0.067
5*	7E19	0.508	2.05	0.508	2.05
6	E07-39	0.57	2.265	0.626	2.336
7	8E14	0.063	0.08	0.068	0.086
8N	8E23	0.1	0.231	0.109	0.233
8W	8E23	0.104	0.469	0.129	0.493

\*Flow Meter Site 5 was installed to measure flows from Daly City. Because Daly City’s sewer collection system is not included in the hydraulic model, no assumptions about future growth were made. This results in the same peak flow rates between the Existing Conditions and Ultimate Buildout scenarios.

#### 3.1 Existing System Results

The results of the 5yr/24hr PWWF Existing Conditions simulation did not produce any SSOs. Surcharging was modeled, however, in several locations. The main result to highlight is that the 10” mainline that runs southeast along Mission Road is under capacity. See Appendix B for a figure that contains the “Existing PWWF Scenario” results for depth to diameter (d/D) pipe ratios and manhole unfilled depth (i.e. how close a particular manhole is to producing an SSO) for the entire collection system.

##### Mission Road

Surcharging (d/D > 1)



Approx. Capacity = 0.8 – 1.0 mgd

Approx. Max Modeled Flow = 0.85 mgd

Discussion: flow performance is negatively impacted by a siphon structure which is utilized to provide sufficient vertical clearance from an overhead storm drain. The siphon flows full and effectively creates a submerged/pressure condition and increases total dynamic head which subsequently raises the upstream hydraulic grade line (HGL). See Appendix C for a figure that contains the Mission Road pipe profile at the time of peak “stress” on the line resulting from the Existing PWWF scenario.

#### DCMB

There is significant local sewer capacity in DCMB (e.g., main line along F St and Hillside Blvd) but the confluence of flows from Daly City at El Camino Real and Albert Tegla Blvd, effectively block the local upstream capacity from being utilized without surcharging into the low-lying Colma manhole on F street.

### 3.2 Ultimate Buildout Results

The results of the 5yr/24hr PWWF UBO simulation did not produce any SSOs, but a portion of the system manholes are within 5 feet of the overflowing. Surcharging was modeled in several locations. This simulation is a theoretical, “what-if” scenario, and is a useful way to highlight areas with long-term, systemic issues. See Appendix D for a figure that contains the “Ultimate Buildout PWWF Scenario” results for d/D pipe ratios and manhole unfilled depth (i.e. how close a particular manhole is to producing an SSO) for the entire collection system.

#### Mission Road

Surcharging ( $d/D > 1$ )

Approx. Capacity = 0.8 – 1.0 mgd

Approx. Max Modeled Flow = 0.92 mgd

Discussion: flow performance is once again negatively impacted by a siphon structure which is utilized to provide sufficient vertical clearance from an overhead storm drain. The siphon flows full and effectively creates a submerged/pressure condition and increases total dynamic head which subsequently raises the upstream hydraulic grade line (HGL). However, the Mission Road line is observed to have worse surcharging conditions when compared to the Existing PWWF Scenario. See Appendix E for a figure that contains the Mission Road pipe profile at the time of peak “stress” on the line resulting from the Ultimate Buildout PWWF scenario.

#### DCMB

There is significant local sewer capacity in DCMB (e.g., main line along F St and Hillside Blvd) but the confluence of flows from Daly City at El Camino Real and Albert Tegla Blvd, effectively block the local upstream capacity from being utilized without surcharging into the low-lying Colma manhole on F street.

### 3.3 Sensitivity Analysis Results

The sensitivity analysis conducted on the 5yr/24hr Existing Conditions hydraulic model is a method to uniformly scale up the 5yr/24hr storm and subsequently increase modeled RDII. Based on the sensitivity



analysis, the first SSO was encountered when the storm RDII response was scaled up to an approximate 10yr-24hr storm event (3.25" increased to 3.85" total rainfall). This can be seen in Appendix F, a figure that contains the "Existing PWWF Scaled 1.3x Scenario" results for d/D pipe ratios and manhole unfilled depth (i.e. how close a particular manhole is to producing an SSO) for the entire collection system.

#### Mission Road

The Mission Road line once again sees worse surcharging conditions when compared to both of the aforementioned model scenarios. In particular, the Mission Road line comes within 1 foot of an SSO at MH 9F20. See Appendix G for a figure that contains the Mission Road pipe profile at the time of peak "stress" on the line resulting from the Existing PWWF Scaled 1.3x scenario.

#### DCMB

There is significant local sewer capacity in DCMB (e.g., main line along F St and Hillside Blvd) but the confluence of flows from Daly City at El Camino Real and Albert Tegla Blvd, effectively block the local upstream capacity from being utilized without surcharging into the low-lying Colma manhole on F street.

### **3.4 Resultant Peaking Factors**

The peaking factors observed from the various model scenario results can be seen in **Table 3-2** below. Peaking factors are presented for each sewer basin in the following fashion:

- Peaking Factor for ADWF to PDWF (both Existing and UBO)
- Peaking Factor for ADWF to PWWF (both Existing and UBO)



**Table 3-2: Peaking Factors by Sewer Basin**

Basin	Existing Conditions Scenario Peaking Factors		Ultimate Buildout Scenario Peaking Factors	
	ADWF to PDWF	ADWF to PWWF	ADWF to PDWF	ADWF to PWWF
SSFMB5	1.27	3.70	1.37	3.42
SSFMB6	1.45	4.79	1.47	4.50
SSFMB4A	1.36	4.58	1.57	4.42
SSFMB4B	1.33	3.50	1.29	3.14
SSFMB2	1.41	1.84	1.13	1.40
DCMB	1.02	3.52	1.64	3.97
SSFMB1A	2.74	3.48	2.72	3.44
SSFMB1B	2.50	5.78	2.48	5.30
SSFMB3	1.55	7.00	1.77	6.75

### 3.5 Siphon Analysis

Table 3-3 below presents the modeled velocities for the two existing siphons in Colma’s collection system.

**Table 3-3: Siphon Velocities**

			Siphon @ El Camino Real & Collins	Siphon @ Mission & Cypress
Down Pipe	ADWF	Min Velocity (fps)	2.15	3.89
		Max Velocity (fps)	2.86	5.76
Flat Pipe	ADWF	Min Velocity (fps)	0.58	0.89
		Max Velocity (fps)	0.77	1.25
	PWWF	Max velocity (fps)	0.83	2.39
Up Pipe	ADWF	Min Velocity (fps)	0.06	0.22
		Max Velocity (fps)	0.16	0.82
	PWWF	Max velocity (fps)	0.21	2.40



## 4 NEXT STEPS

### 4.1 Capital Improvement Projects (CIPs)

It is recommended that the Town move forward with the development of Capital Improvement Projects (CIPs) aimed at alleviating each of the identified hydraulic capacity deficiencies found in the modelling results. The development of each CIP is assumed to include the completion of the following tasks:

- Identify the hydraulic capacity deficiency that the CIP will address.
- Develop and describe the mitigation improvement. Examples include:
  - New pipeline alignment
  - Upsizing of existing pipeline(s)
  - Pump Station
  - Basin flow transfer(s)
- Utilize the newly developed hydraulic model to simulate the new CIP's effect on the collection system for each pertinent scenario. Confirm the new CIP resolves the identified deficiency.
- Determine "trigger points" for the CIP based on flow and/or growth parameters.
- Develop recommendations for approximate construction timeframes for the CIP.
- Develop appropriate figures and conceptual level cost estimates that depict the recommended CIP and the "trigger points" associated with growth parameters.
- Prioritize the developed CIPs to address the existing collection system deficiencies.

The CIP Plan would then be included in an overall System Evaluation and Capacity Assurance Plan (SECAP or Master Plan), which is described in more detail in the next section of this report.

### 4.2 System Evaluation and Capacity Assurance Plan (SECAP or Master Plan)

It is recommended that the Town also move forward with the development of a SECAP that is aimed at preventing sanitary sewer overflows by identifying collection system hydraulic deficiencies and developing and implementing CIPs to mitigate those deficiencies. Another goal of the SECAP is to provide the Town with proper guidance on how to prepare and plan for future developments that impact the Town's ability to ensure system capacity for customers.

The SECAP is assumed to include the following items:

- Introduction and project overview.
- Summary of Town's compliance with provision D.13.viii of the Sanitary Sewer System General Waste Discharge Requirement Sewer System Management Plan requirements.
- Town General Plan summary and Town growth scenario(s).
- Summary of hydraulic model development and calibration efforts.
- Summary of capacity analysis and the evaluation criteria utilized.
- Summary of developed CIPs that address capacity deficiencies found from capacity analysis.
  - Project descriptions



- Cost estimates
- Priority of CIP implementation with “trigger point(s)” description
- Appendices of supporting documentation/data

The SECAP can be updated periodically by the Town (every five years at a minimum) to incorporate any conditions that could impact the collection system capacity. As an example, any changes to the physical collection system, such as pipe replacements, repairs, rehabilitation, and/or new infrastructure, can be implemented in the hydraulic model to provide a more accurate representation of the system. In addition, the Town can periodically calibrate the hydraulic model with any new flow monitoring data collected to maintain modelling accuracy.





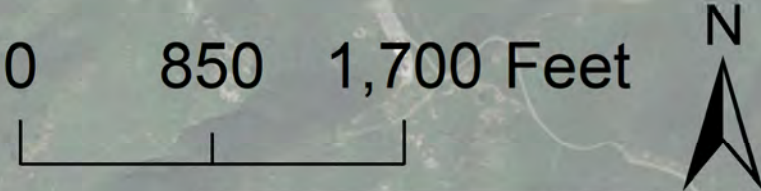
## Appendices



## Appendix A: Manhole IDs



# APPENDIX A: MANHOLE IDs



**Legend**

**Manhole**

- Manhole
- ◆ Flow Meter Sites

**Outlet**

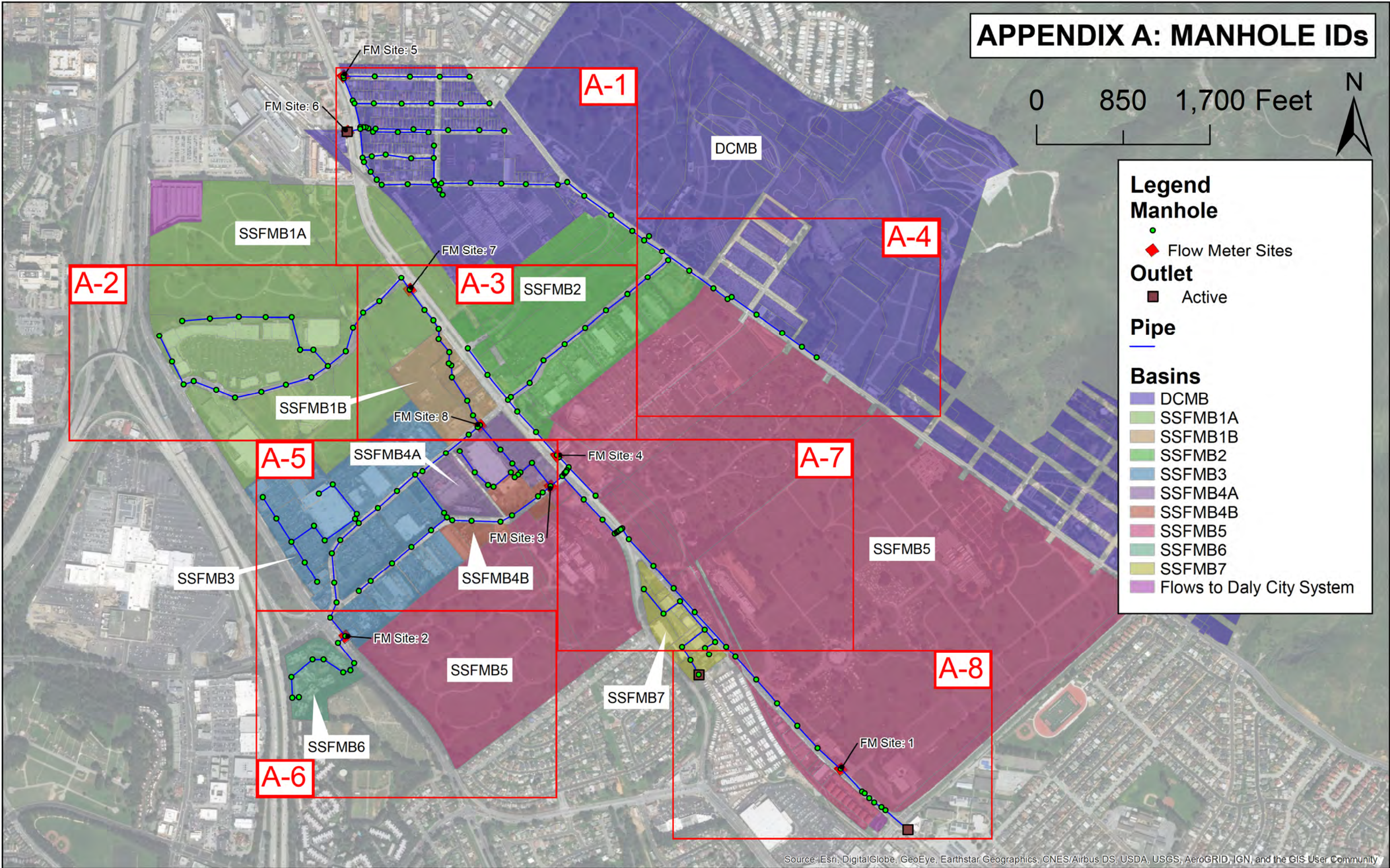
- Active

**Pipe**

- Pipe

**Basins**

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Flows to Daly City System



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



# A-1 MANHOLE IDs

## Legend

### Manhole



◆ Flow Meter Sites

### Outlet



Active

### Pipe



### Basins

DCMB

SSFMB1A

SSFMB1B

SSFMB2

SSFMB3

SSFMB4A

SSFMB4B

SSFMB5

SSFMB6

SSFMB7

Flows to Daly City System





# A-2 MANHOLE IDs

## Legend

### Manhole



### Outlet



### Pipe



### Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Flows to Daly City System







### A-3 MANHOLE IDs

**Legend**

**Manhole**

- Manhole
- ◆ Flow Meter Sites

**Outlet**

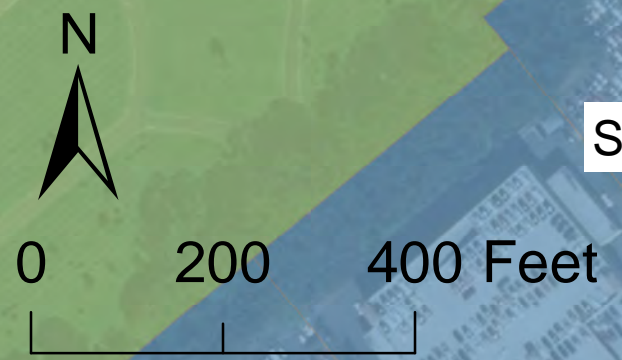
- Active

**Pipe**

- Pipe

**Basins**

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Flows to Daly City System



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



# A-4 MANHOLE IDS

## Legend Manhole



## Outlet



Active

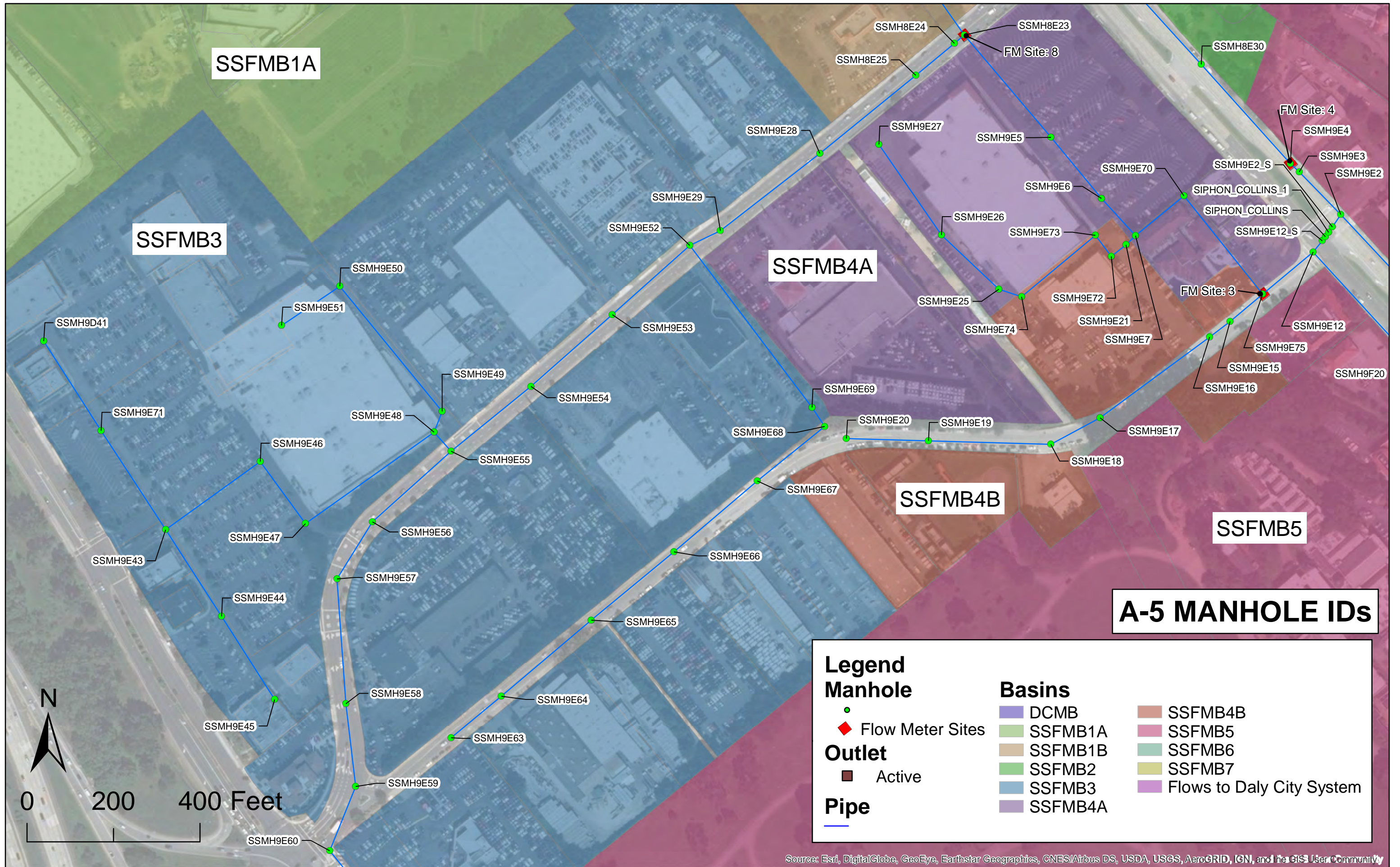
## Pipe

## Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Flows to Daly City System









# A-6 MANHOLE IDs

## Legend Manhole



◆ Flow Meter Sites

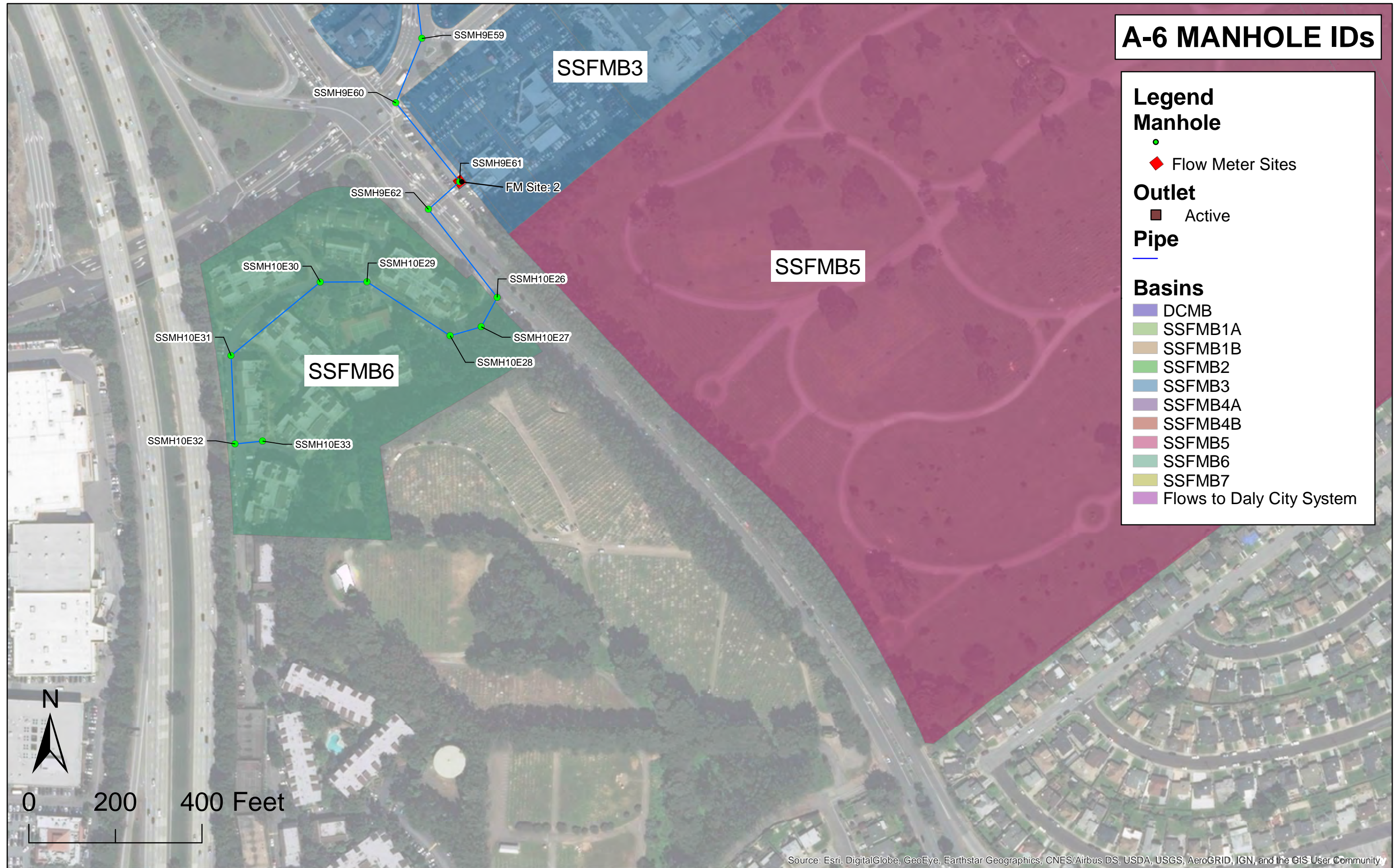
## Outlet

■ Active

## Pipe

## Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Flows to Daly City System





# A-7 MANHOLE IDS

## Legend Manhole

- Manhole
- ◆ Flow Meter Sites

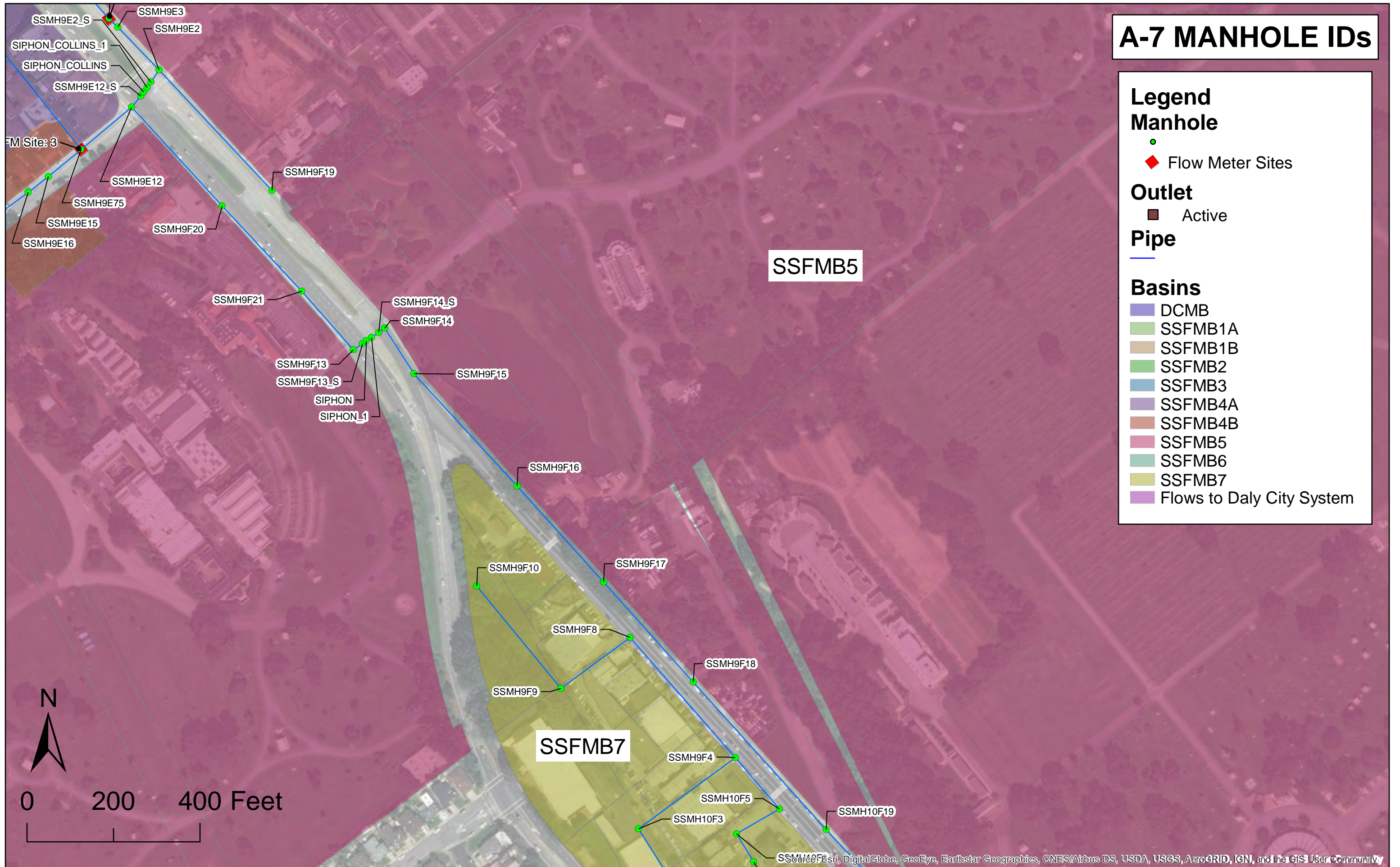
## Outlet

- Active

## Pipe

## Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Flows to Daly City System



SSFMB5

SSFMB7



0 200 400 Feet



# A-8 MANHOLE IDS

## Legend Manhole



◆ Flow Meter Sites

## Outlet



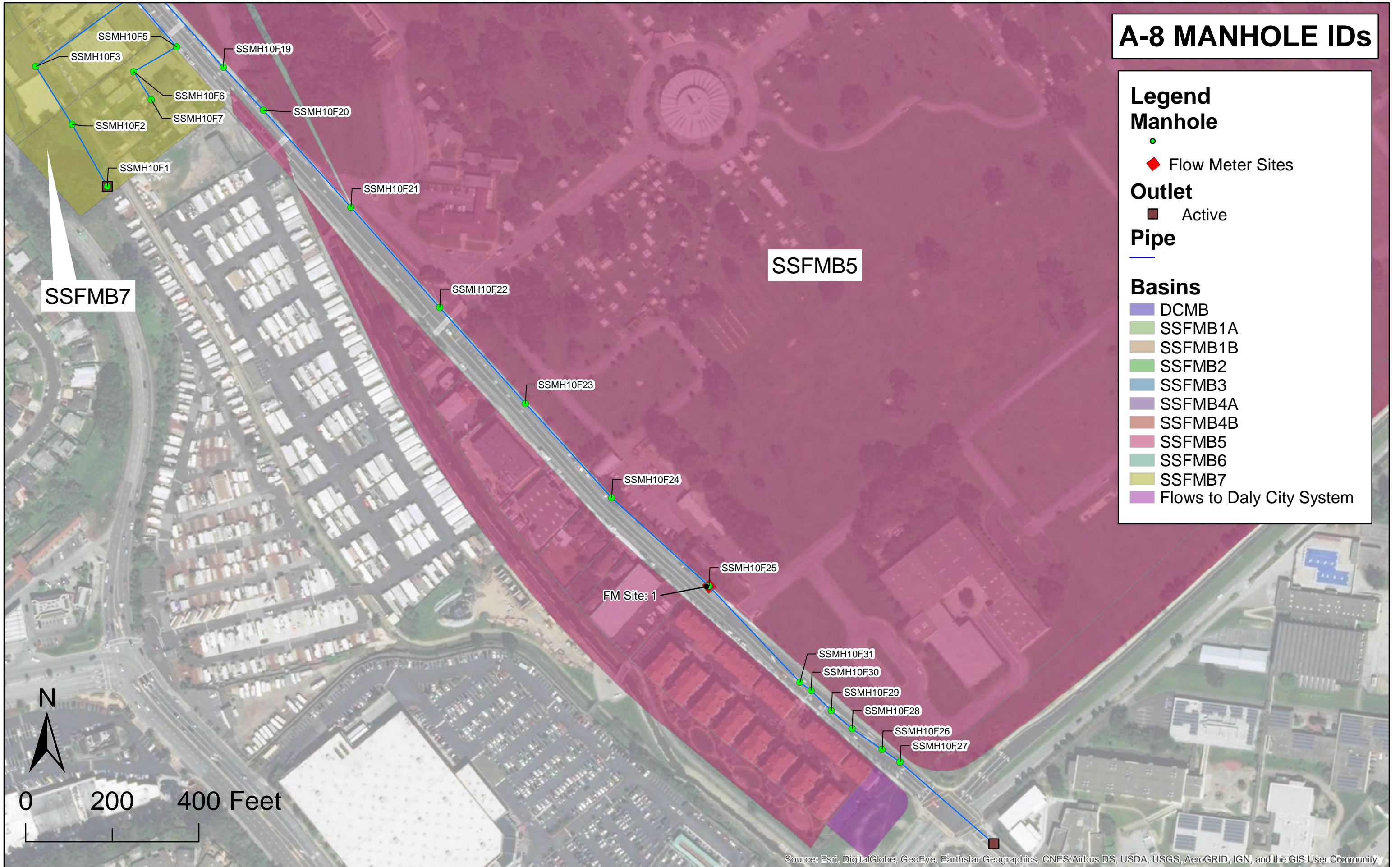
Active

## Pipe



## Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Flows to Daly City System





Appendix B: Existing PWWF Scenario Results Figure



# EXISTING PWWF SCENARIO



## Legend

### Manhole Unfilled Depth

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

### Outlet

- Active

### Pipe Max "d/D" Ratio

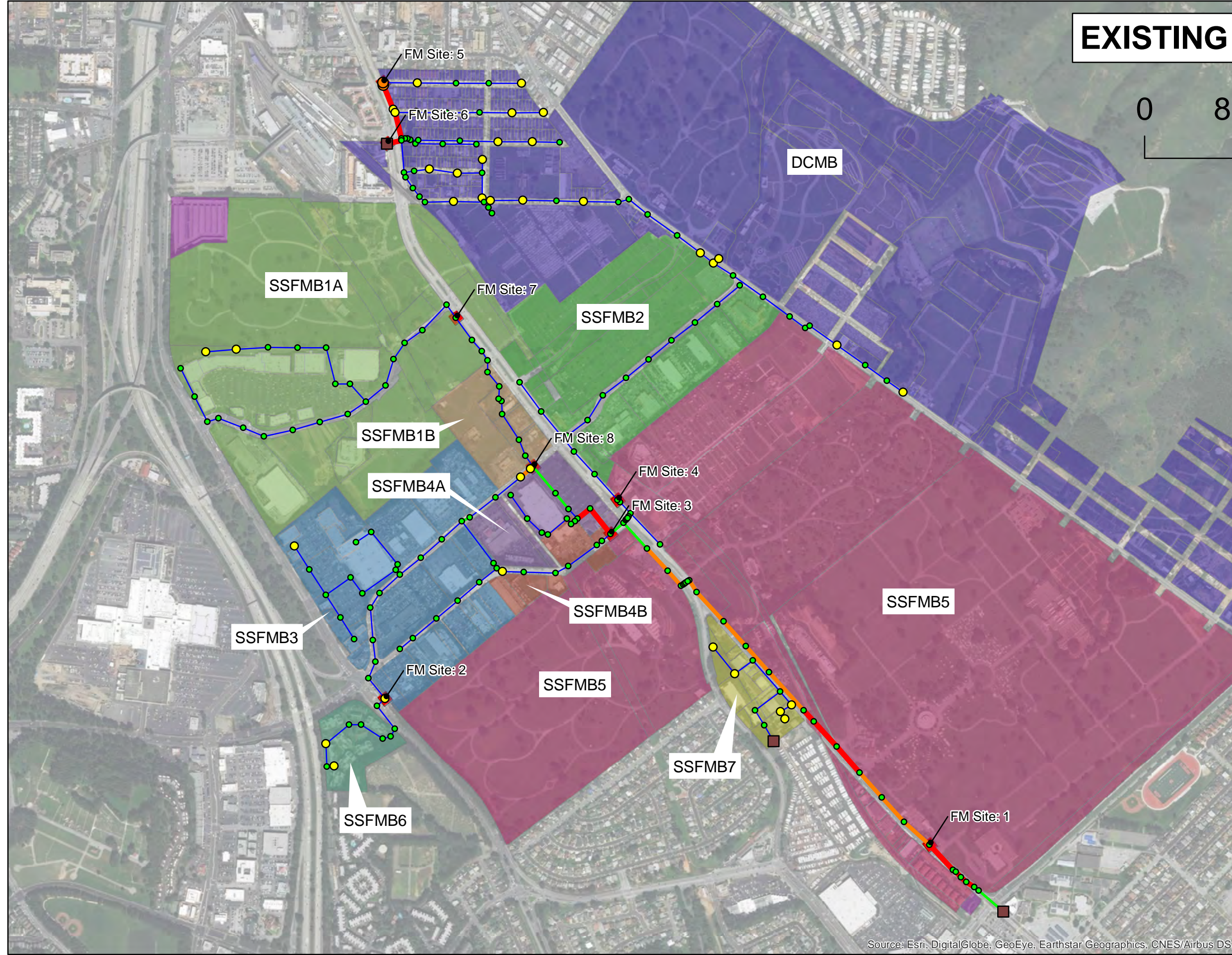
- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

### Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Flows to Daly City System

### Flow Meters

- ◆ Flow Meter Sites



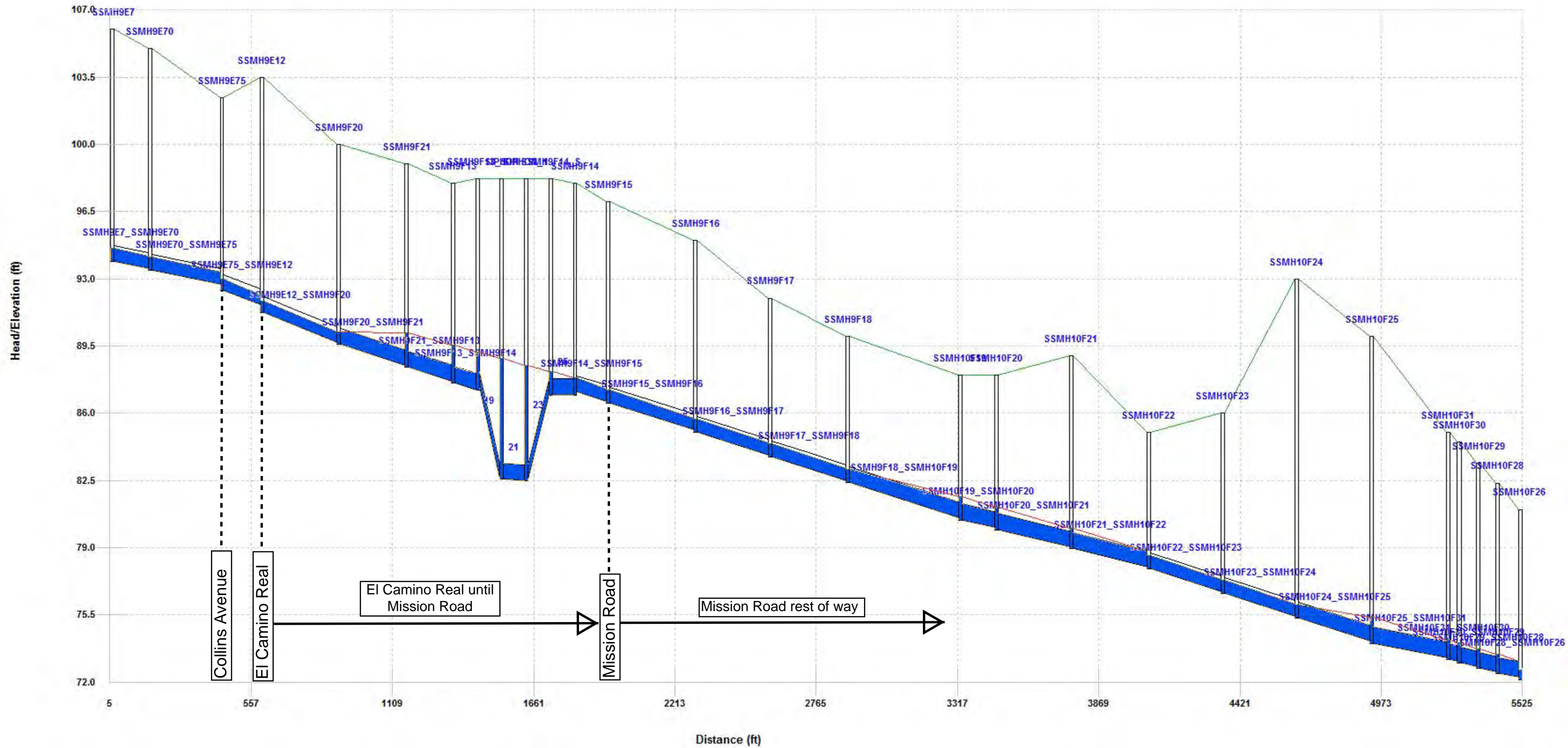
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



## Appendix C: Mission Road Pipe Profile for Existing PWWF Scenario

### HGL Profile at 11:15 of Links SSMH9E7 SSMH9E70,SSMH9E70 SSMH9E75,...,SSMH10F28 S

Ground Level / Link / Node / Depth / Head



Appendix D: Ultimate Buildout PWWF Scenario Results Figure



# ULTIMATE BUILDOUT PWWF SCENARIO

0 850 1,700 Feet



## Legend

### Manhole Unfilled Depth

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

### Outlet

- Active

### Pipe Max "d/D" Ratio

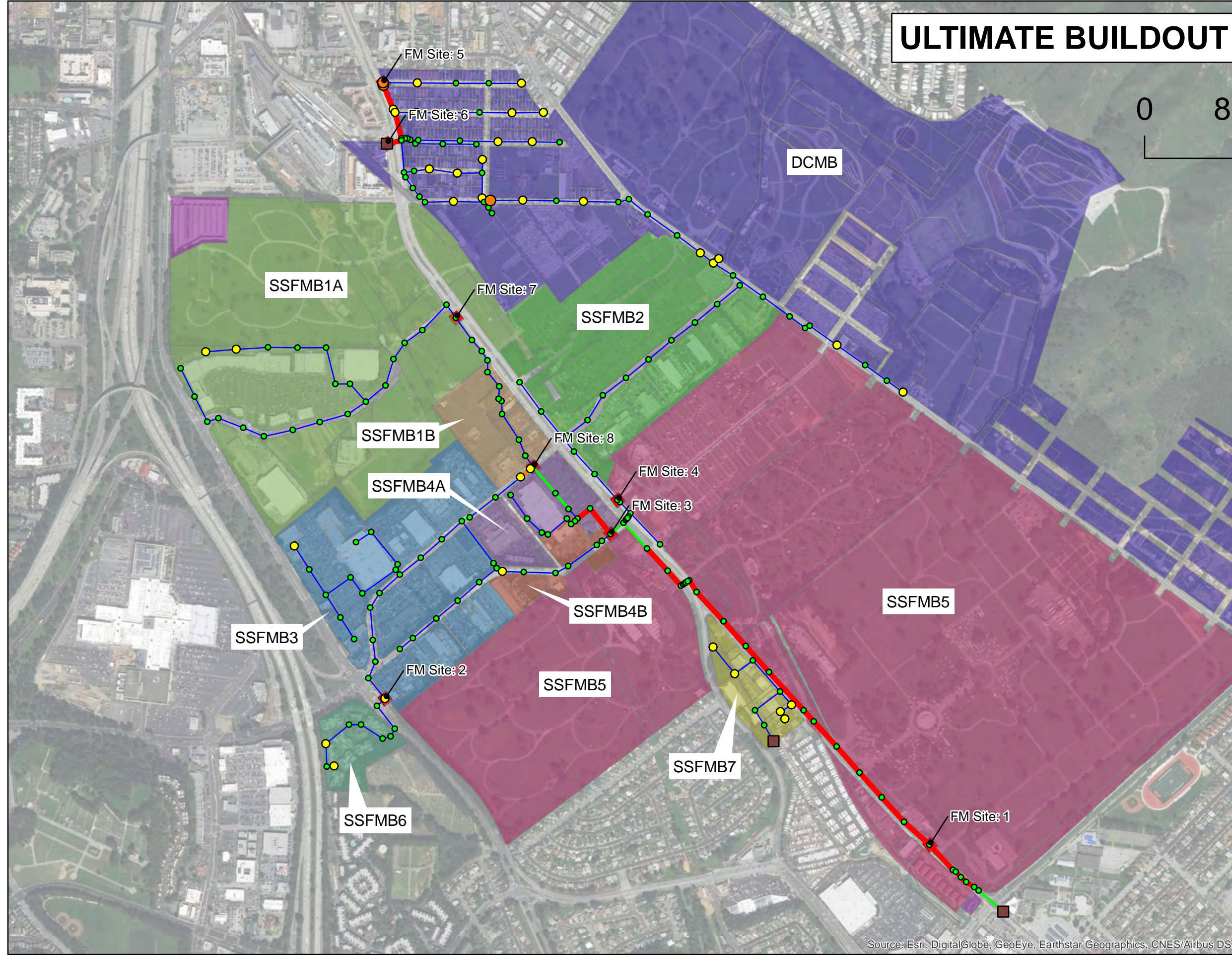
- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

### Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Flows to Daly City System

### Flow Meters

- ◆ Flow Meter Sites



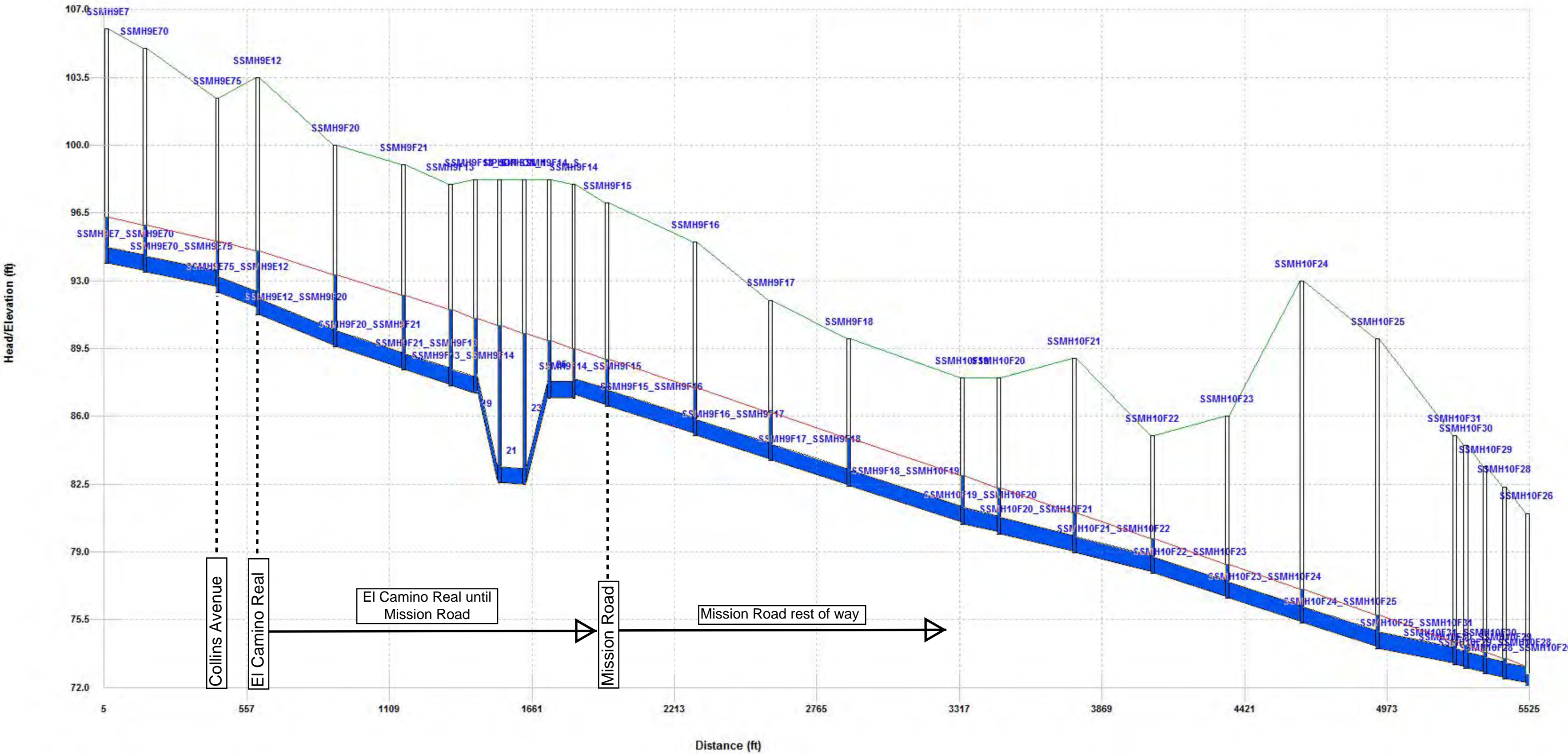
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Appendix E: Mission Road Pipe Profile for Ultimate Buildout PWWF Scenario

### HGL Profile at 11:15 of Links SSMH9E7 SSMH9E70,SSMH9E70 SSMH9E75,....,SSMH10F28 S

Ground Level / Link / Node / Depth / Head



Appendix F: Existing PWWF Scaled 1.3x Scenario Results Figure



# EXISTING PWWF SCALED 1.3x SCENARIO

0 850 1,700 Feet



## Legend

### Manhole Unfilled Depth

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

### Outlet

- Active

### Pipe Max "d/D" Ratio

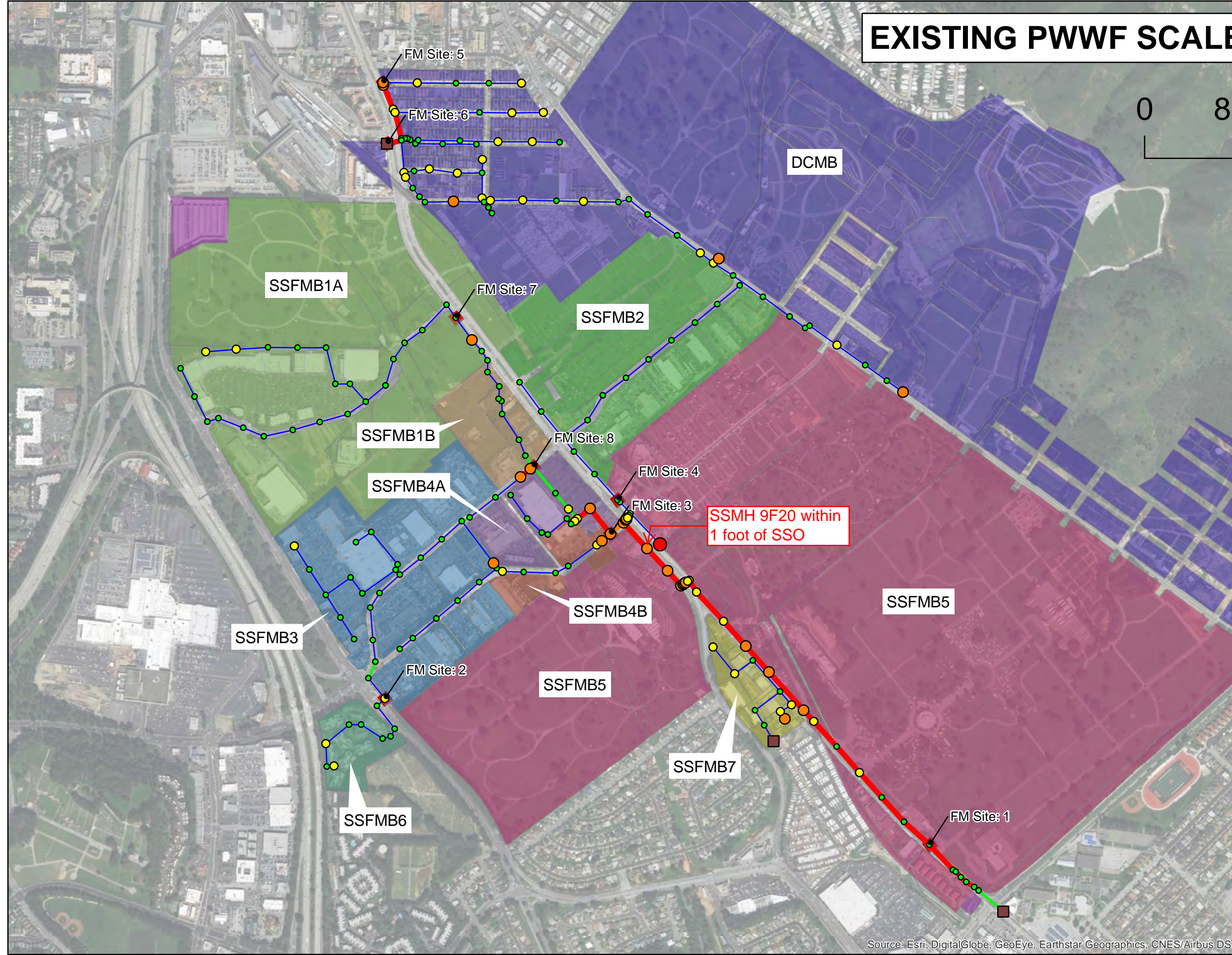
- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

### Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Flows to Daly City System

### Flow Meters

- ◆ Flow Meter Sites



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Appendix G: Mission Road Pipe Profile for Existing PWWF Scaled 1.3x Scenario



# HGL Profile at 11:15 of Links SSMH9E7 SSMH9E70,SSMH9E70 SSMH9E75,....,SSMH10F28 S

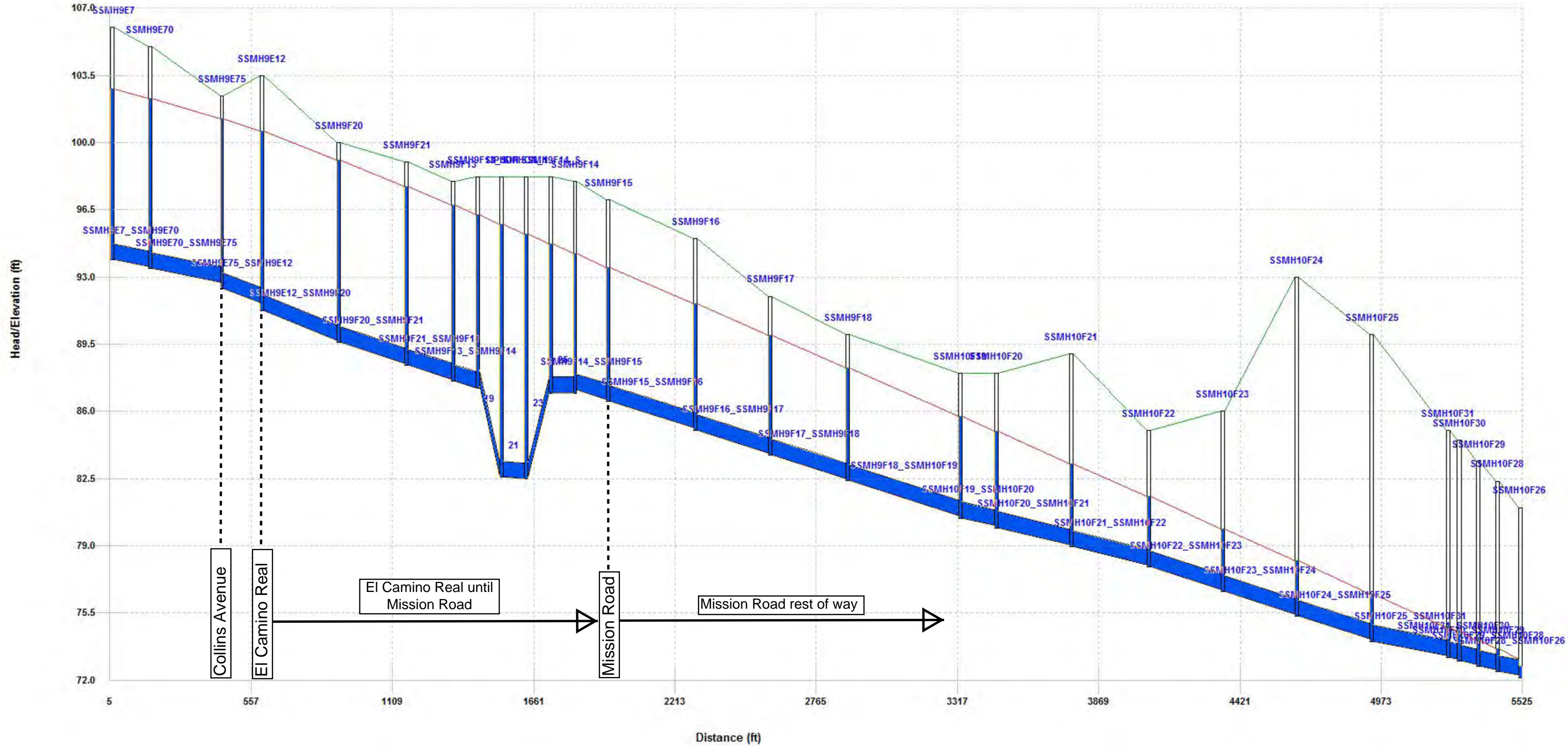
Ground Level

Link

Node

Depth

Head



---

## Appendix B. Town of Colma Flow Monitoring Services Performed (Total Flow Inc., April 2018)



**Total Flow Inc.**

23520 Foley St.

Unit B

Hayward Ca 94545

Tel: (510) 774-9223

Jeff.Blum@totalflowinc.com

**April 6, 2018**

Abdulkader Hashem Associate Engineer  
Town of Colma Public Works  
1188 El Camino Real  
Colma CA, CA 94104

***Re: Town of Colma Flow Monitoring Services***

Dear Mr. Hashem

On behalf of Total Flow, Inc. (TFI), I am pleased to submit two copies of the Revised Town of Colma Flow Monitoring Services report. This report covers the work performed during the between January 2017 to February 2017 It also includes a follow up investigation October-December 2017.

I would like to thank you for giving us the opportunity to serve you. Please feel free to call me at (510) 774-9223 or e-mail me at [jeff.blum@TotalFlowInc.com](mailto:jeff.blum@TotalFlowInc.com) with any comments or questions, at your convenience

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Blum', with a long horizontal flourish extending to the right.

Jeff Blum  
Project Manager

cc: File

## **EXECUTIVE SUMMARY**

Total Flow Inc. conducted temporary flow monitoring at eight manholes in the Town of Colma's sanitary sewer collection system. The flow monitoring program covered about 1 month from the end of January to the end of February 2017. The program's objective was to measure the magnitude of wastewater flows that are contributed by Colma residents, businesses, and the multitude of cemeteries.

A Marsh-McBirney Model 2000 portable electromagnetic velocity meter was utilized to record velocity measurements, while depth measurements were conducted by hand during weekly site visits to the flow meters. One tipping bucket rain gauge was placed at the City Hall Portable roof to continuously record rainfall data for the program. These weekly site visits served the purpose of comparing the depth and velocity measured values to the monitored values collected by the Hach brand flow meters that collection the same two types of data.

The results section of this report details the daily average flows and RDII volumes for each flow meter for the storm event occurring from February 19 to February 22. This section also discusses the resultant peaking factors seen from the hydraulic model analysis performed by Water Works Engineers (WWE).

A concern arose regarding flow meter site #1 at the southern end of Colma's collection system on Mission Road. While the flow values observed as a part of this flow monitoring program closely matched flow values from previous Colma flow monitoring projects (roughly around 0.1 MGD), WWE's subsequent hydraulic model development found that the cumulative flows at this flow meter site should theoretically be larger than the monitored values. This observation leads WWE to believe that there might be an unknown diversion upstream of this site that is reducing the monitored values at site #1. Investigation into this area of the collection system might be worthwhile for the Town of Colma to perform to determine exactly how flows are routed throughout.

Total Flow (TFI) was also concerned about this discrepancy in flow and performed a follow up investigation. TFI completed localized dye testing at the manholes for Sites 3 and 4. TFI then followed up by checking parallel and adjacent storm lines for evidence of a cross connection, however none were found. While checking for dye, TFI took spot flow points in the downstream sewer manholes going toward Site 1. Flows were found to be consistent among the observed manholes. TFI did not feel the discrepancy had yet been resolved, so TFI installed flow meters back in Site 1 and in MH 10F20 in December 2017. Flows at MH 10F20 were consistent with the combined flows of Sites 3 and 4, with data available in the Appendix. There seems to be no cross connection(s) in the reaches between manholes 10F20 and 10F25. TFI then took a real close look at the flow development at MH 10F25 (Site 1). TFI discovered that there was a sharp reduction in velocity at the opening of the inlet pipe at MH 10F25 (Site 1). When comparing velocity just up in the inlet pipe against velocity in the manhole pipe channel / outlet pipe, the velocity was nearly double in the inlet pipe. TFI believes there is a hydraulic jump that caused the depth to go up

slightly with this reduction of recorded velocity. TFI took this new calibration information and applied it to the data to get a new flow which does line up with the flows at Sites 3 and 4. Revised data can be found in the Appendix.

Total Flow Inc. observed surcharge conditions at flow meter sites #5 and #6 during storm events. The crew that performed the weekly site visit during a storm event near these sites believe that there could be a restriction in flow between SSMH7E23 and SSMH7E97. Another possibility is the downstream "F Street Lift Station" operational conditions affecting the pipelines near flow meter sites #5 and #6.



## **INTRODUCTION**

This report presents the results of the flow monitoring program conducted during the period of January 22, 2017 to February 27, 2017. The report is prepared in accordance with the agreement to provide flow monitoring services for Town of Colma. A total of 8 flow monitors for 10 pipes and one rain gauge installed for this project.

This report contains the following sections:

- Project Description -- Discussion of flow components, monitoring and rain gauge equipment and locations
- Equipment and Site Calibration -- Discussion of field calibration routine, manhole inspection, and flow isolation field procedures
- Flow Analysis -- Discussion of flow monitor calibration and data analysis techniques
- Results -- Discussion of the flow and rainfall monitoring results and data problems
- Appendix FLOW -- Flow monitor site descriptions, site photographs, manhole inspection forms, site calibration data, plots of hourly flow and rainfall data, and a flow summary table.

## **PROJECT DESCRIPTION**

Flow monitoring was conducted to measure the magnitude and components of flow that enter the wastewater collection system. Wastewater flow is comprised of the following components:

- Sanitary Flow (SF) -- Normal sewage flow from residential, commercial, and industrial sources.

Dry weather flow (DWF) periods contain only the SF and GWI components. Wet weather flow (WWF) periods include the RDI/I component in addition to DWF. The relative percentage contributed by each component of DWF and WWF will vary from one area to another as social, environmental, and physical conditions change over time.

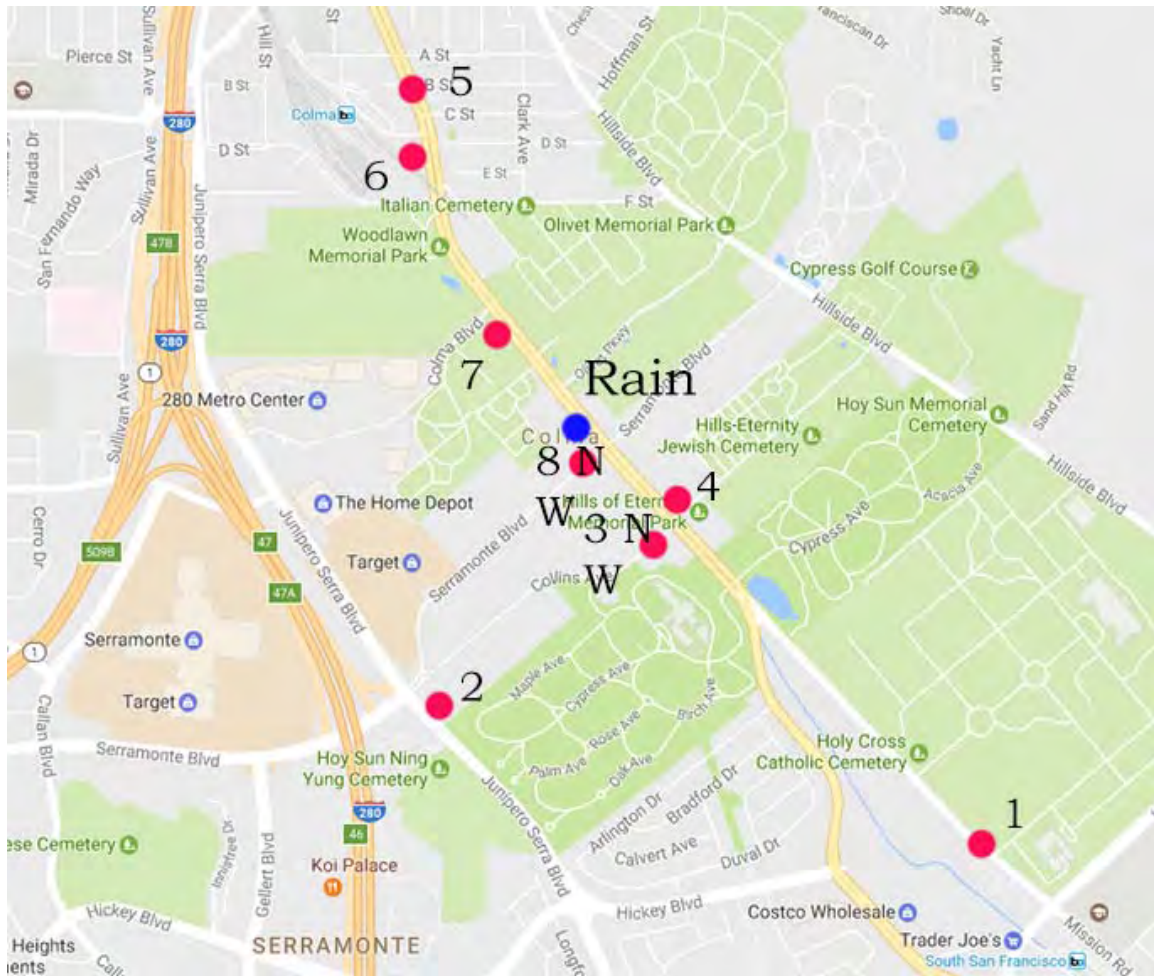
### **FLOW MONITORS**

Flow monitors were deployed from January 17, 2017 to February 23, 2017. Monitoring sites were selected by Dave Bishop and were based on reconnaissance by

Total Flow, Inc. (TFI). A flow monitoring plan was prepared to determine proper locations for equipment installation. The table below shows the site locations.

Table 1 Town of Colma Flow Meter Site						
	Site SSMH#	Location	Pipe Size (inches)	Meter Type	Monitor Acres	Basin Acres
1	10F25	1427 Mission St	10"	FL904Submerged	469.2	189.6
2	9F61	Junipero Serra Blvd	6"	FL904 FloDar	9	9
3	9E76	205 Collins	N 10" W 10"	FL904Submerged	N 195.5 W 12.4	N 17.1 W 12.4
4	9E4	El Camino Real North of Collins	8"	FL904Submerged	71.7	71.7
5	7E19	El Camino Real at B St.	10"	FL904Submerged	500~	
6	E07-39	El Camino Real at Albert M Teglia Blvd	12"	FL904Submerged	702.2	200.2
7	8E14	El Camino Real South of Colma Blvd on side Rd.	8"	F1900 FloDar	72.5	72.5
8	8E23	Serramonte Blvd West of El Camino Real	N 8" W 8"	FL904Submerged	N 94.4 W 84	N 21.9 W 75
	Rain Gauge	City Hall				

Figure 1 Map of flow meters and rain gauge locations



Hach FL900 Flow Meters were used at all the flow monitoring sites. The Hach depth and velocity meters automate the data collection requirements associated with flow monitoring. Data was collect and stored on the loggers in 5 minute intervals. Flow information is stored in solid-state memory units that are quickly and easily retrieved through a notebook computer during routine data collection.

The FI900 AV meter uses a FloDar sensor. FloDar has an ultrasonic depth sensor and a microwave velocity sensor

The FI900 AV meter also use a submerged pressure transducer to measure depth if the pipe becomes surcharged. The probe is mounted in the FloDar meter and the pressure at the probe varies proportionately with the level of the flow once the sensor is submerged. The submerged pressure transducer is ideal for surcharging conditions.

# **EQUIPMENT AND SITE CALIBRATION**

## **FLOW MONITORING**

Maintenance of the pipeline flow monitors involved weekly site visits to check on the operating status, collect recorded data, and obtain calibration information. During visits to the monitor sites, depth and velocity of sewage flow were measured by hand with a carpenter's ruler and recorded along with corresponding observed instantaneous monitor values. Depth was measured by hand, and velocity was measured with a Marsh-McBirney Model 2000 portable electromagnetic velocity meter.

Due to the normal diurnal variation of sewage flow, the sites were visited at various hours of the day to obtain measured and metered values corresponding throughout each site's flow range.

The measured and monitor values were compared in the field to verify monitor accuracy. Equipment showing significant deviation from measured values was recalibrated. The measured and metered values were later analyzed in the office to determine offsets for flow processing and analysis.

## **RAIN GAUGES**

Onset one-channel HOBO event recorder and tipping bucket rain gauges were used to continuously record rainfall data for the flow-monitoring program. Tipping bucket rain gauges are designed to close a mercury switch with each 0.01-inch of rainfall, allowing the data pod to record the time of the event. The rain gauge was located at City Hall Portable roof

- Accessibility for installation, data retrieval, maintenance, and removal
- Adequate distance from objects such as high structures and trees that could distort rainfall measurements
- Security

## **FLOW ANALYSIS**

A brief description of the flow analysis performed on the field data is presented in this section.

## **PIPELINE MONITOR SITES**

The Hach monitors collected both flow depth and velocity information. The first step in processing the flow monitor data is to calculate flow by entering the data into a

computer for processing. From this point, two methods were used to calculate flow, the depth-versus-flow curve, and area and velocity calculation.

The depth-versus-flow method utilizes the calibration depth and velocity data to develop a best-fit relationship between depth and velocity. This method allows the user to determine flow from depth data alone. In developing the curve, the method does not rely on estimates or guesses at site-specific factors affecting flow. These factors include debris, pipe roughness, localized pipe slope, and any other condition which can affect the depth-versus-flow relationship.

Typically, a curve is obtained that matches the field calibration measurements with a correlation coefficient of 95 percent or better. The curve was used to accurately generate a continuous flow hydrograph for each site. Hourly flows were calculated from hourly flow depth data using the specific depth-versus-flow equation.

The area and velocity calculation was used to process hourly flow based on the continuity equation:

$$Q = A \times V$$

where:

Q = Flow

A = Cross-sectional area of flow based upon pipe diameter and recorded depth, including any offset adjustments for sediment that may be required.

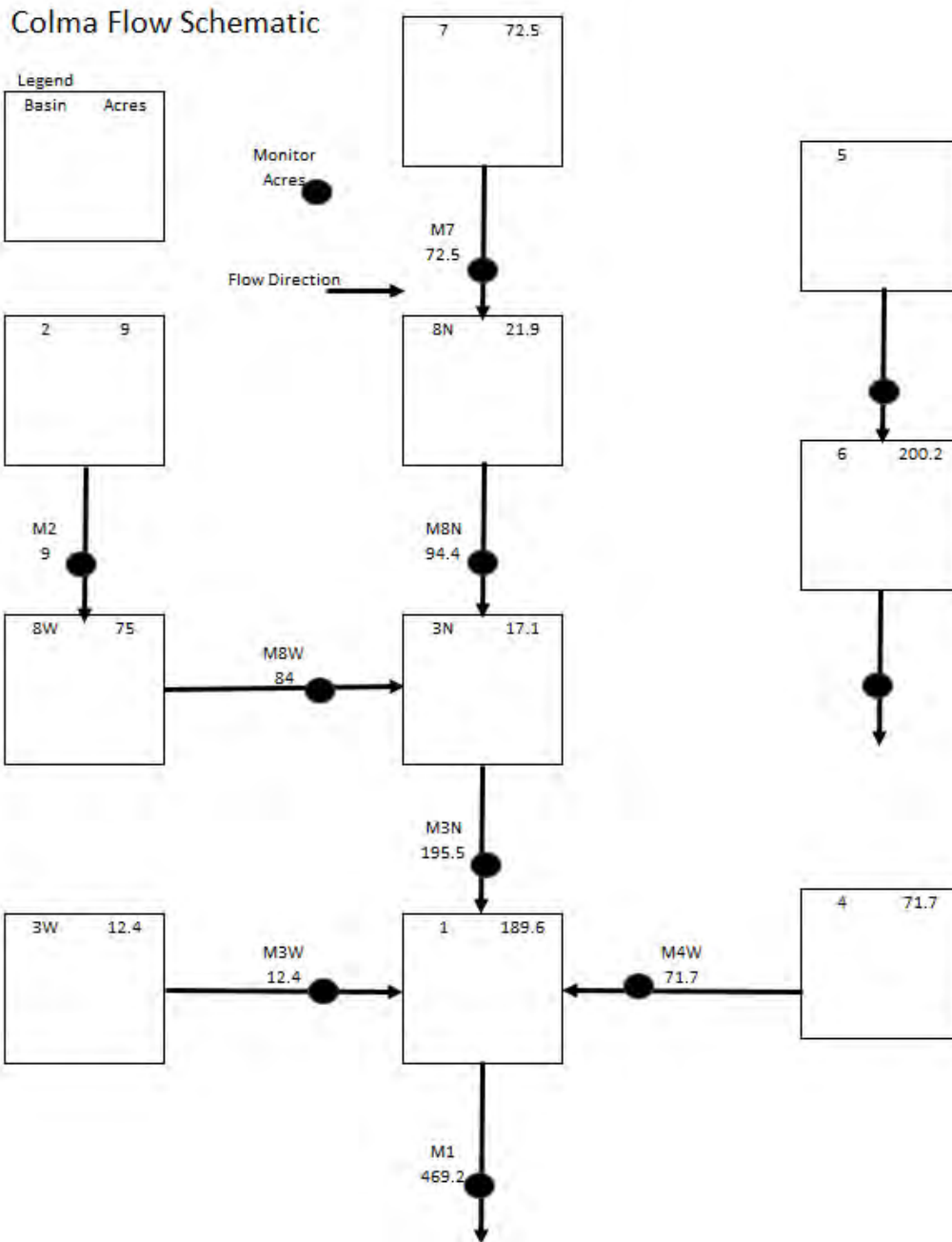
V = Average velocity calculated from recorded velocity.

Velocity values were correlated with depth values within the computer program in order to establish a site-specific, measured depth-versus-velocity relationship over a wide range of depth values. This relationship accounts for site-specific debris, local slope, and roughness conditions.

Figure 2 is a basin flow schematic to help visual how the flow from each meter effects the downstream meters

Figure 2





## RDI/I SEPARATION

As discussed earlier, measured flows consist of SF, GWI, and RDI/I. The amount of RDI/I entering the District's sanitary sewer system was determined for the District's flow monitoring sites. The RDI/I separation performed for this project consists of identifying base flow, calculating the difference between the base flow and total flow, and then calculating the RDI/I return ratio. The steps of the analysis process are discussed in the following sections.

## **BASEFLOW**

The average base flow (ABF) at each monitor was developed by analyzing monitored flow data from a dry period during the monitoring period. An ABF hydrograph, composed of SF and GWI, was determined from reviewing the flow patterns before and after storm events. Base flow hydrographs for weekdays and weekends were developed for each site.

## **RDI/I SUBTRACTION**

The storm events captured during the monitoring period were analyzed to determine the RDI/I response in the monitoring area. Wet weather flow data are analyzed from the beginning of the rain event to an end point where it appears that the hydrograph consists of only base flow, indicating the RDI/I have receded from the collection system. The volume of RDI/I for each discrete storm event is calculated by subtracting the ABF hydrograph from the monitored flow hydrograph.

## **RDI/I QUANTITY**

The result of the RDI/I subtraction is an RDI/I hydrograph. The quantity of RDI/I determined from the subtraction can be thought of as the amount of rainfall that entered the sanitary sewer system. This value is expressed as a return ratio, R, expressed as a percentage. The value of R can be used to measure how the sewer basin responds to a rainfall event.

The amount of rainfall falling in each monitor area was determined from the gathered rainfall data and the monitor service area. For the monitoring period covered in this report, the project area experienced a moderately wet season. Nine distinct storm events occurred within the monitor period. These events were generally separated by dry days that allowed the flows to return to normal winter levels. The R-values for the monitor are summarized in the appendix. The plots of each RDI/I separation summary listings of the R- values are also included in the appendix.

# RESULTS

## FLOW MONITORING DATA

The flow meters were installed in January 2017 and removed in February 2017. The initial period was over 38 days with 19 days of rain. During the installed period, there were 9 days of rain over .5 of an inch with a season average total of 10.77 inches.

The detailed results of flow monitoring sites are presented in the Appendix. The site reports are separated by dividers. The data include monitor site sheets, site photographs, plots of flow and depth data, and a table listing the average daily flow and daily minimum and peak flows. The hydrographs cover a 24-hour period beginning at 0000 hours and ending at 2300 hours. Hourly flow averages and rainfall sums are included as a separate sheet within the site MS Excel® workbook. In addition, base flow and RDI/I were performed at all sites. Five separate storms were analyzed. Base flow plots, R% tables and RDI/I separation plots are in the appendix with each site.

Table 2 presents the Daily average flows RDI/I Volume for storm 2/19/17 through 2/22/17, rain for that storm and the average of the highest 3 peak R%.

**Table 2 Town of Colma Monitor RDI and Base Flow Summary**

Site	MH#	Pipe Size (inches)	Monitor Acres	Average Weekday MGD	Average Weekend MGD	RDI/I Volume 2/19-22/17 MG	Ave. Rain for RDI Volume Inches	Ave Top 3 R%
1	10F25	10	469.2	0.190	0.166	0.236	1.88	0.8%
2	9F61	6	9	0.033	0.037	0.011	1.81	2.90%
3N	9E76	10	195.5	0.139	0.132	0.097	1.81	1.01%
3W	9E76	10	12.4	0.007	0.006	0.005	1.81	1.18%
4	9E04	8	71.7	0.031	0.033	0.017	1.81	1.22%
5	7E19	10	500	0.516	0.544	0.548	1.81	2.24%
6	E07-39	12	702.2	0.635	0.658	0.39	1.81	1.38%
7	8E14	8	72.5	0.032	0.028	0.032	1.81	1.80%
8N	8E23	8	94.4	0.044	0.043	0.047	1.81	1.13%
8W	8E23	8	84	0.041	0.04	0.04	1.81	1.10%

Table 3 presents peaking factors for each flow meter site and sewer basin for the following modeling scenarios completed by WWE:

- Existing Conditions Scenario

- Peaking Factor: Average Dry Weather Flow (ADWF) to Peak Dry Weather Flow (PDWF)
- Peaking Factor: ADWF to Peak Wet Weather Flow (PWWF)
- Ultimate Buildout Scenario
  - Peaking Factor: ADWF to PDWF
  - Peaking Factor: ADWF to PWWF

**Table 3 Peaking Factors by Flow Meter Site**

Site	Associated Basin	Existing Conditions Scenario Peaking Factors		Ultimate Buildout Scenario Peaking Factors	
		ADWF to PDWF	ADWF to PWWF	ADWF to PDWF	ADWF to PWWF
1	SSFMB5	1.27	3.70	1.37	3.42
2	SSFMB6	1.45	4.79	1.47	4.50
3N	SSFMB4A	1.36	4.58	1.57	4.42
3W	SSFMB4B	1.33	3.50	1.29	3.14
4	SSFMB2	1.41	1.84	1.13	1.40
5*	N/A	N/A	N/A	N/A	N/A
6	DCMB	1.02	3.52	1.64	3.97
7	SSFMB1A	2.74	3.48	2.72	3.44
8N	SSFMB1B	2.50	5.78	2.48	5.30
8W	SSFMB3	1.55	7.00	1.77	6.75

\*Flow Meter Site 5 was installed to measure flows from Daly City, and because Daly City's sewer system is not included in the hydraulic model by WWE, peaking factors for this site are not provided.

WWE had questions about flow during rain events at locations that were not monitored. The flows coming from the Trailer Park off Mission and the flows from the top of F St. including a lot of cemetery area. The crew went during the Storm on 2/20/17. The flows on F street looked very similar to dry days about ¼ of an inch flowing about .5 ft./sec. The flows coming from the Trailer Park should a significant increase. It is a 6" pipe with about 1 inch of flow at over 9 ft. per sec., about .13 mgd. On a dry day, it was about half this amount.

Site 7 shows spikes during rain events which maybe from a sump pump on an upstream property.

Site 5 and 6 both had surcharge occurrences during storm events. Site 5 had more sever capacity issues. The crew check manhole between sites 5 and 6 during the storm on February 20, to try to determine the location of a restriction in flow. The manhole at the intersection of El Camino and C St was partially surcharge and the crew believes there is a restriction in flow somewhere between C St. and D St. MH-E07-023 and MH E07-097.

APPENDIX  
A



# Site Information Report

Manhole Number SSMH Location: 1427 Mission St.  
MH Depth ~16'  
Diameter: 10"  
Safety: Ok  
Traffic: Medium  
Gas: Ok  
Rungs: Yes  
Meter Type: Hach FL900  
Depth: Pressure 3"  
Velocity: Doppler 1.5 ft./sec  
Meter Type Submerged

# Flow Monitor Site: 1 MH 10F25

Ariel View:

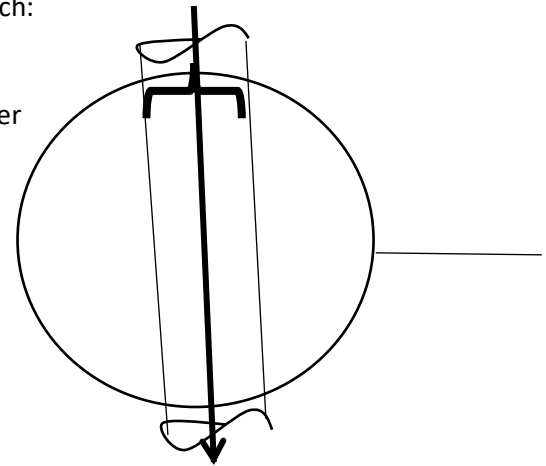


City Sewer Map:



Flow Sketch:

Flow Meter



10-inch Pipe

Surface View:



Invert View:



Outlet Pipe:



Inlet Pipe:



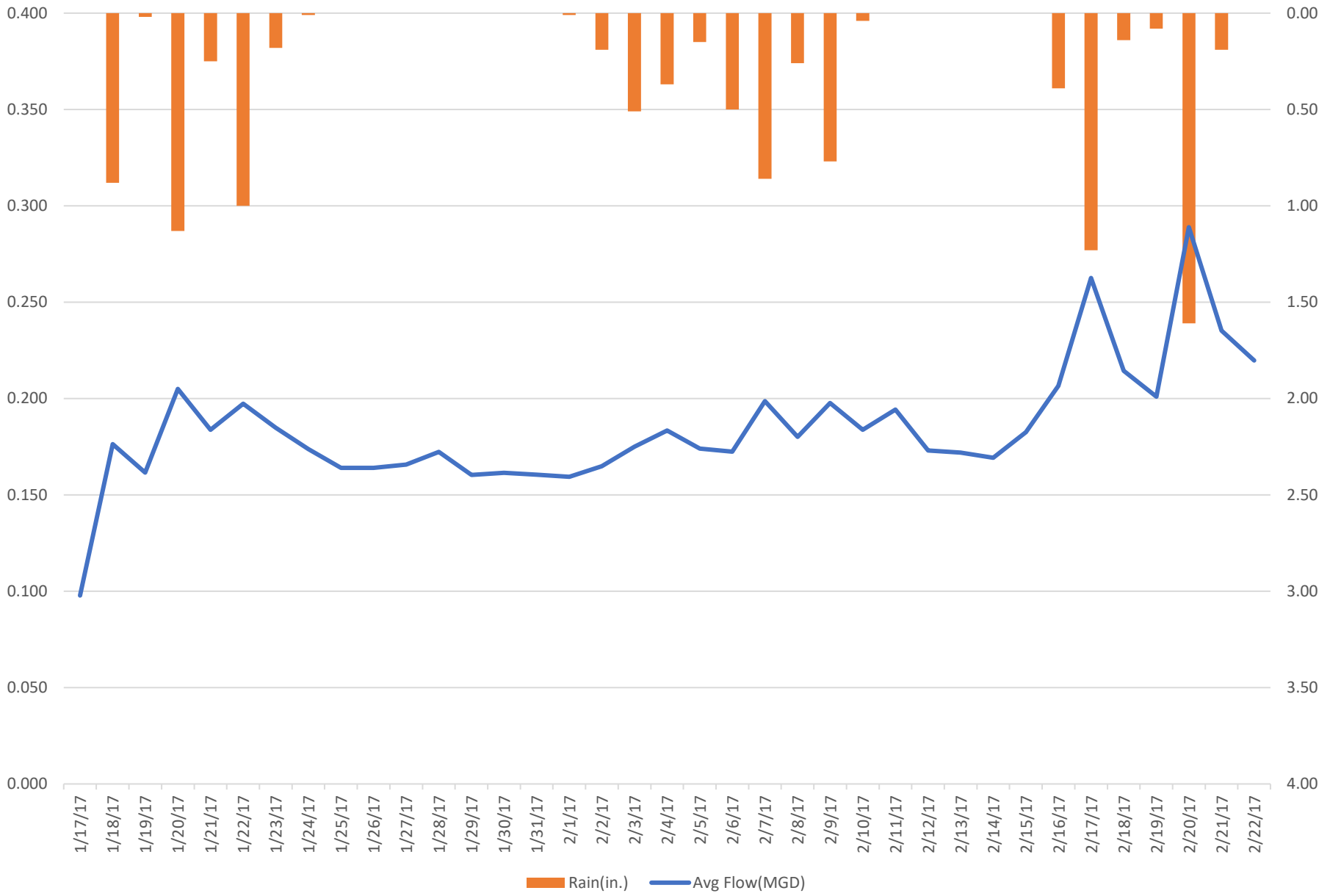
Colma Site 1 SSMH 10F25 Sanitary Flow Revised

Daily Summary

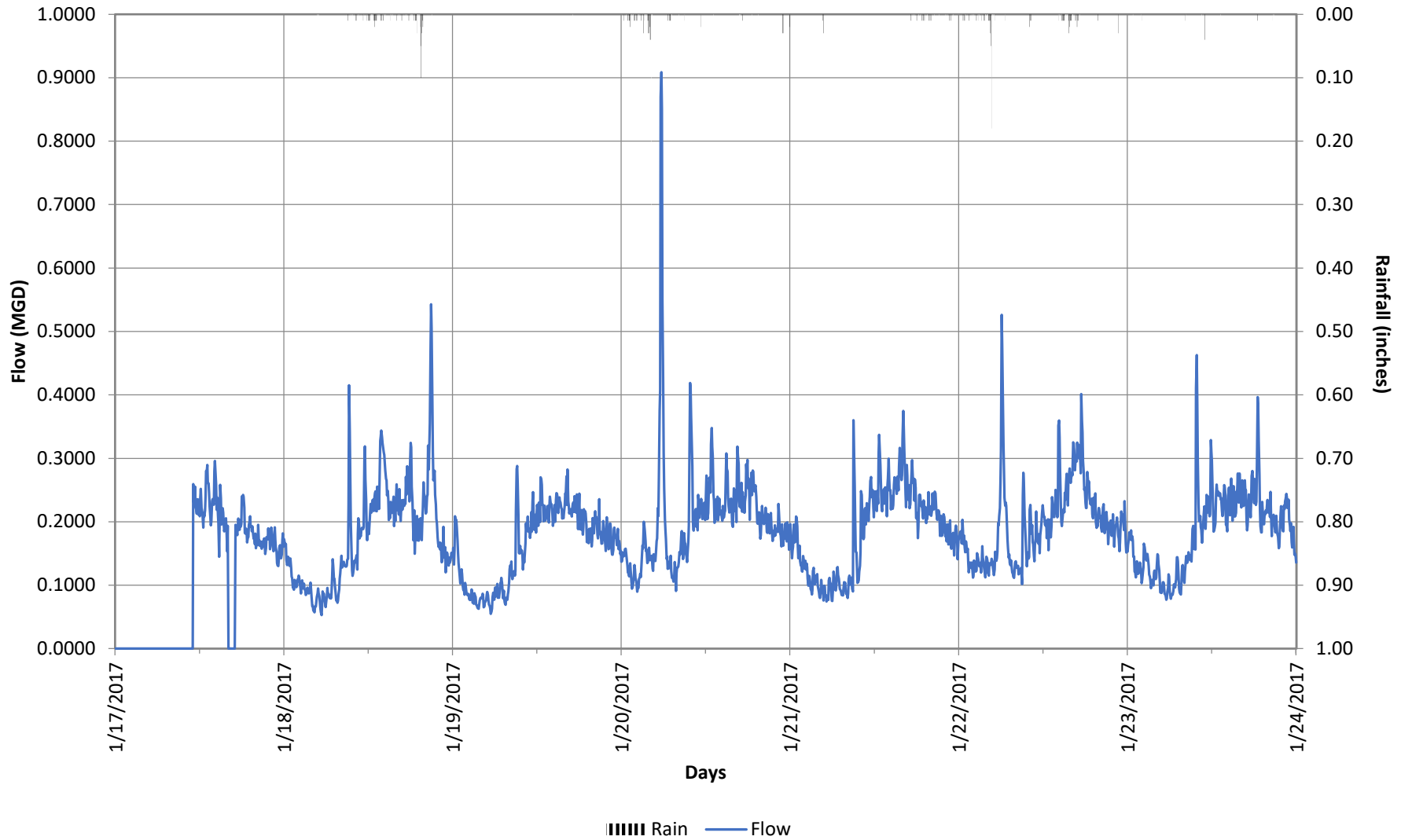
Date	Day	Avg Flow(MGD)	Min Flow(MGD)	Max Flow(MGD)	Max Depth(in.)	Rain(in.)
1/17/17	Tuesday	0.098	0.000	0.296	3.575	0.00
1/18/17	Wednesday	0.176	0.053	0.543	4.389	0.88
1/19/17	Thursday	0.162	0.055	0.288	3.452	0.02
1/20/17	Friday	0.205	0.090	0.909	5.864	1.13
1/21/17	Saturday	0.184	0.074	0.375	3.910	0.25
1/22/17	Sunday	0.197	0.102	0.526	4.402	1.00
1/23/17	Monday	0.185	0.077	0.463	4.117	0.18
1/24/17	Tuesday	0.174	0.061	0.515	4.447	0.01
1/25/17	Wednesday	0.164	0.064	0.508	4.369	0.00
1/26/17	Thursday	0.164	0.062	0.412	3.983	0.00
1/27/17	Friday	0.166	0.058	0.394	3.863	0.00
1/28/17	Saturday	0.172	0.070	0.352	3.655	0.00
1/29/17	Sunday	0.160	0.050	0.342	3.611	0.00
1/30/17	Monday	0.161	0.065	0.422	4.102	0.00
1/31/17	Tuesday	0.161	0.058	0.475	4.244	0.00
2/1/17	Wednesday	0.159	0.062	0.373	3.891	0.01
2/2/17	Thursday	0.165	0.070	0.353	3.781	0.19
2/3/17	Friday	0.175	0.062	0.432	4.227	0.51
2/4/17	Saturday	0.183	0.076	0.411	4.077	0.37
2/5/17	Sunday	0.174	0.071	0.330	3.636	0.15
2/6/17	Monday	0.172	0.065	0.349	3.749	0.50
2/7/17	Tuesday	0.199	0.096	0.452	4.192	0.86
2/8/17	Wednesday	0.180	0.080	0.385	4.027	0.26
2/9/17	Thursday	0.198	0.076	0.442	4.200	0.77
2/10/17	Friday	0.184	0.076	0.381	4.177	0.04
2/11/17	Saturday	0.194	0.086	0.417	4.271	0.00
2/12/17	Sunday	0.173	0.092	0.291	3.712	0.00
2/13/17	Monday	0.172	0.073	0.333	3.766	0.00
2/14/17	Tuesday	0.169	0.066	0.304	3.772	0.00
2/15/17	Wednesday	0.183	0.072	0.339	3.871	0.00
2/16/17	Thursday	0.207	0.077	0.405	4.006	0.39
2/17/17	Friday	0.263	0.093	0.525	4.748	1.23
2/18/17	Saturday	0.214	0.098	0.388	4.282	0.14
2/19/17	Sunday	0.201	0.103	0.371	4.240	0.08
2/20/17	Monday	0.289	0.138	0.644	5.058	1.61
2/21/17	Tuesday	0.235	0.133	0.413	4.361	0.19
2/22/17	Wednesday	0.220	0.103	0.362	4.331	0.00

Average Flow           0.186 MGD  
 Max Depth               5.86 Inches  
 Total Rain               10.77 Inches

Colma Site 1 SSMH 10F25 Daily Sanitary Flow Revised



## Colma Site 1 SSMH 10F25 Sanitary Flow Revised

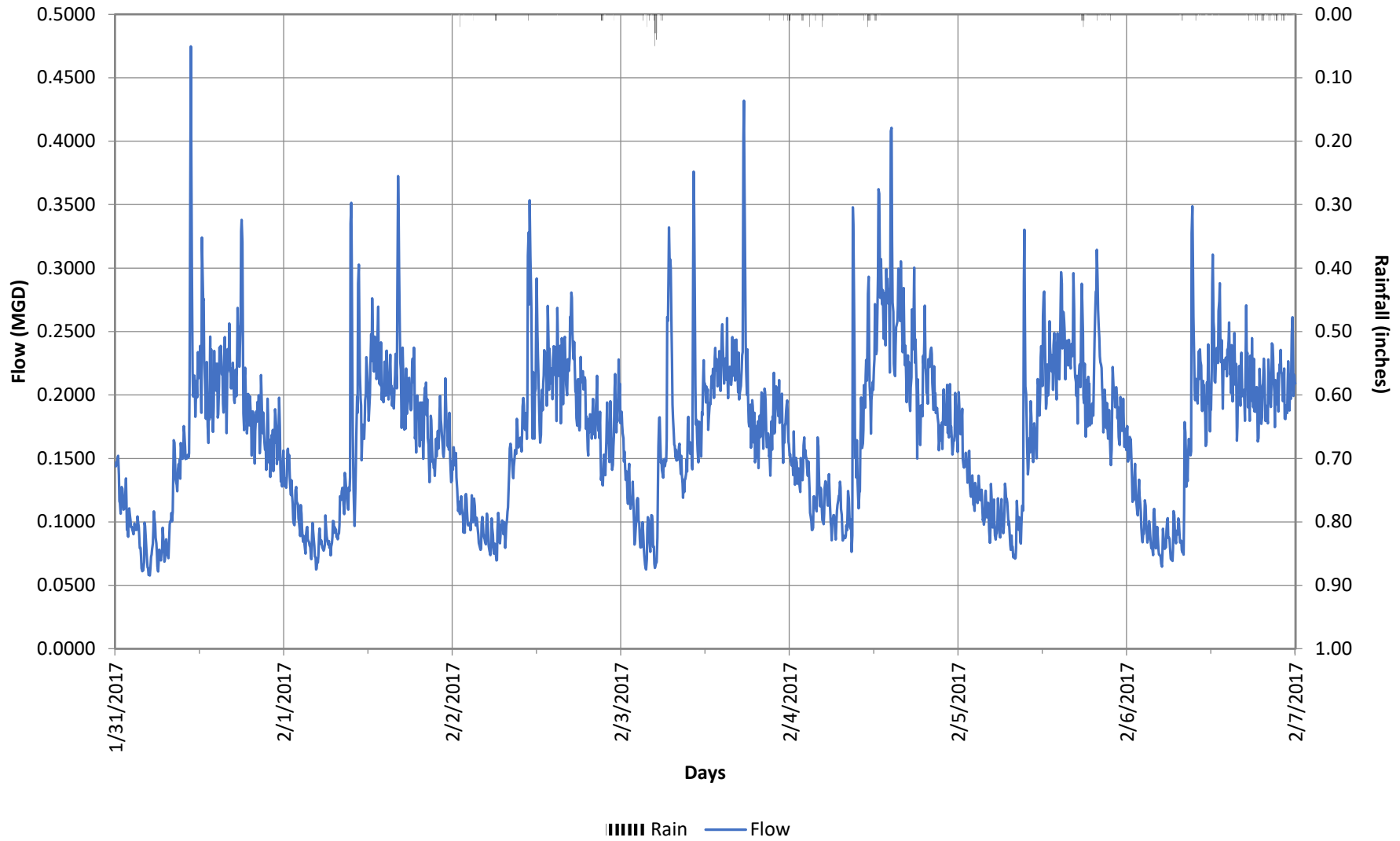


	1/17/2017(Tue)	1/18/2017(Wed)	1/19/2017(Thu)	1/20/2017(Fri)	1/21/2017(Sat)	1/22/2017(Sun)	1/23/2017(Mon)
Maximum	0.296	0.543	0.288	0.909	0.375	0.526	0.463
Average	0.098	0.176	0.162	0.205	0.184	0.197	0.185
Minimum	0.000	0.053	0.055	0.090	0.074	0.102	0.077
Rain (inches)	0.00	0.88	0.02	1.13	0.25	1.00	0.18



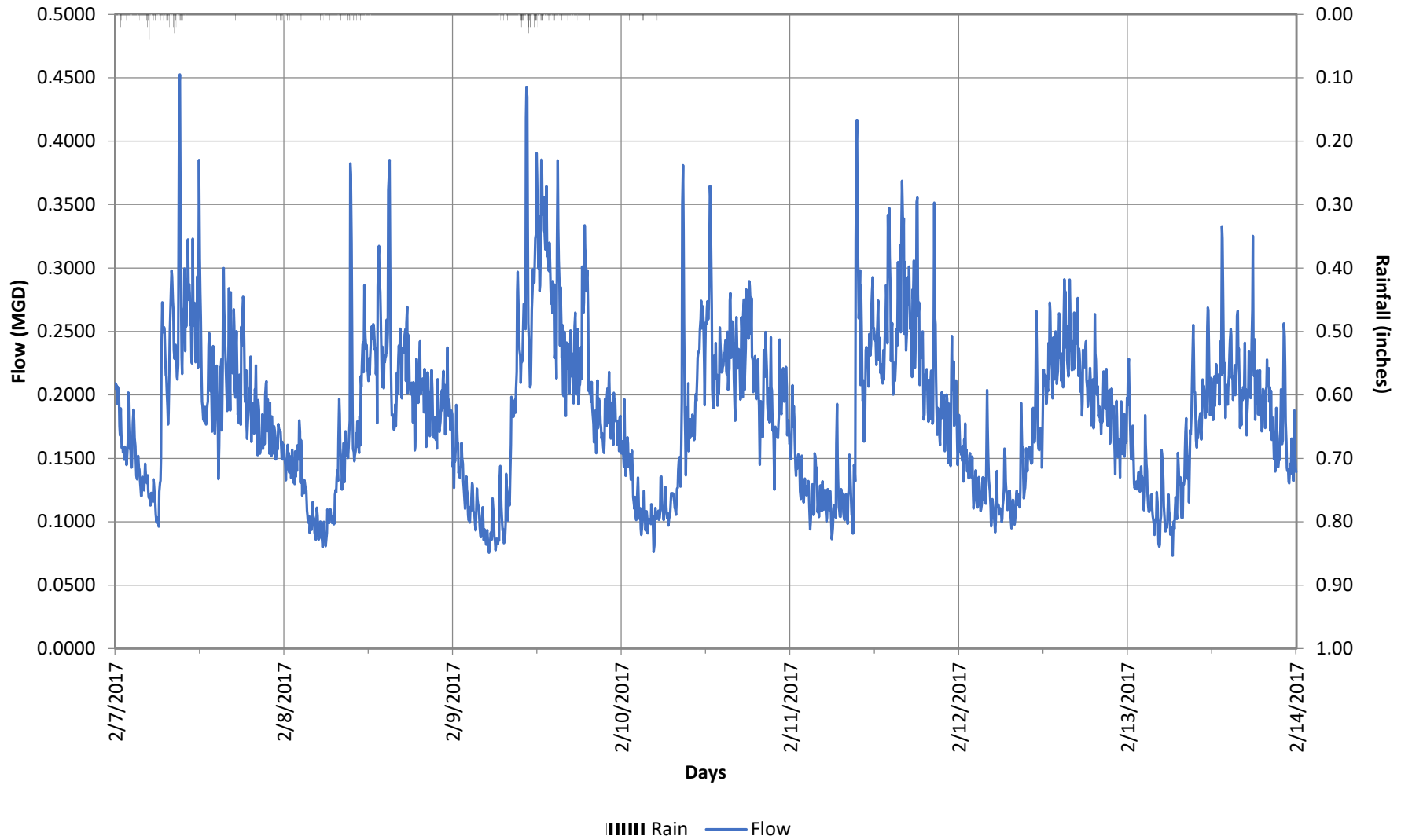


## Colma Site 1 SSMH 10F25 Sanitary Flow Revised



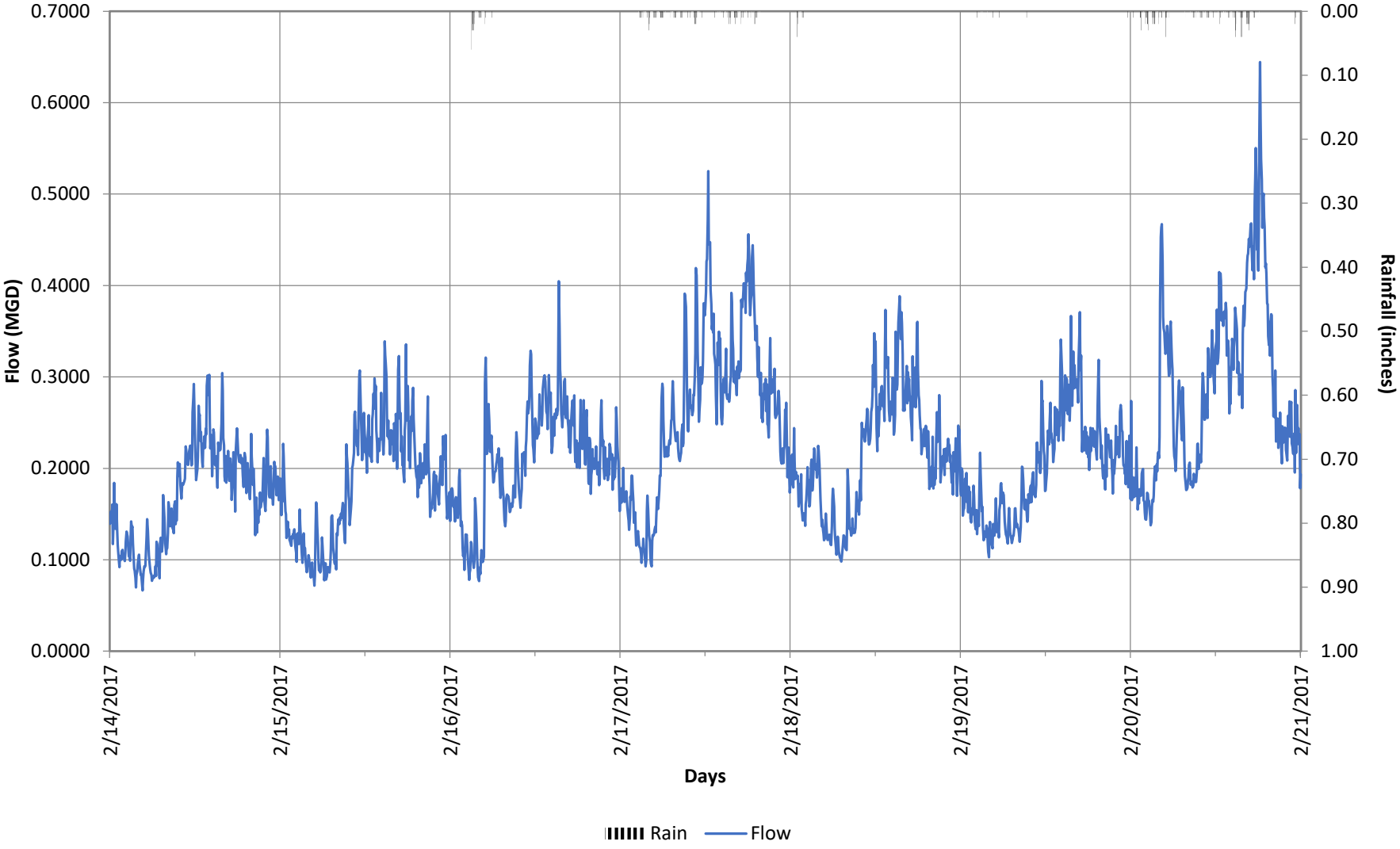
	1/31/2017(Tue)	2/1/2017(Wed)	2/2/2017(Thu)	2/3/2017(Fri)	2/4/2017(Sat)	2/5/2017(Sun)	2/6/2017(Mon)
Maximum	0.475	0.373	0.353	0.432	0.411	0.330	0.349
Average	0.161	0.159	0.165	0.175	0.183	0.174	0.172
Minimum	0.058	0.062	0.070	0.062	0.076	0.071	0.065
Rain (inches)	0.00	0.01	0.19	0.51	0.37	0.15	0.50

## Colma Site 1 SSMH 10F25 Sanitary Flow Revised



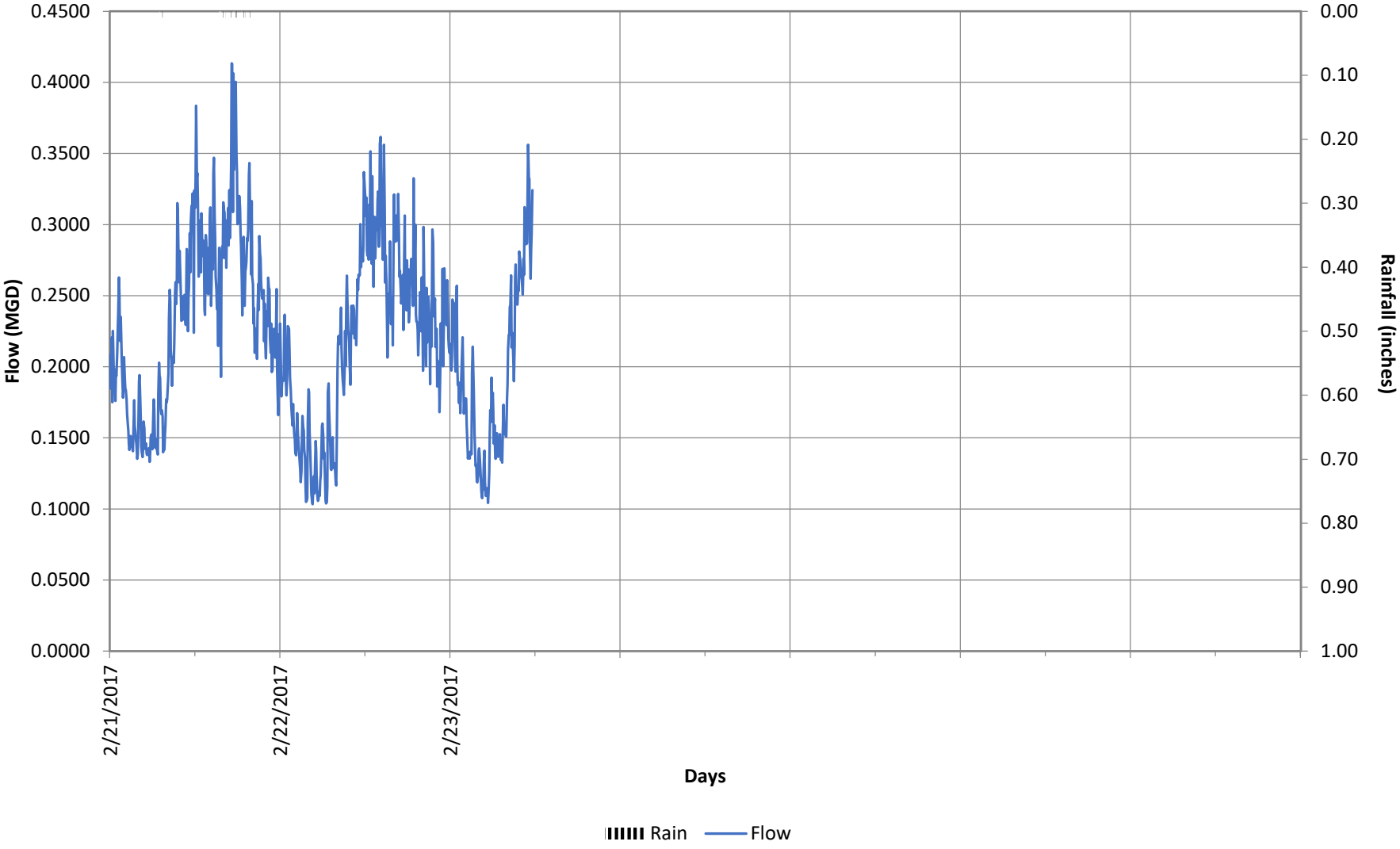
	2/7/2017(Tue)	2/8/2017(Wed)	2/9/2017(Thu)	2/10/2017(Fri)	2/11/2017(Sat)	2/12/2017(Sun)	2/13/2017(Mon)
Maximum	0.452	0.385	0.442	0.381	0.417	0.291	0.333
Average	0.199	0.180	0.198	0.184	0.194	0.173	0.172
Minimum	0.096	0.080	0.076	0.076	0.086	0.092	0.073
Rain (inches)	0.86	0.26	0.77	0.04	0.00	0.00	0.00

# Colma Site 1 SSMH 10F25 Sanitary Flow Revised



	2/14/2017(Tue)	2/15/2017(Wed)	2/16/2017(Thu)	2/17/2017(Fri)	2/18/2017(Sat)	2/19/2017(Sun)	2/20/2017(Mon)
Maximum	0.304	0.339	0.405	0.525	0.388	0.371	0.644
Average	0.169	0.183	0.207	0.263	0.214	0.201	0.289
Minimum	0.066	0.072	0.077	0.093	0.098	0.103	0.138
Rain (inches)	0.00	0.00	0.39	1.23	0.14	0.08	1.61

# Colma Site 1 SSMH 10F25 Sanitary Flow Revised



	2/21/2017(Tue)	2/22/2017(Wed)				
Maximum	0.413	0.362				
Average	0.235	0.220				
Minimum	0.133	0.103				
Rain (inches)	0.19	0.00				



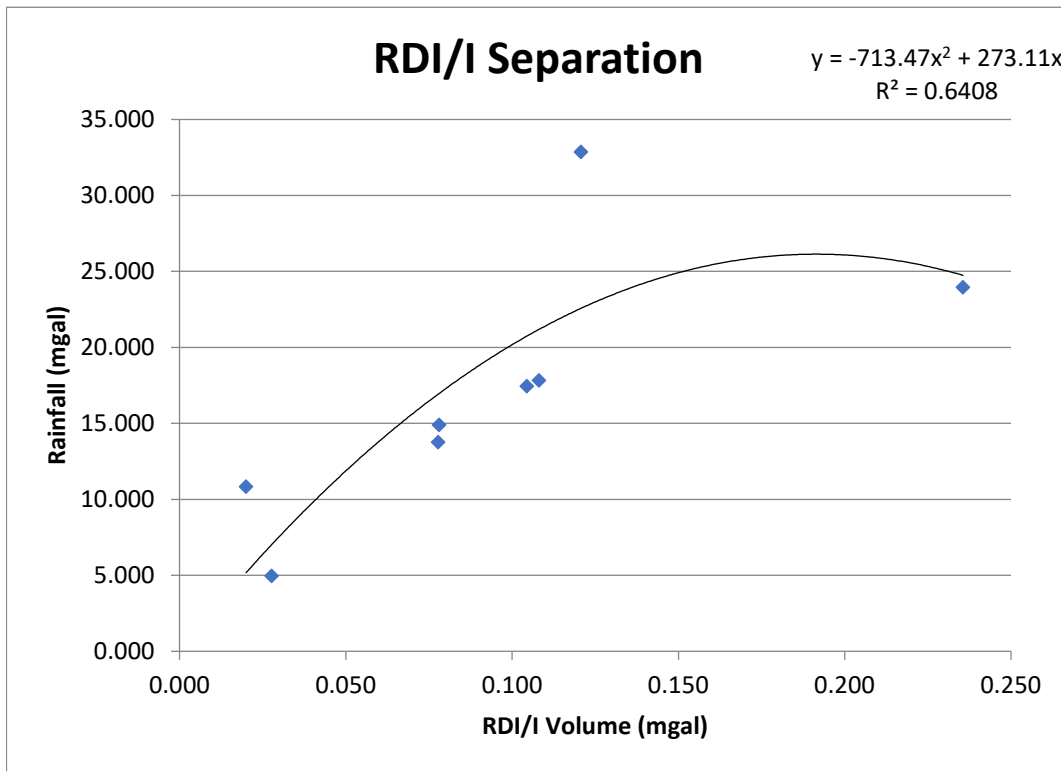
## Colma Site 1 SSMH 10F25 RDI/I

### RDI/I Analysis, Monitor Return Ratio Summary

Storm Start (Date)	RDI/I Volume (mgal)	Monitor Area (acres)	Rainfall (mgal)	Return Ratio (%)
1/18/2017	0.020	469.2	10.829	0.18%
1/20/2017	0.078	469.2	14.906	0.52%
1/21/2017	0.108	469.2	17.836	0.61%
2/2/2017	0.078	469.2	13.759	0.57%
2/5/2017	0.121	469.2	32.869	0.37%
2/16/2017	0.028	469.2	4.969	0.56%
2/17/2017	0.104	469.2	17.454	0.60%
2/19/2017	0.236	469.2	23.951	0.98%

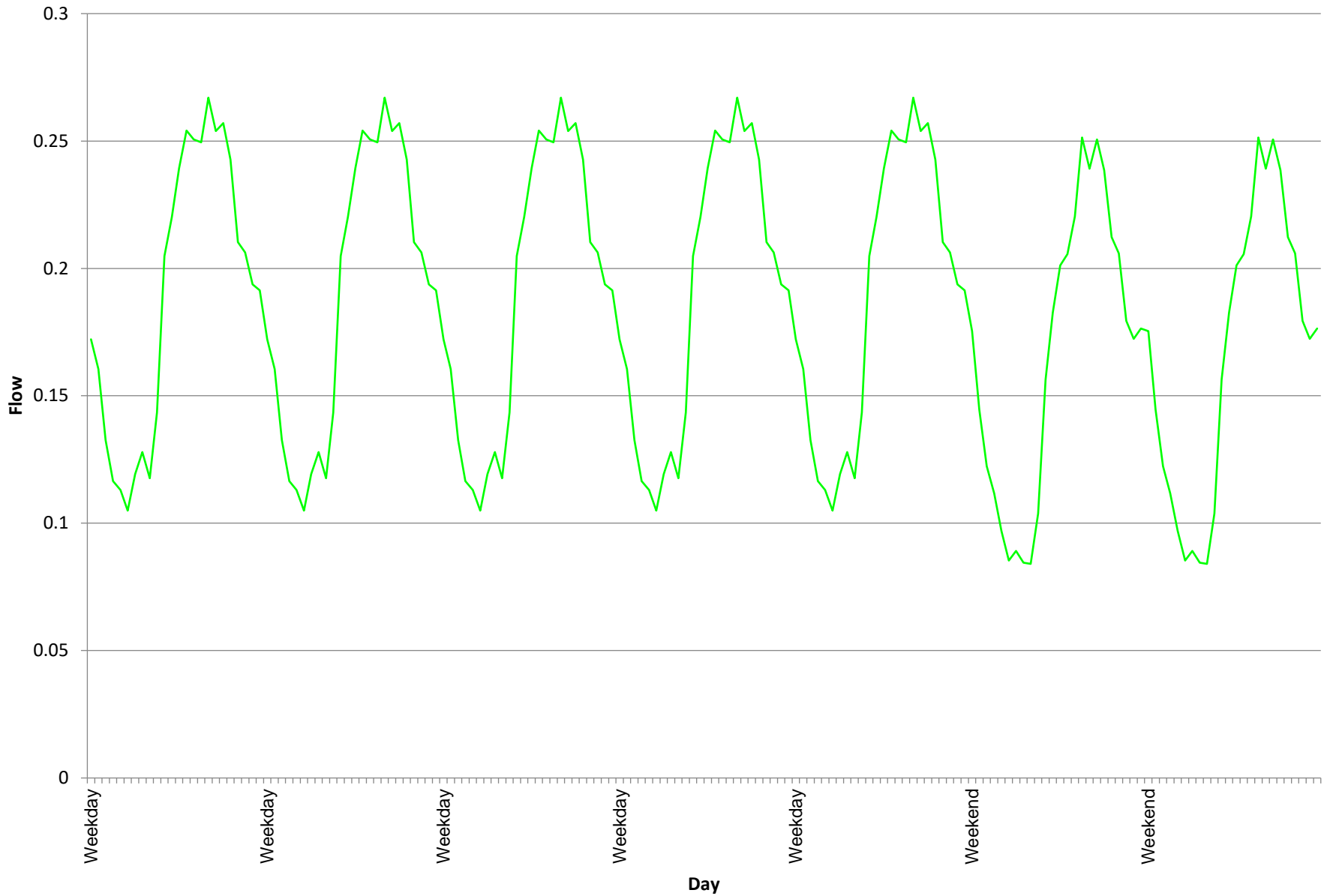
Average R% 0.55%

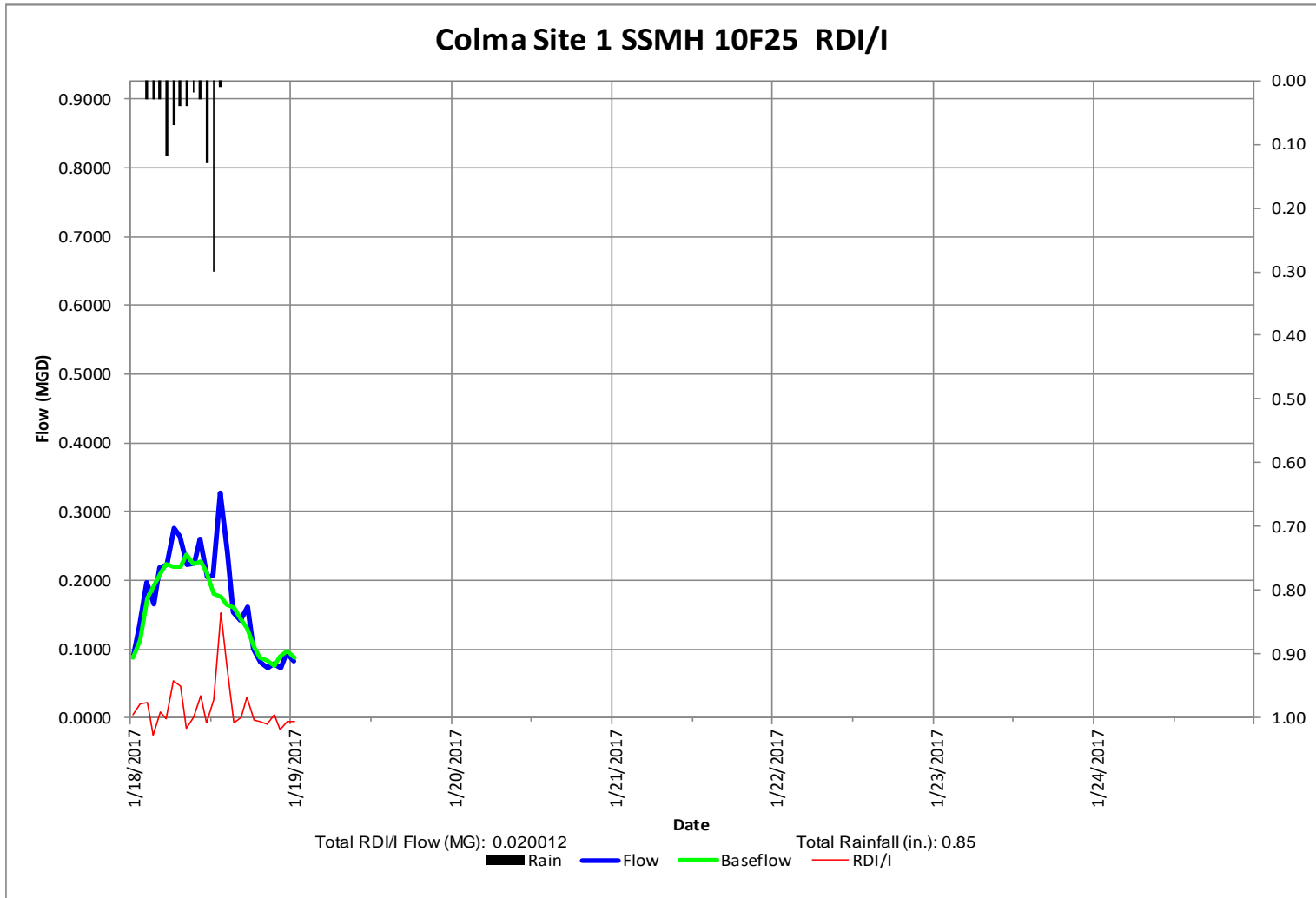
Average R% of top 3 R% 0.79%



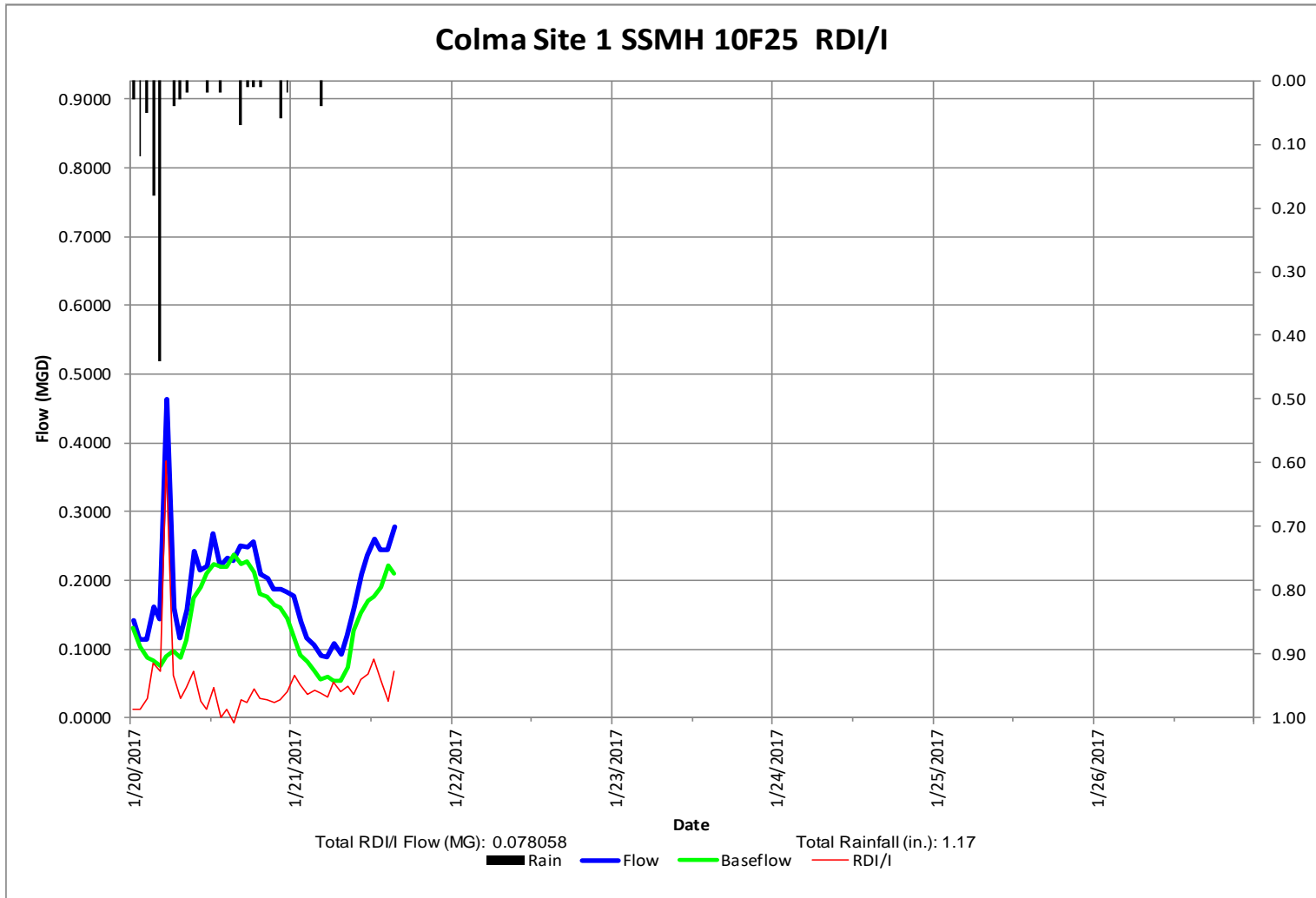
Baseflows	Weekend	Weekday
Max	0.251	0.267
Avg	0.166	0.190
Min	0.084	0.105

