



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA**

**Wednesday, April 22, 2020
Closed Session - 6:00 PM
Regular Session - 7:00 PM**

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. Pursuant to the Shelter-in-Place Orders issued by the San Mateo County Health Officer on March 16, 2020 and March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chamber will not be open to the public for the April 22, 2020 Town of Colma City Council Meeting. The purpose of these orders was to provide the safest environment for Council Members, staff and the public while allowing for public participation.

Members of the public may view the meeting by attending, via telephone or computer, the Zoom Meeting listed below:

**Join Zoom Meeting: <https://zoom.us/j/98274152817>
Password: 325261**

One tap mobile

+16699006833,,98274152817#,,#,325261# US (San Jose)

+13462487799,,98274152817#,,#,325261# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

Meeting ID: 982 7415 2817

Password: 325261

Find your local number: <https://zoom.us/u/acS4ed2alc>

Members of the public may provide written comments by email to the City Clerk at ccorley@colma.ca.gov before or during the meeting . Emailed comments should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words.

CLOSED SESSION

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

Agency Negotiator: Austris Rungis, IEDA
Employee Organizations: Colma Peace Officers Association and Colma Communications/Records Association
Unrepresented Employees: All

PLEDGE OF ALLEGIANCE AND ROLL CALL

REPORT FROM CLOSED SESSION

ADOPTION OF AGENDA

PRESENTATION

- Proclamation Declaring a Day of Remembrance of the Armenian Genocide

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

2. Motion to Accept the Minutes from the April 8, 2020 Regular Meeting.
3. Motion to Adopt a Resolution Approving Designation of Applicant's Agent Resolution for Non-State Agencies (CAL OES 130).
4. Motion to Adopt a Resolution Adopting a Federal Emergency and Federal Grant Procurement Procedures.

STUDY SESSION

5. **EL CAMINO REAL BICYCLE AND PEDESTRIAN IMPROVEMENT PLAN**
This item is for discussion only; no action will be taken at this meeting.
6. **STERLING PARK RESIDENTIAL STREETLIGHT REPLACEMENT 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 on the Town's website www.colma.ca.gov or at Colma Town Hall, 1198 El Camino Real, Colma, CA. 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.

Reasonable Accommodation

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

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

Agency Negotiator: Austris Rungis, IEDA
Employee Organizations: Colma Peace Officers Association and Colma Communications/Records Association
Unrepresented Employees: All

This is a Closed Session item; there is no staff report for this item.



**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us

Wednesday, April 8, 2020

7:00 PM

CALL TO ORDER

Mayor John Irish Goodwin called the meeting to order at 7:00 p.m.

The Mayor announced, "Welcome to our first completely remote Council Meeting—all Council Members, staff and members of the public are attending this meeting from separate locations. A few notes about tonight's meeting: We are accepting public comments through email—please email ccorley@colma.ca.gov to submit a public comment. You can also use the chat function to chat directly to our city clerk and she will be able to let us know that you would like to make a comment when your item comes up in the agenda. Also, please note that the city clerk has control over everyone's video and audio, so if you would like to use your video or audio, you will need to chat with her directly to request it. This is our first meeting conducted remotely, so please bear with us through any technical difficulties. We are all still learning how to best make this work. Thank you."

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

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

ADOPTION OF THE AGENDA

Mayor Goodwin asked if there were any changes to the agenda; none were requested. He asked for a motion to adopt the agenda.

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

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

PUBLIC COMMENTS

Mayor Goodwin opened the public comment period at 7:03 p.m. and seeing no one request to speak, he closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the March 11, 2020 Regular Meeting.
2. Motion to Accept the Minutes from the March 18, 2020 Special Meeting.
3. Motion to Approve the Report of Checks Paid for March 2020.
4. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the First Quarter of 2020.
5. Motion to Adopt a Resolution Approving a Service Contract with the City of South San Francisco for Dispatch Services.
6. Motion to Adopt a Resolution Adopting Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2020-2021 Funded by SB 1: The Road Repair and Accountability Act of 2017 and Amend the Mission Road Bicycle and Pedestrian Improvement Project Budget.
7. Motion to Adopt a Resolution Authorizing the City Manager to Accept and Consent to Deeds or Grants Conveying Any Interest in or Easement Upon Real Estate for Public Purposes.

Action: Council Member Fiscaro moved to approve the Consent Calendar items #1 through 5; the motion was seconded by Council Member del Rosario and carried by the following vote:

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

NEW BUSINESS

8. DONATION TO SMC STRONG

City Manager Brian Dossey presented the staff report. Mayor Goodwin opened the public comment period at 7:07 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed.

Action: Council Member Gonzalez moved to Adopt a Resolution Authorizing Donation of \$15,000 Dollars to the Silicon Valley Community Foundation for the San Mateo County Strong Fund; 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	
John Irish Goodwin, Mayor	✓				
Diana Colvin					✓
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	4	0			

9. MISSION ROAD IMPROVEMENT PROJECT – BID PACKAGE APPROVAL

Mayor Goodwin announced, "Because I own property in close proximity to this project, I will not be participating in this item to avoid a conflict of interest. I will hand the meeting over to Council Member Fiscaro, and the city clerk will remove my video and audio capabilities."

He handed the meeting over to Council Member Fiscaro. Director of Public Works Brad Donohue presented the staff report. Council Member Fiscaro opened the public comment period at 7:49 p.m. and seeing no one request to speak, she closed the public comment period. Council discussion followed.

Action: Council Member del Rosario moved to Adopt a Resolution Approving Bid Document Package and Authorizing Staff to Advertise Notice Inviting Bids for the Mission Road Bicycle and Pedestrian Improvement Project (CIP #903); 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	
John Irish Goodwin, Mayor				✓	
Diana Colvin					✓
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	3	0			

Council Member Fiscaro asked the Clerk to bring Mayor Goodwin back into the meeting.

STUDY SESSION

10. CALIFORNIA CARDROOM GAMING ASSOCIATION JPA

City Manager Brian Dossey presented the staff report. Rudy Bermudez of the CCGA also spoke. Mayor Goodwin opened the public comment period at 8:12 p.m. and seeing no one request to speak, the Mayor closed the public comment. Council discussion followed.

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

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, April 22, 2020 at 7:00 p.m. and it will be conducted remotely.

REPORTS

City Manager Brian Dossey gave an update on the following topics:

- The Town continues to push out information and resources for those impacted by COVID-19 via social media.
- Thank you to Council Member Gonzalez and her husband Ken for helping to coordinate food delivery to many senior residents.
- Recreation has set up a virtual/remote egg hunt in place of the traditional Eggstravaganza.
- City Managers are projecting a gradual lift of the shelter in place, but that could begin beyond the current May 3 end date.
- The Town has been working with the cemeteries and the Police Department to ensure that people do not violate the shelter in place order this Easter weekend.

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Goodwin adjourned the meeting at 9:29 p.m. in memory of Georgette Sarles, longtime president of the Colma Daly City Chamber of Commerce and a true friend of Colma; Rey Pagarigan, retired Broadmoor Police Officer and former Colma Dispatcher; Art Lempert, husband of former San Mateo Mayor Sue Lempert and father of former San Mateo County Supervisor Ted Lempert; Larry Stevens, dear friend of Council Member Helen Fiscaro; and Detective Marylou Armer, Santa Rose Police Detective who passed away from complications from COVID-19.



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, City Manager
 MEETING DATE: April 22, 2020
 SUBJECT: Designation of Agent – Cal OES Form 130

RECOMMENDATION

Staff recommends the City Council to adopt:

A RESOLUTION APPROVING DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR
 NON-STATE AGENCIES (CAL OES 130)

EXECUTIVE SUMMARY

Staff recommends the City Council adopt a resolution designating the City Manager and/or the Administrative Services Director as the Town's agents as it relates to requesting reimbursement costs during a natural disaster. If adopted, this resolution will be valid for three years and would allow the Town of Colma to seek cost recovery for eligible disaster expenses incurred by any future declared disasters during this three-year period.

The Town has incurred costs during the COVID-19 pandemic and in order to be eligible for reimbursement, the City Council must designate a member of Town staff to apply for those reimbursements.

FISCAL IMPACT

Though the action of approving the Designation of Applicant's Agent Resolution for Non-State Agencies has no direct impact to the Town's budget, reimbursement of costs incurred by the Town for its efforts toward emergency protective measures from the COVID-19 pandemic will potentially provide some relief from the financial impact to the Town.

ANALYSIS

In response to the growing and evolving threat of novel coronavirus (COVID-19) pandemic, the following actions have been taken at the local, state, and federal level:

March 3, 2020, The San Mateo County Manager's Offices issued a Public Health Emergency Proclamation, and along with the San Mateo Health Officer, declared a local health emergency, which was ratified by the County of San Mateo Board of Supervisors on March 10, 2020.

March 4, 2020, California Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments and help the State prepare for broader spread of COVID-19.

March 12, 2020, the San Mateo County Health Officer issued a legal order prohibiting mass gatherings of 250 or more persons. The order applies to public and private gatherings and includes exceptions for houses of worship, museums, malls, hospital and medical facilities, and the normal operations of hotels and airports.

March 13, 2020, The President of the United States declared a national emergency and on March 22, 2020, approved a Presidential Major Disaster Declaration (FEMA-DR-4482-CA)

On March 16, 2020, the City Manager declared a local emergency which the City Council the ratified at a special meeting on March 18, 2020. Also, at the special meeting the City Council adopted a resolution approving PPTO time off to employees related to covid-19 and adopted a resolution rolling over the FY19-20 budget to FY20-21.

In accordance with Section 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), eligible emergency measures taken to respond to the COVID-19 pandemic at the direction and guidance of public health officials may be reimbursed under Category B of the Federal Emergency Management Association (FEMA) Public Assistance Program.

FEMA may provide assistance for emergency protective measures, including, but not limited to, the following:

1. Management, control, and reduction of immediate threats to public health and safety:
 - a. Emergency Operation Center costs;
 - b. Training specific to the declared event;
 - c. Disinfection of eligible public facilities;
 - d. Technical assistance on emergency management and control of immediate threats to public health and safety.
2. Emergency medical care;
3. Purchase and distribution of food, water, ice, medicine, and other consumable supplies, including personal protective equipment (PPE) and hazardous material suits;
4. Security and law enforcement
5. Communications of general health and safety information to the public; and
6. Eligible overtime costs.

The Town of Colma has incurred financial impacts the during COVID-19 pandemic and submission of a "Request for Public Assistance" was due to the California Governor's Office of Emergency Services (Cal OES) by April 17, 2020. The Town submitted its "Request for Public Assistance" on April 10, 2020 through the FEMA web portal. If the Town of Colma qualifies for reimbursement of costs in response to the COVID-19 pandemic, then Cal OES Form 130

Designation of Applicant's Agent Resolution for Non-State Agencies must be submitted to Cal OES by the Town to be eligible to receive funding.

Further, this resolution will be valid for three years from the date signed and would allow the Town of Colma to seek cost recovery for eligible disaster expenses incurred by any future declared disasters during this three-year period.

Council Adopted Values

Adopting the resolution approving Designation of Applicant's Agent Resolution for Non-State Agencies is the *responsible* action, for it is critical that the Town attempt to recover costs related to the COVID-19 pandemic.

CONCLUSION

Adopt the resolution approving Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES 130)

ATTACHMENTS

- A. Resolution
- B. Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES 130)



RESOLUTION NO. 2020-_____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

RESOLUTION APPROVING DESIGNATION OF APPLICANT'S
AGENT RESOLUTION FOR NON-STATE AGENCIES (CAL OES FORM 130)

The City Council of the Town of Colma hereby resolves:

1. Recitals and Background

(a) In response to the growing and evolving threat of the novel coronavirus (COVID-19) pandemic, actions have been taken at the local, state, and federal level; and

(b) On March 16, 2020, the City Council of the Town of Colma proclaimed a local emergency; and

(c) In accordance with Section 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), eligible costs associated with the response to the COVID-19 pandemic may be reimbursed under the Federal Emergency Management Association's (FEMA) Public Assistance Program; and

(d) The Town incurred financial impacts during the period and submitted a "Request for Public Assistance" to the California Governor's Office of Emergency Services (CalOES); and

(e) Any qualifying COVID-19 costs incurred by the Town may be eligible for reimbursement for the period beginning March 16, 2020; and

(f) A Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES Form 130) is required of all applicants to be eligible to receive funding, and is effective for all open and future disasters up to three years from the date approved by the City Council.

2. Order.

The City Council of the Town of Colma hereby approves the Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES Form 130).

//

//

//

//

//

//

Certification of Adoption

I certify that the foregoing Resolution No. 2020-_____ was duly adopted at a special meeting of the City Council of the Town of Colma held on April 22, 2020, by the following vote:

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

Dated _____

John Irish Goodwin, Mayor

Caitlin Corley, City Clerk

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 _____.

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Brian Dossey, City Manager
 MEETING DATE: April 22, 2020
 SUBJECT: Adoption of Federal Emergency and Federal Grant Procurement Procedures

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION ADOPTING FEDERAL EMERGENCY AND FEDERAL GRANT PROCUREMENT PROCEDURES

EXECUTIVE SUMMARY

To receive federal funding, including possible reimbursement by the Federal Emergency Management Agency (FEMA) during an emergency declared by the President of the United States, the Town must follow procurement procedures that reflect both its own procedures and those required by Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"). To that end, after adoption of the proposed Federal Emergency and Federal Grant Procurement Procedures, the Town will be fully compliant with the Uniform Guidance.

FISCAL IMPACT

There is no fiscal impact to the Town due to the adoption of these procedures. They may assist in having a net positive impact on the Town as it will make the Town eligible for FEMA reimbursement for eligible expenses.

BACKGROUND/ANALYSIS

Most federal grant funding is governed by the Uniform Guidance. In particular, a non-federal entity, such as the Town, must follow its own documented procurement procedures which reflect applicable state and local laws and regulations, provided that the procurement standards conform to the procurement standards in the Uniform Guidance, codified at 2 C.F.R. Sections 200.317-200.326.

This includes procurements made (i) in preparation of, during, and after an emergency declared by the President of the United States, and that may be subject to federal funding or reimbursement; and (ii) when using federal grant funds subject to the Uniform Guidance.

Specifically, in the event of an emergency declared by the President of the United States, the Town must comply with federal procurement standards as a condition of receiving public assistance funding from FEMA for eligible work. A Federal Declaration of National Emergency was declared by President Trump on March 13, 2020 as a result of the novel coronavirus (COVID-19) pandemic.

The Town has prepared the proposed Federal Emergency and Federal Grant Procurement Procedures (“Procedures”), which are compliant with the Uniform Guidance and federal procurement standards. The Procedures are in addition to and are not intended to replace or supersede the Town’s Municipal Code, other procurement requirements or state law requirements. In the case of a conflict between these procedures, the more stringent requirement shall govern, provided that the more stringent requirement would not violate a federal procurement requirement. In such case, for federally funded contracts, the federal requirement shall govern.

ALTERNATIVES

The City Council can choose to not adopt the resolution adopting the Federal Emergency and Federal Grant Procurement Procedures. Doing so is not recommended, as it may make the Town ineligible for FEMA reimbursement.

CITY COUNCIL VALUES

The City Council’s adoption of the resolution is *responsible* as it will ensure the Town can receive FEMA reimbursement for eligible purchases.

CONCLUSION

The City Council should adopt the resolution.

ATTACHMENTS

- A. Resolution
- B. Federal Emergency and Federal Grant Procurement Procedures

RESOLUTION NO. 2020-_____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION ADOPTING FEDERAL EMERGENCY AND
FEDERAL GRANT PROCUREMENT PROCEDURES**

The City Council of the Town of Colma hereby resolves:

1. Recitals and Background

(a) Most federal grant funding is governed by Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”). In particular, a non-federal entity must follow its own documented procurement procedures which reflect applicable state and local laws and regulations, provided that the procurement standards conform to the procurement standards in the Uniform Guidance, codified at 2 C.F.R. §§ 200.317-200.326; and

(b) This includes procurements made (i) in preparation of, during, and after an emergency declared by the President of the United States, and that may be subject to federal funding or reimbursement; and (ii) when using federal grant funds subject to the Uniform Guidance; and

(c) Specifically, in the event of an emergency declared by the President of the United States, the Town must comply with federal procurement standards as a condition of receiving Public Assistance funding from the Federal Emergency Management Agency (FEMA) for eligible work; and

(d) A Federal Declaration of National Emergency was declared by President Trump on March 13, 2020 as a result of the novel coronavirus (COVID-19) pandemic; and

(e) The Town has prepared the Town of Colma Federal Emergency and Federal Grant Procurement Procedures (“Procedures”), which are compliant with the Uniform Guidance and federal procurement standards.

2. Order.

The City Council of the Town of Colma hereby adopts the Federal Emergency and Federal Grant Procurement Procedures.

//

//

//

//

//

Certification of Adoption

I certify that the foregoing Resolution No. 2020-_____ was duly adopted at a special meeting of the City Council of the Town of Colma held on April 22, 2020, by the following vote:

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

Dated _____

John Irish Goodwin, Mayor

Caitlin Corley, City Clerk

TOWN OF COLMA

FEDERAL EMERGENCY AND FEDERAL GRANT PROCUREMENT PROCEDURES

2020

TOWN OF COLMA
FEDERAL EMERGENCY AND FEDERAL GRANT PROCUREMENT PROCEDURES

1. **Purpose**

The purpose of these Town of Colma (“Town”) Federal Emergency and Federal Grant Procurement Procedures is to define the practices and policies governing the procurement of public works projects, contractual services, professional services or materials, supplies and equipment (i) in preparation of, during, and after an emergency that may be subject to federal funding or reimbursement; (ii) when using federal grant funds subject to the regulations set forth in the following sentence. These Federal Emergency Procurement Procedures are compliant with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”).

2. **Federally Declared Emergencies and Federal Grants; Procurement and Contracting Requirements**

In the event of an emergency declared by the President of the United States, the Town must comply with Federal procurement standards as a condition of receiving public assistance funding from the Federal Emergency Management Agency (FEMA) for contract costs for eligible work. FEMA funding is governed by the Uniform Guidance.

In addition, most federal grant funding is also subject to the Uniform Guidance. Federal grant compliance requires the grantee to conduct procurements in accordance with written procurement policies and procedures that comply with the requirements set forth in the Uniform Guidance. These procurement procedures shall be complied with in connection with utilization of federal grant funding by the Town, in addition to any other specific grant requirements.

These procedures are in addition to and are not intended to replace or supersede the Town’s Municipal Code, other procurement requirements or state law requirements. In the case of a conflict between these procedures, the more stringent requirement shall govern, provided that the more stringent requirement would not violate a federal procurement requirement. In such case, for federally funded contracts, the federal requirement shall govern.

(a) **Conflicts of Interest**

(i) **Standards of Conduct for Conflicts of Interest.** No employee, officer or agent of the Town shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: The employee, officer or agent; any member of his immediate family; his or her partner; or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The Town’s officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Such a conflict will not arise where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. Employees must follow applicable laws, rules, and regulations in regard to conflicts of

interest including, but not limited to, the Political Reform Act, the prohibition against contractual conflicts of interest, and guidelines in the California Code of Regulations regarding acceptance of gifts.

(ii) Violations. Disciplinary actions to be applied for violations of the above standards are as follows.

(1) The violation of these Standards of Conduct by Town employees will subject the violator to any disciplinary proceedings or action deemed appropriate by the City Manager. Employees may correct a violation in any manner provided for under the Political Reform Act, and its implementing regulations.

(2) The violation of any of these Standards of Conduct by Town officers will require correction of the violation in any manner provided for under the Political Reform Act, and its implementing regulations.

(3) Contractors or subcontractors that violate these Standards of Conduct as relates to an active federally-funded procurement may be prohibited from bidding on the procurement, or may be subject to other action as deemed appropriate by the City Manager.

(4) Agents of the Town that violate these Standards of Conduct as relates to federally-funded procurements may be prohibited from participation on behalf of the Town on federally funded projects, or subject to other action as deemed appropriate by the City Manager.

(b) **Procurement Standards**

(i) Oversight. The Town shall maintain administrative oversight of contractors to ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.

(ii) Economical Approach. The Town must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The Town will enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. If feasible and it reduces project costs, the Town will explore using federal excess and surplus property in lieu of purchasing new equipment and property. When appropriate, the Town will investigate using value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

(iii) Detailed Records. The Town shall maintain records sufficient to detail the history of each procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(iv) Procurement Issues. The Town alone shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes and claims. Protest procedures or information on obtaining the procedures shall be included in the procurement documents.

(c) **Competition**

(i) Full and Open Competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest, as further detailed herein;
- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(ii) Organizational Conflicts of Interest. An unfair competitive advantage could result if a contractor were allowed to submit a bid or proposal for work described in a specification or statement of work that the contractor itself developed. For the purpose of eliminating a potential unfair competitive advantage, and in compliance with applicable state and federal laws and regulations, a contractor that develops or assists in developing specifications, requirements, statements of work, invitation for bids, and/or request for proposals for Town procurement is excluded from competing for the resultant procurement, unless an appropriate waiver is issued by the Town. All waivers will be assessed by the Town on a case-by-case basis.

(iii) Geographical Preference. The Town shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a

selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(iv) Procurement Transactions. The Town shall require the following information for procurement transactions:

(1) A clear and accurate description of the technical requirements for the material, product or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated; and

(2) All requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(v) Prequalification Lists. The Town shall ensure that all prequalified lists, if used, of persons, firms or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The Town shall not preclude potential bidders from qualifying during the solicitation period.

(d) **Procurement Procedures**

The thresholds below are federal thresholds. If Town thresholds are lower, the more restrictive requirement shall govern, notwithstanding the provisions herein.

(i) Micro-Purchases. Purchases within the micro-purchase threshold (e.g., currently set at purchases of \$10,000 or less, but periodically adjusted for inflation, and \$20,000 to support a response to an emergency per 42 U.S.C. 5122) may be awarded without soliciting competitive quotations if the Town considers the price to be reasonable. To the extent practicable, the Town must distribute micro-purchases equitably among qualified suppliers.

(ii) Small Purchases. Purchases within the simplified acquisition threshold (e.g., currently set at purchases of \$250,000 or less and \$750,000 to support a response to an emergency per 42 U.S.C. 5122) shall not be required to be formally bid. Price quotations must be received from no less than three (3) sources.

(iii) Formal, Sealed Bidding.

(1) Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. Formal, sealed bidding is required for purchases greater than the simplified acquisition threshold, which is currently set at \$250,000, or as may be adjusted by the Federal Acquisition Regulation, pursuant to 48 CFR § 2.101, and \$750,000 to support a response to an emergency per 42 U.S.C. 5122.

(2) This is the preferred method for procuring construction, if a complete, adequate, and realistic specification or purchase description is available; two or more responsible bidders are willing and able to compete effectively and for the business; and the procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

(3) The Town must publicly advertise the Invitation for Bids and publicly open all bids at the time and place prescribed in the invitation.

(4) Any contracts awarded pursuant to this procedure shall be to the lowest responsible bidder submitting a responsive bid and shall be for a firm fixed price. Any or all bids may be rejected if there is a sound documented reason.

(iv) Competitive Proposals.

(1) When the nature of a procurement does not lend itself to formal, sealed bidding, the Town may solicit competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded.

(2) A request for proposals (RFP) must be publicly advertised, and the Town must solicit proposals from an adequate number of sources. The RFP must identify all evaluation factors and their relative importance; however, the numerical or percentage ratings or weights need not be disclosed.

