



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, September 27, 2023
7:00 PM**

The City Council meeting will be held in person in the Council Chambers as detailed below. As a courtesy and technology permitting, the meeting will also be held virtually via Zoom Video Conference. However, the Town cannot guarantee that the public's access to the Zoom virtual platform will be uninterrupted, and technical difficulties may occur from time to time. In those instances, so long as the public may still attend the meeting in person, the meeting will continue.

To attend the meeting in person:

Town Hall, Council Chamber, 1198 El Camino Real, Colma CA 94014

To participate in the meeting via Zoom Video Conference:

Join Zoom Meeting:

<https://us02web.zoom.us/j/81289976261>

Passcode: 074407

Meeting ID: 812 8997 6261

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)

To provide Public Comment in person:

Members of the public wishing to speak are requested to complete a yellow speaker card and submit it to the City Clerk. Comments should be kept to three minutes or less.

To provide Public Comment via Zoom Video Conference:

Live verbal public comments may be made by requesting to speak using the "raise hand" feature in Zoom or, if calling in by phone, by pressing *9 on the telephone keypad prior to the consent calendar being heard, or prior to the close of the public comment period for agenda items or non-agenda items. In response, the Town will unmute the speaker and allow them to speak up to three minutes.

To provide Public Comment in writing:

Members of the public may provide written comments by email to the City Clerk at ccorley@colma.ca.gov before 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.

As a reminder, the Town cannot guarantee that the public's access to the Zoom virtual platform will be uninterrupted, and technical difficulties may occur from time to time. Therefore, if you want to ensure you are able to attend the meeting and/or make public comment, you may wish to attend in person.

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 September 13, 2023 Special Meeting.
2. Motion to Accept the Minutes from the September 13, 2023 Regular Meeting.
3. Motion Approving the Town's Response to the Grand Jury Report Dated July 10, 2023, Titled "Bike Safety In San Mateo County: Making Bicycling Safer In The County" Pursuant To CEQA Guideline 15378.

NEW BUSINESS

4. **FY 2023-24 NON-PROFIT FUNDING**

Consider: Motion to Adopt a Resolution Determining Eligibility for Grant Funding, Approving Grants to Eligible Organizations, Finding That Each Approved Grant Serves a Public Purpose, and Authorizing Contracts with Each Eligible Organization for the Use of Town Funds, Pursuant to CEQA Guideline 15378.

5. **F STREET WALL MURAL ARTIST SELECTION**

Consider: Motion to Adopt a Resolution Approving and Authorizing the City Manager to Execute an Agreement with Julie Englemann, Doing Business as Art by Jul, for the Design and Construction of a Mural for the F Street Wall Mural Located at the Base of F Street Near its Intersection with El Camino Real Pursuant to CEQA Guideline 15301.

PUBLIC HEARING

6. **SERRAMONTE KIA – AMENDED CONDITIONAL USE PERMIT AND DESIGN REVIEW**

Consider: Motion to Adopt a Resolution Approving an Amended Conditional Use Permit and Granting an Exception to the Spanish Mediterranean Design Review Overlay to Allow for a New Service Center to an Existing Auto Dealership Located at 600 Serramonte Boulevard - APN: 008-392-140, Pursuant to CEQA Guideline Section 15332

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 650-997-8300 or email a request to citymanager@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, September 13, 2023
11:00 A.M.**

CALL TO ORDER

Mayor Helen Fisicaro called the meeting to order at 11:04 a.m.

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

Staff Present – City Manager Daniel Barros, Chief of Police John Munsey, Director of Public Works Brad Donohue, Police Commander Sherwin Lum, Recreation Services Manager Angelika Abellana, City Clerk Caitlin Corley and Administrative Technician Abigail Dometita were in attendance.

WELCOME AND INTRODUCTION OF SPECIAL GUESTS

Mayor del Rosario welcomed special guests present from the local Armenian community:

- Very Reverend Father Smpad Saboundjian, pastor of St. Gregory Armenian Apostolic Church
- Mrs. Grace Andonian, principal of Krouzian-Zekarian-Vasbouragan Armenian School
- David Ojikian, Western Region Director, Armenian Assembly of America
- John Kevranian, Northern California Regional Council Co-Chair, Armenian Assembly of America
- Father Mesrop Ash, Saint John Armenian Apostolic Church from San Francisco.
- Sevana Panosian, teacher from Krouzian-Zekarian-Vasbouragan Armenian School
- Delegation of students from Krouzian-Zekarian-Vasbouragan Armenian School

PROCLAMATION IN HONOR OF ARMENIAN INDEPENDENCE DAY

Mayor del Rosario stated, “We are honored to have you all here with us today on Armenia’s 32nd Independence Day, as we raise the Flag of Armenia. Colma has strong ties to the Armenian Community, and we are so pleased and proud to be able to recognize the important contributions that they have made here in Colma and more broadly in the United States.”

Mayor del Rosario then read a proclamation in recognition of Armenian Independence Day and invited Very Reverend Father Smpad Saboundjian, pastor of St. Gregory Armenian Apostolic Church and Mrs. Grace Andonian, principal of Krouzian-Zekarian-Vasbouragan Armenian School, to come forward to accept the proclamation. They both made remarks.

The Mayor invite student speaker Daron Nazarian, 8th Grader at Krouzian-Zekarian-Vasbouragan Armenian School, to the podium to make remarks.

REMARKS BY VICE MAYOR AND COUNCIL MEMBERS

Council Member Goodwin made remarks.

RAISING OF THE ARMENIAN FLAG

Colma Police Officers raised the Armenian Flag, while students from Krouzian-Zekarian-Vasbouragan Armenian School sang the Armenian National Anthem.

REMARKS BY MEMBERS OF THE PUBLIC

The Mayor asked if any members of the public wished to speak. The follow people made remarks:

- Fr. Mestop Ash, pastor of St. John Armenian Church
- David Ojakian, Western Region Director, Armenian Assembly of America

ADJOURNMENT

Mayor del Rosario adjourned the meeting at 11:30 a.m. and invited everyone to stay for coffee and Armenian treats.

Respectfully submitted,

Caitlin Corley
City Clerk

**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Town Hall Council Chamber
1198 El Camino Real, Colma CA
Also Accessible via Zoom.us
Wednesday, September 13, 2023
7:00 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor del Rosario called the meeting to order at 7:00 p.m.

Council Present – Mayor Joanne F. del Rosario, Vice Mayor John Irish Goodwin, Council Members Ken Gonzalez, Carrie Slaughter and Helen Fiscaro were all present.

Staff Present – City Manager Daniel Barros, City Attorney Christopher Diaz, Police Chief John Munsey, Administrative Services Director Pak Lin, City Planner Farhad Mortazavi, Director of Public Works and Planning Brad Donohue, City Clerk Caitlin Corley and Administrative Technician III Abigail Dometita were in attendance.

The Mayor announced, “Regarding Public Comment: Members of the public who are here in person are requested to complete a yellow speaker card and submit it to the City Clerk. Those of you on Zoom may make public comments by using the “raise hand” feature in Zoom or, if calling in by phone, by pressing *9 on the telephone keypad. The City Clerk will unmute your microphone and allow you to speak. Comments should be kept to three minutes or less.”

ADOPTION OF THE AGENDA

Mayor del Rosario asked if there were any changes to the agenda. None were requested. The Mayor asked for a motion to adopt the agenda.

Action: Council Member Fiscaro moved to adopt the agenda; the motion was seconded Council Member Slaughter by and carried by the following vote:

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

PRESENTATION

▪ **Armenian Flag Raising Recognition**

The Mayor stated, “Earlier today we had a wonderful event at the Colma Community Center to raise the Armenian Flag in honor of Armenian Independence Day. We were

joined by so many members of the local Armenian Community. It was especially wonderful to have the students sing the Armenian National Anthem as the flag was raised.

- **Proclamations in honor of Ovarian Cancer Awareness Month and Prostate Cancer Awareness Month**

The Mayor presented proclamations in honor of Ovarian Cancer Awareness and Prostate Cancer Awareness Months.

- **Proclamations in honor of Suicide Prevention Month and Recovery Happens Month**

The Mayor presented a proclamation in honor of Suicide Prevention Month. Sheri Boles of the San Mateo County Behavioral Health & Recovery Services -- Office of Diversity and Equity accepted the proclamation and made remarks.

The Mayor presented a proclamation in honor of Recovery Happens Month. Greg Thompson and Veronica Antonelli of Voices of Recovery San Mateo County accepted the proclamation and made remarks.

- **Honor Roll Students Recognition:**

The Mayor stated, "The Town of Colma is extremely proud of its young people and their academic achievements. Tonight, we are celebrating some of the bright students who have made the honor roll at their schools.

We have prepared some gifts in recognition of their success: A certificate of their achievement, along with some Colma swag including a pen, magnet, hand sanitizer, and a \$10 gift card to Target!"

Congratulations to these hardworking students and their families:

Anyeli Alfaro
Gabriella Chen
Grant Colina
Jonathan Feng
Xavier Gomez
Leora Viray Guevarra
Sienna Hewlett
De'Mya Hewlett
Matthew Juarez Gonzalez
Rosa Mendoza
Eitan Montero-Meraz
Janessa Moreno Padilla
Mia Myvett
Savannah Joy Fernandez Perreras
Amir Posey
Katelyn Rangel
Maximiliano Salinas
Delilah Trejo
Jayden Wang

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:32 p.m. and seeing no one request to speak, she closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the August 16, 2023 Special Meeting.
2. Motion to Accept the Minutes from the August 23, 2023 Regular Meeting.
3. Motion to Approve Report of Checks Paid for August 2023.

Action: Vice Mayor Goodwin moved to approve the consent calendar items #1 through 3; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	✓				
John Irish Goodwin	✓				
Ken Gonzalez	✓				
Carrie Slaughter	✓				
Helen Fisicaro	✓				
	5	0			

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, September 27, 2023, at 7:00pm at Town Hall.

REPORTS

City Manager Daniel Barros gave an update on the following topics:

- The Town Picnic was a great success. Kudos to Recreation Manager Angelika Abellana and her team for a job well done.
- EV chargers will be installed at the Colma Community Center soon.
- The F Street Wall Mural Committee has selected an artist following interviews on September 5, 2023. This item will come before the City Council at the next regular meeting.
- There will be a Grandparent Day Celebration on Friday, September 15, 2023.

ADJOURNMENT AND CLOSE IN MEMORY

Mayor del Rosario adjourned the meeting at 8:09 p.m. in memory of Nanay Tessie Lazaro, longtime Colma resident on D Street; and Delilah Sousa, Police Dispatcher for the City of San Bruno.

Respectfully submitted,

Caitlin Corley
City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Farhad Mortazavi, City Planner
John W. Munsey, Chief of Police
Gina Paolini, Senior Planner

VIA: Daniel Barros, City Manager

MEETING DATE: September 27, 2023

SUBJECT: Grand Jury Response – Bike Safety in San Mateo County

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION APPROVING THE TOWN'S RESPONSE TO THE GRAND JURY REPORT DATED JULY 10, 2023, TITLED "BIKE SAFETY IN SAN MATEO COUNTY: MAKING BICYCLING SAFER IN THE COUNTY" PURSUANT TO CEQA GUIDELINE 15378.

EXECUTIVE SUMMARY

On July 10, 2023, the 2022-2023 San Mateo County Civil Grand Jury issued a report titled, "Bike Safety in San Mateo County: Making Bicycling Safer in the County". The Town of Colma is required to submit comments on the findings and recommendations pertaining to the matters over which it has some decision-making authority within 90 days. The Town's response to the report is due to the Honorable Nancy L. Fineman no later than October 10, 2023. The recommended response is outlined in the staff report and duplicated in the draft letter.

FISCAL IMPACT

None. All programs cited in the responses to the Grand Jury Report recommendations in the form of the future Capital Improvement projects will need to be funded accordingly.

ANALYSIS

The Grand Jury report includes nine findings and seven recommendations to address the following issue:

As bicycle riding has become an ever more meaningful form of transportation, especially with the popularization of eBikes, the demand by County residents for safe micro-mobility solutions has soared. Are San Mateo County and its municipalities positioned to respond to safety concerns and meet those demands?

The Town's response follows each finding and recommendation where the Grand Jury requested a response. The nine findings and seven recommendations with accompanying staff responses are as follows:

FINDINGS

Finding 1: Bicycle policy and the approach to ensuring/improving bicycle safety is not consistent across San Mateo County due, at least in part, to:

- a. Topography
- b. Urban vs. suburban environments
- c. Types of bicyclists (commuter, recreational)
- d. Varying levels of enforcement of bicycle laws
- e. Differing knowledge of bicycle laws and safe practices

Response: The Town of Colma agrees with this finding.

Finding 2: Bicycle ridership as an alternative means of transportation (e.g., commuting to work, school, or transit hubs, running errands) is not increasing due, at least in part, to perceived safety issues.

Response: The Town of Colma agrees with this finding. Based on public outreach surveys conducted for the Colma Bike and Pedestrian Master Plan, there are a few discouraging factors that may contribute to the low pedestrian and bicyclist rates in Colma. These factors include hazardous conditions, such as insufficient lighting and debris; aggressive driver behavior; no designated bike lanes; and travel time/distance to get to the destination.

Finding 3: Bicycle accidents and incidents (such as near misses) are underreported, if reported at all.

Response: The Town of Colma agrees with this finding. According to the 2022-2023 San Mateo County Civil Grand Jury Report, "...Law enforcement agencies in the County submit their bicycle accident data to Statewide Integrated Traffic Records System (SWITRS) based on incidents that result in fatality or injury. However, there are bicycle accidents resulting in injury which do not make it into SWITRS because law enforcement is not called. Some examples are bicyclists being forced off the road by motor vehicles, collisions near misses and, of course, bicyclist error. Consequently, the actual number of bicycle accidents is underreported and, more importantly, the list of accident locations is not complete. Cyclists that have an incident that does not involve either the police or the fire department do not have a consistent means to log their experience. That data goes unreported. And this goes both ways; there is no means for a motorist to complain about bicycle riders' unsafe behavior..."

Colma conducted a Systemic Safety Analysis Report (SSAR) in 2018 to analyze the crash history from 2011 through 2016 on local roadways to determine the cause and how to take appropriate measures in improving road safety. Colma also reviewed recent crash data provided by the Colma Police Department.

Finding 4: Only bicycle accidents or incidents that trigger a 911 call are consistently logged in the State (SWITRS) database and law enforcement agencies do not log bicycle accident data consistently.

Response: The Town of Colma partially disagrees with the portion of the finding "Only bicycle accidents or incidents that trigger a 911 call." There are other means of making a report other than 911. 911 is one way of contacting law enforcement, however walking into police stations or contacting through the non-emergency line after an incident are often used. Information is entered into SWITRS when a report is taken. Not all accidents involving vehicles or bicycles are documented in a report.

Finding 5: The amount of enforcement of laws, as they pertain to bicyclists and how motorists and bicyclists interact, is inconsistent due to other priorities (e.g., criminal enforcement and general automobile traffic) and the requirement that a citation can generally only be written if the violation is witnessed by an officer.

Response: The Town of Colma agrees with this finding.

Finding 6: There is no official metric in San Mateo County and its cities to evaluate how safe it is to ride a bicycle.

Response: The Town of Colma agrees with this finding.

Finding 7: Bicycle safety education, for the bicyclist, pedestrians and motorists, is not consistently offered across San Mateo County.

Response: The Town of Colma partially disagrees with the finding. The Town of Colma disagrees that education is not consistently offered across San Mateo County. The education received to obtain a California Driver's License covers many aspects for bicyclist, pedestrian, and motorist safety. Colma staff will continue to coordinate with the Silicon Valley Bike Coalition and Colma Police Dept. to promote programs to educate drivers, bicyclists and pedestrians about their rights and responsibilities, as well as traffic education and safety programs for adults and youth."

Finding 8: Communication between various entities with responsibility for bicycle safety, including Bicycle and Pedestrian Advisory Committees (BPACs), Law Enforcement, City Transportation Planning, and Public Works departments, is not formalized, resulting in inefficiencies, and missed opportunities (e.g., funding for improvements, shared bike safety education, or improving signage).

Response: The Town of Colma partially disagrees with the finding. The Town of Colma believes that many of these aspects and entities come together during the upgrading of roadways, although not formalized. Colma staff will continue to coordinate to promote bike

safety, including seeking grant funding for future improvement projects with other Departments and agencies, and forming multidisciplinary project development teams.

Finding 9: City Bicycle and Pedestrian Master Plans or Active Transportation Plans, have not been adopted/created by all SMC cities.

Response: The Town of Colma partially disagrees with this finding. The Town of Colma recently adopted its first Bicycle and Pedestrian Master Plan on August 23, 2023. The Town of Colma is unaware if all SMC cities have adopted or created City Bicycle and Pedestrian Master Plans or Active Transportation Plans.

RECOMMENDATIONS

Recommendation 1: By December 2023, all law enforcement agencies and the County Sheriff should submit bicycle related data to SWITRS monthly, and regularly post and update their websites with all reported bicycle accident data.

Response: The recommendation will not be implemented because it is not warranted. The Town of Colma believes the entry of data into a State of California database should be entered in accordance with state law.

Recommendation 2: By December 2023, all law enforcement agencies should begin sending warning letters to motorists for violations of the 3 ft. law.

Response: The recommendation will not be implemented because it is not warranted or reasonable. The Town of Colma believes warning letters may be used as a safety tool, however it should be utilized at the discretion of law enforcement. The Town of Colma will continue to promote programs that educate drivers, bicyclists and pedestrians about their rights and responsibilities, as well as traffic education and safety programs for adults and youth."

Recommendation 3: By June 3, 2024, all law enforcement agencies should provide a means for citizens to report bicycle-related incidents that are not currently reported to law enforcement, similar to the SMC Sheriff's Department Online Crime Reporting portal.

Response: The recommendation will not be implemented because it is not warranted or reasonable. The Town of Colma believes there are numerous ways already in place to report bicycle-related incidents. Not all agencies want to lose personal connection with their residents by moving to online reporting.

Recommendation 4: By June 3, 2024 each city, town, and unincorporated SMC should offer a bike safety education program for riders and motorists about the laws and safety facts related to bicycles on the road.

Response: The recommendation will not be implemented because it is not warranted or reasonable. Colma staff will continue to coordinate with the Silicon Valley Bike Coalition and Colma Police Dep to promote programs to educate drivers, bicyclists and pedestrians about their rights and responsibilities, as well as traffic education and safety programs for adults and youth."

Recommendation 5: By June 3, 2024, each city, town, and unincorporated SMC should update or generate a new Bicycle and Pedestrian Master Plan (or Active Transportation Plan) if their current plan is older than five years; consistent with the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan.

Response: The recommendation has been implemented. The Town of Colma recently adopted its first Bicycle and Pedestrian Master Plan on August 23, 2023. The Master Plan is consistent with the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan and other recently adopted local plan and policies to increase bicycle safety in and around the Town.

Recommendation 6. By June 3, 2024, each city, town, and the county should apply (or reapply) online to generate the Bicycle Friendly Community Report Card.

Response: The recommendation has not yet been implemented, but will be implemented in the future. The Town of Colma will apply for a Bicycle Friendly Community Report Card via the League of American Bicyclists (LAB) prior to June 3, 2024.

Recommendation 7. By February 1, 2024, the County should meet with cities within the County that are willing to participate, to consider establishing a regional effort that integrates the cities' bicycle plans and to discuss how the cities and County could work together to apply for grant opportunities as a region.

Response: The recommendation has not yet been implemented, but will be implemented in the future. The Town of Colma is looking forward to continuing to coordinate with C/CAG and all applicable regional and local partners to implement the Colma's recently adopted Colma Bicycle and Pedestrian Master Plan and seek funding by applying for grant funding opportunities as a region (Countywide).

City Council Adopted Values

The discussion of Bicycle Safety is consistent with the Council values of *responsibility* because it gathers information and considers actions to collaborate with the County and other San Mateo County cities for making bicycling safer in the County, and **vision** because it looks to the future when making decisions.

Sustainability Impact

Advance the active transportation efforts of the Town and regional agencies to achieve greenhouse gas (GHG) reduction.

Alternatives

N/A

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

Organizational or administrative activities of government that will not result in direct physical changes in the environment are not projects subject to CEQA review pursuant to CEQA Guideline 15378.

CONCLUSION

Staff recommends the City Council, by motion, approve the Town's response to the Grand Jury findings and recommendations with any revisions.

ATTACHMENTS

- A. Draft Grand Jury Response Letter
- B. Grand Jury Report: Bike Safety in San Mateo County: Making Bicycling Safer in the County



TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212
Tel 650.997.8300 • Fax 650.997.8308

September 28, 2023

Honorable Nancy L. Fineman
Judge of the Superior Court
c/o Bianca Fasuescu
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655

Re: Grand Jury Report: "Bike Safety in San Mateo County: Making Bicycling Safer in the County"

Dear Judge Fineman:

The City Council received the July 10, 2023, San Mateo Civil Grand Jury report titled, "Bike Safety in San Mateo County: Making Bicycling Safer in the County".

The Town of Colma was requested to submit comments regarding the findings and recommendations no later than October 10, 2023.

The City Council of the Town of Colma has reviewed the recommendations in the Grand Jury Report that affect the Town and approved the responses at its public meeting on September 27, 2023.

The Town agrees with findings F1, F2, F3, F4, F5, F6, and F9. The Town partially agrees with findings F7 and F8 as follows:

Finding 7: Bicycle safety education, for the bicyclist, pedestrians and motorists, is not consistently offered across San Mateo County.

Response: The Town of Colma partially agrees with finding. The Town of Colma believes the education received to obtain a California Drivers License covers many aspects for bicyclist, pedestrian, and motorist safety.-Colma staff will continue to coordinate with the Silicon Valley Bike Coalition and Colma Police Dept. to promote programs to educate drivers, bicyclists and pedestrians about their rights and responsibilities, as well as traffic education and safety programs for adults and youth."

Finding 8: Communication between various entities with responsibility for bicycle safety, including Bicycle and Pedestrian Advisory Committees (BPACs), Law Enforcement, City Transportation Planning, and Public Works departments, is not formalized, resulting in inefficiencies, and missed opportunities (e.g., funding for improvements, shared bike safety education, or improving signage).

Joanne F. del Rosario, Mayor
John Irish Goodwin, Vice Mayor
Ken Gonzalez, Council Member • Carrie Slaughter, Council Member • Helen Fisicaro, Council Member
Daniel Barros, City Manager

Response: The Town of Colma partially agrees with the finding. The Town of Colma believes that many of these aspects and entities come together during the upgrading of roadways. Colma staff will continue to coordinate to promote bike safety, including seeking grant funding for future improvement projects with other Departments and agencies, and forming multidisciplinary project development teams.

Recommendation 1: By December 2023, all law enforcement agencies and the County Sheriff should submit bicycle related data to SWITRS monthly, and regularly post and update their websites with all reported bicycle accident data.

Response: The Town of Colma believes it should follow State Law in regard to entering accident data into SWITRS.

Recommendation 2: By December 2023, all law enforcement agencies should begin sending warning letters to motorists for violations of the 3 ft. law.

Response: The Town of Colma believes warning letters may be used as a safety tool, however it should be utilized at the discretion of law enforcement. The Town of Colma will continue to promote programs that educate drivers, bicyclists and pedestrians about their rights and responsibilities, as well as traffic education and safety programs for adults and youth."

Recommendation 3: By June 3, 2024, all law enforcement agencies should provide a means for citizens to report bicycle-related incidents that are not currently reported to law enforcement, similar to the SMC Sheriff's Department Online Crime Reporting portal.

Response: The Town of Colma believes there are numerous ways already in place to report bicycle-related incidents. Not all agencies want to lose personal connection with their residents by moving to online reporting.

Recommendation 4: By June 3, 2024 each city, town, and unincorporated SMC should offer a bike safety education program for riders and motorists about the laws and safety facts related to bicycles on the road.

Response: Colma staff will continue to coordinate with the Silicon Valley Bike Coalition and Colma Police Dep to promote programs to educate drivers, bicyclists and pedestrians about their rights and responsibilities, as well as traffic education and safety programs for adults and youth."

Recommendation 5: By June 3, 2024, each city, town, and unincorporated SMC should update or generate a new Bicycle and Pedestrian Master Plan (or Active Transportation Plan) if their current plan is older than five years; consistent with the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan.

Response: The Town of Colma recently adopted its first Bicycle and Pedestrian Master Plan on August 23, 2023. The Master Plan is consistent with the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan and other recently adopted local plan and policies to increase bicycle safety in and around the Town.

Recommendation 6. By June 3, 2024, each city, town, and the county should apply (or reapply) online to generate the Bicycle Friendly Community Report Card.

Response: The Town of Colma will apply for a Bicycle Friendly Community Report Card via the League of American Bicyclists (LAB) prior to June 3, 2024.

Recommendation 7. By February 1, 2024, the County should meet with cities within the County that are willing to participate, to consider establishing a regional effort that integrates the cities' bicycle plans and to discuss how the cities and County could work together to apply for grant opportunities as a region.

Response: The Town of Colma is looking forward to continuing to coordinate with C/CAG and all applicable regional and local partners to implement the Colma's recently adopted bicycle and pedestrian master plan and seek funding by applying for grant funding opportunities as a region (Countywide).

The Town appreciates the efforts of the Grand Jury. Please contact City Manager Daniel Barros should you require any additional information. He can be reached at (650) 997-8318 or by email: dbarros@colma.ca.gov.

Sincerely,

Joanne F. del Rosario
Mayor





Bike Safety in San Mateo County

Making Bicycling Safer in the County

Release Date: July 10, 2023
2022-23 San Mateo County Civil Grand Jury

“Biking is one of the few activities that checks all the boxes at once — it’s active, practical, social, sustainable, stress-relieving, fun, and is a great family activity. Biking has the unique ability to elevate the mundane — it turns errands into adventures. More people on bikes keeps our streets safer, our air cleaner and our communities better connected.” Sonia Elkes, 2021 Bike Champion of the Year for San Mateo County Bay Area Bike to Work Website

*“I often drive up Alpine Road near the Stanford golf course and I believe I would have a head-on crash with oncoming cars if I left a 3-foot margin between my car and the thoughtless bikers who ride out partially in the road. What is the best advice for that situation?” Comment on [Bicyclists Can Now Report 3’ Rule Violations Online](#) in *The Almanac* 5/12/2023.*

*“On the afternoon of Monday, April 10, bicyclist Lester Legarda was fatally struck by a driver on Cañada Road, a rural route popular among walkers, equestrians, and bicyclists. Details of the crash scene suggest that the collision speed was high. One solution to prevent future tragedies along Cañada is tantalizingly simple — reduce the 50-mph speed limit. Sure, drivers will likely continue to exceed the speed limit. But just like the paint on the road that defines where drivers are supposed to drive, posted speed limits set expectations for acceptable driver behavior.” [Reduce the speed limit on Canada Road](#) *San Mateo Daily Journal* 04/20/23.*

Bike Safety in San Mateo County: *Making Bicycling Safer in the County*

ISSUE

As bicycle riding has become an ever more meaningful form of transportation, especially with the popularization of eBikes, the demand by County residents for safe micro-mobility solutions has soared. Are San Mateo County and its municipalities positioned to respond to safety concerns and meet those demands?

SUMMARY

Whether for commuting or recreational purposes, residents in every jurisdiction of San Mateo County (SMC), as well as from the surrounding Bay Area counties, use bicycles. Because bicycles are widely available, for some the only mode of getting to and from work and jobs, and ridden in every jurisdiction, bicycle safety has become an increasingly important issue for SMC and its cities and towns. Without greater focus on bike safety, the number of riders will remain low, because people will avoid bicycling when they don't feel safe. The benefits of increasing bicycle riding are important to all residents of San Mateo County: reducing motor vehicles, healthy lifestyle and an inexpensive form of transportation. Accordingly, San Mateo County, and its cities and towns have a responsibility to make it safe for drivers and pedestrians, as well as bicyclists.

Due to differences in terrain, population density, and existing infrastructure, the 20 different municipalities and the unincorporated portions of the County have differing bicycle safety needs and requirements. Some cities are very hilly, making commuting to work, school, or transit stations nearly impossible. Others are more urban and accommodate many more commuting bicyclists. The County also has some areas that are primarily recreational biking destinations and areas that accommodate both commuting bicyclists and recreational bicyclists. As a result, each community also assigns a different level of importance to bicycle safety relative to other issues, such as crime, motor vehicle safety and public works improvement projects. And education and enforcement about bicycle laws varies from one jurisdiction to another.

Despite the differences among the jurisdictions, there are several commonalities. One is that cities and law enforcement do not consistently maintain records about bicycle near misses, accidents, or complaints; data is neither broadly available nor consistently maintained. Another commonality is that government entities focused on bicycling and/or improving bicycle safety do not communicate and collaborate with each other often enough, if at all. This makes it difficult to get accurate information on the number and severity of incidents and gauge how safe it is to bicycle in San Mateo County. Without data, and communication among the municipalities, San Mateo County and its cities and towns lose out on available state and local funding to improve bicycle safety through physical improvement projects.

To improve bicycle safety and thereby increase ridership, San Mateo County and its cities and towns need to:

1. Create effective ways to educate bicycle riders and motorists about bicycle rules of the road to enhance predictability.
2. Develop consistent communications among government organizations responsible for bike safety (e.g., between law enforcement and public works).
3. Conduct enforcement details in each jurisdiction to ensure enforcement leads to education.
4. Collect accurate data about accidents and incidents that is crucial to supporting and justifying grant applications and funding from State and local agencies for physical improvements to infrastructure for bicyclists (e.g., connectivity of bicycle routes from one city to another), needed signage, and other engineering improvements.

BACKGROUND

Why is bike safety an important topic?

Statistically, the safer a person feels riding a bike, the more likely they will use it as regular transportation; both as a commuter and a recreational user.

Fifty-three percent of Americans worry about being hit by a motor vehicle when riding a bicycle; 47% say they would be more likely to ride a bike if pathways were physically separated from motor vehicles.¹

However, bicycle accident statistics, though better than in 1998, averaged 231 fatalities and injuries over the last ten years. The average was 203 fatalities the last three years, but the drop includes the pandemic shutdown and more people working from home. The source of the recent data is the California Statewide Integrated Traffic Records System (SWITRS²) database, managed by the California Highway Patrol. All law enforcement agencies are required to submit accident data to the database on a regular basis.

A 2002-2003 SMC Civil Grand Jury titled, *Bike Safety in San Mateo County*³, questioned whether San Mateo County and the cities adequately consider and support safe bicycle travel? At that time, it was estimated that 46% of Americans bicycle for pleasure and 300,000 County residents bicycle at least occasionally. Commuting by bicycle was less than 1% in the County.

That year's Grand Jury found that bicycle infrastructure for safe travel needed improvement, but funding was an issue. It also found that communication and planning between the county and the cities on bicycle projects and safety could be improved. And that throughout SMC, bicycle safety was not a high priority. The primary recommendation of the report was the county, and all cities should develop a long-term strategic bicycle and safety plan.

¹ People for Bikes: <https://www.peopleforbikes.org/news/building-for-tomorrow>

² <https://iswitrs.chp.ca.gov/Reports/jsp/logout.do>

³ https://www.sanmateocourt.org/court_divisions/grand_jury/2002reports.php?page=02SMC-Bicycle.html

A few things have changed since then.

Over the years, the focus of cities and the county on improving bike and pedestrian forms of transportation has increased:

- Bicycle maps and routes are now generally available online.
- The City/County Association of Governments (C/CAG) updated their San Mateo County Comprehensive Bicycle and Pedestrian Plan in 2011⁴ and 2021⁵.
- California enacted Assembly Bill 1358, **California Complete Streets Act of 2008**⁶, requiring all cities and counties to include complete streets policies as part of any substantial revision to the circulation element of their general plans; and cities and the County have adopted these complete streets policies, noting these policies in their Bicycle and Pedestrian Master Plans, or Active Transportation Plans.
- SMC and most of its municipalities have created and consistently upgraded their Bicycle and Pedestrian Master Plans.
- Unincorporated San Mateo County has created an Active Transportation Plan⁷ (Active Transportation is a term often used to cover walking, bicycling, and other motorized devices as a primary mode of transportation).
- C/CAG, Unincorporated SMC and some cities have created Bike and Pedestrian Advisory Committees to address active transportation improvements, safety issues, and other citizen related requests.

Meanwhile, the number of bicyclists in San Mateo County has not increased since 2002, according to the California Household Travel Survey, which is regularly used for data on the number of bicyclists in a community, but is restricted to commuting.

The 2002 and 2012 surveys showed only 1% of SMC's population rides bicycles as a form of transportation. Looking at the various municipalities' Bicycle and Pedestrian Master Plans, and the surveys and counts discussed in the plans, bicycle commute ridership still hovers at approximately 1% within SMC.

It is important to note that the number of people in SMC using bicycles in lieu of a car has not increased in 20 years. This is in contrast to the estimated number of recreational bicyclists (46%) in SMC, who also use streets and bicycle paths and expect a safe ride⁸.

⁴ https://ccag.ca.gov/wp-content/uploads/2014/07/CBPP_Main-Report_Sept2011_FINAL.pdf

⁵ https://ccag.ca.gov/wp-content/uploads/2021/05/6_A1_San-Mateo-County-Comprehensive-Bicycle-and-Pedestrian-Plan-Update-Final-Plan.pdf

⁶ http://www.leginfo.ca.gov/pub/07-08/bill/asm/ab_1351-1400/ab_1358_bill_20080930_chaptered.pdf

⁷ <https://www.smcsustainability.org/livable-communities/active-transportation/unincorporated-smc-active-transportation-plan/>

⁸ https://ccag.ca.gov/wp-content/uploads/2021/05/6_A1_San-Mateo-County-Comprehensive-Bicycle-and-Pedestrian-Plan-Update-Final-Plan.pdf

However, even with roadway and signage improvements over the past 20 years, there is much San Mateo cities and the county can do to improve bicycle safety.

DISCUSSION

The merits of bicycle riding may seem self-evident, but a wide range of research reveals often surprising benefits to local economies, personal health, the environment, traffic congestion, and pedestrian safety that are unique to bicycle friendly communities.

Health Benefits

Bicycle riding contributes to both physical and mental health. Regular exercise such as cycling can help prevent heart issues⁹ such as stroke, heart attack, high blood pressure, and may also help prevent and manage type 2 diabetes.¹⁰ Riding a bicycle is good for cognitive health and emotional well-being and can ease feelings of stress, depression, or anxiety.¹¹

All in all, bicycling for only 30 minutes a day reduces a person’s chances of diabetes, dementia, depression, colon cancer, cardiovascular disease, anxiety and high blood pressure by 40 percent or more.¹²

The World Health Organization has found that “If every adult EU citizen walked or cycled for 15 extra minutes per day, we’d have 100,000 fewer people dying prematurely, each year.”¹³

Environmental Benefits

Among the most obvious benefits of cycling is its benign effects on the environment. A solo driver in an average car releases about 1.1 pounds of CO₂ per mile.¹⁴ A standard compact to midsize car that travels 12,000 miles will emit 11,000 pounds of CO₂.¹⁵ The average car produces about 1.3 billion cubic yards of polluted air over the course of its lifespan plus worn tire particles, brake wear, and the emissions from other materials in the car also contribute to air pollution.¹⁶ Recent research in Europe found that traveling by bicycle instead of by car once a day decreases your transportation carbon footprint by 67%.¹⁷

⁹ <https://www.hopkinsmedicine.org/health/wellness-and-prevention/exercise-and-the-heart>

¹⁰ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4942105/>

¹¹ <https://www.psychologytoday.com/us/blog/minding-the-body/201505/bicycling-can-sharpen-your-thinking-and-improve-your-mood>

¹² https://www.exerciseismedicine.org/assets/page_documents/EIMFactSheet_2014.pdf

¹³ <https://ecf.com/news-and-events/news/walking-and-cycling-reduce-congestion>

¹⁴ <https://www.sharetheroad.ca/what-are-the-environmental-traffic-congestion-benefits-of-cycling--s16223>

¹⁵ <https://www.treehugger.com/cars-are-causing-air-pollution-we-breathe-new-study-finds-4856825>

¹⁶ <https://www.scholaradvisor.com/essay-examples-for-college/bicycle-helps-reduce-air-pollution/>

¹⁷ <https://www.sciencedirect.com/science/article/pii/S1361920921000687>

Traffic

As active transportation choices like walking and bicycling gain attention and popularity, researchers are beginning to investigate the role these travel modes can play in reducing traffic congestion.¹⁸ Studies show that measures taken to promote bicycling and walking have a positive effect on congestion.

Research in Washington, DC identified a causal effect of the presence of a bike-share station on traffic congestion. The result is a 2-to-3% reduction in traffic congestion that can be attributed to the bike-share station within the sample.¹⁹

Economic Benefits

Among the more surprising findings is the positive economic impact from an increase in bicycle usage but studies show that the bicycle-related economy creates jobs, economic activity, and cost savings.²⁰

Bicycle trails and facilities have a positive, statistically significant impact on home values; a 2006 study in Minneapolis found that the median home values rose \$510 for every quarter mile they were located closer to an off-street bikeway.²¹

Indianapolis' Cultural Trail, an 8-mile network of separated bike and pedestrian lanes, has reinvigorated a number of struggling business districts and sparked a whopping \$1 billion in increased property values.²²

And in an era when streets and sidewalks across the county are in various states of disrepair, bicycle projects can significantly reduce the cost of maintaining and expanding our transportation systems.²³ Even protected bicycle lanes are "dirt cheap to build compared to road projects," says Gabe Klein, a partner at Fontinalis, a venture capitalist firm founded by Ford Motor Co. Chairman Bill Ford. Cities everywhere need to be more efficient about the money they spend to move people. "We need to get more use from the streets we already have."

Research indicates that investments in cycling infrastructure generate more jobs per dollar spent than investments in road-only infrastructure; cycling projects create a total of 11.4 local jobs for each \$1 million spent while road-only projects create 9.6 jobs per \$1 million.²⁴

¹⁸ <https://kawarthanow.com/2019/01/17/reduce-traffic-congestion-bikes-can-do-that>

¹⁹ <https://www.resources.org/archives/commentary-does-bicycle-infrastructure-reduce-traffic-congestion/>

²⁰ <https://railyards.com/blog/7-benefits-of-bike-friendly-communities>

²¹ <https://smartcity.press/bicycle-infrastructure-in-smart-city/>

²² <https://indyculturaltrail.org/2015/07/23/economic-impact-figures-released/>

²³ <https://www.aarp.org/livable-communities/getting-around/info-2016/why-bicycling-infrastructure-is-good-for-people-who-dont-ride-bikes.html>

²⁴ <https://www.sharetheroad.ca/what-are-the-environmental-traffic-congestion-benefits-of-cycling--s16223>

Bicycle friendly communities are important to millennial job seekers and functional bicycle infrastructures help companies attract talent. “States and cities are competing for the most mobile generation ever and so the job creators and the innovators are really pushing for these amenities.”²⁵

Safety

The most comprehensive study of bicycle and road safety to date finds that building safe facilities for cyclists is one of the biggest factors in road safety for everyone. Bicycling infrastructure -- specifically, separated and protected bike lanes -- leads to fewer fatalities and better road-safety outcomes for all road users.²⁶

Davis, CA was the first city to gain “platinum” status by the League of American Bicyclists and is often referred to as the “bicycle capital of America.” From 1996 to 2007, Davis only had nine fatal road crashes. Despite having the largest percentage of bike commuters in the United States, none of these accidents involved a bicyclist. With a fatal crash rate of less than 1.5 per 100,000 residents, far fewer people are killed on Davis’ roads than in the U.S. as a whole, which averaged 14.5 fatalities per 100,000 residents.

Portland, OR, another platinum bicycling city, saw a nearly 50% decrease in road fatalities as it increased its bicycle mode share from 1.2% in 1990 to 5.8% in 2000. Bike friendly communities are safer for all road users, no matter what type of transportation is being used.

Social Benefits

Finally, bicycle riding as an alternative to car travel is associated with a number of social benefits, including increased social interaction, social networks, and social capital.²⁷ A bicycle rider has a completely different relationship with their environment than those who are cocooned in their cars.

When communities invest in bicycle infrastructure, everyone benefits. Overall, bicycle commuters are healthier and bicycle-friendly streets are safer for everyone on the road. Bicycle friendly communities reap economic benefits including more retail activity and increased home values. The evidence is clear: bicycling brings big benefits to communities who embrace it.