# Baseflow Colma Site 1 SSMH 10F25 RDI/I

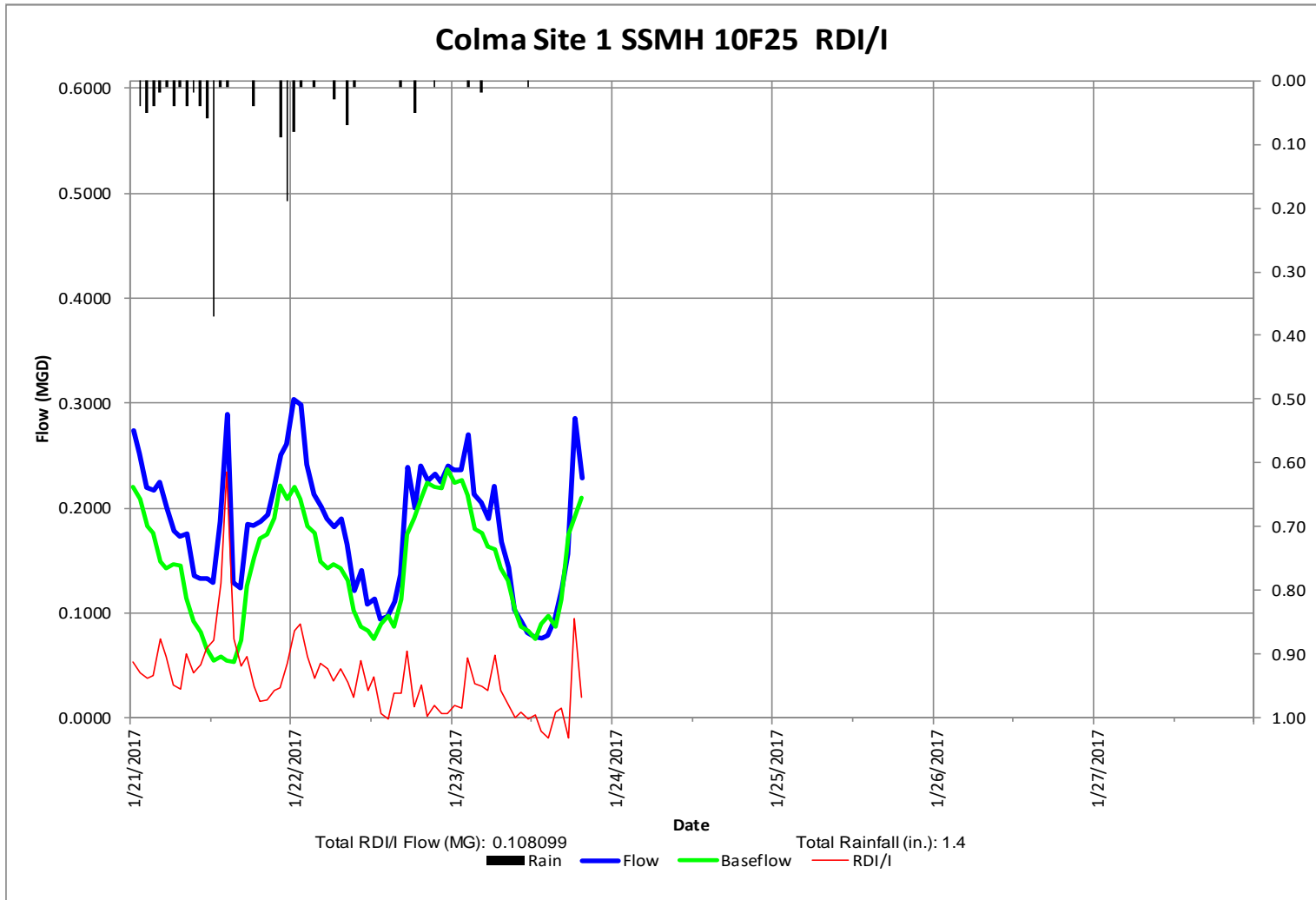




Storm of 1/18/2017

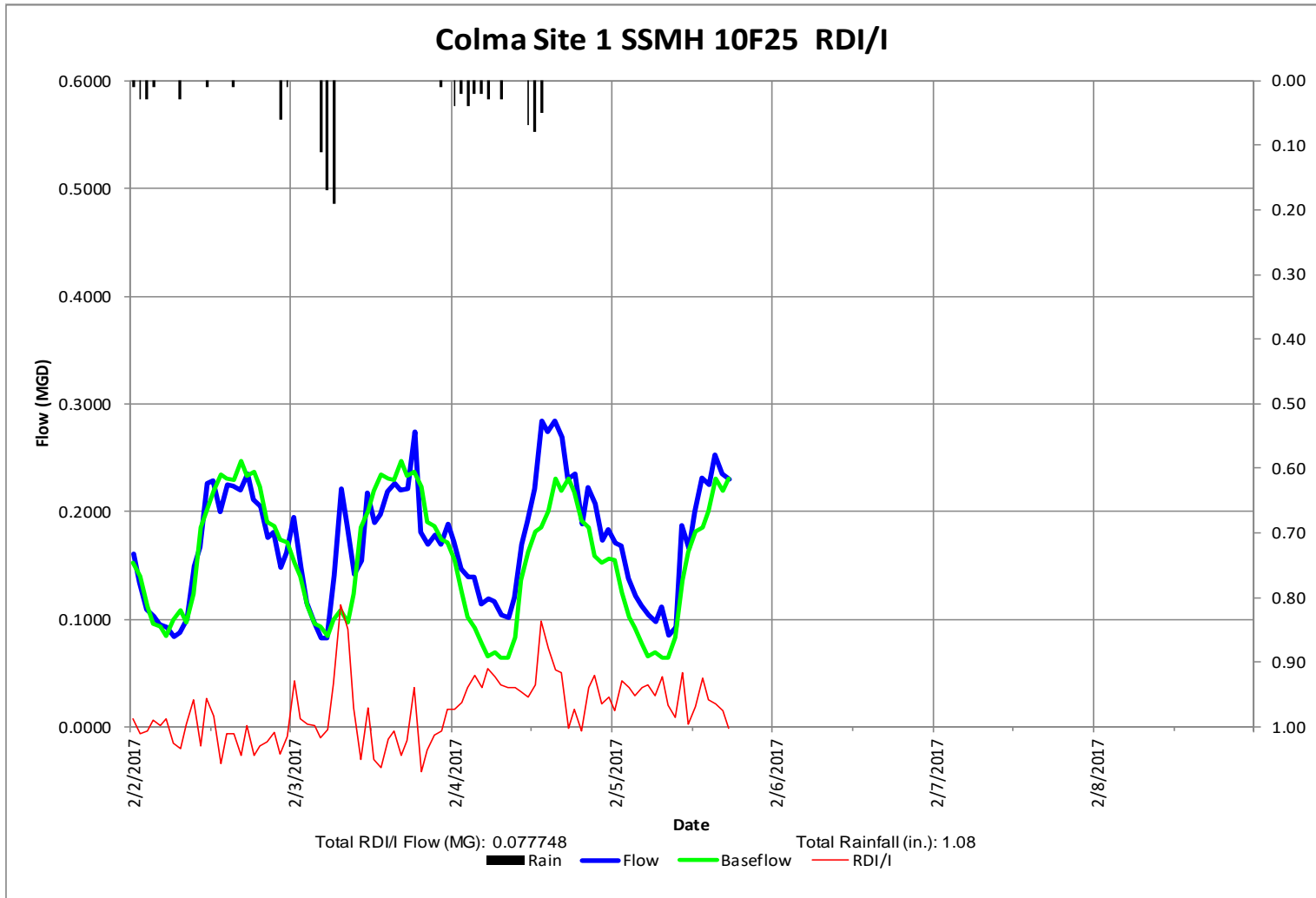


Storm of 1/20/2017

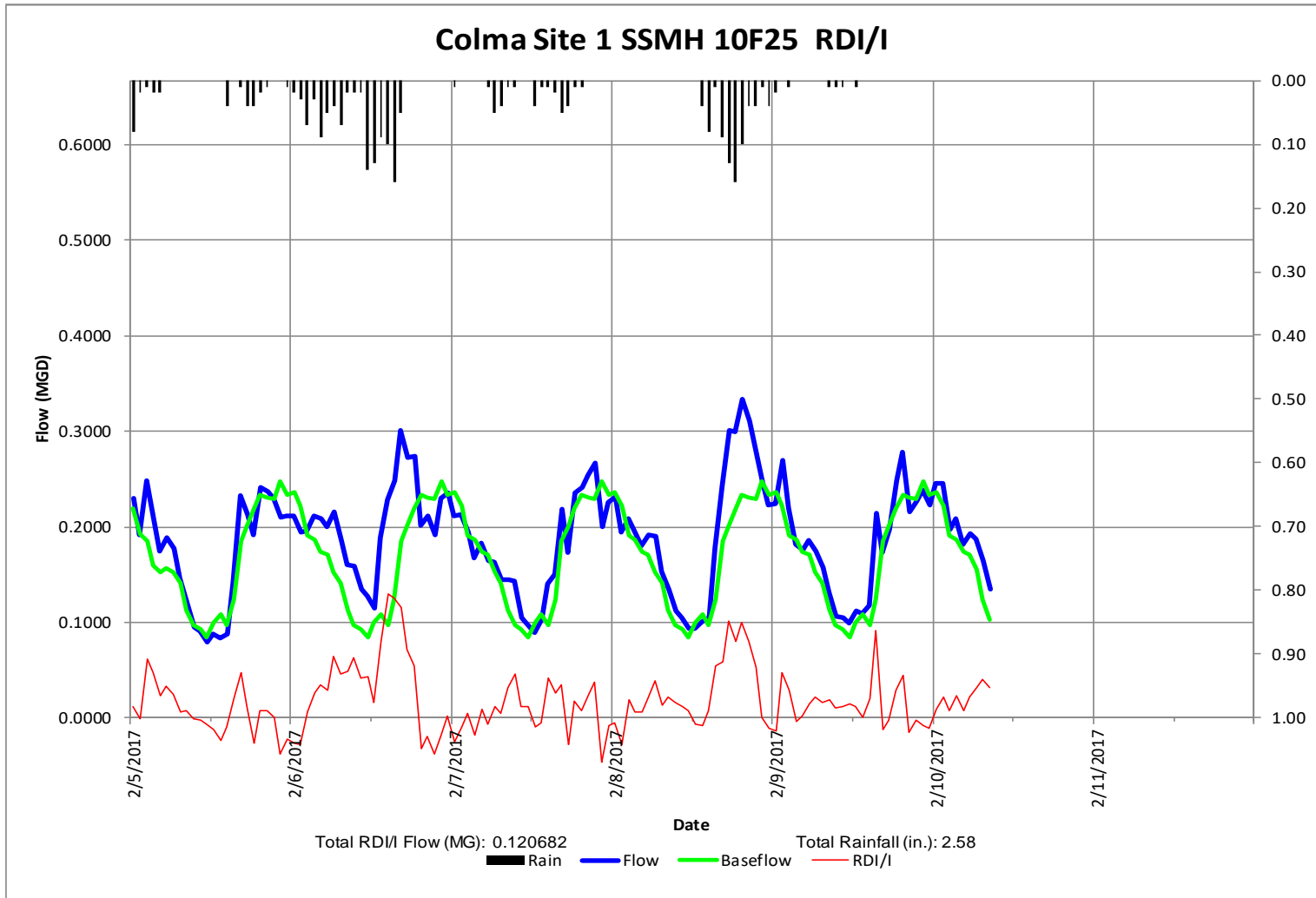


Storm of 1/21/2017

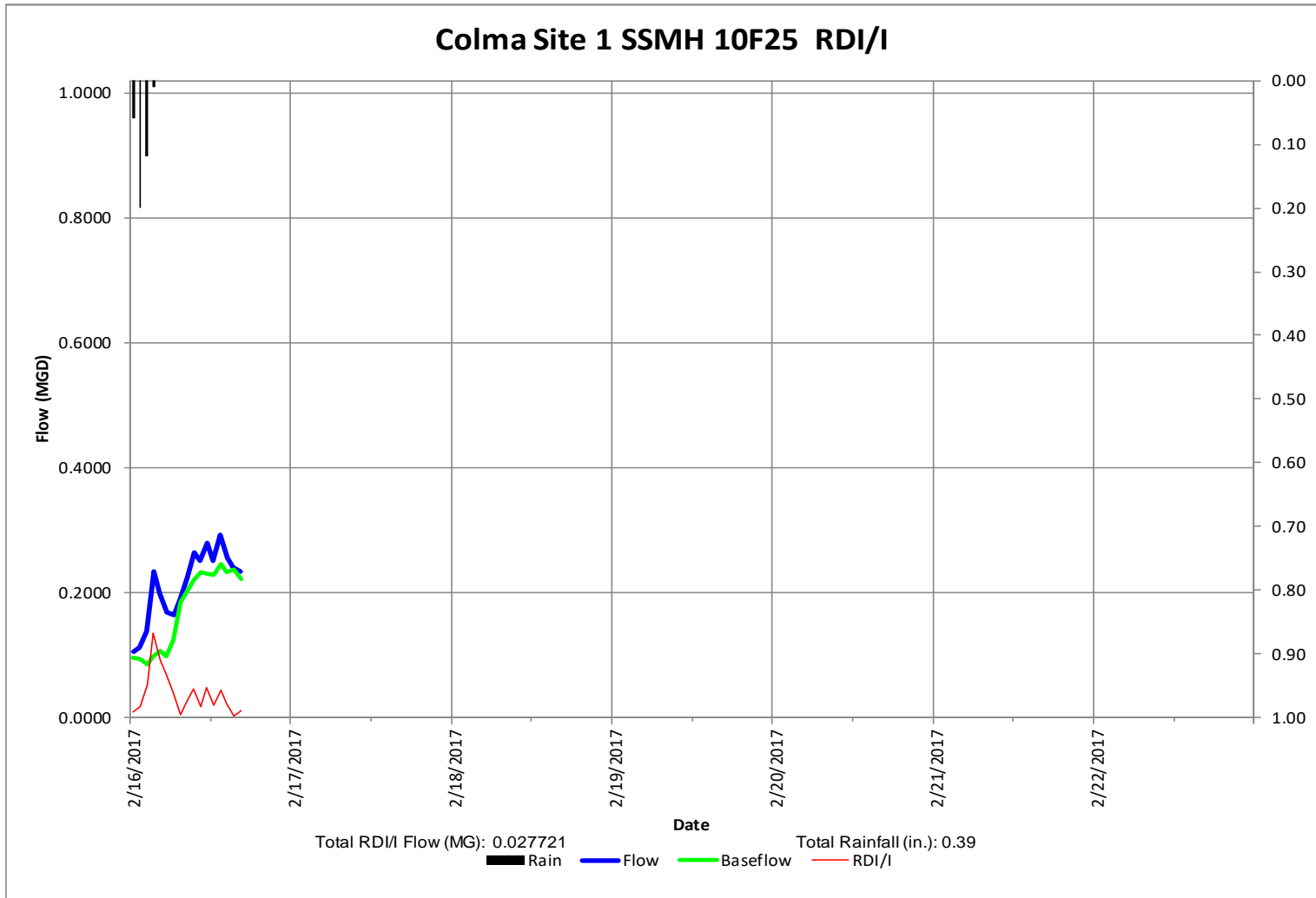




Storm of 2/2/2017

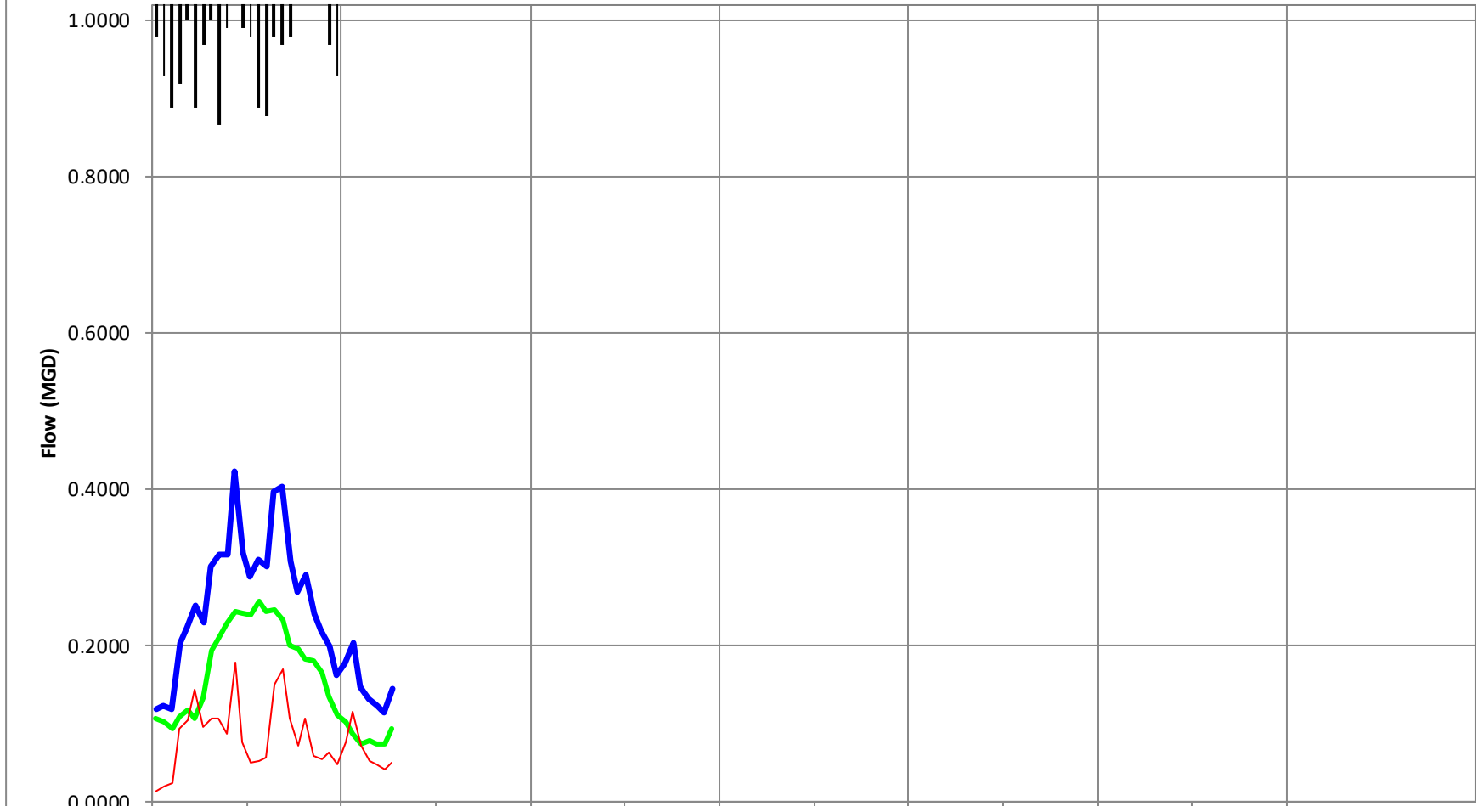


Storm of 2/5/2017



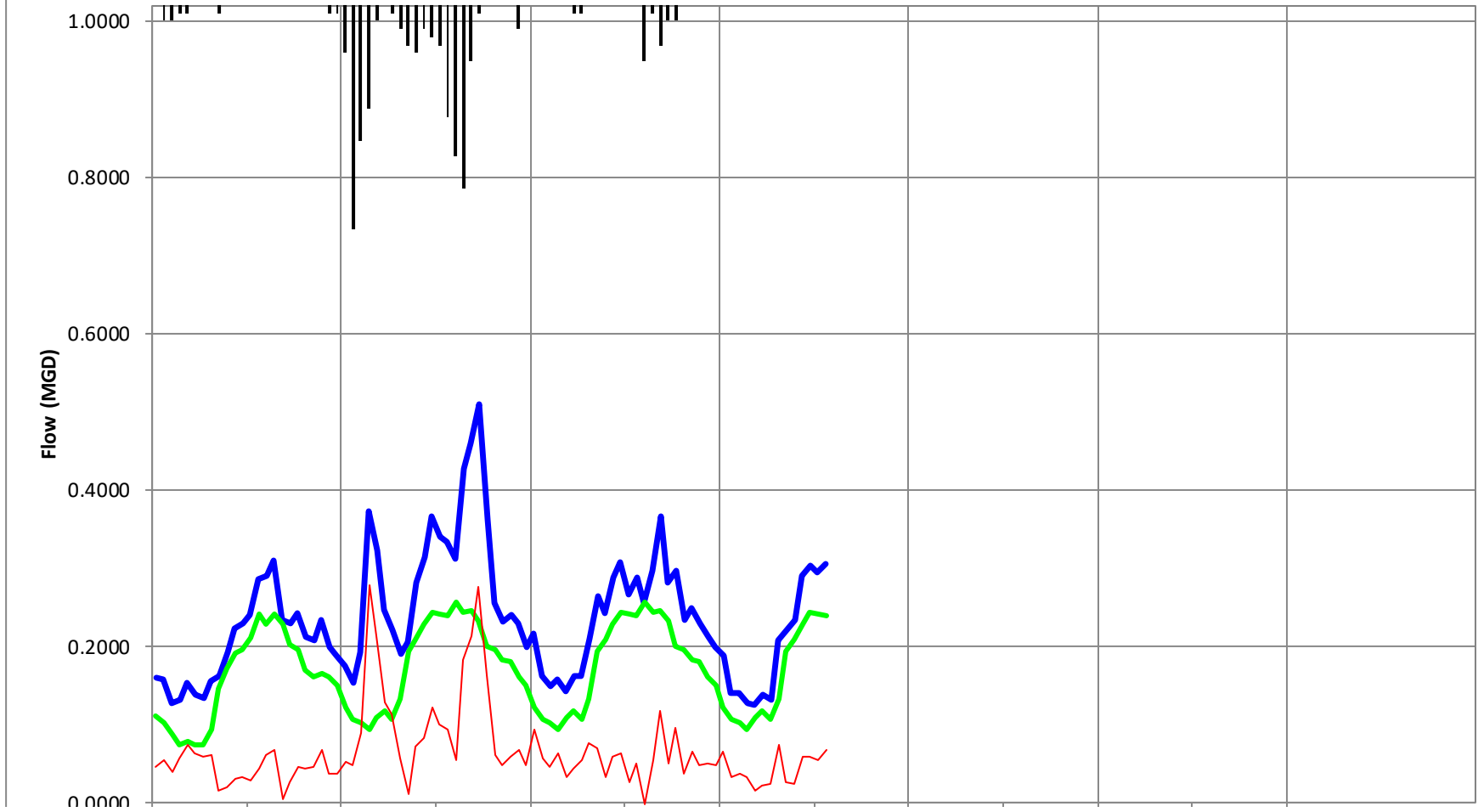
Storm of 2/16/2017

# Colma Site 1 SSMH 10F25 RDI/I



Storm of 2/17/2017

### Colma Site 1 SSMH 10F25 RDI/I



Storm of 2/19/2017



# Site Information Report

Manhole Number SSMH 9F61  
Location: Junipero Serra Blvd. MH Depth ~4'  
Diameter: 6"  
Safety: Ok  
Traffic: None  
Gas: Ok  
Rungs: No  
Meter Type: Hach FL900  
Depth: 0.75"  
Velocity: Doppler 3 ft./sec  
Meter Type FloDar

# Flow Monitor Site: 2

Ariel View:

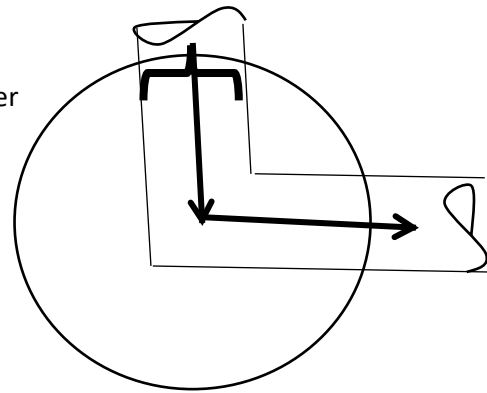


City Sewer Map:



Flow Sketch:

Flow Meter



6-inch Pipe

Surface View:



Invert View:



Outlet Pipe:



Inlet Pipe:

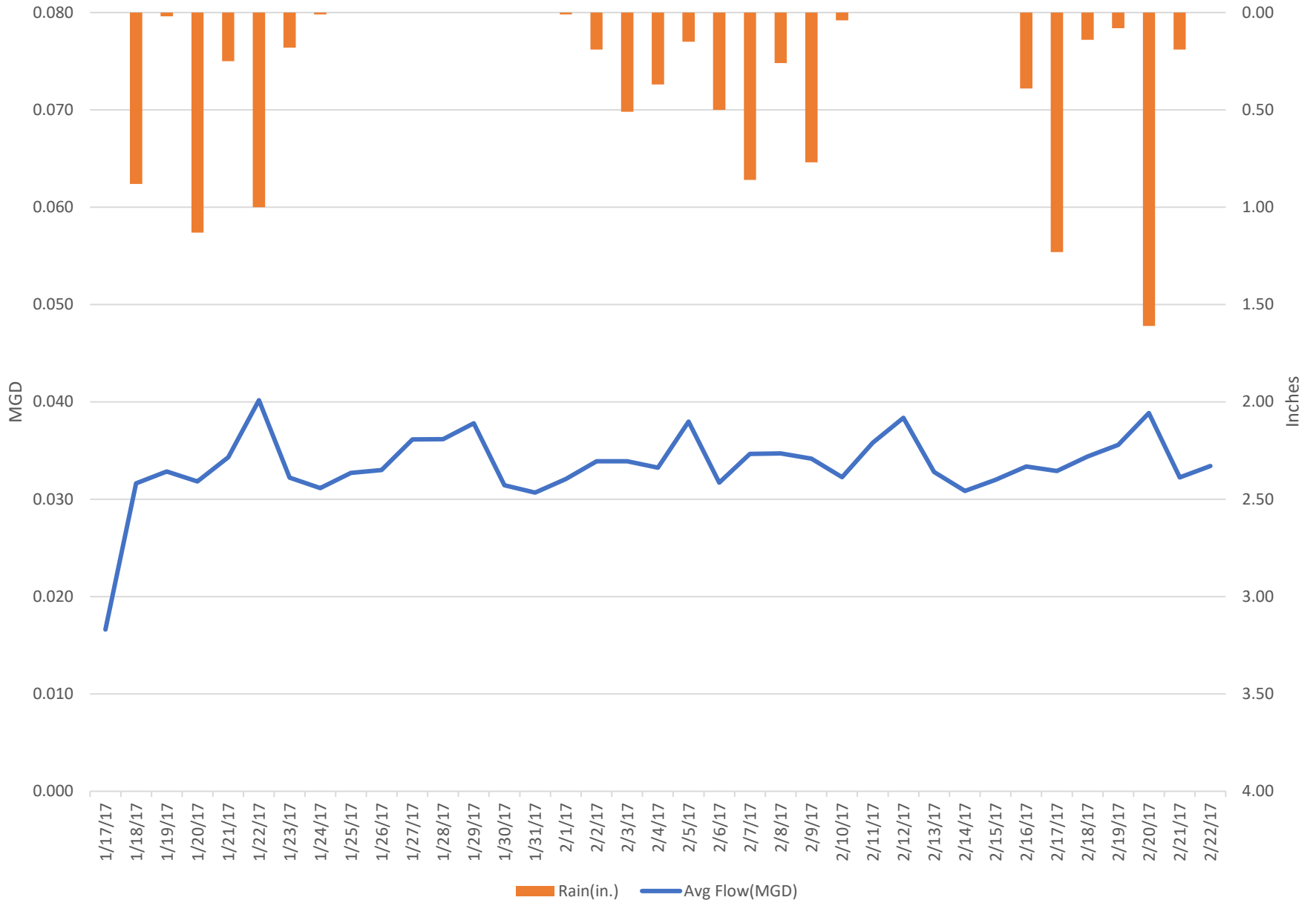


## Colma Site 2 SSMH 9F61 6" Sanitary Flow

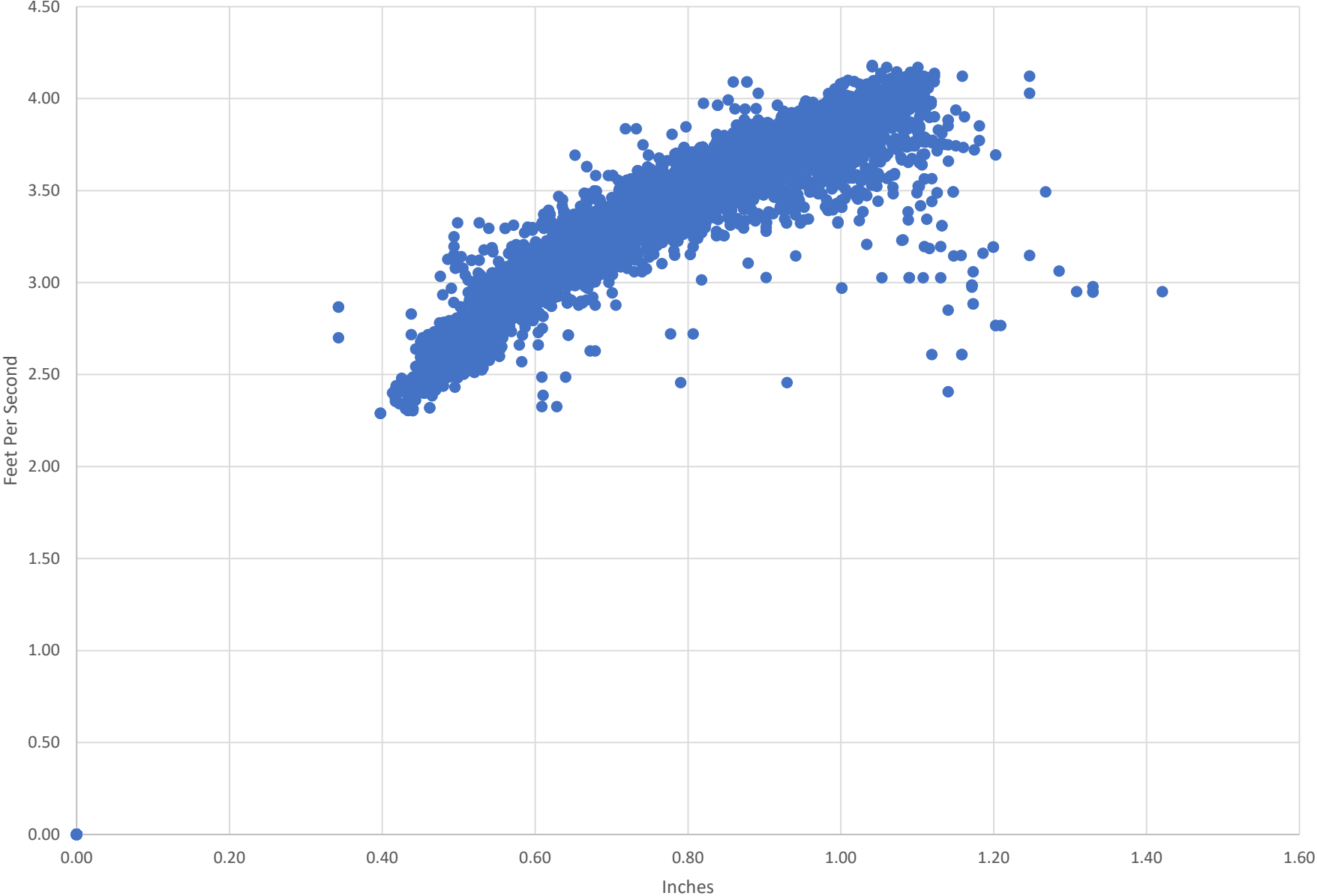
## Daily Summary

Day	Date	Avg Flow(MGD)	Min Flow(MGD)	Max Flow(MGD)	Max Depth(in.)	Rain(in.)
Tuesday	1/17/17	0.017	0.000	0.068	1.123	0.00
Wednesday	1/18/17	0.032	0.010	0.068	1.421	0.88
Thursday	1/19/17	0.033	0.011	0.060	1.051	0.02
Friday	1/20/17	0.032	0.011	0.079	1.247	1.13
Saturday	1/21/17	0.034	0.009	0.064	1.103	0.25
Sunday	1/22/17	0.040	0.008	0.068	1.172	1.00
Monday	1/23/17	0.032	0.012	0.061	1.199	0.18
Tuesday	1/24/17	0.031	0.008	0.057	1.043	0.01
Wednesday	1/25/17	0.033	0.012	0.062	1.147	0.00
Thursday	1/26/17	0.033	0.012	0.067	1.150	0.00
Friday	1/27/17	0.036	0.011	0.060	1.054	0.00
Saturday	1/28/17	0.036	0.012	0.066	1.109	0.00
Sunday	1/29/17	0.038	0.011	0.065	1.186	0.00
Monday	1/30/17	0.031	0.012	0.060	1.046	0.00
Tuesday	1/31/17	0.031	0.011	0.063	1.132	0.00
Wednesday	2/1/17	0.032	0.010	0.067	1.209	0.01
Thursday	2/2/17	0.034	0.012	0.065	1.141	0.19
Friday	2/3/17	0.034	0.009	0.064	1.106	0.51
Saturday	2/4/17	0.033	0.010	0.057	1.052	0.37
Sunday	2/5/17	0.038	0.012	0.067	1.114	0.15
Monday	2/6/17	0.032	0.008	0.059	1.065	0.50
Tuesday	2/7/17	0.035	0.014	0.063	1.119	0.86
Wednesday	2/8/17	0.035	0.010	0.064	1.111	0.26
Thursday	2/9/17	0.034	0.010	0.063	1.080	0.77
Friday	2/10/17	0.032	0.011	0.060	1.062	0.04
Saturday	2/11/17	0.036	0.010	0.067	1.119	0.00
Sunday	2/12/17	0.038	0.009	0.067	1.122	0.00
Monday	2/13/17	0.033	0.011	0.062	1.080	0.00
Tuesday	2/14/17	0.031	0.009	0.057	1.045	0.00
Wednesday	2/15/17	0.032	0.011	0.059	1.055	0.00
Thursday	2/16/17	0.033	0.009	0.057	1.040	0.39
Friday	2/17/17	0.033	0.011	0.058	1.071	1.23
Saturday	2/18/17	0.034	0.009	0.065	1.091	0.14
Sunday	2/19/17	0.036	0.009	0.067	1.103	0.08
Monday	2/20/17	0.039	0.015	0.068	1.181	1.61
Tuesday	2/21/17	0.032	0.011	0.059	1.047	0.19
Wednesday	2/22/17	0.033	0.012	0.057	1.031	0.00

Colma Site 2 SSMH 9F61 6" Daily Sanitary Flow

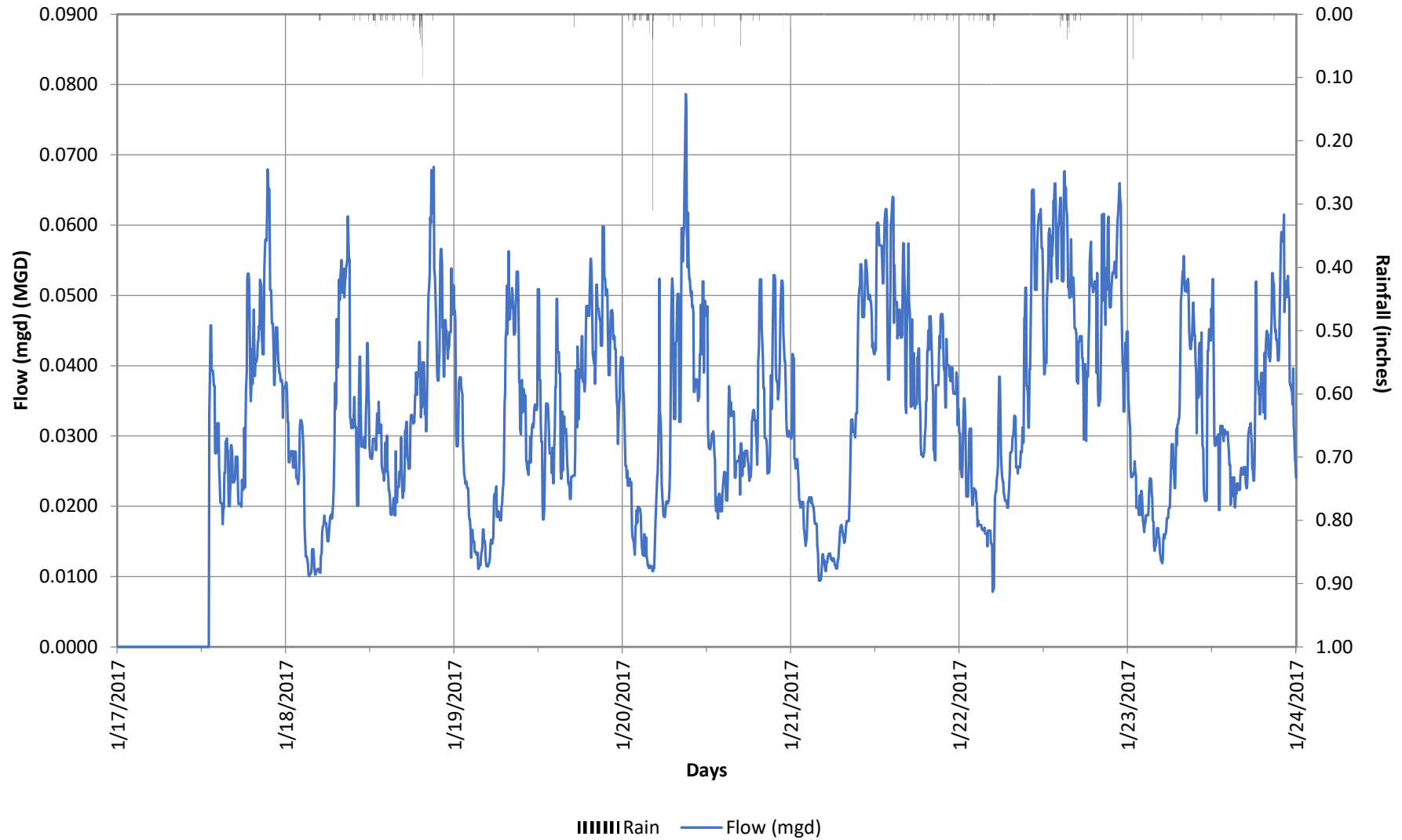


Colma Site 2 SSMH 9F61 Scatter Plot





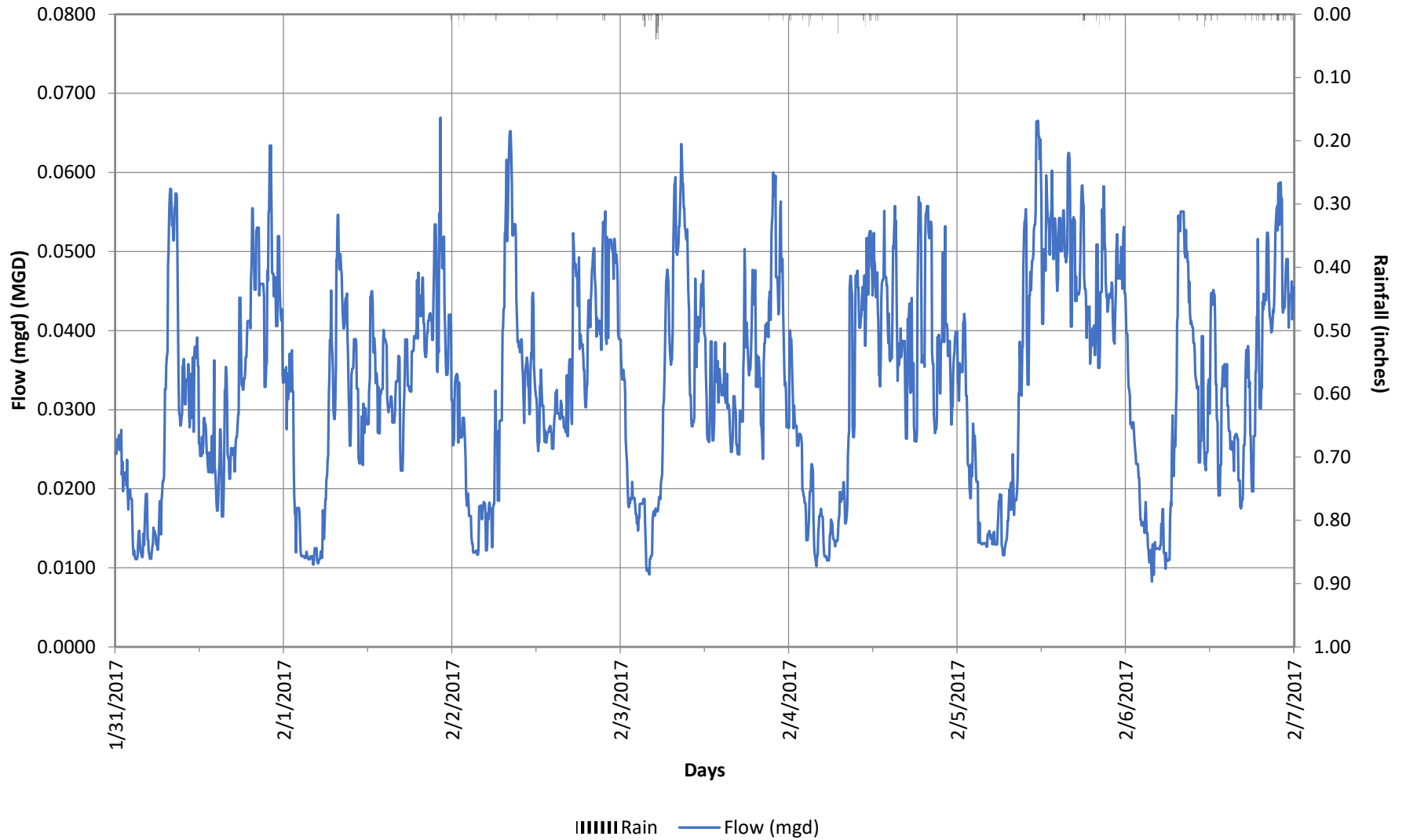
## Colma Site 2 SSMH 9F61 6" Sanitary Flow



	1/17/2017(Tue)	1/18/2017(Wed)	1/19/2017(Thu)	1/20/2017(Fri)	1/21/2017(Sat)	1/22/2017(Sun)	1/23/2017(Mon)
Maximum	0.068	0.068	0.060	0.079	0.064	0.068	0.061
Average	0.017	0.032	0.033	0.032	0.034	0.040	0.032
Minimum	0.000	0.010	0.011	0.011	0.009	0.008	0.012
Rain (inches)	0.00	0.88	0.02	1.13	0.25	1.00	0.18

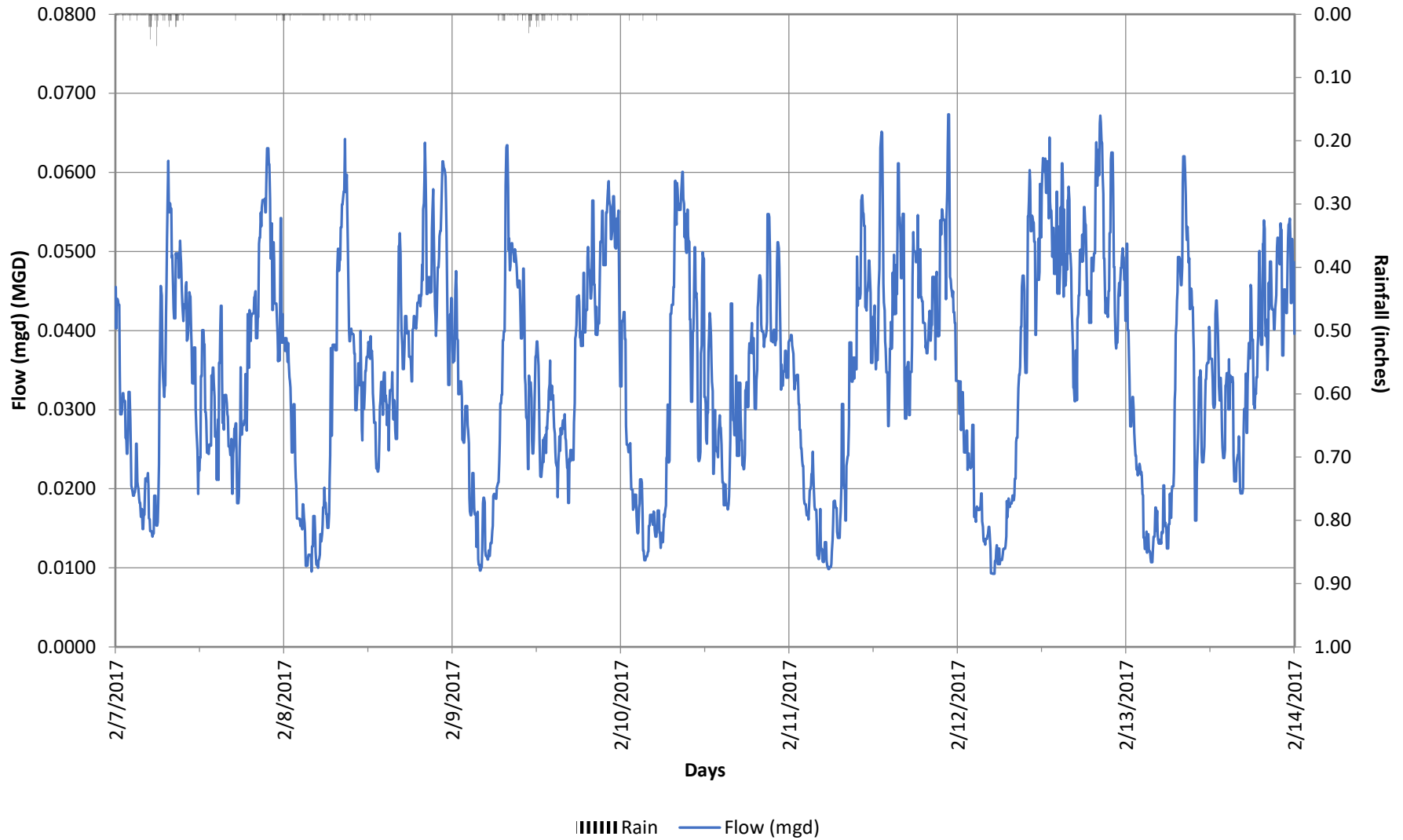


## Colma Site 2 SSMH 9F61 6" Sanitary Flow



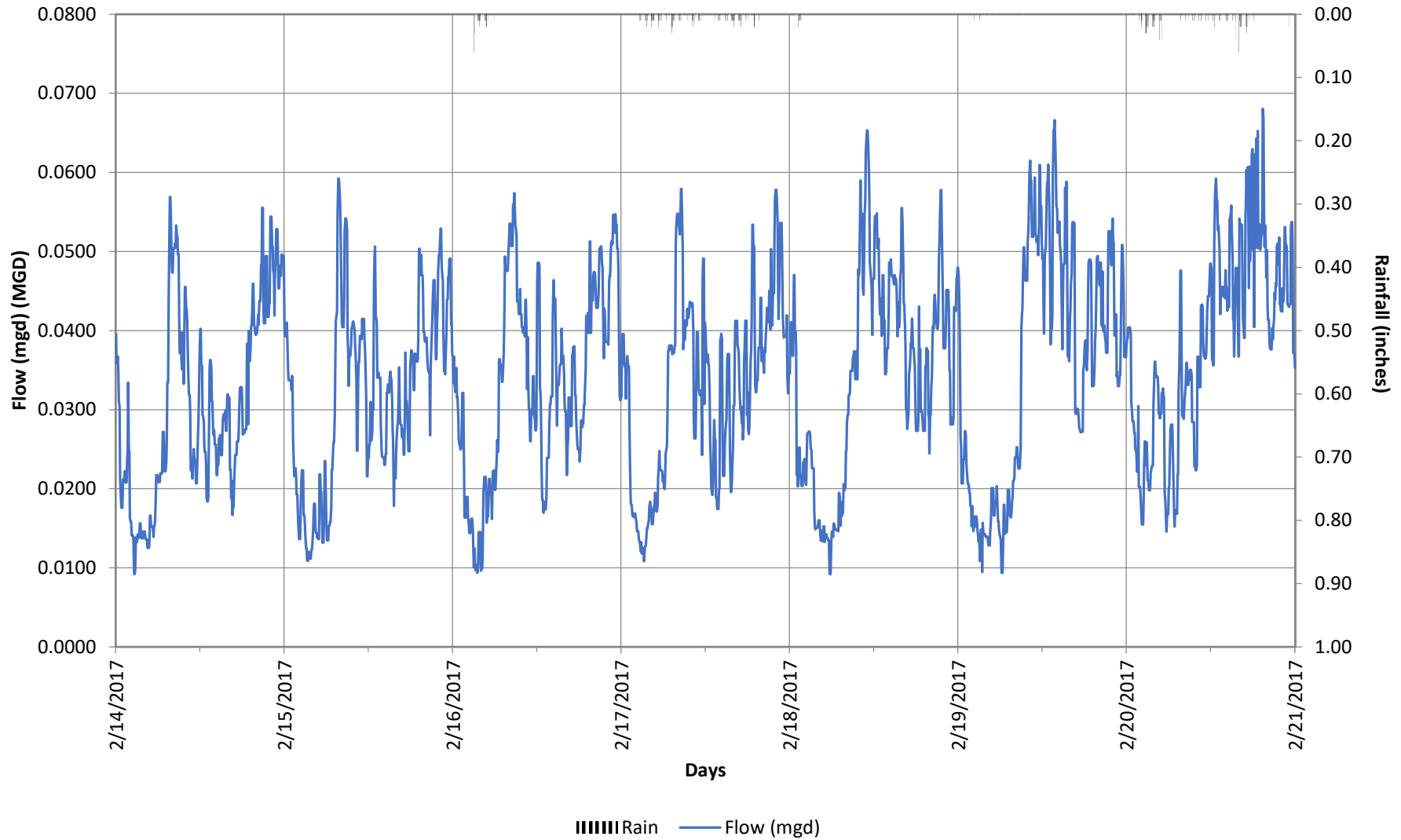
	1/31/2017(Tue)	2/1/2017(Wed)	2/2/2017(Thu)	2/3/2017(Fri)	2/4/2017(Sat)	2/5/2017(Sun)	2/6/2017(Mon)
Maximum	0.063	0.067	0.065	0.064	0.057	0.067	0.059
Average	0.031	0.032	0.034	0.034	0.033	0.038	0.032
Minimum	0.011	0.010	0.012	0.009	0.010	0.012	0.008
Rain (inches)	0.00	0.01	0.19	0.51	0.37	0.15	0.50

## Colma Site 2 SSMH 9F61 6" Sanitary Flow



	2/7/2017(Tue)	2/8/2017(Wed)	2/9/2017(Thu)	2/10/2017(Fri)	2/11/2017(Sat)	2/12/2017(Sun)	2/13/2017(Mon)
Maximum	0.063	0.064	0.063	0.060	0.067	0.067	0.062
Average	0.035	0.035	0.034	0.032	0.036	0.038	0.033
Minimum	0.014	0.010	0.010	0.011	0.010	0.009	0.011
Rain (inches)	0.86	0.26	0.77	0.04	0.00	0.00	0.00

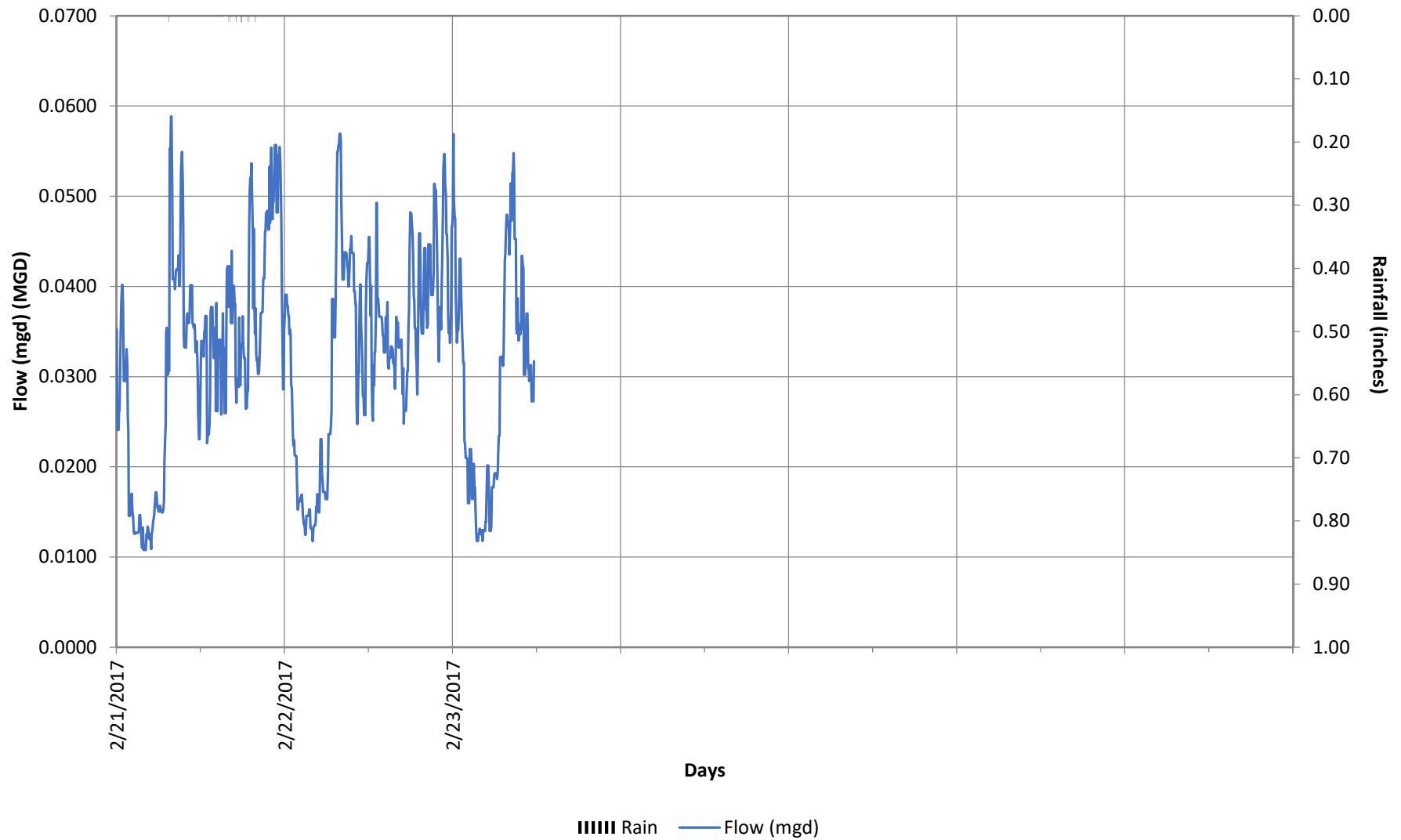
## Colma Site 2 SSMH 9F61 6" Sanitary Flow



	2/14/2017(Tue)	2/15/2017(Wed)	2/16/2017(Thu)	2/17/2017(Fri)	2/18/2017(Sat)	2/19/2017(Sun)	2/20/2017(Mon)
Maximum	0.057	0.059	0.057	0.058	0.065	0.067	0.068
Average	0.031	0.032	0.033	0.033	0.034	0.036	0.039
Minimum	0.009	0.011	0.009	0.011	0.009	0.009	0.015
Rain (inches)	0.00	0.00	0.39	1.23	0.14	0.08	1.61



## Colma Site 2 SSMH 9F61 6" Sanitary Flow



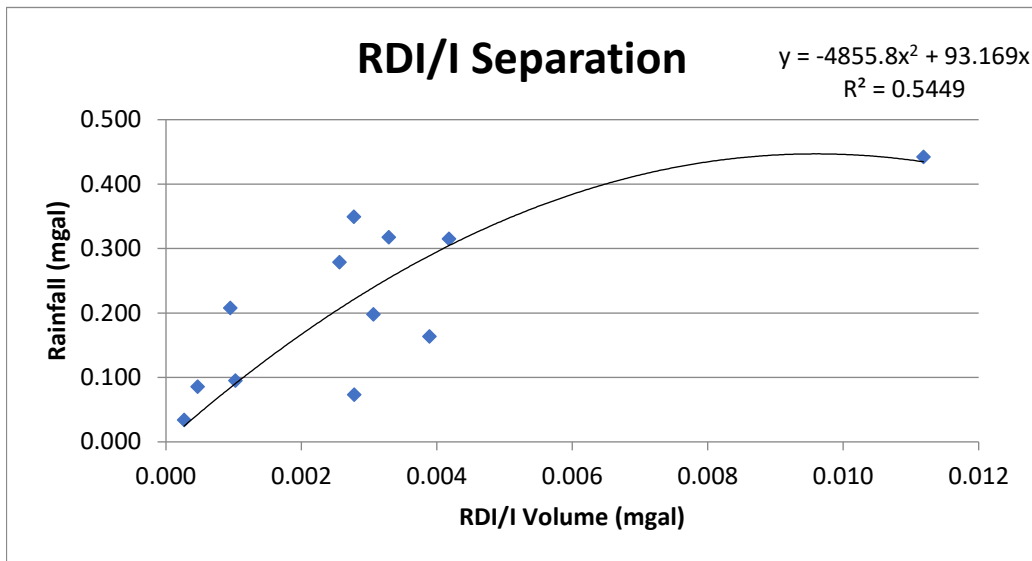
	2/21/2017(Tue)	2/22/2017(Wed)					
Maximum	0.059	0.057					
Average	0.032	0.033					
Minimum	0.011	0.012					
Rain (inches)	0.19	0.00					

## Colma Site 2 SSMH 9F61 RDI/I

### RDI/I Analysis, Monitor Return Ratio Summary

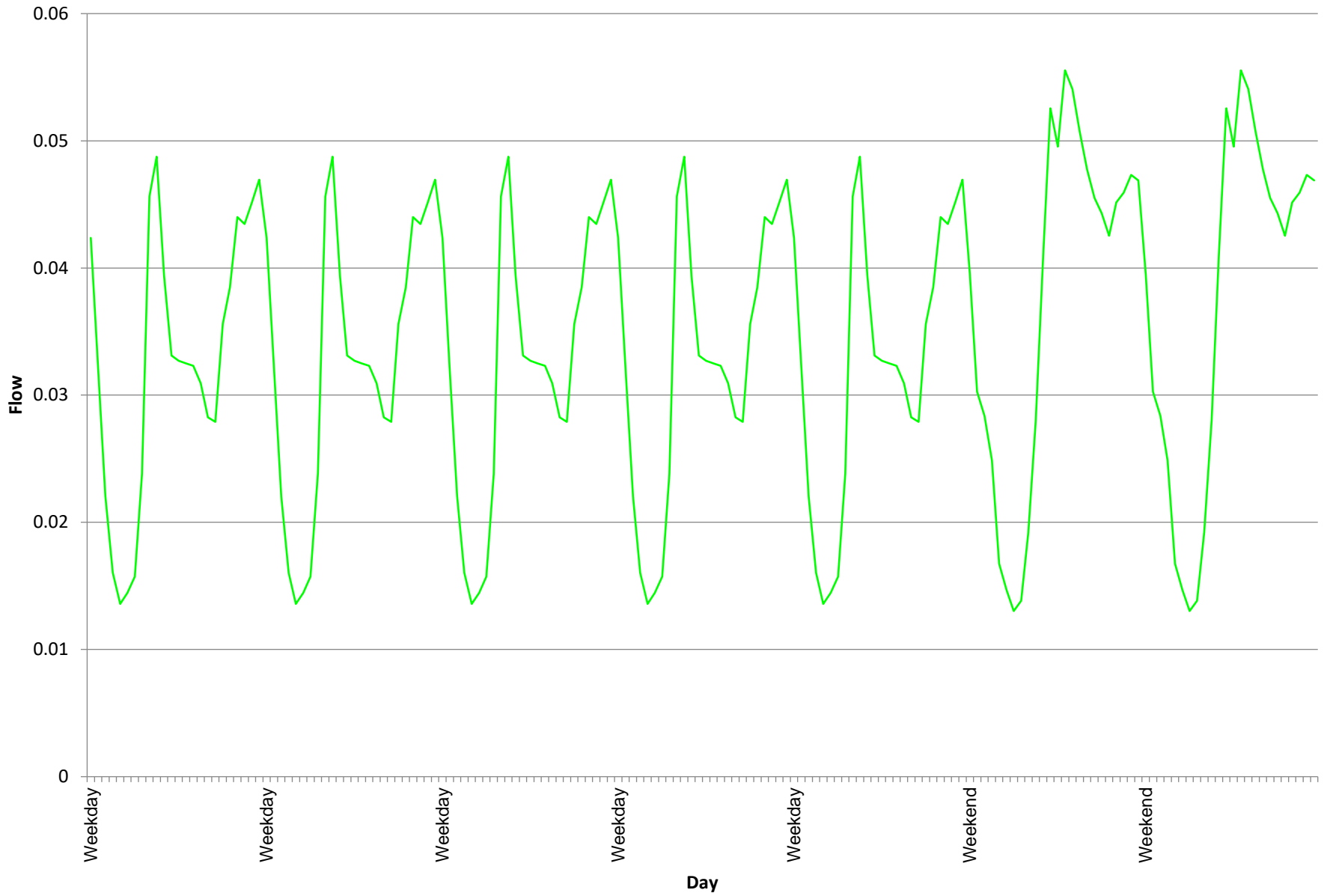
Storm Start (Date)	RDI/I Volume (mgal)	Monitor Area (acres)	Rainfall (mgal)	Return Ratio (%)
1/18/2017	0.001	9.0	0.208	0.46%
1/20/2017	0.003	9.0	0.279	0.92%
1/21/2017	0.004	9.0	0.315	1.33%
2/2/2017	0.004	9.0	0.164	2.38%
2/4/2017	0.000	9.0	0.086	0.55%
2/5/2017	0.000	9.0	0.034	0.79%
2/6/2017	0.003	9.0	0.318	1.03%
2/7/2017	0.003	9.0	0.073	3.79%
2/9/2017	0.003	9.0	0.198	1.55%
2/16/2017	0.001	9.0	0.095	1.07%
2/17/2017	0.003	9.0	0.349	0.79%
2/20/2017	0.011	9.0	0.442	2.53%

Average R% 1.43%  
 Average Top 3 Storms R% 2.90%

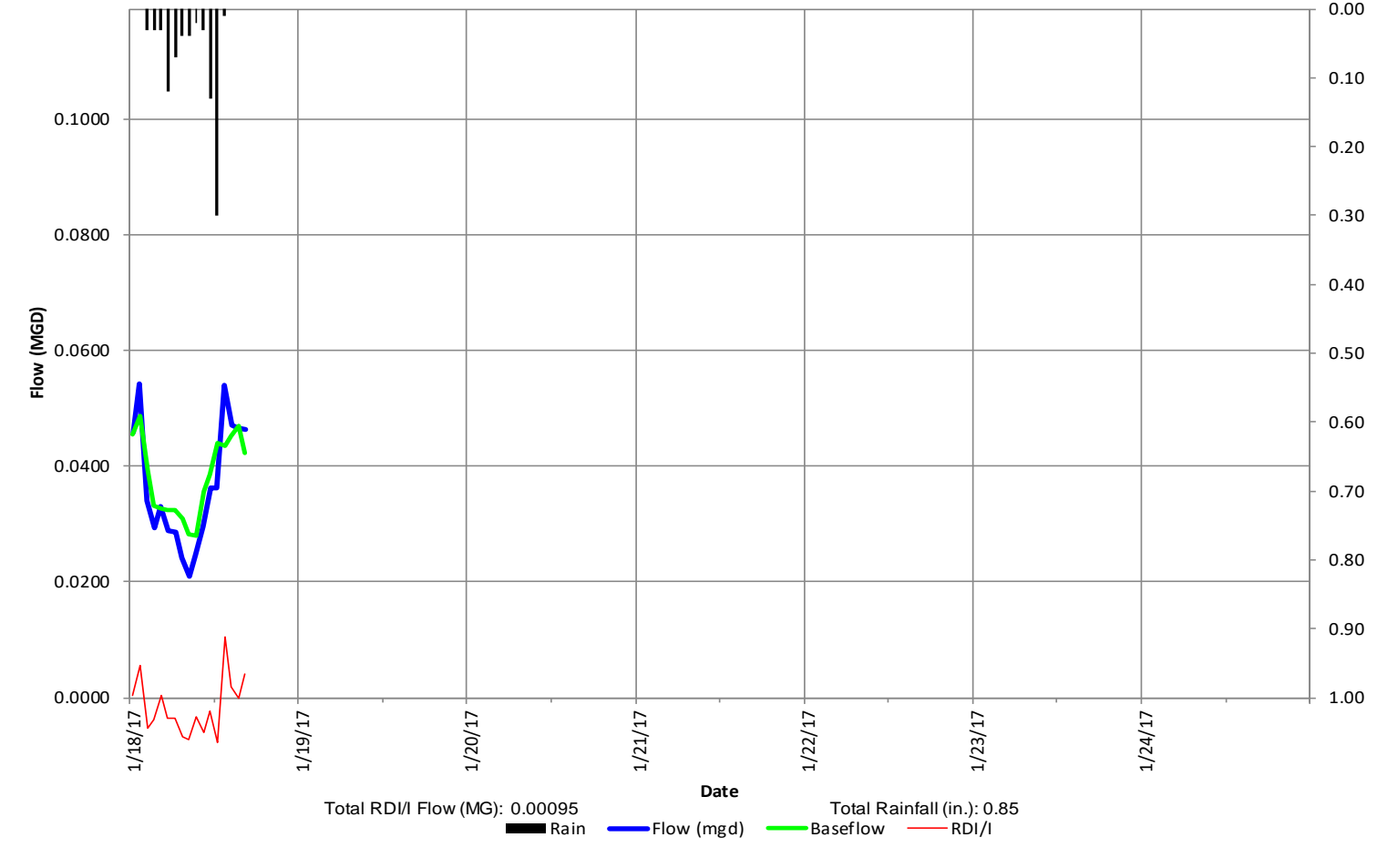


Baseflows	Weekend	Weekday
Max	0.056	0.049
Avg	0.037	0.033
Min	0.013	0.014

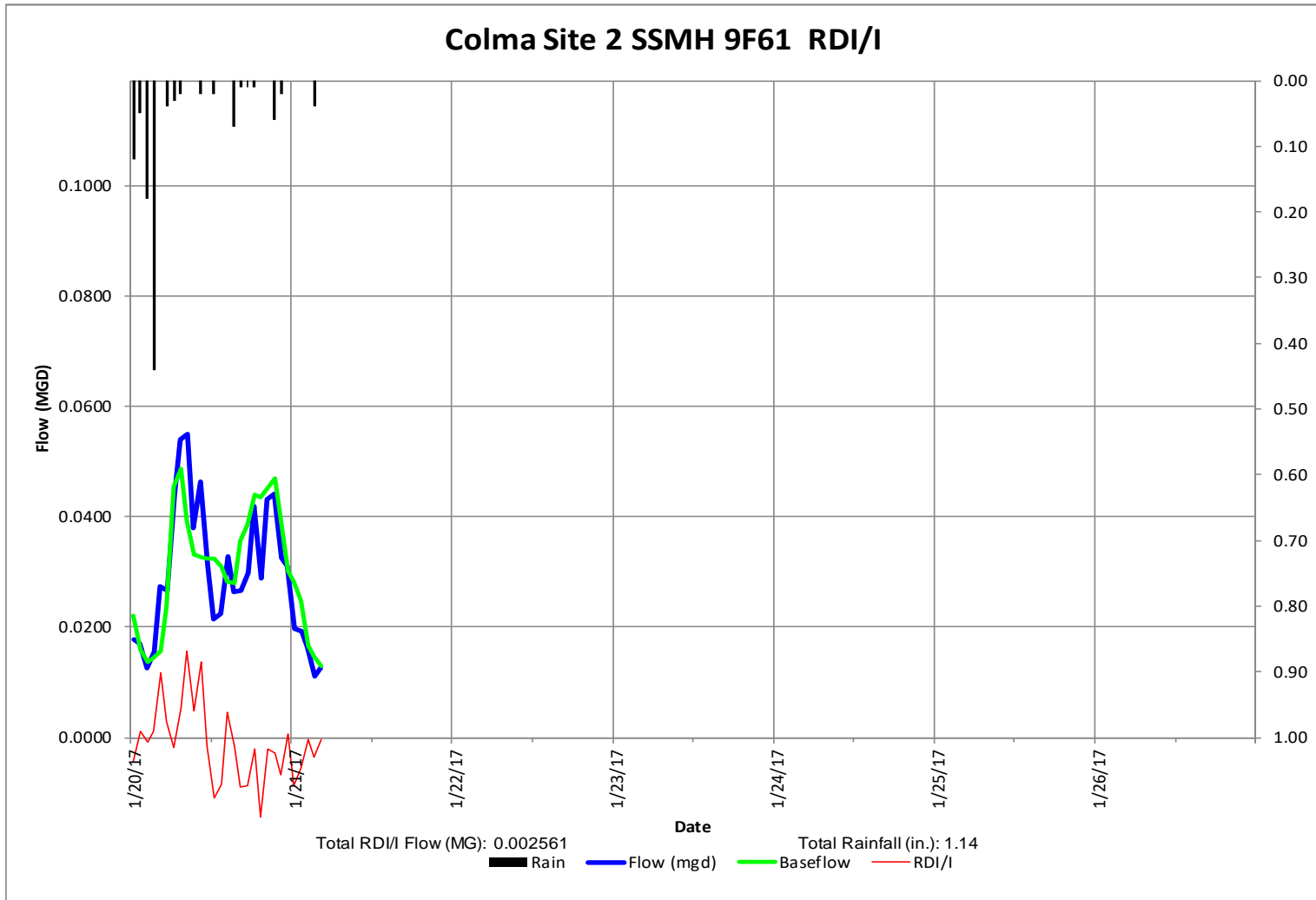
# Baseflow Colma Site 2 SSMH 9F61 RDI/I



### Colma Site 2 SSMH 9F61 RDI/I

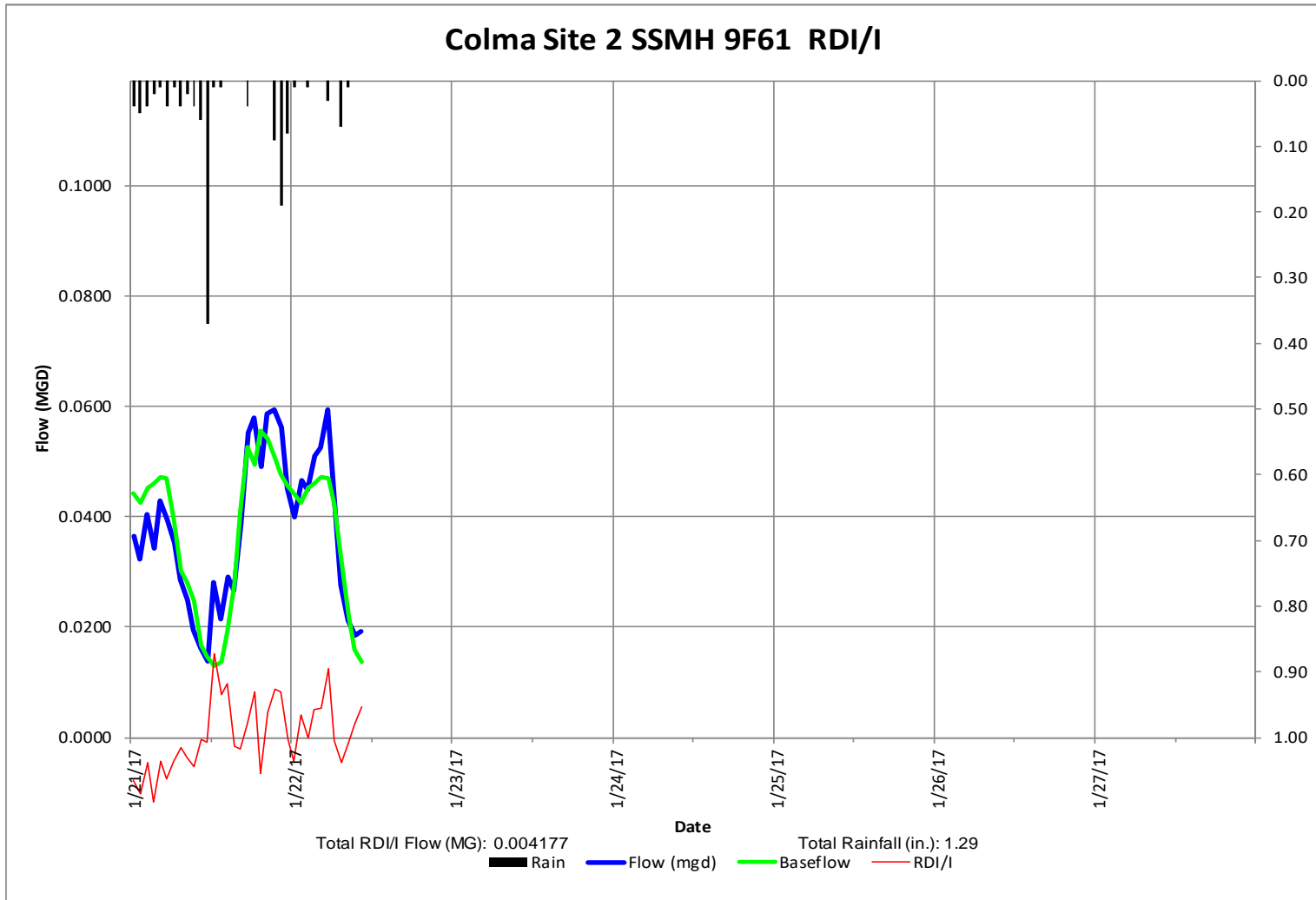


Storm of 1/18/2017

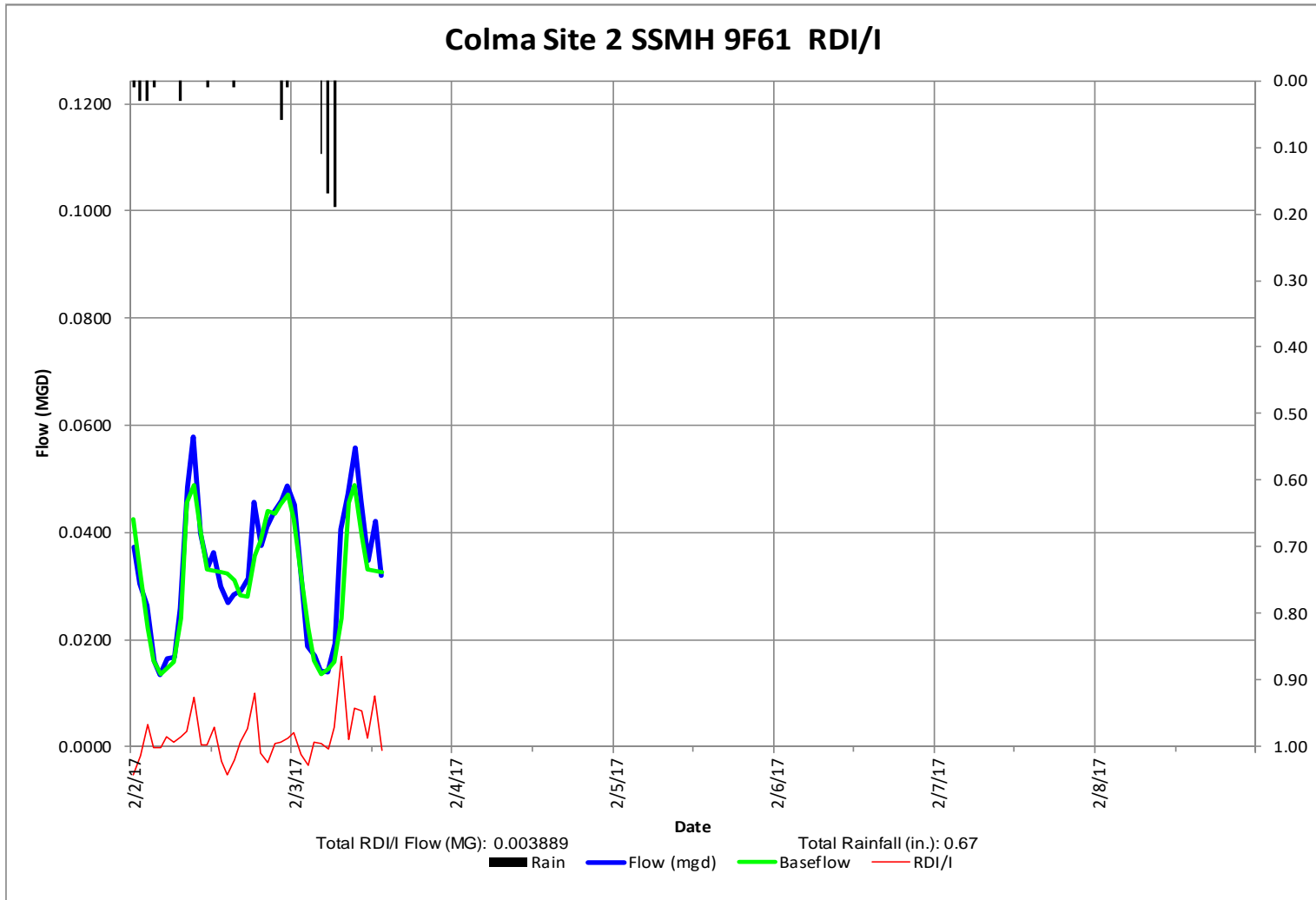


Storm of 1/20/2017

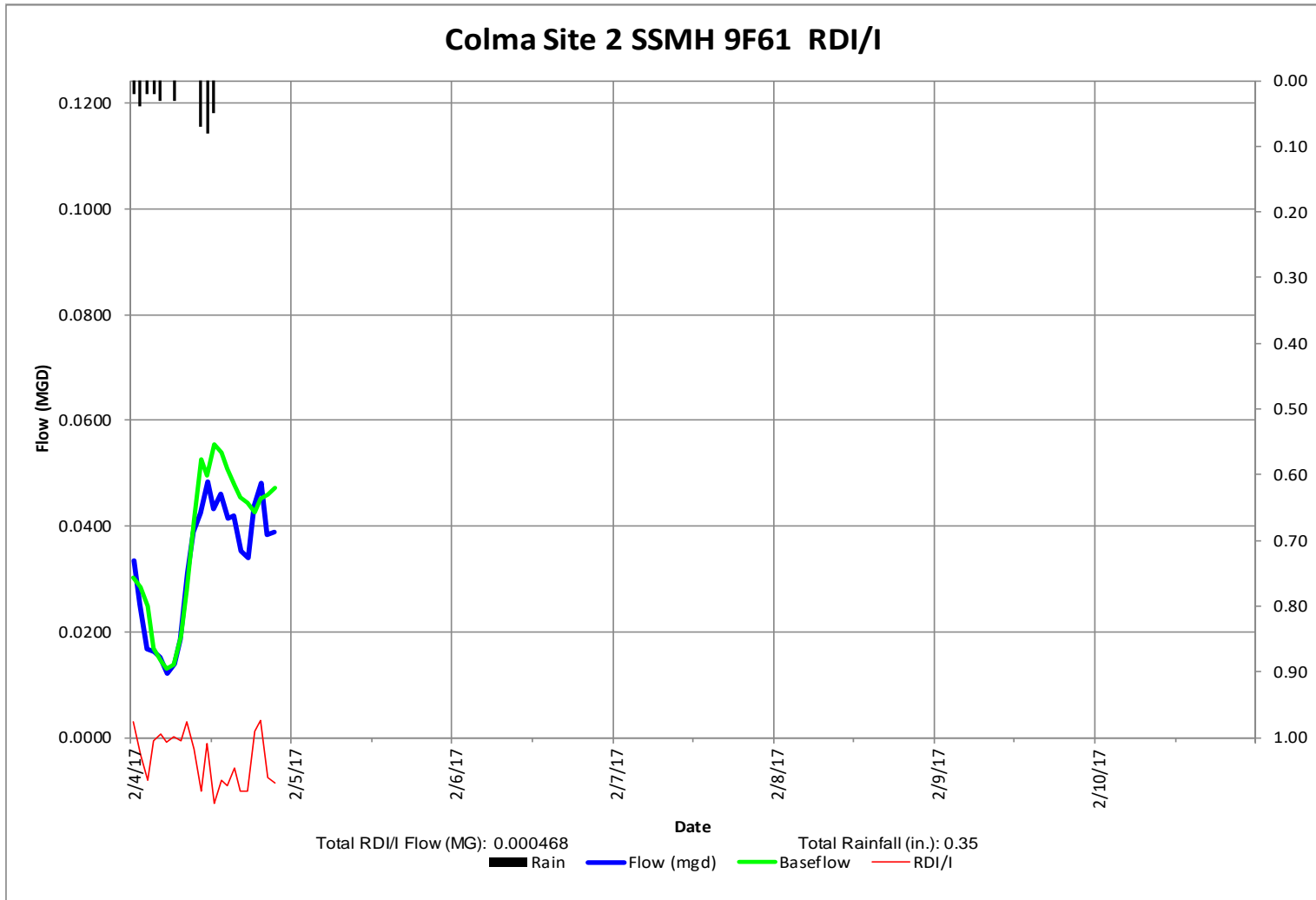




Storm of 1/21/2017

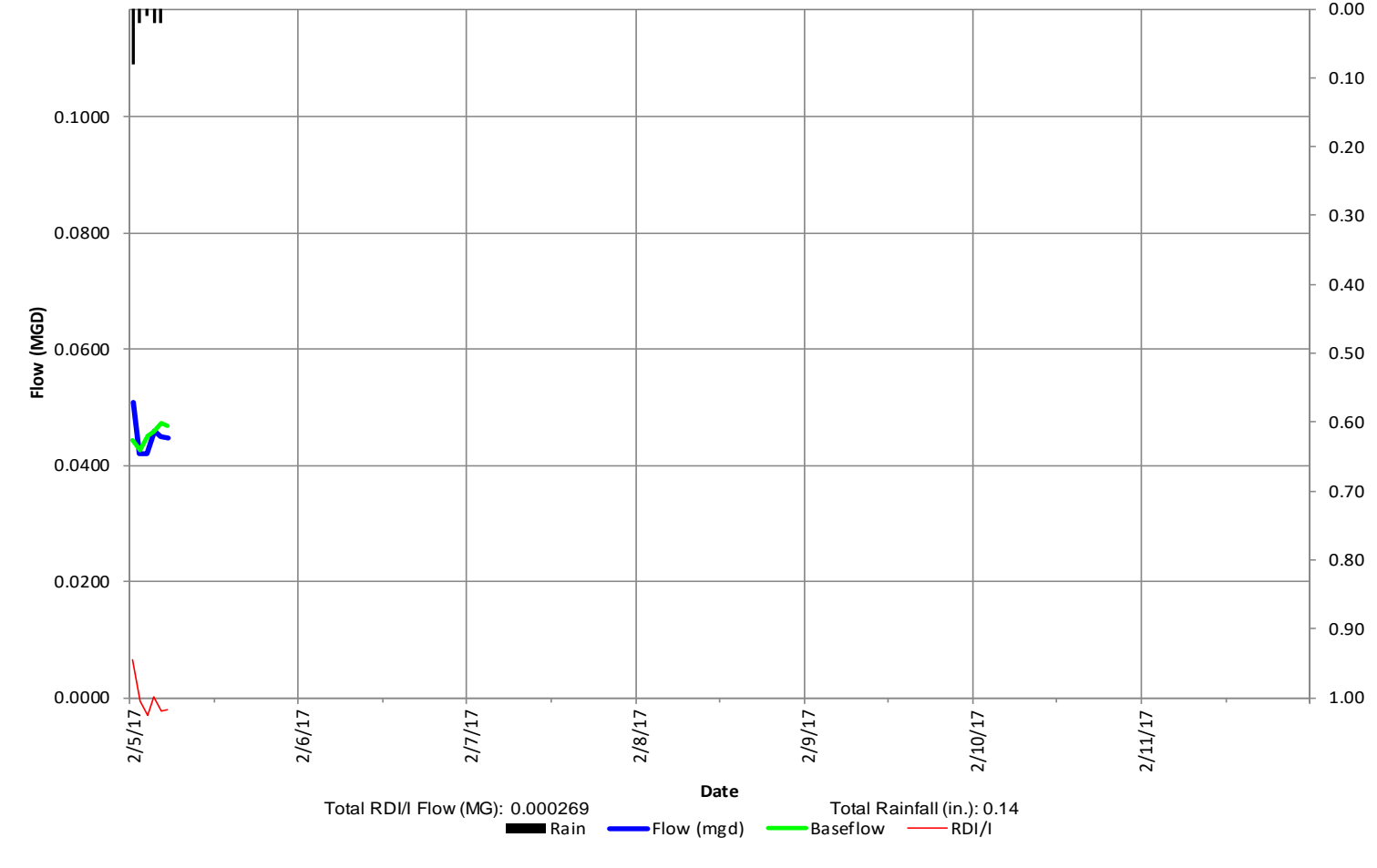


Storm of 2/2/2017

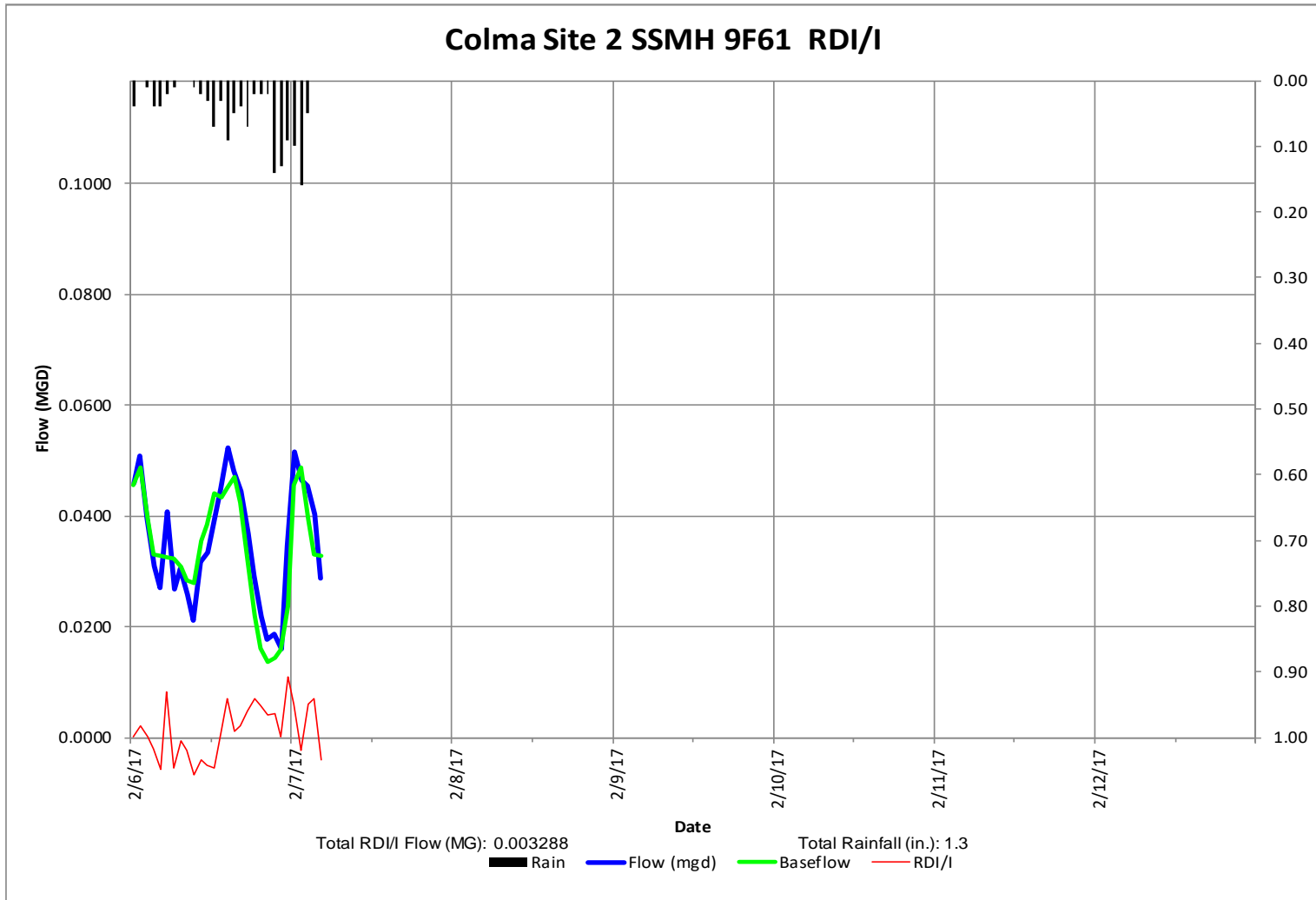


Storm of 2/4/2017

### Colma Site 2 SSMH 9F61 RDI/I

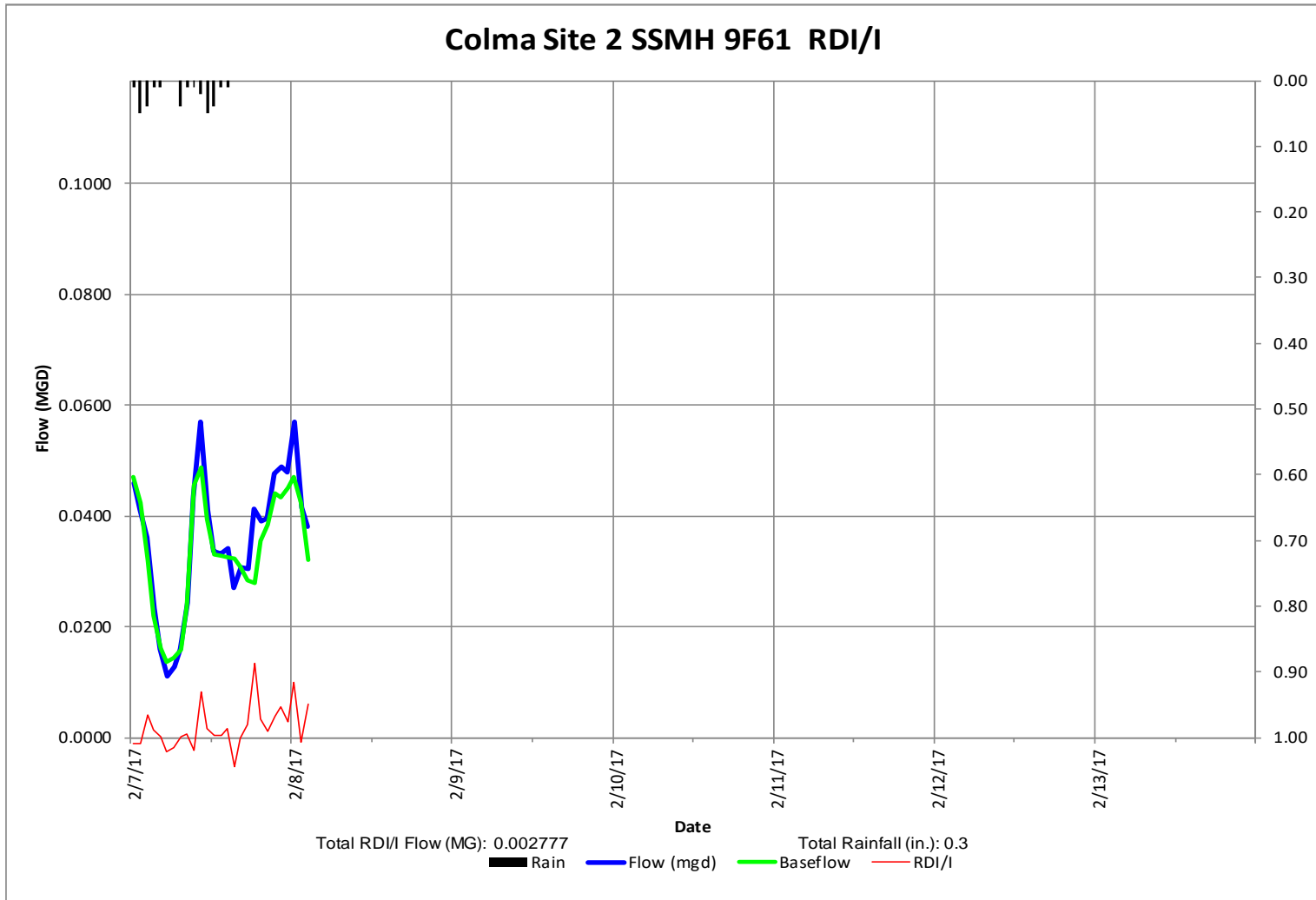


Storm of 2/5/2017

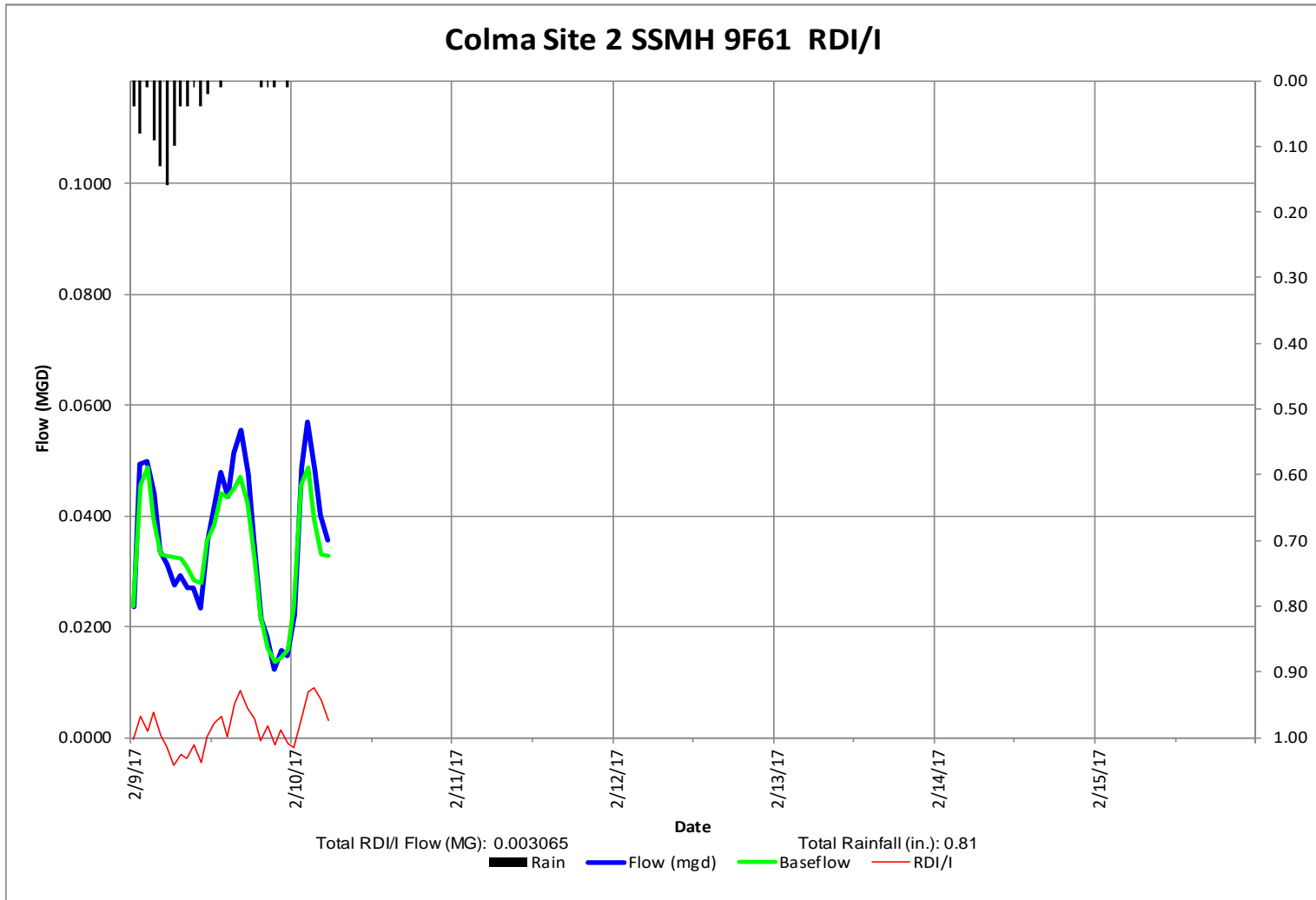


Storm of 2/6/2017



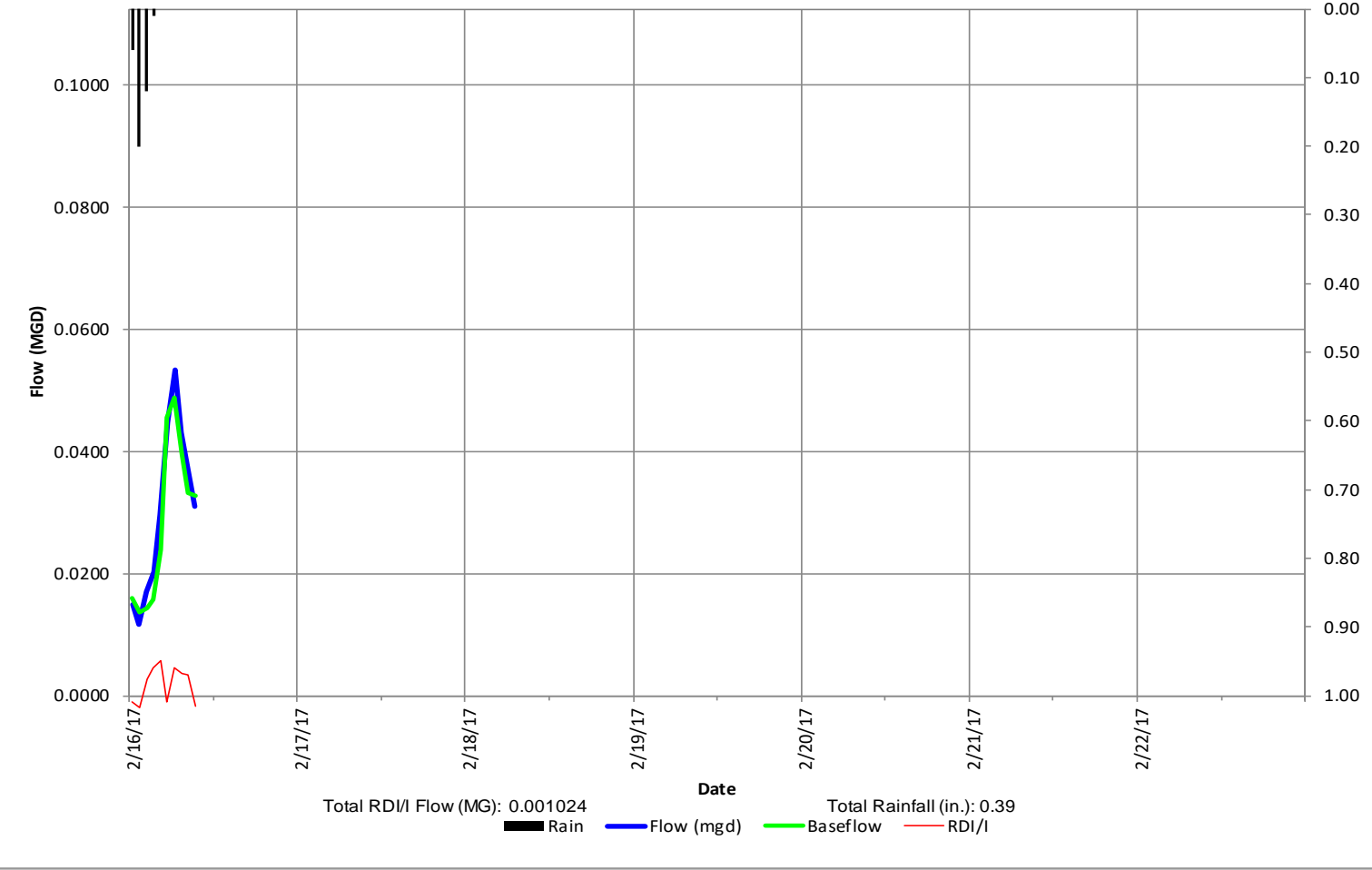


Storm of 2/7/2017

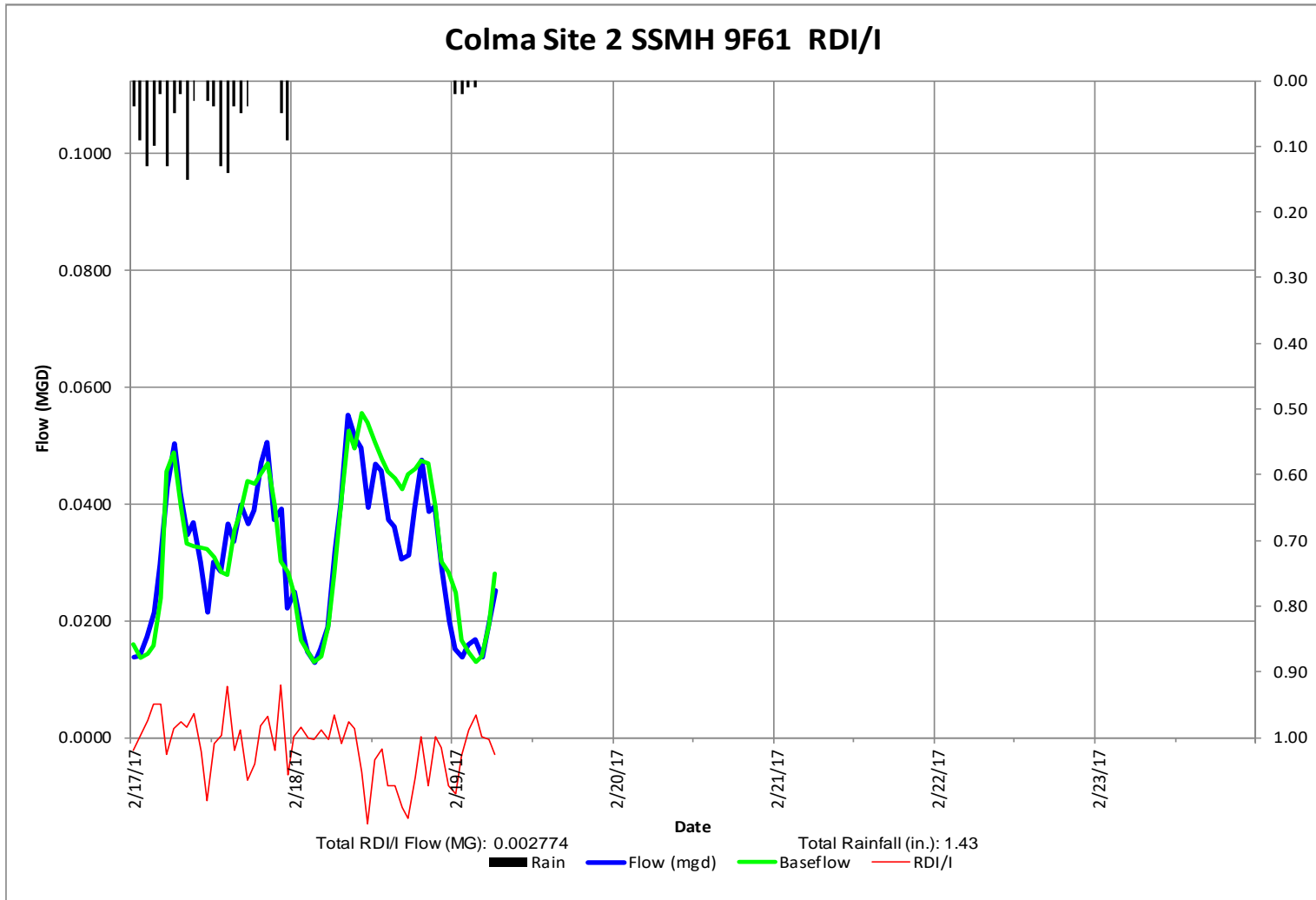


Storm of 2/9/2017

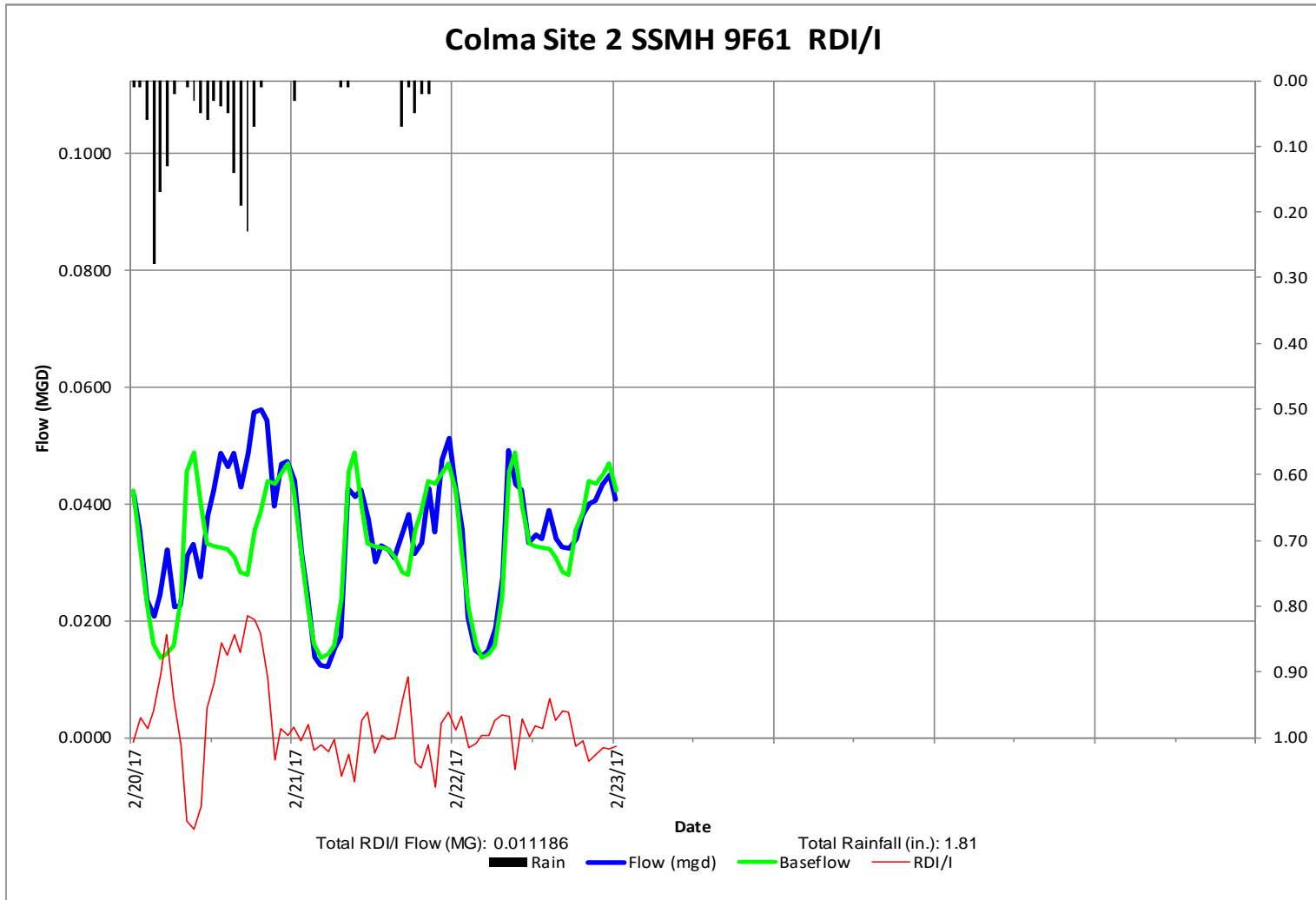
### Colma Site 2 SSMH 9F61 RDI/I



Storm of 2/16/2017



Storm of 2/17/2017



Storm of 2/20/2017

# Site Information Report

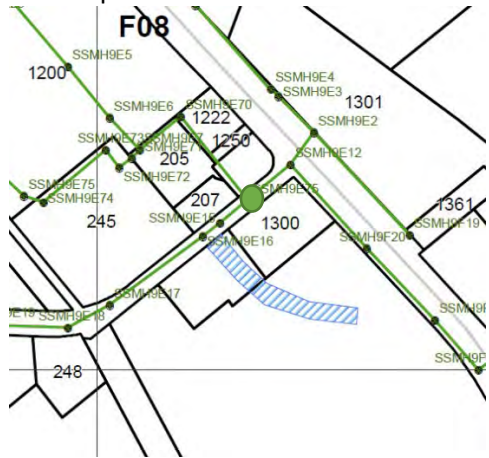
Manhole Number SSMH 9E76  
 Location 205 Collins West of the El Camino  
 MH Depth ~8'  
 Diameter: 10" and 10"  
 Safety: OK  
 Traffic: Light  
 Gas: Ok  
 Rungs no  
 Meter Type: Hach FL900 2 Submerged AV  
 Depth: Pressure 4"  
 Velocity: Doppler 1.25 ft./sec

# Flow Monitor Site: 3

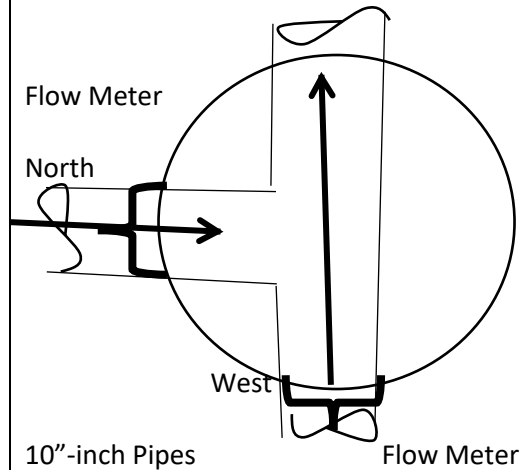
Ariel View:



City Sewer Map:



Flow Sketch:



Surface View:



Invert View:





Outlet Pipe: P0



Inlet Pipe: P1



Inlet Pipe: P2

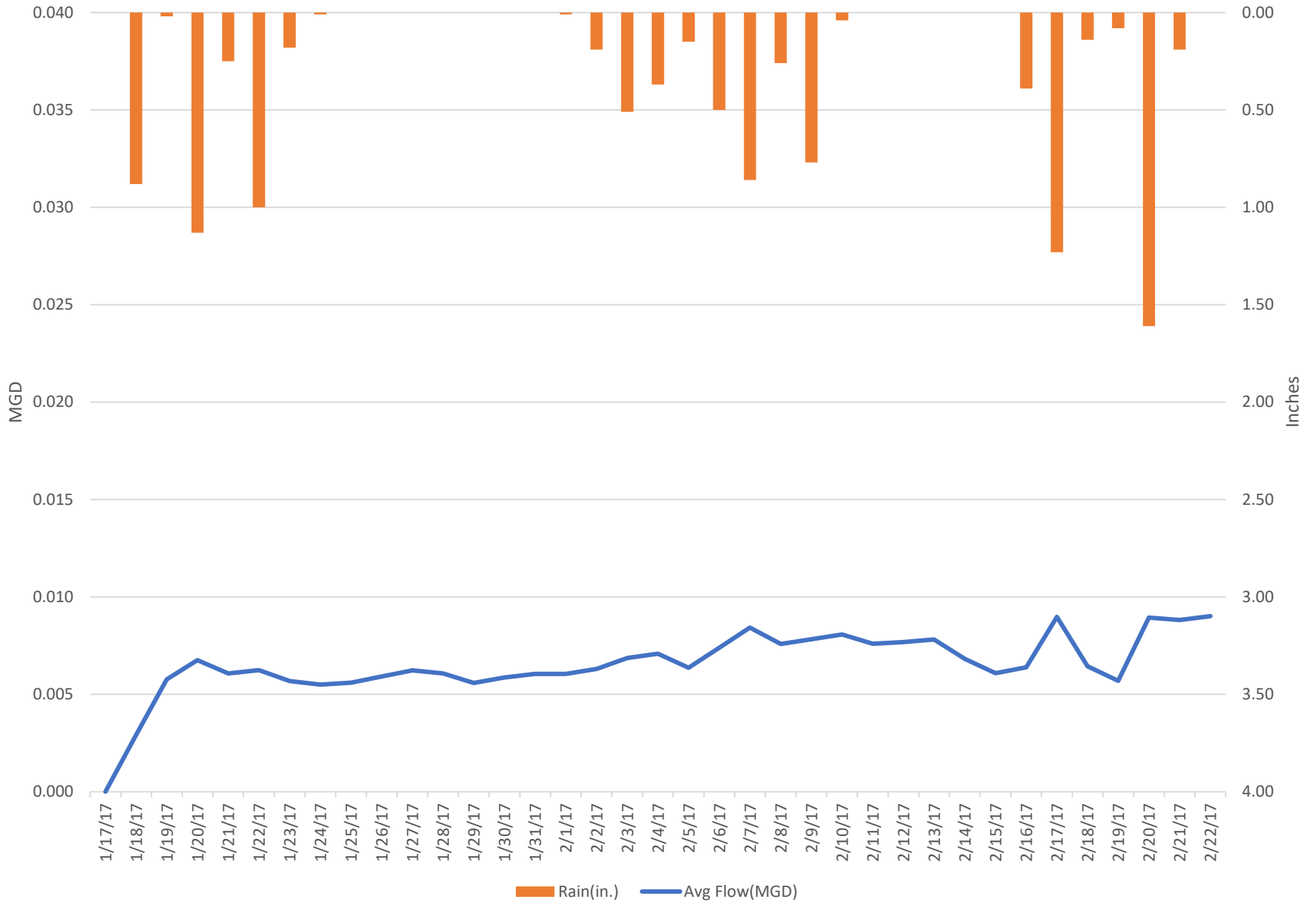


## Colma Site 3 SSMH 9E76 West 10" Sanitary Flow

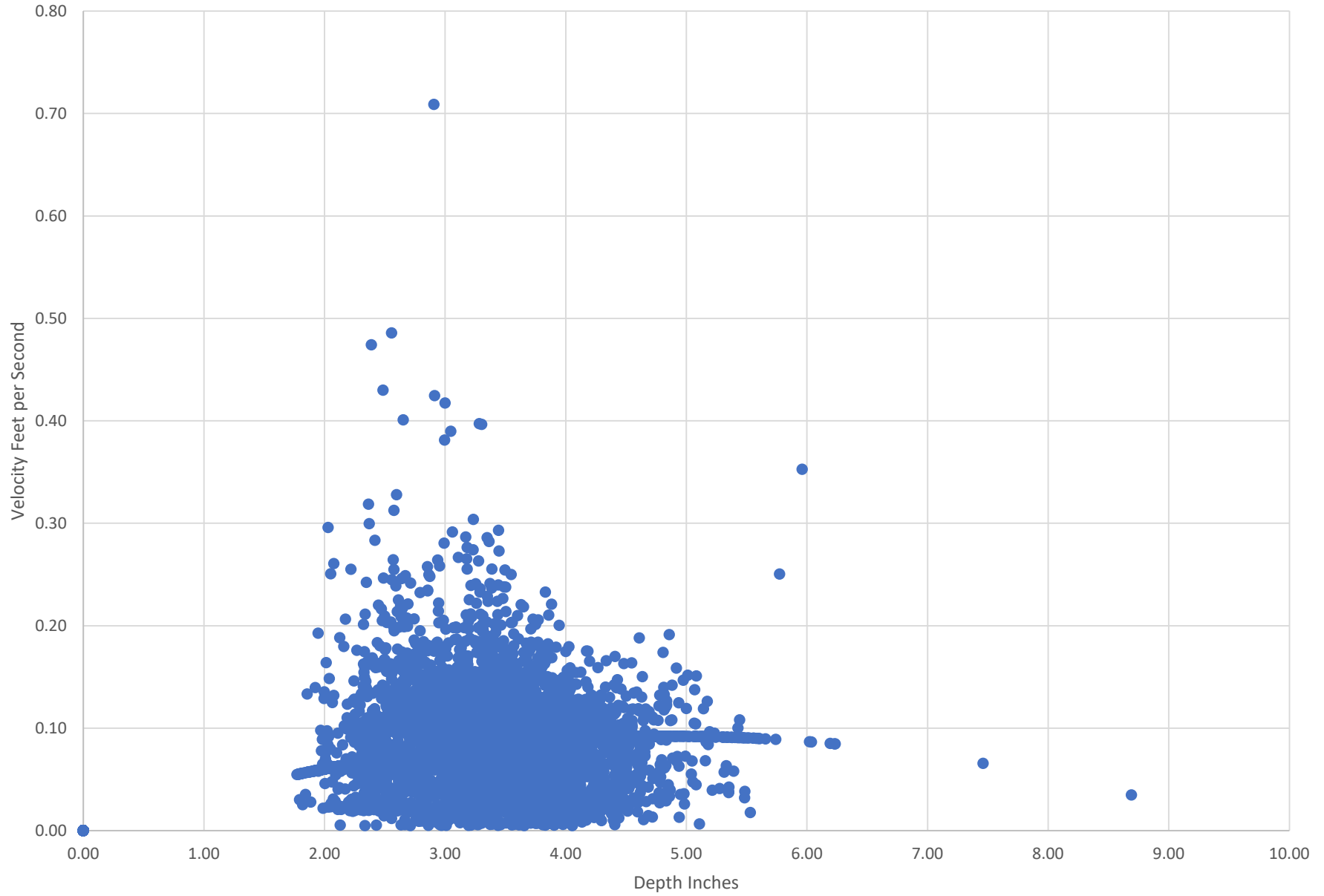
## Daily Summary

Day	Date	Avg Flow(MGD)	Min Flow(MGD)	Max Flow(MGD)	Max Depth(in.)	Rain(in.)
Tuesday	1/17/17	0.000	0.000	0.000	0.000	0.00
Wednesday	1/18/17	0.003	0.000	0.024	6.228	0.88
Thursday	1/19/17	0.006	0.000	0.024	4.974	0.02
Friday	1/20/17	0.007	0.001	0.071	8.691	1.13
Saturday	1/21/17	0.006	0.001	0.021	5.239	0.25
Sunday	1/22/17	0.006	0.000	0.029	6.192	1.00
Monday	1/23/17	0.006	0.001	0.016	5.297	0.18
Tuesday	1/24/17	0.006	0.001	0.018	5.559	0.01
Wednesday	1/25/17	0.006	0.000	0.020	5.483	0.00
Thursday	1/26/17	0.006	0.000	0.021	5.368	0.00
Friday	1/27/17	0.006	0.001	0.047	5.598	0.00
Saturday	1/28/17	0.006	0.001	0.019	4.867	0.00
Sunday	1/29/17	0.006	0.000	0.023	4.951	0.00
Monday	1/30/17	0.006	0.000	0.018	5.582	0.00
Tuesday	1/31/17	0.006	0.000	0.033	5.554	0.00
Wednesday	2/1/17	0.006	0.001	0.025	5.335	0.01
Thursday	2/2/17	0.006	0.001	0.019	5.335	0.19
Friday	2/3/17	0.007	0.001	0.048	5.772	0.51
Saturday	2/4/17	0.007	0.001	0.033	5.485	0.37
Sunday	2/5/17	0.006	0.001	0.029	4.801	0.15
Monday	2/6/17	0.007	0.001	0.022	5.081	0.50
Tuesday	2/7/17	0.008	0.000	0.024	5.656	0.86
Wednesday	2/8/17	0.008	0.001	0.024	5.441	0.26
Thursday	2/9/17	0.008	0.000	0.021	5.464	0.77
Friday	2/10/17	0.008	0.000	0.026	5.215	0.04
Saturday	2/11/17	0.008	0.001	0.018	4.931	0.00
Sunday	2/12/17	0.008	0.001	0.019	4.772	0.00
Monday	2/13/17	0.008	0.000	0.026	4.665	0.00
Tuesday	2/14/17	0.007	0.000	0.022	4.545	0.00
Wednesday	2/15/17	0.006	0.001	0.022	4.402	0.00
Thursday	2/16/17	0.006	0.000	0.022	4.220	0.39
Friday	2/17/17	0.009	0.001	0.021	5.247	1.23
Saturday	2/18/17	0.006	0.000	0.020	4.449	0.14
Sunday	2/19/17	0.006	0.001	0.016	4.505	0.08
Monday	2/20/17	0.009	0.001	0.026	5.741	1.61
Tuesday	2/21/17	0.009	0.000	0.024	5.000	0.19
Wednesday	2/22/17	0.009	0.001	0.022	5.065	0.00

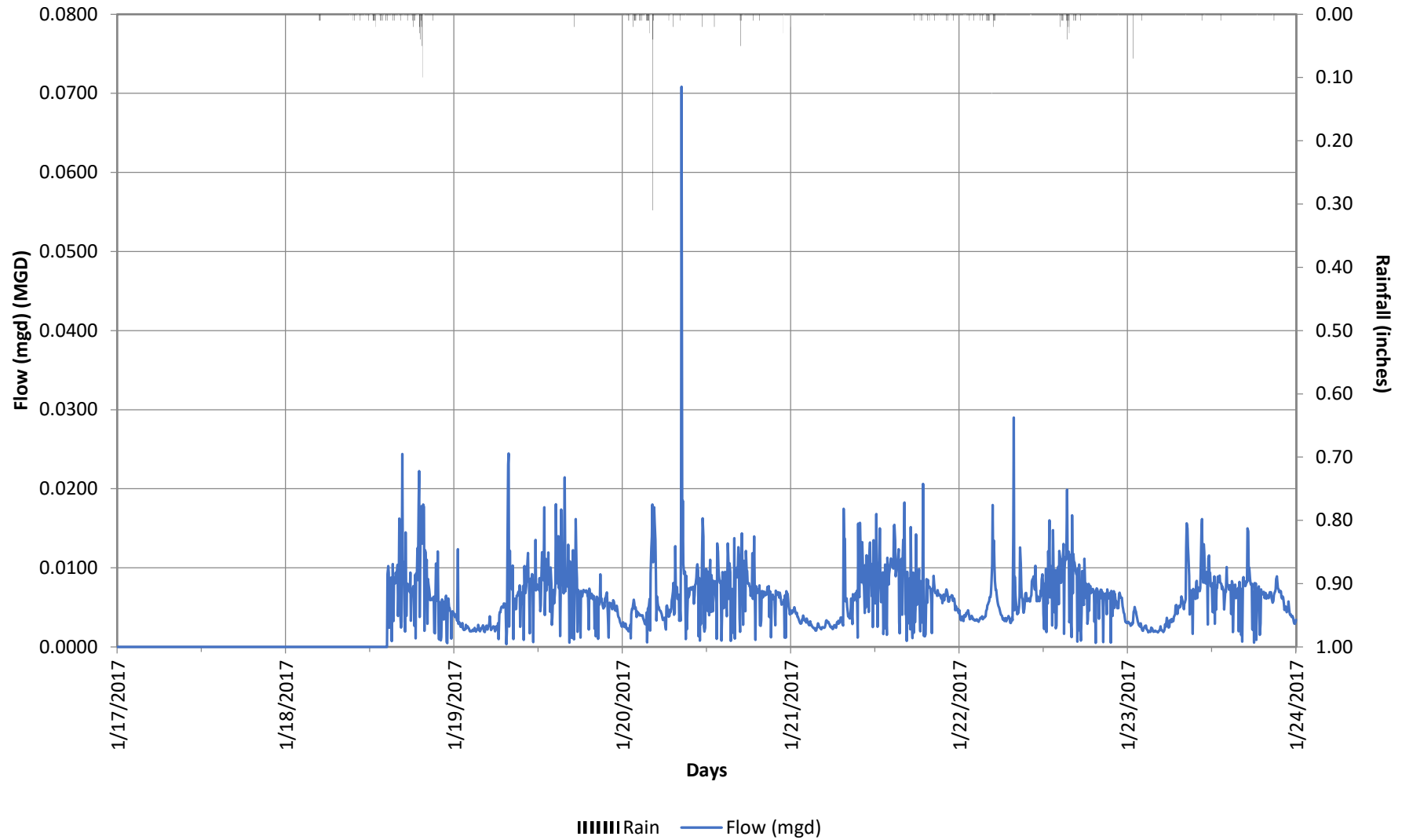
Colma Site 3 SSMH 9E76 West 10" Sanitary Flow



Colma Site 3 SSMH 9E76 West 10" Scatter Plot



## Colma Site 3 SSMH 9E76 West 10" Sanitary Flow

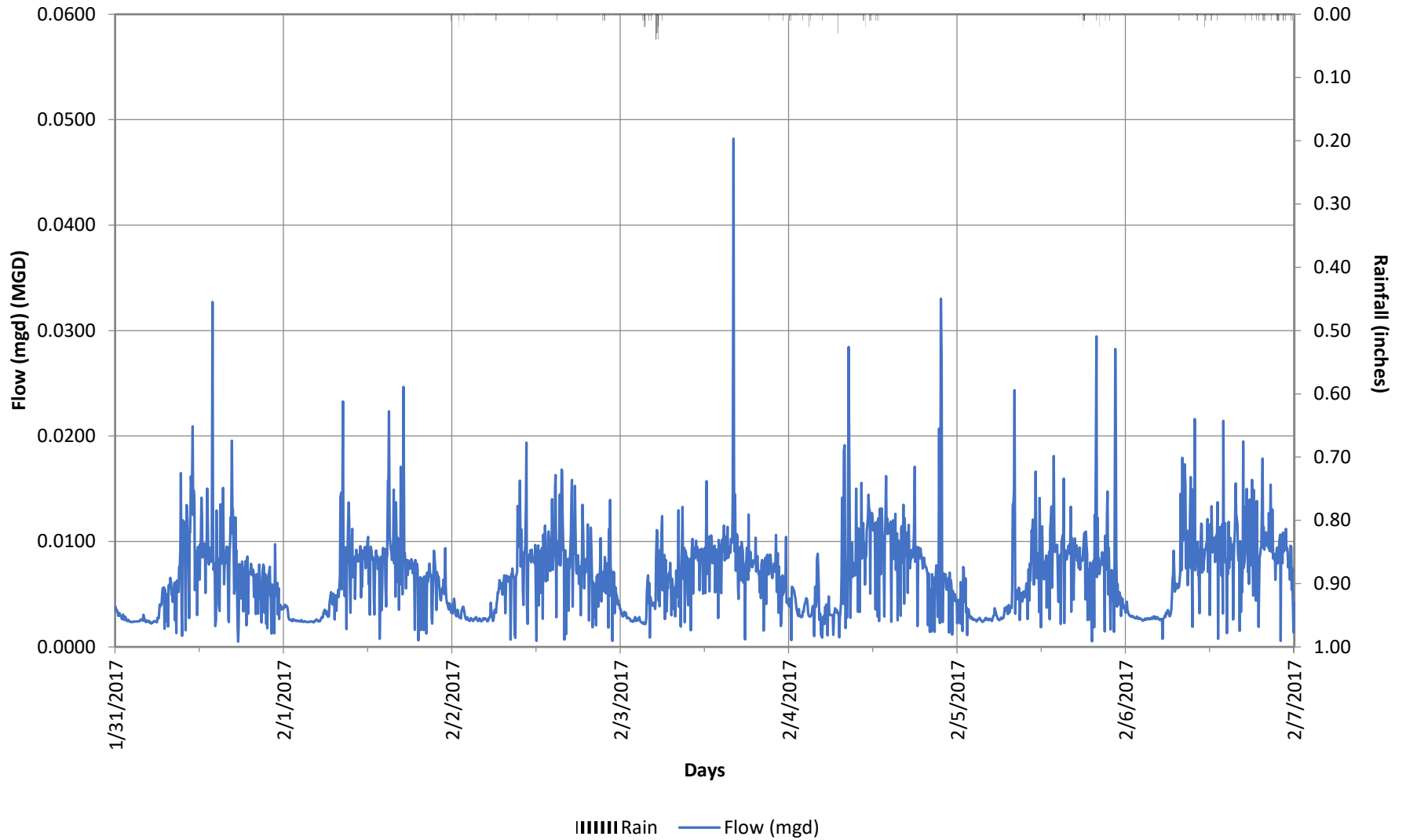


	1/17/2017(Tue)	1/18/2017(Wed)	1/19/2017(Thu)	1/20/2017(Fri)	1/21/2017(Sat)	1/22/2017(Sun)	1/23/2017(Mon)
Maximum	0.000	0.024	0.024	0.071	0.021	0.029	0.016
Average	0.000	0.003	0.006	0.007	0.006	0.006	0.006
Minimum	0.000	0.000	0.000	0.001	0.001	0.000	0.001
Rain (inches)	0.00	0.88	0.02	1.13	0.25	1.00	0.18



