



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

**Wednesday, June 24, 2020
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 this 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://us02web.zoom.us/j/89361597851>
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Meeting ID: 893 6159 7851
Password: 577850

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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.

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Introduction of new Reserve Police Officer Ricardo Escobar
- Introduction of new Police Officer Marcos Perez
- Recognition of Retiring Police Chief Kirk Stratton

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the June 10, 2020 Regular Meeting.
2. Motion to Adopt a Resolution Adopting the FY 2020-21 Appropriation Limit.

PUBLIC HEARING

3. APPROVAL OF ENGINEER'S REPORT FOR FISCAL YEAR 2020-21

Consider: Motion to Adopt a Resolution Overruling Protests to and Adopting Engineer's Report on Sewer Service Charges for Fiscal Year 2020-21, Directing the City Engineer to File a Copy of the Engineer's Report with the San Mateo County Tax Collector, and Authorizing the County Tax Collector to Place the Charges on the Property Tax Roll.

NEW BUSINESS

4. APPOINTMENT OF INTERIM CHIEF OF POLICE

Consider: Motion to Adopt a Resolution Appointing Robert Lotti as Interim Police Chief.

5. MISSION ROAD PROJECT AWARD

Consider: Motion to Adopt a Resolution Awarding a Construction Contract to and Directing the City Manager to Execute the Construction Contract with RK Engineering, Inc. for Mission Road Bicycle and Pedestrian Improvement (CIP 903), Amend Project Budget to be \$2,800,000 and Release and Transfer a Total of \$1,138,000 Funding to Mission Road Project.

6. GENERAL PLAN EIR SCOPING

Consider: Motion to Receive a Presentation From Staff Regarding the Scope of the Environmental Impact Report (EIR) for Town of Colma General Plan Update; Take Testimony from Members of the Public; and Direct Staff to Include Environmental Issues to be Potentially Addressed in the EIR.

7. RAISING THE NATIONAL FLAG OF THE PHILIPPINES

Consider: Motion to Adopt a Resolution Directing Town Staff to Fly the National Flag of the Philippines at the Community Center in Lieu of the Town Flag From June 25, 2020 to July 1, 2020, in Honor of Philippine Independence Day.

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.



**MINUTES
REGULAR MEETING**

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

Wednesday, June 10, 2020

5:30 PM – Closed Session

7:00 PM – Regular Session

CLOSED SESSION – 5:30 PM

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

Title: City Manager

CALL TO ORDER – 7:00 PM

Mayor John Irish Goodwin called the meeting to order at 7:02 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Administrative Services Director Pak Lin, City Planner Michael Laughlin, and City Clerk Caitlin Corley were in attendance.

The Mayor announced, “Welcome to another 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. We are new to conducting meetings remotely, so please bear with us through any technical difficulties. We are all still learning how to best make this work.

Before we begin tonight, I wanted to say a few words about these very difficult times we are in. On behalf of the Council, I would like to say that we, like the whole country, are upset and shaken by tragic death of George Floyd and the reprehensible action and inaction taken by the four Minnesota Police Officers.

While our Colma Police Department has always acted with integrity and professionalism and have been invaluable partners in creating a safe and welcoming community, we recognize that this incident has brought police use of force policies under intense scrutiny, and we want to be fully transparent with our community. The Colma Police Department’s Use of Force Policy meets a majority of California’s AB 392 (2019), known as the California Act to Save Lives - the most stringent use of force law in the nation. With that said, we realize there is always room for improvement, and the Colma Police Department along with other agencies will review and consider implementing the “8cantwait” policies that can lead to a decrease in Police Violence.

This council supports our Police Department and is committed to creating a community where all feel safe, respected and heard; we encourage you to reach out to Council or staff with comments, concerns or questions."

REPORT FROM CLOSED SESSION

The Mayor stated, "No action was taken at tonight's closed session."

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: Vice Mayor Colvin moved to adopt the agenda; 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 Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	5	0			

PRESENTATION

- The Mayor presented a proclamation in honor of Pride Month and showed a video of the raising of the rainbow flag at the Colma Community Center earlier in the day. Commissioner Krystle Cansino, of the San Mateo County LGBTQ+ Commission was on the call to accept the proclamation and make comments on behalf of the commission.

PUBLIC COMMENTS

Mayor Goodwin opened the public comment period at 7:14 p.m. and seeing no one request to speak, he closed the public comment period.

CONSENT CALENDAR

- Motion to Accept the Minutes from the May 27, 2020 Regular Meeting.
- Motion to Approve Report of Checks Paid for May 2020.
- Motion to Adopt an Ordinance Amending Various Provisions in Chapter 5 and Repealing and Replacing Subchapter 5.19 of the Colma Municipal Code Relating to Accessory and Junior Accessory Dwelling Units and Determining the Ordinance to be Exempt from CEQA (second reading).
- Motion to Adopt a Resolution Amending Subchapter 1.14 of the Colma Administrative Code, Relating to the Temporary Suspension of the Water Conservation Incentive Program and

Suspending the Program for Fiscal Year 2020-2021.

6. Motion to Adopt a Resolution Ratifying the Salary Schedules in FY 2019-20.

Action: Council Member del Rosario moved to approve the Consent Calendar items #2 through 6; 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	✓				
	5	0			

NEW BUSINESS

7. 2020 GENERAL MUNICIPAL ELECTION

City Clerk Caitlin Corley presented the staff report. Mayor Goodwin opened the public comment period at 7:19 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed.

Action: Council Member Fisicaro moved to Adopt a Resolution Calling and Giving Notice of the General Municipal Election to be Held on November 3, 2020, for the Election of Three City Council Members, Requesting the Board of Supervisors of San Mateo County to Consolidate Said Election With the Statewide General Election of Same Date Pursuant to Elections Code Section 10403 and Related Matters; the motion was seconded by Vice Mayor Colvin 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	✓				
	5	0			

Action: Council Member Fisicaro moved to Adopt a Resolution Adopting Regulations for Candidates for Elective Office Pertaining to Candidates Statements Submitted to the Voters at an Election to be Held on Tuesday, November 3, 2020; 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	✓				
	5	0			

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, June 24, 2020 at 7:00 p.m. and it will be conducted remotely.

REPORTS

Council Member Fisicaro reported that the Colma Creek Committee meeting has been moved to September.

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

- A huge thank you to Colma PD for their hard work over the past few months, helping to keep the community safe.
- The recreation department is still delivering groceries to senior and at risk residents weekly.
- The county has updated their Health Order to allow funeral services to include up to 25 people for outdoor services and up to 10 people for indoor services.
- The Governor has announced that cardrooms can open, however the county has not yet updated their Health Order. Lucky Chances is working on a reopening plan so that they can open as soon as the county allows it.

ADJOURNMENT

Mayor Goodwin adjourned the meeting at 7:28 p.m.



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Pak Lin, Administrative Services Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: June 24, 2019
 SUBJECT: Adoption of FY 2020-21 Appropriation (GANN) Limit

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION ADOPTING THE FY 2020-21 APPROPRIATION LIMIT

EXECUTIVE SUMMARY

Each year as part of the annual budget process, the City Council is required by state law to adopt an Appropriations Limit (Limit). The Limit for the Fiscal Year 2020-21 is \$54,582,281.

FISCAL IMPACT

Adoption of the Limit will ensure the Town appropriations are in compliance with State requirements. The FY 2019-20 Appropriations subject to the limit ("Proceeds of Taxes") total \$16,720,279, which means the Town is \$37,862,002 below the authorized limit.

BACKGROUND

California voters approved propositions amending the State Constitution and requiring the annual Town budget include a calculation of the Appropriations Limit, also known as the Gann Limit. This requirement was imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990).

The requirement imposes a restriction on the amount of governmental revenue which may be appropriated in any fiscal year. The Appropriations Limit was first based on actual appropriations during the base year (1986-87), and it can be increased each year based on a specific formula and specified growth factors. The Appropriations Limit does not apply to all funds. It only applies to funds that are "proceeds of taxes."

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the Town may select between two optional factors. Additionally, State law requires that the calculation factors must be available to the public for 15 days prior to adoption.

To comply with State law, the FY 2020-21 Appropriation Limit was posted on the Town's website and public noticing on June 8, 2020 and to be adopted on the following City Council meeting.

ANALYSIS

The appropriation limit analysis includes two parts. The first part is the calculation of the appropriation limit based on the change in the county's or the city's population and the State's per capita personal income. The new FY 2020-21 Appropriations Limit, as calculated and attached to the proposed resolution, is \$54,582,281. The increased adjustment factor of 1.183 is calculated using the Town's population change of 14.1 percent and the change in the State per capita personal income of 3.73 percent. These adjustments were published in the Department of Finance's Price and Population Report.

The second part of the analysis is to verify that the "Proceeds of Taxes" does not exceed the limit calculated above. The "Proceeds of Taxes" is determined based on the City Council adopted budget for the new fiscal year. In light of COVID-19 pandemic, the City Council approved to roll-over the FY 2019-20 Operating Budget and set \$17.7 million as the FY 2020-21 General Fund revenues budget. Of the \$17.7 million revenues budget, the "proceeds of taxes" subject to the limit is \$16,720,279, which is \$37,862,002 less than the FY 2020-21 Appropriations Limit of \$54,582,281.

Reasons For the Recommended Action/Findings

Adoption of the FY 2020-21 Appropriation Limit will comply with State laws.

Council Adopted Values

Approval of the FY 2020-21 Appropriation Limit is a *responsible* action because the Town's FY 2020-21 Budget complied with State laws.

CONCLUSION

Staff recommends that the Council adopt the attached resolution.

ATTACHMENTS

- A. Resolution Adopting the FY 2020-21 Appropriation Limit

**RESOLUTION NO. 2020-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

RESOLUTION ADOPTING THE 2020-21 APPROPRIATION LIMIT

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

1. Background

- (a) Article XIII B of the California Constitution places certain restrictions on annual appropriations by cities;
- (b) The restrictions only apply to those appropriations which meet the definition of "Proceeds of Taxes";
- (c) The City Council approved a resolution to roll-over the FY 2019-20 operating budget to FY 2020-21, in light of the COVID-19 pandemic;
- (d) The FY 2020-21 Appropriations Limit Calculation was publicly noticed and posted on the Town's website on June 8, 2020, which is more than fifteen days for review;
- (e) The adoption of the Appropriations Limit must identify the optional calculation factors to be used as adjustment factors.

2. Findings

- (a) The first adjustment factor, the Town must select between: (A) the change in Town population, or (B) Countywide population, and the Town has selected the Change in Countywide population; and
- (b) The second adjustment factor the Town must select between: (1) the change in the State per capita income, or, (2) the change in the assessed valuation of local nonresidential construction, and the Town has selected the change in the State per capita income;
- (c) The detailed calculation of the Appropriations Limit for Fiscal Year 2020-21 is described in Exhibit A, attached hereto and by reference made a part hereof, and was published along with the FY 2019-20 Proposed Budget, to comply with the State law requiring the Gann Limit to be available to the public 15 day prior to adoption.
- (d) The City Council finds that the Fiscal Year 2020-21 budget does not exceed the constitutional appropriation limit placed on "Proceeds of Taxes" for Fiscal Year 2020-21 and is \$37,862,002 below the authorized limit.

3. Appropriation Limit

The Appropriation Limit for the Fiscal Year 2020-2021 shall be, and hereby is determined to be \$54,582,281.

Certification of Adoption

I certify that the foregoing Resolution No. 2020-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 24, 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

Attest: _____
Caitlin Corley, City Clerk

EXHIBIT A TO RESOLUTION 2020-##
FISCAL YEAR 2020-21 APPROPRIATIONS LIMIT

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the Town may select between two optional factors.

SELECTION OF OPTIONAL FACTORS

1. Change in Population (Town of Colma vs. San Mateo County)

Options	Population 1/1/2019	Population 1/1/2020	% Increase
a. Town of Colma	1,512	1,729	14.1%
b. County of San Mateo	774,485	773,244	-0.1%

2. Change in State per capita Personal Income vs. Colma Non-Residential Building Construction

Options	% Increase
a. Change in State Per Capita Personal Income	3.73%
b. Change in Colma Non-Residential Assessed Valuation	N/A*

* Change in non-residential assessed valuation was not available.

For the Fiscal Year 2020-21 calculation, the Town selected the Town's population growth rate of 14.1% and the change in the State Per Capita Income of 3.73%.

Appropriation Limit Calculation 2020-21

Population Change (Colma)	14.1%	$((0.1410+100)/100 = 1.141)$
State Per Capita Personal Income	3.73%	$((0.0373+100)/100 = 1.0373)$
Calculation of Factor for FY 2020-21	1.183	$1.1410 \times 1.0373 = 1.183$
Prior Year Appropriation Limit (2019-20)	\$ 46,137,229	
Appropriation Limit (2020-21)	\$ 54,582,281	$46,137,229 \times 1.183 = 54,582,281$

The FY 2020-21 Appropriations subject to the limit ("Proceeds of Taxes") total \$16,720,279, which means the Town is \$37,862,002 below the authorized limit.





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Brad Donohue, Director of Public Works
Abdulkader Hashem, Associate Engineer
VIA: Brian Dossey, City Manager
MEETING DATE: June 24, 2020
SUBJECT: Approval of Engineer's Report for Fiscal Year 2020-21

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION OVERRULING PROTESTS TO AND ADOPTING ENGINEER'S REPORT ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2020-21, DIRECTING THE CITY ENGINEER TO FILE A COPY OF THE ENGINEER'S REPORT WITH THE SAN MATEO COUNTY TAX COLLECTOR, AND AUTHORIZING THE COUNTY TAX COLLECTOR TO PLACE THE CHARGES ON THE PROPERTY TAX ROLL

EXECUTIVE SUMMARY

In order to place the sewer service charges charged by the Town of Colma on the property tax roll for collection by the San Mateo County tax collector, the City Engineer must prepare a written report (the "Engineer's Report") describing each parcel of real property receiving such sewer services, and the amount of the charge for each parcel for the subject year. This public hearing is to consider any protests to the Engineer's Report for FY 2020-21. For protests to be considered, protests must be submitted prior to the close of the public hearing on June 24, 2020. Protests apply only to the parcel for which the protest is made, and the City Council must consider each protest individually and decide whether to sustain or overrule the protest as to each protested parcel. Tabulation of inquiries and protests to the sewer charges, and recommended action is attached as Exhibit C to the Staff Report. If a majority of the owners of separate parcels subject to the sewer service charges files a protest against the Engineer's Report, the City may not place the sewer service charges on the County tax roll and must instead collect such charges by billing customers directly. So long as no majority protest exists, the City Council may overrule any or all protests.

At the conclusion of the Public Hearing, if there is no majority protest, the City Council should adopt a Resolution to either: adopt the Engineer's Report as proposed, or as modified to address individual protests, and authorize the County Controller to place the charges on the property tax roll. The City Engineer is then directed to file the Engineer's Report, along with the Resolution and submit it to the County Assessor's Office who will then collect the approved sewer service charges through the property tax rolls.

If no protests are filed, the Council should adopt the proposed resolution with an instruction to the City Attorney to strike the alternative clauses which state that a protest was filed.

If protests are filed, and the City Council chooses to sustain some or all of them, the City Council should ask the City Attorney for advice on how to modify the draft resolution.

FISCAL IMPACT

The Town will be paying out to the City of South San Francisco ("SSF") and the North San Mateo County Sanitation District ("NSMCSD") a total of \$1,003,588.70. After calculating the sewer charges for Town owned properties, the Town will be reimbursed through the County Tax Rolls \$986,767.34, leaving a net cost of \$16,821.36 to the Town for Town wide annual sanitary sewer charges for facilities owned by the Town of Colma.

Please see the summary of sewer charges from the Engineer's Report below:

Amounts Payable to SSF and NSMCSD for Sewer Service:

Sewer Charges Payable to SSF:	\$ 831,329.42	
Transfer of Charges for Village Serramonte Condominiums (Daly City Jurisdiction Flows to SSF):	<u>\$ 130,803.00</u>	
Net Sewer Charges Payable to SSF:		\$ 962,132.42
Sewer Charges Payable to NSMCSD:	\$ 172,259.28	
Transfer of Charges for Village Serramonte Condominiums (Daly City Jurisdiction Flows to SSF):	<u>\$- 130,803.00</u>	
Net Sewer Charges Payable to NSMCSD:		\$ 41,456.28

Total Sewer Charges for FY 2020-21: (payable to NSMCSD and SSF)	\$ 1,003,588.70
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Cost Summary for the Town of Colma

Total Sewer Charges for FY 2020-21:	\$ 1,003,588.70
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Sewer Charges for Town Properties: (All Town owned Facilities)	\$ -16,821.36
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<u>Net Cost to Town:</u>	<u>\$ -16,821.36</u>
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Revenue from charges posted on Tax Rolls:	\$ 986,767.34
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BACKGROUND

The Town of Colma contracts with SSF and the NSMCSD to provide sanitary sewer services to all properties in the Town. The Town assesses sewer service charges against properties within the Town at the same rate that SSF or the NSMCSD charges the Town for those properties. These are pass-through rates because the Town is passing the SSF or the NSMCSD's rates onto sewer service users.

