



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

**Wednesday, May 12, 2021
Closed Session - 6:00 PM
Regular Session - 7:00 PM**

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. Pursuant to the Shelter-in-Place Orders issued by the San Mateo County Health Officer on March 16, 2020 and March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chamber will not be open to the public for 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/81289976261>
Passcode: 074407

Meeting ID: 812 8997 6261

Passcode: 074407

One tap mobile

+16699006833,,81289976261#,,,,,0#,,074407# US (San Jose)

+13462487799,,81289976261#,,,,,0#,,074407# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 812 8997 6261

Passcode: 074407

Find your local number: <https://us02web.zoom.us/u/kco5bgxkcc>

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

CLOSED SESSION – 6:00PM

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

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

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00PM

ADOPTION OF AGENDA

PRESENTATION

- Colma Citizens Scholarship Recipients
- Reimagine SamTrans Presentation
- Proclamation in honor of Mental Health Month
- Proclamation in honor of National Public Works Week
- Proclamation in honor of Communities United Day

PUBLIC COMMENTS

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

CONSENT CALENDAR

2. Motion to Accept the Minutes from the April 28, 2021 Regular Meeting.
3. Motion to Approve Report of Checks Paid for April 2021.
4. Motion to Adopt an Ordinance Amending Colma Municipal Code Subchapter 1.14 to Provide for Filing of Electronic Claims (second reading).
5. Motion to Adopt an Ordinance Amending Sections 3.04.160 and 3.04.170 of Subchapter 3.04 of the Colma Municipal Code Authorizing the Town to Adopt Future New or Increased Rates for Sewer Service Fees by Resolution (second reading).
6. Motion to Adopt a Resolution Establishing the Authorized Subsidy at \$31,643 for the Water Conservation Incentive Program in Fiscal Year 2021-22.

PUBLIC HEARING

7. HOLY CROSS CELL TOWER - 1500 MISSION ROAD

Consider: Motion to Adopt a Resolution Approving a Conditional Use Permit to Install a New Stealth AT&T Wireless Communications Facility Within a Maintenance Area at the Holy Cross Cemetery at 1500 Mission Road Pursuant to CEQA Guideline 15303, Class 3.

STUDY SESSION

8. FY 2021-22 CAPITAL IMPROVEMENT BUDGET

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

REPORTS

Mayor/City Council

City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review 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, City Clerk at 650-997-8300 or email a request to ccorley@colma.ca.gov.

Reasonable Accommodation

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



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

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

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



MINUTES REGULAR MEETING

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Wednesday, April 28, 2021
7:00 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor Diana Colvin called the meeting to order at 7:00 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police John Munsey, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin and City Clerk Caitlin Corley were in attendance.

The Mayor announced, “Welcome to another of our completely remote Council Meeting. 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. Thank you.”

ADOPTION OF THE AGENDA

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

Action: Vice Mayor Fisicaro moved to adopt the agenda; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

PRESENTATION

- The Mayor presented a proclamation in honor of National Poetry Month, recognizing the first ever Daly City Youth Poet Laureate Madeleine Hur. Madeleine Hur offered her thanks and recited one of her poems.
- Chief Munsey presented a Commendation of Officers Kim Trask and Joshua Moreno, for their dedication to the community and commitment to the oath they swore to uphold.

PUBLIC COMMENTS

Mayor Colvin opened the public comment period at 7:15 p.m. The Mayor announced that citizen Laura D'Amico had submitted a public comment via email; the City Clerk read the comment into the record. The Mayor closed the public comment period at 7:17 p.m.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the March 24, 2021 Regular Meeting.
2. Motion to Adopt a Resolution Authorizing the City Manager to Execute a Five-Year Financial Reporting and Transparency Contract with OpenGov for a Total Contract Value of \$85,575.

Action: Council Member Gonzalez moved to approve the consent calendar items #1 and 2; the motion was seconded by Vice Mayor Fisicaro and carried by the following vote:

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

PUBLIC HEARING

3. ELECTRONIC SERVICE OF GOVERNMENT CLAIMS AND NOTICES

City Attorney Christopher Diaz presented the staff report. Mayor Colvin opened the public comment hearing at 7:29 p.m. and seeing no one request to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Helen Fisicaro moved to Introduce and Waive a Further Reading of an Ordinance Amending Colma Municipal Code Subchapter 1.14 to Provide for Filing of Electronic Claims; the motion was seconded by Council Member Goodwin and carried by the following vote:

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

4. FUTURE NEW OR INCREASED RATES FOR SEWER SERVICE FEES

City Attorney Christopher Diaz presented the staff report. Mayor Colvin opened the public hearing at 7:38 p.m. and seeing no one request to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Helen Fiscaro moved to Introduce and Waive a Further Reading of an Ordinance Amending Sections 3.04.160 and 3.04.170 of Subchapter 3.04 of the Colma Municipal Code Authorizing the Town to Adopt Future New or Increased Rates for Sewer Service Fees by Resolution; 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 | |
| Diana Colvin, Mayor | ✓ | | | | |
| Helen Fiscaro | ✓ | | | | |
| Raquel Gonzalez | ✓ | | | | |
| Joanne F. del Rosario | | | | | ✓ |
| John Irish Goodwin | ✓ | | | | |
| | 4 | 0 | | | |

STUDY SESSION

5. DONATION OF LAND TO THE TOWN OF COLMA

City Attorney Christopher Diaz announced that Council Member John Goodwin would be recusing himself out of an abundance of caution because he lives within 500 feet of the edge of Holy Cross Cemetery. The City Clerk placed Council Member Goodwin into the waiting room of the zoom meeting.

City Manager Brian Dossey presented the staff report. Mayor Colvin opened the public comment period at 8:18 p.m. and seeing no one come forward, the Mayor closed the public comment period. Council discussion followed. After Council discussion was complete, the City Clerk brought Council Member Goodwin back into the zoom meeting.

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

6. FY 2021-2022 BUDGET

City Manager Brian Dossy and Administrative Services Director Pak Lin presented the staff report. Mayor Colvin opened the public comment period at 8:36 p.m. and seeing no one come forward, the Mayor closed the public comment period. Council discussion followed.

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

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, May 12, 2021 at 7:00 p.m. and it will be held remotely.

REPORTS

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

- There will be a Closed Session on May 12 at 6:00 p.m. regarding Labor negotiations, and on May 26 at 5:30 p.m. regarding the City Manager's Annual Evaluation.
- Vaccinations are going well and are more widely available than ever. The CDC has changed masking recommendations announcing that fully vaccinated people may stop using masks outdoors, unless it is a crowded space.
- San Mateo County is still in the Orange tier of the State's Reopening Plan.
- City Clerk Caitlin Corley was awarded with the Municipal Clerk Award of Distinction for Public Relations by the City Clerk Association of California. Congratulations, Caitlin!

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Colvin announced, "Before we close the meeting, I wanted to recognize a special birthday. Our very own Vice Mayor Helen Fisicaro has a milestone birthday this Friday. So I'd like you all to join me in wishing Helen a very happy 70th birthday!"

She adjourned the meeting at 8:5 p.m. and closed in memory of Bianca Caserza, long time Daly City resident; Rosa Alvarez de Ortega, grandmother of Recreation staff member and Colma resident Jovana Toscano; Sister Rosa Chavez, Council Member John Goodwin's sister-in-Law; and Alice Letcavage, longtime and beloved resident of Colma.

Respectfully submitted,

Caitlin Corley
City Clerk

Bank : first TRI COUNTIES BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|----------|--------|---|-----------|------------------------------|-------------|-------------|
| 53035 | 4/6/2021 | 00051 | CALIFORNIA WATER SERVICE03/25/2021 | 3/25/2021 | WATER BILLS | 5,477.34 | 5,477.34 |
| 53036 | 4/6/2021 | 00254 | METRO MOBILE COMMUNICA210418 | 4/1/2021 | MAINTENANCE CONTRACT | 602.00 | 602.00 |
| 53037 | 4/6/2021 | 00280 | OFFICE DEPOT, INC. | 3/19/2021 | OFFICE SUPPLIES | 138.32 | |
| | | | 164295533001 | 3/1/2021 | OFFICE SUPPLIES | 12.59 | 150.91 |
| | | | 158911613001 | 3/1/2021 | PG&E | 2,575.72 | 2,575.72 |
| 53038 | 4/6/2021 | 00307 | PACIFIC GAS & ELECTRIC | 3/25/2021 | POSTAGE METER RENTAL | 898.83 | 898.83 |
| 53039 | 4/6/2021 | 00311 | PITNEY BOWES INC. | 3/16/2021 | LAB FEES | 1,660.00 | 1,660.00 |
| 53040 | 4/6/2021 | 00364 | SMC SHERIFF'S OFFICE | 3/31/2021 | CITATION PROCESSING | 552.33 | 552.33 |
| 53041 | 4/6/2021 | 00411 | TURBO DATA SYSTEMS | 3/31/2021 | #1433 BULK MAILING POSTAL | 2,000.00 | 2,000.00 |
| 53042 | 4/6/2021 | 00421 | U.S. POSTAL SERVICE | 3/29/2021 | TREE SERVICE | 2,760.00 | |
| 53043 | 4/6/2021 | 00649 | DAVEY TREE EXPERT COMP915417341 | 3/18/2021 | TREE SERVICE | 920.00 | 3,680.00 |
| | | | 915423803 | 3/22/2021 | 8155 20 022 0097051 Internet | 240.06 | |
| 53044 | 4/6/2021 | 01037 | COMCAST CABLE | 3/20/2021 | 8155 20 022 0097028 427 F ST | 240.06 | 480.12 |
| 53045 | 4/6/2021 | 01340 | NAVIA BENEFIT SOLUTIONS | 3/31/2021 | SECTION 125 PARTICIPANT & | 117.70 | 117.70 |
| 53046 | 4/6/2021 | 02499 | GE CAPITAL INFORMATION | 3/19/2021 | A11 TOWN HALL COPY MACH | 512.58 | |
| | | | 104797379 | 3/23/2021 | A10 CCC COPY MACHINE | 287.00 | |
| | | | 104791140 | 3/19/2021 | A9 PD COPY MACHINE RENT, | 274.44 | 1,074.02 |
| 53047 | 4/6/2021 | 02783 | AGUILAR, GRISELDA | 3/30/2021 | 03.30.21 COVID-19 RENTAL R | 350.00 | |
| | | | 2002125.003 | 3/30/2021 | 03.30.21 DEPOSIT REFUND | 300.00 | 650.00 |
| | | | 2002126.003 | 3/25/2021 | OIL & FILTER CHANGE | 67.75 | |
| 53048 | 4/6/2021 | 02793 | DITO'S MOTORS | 3/18/2021 | OIL & FILTER CHANGE | 56.41 | |
| | | | 23629 | 3/24/2021 | OIL & FILTER CHANGE | 52.50 | 176.66 |
| | | | 23662 | 4/5/2021 | OPEB CONTRIBUTION | 61,496.92 | 61,496.92 |
| 53049 | 4/6/2021 | 02849 | U.S. BANK PARS ACCOUNT, 6 April 2021 OPEB | 1/19/2021 | 2018 FORD EXPLORER REMC | 850.69 | 850.69 |
| 53050 | 4/6/2021 | 02926 | PRECISION BODY SHOP & DE21335 | 3/22/2021 | CREDIT CARD PURCHASE | 2,031.14 | |
| 53051 | 4/6/2021 | 03015 | U.S. BANK CORPORATE PMT 03/22/21 Abellan | 3/22/2021 | CREDIT CARD PURCHASE | 1,919.76 | |
| | | | 03/22/21 Dossey | 3/22/2021 | CREDIT CARD PURCHASE | 459.80 | |
| | | | 03/22/21 Lin | 3/22/2021 | CREDIT CARD PURCHASE | 445.00 | |
| | | | 03/22/21 Wollme | 3/22/2021 | CREDIT CARD PURCHASE | 217.99 | |
| | | | 03/22/21 Gogan | 3/22/2021 | CREDIT CARD PURCHASE | 144.11 | |
| | | | 03/22/21 Navarr | 3/22/2021 | CREDIT CARD PURCHASE | 46.78 | |
| | | | 03/22/21 Gotelli | 3/22/2021 | CREDIT CARD PURCHASE | 33.13 | |
| | | | 03/22/21 Velasqi | 3/22/2021 | CREDIT CARD PURCHASE | 6.95 | 5,304.66 |
| | | | 03/22/21 Corley | 3/22/2021 | CREDIT CARD PURCHASE | 1,584.29 | 1,584.29 |
| 53052 | 4/6/2021 | 03086 | TAPCO | 3/22/2021 | 24/7 SOLAR BLINKERSIGN FC | | |

04/05/2021 1:17:44PM

Bank : first TRI COUNTIES BANK (Continued)

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|----------------------------------|----------|--------|--------------------------|-----------|------------------------------|-------------|-------------|
| 53053 | 4/6/2021 | 03224 | DECORATIVE PLANT SERVICE | 4/1/2021 | MAINTENANCE GUARANTEE | 157.31 | 157.31 |
| 53054 | 4/6/2021 | 03267 | ACC BUSINESS | 3/27/2021 | ETHERNET ACCESS | 674.58 | 674.58 |
| 53055 | 4/6/2021 | 03289 | MORENO, JOSHUA | 3/27/2021 | MARCH 8-11, 2021 CIT TRAINI | 149.02 | 149.02 |
| 53056 | 4/6/2021 | 03311 | PLANCARTE, GABRIELA | 3/30/2021 | 03.30.21 COVID-19 RENTAL R | 350.00 | 350.00 |
| | | | | 3/30/2021 | 03.30.21 DEPOSIT REFUND | 300.00 | 650.00 |
| 53057 | 4/6/2021 | 03393 | MCKENNA, ANTHONY | 1/14/2021 | REPLACES CK #52759 12.21.2 | 175.00 | 175.00 |
| 53058 | 4/6/2021 | 03400 | OTIS ELEVATOR COMPANY | 2/25/2021 | ASSIST WITH THE FIRE REC/ | 3,272.50 | 3,272.50 |
| 53059 | 4/6/2021 | 03401 | CITY OF DAVIS, DPD | 4/2/2021 | APRIL 26-29, 2021 BICYCLE P. | 94.00 | 94.00 |
| 4012021 | 4/6/2021 | 00282 | CALIFORNIA PUBLIC EMPLOY | 3/15/2021 | MEDICAL INSURANCE | 5,764.49 | 5,764.49 |
| Sub total for TRI COUNTIES BANK: | | | | | | | 100,269.09 |

26 checks in this report.

Grand Total All Checks:

100,269.09

04/08/2021 8:27:25PM

Bank : first TRI COUNTIES BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|----------------------------------|----------|--------|---|----------|------------------------------|-------------|-------------|
| 53060 | 4/9/2021 | 01340 | NAVIA BENEFIT SOLUTIONS 04092021 B | 4/9/2021 | FLEX 125 PLAN: PAYMENT | 703.60 | |
| | | | 04092021 B | 4/9/2021 | DEPENDENT CARE: PAYMENT | 292.31 | 995.91 |
| 53061 | 4/9/2021 | 01375 | NATIONWIDE RETIREMENT SOLL04092021 B | 4/9/2021 | NATIONWIDE: PAYMENT | 3,225.00 | |
| | | | 04092021 M | 4/9/2021 | NATIONWIDE: PAYMENT | 950.00 | 4,175.00 |
| 53062 | 4/9/2021 | 02377 | CALIFORNIA STATE DISBURSEMENT04092021 B | 4/9/2021 | WAGE GARNISHMENT: PAYMENT | 547.84 | 547.84 |
| 94370 | 4/9/2021 | 00521 | UNITED STATES TREASURY 04092021 M | 4/9/2021 | FEDERAL TAX: PAYMENT | 908.55 | 908.55 |
| 94371 | 4/9/2021 | 01360 | VANTAGE TRANSFER AGENTS 04092021 M | 4/9/2021 | ICMA CONTRIBUTION: PAYMENT | 464.42 | 464.42 |
| 94372 | 4/9/2021 | 00631 | P.E.R.S. 04092021 M | 4/9/2021 | PERS MISC NON-TAX: PAYMENT | 694.17 | 694.17 |
| 94373 | 4/9/2021 | 00282 | CALIFORNIA PUBLIC EMPLOYEE04092021 M | 4/9/2021 | ANTHEM TRADITIONAL: PAYMENT | 8,141.33 | 8,141.33 |
| 94374 | 4/9/2021 | 00130 | EMPLOYMENT DEVELOPMENT D04092021 M,B | 4/9/2021 | CALIFORNIA STATE TAX: PAYMEI | 14,015.29 | 14,015.29 |
| 94375 | 4/9/2021 | 00521 | UNITED STATES TREASURY 04092021 B | 4/9/2021 | FEDERAL TAX: PAYMENT | 61,601.67 | 61,601.67 |
| 94376 | 4/9/2021 | 00282 | CALIFORNIA PUBLIC EMPLOYEE04092021 B | 4/9/2021 | ANTHEM TRADITIONAL: PAYMENT | 62,344.10 | 62,344.10 |
| 94377 | 4/9/2021 | 00631 | P.E.R.S. 04092021 B | 4/9/2021 | PERS - BUYBACK: PAYMENT | 44,218.14 | 44,218.14 |
| 94378 | 4/9/2021 | 01360 | VANTAGE TRANSFER AGENTS 04092021 B | 4/9/2021 | ICMA CONTRIBUTION: PAYMENT | 5,132.92 | 5,132.92 |
| 94379 | 4/9/2021 | 00068 | COLMA PEACE OFFICER'S 04092021 B | 4/9/2021 | COLMA PEACE OFFICERS: PAYM | 606.83 | 606.83 |
| Sub total for TRI COUNTIES BANK: | | | | | | 203,846.17 | |

13 checks in this report.

Grand Total All Checks:

203,846.17

Bank : first TRI COUNTIES BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|-----------|--------|-----------------------------|---------------------|-------------|------------------------------|-------------|
| 53063 | 4/15/2021 | 00013 | ANDY'S WHEELS & TIRES | March 2021 | 3/31/2021 | TIRE SERVICE | 1,317.66 |
| 53064 | 4/15/2021 | 00051 | CALIFORNIA WATER SERVICE | 03/29/2021 | 3/29/2021 | WATER BILL | 148.50 |
| 53065 | 4/15/2021 | 00174 | HOME DEPOT CREDIT SERVICE | Feb 26-Mar 23, 2021 | 3/30/2021 | PW SUPPLY PURCHASES | 746.46 |
| 53066 | 4/15/2021 | 00181 | IEDA | 23338 | 4/1/2021 | LABOR RELATIONS CONSULT | 1,520.00 |
| 53067 | 4/15/2021 | 00307 | PACIFIC GAS & ELECTRIC | 0567147369-1 | 3/31/2021 | 0567147369-1 JSB S/O SERRA | 156.06 |
| 53068 | 4/15/2021 | 00345 | SMC SHERIFF'S OFFICE | May 3-7, 2021 | 4/5/2021 | MAY 3-7, 2021 R. ESCOBAR B | 125.00 |
| 53069 | 4/15/2021 | 00349 | SEGAL & CERINI INC. | 16641 | 3/31/2021 | LANDSCAPE SERVICES | 17,110.00 |
| 53070 | 4/15/2021 | 00388 | SONITROL | 1363143 | 4/1/2021 | MONTHLY MONITORING | 1,109.81 |
| 53071 | 4/15/2021 | 00414 | TERMINEX INTERNATIONAL | L406452304 | 4/8/2021 | PEST CONTROL | 244.00 |
| | | | | 406452305 | 4/8/2021 | 601 F St. | 79.00 |
| 53072 | 4/15/2021 | 00500 | SMC CONTROLLERS OFFICE | March 2021 | 4/2/2021 | ALLOCATION OF PARKING PERMIT | 3,219.80 |
| 53073 | 4/15/2021 | 00522 | ALAMEDA COUNTY SHERIFFS | May 3-14, 2021 | 4/5/2021 | MAY 3-14, 2021 J. MORENO M | 2,094.00 |
| 53074 | 4/15/2021 | 00623 | ARAMARK | March 2021 | 3/31/2021 | UNIFORM SERVICE | 539.60 |
| | | | | March 2021 | 3/31/2021 | FIRST AID SUPPLIES | 80.46 |
| | | | | March 2021 | 3/31/2021 | FIRST AID SUPPLIES | 63.60 |
| 53075 | 4/15/2021 | 00714 | SMC ASSESSOR-COUNTY CLERK | 2021027 | 3/15/2021 | NOV. 3, 2020 ELECTION SER | 1,572.22 |
| 53076 | 4/15/2021 | 00830 | STAPLES BUSINESS CREDIT | 1634172750 | 3/25/2021 | OFFICE SUPPLIES | 830.36 |
| 53077 | 4/15/2021 | 01030 | STEPFORD, INC. | 2101237 | 4/9/2021 | 05.08.21-05.07.22 (4) VMWARI | 2,564.00 |
| | | | | 2101231 | 3/30/2021 | DNSMADEEASY SUBSCRIPTI | 104.80 |
| 53078 | 4/15/2021 | 01037 | COMCAST CABLE | April 2021 | 3/26/2021 | 8155 20 022 0094769 TOWN C | 15,230.55 |
| | | | | 04/02-05/01 | 3/27/2021 | 8155 20 022 0097069 INTERNI | 245.06 |
| 53079 | 4/15/2021 | 01552 | FORTE PRESS CORPORATION | IOI55815 | 3/31/2021 | 500 CARDS A. GONZALEZ | 214.37 |
| 53080 | 4/15/2021 | 01808 | THIRD DEGREE COMMUNICATIONS | 9125 | 12/23/2021 | MAY 10-12, 2021 VITALE & GU | 1,050.00 |
| 53081 | 4/15/2021 | 02787 | AECO SYSTEMS, INC. | 21602 | 4/1/2021 | POLICE STATION FIRE ALARM | 45.00 |
| 53082 | 4/15/2021 | 02793 | DITO'S MOTORS | 23740 | 4/7/2021 | OIL & FILTER CHANGE | 141.90 |
| 53083 | 4/15/2021 | 02799 | WAVE | 103745301-0008 | 4/1/2021 | RIMS INTERNET W/SSF | 400.00 |
| 53084 | 4/15/2021 | 02837 | BURNSIDE, REBECCA MARY | 1849 | 4/5/2021 | MARCH 2-31, 2021 HR ANALY | 2,806.25 |
| 53085 | 4/15/2021 | 03034 | FLEX ADVANTAGE | 129733 | 3/31/2021 | FLEX PROCESSING FEES | 190.00 |
| 53086 | 4/15/2021 | 03061 | NICK BARBIERI TRUCKING, LI | 2235890 | 3/31/2021 | PW GAS PURCHASES | 311.43 |
| 53087 | 4/15/2021 | 03170 | ACTION TOWING AND ROAD | 161516 | 3/17/2021 | 2013 LEXUS TOW FROM BRIL | 450.00 |
| 53088 | 4/15/2021 | 03273 | THE HOME DEPOT PRO | 607888229 | 3/26/2021 | PW PURCHASES | 1,040.91 |
| 53089 | 4/15/2021 | 03323 | BROADCAST MICROWAVE SE | 125915 | 4/2/2021 | REPLACE SD CARDS FOR CC | 305.90 |
| 53090 | 4/15/2021 | 03373 | RK ENGINEERING, INC. | 145.09 | 3/31/2021 | MISSION ROAD BICYCLE & PI | 106,685.00 |
| 53091 | 4/15/2021 | 03402 | RIVAS, LISA | Refund CO05351 | 1/12/2021 | CITATION CO052580 REFUNE | 38.00 |

Sub total for TRI COUNTIES BANK: 162,779.70

29 checks in this report.

Grand Total All Checks:

162,779.70

Bank : first TRI COUNTIES BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|-----------|--------|-----------------------------|-----------|-------------------------------|-------------|-------------|
| 53092 | 4/20/2021 | 00004 | AT&T | 4/13/2021 | C3-A/B-12-10-TS-01 | 1,540.57 | 1,540.57 |
| 53093 | 4/20/2021 | 00020 | ASSOCIATED SERVICES INC | 4/1/2021 | WATERLOGIC RENTAL | 40.00 | |
| | | | 121040092 | 4/1/2021 | MTN H/C BWC | 9.00 | 49.00 |
| 53094 | 4/20/2021 | 00093 | CITY OF SOUTH SAN FRANCISCO | 3/31/2021 | TRAFFIC SIGNAL MAINTENANCE | 750.00 | 750.00 |
| 53095 | 4/20/2021 | 00112 | DEPARTMENT OF JUSTICE | 4/5/2021 | PD ACCOUNT #140503 | 160.00 | 160.00 |
| 53096 | 4/20/2021 | 00117 | DELTA DENTAL OF CALIFORNIA | 5/1/2021 | DENTAL INSURANCE | 13,084.32 | 13,084.32 |
| 53097 | 4/20/2021 | 00307 | PACIFIC GAS & ELECTRIC | 4/12/2021 | 1198 EL CAMINO | 7,333.37 | |
| | | | 3007220528-6 | 4/8/2021 | PG&E | 3,166.71 | |
| | | | 0512181543-4 | 4/9/2021 | PG&E | 1,501.25 | |
| | | | 0576889222-5 | 4/8/2021 | PG&E | 162.84 | |
| | | | 0035222590-8 | 4/8/2021 | PG&E | 2.84 | 12,167.01 |
| 53098 | 4/20/2021 | 00311 | PITNEY BOWES INC. | 4/7/2021 | FOLDING MACHINE RENTAL | 506.57 | 506.57 |
| 53099 | 4/20/2021 | 00394 | TENNANT | 4/9/2021 | SWEEPER/SCRUBBER, RIDE | 564.00 | 564.00 |
| 53100 | 4/20/2021 | 00412 | TELECOMMUNICATIONS ENG | 4/10/2021 | Facilities Mgmt & Maintenance | 1,515.00 | 1,515.00 |
| 53101 | 4/20/2021 | 00534 | SMC INFORMATION SERVICE | 4/9/2021 | MICRO CHANNEL & LINES | 801.25 | 801.25 |
| 53102 | 4/20/2021 | 01031 | A-1 RHINO LININGS, LLC | 2/18/2021 | LABOR CUSTOM PLATE | 180.00 | 180.00 |
| 53103 | 4/20/2021 | 01037 | COMCAST CABLE | 4/7/2021 | 8155 20 022 0096715 601 F ST | 110.06 | 110.06 |
| 53104 | 4/20/2021 | 01414 | VERANO OWNERS ASSOCIATES | 5/1/2021 | VERANO OWNERS ASSOCIATES | 350.00 | 350.00 |
| 53105 | 4/20/2021 | 01565 | BAY CONTRACT MAINTENANCE | 4/10/2021 | JANITORIAL SERVICES | 9,083.28 | |
| | | | 25420 | 4/10/2021 | COVID-19 PREVENTATIVE CL | 6,285.64 | |
| | | | 25474 | 4/6/2021 | COVID-19 BASE LINE DECON | 510.00 | |
| | | | 25470 | 4/6/2021 | PD CARPET EXTRACTION | 480.00 | 16,358.92 |
| 53106 | 4/20/2021 | 02132 | WOLLMAN, JASON | 4/17/2021 | APRIL 15-16, 2021 DE-ESCAL | 108.44 | 108.44 |
| 53107 | 4/20/2021 | 02216 | RAMOS OIL CO. INC. | 3/31/2021 | PD GASOLINE PURCHASES 2 | 1,895.03 | |
| | | | 741485 | 3/20/2021 | PD GASOLINE PURCHASES 1 | 1,622.36 | |
| | | | 740020 | 3/10/2021 | PD GASOLINE PURCHASES 1 | 1,536.11 | |
| | | | 738569 | 3/10/2021 | COVID-19 RECREATION GAS | 50.06 | 5,103.56 |
| | | | 738974 | 4/14/2021 | LIFE INSURANCE | 198.25 | 198.25 |
| 53108 | 4/20/2021 | 02224 | STANDARD INSURANCE COMPANY | 4/9/2021 | A12 STERLING PARK COPY M | 76.06 | 76.06 |
| 53109 | 4/20/2021 | 02499 | GE CAPITAL INFORMATION | 4/9/2021 | REPLACE BATTERY | 626.27 | |
| 53110 | 4/20/2021 | 02793 | DITO'S MOTORS | 4/12/2021 | OIL & FILTER CHANGE, REPL | 551.80 | 1,178.07 |
| | | | 23766 | 3/31/2021 | STORAGE, PICKUP/DELIVER | 65.57 | 65.57 |
| 53111 | 4/20/2021 | 02827 | CORODATA SHREDDING, INC. | 4/19/2021 | HEALTH REIMBURSEMENT A | 58,362.78 | 58,362.78 |
| 53112 | 4/20/2021 | 03034 | FLEX ADVANTAGE | 2/23/2021 | ADJUSTABLE SIGN BRACKET | 628.75 | 628.75 |
| 53113 | 4/20/2021 | 03086 | TAPCO | | | | |

Bank : first TRI COUNTIES BANK (Continued)

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|----------------------------------|-----------|--------|---------------------------|-------------------|---|-------------|-------------|
| 53114 | 4/20/2021 | 03289 | MORENO, JOSHUA | 03/28/21-04/01/21 | 4/17/2021 MARCH 28-APRIL 1, 2021 RAC | 204.00 | |
| | | | | April 7, 2021 | Rei 4/14/2021 04.07.21 REIMBURSE 7-ELEV | 11.47 | 215.47 |
| 53115 | 4/20/2021 | 03334 | AT&T MOBILITY NATIONAL | AC287296200335X | 4/2/2021 WIRELESS | 1,350.40 | 1,350.40 |
| 53116 | 4/20/2021 | 03374 | FIVE POINTS TIRE IMPORTS, | 295602 | 3/4/2021 2011 FORD CROWN VIC SMO | 31.75 | 31.75 |
| 53117 | 4/20/2021 | 03378 | ESCOBAR, RICARDO | April 12-14, 2021 | 4/15/2021 APRIL 12-14, 2021 FST TRAIN | 91.91 | 91.91 |
| 53118 | 4/20/2021 | 03379 | MELENDREZ, LUIS | March 22-26, 20: | 4/18/2021 MARCH 22-26, 2021 INTERVIE | 101.84 | |
| | | | | April 5-8, 2021 | R 4/18/2021 APRIL 5-8, 2021 RADAR/LIDAR | 73.53 | 175.37 |
| 53119 | 4/20/2021 | 03392 | ROMEO PACKING COMPANY | 150886 | 4/5/2021 10 RANGER PRO (2.5 GAL.) & | 917.70 | 917.70 |
| Sub total for TRI COUNTIES BANK: | | | | | | | 116,640.78 |

28 checks in this report.

Grand Total All Checks:

116,640.78

Bank : first TRI COUNTIES BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|-----------|--------|---|-----------|----------------------------------|-------------|-------------|
| 53120 | 4/23/2021 | 00047 | C.L.E.A. | 4/23/2021 | CLEA: PAYMENT | 220.50 | 220.50 |
| 53121 | 4/23/2021 | 01340 | NAVIA BENEFIT SOLUTIONS | 4/23/2021 | FLEX 125 PLAN: PAYMENT | 2,607.44 | |
| 53122 | 4/23/2021 | 01375 | NATIONWIDE RETIREMENT SOLL04232021 B | 4/23/2021 | DEPENDENT CARE: PAYMENT | 292.31 | 2,899.75 |
| 53123 | 4/23/2021 | 02224 | STANDARD INSURANCE COMPAT04232021 B | 4/23/2021 | NATIONWIDE: PAYMENT | 3,225.00 | 3,225.00 |
| 53124 | 4/23/2021 | 02377 | CALIFORNIA STATE DISBURSEMENT04232021 B | 4/23/2021 | LIFE INSURANCE: PAYMENT | 457.50 | 457.50 |
| 94380 | 4/23/2021 | 00130 | EMPLOYMENT DEVELOPMENT D04232021 B | 4/23/2021 | WAGE GARNISHMENT: PAYMENT | 547.84 | 547.84 |
| 94381 | 4/23/2021 | 00521 | UNITED STATES TREASURY | 4/23/2021 | CALIFORNIA STATE TAX: PAYMEI | 14,132.61 | 14,132.61 |
| 94382 | 4/23/2021 | 00631 | P.E.R.S. | 4/23/2021 | FEDERAL TAX: PAYMENT | 60,767.10 | 60,767.10 |
| 94383 | 4/23/2021 | 01360 | VANTAGE TRANSFER AGENTS | 4/23/2021 | PERS - BUYBACK: PAYMENT | 43,950.89 | 43,950.89 |
| 94384 | 4/23/2021 | 00068 | COLMA PEACE OFFICER'S | 4/23/2021 | ICMA CONTRIBUTION: PAYMENT | 5,108.62 | 5,108.62 |
| 4232021 | 4/23/2021 | 00130 | EMPLOYMENT DEVELOPMENT D04232021 B Adj | 4/23/2021 | COLMA PEACE OFFICERS: PAYM | 606.83 | 606.83 |
| | | | | | CALIFORNIA STATE TAX: ADJUST | 3,253.57 | 3,253.57 |
| | | | | | Sub total for TRI COUNTIES BANK: | 135,170.21 | |

11 checks in this report.

Grand Total All Checks:

135,170.21

Bank : first TRI COUNTIES BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|----------------------------------|-----------|--------|--------------------------------------|--------------|------------------------------|-------------|-------------|
| 53125 | 4/27/2021 | 00051 | CALIFORNIA WATER SERVICE6544607057 | 4/15/2021 | 6544607057 S.W. CORNER HI | 487.69 | |
| | | | 1727052702 | 4/12/2021 | CA WATER | 100.06 | 587.75 |
| 53126 | 4/27/2021 | 00188 | IRVINE & JACHENS INC | 4/21/2021 | 519E UNIFORM BADGE STER | 331.03 | 331.03 |
| 53127 | 4/27/2021 | 00432 | VISION SERVICE PLAN | 4/19/2021 | VISION SERVICE PLAN | 1,003.47 | |
| | | | 812178325 | 4/19/2021 | VSP COBRA | 77.19 | 1,080.66 |
| 53128 | 4/27/2021 | 00631 | P.E.R.S. | 4/6/2021 | REPLACEMENT BENEFIT COI | 30.42 | 30.42 |
| 53129 | 4/27/2021 | 01030 | STEPFORD, INC. | 4/9/2021 | HOURS IN EXCESS OF CONT | 4,018.75 | |
| | | | 2106207 | 4/9/2021 | MARCH 2-30, 2021 VSAN DEP | 2,945.00 | |
| | | | 2106206 | 4/9/2021 | HR LAPTOP: HPZBOOK FURY | 2,875.88 | |
| | | | 2101220 | 4/15/2021 | REC HP WORKSTATION Z2 M | 2,566.69 | 12,406.32 |
| 53130 | 4/27/2021 | 01036 | MANAGED HEALTH NETWORKIPRM-062052 | 4/16/2021 | EMPLOYEE ASSISTANCE PRG | 99.20 | 99.20 |
| 53131 | 4/27/2021 | 01037 | COMCAST CABLE | 4/17-5/16/21 | 8155 20 022 0188769 HD TECI | 55.14 | 55.14 |
| 53132 | 4/27/2021 | 01183 | BEST BEST & KRIEGER LLP | 4/12/2021 | CITY ATTORNEY SERVICES | 19,527.00 | |
| | | | 902502 | 4/13/2021 | MARCH 2021 ADV. FRIENDS (| 1,143.12 | |
| | | | 902507 | 4/13/2021 | CITY ATTORNEY SPECIAL SE | 936.00 | |
| | | | 902505 | 4/13/2021 | CITY ATTORNEY SPECIAL SE | 859.60 | |
| | | | 902503 | 4/13/2021 | TELECOMMUNICATIONS | 218.40 | |
| | | | 902504 | 4/13/2021 | CITY ATTORNEY THIRD PART | 209.25 | 22,893.37 |
| 53133 | 4/27/2021 | 01370 | VERIZON WIRELESS SERVICE9877688101 | 4/13/2021 | CELL PHONE SERVICE | 342.09 | 342.09 |
| 53134 | 4/27/2021 | 01865 | THYSSENKRUPP ELEVATOR 3005767873 | 3/1/2021 | 03.01.21 - 02.28.22 NEW CON | 983.52 | 983.52 |
| 53135 | 4/27/2021 | 02208 | INTERNATIONAL ASSOCIATION21-C668044 | 4/22/2021 | JAN 1- DEC 31, 2021 IAPE PFI | 50.00 | 50.00 |
| 53136 | 4/27/2021 | 02392 | MIG 0069181 | 4/23/2021 | JAN 1 - MARCH 31, 2021 COLI | 213.46 | 213.46 |
| 53137 | 4/27/2021 | 02827 | CORODATA SHREDDING, INC.DN1312337 | 3/31/2021 | SHREDDING SERVICE | 105.74 | 105.74 |
| 53138 | 4/27/2021 | 02886 | READY REFRESH BY NESTLE01D0036457661 | 4/8/2021 | BOTTLED WATER SERVICE | 38.93 | 38.93 |
| 53139 | 4/27/2021 | 03117 | KITTELSON & ASSOCIATES, IIO117222 | 4/19/2021 | MARCH 2021 GPU SUPPORT | 483.75 | 483.75 |
| Sub total for TRI COUNTIES BANK: | | | | | | 39,701.38 | |

15 checks in this report.

Grand Total All Checks:

39,701.38



ORDINANCE NO. ____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

ORDINANCE AMENDING COLMA MUNICIPAL CODE SUBCHAPTER 1.14
TO PROVIDE FOR FILING OF ELECTRONIC CLAIMS

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

ARTICLE 1. FINDINGS, PURPOSE AND AUTHORITY.

The City Council of the Town of Colma finds:

(a) Subchapter 1.14 of the Colma Municipal Code provides procedures for the filing of claims against the Town of Colma for money or damages.

(b) Senate Bill 1473 (Stats. 2020, ch. 371) amended the Government Claims Act to authorize a person to present a claim by electronically submitting it to a public entity, if expressly authorized to do so by an ordinance or resolution of the public entity (Cal. Government Code § 915(a)(3)).

(c) As the Town of Colma already accepts claims filed electronically, the Town wishes to amend the Municipal Code to formally authorize, and provide procedures for, electronic filing of claims to conform to current practice.