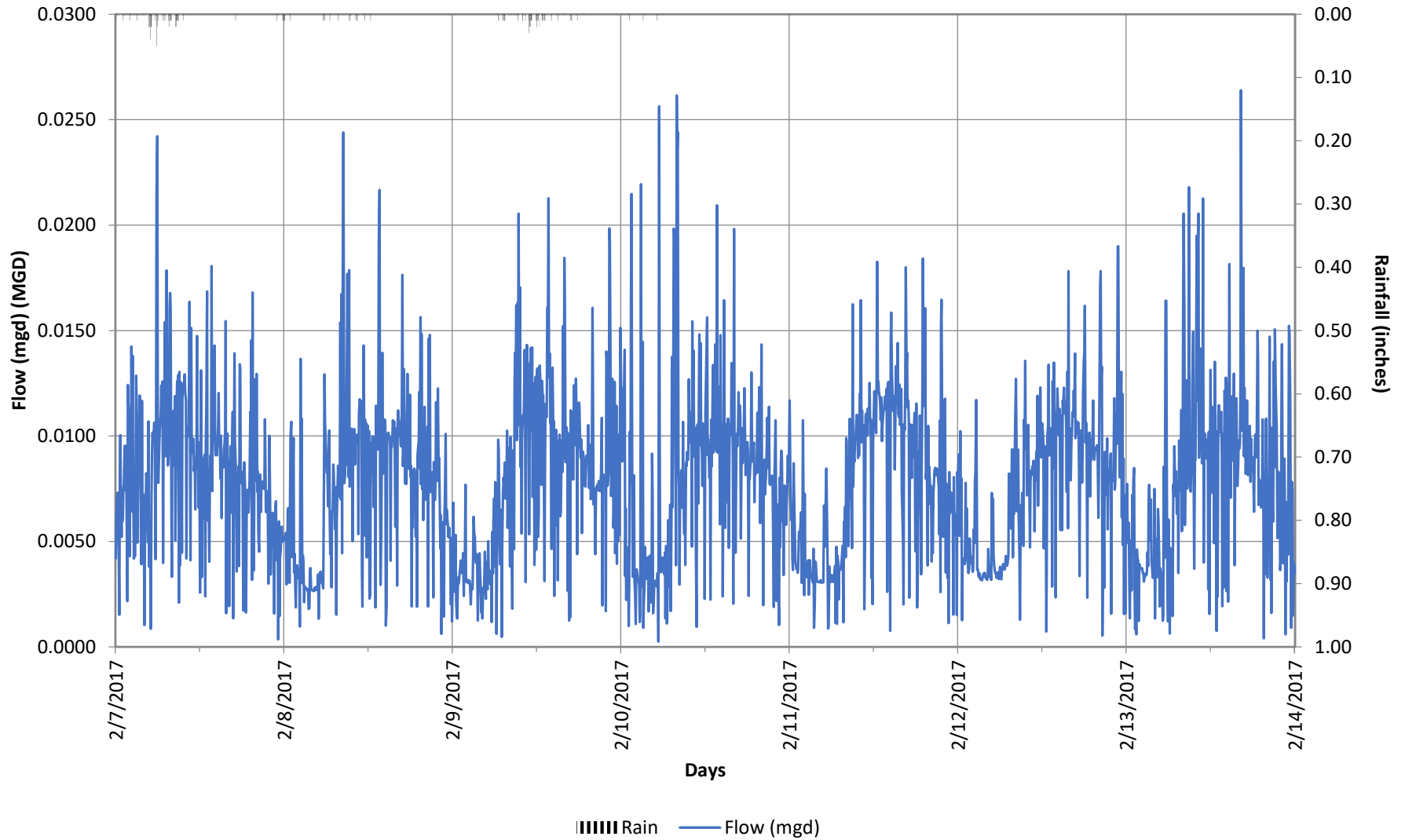


## Colma Site 3 SSMH 9E76 West 10" Sanitary Flow



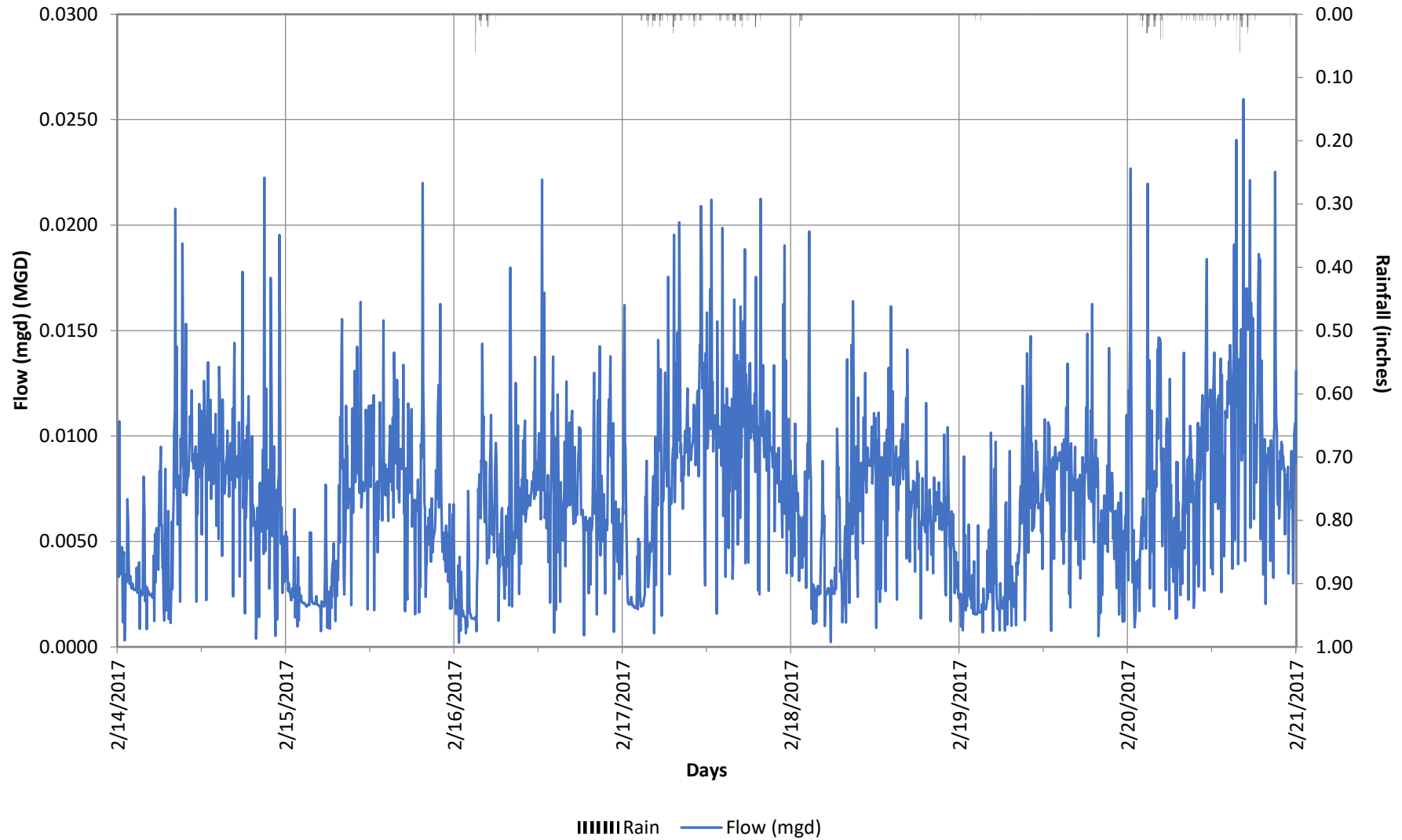
	1/31/2017(Tue)	2/1/2017(Wed)	2/2/2017(Thu)	2/3/2017(Fri)	2/4/2017(Sat)	2/5/2017(Sun)	2/6/2017(Mon)
Maximum	0.033	0.025	0.019	0.048	0.033	0.029	0.022
Average	0.006	0.006	0.006	0.007	0.007	0.006	0.007
Minimum	0.000	0.001	0.001	0.001	0.001	0.001	0.001
Rain (inches)	0.00	0.01	0.19	0.51	0.37	0.15	0.50

## Colma Site 3 SSMH 9E76 West 10" Sanitary Flow



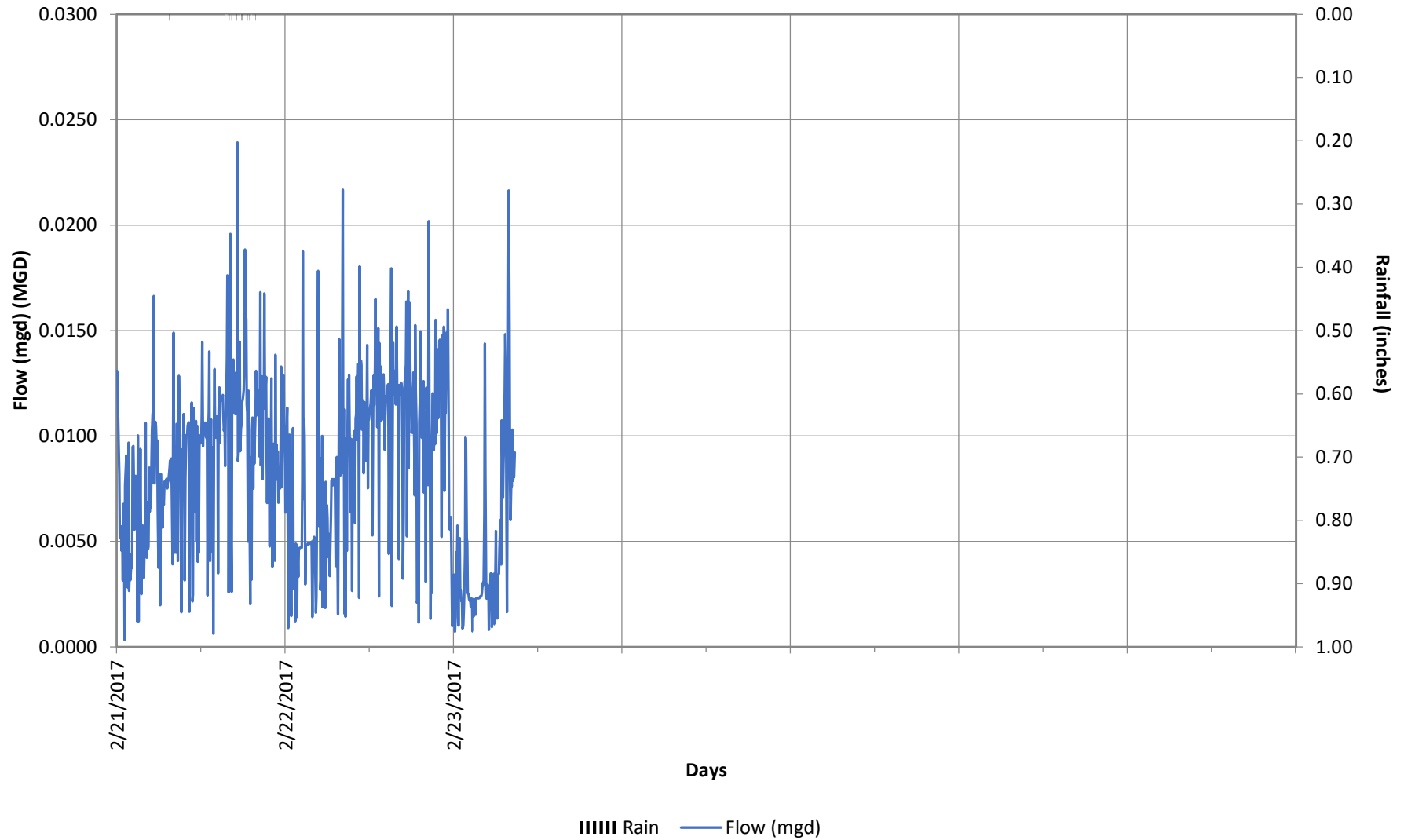
	2/7/2017(Tue)	2/8/2017(Wed)	2/9/2017(Thu)	2/10/2017(Fri)	2/11/2017(Sat)	2/12/2017(Sun)	2/13/2017(Mon)
Maximum	0.024	0.024	0.021	0.026	0.018	0.019	0.026
Average	0.008	0.008	0.008	0.008	0.008	0.008	0.008
Minimum	0.000	0.001	0.000	0.000	0.001	0.001	0.000
Rain (inches)	0.86	0.26	0.77	0.04	0.00	0.00	0.00

## Colma Site 3 SSMH 9E76 West 10" Sanitary Flow



	2/14/2017(Tue)	2/15/2017(Wed)	2/16/2017(Thu)	2/17/2017(Fri)	2/18/2017(Sat)	2/19/2017(Sun)	2/20/2017(Mon)
Maximum	0.022	0.022	0.022	0.021	0.020	0.016	0.026
Average	0.007	0.006	0.006	0.009	0.006	0.006	0.009
Minimum	0.000	0.001	0.000	0.001	0.000	0.001	0.001
Rain (inches)	0.00	0.00	0.39	1.23	0.14	0.08	1.61

## Colma Site 3 SSMH 9E76 West 10" Sanitary Flow



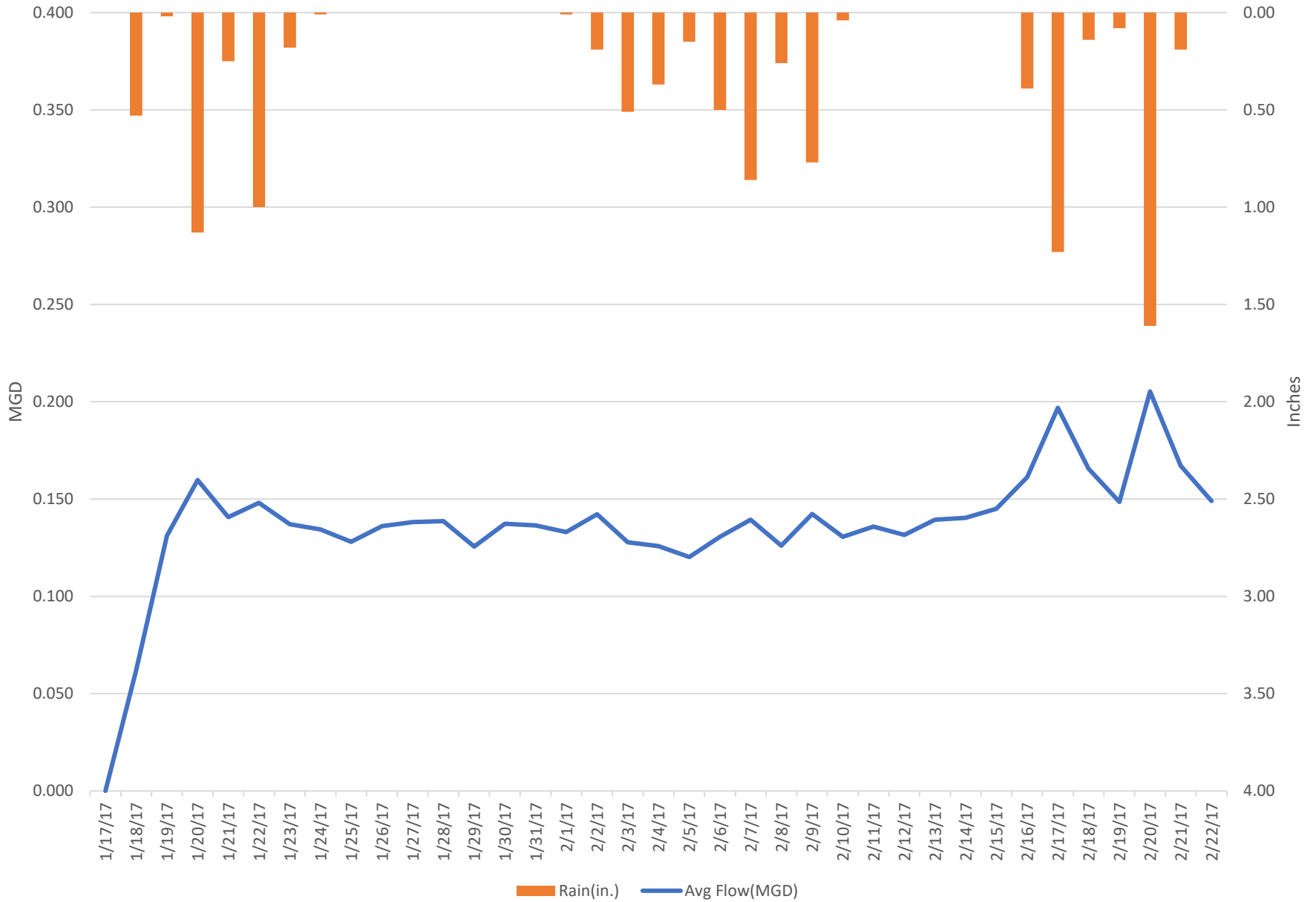
	2/21/2017(Tue)	2/22/2017(Wed)					
Maximum	0.024	0.022					
Average	0.009	0.009					
Minimum	0.000	0.001					
Rain (inches)	0.19	0.00					

## Colma Site 3 SSMH 9E76 North 10" Sanitary Flow

## Daily Summary

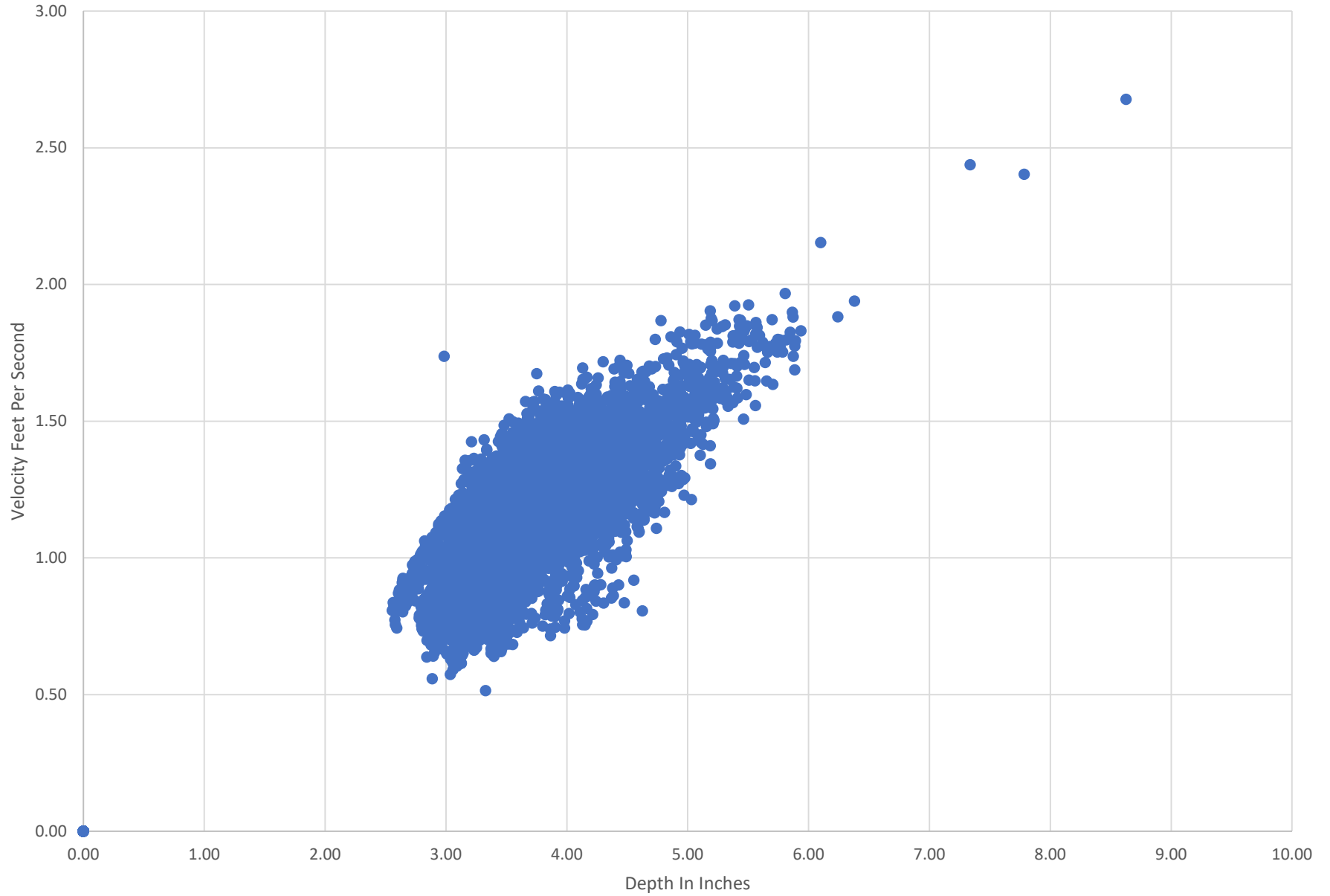
Day	Date	Avg Flow(MGD)	Min Flow(MGD)	Max Flow(MGD)	Max Depth(in.)	Rain(in.)
Tuesday	1/17/17	0.000	0.000	0.000	0.000	0.00
Wednesday	1/18/17	0.062	0.000	0.456	6.381	0.53
Thursday	1/19/17	0.131	0.057	0.294	5.038	0.02
Friday	1/20/17	0.160	0.062	0.859	8.626	1.13
Saturday	1/21/17	0.141	0.066	0.356	5.466	0.25
Sunday	1/22/17	0.148	0.057	0.413	5.807	1.00
Monday	1/23/17	0.137	0.065	0.350	5.448	0.18
Tuesday	1/24/17	0.134	0.058	0.384	5.766	0.01
Wednesday	1/25/17	0.128	0.061	0.362	5.490	0.00
Thursday	1/26/17	0.136	0.051	0.378	5.503	0.00
Friday	1/27/17	0.138	0.056	0.403	5.872	0.00
Saturday	1/28/17	0.139	0.062	0.313	5.075	0.00
Sunday	1/29/17	0.126	0.058	0.320	5.060	0.00
Monday	1/30/17	0.137	0.062	0.368	5.728	0.00
Tuesday	1/31/17	0.137	0.046	0.386	5.873	0.00
Wednesday	2/1/17	0.133	0.058	0.371	5.563	0.01
Thursday	2/2/17	0.142	0.067	0.343	5.557	0.19
Friday	2/3/17	0.128	0.062	0.315	5.201	0.51
Saturday	2/4/17	0.126	0.056	0.295	4.963	0.37
Sunday	2/5/17	0.120	0.050	0.275	4.734	0.15
Monday	2/6/17	0.131	0.053	0.295	5.005	0.50
Tuesday	2/7/17	0.139	0.072	0.362	5.550	0.86
Wednesday	2/8/17	0.126	0.052	0.319	5.116	0.26
Thursday	2/9/17	0.142	0.060	0.368	5.574	0.77
Friday	2/10/17	0.131	0.064	0.317	5.196	0.04
Saturday	2/11/17	0.136	0.066	0.294	5.015	0.00
Sunday	2/12/17	0.132	0.068	0.284	5.135	0.00
Monday	2/13/17	0.139	0.064	0.265	4.837	0.00
Tuesday	2/14/17	0.140	0.067	0.294	5.125	0.00
Wednesday	2/15/17	0.145	0.064	0.288	5.124	0.00
Thursday	2/16/17	0.161	0.067	0.287	5.100	0.39
Friday	2/17/17	0.197	0.052	0.395	5.938	1.23
Saturday	2/18/17	0.166	0.088	0.295	5.333	0.14
Sunday	2/19/17	0.149	0.073	0.281	5.091	0.08
Monday	2/20/17	0.205	0.101	0.431	6.242	1.61
Tuesday	2/21/17	0.167	0.096	0.318	5.297	0.19
Wednesday	2/22/17	0.149	0.070	0.268	5.154	0.00

Colma Site 3 SSMH 9E76 North 10" Daily Sanitary Flow

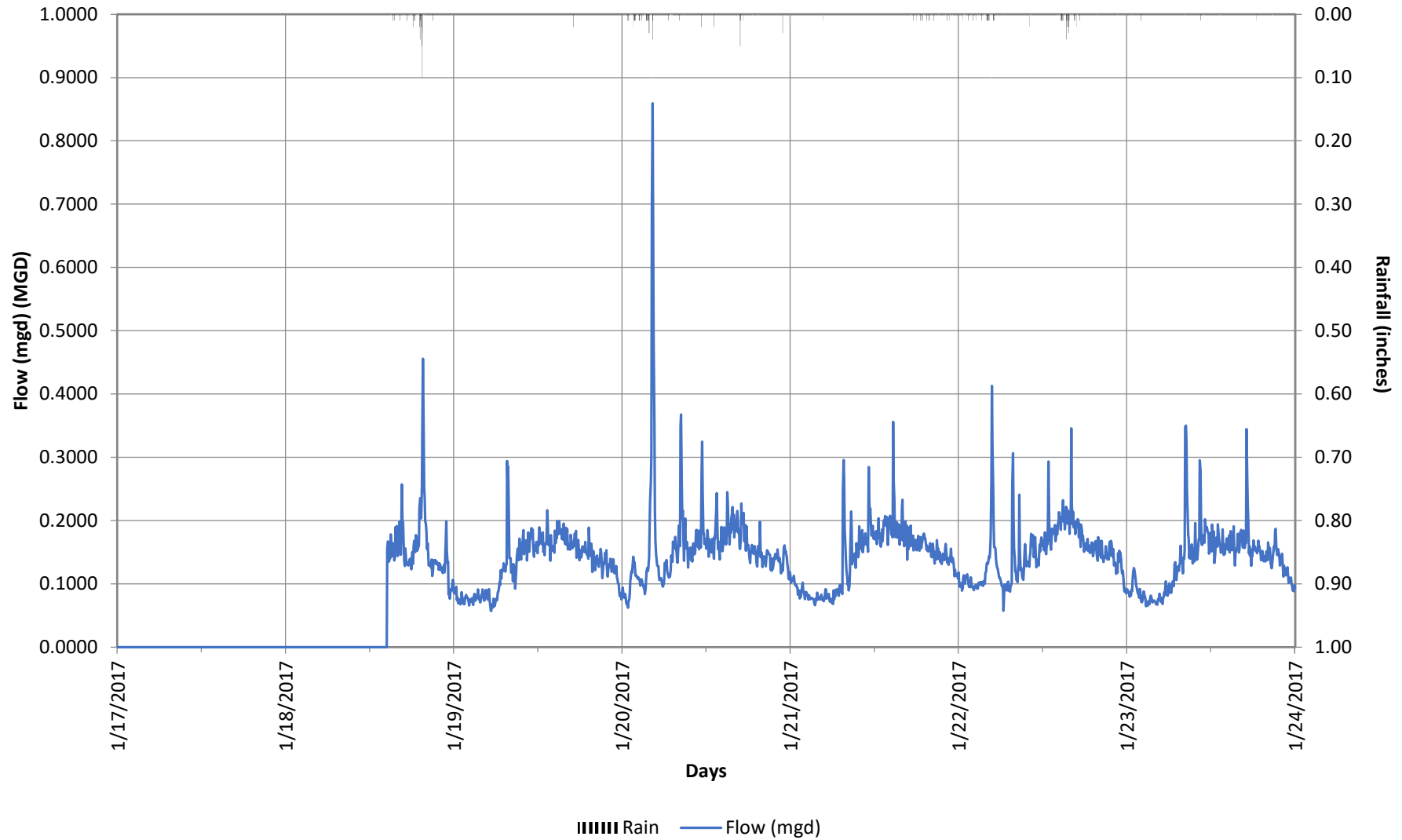




Colma Site 3 SSMH 9E76 North 10" Scatter Plot



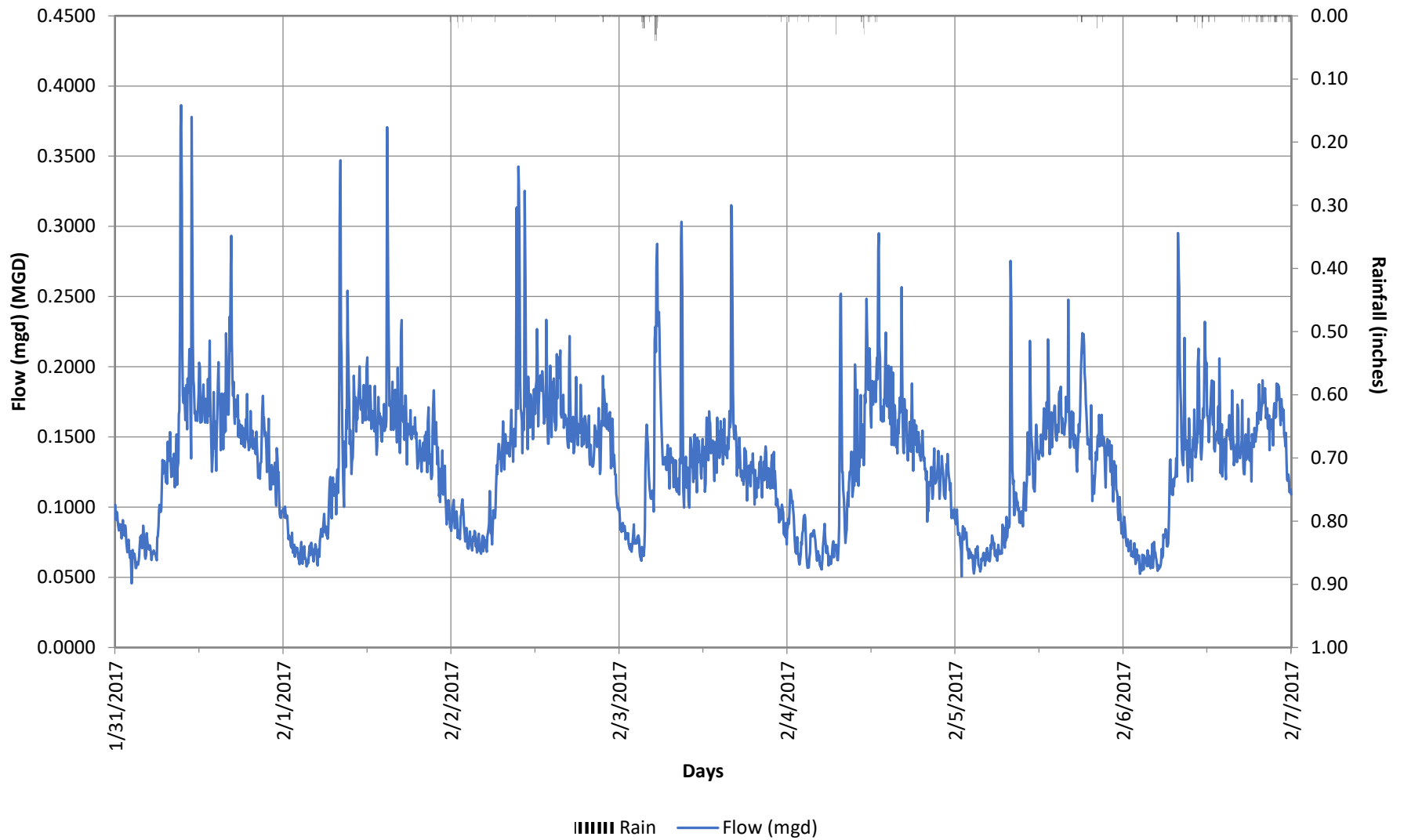
## Colma Site 3 SSMH 9E76 North 10" Sanitary Flow



	1/17/2017(Tue)	1/18/2017(Wed)	1/19/2017(Thu)	1/20/2017(Fri)	1/21/2017(Sat)	1/22/2017(Sun)	1/23/2017(Mon)
Maximum	0.000	0.456	0.294	0.859	0.356	0.413	0.350
Average	0.000	0.062	0.131	0.160	0.141	0.148	0.137
Minimum	0.000	0.000	0.057	0.062	0.066	0.057	0.065
Rain (inches)	0.00	0.53	0.02	1.13	0.25	1.00	0.18

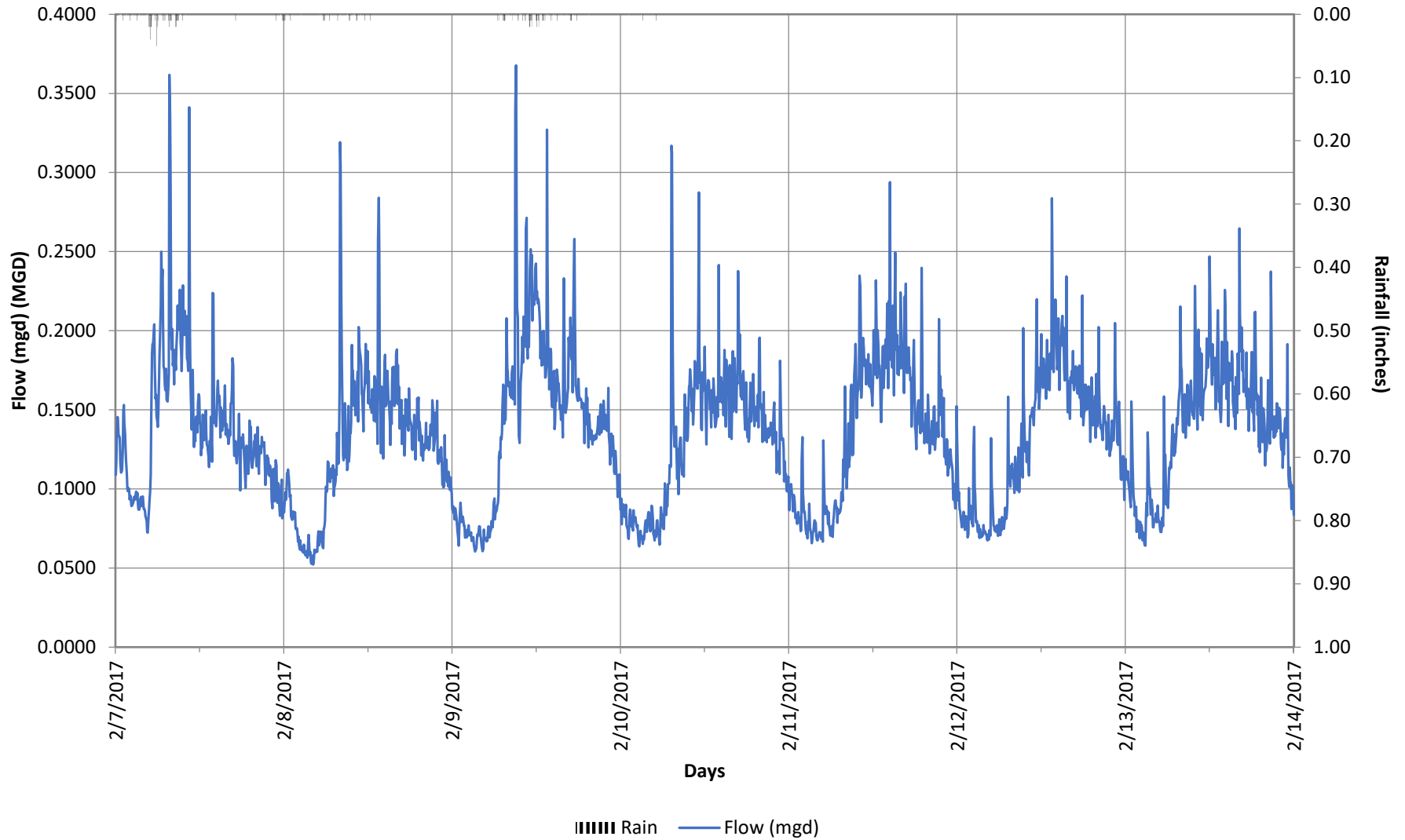


## Colma Site 3 SSMH 9E76 North 10" Sanitary Flow



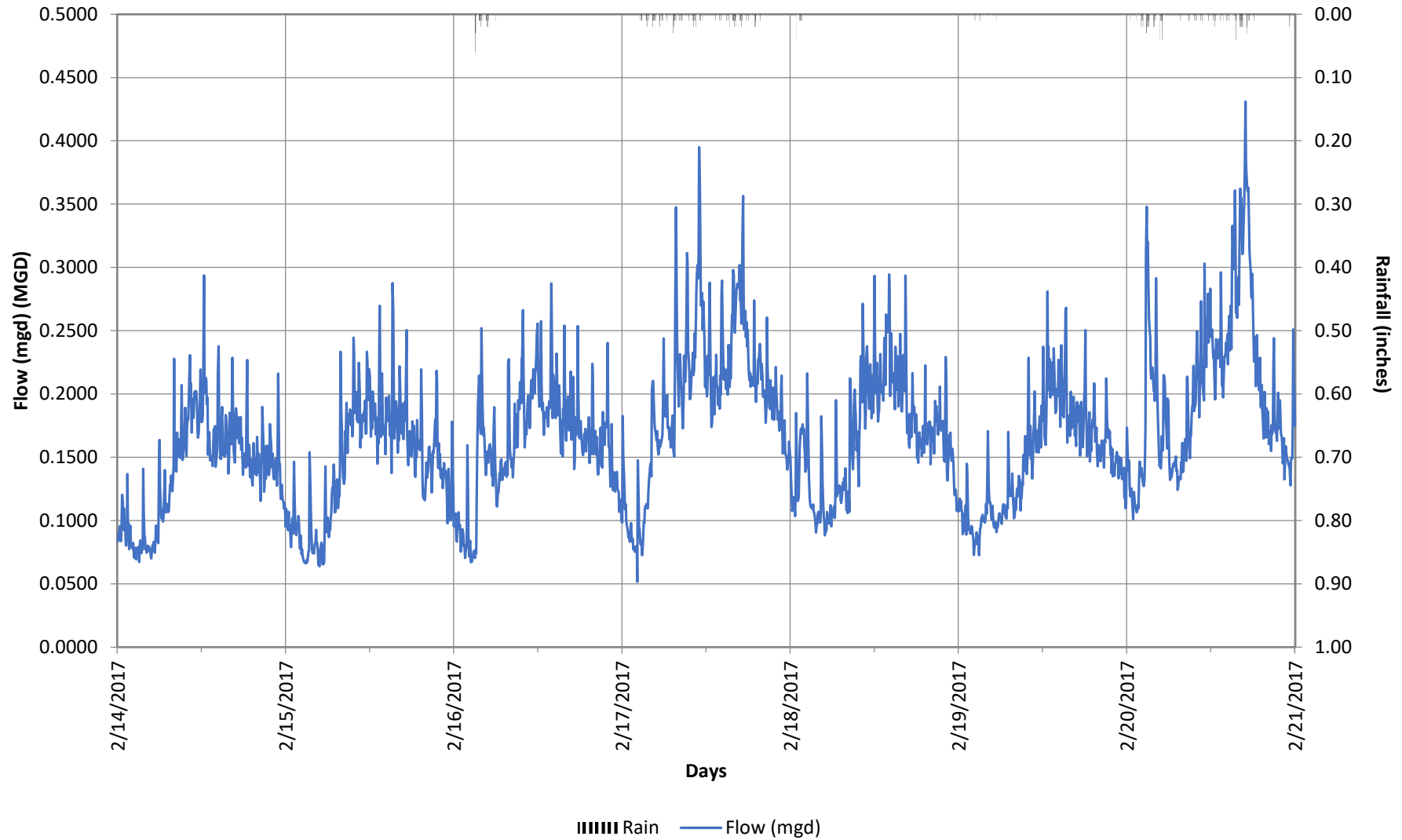
	1/31/2017(Tue)	2/1/2017(Wed)	2/2/2017(Thu)	2/3/2017(Fri)	2/4/2017(Sat)	2/5/2017(Sun)	2/6/2017(Mon)
Maximum	0.386	0.371	0.343	0.315	0.295	0.275	0.295
Average	0.137	0.133	0.142	0.128	0.126	0.120	0.131
Minimum	0.046	0.058	0.067	0.062	0.056	0.050	0.053
Rain (inches)	0.00	0.01	0.19	0.51	0.37	0.15	0.50

## Colma Site 3 SSMH 9E76 North 10" Sanitary Flow



	2/7/2017(Tue)	2/8/2017(Wed)	2/9/2017(Thu)	2/10/2017(Fri)	2/11/2017(Sat)	2/12/2017(Sun)	2/13/2017(Mon)
Maximum	0.362	0.319	0.368	0.317	0.294	0.284	0.265
Average	0.139	0.126	0.142	0.131	0.136	0.132	0.139
Minimum	0.072	0.052	0.060	0.064	0.066	0.068	0.064
Rain (inches)	0.86	0.26	0.77	0.04	0.00	0.00	0.00

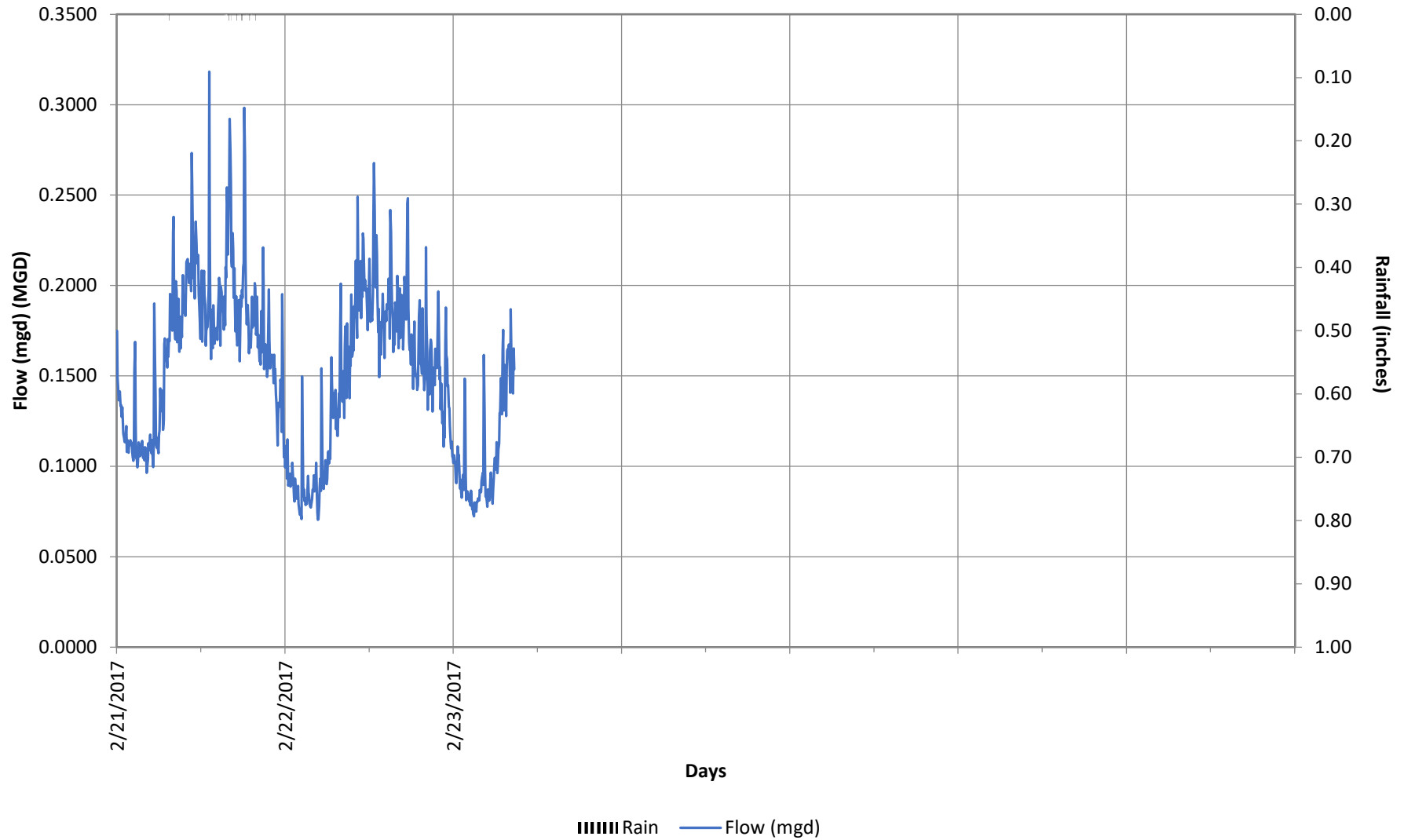
## Colma Site 3 SSMH 9E76 North 10" Sanitary Flow



	2/14/2017(Tue)	2/15/2017(Wed)	2/16/2017(Thu)	2/17/2017(Fri)	2/18/2017(Sat)	2/19/2017(Sun)	2/20/2017(Mon)
Maximum	0.294	0.288	0.287	0.395	0.295	0.281	0.431
Average	0.140	0.145	0.161	0.197	0.166	0.149	0.205
Minimum	0.067	0.064	0.067	0.052	0.088	0.073	0.101
Rain (inches)	0.00	0.00	0.39	1.23	0.14	0.08	1.61



## Colma Site 3 SSMH 9E76 North 10" Sanitary Flow



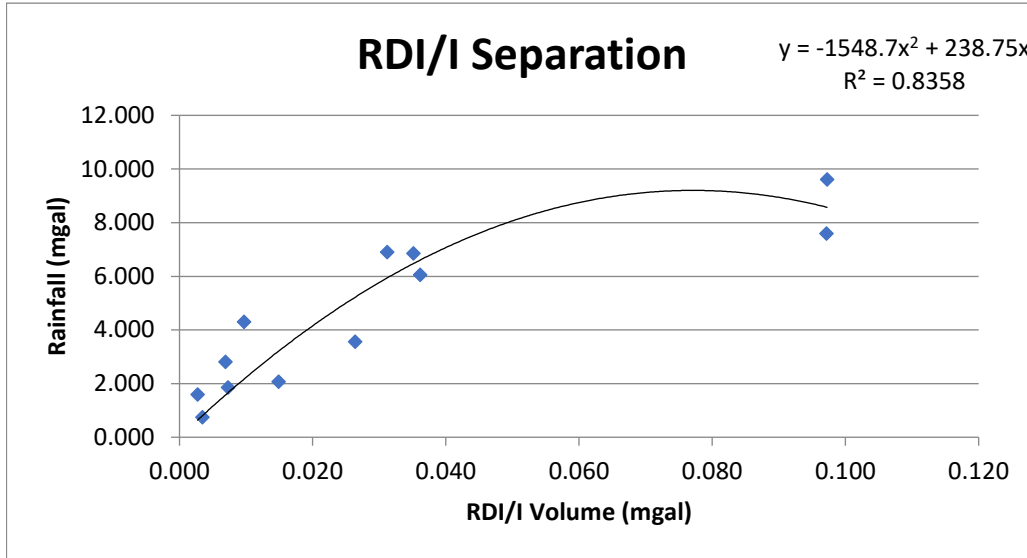
	2/21/2017(Tue)	2/22/2017(Wed)				
Maximum	0.318	0.268				
Average	0.167	0.149				
Minimum	0.096	0.070				
Rain (inches)	0.19	0.00				

## Colma Site 3 SSMH 9E76 North 10" RDI

### RDI/I Analysis, Monitor Return Ratio Summary

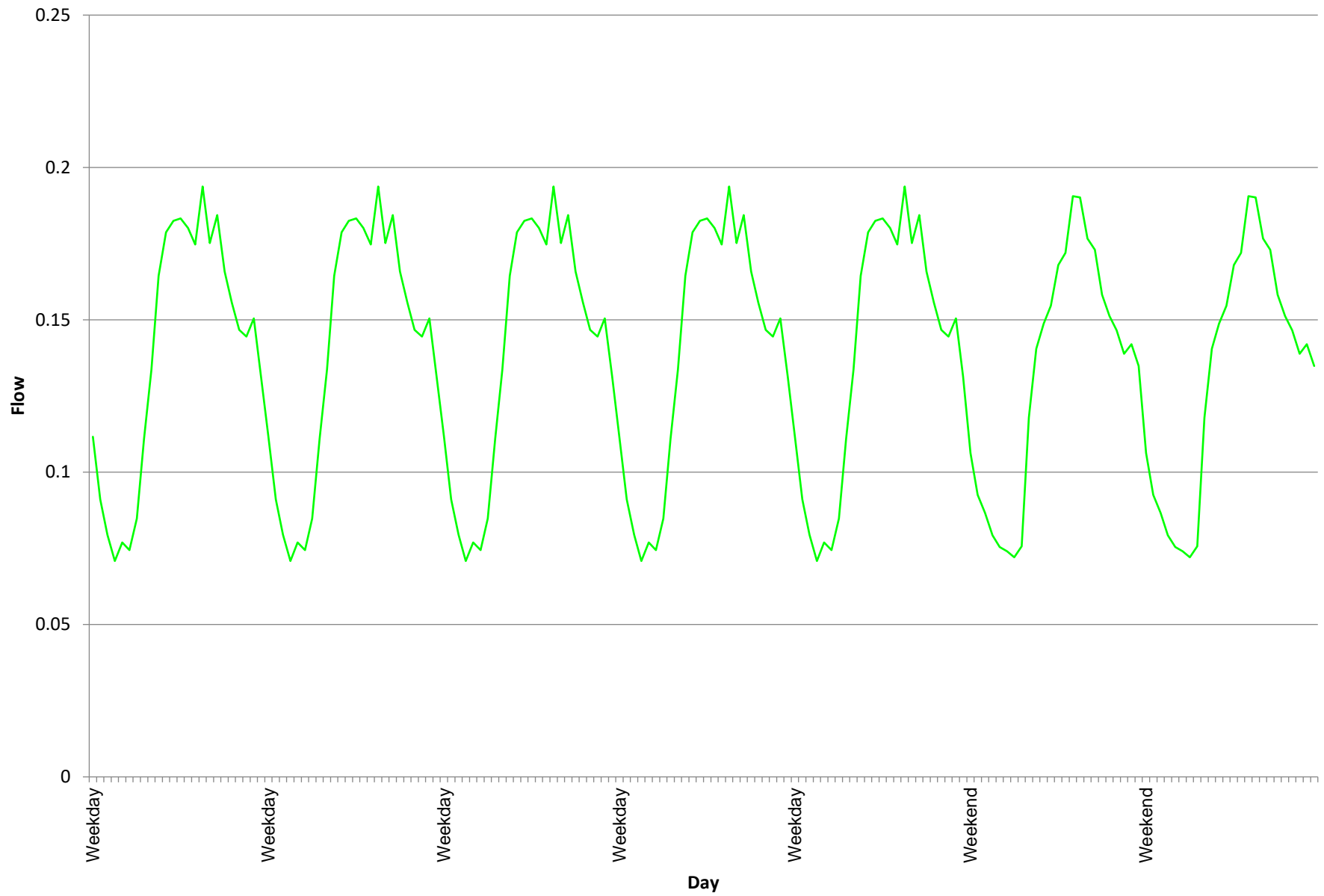
Storm Start (Date)	RDI/I Volume (mgal)	Monitor Area (acres)	Rainfall (mgal)	Return Ratio (%)
1/18/2017	0.007	195.5	2.813	0.24%
1/20/2017	0.036	195.5	6.051	0.60%
1/21/2017	0.035	195.5	6.848	0.51%
2/2/2017	0.026	195.5	3.557	0.74%
2/4/2017	0.007	195.5	1.858	0.39%
2/5/2017	0.003	195.5	0.743	0.46%
2/6/2017	0.031	195.5	6.901	0.45%
2/7/2017	0.003	195.5	1.592	0.17%
2/9/2017	0.010	195.5	4.300	0.23%
2/16/2017	0.015	195.5	2.070	0.72%
2/17/2017	0.097	195.5	7.591	1.28%
2/20/2017	0.097	195.5	9.608	1.01%

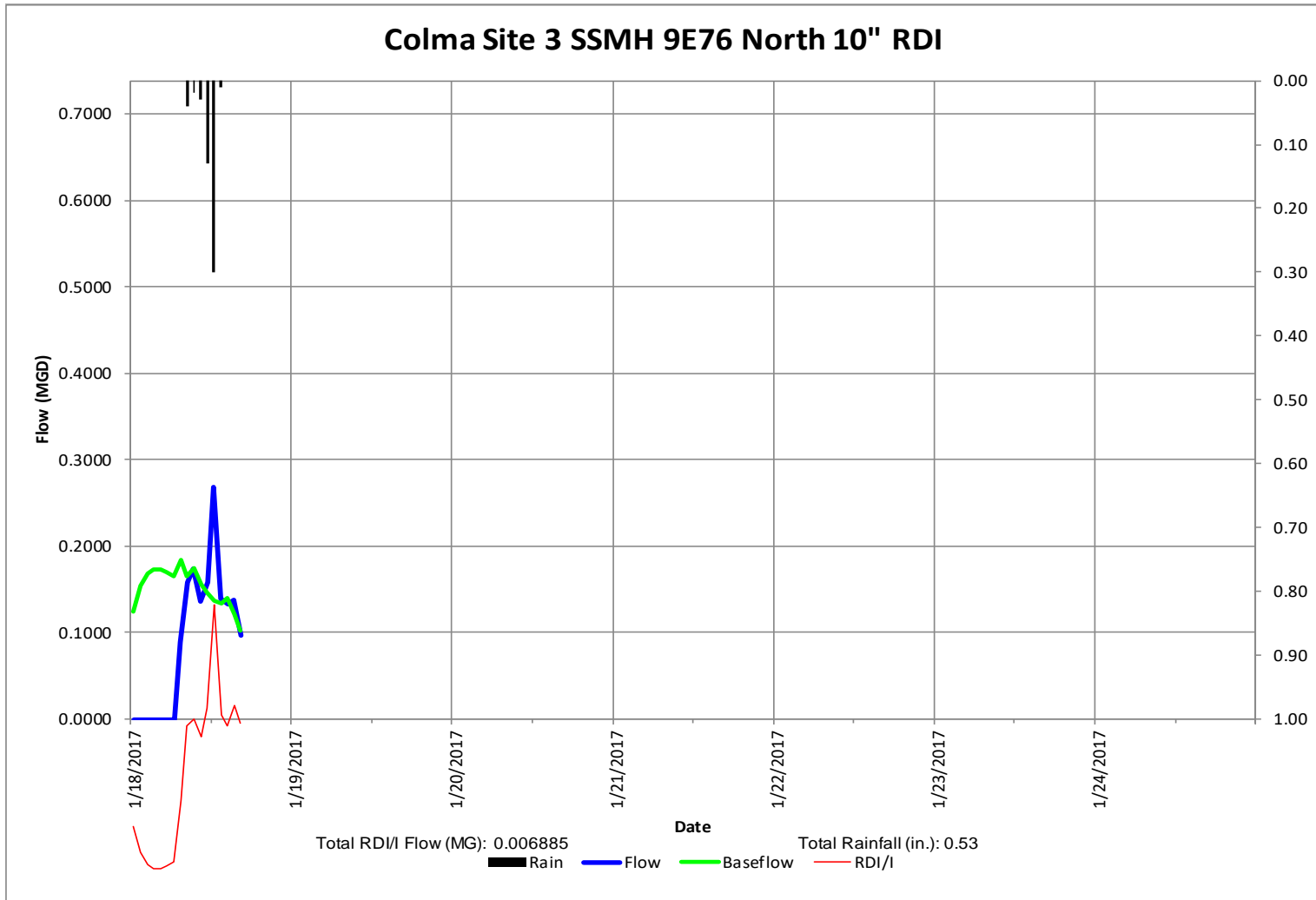
Average R% 0.57%  
 Average top 3 storms 1.01%



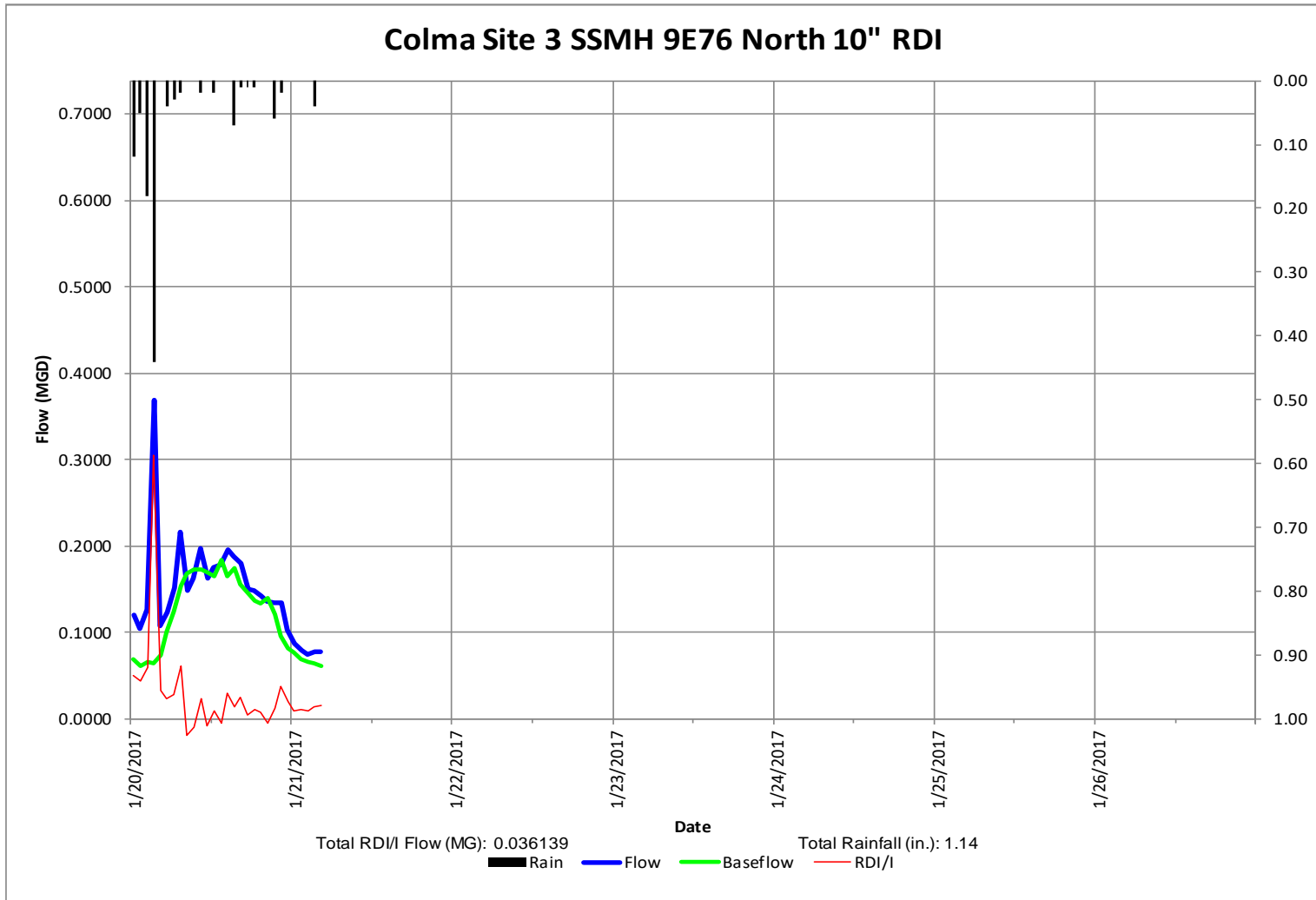
Baseflows	Weekend	Weekday
Max	0.191	0.194
Avg	0.132	0.139
Min	0.072	0.071

# Baseflow Colma Site 3 SSMH 9E76 North 10" RDI

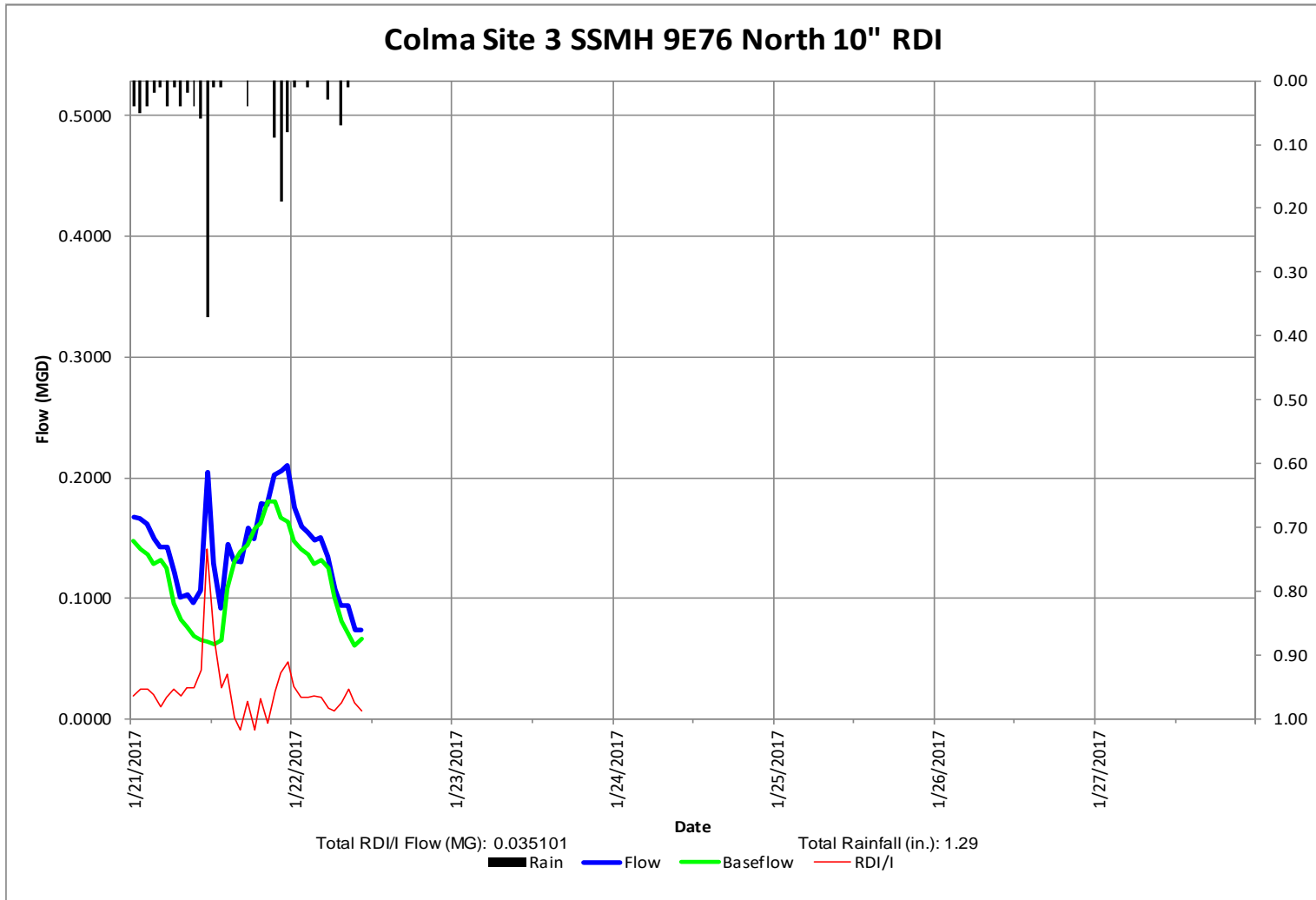




Storm of 1/18/2017

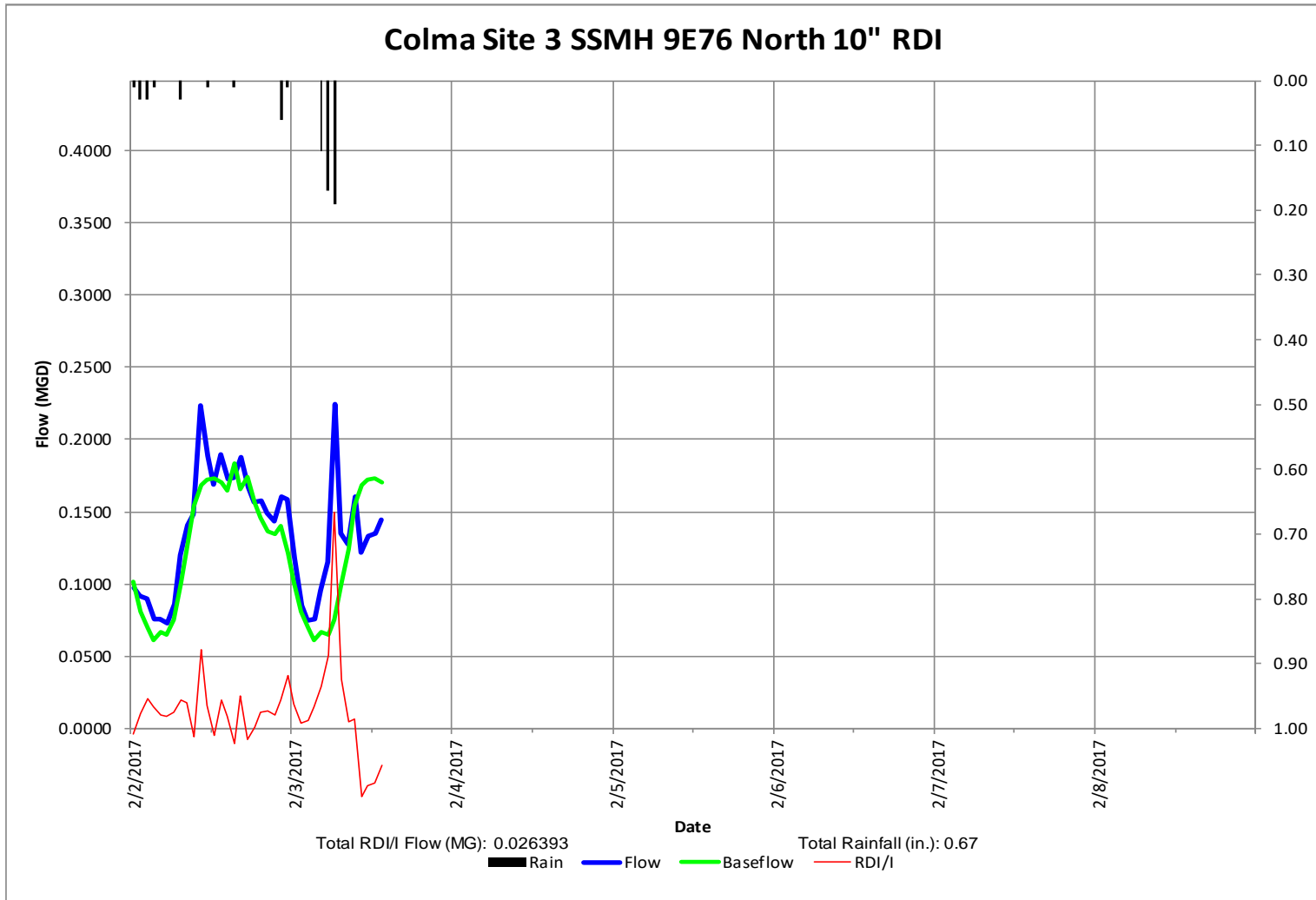


Storm of 1/20/2017

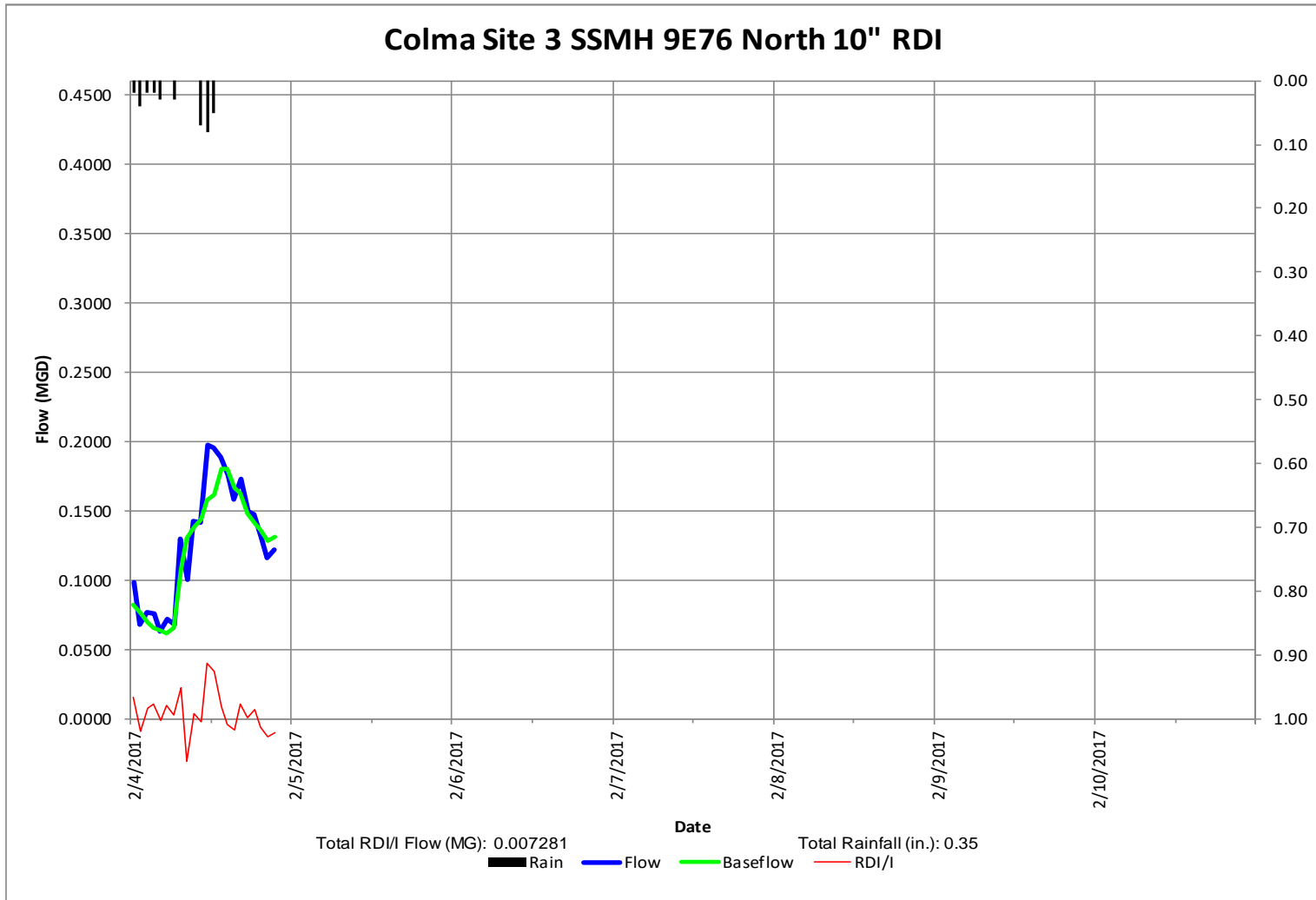


Storm of 1/21/2017

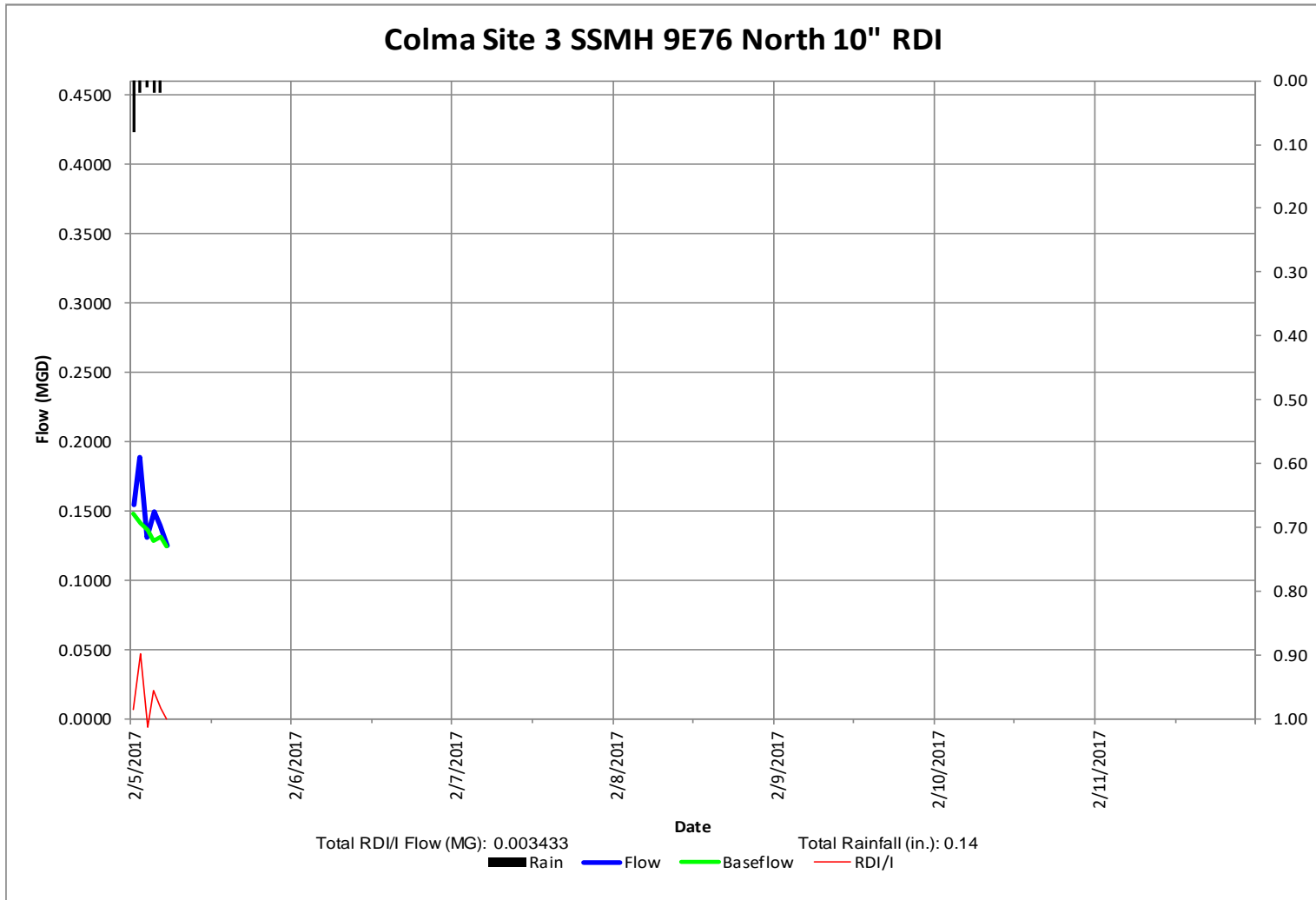




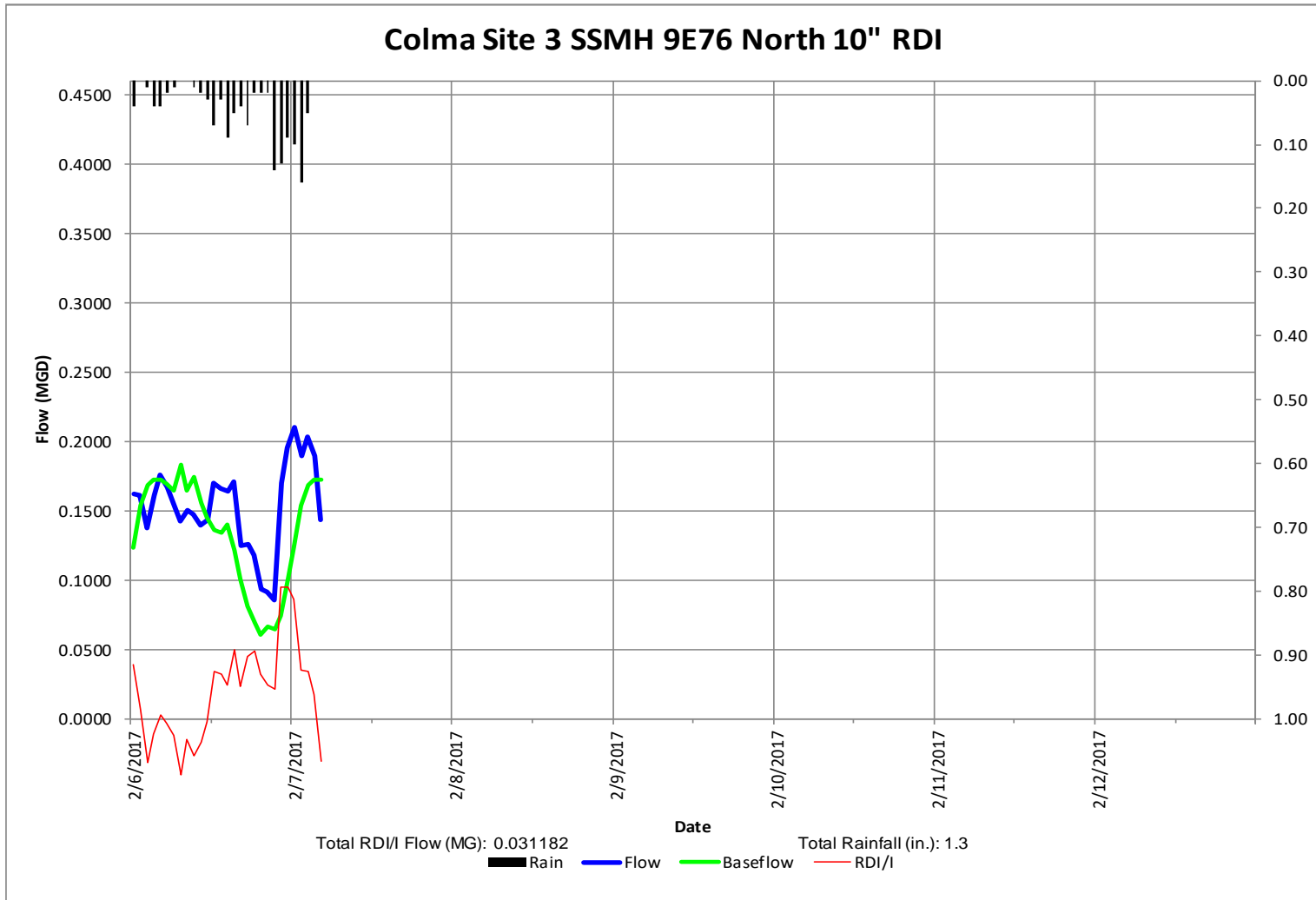
Storm of 2/2/2017



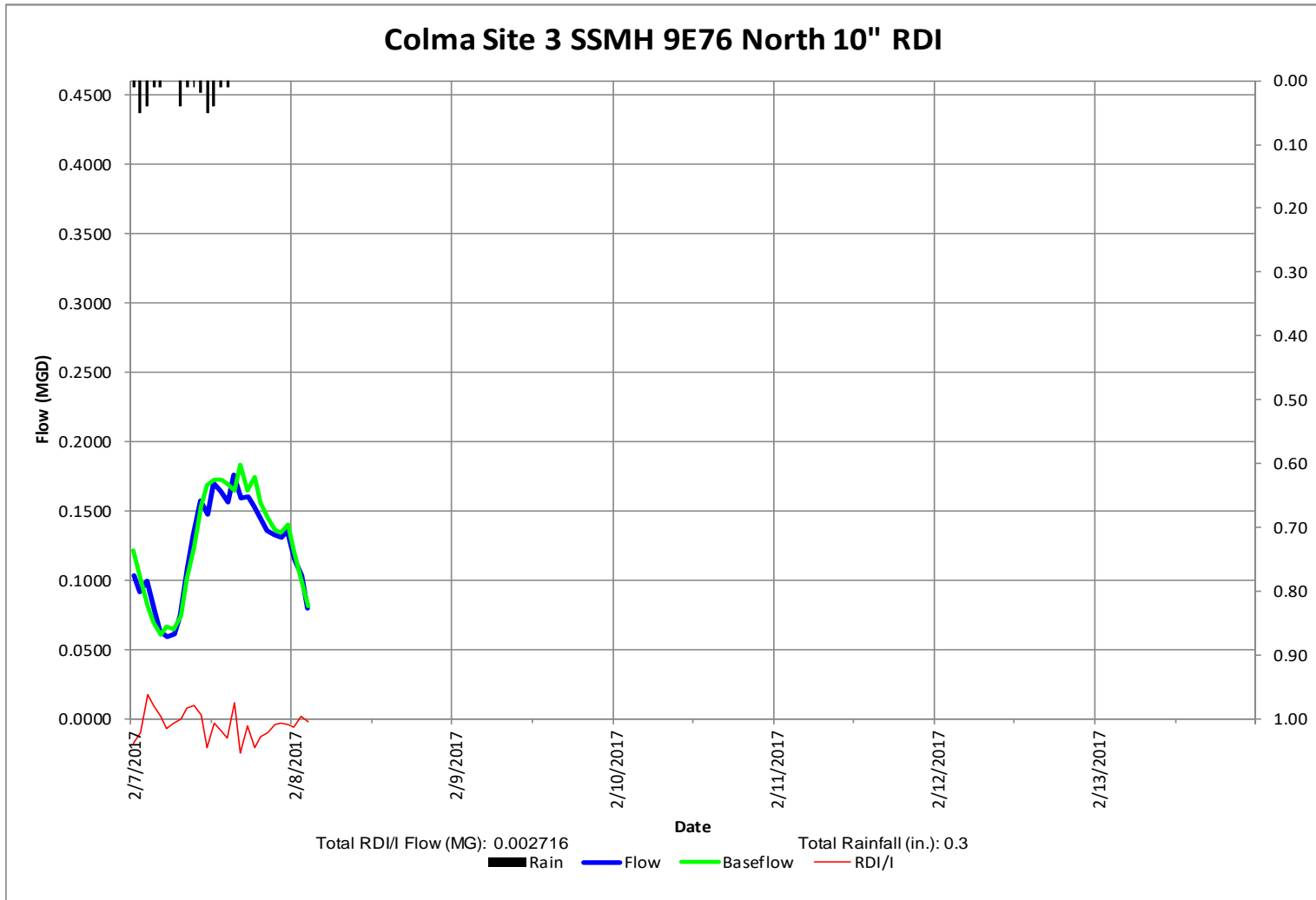
Storm of 2/4/2017



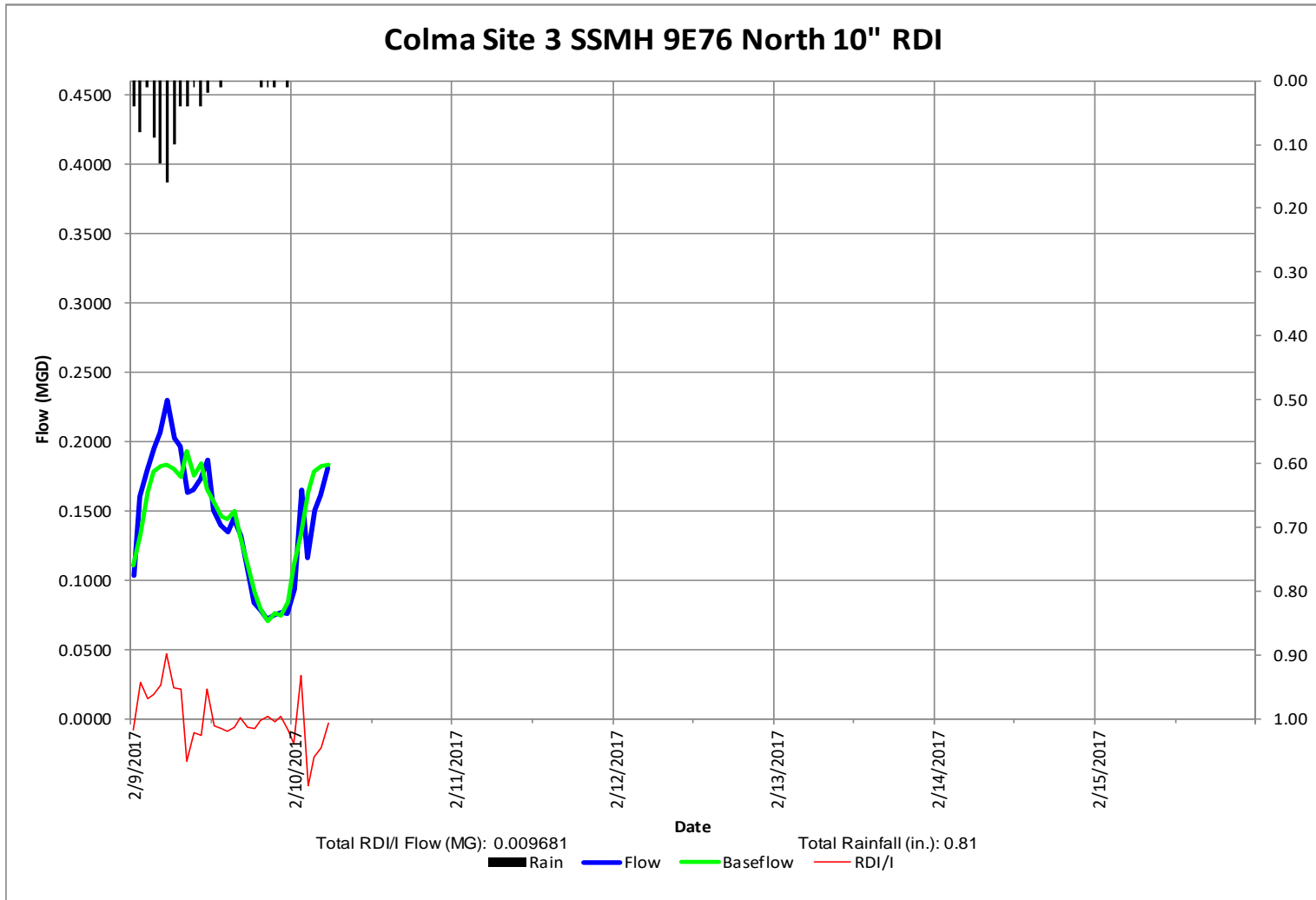
Storm of 2/5/2017



Storm of 2/6/2017

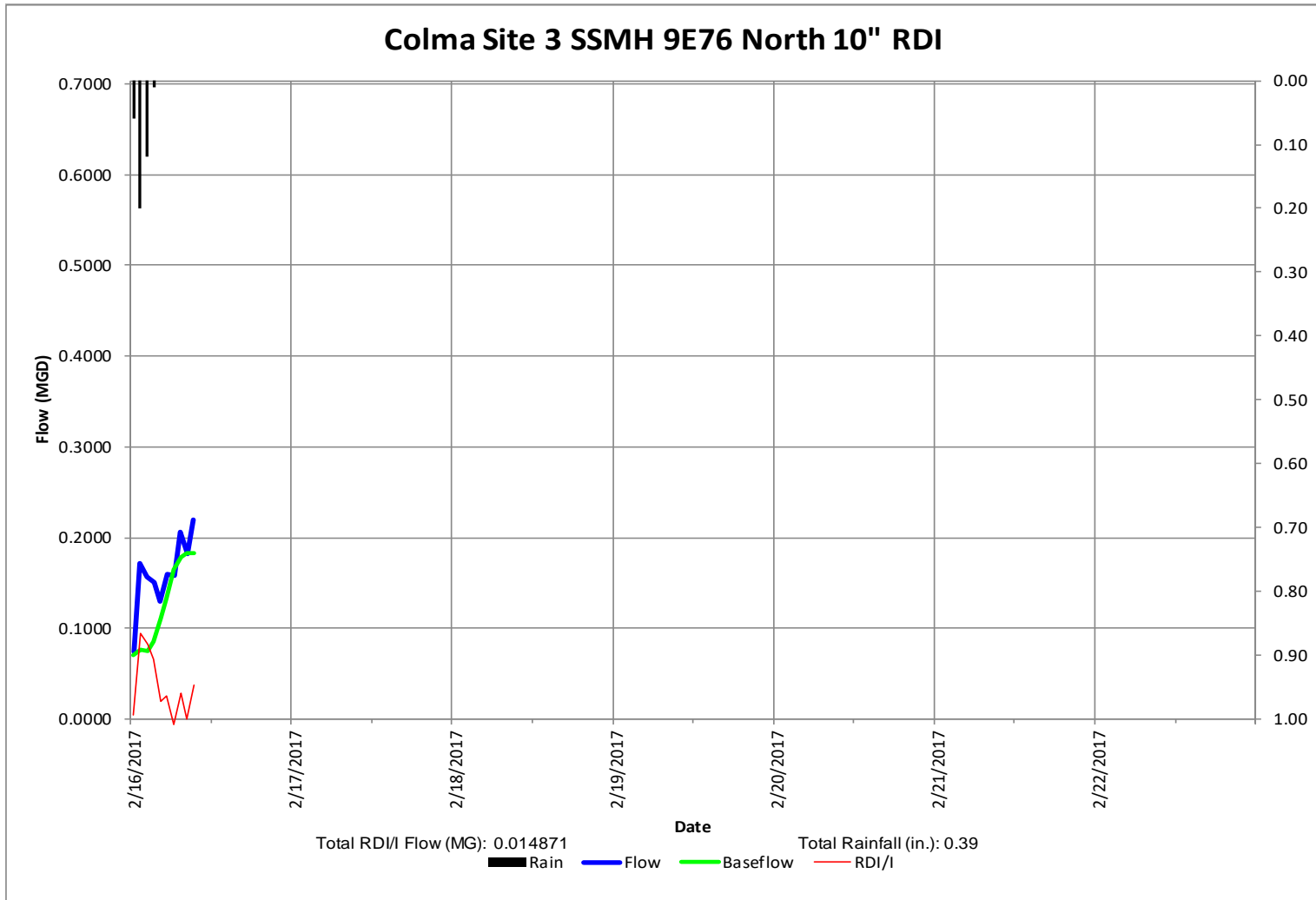


Storm of 2/7/2017

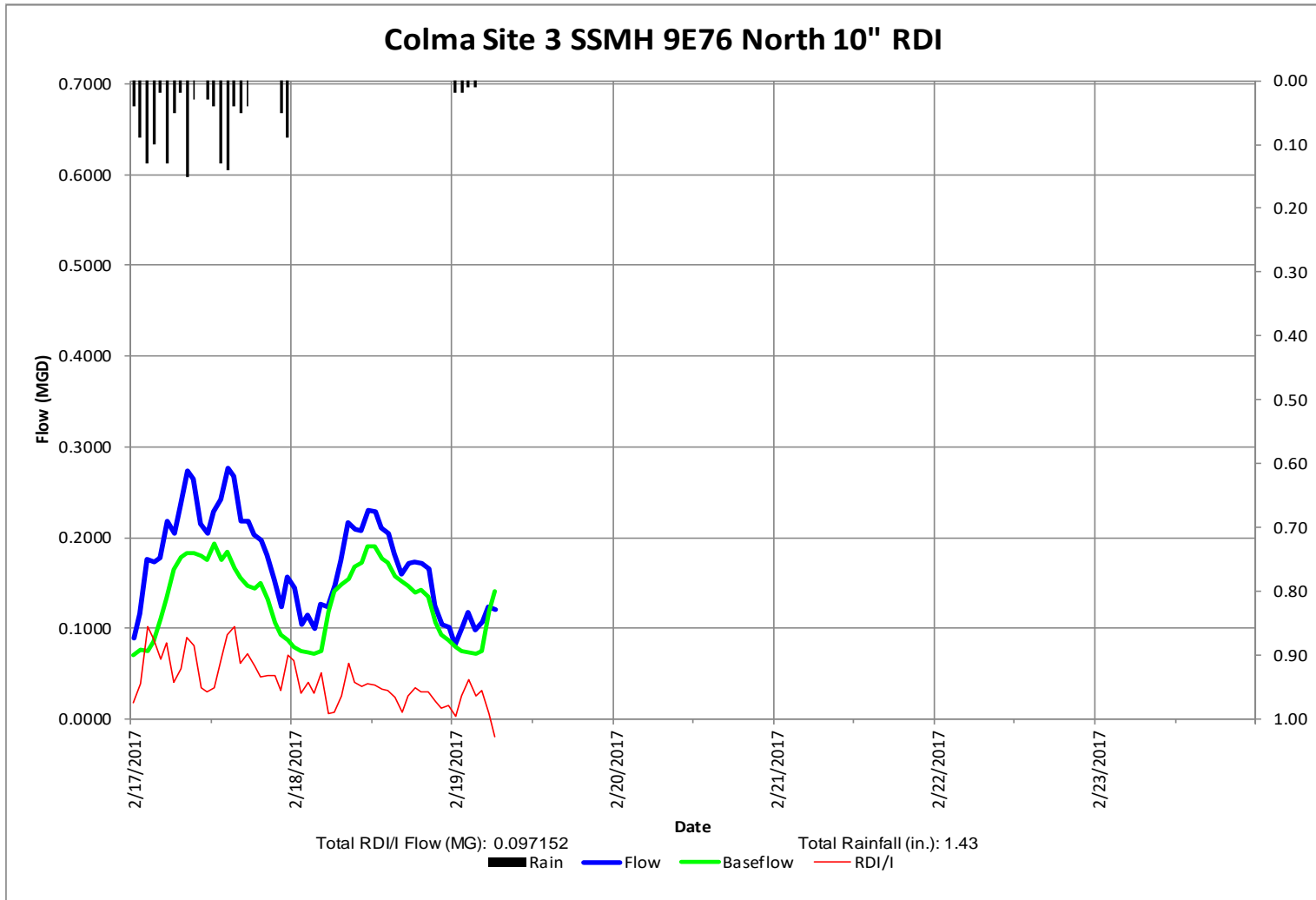


Storm of 2/9/2017

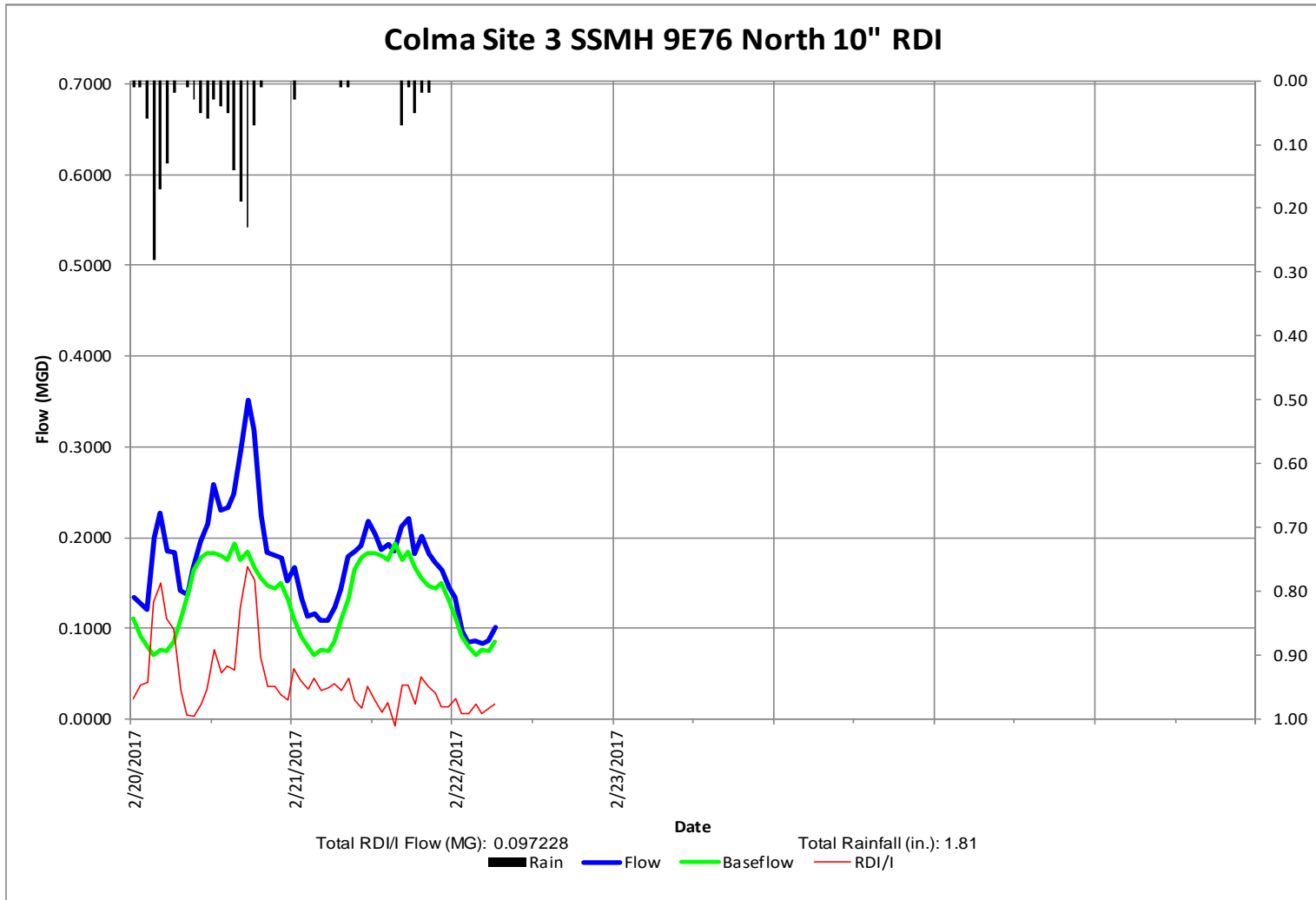




Storm of 2/16/2017



Storm of 2/17/2017



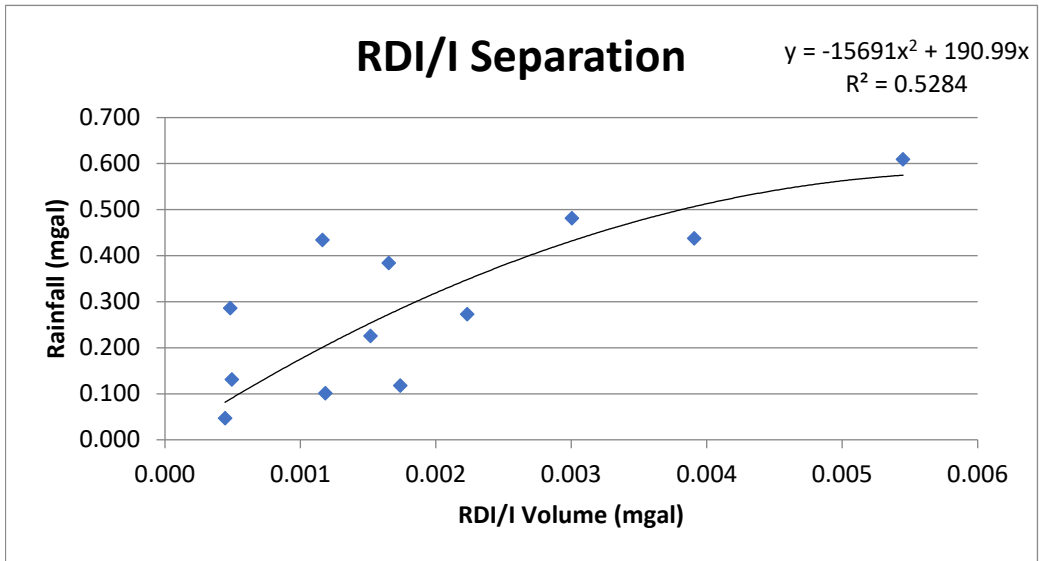
Storm of 2/20/2017

**Colma Site 3W SSMH 9E76 West RDI**

RDI/I Analysis, Monitor Return Ratio Summary

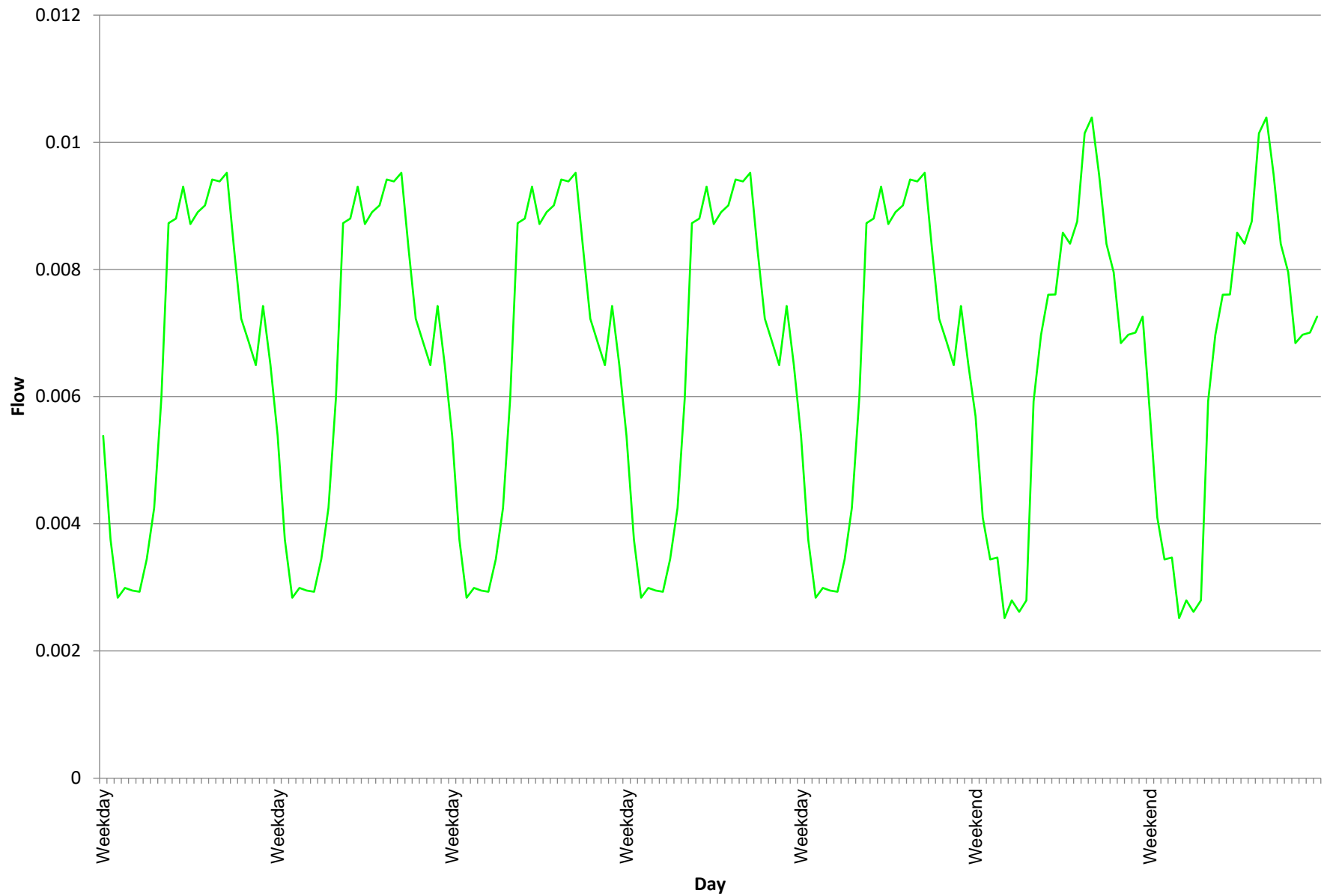
Storm Start (Date)	RDI/I Volume (mgal)	Monitor Area (acres)	Rainfall (mgal)	Return Ratio (%)
1/18/2017	0.000	12.4	0.286	0.17%
1/20/2017	0.002	12.4	0.384	0.43%
1/21/2017	0.001	12.4	0.434	0.27%
2/2/2017	0.002	12.4	0.226	0.67%
2/4/2017	0.002	12.4	0.118	1.47%
2/5/2017	0.000	12.4	0.047	0.94%
2/6/2017	0.004	12.4	0.438	0.89%
2/7/2017	0.001	12.4	0.101	1.17%
2/9/2017	0.002	12.4	0.273	0.82%
2/16/2017	0.000	12.4	0.131	0.38%
2/17/2017	0.003	12.4	0.481	0.62%
2/20/2017	0.005	12.4	0.609	0.89%

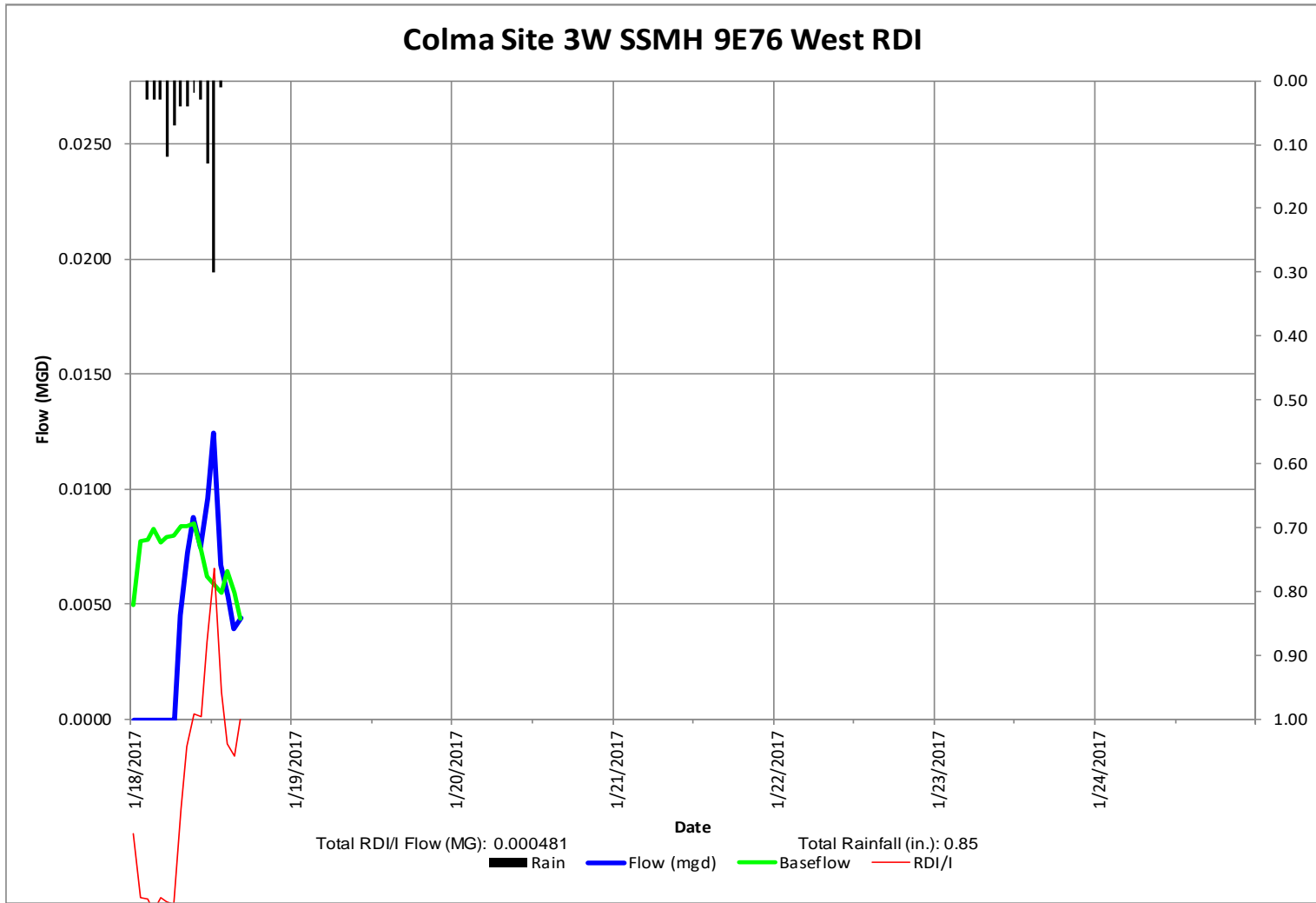
Average R% 0.73%  
 Average Top 3 Storms 1.18%



Baseflows	Weekend	Weekday
Max	0.010	0.010
Avg	0.006	0.007
Min	0.003	0.003

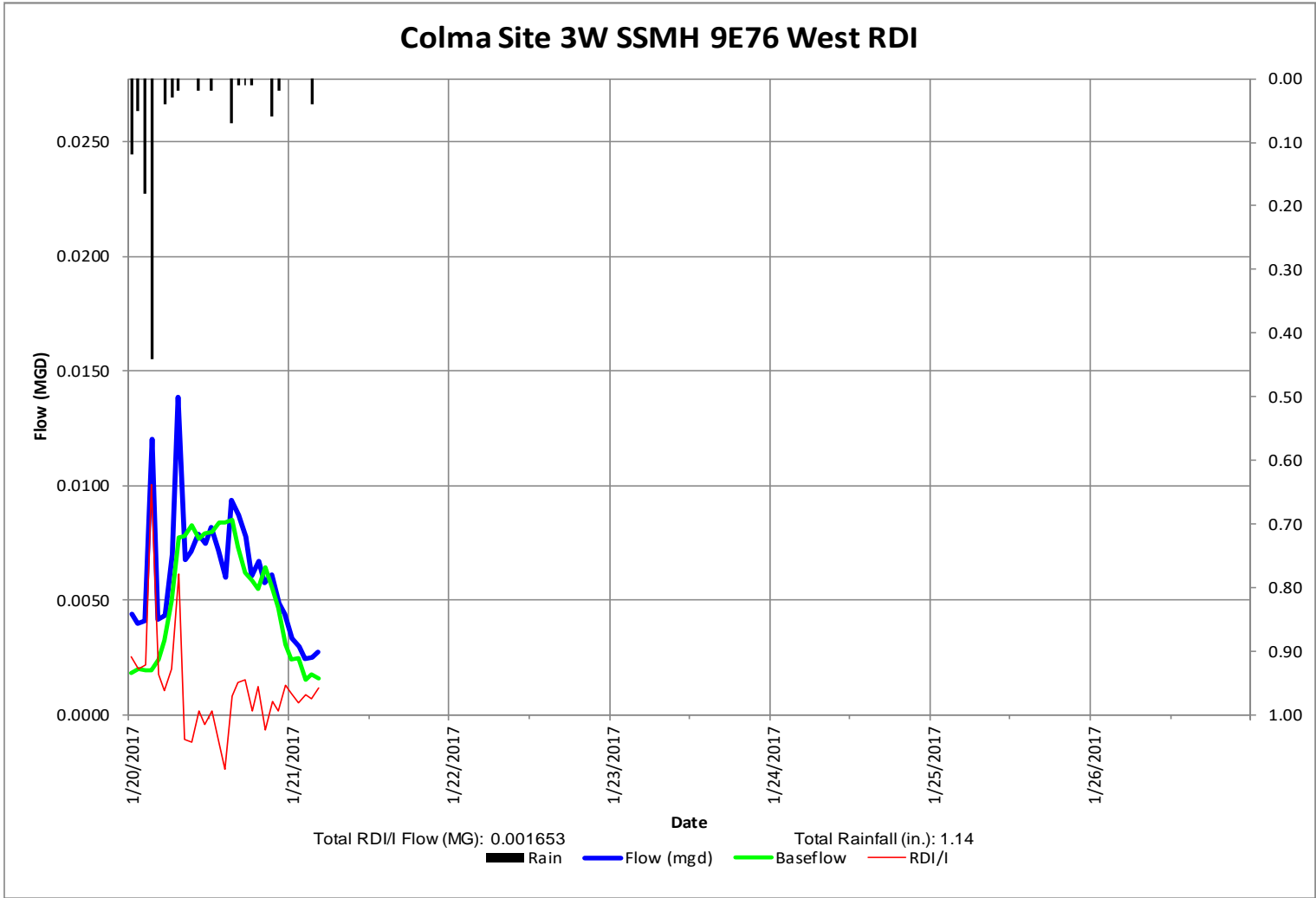
# Baseflow Colma Site 3W SSMH 9E76 West RDI



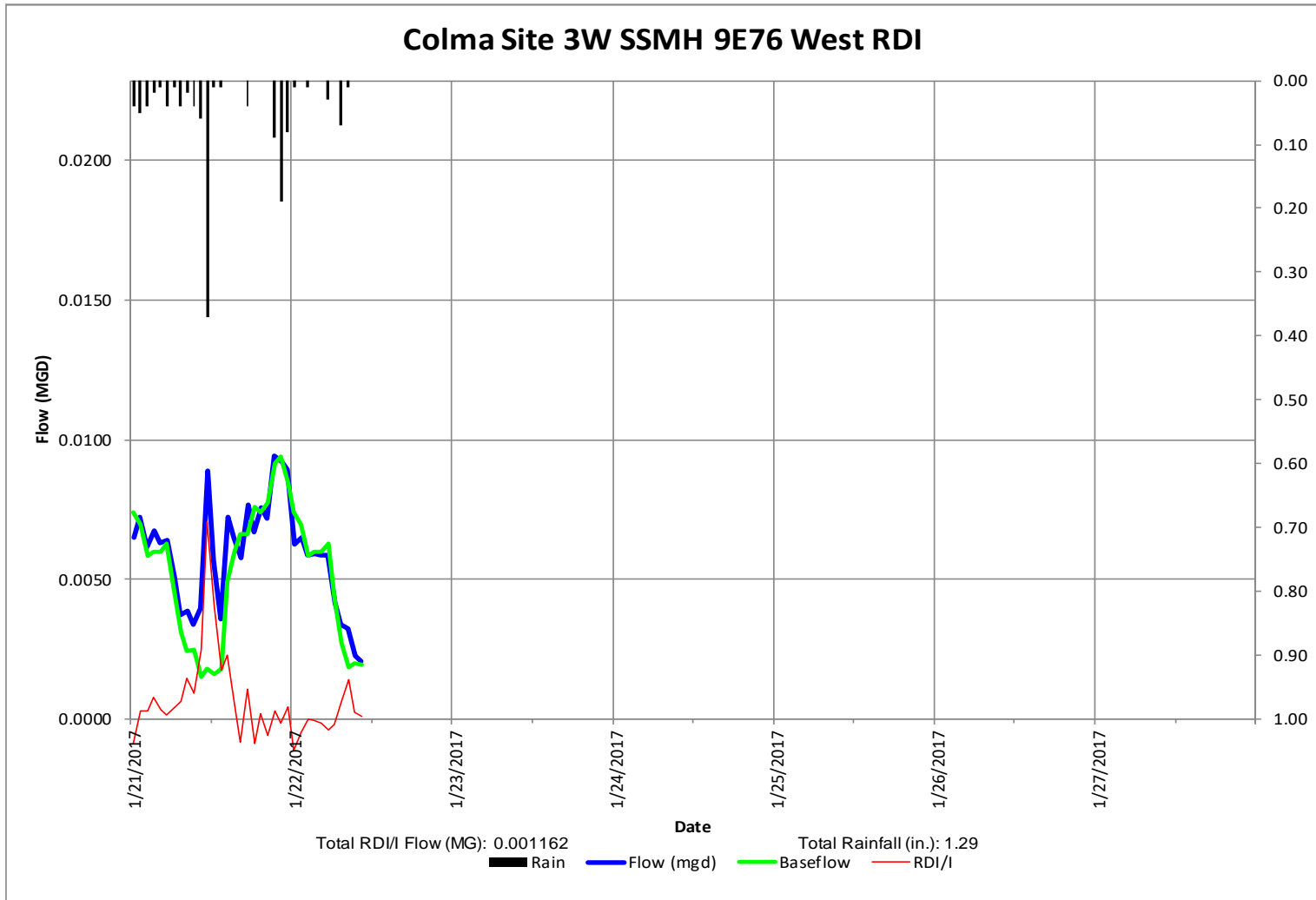


Storm of 1/18/2017

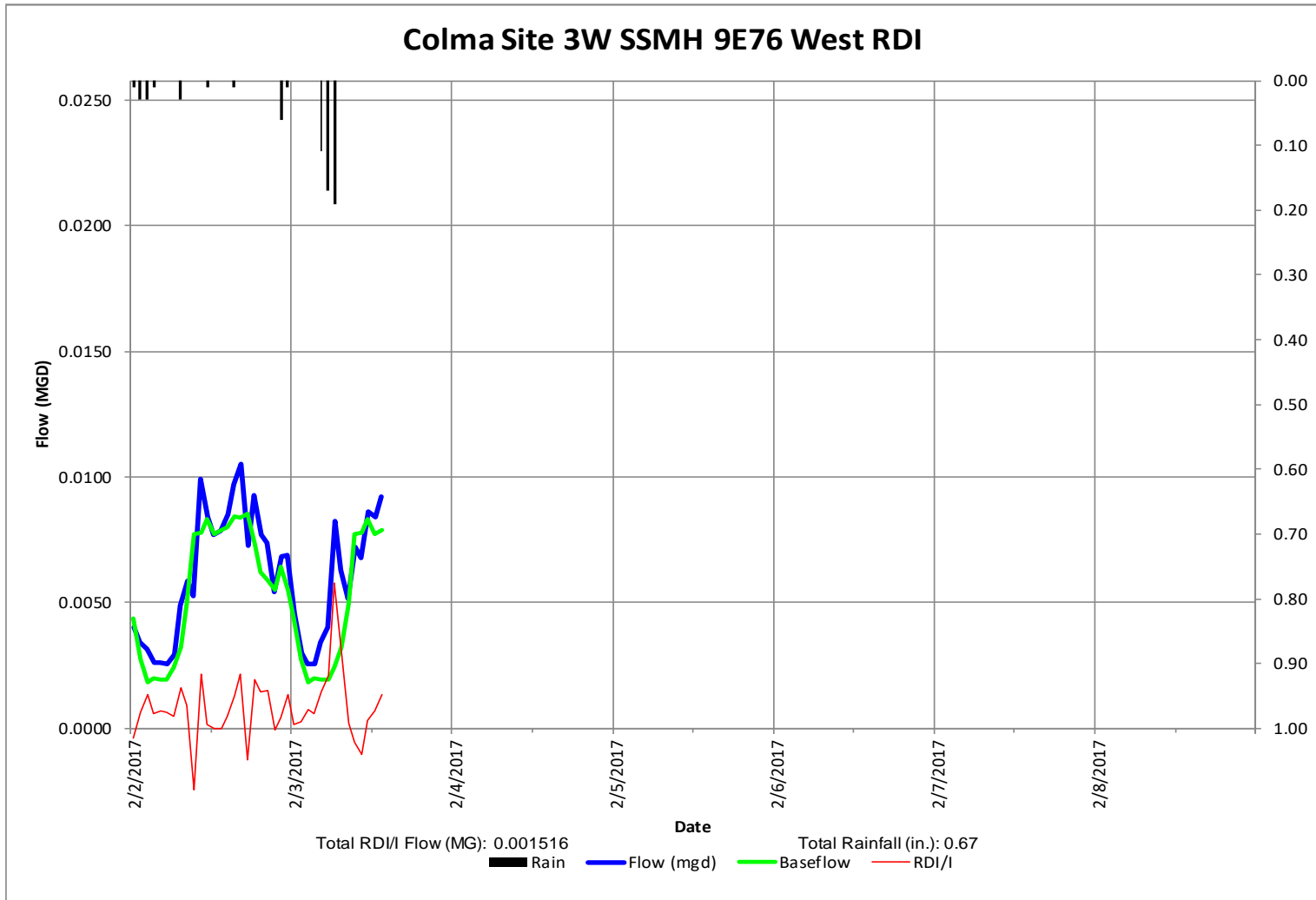




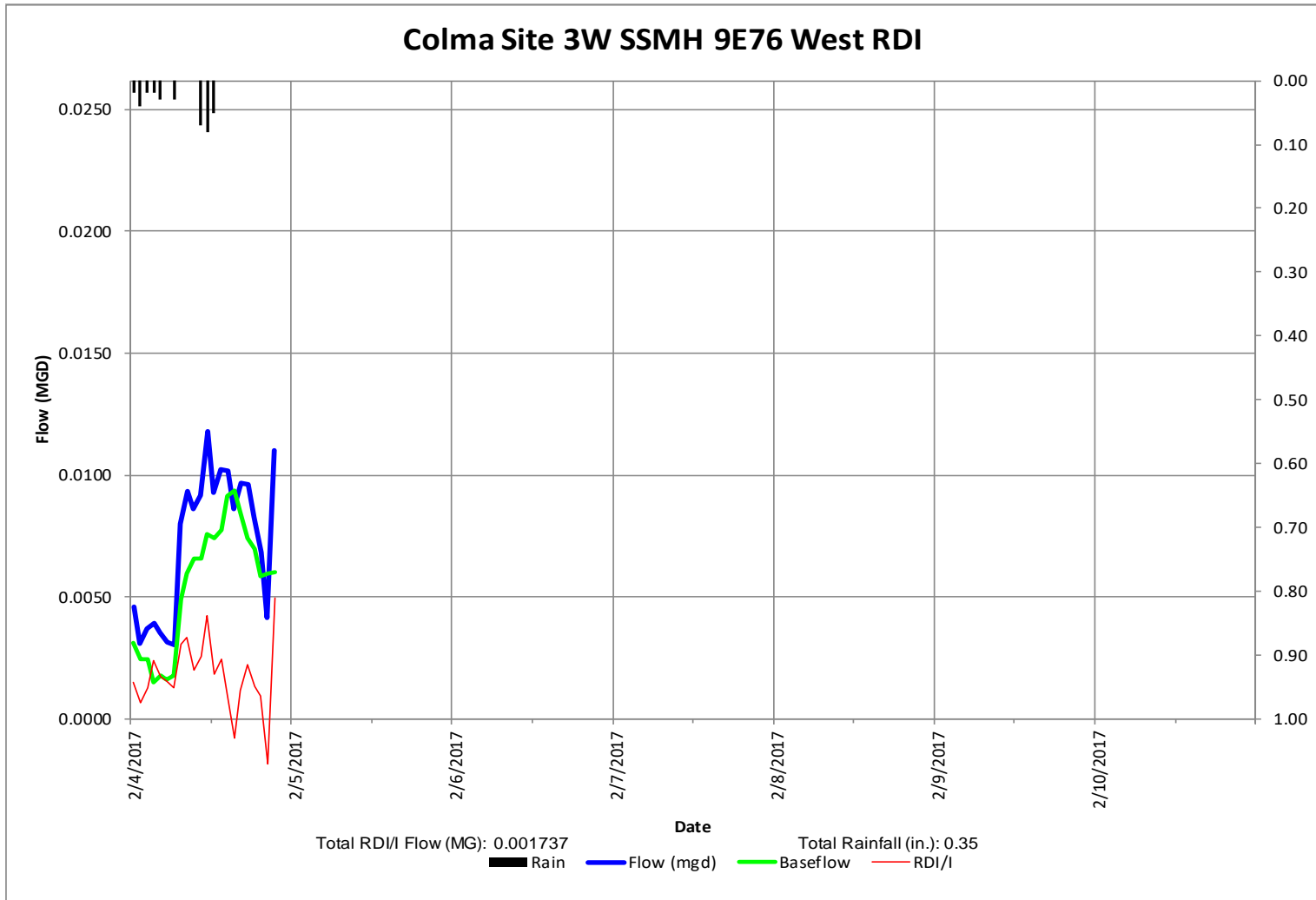
Storm of 1/20/2017



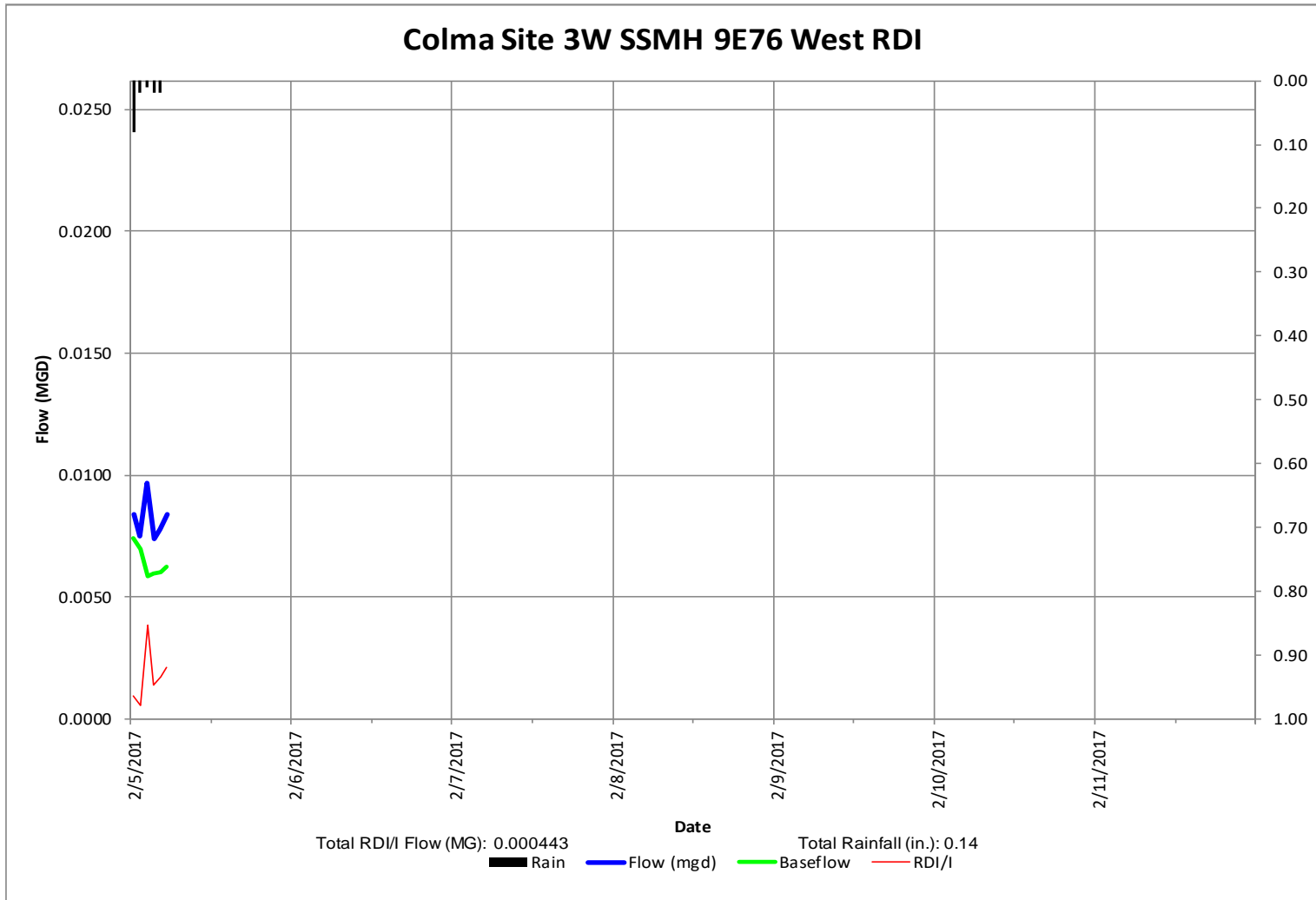
Storm of 1/21/2017



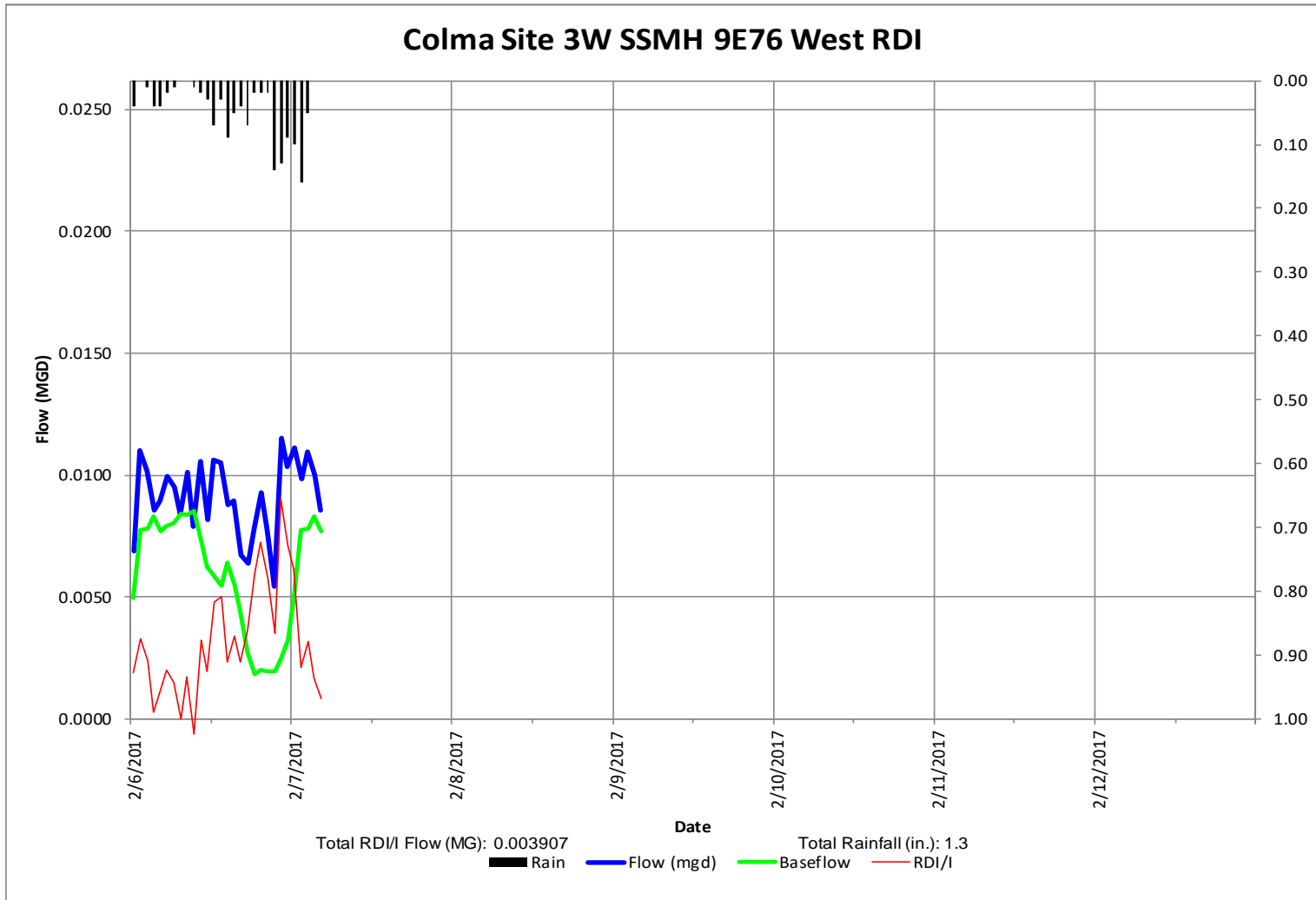
Storm of 2/2/2017



Storm of 2/4/2017

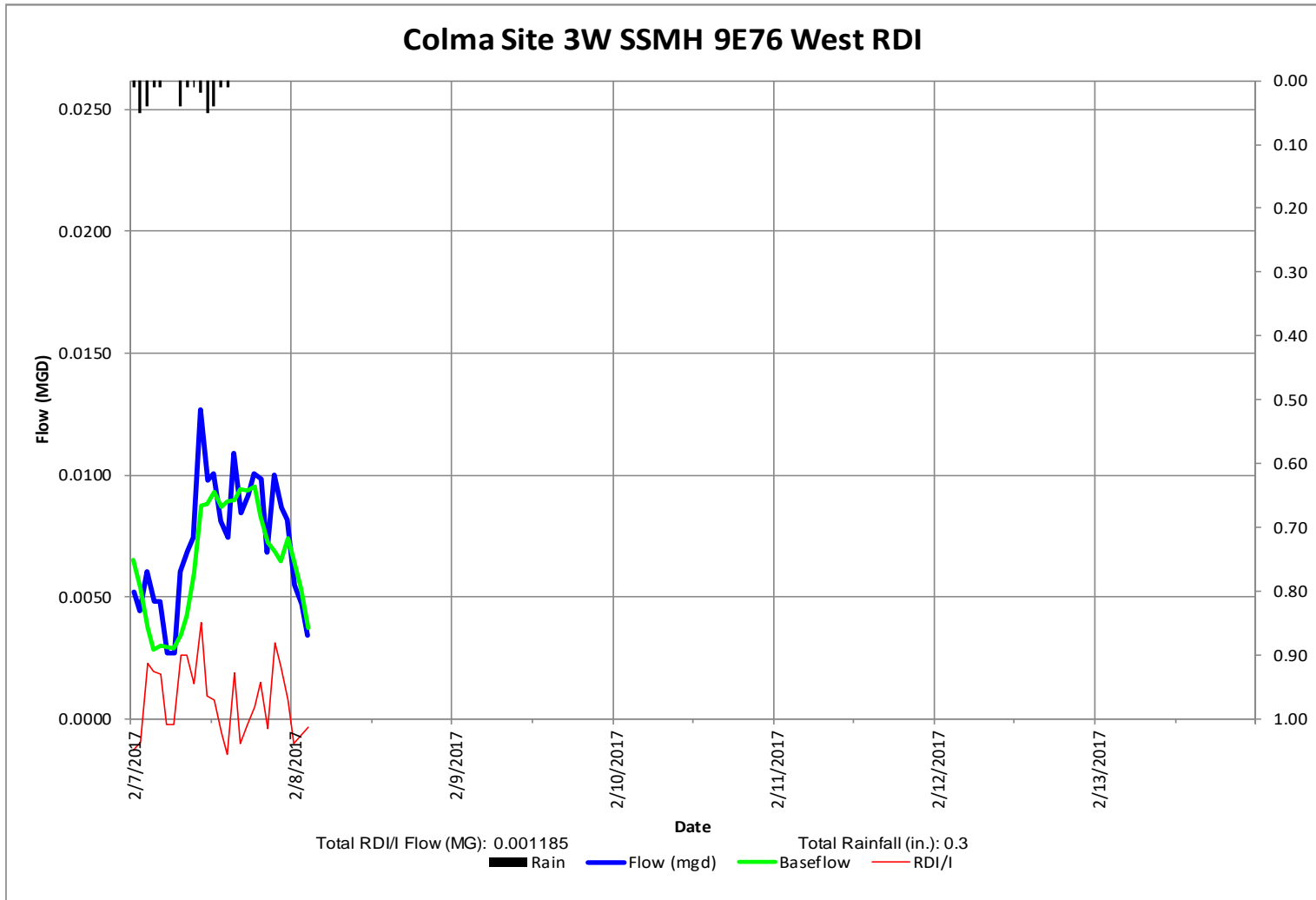


Storm of 2/5/2017

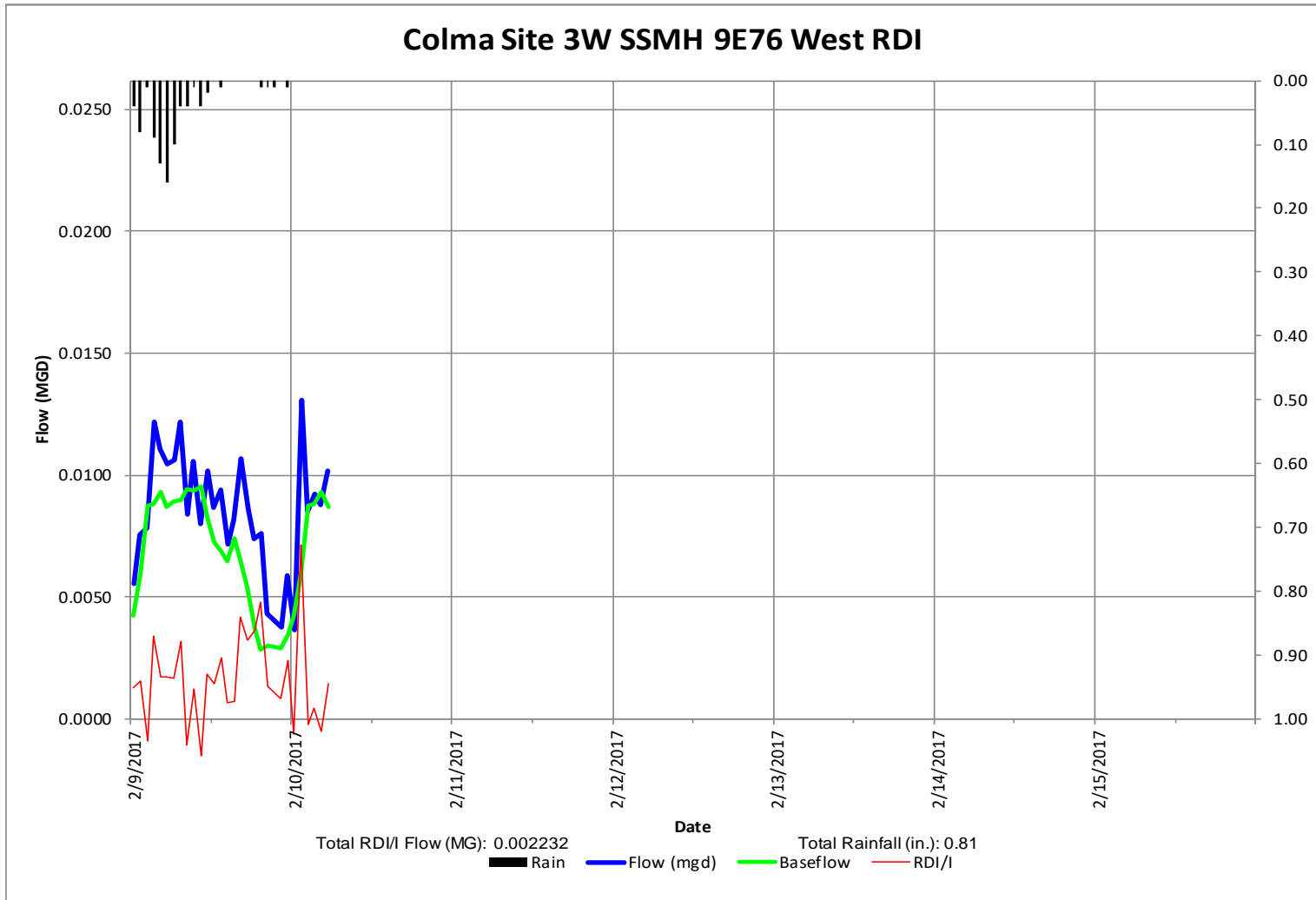


Storm of 2/6/2017

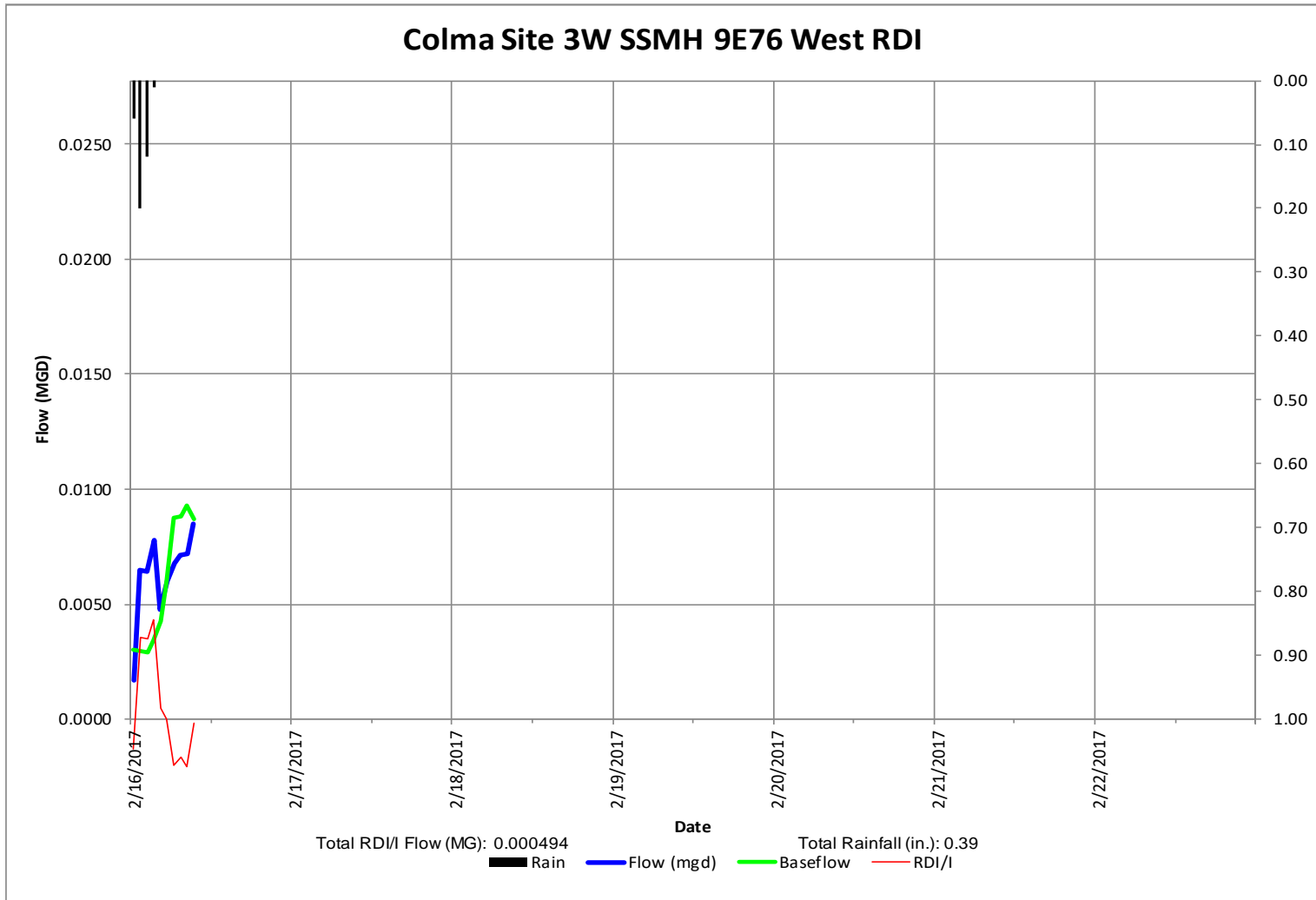




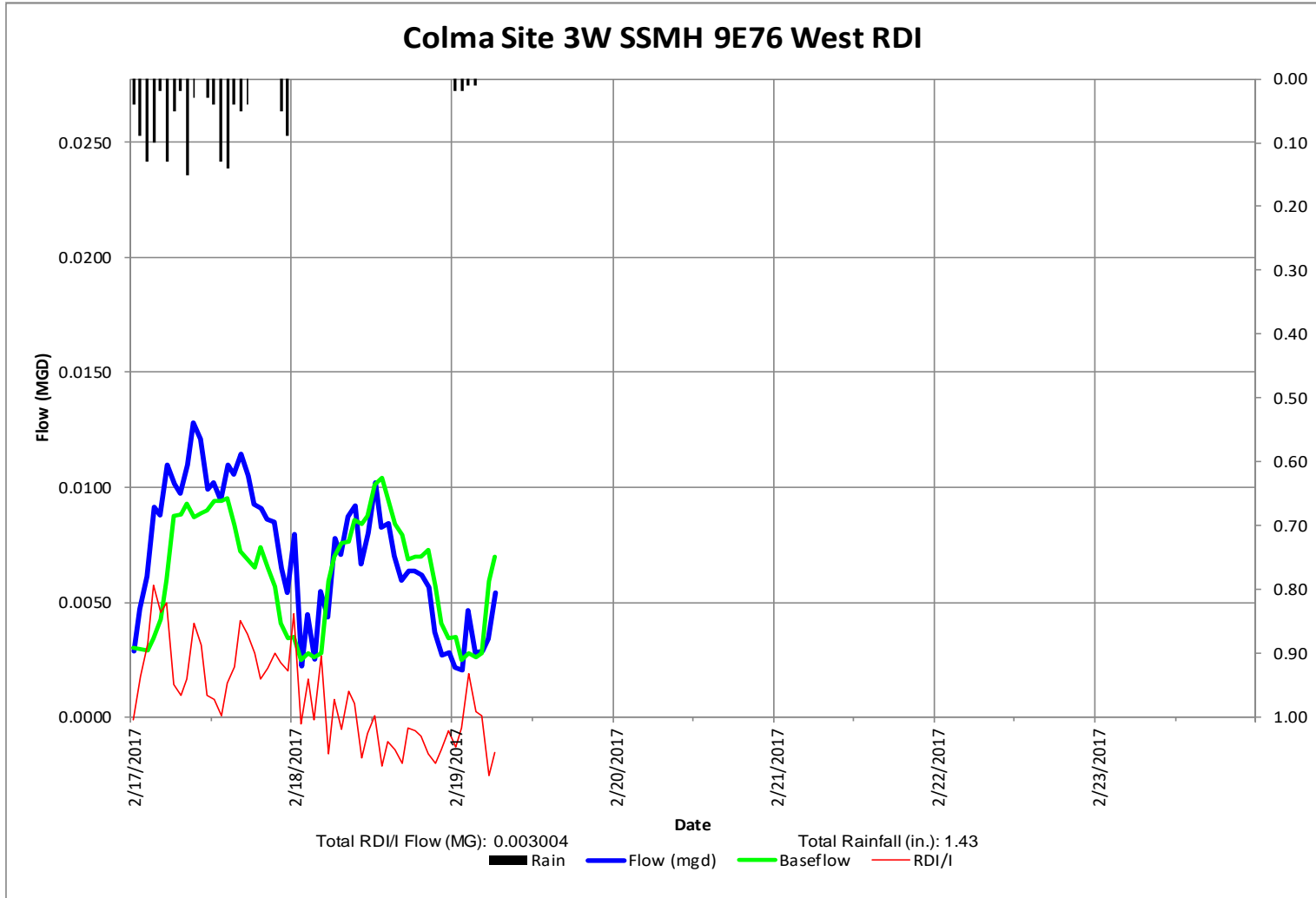
Storm of 2/7/2017



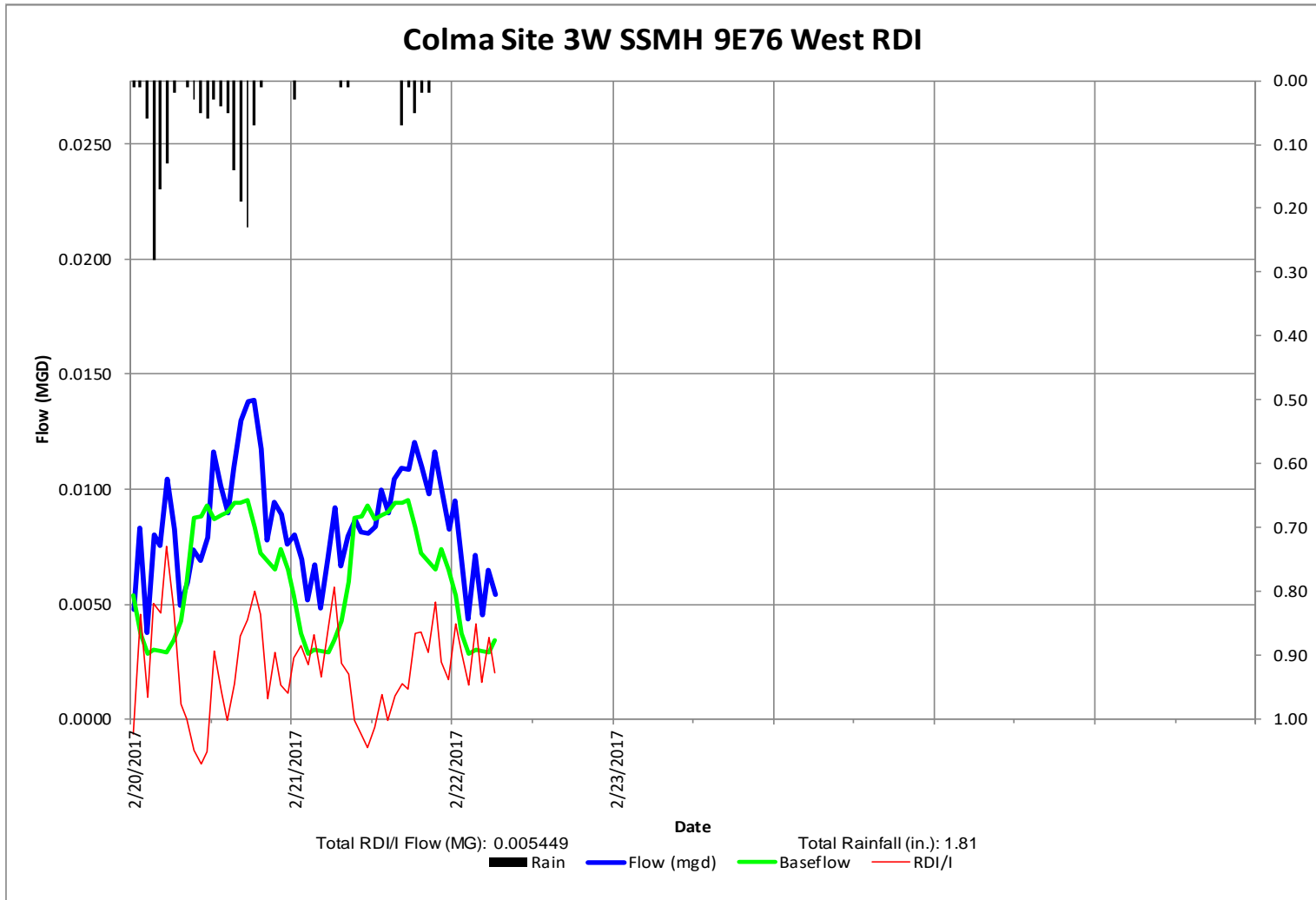
Storm of 2/9/2017



Storm of 2/16/2017



Storm of 2/17/2017



Storm of 2/20/2017

# Site Information Report

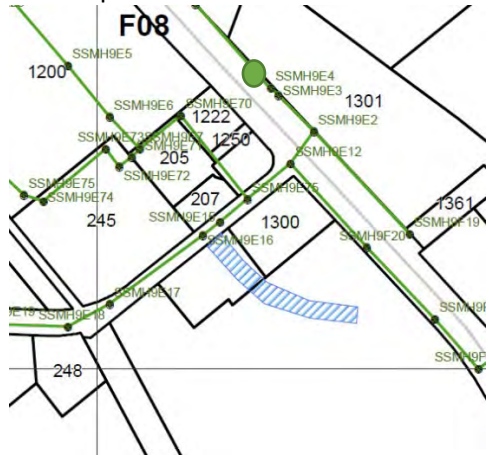
# Flow Monitor Site: 4

Manhole Number SSMH 9E4  
Location: El Camino North of Collins MH Depth ~8'  
Diameter: 8"  
Safety: Ok  
Traffic: Medium  
Gas: Ok  
Rungs: No  
Meter Type: Hach FL900  
Depth: Pressure 1"  
Velocity: Doppler 2 ft./sec  
Sensor type Flo Dar