(3) Evaluation factors that will be considered in evaluating proposals shall be tailored to each procurement and shall include only those factors that will have an impact on the selection decision.

a. The Town shall establish a formal evaluation committee, of at least two persons. The size of an evaluation committee should be based on the size and complexity of the goods or services being procured and well balanced and represented by individuals involved with the procurement and/or affected by the goods or services being procured.

b. The evaluation committee will be charged with responsibility for evaluating proposals in accordance with the evaluation criteria in the solicitation, short listing firms, establishing a competitive range, and/or recommending a firm or firms for contract award.

(4) Any contract awarded based on the competitive proposal procurement process cannot be based exclusively on price or price-related factors.

(5) If a contract is awarded, it shall be to the responsible firm whose proposal is most advantageous to the Town (“best value”), with price and other factors considered.

(v) Competitive Proposals for A&E Services. The competitive proposal procedures above may be used for procurement of architect and engineering (A&E) services, provided that proposers must be evaluated based on competence and qualifications, without regard to price. For A&E procurements, price will not be used as a selection factor. The Town will rank proposers based on qualifications only, and attempt to negotiate fair and reasonable compensation with the highest ranked proposer. If negotiations with the highest ranked proposer are unsuccessful, such negotiations will be terminated and the Town will commence negotiations with the next highest ranked proposer. This process shall be continued with successive qualified proposers until agreement is reached that is determined to be fair and reasonable.

(vi) Noncompetitive Procurements.

(1) Contracts may be procured through a noncompetitive proposal only when:

- a. The item is only available from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the Town; or
- d. Competition is deemed inadequate after the solicitation of a number of sources.

(vii) Public Projects. Public projects shall be procured by the Town’s formal contract bid procedures, if any, and the formal, sealed bidding in this section. If there is conflict between the foregoing, the more restrictive requirements shall apply.

(viii) Award.

(1) Responsible Contractor. The Town shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

(2) Debarment and Suspension. In accordance with 2 CFR 200.213, in connection with the responsibility determination, a check of debarment and suspension using the

System for Award Management (SAM), www.sam.gov, must be performed and documented in the procurement records prior to award.

(e) Contracting with Small and Minority Firms, Women’s Business Enterprises, and Labor Area Surplus Firms

(i) The Town must take all necessary affirmative steps to ensure the use of minority businesses, women’s business enterprises, and labor surplus area firms when possible, as set forth at 2 CFR § 200.321 and detailed below. The Town shall:

(1) Place qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

(ii) The Town shall document the steps above, and any relevant findings applicable to any of the steps above in its procurement file.

(f) Cost and Price

(i) Cost or Price Analysis. The Town shall perform a cost or price analysis in connection with every procurement action, including contract modifications, in excess of the simplified acquisition threshold. While the method and degree of analysis depend on the facts surrounding the particular procurement situation, the Town must, at a minimum, make independent estimates before receiving bids or proposals.

(ii) Profit. The Town shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where a cost analysis is performed as required by 2 CFR § 200.323(b).

(iii) Estimated Costs. Costs or prices based on estimated costs for contracts are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the Town under 2 CFR 200.400 et seq.

(g) **Payment Procedures**

(i) Method of Contracting. Contracts entered into pursuant to these procedures shall utilize only fixed-price, cost-reimbursement, or, to a limited extent, time and materials payment methods.

(ii) Prohibited Methods of Contracting. The Town shall not use the cost plus a percentage of cost or percentage of construction cost methods of contracting for any work for which federal reimbursement will be sought.

(iii) Time and Materials (“T&M”) Contracts

(1) T&M contracts should be used rarely, and the use of T&M contracts should be limited to a reasonable time period (e.g., no more than 70 hours) based on circumstances during which the Town cannot define a clear scope of work.

(2) The Town shall only enter into a time and materials contract if all of the following apply:

a. The Town has determined and documented in the project file that no other contract is suitable;

b. The contract has a guaranteed maximum price that the contractor exceeds at its own risk; and

c. The Town provides a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(3) The Town must define the scope of work as soon as possible to enable procurement of a more acceptable type of contract (i.e., non-T&M).

(iv) Separate Invoicing

(1) All purchases made during a proclaimed emergency shall require separate invoicing from routine (i.e., non-emergency related) purchases. All invoices shall state the goods, services, or equipment provided and shall specify where the goods or services were delivered. All invoices shall specify the location(s) where the goods or services were used, if possible. Any invoice which fails to properly identify the emergency nature of the purchase and provide details as to the date(s) and location(s), as appropriate, shall not be paid until such errors are corrected by the vendor and re-submitted in correct form.

(v) Auditing of Invoices for Debris Removal. All invoices for debris clearance and removal shall be audited prior to payment to the contractor. Contractors shall be notified of this requirement prior to the award of any contract for debris clearance and/or

removal. Audits shall be in accordance with procedures for debris removal monitoring specified in FEMA's Publication 325, Debris Management Guide.

(h) **Bonding Requirements**

(i) Bonding. For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold (See 2 CFR 200.88), the Town shall require at a minimum:

(1) A bid guarantee from each bidder equivalent to five percent of the bid price.

(2) A performance bond on the part of the contractor for 100 percent of the contract price.

(3) A payment bond on the part of the contractor for 100 percent of the contract price.

(i) **Procurement of Recovered Materials**

(i) For procurements covered under these procedures, the Town and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. In accordance with these requirements, the Town shall only procure items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(ii) This requirement applies to purchases of items when the purchase price of the item exceeds \$10,000, or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.

(j) **Contract Provisions**

(i) Contract Provisions. The Town's contracts shall contain the applicable provisions described in Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

(k) **Pre-Event Contracts**

(i) The Town may choose to solicit bids and proposals and award contracts in non-disaster times. This may include, but is not limited to, debris removal contracts and debris monitoring contracts.



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Director of Public Works, CSG Consultants
Abdulkader Hashem, Project Manager, CSG Consultants

VIA: Brian Dossey, City Manager

MEETING DATE: April 22, 2020

SUBJECT: El Camino Real Bicycle and Pedestrian Improvement Plan (CIP 914)

RECOMMENDATION

Staff seeks comments, questions, impressions and opinions from each Council member regarding the cross-section alternatives for El Camino Real (State Routs 82) that will be presented by Staff and Fehr & Peers. Staff is requesting that the City Council offer opinions on their preferred cross-section for each roadway segment.

EXECUTIVE SUMMARY

The Town contracted with the firm of Fehr & Peers (Consultant) to prepare the El Camino Real Bicycle and Pedestrian Improvement Plan (CIP 914). The Consultant to date has completed several tasks, including the preparation of several cross-section alternatives for the El Camino Real Bicycle and Pedestrian Improvement Plan. The purpose of the study session is to allow the City Council and Public to review and comment on the various roadway cross-section alternatives and select the preferred cross-section for each segment of the highway. This selection will allow the consultant to move forward with a level of confidence while taking the next step in developing the concept drawings.

FISCAL IMPACT

None at this time.

But it is important to note, that some of the alternatives that are offered do have significant cost features. Though at this time estimates have not been obtained, what staff and the Consultant will attempt to do is inform the City Council and public what options would be more or less costly than the others.

BACKGROUND

The Town was awarded SB 1 State fund from the Road Maintenance & Rehabilitation Account (RMRA) – Sustainable Communities Grant for the El Camino Real Bicycle and Pedestrian

Improvement Plan (Plan). The Restricted Grant Agreement (RGA) was executed with CalTrans on September 28, 2018 for administrating this project under Agreement No. 74A1080.

The objective of the Plan is to develop a strategy that will improve safety and mobility for pedestrians, bicyclist, public transportation hubs and facilities that stretch along ECR from Albert M Teglia Boulevard to the North to Arlington Drive to the South. The Plan will address deficiencies, set goals and planning practices to improve and enhance roadway facilities for all modes of transportation. The grant requirements are very specific in the areas of public outreach. The consultant will be responsible for engaging members of the local community, those who represent the disadvantaged communities, Transit agencies, neighboring cities and local businesses.

ANALYSIS

The Consultant team was tasked with several items including document review (background studies and planning documents), data collection, traffic count, on-street parking data, base map, public outreach, and conceptual design along with cross section alternatives. Two community workshops were conducted on September 12, 2019 and March 5, 2020 (See Outreach Summary in Attachment A), in addition to two meetings with the Technical Advisory Committee (TAC) on September 20, 2019 and February 20, 2020.

The Alternatives prepared by the Consultant team were developed only after public input from the survey, community outreach meeting and TAC meetings. The Consultant has divided the project area into two segments, Segment (A) Albert Teglia Boulevard to Mission Road, and Segment (B) from Mission Road to Arlington Drive (the South San Francisco – Town of Colma Town boarder). With the information collected regarding existing conditions and the feedback received from the community workshops and TAC meetings, the Consultant has been able to prepare several roadway cross-section alternatives for each of the two segments. Consistent with the goals of the project and the community's priorities identified in 2019, each alternative includes bicycle and pedestrian facilities and maintains existing parking along the corridor. The cross-section alternatives (shown in Attachment B) are as follows:

Segment A - Albert M Teglia Boulevard to Mission Road (Right of Way Width 124 feet):

All proposed cross-sections for Segment A below avoid the significant cost of covering the existing open channel on the west side of El Camino Real that extends from F Street to Villa Avenue (Greek Cemetery driveway).

- **Alternative A.1 – *Reduced Median with No Road Diet:*** This cross-section focuses on maintaining the existing vehicle capacity on ECR, which currently is at a Level of Service (LOS) A, while providing adequate bicycle and pedestrian accommodations. This option maintains three lanes in each direction, reduces the median width to 12 feet and left-turn capacity to one left-turn pocket. This cross-section incorporates bicycle and pedestrian facilities on both sides of the roadway, which could be done in one of two ways: separate facilities with a painted parking-protected bike lane and sidewalk (Cross-Section A.1.1); or a shared multi-use path (Cross-Section A.1.2).
- **Alternative A.2 – *Reduced Median with Road Diet:*** This cross-section aims to increase bicycle and pedestrian safety through a road diet, comfortable, protected, and separate

bicycle and pedestrian facilities, and Planting strip. It reduces the number of travel lanes to two in each direction and reduces the median width to 16 feet. With the road diet, existing traffic levels on this segment would flow at a Level of Service (LOS) B. This cross-section includes a parking-protected bikeway with a wide planting strip, which could incorporate trees, and a wider sidewalk.

- **Alternative A.3 –Preserve Median with Road Diet:** This cross-section aims to increase bicycle and pedestrian safety while maintaining the existing median. It reduces the number of travel lanes to two in each direction and maintains the median width of 27 feet. With the road diet, existing traffic levels on this segment would flow at a Level of Service (LOS) B. This cross-section includes a parking-protected bikeway with a planting strip, and a sidewalk.

The Town could choose to reduce the on-street parking lane width to 8 feet in order to widen the planting strip to 6 feet.

For any of the above Cross-Section Alternatives, the Town could choose to add on-street parking at increased cost by covering the open channel on the west side of the roadway that extends from F Street to Villa Avenue (Greek Cemetery driveway).

Segment B - Mission Road to Arlington Drive (Right of Way Width 108 feet):

- **Alternative B.1 - No Road Diet (improvements all outside of existing paved surface):** This cross-section aims to maintain the existing vehicle capacity, which currently is at a Level of Service (LOS) B, while providing adequate bicycle and pedestrian facilities. It maintains the existing two lanes per direction and hardened centerline (double-yellow centerline line with vertical posts). This cross-section incorporates bicycle and pedestrian facilities on both sides of the roadway, which could be done in one of two ways: separate facilities with a painted protected bike lane and sidewalk (Cross-Section B.1.1); or a shared multi-use path (Cross-Section B.1.2). These facilities would be provided outside of the existing paved surface (12-15 feet on each side) which will require additional grading and retaining walls. This cross-section would need to be adjusted at the Arlington Drive intersection where the ROW is only 67 feet.

The proposed width for the bicycle and pedestrian facilities are the minimum per Caltrans standards. Since there is additional ROW, the Town could choose to widen those facilities.

- **Alternative B.2 – Road Diet (improvements mostly within existing paved surface):** This cross-section aims to minimize work outside of the existing paved surface while providing adequate bicycle and pedestrian facilities. It reduces the number of travel lanes to one in each direction and maintains the existing hardened centerline (double-yellow centerline line with vertical posts). With the road diet, existing traffic levels on this segment would flow at a Level of Service (LOS) D. This cross-section includes separate bicycle and pedestrian facilities with a painted protected bike lane and sidewalk. These facilities would be provided with an additional 2 feet outside of the existing paved surface on each side of the roadway.

The Town could choose to provide bicycle and pedestrian facilities on only one side of the street through a wide multi-use path. This option would have a comparable cost,

since it would be within the existing paved surface. It may provide less connectivity for people walking and create more difficult bike connections with the segments to the north (at Mission Road) and south (at Arlington Drive).

In addition, the Consultant worked on the reconfiguration of the Mission Road and El Camino Real intersection ("the "Y" intersection) and added a traffic signal at Collins Avenue and El Camino Real intersection, based on recommendations from previous planning documents and projects including, System Safety Analysis Report (SSAR); and Serramonte Boulevard and Collins Avenue Master Plan.

The purpose of tonight's study session is to provide the City Council and members of the public an update on activities and the feedback that was received from the community workshops and TAC meetings. Staff and Consultant are also requesting comments and direction from the City Council and Public regarding the Cross-Section Alternatives and the preferred cross-section for each segment so the Consultant can develop the full corridor concept design for the El Camino Real Improvement Plan.

After taking comments from the City Council, the next step for the Consultant is to develop the preferred concepts into more detailed concept plans and prepare a Draft Bicycle and Pedestrian Improvement Plan for El Camino Real. Once these plans have been prepared, a community meeting and a workshop with Caltrans will be held to review these plans.

The Consultant team will meet again with the City Council in late September to present the Draft Bicycle and Pedestrian Improvement Plan to obtain final comments before finalizing the Plan. El Camino Real Bicycle and Pedestrian Improvement Plan is anticipated to be complete by February 2021.

Council Adopted Values

The recommendation is consistent with the Council value of *responsibility* in improving the mobility and safety features within the Town's roadways network.

Sustainability Impact

Future safety improvements to El Camino Real will be consistent with the Town's Sustainability goals and Complete Streets Program as it ensures safety measures identified to provide safe traffic flow and encourage pedestrian and bicycle activity on Town streets.

CONCLUSION

Staff recommends that the City Council listen to the presentation by the Consultant team, ask questions, and provide direction to Staff and Consultant regarding the City Council's preferred design concept for each roadway segment.

ATTACHMENTS

- A. Outreach Summary
- B. Cross-Section Alternatives

ATTACHMENT A

COLMA EL CAMINO REAL BICYCLE & PEDESTRIAN PLAN – OUTREACH PHASE 1 SUMMARY

Events

- Town Hall Public Meeting – Thursday, Sept. 12, 2019, 11:30 a.m. – 1:00 p.m.
- Town Hall Open House – Thursday, Sept. 12, 2019, 5-6:30 p.m.
- BART Station Pop-up – Thursday, Sept. 12, 2019, 5-6:30 p.m.
- Technical Advisory Committee (TAC) Meeting – Friday, Sept. 20, 2019, 10:30 a.m. – 12:00 p.m.
- Online Project Website – August 5 - September 30, 2019

Statistics

- Input from 53 people
- Reached 188 people

Main Takeaways

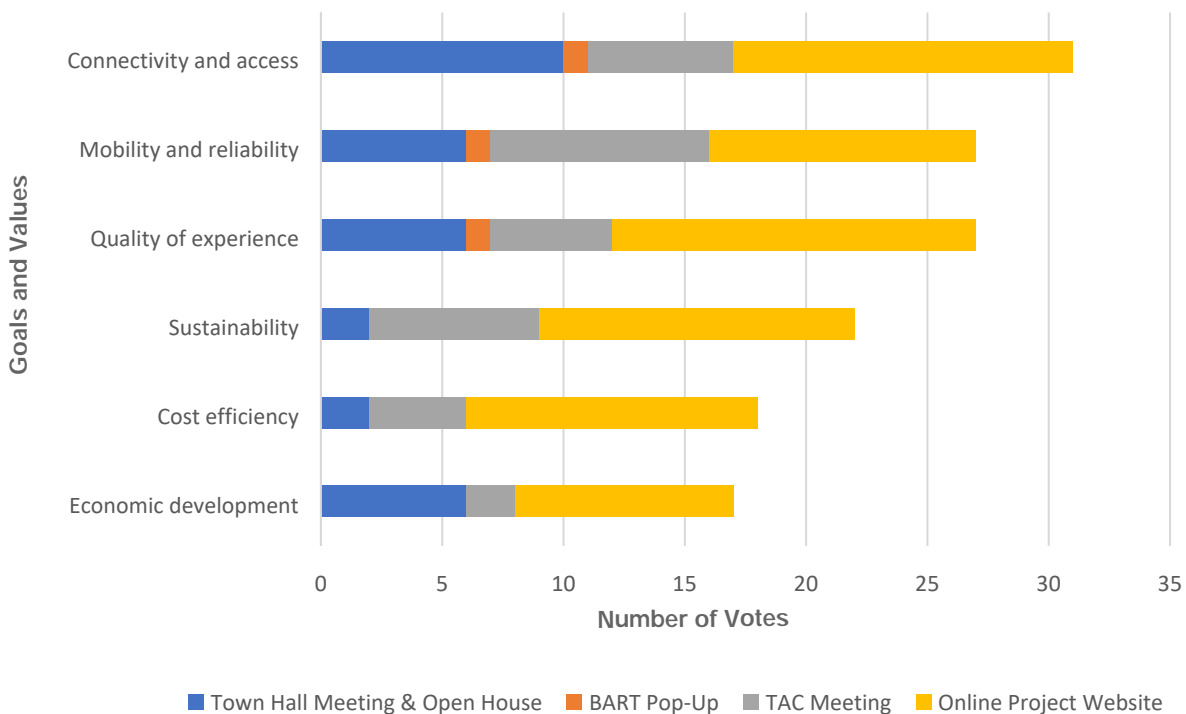
- Y-intersection (Mission Road / El Camino Real) strongly needs improvements, particularly with the new veteran's village on Mission Road. The intersection is unsafe for all modes: vehicles travel at high speeds, the intersection lacks bike & ped infrastructure, and lighting is very poor.
- Traffic signal needed at Collins Avenue / El Camino Real intersection.
- Increase number of pedestrian crossing locations along the corridor; existing ones are insufficient.
- Improve the corridor for people biking through adding bike lanes; multiple people requested protected bike lanes.
- Improve the corridor for people walking through adding pedestrian crossings: providing consistent, wider sidewalks; adding trees for shading; and removing/relocating obstacles such as utility boxes.
- Improve transit conditions with operational improvements (e.g. queue-lane jumps) and/or bus stop improvements (e.g. public spaces at stops)
- Survey respondents' top three goals and values are: 1) safety and public health, 2) quality of experience, and 3) connectivity and access.
- Survey respondents' top three prioritized improvements for the corridor are: 1) improved pedestrian crossings, 2) bike lanes, and 3) sidewalks.

Boards Voting Results

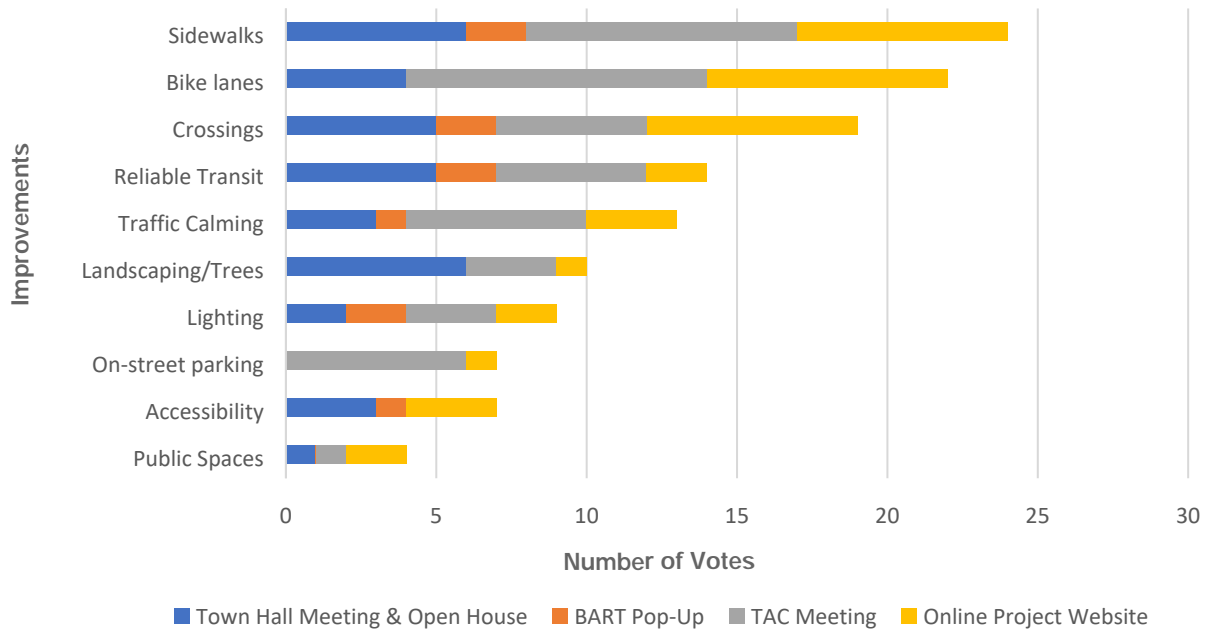
Goals and Values					
	Town Hall Meeting & Open House	BART Pop-Up	TAC Meeting	Online Project Website	TOTAL
Economic development	6	0	2	9	17
Cost efficiency	2	0	4	12	18

Sustainability	2	0	7	13	22
Quality of experience	6	1	5	15	27
Mobility and reliability	6	1	9	11	27
Connectivity and access	10	1	6	14	31
What Improvements Do You Want On El Camino Real?					
Public Spaces	1	0	1	2	4
Accessibility	3	1	0	3	7
On-street parking	0	0	6	1	7
Lighting	2	2	3	2	9
Landscaping/Trees	6	0	3	1	10
Traffic Calming	3	1	6	3	13
Reliable Transit	5	2	5	2	14
Crossings	5	2	5	7	19
Bike lanes	4	0	10	8	22
Sidewalks	6	2	9	7	24

Goals and Values



What Improvements Do You Want On El Camino Real?



Event Notes

Town Hall Public Meeting Summary (Thursday, Sept. 12, 2019, 11:30 a.m. – 1:00 p.m.)

Statistics

- Notification: Email distributed to more than 200 businesses; announcement in Livewire and Town website; flyers distributed to all businesses and residents on Mission Road.
- Attendance: 2 business community members.

Main Takeaways

- Improvements along El Camino Real for people who want to walk or bike are needed and supported.
- Improving safety and connectivity and access are the primary concerns on this corridor.
- Y-intersection (Mission Road / El Camino Real) strongly needs improvements, particularly with the new veteran's village on Mission Road.
- Traffic signal needed at Collins Avenue / El Camino Real intersection.
- Increase number of pedestrian crossing locations along the corridor; existing ones are insufficient.

Discussion questions and comments

- Collins Ave and El Camino Real (ECR): A traffic signal is needed for cars coming off Collins on to ECR. Cars go so fast on ECR.
- Observation: The Town is finishing up the Serramonte/Collins master plan and have found that bike lane are not going to work on Serramonte or Collins. Sharrows may be possible on the downhill grades, but not on the uphill because there is not enough space for dedicated bike lanes, which would be needed.
- Mission Road/ ECR Y-intersection: This needs to be addressed. One of the concerns related to people driving northbound on Mission entering ECR – drivers on ECR think it's a merge but they

have their own lane. Would be nice to add flat bollards or something to avoid the concern. Holy Cross funeral processions go from Mission to ECR, so this is a common concern.