Status Today

Twenty years after the first San Mateo Grand Jury report, significant gaps remain in jurisdictions’ approach to bicycle safety:

²⁵ <https://railyards.com/blog/7-benefits-of-bike-friendly-communities>

²⁶ https://www.cnu.org/sites/default/files/marshallw_cnu18.pdf

²⁷ <https://www.peoplepoweredmovement.org/benefits-of-biking-walking/>

- San Mateo County and its municipalities’ characteristics make it difficult to create a consistent approach to bicycle safety.
- The use of bicycle safety education as a tool to increase safety for bicyclists and motorists is underutilized Countywide.
- Communication and coordinated planning across city lines is the exception, rather than the norm. Reporting of bicycle-related incidents is inconsistent throughout the county.
- Enforcement of bicycle laws, for motorists and bicyclists, is inconsistent and not prioritized.

Bicycle Safety in San Mateo County Cities

Each city and town in San Mateo County is unique and has a different relationship with bicycle use and safety. These variations include:

- Topography
- Objectives and priorities re bicycles and ridership
- Safety Perception
- Infrastructure
- Impact of eBikes
- Role of enforcement in bicycle safety.

For example:

Woodside and Portola Valley: Woodside and Portola Valley are hill communities with narrow roads. Woodside has a very active Circulation Committee which keeps a close eye on large bicycling events in the community and Portola Valley is focused on managing bicyclists on the weekend. But in both cases, the communities concentrate on ensuring quality of life for residents. They both see mostly recreational bicyclists. Woodside has invested as much as \$1 million to ensure a “safe route to school” for the children. However, the communities don’t make a strong effort to track riders or accidents. In both communities the Sheriff’s Office, which is their policing arm, enforces rules at some problem locations, but not regularly.

Hillsborough: Hillsborough is a relatively insular community by nature of its location and topography. It has no commercial districts and is, to a large degree, rather hilly. The view on bicyclists is very much a neighborhood view: meaning the expectation is that if there are problems with bicyclists they are brought up by members of the neighborhoods. The primary focus on any kind of organized bicycling safety activity is efforts to teach children bicycle safety and safe routes to school at the beginning of the school year.

Belmont: Until quite recently, the City has been completely focused on ensuring that the community is comfortable for single family dwellings. However, areas close to El Camino Real are more commercial and have denser housing. The community now has both recreational and commuting bicyclists using the roads. While Belmont does have a bicycle master plan and holds an annual bike safety program for children and teenagers,

more needs to be done. The City needs to obtain funding from external Federal, State and County sources to do more.

Half Moon Bay: Possibly more than any other community in San Mateo County, Half Moon Bay has a sophisticated, complex relationship with bicyclists. On the one hand, Half Moon Bay attracts many visitors -- both vacationers and visitors from other Bay Area communities; and on the other hand, it has a robust population of residents who use their bicycles to get to work, school, and stores. Moreover, while Half Moon Bay has many surface streets, it is dominated by Highways 1 and 92 which have many challenging safety issues. As a result, the community has a bicycle master plan that focuses on bicycle safety and traffic planning. Despite this very proactive approach, the City deals with sometimes devastating safety issues. However, it appears that concern for bicycle safety is shared by many of the participants in the community.

San Mateo: The City of San Mateo updated its bicycle master plan in 2020. As a result, the City has focused on a variety of contemporaneous issues. These include working to develop a roadway network which could accommodate both bicycles and other types of active transportation. The City believes that it still skews toward recreational bicycling but is finding that more people want to use bicycles as a way of getting around. The master plan covers some education issues such as safe routes to school and safe bicycling for seniors. The plan does not talk about safety per se but addresses it from the vantage point of education. Though the City is focused on these matters it still recognizes that there's more education to be done about the rules of the road for bicyclists.

Unincorporated San Mateo County: Large areas of San Mateo County are small towns, private land, and open space, bisected, primarily, by two lane roads and highways. To address bicycle safety in these areas, the county created the Unincorporated San Mateo County Bicycle and Pedestrian Committee. Though there is no explicit Bicycle and Pedestrian Master Plan, they do contribute to the SMC Active Transportation plan. The Committee makes recommendations regarding bicycle and pedestrian related grants, but expressed frustration with money not being shared equitably. Additionally, the Committee inputs bicyclist's feedback. They are concerned with the number of incidents between motorists and bicyclists that are not addressed by law enforcement. The Committee has been working with the County Sheriff to address the problem.

These are just a few examples of San Mateo County and its municipalities' approach to bicycle safety. But because the communities are so diverse, thinking about bicycle safety needs to be broad-minded.

Bicycle Safety Education in SMC: Not just for cyclists

Since bicycle safety is crucial to encouraging bicycle usage, it follows that bicycle safety education is an essential component of the bicycle safety equation.

According to the US Department of Transportation: “Educating people about safe bicycling and walking, enforcing laws that make it easier and safer for people to bicycle and walk, and encouraging people to bicycle and walk, may help increase walking and bicycling activity, especially when combined with infrastructure improvements.”²⁸

Moreover, as noted on the National Highway Traffic Safety Administration’s Bicycle Safety web page, “A large percentage of crashes can be avoided if motorists and cyclists follow the rules of the road and watch out for each other.”²⁹

In San Mateo County, much of the focus on bicycle safety and bicycle safety education is focused on ensuring safe routes to schools for children. Several communities, as detailed below, have much more comprehensive approaches to bicycle safety education in their Bicycle and Pedestrian Master Plans. Here are some examples:

- **Burlingame (Excerpt from the Bicycle and Pedestrian Master Plan)**

Policy 11: Educate people walking, bicycling, and driving, and the general public about roadway safety and the benefits of bicycling and walking.

11.1: Support the continuation and expansion of bicycle safety education programs such as those taught by Silicon Valley Bicycle Coalition and the San Mateo County Office of Education.

Policy 12: Encourage Burlingame public schools to participate in the Safe Routes to School program organized by the San Mateo County Office of Education.

- **Brisbane’s Master Bicycle and Pedestrian Plan examples:**

“Policy 4.A.5: Provide support for programs that educate drivers, bicyclists and pedestrians about their rights and responsibilities, as well as traffic education and safety programs for adults and youth.”

“Programs support bicycling and walking by providing encouragement to those considering bicycling and walking, education for motorists, bicyclists, and pedestrians about safe and appropriate sharing of streets and roads, and enforcement of traffic laws that help ensure the safety of vulnerable road users.”

- **County Sheriff:**

The San Mateo County Sheriff’s office publishes a pamphlet, *Bicycle Safety*³⁰, on the California Vehicle Code sections related to bicycle safety. One City, Woodside, references this document, which could be used by all cities, schools and police

²⁸ https://safety.fhwa.dot.gov/ped_bike/ped_focus/docs/fhwasa17050.pdf

²⁹ <https://www.nhtsa.gov/road-safety/bicycle-safety>

³⁰ https://www.woodsidetown.org/sites/default/files/fileattachments/community/page/33495/bicycle_safety.pdf

departments to improve bicycle safety education. However, the document is not available on the SMC Sheriff website.

- **City of San Mateo:**

San Mateo has some support for bicycle use and safety on its City website. The pages are listed in the table below.

EXISTING		
Support Program	Description	Webpage
Bicycle Webpage	There is brief text about bike routes and using a bike with public transport on the City’s webpage	http://www.cityofsanmateo.org/2125/Parking-and-Transportation
Bicycle Education Events	The city’s Public Works Department hosts an annual bike rodeo	http://www.cityofsanmateo.org/3736/Bike-Rodeo

Moving to Excellent Bike Safety Education in all SMC Cities

Overall, the approach to bicycle safety education in SMC communities is inconsistent. Several of the master plans recognize that bicycle safety education is about teaching motorists and cyclists of all ages about the guidelines for bicycle safety. Other communities either don’t focus much on education or are focused exclusively on “Safe Routes to School”.

Nonetheless, there are a handful of programs identified in the table below that creatively address bicycle safety, which San Mateo County and its municipalities should consider adopting.

RECOMMENDED FOR ALL SMC CITIES		
Support Program	Description	Webpage
Establish child and adult education programs	Identify and implement education programs for children and adults that build bicyclists' confidence, done in coordination with the Parks and Recreation Department, Police or Local Schools.	https://www.portlandoregon.gov/transportation/article/565224 http://www.cityofsanmateo.org/2125/Parking-and-Transportation
Establish Safe Routes to School Funding	Establish a stable funding source for Safe Routes to School programming	https://www.metro.net/projects/sr_ts/fund-your-program
Implement and promote demonstration projects	Implement short-term, high-visibility bicycle demonstration or 'pop-up' projects to serve as models that can be applied throughout the city. Market bicycle safety.	https://transportation.bellevuewa.gov/UserFiles/Servers/Server_4779004/File/Transportation/Publications/PBII_Demo%20Bikeway%20Brochure_20180205.pdf
Provide safety education program for users of all modes	Provide safety education programs or communications campaigns for people driving, bicycling, walking, and using micro mobility devices that encourage safe travel behaviors.	http://www.pedbikeinfo.org/
Create a robust bicycling webpage	Develop and maintain a content rich mobility webpage(s) on the County/City website and communicate how to reach city destinations by bike, on foot or on micro-mobility devices. Include information on these transportation options.	https://www.metro.net/riding/go-bike http://www.cityofsanmateo.org/2125/Parking-and-Transportation

Bicycle & Pedestrian Master Plans and Advisory Committees: Planning Across the County

The 2002 SMC Grand Jury Report recommended that all municipalities create Bicycle and Pedestrian Master Plans. As a best practice, the municipalities were encouraged to form Bicycle and Pedestrian Advisory Committees.

To date, almost all San Mateo County jurisdictions or cities have Bicycle and Pedestrian Master Plans, or Active Transportation Plans. Most, if not all of these plans, align with recommendations from the 2011 C/CAG's San Mateo County Comprehensive Bicycle and Pedestrian Plan. The 2021 update of C/CAG's plan enhances and adds to the 2011 C/CAG San Mateo County plan, but most of the cities and towns have not updated their plans to be consistent with the 2021 plan. (See Appendix D for a complete list of San Mateo County's Bicycle & Pedestrian Master Plans.)

The cities' bicycle and pedestrian master plans help each city by identifying strategies to improve bicycle and pedestrian safety. The plans recommend improvements for roadway connectivity for bicyclists and pedestrians, within each city as well as with neighboring cities. Numerous plans reference the Silicon Valley Bicycle Coalition and the League of American Bicyclists (LAB) as organizations that have certified instructors for bicycle safety education. At least several of the plans also discuss the LAB Bicycle Friendly Community Report Card to which five SMC cities and San Mateo County belong. The plans list potential State and Federal funding for projects that improve safety and roadway connectivity and make clear the importance of annually evaluating and tracking progress against objectives.

However, in SMC, County committees and municipalities do not always work together to generate consistent plans that meet C/CAG's goal for a Countywide bicycle backbone. Though C/CAG does have an advisory committee which includes representatives from municipalities, it does not have control over what individual municipalities decide to do regarding grant applications, infrastructure projects for better bicycle and pedestrian safety and education initiatives. If the municipalities endeavored to work together to prioritize projects and programs that are consistent with C/CAG's priorities, it would benefit all of San Mateo County, especially with respect to providing north-south connectivity between municipalities.

Metrics: If you don't measure it, you can't improve it.

One important measure of bicycle safety is arriving safely at a destination. This is usually reflected in the negative; that is, the number of fatalities and injuries during a calendar year versus the number of successful bicycle trips.

In San Mateo County, the cities and county rely heavily on data supplied to the California Highway Patrol (CHP) to state the number of fatalities and injuries. The CHP then maintains a database, SWITRS (California Statewide Integrated Traffic Records System), which is accessible

to the public. And, UC Berkeley maintains a website, TIMS³¹ (Transportation Injury Mapping System), which can further refine the raw data from SWITRS.

However, relying on this data to evaluate Bicycle Safety is problematic.

Law enforcement agencies in the County submit their bicycle accident data to SWITRS based on incidents that result in fatality or injury. However, there are bicycle accidents resulting in injury which don't make it into SWITRS because law enforcement is not called. Some examples are bicyclists being forced off the road by motor vehicles, collision near misses and, of course, bicyclist error. Consequently, the actual number of bicycle accidents is underreported and, more importantly, the list of accident locations is not complete. Cyclists that have an incident that does not involve either the police or the fire department do not have a consistent means to log their experience. That data goes unreported. And this goes both ways; there is no means for a motorist to complain about bicycle riders' unsafe behavior.

Countywide there is no uniform metric to measure Bicycle Safety. Without such a measure, it's impossible to assess progress while building infrastructure, enforcing laws, and educating everyone in safety principles.

An obvious metric is bicycle accidents as recorded by SWITRS and online reports, but there is another metric which evaluates the complex equation that results in safe bicycling: ***Bicycle Friendly America Certification***³².

The League of American Cyclists is a national organization dedicated to creating "safer roads, stronger communities and a Bicycle Friendly America for everyone." This is a grassroots organization dedicated since 1880 to protecting the right to safe and enjoyable bicycling. A valuable achievement of this organization is establishing the Bicycle Friendly America (BFA) certification for cities and counties. This consists of a very detailed application³³ that a city or county official fills out to get a comprehensive rating of bicycle safety. BFA defines bicycle safety using 5 E's:

- Equity and Accessibility: A bicycle-friendly America for everyone
- Engineering: Creating safe and creative places to ride and park
- Education: Giving people of all ages and abilities the skills and confidence to ride
- Encouragement: Creating a strong bike culture that welcomes and celebrates bicycling
- Evaluation and Planning: Planning for bicycling as a safe and viable transportation option [Note that Enforcement, a common element in the 5 E's of safety, is not included in the BFA definition.]

³¹<https://tims.berkeley.edu/summary.php?showArea=city&expandTables=false&injury=3&yearRange=3&showMap=crashes>

³² <https://bikeleague.org/bfa/>

³³ <https://bicyclefriendly.secure-platform.com/a/organizations/main/home>

The application covers the BFA 5 E's and investigates what it calls the 10 building blocks of a Bicycle Friendly Community (BFC). Finally, the rating includes steps to reaching the next level of excellence. Oakland in 2022, for example, received a GOLD rating Report Card³⁴ having been BRONZE in 2010 and SILVER in 2014. The following cities and SMC have received the following ratings:

- Menlo Park³⁵: GOLD: 2017
- Redwood City³⁶: BRONZE: 2016
- San Carlos³⁷: BRONZE: 2016
- San Mateo³⁸: BRONZE: 2016
- South San Francisco³⁹: BRONZE: 2018
- San Mateo County⁴⁰: BRONZE: 2016

The BFC Report Card is a valuable metric that all cities and the County should make use of. If SMC cities develop the information necessary to answer objective and comprehensive questions about bicycle safety, each jurisdiction would have a consistent metric that can be used to measure bicycle safety progress across the County.

Law Enforcement and Bicycle Safety

Laws regarding the operation of bicycles are in the California Vehicle Code (CVC), but in general, bicycles are governed by the same rules of the road as motor vehicles.

SMC law enforcement organizations are concerned that there is currently no way for them to track bicycle, pedestrian, and vehicle accidents, from near misses to actual contact, that did not require police involvement. And, even if an incident or infraction is reported, an officer may or may not go out to speak with the complainant.

Other than the initial report, there is no single repository in SMC to store and retrieve information regarding bicycle-related citations or enforcement of bicycle law so it can be used in the future.

And perhaps most importantly, the enforcement of laws, regarding motorists and bicyclists, is inconsistent due to competing priorities and the requirement that a citation requires an incident be witnessed by an officer.

³⁴ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Fall_2022_ReportCard_Oakland_CA.pdf

³⁵ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Fall_2017_ReportCard_Menlo_Park_CA.pdf

³⁶ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Spring_2016_ReportCard_Redwood_City_CA.pdf

³⁷ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Fall_2016_ReportCard_San_Carlos_CA.pdf

³⁸ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Fall_2016_ReportCard_San_Mateo_CA.pdf

³⁹ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Fall_2018_ReportCard_South_San_Francisco_CA.pdf

⁴⁰ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Spring_2016_ReportCard_San_Mateo_County_CA.pdf

Conflicting Priorities

Law enforcement prioritizes assets based on the needs of the community, as well as their operating budget, when it comes to providing services. While public and political prioritization of bicycle safety issues may come up from time to time, calls for service are always prioritized. This results in minimal officer resources dedicated to bicycle safety.

Police forces will:

- Focus resources or staff on bicycle safety, if there is an uptick in accidents at a particular location, citizen requests/calls, or requests from a jurisdiction’s public works or traffic departments to focus on certain locations; or
- Provide teams to schools and special events for bicycle safety education
- Much less often, assign their police officers to bicycle safety duty exclusively (some police departments do have officers that patrol on bicycles).

In addition, law enforcement agencies do not always enforce eBike laws, but this is mostly due to the popularity of eBikes being ahead of law enforcement policies.

Because of these conflicting priorities, and limited staff, enforcement of bicycle laws pertaining to motorists as well as bicyclists appears to be underreported.

Policing Bicycles and eBikes

Law enforcement departments in the county are very aware of the importance of bicycle safety. Common sense says people generally want the streets to be safe for motor vehicles which translates to most officer resources going to motor vehicle enforcement.

It’s possible that safer bicycle riding could lead to fewer cars and free up police resources for more pressing issues.

The New 3’ Law for Motorists and Bicycles

In January 2023, California amended the California Vehicle Code (CVC). The new law (AB. 1909) requires all motorists to give a bicyclist three feet of clearance when passing on the left-hand side of the bicyclist or (depending on the width of the road) reduce speed appropriately, when passing. (See CVC: 21750 (b) (c) (d)). This is particularly crucial on narrow two-lane roads where there are many reports of bicyclists being forced off the road or hit by motor vehicles.

Hampering the situation is the requirement that a citation can only be written if the incident is witnessed by the officer. With the advent of helmet-worn cameras, cyclists have attempted to record these incidents with the hope that the recording can be used as “visual evidence”. But this evidence, post incident, cannot be used to issue a citation.

The San Mateo County Sheriff’s Department recently announced it will allow the public to submit these incidents on the Sheriff’s website.⁴¹ These reports have since resulted in the

⁴¹<https://www.almanacnews.com/news/2023/05/12/bicyclists-can-now-report-3-foot-rule-violations-online-in-san-mateo-county>

department sending a violation letter to the offending motorist; this is not a citation. However, only incidents that occur in unincorporated San Mateo County, Woodside, Portola Valley, San Carlos, Half Moon Bay, and Millbrae can use this online resource.

Citations vs. Reprimands for Education Purposes:

It is at the officer's discretion, when addressing a law infraction, to issue a citation or give a reprimand. One advantage of a reprimand is that it creates an opportunity to educate. With officers focusing on education, these brief encounters, cumulatively, can do a lot to improve bicycle safety, for bicyclists and motorists. But only if these reprimand stops are recorded officially can an accurate picture of bicycle safety be established.

FINDINGS

F1. Bicycle policy and the approach to ensuring/improving bicycle safety is not consistent across San Mateo County due, at least in part, to:

- a. Topography
- b. Urban vs. suburban environments
- c. Types of bicyclists (commuter, recreational)
- d. Varying levels of enforcement of bicycle laws
- e. Differing knowledge of bicycle laws and safe practices.

F2. Bicycle ridership as an alternative means of transportation (e.g., commuting to work, school, or transit hubs, running errands) is not increasing due, at least in part, to perceived safety issues.

F3. Bicycle accidents and incidents (such as near misses) are underreported, if reported at all.

F4. Only bicycle accidents or incidents that trigger a 911 call are consistently logged in the State (SWITRS) database and law enforcement agencies do not log bicycle accident data consistently.

F5. The amount of enforcement of laws, as they pertain to bicyclists and how motorists and bicyclists interact, is inconsistent due to other priorities (e.g., criminal enforcement and general automobile traffic) and the requirement that a citation can generally only be written if the violation is witnessed by an officer.

F6. There is no official metric in San Mateo County and its cities to evaluate how safe it is to ride a bicycle.

F7. Bicycle safety education, for the bicyclist, pedestrians and motorists, is not consistently offered across San Mateo County.

F8. Communication between various entities with responsibility for bicycle safety, including Bicycle and Pedestrian Advisory Committees (BPACs), Law Enforcement, City Transportation Planning, and Public Works departments, is not formalized, resulting in inefficiencies, and missed opportunities (e.g., funding for improvements, shared bike safety education, or improving signage).

F9. City Bicycle and Pedestrian Master Plans or Active Transportation Plans, have not been adopted/created by all SMC cities.

RECOMMENDATIONS

R1. By December 2023, all law enforcement agencies and the County Sheriff should submit bicycle related data to SWITRS monthly, and regularly post and update their websites with all reported bicycle accident data.

R2. By December 2023, all law enforcement agencies should begin sending warning letters to motorists for violations of the 3 ft. law.

R3. By June 3, 2024, all law enforcement agencies should provide a means for citizens to report bicycle-related incidents that are not currently reported to law enforcement, similar to the SMC Sheriff's Department Online Crime Reporting portal.

R4. By June 3, 2024 each city, town, and unincorporated SMC should offer a bike safety education program for riders and motorists about the laws and safety facts related to bicycles on the road.

R5. By June 3, 2024, each city, town, and unincorporated SMC should update or generate a new Bicycle and Pedestrian Master Plan (or Active Transportation Plan) if their current plan is older than five years; consistent with the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan.

R6. By June 3, 2024, each city, town, and the county should apply (or reapply) online to generate the Bicycle Friendly Community Report Card.

R7. By February 1, 2024, the County should meet with cities within the County that are willing to participate, to consider establishing a regional effort that integrates the cities' bicycle plans and to discuss how the cities and County could work together to apply for grant opportunities as a region.

REQUEST FOR RESPONSES

Pursuant to Penal Code Section 933.05, the Civil Grand Jury requests responses from the San Mateo County Board of Supervisors, County Sheriff and all 20 cities and towns' governing bodies for each Finding and Recommendation.

The governing bodies should be aware that their comments or responses must be conducted subject to the Brown Act's notice, agenda, and open meeting requirements.

RESPONSE REQUIREMENTS

California Penal Code Section 933.05, provides (emphasis added):

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall report one of the following:

- (1) The respondent **agrees** with the finding.
 - (2) The respondent **disagrees** wholly or partially with the finding; in which case the response **shall specify the portion of the finding that is disputed and shall include an explanation of the reasons, therefore.**
- (b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:
- (1) The recommendation has been implemented, **with a summary regarding the implemented action.**
 - (2) The recommendation has not been implemented, but will be implemented in the future, **with a timeframe for implementation.**
 - (3) The recommendation requires further analysis, **with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.**
 - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, **with an explanation, therefore.**

METHODOLOGY

The Grand Jury used a variety of tools to obtain information regarding bicycle riding and safety in San Mateo County:

- **Documents:** The Bike and Pedestrian Master Plans that cities use to explain approaches to planning, prioritizing projects, and re-engineering their communities to make riding and walking easier and safer. These documents came with a variety of titles:
 - Bike and Pedestrian Master Plans
 - Active Transportation Plans
 - Micro-Mobility Plans
 - Transportation Plans
- **Internet:** Almost all the historical and current information (including the availability of documents) regarding bicycle safety came from internet searches. Information from those searches was verified.
- **Survey:** The Grand Jury sent a survey in December 2022 using Google Forms to understand whether the cities believe eBikes were an issue in their communities. The results helped in defining the broader issue of bicycle safety.
 - The survey questions and results are in Appendix A.
 - Participants: The survey was sent to all the cities in SMC and, specifically, the City Managers. Many chose to have the chief of police of their city fill out the survey. Two cities did not respond to the survey.
- **Interviews:** The survey helped the Grand Jury develop a list of individuals for interviews. The questions for the interview came as a result of the investigation's pivot to the state of bicycle safety in San Mateo County as a general topic.
 - Participants:
 - Cities: Belmont, Daly City, Half Moon Bay, Hillsborough, Pacifica, Portola Valley, San Mateo, Woodside
 - Unincorporated San Mateo County
 - Police Departments: Burlingame, Foster City, Hillsborough, Redwood City, South San Francisco
 - Sheriff of SMC
 - BPACs: CCAG, Unincorporated SMC
 - CyclistVideoEvidence.com: Craig Davis

GLOSSARY

3 ft. Rule – Motorists must yield at least 3 feet between their vehicle and a bicyclist on all roadways. This rule was amended by State legislation through Assembly Bill 1909, approved by the Governor in 2022, and commencing January 2024. Additionally, this bill requires a vehicle that is passing or overtaking a vehicle to move over to an adjacent lane of traffic, as specified, if one is available, before passing or overtaking the bicycle.

Active Transportation - A means of getting around that is powered by human energy, primarily walking and bicycling.

BFA – Bike Friendly America. A program sponsored by the League of American Bicyclists to evaluate communities with respect to their support for bicycling. As of December 2022, 501 communities are certified.

BFC – Bike Friendly Community. A Bike Friendly Awards Report Card that is given to a community that applies for a ranking (i.e., Bronze, Silver, Gold, Platinum).

BPAC – Bicycle and Pedestrian Advisory Committee

CATSIP – California Active Transportation Safety Information Pages. An online resource for improving pedestrian and bicycle safety in California. This site is administered by UC Berkeley Safe Transportation Research and Education Center (SafeTREC)⁴². Funding for this program was provided by a grant from the California Office of Traffic Safety⁴³, through the National Highway Traffic Safety Administration (NHTSA).

C/CAG – City County Association of Governments of San Mateo County

Bicycle Roadways

- Bike paths (Class I): also termed shared-use or multi-use paths, are paved rights-of-way for exclusive use by bicyclists, pedestrians and those using non-motorized modes of travel. They are physically separated from vehicular traffic and can be constructed in roadway rights-of-way or exclusive rights-of-way. Bike paths provide critical connections in the city where roadways are absent or are not conducive to bicycle travel.
- Bike lanes (Class II): are defined by pavement striping and signage used to allocate a portion of a roadway for exclusive or preferential bicycle travel. Bike lanes are one-way facilities on either side of a roadway. Whenever possible, bike lanes should be enhanced with treatments that improve safety and connectivity by addressing site-specific issues, such as additional warning or wayfinding signage.
- Bike routes (Class III): provide shared use with motor vehicle traffic within the same travel lane. Designated by signs, bike routes provide continuity to other bike facilities or designate preferred routes through corridors with high demand. Whenever possible, bike

⁴² <http://safetrec.berkeley.edu/>

⁴³ <http://www.ots.ca.gov/>

routes should be enhanced with treatments that improve safety and connectivity, such as the use of "Sharrows" or shared lane markings to delineate the road as a shared-use facility.

- Cycle tracks (Class IV): Also referred to as protected bikeways, are exclusive bike facilities that combine the user experience of a separated path with the on-street infrastructure of a conventional bike lane. A cycle track is physically separated from motor traffic and distinct from the sidewalk. The separation may be in the form of posts, parked cars or a combination of both.

eBike – motorized bicycle that comes in three different classes:

- Class I: Bicycle equipped with a motor that aids only when pedaling and ceases when 20 mph is reached.
- Class II: Same capability as a Class 1 eBike with a throttle-actuated motor. No pedaling required when operated with the throttle.
- Class III: Bicycle equipped with a motor that aids only when pedaling and ceases when 28 mph is reached.

GJ – Grand Jury

MTC – Metropolitan Transportation Commission is the transportation planning, financing, and coordinating agency for the nine-county San Francisco Bay Area.

SHARROW – Sharrows are pavement markings that have been installed on city streets to provide guidance for both bicyclists and vehicles on roadways when sharing the road.

SMC ATP: San Mateo County Active Transportation Plan is a comprehensive framework to guide the development of active transportation projects and programs for walking, bicycling, and other forms of human powered movement for people of all ages and abilities throughout unincorporated County communities.

SWITRS – California Statewide Integrated Traffic Records System.

TIMS – Transportation Injury Mapping System developed by the Safe Transportation Research & Education Center at the University of California, Berkeley.

TR-INST Form – Notice to Appear form used by law enforcement for law infractions.

APPENDIX A: Bicycle Safety Best Practices

Bicycle Education Best Practices

There are two excellent examples of California communities that are investing in Bike Safety education: Davis and San Diego.

San Diego Bike Coalition:

This is an excellent reference tool to see all the kinds of bicycle safety education that can be offered and the resources that can be used to teach those courses. Again, the classes range from those for a variety of ages of bicyclists, basic bicycling, bicycle friendly motorist safety, and others.

<https://sdbikecoalition.org/our-work/education/>

Davis, California:

The City of Davis, CA, which is one of the leading bicycle communities in the US, has several pages of information about bike safety education on its website.

<https://www.cityofdavis.org/city-hall/public-works-engineering-and-transportation/bike-pedestrian-program>

Two Cities Committed to Bicycling: Portland, Oregon and Davis, California

Portland and Davis have become famous for their commitment to supporting bicycling, not only as recreational, but also as a true commuter alternative to motor vehicles and public transportation. Both have received the Platinum rating for a Bicycle Friendly Community from The League of American Bicyclists, while being quite different communities.

Portland is a large city of 622,000 residents with similar topography to the linked San Mateo County cities along El Camino Real: hilly and flat lands, urban centers, urban neighborhoods, suburbia, and major freeways. Portland advertises itself as “Bicycle Friendly” and claimed the highest percentage of bike commuters in US large cities in 2019 at 6% (Portland does annual bike ride census counts). Portland started investing in bicycle infrastructure with the acceptance of the 1973 Portland Bike Plan and the formation of a Bicycle Advisory Committee within the City Transportation Department. Since then, it has created:

- 385 miles of bikeways
- 36 miles of protected bike lanes
- A pedestrian and bicycle only bridge over the Willamette River and protected bike lanes on other bridges
- Intersections with bicycle specific traffic signals

- Bicycle boxes⁴⁴ at intersections to raise the visibility for motorists turning right
- A Safe Routes for Schools serving 100 schools
- 6500 bike racks to meet increased demand for safe stow of bicycles
- 3 bicycle plans over 40 years that establish policy, goals and a bikeway network
- \$60 M spent to 2008 on bicycle infrastructure (one mile of installed freeway costs \$60M)

Portland's safety record is very good for a large city: 4.3% of all traffic injury accidents from 2015-2019 are bicycle related. In comparison, San Francisco's number is 14% for the same period. Portland also does better than San Mateo County (8%) and a representative city, Redwood City (10%).

Davis in California is a small city between San Francisco and Sacramento with a population of 66,800. It has earned a nationwide reputation for supporting bicycles in its community (there is a bicycle on the city logo). The topography of Davis could not be flatter and more conducive to bicycle riding. The current statistics indicate that 20% of Davis's population commutes on bicycles. In 1967, Davis was the first community in the US to develop dedicated bicycle lanes (a total of 4!). The origins of this project were a couple that had visited the Netherlands, often cited as the most bicycle friendly nation in the world. They were so impressed with the bicycle infrastructure that they started a grassroots movement in Davis to promote safe bicycle riding. The group had to overcome CA law that did not support bike lanes on city streets, but once the law was revised, Davis proceeded to create bicycle infrastructure throughout the City:

- 63 miles of pathways
- 102 miles of bike lanes
- 75% of roads have a posted speed limit of 25 mph
- Of the 169 miles in the road network, 140 miles of roads are posted at 25 mph or less., 21 miles of roads are posted at between 25 mph and 35 mph, and 8 miles of roads posted over 35 mph
- 1 mile of bicycle boulevards
- 1 mile of cycle track
- 4 miles of buffered bike lanes
- 4,300 bike racks within the City and over 2,000 bike racks downtown
- 25 grade separated crossings. Four overpasses and 21 underpass crossings. Grade-separated crossings are used to move people on bikes and pedestrians over and under barriers like railroad tracks, busy roads, and the freeway.

Davis's bicycle accidents with injury (and fatalities) are high for a city of its size. However, the number of total accidents with injury is also very low compared to cities of comparable size. For

⁴⁴ <https://nacto.org/publication/urban-bikeway-design-guide/intersection-treatments/bike-boxes/>

example: in 2019 there were 60 bicycle accidents with injury and 221 total vehicle injury accidents resulting in 27% of all vehicular accidents involving a bicycle. Redwood City's number is 4.8%, but their number of bicycle commuters is less than 1%. If you look at the percentage of accidents with respect to the biking population for 2019, Davis's percentage is .4% and Redwood City's percentage is 2.4%. Davis's safety statistics are very good, given the number of bicycle riders.

Both Portland and Davis are renowned environments for bicycle riders because they committed early to bicycle infrastructure and consistently improved it over the years. The city government and the school systems actively support bicycle education. Both cities conduct counts to determine bicycle use. They are both advocates of the Vision Zero policy to reduce accidents and fatalities. They use the Bicycle Friendly Community evaluation process to assess their progress towards their bicycle plans and goals.

Disclosure: Portland, beginning in 2020, noted a decline in bicycle commuter percentages. Thinking it was an aberration of the pandemic shutdown, it continued to do annual bike counts. As of 2022, its percentage had gone down to 3.1%. The current theory of why there has been a decline is assumed to be the increase of work from home. Regardless, Portland continues to make improvements to its bicycle infrastructure and safety.

APPENDIX B: San Mateo County Bicycle and Pedestrian Master Plan List

Jurisdiction	Year	Name of Report	Link to Report
Atherton	Jul 2014	Town of Atherton Bicycle and Pedestrian Master Plan	https://www.ci.atherton.ca.us/DocumentCenter/View/1381/Atherton-BPMP_Proposed-Final-July-2014?bidId=
Belmont	Nov 2016	City of Belmont Comprehensive Pedestrian & Bicycle Plan	https://www.belmont.gov/home/show/publisheddocument/14951/636179086799900000
Brisbane	Feb 2017	Brisbane Pedestrian and Bicycle Master Plan	https://www.brisbaneca.org/sites/default/files/fileattachments/public_works/page/149/bikepedmasterplanappendices.pdf
Burlingame	Dec 2020	City of Burlingame Bicycle and Pedestrian Master Plan	https://www.burlingame.org/business_detail_T54_R154.php
Colma	Feb 2021	Colma El Camino Real Bicycle and Pedestrian Improvement Plan	https://www.colma.ca.gov/documents/ecr-improvement-plan/

Jurisdiction	Year	Name of Report	Link to Report
Daly City	Feb 2020	Walk Bike Daly City; City of Daly City Pedestrian and Bicycle Master Plan 2020	https://dalycity.org/1106/Daly-City-Pedestrian-and-Bicycle-Master-
East Palo Alto	Oct 2017	2017 East Palo Alto Bicycle Transportation Plan	https://www.cityofepa.org/sites/default/files/fileattachments/planning/page/2801/reso_4905_adopting_2017_bicycle_transportation_plan.pdf
Half Moon Bay	Sep 2019	City of Half Moon Bay Bicycle and Pedestrian Master Plan	https://www.half-moon-bay.ca.us/DocumentCenter/View/2243/Bicycle-and-Pedestrian-Master-Plan-Final?bidId=
Menlo Park	Nov 2020	City of Menlo Park Transportation Master Plan	https://beta.menlopark.org/Government/Departments/Public-Works/Transportation-Division/Bicycling
Millbrae	2021/2022	City of Millbrae Active Transportation Plan	https://www.ci.millbrae.ca.us/home/showpublisheddocument/25807/637787902014030000

Jurisdiction	Year	Name of Report	Link to Report
Pacifica	Feb 2020	City of Pacifica Bicycle & Pedestrian Master Plan	https://www.cityofpacifica.org/departments/public-works/engineering/bicycle-pedestrian-master-plan
Redwood City	July 2018	Redwood City Moves, A Comprehensive Assessment of Transportation with Redwood City	
San Bruno	Jul 2016	City of San Bruno Walk 'n Bike Plan	https://sanbruno.ca.gov/DocumentCenter/View/1733/Adopted-San-Bruno-Walk-n-Bike-Plan-PDF
San Carlos	Jun 2020	City of San Carlos Bicycle and Pedestrian Master Plan Final	https://www.cityofsancarlos.org/home/showpublisheddocument/8139/638155282314370000
San Mateo	Apr 2020	San Mateo Bicycle Master Plan April 2020 Final	https://www.cityofsanmateo.org/DocumentCenter/View/85445/2020-Bike-Master-Plan_Final_Updated-62021?bidId=

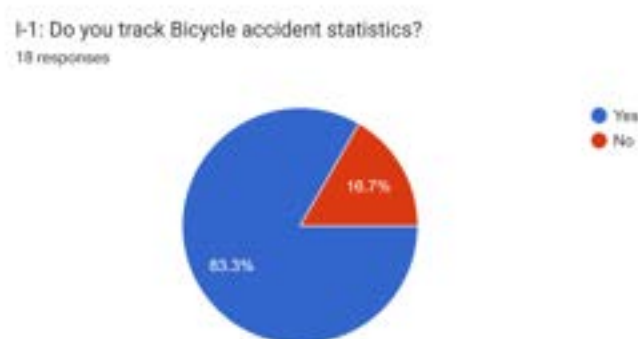
Jurisdiction	Year	Name of Report	Link to Report
South San Francisco	Mar 2022	Active South City: South San Francisco's Bicycle and Pedestrian Master Plan Draft	https://activesouthcity.com/wp-content/uploads/2022/03/SSF-ActiveSouthCity_PublicDraft_31March2022_plan_only.pdf
San Mateo County	2021	2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan	https://ccag.ca.gov/wp-content/uploads/2021/06/San-Mateo-County-Comprehensive-Bicycle-and-Pedestrian-Plan-Update-Final-Plan.pdf

APPENDIX C: Survey Questions and Results

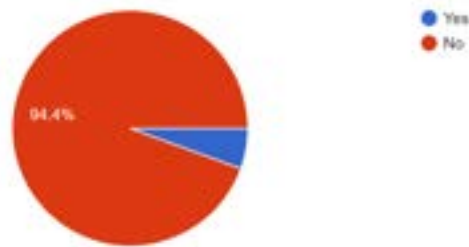
This is a summary of the responses:

1. Cities and law enforcement do not track bicycle and eBike accident statistics separately; in fact, most respondents did not track eBike specific data at all (94%).
2. Complaints on Class I Bicycle Roadways include speeding and not yielding to pedestrians.
3. Complaints on Class II and III Bicycle Roadways include speeding, improper signaling, mixed use of bikes/eBikes and violation of the 3 ft. Rule.
4. Of 361 citations issued, only 11 were specifically for eBikes. It is impossible to know if there were more eBikes in violation as there is no requirement to ID the type of bicycle when filling out the form.
5. Class 3 eBikes are more powerful machines and have specific laws regarding usage. Only 50% of the respondents were enforcing the Class 3 eBike laws.
6. Complaints and incidents regarding bicycles (from riders or others) come mostly through police reports, but also from input to City Halls, Redwood City's "app", city planning, parks and recreation.
7. 1/3 respondents said there has been an increase in complaints regarding bicycles in the last three years (speeding, underage use, reckless behavior, vehicular code).
8. 2/3 of respondents said there had not been an increase in complaints regarding eBikes and 25% said they didn't know.
9. Civilian bicycle complaints are generally not available to the public (over 50% of respondents).
10. 44% of respondents said they don't provide bicycle safety education.
11. Enforcement of bicycle-related law is done where appropriate, with discretionary authority. Effort is made to educate at the time of the infraction. Additional enforcement is budget driven.
12. Future planning for the regulation of bicycles and eBikes varies greatly in the responses (see Question II-16 in Appendix A).