Ariel View:

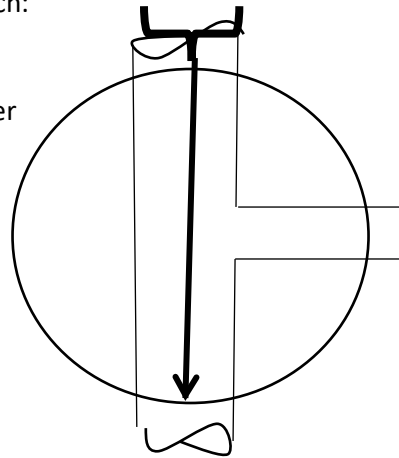


City Sewer Map:



Flow Sketch:

Flow Meter



8"-inch Pipes

Surface View:



Invert View:





Outlet Pipe: P0



Inlet Pipe: P1



Inlet Pipe: P2

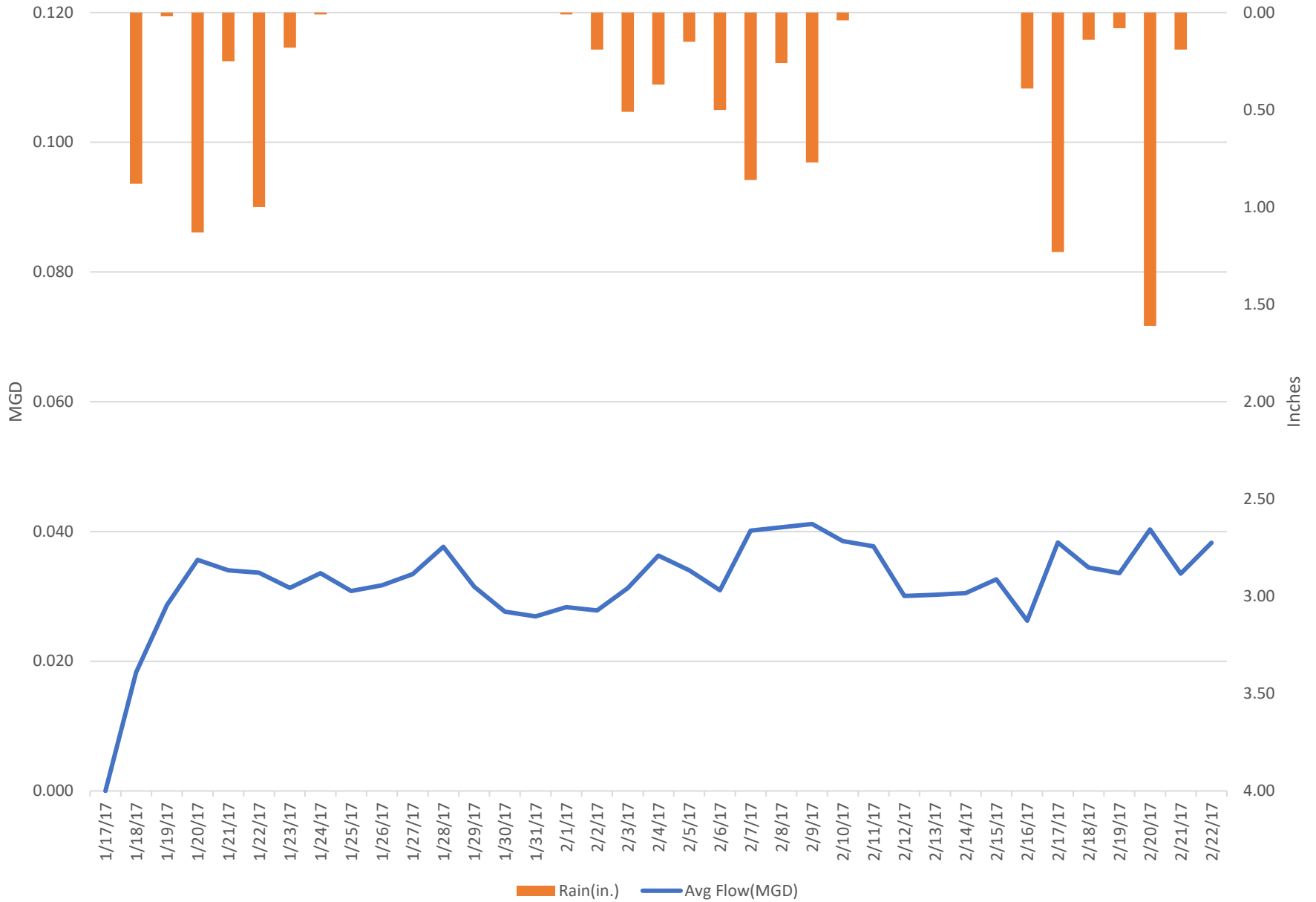


## Colma Site 4 SSMH 9E4 8" Dia Sanitary Flow

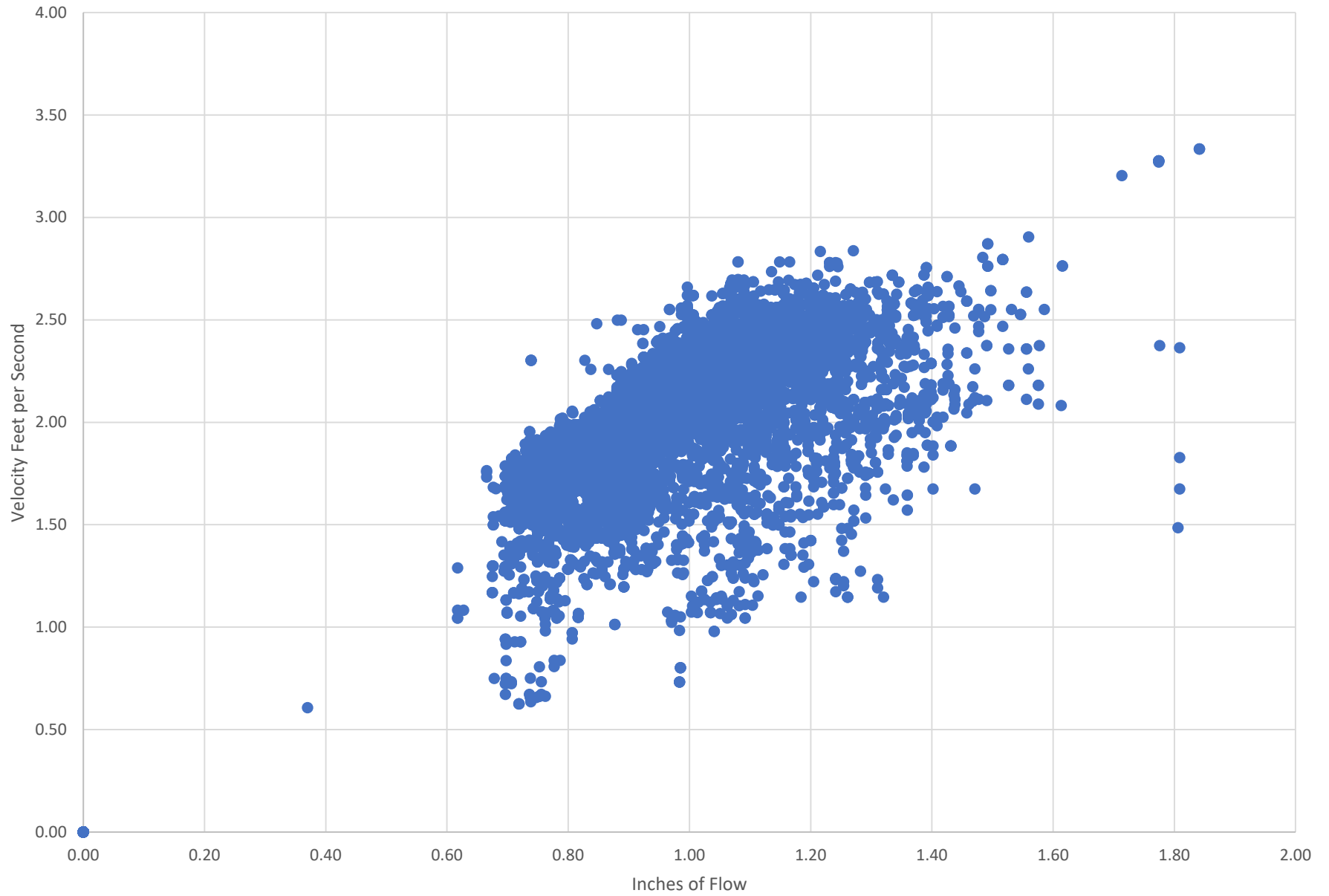
## Daily Summary

Day	Date	Avg Flow(MGD)	Min Flow(MGD)	Max Flow(MGD)	Max Depth(in.)	Rain(in.)
Tuesday	1/17/17	0.000	0.000	0.000	0.000	0.00
Wednesday	1/18/17	0.018	0.000	0.090	1.809	0.88
Thursday	1/19/17	0.029	0.014	0.050	1.135	0.02
Friday	1/20/17	0.036	0.019	0.061	1.216	1.13
Saturday	1/21/17	0.034	0.012	0.056	1.193	0.25
Sunday	1/22/17	0.034	0.017	0.060	1.258	1.00
Monday	1/23/17	0.031	0.010	0.054	1.247	0.18
Tuesday	1/24/17	0.034	0.011	0.062	1.306	0.01
Wednesday	1/25/17	0.031	0.015	0.055	1.208	0.00
Thursday	1/26/17	0.032	0.012	0.056	1.228	0.00
Friday	1/27/17	0.033	0.012	0.058	1.229	0.00
Saturday	1/28/17	0.038	0.015	0.072	1.391	0.00
Sunday	1/29/17	0.031	0.014	0.058	1.286	0.00
Monday	1/30/17	0.028	0.007	0.048	1.195	0.00
Tuesday	1/31/17	0.027	0.012	0.042	1.031	0.00
Wednesday	2/1/17	0.028	0.008	0.043	1.054	0.01
Thursday	2/2/17	0.028	0.016	0.047	1.077	0.19
Friday	2/3/17	0.031	0.013	0.053	1.155	0.51
Saturday	2/4/17	0.036	0.017	0.056	1.204	0.37
Sunday	2/5/17	0.034	0.011	0.053	1.231	0.15
Monday	2/6/17	0.031	0.006	0.051	1.392	0.50
Tuesday	2/7/17	0.040	0.016	0.064	1.427	0.86
Wednesday	2/8/17	0.041	0.016	0.088	1.776	0.26
Thursday	2/9/17	0.041	0.012	0.081	1.586	0.77
Friday	2/10/17	0.039	0.016	0.081	1.532	0.04
Saturday	2/11/17	0.038	0.013	0.131	1.841	0.00
Sunday	2/12/17	0.030	0.016	0.049	1.171	0.00
Monday	2/13/17	0.030	0.007	0.062	1.425	0.00
Tuesday	2/14/17	0.031	0.012	0.048	1.133	0.00
Wednesday	2/15/17	0.033	0.015	0.053	1.161	0.00
Thursday	2/16/17	0.026	0.006	0.052	1.203	0.39
Friday	2/17/17	0.038	0.021	0.065	1.290	1.23
Saturday	2/18/17	0.034	0.019	0.058	1.267	0.14
Sunday	2/19/17	0.034	0.021	0.083	1.492	0.08
Monday	2/20/17	0.040	0.017	0.090	1.615	1.61
Tuesday	2/21/17	0.034	0.009	0.067	1.335	0.19
Wednesday	2/22/17	0.038	0.011	0.071	1.387	0.00

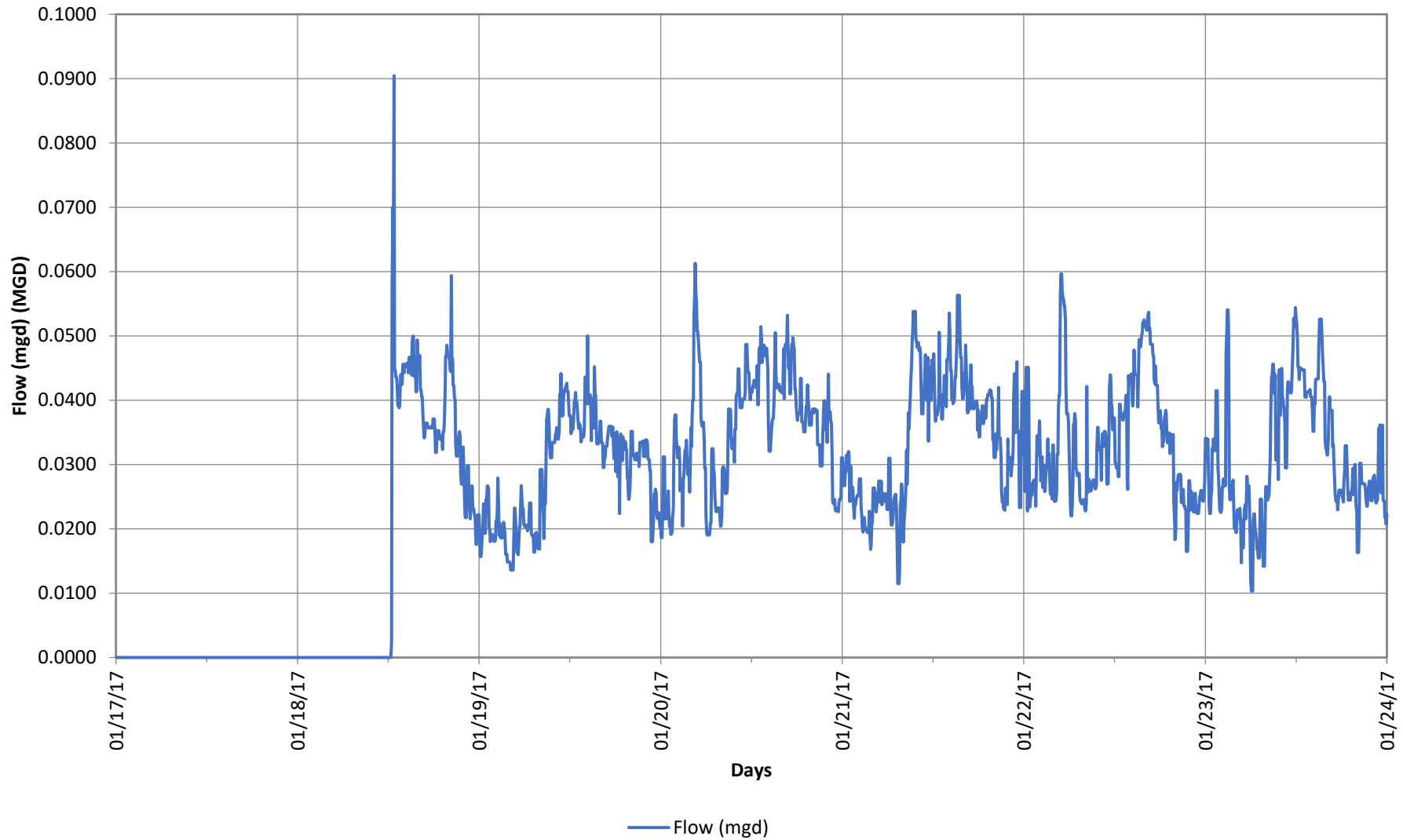
Colma Site 4 SSMH 9E4 8" Dia Daily Sanitary Flow



Colma Site 4 SSMH 9E4 Scatter Plot



## Colma Site 4 SSMH 9E4 8" Dia Sanitary Flow



	1/17/2017 11:55:00 PM(	2017 11:55:00 PM(	2017 11:55:00 PM(	2017 11:55:00 PM(	2017 11:55:00 PM(	2017 11:55:00 PM(	2017 11:55:00 PM(
Maximum	0.000	0.090	0.050	0.061	0.056	0.060	0.054
Average	0.000	0.018	0.029	0.036	0.034	0.034	0.031
Minimum	0.000	0.000	0.014	0.019	0.012	0.017	0.010
Rain (inches)	0.00	0.88	0.02	1.13	0.25	1.00	0.18

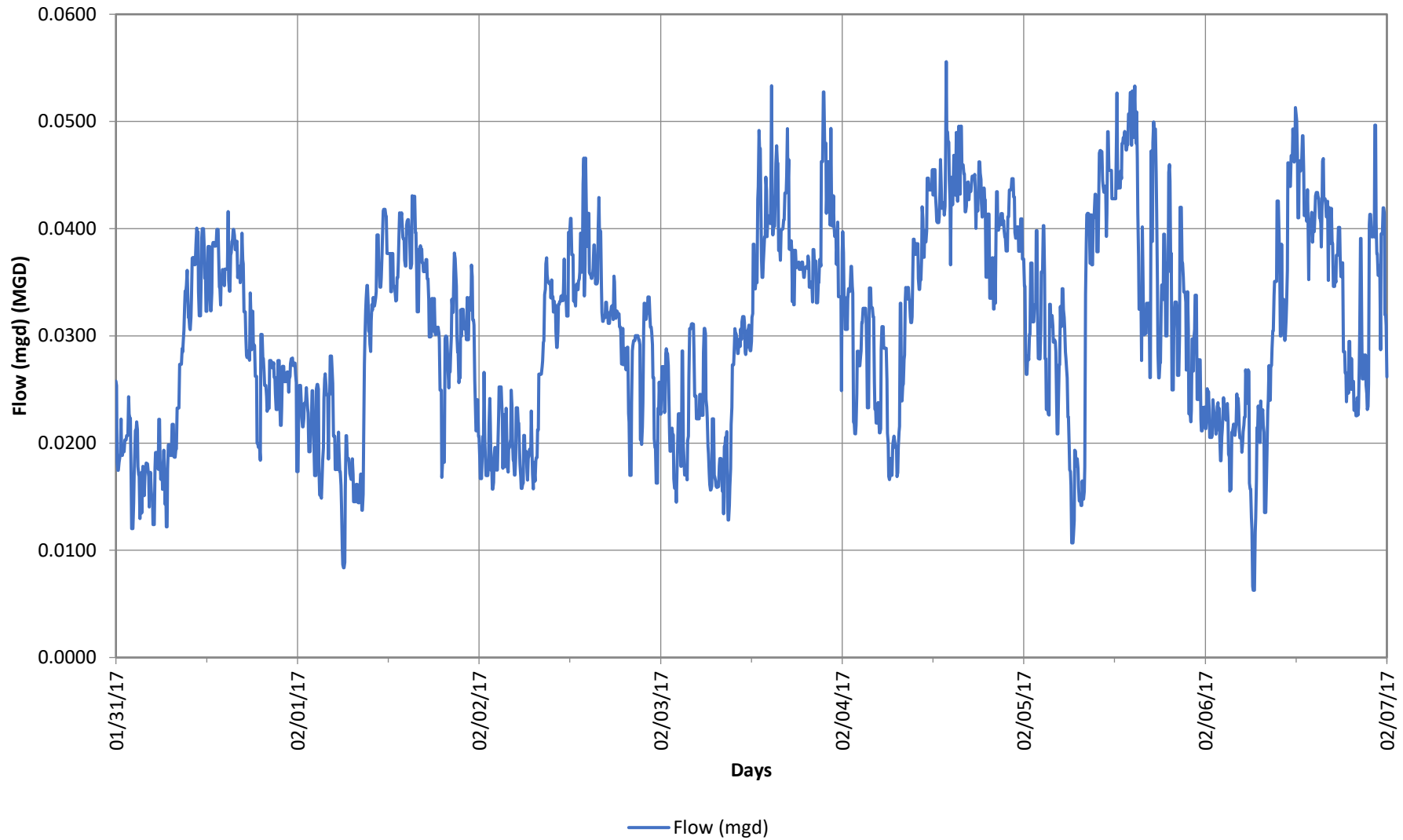
Mon)





Mon)

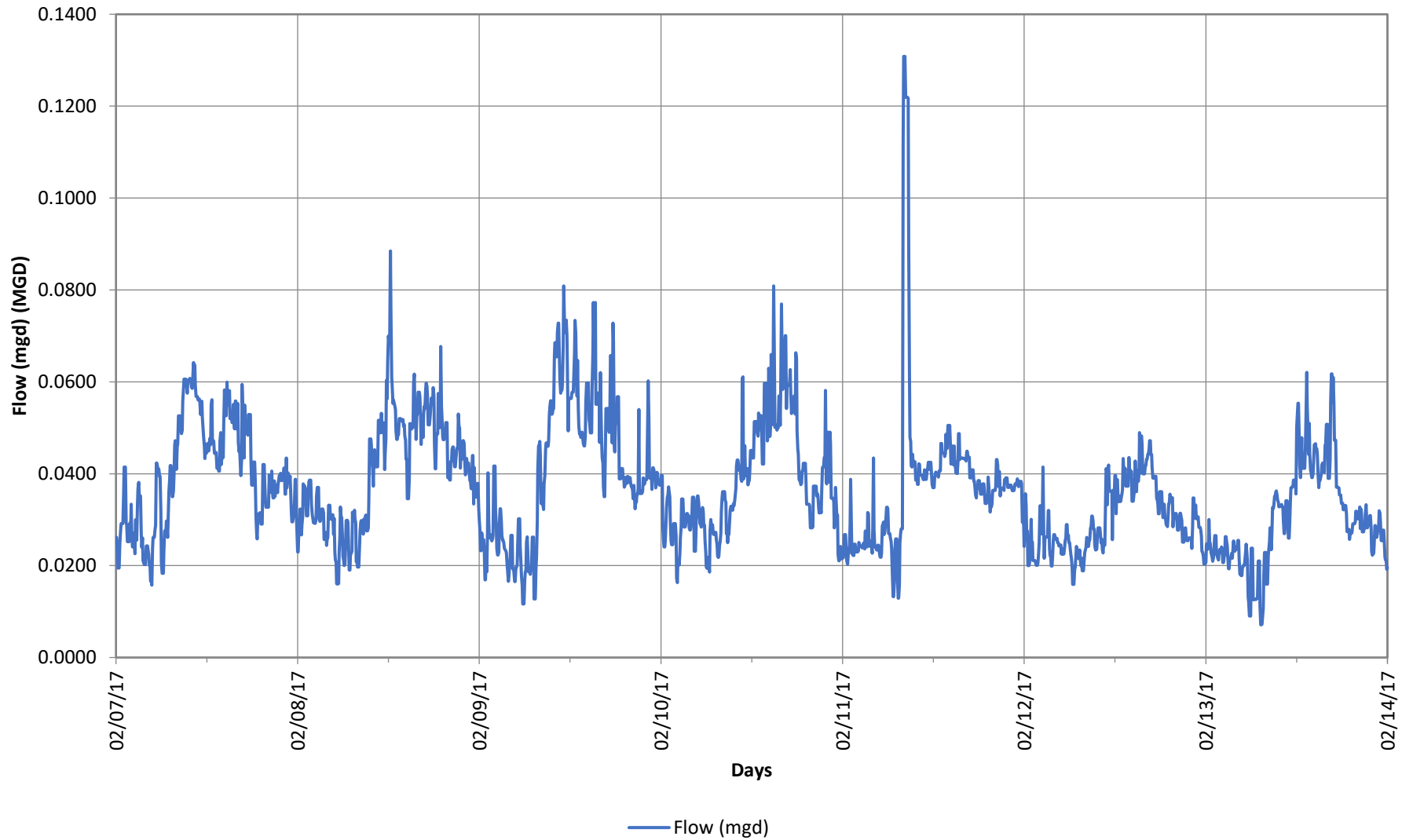
## Colma Site 4 SSMH 9E4 8" Dia Sanitary Flow



	1/31/2017 11:55:00 PM	2/01/2017 11:55:00 PM	2/02/2017 11:55:00 PM	2/03/2017 11:55:00 PM	2/04/2017 11:55:00 PM	2/05/2017 11:55:00 PM	2/06/2017 11:55:00 PM	2/07/2017 11:55:00 PM
Maximum	0.042	0.043	0.047	0.053	0.056	0.053	0.051	
Average	0.027	0.028	0.028	0.031	0.036	0.034	0.031	
Minimum	0.012	0.008	0.016	0.013	0.017	0.011	0.006	
Rain (inches)	0.00	0.01	0.19	0.51	0.37	0.15	0.50	

10n)

## Colma Site 4 SSMH 9E4 8" Dia Sanitary Flow

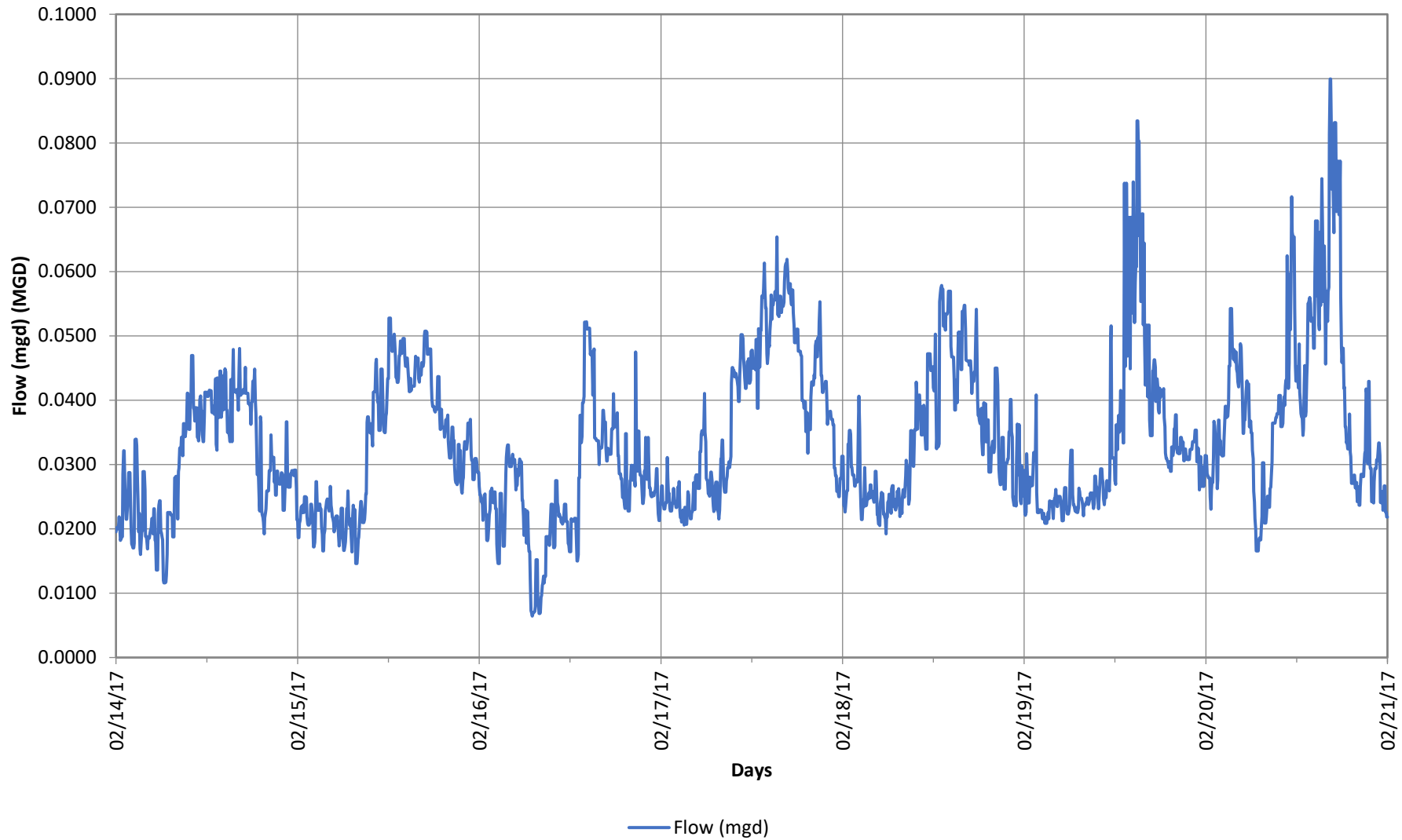


	2/7/2017 11:55:00 PM(1)	2/8/2017 11:55:00 PM(V)	2/9/2017 11:55:00 PM(I)	2/10/2017 11:55:00 PM(I)	2/11/2017 11:55:00 PM(I)	2/12/2017 11:55:00 PM(I)	2/13/2017 11:55:00 PM(I)	2/14/2017 11:55:00 PM(I)
Maximum	0.064	0.088	0.081	0.081	0.131	0.049	0.062	
Average	0.040	0.041	0.041	0.039	0.038	0.030	0.030	
Minimum	0.016	0.016	0.012	0.016	0.013	0.016	0.007	
Rain (inches)	0.86	0.26	0.77	0.04	0.00	0.00	0.00	

Mon)



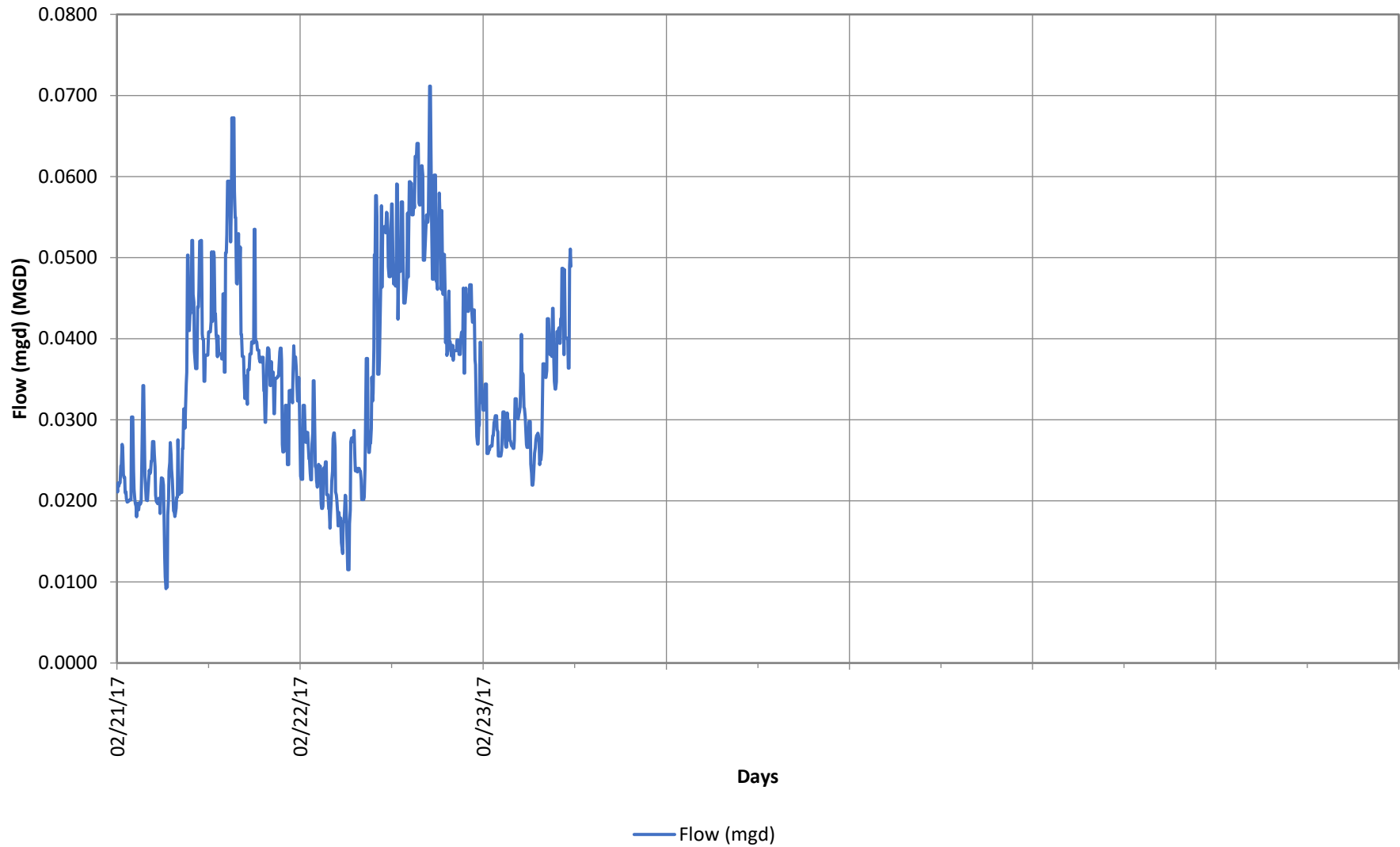
## Colma Site 4 SSMH 9E4 8" Dia Sanitary Flow



	2/14/2017 11:55:00 PM	2/15/2017 11:55:00 PM	2/16/2017 11:55:00 PM	2/17/2017 11:55:00 PM	2/18/2017 11:55:00 PM	2/19/2017 11:55:00 PM	2/20/2017 11:55:00 PM	2/21/2017 11:55:00 PM
Maximum	0.048	0.053	0.052	0.065	0.058	0.083	0.090	
Average	0.031	0.033	0.026	0.038	0.034	0.034	0.040	
Minimum	0.012	0.015	0.006	0.021	0.019	0.021	0.017	
Rain (inches)	0.00	0.00	0.39	1.23	0.14	0.08	1.61	

Mon)

## Colma Site 4 SSMH 9E4 8" Dia Sanitary Flow



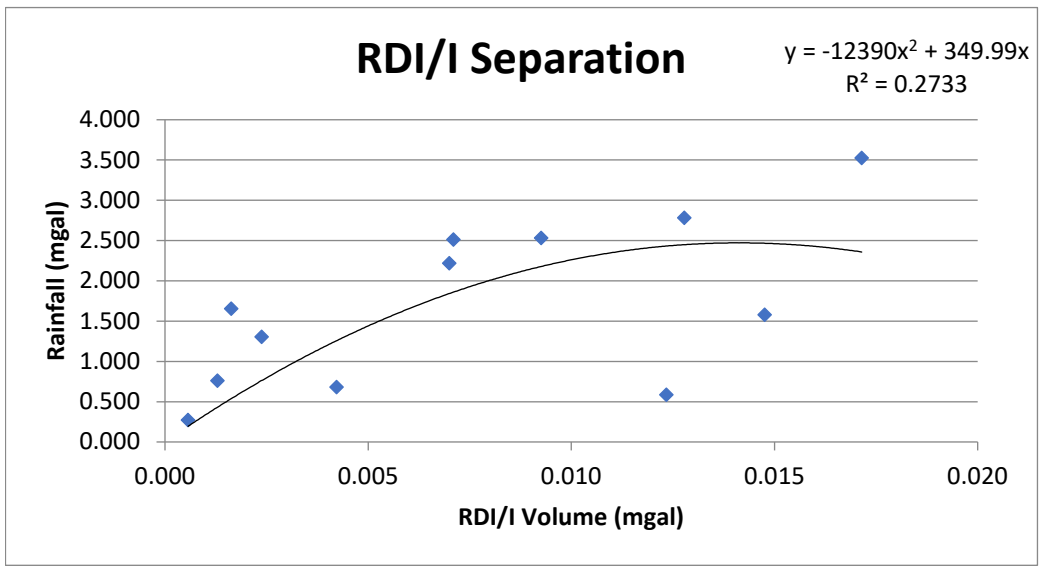
	2/21/2017 11:55:00 PM	2/22/2017 11:55:00 PM (Wed)				
Maximum	0.067	0.071				
Average	0.034	0.038				
Minimum	0.009	0.011				
Rain (inches)	0.19	0.00				

## Colma Site 4 SSMH 9E4 8" RDI/I

### RDI/I Analysis, Monitor Return Ratio Summary

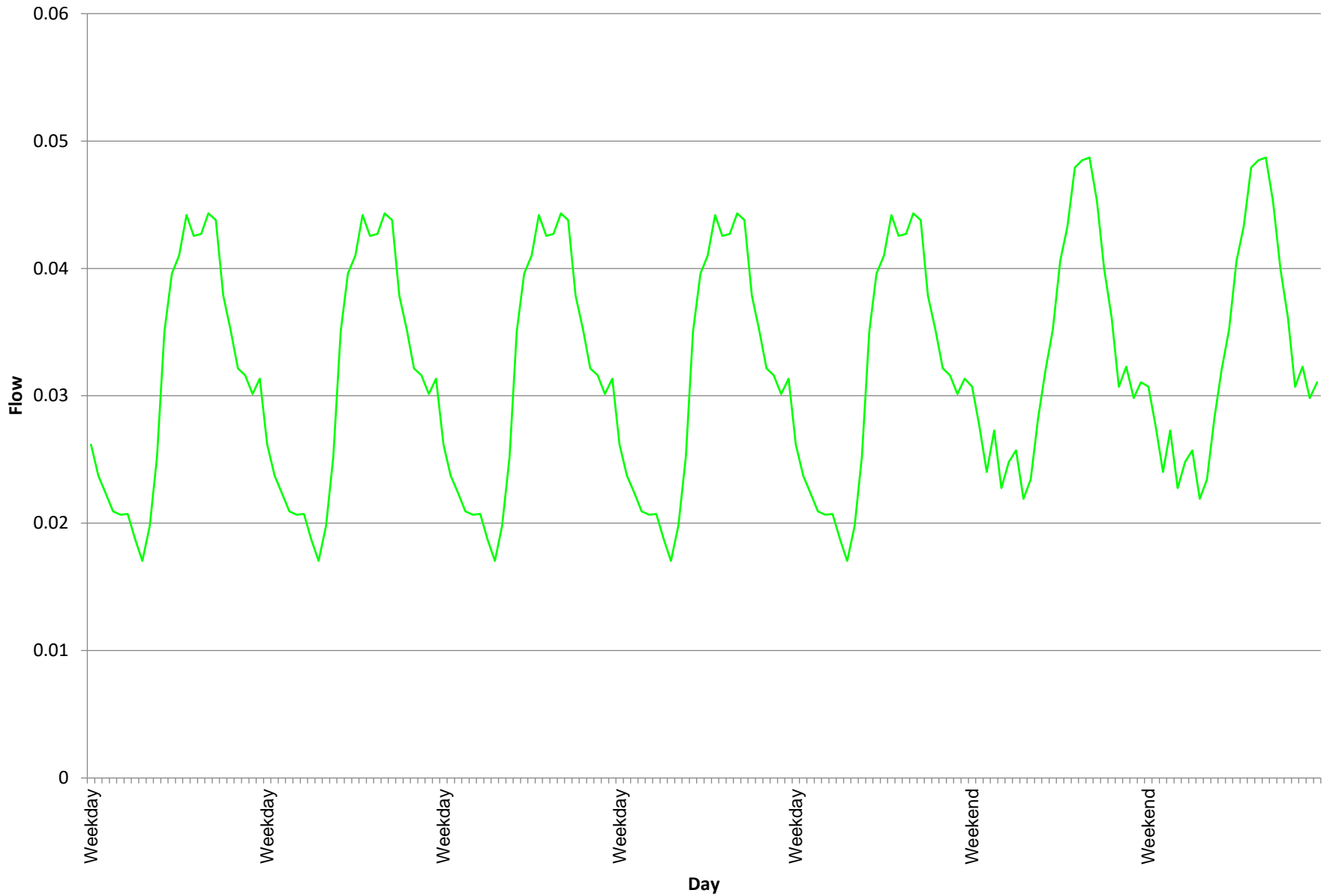
Storm Start (Date)	RDI/I Volume (mgal)	Monitor Area (acres)	Rainfall (mgal)	Return Ratio (%)
1/18/2017	0.002	71.7	1.655	0.10%
1/20/2017	0.007	71.7	2.219	0.32%
1/21/2017	0.007	71.7	2.511	0.28%
2/2/2017	0.002	71.7	1.304	0.18%
2/4/2017	0.004	71.7	0.681	0.62%
2/5/2017	0.001	71.7	0.273	0.21%
2/6/2017	0.009	71.7	2.531	0.37%
2/7/2017	0.012	71.7	0.584	2.11%
2/9/2017	0.015	71.7	1.577	0.94%
2/16/2017	0.001	71.7	0.759	0.17%
2/17/2017	0.013	71.7	2.784	0.46%
2/20/2017	0.017	71.7	3.524	0.49%

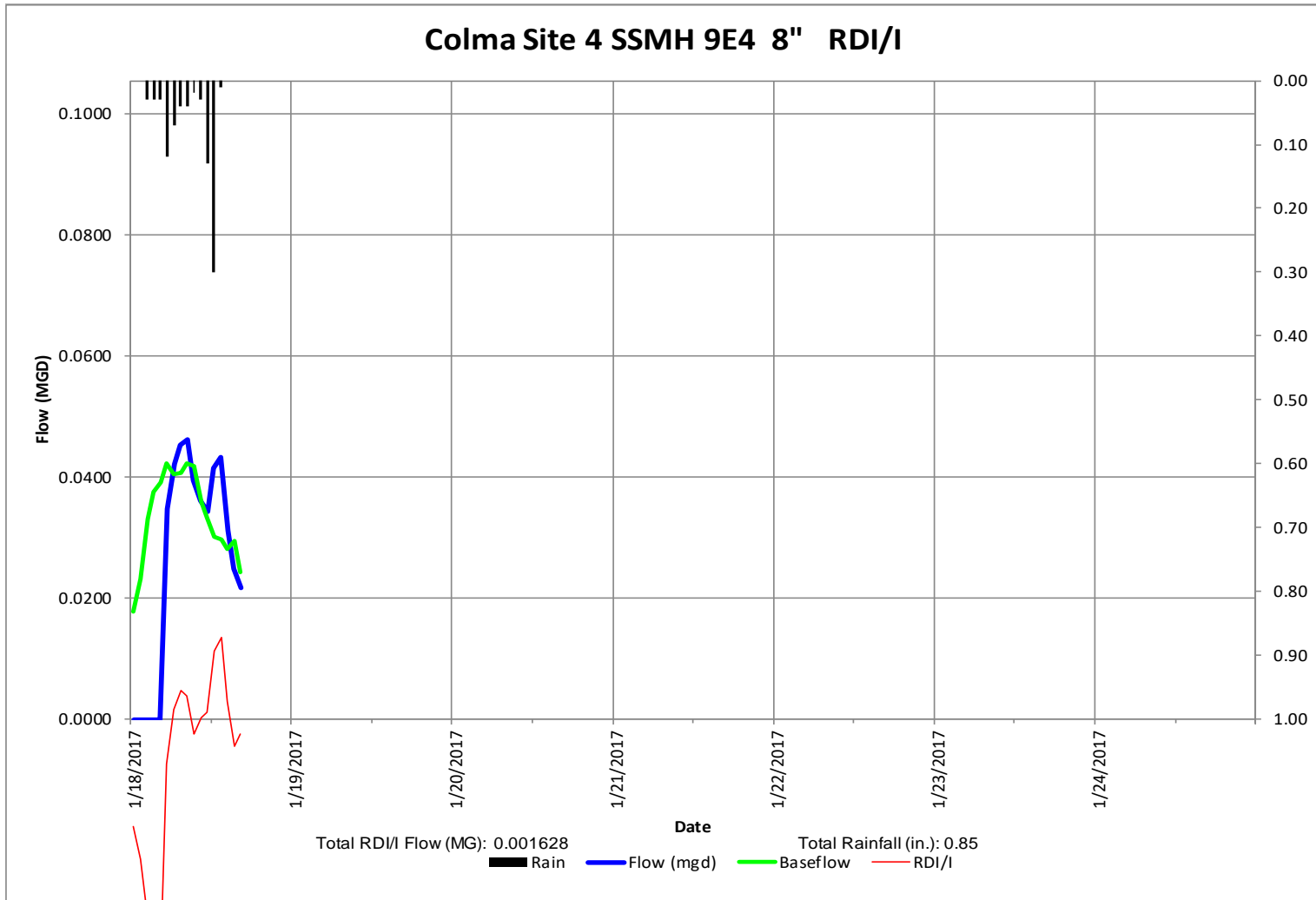
Average R% 0.52%  
 Average Top 3 Storms 1.22%



Baseflows	Weekend	Weekday
Max	0.049	0.044
Avg	0.033	0.031
Min	0.022	0.017

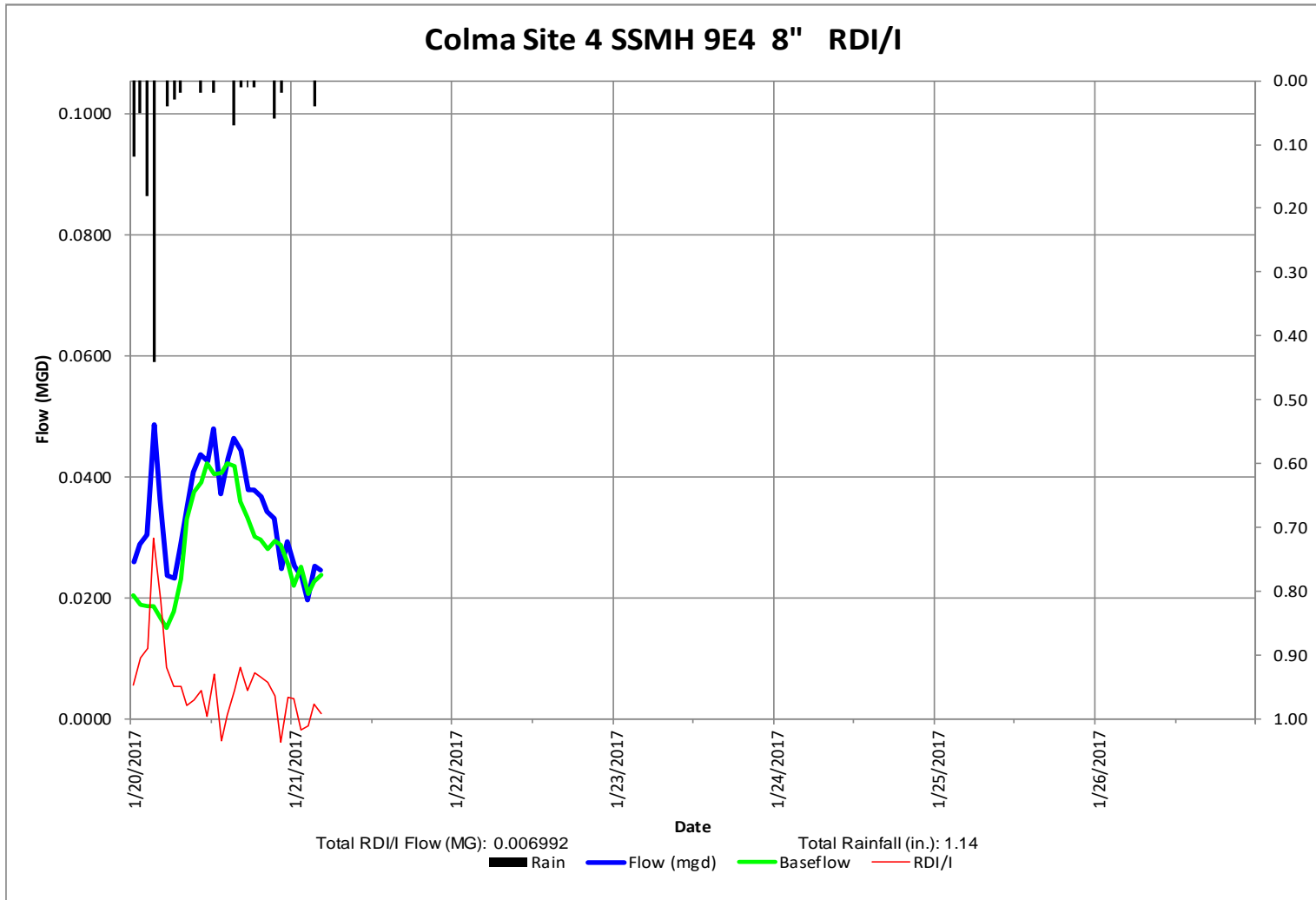
# Baseflow Colma Site 4 SSMH 9E4 8" RDI/I



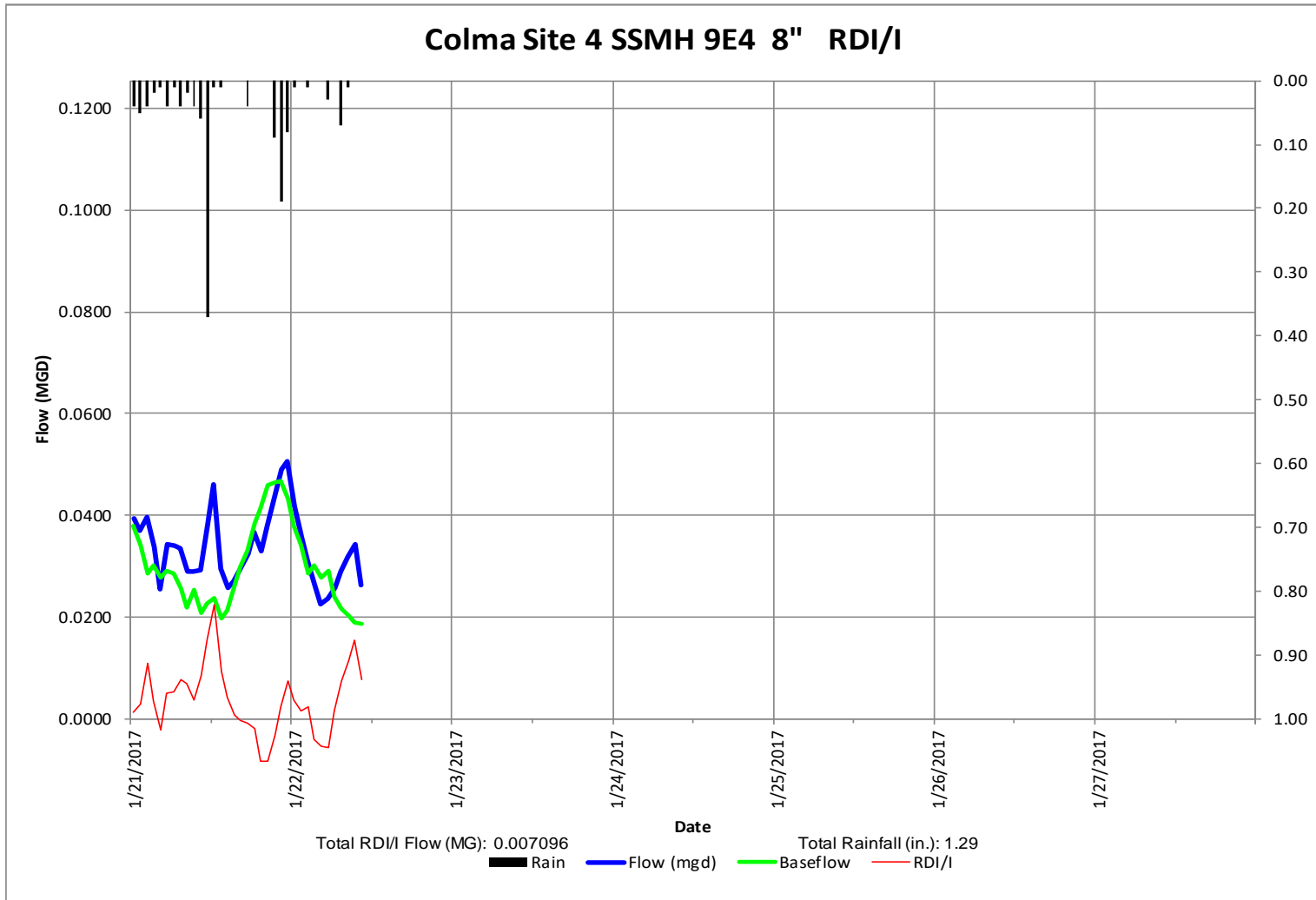


Storm of 1/18/2017

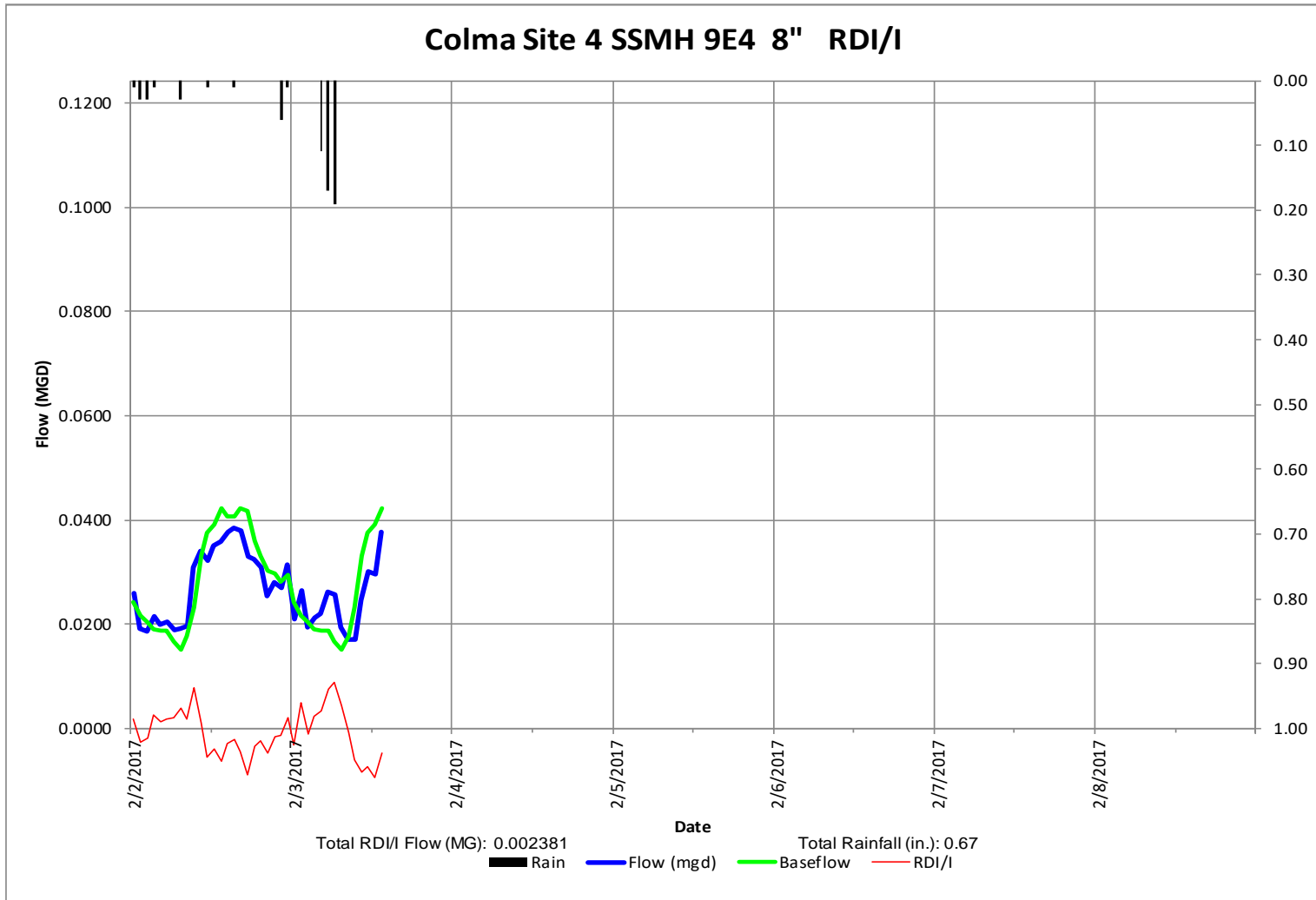




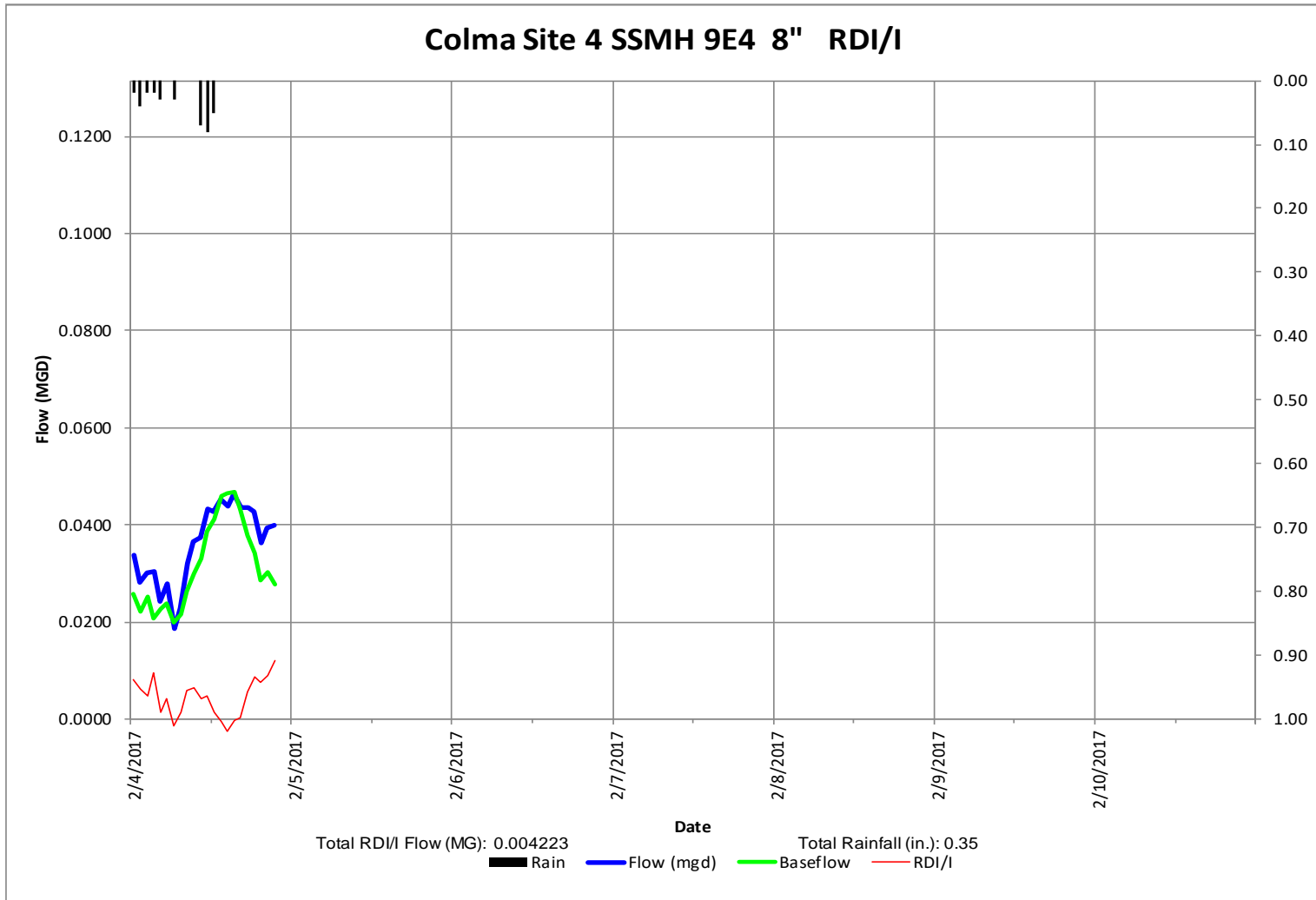
Storm of 1/20/2017



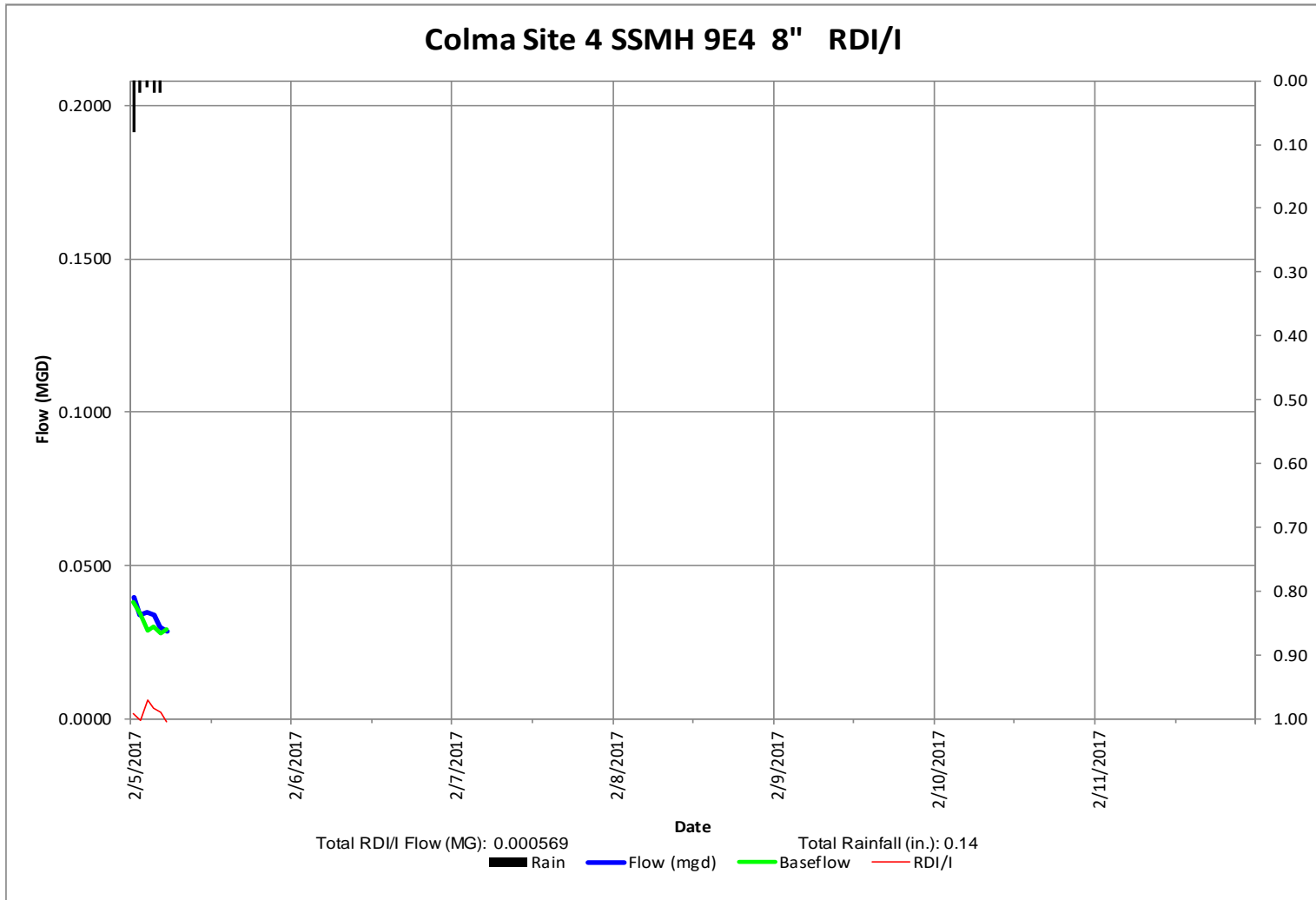
Storm of 1/21/2017



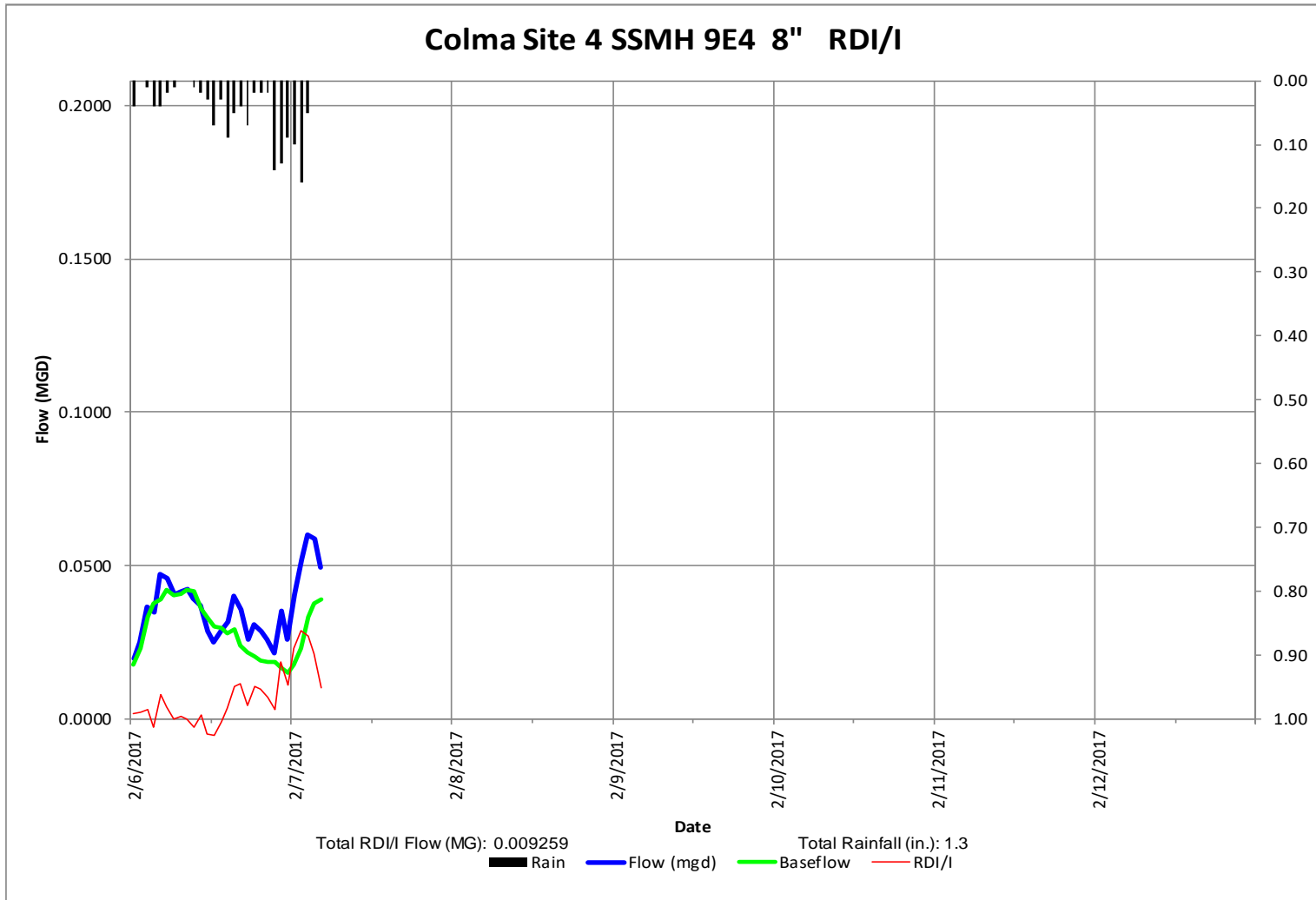
Storm of 2/2/2017



Storm of 2/4/2017

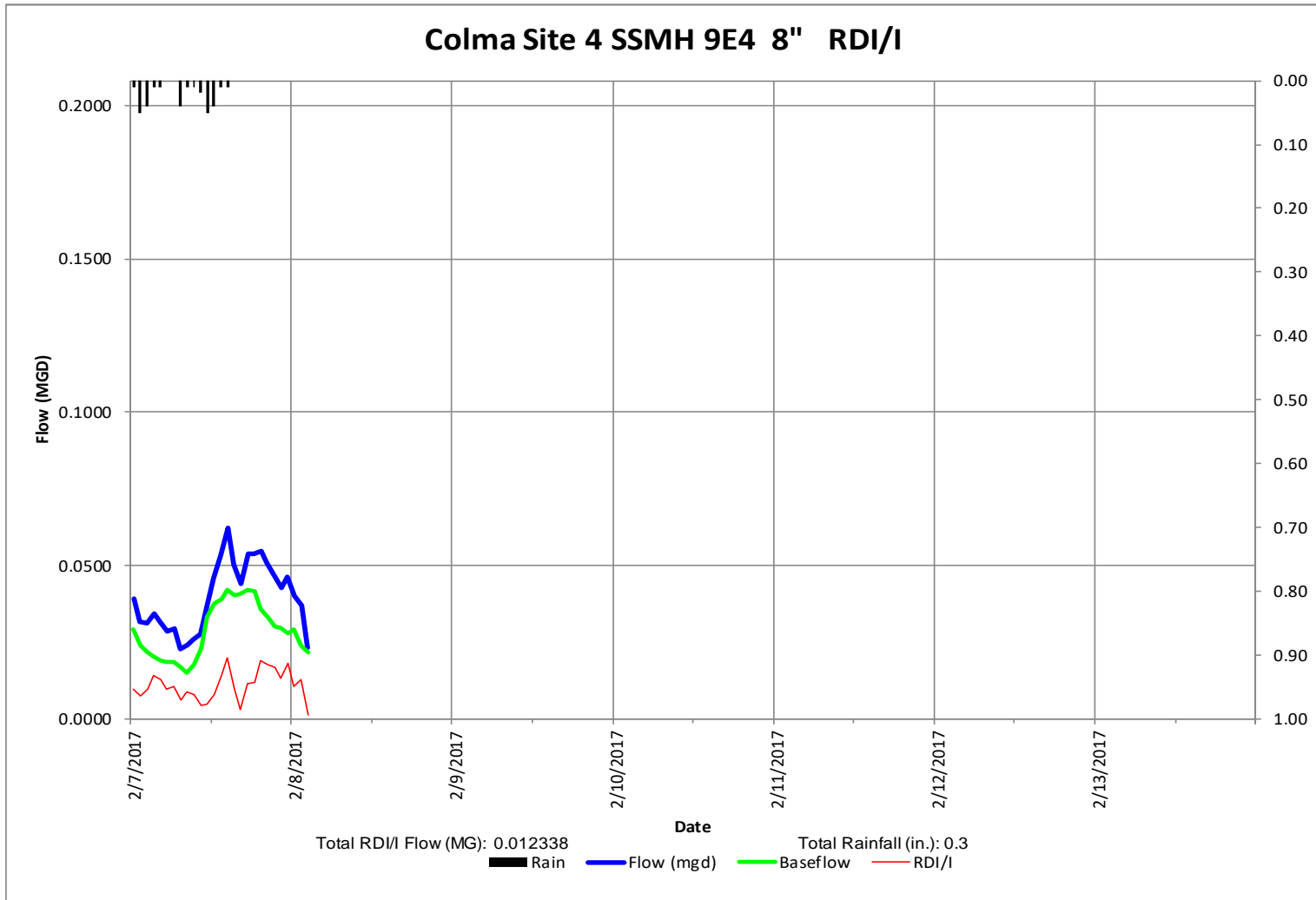


Storm of 2/5/2017

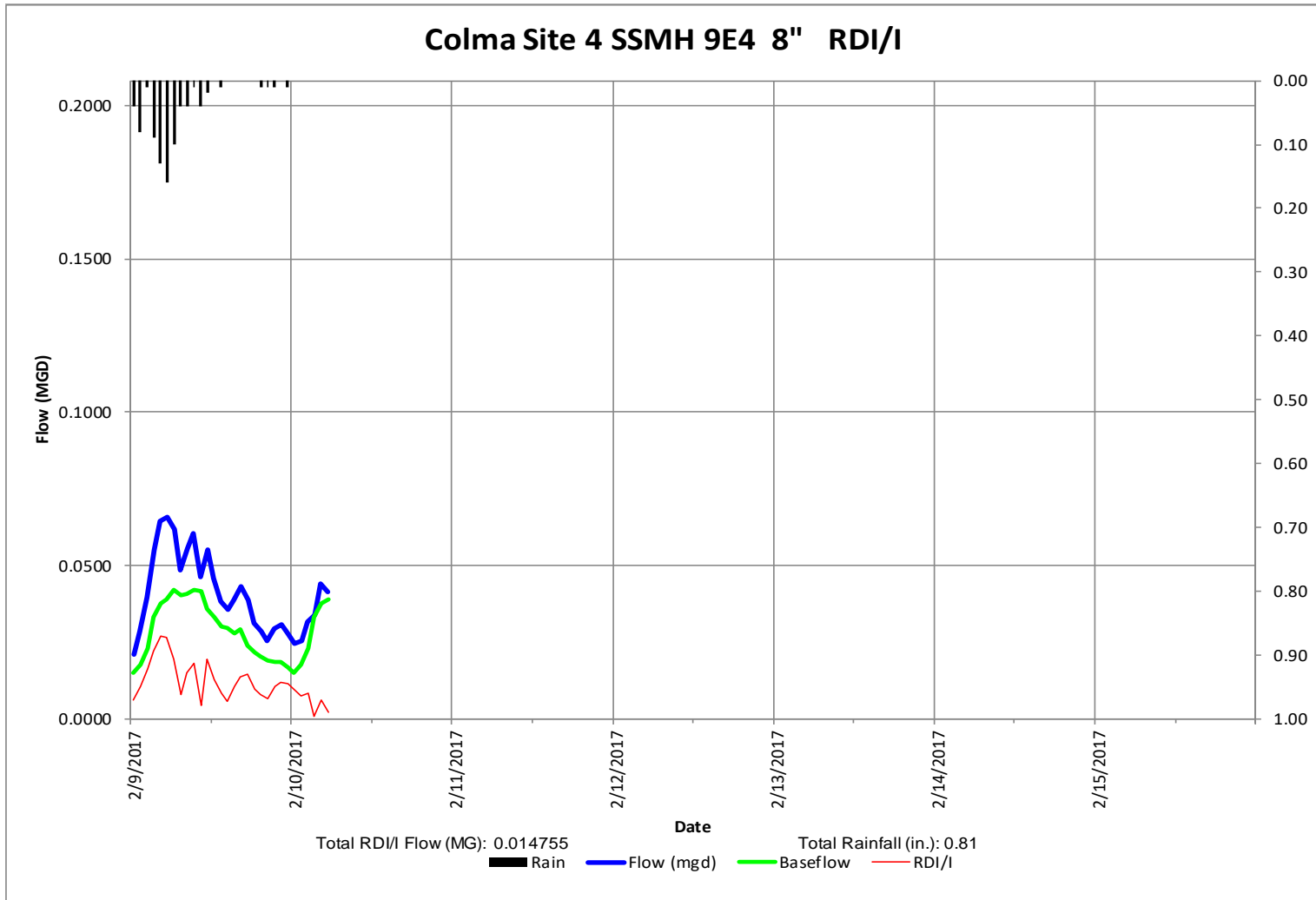


Storm of 2/6/2017

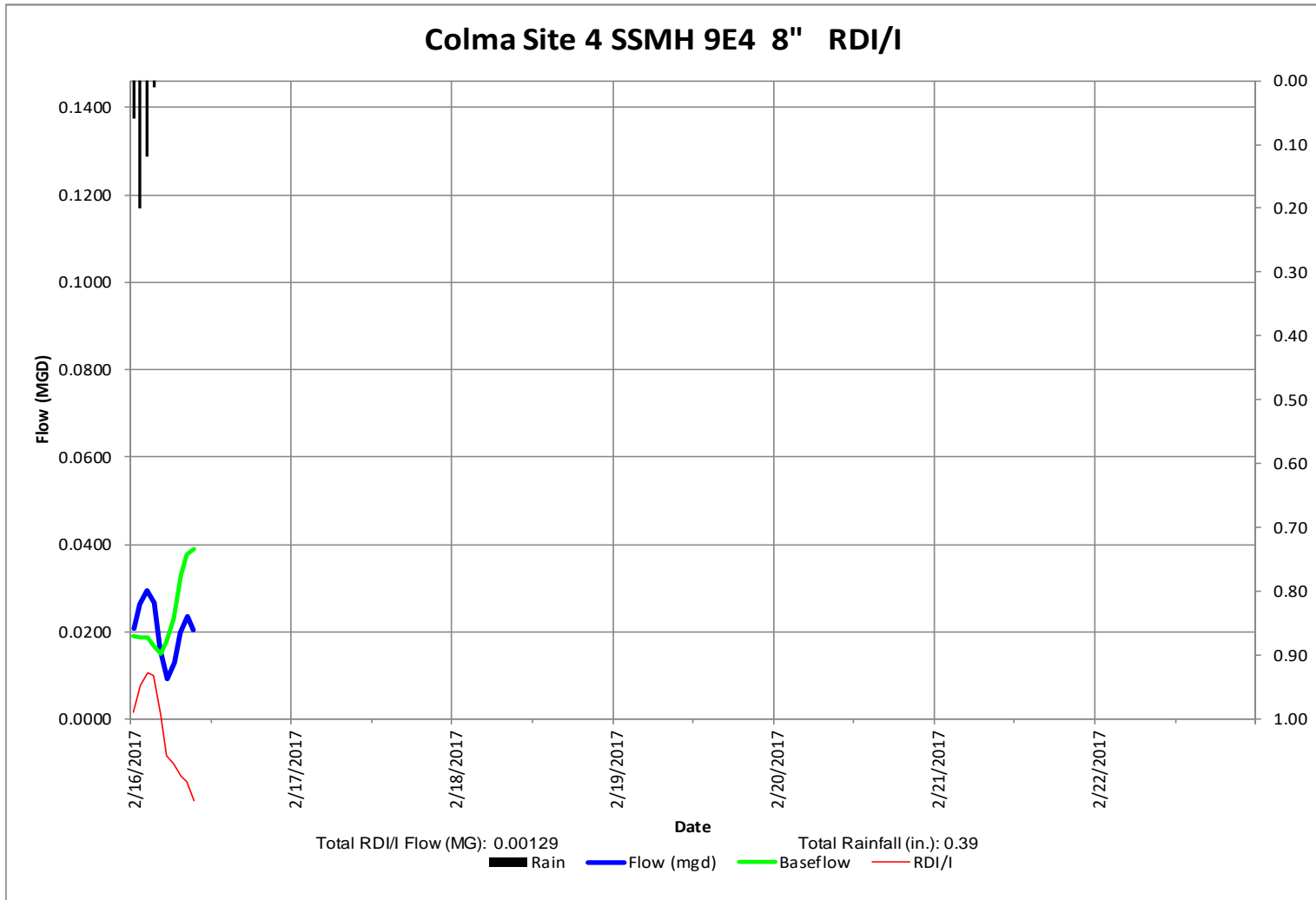




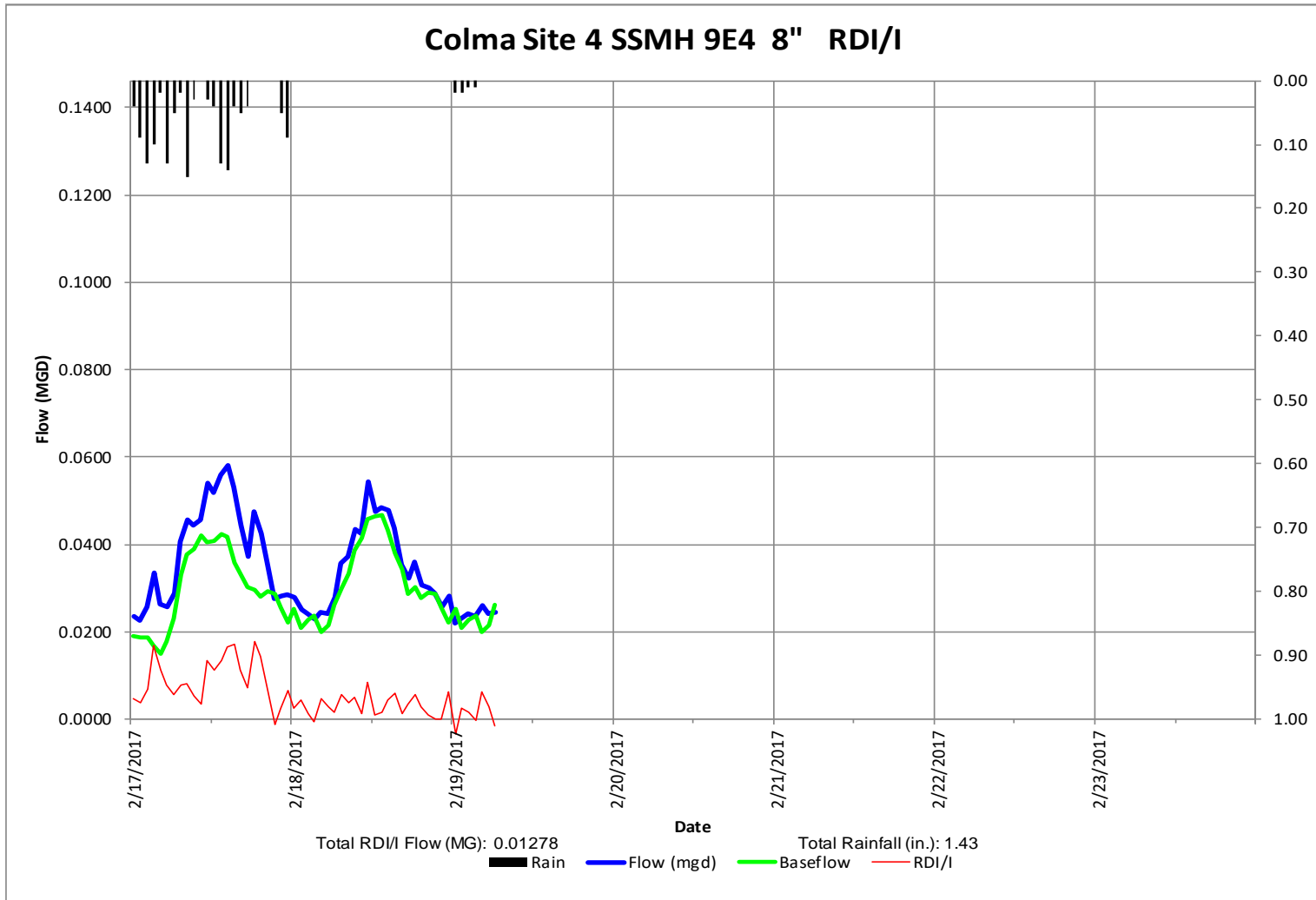
Storm of 2/7/2017



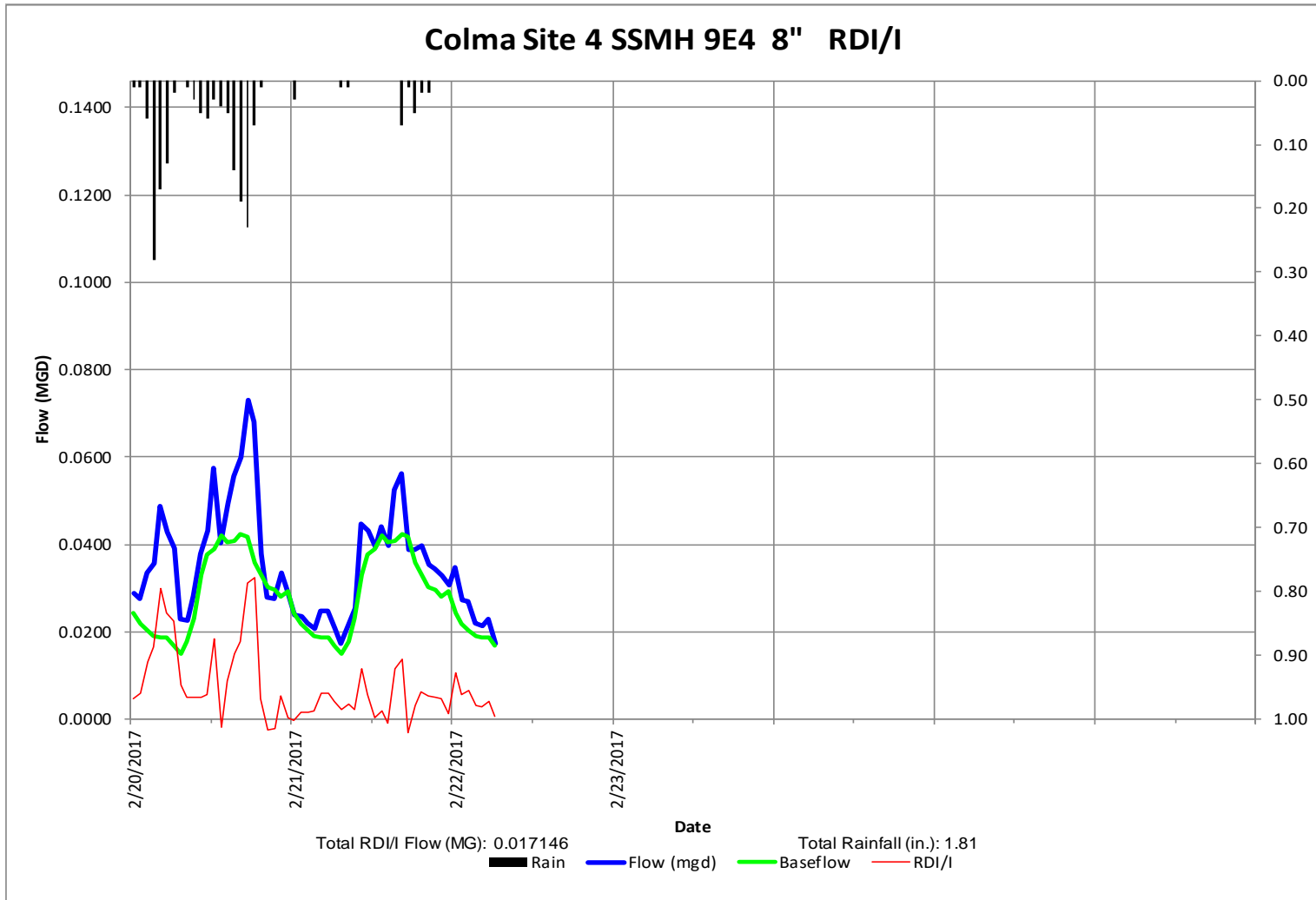
Storm of 2/9/2017



Storm of 2/16/2017



Storm of 2/17/2017



Storm of 2/20/2017

# Site Information Report

Manhole Number SSMH B St.  
Location: El Camino at B St.  
MH Depth ~6.5'  
Diameter: 10" to 12"  
Safety: OK  
Traffic: Medium  
Gas: Ok  
Rungs: No  
Meter Type: Hach FL900  
Depth: Pressure 4"  
Velocity: Doppler 5 ft./sec  
Sensor Type Submerged

City Sewer Map:

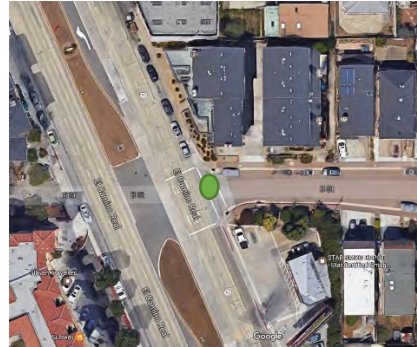


Surface View:

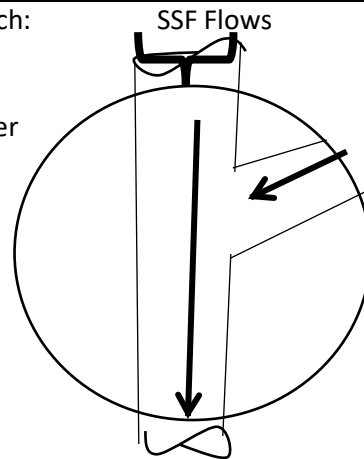


# Flow Monitor Site: 5

Ariel View:



Flow Sketch:



10"-inch Pipes

Invert View:





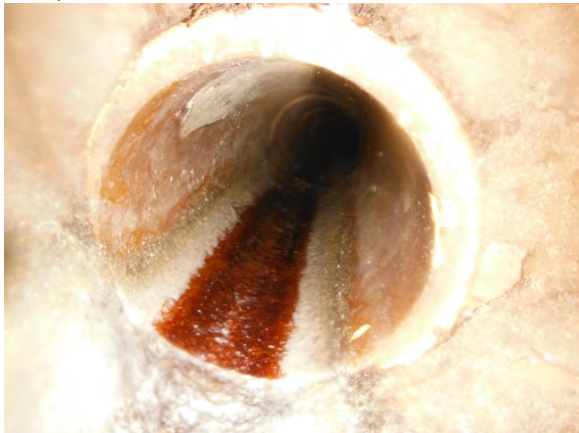
Outlet Pipe:



Inlet Pipe:



Inlet Pipe: P2



Inlet Pipe: P3

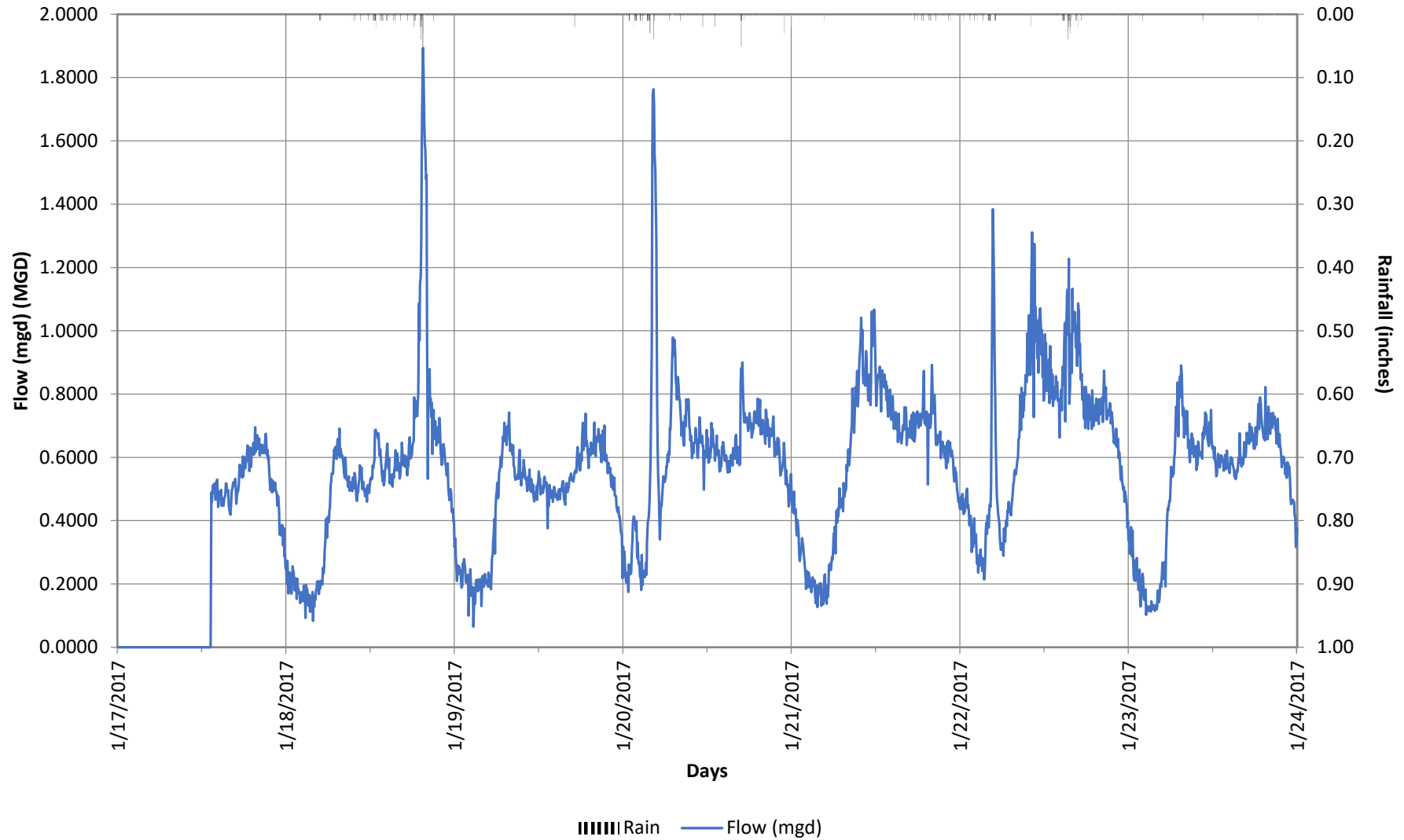


## Colma Site 5 SSMH B St. 10" Sanitary Flow

## Daily Summary

Day	Date	Avg Flow(MGD)	Min Flow(MGD)	Max Flow(MGD)	Max Depth(in.)	Rain(in.)
Tuesday	1/17/17	0.233	0.000	0.695	4.222	0.00
Wednesday	1/18/17	0.531	0.083	1.894	77.665	0.88
Thursday	1/19/17	0.470	0.065	0.742	4.372	0.02
Friday	1/20/17	0.623	0.175	1.763	72.950	1.13
Saturday	1/21/17	0.589	0.127	1.067	5.831	0.25
Sunday	1/22/17	0.687	0.214	1.384	46.791	1.00
Monday	1/23/17	0.530	0.103	0.891	5.000	0.18
Tuesday	1/24/17	0.503	0.122	0.871	5.024	0.01
Wednesday	1/25/17	0.522	0.120	0.950	5.284	0.00
Thursday	1/26/17	0.506	0.140	0.920	5.191	0.00
Friday	1/27/17	0.496	0.124	0.774	4.497	0.00
Saturday	1/28/17	0.512	0.132	0.869	5.034	0.00
Sunday	1/29/17	0.528	0.079	1.021	5.552	0.00
Monday	1/30/17	0.505	0.116	0.815	4.695	0.00
Tuesday	1/31/17	0.509	0.093	0.836	4.799	0.00
Wednesday	2/1/17	0.510	0.121	0.937	5.307	0.01
Thursday	2/2/17	0.510	0.113	0.885	5.082	0.19
Friday	2/3/17	0.532	0.017	1.285	14.686	0.51
Saturday	2/4/17	0.566	0.102	1.230	6.645	0.37
Sunday	2/5/17	0.542	0.120	1.088	6.175	0.15
Monday	2/6/17	0.572	0.019	1.083	5.776	0.50
Tuesday	2/7/17	0.610	0.147	1.323	12.967	0.86
Wednesday	2/8/17	0.553	0.177	0.897	5.054	0.26
Thursday	2/9/17	0.584	0.138	0.969	12.053	0.77
Friday	2/10/17	0.522	0.134	0.943	5.278	0.04
Saturday	2/11/17	0.564	0.141	0.910	5.195	0.00
Sunday	2/12/17	0.587	0.147	1.079	5.952	0.00
Monday	2/13/17	0.521	0.145	0.835	4.878	0.00
Tuesday	2/14/17	0.519	0.128	0.889	5.127	0.00
Wednesday	2/15/17	0.521	0.154	0.998	5.643	0.00
Thursday	2/16/17	0.568	0.127	0.861	5.001	0.39
Friday	2/17/17	0.658	0.139	1.196	15.821	1.23
Saturday	2/18/17	0.672	0.128	1.078	5.913	0.14
Sunday	2/19/17	0.594	0.208	0.935	5.370	0.08
Monday	2/20/17	0.770	0.231	1.396	35.436	1.61
Tuesday	2/21/17	0.612	0.266	0.952	5.536	0.19
Wednesday	2/22/17	0.554	0.239	0.884	5.040	0.00

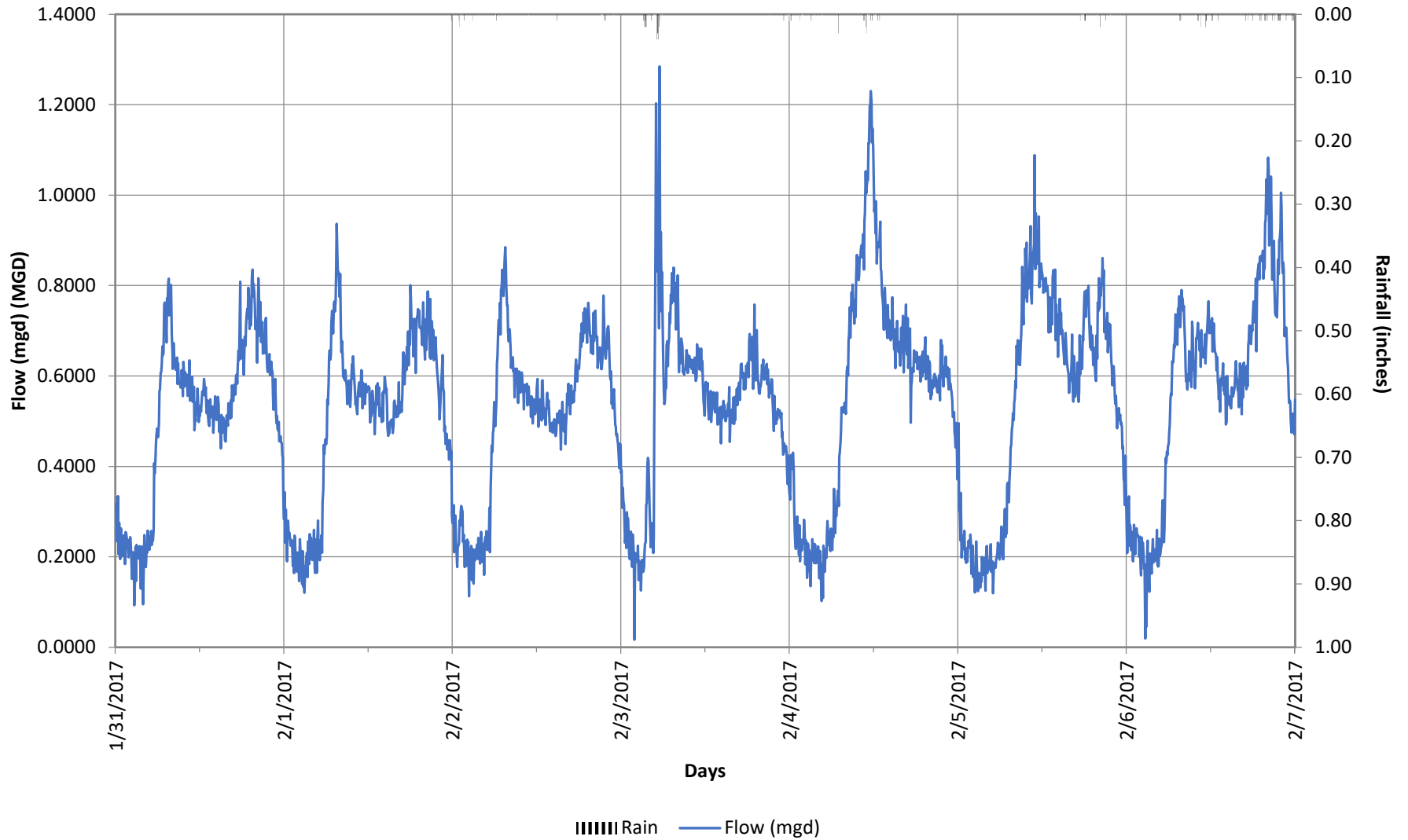
## Colma Site 5 SSMH B St. 10" Sanitary Flow



	1/17/2017(Tue)	1/18/2017(Wed)	1/19/2017(Thu)	1/20/2017(Fri)	1/21/2017(Sat)	1/22/2017(Sun)	1/23/2017(Mon)
Maximum	0.695	1.894	0.742	1.763	1.067	1.384	0.891
Average	0.233	0.531	0.470	0.623	0.589	0.687	0.530
Minimum	0.000	0.083	0.065	0.175	0.127	0.214	0.103
Rain (inches)	0.00	0.88	0.02	1.13	0.25	1.00	0.18

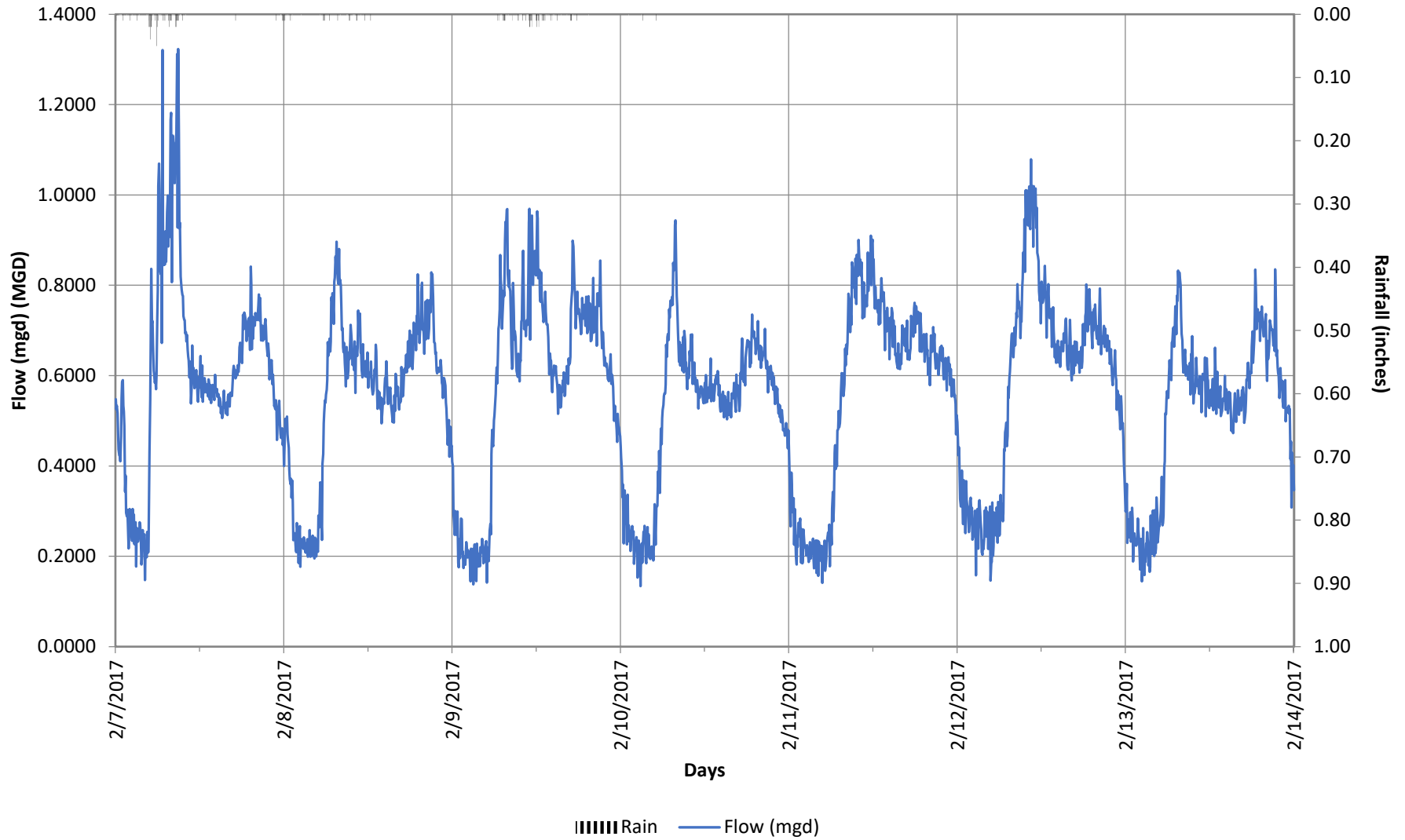


## Colma Site 5 SSMH B St. 10" Sanitary Flow



	1/31/2017(Tue)	2/1/2017(Wed)	2/2/2017(Thu)	2/3/2017(Fri)	2/4/2017(Sat)	2/5/2017(Sun)	2/6/2017(Mon)
Maximum	0.836	0.937	0.885	1.285	1.230	1.088	1.083
Average	0.509	0.510	0.510	0.532	0.566	0.542	0.572
Minimum	0.093	0.121	0.113	0.017	0.102	0.120	0.019
Rain (inches)	0.00	0.01	0.19	0.51	0.37	0.15	0.50

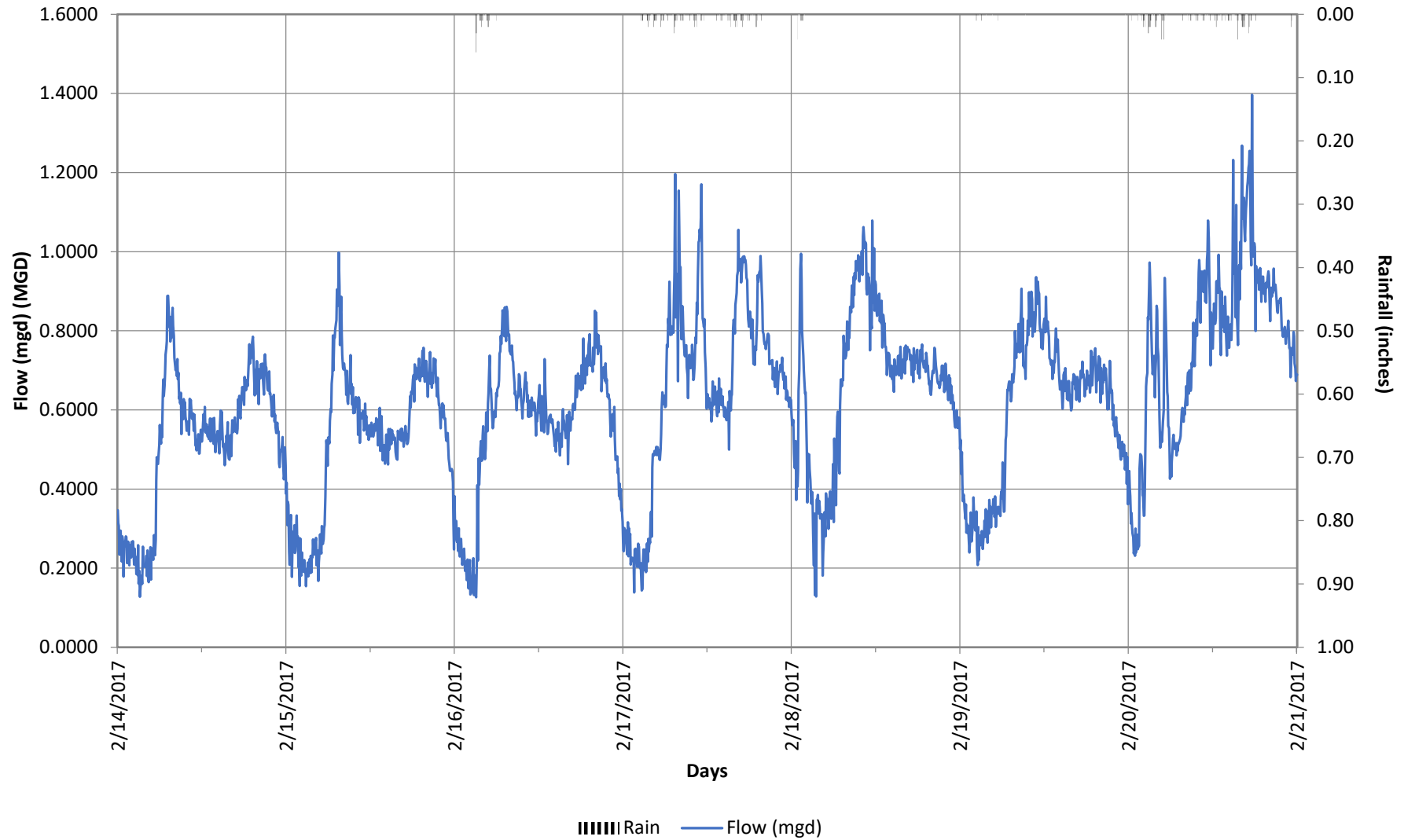
## Colma Site 5 SSMH B St. 10" Sanitary Flow



	2/7/2017(Tue)	2/8/2017(Wed)	2/9/2017(Thu)	2/10/2017(Fri)	2/11/2017(Sat)	2/12/2017(Sun)	2/13/2017(Mon)
Maximum	1.323	0.897	0.969	0.943	0.910	1.079	0.835
Average	0.610	0.553	0.584	0.522	0.564	0.587	0.521
Minimum	0.147	0.177	0.138	0.134	0.141	0.147	0.145
Rain (inches)	0.86	0.26	0.77	0.04	0.00	0.00	0.00