- Demonstrating reduced travel lanes: Could we do a pilot or temporary demonstration to simulate the reduction before doing permanent. Would Caltrans be willing to accommodate a temporary demonstration like this?
- There is an open culvert on one side of ECR, likely within ROW. Need to better understand what is feasible with this.
- Space constraints: Can the median be reduced? What about parking on El Camino?
 - Employees at car dealerships are not able park in the lot and have to park on ECR.
- Policies: Colma is implementing a one space, one vehicle ordinance to address RVs etc.
- Crossing ECR on foot: There are not many places to cross El Camino Real so people often cross outside of a crosswalk or have to walk pretty far out of the way.

BART Pop-Up Summary (Thursday, Sept. 12, 2019, 5-6:30 p.m.)

Statistics

- Had a conversation with 11 people, 3 in Spanish
- Briefly talked to 11 people, 2 in Spanish
- 11 out of 22 people said they do not use or rarely use ECR
- Cards were given to 56 people

Main Takeaways

- Need good traffic light for crossing at ECR and Albert M Teglia Blvd
- Not a friendly corridor to walk because of the land use (cemetery)
- Homeless people near BART
- ECR is busy at peak hours
- Need to synchronize stop/traffic light
- Need more trees and plants
- At Collins: It is a dangerous intersection because drivers quickly exit Collins onto southbound ECR and then continue to Mission, i.e. weaving across two lanes where through vehicles travel at higher speeds
- At Mission: needs to widen/add sidewalks. It is a challenging location for bike to go along ECR here; suggests having reflective bollards.
- Lanes are narrow at Arlington Drive
- Maybe bring back street cars.

TAC Meeting Summary (Friday, Sept. 20, 2019, 10:30 a.m. – 12:00 p.m.)

Meeting Invitees and Attendees

Attendees

- John Goodwin, City Vice Mayor/Council Member, Town of Colma
- Diana Colvin, City Council Member, Town of Colma
- Brian Dossey, City Manager, Town of Colma
- Brad Donohue, Director of Public Works, Town of Colma

- Michael Laughlin, City Planner, Town of Colma
- Abdulkader Hashem, Project Manager, Town of Colma
- Saul Guerrero, Police Officer, Colma Police Department
- Elliot Goodrish, Associate Transportation Planner, Caltrans
- Andrew Heidel, Senior Planner, BART Planning and Development
- Gwen Buckley, Planner, Sam Trans
- Julia Malmo-Laycock, Sustainable Specialist: Active Transportation, San Mateo County
- Jimmy Fu, Civil Engineering Associate, Daly City
- Ralph Baude, Cage Manager, Lucky Chances Casino

Invited but Unable to Attend

- Nell Selander, Deputy Director and PM for Bicycle and Pedestrian Master Plan Update, City of South San Francisco
- Emma Shlaes, Silicon Valley Bike Coalition
- Susan Slomon, Home of Peace Cemetery

Consider Inviting for the Next TAC Meeting

- Mikaela Hiatt, Bicycle and Pedestrian Program Coordinator, City/County Association of Governments
- Unincorporated San Mateo County

Main Takeaways

- Need to increase safety for people walking and biking on El Camino Real.
- Need to provide more shading along El Camino Real.
- This section of El Camino Real is one of the least constrained sections in San Mateo County, so it seems like a good opportunity to implement walking and biking improvements.
- Consider incorporating small public spaces around the bus stops.
- The Y intersection at El Camino Real and Mission Road is unsafe for all modes: vehicles travel at high speeds, the intersection lacks bike & ped infrastructure, and lighting is very poor.
- Speeding is a concern on El Camino Real (all study area).
- El Camino Real between Mission Road and Arlington Drive: 16,000 ADT for 4-lane cross-section should be strongly considered for a road diet.
- Consider bus improvements such as: queue-lane jumps, in-lane stopping, bus-only lane.
- Consider short-term vs. long-term improvements.

Next Steps and Follow-Ups

- BART: Andrew Heidel will check with Kamala Parks on the status and follow up on projects related to BART
- SamTrans: Share information and preliminary results from their “*Reimagine SamTrans - Comprehensive Operations Analysis*” study.
- Town of Colma: Understand the restrictions with respect to the culvert (e.g. can it be covered?) and if there is a ROW/engineering issue. This will significantly affect cost and project complexity.

Detailed Notes

- Brad Donohue, Director of Public Works, Town of Colma

- Connectivity issues are obvious.
- Also need to emphasize the safety needs - needs to be safe for people walking and biking
- Transit connectivity
- There is also a broader connection to community health – people will start to look out other modes of transportation, not just cars. Want people to be using other modes of transportation.
- Disadvantaged communities’ emphasis: Retail has a lot of minimum wage employees who need to be able to travel safely using low cost means
- Is there a chance for roundabouts here?
 - Only consider roundabouts if single lane. Since speeds are high, likely still the Town would need to install PHBs or crosswalk control, so likely roundabouts would not make sense here.
- Abdulkader Hashem, Project Manager, Town of Colma
 - What about a potential road diet?
- Julia Malmo-Laycock, Sustainable Specialist: Active Transportation, San Mateo County
 - Bring in CCAG’s Mikaela Hiatt (new bike/ped coordinator at CCAG)
 - Parts of it could be a lovely walk – but there’s not much shade. It is important to think about as an amenity.
 - Facilities all the way to people’s place of employment
 - Collins/Serramonte – you need to be able to get E/W in addition to N/S
 - Target, dealerships also need bike parking that is visible, secure, and convenient.
- Jimmy Fu, Civil Engineering Associate, Daly City
 - Why El Camino? Junipero Serra Boulevard, other streets are a major issue too.
 - Abdul: SSAR was prepared last year, and El Camino Real gets identified as a corridor in that. Long time coming. Yes, the process will be different. We’ll need to work together.
 - Daly City is doing a sidewalk gap closure. It’s hard. Caltrans is making them justify a lot of this. Not changing the lane widths, they’re making it difficult.
 - Other departments at Caltrans have been difficult to work with.
- Elliot Goodrich, Associate Transportation Planner, Caltrans
 - One of the least constrained sections in San Mateo County – seems like a really good opportunity
- Gwen Buckley, Planner, Sam Trans
 - Healthy Communities memorandum/document should be located at – lots of lessons learned.
- John Goodwin, City Vice Mayor/Council Member, Town of Colma
 - How difficult is to remove a lane on El Camino Real?
 - What happens? What is the process?
 - Elliot: If the traffic information supports it and the community supports it, it should be doable and not a fatal flaw.
 - Memo that says you can’t take out lanes from SamTrans – do we need to give that any weight?

What Are the Related Projects Your Agency Is Working On?

- Andrew Heidel, Senior Planner, BART Planning and Development
 - Network Gap Study
 - What is the timing of Colma?
 - Andy will check with Kamala Parks on the status and follow up
- Gwen Buckley, Planner, Sam Trans
 - Reimagine SamTrans: Comprehensive Operations Analysis
 - Analyzing every single route and redesign based on where the market is, non-riders, riders, etc. Two-year project
 - Will have a TAC that includes Colma
- Elliot Goodrish, Associate Transportation Planner, Caltrans
 - Repaving from San Francisco into SSF. Not programmed yet. Scoping it. 6-7 years from implementation. Would go through this section
 - Bike lanes
 - PHBs
 - Median refuges
 - Could do anything within the curb to curb width
 - Need more substantial discussions around this
 - Some info on those are scoped, and then Caltrans would like to hear what this Plan identifies, so those could be included.
- Jimmy Fu, Civil Engineering Associate, Daly City
 - Bike/Ped Plan – public draft expected in a few months
 - Vision Zero Action Plan – public draft expected in a few months
 - El Camino Real Class III bicycle route. Road diet could be supported there, but having trouble just with getting the sidewalk in.
 - Junipero Serra – sidewalk gap is an issue
 - Found that many of their collisions occurred around dusk, so trying to use lighting

Goals and Priorities

- Bus stops
 - Safe, comfortable, well-lit. Maybe a small public space could be around the bus stops.
 - Park ideas
- ECR/Arlington at the Y is difficult a – traffic light would be good. What is the Town ROW like going into SSF?
 - If that Y is private property – reach out to the property owner. Think about the ROW too.
 - Housing (including Trailer Park) nearby that should be considered – need people to navigate safely
 - Lighting is very poor in this area – difficult at night. Feel like it's a lot speeding there.
 - Also a storage area that people turn into that should be factored in
 - There's a blind turn there too (?) and also a bus stop
 - The bike lane drops around here

- Large veterans housing area on the east side of Mission Road. Already some residents living there. 30 units filled.
 - Outreach opportunity
- Perception that Mission Road traffic may increase with Civic Center development
- On-street parking is used by employees – need to consider their parking in the cross-section or off-street
- Really want a pleasant place for people too
- Sam Trans
 - Queue jumps
 - In-lane stopping
 - Bus only lane
- BART
 - Is there any information about the reliability of the SamTrans buses through here?
 - SamTrans: Should have some information from their COA study? Seeing some preliminary results today.
- What about short-term and long-term improvements? What will this plan get to? Identify the vision tools, could be concrete or paint/plastic.

Next TAC Meeting

- This was a good meeting time 10:30-12:00 on Fridays
- Review the packet/information in advance next time.

Online Input (Project Website) As of 10/10/2019

Statistics

- 132 people visited the online project website
- 16 people responded to survey
- 16 comments provided on the online project webmap

Main Takeaways

- Improve the corridor for people biking through adding bike lanes; multiple people requested protected bike lanes.
- Improve the corridor for people walking through adding pedestrian crossings; providing consistent, wider sidewalks; maintaining landscaping; adding trees for shading; and removing/relocating obstacles such as utility boxes.
- Improve transit through bus-only lanes.
- People drive too fast in this area. Slow cars down through traffic calming improvements.
- Y intersection of El Camino and Mission is dangerous for all. This area needs clearer delineation, safer crossings and bike facilities.
- A traffic signal is needed at Collins and El Camino so people driving can turn left from Collins on to El Camino.
- Survey respondents' top three goals and values are: 1) safety and public health, 2) quality of experience, and 3) connectivity and access.

- Survey respondents' top three prioritized improvements for the corridor are: 1) improved pedestrian crossings, 2) bike lanes, and 3) sidewalks.

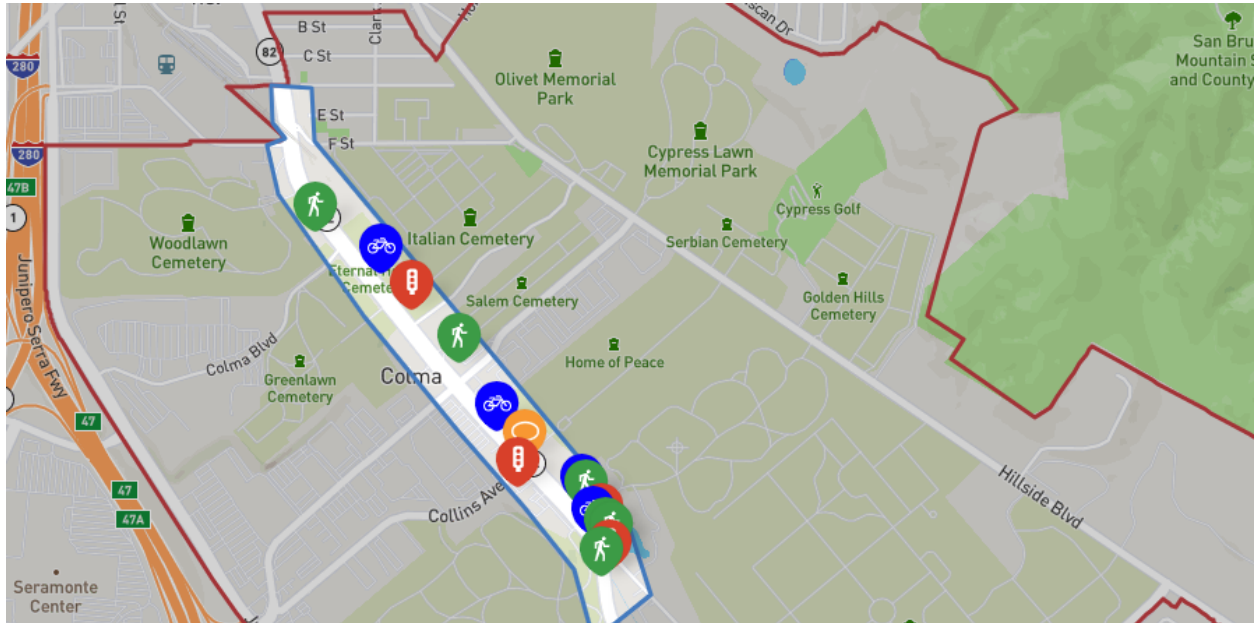
Webmap Input

Sessions
207

Users
117

Avg. Session Duration
00:03:20

Bounce Rate
38.65%

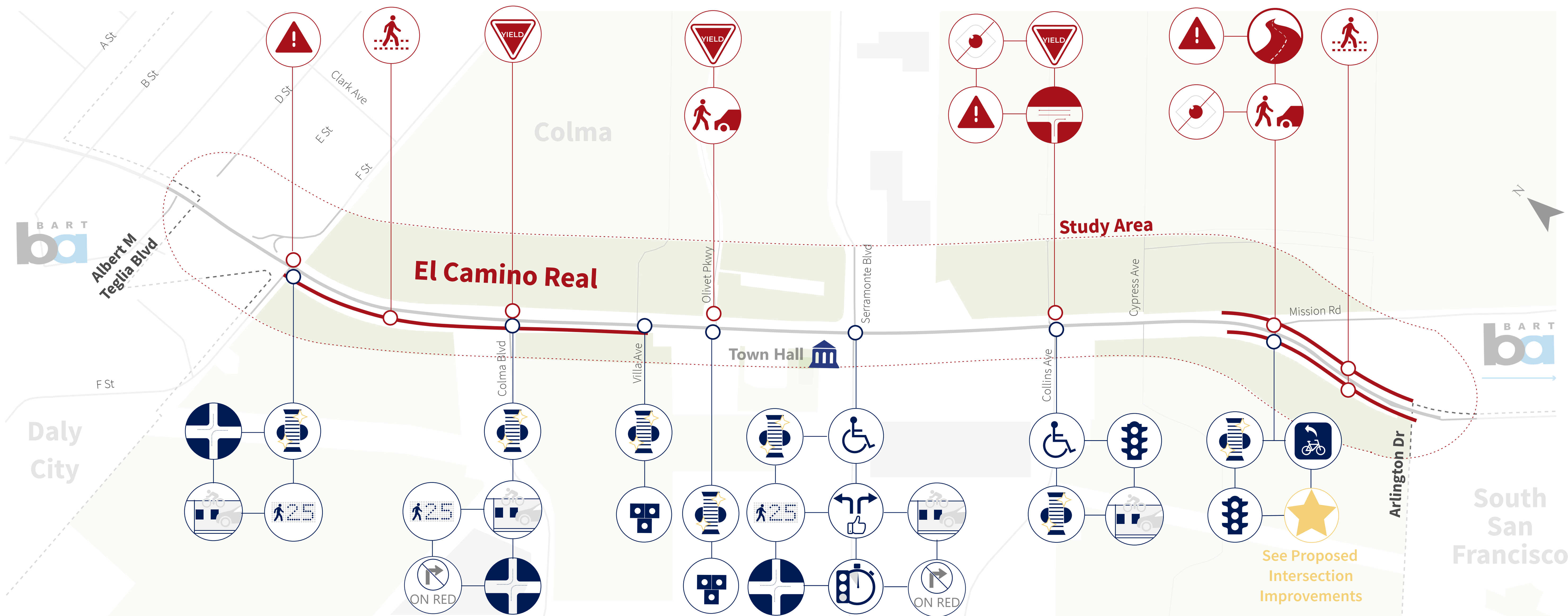




Issues and Potential Improvements

OUTREACH SUMMARY PHASE II

During the first phase of the project, we reviewed recommendations from previous studies, analyzed existing transportation conditions, and gathered input from the community regarding safety, mobility, and connectivity on El Camino Real. This graphic summarizes the issues and potential improvements identified through this process.



Corridor Issues

- No Bicycle Facility
- Speeding

Potential Corridor Improvements

- Provide Bicycle Facilities
- Provide Trees
- Install Speed Feedback Signs
- Provide Sidewalks Where Missing & Increase Number of Pedestrian Crossings
- Implement Road Diet
- Provide Pedestrian-Scale Lighting
- Provide Public Space Around Bus Stops

Intersection Issues

- High-Risk Intersection
- Failure to Yield to Pedestrians
- Wide Travel Lanes
- Poor Visibility
- Missing Sidewalk
- Conflict with Major Street
- Unsafe Crossing

Potential Intersection Improvements

- Add Pavement Marking Delineation
- Green Pavement Markings for Bike-Vehicle Conflicts
- Install Pedestrian Hybrid Beacon
- Reduce Numbers of Left-Turn Lanes
- Prohibit Right Turn On Red
- Provide Protection for Bicycle Turning Movement
- Install Traffic Signal
- Implement Leading Pedestrian Interval
- Add/Enhance Crosswalk
- Update Signal Timing
- Review ADA Compliance
- Modify Turn Lane

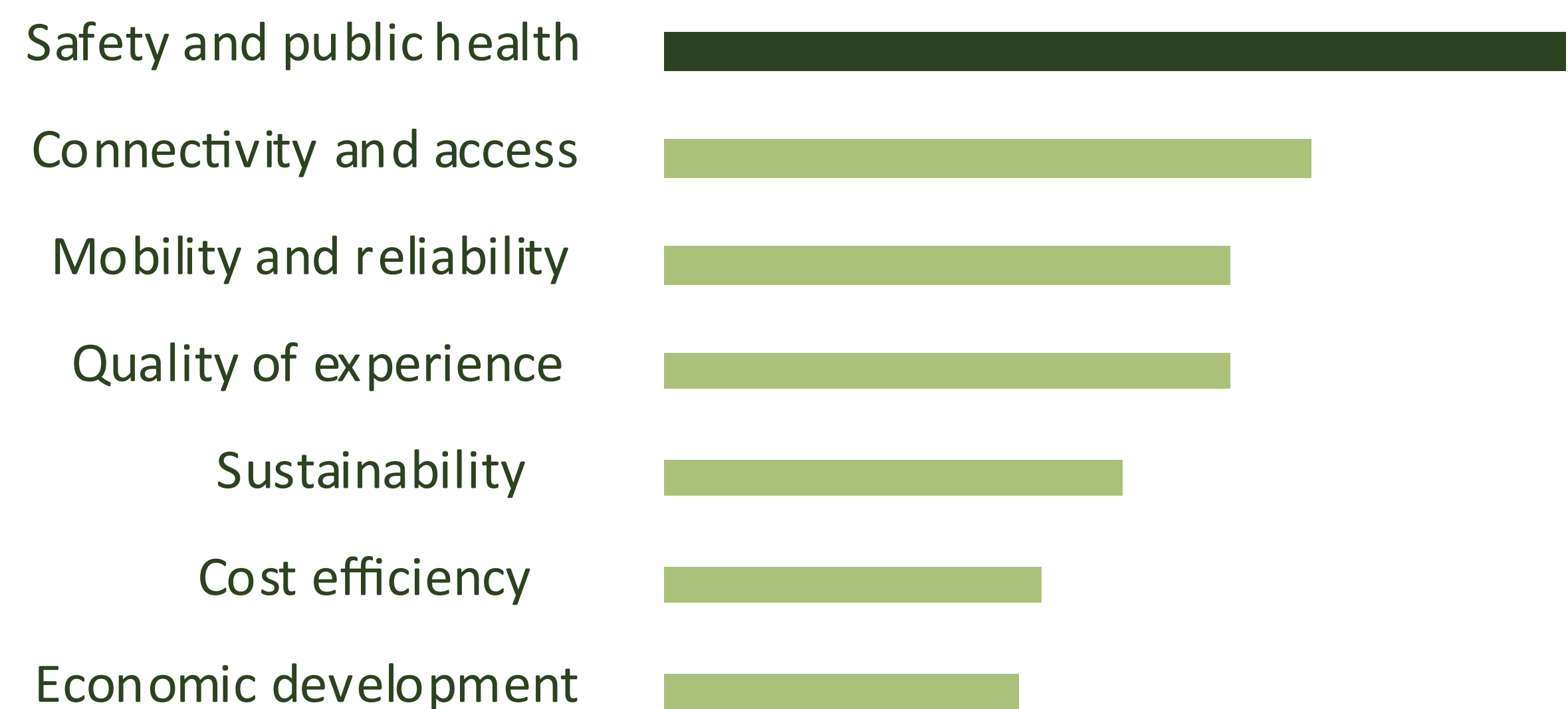
See Proposed Intersection Improvements



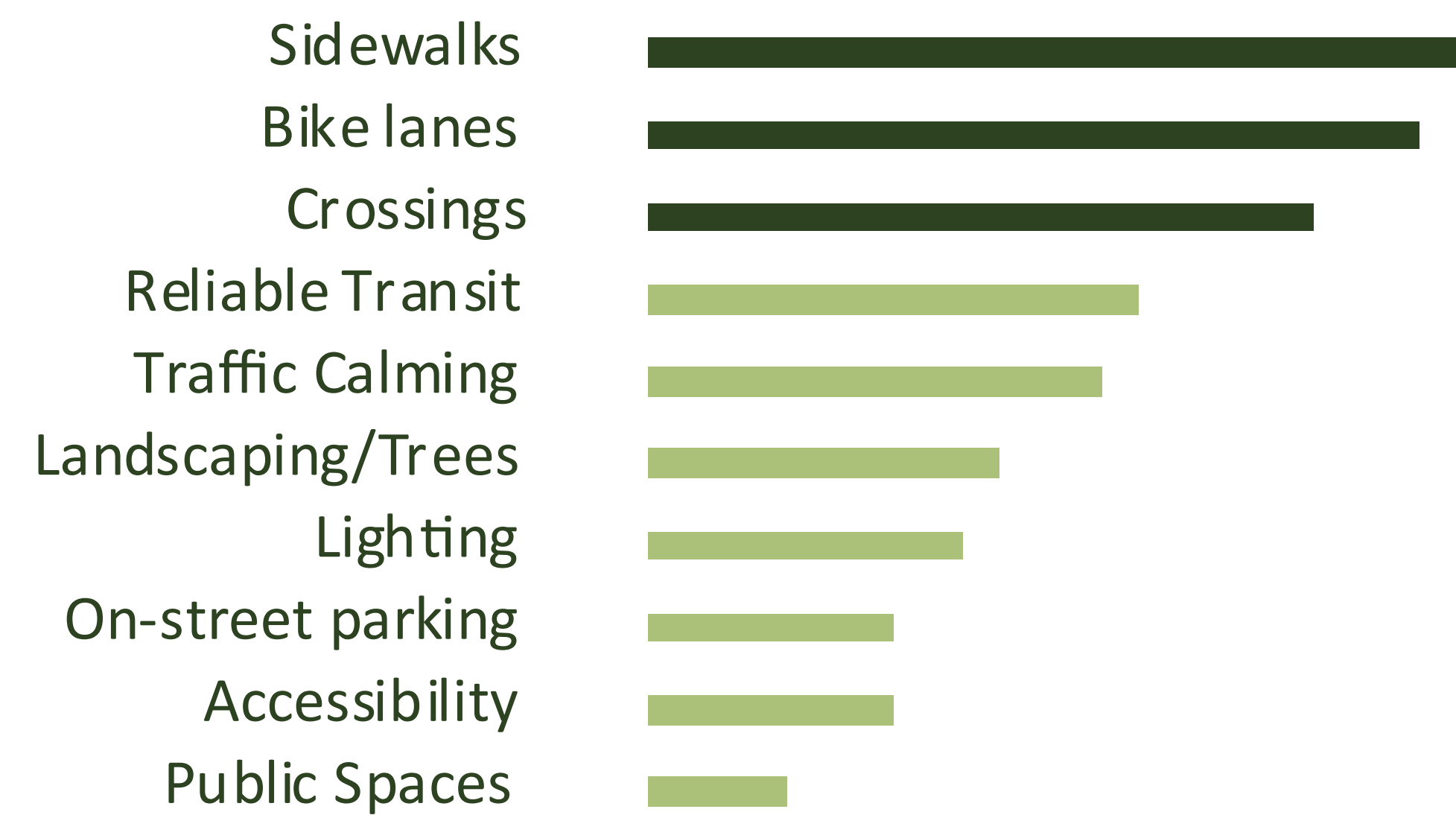
Community Priorities

During the first phase of the project, we learned which project goals are most important to the community and which improvements the community would like to see prioritized along El Camino Real in Colma. This graphic summarizes the priorities of the community.