The Town levies an annual sewer service charge on each property that utilizes or has access to these sewer systems. Pursuant to section 5473 of the Health and Safety Code of the State of California, the Town has elected to collect the annual sewer service charges through the County of San Mateo Property Tax Rolls. Therefore, in accordance with the Health and Safety Code, the City Engineer has prepared a Engineer's Report describing each parcel that receives sewer service and the amount of the service charge that will be assessed against each parcel for Fiscal Year 2020-21.

As required, the Engineer's Report has been on file with the office of the City Clerk for public review and comment for at least 15 days prior to the Public Hearing on June 24, 2020. In addition, the required notice of public hearing and the proposed sewer charges was published in the local newspaper on June 3, 2020 and June 10, 2020; a courtesy copy of the notice with the proposed individual sewer charge was mailed to all affected property owners, residents, and business owners on May 22, 2020; and a copy of the notice was posted on the three official Town bulletin boards for at least 15 days prior to the Public Hearing.

ANALYSIS

NSMCSD Sewer Rates

In Fiscal Year 2016-17, the NSMCSD approved an annual 8% sewer rate increase to all customers for 3 years.

On June 8, 2016, the Town adopted an Ordinance amending Section 3.04.170 of the Colma Municipal Code "Fees for Sewer Service Provided through NSMCSD Sewer System" to allow for this pass-through rate increase for all properties connected to the NSMCSD's system.

The NSMCSD did not increase the sewer rates in Fiscal Years 2019-20 and 2020-21. The Town was instructed by the NSMCSD to use the sewer rates from Fiscal Year 2019-20.

SSF Sewer Rates

For FY 2020-21, SSF increased their minimum sewer rate by 2% from the 2019-20 rates. Colma residents and businesses that are serviced by SSF will see a sanitary sewer rate increase of 2% in their base rate over last year rates.

On March 28, 2018, the Town adopted an Ordinance amending Section 3.04.160 of the Colma Municipal Code "Fees for Sewer Service Provided Through City of South San Francisco Sewer System" to allow for pass-through rate increases for all properties connected to SSF's sewer system for a five-year period, effective July 1, 2018, with increases scheduled each July 1 thereafter, through and including July 1, 2022.

Under the agreement that the Town has with SSF, if sewer rate increases are not forwarded to the Town by April 1st of the current year, the Town will use the previous fiscal year's rate schedule. Because the Town did not receive notice of a rate increase by April 1, 2020, the Town will default to SSF's Fiscal Year 2019-20 sewer rates.

Water Conservation Incentive Program

In July 2012, the City Council approved a Water Conservation Incentive Program ("Program") for all sewer service customers in the Town. The Program grants each eligible sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

On May 13, 2020, the City Council expressed a desire to temporarily suspend the Program and did not authorize a subsidy for eligible customers for Fiscal Year 2020-21 due to the financial impacts brought on by COVID 19.

On June 10, 2020, the City Council adopted a resolution amending subchapter 1.14 of the Colma Administrative Code "Water Conservation Incentive Program" relating to the temporary suspension of the Program. The amended code will allow for the temporary suspension of the Program for Fiscal Year 2020-21.

Hearing on Engineer's Report to Consider Individual Protests

The purpose of the hearing on the Engineer's Report is to hear individual protests to the Engineer's Report for each parcel of property within the Town of Colma subject to the sewer service charge. For example, a property owner might protest the classification for the owner's property, or another owner might claim that an error was made in the calculation of the owner's annual sanitary sewer charge. However, protests cannot serve to contest the sewer rates, due to the fact that the time for lodging those protests expired when the Proposition 218 hearing was held in June 2016 for property owners served by NSMCSD, and in March 2018 for property owners served by SSF.

Each affected property owner has the right to file a written protest to the Engineer's Report any time prior to the conclusion of the June 24, 2020 public hearing on the Engineer's Report. If the City Council decides a protest(s) is valid, the City Council should sustain the protest, and direct the City Engineer to amend the Engineer's Report or remove the charge in accordance with the City Council's direction. If the City Council decides that a protest is invalid, it should overrule the protest, and direct the City Engineer to file the Engineer's Report without change.

If there are any protests to the Engineer's Report submitted after the City Council receives this Staff Report, the City Engineer will prepare a supplemental staff report detailing those protests. Written protests can be submitted until the close of the public hearing. If a protest is filed at the public hearing, staff will advise the City Council at the meeting of their recommendation and, amend the Engineer's Report as directed by the City Council before submitting it to the County. If the attached Resolution needs to be amended to address any protests submitted at the hearing, the City Attorney will help guide the City Council through that process.

If a majority of property owners submit a protest, then the Town cannot place the charges on the Property Tax Roll but must collect the charges through an invoice-and-payment process.

To date, the City Engineer's Office has received four inquiries and one protest. The inquiries that were received were not of a protest nature but sought an explanation on how the annual sewer charges are calculated and paid for. The protest was received by phone call regarding the sewer service charge notice – the property owner name and address were correct, but the water meter reading and account were incorrect. To date, the inquiries and the one letter protest have been resolved. Staff will submit to the City Council a copy of the Inquiry and Protest Log (Exhibit C), prior to the opening of the June 24, 2020 Public Hearing for adopting the Engineer's Report on sewer service charges for Fiscal Year 2020-21.

Assessment on County Tax Rolls

On or before July 31, the City Engineer will send the approved or amended Engineer's Report to the County along with a Resolution requesting that the County Assessor's Office enter the amounts of the charges shown on the Engineer's Report as assessments against the respective parcels on the roll for Fiscal Year 2020-21.

Values

Before assessing a charge on the county tax rolls against any particular property in the Town of Colma, the City Council will have held a public hearing allowing the public to protest to the City Council the calculation of their annual sanitary sewer charge. Through this process, the City Council is being *fair* by allowing for a protest process where the Council can review and rule on each protest.

Alternatives

As to each protest against the proposed sewer service charge, the City Council can either sustain or overrule the protest for that parcel. If the City Council sustains the protest, it can modify or remove the proposed charge for that parcel. The Town may also choose to collect the sewer service charges separately from the tax roll. This option will result in increased costs for technology and staff dedicated to billing, as well as a higher risk of errors. Additionally, this option will not allow the Town to place the sewer service charges as a lien against the subject property.

CONCLUSION

Staff recommends the City Council adopt the attached Resolution to sustain or overrule protests to the Engineer's Report for FY 2020-21 and to adopt the Engineer's Report, to direct the City Engineer to file a copy of the Engineer's Report with the County Tax Collector for collection on the San Mateo County tax rolls, and to authorize the County Tax Collector to place the charges on the property tax roll.

ATTACHMENTS

- A. Resolution
- B. Engineer's Report - Sewer Service Charges for FY 2020-21
- C. Tabulation of inquiries and protests



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

**RESOLUTION OVERRULING PROTESTS TO AND ADOPTING ENGINEER'S REPORT ON
SEWER SERVICE CHARGES FOR FISCAL YEAR 2020-2021,
AND DIRECTING THE CITY ENGINEER TO FILE A COPY OF THE ENGINEER'S REPORT
WITH THE SAN MATEO COUNTY TAX COLLECTOR**

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

1. Background

(a) The City Council has, by Colma Municipal Code, Chapter Three, Subchapter Seven (Section 3.07.010, *et seq.*), otherwise known as the *Colma Sewer Service Charge Code*, provided for the collection of sewer service charges for each fiscal year on the tax rolls of San Mateo County, and has directed the preparation and filing of a written report for each fiscal year containing descriptions of each parcel of real property located in Colma receiving such sewer services and facilities, and the amount of the sewer service charge for each parcel for the fiscal year, computed in conformity with the charges prescribed by ordinance.

(b) Pursuant to Section 5473, *et seq.* of the California Health and Safety Code, the City Engineer prepared and filed a written report ("Report") with the City Clerk at least fifteen (15) days prior to June 24, 2020, which is the date set forth for the public hearing.

(c) Notice of the filing of the Report and the public hearing thereon was published in the San Mateo County Times on June 3, 2020, and June 10, 2021, in accordance with Health and Safety Code Section 5473.1 and Government Code Section 6066, and posted on the Town's three official bulletin boards.

(d) A Public Hearing on the Report was held on June 24, 2020, at which time, the City Council heard and considered all objections or protests, if any, to the Report.

2. Findings

The City Council finds that:

(a) At the public hearing on June 24, 2020, no persons made any comments, objections or protests regarding the Report.

Alternate provision if one or more protests to individual parcels are filed. At the public hearing on June 24, 2020, _____ made and filed objections or protests regarding the Report, and the Council ruled thereon as follows: [specify]

(b) The owners of a majority of the separate parcels of property described in the Report did not file protests, and therefore the City Council is authorized to adopt the Report and to order that the charges set forth in the Report shall be collected on the tax roll of the County of San Mateo and shall constitute a lien against any parcel or parcels of land.

(c) As such, the County Controller is authorized to place the sewer service charges on the

property tax roll.

(d) The lowest and highest rates for for the sewer service charge for the fiscal year commencing July 1, 2020, are \$87.44 and \$209,916.78, respectively.

(e) The sewer service charges were previously adopted pursuant to the Town's police powers and the authority granted under Health and Safety Code section 5470 *et seq.*, in compliance with the provisions of article XIII D, section 6 of the California Constitution.

(f) The sewer service charges collected pursuant to this Resolution are for the fiscal year commencing July 1, 2020.

3. Order

Now, therefore, the City Council does hereby order that:

(a) The City Council hereby adopts the Report without any further revision, change, reduction or modification.

Alternate provision if one or more protests to individual parcels are filed and sustained:
The City Engineer is directed to modify the Report by making any changes to sewer service charges necessary as a result of any protest sustained by the Council during the public hearing on the Report. The City Council hereby adopts the Report, as modified by the directive in this Section 3(a), without any further revision, change, reduction or modification

(b) The charges set forth in the Report, as adopted, shall be collected on the tax roll of the County of San Mateo in the manner provided by law and shall constitute a lien against each parcel or parcels of land as specified therein.

Alternate provision if one or more protests to individual parcels are filed and sustained:
The charges set forth in the Report, as so modified, shall be collected on the tax roll of the County of San Mateo in the manner provided by law and shall constitute a lien against each parcel or parcels of land as specified therein.

(c) The City Engineer is directed to file with the County Controller of San Mateo County on or before the July 31, 2020 a copy of the Report upon which shall be endorsed, over the Clerk's signature, a statement that the Report has been finally adopted by the City Council of the Town of Colma.

(d) The County Controller of San Mateo County is hereby authorized to place the charges on the property tax roll. The County Controller shall, upon receipt of the Report, enter the amounts of the charges set forth in the Report against the respective lots or parcels as they appear on the assessment roll for the fiscal year.

Certification of Adoption

I certify that the foregoing Resolution No. 2020-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 24, 2020, by the following vote:

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

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk



TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2010-21

APN	Street No.	Street Name	Town Pays NSMCSD	Town Pays SSF	Charge to Property
103-190-040	401	B ST	\$87.44	\$0.00	\$87.44
103-190-030	403	B ST	\$425.52	\$0.00	\$425.52
103-190-020	405	B ST	\$614.64	\$0.00	\$614.64
103-190-010	407	B ST	\$141.84	\$0.00	\$141.84
008-125-320	409	B ST	\$567.36	\$0.00	\$567.36
008-125-330	411	B ST	\$283.68	\$0.00	\$283.68
008-125-340	413	B ST	\$756.48	\$0.00	\$756.48
008-125-350	415	B ST	\$803.76	\$0.00	\$803.76
008-126-240	416	B ST	\$236.40	\$0.00	\$236.40
008-125-360	417	B ST	\$756.48	\$0.00	\$756.48
008-126-250	418	B ST	\$87.44	\$0.00	\$87.44
008-125-370	419	B ST	\$425.52	\$0.00	\$425.52
008-126-260	420	B ST	\$567.36	\$0.00	\$567.36
008-126-220	424	B ST	\$567.36	\$0.00	\$567.36
008-126-230	426	B ST	\$803.76	\$0.00	\$803.76
008-125-420	429	B ST	\$425.52	\$0.00	\$425.52
008-126-320	430	B ST	\$141.84	\$0.00	\$141.84
008-125-430	431	B ST	\$141.84	\$0.00	\$141.84
008-125-440	433	B ST	\$756.48	\$0.00	\$756.48
008-125-400	435	B ST	\$330.96	\$0.00	\$330.96
008-126-330	436	B ST	\$330.96	\$0.00	\$330.96
008-125-390	437	B ST	\$236.40	\$0.00	\$236.40
008-126-340	438	B ST	\$567.36	\$0.00	\$567.36
008-125-380	439	B ST	\$425.52	\$0.00	\$425.52
008-126-360	446	B ST	\$709.20	\$0.00	\$709.20
008-126-370	448	B ST	\$283.68	\$0.00	\$283.68
008-125-220	451	B ST	\$425.52	\$0.00	\$425.52
008-125-210	453	B ST	\$1,040.16	\$0.00	\$1,040.16
008-125-200	455	B ST	\$803.76	\$0.00	\$803.76
008-126-380	456	B ST	\$236.40	\$0.00	\$236.40
008-126-390	460	B ST	\$330.96	\$0.00	\$330.96
008-125-190	461	B ST	\$851.04	\$0.00	\$851.04
008-126-400	462	B ST	\$236.40	\$0.00	\$236.40
008-126-410	464	B ST	\$236.40	\$0.00	\$236.40
008-126-420	468	B ST	\$189.12	\$0.00	\$189.12
008-125-260	469	B ST	\$992.88	\$0.00	\$992.88
008-126-430	470	B ST	\$472.80	\$0.00	\$472.80
006-413-110	471	B ST	\$236.40	\$0.00	\$236.40
006-411-010	472	B ST	\$425.52	\$0.00	\$425.52
006-413-100	475	B ST	\$472.80	\$0.00	\$472.80
006-411-020	476	B ST	\$614.64	\$0.00	\$614.64
006-413-090	479	B ST	\$236.40	\$0.00	\$236.40
006-411-030	480	B ST	\$87.44	\$0.00	\$87.44
006-413-080	483	B ST	\$283.68	\$0.00	\$283.68
006-411-040	484	B ST	\$520.08	\$0.00	\$520.08
006-411-050	488	B ST	\$330.96	\$0.00	\$330.96
006-411-060	492	B ST	\$1,134.72	\$0.00	\$1,134.72
006-414-140	503	B ST	\$283.68	\$0.00	\$283.68
006-412-010	504	B ST	\$378.24	\$0.00	\$378.24
006-414-130	507	B ST	\$614.64	\$0.00	\$614.64
006-412-020	508	B ST	\$87.44	\$0.00	\$87.44
006-414-120	511	B ST	\$614.64	\$0.00	\$614.64
006-412-030	512	B ST	\$141.84	\$0.00	\$141.84
006-414-110	515	B ST	\$378.24	\$0.00	\$378.24
006-412-040	516	B ST	\$141.84	\$0.00	\$141.84
006-414-100	519	B ST	\$87.44	\$0.00	\$87.44
006-412-050	520	B ST	\$520.08	\$0.00	\$520.08
006-414-090	523	B ST	\$378.24	\$0.00	\$378.24
006-412-060	524	B ST	\$189.12	\$0.00	\$189.12
006-414-080	527	B ST	\$94.56	\$0.00	\$94.56
006-412-070	528	B ST	\$709.20	\$0.00	\$709.20
006-414-070	531	B ST	\$472.80	\$0.00	\$472.80
006-412-080	532	B ST	\$236.40	\$0.00	\$236.40
006-412-090	536	B ST	\$1,371.12	\$0.00	\$1,371.12
006-412-100	540	B ST	\$283.68	\$0.00	\$283.68
008-126-270	401	C ST	\$898.32	\$0.00	\$898.32
008-126-280	409	C ST	\$1,087.44	\$0.00	\$1,087.44
008-126-280	411	C ST	\$1,371.12	\$0.00	\$1,371.12
008-126-280	413	C ST	\$661.92	\$0.00	\$661.92