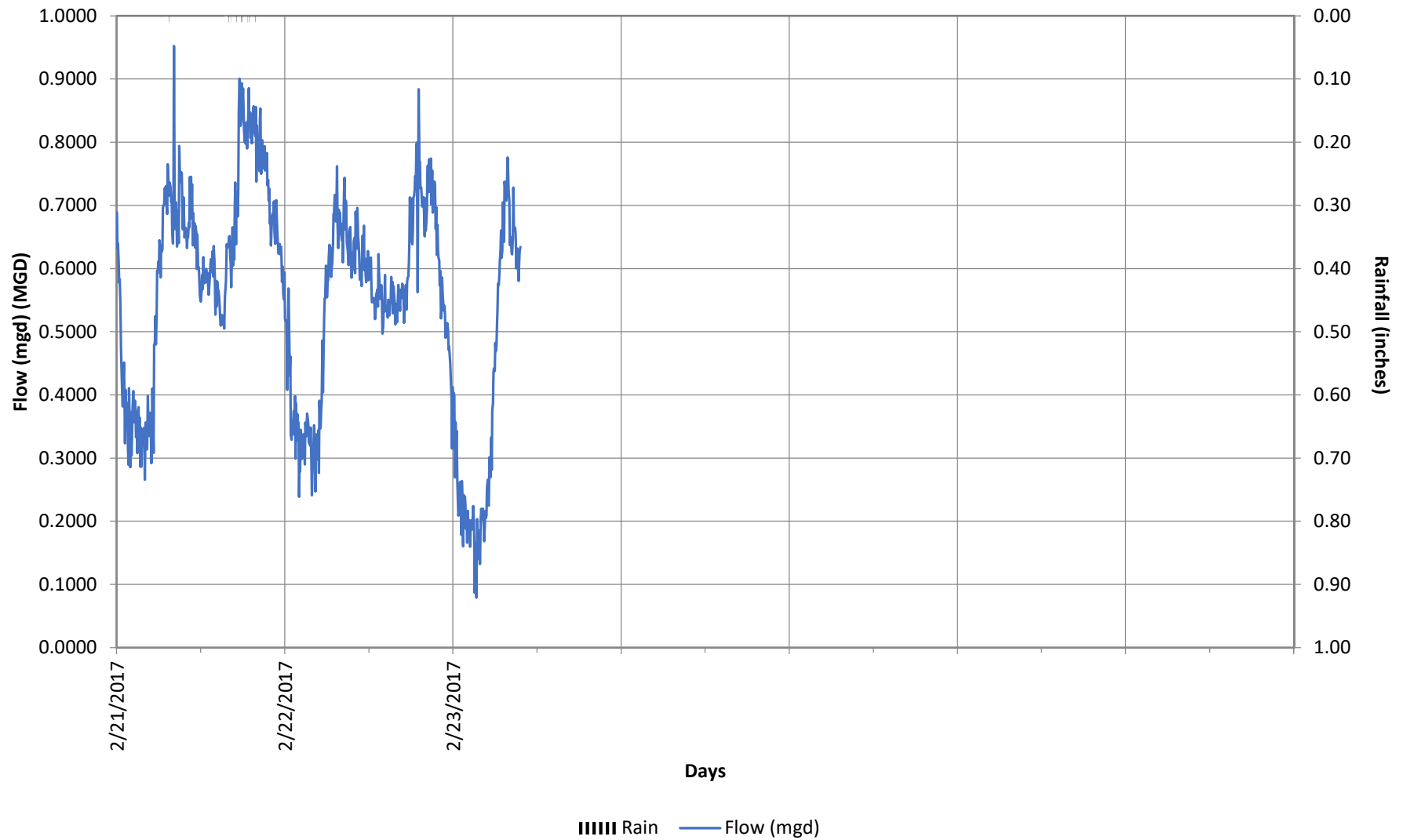
## Colma Site 5 SSMH B St. 10" Sanitary Flow



||||| Rain    — Flow (mgd)

	2/14/2017(Tue)	2/15/2017(Wed)	2/16/2017(Thu)	2/17/2017(Fri)	2/18/2017(Sat)	2/19/2017(Sun)	2/20/2017(Mon)
Maximum	0.889	0.998	0.861	1.196	1.078	0.935	1.396
Average	0.519	0.521	0.568	0.658	0.672	0.594	0.770
Minimum	0.128	0.154	0.127	0.139	0.128	0.208	0.231
Rain (inches)	0.00	0.00	0.39	1.23	0.14	0.08	1.61

## Colma Site 5 SSMH B St. 10" Sanitary Flow



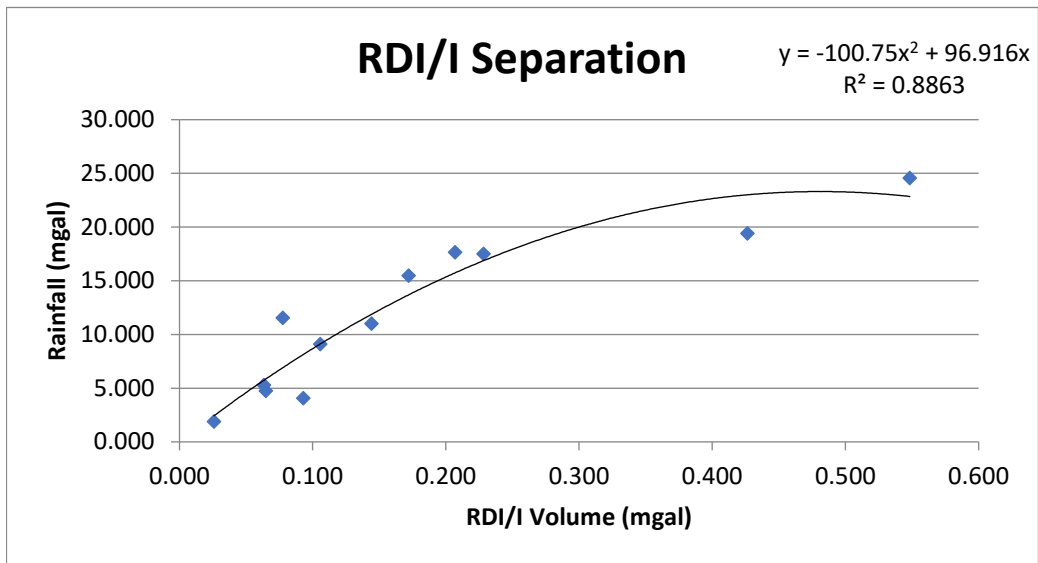
	2/21/2017(Tue)	2/22/2017(Wed)					
Maximum	0.952	0.884					
Average	0.612	0.554					
Minimum	0.266	0.239					
Rain (inches)	0.19	0.00					

## Colma Site 5 SSMH B St. RDI/I

### RDI/I Analysis, Monitor Return Ratio Summary

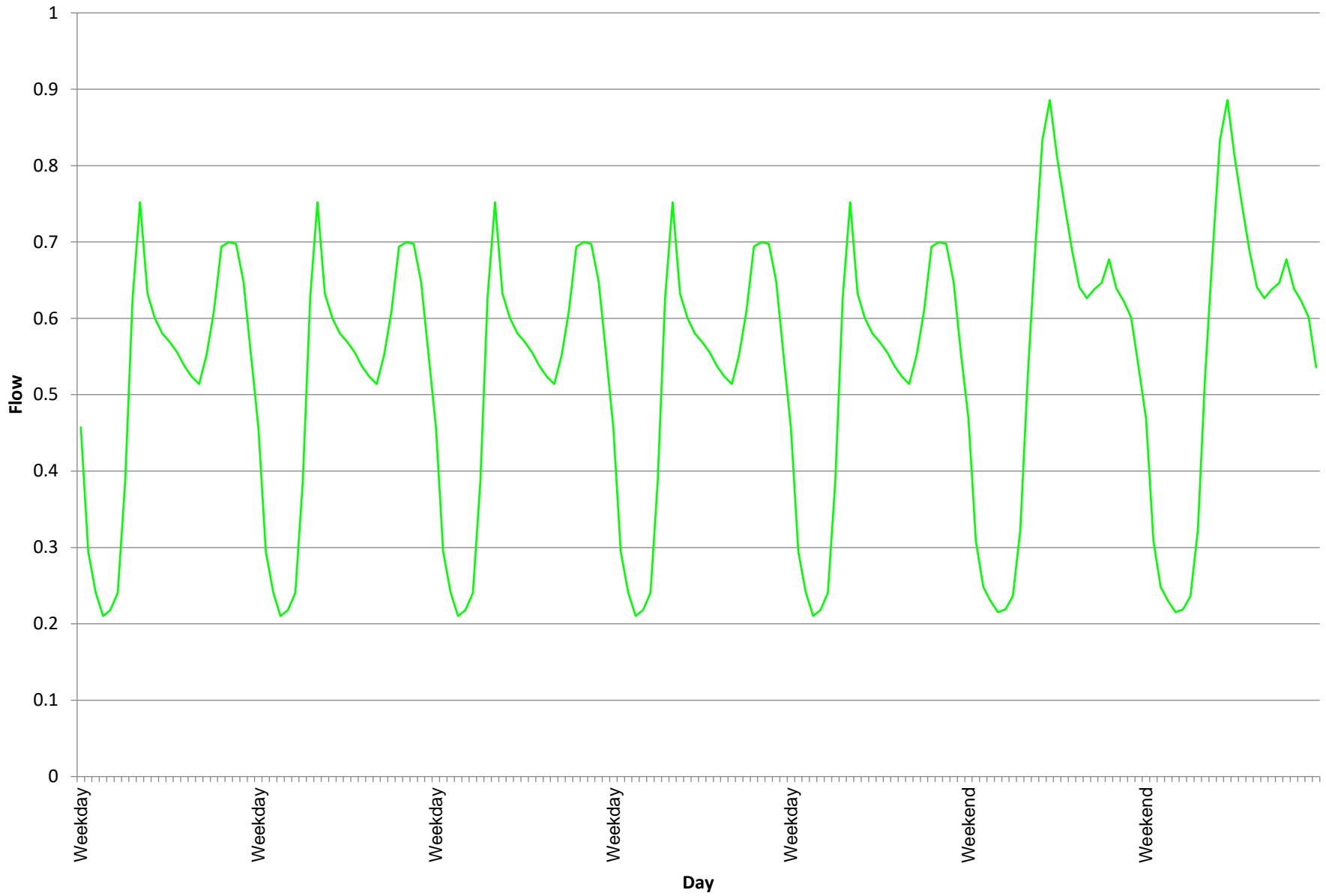
Storm Start (Date)	RDI/I Volume (mgal)	Monitor Area (acres)	Rainfall (mgal)	Return Ratio (%)
1/18/2017	0.078	500.0	11.540	0.67%
1/20/2017	0.172	500.0	15.477	1.11%
1/21/2017	0.228	500.0	17.513	1.30%
2/2/2017	0.106	500.0	9.096	1.16%
2/4/2017	0.065	500.0	4.752	1.36%
2/5/2017	0.026	500.0	1.901	1.36%
2/6/2017	0.207	500.0	17.649	1.17%
2/7/2017	0.093	500.0	4.073	2.28%
2/9/2017	0.144	500.0	10.997	1.31%
2/16/2017	0.063	500.0	5.295	1.20%
2/17/2017	0.426	500.0	19.414	2.20%
2/20/2017	0.548	500.0	24.573	2.23%

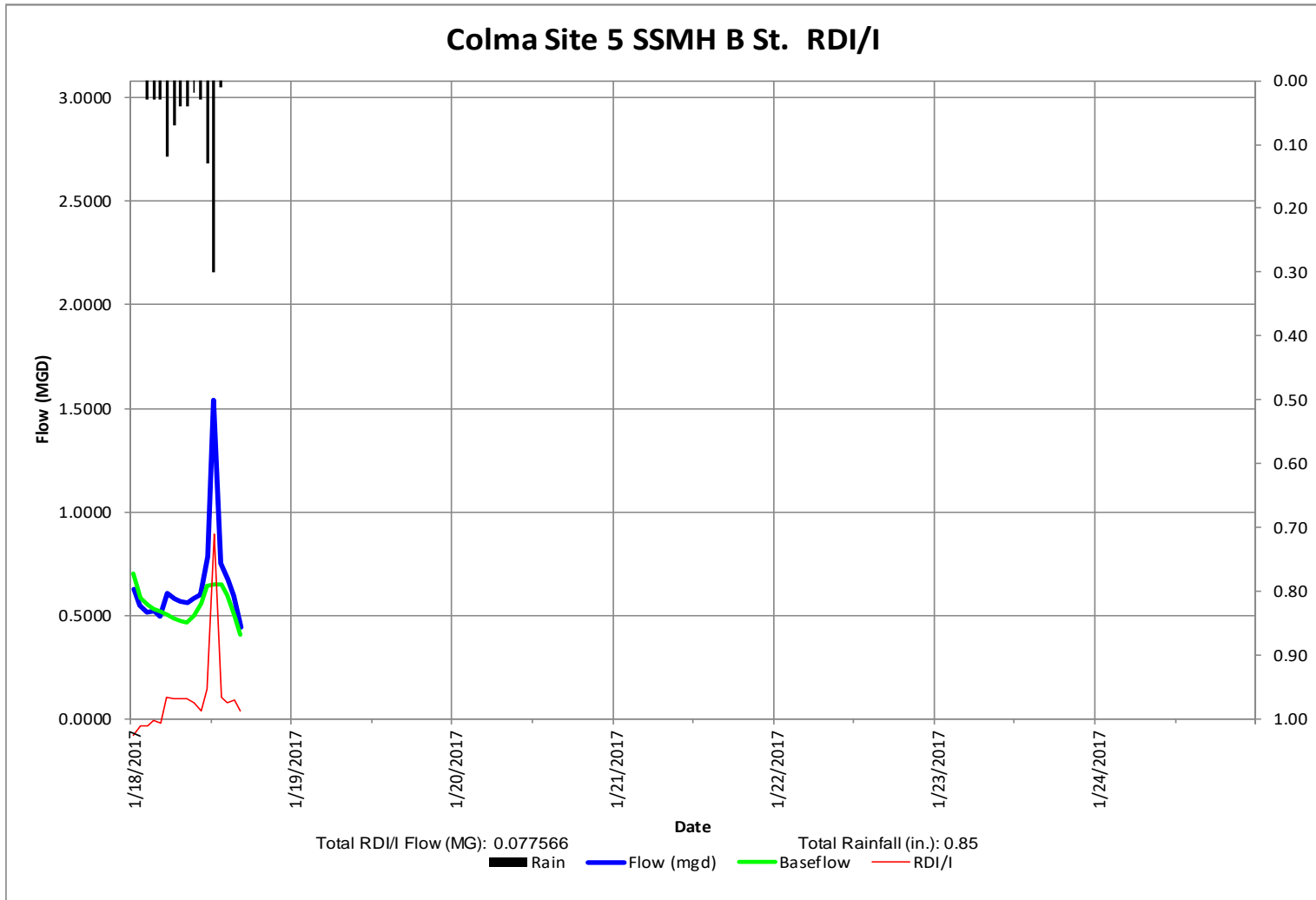
Average R% 1.45%  
 Average Top 3 Storms 2.24%



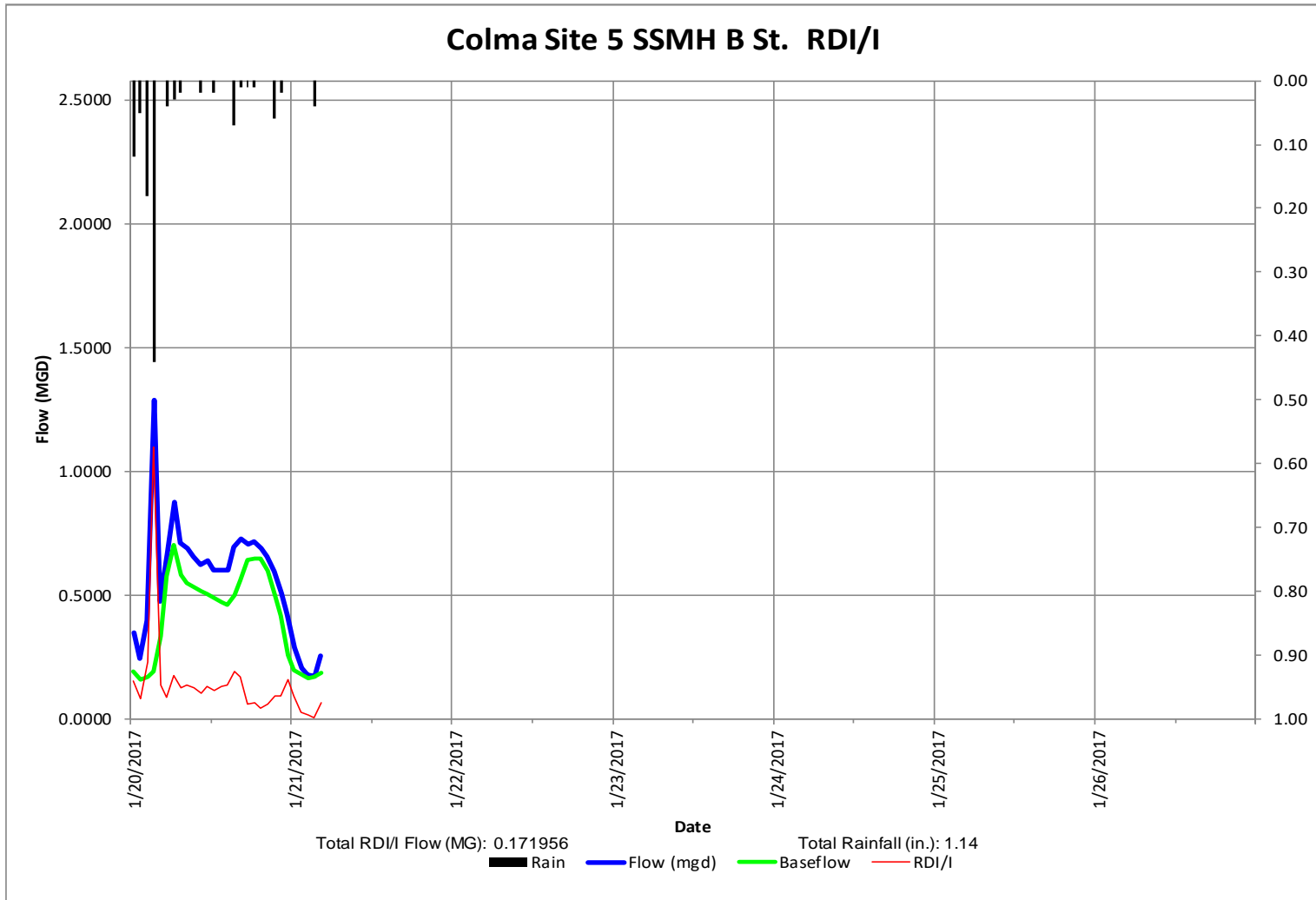
Baseflows	Weekend	Weekday
Max	0.886	0.752
Avg	0.544	0.516
Min	0.215	0.210

# Baseflow Colma Site 5 SSMH B St. RDI/I



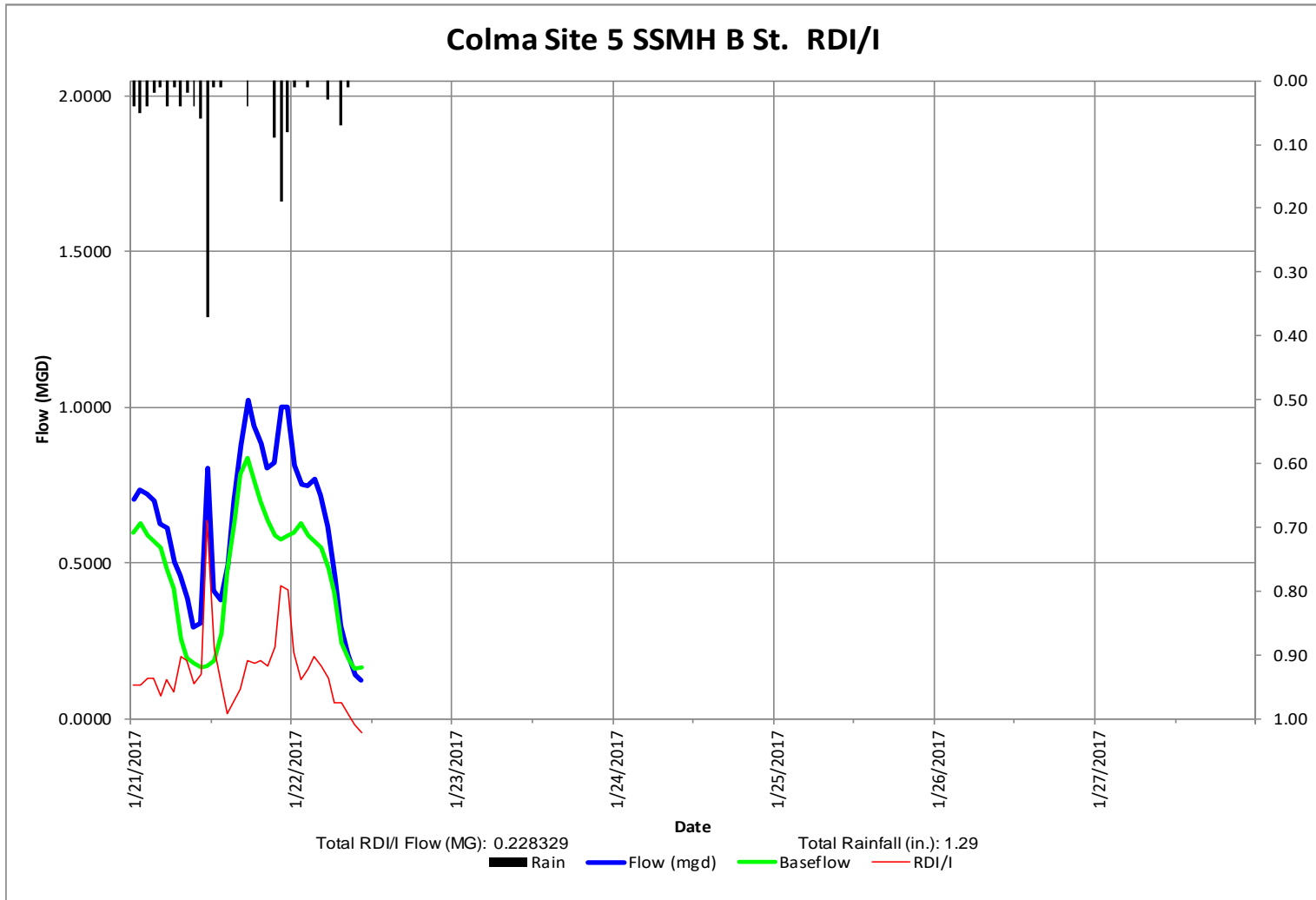


Storm of 1/18/2017

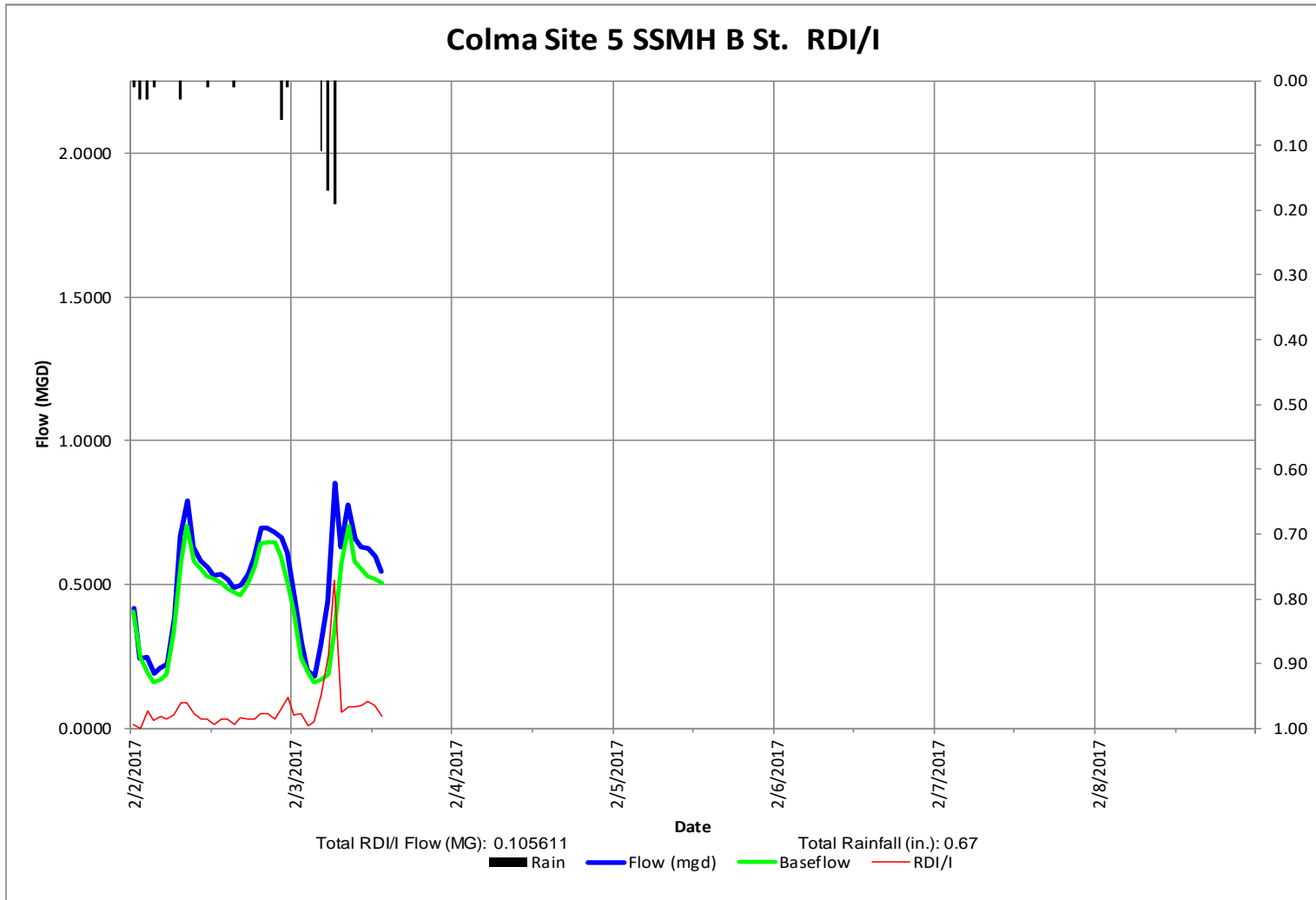


Storm of 1/20/2017

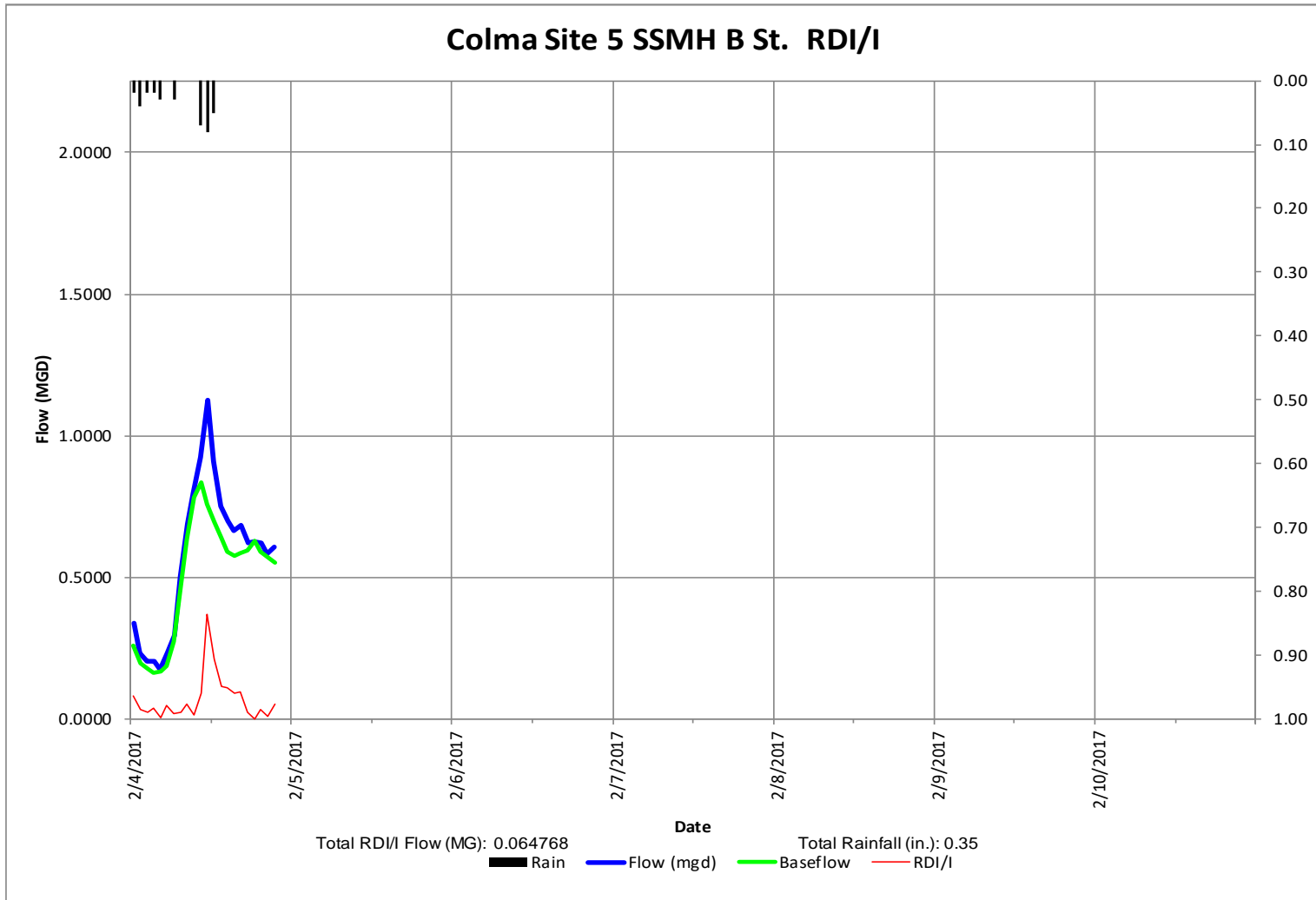




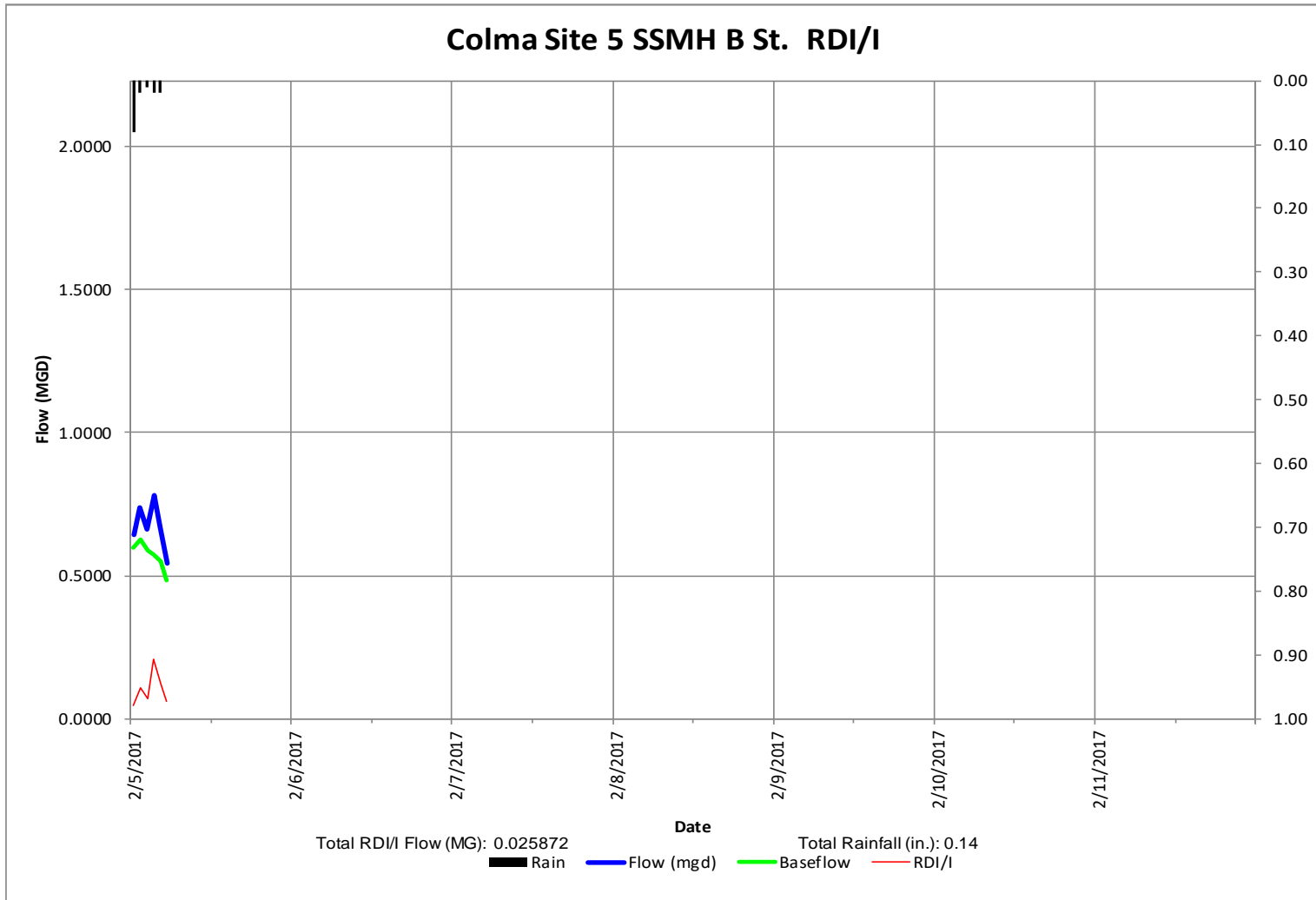
Storm of 1/21/2017



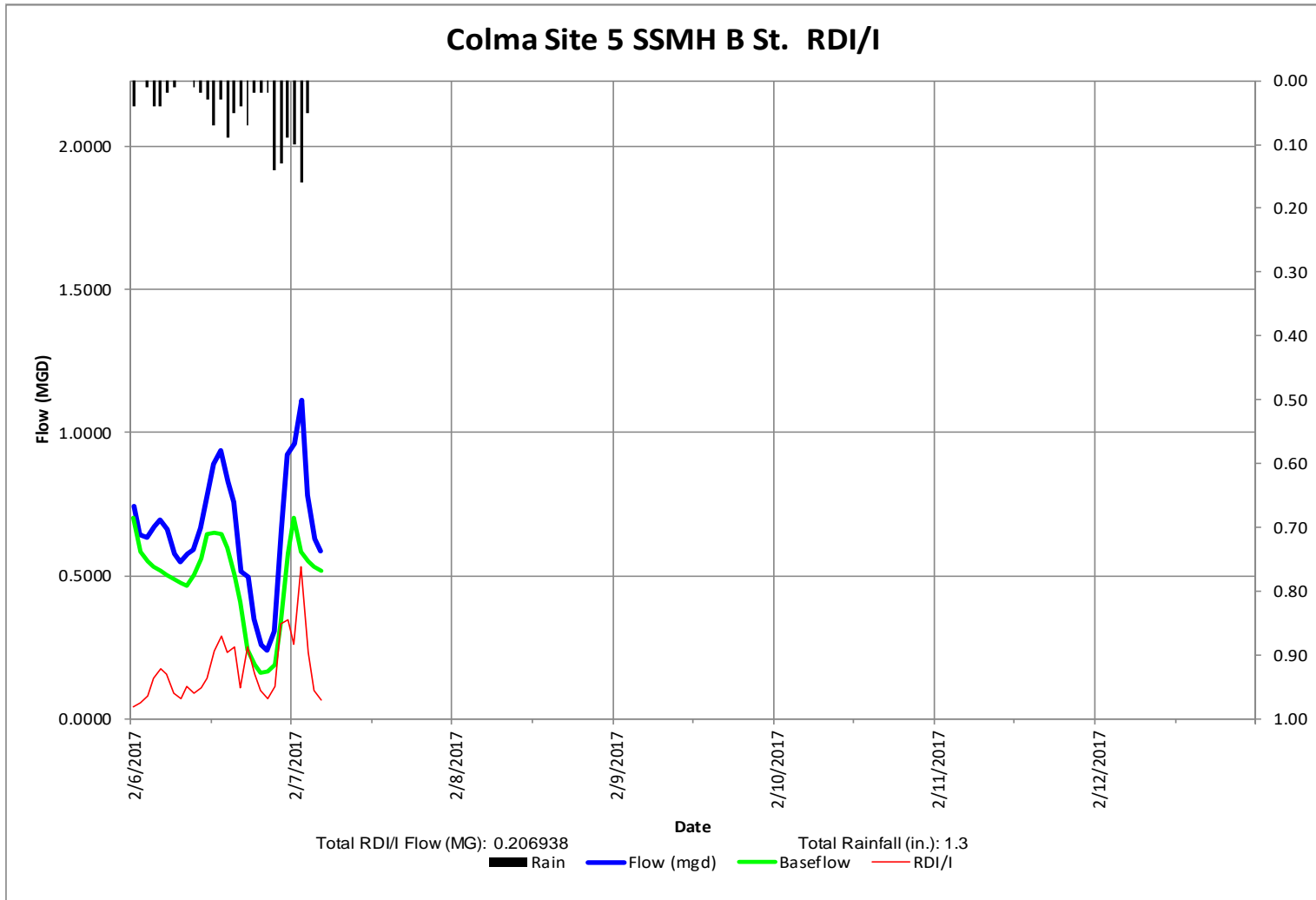
Storm of 2/2/2017



Storm of 2/4/2017

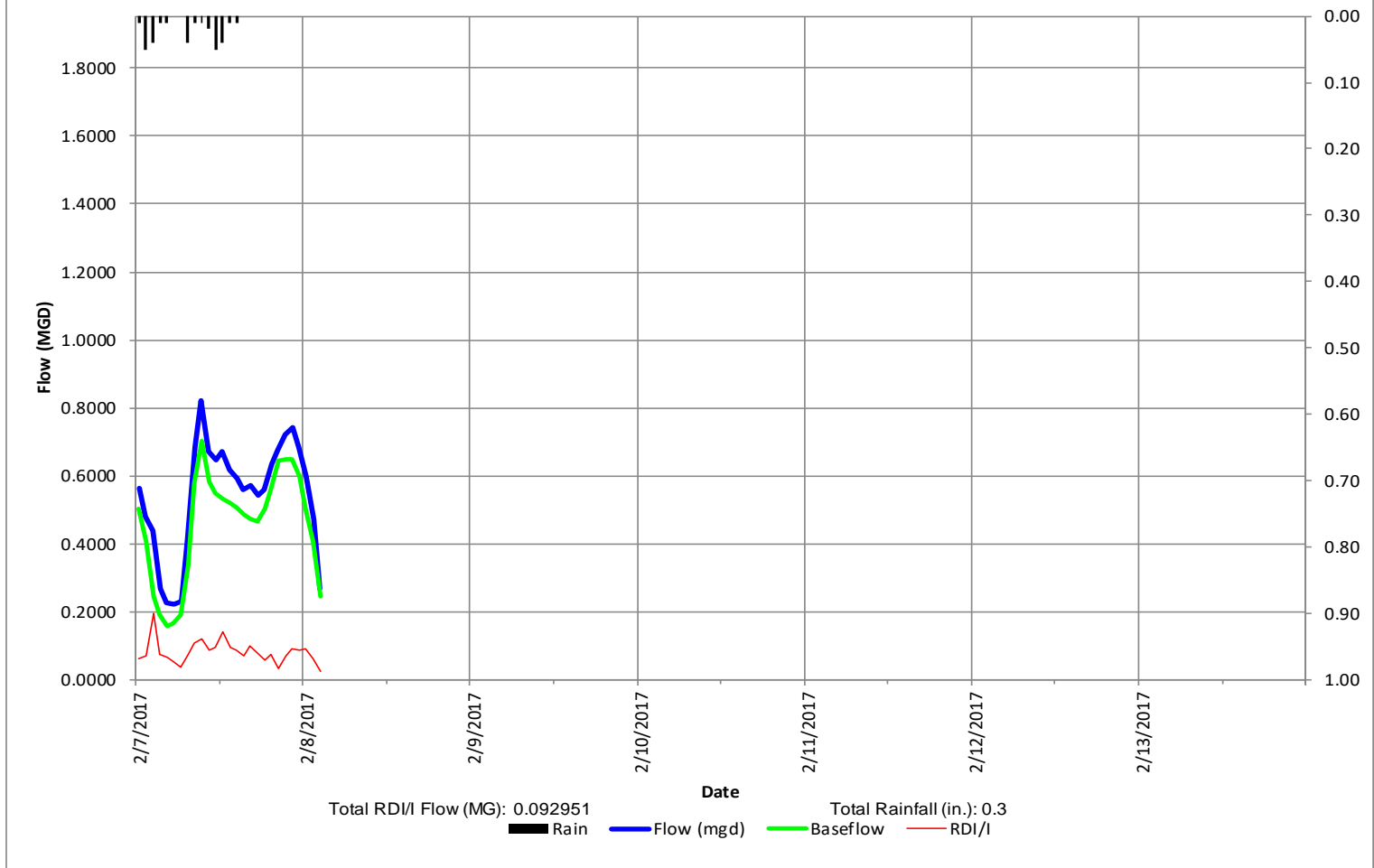


Storm of 2/5/2017



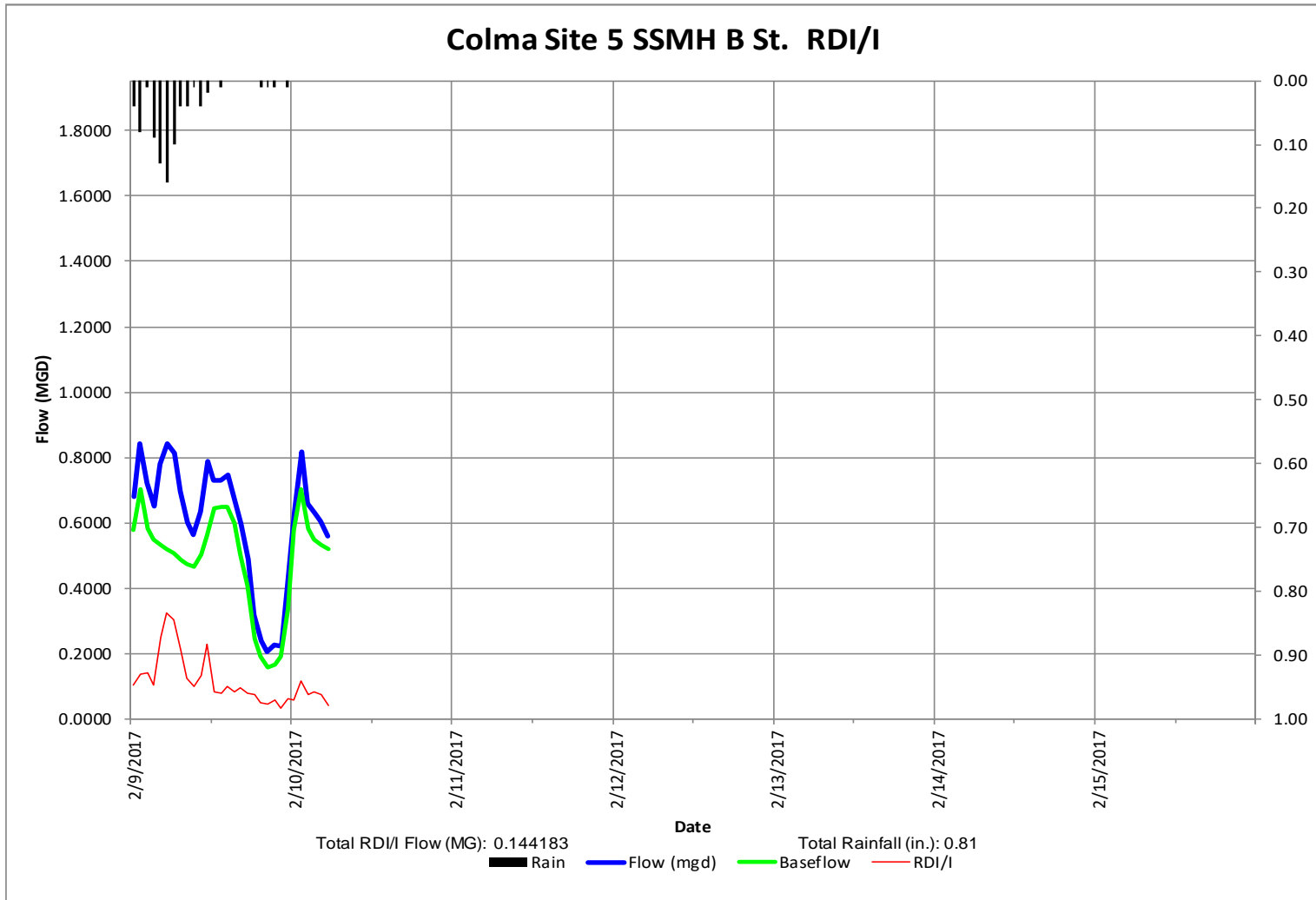
Storm of 2/6/2017

### Colma Site 5 SSMH B St. RDI/I

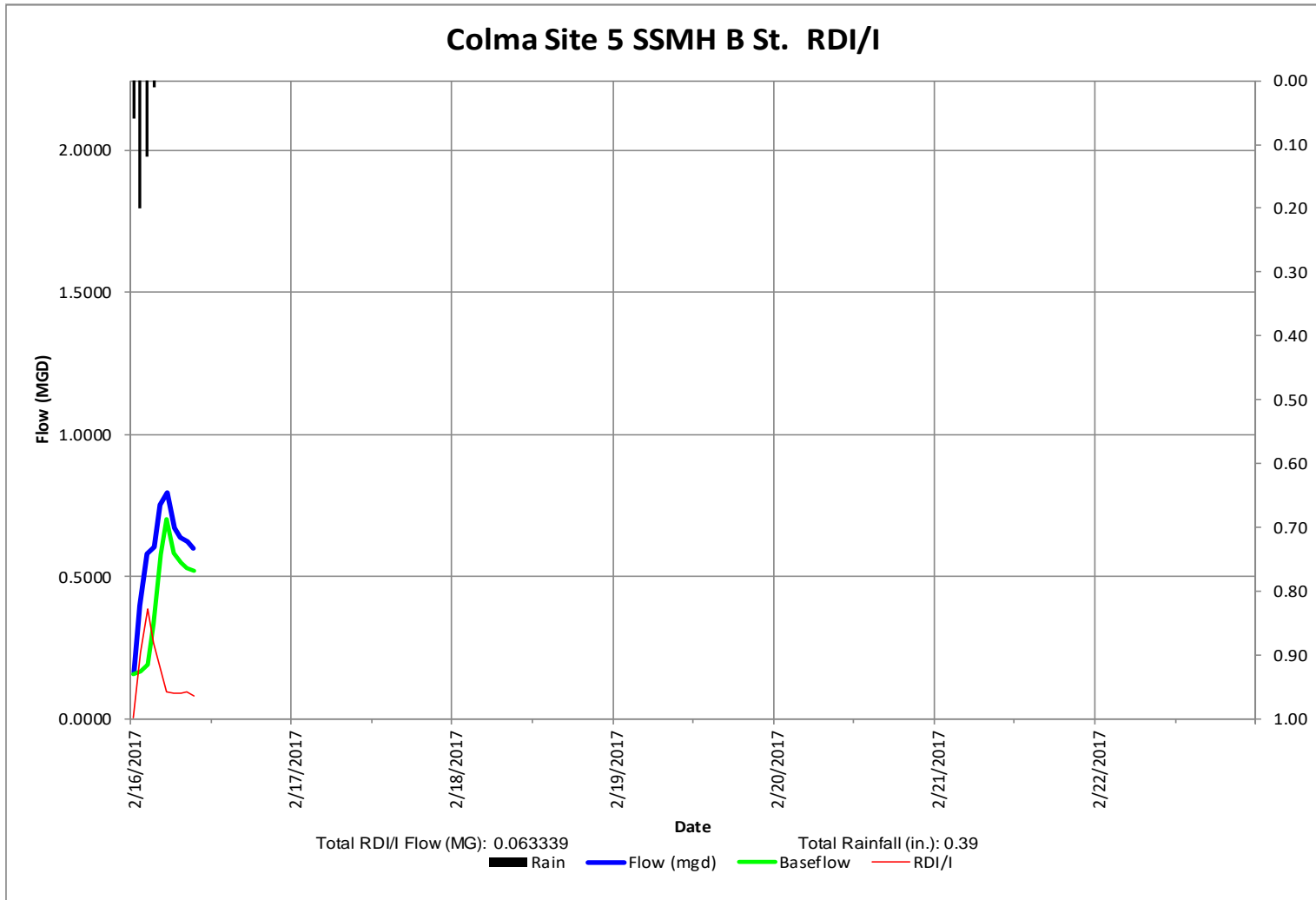


Storm of 2/7/2017

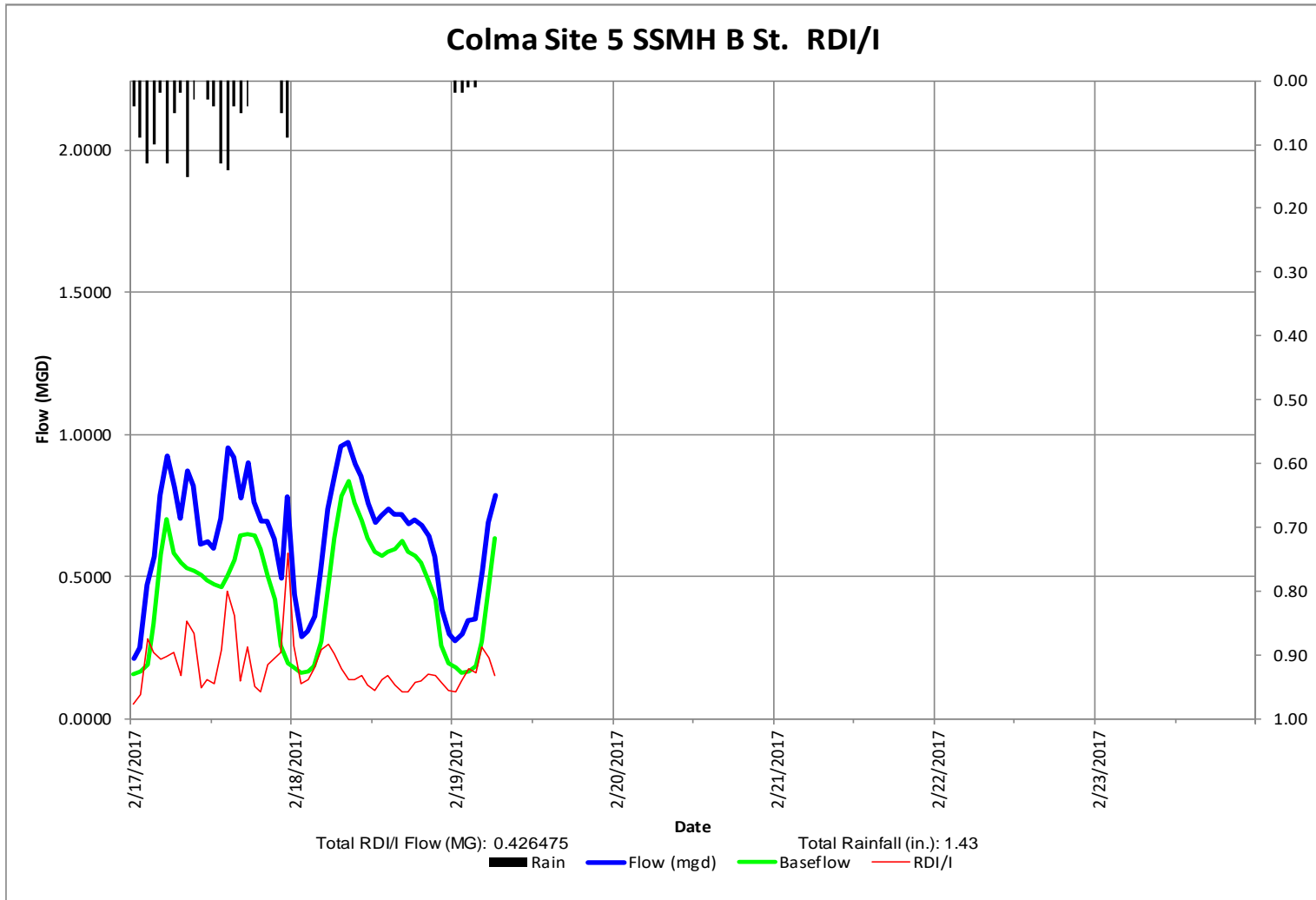




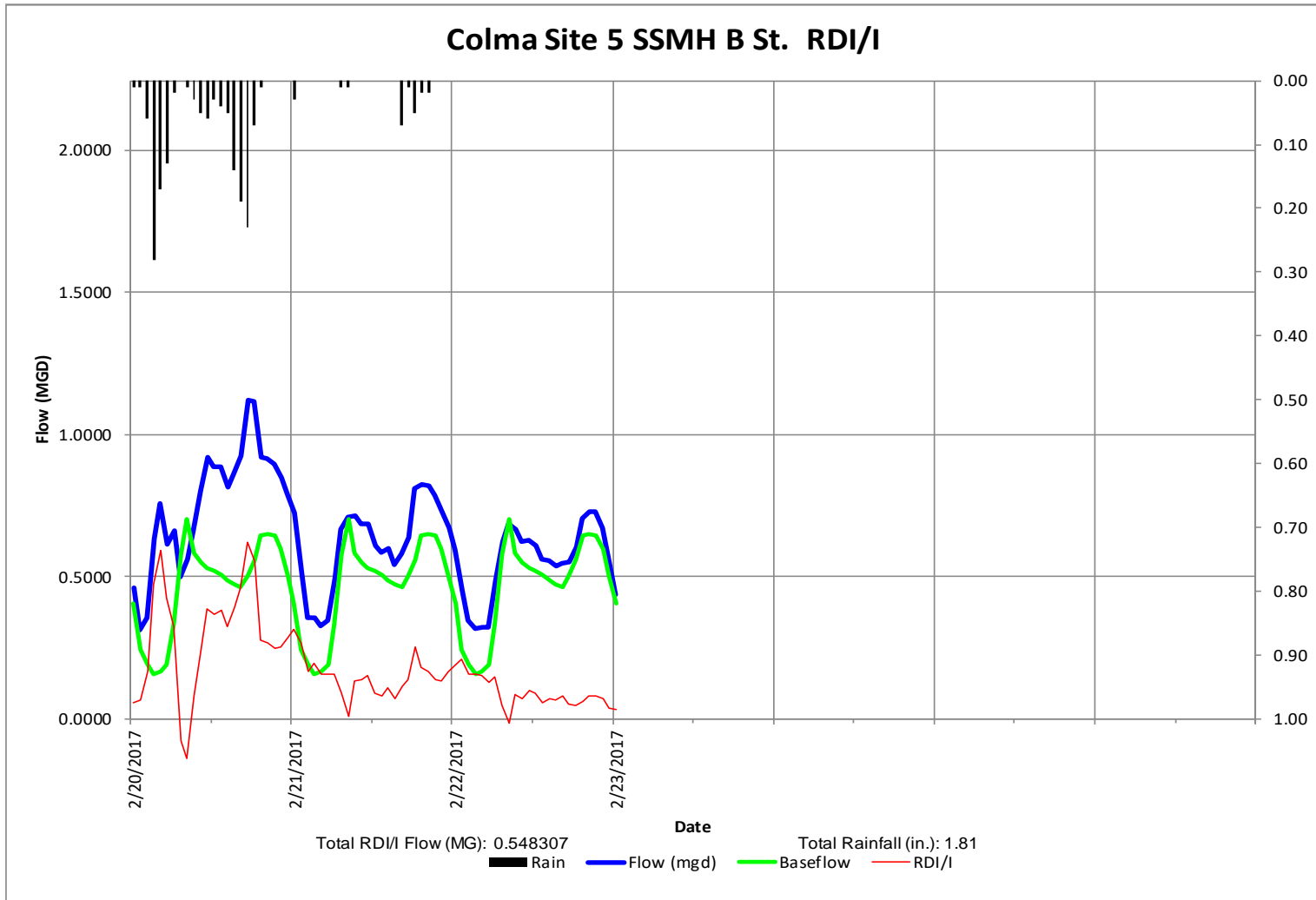
Storm of 2/9/2017



Storm of 2/16/2017



Storm of 2/17/2017



Storm of 2/20/2017

# Site Information Report

Manhole Number SSMH E07-39  
Location: El Camino at Albert M Teglia Blvd.  
MH Depth ~12'  
Diameter: 12"  
Safety: OK  
Traffic: Medium  
Gas: Ok  
Rungs: Yes  
Meter Type: Hach FL900 Submerged  
Depth: Pressure 7"  
Velocity: Doppler 2.25 ft./sec

# Flow Monitor Site: 6

Ariel View:

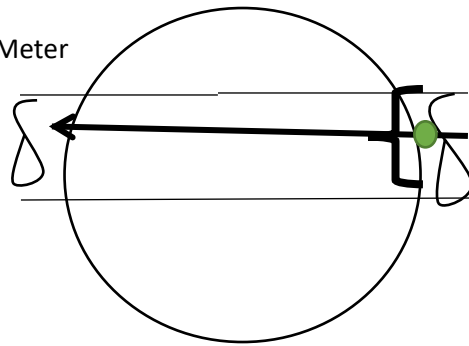


City Sewer Map:



Flow Sketch:

Flow Meter



12"-inch Pipes

Surface View:



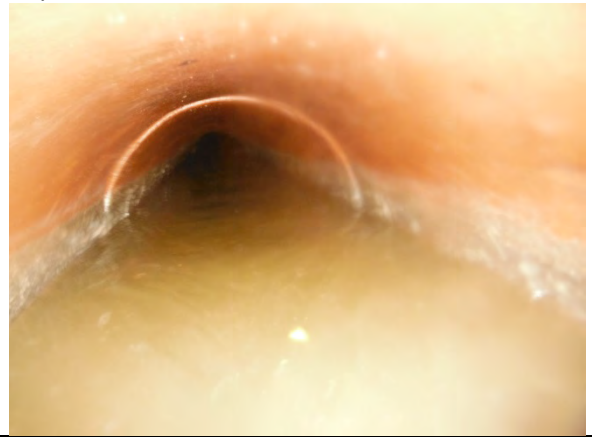
Invert View:



Outlet Pipe:



Inlet Pipe:



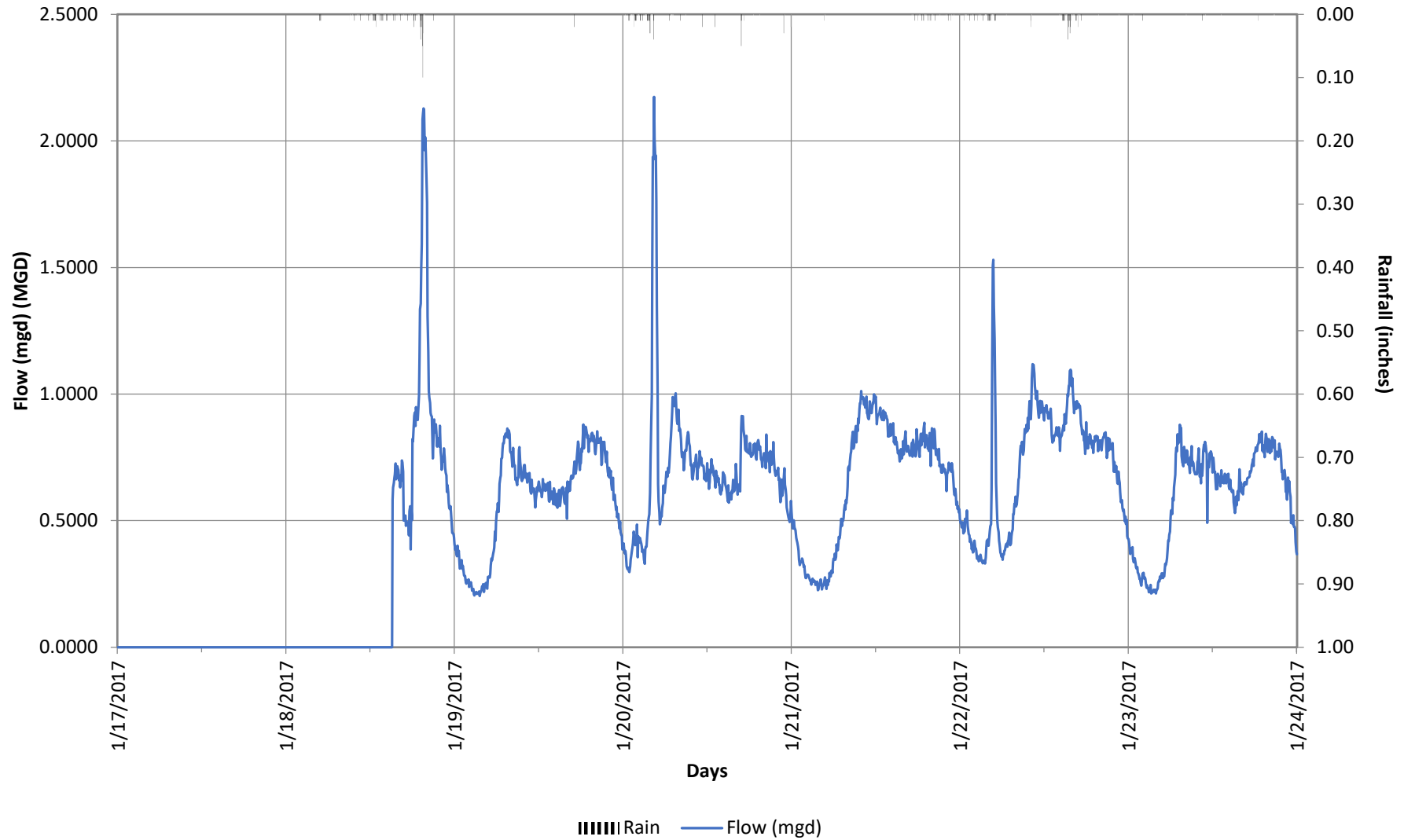


## Colma Site 6 SSMH E07-39 12" Sanitary Flow

## Daily Summary

Day	Date	Avg Flow(MGD)	Min Flow(MGD)	Max Flow(MGD)	Max Depth(in.)	Rain(in.)
Tuesday	1/17/17	0.000	0.000	0.000	0.000	0.00
Wednesday	1/18/17	0.315	0.000	2.128	21.726	0.88
Thursday	1/19/17	0.585	0.203	0.880	8.118	0.02
Friday	1/20/17	0.700	0.297	2.174	20.203	1.13
Saturday	1/21/17	0.657	0.225	1.012	8.767	0.25
Sunday	1/22/17	0.720	0.331	1.530	11.947	1.00
Monday	1/23/17	0.598	0.212	0.878	8.395	0.18
Tuesday	1/24/17	0.561	0.191	1.101	9.765	0.01
Wednesday	1/25/17	0.539	0.170	0.870	7.966	0.00
Thursday	1/26/17	0.545	0.151	0.829	7.648	0.00
Friday	1/27/17	0.529	0.166	0.841	7.620	0.00
Saturday	1/28/17	0.547	0.156	0.925	8.093	0.00
Sunday	1/29/17	0.579	0.161	0.981	8.337	0.00
Monday	1/30/17	0.565	0.145	0.897	7.859	0.00
Tuesday	1/31/17	0.539	0.147	0.904	8.068	0.00
Wednesday	2/1/17	0.531	0.132	0.844	7.744	0.01
Thursday	2/2/17	0.571	0.167	0.884	7.976	0.19
Friday	2/3/17	0.634	0.179	1.235	10.524	0.51
Saturday	2/4/17	0.611	0.192	1.068	9.656	0.37
Sunday	2/5/17	0.592	0.163	0.944	8.677	0.15
Monday	2/6/17	0.602	0.177	1.017	9.110	0.50
Tuesday	2/7/17	0.658	0.232	1.120	10.057	0.86
Wednesday	2/8/17	0.607	0.218	0.893	8.393	0.26
Thursday	2/9/17	0.636	0.181	1.063	9.547	0.77
Friday	2/10/17	0.551	0.200	0.907	8.226	0.04
Saturday	2/11/17	0.593	0.172	0.955	8.662	0.00
Sunday	2/12/17	0.589	0.168	1.015	8.916	0.00
Monday	2/13/17	0.556	0.151	0.888	8.078	0.00
Tuesday	2/14/17	0.561	0.163	0.879	8.285	0.00
Wednesday	2/15/17	0.550	0.161	0.858	8.365	0.00
Thursday	2/16/17	0.584	0.155	0.905	8.172	0.39
Friday	2/17/17	0.703	0.183	1.195	10.162	1.23
Saturday	2/18/17	0.609	0.209	1.008	8.913	0.14
Sunday	2/19/17	0.542	0.202	0.873	8.403	0.08
Monday	2/20/17	0.758	0.272	1.419	11.849	1.61
Tuesday	2/21/17	0.614	0.230	0.892	8.133	0.19
Wednesday	2/22/17	0.584	0.198	0.878	7.986	0.00

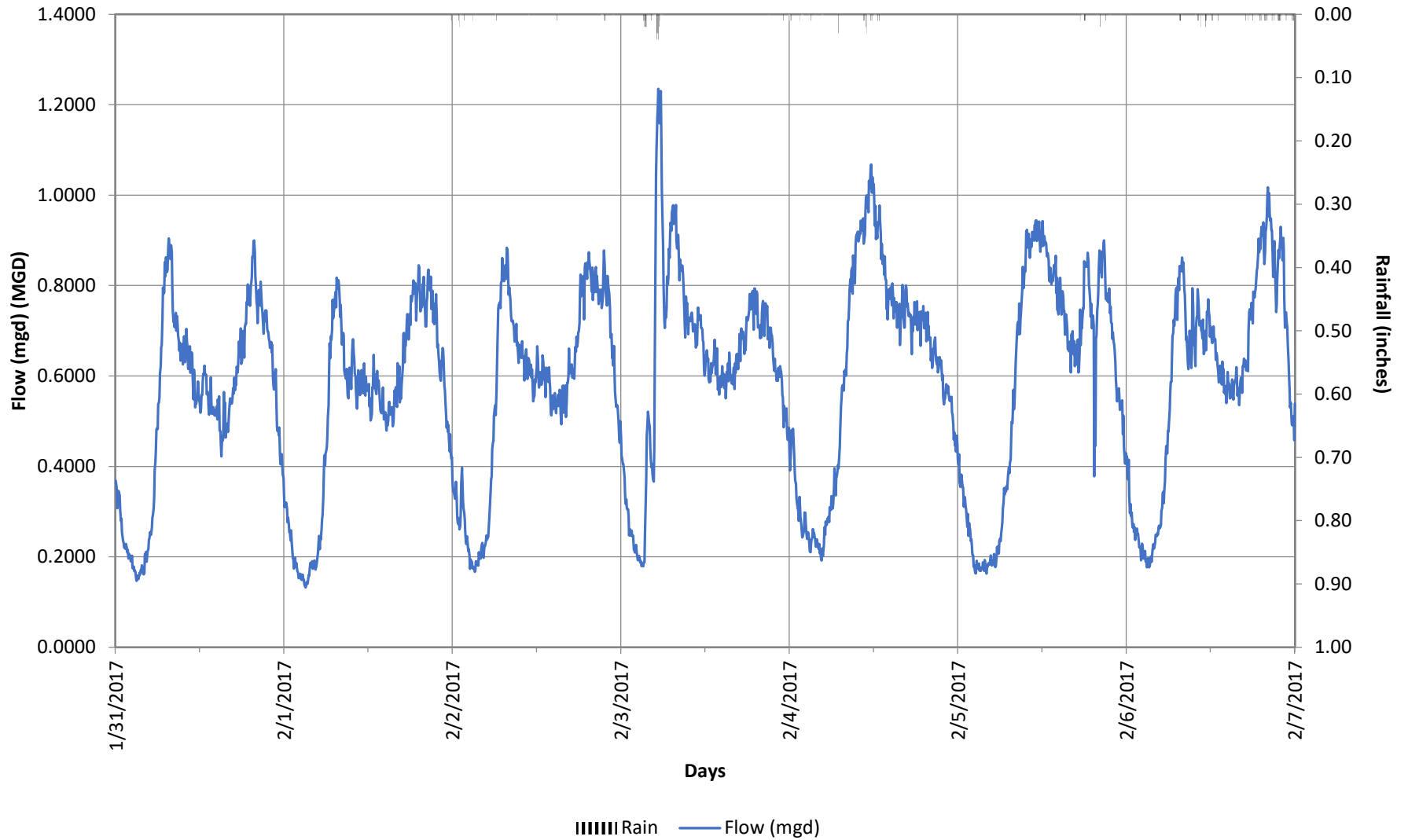
## Colma Site 6 SSMH E07-39 12" Sanitary Flow



	1/17/2017(Tue)	1/18/2017(Wed)	1/19/2017(Thu)	1/20/2017(Fri)	1/21/2017(Sat)	1/22/2017(Sun)	1/23/2017(Mon)
Maximum	0.000	2.128	0.880	2.174	1.012	1.530	0.878
Average	0.000	0.315	0.585	0.700	0.657	0.720	0.598
Minimum	0.000	0.000	0.203	0.297	0.225	0.331	0.212
Rain (inches)	0.00	0.88	0.02	1.13	0.25	1.00	0.18

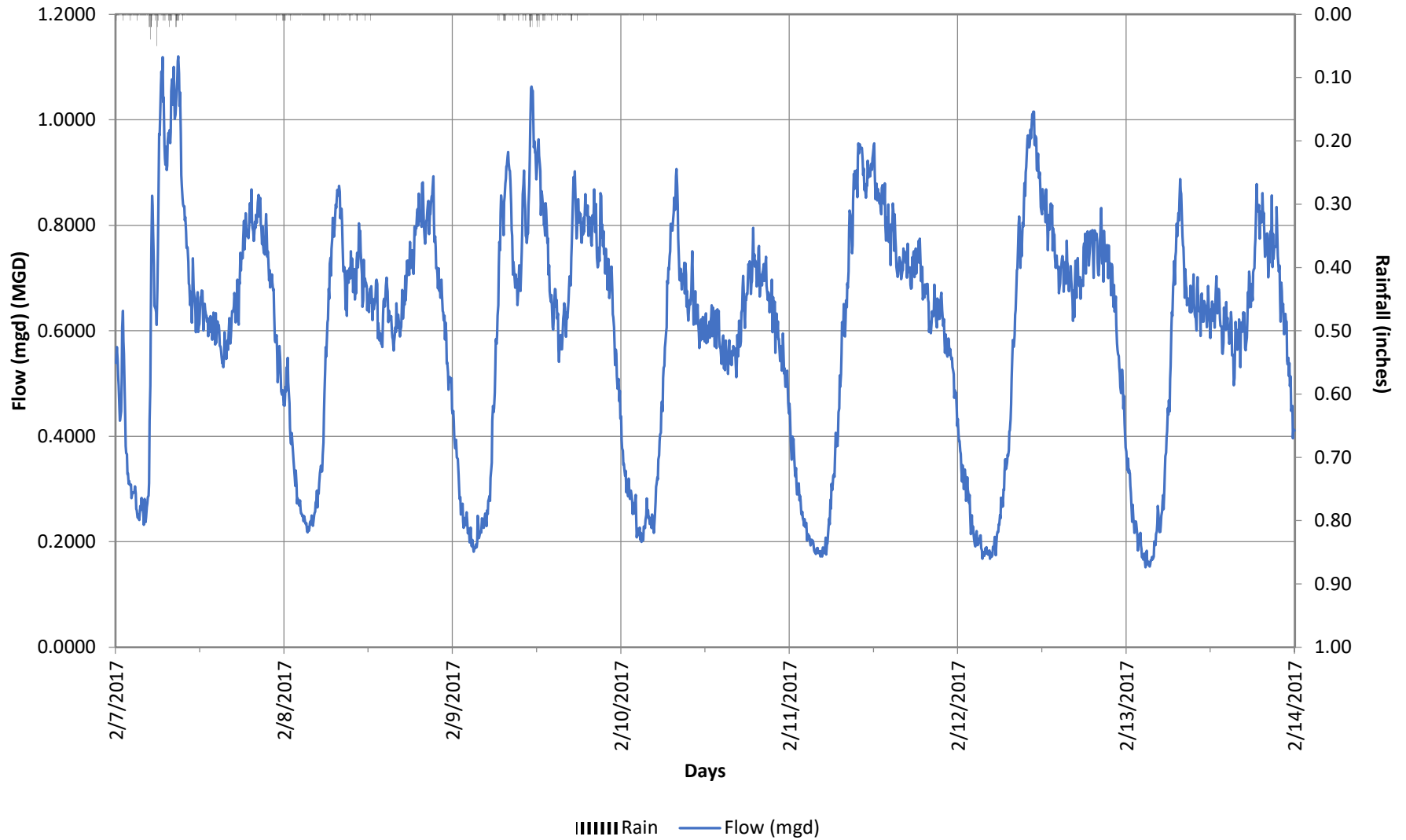


## Colma Site 6 SSMH E07-39 12" Sanitary Flow



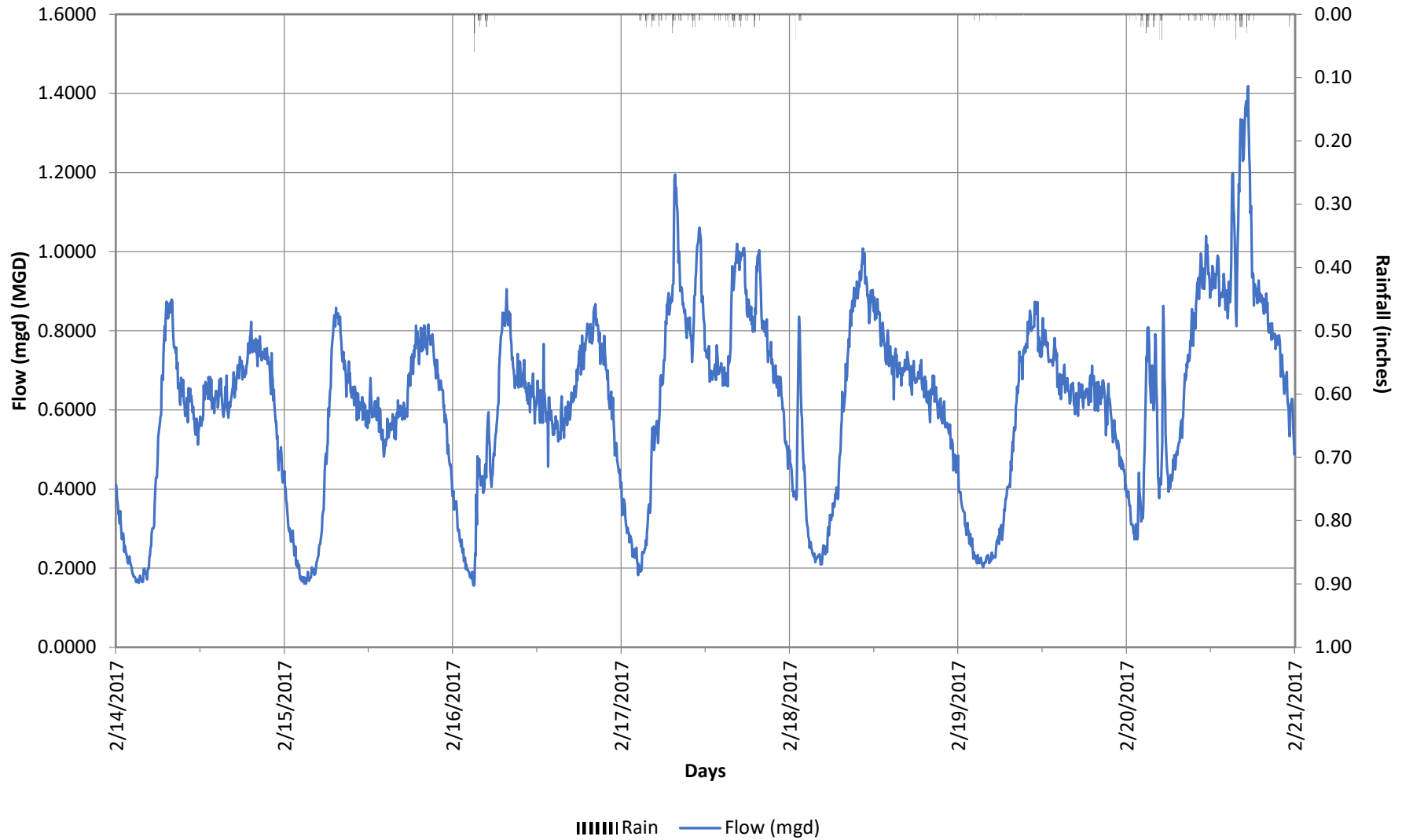
	1/31/2017(Tue)	2/1/2017(Wed)	2/2/2017(Thu)	2/3/2017(Fri)	2/4/2017(Sat)	2/5/2017(Sun)	2/6/2017(Mon)
Maximum	0.904	0.844	0.884	1.235	1.068	0.944	1.017
Average	0.539	0.531	0.571	0.634	0.611	0.592	0.602
Minimum	0.147	0.132	0.167	0.179	0.192	0.163	0.177
Rain (inches)	0.00	0.01	0.19	0.51	0.37	0.15	0.50

## Colma Site 6 SSMH E07-39 12" Sanitary Flow



	2/7/2017(Tue)	2/8/2017(Wed)	2/9/2017(Thu)	2/10/2017(Fri)	2/11/2017(Sat)	2/12/2017(Sun)	2/13/2017(Mon)
Maximum	1.120	0.893	1.063	0.907	0.955	1.015	0.888
Average	0.658	0.607	0.636	0.551	0.593	0.589	0.556
Minimum	0.232	0.218	0.181	0.200	0.172	0.168	0.151
Rain (inches)	0.86	0.26	0.77	0.04	0.00	0.00	0.00

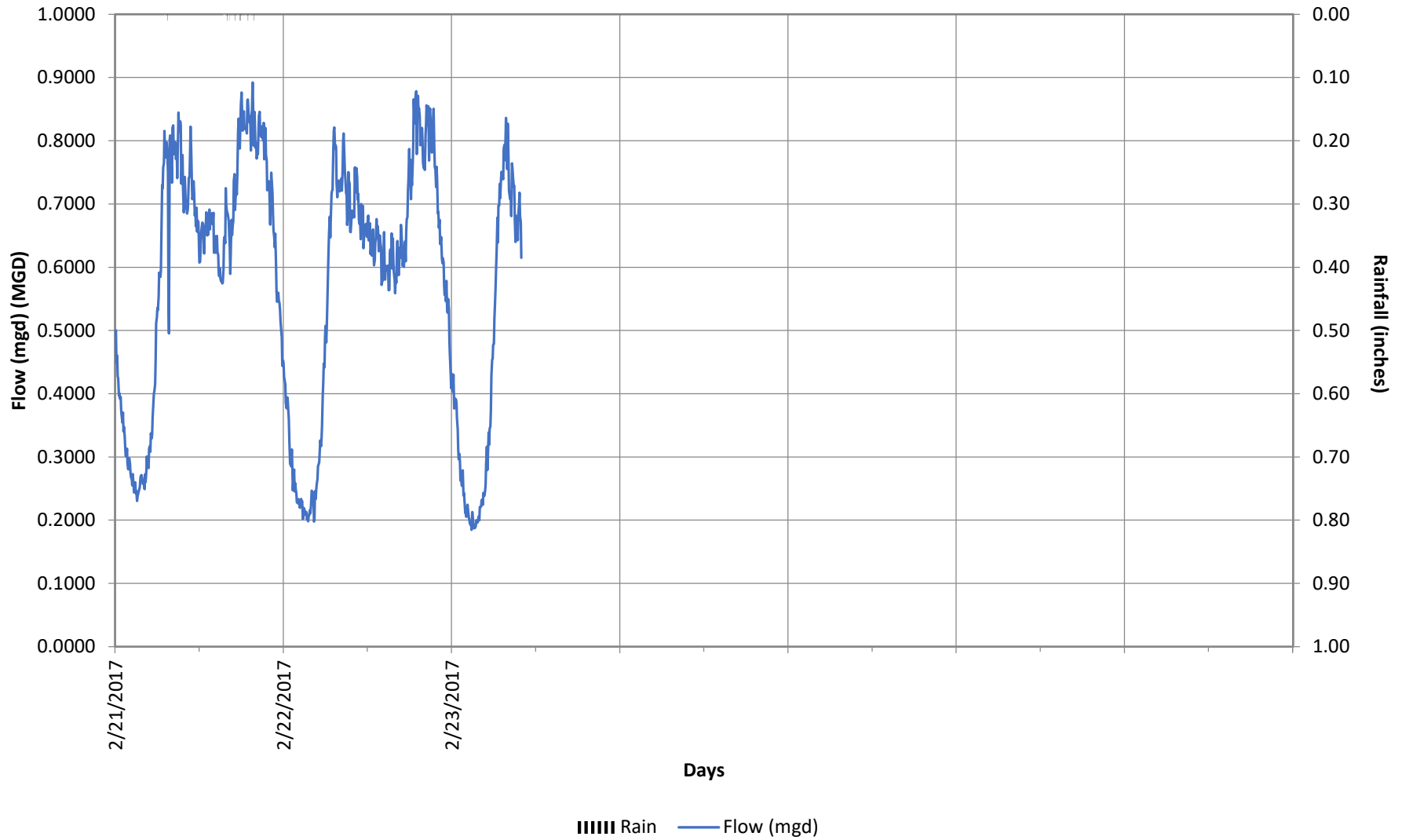
## Colma Site 6 SSMH E07-39 12" Sanitary Flow



	2/14/2017(Tue)	2/15/2017(Wed)	2/16/2017(Thu)	2/17/2017(Fri)	2/18/2017(Sat)	2/19/2017(Sun)	2/20/2017(Mon)
Maximum	0.879	0.858	0.905	1.195	1.008	0.873	1.419
Average	0.561	0.550	0.584	0.703	0.609	0.542	0.758
Minimum	0.163	0.161	0.155	0.183	0.209	0.202	0.272
Rain (inches)	0.00	0.00	0.39	1.23	0.14	0.08	1.61



## Colma Site 6 SSMH E07-39 12" Sanitary Flow



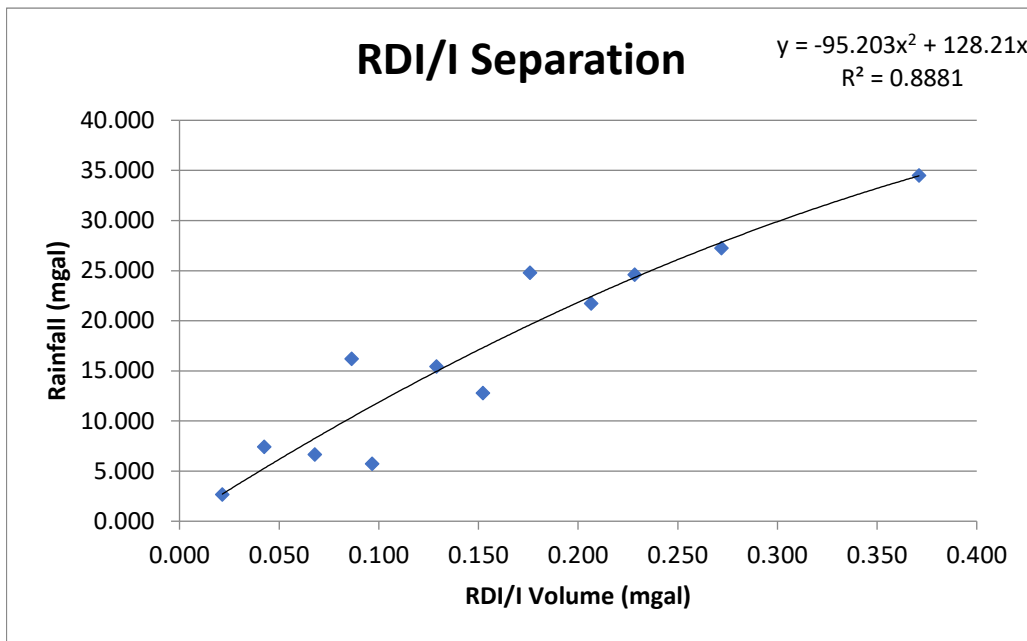
	2/21/2017(Tue)	2/22/2017(Wed)					
Maximum	0.892	0.878					
Average	0.614	0.584					
Minimum	0.230	0.198					
Rain (inches)	0.19	0.00					

## Colma Site 6 SSMH E07-39 12" RDI/I

### RDI/I Analysis, Monitor Return Ratio Summary

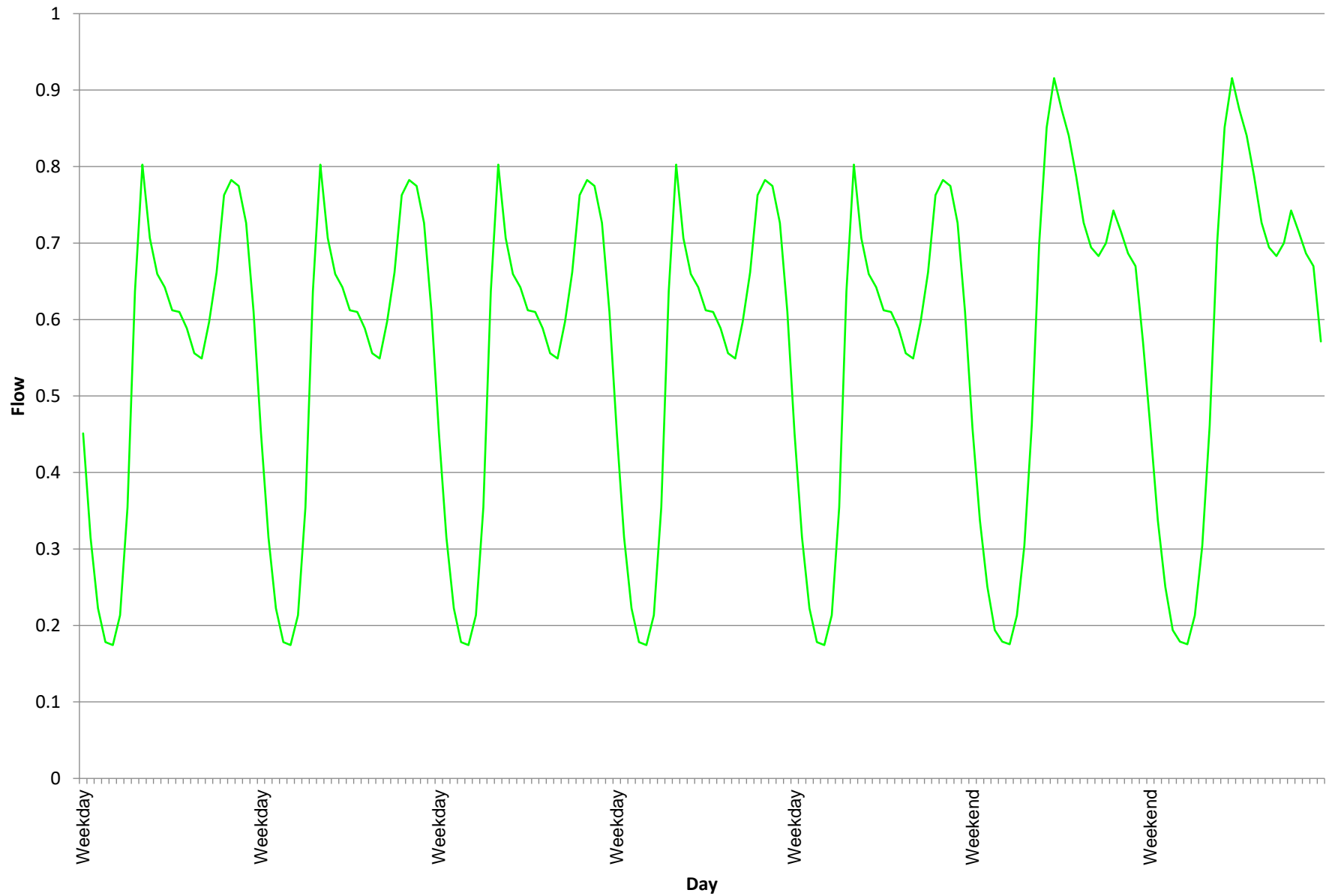
Storm Start (Date)	RDI/I Volume (mgal)	Monitor Area (acres)	Rainfall (mgal)	Return Ratio (%)
1/18/2017	0.086	702.2	16.206	0.53%
1/20/2017	0.207	702.2	21.736	0.95%
1/21/2017	0.228	702.2	24.596	0.93%
2/2/2017	0.152	702.2	12.774	1.19%
2/4/2017	0.068	702.2	6.673	1.02%
2/5/2017	0.021	702.2	2.669	0.80%
2/6/2017	0.176	702.2	24.786	0.71%
2/7/2017	0.097	702.2	5.720	1.69%
2/9/2017	0.129	702.2	15.444	0.84%
2/16/2017	0.043	702.2	7.436	0.57%
2/17/2017	0.272	702.2	27.265	1.00%
2/20/2017	0.371	702.2	34.510	1.08%

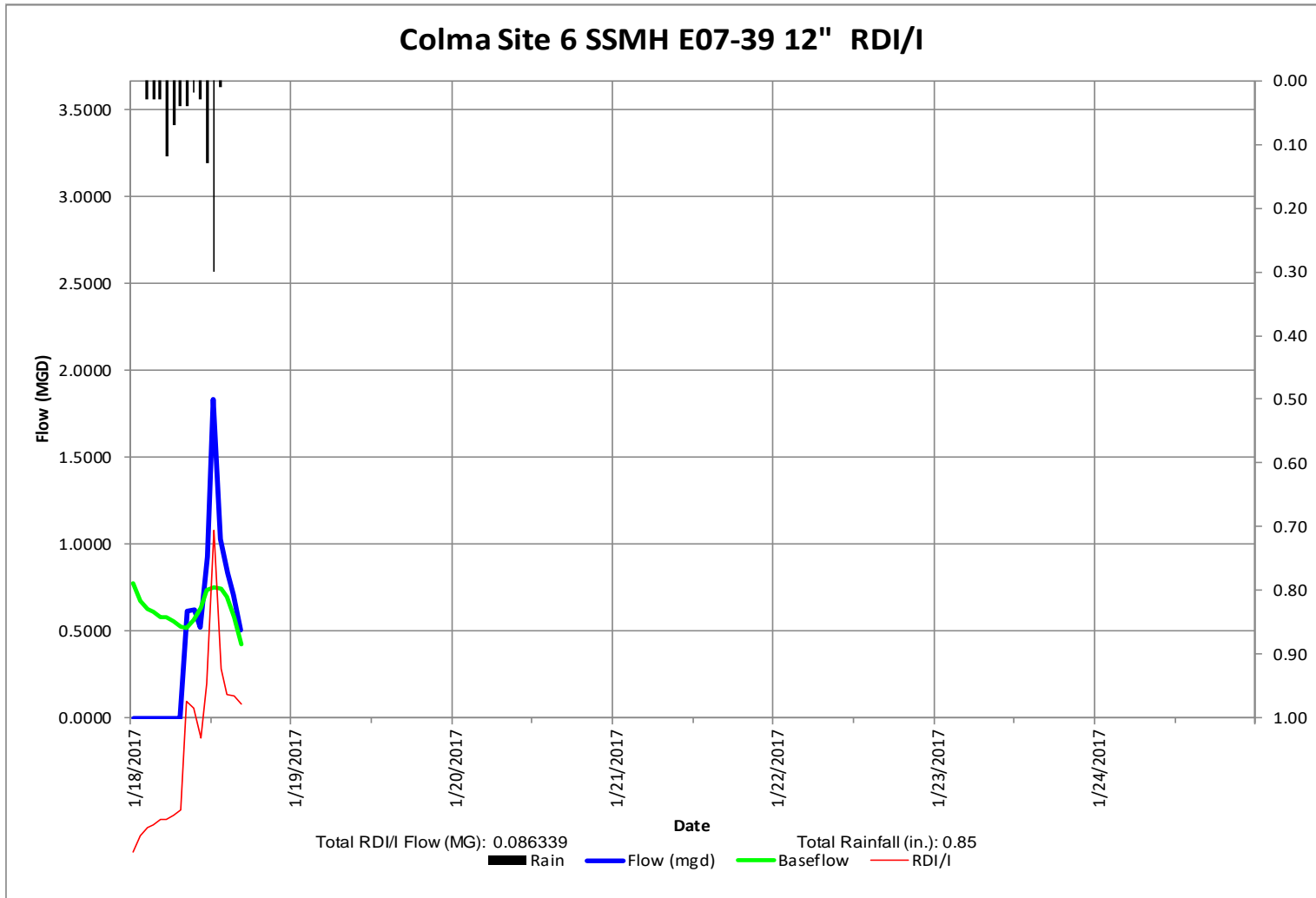
Average R% 0.94%  
 Average Top 3 Storms 1.32%



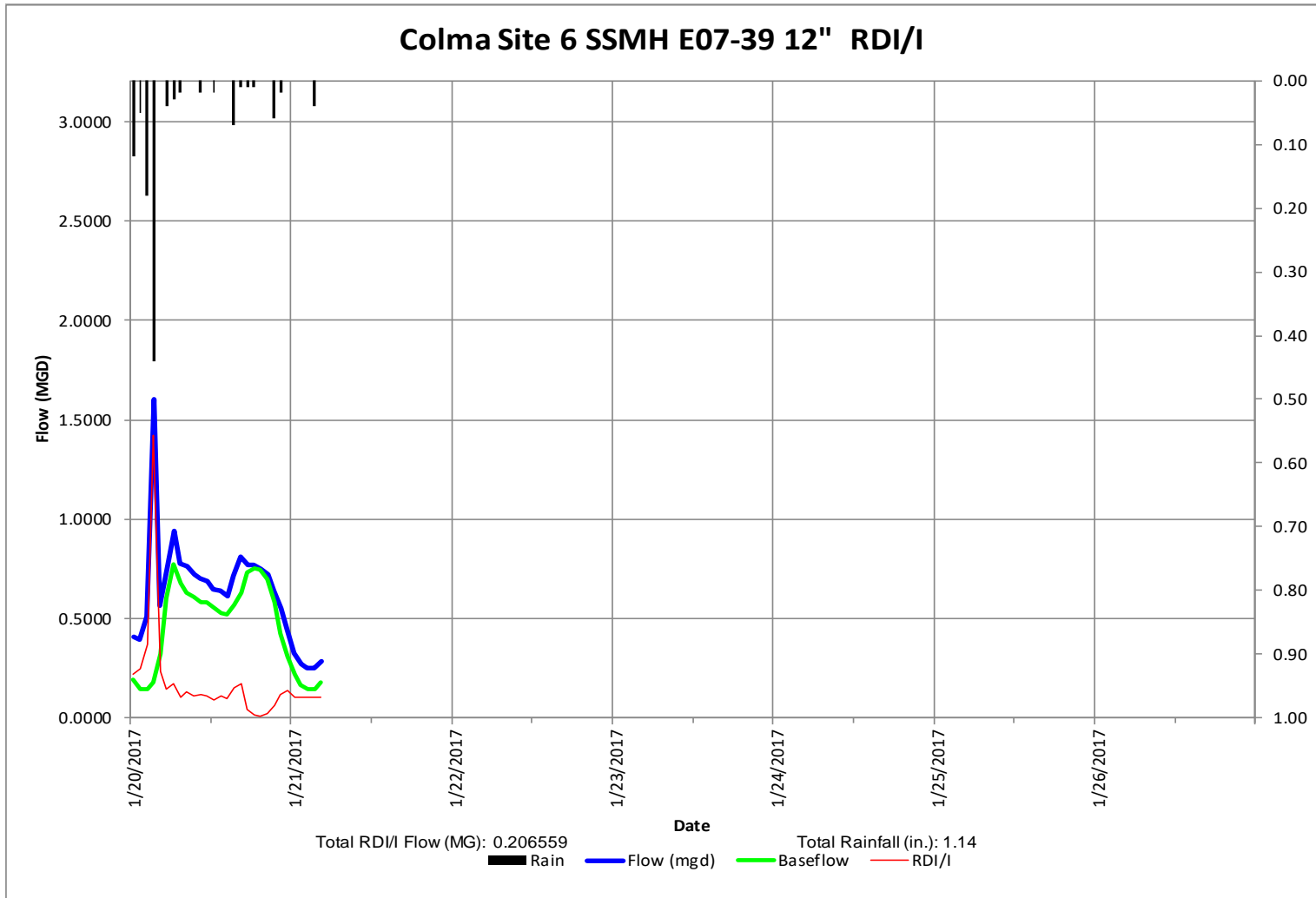
Baseflows	Weekend	Weekday
Max	0.916	0.802
Avg	0.572	0.549
Min	0.176	0.174

# Baseflow Colma Site 6 SSMH E07-39 12" RDI/I

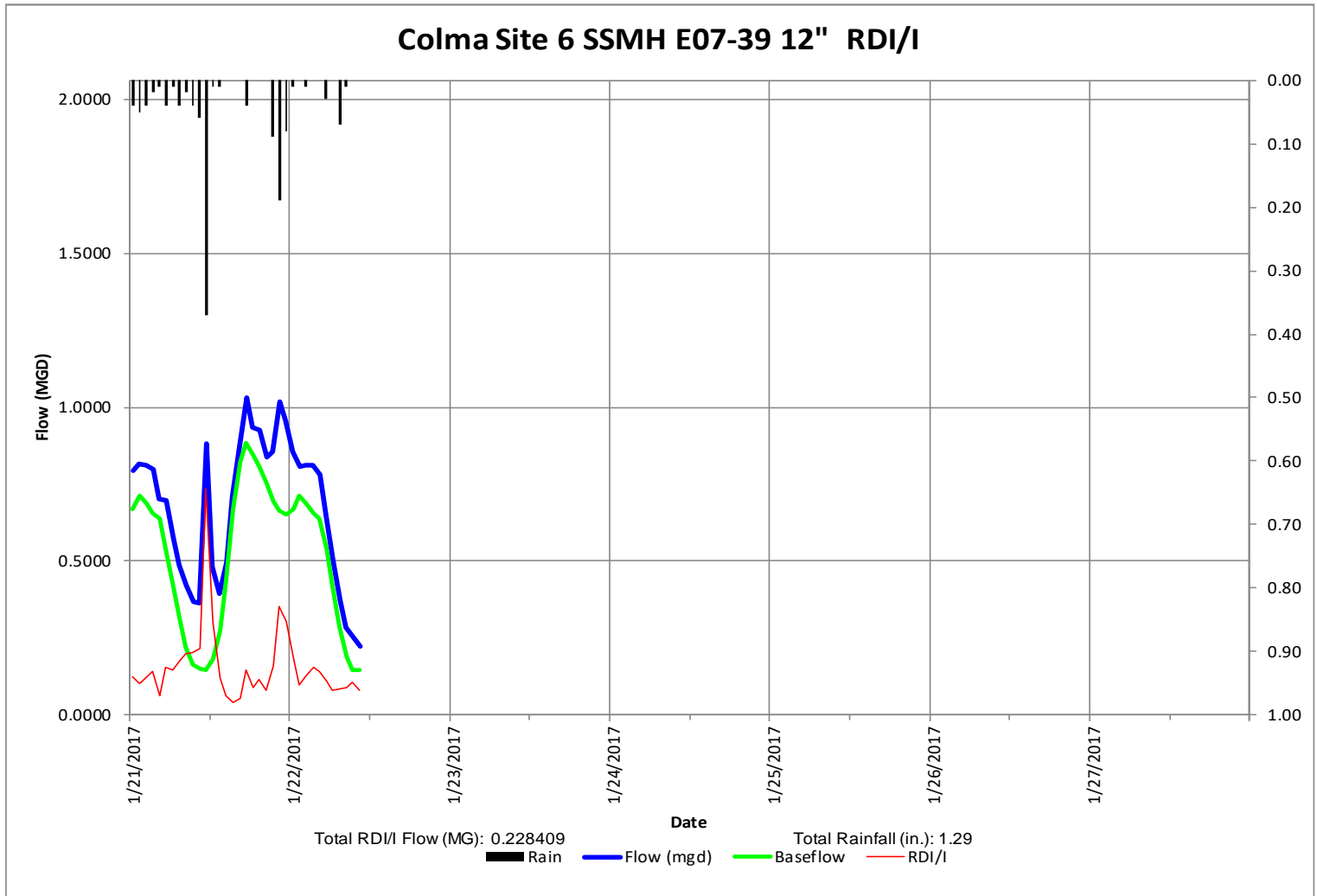




Storm of 1/18/2017

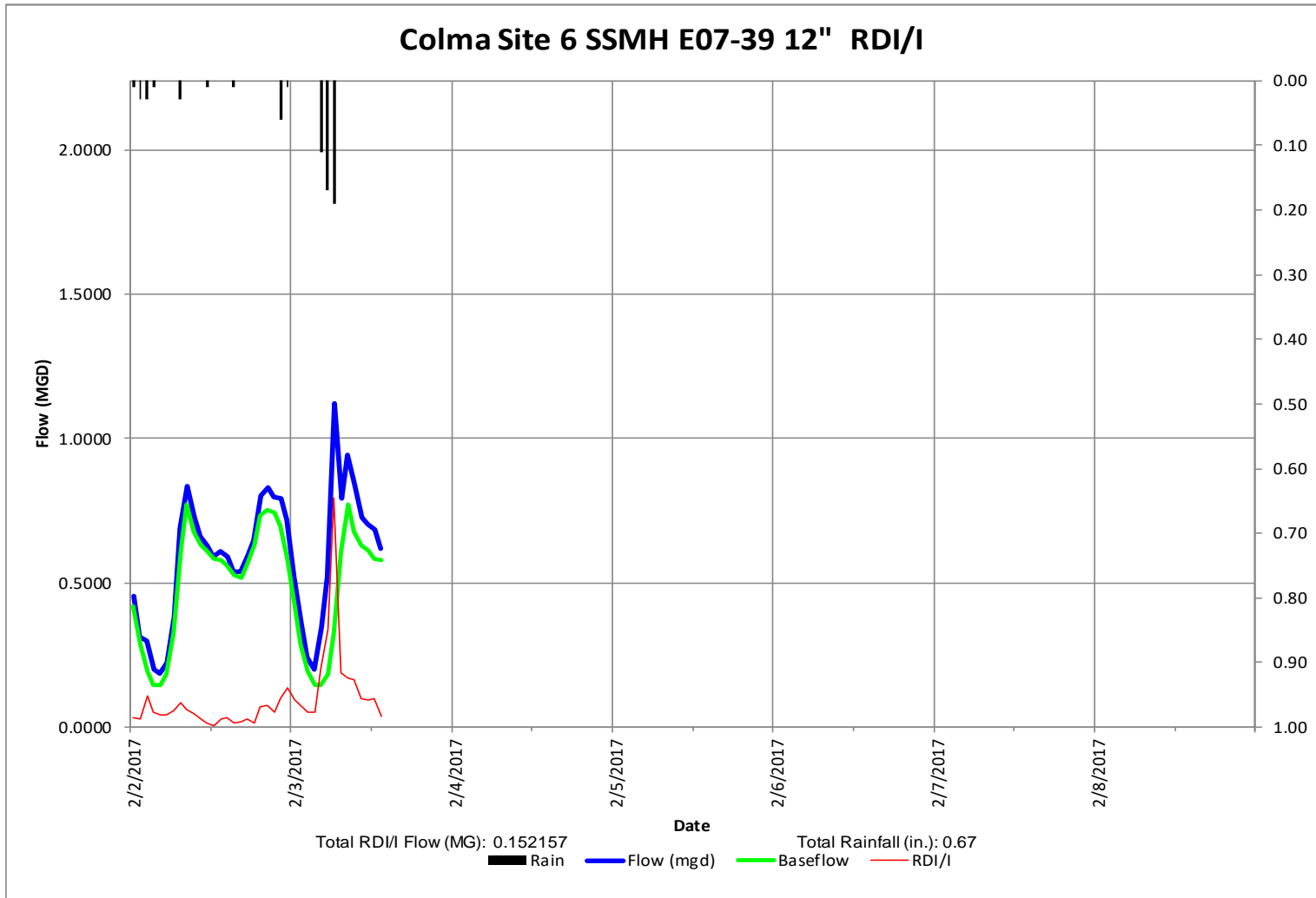


Storm of 1/20/2017

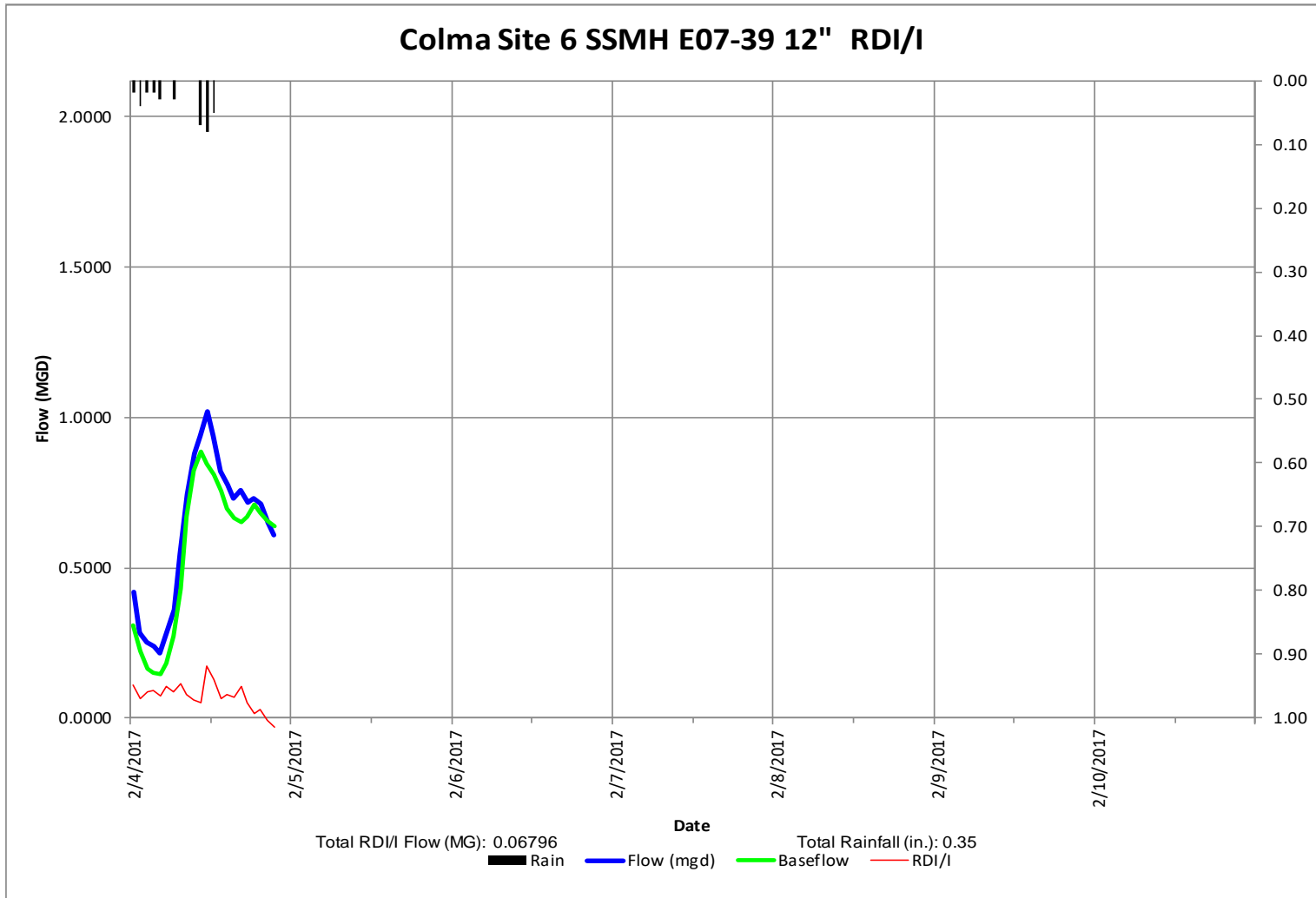


Storm of 1/21/2017

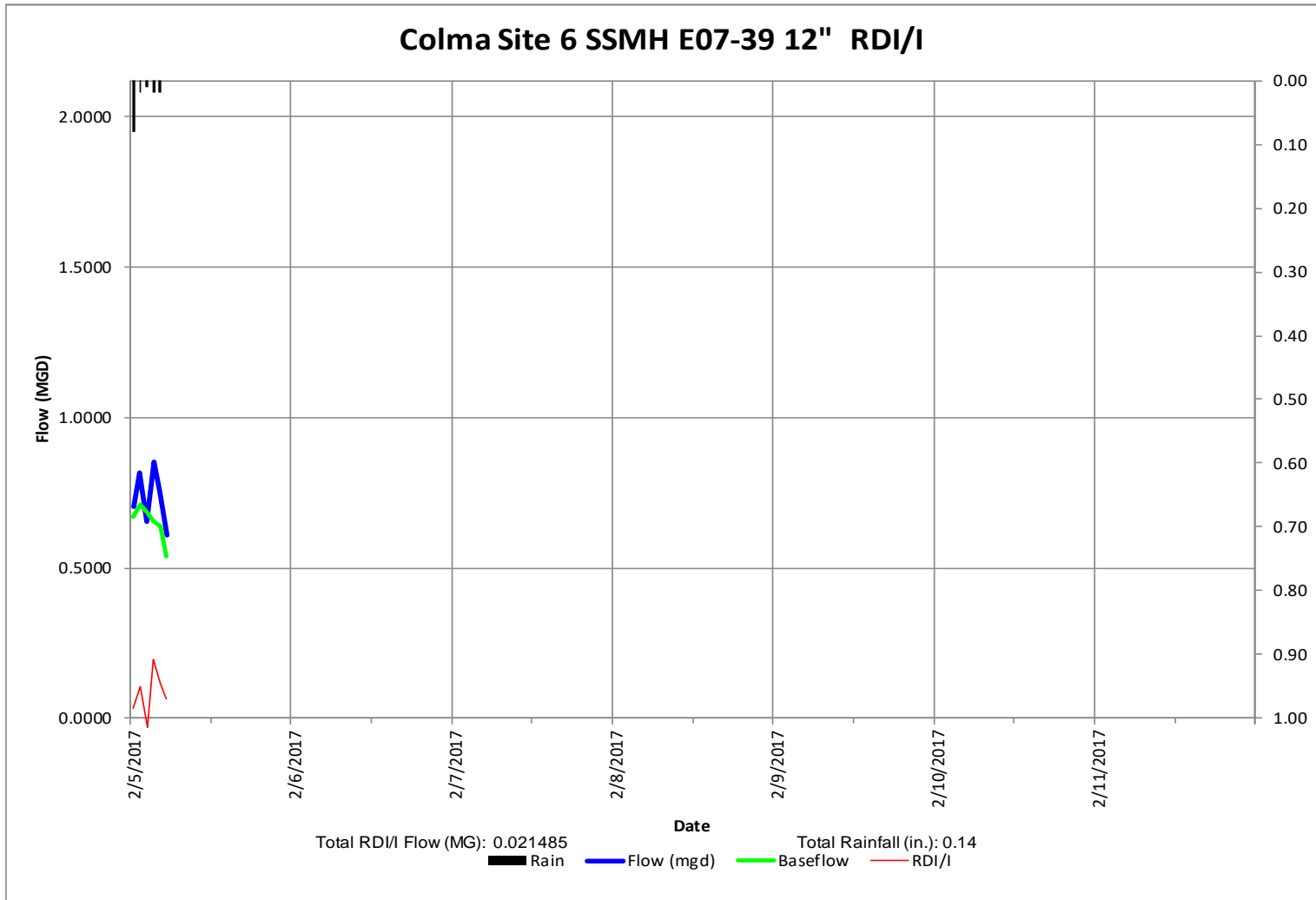




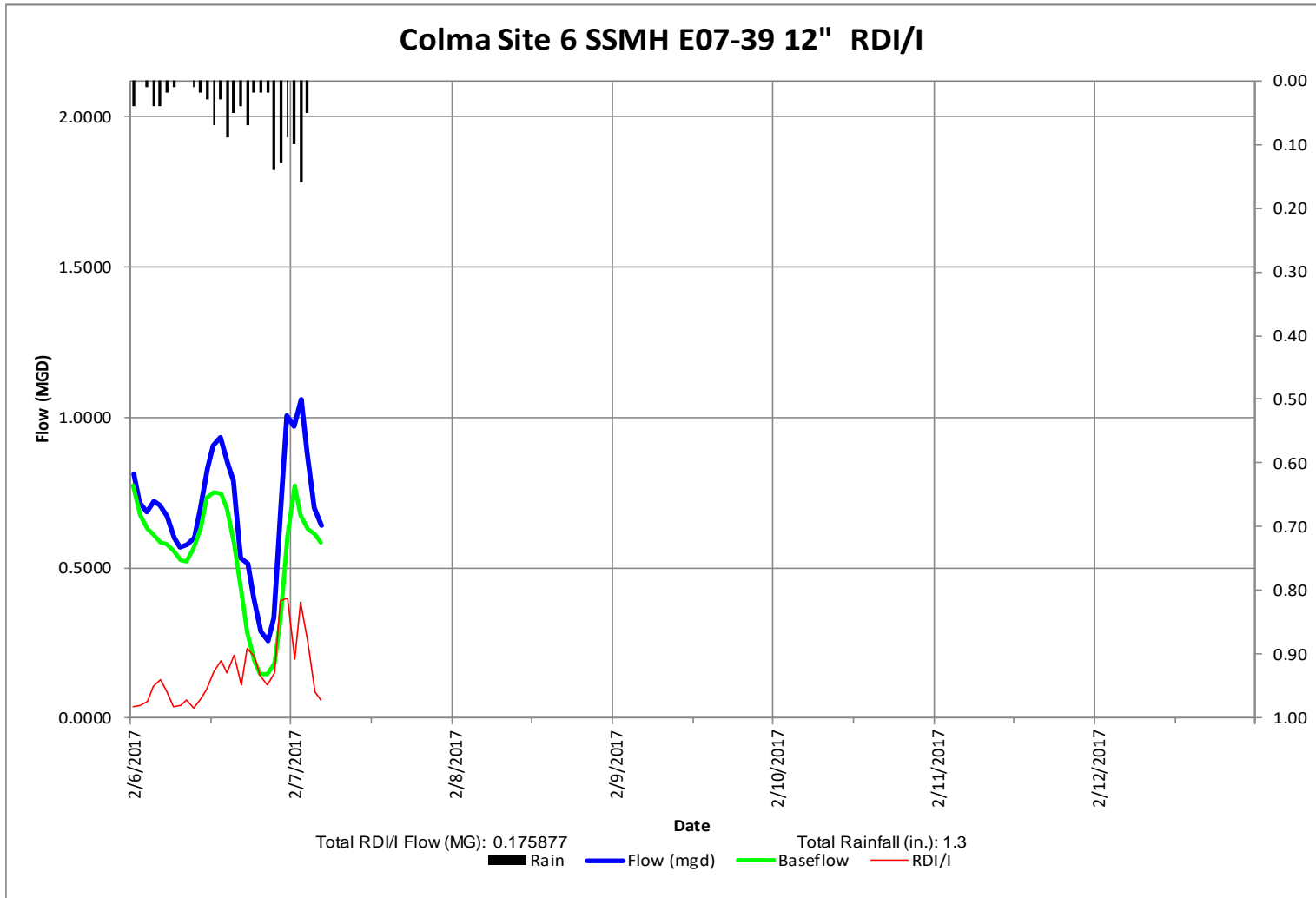
Storm of 2/2/2017



Storm of 2/4/2017

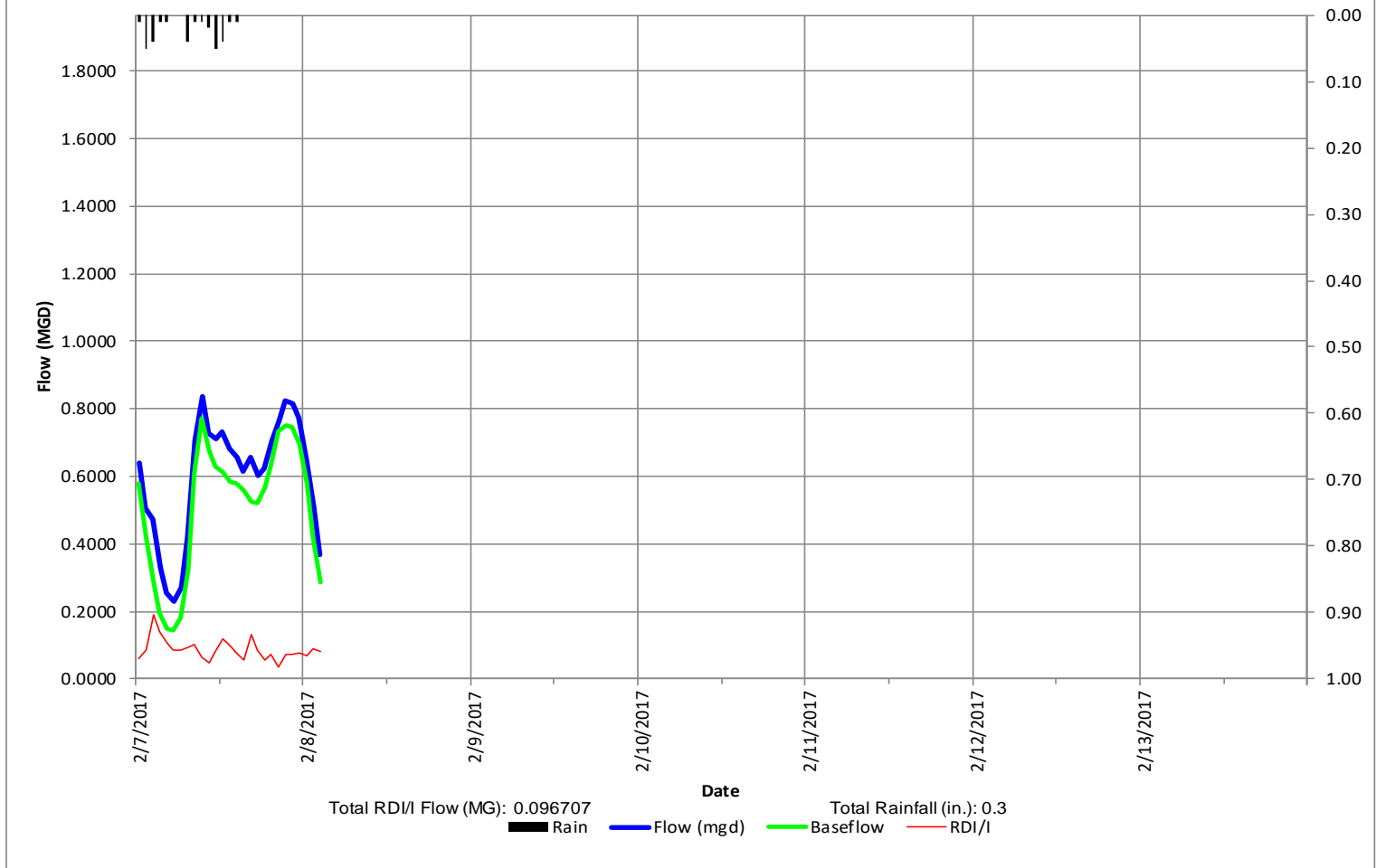


Storm of 2/5/2017



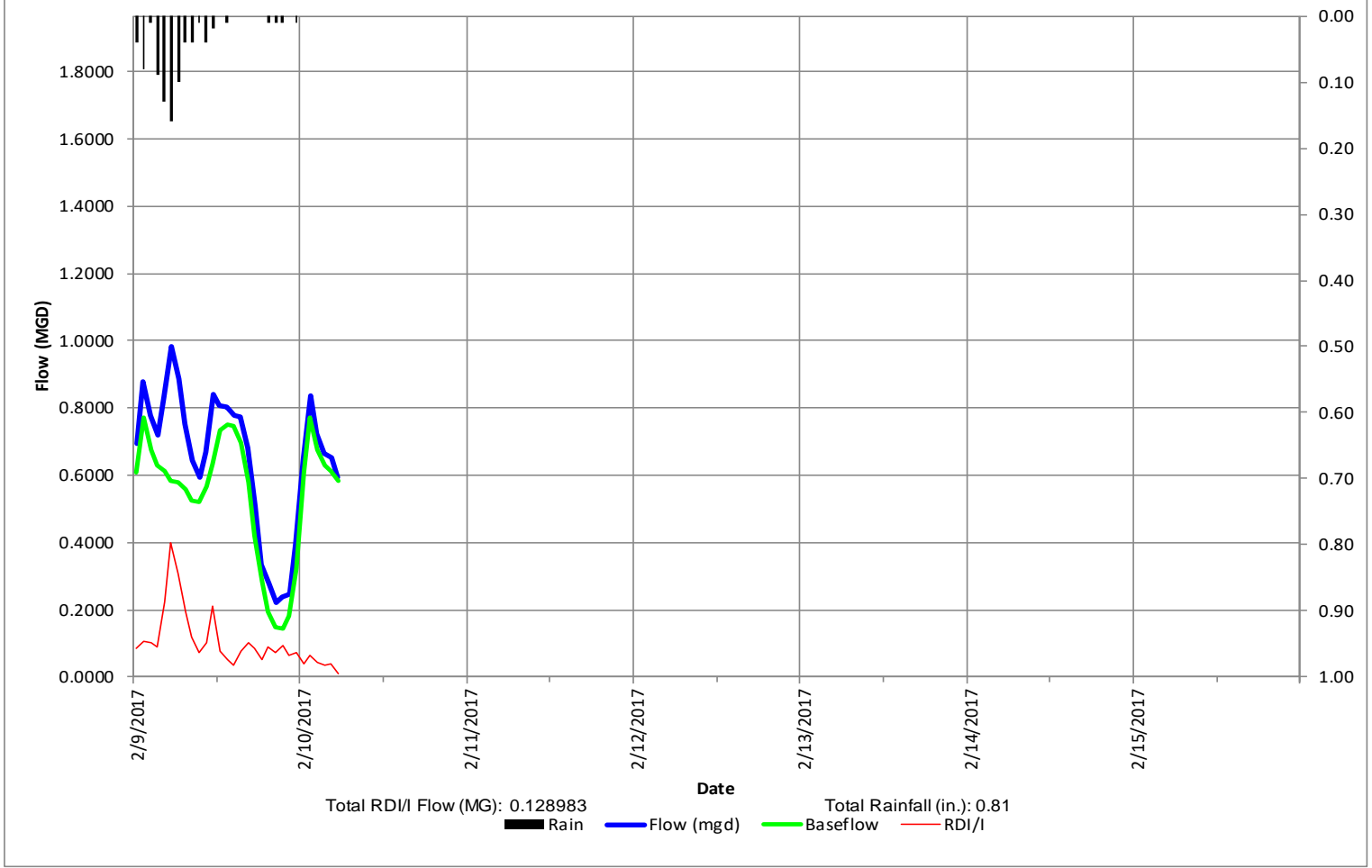
Storm of 2/6/2017

### Colma Site 6 SSMH E07-39 12" RDI/I



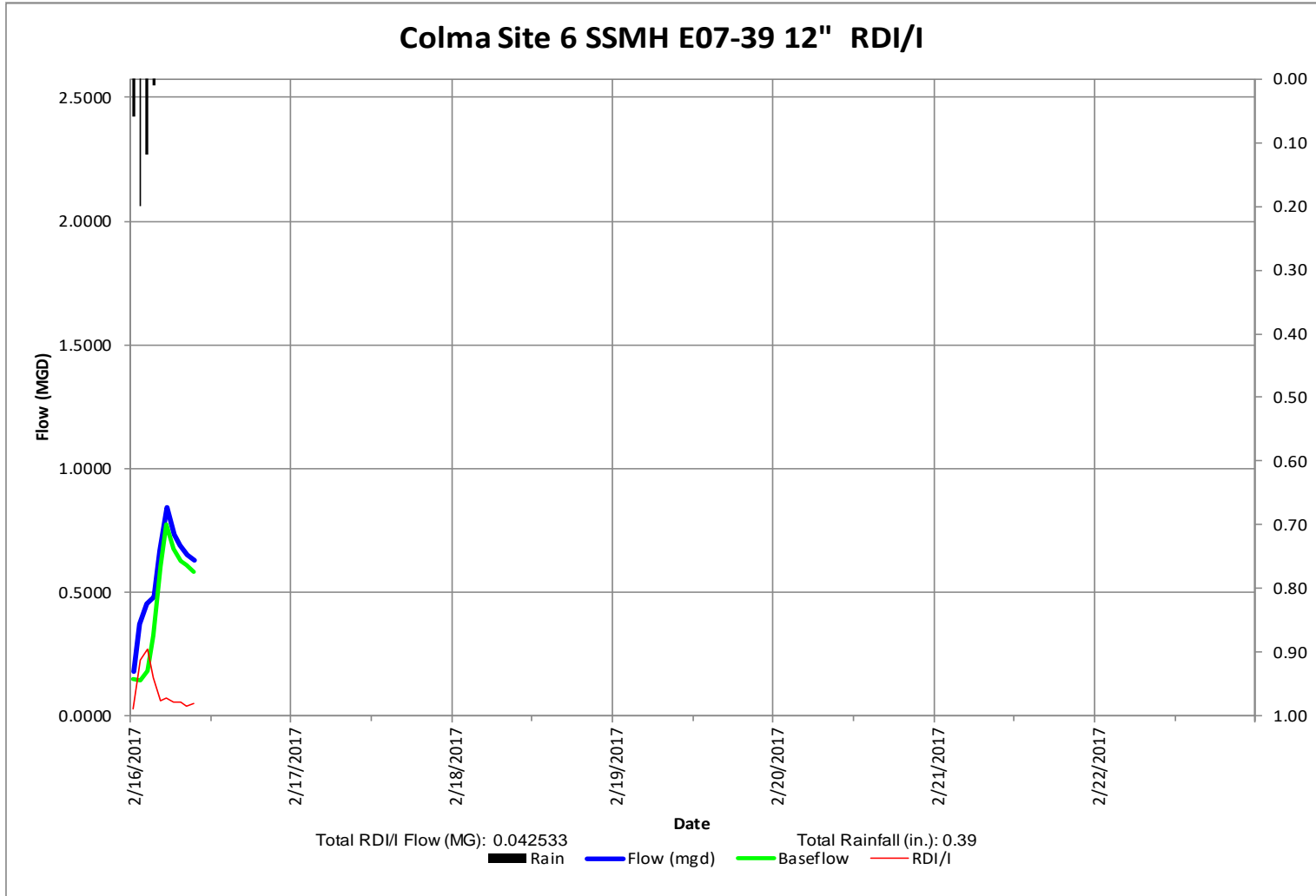
Storm of 2/7/2017

### Colma Site 6 SSMH E07-39 12" RDI/I

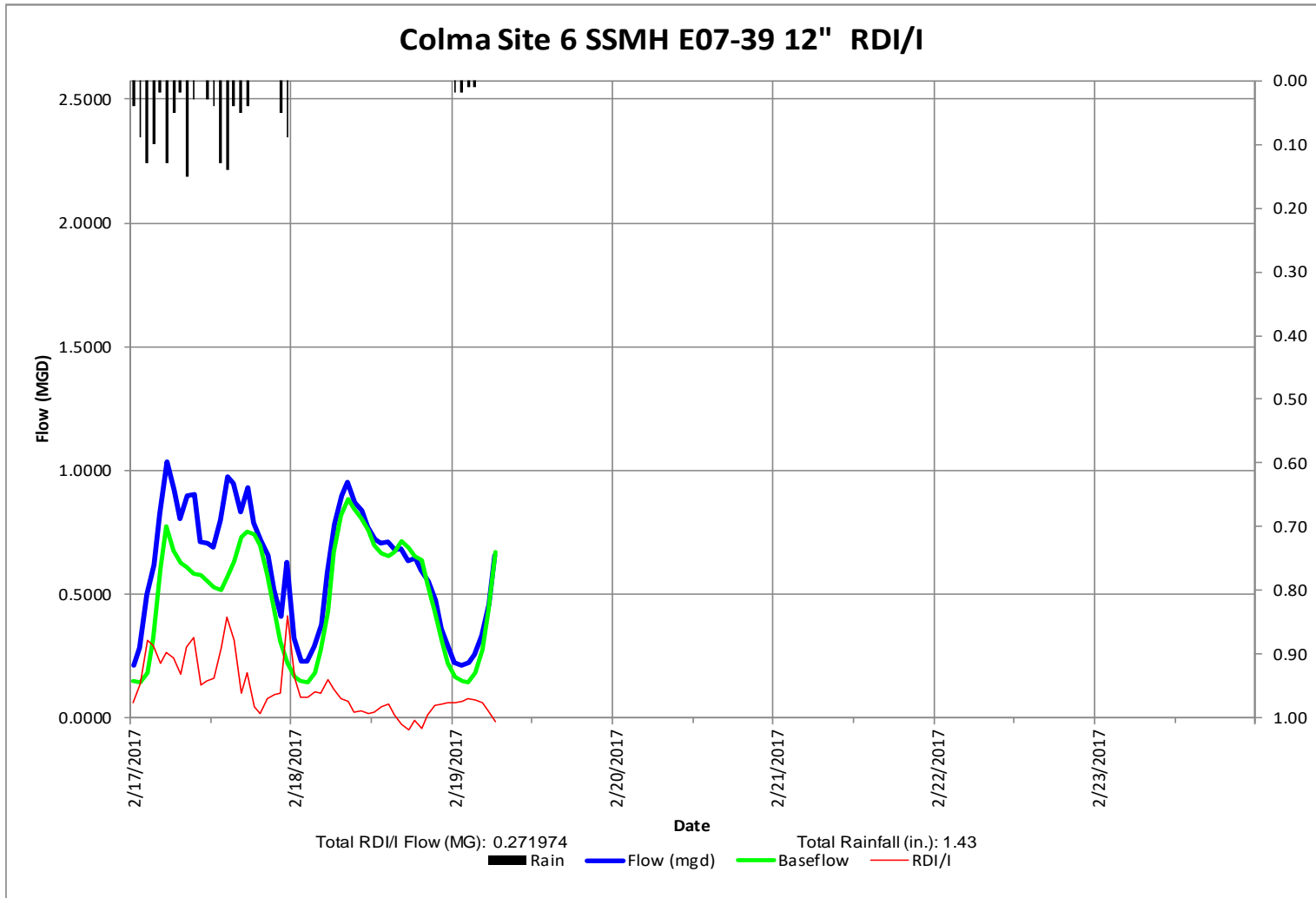


Storm of 2/9/2017

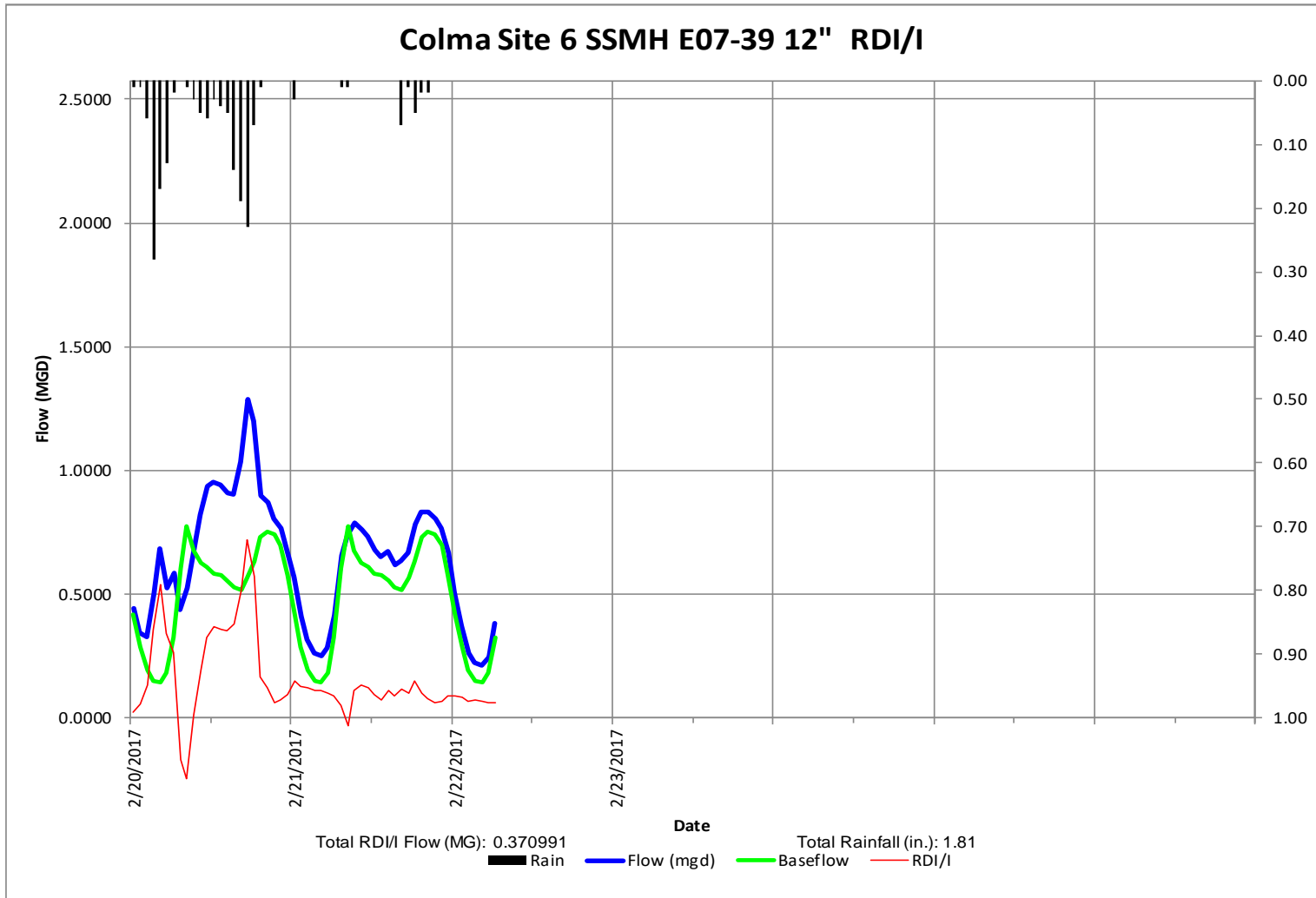




Storm of 2/16/2017



Storm of 2/17/2017



Storm of 2/20/2017

# Site Information Report

Manhole Number SSMH 8E14  
Location: El Camino South of Colma Blvd on side rd.  
MH Depth ~8'  
Diameter: 8"  
Safety: Ok  
Traffic: Light  
Gas: Ok  
Rungs no  
Meter Type: Hach FL900 Submerge  
Depth: Pressure 1"  
Velocity: Doppler 1.5 ft./sec