PROJECT GOALS AND VALUES

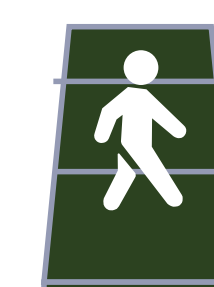


DESIRED IMPROVEMENTS ON EL CAMINO REAL



SAFETY AND PUBLIC HEALTH

Creating safe conditions reduces the severity and frequency of collisions for all modes, as well as promotes physical activity by enhancing the experience of walking and biking.



SIDEWALKS



BIKE LANES



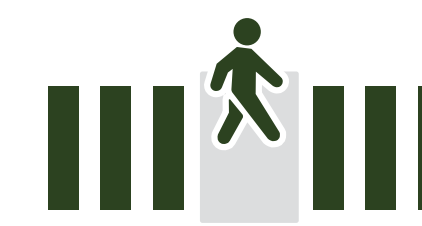
CONNECTIVITY AND ACCESS

Reducing gaps in the transportation network for all modes, including improving pedestrian sidewalks and crossings, bicycle paths, and transit access.



MOBILITY AND RELIABILITY

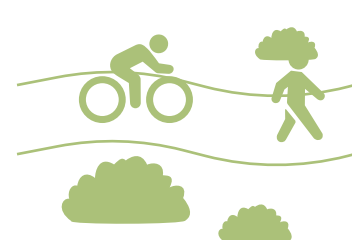
Reducing travel times along the corridor for all modes, including increasing transit reliability and public parking.



IMPROVED PEDESTRIAN/BIKE CROSSINGS



MORE RELIABLE PUBLIC TRANSIT



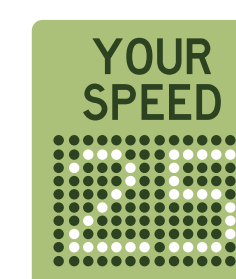
QUALITY OF EXPERIENCE

Creating an integrated environment for pedestrians and bicyclists with improved pathways, vibrant public spaces, and better landscaping.



SUSTAINABILITY

Reducing vehicle use by making walking, biking, and riding transit more accessible improves congestion and environmental impacts.



TRAFFIC CALMING TO REDUCE SPEEDING



LANDSCAPING AND STREET TREES



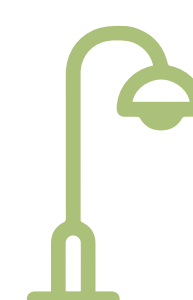
COST EFFICIENCY

Prioritizing cost-effective solutions that align with potential funding sources and minimize project complexity.



ECONOMIC DEVELOPMENT

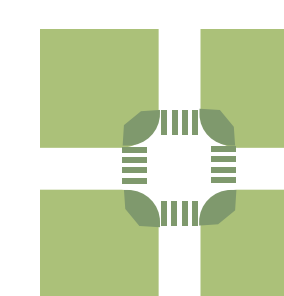
Developing solutions that encourage economic growth and equitable economic opportunities for all neighborhoods and corridor users.



LIGHTING



ON-STREET PARKING



IMPROVED ACCESSIBILITY (E.G., CURB RAMPS)

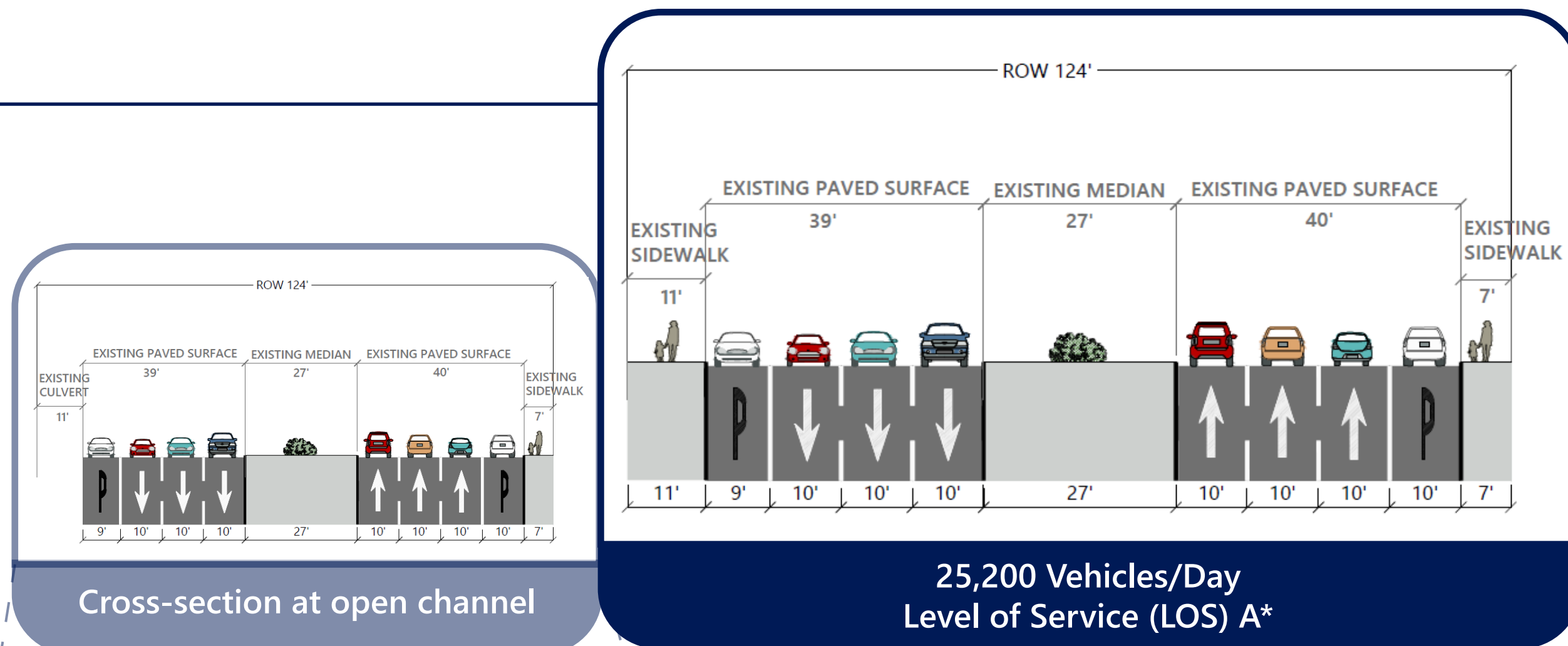


SMALL PUBLIC SPACES SUCH AS POCKET PARKS OR PLAZAS

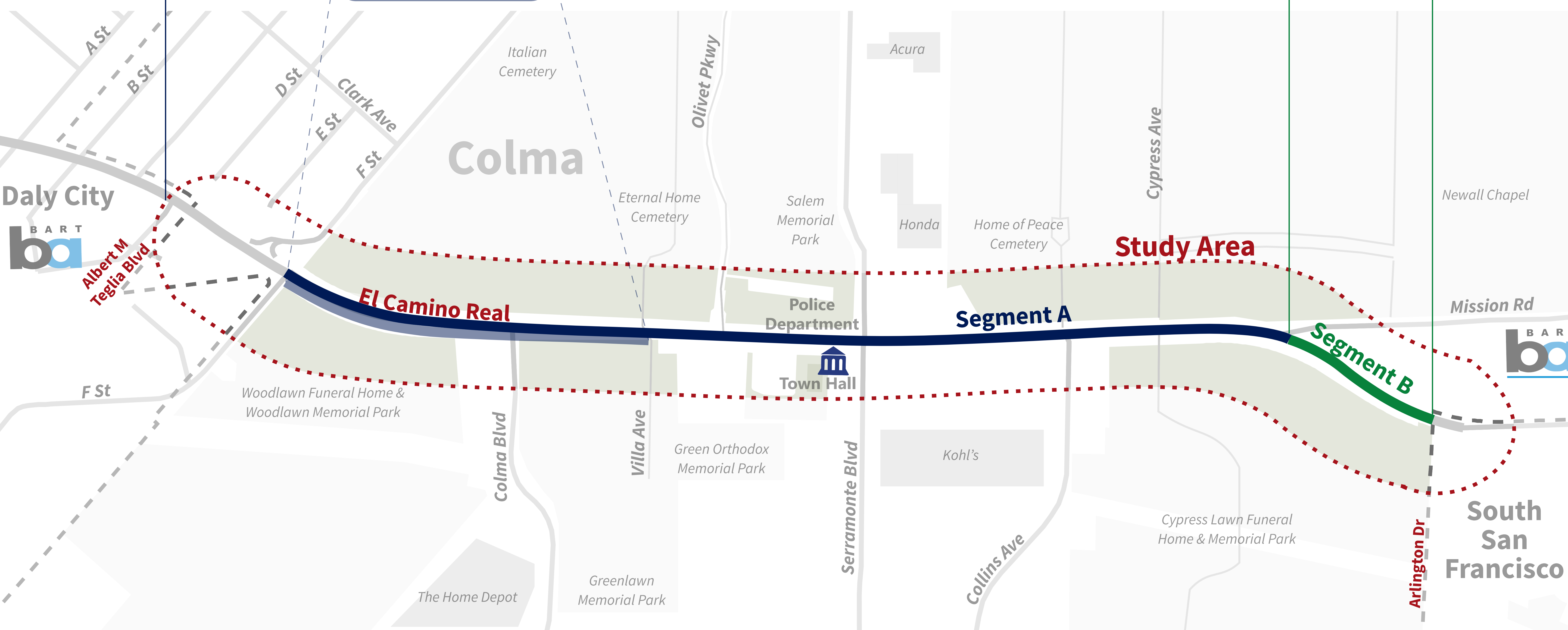
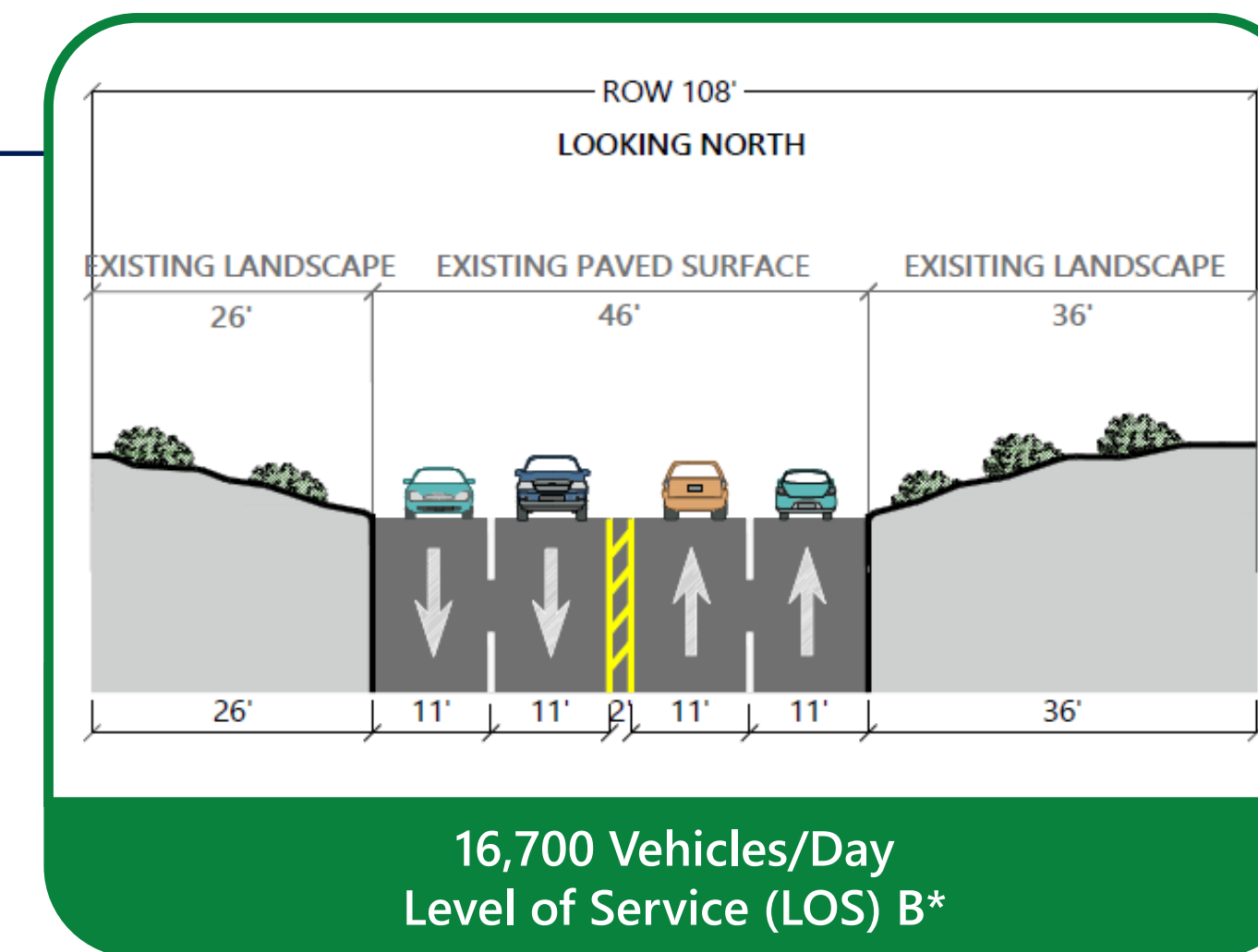
Existing Cross-Sections



CROSS-SECTION SEGMENT A



CROSS-SECTION SEGMENT B

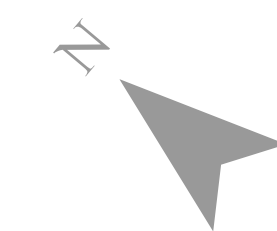


***LEVEL OF SERVICE (LOS) DEFINITIONS:**

LOS A: Free-flow traffic, unimpeded speed
LOS B: Stable traffic flow, minimum delay

LOS C: Stable traffic flow, vehicle movements slightly restricted
LOS D: High-density traffic flow, speed and vehicle movements restricted

LOS E: Traffic at/near capacity, closely-spaced vehicles
LOS F: Traffic over capacity, stop-and-go traffic flow

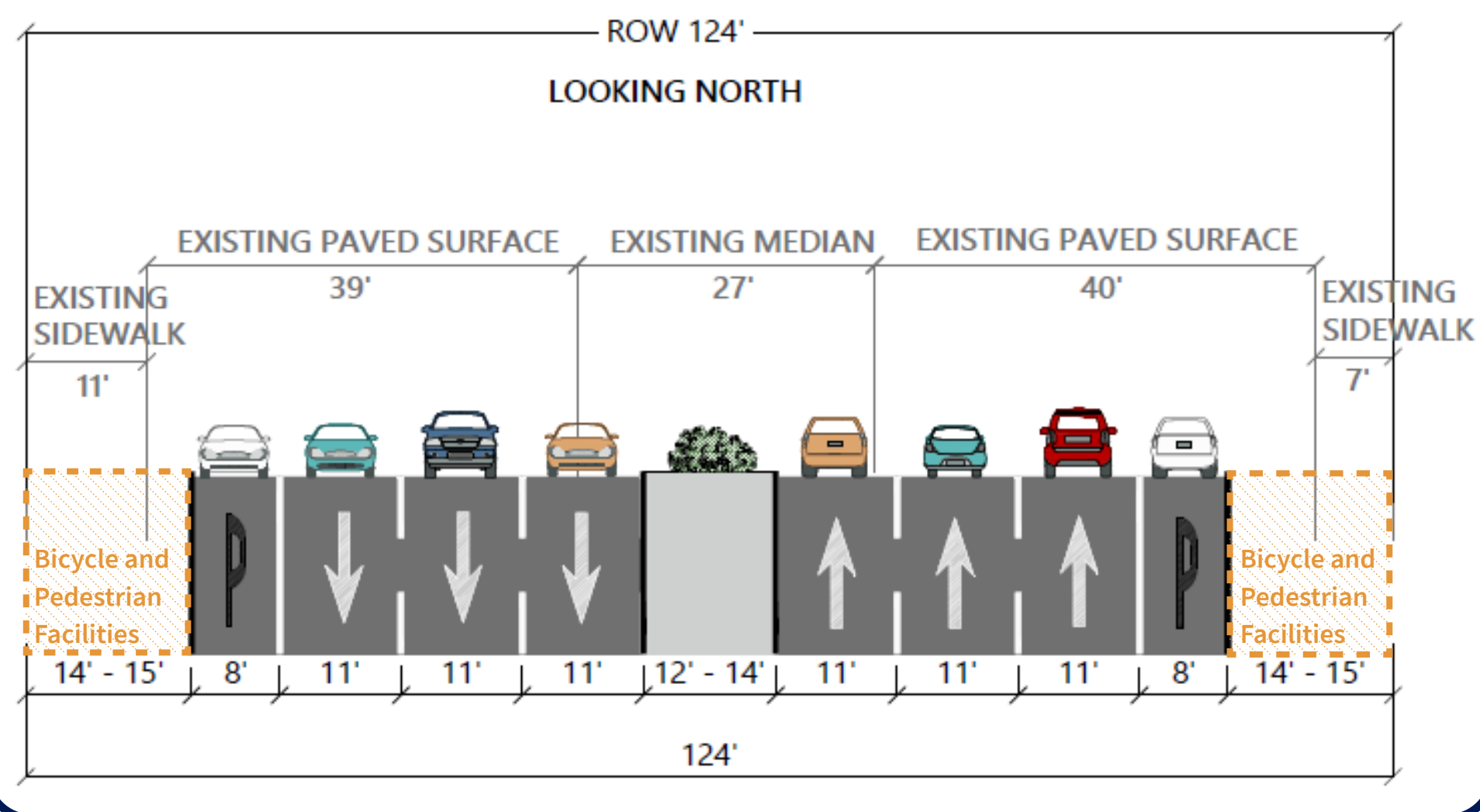




Cross-Section Alternatives: Segment A - Albert M Teglia Boulevard to Mission Road

To improve travel on El Camino Real, the Town of Colma is considering the following cross-section alternatives for the segment between Albert M Teglia Boulevard and Mission Road. All alternatives include bicycle and pedestrian facilities, provide access to destinations along El Camino Real, and maintain most existing parking along the corridor.

ALTERNATIVE A.1



*At the open channel, there will be no parking on the west side of El Camino Real, which is consistent with the existing conditions.



A.1.1 - BIKE LANE AND SIDEWALK

TRADE-OFFS

- Maintains existing three travel lanes per direction (LOS A)
- Does not address speeding issue on El Camino Real
- Does not provide opportunity for landscaping (only at median)
- Increases bicyclist safety and comfort by creating a parking-protected bikeway
- Increases pedestrian safety and comfort by providing buffer between people and vehicle lanes.
- Medium cost level

DO YOU PREFER ALTERNATIVE A.1 - BIKE LANE AND SIDEWALK?

PLACE STICKER HERE TO VOTE

WHY DO YOU PREFER THIS ALTERNATIVE?

PLACE STICKY NOTE HERE FOR COMMENTS



A.1.2 - SHARED USE PATH

TRADE-OFFS

- Maintains existing three travel lanes per direction (LOS A)
- Does not address speeding issue on El Camino Real
- Provides opportunity for landscaping strip
- Increases bicyclist safety and comfort by creating bikeway physically separated from vehicles, although space shared with pedestrians
- Increases pedestrian safety and comfort by providing buffer between people and vehicle lanes, although path shared with bicyclists
- Medium cost level

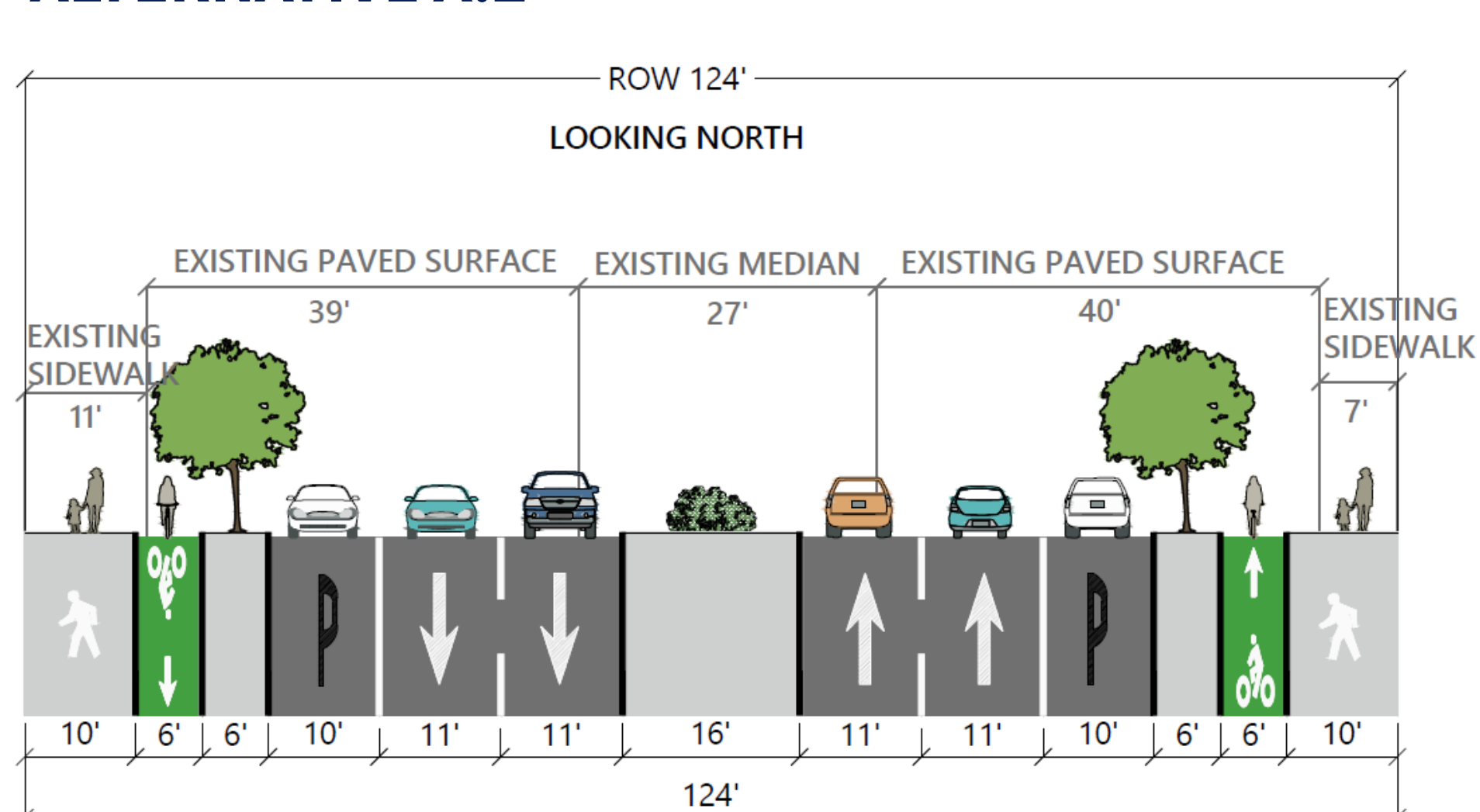
DO YOU PREFER ALTERNATIVE A.1 - SHARED USE PATH?