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2010-21**

APN	Street No.	Street Name	Town Pays NSMCSD	Town Pays SSF	Charge to Property
008-126-300	417	C ST	\$614.64	\$0.00	\$614.64
008-126-110	435	C ST	\$8,463.12	\$0.00	\$8,463.12
008-127-050	438	C ST	\$425.52	\$0.00	\$425.52
008-126-100	439	C ST	\$141.84	\$0.00	\$141.84
008-127-050	440	C ST	\$661.92	\$0.00	\$661.92
008-126-090	441	C ST	\$803.76	\$0.00	\$803.76
008-127-200	442	C ST	\$378.24	\$0.00	\$378.24
008-126-080	445	C ST	\$1,418.40	\$0.00	\$1,418.40
008-127-210	446	C ST	\$94.56	\$0.00	\$94.56
008-126-070	449	C ST	\$189.12	\$0.00	\$189.12
008-126-060	455	C ST	\$520.08	\$0.00	\$520.08
008-127-070	464	C ST	\$898.32	\$0.00	\$898.32
008-127-080	466	C ST	\$236.40	\$0.00	\$236.40
008-126-050	467	C ST	\$1,040.16	\$0.00	\$1,040.16
006-411-120	471	C ST	\$709.20	\$0.00	\$709.20
006-387-130	472	C ST	\$851.04	\$0.00	\$851.04
006-411-110	475	C ST	\$709.20	\$0.00	\$709.20
006-387-020	476	C ST	\$425.52	\$0.00	\$425.52
006-411-100	479	C ST	\$945.60	\$0.00	\$945.60
006-387-030	480	C ST	\$378.24	\$0.00	\$378.24
006-411-090	483	C ST	\$189.12	\$0.00	\$189.12
006-387-040	484	C ST	\$1,371.12	\$0.00	\$1,371.12
006-411-080	487	C ST	\$283.68	\$0.00	\$283.68
006-411-070	491	C ST	\$283.68	\$0.00	\$283.68
006-387-050	492	C ST	\$87.44	\$0.00	\$87.44
006-412-230	503	C ST	\$94.56	\$0.00	\$94.56
006-388-010	504	C ST	\$236.40	\$0.00	\$236.40
006-412-220	507	C ST	\$141.84	\$0.00	\$141.84
006-388-020	508	C ST	\$283.68	\$0.00	\$283.68
006-412-210	511	C ST	\$87.44	\$0.00	\$87.44
006-388-030	512	C ST	\$1,276.56	\$0.00	\$1,276.56
006-412-200	515	C ST	\$87.44	\$0.00	\$87.44
006-388-040	516	C ST	\$378.24	\$0.00	\$378.24
006-412-190	519	C ST	\$472.80	\$0.00	\$472.80
006-388-050	520	C ST	\$520.08	\$0.00	\$520.08
006-412-180	523	C ST	\$520.08	\$0.00	\$520.08
006-388-060	524	C ST	\$567.36	\$0.00	\$567.36
006-412-170	527	C ST	\$189.12	\$0.00	\$189.12
006-388-070	528	C ST	\$378.24	\$0.00	\$378.24
006-412-160	531	C ST	\$709.20	\$0.00	\$709.20
006-388-080	532	C ST	\$283.68	\$0.00	\$283.68
006-412-150	535	C ST	\$87.44	\$0.00	\$87.44
006-388-090	536	C ST	\$851.04	\$0.00	\$851.04
006-412-140	539	C ST	\$94.56	\$0.00	\$94.56
006-388-100	540	C ST	\$236.40	\$0.00	\$236.40
006-412-130	543	C ST	\$425.52	\$0.00	\$425.52
006-388-110	544	C ST	\$756.48	\$0.00	\$756.48
006-412-120	547	C ST	\$189.12	\$0.00	\$189.12
006-388-120	548	C ST	\$189.12	\$0.00	\$189.12
006-412-110	551	C ST	\$141.84	\$0.00	\$141.84
006-388-130	552	C ST	\$661.92	\$0.00	\$661.92
006-388-140	556	C ST	\$945.60	\$0.00	\$945.60
006-388-150	560	C ST	\$945.60	\$0.00	\$945.60
006-388-160	564	C ST	\$661.92	\$0.00	\$661.92
008-126-130	421-423	C ST	\$661.92	\$0.00	\$661.92
008-126-120	427-431	C ST	\$472.80	\$0.00	\$472.80
008-126-290	415	C ST A	\$992.88	\$0.00	\$992.88
008-126-300	417	C ST A	\$520.08	\$0.00	\$520.08
008-126-310	419	C ST A	\$1,371.12	\$0.00	\$1,371.12
008-127-280	420	C ST A	\$330.96	\$0.00	\$330.96
008-127-270	422	C ST A	\$425.52	\$0.00	\$425.52
008-127-260	424	C ST A	\$330.96	\$0.00	\$330.96
008-127-250	426	C ST A	\$1,512.96	\$0.00	\$1,512.96
008-126-290	415	C ST B	\$945.60	\$0.00	\$945.60
008-126-310	419	C ST B	\$803.76	\$0.00	\$803.76
008-127-280	420	C ST B	\$1,749.36	\$0.00	\$1,749.36
008-127-270	422	C ST B	\$851.04	\$0.00	\$851.04
008-127-260	424	C ST B	\$330.96	\$0.00	\$330.96
008-127-250	426	C ST B	\$614.64	\$0.00	\$614.64

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2010-21**

APN	Street No.	Street Name	Town Pays NSMCSD	Town Pays SSF	Charge to Property
006-381-070	CLARK	& F ST	\$378.24	\$0.00	\$378.24
006-413-070	350	CLARK AVE	\$236.40	\$0.00	\$236.40
006-384-060	450	CLARK AVE	\$378.24	\$0.00	\$378.24
006-384-070	550	CLARK AVE	\$1,229.28	\$0.00	\$1,229.28
006-381-040	560	CLARK AVE	\$87.44	\$0.00	\$87.44
006-381-050	570	CLARK AVE	\$283.68	\$0.00	\$283.68
006-381-060	580	CLARK AVE	\$851.04	\$0.00	\$851.04
008-421-180	205	COLLINS AVE	\$0.00	\$1,010.04	\$1,010.04
008-421-190	207	COLLINS AVE	\$0.00	\$2,639.88	\$2,639.88
008-421-150	245	COLLINS AVE	\$0.00	\$7,086.26	\$7,086.26
010-421-180	248	COLLINS AVE	\$0.00	\$739.00	\$739.00
010-421-160	480	COLLINS AVE	\$0.00	\$2,855.38	\$2,855.38
010-421-200	500	COLLINS AVE	\$0.00	\$2,004.16	\$2,004.16
010-421-190	530	COLLINS AVE	\$0.00	\$739.00	\$739.00
008-403-040	1000	COLLINS AVE	\$0.00	\$2,428.50	\$2,428.50
008-403-020	1500	COLLINS AVE	\$0.00	\$2,761.28	\$2,761.28
008-322-550	2	COLMA BLVD	\$0.00	\$15,557.54	\$15,557.54
008-322-550	2	COLMA BLVD	\$0.00	\$1,236.34	\$1,236.34
008-322-470	19	COLMA BLVD	\$0.00	\$815.82	\$815.82
008-322-290	65	COLMA BLVD	\$0.00	\$3,623.76	\$3,623.76
008-322-490	75	COLMA BLVD	\$0.00	\$739.00	\$739.00
008-322-270	81	COLMA BLVD	\$0.00	\$739.00	\$739.00
008-322-500	91	COLMA BLVD	\$0.00	\$6,574.00	\$6,574.00
008-322-500	91	COLMA BLVD	\$0.00	\$3,296.90	\$3,296.90
008-322-330	101	COLMA BLVD	\$0.00	\$739.00	\$739.00
008-322-340	111	COLMA BLVD	\$0.00	\$9,782.24	\$9,782.24
008-322-560	200	COLMA BLVD	\$0.00	\$1,679.08	\$1,679.08
008-322-320	1-17	COLMA BLVD	\$0.00	\$8,888.66	\$8,888.66
008-322-340	115-119	COLMA BLVD	\$0.00	\$4,145.52	\$4,145.52
008-322-510	121-123	COLMA BLVD	\$0.00	\$739.00	\$739.00
008-322-480	27-39	COLMA BLVD	\$0.00	\$1,584.22	\$1,584.22
008-322-480	41-53	COLMA BLVD	\$0.00	\$5,103.62	\$5,103.62
008-322-480	55-63	COLMA BLVD	\$0.00	\$1,935.20	\$1,935.20
008-127-300	429	D ST	\$898.32	\$0.00	\$898.32
008-143-020	430	D ST	\$567.36	\$0.00	\$567.36
008-127-290	431	D ST	\$87.44	\$0.00	\$87.44
008-127-160	433	D ST	\$425.52	\$0.00	\$425.52
008-143-030	434	D ST	\$945.60	\$0.00	\$945.60
008-127-150	435	D ST	\$330.96	\$0.00	\$330.96
008-143-060	436	D ST	\$661.92	\$0.00	\$661.92
008-143-040	438	D ST	\$472.80	\$0.00	\$472.80
008-127-140	439	D ST	\$87.44	\$0.00	\$87.44
008-143-050	442	D ST	\$472.80	\$0.00	\$472.80
008-127-240	443	D ST	\$992.88	\$0.00	\$992.88
008-143-070	448	D ST	\$1,229.28	\$0.00	\$1,229.28
008-143-080	452	D ST	\$567.36	\$0.00	\$567.36
008-127-230	455	D ST	\$378.24	\$0.00	\$378.24
008-143-090	456	D ST	\$661.92	\$0.00	\$661.92
008-127-220	459	D ST	\$378.24	\$0.00	\$378.24
008-143-100	460	D ST	\$803.76	\$0.00	\$803.76
008-127-110	463	D ST	\$330.96	\$0.00	\$330.96
008-143-110	464	D ST	\$1,371.12	\$0.00	\$1,371.12
008-127-100	467	D ST	\$614.64	\$0.00	\$614.64
008-143-450	468	D ST	\$945.60	\$0.00	\$945.60
006-387-120	471	D ST	\$378.24	\$0.00	\$378.24
008-143-460	472	D ST	\$1,134.72	\$0.00	\$1,134.72
006-387-110	475	D ST	\$189.12	\$0.00	\$189.12
008-143-440	476	D ST	\$472.80	\$0.00	\$472.80
006-387-100	479	D ST	\$141.84	\$0.00	\$141.84
006-384-020	480	D ST	\$709.20	\$0.00	\$709.20
006-387-090	483	D ST	\$614.64	\$0.00	\$614.64
006-384-030	484	D ST	\$425.52	\$0.00	\$425.52
006-387-140	487	D ST	\$425.52	\$0.00	\$425.52
006-384-040	488	D ST	\$283.68	\$0.00	\$283.68
006-384-050	490	D ST	\$614.64	\$0.00	\$614.64
006-387-060	491	D ST	\$1,749.36	\$0.00	\$1,749.36
006-388-360	503	D ST	\$330.96	\$0.00	\$330.96
006-388-350	507	D ST	\$1,418.40	\$0.00	\$1,418.40
006-388-340	511	D ST	\$141.84	\$0.00	\$141.84

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2010-21**

APN	Street No.	Street Name	Town Pays NSMCSD	Town Pays SSF	Charge to Property
006-388-330	515	D ST	\$661.92	\$0.00	\$661.92
006-388-320	519	D ST	\$189.12	\$0.00	\$189.12
006-388-310	523	D ST	\$189.12	\$0.00	\$189.12
006-388-300	527	D ST	\$851.04	\$0.00	\$851.04
006-388-290	531	D ST	\$330.96	\$0.00	\$330.96
006-388-280	535	D ST	\$378.24	\$0.00	\$378.24
006-388-270	539	D ST	\$709.20	\$0.00	\$709.20
006-388-260	543	D ST	\$425.52	\$0.00	\$425.52
006-388-250	547	D ST	\$1,040.16	\$0.00	\$1,040.16
006-388-240	551	D ST	\$661.92	\$0.00	\$661.92
006-388-230	555	D ST	\$378.24	\$0.00	\$378.24
006-388-220	559	D ST	\$567.36	\$0.00	\$567.36
006-388-210	563	D ST	\$189.12	\$0.00	\$189.12
006-388-200	567	D ST	\$87.44	\$0.00	\$87.44
006-388-190	571	D ST	\$283.68	\$0.00	\$283.68
006-388-180	575	D ST	\$141.84	\$0.00	\$141.84
006-388-170	579	D ST	\$87.44	\$0.00	\$87.44
008-143-310	401	E ST	\$898.32	\$0.00	\$898.32
008-143-320	415	E ST	\$992.88	\$0.00	\$992.88
008-143-320	417	E ST	\$803.76	\$0.00	\$803.76
008-143-340	419	E ST	\$236.40	\$0.00	\$236.40
008-143-340	421	E ST	\$236.40	\$0.00	\$236.40
008-143-350	423	E ST	\$236.40	\$0.00	\$236.40
008-143-350	425	E ST	\$87.44	\$0.00	\$87.44
008-143-360	427	E ST	\$1,323.84	\$0.00	\$1,323.84
008-143-360	429	E ST	\$661.92	\$0.00	\$661.92
008-143-180	435	E ST	\$330.96	\$0.00	\$330.96
008-143-160	441	E ST	\$236.40	\$0.00	\$236.40
008-144-120	444	E ST	\$94.56	\$0.00	\$94.56
008-143-250	445	E ST	\$851.04	\$0.00	\$851.04
008-144-110	446	E ST	\$1,229.28	\$0.00	\$1,229.28
008-144-100	448	E ST	\$1,087.44	\$0.00	\$1,087.44
008-143-280	449	E ST	\$1,087.44	\$0.00	\$1,087.44
008-143-270	455	E ST	\$709.20	\$0.00	\$709.20
008-144-090	460	E ST	\$898.32	\$0.00	\$898.32
008-143-140	461	E ST	\$567.36	\$0.00	\$567.36
008-144-240	462	E ST	\$709.20	\$0.00	\$709.20
008-143-390	463	E ST	\$567.36	\$0.00	\$567.36
008-144-230	464	E ST	\$1,040.16	\$0.00	\$1,040.16
008-143-400	465	E ST	\$189.12	\$0.00	\$189.12
008-143-400	465	E ST A	\$378.24	\$0.00	\$378.24
008-144-220	466	E ST	\$87.44	\$0.00	\$87.44
008-144-220	466	E ST A	\$330.96	\$0.00	\$330.96
008-143-470	467	E ST	\$614.64	\$0.00	\$614.64
008-143-480	469	E ST	\$520.08	\$0.00	\$520.08
008-143-420	471	E ST	\$378.24	\$0.00	\$378.24
006-381-030	478	E ST	\$236.40	\$0.00	\$236.40
006-384-080	483	E ST	\$567.36	\$0.00	\$567.36
006-381-040	490	E ST	\$756.48	\$0.00	\$756.48
008-144-290	412-416	E ST	\$2,269.44	\$0.00	\$2,269.44
008-322-520	1000	EL CAMINO REAL	\$1,087.44	\$0.00	\$1,087.44
008-392-190	1150	EL CAMINO REAL	\$0.00	\$1,754.96	\$1,754.96
008-392-240	1174	EL CAMINO REAL	\$0.00	\$1,527.30	\$1,527.30
008-392-290	1180	EL CAMINO REAL	\$0.00	\$11,934.00	\$0.00
008-392-300	1188-1190	EL CAMINO REAL	\$0.00	\$739.00	\$0.00
008-392-320	1198	EL CAMINO REAL	\$0.00	\$739.00	\$0.00
011-341-940	1199	EL CAMINO REAL	\$0.00	\$739.00	\$0.00
008-421-120	1200	EL CAMINO REAL	\$0.00	\$4,420.62	\$4,420.62
011-341-810	1201	EL CAMINO REAL	\$0.00	\$815.82	\$815.82
008-421-040	1222	EL CAMINO REAL	\$0.00	\$1,470.38	\$1,470.38
008-421-040	1232	EL CAMINO REAL	\$0.00	\$2,295.68	\$2,295.68
008-421-050	1242	EL CAMINO REAL	\$0.00	\$739.00	\$739.00
011-341-850	1299	EL CAMINO REAL	\$0.00	\$739.00	\$739.00
010-422-040	1300	EL CAMINO REAL	\$0.00	\$4,230.88	\$4,230.88
011-341-590	1301	EL CAMINO REAL	\$0.00	\$739.00	\$739.00
011-341-500	1361	EL CAMINO REAL	\$0.00	\$739.00	\$739.00
010-422-020	1370	EL CAMINO REAL	\$0.00	\$12,948.80	\$12,948.80
010-422-020	1370	EL CAMINO REAL	\$0.00	\$739.00	\$739.00
010-422-020	1370	EL CAMINO REAL	\$0.00	\$13,650.78	\$13,650.78