List of responses to questions (on the next page):



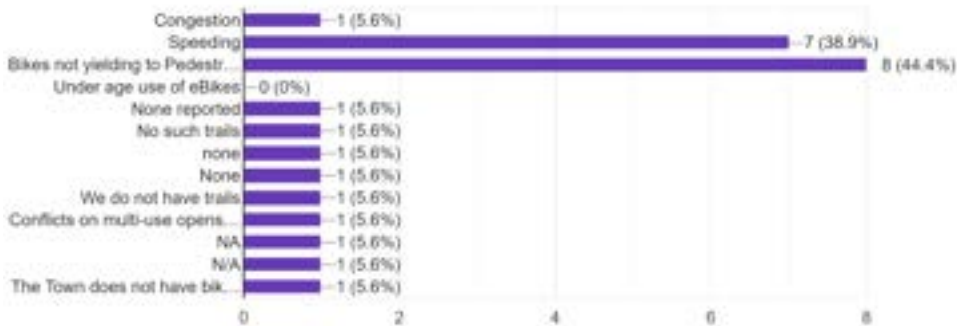
I-2: Do you maintain eBike specific statistics with regard to accidents?
18 responses



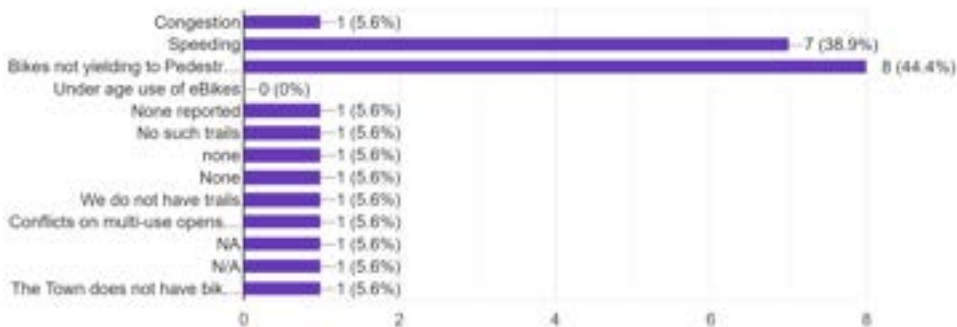
Number of bicycle accidents in 2022? 212

Number of bicycle accidents in 2020 to the end of 2021? 307

I-5: What are the safety issues on Bike/Ped Only Trails? Pick all that apply.
18 responses

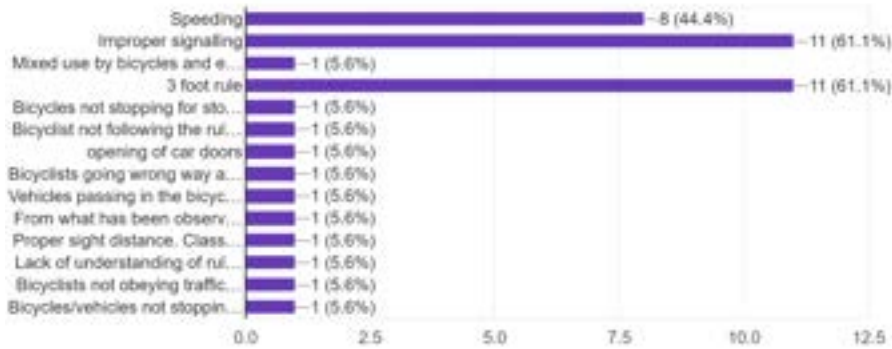


I-5: What are the safety issues on Bike/Ped Only Trails? Pick all that apply.
18 responses



I-6: What are the safety issues for Bicycle Lanes shared with Vehicular Traffic? Pick all that apply.

18 responses



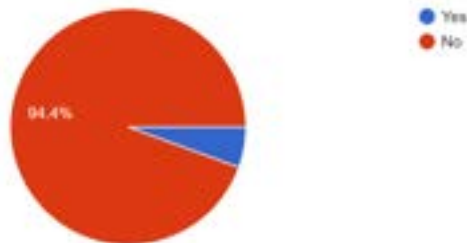
II-1: Are you aware of the laws governing Bicycles and eBikes?

18 responses



II-2: Do you have city codes governing eBikes only?

18 responses

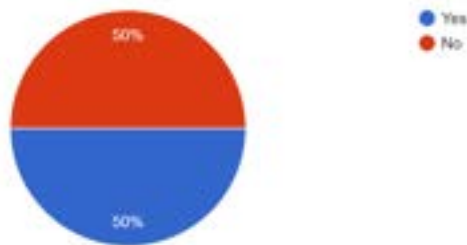


How many Bicycle citations were issued in the last year? 361

How many eBike Citations were issued in the last year? 0 [Comments: this information is not tracked]

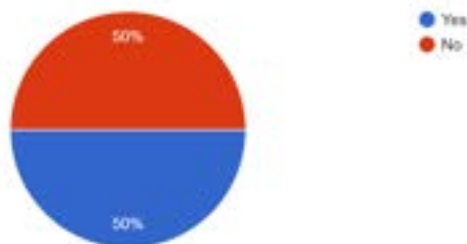
II-5: Currently, Class 3 eBikes are not allowed on Ped/Bike trails. Are you enforcing this law?

18 responses



II-6: Are you enforcing the age limit on Class 3 eBike usage (age 16 or older)?

18 responses



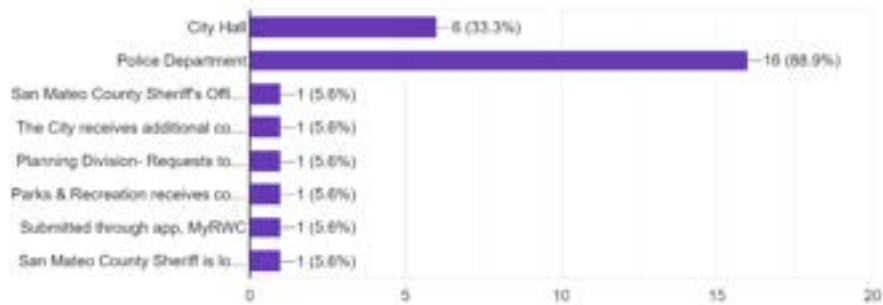
If you are enforcing bicycle/eBike law, how is it accomplished?

- Nothing too specific. Enforcement during routine patrol if violations are witnessed. The PD has done a few details and targeted patrols in our downtown area specifically looking for bicycle violations (riding on sidewalks, helmet violations, reckless behavior, etc.).
- The Police Department enforces all laws as appropriate and with necessary and legal discretionary authority.
- Education and Enforcement
- All officers are trained to enforce Vehicle Code and Municipal Code law on bicycles and eBikes.
- On view and by complaint.
- On view and calls for service which result in Education or Enforcement.
- Traffic enforcement resulting in citations and/or verbal warnings/ education to the public.
- Through proactive patrols, directed enforcement and calls for service.
- Most bicycle stops are made for violations occurring on roadways, not on trails or sidewalks. Most bike stops result in education and not citations as evidenced by our low citation numbers.
- Primarily through education and warnings.
- We have not enforced the Bicycle/eBike law because we have not received any comments to date that have triggered the Police Department to enforce.

- By Sheriff patrol.
- We can't enforce much because of limitations in light of funding and staffing needs

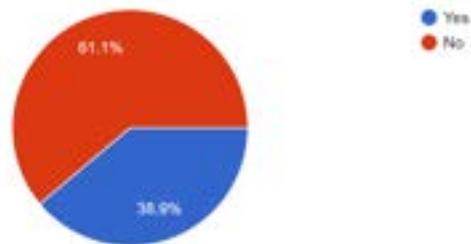
II-8: How are complaints regarding Bicycles/eBikes/eScooters logged in your city/town? Check all that apply.

18 responses



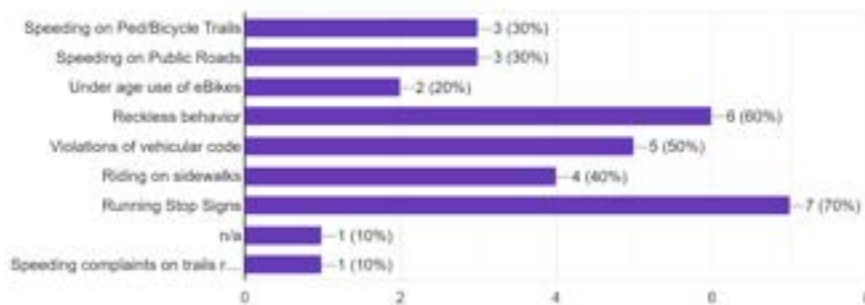
II-9: Has there been an increase in complaints regarding Bicycles in the last three years?

18 responses



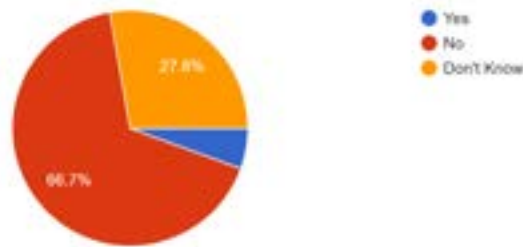
II-10: If yes, what kind of complaints about Bicycles? Check all that apply.

10 responses



II-11: Has there been an increase in complaints regarding eBikes in the last three years?

18 responses



II-12: If yes, what kind of complaints about eBikes? Check all that apply.

6 responses



II-13: Have you done anything to solicit information from citizens regarding bicycle/eBike safety?

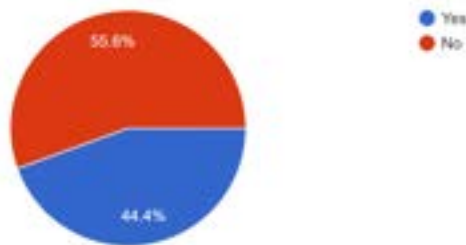
Check all that apply.

18 responses



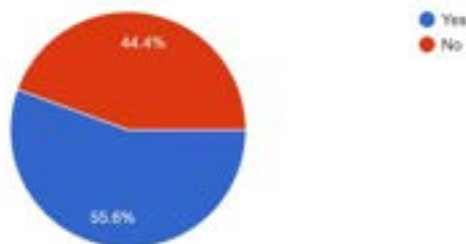
II-14: Is documentation relative to citizen complaints available?

18 responses



II-15: Do you provide Bicycle and eBike Safety Education?

18 responses



Does your city/town have any future plans regarding the regulation of bicycles and eBikes?

- Not at this time.
- Yes. Additional and improved bike lanes.
- Policies in the newly adopted General Plan supporting alternative modes of transportation, including bikes.
- Awaiting the results of the County-wide eBike pilot to determine best practices to implement.
- Not at this time.
- Not at this time. There have not been complaints/concerns regarding eBikes.
- Not at this time.
- Not that I am aware of.
- No, unless we start receiving complaints.
- Yes, The City of South San Francisco's Bicycle and Pedestrian Master Plan.
- No
- As the Town begins to understand various micro-mobility issues going forward, eBikes being part of that growth pattern, we will plan to prepare plans and outreach material to help educate the bike populations on eBike protocols and safety.
- With the growing development, more bike facilities are being provided for the general public. Public outreach and programs to help educate both current/new users are currently

being implemented citywide. Buildout of Bike & Pedestrian master plan is underway. Alameda de Las Pulgas and Ralston 4 designs are underway. Creation of a transportation master plan is also underway. Parks & Recreation Department is developing a Master Plan that also includes implementation of eBikes policies on open space trails.

- Yes
- Nothing specific regulatory changes planned at this time.
- City is currently drafting ordinance language to address the increasing number of electric mobility devices that are present on trails and paths. Many conversations have occurred at BPAC and council (among other committees and commissions) and will continue in 2024.



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Abigail Dometita, Administrative Technician III
 VIA: Daniel Barros, City Manager
 MEETING DATE: September 27, 2023
 SUBJECT: FY 2023-24 Non-Profit Funding

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION DETERMINING ELIGIBILITY FOR GRANT FUNDING, APPROVING GRANTS TO ELIGIBLE ORGANIZATIONS, FINDING THAT EACH APPROVED GRANT SERVES A PUBLIC PURPOSE, AND AUTHORIZING CONTRACTS WITH EACH ELIGIBLE ORGANIZATION FOR THE USE OF TOWN FUNDS PURSUANT TO CEQA GUIDELINE 15378

EXECUTIVE SUMMARY

The proposed resolution finds that each of the following organizations (except ALLICE, Peninsula Volunteers, Inc. Meals on Wheels, and San Mateo County Pride Center) have met all the criteria and are therefore eligible for grant funding from the Town of Colma, that each approved grant serves a public purpose and is not a gift of public funds, and that grants should be approved and authorized as proposed by Staff:

Grantee	Amount Funded FY 2022-23	Grantee Request FY 2023-24	Staff Proposed Grant Amount
AbilityPath (Community Gatepath)	\$ 6,500	\$ 7,500	\$ 6,500
ALLICE	\$ 1,500	N/A	N/A (did not apply)
Asian American Recovery Services (HealthRIGHT 360)	N/A (new in FY23-24)	\$ 2,500	\$ 2,000
Clinic by the Bay	\$ 4,000	\$ 8,000	\$ 4,000
Colma Daly City Chamber of Commerce	\$ 30,000	\$ 60,000	\$ 30,000
Community Overcoming Relationship Abuse (CORA)	\$ 7,000	\$ 10,000	\$ 7,000
Daly City Public Library Associates (DCPLA)	\$ 5,200	\$ 5,220	\$ 5,220
Daly City Youth Health Center	\$ 6,000	\$ 10,000	\$ 6,000

Grantee	Amount Funded FY 2022-23	Grantee Request FY 2023-24	Staff Proposed Grant Amount
Human Investment Project, Inc. (HIP Housing) ¹	\$ 5,000	\$ 5,000	\$ 5,000
JUHSD Community Environmental Education Program/Wilderness Program (CEEP)	\$ 4,000	\$ 11,000	\$ 4,000
LifeMoves ¹	\$ 4,000	\$ 5,000	\$ 4,000
Ombudsman Services of SMC	\$ 2,500	\$ 2,500	\$ 2,500
Operation Santa Claus	\$ 1,500	\$ 2,000	\$ 1,500
Peninsula Volunteers, Inc. Meals on Wheels	\$ 6,000	N/A	N/A (no longer serves clients in Colma)
Renaissance Entrepreneurship Center	N/A (conditionally approved in FY22-23 but passed deadline)	\$ 5,000	\$ 3,500
San Bruno Mountain Watch	N/A (did not apply in FY22-23)	\$ 3,000	\$ 2,500
San Mateo County Jobs for Youth	\$ 4,000	\$ 4,000	\$ 4,000
San Mateo County Pride Center	\$ 3,000	N/A	N/A (did not apply)
Silicon Valley Bicycle Coalition	\$ 3,500	\$ 3,500	\$ 3,500
Sitike Counseling Center	\$ 6,500	\$ 7,500	\$ 6,500
Skyline College (SMC Community College District)	\$ 4,000	\$ 5,000	\$ 4,000
South San Francisco Education Foundation	N/A (new in FY23-24)	\$ 13,200	\$ 5,000
Sustainable San Mateo County	\$ 1,000	\$ 5,000	\$ 1,000
TOTALS	\$ 105,200	\$ 174,920	\$ 107,720

A total of \$174,920 has been requested by the various entities.

If Council approves the funding levels as proposed by Staff, the total amount funded will be under budget by \$37,280.

FISCAL IMPACT

The 2023-24 budget includes a total of \$145,000 for grant funding (spread through two departments).

ENVIRONMENTAL

The City Council's action in approving grant funding is more akin to an administrative or organizational activity of the Town that will not result in direct or indirect physical changes in the environment pursuant to California Environmental Quality Act (CEQA) Guideline 15378. It is also a government fiscal activity where no potentially significant impact on the environment will occur pursuant to CEQA Guideline 15378.

¹ Funding to come from Legal Mandates line item in Planning Department budget

BACKGROUND

The Town's process for non-profit funding requests, as outlined in subchapter 4.03 of the Colma Administrative Code, spells out several requirements for organizations to be funded by the Town.

Grants may be made to three types of eligible organizations: IRS 501(c)(3) charities, government entities, and the Chamber of Commerce. In addition, the amount of each grant must be roughly proportional to the benefit provided by the organization to the Town or its residents and businesses. Additionally, to be eligible to receive a grant, each organization must meet the following requirements: the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma (for example, a food pantry that serves residents of San Mateo County); the organization's governing board must reflect the diverse interests of the community; the organization must have policies and procedures to assure that the grant's purposes are met; and the organization must be in compliance with the required registration and reporting requirements set forth by the California Attorney General's Registry of Charitable Trusts.

Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

To help guide the organizations in identifying a public purpose in their requested program and assist the Council in making that determination, five categories of qualifying programs or projects are established in the Administrative Code. To qualify for a grant, the program or project to be funded must:

- (1) Provide shelter, food, or clothing to persons in need of those programs (*Necessities of Life*);
- (2) Provide physical or mental health services to persons with special needs (*Integrated Care Services*);
- (3) Educate and engage residents (*Education*);
- (4) Promote *economic development* or support businesses located or doing business in the Town (*Economic Development*); or
- (5) Provide a service that the Town could provide to its residents or businesses or, support, complement or enhance a service or program that the Town provides to its residents or businesses (*Complementary Service*).

The \$145,000 in available funding is broken down into two discrete budget line items: \$135,000 allocated to the City Council budget under the line item *Donations*; and \$10,000 allocated to the Planning Department budget under the line item *Legal Mandates*.

For all entities, staff's proposed grant amounts are equivalent from the funding that was approved in Fiscal Year 2022-23. Of course, the City Council has ultimate discretion regarding the actual amount of funding granted; however, if City Council opts to increase the proposed funding beyond the available budget, a budget amendment may need to be processed at a future meeting.

ANALYSIS

The Council must make two determinations with respect to each application: first, that the applicant meets the criteria for an eligible organization set forth in section 4.03.030 of the Colma Administrative Code, and second, that each proposed use of funds will serve a public purpose, as set forth in section 4.03.020 of the Colma Administrative Code. There is substantial evidence in each application to support findings on each of these determinations.

Findings of Organizational Eligibility & Public Purpose

AbilityPath (Community Gatepath) is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to empower people with special needs to achieve their full potential through innovative, inclusive programs and community partnerships. The Town of Colma is within its service area. The Town benefits by having people with disabilities becoming active members of the community, spending money at local businesses, volunteering and working in the Town.

The expenditure of public funds to pay for a culinary vocational program for people with disabilities, the opportunity to learn the importance of healthy eating through basic nutrition education, menu planning, ingredient purchasing, food preparation, and cooking offered by ***AbilityPath (Community Gatepath)***, will provide an identifiable benefit to the Colma community at large. The Town further benefits by having people with disabilities become active members of the community through recreational, educational, and volunteer opportunities with businesses in the Town. The services offered by Community Gatepath are readily accessible to Colma residents and the public benefit is substantial as people with disabilities have the opportunity to learn and thrive.

Asian American Recovery Services (HealthRIGHT 360) is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide an array of culturally competent services to the Asian-Pacific Islander and other ethnically diverse communities of the San Francisco Bay Area by reducing the impact and incidence of substance use. The Town of Colma is within its service area.

The expenditure of public funds to support the planning and implementation of a youth conference for at-risk young women, as requested by ***Asian American Recovery Services (HealthRIGHT 360)***, will provide an identifiable benefit to the Colma community at large. Specifically, it will provide a safe space for young women to be vulnerable and make positive changes in their lives. This is especially important as Colma has a large Asian/Asian-American populace.

Clinic by the Bay is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to understand and serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area. The Town of Colma is within its service area. The Town benefits by having low-income adults, in the Town and in the surrounding area, served by free primary medical care from Clinic by the Bay. The Town also benefits as Clinic by the Bay provides residents with meaningful volunteer opportunities to be part of a neighborhood solution to health care issues. The grant funds will be used to expand the Food Security Program which benefits patients and their families to obtain food post-pandemic.

The expenditure of public funds to support healthy food program to low income, working and uninsured adults, as requested by *Clinic by the Bay*, will provide an identifiable benefit to the community at large. The Town and the community at large will benefit from the partnership of the food grocery voucher program. This service is readily accessible to Colma residents, and the public benefit is substantial as the Town and the community all benefit from a healthy populace.

Colma Daly City Chamber of Commerce Foundation Inc., aka Colma Daly City Chamber of Commerce ("Chamber"), is registered with the California Attorney General as a mutual benefit nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service ("IRS") stating that it is exempt from tax under Internal Revenue Code ("IRC") section 501(c)(6). Its mission is to encourage business development and networking, and to provide members with useful information and services. The Chamber serves commercial establishments within the Town of Colma and the City of Daly City. The Town of Colma is located within the Chamber's membership area. The Chamber takes an active leadership role in promoting economic, professional, commercial, and civic vitality for the Town of Colma and surrounding communities. The Chamber's programs and activities benefit its members by providing them with business development and networking opportunities as well as educational materials. These programs and activities improve the quality of services rendered to the public by the Chamber's members and help increase its members' sales. In turn, improved services and increased sales will increase the Town's tax revenues, which ultimately inure to the benefit of all residents and businesses located in the Town.

The expenditure of public funds to pay for networking opportunities, office space, business promotions, facilitating workshops for businesses, and operational costs, as requested by the *Colma Daly City Chamber of Commerce Foundation Inc., aka Colma Daly City Chamber of Commerce*, could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services as part of its economic development program. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services.

Community Overcoming Relationship Abuse (CORA) is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide safety, support and healing for individuals who experience abuse in an intimate relationship and educate the community to break the cycle of intimate partner abuse. CORA serves all of San Mateo County and the Town of Colma is within its service area. *If the City Council approves funding, the organization will have to submit a copy of their completed IRS 990 form filed for 2021 or later as a condition for funds to be disbursed.*

The expenditure of public funds to pay for programmatic support of the Safe House Program, as requested by *Community Overcoming Relationship Abuse (CORA)*, will provide an identifiable benefit to the community at large. The funds will be used to house domestic violence victims and their families and provide plans for self-reliance.

Daly City Public Library Associates (DCPLA) is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section code 501(c)(3). Its mission is to raise private funds to supplement public funding of the four branch libraries in Daly City. The Town of Colma is located within its service area. Colma residents may borrow materials from any of the Daly City branch libraries. Thus, Colma residents are benefited by the support provided to the Daly City Library by DCPLA.

The expenditure of public funds for a learning computer and five tablets, as requested by the ***Daly City Public Library Associates (DCPLA)***, will help support literacy in children ages 5 and under via early education technology. These services could be provided by the Town, but the Town has chosen otherwise. Specifically, the Town could provide these same services through its Recreation Services program. In this case, the Town would likely expend the amount of the grant to provide these services.

Daly City Youth Health Center (DCYHC), as part of the Jefferson Union High School District (JUHSD), is a California governmental entity. The school-linked program's mission statement is to ensure young people reach their full potential and thrive through optimal health, empowerment, and strong support networks. The Town benefits from DCYHC providing accessibility and availability of integrated wellness services to youth, especially those who belong to the low-income and immigrant populations residing in Colma. DCYHC also provides counseling for Colma youth who are suffering from mental health issues, substance use and abuse, and suicidal ideation to help youth better cope with their challenges in life.

The expenditure of public funds to pay for primary medical services and counseling programs for underserved teens and young adults, as requested by the ***Daly City Youth Health Center (DCYHC)***, will provide an identifiable benefit to the community at large. Specifically, it will ensure that young adults reach their full potential via optimal health, empowerment, and strong support networks, of which all programs are readily accessible to Colma youth.

Human Investment Project, Inc. aka HIP Housing is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to improve the housing and lives of people in the community. HIP Housing enables people with special needs to live independent, self-sufficient lives in decent, safe, low-cost homes. The Town of Colma is within its service area. *If the City Council approves funding, the organization will have to: (1) update their status from "current – awaiting reporting" to "current" with the Attorney General, and (2) submit a copy of their completed IRS 990 form filed for 2021 or later as both are conditions for fund disbursement.*

The expenditure of public funds to support its Home Sharing program, as requested by the ***Human Investment Project, Inc. aka HIP Housing***, could be provided by the Town but the Town has chosen otherwise. Specifically, HIP Housing's Home Sharing Program matches people who have space in their home to share or with people who are searching for an affordable place to live. The services offered by HIP Housing are readily accessible to Colma residents. Finally, the public benefit is substantial as providing housing to help people live independent lives is important for a well-functioning society.

Jefferson Union High School District Community Environmental Education Program/Wilderness School (CEEP) is a California governmental entity. The Community Environmental Education Program - Susan B. Anthony School Project is a joint program administered by Jefferson Union High School District. Its mission is to build a student's leadership skills and teach responsibility and to provide elementary school children with field trip chaperones, on-site tutors, and positive role models. The project consists of field trips, hiking and camping. Many students from the Town of Colma attend Jefferson High School or Susan B. Anthony Elementary School, and the number varies from year to year.

The expenditure of public funds to pay for field trips, transportation, meals, and supplies, as requested by ***Jefferson Union High School District Community Environmental Education Program/Wilderness School (CEEP)***, will provide an identifiable benefit to the community at large. The public benefit provided by these services is substantial as the services provide

education to the Town's youth, which will make them better, more informed, and more productive citizens.

LifeMoves is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to end homelessness by providing interim housing, support services, and building collaborative partnerships. The Town of Colma is located within the LifeMoves' service area. The Town benefits from LifeMoves' work as low-income and homeless individuals and families in the area are provided support services to reduce the homeless population.

The expenditure of public funds to pay for shelter and supportive housing services, as requested by **LifeMoves**, could be provided by the Town but the Town has chosen otherwise. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services. The services offered by LifeMoves are readily accessible to individuals in Colma as the Town is located within LifeMoves' service area. Further, the public benefit is substantial as LifeMoves' services ensure Colma residents, or anyone traveling through LifeMoves' network, have shelter and other support services.

Ombudsman Services of San Mateo County is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to assure protection through advocacy, direct intervention, education, and ongoing case management for all residents in long-term care facilities in San Mateo County. The Town of Colma is located within the Ombudsman Services of San Mateo County service area.

The expenditure of public funds will provide advocacy services to Colma residents by investigating allegations of abuse for those living in long term facilities, as requested by **Ombudsman Services of San Mateo County**. Ombudsman Services of San Mateo County listed two long-term facilities, one of which is in Colma where 45 visits were made in the last year. The funding will help meet the federally mandated mission to monitor and provide advocacy services.

Operation Santa Claus is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide a traditional Christmas experience to families in the communities of Daly City, Colma and Broadmoor that are homeless or whose income is less than their monthly expenses. The Town of Colma is within its service area.

The expenditure of public funds to pay for toys and store gift cards, as requested by **Operation Santa Claus**, will provide an identifiable benefit to the community at large. Last year, deliveries were made to 16 Colma residences.

Renaissance Entrepreneurship Center is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to empower and increase the entrepreneurial capacities of socially and economically diverse women and men, and thereby strengthen communities through the creation of sustainable new businesses, new jobs, and financial self-sufficiency. The Town of Colma is within its service area.

The expenditure of public funds to help low-income residents start, rebuild, maintain, and grow small businesses, as requested by **Renaissance Entrepreneurship Center**, will be used to pay for hands-on training classes in technology, marketing and finance.

San Bruno Mountain Watch is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to preserve and protect the native ecosystems of San Bruno Mountain through restoration, education, and conservation. The Town of Colma is within its service area.

The expenditure of public funds to develop and support educational content and experiences to residents and students, as requested by ***San Bruno Mountain Watch***, will help to deepen Colma residents' appreciation for their unique environment. Funds will be used to cover staff time and materials for six field trips to San Bruno Mountain and Colma Creek.

San Mateo County Jobs for Youth Program is a California governmental entity as it is a program sponsored by San Mateo County. Jobs' mission is to provide youth ages 14-21 assistance in achieving their career and higher education goals via three pillars of success: skills workshops, job opportunities, and scholarships. Last fiscal year, Jobs for Youth served 324 students from Jefferson Union High School District and 284 students from South San Francisco Unified School District who attended workshops and became members. The Town of Colma is located within its service area.

The expenditure of public funds to pay for two full scholarships, as requested by the ***San Mateo County Jobs for Youth Program***, will provide an identifiable benefit to the Colma community at large. Specifically, this program will help young people transition into adulthood and gain work experience, which will make them better, more informed, and more productive citizens. The services offered by San Mateo County Jobs for Youth are readily accessible to Colma youth.

Silicon Valley Bicycle Coalition (SVBC) is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to build healthier and more just communities by making bicycling safe and accessible for everyone. The Town of Colma is within the geographic area that SVBC serves.

The expenditure of public funds to support Bike to Work/Wherever Days, as requested by the ***Silicon Valley Bicycle Coalition (SVBC)***, will provide an identifiable benefit to the Colma community at large. Specifically, this program will encourage the community to bike more with goals of reducing carbon emissions, improving local air quality, and improving community health.

Sitike Counseling Center ("Sitike") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide community-based counseling and education in a safe and healing environment. The Town of Colma is located within its service area. Sitike provided services to 14 Colma residents last fiscal year. *If the City Council approves funding, the organization will have to: (1) update their status from "current – reporting incomplete" to "current" with the Attorney General, and (2) submit a copy of their completed IRS 990 form filed for 2021 or later as both are conditions for fund disbursement.*

The expenditure of public funds to maintain client access to treatment and services, as requested by the ***Sitike Counseling Center ("Sitike")***, will provide an identifiable benefit to the Colma community at large. Funding will help reduce financial barriers to treatment while ensuring that community members are able to engage in services that support their overall well-being, health, and recovery. The services offered by Sitike are readily available to Colma residents and the public benefit is substantial as Sitike helps stop the cycle of dependency and mental health issues.

Skyline College is part of a California governmental entity. It is one of three institutions within the San Mateo County Community College District. Its mission is to empower and transform a global community of learners. The Town of Colma is within the geographic area that the college serves.

The expenditure of public funds to support The President's Innovation Fund, as requested by ***Skyline College***, will support a mini-grant process that encourages innovative ideas that from faculty, staff and students at Skyline College that support their mission, vision, and values. The Town and the community at large will benefit from increased educational programs by ensuring a well-educated public and citizen base. The services offered by Skyline College are readily accessible to any Colma residents attending the institution. Further, the public benefit is substantial as 21.7% of the student body reside in Colma/Daly City.

South San Francisco Education Foundation is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section code 501(c)(3). Its mission is to support and enhance public education in the South San Francisco Unified School District in a way that prioritizes students, equity, and transparency. The Town of Colma is located within its service area. Colma residents who attend schools in the district benefit by the support provided to the South San Francisco Education Foundation. *If the City Council approves funding, the organization will have to submit a copy of their completed IRS 990 form filed for 2021 or later as a condition for funds to be disbursed.*

The expenditure of public funds for purchasing library books, as requested by the ***South San Francisco Education Foundation***, will help support literacy, engagement, and a love for learning. School libraries in the district do not have a dedicated budget for restocking books, and improving access to updated, high-quality books helps Colma students reach their highest potential.

Sustainable San Mateo County is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to drive impactful action on economic, environmental, and social equity issues that lead to sustainable practices and improves long-term health in San Mateo County. The Town of Colma is within the geographic area served by Sustainable San Mateo County and the Indicators Report covers the area where the Town is located.

The expenditure of public funds will support program managers who coordinate volunteer researchers, writers, graphic designers, printing, and dissemination of reports, as requested by ***Sustainable San Mateo County***. In general, the funds will be used to support the research and production of the Indicators for a Sustainable San Mateo County Report. The Indicators Report evaluates the health of San Mateo County and its cities in terms of sustainability and provides a mean for city officials, non-profits, and business leaders, to make educated decisions when considering sustainable policies. In addition, these funds will help cover the costs of community meetings and events.

Public Purpose Limitations

Each of these organizations has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied, and none has participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

None of these grants will be used to fund existing obligations, debts or liabilities, national and regional charitable organizations, religious organizations, a political campaign, or lobbying activities. The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability, or other characteristic protected by law.

Values

By providing public funds for charitable purposes, the Council is being compassionate to the needs of others. At the same time, by adhering to the Council's policies and procedures, the Council is acting with *responsibility*.

Alternatives

The Council could fund some entities at a different level than staff's proposed amount. Doing so, however, could result in the need to identify additional funding sources as the Adopted 2023-24 Budget includes only \$145,000 in available grant funding.

CONCLUSION

Staff recommends the Council adopt the resolution which sets grant funding levels as proposed by staff.

ATTACHMENTS

- A. Resolution
- B. Funding request summary
- C. Historical funding levels
- D. Funding requests

**RESOLUTION NO. 2023-___
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION DETERMINING ELIGIBILITY FOR GRANT FUNDING,
APPROVING GRANTS TO ELIGIBLE ORGANIZATIONS, FINDING THAT EACH
APPROVED GRANT SERVES A PUBLIC PURPOSE, AND AUTHORIZING
CONTRACTS WITH EACH ELIGIBLE ORGANIZATION FOR THE USE OF TOWN
FUNDS PURSUANT TO CEQA GUIDELINE 15378**

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

1. Background

- (a) Pursuant to subchapter 4.03 of the Colma Administrative Code and the police power granted to cities by the California Constitution, the Town of Colma may expend public money by making grants upon finding that the organization is eligible for grant funding, the expenditure will serve a public purpose, the services will be readily accessible to Colma residents or businesses, and there is a direct and substantial benefit to the public.
- (b) To be eligible, an organization must be an IRC 501(c)(3) charity, a governmental entity, or a chamber of commerce. In addition, the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma, the organization's governing board must reflect the diverse interests of the community, the organization must have policies and procedures to assure that the grant's purposes are met, and the organization must be in compliance with the required registration and reporting requirements set forth by the California Attorney General's Registry of Charitable Trusts.
- (c) Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; to support a political campaign; or to organizations which discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability, or other characteristic protected by law. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.
- (d) An organization may submit a request for determination of eligibility for grant funding, which shall include documents and information described in section 4.03.050 of the Colma Administrative Code.

2. Findings of Eligibility for Grant Funding

The City Council has reviewed the funding requests from each of the following organizations and finds as follows:

- (a) **AbilityPath (Community Gatepath)** is eligible for grant funding from the Town of Colma.

Discussion. AbilityPath (Community Gatepath) is registered with the Attorney General as

a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to empower people with special needs to achieve their full potential through innovative, inclusive programs and community partnerships. The Town of Colma is within its service area.

- (b) ***Asian American Recovery Services (HealthRIGHT 360)*** is eligible for grant funding from the Town of Colma.

Discussion. *Asian American Recovery Services (HealthRIGHT 360)* is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide an array of culturally competent services to the Asian-Pacific Islander and other ethnically diverse communities of the San Francisco Bay Area by reducing the impact and incidence of substance use. The Town of Colma is within its service area.

- (c) **Clinic by the Bay** is eligible for grant funding from the Town of Colma.

Discussion: Clinic by the Bay is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to understand and serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area. The Town of Colma is within its service area. The Town benefits by having low-income adults, in the Town and in the surrounding area, served by free primary medical care from Clinic by the Bay. The Town also benefits as Clinic by the Bay provides residents with meaningful volunteer opportunities to be part of a neighborhood solution to health care issues. The grant funds will be used to expand the Food Security Program which benefits patients and their families to obtain food post-pandemic.

- (d) **Colma Daly City Chamber of Commerce Foundation Inc., aka Colma Daly City Chamber of Commerce**, is eligible for grant funding from the Town of Colma.

Discussion: The Chamber of Commerce is registered with the California Attorney General as a mutual benefit nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service ("IRS") stating that it is exempt from tax under Internal Revenue Code ("IRC") section 501(c)(6). Its mission is to encourage business development and networking, and to provide members with useful information and services. The Chamber serves commercial establishments within the Town of Colma and the City of Daly City. The Town of Colma is located within the Chamber's membership area. The Chamber takes an active leadership role in promoting economic, professional, commercial, and civic vitality for the Town of Colma and surrounding communities. The Chamber's programs and activities benefit its members by providing them with business development and networking opportunities as well as educational materials. These programs and activities improve the quality of services rendered to the public by the Chamber's members and help increase its members' sales. In turn, improved services and increased sales will increase the Town's tax revenues, which ultimately inure to the benefit of all residents and businesses located in the Town.

- (e) **Community Overcoming Relationship Abuse (CORA)** is eligible for grant funding from the Town of Colma **but subject to** the organization submitting a copy of their completed IRS 990 form filed for 2021 or later as a condition for funds to be disbursed.

Discussion: CORA is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide safety, support and healing for individuals who experience abuse in an intimate relationship and educate the community to break the cycle of intimate partner abuse. CORA serves all of San Mateo County and the Town of Colma is within its service area.

- (f) **Daly City Public Library Associates (DCPLA)** is eligible for grant funding from the Town of Colma.

Discussion: DCPLA is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section code 501(c)(3). Its mission is to raise private funds to supplement public funding of the four branch libraries in Daly City. The Town of Colma is located within its service area. Colma residents may borrow materials from any of the Daly City branch libraries. Thus, Colma residents are benefited by the support provided to the Daly City Library by Library Associates.

- (g) **Daly City Youth Health Center (DCYHC)** is eligible for grant funding from the Town of Colma.

Discussion: Daly City Youth Health Center, as part of the Jefferson Union High School District (JUHSD), is a California governmental entity. The school-linked program's mission statement is to ensure young people reach their full potential and thrive through optimal health, empowerment, and strong support networks. The Town benefits from DCYHC providing accessibility and availability of integrated wellness services to youth, especially those who belong to the low-income and immigrant populations residing in Colma. DCYHC also provides counseling for Colma youth who are suffering from mental health issues, substance use and abuse, and suicidal ideation to help youth better cope with their challenges in life.

- (h) **Human Investment Project, Inc., aka HIP Housing**, is eligible for grant funding from the Town of Colma **but subject to** the organization completing the following: (1) updating their status from "current – awaiting reporting" to "current" with the Attorney General, and (2) submitting a copy of their completed IRS 990 form filed for 2021 or later as both are conditions for fund disbursement.

Discussion: Human Investment Project, Inc. is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to improve the housing and lives of people in the community. HIP Housing enables people with special needs to live independent, self-sufficient lives in decent, safe, low-cost homes. The Town of Colma is within its service area.

- (i) **Jefferson Union High School District Community Environmental Education Program/Wilderness School (CEEP)** is eligible for grant funding from the Town of Colma.

Discussion: CEEP is a California governmental entity. The Community Environmental Education Program - Susan B. Anthony School Project is a joint program administered by Jefferson Union High School District. Its mission is to build a student's leadership skills and teach responsibility and to provide elementary school children with field trip chaperones, on-site tutors, and positive role models. The project consists of field trips, hiking and camping. Many students from the Town of Colma attend Jefferson High School or Susan B. Anthony Elementary School, and the number varies from year to year.

- (j) **LifeMoves** is eligible for grant funding from the Town of Colma.

Discussion: LifeMoves is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to end homelessness by providing interim housing, support services, and building collaborative partnerships. The Town of Colma is located within the LifeMoves' service area. The Town benefits from LifeMoves' work as low-income and homeless individuals and families in the area are provided support services to reduce the homeless population.

- (k) **Ombudsman Services of San Mateo County** is eligible for grant funding from the Town of Colma.

Discussion: Ombudsman Services of San Mateo County is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to assure protection through advocacy, direct intervention, education, and ongoing case management for all residents in long-term care facilities in San Mateo County. The Town of Colma is located within the Ombudsman Services of San Mateo County service area.

- (l) **Operation Santa Claus** is eligible for grant funding from the Town of Colma.

Discussion: Operation Santa Claus is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide a traditional Christmas experience to families in the communities of Daly City, Colma and Broadmoor that are homeless or whose income is less than their monthly expenses. The Town of Colma is within its service area.

- (m) **Renaissance Entrepreneurship Center** is eligible for grant funding from the Town of Colma.

Discussion: Renaissance Entrepreneurship is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to empower and increase the entrepreneurial capacities of socially and

economically diverse women and men, and thereby strengthen communities through the creation of sustainable new businesses, new jobs, and financial self-sufficiency. The Town of Colma is within its service area.

- (n) ***San Bruno Mountain Watch*** is eligible for grant funding from the Town of Colma.

Discussion: San Bruno Mountain Watch is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to preserve and protect the native ecosystems of San Bruno Mountain through restoration, education, and conservation. The Town of Colma is within its service area.

- (o) **San Mateo County Jobs for Youth Program** is eligible for grant funding from the Town of Colma.

Discussion. San Mateo County Jobs for Youth is a California governmental entity as it is a program sponsored by San Mateo County. Jobs' mission is to provide youth ages 14-21 assistance in achieving their career and higher education goals via three pillars of success: skills workshops, job opportunities, and scholarships. Last fiscal year, Jobs for Youth served 324 students from Jefferson Union High School District and 284 students from South San Francisco Unified School District who attended workshops and became members. The Town of Colma is located within its service area.

- (p) **Silicon Valley Bicycle Coalition (SVBC)** is eligible for grant funding from the Town of Colma.

Discussion: SVBC is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to build healthier and more just communities by making bicycling safe and accessible for everyone. The Town of Colma is within the geographic area that SVBC serves.

- (q) **Sitike Counseling Center ("Sitike")** is eligible for grant funding from the Town of Colma **but subject to** the organization completing the following: (1) update their status from "current – reporting incomplete" to "current" with the Attorney General, and (2) submit a copy of their completed IRS 990 form filed for 2021 or later as both are conditions for fund disbursement.

Discussion: Sitike is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide community-based counseling and education in a safe and healing environment. The Town of Colma is located within its service area. Sitike provided services to 14 Colma residents last fiscal year.

- (r) ***Skyline College*** is eligible for grant funding from the Town of Colma

Discussion: Skyline College is part of a California governmental entity. It is one of three institutions within the San Mateo County Community College District. Its mission is to

empower and transform a global community of learners. The Town of Colma is within the geographic area that the college serves.

- (s) ***South San Francisco Education Foundation*** is eligible for grant funding from the Town of Colma **but subject** to the organization submitting a copy of their completed IRS 990 form filed for 2021 or later as a condition for funds to be disbursed.

Discussion: South San Francisco Education Foundation is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section code 501(c)(3). Its mission is to support and enhance public education in the South San Francisco Unified School District in a way that prioritizes students, equity, and transparency. The Town of Colma is located within its service area. Colma residents who attend schools in the district benefit by the support provided to the South San Francisco Education Foundation.

- (t) ***Sustainable San Mateo County*** is eligible for grant funding from the Town of Colma.