PLACE STICKER HERE TO VOTE

WHY DO YOU PREFER THIS ALTERNATIVE?

PLACE STICKY NOTE HERE FOR COMMENTS

ALTERNATIVE A.2



*At the open channel, there will be no parking on the west side of El Camino Real, which is consistent with the existing conditions.

TRADE-OFFS

- Reduces number of travel lanes to two travel lanes per direction (LOS B)
- Reduces vehicle speeds through reduction in number of travel lanes and wide planting strip
- Provides opportunity for street trees
- Increases bicycle safety and comfort by reducing number of travel lanes and creating a parking-protected bikeway physically separated from vehicles
- Increases pedestrian safety and comfort by reducing number of travel lanes and providing buffer between people and vehicle lanes
- Medium to high cost level

DO YOU PREFER ALTERNATIVE A.2?

PLACE STICKER HERE TO VOTE

WHY DO YOU PREFER THIS ALTERNATIVE?

PLACE STICKY NOTE HERE FOR COMMENTS

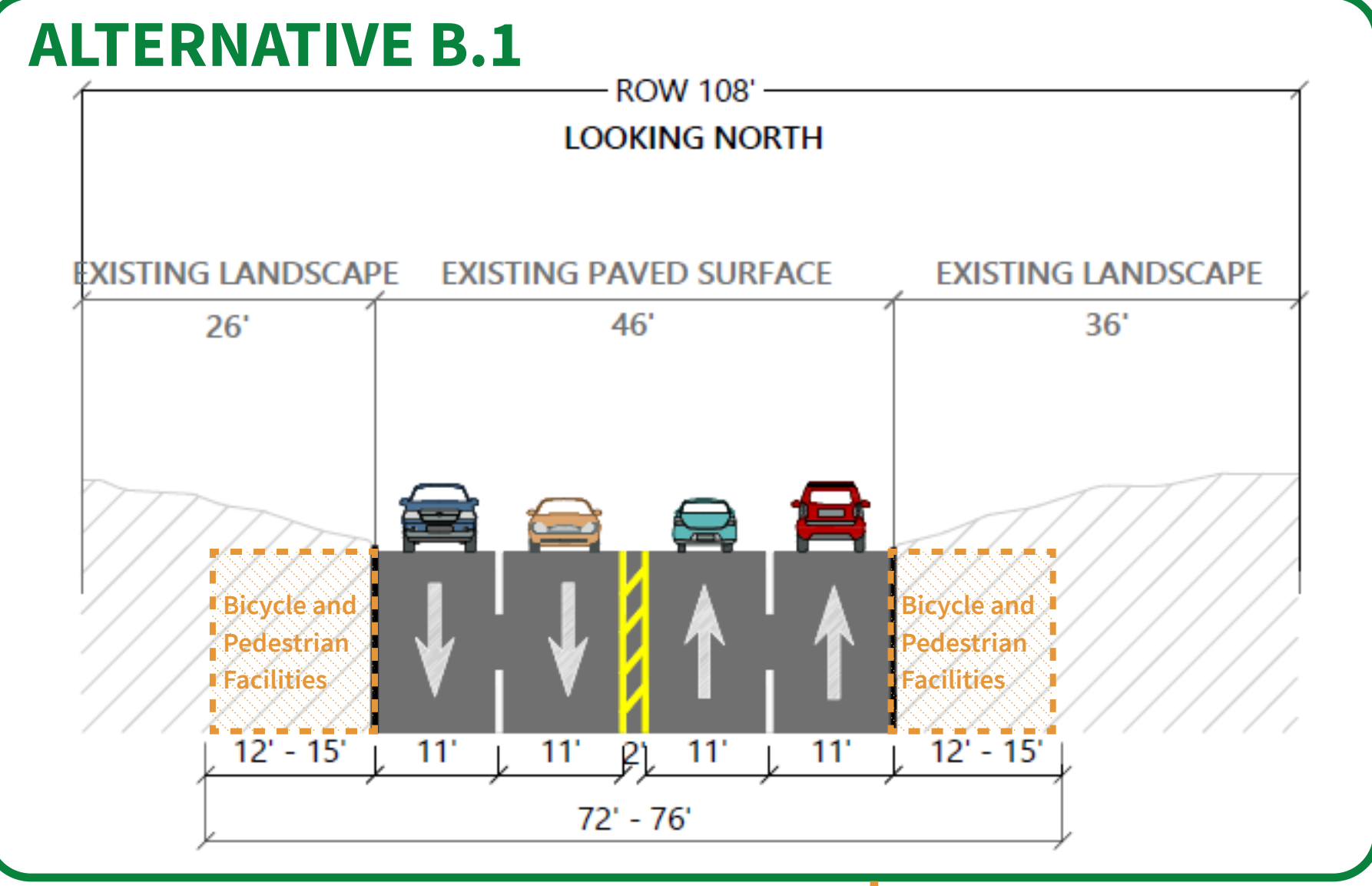


Cross-Section Alternatives: Segment B - Mission Road to Arlington Drive

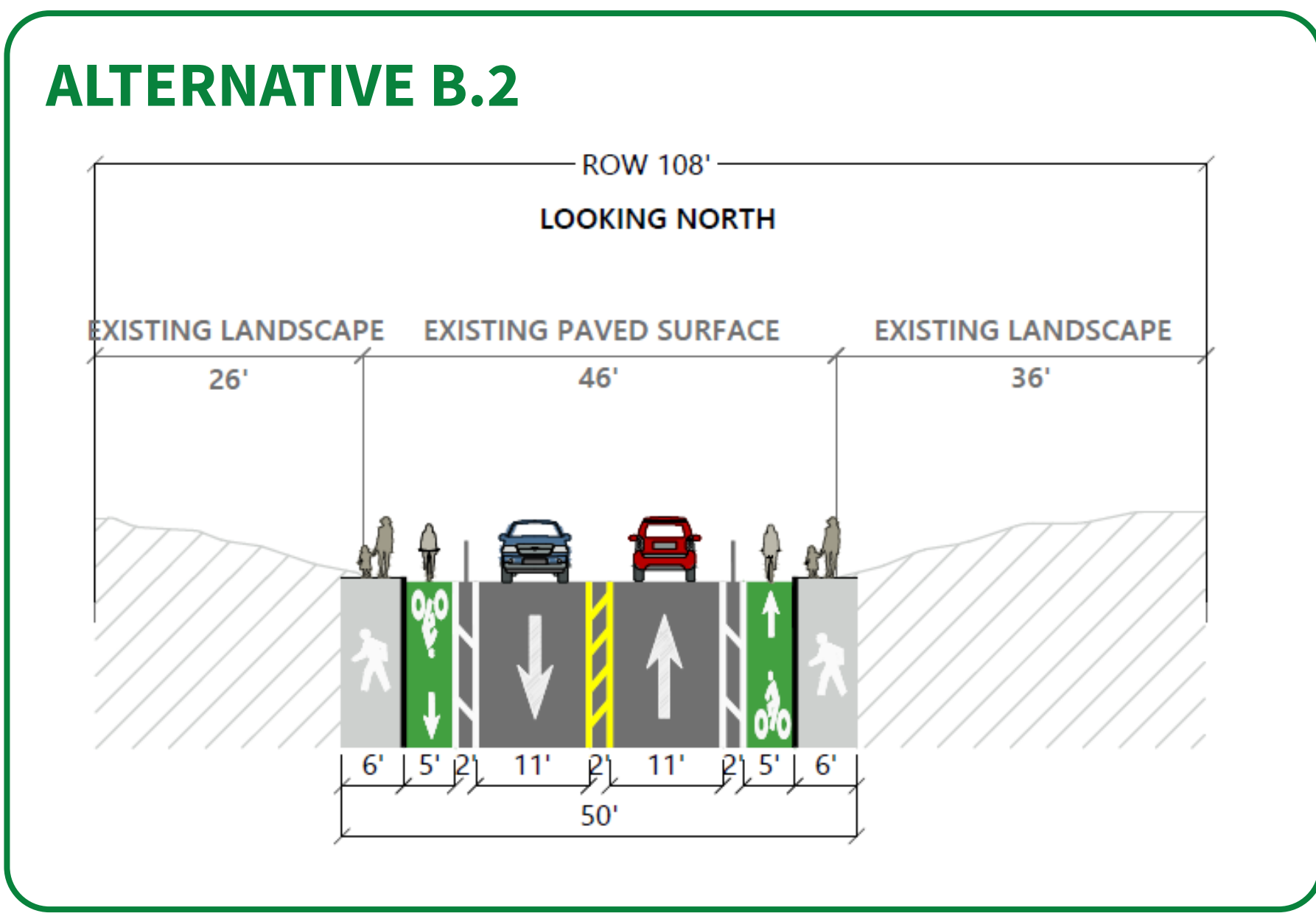
To improve travel on El Camino Real, the Town of Colma is considering the following cross-section alternatives for the segment between Mission Road and Arlington Drive. All alternatives include bicycle and pedestrian facilities as well as access to destinations along El Camino Real.



B.1.1 - BIKE LANE AND SIDEWALK



B.1.2 - SHARED USE PATH



TRADE-OFFs

- Maintains existing two travel lanes per direction (LOS B)
- Does not address speeding issue on El Camino Real
- Increases bicyclist safety and comfort by creating bikeway physically separated from vehicles
- Increases pedestrian safety and comfort by adding a sidewalk on both sides
- Very high cost level - all improvements outside of existing paved surface; requires addition of grading and retaining walls

** Right-of-way at Arlington Drive is narrower (67 feet) than the proposed cross-section for Alternative B.3 (76 feet); adjustments at the intersection, will be needed.*

TRADE-OFFs

- Maintains existing two travel lanes per direction (LOS B)
- Does not address speeding issue on El Camino Real
- Increases bicyclist safety and comfort by creating bikeway physically separated from vehicles, although space shared with pedestrians
- Increases pedestrian safety and comfort by adding a path on both sides, although path shared with bicyclists
- Very high cost level - all improvements outside of existing paved surface; requires addition of grading and retaining walls

** Right-of-way at Arlington Drive is narrower (67 feet) than the proposed cross-section for Alternative B.3 (76 feet); adjustments at the intersection, will be needed.*

TRADE-OFFs

- Reduces number of travel lanes to one travel lane per direction (LOS D)
- Reduces vehicle speeds through reduction in number of travel lanes
- Increases bicyclist safety and comfort by reducing number of travel lanes and creating a bikeway physically separated from vehicles
- Increases pedestrian safety and comfort by reducing number of travel lanes and adding a sidewalk on both sides
- Medium cost level - most improvements within existing paved surface, requires new curbs and drainage

DO YOU PREFER ALTERNATIVE B.1 - BIKE LANE AND SIDEWALK?

PLACE STICKER HERE TO VOTE

WHY DO YOU PREFER THIS ALTERNATIVE?

PLACE STICKY NOTE HERE FOR COMMENTS

DO YOU PREFER ALTERNATIVE B.1 - SHARED USE PATH ?

PLACE STICKER HERE TO VOTE

WHY DO YOU PREFER THIS ALTERNATIVE?

PLACE STICKY NOTE HERE FOR COMMENTS

DO YOU PREFER ALTERNATIVE B.2?

PLACE STICKER HERE TO VOTE

WHY DO YOU PREFER THIS ALTERNATIVE?

PLACE STICKY NOTE HERE FOR COMMENTS



El Camino Real/Mission Road (Y Intersection)

During the first phase of the project, the Y intersection was identified as a location in particular need of improvements. Based on an analysis of existing transportation conditions, a review of recommendations from previous studies, and input gathered from the community, we identified a set of recommendations for intersection improvements.

The improvements presented here are compatible with the proposed cross-section alternatives for Segment A and Segment B. A detailed concept design will be developed once the preferred cross-section alternative is chosen for each segment. **Please provide your input.**

Existing Conditions



Intersection Issues

- High-risk intersection
- Wide travel lanes
- No bicycle facility
- Missing sidewalk
- Unsafe crossing
- Difficulty in making left turns from southbound El Camino Real to Mission Road
- Poor visibility
- Speeding

Potential Improvements



Other Potential Improvements

- Provide clear zone for line of sight
- Provide pedestrian facilities
- Provide bicycle facilities
- Provide pedestrian-scale lighting
- Explore opportunities for curb extension
- Add advance stop lines

PLACE STICKY NOTE HERE FOR COMMENTS

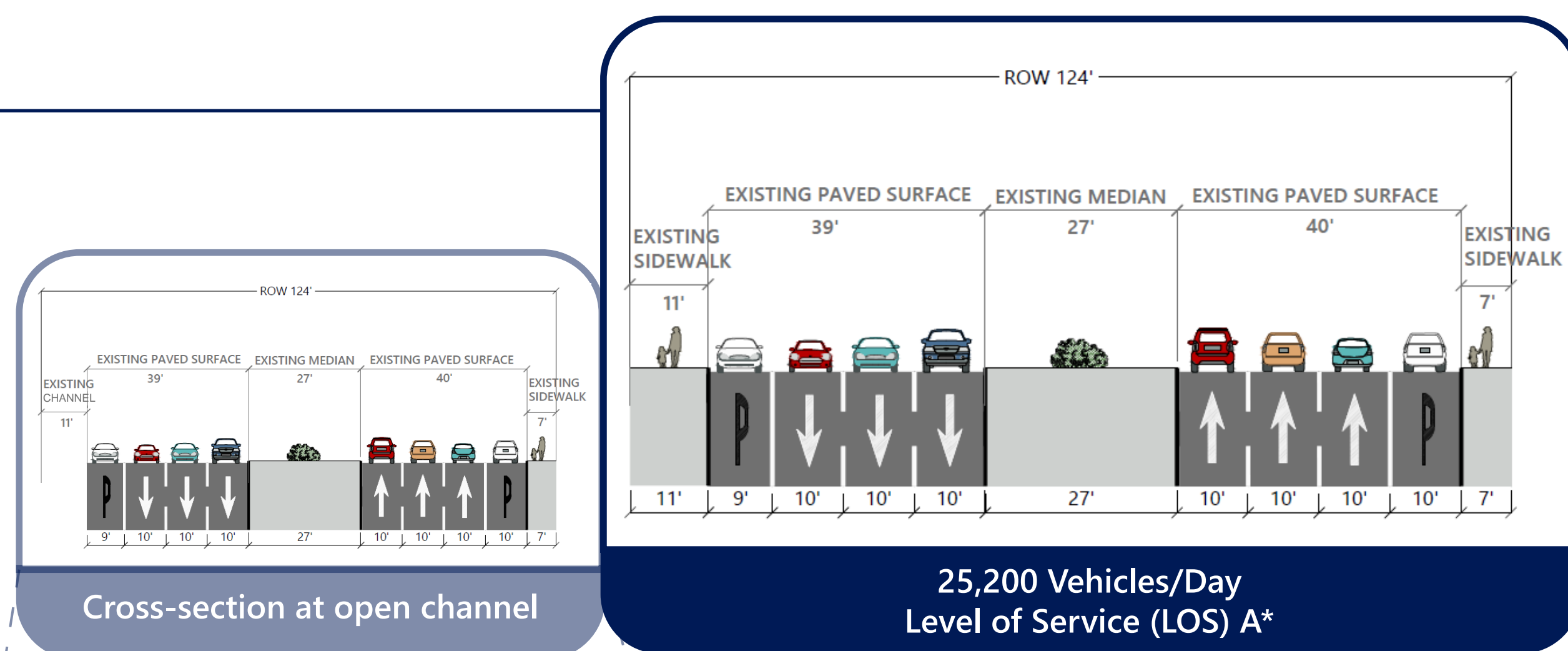
- Square-up intersection to improve sight lines and shorten crossing distance, reduce turning radii and speeds of turning vehicles.
- Install traffic signal
- Allow left turn
- Add high-visibility crosswalks



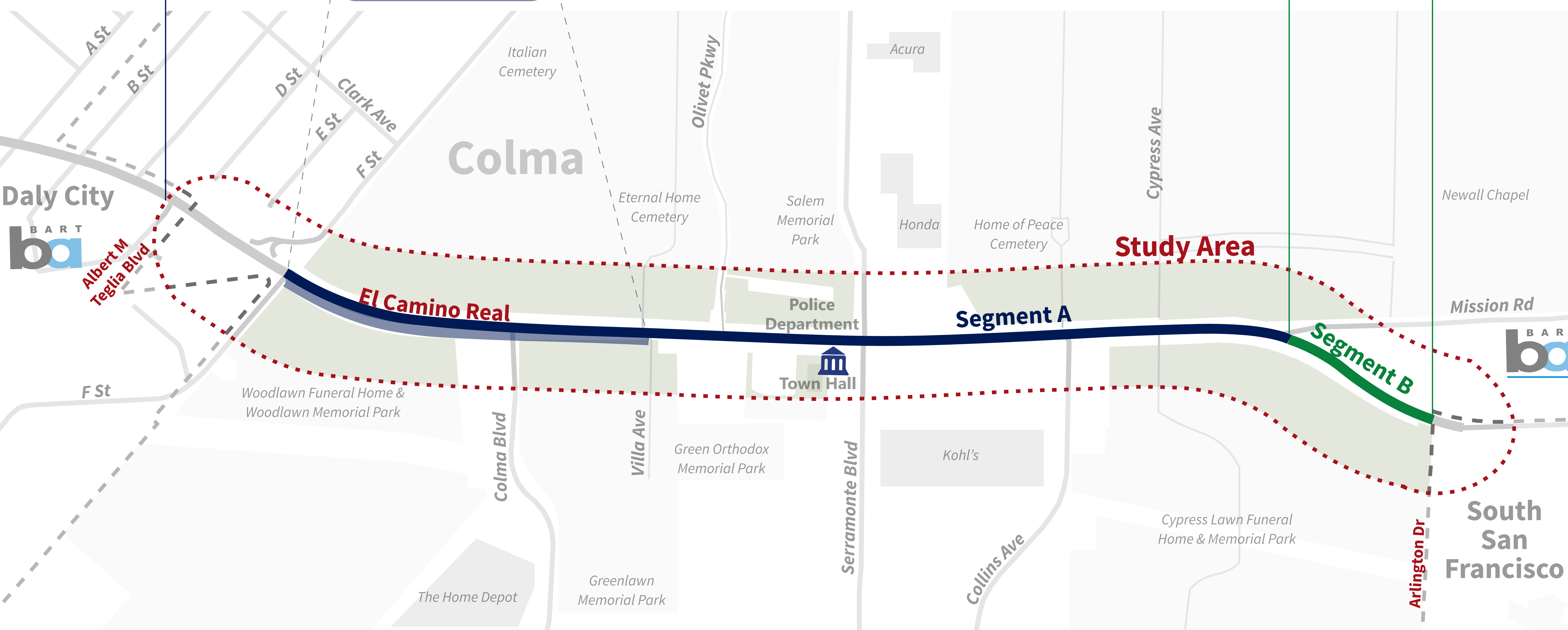
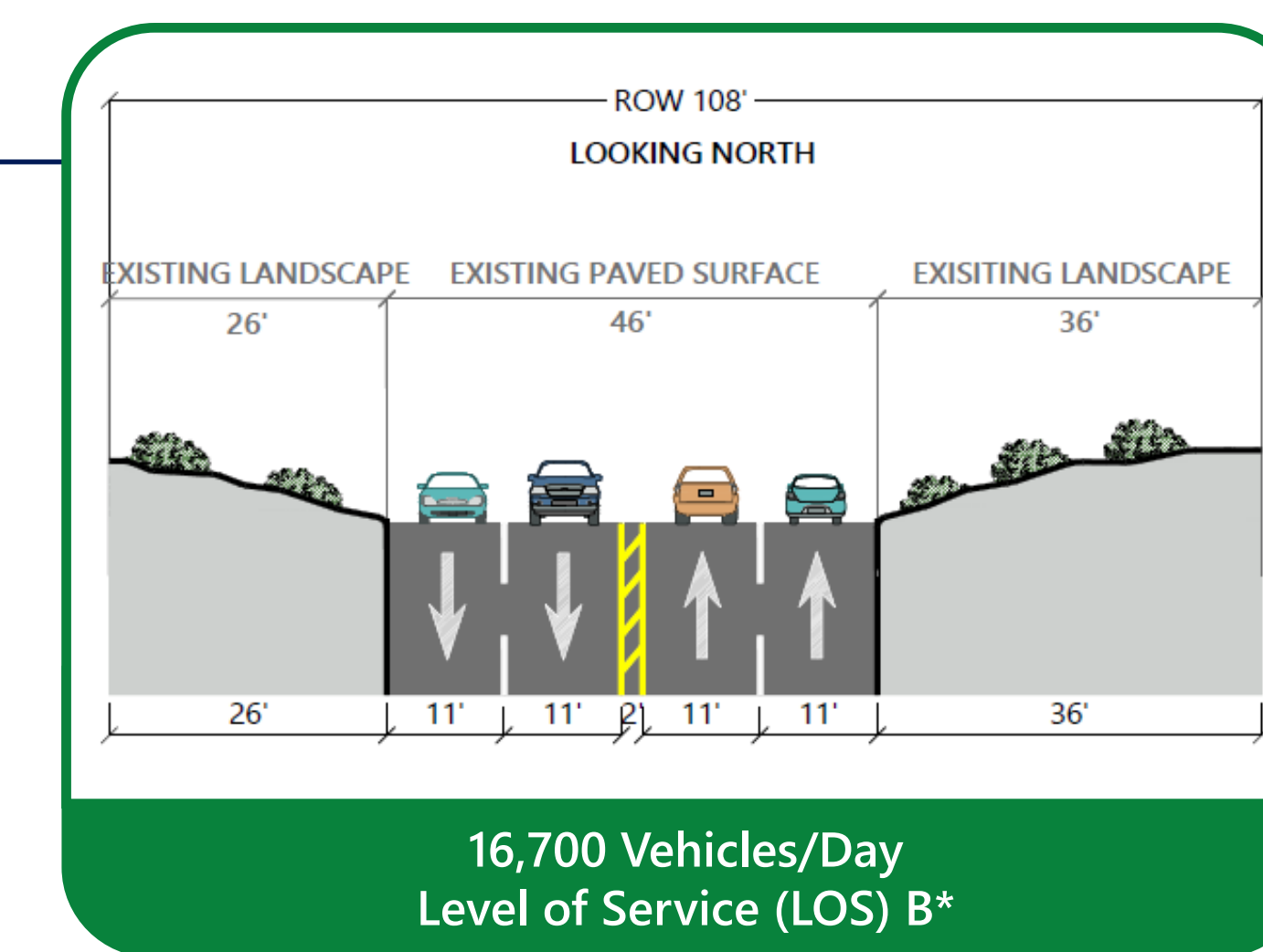
Existing Cross-Sections