ARTICLE 2. CMC SECTION 1.14.020 AMENDED.

Section 1.14.020 of the Colma Municipal Code is hereby amended and restated to read as follows:

"1.14.020 Form of Claim.

All claims shall be made in writing and verified by the claimant or by his or her guardian, conservator, executor or administrator. No claim may be filed on behalf of a class of persons unless verified by every member of that class as required by this section. In addition, all claims shall contain the information required by California Government Code Section 910.

Pursuant to California Government Code Section 915, a claim, any amendment thereto, or an application for leave to present a late claim may be submitted electronically to the Town of Colma by using the online claim form available on the City Manager/City Clerk's Office webpage in accordance with all publicly posted instructions. The City Manager is authorized to provide uniform instructions for the filing of claims electronically that are not in conflict with Division 3.6 of Title 1 of the Government Code or this Section.

Proof of electronic service may be made and signed in the manner prescribed by California Government Code Section 915.2, as it may be amended from time to time. If the claim or application is submitted electronically, the person or party shall be deemed to have provided consent to accept service electronically of the notices specified in Government

Code Section 915.4, as may be amended from time to time, and other correspondence from the Town of Colma or its representatives."

ARTICLE 3. SEVERABILITY.

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

ARTICLE 4. CEQA DETERMINATION - NOT A CEQA PROJECT.

The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

ARTICLE 5. POSTING; EFFECTIVE DATE.

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

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Certificate of Adoption

I certify that the foregoing Ordinance No. ____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on April 28, 2021 and duly adopted at a Regular Meeting of said City Council held on _____, 2021 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk



ORDINANCE NO. _____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**ORDINANCE AMENDING SECTIONS 3.04.160 AND
3.04.170 OF SUBCHAPTER 3.04 OF THE COLMA
MUNICIPAL CODE AUTHORIZING THE TOWN TO ADOPT
FUTURE NEW OR INCREASED RATES FOR SEWER SERVICE
FEES BY RESOLUTION**

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

ARTICLE 1. FINDINGS, PURPOSE AND AUTHORITY.

(a) Town of Colma ("Town") provides services relating to sewer to properties within the Town's jurisdiction, and charges service fees and charges for providing such services to properties pursuant to the authority set forth under California Health and Safety Code section 5471 ("Section 5471"); and

(b) In order to use the authority of Section 5471 to adopt service fees and charges, public agencies previously were required to adopt such fees by ordinance; and

(c) Effective January 1, 2017, Section 5471 and the statutes following it were amended to allow for the adoption of new or increased service fees by resolution as well as by ordinance; and

(d) The Town previously adopted fees and charges for sewer service by ordinance in order to comply with Section 5471 prior to amendment, and now wishes to authorize future new or increased sewer service fees and charges to be adopted by resolution; and

(e) The Town further wishes to amend sections of the Colma Municipal Code, to be consistent with the changes proposed herein.

ARTICLE 2. ORDER.

The Town hereby authorizes any future new or increased fees or charges for sewer service to be adopted by resolution. Any new or increased fee or charge adopted by resolution pursuant to the authority granted by this Ordinance shall have the same force and effect as if such new or increased fee or charge had been adopted by ordinance, and to the extent authorized in such resolution, shall repeal or replace any conflicting fee or charge previously adopted by the City Council, whether such conflicting fee or charge had been adopted by resolution or ordinance.

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ARTICLE 3. CMC 3.04.160 AND 3.04.170 AMENDED.

Section 3.04.160 is hereby amended in its entirety and replaced as follows:

"3.04.160 Fees for Sewer Service Provided Through City of South San Francisco Sewer System.

(a) *Definitions.* As used in this section, the following terms shall have the respective meanings shown:

(1) "Charge" means the amount of the payment required for sewer service provided to a parcel or facility; the charge is determined by multiplying the rate times the number of units of service that are specified in this ordinance.

(2) "Institutional" class of users means schools, colleges, rest homes, hospitals, clubs, lodges and similar uses.

(3) "Light commercial" class of users means bars (without dining facilities), car washes, department and retail stores, hotels, motels (without dining facilities), laundromats, professional and business offices, banks, savings and loan associations, warehouses, auto rentals (without repair shops), newspapers, commercial printing shops, freight and drayage services, barbershops, shoe repair shops, camera shops, plating shops, wood and furniture fabricators, heating and appliance stores, drug stores, auto supply stores, general contractors' offices, public administration offices, health services, legal services, dry cleaners, metal fabricators, lumber companies, laundry services, sheet metal shops, and similar uses with wastewater strengths less than or approximately equivalent to residential strength.

(4) "Moderate commercial" class of users means auto/gas service stations, auto steam cleaners, auto rentals (with repair shops), bakeries, beauty and hair salons, commercial laundries, mortuaries, lodges (with dining facilities), radiator repair shops, markets (with garbage disposals), ice cream parlors, candy manufacturers, food preparation and caterers, sandwich shops, drive-in theaters, creameries, roofers, chemical preparations, machine shops, photo/film processors, rug, carpet, upholstery cleaners, foundries, ceramics studios, oil services, transmission services, sanitation services, furriers, drum and barrel cleaners, and similar classes of uses with wastewater strengths significantly greater than residential strength. A user in this class will be reclassified to the light commercial use classification if it adequately demonstrates to the city engineer it is discharging only segregated or wastewater equivalent in strength to residential wastewater.

(5) "Monitored and industrial" class of users means manufacturers, processors, producers, laundries, photo finishers, painting services, packagers and similar uses whose wastewater are monitored by the city.

(6) "Rate" means the cost per unit of sewer service.

(7) "Residential" class of users means the classification of discharger and the parcel of real property or portion thereof on which the discharger is situated, including single-family dwelling, multifamily dwelling (duplex, flat, apartment and similar types of uses), trailer courts and similar types of uses.

(8) "Septage Waste Haulers" means commercial businesses, which haul to and dispose of septage waste at the City of South San Francisco's Water Quality Control Plant.

(b) *Sewer Service Charges.* Sewer service charges shall be paid to Town of Colma for any connection to and use of the sewerage works of the City of South San Francisco in an amount ~~determined as set forth in this section~~ set by resolution. The rates used to determine the charge each year shall be the maximum amounts established ~~in this section, unless by the City Council, by resolution, establishes sewer service rates for the upcoming fiscal year at a lesser amount than shown in this section.~~

(c) *Rates for all Properties.* From and after the effective date of this subsection and until this Subchapter is repealed or amended to provide otherwise, all users in each class connected to the sewerage works of the City of South San Francisco shall pay annual sewer service charges set by resolution to the Town of Colma ~~calculated in the manner set forth in paragraph (e) of this section, using the rates set forth in the schedule on file with the City Clerk.~~

(d) *Pass-through Rates for all Properties.* Until this Subchapter is repealed or amended to provide otherwise, all users in each class connected to the sewerage works of the City of South San Francisco shall pay annual sewer service charges set by resolution to the Town of Colma ~~calculated in the manner set forth in paragraph (e) of this section, using the rates hereafter adopted by the City of South San Francisco, provided, however, that the Town shall give written notice of any applicable rate increase to each property on whom the increased rate is to be imposed not less than thirty days prior to the effective date of such rate increase. In no event shall the rates for sewer service imposed by the Town of Colma pursuant to this section exceed the rates in effect for the prior fiscal year by more than 10%."~~

~~(e) — Calculation of Sewer Service Charges for all User Classes:~~

~~(1) — Sewer service charges imposed on users within the residential class are calculated by multiplying the number of dwelling units on the assessor's parcel by the annual rate per dwelling unit. The dwelling unit rate for single residential assumes an average annual effluent flow of 84 CCF. The multiple residential and trailer unit rate assumes an average annual effluent flow of 75 CCF.~~

~~(2) — The annual rate set forth in the schedule on file with the City Clerk shall be applied to institutional, commercial and non-monitored industrial classes unless the volume charge exceeds the minimum charge, in which event the volume charge shall be applied. The minimum charge shall be applied to monitored industrial classes unless the volume charge or surcharge for suspended solids or surcharge for chemical oxygen demand, or any combination thereof, exceeds the minimum charge, in which event the applicable charge shall be computed by adding the volume charge, surcharge for suspended solids and surcharge for chemical oxygen demand.~~

~~(3) Sewer service charges imposed on users within the institutional, light commercial, and moderate commercial classes are calculated by: (a) measuring the annual water use at the parcel and multiplying this number by the flow rate shown in the schedule on file with the City Clerk or (b) measuring the annual sewer flow from the parcel and multiplying this number by the effluent rate shown in the schedule on file with the City Clerk for restaurant, institutional, or commercial users.~~

~~(4) Sewer services charges imposed on users within the industrial and monitored classes are calculated by measuring the annual amount of wastewater flow, chemical oxygen demand and solids discharged from the parcel and multiplying these numbers by the respective rates shown in the schedule on file with the City Clerk. Separate sewer rates are calculated for each components and then added for the total sewer service charge for the parcel.~~

~~(5) Sewer services charges imposed on septage waste haulers are calculated by multiplying the gallons of flow discharged by the septage waste hauler by the rate shown in the schedule on file with the City Clerk."~~

Section 3.04.170 is hereby amended in its entirety and replaced as follows:

"3.04.170 Fees for Sewer Service Provided Through NSMCSD Sewer System.

(a) *Definitions.* As used in this section, the following terms shall have the respective meanings shown:

(1) "Charge" means the amount of the payment required for sewer service provided to a parcel or facility; the charge is determined by multiplying the rate times the number of units of service that are specified in this ordinance.

(2) "NSMCSD" means the North San Mateo County Sanitation District.

(3) "Rate" means the cost per unit of sewer service.

(b) *Sewer Service Charges.* Sewer service charges shall be paid to Town of Colma for any connection to and use of the sewerage works of the North San Mateo County Sanitation District in an amount ~~determined as set forth in this section~~ by resolution. The rate used to determine the charge each year shall be the maximum amount established ~~in this section, unless by the City Council, by resolution, establishes sewer service rates for the upcoming fiscal year at a lesser amount than shown in this section."~~

(c) *Rates for all Properties for Fiscal Year 2016-2017, 2017-2018, 2018-2019.* ~~From and after the effective date of this Ordinance, all All users in each class, connected to the sewerage works of North San Mateo County Sanitation District shall pay annual sewer service charges to the Town of Colma at the rate set forth in Table 3.04.170 per hundred (100) cubic feet of water consumption, or HCF, calculated on the basis of two months' average winter water consumption annualized, with a minimum annual sewer service charge per year as set forth in Table 3.04.170 by resolution.~~

(d) *Pass-Through Rate Increases for all Properties For Fiscal Years 2019-2020 and 2020-2021.* The Town shall pass-through all sewer rate increases adopted by the North San Mateo

County Sanitation District. ~~For those years, all~~ All users in each class other than residential connected to the sewerage works of the North San Mateo County Sanitation District shall pay annual sewer service charges to the Town of Colma calculated in accordance with the rates imposed on the Town by the North San Mateo County Sanitation District for that fiscal year, provided, however, that the Town shall give written notice of any applicable rate increase to each property on whom the increased rate is to be imposed at least thirty days prior to the effective date of any such increase. In no event shall the rates charged by the Town of Colma for sewer service pursuant to this section exceed the rates in effect for the prior fiscal year by more than 10%.

**~~Table 3.04.170: Sewer Service Rates for Sewer Service
Provided By NSMSD by Fiscal Year (FY)~~**

| Effective Date | \$/HCF Metered Water Usage | Minimum Annual Charge |
|--------------------------------|----------------------------|-----------------------|
| July 1, 2016 (FY 2016-2017) | \$6.76 | \$74.96 |
| July 1, 2017 (FY 2017-2018) | \$7.30 | \$80.96 |
| July 1, 2018 (FY 2018-2019) | \$7.88 | \$87.44 |

ARTICLE 4. SEVERABILITY.

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

ARTICLE 5. CEQA DETERMINATION - NOT A CEQA PROJECT.

Adoption of the resolution is not an activity defined as a "project" under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 15061(b)(3) and 15378(b)(4) either because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment and/or because the action is administrative and does not directly impact the environment.

ARTICLE 6. POSTING; EFFECTIVE DATE.

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

Certification of Adoption

I certify that the foregoing Ordinance No. ____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on April 28, 2021, and adopted at a regular meeting of the City Council of the Town of Colma held on _____, 2021, by the following vote:

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

Dated: _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Abdulkader Hashem, Associate Engineer
 VIA: Brian Dossey, City Manager
 MEETING DATE: May 12, 2021
 SUBJECT: FY 2021-22 Water Conservation Incentive Program

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$31,643 FOR THE WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2021-22

EXECUTIVE SUMMARY

In July 2012, City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The program grants each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years. The proposed resolution would approve an authorized subsidy of \$31,643 for the Water Conservation Incentive Program and direct the City Manager to include the appropriation in the proposed budget for fiscal year (FY) 2021-22 (as a reduction of General Fund revenue).

Approval of an authorized subsidy of \$31,643 would reduce the sewer service charge for each "Eligible Customer" by 10% for FY 2021-22.

FISCAL IMPACT

Based on the 10% discount on each "Eligible Customer" the maximum cost the Town would incur for FY 2021-22 would be \$31,643. Staff also requests a contingency amount of \$2,000.00 for unforeseen changes due modifications or usage calculation errors.

BACKGROUND

Resolution 2012-28, adopted in July 2012, the City Council approved a Water Conservation Incentive Program for all residential and commercial sewer service customers beginning in FY 2014-15. The program's purpose was to create an incentive program by promoting water conservation, which if complied with, would help ease the cost of increasing sewer service rates.

The process of calculating the Annual Sewer Service charge discount was amended by the City Council at the April 11, 2018 City Council meeting.

- After the annual water consumption reports are provided to the Town via the Town's water purveyor, Cal Water, Staff inputs the information and calculates out each property owners cost for their Annual Cost of Sewer charge.
- Once that effort has been completed, the next calculation is to determine who are "Eligible Customers" (*Definition of Eligible Customer is: A property owner who is connected to the Towns Sanitary Sewer System whose domestic water use is the same or less than the prior three (3) year average*).
- The Annual Sewer Service Discount is then based on the Annual Cost of Service for Eligible Customers only, for example if the Annual Cost of Service for Eligible Customers were \$500,000 and the approved discount was 10%, the Annual Discount that the Town would be responsible for would be \$50,000.

ANALYSIS

Authorized Subsidy

The proposed resolution would establish \$31,643 as the Authorized Subsidy for the Water Conservation Incentive Program. The Town's Annual Cost of Service for Eligible Customers for providing Town-wide sewer service is calculated to be \$316,430 for FY 2021-22. Using this data, the Individual Sewer Service Discount would be calculated as follows:

| | |
|---|-----------|
| Annual Cost of Service for Eligible Customers (South San Francisco + NCSMSD annual charges) | \$316,430 |
| Proposed Individual Sewer Service Discount (Authorized Subsidy divided by Annual Cost of Service) | 10.00% |
| Authorized Subsidy | \$31,643 |

Here's an example of how this discount could affect an eligible residential customer¹:

| | |
|--|----------|
| Sewer service charge applicable to parcel ¹ | \$739.00 |
| Individual Sewer Service Discount | 10.00% |
| Savings to customer | \$73.90 |
| Net charge to Eligible Customer | \$665.10 |

¹ Using a hypothetical customer in the South San Francisco Sewer District,

The maximum cost to the Town would only be the approved Individual Sewer Service Discount percentage of the Annual Cost of Service for Eligible Customers.

Council Adopted Values

The Water Conservation Incentive Program serves a valid public purpose by rewarding and encouraging water conservation by both residents and businesses for their conservation efforts. The program is innovative and *visionary*, providing for an annual sewer subsidy for those who want to conserve a valued natural resource. The program also demonstrates the City Council's commitment to adopting and implementing sustainability policies and programs.

Sustainability Impact

Programs such as the Water Conservation Incentive Program demonstrate what it means to be a sustainable community. Programs such as this bring focus to the importance of conservation.

Alternatives

Several alternatives are available to the Council: (2 examples, 5% and 15% discount)

- The Council could lower the proposed Authorized Subsidy at 5% for Eligible Customers.

Please see Example below:

| | |
|--|-----------|
| Sewer service charge applicable to parcels | \$316,430 |
| Individual Sewer Service Discount | 5.00% |
| Savings to Eligible Customers | \$15,822 |
| Net charge to Eligible Customers | \$300,608 |

- The Council could raise the proposed Authorized Subsidy at 15% for Eligible Customers.

Please see example below:

| | |
|--|-----------|
| Sewer service charge applicable to parcels | \$316,430 |
| Individual Sewer Service Discount | 15.00% |
| Savings to Eligible Customers | \$47,465 |
| Net charge to Eligible Customers | \$268,965 |

Last year, Town adopted 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 202-21. Staff still recommends the sewer subsidy to be held at 10% for those who made the effort to conserve. But given the difficult economic times that have been brought on by COVID 19 and the reduction of revenue coming into the Town, City Council may want to consider a reduction in the subsidy for this year. Going from the traditional 10% to 5% reduction for those Eligible Customers. In years past staff did not recommend lowering the Authorized Subsidy because it would or could result in Eligible Customers to lose motivation in continuing to reduce their water use. But given that these are extraordinary times, you could make this a one-year exception. At this time Staff does not recommend raising the Authorized Subsidy, for the same reason as stated above, reduction of revenue to the Town, it could be considered generous but not responsible at this time.

Next Steps

With City Council approval of the Water Conservation Incentive Program, the City Engineer will prepare the Annual Engineer's Report which will show the proposed sewer charge for each parcel for FY 2021-22. The Engineer's Report will be presented to the City Council at the July 14, 2021 City Council meeting for approval. Upon approval, the Engineer's Report will be submitted to the County Tax Collector, who shall then collect the sewer service charge against each parcel at the same time as the Collector collects the property tax against that parcel.

CONCLUSION

Staff recommends approving a Resolution allocating \$31,643 for the Water Conservation Incentive Subsidy to help users reduce annual sewer charges while making a strong statement regarding the Town's stance on providing programs that encourage the community to conserve natural resources such as water while adopting sustainable lifestyle practices.

ATTACHMENTS

- A. Resolution

**RESOLUTION NO. 2021-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**A RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$31,643 FOR THE
WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2021-22**

The City Council of the Town of Colma hereby resolves:

1. Background

(a) On July 11, 2012, the City Council adopted Resolution No. 2012-28 establishing a Water Conservation Incentive Program for all sewer service customers in the Town. The proposed program would grant each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

(b) The City Council finds that the payments to be made under the Water Conservation Incentive Program serve a valid public purpose – to reduce water consumption – and that the program is fair and equitable to all users.

2. Findings

The City Council finds as follows:

(a) The Water Conservation Incentive Program serves a valid public purpose, to wit, it rewards and encourages water conservation by both residents and businesses especially in drought periods;

(b) The program is innovative, providing for an annual sewer subsidy for those who want to conserve a precious natural resource;

(c) The program demonstrates the City Council's commitment to adopting and implementing sustainability policies and programs;

(d) The proposed Authorized Subsidy described herein is affordable; and

(e) In establishing the Authorized Subsidy described herein, the City Council has considered the long-term consequences to the financial health of the Town.

3. Order

The City Council hereby establishes an Authorized Subsidy of \$31,643 for the Water Conservation Incentive Program for fiscal year 2021-22.

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Certification of Adoption

I certify that the foregoing Resolution No. 2021-## was duly adopted at a regular meeting of said City Council held on May 12, 2021 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____

Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Michael P. Laughlin, AICP, City Planner
Jonathan Kwan, Associate Planner
VIA: Brian Dossey, City Manager
MEETING DATE: May 12, 2021
SUBJECT: 1500 Mission Road – Holy Cross Cell Tower

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO INSTALL A NEW STEALTH AT&T WIRELESS COMMUNICATIONS FACILITY WITHIN A MAINTENANCE AREA AT THE HOLY CROSS CEMETERY AT 1500 MISSION ROAD PURSUANT TO CEQA GUIDELINE 15303, CLASS 3

EXECUTIVE SUMMARY

The installation and operation of the Wireless Communications Facility (WCF) requires a Use Permit subject to the findings in the Town's Wireless Ordinance. Staff has worked with the applicant to minimize visual impacts of the installation to the extent feasible. Staff recommends approval of the project subject to the conditions in the attached resolution.

FISCAL IMPACT

None

BACKGROUND

Since 2019 AT&T has explored different locations as options to construct a wireless facility in Town to meet their coverage needs. After the consideration of multiple sites along El Camino Real (including the Colma Police Station), Serramonte Boulevard, Collins Avenue, and Mission Road, Chevrolet Dealership, Standard Plumbing Supply, Christy Vault Co, T-Mobile site and others, the applicant is proposing the facility within a 30' x 40' area on the interior of the cemetery near the north property line shared with Cypress Lawn Cemetery.

The WCF is proposed to be located just east of the “Our Lady Garden Courts” mausoleum complex, approximately 600 feet from Mission Road and 80 feet from the Cypress Lawn property line. The facility includes an 85’ monument structure that houses an 82’ WCF with 12 panel antennas, 24 radio units and associated ground equipment. The proposed 85-foot-high facility would be housed in a monument structure constructed with durable fiberglass reinforced panels and finished with a light grey paint and a smooth textured finish to blend with existing stone and concrete structures at Holy Cross Cemetery (Attachment C). None of the equipment would be visible, and will be fully concealed in the monument structure, in the ground level cabinet structure, or screened behind the proposed fence. The area will be accessed through existing cemetery roadways and is surrounded by existing mature vegetation, specifically, mature eucalyptus trees.

ANALYSIS

Findings Relating to the California Environmental Quality Act (CEQA)

Pursuant to Section 15303 of the State CEQA Guidelines, Class 3, new construction of small structures, the project is categorically exempt. The proposed project proposes a new wireless communications facility with a maximum height of 85 feet and associated equipment located in a 30’ x 40’ area at the northwest section of Holy Cross Cemetery. Therefore, the project is Categorical Exempt from further environmental review.

Findings Related to the Conditional Use Permit

Section 5.17.050 of the Colma Municipal Code establishes the development standards for WCFs. Section 5.17.050(a) allows for communications structures on properties in the “G” Zone upon issuance of a Use Permit. The City Council may grant a Use Permit if the findings in Section 5.17.080(a) can be made:

- a) The proposed facility will be consistent with the provisions of the Colma General Plan and Colma Municipal Code and will not adversely affect the policies and goals set forth therein.**

The property is designated as Cemetery in the General Plan and is within the G Zoning District. The Colma Zoning Ordinance allows for WCFs within this zoning designation, with approval of a Use Permit. While the facility exceeds the height limit in this zone and the site is located approximately 480’ to residential development (Veteran’s Village), the height and location of the WCF are necessary to provide and improve wireless coverage and internet service to the area. The applicant has provided coverage analysis maps to show signal strength with and without the increased height (Attachment D). In addition, the increased height provides opportunities for other WCFs to co-locate in the same structure if their service needs require additional WCFs.

Provided that the proposed WCF complies with conditions of Use Permit approval, the use would be consistent with the goals and objectives of the Colma General Plan and the Zoning Ordinance.

- b) The proposed facility strictly adheres to the development standards and other applicable regulations within this Chapter or, if applicable, an exception is granted.**

The proposed facility adheres to the applicable development standards listed within the Colma Wireless Ordinance.

Per Section 5.17.050(a), all WCFs are required to be located no closer than 1,000 feet from any Residential District. The proposed location is located more than 1000 feet from the Verano Homes development and all other R and R-S zones. The proposed location is approximately 480 feet from the Veteran's Village development, separated by the BART right-of-way and access road. While the proposed location is located within 1000 feet of a residential development, the applicant has explored many alternative locations and determined that the proposed location is required to provide and improve wireless coverage and internet service to the area.

Per Section 5.17.050(c), WCFs in the "G" Zone, shall be located so as not to be highly visible from any public street and shall be no higher than 36 feet from the ground if freestanding and no higher than 15 feet above the roof top if placed on a building. However, this height is permitted to be exceeded with an evidence of need report, which was submitted with the application.

Per Section 5.17.050(e), all WCFs are required to utilize techniques to make the installation, operation, and appearance of a WCF as visually inconspicuous as possible and to hide the installation from predominant views from surrounding properties. To make the WCF comply with this requirement, the WCF is hidden from plain sight and located within a stealth monument structure designed to blend with Holy Cross Cemetery structures.

Per Section 5.17.050(f), all components of new WCFs must comply with the setback requirements for the applicable zoning district. The proposed lease area is located approximately 80 feet away from the northern property line and 300 feet away from the western property line and complies with all applicable setback requirements.

Per Section 5.17.050(g), every new support structure shall be a monopole, unless otherwise authorized. The proposed project is a monopole that is within a stealth monument structure. The proposed structure blends with the design of Holy Cross Cemetery.

Per Section 5.17.050(j), any equipment that is not installed underground shall be screened by structures, topography, or vegetation to the maximum extent feasible. Per Section 5.17.050(k), all coaxial cables, conduit lines and electrical boxes shall be placed underground or within approved structures. All proposed above-ground equipment is located within the 30' x 40' area and are screened from public view.

Per Section 5.17.050(m), applicants are encouraged to design WCFs to serve as public art, flagpoles or artificial natural features such as trees or rocks. Per Section 5.17.050(n) unless otherwise required by Town, County, State or Federal rules or regulations, WCFs shall have a non-reflective finish and shall be painted a neutral color consistent with the predominant background color. The proposed stealth monument structure is designed with a textured finish and painted a light grey color to match the stone and concrete structures at Holy Cross Cemetery. A condition has been added to maintain the facility and its visual appearance.

Per Section 5.17.050(r), disturbance of existing topography and on-site vegetation shall be minimized, unless such disturbance would substantially reduce the visual impacts of the facility. Existing large trees will not be disturbed. Some existing trees will require pruning to allow for proper clearance along the access road.

- c) The proposed facility is in compliance with all FCC (Federal Communications Commission) and CPUC (California Public Utilities Commission) requirements, and is not otherwise detrimental to public safety, community welfare, and health, considering aspects over which the Town has purview.**

Per the Radio Frequency Emissions Compliance Report submitted with the project application (Attachment E), the project will not expose members of the general public to hazardous levels of Radio frequency ("RF") energy at the ground or in adjacent buildings. At worst-case predictions, RF energy levels associated with the operation of the WCF will be well below the federal standards for limiting public exposure to RF energy; therefore, it will not result in effects detrimental to public safety, community welfare, and health.

- d) The proposed facility will not create a nuisance or enforcement problem within the neighborhood.**

The proposed facility is a stealth WCF located within Holy Cross Cemetery. The property is zoned for cemetery use and will not be impacted by the proposed use. Aesthetically, existing vegetation will almost fully screen the WCF from public views as shown on the photo simulations attached as Attachment F. The stealth monument design further mitigates any visual impact from the proposed WCF.

- e) The proposed facility incorporates general site considerations, including site layout, open space and topography, orientation and location of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, public safety and similar elements that provide a desirable environment for the development.**

The proposed WCF is sited within a 30' x 40' lease area at Holy Cross Cemetery. The lease area can be accessed through the driveway on Mission Road and an internal maintenance road that runs along the west side of the property. As a condition of approval, the access road shall be widened to 12 feet wide, improved with an all-weather surface, and clear or prune vegetation to improve emergency vehicle access. The WCFs operation and appearance will have minimal impact on existing site layout, open space and topography, orientation and location of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, or public safety.

- f) The proposed design incorporates general architectural considerations, including the character, scale and quality of the design, the architectural relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and similar elements that ensure the compatibility of this development with other buildings and structures on the subject property and adjacent properties, as well as each element being consistent with the architectural style of the building or structure.**

The proposed facility is a WCF housed within an 85' high monument structure with equipment cabinets on the ground. The monument structure is designed and will be painted to match the design and character of other buildings in Holy Cross Cemetery and will appear to be an additional monument structure. Only limited lighting visible close to ground level is proposed. Further, existing large trees are located around the facility to provide screening.

- g) The proposed design incorporates general landscape considerations, including the location, type, size, color, texture and coverage of plant materials, provisions for irrigation, maintenance and protection of landscaped areas and similar elements that ensure visual relief, including appropriate visual screening.**

The design of the proposed monument structure blends in with the existing structures and landscaping. With the height of the proposed structure, the existing, tall, mature trees provide screening. No additional plantings are proposed or are needed.

- h) The proposed facility is designed to blend with the surrounding environment, with minimal visual impact.**

With the surrounding landscape screening, stealth design of the monument structure, the structure will visually blend with the surroundings.

- i) The proposed facility is designed, sited, and will be operated in a manner that does not adversely impact adjacent properties by noise, traffic, aesthetic, or other impacts over which the Town has purview.**

Provided that the proposed WCF complies with conditions of Use Permit approval, the WCF's operation will be inconspicuous, its presence not noticeable, and it will not have any impacts on adjacent properties.

Conditions of Approval

Based on a review of the application and a meeting with the applicant, staff is recommending several conditions of approval (see Section 3 of the attached Resolution) including:

- All proposed cables and lines to points of connections shall be underground.
- The project shall include stormwater treatment or low impact development options for small projects.
- All WCFs and related equipment, including but not limited to fences, cabinets, poles, and landscaping, shall be maintained in good working condition over the life of the Use Permit. This shall include keeping the structures maintained to the visual standards established at the time of approval. The facility shall remain free from trash, debris, litter, graffiti, and other forms of vandalism. Any damage shall be repaired as soon as is practicable, and in no instance more than ten (10) calendar days from the time of notification by the Town or after discovery by the permittee. All of the wireless communications facility equipment must be removed upon the expiration of the permit approval and/or when no longer in operation, whichever occurs first.
- The applicant shall comply with all Colma Fire Protection District requirements including the application for all applicable Fire Permits for the generator and fuel tank.

Council Adopted Values

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

Sustainability Impact

The proposed use within Colma will have no impact to the Town's sustainability activities.

Alternatives

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

1. Adopt the resolution and approve the Conditional Use Permit with modified or additional conditions of approval which would allow a Stealth AT&T Wireless Communications Facility at Holy Cross Cemetery. This alternative may increase or reduce restrictions on the project to satisfy specific City Council concerns.
2. Direct staff to bring back a resolution to deny the project. This alternative is not recommended since the project provides wireless service in the local vicinity.

CONCLUSION

Staff recommends that the City Council adopt the resolution approving the Conditional Use Permit with findings and recommended conditions of approval.

ATTACHMENTS

- A. Resolution 2021-__
- B. Project Plans
- C. Proposed Color and Finish
- D. Coverage Analysis Map
- E. Radio Frequency Emissions Compliance Report
- F. Photo Simulations

UPDATED 05.12.21
RESOLUTION NO. 2021-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO INSTALL A NEW
STEALTH AT&T WIRELESS COMMUNICATIONS FACILITY AT THE HOLY CROSS
CEMETERY AT 1500 MISSION ROAD TO CEQA GUIDELINE 15303, CLASS 3**

Property Owner: Archdiocese of San Francisco
Location: 1500 Mission Road
Assessor's Parcel Number: 011-370-180

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

1. Background

This resolution was adopted after the following proceedings had occurred:

- (a) The Town received an application to install and operate a wireless communications facility (WCF) located at a 30' x 40' space in the northwest corner of Holy Cross Cemetery. The facility includes an 85' monument structure that houses a 82' WCF with 12 panel antennas, 24 radio units and associated ground equipment. The area will be accessed through existing cemetery roadways and is surrounded by existing mature vegetation.
- (b) Pursuant to Section 15303 of State CEQA Guidelines, Class 3, new construction of small structures, the project is categorically exempt from California Environmental Quality Act (CEQA) review.
- (c) A Notice of Public Hearing was duly posted on the three official bulletin boards of the Town and in a conspicuous place on or near the subject property and was duly mailed to the persons to whom given, as required by law, on April 30, 2021.
- (d) A public hearing was held on this matter on May 12, 2021 and evidence was taken at the public hearing.
- (e) The City Council has duly considered said application, the staff report and public comments thereon.

2. Findings

The City Council finds that:

Findings Related to the California Environmental Quality Act (CEQA)

Pursuant to Section 15303 of the State CEQA Guidelines, Class 3, new construction of small structures, the project is categorically exempt. The proposed project constructs a new wireless communications facility and associated equipment located in a 30' x 40' area at the northwest

corner of Holy Cross Cemetery. Therefore, the project is Categorically Exempt from further environmental review.

Findings Related to the Conditional Use Permit

Section 5.17.050 of the Colma Municipal Code establishes the development standards for WCFs. Section 5.17.050(a) allows for WCFs on properties in the "G" Zone upon issuance of a Use Permit. The City Council may grant a Use Permit if the findings in Section 5.17.080(a) can be made:

- (a) The proposed facility will be consistent with the provisions of the Colma General Plan and Colma Municipal Code and will not adversely affect the policies and goals set forth therein.**

The property is designated as Cemetery in the General Plan and is within the G Zoning District. The Colma Zoning Ordinance allows for WCFs within this zoning designation, with approval of a Use Permit. While the facility exceeds the height limit in this zone and the site is located approximately 480' to residential development (Veteran's Village), the height and location of the WCF are necessary to provide and improve wireless coverage and internet service to the area. The applicant has provided coverage analysis maps to show signal strength with and without the increased height (Attachment D). In addition, the increased height provides opportunities for other WCFs to co-locate in the same structure if their service needs require additional WCFs.

Provided that the proposed WCF complies with conditions of Use Permit approval, the use would be consistent with the goals and objectives of the Colma General Plan and the Zoning Ordinance.

- (b) The proposed facility strictly adheres to the development standards and other applicable regulations within this Chapter or, if applicable, an exception is granted.**

The proposed facility adheres to the applicable development standards listed within the Colma Wireless Ordinance with the grant of two applicable exceptions.

Per Section 5.17.050(a), all WCFs are required to be located no closer than 1,000 feet from any Residential District. Planned Developments are zoning districts, albeit single property zoning districts. The proposed location is located more than 1000 feet from the Verano Homes development and all other R and R-S zones. The proposed location is approximately 480 feet from the Veteran's Village development, separated by the BART right-of-way and access road.

While the proposed location is located within 1000 feet of a residential development, an exception is warranted. Per Section 5.17.110, an exception may be granted if a finding is made that the applicant has demonstrated that the refusal of the Town to grant such an exception would prohibit or have the effect of prohibiting the provision of personal wireless services under federal law. Under the applicable effective prohibition standard, the applicant must show that there is a significant gap in service and that the facility proposed to remedy the gap is the least intrusive means after considering alternatives. To be the least intrusive means, the applicant must show that the proposed facility is least intrusive to the values of the community as expressed in the Code. Here, the RF report and coverage maps demonstrate the need, and the

RF report demonstrates that the installation will operate well within FCC guidelines. The applicant has explored many alternative locations and determined that the proposed location is required to provide and improve wireless coverage and internet service to the area. Further, from an aesthetic perspective, the facility is stealth and screened with vegetation, and the location chosen is the most appropriate location in town, since it cannot be seen from public streets and is a good distance from Veteran's Village.

Per Section 5.17.050(c), WCFs in the "G" Zone, shall be located so as not to be highly visible from any public street and shall be no higher than 36 feet from the ground if freestanding and no higher than 15 feet above the roof top if placed on a building. However, this height is permitted to be exceeded with an evidence of need report, which was submitted with the application exception. For the same reasons as described above, an exception to the height requirement is also warranted.

Per Section 5.17.050(e), all WCFs are required to utilize techniques to make the installation, operation, and appearance of a WCF as visually inconspicuous as possible and to hide the installation from predominant views from surrounding properties. To make the WCF comply with this requirement, the WCF is hidden from plain sight and located within a stealth monument structure designed to blend with Holy Cross Cemetery structures.

Per Section 5.17.050(f), all components of new WCFs must comply with the setback requirements for the applicable zoning district. The proposed lease area is located approximately 80 feet away from the northern property line and 300 feet away from the western property line and complies with all applicable setback requirements.

Per Section 5.17.050(g), every new support structure shall be a monopole, unless otherwise authorized. The proposed project is a monopole that is within a stealth monument structure. The proposed structure blends with the design of Holy Cross Cemetery.

Per Section 5.17.050(j), any equipment that is not installed underground shall be screened by structures, topography, or vegetation to the maximum extent feasible. Per Section 5.17.050(k), all coaxial cables, conduit lines and electrical boxes shall be placed underground or within approved structures. All proposed above-ground equipment is located within the 30' x 40' area and are screened from public view.

Per Section 5.17.050(m), applicants are encouraged to design WCFs to serve as public art, flagpoles or artificial natural features such as trees or rocks. Per Section 5.17.050(n) unless otherwise required by Town, County, State or Federal rules or regulations, WCFs shall have a non-reflective finish and shall be painted a neutral color consistent with the predominant background color. The proposed stealth monument structure is designed with a textured finish and painted a light grey color to match the stone and concrete structures at Holy Cross Cemetery. A condition has been added to maintain the facility and its visual appearance.

Per Section 5.17.050(r), disturbance of existing topography and on-site vegetation shall be minimized, unless such disturbance would substantially reduce the visual impacts of the facility. Existing large trees will not be disturbed. Some existing trees will require pruning to allow for proper clearance along the access road.

- (c) The proposed facility is in compliance with all FCC (Federal Communications Commission) and CPUC (California Public Utilities Commission) requirements, and is not otherwise detrimental to public safety, community welfare, and health, considering aspects over which the Town has purview.**

Per the Radio Frequency Emissions Compliance Report submitted with the project application (Attachment E), the project will not expose members of the general public to hazardous levels of Radio frequency ("RF") energy at the ground or in adjacent buildings. At worst-case predictions, RF energy levels associated with the operation of the WCF will be well below the federal standards for limiting public exposure to RF energy; therefore, it will not result in effects detrimental to public safety, community welfare, and health.

- (d) The proposed facility will not create a nuisance or enforcement problem within the neighborhood.**

The proposed facility is a stealth WCF located within Holy Cross Cemetery. The property is zoned for cemetery use and will not be impacted by the proposed use. Aesthetically, existing vegetation will almost fully screen the WCF from public views as shown on the photo simulations attached as Attachment F. The stealth monument design further mitigates any visual impact from the proposed WCF.