# Flow Monitor Site: 7

Ariel View:

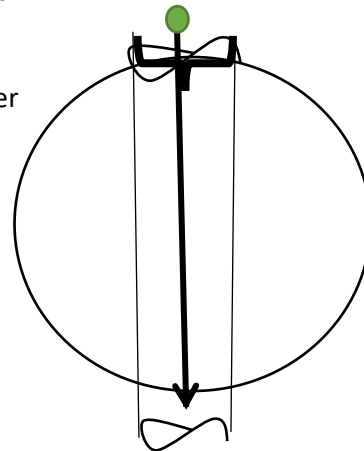


City Sewer Map:



Flow Sketch:

Flow Meter



8"-inch Pipe

Surface View:



Invert View:



Outlet Pipe:



Inlet Pipe:



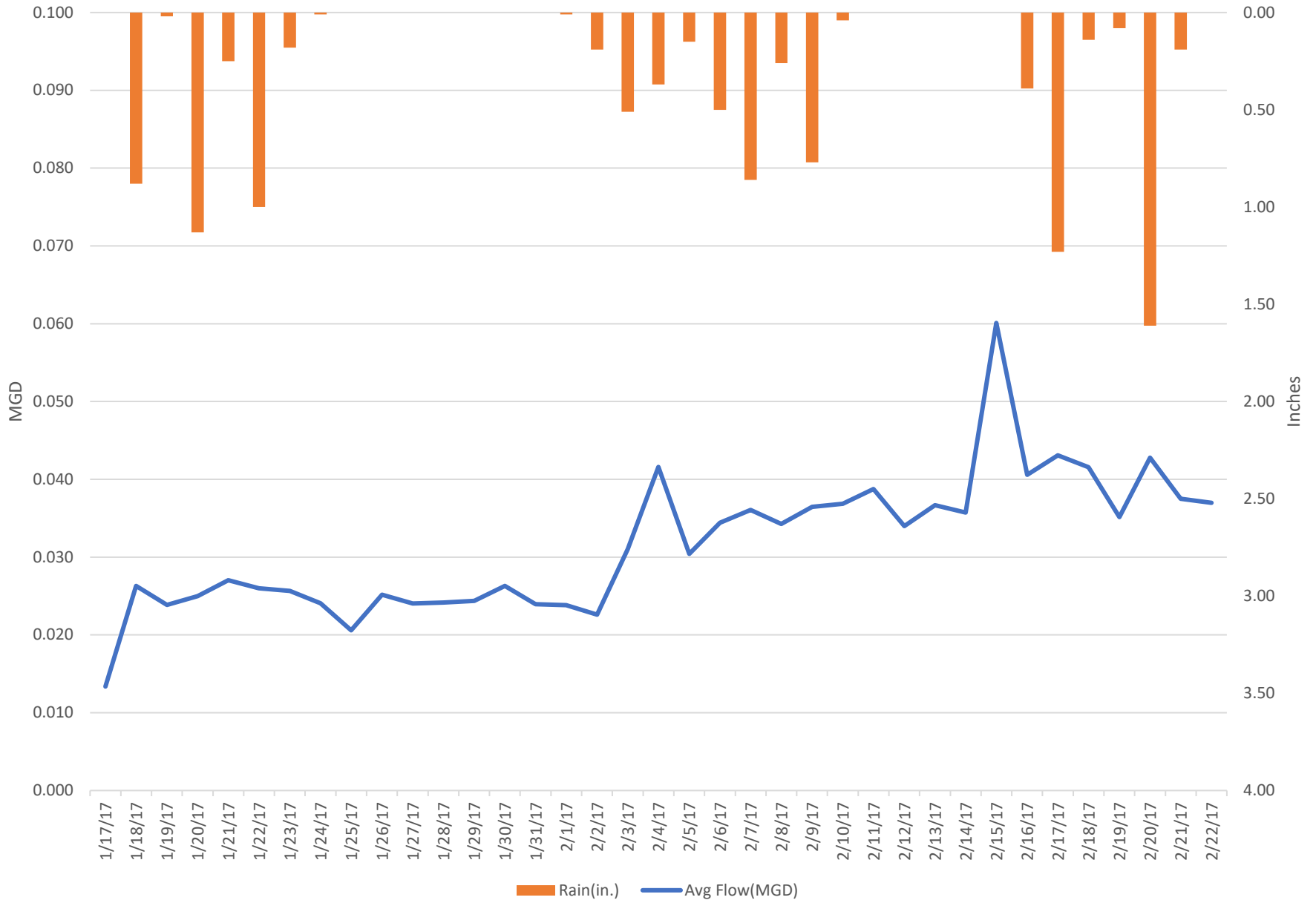
## Colma Site 7 SSMH8E14 8" Sanitary Flow

## Daily Summary

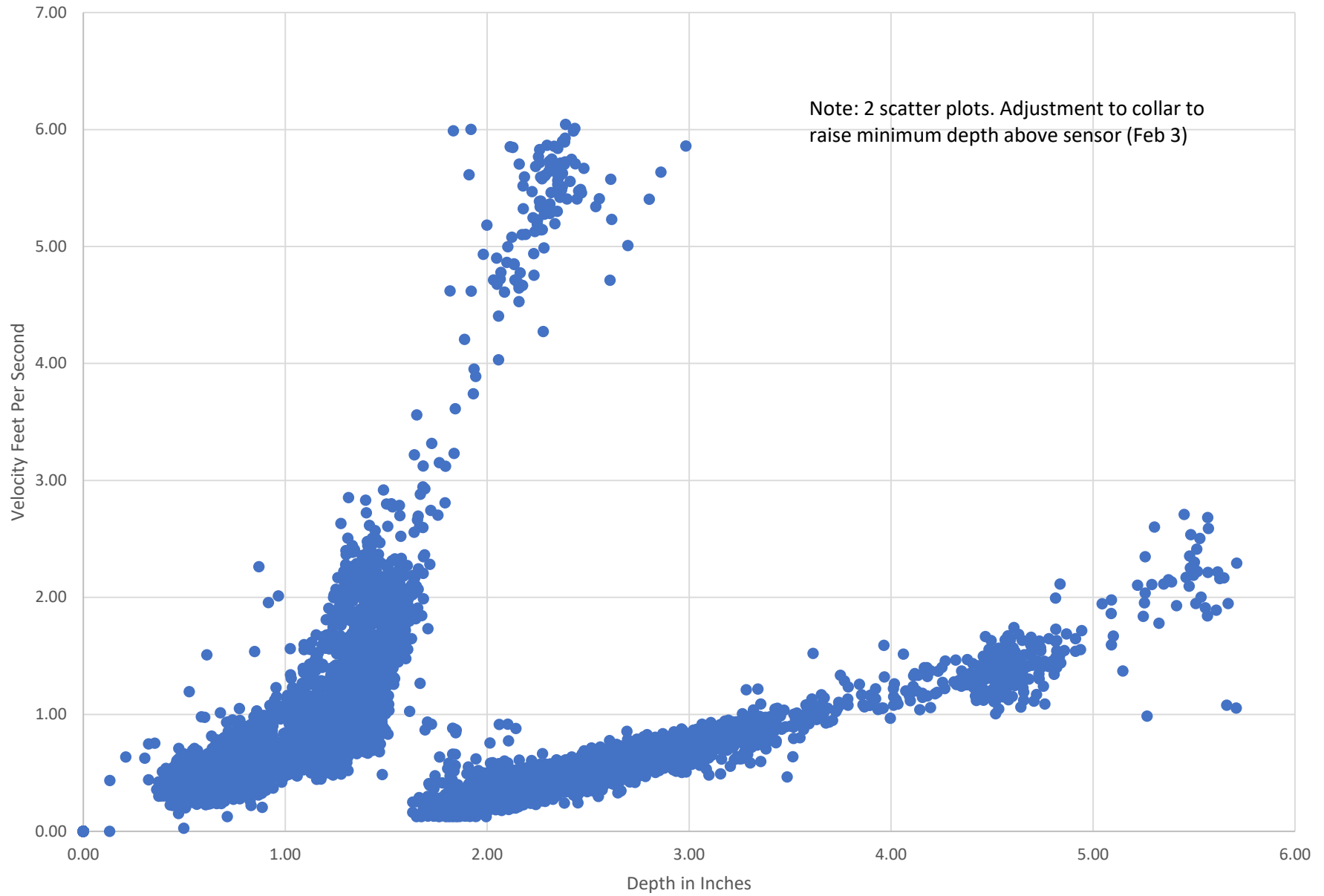
Day	Date	Avg Flow(MGD)	Min Flow(MGD)	Max Flow(MGD)	Max Depth(in.)	Rain(in.)
Tuesday	1/17/17	0.013	0.000	0.316	2.444	0.00
Wednesday	1/18/17	0.026	0.002	0.381	3.614	0.88
Thursday	1/19/17	0.024	0.004	0.310	2.395	0.02
Friday	1/20/17	0.025	0.002	0.318	2.411	1.13
Saturday	1/21/17	0.027	0.002	0.305	2.349	0.25
Sunday	1/22/17	0.026	0.002	0.321	2.383	1.00
Monday	1/23/17	0.026	0.002	0.315	2.372	0.18
Tuesday	1/24/17	0.024	0.003	0.330	2.452	0.01
Wednesday	1/25/17	0.021	0.002	0.337	2.479	0.00
Thursday	1/26/17	0.025	0.002	0.346	2.427	0.00
Friday	1/27/17	0.024	0.001	0.332	2.437	0.00
Saturday	1/28/17	0.024	0.001	0.330	2.373	0.00
Sunday	1/29/17	0.024	0.001	0.312	2.320	0.00
Monday	1/30/17	0.026	0.002	0.449	2.984	0.00
Tuesday	1/31/17	0.024	0.001	0.342	2.388	0.00
Wednesday	2/1/17	0.024	0.001	0.309	2.372	0.01
Thursday	2/2/17	0.023	0.000	0.335	2.696	0.19
Friday	2/3/17	0.031	0.000	0.444	5.502	0.51
Saturday	2/4/17	0.042	0.005	0.450	5.568	0.37
Sunday	2/5/17	0.030	0.004	0.418	5.514	0.15
Monday	2/6/17	0.034	0.005	0.434	5.571	0.50
Tuesday	2/7/17	0.036	0.007	0.369	5.610	0.86
Wednesday	2/8/17	0.034	0.005	0.417	5.669	0.26
Thursday	2/9/17	0.036	0.005	0.395	5.712	0.77
Friday	2/10/17	0.037	0.005	0.371	5.647	0.04
Saturday	2/11/17	0.039	0.005	0.283	4.816	0.00
Sunday	2/12/17	0.034	0.005	0.243	4.868	0.00
Monday	2/13/17	0.037	0.004	0.215	4.713	0.00
Tuesday	2/14/17	0.036	0.005	0.218	4.659	0.00
Wednesday	2/15/17	0.060	0.005	0.284	5.709	0.00
Thursday	2/16/17	0.041	0.008	0.232	5.147	0.39
Friday	2/17/17	0.043	0.006	0.232	4.827	1.23
Saturday	2/18/17	0.042	0.005	0.251	4.943	0.14
Sunday	2/19/17	0.035	0.005	0.203	4.807	0.08
Monday	2/20/17	0.043	0.005	0.199	4.820	1.61
Tuesday	2/21/17	0.037	0.006	0.220	4.733	0.19
Wednesday	2/22/17	0.037	0.006	0.223	4.798	0.00



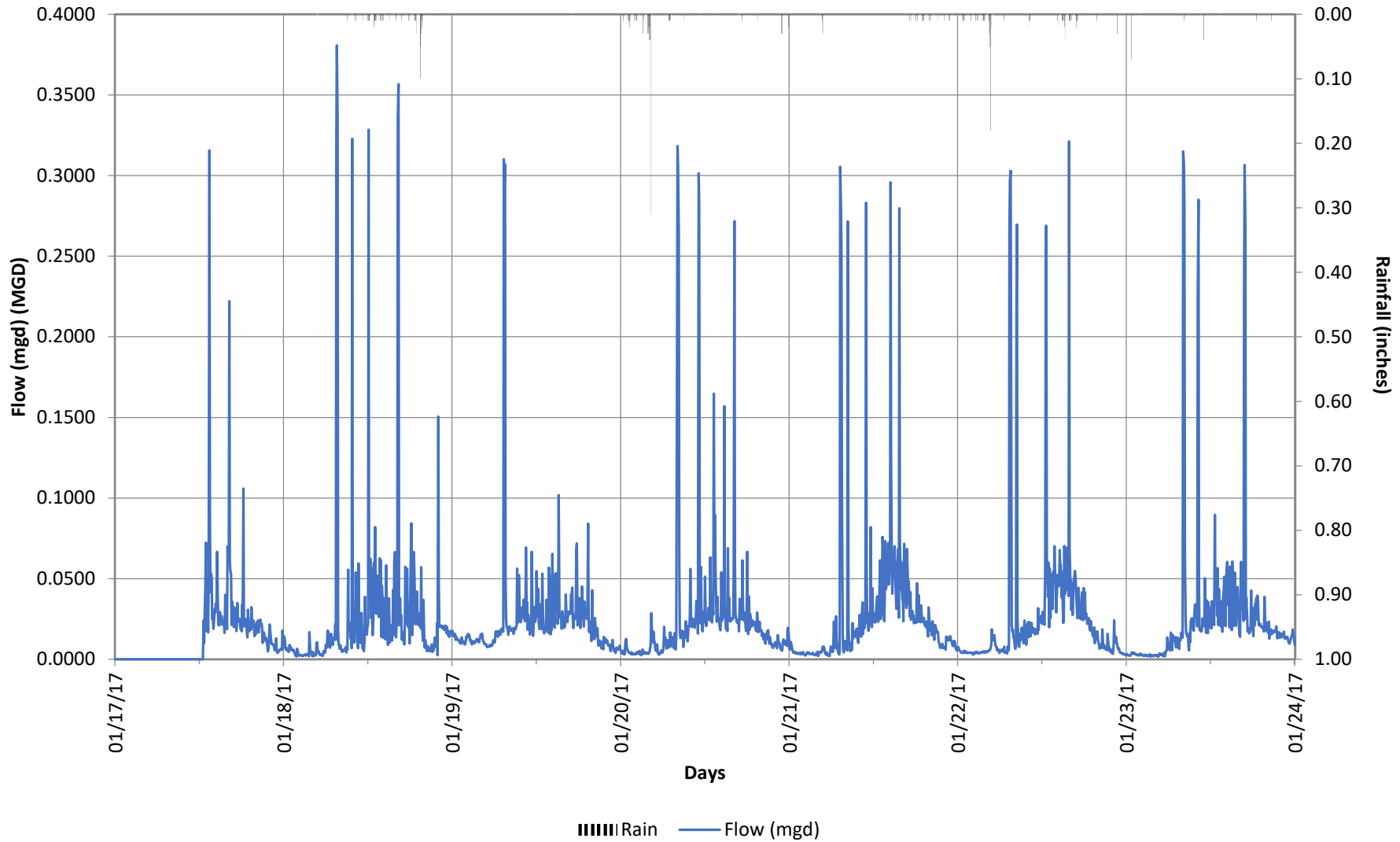
Colma Site 7 SSMH8E14 8" Daily Sanitary Flow



Colma Site 7 SSMH8E14 8" Scatter Plot



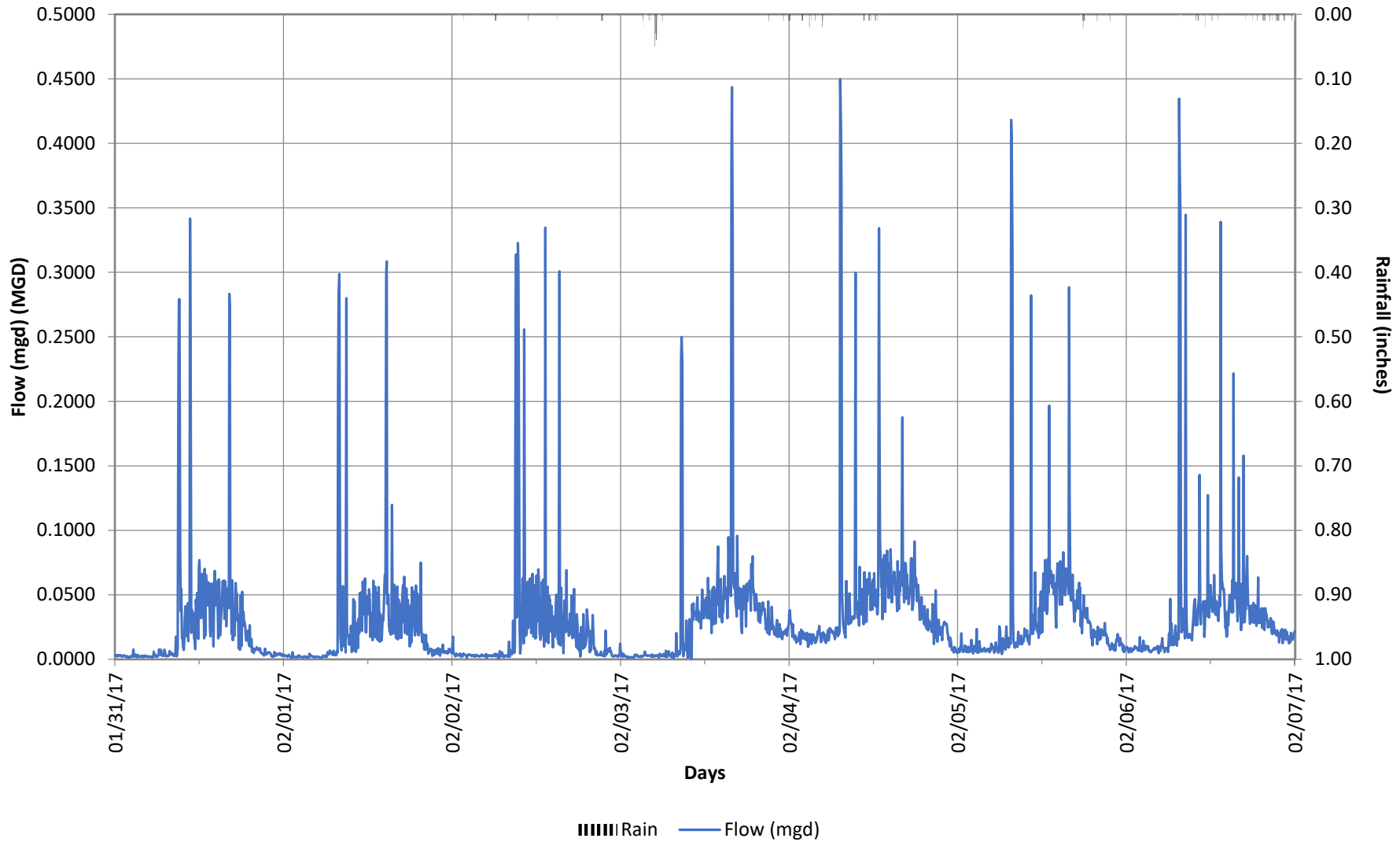
## Colma Site 7 SSMH8E14 8" Sanitary Flow



	1/17/2017 11:55:00 PM	2017 11:55:00 PM	2017 11:55:00 PM	2017 11:55:00 PM	2017 11:55:00 PM	2017 11:55:00 PM	2017 11:55:00 PM (Mon)
Maximum	0.316	0.381	0.310	0.318	0.305	0.321	0.315
Average	0.013	0.026	0.024	0.025	0.027	0.026	0.026
Minimum	0.000	0.002	0.004	0.002	0.002	0.002	0.002
Rain (inches)	0.00	0.88	0.02	1.13	0.25	1.00	0.18

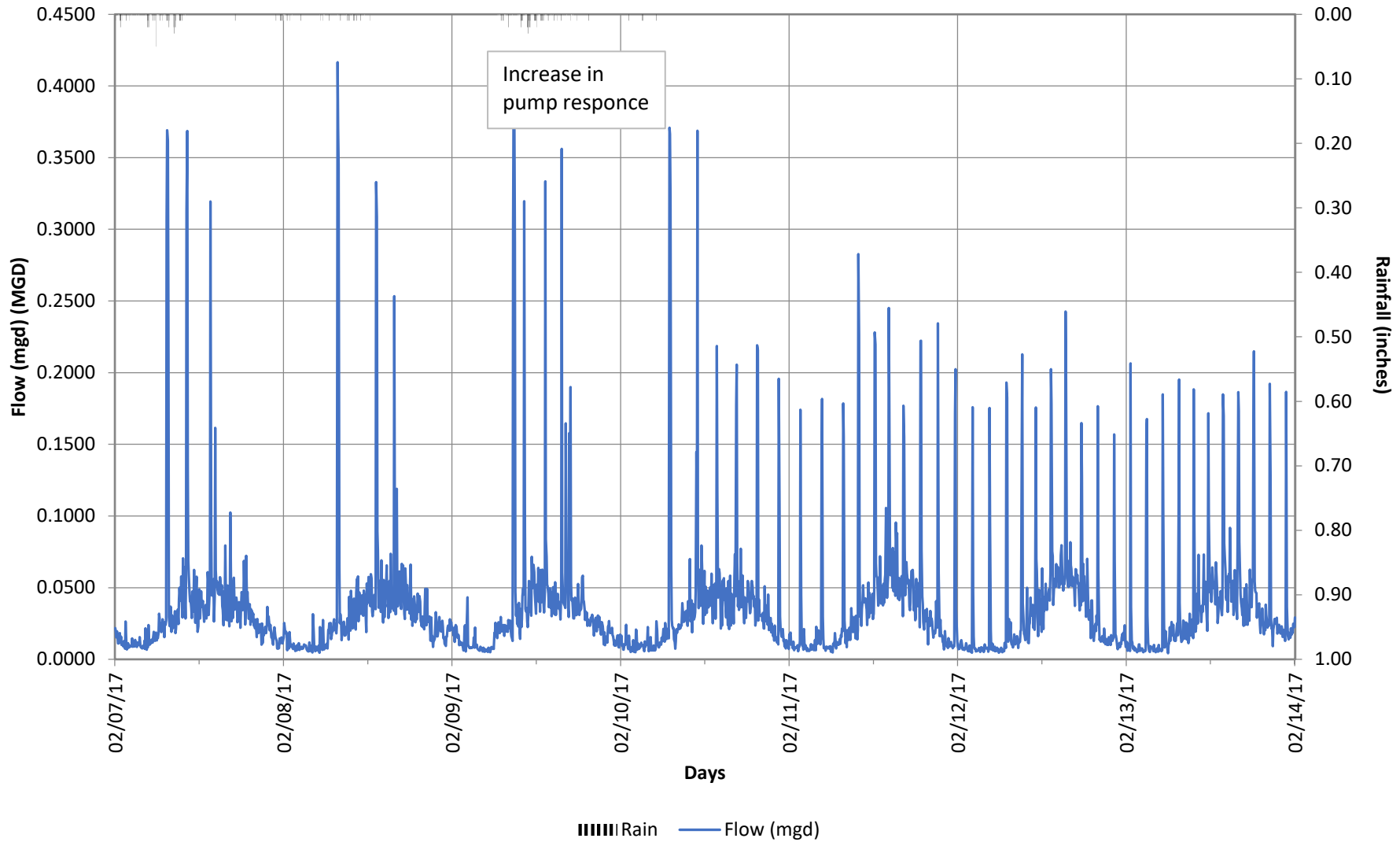


# Colma Site 7 SSMH8E14 8" Sanitary Flow



	1/31/2017 11:55:00 PM	02/01/2017 11:55:00 PM	02/02/2017 11:55:00 PM	02/03/2017 11:55:00 PM	02/04/2017 11:55:00 PM	02/05/2017 11:55:00 PM	02/06/2017 11:55:00 PM	02/07/2017 11:55:00 PM (Mon)
Maximum	0.342	0.309	0.335	0.444	0.450	0.418	0.434	0.434
Average	0.024	0.024	0.023	0.031	0.042	0.030	0.034	0.034
Minimum	0.001	0.001	0.000	0.000	0.005	0.004	0.005	0.005
Rain (inches)	0.00	0.01	0.19	0.51	0.37	0.15	0.50	0.50

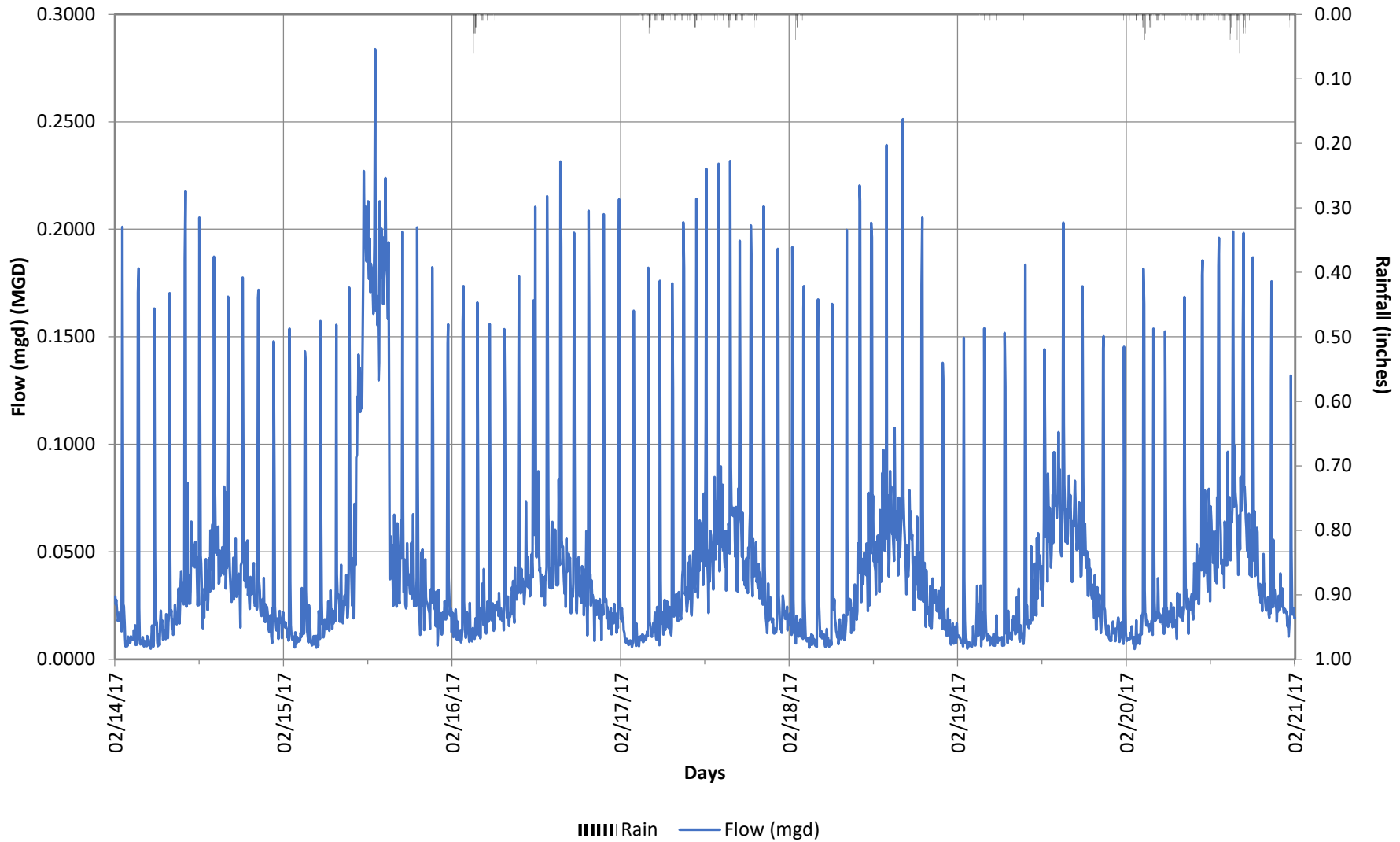
# Colma Site 7 SSMH8E14 8" Sanitary Flow



	2/7/2017 11:55:00 PM	2/10/2017 11:55:00 PM	2/11/2017 11:55:00 PM	2/12/2017 11:55:00 PM	2/13/2017 11:55:00 PM	2/14/2017 11:55:00 PM (Mon)
Maximum	0.369	0.417	0.395	0.371	0.283	0.215
Average	0.036	0.034	0.036	0.037	0.039	0.037
Minimum	0.007	0.005	0.005	0.005	0.005	0.004
Rain (inches)	0.86	0.26	0.77	0.04	0.00	0.00

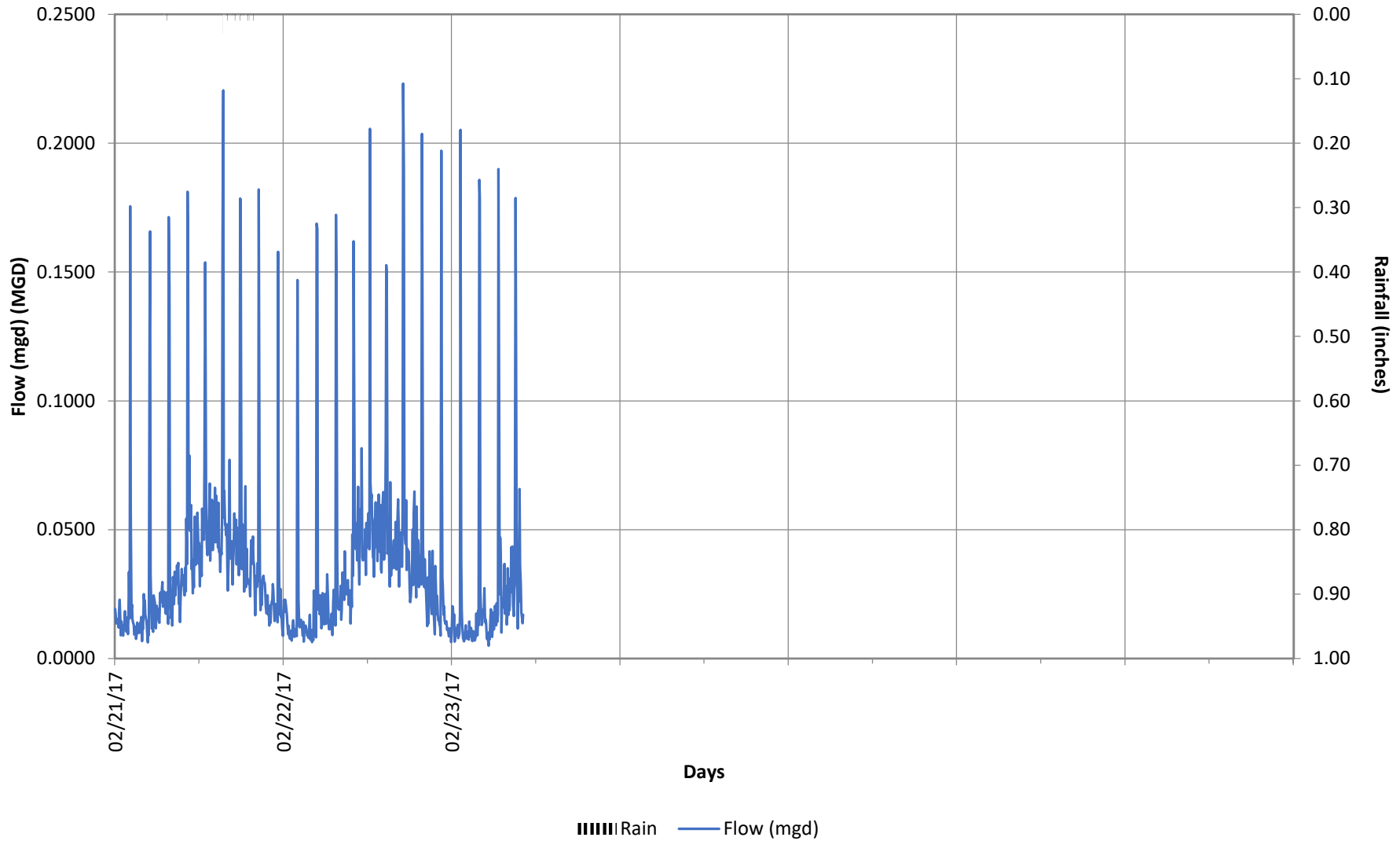


## Colma Site 7 SSMH8E14 8" Sanitary Flow



	2/14/2017 11:55:00 PM	2/15/2017 11:55:00 PM	2/16/2017 11:55:00 PM	2/17/2017 11:55:00 PM	2/18/2017 11:55:00 PM	2/19/2017 11:55:00 PM	2/20/2017 11:55:00 PM	2/21/2017 11:55:00 PM (Mon)
Maximum	0.218	0.284	0.232	0.232	0.251	0.203	0.199	
Average	0.036	0.060	0.041	0.043	0.042	0.035	0.043	
Minimum	0.005	0.005	0.008	0.006	0.005	0.005	0.005	
Rain (inches)	0.00	0.00	0.39	1.23	0.14	0.08	1.61	

# Colma Site 7 SSMH8E14 8" Sanitary Flow



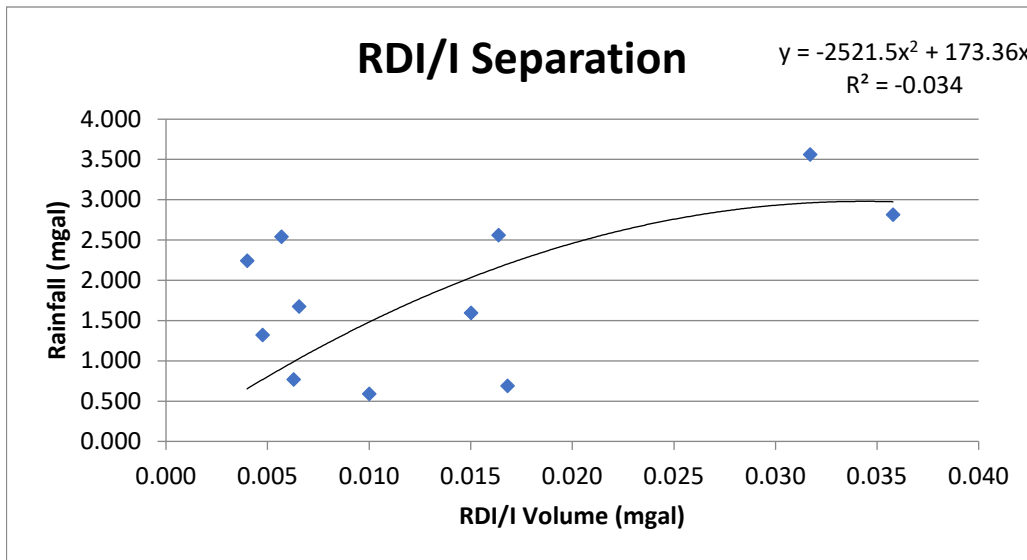
2/21/2017 11:55:00 PM		2017 11:55:00 PM (Wed)					
Maximum	0.220	0.223					
Average	0.037	0.037					
Minimum	0.006	0.006					
Rain (inches)	0.19	0.00					

## Colma Site 7 SSMH8E14 RDI

### RDI/I Analysis, Monitor Return Ratio Summary

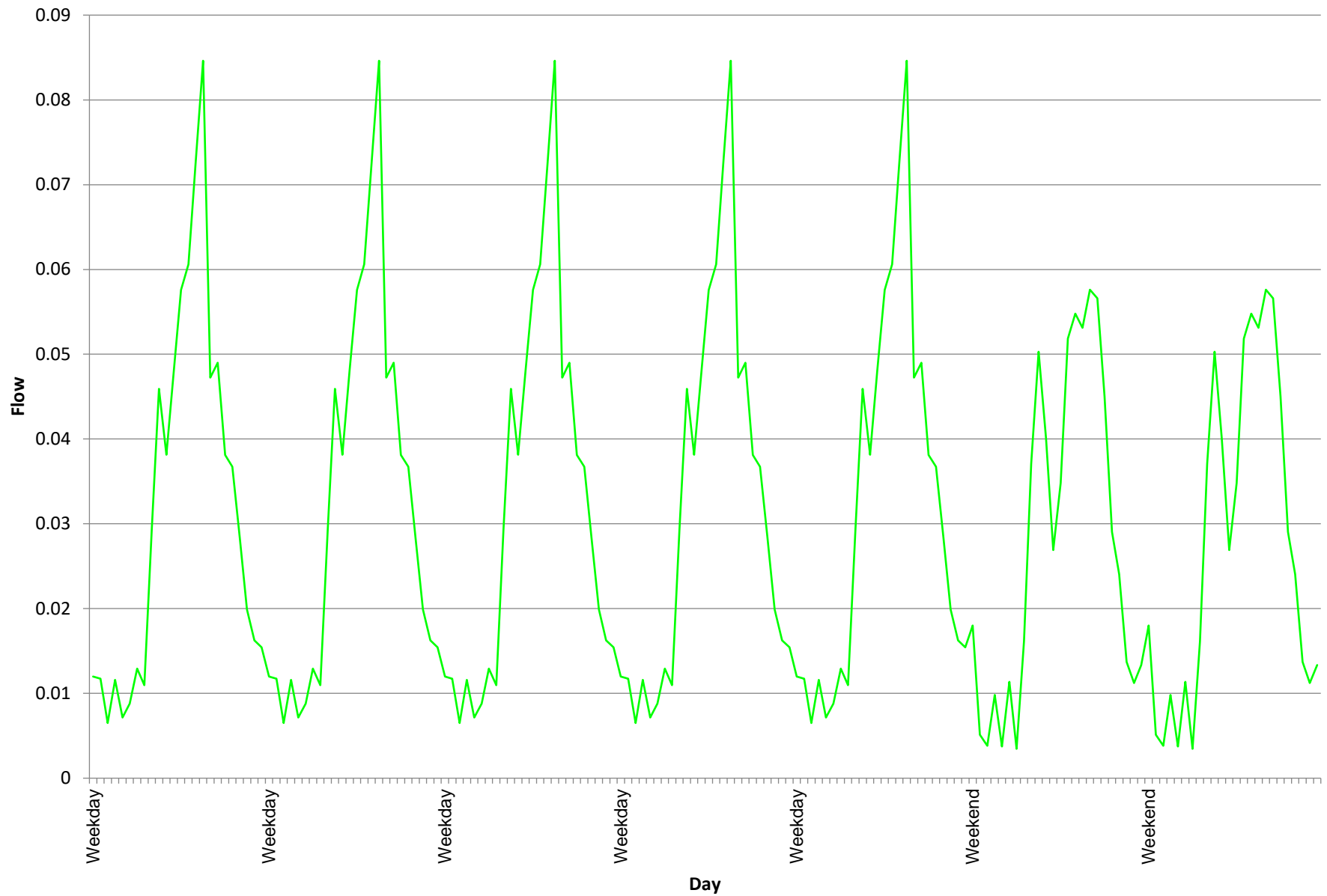
Storm Start (Date)	RDI/I Volume (mgal)	Monitor Area (acres)	Rainfall (mgal)	Return Ratio (%)
1/18/2017	0.007	72.5	1.673	0.39%
1/20/2017	0.004	72.5	2.244	0.18%
1/21/2017	0.006	72.5	2.539	0.22%
2/2/2017	0.005	72.5	1.319	0.36%
2/4/2017	0.017	72.5	0.689	2.44%
2/6/2017	0.016	72.5	2.559	0.64%
2/7/2017	0.010	72.5	0.591	1.69%
2/9/2017	0.015	72.5	1.595	0.94%
2/16/2017	0.006	72.5	0.768	0.82%
2/17/2017	0.036	72.5	2.815	1.27%
2/20/2017	0.032	72.5	3.563	0.89%

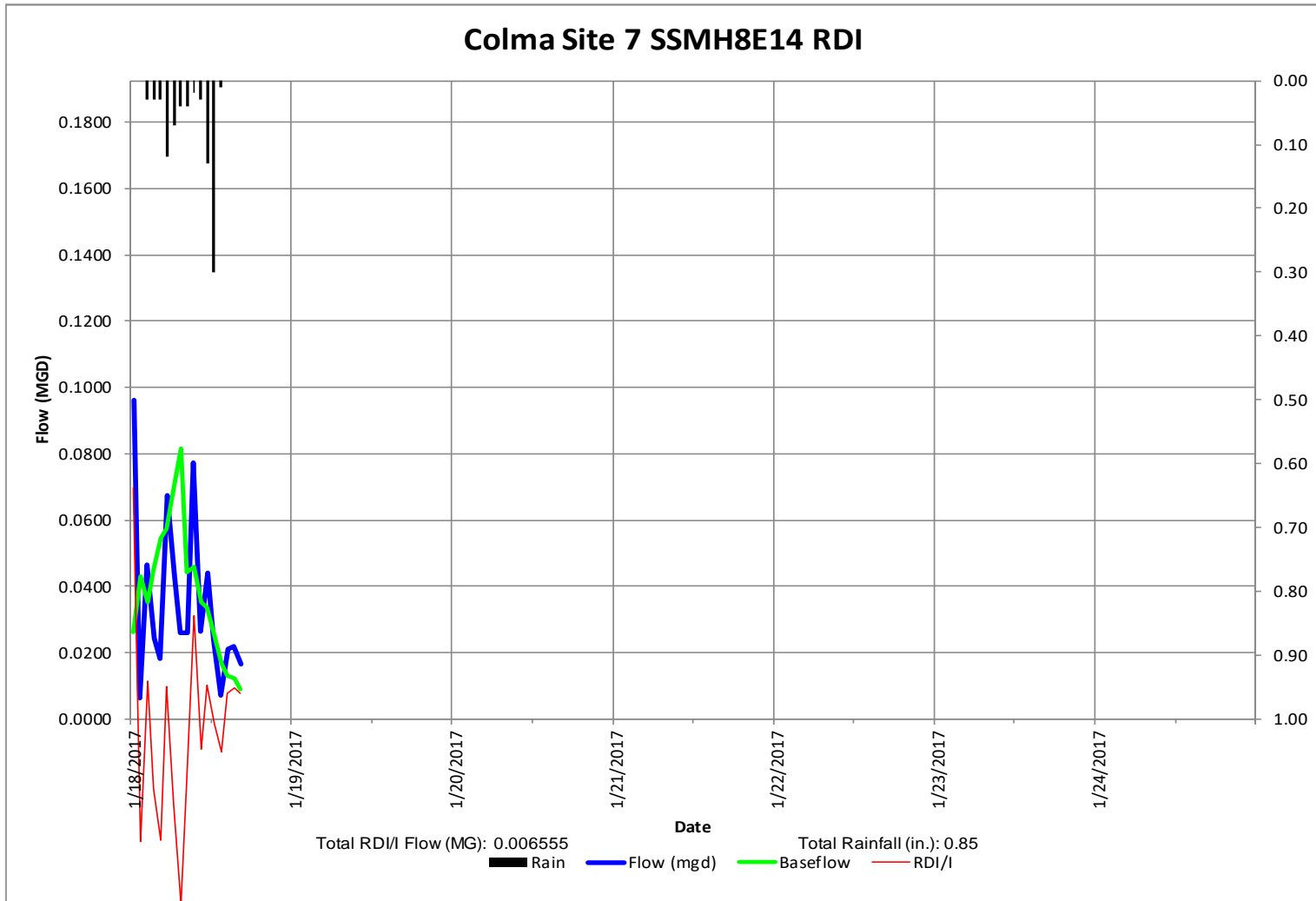
Average R%	0.90%
Average top 3 Storms	1.80%



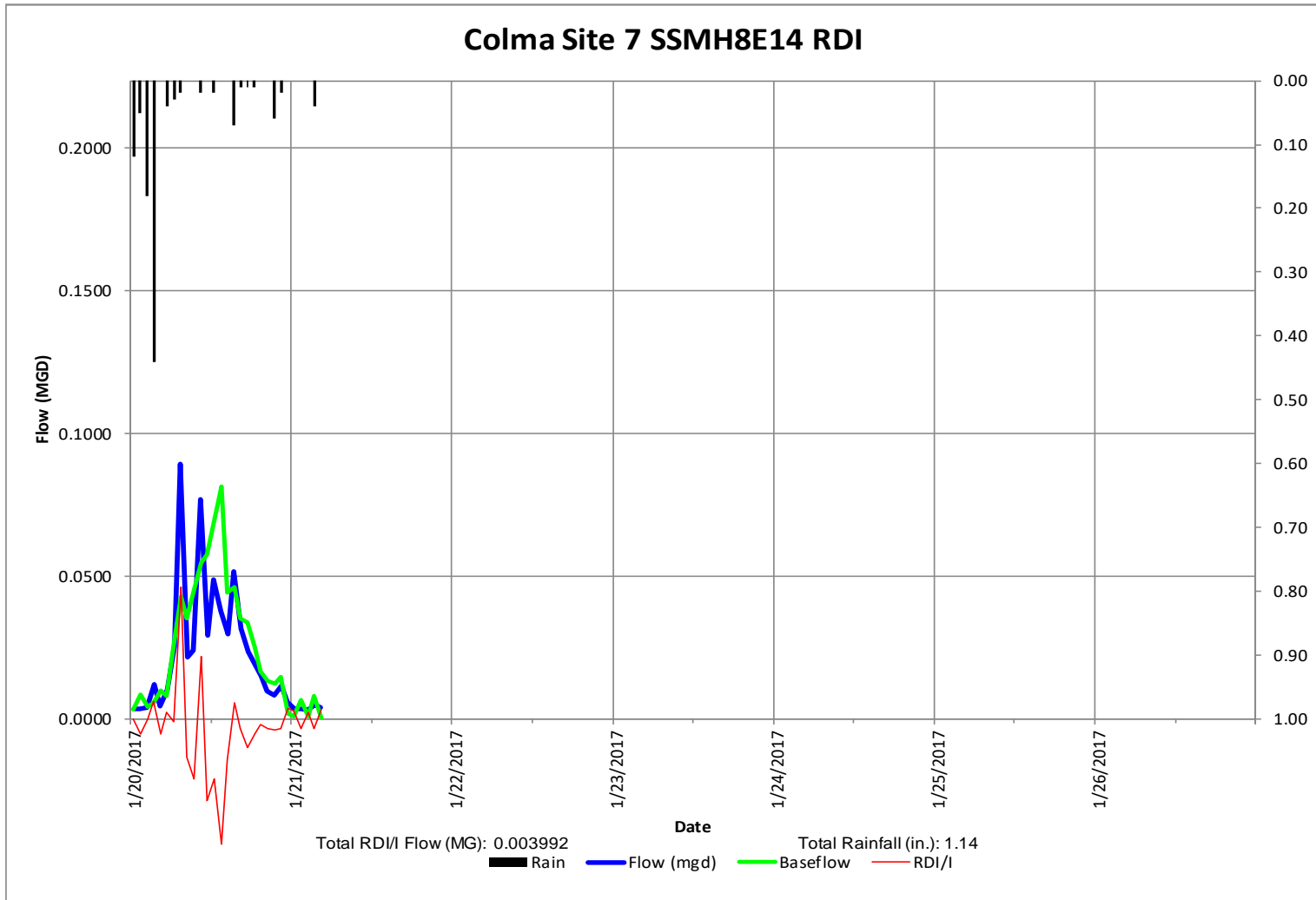
Baseflows	Weekend	Weekday
Max	0.058	0.085
Avg	0.028	0.032
Min	0.003	0.006

# Baseflow Colma Site 7 SSMH8E14 RDI



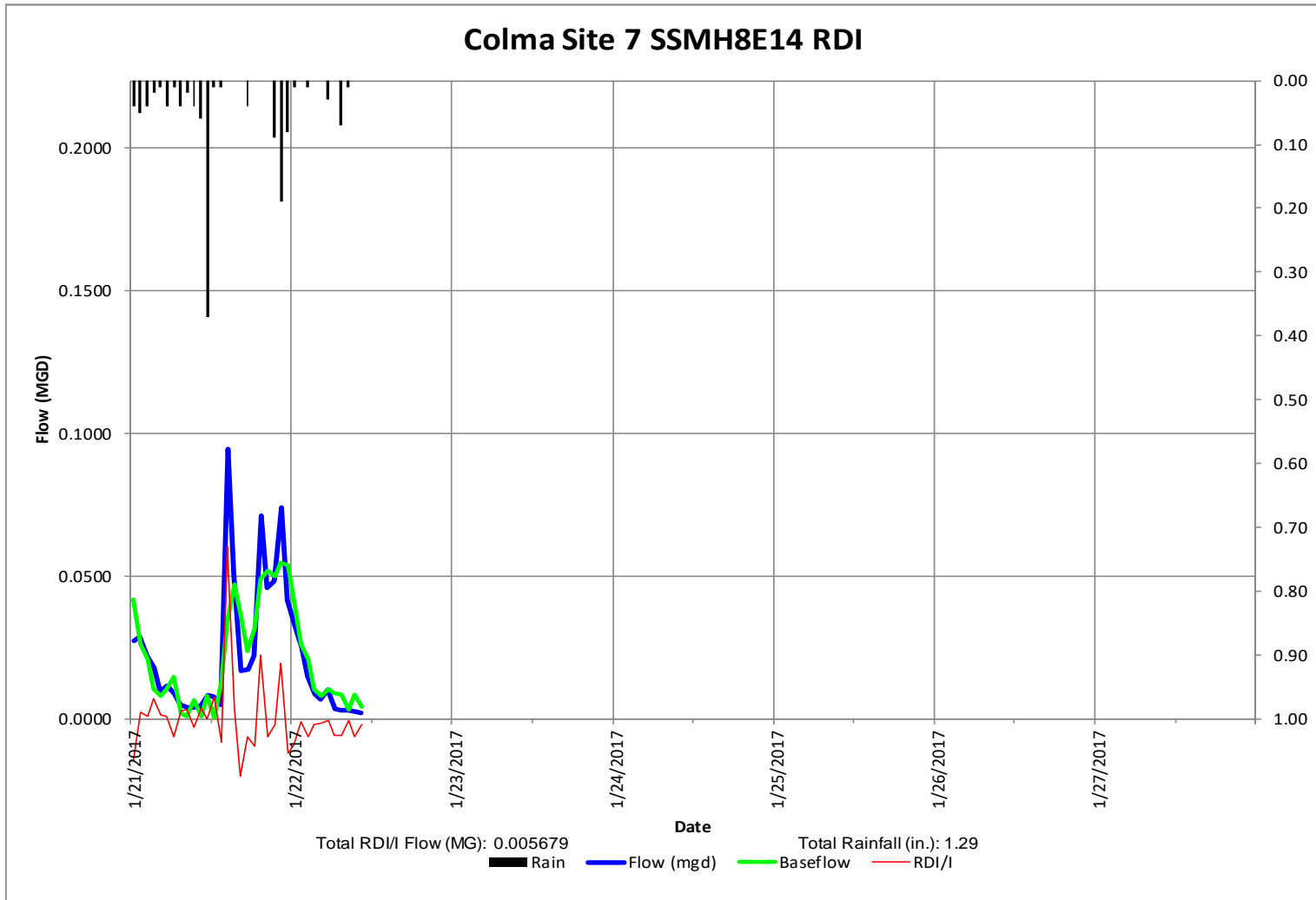


Storm of 1/18/2017

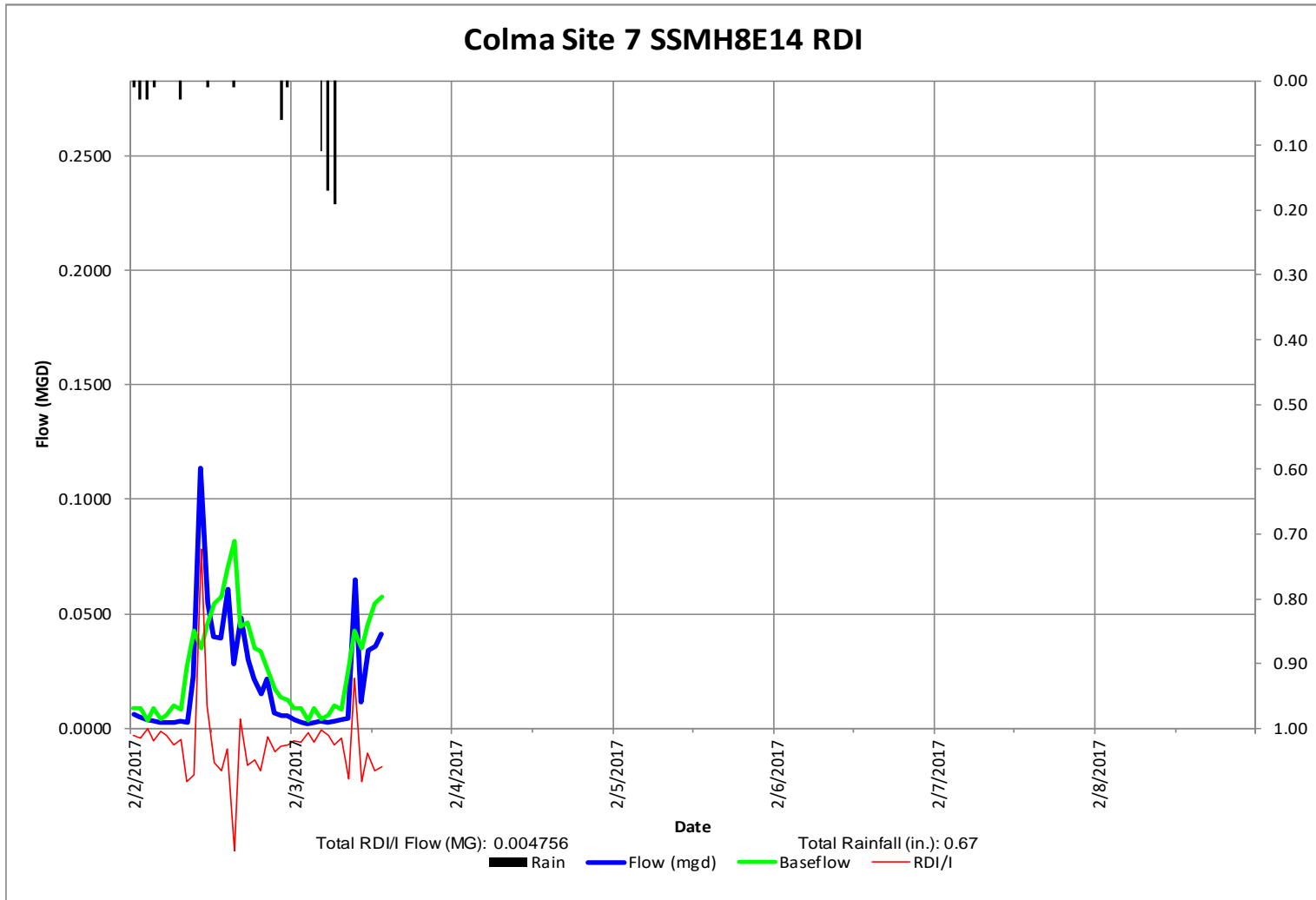


Storm of 1/20/2017

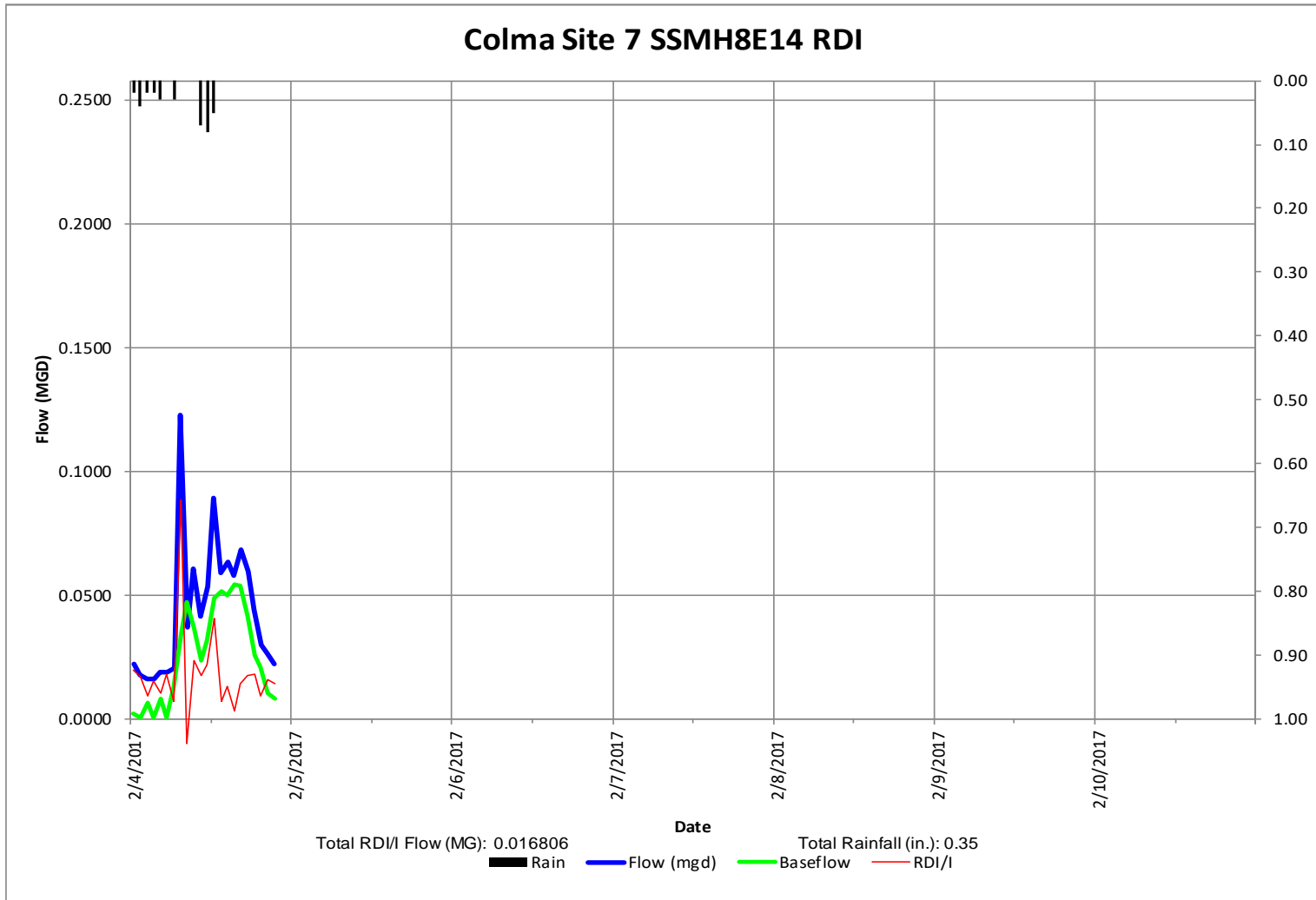




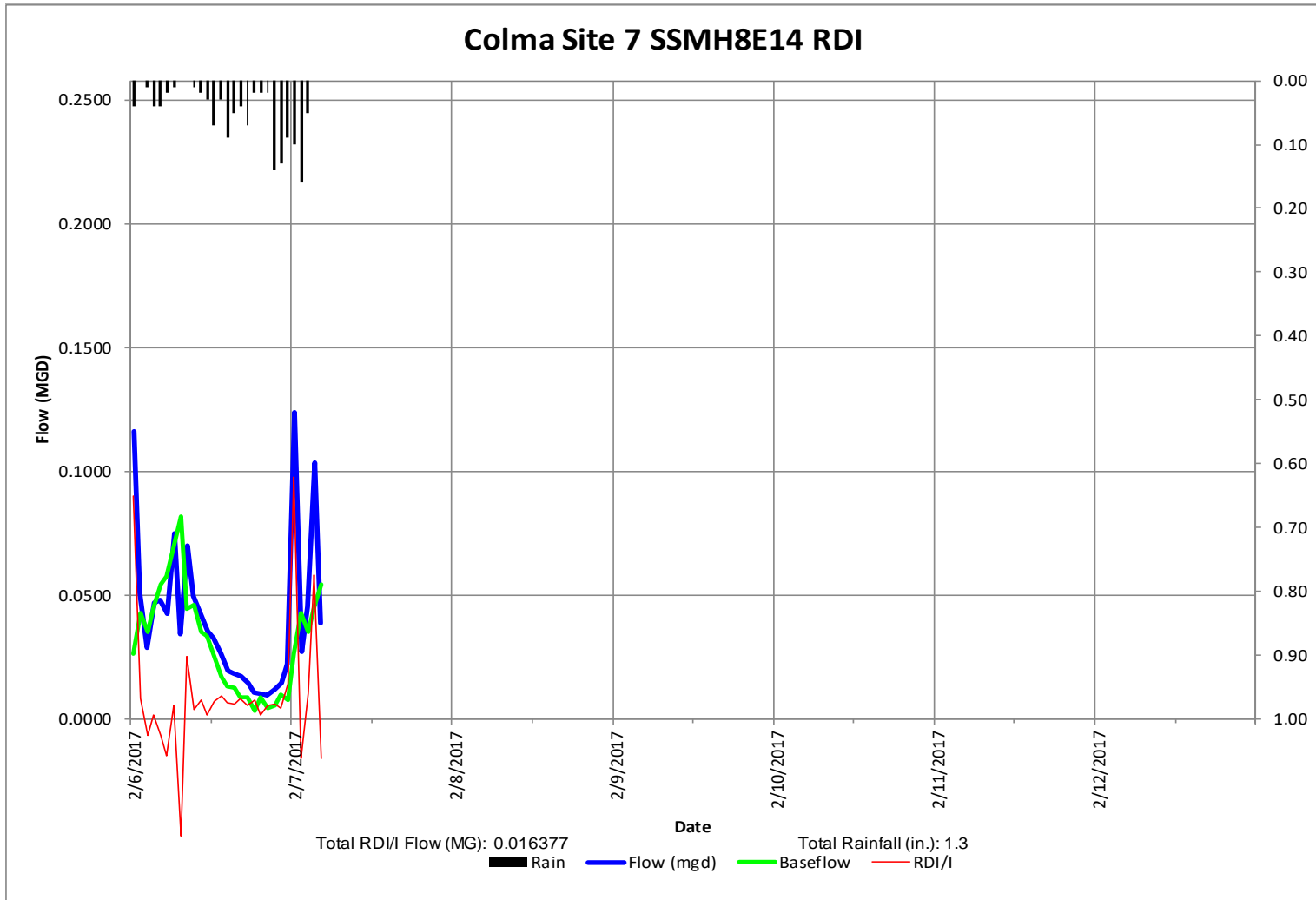
Storm of 1/21/2017



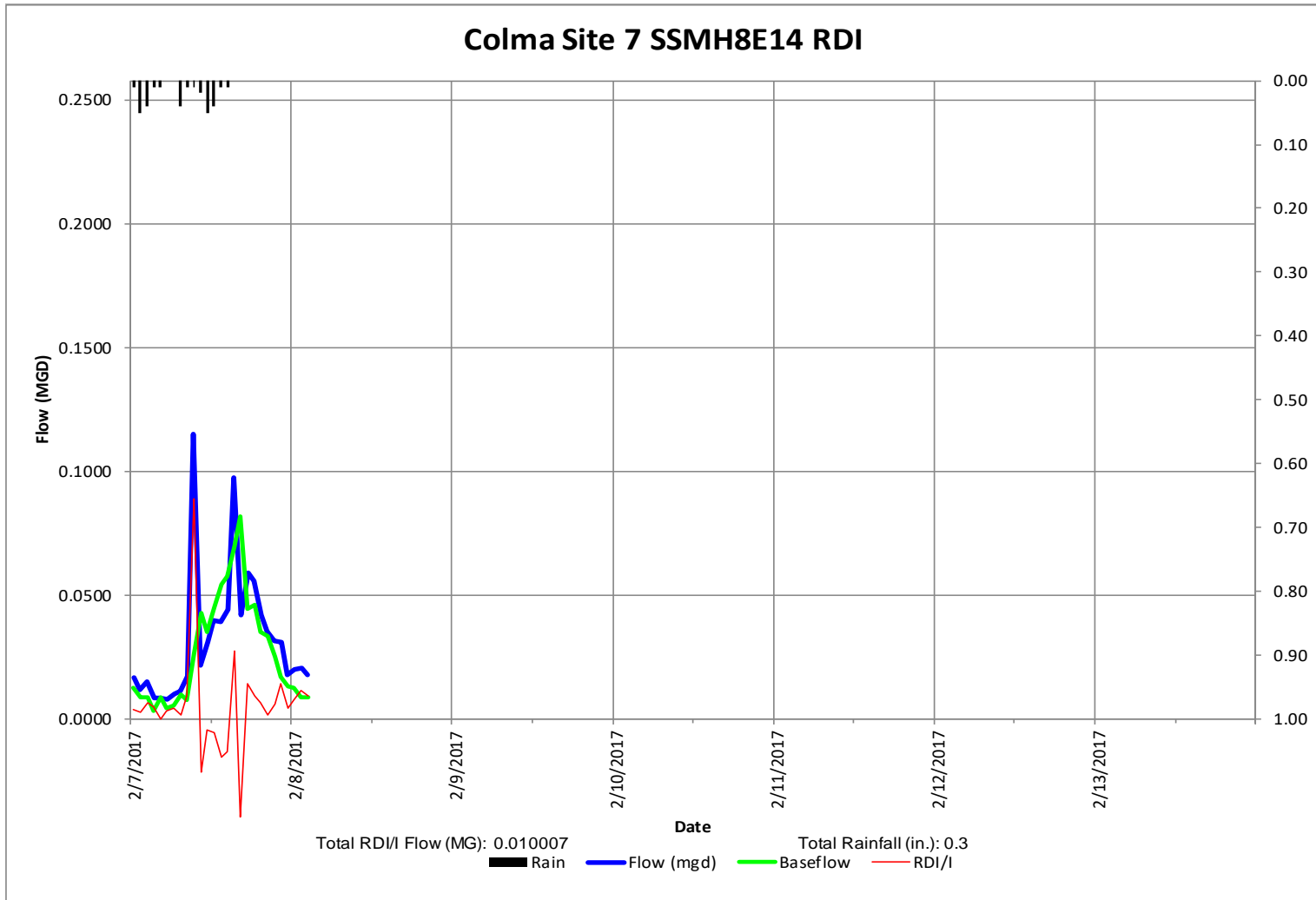
Storm of 2/2/2017



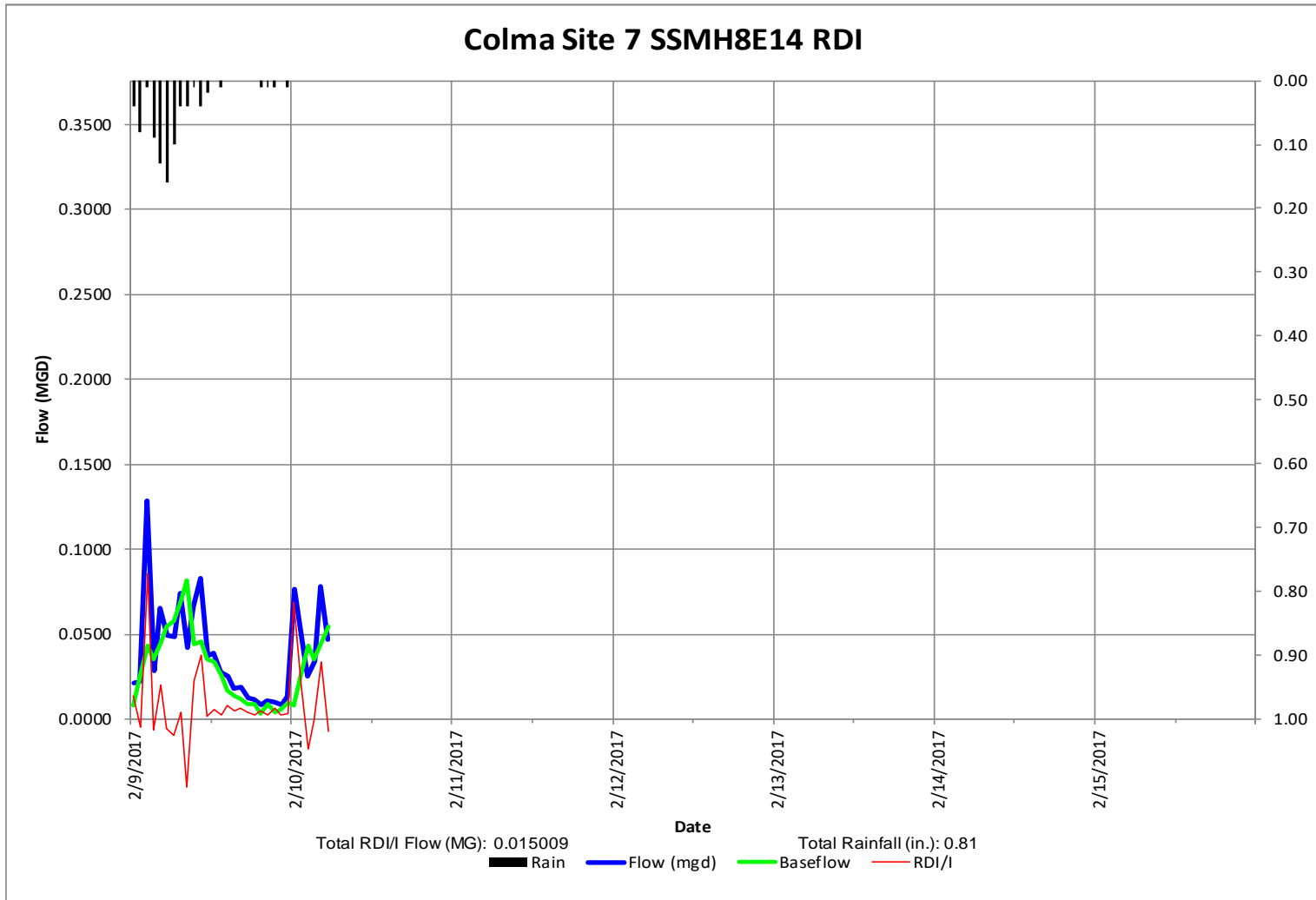
Storm of 2/4/2017



Storm of 2/6/2017



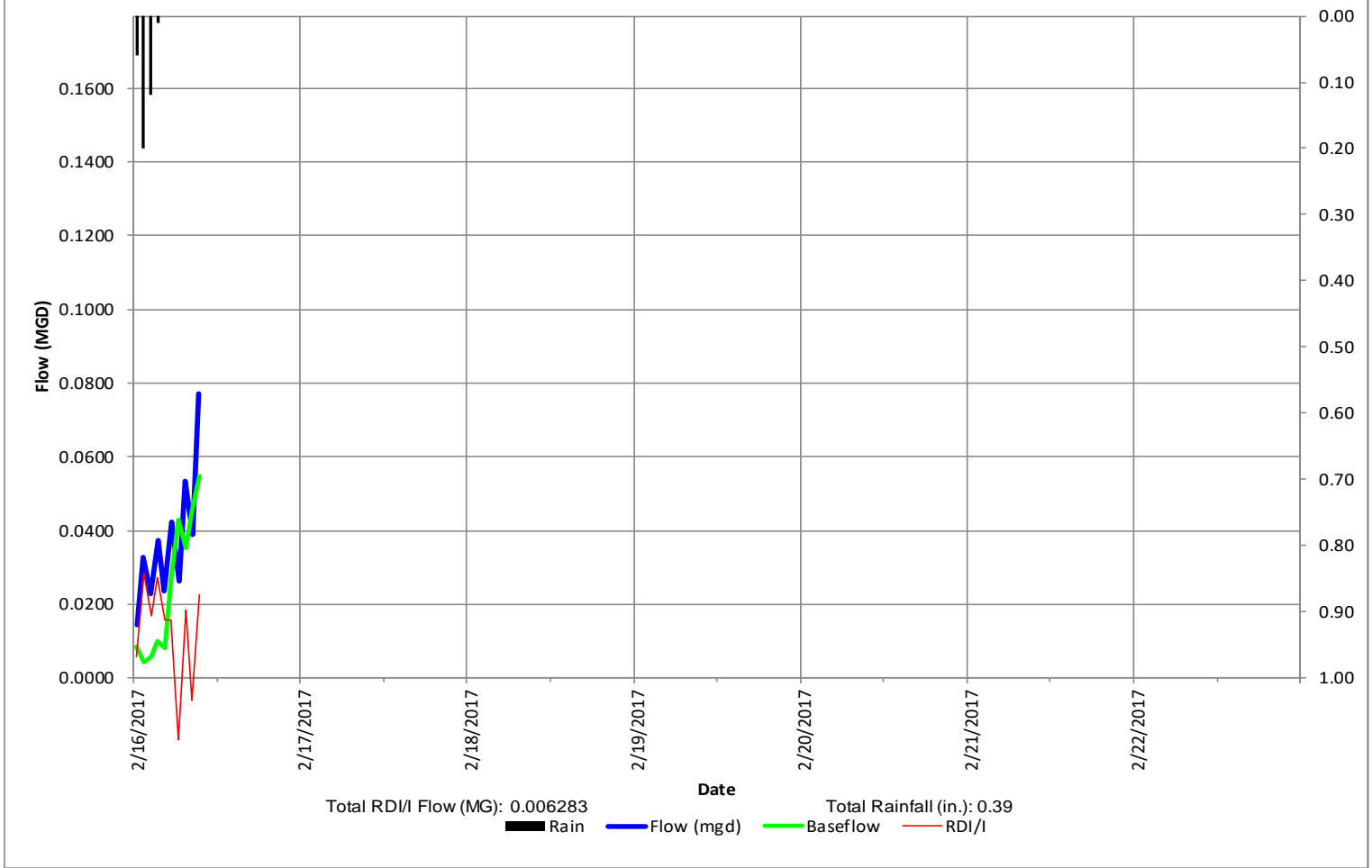
Storm of 2/7/2017



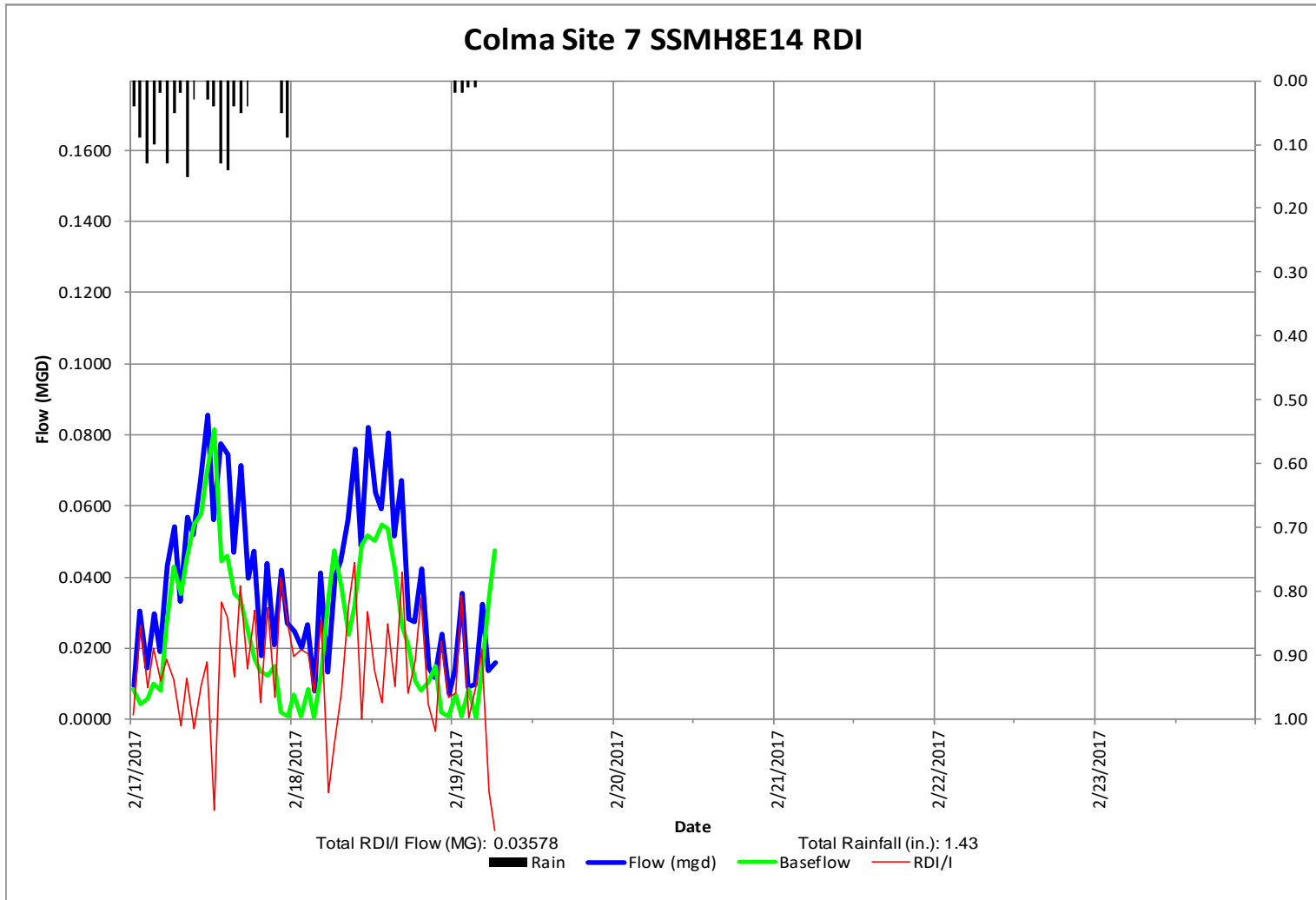
Storm of 2/9/2017



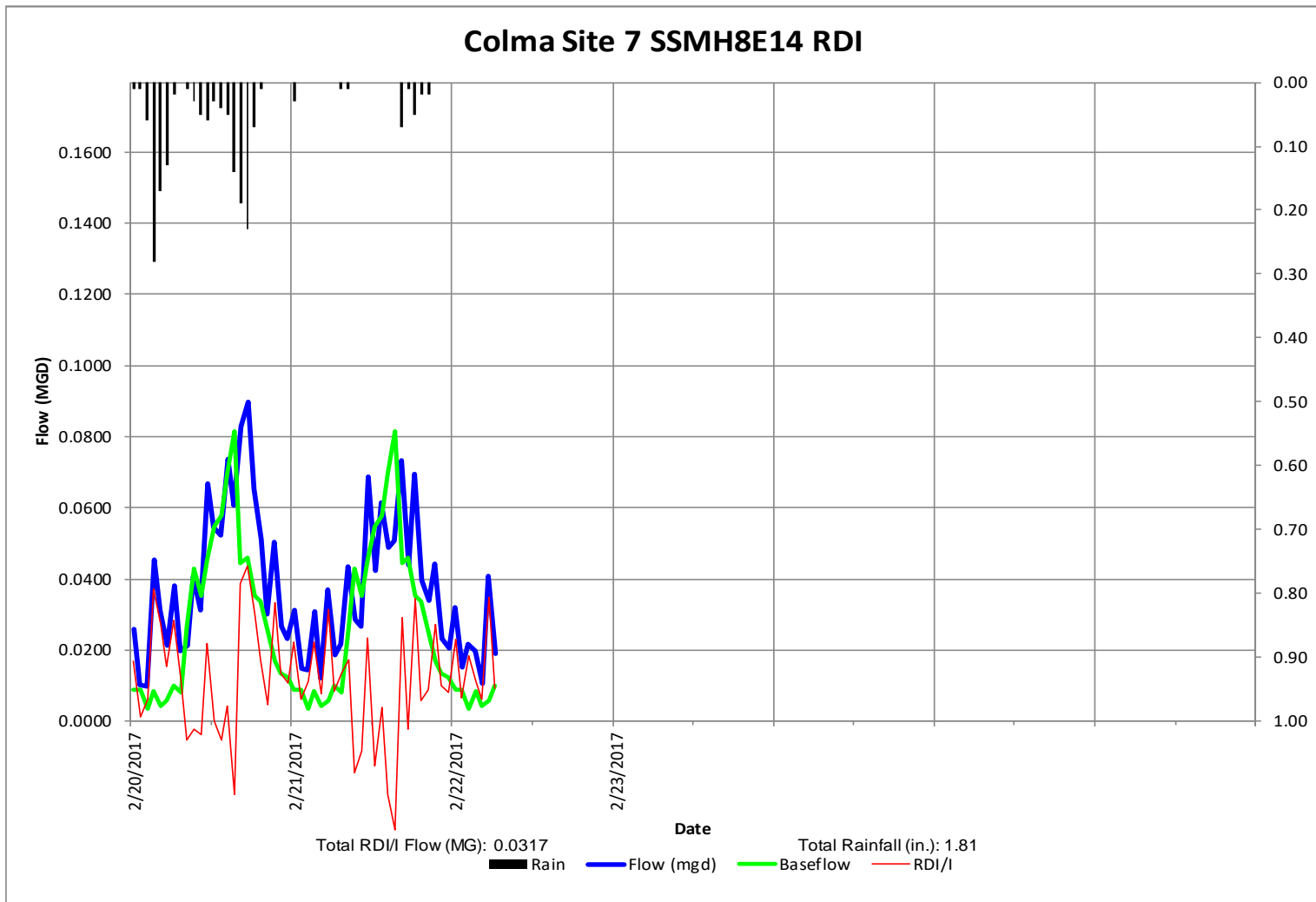
### Colma Site 7 SSMH8E14 RDI



Storm of 2/16/2017



Storm of 2/17/2017



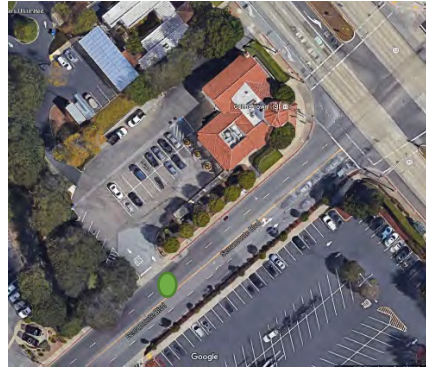
Storm of 2/20/2017

# Site Information Report

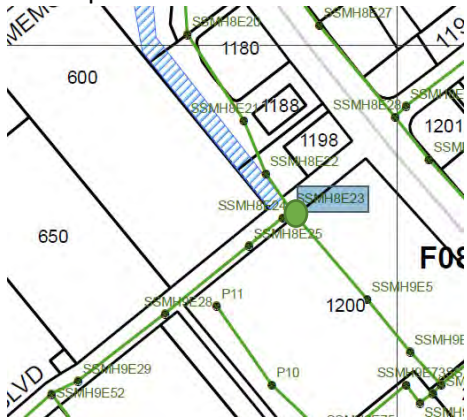
Manhole Number SSMH 8E23  
Location: Serramonte Blvd west of El Camino  
MH Depth ~9'  
Diameter: 8"  
Safety: Ok  
Traffic: Medium  
Gas: Ok  
Rungs: No  
Meter Type: Hach FL900 2 submerged  
Depth: Pressure 3.75"  
Velocity: Doppler 0.5 ft./sec

# Flow Monitor Site: 8

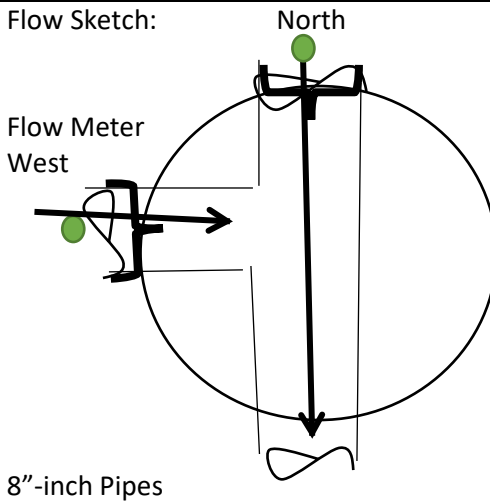
Ariel View:



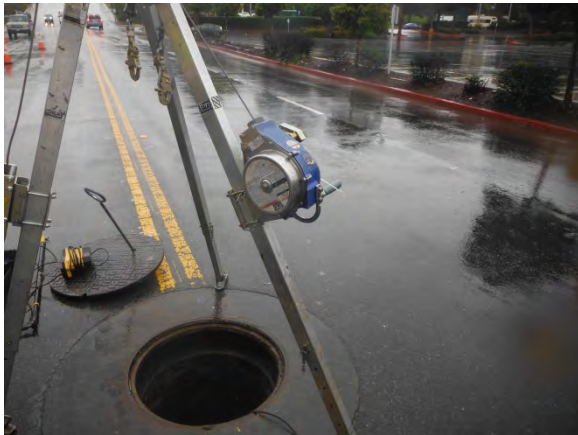
City Sewer Map:



Flow Sketch:



Surface View:



Invert View:



Outlet Pipe: P0



Inlet Pipe: P1



Inlet Pipe: P2



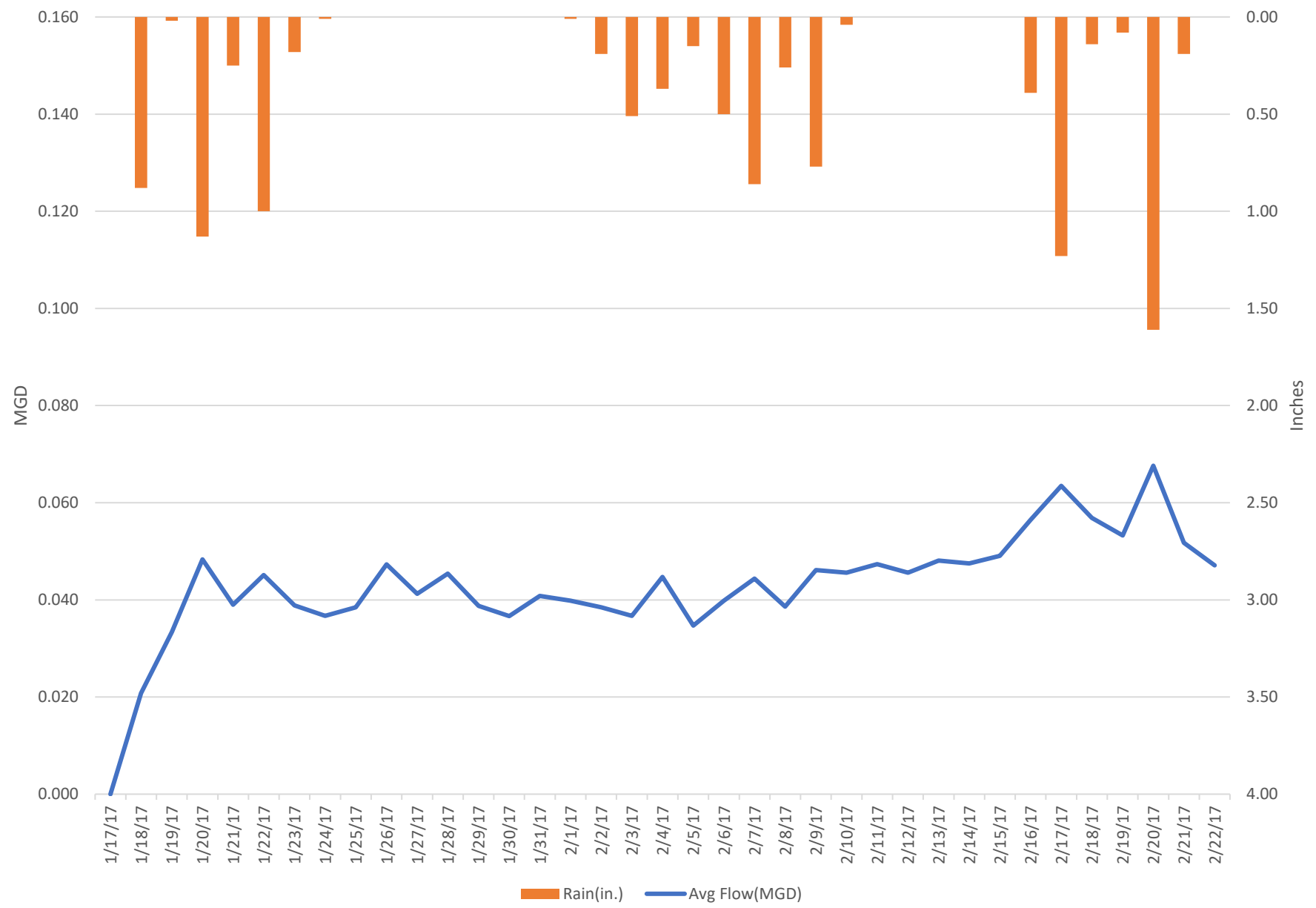
## Colma Site 8 SSMH8E23 North 8" Sanitary Flow

## Daily Summary

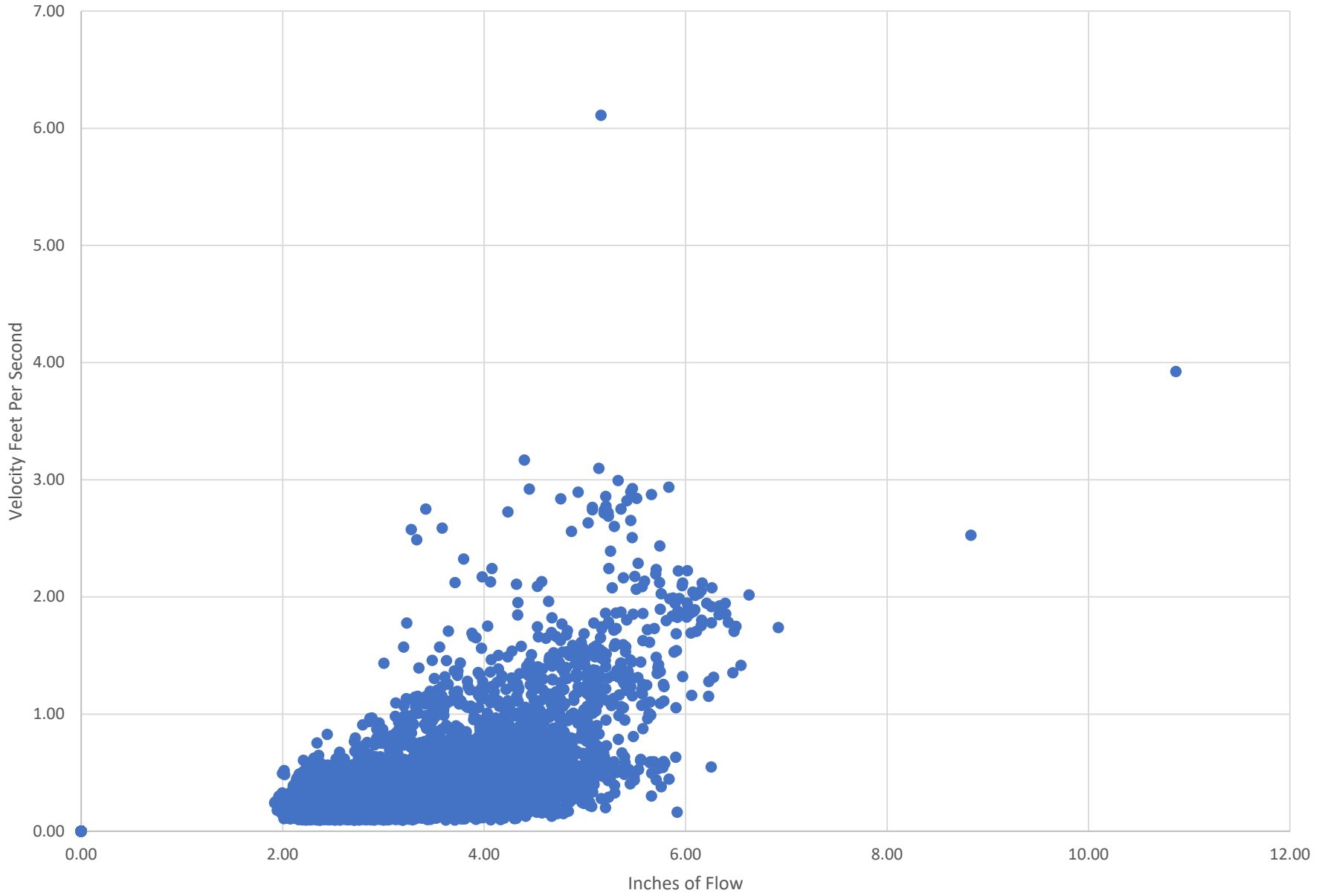
Day	Date	Avg Flow(MGD)	Min Flow(MGD)	Max Flow(MGD)	Max Depth(in.)	Rain(in.)
Tuesday	1/17/17	0.000	0.000	0.000	0.000	0.00
Wednesday	1/18/17	0.021	0.000	0.368	5.742	0.88
Thursday	1/19/17	0.033	0.005	0.421	5.270	0.02
Friday	1/20/17	0.048	0.006	0.885	10.868	1.13
Saturday	1/21/17	0.039	0.005	0.414	6.551	0.25
Sunday	1/22/17	0.045	0.006	0.417	6.277	1.00
Monday	1/23/17	0.039	0.005	0.474	5.938	0.18
Tuesday	1/24/17	0.037	0.005	0.394	6.262	0.01
Wednesday	1/25/17	0.038	0.005	0.412	6.631	0.00
Thursday	1/26/17	0.047	0.007	0.475	6.332	0.00
Friday	1/27/17	0.041	0.007	0.378	6.379	0.00
Saturday	1/28/17	0.045	0.006	0.459	5.620	0.00
Sunday	1/29/17	0.039	0.005	0.481	5.472	0.00
Monday	1/30/17	0.037	0.006	0.444	6.092	0.00
Tuesday	1/31/17	0.041	0.005	0.405	6.397	0.00
Wednesday	2/1/17	0.040	0.006	0.518	6.482	0.01
Thursday	2/2/17	0.038	0.007	0.432	6.080	0.19
Friday	2/3/17	0.037	0.005	0.383	6.921	0.51
Saturday	2/4/17	0.045	0.007	0.425	6.256	0.37
Sunday	2/5/17	0.035	0.005	0.425	5.479	0.15
Monday	2/6/17	0.040	0.005	0.471	5.530	0.50
Tuesday	2/7/17	0.044	0.006	0.385	6.257	0.86
Wednesday	2/8/17	0.039	0.005	0.490	6.010	0.26
Thursday	2/9/17	0.046	0.006	0.422	6.130	0.77
Friday	2/10/17	0.046	0.007	0.422	5.568	0.04
Saturday	2/11/17	0.047	0.007	0.940	5.595	0.00
Sunday	2/12/17	0.046	0.006	0.279	5.390	0.00
Monday	2/13/17	0.048	0.006	0.275	5.371	0.00
Tuesday	2/14/17	0.047	0.008	0.248	5.403	0.00
Wednesday	2/15/17	0.049	0.008	0.244	5.614	0.00
Thursday	2/16/17	0.056	0.008	0.243	5.649	0.39
Friday	2/17/17	0.063	0.009	0.241	6.061	1.23
Saturday	2/18/17	0.057	0.014	0.241	5.903	0.14
Sunday	2/19/17	0.053	0.008	0.259	5.780	0.08
Monday	2/20/17	0.068	0.013	0.264	6.469	1.61
Tuesday	2/21/17	0.052	0.014	0.243	5.576	0.19
Wednesday	2/22/17	0.047	0.007	0.228	5.455	0.00



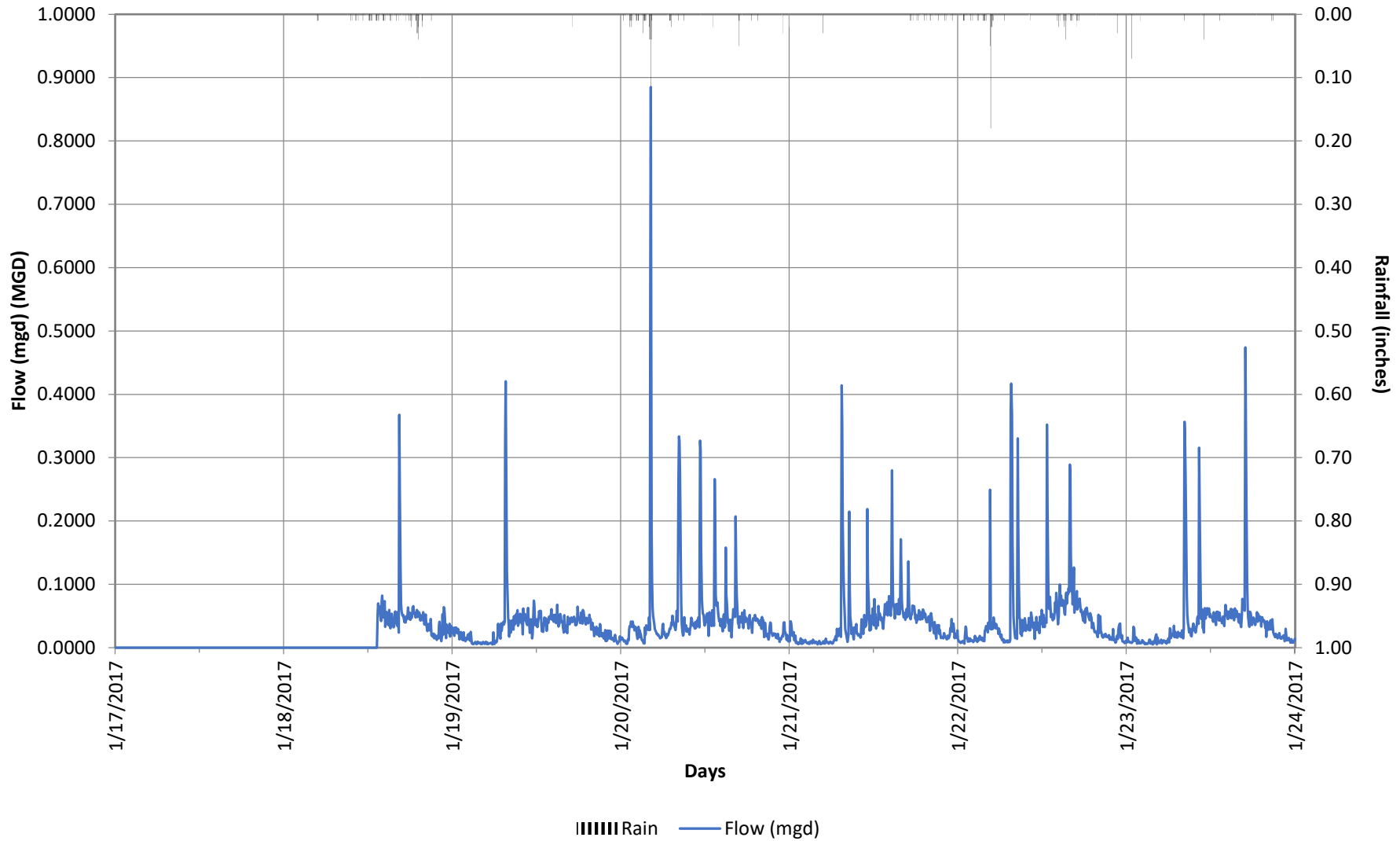
Colma Site 8 SSMH8E23 North 8" Daily Sanitary Flow



Scatter Plot



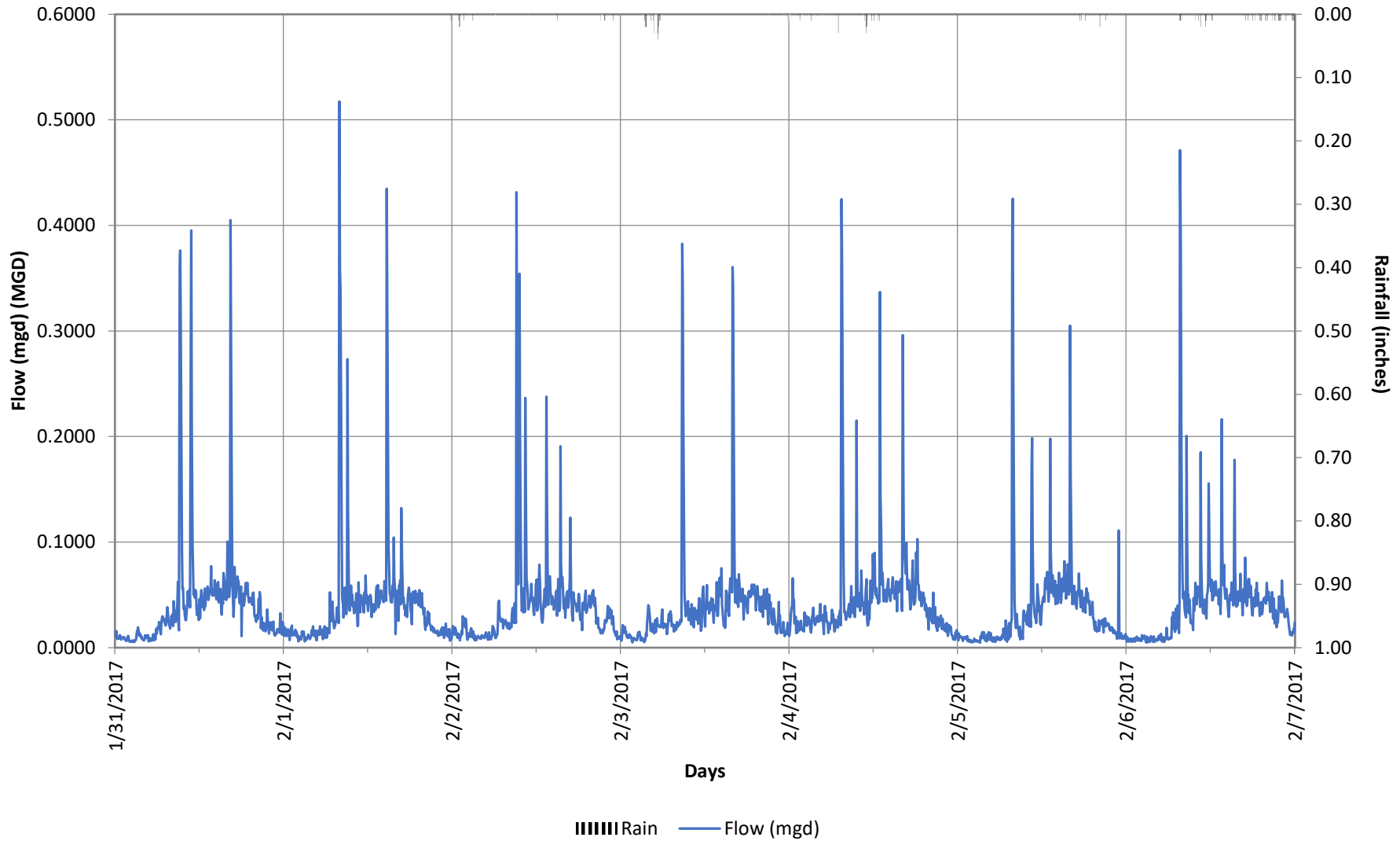
## Colma Site 8 SSMH8E23 North 8" Sanitary Flow



	1/17/2017(Tue)	1/18/2017(Wed)	1/19/2017(Thu)	1/20/2017(Fri)	1/21/2017(Sat)	1/22/2017(Sun)	1/23/2017(Mon)
Maximum	0.000	0.368	0.421	0.885	0.414	0.417	0.474
Average	0.000	0.021	0.033	0.048	0.039	0.045	0.039
Minimum	0.000	0.000	0.005	0.006	0.005	0.006	0.005
Rain (inches)	0.00	0.88	0.02	1.13	0.25	1.00	0.18

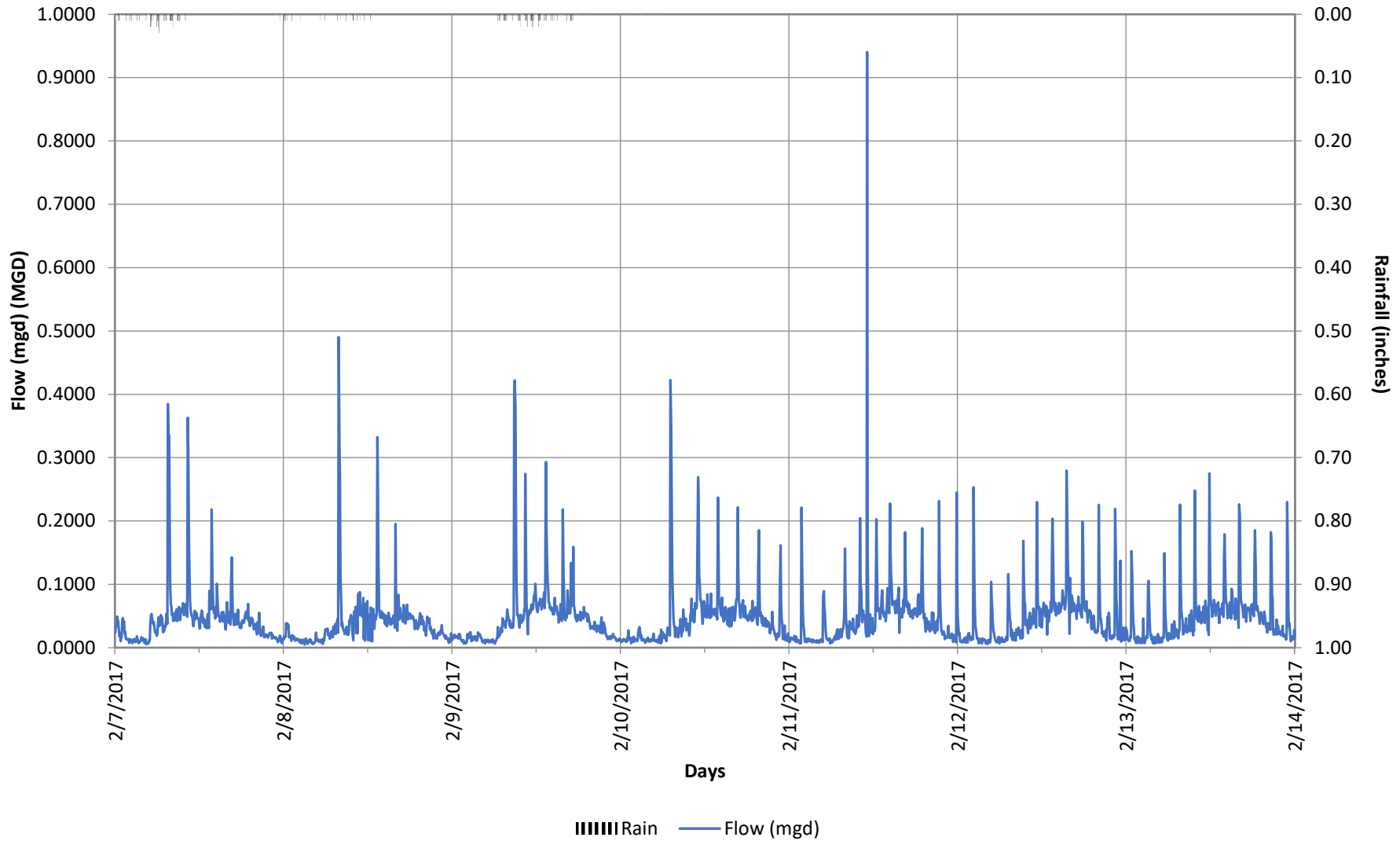


## Colma Site 8 SSMH8E23 North 8" Sanitary Flow



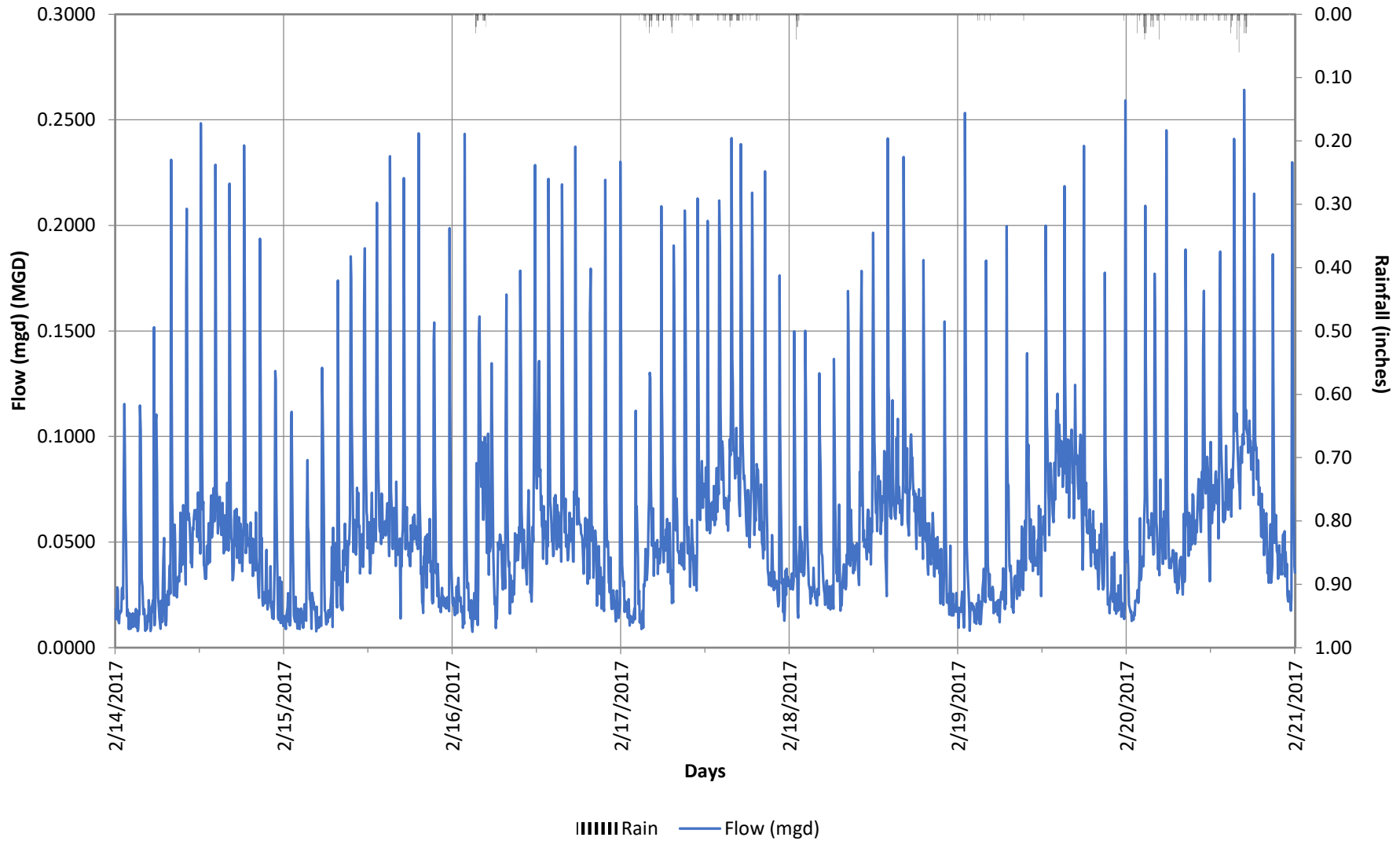
	1/31/2017(Tue)	2/1/2017(Wed)	2/2/2017(Thu)	2/3/2017(Fri)	2/4/2017(Sat)	2/5/2017(Sun)	2/6/2017(Mon)
Maximum	0.405	0.518	0.432	0.383	0.425	0.425	0.471
Average	0.041	0.040	0.038	0.037	0.045	0.035	0.040
Minimum	0.005	0.006	0.007	0.005	0.007	0.005	0.005
Rain (inches)	0.00	0.01	0.19	0.51	0.37	0.15	0.50

## Colma Site 8 SSMH8E23 North 8" Sanitary Flow



	2/7/2017(Tue)	2/8/2017(Wed)	2/9/2017(Thu)	2/10/2017(Fri)	2/11/2017(Sat)	2/12/2017(Sun)	2/13/2017(Mon)
Maximum	0.385	0.490	0.422	0.422	0.940	0.279	0.275
Average	0.044	0.039	0.046	0.046	0.047	0.046	0.048
Minimum	0.006	0.005	0.006	0.007	0.007	0.006	0.006
Rain (inches)	0.86	0.26	0.77	0.04	0.00	0.00	0.00

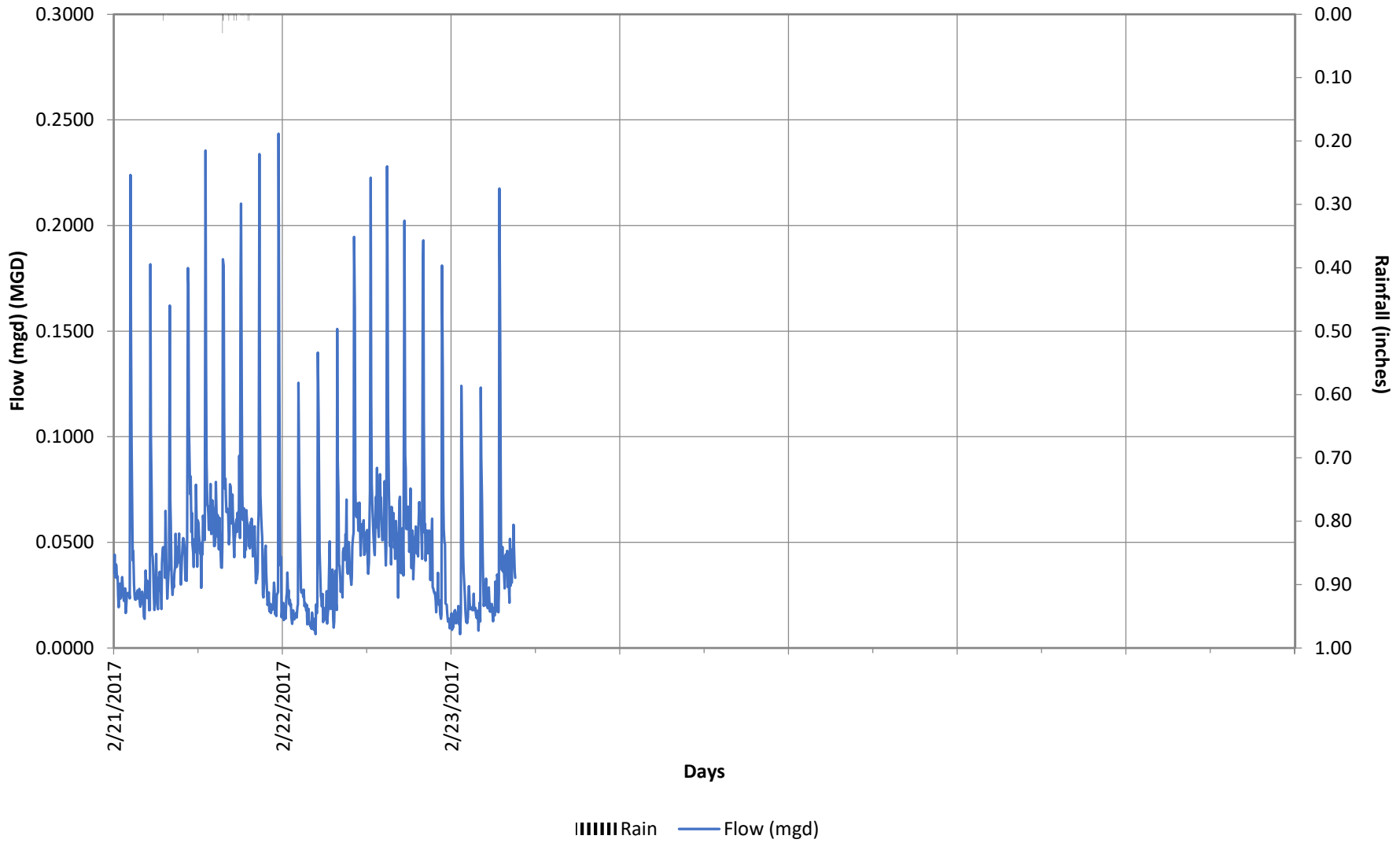
## Colma Site 8 SSMH8E23 North 8" Sanitary Flow



	2/14/2017(Tue)	2/15/2017(Wed)	2/16/2017(Thu)	2/17/2017(Fri)	2/18/2017(Sat)	2/19/2017(Sun)	2/20/2017(Mon)
Maximum	0.248	0.244	0.243	0.241	0.241	0.259	0.264
Average	0.047	0.049	0.056	0.063	0.057	0.053	0.068
Minimum	0.008	0.008	0.008	0.009	0.014	0.008	0.013
Rain (inches)	0.00	0.00	0.39	1.23	0.14	0.08	1.61



## Colma Site 8 SSMH8E23 North 8" Sanitary Flow



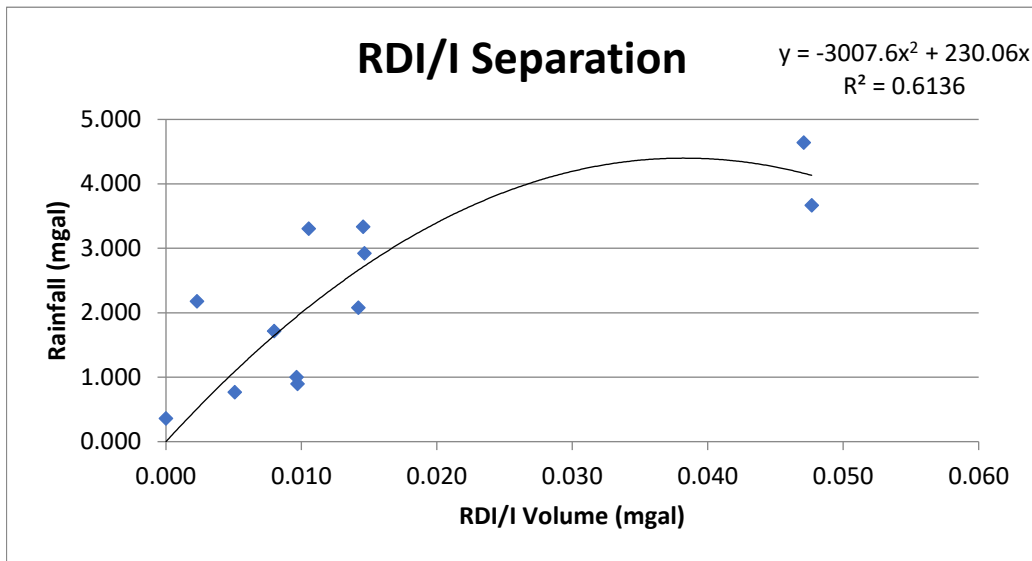
	2/21/2017(Tue)	2/22/2017(Wed)					
Maximum	0.243	0.228					
Average	0.052	0.047					
Minimum	0.014	0.007					
Rain (inches)	0.19	0.00					

## Colma Site 8 SSMH8E23 North 8 RDI/I

### RDI/I Analysis, Monitor Return Ratio Summary

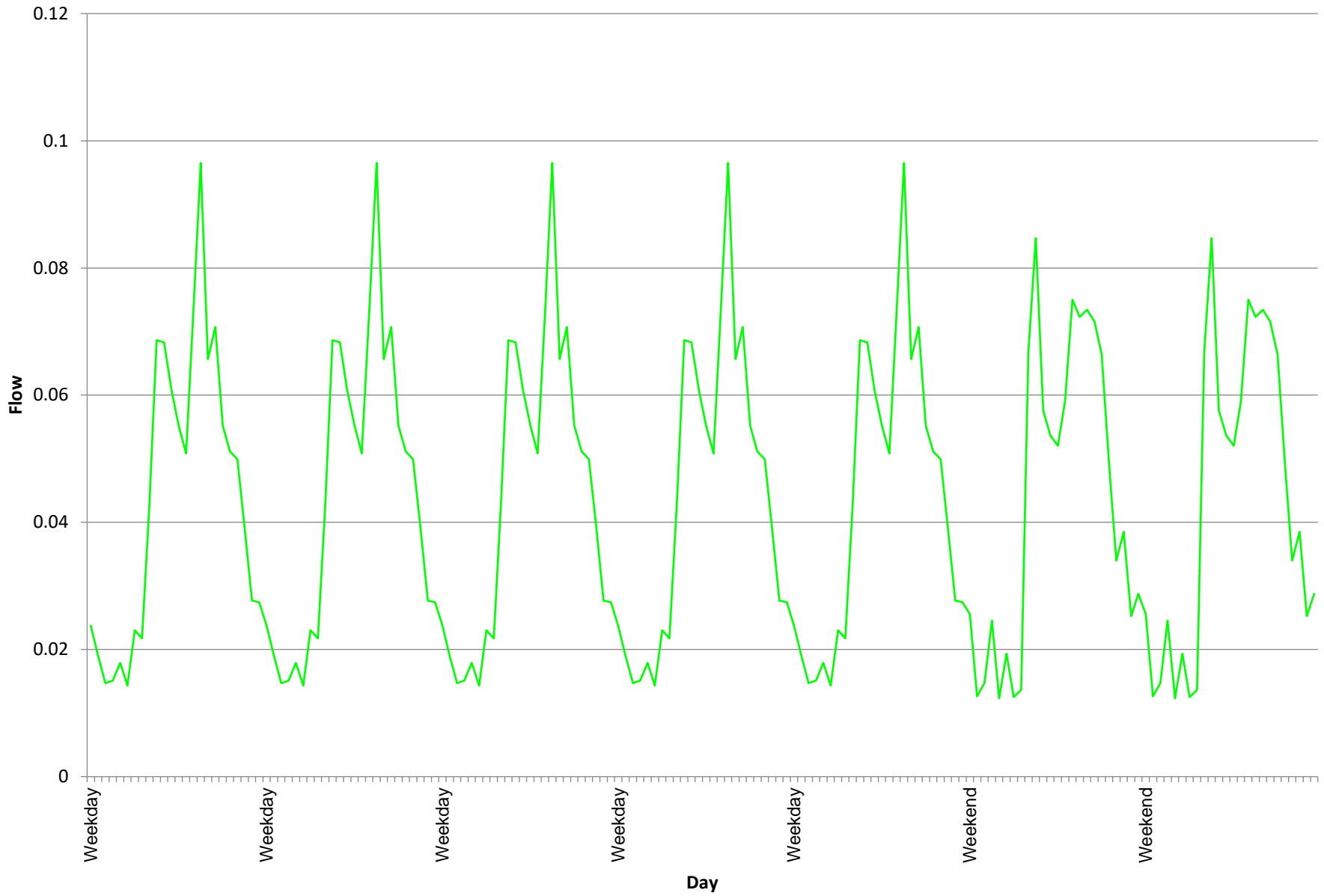
Storm Start (Date)	RDI/I Volume (mgal)	Monitor Area (acres)	Rainfall (mgal)	Return Ratio (%)
1/18/2017	0.002	94.4	2.179	0.11%
1/20/2017	0.015	94.4	2.922	0.50%
1/21/2017	0.011	94.4	3.307	0.32%
2/2/2017	0.008	94.4	1.717	0.47%
2/4/2017	0.010	94.4	0.897	1.08%
2/5/2017	0.000	94.4	0.359	0.00%
2/6/2017	0.015	94.4	3.332	0.44%
2/7/2017	0.005	94.4	0.769	0.66%
2/9/2017	0.014	94.4	2.076	0.68%
2/16/2017	0.010	94.4	1.000	0.96%
2/17/2017	0.048	94.4	3.665	1.30%
2/20/2017	0.047	94.4	4.639	1.01%