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2010-21**

APN	Street No.	Street Name	Town Pays NSMCSD	Town Pays SSF	Charge to Property
008-127-010	7701	EL CAMINO REAL	\$803.76	\$0.00	\$803.76
008-144-140	7801	EL CAMINO REAL	\$94.56	\$0.00	\$94.56
011-341-720	1171	EL CAMINO REAL ON HILLSIDE	\$0.00	\$739.00	\$739.00
008-144-150	417	F ST	\$1,702.08	\$0.00	\$1,702.08
008-144-270	419	F ST	\$661.92	\$0.00	\$661.92
008-144-260	421	F ST	\$851.04	\$0.00	\$851.04
008-144-300	429	F ST	\$236.40	\$0.00	\$0.00
008-144-190	433	F ST	\$614.64	\$0.00	\$614.64
008-144-200	435	F ST	\$94.56	\$0.00	\$94.56
008-144-200	437	F ST	\$189.12	\$0.00	\$189.12
008-144-210	439	F ST	\$87.44	\$0.00	\$87.44
008-144-210	441	F ST	\$425.52	\$0.00	\$425.52
011-341-110	540	F ST	\$87.44	\$0.00	\$87.44
006-388-540	601	F ST	\$567.36	\$0.00	\$0.00
006-388-400	609	F ST	\$520.08	\$0.00	\$520.08
006-388-410	611	F ST	\$945.60	\$0.00	\$945.60
006-388-420	613	F ST	\$141.84	\$0.00	\$141.84
006-388-430	615	F ST	\$87.44	\$0.00	\$87.44
006-388-530	619	F ST	\$378.24	\$0.00	\$378.24
006-388-450	621	F ST	\$520.08	\$0.00	\$520.08
006-388-460	623	F ST	\$709.20	\$0.00	\$709.20
006-388-460	625	F ST	\$472.80	\$0.00	\$472.80
006-388-580	627	F ST	\$378.24	\$0.00	\$378.24
006-388-580	627	F ST A	\$756.48	\$0.00	\$756.48
006-388-600	629	F ST	\$1,749.36	\$0.00	\$1,749.36
011-014-110	1903-05	HILLSIDE BLVD	\$898.32	\$0.00	\$898.32
006-388-610	1450	HILLSIDE BLVD	\$2,269.44	\$0.00	\$2,269.44
011-341-950	1500	HILLSIDE BLVD	\$87.44	\$0.00	\$0.00
011-341-950	1520	HILLSIDE BLVD	\$1,040.16	\$0.00	\$0.00
011-331-260	1601	HILLSIDE BLVD	\$189.12	\$0.00	\$189.12
011-341-400	1700	HILLSIDE BLVD	\$0.00	\$209,916.78	\$209,916.78
011-015-010	1801	HILLSIDE BLVD	\$851.04	\$0.00	\$851.04
011-341-140	1900	HILLSIDE BLVD	\$425.52	\$0.00	\$425.52
011-014-080	1901	HILLSIDE BLVD	\$472.80	\$0.00	\$472.80
011-440-040	2005	HILLSIDE BLVD	\$87.44	\$0.00	\$87.44
011-440-040	2005	HILLSIDE BLVD	\$87.44	\$0.00	\$87.44
011-154-090	2700	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00
011-154-090	2702	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00
011-154-100	2704	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00
011-154-100	2706	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00
011-154-110	2708	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00
011-154-110	2710	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00
011-440-030	2101	HILLSIDE BLVD	\$87.44	\$0.00	\$87.44
011-420-030	305	HOFFMAN CT	\$661.92	\$0.00	\$661.92
011-420-010	301	HOFFMAN STREET	\$472.80	\$0.00	\$472.80
011-420-020	303	HOFFMAN STREET	\$378.24	\$0.00	\$378.24
011-420-040	307	HOFFMAN STREET	\$378.24	\$0.00	\$378.24
011-420-050	309	HOFFMAN STREET	\$803.76	\$0.00	\$803.76
011-420-060	311	HOFFMAN STREET	\$425.52	\$0.00	\$425.52
011-420-150	302	HOFFMAN STREET	\$803.76	\$0.00	\$803.76
011-420-160	304	HOFFMAN STREET	\$567.36	\$0.00	\$567.36
011-420-170	306	HOFFMAN STREET	\$1,134.72	\$0.00	\$1,134.72
011-420-180	308	HOFFMAN STREET	\$756.48	\$0.00	\$756.48
011-420-070	313	HOFFMAN STREET	\$425.52	\$0.00	\$425.52
011-420-080	315	HOFFMAN STREET	\$1,371.12	\$0.00	\$1,371.12
011-420-120	316	HOFFMAN STREET	\$378.24	\$0.00	\$378.24
011-420-090	317	HOFFMAN STREET	\$567.36	\$0.00	\$567.36
011-420-130	318	HOFFMAN STREET	\$425.52	\$0.00	\$425.52
011-420-100	319	HOFFMAN STREET	\$945.60	\$0.00	\$945.60
011-420-140	320	HOFFMAN STREET	\$614.64	\$0.00	\$614.64
011-420-110	321	HOFFMAN STREET	\$378.24	\$0.00	\$378.24
010-460-560	1221	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-570	1223	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-580	1225	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-590	1227	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-520	1229	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-530	1231	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-540	1233	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-550	1235	ISABELLE CIR	\$0.00	\$739.00	\$739.00

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
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APN	Street No.	Street Name	Town Pays NSMCSD	Town Pays SSF	Charge to Property
010-460-420	1237	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-430	1239	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-440	1241	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-450	1243	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-380	1245	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-390	1247	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-400	1249	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-410	1251	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-330	1321	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-340	1323	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-350	1325	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-360	1327	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-370	1329	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-280	1331	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-290	1333	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-300	1335	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-310	1337	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-320	1339	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-120	1341	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-130	1343	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-140	1345	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-150	1347	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-160	1349	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-070	1351	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-080	1353	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-090	1355	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-100	1357	ISABELLE CIR	\$0.00	\$739.00	\$739.00
010-460-110	1359	ISABELLE CIR	\$0.00	\$739.00	\$739.00
008-322-080	3601	JUNIPERO SERRA	\$1,512.96	\$0.00	\$1,512.96
008-373-240	4915	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00
008-373-210	4921-4925	JUNIPERO SERRA	\$0.00	\$1,394.48	\$1,394.48
008-373-500	4927	JUNIPERO SERRA	\$0.00	\$19,759.68	\$19,759.68
008-373-520	4929	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00
008-373-520	4931	JUNIPERO SERRA	\$0.00	\$6,593.80	\$6,593.80
008-373-520	4933	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00
008-373-520	4935	JUNIPERO SERRA	\$0.00	\$5,834.64	\$5,834.64
008-373-520	4937	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00
008-373-510	4939-4943	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00
008-373-530	5001	JUNIPERO SERRA	\$0.00	\$22,435.10	\$22,435.10
008-373-440	5025	JUNIPERO SERRA	\$0.00	\$23,598.82	\$23,598.82
008-373-380	5045	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00
008-373-180	5075	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00
010-460-630	1263	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-620	1267	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-610	1271	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-600	1275	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-510	1279	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-500	1283	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-490	1287	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-480	1291	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-470	1295	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-460	1299	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-270	1303	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-260	1307	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-250	1311	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-240	1315	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-230	1319	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-220	1323	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-210	1327	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-200	1341	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-190	1345	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-180	1349	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-170	1353	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-060	1357	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-050	1361	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-040	1365	MISSION RD	\$0.00	\$739.00	\$0.00
010-460-030	1369	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-020	1373	MISSION RD	\$0.00	\$739.00	\$739.00
010-460-010	1377	MISSION RD	\$0.00	\$739.00	\$739.00

TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
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APN	Street No.	Street Name	Town Pays NSMCSD	Town Pays SSF	Charge to Property
010-182-110	1427	MISSION RD	\$0.00	\$739.00	\$739.00
010-182-130	1433	MISSION RD	\$0.00	\$739.00	\$739.00
010-182-040	1439	MISSION RD	\$0.00	\$739.00	\$739.00
010-182-100	1445	MISSION RD	\$0.00	\$739.00	\$739.00
010-182-100	1451	MISSION RD	\$0.00	\$739.00	\$739.00
010-182-090	1455	MISSION RD	\$0.00	\$739.00	\$739.00
010-182-100	1457	MISSION RD	\$0.00	\$739.00	\$739.00
010-142-080	1635	MISSION RD	\$0.00	\$5,587.44	\$5,587.44
010-142-080	1655	MISSION RD	\$0.00	\$2,703.60	\$2,703.60
010-142-070	1675	MISSION RD	\$0.00	\$739.00	\$739.00
010-142-050	1685	MISSION RD	\$0.00	\$739.00	\$739.00
010-142-040	1707	MISSION RD	\$0.00	\$739.00	\$739.00
010-142-030	1711	MISSION RD	\$0.00	\$739.00	\$739.00
010-142-020	1715	MISSION RD	\$0.00	\$801.66	\$801.66
010-142-100	1725	MISSION RD	\$0.00	\$2,167.46	\$2,167.46
010-423-050	1755	MISSION RD	\$0.00	\$739.00	\$739.00
010-423-040	1773	MISSION RD	\$0.00	\$739.00	\$739.00
010-423-030	1787	MISSION RD	\$0.00	\$806.34	\$806.34
011-370-220	1670-1692	MISSION RD	\$0.00	\$43,758.00	\$43,758.00
010-182-080	1537	MISSION RD A	\$0.00	\$739.00	\$739.00
010-142-080	1655	MISSION RD A	\$0.00	\$739.00	\$739.00
010-182-080	1537	MISSION RD B	\$0.00	\$739.00	\$739.00
010-142-080	1655	MISSION RD B	\$0.00	\$739.00	\$739.00
010-182-080	1537	MISSION RD C	\$0.00	\$739.00	\$739.00
010-182-080	1537	MISSION RD D	\$0.00	\$739.00	\$739.00
010-142-080	1655	MISSION RD D	\$0.00	\$739.00	\$739.00
010-182-130	1431	MISSION RD R	\$0.00	\$739.00	\$739.00
011-370-180	1500	MISSION RD.	\$0.00	\$2,940.76	\$2,940.76
103-190-080	7621	MISSION ST	\$378.24	\$0.00	\$378.24
103-190-070	7623	MISSION ST	\$992.88	\$0.00	\$992.88
103-190-060	7625	MISSION ST	\$709.20	\$0.00	\$709.20
103-190-050	7627	MISSION ST	\$330.96	\$0.00	\$330.96
008-126-190	7651	MISSION ST	\$94.56	\$0.00	\$94.56
008-126-150	7685/7687	MISSION ST	\$87.44	\$0.00	\$87.44
008-143-010	7741-7751	MISSION ST	\$2,836.80	\$0.00	\$2,836.80
011-341-960	445	SERRAMONTE BLVD	\$0.00	\$15,008.90	\$15,008.90
011-341-330	475	SERRAMONTE BLVD	\$0.00	\$67,874.08	\$67,874.08
011-341-830	475-485	SERRAMONTE BLVD	\$0.00	\$10,629.44	\$10,629.44
008-392-140	600	SERRAMONTE BLVD	\$0.00	\$739.00	\$739.00
008-392-260	650	SERRAMONTE BLVD	\$0.00	\$11,252.96	\$11,252.96
008-373-200	700	SERRAMONTE BLVD	\$0.00	\$65,023.72	\$65,023.72
008-413-030	707-711	SERRAMONTE BLVD	\$0.00	\$19,299.28	\$19,299.28
008-374-040	775	SERRAMONTE BLVD	\$0.00	\$739.00	\$739.00
008-373-190	780	SERRAMONTE BLVD	\$0.00	\$7,081.36	\$7,081.36
008-374-050	785	SERRAMONTE BLVD	\$0.00	\$11,971.72	\$11,971.72
008-373-340	970-A	SERRAMONTE BLVD	\$0.00	\$739.00	\$739.00
008-373-340	970-B	SERRAMONTE BLVD	\$0.00	\$12,775.46	\$12,775.46
008-373-550	990	SERRAMONTE BLVD	\$0.00	\$7,522.64	\$7,522.64
008-373-550	990	SERRAMONTE BLVD	\$0.00	\$1,897.26	\$1,897.26
008-373-550	990	SERRAMONTE BLVD	\$0.00	\$9,679.34	\$9,679.34
008-373-550	990	SERRAMONTE BLVD	\$0.00	\$9,435.20	\$9,435.20
008-374-020	999	SERRAMONTE BLVD	\$0.00	\$7,066.50	\$7,066.50
008-374-020	999	SERRAMONTE BLVD	\$0.00	\$1,470.38	\$1,470.38
			172,259.28	831,329.42	986,767.34
			NSMCSD	SSF	Final Parcel Charges
			\$172,259.28	\$831,329.42	\$986,767.34
Village Serramonte (Daly City Sub-Division Flows to SSF through Colma)					
177 Units \$739/unit			-\$130,803.00	\$130,803.00	
TOTAL			NSMCSD	SSF	Final Parcel Charges
			\$41,456.28	\$962,132.42	\$986,767.34



ATTACHMENT C

ATTACHMENT C - INQUIRIES AND PROTESTS LOG FY2020-21						
No.	Inquiry/Protest	Date	Address	Reason for Inquiry	Response	Resolved/Pending
1	Email	5/27/2020	999 Serramonte Blvd	Asked if the Sewer Charges will be added to their property tax roll	Town collect sewer charges through the tax roll of San Mateo County	Resolved
2	Phone	5/28/2020	507 D St	Asked how sewer charges are calculated and if it is based on the property tax assessment. The Sewer Notice is for FY 19-20	Annual Sewer charges are calculated on the basis of two month's average winter consumption annualized that Town receive from Calwater. The Sewer Notice is for FY 20-21	Resolved
3	Phone	6/1/2020	460 B St	Received the sewer charges notice for property 462 B St instead of their own property	Sewer charges are mixed up between both parcels at 460 Bst and 462 B St. The water meter address will be corrected for each parcel	Resolved
4	Phone	6/1/2020	442 D St	Asked if Town is subsidizing the sewer charges for this year and how the sewer charges are calculated	No incentive program for eligible customers this year. Annual Sewer charges are calculated on the basis of two month's average winter consumption annualized	Resolved
5	Mail	6/1/2020	1303 Mission Road	Sent check for paying the sewer charges	Returned the check to the Property Owner. Town collect sewer charges through the tax roll of San Mateo County	Resolved





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, City Manager
 VIA: Christopher J. Diaz, City Attorney
 MEETING DATE: June 24, 2020
 SUBJECT: Appointment of Interim Police Chief

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPOINTING ROBERT LOTTI AS INTERIM POLICE CHIEF

EXECUTIVE SUMMARY

The Town's Police Chief tendered his resignation effective June 26, 2020. The Town has commenced the recruitment process for a new Police Chief, but it is necessary to appoint an interim Police Chief to serve, pending the completion of the recruitment process.

Staff is recommending hiring retired Police Chief Robert Lotti for a single limited term appointment to perform duties of the Police Chief position while recruitment for a permanent Police Chief is underway. Given the need for continuity and a highly trained professional to lead the Town's Police department, staff recommends hiring Mr. Lotti. Mr. Lotti's appointment will commence on June 29, 2020 and end on the date immediately preceding the date on which the permanent appointee to the vacant position of Police Chief commences his/her employment or, if earlier, the date that this appointment is terminated by the Town or Mr. Lotti. As a CalPERS retired annuitant, Mr. Lotti's hours working for the Town, and any other CalPERS employer, cannot exceed 960-hours in the fiscal period from July 1 through June 30.

Since the proposed appointment of Mr. Lotti is to a vacancy, Government Code Section 21221(h) requires that the appointment be made by the City Council.

FISCAL IMPACT

Mr. Lotti would be paid an hourly rate of \$96.33 per hour, which is no less than the minimum nor more the maximum monthly base salary paid to a person serving in the Police Chief position, divided by 173.333 to equal the hourly rate. He will not be entitled to any additional compensation, benefits, leave or paid holidays.

BACKGROUND/ANALYSIS

Government Code Section 21221(h) permits the City Council to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours, inclusive of hours worked for other CalPERS employers during same period, in a fiscal year. Mr. Lotti has over 30 years of experience in the Law Enforcement field including at the level of Police Chief for the Town of Colma. Thus, Mr. Lotti has the specialized skills necessary to perform the duties of Police Chief while the Town conducts recruitment for a permanent Police Chief. Staff has worked with the City Attorney to ensure that additional requirements, such as ones that relate to compensation, will be met.

Included in the Council's agenda packet is the required resolution to appoint a retiree pursuant to Government Code Section 21221(h).

COUNCIL ADOPTED VALUES

The Staff recommendation is consistent with the Council adopted values of:

- *Fairness*: Make decisions based on the merits of the issue; and
- *Responsibility*: Make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the agency, especially its financial stability.

ALTERNATIVES

Council could choose to reject Staff's recommendation. This would temporarily leave the Town without a Police Chief in the police department.

CONCLUSION

Staff recommends adopting the attached resolution which appoints retired annuitant Robert Lotti as interim Police Chief.

ATTACHMENT

- A. Resolution Appointing Robert Lotti as Interim Police Chief
- B. Employment Agreement with Robert Lotti

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

**RESOLUTION APPOINTING ROBERT LOTTI AS INTERIM
POLICE CHIEF**

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

1. Background.

(a) Government Code Sections 7522.56 and 21221(h) permits the City Council to appoint a California Public Employees' Retirement System ("CalPERS") retired annuitant to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year.

(b) The position of Police Chief will become vacant at close of business on Friday, June 26, 2020 with the departure of the incumbent employee, Kirk Stratton.

(c) In order to retain efficient and uninterrupted operation and management of the Town's Police department, the City Council desires to retain the services of Robert Lotti, who is a retired member of CalPERS, to serve as interim Police Chief, effective June 29, 2020.

(d) Mr. Lotti has over 30 years of experience in Law Enforcement field including at the level of Police Chief for the Town of Colma.

(e) An appointment under Government Code Section 21221(h) requires an active, publicly posted recruitment for a permanent replacement.

(f) The current status of this recruitment is open until filled and was posted on the Town's website on June 24, 2020.

(g) This Section 21221(h) appointment shall only be made once and therefore will end on the date immediately preceding the date on which the permanent replacement for the vacant position of Police Chief commences his or her employment or, if earlier, the date that this appointment is terminated by the Town or Robert Lotti.

(h) It is understood by the Town and Robert Lotti that the combined total hours to be served by Robert Lotti in any fiscal year, for all CalPERS employers combined, shall not exceed the 960-hour limitation set forth in California Government Code Section 21221(h) and Section 7522.56(d).