CROSS-SECTION SEGMENT A



CROSS-SECTION SEGMENT B

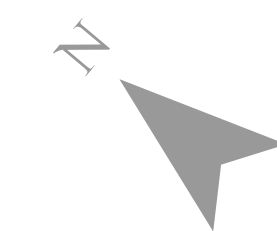


*LEVEL OF SERVICE (LOS) DEFINITIONS:

LOS A: Free-flow traffic, unimpeded speed
LOS B: Stable traffic flow, minimum delay

LOS C: Stable traffic flow, vehicle movements slightly restricted
LOS D: High-density traffic flow, speed and vehicle movements restricted

LOS E: Traffic at/near capacity, closely-spaced vehicles
LOS F: Traffic over capacity, stop-and-go traffic flow

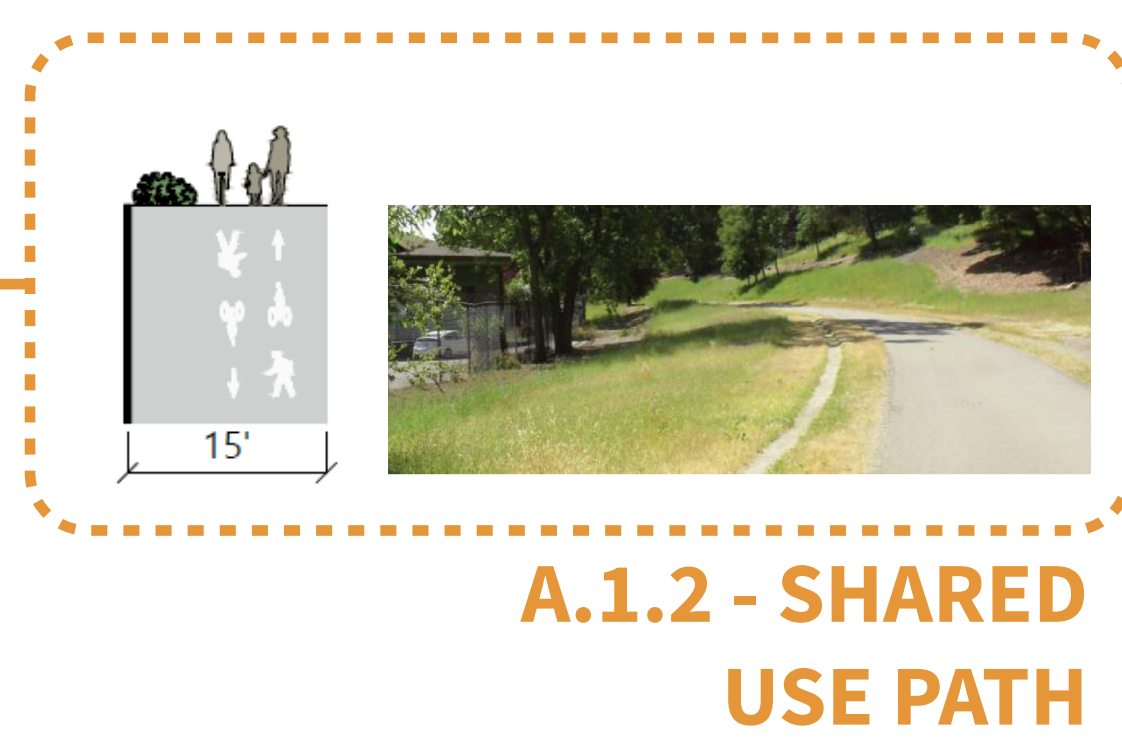
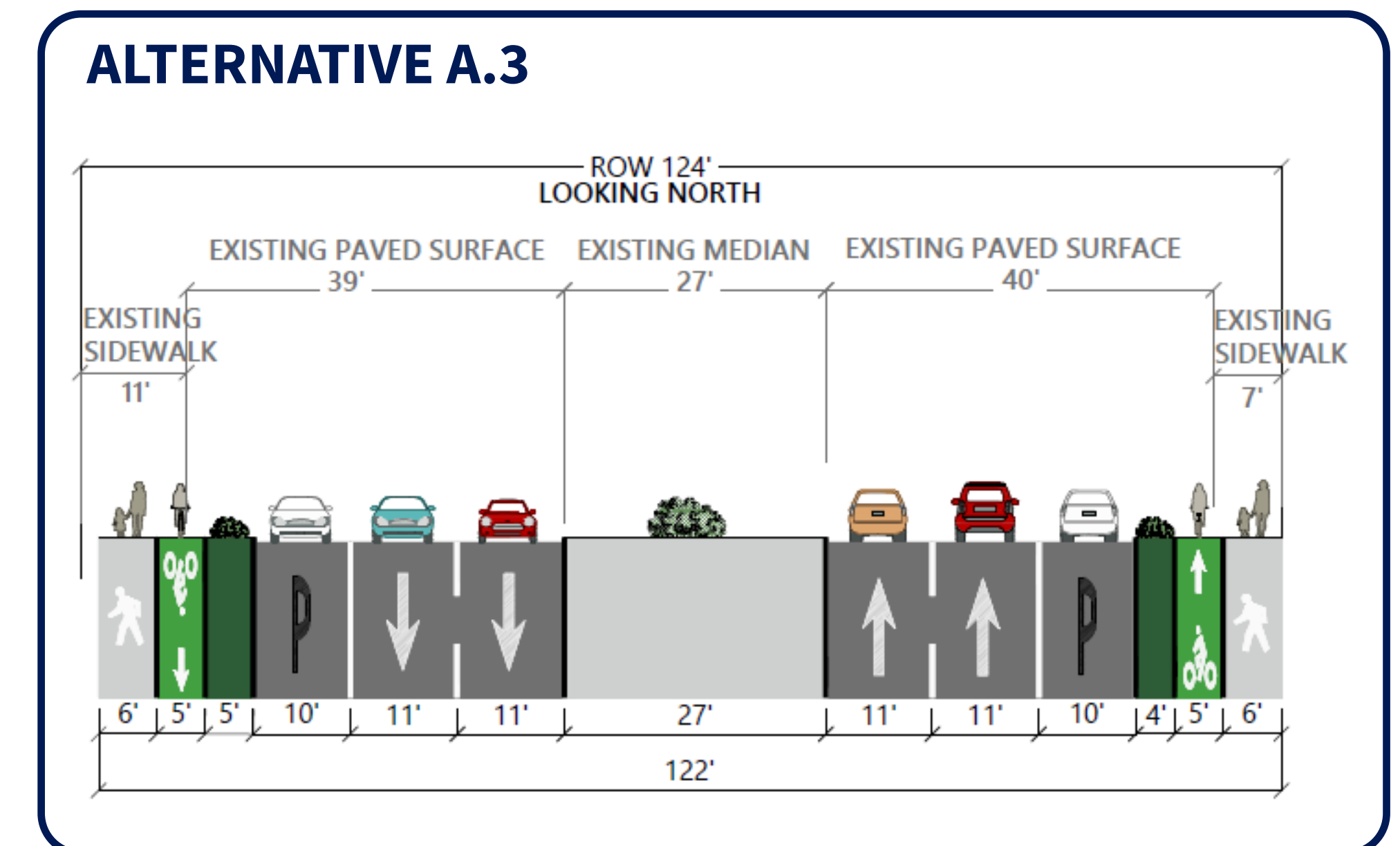
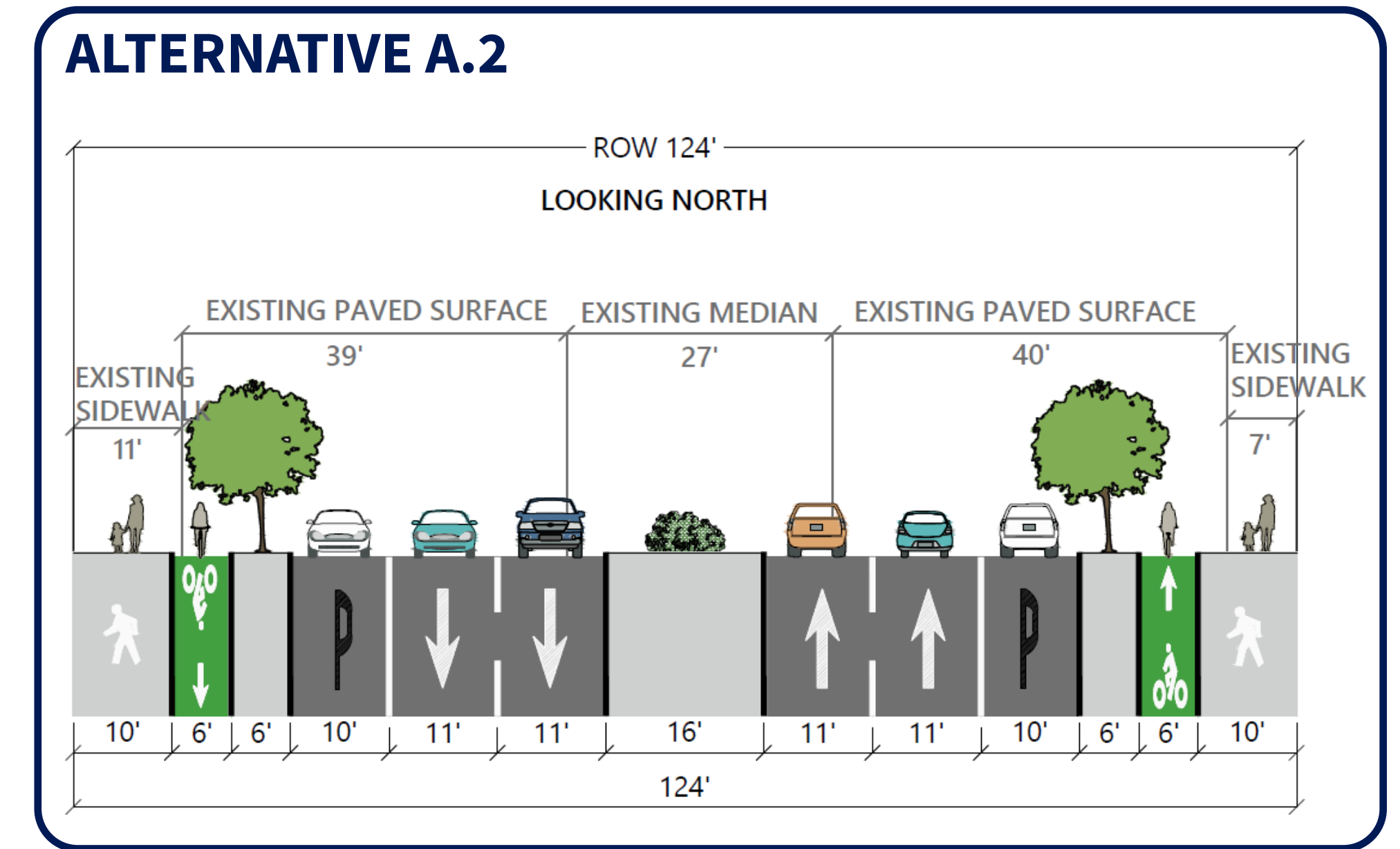
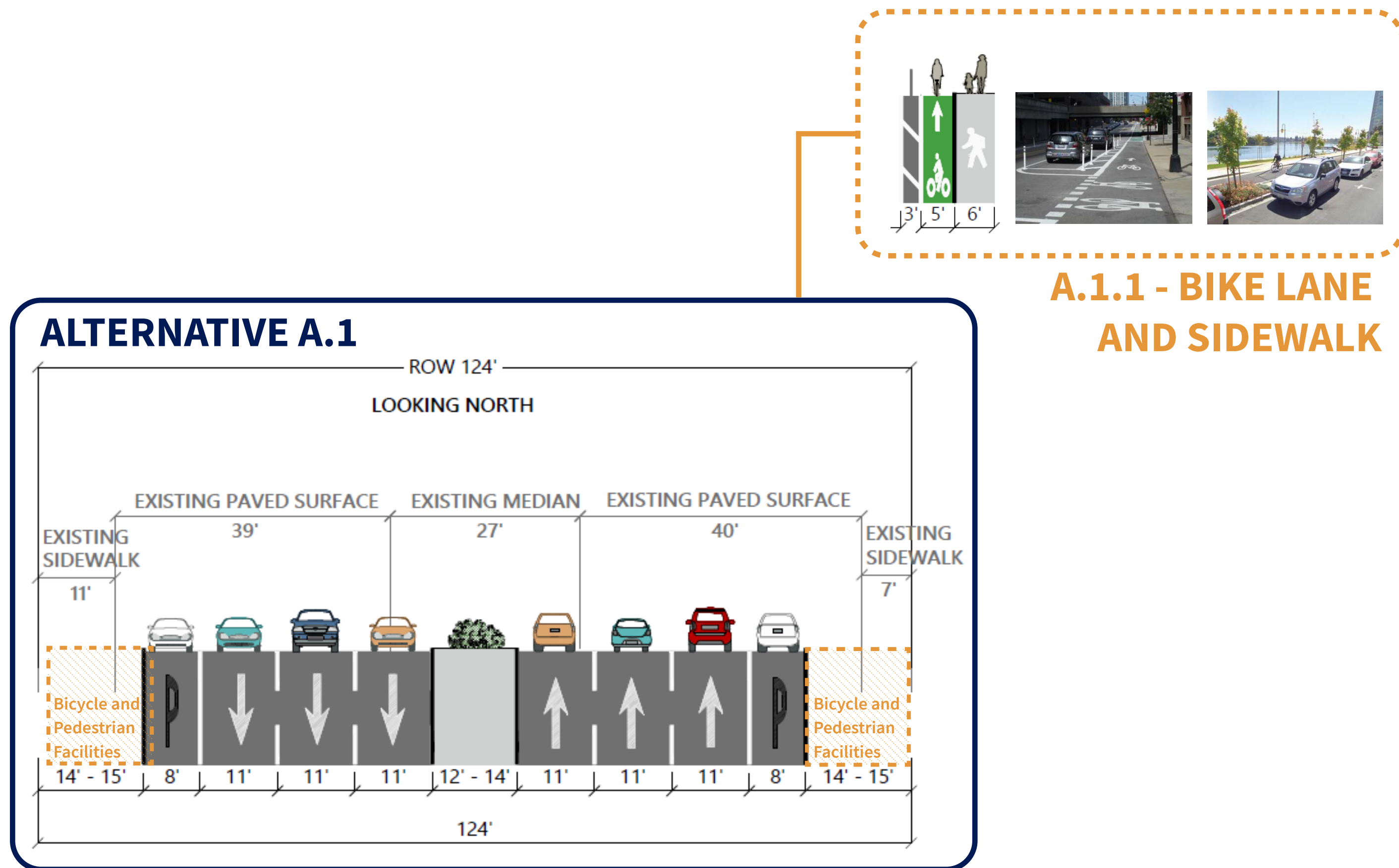




Cross-Section Alternatives: Segment A - Albert M Teglia Boulevard to Mission Road

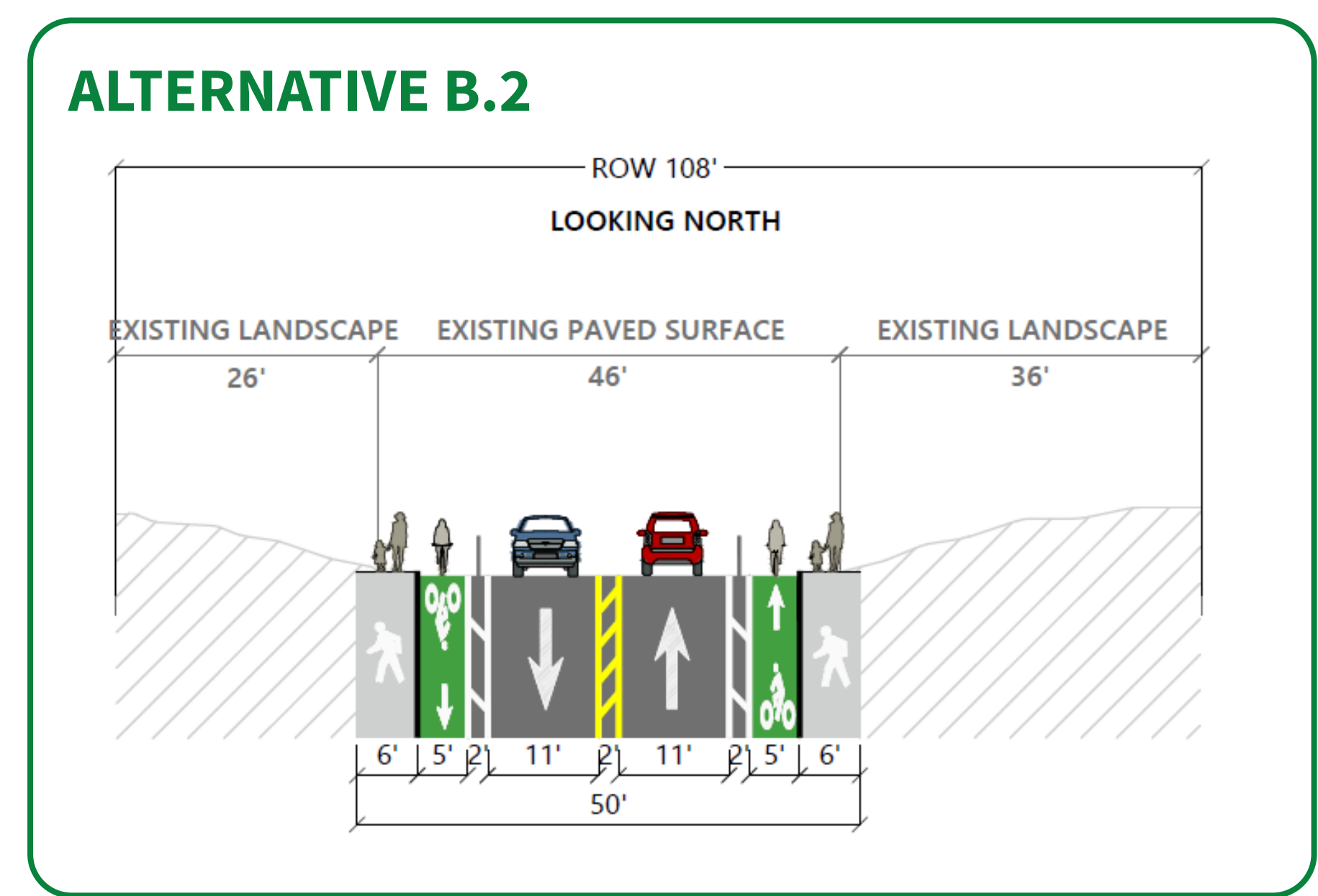
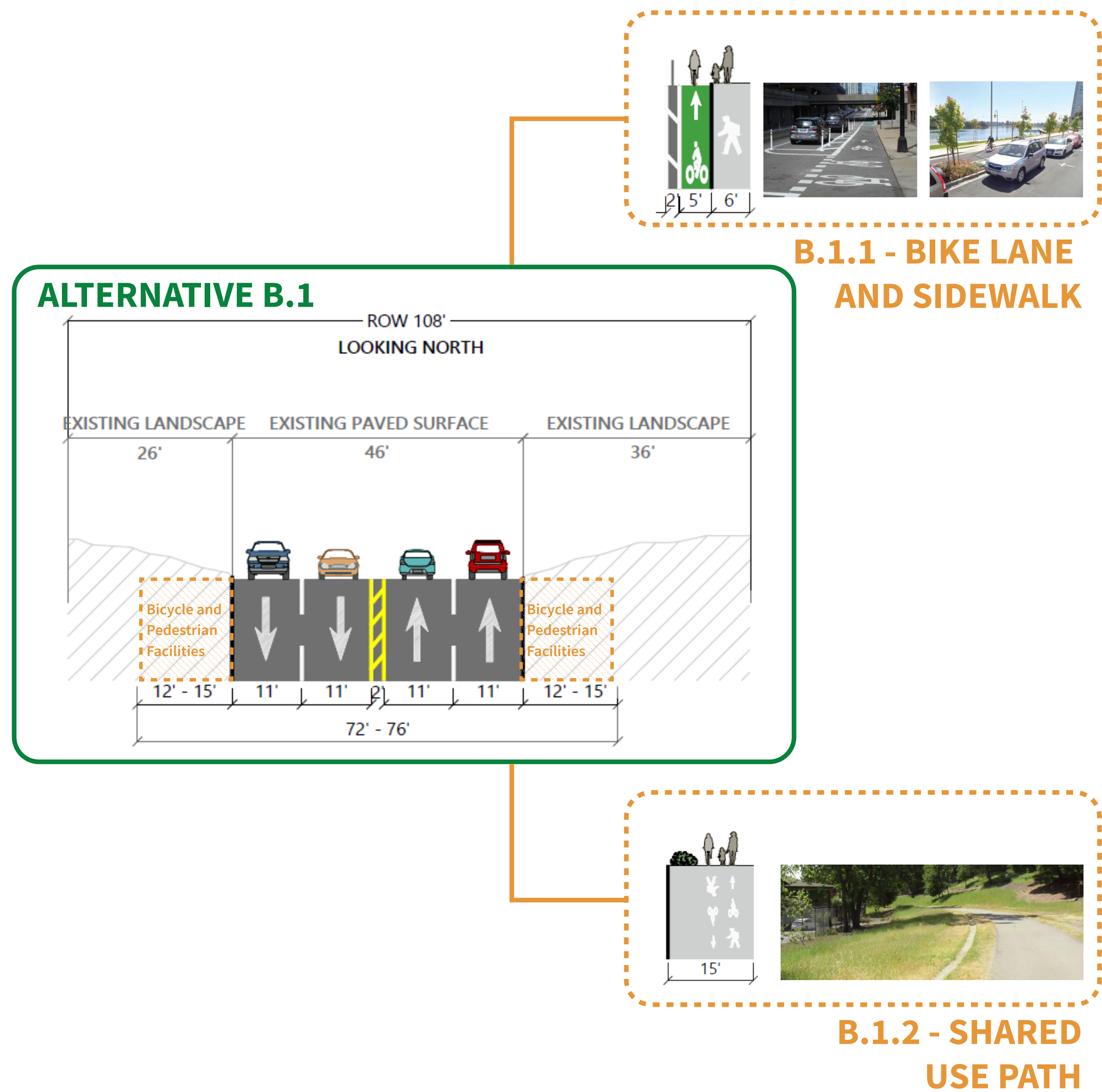
To improve travel on El Camino Real, the Town of Colma is considering the following cross-section alternatives for the segment between Albert M Teglia Boulevard and Mission Road. All alternatives include bicycle and pedestrian facilities, provide access to destinations along El Camino Real, and maintain most existing parking along the corridor.

**At the open channel, there will be no parking on the west side of El Camino Real, which is consistent with the existing conditions.*



Cross-Section Alternatives: Segment B - Mission Road to Arlington Drive

To improve travel on El Camino Real, the Town of Colma is considering the following cross-section alternatives for the segment between Mission Road and Arlington Drive. All alternatives include bicycle and pedestrian facilities as well as access to destinations along El Camino Real.





El Camino Real/Mission Road (Y Intersection)







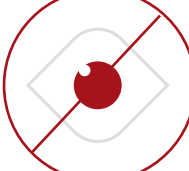
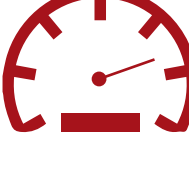
During the first phase of the project, the Y intersection was identified as a location in particular need of improvements. Based on an analysis of existing transportation conditions, a review of recommendations from previous studies, and input gathered from the community, we identified a set of recommendations for intersection improvements.