Discussion: Sustainable San Mateo County is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to drive impactful action on economic, environmental, and social equity issues that lead to sustainable practices and improves long-term health in San Mateo County. The Town of Colma is within the geographic area served by Sustainable San Mateo County and the Indicators Report covers the area where the Town is located.

3. Findings of Public Purpose

The City Council has reviewed the applications for grant funds from each of the following organizations and finds as follows:

- (a) A grant in the amount shown in section 4(a) to AbilityPath (Community Gatepath) will serve a public purpose.

Discussion. The expenditure of public funds to pay for a culinary vocational program for adults with developmental disabilities, provides the opportunity to learn the importance of healthy eating through basic nutrition education, menu planning, ingredient purchasing, food preparation, and cooking offered by AbilityPath (Community Gatepath). This will provide an identifiable benefit to the Colma community at large. The Town benefits by having people with disabilities become active members of the community through recreational, educational and volunteer opportunities with businesses in the Town. The services offered by Community Gatepath are readily accessible to Colma residents and the public benefit is substantial as people with disabilities have the opportunity to learn and thrive.

- (b) A grant in the amount shown in section 4(a) to Asian American Recovery Services (HealthRIGHT 360) will serve a public purpose.

Discussion: The expenditure of public funds to support the planning and implementation of a youth conference for at-risk young women, as requested by Asian American Recovery

Services (HealthRIGHT 360), will provide an identifiable benefit to the Colma community at large. Specifically, it will provide a safe space for young women to be vulnerable and make positive changes in their lives. This is especially important as Colma has a large Asian/Asian-American populace.

- (c) A grant in the amount shown in section 4(a) to Clinic by the Bay will serve a public purpose.

Discussion: The expenditure of public funds to support healthy food program to low income, working and uninsured adults, as requested by Clinic by the Bay, will provide an identifiable benefit to the community at large. The Town and the community at large will benefit from the partnership of the food grocery voucher program. This service is readily accessible to Colma residents, and the public benefit is substantial as the Town and the community all benefit from a healthy populace.

- (d) A grant in the amount shown in section 4(a) to Colma Daly City Chamber of Commerce Foundation Inc., aka Colma Daly City Chamber of Commerce, will serve a public purpose.

Discussion: The expenditure of public funds to pay for networking opportunities, office space, business promotions, facilitating workshops for businesses, and operational costs, as requested by the Colma Daly City Chamber of Commerce Foundation Inc., aka Colma Daly City Chamber of Commerce, could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services as part of its economic development program. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services.

- (e) A grant in the amount shown in section 4(a) to Community Overcoming Relationship Abuse (CORA) will serve a public purpose.

Discussion: The expenditure of public funds to pay for programmatic support of the Safe House Program, as requested by Community Overcoming Relationship Abuse (CORA), will provide an identifiable benefit to the community at large. The funds will be used to house domestic violence victims and their families and provide plans for self-reliance.

- (f) A grant in the amount shown in section 4(a) to the Daly City Public Library Associates (DCPLA) will serve a public purpose.

Discussion: The expenditure of public funds for a learning computer and five tablets, as requested by the Daly City Public Library Associates (DCPLA), will help support literacy in children ages 5 and under via early education technology. These services could be provided by the Town, but the Town has chosen otherwise. Specifically, the Town could provide these same services through its Recreation Services program. In this case, the Town would likely expend the amount of the grant to provide these services.

- (g) A grant in the amount shown in section 4(a) to the Daly City Youth Health Center (DCYHC) will serve a public purpose.

Discussion: The expenditure of public funds to pay for primary medical services and counseling programs for underserved teens and young adults, as requested by the Daly

City Youth Health Center (DCYHC), will provide an identifiable benefit to the community at large. Specifically, it will ensure that young adults reach their full potential via optimal health, empowerment, and strong support networks, of which all programs are readily accessible to Colma youth..

- (h) A grant in the amount shown in section 4(a) to the Human Investment Project, Inc. aka HIP Housing will serve a public purpose.

Discussion: The expenditure of public funds to support its Home Sharing program, as requested by the Human Investment Project, Inc. aka HIP Housing, could be provided by the Town but the Town has chosen otherwise. Specifically, HIP Housing's Home Sharing Program matches people who have space in their home to share or with people who are searching for an affordable place to live. The services offered by HIP Housing are readily accessible to Colma residents. Finally, the public benefit is substantial as providing housing to help people live independent lives is important for a well-functioning society.

- (i) A grant in the amount shown in section 4(a) to Jefferson Union High School District Community Environmental Education Program/Wilderness School will serve a public purpose.

Discussion: The expenditure of public funds to pay for field trips, transportation, meals, and supplies, as requested by Jefferson Union High School District Community Environmental Education Program/Wilderness School, will provide an identifiable benefit to the community at large. The public benefit provided by these services is substantial as the services provide education to the Town's youth, which will make them better, more informed, and more productive citizens.

- (j) A grant in the amount shown in section 4(a) to LifeMoves will serve a public purpose.

Discussion: The expenditure of public funds to pay for shelter and supportive housing services, as requested by LifeMoves, could be provided by the Town but the Town has chosen otherwise. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services. The services offered by LifeMoves are readily accessible to individuals in Colma as the Town is located within LifeMoves' service area. Further, the public benefit is substantial as LifeMoves' services ensure Colma residents, or anyone traveling through LifeMoves' network, have shelter and other support services.

- (k) A grant in the amount shown in section 4(a) to Ombudsman Services of San Mateo County will serve a public purpose.

Discussion: The expenditure of public funds will provide advocacy services to Colma residents by investigating allegations of abuse for those living in long term facilities, as requested by Ombudsman Services of San Mateo County. Ombudsman Services of San Mateo County listed two long-term facilities, one of which is in Colma where 45 visits were made in the last year. The funding will help meet the federally mandated mission to monitor and provide advocacy services.

- (l) A grant in the amount shown in Section 4(a) to Operation Santa Claus will serve a public purpose.

Discussion: The expenditure of public funds to pay for toys and store gift cards, as requested by Operation Santa Claus, will provide an identifiable benefit to the community at large by providing goodwill to Colma families. Last year, deliveries were made to 16 Colma residences.

- (m) A grant in the amount shown in section 4(a) to Renaissance Entrepreneurship Center will serve a public purpose.

Discussion: The expenditure of public funds to help low-income residents start, rebuild, maintain, and grow small businesses, as requested by Renaissance Entrepreneurship Center, will be used to pay for hands-on training classes in technology, marketing and finance.

- (n) A grant in the amount shown in section 4(a) to San Bruno Mountain Watch will serve a public purpose.

Discussion: The expenditure of public funds to develop and support educational content and experiences to residents and students, as requested by San Bruno Mountain Watch, will help to deepen Colma residents' appreciation for their unique environment. Funds will be used to cover staff time and materials for six field trips to San Bruno Mountain and Colma Creek.

- (o) A grant in the amount shown in section 4(a) to San Mateo County Jobs for Youth Program will serve a public purpose.

Discussion: The expenditure of public funds to pay for two full scholarships, as requested by the San Mateo County Jobs for Youth Program, will provide an identifiable benefit to the Colma community at large. Specifically, this program will help young people transition into adulthood and gain work experience, which will make them better, more informed, and more productive citizens. The services offered by San Mateo County Jobs for Youth are readily accessible to Colma youth.

- (p) A grant in the amount shown in section 4(a) to Silicon Valley Bicycle Coalition (SVBC) will serve a public purpose.

Discussion: The expenditure of public funds to support Bike to Work/Wherever Days, as requested by the Silicon Valley Bicycle Coalition (SVBC), will provide an identifiable benefit to the Colma community at large. Specifically, this program will encourage the community to bike more with goals of reducing carbon emissions, improving local air quality, and improving community health.

- (q) A grant in the amount shown in section 4(a) to the Sitike Counseling Center ("Sitike") will serve a public purpose.

Discussion: The expenditure of public funds to maintain client access to treatment and services, as requested by the Sitike Counseling Center (“Sitike”), will provide an identifiable benefit to the Colma community at large. Funding will help reduce financial barriers to treatment while ensuring that community members are able to engage in services that support their overall well-being, health, and recovery. The services offered by Sitike are readily available to Colma residents and the public benefit is substantial as Sitike helps stop the cycle of dependency and mental health issues

- (r) A grant in the amount shown in section 4(a) to the Skyline College will serve a public purpose.

Discussion: The expenditure of public funds to support The President’s Innovation Fund, as requested by Skyline College, will support a mini-grant process that encourages innovative ideas that from faculty, staff and students at Skyline College that support their mission, vision, and values. The Town and the community at large will benefit from increased educational programs by ensuring a well-educated public and citizen base. The services offered by Skyline College are readily accessible to any Colma residents attending the institution. Further, the public benefit is substantial as 21.7% of the student body reside in Colma/Daly City.

- (s) A grant in the amount shown in section 4(a) to South San Francisco Education Foundation will serve a public purpose.

Discussion: The expenditure of public funds for purchasing library books, as requested by the South San Francisco Education Foundation, will help support literacy, engagement, and a love for learning. School libraries in the district do not have a dedicated budget for restocking books, and improving access to updated, high-quality books helps Colma students reach their highest potential.

- (t) A grant in the amount shown in section 4(a) to the Sustainable San Mateo County will serve a public purpose.

Discussion. The expenditure of public funds will support program managers who coordinate volunteer researchers, writers, graphic designers, printing, and dissemination of reports, as requested by Sustainable San Mateo County. In general, the funds will be used to support the research and production of the Indicators for a Sustainable San Mateo County Report. The Indicators Report evaluates the health of San Mateo County and its cities in terms of sustainability and provides a mean for city officials, non-profits, and business leaders, to make educated decisions when considering sustainable policies. In addition, these funds will help cover the costs of community meetings and events.

- (u) None of these grants will be used to fund existing obligations, debts or liabilities, national and regional charitable organizations, religious organizations, a political campaign, or lobbying activities.

- (v) The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by

law.

4. Order

- (a) The City Council approves grant funding to each of the following organizations in the amounts shown, subject to any limitations or prerequisites for certain organizations to provide required information to the Town prior to the disbursement of any funds:

Grantee	Staff Proposed Grant Amount
AbilityPath (Community Gatepath)	\$6,500
Asian American Recovery Services (HealthRIGHT 360)	\$2,000
Clinic by the Bay	\$4,000
Colma Daly City Chamber of Commerce	\$30,000
Community Overcoming Relationship Abuse (CORA)	\$7,000
Daly City Public Library Associates (DCPLA)	\$5,220
Daly City Youth Health Center	\$6,000
Human Investment Project, Inc. (HIP Housing) ¹	\$5,000
JUHSD Community Environmental Education Program/Wilderness Program (CEEP)	\$4,000
LifeMoves ¹	\$4,000
Ombudsman Services of SMC	\$2,500
Operation Santa Claus	\$1,500
Renaissance Entrepreneurship Center	\$3,500
San Bruno Mountain Watch	\$2,500
San Mateo County Jobs for Youth	\$4,000
Silicon Valley Bicycle Coalition	\$3,500
Sitike Counseling Center	\$6,500
Skyline College (SMC Community College District)	\$4,000
South San Francisco Education Foundation	\$5,000
Sustainable San Mateo County	\$1,000
Total	\$107,720

- (b) Each Grantee must execute a Grant Agreement with the Town before any funds may be paid. The Grant Agreement shall include a statement of the goal or purpose of the Grant, a time within which the goal is expected to be achieved, and reporting requirements.
- (c) The City Council hereby directs and authorizes the City Manager to execute each Grant

¹ Funding to come from Legal Mandates line item in Planning Department budget

Agreement on behalf of the Town in a form approved by the City Attorney.

Certification of Adoption

I certify that the foregoing Resolution No. 2023-__ was duly adopted at a regular meeting of said City Council held September 27, 2023 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor					
John Irish Goodwin					
Ken Gonzalez					
Carrie Slaughter					
Helen Fiscaro					
Voting Tally					

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk

Funding Request Summary FY 2023-24

Requesting Party	Organization's Purpose	Town's Money Will be Spent On	Number of Colma Residents or Businesses Served Last Year	Public Benefit	Amount Requested
AbilityPath (Community Gatepath)	Help people with special needs & disabilities gain independence	Culinary classes at Colma kitchen, cost of food, rental, transportation	30 residents & 7 businesses	Life & vocational skills	\$ 7,500
Asian American Recovery Services (HealthRIGHT 360)	Provide culturally competent services to the Asian-Pacific Islander & other ethnically diverse communities of the San Francisco Bay Area by reducing the impact & incidence of substance use	Planning/implementation of youth conference	2 residents	Life skills; education	\$ 2,500
Clinic by the Bay	To understand & serve the health & wellness needs of the medically underserved in the Bay Area	Food Pharmacy Program (healthy food), purchase & distribute food vouchers, Bounty Box program, stipend for Food intern	231 residents	Healthcare/food	\$ 8,000
Colma Daly City Chamber of Commerce	To encourage business development & networking, providing members with useful information & services	Office space, pay staff, bookkeeping membership program, advertisement, networking opportunities for local businesses	All residents & businesses	Economic development; educate & engage residents	\$ 60,000
Community Overcoming Relationship Abuse (CORA)	Safety, support & shelter for individuals who experience abuse in an intimate relationship	Safe House Program	Available to all residents; served 4 residents in the last year	Safe shelter & resources	\$ 10,000
Daly City Public Library Associates	To supplement public funding of the Daly City libraries	Learning computer & (5) tablets	All residents	Access to programs & books at the library	\$ 5,220
Daly City Youth Health Center	To ensure young people reach their full potential and thrive through optimal health, empowerment, and strong support networks	Primary medical services, counseling program, health education, substance use presentations	11 residents	Healthcare	\$ 10,000
Human Investment Project (HIP Housing)	Improving the housing & lives of people in the community	Support Home Sharing Program (stable & affordable housing)	9 individuals who live and/or work in Colma	Safe, affordable housing	\$ 5,000
JUHSD CEEP Wilderness School	To provide field trip chaperones & tutors for Wilderness students as they learn community awareness & practice leadership skills	Field trip fees, transportation, meals & supplies	50 students	Education, community & environmental awareness	\$ 11,000
LifeMoves	Provide interim housing & supportive services for homeless families & individuals	Support operations at six San Mateo County interim shelters	22 residents	Affordable housing, shelter	\$ 5,000
Ombudsman Services San Mateo County	Protect residents in long-term care facilities through advocacy, direct intervention & education in collaboration	Investigating allegations of abuse in long term care facilities	2 facilities in Colma/Broadmoor	Advocacy for healthcare	\$ 2,500
Operation Santa Claus	To provide a traditional Christmas experience to families & individuals facing financial hardships	Toys & gift cards	16 families	Community resource	\$ 2,000
Renaissance Entrepreneurship Center	Empower & increase the entrepreneurial capacities of socially & economically diverse women & men	Helping low-income residents start, rebuild, maintain & grow small businesses	1 resident	Economic development	\$ 5,000

Requesting Party	Organization's Purpose	Town's Money Will be Spent On	Number of Colma Residents or Businesses Served Last Year	Public Benefit	Amount Requested
San Bruno Mountain Watch	To preserve & protect the native ecosystems of San Bruno Mountain & teach the public about its history	fund (6) field trips to San Bruno Mountain & Colma Creek	All students in JUHSD & SSFUSD	Education & conservation	\$ 3,000
San Mateo County Jobs for Youth	Support youth in achieving career & higher education goals via workshops, job opportunities & scholarships	Fund two higher education scholarships	2 students received scholarships & 362 students in 94014/94080 zip codes attended workshops	Scholarships/ Employment services	\$ 4,000
Silicon Valley Bicycle Coalition	To build healthier & more just communities by making bicycling safe & accessible for everyone	Bike to Work/Wherever Days (BTWD) program	1 resident sign-up & 12 people visited the CCC energizer station	Community education & engagement	\$ 3,500
Sitike Counseling Center	To provide community-based counseling & education to those affected by addiction & mental illness	Maintain access to treatment & services for the unemployed, the underemployed, the unhoused & other vulnerable populations	14 residents	Community counseling & education	\$ 7,500
Skyline College (SMC Community College District)	To empower & transform a global community of learners	Create mini-grant process to fund innovative ideas	3255 students from Colma/Daly City	Education	\$ 5,000
South San Francisco Education Foundation	Support & enhance public education in the SSFUSD that prioritizes students, equity & transparency	Restock books	All students	Access to books at the library	\$ 13,200
Sustainable San Mateo County	To drive impactful action on economic, environmental, and social equity issues that lead to sustainable practices and improves long-term health in San Mateo County	Support program manager & other staff positions; cover costs for free community events & collaborative local agency meetings	All residents & businesses	Provides information to city officials, residents & businesses	\$ 5,000
					\$ 174,920

Historical Funding Levels							
Name of Organization	FY 2018-19 Funded	FY 2019-20 Funded	FY 2020-21 Funded	FY 2021-22 Funded	FY 2022-23 Funded	FY 2023-24 Requested	Funded vs. Requested Change
AbilityPath (Community Gatepath)	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 7,500	\$ 1,000
ALLICE				\$ 1,500	\$ 1,500		
Asian American Recovery Services (HealthRIGHT 360)						\$ 2,500	\$ 2,500
Clinic by the Bay	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 8,000	\$ 4,000
Colma - Daly City Chamber of Commerce	\$ 25,000	\$ 6,500			\$ 30,000	\$ 60,000	\$ 30,000
CORA	\$ 2,500	\$ 3,000	\$ 5,000	\$ 5,000	\$ 7,000	\$ 10,000	\$ 3,000
Daly City Partnership Collaborative	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000			
Daly City Public Library Associates	\$ 4,000	\$ 5,000	\$ 5,220	\$ 5,220	\$ 5,200	\$ 5,220	\$ 20
Daly City Youth Health Center	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 10,000	\$ 4,000
Human Investment Project, Inc. (HIP Housing) *	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Jefferson Union (Wilderness School - CEEP)	\$ 5,000	\$ 6,000	\$ 6,000		\$ 4,000	\$ 11,000	\$ 7,000
LifeMoves *	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000
North Peninsula Food Pantry & DCDC	\$ 12,500	\$ 15,000	\$ 15,000	\$ 17,000			
Ombudsman Services SMC		\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Operation Santa Claus	\$ 1,000	\$ 1,000	\$ 1,500	\$ 2,000	\$ 1,500	\$ 2,000	\$ 500
Peninsula Conflict Resolution Center	\$ 1,380	\$ 1,380					
Peninsula Volunteers, Inc. Meals on Wheels			\$ 5,000	\$ 5,500	\$ 6,000		
Renaissance Entrepreneurship Center (Ren Center)						\$ 5,000	\$ 5,000
San Bruno Mountain Watch			\$ 2,000	\$ 2,500		\$ 3,000	\$ 3,000
San Mateo County Jobs for Youth	\$ 2,000	\$ 2,500	\$ 3,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ -
San Mateo County Pride Center	\$ 2,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000		
San Mateo County Resource Conservation District	\$ 5,000						\$ -
Silicon Valley Bicycle Coalition (SVBC)					\$ 3,500	\$ 3,500	\$ -
Sitike Counseling Center	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 7,500	\$ 1,000
Skyline College (SMC Community College District)	\$ 3,500	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000
South San Francisco Education Foundation						\$ 13,200	\$ 13,200
Sustainable San Mateo County	\$ 3,500	\$ 2,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	
Veterans Sportsman Alliance	\$ 1,200	\$ 1,200					
West Alano Bay Club		\$ 2,500					
Total (including Housing Element required grantees)	\$ 115,080	\$ 101,580	\$ 99,720	\$ 99,220	\$ 105,200	\$ 174,920	\$ 76,220

Footnotes:

* Indicates a Housing Element required grantee;
funding will come from Planning Department budget





Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: AbilityPath

Contact Person: Anne-Marie Hong, Grants Manager

Address: 350 Twin Dolphin Drive, Suite 123, Redwood City, CA 94065

Street Address	City	State	Zip Code
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Phone Number: 650-250-7130 Email Address: ahong@abilitypath.org

1. Mission Statement:

The mission of AbilityPath is to empower people with special needs to achieve their full potential through innovative, inclusive programs and community partnerships. Our vision is a world where people of all abilities are fully accepted, respected, and included. AbilityPath's work is guided by our mission, vision, and values - community, inclusion, people first, dedication, collaboration, and innovation - which were developed through a collaborative process with our management team. We have been a cornerstone of the community since 1920, with services that have expanded through the years to meet the evolving needs and interests of individuals with developmental disabilities.

2. Amount of Request: \$ 7,500

a. Total Agency Annual Budget: \$ 26,066,291

b. Number of Agency Employees: 218

c. Payroll is 75 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

This request supports category B by providing health, independent living, and pre-vocational skill building for adults with developmental disabilities in a community-based setting at the Colma Community Center. Our project focuses on nutrition, healthy eating, cooking skills, physical health, and community inclusion. Obesity rates for individuals with disabilities are approximately 57% higher than for adults without disabilities, making these skills critical to the health and wellbeing of those we serve. Additionally, as a result of sheltering-in-place for the Covid-19 pandemic, the healthy living routines for many individuals were disrupted. An ongoing emphasis has been placed on returning to healthy living routines to combat a decline in physical health. Modifications to physical activities have helped rebuild stamina through fitness classes, community hikes, and neighborhood walks. To return to healthy eating habits, participants will learn about nutrition, portion sizes, and preparation of healthy meals on a budget. Participants also initiated an on-going healthy snacks project by re-evaluating vending machine offerings at AbilityPath sites. They decided which items should be substituted for healthier choices, removed soda completely, and continue to reassess if they are providing healthy (+ cost effective) options. We will rent the kitchen at the Colma Community Center and purchase groceries, which will also support businesses in the Town (category D).

4. Describe reason for request and how funds will be used:

We intend to rent the Colma kitchen at least once per week, permitting the kitchen's availability, for educational and instructional classes including basic nutrition education, meal planning, food selection, following a recipe, food preparation, food storage methods. Participants will purchase ingredients for recipes by following a budget, reading food labels, purchasing the items - all of which include social and financial skill practice. Traveling to the community center also addresses learning and practicing how to use public transportation. Other areas of instruction incorporated into these sessions include following direction, safety awareness, and working together. AbilityPath is also piloting a culinary vocational program that will provide skills training and employment opportunities for individuals who are interested in the culinary industry; the Colma kitchen will be utilized for these culinary program sessions as well. Funds will support the cost of food, the rental of the Colma kitchen at least weekly for three months, and transportation to the kitchen.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A

6. Describe the benefit to the Town derived from funding your organization:

AbilityPath participants will support local Colma businesses and organizations when they learn about activities in the town as well as how to access and enjoy them using public transportation. They are more likely to utilize these resources and contribute to the local economy on an on-going basis once they are more familiar with the town. Additionally, Colma residents and businesses will have opportunities to interact with people who have developmental disabilities, increasing understanding, respect, acceptance, and inclusion. Finally, Colma's residents who have family members with disabilities will see a future of inclusion in their local community for their family members.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A: Throughout our programs, we've served at least 7 businesses and 30 residents.

B: The program will visit and utilize the Colma Community Center, Target, Starbucks and BART. During other outings not related to this grant request, participants will also visit the following: Metro Center Complex, Colma Historical Museum, Cypress Golf Course, Starbucks, and Kohl's.

C: AbilityPath staff have a positive relationship with Colma Community Center based on past/current history of renting the kitchen. Staff also explore the area in person and online to identify new locations for activities and volunteer opportunities. Additionally, we reach Colma residents and businesses through marketing.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

The 2022-2023 grant provided by the Town of Colma allowed AbilityPath to offer important life skills and pre-vocational training to adults with developmental disabilities. As our programs gradually returned to in-person services, we continued to offer hybrid schedules to meet the needs, the stamina, and the comfort of the 271 day program participants we served (141 of whom are San Mateo County residents). Halfway through the year, we had approximately 70% back on hybrid schedules of 2-3 days of in-person and the remaining days as virtual programming. By June 2023, we had approximately 90% of participants on this hybrid schedule; of those individuals, over 50% are attending 5 days per week. The remaining individuals continue to utilize a hybrid schedule; for some, this is based on choice, and others are navigating transportation barriers. We offered 25 fitness classes each week; 100% of participants had access to & participated in at least one fitness/exercise activity each day (including 3 daily virtual class options). Classes/activities included yoga, drumming for fitness, seated chair exercise, walking, tai chi, hiking, basketball, soccer, and going to the gym. We offered 24 health and nutrition classes each week; 100% of participants had access to & participated in at least one nutrition/health-related class each day. Classes included cooking, healthy snacks, general nutrition education, self-care, art therapy, mindfulness, & meditation. We finally returned to the Colma Community Center kitchen in September 2022 to put our Health & Wellness curriculum into hands-on practice. We utilized the kitchen 1-2 times per week for educational and instructional classes including basic nutrition education, meal planning, food selection, following a recipe, food preparation, food storage methods. Participants purchased ingredients for recipes by following a budget, reading food labels, purchasing the items - all of which include social and financial skill practice. Other areas of instruction incorporated into these sessions included following directions, safety awareness, hygiene, and working together. We also held cooking classes at our Burlingame site each week. FY2022-2023 funds supported salaries & wages for staff, food and program supplies for participants, and rental fees for the Colma kitchen.

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

City of Burlingame \$3,260 (received FY 2022-23), \$3,500 (received FY 2023-24)
City of Menlo Park \$3,000 (received FY 2022-23), \$5,000 (expected FY2023-24)
City of Palo Alto \$66,047 (received FY 2022-23), \$58,725 (expected FY 2023-24)
City of Sunnyvale \$13,885 (received FY 2022-23), \$13,606 (expected FY 2023-24)

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____

If yes, please provide details.

11. Charitable Trust # or EIN # 94-1156502

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments





BOARD OF DIRECTORS

Executive Committee

Bryan Neider, CEO
AbilityPath

Steve Eskenazi, Chair
Angel Investor

Jennifer Wagstaff-Hinton, Vice Chair
Community Leader/Hewlett Packard (Retired)

Christopher Murphy, Treasurer
Skadden, Arps, Slate, Meagher, & Flom, LLP

Cynthia Owyong, Secretary
Breaking Glass Forums

Linda Leao, Immediate Past Chair
Community Leader

Marc McGeever, Via Services Immediate Past Chair
Community Volunteer

Board of Directors

Ken Barker
Finance Consultant

Jeff Brown
Business Consultant

Alexandria Cabral
National Housing Trust

Amber Checky
Inclusion Counts

Cassy Christianson, OTR/L
Developmental Specialist

Jack Easterbrook
Strategy Law, LLP

Carolyn Irvine
AbilityPath Auxiliary Vice President

Rex Ishibashi
Originator Inc.

Tyler Kawaguchi
Follett Corporation at Stanford Bookstore

Ishrag Khababa
Satellite Healthcare

Helen Marlo, Ph.D.
Notre Dame de Namur University/Private Practice

Kirsten McCarthy
AbilityPath Auxiliary President

Carole Middleton
Community Leader, Philanthropist

Denise Pollard
CLASS

Suman Prasad
Google

Mike Reed
Franklin Templeton Investments

Felicia Stacker
Luna Innovations Incorporated

Tracy Warman-Gries
NetApp, Inc.

Sibylle Whittam
Philanthropy Advisor

AbilityPath Organization Budget FY24

Revenue

Contributions	2,007,024
Special Events	1,237,500
Grant Revenue	
4115 Billable Grants	1,220,060
4120 Operating Grants	555,025
Total Grant Revenue	1,775,085
Regional Center & DOR	
4300 Fees - Regional Centers	11,110,008
4302 Fees - Dept of Rehab Federal	778,069
4310 CIE Payments	209,200
Total Regional Center & DOR	12,097,277
Private Pay	7,602,538
Enterprise Business Revenue	360,878
Investment Income	720,000
Total Revenue	25,800,302

Expense

Salary & Wages	15,223,832
Employee Benefits	4,846,205
Direct Expenses	
5320 Legal Fees	52,000
5330 Audit Fees	105,000
5340 Medical Fees	1,760
5350 Investment Mgmt. Fees	30,000
5360 Payroll Processing Fees	12,000
5390 Other Contract Fee Payments	967,396
5410 Offices Supplies	25,440
5445 Postage	9,775
5450 User Fees & Application Support	449,008
5470 Minor Equipment Purchases	21,600
5500 Program Supplies	239,500
5510 Program Food Expense	71,760
5710 Telephone	235,691
6510 Equip. Rent/Lease	50,000
6610 Equip Maint/Repair	12,000
6650 Printing	49,650
6660 Video and Photography	18,000
6670 Subscriptions	65,152
6680 Marketing	38,996
6681 Digital Ads	92,560
6682 Print Ads	9,800
6683 Signage	9,000
6684 Swag	15,550
6685 Community Outreach & Events	5,690
6710 Gas & Oil - Agency Vehicles	79,070
6720 Repairs - Agency Vehicles	90,000
6730 Insurance - Agency Vehicles	52,944
6740 Licenses & Permits-Agency Veh.	4,800
6810 Mileage & Parking	113,776

6820 Hotels, Meals, and Incidental	3,000
6910 Meeting Space and equipment rental	1,250
6920 Meeting & Conferences	25,200
6930 Food & Beverages	36,330
6960 Employee Development	70,900
7030 Transportation for Participants	180
7110 Individual Dues	800
7120 Agency Dues	28,000
7130 Golf Tournament	35,000
7340 Power of Possibilities	233,985
7370 Authors Luncheon	86,000
7390 Other Special Events	20,000
7410 Moving & Recruitment	310,000
7420 D&O Insurance	24,588
7430 Bank & Other Charges	41,200
7440 Interest Expense	30,000
7450 Employee Award	82,175
7500 Miscellaneous Expense	9,000
7599 Intercompany Chargebacks - Operating Expenses	(20,000)
Total Direct Expenses	3,945,526
Occupancy	2,050,728
Total Expense	26,066,291
Net Surplus (Loss) Excluding Depr	(265,989)
8010 Depreciation	620,547
Net Surplus (Loss)	(886,536)



Accept. Respect. Include.

Leading Innovation, Advocacy, and Inclusion in Our Community

As we reflect on all we've accomplished this past year, I'd like to thank you for your support in helping us maintain critical services for children and adults with developmental disabilities. During another year of the pandemic, our teams served more than 1,000 individuals on a daily basis. We maintained high-quality standards and excelled at innovating new and creative ways to deliver services in both virtual and in-person environments.

Our Children's Therapy Services team offered both in-person and tele-therapy and relaunched group classes. Learning Links' early learning and inclusive preschool centers made

numerous improvements to physical spaces and taught hundreds of children with and without special needs. Our Family Support Services team provided emotional support, connected families with resources, and screened nearly 500 children to support early identification of developmental delays.

Adult Programs provided services in a variety of formats to meet individual needs based on comfort levels with returning in person. Our Day Program continued to roll out the new *Pathways* curriculum, which helps individuals build skills and confidence by working together to take a project from concept to completion; one of the four

projects this year was the production of the program's first ever yearbook, including links to musical and audio narratives along with photo montages. Our Independent Living Skills program hosted six different clubs, providing social and learning opportunities for adults. Our Employment Services team supported over 50 adults to secure new jobs in the community.

AbilityPath also led a successful statewide advocacy campaign with 1,800 advocates who sent 2,800+ messages to elected officials about accelerating rate increases from California Department of Developmental Services, which is a



start to addressing two decades of chronic underfunding. These advocacy efforts helped lead to a rate increase that will result in an additional \$400K in annual revenue for AbilityPath.

Another exciting highlight of the year was our inspiring *13th Annual Power of Possibilities* event hosted at Filoli Gardens. With your generous support, we raised over \$750,000 to support our programs. Celebrating the accomplishments of Jennifer Gorman, this year's Neal Poppin Award winner, was one of my favorite parts of the evening! Jennifer found her dream job in the bakery at Lucky in Redwood City. Her dedication and warm personality have made Jennifer a valued member of the Lucky Bakery Team. Congratulations, Jennifer!

Finally, we continue to spend significant time reflecting on the importance of our work around diversity, equity, and inclusion - values that are at the core of our vision. As part of our efforts, we expanded our DEI Core Curriculum and staff trainings. We expanded and now support six active Employee Resource Groups

and work in close partnership with our teams to support the annual DEI goal setting for each department. While we're proud of the progress we've made, we know there is more work to do.

I look forward to seeing what the AbilityPath family can achieve in the coming year. Thank you wholeheartedly for supporting our mission and inspiring inclusion.

A handwritten signature in black ink that reads "Bryan Neider".

Bryan Neider
CEO



Better Together, Better With YOU

Our mission to accept, respect, and include people of all abilities extends to every member of our community. As an organization, we are committed to the lifelong process of diversity, equity, and inclusion (DEI) learning and application as we continue to build a more inclusive culture, where everyone plays a role in advancing DEI and has opportunities to represent themselves authentically. We aspire to use our advocacy to challenge ableism and all corresponding systems of privilege and oppression through our programs and services. We will always have work to do, and we look forward to doing it TOGETHER!

Learn more at abilitypath.org/DEI



Vision

A world where people of all abilities are fully accepted, respected, and included.

Mission

Empower people with special needs to achieve their full potential through innovative, inclusive programs, and community partnerships.

Values

People First

Inclusion

Innovation

Collaboration

Community

Dedication

Family Support and Access to Services Promote Each Child's Development

Vilma* was introduced to AbilityPath through our Tú y Yo class, where Spanish-speaking parents learn about their child's development through play and practice strategies to support their child. She quickly learned about AbilityPath's other services and worked with our Help Me Grow Care Coordinator, Danielle, to complete a developmental screening because she was worried that her son Diego* was not speaking or developing as expected for his age. The screening results confirmed her concerns and

*not pictured

Vilma immediately felt panicked, unsure what to do. Danielle calmly reassured her, explaining the benefits of early identification, describing how other families have helped their children, and presenting Vilma with several options for her son.

Since Vilma's English is limited, Danielle helped her complete all the documentation for a speech and language evaluation. Then she worked with Vilma to find services, helping her understand the process and making it easier for her.



Every week, Danielle followed up. She stayed with Vilma for every step until Diego was connected to services. She even came to Vilma's house with a bag of supplies and provided information about free community resources, programs, and events. Vilma says, "They showed me how to advocate for my child's rights and not to be afraid to ask for help. They also assisted me in navigating through the hard systems and long wait lists to be able to get the early intervention that my son needed for future success." With Danielle as her ally, Diego got the speech and language therapies he needed, and Vilma received the support she needed to become a critical part of her child's care team.

They showed me how to advocate for my child's rights and not to be afraid to ask for help.

585

children received 29,000 hours of speech, occupational, and physical therapy, and early intervention services

465

children screened for early identification of developmental delays

367

children with and without special needs learned together in our inclusive preschools

787

families received 1:1 guidance through 4,500 interactions with our Family Support Services coordinators to support their child's development

Access to Opportunities and Inclusion Benefit Our Entire Community

When you walk into Savers in San Jose you'll see a flurry of activity and at the center of that is Ravi Ayer, a store associate. Ravi started at Savers through an internship, which was a great success. Working with his job developer, Joanne, Ravi applied to become a part-time employee, interviewed for the job, and was hired!

Speaking about his work, Ravi says: "What I like most about my job is helping customers and putting out the clothes in the kids and adult sections. I want to keep working hard and achieve my goals." Ravi's mother, Mandeep, says she has seen a big change in Ravi since he started work. "He has so much more confidence," she says. "He speaks more clearly and he looks forward to Tuesday each week when he goes back to work."

When deciding on his goals for the coming year, Ravi said he is working on developing his customer service skills, particularly responding to customer questions when on the shop floor. And whenever asked about his performance at work, Ravi's supervisors say they wish he could work more often because he's such a pleasure to have around!

Ravi is now a happier person, gaining skills, confidence, and independence - and helping to make his community a better place.



*What I like most about my job is helping customers...
I want to keep working hard and achieve my goals.*

600

adults supported to achieve their individualized goals in health, recreation, independent living, and employment

16

exhibitions in the community featuring artwork by adults in our Phil Egan Program for the Arts

30

new employment partners

60+

community outings each week

216

adults with developmental disabilities with paid work in the community

Launched

a CareerPath Culinary Training Program, supporting participants to earn their Food Handler Certification

Partnerships Expand Program Opportunities and Support Sustainability

In addition to delivering high quality services in FY22, our team expanded program offerings through mergers and affiliations. We are now one of the only providers of community-based rehabilitation programs and therapy services on the Peninsula for adults who have experienced a stroke or traumatic brain injury. Services for Brain Injury (SBI) and REACH Program were the two remaining organizations on the Peninsula providing these services prior to their closures due to the economic impact of the pandemic. AbilityPath assumed employment services for SBI in 2019, and since taking on their operations, we have grown the number of adults in that program by nearly 300%. In

December 2021, AbilityPath assumed the therapy programs offered by REACH, retaining their staff and location in Palo Alto, ensuring these important services continued to be offered.

In June, we signed an Affiliation Agreement with Via Services, making us one of the largest and most comprehensive providers of services to people with developmental disabilities and their families on the Peninsula. As part of the Affiliation, we have added First Step children’s therapy services and Camp Via West, an incredible 13.5 acre campus, where the dedicated staff provide weekend daytime respite services and a summer camp program serving youth and

adults with developmental disabilities. This incredible resource is located right in the heart of Silicon Valley.

Along with the mergers of ALLS and Abilities United, these actions were part of a strategy we developed nearly five years ago in order to overcome the challenges of the high cost of doing business in the Bay Area and nearly two decades of underfunding from the State of California. As a result of these efforts, we have streamlined administrative, marketing, and overhead functions, allowing us to redeploy more resources to support staff and programs so we can expand, innovate, and improve our lifespan of services for children, adults, and families.

Allowing us to redeploy more resources to support staff and programs so we can expand, innovate, and improve our lifespan of services



8,000hours from volunteers and
interns**210**

employees

20hours of training on average per
employee**59**interns, including 42 adult
services interns with specialized
training in Psychology,
Occupational Therapy,
Recreational Therapy, and Music
Therapy**1,200**

donors

\$287K

value of in-kind donations

Operational Outcomes

Through the generosity of our donors and as a result of strong fiscal management, AbilityPath was able to deliver high quality programs, invest in staff, and upgrade facilities, while managing during a time of uncertainty created by the pandemic. We are proud to have been able to maintain employee wages, support professional development, and expand benefits offerings; both which constitute 75% of operating expenses. For example, in FY22 we provided our staff with additional PTO days and additional mental health benefits during another challenging year.

There were two significant financial benefits in FY22 that impacted our results. First was the \$2.6M forgiveness of a “Payroll Protection Program” loan under the U.S. CARES Act of 2021 which provided small businesses with the resources necessary to maintain payroll during COVID-19; proceeds from the loan were used to support staff retention during the pandemic. Second, \$1.6M of restricted funds associated with the Abilities United Affiliation were contributed to AbilityPath in FY22; these restricted funds cannot be used for general operations.

Looking ahead, we anticipate FY23 will be a more challenging year financially. Economic uncertainty may impact our financial reserves and it may also affect philanthropic support. In addition, a tight labor market and hiring challenges might constrain our ability to fully staff our programs.



Our teams served more than 1,000 individuals on a daily basis.

Support and Revenue

Adult Services		
Public Funding	30%	\$6.7M
Children and Family Services		
Public Funding	10%	\$2.3M
Private Fees	26%	\$5.8M
Donations, Grants, and Bequests		
Unrestricted Contributions	17%	\$3.7M
Transfer of Restricted Gift	7%	\$1.6M
PPP Loan Forgiveness	12%	\$2.6M
Investment Losses	2%	\$(0.6)M
Support and Revenue Total	100%	\$22.1M

Operations and Net Surplus

Programs		
Adult Services	28%	\$6.1M
Children and Family Services	34%	\$7.5M
Occupancy	8%	\$1.7M
Marketing and Development	7%	\$1.5M
Administration	12%	\$2.7M
Total Operations	88%	\$19.4M
Net Surplus	12%	\$2.7M
Total Operations and Net Surplus	100%	\$22.1M

Employment & Community Partners

Thank you to our more than 350 employment and community partners!

360 Degrees
4Cs of San Mateo County
AbilityPath Auxiliary
AchieveKids
Ada's Café
Adobe Systems Inc.
Aegis
Ala Costa Centers
Linda Alepin, You As a Leader
The Alliance
Amazon
ANCOR
Aramark (SAP)
Arbor Bay School
The ARC CA
The ARC San Francisco
Association of Regional Center Agencies (ARCA)
Atria Park of San Mateo
Avenidas
Ayudando Latinos A Soñar (ALAS)
B.O.K. Ranch
Baby Basics
Bailard
Bayshore Elementary School District
Bed Bath & Beyond
Assemblymember Marc Berman
Big Wave Farm
BJ's Restaurant and Brewhouse
Blue Shield
BoardSource
BOK Ranch
Bon Appétit
Bon Appetit - Google
Bon Appetit - LinkedIn
Bon Appetit - Yoshka's & Go Cafe Manager
Boys & Girls Clubs of the Peninsula
Susan Bradley
Bravemaker
Burlingame Library
Burlingame Parks & Recreation Department
Burlingame Rotary
Burlingame School District
Burlingame University Transition Program

C2 education
Cabrillo Unified School District
Cache Café
Cal State University East Bay
Cal State University Northridge
California Children's Services (CCS)
California Disability Services Association
California Health and Human Services Agency
California State University, Sacramento
California's Great America
Caminar
Canada College
Capella University
Carl's Junior
Preston Carter
CaseMagic
The Cat Inn
CAW Architects
Center for Independence (CID)
Center for Optimal Brain Integration - Julie Kurtz
Chan Zuckerberg Initiative
Channing House
Charity Navigator
Children's Discovery Museum
Children's Health Council
The Children's Movement
Chuck E Cheese
Kenneth Chun
Cisco
City of Daly City
City of Mountain View
City of Palo Alto
City of South San Francisco
City of Sunnyvale
Clocktower Coffee
Coalition for Dementia Care Services for Adults with IDD
Cognoa
College of Adaptive Arts
Michael Collopy
Colma Community Center
Commission on Disabilities
Community School of Music and Art

Congregational Church of Palo Alto
Conscious Leadership Guild
CORA
Costco - Mountain View
County of San Mateo
County of Santa Clara
CQEL
Cupertino Union School District
CuriOdyssey
CVS
Daly City Partnership
Dave & Buster's
Department of Developmental Services (DDS)
Department of Rehabilitation
DH Scott
Doelger Center, City of Daly City
Down Syndrome Connection of the Bay Area
Draeger's Market Place
Disability Rights California (DRC)
ED Collaborative
Eden Housing
Electronic Arts
Emerson Univeristy
Congresswoman Anna Eshoo
ESPA with Stanford
Family Giving Tree
Family Housing and Adult Resources, Inc.
FedEx
Filoli
First 5 San Mateo County
First Congregational Church Palo Alto
First Presbyterian Church of San Mateo
Fitness 19
Foothill College
Forbes Nonprofit Council
Foster City Library
Franklin Templeton
Freebird Development Company
Futures Explored
Nob Hill Gazette
Golden Gate Regional Center
Golden Valley Bank
Goldfarb and Lipman LLP

Gonzaga University
Good Shepherd School
Goodwill
Goodwill of Silicon Valley
Google Inc (Micro Kitchen)
Graybird Foundation
Great American Framing Co.
Greater Opportunities
GreatNonprofits
The Grill on the Alley
Supervisor Carole Groom
Guidestar
H&M Clothing Store
Habitat
Harvard Business School
Haven House
Heal Project
Health Plan of San Mateo
Henry's Place
Hicklebee's
Hill Physicians
HIP Housing
Home Depot
Home Goods
Homewood Suites by Hilton Palo Alto
Marty Honda
Hope Services
Housing Choices
Wendy Hsiao
Humane Society Silicon Valley
IHSS
Inclusion Counts
Infant Devleopment Association (IDA)
InsideSource
Izzi Early Education
Intercommunal Preschool
Jameco Electronics
Jefferson Union High School District and Transition Program
Jiffy Lube - Campbell
John Stewart Company
Juut Salon
Kainos
Kaiser Permanente
Kara
Kathy's Creative Kakes
Kepler's

Barbara Key, You As a Leader
Kidzplace
King Center, City of San Mateo
La Comida
The Lanterman Coalition
Lanterman Housing Alliance
Leadership Council of San Mateo County
Assemblymember Alex Lee
Legal Aid Society of San Mateo
Levi's Jeans
Life Services Alternatives
Life Steps Foundation
LifeMoves
Los Altos Library
Los Gatos Union High School District
Los Prados Community Garden
Lucky
Magical Bridge
Magnolia Center, City of South San Francisco
The Magnolia of Millbrae
Marin Ventures
Marriott
Mazzetti's Bakery
Millbrae Library
Millbrae Parks & Recreation Department
Mills Legal Clinic, Stanford Law School
Sutter Health, Mills-Peninsula Medical Center
Milpitas Food Bank
Mitchell Park
Mitchell Park Library
Monitor Deloitte
Mother's Milk Bank
Mountain View Police Department
Assemblymember Kevin Mullin
MW Properties
National Charity League
Neighborhood Christian Preschool
Neighborhood Infant and Toddler Center
Neighbors Helping Neighbors
Nob Hill
Notre Dame de Namur
OCRA Office of Clients Rights
OK Lumber
One Step Beyond
OnTrac
Oracle
Our Second Home

PACE
Pacific Art League
Pacific Nurseries
Pacifica Gardens
Pacifica School District
Palo Alto Art Center
Palo Alto Chamber of Commerce
Palo Alto Daily Post
Palo Alto Family YMCA
Palo Alto Fire Department
Palo Alto High School
Palo Alto Kiwanis Club
Palo Alto Nursing Center
Palo Alto Online
Palo Alto Police Department
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For more than 70 years, the AbilityPath Auxiliary has hosted fundraising and social events, volunteered in our programs, and engaged in advocacy campaigns to support children and adults with developmental disabilities. We are grateful to the 150 members – who volunteered a combined 4,500 hours this year and made significant financial contributions – for their dedication to our mission and steadfast support. In total, the Auxiliary and its members have donated more than \$6 million to support those we serve!

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AbilityPath makes every effort to recognize our donors accurately. If you are listed incorrectly, please email development@abilitypath.org so we can update our records for future listings.

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We are grateful for the financial, volunteer and leadership support of every board member.

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Sibylle Whittam
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* Served during a portion of the fiscal year

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We are grateful to the following individuals who volunteered their time alongside board members to support our mission through eight active committees.

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Christensen & Rafferty Fine Jewelry

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Sraddha Shukla
MBA (Finance) & Parent

Renee Spooner
Graybird Foundation

Dave Wisnom III
SightCast Inc.



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AbilityPath's Advisory Council is comprised of dedicated volunteers, including former board members and community leaders, who provide strategic advice and support

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Thrive

Andy Billings
Electronic Arts, Inc.

Elaine Cohen, Ed.D.
University Administrator/Professor (Retired)

Dorothy Fletcher, M.A.
Educator

Joel Friedman
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AbilityPath Housing is an affiliated nonprofit organization focused on supporting affordable housing projects that promote inclusion and independence for adults with developmental disabilities.

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AbilityPath and AbilityPath Housing CEO

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*Incoming FY23

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Looking ahead to FY23, we are excited about the Via Services affiliation and look forward to working with the new Board of Directors and Operating Committee to expand opportunities for those we serve.

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Camp Via West Operating Committee

In October 2022, the AbilityPath and Via Services Board of Directors formed a Camp Via West Operating Committee to offer strategic guidance and formulate plans to upgrade and improve camp facilities and explore new and innovative programs.

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June 22, 2023

Mr. Brian Dossey
Ms. Abigail Dometita
Town of Colma, City Manager’s Office
1198 El Camino Real
Colma, CA 94014

RE: Final Report on FY22-23 Grant

Dear Mr. Dossey and Ms. Dometita,

Thank you again for the grant of \$6,500 from Town of Colma. With your support, 141 adults with developmental disabilities learned important pre-vocational and life skills through participation in the health, fitness, and cooking classes provided by AbilityPath. Your support made an impact while we continued a gradual return to in-person programming. We are happy to report that approximately 90% of our program is back to in-person services.

On the following pages, we are pleased to highlight the outcomes of the program during the grant period. Your support is helping create a world in which people of all abilities are fully accepted, respected, and included. If you have any questions, please contact Anne-Marie Hong, Grants Manager, at 650-250-7130 or ahong@abilitypath.org.

With gratitude,

Kim Malhotra
Vice President, Marketing & Development
kmalhotra@abilitypath.org

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Bryan Neider

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Sibylla Whittam
Philanthropic Advisor

AbilityPath grant report to Town of Colma – June 30, 2023

Results of the Program

The 2022-23 grant provided by Town of Colma enabled AbilityPath to offer valuable life skills and pre-vocational training to adults with developmental disabilities. Our Adult Day Program now serves individuals from San Jose to South San Francisco with a total of 271 participants. We serve 141 individuals in our Day Program-North, which consists of San Mateo County residents.

In FY23, we continued a gradual return to in-person services to emerge from the Covid-19 pandemic. Halfway through the year, we had approximately 70% back on hybrid schedules of 2-3 days of in-person and the remaining days as virtual programming. By June 2023, we had approximately 90% of participants on this hybrid schedule; of those individuals, over 50% are attending 5 days per week. The remaining individuals continue to utilize a hybrid schedule; for some, this is based on choice, and others are navigating transportation barriers.

Over the last year, we emphasized returning to healthy living routines to combat a decline in physical health from the pandemic. We modified physical activities to build stamina through fitness classes, community hikes, and neighborhood walks. To return to healthy eating habits, participants learned about nutrition, portion sizes, and preparation of healthy meals on a budget.

We offered 25 fitness classes each week; 100% of participants had access to & participated in at least one fitness/exercise activity each day (including 3 daily virtual class options). Classes/activities included yoga, drumming for fitness, seated chair exercise, walking, tai chi, hiking, basketball, soccer, and going to the gym. Staff reported an improved motivation to participate in fitness activities in comparison to pre-pandemic. A morning walking group was developed, and many individuals found it was a positive method to start their day, and they'd also participate in an additional exercise activity later in the day. Participants who were previously known to *not* enjoy exercise-focused activities often passed the manager's office enthusiastically saying, "I'm going on my morning walk now – see you later!"

We offered 24 health and nutrition classes each week; 100% of participants had access to & participated in at least one nutrition/health-related class each day. Classes included cooking, healthy snacks, general nutrition education, self-care, art therapy, mindfulness, & meditation. The wellness classes had a significant impact on participants. Program staff found that individuals arrived at program with heightened anxiety and stress, and asked participants if they wanted to start their day off with something to center themselves, decompress from any morning stress, and set them up to have a positive day. Participants consistently and enthusiastically engaged with these classes and showed positive changes in behaviors.

We returned to the Colma kitchen in September 2022 after a long hiatus due to the pandemic. We utilized the kitchen 1-2 times per week for educational and instructional classes including basic nutrition education, meal planning, food selection, following a recipe, food preparation, food storage methods. Participants purchased ingredients for recipes by following a budget, reading food labels, purchasing the items - all of which include social and financial skill practice. Other areas of instruction incorporated into these sessions included following directions, safety awareness, hygiene, and working together. Staff reported that most participants were motivated to experiment with new & more complex recipes. We also held cooking classes at our Burlingame site each week.

As they returned to a regular routine, the Adult Day Program engaged in several new projects. As a part of our organization-wide DEI vision, we incorporated diversity, equity, and inclusion into the program curriculum where possible. Participants created a cookbook called "Welcome to Our Kitchens" that reflected their cultural identities while also putting their nutrition and healthy living knowledge into practice. They tested out each recipe they included in the cookbook and dove deep into the history of a culture and the preparation of different foods while being mindful of healthy habits and nutrition-focused practices.

The Day Program also embarked on a Vending Machine Project. A group identified that the on-site vending machine did not provide healthy enough snack options, so they sought out to identify what types of snacks and drinks should be offered instead. It was a practice in reading labels, being mindful of what types of ingredients, foods, and drinks they consume, and they immediately ruled out candy, soda, and instant soups. It was also a practice in adhering to a budget and learning the financial repercussions of choosing healthier options.

Lastly, the Day Program used to have a food truck come on-site for lunch, which ceased during the pandemic. Participants expressed the desire to have it back so they can have more choices in lunch options, and they decided to work with staff to identify a healthier food truck option. This project is still in progress.

Throughout the year, we've served at least 7 businesses and 30 residents. The program visits and utilizes the Colma Community Center, Target, Starbucks, and BART. During other outings not related to this grant request, participants also frequent the following: Metro Center Complex, Colma Historical Museum, Cypress Golf Course, and Kohl's.

Among all the participants in our day program, 47% required little to no support to learn health and physical education skills to help maintain or achieve a healthy weight.

AbilityPath also piloted a culinary vocational program to provide skills training and employment opportunities for individuals who are interested in the culinary industry. We successfully utilized the Colma kitchen for culinary program sessions, which helped prepare 6 participants to participate in 3 paid employment opportunities.

We look forward to continuing to rent the Colma kitchen for classes throughout FY24.

Use of Grant Funds

\$ 4,500	Salaries & Wages
\$ 1,200	Food and Program Supplies
\$ 800	Colma Kitchen Rental

Supplies for cooking and nutrition classes were provided to staff teaching in-person classes at the Colma kitchen and our Burlingame site. The addition of the Healthy Snacks classes increased our food purchases as well as the recipe exploration for the cookbook.

Our rental fees for the Colma kitchen were less than usual due to a surplus in credits for fees paid during the pandemic when we were not able to physically use the kitchen. We were able to leverage other funding to help offset the rental costs throughout the year.





Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Asian American Recovery Services (HealthRIGHT 360)

Contact Person: Marcelle Valdez

Address: 1563 Mission St, San Francisco, CA 94103

Street Address City State Zip Code

Phone Number: (650) 339-0650 Email Address: mavaldez@aars.org

1. Mission Statement:

HealthRIGHT 360 gives hope, builds health, and changes lives for people in need. We do this by providing compassionate, integrated care that includes primary medical, mental health, substance use disorder treatment and re-entry services.

Asian American Recovery Services (AARS) provides an array of culturally competent services to the Asian and Pacific Islander and other ethnically diverse communities of the San Francisco Bay Area.

2. Amount of Request: \$ 2,500

a. Total Agency Annual Budget: \$ 160,463,571

b. Number of Agency Employees: 1058

c. Payroll is 56 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

The Sister-to-Sister Conference inspires at-risk AANHPI attendees to reflect on the issues that affect today's young women. Sister-to-Sister program is an incredible learning, cultural and bonding experience for girls and young women in San Mateo County. Participants will hear empowering messages from strong AANHPI women role models, reflect on issues important to youth, share their own experiences and connect with students from across the region. Participants will learn and talk about topics such as self-esteem, body image, mental health, anti-bullying, healthy relationships, cultural identity, sexual health, advocacy, and substance use prevention from presenters and peers who look like them and understand their culture and experiences. We want to spark a passion in our participants to make positive change in themselves and in their communities. Throughout the conference, we hope to have participants reflect on issues that are important to them, understand that change is possible, set realistic goals, and feel empowered to be a change agent.

Program targets AANHPI girls ages 12-18 residing in high need zip codes. Eligible youth who have been identified as engaging in at-risk/high-risk behaviors will be referred by school and community-based organizations.

4. Describe reason for request and how funds will be used:

The funds will support planning and implementation of the youth conference, specifically to develop or obtain event materials and incentives, and secure speakers and workshop presenters, honorariums, food and refreshments, transportation and cover venue costs. Funds will also support expansion of the program.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A

6. Describe the benefit to the Town derived from funding your organization:

The conference speakers, activities and workshops are all focused on supporting the needs of the young womenm celebrating AANHPI culture and highlighting issues affecting our communities. It is a unique experience for girls from different schools to come together to learn from each other and from role models that look like them. We want to spark a passion in our participants to make positive change in themselves and in their communities. As a result of the conference, AANHPI youth will have increased sense of pride and empowerment about themselves, their culture and their communities.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. ODASA and Essence of MANA (one of our prevention programs) have served residents of Colma for SUD Treatment and Parent workshops. We currently have 2 clients at ODASA that live in Colma. In the past we've had staff table and do outreach in Colma Events such as the Community Fair and National Night Out.

B.

AARS Outpatient Drug and Alcohol Services For Adults (ODASA) 6181 Mission St, Daly City, CA 94014

AARS 1115 Mission Rd, South San Francisco, CA 94080

C. We have served and will be reaching out to the youth and families of Colma who attend El Camino High School, Jefferson HS and Pollicita Middle School.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

N/A

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

FY 2022-23 we partnered with South SF Mayor and received the venue as an in-kind donation.

FY 2023-24 we are just starting our outreach.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____

If yes, please provide details.

11. Charitable Trust # or EIN # 94-6129071

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments





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Secretary: **Linda Smart**

Director since April 2020

CIO, Southland Industries

Treasurer: **Daniel Binder**

Director since July 2019

Senior Global Retail Executive

MEMBERS

Dr. Yener Balan

Director since April 2018

Executive Director of Behavioral Health,

Kaiser Permanente

Natalie Beaulieu

Director since March 2022

Senior Product Marketing Manager

Adobe

Rodrigo Boulos

Director Since April 2023

Director

J.P. Morgan

Bryan Graham

Director since May 2016

Senior Manager of Facility Engineering

Gap Inc.

Christopher Gurley

Director since April 2020

Tax Attorney, Talley LLP

Kathryn Holmes

Director since October 2019

Community Advocate and Volunteer

Talia Pierluissi

Director since April 2022

Director/Partner, Wealth Management

Aspiriant

Karen E. Pointer

Director since April 2016

Attorney/Partner, Lerman & Pointer LLP

Alex Pugh

Director since November 2018

Attorney/Partner, Lubin, Olson &

Niewiadomski, LLP

Ahmad Thomas

Director since June 2020

CEO, Silicon Valley Leadership Group

Timothy Torres

Director since January 2020

Chief Security Officer, TriNet

Board Members on Leave:

Natalie Mitchell

Director since September 2020

Philanthropic Advisor

Curated by Media

Raquel Macfarlane

Director since January 2022

Sr. Manager, The Walt Disney Company



Fiscal Year 23-24 P&L By Modality

	Residential	Outpatient	Primary Care	Criminal / Justice	Fiscal Intermediary	All Other	Total
Contract Revenue	74,797,707	30,807,720	5,161,855	25,152,989	8,312,730	1,529,189	145,762,189
Contributions	-	-	-	-	-	2,000,000	2,000,000
In-kind Contributions	-	-	-	-	-	3,099,100	3,099,100
Service Fees	108,000	-	8,615,582	-	-	600,000	9,323,582
Other Revenues	-	-	120,000	-	-	158,700	278,700
Revenue	74,905,707	30,807,720	13,897,436	25,152,989	8,312,730	7,386,989	160,463,571
Direct Expenses							
Salaries	38,233,964	17,276,821	7,166,692	5,030,139	3,687,137	1,606,551	73,001,304
Fringe Benefits	12,242,275	5,156,484	1,791,673	1,567,057	1,106,141	481,965	22,345,596
Rent Expense	1,637,404	1,538,693	141,525	435,428	305,137	417,866	4,476,053
Utilities	1,647,406	242,835	80,146	60,280	2,530	27,181	2,060,378
Communications	1,267,398	718,824	163,867	208,434	39,191	96,393	2,494,107
Facility Maintenance	1,834,218	313,206	91,274	53,937	32,462	29,953	2,355,051
Insurance	849,165	151,562	404,091	63,525	45,608	65,685	1,579,635
Equipment, Furniture and Fixtu	424,007	101,251	29,669	32,896	2,025	10,083	599,932
Supplies	784,656	130,622	156,122	375,204	78,636	31,993	1,557,234
Food	2,115,443	99,606	2,410	8,944	63,411	22,810	2,312,623
Travel	96,694	49,293	5,556	38,633	2,432	51,260	243,867
Transportation	360,027	27,097	3,270	121,237	115,090	31,834	658,555
Professional/Purchased Servic	1,800,221	259,201	1,167,700	1,251,578	344,056	132,379	4,955,134
Subcontractor	-	-	-	14,403,851	-	-	14,403,851
In-Kind	-	-	-	-	-	3,099,100	3,099,100
Other Operating	459,728	439,552	105,307	7,127	1,457,296	110,856	2,579,866
Interest Expense	573,355	292,981	483,598	-	-	90,414	1,440,348
Depreciation	1,388,361	336,529	644,403	43,753	7,242	114,370	2,534,657
Total Direct Expense	65,714,322	27,134,557	12,437,303	23,702,022	7,288,396	6,420,694	142,697,294
Indirect Expense	9,847,928	4,341,529	1,989,968	1,487,707	1,166,143	588,161	19,421,437
Total Expenses	75,562,250	31,476,086	14,427,272	25,189,729	8,454,539	7,008,855	162,118,731
Net Income/(Loss)	(656,543)	(668,366)	(529,835)	(36,741)	(141,809)	378,134	(1,655,160)



Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Clinic by the Bay

Contact Person: Harmony King

Address: 4877 Mission Street San Francisco, CA 94112

Street Address City State Zip Code

Phone Number: 415-405-0222 Email Address: harmony@clinicbythebay.org

1. Mission Statement:

To understand and serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area.

2. Amount of Request: \$ 8000

a. Total Agency Annual Budget: \$ 1,009,750

b. Number of Agency Employees: 7

c. Payroll is 63 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

Our Food as Medicine program urgently needs funding to combat the alarming rates of food insecurity in our community. Pre-COVID, over 20% of our patients faced food insecurity, and the pandemic has exacerbated this issue to a shocking 54%.

As a free clinic, we are uniquely positioned to address this "silent epidemic" with compassion and understanding. Our patients trust us, making our efforts even more impactful. Through our program, we provide essential services like food vouchers, Bounty Box home deliveries, and food as medicine recipes which empower patients to access nutritious food. Additionally, our Food Pharmacy offers medically-tailored food boxes, bridging the gap between food and managing chronic diseases.

Your support will help us expand these vital services and continue our Health and Wellness blog, Healing by the Bay. Together, we can make a tangible difference in the lives of those experiencing food insecurity and promote a healthier, more equitable community.

4. Describe reason for request and how funds will be used:

Our clinic serves a diverse population with staggering rates of chronic conditions. 12% have diabetes, one-third have hypertension, and over a third have hyperlipidemia. While we provide excellent primary and preventive care, we recognize the vital role that factors like food security play in managing chronic illnesses.

Our Food as Medicine program is a transformative approach to healthcare that goes beyond traditional medical services. We address the immediate needs of struggling patients by offering healthy meal boxes filled with essential grains, proteins, vegetables, and fruits, accompanied by tailored recipes and health education. We firmly believe that nutrition is just as vital as medication and regular check-ups in managing chronic diseases.

However, affordability and accessibility pose significant challenges for our patients. Many cannot afford nutritious food, lack the confidence to make the right choices, or simply struggle with time constraints due to work and family responsibilities.

With a grant from the Town of Colma, we can bolster and expand our Food Pharmacy Program, ensuring more patients receive essential staples during our bi-weekly Food Pharmacy sessions. Additionally, we'll provide Food Vouchers, enabling patients to purchase fresh produce and groceries at local stores.

Our Bounty Box program, powered by dedicated volunteers, will continue to deliver fresh produce to those facing transportation or health challenges.

Your grant will also be used in part to fund the stipend for our Food as Medicine Coordinator Intern, whose dedication and experience is vital to the success of our program.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

Last year, we requested \$8,000 and gratefully received \$4,000. This year, we are expanding services and moving into a larger clinic, which enables us to serve hundreds of more residents each year. Because of the clinic move, program expansion, and post-pandemic constraints, we are requesting \$8,000 in support. Furthermore, despite many aspects of daily life returning back to normal, inflation-induced rising food costs and essential medical supplies have added to the financial burden of managing this program area.

These challenges inspire us to adapt and grow, continually refining our innovative Food as Medicine program, but we need sustainable partnerships. Your generous support empowers us to maintain our vital services and provide accessible care to those who need it most.

6. Describe the benefit to the Town derived from funding your organization:

At Clinic by the Bay, we are on a mission to create a healthier and more vibrant community for residents of Colma. Our services reduce preventable emergency room visits, bolster the primary care safety net, and elevate health outcomes for low-income and uninsured adults in San Francisco and San Mateo Counties.

Sadly, San Mateo County faces a pressing primary care capacity problem, leaving uninsured adults on lengthy waiting lists and limited access to vital health services. This lack of accessibility affects not only individuals but our entire community: families grapple with illness, local businesses contend with a less productive workforce, and emergency rooms bear the burden of preventable health issues. But together, we can be the beacon of hope for Colma residents in need. Clinic by the Bay offers comprehensive, free primary care services, ensuring that no one is left behind. Our commitment extends beyond medical care by empowering the community to be part of the solution through meaningful volunteer opportunities, as well.

With your generous support, we will continue to provide healthy food options to our patients from Colma. This crucial step aids them in managing their chronic conditions, fostering better health outcomes and enabling them to lead productive lives and give back to their beloved community.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. 29% of our patients report that they reside in the Town of Colma, which is 231 of our currently active patients.

B. Services are provided at Clinic by the Bay, which is located at 4877 Mission Street in the far southeastern part of San Francisco (specifically, the Excelsior neighborhood) and is easily accessible from Colma by public transportation or car. Some of the services mentioned in this application are received at the residents' homes (our Bounty Box food delivery program). Later in the Fall of 2023, we will be moving a block away to the historic site of the former Alemany Emergency Hospital at 35 Onondaga Avenue.

C. Community outreach is performed through resource fairs, flyers, and referrals from our more comprehensive network of community partners, including other medical and social service providers.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

We used the Town of Colma's 2022-23 grant to help fund our Food as Medicine program, specifically: purchasing food vouchers through the EatsF Vouchers for Veggies program, our Food Security Program Coordinator's (paid internship) stipend, and supplementing the ingredients we purchase for food in the boxes we distribute at our Food Pharmacy. The funds also helped support the salary of our Volunteer Program Manager whose job it is to make sure our food access programs are staffed with volunteers to provide the services.

2022-23 Program Accomplishments:

Bounty boxes delivered - 1288
Patients enrolled in our Food Pharmacy - 51
Total boxes distributed at our Food Pharmacy- 1625
Patients who received vouchers- 58
Vouchers redeemed - 2,980

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

We received no contributions from other cities in fiscal year 2022-23, nor do we expect this fiscal year. Colma is the only town that we have requested funding from for this project.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 26-2593712

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments



Clinic by the Bay 2023 Board of Directors
Business and Professional Affiliations

Janet Reilly - *President/Co-founder & Executive Committee member*

San Francisco, CA

Affiliations:

- Clinton Reilly Company
- Co-owner & columnist, Nob Hill Gazette

Scott Hauge - *Vice President/Co-founder & Executive Committee member*

San Rafael, CA

Affiliations:

- Owner and Corporate Vice President, CAL Insurance and Associates, inc. (Retired)
- President and founder of Small Business California and
- Board member of Volunteers in Medicine America

Karen Kaufman - *Secretary*

San Francisco, CA

Affiliations:

- Senior Manager, Engagement & Inclusion, Workplace Culture - Kaiser Permanente

Jon S. Wolin, CPA, MBA, JD - *Treasurer & Executive Committee member*

San Mateo, CA

Affiliations:

- Healthcare Attorney and Consultant, Jonathan Wolin ConsultingAffiliations:
- Head of Customer Success, Augmedix

Deborah Torres

Castro Valley, CA

Affiliations:

- Senior Stakeholder Relationship Tax Consultant - Internal Revenue Service

Deborah Greer

San Francisco, CA

Affiliations:

- Medical Director, Advisory Services - Sound Physicians, Sequoia Hospital Redwood City



Debra Caywood-Rukas, Ph.D (retired)

San Francisco, CA

Affiliations:

-Retired Educational Psychologist and Adjunct College Professor

Nanette Duffy

San Francisco, CA

Affiliations:

-Nanette Duffy Projects | Events | Solutions

Nupur Srivastava

San Francisco, CA

Affiliations:

-Senior VP Product - Grand Rounds, Inc.

Paul Turek, MD, FACS, FRSM, Board Certified Urologist

Burlingame, CA

Affiliations:

- Director and Founder, The Turek Clinic

Rita Semel (retired)

San Francisco, CA

Affiliations:

-Community Activist

-Founder of the San Francisco Interfaith Council

	Unrestricted	Additional Release & New Building costs
	2023-2024 Approved Budget	
Income		
40000 · Contributed Revenue		
40100 · Foundation & Other Non-Profits	335,000	
40200 · Corporate Contributions	30,000	
40300 · Individual Donations	200,000	
40400 · Patient Contributions	2,500	
40800 · Release of Temp Restricted	95,000	47,250
Total 40000 · Contributed Revenue	709,750	
41000 · In-Kind Income		
42000 · Special Event		
42100 · Special Event Income	325,000	
42500 · Special Event Expenses	(25,000)	
Total 42000 · Special Event	300,000	
48000 · Interest & Investment Income	0	
49000 · Other Income	0	
Total Income	1,009,750	
Expense		
50000 · Salaries & Wages		
50500 · Management and Administrative	218,050	
50550 · Clinic Management & Staff	330,058	
50650 · Development & Marketing	40,000	
50700 · Volunteer Manager	50,918	
Total 50000 · Salaries & Wages	639,026	
51000 · Employee Benefits		
51100 · FICA	45,462	
51110 · Medicare	8,600	
51150 · Unemployment Insurance	1,000	
51200 · Workers' Compensation	3,300	
51300 · All Health, Dental, Vision	51,000	
51900 · Vacation Expenses	0	
Total 51000 · Employee Benefits	109,362	
52000 · Consulting & Professional Fees		
52100 · Professional Fees - Clinical	30,000	
52500 · Professional Fees - Accounting	25,000	
52600 · Professional Fees - IT	14,000	
52900 · Professional Fees - Other	12,000	
Total 52000 · Consulting & Professional Fees	81,000	
53000 · Ancillary Services		
53100 · Laboratory	0	
53300 · Radiology	2,800	
Total 53000 · Ancillary Services	2,800	
54000 · Consumable Supplies		

54100 · Medical Supplies	20,000
54150 · Dental Supplies	5,000
54500 · Patient Supplies	4,500
54600 · Admin & Other Supplies	5,000
54750 · Janitorial & Maint. Supplies	1,000
Total 54000 · Consumable Supplies	35,500
55000 · Equipment	
55200 · Equipment rental/lease	6,000
55300 · Minor equipment purchases	500
55400 · Medical Equipment	500
55450 · Dental Equipment	1,000
Total 55000 · Equipment	8,000
56000 · Insurance	
56100 · Malpractice	11,000
56200 · General Liability and Other	7,000
Total 56000 · Insurance	18,000
57000 · Occupancy	
57100 · Rent	48,680
57200 · Utilities	12,000
57300 · Facility Repairs & Maintenance	5,000
Total 57000 · Occupancy	65,680
60000 · Administrative	
61000 · Telecommunications	10,000
61500 · Postage & Delivery	2,500
63000 · Printing and copying costs	1,000
63500 · Community PR and Outreach	3,000
63700 · Fundraising	2,000
64000 · Volunteer Expenses	4,000
65000 · Professional pubs/subscriptions	0
65100 · Professional org fees and dues	1,500
65300 · Travel Expenses	2,000
65400 · Business Meeting Expenses	1,000
65700 · Professional conference fees	1,000
66000 · Staff Training - General	500
67500 · IT software lic. & maintenance	4,000
67800 · Business Licenses	3,000
68000 · Finance/Bank/Credit Card Chrges	7,500
69900 · Miscellaneous Expenses	3,000
Total 60000 · Administrative	46,000
70000 · Depreciation Expense	0
Total Expense	1,005,368
Net Income	4,382



4877 Mission Street
San Francisco
CA 94112

415.405.0207 (p)
415.405.0223 (f)

Clinic by the Bay is immensely grateful for the unwavering partnership we share with the Town of Colma, whose steadfast support has been instrumental in our mission to provide primary and preventive care for uninsured working adults in Colma. With deep appreciation, we present this report highlighting the program's impactful activities and notable achievements during the grant period from October 2022 through June 2023. Together, we have made a significant difference in the lives of those in our community, fostering a healthier and more resilient future for all.

Description

Clinic by the Bay remains committed to provide exceptional and compassionate care to uninsured working adults in our community. The impact of our services continues to grow, with 29% of our patients now hailing from the Town of Colma, and nearly half of our patients residing in San Mateo County—a number that continues to rise.

Thanks to the generous support from the Town of Colma, we have primarily directed their recent gift towards our Food Security program. This vital initiative was launched amidst the challenging backdrop of the COVID-19 crisis. A comprehensive patient survey conducted prior to the pandemic revealed that over 20% of respondents reported experiencing food insecurity. However, after implementing the USDA Household Food Security Survey, we uncovered an even more alarming reality—54% of our screened patients were identified as food insecure.

Our program was purposefully designed to address the immediate needs of our patients who were grappling with feeding themselves and their families. Moreover, it aimed to ensure that our patients had access to healthy food options crucial for managing their chronic conditions. We take immense pride in the remarkable growth and accomplishments of our program since its inception in 2020, and we are thrilled to share these transformative achievements with you in this comprehensive report.

Together, we are making a profound impact on the lives of our patients, tackling food insecurity, and empowering individuals to lead healthier, more vibrant lives. Your continued support and partnership are instrumental in driving these incredible outcomes, and we are deeply grateful for your unwavering commitment to our mission.

Through this report, we invite you to witness the tangible difference we have made and join us in celebrating the collective achievements that have shaped a brighter future for our community. Together, let us continue to forge ahead, breaking barriers, fostering resilience, and creating lasting change that will reverberate far beyond the confines of our clinic walls.

Evaluation

- **Food Voucher Program:** Our transformative Food Voucher Program empowers enrolled patients with \$40 per month in food vouchers to access fresh, nutritious essentials like fruits, vegetables, grains, dairy, and proteins at a local grocery store. With an impressive enrollment of 59 patients and a remarkable distribution of 2,673 vouchers since June 2020, we have witnessed an outstanding utilization rate of close to 85%.
- **Bounty Box Program:** Our Bounty Box Program serves as a lifeline for patients facing mobility or transportation challenges, as well as those at higher risk of contracting COVID-19 by visiting grocery stores. With utmost dedication, our compassionate volunteers deliver weekly boxes of fresh produce directly to the doorsteps of 39 enrolled patients. Since its inception in June 2020, we have proudly distributed 1,288 boxes of nourishing produce, ensuring that our patients have access to the vital nutrients they need to thrive.
- **Food Pharmacy:** Our groundbreaking Food Pharmacy program represents a significant milestone in our commitment to a "food as medicine" approach for managing chronic diseases. Through the distribution of weekly healthy meal boxes, meticulously curated with wholesome grains, proteins, vegetables, and fruits, we empower our enrolled patients to take control of their health journey. Each box is accompanied by customized recipes and vital health information tailored to their specific chronic conditions, offering nutrition and education as key pillars of their self-care. With 35 patients currently benefiting from this program and a remarkable distribution of 1,568 boxes of nourishment since its launch in December 2020, we are revolutionizing the way chronic diseases are managed through the power of proper nutrition.

These impactful programs showcase our unwavering commitment to addressing food insecurity and promoting holistic health among our patients. Together, we are not only nourishing bodies but also transforming lives, fostering resilience, and creating a community built on wellness and well-being.

Accounting

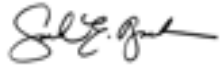
The \$4,000 received from the Town of Colma have been used as follows for the 2022-2023 fiscal year:

- Invoice payments for food vouchers through the EatSF Vouchers for Veggies Program: \$4,000

We cannot express enough gratitude for your unwavering support that has made all of the above initiatives possible. Your partnership with Clinic by the Bay is a testament to your deep commitment to our community, enabling us to provide the transformative power of "Food as Medicine" to our low-income, uninsured, and hard-working neighbors in need. Your generosity and belief in our mission have ignited positive change, fostering a healthier, more resilient

community where everyone has access to the nourishment and care they deserve. Together, we are making a profound impact on lives, one meal, one patient at a time. Thank you for standing with us and for being an indispensable force in creating a brighter and healthier future for all.

Gratefully,

A handwritten signature in black ink, appearing to read "Sarah Gordon". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sarah Gordon
Executive Director
Clinic by the Bay





Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Daly City Colma Chamber of Commerce

Contact Person: Felicia Leong

Address: 362 Gellert Blvd, Daly City, CA. 94015

Street Address City State Zip Code

Phone Number: 650-755-3900 Email Address: felicia@dccchamber.org

1. Mission Statement:

The role of the chamber of commerce shall be to encourage business development and networking, providing members with useful information and services. The Chamber shall take a leadership role in promoting economic, professional, commercial and civic vitality and be an external Colma representative at all our communities events, while seeking to preserve the unique qualities that are good for business and make Colma a very special places to live, work and do business.

2. Amount of Request: \$ 60,000

a. Total Agency Annual Budget: \$ 101,299.81

b. Number of Agency Employees: zero

c. Payroll is zero % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- x C. Educate and engage residents;
- x D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

These funds acquired from the Town of Colma are used to operate the Colma-Daly City Chamber of Commerce which maintains certain covenants with the Town of Colma.

Such as:

- Provide networking opportunities for local business
- Town hall meetings, Ribbon cuttings and Grand openings, Social mixers, B2B, B2C, Breakfast meeting, weekly 2.0 E-newsletters,
- Physically, showing up at all events in Colma, Daly City and other city events in representation of the Town of Colma as their partner.
- To partner with the Colma Historical Association/Park & Recreation & the Council where needed as a resource and advocate
- To promote the various points of interest, such as local cemeteries, Colma Veterans, Town of Colma Police Department & Fire, the Car AutoRow industry, large businesses i.e. Lucky Chances, Colma Recreation Services events, 280 Metro business development support. In addition, partner with education districts in the community, share new countywide health requirements, new local public safety information and any vital local developments.
- Continue to maintain a Town of Colma branding presence on the internet, on Facebook, Instagram, Twitter, Tic Tock, YouTube, Nextdoor, Snapchat, Patch, Eventbrite, Threads and on our Chamber website to provides civic information, events, photos & miscellaneous noted content
- CEO's telephone and drop in services is open M-Sat to the public as a resource
- Participation in Mayoral walks
- Chamber team drop in's to meet and greet members on demand or by appointment
- Facilitating business mixers and workshops for the Colma business community
- Show up at San Mateo County events; forums, ribbon cuttings, conferences, festivals, seminars, mixers, as a representative for the Town of Colma

4. Describe reason for request and how funds will be used:

The Chamber is organized to fulfill its goals by the following objectives by using funding to accomplish the goals by:

- (a) Preserve the competitive enterprise system of and between businesses by:
- (i) Improving the understanding and appreciation of the importance of the business person's needs and unique problems;
 - (ii) Creating a more intelligent business and, if necessary, public opinion regarding local, state and national legislative and political issues which directly impact the business community and which may indirectly impact the general community with reporting the news as a resource;
 - (iii) Taking all necessary preventive or corrective measures which will serve to avoid or resolve controversies which may prove to be detrimental to the expansion and growth of business and the community;
 - (iv) Fostering a greater sense of dedication and perception among the Chamber's members that a more liberal and substantive investment of the business and the individual on behalf of the interests of competitive business is an invaluable resource for the Chamber;
- (b) Induce steady business and general community growth and business development by
- (i) Encouraging all of the Chamber's members and associate members, where applicable, to publicly support economic programs which are designed to strengthen and expand the income potential of all business within the trade area;
 - (ii) Discovering impediments to the promotion of business expansion and community growth and making substantial efforts to correct them.
- (c) Stimulate the public's participation and support in local, economic and community development proposals, which effectively serve to improve or have the potential of improving the business climate and future of the business community in the trade area by
- (i) Partially underwriting or providing significant assistance in securing financial support for at least one civic or cultural sensitive program or event in conjunction with a local agency or community based organization within the trade area
 - (ii) Actively participating in programs of a civic, social and cultural sensitive nature which are designed to increase the functional & aesthetic values of the community in the trade area

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

Fact still remains a challenge from our unforeseen circumstances from our former leader that our records were all destroyed along with our relationship with the City of Daly City. This set back and Covid-19 and played a major role in our small business struggle. We as volunteers through friendship and faith in our organization RE-launched the new 2.0 Daly City Colma Chamber of Commerce. We are requesting back to our original \$50,000 funding to continue our steps to return back to our original financial stature with your help :

a) Office space-we do not have enough in our budget to pay for office space at current financial status. We have asked to be considered as a co-op or get a donated space from the City of Daly City. This ask is pending and seek daily any other opportunities.

b) Paid CEO- this is on our future budget to pay a CEO. We do not have enough funding at this time and Measure K money cannot be used for salary.

c) Office administration/contractor- Colma grant assist in paying for Alison Wilson to do simple office task and maintain the website updates. Most important, Alison puts together the effective weekly E-newsletter under the responsibility of the CEO. An increase Alison's services rendered is a hopeful plan.

d) Incorporate a membership program which can keep event bookings with a summary report. This is a WIP and Colma funding can go to this to improve our NOW, busier event calendar with a more powerful book keeping membership program.

e) Initiate small misc advertising ad's; a spotlight ad with the Colma Council/staff and our board to show unity for commerce, which in turn tells a story of business stability & growth. This helps retain our members.

6. Describe the benefit to the Town derived from funding your organization:

The Town of Colma benefits from funding the Chamber as follows:

- An addition of being more present in the SMC peninsula events
- Weekly 2.0 E Newsletter blast
- Mayoral walks 3 times a year
- Social Mixers 6 times a year or more
- Cypress Business Appreciation Awards Gala
- State of the Cities Address
- Participation in Flag Ceremonies
- Participation with Colma Village Veterans in hosting/sponsoring and volunteering
- Town Hall Meetings-virtual & in person
- Grand Opening Ribbon Cuttings
- Town Of Colma Faire as a vendor and a broadcaster of the event
- Active members with the Colma Historical Society
- Resource for Cemeteries
- Resource for Auto Row
- Resource for Business
- Resource for the citizens
- Resource for New Start up/pop up's/seasoned business owners.
- Referral Service --emails, by telephone calls, face to face ,meet and greets
- Scholarship/Educational projects
- Support system between property owners ie...Kimco. Be a voice for Colma business owners
- Brand name recognition publicized and broadcasted by our strong social media impressions - CEO is a high profile influencer on social media with over 1,300+ viewed impressions
- Renaissance Entrepreneur Representative (SMC) at events.We will be partnering with Renaissance in business workshop classes ... WIP
- Any type of Special Events we attend

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application; 1648 + - and open to the public

B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs;

362 Gellert Blvd, DC 94015 and

at any of the several events hosted in a fiscal year, sponsor or we are physically present. And from our commerce representation on social media markets. Additionally, we have 12 dedicated Colma Daly City Chamber Board Members plus a CEO who are enthusiastic, engaged, enterprising, dedicated, influential in the execution of day to day business dealings in the Town of Colma and adjacent cities. (DC, SSF, SF, SB)

C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

Our achievement is we show up at all events in Colma and Daly City and it is our civic duty, loyal dedication to represent Colma to the public in person, to be constantly on social media and face to face to ALL of Colma-cians. We are everywhere and showing UP to talk with the public and interact and let the community know we are in business and we care. Facebook, Instagram, Twitter, Tick Tok, Snapchat, Patch, Nextdoor, Eventbrite, Thread, Linked in, weekly 2.0 Enewsletters sent by Constant Contact, our own YOUTUBE channel, our website & personal visits have become our signature. Other efforts are CEO drops in on businesses and interviews or photo opportunities which showcases the business and remind the public the business is open and to visit them! This creates a healthy robust commerce outlook.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

see budget in the attachment

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

1. In a face to face meeting , Dec 2022 we gave permission to City of Daly, City Manager and the assistant to the City Manager to use our old agreement from 2017 to use the agreement as a template for a hopeful new arrangement in 2023. We have not heard back from City of Daly City and were in hopes of \$50,000 or more.

2. In March of 2023 we applied for San Mateo County Measure K funds. The Chamber in April 2023 was approved \$75,000. The contract is to submit invoices to be repaid. The term of the Agreement is 4/11/2023-4/10/2025. We do not get the \$75,000 in our bank account.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____ x

If yes, please provide details.

11. Charitable Trust # or EIN # 86-3630613

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments



Daly City Colma Chamber of Commerce
Page 2 of Question No. 5

- f) Chamber Development - to exercise best effort to achieve an increase in Chamber presence, work at increasing membership & retention with a Membership Drive, Direct Social Media project or partner.
- g) Business Development - to host and/or proactively seek sponsors, co-partners to create an indoor or outdoor event for Colma with bay area businesses & food vendors' i.e.... Exotic Car Show/Taste of Our Cities/RUN FOR YOUR LIFE 5k run along with showcasing Auto row. We have made contact to ColmaPD and Lexus. We are in talks with Lexus's referral.
- h) Leadership Forum Classes/ or a Series of Business seminars workshops -- working with Renaissance Business Entrepreneurship Center, Amanda Anthony
- i) Cypress Business Appreciation Awards Ceremony Gala—Nomination will come from our membership roster and award plaques to small, medium, & large businesses – Plus Golden Apple, Leadership, Lifetime Achievement, Special Humanitarian, All-Star Membership, Presidential, Centennial 50, 60,75, 100 years Awards. We will also install a new Board of Director, Mr. Kevin Tong of Farmer's Insurance.
- j) Breakfast (Briefings on Business at Breakfast (BBB) meeting with leaders of the town/city to update community.
- k) Preliminary plans (open to the public) Business Resource Center -pop up or brick & mortar or renting a temporary room or space. In think tank stage of gathering a group of interdisciplinary scholars to perform research around this issue.



2022-2023 Board of Directors

EXECUTIVE BOARD

CEO

Leong, Felicia

**Chief Executive Officer
Staff**

650.755.3900

362 Gellert Blvd.

Daly City, CA 94015

felicia@dccchamber.org

415.627.8111 m

President

Husted, Rebecca

**Corcoran Global Living
Realtor/Realtor Consultant**

415.706.4722 m

362 Gellert Blvd

Daly City, CA 94015

rebecca@rebeccahusted.com

2nd Vice President & CFO

Serrato, Eleanor

**City Toyota Daly City
HR Manager**

415.825.4251

255 San Pedro Rd.

Daly City, CA 94014

ele@citytoyota.com

415.606.3859 m

Committees: Co-Chair Bowling

1st Vice President

Sit, Ross

**Sit Group
Realty One Group Infinity
Realtor**

650.302.1268 m

883 Sneath Lane, #227

San Bruno, CA 94066

sitross@gmail.com

Committees: Chair Halloween,
Membership, Events, Bowling,
Scholarship

Secretary

Villarosa, Marie

**Serramonte Center
Marketing & Event Manager**

415.706.4722 m

3 Serramonte Center

Daly City, CA 94015

MarieVillarosa@regencycenters.com

Committees: Membership, Events, Taste of Our
Cities, Mixers, Bowling, Golf,
Scholarship, Halloween

BOARD OF DIRECTORS

Chase, Dustin

**Lucky Chances Casino
General Manager**
1700 Hillside Blvd.
Colma, CA 94014
Dustinc@luckychances.com

650.758.2237
925.487.8400 m

Committees: Chair-Scholarship, Golf

Chiang, Bill

**P. G & E.
Local Government Affairs**
275 Industrial Road
San Carlos, CA. 94070
wwc9@pge.com

650.339.1627 m

Committee: Golf, Scholarship

DeVincenzi, Matthew

**Classic Bowling Center
Manager**
900 King Drive
Daly City, CA. 94015
matt@classicbowling.com

650.995.3000 m

Committees: Chair Bowling, Business Mixer, Golf, Events, Membership, Scholarship

Devincenzi, Monica

**Republic Services Daly City
Municipal Sales Manager**
1680 Edgewood Avenue
Daly City, CA. 94015
MDevincenzi@republicservices.com

415.604.9014

415.218.0935 m

Committees: Golf, Scholarship Events, Membership

House, Steven

**Budget Blinds
Owner**
2700 Junipero Serra Boulevard
Daly City, CA 94015
Steven.House@budgetblinds.com

650.303.1890 m

Committee: Golf

Li, Daisy

**Moonstar Restaurant
Owner**
405 S. Canal Street
South San Francisco, CA 94080
dd_moonstar@yahoo.com

415.519.1140 m

Committees: Scholarship, Membership, Events, Taste of our Cities, Mixers

Proano, Teresa

**Duggan's Serra Mortuary
Assistant to the President**

500 Westlake Avenue
Daly City, CA. 94014
tproano@pacbell.net

650.756.4500

650.296.3161 m

Committees: Scholarship, Bowling,
Events, Golf, Taste of our Cities,
Membership

CHAMBER STAFF

Wilson, Alison

alison@dccchamber.org

650.755.3900

415.640.9875m

Last updated August 5, 2022

DALY CITY COLMA CHAMBER

ANNUAL BUDGET

July 2022 - June 2023

INCOME	Reported 2022	ACTUAL 2023
REVENUES		
Membership	\$ 24,806.00	\$ 35,518.00
Renaissance Business Center Grant Partnership - Contract COLMA GRANT	\$ 1,275.00	\$ - \$ 30,000.00
TOTAL REVENUE	\$ 26,081.00	\$ 65,518.00
EVENTS INCOME		
2.0 E-Newsletter Ad	\$ 600.00	\$ 3,825.00
Bowling Tournament	\$ 13,400.00	\$ 12,777.90
Scholarship	\$ 4,525.00	\$ 74,025.00
CrabFeed		\$ 21,630.40
Small Business Week		\$ 880.60
Holiday Members Appreciation		\$200.00
TOTAL EVENTS INCOME	\$ 18,525.00	\$ 113,338.90
OTHER REVENUE		
Other Income		
SMC Measure K Grant 2022-2024	have not used YET	\$ -
TOTAL OTHER REVENUE	\$ 44,606.00	\$ 178,856.90

DALY CITY COLMA CHAMBER
ANNUAL BUDGET
 July 2022 - June 2023

GENERAL EXPENSES

Insurance-Great America Ins	\$ 1,421.00	\$ 1,421.00
License Permit	\$ 80.00	
Foundation Expense	\$ 300.00	
Equipment Lease	\$ -	
Board Meeting Expense	\$ 125.00	\$ 1,310.00
Office Supplies	\$ 498.00	\$ 847.00
Special Events Expense	\$ 5,800.00	
Program Expense	\$ 410.00	
Legal Expense	\$ 567.00	\$ 2,900.00
Printing	\$ 431.00	\$ 221.00
Merchant/Bank Expenses	\$ 148.00	\$ -
Contractor Expense	\$ 13,000.00	\$ 26,750.00
Telephone/Comcast/Netwizard Expense	\$ 1,750.00	\$ 1,779.00
misc		\$ 582.00
TOTAL EXPENSES	\$ 24,530.00	\$ 35,810.00

EVENTS EXPENSE

Newsletter 2.0 Electronic		\$ 500.00
State of the Cities Address		\$ 4,609.00
Bowling Tournament	\$ 4,397.00	\$ 11,214.34
Crab Feed		\$4,742.41
Holiday Membership Appreciation		
Social Mixers	\$ 204.00	
Scholarship		\$ 225.00
Graduation Ceremonies		\$ 200.00
Daly City Children's Day Celebration		\$ 200.00
National Small Business Week Mixer		\$ 1,049.06
Special Event	\$ 1,100.00	
TOTAL EVENTS EXPENSE	\$ 5,701.00	\$ 22,739.81

TOTAL EXPENSE	\$ 30,231.00	\$ 22,739.81
INCOME	\$ 44,606.00	\$ 178,856.90
TOTAL	\$ 14,375.00	\$ 156,117.09
SCHOLARSHIP DISBURSEMENT		\$42,000
Colma Fire Department Donatlon		\$ 750.00
Net Income	\$ 14,375.00	\$ 113,367.09

Colma Daly City Chamber of Commerce

Grant Report Requirements

(a) By June 30, 2023, or within 90 days after completion of the program or project, whichever is earlier, Grantee will present a final report to the Town that:

(i) Describes the results of the program or project funded by the grant; Results of the \$30,000 funding supports the chamber to bring back and complete events and funds have help in our re building (put back together) our office operations' process.

(ii) Evaluates the results of the program or project funded by the grant; Please see below all the events that we were able to complete with funding and to be able to maintain paying bills and be more active in our community as a Board. All our work of reaching out to the community is also logged on our YouTube channel @dccchamber, Facebook:DalyCity Colma Chamber, Instagram @dccchamber & feliciamarieeee Instagram & Felicia Leong Linked in, along with our website dalycitycolmachamber.org or dccchamber.org

(iii) Provides an accounting of the use of the grant funds. See Budget

(b) If the program or project is not completed by June 30, 2023, Grantee shall present an interim report by then describing the status of the program or project and its expected completion date.

I will send out another reminder email a week before the deadline. Applications for FY 2023-24 will be available in July. Please forward updated contact information on who should receive any future correspondence and I will update our records. Let me know if you have any questions.

(i) Describes the results of the program or project funded by the grant

These funds acquired from the Town of Colma are used to operate the Colma-Daly City Chamber of Commerce which maintained the following most successful events with reaching our goals of attendees

- provide networking opportunities for local business –
 - I. June 28, 2022- Social Mixer at Moonstar
 - II. August 24, 2022- Social Mixer at Dave & Busters
 - III. November 4, 2022 – Annual Turkey Bowling Tournament
 - IV. February 23, 2023- Chamber Cow Palace Mixer
 - V. May 3rd, 2023 – In Celebration of National Small Business Week Mixer
 - VI. Bi monthly Coffee with Cars at Lexus
 - VII. Colma Coffee with Cops meetings
- town hall meetings, ribbon cuttings and grand openings, social mixers, B2B, B2B, Breakfast meeting, virtual directories and 2.0 Enewsletters,

- 2.0 E newsletter is emailed every Friday-from 200 contacts we have increased to 1,400 contact
 - 1. Grand Openings: September 27, 2022 – Cadillac
 - i. January 17th, 2023 – Planet Fitness
 - ii. January 20th, 2023 – Boot Barn
 - iii. March 8, 2023 – Good Feet
 - iv. March 31, 2023 – Burlington Coat Factory
 - v. June 28th, 2023 – Simmer Huang Hot Pot Restaurant
 - vi. August 22, 2022-Super Duper
 - October 27th, 2022-Access to Higher Education College & Career Faire, Serramonte Mall
 - Annual Crab Feed - March 7th, 2023
 - Halloween Contest at Serramonte- October 31, 2022
-
- maintain and make available on request to the Town an automated list of Chamber members.
 - to partner with the Colma Historical Association/Park & Recreation & the Council or any other entity to represent Colma in the community
 - July 9, 2022 – The Chamber participated and marketed the Town of Colma Community Fair
 - Colma Historical Meetings on Sundays
 - to promote the various points of interest, such as local cemeteries, the Car Row industry, large businesses i.e. Lucky Chances, Colma Recreation Services events, 280 Metro business development support. And/or partner to education the community on new health requirements/recommendations, new public safety information and any new local developments.
 - I. Serramonte Walk About – February 17th, 2022
 - II. St. Patrick’s Day Luncheon – March 16th, 2023
 - III. Annual Aloha Festival August 14th, 2022
 - IV. Annual Scholarship Awards Ceremony- May 11, 2023
 - V. Annual Holiday Party – December 9, 2022
 - VI. Operation Santa Claus – December 13, 2022

- continuing to maintain a Town of Colma branding presence on the internet, which includes Facebook, Instagram, Twitter, Tic Tock, YouTube and on the Chamber's website to provides civic information, events, photos & miscellaneous noted content
- participation in Mayoral walks
 1. June 17th, 2022, Mayoral Walk to : Holy Cross, Pacific Coast Supply, Royal Auto Body & Repair, Andy's Wheels & Tires, Image Autobody, John's Auto Center, Ditos Motors, CG Moving Company
 2. Sept 16, 2022 – Mayoral Walk to Tesla, Carmax, Subaru, Volkswagen, Honda, Nissan, Chevrolet, Lexus
 3. Jefferson & Westmore Highschool scholarship awards presentation at the schools to the awardees, May 2023
 4. Thomas Polliicita Middle School Graduation Awards presentation of giftcards May 2023

- Chamber drop in's to meet and greet members

Mayoral walk businesses are above

Blo Blow Dry Spa

Simmer Huang

Lexus

Daly City History Guild meetings

- facilitating business mixers and workshops for the Colma business community
- maintaining a log of incoming request and inquiries regarding the Town of

Colma

- Representation to San Mateo County at events, forums, conferences, seminar, mixers, candidate's forums

Candidates Forum September 21, 2022 Daly City. Colma opt out

Pet Costume Contest October 22, 2022 Serramonte Center

Daly City Partnership Meeting October 6, 2022

Cow Palace Rodeo October 7th, 2022

Skyline College Presidents Council Oct 2022-Mar 2023

Daly City Library Trustees meetings October 18, 2022 – Feb. 2023

SMC Chamber Chief Executive Officers meetings, once a month

Skyline College Neighborhood Center for Adult@Jefferson High School

SF Peninsula Meetings

SMC Resource Fair 4/29/23 Serramonte Center

SMC Supervisors award of Measure K grant April 2023

JUHSD Certificate of Recognition for On Going Support - May 2023

Special Guest at Skyline, CSM & Canada College Graduations – May 2023

- Participate in Town of Colma special events

Town of Colma Business Recognition Luncheon Awards Recipient October 20th, 2022

Town of Colma State of the City Address – January 25th, 2023

Town of Colma National Night Out – August 2, 2022

Coffee with Colma Police – October 5, 2022 & March 8th, 2023

Colma Veteran's BBQ – November 10 & Dec 22, 2022 & June 15th, 2023

Colma Tree Lighting – Dec 1, 2022

Colma Re organization – December 13, 2022

Colma Flag Raising: 2022 & 2023 - Pride, Philippines, Italian, Israel

Lucky Chances Colma 25th Anniversary Celebration - June 17th, 2023

Attend Colma Firemen's Social Club events

Town of Colma Town Wide Garage Sale April 15, 2023

280Metro events:

1. June 26th, 2022 Summer Sunday event
2. December 4th, 2022 - Santa Flew into Colma California



2023 Calendar

from the Desk Calendar of Felicia Leong, CEO



JANUARY

- Town of Colma State of Our Cities Address
- Planet Fitness Remodel Grand Opening / Red Ribbon Cutting
- Boot Barn Grand Opening Ribbon Cutting
- Skyline College JUHSD Neighborhood Center lead funding for donated dinners chick fil a, super duper, moonstar
- Meeting with Dr Rod
- Meeting with Tom Piccolotti Laisni Tatum

FEBRUARY

- 23 Cow Palace Mixer
- 17 Serramonte Walk About
- 10 Meeting with David Canepa
- Goodfeet ribbon cutting
- 10 Meeting with Tom Piccolloti
- 22 zoom SF Peninsula Food week prep May 19-27
- Meet greet w/Matt RH Drip & Melt

MARCH

- 7 CrabFeed
- 3 Elected Officials Leadership Program
- 16 skyline College Presidents Day Breakfast
- 16 DCPLA St. Patrick's Day luncheon -speaking
- 17 Burlington Coat Factory Grand Opening/ Ribbon Cutting -Rebecca Husted
- Apply for SMC Measure K Funding

APRIL

- Measure K funding \$75,000
- CEO visit Blo Blow Dry Spa

MAY

- May 3 National Small Business Week Celebration Mixer
- Drop in for Certificates photo opp May 3
- 11 Access to Higher Education Scholarship Awards Ceremony
- 16th JUHDS recognition
- 17th Westmoor senior awards
- 18th Jefferson senior awards
- SF restaurant week may19-27
- Meeting with Westlake Village Apartments
- 24th Renaissance Business Resource meeting
- Skyline, CSM, Canada college graduations
- 30th Thomas Pollicita graduation

JUNE

- Re Apply for Colma Grant
- John Leland service
- DCPD Krispy Kreme meeting
- 13th Pride & Philippino Flag Raising DC
- 14th Pride & Philippino Flag Raising
- Veteran's luncheon Ross Sit
- 3rd Daly City's Children's Day Celebration Gellert park
- 23rd Town of colma Mayoral Walk
- 17th Lucky Chances Ann
- 28th Simmer Huang Grand Opening

JULY

-

AUGUST

- Brian Dossey retirement party
- Seton Mixer maybe

SEPTEMBER

OCTOBER


- Launch Scholarship 2024
- JUHSD College Faire Serramonte
- Halloween Activities

NOVEMBER

- 3 Annual Turkey Bowling Tournament

DECEMBER

- 6th Cypress Business Achievements Gala
- Town of Colma Reorganization
- City of Daly City Reorganization

Look out for Annual Mayoral Walks, Police & the Chamber visits businesses, more Grand Opening Ribbon Cuttings & other community happenings during the year. UPCOMING events can be found on dccchamber.org or the WEEKLY eChamber Newsletter 2.0. 

362 Gellert Blvd., Daly City, CA 94015

650-755-3900

felicia@dccchamber.org

Subject to change.

Updated: June 28, 2023



Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Community Overcoming Relationship Abuse (CORA)

Contact Person: Cindy Kilpatrick

Address: 2211 Palm Avenue, San Mateo, CA 94403

Street Address City State Zip Code

Phone Number: 650-652-0800 Email Address: cindyk@corasupport.org

1. Mission Statement:

CORA provides safety, support and healing for individuals who experience abuse in an intimate relationship and educates the community about breaking the cycle of domestic violence. We envision a society where intimate partners treat one another with respect, where domestic violence and others forms of relationship abuse are not tolerated, and where services are accessible to all who need them.

2. Amount of Request: \$ 10,000

a. Total Agency Annual Budget: \$ 8,289,925

b. Number of Agency Employees: 64

c. Payroll is 69 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

This funding request is for the purpose of: 3a) providing safe, emergency shelter for victims of domestic violence who are fleeing their abuser. For 45 years, CORA - Community Overcoming Relationship Abuse - has been the only organization in San Mateo County solely focused on survivors of domestic violence and their children. CORA's free, trauma-informed, culturally appropriate, client-centered services include emergency shelter, supportive housing, crisis intervention, legal assistance, mental health services, community education, and community advocacy. While also providing shelter, food, and clothing, CORA's Safe House Program empowers victims of domestic violence to escape abusive relationships, avoid homelessness, secure safety, and begin a new life free from the threat of violence, and for their children to break the intergenerational cycle of abuse.

4. Describe reason for request and how funds will be used:

CORA is requesting funds in support of our Safe House program, which provides emergency shelter for domestic violence victims. CORA provides vital services by sheltering domestic violence victims and their children when they have nowhere else to turn. CORA's Safe House services support clients' individual plans for self-reliance and empowerment and include crisis intervention; safety planning; advocacy with housing, employment, and education; referrals to CORA services, public benefits, and other external resources.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

CORA's request for support remains the same as previous years, although we are facing increased costs for providing ongoing support, advocacy, food, clothing, diapers, and other household supplies.

6. Describe the benefit to the Town derived from funding your organization:

Support from the Town of Colma leverages funds from other cities in San Mateo County - including Burlingame, Menlo Park, Redwood City, San Mateo, and South San Francisco - to help domestic violence survivors and their families. CORA's well-established Safe House Program provides a direct gateway between intimate partner abuse-related life-threatening situations, and safe and stable interim housing, with an ultimate goal of permanent housing. As CORA is San Mateo County's only agency specializing in serving intimate partner abuse victims and survivors, our Safe House program plays a critical role in addressing local homelessness.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

To protect the safety and confidentiality of our clients, CORA is not able to disclose locations for our shelters, motel sites, businesses utilized, etc. However, in FY 22-23, 4 clients identified Colma as their city of residence. CORA is the only agency in all of San Mateo County providing comprehensive services specifically for survivors of domestic violence. In order to reach out to San Mateo County residents, including Colma residents, CORA publicizes its 24-Hour Crisis Hotline on its website and in other social media posts and publicity materials. In addition, CORA has an ERP (Emergency Response Provider) agreement with San Mateo County Sheriffs and Police Departments. This agreement ensures that responding officers at the scene of a domestic violence incident provide victims with contact information and referrals (which they are not required to accept) to CORA counselors and other supportive DV services. If the victim wishes to contact CORA at the time of the incident, the responding law enforcement will help facilitate the call.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

CORA's Safe House Program served a total of 26 individuals--12 adults and 14 children. In addition, 14 survivors (9 adults and 5 children) benefited from emergency hotel services and did not enter the Safe House. The Safe House Programs provided resource referrals to 100% of clients entering shelter. 80% of clients exited to safe, alternative housing; the remaining 20% did not disclose their exit destination.

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

CORA received contributions from the following other cities in FY 22-23:

Burlingame \$3,100
Menlo Park \$5,000
Redwood City \$14,136
San Mateo \$17,300
South San Francisco \$21,500
San Carlos \$50,000
San Mateo \$17,300

CORA projects the following contributions from other cities in FY 23-24:

Burlingame \$5,000
Menlo Park \$5,000
Redwood City \$14,136
San Mateo \$17,300
South San Francisco \$21,500
Foster City \$10,000
San Mateo \$17,300

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 94-2481188

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments

CORA - Community Overcoming Relationship Abuse
FY2023-24 Board Approved Budget

CATEGORY	10 - Supportive Housing	70 - Advocacy & Safe Haven	20 -Mental Health	30 - Legal	40 - Crisis Support	50 - Community Education	60 - Prevention	80 - Admin	90 - Development	FY23-24 BUDGET
Federal	\$ 1,045,310	\$ 37,500	\$ 44,639						\$ -	\$ 1,127,449
State	700,000	175,953	521,914	643,823	422,196	103,393	161,268	111,691	-	\$ 2,840,238
County	493,503	135,365	449,528	80,000	492,365		7,270		-	\$ 1,658,031
City		98,136		12,800	10,100	35,000			-	\$ 156,036
Total Government	\$ 2,238,813	\$ 446,954	\$ 1,016,081	\$ 736,623	\$ 924,661	\$ 138,393	\$ 168,538	\$ 111,691	\$ -	\$ 5,781,754
Foundations		17,250	302,000	65,000	25,000	-	-	653,250	-	\$ 1,062,500
Individual/Business		100,000						720,000	3,000	\$ 823,000
Corp Sponsors									120,000	\$ 120,000
Speical Event									100,000	\$ 100,000
Other - Program Fees						1,000		5,000		\$ 6,000
Total Non- Government	\$ -	\$ 117,250	\$ 302,000	\$ 65,000	\$ 25,000	\$ 1,000	\$ -	\$ 1,378,250	\$ 223,000	\$ 2,111,500
Release Restricted Assets			66,778	29,014	35,745			147,619		\$ 279,156
In-Kind Revenue	\$ 259,583	\$ 150,000	\$ 60,000	\$ 15,000				\$ 200,000		\$ 684,583
Total Revenue	\$ 2,498,396	\$ 714,204	\$ 1,444,859	\$ 845,637	\$ 985,406	\$ 139,393	\$ 168,538	\$ 1,837,560	\$ 223,000	\$ 8,856,993
Direct Client Assistance	1,292,445	54,938	3,319	2,000	20,000	-	-	-	3,000	1,375,702
Salaries & Wages	598,592	262,734	889,127	521,971	635,729	78,454	95,248	1,409,385	151,125	4,642,365
Fringe Benefits	134,683	59,115	200,054	117,443	143,039	17,652	21,431	317,112	34,003	1,044,532
Total Personnel	733,275	321,849	1,089,181	639,414	778,768	96,106	116,679	1,726,497	185,128	5,686,897
Professional Services Fees	-	-	40,000	42,956	-	-	3,250	48,750	15,500	150,456
Program Supplies	-	1,800	1,546	-	10,505	-	6,627	-	-	20,478
Office Expenses	-	1,426	-	2,844	-	-	-	43,411	2,100	49,781
Technology & Communications	8,820	2,280	17,414	2,058	-	-	2,520	281,212	10,960	325,264
Occupancy Expenses	-	133,932	-	402	-	-	-	116,000	-	250,334
Travel	-	1,220	500	2,104	-	800	-	11,533	2,550	18,707
Marketing and Advertising	1,000	6,300	2,300	-	-	-	1,050	-	63,150	73,800
Staff development and training	-	900	21,000	250	-	-	-	33,500	1,500	57,150
Depreciation Expense	-	-	-	-	-	-	-	138,777	-	138,777
Insurance	-	-	-	-	-	-	-	40,579	-	40,579
Interest Expense	-	-	-	-	-	-	-	52,000	-	52,000
Board Expense	-	-	-	-	-	-	-	10,000	-	10,000
Other Expense	-	-	-	-	-	-	-	33,000	7,000	40,000
Indirect	203,273	39,559	209,599	138,609	176,133	42,291	37,258	(846,722)	-	-
TOTAL EXPENSES	\$ 2,238,813	\$ 564,204	\$ 1,384,859	\$ 830,637	\$ 985,406	\$ 139,197	\$ 167,384	\$ 1,688,537	\$ 290,888	\$ 8,289,925
In Kind	259,583	150,000	60,000	15,000	-	-	-	200,000		\$ 684,583
Investment Income (Loss)								\$ 49,627	\$ 67,888	\$ 117,515
NET INCOME (LOSS)	\$ (0)	\$ (0)	\$ 0	\$ (0)	\$ (0)	\$ 196	\$ 1,154	\$ (1,350)	\$ (0)	\$ (0)



FY23-24 | BOARD OF DIRECTORS*

Linda Adler, Board Chair
Healthcare Consultant, Self-Employed

Dan Rave, Board Vice Chair, Finance Committee Co-Chair
SVP & Senior Lead Business Execution Consultant, Wells Fargo Wealth & Investment Mgmt

Phoebe Venkat, Treasurer, Finance Committee Co-Chair
Community Strategist, Self-Employed, and Planning Commissioner, Foster City

Jill Morris, Fund Development Committee Co-Chair
Store Leader, Everlane (Stanford)

Kevin Imboden, Fund Development Committee Co-Chair
Global Director for Market and Competitive Intelligence, EdgeConnex

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Sarah Mirza, Board Member
Senior Staff Attorney and Ethics Advisor, U.S. Government Accountability Office

* As of July 7th, waiting for final Board Vote to name new Secretary

Community Overcoming Relationship Abuse (CORA)

Town of Colma - Final Report

Reporting Period: July 1, 2022 – June 30, 2023

Community Overcoming Relationship Abuse (CORA) is grateful to the Town of Colma for continued support during FY21-22 (July 1, 2022 – June 30, 2023). The entirety of the \$7,000 grant award was expended on CORA's Safe House Program. This report covers the program's accomplishments, challenges, and successes during the last award year.

PROGRAM ACCOMPLISHMENTS

During FY22-23, CORA's Crisis Support Services (CSS) department responded to 4,542 calls to our 24-hour Crisis Hotline. When DV victims/survivors use this important service, they are referred provided with referrals to supportive services and assisted with safety plans as needed. Additionally, 81 individuals (43 adults and 38 children) were provided shelter through hotel stays, with a total of 477 individual bed nights provided. Some hotel clients also went on to stay in a CORA Safe House. In total, CORA's emergency shelter options housed 36 adults and 35 children last fiscal year, with 5,833 individual bed nights provided. CORA's shelter capacity has opened up more bed space since the start of 2023 and continues to provide many services to all clients. When CORA's shelter occupancy is at capacity, clients are provided with hotel stays, San Mateo County Coordinated Entry System (CES) referrals, and emergency housing vouchers (EHV vouchers) from Housing Authority of San Mateo County. CORA shelter staff have been able to provide various services to shelter and motel clients such as increased emotional support and increased food support for clients due to generous donations from CORA's community partners.

PROGRAM CHALLENGES

Challenges include the high need for more emergency shelter. CORA Safe House is limited in space as we have only a 28-bed capacity for all of San Mateo County. In addition, the confluence of trauma caused by the abuse contribute to the ongoing high mental health needs among the clients. CORA's services have been able to support clients' needs as well as our community partners.

CLIENT STORY

Ryan* called CORA's 24-Hr Crisis Hotline because they had recently fled an abusive situation. Ryan stated their partner has gotten particularly aggressive and threatened them with a knife and a nail gun, and also engaged in sexual and physical violence against them. Ryan mentioned that they had noticed that there have been multiple attempts to hack their bank and email accounts. Ryan reported that their partner had been threatening their friends and that was also a reason they decided they had to leave to protect others. Ryan stated that law enforcement was called by people who can hear them arguing. They stated they never wished to press charges because they never fully understood how bad the abuse was. Ryan stated that they've been offered help and perspective many times since they were 17, but did not begin to realize they needed it until now. CORA's crisis counselor assessed the situation and offer motel

services and provided them with transportation and food for the night.

****name of the client was changed to protect confidentiality***

Thank you for Colma's continued support of DV victims in your community and across San Mateo County!



Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Daly City Public Library Associates

Contact Person: Victoria Magbilang

Address: PO BOX 3283 DALY CITY, CA 94015

Street Address City State Zip Code

Phone Number: 415-596-8194 Email Address: info@dcpla.org

1. Mission Statement:

The mission of DCPLA is to raise private funds to supplement public funding of the Daly City libraries. We accomplish this by developing community, civic, and business support for fundraising, advocacy, and innovative programs that benefit our diverse community.

2. Amount of Request: \$ ⁵²²⁰ _____

a. Total Agency Annual Budget: \$ ^{108,000} _____

b. Number of Agency Employees: ¹ _____

c. Payroll is ²⁴ _____% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

The funding will be used to purchase early education technology that supports literacy in children ages 5 and under. Education begins with curiosity as a child. When curiosity is fostered and developed in school age children this leads to a hunger for knowledge and encourages curiosity, and the cycle continues. Daly City Library Branches provide computers, tablets and wonderbooks that are a catalyst for increased curiosity. The parents are encouraged to participate with the child. Each week there is a tech-one-on-one course for the families that is promoted through the library calendar which allows the librarians to help the families in a more specific way.

Daly City Public Library Associates seeks to develop community, civic and business support for fundraising, advocacy, and innovative programs that benefit our diverse community and promote greater awareness of the Library's valuable resources. Currently the Daly City Public Library is in need of increased funding for the early childhood literacy program, as the budget constraints for the current year do not currently have room for expanding the early literacy program and digital needs.

4. Describe reason for request and how funds will be used:

1 AWE Learning Computer @ \$4, 215

Currently throughout the Daly City Library Branches there are seven of these computers, that were purchased many years ago. These are in popular demand and many families come to the Library with the main purpose of using the computers. In recent months, at least two of these computers have become unreliable (not responding or turning on) and very slow to use. We are asking the City of Colma to replace one of these computers. The early learning computers are available whenever the library is open. These computers offer programs and applications on them such as, ABC Mouse, Jurassic words, Everyday Adventures and much more. Each computer is ready for children to use, with the goal of learning to read and reducing the learning gap to computer usage in these minority communities. These computers also have programs that help with using imagination to create with music, practicing early education fundamentals, developing creative problem-solving skills, expanding vocabulary and exploring different emotions.

5 LaunchPads @ \$ 201

The LaunchPad program is a program where children are able to check out a learning tablet from the library. These LaunchPad tablets have learning applications in both English and Spanish. Children are able to read along with books, test their knowledge, and build a solid foundation for preschool and kindergarten. The goal is for children to master preschool skills from math to English, explore other languages, and practice the recognition of shapes, colors, numbers, and patterns. With the increase in fun during the learning process, children learn quickly and are soon reading books by themselves. Other skills that are taught are counting, sorting, and basic math skills. Currently the Library has a few of these and adding more to the program will allow for a greater reach as there is often a waitlist for the LaunchPads.

Total request : \$5,220 consisting of one AWE Learning Computer, \$4,215 and 5 LaunchPad Tablets, \$201 each.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

We are requesting the same amount as last year.

6. Describe the benefit to the Town derived from funding your organization:

The Library serves residents of San Mateo County, this represents over 110,000 residents in northern San Mateo County. The number of children under the age of 5 is around 6,500 at the last census. The majority of residents are foreign born, 51% of the population, therefore the Library is committed to providing English as a Second Language programs available to all citizens. The Daly City Public Library has a comprehensive plan for literacy improvement, including classes for children and adults. As these families are taught the skills of reading and writing, their income potential increases along with their dream of a more integrated lifestyle. As a public library, the Daly City Public Library program for early literacy is available to all preschool aged children, regardless of socio-economic status, household income, family background, citizenship status, or race. The Library is a free resource to all residents.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

The entire population of Colma is served by the Daly City Public Libraries, in their Serramonte (40 Wembly Dr.), John Daly (134 Hillside Blvd.), Westlake (275 Southgate Ave.), and Bayshore (460 Martin St.) locations. Invitations to the Daly City Public Library Associates' programs, Author Talks, and events are advertised to Colma residents through social media, print advertising, direct mail, and word of mouth. Many Colma businesses are generous supporters of Daly City Public Library Associates events, such as; our annual St. Patrick's Day luncheon.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

Due to a number of factors, including personal and family health issues and a staffing shortage in the City of Daly City's Public Works Department, I applied for and was granted a project extension to May 31, 2024. The collaboration between the State Library's award of \$5,000 and the Town of Colma's award, Daly City Public Library is in the process of installing a StoryWalk in Gellert Park, adjacent to the Serramonte Main Branch, and one in the Bayshore Heights Park, adjacent to the Bayshore Branch. Currently, the stories have been selected and the pedestals have been ordered and received. Panel design is nearly complete and ready for print. Once we receive the panels, we'll be ready to install the StoryWalks. In the meantime we will be planning and promoting the StoryWalks and related programming.

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

DCPLA receives no funding from other cities.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 27-3262898

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments





Daly City Public Library Associates
PO Box 3283, Daly City, Ca 94015 info@dcpla.org

Daly City Public Library Associates

Board of Directors- updated January 1, 2023

Executive Board

1. **President:** Monica Devincenzi (second term ends 12/31/2025)
MDevincenzi@republicservices.com, mobile: (415) 218-0935
2. **Vice President:** Trisha deVera (first term ends 12/31/2023) deverat03@gmail.com
mobile: (650) 580-4847
3. **Secretary:** Caitlin Corley (first term ends 12/31/2023), ccorley@colma.ca.gov, mobile:
650-451-8123
4. **CFO:** Amie Haiz (second term ends 12/31/2025) amiehaiz@gmail.com,
mobile: (415) 290-4000

Board of Directors

5. Charles Cannon (first term ends 12/31/2025), Charles.Cannon@lexusofserramonte.com,
6. Kristine Espinola (first term ends 12/31/2025), kespinola@gmail.com, mobile: (650) 274-7003,
7. Mark Johnson (second term ends 12/31/2025), j.mark.johnson@gmail.com,
mobile: (415) 265-4645,
8. Clayton Koo (first term ends 12/31/2025), claykoo@gmail.com, mobile (650) 455-4167
9. Teresa Proaño (second term ends 12/31/2025), tproano@pacbell.net,
mobile: (650) 296-3161
10. Sara Watson (second term ends 12/31/2025) sarawatson@tcbk.com,
mobile: (650) 868-5690
11. Jose Villalobos (first term ends 12/31/20224) jrvillalobos@gmail.com,
mobile: (415) 350-2231

2023 Budget

	2023 Budget
INCOME	
Direct Public Support	
Individual & Business Contributions	\$5,000
Membership	\$10,000
Total Public Support Income	\$15,000
Special Event Income	
St. Patrick's Day Luncheon	
Fund the Need	\$15,000
Donations/Sponsorships	\$8,000
Youth Poet Laureate Event	\$5,000
Art & Lit Fest	\$25,000
Total Special Event Income	\$53,000
Grant Income	\$40,000
Total Income	\$108,000
EXPENSE	
Program	
Library Grants	\$30,000
Sponsorships	\$900
Total Program Expense	\$30,900
Operating	
Bank Service & Merchant Fees	\$600
Dues & Membership	\$250
Filing Fees	\$50
Insurance (General Liability, D&O, Worker's	\$3,272
Webhosting Expense	\$350
Advertising & Marketing	\$750
Meeting/ Retreat Expense	\$1,500
Office Supplies	\$500
Director Compensation	\$26,400
Bookkeeper	\$5,000
Legal & Accounting	\$400
Membership & Admin Coordinator	\$3,000
Postage	\$500
Printing	\$1,000
Total Operating Expense	\$43,572
Fundraising	
Grant writer	\$5,000
St. Patrick's Day Luncheon	\$3,000
Art & Lit Fest	\$2,000
Youth Poet Laureate competition	\$5,000
Total Fundraising Expense	\$15,000
Total Expense	\$89,472
NET INCOME	\$18,528



June 29, 2023

Midproject Narrative Report

Grant Description

Name of Grantor: Town of Colma
Name of Grantee: Daly City Public Library Associates
Mailing Address: PO Box 3283, Daly City, CA 94015-3283
Telephone number: (415) 596-8194
Executive Director: Victoria Magbilang
Project Title: Storywalks
Date: September 24, 2021
Grant amount: \$5,220

I applied for the California State Library's 2022-2023 Parks Pass Grant with the intention of installing two StoryWalks and hosting programming around them by the end of June 2023. Due to a number of factors, including personal and family health issues and a staffing shortage in the City of Daly City's Public Works Department, I applied for and was granted a project extension to May 31, 2024. This is a midproject narrative report for the Town of Colma.

With the State Library's award of \$5,000 and the Town of Colma's matching award, Daly City Public Library will install a StoryWalk in Gellert Park, adjacent to the Serramonte Main Branch, and one in the Bayshore Heights Park, adjacent to the Bayshore Branch. We will also hold a kick-off event in each park featuring the StoryWalks and giving away drawing journals and colored pencils.

The Bayshore community was selected because it has the highest percentage of residents living below the poverty line in Daly City and the Serramonte area was chosen because of the number of families that frequent the area.

Youth Services Manager, Sarah Spence, helped select our two picture book titles. The Bayshore StoryWalk will present *Woodland Dreams*, written by Karen Jameson and illustrated by Marc Boutavant. In Gellert Park we will present *Where's Rodney?*, written by Oakland-based author Carmen Bogan and illustrated by Floyd Cooper. In *Woodland Dreams*, the protagonist is seen drawing her observations from her walks through the woods around her house. In *Where's*

Rodney?, a young boy dreams of being outside. Each will be a great jumping off point for nature-based programming.

Since we plan to have the StoryWalks in place for 1-2 years at a time, we are using permanent frameless pedestals from Envirosigns. The panels are currently being designed by Derrick Shiu and his supervisor, Romeo Benson, in the Recreation Division. Recreation is also assisting us with translating introductory content on the first panels into Spanish and Chinese. The panels will be produced by a local print shop, Sterling Graphics. The same materials will be used as those in San Francisco Public Library's Presidio StoryWalk, which was on display and in good condition for about 1.5 years in a similarly foggy, windy climate. The Bayshore StoryWalk will include 14 panels and the one in Gellert will include 20, for a total of 34 pedestals and panels.

Both parks will require some creativity in placing panels in a logical but also aesthetically pleasing manner.

Library Services Manager Chela Anderson and I met with staff from the Daly City Department of Public Works' Maintenance and Parks divisions and the Daly City Recreation division to review and assess each of the parks for feasible sites for each post and panel. Limitations at Gellert Park include the inability to place frames in spots lawn mowers need to go over, areas with sprinkler systems, and spots too close to soccer fields, baseball diamonds, or handball courts.

Limitations at Bayshore Heights Park include lack of space. However, the walking path makes it possible to have an obvious loop.

At both parks, we will try grouping panels in groups of two and three when possible.

We have ordered and received the pedestals. Panel design is nearly complete and ready for print. Once we receive the panels, we'll be ready to install the StoryWalks. In the meantime we will be planning and promoting the StoryWalks and related programming.

Outcomes and Evaluation

The following are outcomes we have set and how we plan to achieve and measure them:

- Use of equity, diversity, inclusion, and/or belonging in the implementation of the Storywalks
 - We are translating the introductory content on the first panels into Spanish and Chinese. Promotional materials will also be translated.
 - We will count the number of new library users from Spanish and Chinese surveys returned.

- Increased awareness among families with children 0-18 of the library’s presence in the community and what it has to offer
 - Promotion and outreach via community partners will be critical.
 - We hope the StoryWalks themselves and related programming will draw new users to the libraries.
 - We’ll use these survey questions: Did you visit with any youth 0-18 today? Have you used the library before? Did you learn something new about what the library has to offer? How likely are you to visit the library again?
- Positive health outcomes
 - We hope the StoryWalks will encourage community members to enjoy being outdoors as well as the associated health benefits.
 - We’ll use the survey question: I believe that spending time outdoors as part of this library program/activity/resource was beneficial for my health (strongly agree, etc.).
- Increased usage of Parks Passes
 - We hope drawing new users to the libraries will increase awareness of this service.
 - We will capture Parks Passes circulation data before and after installation of the StoryWalks.

Budget

Item	Cost Per Item	Estimated Total Incl. Tax & Shipping	Actual Cost
Panels from Sterling Graphics, 34	\$105	\$4,054.39	
Frameless Pedestals from EnviroSigns, 34	\$141.38	\$5,961.99	\$5,961.99
Hardware to attach Panels to Pedestals from McMaster or Home Depot		\$300.00	
Drawing Pad and Colored Pencil Set from Amazon, 50 Sets		\$320.00	
TOTAL		\$10,636.38	\$5,961.99





Town of Colma Non-Profit Funding Request Form (Exempt Organizations Only) FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Daly City Youth Health Center

Contact Person: Mackinnon Ross

Address: 350 90th Street, 3rd Floor, Daly City, CA 94015
Street Address City State Zip Code

Phone Number: 6504651119 Email Address: dcyhccgrants@jeffersonunion.net

1. Mission Statement:

Our mission is to ensure young people reach their full potential and thrive through optimal health, empowerment and strong support networks.

2. Amount of Request: \$ 10,000

a. Total Agency Annual Budget: \$ 2,520,279

b. Number of Agency Employees: 16

c. Payroll is 86 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

The Daly City Youth Health Center (DCYHC) was founded in 1990 in response to the health disparities among BIPOC low-income youth in San Mateo County. DCYHC is a unique school-linked program of the Jefferson Union High School District (JUHS) and clinical satellite facility of the San Mateo Medical Center (SMMC). DCYHC services include primary health care, behavioral health counseling, substance use prevention services, and comprehensive sexual health education. Our mission is to ensure young people reach their full potential and thrive through optimal health, empowerment and strong support networks.

Primary Care: Our decades-long partnership with SMMC has enabled us to provide a higher level of care that brings a variety of providers and client systems together to function as a collaborative wrap-like team. Our physician-led medical services include diagnosis and treatment of illnesses, referrals to specialists, physicals, immunizations, STI testing and treatment, etc.

Behavioral Health: We support youth and their families to heal intergenerational trauma and replace maladaptive relational patterns with healthy supportive communication to successfully navigate school, relationships, and adulthood. DCYHC provides mental health screenings, Severe Mental Illness (SMI) and Mild/Moderate mental health services to youth ages 6 to 26 and their families.

Substance Use Prevention: Be The Change (BTC) trains youth leaders to facilitate substance use prevention presentations and youth-led research. Innovative Strategies for Prevention and Intervention through Restorative Education (INSPIRE) is a social justice approach to address inequitable suspensions of BIPOC students due to substance use by using Brief Interventions.

Educational Programs: Project PLAY (Peer Leadership Alternatives for Youth), trains youth leaders by increasing their sexual health knowledge, empowering them to self-advocate, establish boundaries, and peer educate using socio-emotional learning. Our 10-day sex education curricula, which meets 92% of the California Healthy Youth Act law, and our 5-day Refresher curricula, serves about 1,000 unduplicated youth yearly

4. Describe reason for request and how funds will be used:

Funding will support our general operations and programs, which support youth and families in San Mateo County. This year, our goals include:

1) Primary Medical Services - For the upcoming year, the program goal is to provide primary healthcare services to a minimum of 1,700 unduplicated youth and young adults.

2) Behavioral Health Counseling Program - Behavioral health clients will achieve an average of at least a 60% reliable or clinically significant improvement in their wellbeing. For the upcoming year, the program goal is to provide behavioral health screening and counseling to a minimum of 300 unduplicated youth and young adults.

3) Project PLAY (Peer Leadership Alternatives for Youth) - In fiscal year 23-24, PLAY will provide health education to a minimum of 1,000 unduplicated teens and young adults and train a minimum of 60 peer health educators.

4) Alcohol and Other Drugs (AOD) - In fiscal year 23-24, AOD will reach 500 students through community education presentations and 30 students through INSPIRE.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

Our greatest need is general operating support to continue providing high quality services and programs to the youth of San Mateo County. San Mateo County's Suicide Prevention Roadmap of 2017-2020, found that compared to neighboring counties, San Mateo County has the highest rate of self-injury hospitalizations for youth. A majority of the youth we serve are living in inadequate housing, are homeless, or are at-risk for homelessness. According to the CA Healthy Kids Survey, 51% of 11th grade students reported chronic sadness or hopeless feelings and 16% seriously considered attempting suicide in 2020. Students in Thornton High School in Daly City reported a rise in Alcohol and Marijuana usage in 2021 from 57% and 68%, respectively, to 80% for both - likely exacerbated by the pandemic. The 2021 California Health Interview Survey (CHIS) states, "36.7% of respondents ages 13 to 17 said they needed help for emotional or mental health problems, but 26.2% of them did not receive any counseling in the past year."

while we have addressed the mental health barriers for clients who qualify for Medi-CAL, we continue to see a significant number of community members who fall into the "middle class." They do not qualify for Medi-CAL, and are unable to afford mental health services due to the high cost of living in this area. Even people who have private health insurance have come up against barriers to accessing and receiving timely care.

Further general operating support is important to DCYHC as we are experiencing significantly higher volumes of youth seeking services. We have expanded our mental health, substance use prevention, and education services and have higher costs related to more staff and infrastructure.

6. Describe the benefit to the Town derived from funding your organization:

we are a centrally located health center that supports surrounding cities, including Colma. we support Colma youth and families by providing free mental health services, medical care, and health education. we strive to make our services accessible to all by not only outreaching to Colma citizens, but also by going directly to our clients when needed. Including their homes and other community locations.

DCYHC serves as a one stop shop where community members can address needs surrounding physical and mental wellbeing and receive case management support around needs such as housing and food insecurity, obtaining health insurance and linkage to other community resources. If families cannot come to our on-site location, we bring services directly to them. DCYHC serves as a Federally Qualified Health Center (FQHC), bridging together medical, behavioral health and school based care. The relationship with the Behavioral Health team and San Mateo County Medical Center (SMCC) under one roof as one health center, working in partnership with the Jefferson Union High School District (JUHS) enables us to reach more youth and address their needs in a comprehensive and integrated way.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. We have provided 11 Colma residents with health services in 2022-2023.

B. Daly City Youth Health Center is located at 350 90th Street, Floor #3 in Daly City. We serve clients at our location, within local schools, and in our client's homes or community.

C. Outreach: We have expanded our outreach efforts by tabling at back to school nights and community fairs, posting to social media, and forging new community partnerships. These efforts resulted in a dramatic increase of visits to our website, self-referrals, and outside community referrals. Additionally, we have made significant efforts toward engaging caregivers, and in particular our immigrant population, who experience increased barriers to accessing care. Successfully engaging this population in treatment takes a skillful approach, where being trauma-informed is especially critical.

By popular request, we've continued our ongoing Single Mothers Support Group and opened it up to all mothers. This group aims to fortify our clients' caregivers so they are better equipped to care and support our clients. We also plan to expand our groups to include poetry, art, and movement based therapeutic groups for youth this year.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

People who are worried about their very basic needs such as shelter, food, and physical health, are often unable to devote time and energy to their mental health needs, while their mental health is increasingly impacted by their struggles. The Town of Colma grant supported our efforts to provide snacks and sustenance to our clients which served to increase their capacity to address their mental health challenges.

The generous donation of \$6,000 from the Town of Colma enabled our mental health team to provide healthy and nourishing snacks and drinks to our youth engaging in individual and group mental health services. The following is how the \$6,000 was spent:

Individual Counseling Snacks	\$2,548.65	
Peer Support Group Snacks		\$3,451.35
Total		\$6,000

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

we did not request or receive funding from other cities in FY 2022-23 and are not aware of current available funding from other cities that we are eligible for FY 2023-2024.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3083772

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status



Optional Attachments



Daly City Youth Center 2023-2024 Organizational Budget

Revenue	
Carry Over 2022-2023	-
Committed Revenue	303,000.00
Expected Revenue	2,529,479.04
TOTAL REVENUE	\$ 2,832,479.04
Expenses	
Salaries	1,467,124.33
Salaries Total	1,467,124.33
Benefits	707,341.31
Benefits Total	707,341.31
Total Salary/Benefits	\$ 2,174,465.64
Materials/Supplies (awards, curriculum, food, printing)	25,732.70
Meeting PD Supplies	16,893.65
Office Supplies	-
Custodial Supplies	3,320.00
Non Capitalized Equipment	-
Conference/training/fieldtrips/travel Mileage	12,400.00
Dues and Memberships	20,500.00
Repairs	15,000.00
Leases/Maintenance Agreements/Printer	1,000.00
Consultant (Art Therapy, Security System)	85,140.00
Fingerprinting	450.00
Rent	205,949.28
Janitorial Service	23,940.00
Student Awards	10,500.00
Communications (zoom)	1,600.00
Postage	1,100.00
Indirect Expense	214,337.29
Total General Expenses	\$ 637,862.92
TOTAL EXPENSES	\$ 2,812,328.57
NET SURPLUS/DEFICIT	\$ 20,150.47

Executive Board - 2023

Andrew Lie, President

Daly City Resident

Director of Finance at Perkins + Will

Kalimah Salahuddin, Vice President

Pacifica Resident

Coordinator at Exelixis

Rosie Tejada, Clerk

Pacifica Resident

Litigation Practice Assistant at Kirkland & Ellis

Jerome Gallegos, Trustee

Pacifica Resident

Project Manager at Brady Air

Sherrett Walker, Trustee

Pacifica Resident

Attorney

Daly City Youth Health Center
Final Colma Report for 22-23
dcyh@jeffersonunion.net
POC: Mackinnon Ross

Grant Report Requirements

(a) By June 30, 2023, or within 90 days after completion of the program or project, whichever is earlier, Grantee will present a final report to the Town that:

(i) Describes the results of the program or project funded by the grant;

People who are worried about their very basic needs such as shelter, food, and physical health, are often unable to devote time and energy to their mental health needs, while their mental health is increasingly impacted by their struggles. The Town of Colma grant supported our efforts to provide snacks and sustenance to our clients which supported their efforts to address their mental health challenges.

(ii) Evaluates the results of the program or project funded by the grant; and

Our results show that, of the last 100 closed cases, 78.1% of our clients achieved reliable or clinically significant change in their wellbeing. We also had 4,585 mental health encounters which was over 1,000 more encounters than we originally projected.

(iii) Provides an accounting of the use of the grant funds.

The generous donation of \$6,000 from the Town of Colma enabled our mental health team to provide sustenance and snacks to our youth seeking individual and group mental health services. The following is how the \$6,000 was spent:

Individual Counseling Snacks	\$2,548.65
Peer Support Group Snacks	\$3,451.35

Total	\$6,000
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(b) If the program or project is not completed by June 30, 2023, Grantee shall present an interim report by then describing the status of the program or project and its expected completion date.

N/A





Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: HIP Housing (Human Investment Project, Inc.)

Contact Person: Laura Fanucchi

Address: 800 South Claremont Street, #210, San Mateo, CA 94402

Street Address City State Zip Code

Phone Number: (650) 348-6660 Email Address: lfanucchi@hiphousing.org

1. Mission Statement:

HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. Every year, HIP Housing's Home Sharing Program, Self Sufficiency Program, the newly launched Housing Readiness Program, and Property Management Division work in tandem to prevent homelessness, counter displacement, and enable more than 1,200 low-income individuals in the Town of Colma and throughout San Mateo County to find, or remain in, decent, stable, and affordable housing.

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ 3,209,324.91

b. Number of Agency Employees: 41

c. Payroll is 67 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

The public purpose for the requested funding is "Option A: Provide shelter, food, or clothing to persons in need of the Necessities of Life."

HIP Housing respectfully requests a grant of \$5,000 from the Town of Colma. If our request is approved, this grant will be used to support the activities of our innovative Home Sharing Program in FY 2023-2024. This funding will also help support residents of Colma who are receiving services from our Self Sufficiency Program and Housing Readiness Program.

HIP Housing's Home Sharing Program matches people who have space in their home to share, with people who are searching for an affordable place to live. By making more efficient use of existing housing resources in Colma, the Home Sharing Program provides a unique, creative, and affordable solution to the lack of affordable housing in the Town of Colma, and throughout San Mateo County. In addition, our Self Sufficiency Program provides housing scholarships and intensive trauma-informed case management to low-income parents and transitional-aged foster youth in school to increase their earning power. Our Housing Readiness Program offers follow-up and case-management support to individuals who contact us for affordable housing resources.

4. Describe reason for request and how funds will be used:

HIP Housing's Home Sharing Program is a time-tested solution to the affordable housing challenge in San Mateo County. The program is the only one of its kind in the County, and one of the most efficient strategies to create readily-available, affordable housing. The program is successful because it's built on the following tactics:

1. The creation of new affordable housing through the use of existing housing stock. By making more efficient use of existing housing inventory, the Home Sharing Program creates new affordable housing opportunities for low-income individuals and families in Colma.
2. A thorough and in-depth matching process. Clients begin the home sharing process by completing a detailed application. Program staff follow up by interviewing the client and understanding their specific needs, and carrying out local reference and background checks. Once clients are matched, staff bring both parties together to help them outline their expectations and agree on rights and responsibilities.
3. Creative and unique solutions for clients. Home Sharing staff will regularly arrange a Reduced Rent Exchange, in which one person completes light household chores in exchange for reduced rent.
4. Ongoing client services and support. Staff check in frequently with matched clients and provide technical support and mediation services. As a result of this in-depth process, the average Home Sharing match lasts 4.5 years.

At its core, the Home Sharing Program assists those who are struggling to find a decent, stable, and affordable home, or who are trying to remain in their existing home; the program has evolved into a vital resource for people of all ages and backgrounds.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

This section is not applicable.

6. Describe the benefit to the Town derived from funding your organization:

With your support in FY 2023-2024, HIP Housing's Home Sharing Program will make more efficient use of the Town of Colma's existing housing stock and expand access to stable and affordable housing in Colma. Our staff will enable struggling renters to avoid displacement; help low-income individuals find a stable, affordable place to live close to work, school, and family; and allow older adults and people with special needs to live independently in their own home.

In the Town of Colma during FY 2023-2024, Home Sharing staff will:

- Provide housing information, referrals, and assistance to 5-10 individuals who live and/or work in Colma.
- Interview, screen, and provide housing assistance to 2-3 individuals who live and/or work in Colma.
- Place 1-2 individuals in new affordable home sharing matches in Colma.
- Provide ongoing support to 2-5 Colma residents matched in previous years.

We also recognize that the municipalities throughout the County are interconnected - often, individuals commute between cities for work, school, and family. In total, across San Mateo County in FY 2023-2024, Home Sharing staff will interview and screen 540 new clients for the program and help 375 people to find, or remain in, an affordable home sharing match. Additionally, in FY 2023-2024, our Self Sufficiency Program staff will support 52-60 families (60-70 adults & 80-100 children) on their journey to financial independence and security. Our new Housing Readiness Program will provide follow-up case management services to 250 individuals who contact our agency for assistance on housing-related issues. We anticipate a majority of these clients will be low-income older adults seeking guidance on applications for affordable housing. Our Property Management Division will increase our number of owned/managed units to 501 by leasing 39 units at an additional property in Redwood City, ultimately housing 820 tenants in FY 2023-2024.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. With grant support from the Town of Colma in FY 2022-2023, HIP Housing's Home Sharing staff:

--Provided housing information and referrals to 2 individuals who live and/or work in Colma.

--Interviewed, screened, and provided housing assistance to 3 individuals who live and/or work in Colma.

--Enabled 4 individuals who live and/or work in Colma to find, or remain in, affordable housing through the Home Sharing Program.

B. Home Sharing Program staff offer hybrid services to clients, either supporting clients over the phone, Zoom, or in our main office at 800 South Claremont Street in San Mateo. Home Sharing Coordinators have also resumed making home visits if requested by Home Providers.

C. Agency outreach activities targeting the Town of Colma in FY 2022-2023 included:

--Advertising - we advertise our programs via ads and articles in the Daily Journal (digital and print), City e-newsletters, Highway billboards, and smchousingsearch.org.

--E-blasts, flyers, and mailing - we sent monthly informational flyers to the faith community, school districts, HR directors, city representatives, non-profits, housing advocates, homeowner associations, and city councils.

--Media - the program was featured on Bay Area Bountiful, Nor Cal Public Media.

--Presentations - we presented on the benefits of our Home Sharing Program at Colma's Town Council and at the Colma Community Fair in July 2023.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

The \$5,000 contribution from the Town of Colma for FY 2022-2023 was allocated to the salaries of our Home Sharing Program Coordinators. Thanks to your generosity and support, they were able to achieve the following outcomes during FY 2022-2023:

--2,145 individuals from across the County contacted our agency for housing information and assistance.

--519 were interviewed and screened by Home Sharing staff.

--60 individuals were matched in new affordable Home Sharing arrangements.

--291 clients matched in previous years received ongoing support services from program staff.

The financial relief that Home Providers and Home Seekers experienced through the program in FY 2022-2023 was immense. Before finding a housemate, Home Providers in San Mateo County served by the Home Sharing Program spent an average of 23% of their income on housing, while Home Seekers spent an average of 26% of their income on housing. After matching with a housemate, Home Providers reduced their housing costs to an average of 12% of their income, while the cost of housing for Home Seekers lowered to 22% (and they were able to move or remain close to family, work, and/or school). Of the people served by the Home Sharing Program in FY 2022-2023: 95% were low-income, poverty level, or below; 38% were homeless or at-risk of homelessness; 41% of our program clients were 65+ years of age; 59% were women; and 30% lived with a disability. Our program clients reflect the racial and ethnic diversity of the low-income population in San Mateo County - 41% were white, 22% were Hispanic/Latino, 13% were Asian, 15% were Multiracial, 6% were Black, 2% were Native Hawaiian/Pacific Islander, and 1% were American Indian/Alaskan Native.

We could not have had the impact we did in FY 2022-2023 without your support. Thank you for your partnership and commitment to affordable housing solutions!

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

- Atherton: FY 2022-2023 \$2,500 received; FY 2023-2024 \$15,000 approved
- Belmont: FY 2022-2023 \$5,000 received; FY 2023-2024 \$5,000 approved
- Brisbane: FY 2022-2023 \$5,000 received; FY 2023-2024 \$5,000 projected
- Burlingame: FY 2022-2023 \$3,660 received; FY 2023-2024 \$5,000 projected
- East Palo Alto: FY 2022-2023 \$2,500 received; FY 2023-2024 \$2,500 received
- Foster City: FY 2022-2023 \$5,000 received; FY 2023-2024 \$5,000 approved
- Half Moon Bay: FY 2022-2023 \$1,000 received; FY 2023-2024 \$1,000 received
- Hillsborough: FY 2022-2023 \$2,500 received; FY 2023-2024 \$2,500 received
- Menlo Park: FY 2022-2023 \$12,000 received; FY 2023-2024 \$12,000 projected
- Millbrae: FY 2022-2023 \$5,000 received; FY 2023-2024 \$5,000 approved
- Pacifica: FY 2022-2023 \$1,000 received; FY 2023-2024 \$1,000 received
- Portola Valley: FY 2022-2023 \$3,000 received; FY 2023-2024 \$3,000 approved
- Redwood City: FY 2022-2023 \$10,000 received; FY 2023-2024 \$10,000 approved via Measure K Discretionary Funding in District 4
- San Bruno: FY 2022-2023 \$30,000 received; FY 2023-2024 \$30,000 approved
- San Carlos: FY 2022-2023 \$20,000 received; FY 2023-2024 \$20,000 projected
- San Mateo: FY 2022-2023 \$50,000 received; FY 2023-2024 TBD
- South San Francisco: FY 2022-2023 \$12,000 received; FY 2023-2024 \$12,000 approved
- Woodside: FY 2022-2023 \$2,500 received; FY 2023-2024 \$2,500 approved

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____ x

If yes, please provide details.

11. Charitable Trust # or EIN # 94-2154614

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments

**HIP Housing (Human Investment Project, Inc.)
Board of Directors 2023-2024**

*Board members may serve a nine-year term.
One-year extensions may be granted on a case-by-case basis.*

Mr. Aaron Aknin

Principal
Good City Company
Board term began 3/2021

VICE PRESIDENT

Mr. Joshua Amoroso

Executive Vice President
Lockhouse Retail Group, Inc
Board term began 9/2019

Mr. Ian Bain

Vice President, Corporate Communications
Enterprise DB
Board term began 10/2021

Ms. Lauren Boro

Real Estate Attorney
Carr McClellan P.C.
Board term began 9/2018

Ms. Sophia Brink

Legislative Aide/Project Manager
Office of San Mateo County Supervisor David Canepa
Board term began 10/2021

Ms. LaTisa Brooks

Principal/General Manager
Piccadilly Catering & Event Solutions
Board term began 3/2021

TREASURER

Ms. Nancy Bush

Senior Vice President
Beacon Business Bank
Board term began 9/2017

Mr. Napallo Gomez

Manager, Enterprise Customer Team,
Service Planning and Design
PG&E
Board term began 11/2022

Ms. Ripple Grewal

HR Director
Four Seasons Hotel
Board term began 11/2022

Ms. Roczana Enriquez

Program Manager, Future Profits Bay Area
Able Works
Board term began 9/2019

Ms. Kalah Espinoza

Board term began 9/2019

Ms. Mary Leahy

SVP, Global Partnering and Shared Services
Franklin Templeton
Board term began 11/2022

Ms. Carolyn Moore

Chief People Officer
InfluxData
Board term began 9/2015

PRESIDENT

Ms. Meris Ota

Senior Vice President
Trammell Crow Company
Board term began 9/2016

Dr. Jennifer Taylor-Mendoza

President
College of San Mateo
Board term began 6/2015

Mr. Rob Zirkle

Founder / CEO
Brick Inc.
Board term began 9/2022

HIP Housing (Human Investment Project, Inc.)	FY 23-24 Budget
Fee Revenue	
Developer Fees	110,000.00
Total Fee Revenue	110,000.00
Contribution and Grant Income	
Foundation and Corporate Grants	905,500.00
Government Grants	296,500.00
Individual Donations	256,257.00
Special Events	224,491.00
Special Purpose Grants	50,000.00
Total Contribution and Grant Income	1,732,748.00
Other Revenue	
SSP Program Fees	42,000.00
Support from Affiliates	975,000.00
Surplus Cash Distribution	465,814.68
Total Other Revenue	1,482,814.68
TOTAL REVENUE	3,325,562.68
OPERATING EXPENSES	
Payroll & Related Expenses	
Benefits- 401K (Employer)	78,498.00
Benefits - Pension	0.00
Benefits Health Ins.	202,928.00
Bonus Expense	30,000.00
Employer Elect	0.00
Payroll - Maintenance	0.00
Payroll Processing Fees	9,093.53
Payroll & Related Costs	0.00
Payroll Taxes-Other	129,008.00
Salaries	1,686,385.00
Temporary Help	0.00
Unemployment Compensation	3,417.41
Vacation/PTO Expense	0.00
Workers Comp Insurance	11,467.00
Total Payroll & Related Expenses	2,150,796.94
Rent Expenses	
Rent-Office	247,326.24
Total Rent Expenses	247,326.24
Administrative Expenses	
Administrative Expenses	8,300.00
Advertising/Promo/Mkt	49,521.36
AH Incentive - Provider < \$1,000	4,000.00
Audit Expense	10,500.00

HIP Housing Programs Operating Budget- FY 23/24

Bank Service Charges	5,912.60
Board Expense	12,400.00
Computer Expense	40,372.74
Software/Technology	16,091.81
Conventions and Meetings	2,263.99
Dues and Subscriptions	9,739.00
Expenses Supported by Grants	56,500.00
In-Kind Expenses	10,122.41
Legal Fees	7,315.00
Credit Reports	511.01
Mileage and Travel Expense	3,030.11
Miscellaneous Expense	8,254.42
Miscellaneous HR	7,672.77
Office Equipment - Non Capitalized	8,600.00
Office Supplies	9,491.05
Training and Staff Development	59,362.99
Recruiting Expenses	5,340.89
Volunteer Expense	1,723.00
COVID-19 Expenses	600.00
Total Administrative Expenses	337,625.15
Operating and Maintenance	
Postage and Delivery	9,303.75
Printing/Copying/Reproduction	31,916.42
Professional Fees	162,549.13
Telephone	38,536.00
Total Operating and Maintenance	242,805.30
Taxes and Insurance	
Insurance (Property Fire and Liab.)	10,657.28
Total Taxes and Insurance	10,657.28
Service Expenses	
HIP Housing Scholarship	160,000.00
SSP Supportive Services- Other	12,000.00
Workshops	12,480.00
Special Needs	22,500.00
Self Suff. Counseling	5,000.00
Eligibility Expenses	400.00
Adopt A Family	7,500.00
Total Service Expenses	219,880.00
Financial Expenses	
Annual Bond Issuer Fee	234.00
Total Financial Expenses	234.00
TOTAL OPERATING EXPENSES	3,209,324.91
OTHER EXPENSES	

HIP Housing Programs Operating Budget- FY 23/24

Fundraising Expenses	71,581.74
TOTAL OTHER EXPENSES	71,581.74
SURPLUS (DEFICIT)	44,656.03



July 19, 2023

Mr. Brian Dossey
Town Manager
Town of Colma
1198 El Camino Real
Colma, CA 94014

Dear Brian,

HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. Over 1,200 adults and children maintain affordable housing annually through our Home Sharing, Self-Sufficiency, and Property Development programs. And we're excited to launch our fourth program, Housing Readiness, which will assist the most vulnerable members of our community with case management support and connection to housing resources.

The City of Burlingame's support of our work is significant and allows us to achieve our mission while expanding services in San Mateo County. Below is a summary of the activities accomplished in Burlingame and Countywide during FY 22.23.

TOWN OF COLMA HIGHLIGHTS

- # of Intake Calls received by Colma residents: two households
- # of applications from Colma residents or employees: three households
- # of new Home Sharing matches with a Colma resident: one household
- # of matched Home Sharing clients who work in Colma: two households

Funding Allocation

The \$5,000 contribution from the Town of Colma was allocated to the salaries for the Home Sharing Program Coordinators.

COMMUNITY OUTREACH

Staff, volunteers, and interns increased awareness in the community about our services by establishing partnerships, conducting presentations, and developing marketing materials in multi-languages. Outreach activities included:

Ads/Articles in city e-newsletters, Coastside Living Magazine, Daily Journal, Electronic billboards in San Carlos and Foster City, Half Moon Bay Review, KHMB, Housing Leadership Council's Housing Guide, Coastside Buzz, Senior newsletters, Pacifica Voice, Pacific Tribune, Ravenswood School district newsletter, San Mateo Chamber, Parks & Recreation guides.

Inservices were conducted by ACCEL San Mateo County, Aging & Adult Services, EPA Can Do, Help Me Grow, Life Moves, NOVA Works, Second Harvest of Silicon Valley, and San Mateo County's Human Services Agency.

Marketing material distribution to CORE Community Centers, 39 San Mateo County Libraries, Child Care Providers, Mental Health Matter events, Pacifica Homeowners, and Therapists.

Networking meetings were attended, including Ending Homelessness, HOPE Interagency Council, Immigrant Inclusion Network, Inclusive Leaders in a Virtual World, Millbrae Housing Element meeting, New Beginnings Coalition, Pacifica Collaborative, Redwood City Interagency Forum, San Carlos Housing Element meeting, San Mateo/Foster City school district partners, Sequoia Hospital Community Health Advisory Committee, Westcoast Home Sharing Collaborative.

Presentations were conducted to the American Association of Univ. Women, Atherton ADU presentation, City Councils in San Mateo County, East Palo Alto Library, Fair Oaks Senior Center, Foster City Library, Home Sharing Lunch and Learn, Immigrant Inclusion Committee, National Hispanic Organization of Realtors, Peninsula Family Service, Phase to Careers, Redwood City Housing & Human Concerns Committee, Redwood City North Fair Oaks library, Redwood City Promotores, San Carlos library, Senior Roundtable, St. Matthews Church, Supervisor Corzo's legislative aid.

Social Media posts on Craigslist, HIP Housing's Social media channels, Nextdoor.com, and Patch.

Tabling Events included Active Aging, Burlingame on the Avenue, Burlingame Senior fair, Celebration of the Arts festival, Colma Resource fair, CSM Food Distribution, Daly City health & resource fair, Doelger Senior Center fair, Earth Day event in Menlo Park, Foster City Health Fair, Hillsborough's Neighbor Fest, Hometown Days – San Carlos, Housing Leadership Day, Mental Health Association training, Millbrae Health and Wellness event, NDNU Wellness event, OYE Latin X conference, Peninsula Volunteers open house, San Carlos Pride, SMC Employee Benefits Fair, SMC Inclusion Festival, St. James church event, St. Matthews Church, Voices of Recovery resource event.

HOME SHARING PROGRAM HIGHLIGHTS

498 individuals applied to the Home Sharing Program and received ongoing housemate, housing, and community resource information.

- Average age of Home Providers was 66, and Home Seekers 51.
- Sixty-three percent of the Home Seekers were homeless or at risk of homelessness
- Thirty-two percent of applicants were living with a disability.
- Trends: Clients with incredible debt; Home Providers needing more care from their housemate because of the high cost of caregiving; applicants with extremely low incomes; increase in homeless seniors; increased utility expenses; job loss; mental health challenges, job relocation.

25 home sharing matches were arranged for 64 individuals.

- Before having a housemate, Home Providers spent 23% of their income on housing expenses, and Home Seekers spent 26% on housing costs. After a housemate moved in, Home Providers were able to reduce their housing costs to 12% of their income, while Home Seekers were able to find a new housing arrangement and keep their housing costs at 22% of their income.
- An additional 296 applicants remained in their home sharing match made before the fiscal year.

Additional highlights:

- All 20 jurisdictions listed HIP Housing in their updated Housing Element
- Home Sharing team hosts a Lunch and Learn hour. Over 100 community members registered.
- Home Sharing clients are sent a survey to provide feedback about their interview and application experience. 84% said our staff is friendly and courteous; 88% said the process was clearly explained. One of the clients commented: "The process was easy and seamless for me."
- Due to outreach efforts with the Community College SparkPoint Centers, Daniel Barrera, Outreach Specialist, attended a food distribution event and distributed over 400 flyers to recipients who drove through the event to pick up food. Similar events at Skyline and Canada College have been scheduled

HOUSING READINESS PROGRAM

During FY 22.23, HIP Housing's staff provided housing and community resource information to 2,145 individuals. Whether connecting callers to our programs or answering questions about navigating the affordable housing landscape, we aim to share as much information as possible so that the caller understands the available resources. Our vision has always been to take one more step in providing support, thus, creating the Housing Readiness Program.

In September 2022, a San Jose State Masters of Social Work intern, HIP Housing staff, and a former Board member helped us design the Housing Readiness Program (HRP) framework. Our intern has been working with older adults with very low incomes, technology challenges, or language barriers. The case management support activities include helping individuals apply to affordable housing waiting lists, including the Department of Housing's subsidized RentCafe portal, while also assessing community resources such as CalFresh or organizations that assist with move-in costs. The program's goal is to prepare individuals better to understand how to access affordable housing and help them gain lodging. As a result of initial efforts, five individuals who received assistance found affordable housing through the HRP.

During FY 23.24, HRP will expand by following up with every caller who receives housing information, creating a weekly eblast with housing and community resources, training volunteers and interns to manage the program, and increasing the number of clients who receive more intensive case management.

One of the first clients to participate in our Housing Readiness Program is Basil and his two brothers, Andrew and Anthony. The brothers were living with their sister and her family in Pacifica until she decided to move to Arizona. Facing homelessness, the three brothers worked with our Program Coordinator, Montse, to complete applications for affordable housing. With a lot of follow-up support from Montse, they were able to secure affordable housing in East Palo Alto. The process took nearly six months but was well worth the wait. Montse helped secure move-in costs from the Daly City Community Center and coordinated correspondence between the Housing Authority and the three brothers. Andrew is an older adult who lives on a fixed income; Basil is disabled on a fixed income, while Anthony works as a caregiver by trade. Now the three brothers have stable, permanent housing due to Montse's efforts and their consistent follow-through with her.

PROPERTY DEVELOPMENT

In 2022, the Property Management Division housed 705 tenants at HIP Housing-owned and -managed properties. The organization also began leasing at an additional property (22 units), which increased the number of HIP-owned and -managed units to 462. In FY 2023-2024, HIP Housing will increase its owned units to 501 adding 39 units in Redwood City to our portfolio.

Resident Services at the Senior Properties (Edgewater Isle, Rotary Hacienda, Rotary Floritas)

- Edgewater Isle hosts a twice-a-month Farmers market with items donated by Second Harvest.
- Peninsula Family Services hosts Get-Appy Bingo monthly and teaches technology classes in English and Mandarin.
- Residents at all three properties received various toiletry items donated by Samaritan House.
- Great Clips in San Mateo offered residents a \$14 haircut on "Senior Tuesdays."
- Peninsula Family Services offers a "You talk, we listen" service that gives older adults a counseling session for \$15.
- Sutter Safe at Home conducted a presentation regarding their Life Alert System while also reducing the monthly fee.
- Many residents at the three senior properties were affected by being socially isolated during the Pandemic. Some new residents who moved in during the Pandemic never got to know their neighbors. Once social activities resumed at the senior properties, a "Conversation Café" event was created to allow residents to get to know each other, play puzzles/games, and do art therapy activities. The events have been well-attended, and new residents feel more at home with their neighbors.

Compliance/Property Management projects:

- The City of Foster City and HIP Housing are working collaboratively to manage 22 workforce housing units on Pilgrim Drive.
- A 39-unit affordable housing complex by Greystar in Redwood City was completed. HIP Housing will be managing the units.
- Over 30 housing units will break ground in San Carlos in 2024. The Planning Commission and City Council have approved the project which HIP Housing and Eden Housing will develop.

SELF SUFFICIENCY PROGRAM (SSP)

HIP Housing's Self Sufficiency Program (SSP) provides housing assistance and Trauma-Informed Case Management services to low-income parents and Transitional Aged foster youth with or without children. Adults who are in school and aim to increase earnings and become financially independent within 1-5 years are considered for the program. Participants receive a rental scholarship while they complete an education or job training program and find employment in their field. During the fiscal year, forty-four families representing 50 adults and 68 children were provided support through the program. Highlights included:

- High school-aged students volunteered to tutor youth in Math and Science.
- Cake4Kids, a non-profit group of volunteers who are home-bakers, baked birthday cakes for the youth in SSP.
- My New Red Shoes (MNRS) provided new shoes for the children in SSP.
- Holiday Adopt family donors provided gifts to 51 families in SSP and 279 seniors in HIP Housing's properties.
- The Activity Fund helped pay for medical, athletic, and educational activities for the youth in SSP.
- Toni DeMarco, retired Director of San Mateo County's Behavioral Health and Recovery Services, becomes the SSP team's new Trauma trainer.
- Volunteer architect is working on a project to put one or two ADUs at Cedar Street Home
- Celebrated 15 program graduates at a ceremony in September
- Due to outreach with the mothers' clubs in San Mateo County, the Burlingame Mothers' Club offered five free memberships to SSP families with children under 5.
- The City of San Mateo donated 75 free movie passes for SSP families.
- Met with 2nd Harvest of Silicon Valley to collaborate on making referrals for SSP clients needing food resources. SSP clients can pick up food from 2nd Harvest within 24 hours or less.
- Listen 4 Good is an organization that HIP Housing was introduced by the Sobrato Foundation. Listen4Good focuses on increasing nonprofits' capacity to collect and use client feedback to inform organizational decision-making and make services more client-centered. We are working with a Listen4Good mentor to design an NPS-type survey that will be sent to current and graduate SSP clients.
- HIP Housing's website has been updated to include an "Inquiry Form" similar to the form on our Home Sharing webpage.

TRAUMA-INFORMED SYSTEMS CHANGE

A core strategy in our Five-Year Strategic Plan is implementing trauma-informed care throughout our agency. Some methods to achieve this goal include trauma-informed training for program staff, trauma-focused client case management, and trauma-informed parenting resources. With sustained effort and resources, our programming will link stable housing with lasting positive mental and physical health outcomes.

- Julie Kurtz, Founder and CEO of the Center for Optimal Brain Integration and an expert trauma trainer, started a year-long trauma resiliency training plan for the entire HIP Housing staff, including workshops and individual team meetings.
- Julie met individually with each department to learn more about each team and begin creating departmental strategies to become more trauma-informed.
- One Life Counseling Center conducted several stress-management presentations during the year.

VOLUNTEER PROGRAM

During the year, twenty-nine individuals and seven interns volunteered to support outreach activities, tutor youth in the Self-sufficiency Program, and assist with office administrative projects. HIP Housing partners with the following organizations to host interns:

- Bank of America
- Cal State East Bay
- Eastside Prep School in East Palo Alto
- High Schools, including Notre Dame Belmont, Hillsdale, Aragon, and Palo Alto
- Peninsula Family Services Second Careers Program
- San Jose State's Masters of Social Work program

THANK YOU

HIP Housing's programs address underlying causes of housing insecurity by 1) increasing the number of affordable units available (property acquisition), 2) maximizing underutilized housing stock (home sharing), and 3) providing holistic, trauma-informed case management to support individuals in becoming stable (self-sufficiency and housing readiness). We appreciate the support from the Town of Colma and look forward to continuing our housing services to residents and persons who work in and around Colma and County-wide.

Sincere regards,

Laura Fanucchi
Director of Programs



Self-Sufficiency Program graduates



Mah Jong at Rotary Floritas



My New Red Shoes donation



Our hard-working maintenance staff



Home Sharing match – 11 years!



Tabling at Earth Day in Atherton



June 29, 2023

Mr. Brian Dossey
Town Manager
Town of Colma
1198 El Camino Real
Colma, CA 94014

Dear Brian,

HIP Housing's Fiscal Year ends on June 30, 2023, and end-of-year funding reports will not be completed until July 15, 2023. In the interim, please find information on the program statistics for the Town of Colma for FY 22-23:

of Intake Calls received by Colma residents two households
of applications from Colma residents or employees: three households
of new Home Sharing matches with a Colma resident: one household
of matched Home Sharing clients who work in Colma: two households

Funding Allocation

The \$5,000 contribution from the Town of Colma was allocated to the salaries for the Home Sharing Program Coordinators.