(i) The compensation paid to retired annuitants cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal an hourly rate.

(j) The maximum base monthly salary for this position is \$16,697.20 and the hourly equivalent is \$96.33, and the minimum base monthly salary for this position is the same.

(k) The hourly rate to be paid to Robert Lotti is \$96.33.

(l) Robert Lotti will not receive any other benefits, incentives, compensation in lieu of benefit or any other form of compensation in addition to this hourly pay rate.

(m) Pursuant to Government Code Section 7522.56(e)(1), Robert Lotti must certify in writing to the Town upon accepting an offer of employment that he has not received any unemployment insurance compensation arising out of prior employment with a public employer that is subject to Section 7522.56 during the 12-month period preceding the effective date of this appointment.

2. Findings.

The City Council finds that:

(a) All facts set forth in the background section of this Resolution are true and correct.

(b) Robert Lotti has the specialized skills needed to perform the work required of the Police Chief position on an interim basis until a permanent Police Chief is appointed by the Town and thereafter begins service.

3. Order.

(a) The City Council hereby appoints Robert Lotti as Police Chief effective June 29, 2020, until the date immediately preceding the date on which the permanent replacement for the vacant position of Police Chief commences his or her employment, unless earlier terminated, pursuant to the authority provided under Government Code Sections 21221(h) and 7522.56, pending the recruitment, selection and employment of a permanent Police Chief, to provide the specialized skills necessary to manage the Town's Police Department effectively.

(b) The City Manager is authorized to enter into a Temporary Employment Agreement, consistent with this Resolution and Government Code Sections 7522.56 and 21221(h), and with an effective date of June 29, 2020, with Robert Lotti as interim Police Chief for the Town of Colma in accordance with Government Code Sections 21221(h) and 7522.56.

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Certification of Adoption

I certify that the foregoing Resolution No. 2020-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 24, 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 Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk



EMPLOYMENT AGREEMENT

for

INTERIM POLICE CHIEF

1. PARTIES AND DATE.

This Employment Agreement (“Agreement”) is made by and between the TOWN OF COLMA, a municipal corporation (“Town”) and Robert Lotti (“Employee”), effective June 29, 2020, to provide in writing the terms and conditions of employment as interim Police Chief. The Town and Employee are sometimes individually referred to herein as “Party” and collectively as “Parties.”

2. RECITALS.

2.1 Interim Police Chief. Due to his experience and specialized skills, the Town desires to employ the services of Employee as interim Police Chief of the Town of Colma, and Employee desires to accept employment as interim Police Chief. It is the desire of the Parties through this Agreement to establish conditions of employment and to set working conditions for Employee.

2.2 Temporary Appointment. Employee’s employment is authorized by Government Code Sections 7522.56 and 21221(h), which permit the City Council to appoint a California Public Employees’ Retirement System (“CalPERS”) retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provide that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year, inclusive of all hours worked for other CalPERS employers.

2.3 Employee Representations. Employee represents that he is a retired annuitant of CalPERS within the meaning of Government Code Sections 7522.56 and 21221(h) (“Statutes”) and acknowledges that his compensation is statutorily limited as provided in Government Code Section 21221(h). Employee represents that, as of the effective date of this Agreement, he has not worked for another CalPERS state or contracting agency as a retired annuitant during the Town’s 2019-2020 fiscal year, and that he therefore acknowledges that he can work up to 960 hours for the Town, a state agency or other CalPERS contracting agencies (collectively “CalPERS Agencies”) during the Town’s 2019-2020 fiscal year. He further acknowledges that he will have 960 hours starting the new fiscal year 2020-2021 to provide services to the Town, minus all hours worked for other CalPERS employers during this same period. Employee represents that he has not received unemployment compensation from any CalPERS Agencies during the 12-month period preceding the effective date of this Agreement. Employee further represents that his CalPERS retirement date became effective prior to the 180-day period preceding the effective date of this Agreement

3. TERMS.

3.1 Duties. In accordance with Resolution No. , the City Council has appointed Employee as interim Police Chief. Thus, the Town shall employ Employee as interim Police Chief of the Town to perform the duties and functions pertaining to the Police Chief position, and to perform other legally permissible duties and such functions as the City Manager shall from time

to time assign. The City Manager shall have the authority to determine the specific duties and functions which Employee shall perform under this Agreement and the means and manner by which Employee shall perform those duties and functions. Employee agrees to devote all of his business time, subject to the hourly limitation set forth under Section 21221(h), skill, attention, and best efforts to the discharge of the duties and functions assigned to him by the City Manager.

3.2 Town Documents. All data, studies, reports and other documents prepared by Employee while performing his duties during the term of this Agreement shall be furnished to and become the property of the Town, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee. Such materials shall not, without the prior written consent of the City Council, be used by Employee for any purposes other than the performance of his duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.

3.3 Conditions of Employment.

3.3.1 Part Time Authorized. Employee is expected to devote necessary time, within and outside normal business hours, to the business of the Town. However, in accordance with Government Code Section 21221(h), Employee shall not work under this Agreement for more than a total of 960 hours in any fiscal year. It is understood by both parties that employment with other CalPERS employers shall count against the 960 hours per fiscal year limitation. In the event Employee is providing services to any other CalPERS Agencies during the term of this Agreement, Employee must notify the Town of such employment and disclose on a periodic basis (at a frequency determined by the Town) the number of hours Employee is performing services for that other public agency. Notwithstanding the preceding, Employee shall be responsible for ensuring that he does not work in excess of 960 hours in a fiscal year, taking into account hours worked for any CalPERS Agency during the same fiscal year. Employee shall be allowed to establish a schedule that is less than full time in order to maximize the use of the 960 hours throughout an entire fiscal year; provided, however, that Employee's schedule shall be acceptable to the City Manager and shall be established in advance.

3.3.2 No Conflicts. During the term of this Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement.

3.4 Compensation; No Fringe Benefits.

3.4.1 Compensation. For services rendered pursuant to this Agreement, Employee shall be compensated at the hourly rate of \$96.33. The Town has confirmed that this rate is not less than the minimum, nor in excess of the maximum, paid by the Town to other employees performing comparable duties (divided by 173.333 to equal an hourly rate) as listed on the Town's publicly-available pay schedule. This hourly rate is established pursuant to the requirements of Government Code Section 21221(h) and may only be modified if permitted thereby. The compensation shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town and shall be subject to all applicable taxes, and other required deductions. Such compensation shall be Employee's sole compensation for his

service under this Agreement. Notwithstanding the foregoing, the Town shall pay for workers' compensation insurance for Employee. Employee shall not be entitled to any additional benefits provided by the Town to its employees, including, but not limited to, paid vacation, paid holiday leave, paid sick leave, medical insurance, dental insurance, life insurance, deferred compensation, disability insurance, unemployment insurance, and vehicle allowance.

3.4.2 *Reimbursable Expenses.* The Town shall reimburse Employee for his direct, reasonable and necessary expenses incurred in the performance of his duties and in compliance with Colma Administrative Code, subchapter 3.07.

3.5 **Term; Termination.**

3.5.1 *Term.* The term of this Agreement shall be effective as of June 29, 2020 and shall be a single appointment ending on the date immediately preceding the date on which the permanent appointee to the vacant position of Police Chief for the Town commences his or her employment or, if earlier, the date that this appointment is terminated by the Town or Employee in accordance with Section 3.5.2.

3.5.2 *Termination.* This Agreement may be terminated with or without cause at any time upon thirty (30) days advance written notice given by Employee to Town or immediately upon notice by Town to Employee. No compensation or severance payment of any kind shall be payable upon termination of this Agreement, other than any compensation due and owing under this Agreement through the last effective date of employment. The Parties understand and agree that the temporary employment relationship created by this Agreement is "at-will" and that the Employee shall serve at the will and pleasure of the City Manager, and may be terminated at any time, without notice and with or without cause. Nothing in this Agreement, any statute, ordinance or rule shall prevent, limit or otherwise interfere with the right of the City Manager to terminate, without cause or right of appeal or grievance, the services of the Employee at any time and without notice. Notice of termination may be delivered personally or by mail.

3.6 **Notices.** All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose, by deposit in the custody of the United States Postal Service, postage pre-paid, addressed as follows:

TOWN: Town of Colma
Attn: City Manager
1198 El Camino Real
Colma, California 94014

EMPLOYEE: Robert Lotti
1178 Villa Ave.
Belmont, CA 94002
650-333-2016
Boblotti587@gmail.com

Alternatively, notices required pursuant to this Agreement may be personally served in the manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

3.7 **Indemnification.** The Town shall defend, hold harmless and indemnify Employee against any tort, professional liability, claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's services as interim Police Chief, except that this provision shall not apply with respect to any intentional tort or crime committed by Employee, or any actions outside the course and scope of his employment as interim Police Chief.

3.8 **General Provisions.**

3.8.1 *Entire Agreement.* This Agreement constitutes the entire agreement between the parties. This Agreement may be amended in writing and signed by both Parties.

3.8.2 *Severability.* If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

3.8.3 *Bonding.* If applicable, the Town shall bear the full cost of any fidelity or other bonds required of Employee in the performance of his duties as interim Police Chief.

3.8.4 *Modification.* Any modification to this Agreement will be effective only if it is in writing and signed by both Parties.

3.8.5 *Effect of Waiver.* The failure of either Party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other Party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

3.8.6 *Assignment.* Neither this Agreement, nor any right, privilege or obligation of Employee hereunder shall be assigned or transferred by him without the prior written consent of the City Manager. Any attempt at assignment or transfer in violation of this provision shall, at the option of the City Manager, be null and void and may be considered a material breach of this Agreement.

3.8.7 *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue shall be in San Mateo County, California.

3.8.8 *No Presumption of Drafter.* The Parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the Parties, and this Agreement reflects their mutual agreement regarding the subject matter of this Agreement. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any Party to be the drafter of this Agreement and, therefore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

3.8.9 *Assistance of Counsel.* Each Party to this Agreement warrants to the other Party that it has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain such assistance.

IN WITNESS WHEREOF, the Town of Colma has caused this Agreement to be signed and executed on its behalf by its City Manager, and duly attested by its City Clerk, and Employee has signed and executed this Agreement, both in duplicate, effective on the day and year first above written.

TOWN OF COLMA

By: _____
Brian Dossey, City Manager

Dated: _____

Attest: _____
Caitlin Corley, City Clerk

EMPLOYEE

Robert Lotti, Employee

Dated: _____





STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Public Works Director
Cyrus Kianpour, City Engineer
Abdulkader Hashem, Project Manager

VIA: Brian Dossey, City Manager

MEETING DATE: June 24, 2020

SUBJECT: Notice of Award – Mission Road Bicycle and Pedestrian Improvements Project

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION AWARDING A CONSTRUCTION CONTRACT TO AND DIRECTING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT WITH RK ENGINEERING, INC. FOR MISSION ROAD BICYCLE AND PEDESTRIAN IMPROVEMENT (CIP 903), AMEND PROJECT BUDGET TO BE \$2,800,000 AND RELEASE AND TRANSFER A TOTAL OF \$1,138,000 FUNDING TO MISSION ROAD PROJECT.

EXECUTIVE SUMMARY

The proposed resolution will award the construction contract for the Mission Road Bicycle and Pedestrian Improvements Project - CIP 903 ("Project") to RK Engineering, Inc. Upon review of all submitted bids, and with approval from Caltrans staff, it has been determined that RK Engineering, Inc., is the lowest responsible bidder submitting a responsive bid for the Project. Sealed bids were publicly opened and announced via Zoom on Thursday, May 21, 2020.

The Resolution also increases the Project budget to \$2,800,000, utilizing allocated CIP funds as outlined in this staff report and resolution.

Staff recommends that the City Council award the Mission Road Bicycle and Pedestrian Improvements Project contract; and direct the City Manager to execute the construction contract with RK Engineering, Inc., in the amount of \$2,138,934.

FISCAL IMPACT

The Project budget for Mission Road is \$1,662,000. The new Project budget is \$2,800,000, with a budget shortfall of \$1,138,000. To remain as a candidate for the \$825,000 of grant funding, Staff has identified \$400,830 from deferred projects, \$350,000 from additional allocated grant funding, and \$387,170 from capital reserve.

Funding Source	Budgeted	Deferred FY 19/20 Projects	Additional Grant Funding (Allocated)	Capital Reserve Reallocation	Total
General Fund	\$ 590,000				\$ 590,000
Awarded Grant Funding					
OBAG-Total Livable Communities (TLC)	525,000				525,000
OBAG-Local Street & Roads (LSR)	100,000				100,000
Safe Route to School	200,000				200,000
Allocated Grant Funding					
Measure A	160,000		160,000		320,000
RMRA	87,000				87,000
Measure M		150,000	180,000		330,000
PLAN JPA Grant			10,000		10,000
Reserves					
Capital Fund		250,830			250,830
Town Hall Project				250,000	250,000
Hillside Project				137,170	137,170
Total	\$ 1,662,000	\$ 400,830	\$ 350,000	\$ 387,170	\$ 2,800,000

Below is a list of deferred projects where the Project funding needs to be released and reallocated to Mission Road:

Deferred Project	Source of Funds	Amount
Annual Roadway Rehab Project (19/20 portion)	Measure M	\$ 150,000
Colma Creek	General Fund	25,000
Storm Drain System	General Fund	70,000
Recreation Operation Master Plan	General Fund	50,000
Financial Software	General Fund	50,000
Parking Permit	General Fund	50,000
Lawndale & ECR - Project Balance	General Fund	5,830
Total		\$ 400,830

BACKGROUND

The Town applied for and was granted funds to improve pedestrian and bicycle mobility in the Mission Road area. What originally started off as an improvement project for ADA upgrades and bike path improvements has grown to be a project to help revitalize the Mission Road Commercial/Residential District by providing continuous pedestrian walkways and bicycle paths, installing several high visible crosswalks, street lighting, green landscaping infrastructure and other improvements.

In the FY 2019-20 Operating and Capital Budget, the Project has a project budget of \$1,608,500. The funding sources included \$590,000 of General Fund contribution and the rest of the funding came from various grant funding – Federal One Bay Area Grant 2 (OBAG 2) program, a dual grant which is administered by C/CAG using funds from Safe Routes to School and the County's Stormwater Green Infrastructure program. The project budget also included funding from the County's allocated Measure A and State allocated Gas Tax grant funding. Additionally, the Town's annual SB 1 Gas Tax allocation is designated for this Project. After taking account the SB 1 Gas Tax allocation for FY 2019-20 and FY 2020-21, the total project budget for the Project is \$1,662,000, which is broken down per the following table.

No.	Source of Fund	Amount
1	Total Livable Communities (TLC) program – One Bay Area Grant 2 (OBAG 2)	\$525,000
2	Federal Local Streets and Roads (LSR) program One Bay Area Grant 2 (OBAG 2)	\$100,000
3	Safe Routes to School-Green Streets Infrastructure	\$200,000
4	Local Measure A	\$160,000
5	RMRA (SB 1) fund FY 2017-18	\$6,942
	RMRA (SB 1) fund FY 2018-19	\$29,408
7	RMRA (SB 1) Fund FY 2019-20	\$25,184
8	RMRA (SB 1) Fund FY 2020-21	\$25,466
9	Colma General Fund (In Fund 32)	\$590,000
TOTAL		\$1,662,000

Prior to going before City Council for approval to go to bid, the Project went through an extensive review and comment period with outside agencies, as well as gathering input from the Mission Road community (residents and businesses in the Mission Road area).

On April 8, 2020, staff provided an update to the City Council that included an overview of the Project goals and amenities along with a budget projection. The following table was presented to the City Council regarding the budget while requesting authorization from City Council to advertise the Project.

	Estimated Project	Amount
1	Environmental Review (CEQA/NEPA)	\$85,000
2	Existing Conditions Surveys/Community Outreach (Topographic Survey, Geotechnical Investigation, and Utility Potholing)	\$45,000
3	Design (Plans, Specifications and Estimates, also includes additional work on NEPA & CEQA)	\$220,000
4	Project Management (Grants & Project Admin)	\$50,000
5	Estimated Construction Cost	\$2,000,000
6	Construction Contingency (7.5%)	\$150,000
7	Construction Management (Field and Design Support, 5%)	\$100,000
8	Total Project Cost	\$2,650,000

ANALYSIS

The bid documents for the Project were reviewed by the City Attorney, Caltrans and Town staff and were deemed to be in compliance with applicable laws, regulations and funding requirements. The bid opening for the Project was held on May 21, 2020, and the lowest bid is in the amount of \$2,138,934. Staff analyzed each bid package thoroughly, reviewing bid items line by line to ensure completeness, accuracy, and responsiveness to the bid documents. The low bidder's references have also been checked and staff has found it to be satisfactory. Based on this review, staff determined the lowest responsible bidder submitting a responsive bid is RK Engineering, Inc.