The improvements presented here are compatible with the proposed cross-section alternatives for Segment A and Segment B. A detailed concept design will be developed once the preferred cross-section alternative is chosen for each segment. **Please provide your input.**

Existing Conditions



Intersection Issues

-  High-risk intersection
-  Wide travel lanes
-  No bicycle facility
-  Missing sidewalk
-  Unsafe crossing
-  Difficulty in making left turns from southbound El Camino Real to Mission Road
-  Poor visibility
-  Speeding

Potential Improvements



Other Potential Improvements

-  Provide clear zone for line of sight
-  Provide pedestrian facilities
-  Provide bicycle facilities
-  Provide pedestrian-scale lighting
-  Explore opportunities for curb extension
-  Add advance stop lines

-  Square-up intersection to improve sight lines and shorten crossing distance, reduce turning radii and speeds of turning vehicles.
-  Install traffic signal
-  Allow left turn
-  Add high-visibility crosswalks



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Muneer Ahmed, Project Manager
 Louis Gotelli, Maintenance Supervisor
 VIA: Brian Dossey, City Manager
 MEETING DATE: April 22, 2020
 SUBJECT: Sterling Park Residential Streetlight Replacement Plan (CIP 926)

RECOMMENDATION

This item is a study session for information purposes only. No City Council action is required; however, staff seeks comments, questions, impressions and opinions from Council members and members of the public regarding streetlight options for the Sterling Park Residential Neighborhood.

EXECUTIVE SUMMARY

In the Sterling Park Residential Neighborhood, the existing decorative streetlights have started to decay. Some of the streetlights have deteriorated to a point where the rusting that has taken place has created some sizeable holes in several streetlight poles. In March of 2019, City Council approved the Sterling Park Residential Streetlight Replacement Plan (CIP 926) directing staff to review the streetlights and to bring back recommendations for Council consideration.

The purpose of tonight's study session is to review and obtain feedback regarding the findings of the Town of Colma Sterling Park Neighborhood Residential Streetlight Evaluation Report(report) – Attachment A. City Council, public input, comments, and requests will be incorporated into the development of the next phase of this project.

FISCAL IMPACT

None at this time.

Though there is no fiscal impact in reviewing and discussing the streetlight options for the Sterling Park Residential Neighborhood. There are future costs associated with project plans and specifications along with construction/installation costs. These items will be addressed in Phase II of the Sterling Park Residential Street Light Replacement Project.

BACKGROUND

The purpose of the Sterling Park Residential Streetlight Replacement Plan Project was to review the current condition of 100 ornamental streetlights located in the Sterling Park Residential Neighborhood. Public Works staff had observed that numerous light standards were showing signs of deterioration, sometimes significant, most notably amounts of rust bleeding through the exterior paint on the steel streetlight poles. Each streetlight within the neighborhood was inspected by the Public Works supervisor (L. Gotelli) and a CSG Principal Engineer (E. Slintak) and assigned a numerical condition rating of 1 to 3, with 3 representing the most severe deterioration (attachment "B"). The rating is based on visual observations of the streetlight and the extent of visible corrosion on the pole's exterior.

ANALYSIS

The Public Works Maintenance staff has been diligent in the maintenance of the streetlight poles over the years. Sandblasting and scaping off old paint and repainting of the all the streetlight poles has been done twice since the poles were installed in the late 1990's. It was within the last year that larger amounts of rust started coming through the paint to the surface area, along with sever deterioration on several of the light poles.

Inspection of the Streetlight Poles:

The streetlights were visually inspected by a member of the engineering team and public works maintenance. Each streetlight was inspected from the ground and assessed on a scale of 1 to 3, 1 representing good, 3 representing poor condition as defined on the rating scale below:

Colma Streetlight Rating scale

- 1.0** Good condition: No rust visible or only small patches, generally at corners or sharp edges.
- 1.5** Fair condition: Larger rust areas visible, beginning of bubbling* of surface.
- 2.0** Marginal condition: Significant rust patches, rust "bubbling" under the exterior coating, significant additional deterioration likely.
- 2.5** Deteriorated Condition: Larger rust patches, beginning of "blooming#" of surface finish, oxidized metal can be flaked off when gouged with a key or screwdriver.
- 3.0** Poor condition: Large rust areas, surface finish "blooming#" from underlying oxidation, oxidized metal can be flaked off when gouged with a key or screwdriver, in some instances holes through the steel shell are observed. Or other significant defects, such as cracked base.

**Bubbling indicates that the surface finish is mostly intact but with bubbles showing on the surface.*

Blooming indicates that the surface finish is missing or is broken and peeling back from the substrate material.

The results of the inspection can be found on Attachment B. The tally of how the neighborhood streetlights ranked is shown in the table below.

Condition Assessment Score	Description	Number of Streetlights
1.0	Good	32
1.5	Fair	26
2.0	Marginal	18
2.5	Deteriorated	7
3.0	Poor	17
TOTAL		100

Repair of the existing poles does not appear to be a feasible option with the deep rusting and ongoing deterioration. The best option is to consider replacement and what type of streetlight pole should be installed.

Options that will be discussed at the Study Session are detailed below.

Streetlight Material:

New streetlight poles that represent what is now in the Sterling Park Neighborhood come in a variation of materials, such as steel, aluminum, composite materials (fiberglass and resin) or concrete.

Streetlight Characteristics:

In the process of selecting the correct streetlight pole, items such as longevity (corrosion resistance), aesthetics, ease of installation, long term maintenance, visual consistency with other units in Town (Town standard) and costs need to be considered.

Streetlight Costs:

The report represents in each case a fluted pole with a single luminaire (acorn LED lighting unit). The pole would also be equipped with a GFI receptacle for holiday displays. One of the main concerns in selecting a replacement pole that is compatible with the existing streetlight foundation and the bolt fastening feature that is already part of the foundation. Other costs that need to be assessed are the disposal fees for the old streetlights. It is undetermined if these cast iron poles can be used for scrap metal. If so, the cast iron streetlights could reduce the cost of the installation.

The current range of costs for the above-mentioned types of streetlight poles range from \$6,034 to \$7,600 per pole not including shipping costs.

Cost Sharing:

To offset the cost of replacing the streetlights in the Sterling Park Neighborhood:

Staff will be working with the Colma Lighting District (Managed by the San Mateo County Public Works Department) by either annexing Colma's portion of the Lighting District and using the current reserve fund balance that could substantially offset the cost of replacing the residential streetlights, or

If the annexation of the lighting district is not an option or even feasible, staff will pursue the Lighting District to contribute from the Colma Lighting District Reserves to assist in paying for the replacement streetlight poles.

Phase II of the Sterling Park Residential Street Light Replacement Project:

The next phase of this project will provide a specific review of the Council preferred streetlight option, detailed cost estimates, plans and specifications, and a feedback on potential funding from the Colma Lightning District.

Council Adopted Values

The recommendation is consistent with the Council value of *responsibility* by taking a proactive approach in the replacement of deteriorating streetlights before they become a hazard to the residents and property in the Sterling Park Neighborhood.

Sustainability Impact

Each existing streetlight pole is equipped with dual high-pressure sodium luminaires in the Sterling Park Neighborhood. The new streetlight installation would replace the existing streetlight poles with single LED Luminaires. This installation would assist us in lowering our greenhouse gas emissions and would reduce the monthly cost on the electrical charges.

CONCLUSION

The City Council and members of the public are encouraged to ask questions about proposed streetlighting options for the sterling Park Neighborhood and move this project to the next phase if City Council so directs staff.

ATTACHMENTS

- A. Town of Colma Sterling Park Neighborhood Residential Streetlight Evaluation Report
- B. Sterling Park Streetlight Survey

Town of Colma

Sterling Park Neighborhood

Residential Street Light

Evaluation Report



Prepared By: CSG Consultants

April 2020



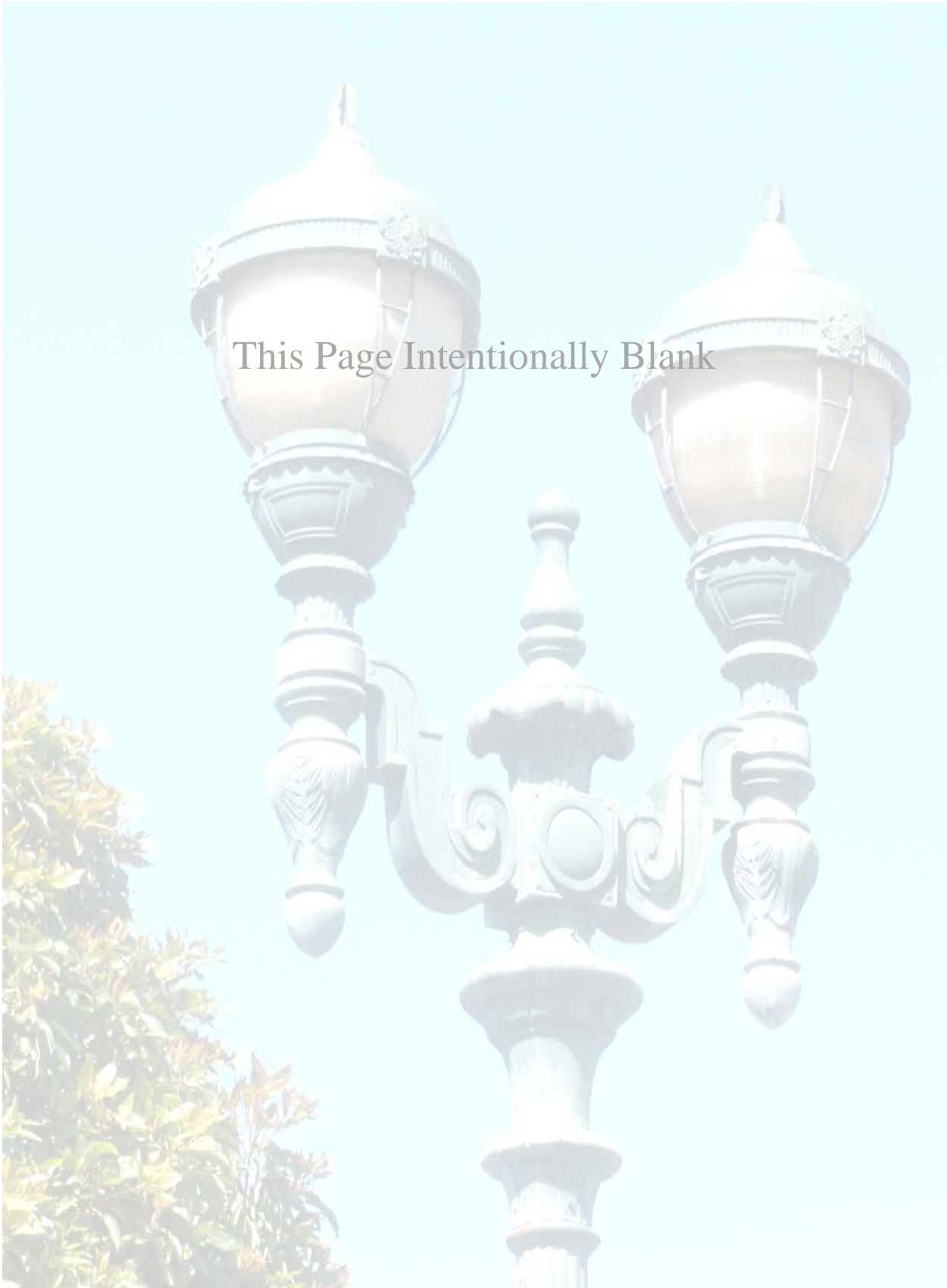
This Page Intentionally Blank

Table of Contents

Introduction	1
Background	1
Inspection	2
Alternatives	4
Corrosion	4
Aesthetics	5
Ease of Construction	5
Maintenance	7
Visual Compatibility	7
Cost	8
Recommendations	9

Figures and Exhibits

Exhibit A –	Aerial view of Sterling Park Neighborhood	p.	3
Exhibits B-1 & B-2 –	Streetlight map with inspection ratings	pp.	12-13
Exhibit C –	Photos showing damage	pp.	14-16
Exhibit D –	Examples of concrete poles	p.	17



This Page Intentionally Blank

Introduction

The purpose of this study is to review the current condition of 100 ornamental street lights located in the Sterling Park Neighborhood, a residential area of Colma. Public Works staff had observed that numerous light standards were showing signs of deterioration, sometimes significant, most notably rust on the steel poles. Each streetlight was inspected by the Public Works supervisor (L. Gotelli) and a CSG Principal Engineer (E. Slintak), and assigned a numerical condition rating of 1 to 3, with 3 representing the most severe deterioration. The rating is based on visual observations of the streetlight and the extent of visible corrosion on the pole's exterior.

Only the extent of the visible corrosion was observed, and no in-depth forensic analysis was performed as to the cause of the deterioration. Replacement alternatives were reviewed, and are discussed later in the report. Estimates of replacement costs for various alternatives were developed.

Background

The Town undertook a significant renovation of the residential area in approximately 1998. The Colma residential area, referred to as the Sterling Park Neighborhood, is a compact area generally defined as bordered on the north by the Daly City / Colma City Limit (located between A and B Streets) to the south by the Italian Cemetery (F Street), on the east by Hillside Boulevard and by El Camino Real to the west. See Exhibit A.

The renovation included undergrounding of overhead utility lines, reconstructing the streets and sidewalks with paving stones, and installing new ornamental streetlights. The streetlights, which are the subject of this report, include a dark green fluted steel pole approximately 16 feet tall to the bottom of the top piece, a decorative cast iron base, and a top piece that supports two acorn-style lights. Anecdotal reports at the time of installation indicated that residents were concerned the new lighting level was "too bright" and that the double lights on each pole may have been "too much".

Subsequent residential developments, such as the condominiums located on Mission Road near Lawndale, adopted a similar streetlight concept consisting of a fluted pole, decorative base, and a single acorn-style light fixture. Subsequent beautification projects on Junipero Serra Boulevard (2004/2005) and Hillside Boulevard (2014) continued the concept of the Mission Road lighting style utilizing an all-aluminum pole assembly manufactured by Holophane. Originally installed with incandescent light sources, all have been retrofitted with LED technology.

While the Town paid for the construction and installation of the various beautification projects the streetlights are owned and operated by the Colma Lighting District, administered by San Mateo County.

Inspection

The streetlights were visually inspected on 27 December 2019 by Louis Gotelli, Public Works Supervisor, and Ed Slintak, P.E., CSG Principal Engineer. Each streetlight was inspected and given a condition rating number based on a scale of 1-3, with 1 representing good condition and 3 representing poor condition. The scale is further explained below.

Colma Streetlight Rating scale

- 1.0 Good condition:** No rust visible or only small patches, generally at corners or sharp edges.
- 1.5 Fair condition:** Larger rust areas visible, beginning of bubbling* of surface.
- 2.0 Marginal condition:** Significant rust patches, rust “bubbling” under the exterior coating, significant additional deterioration likely.
- 2.5 Deteriorated Condition:** Larger rust patches, beginning of “blooming[#]” of surface finish, oxidized metal can be flaked off when gouged with a key or screwdriver.
- 3.0 Poor condition:** Large rust areas, surface finish “blooming[#]” from underlying oxidation, oxidized metal can be flaked off when gouged with a key or screwdriver, in some instances holes through the steel shell are observed. Or other significant defects, such as cracked base.

**Bubbling indicates that the surface finish is mostly intact but with bubbles showing on the surface.*

Blooming indicates that the surface finish is missing or is broken and peeling back from the substrate material.

Inspection results for all 100 streetlights in the residential area are summarized below and are displayed on Exhibits B-1 and B-2.

Condition Assessment Score	Description	Number of Streetlights
1.0	Good	32
1.5	Fair	26
2.0	Marginal	18
2.5	Deteriorated	7
3.0	Poor	17
TOTAL		100

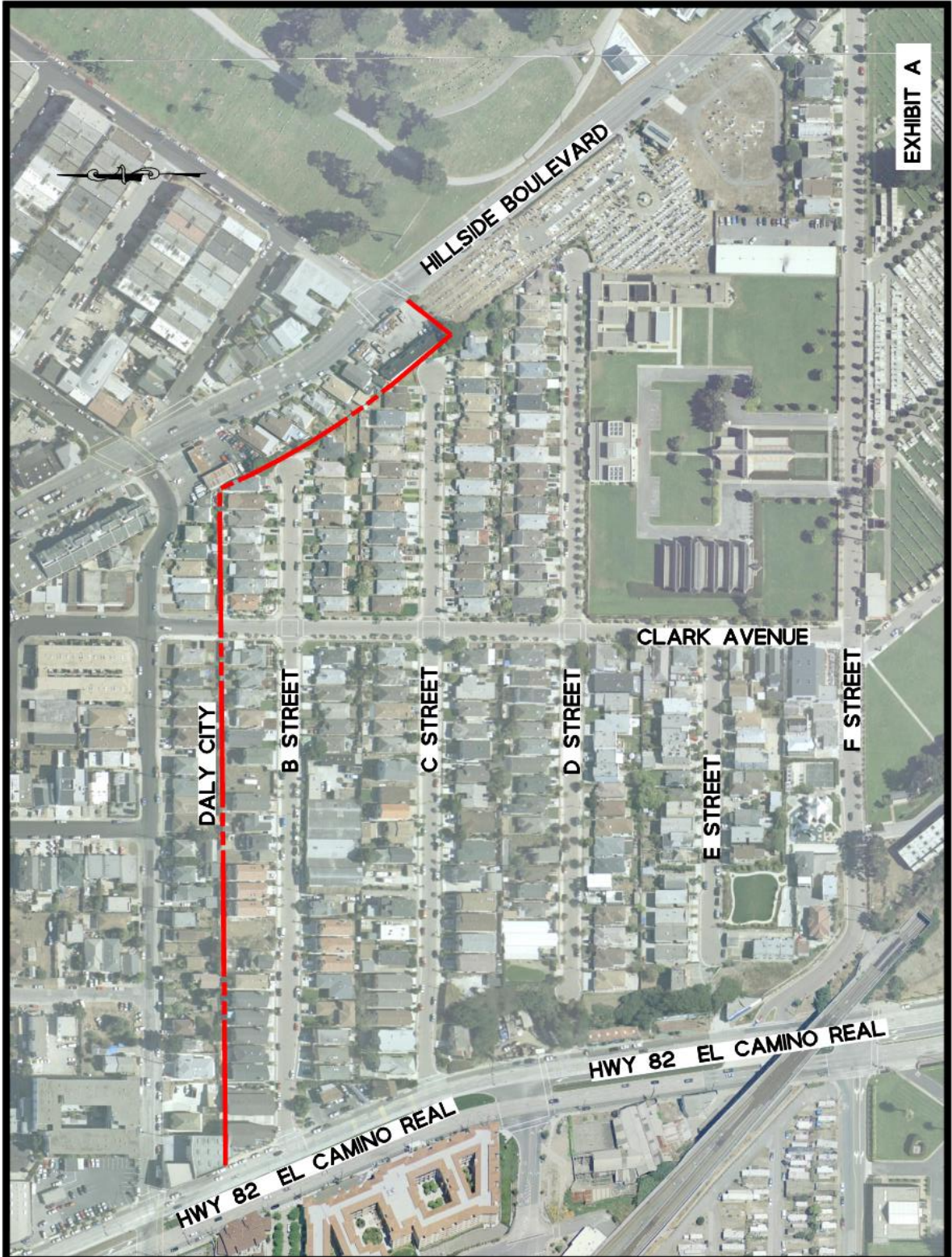


Exhibit A - Sterling Park Neighborhood, Colma

It is the opinion of Colma Public Works staff and the author that while this inspection is based on the visible condition of the pole exterior as observed from ground level, the level of corrosion in the upper reaches of the pole and especially on the interior surfaces is an unknown and may potentially be more significant than what is observed on the exterior surface.

Excessive corrosion may pose stability concerns if unusual circumstances occur, such as being struck by a vehicle, seismic shaking, or unusually high winds. To a lesser extent, excessive corrosion also poses aesthetic concerns for residents and visitors.

Alternatives

Repair of the existing lights is not deemed a feasible option because of the deep intrusion of the corrosion in many units and the unknown condition of the interior spaces.

Replacement street lights are constructed of a variety of materials, including:

- Steel
- Aluminum
- Composite Materials or Resin
- Concrete

Factors influencing selection of streetlights include:

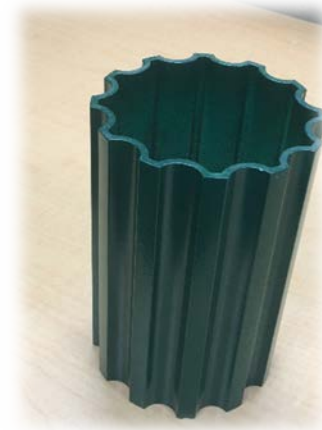
- Longevity (corrosion resistance)
- Aesthetics
- Ease of Construction
- Maintenance
- Visual consistency with other units in Town
- Cost

The influencing factors are described in more detail below.

Corrosion

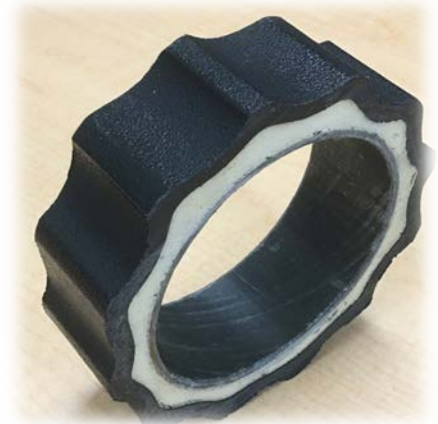
Steel - Steel products are susceptible to oxidation (rust). Exterior coatings have evolved beyond traditional painting techniques, such as fusion bond epoxy powder coating (powder coating). Powder coating can be very effective provided the surface is cleaned and prepared properly before application. Any breaks in the surface coating potentially exposes the underlying steel to moisture.

Aluminum - Aluminum poles are available and are also subject to corrosion, however, aluminum oxidation is not rust but forms an aluminum oxide compound which forms a protective layer on the surface of bare aluminum. For the Town's purposes, continuing the previous practice of application of a powder coating to the pole exterior for the added protection and aesthetic purposes would be recommended



Aluminum pole section.

Composite - Composite materials generally consist of a central core of a steel pipe for rigidity, an extruded foam layer that provides the exterior shape of the pole (such as flutes) that is covered with a plasticized resin material for color and finish details. The steel core may be made of stainless steel for corrosion resistance. The resin material is generally impregnated with the color throughout the thickness of the resin material. The manufacturers claim that the resin material is UV resistant. To our knowledge, there are no resin poles in service in the immediate area to observe how the resin surface weathers over time.



Composite pole section with grainy surface finish.

Concrete – Concrete poles are generally manufactured utilizing one of two processes, one process consists of placing the concrete material into a form and using a combination of mechanical tamping and vibration to ensure the concrete fills all the spaces in the form and consolidates (compacts) the concrete to a dense mass. The other method consists of introducing the concrete into the form and then consolidating the concrete by centrifugal force, spinning the filled form around the axis to fill all spaces and consolidate the concrete.

Concrete poles have been observed in use for many years in San Francisco and Sunnyvale. Concrete light poles have recently been installed in certain City of Alameda parks and in the Crestmoor neighborhood in San Bruno (site of the PG&E gas explosion).

The concrete material is not prone to corrosion, however if the surface is chipped due to accident or other physical impact, the underlying steel reinforcement can be exposed and may be prone to rusting.

Globes - Another factor related to longevity is the material that the “glass” globe of the light fixture is manufactured from. Actual glass globes (usually borosilicate glass), while heavier and slightly more expensive, are not prone to the yellowing that globes manufactured of polycarbonate materials tend to develop with age. The yellowing of the glass lens decreases the light output available on the street.