Average R% 0.63%  
 Average Top 3 Storms 1.13%

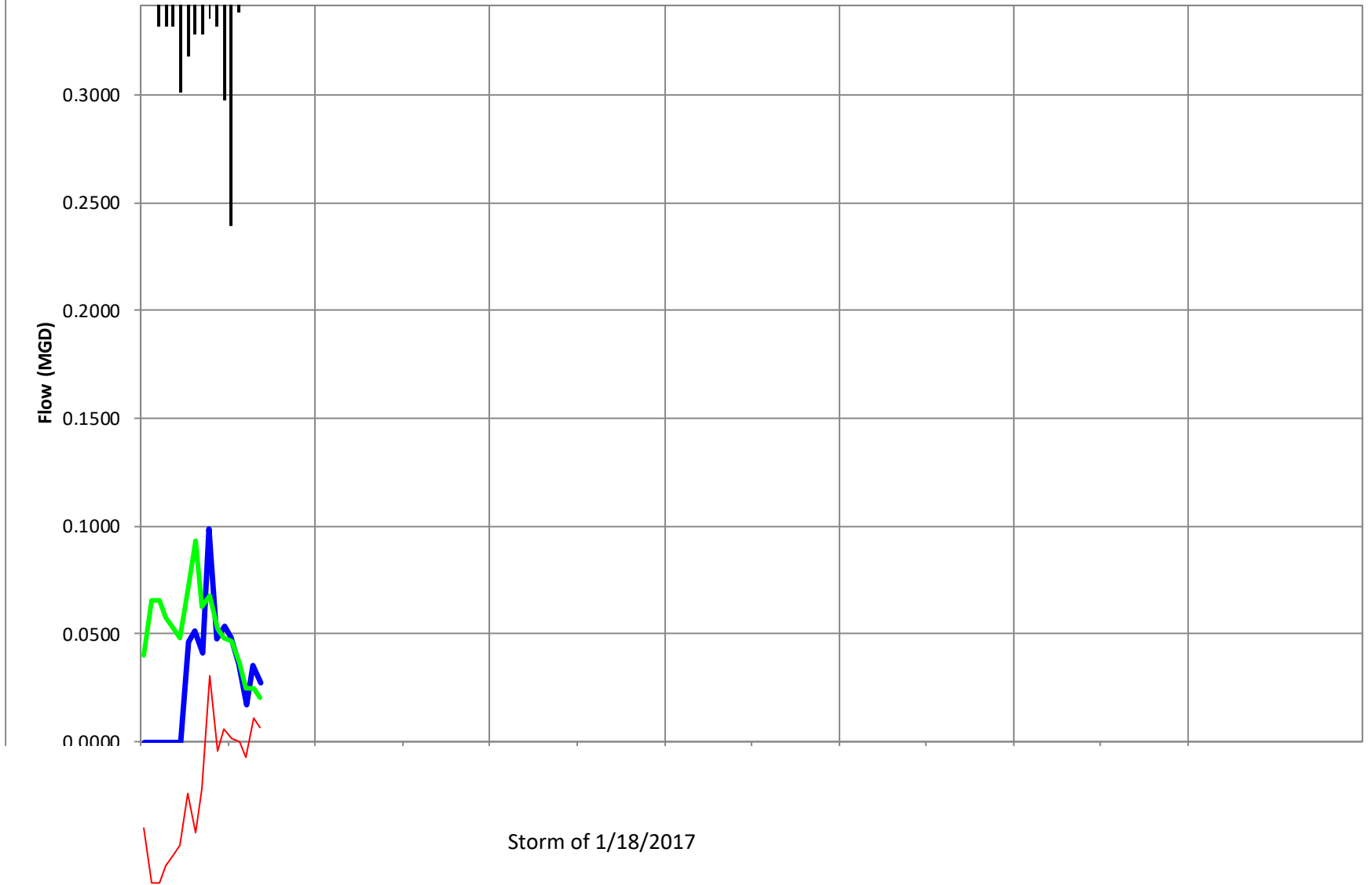


Baseflows	Weekend	Weekday
Max	0.085	0.097
Avg	0.043	0.044
Min	0.012	0.014

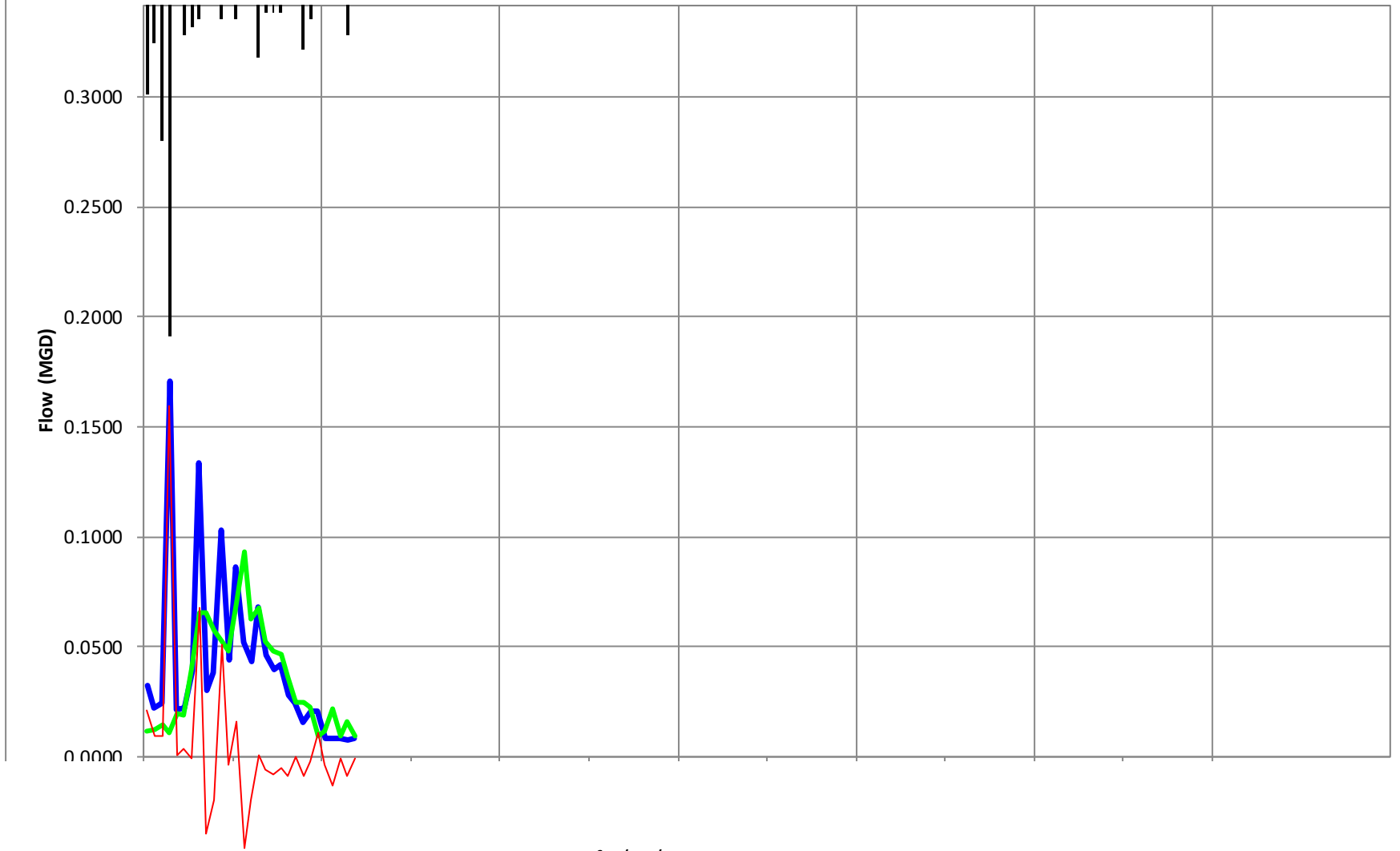
# Baseflow Colma Site 8 SSMH8E23 North 8 RDI/I



# Colma Site 8 SSMH8E23 North 8 RDI/I

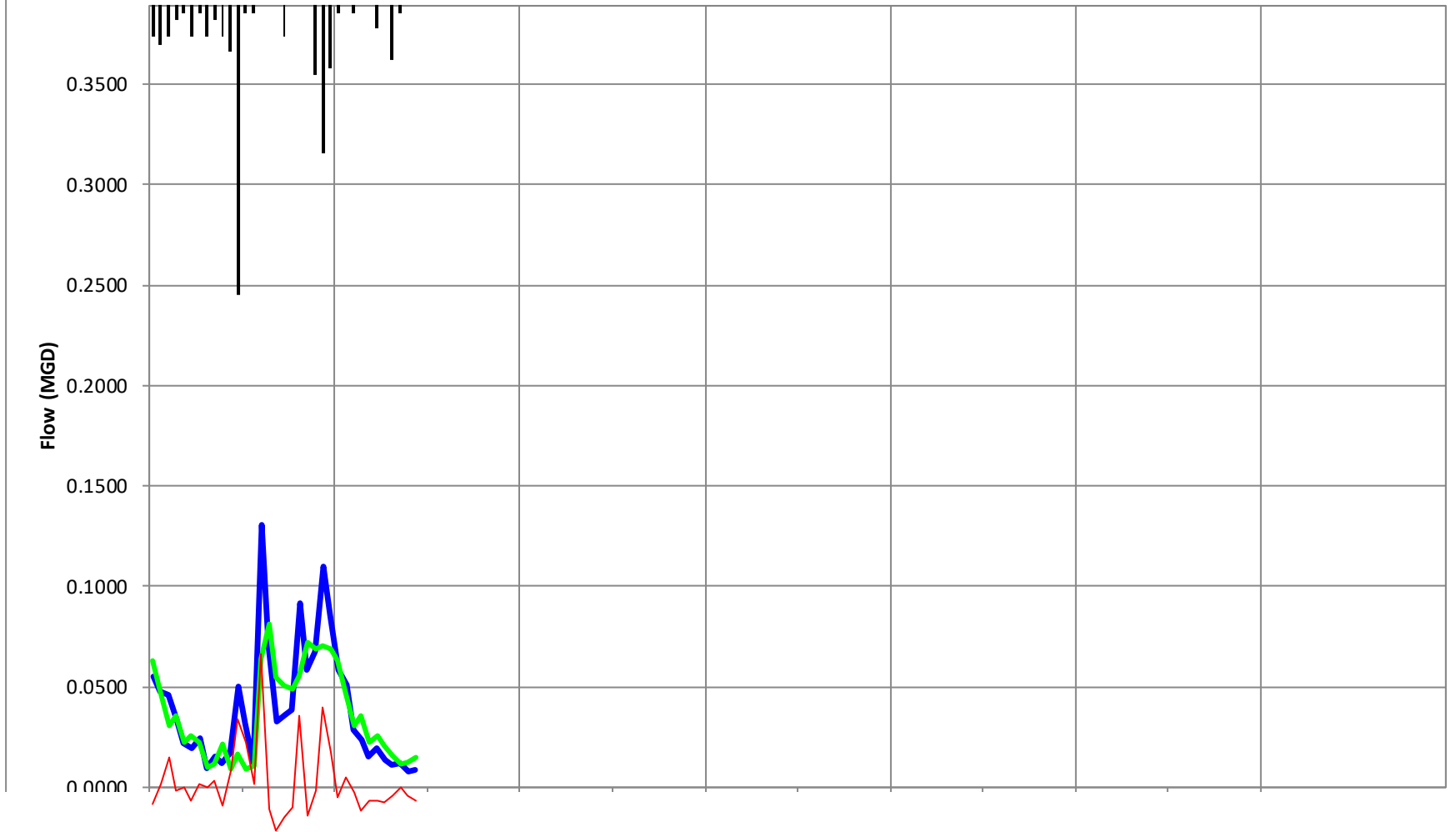


# Colma Site 8 SSMH8E23 North 8 RDI/I



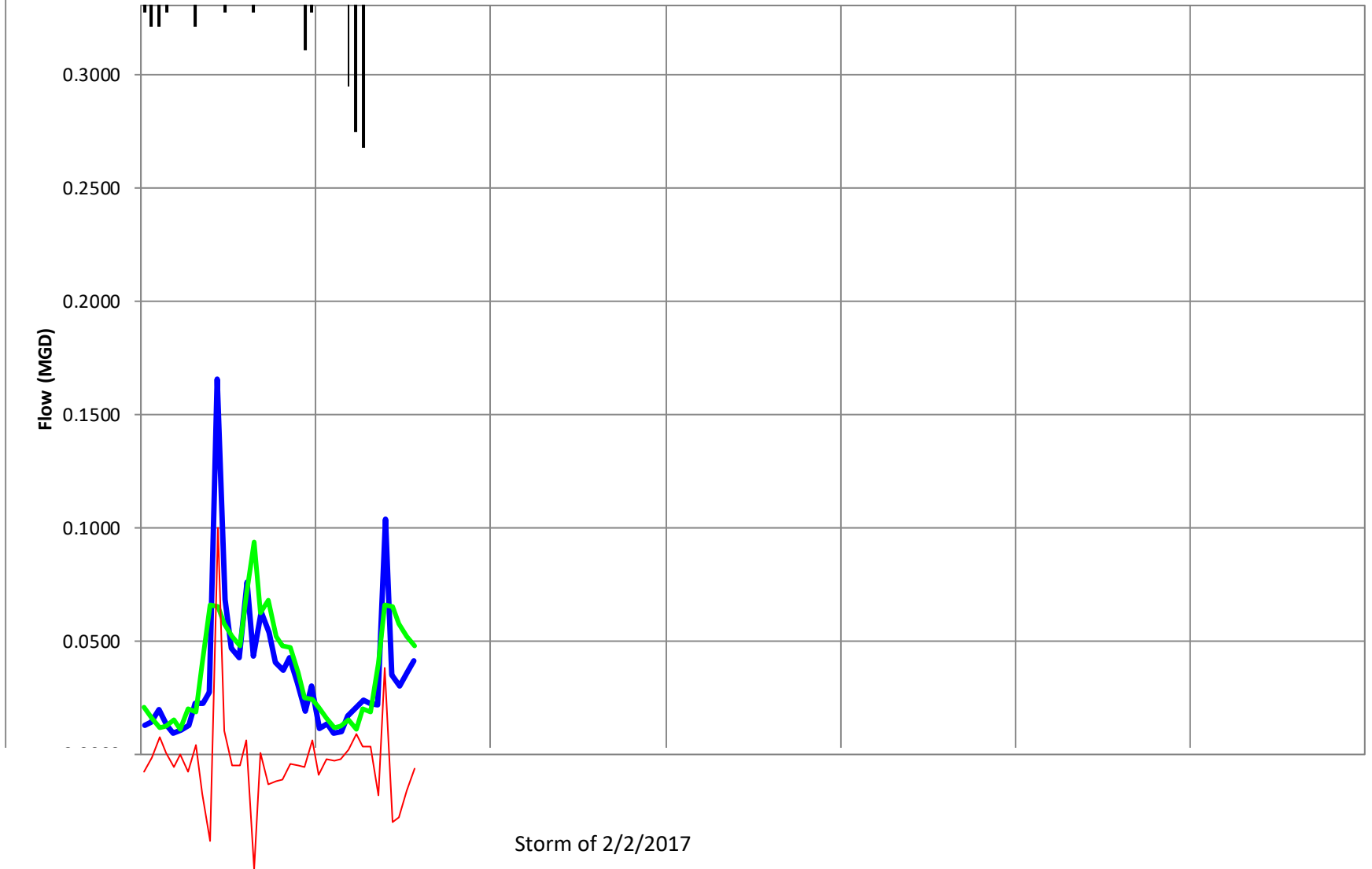
Storm of 1/20/2017

### Colma Site 8 SSMH8E23 North 8 RDI/I



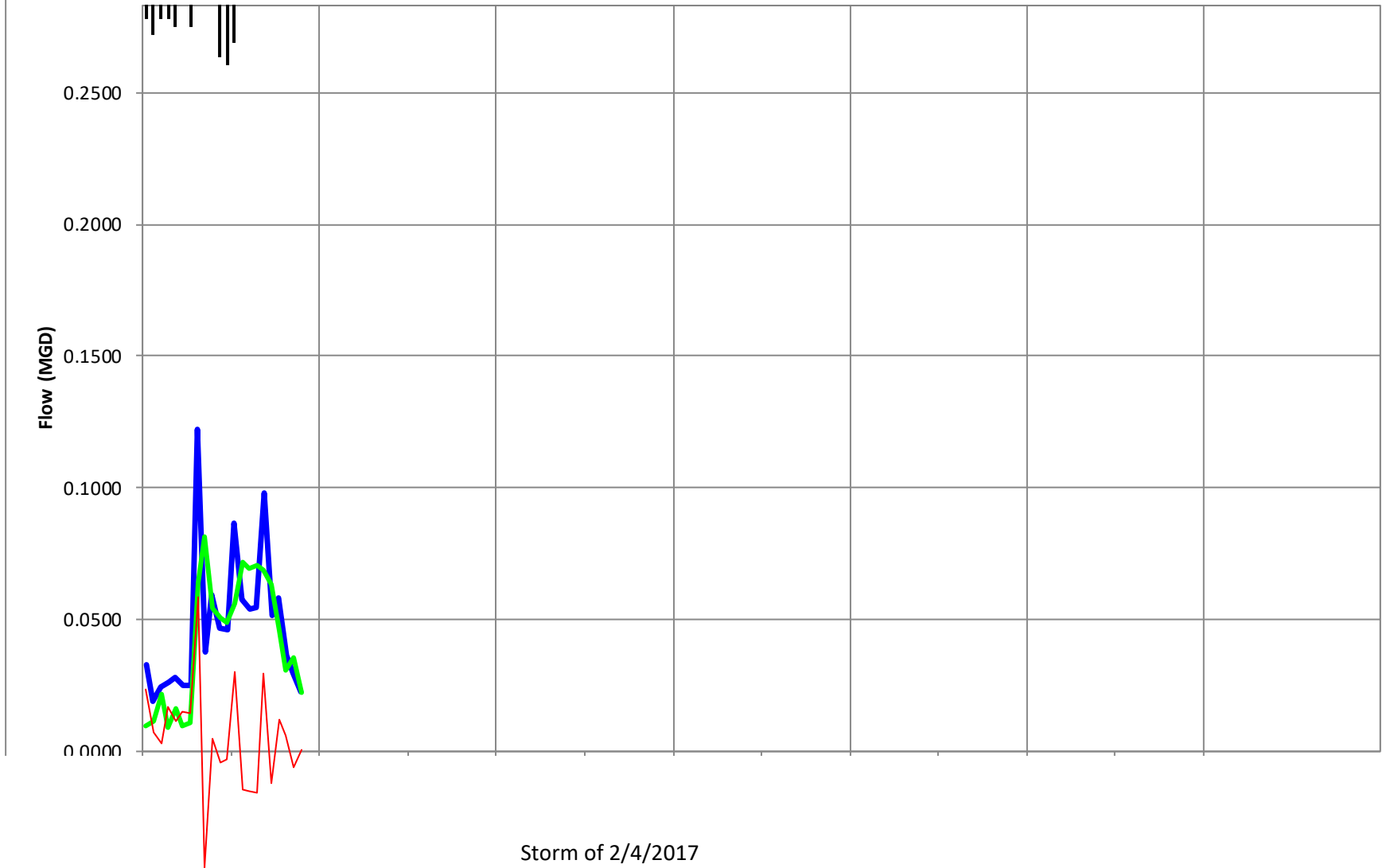
Storm of 1/21/2017

### Colma Site 8 SSMH8E23 North 8 RDI/I

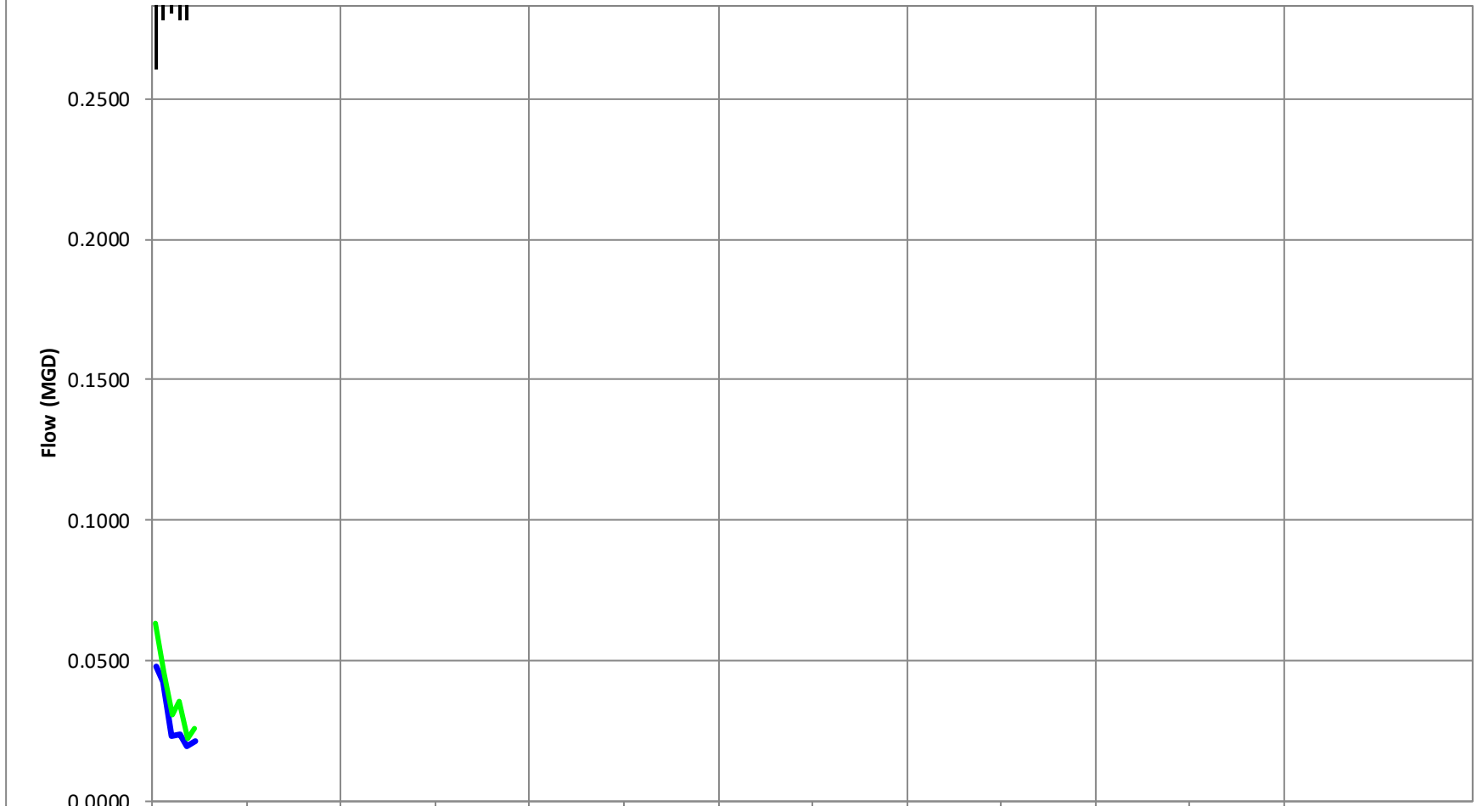




# Colma Site 8 SSMH8E23 North 8 RDI/I

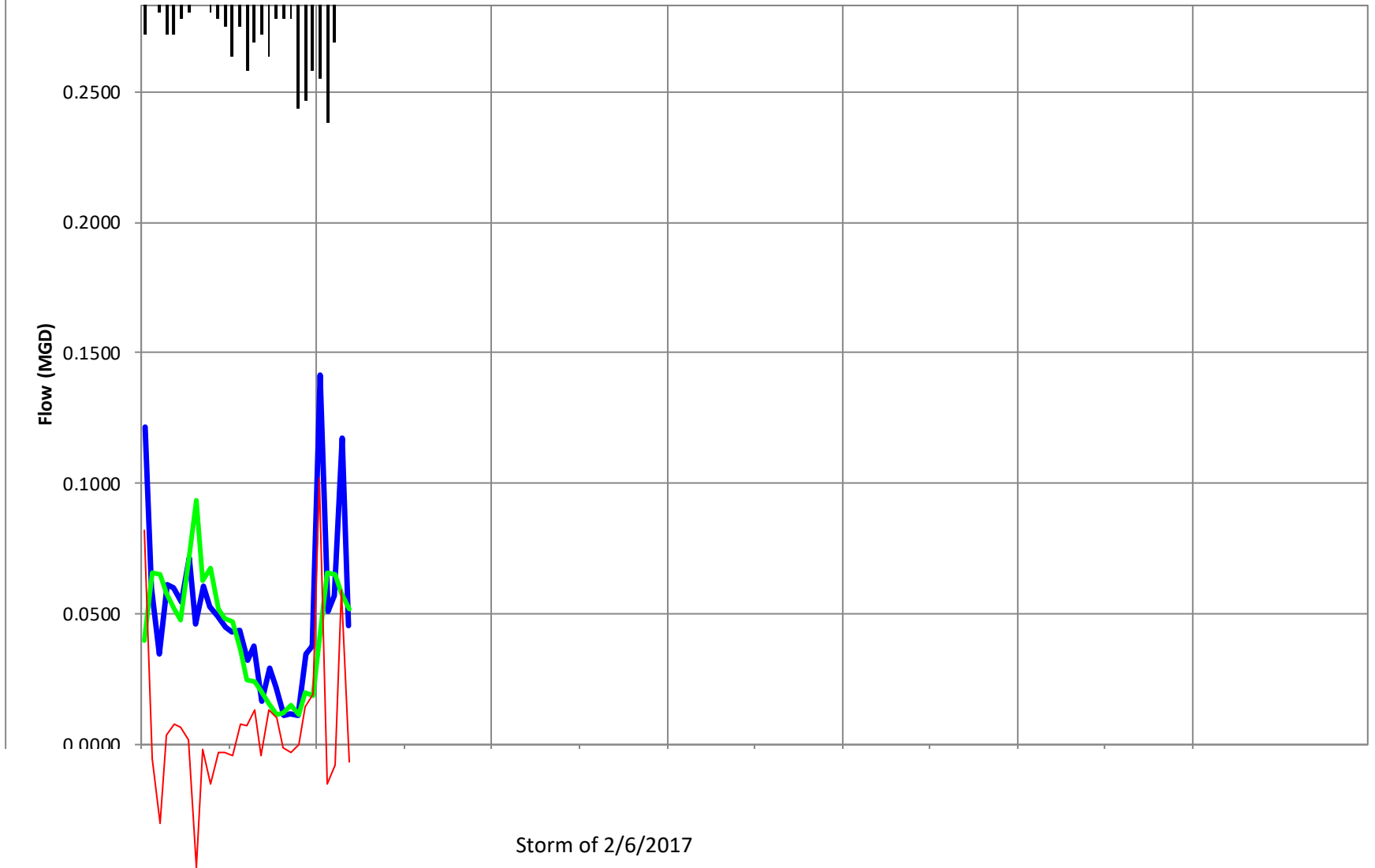


# Colma Site 8 SSMH8E23 North 8 RDI/I



Storm of 2/5/2017

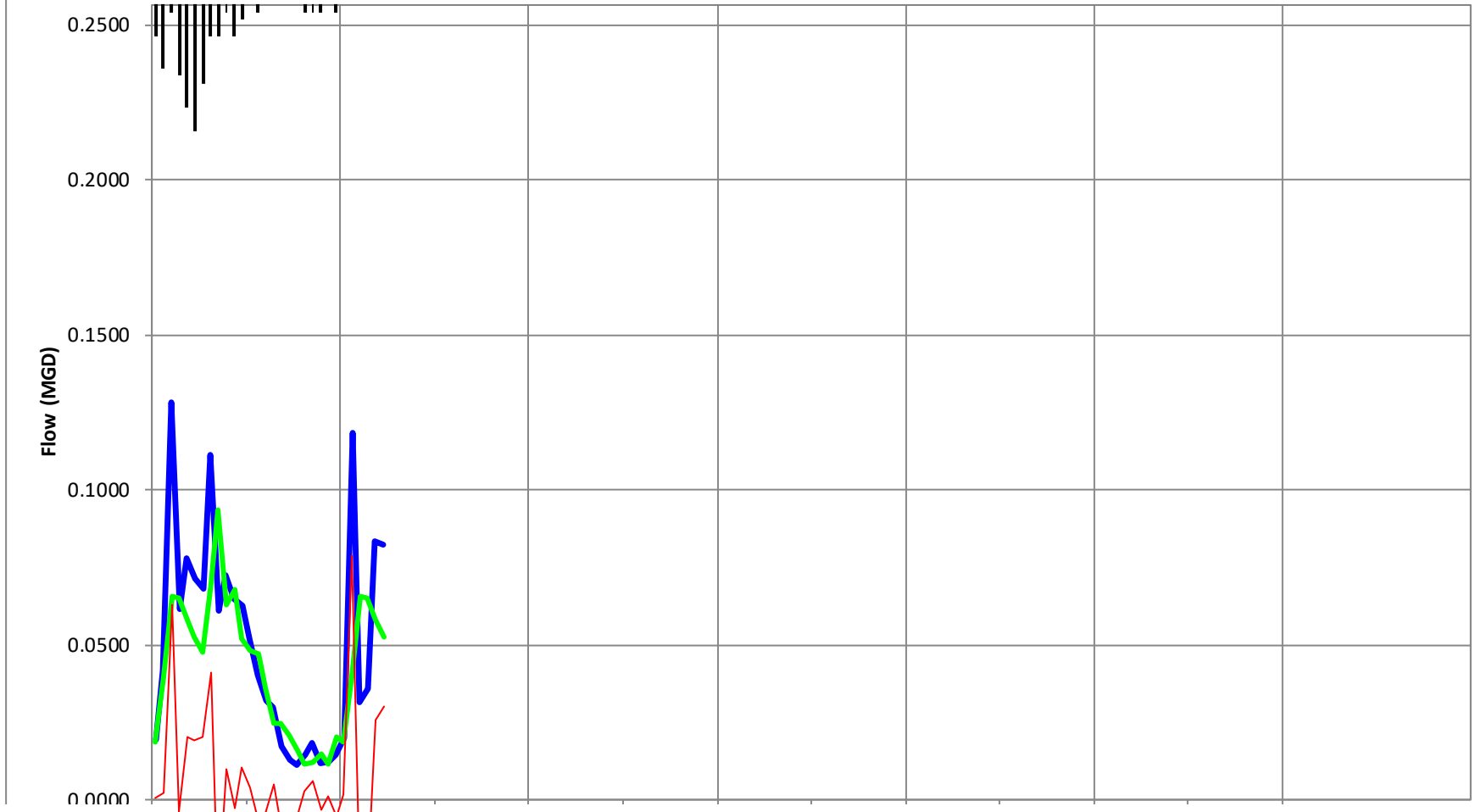
# Colma Site 8 SSMH8E23 North 8 RDI/I



# Colma Site 8 SSMH8E23 North 8 RDI/I

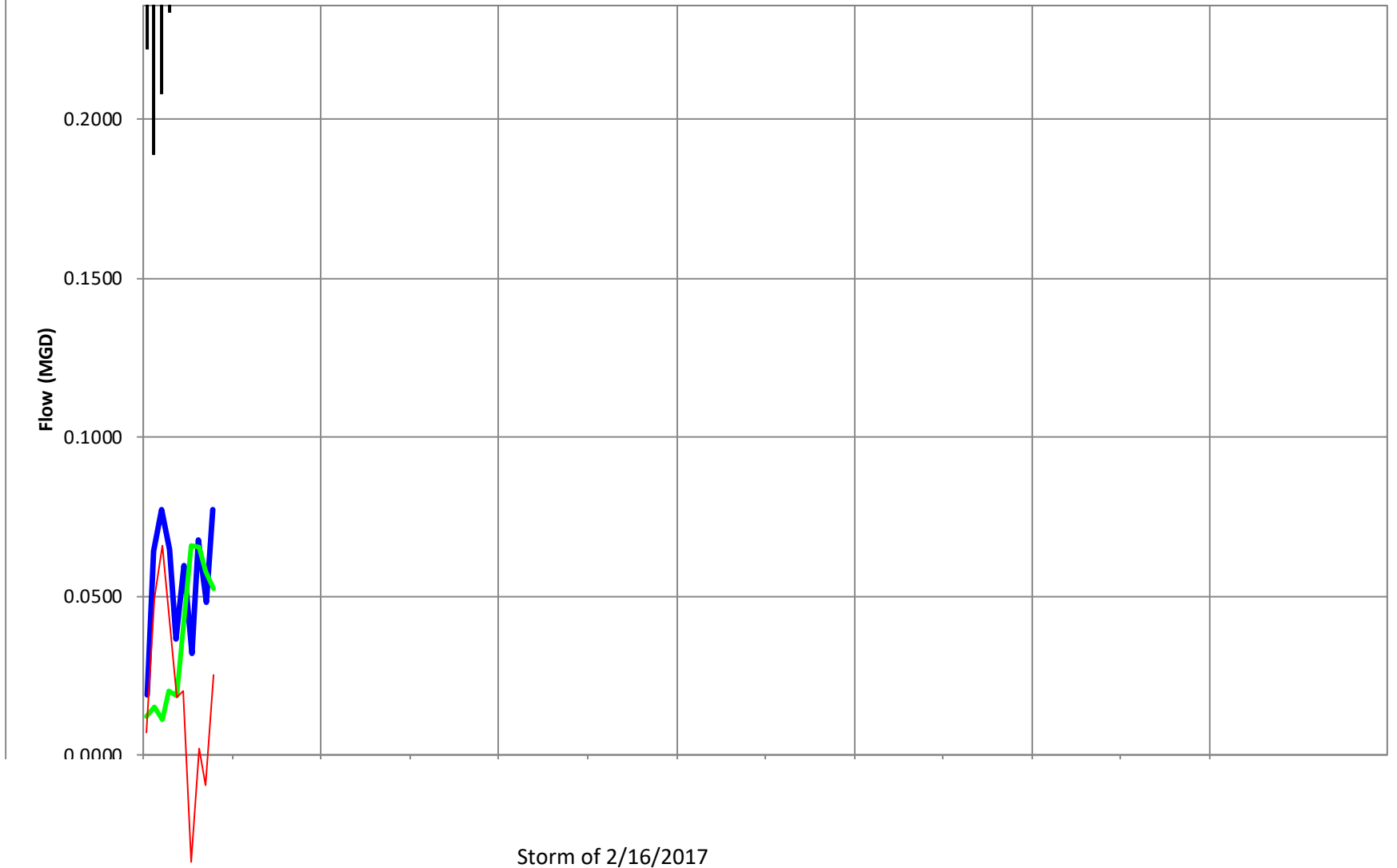


# Colma Site 8 SSMH8E23 North 8 RDI/I

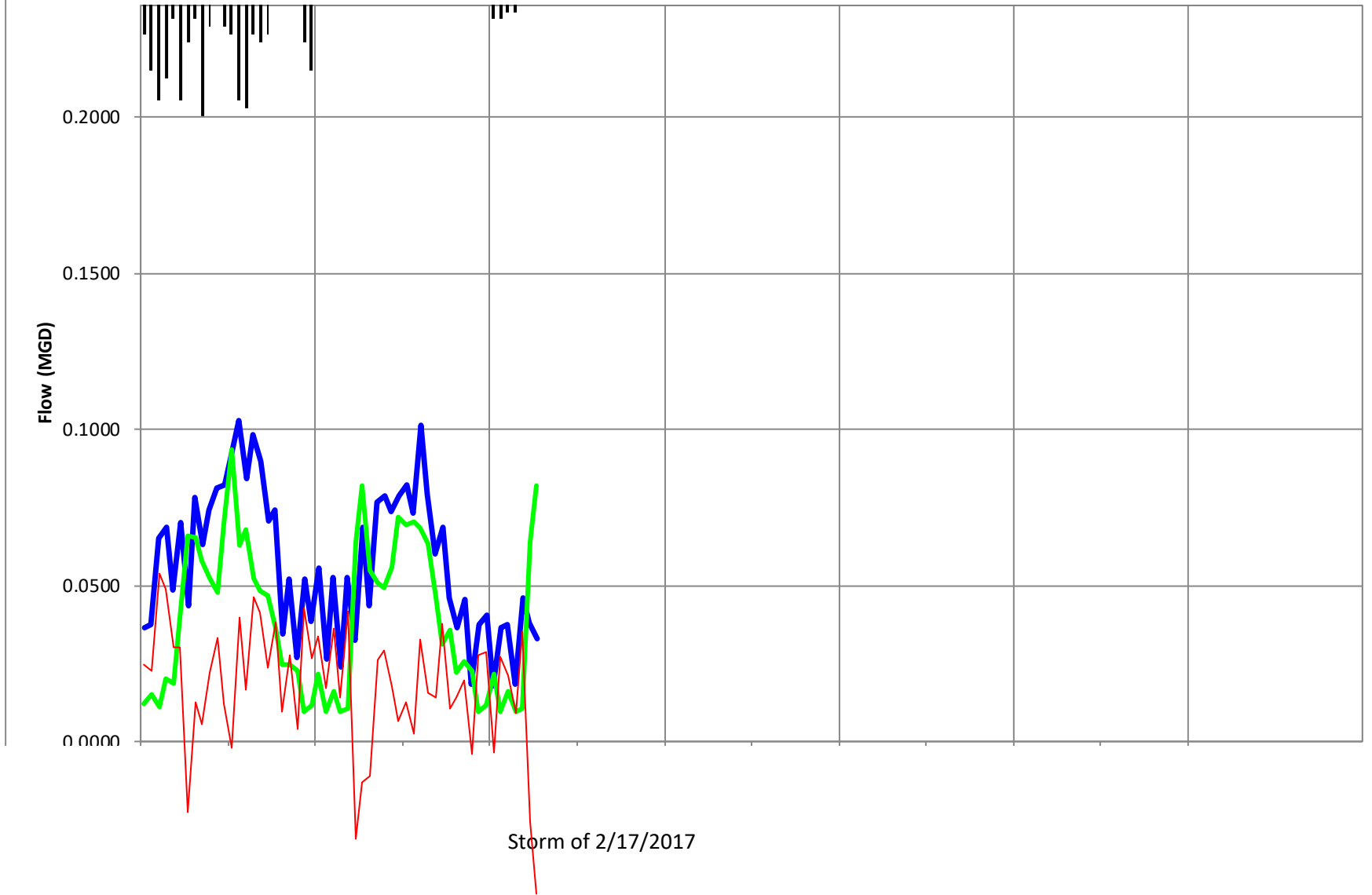


Storm of 2/9/2017

# Colma Site 8 SSMH8E23 North 8 RDI/I

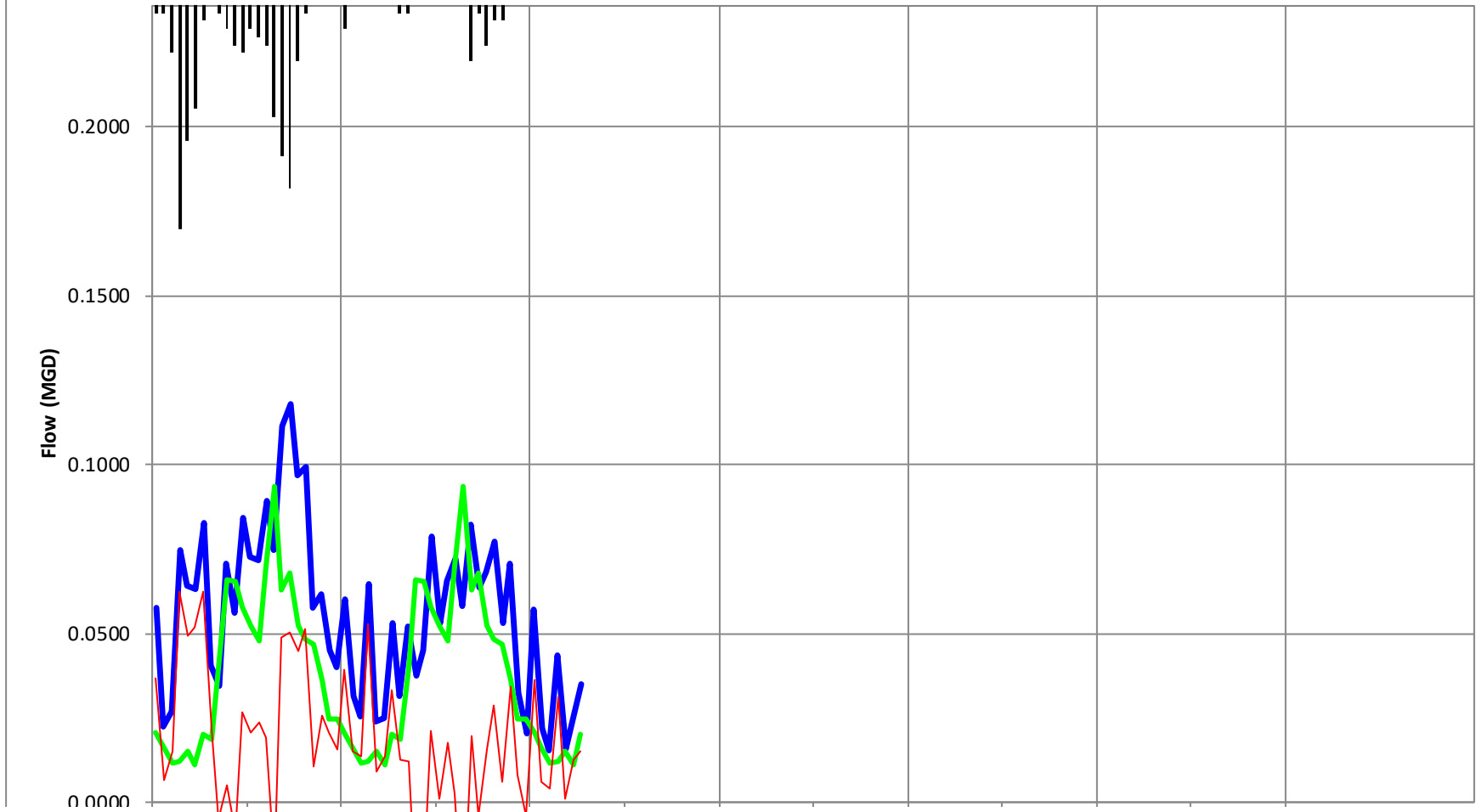


### Colma Site 8 SSMH8E23 North 8 RDI/I





# Colma Site 8 SSMH8E23 North 8 RDI/I



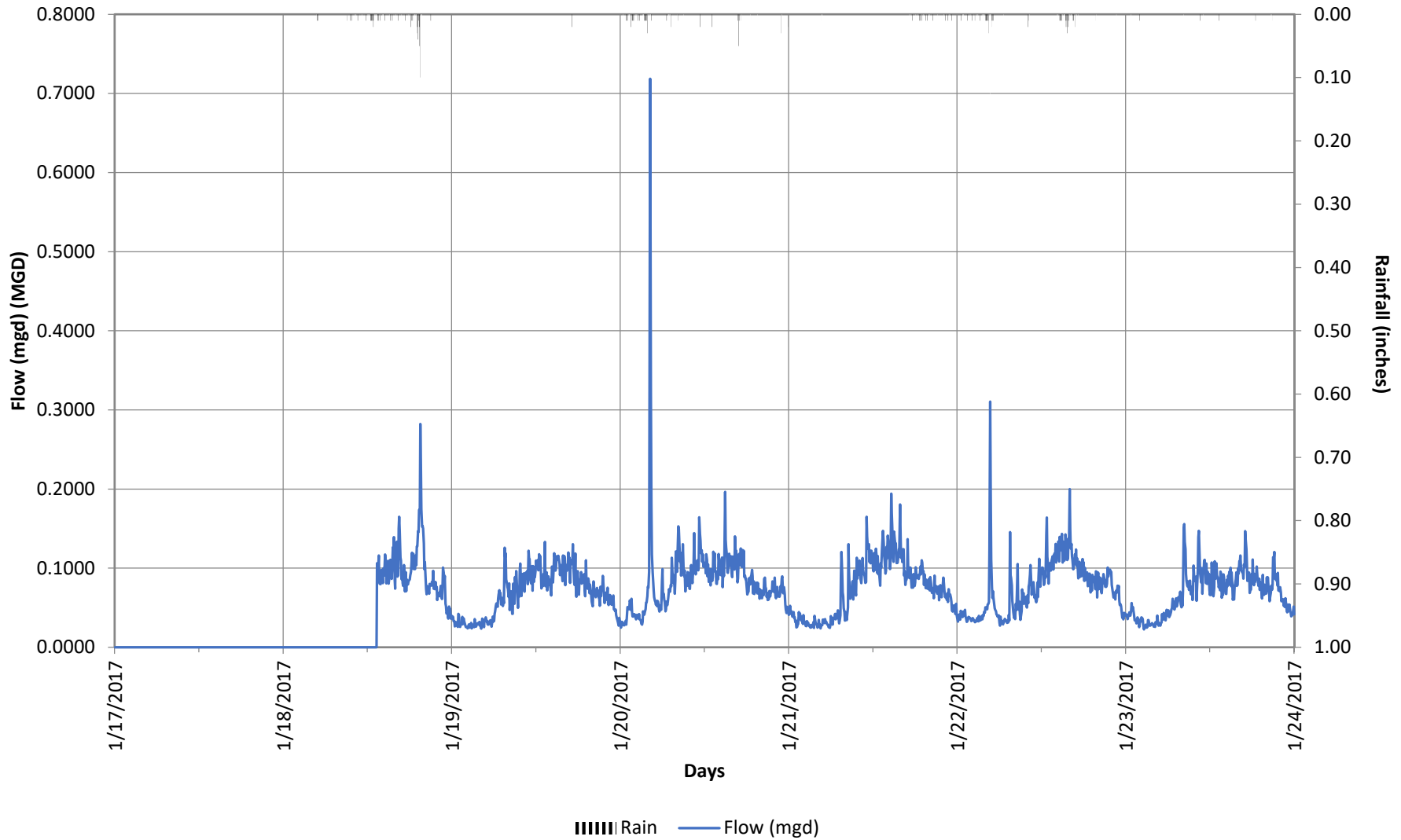
Storm of 2/20/2017

## Colma Site 8 SSMH8E23 West 8" Sanitary Flow

## Daily Summary

Day	Date	Avg Flow(MGD)	Min Flow(MGD)	Max Flow(MGD)	Max Depth(in.)	Rain(in.)
Tuesday	1/17/17	0.000	0.000	0.000	0.000	0.00
Wednesday	1/18/17	0.042	0.000	0.282	4.655	0.88
Thursday	1/19/17	0.068	0.024	0.133	4.676	0.02
Friday	1/20/17	0.085	0.025	0.719	10.068	1.13
Saturday	1/21/17	0.073	0.024	0.194	5.843	0.25
Sunday	1/22/17	0.075	0.027	0.310	5.446	1.00
Monday	1/23/17	0.068	0.023	0.156	5.197	0.18
Tuesday	1/24/17	0.062	0.020	0.181	5.355	0.01
Wednesday	1/25/17	0.064	0.019	0.158	5.190	0.00
Thursday	1/26/17	0.068	0.021	0.225	5.139	0.00
Friday	1/27/17	0.073	0.020	0.166	5.162	0.00
Saturday	1/28/17	0.071	0.025	0.172	4.347	0.00
Sunday	1/29/17	0.061	0.016	0.140	4.451	0.00
Monday	1/30/17	0.068	0.023	0.150	5.193	0.00
Tuesday	1/31/17	0.066	0.019	0.166	5.160	0.00
Wednesday	2/1/17	0.067	0.018	0.180	5.467	0.01
Thursday	2/2/17	0.071	0.023	0.178	5.165	0.19
Friday	2/3/17	0.077	0.019	0.229	5.930	0.51
Saturday	2/4/17	0.077	0.021	0.209	5.438	0.37
Sunday	2/5/17	0.064	0.018	0.140	4.500	0.15
Monday	2/6/17	0.069	0.018	0.138	4.743	0.50
Tuesday	2/7/17	0.080	0.030	0.223	5.345	0.86
Wednesday	2/8/17	0.072	0.019	0.147	5.112	0.26
Thursday	2/9/17	0.077	0.018	0.186	5.293	0.77
Friday	2/10/17	0.069	0.018	0.144	4.802	0.04
Saturday	2/11/17	0.074	0.022	0.183	4.455	0.00
Sunday	2/12/17	0.068	0.022	0.180	4.247	0.00
Monday	2/13/17	0.069	0.025	0.152	4.101	0.00
Tuesday	2/14/17	0.069	0.023	0.149	4.180	0.00
Wednesday	2/15/17	0.071	0.021	0.160	4.497	0.00
Thursday	2/16/17	0.076	0.021	0.156	4.191	0.39
Friday	2/17/17	0.092	0.020	0.192	4.878	1.23
Saturday	2/18/17	0.081	0.024	0.193	4.679	0.14
Sunday	2/19/17	0.072	0.021	0.162	4.485	0.08
Monday	2/20/17	0.108	0.037	0.262	5.172	1.61
Tuesday	2/21/17	0.075	0.026	0.159	4.391	0.19
Wednesday	2/22/17	0.068	0.017	0.170	4.295	0.00

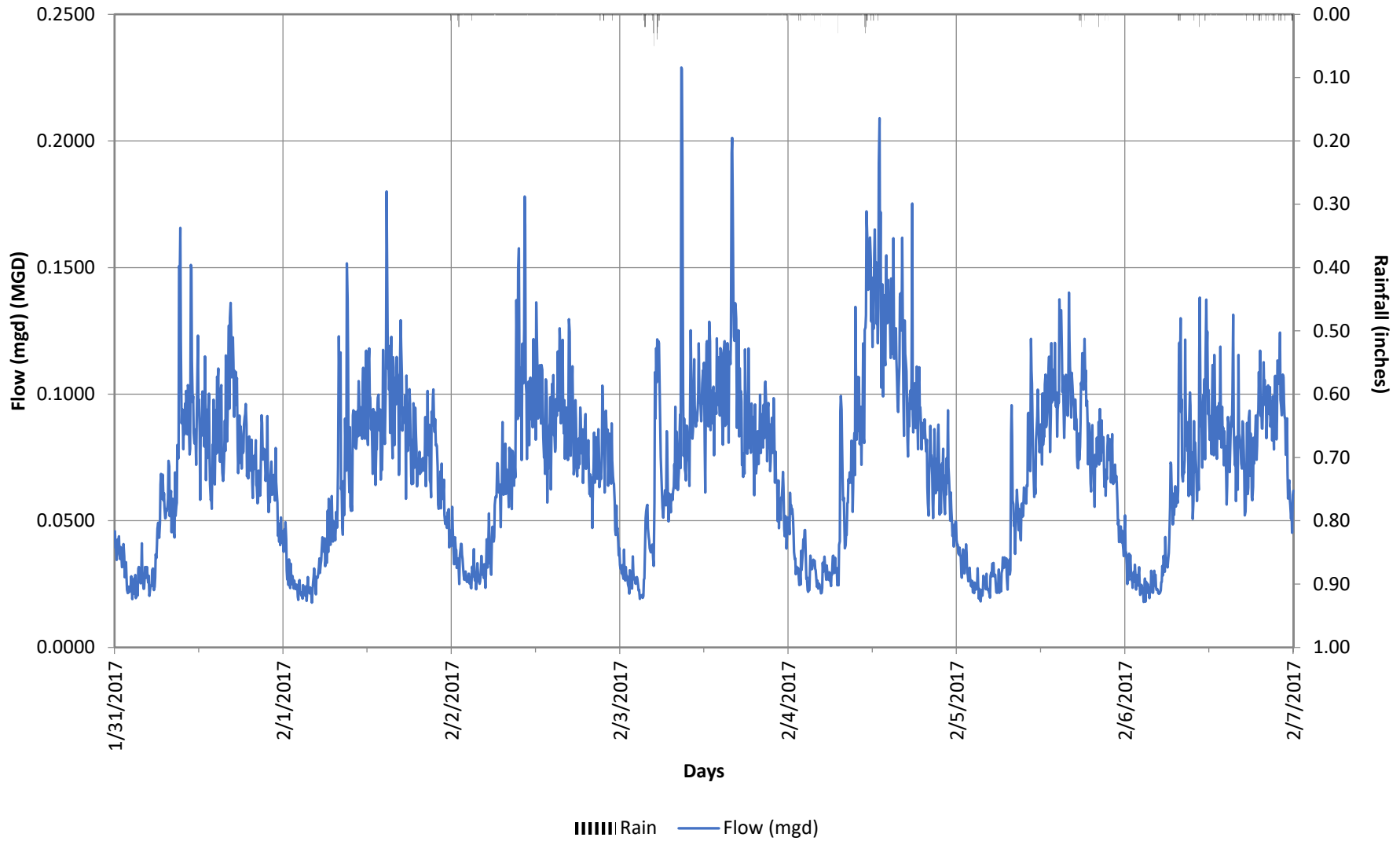
## Colma Site 8 SSMH8E23 West 8" Sanitary Flow



	1/17/2017 11:55:00 PM	1/18/2017 11:55:00 PM	1/19/2017 11:55:00 PM	1/20/2017 11:55:00 PM	1/21/2017 11:55:00 PM	1/22/2017 11:55:00 PM	1/23/2017 11:55:00 PM	1/24/2017 11:55:00 PM (Mon)
Maximum	0.000	0.282	0.133	0.719	0.194	0.310	0.156	
Average	0.000	0.042	0.068	0.085	0.073	0.075	0.068	
Minimum	0.000	0.000	0.024	0.025	0.024	0.027	0.023	
Rain (inches)	0.00	0.88	0.02	1.13	0.25	1.00	0.18	

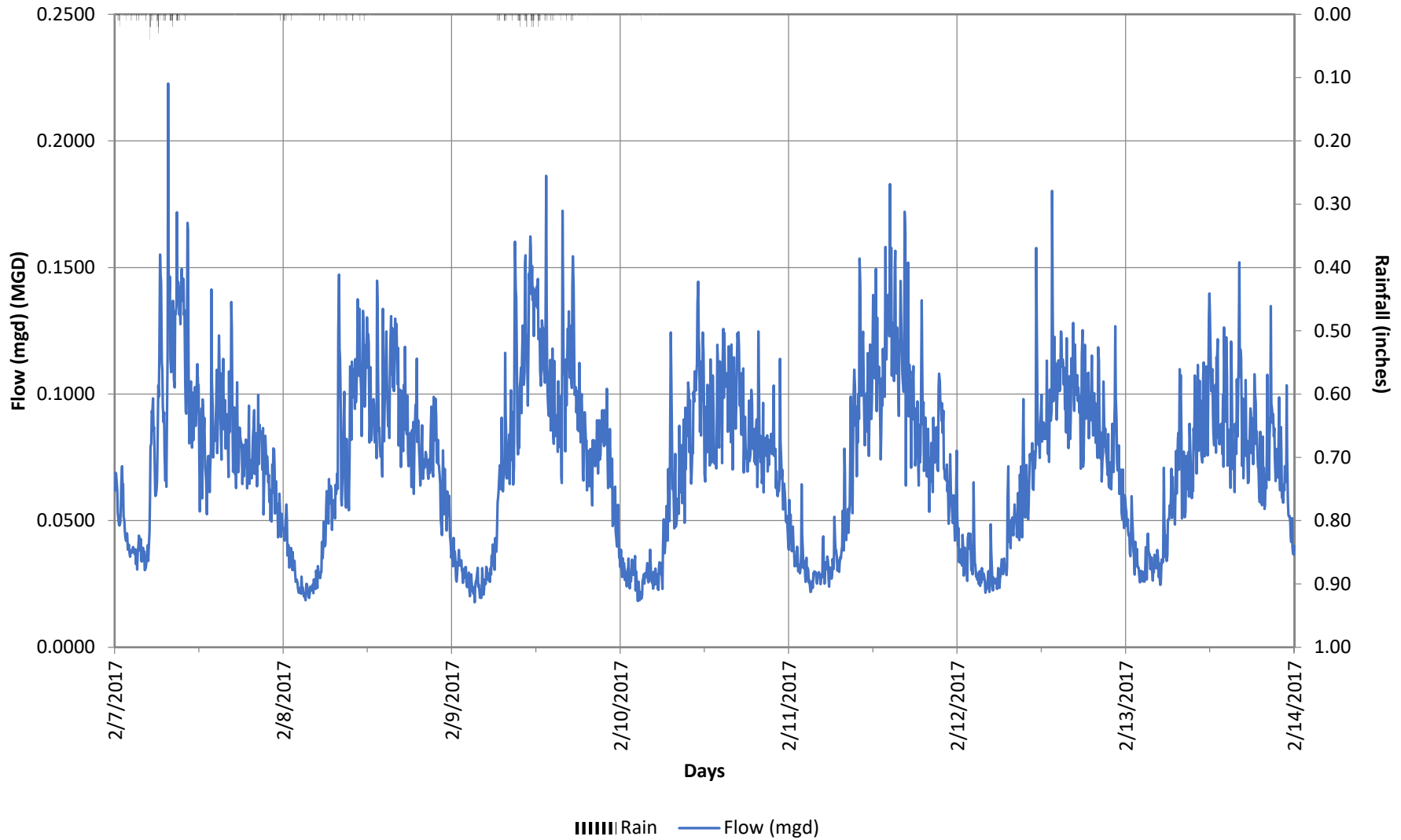


## Colma Site 8 SSMH8E23 West 8" Sanitary Flow



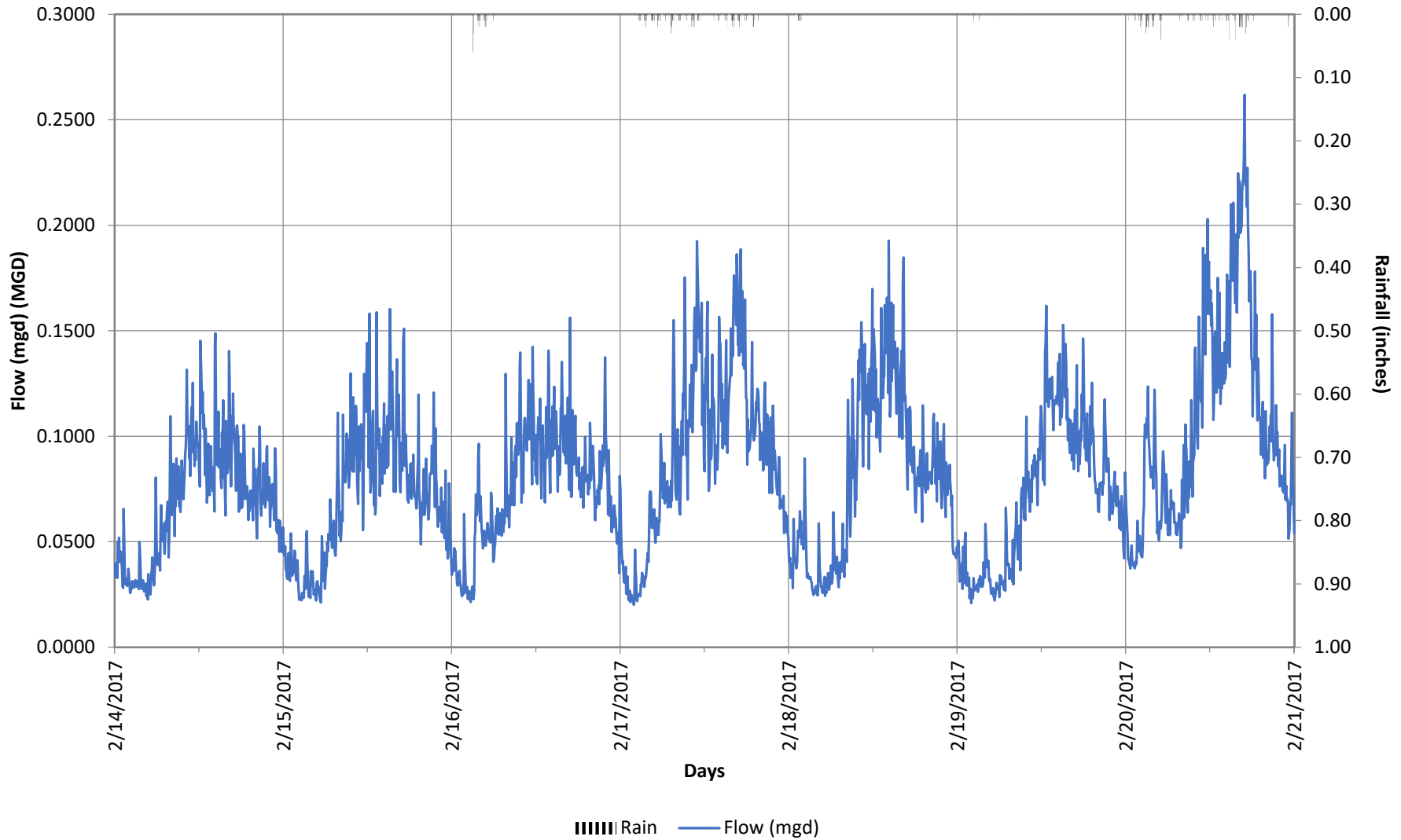
	1/31/2017 11:55:00 PM	2/1/2017 11:55:00 PM	2/2/2017 11:55:00 PM	2/3/2017 11:55:00 PM	2/4/2017 11:55:00 PM	2/5/2017 11:55:00 PM	2/6/2017 11:55:00 PM	2/7/2017 11:55:00 PM (Mon)
Maximum	0.166	0.180	0.178	0.229	0.209	0.140	0.138	
Average	0.066	0.067	0.071	0.077	0.077	0.064	0.069	
Minimum	0.019	0.018	0.023	0.019	0.021	0.018	0.018	
Rain (inches)	0.00	0.01	0.19	0.51	0.37	0.15	0.50	

## Colma Site 8 SSMH8E23 West 8" Sanitary Flow



	2/7/2017 11:55:00 PM	2/8/2017 11:55:00 PM	2/9/2017 11:55:00 PM	2/10/2017 11:55:00 PM	2/11/2017 11:55:00 PM	2/12/2017 11:55:00 PM	2/13/2017 11:55:00 PM	2/14/2017 11:55:00 PM (Mon)
Maximum	0.223	0.147	0.186	0.144	0.183	0.180	0.152	
Average	0.080	0.072	0.077	0.069	0.074	0.068	0.069	
Minimum	0.030	0.019	0.018	0.018	0.022	0.022	0.025	
Rain (inches)	0.86	0.26	0.77	0.04	0.00	0.00	0.00	

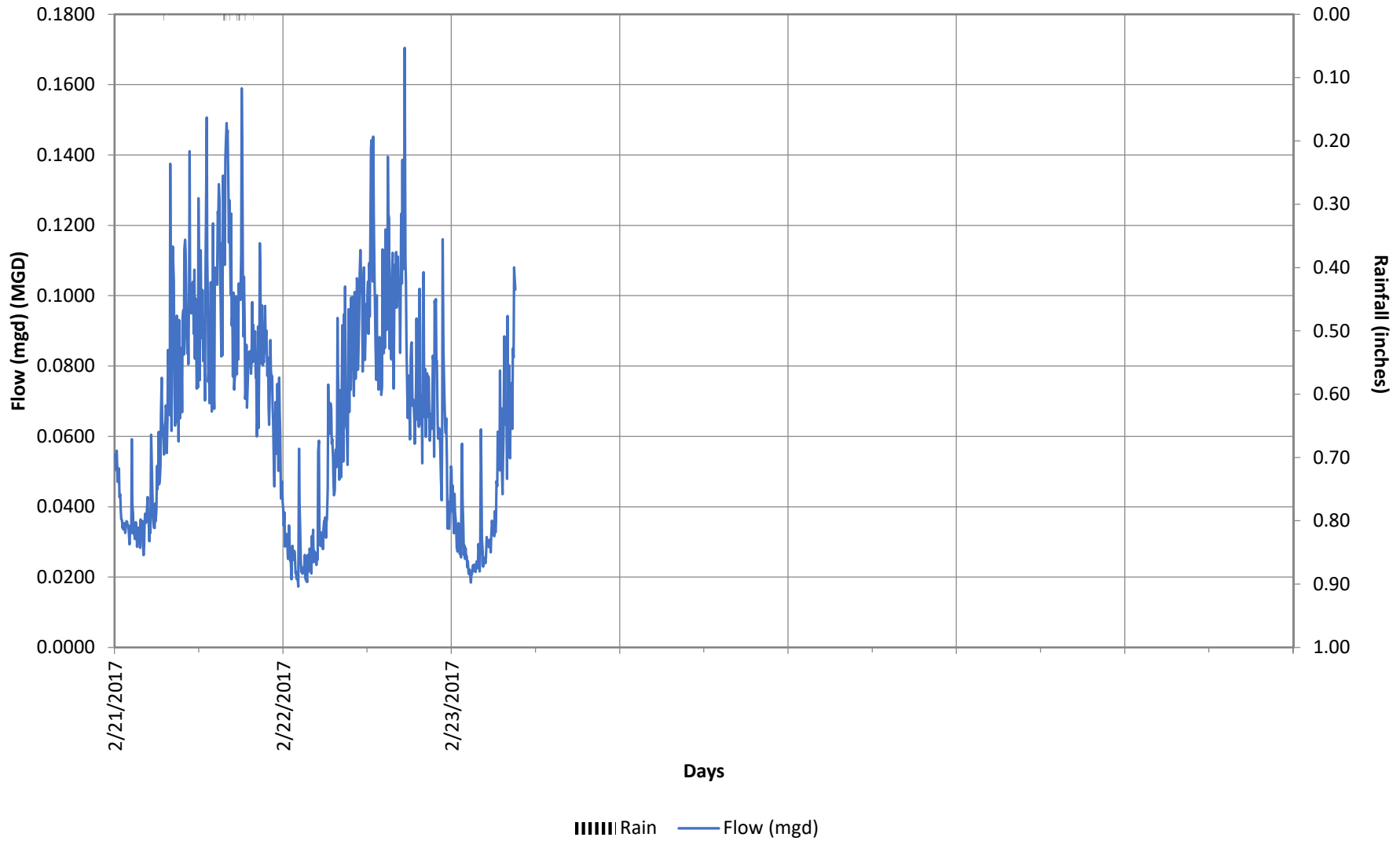
## Colma Site 8 SSMH8E23 West 8" Sanitary Flow



	2/14/2017 11:55:00 PM	2/15/2017 11:55:00 PM	2/16/2017 11:55:00 PM	2/17/2017 11:55:00 PM	2/18/2017 11:55:00 PM	2/19/2017 11:55:00 PM	2/20/2017 11:55:00 PM	2/21/2017 11:55:00 PM (Mon)
Maximum	0.149	0.160	0.156	0.192	0.193	0.162	0.262	
Average	0.069	0.071	0.076	0.092	0.081	0.072	0.108	
Minimum	0.023	0.021	0.021	0.020	0.024	0.021	0.037	
Rain (inches)	0.00	0.00	0.39	1.23	0.14	0.08	1.61	



## Colma Site 8 SSMH8E23 West 8" Sanitary Flow



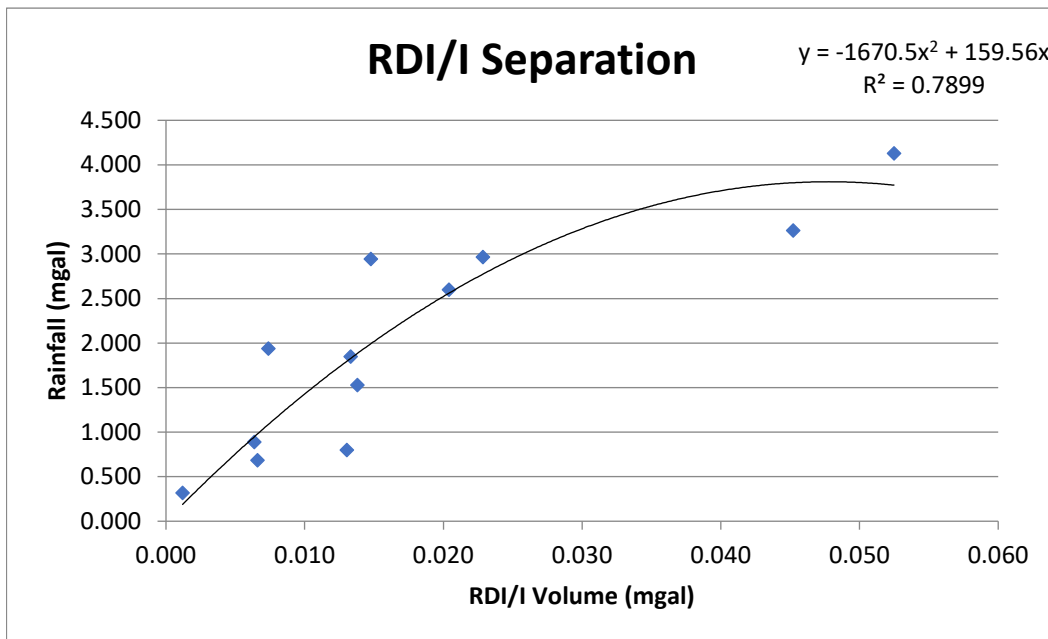
	2/21/2017 11:55:00 PM	2/22/2017 11:55:00 PM (Wed)				
Maximum	0.159	0.170				
Average	0.075	0.068				
Minimum	0.026	0.017				
Rain (inches)	0.19	0.00				

## Colma Site 8 SSMH8E23 West 8 RDI/I

### RDI/I Analysis, Monitor Return Ratio Summary

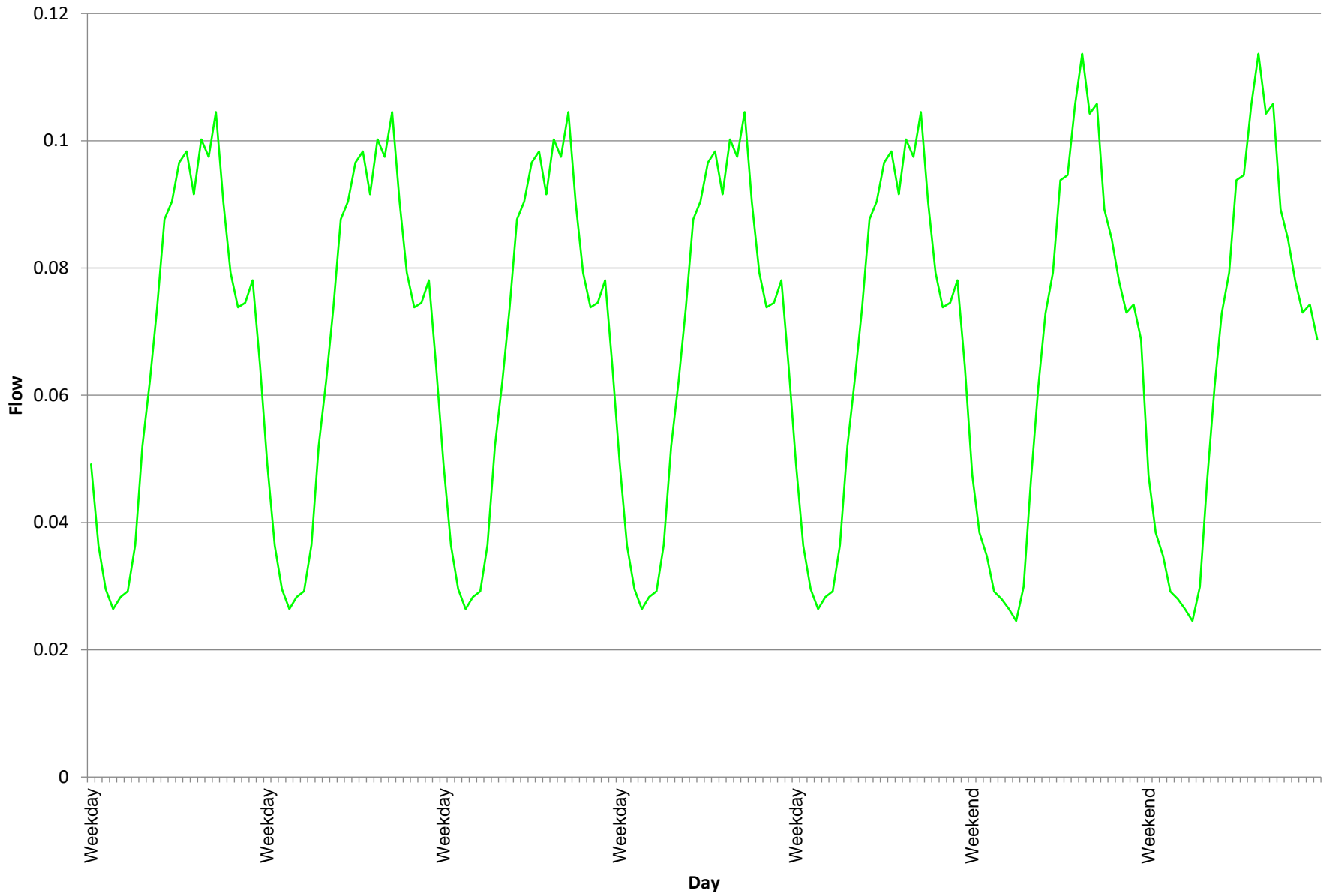
Storm Start (Date)	RDI/I Volume (mgal)	Monitor Area (acres)	Rainfall (mgal)	Return Ratio (%)
1/18/2017	0.007	84.0	1.939	0.38%
1/20/2017	0.020	84.0	2.600	0.78%
1/21/2017	0.015	84.0	2.942	0.50%
2/2/2017	0.014	84.0	1.528	0.90%
2/4/2017	0.013	84.0	0.798	1.63%
2/5/2017	0.001	84.0	0.319	0.37%
2/6/2017	0.023	84.0	2.965	0.77%
2/7/2017	0.007	84.0	0.684	0.96%
2/9/2017	0.013	84.0	1.847	0.72%
2/16/2017	0.006	84.0	0.890	0.72%
2/17/2017	0.045	84.0	3.262	1.39%
2/20/2017	0.052	84.0	4.128	1.27%

Average R% 0.87%  
 Average Top 3 Storms 1.43%

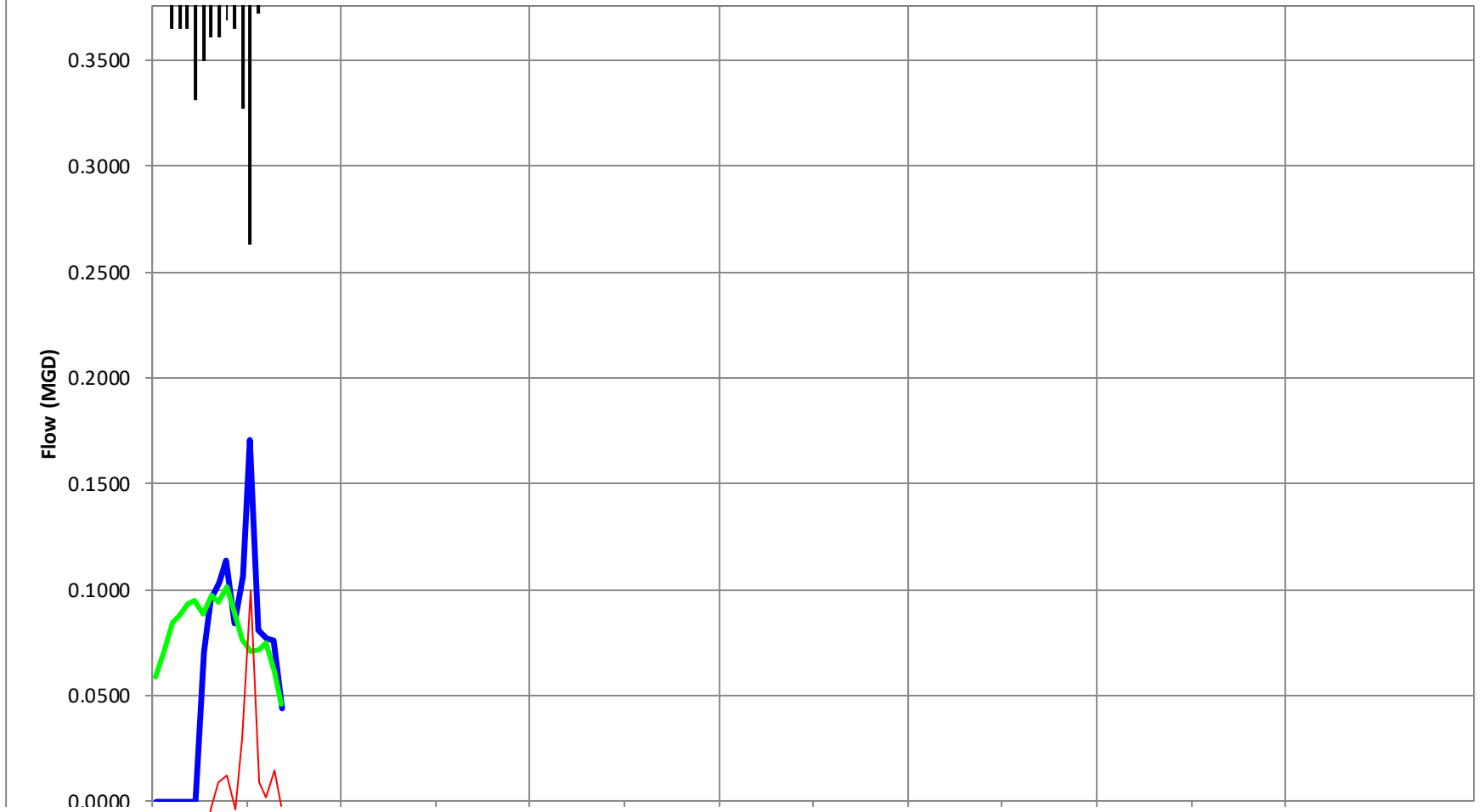


Baseflows	Weekend	Weekday
Max	0.114	0.105
Avg	0.067	0.069
Min	0.025	0.026

# Baseflow Colma Site 8 SSMH8E23 West 8 RDI/I

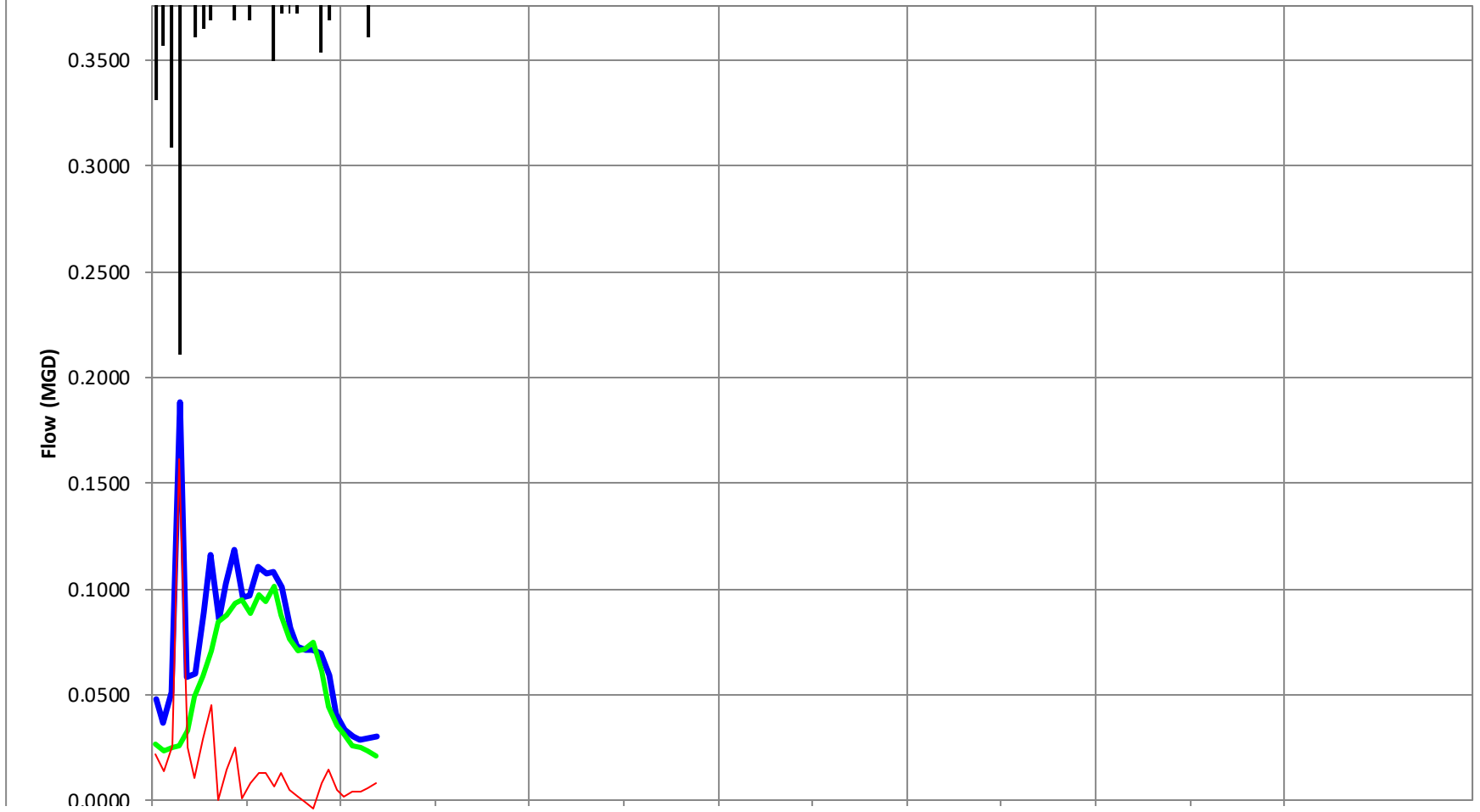


# Colma Site 8 SSMH8E23 West 8 RDI/I



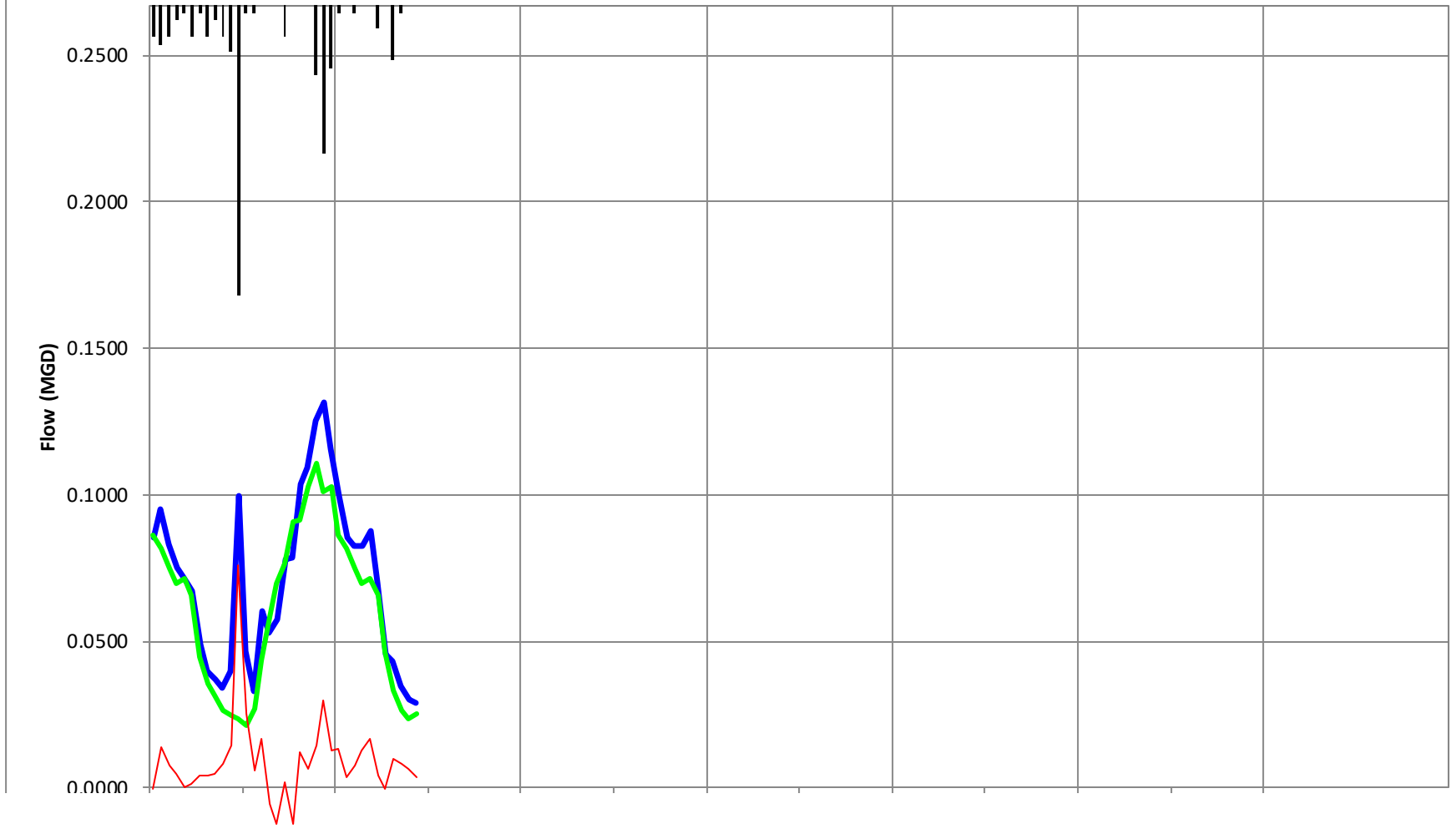
Storm of 1/18/2017

### Colma Site 8 SSMH8E23 West 8 RDI/I



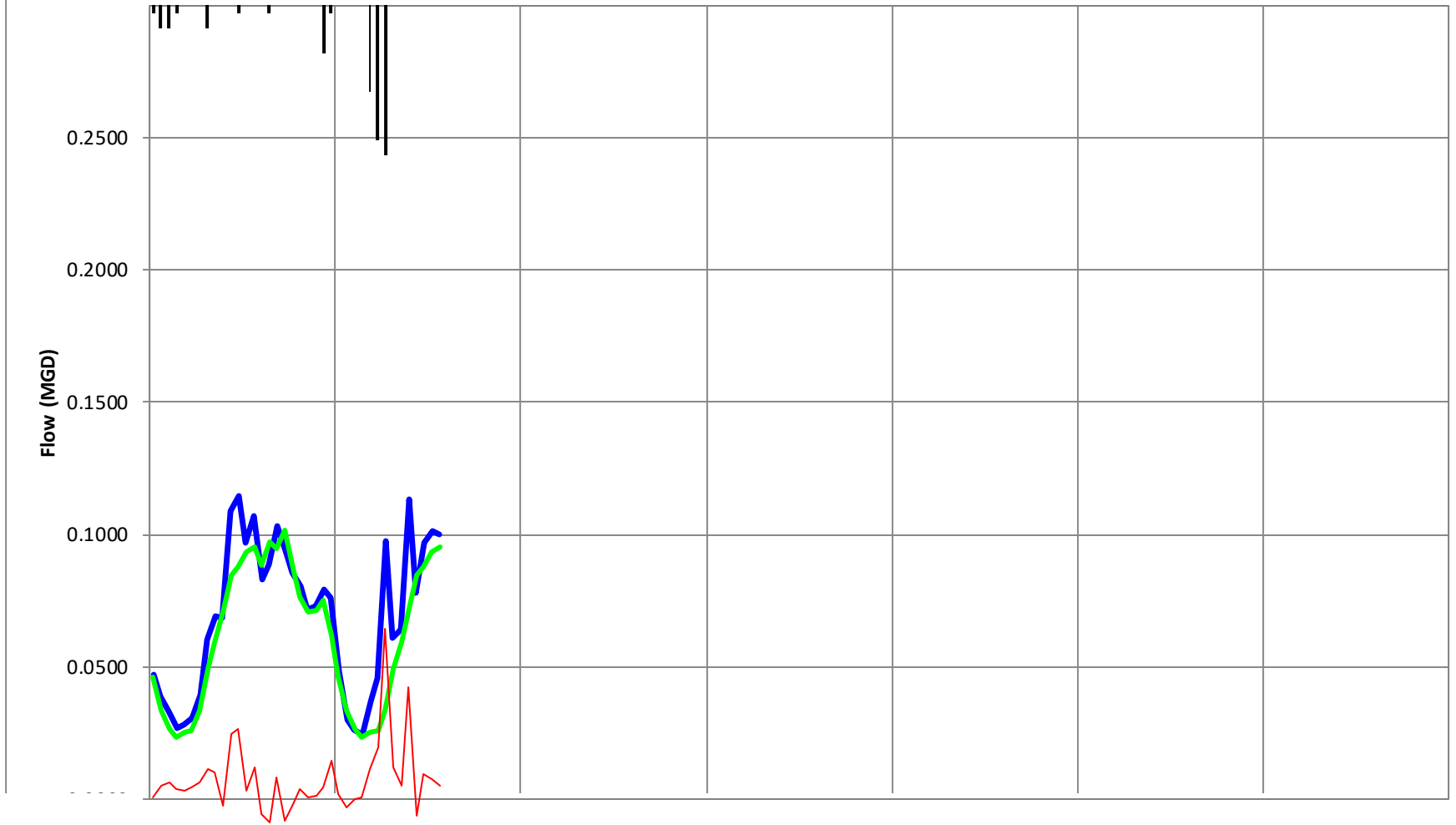
Storm of 1/20/2017

### Colma Site 8 SSMH8E23 West 8 RDI/I



Storm of 1/21/2017

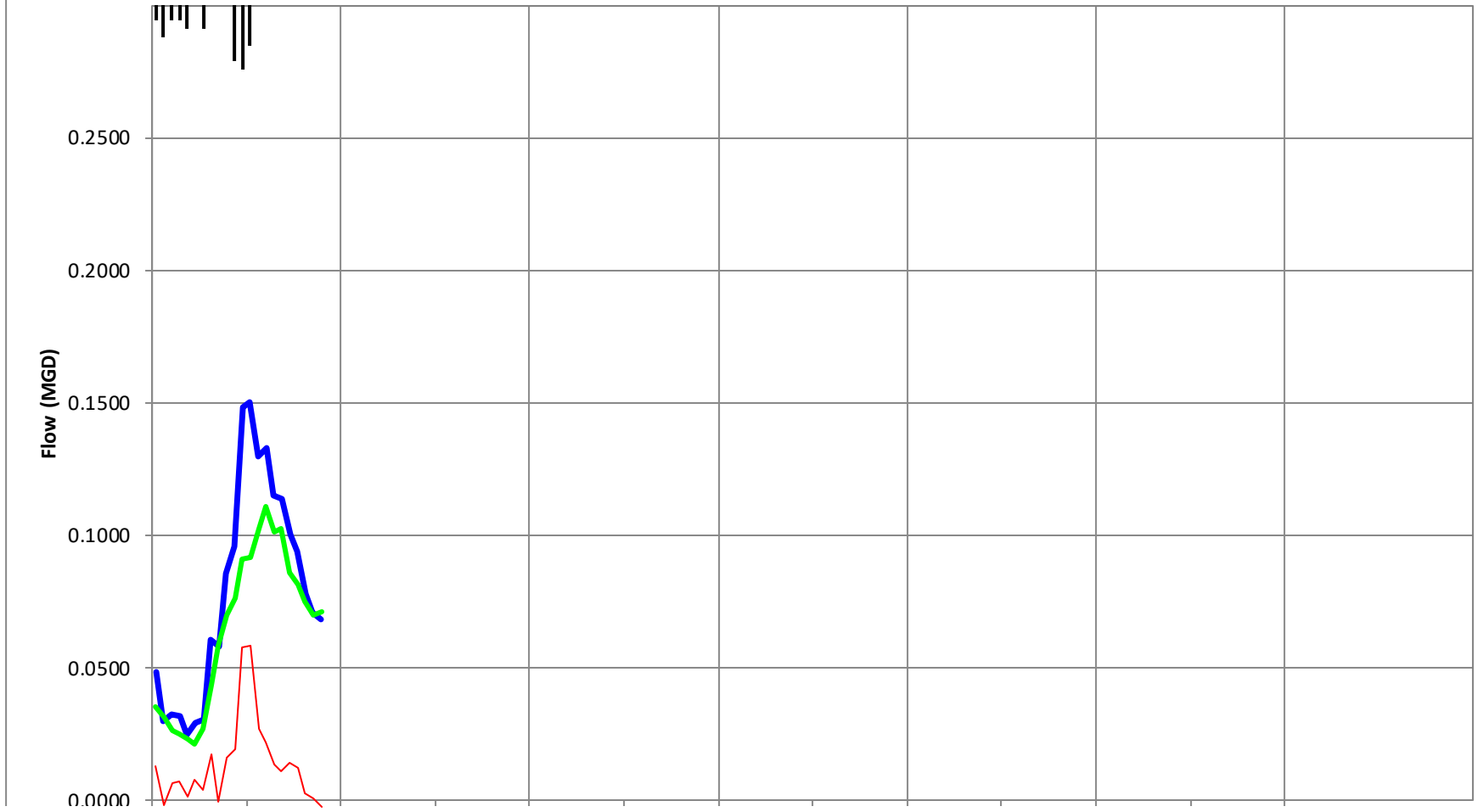
### Colma Site 8 SSMH8E23 West 8 RDI/I



Storm of 2/2/2017

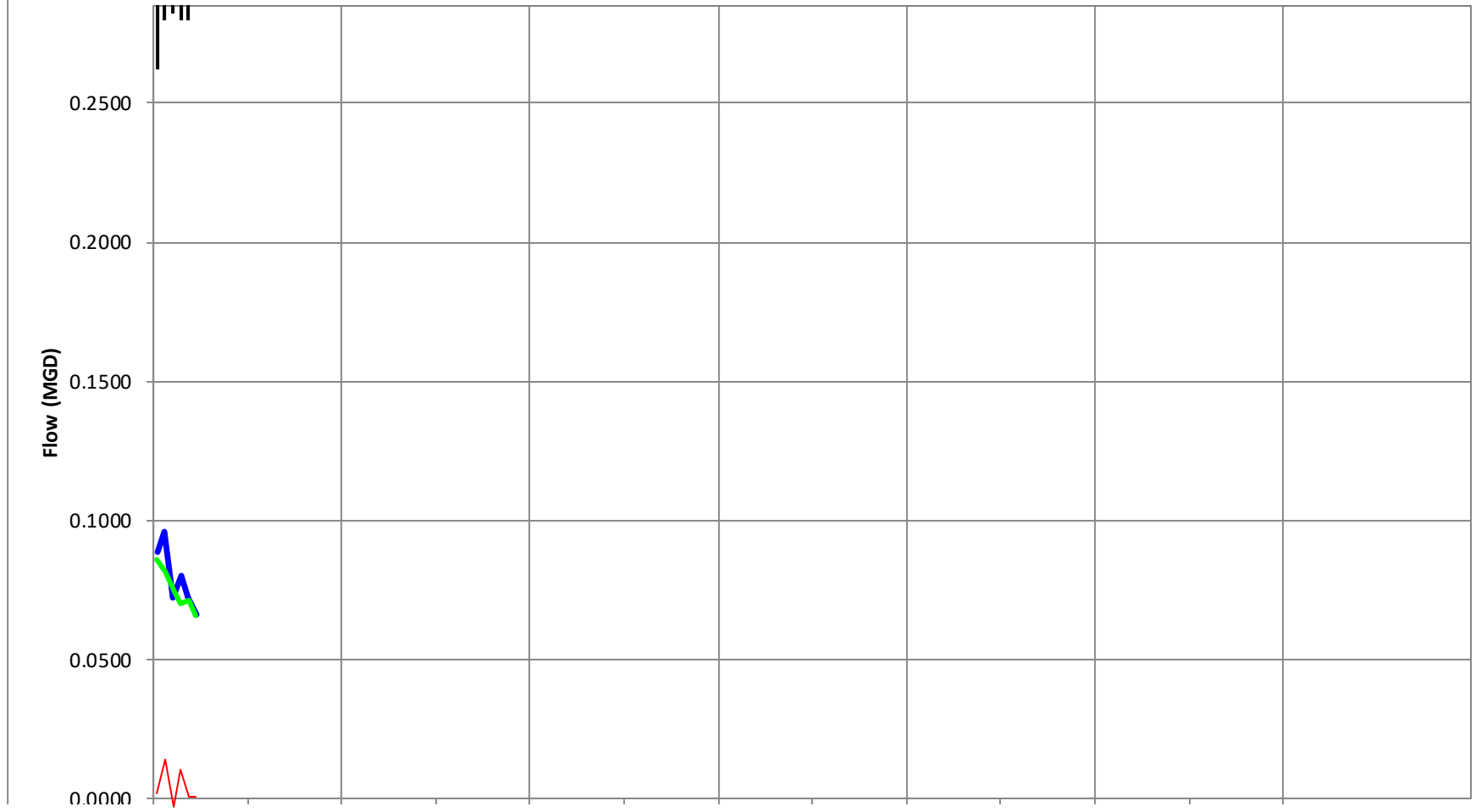


### Colma Site 8 SSMH8E23 West 8 RDI/I



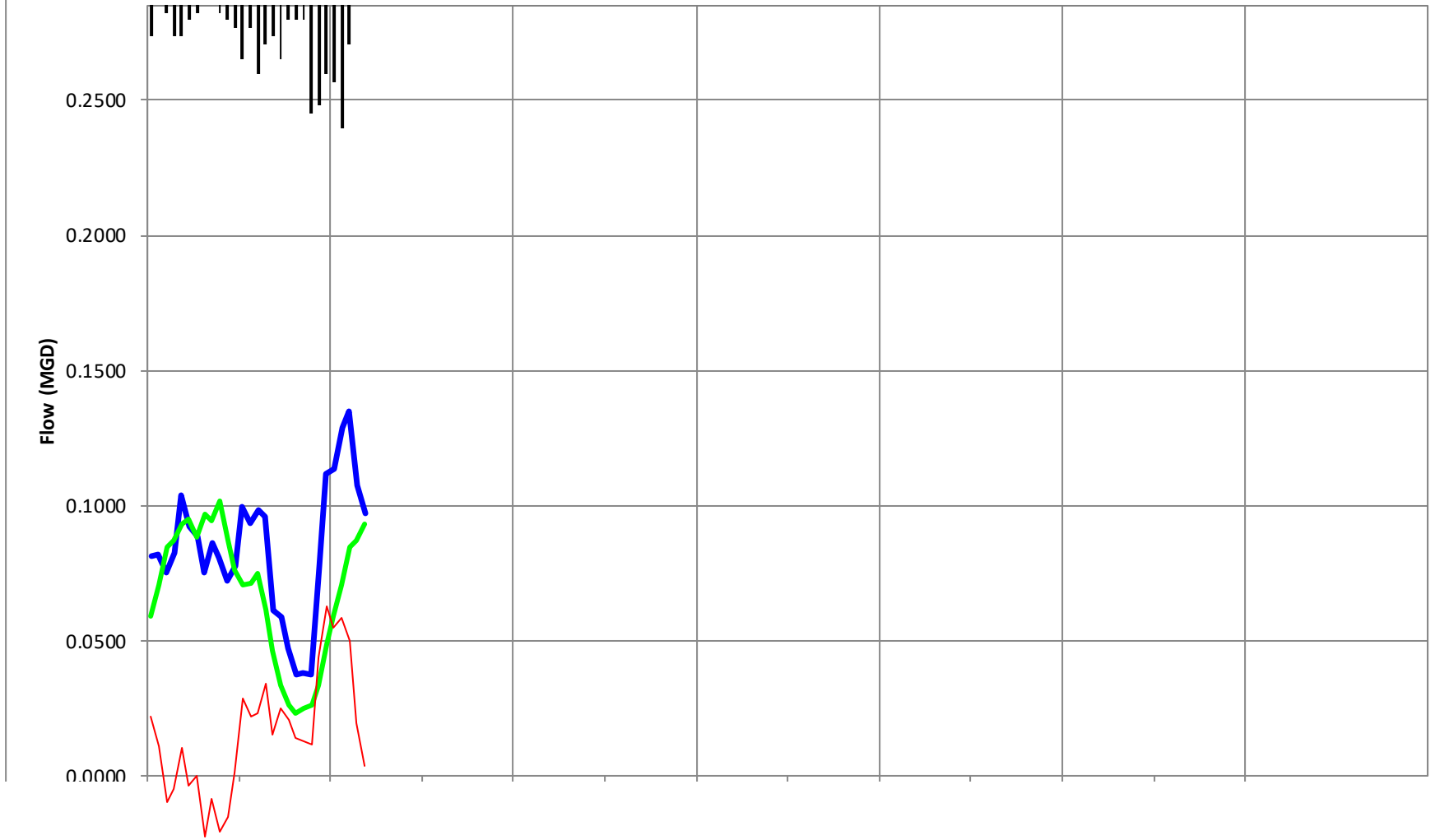
Storm of 2/4/2017

# Colma Site 8 SSMH8E23 West 8 RDI/I



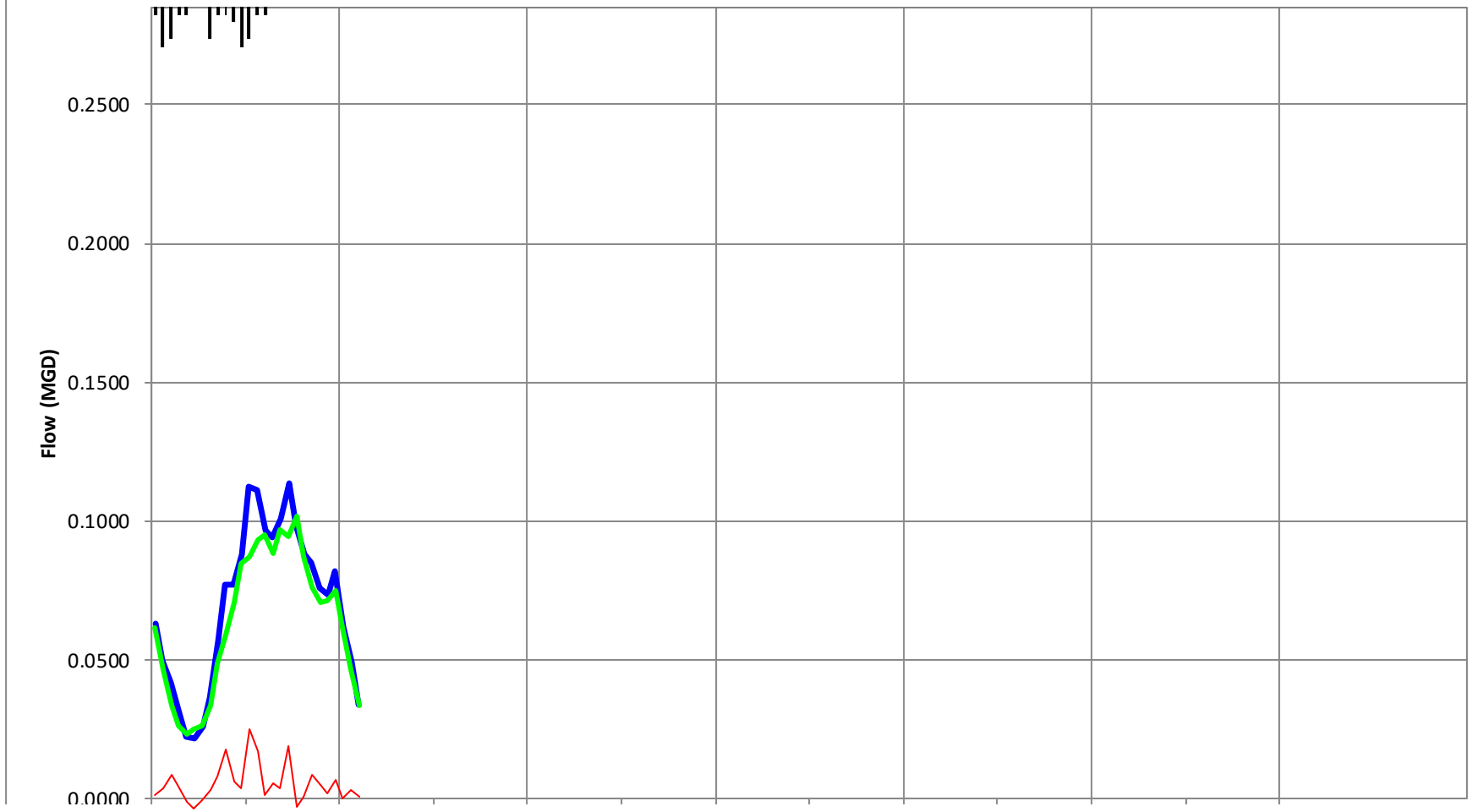
Storm of 2/5/2017

### Colma Site 8 SSMH8E23 West 8 RDI/I



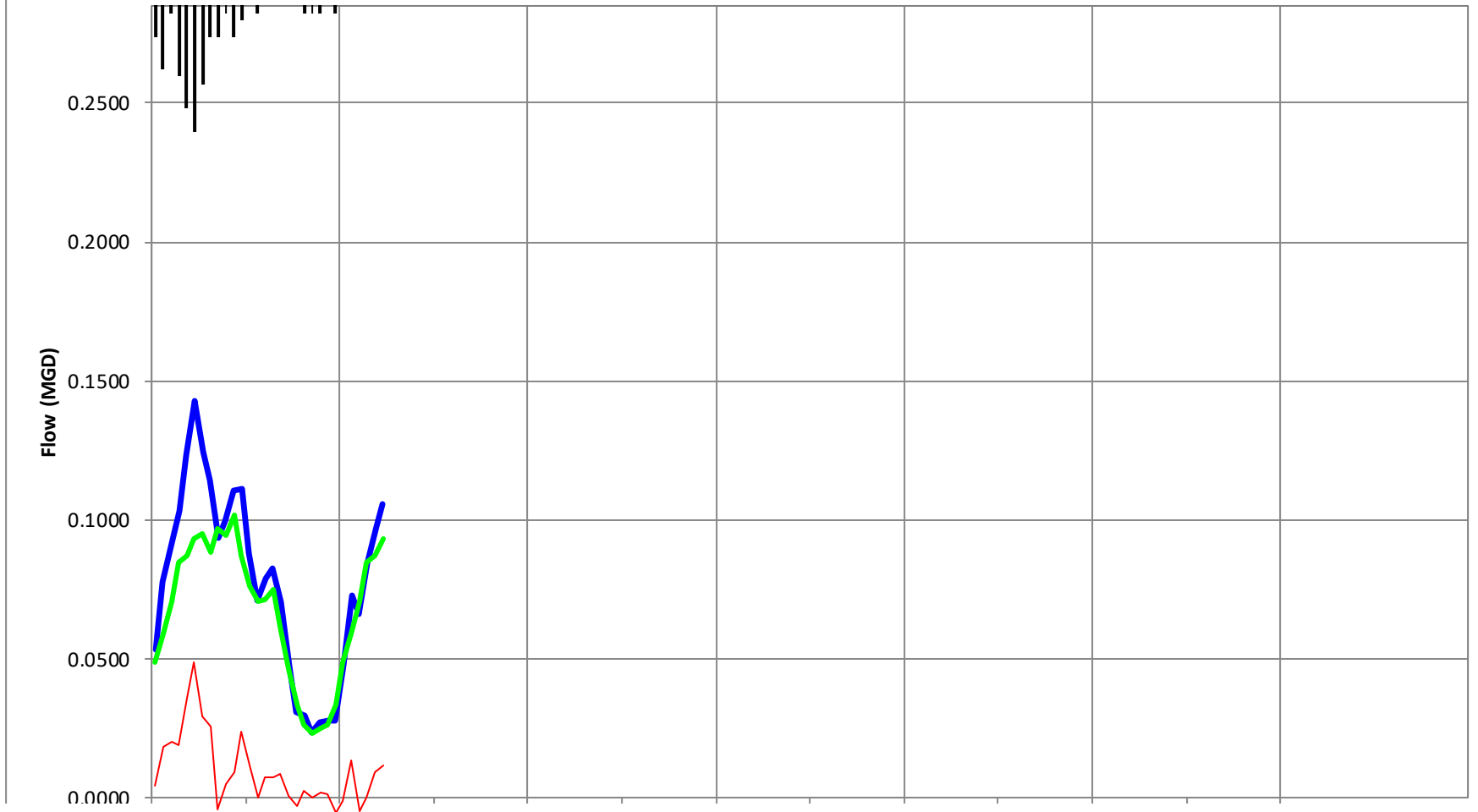
Storm of 2/6/2017

### Colma Site 8 SSMH8E23 West 8 RDI/I



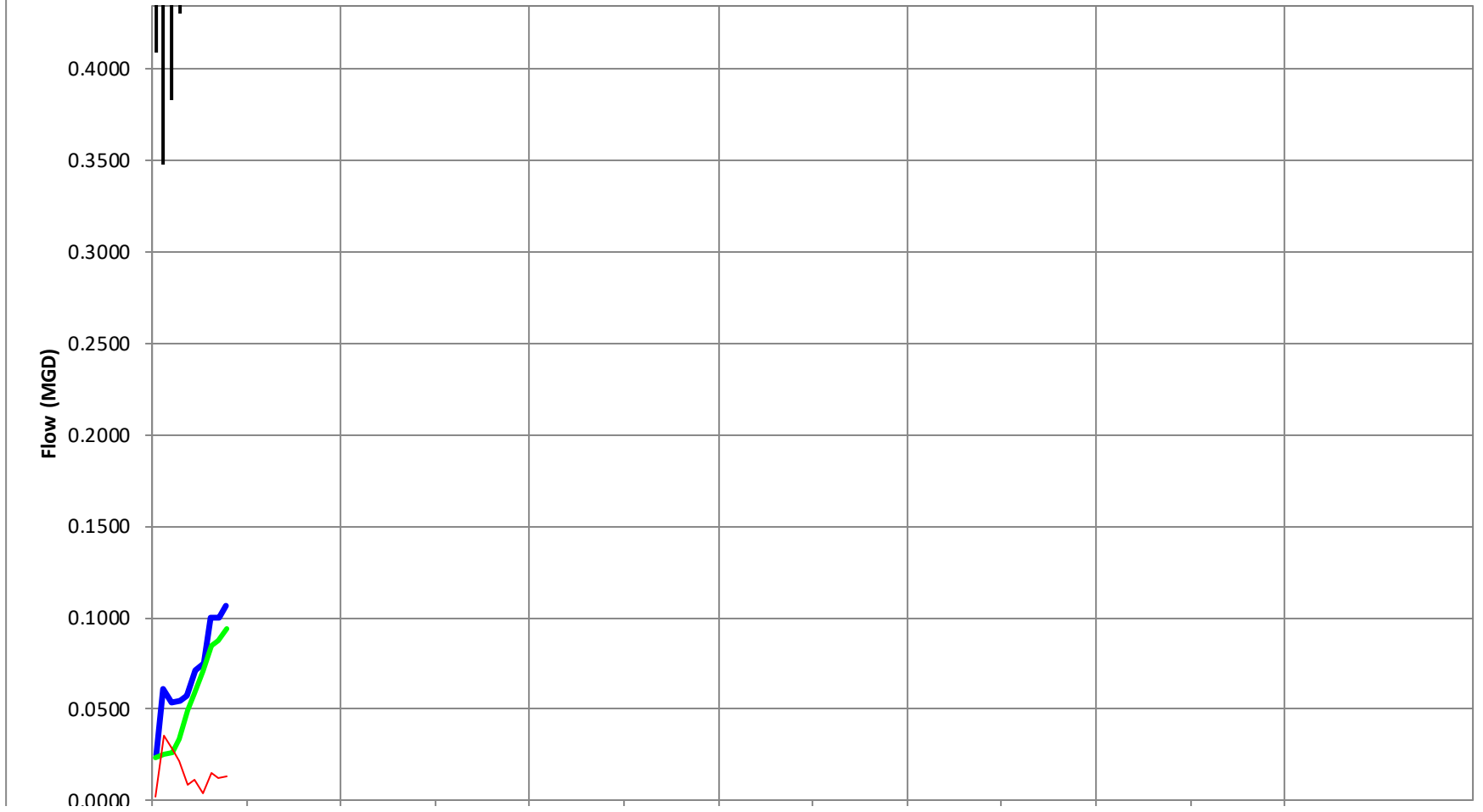
Storm of 2/7/2017

### Colma Site 8 SSMH8E23 West 8 RDI/I



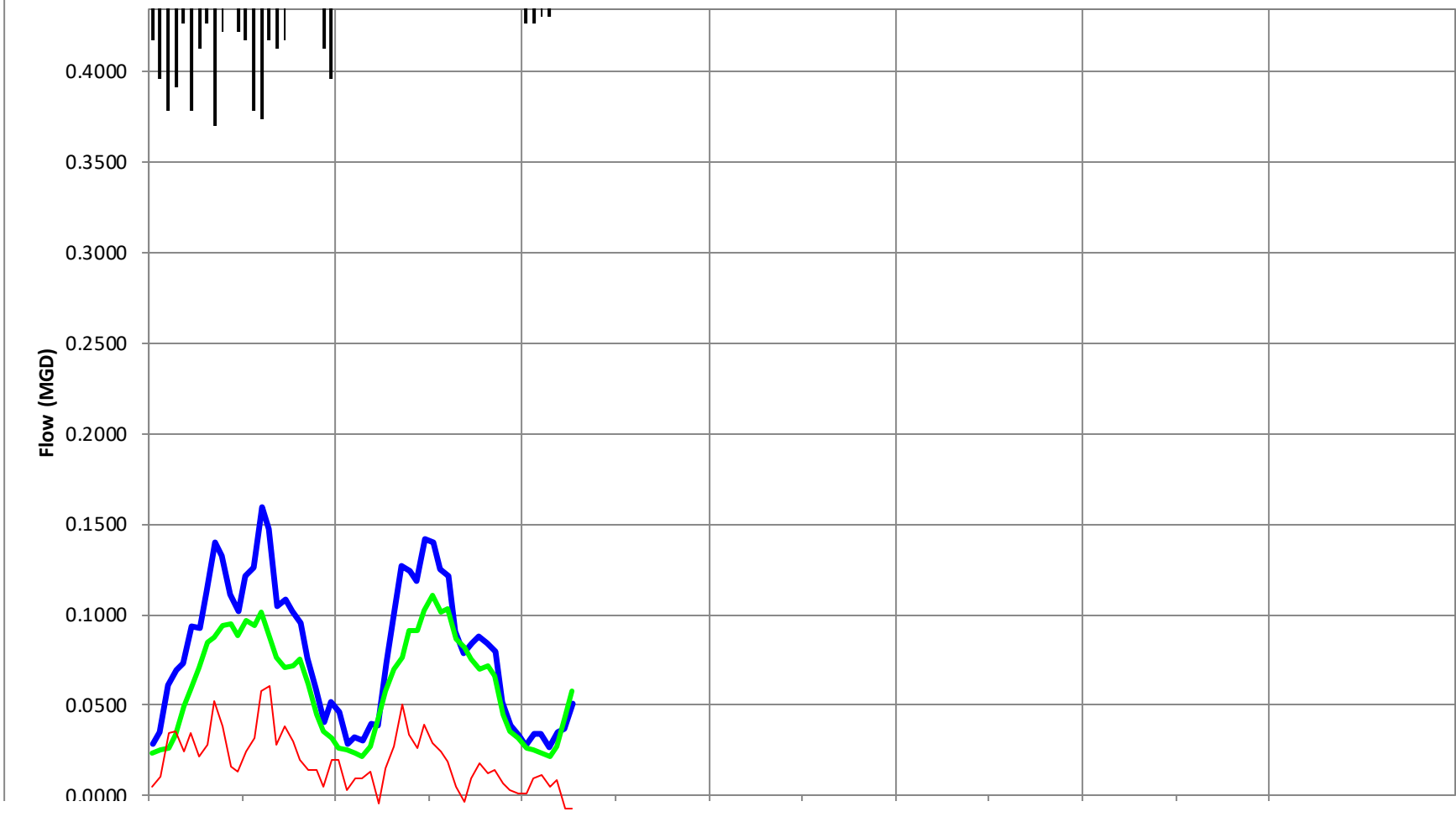
Storm of 2/9/2017

# Colma Site 8 SSMH8E23 West 8 RDI/I



Storm of 2/16/2017

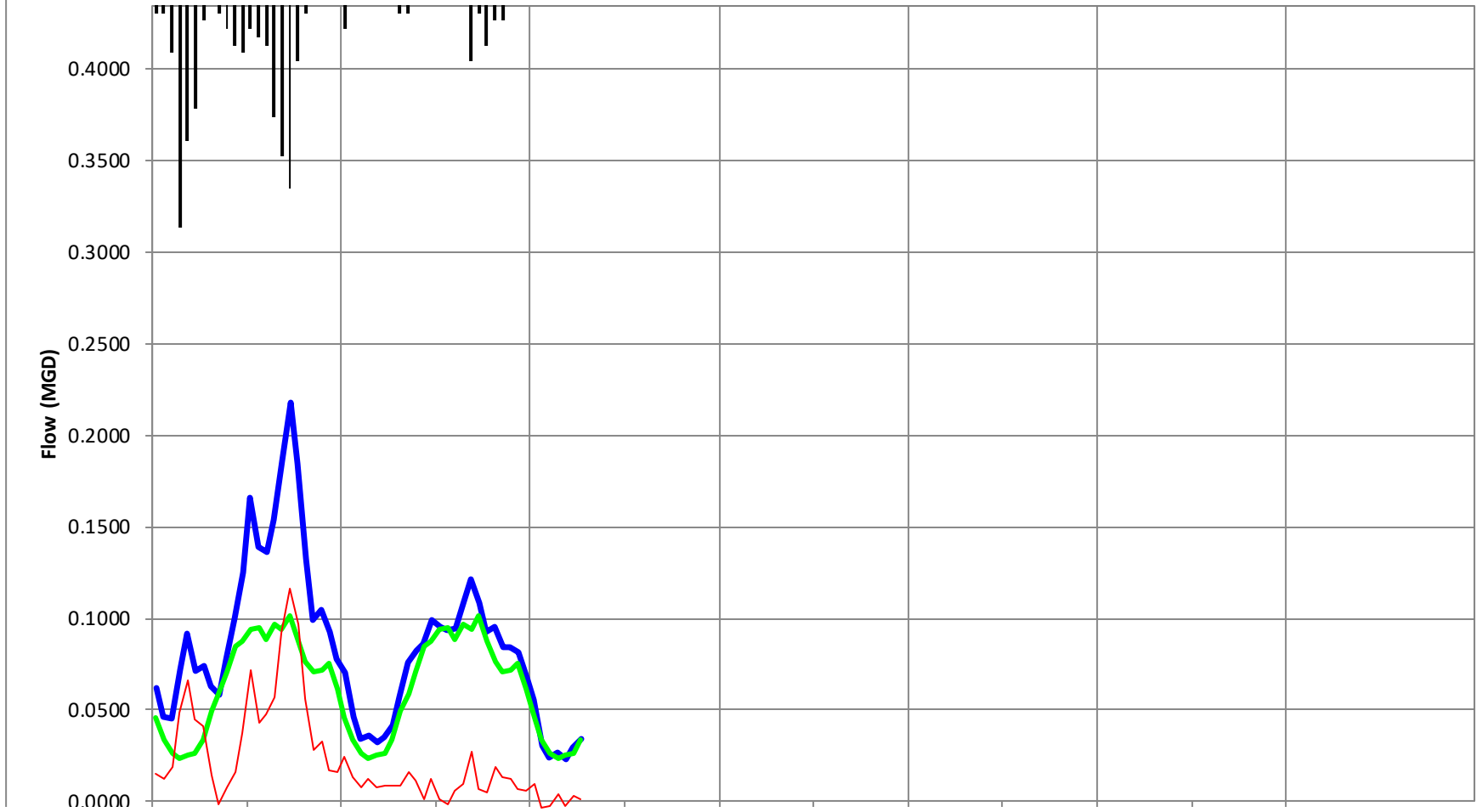
### Colma Site 8 SSMH8E23 West 8 RDI/I



Storm of 2/17/2017



### Colma Site 8 SSMH8E23 West 8 RDI/I

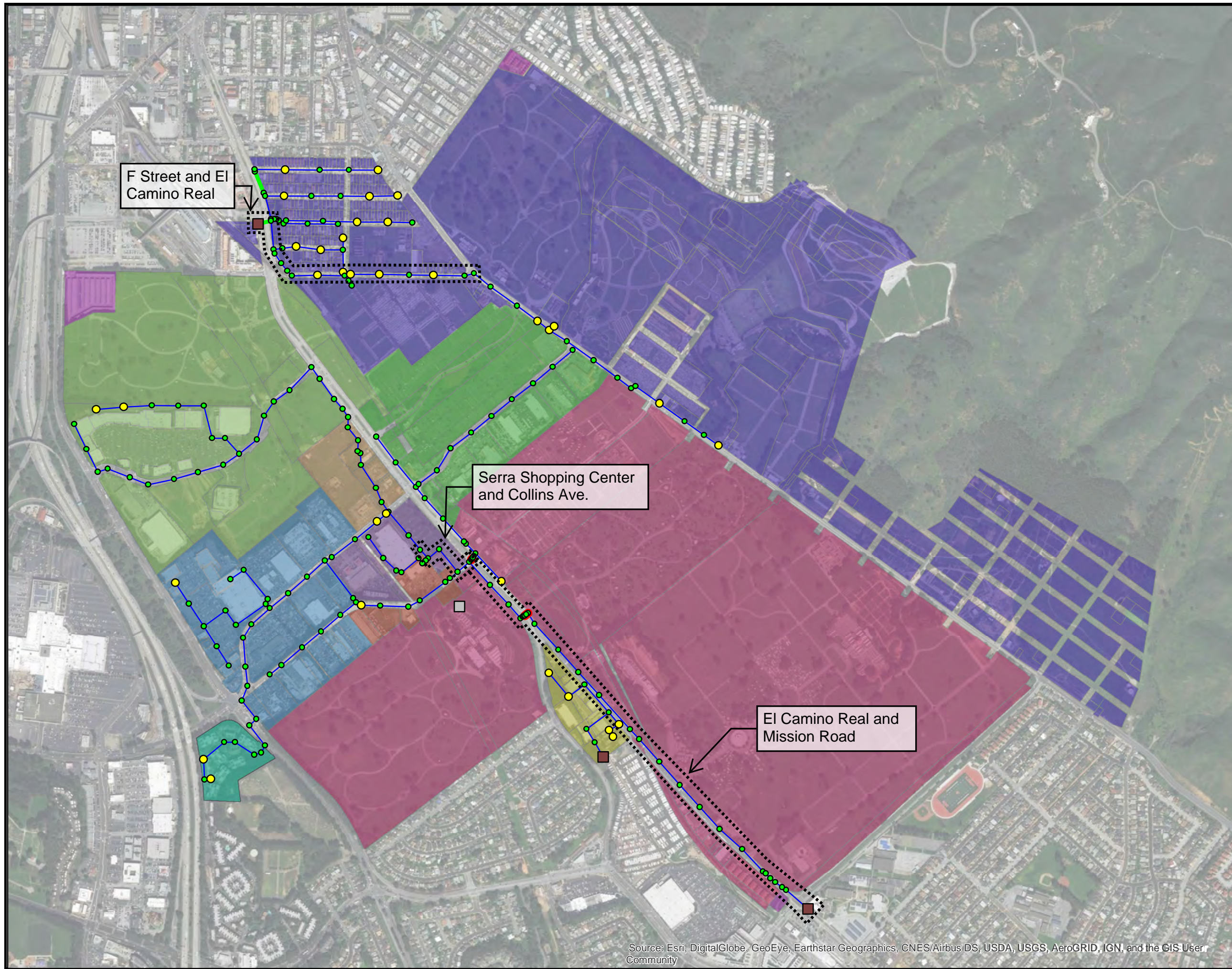


Storm of 2/20/2017

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## Appendix C.1 Existing Conditions Dry Weather Flow Results Figure





### Legend

#### Manhole Unfilled Depth

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

#### Outlet

- Active

#### Pipe Max "d/D" Ratio

- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

#### Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Does not flow to Colma



### Appendix C.1 Existing Conditions Dry Weather Flow Results Figure\*

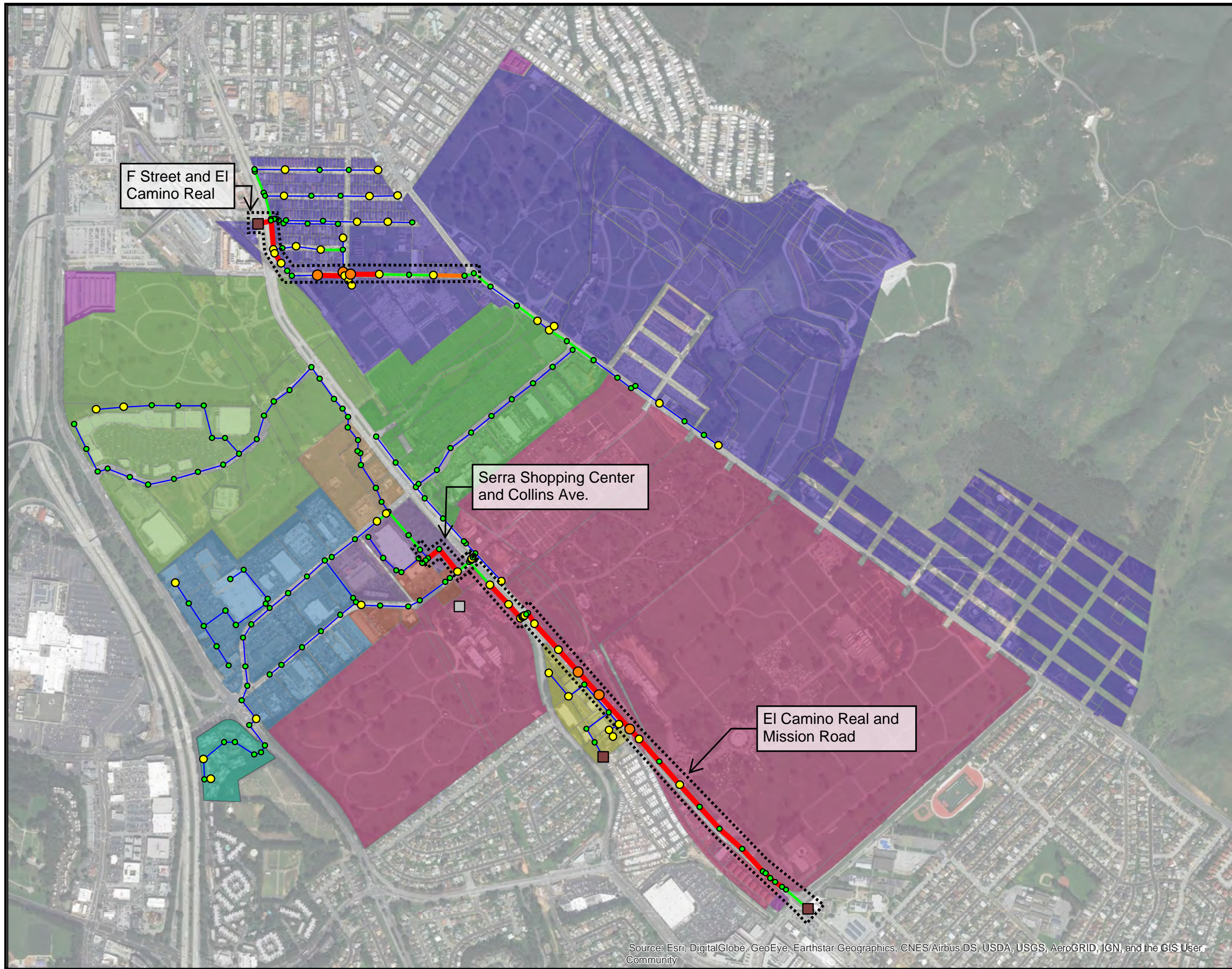
\*Refer to Appendix C.3, C.4, and C.5 for manhole IDs



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## Appendix C.2 Existing Conditions Dry Weather Flow Results Figure





### Legend

#### Manhole Unfilled Depth

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

#### Outlet

- Active

#### Pipe Max "d/D" Ratio

- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

#### Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Does not flow to Colma



### Appendix C.2 Existing Conditions Wet Weather Flow Results Figure\*

\*Refer to Appendix C.3, C.4, and C.5 for manhole IDs

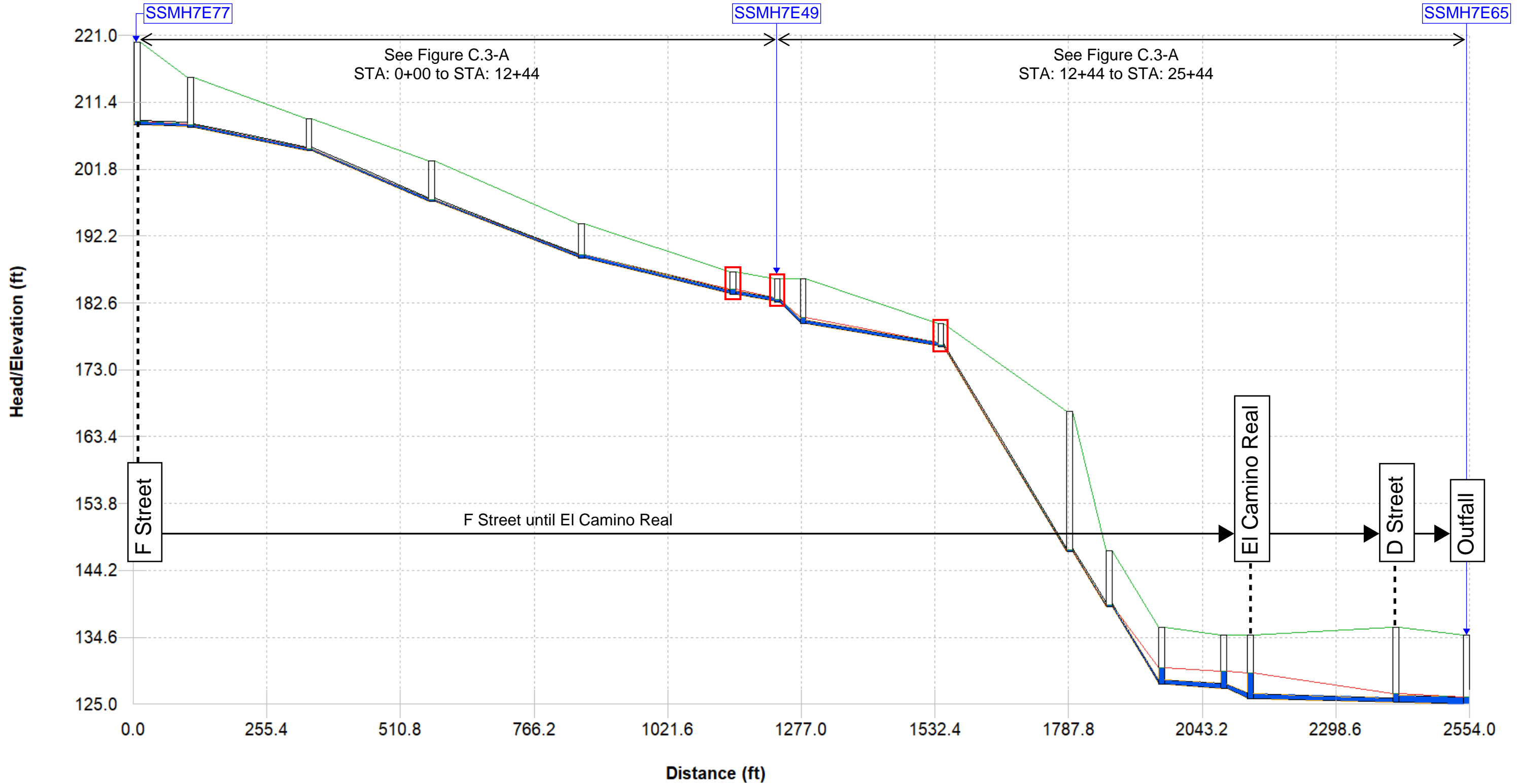


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## Appendix C.3 HGL Profile of F Street and El Camino Real Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm

# APPENDIX C.3

## HGL Profile of F Street and El Camino Real Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm



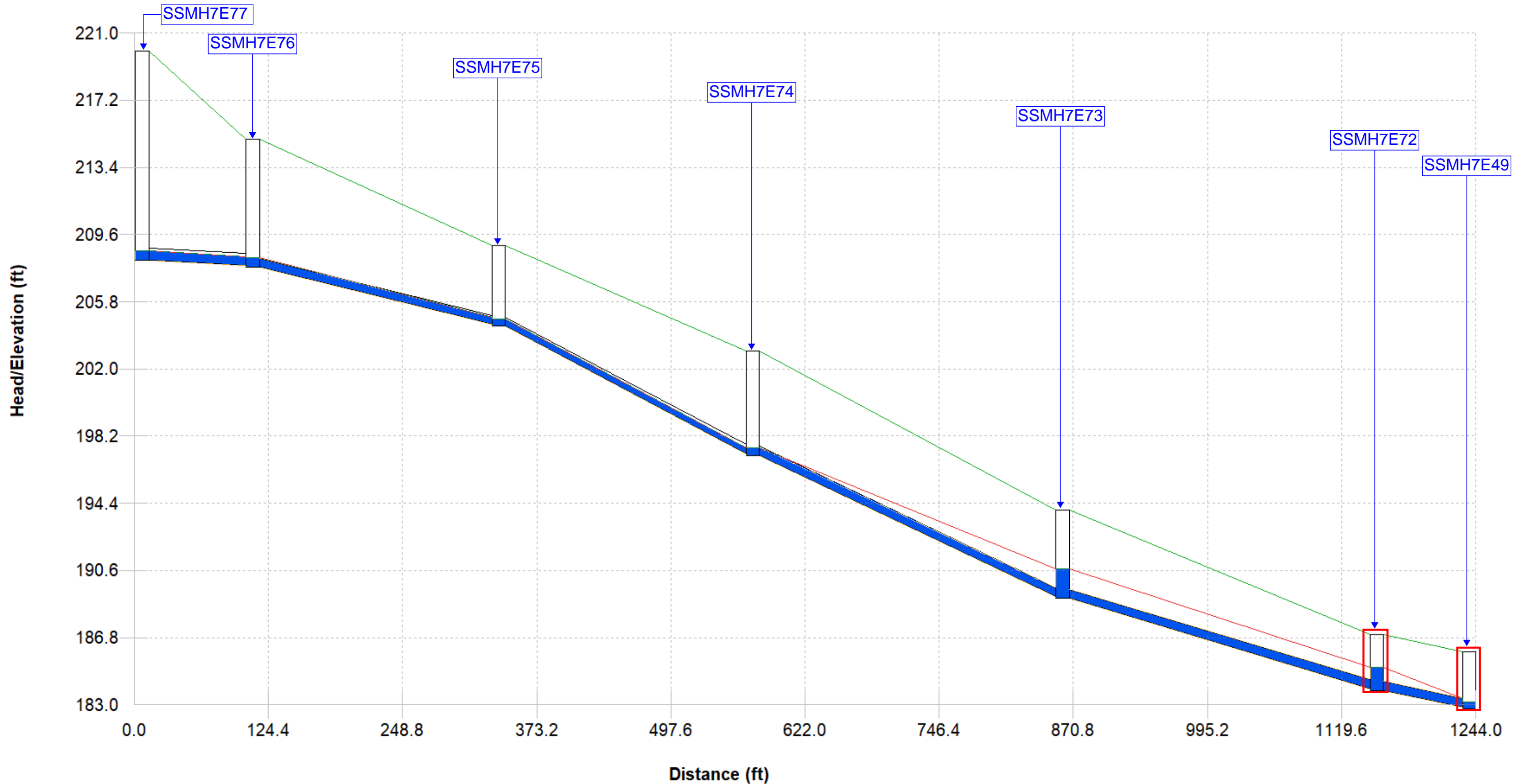
**Legend**

- Asset    — Ground Level    — HGL    ■ Water Depth
- Surcharging within 3 ft of rim elevation    ○ Potential SSO



# APPENDIX C.3-A

## HGL Profile of F Street and El Camino Real Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm

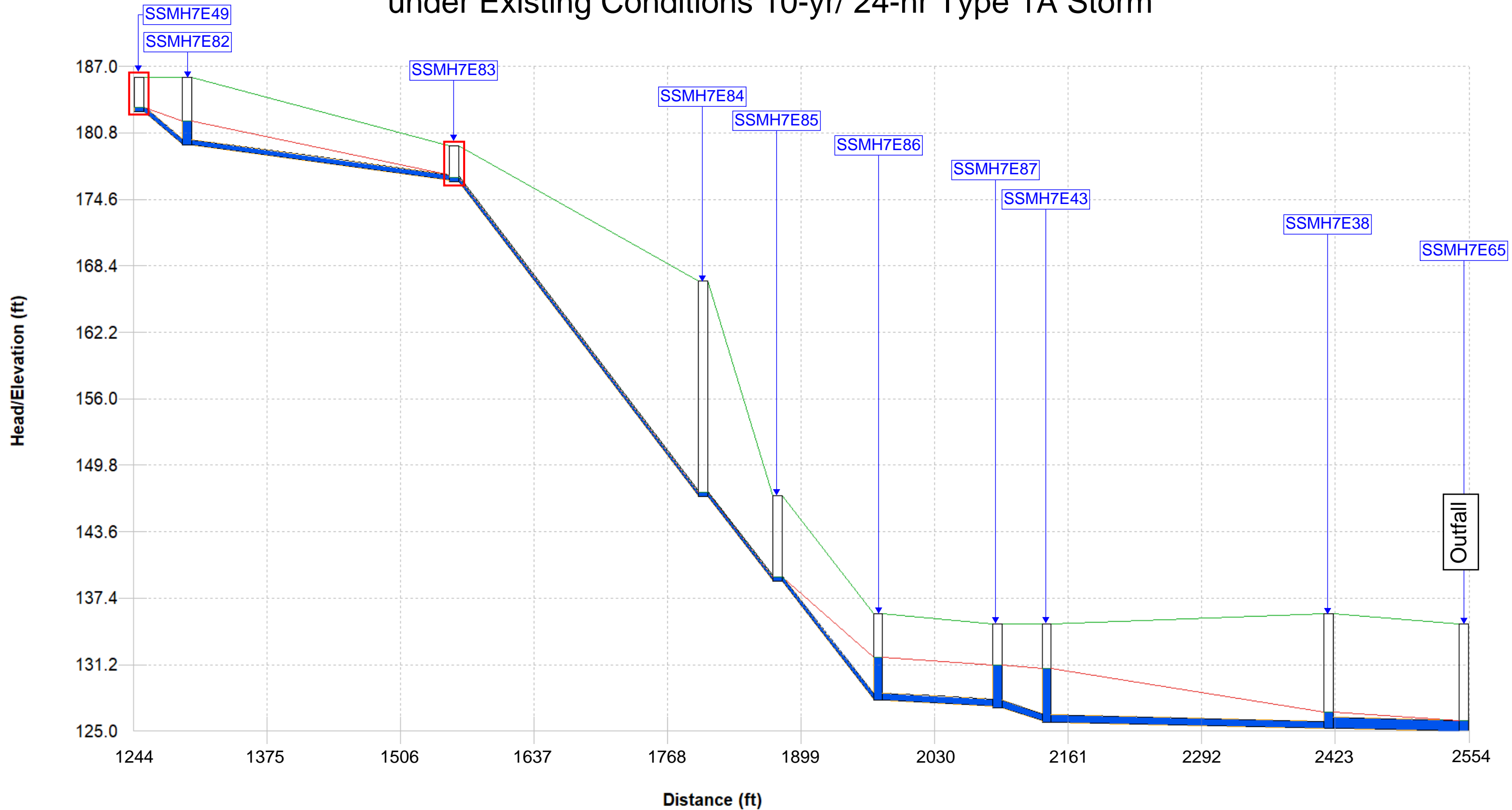


**Legend**

- Asset
- Ground Level
- HGL
- Water Depth
- Surcharging within 3 ft of rim elevation
- Potential SSO

# APPENDIX C.3-B

## HGL Profile of F Street and El Camino Real Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm



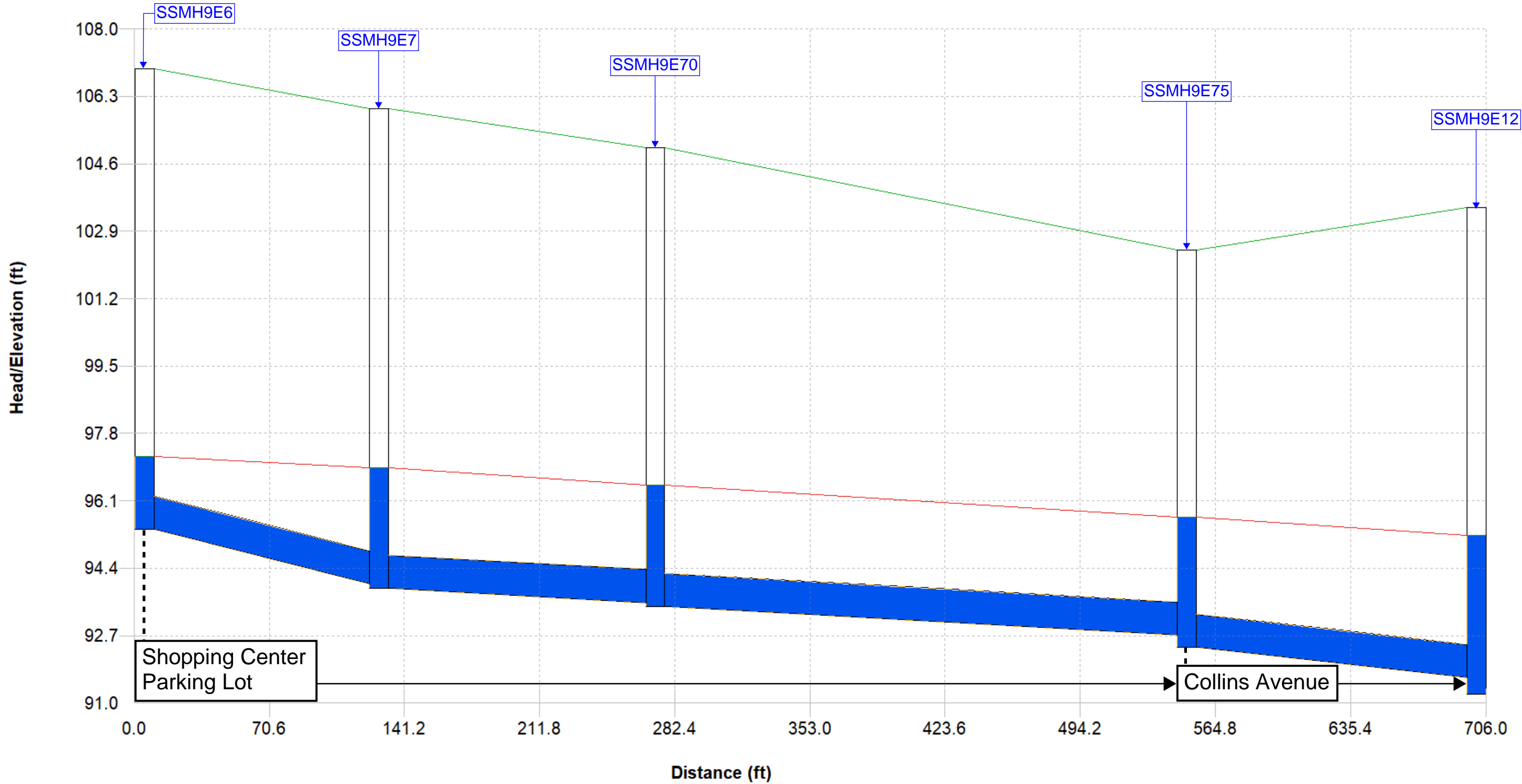
Legend				
	Asset		Ground Level	
	HGL		Water Depth	
	Surcharging within 3 ft of rim elevation			Potential SSO

---

## Appendix C.4 HGL Profile of Serra Shopping Center and Collins Avenue Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm

# APPENDIX C.4

## HGL Profile of Serra Shopping Center and Collins Avenue Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm



**Legend**

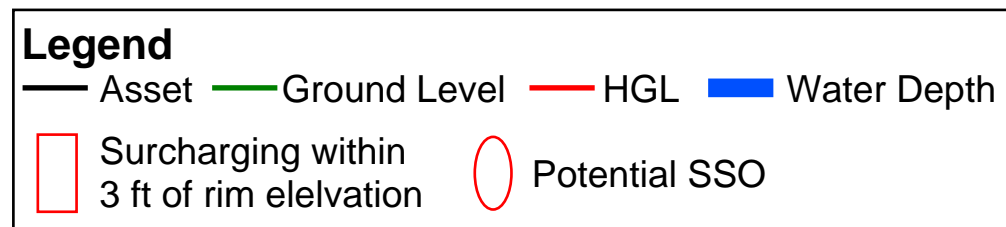
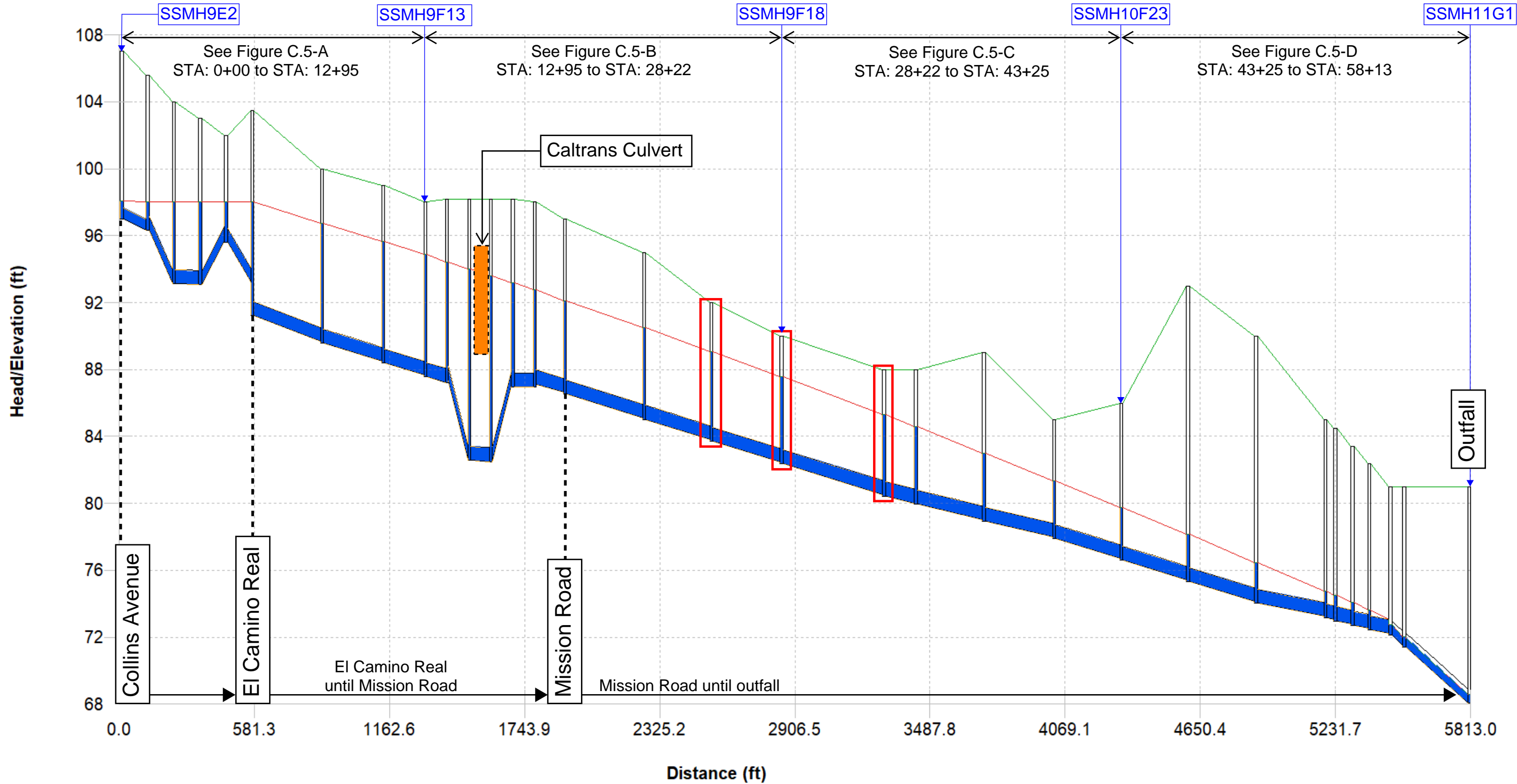
- Asset
- Ground Level
- HGL
- Water Depth
- Surcharging within 3 ft of rim elevation
- Potential SSO

---

## Appendix C.5 HGL Profile of El Camino Real and Mission Road Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm

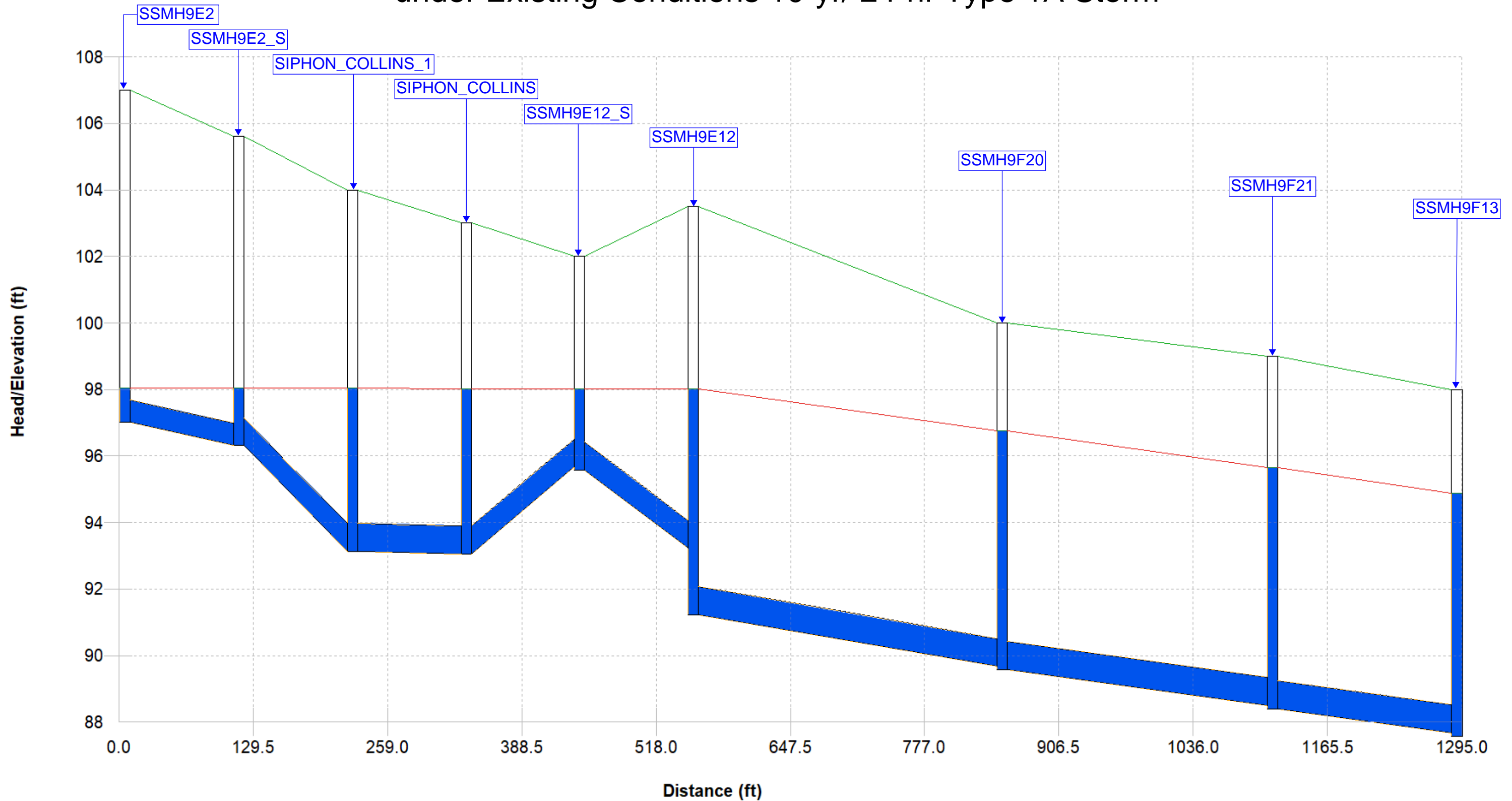
# Appendix C.5

## HGL Profile El Camino Real and Mission Road Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm



# Appendix C.5-A

## HGL Profile El Camino Real and Mission Road Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm



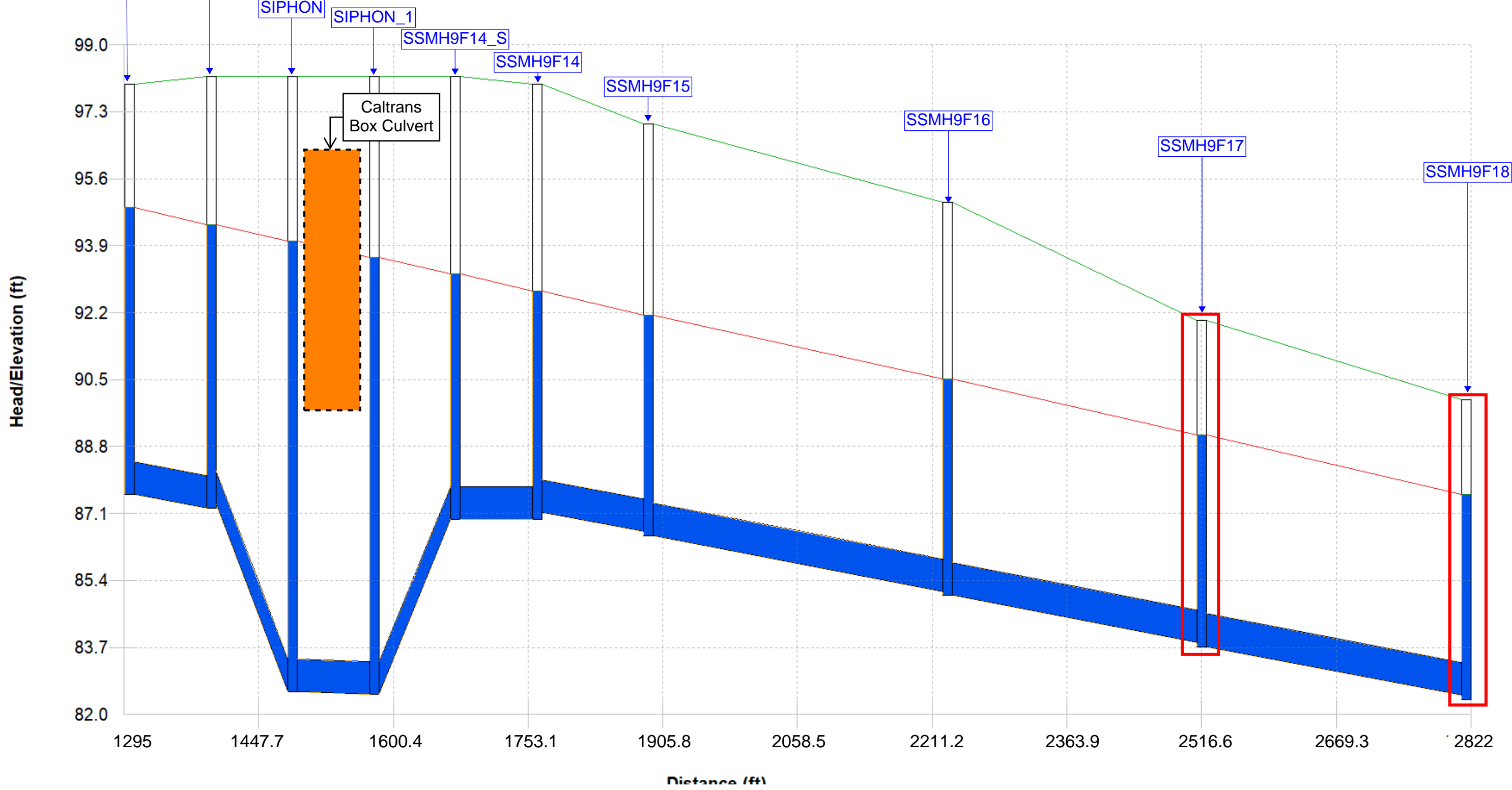
**Legend**

- Asset
- Ground Level
- HGL
- Water Depth
- Surcharging within 3 ft of rim elevation
- Potential SSO



# Appendix C.5-B

## HGL Profile El Camino Real and Mission Road Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm

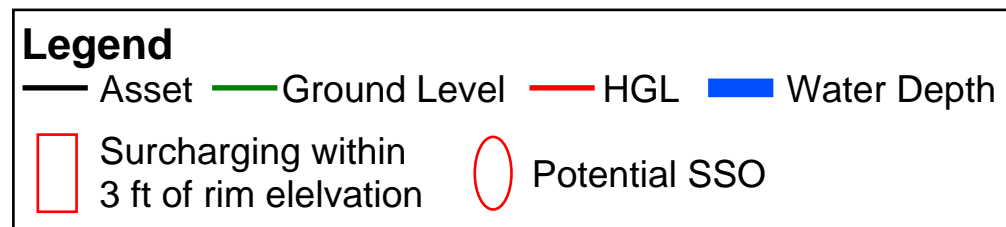
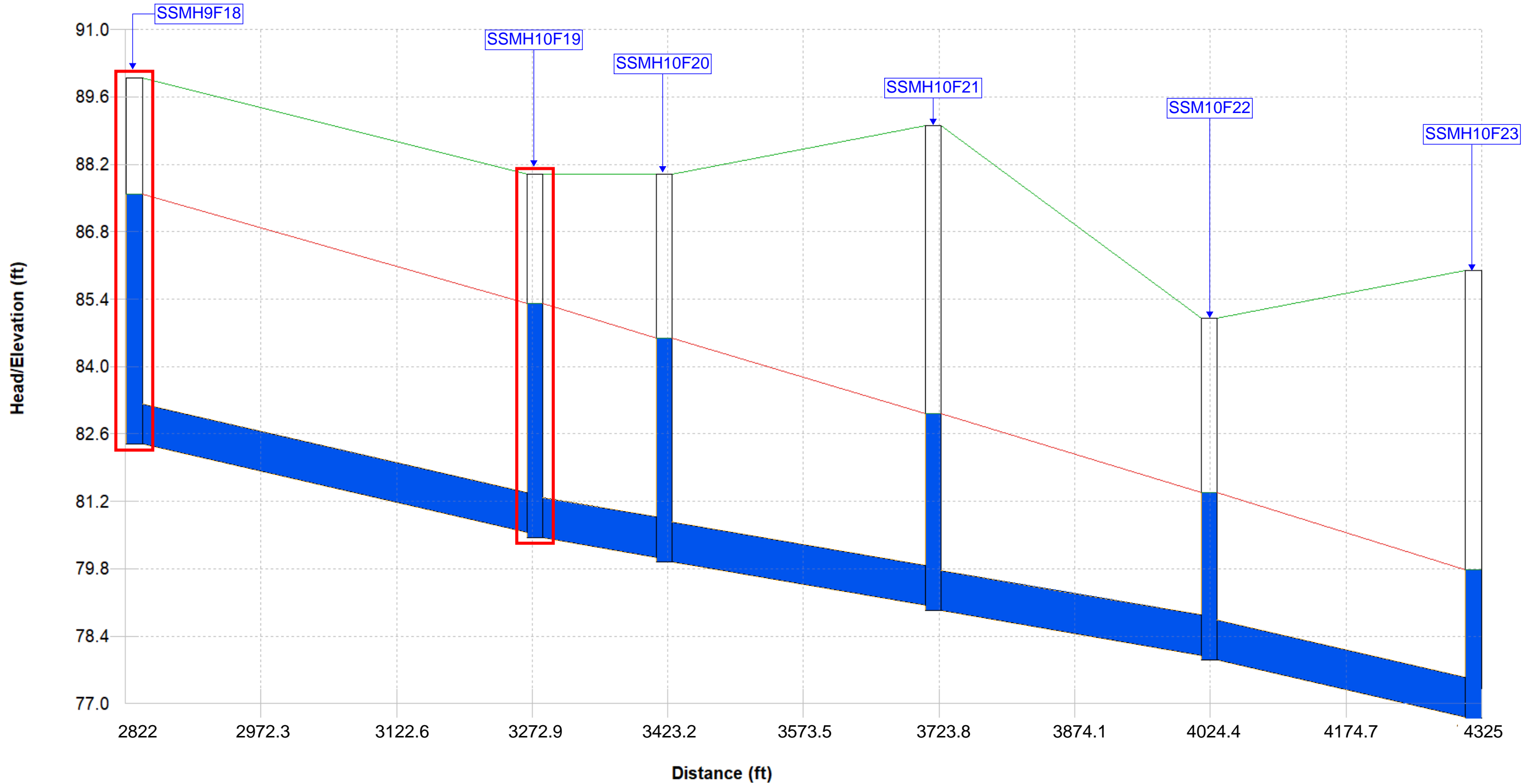


**Legend**

- Asset
- Ground Level
- HGL
- Water Depth
- Surcharging within 3 ft of rim elevation
- Potential SSO

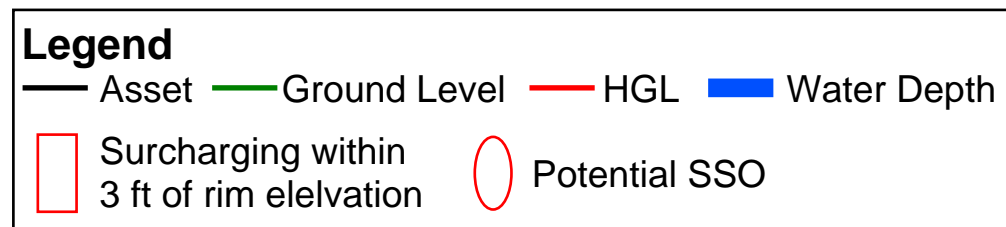
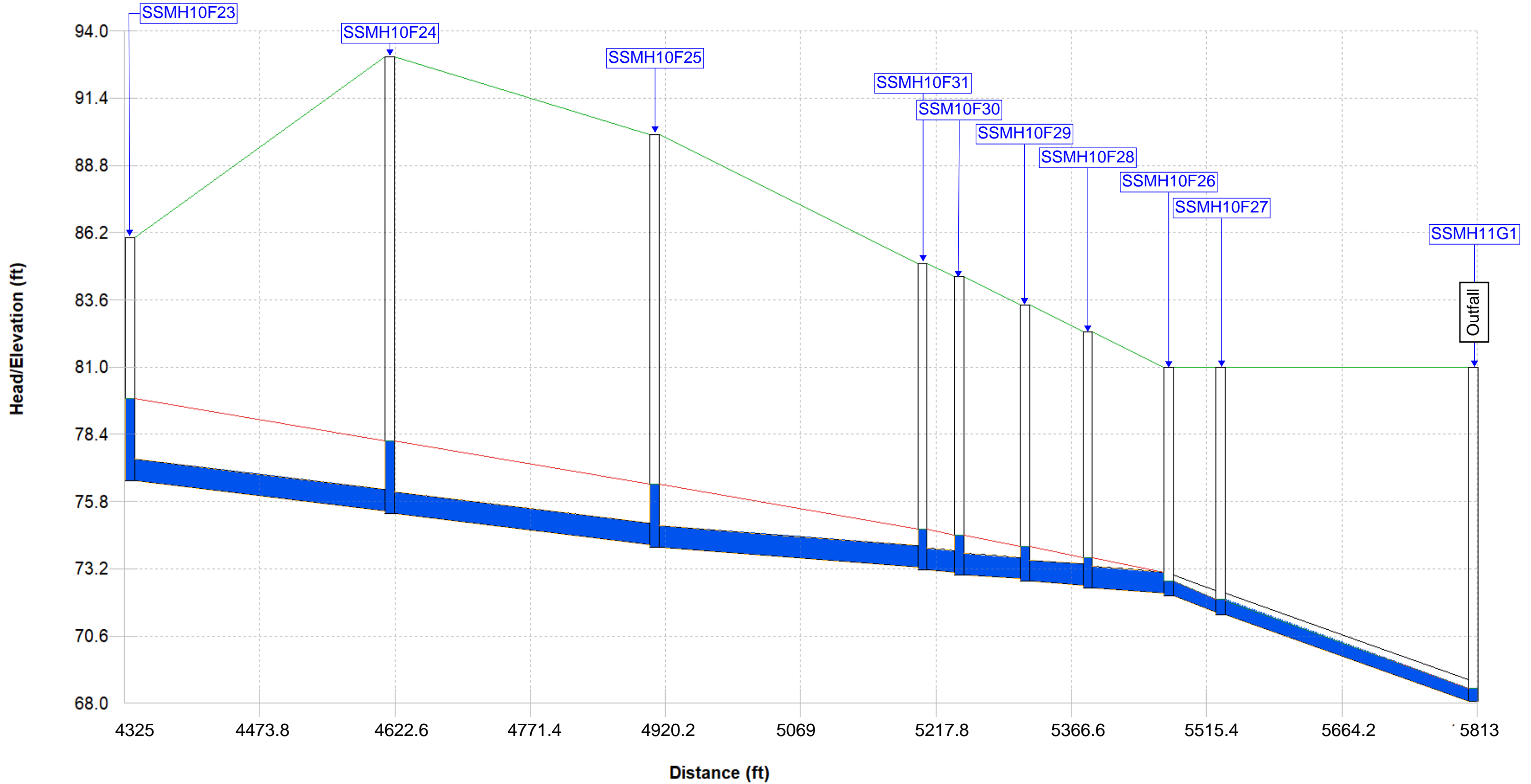
# Appendix C.5-C

## HGL Profile El Camino Real and Mission Road Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm



# Appendix C.5-D

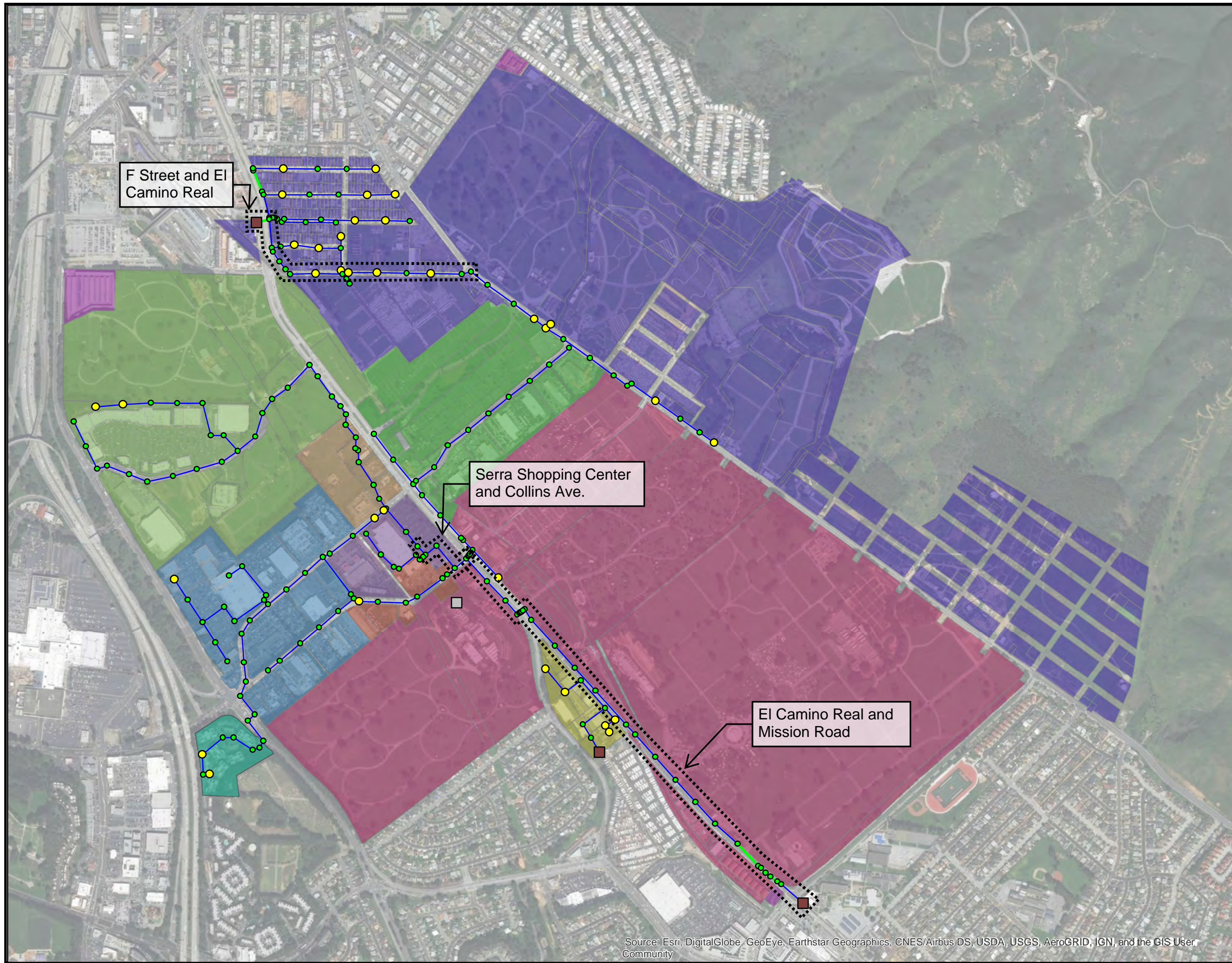
## HGL Profile El Camino Real and Mission Road Modeled Capacity Deficiency under Existing Conditions 10-yr/ 24-hr Type 1A Storm



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## Appendix D.1 Ultimate Build-out Conditions Dry Weather Flow Results Figure





### Legend

#### Manhole Unfilled Depth

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

#### Outlet

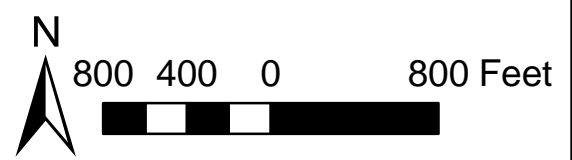
- Active

#### Pipe Max "d/D" Ratio

- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

#### Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Does not flow to Colma



### Appendix D.1 Ultimate Build-out Conditions Dry Weather Flow Results Figure\*

\*Refer to Appendix D.3, D.4, and D.5 for manhole IDs and more refined system layout.

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

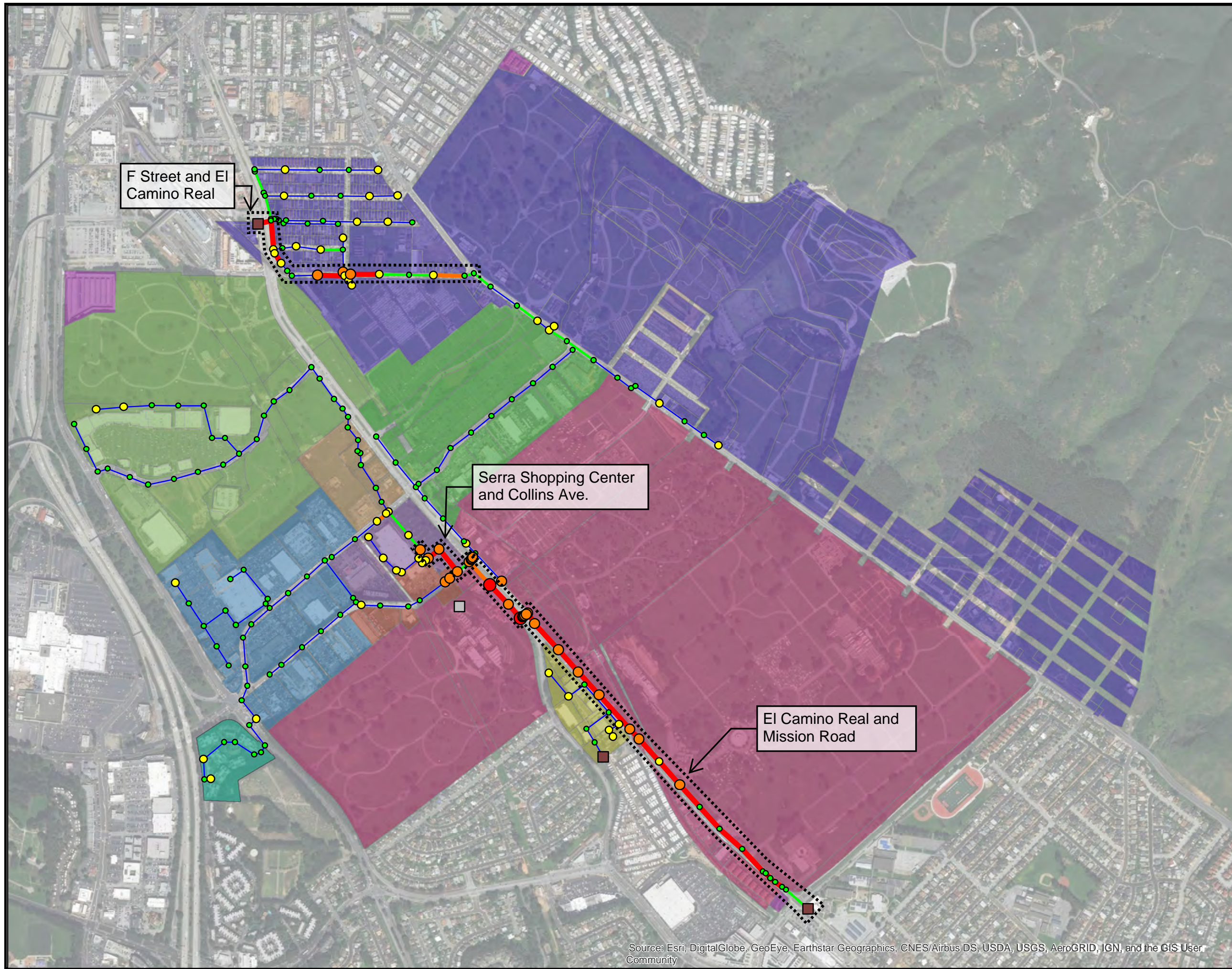




---

## Appendix D.2 Ultimate Build-out Conditions Wet Weather Flow Results Figures





### Legend

#### Manhole Unfilled Depth

- Potential SSO
- 0 - 3 Feet
- 3 - 5 Feet
- > 5 Feet

#### Outlet

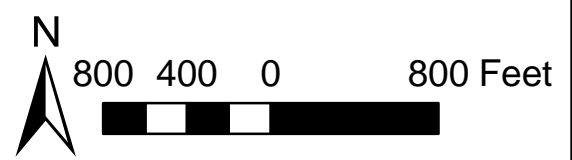
- Active

#### Pipe Max "d/D" Ratio

- Less than 0.5
- 0.5~0.75
- 0.75~0.99
- Greater than 0.99

#### Basins

- DCMB
- SSFMB1A
- SSFMB1B
- SSFMB2
- SSFMB3
- SSFMB4A
- SSFMB4B
- SSFMB5
- SSFMB6
- SSFMB7
- Does not flow to Colma



### Appendix D.2 Ultimate Build-out Conditions Wet Weather Flow Results Figure\*

\*Refer to Appendix D.3, D.4, and D.5 for manhole IDs and more refined system layout.

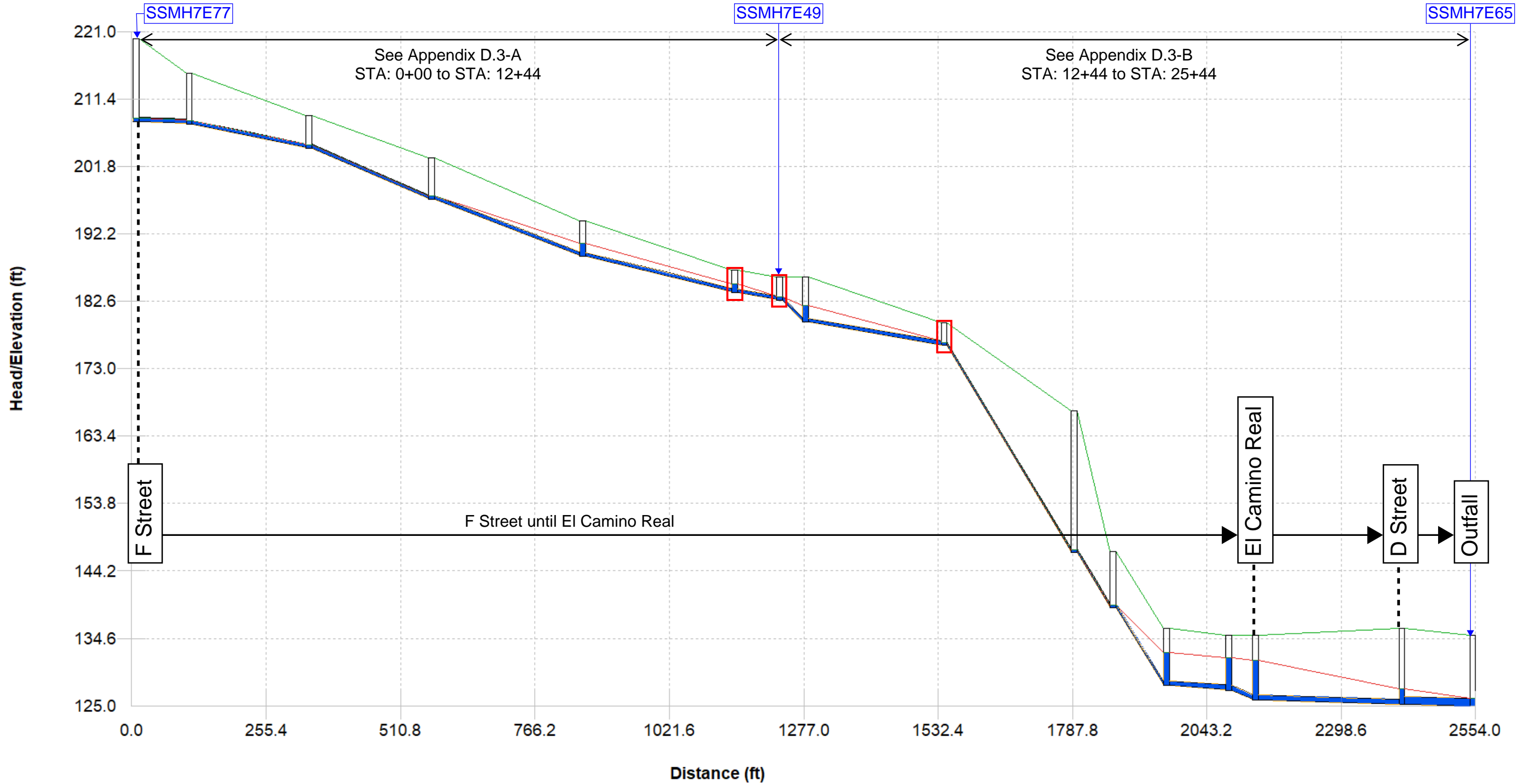


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## Appendix D.3 HGL Profile of F Street and El Camino Real Modeled Capacity Deficiency under Ultimate Build-out Conditions 10-yr/ 24-hr Type 1A Storm

# Appendix D.3

## HGL Profile F Street and El Camino Real Modeled Capacity Deficiency under Ultimate Build-out Conditions 10-yr/ 24-hr Type 1A Storm

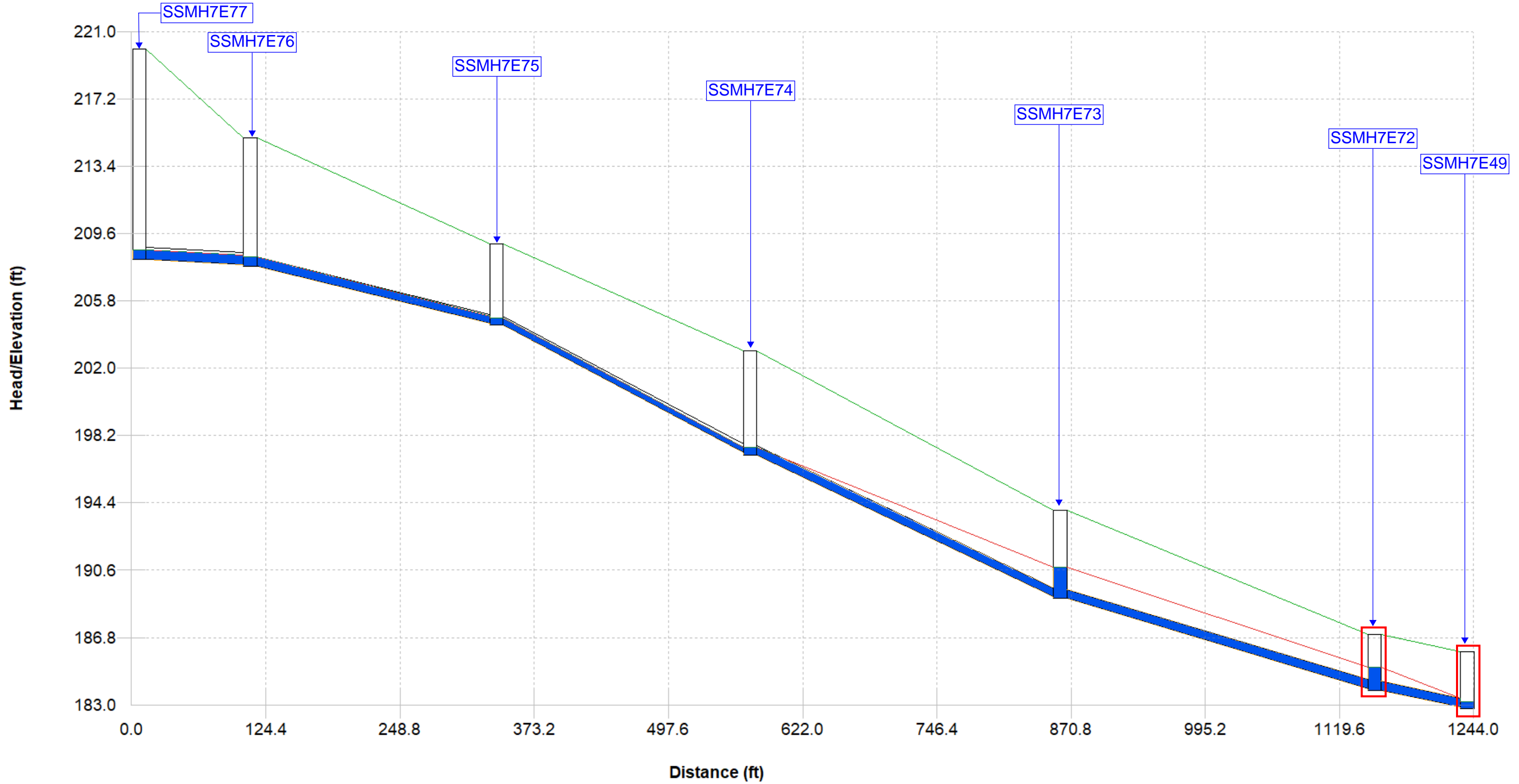


**Legend**

- Asset
- Ground Level
- HGL
- Water Depth
- Surcharging within 3 ft of rim elevation
- Potential SSO

# Appendix D.3-A

## HGL Profile F Street and El Camino Real Modeled Capacity Deficiency under Ultimate Build-out Conditions 10-yr/ 24-hr Type 1A Storm

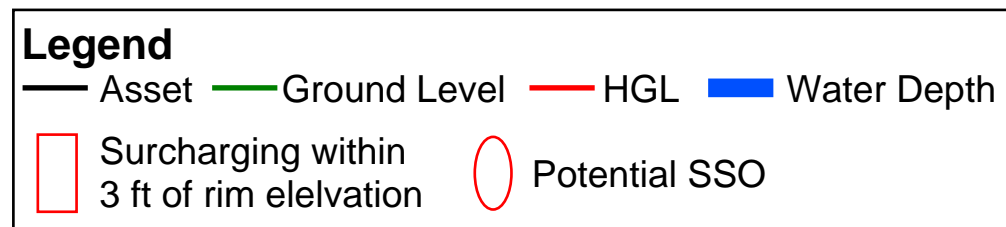
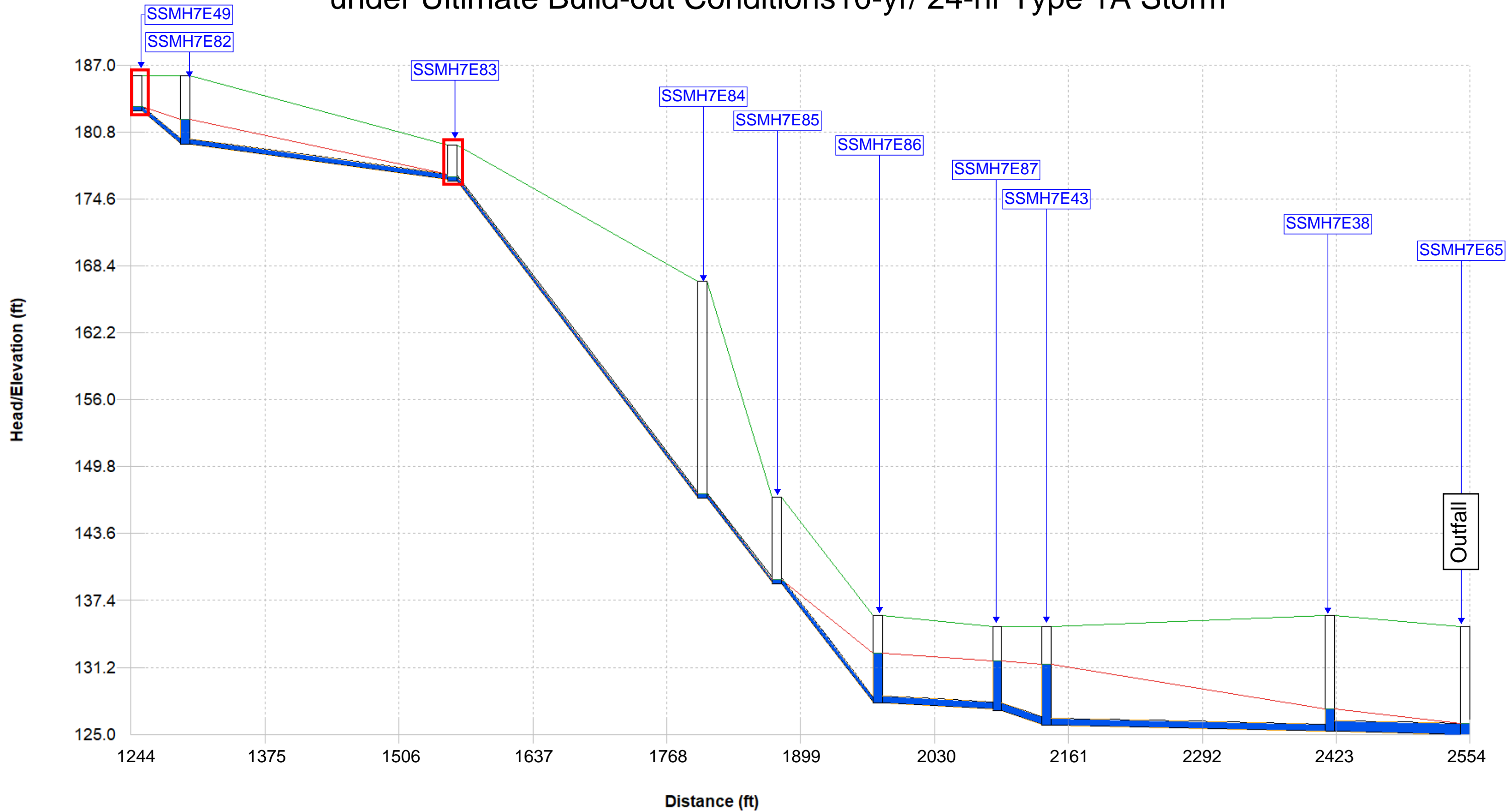


**Legend**

- Asset    — Ground Level    — HGL    ■ Water Depth
- Surcharging within 3 ft of rim elevation    ○ Potential SSO

# Appendix D.3-B

## HGL Profile F Street and El Camino Real Modeled Capacity Deficiency under Ultimate Build-out Conditions 10-yr/ 24-hr Type 1A Storm

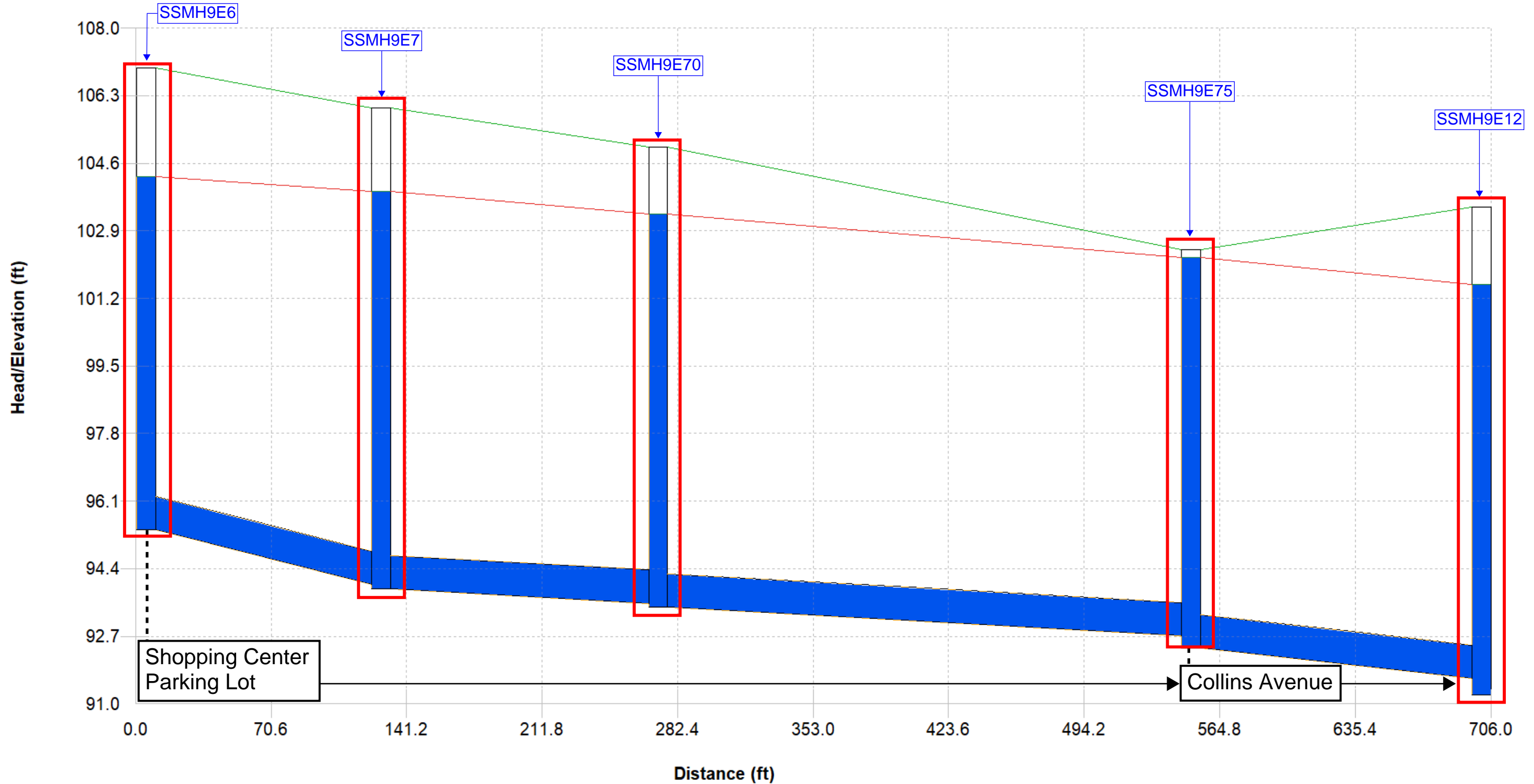


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## Appendix D.4 HGL Profile of Serra Shopping Center and Collins Avenue Modeled Capacity Deficiency under Ultimate Build-out Conditions 10-yr/ 24-hr Type 1A Storm

# Appendix D.4

## HGL Profile of Serra Shopping Center and Collins Avenue Modeled Capacity Deficiency under Ultimate Build-out Conditions 10yr 24hr Type 1A Storm



**Legend**

- Asset    — Ground Level    — HGL    ■ Water Depth
- Surcharging within 3 ft of rim elevation    ○ Potential SSO

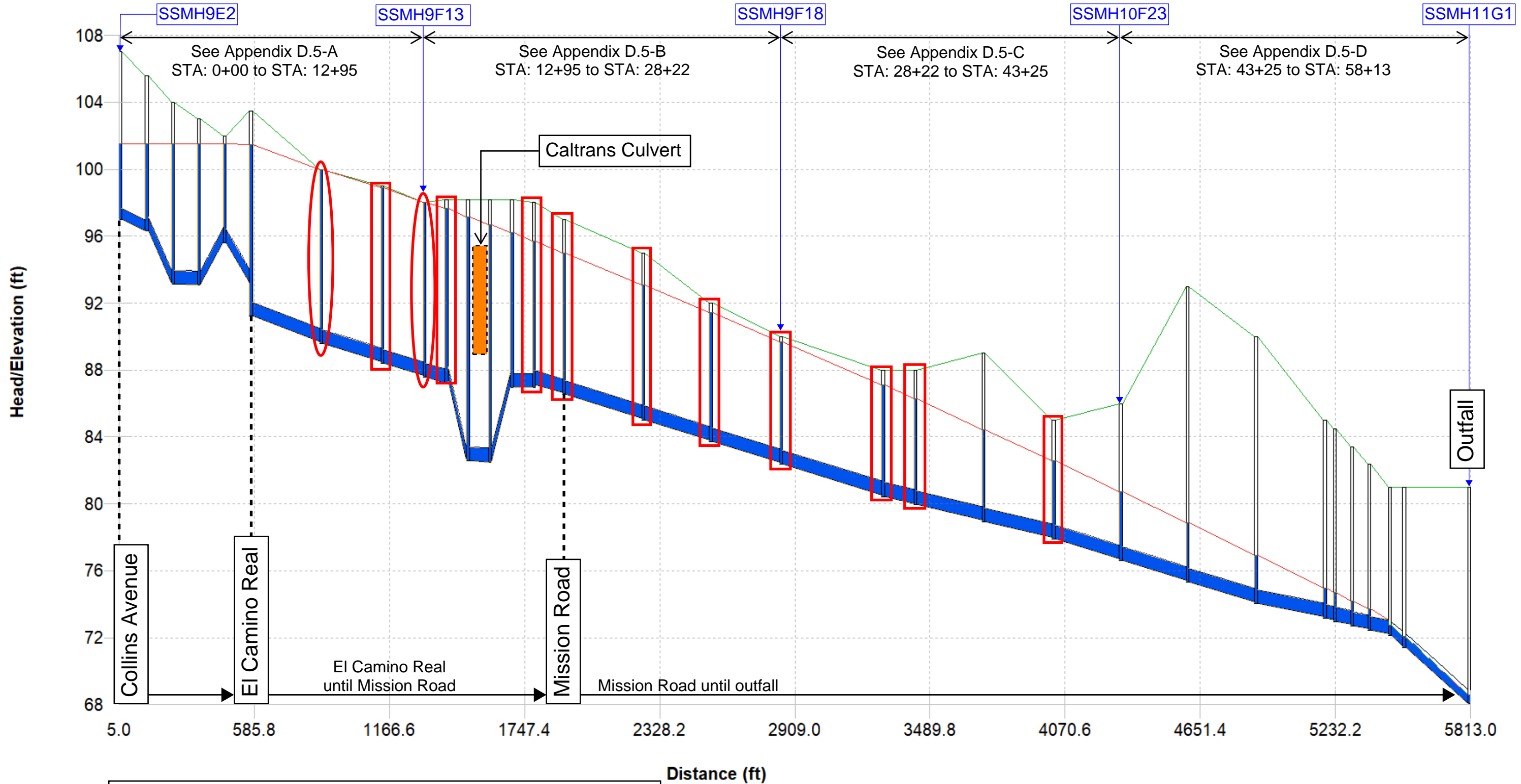
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## Appendix D.5 HGL Profile of El Camino Real and Mission Road Modeled Capacity Deficiency under Ultimate Build-out Conditions 10-yr/ 24-hr Type 1A Storm










# Appendix D.5

## HGL Profile of El Camino Real and Mission Road Modeled Capacity Deficiency under Ultimate Build-out Conditions 10yr 24hr Type 1A Storm

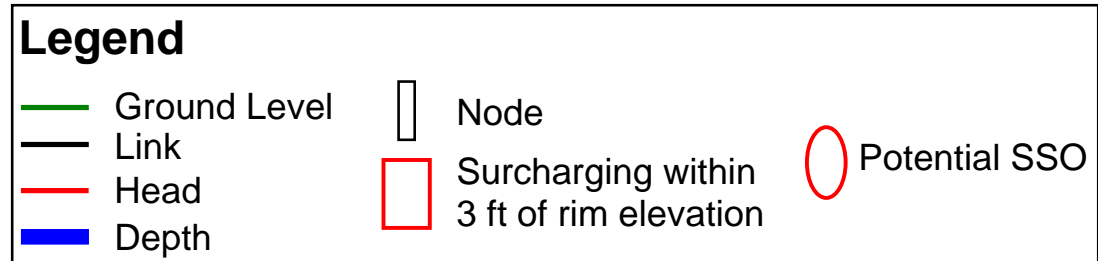
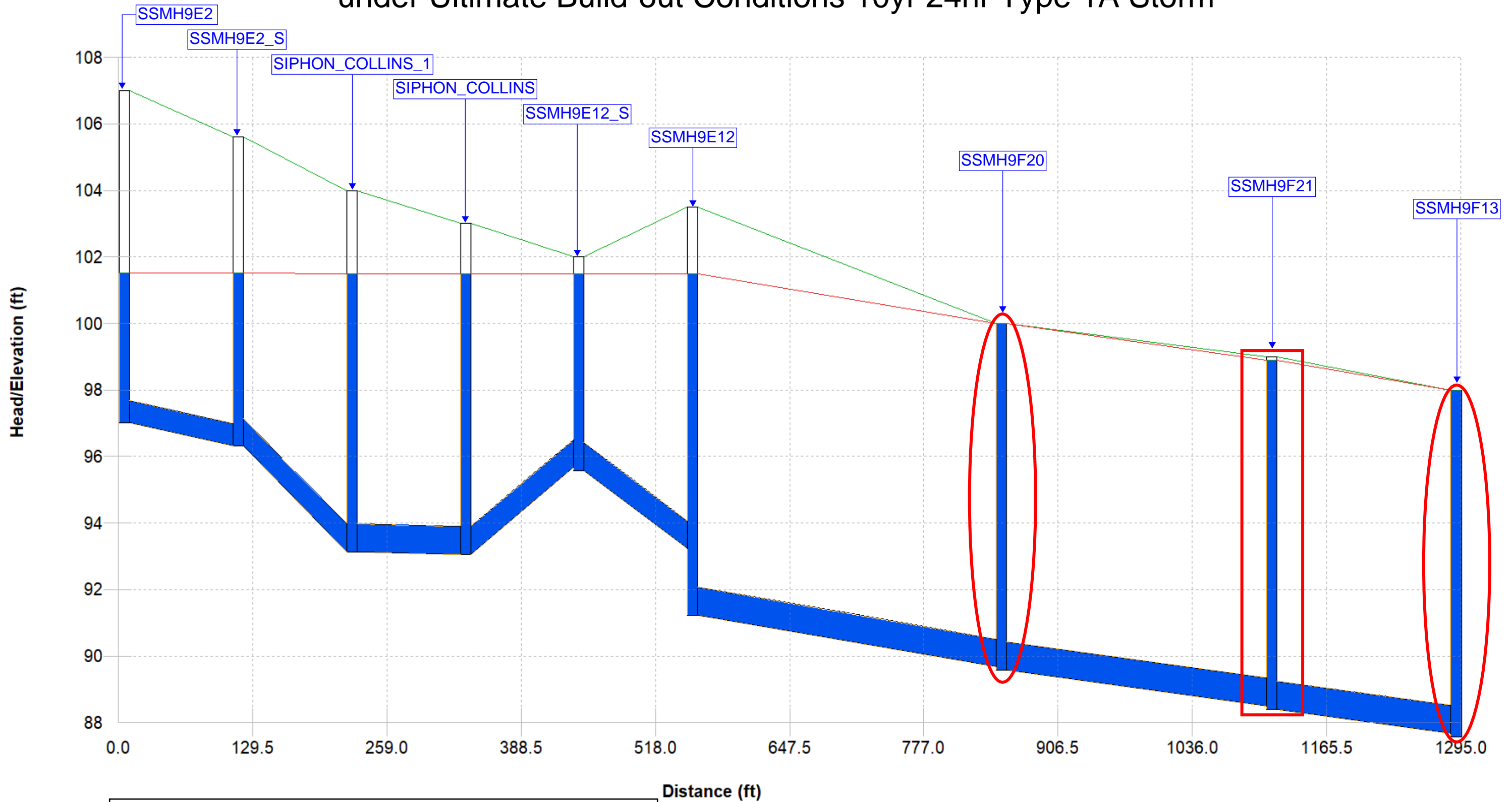


**Legend**

 Ground Level	 Node
 Link	 Surcharging within 3 ft of rim elevation
 Head	 Potential SSO
 Depth	

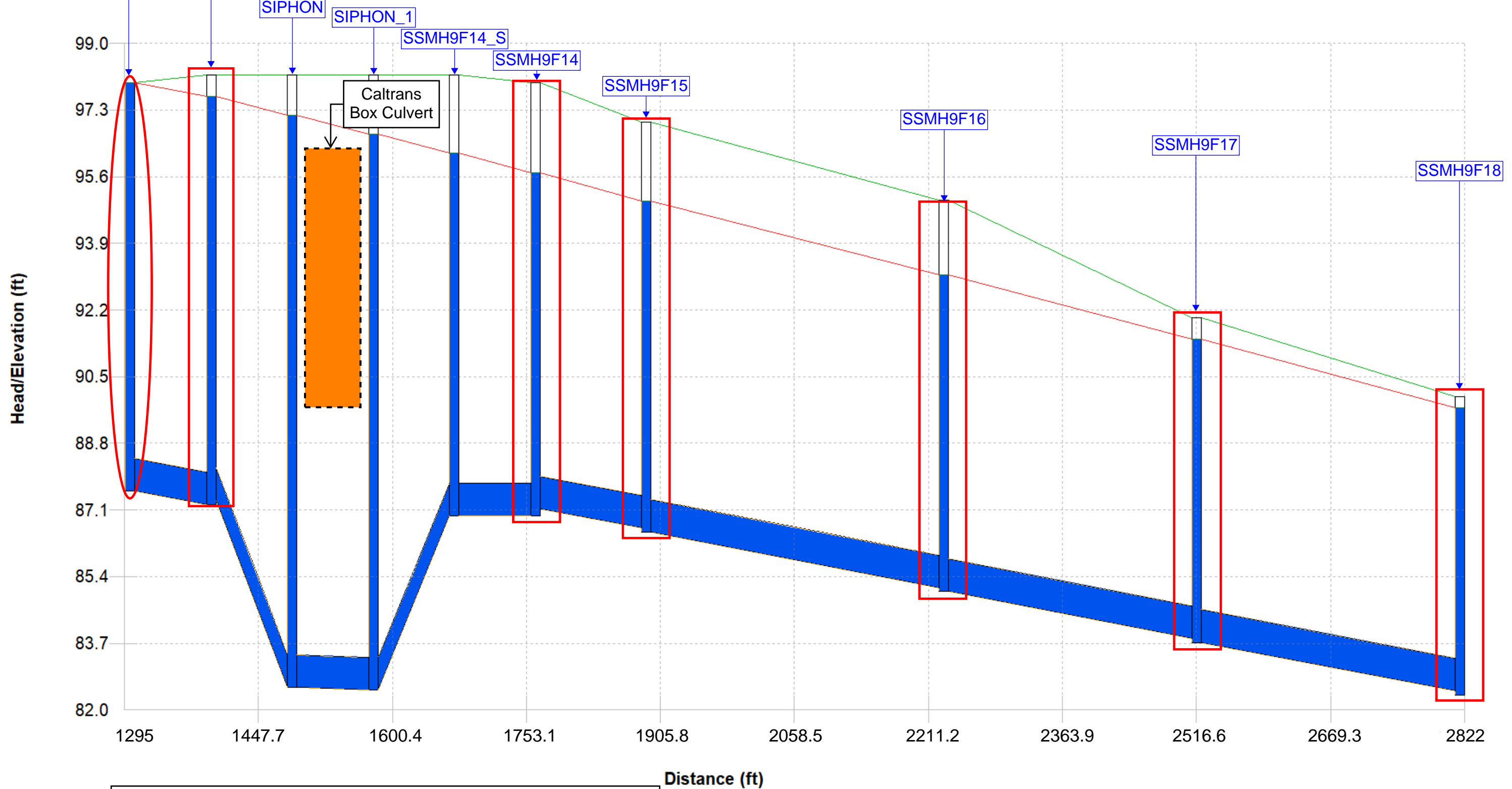
# Appendix D.5-A

## HGL Profile of El Camino Real and Mission Road Modeled Capacity Deficiency under Ultimate Build-out Conditions 10yr 24hr Type 1A Storm



# Appendix D.5-B

## HGL Profile of El Camino Real and Mission Road Modeled Capacity Deficiency under Ultimate Build-out Conditions 10yr 24hr Type 1A Storm

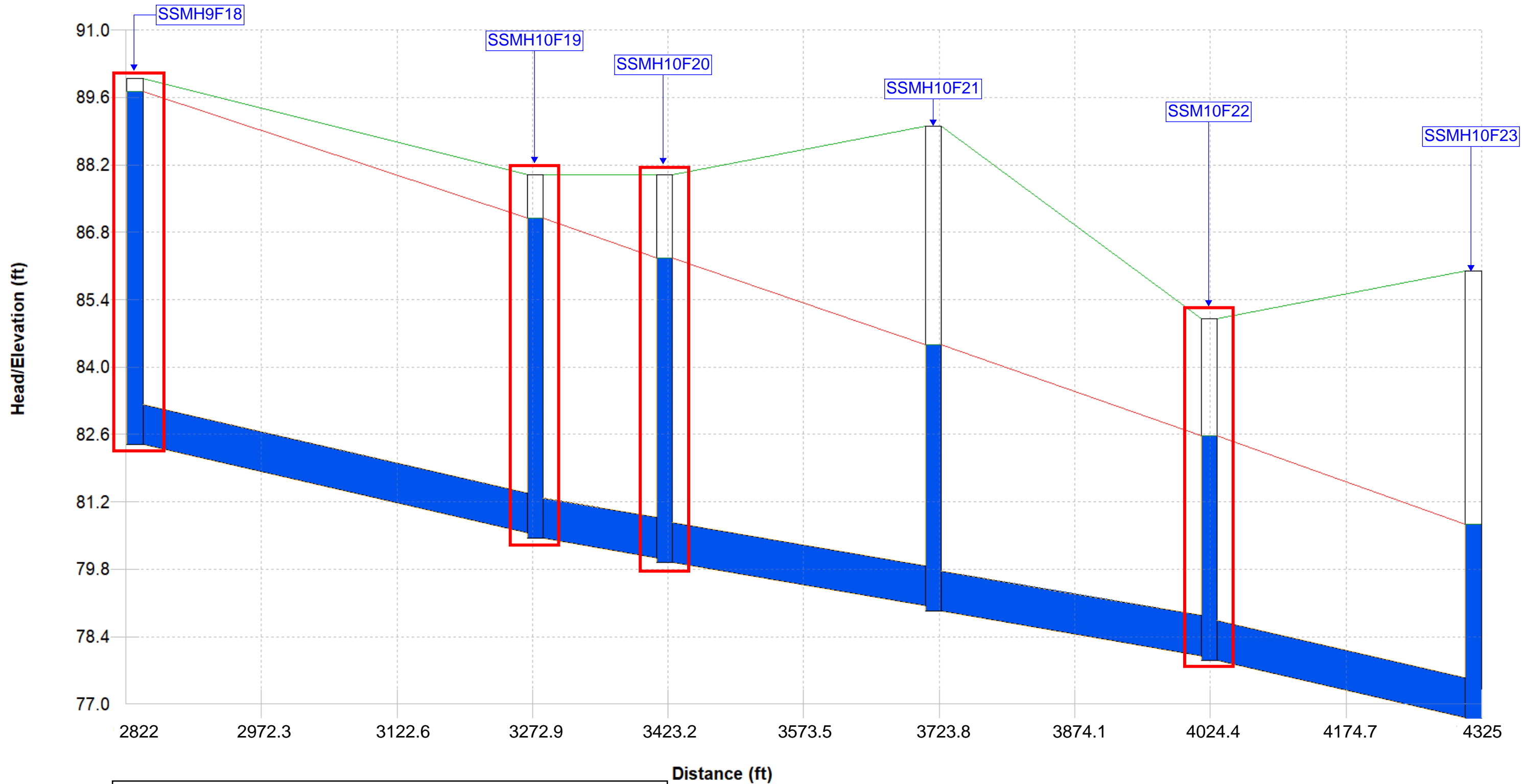


**Legend**

- Ground Level (Green line)
- Link (Black line)
- Head (Red line)
- Depth (Blue line)
- Node (White rectangle)
- Surcharging within 3 ft of rim elevation (Red outline)
- Potential SSO (Red oval)

# Appendix D.5-C

## HGL Profile of El Camino Real and Mission Road Modeled Capacity Deficiency under Ultimate Build-out Conditions 10yr 24hr Type 1A Storm

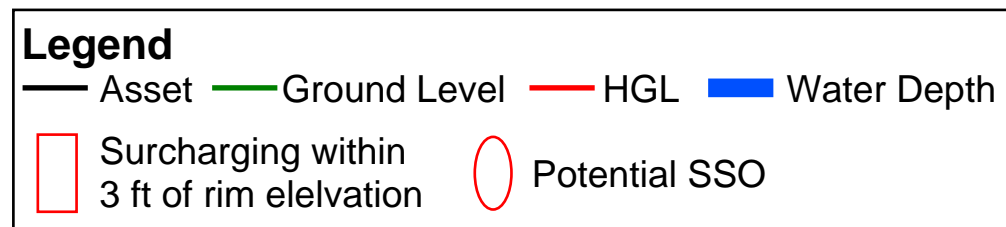
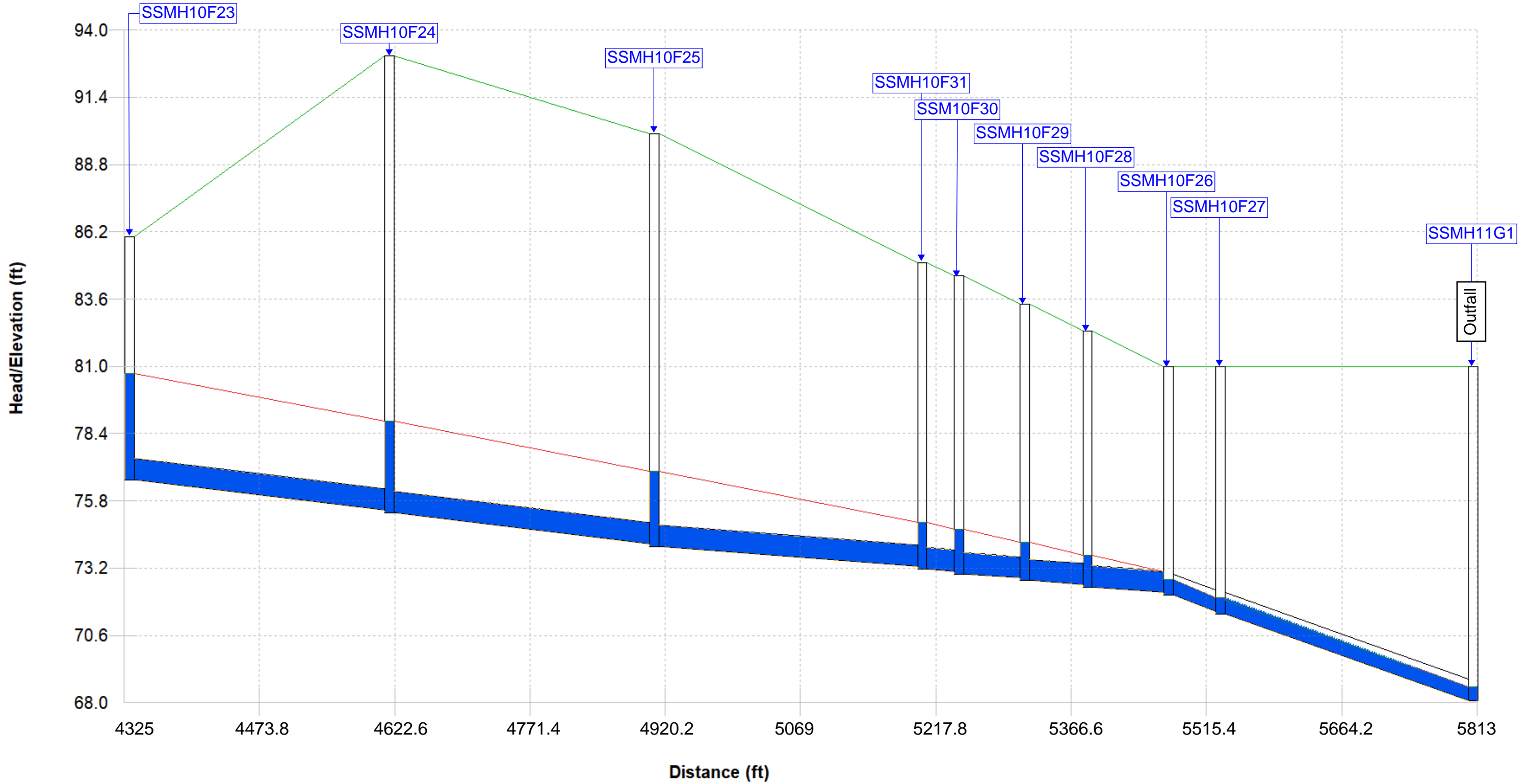


**Legend**

- Ground Level
- Link
- Head
- Depth
- Node
- Surcharging within 3 ft of rim elevation
- Potential SSO

# Appendix D.5-D

## HGL Profile of El Camino Real and Mission Road Modeled Capacity Deficiency under Ultimate Build-out Conditions 10yr 24hr Type 1A Storm



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Appendix E. City of South San Francisco Wastewater Collection  
System Capacity Analysis Package (Akel Engineering Group, Inc.,  
January 2019)





**LEGEND**

- Existing Modeled Pipeline
- Existing Modeled Manhole
- 18" Existing Pipeline Diameter

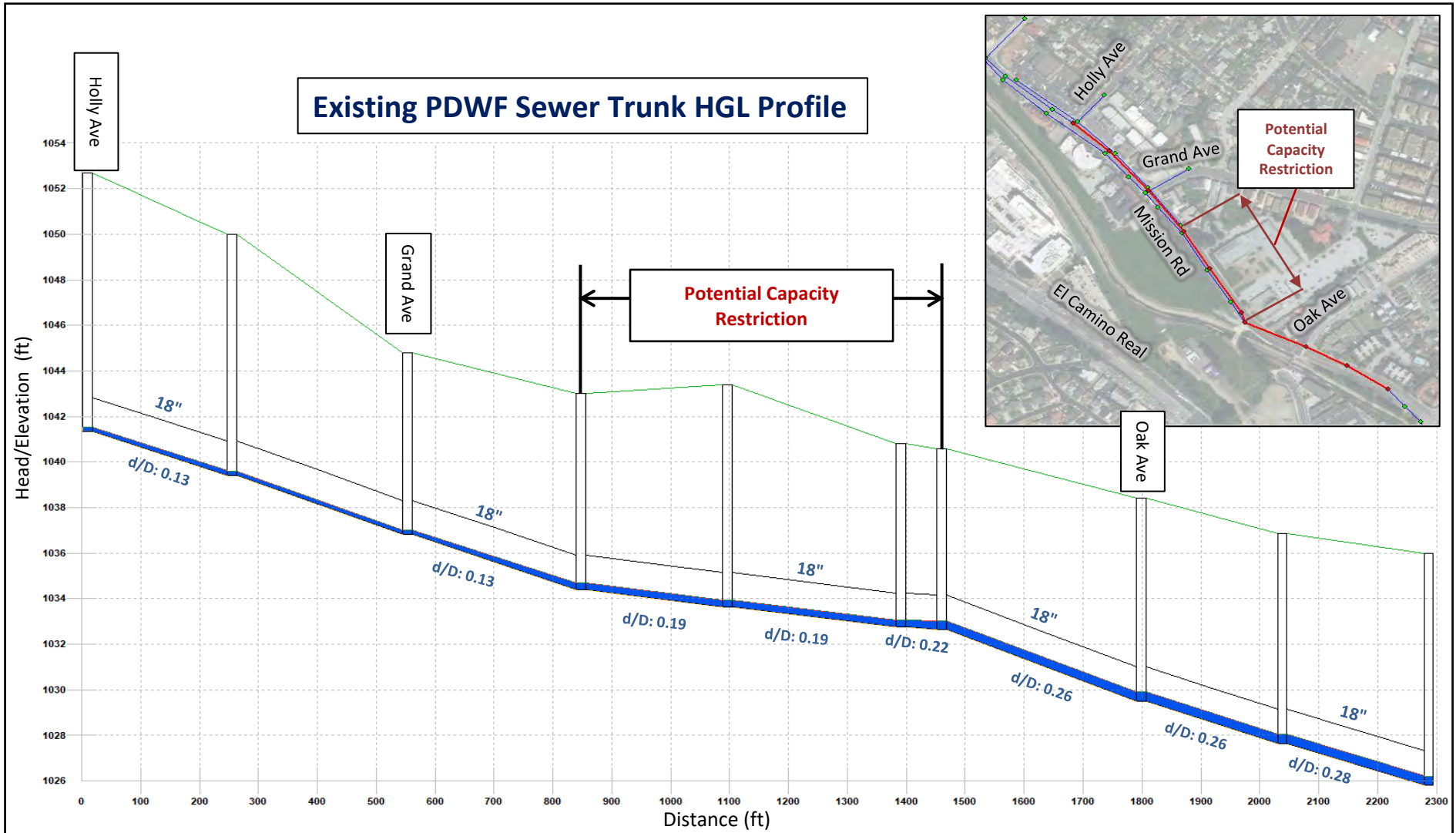
PRELIMINARY

**Figure 1**  
**Mission Rd HGL Profile**  
**Study Area**  
 City of South San Francisco



January 31, 2019





**Notes:**

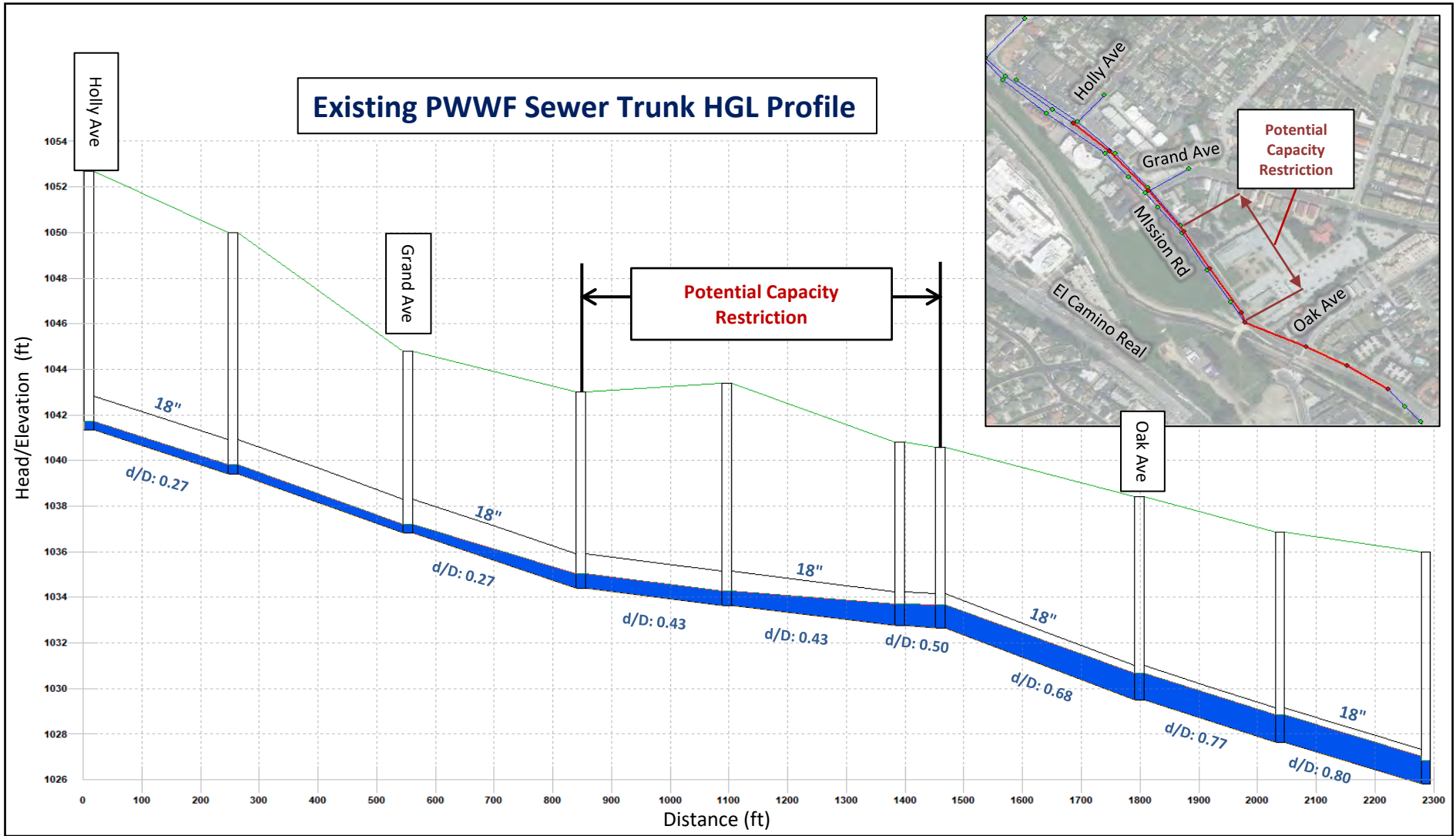
1. Flows are based on peak dry weather flows
2. Peak flow observed in sewer trunk: 725 gpm
3. Allocated flow based on Unit Flow Factor Analysis and Land Use for Basin B1 and B2
4. PDWF is equal to ADWF for Basin B1 and B2 and reflects historical flows at the WPCP and diurnal curve extracted from V&A Flow Monitoring Analysis.
5. 2018 SSMP Criteria: Sewer trunk d/D to be under 90% capacity
6. This analysis does not include flows downstream of Mission Road and Chestnut Avenue. This analysis was limited to the upstream portion of the sewer trunk where Colma flows enter the system. Additional analysis will be completed once the hydraulic model is calibrated.
7. Flows included in the hydraulic model reflect City of South San Francisco only, and do not include Colma or Daly City.

**PRELIMINARY**

**Figure 2**  
**Mission Rd HGL Profile**  
**Existing PDWF**  
 City of South San Francisco



January 31, 2019



**Notes:**

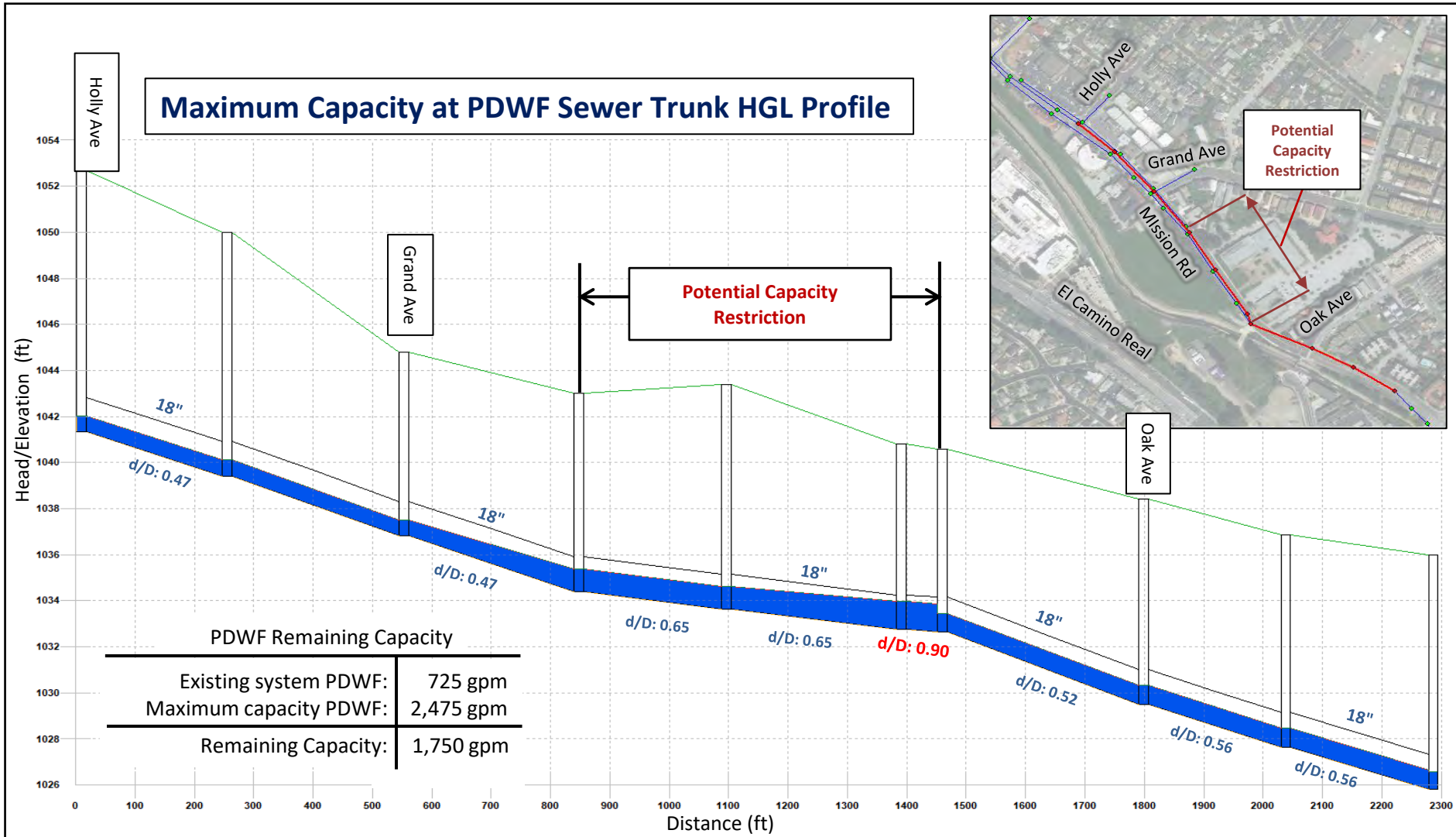
1. Flows are based on peak dry weather flows
2. Peak flow observed in sewer trunk: 3,925 gpm
3. Allocated flow based on Unit Flow Factor Analysis and Land Use for Basin B1 and B2
4. PDWF is equal to ADWF for Basin B1 and B2 and reflects historical flows at the WPCP and diurnal curve extracted from V&A Flow Monitoring Analysis.
5. 2018 SSMP Criteria: Sewer trunk d/D to be under 90% capacity
6. This analysis does not include flows downstream of Mission Road and Chestnut Avenue. This analysis was limited to the upstream portion of the sewer trunk where Colma flows enter the system. Additional analysis will be completed once the hydraulic model is calibrated.
7. Flows included in the hydraulic model reflect City of South San Francisco only, and do not include Colma or Daly City.
8. PWWF based on 10-year 24-hour storm event (3.85 in) obtained from NOAA Atlas 14.

**PRELIMINARY**

**Figure 3**  
**Mission Rd HGL Profile**  
**Existing PWWF**  
 City of South San Francisco



January 31, 2019



**Notes:**

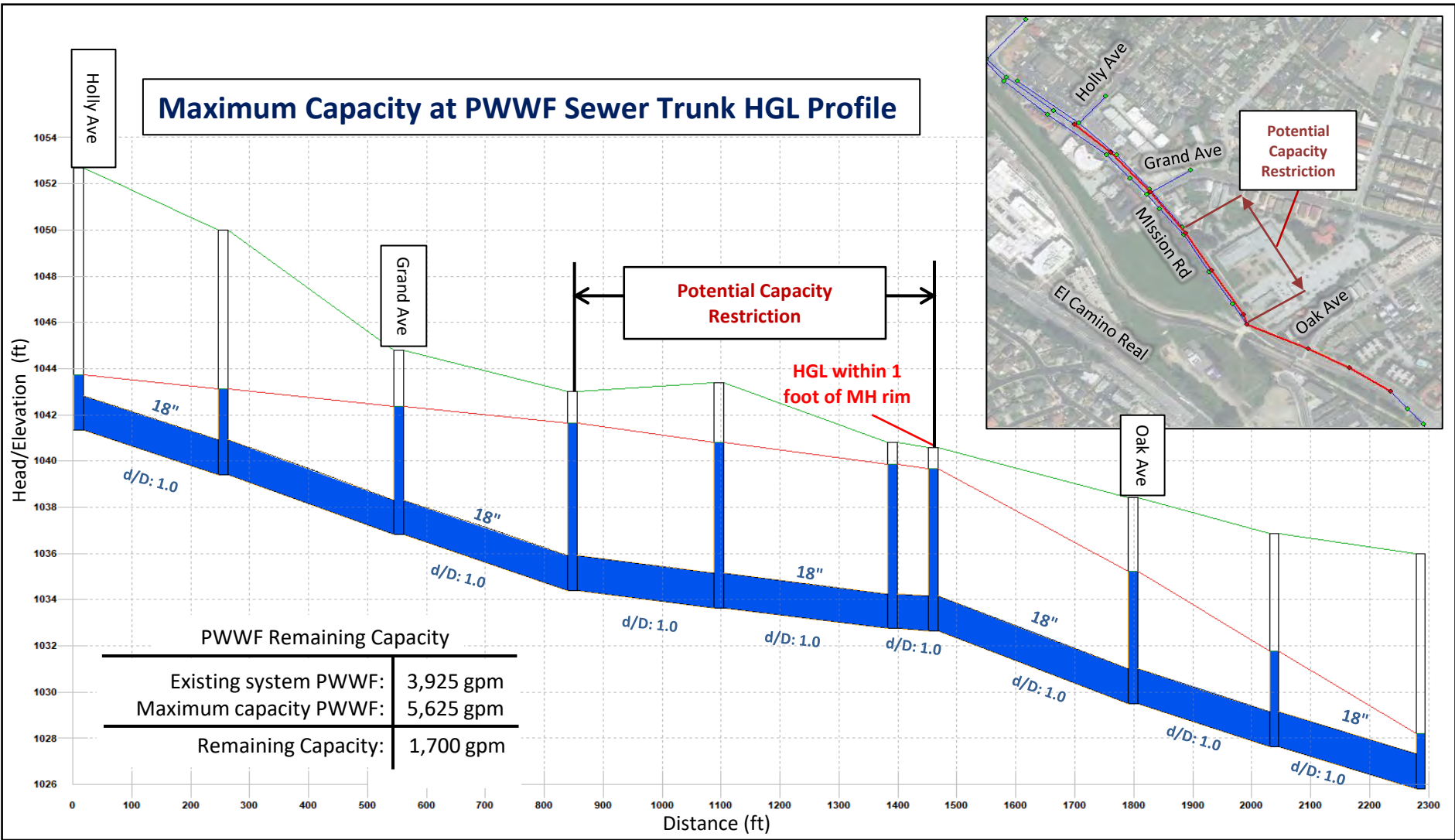
1. Flows and remaining capacity are based on peak dry weather flows
2. Allocated flow based on Unit Flow Factor Analysis and Land Use for Basin B1 and B2
3. PDWF is equal to ADWF for Basin B1 and B2 and reflects historical flows at the WPCP and diurnal curve extracted from V&A Flow Monitoring Analysis.
4. 2018 SSMP Criteria: Sewer trunk d/D to be under 90% capacity
5. This analysis does not include flows downstream of Mission Road and Chestnut Avenue. This analysis was limited to the upstream portion of the sewer trunk where Colma flows enter the system. Additional analysis will be completed once the hydraulic model is calibrated.
6. Flows included in the hydraulic model reflect City of South San Francisco only, and do not include Colma or Daly City.

**PRELIMINARY**

**Figure 4**  
**Mission Rd HGL Profile**  
**at Max Capacity (PDWF)**  
 City of South San Francisco



January 31, 2019



**Notes:**

1. Flows and remaining capacity are based on peak dry weather flows
2. Allocated flow based on Unit Flow Factor Analysis and Land Use for Basin B1 and B2
3. PDWF is equal to ADWF for Basin B1 and B2 and reflects historical flows at the WPCP and diurnal curve extracted from V&A Flow Monitoring Analysis.
4. 2018 SSMP Criteria: Sewer trunk d/D to be under 90% capacity
5. This analysis does not include flows downstream of Mission Road and Chestnut Avenue. This analysis was limited to the upstream portion of the sewer trunk where Colma flows enter the system. Additional analysis will be completed once the hydraulic model is calibrated.
6. Flows included in the hydraulic model reflect City of South San Francisco only, and do not include Colma or Daly City.
7. PWWF based on 10-year 24-hour storm event (3.85 in) obtained from NOAA Atlas 14.

**PRELIMINARY**

**Figure 5**  
**Mission Rd HGL Profile**  
**at Max Capacity (PWWF)**  
 City of South San Francisco



January 31, 2019





**LEGEND**

- Existing Modeled Pipeline
- Existing Modeled Manhole
- 18" Existing Pipeline Diameter

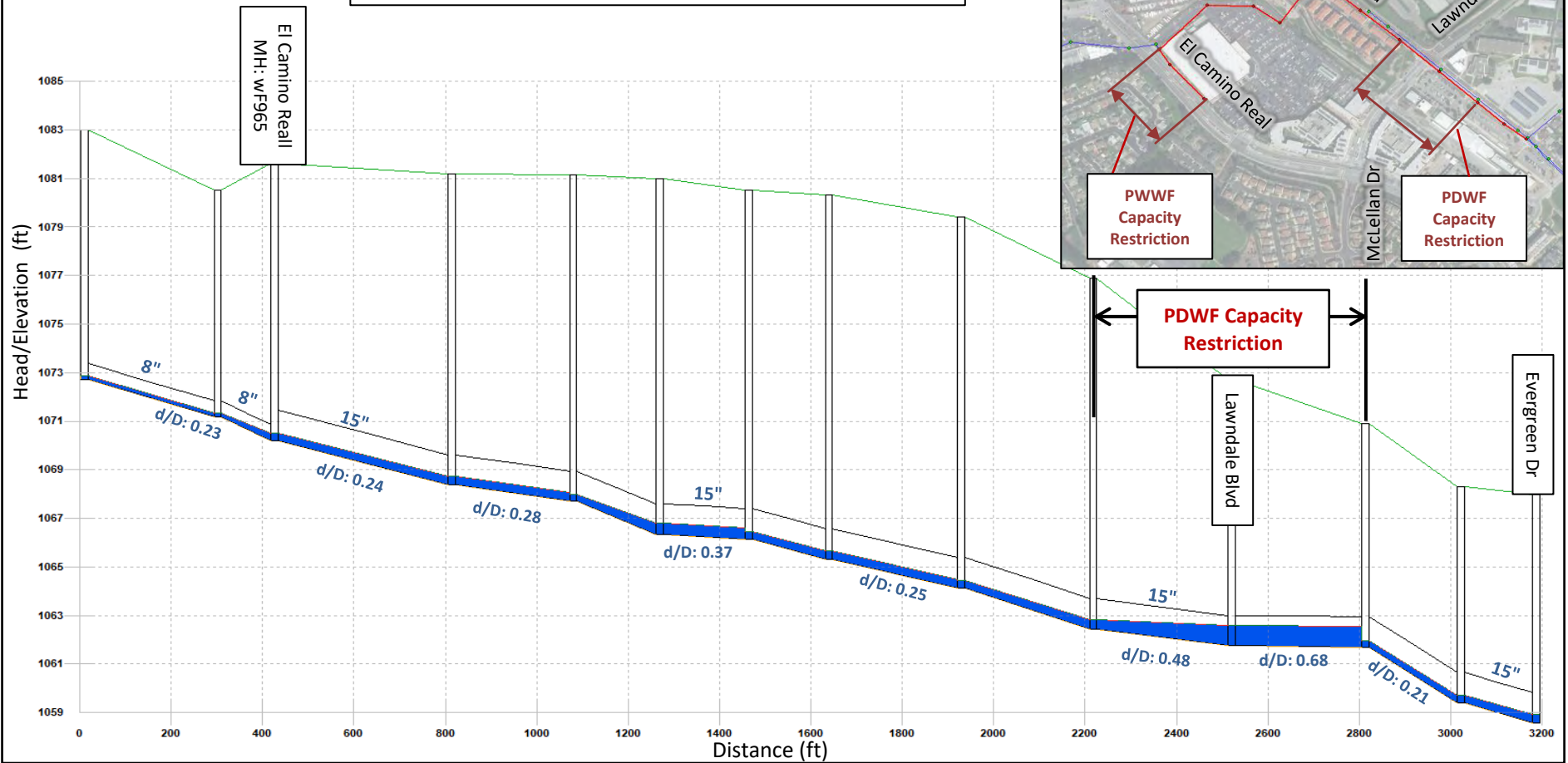
PRELIMINARY

**Figure 6**  
**Hickey Blvd HGL Profile**  
**Study Area**  
 City of South San Francisco



January 31, 2019

## Existing PDWF Sewer Trunk HGL Profile



### Notes:

1. Flows are based on peak dry weather flows
2. Peak flow observed in sewer trunk: 300 gpm
3. Allocated flow based on Unit Flow Factor Analysis and Land Use for Basin B1 and B2
4. PDWF is equal to ADFW for Basin B1 and B2 and reflects historical flows at the WPCP and diurnal curve extracted from V&A Flow Monitoring Analysis.
5. 2018 SSMP Criteria: Sewer trunk d/D to be under 90% capacity
6. This analysis does not include flows downstream of Mission Road and Chestnut Avenue. This analysis was limited to the upstream portion of the sewer trunk where Colma flows enter the system. Additional analysis will be completed once the hydraulic model is calibrated.
7. Flows included in the hydraulic model reflect City of South San Francisco only, and do not include Colma or Daly City.

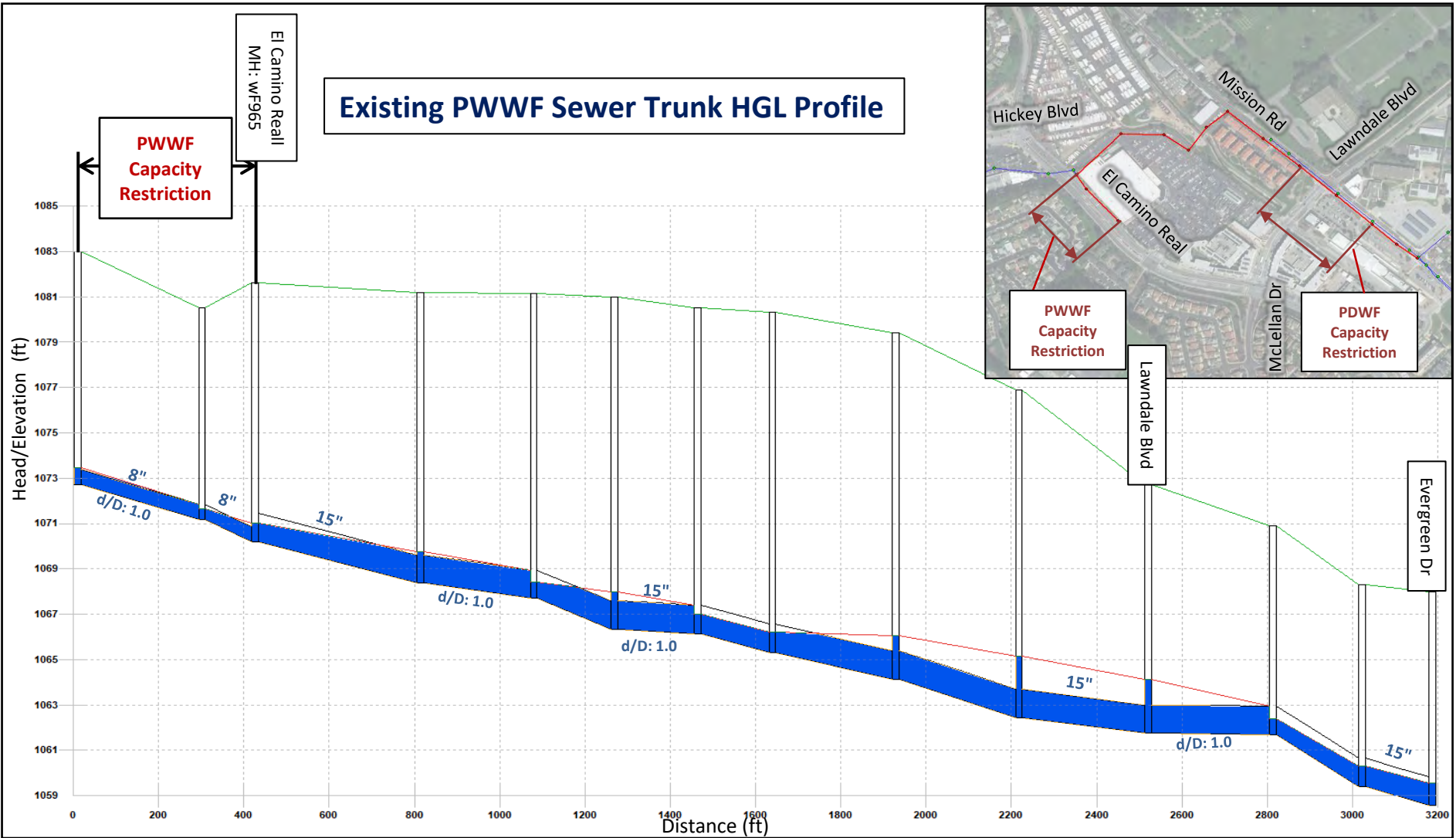
PRELIMINARY

**Figure 7**  
**Hickey Blvd HGL Profile**  
**Existing PDWF**  
 City of South San Francisco



February 11, 2019





**Notes:**

1. Flows are based on peak dry weather flows
2. Peak flow observed in sewer trunk: 1,900 gpm
3. Allocated flow based on Unit Flow Factor Analysis and Land Use for Basin B1 and B2
4. PDWF is equal to ADWF for Basin B1 and B2 and reflects historical flows at the WPCP and diurnal curve extracted from V&A Flow Monitoring Analysis.
5. 2018 SSMP Criteria: Sewer trunk d/D to be under 90% capacity
6. This analysis does not include flows downstream of Mission Road and Chestnut Avenue. This analysis was limited to the upstream portion of the sewer trunk where Colma flows enter the system. Additional analysis will be completed once the hydraulic model is calibrated.
7. Flows included in the hydraulic model reflect City of South San Francisco only, and do not include Colma or Daly City.
8. PWWF based on 10-year 24-hour storm event (3.85 in) obtained from NOAA Atlas 14.

**PRELIMINARY**

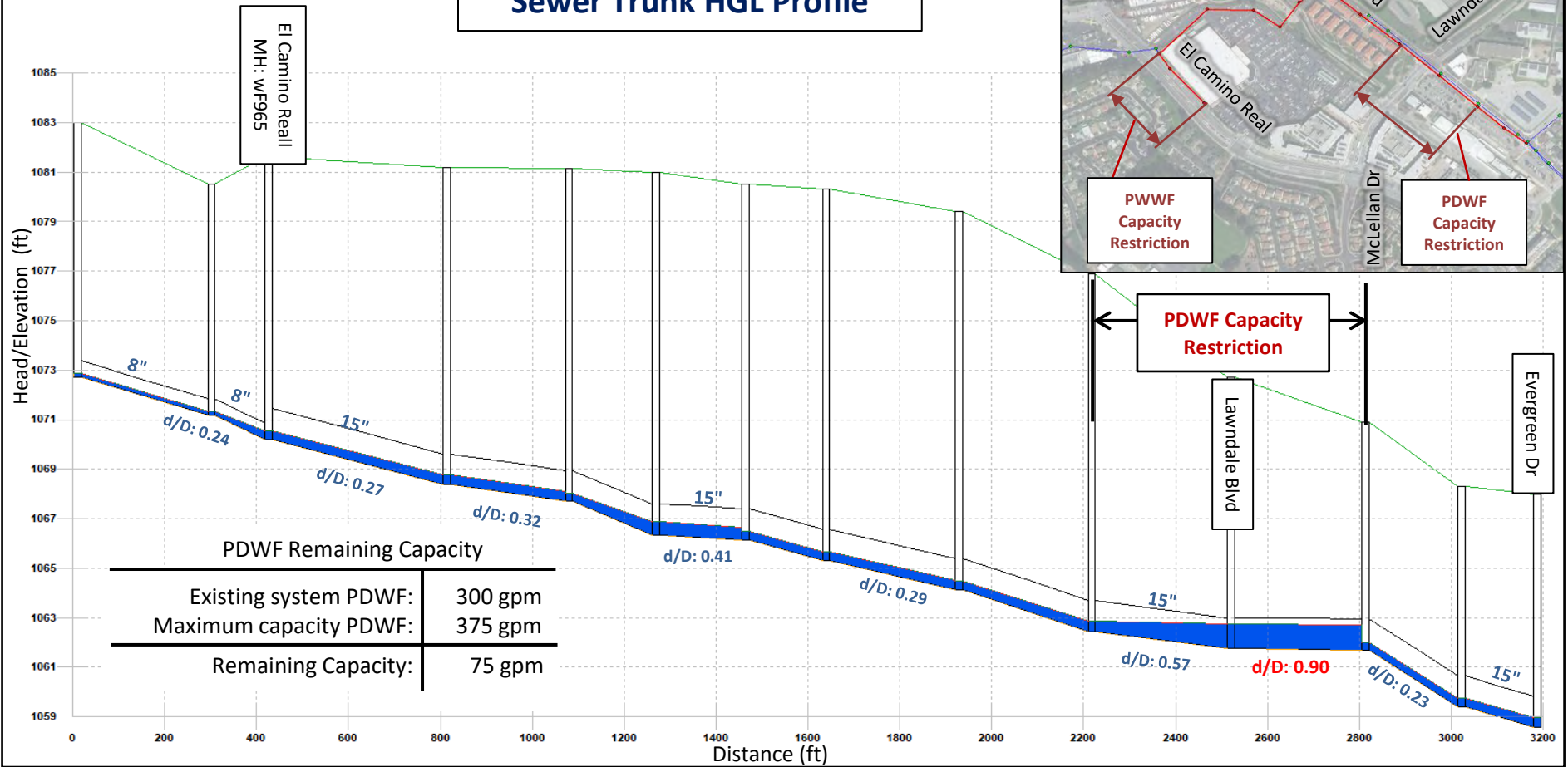
**Figure 8**  
**Hickey Blvd HGL Profile**  
**Existing PWWF**  
 City of South San Francisco



February 11, 2019



## Maximum Capacity at PDWF Sewer Trunk HGL Profile



**PRELIMINARY**

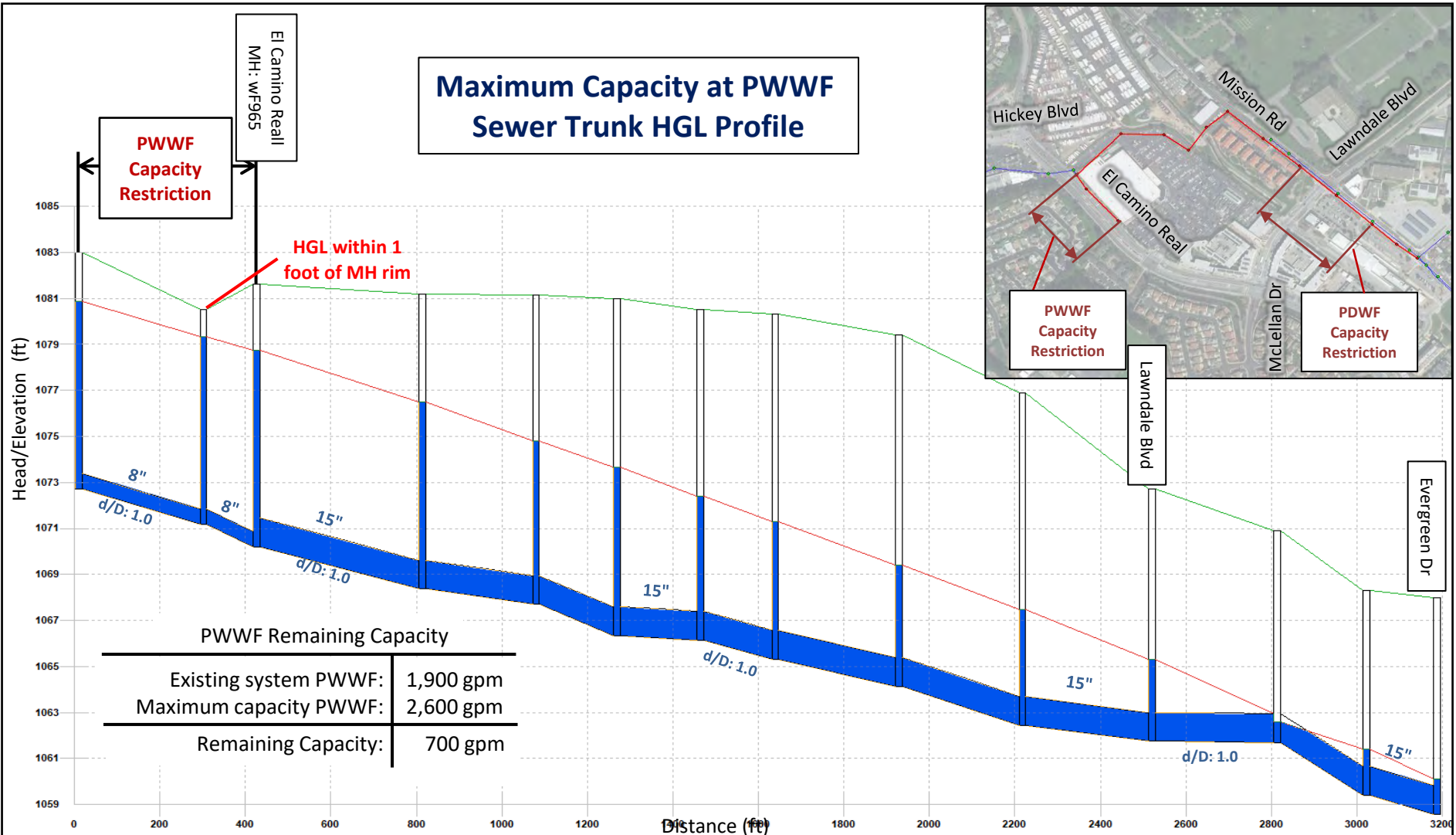
**Notes:**

1. Flows and remaining capacity are based on peak dry weather flows
2. Allocated flow based on Unit Flow Factor Analysis and Land Use for Basin B1 and B2
3. PDWF is equal to ADFW for Basin B1 and B2 and reflects historical flows at the WPCP and diurnal curve extracted from V&A Flow Monitoring Analysis.
4. 2018 SSMP Criteria: Sewer trunk d/D to be under 90% capacity
5. This analysis does not include flows downstream of Mission Road and Chestnut Avenue. This analysis was limited to the upstream portion of the sewer trunk where Colma flows enter the system. Additional analysis will be completed once the hydraulic model is calibrated.
6. Flows included in the hydraulic model reflect City of South San Francisco only, and do not include Colma or Daly City.

**Figure 9**  
**Hickey Blvd HGL Profile**  
**at Max Capacity (PDWF)**  
 City of South San Francisco



February 11, 2019



**Notes:**

1. Flows and remaining capacity are based on peak dry weather flows
2. Allocated flow based on Unit Flow Factor Analysis and Land Use for Basin B1 and B2
3. PDWF is equal to ADWF for Basin B1 and B2 and reflects historical flows at the WPCP and diurnal curve extracted from V&A Flow Monitoring Analysis.
4. 2018 SSMP Criteria: Sewer trunk d/D to be under 90% capacity
5. This analysis does not include flows downstream of Mission Road and Chestnut Avenue. This analysis was limited to the upstream portion of the sewer trunk where Colma flows enter the system. Additional analysis will be completed once the hydraulic model is calibrated.
6. Flows included in the hydraulic model reflect City of South San Francisco only, and do not include Colma or Daly City.
7. PWWF based on 10-year 24-hour storm event (3.85 in) obtained from NOAA Atlas 14.

**PRELIMINARY**

**Figure 10**  
**Hickey Blvd HGL Profile**  
**at Max Capacity (PWWF)**  
 City of South San Francisco



February 11, 2019