The following bids were received:

<u>Contractor</u>	<u>Bid Amount</u>
RK Engineering, Inc.	\$2,138,934.00
CF Contracting, Inc.	\$2,138,990.00
J.J. R. Construction, Inc.	\$2,370,658.19
Sposeto Engineering, Inc.	\$2,383,446.95

Engineer's Estimate \$2,012,521.20

The low bid amount of \$2,138,934 is approximately \$140,000 higher than the Engineers Estimate. Utilizing the low bid that was submitted, the project budget must be increased to \$2,800,000 per the following:

Approved Budget	\$1,662,000 (\$590,000 General Fund & \$1,072,000 Grants)
Requested Budget	\$2,800,000
Needed Funds (Shortfall)	\$1,138,000

The Public Works/ Engineering Staff along with the Finance Department reviewed several options to make up for the budget shortfall. One of the actions would be to defer various current CIP projects to future years.

Deferred Projects

<i>Project</i>	<i>Source of Funds</i>	<i>Amount</i>
FY 2019-20 Roadway Rehab Project	Measure M	\$150,000
Colma Creek	General Fund	\$25,000
Storm Drain System	General Fund	\$70,000
Recreation Operation Master Plan	General Fund	\$50,000
Financial Software	General Fund	\$50,000
Parking Permit	General Fund	\$50,000
Lawndale & ECR - Project Balance	General Fund	\$5,830
Total		\$400,830

After utilizing the available CIP funds by deferring these projects, the remaining funds needed are in the amount of \$737,170. This amount can be satisfied through the following:

<i>Project</i>	<i>Amount</i>
Measure A	\$160,000
Measure M	\$180,000
PLAN JPA Grant	\$10,000
Reallocate from Town Hall Project (closed)	\$250,000*
Reallocate from Hillside Project	\$137,170**
Total	\$737,170

* Remaining Town Hall Project funds, \$312,685, request \$250,000 balance will be discussed as part of the project update and closeout.

** CIP 901, Hillside Boulevard Beautification has a project reserve of \$1,068,059, \$137,170 is being requested to be reallocated to the Mission road Improvement Project leaving a Hillside Boulevard Beautification budget of \$930,889.

Utilizing the above option, the summary of the various funding sources would be as follows:

• Current project Budget	\$1,662,000
• Deferred CIP Projects	\$400,830
• Measure A & M and other grants	\$350,000
• Town Hall Project	\$250,000
• Hillside Project	<u>\$137,170</u>
Total	\$2,800,000

Included in the bid price was approximately \$350,000 in additional improvements (street seal, striping, streetlights, RRFB System and Speed Feedback Sign) and an additional \$18,300 for compliance with COVID-19 protocols.

The proposed funding above will not have any impact on General Funds Reserves. The majority of the funding has been allocated in CIP funds (Fund 31).

COUNCIL ADOPTED VALUES

Approval of the proposed resolution is consistent with the City Council's value of **FAIRNESS**, treating all submitted bids in a fair and equitable manner. The Project provides ADA upgrade to Mission Road as well as enhancing pedestrian and bike facilities in the corridor. Lastly this Project will assist in economic development and improved streetscape on Mission Road.

ALTERNATIVES

The following alternatives are available to City Council:

Reject bids and scale the Project down to fit the reduced budget. This option may result in the Town losing grant funding due to schedule requirements as well as reduced improvement in scope of the Project for local businesses and residents.

CONCLUSION

Staff recommend that the City Council approve the resolution awarding the construction contract for the Mission Road Bicycle and Pedestrian Improvements Project - CIP 903 ("Project") to RK Engineering, Inc., in the amount of \$2,138,934 and authorize the City Manager to execute the construction contract. Further, staff is requesting that the City Council increase the project budget to \$2,800,000 utilizing allocated CIP funds as outlined in this staff report and resolution.

ATTACHMENTS

- A. Resolution
- B. Bid Tabulation Summary Sheet

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

**RESOLUTION AWARDING A CONSTRUCTION CONTRACT TO AND DIRECTING THE
CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT WITH RK
ENGINEERING, INC. FOR MISSION ROAD BICYCLE AND PEDESTRIAN
IMPROVEMENT (CIP 903), AMEND PROJECT BUDGET TO BE \$2,800,000 AND
RELEASE AND TRANSFER A TOTAL OF \$1,138,000 FUNDING TO MISSION ROAD
PROJECT**

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

1. Background

- (a) The City bid out the Mission Road Bicycle and Pedestrian Improvements Project - CIP 903 ("Project") in accordance with the Uniform Public Construction Cost Accounting Act; and
- (b) The City opened bids for the Project on April 8, 2020; and
- (c) The lowest responsible bidder submitting a responsive bid is RK Engineering, Inc., with a bid of \$2,138,934; and
- (d) There is a budget shortfall of \$1,138,000; and
- (e) Staff has recommended award of the contract for the Project to RK Engineering, Inc.; and
- (f) Staff has recommended allocating additional funds into the project budget.

2. Findings

- (a) The City Council finds that RK Engineering, Inc., is the lowest responsible bidder submitting a responsive bid.
- (b) The Project has a budget shortfall of \$1,138,000.

3. Approval and Authorization

- (a) The contract for the Project is hereby awarded to RK Engineering, Inc., as the lowest responsible bidder submitting a responsive bid, in the amount of \$2,138,934.
- (b) The City Manager is hereby authorized to execute the contract with RK Engineering, Inc.
- (c) The Project budget is amended to be \$2,800,000 and utilize the following funding sources to meet the budget shortfall of \$1,138,000.
 - (i) The defunding of the following FY 2019-20 Projects and transferring the funds to the Project;

Deferred Project	Source of Funds	Amount
Annual Roadway Rehab Project (19/20 portion)	Measure M	\$ 150,000
Colma Creek	General Fund (31)	25,000
Storm Drain System	General Fund (31)	70,000
Recreation Operation Master Plan	General Fund (31)	50,000
Financial Software	General Fund (31)	50,000
Parking Permit	General Fund (31)	50,000
Lawndale & ECR - Project Balance	General Fund (31)	5,830
Total		\$ 400,830

- (ii) Transfer \$350,000 allocated grant funding to the Project: \$160,000 from Measure A (22), \$180,000 from Measure M, and \$10,000 from PLAN JPA Grant; and
- (iii) Reduce project funding and budget for Town Hall Renovation (Fund 31) by \$250,000 and Hillside Project (Fund 32) by \$137,170 and transfer \$387,170 to the Project.

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Certification of Adoption

I certify that the foregoing Resolution 2020-XX was duly adopted at a regular meeting of said City Council held on June 24, 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					
Joanne F. del Rosario					
Helen Fisicaro					
<i>Voting Tally</i>					

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk



Town of Colma

Mission Road

Bicycle and Pedestrian Improvements Project

Bid Summary



Bid Item	Bid Item Description	Quantity	Unit	Engineer's Estimate		RK Engineering, Inc.		CF Contracting, Inc.		J.J.R. Construction, Inc.		Sposeto Engineering Inc.	
				Unit Price	Amount Total	Unit Price	Amount Total	Unit Price	Amount Total	Unit Price	Amount Total	Unit Price	Amount Total
1	Mobilization	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 80,000.00	\$ 80,000.00	\$ 100,000.00	\$ 100,000.00	\$ 20,000.00	\$ 20,000.00	\$ 35,000.00	\$ 35,000.00
2	Traffic Control	1	LS	\$ 70,000.00	\$ 70,000.00	\$ 85,000.00	\$ 85,000.00	\$ 75,000.00	\$ 75,000.00	\$ 135,000.00	\$ 135,000.00	\$ 95,000.00	\$ 95,000.00
3	Construction Staking	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00	\$ 14,000.00	\$ 14,000.00
4	Stormwater Pollution Prevention	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	\$ 9,400.00	\$ 9,400.00	\$ 5,000.00	\$ 5,000.00	\$ 9,000.00	\$ 9,000.00
5	Utility Potholing	1	LS	\$ 8,000.00	\$ 8,000.00	\$ 13,000.00	\$ 13,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	\$ 8,800.00	\$ 8,800.00
6	General Demo - Asphalt Concrete Grinding, Remove Sidewalk/Driveway Approach, Remove Curb & Gutter, Remove Pavement Markings/Stripings/Curb Paintings	1	LS	\$ 240,000.00	\$ 240,000.00	\$ 110,000.00	\$ 110,000.00	\$ 277,150.00	\$ 277,150.00	\$ 267,763.00	\$ 267,763.00	\$ 350,000.00	\$ 350,000.00
7	Slurry Seal	18,766	SF	\$ 1.85	\$ 34,717.10	\$ 4.50	\$ 84,447.00	\$ 4.00	\$ 75,064.00	\$ 4.80	\$ 90,076.80	\$ 6.00	\$ 112,596.00
8	Concrete Sidewalk - 4" Thick	9,690	SF	\$ 13.00	\$ 125,970.00	\$ 14.00	\$ 135,660.00	\$ 14.00	\$ 135,660.00	\$ 14.72	\$ 142,636.80	\$ 10.00	\$ 96,900.00
8a	Concrete Sidewalk/Driveway - 6" Thick	8,650	SF	\$ 16.17	\$ 139,905.10	\$ 18.00	\$ 155,700.00	\$ 17.00	\$ 147,050.00	\$ 22.30	\$ 192,895.00	\$ 11.50	\$ 99,475.00
9	Accessible Ramps - Case CM	2	EA	\$ 4,500.00	\$ 9,000.00	\$ 4,200.00	\$ 8,400.00	\$ 2,222.00	\$ 4,444.00	\$ 4,200.00	\$ 8,400.00	\$ 5,500.00	\$ 11,000.00
10	Accessible Ramps - Case F (Holy Cross - North)	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 3,900.00	\$ 3,900.00	\$ 1,889.00	\$ 1,889.00	\$ 4,200.00	\$ 4,200.00	\$ 2,400.00	\$ 2,400.00
11	Accessible Ramps - Case F (Holy Cross - Main)	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 3,900.00	\$ 3,900.00	\$ 2,556.00	\$ 2,556.00	\$ 4,200.00	\$ 4,200.00	\$ 2,400.00	\$ 2,400.00
12	Accessible Ramps - Case F (3.0' Extension)	3	EA	\$ 2,500.00	\$ 7,500.00	\$ 4,200.00	\$ 12,600.00	\$ 2,444.00	\$ 7,332.00	\$ 4,200.00	\$ 12,600.00	\$ 2,400.00	\$ 7,200.00
13	Accessible Ramps - Case F (6.5' Extension)	3	EA	\$ 3,500.00	\$ 10,500.00	\$ 4,500.00	\$ 13,500.00	\$ 2,556.00	\$ 7,668.00	\$ 4,200.00	\$ 12,600.00	\$ 2,400.00	\$ 7,200.00
14	Accessible Ramps - Case F (8.0' Extension)	1	EA	\$ 4,500.00	\$ 4,500.00	\$ 5,100.00	\$ 5,100.00	\$ 2,778.00	\$ 2,778.00	\$ 5,400.00	\$ 5,400.00	\$ 2,400.00	\$ 2,400.00
15	Accessible Ramps - Case F (15.0' Extension)	1	EA	\$ 6,500.00	\$ 6,500.00	\$ 5,800.00	\$ 5,800.00	\$ 3,000.00	\$ 3,000.00	\$ 5,400.00	\$ 5,400.00	\$ 3,200.00	\$ 3,200.00
16	Concrete Curb & Gutter - Standard	1,132	LF	\$ 55.00	\$ 62,260.00	\$ 70.00	\$ 79,240.00	\$ 44.00	\$ 49,808.00	\$ 66.68	\$ 75,481.76	\$ 52.00	\$ 58,864.00
17	Concrete Curb & Gutter - Spill Gutter	98	LF	\$ 65.00	\$ 6,370.00	\$ 110.00	\$ 10,780.00	\$ 42.00	\$ 4,116.00	\$ 73.36	\$ 7,189.28	\$ 52.00	\$ 5,096.00
18	Concrete Curb & Gutter - Depressed	1,524	LF	\$ 50.00	\$ 76,200.00	\$ 50.00	\$ 76,200.00	\$ 46.00	\$ 70,104.00	\$ 66.82	\$ 101,833.68	\$ 52.00	\$ 79,248.00
19	Accessible Concrete Driveway Reconstruction	451	SF	\$ 20.00	\$ 9,020.00	\$ 20.00	\$ 9,020.00	\$ 24.00	\$ 10,824.00	\$ 23.91	\$ 10,783.41	\$ 12.00	\$ 5,412.00
20	Class 2 Aggregate Base	900	TON	\$ 53.33	\$ 48,000.00	\$ 48.00	\$ 43,200.00	\$ 111.00	\$ 99,900.00	\$ 20.00	\$ 18,000.00	\$ 130.00	\$ 117,000.00
21	Hot Mix Asphalt (HMA)	296	TON	\$ 200.00	\$ 59,200.00	\$ 395.00	\$ 116,920.00	\$ 310.00	\$ 91,760.00	\$ 366.65	\$ 108,528.40	\$ 280.00	\$ 82,880.00
22	Additional 12" Wide, 6" HMA Deep Lift	1,000	LF	\$ 10.00	\$ 10,000.00	\$ 13.00	\$ 13,000.00	\$ 16.00	\$ 16,000.00	\$ 13.95	\$ 13,950.00	\$ 12.00	\$ 12,000.00
23	Remove & Restore Existing Survey Monument	3	EA	\$ 750.00	\$ 2,250.00	\$ 1,000.00	\$ 3,000.00	\$ 5,000.00	\$ 15,000.00	\$ 1,900.00	\$ 5,700.00	\$ 3,600.00	\$ 10,800.00
24	Adjust Sanitary Sewer Manhole Cover to Grade	5	EA	\$ 1,000.00	\$ 5,000.00	\$ 900.00	\$ 4,500.00	\$ 450.00	\$ 2,250.00	\$ 1,500.00	\$ 7,500.00	\$ 2,100.00	\$ 10,500.00
25	Adjust CalWater Valve to Grade (Non-Participating)	10	EA	\$ 750.00	\$ 7,500.00	\$ 450.00	\$ 4,500.00	\$ 250.00	\$ 2,500.00	\$ 500.00	\$ 5,000.00	\$ 950.00	\$ 9,500.00
26	Adjust CalWater Meter Box to Grade	15	EA	\$ 750.00	\$ 11,250.00	\$ 450.00	\$ 6,750.00	\$ 250.00	\$ 3,750.00	\$ 500.00	\$ 7,500.00	\$ 360.00	\$ 5,400.00
27	Adjusted Storm Drain Junction Box to Grade	1	EA	\$ 1,200.00	\$ 1,200.00	\$ 1,300.00	\$ 1,300.00	\$ 150.00	\$ 150.00	\$ 1,500.00	\$ 1,500.00	\$ 1,450.00	\$ 1,450.00
28	Adjust AT&T Manhole Cover to Grade (Non-Participating)	4	EA	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00	\$ 4,000.00	\$ 2,000.00	\$ 8,000.00	\$ 1,500.00	\$ 6,000.00	\$ 1,800.00	\$ 7,200.00
29	Adjust AT&T Vault Cover to Grade (Non-Participating)	1	EA	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,400.00	\$ 2,400.00
30	Bioretention Area 1	1	EA	\$ 49,049.00	\$ 49,049.00	\$ 40,000.00	\$ 40,000.00	\$ 34,120.00	\$ 34,120.00	\$ 42,241.00	\$ 42,241.00	\$ 59,000.00	\$ 59,000.00
31	Bioretention Area 2	1	EA	\$ 56,172.00	\$ 56,172.00	\$ 45,000.00	\$ 45,000.00	\$ 37,335.00	\$ 37,335.00	\$ 49,348.20	\$ 49,348.20	\$ 78,000.00	\$ 78,000.00
32	Bioretention Area 3	1	EA	\$ 64,827.00	\$ 64,827.00	\$ 68,000.00	\$ 68,000.00	\$ 83,445.00	\$ 83,445.00	\$ 72,241.61	\$ 72,241.61	\$ 100,000.00	\$ 100,000.00
33	Complete Lighting Assembly for Pedestrian Light	27	EA	\$ 11,200.00	\$ 302,400.00	\$ 15,750.00	\$ 425,250.00	\$ 13,180.00	\$ 355,860.00	\$ 14,650.00	\$ 395,550.00	\$ 16,500.00	\$ 445,500.00
34	Trench Drain with Grate	110	LF	\$ 185.00	\$ 20,350.00	\$ 216.00	\$ 23,760.00	\$ 216.00	\$ 23,760.00	\$ 200.00	\$ 22,000.00	\$ 478.00	\$ 52,580.00
35	8" PVC Pipe	105	LF	\$ 180.00	\$ 18,900.00	\$ 250.00	\$ 26,250.00	\$ 165.00	\$ 17,325.00	\$ 381.00	\$ 40,005.00	\$ 129.00	\$ 13,545.00
36	12" PVC Pipe	159	LF	\$ 200.00	\$ 31,800.00	\$ 300.00	\$ 47,700.00	\$ 218.00	\$ 34,662.00	\$ 445.00	\$ 70,755.00	\$ 180.00	\$ 28,620.00
37	Connect Pipe to Existing Storm Drain Catch Basin	1	EA	\$ 2,000.00	\$ 2,000.00	\$ 1,800.00	\$ 1,800.00	\$ 568.00	\$ 568.00	\$ 2,600.00	\$ 2,600.00	\$ 950.00	\$ 950.00
38	24"x24" Junction Box In Line with Existing Pipe	1	EA	\$ 6,000.00	\$ 6,000.00	\$ 5,500.00	\$ 5,500.00	\$ 966.00	\$ 966.00	\$ 9,968.00	\$ 9,968.00	\$ 5,100.00	\$ 5,100.00
39	Modify Catch Basin - Cover Only	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 568.00	\$ 568.00	\$ 3,000.00	\$ 3,000.00	\$ 2,400.00	\$ 2,400.00
40	Modify Catch Basin - Inlet Extension - Single	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00	\$ 1,705.00	\$ 1,705.00	\$ 5,000.00	\$ 5,000.00	\$ 6,500.00	\$ 6,500.00
41	Modify Catch Basin - Inlet Extension - Double	1	EA	\$ 5,000.00	\$ 5,000.00	\$ 4,200.00	\$ 4,200.00	\$ 2,841.00	\$ 2,841.00	\$ 8,000.00	\$ 8,000.00	\$ 16,000.00	\$ 16,000.00
42	Curb Drain	7	EA	\$ 500.00	\$ 3,500.00	\$ 1,200.00	\$ 8,400.00	\$ 568.00	\$ 3,976.00	\$ 1,000.00	\$ 7,000.00	\$ 340.00	\$ 2,380.00
43	Striping - Detail 22	3,593	LF	\$ 6.00	\$ 21,558.00	\$ 3.00	\$ 10,779.00	\$ 3.00	\$ 10,779.00	\$ 2.80	\$ 10,060.40	\$ 3.20	\$ 11,497.60
44	Striping - Detail 25A	252	LF	\$ 5.50	\$ 1,386.00	\$ 1.50	\$ 378.00	\$ 2.00	\$ 504.00	\$ 1.40	\$ 352.80	\$ 1.60	\$ 403.20
45	Striping - Detail 38	506	LF	\$ 5.50	\$ 2,783.00	\$ 2.50	\$ 1,265.00	\$ 3.00	\$ 1,518.00	\$ 2.25	\$ 1,138.50	\$ 2.60	\$ 1,315.60
46	Striping - Detail 39	12,437	LF	\$ 5.00	\$ 62,185.00	\$ 2.00	\$ 24,874.00	\$ 2.00	\$ 24,874.00	\$ 1.45	\$ 18,033.65	\$ 1.60	\$ 19,899.20
47	Striping - Detail 39A	956	LF	\$ 4.00	\$ 3,824.00	\$ 1.00	\$ 956.00	\$ 1.00	\$ 956.00	\$ 1.00	\$ 956.00	\$ 1.00	\$ 956.00
48	Striping - Detail 40	158	LF	\$ 4.00	\$ 632.00	\$ 2.50	\$ 395.00	\$ 3.00	\$ 474.00	\$ 2.25	\$ 355.50	\$ 2.60	\$ 410.80
49	Striping - 4" White Stripe	84	LF	\$ 3.00	\$ 252.00	\$ 2.00	\$ 168.00	\$ 2.00	\$ 168.00	\$ 1.70	\$ 142.80	\$ 2.00	\$ 168.00
50	Striping - 12" White Cross Walk & Stop Bar	978	LF	\$ 9.00	\$ 8,802.00	\$ 5.00	\$ 4,890.00	\$ 5.00	\$ 4,890.00	\$ 4.50	\$ 4,401.00	\$ 5.10	\$ 4,987.80
51	Striping - 12" Yellow Cross Walk	547	LF	\$ 9.00	\$ 4,923.00	\$ 5.00	\$ 2,735.00	\$ 5.00	\$ 2,735.00	\$ 4.50	\$ 2,461.50	\$ 5.10	\$ 2,789.70
52	Striping - Yield Lines	101	LF	\$ 10.00	\$ 1,010.00	\$ 5.00	\$ 505.00	\$ 5.00	\$ 505.00	\$ 4.50	\$ 454.50	\$ 5.10	\$ 515.10
53	Markings - Legends & Arrows	1,153	SF	\$ 10.00	\$ 11,530.00	\$ 5.00	\$ 5,765.00	\$ 5.00	\$ 5,765.00	\$ 4.50	\$ 5,188.50	\$ 5.10	\$ 5,880.30
54	Markings - Paint Curb	287	LF	\$ 4.00	\$ 1,148.00	\$ 3.00	\$ 861.00	\$ 3.00	\$ 861.00	\$ 2.80	\$ 803.60	\$ 3.20	\$ 918.40
55	Markings - Blue Reflective Marker	11	EA	\$ 28.00	\$ 308.00	\$ 12.00	\$ 132.00	\$ 13.00	\$ 143.00	\$ 11.50	\$ 126.50	\$ 12.75	\$ 140.25
56	Parking Stall Markings	148	EA	\$ 5.00	\$ 740.00	\$ 18.00	\$ 2,664.00	\$ 19.00	\$ 2,812.00	\$ 17.00	\$ 2,516.00	\$ 19.00	\$ 2,812.00
57	Existing Sign Relocation	19	EA	\$ 300.00	\$ 5,700.00	\$ 200.00	\$ 3,800.00	\$ 219.00	\$ 4,161.00	\$ 200.00	\$ 3,800.00	\$ 223.00	\$ 4,237.00
58	New Signs	8	EA	\$ 100.00	\$ 800.00	\$ 150.00	\$ 1,200.00	\$ 156.00	\$ 1,248.00	\$ 140.00	\$ 1,120.00	\$ 160.00	\$ 1,280.00
59	New Sign Posts & Anchor System	27	EA	\$ 300.00	\$ 8,100.00	\$ 200.00	\$ 5,400.00	\$ 219.00	\$ 5,913.00	\$ 200.00	\$ 5,400.00	\$ 220.00	\$ 5,940.00
60	Bioretention Area Educational Sign	2	EA	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 1,200.00	\$ 2,400.00	\$ 2,500.00	\$ 5,000.00	\$ 2,700.00	\$ 5,400.00
61	RRFB System - Procurement Only	6	EA	\$ 20,000.00	\$ 120,000.00	\$ 6,750.00	\$ 40,500.00	\$ 8,240.00	\$ 49,440.00	\$ 6,000.00	\$ 36,000.00	\$ 6,800.00	\$ 40,800.00
62	Foundation & Installation of RRFB System	8	EA	\$ 1,000.00	\$ 8,000.00	\$ 3,150.00	\$ 25,200.00	\$ 5,400.00	\$ 43,200.00	\$ 2,810.00	\$ 22,480.		





STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Michael P. Laughlin, City Planner
Anna Choudhuri, Senior Environmental Planner, CSG Consultants Inc.

VIA: Brian Dossey, City Manager

MEETING DATE: June 24, 2020

SUBJECT: General Plan EIR Scoping

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION TO RECEIVE A PRESENTATION FROM STAFF REGARDING THE SCOPE OF THE ENVIRONMENTAL IMPACT REPORT (EIR) FOR TOWN OF COLMA GENERAL PLAN UPDATE; TAKE TESTIMONY FROM MEMBERS OF THE PUBLIC; AND DIRECT STAFF TO INCLUDE ENVIRONMENTAL ISSUES TO BE POTENTIALLY ADDRESSED IN THE EIR.

EXECUTIVE SUMMARY

The Town, as lead agency for the General Plan Update, determined that an EIR is required. Staff will present a comprehensive list of topics that will be analyzed as part of the CEQA process. The purpose of this agenda item is solely to receive and provide input on the scope of environmental review to be included in the EIR that would be in addition to items already planned for study.

FISCAL IMPACT

None.

BACKGROUND AND ANALYSIS

General Plan Update Overview

The Town of Colma General Plan articulates the long-term shared community vision for the preservation, enhancement and improvement of the Town. It is a long-range plan that directs decision making and establishes rules and standards for town improvements and new development. It reflects the community's vision for the future and is intended to provide direction through the year 2040.

The last General Plan Update was in 1999. The 2040 General Plan update will provide the context to effectively plan and manage the Town of Colma based on an updated set of goals, policies,

and implementation programs that reflect the values and aspirations for the future expressed by the community. Additionally, the update will equip the Town of Colma with a policy framework to responsibly manage future projects and have the capacity to accommodate the growth and development anticipated to occur in the Town for the next 20 years.

As required by California Government Code section §65302, the 2040 General Plan will cover the seven mandated elements: Land Use, Circulation, Conservation, Housing, Noise, Open Space, Safety. The Town of Colma General Plan Update organizes the required information into the following elements: Land Use, Mobility (Circulation), Open Space and Conservation and Community Services and Safety (Safety and Noise). The Housing Element was updated in 2015 and will not be a part of the current General Plan update.

In addition to these elements, Colma has chosen to prepare an Historic Resources Element due to the many historic resources present both in and outside of the Town's cemeteries. This element will provide an information base of existing historic resources as well as provide policy direction for the preservation of the Town of Colma's historic and cultural resources.

These elements will establish policy direction for the Town, relating to:

- The use and development of all remaining land within the Town of Colma;
- The types and provision for housing growth in the community;
- The protection and continued and expanded use of cemetery land;
- The growth of existing businesses and the attraction of new commercial ventures; and
- The provision and coordination of public safety services to protect residents, businesses and employees against natural and human caused hazards (including noise).

The 2040 General Plan update identifies and prioritizes opportunities to preserve the character of the community, conserve natural resources, and direct land use policies that enable sustainable growth and employment opportunities in Colma.

As part of the General Plan update, the Town evaluated changes in land use and development intensity that may result in environmental impacts. These changes are described as follows:

- Change in permitted land use and intensity for the "Town Center Site" located at the southwest corner of Serramonte Boulevard and El Camino Real;
- Change in permitted land use and intensity for undeveloped lands on the east side of Hillside Boulevard;
- Change in permitted land use and intensity for properties which may redevelop along the Serramonte Boulevard corridor;
- Change in intensity for specific in-fill development opportunity sites; and
- Change in land use policies which would allow for housing in specific areas of the Town where housing has not been permitted before.

It is anticipated that these potential changes in land use and intensity or density would be a primary change in the General Plan that has the potential to result in significant environmental impacts.

Environmental Process Information

Staff is in the process of preparing the environmental document which will provide analysis of a broad range of environmental topics related to the General Plan update as listed below. The Scoping Meeting is an opportunity for the public, City Council and agencies to make recommendations on environmental topics that should be analyzed in the EIR. The California

Environmental Quality Act (CEQA) requires a public scoping meeting to inform the public that the lead agency, the Town of Colma is evaluating a project under the CEQA, and to solicit public comment regarding the potential environmental issues that should be studied.

Whenever a jurisdiction determines that an EIR is required for a project, State CEQA Guidelines require that a Notice of Preparation (NOP) be prepared to allow for agencies and the public to comment on potential environmental topics and issues that should be studied in the report. The purpose of the environmental scoping process under the State CEQA Guidelines is to provide a means for the public and other public agencies to provide “early input” in identifying and articulating any specific environmental concerns or environmental items to be studied in the environmental document.

A Notice of Preparation is the notice that initiates interagency dialogue and is required once an EIR is found to be necessary by the lead agency, such as for the Town of Colma General Plan update. A Notice of Preparation (NOP) is a brief notice sent by the lead agency to notify the responsible agencies, trustee agencies, and involved federal agencies that the lead agency plans to prepare an Environmental Impact Review (EIR) with significant impacts for the project. The purpose of the NOP is to solicit guidance from those agencies as to the scope and content of the environmental information to be included in the EIR.

The Town sent out a Notice of Preparation on June 2, 2020 to the State Clearinghouse, adjoining cities, local and county agencies and districts, ABAG, CCAG, school districts, local tribes, utilities and state agencies. The notice was also posted on the Town’s 3 bulletin boards and is posted on the Town’s website. The comment period ends on July 13, 2020.

The EIR will focus on the resource areas and issues applicable to General Plan update. It will be prepared at a “program” level, such that it will generally evaluate the broad policy impacts of the Town’s General Plan Update. The EIR will also evaluate the potentially significant environmental impacts of the growth and development contemplated by changes in land use and will evaluate whether there are feasible mitigation measures that may lessen or avoid such impacts. The EIR will also identify and evaluate alternatives to the proposed project.

The EIR will evaluate potentially significant environmental effects related to the following environmental issues:

- | | |
|-----------------------------------|-----------------------------|
| • Aesthetics (Visual Resources) | • Land Use/Planning |
| • Agriculture/ Forestry Resources | • Mineral Resources |
| • Air Quality | • Noise |
| • Biological Resources | • Population/Housing |
| • Cultural Resources | • Public Services |
| • Energy | • Recreation |
| • Geology and Soils | • Transportation |
| • Greenhouse Gas Emissions | • Tribal Cultural Resources |
| • Hazards | • Utilities/Service Systems |
| • Hydrology | • Wildfire |

Next Steps in the Environmental Review Process

Once the Draft EIR document is completed, there will be a 45-day review and comment period on the document. The consultants and staff will then prepare written responses to any comments received during the comment period.

A Final EIR will then be prepared. The Final EIR will then require certification by the City Council prior to taking any action on the project. Finally, a Notice of Determination is filed with the County Clerk after a decision is made on the project.

It is anticipated that the EIR will be available for review at the end of 2020, and a hearing or hearings on the project will occur in 2021.

Council Adopted Values

The recommendation is consistent with the Council value of *fairness* because the early input of individuals and agencies to the environmental review process is beneficial to all parties. The recommendation is consistent with the Council value of *responsibility* because providing a scoping session provides an opportunity for issues to be raised early in the planning process.

Sustainability Impact

None.

Alternative

None.

CONCLUSION

Staff recommends that the City Council listen to a presentation by staff, take testimony from the public, and provide direction to staff as necessary.

ATTACHMENTS

- A. Notice of Preparation (NOP)



TOWN OF COLMA
PLANNING DEPARTMENT

1198 El Camino Real • Colma, California 94014
Phone: (650) 757-8888 • FAX: (650) 757-8890

NOTICE OF PREPARATION (NOP)

DRAFT ENVIRONMENTAL IMPACT REPORT FOR THE TOWN OF COLMA

Date: June 3, 2020

To: Responsible Agencies, Organizations and Interested Parties

Subject: Notice of Preparation for a Draft Environmental Impact Report for the Town of Colma 2040 General Plan Update

Project Title: 2040 General Plan Update

Lead Agency: Town of Colma

Project Location: Colma, San Mateo County

Main Contact: Michael P. Laughlin, AICP, City Planner

The Town of Colma is commencing its preparation of a Draft Program-level Environmental Impact Report (EIR) for the 2040 General Plan Update and has released this Notice of Preparation (NOP), in accordance with the California Environmental Quality Act (CEQA), CEQA Guidelines, and local implementation procedures. In compliance with CEQA, the Town of Colma (Town) will be the Lead Agency and will prepare the EIR. Attached are the project descriptions, location maps, and identification of the potential environmental issues to be explored.

The Town requests your input regarding the scope and content of environmental analysis that is relevant to your respective agency's statutory/regulatory responsibilities in order to ascertain potential environmental impacts of the proposed Project. Information gathered during the NOP comment period will be used to shape and focus the environmental impact analyses.

Pursuant to CEQA Guidelines §15082 (b), you have 30 days from the date of receipt of this NOP to respond. Please send your comments by the earliest possible date, but no later than 5:00 P.M. July 13th, 2020. Please send your responses to:

Ms. Anna Choudhuri
Town of Colma Planning Department
1198 El Camino Real, Colma, CA 94014
annac@csgengr.com

Public Review Period: June 9, 2020 to July 13th, 2020

A scoping meeting will be conducted at 7:00 p.m. on Wednesday, June 24, 2020, to collect oral comments from agencies and the public. The meeting will occur virtually, and details will be posted on the Town's website: Colma.ca.gov at least 72 hours prior to the meeting.

PROJECT LOCATION:

As required by CEQA Guidelines, the Colma General Plan EIR will identify the potential environmental impacts associated with implementation of the General Plan update. This analysis will assess and, if necessary, include measures to mitigate potential impacts related to CEQA-required topics. These topics are: aesthetics; air quality; agricultural and forest resources; biological resources; cultural resources; energy, geology and soils; greenhouse gases; hazards and hazardous materials; hydrology; land use and planning; noise; population and housing; public services; transportation; tribal cultural resources; utilities; and wildfires. The Town of Colma, as the Lead Agency has determined mineral resources and recreation to have no impacts.

The Town of Colma is a small incorporated town in San Mateo County, California, on the San Francisco Peninsula (see **Figure 1**). The Town of Colma is located in northern San Mateo County and is surrounded by the cities of Daly City to the north and South San Francisco to the south. To the east lies the San Bruno Mountain State Park, and along the western border of the Town lies the junction of Highway 1 and Interstate 280. El Camino Real, or State Route 82, runs north-south through the middle of town, and BART runs underground and roughly parallel to the El Camino Real corridor.

The 2040 General Plan Planning Area is composed of approximately a total area of 1.9 square miles (see **Figure 2**). The 2010 United States Census reported that the Town had a population of 1,792. The population density was 938.6 people per square mile. The Town's 17 cemeteries comprise approximately 73% of the town's land area. Within the Town of Colma boundary, the ground elevation ranges from about 100 feet to about 500 feet above Mean Sea Level. Colma also includes approximately 1.89 square miles of a wide valley associated with Colma Creek. Most of the land east of El Camino Real is committed to cemetery use or agricultural fields. Land west of El Camino Real is oriented more to commercial uses although the Town's regionally oriented commercial core is bracketed on the north and south by cemeteries.