Summary – Steel poles retain the potential for rusting if the surface finish fails to continuously protect. Aluminum and resin poles are considered non-rusting. Concrete poles do not rust unless moisture gets to the underlying steel reinforcement.

Acrylic globes tend to discolor or yellow over time, glass globes retain their clarity.

Aesthetics

Aesthetic considerations are highly subjective. This report section excludes consideration of “Caltrans-style” streetlights, with poles approximately 30-feet high and one or two luminaires shining on the road surface below, but includes the traditional lighting standard with a post-top acorn style light fixture. For purposes of this report, it is

assumed that the Town would desire to maintain a certain level of consistency. Elements of the current streetlights in other areas of Town include:

- Fluted pole
- Decorative base
- Acorn style luminaire with ribs and cap.
- Dark Green color

Fluted poles (either straight or tapered) seem to be available in all materials. Concrete poles with a fluted shape require considerably more labor in the manufacturing process and carry a correspondingly higher price than a similar sized round or octagonal concrete pole. Decorative bases are widely available, but do vary in style in the different materials and by manufacturer.

Metal poles have a smooth exterior finish, composite / resin poles have a slight grainy texture, whereas the concrete pole has a rougher surface finish.

Concrete poles can be ordered in various colors, including green, however the color only affects the cement and the natural color of the aggregate (gravel) is still visible. It is unlikely the dark green color of the other poles in Town could be applied to the concrete surface. See Exhibit D for pictures of sample concrete poles.

The acorn style luminaire is a common and classic style of globe. Most manufacturers offer some form of acorn globe, but not all offer ones with the ribs and metal cap.

Ease of Construction

The simplest methodology to replace the streetlights would be to install the replacement unit on the existing foundation. The current lights are constructed on a 24" diameter, 5' deep concrete foundation. This method would not involve any modification to the existing sidewalk paving or the electrical wiring already in place. Based on load data received from several manufacturers, the existing foundations were assessed for their ability to support the forces imparted (dead load, wind load, and seismic forces) and the existing foundations provide adequate support.

Many concrete light poles are designed as direct burial installations. The pole continues several feet below ground level. Installation consists of drilling a hole and setting the pole in place. This would require removing the existing foundation and some of the sidewalk pavers and modifying the electrical conduit feeding the electrolier. Concrete poles are also heavier than the other materials and would require equipment with a greater lifting capacity than the other options.

Some concrete poles are available with a base that is bolted to a foundation in the same manner as other pole materials. Our evaluation considers only the bolt-down option concrete poles.

Most of the composite material poles are also designed as direct-burial installations, but several are available configured to bolt down on an existing foundation.

The new poles, when ordered with a compatible mounting bolt pattern, should be able to be bolted directly in place. If any of the existing bolts are found to be corroded or otherwise damaged, new anchor bolts can be drilled and epoxied into place in the existing foundation.

At the corner of F Street and Clark Avenue one of the spare single-head streetlights from the Hillside Avenue project was used to replace an existing unit and it bolted onto the existing foundation.

Maintenance

Metal poles will most likely come with a powder coat finish, which is very durable and has good longevity when applied correctly. If damaged, it can expose the underlying metal. Touch ups with paint can correct the damaged sections. In some cases, it may be desired to paint major sections of the pole for visual continuity.

Composite poles with a resin exterior have the color impregnated throughout the resin material so that even cuts or gouges should not expose an underlying different color.

Concrete poles should require no periodic maintenance to maintain their concrete surface, however if a concrete pole sustains physical damage and chips the concrete surface repairs could be difficult and would likely be very visible as a repaired surface.

Other maintenance considerations include limiting the number and diversity of spare parts needed to be maintained by Public Work staff to maintain the streetlights in good working order.

Visual Compatibility

Maintaining a consistent style for all the Colma decorative streetlights is highly desirable. This comparison is limited to those pedestrian scale lights with the acorn style fixture as used in the residential areas and the Hillside and Junipero Serra Boulevard beautification projects and does not include the Caltrans style streetlight such as those installed in the median of Junipero Serra Boulevard or on other public streets.

The major visual elements include a fluted pole cross section, either straight or tapered, a decorative base approximately 24" tall, and an acorn shaped light fixture with metal ribs and cap. The ribs are the four pairs of metal rod that connect the base of the fixture to the metal cap piece.



F Street and Clark Avenue



Cost

The cost for replacement of existing streetlights consists of two major components, the purchase price and the labor cost for installation. There may be some salvage value associated with the removal of the existing lights.

For purposes of this evaluation an installation cost of \$2,500 per unit was assumed, except for concrete units where the extra weight may require larger lifting equipment, for concrete an installation cost of \$2,700 per unit was assumed, exclusive of material costs. For budgeting purposes, a quantity of 25 units was assumed. In addition to being 1/4 of the total, this is the number of units rated with an assessment score of 2.5 or 3.

Aluminum - A price quote from **Holophane**, the suppliers of the JSB and Hillside streetlights, was received and is summarized below.

- 16' fluted aluminum pole with decorative base, GFI receptacle, LED light unit, and decorative borosilicate glass acorn fixture:
\$3,650 each
- Sales tax (8.75%) \$ 319
- Total each \$3,969
- Installation \$2,500
- Installed cost \$6,469

Total cost for 25 units - \$161,725

Substituting the acrylic globe for the glass unit would reduce the cost approximately \$330 per unit.

The total cost per unit consists of the pole at \$2,000 and the luminaire (lighting unit) at \$1,650.

Another supplier, **Sentry** was contacted for pricing information. They provided pricing for luminaires and poles and their pricing was very similar to Holophane.

Steel - Holophane and others also supply steel poles with cast iron decorative bases. A similar installation using steel poles instead of aluminum would result in an increase in price of approximately \$1,000 - \$1,200 per unit.



Existing unit on
Clark Avenue

Concrete – A price quote from **Stress Crete**, manufacturers of centrifugally spun concrete poles (suppliers of the concrete poles used in Crestmoor area of San Bruno) was received and is summarized below. For this example, an octagonal pole was assumed, a fluted pole would increase the unit cost by approximately \$1,800 per unit.

- 16' octagonal concrete pole with decorative base & GFI receptacle: \$2,000
- LED light unit, and decorative borosilicate glass acorn fixture: \$1,649
- Sales tax (8.75%) \$ 319
- Total each \$3,968
- Installation \$2,700
- Installed cost \$6,668

Total cost for 25 units - \$166,700

Composite / Resin – An estimate for a composite /resin pole unit was quoted at approximately \$1,600. Adding a similar cost for the lighting unit of \$1,650 creates a total cost for materials of \$3,250

- 16' Composite pole with decorative resin base and LED light unit: \$3,250 each
- Sales Tax (8.75%) \$ 284
- Total each \$3,534
- Installation \$2,500
- Installed Cost \$6,034

Total cost for 25 units - \$150,850

COST SUMMARY

The following summarizes the cost per unit and the projected total cost for 25 units:

	<u>Unit Cost</u>	<u>25 Units</u>
Aluminum	\$6,469	\$161,725
Composite/Resin	\$6,034	\$150,850
Concrete	\$6,668	\$166,700

Note that all prices are as of early 2020 and all costs will likely increase on an annual basis.

Recommendations

Two-thirds of all the existing streetlights in the Sterling Park area are exhibiting some level of visible corrosion. Of those, 24 have been rated as Deteriorated or Poor condition. To receive those ratings significant areas of the surface are showing rust, the exterior protective coating is cracked or missing at these locations and further corrosion is only a function of time.

Another 44 units are also showing signs of rust albeit to a lesser degree. However, it would be logical to assume that the corrosion will continue and advance over time.

Patches of visible rusting is certainly unsightly and degrades the “look” of the surrounding area. Deeper seated corrosion raises concerns about when it might affect

the structural integrity of the pole. Streetlight stability is at its most critical during impact (such as being struck by a vehicle or equipment), seismic shaking, or unusually high winds.

An attempt at repair of the less severely corroded units could be made to prolong their useful life but its ultimate success is dependent on how thoroughly the repair operation could chase the visible corrosion into recesses and cracks. While it could extend the useful life it is highly probable that the corrosion would reappear in the current locations and may also show itself in new locations.

Replacement using more durable construction materials, while expensive, would provide a less maintenance intensive installation and provide a clean look. Replacement would eliminate any concerns about the structural integrity of the streetlight being compromised by the visible corrosion.

Our recommendation would be to institute a program to replace the severely corroded units in the most expeditious manner possible. We would further recommend that the units displaying less severe corrosion should also be replaced as soon as time and budget allows, as their further deterioration is almost certain with the passage of time.

The recommendation for the type of streetlight construction to use as a replacement would be for an aluminum pole and decorative base unit with a single luminaire (globe). These are available from several manufacturers in styles that include the fluted pole and acorn style light with the decorative elements that would be compatible with the other decorative fixtures in use in the Town. This type of unit would provide a relatively simple replacement, being able to be secured to the existing streetlight foundations.

Direct burial concrete units are not recommended due to the need to remove the existing foundation and drill a new foundation hole for placement of the light standard. Some manufacturers do offer units that could be bolted to the existing foundations. The bolt down units would be an option to consider. The price is very similar to the aluminum units and the shape, surface texture, finish, and color would be different than the existing units currently in use in various parts of town.

The composite construction / resin units are not recommended because they appear to be relatively new technology without a long-term performance record. The preferred method of installation is direct burial, similar to concrete units but they are available with a bolt-down option which may be compatible with the existing foundation. They seem to be in use primarily in the southeast US and do not have a discernable west coast presence with which to evaluate their look and performance.

Steel units would be susceptible to corrosion and they have a purchase price approximately \$1,000 higher than comparable aluminum units.

It is our opinion that strong consideration should be given to using the aluminum units distributed by Holophane as the replacement standard, for the following reasons:

- In use on Hillside and JSB, providing good service
- Would be visually compatible with existing units

- Has already been used as a bolt-on replacement (Clark and F St.)
- Maintenance familiarity
- Common design requires a smaller spare parts inventory

DRAFT

EXHIBIT B



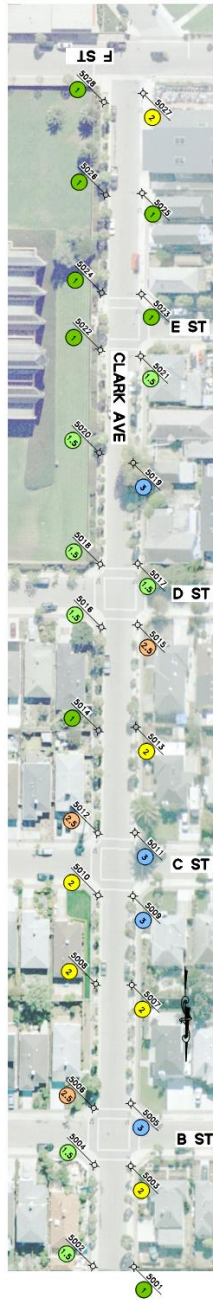
DATE: 1/13/19 DRAWN: JLB/ESK SHEET 1 OF 1	TITLE: RESIDENTIAL STREET LIGHT REPLACEMENT COLMA	PREPARED FOR: TOWN OF COLMA, ENGINEERING SERVICES DEPARTMENT COLMA, CALIFORNIA	PREPARED BY: CSG CONSULTANTS 500 PLYMOUTH DRIVE FOSTER CITY, CA 94404 PHONE: (650)522-2500 FAX: (650)522-2599	DESIGNED: ES DRAWN: EB APPROVED:	<table border="1"> <thead> <tr> <th>NO.</th> <th>REVISIONS</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NO.	REVISIONS	DATE									
NO.	REVISIONS	DATE															

EXHIBIT B

\\server01\proj\clients\DESIGN\19\19516 - Colma Residential Street Light Replacement\2019.XX.XX_65_01\BMTAL01_02 STREET LIGHT REPLACEMENT.dwg(1) 11:54:54 AM



Know what's below.
Call before you dig.



RATING SCALE	
Green circle with 'G'	GOOD
Yellow circle with 'F'	FAIR
Orange circle with 'M'	MARGINAL
Blue circle with 'D'	DETERIORATED

NOTE:
5086 - FIXTURE REPLACED WITH SINGLE-HEAD

EXHIBIT B - 2

SHEET 2 OF	TITLE:	PREPARED FOR: TOWN OF COLMA ENGINEERING SERVICES DEPARTMENT COLMA, CALIFORNIA	PREPARED BY: CSG CONSULTANTS 550 Pilgrim Drive Foster City, CA 94404 Phone: (650)522-2500 Fax: (650)522-2599	DESIGNED: EB	<table border="1"> <tr> <th>NO.</th> <th>REVISIONS</th> <th>DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	REVISIONS	DATE			
	NO.	REVISIONS		DATE							
DATE: 11/9/20 DRAWN: EB CHECKED: JCS 811 - BMTAL01	RESIDENTIAL STREET LIGHT REPLACEMENT COLMA	APPROVED:	DRAWN: EB								

EXHIBIT C

Sterling Park Neighborhood Streetlights, Town of Colma
Condition Assessment Score = 3



EXHIBIT C
Sterling Park Neighborhood Streetlights, Town of Colma
Condition Assessment Score = 1.5 - 2.5



Score = 2.5



Score = 2.0



Score = 2.0



Score = 1.5

EXHIBIT C
Sterling Park Neighborhood Streetlights, Town of Colma
Condition Assessment Score = 1.5



Score = 1.5



Score = 1.5



Single-head streetlights along Hillside Boulevard

EXHIBIT D



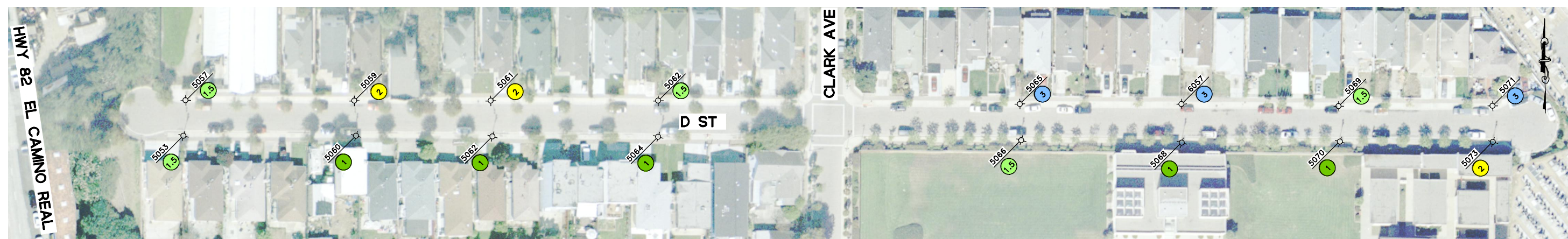
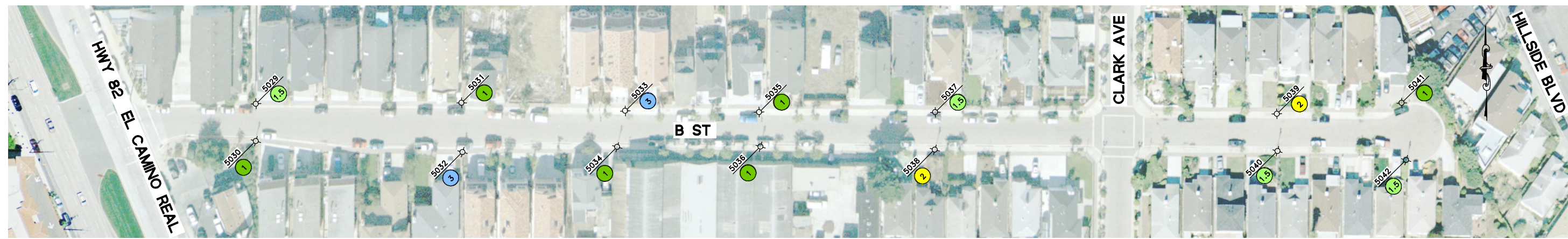
Round concrete light pole - Sunnyvale



Round concrete light pole – San Bruno



\\server2.csg.com\Clients\DESIGN\19_106_6 - Colma Residential Street Light Replacement\2019-XX-XX_65 SUBMITTAL\01_02 STREET LIGHT REPLACEMENT.dwg @ 11:55:48 AM



NOTE:
5033 - FINISH OK, CRACK IN BASE.

RATING SCALE

CONDITION ASSESSMENT SCORE	DESCRIPTION
1	GOOD
1.5	FAIR
2	MARGINAL
2.5	DETERIORATED
3	POOR

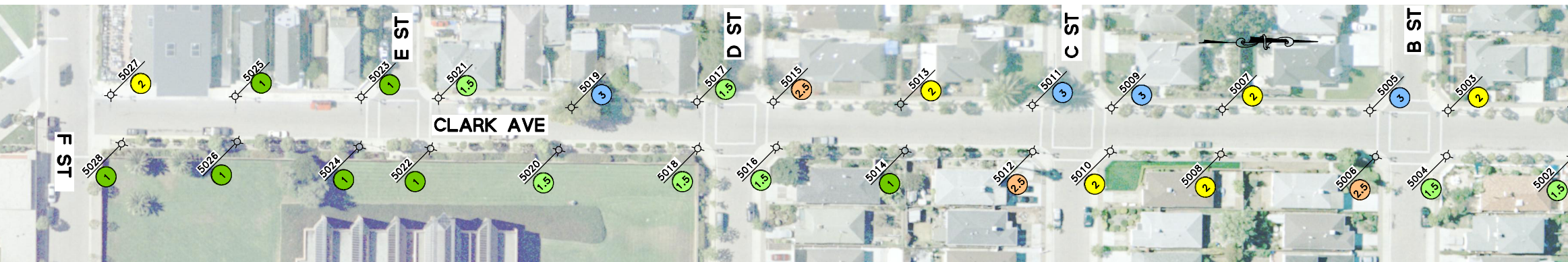
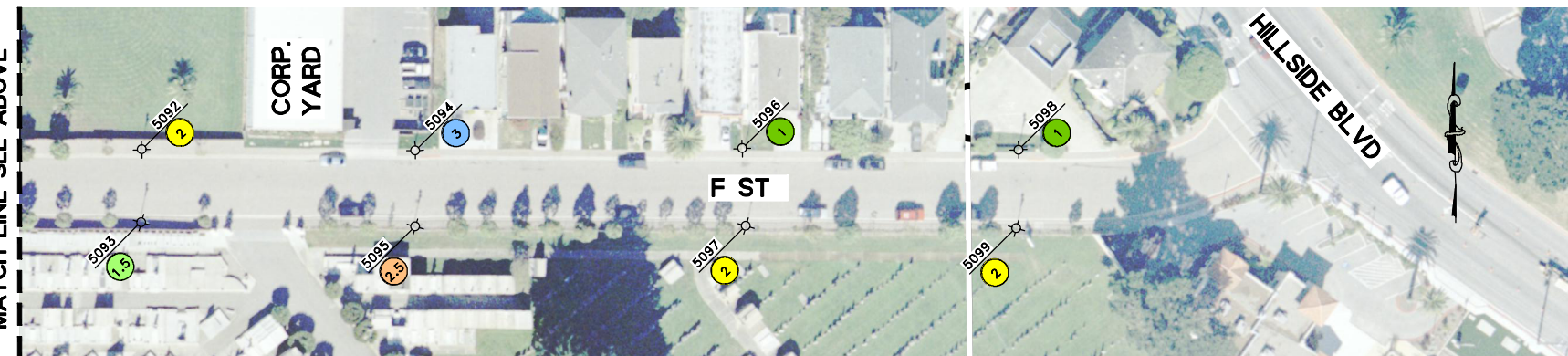
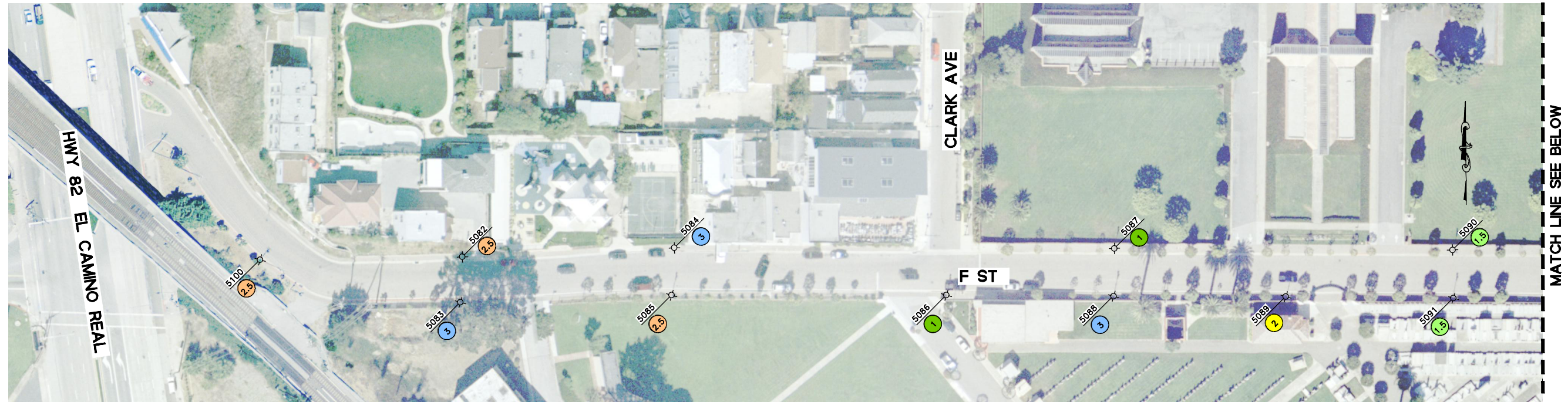


Attachment B

EXHIBIT B-1

DESIGNED: ES	DRAWN: EB	APPROVED:	NO.	REVISIONS	DATE
PREPARED BY: CSG CONSULTANTS 550 Pilgrim Drive Foster City, CA 94404 Phone: (650) 622-2500 Fax: (650) 622-2599					
PREPARED FOR: TOWN OF COLMA ENGINEERING SERVICES DEPARTMENT COLMA, CALIFORNIA					
TITLE: RESIDENTIAL STREET LIGHT REPLACEMENT COLMA					
SHEET 1 OF 1					
DATE: 1/9/20 JOB#: 19-106.6 1/9/20 95% SUBMITTAL					

\\server2.csg.com\Clients\DESIGN\19_106_6 - Colma Residential Street Light Replacement\2019-XX-XX_65 - SUBMITTAL\01_02 STREET LIGHT REPLACEMENT.dwg@ 11:54:54 AM



NOTE:
5086 - FIXTURE REPLACED WITH SINGLE-HEAD

RATING SCALE

CONDITION ASSESSMENT SCORE	DESCRIPTION
1	GOOD
1.5	FAIR
2	MARGINAL
2.5	DETERIORATED
3	POOR



Plotted on: 01/29/20 @ 11:54:54 AM

EXHIBIT B - 2

DESIGNED: ES			NO.	REVISIONS	DATE
DRAWN: EB					
APPROVED:					
PREPARED BY: CSG CONSULTANTS 550 Pilgrim Drive Foster City, CA 94404 Phone: (650)622-2500 Fax: (650)622-2599		PREPARED FOR: TOWN OF COLMA ENGINEERING SERVICES DEPARTMENT COLMA, CALIFORNIA			
		TITLE: RESIDENTIAL STREET LIGHT REPLACEMENT COLMA			
SHEET 2 OF		DATE: 1/9/20			
		JOB#: 19-106.6			
		1/20			
		95% SUBMITTAL			