- (e) The proposed facility incorporates general site considerations, including site layout, open space and topography, orientation and location of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, public safety and similar elements that provide a desirable environment for the development.**

The proposed WCF is sited within a 30' x 40' lease area at Holy Cross Cemetery. The lease area can be accessed through the driveway on Mission Road and an internal maintenance road that runs along the west side of the property. As a condition of approval, the access road shall be widened to 12 feet wide, improved with an all-weather surface, and clear or prune vegetation to improve emergency vehicle access. The WCFs operation and appearance will have minimal impact on existing site layout, open space and topography, orientation and location of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, or public safety.

- (f) The proposed design incorporates general architectural considerations, including the character, scale and quality of the design, the architectural relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and similar elements that ensure the compatibility of this development with other buildings and structures on the subject property and adjacent properties, as well as each element being consistent with the architectural style of the building or structure.**

The proposed facility is a WCF housed within an 85' high monument structure with equipment cabinets on the ground. The monument structure is designed and will be painted to match the design and character of other buildings in Holy Cross Cemetery and will appear to be an additional monument structure. Only limited lighting visible close to ground level is proposed. Further, existing large trees are located around the facility to provide screening.

- (g) **The proposed design incorporates general landscape considerations, including the location, type, size, color, texture and coverage of plant materials, provisions for irrigation, maintenance and protection of landscaped areas and similar elements that ensure visual relief, including appropriate visual screening.**

The design of the proposed monument structure blends in with the existing structures and landscaping. With the height of the proposed structure, the existing, tall, mature trees provide screening. No additional plantings are proposed or are needed.

- (h) **The proposed facility is designed to blend with the surrounding environment, with minimal visual impact.**

With the surrounding landscape screening, stealth design of the monument structure, the structure will visually blend with the surroundings.

- (i) **The proposed facility is designed, sited, and will be operated in a manner that does not adversely impact adjacent properties by noise, traffic, aesthetic, or other impacts over which the Town has purview.**

Provided that the proposed WCF complies with conditions of Use Permit approval, the WCF's operation will be inconspicuous, its presence not noticeable, and it will not have any impacts on adjacent properties.

3. Conditions of Approval

The City Council approves the Conditional Use Permit to install an AT&T wireless communications facility at Holy Cross Cemetery at 1500 Mission Road (011-370-180), subject to the full and faithful performance of each of the general terms and conditions set forth in this Resolution and the following project-specific conditions:

Conditional Use Permit

- (a) Allowed Uses. This Conditional Use Permit shall specifically allow the operations of the AT&T wireless communications facility and associated equipment at the 30' x 40' area at Holy Cross Cemetery as specified in application materials received March 3, 2021 and on file with the Planning Department. Any additional proposed uses shall require review by the Town of Colma as an amendment to this Conditional Use Permit.
- (b) Expiration. The Use Permit for a WCF shall expire ten years from the date of approval unless the Use Permit is renewed by the Town. An application for renewal shall be submitted at least six months prior to the expiration of the Use Permit.
- (c) Minor Changes. Minor changes to the approved plans may be approved administratively by the City Planner or designee.
- (d) Conduit. All proposed cables, conduits and electrical boxes for the proposed project will be placed underground or be concealed.

- (e) USA North. The applicant should contact USA North to assure that there are no utilities that conflict with the proposed improvements (USA North: 811/1-800-227-2600).
- (f) Stormwater Treatment. Plans submitted for construction permit(s) should incorporate stormwater treatment/Low Impact Development options for small projects such as infiltration basins or landscape-based measures like bioswales for stormwater drainage and treatment from hardscape areas.
- (g) Construction plans. The construction plans shall include an erosion & Sediment control plan, construction BMP plan, and a construction staging plan.
- (h) Recorded Easements. If the proposed easements on the plans are recorded, the applicant shall provide copies of recorded easements prior to issuance of Town permit(s).
- (i) Colma Fire Protection District Requirements. The following requirements of the Colma Fire Protection District shall be met prior to operation of the wireless facility:
 - (i) The applicant shall apply for fire permits to install the new generator and fuel tank. Plans for the new generator shall include signage and location of the fire extinguisher.
 - (ii) The area within 10 feet of the generator and its exhaust pipe shall be clear of vegetation.
 - (iii) For further information on the requirements of the District, the applicant may contact the Deputy Fire Marshal, Bill Pardini at bpardini@colmafd.org or (650)740-2073.
- (j) Other Approvals. The permittee shall obtain all other applicable permits, approvals, and agreements necessary to install and operate the WCF in conformance with federal, state, and local laws, rules, and regulations.
- (k) Permits. The Permittee shall obtain all necessary permits, including Building Permits and an Encroachment Permit for any work in the public right-of-way, prior to construction.
- (l) Building Permit Submittal. The applicant shall submit a soils report, engineering plans and energy documents with the building permit submittal.
- (m) Property lease. Prior to building permit issuance, the applicant shall submit a signed copy of the property lease agreement, exclusive of financial terms of the agreement, including provisions for the removal of the telecommunications facility within 60 days of abandonment.
- (n) Structural Integrity. Prior to submitting for a building permit, the applicant shall submit a letter or report signed by a licensed profession engineer specializing in structural engineering documenting the ability of the structure to accept antennas. In addition, the letter or report should include the structure's capacity for additional collocated antennas and the precise point at which the antennas should be mounted.

- (o) Security Plan. Prior to submitting for a building permit, the applicant shall submit a security plan which includes emergency contact information, location of main breaker switch, emergency procedures to follow, and any other information as required by the City Planner.
- (p) Maintenance Plan. Prior to submitting for a building permit, the applicant shall submit a description of the anticipated maintenance program and back-up generator power testing schedule.
- (q) New Address. Prior to submitting for a building permit, the applicant shall apply for a new address for the wireless facility.
- (r) Facility Maintenance. All WCFs and related equipment, including but not limited to fences, cabinets, poles, and landscaping, shall be maintained in good working condition over the life of the Use Permit. This shall include keeping the structures maintained to the visual standards established at the time of approval. The facility shall remain free from trash, debris, litter, graffiti, and other forms of vandalism. Any damage shall be repaired as soon as is practicable, and in no instance more than ten (10) calendar days from the time of notification by the Town or after discovery by the permittee. All of the wireless communications facility equipment must be removed upon the expiration of the permit approval and/or when no longer in operation, whichever occurs first.
- (s) Performance Bond. Prior to issuance of a building or electrical permit, the permittee shall file with the Town, and shall maintain in good standing throughout the term of the approval, a performance bond or other surety or another form of security for the removal of the facility in the event that the use is abandoned or the permit expires, or is revoked, or is otherwise terminated. The security shall be in the amount equal to 150 percent of the cost of physically removing the wireless communications facility and all related facilities and equipment on the site. The permittee shall reimburse the Town for staff time associated with the processing and tracking of the bond, based on established hourly rates. Reimbursement shall be paid when the security is posted.
- (t) Construction & Maintenance House. The permittee shall make a good faith effort to minimize project-related disruptions to adjacent properties. Site improvement and construction work, including setup, loading or unloading of materials or equipment, performed as a part of this project is restricted to the hours between 8:00 a.m. and 6:00 p.m., Monday through Saturday. No noise-generating construction work shall be performed on Sundays or national holidays. Non-emergency maintenance is restricted to the hours between 8:00 a.m. and 6:00 p.m., Monday through Friday. No noise-generating maintenance work shall be performed on Saturdays, Sundays, or national holidays. Emergency maintenance and repairs are exempt from the restricted hours. Violation of this condition may result in issuance of a Stop Work Order and administrative Citations.
- (u) Height Verification. The property owner(s) or permittee shall submit a certification letter from a California certified land surveyor or registered civil engineer, which verifies that structure height complies with the approved construction drawings.

- (v) Encourage Collocation. Where the wireless communication facility site is capable of accommodating a collocated facility upon the same site, the owner and operator of the existing facility shall allow another carrier to collocate its facilities and equipment thereon, provided the parties can mutually agree upon reasonable terms and conditions.
- (w) Nuisances. The Permittee shall not allow any nuisance to be maintained at the premises.
- (x) Town Access. The Town reserves the right of its employee, agents, and designated representatives to inspect permitted facilities and property upon reasonable notice to the permittee. In case of an emergency or risk of imminent harm to persons or property within the vicinity of permitted facilities, the Town reserves the right to enter upon the site of such facilities and to support, disable, or remove those elements of the facilities posing an immediate threat to public health and safety. The Town shall make an effort to contact the permittee, prior to disabling or removing wireless communications facility elements.
- (y) Contact Information. The permittee shall maintain on file with the Town and onsite at the wireless communications facility contact information of all parties responsible for maintenance of the facility.
- (z) RF Emission Monitoring. WCFs, whether operating alone or in conjunction with other facilities, shall not generate radio frequency emissions in excess of the standards established by the Federal Communications Commission. Within one (1) month after construction of the wireless communications facility and once every three (3) years thereafter, the property owner(s) or permittee shall submit a current RF exposure report, prepared by a professional engineer to the Planning Services Division, to ensure that no modifications to the site, surrounding environment, or equipment wear and tear have caused an increase in RF exposure. In the event of an increase over accepted levels is detected, the permittee shall be responsible for immediately making the necessary adjustments to comply with FCC standards.
- (aa) Abandonment
 - (iv) Each permittee who intends to abandon or terminate the use of any WCF shall notify the Town of such intentions no less than sixty (60) days prior to the final day of use. Said notification shall be in writing, shall specify the date of termination, the date the WCF will be removed, and the method of removal.
 - (v) Non-operation, disuse (including, but not limited to, cessation of wireless services) or disrepair for ninety (90) days or more shall constitute abandonment by the permittee under this subchapter. The City Planner shall send a written notice of abandonment to the permittee.
 - (vi) Upon abandonment, the Use Permit shall become null and void. Absent a timely request for a hearing pursuant to subdivision (e) of this section, the permittee must, at the permittee's expense, physically remove the WCF within ninety (90) days from the date of the abandonment notice. The WCF shall be removed in accordance with applicable health and safety requirements, and the site upon which the WCF was located shall be restored to the condition that existed prior

to the installation of the WCF, or as required by the community City Planner. The permittee shall be responsible for obtaining all necessary permits for the removal of the WCF and site restoration.

- (vii) At any time after ninety (90) days following abandonment, the City Planner may have the WCF removed and restore the premises as he/she deems appropriate. The Town may, but shall not be required to, store the removed WCF (or any part thereof). The WCF permittee shall be liable for the entire cost of such removal, repair, restoration, and storage. The Town may, in lieu of storing the removed WCF, convert it to the Town's use, sell it, or dispose of it in any manner deemed appropriate by the Town.
- (viii) The permittee may request a hearing before a hearing officer appointed by the City Manager regarding the notice of abandonment, provided a written hearing request is received by the City Planner within 10 days of the date of the notice of abandonment. The appeal hearing shall be conducted pursuant to Subchapter 1.12 of the Colma Municipal Code. The hearing officer shall issue a written decision. The decision of the hearing officer regarding abandonment of the WCF shall constitute the final administrative decision of the Town and shall not be appealable to the City Council. Failure to file a timely hearing request means the notice of abandonment is final and the WCF shall be removed within 90 days from the date of the abandonment notice. A Use Permit for a WCF may be revoked pursuant to Section 5.03.430.

4. General Conditions

- (bb) This Conditional Use Permit shall run with the land and be freely and automatically transferred to each user of the property described herein, subject to each of the specific and general conditions herein. As used in this Conditional Use Permit, the word "Permittee" shall mean each person using the property pursuant to the permit granted herein, including successors to the person first obtaining the permit
- (cc) The Permittee must comply with all applicable federal, state and municipal laws, codes and regulations, including the California Building and Fire Codes. Nothing herein shall be construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any change to the occupancy classification of the premises or any buildings thereon as defined on the California Building Code. Without limiting the generality of the foregoing:
 - (i) The Permittee shall maintain an annual Colma Business Registration;
 - (ii) Prior to issuance of a Business Registration, the Permittee shall arrange for the project site to be inspected for Fire and Life Safety requirements of California Fire Code by the Colma Fire Protection District; and
- (dd) Indemnification. The permittee and property owner shall defend, indemnify and hold harmless the Town of Colma, its agents, officers, officials, and employees (i) from all claims, demands, law suits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the Town or its agents, officers officials, or

employees to challenge, attack seek to modify, set aside, void or annul this approval, and (ii) from any damages, liabilities, claims, suites, or causes of action of any kind or form, whether for personal injury, death or property damage, arising out of or in connection with the activities or performance of the permittee or the land owner or any of each one's agents, employees, licensees, contractors, subcontractors, or independent contractors, pursuant to the approval issued by the Town. Further, permittees shall be strictly liable for interference caused by their WCFs with the Town's communications systems. The permittee shall be responsible for costs of determining the source of the interference, all costs associated with eliminating the interference, and all costs arising from third party claims against the Town attributable to the interference. In the event the Town becomes aware of any such actions or claims the Town shall promptly notify the property owner and shall reasonably cooperate in the defense. It is expressly agreed that the Town shall have the right to approve, which approval shall not be unreasonable withheld, the legal counsel providing the Town's defense, and the property owner and/or permittee (as applicable) shall reimburse Town for any costs and expenses directly and necessarily incurred by the Town in the course of the defense.

- (ee) The Conditional Use Permit may be modified or revoked should it be determined that:
 - (i) The property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or;
 - (ii) If the Permittee fails to comply with and satisfy the conditions herein.
- (ff) The Permittee must agree to comply with each and every term and condition herein by countersigning a copy of this Resolution and returning the counter-signed copy to the City Clerk no more than 45 days following City Council approval of the permit. If Permittee is not the property owner, then the property owner must consent to use of the property on the terms and conditions herein by counter-signing a copy of this resolution and returning the counter-signed copy to the City Clerk no later than 45 days following City Council approval of the permit. Failure to return the counter-signed copy as specified shall render this permit null and void.

* * * * *

Certification of Adoption

I certify that the foregoing Resolution No. 2021-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 12, 2021, by the following vote:

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

Dated: _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk

NOTICE OF RIGHT TO PROTEST

The Conditions of Project Approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these Conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions, pursuant to Government Code Section 66020(a), began on date of adoption of this resolution. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.

AGREEMENT

Property Owner/Permittee

The undersigned agrees to comply with each and every condition set forth in this permit.

Signature, Property Owner

Date

Printed Name and Title

Signature, Permittee

Date

Printed Name and Title

RESOLUTION NO. 2021-____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO INSTALL A NEW
STEALTH AT&T WIRELESS COMMUNICATIONS FACILITY AT THE HOLY CROSS
CEMETERY AT 1500 MISSION ROAD TO CEQA GUIDELINE 15303, CLASS 3**

Property Owner: Archdiocese of San Francisco

Location: 1500 Mission Road

Assessor's Parcel Number: 011-370-180

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

1. Background

This resolution was adopted after the following proceedings had occurred:

- (a) The Town received an application to install and operate a wireless communications facility (WCF) located at a 30' x 40' space in the northwest corner of Holy Cross Cemetery. The facility includes an 85' monument structure that houses a 82' WCF with 12 panel antennas, 24 radio units and associated ground equipment. The area will be accessed through existing cemetery roadways and is surrounded by existing mature vegetation.
- (b) Pursuant to Section 15303 of State CEQA Guidelines, Class 3, new construction of small structures, the project is categorically exempt from California Environmental Quality Act (CEQA) review.
- (c) A Notice of Public Hearing was duly posted on the three official bulletin boards of the Town and in a conspicuous place on or near the subject property and was duly mailed to the persons to whom given, as required by law, on April 30, 2021.
- (d) A public hearing was held on this matter on May 12, 2021 and evidence was taken at the public hearing.
- (e) The City Council has duly considered said application, the staff report and public comments thereon.

2. Findings

The City Council finds that:

Findings Related to the California Environmental Quality Act (CEQA)

Pursuant to Section 15303 of the State CEQA Guidelines, Class 3, new construction of small structures, the project is categorically exempt. The proposed project constructs a new wireless communications facility and associated equipment located in a 30' x 40' area at the northwest corner of Holy Cross Cemetery. Therefore, the project is Categorically Exempt from further

environmental review.

Findings Related to the Conditional Use Permit

Section 5.17.050 of the Colma Municipal Code establishes the development standards for WCFs. Section 5.17.050(a) allows for WCFs on properties in the "G" Zone upon issuance of a Use Permit. The City Council may grant a Use Permit if the findings in Section 5.17.080(a) can be made:

- (a) The proposed facility will be consistent with the provisions of the Colma General Plan and Colma Municipal Code and will not adversely affect the policies and goals set forth therein.**

The property is designated as Cemetery in the General Plan and is within the G Zoning District. The Colma Zoning Ordinance allows for WCFs within this zoning designation, with approval of a Use Permit. While the facility exceeds the height limit in this zone and the site is located approximately 480' to residential development (Veteran's Village), the height and location of the WCF are necessary to provide and improve wireless coverage and internet service to the area. The applicant has provided coverage analysis maps to show signal strength with and without the increased height (Attachment D). In addition, the increased height provides opportunities for other WCFs to co-locate in the same structure if their service needs require additional WCFs.

Provided that the proposed WCF complies with conditions of Use Permit approval, the use would be consistent with the goals and objectives of the Colma General Plan and the Zoning Ordinance.

- (b) The proposed facility strictly adheres to the development standards and other applicable regulations within this Chapter or, if applicable, an exception is granted.**

The proposed facility adheres to the applicable development standards listed within the Colma Wireless Ordinance.

Per Section 5.17.050(a), all WCFs are required to be located no closer than 1,000 feet from any Residential District. The proposed location is located more than 1000 feet from the Verano Homes development and all other R and R-S zones. The proposed location is approximately 480 feet from the Veteran's Village development, separated by the BART right-of-way and access road. While the proposed location is located within 1000 feet of a residential development, the applicant has explored many alternative locations and determined that the proposed location is required to provide and improve wireless coverage and internet service to the area.

Per Section 5.17.050(c), WCFs in the "G" Zone, shall be located so as not to be highly visible from any public street and shall be no higher than 36 feet from the ground if freestanding and no higher than 15 feet above the roof top if placed on a building. However, this height is permitted to be exceeded with an evidence of need report, which was submitted with the application.

Per Section 5.17.050(e), all WCFs are required to utilize techniques to make the installation, operation, and appearance of a WCF as visually inconspicuous as possible and to hide the

installation from predominant views from surrounding properties. To make the WCF comply with this requirement, the WCF is hidden from plain sight and located within a stealth monument structure designed to blend with Holy Cross Cemetery structures.

Per Section 5.17.050(f), all components of new WCFs must comply with the setback requirements for the applicable zoning district. The proposed lease area is located approximately 80 feet away from the northern property line and 300 feet away from the western property line and complies with all applicable setback requirements.

Per Section 5.17.050(g), every new support structure shall be a monopole, unless otherwise authorized. The proposed project is a monopole that is within a stealth monument structure. The proposed structure blends with the design of Holy Cross Cemetery.

Per Section 5.17.050(j), any equipment that is not installed underground shall be screened by structures, topography, or vegetation to the maximum extent feasible. Per Section 5.17.050(k), all coaxial cables, conduit lines and electrical boxes shall be placed underground or within approved structures. All proposed above-ground equipment is located within the 30' x 40' area and are screened from public view.

Per Section 5.17.050(m), applicants are encouraged to design WCFs to serve as public art, flagpoles or artificial natural features such as trees or rocks. Per Section 5.17.050(n) unless otherwise required by Town, County, State or Federal rules or regulations, WCFs shall have a non-reflective finish and shall be painted a neutral color consistent with the predominant background color. The proposed stealth monument structure is designed with a textured finish and painted a light grey color to match the stone and concrete structures at Holy Cross Cemetery. A condition has been added to maintain the facility and its visual appearance.

Per Section 5.17.050(r), disturbance of existing topography and on-site vegetation shall be minimized, unless such disturbance would substantially reduce the visual impacts of the facility. Existing large trees will not be disturbed. Some existing trees will require pruning to allow for proper clearance along the access road.

- (c) The proposed facility is in compliance with all FCC (Federal Communications Commission) and CPUC (California Public Utilities Commission) requirements, and is not otherwise detrimental to public safety, community welfare, and health, considering aspects over which the Town has purview.**

Per the Radio Frequency Emissions Compliance Report submitted with the project application (Attachment E), the project will not expose members of the general public to hazardous levels of Radio frequency ("RF") energy at the ground or in adjacent buildings. At worst-case predictions, RF energy levels associated with the operation of the WCF will be well below the federal standards for limiting public exposure to RF energy; therefore, it will not result in effects detrimental to public safety, community welfare, and health.

- (d) The proposed facility will not create a nuisance or enforcement problem within the neighborhood.**

The proposed facility is a stealth WCF located within Holy Cross Cemetery. The property is zoned for cemetery use and will not be impacted by the proposed use. Aesthetically, existing

vegetation will almost fully screen the WCF from public views as shown on the photo simulations attached as Attachment F. The stealth monument design further mitigates any visual impact from the proposed WCF.

- (e) The proposed facility incorporates general site considerations, including site layout, open space and topography, orientation and location of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, public safety and similar elements that provide a desirable environment for the development.**

The proposed WCF is sited within a 30' x 40' lease area at Holy Cross Cemetery. The lease area can be accessed through the driveway on Mission Road and an internal maintenance road that runs along the west side of the property. As a condition of approval, the access road shall be widened to 12 feet wide, improved with an all-weather surface, and clear or prune vegetation to improve emergency vehicle access. The WCFs operation and appearance will have minimal impact on existing site layout, open space and topography, orientation and location of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, or public safety.

- (f) The proposed design incorporates general architectural considerations, including the character, scale and quality of the design, the architectural relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and similar elements that ensure the compatibility of this development with other buildings and structures on the subject property and adjacent properties, as well as each element being consistent with the architectural style of the building or structure.**

The proposed facility is a WCF housed within an 85' high monument structure with equipment cabinets on the ground. The monument structure is designed and will be painted to match the design and character of other buildings in Holy Cross Cemetery and will appear to be an additional monument structure. Only limited lighting visible close to ground level is proposed. Further, existing large trees are located around the facility to provide screening.

- (g) The proposed design incorporates general landscape considerations, including the location, type, size, color, texture and coverage of plant materials, provisions for irrigation, maintenance and protection of landscaped areas and similar elements that ensure visual relief, including appropriate visual screening.**

The design of the proposed monument structure blends in with the existing structures and landscaping. With the height of the proposed structure, the existing, tall, mature trees provide screening. No additional plantings are proposed or are needed.

- (h) The proposed facility is designed to blend with the surrounding environment, with minimal visual impact.**

With the surrounding landscape screening, stealth design of the monument structure, the structure will visually blend with the surroundings.

- (i) **The proposed facility is designed, sited, and will be operated in a manner that does not adversely impact adjacent properties by noise, traffic, aesthetic, or other impacts over which the Town has purview.**

Provided that the proposed WCF complies with conditions of Use Permit approval, the WCF's operation will be inconspicuous, its presence not noticeable, and it will not have any impacts on adjacent properties.

3. Conditions of Approval

The City Council approves the Conditional Use Permit to install an AT&T wireless communications facility at Holy Cross Cemetery at 1500 Mission Road (011-370-180), subject to the full and faithful performance of each of the general terms and conditions set forth in this Resolution and the following project-specific conditions:

Conditional Use Permit

- (a) Allowed Uses. This Conditional Use Permit shall specifically allow the operations of the Sprint wireless communications facility and associated equipment at the 30' x 40' area at Holy Cross Cemetery as specified in application materials received March 3, 2021 and on file with the Planning Department. Any additional proposed uses shall require review by the Town of Colma as an amendment to this Conditional Use Permit.
- (b) Expiration. The Use Permit for a WCF shall expire ten years from the date of approval unless the Use Permit is renewed by the Town. An application for renewal shall be submitted at least six months prior to the expiration of the Use Permit.
- (c) Minor Changes. Minor changes to the approved plans may be approved administratively by the City Planner or designee.
- (d) Conduit. All proposed cables, conduits and electrical boxes for the proposed project will be placed underground or be concealed.
- (e) USA North. The applicant should contact USA North to assure that there are no utilities that conflict with the proposed improvements (USA North: 811/1-800-227-2600).
- (f) Stormwater Treatment. Plans submitted for construction permit(s) should incorporate stormwater treatment/Low Impact Development options for small projects such as infiltration basins or landscape-based measures like bioswales for stormwater drainage and treatment from hardscape areas.
- (g) Construction plans. The construction plans shall include an erosion & Sediment control plan, construction BMP plan, and a construction staging plan.
- (h) Recorded Easements. If the proposed easements on the plans are recorded, the applicant shall provide copies of recorded easements prior to issuance of Town permit(s).
- (i) Colma Fire Protection District Requirements. The following requirements of the Colma Fire Protection District shall be met prior to operation of the wireless facility:

- (i) The applicant shall apply for fire permits to install the new generator and fuel tank. Plans for the new generator shall include signage and location of the fire extinguisher.
- (ii) The area within 10 feet of the generator and its exhaust pipe shall be clear of vegetation.
- (iii) For further information on the requirements of the District, the applicant may contact the Deputy Fire Marshal, Bill Pardini at bpardini@colmafd.org or (650)740-2073.
- (j) Other Approvals. The permittee shall obtain all other applicable permits, approvals, and agreements necessary to install and operate the WCF in conformance with federal, state, and local laws, rules, and regulations.
- (k) Permits. The Permittee shall obtain all necessary permits, including Building Permits and an Encroachment Permit for any work in the public right-of-way, prior to construction.
- (l) Building Permit Submittal. The applicant shall submit a soils report, engineering plans and energy documents with the building permit submittal.
- (m) Property lease. Prior to building permit issuance, the applicant shall submit a signed copy of the property lease agreement, exclusive of financial terms of the agreement, including provisions for the removal of the telecommunications facility within 60 days of abandonment.
- (n) Structural Integrity. Prior to submitting for a building permit, the applicant shall submit a letter or report signed by a licensed profession engineer specializing in structural engineering documenting the ability of the structure to accept antennas. In addition, the letter or report should include the structure's capacity for additional collocated antennas and the precise point at which the antennas should be mounted.
- (o) Security Plan. Prior to submitting for a building permit, the applicant shall submit a security plan which includes emergency contact information, location of main breaker switch, emergency procedures to follow, and any other information as required by the City Planner.
- (p) Maintenance Plan. Prior to submitting for a building permit, the applicant shall submit a description of the anticipated maintenance program and back-up generator power testing schedule.
- (q) New Address. Prior to submitting for a building permit, the applicant shall apply for a new address for the wireless facility.
- (r) Facility Maintenance. All WCFs and related equipment, including but not limited to fences, cabinets, poles, and landscaping, shall be maintained in good working condition over the life of the Use Permit. This shall include keeping the structures maintained to the visual standards established at the time of approval. The facility shall remain free from trash, debris, litter, graffiti, and other forms of vandalism. Any damage shall be

repaired as soon as is practicable, and in no instance more than ten (10) calendar days from the time of notification by the Town or after discovery by the permittee. All of the wireless communications facility equipment must be removed upon the expiration of the permit approval and/or when no longer in operation, whichever occurs first.

- (s) *Performance Bond.* Prior to issuance of a building or electrical permit, the permittee shall file with the Town, and shall maintain in good standing throughout the term of the approval, a performance bond or other surety or another form of security for the removal of the facility in the event that the use is abandoned or the permit expires, or is revoked, or is otherwise terminated. The security shall be in the amount equal to 150 percent of the cost of physically removing the wireless communications facility and all related facilities and equipment on the site. The permittee shall reimburse the Town for staff time associated with the processing and tracking of the bond, based on established hourly rates. Reimbursement shall be paid when the security is posted.
- (t) *Construction & Maintenance House.* The permittee shall make a good faith effort to minimize project-related disruptions to adjacent properties. Site improvement and construction work, including setup, loading or unloading of materials or equipment, performed as a part of this project is restricted to the hours between 8:00 a.m. and 6:00 p.m., Monday through Saturday. No noise-generating construction work shall be performed on Sundays or national holidays. Non-emergency maintenance is restricted to the hours between 8:00 a.m. and 6:00 p.m., Monday through Friday. No noise-generating maintenance work shall be performed on Saturdays, Sundays, or national holidays. Emergency maintenance and repairs are exempt from the restricted hours. Violation of this condition may result in issuance of a Stop Work Order and administrative Citations.
- (u) *Height Verification.* The property owner(s) or permittee shall submit a certification letter from a California certified land surveyor or registered civil engineer, which verifies that structure height complies with the approved construction drawings.
- (v) *Encourage Collocation.* Where the wireless communication facility site is capable of accommodating a collocated facility upon the same site, the owner and operator of the existing facility shall allow another carrier to collocate its facilities and equipment thereon, provided the parties can mutually agree upon reasonable terms and conditions.
- (w) *Nuisances.* The Permittee shall not allow any nuisance to be maintained at the premises.
- (x) *Town Access.* The Town reserves the right of its employee, agents, and designated representatives to inspect permitted facilities and property upon reasonable notice to the permittee. In case of an emergency or risk of imminent harm to persons or property within the vicinity of permitted facilities, the Town reserves the right to enter upon the site of such facilities and to support, disable, or remove those elements of the facilities posing an immediate threat to public health and safety. The Town shall make an effort to contact the permittee, prior to disabling or removing wireless communications facility elements.

- (y) Contact Information. The permittee shall maintain on file with the Town and onsite at the wireless communications facility contact information of all parties responsible for maintenance of the facility.
- (z) RF Emission Monitoring. WCFs, whether operating alone or in conjunction with other facilities, shall not generate radio frequency emissions in excess of the standards established by the Federal Communications Commission. Within one (1) month after construction of the wireless communications facility and once every three (3) years thereafter, the property owner(s) or permittee shall submit a current RF exposure report, prepared by a professional engineer to the Planning Services Division, to ensure that no modifications to the site, surrounding environment, or equipment wear and tear have caused an increase in RF exposure. In the event of an increase over accepted levels is detected, the permittee shall be responsible for immediately making the necessary adjustments to comply with FCC standards.
- (aa) Abandonment
 - (iv) Each permittee who intends to abandon or terminate the use of any WCF shall notify the Town of such intentions no less than sixty (60) days prior to the final day of use. Said notification shall be in writing, shall specify the date of termination, the date the WCF will be removed, and the method of removal.
 - (v) Non-operation, disuse (including, but not limited to, cessation of wireless services) or disrepair for ninety (90) days or more shall constitute abandonment by the permittee under this subchapter. The City Planner shall send a written notice of abandonment to the permittee.
 - (vi) Upon abandonment, the Use Permit shall become null and void. Absent a timely request for a hearing pursuant to subdivision (e) of this section, the permittee must, at the permittee's expense, physically remove the WCF within ninety (90) days from the date of the abandonment notice. The WCF shall be removed in accordance with applicable health and safety requirements, and the site upon which the WCF was located shall be restored to the condition that existed prior to the installation of the WCF, or as required by the community City Planner. The permittee shall be responsible for obtaining all necessary permits for the removal of the WCF and site restoration.
 - (vii) At any time after ninety (90) days following abandonment, the City Planner may have the WCF removed and restore the premises as he/she deems appropriate. The Town may, but shall not be required to, store the removed WCF (or any part thereof). The WCF permittee shall be liable for the entire cost of such removal, repair, restoration, and storage. The Town may, in lieu of storing the removed WCF, convert it to the Town's use, sell it, or dispose of it in any manner deemed appropriate by the Town.
 - (viii) The permittee may request a hearing before a hearing officer appointed by the City Manager regarding the notice of abandonment, provided a written hearing request is received by the City Planner within 10 days of the date of the notice of abandonment. The appeal hearing shall be conducted pursuant to Subchapter

1.12 of the Colma Municipal Code. The hearing officer shall issue a written decision. The decision of the hearing officer regarding abandonment of the WCF shall constitute the final administrative decision of the Town and shall not be appealable to the City Council. Failure to file a timely hearing request means the notice of abandonment is final and the WCF shall be removed within 90 days from the date of the abandonment notice. A Use Permit for a WCF may be revoked pursuant to Section 5.03.430.

4. General Conditions

- (bb) This Conditional Use Permit shall run with the land and be freely and automatically transferred to each user of the property described herein, subject to each of the specific and general conditions herein. As used in this Conditional Use Permit, the word "Permittee" shall mean each person using the property pursuant to the permit granted herein, including successors to the person first obtaining the permit
- (cc) The Permittee must comply with all applicable federal, state and municipal laws, codes and regulations, including the California Building and Fire Codes. Nothing herein shall be construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any change to the occupancy classification of the premises or any buildings thereon as defined on the California Building Code. Without limiting the generality of the foregoing:
 - (i) The Permittee shall maintain an annual Colma Business Registration;
 - (ii) Prior to issuance of a Business Registration, the Permittee shall arrange for the project site to be inspected for Fire and Life Safety requirements of California Fire Code by the Colma Fire Protection District; and
- (dd) *Indemnification*. The permittee and property owner shall defend, indemnify and hold harmless the Town of Colma, its agents, officers, officials, and employees (i) from all claims, demands, law suits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the Town or its agents, officers officials, or employees to challenge, attack seek to modify, set aside, void or annul this approval, and (ii) from any damages, liabilities, claims, suites, or causes of action of any kind or form, whether for personal injury, death or property damage, arising out of or in connection with the activities or performance of the permittee or the land owner or any of each one's agents, employees, licensees, contractors, subcontractors, or independent contractors, pursuant to the approval issued by the Town. Further, permittees shall be strictly liable for interference caused by their WCFs with the Town's communications systems. The permittee shall be responsible for costs of determining the source of the interference, all costs associated with eliminating the interference, and all costs arising from third party claims against the Town attributable to the interference. In the event the Town becomes aware of any such actions or claims the Town shall promptly notify the property owner and shall reasonably cooperate in the defense. It is expressly agreed that the Town shall have the right to approve, which approval shall not be unreasonable withheld, the legal counsel providing the Town's defense, and the property owner and/or permittee (as applicable) shall reimburse Town for any costs and expenses directly and necessarily incurred by the Town in the course of the defense.

- (ee) The Conditional Use Permit may be modified or revoked should it be determined that:
- (i) The property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or;
 - (ii) If the Permittee fails to comply with and satisfy the conditions herein.
- (ff) The Permittee must agree to comply with each and every term and condition herein by countersigning a copy of this Resolution and returning the counter-signed copy to the City Clerk no more than 45 days following City Council approval of the permit. If Permittee is not the property owner, then the property owner must consent to use of the property on the terms and conditions herein by counter-signing a copy of this resolution and returning the counter-signed copy to the City Clerk no later than 45 days following City Council approval of the permit. Failure to return the counter-signed copy as specified shall render this permit null and void.

* * * * *

Certification of Adoption

I certify that the foregoing Resolution No. 2021-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 22, 2021, by the following vote:

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

Dated: _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk

NOTICE OF RIGHT TO PROTEST

The Conditions of Project Approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these Conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions, pursuant to Government Code Section 66020(a), began on date of adoption of this resolution. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.

AGREEMENT

Property Owner/Permittee

The undersigned agrees to comply with each and every condition set forth in this permit.

Signature, Property Owner

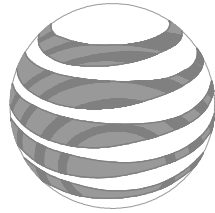
Date

Printed Name and Title

Signature, Permittee

Date

Printed Name and Title



at&t

HOLY CROSS
1500 MISSION ROAD
COLMA, CA 94014
CCL04300

**HOLY
CROSS**

CCL04300
1500 MISSION ROAD
COLMA, CA 94014

ISSUE STATUS

| Δ | DATE | DESCRIPTION | BY |
|---|----------|-------------|------|
| | 08/18/20 | ZD 90% | C.C. |
| | 09/08/20 | ZD 100% | C.C. |
| | 09/16/20 | CLIENT REV | D.G. |
| | 02/19/20 | CLIENT REV | D.G. |
| | 03/01/21 | CLIENT REV | B.S. |
| | 03/04/21 | CLIENT REV | D.G. |

DRAWN BY: C. CODY

CHECKED BY: J. GRAY

APPROVED BY: -

DATE: 03/04/21



**PRELIMINARY:
NOT FOR
CONSTRUCTION**

KEVIN R. SORENSEN
54469

at&t



5001 EXECUTIVE PARKWAY
SAN RAMON, CA 94583

SHEET TITLE:

TITLE SHEET

SHEET NUMBER:

T-1

PROJECT DESCRIPTION

A (P) AT&T UNMANNED TELECOMMUNICATION FACILITY CONSISTING OF INSTALLING:

- (P) AT&T 40'-0"x30'-0" (1200 SQ FT) LEASE AREA
- (P) AT&T 85'-0" TALL STEALTH MONUMENT
- (12) (P) AT&T ANTENNAS INSIDE (P) STEALTH MONUMENT
- (24) (P) RRUS UNITS @ ANTENNAS
- (P) AT&T #6 MICROWAVE DISH INSIDE (P) STEALTH MONUMENT
- (P) AT&T #1-0"x8'-0" MC SHELTER
- (P) 75KW STEPDOWN TRANSFORMER
- (P) 30KW DIESEL GENERATOR ON (P) 190 GALLON UL142 RATED FUEL TANK
- (P) ICE BRIDGE W/ (P) MICROWAVE DISH CABLES & (P) DC POWER & FIBER CABLES

PROJECT INFORMATION

| | | | |
|---------------------------|--|---------------|--------------------------|
| SITE NAME: | EL CAMINO REAL & COLLINS AVE | SITE #: | CCL04300 |
| COUNTY: | SAN MATEO | JURISDICTION: | CITY OF COLMA |
| APN: | 011-370-180 | POWER: | PG&E |
| SITE ADDRESS: | 1500 MISSION ROAD COLMA, CA 94014 | FIBER: | AT&T |
| CURRENT ZONING: | C - COMMERCIAL | | |
| CONSTRUCTION TYPE: | I-B | | |
| OCCUPANCY TYPE: | U, (UNMANNED COMMUNICATIONS FACILITY) | | |
| PROPERTY OWNER: | ROMAN CATHOLIC ARCH BISHOP OF SAN FRANCISCO P.O. BOX 1577 COLMA, CA 94014 ATTN: JOHN BERMUDEZ GENERAL MANAGER (650) 756-2060 JABERMUDEZ@HOLYCROSSCEMETRIES.COM | | |
| | ATTN: KELLEY BONILLAS ON SITE OPERATIONS MANAGER (415) 336-1132 | | |
| APPLICANT: | AT&T 5001 EXECUTIVE PARKWAY SAN RAMON, CA 94583 | LATITUDE: | N 37° 40' 22.43" NAD 83 |
| | | LONGITUDE: | W 122° 27' 02.72" NAD 83 |
| SITE ACQUISITION COMPANY: | EPIC WIRELESS GROUP 605 COOLIDGE DRIVE, SUITE 100 FOLSOM, CA 95630 | ANSL: | ±157' |
| LEASING CONTACT: | ATTN: CARL JONES (916) 798-2275 CARL.JONES@EPICWIRELESS.NET | | |
| ZONING CONTACT: | ATTN: CARL JONES (916) 798-2275 CARL.JONES@EPICWIRELESS.NET | | |
| CONSTRUCTION CONTACT: | ATTN: PETE MANAS (530) 383-5957 PETE.MANAS@EPICWIRELESS.NET | | |
| CIVIL VENDOR: | BECHTEL ATTN: SEAN WATSON (925) 594-9070 SWATSONS@BECHTEL.COM | | |

VICINITY MAP



DRIVING DIRECTIONS

FROM: 5001 EXECUTIVE PARKWAY, SAN RAMON, CA 94583
TO: 1500 MISSION ROAD, COLMA, CA 94014

1. HEAD SOUTHWEST 33 FT
2. TURN RIGHT 312 FT
3. TURN LEFT TOWARD EXECUTIVE PKWY 164 FT
4. TURN RIGHT TOWARD EXECUTIVE PKWY 295 FT
5. TURN RIGHT ONTO EXECUTIVE PKWY 0.2 MI
6. TURN LEFT ONTO CAMINO RAMON 0.8 MI
7. USE THE 2ND FROM THE LEFT LANE TO TURN LEFT ONTO CROW CANYON RD 0.2 MI
8. USE THE RIGHT 2 LANES TO MERGE ONTO I-680 N VIA THE RAMP TO SACRAMENTO 0.4 MI
9. MERGE ONTO I-680 N 9.2 MI
10. USE THE RIGHT 2 LANES TO TAKE EXIT 46A FOR STATE ROUTE 24 TOWARD OAKLAND/LAFAYETTE 1.1 MI
11. CONTINUE ONTO CA-24 W 8.1 MI
12. KEEP LEFT TO STAY ON CA-24 W 2.0 MI
13. USE THE RIGHT 2 LANES TO MERGE ONTO I-580 W TOWARD SAN FRANCISCO 1.5 MI
14. USE THE LEFT 3 LANES TO TAKE EXIT 19 A TO MERGE ONTO I-80 W TOWARD SAN FRANCISCO (TOLL ROAD) 1.4 MI
15. KEEP RIGHT AT THE FORK TO STAY ON I-80 W (TOLL ROAD) 7.2 MI
16. MERGE ONTO US-101 S 4.3 MI
17. USE THE RIGHT 2 LANES TO MERGE ONTO I-280 S TOWARD DALY CITY 7.1 MI
18. TAKE EXIT 47A FOR SERRAMONTE BLVD 0.2 MI
19. USE THE 2ND FROM THE LEFT LANE TO TURN LEFT ONTO SERRAMONTE BLVD 0.2 MI
20. SLIGHT RIGHT ONTO COLLINS AVE 0.5 MI
21. TURN RIGHT ONTO EL CAMINO REAL 0.2 MI
22. SLIGHT LEFT ONTO MISSION RD 0.3 MI
23. SLIGHT LEFT 105 FT
24. SLIGHT RIGHT 279 FT

END AT: 1500 MISSION ROAD, COLMA, CA 94014

ESTIMATED TIME: 49 MINUTES ESTIMATED DISTANCE: 45.1 MILES

CODE COMPLIANCE

ALL WORK & MATERIALS SHALL BE PERFORMED & INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES:

- 2019 CALIFORNIA ADMINISTRATIVE CODE, PART 1, TITLE 24 C.C.R.
- 2019 CALIFORNIA BUILDING CODE (CBC), PART 2, VOLUME 1&2, TITLE 24 C.C.R. (2018 INTERNATIONAL BUILDING CODE AND 2019 CALIFORNIA AMENDMENTS)
- 2019 CALIFORNIA ELECTRICAL CODE (CEC), PART 3, TITLE 24 C.C.R. (2017 NATIONAL ELECTRICAL CODE AND 2019 CALIFORNIA AMENDMENTS)
- 2019 CALIFORNIA MECHANICAL CODE (CMC) PART 4, TITLE 24 C.C.R. (2018 UNIFORM MECHANICAL CODE AND 2019 CALIFORNIA AMENDMENTS)
- 2019 CALIFORNIA PLUMBING CODE (CPC), PART 5, TITLE 24 C.C.R. (2018 UNIFORM PLUMBING CODE AND 2019 CALIFORNIA AMENDMENTS)
- 2019 CALIFORNIA ENERGY CODE (CEC), PART 6, TITLE 24 C.C.R.
- 2019 CALIFORNIA FIRE CODE, PART 9, TITLE 24 C.C.R. (2018 INTERNATIONAL FIRE CODE AND 2019 CALIFORNIA AMENDMENTS)
- 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE, PART 11, TITLE 24 C.C.R.
- 2019 CALIFORNIA REFERENCED STANDARDS, PART 12, TITLE 24 C.C.R.
- ANSI/EIA-TIA-222-H

ALONG WITH ANY OTHER APPLICABLE LOCAL & STATE LAWS AND REGULATIONS

DISABLED ACCESS REQUIREMENTS

THIS FACILITY IS UNMANNED & NOT FOR HUMAN HABITATION. DISABLED ACCESS & REQUIREMENTS ARE NOT REQUIRED IN ACCORDANCE WITH CALIFORNIA STATE BUILDING CODE, TITLE 24 PART 2, SECTION 118-203.5

SHEET INDEX

| SHEET | DESCRIPTION | REV |
|-------|--------------------------------|-----|
| T-1 | TITLE SHEET | - |
| C-1 | TOPOGRAPHIC SURVEY | - |
| C-2 | TOPOGRAPHIC SURVEY | - |
| A-1 | OVERALL SITE PLAN | - |
| A-2 | SITE PLAN & ENLARGED SITE PLAN | - |
| A-3 | EQUIPMENT PLAN | - |
| A-4 | ANTENNA PLAN & DETAILS | - |
| A-5 | ELEVATION | - |
| A-6 | ELEVATION | - |
| A-7 | ELEVATION | - |
| A-8 | ELEVATION | - |
| A-9 | DETAILS | - |

APPROVAL

RF

LEASING

ZONING

CONSTRUCTION

AT&T

THESE DRAWINGS AND/OR THE ACCOMPANYING SPECIFICATION AS INSTRUMENTS OF SERVICE, ARE THE EXCLUSIVE PROPERTY OF GELL ENGINEERING AND THEIR USE AND PUBLICATION SHALL BE RESTRICTED TO THE ORIGINAL SITE AND CARRIER FOR WHICH THEY ARE PREPARED. REUSE, REPRODUCTION OR PUBLICATION BY ANY METHOD, IN WHOLE OR IN PART, IS PROHIBITED EXCEPT BY WRITTEN PERMISSION FROM GELL ENGINEERING TITLE TO THESE PLANS AND/OR SPECIFICATIONS SHALL REMAIN WITH GELL ENGINEERING WITHOUT PREJUDICE AND VISUAL CONTACT WITH THEM SHALL CONSTITUTE PRIMA FACIE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

BOUNDARY SHOWN IS BASED ON MONUMENTATION FOUND AND RECORD INFORMATION. THIS IS NOT A BOUNDARY SURVEY. THIS IS A SPECIALIZED TOPOGRAPHIC MAP WITH PROPERTY LINES AND EASEMENTS BEING A GRAPHIC DEPICTION BASED ON INFORMATION GATHERED FROM VARIOUS SOURCES OF RECORD AND AVAILABLE MONUMENTATION FOUND DURING THE FIELD SURVEY. NO EASEMENTS WERE RESEARCHED OR PLOTTED. PROPERTY LINES AND LINES OF TITLE WERE NOT INVESTIGATED NOR SURVEYED. NO PROPERTY MONUMENTS WERE SET.

DATE OF SURVEY: 07-14-20
SURVEYED BY OR UNDER DIRECTION OF: KENNETH D. GELL, R.C.E. 14803
LOCATED IN THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA
BEARINGS SHOWN ARE BASED UPON MONUMENTS FOUND AND RECORD INFORMATION. THIS IS NOT A BOUNDARY SURVEY.
ELEVATIONS SHOWN ON THIS PLAN ARE BASED UPON U.S.G.S. N.A.V.D. 88 DATUM, ABOVE MEAN SEA LEVEL.
N.G.V.D. 1929 CORRECTION: SUBTRACT 2.79' FROM ELEVATIONS SHOWN.
CONTOUR INTERVAL: 1'
CONTRACTOR IS RESPONSIBLE TO VERIFY LEASE AREA PRIOR TO CONSTRUCTION.
ASSESSOR'S PARCEL NUMBER: 011-370-180
OWNER(S): ROMAN CATHOLIC ARCH BISHOP
PO BOX 1577
COLMA, CA 94014

Lease Area Description

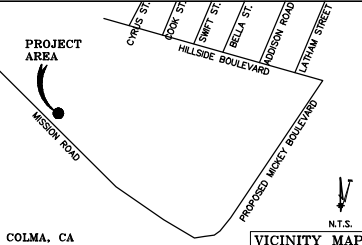
All that certain lease area being a portion of that certain parcel of land labeled "The Roman Catholic Archbishop of San Francisco, 76-D-431" as shown on that certain Parcel Map filed for record in Volume 51 of Maps of Page 63, San Mateo County Records, San Mateo County, California and being more particularly described as follows:

Commencing at a standard monument in box set along the centerline of Hillside Boulevard from which a tie to a corner of Parcel 1 labeled "N 63°09'08" W 227.41'" is shown on the above referenced Map from which a similar monument bears North 55°51'19" West 499.92 feet; thence from said point of commencement South 23°07'02" West 2038.91 feet to the True Point of Beginning; thence from said Point of Beginning South 49°41'02" West 30.00 feet; thence South 40°18'58" East 40.00 feet; thence North 49°41'02" East 30.00 feet; thence North 40°18'58" West 40.00 feet to the point of beginning.

Together with a non-exclusive easement for access and utility purposes, fifteen feet in width, the centerline of which is described as follows; beginning at a point which bears South 49°41'02" West 7.50 feet from the most Southerly corner of the above described lease area and running thence North 40°18'58" West 32.40 feet; thence South 53°27'49" West 19.38 feet; thence through a tangent curve to the right having a radius of 20.00 feet through an arc distance of 27.10 feet; thence tangent to the last curve North 48°53'39" West 20.79 feet; thence through a tangent curve to the left having a radius of 20.00 feet through an arc distance of 30.84 feet; thence tangent to the last curve South 42°46'07" West 143.04 feet; thence South 43°29'18" West 27.83 feet; thence through a tangent curve to the left having a radius of 50.00 feet through an arc distance of 60.95 feet; thence tangent to the last curve South 20°00'26" East 39.02 feet; thence South 28°09'57" East 43.82 feet; thence South 21°40'35" East 45.94 feet; thence South 14°35'22" East 19.86 feet; thence through a tangent curve to the left having a radius of 150.00 feet through an arc distance of 48.42 feet to a point hereafter defined as Point "A"; thence continuing over and across the existing traveled way as is generally shown hereon to the existing public right of way also known as Mission Road.

Also together with an easement for utility purposes, six feet in width, the centerline of which is described as follows: Beginning Point "A" as previously defined and running thence South 17°11'39" East 37.47 feet; thence South 28°32'16" East 497.72 feet to a point hereafter defined as Point "B"; thence continuing South 28°32'16" East 337.52 feet; thence South 64°02'49" East 156.81 feet; thence South 44°25'17" East 140 feet more or less to an existing building; thence in, upon, and through said building as is necessary to interconnect with the existing utility facilities.

Also together with an easement for utility purposes, six feet in width, the centerline of which is described as follows: Beginning Point "B" as previously defined and running thence South 04°27'33" West 26.5 feet more or less to the existing transformer.



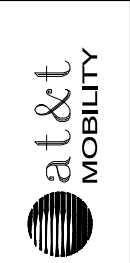
COLMA, CA VICINITY MAP

Gell Engineering
Engineering • Surveying • Planning
1226 High Street
Auburn, California 95603-5015
Phone: (530) 885-0426 • Fax: (530) 823-1309
A.T. & T. Mobility
Project No./Name: CCL04300 / EL CAMINO REAL
Project Site Location: 1500 Mission Road
Colma, CA 94080
San Mateo County
Date of Observation: 07-14-20
Equipment/Procedure Used to Obtain Coordinates: Trimble Pathfinder Pro XL post processed with Pathfinder Office software.
Type of Antenna Mount: Proposed Steath Monument
Coordinates (Tower)
Latitude: N 37° 40' 22.43" (NAD83) N 37° 40' 22.67" (NAD27)
Longitude: W 122° 27' 02.72" (NAD83) W 122° 27' 58.82" (NAD27)
ELEVATION of Ground at Structure (NAVD88) 157' AMSL
CERTIFICATION: I, the undersigned, do hereby certify elevation listed above is based on a field survey done under my supervision and that the accuracy of those elevations meet or exceed I-A Standards as defined in the FAA ASAC Information Sheet 91-003, and that they are true and accurate to the best of my knowledge and belief.
Kenneth D. Gell California RCE 14803

| DEPT | APPROVED | DATE |
|--------|----------|------|
| ASAC | | |
| DATE | | |
| INT | | |
| INT | | |
| OPS | | |
| EE/OUT | | |

Surveyor
GELL ENGINEERING
ENGINEERING • SURVEYING • PLANNING
1226 HIGH STREET
AUBURN, CALIFORNIA 95603-5015
PHONE: (530) 885-0426
FAX: (530) 823-1309

Architect

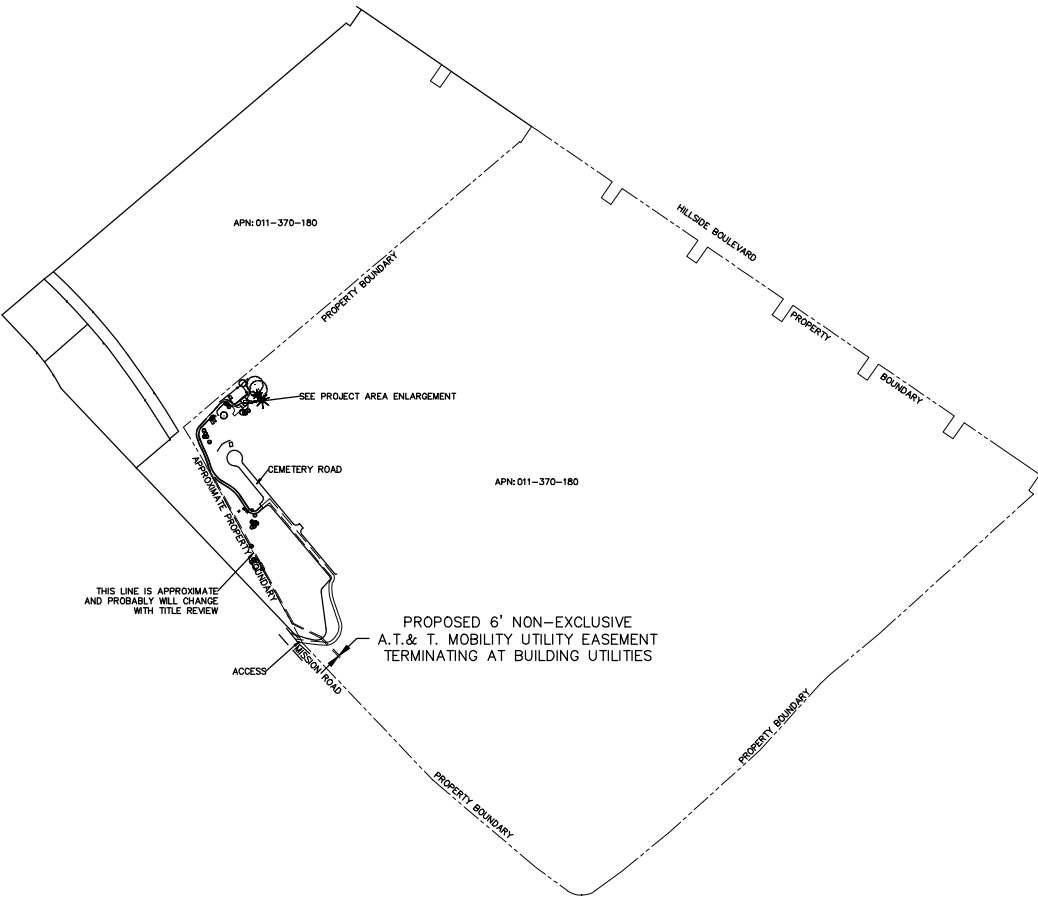


CCL04300
1500 MISSION ROAD
COLMA, CA 94080
PLOT PLAN AND
SITE TOPOGRAPHY

| REVISIONS | PRELIMINARY DRAWING |
|--------------|---------------------------|
| REV 07-20-20 | 06-20-20 LEASE AREA ADDED |
| REV 07-20-20 | 06-20-20 LEASE AREA ADDED |
| REV 07-20-20 | 06-20-20 LEASE AREA ADDED |
| REV 07-20-20 | 06-20-20 LEASE AREA ADDED |
| REV 07-20-20 | 06-20-20 LEASE AREA ADDED |
| REV 07-20-20 | 06-20-20 LEASE AREA ADDED |

Sheet

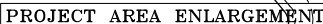
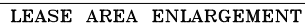
C-1




SCALE 1" = 300'

OVERALL SITE PLAN

BOUNDARY SHOWN IS BASED ON MONUMENTATION
FOUND AND RECORD INFORMATION. THIS IS NOT A
BOUNDARY SURVEY. THIS IS A SPECIALIZED
TOPOGRAPHIC MAP WITH PROPERTY LINES AND
EASEMENTS BEING A GRAPHIC DEPICTION BASED ON
INFORMATION GATHERED FROM VARIOUS SOURCES OF
RECORD AND AVAILABLE MONUMENTATION FOUND
DURING THE FIELD SURVEY. NO EASEMENTS WERE
RESEARCHED OR PLOTTED. PROPERTY LINES AND LINES
OF TITLE WERE NOT INVESTIGATED NOR SURVEYED. NO
PROPERTY MONUMENTS WERE SET.



| | | | | | | |
|-------|-----|--|---|------------------|--|--|
| Sheet | C-2 | <p>CCLO4300</p> <p>1500 MISSION ROAD COLMA, CA 94080 PLOT PLAN AND SITE TOPOGRAPHY</p> |  | <p>Architect</p> | <p>Surveyor</p> <p>GEIL ENGINEERING <u>PROFESSIONAL ENGINEERS & PLANNERS</u> 1500 MISSION ROAD COLMA, CA 94080 Phone: (415) 947-2200 Fax: (415) 947-2200</p> | <p>DEPT</p> <p>APPROVED</p> <p>DATE</p> <p>A&C</p> <p>RE</p> <p>RE</p> <p>RE</p> <p>EV/IN</p> <p>OPC</p> <p>EV/OUT</p> |
|-------|-----|--|---|------------------|--|--|

HOLY CROSS

CCL04300
1500 MISSION ROAD
COLMA, CA 94014

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| | 03/04/21 | CLIENT REV | D.G. |

DRAWN BY: C. CODY

CHECKED BY: J. GRAY

APPROVED BY: -

DATE: 03/04/21

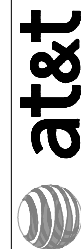
Streamline Engineering
Civil Design, Inc.

8445 Sierra College Blvd., Suite E, Granite Bay, CA 95746
Contact: Kevin R. Sorensen, Phone: 916-960-1930
Email: ksorensen@streamlineeng.com, Fax: 916-960-1941

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54469



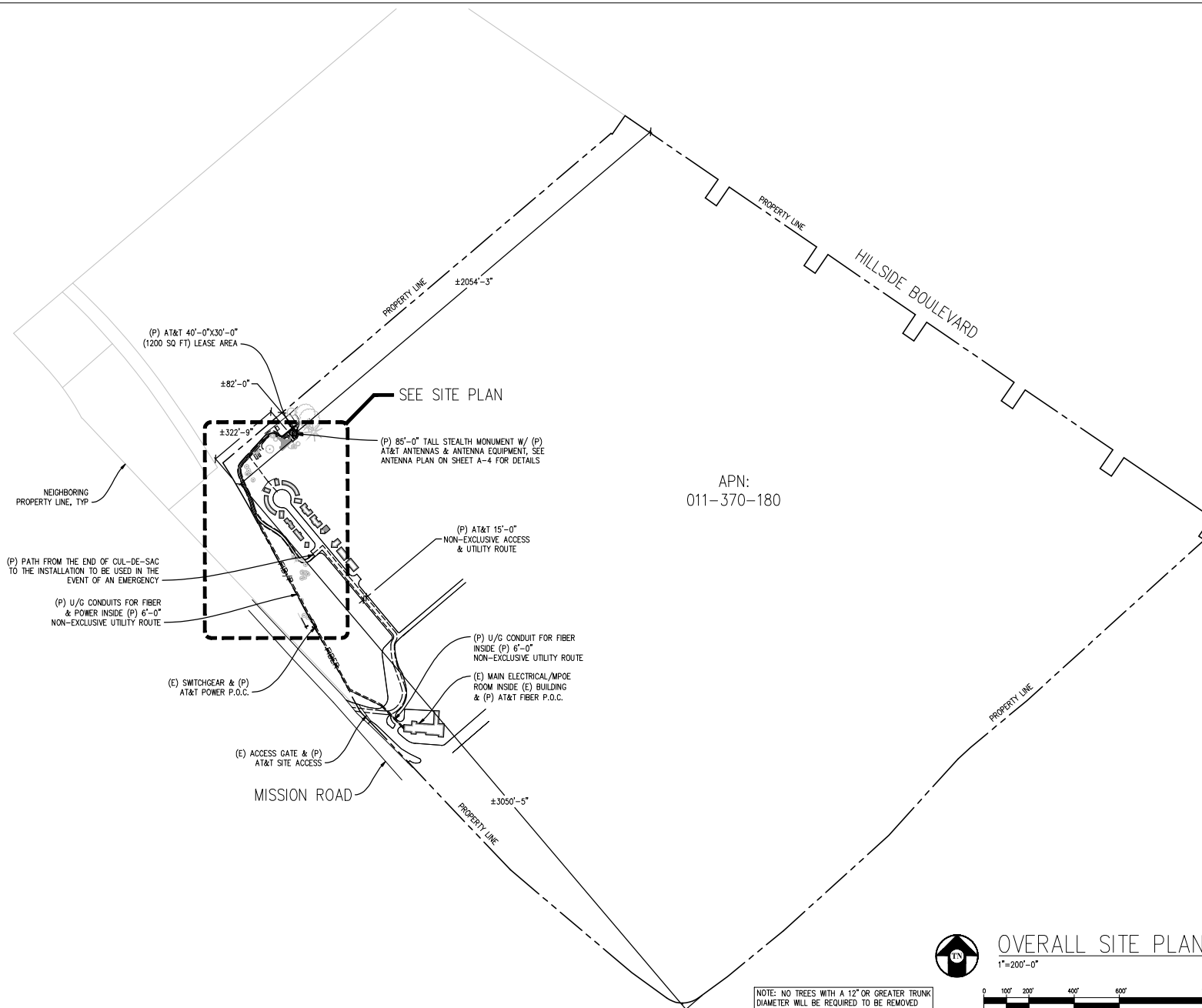
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SAN RAMON, CA 94583

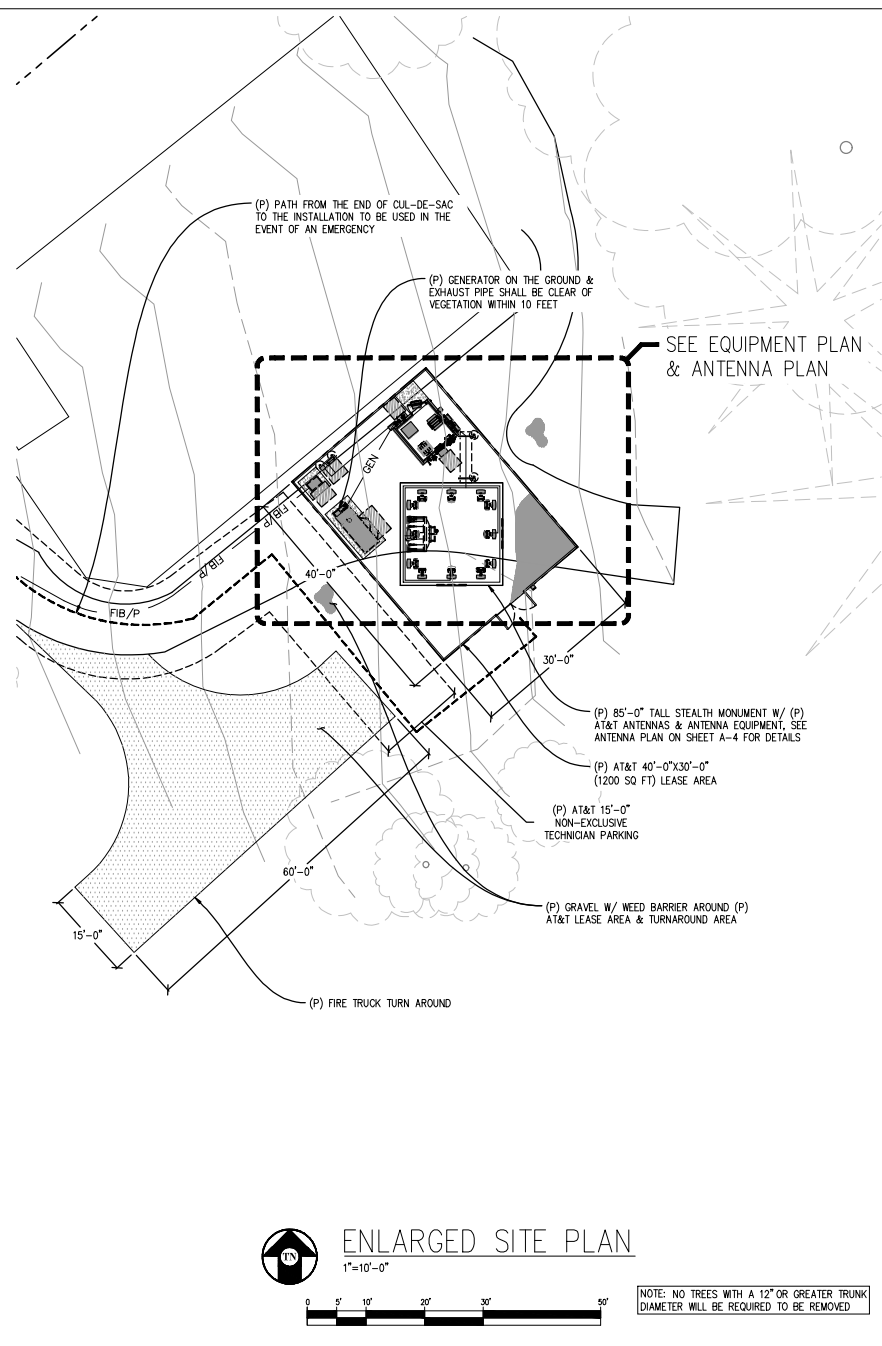
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OVERALL SITE PLAN

SHEET NUMBER:

A-1





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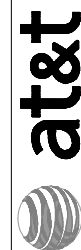
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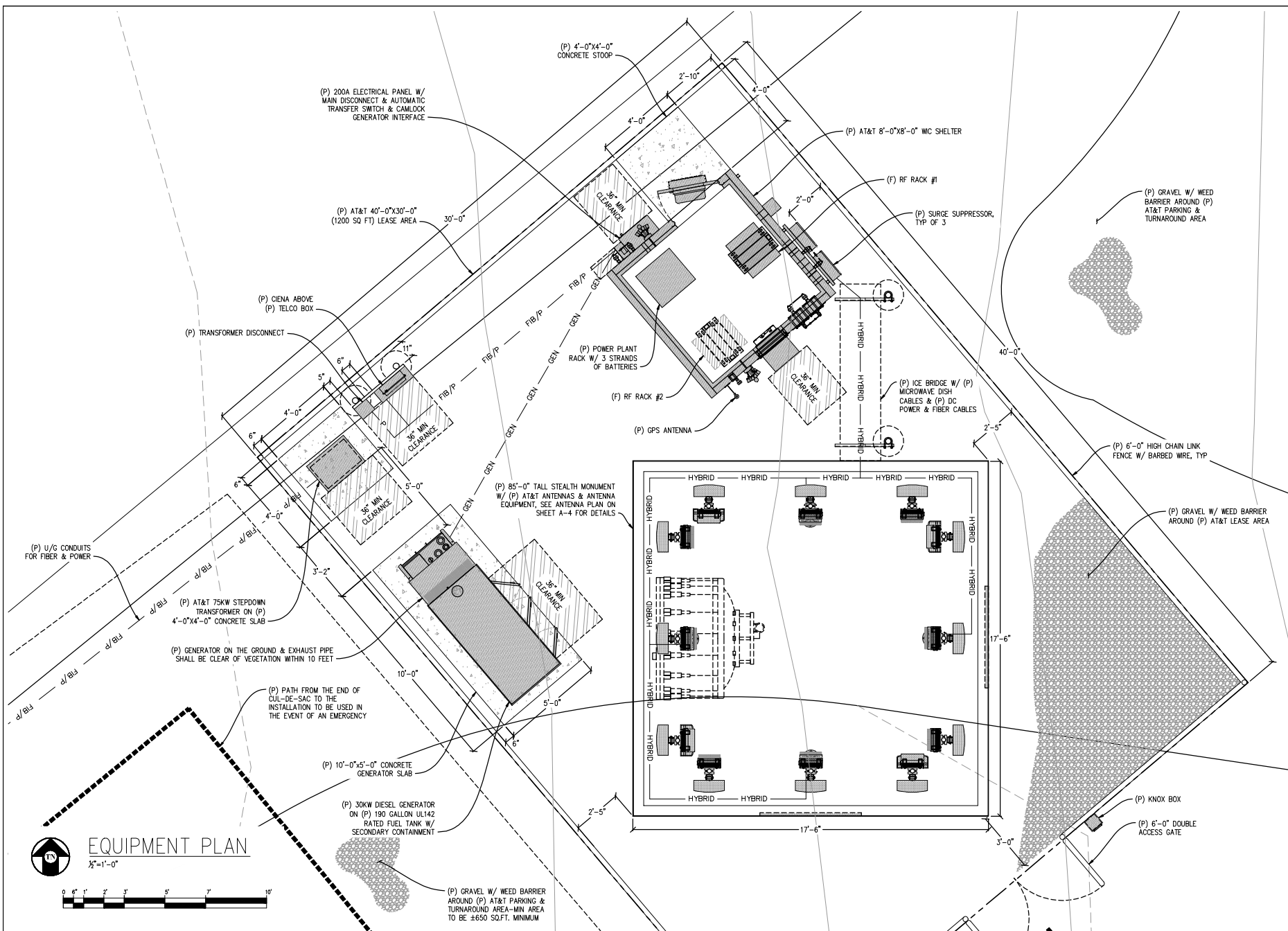
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SHEET NUMBER:

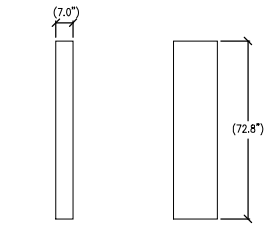
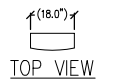
A-3



EQUIPMENT PLAN

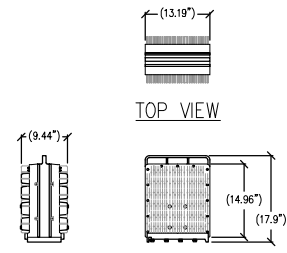
1/8"=1'-0"





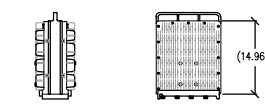
LEFT VIEW FRONT VIEW

1 ANTENNA DETAIL
1/2"=1' MAX WEIGHT: 125.7 LBS



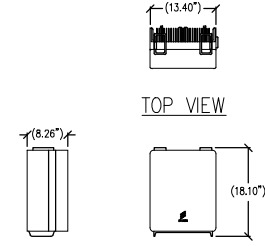
SIDE VIEW FRONT VIEW

2 RRUS DETAIL
1"=1'-0" MAX WEIGHT: 71 LBS



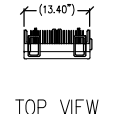
SIDE VIEW FRONT VIEW

3 RRUS DETAIL
1"=1'-0" MAX WEIGHT: 75 LBS



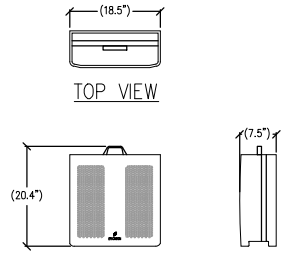
SIDE VIEW FRONT VIEW

4 RRUS DETAIL
1"=1'-0" MAX WEIGHT: 59.4 LBS



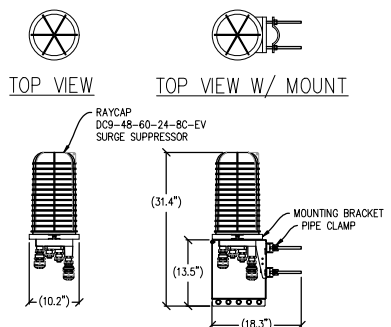
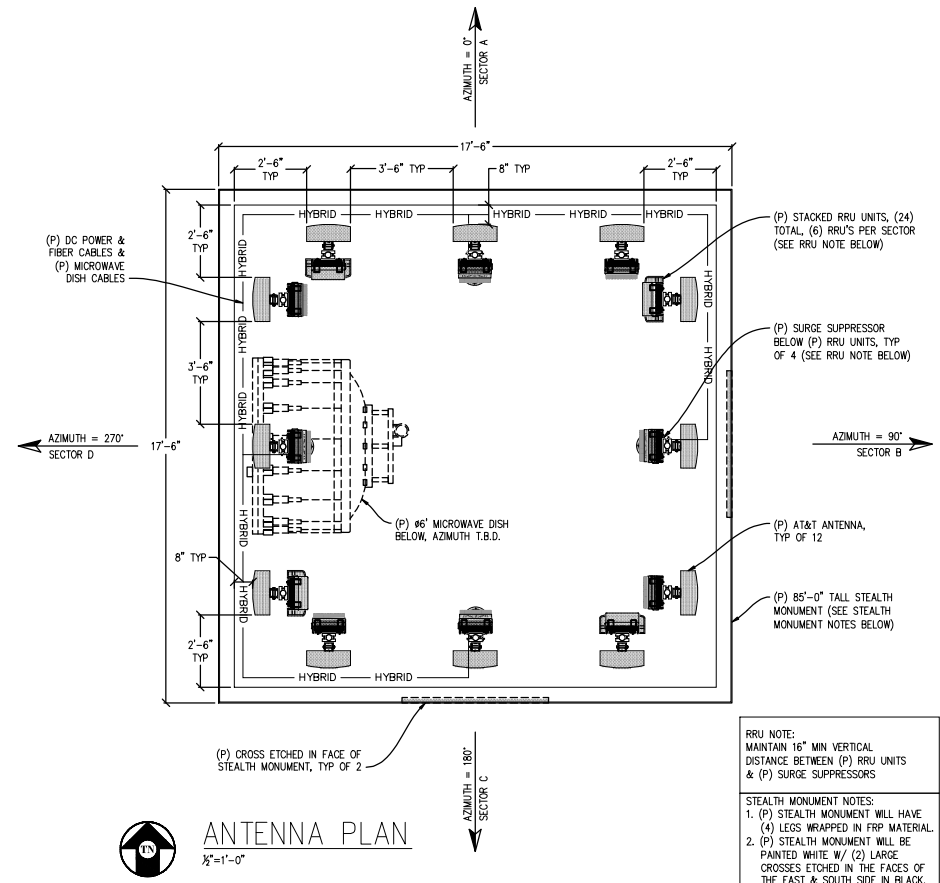
SIDE VIEW FRONT VIEW

5 RRUS DETAIL
1"=1'-0" MAX WEIGHT: 46 LBS



FRONT VIEW RIGHT VIEW

6 RRUS DETAIL
1"=1'-0" MAX WEIGHT: 60 LBS



FRONT VIEW FRONT VIEW W/ MOUNT

7 SURGE SUPPRESSOR DETAIL
1"=1'-0" MAX WEIGHT = 26.2 LBS

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DRAWN BY: C. CODY

CHECKED BY: J. GRAY

APPROVED BY: -

DATE: 03/04/21

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Civil Design Inc.
8445 Sierra College Blvd. Suite E Granite Bay, CA 95746
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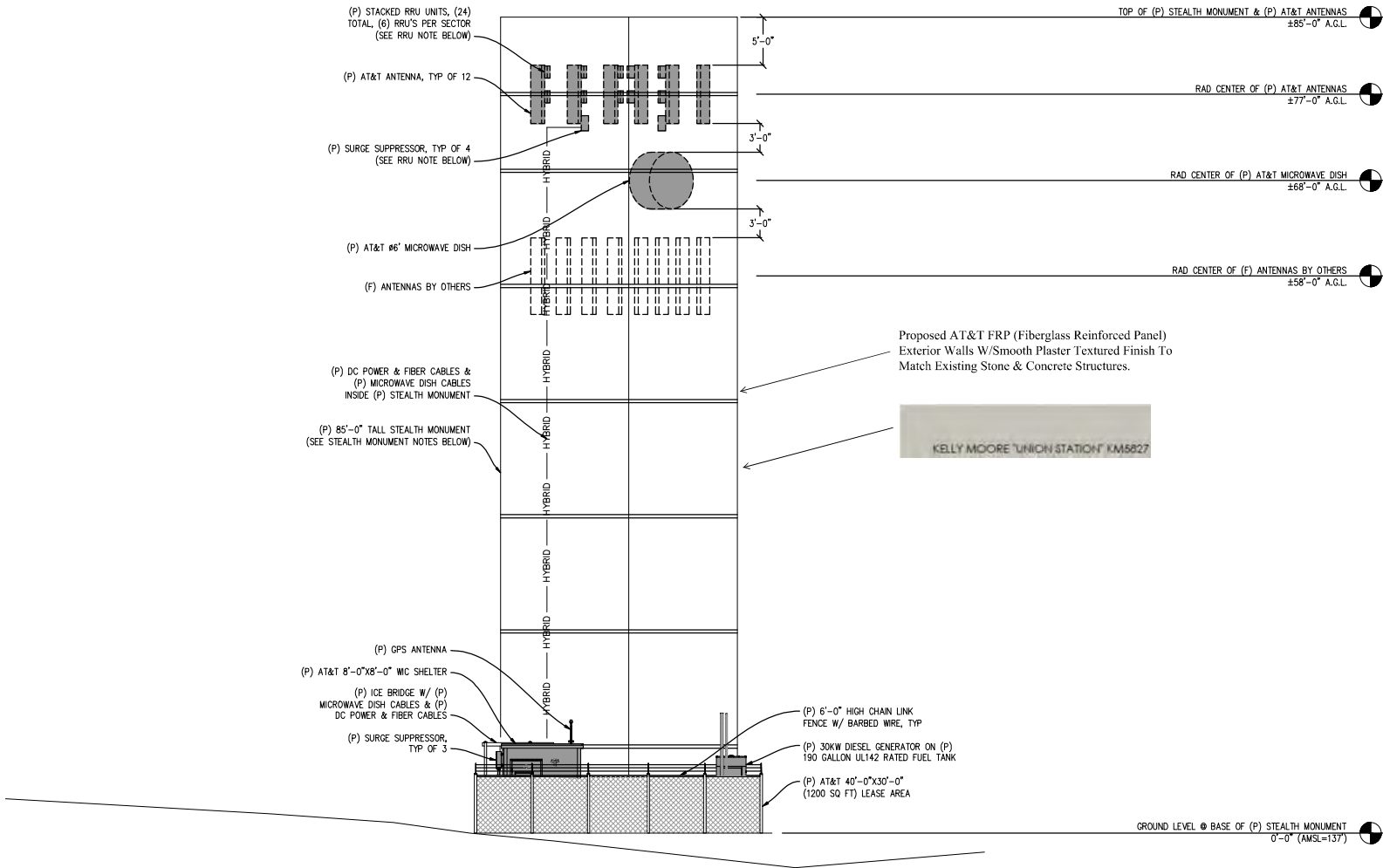
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54469

at&t

5001 EXECUTIVE PARKWAY
SAN RAMON, CA 94583

SHEET TITLE:
ANTENNA PLAN
& DETAILS

SHEET NUMBER:
A-4



NORTHWEST ELEVATION
 $\frac{3}{16}"=1'-0"$

RRU NOTE:
 MAINTAIN 16" MIN VERTICAL
 DISTANCE BETWEEN (P) RRU UNITS
 & (P) SURGE SUPPRESSORS

STEALTH MONUMENT NOTES:
 1. (P) STEALTH MONUMENT WILL HAVE
 (4) LEGS WRAPPED IN FRP MATERIAL.
 2. (P) STEALTH MONUMENT WILL BE
 PAINTED GREY W/ (2) LARGE
 CROSSES ETCHED IN THE FACES OF
 THE EAST & SOUTH SIDE IN BLACK.

HOLY CROSS

CCL04300
 1500 MISSION ROAD
 COLMA, CA 94014

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| 08/08/20 | 2D 100% | C.C. | |
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| 03/01/21 | CLIENT REV | B.S. | |
| 03/04/21 | CLIENT REV | D.G. | |

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 CHECKED BY: J. GRAY
 APPROVED BY: -
 DATE: 03/04/21

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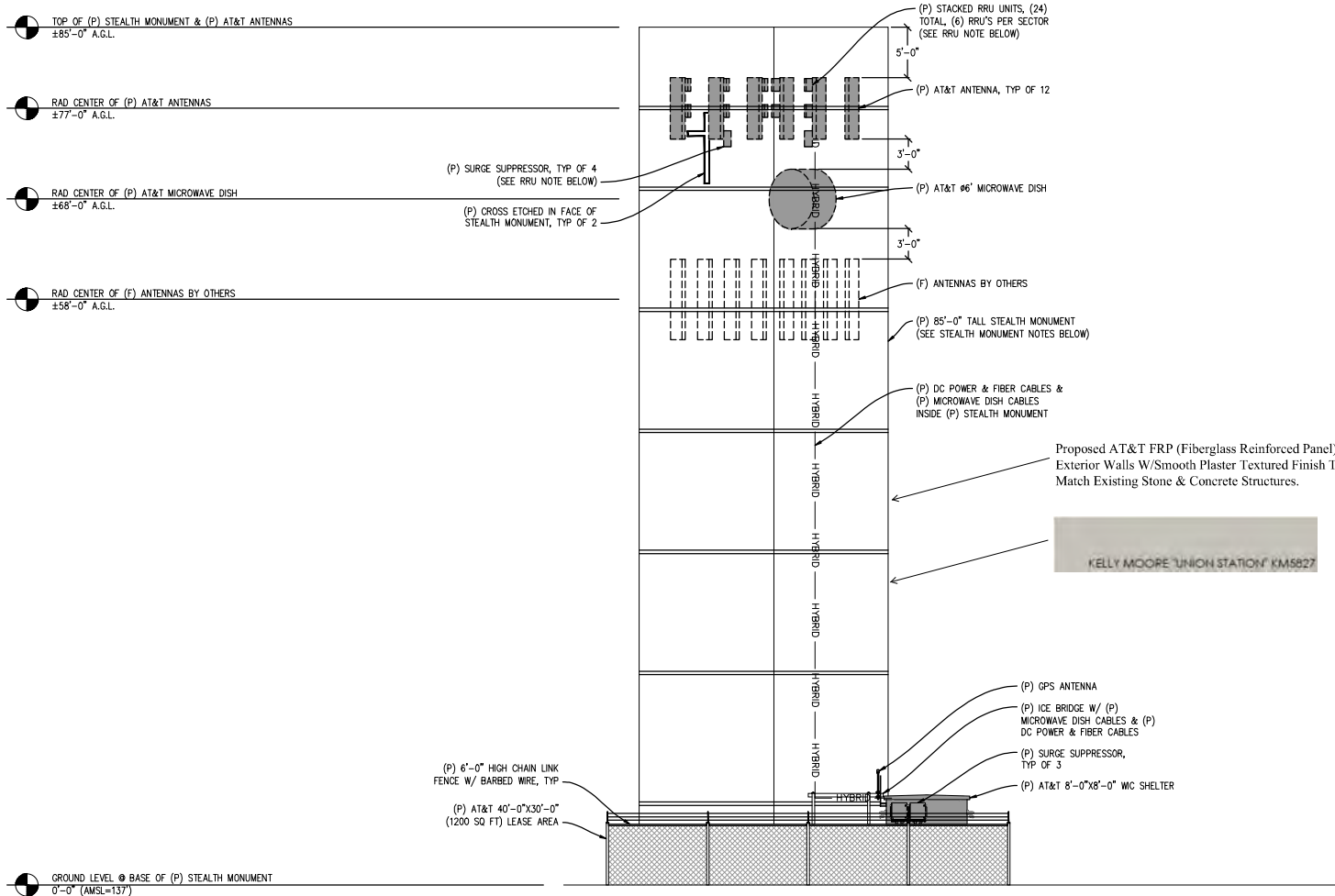
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 54469

at&t

5001 EXECUTIVE PARKWAY
 SAN RAMON, CA 94583

SHEET TITLE:
 ELEVATION

SHEET NUMBER:
 A-5



NORTHEAST ELEVATION
 $\frac{3}{16}"=1'-0"$

RRU NOTE:
 MAINTAIN 16" MIN VERTICAL
 DISTANCE BETWEEN (P) RRU UNITS
 & (P) SURGE SUPPRESSORS

STEALTH MONUMENT NOTES:
 1. (P) STEALTH MONUMENT WILL HAVE
 (4) LEGS WRAPPED IN FRP MATERIAL.
 2. (P) STEALTH MONUMENT WILL BE
 PAINTED GREY W/ (2) LARGE
 CROSSES ETCHED IN THE FACES OF
 THE EAST & SOUTH SIDE IN BLACK.

HOLY CROSS

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| | 03/04/21 | CLIENT REV | D.G. |
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| APPROVED BY: - | | | |
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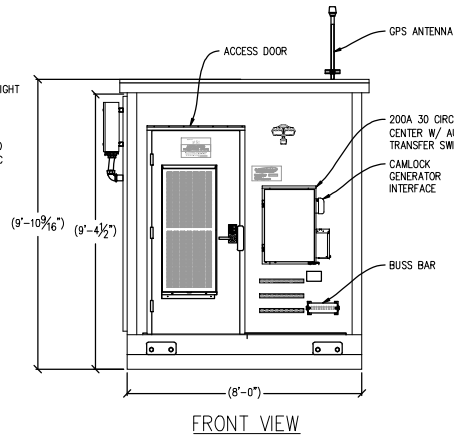
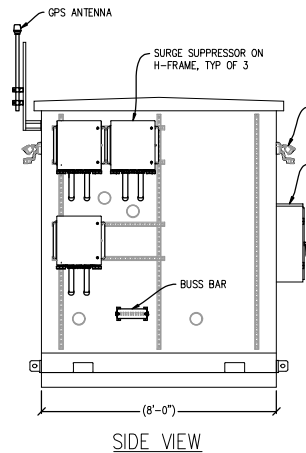
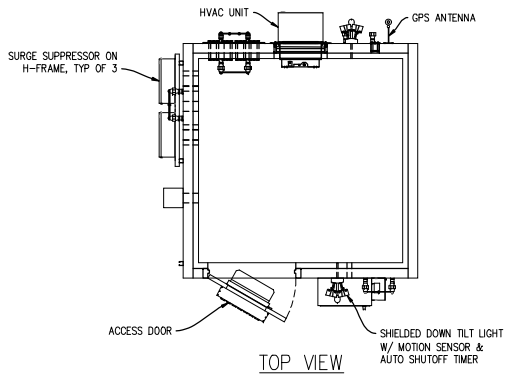
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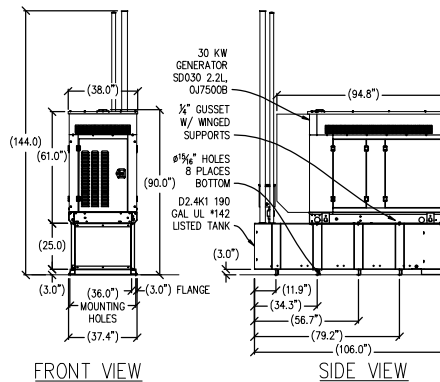
ELEVATION

SHEET NUMBER:

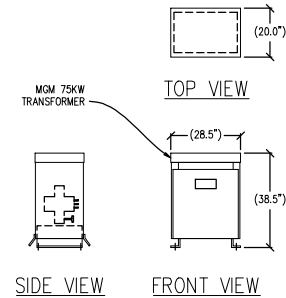
A-6



① WIC CABINET DETAIL
1/2"=1'-0"



② 30KW GENERATOR DETAIL
3/8"=1'-0" MAX WEIGHT: 3,230 LBS



③ TRANSFORMER DETAIL
1/2"=1'-0" WEIGHT: 575 LBS

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DRAWN BY: C. CODY

CHECKED BY: J. GRAY

APPROVED BY: -

DATE: 03/04/21



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5001 EXECUTIVE PARKWAY
SAN RAMON, CA 94583

SHEET TITLE:

DETAILS

SHEET NUMBER:

A-9

Stealth Monument structure Material Sample

Exterior Smooth textured Finished Painted light grey (Kelley Moore "Union Station" KM5827)
to blend with existing stone and concrete structures at Holy Cross Cemetery.

Color Sample

KELLY MOORE "UNION STATION" KM5827



CCL04300 Service Maps

November 23, 2020

Exhibit 2 – Existing LTE 700 Coverage

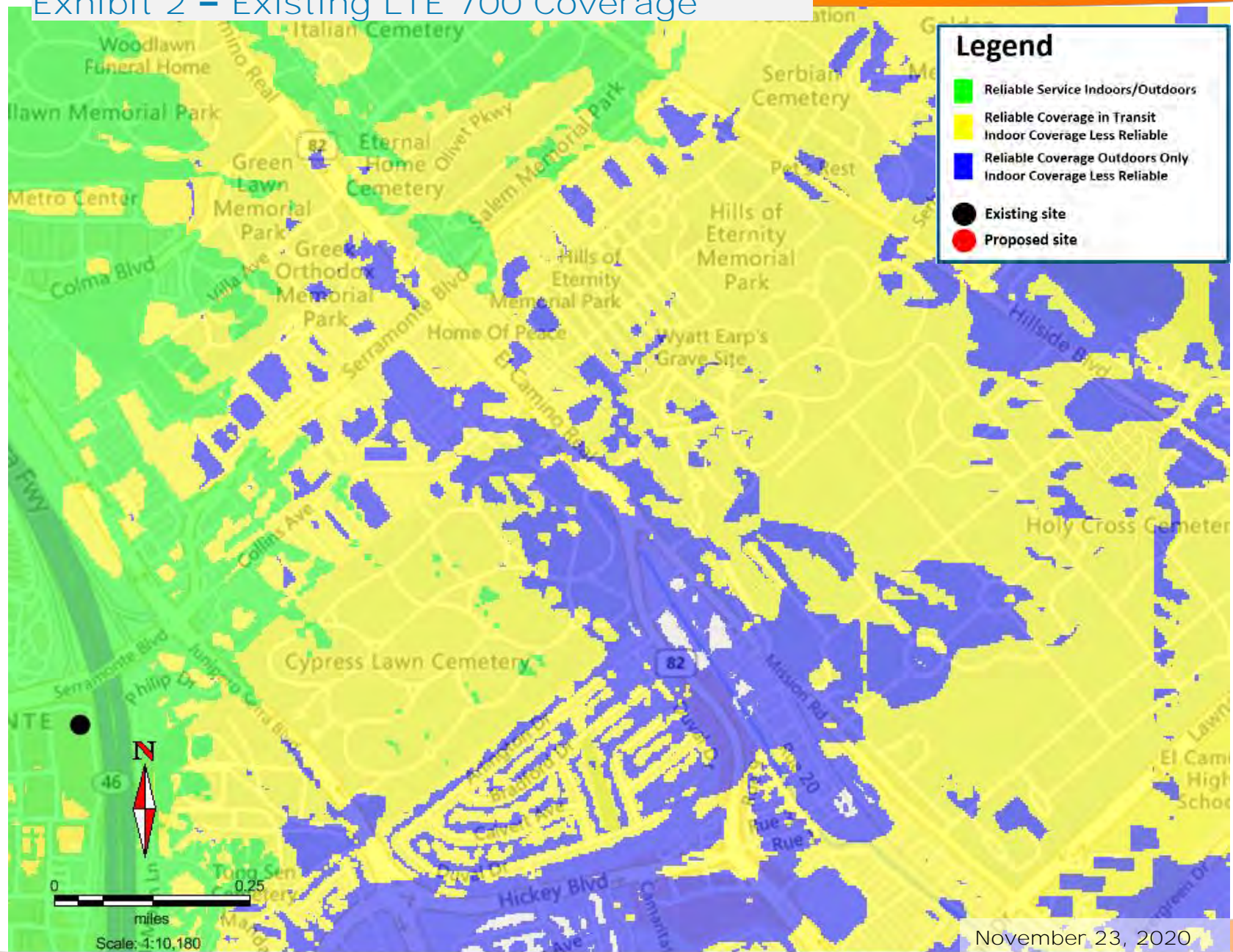


Exhibit 3 – LTE 700 Coverage – Holy Cross @ RC = 36 ft.

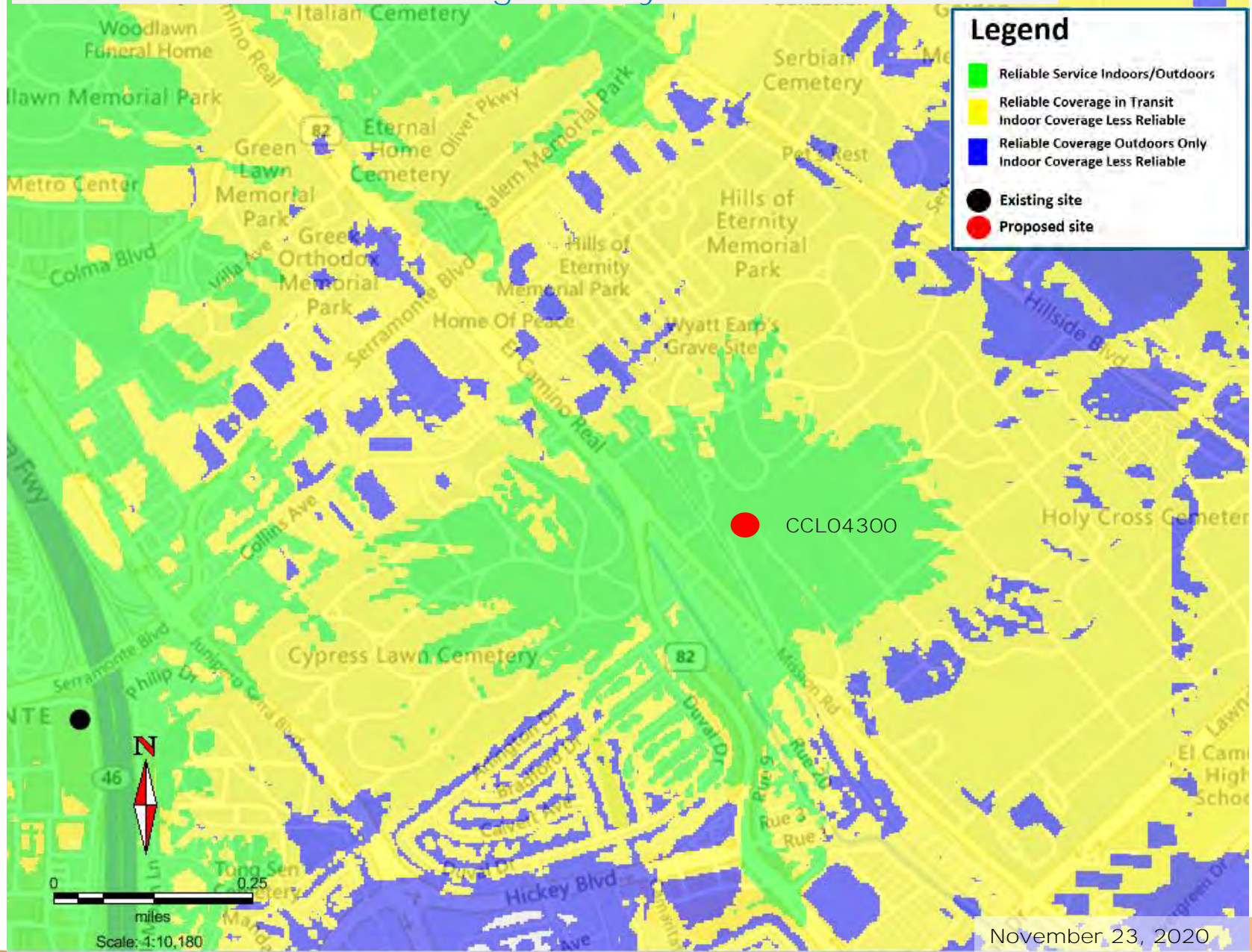


Exhibit 3 – Proposed LTE 700 Coverage – Holy Cross @ RC = 85 ft.

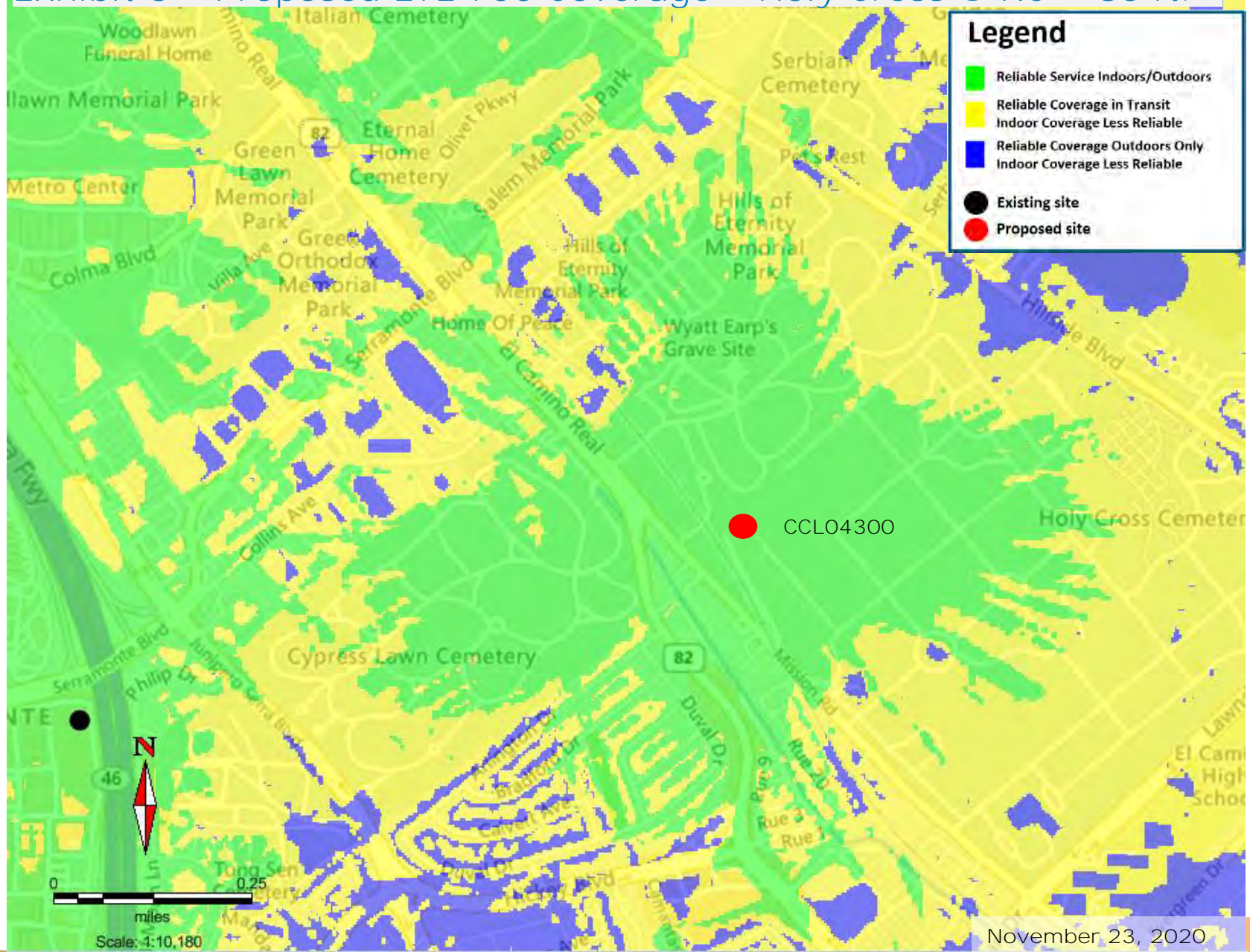


Exhibit 3 – LTE 700 Coverage – Holy Cross @ RC = 36 ft.

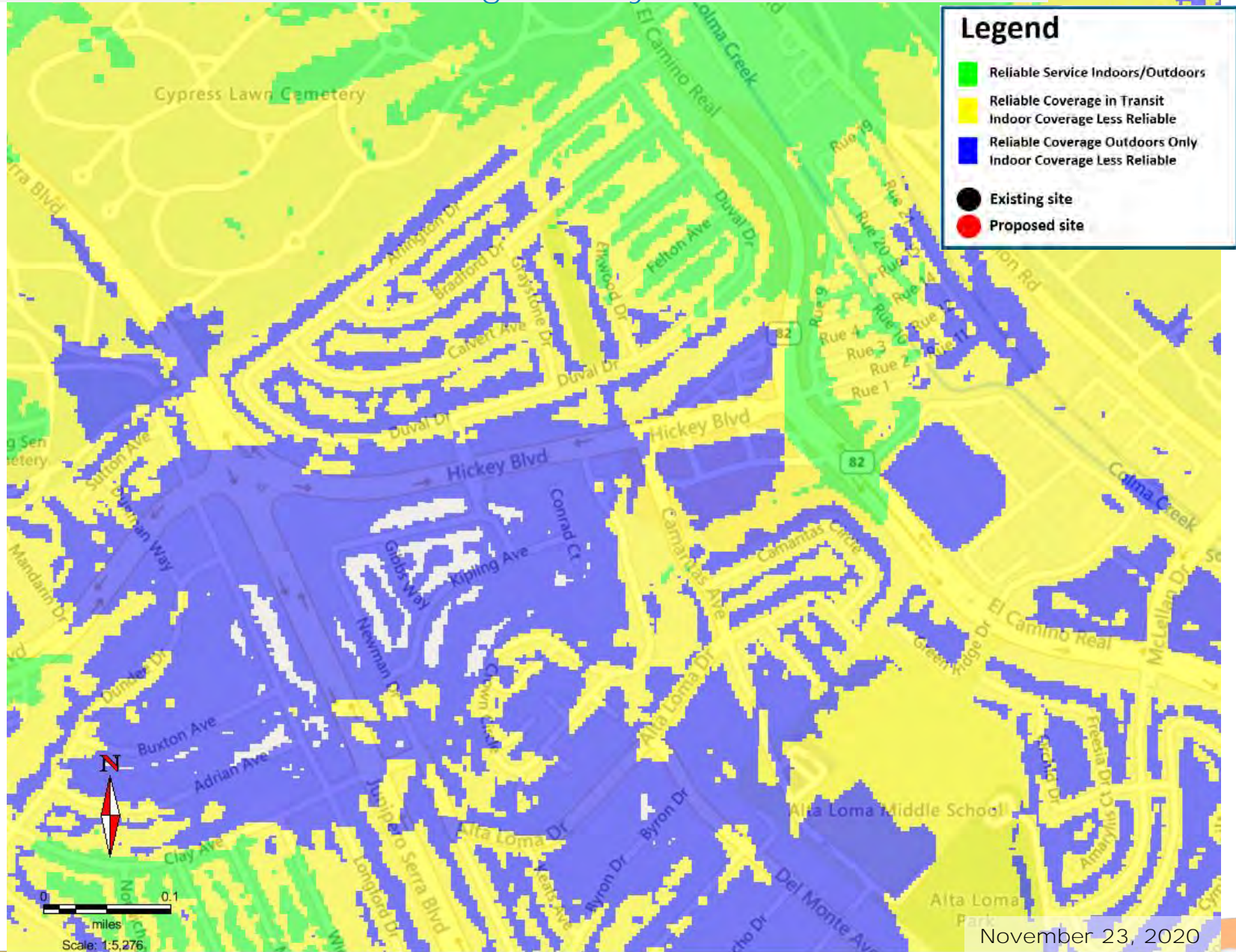
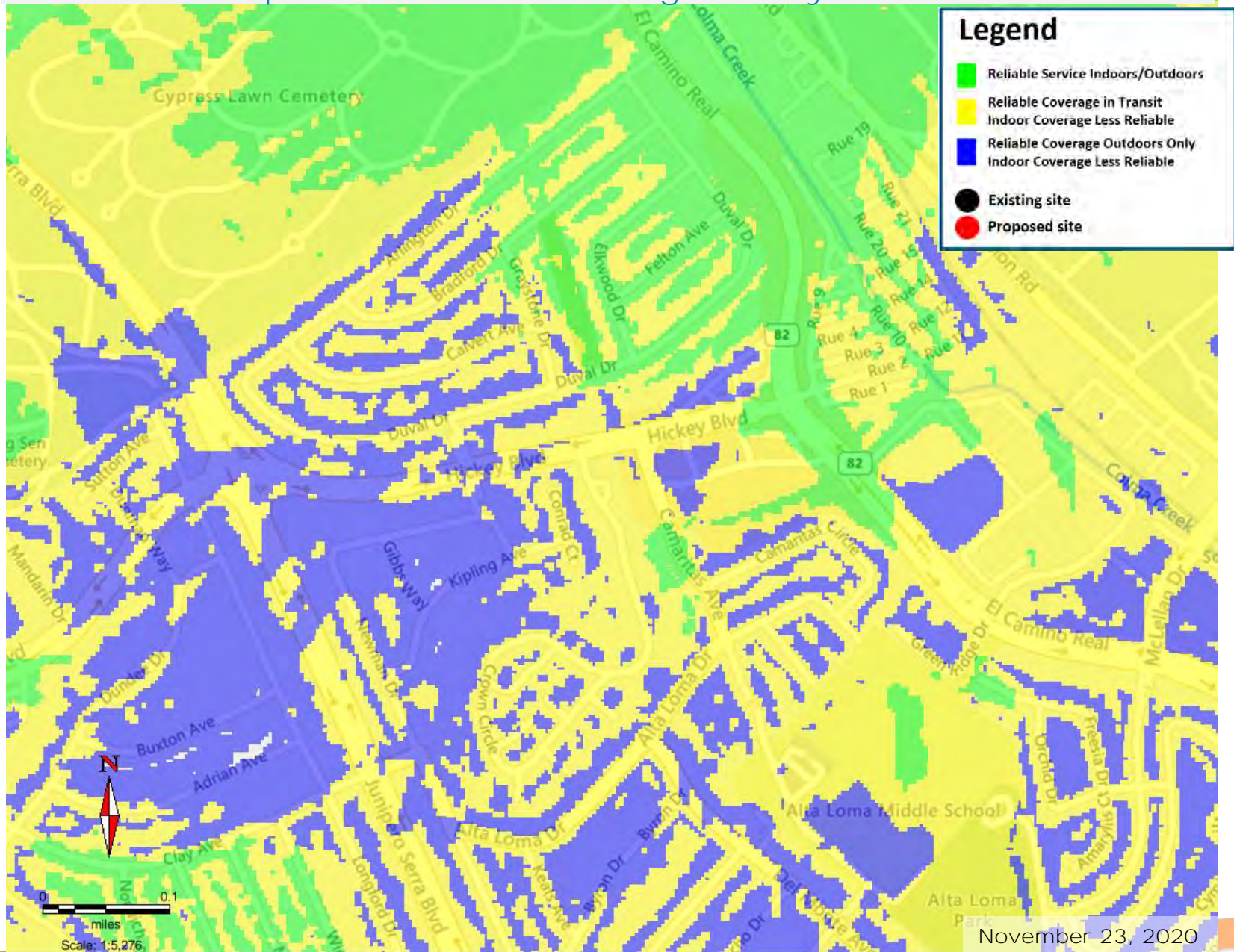
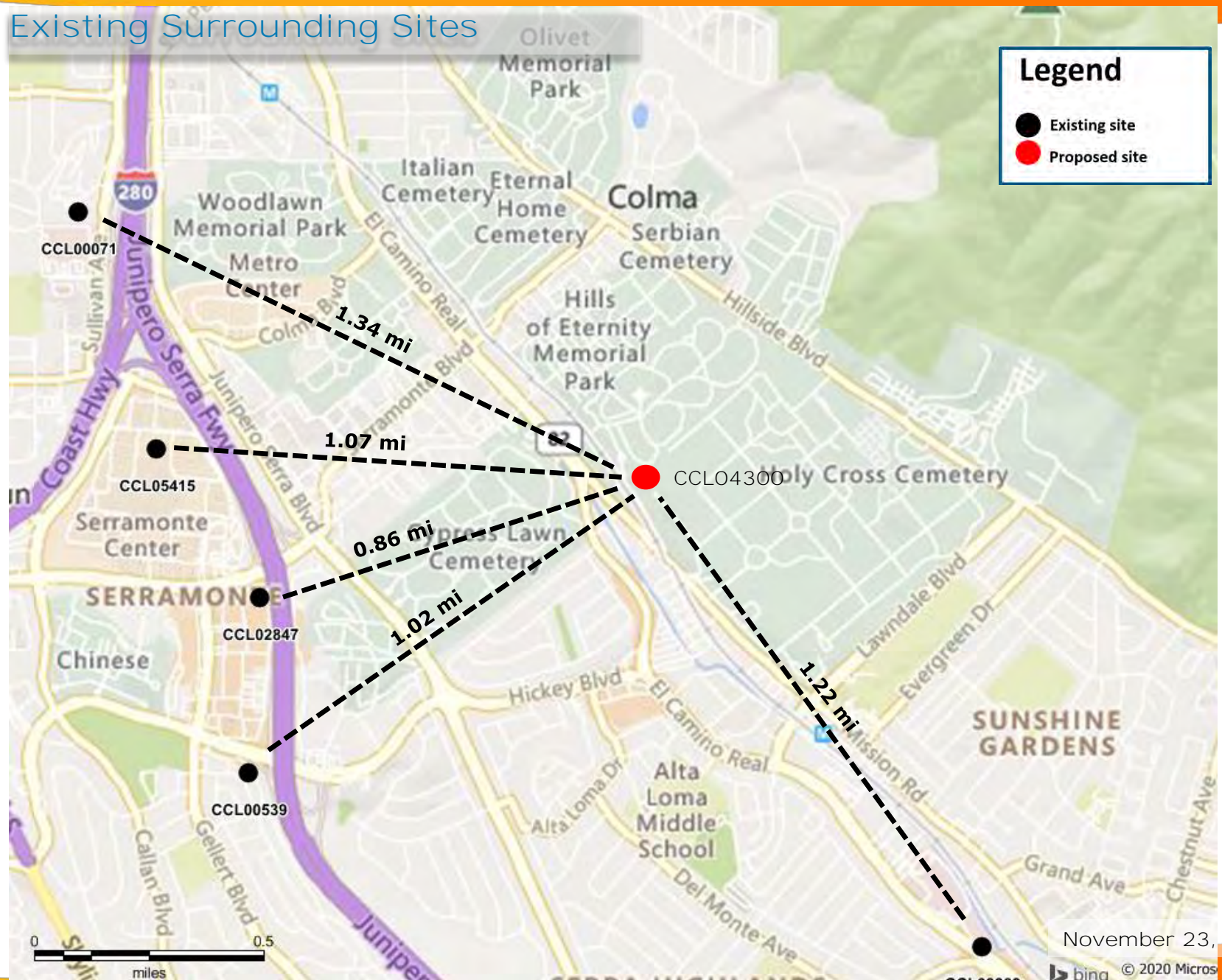


Exhibit 3 – Proposed LTE 700 Coverage – Holy Cross @ RC = 85 ft.



November 23, 2020

Existing Surrounding Sites






WATERFORD

Radio Frequency Emissions Compliance Report For AT&T Mobility

| | | | |
|---------------------|--|-----------------------------|--------------------------|
| Site Name: | El Camino Real & Collins Avenue | Site Structure Type: | Stealth Structure |
| Address: | 1500 Mission Rd Colma, CA | Latitude: | 37.672417 |
| | | Longitude: | -122.451279 |
| Report Date: | November 9, 2020 | Project: | New Site |

Compliance Statement

Based on information provided by AT&T Mobility and predictive modeling, the El Camino Real & Collins Avenue installation proposed by AT&T Mobility will be compliant with Radiofrequency Radiation Exposure Limits of 47 C.F.R. §§ 1.1307(b)(3) and 1.1310. RF alerting signage at the base of the Stealth Structure and restricting access to authorized climbers that have completed RF safety training is required for Occupational environment compliance. The proposed operation will not expose members of the General Public to hazardous levels of RF energy at ground level or in adjacent buildings.

Certification

I, David H. Kiser, am the reviewer and approver of this report and am fully aware of and familiar with the Rules and Regulations of both the Federal Communications Commissions (FCC) and the Occupational Safety and Health Administration (OSHA) with regard to Human Exposure to Radio Frequency Radiation, specifically in accordance with FCC's OET Bulletin 65. I have reviewed this Radio Frequency Exposure Assessment report and believe it to be both true and accurate to the best of my knowledge.



David H. Kiser
Registered Professional Engineer (Electrical)
State of California, 21542, Expires 6/30/2022
Date: 2020-November-10

General Summary

The compliance framework is derived from the Federal Communications Commission (FCC) Rules and Regulations for preventing human exposure in excess of the applicable Maximum Permissible Exposure ("MPE") limits. At any location at this site, the power density resulting from each transmitter may be expressed as a percentage of the frequency-specific limits and added to determine if 100% of the exposure limit has been exceeded. The FCC Rules define two tiers of permissible exposure differentiated by the situation in which the exposure takes place and/or the status of the individuals who are subject to exposure. General Population / Uncontrolled exposure limits apply to those situations in which persons may not be aware of the presence of electromagnetic energy, where exposure is not employment-related, or where persons cannot exercise control over their exposure. Occupational / Controlled exposure limits apply to situations in which persons are exposed as a consequence of their employment, have been made fully aware of the potential for exposure, and can exercise control over their exposure. Based on the criteria for these classifications, the FCC General Population limit is considered to be a level that is safe for continuous exposure time. The FCC General Population limit is 5 times more restrictive than the Occupational limits.

Table 1: FCC Limits

| Frequency (MHz) | <i>Limits for General Population/ Uncontrolled Exposure</i> | | <i>Limits for Occupational/ Controlled Exposure</i> | |
|--------------------|---|-----------------------------|---|-----------------------------|
| | Power Density (mW/cm ²) | Averaging Time (minutes) | Power Density (mW/cm ²) | Averaging Time (minutes) |
| 30-300 | 0.2 | 30 | 1 | 6 |
| 300-1500 | f/1500 | 30 | f/300 | 6 |
| 1500-100,000 | 1.0 | 30 | 5.0 | 6 |

f=Frequency (MHz)

In situations where the predicted MPE exceeds the General Population threshold in an accessible area as a result of emissions from multiple transmitters, FCC licensees that contribute greater than 5% of the aggregate MPE share responsibility for mitigation.

Based on the computational guidelines set forth in FCC OET Bulletin 65, Waterford Consultants, LLC has developed software to predict the overall Maximum Permissible Exposure possible at any location given the spatial orientation and operating parameters of multiple RF sources. The power density in the Far Field of an RF source is specified by OET-65 Equation 5 as follows:

$$S = \frac{EIRP}{4 \cdot \pi \cdot R^2} \text{ (mW/cm}^2\text{)}$$

where EIRP is the Effective Radiated Power relative to an isotropic antenna and R is the distance between the antenna and point of study. Additionally, consideration is given to the manufacturers' horizontal and vertical antenna patterns as well as radiation reflection. At any location, the predicted power density in the Far Field is the spatial average of points within a 0 to 6-foot vertical profile that a person would occupy. Near field power density is based on OET-65 Equation 20 stated as

$$S = \left(\frac{180}{\theta_{BW}} \right) \cdot \frac{100 \cdot P_{in}}{\pi \cdot R \cdot h} \text{ (mW/cm}^2\text{)}$$

where P_{in} is the power input to the antenna, θ_{BW} is the horizontal pattern beamwidth and h is the aperture length.

These theoretical results represent worst-case predictions as all RF emitters are assumed to be operating at 100% duty cycle.

For any area in excess of 100% General Population MPE, access controls with appropriate RF alerting signage must be put in place and maintained to restrict access to authorized personnel. Signage must be posted to be visible upon approach from any direction to provide notification of potential conditions within these areas. Subject to other site security requirements, occupational personnel should be trained in RF safety and equipped with personal protective equipment (e.g. RF personal monitor) designed for safe work in the vicinity of RF emitters. Controls such as physical barriers to entry imposed by locked doors, hatches and ladders or other access control mechanisms may be supplemented by alarms that alert the individual and notify site management of a breach in access control. Waterford Consultants, LLC recommends that any work activity in these designated areas or in front of any transmitting antennas be coordinated with all wireless tenants.

Analysis

AT&T Mobility proposes the following installation at this location:

- (12) (P) AT&T ANTENNAS INSIDE (P) STEALTH MONUMENT
- (24) (P) RRUS UNITS @ ANTENNAS
- (P) AT&T 6' MICROWAVE DISH INSIDE (P) STEALTH MONUMENT

The antennas will be mounted on a 85-foot Stealth Structure with centerlines 82 feet above ground level. Proposed antenna operating parameters are listed in Appendix A. Other appurtenances such as GPS antennas, RRUs and hybrid cable below the antennas are not sources of RF emissions. Panel antennas have been installed at this site by other wireless operators. Operating parameters for these antennas considered in this analysis are also listed in Appendix A.



Figure 1: Antenna Locations

Power density decreases significantly with distance from any antenna. The panel-type antennas to be employed at this site are highly directional by design and the orientation in azimuth and mounting elevation, as documented, serves to reduce the potential to exceed MPE limits at any location other than directly in front of the antennas. For accessible areas at ground level, the maximum predicted power density level resulting from all AT&T Mobility operations is 0.6684% of the FCC General Population limits. Based on the operating parameters in Appendix A, the cumulative power density level at this location from all antennas is 3.5316% of the FCC General Population limits. Incident at adjacent buildings depicted in Figure 1, the maximum predicted

power density level resulting from all AT&T Mobility operations is 5.5561% of the FCC General Population limits. Based on the operating parameters in Appendix A, the cumulative power density level at this location from all antennas is 13.7357% of the FCC General Population limits. The proposed operation will not expose members of the General Public to hazardous levels of RF energy at ground level or in adjacent buildings.

Waterford Consultants, LLC recommends posting RF alerting signage with contact information (Caution 2B) at the base of the Stealth Structure to inform authorized climbers of potential conditions near the antennas. These recommendations are depicted in Figure 2.

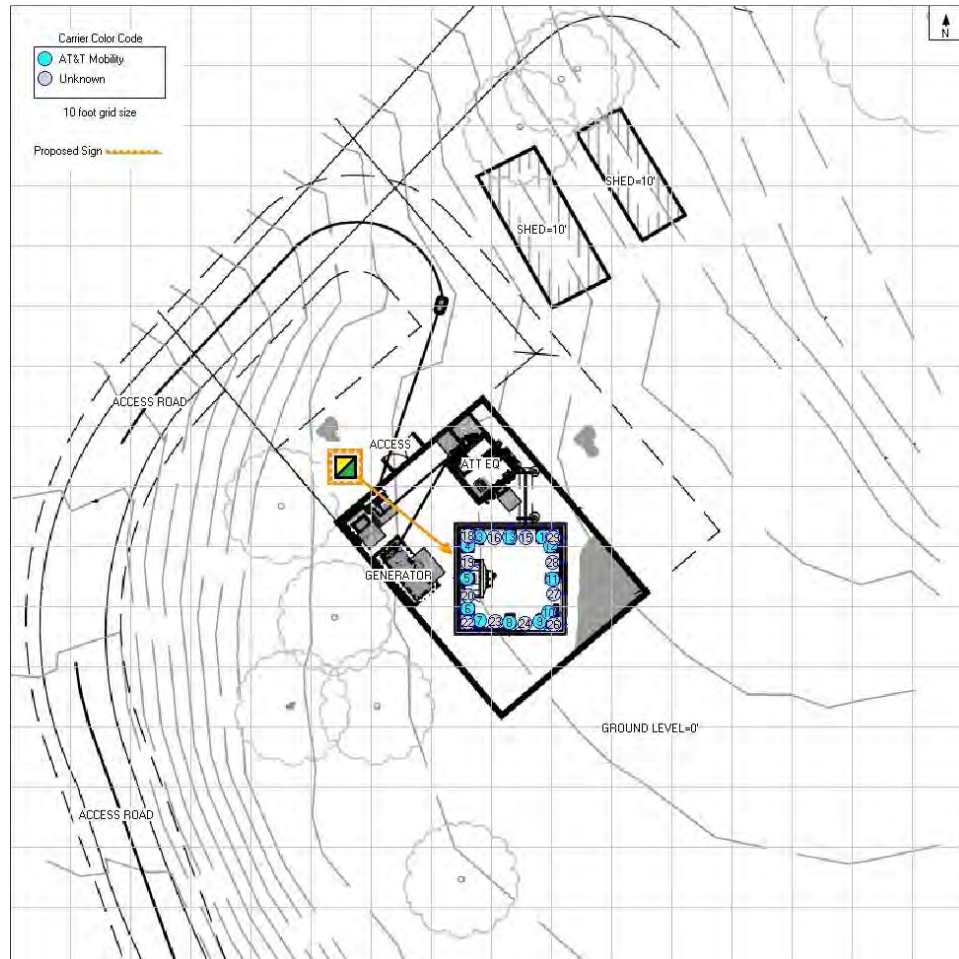


Figure 2: Mitigation Recommendations
Caution 2B posted at base of structure



Caution 2B

Appendix A: Operating Parameters Considered in this Analysis

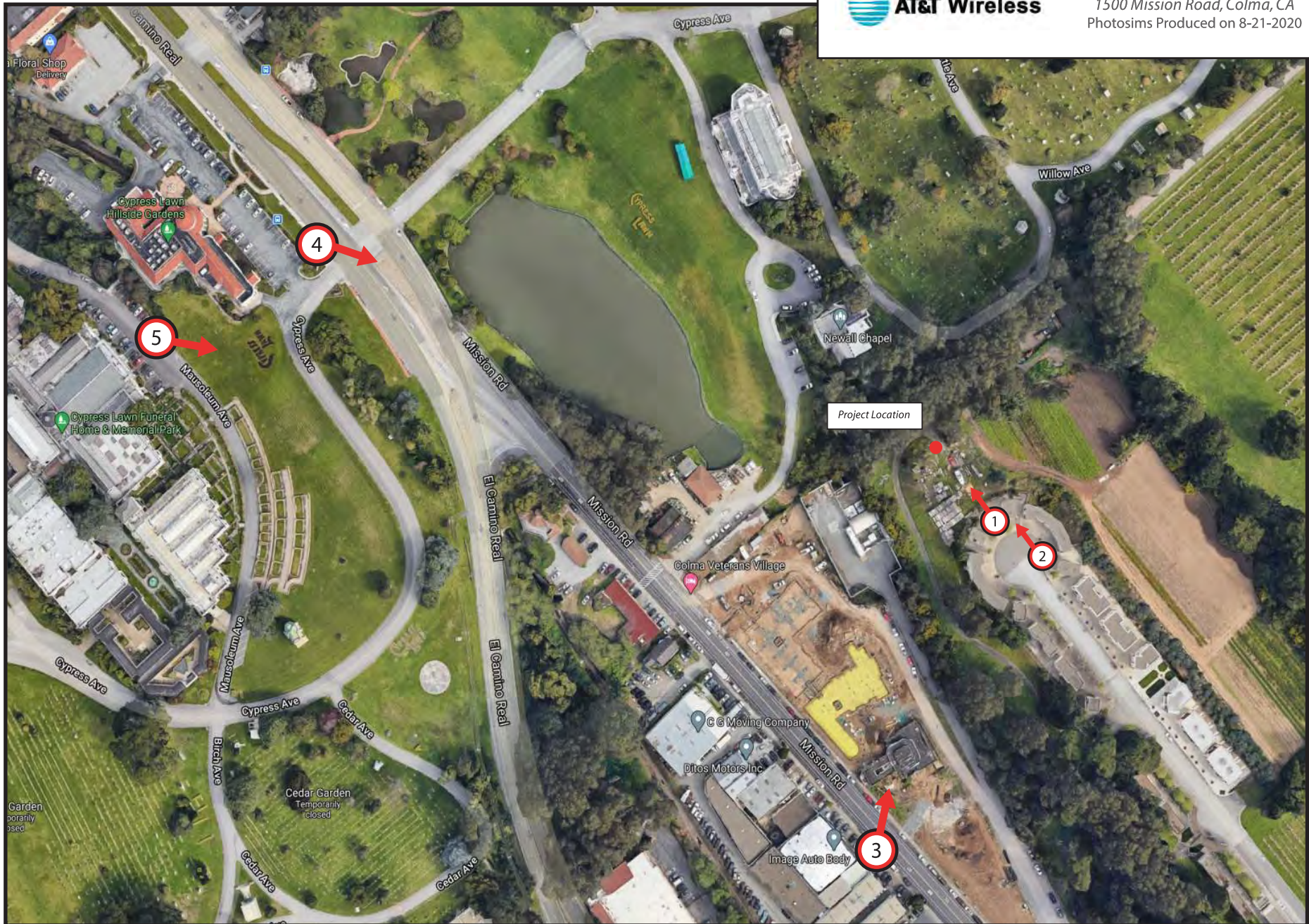
| Antenna #: | Carrier: | Manufacturer | Pattern: | Band: | Mech Az (deg): | Mech DT (deg): | H BW (deg): | Length (ft): | TPO (W): | Channels: | Loss (dB): | Gain (dBD): | ERP (W): | EIRP (W): | Rad Center (ft): |
|------------|----------|--------------|------------------|-------|----------------|----------------|-------------|--------------|----------|-----------|------------|-------------|----------|-----------|------------------|
| 1 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 0 | 0 | 51 | 4.6 | 40 | 4 | 0 | 12.75 | 3014 | 4944 | 82 |
| 1 | AT&T | CCI | OPA45R-BU5C 04DT | 850 | 0 | 0 | 50 | 4.6 | 40 | 4 | 0 | 13.35 | 3460 | 5677 | 82 |
| 1 | AT&T | CCI | OPA45R-BU5C 02DT | 1900 | 0 | 0 | 46 | 4.6 | 40 | 4 | 0 | 16.05 | 6443 | 10571 | 82 |
| 2 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 0 | 0 | 51 | 4.6 | 40 | 4 | 0 | 12.75 | 3014 | 4944 | 82 |
| 2 | AT&T | CCI | OPA45R-BU5C 02DT | 2100 | 0 | 0 | 47 | 4.6 | 40 | 4 | 0 | 16.55 | 7230 | 11861 | 82 |
| 3 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 0 | 0 | 51 | 4.6 | 40 | 2 | 0 | 12.75 | 1507 | 2472 | 82 |
| 3 | AT&T | CCI | OPA45R-BU5C 02DT | 2300 | 0 | 0 | 52 | 4.6 | 25 | 4 | 0 | 15.75 | 3758 | 6166 | 82 |
| 4 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 270 | 0 | 51 | 4.6 | 40 | 4 | 0 | 12.75 | 3014 | 4944 | 82 |
| 4 | AT&T | CCI | OPA45R-BU5C 04DT | 850 | 270 | 0 | 50 | 4.6 | 40 | 4 | 0 | 13.35 | 3460 | 5677 | 82 |
| 4 | AT&T | CCI | OPA45R-BU5C 02DT | 1900 | 270 | 0 | 46 | 4.6 | 40 | 4 | 0 | 16.05 | 6443 | 10571 | 82 |
| 5 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 270 | 0 | 51 | 4.6 | 40 | 4 | 0 | 12.75 | 3014 | 4944 | 82 |
| 5 | AT&T | CCI | OPA45R-BU5C 02DT | 2100 | 270 | 0 | 47 | 4.6 | 40 | 4 | 0 | 16.55 | 7230 | 11861 | 82 |
| 6 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 270 | 0 | 51 | 4.6 | 40 | 2 | 0 | 12.75 | 1507 | 2472 | 82 |
| 6 | AT&T | CCI | OPA45R-BU5C 02DT | 2300 | 270 | 0 | 52 | 4.6 | 25 | 4 | 0 | 15.75 | 3758 | 6166 | 82 |
| 7 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 180 | 0 | 51 | 4.6 | 40 | 4 | 0 | 12.75 | 3014 | 4944 | 82 |
| 7 | AT&T | CCI | OPA45R-BU5C 04DT | 850 | 180 | 0 | 50 | 4.6 | 40 | 4 | 0 | 13.35 | 3460 | 5677 | 82 |
| 7 | AT&T | CCI | OPA45R-BU5C 02DT | 1900 | 180 | 0 | 46 | 4.6 | 40 | 4 | 0 | 16.05 | 6443 | 10571 | 82 |
| 8 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 180 | 0 | 51 | 4.6 | 40 | 4 | 0 | 12.75 | 3014 | 4944 | 82 |
| 8 | AT&T | CCI | OPA45R-BU5C 02DT | 2100 | 180 | 0 | 47 | 4.6 | 40 | 4 | 0 | 16.55 | 7230 | 11861 | 82 |
| 9 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 180 | 0 | 51 | 4.6 | 40 | 2 | 0 | 12.75 | 1507 | 2472 | 82 |
| 9 | AT&T | CCI | OPA45R-BU5C 02DT | 2300 | 180 | 0 | 52 | 4.6 | 25 | 4 | 0 | 15.75 | 3758 | 6166 | 82 |
| 10 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 90 | 0 | 51 | 4.6 | 40 | 4 | 0 | 12.75 | 3014 | 4944 | 82 |
| 10 | AT&T | CCI | OPA45R-BU5C 04DT | 850 | 90 | 0 | 50 | 4.6 | 40 | 4 | 0 | 13.35 | 3460 | 5677 | 82 |
| 10 | AT&T | CCI | OPA45R-BU5C 02DT | 1900 | 90 | 0 | 46 | 4.6 | 40 | 4 | 0 | 16.05 | 6443 | 10571 | 82 |
| 11 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 90 | 0 | 51 | 4.6 | 40 | 4 | 0 | 12.75 | 3014 | 4944 | 82 |
| 11 | AT&T | CCI | OPA45R-BU5C 02DT | 2100 | 90 | 0 | 47 | 4.6 | 40 | 4 | 0 | 16.55 | 7230 | 11861 | 82 |

| Antenna #: | Carrier: | Manufacturer | Pattern: | Band: | Mech Az (deg): | Mech DT (deg): | H BW (deg): | Length (ft): | TPO (W): | Channels: | Loss (dB): | Gain (dBd): | ERP (W): | EIRP (W): | Rad Center (ft): |
|------------|----------|--------------|------------------|-------|----------------|----------------|-------------|--------------|----------|-----------|------------|-------------|----------|-----------|------------------|
| 12 | AT&T | CCI | OPA45R-BU5C 04DT | 700 | 90 | 0 | 51 | 4.6 | 40 | 2 | 0 | 12.75 | 1507 | 2472 | 82 |
| 12 | AT&T | CCI | OPA45R-BU5C 02DT | 2300 | 90 | 0 | 52 | 4.6 | 25 | 4 | 0 | 15.75 | 3758 | 6166 | 82 |
| 13 | AT&T | ANDREW | VHL-P4-11 | 11000 | 0 | 0 | 1.5 | 4 | 0.2 | 1 | 0 | 38.7 | 1462 | 2399 | 73 |
| 14 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 700 | 0 | 0 | 65 | 6 | 80 | 2 | 0 | 12.3 | 2711 | 4448 | 63 |
| 15 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 850 | 0 | 0 | 60 | 6 | 20 | 8 | 0 | 12.6 | 2938 | 4821 | 63 |
| 16 | Unknown | COMMSCOPE | NHH-65B-R2B 00DT | 1900 | 0 | 0 | 69 | 6 | 40 | 4 | 0 | 15.7 | 5875 | 9638 | 63 |
| 17 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 700 | 0 | 0 | 65 | 6 | 80 | 2 | 0 | 12.3 | 2711 | 4448 | 63 |
| 18 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 700 | 120 | 0 | 65 | 6 | 80 | 2 | 0 | 12.3 | 2711 | 4448 | 63 |
| 19 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 850 | 120 | 0 | 60 | 6 | 20 | 8 | 0 | 12.6 | 2938 | 4821 | 63 |
| 20 | Unknown | COMMSCOPE | NHH-65B-R2B 00DT | 1900 | 120 | 0 | 69 | 6 | 40 | 4 | 0 | 15.7 | 5875 | 9638 | 63 |
| 21 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 700 | 120 | 0 | 65 | 6 | 80 | 2 | 0 | 12.3 | 2711 | 4448 | 63 |
| 22 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 700 | 240 | 0 | 65 | 6 | 80 | 2 | 0 | 12.3 | 2711 | 4448 | 63 |
| 23 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 850 | 240 | 0 | 60 | 6 | 20 | 8 | 0 | 12.6 | 2938 | 4821 | 63 |
| 24 | Unknown | COMMSCOPE | NHH-65B-R2B 00DT | 1900 | 240 | 0 | 69 | 6 | 40 | 4 | 0 | 15.7 | 5875 | 9638 | 63 |
| 25 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 700 | 240 | 0 | 65 | 6 | 80 | 2 | 0 | 12.3 | 2711 | 4448 | 63 |
| 26 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 700 | 90 | 0 | 65 | 6 | 80 | 2 | 0 | 12.3 | 2711 | 4448 | 63 |
| 27 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 850 | 90 | 0 | 60 | 6 | 20 | 8 | 0 | 12.6 | 2938 | 4821 | 63 |
| 28 | Unknown | COMMSCOPE | NHH-65B-R2B 00DT | 1900 | 90 | 0 | 69 | 6 | 40 | 4 | 0 | 15.7 | 5875 | 9638 | 63 |
| 29 | Unknown | COMMSCOPE | NHH-65B-R2B 02DT | 700 | 90 | 0 | 65 | 6 | 80 | 2 | 0 | 12.3 | 2711 | 4448 | 63 |

Colocated antenna parameters based on industry standards



CCL04300 El Camino Real & Collins Ave
1500 Mission Road, Colma, CA
Photosims Produced on 8-21-2020



Existing



Proposed



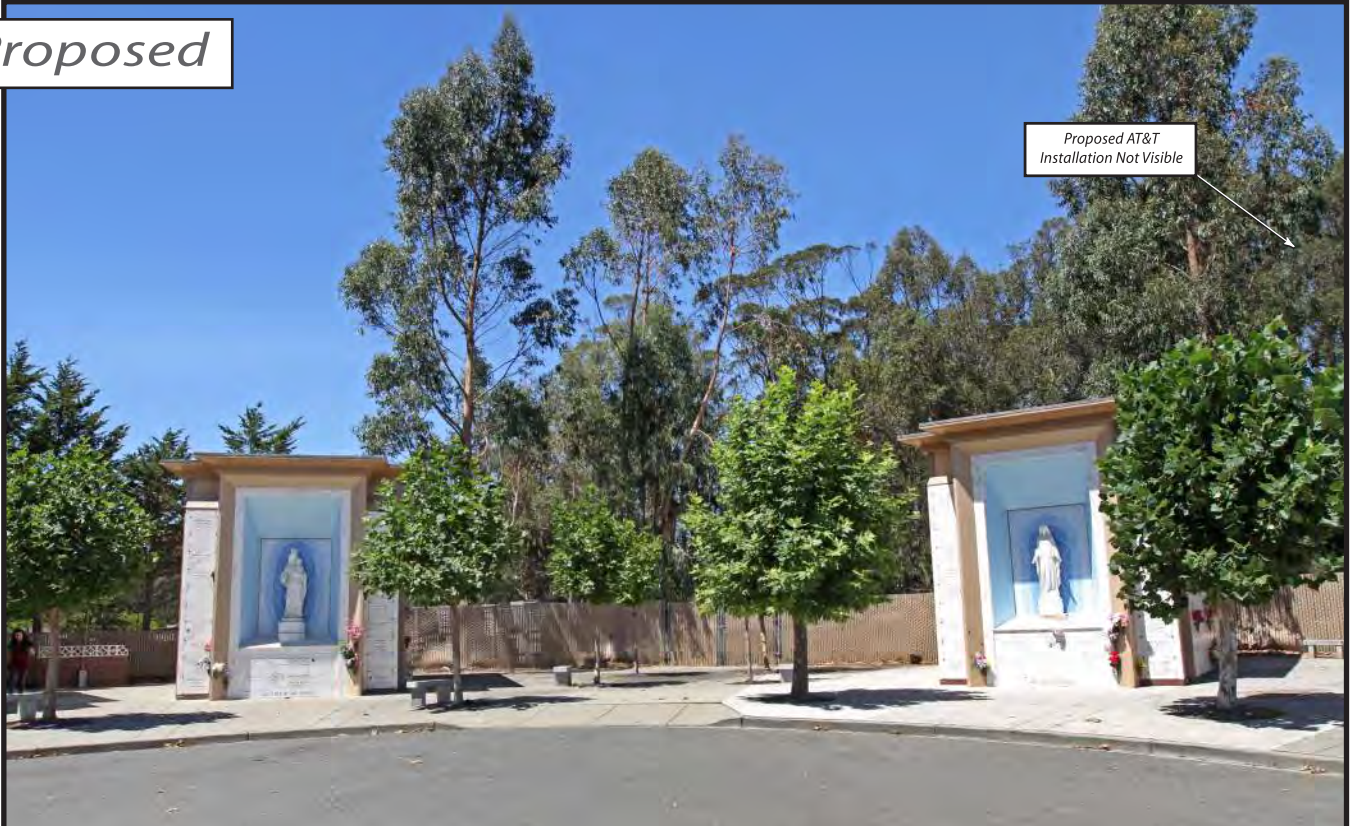
Proposed AT&T
Installation Not Visible

view from property looking northwest at site

Existing



Proposed



view from property looking northwest at site



CCL04300 El Camino Real & Collins Ave
1500 Mission Road, Colma, CA
Photosims Produced on 2-5-2021

Existing



Proposed



Proposed AT&T
Installation

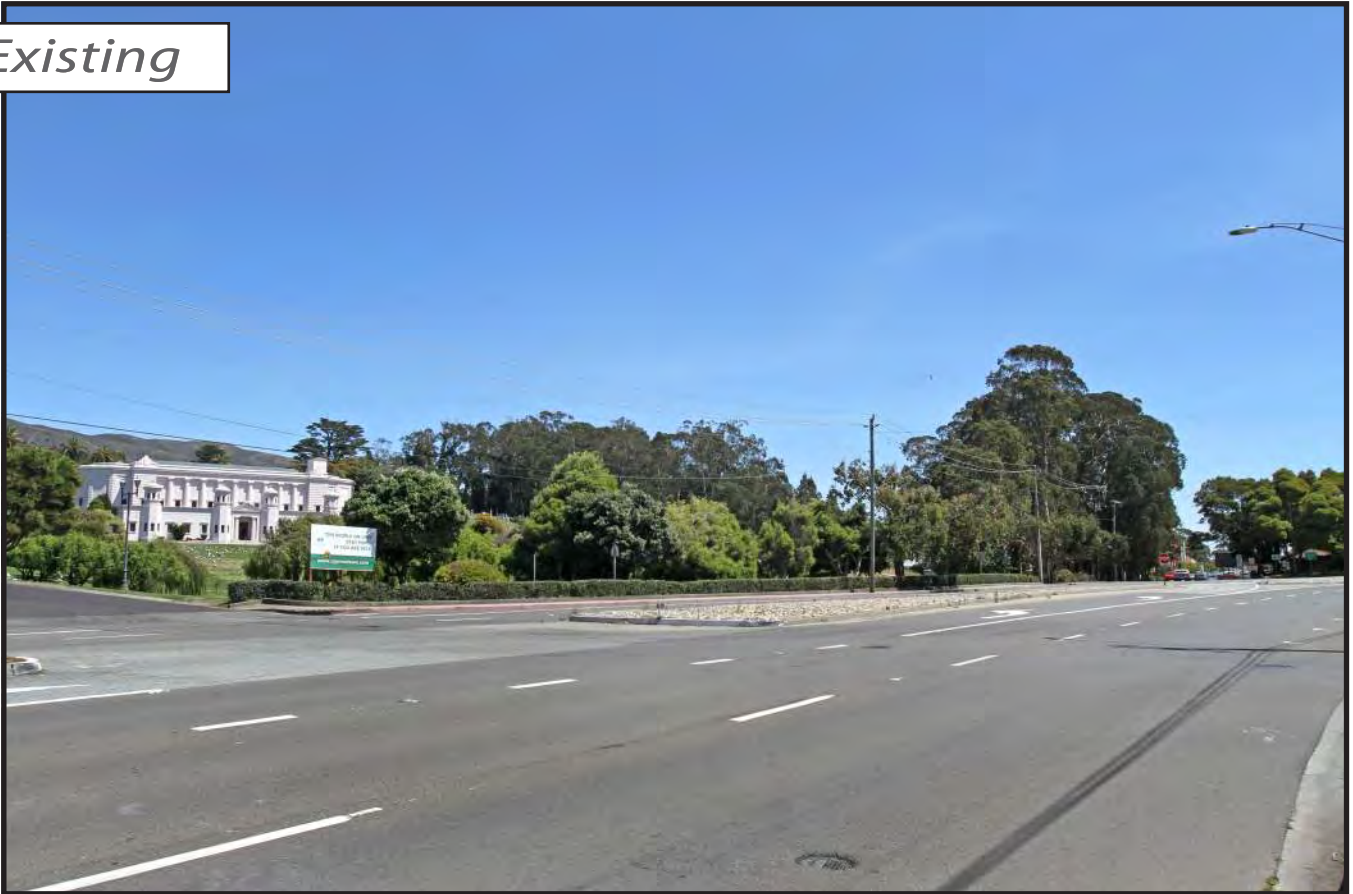
view from Mission Road looking northeast site

AdvanceSim
Photo Simulation Solutions
Contact (925) 202-8507



CCL04300 El Camino Real & Collins Ave
1500 Mission Road, Colma, CA
Photosims Produced on 2-5-2021

Existing



Proposed



view from Mission Road looking southeast site



AT&T Wireless

CCL04300 El Camino Real & Collins Ave
1500 Mission Road, Colma, CA
Photosims Produced on 2-5-2021

AdvanceSim
Photo Simulation Solutions
Contact (925) 202-8507

Existing



Proposed



Proposed AT&T
Installation Not Visible

view from Mausoleum Parking Lot looking southeast at site



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Pak Lin, Administrative Services Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: May 12, 2021
 SUBJECT: FY 2021-22 Capital Budget Study Session

RECOMMENDATION

This item is a study session for informational purposes only. No City Council action is required; however, staff seeks City Council feedback and direction on:

- FY 2021-22 through FY 2026-27 Capital Program
- Authorization to transfer as identified in the Executive Summary and Analysis sections of this report.

EXECUTIVE SUMMARY

At tonight's City Council Meeting, the Council will receive a report that reviews the Town's capital improvement plan for FY 2021-22 through FY 2026-27. The capital improvement plan document includes; the project scope, FY 2020-21 project status, FY 2021-22 work plan, project funding and spending plan through FY 2026-27 and is attached (Attachment A).

Overall, the FY 2021-22 Capital Improvement Budget is \$1.08 million, with \$195,000 in projected carryover project budget from FY2020-21, \$40,000 in carryover project budget from reinstating a deferred project, and \$846,000 in new funding requests. The proposed funding sources for the FY 2021-22 Capital Program include the following transfers: \$532,025 from the General Fund (11), \$72,600 from Measure A (22), \$31,950 from Measure W (26), and \$45,450 from Gax Tax & RMRA (21). The program also includes a carryover of \$80,000 from FY 2020-21 to FY 2022-23.

The study session will center in on City Council's review, questions, and comments regarding the FY 2021-22 through FY 2026-27 Capital Program Budget. Feedback on the capital program will be incorporated in to the FY 2021-22 Proposed Budget, which is scheduled to be presented on May 26, 2021, and the budget adoption, scheduled to be presented at the June 9, 2021 Regular City Council meeting.

FISCAL IMPACT

City Council review and direction on the FY 2021-22 Proposed Capital Program will not impact the current FY 2020-21 Budget. It will impact the FY 2021-22 final proposed budget to be adopted on June 9, 2021.

BACKGROUND

On April 28, 2021, the City Council reviewed and provided feedback on the Town's FY 2021-22 preliminary operating budget. The preliminary budget includes a \$905,025 capital program with \$665,025 in Capital Funds and \$240,000 in the Vehicle replacement fund, as shown in Table 1.

| Table 1 | | Special | | Vehicle | | |
|-------------------------------|---------------|------------|-----------|-------------|--------------|---------------|
| Town-wide Financial | General | Revenues & | Capital | Replacement | Enterprise | Total |
| | Funds | Debt Funds | Funds | Fund | Funds | |
| Operating Activities | | | | | | |
| Revenues | \$ 17,531,264 | \$ 284,050 | \$ 2,000 | \$ 256,500 | \$ 1,309,765 | \$ 19,383,580 |
| Expenditures | 17,876,721 | 517,697 | 665,025 | 240,000 | 1,297,375 | 20,596,818 |
| Operating Surplus / (Deficit) | (345,457) | (233,647) | (663,025) | 16,500 | 12,390 | (1,213,239) |
| Other Activities | | | | | | |
| Capital Investment | (665,025) | | 665,025 | | | - |
| Net Transfers | (535,756) | 297,569 | - | - | 238,187 | - |
| Change in Fund Balance | (1,546,238) | 63,922 | 2,000 | 16,500 | 250,577 | (1,213,239) |

The preliminary capital program did not account for any potential carryover of unspent capital budgets from FY 2020-21 to FY 2021-22. After a closer review of the Town's capital program, staff identified \$315,000 of unspent capital to be carried over to FY 2021-22 (\$235,000) and FY 2022-23 (\$80,000). Staff also reduced new funding requests from \$905,025 to \$846,000, resulting in an overall FY 2021-22 Capital Improvement Program (CIP) Budget of \$1.08 million.

ANALYSIS

Table 2, below, summarizes the FY 2021-22 CIP Budget. The capital improvement plan document includes FY 2020-21 project status, FY 2021-22 project plan, and potential future spending is available in Attachment A of this report.

FY 2021-22 Capital Program Overview

| Table 2 | | Since Inception | | 2021/22 Program | | |
|---|----------|---------------------|---------------------|-------------------|-------------------|---------------------|
| FY 2021-22 CIP Budget | | Project | Estimated | | New | Total |
| Funded Projects Only | | Budget | Actual | Carryover | Request | Budget |
| 1. Streets, Sidewalk, & Bikeways | | | | | | |
| Annual Roadway Rehab (906) | New | \$ 0 | \$ 0 | \$ 0 | \$ 150,000 | \$ 150,000 |
| El Camino Real Bike & Ped Plan (914) | Closed | 225,000 | 239,064 | 0 | 0 | 0 |
| F-Street Retaining Wall (902) | Continue | 25,000 | 25,000 | 0 | 7,000 | 7,000 |
| Mission Road Improvement (903) | Continue | 2,800,000 | 2,760,000 | 40,000 | 0 | 40,000 |
| 2. Sewer & Storm Drains | | | | | | |
| None | | 0 | 0 | 0 | 0 | 0 |
| 3. City Facilities & Long-Range Plan | | | | | | |
| Climate Action Plan (994) | Closed | 35,000 | 34,557 | 0 | 0 | 0 |
| Colma Museum Facility Repair (951) | New | 0 | 0 | 0 | 75,000 | 75,000 |
| Creekside Villas Repair (952) | Continue | 95,000 | 55,000 | 40,000 | 0 | 40,000 |
| Facility Parking Lot Upgrades (953) | New | 0 | 0 | 0 | 99,025 | 99,025 |
| General Plan Update (991) | Continue | 653,000 | 578,000 | 75,000 | 0 | 75,000 |
| Housing Element Update (996) | Continue | 80,000 | 20,000 | 40,000 | 0 | 40,000 |
| Zoning Code Update (997) | Continue | 100,000 | 20,000 | 40,000 | 0 | 40,000 |
| 4. Major Equipment, Technology & Fleet | | | | | | |
| Equipment Purchase and Repl (984) | Ongoing | 250,000 | 217,661 | 0 | 201,000 | 201,000 |
| Financial Software Rplc (965) | New | 0 | 0 | 0 | 100,000 | 100,000 |
| IT Infrastructure Upgrades (986) | Ongoing | 50,000 | 50,000 | 0 | 50,000 | 50,000 |
| Vehicle Replacement (987) | Ongoing | 20,000 | 19,973 | 0 | 164,000 | 164,000 |
| Total Project Budget | | \$ 4,333,000 | \$ 4,019,255 | \$ 235,000 | \$ 846,025 | \$ 1,081,025 |
| Summary | | | | | | |
| Total New (4) | | \$ 0 | \$ 0 | \$ 0 | \$ 424,025 | \$ 424,025 |
| Total Continue (6) | | 3,753,000 | 3,458,000 | 235,000 | 7,000 | 242,000 |
| Total Closed (2) | | 260,000 | 273,621 | 0 | 0 | 0 |
| Total Ongoing (3) | | 320,000 | 287,634 | 0 | 415,000 | 415,000 |
| Total Project Budget | | \$ 4,333,000 | \$ 4,019,255 | \$ 235,000 | \$ 846,025 | \$ 1,081,025 |

As shown in Table 2, above, the Town has added four new projects, continuing six projects from FY 2020-21, closing out two projects from FY 2020-21, and continuing to fund three ongoing programs.

The four new projects include the following:

- **Annual Roadway Rehabilitation and Preventative Maintenance (906).** The goal of the project is to identify and repair or replace sections of the roadway that needs attention. This annual program will be an ongoing program and will aim to maintain the Town's Pavement Condition Index (PCI) at above 80.
- **Colma Museum Facility Repair (951).** This project will address much needed exterior repairs and painting.

- **Facility Parking Lot Upgrades (953).** This project is a two part project with the parking lot upgrades at Creekside Villas and Police Station in FY 2021-22 and Colma Community Center, Museum and Corporation Yard parking lots in FY 2024-25.
- **Financial Software Replacement (965).** In recent months, a number of local agencies are migrating to a new financial system. Staff believes that Eden support will begin to drop in the coming year and the Town will need to migrate to a new financial system soon. The migration will take roughly a year to align with fiscal and calendar year financial functions and the start of the project will include a needs assessment. Total estimated project cost is \$550,000.

The six projects continuing into FY 2021-22 are as followed:

- **F-Street Retaining Wall (902).** The F-Street Wall is failing and needs immediate attention. The project was added as part of the mid-year review to address the repair needs of the F-Street Retaining Wall. The design phase is scheduled for completion by early summer and the construction phase to be completed by December 2021. The project is requesting an additional \$7,000 for the design phase and the cost of the construction phase is pending the result of the design.
- **Mission Road Bicycle and Pedestrian Improvement (903).** The project is near completion. The phase that will continue into FY 2021-22 is the closeout phase where the project manager will finalize administrative filings and grant submissions.
- **Creekside Villas Repair (952).** This project was programmed in FY 2019-20 with the exterior painting completed in FY 2019-20. The remaining project budget of \$40,000 has been carried over to address other repairs needed as listed in the project description (See Attachment A).
- **General Plan Update (991).** The work plan for FY 2021-22 is to release the final draft for the General Plan and EIR by Fall of 2021 and for City Council adoption by December 2021.
- **Housing Element Update (996) and Zoning Code Update (997).** Both projects are the next phase in the completion of the General Plan Update (991) project. Both projects are legally mandated and were added as part of the mid-year financial review. Staff anticipates 50% of unspent capital budget will be spent in FY 2021-22 and the remaining in FY 2022-23.

Staff is expecting to close out the El Camino Real Bicycle & Pedestrian Plan (914) and Climate Action Plan (994). Per Table 2 above, the El Camino Real Bicycle & Pedestrian Plan (914) project appears to be over budget by \$14,000. Staff is reviewing the project history to confirm whether there was a misallocation.

The Town maintains three ongoing programs to separate much needed improvements from the operating budget. The FY 2021-22 ongoing programs are listed below. The Annual Roadway Rehab (906) project, discussed above, will join this list beginning in FY 2022-23.

- **Equipment Purchase and Replacement (984).** The FY 2020-21 project budget includes the police dispatch center and radio system upgrade. The project began in FY 2019-20 and was completed in FY 2020-21. The project plan for FY 2021-22 is the purchase of body worn cameras and the replacement of the in-car cameras. Consolidating

the body worn cameras and the in-car cameras allows for better pricing and added features.

- **IT Infrastructure Upgrades (986).** Annually, the Town invests \$50,000 into the IT infrastructure, including replacing old computers, upgrading firewalls, servers, switches, and routers, and other much needed IT improvements. The Town also engages the same IT consultants for regular technology support that is part of the operating budget.
- **Vehicle Replacement (987).** Annually, the Town transfers \$250,000 into the fleet replacement fund (61) to be used for scheduled vehicle replacement. For FY 2021-22, the Town plans to replace three aging police vehicles. The replacement schedule is based on years of services and mileage. Staff plans to review and update the fleet replacement schedule in FY 2021-22. The last assessment was in FY 2018-19.

As mentioned above, staff is expecting a budget amendment later in FY2021-22, which will be needed for the F-Street Retaining Wall (902) project once the design is complete and the Town has the final Plan, Specifications, & Estimate (PS&E). The PS&E drives the construction scope and cost. Staff expects the PS&E will be available by mid-summer 2021.

Another project on staff's radar but not in the proposed FY 2021-22 Capital Improvement Program is the possible Mission Road landscaping project along the frontage of the Holy Cross property. Staff expects this project to be added as part of the budget amendment post budget adoption on June 9, 2021.

Funding Sources

Since FY 2017-18, the Town began committing a portion of the General Fund surplus in the Capital Improvement Fund. Staff projects that Capital Funds (31 & 32) has a total available fund of \$1.55 million, as shown in Table 3 to the right.

| Table 3 | |
|-----------------------|---------------------|
| Capital Reserve Funds | Total |
| Capital Reserves (31) | \$ 617,333 |
| Street Capital (32) | 930,889 |
| Total | \$ 1,548,222 |

The \$1.55 million is sufficient to fund the FY 2021-22 Capital Program. As seen during the Covid 19 pandemic, the capital reserve played an important role in supporting essential capital projects without adding financial stress to the Town's General Fund. As part of the mid-year financial review, the Town had sufficient capital funds to allocate \$140,000 to the F-Street Retaining Wall (902), Housing Element Update (996), and Zoning Code Update (997). Additionally, the Proposed 5-Year Capital Program has a total future spending plan of \$56.7 million, with \$51.4 remaining unfunded, as seen in Table 4 below. This summary does not include the Hillside Blvd project of \$9.1 million.

| Table 4 | | | | | | | |
|--|---------------------|---------------------|---------------------|-------------------|-------------------|----------------------|----------------------|
| 2021-2027 Capital Program | | | | | | | |
| Future Spending Plan | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total Future |
| 1. Streets, Sidewalk, & Bikeways | \$ 975,000 | \$ 400,000 | \$ 792,900 | \$ 0 | \$ 0 | \$ 51,350,000 | \$ 53,517,900 |
| 2. Sewer & Storm Drains | 70,000 | 95,000 | 70,000 | 0 | 0 | 0 | 235,000 |
| 3. City Facilities & Long-Range Plan | 1,095,000 | 270,000 | 99,025 | 0 | 0 | 0 | 1,464,025 |
| 4. Major Equipment, Technology & Fleet | 670,000 | 245,000 | 185,000 | 180,000 | 180,000 | 0 | 1,460,000 |
| Total Future Spending Plan | \$ 2,810,000 | \$ 1,010,000 | \$ 1,146,925 | \$ 180,000 | \$ 180,000 | \$ 51,350,000 | \$ 56,676,925 |

Staff recommends preserving the capital reserves funds and transfer \$532,025 from General Fund (11), \$72,600 from Measure A (22), \$31,950 from Measure W (26), and \$45,450 from Gax Tax & RMRA (21).

Reasons For the Recommended Action/Findings

Providing for early public discussion of the Town's Financial Plan allows an opportunity for staff to evaluate and incorporate any comments from the City Council and new items that may not be included in the baseline budget.

Council Adopted Values

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

- *Responsibility*: Making decisions after prudent consideration of their financial impact, considering the long-term financial needs of the agency, especially its financial stability.
- *Fairness*: Support the public's right to know and promote meaningful public involvement.

Alternatives

In addition to providing feedback on items in the Analysis section, the City Council may provide direction to staff on budgetary items to be added or be removed.

CONCLUSION

Staff is requesting comments from the City Council and the public on the capital program. Another Budget Study Session will be held on May 26, 2021 to consolidate all feedback from the City Council and the public for this meeting, and the April 28, 2021 Budget Study Session. A public hearing to adopt the FY 2021-22 Proposed Budget will be held on June 9, 2021. A more detailed budget document will be provided in advance of these meetings.

ATTACHMENTS

- A. Proposed Capital Program – Export from OpenGov. OpenGov version is available at this link: <https://stories.opengov.com/colmaca/published/VVMGeZFMe>

Capital Improvement Plan

FY 2021-22 Budget

(The budget presentation has been adapted for OpenGov Stories platform. The charts and tables have changed but the narratives are the same.)

The Capital Improvement Plan (CIP) is a planning document that covers the construction and maintenance of major projects and facilities as well as major studies. The CIP also serves as a budget that provides the means to pay for these projects.

This section includes the Town's Five-Year Capital Improvement Plan for FY 2021-22 through FY 2026-27.

Overall, the FY 2021-22 Capital Improvement Budget is \$1.08million, with \$195,000 in projected carryover project budget from FY2020-21, \$40,000 in carryover project budget from reinstating a deferred project, and \$846,000 in new funding requests. The program also includes a carryover of \$80,000 from FY 2020-21 to FY 2022-23.

CIP Project Categories

Colma's Capital Improvement Plan (CIP) lists projects in four distinct categories, below. Click on the images below to get to the project description, FY 2020-21 status, FY 2021-22 work plan, and funding needs for FY 2021-22 through FY 2026-27.

Category 1

Streets, Sidewalks & Bikeways



Category 2

Sewer & Storm Drain



Category 3

City Facilities & Long-Range Plan



Category 4

Major Equipment, Technology, & Fleet



Project Status

The project status is shown on each capital project. The statuses are Active, Closed, Future or Unfunded.

- **Active** - existing or new CIP projects that have available funding and activities (spending) in FY 2021-22.
- **Closed** - CIP projects that have been completed or have been closed out. These projects will only appear in future CIP budgets if they have project expenditures during the prior three years.
- **Future** - CIP projects that are programmed for FY 2022-23 through FY 2026-27. Project budget and funding are identified, but are not earmarked.
- **Unfunded** - CIP projects that are Town priorities but are currently without budgeted funds. Unfunded projects will be reviewed annually during the Town Budget process to see if funds are available for construction and if the proposed projects are ready to move from the Unfunded to the Budgeted projects list.

This will provide more clarity in the Capital Improvement Budget. It will also identify projects that are budgeted, projects that are ready to be closed (and dropped from future CIP budgets) and future projects that are currently unfunded today but are in the developmental stage awaiting conceptual design approval, plans and specifications, and additional funding from the Town and/or outside sources.

FY 2020-21 Capital Improvement Program Overview

During to the Covid 19 pandemic, the Town focused on projects that met the Town's Covid 19 pandemic goals. These goals include ensuring public safety, preserving reserves, and utilizing all available grant funding. FY 2019-20 Active Projects that met these goals were El Camion Real Bicycle & Pedestrian Plan (914), Mission Road Bicycle & Pedestrian Improvement (903), General Plan Update (991)991) and Climate Action Plan (994). The Town continued to fund the IT Infrastructure Upgrades (986) as online and virtual office support increased during the Covid 19 pandemic. By March 10, 2021, the City Council approved the addition of three capital programs:

1. F-Street Retaining Wall (902) - ensuring public safety
2. Housing Element Update (996) - utilizing grant funding
3. Zoning Code Update (997) - subset of General Plan Update (991)

Of all the projects listed above, Climate Action Plan (994) and El Camino Real Bicycle & Pedestrian Plan (914) are completed and will close as of June 30, 2021. All other projects will continue into FY 2021-22, with the IT Infrastructure Upgrades (986) continuing as an ongoing program. The projected total carryover, as of April 30, 2021, is \$235,000, with \$80,000 programmed for FY 2022-23. Actual carryover will depend on actual project spending through June 30, 2021 and will be part of the year-end process.

NOTE: Ongoing programs typically do not have carryover. The unspent portion is released back to the reserve and new funding is allocated in the new fiscal year. Ongoing programs are used as a tool to separate purchases and improvements from the operating budget and is used for capitalization.

FY 2021-22 Capital Improvement Plan Highlight

In addition to the six projects listed above that will continue into FY 2021-22, the Town has added five additional projects, continues two ongoing projects, and re-establishes one deferred project.

Additional Projects:

1. Annual Roadway Rehabilitation and Preventative Maintenance (906) - \$150,000
2. Colma Museum Facility Repair and Painting (951) - \$75,000
3. Facility Parking Lot Upgrades (953) - \$99,025
4. Financial Software Replacement (965) - \$100,000
5. Police Body Worn and In-Car Cameras [part of the Equipment Purchase and Replacement Project (984)] - \$201,000

Ongoing Projects:

1. IT Infrastructure Upgrades (986) - \$50,000
2. Vehicle Replacement (987) - \$164,000

Deferred Projects:

1. Creekside Villas Repair (952) - \$40,000 - included in the carryover budget discussed above.

The FY 2021-22 Capital Improvement Budget also includes a budget increase of \$7,000 for the design phase of the F-Street Retaining Wall (902) project.

Project Funding and Spending Plan for FY 2021-22 through FY 2026-27

The Funding Plan table below summarizes the revenue sources that the Town plans to use to support the capital program.

The Capital Program bar chart below summarizes the projects by categories. The corresponding table is below the bar chart. To get to the table, use the scroll bar on the right of the bar chart. At first glance, the table shows the total program by fiscal year and by categories. The project list is also available in the table by clicking on the triangles on the left of the categories.

| Colma Capital Program Funding Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|---------------------------------------|----------------------|---------|-----------|-----------|-----------|---------|---------|----------|------------|
| General Fund (11) | 1,319,458 | 532,025 | 2,467,000 | 758,000 | 884,925 | 50,000 | 50,000 | 0 | 6,061,408 |
| Measure A (22) | 320,000 | 72,600 | 51,000 | 51,000 | 51,000 | 0 | 0 | 0 | 545,600 |
| Measure W (26) | 0 | 31,950 | 32,000 | 32,000 | 32,000 | 0 | 0 | 0 | 127,950 |
| Gas Tax & RMRA (21) | 87,000 | 45,450 | 44,000 | 44,000 | 44,000 | 0 | 0 | 0 | 264,450 |
| Capital Reserve (31) | 143,085 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 143,085 |
| SB2 Grant (31) | 160,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 160,000 |
| LEAP Grant (31) - Reimb | 65,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 65,000 |
| REAP Grant (31) - Reimb | 0 | 20,000 | 0 | 0 | 0 | 0 | 0 | 0 | 20,000 |
| Development Impact Fee (32) | 0 | 0 | 26,000 | 0 | 0 | 0 | 0 | 0 | 26,000 |
| SB1 Grant (32) | 199,192 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 199,192 |
| OBAG-TLC (32) - Reimb | 525,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 525,000 |
| OBAG-LSR (32) - Reimb | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 |
| Measure M (32) - Reimb | 330,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 330,000 |
| Safe Route to School (32) - Reimb | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 200,000 |
| PLAN JPA (32) | 10,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 |
| Project Reallocation (31 & 32) | 724,265 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 724,265 |
| Fleet Replcmnt (61) | 20,000 | 164,000 | 190,000 | 130,000 | 130,000 | 130,000 | 130,000 | 0 | 894,000 |
| City Facility (83) | 95,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 95,000 |
| Total Funding | 4,298,000 | 866,025 | 2,810,000 | 1,015,000 | 1,141,925 | 180,000 | 180,000 | 0 | 10,490,950 |

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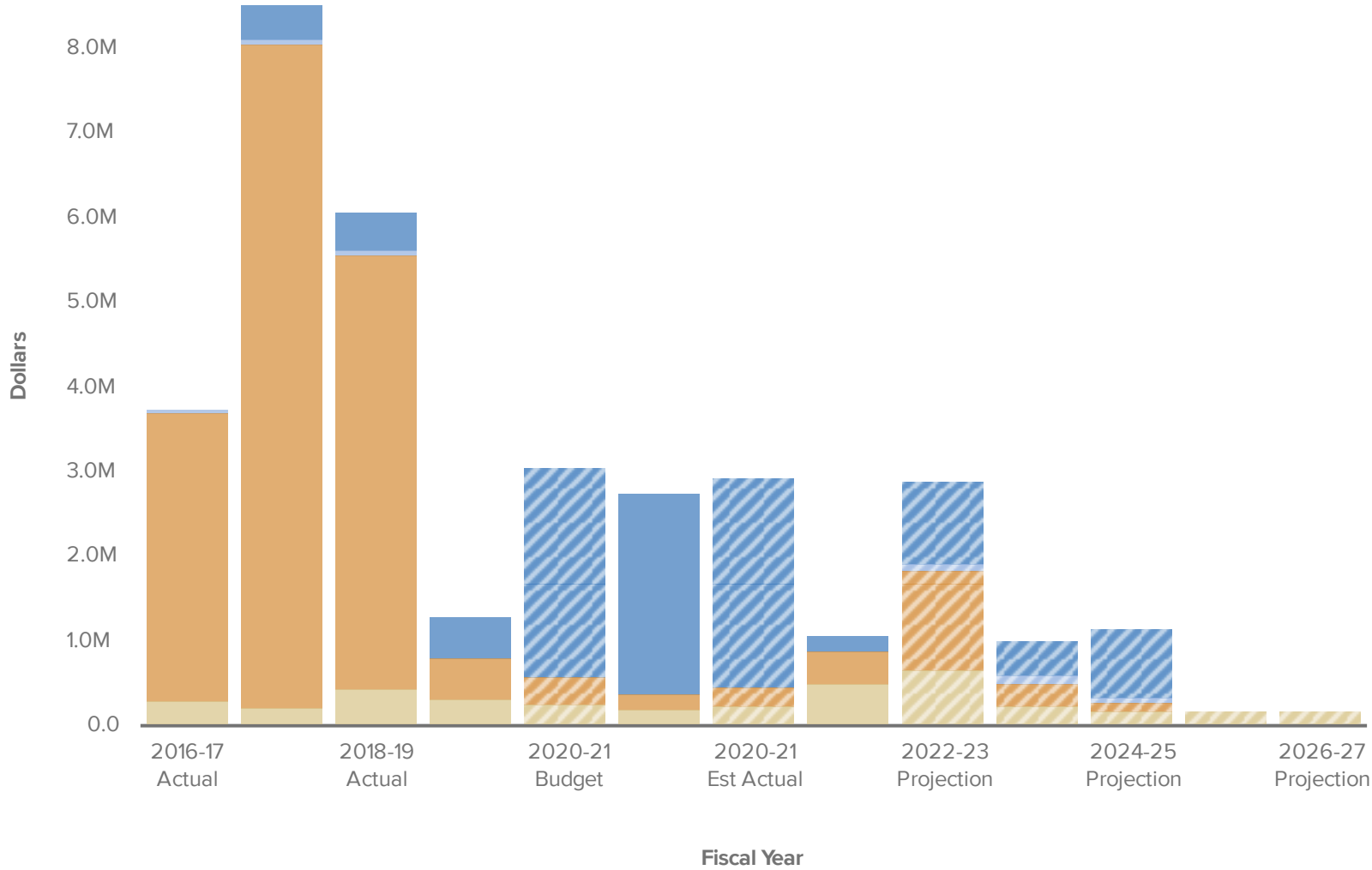
Broken down by

Capital Program Expenses

Sort A to Z

- CIP - Cate 1 - Street
- CIP - Cate 2 - Storm & Sewer
- CIP - Cate 3 - City Fac & Lo...
- CIP - Cate 4 - Major Eqpt, T...

Visualization



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Town of Colma

1198 El Camino Real

Town Website

Streets, Sidewalks & Bikeways Projects

Capital Improvement Plan
FY 2021-22 Budget

*(The budget presentation has been adapted for OpenGov
Stories platform. The charts and tables have changed but the
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Active Projects

Annual Roadway Rehabilitation and Preventative Maintenance (906)

Project Scope

The Annual Roadway Rehabilitation and Preventative Maintenance Program includes minor repairs, such as crack sealing, and major rehabilitation, such as slurry seal and mill and fill. The goal of the program is to maintain the Town's Pavement Condition Index (PCI) at 80 or above, the current PCI Townwide has been rated at 79. The multiyear project budget includes design, construction management and construction costs. The Annual Roadway Rehabilitation Preventive Maintenance Project is broken into design and construction phases for the 300 Block of F Street, which is scheduled for 2021/22; Colma Boulevard and 400 Block of Serramonte Boulevard are scheduled for 2022/23; Collins Avenue and Junipero Serra Boulevard are scheduled for 2023/24; and, Hillside Boulevard is scheduled for 2024/25. The total project cost for 2021-2025 is estimated at \$917,900.

Status as of June 30, 2021

Project was deferred in FY 2019-20 and the funding was reallocated to the Mission Road Project in FY 2019-20.

Schedule for FY 2021-22 and Thereafter

For FY 2021-22, the Public Works Department identified the 300 Block of F Street is in need of a mill and fill, (minor roadway reconstruction). Construction documents are estimated to be completed in the Fall/Winter of 2021 and the construction is to take place in the Spring of 2022.

Impact on Operation

An effective roadway maintenance program includes minor repairs as part of the operating budget and major rehabilitation as part of the Annual Roadway Rehabilitation and Preventative Program. By rehabilitating the roadway when needed, the Town is able to maintain the annual roadway repairs budget to \$95,900.

Project Funding and Spending Plan

The Annual Roadway Rehabilitation project is an eligible project to utilize the State and County allocated Gas Tax and RMRA (21), Measure A (22), Measure W (26), and Measure M grant funding.

| Annual Roadway Rehab (906) Funding Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|--|----------------------|---------|---------|---------|---------|---------|---------|----------|---------|
| Measure A (22) | 0 | 72,600 | 51,000 | 51,000 | 51,000 | 0 | 0 | 0 | 225,600 |
| Measure W (26) | 0 | 31,950 | 32,000 | 32,000 | 32,000 | 0 | 0 | 0 | 127,950 |
| Gas Tax & RMRA (21) | 0 | 45,450 | 44,000 | 44,000 | 44,000 | 0 | 0 | 0 | 177,450 |
| General Fund (11) | 0 | 0 | 98,000 | 123,000 | 165,900 | 0 | 0 | 0 | 386,900 |
| Total Funding | 0 | 150,000 | 225,000 | 250,000 | 292,900 | 0 | 0 | 0 | 917,900 |

| Annual Roadway Rehab (906) Spending Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|---|----------------------|---------|---------|---------|---------|---------|---------|----------|---------|
| Construction | 0 | 150,000 | 225,000 | 250,000 | 292,900 | 0 | 0 | 0 | 917,900 |
| Total Project Budget | 0 | 150,000 | 225,000 | 250,000 | 292,900 | 0 | 0 | 0 | 917,900 |

F-Street Retaining Wall (902)

Project Scope

In 2019 the Colma Engineering Department surveyed the retaining wall on F Street. It was determined that the failure we are experiencing in the structure is most likely due to poor drainage, thus causing the wall to deteriorate. The first phase of the project is design, specifications, plans and construction estimates. The second phase includes soliciting bids for construction and construction management services.

Status as of June 30, 2021

This project is a priority project. The design phase and Plan, Specifications & Estimates (PS&E) will be completed by early Summer of 2021. The construction phase is slated for the Fall of 2021.

Schedule for FY 2021-22 and Thereafter

Construction documents will be assembled and ready to bid by August or September 2021. It is anticipated that the start of construction will commence in the September time frame and be completed by the November/December time frame. It is estimated that the project will take approximately 60 calendar days.

Impact on Operation

The project will decrease maintenance on and around the wall. The one item that will have to be continually watched and maintained is the drainage system.

Project Funding and Spending Plan

| F-Street Retaining Wall (902) | 2020/21 | | | | | | | | |
|--------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|--------------|
| Funding Plan | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| Capital Reserve (31) | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,000 |
| General Fund (11) | 0 | 7,000 | 0 | 0 | 0 | 0 | 0 | 0 | 7,000 |
| Total Funding | 25,000 | 7,000 | 0 | 0 | 0 | 0 | 0 | 0 | 32,000 |

| F-Street Retaining Wall (902) | 2020/21 | | | | | | | | |
|--------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|--------------|
| Spending Plan | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| Design | 25,000 | 7,000 | 0 | 0 | 0 | 0 | 0 | 0 | 32,000 |
| Construction | 0 | TBD | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Project Budget | 25,000 | 7,000 | 0 | 0 | 0 | 0 | 0 | 0 | 32,000 |

Mission Road Bicycle and Pedestrian Improvement Project (903)

Close by December 31, 2021

Project Scope:

The Mission Road Bicycle and Pedestrian Improvements Project includes the implementation of several safety-related improvements for pedestrians, bicyclists, and vehicles along Mission Road between El Camino Real and Lawndale Boulevard.

Status as of June 30, 2021:

The design phase is completed and the construction phase is nearly completed or will be completed by June 30, 2021.

Schedule for FY 2021-22 and Thereafter

The final phase of the project is the slurry seal and striping. This will be completed by June 30, 2021. Thereafter, the project manager will begin the closeout phase, which includes final grant submissions.

Impact on Operation

The project will provide a safer bicycle and pedestrian path and will mitigate the risk of accidents and control the Town's cost in annual insurance premiums and claims.

Project Funding and Spending Plan

| Mission Road Improvement (903) Funding Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|--|----------------------|---------|---------|---------|---------|---------|---------|----------|-----------|
| General Fund (11) | 590,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 590,000 |
| OBAG-TLC (32) - Reimb | 525,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 525,000 |
| OBAG-LSR (32) - Reimb | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 |
| Measure A (22) | 320,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 320,000 |
| Measure M | 330,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 330,000 |
| Safe Route to School (32) - Reimb | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 200,000 |
| Gas Tax (21) | 87,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 87,000 |
| PLAN JPA (32) | 10,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 |
| Project Reallocation (31 & 32) | 638,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 638,000 |
| Total Funding | 2,800,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,800,000 |

| Mission Road Improvement (903) Spending Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|---|----------------------|---------|---------|---------|---------|---------|---------|----------|-----------|
| Design | 401,834 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 401,834 |
| Project Management | 226,925 | 40,000 | 0 | 0 | 0 | 0 | 0 | 0 | 266,925 |
| Construction | 2,131,241 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,131,241 |
| Total Project Budget | 2,760,000 | 40,000 | 0 | 0 | 0 | 0 | 0 | 0 | 2,800,000 |

Future Projects

Projects Funding & Spending Schedule for FY 2022-23 through FY 2026-27

| Future Project Funding Plan | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|--------------------------------|---------|---------|---------|---------|---------|----------|-----------|
| Development Impact Fee (32) | 26,000 | 0 | 0 | 0 | 0 | 0 | 26,000 |
| General Fund (11) | 724,000 | 150,000 | 500,000 | 0 | 0 | 0 | 1,374,000 |
| Total Funding | 750,000 | 150,000 | 500,000 | 0 | 0 | 0 | 1,400,000 |

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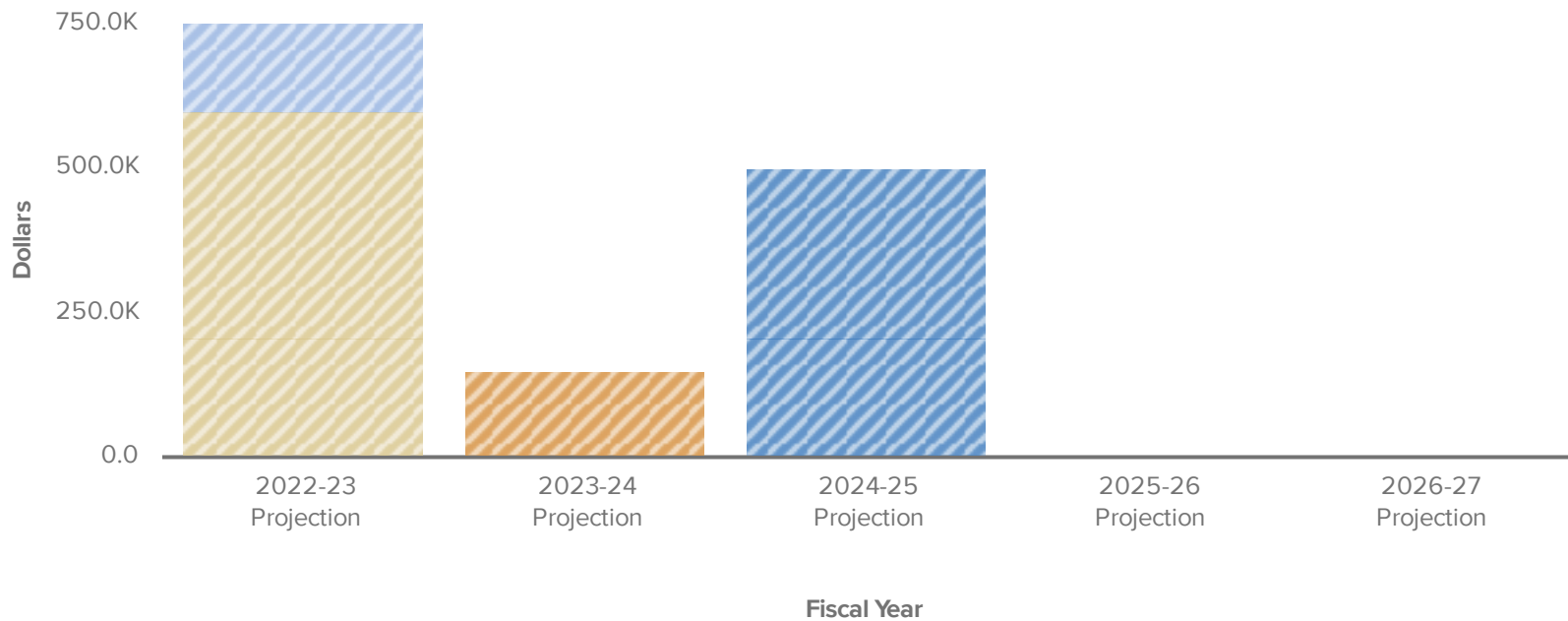
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Broken down by

CIP - Cate 1 - Street * Expenses

Visualization



Sort A to Z ▾

The future unfunded portions of the projects shown above and below are not connected to a fiscal year and therefore cannot be included in the charts above. The future unfunded portions are as followed:

- El Camino Real Bicycle & Pedestrian Improvement (923) - \$29.50 million
- Lawndale & El Camino Real Landscape & Median (956) - \$2.60 million
- Serramonte/Collins Roadway Improvement (905) - \$19.25 million

The future unfunded projects will be prograded depending on the availability of funding and may be phased in over time or programmed as a separate project similar to the Serramonte/Serra Center Signalization (911) project.

El Camino Real Bicycle & Pedestrian Improvements (923)

Scheduled for FY 2024-25

Estimated Project Cost: \$30.0 million (\$500,000 projected for FY 2024-25)

Project Scope

The project includes a re-design of El Camino Real with separated bicycle facilities, continuous sidewalks, additional bicycle and pedestrian safety features, new traffic signals, landscaping, and a reconfiguration of the Mission Road (“the Y”) intersection. The project presents a vision for residents and visitors to travel safely, comfortably, and with ease.

Status as of June 30, 2021

None. New future project.

Schedule for FY 2021-22 and Thereafter

Design phase scheduled to start in FY 2024-25, pending grant funding availability.

Total project cost per the final EL Camino Real Bicycle & Pedestrian Plan (914) is \$30.0 million.

Impact on Operation

There will be an increase in landscaping maintenance and irrigation costs. The proposed improvements and beautification enhancements will assist in making the shopping experience and visiting the various cemeteries a safer, and memorable experience.

Lawndale and El Camino Real Landscape and Median (956)

Scheduled for FY 2022-23

Estimated Project Cost: \$2.75 million (\$150,000 projected for FY 2022-23)

Project Scope:

Median landscapes along Lawndale Boulevard and El Camino Real are in need of rehabilitation. As a result of the severe drought in recent years, the State of California has levied irrigation restrictions that prevent cities from irrigating its street medians with turf. This resulted in many of the vegetation in the Town's medians along Lawndale Boulevard and El Camino Real will need significant maintenance efforts in order to avoid the area being overtaken by intrusive vegetation. Additionally, the landscape along the backside of the sidewalk along the Northside of Lawndale Boulevard will also need to be addressed in all phases of this project.

- Phase 1 is the conceptual review of the landscaping and public use and enhancement on Lawndale Boulevard and El Camino Real - completed in FY 2019-20.
- Phase 2 will provide "Shovel Ready" project plans, specifications and estimates (PS&E) and preparing a bid package - tentative scheduled for FY 2023-24.
- Phase 3 is the construction phase, which includes awarding the contract, and building and inspection services, and construction - future unfunded \$2.6 million.

The study will also focus on green infrastructure possibilities, stormwater enhancements, and recreational features. Grant opportunities may be available for Phase 3 of this project.

Status as of June 30, 2021:

The conceptual design (Phase 1) was completed and approved in FY 2019-20. The design phase was deferred due to the COVID-19 pandemic.

Schedule for FY 2021-22 and Thereafter

This project is a restoration of the existing Lawndale Boulevard Landscape Improvement Project (956). The construction phase of the project (Phase 3) is currently unfunded. Staff will be looking for funding opportunities to help assist with the construction costs. The feasibility/conceptual study (Phase 1) was completed and approved in FY 2019/20. The development of the PS&E (Phase 2) will begin in 2023/2024. The construction Phase will be evaluated after the completion of PS&E and will depend on available funding and Town's priorities.

Impact on Operation

The rehabilitation of the landscape and median along Lawndale Boulevard and El Camino Real with drought-resistant vegetation will increase the aesthetic of the roadway, provide safe crossing, and reduce the cost of landscape maintenance.

Serramonte/Serra Center Signalization (911)

Scheduled for FY 2022-23

Estimated Project Cost: \$600,000. This project is part of the Serramonte Blvd/Collins Ave Roadway Improvement Project (905) - see below

Project Scope

Install traffic signal on Serramonte Blvd at the Serra Center entrance (Target). The project will be partially funded by a development impact fee (\$26,000). The project may be eligible for Transportation and Infrastructure grant (T&I) of \$420k with a local match of \$80k. Total project cost \$500k for the signalization plus design and project management cost.

The signalization of the Serramonte/Serra Center intersection is part of the Serramonte Blvd/Collins Ave Master Plan and has been separated for project management purposes.

Status as of June 30, 2021

New Project. Project is schedule to begin design and if required land aquisition in FY 2021-22, construction would be in FY 2022-23.

Schedule for FY 2021-22 and Thereafter

The required work is contingent on the T&I Grant, if awarded, the project would start in the fall of FY 2021-22. If the grant is not awarded to the Town, the start of this project would be postponed until funds were made available.

Impact on Operation

Annual operation and maintenance costs as they relate to the street light signal.

Serramonte Blvd/Collins Ave Roadway Improvement (905)

Scheduled for FY 2022-23

Estimated Project Cost: \$600,000.

Project Scope

The primary purpose of the Serramonte Boulevard and Collins Avenue Master Plan (Master Plan) is to improve the overall design, function and identity of the corridors with a view to supporting the Town of Colma's main economic engine and one of the premier auto rows in the Bay Area. The Master Plan thus addresses the design of the right of way, connections and accessibility, safety and operational challenges, identity and character, sustainability, and green infrastructure. (please refer to <https://www.colma.ca.gov/documents/serramonte-boulevard-collins-avenue-master-plan/> for the Serramonte Boulevard and Collins Avenue Master Plan)

Status as of June 30, 2021

New Project. This project is schedule to begin in FY 2023-24.

Schedule for FY 2021-22 and Thereafter

It is anticipated that this project will be broken into phases, scheduling of the various phases of design and construction are to be determined.

- Phase 1a: Traffic light at Serra Center (separate project)- see project 911 above.
- Phase 1b: the island (Collins Ave) - Phase 1B- Close Down the slip lane at Serramonte and Collins in the east bound direction, also restripe Serramonte Boulevard simulating the proposed road diet, (lane reduction) from the Serramonte/Serra Center entrance to El Camino Real.
- Phase 2: Reconstruct Collins Avenue, continous sidewalks, High visable cross walks, street lights, landscaping, underground of overhead utilities, car carrier off loading zones for local car dealerships.
- Phase 3: Continue improvements to Serramonte West.: Lane reduction, sidewalks, landscaping, sustainabilty enhancements, street lighting, and accessibility improvements,
- Phase 4: landscaping, accessabilty enhancements, street lighting, bike paths, street lights.

Impact on Operation

The project will improve safety and mobility along Serramonte Blvd and Collins Avenue, reduces enforcement costs, and enhance economic viability going into the future

Closed Projects

El Camino Real Bicycle and Pedestrian Improvement Plan (914)

Close by July 1, 2021

Project Scope

The El Camino Real Bicycle and Pedestrian Improvement Plan will provide guidelines and directives for a comprehensive bicycle and pedestrian safety program along a portion of the El Camino Real corridor, (State Route 82) in the Town of Colma, from Daly City to South San Francisco. The project will strive to improve community mobility along this portion of the roadway by creating a vision to increase and enhance various modes of transportation, including walking and bicycling, while providing opportunities to increase ridership on public transportation. The study will review and implement the standards and goals that are stated in the California Transportation Plan 2040, California State Bicycle and Pedestrian Plan, Caltrans District 4 Bicycle Plan, San Mateo County Comprehensive Bicycle and Pedestrian Master Plan, and Grand Boulevard Initiatives' Goals. Community outreach is included in the study from residents and businesses.

Status as of June 30, 2021

Since this project is completed, the next step in this process will be to take a construction phasing approach to this project, thus creating several future projects through a phasing approach. By doing so, this will also allow staff to apply for grants specifically as they may apply to that phase.

Schedule for FY 2021-22 and Thereafter

None.

Impact on Operation

The completed plan will assist the Town in the design and construction of a safer bicycle and pedestrian path, which will mitigate the risk of accident and control the Town's costs in annual insurance premiums and claims.

Project Funding and Spending Plan

Project Funding and Spending Plan

| El Camino Real Bike & Ped Plan (914) Funding Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|--|----------------------|---------|---------|---------|---------|---------|---------|----------|---------|
| SB1 Grant (32) | 199,192 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 199,192 |
| General Fund (11) | 25,808 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,808 |
| Total Funding | 225,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 225,000 |

| El Camino Real Bike & Ped Plan (914) Spending Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|---|----------------------|---------|---------|---------|---------|---------|---------|----------|---------|
| Design | 239,064 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 239,064 |
| Total Project Budget | 239,064 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 239,064 |

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Town of Colma

1198 El Camino Real

Town Website

Sewer and Storm Drains Projects

Capital Improvement Plan
FY 2021-22 Budget

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Stories platform. The charts and tables have changed but the
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Active Projects

No active projects in FY 2021-22.

Future Projects

Projects Funding & Spending Schedule for FY 2022-23 through FY 2026-27

| Funding Plan | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|-------------------|---------|---------|---------|---------|---------|----------|---------|
| General Fund (11) | 70,000 | 95,000 | 70,000 | 0 | 0 | 0 | 235,000 |
| Total Funding | 70,000 | 95,000 | 70,000 | 0 | 0 | 0 | 235,000 |

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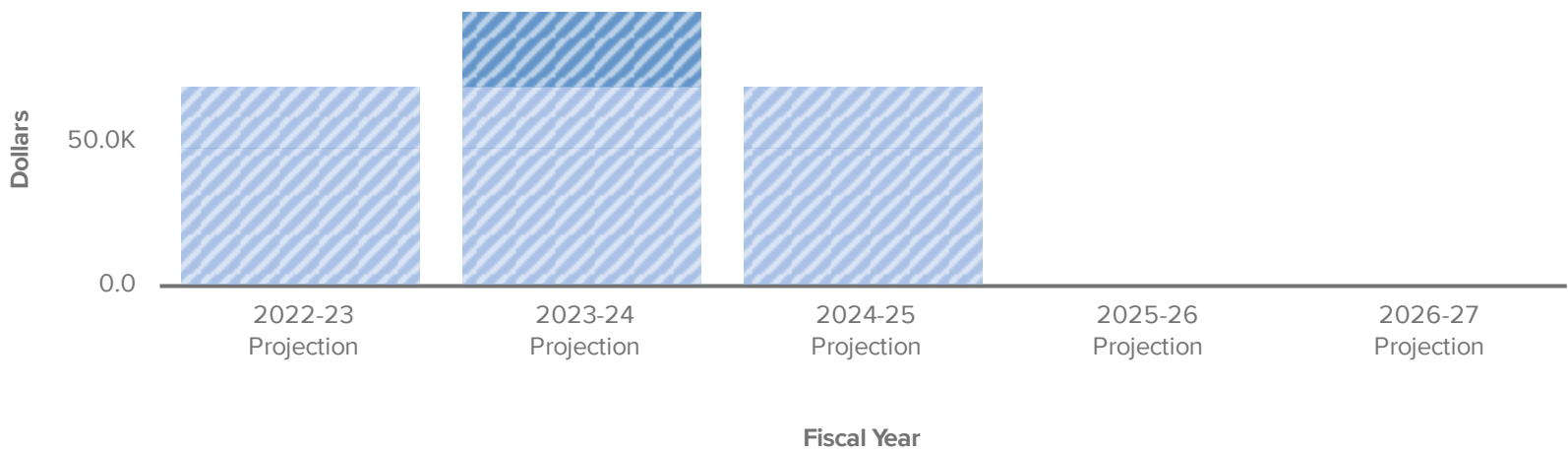
Broken down by
CIP - Cate 2 - Storm & Sewer Expenses



Sort A to Z

- Colma Creek Channel (934)
- Storm Drain Assess & Map...

Visualization



There is no future unfunded portion estimated for either of the projects listed above.

Colma Creek Channel Repairs (934)

Scheduled to Start in FY 2022-23

Project Scope

Sections of the Colma Creek concrete channel have deteriorated over the years. Because there are different levels of deterioration, a study will need to be performed as phase 1 of this project. This study will identify, categorize and map the deteriorated areas, estimate costs to repair those areas and identify what outside permits will be required to enter and repair the creek walls and floor. **Phase 2** of the project will be to prepare plans and specifications for the project along with applying for and obtaining all necessary permits to perform the work. **Phase 3** will be the preparation of the bid documents, project and construction management, and the repair work.

Status as of June 30, 2021

The project has been deferred due to the COVID-19 pandemic and continued negotiations with San Mateo County Flood and Sea Level Rise Resiliency District for shared maintenance costs.

Schedule for FY 2021-22 and Thereafter

The Colma Creek Channel Repair Phase 1 is programmed to take place in FY 2022/23. Phase 2 & 3 will depend on the results of Phase 1 and the availability of funds. Staff will pursue outside funding to assist within offsetting the repair costs.

Impact on Operation

The study will unveil a more precise annual maintenance cost. After repairs are complete, the annual creek maintenance is estimated to cost \$12,000-\$15,000.

Storm Drain System Assessment and Mapping (972)

Scheduled to Start in FY 2022-23

Project Scope

The project will review and analyze the Town's 11 miles of the Storm Drain System. The process will be to start assessing the current Storm Drainage system by way of internally videotaping the system in its current state. The video will provide several insights; it will unveil any needed repairs and unrecorded blind or illegal connections. The videotaping equipment used to view the interior of the storm drain lines will also have the capabilities of recording the data and allowing the data to be mapped in the Town's Geographical Information System (GIS). The findings that come through the videotaping process will allow staff to budget for repairs or enhancements to the storm drain system. Only portions of the system will be addressed each year. The project is expected to be a 3-year effort; funding will be requested on an annual basis for the specific scope of work for each year.

Status as of June 30, 2021

The project was deferred due to Covid 19 pandemic and has been rescheduled to begin in FY 2022-23.

Schedule for FY 2021-22 and Thereafter

The Storm Water Drainage Assessment Project will need to be funded through the Capital Reserves on an annual basis. This project is anticipated to start FY 2022-23. Budget \$70,000/per year for 3 years starting FY 2022-23.

Impact on Operation

Future costs for repairs or enhancements will be evaluated as part of the assessment and will be budgeted in future operating or capital projects.

Closed Projects

No active projects are scheduled to close by June 30, 2021.

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Town of Colma

1198 El Camino Real

Town Website

City Facilities & Long-Range Plans

Capital Improvement Plan
FY 2021-22 Budget

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Active Projects

Colma Museum Facility Repair & Painting (951)

Project Scope

The Historical Museum Facility is currently in need of painting. The work includes minor building repairs such as plaster touch up, dry rot repairs, and window and trim repairs or replacement.

Status as of June 30, 2021

This project is scheduled to begin in FY 2021-22 as part of the City Council adopted 2019-2024 Five-Year Capital Improvement Plan.

Schedule for FY 2021-22 and Thereafter

Will begin this project in FY 2021-22.

Impact on Operation

No additional annual maintenance costs are anticipated at this time, outside of normal day to day wear and tear on the facility.

Project Funding and Spending Plan

| Colma Museum Facility Repair (951) | 2020/21 | | | | | | | | |
|------------------------------------|-----------|---------|---------|---------|---------|---------|---------|----------|--------|
| Funding Plan | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| General Fund (11) | 0 | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | 75,000 |
| Total Funding | 0 | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | 75,000 |

| Colma Museum Facility Repair (951) | 2020/21 | | | | | | | | |
|------------------------------------|-----------|---------|---------|---------|---------|---------|---------|----------|--------|
| Spending Plan | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| Construction | 0 | 75,000 | 0 | 0 | 0 | 0 | | 0 | 75,000 |
| Total Project Budget | 0 | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | 75,000 |

Creekside Villas Repair and Painting (952)

Project Scope

The Creekside Villas Facility is currently in need of painting and minor trim repair. The work will include:

- minor exterior repairs.
- window and exterior wood trim repair and/or replacement.
- stair and deck resurfacing.
- exterior preparation and painting of main building & axillary structures.
- replacement of awnings.

Status as of June 30, 2021

Exterior painting was completed 2019. Other exterior repairs were deferred. Remaining \$40,000 in the budget is for various miscellaneous repairs to the facility.

Schedule for FY 2021-22 and Thereafter

Work is anticipated to be completed in the Fall of 2021.

Impact on Operation

Exterior painting is part of the ongoing preventative maintenance effort. Routine painting and resurfacing extend the life of the property and prevents more costly repairs. It also prevents an increase in operating maintenance cost.

Project Funding and Spending Plan

| Creekside Villas Repair (952) Funding Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|---|----------------------|---------|---------|---------|---------|---------|---------|----------|--------|
| City Facility (83) | 95,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 95,000 |
| Total Funding | 95,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 95,000 |

| Creekside Villas Repair (952) Spending Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|--|----------------------|---------|---------|---------|---------|---------|---------|----------|--------|
| Construction | 55,000 | 40,000 | 0 | 0 | 0 | 0 | 0 | 0 | 95,000 |
| Total Project Budget | 55,000 | 40,000 | 0 | 0 | 0 | 0 | 0 | 0 | 95,000 |

Facility Parking Lot Upgrades and Repairs (953)

Project Scope

Several of the Town owned facility parking lots are in need of reconstruction and/or resurfacing along with stripping and Americans with Disabilities Act (ADA) upgrades. This project will address long term parking lot maintenance and reconstruction needs at: Creekside Villas, the Colma Community Center and Historical Museum, the Colma Police Station and the Public Works Maintenance Corporation Yard. The work will vary from facility to facility ranging from reconstruction, (Mill and fill) to minor surface treatments, such as crack sealing and slurry coats. All facilities will be restriped. Installation of additional ADA stalls will be considered if feasible for the Colma Community Center parking lot.

Status as of June 30, 2021

This project was deferred due to the COVID-19 pandemic.

Schedule for FY 2021-22 and Thereafter

The Police Station and Creekside Villas parking lots are scheduled for FY 2021-22 at an estimated cost of \$99,025 and the Colma Community Center, Museum and Corporation Yard parking lots are scheduled for FY 2024-25 at an estimated cost of \$99,025.

Impact on Operation

No additional annual maintenance costs (Within the 5-year CIP Plan) are anticipated at this time.

Project Funding and Spending Plan

| Facility Parking Lot Upgrades (953) | 2020/21 | | | | | | | | |
|-------------------------------------|-----------|---------|---------|---------|---------|---------|---------|----------|---------|
| Funding Plan | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| General Fund (11) | 0 | 99,025 | 0 | 0 | 99,025 | 0 | 0 | 0 | 198,050 |
| Total Funding | 0 | 99,025 | 0 | 0 | 99,025 | 0 | 0 | 0 | 198,050 |

| Facility Parking Lot Upgrades (953) | 2020/21 | | | | | | | | |
|-------------------------------------|-----------|---------|---------|---------|---------|---------|---------|----------|---------|
| Spending Plan | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| Creekside & PD Station | 0 | 99,025 | 0 | 0 | 0 | 0 | 0 | 0 | 99,025 |
| Recreation, Museum, & Corp Yard | 0 | 0 | 0 | 0 | 99,025 | 0 | 0 | 0 | 99,025 |
| Total Project Budget | 0 | 99,025 | 0 | 0 | 99,025 | 0 | 0 | 0 | 198,050 |

General Plan Update (991)

Closed by December 31, 2021.

Project Scope

Update General Plan to comply with State Law. The General Plan governs development within Town limits.

Status as of June 30, 2021

The Town applied and received a \$160,000 grant for the update of the General Plan. Currently, staff is working on an Existing Conditions report and drafting of the plan. Existing Condition report will be released in January/February 2020. Next step is the drafting of the General Plan, Environmental Impact Review (EIR), and the adoption of the full plan. Additional funding of \$249,350 was allocated in FY 2020-21 to complete this project. The \$160,000 grant will offset a portion of the increase.

Schedule for FY 2021-22 and Thereafter

The final draft of the General Plan is scheduled for public release in May 2021, the EIR will be released in late summer of 2021, and City Council adoption of the EIR and General Plan by the end of December 2021.

Impact on Operation

The General Plan guides the Town's residential and commercial developments. It also ensures compliance with State and Federal housing regulations.

Project Funding and Spending Plan

| General Plan Update (991) Funding Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|---|----------------------|---------|---------|---------|---------|---------|---------|----------|---------|
| Capital Reserve (31) | 3,085 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,085 |
| Project Reallocation (31 & 32) | 86,265 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 86,265 |
| SB2 Grant (31) | 160,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 160,000 |
| General Fund (11) | 403,650 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 403,650 |
| Total Funding | 653,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 653,000 |

| General Plan Update (991) Spending Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|--|----------------------|---------|---------|---------|---------|---------|---------|----------|---------|
| Planning & Design | 578,000 | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | 653,000 |
| Total Project Budget | 578,000 | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | 653,000 |

Housing Element Update (996)

Project Scope

Pursuant to state law, the Town of Colma is required to update its General Plan Housing Element on a predetermined schedule. The 6th Cycle Housing Element is required to be completed and certified by the state by January of 2023. Staff is working with 21 Elements consultants and other San Mateo County jurisdictions on tasks related to the preparation of the element, including a housing site inventory and feasibility study. The updated housing element will need to include a map and inventory of sites which will show where 202 units (determined through the RHNA process) can feasibly be built within the 8 year term of the Housing Element. In addition, the Housing Element will include policies and implementation items to remove barriers to the production of housing. Additional required activities may include site re-zonings, policy development, and zoning text amendments. An environmental document will be required to be prepared to satisfy CEQA requirements.

Status as of June 30, 2021

Preliminary work on the housing site inventory is currently underway. Regular coordination with 21 Elements consultants will continue.

Schedule for FY 2021-22 and Thereafter

In FY 2020-21, activities were focused on the housing element site inventory. In the FY 2021-22, the Housing Element document will be assembled and written. A majority of the work will occur between January 2022 and November 2022. Work is anticipated to conclude by June 30, 2023.

Impact on Operation

Completion and certification of the Housing Element will allow the Town to be in full compliance with state law. Failure to have a certified Housing Element may cause the Town to incur financial or legal penalties and may make the Town ineligible for certain grant and funding opportunities.

Project Funding and Spending Plan

| Housing Element Update (996) Funding Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|--|----------------------|---------|---------|---------|---------|---------|---------|----------|---------|
| LEAP Grant (31) - Reimb | 65,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 65,000 |
| REAP Grant (31) - Reimb | 0 | 20,000 | 0 | 0 | 0 | 0 | 0 | 0 | 20,000 |
| Capital Reserve (31) | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,000 |
| Total Funding | 80,000 | 20,000 | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 |

| Housing Element Update (996) Spending Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|---|----------------------|---------|---------|---------|---------|---------|---------|----------|---------|
| Planning & Design | 20,000 | 40,000 | 40,000 | 0 | 0 | 0 | 0 | 0 | 100,000 |
| Total Project Budget | 20,000 | 40,000 | 40,000 | 0 | 0 | 0 | 0 | 0 | 100,000 |

Zoning Code Update (997)

Project Scope

Pursuant to state law, the Town of Colma is required to amend its zoning code and zoning map after the adoption of the General Plan, anticipated by the end of calendar year 2021. The General Plan and zoning must be consistent with one another. The Town of Colma zoning code has been added to over the years, and information is very hard to find, with land uses and development standards for each zone in two separate places. The code requires reformatting and updating to be more user friendly. In addition, in anticipation of the Municipal Code being converted to a searchable document by sections, the update will align with the goal of creating an easily searchable document. Sections will also be updated to comply with current state law. A minor environmental document will be required to be prepared to satisfy CEQA requirements.

Status as of June 30, 2021

This is a new project that was added in as part of the mid-year financial update and budget amendment for FY 2020-21.

Schedule for FY 2021-22 and Thereafter

This project is scheduled to begin in the first quarter of 2022 and end in the last quarter of 2022.

Impact on Operation

The Zoning Code Update will improve usability of zoning code by the public and developers. Staff will ensure that the zoning code complies with current legal requirements and that it is consistent with the General Plan.

Project Funding and Spending Plan

| Zoning Code Update (997) | 2020/21 | | | | | | | | |
|---------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|--------------|
| Funding Plan | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| Capital Reserve (31) | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 |
| Total Funding | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 |

| Zoning Code Update (997) | 2020/21 | | | | | | | | |
|---------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|--------------|
| Spending Plan | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| Planning & Design | 20,000 | 40,000 | 40,000 | 0 | 0 | 0 | 0 | 0 | 100,000 |
| Total Project Budget | 20,000 | 40,000 | 40,000 | 0 | 0 | 0 | 0 | 0 | 100,000 |

Future Projects

Projects Funding & Spending Schedule for FY 2022-23 through FY 2026-27

| Future Project Funding Funding Plan | | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|--|--|-----------|---------|---------|---------|---------|----------|-----------|
| General Fund (11) | | 1,095,000 | 270,000 | 99,025 | 0 | 0 | 0 | 1,464,025 |
| Total Funding | | 1,095,000 | 270,000 | 99,025 | 0 | 0 | 0 | 1,464,025 |

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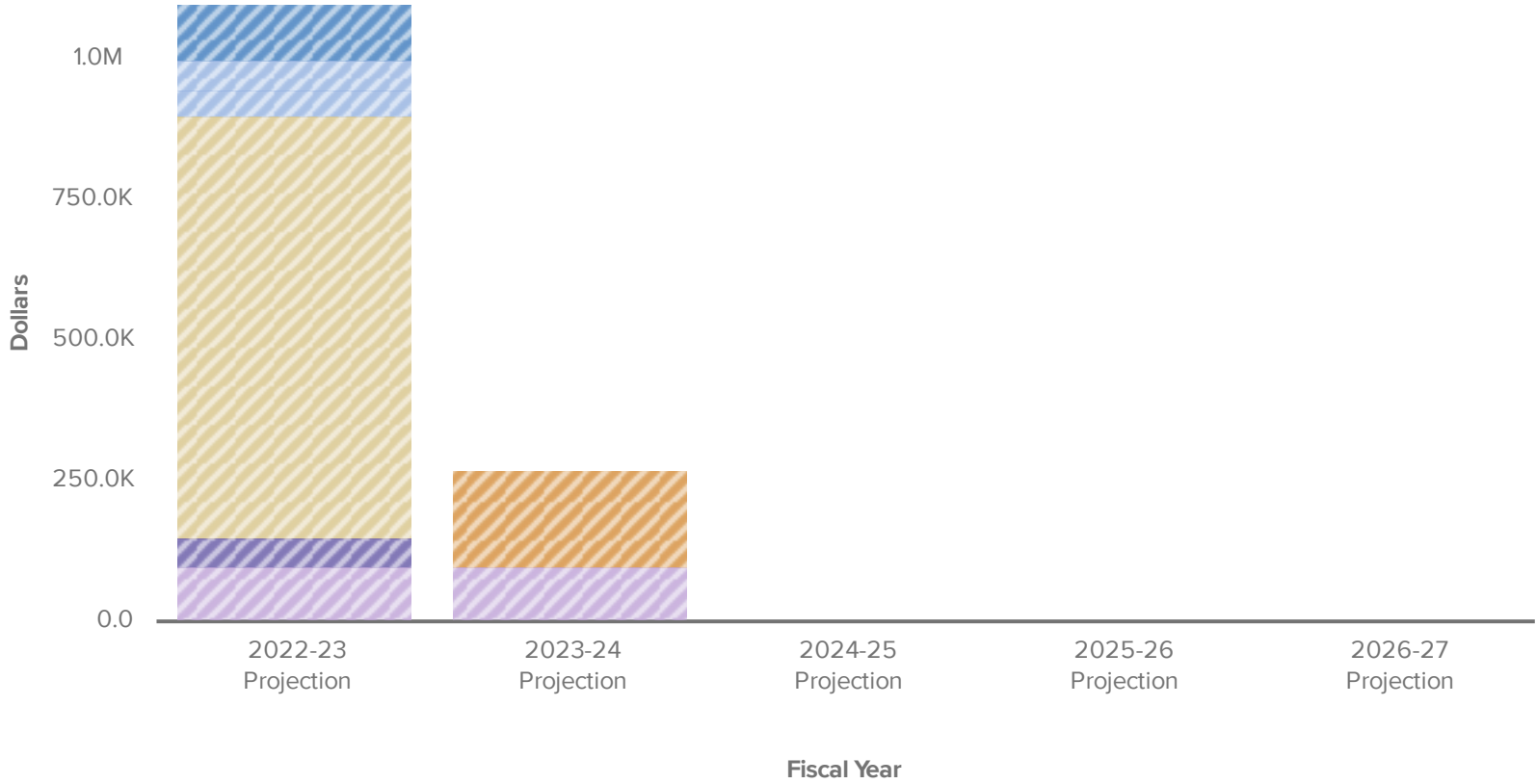
Broken down by

CIP - Cate 3 - City Fac & Long Rng Pln* Expenses



Sort A to Z ▾

Visualization



There is no future unfunded portion estimated for either of the projects listed above.

Bark Park Upgrade (958)

Scheduled for FY 2022-23

Estimated Project Cost: \$95,000

Project Scope:

The Bark Park located on lower D Street provides dog owners a site where they can allow their pets to play, run and socialize with other dogs. Though the park caters to dogs, it is also a place where residents can meet while their pets play and be contained within a safe and confined area. Currently the Bark Park is an underutilized park space, due to the fact that much of the facility has grown old, and is need of repair and upgrades. The proposed project and upgrades include:

- Additional Picnic and seating spaces
- Resurface and expand grass area
- Install concrete curbing around lawn and decomposed granite walkways
- Provide play features for pets, including obstacle course and add additional pet amenities
- Add permanent shade structure over benches and picnic table area
- Add outdoor message board
- Replace fencing as needed

Status as of June 30, 2021:

This project was deferred due to the COVID-19 pandemic.

Schedule for FY 2021-22 and Thereafter

The project is scheduled to start in the fall of 2022 and is estimated to be completed by early 2023.

Impact on Operation

Annual repairs should decrease, operation and maintenance of the Bark Park facility will continue.

Colma Community Center Painting and Repair (960)

Schedule for FY 2022-23

Estimated Project Cost: \$100,000

Project Scope

The Colma Community Center Facility is currently in need of painting. The work will include minor trim and building repairs, re-staining of the back deck. The Project is projected to take place in FY 2022-23.

Status as of June 30, 2021

New Project.

Schedule for FY 2021-22 and Thereafter

The project is scheduled to start and be completed in the Summer of 2022.

Impact on Operation

The improvement will not change the current annual maintenance cost.

HVAC System Replacement at Police Station (943)

Schedule for FY 2022-23

Estimated Project Cost: \$750,000

Project Scope

The HVAC system at the Colma Police Station is showing signs of failure due to exposure from the weather, quality of the equipment and everyday normal use, (because the Department is open 24 hours, some of the units are used continuously). The other issue that will face the Department is the current HVAC system uses R-22 refrigerant. Production of R-22 refrigerant will not be manufactured after 2020 due to its harmful effects to the environment. After 2020 the only R-22 that will be available will be from recycled stock, as the stock becomes depleted the cost of R-22 will increase to the point where it is cost prohibited to service the current HVAC equipment.

This project is slated to be in the CIP long range plans, consideration for replacing the HVAC equipment is estimated to be 5 years out (approximately 2024), funding for replacement will be pursued through State and Local grant programs that assist in energy equipment upgrades.

Status as of June 30, 2021

None.

Schedule for FY 2021-22 and Thereafter

Depending on the condition of the HVAC system and the Town's HVAC maintenance contractor's assessment, the project is temporarily scheduled for improvement and rehabilitation in FY 2022-23. The project cost is estimated to be \$750,000 to \$900,000.

Impact on Operation

Costs for both Maintenance and operation should decrease due to the efficiencies of a new system and annual maintenance should be limited to general maintenance and not having to make needed repairs.

Corporation Yard Car Wash Upgrade (954)

Scheduled for FY 2023-24

Estimated Project Cost: \$170,000

Project Scope

Under the Town of Colma's Municipal Regional Permit (a State permit to discharge Storm Water), it is required that municipalities provide washdown facilities for various pieces of equipment. Currently, the Public Works department follows the State Stormwater mandates but the effort to stay in compliance is a tedious and time-consuming effort. A washdown station will be constructed on site in the Corporation yard, the drive in wash area would have a roof over the washdown area and floor drains that are connected to a clarifier (prevents oil and grease to flow into the sanitary system), allowing the gray water from the washdown area to enter the sanitary sewer system.

Status as of June 30, 2021

This Project is scheduled to begin in FY 2023-24.

Schedule for FY 2021-22 and Thereafter

This Project is scheduled to begin in FY 2023-24 with a budget \$170k.

Impact on Operation

This project will decrease Maintenance workers time in the washdown of equipment and cleanup.

Recreation Operation and Facility Master Plan (995)

Schedule for FY 2022-23

Estimated Project Cost: \$50,000

Project Scope

The Recreation Department has grown over the last several years. The department has added additional community events, in-house programs and contract programs. The department plans to continue to grow in all areas of service; more specifically in teen and senior programming. The department seeks to develop solutions to facilities' needs that will better serve our current and future residents. The department is requesting that the facility master plan study provides:

- Options for areas of possible future expansion.
- Help to identify a designated space for teens (Teen Center).
- Clarify design information to make a more informed decision on future facility additions or remodels.
- Evaluation of present facility conditions and future requirements to identify needs.
- Feasibility study and program plan to identify all viable options and their costs.

Status as of June 30, 2021

This Project was deferred due to the Covid 19 pandemic.

Schedule for FY 2021-22 and Thereafter

To be determined

Impact on Operation

To be determined

Townwide Branding (959)

Schedule for FY 2022-23

Estimated Project Cost: \$200,000

Project Scope

The 2012 Economic Development Plan identified several strategies within the framework of the study. One of the strategies was to create Branding and Promotional Materials emphasizing Colma's commercial activities. Phase 1 of this project will be to prepare an RFP and hire a firm to develop a community branding campaign. The process will involve local outreach, surveys, interviews with business leaders, and other research, and utilizing this information to establish creative options for the community's brand. Phase 2 will be to launch an expanded image and branding campaign highlighting Colma's brand through logo, marketing brochures, letterhead, street light banners, promotional campaigns, advertisements and tag lines. Staff will look to partner with local businesses and shopping centers for funding opportunities.

Status as of June 30, 2021

This Project was deferred due to the Covid 19 pandemic.

Schedule for FY 2021-22 and Thereafter

This Project is scheduled to begin in 2022-23.

Impact on Operation

There may additional annual costs to maintain the branding campaign which may include updated street light banners and marketing materials.

Closed Projects

Climate Action Plan (994)

Project Scope

The Climate Action Plan (CAP) guides the Town's actions for greenhouse gas (GHG) reduction targets established under State Law (Assembly Bill 32, signed into law in 2006). Colma has completed an updated Community-wide Greenhouse Gas Inventory Report which confirmed that the Town should meet reduction targets.

The Town completed its first 2013 Community Greenhouse Gas (GHG) Inventory Report that detailed GHG reductions of 18.2% from the 2005 baseline to 2013. This significant reduction takes the Town close to its goal, which is 20% by 2020. Due to changes in the California Public Utilities Commission reporting rules, it has been more difficult to obtain energy use data after 2013.

The updating of the CAP is not only critical in meeting the Town's mandated 2020 goals, but it is also critical in the updating of the Town's General Plan. In addition, Senate Bill 32 was signed by the Governor in 2016 that requires a higher GHG reduction target reduction of 40% below 1990 levels by 2030. In order to meet this target, it is necessary to update the CAP to meet this more aggressive reduction target since current CAP programs will likely not bring about the target reductions.

Status as of June 30, 2021

On October 28, 2020, the City Council accepted the Climate Action Plan 2030 Update.

Schedule for FY 2021-22 and Thereafter

None.

Impact on Operation

This is a planning document that provide guidelines to the Town reducing energy consumption, along with greenhouse gas emission. The implementation of the CAP program will be integrated into the Town's operations.

Project Funding by Fiscal Year

| for Climate Action Plan (994) | | |
|-------------------------------|---------|---------|
| | Funding | Purpose |
| FY 2018-19 | | |
| General Fund | 35,000 | |
| Total Project Budget | 35,000 | |

Project Spending by Fiscal Year



Reasonable Accommodation:

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Town of Colma

1198 El Camino Real

Town Website

Major Equipment, Technology & Fleet

Capital Improvement Plan

FY 2021-22 Budget

(The budget presentation has been adapted for OpenGov Stories platform. The charts and tables have changed but the narratives are the same.)

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Active Projects

Equipment Purchase and Replacement (984)

Project Scope

This Capital Improvement Project covers the purchase of major equipment Town-wide.

- **In the FY 2019-20**, the Police Department updated the dispatch center radio and equipment. The Police base station radio and dispatch console equipment was nearing its useful life. The dispatch center was upgraded to digital in preparation for future radio updates. The radio itself will remain an analog system to be consistent with other Police Departments in San Mateo County and to communicate with Town Officers. The minimum life expectancy is 10 years. The project funding of \$250,000 is required in FY 2019-20. This purchase was completed in FY 2020-21.
- **For FY 2021-22**, the Town will be purchasing body worn cameras and replacing the police in-car cameras. The purchase will include new tasers, automatic license plate reader (ALPR) units, and new computers for the police cars to support the new in-car camera systems. Projected cost is \$191,000.
- **Future Project**, encryption of the dispatch center, portable radio, and vehicle radio transmission. On October 12, 2020, the California Department of Justice issued a bulletin requiring all law enforcement and criminal justice agencies to limit access of certain Criminal Justice Information (CJI) and Personally Identifiable Information (PII) to authorized personnel and to encrypt the transmission of such information. The process and cost of encrypting radio transmission is unknown at this time. The Town has until 2024 to encrypt its radio transmissions. In the meantime, the Town will use a temporary work around provided by the County Chief's Association.

Status as of June 30, 2021

The Town purchased and updated the dispatch center radio and equipment in FY 2019-20 and the project was completed in FY 2020-21.

Schedule for FY 2021-22 and Thereafter

This is an ongoing CIP program. The Body Worn Camera Project is projected to start in FY 2021-22 and be completed in FY 2022-23.

Impact on Operation

The goal of this ongoing program is to keep operating maintenance costs low. The annual maintenance costs total \$75,000 for body worn camera, ALPR, and in-car cameras.

Project Funding and Spending Plan

| Equipment Purchase and Repl (984) | | 2020/21 | | | | | | | | |
|-----------------------------------|---------------|-----------|---------|---------|---------|---------|---------|---------|----------|---------|
| Funding Plan | | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| General Fund (11) | PD Radio | 250,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 250,000 |
| General Fund (11) | PD Cameras | 0 | 201,000 | 0 | 0 | 0 | 0 | 0 | 0 | 201,000 |
| | Total Funding | 250,000 | 201,000 | 0 | 0 | 0 | 0 | 0 | 0 | 451,000 |

| Equipment Purchase and Repl (984) | | 2020/21 | | | | | | | | |
|-----------------------------------|--------------------------------|-----------|---------|---------|---------|---------|---------|---------|----------|---------|
| Spending Plan | | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| | PD Radio Update | 217,661 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 217,661 |
| | PD Camera (In-Car & Body Worn) | 0 | 201,000 | 0 | 0 | 0 | 0 | 0 | 0 | 201,000 |
| | Total Project Budget | 217,661 | 201,000 | 0 | 0 | 0 | 0 | 0 | 0 | 418,661 |

Financial Software Replacement (965)

Project Scope

The Town of Colma currently uses Eden Software provided by Tyler Technologies to record, manage and track all of the City's revenues, expenditures and financial transactions. The Eden Software product is being phased out by the vendor. It will need to be replaced with another Financial Software System prior to the end of life of the Eden Software product. Staff anticipates that this will be necessary towards the middle of the 5-Year Capital Project budget cycle.

The proposed project will include the use of an Enterprise Resource Planning (ERP) Consultant (\$50,000) to assist with software needs assessment, preparation of the Request for Proposal (RFP) for the software system, conducting the RFP process and the software evaluation process. The balance of the project budget will cover the cost of the new ERP Financial System Software (\$500,000).

Features to be requested from the software vendors include the full range of City Financial System capabilities including General Ledger (GL), Accounts Receivable, Accounts Payable, Budget, Payroll, Purchasing, Accounting and Cash Management. Optional features may include Point of Sale, Cash Receipts and Business License Tax management. As part of the RFP and selection process, software vendors will be asked to provide a response to the RFP that offers both an on-site server-based system and a hosted/cloud-based system.

During the software implementation phase of the project, training will be provided to Town Staff on the operation of the software. Additional training will be provided during the first year at key milestones including fiscal year close, year end close, 1099 production, budget preparation and budget roll over to GL to ensure the success of the implementation of the new ERP Financial Software System.

Status as of June 30, 2021

This project was deferred due to the COVID-19 pandemic.

Schedule for FY 2021-22 and Thereafter

The Town will begin a needs assessment in the Summer of 2022. Key project milestones will include; 1. Software System Needs Assessment and RFP Development, 2. Issue RFP to Software Vendors, 3. Respond to Questions from Vendors, 4. Feature Demonstrations From Most Qualified Vendors, 5. Award of Contract by City Council, 6. Installation of Software, 7. Running New Software In Parallel With Existing Eden Software System, 8. Training Staff on Use of New Software, 9. Follow Up Training, Consulting and Software Modifications to Implement New Software System.

Impact on Operation

During the software implementation, the workload will increase for the Finance Department. The Department may consider the use of an intern to assist in the process. Once the system is in, there may be cost-saving measures available.

Project Funding and Spending Plan

| Financial Software Rplc (965) | 2020/21 | | | | | | | | |
|-------------------------------|-----------|---------|---------|---------|---------|---------|---------|----------|---------|
| Funding Plan | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| General Fund (11) | 0 | 100,000 | 430,000 | 20,000 | 0 | 0 | 0 | 0 | 550,000 |
| Total Funding | 0 | 100,000 | 430,000 | 20,000 | 0 | 0 | 0 | 0 | 550,000 |

| Financial Software Rplc (965) | 2020/21 | | | | | | | | |
|-------------------------------|-----------|---------|---------|---------|---------|---------|---------|----------|---------|
| Spending Plan | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| Consult/Contr Srvs | 0 | 15,000 | 15,000 | 15,000 | 5,000 | 0 | 0 | 0 | 50,000 |
| Software & Network | 0 | 85,000 | 415,000 | 0 | 0 | 0 | 0 | 0 | 500,000 |
| Total Project Budget | 0 | 100,000 | 430,000 | 15,000 | 5,000 | 0 | 0 | 0 | 550,000 |

IT Infrastructure Upgrades (986)

Project Scope

The ongoing maintenance of computers, as well as the Town's backbone network, requires periodic upgrades to ensure that operations continue. The project includes:

- Replacement of desktop computers and other equipment.
- Technology needs in the Town Hall facility and other Town-owned facilities.
- Update software.
- Update and upgrade to servers, switches and routers.
- New switch to interconnect the Police Department and Town Hall sites.

Status as of June 30, 2021

This Project is ongoing.

Schedule for FY 2021-22 and Thereafter

IT and Infrastructure upgrades is an ongoing capital investment.

Impact on Operation

This ongoing program provides timely replacement of essential technology hardware to ensure minimal impact on Town daily operation.

Project Funding and Spending Plan

| IT Infrastructure Upgrades (986) | | 2020/21 | | | | | | | |
|----------------------------------|--|-----------|---------|---------|---------|---------|---------|---------|---------|
| Funding Plan | | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Total |
| General Fund (11) | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 350,000 |
| Total Funding | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 350,000 |

| IT Infrastructure Upgrades (986) | | 2020/21 | | | | | | | |
|----------------------------------|--|-----------|---------|---------|---------|---------|---------|---------|---------|
| Spending Plan | | and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Total |
| Software & Network | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 350,000 |
| Total Project Budget | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 350,000 |

Vehicle Replacement (987)

Project Scope

This Capital Improvement Project covers the purchase of vehicles and major fleet items Town-wide. In the FY 2021-22, the Police Department will replace the patrol supervisor vehicle (Flex Fuel Tahoe, \$64k), a patrol (Hybrid Explorer, \$60k) and one detective vehicle (Honda, \$40k). The cost of these three vehicles is estimated at \$164,000, including outfitting with public safety equipment.

The Town plans to replace the Public Works Maintenance Truck in FY 2022-23 and roughly two police vehicles a year. A full assessment of the fleet replacement schedule will be completed in FY 2021-22.

Status as of June 30, 2021

The Vehicle Replacement Project was deferred in FY 2020-21 due to the Covid 19 pandemic. The \$20,000 budget below is the carryover budget to equip the Public Works vehicle purchased near the end of FY 2019-20.

Schedule for FY 2021-22 and Thereafter

This is an ongoing CIP project.

Impact on Operation

The goal of this ongoing program is to keep operating maintenance costs low.

Project Funding and Spending Plan

| Vehicle Replacement (987) Funding Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|---|----------------------|---------|---------|---------|---------|---------|---------|----------|---------|
| Fleet Replcmnt (61) | 20,000 | 164,000 | 190,000 | 130,000 | 130,000 | 130,000 | 130,000 | 0 | 894,000 |
| Total Funding | 20,000 | 164,000 | 190,000 | 130,000 | 130,000 | 130,000 | 130,000 | 0 | 894,000 |

| Vehicle Replacement (987) Spending Plan | 2020/21 and Prior | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
|--|----------------------|---------|---------|---------|---------|---------|---------|----------|---------|
| Police Patrol (7) | 0 | 124,000 | 130,000 | 130,000 | 130,000 | 130,000 | 130,000 | 0 | 774,000 |
| Police Non-Patrol (8) | 0 | 40,000 | 0 | 0 | 0 | 0 | 0 | 0 | 40,000 |
| Public Works (3 + heavy equipment) | 19,973 | 0 | 60,000 | 0 | 0 | 0 | 0 | 0 | 79,973 |
| Town Hall & Recreation (2) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Project Budget | 19,973 | 164,000 | 190,000 | 130,000 | 130,000 | 130,000 | 130,000 | 0 | 893,973 |

Future Projects

Projects Funding & Spending Schedule for FY 2022-23 through FY 2026-27

| Future Project Funding | | | | | | | |
|------------------------|---------|---------|---------|---------|---------|----------|--------|
| Funding Plan | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Unfunded | Total |
| General Fund (11) | 0 | 50,000 | 0 | 0 | 0 | 0 | 50,000 |
| Total Funding | 0 | 50,000 | 0 | 0 | 0 | 0 | 50,000 |

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Updated On 6 May, 2021

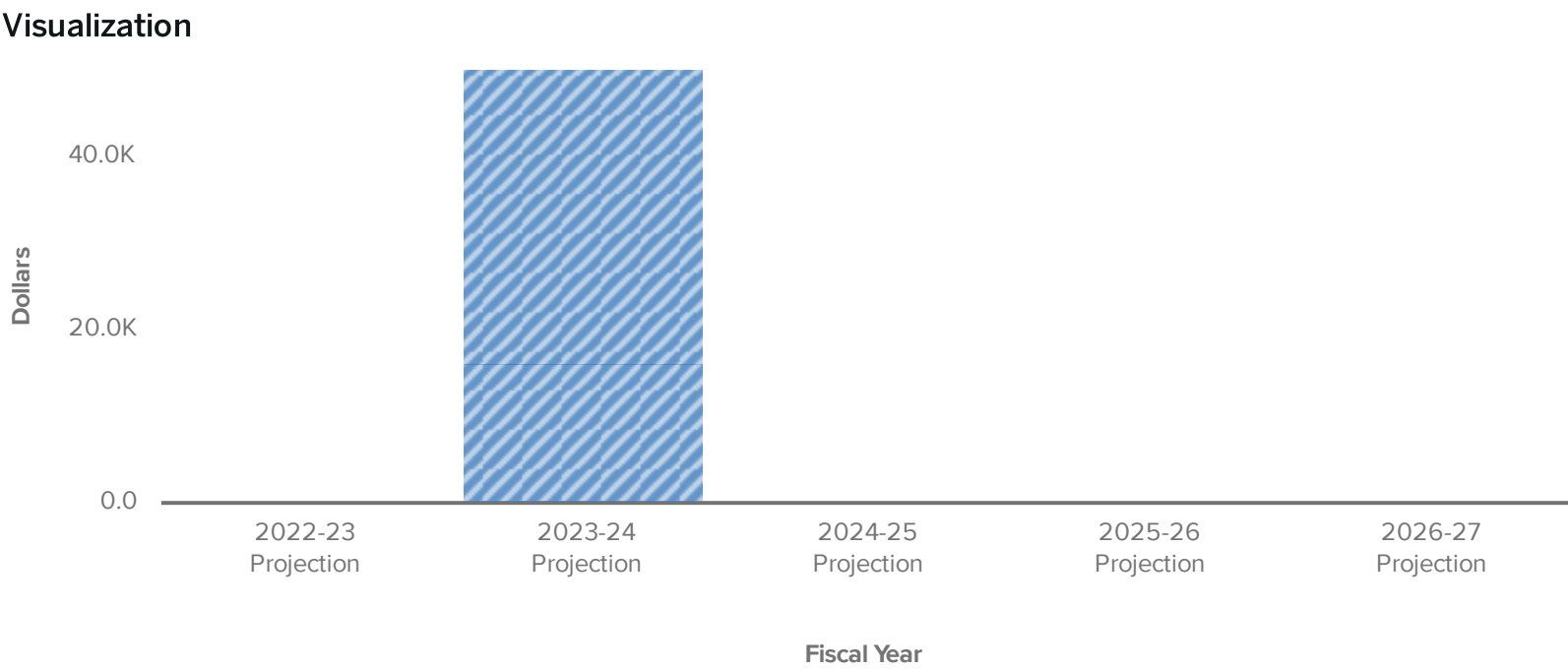
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Broken down by
Police Parking Permit Software (981)Expenses

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Sort Large to Small

Police Parking Permit Softw...



There is no future unfunded portion estimated for either of the projects listed above.

Parking Permit Software (981)

Project Scope:

This project will include the hiring of a consultant and deployment of a software solution that will manage the Town's parking permit program. Features will include:

- Parking permit database management system.
- Parking permit record keeping.
- Online user capabilities.
- Online distribution of guest parking permits.
- Mobile parking enforcement solutions.

Status as of June 30, 2021:

This Project was deferred due to the Covid 19 pandemic.

Schedule for FY 2021-22 and Thereafter

To be determined.

Impact on Operation

The project will reduce labor hours in maintaining and issuing parking permits and will add an annual licensing cost to the Police Department budget.

Closed Projects

No active projects scheduled to close by June 30, 2021.

Reasonable Accommodation:

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

Town of Colma

1198 El Camino Real

Town Website