PROJECT DESCRIPTION:

The Town of Colma General Plan articulates the long-term shared community vision for the preservation, enhancement and improvement of the Town. It is a long-range plan that directs decision making, and establishes rules and standards for town improvements and new development. It reflects the community's vision for the future and is intended to provide direction through the year 2040. The last General Plan Update was in 1999. The housing element was updated in 2015 and will not be a part of the current General Plan update. The 2040 General Plan update will provide the context to effectively plan and manage the Town of Colma based on an updated set of goals, policies, and implementation programs that reflect the values and aspirations for the future expressed by the community. Additionally, the update will equip the Town of Colma with a policy framework to responsibly manage future projects and have the capacity to accommodate the growth and development anticipated to occur in the Town for the next 20 years.

As required by CA Government Code section 65302, the General Plan will cover the seven mandated elements. However, for the Town of Colma General Plan Update these include: Land Use, Circulation/Transportation (Mobility), Housing, Natural Resources/Conservation, Hazards and Safety. In addition to these elements, Colma has chosen to prepare a Historic Resources Element due to most of the Town's land use being reserved for cemetery uses. This element will provide an information base of existing historic resources as well as provide policy direction for the preservation of the Town of Colma's historic cultural resources.

These elements will establish policy direction for the Town, relating to:

- The use and development of all remaining land within the Town of Colma
- The types and provision of housing growth in the community
- The protection and continued use and expansion of cemetery land uses
- The growth of existing businesses as well as the attraction of new commercial ventures
- The provision of public safety services and protection against natural and human caused hazards (including noise)

The 2040 General Plan update identifies and prioritizes opportunities to preserve the character of the community, conserve natural resources, and direct land use policies that enable sustainable growth and employment opportunities in Colma.

As part of the alternatives process for the General Plan update, the Town evaluated the change in land use type and development intensity that may result in environmental impacts. These changes are described as follows:

- Change in permitted land use and intensity for the "Town Center Site" located at the southwest corner of Serramonte Boulevard and El Camino Real
- Change in permitted land use and intensity for undeveloped lands on the east side of Hillside Boulevard
- Change in permitted land use and intensity for properties which may redevelop along the Serramonte Boulevard corridor
- Change in intensity for specific in-fill development opportunity sites
- Change in land use policies which would allow for housing in specific areas of the Town where housing has not been permitted before

It is anticipated that these potential changes in land use and intensity or density would be a primary change in the General Plan that may result in environmental impacts. The Proposed Land Use Map is shown in Figure 3. At buildout under the draft General Plan, the Town anticipates the following:

- Residential Units: 328 units
- Commercial Building Square Footage: 993,500
- Office Building Square Footage: 35,000

POTENTIAL ENVIRONMENTAL IMPACTS TO BE CONSIDERED:

A Draft Program-level Environmental Impact Report (EIR) will be prepared in conjunction with the 2040 General Plan Update. A program-level EIR generally looks at the broad policy of a planning document, i.e., a general plan, and will analyze the potential environmental consequence of adopting the proposed 2040 General Plan Update Colma General Plan 2040. It may will not address potential project specific site-specific impacts of the any individual projects that may fall within the planning document.be approved by the City Council.

The general plan update EIR anticipates potential significant environmental effect concerning the following environmental issues:

- Aesthetics
- Agriculture/ Forestry Resources
- Biological Resources
- Air Quality
- Cultural Resources
- Energy
- Geology and Soils
- Greenhouse Gas Emissions
- Hydrology
- Land Use/ Planning
- Noise
- Population/ Housing
- Public Services
- Transportation
- Tribal Cultural Resources
- Utilities
- Wildfire

The GPU Draft PEIR does not anticipate potential significant environmental effect concerning the following environmental issues:

- Mineral Resources
- Recreation

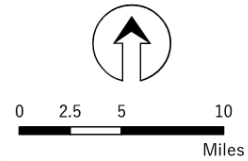


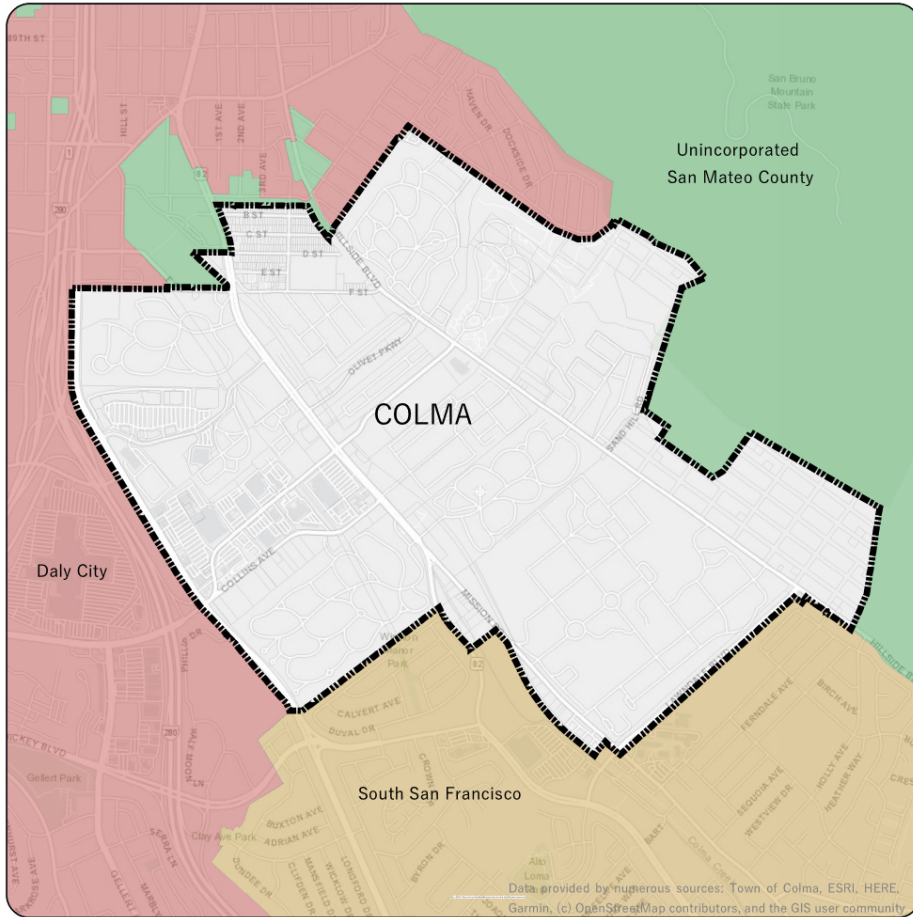
Town of Colma

Figure 1: Regional Location Map

Town Limit, Sphere of Influence, and Planning Area

Data provided by numerous sources: Town of Colma, ESRI, National Geographic, and the GIS user community





Town of Colma

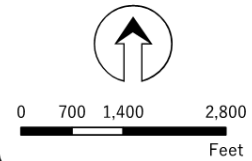
Figure 2: Project
Location Map

Town Limits, Sphere of
Influence, and Planning
Area

City of Daly City

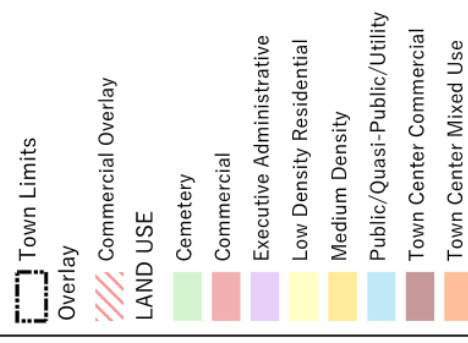
City of South San
Francisco

Unincorporated San
Mateo County

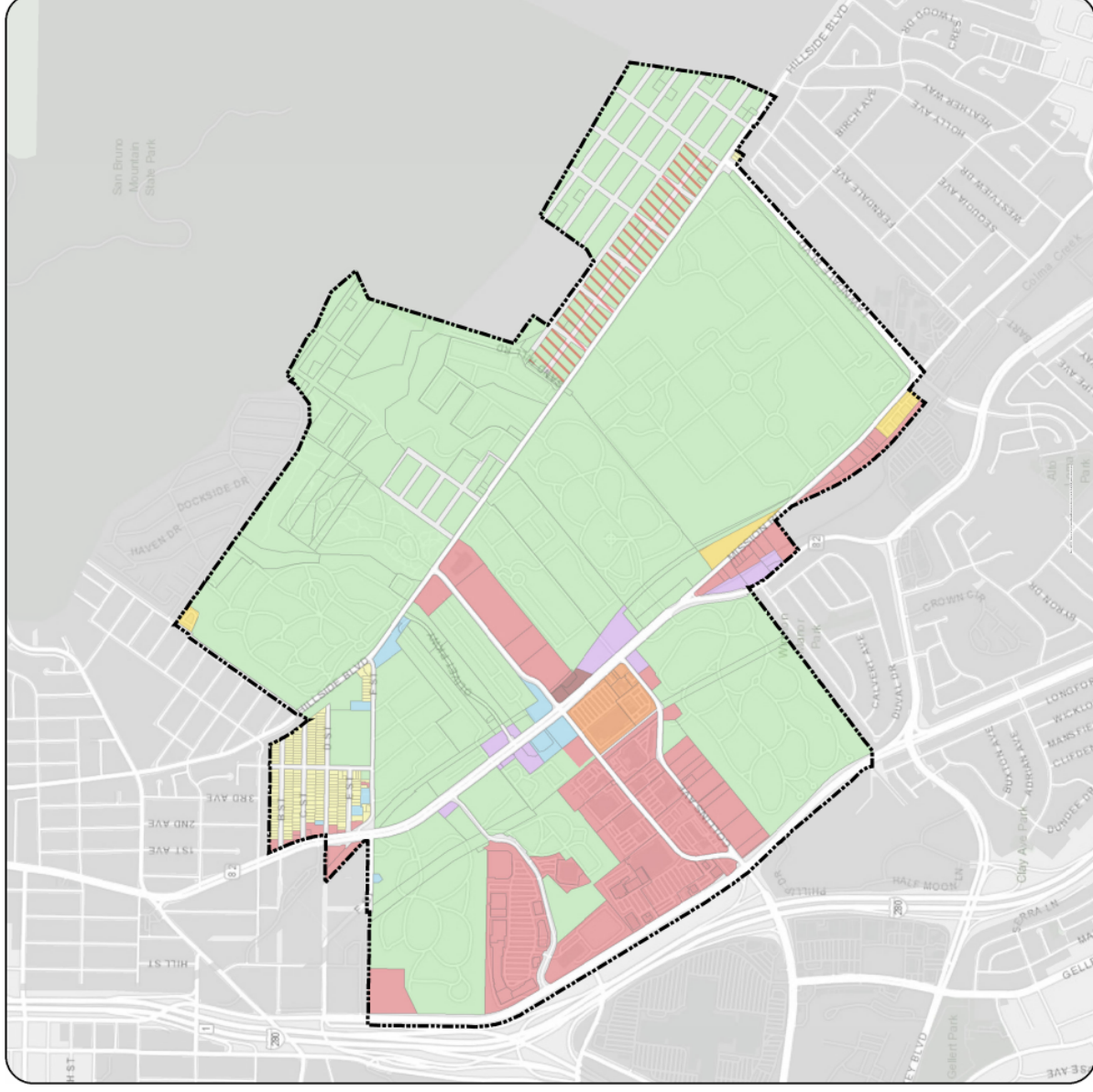
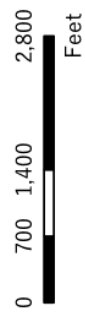


Town of Colma

Figure 3: Proposed
Land Use Map



Data provided by numerous sources:
Town of Colma, ESRI, USGS, NOAA,
FEMA, HERE, Garmin, (c) OpenStreetMap
contributors, and the GIS user community







STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Caitlin Corley, City Clerk
 VIA: Brian Dossey, City Manager
 MEETING DATE: June 24, 2020
 SUBJECT: Raising the National Flag of the Philippines

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION DIRECTING TOWN STAFF TO FLY THE NATIONAL FLAG OF THE PHILIPPINES AT THE COMMUNITY CENTER IN LIEU OF THE TOWN FLAG FROM JUNE 25, 2020 TO July 1, 2020, IN HONOR OF PHILIPPINE INDEPENDENCE DAY

EXECUTIVE SUMMARY

On June 26, 2019, the City Council of the Town of Colma adopted a new flag policy, codified as Subchapter 1.18 of the Colma Administrative Code, which states that Council may by resolution direct Town staff to fly commemorative flags in lieu of the Town of Colma flag, as an expression of the Town's official sentiments, consistent with the Town's vision, mission, and guiding principles, incorporating themes of diversity, equity, social justice, and inclusion. Commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 30 continuous days.

The proposed resolution would authorize the flying of the National Flag of the Philippines, at the Colma Community Center in lieu of the Town of Colma Flag from June 25, 2020 to July 1, 2020.

FISCAL IMPACT

The proposed resolution would have minimal fiscal impacts; the cost of the flag could be absorbed into the existing budget.

ANALYSIS

Philippine Independence Day is an annual holiday in the Philippines observed on June 12th, commemorating the declaration of Philippine independence from Spain in 1898. Recognizing this event offers our community an opportunity to honor and celebrated the rich heritage and contributions of our Filipino and Filipino American residents.

The Town of Colma has strong ties to the Filipino and Filipino American community. Colma has a significant Filipino and Filipino American population, as does the whole San Mateo County, with our neighbor Daly City having the highest concentration of Filipino/Filipino Americans in any city in the United States. The Filipino community is also represented in our business community; the Town's largest business, Lucky Chances Casino, is a Filipino American owned business. Colma also has several Filipino American community organizations that help serve our community, including ALLICE Kumares and Kumpares and Pilipino Bayanihan Resource Center in Daly City. The Town also has the distinction of having had the very first Filipino American woman mayor in the San Francisco Bay Area, as well as being the first municipality in the United States to have both Mayor and Vice Mayor be Filipino American women.

The Council could choose to recognize its Filipino community through the flying of the National Flag of the Philippines. This would be an expression of one of the Town's guiding principles of celebrating diversity, through celebrating its vibrant Filipino American community, and recognizing the lasting and important cultural impact the community has had on the Town.

If Council approves the flying of the National Flag of the Philippines, staff will add it to the commemorative flag schedule to be approved annually in January.

Council Adopted Values

The City Council's adoption of the resolution would be *visionary*, as it celebrates one of the communities that contributes to the diverse tapestry of heritages that make Colma the unique place it is.

Alternatives

As an alternative to the flying of the flag, the City Council could choose to celebrate Philippine Independence through another avenue, such as a proclamation or event.

CONCLUSION

The City Council should consider the resolution and adopt it or provide alternative direction to staff.

ATTACHMENTS

- A. Resolution Approving the Flying of the National Flag of the Philippines

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

**RESOLUTION DIRECTING TOWN STAFF TO FLY THE NATIONAL FLAG OF THE
 PHILIPPINES AT THE COMMUNITY CENTER IN LIEU OF THE TOWN FLAG
 FROM JUNE 25, 2020 TO JULY 1, 2020, IN HONOR OF PHILIPPINE
 INDEPENDENCE DAY**

The City Council of the Town of Colma hereby resolves:

1. Recitals and Background.

(a) On June 26, 2019, the City Council of the Town of Colma adopted a new flag policy codified at Subchapter 1.18 of the Colma Administrative Code to memorialize the fact that the Town's flag poles are a nonpublic forum.

(b) Pursuant to Subchapter 1.18 of the Colma Administrative Code, Council may by resolution direct Town staff to fly commemorative flags in lieu of the Town of Colma flag on the flag pole located at the Colma Community Center, as an expression of the Town's official sentiments, consistent with the Town's vision, mission, and guiding principles, incorporating themes of diversity, equity, social justice, and inclusion. Commemorative Flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 30 continuous days.

(c) The Town intends to fly the National Flag of the Philippines flag at the Colma Community Center in lieu of the Town of Colma Flag, from June 25, 2020 to July 1, 2020 in honor of Philippine Independence Day.

(d) This would be an expression of one of the Town's guiding principles of celebrating diversity, by celebrating its longstanding ties to the Filipino and Filipino American community and recognizing the lasting and important cultural impact the community has had on the Town.

2. Order.

(a) The City Council has considered the full record before and finds the recitals set forth above true and correct and hereby incorporates them by reference.

(b) Pursuant to Subchapter 1.18 of the Colma Administrative Code, the City Council hereby directs Town staff to fly the National Flag of the Philippines flag at the Colma Community Center in lieu of the Town of Colma Flag, from June 25, 2020 to July 1, 2020.

3. Effective Date.

(a) This resolution shall take effect immediately upon adoption.

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Certification of Adoption

I certify that the foregoing Resolution No. 2020-__ was adopted at a regular meeting of said City Council held on June 24, 2020 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					
<i>Voting Tally</i>					

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk