



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, July 14, 2021
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.

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the June 23, 2021 Special Meeting.
2. Motion to Accept the Minutes from the June 23, 2021 Regular Meeting.
3. Motion to Approve Report of Checks Paid for June 2021.
4. Motion to Adopt an Ordinance Repealing Colma Municipal Code Subchapter 4.13 and Adopting a New Subchapter 4.13 Regulating the Use of Disposable Food Service Ware by Food Facilities Pursuant to CEQA Guideline 15061(b)(3) and 15308 (second reading).
5. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Second Quarter of 2021.
6. Motion to Adopt a Resolution Accepting the Mission Road Bicycle and Pedestrian Improvement Project as Complete, Directing the Director of Public Works to File a Notice of Completion for the Project with the San Mateo County Recorder's Office, and Authorizing a Budget Amendment.

NEW BUSINESS

7. SEWER ENTERPRISE RFP

Consider: Motion to Authorizing Staff to Release a Request for Proposal for Professional Consulting Services to Prepare a Sewer Service Rate Study.

PUBLIC HEARING

8. ENGINEER'S REPORT OF SANITARY SEWER SERVICE CHARGES FOR FY 2021-2022

Consider: Motion to Resolution Overruling Protests to and Adopting Engineer's Report on Sewer Service Charges for Fiscal Year 2021-22, Directing the City Engineer to File a Copy of the Engineer's Report with the San Mateo County Tax Collector, and Authorizing the County Tax Collector to Place the Charges on the Property Tax Roll.

STUDY SESSION

9. F STREET RETAINING WALL REPAIR PROJECT

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.



**MINUTES
SPECIAL MEETING**

City Council of the Town of Colma
Colma Community Center
1520 Hillside Boulevard
Colma, CA 94014

**Wednesday, June 23, 2021
11:00 A.M.**

CALL TO ORDER

Mayor Diana Colvin called the meeting to order at 11:06 p.m.

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

Staff Present – City Manager Brian Dossey, Chief of Police John Munsey, Administrative Services Director Pak Lin, Police Commander Sherwin Lum, City Clerk Caitlin Corley, and Interim Recreation Manager Angelika Abellana were in attendance.

PROCLAMATION IN HONOR OF PHILIPPINE INDEPENDENCE DAY

Mayor Colvin stated, “Thank you all for joining us this morning. It is wonderful to see you all here to celebrate and honor Pride Month. Pride is a time to reflect on the hardships the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) community has endured and to celebrate the triumphs of trailblazing individuals who have bravely fought — and continue to fight — for full equality. Pride is both a communal celebration of visibility and a personal celebration of self-worth and dignity. This Pride Month, we recognize the valuable contributions of LGBTQ+ individuals in our community and everywhere, and we reaffirm our commitment to standing in solidarity with LGBTQ+ Americans in their ongoing struggle against discrimination and injustice.”

Mayor Colvin then read a proclamation in recognition of Pride Month and presented it to San Mateo County LGBTQ Commissioner Rebecca Carabez. Commissioner Carabez made remarks.

RAISING OF THE PRIDE FLAG

Colma Police Officers raised the Pride Flag

REMARKS BY CITY COUNCIL

Council Member Goodwin made remarks.

ADJOURNMENT

Mayor Colvin adjourned the meeting at 11:18 p.m. and invited everyone to stay for coffee and donuts.

Respectfully submitted,

Caitlin Corley
City Clerk

**MINUTES
REGULAR MEETING**

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

Wednesday, June 23, 2021

Closed Session - 6:00 PM

Regular Session - 7:00 PM

CLOSED SESSION – 6:00PM

1. **In Closed Session Under Government Code § 54956.9(d), CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Number of Cases: 1

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM

Mayor Diana Colvin called the meeting to order at 7:03 p.m.

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

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 or the chat function—you can email our City Clerk at ccorley@colma.ca.gov or use the chat function to let her know which item you would like to speak on. Please keep your comments to 3 minutes or less. Thank you.”

REPORT FROM CLOSED SESSION

Mayor Colvin announced, “Direction was given to staff at the end of the closed session this evening.”

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: Council Member del Rosario moved to adopt the agenda; 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	✓				
	5	0			

PRESENTATION

- **Recognition of Pride Month:**

The Mayor announced, "Earlier today we hosted a Pride Flag Raising Ceremony at the Community Center. It was wonderful to see so many people attend to celebrate and honor Pride Month. I was honored to present a proclamation in honor of Pride Month to San Mateo County LGBTQ Commissioner Rebecca Carabez. We then raised the Progress Pride Flag, which puts a strong emphasis on inclusion."

The Clerk showed photos from the event.

- **Proclamation in support of National Mosquito Control Awareness Week:**

The Mayor read a proclamation in support of National Mosquito Control Awareness Week June 20-26, 2021. San Mateo County Mosquito and Vector Control District Board Member Laura Walsh was on the call to accept the proclamation.

PUBLIC COMMENTS

Mayor Colvin opened the public comment period at 7:15 p.m. and seeing no one request to speak, she closed the public comment period.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the June 9, 2021 Special Meeting.
3. Motion to Accept the Minutes from the June 9, 2021 Regular Meeting.
4. Motion to Adopt a Resolution Approving and Authorizing the City Manager to Release a Portion of the Cash Deposit Provided for the Grading Work at the New Cadillac Dealership at 775 Serramonte Blvd.
5. Motion to Adopt a Resolution Adopting the FY 2021-22 Appropriation Limit.
6. Motion to Adopt a Resolution Approving and Authorizing the City Manager to Execute a Five-Year Contract with Turbo Data Systems, Inc for Parking and Traffic Citation Processing.

Action: Council Member Gonzalez moved to approve the consent calendar items #2 through 6; the motion was seconded by Council Member del Rosario and carried by the following vote:

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

PUBLIC HEARING

7. SEWER RATE INCREASE FOR NORTH SAN MATEO COUNTY SANITATION DISTRICT SEWER SYSTEM

The Mayor announced, "The next item on the agenda is the public hearing to consider protests to the proposed sewer rates and determine whether there is a majority protest under Proposition 218. Members of the public are required to submit any protest in writing to the City Clerk prior to the close of the public hearing. While the Council will hear oral protests, oral protests are not counted unless they are also submitted in writing. Only one vote per parcel will be counted for purposes of determining whether a majority protest exists."

Director of Public Works Brad Donohue and City Attorney Christopher Diaz presented the staff report. Mayor Colvin opened the public hearing at 7:32 p.m. The City Clerk announced that one protest was submitted. No public comments were made. The Mayor closed the public comment period at 7:33 p.m. Council discussion followed.

Action: Council Member Goodwin moved to Adopt a Resolution Adopting Increased Rates for Sewer Service Charges for Properties Connected to the North San Mateo County Sanitation District Sewer System and Taking Other Actions Relating Thereto; 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	✓				
	5	0			

8. SUSTAINABLE FOOD SERVICE WARE ORDINANCE

Kathleen Gallagher, Sustainability Programs Manager presented the staff report. Mayor Colvin opened the public hearing at 7:54 p.m. and seeing no one request to speak, she closed the public comment hearing. Council discussion followed.

Action: Council Member Goodwin moved to Introduce and Waive a Further Reading of an Ordinance Repealing Colma Municipal Code Subchapter 4.13 and Adopting a New Subchapter 4.13 Regulating the Use of Disposable Food Service Ware by Food Facilities

Pursuant to CEQA Guideline 15061(b)(3) and 15308; the motion was seconded by Council Member del Rosario and carried by the following vote:

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

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, July 14, 2021 at 7:00 p.m. and it will be held remotely.

REPORTS

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

- Town facilities will reopen on Tuesday, July 6, 2021.
- Recreation Facility rentals will be available in September; reservations can be made starting August 1, 2021.
- The Regular Council Meeting on August 11, 2021 will be cancelled.

ADJOURNMENT

Mayor Colvin adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Caitlin Corley
City Clerk

21 checks in this report.

Grand Total All Checks: 233,138.26

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53255	6/4/2021	01340	06042021 B	6/4/2021	FLEX 125 PLAN: PAYMENT	597.83	
			06042021 B	6/4/2021	DEPENDENT CARE: PAYMENT	292.31	890.14
53256	6/4/2021	01375	06042021 B	6/4/2021	NATIONWIDE RETIREMENT SOLL	4,843.75	
			06042021 M	6/4/2021	NATIONWIDE: PAYMENT	1,150.00	5,993.75
53257	6/4/2021	02377	06042021 B	6/4/2021	CALIFORNIA STATE DISBURSEME	547.84	547.84
53258	6/4/2021	02944	06042021 B	6/4/2021	PEACE OFFICERS RESEARCH, A	30.00	30.00
53259	6/4/2021	02945	06042021 B	6/4/2021	PORAC LEGAL DEFENSE FUND	168.00	168.00
94400	6/4/2021	00130	06042021 B	6/4/2021	EMPLOYMENT DEVELOPMENT D	14,161.34	14,161.34
94401	6/4/2021	00521	06042021 B	6/4/2021	UNITED STATES TREASURY	61,130.66	61,130.66
94402	6/4/2021	00282	06042021 B	6/4/2021	CALIFORNIA PUBLIC EMPLOYEE	65,279.24	65,279.24
94403	6/4/2021	00631	06042021 B	6/4/2021	P.E.R.S.	44,195.15	44,195.15
94404	6/4/2021	01360	06042021 B	6/4/2021	VANTAGE TRANSFER AGENTS	5,709.31	5,709.31
94405	6/4/2021	00068	06042021 B	6/4/2021	COLMA PEACE OFFICER'S	606.83	606.83
94407	6/4/2021	00521	06042021 M	6/4/2021	UNITED STATES TREASURY	901.93	901.93
94408	6/4/2021	01360	06042021 M	6/4/2021	VANTAGE TRANSFER AGENTS	464.42	464.42
94409	6/4/2021	00631	06042021 M	6/4/2021	P.E.R.S.	879.17	879.17
94410	6/4/2021	00282	06042021 M	6/4/2021	CALIFORNIA PUBLIC EMPLOYEE	8,141.33	8,141.33

System checks

Sub total for TRI COUNTIES BANK:

209,099.11

15 checks in this report.

Grand Total All Checks:

209,099.11

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53260	6/8/2021	00003	A. S. F. ELECTRIC	5/27/2021	REPAIR WALL SCONCES. IN;	453.95	453.95
53261	6/8/2021	00051	CALIFORNIA WATER SERVICE	5/24/2021	WATER BILLS	6,577.46	6,577.46
53262	6/8/2021	00093	CITY OF SOUTH SAN FRANCISCO	5/20/2021	TRAFFIC SIGNAL MAINTENAN	750.00	750.00
53263	6/8/2021	00099	D.C. LOCK & SECURITY SERV	4/19/2021	REKEY NEW LFIC-C, REINST/	361.22	361.22
53264	6/8/2021	00181	IEDA	6/7/2021	LABOR RELATIONS CONSUL	1,520.00	1,520.00
53265	6/8/2021	00254	METRO MOBILE COMMUNICA	6/2/2021	2 KENWOOD NX-5800BK5AFI	3,008.89	3,008.89
53266	6/8/2021	00280	OFFICE DEPOT, INC.	6/1/2021	MAINTENANCE CONTRACT	602.00	3,610.89
53267	6/8/2021	00307	PACIFIC GAS & ELECTRIC	5/24/2021	OFFICE SUPPLIES	152.61	152.61
53268	6/8/2021	00364	SMC SHERIFF'S OFFICE	5/25/2021	PG&E	1,942.95	1,942.95
53269	6/8/2021	00411	TURBO DATA SYSTEMS	5/31/2021	LAB FEES	2,380.00	2,380.00
53270	6/8/2021	00464	HINDERLITER, DE LLAMAS	5/31/2021	CITATION PROCESSING	468.54	468.54
53271	6/8/2021	00623	ARAMARK	5/25/2021	SALES TAX SERVICES	43,578.87	43,578.87
53272	6/8/2021	01030	STEPFORD, INC.	5/31/2021	UNIFORM SERVICE	539.60	746.30
53273	6/8/2021	01037	COMCAST CABLE	5/31/2021	FIRST AID SUPPLIES	206.70	4,146.25
53274	6/8/2021	02155	OLD DOMINION BRUSH COM	5/6/2021	HOURS IN EXCESS OF CONT	4,146.25	4,146.25
53275	6/8/2021	02499	GE CAPITAL INFORMATION	5/20/2021	8155 20 022 0097028 427 F ST	240.06	480.12
53276	6/8/2021	02763	OPENGOV, INC.	5/20/2021	8155 20 022 0097051 Internet	240.06	857.02
53277	6/8/2021	03034	FLEX ADVANTAGE	6/1/2021	16" .040 POLY 21-161531 (6)	857.02	857.02
53278	6/8/2021	03224	DECORATIVE PLANT SERVIC	5/21/2021	A10 CCC COPY MACHINE	274.44	548.88
53279	6/8/2021	03406	MUNICIPAL MANAGEMENT	5/21/2021	A9 PD COPY MACHINE RENT,	274.44	548.88
				5/20/2021	3/01/21-2/28/22 OPERATIONAL	17,115.00	17,115.00
				5/31/2021	FLEX PROCESSING FEES	190.00	190.00
				6/1/2021	MAINTENANCE GUARANTEEI	157.45	157.45
				5/24/2021	MAY 24-21, 2021 WOMEN'S LI	75.00	75.00
Sub total for TRI COUNTIES BANK:						86,112.51	86,112.51

20 checks in this report.

Grand Total All Checks: 86,112.51

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53280	6/15/2021	00055	CORA	2/1/2021	FY 2020-2021 ERP SERVICES	542.00	542.00
53281	6/15/2021	00071	CSG CONSULTANTS, INC.	03/27/21-04/30/21	CSG	116,032.36	116,032.36
53282	6/15/2021	00174	HOME DEPOT CREDIT SERVICE	May 19-26, 2021	PW SUPPLY PURCHASES	338.77	338.77
53283	6/15/2021	00307	PACIFIC GAS & ELECTRIC	06/09/2021	PG&E	3,003.80	
53284	6/15/2021	00414	TERMINEX INTERNATIONAL	0567147369-1	PG&E	130.51	3,134.31
53285	6/15/2021	00507	COLMA FIRE PROTECTION DISTRICT	June 8, 2021	PEST CONTROL	250.00	
53286	6/15/2021	00553	PACIFIC NURSERIES	SI-3358	601 F St.	79.00	329.00
53287	6/15/2021	00649	DAVEY TREE EXPERT COMPANY	915641026	ANNUAL INSPECTION FEE	125.00	125.00
53288	6/15/2021	00830	STAPLES BUSINESS CREDIT	1635858931	PYRUS KAWAKAMIII (5), TRIS	631.47	631.47
53289	6/15/2021	01037	COMCAST CABLE	June 2021	TREE SERVICE	2,880.00	2,880.00
53290	6/15/2021	02216	RAMOS OIL CO. INC.	06/02-07/01/2021	OFFICE SUPPLIES	512.40	512.40
53291	6/15/2021	02499	GE CAPITAL INFORMATION	5062114218	8155 20 022 0094769 TOWN C	15,232.37	15,477.43
53292	6/15/2021	02793	DITO'S MOTORS	749298	8155 20 022 0097069 INTERNI	245.06	
53293	6/15/2021	02799	WAVE	750805	PD GASOLINE PURCHASES 1	1,971.86	
53294	6/15/2021	02827	CORODATA SHREDDING, INC.	RS3284437	PD GASOLINE PURCHASES 2	1,745.85	
53295	6/15/2021	02886	READY REFRESH BY NESTLE	01F0036457661	PD GASOLINE PURCHASES 1	1,587.71	
53296	6/15/2021	02938	TRASK, KIM	06/12/21	RECREATION GASOLINE PUF	54.89	
53297	6/15/2021	03015	U.S. BANK CORPORATE PMT	05/24/21	TH COPY FEES	1,377.62	5,360.31
					OIL & FILTER CHANGE	42.00	1,377.62
					RIMS INTERNET W/SSF	400.00	400.00
					STORAGE	65.57	65.57
					BOTTLED WATER SERVICE	66.91	66.91
					06/12/21 REIMBURSEMENT F	12.00	12.00
					CREDIT CARD PURCHASE	2,436.78	
					CREDIT CARD PURCHASE	2,436.02	
					CREDIT CARD PURCHASE	1,728.53	
					CREDIT CARD PURCHASE	625.00	
					CREDIT CARD PURCHASE	560.00	
					CREDIT CARD PURCHASE	277.37	
					CREDIT CARD PURCHASE	189.42	
					CREDIT CARD PURCHASE	172.18	
					CREDIT CARD PURCHASE	103.98	
					CREDIT CARD PURCHASE	81.94	8,611.22
53298	6/15/2021	03061	NICK BARBIERI TRUCKING, LI	2249907	PW GAS PURCHASES	527.86	527.86

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53299	6/15/2021	03334	AT&T MOBILITY NATIONAL.AC287296200335X	6/2/2021	WIRELESS	1,350.40	1,350.40
53300	6/15/2021	03378	ESCOBAR, RICARDO	06/03/21	Reimbt 6/14/2021 REIMBURSEMENT F	21.28	21.28
53301	6/15/2021	03389	BREAUX, RICKIE	06/03/21	Reimbt 6/3/2021 COSTCO REIMBURS	43.68	43.68

Sub total for TRI COUNTIES BANK: 157,881.59

22 checks in this report.

Grand Total All Checks: 157,881.59

FY 2021-2022
Prepaid Expenses

Final Check List
Town of Colma

apChkLst
06/15/2021 1:13:04PM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53302	6/15/2021	00050	18625	5/1/2021	FY 2021-2022 MEMBERSHIP F	440.00	440.00
53303	6/15/2021	00363	1366151-IN	5/12/2021	FY 2021-2022 COST-SHARING	2,948.00	2,948.00
53304	6/15/2021	00388		6/1/2021	MONTHLY MONITORING	1,109.81	1,109.81
53305	6/15/2021	00500		5/20/2021	FY 2021-2022 LAFCO	2,076.00	2,076.00
53306	6/15/2021	00609		4/29/2021	FY 2021-2022 SMC CHILD FOI	1,200.00	1,200.00
53307	6/15/2021	00646		6/15/2021	FY 2021-2022 MEMBER #4403	1,400.00	1,400.00
53308	6/15/2021	00812		3/21/2021	FY 2021-2022 CMA ANNUAL M	100.00	100.00
53309	6/15/2021	01030		5/20/2021	MONTHLY SERVICE CONTRA	5,893.80	5,893.80
53310	6/15/2021	02787		6/3/2021	POLICE STATION FIRE ALARM	45.00	45.00
53311	6/15/2021	03034		6/15/2021	HRA RETIREES	60,434.28	60,434.28
53312	6/15/2021	03284		6/15/2021	FY 2021-2022 LEAP SEARCH,	2,095.00	2,095.00
53313	6/15/2021	03355		6/1/2021	FY 2021-2022 JPA ANNUAL FL	30,000.00	30,000.00

Sub total for TRI COUNTIES BANK:

107,741.89

12 checks in this report.

Grand Total All Checks: 107,741.89

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53314	6/18/2021	00047	06182021 B	6/18/2021	CLEA: PAYMENT	220.50	220.50
53315	6/18/2021	01340	06182021 B	6/18/2021	NAVIA BENEFIT SOLUTIONS	597.83	597.83
53316	6/18/2021	01375	06182021 B	6/18/2021	NATIONWIDE RETIREMENT SOLL06182021 B	292.31	890.14
53317	6/18/2021	02224	06182021 B	6/18/2021	STANDARD INSURANCE COMPAN06182021 B	4,543.75	4,543.75
53318	6/18/2021	02377	06182021 B	6/18/2021	CALIFORNIA STATE DISBURSEMENT06182021 B	452.08	452.08
94412	6/18/2021	00130	06182021 B	6/18/2021	EMPLOYMENT DEVELOPMENT D06182021 B	547.84	547.84
94413	6/18/2021	00521	06182021 B	6/18/2021	UNITED STATES TREASURY	13,756.38	13,756.38
94414	6/18/2021	00631	06182021 B	6/18/2021	P.E.R.S.	60,093.30	60,093.30
94415	6/18/2021	01360	06182021 B	6/18/2021	VANTAGE TRANSFER AGENTS	44,833.29	44,833.29
94416	6/18/2021	00068	06182021 B	6/18/2021	COLMA PEACE OFFICER'S	5,313.97	5,313.97
Sub total for TRI COUNTIES BANK:						606.83	606.83
Sub total for TRI COUNTIES BANK:						131,258.08	131,258.08

10 checks in this report.

Grand Total All Checks: 131,258.08

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53319	6/22/2021	00004	000016606526	6/13/2021	C3-A/B-12-10-TS-01	1,526.94	1,526.94
53320	6/22/2021	00020	121060039	6/1/2021	WATERLOGIC RENTAL	40.00	
			121060038	6/1/2021	MTN H/C BWC	9.00	49.00
53321	6/22/2021	00112	513035	6/3/2021	PD ACCOUNT #140503	215.00	215.00
53322	6/22/2021	00188	3573	5/25/2021	M. PEREZ & R. BREAUX ADD	80.12	80.12
53323	6/22/2021	00349	16718	5/28/2021	LANDSCAPE SERVICES	18,935.00	
			16721	4/30/2021	APRIL 2021 IRRIGATION REP/	584.50	
			16719	6/9/2021	MAY 20-22, 2021 TOTAL IRRIG	534.25	
			16681	4/30/2021	04.15.21 RETENTION POND II	225.00	20,278.75
53324	6/22/2021	00412	TELECOMMUNICATIONS ENG47126	6/10/2021	Facilities Mgmt & Maintenance	1,515.00	1,515.00
53325	6/22/2021	00534	SMC INFORMATION SERVICE:1YCL12105	5/31/2021	MICRO CHANNEL & LINES	801.25	
			1YCL12106	6/30/2021	MICRO CHANNEL & LINES	801.25	1,602.50
53326	6/22/2021	01030	STEPFORD, INC.	6/9/2021	SERVER REPLACEMENT DRI	2,617.42	2,617.42
53327	6/22/2021	01037	COMCAST CABLE	6/7/2021	8155 20 022 0096715 601 F ST	110.06	110.06
53328	6/22/2021	01565	BAY CONTRACT MAINTENAN(June 2021	6/10/2021	JANITORIAL SERVICES	9,083.28	
			25698	6/10/2021	COVID-19 BASE LINE DECON	7,884.73	
			25629	5/11/2021	05.08.21 DEEP CLEANING CO	480.00	
			25605	5/6/2021	04.29.21 DEEP CLEANING CO	480.00	17,928.01
53329	6/22/2021	01995	CELETTA INVESTIGATIVE SEF21-0610	6/10/2021	CARDROOM BACKGROUND	440.00	440.00
53330	6/22/2021	02583	CRIME SCENE CLEANERS, IN 81207	6/15/2021	CLEAN & DISINFECT, REMOVE	100.00	100.00
53331	6/22/2021	02637	Z.A.P. MANUFACTURING INC. 4763	6/16/2021	12"X18" SIGNS: NO PARKING	2,555.81	
			4746	6/9/2021	OMI-1-1 18X18 SIGN YELLOW	275.35	2,831.16
53332	6/22/2021	02793	DITO'S MOTORS	6/4/2021	#2 REPLACE BRAKES, OIL & I	964.25	964.25
53333	6/22/2021	02970	PRODUCTIVE PRINTING & GR35340	6/9/2021	500 NOTICE TO APPEAR FOR	262.20	262.20
53334	6/22/2021	03060	PREFERRED ALLIANCE, INC. 0168026-IN	5/31/2021	NON-RANDOM TEST PRE-EM	42.00	42.00
53335	6/22/2021	03273	THE HOME DEPOT PRO	6/9/2021	PW PURCHASES	1,249.74	
			621848456	6/9/2021	PW PURCHASES	344.79	1,594.53
			622139145	6/10/2021	PW PURCHASES	138.00	138.00
53336	6/22/2021	03408	ADAME, MARCUS	6/15/2021	REFUND 40939P VEHICLE RE		
			40939P Refund			138.00	
Sub total for TRI COUNTIES BANK:							52,294.94

18 checks in this report.

Grand Total All Checks: 52,294.94

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53337	6/29/2021	00051	CALIFORNIA WATER SERVICE6544607057	4/14/2021	CA WATER	651.58	
			1727052702	6/9/2021	CA WATER	353.15	1,004.73
53338	6/29/2021	00236	LAURETTA PRINTING COMPAI32337	6/15/2021	3,000 ENVELOPES REG #10'S	499.10	499.10
53339	6/29/2021	00307	PACIFIC GAS & ELECTRIC 0512181543-4	6/10/2021	PG&E	1,567.99	
			06/21/2021	6/21/2021	PG&E	97.78	1,665.77
53340	6/29/2021	00311	PITNEY BOWES INC. 3104795079	6/15/2021	POSTAGE METER RENTAL	898.83	898.83
53341	6/29/2021	00649	DAVEY TREE EXPERT COMP915689458	6/7/2021	TREE SERVICE	2,875.00	2,875.00
53342	6/29/2021	01023	PRIORITY 1 8321	6/16/2021	SUV#1 RELOCATE EXISTING	1,032.51	
			8325	6/21/2021	SUV #7 REMOVE OLD RADIO	434.24	1,466.75
53343	6/29/2021	01037	COMCAST CABLE 06/17-07/16	6/12/2021	8155 20 022 0188769 HD TECI	55.14	55.14
53344	6/29/2021	01183	BEST BEST & KRIEGER LLP 907234	6/14/2021	CITY ATTORNEY SERVICES	19,527.00	
			907236	6/14/2021	CITY ATTORNEY THIRD PART	1,676.70	21,453.30
			907235	6/14/2021	CITY ATTORNEY SPECIAL SE	249.60	342.09
53345	6/29/2021	01370	VERIZON WIRELESS SERVICE9881978645	6/15/2021	CELL PHONE SERVICE	342.09	
53346	6/29/2021	02793	DITO'S MOTORS 23940	6/21/2021	#3 OIL & FILTER CHANGE, RE	682.38	
			24115	6/16/2021	#6 OIL & FILTER CHANGE, RE	218.67	218.67
			23962	6/21/2021	#6 REPLACE WASHER HOSE	63.65	63.65
			24112	6/16/2021	#1 OIL & FILTER CHANGE	43.00	43.00
			23724	6/21/2021	2015 FORD FUSION SE OIL &	42.00	42.00
			23963	6/21/2021	ADM #2 OIL & FILTER CHANG	42.00	42.00
53347	6/29/2021	03061	NICK BARBIERI TRUCKING, LI2253101	6/15/2021	PW GAS PURCHASES 1-15	380.55	1,091.70
53348	6/29/2021	03267	ACC BUSINESS 211618032	6/27/2021	ETHERNET ACCESS	674.58	380.55
53349	6/29/2021	03407	TMW & ASSOCIATES, INC. 1521B 85% Refl	6/9/2021	1521B 85% REFUND OF CASI	1,155,222.25	674.58
53350	6/29/2021	03409	PRINTWORKS 605	5/13/2021	YELLOW YOUTH CAMP T-SHI	752.10	1,155,222.25
							752.10
					Sub total for TRI COUNTIES BANK:		1,188,381.89

14 checks in this report.

Grand Total All Checks: 1,188,381.89



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

**AN ORDINANCE REPEALING COLMA MUNICIPAL CODE SUBCHAPTER 4.13 AND
ADOPTING A NEW SUBCHAPTER 4.13 REGULATING THE USE OF DISPOSABLE FOOD
SERVICE WARE BY FOOD FACILITIES PURSUANT TO CEQA GUIDELINE 15061(b)(3)
AND 15308**

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

ARTICLE 1. SUBCHAPTER 4.13 REPEALED AND REPLACED.

Subchapter 4.13 is hereby repealed in its entirety and replaced as follows:

Subchapter 4.13: Sustainable Food Service Ware Ordinance

4.13.010 Findings and Purpose.

- (a) The use of single-use plastic disposable food service ware has been determined to have significant impacts on the environment, including environmental contamination, litter on streets, and plastic pollution in waterways and oceans; and
- (b) Polystyrene, also known as Styrofoam, has also become a problematic environmental pollutant given its non-compostable and nearly non-reusable nature; and
- (c) Many new compostable plastic alternatives contain fluorinated chemicals that have been linked to serious health issues including some cancers and thyroid disruption. These compostable plastics do not fully degrade in a marine environment and break down into microplastics, which are consumed by microorganisms and end up in the fish that we eat; and
- (d) The City Council of the Town of Colma does find and declare that it should regulate the use of disposable food service ware by food vendors.

4.13.020 Definitions.

For purposes of this Subchapter, the following definitions apply.

- (a) "Aluminum Foil-based" means any Disposable Food Service Ware composed entirely of aluminum, including but not limited to aluminum tray liners, aluminum foil, and aluminum foil baskets.
- (b) "Biodegradable Products Institute (BPI)" refers to a certification program that ensures that products and packaging displaying the BPI logo have been independently tested and verified accordingly to scientifically based standards to successfully break down in professionally managed industrial composting facilities. BPI-certified products meet the standards of the American Society for Testing Materials (ASTM) D6400 or D6868 for compostability. Starting on January 1, 2020, all BPI-certified products will also be required to have (1) a limit of 100 parts

per million (ppm) total Fluorinated Chemicals as the upper threshold for acceptance and (2) no intentionally added Fluorinated Chemicals.

(c) "Compostable" means that an item or material (1) will break down, or otherwise become part of usable compost in a safe and timely manner and (2) is Natural Fiber-based or made from other materials approved by the County Manager or designee. Compostable items may include those that are made entirely of Natural Fiber or Natural Fiber-based items that are coated or lined with biologically based polymer, such as corn or other plant sources (e.g., compostable plastics), if certified by BPI or by another independent third party approved by the County Manager or designee.

(d) "County" means the County of San Mateo.

(e) "Disposable" means designed to be discarded after a single or limited number of uses and not designed or manufactured for long-term multiple reuse.

(f) "Food Service Ware" means food contact products used for serving, distributing, holding, packaging, and/or transporting Prepared Food including, but not limited to plates, cups, bowls, trays, clamshell containers, boxes, utensils, straws, lids, and food contact paper (e.g., wraps, bags, tray liners, etc.). The term "Food Service Ware" includes Food Service Ware Accessories.

(g) "Food Service Ware Accessories" include Food Service Ware such as straws, stirrers, cup spill plugs, cup sleeves, condiment packets, utensils (including chopsticks), cocktail sticks/picks, toothpicks, napkins, and other similar accessory or accompanying Food Service Ware used as part of food or beverage service or packaging. Detachable lids for beverage cups and food containers are not considered a Food Service Ware Accessory.

(h) "Fluorinated Chemicals" means perfluoroalkyl and polyfluoroalkyl substances (PFAS chemicals) or fluorinated chemicals, which are a class of fluorinated organic chemicals containing at least one fully fluorinated carbon atom.

(i) "Food Facility" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food to the public for human consumption, as defined by the California Health and Safety Code Section 113789 or successor. It includes both permanent and temporary food facilities. Public schools are exempt from the provisions of this Subchapter.

(j) "Food Scrap Composting Method" means: (1) self-hauling of food scraps to a permitted composting facility or a transfer station that accepts food scraps that will be transferred to a permitted composting facility for on-site compost processing, (2) food scrap compost collection service provided by a curbside hauler, or (3) on-site food scrap composting.

(k) "Healthcare Facilities" mean places that provide healthcare to the public. Healthcare Facilities includes, but is not limited to hospitals, clinics, outpatient care centers, nursing homes, psychiatric care centers, medical offices, hospice homes, mental health and addiction treatment centers, orthopedic and other rehabilitation centers, urgent care, birth centers, etc.

(l) "Natural Fiber/Natural Fiber-based" means a plant or animal-based, non-synthetic fiber, including but not limited to products made from paper, sugarcane, bamboo, wheat stems/stalk, hay, wood, etc.

(m) "Non-Compostable" means not meeting the definition of Compostable set forth in this Subchapter.

(n) "Polystyrene-based" means and includes expanded polystyrene, which is a thermoplastic petrochemical material utilizing a styrene monomer and processed by any number of techniques including, but not limited to fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene). The term "polystyrene" also includes polystyrene that has been expanded or blown using a gaseous blowing agent into a solid foam (expanded polystyrene [EPS]) and clear or solid polystyrene known as oriented polystyrene.

(o) "Prepackaged Food" means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer and prepared at an approved source.

(p) "Prepared Food" means food or beverages that undergo a cooking or food preparation technique on the Food Facility's premises for consumption by the public. Cooking or food preparation technique includes, but is not limited to the following:

(1) Cooking methods, utilizing the application of heat, such as steaming, microwaving, simmering, boiling, broiling, grilling, frying, or roasting.

(2) Beverage preparation, such as blending, brewing, steeping, juicing, diluting, or pouring.

(3) Food preparation techniques, such as defrosting, rinsing, washing, diluting, cutting, portioning, mixing, blending, assembling, coating, dipping, garnishing, decorating, or icing.

Prepared Food does not include raw eggs or raw, butchered meats, fish, and/or poultry sold from a butcher case, a refrigerator case, or similar retail appliance.

(q) "Takeout Food" means Prepared Food requiring no further preparation, which is purchased to be consumed off a Prepared Food Facility's premises. Takeout Food includes Prepared Food delivered by a Food Facility or by a third-party Takeout Food Delivery Service.

(r) "Takeout Food Delivery Service" is a service that delivers Takeout Food from a Food Facility to a customer for consumption off the premises. This service can be provided directly by the Food Facility or by a third-party.

4.13.030 Distribution of Disposable Food Service Ware Accessories.

(a) No Food Facility shall provide any Disposable Food Service Ware Accessories except: (1) upon request by the consumer, (2) upon acceptance by the consumer after being offered by the Food Facility, or (3) at a self-serve area and/or a dispenser.

(b) Food Facilities shall only distribute Disposable Food Service Ware Accessories unbundled, as separate individual units.

(c) Takeout Food Delivery Services that utilize digital ordering/point of sale platforms, including but not limited to the internet and smart-phone, shall only offer Disposable Food Service Ware Accessories by providing clear options for customers to affirmatively request these items separate from orders for food and beverages. The default option on the digital ordering/point of sale platforms shall be that no Disposable Food Service Ware Accessories are requested. Each individual Disposable Food Service Ware Accessory (e.g., each fork, knife, condiment packet, napkin, etc.) provided with Prepared Food must be specifically requested by the customer in order for a Food Facility to provide it.

4.13.040 Standards and Required Use of Disposable Food Service Ware.

(a) No Food Facility shall use Polystyrene-based Disposable Food Service Ware when providing Prepared Food.

(b) Food Facilities shall only provide Disposable straws, stirrers, utensils, and cocktail/toothpicks (and the packaging that these individual items are wrapped in, if any) that are Compostable.

(c) Nothing in this Subchapter shall conflict or be construed to conflict with the Americans with Disabilities Act or any other applicable law concerning the rights of individuals with disabilities. In particular, nothing in this Subchapter shall restrict, or be construed to restrict, the provision by Food Facilities of Disposable Non-Compostable straws to individuals who may request the use of Disposable Non-Compostable straws to accommodate medical needs or disabilities. Healthcare Facilities may distribute Disposable Non-Compostable straws with or without request by a patient at the discretion of the Healthcare Facility staff based on the physical or medical needs of the patient.

(d) Food Facilities shall use Compostable items for the below Disposable Food Service Ware:

(1) Plates

(2) Bowls (of all sizes including, but not limited to soup and salad bowls and accessory bowls for condiments)

(3) Cups (of all sizes including, but not limited to beverage cups)

(4) Food trays

(5) Clamshells, boxes, deli containers, and other containers used for the sale and/or distribution of Prepared Food (e.g., Takeout Food, leftover "doggie containers", etc.)

(e) Compostable items for the Disposable Food Service Ware listed in Subsection (d) used by Food Facilities must have been tested to breakdown into compost in an industrial composting facility in a timely manner and shall be free of all intentionally added Fluorinated Chemicals. To verify, these items shall be certified by Biodegradable Products Institute (BPI) or

another independent third party approved by the County Manager or designee, in collaboration with local waste processors and haulers.

(f) For all other Disposable Food Service Ware not listed in Subsections (b) and (d), Food Facilities shall use only Disposable Food Service Ware that can be composted by the Food Scrap Composting method utilized by the Food Facility and/or accepted for recycling by the Food Facility's recycling collection service.

(g) The Town through the County shall maintain a list of approved Disposable Food Service Ware sources and/or references to organizations that maintain regularly updated lists of products that meet the requirements detailed in Subsections (a), (b), (d), and (e) of this Section. This information shall be made available on the County Office of Sustainability website, in the County Office of Sustainability, and available from the Town upon request. If a product is not included on the approved lists, the Food Facility wishing to use a product as Disposable Food Service Ware shall establish to the City Manager through County Manager or designee's satisfaction that the product complies with the requirements detailed in Subsections (a), (b), (d), and (e).

4.13.050 Recordkeeping and Inspection.

(a) Food Facilities shall keep complete and accurate record or documents of the below items.

(1) Commencing on the effective date of this Ordinance and ending on March 25, 2022, the purchase of all Disposable Food Service Ware, including Non-Compostable and Compostable items.

(2) The purchase of the acceptable Disposable Food Service Ware evidencing compliance with this Subchapter for a minimum period of three years from the date of purchase.

(b) The record shall be made available for inspection at no cost to the Town through the County during regular business hours by Town or County employees or Town or County-designated staff authorized to enforce this Subchapter. Unless an alternative location or method of review is mutually agreed upon, the records or documents shall be made available at the Food Facility address.

(c) The provision of false or incomplete information, records, or documents to the Town or County shall be a violation of this Subchapter.

4.13.060 Exemptions.

(a) Prepackaged Food is exempt from the provisions of this Subchapter.

(b) Polystyrene coolers and ice chests intended for reuse are exempt from the provisions of this Subchapter.

(c) Disposable Food Service Ware that is entirely Aluminum Foil-based is exempt from the provisions of this Subchapter.

(d) If the Town through the County determines that a reasonably feasible Disposable Food Service Ware that complies with Section 4.13.040 (a), (b), (d), and (e) of this Subchapter does not exist, these items will be exempt from the abovementioned provisions of this Subchapter until the Town through the County determines that a reasonably feasible alternative is available on the market for purchase. The Town through the County will have a current list of these exempted Disposable Food Service Ware posted on the County Office of Sustainability website with hard copies available in the County Office of Sustainability, and available from the Town upon request.

(e) Certain Disposable Food Service Ware Accessories for beverage orders, specifically, straws and cup sleeves, shall be exempt from Section 4.13.030 (a) and may be distributed for safety reasons without the need for a request by the consumer or an offer by the Food Facility, specifically at drive-through areas of Food Facilities. Detachable lids are not considered a Disposable Food Service Ware Accessory, so Section 4.13.030 (a) does not apply to detachable lids.

(f) Temporary exemptions due to an emergency are automatic without the submission of a request for an exemption. An emergency is defined as a sudden, unexpected occurrence posing a clear and imminent danger that requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Examples of an emergency include, but are not limited to natural disasters, emergencies due to the release of hazardous materials, emergencies associated with loss of power and/or water, or emergency medical response.

4.13.070 Case-by-Case Consideration of Requests for Hardship Exemption.

(a) **Grounds for an exemption.** An exemption from any of the provisions of this Subchapter may be granted by the City Manager through the County Manager or designee upon demonstration by a Food Facility to the satisfaction of the Town through the County that strict application of the requirements would cause undue hardship. An "undue hardship" includes, but is not limited to the following:

(1) A situation unique to the Food Facility where a suitable alternative that conforms with the requirements detailed in Section 4.13.040 (a), (b), (d), and (e) does not exist for a specific application.

(2) Imposing the provisions of this Subchapter would cause significant economic hardship. "Significant economic hardship" may be based on, but not limited to, demonstrating that suitable Disposable Food Service Ware is not available at a commercially reasonable price and the additional cost associated with providing the Disposable Food Service Ware is particularly burdensome to the Food Facility based on the type of operation(s) affected, the overall size of the business/operation, the number, type and location of its facilities, the impact on the overall financial resources of the Food Facility, and other factors. Reasonable added cost for a suitable item as compared to a similar item that the Food Facility can no longer use shall not by itself constitute adequate grounds to support an exemption for such item. In determining whether a significant economic hardship has been established, the City Manager through the County Manager or designee shall consider the following information: ability of the Food

Facility to recover the additional expense by increasing its prices; the availability of tax credits and deductions; outside funding; and other options.

(b) **Request for an exemption.** A request for an exemption from the requirements of this Subchapter shall include all information deemed necessary by the Town and County to render a decision, including but not limited to documentation showing the factual support for the requested exemption. A request for an exemption may be approved by the City Manager through the County Manager or designee, in whole or in part, with or without conditions. The duration of the exemption, if granted, shall also be determined by the City Manager through the County Manager or designee. Information about the application process for requesting an exemption will be available on the County Office of Sustainability's website and in the County Office of Sustainability, and available from the Town upon request.

4.13.080 Enforcement.

The County of San Mateo, its officers, employees and agents are hereby authorized to enforce, on behalf of the Town of Colma, this subchapter of the Colma Municipal Code, and any amendments thereto, within the jurisdictional boundaries of the Town of Colma. Such enforcement authority includes, without limitation, the authority to hold hearings, issue citations, or assess administrative fines for violations of this Subchapter within the geographical limits of the Town of Colma.

Any violation of this subchapter is declared to be a public nuisance and can be enforced through various provisions of the Colma Municipal Code including this subchapter, subchapter 1.05 and subchapter 2.01. Any violation can also be enforced by the County or Town through any and all administrative, civil, or criminal enforcement remedies available under the law.

ARTICLE 2. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause or phrase added by this ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases are declared unconstitutional, invalid or ineffective.

ARTICLE 3. CEQA COMPLIANCE

The City Council finds that the changes made to the Codes are exempt from environmental review requirements pursuant to Section 15061(b)(3) of the California Environmental Quality Act ("CEQA") on the grounds that it can be seen with certainty that there is no possibility that the provisions contained within the ordinance may have a significant effect on the environment. Further, the changes made to the Codes are also exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15308, as an action taken by regulatory agencies to assure the maintenance, restoration, enhancement of natural resources, or protection of the environment.

ARTICLE 4. EFFECTIVE DATE

This ordinance shall take effect thirty (30) days following its adoption by the City Council. However, the mandatory provisions of this Ordinance, except for Section 4.13.050(a)(1) of this Ordinance, shall only become subject to enforcement on March 25, 2022.

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 June 23, 2021, and adopted at a regular meeting of the City Council of the Town of Colma held on July 14, 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: Angelika Abellana, Interim Recreation Manager
 VIA: Brian Dossey, City Manager
 MEETING DATE: July 14, 2021
 SUBJECT: Recreation Services Department Quarterly Review, April - June 2021

RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT
 PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE SECOND QUARTER OF 2021.

EXECUTIVE SUMMARY

In the second quarter of 2021, a total of 1,119 participants attended 18 programs. This represents a decrease of 243 participants from the second quarter of 2020. While staff realizes these numbers do not reflect traditional recreation services programming, however it is important to demonstrate the continued service to the community during the COVID-19 pandemic. Staff attributes the decrease in frequency to essential service programming during shelter-in-place such as food pantry deliveries.

Staff estimates that 24 percent of the population had a current Colma I.D. during the second quarter of 2021.

There was a total of 3 rentals, which is an increase of 1 rental from the second quarter of 2020.

Due to COVID-19 pandemic the Recreation Department had to cancel all programming per Shelter-in-Place orders. However, staff provided new programs which align with health recommendations and shelter-in-place orders such as celebrating the Spring with a Drive Thru Eggstravaganza for the youth population, a Philippine Independence Day Pabitin Craft to provide families with a diverse craft to do at home, grab and go summer food program for youth and hosting in person Summer Camp at a smaller scale.

As we move into the fall, staff plans to offer more in person programming and events assuming there will be no future closures or shelter in place orders due to a resurgence in Covid-19.

BACKGROUND

Participation

The Recreation Services Department offered programs, activities, events, and trips for all age groups during the past quarter. Below is a summary of participation levels by demographic:

- A total of 105 adults and seniors participated in enrichment programs. This represents an increase of 105 participants from the second quarter of 2020. Staff attributes the increase in participation to due to the modification of adult and senior programs to do at home, virtually or by delivery.
- A total of 149 adults and seniors participated in trips and events. This represents an increase of 112 participants from the second quarter of 2020. Staff attributes the increase in participation due the modification of our luncheon program to be delivered and enjoyed at home.
- A total of 381 youth and teens participated in Enrichment Programs. This represents an increase of 121 participants from the second quarter of 2020. Staff attributes the increase due to the participation of in-person Summer Camp and the Summer Food Program.
- A total of 32 youths and teens participated in events and trips. This represents an increase of 32 participants from the second quarter of 2020. Staff attributes the increase due to the modification of events such as Eggstravaganza to be hosted as a "Drive Thru" event.
- A total of 452 youth, adults and seniors participated in Community Programs. This represents a decrease of 613 participants from the second quarter of 2020. Staff attributes the decrease due to the reduced frequency of the Food Pantry Deliveries, and break (no deliveries) for the month of June.
- When the Shelter in Place Order was put in place, almost all recreation programming was cancelled. To accommodate our community, staff created a virtual recreation page with web links to activities on the internet. The virtual recreation webpage received 54 visits during the second quarter of 2021. These numbers were not included in the participation total because we have no way of knowing if there was actual participation. On Social Media, we have increased our Instagram followers by 21 followers from April to June.

The attachment contains a detailed breakdown of participation by program.

Rental Activity

The Colma Community Center was rented for 3 different events:

- Non-Resident Non-profit Groups (none)
- In House Reservations (3 Blood Drives)

The Sterling Park Recreation Center was not rented for the second quarter of 2021.

ATTACHMENTS

- A. 2021 Recreation Services Department Quarterly Review – Participation Detail



**Recreation Services Department Quarterly Review
April - June 2021
Participation Detail**

Adult/Senior Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Armchair Travel	27	1	Existing
Let's Get Crafty	33	1	Existing
Virtual Breakfast and Bingo	45	1	Existing

Adult & Senior Trips & Events

Program	Registered	Sessions	New or Existing Program
Senior Luncheon Deliveries	149	3	Existing

Youth & Teen Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Kumon Math Tutoring	33	3	Existing
Kumon Reading Tutoring	16	3	Existing
Summer Camp at Home Kits	Cancelled	1	<i>NEW</i>
Summer Day Camp	28	2	Existing
Summer Food Program	304	1	<i>NEW</i>
Teen ONLY Game Night	Cancelled	1	<i>NEW</i>

Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Dessert and Arts & Crafts	Cancelled	1	Existing
Eggstravaganza Drive Thru	32	1	Existing

Community Programs

Program	Registered	Sessions	New or Existing Program
Annual Blood Drive	39	1	<i>NEW</i>
Blind Date with a Book/Pop Up	7	1	Existing
E-Waste and Shredding Day	24	1	<i>NEW</i>
Food Pantry Delivery Program	301	1	Existing
Philippine Independence Day Craft: Pabitin	19	1	<i>NEW</i>
Virtual Family Bingo	62	2	Existing

Note: Programs were cancelled due to COVID-19.





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 VIA: Brian Dossey, City Manager
 MEETING DATE: July 14, 2021
 SUBJECT: Mission Road Improvement Project, Notice of Completion & Budget Amendment

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION ACCEPTING THE MISSION ROAD BICYCLE AND PEDESTRIAN IMPROVEMENT PROJECT AS COMPLETE, DIRECTING THE DIRECTOR OF PUBLIC WORKS TO FILE A NOTICE OF COMPLETION FOR THE PROJECT WITH THE SAN MATEO COUNTY RECORDER'S OFFICE, AND AUTHORIZING A BUDGET AMENDMENT

EXECUTIVE SUMMARY

In June 2021, RK Engineering (RKE) completed contract work for the Mission Road Bicycle & Pedestrian Improvement Project (Project). RKE performed the Project scope of work and approved extra work between June 2020, when the contract was awarded, through June 2021. RKE and the Town's contract obligations are now fully complete, and the Town should move forward with filing Notice of Completion for the Project. The Project is estimated to be overbudget by the amount of \$48,232.16, and staff is requesting that City Council approve a budget amendment in the amount of \$60,000.00 to cover this overage and any other minor unforeseen costs not accounted for.

FISCAL IMPACT

The City Council approved Project budget is \$2.8 million. The total project cost came to \$2,848,232.16. The construction cost exceeded the construction budget by \$48,232.16. Staff is requesting that the Project budget be increased \$60,000. Funding for this Project budget increase is expected to come from The Town's gas tax reserve in the amount of \$30,000 and Measure A in the amount of \$30,000.

BACKGROUND

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

The Project was awarded to RKE on June 28, 2020. The Project involved working within an established residential and commercial neighborhood. The Project objectives included construction of Project as well as working with various businesses, the nearby cemetery and residents to minimize construction impacts in order to keep their day-to-day activity as close to normal as possible. The Project was slightly delayed due to the cold weather which prevented the contractor from performing the temperature sensitive roadway surface treatment. The Project also required several change orders that involved conforming paving to match new sidewalk to old driveways, leveling pavement in certain areas of the roadway, extra sidewalk work to eliminate sidewalk ponding, unforeseen drainage work and enhancements, extra costs from CalWater for meter connections and PG&E relocation costs associated with electrical connections.

RKE substantially completed the Project along with all extra work in June 2021.

ANALYSIS

Project cost overruns were mostly due to various betterments that were incorporated into the Project during construction and extra time spent for onsite inspection. In estimating this Project, it was assumed that construction management services would be needed anywhere from half time to three quarter time. As it turned out construction management services and observations to oversee construction activities, traffic control adherence and business outreach and compliance with the CalTrans Quality Assurance Program required increasing these construction management services to meet daily demand. Other contract change orders and bid items extensions, (Bid items that went over the estimated quantities) that were approved are as follows:

- Extra asphalt paving included areas of the roadway that needed to be leveled, These were areas where the roadway had potential for ponding to occur or where new curb, gutter and sidewalk was installed, and driveway conforming paving, so the new sidewalk conformed to the older driveway.
- Extra concrete work: certain areas of the older sidewalk were removed to conform to the new sidewalk, replacement of portions of existing sidewalk with proper slope to prevent ponding, new bulb out at the beginning of Mission Road to assist in slowing vehicles as they enter mission Road from El Camino Real., install rebar in various driveways where heavy loads will be travelling over the concrete driveway apron and sidewalk. Modify certain streetlight foundations, and unforeseen conditions.
- Drainage enhancements/improvements in various locations.

- Extra landscaping: install turf behind sidewalk at the cemetery, tree pruning to install new streetlights, installation of river rock in landscape areas to defuse the water flow into the bio-retention planter areas.

Staff requests the City Council accept work performed on the Project and authorize the Director of Public Works to file a Notice of Completion with the San Mateo County Recorder's Office.

The filing of the Notice of Completion means:

- The Town is satisfied RKE has completed the Project in accordance with the plans and specifications.
- At the time of the filing of the Notice of Completion, there has not been a claim filed against the Town.
- The Town accepts RKE's work as complete.
- The time frame for the filing of stop payment notice claims is shortened once the Notice of Completion has been filed with the San Mateo County Recorder's Office
- If no claims from subcontractors and suppliers have been filed with the Town, the Town can release the remaining 5% retention to RKE in the amount of \$110,046.65.

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

Staff also requests that City Council approve a budget amendment in the amount of \$60,000 for the Project.

Council Adopted Values

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

Alternatives

The City Council can choose not to adopt the resolution accepting the Project and directing the filing of the Notice of Completion for the Project and not approving the CIP Budget Amendment. The Town would then not accept the Project as complete and file the Notice of Completion with the San Mateo County Recorder's Office nor release retention to RKE and close out the construction contract. Such action would increase the time for subcontractors and material suppliers to file claims and could result in penalties under prompt payment laws.

CONCLUSION

Staff has reviewed the completed work and recommends that the City Council adopt the resolution thereby accepting the Project as complete and authorizing the Director of Public Works to file a Notice of Completion with the San Mateo County Recorder's Office and approve the requested budget amendment to make final payment to RKE.

ATTACHMENTS

- A. Resolution
- B. Notice of Completion – Mission Road Bicycle and Pedestrian Improvement Project



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

**RESOLUTION ACCEPTING THE MISSION ROAD BICYCLE AND PEDESTRIAN
IMPROVEMENT PROJECT AS COMPLETE, DIRECTING THE DIRECTOR OF PUBLIC
WORKS TO FILE A NOTICE OF COMPLETION FOR THE PROJECT WITH THE SAN MATEO
COUNTY RECORDER'S OFFICE, AND AUTHORIZING A BUDGET AMENDMENT**

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

1. Background.

(a) The Town of Colma opened bids for the Mission Road Bicycle and Pedestrian Improvement Project – CIP 903 ("Project") on May 21, 2020.

(b) Town Staff determined that RK Engineering, Inc. was the lowest responsible bidder, submitting a responsive bid in the amount of \$2,138,934.00, and the City Council awarded a construction contract to RK Engineering for \$2,138,934.00. The total Project budget as approved by the Town was \$2,800,000.00.

(c) The Project as completed was over budget by \$48,232.16, requiring approval of a budget amendment by the City Council to cover this amount and other small contingency amounts that may arise.

(d) RKE Engineering substantially completed work on the Project in June 2021 and has now fully completed all work including punch list items.

2. Finding.

(a) The City Council finds that the Project is complete to the satisfaction of the Town.

(b) The City Council finds that a budget amendment in the amount of \$60,000 is warranted, and that such amount should be covered by the Town's gas tax reserve (\$30,000) and Measure A funds (\$30,000).

3. Order

(a) The Project is accepted as complete.

(b) The Director of Public Works is authorized and directed to execute and file a Notice of Completion for the Project with the San Mateo County Recorder's Office.

(c) The FY 2020-21 Adopted Budget for the Town of Colma is hereby amended to divert a total sum of \$60,000, comprised of \$30,000 from the gas tax reserve fund and \$30,000 from Measure A funds. The sum of \$60,000 shall then be reallocated to the budget for this Project.

(d) Town staff is directed to release the 5% retention to RK Engineering within 30 days of the recording of the Notice of Completion for the Project in accordance with applicable prompt payment laws.

Certification of Adoption

I certify that the foregoing Resolution No. 2021-19 was duly adopted at a regular meeting of said City Council held on July 14, 2021 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					
<i>Voting Tally</i>					

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk

<p>RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:</p> <p>Town of Colma 1198 El Camino Real Colma, CA 94014-3212 Attn: Brad Donohue, PW Director</p>	<p>THE AREA ABOVE IS RESERVED FOR RECORDER'S USE</p>
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TOWN OF COLMA

NOTICE OF COMPLETION

PURSUANT TO CALIFORNIA CIVIL CODE 9204

(This Document is exempt from Recording Fee (Govt. Code § 27383))

NOTICE IS HEREBY GIVEN THAT:

1. The TOWN OF COLMA is the owner of a work of improvement consisting of the construction of improvements for the Mission Road Bicycle and Pedestrian Improvement Project as described in the Project Specifications dated July 8, 2020 (HEREAFTER, THE "Work");
2. **RK Engineering Inc.**, the Contractor, was awarded the construction contract by the TOWN OF COLMA, Owner, and
3. Said work was accepted as completed on July 14, 2021 and that acceptance for completion was ordered by Resolution of the City Council of the Town of Colma adopted on July 14, 2021; and
4. I, Brad Donohue, Public Works Director of the Town of Colma, am authorized by said Resolution to execute and file this Notice with the County Recorder of the County of San Mateo.

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

(Date and Place)

Brad Donohue
Director of Public Works





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Cyrus Kianpour, City Engineer
 VIA: Brian Dossey, City Manager
 MEETING DATE: July 14, 2021
 SUBJECT: Request for Proposals for Sewer Service Rate Study

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION AUTHORIZING STAFF TO RELEASE A REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES TO PREPARE A SEWER SERVICE RATE STUDY.

EXECUTIVE SUMMARY

Per Municipal Code Section 3.07 "Election of Sewer Service Charges for Each Fiscal Year", the sewer service charge rates shall be adopted annually by resolution of the City Council. A sewer service rate study is required to determine the wastewater customer rates needed to fund the wastewater system administration, collection system operations and maintenance, wastewater treatment, and capital improvements.

On April 14, 2021, City Council held a study session where staff introduced the potential expansion of a sewer enterprise fund that would address "developing revenue strategies" discussed at this year's Towns Strategic Plan study session held in February. Implementing an expanded sewer enterprise fund would reduce general fund expenses by allowing for cost recovery of sewer system administration, operation and maintenance, treatment, and capital improvement through annual sewer service charges.

A follow-up study session on May 26, 2021 provided additional information and responses to inquiries and feedback from the City Council during the April 14, 2021 study session. In addition, staff discussed the next steps in continuing discussions with both South San Francisco (SSF) and North San Mateo County Sewer District (NSMCSD) on potential renegotiations to the most current sewer agreements and releasing a Request for Proposal for Consultant Services for a Sewer Service Rate Study.

The Sewer Service Rate Study is tentatively scheduled to begin once the contract is awarded in early August and completed in October 2021. The results of the study will be presented to the City Council for review and approval. As Proposition 218 requires a minimum 45-day notice to all affected homeowners before the public hearing to approve rate adjustments, a public hearing will be scheduled after the City Council has approved the rate study to adopt any proposed changes to the sewer service rates prior to FY 22/23.

FISCAL IMPACT

The budgeted cost for the Sewer Service Rate study is \$50,000. The study will be funded by the General Fund and is included in the Fiscal Year 2021-22 budget.

BACKGROUND

The Town's sewer system is comprised of two "Basins." One basin flows to the South San Francisco District, (SSF) and the other basin flows to the NSMCSD, (Daly City). Sewer Service rates are provided to the Town via SSF and Daly City annually. The annual sewer service charges are calculated by the Town based on the water consumption from each property owner and the respective rates from the District that the property owner resides in. The Town assesses charges to wastewater system customers based on the costs that are invoiced to us by each SSF or NSMCSD per the respective agreements with each agency. The Town recovers these costs by assessing each property owner an annual sewer charge on the property tax rolls.

Currently, the associated cost of sewer administration including calculating the charges, publishing the Engineer Report, conducting a Prop 218 protest hearing when required, and responding to the public's inquiries regarding charges and disputes, utilizes funds that are transferred from the General Fund. In addition, approximately \$75,000 that is expended for sewer system repairs, videotaping, cleaning, State and County annual fees, and miscellaneous charges are paid for by fund transfers from the General Fund. Finally, sewer CIP projects are also currently funded through the General Fund.

ANALYSIS

The intent of the sewer service rate study is to present to the City Council and the public information and findings based on the input and feedback received at the previous study sessions. Staff will include the following work tasks under the Request for Proposal for the Sewer Rate Study:

- Review existing rate structures for SSF and NSMCSD (Daly City)
- Review revenue requirements for Administration, O&M and CIP
- Review data and develop Connection Fee options
- Evaluate citywide versus per basin rate options
- Develop rate alternatives for single family, commercial, and industrial customers
- Develop multi-year implementation schedule options
- Compare rates with neighboring communities
- Conduct study sessions with City Council
- Participate in the development of Public Outreach Plan

- Assist in the Prop 218 process

Discussions are ongoing with both SSF and NSMCSD on updating the existing sewer agreements and staff is planning to have some resolution to the outstanding items related to cost allocations in time for the consultant to incorporate that information into the sewer rate study.

The tentative schedule for this task is as follows:

Proposal Due:	August 6, 2021
Potential Interviews:	Week of August 16, 2021
Contract Award:	August 24, 2021
Report Due:	October 2021
Presentation to City Council:	October 2021
Public Outreach	Nov./Dec. 2021
Presentation at Public Hearing:	February 2022

Council Adopted Values

City Council approval to move forward with soliciting proposals for a sewer rate study is consistent with the City Council value of responsibility. City Council is taking a responsible approach, shifting the cost of the Town's annual sewer system that is currently funded from the general fund to the rate payers.

Alternatives

City Council has the option of not moving forward with the Sewer Rate Study, however, this is not recommended by staff. Being able to fund this essential utility and sustain it for the long term would be best served through an Enterprise fund that is funded by the property owners within the two Sewer Districts.

CONCLUSION

Staff recommends the City Council authorize staff to release the request for proposals for a rate consultant to perform a sewer rate study for the Town of Colma. The Adopted 2021-2022 Operation Budget includes funding for the proposed sewer service rate study.

Attachment

- A. Sewer Rate Study Request for Proposal



REQUEST FOR PROPOSALS
FOR
TOWN OF COLMA
FOR
2021 SEWER SERVICE RATE STUDY

TOWN OF COLMA
1198 El Camino Real
Colma, CA 94014

Telephone: (650) 997-8300
Facsimile: (650) 997-8308

TOWN OF COLMA

NOTICE INVITING PROPOSALS, RFP NO. 21-01 2021 SEWER RATE STUDY

PUBLIC NOTICE IS HEREBY GIVEN that proposals will be received until **3:00 p.m., Friday, August 6, 2021** at the office of the **Public Works Department**, located at 1198 El Camino Real, Colma, CA 94014, for the furnishing to the Town of Colma ("Town") of **Professional Engineering** services for the **2021 Sewer Service Rate Study**.

Interested parties may obtain copies of the above captioned Request for Proposals ("RFP") at 1198 El Camino Real, Colma, CA 94014

The Town has tentatively established **the week of August 16, 2021** to conduct interviews. All prospective proposers will be asked to keep this period available.

The award of this contract is subject to available budget adequate to carry out the provisions of the proposed agreement including the identified scope of services. The Town reserves the right to reject any or all proposals determined not to be in the best interest of the Town.

Pursuant to Labor Code Section 1773, the Town has obtained the prevailing rate of per diem wages and the prevailing wage rates for holiday and overtime work applicable in Santa Clara County from the Director of the Department of Industrial Relations for each craft, classification, or type of worker needed to execute the scope of services. A copy of these prevailing wage rates may be obtained via the internet at: www.dir.ca.gov/dlsr/. In addition, a copy of the prevailing rate of per diem wages is available at the Town's offices and shall be made available to interested parties upon request. It shall be mandatory upon the Proposer to whom the contract is awarded, and upon any subcontractors, to comply with all applicable Labor Code provisions, which include but are not limited to the payment of not less than the said specified prevailing wage rates to all workers employed by them in the execution of the contract, contractor registration, certified payroll records, employment of apprentices, hours of labor and debarment of contractors and subcontractors.

**TOWN OF COLMA
REQUEST FOR PROPOSALS**

**PROFESSIONAL ENGINEERING SERVICES
2021 SEWER SERVICE RATE STUDY**

I. BACKGROUND AND INTRODUCTION

The Town of Colma (“Town”) is requesting proposals from qualified firms¹ for professional engineering services (“Services”), which shall be provided under the general direction of the General Manager or his or her designee.

The Town of Colma is soliciting proposals from qualified consultants to conduct a Sewer Service Rate Study to evaluate the existing sewer rates and to propose future rates starting FY 22/23.

II. REQUEST FOR PROPOSALS

A. Scope of Services

The Services sought under this RFP are set forth in more detail in **Exhibit “A,”** attached hereto and incorporated herein by this reference. Notwithstanding the inclusion of such Services in **Exhibit “A,”** the final scope of Services negotiated between Town and the successful Proposer shall be set forth in the Professional Services Agreement (“Agreement”) executed by and between Town and the successful Proposer. A copy of the Agreement is attached hereto as **Exhibit “B”** and incorporated herein by this reference.

B. Content and Format of Proposal

Proposals shall be concise, well organized and demonstrate qualifications and applicable experience. Proposals shall be in the following order and shall include:

1. Executive Summary: (limit: 2 pages) Summarize the content of your firm’s proposal in a clear and concise manner.
2. Table of Contents: (limit: 1 page)
3. Identification of Proposer: (limit: 1 pages)
 - a. Legal name and address of the company.
 - b. Legal form of company (partnership, corporation).

¹ Use of the term “firm” throughout this document shall mean an individual, sole proprietorship, partnership, limited liability company, corporation or joint venture.

- c. If company is a wholly owned subsidiary of a “parent company,” identify the “parent company.”
 - d. Name, title, address and telephone number of the proposed representative to contact concerning the Proposal Submittal.
 - e. California Business License Number
4. Staffing Resources: (limit: 3 pages)
- a. Firm Staffing and Key Personnel
 - (i) Provide the number of staff to be assigned to perform the Services and the names/discipline/job title of each as well as your firm’s capacity to provide additional personnel as needed.
 - (ii) Identify three (3) persons that will be principally responsible for working with the Town. Indicate the role and responsibility of each individual. If the Proposer is chosen as a finalist, these principal individuals must attend the interview and in-person presentation.
 - (iii) Describe proposed team organization, including identification and responsibilities of key personnel. Please include one-page resumes.
 - (iv) Provide brief biographies of individuals that will be working directly with the Town.
 - b. Subcontractors/Subconsultants
 - (i) The Proposer shall identify functions that are likely to be subcontracted and identify the subcontractor / sub-consultant that is anticipated to perform each function, if known at this time.
5. Fiscal Stability: (limit: 1 pages- not including supporting documentation)
- a. The Proposer should provide evidence of corporate stability including:
 - (i) A current report from any commercial credit rating service such as Dunn and Bradstreet or Experian; or
 - (ii) A letter from a financial institution stating a current line of credit; and

- (iii) Latest audited financial statement and/or annual report that has been certified by a CPA. This information will remain confidential and is not subject to public disclosure.

6. Experience and Technical Competence: (limit: 3 pages)

a. Experience

- (i) The Proposer shall provide a description of how the Proposer's experience, technical and professional skills will meet the goals and fulfill the general functions identified in this RFP.
- (ii) Describe the past experience of the staff to be assigned to perform the Services in performing similar services.
- (iii) The Proposer shall state the number of years the firm has conducted business. Proposer must have at least four (4) years' experience in providing the required scope of Services for public clients.
- (iv) Provide five (5) references regarding the Proposer's experience and performance performing similar services. Include the following information: (1) organization name, contact name, phone number, e-mail address; and (2) project size and description, if applicable, and description of services.
- (v) Describe the firm's local experience and knowledge of Town's operations.

b. Project Specific Experience

- (i) The Proposer shall provide a description of the three most relevant service contracts held by the firm within the last five years, one page per project, to include:
 - (a) Role of the firm
 - (b) Dollar value of the services
 - (c) Dollar value of the fee
 - (d) Description of services
 - (e) Staffing
 - (f) Duration of providing services

- (g) Relationship to client
 - (h) Contact name, position, entity name, telephone number, fax number and e-mail address for each project.
- (ii) If any of the following has occurred, please describe in detail:
- (a) Failure to enter into a contract or professional services agreement once selected or awarded the contract.
 - (b) Withdrawal of a proposal as a result of an error.
 - (c) Termination or failure to complete a contract prior to the expiration of the contract.
 - (d) Debarment by any municipal, county, state, federal or local agency.
 - (e) Involvement in litigation, arbitration or mediation. Conviction of the firm or its principals for violating a state or federal antitrust law by bid or proposal rigging, collusion, or restrictive competition between bidders or proposers, or conviction of violating any other federal or state law related to bidding or professional services performance. Knowing concealment of any deficiency in the performance of a prior contract.
 - (f) Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
 - (g) Willful disregard for applicable rules, laws or regulations.

Information regarding any of the above may, at the sole discretion of the Town, be deemed to indicate an unsatisfactory record of performance.

c. Technical Competence

- (i) Description of in-house resources (i.e., computer capabilities, software applications, security protocols, modeling programs, etc.)

- (ii) Ability to draw upon multi-disciplinary staff to address the Services requested in this RFP.

7. Proposed Method to Accomplish the Work: (limit: 2 pages) Describe the technical and management approach to providing the Services to the Town. Proposer should take into account the scope of the Services, goals of the Town, and general functions required. Include a draft schedule of tasks, milestones, and deliverables that will provide for timely provision of the Services. In reviewing the scope of Services and goals described in **Exhibit “A,”** the Proposer may identify additional necessary tasks and is invited to bring these to the Town’s attention within the discussion of its proposed method to accomplish the work.

8. Fee Proposal: (limit: 1 pages) Please provide a not-to-exceed fee proposal for the scope of Services. The fee proposal shall include hourly rates for all personnel for “Additional Services” (as such term is defined in the Agreement attached hereto as **Exhibit “B”**).

9. Insurance: (limit: 1 page - not including supporting documentation) See the Agreement, attached hereto as **Exhibit “B,”** for a description of the insurance requirements.

10. Litigation: (limit: 1 pages) Provide litigation history for any claims filed by your firm or against your firm related to the provision of any services in the last five (5) years.

11. Other Information: (limit: 1 pages) This section shall contain all other pertinent information regarding the following:

- a. Demonstration of record of staffing tasks efficiently and completing projects on time and within the allocated budget.
- b. Description of community involvement.
- c. Description of any previous involvement with the Town.

12. Appendices: (limit: 5 pages)

C. Selection Process

1. Town will evaluate proposals based on the following criteria:

- a. The firm is independent and properly licensed to practice and authorized to do business in the State of California.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town.
- c. Clarity and conformance of proposal to RFP.
- d. Content of the proposal.

- e. Proposer's experience and performance.
- f. Team members' experience and performance.
- g. Fee proposal.
- h. Reference's comments.

2. It is the Town's intent to select a firm evidencing demonstrated competence and professional qualification sufficient to perform the Services. The Town reserves the right to reject all proposals, select by proposal review only or interview as needed. Certain firms may be selected to make a brief presentation and oral interview after which a final selection will be made. The successful proposer will be selected on the basis of information provided in the RFP, in-person presentations, and the results of the Town's research and investigation. Upon selection of a firm, the Town will endeavor to negotiate a mutually agreeable professional services agreement with the selected firm. In the event that the Town is unable to reach agreement, the Town will proceed, at its sole discretion, to negotiate with the next firm selected by the Town. The Town reserves the right to contract for services in the manner that most benefits the Town including awarding more than one contract if desired.

3. After negotiating a proposed Agreement that is fair and reasonable, Town staff will make the final recommendation to the Town's governing body concerning the proposed Agreement. The Town's governing body has the final authority to approve or reject the Agreement.

D. Protests

1. Protest Contents: Proposer may protest a contract award if the Proposer believes that the award was inconsistent with Town policy or this RFP is not in compliance with law. A protest must be filed in writing with the Town (email is not acceptable) within five (5) business days after receipt of notification of the contract award. Any protest submitted after 3:00 p.m. Pacific Time of the fifth business day after notification of the contract award will be rejected by the Town as invalid and the Proposer's failure to timely file a protest will waive the Proposer's right to protest the contract award. The Proposer's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, address and telephone number of the person representing the Proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.

2. Town Review: The Town will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. The Town shall provide the Proposer submitting the protest with a written statement concurring with or denying the protest. Action by the Town relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this Section are mandatory and are the Proposer's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

E. Proposal Schedule

The tentative schedule is as follows:

ACTION	DATE
Release of Request for Proposal	July 15, 2021
Last Day to Submit Questions for Clarification received by the Town on or before 3 pm	July 30, 2021
Clarifications Issued by Town on or before 3 pm	August 2, 2021
Deadline for Receipt of Proposals submitted on or before 3 PM	August 6, 2021
Notification of Finalist(s)	August 11, 2021
Interview of Finalist(s)	Week of August 16, 2021
Notification of Intent to Award	August 21, 2021
Authorization to Negotiate Contract	August 25, 2021

The above scheduled dates are tentative and Town retains the sole discretion to adjust the above schedule. Nothing set forth herein shall be deemed to bind Town to award a contract for the above-described professional Services and Town retains the sole discretion to cancel or modify any part of or all of this RFP at any time.

F. Submittal Requirements

1. **Letter of Interest:** Proposer must submit a notification of its interest to the Town's contact person by the date given in Section F of this RFP (Proposal Schedule). Proposers that fail to submit a Letter of Interest will be removed from the Proposer's List. Removal from the Proposer's List will not preclude a Proposer from submitting a proposal; however, such firms must contact the Town prior to submission of a proposal to ensure responsiveness.

2. **General:** It is strongly recommended that the Proposer submit proposals in the format identified in Section B to allow the Town to fully evaluate and compare the proposals. All requirements and questions in the RFP should be addressed and all requested data should be supplied. The Town reserves the right to request additional information which, in the Town's opinion, is necessary to assure that the Proposer's competence, qualifications, number of qualified employees, business organization and financial resources are adequate to perform the Services according to the terms of the Agreement.

3. Preparation: Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Proposer's demonstrated capability to perform work of this type. Expensive bindings and promotional materials, etc., are not necessary or desired. However, technical literature that supports the approach to providing the Services and work plan should be forwarded as part of the proposal. Emphasis should be concentrated on completeness, approach to the work and clarity of the proposal.

4. Site Examination: Proposers are encouraged to visit Town and its physical facilities and determine the local conditions which may in any way affect the performance of the Services; familiarize themselves with all federal, state and local laws, ordinances, rules, regulations, and codes affecting the performance of the Services; make such investigations, as it may deem necessary for performance of the Services at its proposal price within the terms of the Agreement; and correlate its observations, investigations, and determinations with the requirements of the Agreement.

5. Number of Copies: One executed original and 3 copies of the proposal shall be submitted.

6. Authorization: The proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Proposer.

7. Confidentiality of Proposal: Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals submitted in response to this RFP shall be held confidential by Town and shall not be subject to disclosure under the California Public Records Act (Cal. Government Code section 6250 *et seq.*) until after either Town and the successful proposer have completed negotiations and entered into an Agreement or Town has rejected all proposals. All correspondence with the Town including responses to this RFP will become the exclusive property of the Town and will become public records under the California Public Records Act. Furthermore, the Town will have no liability to the Proposer or any other party as a result of any public disclosure of any proposal or the Agreement.

If a Proposer desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the Proposer must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a Proposer submits trade secret information, the Proposer must plainly mark the information as "Trade Secret" and refer to the appropriate section of the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the Town is not in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary", the Town will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

8. Delivery: The electronic form of the proposal (email or through a flash drive) must be received no later than 3:00 p.m. Pacific Time on August 6, 2021. In addition,

hard-copy proposals must be received no later than 3:00 p.m. Pacific Time on August 6, 2021 at the office of:

**Brad Donohue
Public Works Director, CSG Consultants
Town of Colma
1198 El Camino Real
Colma, CA 94014**

If you have any questions, contact Brad Donohue at (650) 757-8888.

G. Miscellaneous

1. Exceptions Certification to this RFP: In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the Agreement. If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the attached Agreement and, in particular, the insurance and indemnification provisions therein.

2. Amendments to Proposals: No amendment, addendum or modification will be accepted after a proposal has been submitted to Town. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted to Town prior to the proposal due date and time.

3. Cancellation of RFP: Town reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP.

4. Price Validity: Prices provided by Proposers in response to this RFP are valid for 90 days from the proposal due date. The Town intends to award the contract within this time but may request an extension from the Proposers to hold pricing, until negotiations are complete and the contract is awarded.

5. No Commitment to Award: Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. Town expressly reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or any part of this RFP.

6. Requests for Clarification: All requests for information and/or clarification must be submitted to Brad Donohue at brad@csgengr.com no later than 3:00 p.m. Pacific Time, July 30, 2021. Answers to all questions will be issued to all prospective proposers via e-mail. Each Proposer is responsible for ensuring that it has received all addenda, clarifications, supplemental information and responses to questions prior to submitting a proposal.

7. Right to Negotiate and/or Reject Proposals: Town reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals,

waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of Town, such action shall serve its best interests and those of the tax-paying public. The Proposers are encouraged to submit their best prices in their proposals, and Town intends to negotiate only with the Proposer(s) whose proposal most closely meets Town's requirements at the lowest estimated cost. The contract award, if any is awarded, will go to the Proposer whose proposal best meets Town's requirements.

8. Non-Discrimination: The Town does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.

9. Prevailing Wage: Proposers shall take cognizance of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public work" and "maintenance" projects. The Proposer must agree to fully comply with and to require its subcontractors/subconsultants to fully comply with such Prevailing Wage Laws to the extent applicable.

Publication Date of RFP: July 15, 2021

EXHIBIT “A”

PROPOSED SCOPE OF SERVICES AND DELIVERABLES

Services will include, but not limited to the following:

- Review existing rate structures for SSF and NSMCSD (Daly City)
- Review revenue requirements for Administration, O&M and CIP
- Review data to develop Connection Fee
- Evaluate citywide versus per basin fee options
- Develop rate alternatives for single family, commercial, and industrial customers
- Develop multi-year implementation schedule options
- Compare rates with neighboring communities
- Conduct study sessions with City Council
- Participate in the development of Public Outreach Plan
- Assist in the Prop 218 process

Deliverables:

- Report that documents the current and proposer sewer service charge rates, include all methodology, supporting analysis, and rate comparisons to neighboring and similar jurisdictions.
- PowerPoint presentation on the results of the analysis,
- Present the PowerPoint presentation at one City Council Meeting and one Public Hearing Meeting with consultant staff present to answer any City Council or Public questions.

EXHIBIT "B"

**TOWN OF COLMA
PROFESSIONAL SERVICES AGREEMENT**



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: July 14, 2021

SUBJECT: Engineer's Report of Sanitary Sewer Service Charges for FY 2021-22

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION OVERRULING PROTESTS TO AND ADOPTING ENGINEER'S REPORT ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2021-22, DIRECTING THE CITY ENGINEER TO FILE A COPY OF THE ENGINEER'S REPORT WITH THE SAN MATEO COUNTY TAX COLLECTOR, AND AUTHORIZING THE COUNTY TAX COLLECTOR TO PLACE THE CHARGES ON THE PROPERTY TAX ROLL

EXECUTIVE SUMMARY

In order to place the sewer service charges charged by the Town of Colma on the property tax roll for collection by the San Mateo County tax collector, the City Engineer must prepare a written report (the "Engineer's Report") describing each parcel of real property receiving such sewer services, and the amount of the charge for each parcel for the subject year. This public hearing is to consider any protests to the Engineer's Report for FY 2021-22. For protests to be considered, protests must be submitted prior to the close of the public hearing on July 14, 2021. Protests apply only to the parcel for which the protest is made, and the City Council must consider each protest individually and decide whether to sustain or overrule the protest as to each protested parcel. The tabulation of inquiries and protests to the sewer charges, and the recommended action are attached as Exhibit C to the Staff Report. If a majority of the owners of separate parcels subject to the sewer service charges files a protest against the Engineer's Report, the Town may not place the sewer service charges on the County tax roll and must instead collect such charges by billing customers directly. So long as no majority protest exists, the City Council may overrule any or all protests.

At the conclusion of the public hearing, if there is no majority protest, the City Council should adopt a Resolution to either: adopt the Engineer's Report as proposed, or as modified to address individual protests, and authorize the County Controller to place the charges on the property tax roll. The City Attorney can assist the City Council in adopting the resolution with or without modifications. The City Engineer is then directed to file the Engineer's Report, along

with the Resolution and submit it to the County Assessor's Office who will then collect the approved sewer service charges through the property tax rolls.

FISCAL IMPACT

The Town will be paying out to the City of South San Francisco ("SSF") and the North San Mateo County Sanitation District ("NSMCSD" or "District") a total of \$805,436.98. After calculating the water incentive program and sewer charges for Town owned properties, the Town will be reimbursed through the County Tax Rolls \$758,230.88, leaving a net cost of \$47,206.10 to the Town for Town-wide annual sanitary sewer charges.

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

Amounts Payable to SSF and NSMCSD for Sewer Service:

Sewer Charges Payable to SSF:	\$ 635,264.56	
Transfer of Charges for Village Serramonte Condominiums (Daly City Jurisdiction Flows to SSF):	\$ 130,803.00	
Net Sewer Charges Payable to SSF:		\$ 766,067.56
Sewer Charges Payable to NSMCSD:	\$ 170,172.42	
Transfer of Charges for Village Serramonte Condominiums (Daly City Jurisdiction Flows to SSF):	\$- 130,803.00	
Net Sewer Charges Payable to NSMCSD:		\$ 39,369.42

Total Sewer Charges for FY 2021-22:	\$ 805,436.98
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(payable to NSMCSD and SSF)

Cost Summary for the Town of Colma

Total Sewer Charges for FY 2021-22:	\$ 805,436.98
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Amount Town compensates for Water Conservation Incentive:	\$ -31,631.00
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Sewer Charges for Town Properties:	\$ -15,575.10
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Net Sewer Treatment Cost to Town:	\$ -47,206.10
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Revenue from charges posted on Tax Rolls:	\$ 758,230.88
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BACKGROUND

The Town of Colma contracts with the SSF District to provide sanitary sewer services to all properties in the Town. The Town assesses sewer service charges against properties within the Town at the same rate that SSF or the District charges the Town for those properties.

The Town levies an annual sewer service charge on each property that utilizes or has access to these sewer systems. Pursuant to section 5473 of the Health and Safety Code of the State of California, the Town has elected to collect the annual sewer service charges through the County of San Mateo Property Tax Rolls. Therefore, in accordance with the Health and Safety Code, the City Engineer has prepared a report describing each parcel that receives sewer service and the amount of the service charge that will be assessed against each parcel for Fiscal Year 2021-22 (the "Engineer's Report" or "Report").

As required, the Engineer's Report has been on file with the office of the City Clerk for public review and comment for at least fifteen days prior to the Public Hearing on July 14, 2021. In addition, the required notice of public hearing and the proposed sewer charges was published in the local newspaper on June 28, 2021 and July 5, 2021; a courtesy copy of the notice with individual sewer charge was mailed to all affected property owners, residents, and business owners on June 25, 2021; and a copy of the notice was posted on the three official Town bulletin boards for at least 15 days prior to the Public Hearing.

ANALYSIS

North San Mateo County Sanitation District Sewer Rates

In Fiscal Year 2021-22, the NSMCSD has notified the Town of an increase in the sewer rates for all users for the sewer services that it provides to the Town. The maximum per unit approved rates for sewer service charges for customers served by NSMCSD are set forth in the following schedule:

Schedule of Rate for Sewer Service Charges		
(Unit = 1 HCF = 748 gallons)		
Effective Date	Rate (per unit)	Minimum Annual Charge
July 1, 2021	\$8.27 per unit	\$91.81
July 1, 2022	\$9.02 per unit	\$100.08
July 1, 2023	\$9.83 per unit	\$109.08

On June 23, 2021, the Town approved a resolution adopting the maximum sewer service charges to its customers served by NSMCSD. The resolution also adopted pass-through rate increases through July 1, 2025, for wholesale sewer collection and treatment services not to exceed 10% per year or the cost of providing sewer service.

South San Francisco “SSF” Sewer Rates

SSF did not increase the sewer rates and instructed the Town to continue to use the sewer rates from the previous FY 2020-21.

Water Conservation Incentive Program

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

On May 12, 2021, the City Council approved \$31,643 for Water Conservation Incentive Program for FY 2021-22. The authorized subsidy of \$31,643 would reduce the sewer service charge by 10.00% for each Eligible Customer.

The total incentive for qualified users was calculated to be \$31,631, which is only \$12.00 less the amount of the authorized subsidy approved by the City Council. A summary of the incentive program is as follows:

User Type	Total Incentive	Percentage of Incentive
NSMCSD Residential Users	\$ 5,503.26	18%
NSMCSD Commercial Users	\$ 402.10	1%
SSF Residential Users	\$ 2,069.20	6%
SSF Commercial Users	\$ 23,656.44	75%
TOTAL	\$31,631.00	100.00%

Hearing on Engineer’s Report to Consider Individual Protests

The purpose of the hearing on the Engineer’s Report is to hear individual protests to the Engineer’s Report for each parcel of property within the Town of Colma subject to the sewer service charge. For example, a property owner might protest the classification for the owner’s property, or another owner might claim that an error was made in the calculation of the owner’s annual sanitary sewer charge. However, protests cannot serve as a protest of the sewer rates,

due to the fact that the time for lodging those protests of the NSMCSD rates was at the June 23, 2021 Proposition 218 hearing for property owners served by NSMCSD. There are no increases to the rates for property owners served by SSF this year.

Each affected property owner has the right to file a written protest to the Engineer's Report any time prior to the conclusion of the public hearing on the Report on July 14, 2021. If the Council decides a protest(s) is valid, the Council should sustain the protest, and direct the City Engineer to amend the Engineer's Report or remove the charge in accordance with the Council's direction. If the Council decides that a protest is invalid, it should overrule the protest, and direct the City Engineer to file the Engineer's Report without change.

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

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

To date the City Engineer's Office has received five inquiries and zero protests. The inquiries that were received sought an explanation of the information included in the sewer notice, classification of property within the Town and/or how the charge was paid for. In the case of the protested charge, their water use was recalculated based on the past three-year average water usage. Staff will submit to City Council a copy of the Inquiry and Protest Log along with a copy of the written protest, (Exhibit C), prior to the opening of the Public Hearing for adopting the Engineer's Report on sewer service charges for FY 2021-22.

Assessment on County Tax Rolls

On or before July 31, 2021, the City Engineer will send the approved or amended Engineer's Report to the County along with a Resolution requesting that the County Controller enter the amounts of the charges shown on the Report as assessments against the respective parcels on the roll for FY 2021-22

Values

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

Sustainability Impact

The Annual Sanitary Sewer Service Engineer's Report provides detail on the results of the Water Conservation Incentive Program. By reviewing the results of the program, City Council can

make intelligent decisions regarding future funding and incentive programs to reduce domestic water usage and ensure continued sustainability.

Alternatives

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

CONCLUSION

Staff recommends the City Council adopt the attached Resolution to sustain or overrule protests to the Engineer's Report for FY 2021-22 and to adopt the Engineer's Report, to direct the City Engineer to file a copy of the Report with the County Tax Collector for collection on the San Mateo County tax rolls, and to authorize the County Tax Collector to place the charges on the property tax roll.

ATTACHMENTS

- A. Resolution
- B. Engineer's Report - Sewer Service Charges FY 2021-22
- C. Tabulation of inquiries and protests

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

**RESOLUTION OVERRULING PROTESTS TO AND ADOPTING ENGINEER'S REPORT ON
SEWER SERVICE CHARGES FOR FISCAL YEAR 2021-2022,
AND DIRECTING THE CITY ENGINEER TO FILE A COPY OF THE ENGINEER'S REPORT
WITH THE SAN MATEO COUNTY TAX COLLECTOR**

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

1. Background

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

(b) Pursuant to Section 5473, *et seq.* of the California Health and Safety Code, the City Engineer prepared and filed a written report ("Report") with the City Clerk at least fifteen (15) days prior to July 14, 2021, which is the date set forth for the public hearing.

(c) Notice of the filing of the Report and the public hearing thereon was published in the San Mateo County Times on June 28, 2021, and July 5, 2021, in accordance with Health and Safety Code Section 5473.1, Government Code Section 6066, and Colma Municipal Code section 3.07.070, and posted on the Town's three official bulletin boards.

(d) A Public Hearing on the Report was held on July 14, 2021, at which time, the City Council heard and considered all objections or protests, if any, to the Report.

2. Findings

The City Council finds that:

(a) At the public hearing on July 14, 2021, no persons made any comments, objections or protests regarding the Report.

Alternate provision if one or more protests to individual parcels are filed. At the public hearing on July 14, 2021, _____ made and filed objections or protests regarding the Report, and the Council ruled thereon as follows: [specify]

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

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

property tax roll.

(d) The lowest and highest rates for the sewer service charge for the fiscal year commencing July 1, 2021, are \$91.81 and \$72,223.84, respectively.

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

(f) The sewer service charges collected pursuant to this Resolution are for the fiscal year commencing July 1, 2021.

3. Order

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

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

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

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

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

(c) The City Engineer is directed to file with the County Controller of San Mateo County on or before the July 31, 2021 a copy of the Report upon which shall be endorsed, over the Clerk's signature, a statement that the Report has been finally adopted by the City Council of the Town of Colma.

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

Certification of Adoption

I certify that the foregoing Resolution No. 2021-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on July 14, 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



ATTACHMENT B



Annual Sanitary Sewer Service Charges FY 2021-2022
Engineer's Section 5473 Report

INDEX

1. Summary Table
2. Engineer's 5473 Report of Annual Sewer Service Charges

Summary table

SUMMARY: Engineers' Section 5473 Report - Annual Sewer Charges FY 2021-2022

Payments	
Annual Sewer Charges Payable to SSF	\$766,067.56
Annual Sewer Charges Payable to NSMCSD	\$39,369.42
Total Sewer Charges for FY 21-22 (1)	\$805,436.98

Revenue	
Revenue from Parcel Charges FY 21-22 (2)	\$758,230.88

Expenses	
Total Expenses FY 21-22 = (1-2) = (a+b)	\$47,206.10

Expense Breakdown

Water Conservation Incentive	
Amount Town Pays for Water Conservation Incentive	\$31,631.00
Sub-total (a)	\$31,631.00

Sewer Charges for Town Properties	
Creekside Villas Senior Homes	\$11,934.00
Town Facilities	\$2,902.10
1365 Mission Road	\$739.00
Sub-total (b)	\$15,575.10

Engineer's 5473 Report of Annual Sewer Service Charges

June 28, 2021

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2021-2022**

APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
103-190-040	401	B ST	\$471.40	\$0.00	\$471.40	\$0.00	\$471.40
103-190-030	403	B ST	\$636.80	\$0.00	\$636.80	\$0.00	\$636.80
103-190-020	405	B ST	\$645.06	\$0.00	\$645.06	\$0.00	\$645.06
103-190-010	407	B ST	\$132.32	\$0.00	\$132.32	\$0.00	\$132.32
008-125-320	409	B ST	\$744.30	\$0.00	\$744.30	\$0.00	\$744.30
008-125-330	411	B ST	\$198.48	\$0.00	\$198.48	\$19.84	\$178.64
008-125-340	413	B ST	\$868.36	\$0.00	\$868.36	\$86.84	\$781.52
008-125-350	415	B ST	\$951.06	\$0.00	\$951.06	\$95.10	\$855.96
008-126-240	416	B ST	\$248.10	\$0.00	\$248.10	\$24.82	\$223.28
008-125-360	417	B ST	\$744.30	\$0.00	\$744.30	\$0.00	\$744.30
008-126-250	418	B ST	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
008-125-370	419	B ST	\$446.58	\$0.00	\$446.58	\$44.66	\$401.92
008-126-260	420	B ST	\$611.98	\$0.00	\$611.98	\$61.20	\$550.78
008-126-220	424	B ST	\$975.86	\$0.00	\$975.86	\$0.00	\$975.86
008-126-230	426	B ST	\$248.10	\$0.00	\$248.10	\$24.82	\$223.28
008-125-420	429	B ST	\$446.58	\$0.00	\$446.58	\$44.66	\$401.92
008-126-320	430	B ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
008-125-430	431	B ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
008-125-440	433	B ST	\$396.96	\$0.00	\$396.96	\$39.70	\$357.26
008-125-400	435	B ST	\$248.10	\$0.00	\$248.10	\$0.00	\$248.10
008-126-330	436	B ST	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
008-125-390	437	B ST	\$545.82	\$0.00	\$545.82	\$0.00	\$545.82
008-126-340	438	B ST	\$636.80	\$0.00	\$636.80	\$0.00	\$636.80
008-125-380	439	B ST	\$413.50	\$0.00	\$413.50	\$41.36	\$372.14
008-126-360	446	B ST	\$901.44	\$0.00	\$901.44	\$0.00	\$901.44
008-126-370	448	B ST	\$380.42	\$0.00	\$380.42	\$0.00	\$380.42
008-125-220	451	B ST	\$446.58	\$0.00	\$446.58	\$0.00	\$446.58
008-125-210	453	B ST	\$1,356.28	\$0.00	\$1,356.28	\$0.00	\$1,356.28
008-125-200	455	B ST	\$1,058.56	\$0.00	\$1,058.56	\$0.00	\$1,058.56
008-126-380	456	B ST	\$430.04	\$0.00	\$430.04	\$0.00	\$430.04
008-126-390	460	B ST	\$347.34	\$0.00	\$347.34	\$0.00	\$347.34
008-125-190	461	B ST	\$992.40	\$0.00	\$992.40	\$0.00	\$992.40
008-126-400	462	B ST	\$289.46	\$0.00	\$289.46	\$0.00	\$289.46
008-126-410	464	B ST	\$793.92	\$0.00	\$793.92	\$0.00	\$793.92
008-126-420	468	B ST	\$99.24	\$0.00	\$99.24	\$0.00	\$99.24
008-125-260	469	B ST	\$1,124.72	\$0.00	\$1,124.72	\$0.00	\$1,124.72
008-126-430	470	B ST	\$578.90	\$0.00	\$578.90	\$0.00	\$578.90
006-413-110	471	B ST	\$248.10	\$0.00	\$248.10	\$24.82	\$223.28

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2021-2022**

APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
006-411-010	472	B ST	\$446.58	\$0.00	\$446.58	\$44.66	\$401.92
006-413-100	475	B ST	\$496.20	\$0.00	\$496.20	\$49.62	\$446.58
006-411-020	476	B ST	\$496.20	\$0.00	\$496.20	\$0.00	\$496.20
006-413-090	479	B ST	\$347.34	\$0.00	\$347.34	\$34.74	\$312.60
006-411-030	480	B ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
006-413-080	483	B ST	\$256.38	\$0.00	\$256.38	\$0.00	\$256.38
006-411-040	484	B ST	\$396.96	\$0.00	\$396.96	\$0.00	\$396.96
006-411-050	488	B ST	\$380.42	\$0.00	\$380.42	\$0.00	\$380.42
006-411-060	492	B ST	\$1,091.64	\$0.00	\$1,091.64	\$0.00	\$1,091.64
006-414-140	503	B ST	\$198.48	\$0.00	\$198.48	\$0.00	\$198.48
006-412-010	504	B ST	\$413.50	\$0.00	\$413.50	\$41.36	\$372.14
006-414-130	507	B ST	\$595.44	\$0.00	\$595.44	\$0.00	\$595.44
006-412-020	508	B ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
006-414-120	511	B ST	\$471.40	\$0.00	\$471.40	\$0.00	\$471.40
006-412-030	512	B ST	\$148.86	\$0.00	\$148.86	\$0.00	\$148.86
006-414-110	515	B ST	\$314.26	\$0.00	\$314.26	\$31.42	\$282.84
006-412-040	516	B ST	\$132.32	\$0.00	\$132.32	\$13.24	\$119.08
006-414-100	519	B ST	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
006-412-050	520	B ST	\$851.82	\$0.00	\$851.82	\$0.00	\$851.82
006-414-090	523	B ST	\$396.96	\$0.00	\$396.96	\$39.70	\$357.26
006-412-060	524	B ST	\$198.48	\$0.00	\$198.48	\$19.84	\$178.64
006-414-080	527	B ST	\$99.24	\$0.00	\$99.24	\$9.92	\$89.32
006-412-070	528	B ST	\$868.36	\$0.00	\$868.36	\$0.00	\$868.36
006-414-070	531	B ST	\$446.58	\$0.00	\$446.58	\$0.00	\$446.58
006-412-080	532	B ST	\$198.48	\$0.00	\$198.48	\$19.84	\$178.64
006-412-090	536	B ST	\$694.68	\$0.00	\$694.68	\$0.00	\$694.68
006-412-100	540	B ST	\$487.94	\$0.00	\$487.94	\$48.80	\$439.14
008-126-270	401	C ST	\$1,223.96	\$0.00	\$1,223.96	\$0.00	\$1,223.96
008-126-280	409	C ST	\$1,108.18	\$0.00	\$1,108.18	\$0.00	\$1,108.18
008-126-280	411	C ST	\$1,339.74	\$0.00	\$1,339.74	\$0.00	\$1,339.74
008-126-280	413	C ST	\$545.82	\$0.00	\$545.82	\$54.58	\$491.24
008-126-290	415	C ST	\$1,091.64	\$0.00	\$1,091.64	\$109.16	\$982.48
008-126-290	415	C ST	\$636.80	\$0.00	\$636.80	\$63.68	\$573.12
008-126-300	417	C ST	\$504.48	\$0.00	\$504.48	\$50.44	\$454.04
008-126-300	417	C ST	\$496.20	\$0.00	\$496.20	\$0.00	\$496.20
008-126-310	419	C ST	\$1,116.46	\$0.00	\$1,116.46	\$0.00	\$1,116.46
008-126-310	419	C ST	\$1,042.02	\$0.00	\$1,042.02	\$0.00	\$1,042.02
008-127-280	420	C ST	\$248.10	\$0.00	\$248.10	\$0.00	\$248.10

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2021-2022**

APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-127-280	420	C ST	\$1,042.02	\$0.00	\$1,042.02	\$0.00	\$1,042.02
008-127-270	422	C ST	\$843.54	\$0.00	\$843.54	\$84.36	\$759.18
008-127-270	422	C ST	\$396.96	\$0.00	\$396.96	\$0.00	\$396.96
008-127-260	424	C ST	\$496.20	\$0.00	\$496.20	\$0.00	\$496.20
008-127-260	424	C ST	\$421.78	\$0.00	\$421.78	\$42.18	\$379.60
008-127-250	426	C ST	\$909.70	\$0.00	\$909.70	\$90.98	\$818.72
008-127-250	426	C ST	\$2,117.12	\$0.00	\$2,117.12	\$0.00	\$2,117.12
008-126-110	435	C ST	\$4,316.94	\$0.00	\$4,316.94	\$0.00	\$4,316.94
008-127-050	438	C ST	\$148.86	\$0.00	\$148.86	\$14.88	\$133.98
008-126-100	439	C ST	\$165.40	\$0.00	\$165.40	\$0.00	\$165.40
008-127-050	440	C ST	\$347.34	\$0.00	\$347.34	\$0.00	\$347.34
008-126-090	441	C ST	\$959.32	\$0.00	\$959.32	\$95.94	\$863.38
008-127-200	442	C ST	\$545.82	\$0.00	\$545.82	\$54.58	\$491.24
008-126-080	445	C ST	\$1,587.84	\$0.00	\$1,587.84	\$0.00	\$1,587.84
008-127-210	446	C ST	\$173.68	\$0.00	\$173.68	\$0.00	\$173.68
008-126-070	449	C ST	\$99.24	\$0.00	\$99.24	\$9.92	\$89.32
008-126-060	455	C ST	\$446.58	\$0.00	\$446.58	\$0.00	\$446.58
008-127-070	464	C ST	\$744.30	\$0.00	\$744.30	\$0.00	\$744.30
008-127-080	466	C ST	\$248.10	\$0.00	\$248.10	\$0.00	\$248.10
008-126-050	467	C ST	\$893.16	\$0.00	\$893.16	\$89.32	\$803.84
006-411-120	471	C ST	\$843.54	\$0.00	\$843.54	\$0.00	\$843.54
006-387-130	472	C ST	\$198.48	\$0.00	\$198.48	\$19.84	\$178.64
006-411-110	475	C ST	\$248.10	\$0.00	\$248.10	\$24.82	\$223.28
006-387-020	476	C ST	\$496.20	\$0.00	\$496.20	\$49.62	\$446.58
006-411-100	479	C ST	\$1,141.26	\$0.00	\$1,141.26	\$0.00	\$1,141.26
006-387-030	480	C ST	\$694.68	\$0.00	\$694.68	\$0.00	\$694.68
006-411-090	483	C ST	\$198.48	\$0.00	\$198.48	\$19.84	\$178.64
006-387-040	484	C ST	\$694.68	\$0.00	\$694.68	\$0.00	\$694.68
006-411-080	487	C ST	\$438.32	\$0.00	\$438.32	\$43.84	\$394.48
006-411-070	491	C ST	\$347.34	\$0.00	\$347.34	\$0.00	\$347.34
006-387-050	492	C ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
006-412-230	503	C ST	\$99.24	\$0.00	\$99.24	\$9.92	\$89.32
006-388-010	504	C ST	\$306.00	\$0.00	\$306.00	\$0.00	\$306.00
006-412-220	507	C ST	\$173.68	\$0.00	\$173.68	\$17.36	\$156.32
006-388-020	508	C ST	\$330.80	\$0.00	\$330.80	\$0.00	\$330.80
006-412-210	511	C ST	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
006-388-030	512	C ST	\$744.30	\$0.00	\$744.30	\$74.44	\$669.86
006-412-200	515	C ST	\$388.70	\$0.00	\$388.70	\$0.00	\$388.70

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2021-2022**

APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
006-388-040	516	C ST	\$363.88	\$0.00	\$363.88	\$36.38	\$327.50
006-412-190	519	C ST	\$430.04	\$0.00	\$430.04	\$43.00	\$387.04
006-388-050	520	C ST	\$446.58	\$0.00	\$446.58	\$0.00	\$446.58
006-412-180	523	C ST	\$595.44	\$0.00	\$595.44	\$59.54	\$535.90
006-388-060	524	C ST	\$545.82	\$0.00	\$545.82	\$54.58	\$491.24
006-412-170	527	C ST	\$148.86	\$0.00	\$148.86	\$14.88	\$133.98
006-388-070	528	C ST	\$248.10	\$0.00	\$248.10	\$0.00	\$248.10
006-412-160	531	C ST	\$793.92	\$0.00	\$793.92	\$0.00	\$793.92
006-388-080	532	C ST	\$297.72	\$0.00	\$297.72	\$29.78	\$267.94
006-412-150	535	C ST	\$363.88	\$0.00	\$363.88	\$0.00	\$363.88
006-388-090	536	C ST	\$967.60	\$0.00	\$967.60	\$0.00	\$967.60
006-412-140	539	C ST	\$124.06	\$0.00	\$124.06	\$0.00	\$124.06
006-388-100	540	C ST	\$248.10	\$0.00	\$248.10	\$24.82	\$223.28
006-412-130	543	C ST	\$446.58	\$0.00	\$446.58	\$44.66	\$401.92
006-388-110	544	C ST	\$843.54	\$0.00	\$843.54	\$0.00	\$843.54
006-412-120	547	C ST	\$148.86	\$0.00	\$148.86	\$14.88	\$133.98
006-388-120	548	C ST	\$223.32	\$0.00	\$223.32	\$22.34	\$200.98
006-412-110	551	C ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
006-388-130	552	C ST	\$446.58	\$0.00	\$446.58	\$44.66	\$401.92
006-388-140	556	C ST	\$545.82	\$0.00	\$545.82	\$54.58	\$491.24
006-388-150	560	C ST	\$645.06	\$0.00	\$645.06	\$0.00	\$645.06
006-388-160	564	C ST	\$694.68	\$0.00	\$694.68	\$0.00	\$694.68
008-126-130	421-423	C ST	\$752.58	\$0.00	\$752.58	\$0.00	\$752.58
008-126-120	427-431	C ST	\$504.48	\$0.00	\$504.48	\$50.44	\$454.04
006-413-070	350	CLARK AVE	\$545.82	\$0.00	\$545.82	\$0.00	\$545.82
006-384-060	450	CLARK AVE	\$396.96	\$0.00	\$396.96	\$39.70	\$357.26
006-384-070	550	CLARK AVE	\$1,240.50	\$0.00	\$1,240.50	\$0.00	\$1,240.50
006-381-040	560	CLARK AVE	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
006-381-050	570	CLARK AVE	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
006-381-060	580	CLARK AVE	\$942.78	\$0.00	\$942.78	\$94.28	\$848.50
008-127-300	429	D ST	\$496.20	\$0.00	\$496.20	\$0.00	\$496.20
008-143-020	430	D ST	\$1,124.72	\$0.00	\$1,124.72	\$0.00	\$1,124.72
008-127-290	431	D ST	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
008-127-160	433	D ST	\$496.20	\$0.00	\$496.20	\$0.00	\$496.20
008-143-030	434	D ST	\$1,033.76	\$0.00	\$1,033.76	\$0.00	\$1,033.76
008-127-150	435	D ST	\$396.96	\$0.00	\$396.96	\$0.00	\$396.96
008-143-060	436	D ST	\$951.06	\$0.00	\$951.06	\$0.00	\$951.06
008-143-040	438	D ST	\$554.12	\$0.00	\$554.12	\$55.42	\$498.70

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
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APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-127-140	439	D ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
008-143-050	442	D ST	\$347.34	\$0.00	\$347.34	\$0.00	\$347.34
008-127-240	443	D ST	\$248.10	\$0.00	\$248.10	\$24.82	\$223.28
008-143-070	448	D ST	\$1,050.30	\$0.00	\$1,050.30	\$0.00	\$1,050.30
008-143-080	452	D ST	\$645.06	\$0.00	\$645.06	\$0.00	\$645.06
008-127-230	455	D ST	\$347.34	\$0.00	\$347.34	\$0.00	\$347.34
008-143-090	456	D ST	\$248.10	\$0.00	\$248.10	\$0.00	\$248.10
008-127-220	459	D ST	\$396.96	\$0.00	\$396.96	\$0.00	\$396.96
008-143-100	460	D ST	\$793.92	\$0.00	\$793.92	\$79.40	\$714.52
008-127-110	463	D ST	\$248.10	\$0.00	\$248.10	\$24.82	\$223.28
008-143-110	464	D ST	\$1,405.90	\$0.00	\$1,405.90	\$140.60	\$1,265.30
008-127-100	467	D ST	\$645.06	\$0.00	\$645.06	\$64.50	\$580.56
008-143-450	468	D ST	\$1,108.18	\$0.00	\$1,108.18	\$0.00	\$1,108.18
006-387-120	471	D ST	\$595.44	\$0.00	\$595.44	\$0.00	\$595.44
008-143-460	472	D ST	\$1,141.26	\$0.00	\$1,141.26	\$0.00	\$1,141.26
006-387-110	475	D ST	\$99.24	\$0.00	\$99.24	\$9.92	\$89.32
008-143-440	476	D ST	\$446.58	\$0.00	\$446.58	\$0.00	\$446.58
006-387-100	479	D ST	\$231.56	\$0.00	\$231.56	\$23.16	\$208.40
006-384-020	480	D ST	\$835.28	\$0.00	\$835.28	\$83.52	\$751.76
006-387-090	483	D ST	\$545.82	\$0.00	\$545.82	\$54.58	\$491.24
006-384-030	484	D ST	\$438.32	\$0.00	\$438.32	\$0.00	\$438.32
006-387-140	487	D ST	\$645.06	\$0.00	\$645.06	\$64.50	\$580.56
006-384-040	488	D ST	\$322.54	\$0.00	\$322.54	\$32.26	\$290.28
006-384-050	490	D ST	\$793.92	\$0.00	\$793.92	\$0.00	\$793.92
006-387-060	491	D ST	\$1,935.18	\$0.00	\$1,935.18	\$0.00	\$1,935.18
006-388-360	503	D ST	\$347.34	\$0.00	\$347.34	\$0.00	\$347.34
006-388-350	507	D ST	\$297.72	\$0.00	\$297.72	\$29.78	\$267.94
006-388-340	511	D ST	\$198.48	\$0.00	\$198.48	\$0.00	\$198.48
006-388-330	515	D ST	\$744.30	\$0.00	\$744.30	\$0.00	\$744.30
006-388-320	519	D ST	\$248.10	\$0.00	\$248.10	\$0.00	\$248.10
006-388-310	523	D ST	\$314.26	\$0.00	\$314.26	\$0.00	\$314.26
006-388-300	527	D ST	\$843.54	\$0.00	\$843.54	\$0.00	\$843.54
006-388-290	531	D ST	\$347.34	\$0.00	\$347.34	\$34.74	\$312.60
006-388-280	535	D ST	\$446.58	\$0.00	\$446.58	\$0.00	\$446.58
006-388-270	539	D ST	\$595.44	\$0.00	\$595.44	\$0.00	\$595.44
006-388-260	543	D ST	\$330.80	\$0.00	\$330.80	\$0.00	\$330.80
006-388-250	547	D ST	\$1,042.02	\$0.00	\$1,042.02	\$0.00	\$1,042.02
006-388-240	551	D ST	\$793.92	\$0.00	\$793.92	\$0.00	\$793.92

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
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APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
006-388-230	555	D ST	\$347.34	\$0.00	\$347.34	\$34.74	\$312.60
006-388-220	559	D ST	\$446.58	\$0.00	\$446.58	\$44.66	\$401.92
006-388-210	563	D ST	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
006-388-200	567	D ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
006-388-190	571	D ST	\$363.88	\$0.00	\$363.88	\$0.00	\$363.88
006-388-180	575	D ST	\$173.68	\$0.00	\$173.68	\$17.36	\$156.32
006-388-170	579	D ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
008-143-310	401	E ST	\$942.78	\$0.00	\$942.78	\$94.28	\$848.50
008-143-320	415	E ST	\$694.68	\$0.00	\$694.68	\$69.46	\$625.22
008-143-320	417	E ST	\$893.16	\$0.00	\$893.16	\$0.00	\$893.16
008-143-340	419	E ST	\$248.10	\$0.00	\$248.10	\$24.82	\$223.28
008-143-340	421	E ST	\$239.84	\$0.00	\$239.84	\$23.98	\$215.86
008-143-350	423	E ST	\$248.10	\$0.00	\$248.10	\$24.82	\$223.28
008-143-350	425	E ST	\$115.78	\$0.00	\$115.78	\$11.58	\$104.20
008-143-360	427	E ST	\$1,141.26	\$0.00	\$1,141.26	\$0.00	\$1,141.26
008-143-360	429	E ST	\$777.38	\$0.00	\$777.38	\$0.00	\$777.38
008-143-180	435	E ST	\$545.82	\$0.00	\$545.82	\$0.00	\$545.82
008-143-160	441	E ST	\$446.58	\$0.00	\$446.58	\$0.00	\$446.58
008-144-120	444	E ST	\$248.10	\$0.00	\$248.10	\$0.00	\$248.10
008-143-250	445	E ST	\$893.16	\$0.00	\$893.16	\$89.32	\$803.84
008-144-110	446	E ST	\$1,488.60	\$0.00	\$1,488.60	\$0.00	\$1,488.60
008-144-100	448	E ST	\$942.78	\$0.00	\$942.78	\$94.28	\$848.50
008-143-280	449	E ST	\$1,753.24	\$0.00	\$1,753.24	\$0.00	\$1,753.24
008-143-270	455	E ST	\$645.06	\$0.00	\$645.06	\$0.00	\$645.06
008-144-090	460	E ST	\$1,108.18	\$0.00	\$1,108.18	\$0.00	\$1,108.18
008-143-140	461	E ST	\$984.14	\$0.00	\$984.14	\$0.00	\$984.14
008-144-240	462	E ST	\$727.76	\$0.00	\$727.76	\$72.78	\$654.98
008-143-390	463	E ST	\$545.82	\$0.00	\$545.82	\$54.58	\$491.24
008-144-230	464	E ST	\$1,091.64	\$0.00	\$1,091.64	\$0.00	\$1,091.64
008-143-400	465	E ST	\$198.48	\$0.00	\$198.48	\$19.84	\$178.64
008-143-400	465	E ST	\$380.42	\$0.00	\$380.42	\$38.04	\$342.38
008-144-220	466	E ST	\$430.04	\$0.00	\$430.04	\$0.00	\$430.04
008-144-220	466	E ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
008-143-470	467	E ST	\$736.04	\$0.00	\$736.04	\$73.60	\$662.44
008-143-480	469	E ST	\$694.68	\$0.00	\$694.68	\$0.00	\$694.68
008-143-420	471	E ST	\$355.62	\$0.00	\$355.62	\$35.56	\$320.06
006-381-030	478	E ST	\$297.72	\$0.00	\$297.72	\$29.78	\$267.94
006-384-080	483	E ST	\$802.20	\$0.00	\$802.20	\$0.00	\$802.20

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
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APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
006-381-040	490	E ST	\$793.92	\$0.00	\$793.92	\$0.00	\$793.92
008-144-290	412-416	E ST	\$2,530.62	\$0.00	\$2,530.62	\$0.00	\$2,530.62
006-381-070	CLARK	& F St	\$545.82	\$0.00	\$545.82	\$0.00	\$545.82
008-144-150	417	F ST	\$1,687.08	\$0.00	\$1,687.08	\$0.00	\$1,687.08
008-144-270	419	F ST	\$694.68	\$0.00	\$694.68	\$0.00	\$694.68
008-144-260	421	F ST	\$992.40	\$0.00	\$992.40	\$0.00	\$992.40
008-144-300	429	F ST	\$91.80	\$0.00	\$91.80	\$0.00	\$0.00
008-144-190	433	F ST	\$595.44	\$0.00	\$595.44	\$59.54	\$535.90
008-144-200	435	F ST	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
008-144-200	437	F ST	\$198.48	\$0.00	\$198.48	\$19.84	\$178.64
008-144-210	439	F ST	\$496.20	\$0.00	\$496.20	\$0.00	\$496.20
008-144-210	441	F ST	\$446.58	\$0.00	\$446.58	\$0.00	\$446.58
011-341-110	540	F ST	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
006-388-540	601	F ST	\$1,141.26	\$0.00	\$1,141.26	\$0.00	\$0.00
006-388-400	609	F ST	\$545.82	\$0.00	\$545.82	\$0.00	\$545.82
006-388-410	611	F ST	\$545.82	\$0.00	\$545.82	\$0.00	\$545.82
006-388-420	613	F ST	\$99.24	\$0.00	\$99.24	\$9.92	\$89.32
006-388-430	615	F ST	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
006-388-530	619	F ST	\$446.58	\$0.00	\$446.58	\$44.66	\$401.92
006-388-450	621	F ST	\$744.30	\$0.00	\$744.30	\$0.00	\$744.30
006-388-460	623	F ST	\$843.54	\$0.00	\$843.54	\$84.36	\$759.18
006-388-460	625	F ST	\$562.36	\$0.00	\$562.36	\$0.00	\$562.36
006-388-580	627	F ST	\$396.96	\$0.00	\$396.96	\$0.00	\$396.96
006-388-580	627	F ST	\$413.50	\$0.00	\$413.50	\$0.00	\$413.50
006-388-600	629	F ST	\$1,893.84	\$0.00	\$1,893.84	\$0.00	\$1,893.84
011-014-110	1903-05	HILLSIDE BLVD	\$595.44	\$0.00	\$595.44	\$0.00	\$595.44
011-014-080	1901	HILLSIDE BLVD	\$446.58	\$0.00	\$446.58	\$44.66	\$401.92
006-388-610	1450	HILLSIDE BLVD	\$2,729.10	\$0.00	\$2,729.10	\$272.92	\$2,456.18
011-341-950	1500	HILLSIDE BLVD	\$91.80	\$0.00	\$91.80	\$0.00	\$0.00
011-341-950	1520	HILLSIDE BLVD	\$99.24	\$0.00	\$99.24	\$0.00	\$0.00
011-331-260	1601	HILLSIDE BLVD	\$173.68	\$0.00	\$173.68	\$0.00	\$173.68
011-015-010	1801	HILLSIDE BLVD	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
011-341-140	1900	HILLSIDE BLVD	\$479.66	\$0.00	\$479.66	\$0.00	\$479.66
011-440-040	2005	HILLSIDE BLVD	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
011-440-040	2005	HILLSIDE BLVD	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
011-440-030	2101	HILLSIDE BLVD.	\$91.80	\$0.00	\$91.80	\$0.00	\$91.80
011-420-030	305	HOFFMAN CT	\$446.58	\$0.00	\$446.58	\$44.66	\$401.92
011-420-010	301	HOFFMAN ST	\$339.08	\$0.00	\$339.08	\$33.90	\$305.18

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2021-2022**

APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
011-420-020	303	HOFFMAN ST	\$347.34	\$0.00	\$347.34	\$34.74	\$312.60
011-420-040	307	HOFFMAN ST	\$504.48	\$0.00	\$504.48	\$0.00	\$504.48
011-420-050	309	HOFFMAN ST	\$917.98	\$0.00	\$917.98	\$91.80	\$826.18
011-420-060	311	HOFFMAN ST	\$554.12	\$0.00	\$554.12	\$55.42	\$498.70
011-420-150	302	HOFFMAN STREET	\$711.22	\$0.00	\$711.22	\$71.12	\$640.10
011-420-160	304	HOFFMAN STREET	\$347.34	\$0.00	\$347.34	\$34.74	\$312.60
011-420-170	306	HOFFMAN STREET	\$1,281.86	\$0.00	\$1,281.86	\$128.18	\$1,153.68
011-420-180	308	HOFFMAN STREET	\$909.70	\$0.00	\$909.70	\$90.98	\$818.72
011-420-070	313	HOFFMAN STREET	\$396.96	\$0.00	\$396.96	\$39.70	\$357.26
011-420-080	315	HOFFMAN STREET	\$744.30	\$0.00	\$744.30	\$74.44	\$669.86
011-420-120	316	HOFFMAN STREET	\$363.88	\$0.00	\$363.88	\$36.38	\$327.50
011-420-090	317	HOFFMAN STREET	\$496.20	\$0.00	\$496.20	\$0.00	\$496.20
011-420-130	318	HOFFMAN STREET	\$297.72	\$0.00	\$297.72	\$29.78	\$267.94
011-420-100	319	HOFFMAN STREET	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
011-420-140	320	HOFFMAN STREET	\$851.82	\$0.00	\$851.82	\$85.18	\$766.64
011-420-110	321	HOFFMAN STREET	\$396.96	\$0.00	\$396.96	\$39.70	\$357.26
103-190-080	7621	MISSION ST	\$314.26	\$0.00	\$314.26	\$31.42	\$282.84
008-126-190	7651	MISSION ST	\$132.32	\$0.00	\$132.32	\$0.00	\$132.32
103-190-070	7623	MISSION ST	\$645.06	\$0.00	\$645.06	\$64.50	\$580.56
103-190-060	7625	MISSION ST	\$926.24	\$0.00	\$926.24	\$0.00	\$926.24
103-190-050	7627	MISSION ST	\$669.88	\$0.00	\$669.88	\$0.00	\$669.88
008-126-150	7685/7687	Mission St/El Camino Real	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
008-144-140	7801	MISSION ST	\$91.80	\$0.00	\$91.80	\$9.18	\$82.62
008-421-180	205	COLLINS AVE	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-421-190	207	COLLINS AVE	\$0.00	\$7,292.16	\$7,292.16	\$0.00	\$7,292.16
008-421-150	245	COLLINS AVE	\$0.00	\$4,838.02	\$4,838.02	\$483.80	\$4,354.22
010-421-160	480	COLLINS AVE	\$0.00	\$1,849.82	\$1,849.82	\$184.98	\$1,664.84
008-403-040	1000	COLLINS AVE	\$0.00	\$2,143.90	\$2,143.90	\$214.40	\$1,929.50
008-322-550	2	COLMA BLVD	\$0.00	\$16,638.98	\$16,638.98	\$0.00	\$16,638.98
008-322-470	19	COLMA BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-322-290	65	COLMA BLVD	\$0.00	\$1,935.20	\$1,935.20	\$193.52	\$1,741.68
008-322-490	75	COLMA BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-322-270	81	COLMA BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-322-500	91	COLMA BLVD	\$0.00	\$5,577.94	\$5,577.94	\$557.80	\$5,020.14
008-322-330	101	COLMA BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-322-560	200	COLMA BLVD	\$0.00	\$1,973.16	\$1,973.16	\$0.00	\$1,973.16
008-322-320	1-17	COLMA BLVD	\$0.00	\$4,268.84	\$4,268.84	\$426.88	\$3,841.96
008-322-340	115-119	COLMA BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2021-2022**

APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-322-510	121-123	COLMA BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-322-480	27-39	COLMA BLVD	\$0.00	\$1,754.96	\$1,754.96	\$0.00	\$1,754.96
008-322-480	41-53	COLMA BLVD	\$0.00	\$7,038.84	\$7,038.84	\$0.00	\$7,038.84
008-322-480	55-63	COLMA BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-322-550	2	COLMA BLVD	\$0.00	\$1,236.34	\$1,236.34	\$0.00	\$1,236.34
008-322-500	91	COLMA BLVD	\$0.00	\$3,296.92	\$3,296.92	\$329.70	\$2,967.22
008-322-340	111	COLMA BLVD	\$0.00	\$6,355.20	\$6,355.20	\$635.52	\$5,719.68
008-322-520	1000	El Camino Real	\$793.92	\$0.00	\$793.92	\$79.40	\$714.52
011-341-440	1055	El Camino Real	\$0.00	\$10,406.48	\$10,406.48	\$0.00	\$10,406.48
008-392-190	1150	El Camino Real	\$0.00	\$3,244.32	\$3,244.32	\$0.00	\$3,244.32
008-392-240	1174	El Camino Real	\$0.00	\$1,280.66	\$1,280.66	\$128.06	\$1,152.60
008-392-290	1180	El Camino Real	\$0.00	\$11,934.00	\$11,934.00	\$0.00	\$0.00
011-341-940	1199	El Camino Real	\$0.00	\$739.00	\$739.00	\$0.00	\$0.00
008-421-120	1200	El Camino Real	\$0.00	\$2,409.52	\$2,409.52	\$240.96	\$2,168.56
011-341-810	1201	El Camino Real	\$0.00	\$777.88	\$777.88	\$77.78	\$700.10
008-421-040	1222	El Camino Real	\$0.00	\$901.20	\$901.20	\$90.12	\$811.08
008-421-040	1232	El Camino Real	\$0.00	\$2,770.00	\$2,770.00	\$0.00	\$2,770.00
008-421-050	1242	El Camino Real	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
011-341-850	1299	El Camino Real	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-422-040	1300	El Camino Real	\$0.00	\$2,950.24	\$2,950.24	\$295.02	\$2,655.22
011-341-590	1301	El Camino Real	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
011-341-500	1361	El Camino Real	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-422-020	1370	El Camino Real	\$0.00	\$34,625.00	\$34,625.00	\$0.00	\$34,625.00
010-422-020	1370	El Camino Real	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-422-020	1370	El Camino Real	\$0.00	\$11,573.28	\$11,573.28	\$1,157.32	\$10,415.96
011-341-720	1171	El Camino Real	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
008-127-010	7701	El Camino Real	\$810.46	\$0.00	\$810.46	\$81.04	\$729.42
008-143-010	7741-7751	El Camino Real	\$3,688.42	\$0.00	\$3,688.42	\$0.00	\$3,688.42
008-373-210	4921-4925	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-373-510	4939-4943	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
008-373-240	4915	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-373-420	4923	JUNIPERO SERRA	\$0.00	\$2,238.76	\$2,238.76	\$0.00	\$2,238.76
008-373-520	4929	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-373-520	4933	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-373-520	4937	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
008-373-520	4941	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
008-373-520	4945	JUNIPERO SERRA	\$0.00	\$1,176.30	\$1,176.30	\$0.00	\$1,176.30
008-373-530	5001	JUNIPERO SERRA	\$0.00	\$17,388.38	\$17,388.38	\$1,738.84	\$15,649.54

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
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APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-373-380	5065	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-373-180	5075	JUNIPERO SERRA	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-182-110	1427	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-182-090	1455	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-182-080	1537	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-182-080	1537	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-182-080	1537	MISSION RD	\$0.00	\$1,944.70	\$1,944.70	\$0.00	\$1,944.70
010-182-080	1537	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-142-080	1635	MISSION RD	\$0.00	\$7,228.56	\$7,228.56	\$0.00	\$7,228.56
010-142-080	1655	MISSION RD	\$0.00	\$1,356.54	\$1,356.54	\$135.66	\$1,220.88
010-142-080	1655	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-142-080	1655	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
011-370-220	1670-1692	MISSION RD	\$0.00	\$43,758.00	\$43,758.00	\$0.00	\$43,758.00
010-142-070	1675	MISSION RD	\$0.00	\$1,356.54	\$1,356.54	\$0.00	\$1,356.54
010-142-050	1685	MISSION RD	\$0.00	\$863.26	\$863.26	\$0.00	\$863.26
010-142-040	1707	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-142-030	1711	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-142-020	1715	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-142-100	1725	MISSION RD	\$0.00	\$2,212.00	\$2,212.00	\$221.20	\$1,990.80
010-423-050	1755	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-423-040	1773	MISSION RD	\$0.00	\$796.84	\$796.84	\$0.00	\$796.84
010-423-030	1787	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
011-370-180	1500	MISSION RD	\$0.00	\$2,153.40	\$2,153.40	\$215.34	\$1,938.06
008-392-140	600	SERRAMONTE BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-374-040	775	SERRAMONTE BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-374-050	785	SERRAMONTE BLVD	\$0.00	\$13,470.54	\$13,470.54	\$0.00	\$13,470.54
008-373-340	970	SERRAMONTE BLVD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
008-373-550	990	SERRAMONTE BLVD	\$0.00	\$996.06	\$996.06	\$99.60	\$896.46
008-373-550	990	SERRAMONTE BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-374-020	999	SERRAMONTE BLVD.	\$0.00	\$1,413.46	\$1,413.46	\$141.34	\$1,272.12
010-421-180	248	COLLINS AVE	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-421-200	500	COLLINS AVE	\$0.00	\$1,751.78	\$1,751.78	\$175.18	\$1,576.60
010-421-190	530	COLLINS AVE	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
008-403-020	1500	COLLINS AVE	\$0.00	\$2,776.12	\$2,776.12	\$277.62	\$2,498.50
011-341-830	475-485	SERRAMONTE B	\$0.00	\$9,605.10	\$9,605.10	\$0.00	\$9,605.10
008-413-030	707-711	SERRAMONTE B	\$0.00	\$26,306.40	\$26,306.40	\$0.00	\$26,306.40
011-341-960	445	SERRAMONTE BLVD	\$0.00	\$38,554.02	\$38,554.02	\$0.00	\$38,554.02
011-341-330	475	SERRAMONTE BLVD	\$0.00	\$72,223.84	\$72,223.84	\$0.00	\$72,223.84

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
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APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
008-392-260	650	SERRAMONTE BLVD	\$0.00	\$7,868.16	\$7,868.16	\$786.82	\$7,081.34
008-373-200	700	SERRAMONTE BLVD	\$0.00	\$26,380.64	\$26,380.64	\$2,638.06	\$23,742.58
008-373-190	780	SERRAMONTE BLVD	\$0.00	\$6,739.90	\$6,739.90	\$674.00	\$6,065.90
008-373-550	990	SERRAMONTE BLVD	\$0.00	\$979.80	\$979.80	\$97.98	\$881.82
008-374-020	999	SERRAMONTE BLVD	\$0.00	\$5,982.78	\$5,982.78	\$598.28	\$5,384.50
011-154-090	2700	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
011-154-090	2702	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
011-154-100	2704	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
011-154-100	2706	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
011-154-110	2708	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
011-154-110	2710	HILLSIDE BLVD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-560	1221	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-570	1223	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-580	1225	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-590	1227	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-520	1229	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-530	1231	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-540	1233	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-550	1235	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-420	1237	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-430	1239	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-440	1241	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-450	1243	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-380	1245	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-390	1247	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-400	1249	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-410	1251	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-330	1321	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-340	1323	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-350	1325	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-360	1327	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-370	1329	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-280	1331	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-290	1333	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-300	1335	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-310	1337	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-320	1339	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-120	1341	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2021-2022**

APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
010-460-130	1343	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-140	1345	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-150	1347	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-160	1349	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-070	1351	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-080	1353	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-090	1355	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-100	1357	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-110	1359	ISABELLE CIR	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-630	1263	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-620	1267	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-610	1271	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-600	1275	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-510	1279	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-500	1283	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-490	1287	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-480	1291	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-470	1295	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-460	1299	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-270	1303	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-260	1307	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-250	1311	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-240	1315	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-230	1319	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-220	1323	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-210	1327	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-200	1341	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-190	1345	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-180	1349	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-170	1353	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-060	1357	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-050	1361	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-460-040	1365	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$0.00
010-460-030	1369	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-020	1373	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-460-010	1377	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-182-130	1431	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-182-130	1433	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10

**TOWN OF COLMA
ANNUAL SEWER SERVICE CHARGES
FISCAL YEAR 2021-2022**

APN	Street No.	Street Name	Town Pays NSMCS D	Town Pays SSF	Parcel Charge before water conservation incentive (1)	Water Conservation Incentive (2)	Final Charge to Property after water conservation incentive [(1)-(2)]
010-182-040	1439	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-182-100	1445	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-182-100	1451	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
010-182-100	1457	MISSION RD	\$0.00	\$739.00	\$739.00	\$73.90	\$665.10
010-142-080	1655	MISSION RD	\$0.00	\$739.00	\$739.00	\$0.00	\$739.00
008-373-340	970	B SERRAMONTE	\$0.00	\$13,014.06	\$13,014.06	\$0.00	\$13,014.06
011-341-400	1700	HILLSIDE BLVD	\$0.00	\$66,892.26	\$66,892.26	\$6,689.22	\$60,203.04
008-322-080	3601	JUNIPERO SERRA	\$1,687.08	\$0.00	\$1,687.08	\$0.00	\$1,687.08
008-373-500	4927	JUNIPERO SERRA	\$0.00	\$6,940.84	\$6,940.84	\$694.08	\$6,246.76
008-373-520	4931	JUNIPERO SERRA	\$0.00	\$4,056.04	\$4,056.04	\$405.60	\$3,650.44
008-373-520	4935	JUNIPERO SERRA	\$0.00	\$2,277.46	\$2,277.46	\$227.74	\$2,049.72
008-373-440	5025	JUNIPERO SERRA	\$0.00	\$6,528.72	\$6,528.72	\$652.88	\$5,875.84
008-373-550	990	SERRAMONTE BLVD	\$0.00	\$1,019.44	\$1,019.44	\$101.94	\$917.50

	NSMCS D	SSF		Water Conservation Incentive	Final Parcel Charges
	170,172.42	635,264.56	805,436.98	\$31,631.00	\$758,230.88

Village Serramonte (Daly City Sub-Division Flows to SSF through Colma)					
177 Units	Per Unit	-\$130,803.00	\$130,803.00		
TOTAL		NSMCS D	SSF	Final Parcel Chage	
		\$39,369.42	\$766,067.56		\$758,230.88

ATTACHMENT C

ATTACHMENT C - INQUIRIES AND PROTESTS LOG FY 2021-22						
No.	Inquiry	Date	Address	Reason for Inquiry	Response	Resolved/Pending
1	Phone Call	7/8/2021	1000 EL Camino Real	The property owner has two parcels and they need to know which one the sewer charge applies	The parcel number is shown on the sewer notice. Confirmed APN to the property owner	Resolved
2	Phone Call	6/30/2021	775 Serramonte Blvd	The property owner asked if the sewer notice is a bill	The sewer notice is not a bill. It is an informational notice. The sewer charges will be billed through the property tax roll	Resolved
3	Phone Call	6/30/2021	1303 Mission Road	The property owner asked why her name was not added to the sewer notice along to the second owner name	Town get the parcel information from the County. The sewer notice is mailed to the first owner address. Town will work with the consultant of the sewer program to see if both first and second owners can be added to the notice	Resolved
4	Phone Call	6/29/2021	419 F Street	The property owner asked if the sewer notice is a bill	The sewer notice is not a bill. It is an informational notice. The sewer charges will be billed through the property tax roll	Resolved
5	Phone Call	6/29/2021	1148 El Camino Real	The property owner asked if the sewer notice is a bill	The sewer notice is not a bill. It is an informational notice. The sewer charges will be billed through the property tax roll	Resolved





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Nicole Bowersox, Senior Engineer/Project Manager
 VIA: Brian Dossey, City Manager
 MEETING DATE: July 14, 2021
 SUBJECT: F Street Retaining Wall Repair Project Study Session

RECOMMENDATION

The main purpose of this study session is to provide information to the City Council and to gather input and feedback regarding the F Street Retaining Wall Repair Project. No City Council action will take place; however, staff will be presenting recommended next steps and seeking comments, questions, and feedback from the City Council during the study session.

EXECUTIVE SUMMARY

The F Street retaining wall is approximately 100 years old and needs repair. At this study session, staff will present the findings of a condition assessment and present repair recommendations for the wall.

After reviewing previous report recommendations for the wall, the Town's consultant developed design plans to achieve interim wall repairs that will extend the life of the wall. The three key deficiencies that will be repaired are: 1) concrete spalling; 2) concrete cracking and 3) failed drainage system.

Based on the findings of the inspection and condition assessment, the consultant identified interim repair measures to address the wall deficiencies. Spall repair will consist of chipping away all unsound concrete, preparing concrete and steel surfaces and placing an epoxy concrete patch material. Cracks will be pressure injected with epoxy to seal the crack and prevent water intrusion and corrosion of the reinforcement. Drain rock and weep holes will be added to the existing lower wall to reduce loading due to water pressure build up behind the wall.

FISCAL IMPACT

There is not a proposed fiscal impact for this study session, there will be a cost impact when the Capital Improvement Program is amended for the cost of construction that is associated with the repair of the F Street Retaining Wall.

BACKGROUND

The F Street Wall retaining wall is an 18ft high at its highest point from street level. The wall is considered to be what is called a bin-type concrete retaining wall, (Bin-walls are typically a system of adjoining closed faced sections that is then filled with earth to help gravitationally retain the slope).



Concerns have been raised by the community on the structural stability of the existing retaining wall mainly due to the visible cracks and spalling on the face of the lower wall structure. Staff was asked to evaluate the stability and condition of the retaining wall and to report findings back to the City Council.

In 2019, the Town requested Engineering staff to review the existing wall and provide a report with condition assessments and recommendations. The report stated that the wall is not showing overall stability or capacity concerns, but did note several deficiencies including concrete spalling, concrete cracking and lack of drainage. The report concluded that interim repairs should be made to the wall to prevent further decay and extend the life of the wall until future.

ANALYSIS

The existing wall is approximately 100 years old and shows conditional decay that will continue to become more severe over time. The interim repairs proposed with this project will extend the life of the wall until an eventual replacement wall is determined necessary. The consultant is recommending periodic monitoring of the wall post repair to identify further deficiencies over time that would require additional repair. The estimated cost for an interim wall repair is \$400,000.

Although interim repairs to the retaining wall deficiencies are expected to extend the life of the wall, a full replacement is recommended in the future to fully address the corrosion of the reinforcement as well as concrete cracking and spalling. A replacement wall design is expected

to take considerable funding and time to plan and develop, with planning level cost estimates around \$5,000,000, (Please note that this is estimated at today's construction costs).

NEXT STEPS

- Collect input and feedback at the Study Session
- Complete Bid Package PS&E for Wall Repair Project
- Advertise/Award Project to Contractor
- Complete Interim Wall Repairs Project
- Establish Wall Inspection and Maintenance Schedule
- Plan and Develop Future Wall Replacement Project

TENTATIVE SCHEDULE

- July 14, 2021 Study Session Discussion
- July 28, 2021 Approve PS&E and Authorize to Advertise
- August 2021 Advertise/Award Construction Project
- October 2021 Start Construction
- Fall/Winter 2021/22 End Construction

CONCLUSION

The intent of this study session is for staff to present to the City Council and the public information and findings based on inspection and condition assessment conducted by the structural consultant and to collect input and feedback on the project.