Like last year, by July 15, 2023, I will submit a more thorough report covering the activities accomplished by the agency in FY 22.23.

Please let me know if you have any questions. We'll be tabling at the Colma Community Fair on July 8th!

Warm regards,

Laura Fanucchi

Laura Fanucchi
Director of Programs

CC: Abigail Dometita



**Town of Colma
Non-Profit Funding Request Form
(Exempt Organizations Only)
FY 2023-24**

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Community Environmental Education Program

Contact Person: EDWARD LOPEZ

Address: 115 First Ave. Daly City. CA. 94014
 Street Address City State Zip Code

Phone Number: 650-550-7847/4158061818 Email Address: elopez@jeffersonunion.net

1. **Mission Statement:**

Our elementary school students gain field trip chaperones, on-site tutors and positive role models. Our wilderness students learn and practice leadership skills and responsibility to younger children. Both groups together develop greater community awareness.

2. Amount of Request: \$ 11,000

a. Total Agency Annual Budget: \$ 84,400,000^{>00}

b. Number of Agency Employees: 550

c. Payroll is 80 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

Our projects will educate and engage residents children through activities they would otherwise not have the opportunity to engage. Through our activities we expose students to experiences that the Bay Area has to offer.

4. Describe reason for request and how funds will be used:

our projects will educate and engage residents children through activities they would otherwise not have the opportunity to engage. Through our activities we expose students to experiences that the Bay Area has to offer.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

The increase in the amount requested will be used to supplement the projected increase in our field trip cost fees.

This last year food cost was almost double the previous years, transportation cost was at least 30% higher.

6. Describe the benefit to the Town derived from funding your organization:

All of our activities contribute to better community awareness and responsibility for all students involved. Youth of our community are learning to trust and take care of each other and together they are also taking care of their community. San Bruno Mountain is a community resource right in our backyard; our students will understand how to access and protect this neighborhood resource. Over the years several high school students have used the skills they develop in the program to be hired by the Colma Park and Recreation Department as well as other jobs connecting with youth. In 2012 our efforts with our San Bruno Mountain Overnight program was awarded the J. Russell Kent Award.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

The number of Colma residents is approximately 50 students. They will receive services through their enrollment at Susan B. Anthony School. We make concerted effort to purchase and conduct business in Colma

8. Provide a detailed account of how the FY 2022-23 contribution was used:

Contracted transportation	\$ 3718.00
Entrance Fees	\$ 1882.50
Chicken & Garden supplies	\$ 916.77
Food	\$ 1570.92
Fuel.	\$ 278.50
Educational supplies	\$ 893.29
 Total =	 \$ 9259.98

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

N/A

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3083772

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status



Optional Attachments

Board of Trustees

Rosie U. Tejada

Andrew Lie

Kalimah Y. Salahuddin

Jerome Gallegos

Sherrett Walker

Clerk

President

Vice President

Trustee

Trustee

Jefferson Union High School District

2023-2024 PROPOSED BUDGET



EXECUTIVE SUMMARY

May Revision Overview

The May Revision is the last set of data points received before the district must adopt a local budget. Once the 2023-2024 State Budget has been adopted, at the end of June, more information will be available on what has changed and how to adapt locally. Until then, this is the best available budgeting information.

The Governor's Revised Budget shows that the state revenue is coming in lower than previously anticipated and inflation has remained high. The governor's proposal increases the Local Control Funding Formula (LCFF) base by the statutory cost-of-living adjustment (COLA) of 8.22%. The remaining Proposition 98 funds (which are required to be used for K-14 education) are allocated to a variety of initiatives with continued investments in early childhood education, universal meals, the educator pipeline, and a small contribution to the State's Rainy Day Fund. Additionally, there is a new Equity Multiplier proposed that would provide additional LCFF funds to school districts that have significant numbers of students from low income families.

Other Revenue Considerations

LCFF Funding – For 23-24, LCFF growth is projected to be 8.22%. The governor is also proposing an additional multiplier for high needs school districts. JUHSD will continue to be funded outside of the LCFF formula and remain Basic Aid/Community Funded. The gap between our tax revenue and our LCFF formula is projected to be about 21%.

Federal Funding – The 23-24 budget shows a decrease from the prior year due to the end of COVID relief funding.

Other State Funding – State funding for special education will receive an 8.22% COLA as will CTE programs. However, these programs are funded per pupil so we will likely see net decreases due to our declining enrollment. There are additional decreases due to the end of COVID relief funding and due to the governor's proposal to take back funds from two state programs. The governor's proposal includes a 50% reduction to the Art, Music, and Instructional Materials Discretionary Block Grant and a 32% decrease to the Learning Recovery Emergency Block Grant.

Local Funds – These funds are primarily generated by our Parcel Taxes, by grants to Daly City Youth Health Center (DCYHC), and through our facility rentals. The anticipated decrease in this area reflects the loss of about \$500K in rental income from Serramonte del Rey and reflects moving DCYHC operations to Fund 63 beginning in 23-24. This move of DCYHC operations was recommended by our auditors to more clearly delineate DCYHC activities from general education activities.

ASSUMPTIONS FOR THE 23-24 PROPOSED BUDGET AND MULTI YEAR PROJECTION

Basic Assumptions

Assumptions are based on the School Services of California (SSC) Dartboard and San Mateo County Assessor's Office information:

Assumptions	23-24	24-25	25-26
Average Daily Attendance (ADA)	3,560	3,560	3,540
Property Tax Increase	4.7%	3.8%	3.8%
COLA	8.22%	3.94%	3.29%
Consumer Price Index (CPI)	3.54%	3.02%	2.64%
STRS	19.10%	19.10%	19.10%
PERS	26.68%	27.70%	28.30%
Unemployment Insurance	0.05%	0.05%	0.05%

The retirement system for certificated employees, STRS, saw a large increase in 22-23, but is projected to remain at 19.10% for the foreseeable future. We continue to see increases to the costs for the classified retirement program, PERS. There is a projected 1.31% increase from 22-23 to 23-24 which will result in about \$175,000 in additional PERS expenses for JUHSD in 23-24. Also of note is that unemployment insurance is projected to return to its pre-pandemic level of 0.05% after two years elevated at 0.50%.

Salary Assumptions

JUHSD has settled labor negotiations for 23-24 with a 3% across-the-board salary increase. This is reflected in the proposed budget, as is continued district contributions to health and welfare benefits. Additionally, the budget includes increases to standard employee compensation costs (salary increase from step and column).

Implementation of Reserve Policy BP 3100.1

As a Community Funded school district, JUHSD relies on property taxes for our largest portion of revenue. This funding source can be more unpredictable than State Funding, therefore maintaining reserves beyond the minimum required by law is recommended. The recently approved board policy BP 3100.1 outlines how JUHSD intends to maintain fiscal stability. The proposed budget implements a Strategic Reserve as outlined in the policy and anticipates making contributions to the Special Reserve Fund 17 each year to reach the goal of 2% reserve in Fund 17 by 2028.

Assumptions	23-24	24-25	25-26
Strategic Reserve Set-Aside	5.0%	3.0%	1.0%
Contributions to Fund 17	\$300K	\$300K	\$300K

Governmental Accounting Standards Board (GASB) 87 New Guidelines

In 22-23, new accounting standards, known as GASB 87, were implemented that require governmental entities to recognize lease liabilities and assets. This is reflected in an Audit Adjustment in 22-23 of over \$11.5M. The adjustment makes it appear that JUHSD has more money than is actually available. The \$11.5M represents inaccessible, fixed assets, not actual cash.

Multiyear Projections

An important part of the budget adoption process is the subsequent two-year projection of the general fund. In addition to the above mentioned changes, the multiyear projection assumes the following:

- Significant health benefits premium increase of over 10% for 2024
- 6.16% increase to Workers' Compensation
- Net increase of 3 teachers to cover special education preps & increased team teaching
- Increased stipends for Wellness Interns
- One-time expense of about \$200K in 23-24 for a classification study
- Debt repayment \$287,524 per year, ongoing

The multiyear projection shows deficit spending in all four years, 22-23 estimated actuals, 23-24 budget year, and the two subsequent years. The deficit is less in 22-23 due to the one-time relief funds. This deficit spending shows that JUHSD is using reserve funds to cover costs.

General Fund Summary	2022-23	2023-24	2024-25	2025-26
Beginning Fund Balance	32,167,114	31,175,777	25,793,317	21,460,747
REVENUES				
LCFF/Taxes	59,219,645	61,532,280	63,315,718	65,281,256
Federal	3,449,863	1,744,897	1,806,665	1,855,980
Other State	9,477,268	7,679,548	7,689,765	7,681,361
Local	11,450,479	9,392,797	9,703,556	9,961,470
Revenue Total	83,597,255	80,349,522	82,515,704	84,780,067
EXPENDITURES				
Salaries	40,009,773	41,904,521	42,328,089	42,758,011
Benefits/Payroll Costs	18,970,755	19,978,066	20,526,772	20,992,598
Goods & Services	22,159,250	20,531,512	20,600,235	20,994,567
Other	3,348,814	2,730,359	2,805,654	2,859,059
Expenditure Total	84,488,592	85,144,458	86,260,750	87,604,235
Transfer Out - COP Payment	100,000	287,524	287,524	287,524
To Fund 17		300,000	300,000	300,000
TOTAL EXCESS/DEFICIT	(991,337)	(5,382,460)	(4,332,570)	(3,411,692)
Ending Fund Balance (EFB)	31,175,777	25,793,317	21,460,747	18,049,055
Restricted Balance	3,265,505	1,749,646	1,680,343	1,374,343
GASB 87	11,592,235	11,592,235	11,592,235	11,592,235
Remaining EFB	16,318,037	12,451,436	8,188,169	5,082,477
RESERVES				
Statutory Reserve	2,537,658	2,571,959	2,605,448	2,645,753
Strategic Reserve		4,286,598	2,605,448	881,918
Unallocated Funds	13,780,379	5,592,879	2,977,273	1,554,806
Fund 01 Reserve Percentage	19.29%	14.52%	9.43%	5.76%
Special Reserve Fund 17	823,794	1,128,794	1,433,794	1,738,794
Total Reserves all Funds	17,141,831	13,580,230	9,621,963	6,821,271
Total Reserve Percentage	20.26%	15.84%	11.08%	7.73%

Ending Fund Balance

The General Fund ending fund balance in the Proposed Budget for 23-24 is comprised of the following:

1. Restricted and non-spendable items totaling \$13,341,881: Restricted Balance \$1,745,646, Revolving Cash \$4,000, GASB 87 \$11,592,235
2. Statutory reserve for economic uncertainty \$2,571,959 – 3.0%
3. Strategic reserve per BP 3100.1 \$4,286,598 – 5.0%
4. Unallocated amount \$5,592,879 – 6.52%

The budget anticipates a \$300K transfer to Fund 17 – Special Reserve Fund, which will result in an additional reserve of \$1,128,794 – 1.32%, for a total reserve of 15.84% for 23-24.

Other Funds

All other funds (i.e. adult education, nutrition, etc.) have positive ending fund balances and, other than moving DCYHC operations to Fund 63, there are no significant changes over last year. The nutrition program continues to be projected as a break-even program.

Next Steps

The State Budget will be adopted by the end of June. The district will begin revising the budget this summer to reflect the actual state budget and final district salary and health benefit costs. Unaudited Actuals for 22-23 will be presented in September and the 1st Interim Report will be presented in November with more accurate information for 23-24 financials.

THE COMMUNITY ENVIRONMENTAL EDUCATION PROGRAM

Wilderness School Program

Jefferson Union High School District

Daly City • Pacifica, California

Learning • Doing • Reflecting • Internalizing

115 First Ave
Daly City, CA.
94014
(650) 550-7847

Edward L. Lopez
Teacher

FY 2022/23

Non-Profit Funding Annual Report

Mission Statement:

Our elementary school students gain field trip chaperones, on-site tutors and positive role models. Our Wilderness students learn and practice leadership skills and responsibility to younger children. Both groups together develop greater community awareness.

We entered the 2022/2023 school year with a full itinerary of field trips for more than 80 students. This past year we had two unexpected challenges. Our scheduled trip to University of California, Elkus Ranch was cancelled due a road that was washed out during this year's winter storms. The other was the increase in cost, especially with transportation and food prices that pushed us over budget.

- Walking field trip to the Wilderness School for "Pumpkin Day."
- Field trip to Lawrence Hall of Science
- Field trip to California Academy of Sciences
- Hike up San Bruno Mountain and overnight camping trip for three 3rd grade classes.
- In-class educational supplies

Contracted transportation	\$ 3718.00
Entrance Fees	\$ 1882.50
Chicken & Garden supplies	\$ 916.77
Food	\$ 1570.92
Fuel.	\$ 278.50
Educational Supplies	\$ 893.29
Total =	\$ 9259.98

Our activities contribute to better community awareness and responsibility for all students involved. Youth of our community are learning to trust and take care of each other and together they are also taking care of our community. San Bruno Mountain is a community resource right in our backyard; students will understand how to access and protect this neighborhood resource. Over the years several high school students have used the skills they develop in the program to be hired by the Colma Park and Recreation Department as well as other jobs connecting with youth. In 2012 our efforts with our San Bruno Mountain Overnight program was awarded the J. Russell Kent Award.

There is one especially piece of good news this year, I learned that a former Colma Elementary School student, who went on our field trips is now a teacher at Jefferson High School.



Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: LifeMoves

Contact Person: Katherine Finnigan

Address: 2550 Great America Way, Suite 201, Santa Clara, CA 95054

Street Address City State Zip Code

Phone Number: 650-995-4570 Email Address: kfinnigan@lifemoves.org

1. Mission Statement:

End homelessness by providing interim housing, support services, and building collaborative partnerships. We envision thriving communities where every neighbor has a home.

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ 67,974,724

b. Number of Agency Employees: 417

c. Payroll is 48.3 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

LifeMoves is the largest provider of interim housing and support services for individuals and families experiencing homelessness on the San Francisco Peninsula and in Silicon Valley. With more than 26 sites from Daly City to San José, LifeMoves gives our neighbors experiencing homelessness a temporary place to call home while providing intensive, customized support through both site-based programs and community outreach. On any given night, we feed, clothe, and house approximately 1,500 people, about one in six of whom are children.

We credit our success to our tailored case management that addresses the individual root causes of homelessness. LifeMoves provides the strategic assistance needed to move our clients to stable housing and self-sufficiency.

4. Describe reason for request and how funds will be used:

We are seeking funding to support operations at our six San Mateo County interim housing sites. Last year, LifeMoves served more than 2,000 San Mateo County households.

Despite effective programs – and the significant effort put forth by nonprofit organizations, local governments, and funding partners – the homelessness crisis continues. The most recent Point-In-Time Count took place on February 23, 2022, and found that housing instability is only increasing within San Mateo County, with more than 1,800 residents counted as homeless on this single winter night. And with the recent downturn in the local and national economies, we feel the number of individuals who are without a home has grown significantly since last February.

LifeMoves continues to provide critical support services to help local families and individuals overcome the barriers to securing and retaining housing. Our clients qualify as either “extremely” or “very” low-income, per the regulations set forth by the U.S. Department of Housing and Urban Development. More than 46% of the individuals LifeMoves serves report having disabilities, and 10% of our adult clients are veterans. Forty percent of the women served in LifeMoves interim housing sites (including women who are heads of households with minor children) report having been victims of domestic violence.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

LifeMoves is seeking the same level of funding we sought from the Town of Colma in FY23. Of course, we would welcome additional support for Colma residents if funds became available.

6. Describe the benefit to the Town derived from funding your organization:

Over the past several years, LifeMoves has provided supportive services and interim shelter to more than 80 adults and children from the Town of Colma. During this past fiscal year, we provided nearly 2,100 nights of shelter to local residents.

In addition, while the staff working at our various residential sites are critical to breaking down the barriers to stable housing, the individuals working within our community outreach programs are often the first point of contact for unsheltered San Mateo County residents. Members of our Homeless Outreach Team (HOT), Healthcare for the Homeless (HCH), Kaiser Outreach, and Rapid Re-Housing programs engaged with nearly every Town of Colma household that was served last year. The presence of our interim housing sites, programs, and outreach services in San Mateo County enhances the health, safety, and economic climate of this town.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

7A. In FY16, LifeMoves served 21 Town of Colma residents. In FY17, we served two residents. In FY18 and FY19, we served one resident per year. In FY20 we served eight Town of Colma residents. We served 20 residents in FY21 and served 16 Town of Colma residents in FY22. Last year, LifeMoves served 13 Town of Colma households, made up of 22 individual residents. 7B. San Mateo County's Coordinated Entry System determines where unhoused Town of Colma residents receive shelter and supportive services. Last year, Town of Colma residents were aided at the Redwood City Navigation Center (formerly Maple Street) and Family Crossroads in Daly City. Other LifeMoves facilities that may shelter Colma families in the coming year include First Step for Families in San Mateo, Redwood Family House in Redwood City, Coast House in Half Moon Bay, and Haven Family House in Menlo Park. As described in item 6 above, the collaborative efforts of our community outreach teams were also instrumental in moving vulnerable individuals and families off the streets of the Town of Colma. 7C. Unsheltered local households received support from both our site- and community-based teams last year. The Navigation Center served two Colma residents last year. Three Colma families made up of 10 individuals received support and assistance at our Family Crossroads location in Daly City. Our Motel Voucher Program supplied more than 1,250 nights of shelter to six Town of Colma households. Our HOT provided services directly to unsheltered homeless individuals living on the streets, in encampments, or in vehicles. This team works closely with local police departments and other community-based agencies to support our unhoused neighbors. Our HCH staff focused on identifying and solving healthcare issues that often serve as a barrier to finding stable housing or shelter. Of the 22 Town of Colma residents served last year, 17 residents engaged directly with one of or more of these outreach teams before moving to interim housing.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

The \$4,000 grant provided last year by Town of Colma to LifeMoves was targeted to cover the operating expenses for our interim housing sites in San Mateo County. We are extremely grateful to receive general operating funds, as all of our facilities operate at a deficit, especially with the addition of inflated prices impacting everyone today.

Town of Colma funds helped us offer local residents a safe environment where all their household needs were covered, including meals, clothing, and home goods, allowing clients to focus on increasing their income and securing stable housing. Our school-aged children received age-appropriate support to ensure they stayed on pace academically and socially with their housed peers.

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

FY23

- City of Burlingame-\$8,300 awarded
- City of Daly City-\$18,000 awarded
- City of Foster City - \$10,000 awarded
- City of Redwood City-\$61,700 awarded
- City of San Bruno-\$10,000 awarded
- City of San Mateo-\$12,800 awarded
- City of South San Francisco-\$26,250 awarded

FY24

- City of Burlingame-\$10,000 application pending
- City of Daly City-\$18,000 awarded
- City of Redwood City-\$34,800 application pending
- City of San Bruno-\$10,000 application pending
- City of San Mateo-\$25,000 application pending
- City of South San Francisco-\$30,000 application pending

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 77-0160469

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments





FY24 Budget

Revenue

Government	\$43,364,895
Private (Unrestricted) Revenue	\$17,990,344
Private (Restricted) Revenue	\$6,334,778
Other Revenue	\$284,707

Total Revenue	\$67,974,724
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Expenses

Program Expense (Total)

Program Salary & Benefits	\$21,246,273
Direct Client Expenses	\$16,815,784
Site Operating Costs	\$5,474,968
Operations Labor and Fringe	\$11,390,011

Total Program Expenses	\$54,927,036
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Administration Expense

Administration Expenses	\$7,088,263
Development Expense	\$4,829,425

Total Administration Expenses	\$11,917,688
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Total Expenses	\$66,844,724
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Net Positive/(Negative)	\$1,130,000
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Capital Costs	\$1,130,000
----------------------	--------------------

Projected Surplus/Deficit	\$0
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*All Numbers Exclude Homekey Funding and Costs



Board of Directors 2023

Officers:

Patrick Heron (Chair)

Managing Partner
Frazier Life Sciences
70 Willow Road, Suite 200 (work)
Menlo Park, CA 94025
(W) 650-325-5156
patrick@frazierhealthcare.com
Committees: Executive, Board Development
Years on the Board: 7

Melissa Selcher (Vice Chair)

Chief Marketing & Communications Officer
LinkedIn
181 Constitution Drive (volunteer office)
Menlo Park, CA 94025
(C) 650-787-1807
mselecter@linkedin.com
Committees: Development, Executive, Board Development
Years on the Board: 6

Greg Eckert (Treasurer)

Partner
PricewaterhouseCoopers
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Committees: Executive, Finance
Years on the Board: 3

Pamela Weiss (Secretary)

Philanthropist, Writer, Community Activist
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pamelaweiss@hotmail.com
Committees: Board Development
Years on the Board: 5

Directors:

Ahmed Khatib

Senior VP, Private Wealth Advisor
Merrill Private Wealth Management
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Committees: Finance
Years on the Board: 3

Ajwang Rading

Lawyer | Policy Wonk | Educator
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Committees:
Years on the Board: 1

Carrie O. Plietz

Regional President, Northern Kaiser Foundation
Health Plan and Hospitals
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TBD
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Committees:
Years on the Board: 1

Christina Corpus

Sheriff
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ccorpus@smcgov.org
Committees: Resource Development
Years on the Board: 3



Board of Directors 2023

Danielle Fontaine

*Assistant Controller
ServiceNow, Inc.*
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San Mateo, CA 94002
(C) 408-464-8380
danielle.fontaine@gmail.com
Committees: Audit Committee
Years on the Board: 1

Laura Green

*Nurse
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Committees:
Years on the Board: 1

Lori Castillo Martinez

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Years on the Board: 1

Pastor Paul Bains

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WeHope*
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Years on the Board: 3

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Franklin Templeton*
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(C) 650-302-0288
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Committees: Resource Development
Years on the Board: 5

Gene Todd

*Executive Vice President – Head of Regional Markets
Fiduciary Trust International*
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(C) 216-410-1899
gtodd@ftci.com
Committees: Finance
Years on the Board: 1

Lauren Koenig

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lgkoenig@me.com
Committees: Executive, Resource Development
Years on the Board: 5

May Topper

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Former Vice President, Marketing, Oral-B*
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650-269-9644
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Committees: Resource Development
Years on the Board: 4

Scott Goree

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scott.goree@skyhighsecurity.com
Committees: Resource Development
Years on the Board: 4



From the LifeMoves By-laws:

Each director shall hold office for a term of two (2) years or until his or her successor has been elected. A director may not serve more than three (3) full consecutive terms; provided, however, that notwithstanding such limitation, (i) a director may continue to serve so long as such director is elected as an officer of the Corporation, (ii) a director who serves as Chair of the Board may continue to serve as a director for a period of two (2) years after his or her successor as Chair is elected, or (iii) the term of the Director is extended upon recommendation by the Executive Committee and approval by a majority vote of the Board, not including the vote of the Director whose term is being extended.

LifeMoves provides interim housing and supportive services for unhoused families and individuals to rapidly return to stable housing and achieve long-term self-sufficiency.

GoodMoves

Summer 2023

LifeMoves
Breaking the Cycle of Homelessness



INTERIM SUPPORTIVE HOUSING SITE IN REDWOOD CITY

New Interim Housing Sites Open in Redwood City and San Jose

PEOPLE WHO ARE experiencing homelessness in Silicon Valley now have additional relief. Two new interim housing sites — the San Mateo County Navigation Center in Redwood City and the San Jose Bridge Emergency Interim Housing site — provide people with a fresh start and an opportunity to find permanent housing. The opening of these two new interim housing sites is a significant step forward in the fight to end homelessness in Silicon Valley.

Up to 270 residents in the Redwood City site will enjoy private rooms, outdoor community spaces, an electric commercial training kitchen, and on-site case management, and other services.

The San Jose site includes 96 modular units with private en-suite showers and restrooms, on-site laundry, a kitchen, and outdoor community spaces.



INTERIM SUPPORTIVE HOUSING SITE IN SAN JOSE

Residents of both facilities can receive a variety of supportive services including substance use disorder outpatient services, medical care, and access to specialists in housing, benefits, and vocational services. The centers also offer workshops and support groups to provide a path to self-sufficiency. ✓

**FROM OUR CEO
AUBREY MERRIMAN**



Now the Real Work Begins

OVER THE PAST YEAR, we have been telling you about the new interim housing sites that we have been building. It's great news that will help your unhoused neighbors move off the streets.

But, what's their next move?

After experiencing loss of a job or breadwinner, divorce, domestic violence, intolerance of an LGBTQ identity, mental or physical health issue, or other challenges, our clients face a harsh reality — getting a temporary place to stay is one thing. But getting your life stabilized so that you can become self-sufficient and remain housed is another.

That's when their real work begins — and ours. When someone enters a LifeMoves site, it's their moment to turn their life around. Our dedicated case managers and support teams work diligently with our clients to help them plot their path to success. Clients receive individualized plans for their goals and a full range of services to support their needs. Our staff are with them at every step, even when the going gets tough.

Supporting people in their journey is our calling, and it starts at the front door. Thank you for helping to open it.

Warm regards,

Aubrey

**“You saved our lives...
You have patience
and understanding.
God bless all of you
for what you do here.”**

Lisa R.

KATHLENE'S STORY

It's Not Real Until You Get Your Key



IT WAS HER HOME and her community, but it was public land. Now it was needed for a dam.

When the police came to close the encampment, everything was chaos. But instead of arresting her, one police officer gave her time to gather her things and to connect with LifeMoves.

“Sometimes it's one person's decision that makes a difference,” Kathlene said.

A creative, inquisitive, passionate woman, she has a degree in Interior Design and a Class A Commercial driving license. In 2016, she became homeless when her car broke down in San Jose.

When Kathlene connected with LifeMoves, everything changed. Before the chaotic day was done, she had a key to her own room.

“I could finally get some things done, I could finally get some peace, I could finally take a shower and not be worried about my stuff getting stolen,” she said.

When she connected with LifeMoves, everything changed. Before the day was done, she had a key to her own room.

Many of her friends from the encampment are at the San Jose Bridge Emergency Interim Housing site so she has her community as well as clean clothes, three meals a day, and access to social and medical services.✓

MICHAEL'S STORY

Broken Bones, Broken Spirit, Moving Forward

BROKEN COLLAR BONE and pelvis, torn liver, bruised kidney — an on-the-job injury cost Michael his union job, his medical insurance, his savings, and his home. The pain led to addiction.

Homeless for three years, he couch surfed until he found LifeMoves Maple Street Shelter, where he started his recovery. His physical health is better, his addiction conquered.

“A lot of things are going in a more positive direction,” Michael said. “I have a great support group through LifeMoves that has been very supportive and educational as well.”

But that was just the start. He recently moved from the shelter to the Navigation Center in Redwood City where he has his own room and access to medical and dental services as well as job counselors, social workers, and case managers.



The things most people take for granted are treasured at the Navigation Center. “The privacy of your room, being able to take a shower—there’s a lot of burdens that are lifted so you can focus on going forward,” Michael said.

“A lot of things are going in a more positive direction.”

Michael

“The resources we have here are just phenomenal!” he said, adding that his case manager has connected him with job opportunities as well as medical care.

“I got diagnosed with something, and had it not been for the doctor on site, I may not have found that.”

The next step is permanent housing. “I’m just going forward now,” he said. “I’m not gonna let myself down, my family down. I’m definitely going forward.”



Volunteer BBQ for Clients

We were thrilled to have our first volunteer event since our clients moved into the Navigation Center in Redwood City. More than a hundred of our clients were ecstatic to enjoy a delicious meal in the beautiful outdoor community area. A heartfelt thank you to Order of Malta for hosting a BBQ with delicious food including tri-tip, corn on the cob, coleslaw, and more. The meal was prepared by nearly 30 volunteers in the site’s new training kitchen — the first volunteer group to use it. We are committed to ensuring our clients feel welcome by building a sense of community and inclusivity. Volunteer events like these are one way we achieve that.



Summer Camp Partnership

BANK OF AMERICA has partnered with LifeMoves to support our summer camp program. The bank’s 8-week Student Leaders Program pairs participants with a hands-on experience at a nonprofit — serving as leaders in our summer camp. Camp is offered to every child enrolled in a LifeMoves program, at no cost — typically more than 100 children are enrolled. Campers get enrichment and socialization opportunities as well as breakfast, lunch, and snacks. LifeMoves thanks the Bank of America for its continued support over the years.





Please note our new address:

2550 Great America Way, Suite 201
Santa Clara, CA 95054

650.685.5880

www.lifemoves.org

LifeMoves 9TH ANNUAL
Ride to End Homelessness

Join us!
Saturday, August 26
VMware Campus - Palo Alto

Have fun with your friends, family, and coworkers on our community ride. Routes for all abilities — from 6 miles to 66 miles. Support our unhoused neighbors and end homelessness in Silicon Valley.



go.lifemoves.org/RTEHNow



**GRANT REPORT TO THE TOWN OF COLMA
JUNE 2023**

On behalf of the clients LifeMoves has the privilege to serve, thank you for the Town of Colma's generous support of our work. The \$4,000 grant we received last October to support programs serving Colma residents was utilized immediately to help some of the most vulnerable members of our community. Your continued partnership inspires us to continue to seek out innovative solutions to meet the needs of those who are unsheltered in Silicon Valley.

SERVICES TO TOWN OF COLMA RESIDENTS

Five Town of Colma households received shelter and associated supportive services from LifeMoves between July 1, 2022, and May 31, 2023. The individuals within these households stayed for more than 950 days in our San Mateo interim housing sites, including First Step for Families in the City of San Mateo, our Maple Street emergency housing facility in Redwood City, or at local motels that offer a respite for those families who are unsheltered and waiting for an available family unit opening.

During the same period, several Town of Colma residents received assistance via our community programs, including Healthcare for the Homeless, Homeless Outreach, Kaiser Outreach, and Rapid Rehousing. This community outreach work helped prompt some of these unsheltered residents to seek housing support in a LifeMoves site, which is a very important step in getting these clients indoors and on the road back to stable housing.

LIFEMOVES OVERVIEW

During our most recent fiscal year ending on June 30, 2022, LifeMoves served more than 7,000 people across our two-county service area. With the help of our 400+ employees and the support of our community, LifeMoves provided more than 289,000 nights of shelter to individuals and families experiencing homelessness, a 21% increase from the previous year.

This past fiscal year, 82% of families and 65% of all clients who engaged with LifeMoves' transitional housing programs successfully returned to stable housing and achieved self-sufficiency. Thanks to our shared focus on serving those who are unsheltered, more than 2,100 of our neighbors successfully exited homelessness. We credit our LifeMoves therapeutic service model—which focuses on the root causes contributing to homelessness, rather than treating the symptoms—for being the key to the outcomes we have achieved.

We provide intensive case management through both shelter programs and community outreach so that we can meet people where they are in their journey to housing stability. All LifeMoves programs are built on a foundation of "Housing First" principles – that access to secure and safe housing is the critical first step necessary for unsheltered individuals to make pivotal changes for their future.

Each person we help has a different reason for experiencing homelessness, whether it's the loss of a job, the death of a spouse, medical costs, domestic violence, addiction, or untreated mental health issues. Unless these issues are addressed, people won't retain housing. As a result, each person's journey to stable housing must be tailored to best position our clients for long-term success. This requires program staff at LifeMoves to constantly provide innovative offerings that will enable transformative change. Some of our creative educational resources include life-skills workshops, personal finance and budgeting assistance, and credit repair.

ORGANIZATIONAL UPDATES

The April opening of the new Navigation Center in Redwood City was an organizational highlight for LifeMoves. Located near our former Maple Street facility, this location has 240 units available for single adults and couples, with a capacity to serve 270 individuals. The County of San Mateo has contracted with LifeMoves to operate this new site, which is the first of its kind in the county. This location offers the shelter and supportive services that LifeMoves is known for, including mental health and substance abuse counseling as needed. In addition, however, it has been purposefully designed to foster a sense of community including common areas, a commercial kitchen, dental and medical clinics, laundry and storage facilities, a barbecue area, a dog run, and a basketball court.

In July, our LifeMoves administrative office will move from Menlo Park to Santa Clara. Much like the clients we serve, we were unable to secure affordable office space for our growing organization in the neighborhood with which we'd become familiar. By expanding our search area, we were able to find a space that will grow with us as we expand our operations to serve more individuals and families in need.

With your partnership, LifeMoves continues to create meaningful opportunities for homeless individuals and families to return to stable housing and self-sufficiency. Together, we look forward to building lasting solutions to end homelessness.

CONCLUSION

As our region continues to face increases in the number of people experiencing homelessness and a continued shortage of affordable housing, we are more grateful than ever for partners like the Town of Colma. Thank you for your steadfast support of LifeMoves over the years, and for helping to keep our neighbors experiencing homelessness safe, healthy, and inspired to transform their lives.

If you have any questions or there is any additional information we can provide, please do not hesitate to contact Katherine Finnigan, Vice President of Institutional Giving, 650-995-4570 or kfinnigan@lifemoves.org



Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Ombudsman Services of San Mateo County, Inc.

Contact Person: Elyse Brummer

Address: 1455 Madison Avenue Redwood City CA 94061

Street Address City State Zip Code

Phone Number: 650-780-5702 Email Address: elysebrummer@ossmc.org

1. Mission Statement:

The residents of long-term care facilities are often the most vulnerable in our society. OSSMC works to assure the protection of these residents through advocacy, direct intervention, education, and ongoing case management with service providers.

2. Amount of Request: \$ ²⁵⁰⁰ _____

a. Total Agency Annual Budget: \$ ^{1,121,249} _____

b. Number of Agency Employees: ^{10 (7.8 FTE),} 32 volunteer om

c. Payroll is ⁷⁰ _____% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

OSSMC works with licensed long-term care facilities to deliver the highest standards of individual care for residents in San Mateo County. We visit these facilities throughout the year and are the voices for a vulnerable population. We advocate for the health, safety, and dignity for these individuals. Our mission and that of the Town of Colma align, looking for the best that can be provided for the residents of Colma.

4. Describe reason for request and how funds will be used:

We would use the funds from the Town of Colma to support the work our County Supervisor does. Our County Supervisor is in charge of several Field Ombudsman that report to her. These visits are crucial in ensuring that the resident's rights are being met and that they have a voice to stand up for themselves.

The Town of Colma has funded us in the past because the Town of Colma truly believes and cares about the residents that live in licensed long-term care facilities in your city. By providing these funds, the Town of Colma helps OSSMC meet the federally mandated mission to protect residents that live in licensed long-term care facilities.

We are the only program of its kind in San Mateo County. We are certified by the state of California to monitor licensed long-term care facilities and to advocate for the residents to live in these facilities. There is a great need for it and no one else does this work.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

n/a

6. Describe the benefit to the Town derived from funding your organization:

The Town of Colma in the past has funded us because you take seriously what happens to the residents in long-term care in your city. The Town of Colma helps OSSMC meet the federally mandated mission by providing services to the residents in your city and by investigating allegations of abuse emanating from families in your city. Colma cares about all its citizens no matter where they live.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. Ombudsman Services of San Mateo County, Inc. (OSSMC) serves two facilities in Colma for a total of 63 Residents that reside in the facilities. We also serve Skilled Nursing and Rehab facilities around the Town of Colma, that residents likely temporarily reside.

B. Ombudsman Services of San Mateo County, Inc.
1455 Madison Ave
Redwood City, CA 94061

Facility Locations in Colma:

- Angela's Rest Home I
1816 Louvaine Drive
Colma, CA 94015

- Peninsula Reflections
205 Collins Ave
Colma, CA 94015

C. OSSMC reaches out to Colma residents by sending state certified and trained ombudsman to visit facilities to provide advocacy services to facility residents.

OSSMC accomplished the following in the Town of Colma:

- 45 facility visits for FY '22-'23
- Opened and closed 14 cases

8. Provide a detailed account of how the FY 2022-23 contribution was used:

The FY 2022-2023 contribution was used to continue to support funding for the County Supervisor, who conducts their own visits and cases and lead a group of trained volunteer ombudsman to make facility visits. OSSMC makes do with a small staff of well-qualified people due to fair wages that helps prevent employee turnover and allows them to keep up with the cost of living. Most of our supervising ombudsman staff have been part of OSSMC for years.

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

Years	FY 2022-23		FY 2023-24	
City	Requested	Received	Requested	
San Mateo	12,800	6,400	12,800	
Burlingame	700	580	700	
South San Fran	10,000	19,100	19,100	
Menlo Park	3,000	3,000	3,000	
Foster City	5,000	5,000	5,000	

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3397402

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments



2023-24 Board of Directors

PRESIDENT

Mitchell Bailey

401 Pierce Rd
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Chief Administrative Officer
Boys & Girls Club of the Peninsula
Phone: (415) 912-7688
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Sharmin Nabi, Esq. years

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Managed Care Contracts
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SECRETARY/TREASURER

Bob Montevaldo

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MEMBER EMERITUS

Betty Brown

Lance Reynolds

Nancy Cronin

OMBUDSMAN SERVICES OF SAN MATEO COUNTY, INC

BUDGET FY2023-2024

Board Approved 6/16/2023

Operating Income		Actual Jul 22- Apr 23	FY22-23	FY23-24 5%
Donations				
	Annual Report/Newsletter	0	500	500
	Appeal Letters Holiday	13870	7,000	7,000
	Board Gifts	950	10,000	5,000
	Business Funding	500	0	0
	Donations	4645	5,000	5,000
	Donations-In Memory Of	450	0	0
	Volunteer Recognition Luncheon	1050	15,000	15,000
	Sub-total	21,465	37,500	32,500
Foundation Funding				
	Atkinson	15000	10,000	10,000
	Deacon Charitable Foundation	0	0	5,000
	Gellert Foundation	0	10,000	0
	Palo Alto Community Fund	20000	10,000	10,000
	Albertson/Safeway Foundation	0	2,500	2,500
	TouchPoint	0	3,000	3,000
	Twinkle Foundation	1000	0	0
	Woodlawn	50000	50,000	45,000
	Sub-total	86,000	85,500	75,500
Government Funding				
	SMC Title IIIB (OAA)	26456	31,298	31,298
	SMC Title VIIA	40674	46,804	46,804
	SMC General Funds (<60)	43076	52,000	52,000
	St Health Facilities Citation Penalty (SHFCPA)	17630	15,852	15,852
	SNF Quality Assurance (SNFQAF)	28509	45,209	45,209
	State General Fund	73594	87,348	87,348
	State Augmentation	99121	123,730	123,730
	Public Health L&C Prog Fund (PHL&C)	8042	9,518	9,518
	Measure K	81066	121,983	130,668
	American Rescue Act	3305	22,736	22,736
	CDBG San Mateo	6400	12,800	12,800
	CDBG SSF	10000	19,100	19,100
	Other City Grants - Burlingame	580	700	700
	Other City Grants - Foster City	0	5,000	5,000
	Other City Grants - Menlo Park	3000	3,000	3,000
	Other City Grants-Town of Colma	2500	2,500	2,500
	Sub-Total	443,953	599,578	608,263
Healthcare Districts				
	Peninsula Health Care District	35000	70,000	70,000
	Sequoia Healthcare District	75000	75,000	75,000
	Sub-Total	110,000	145,000	145,000
	In Kind volunteer hours	81240	115,000	115,000
Interest Income		498		
Other Income		2805		
Total Revenue		745,961	982,578	976,263

Expenses	Actual Jul 22- Apr 23	FY22/23	FY23-24 5%
Development/Marketing			
Fundraising			
Grant Writing	30000	36,000	36,000
Event Planner	0	0	0
Volunteer Recognition Luncheon	0	10,000	10,000
Fall Event	0	0	0
Holiday Appeal	3695	1,900	1,900
Sub-total	33,695	47,900	47,900
Marketing			
Marketing PR	2762	3,500	3,500
Sub-total	2,762	3,500	3,500
Printing & Reproduction			
Newsletter/Annual Report	0	1,000	1,000
Brochures/tentcards/bus cards	0	3,000	1,500
Website	319	2,000	1,500
Other	3	0	0
Sub-total	322	6,000	4,000
Employee Expense Direct			
Payroll	542790	688,041	728,294
Benefits (medical, dental)	20697	20,943	17,278
ER Taxes	45678	57,689	60,768
Workers Compensation	2434	2,543	2,704
Sub-total	611,599	769,216	809,044
Employee Indirect Expenses			
Education	0	2,000	1,000
Recruiting	2849	750	750
Mileage Reimbursement	16371	10,000	18,000
Payroll Service Fee	3035	3,500	3,500
Sub-total	22,255	16,250	23,250
Operating Expenses			
Board Expenses	0	3,000	3,000
Sub-total	0	3,000	3,000
Facilities & Equipment			
Computer Maintenance	600	2,400	2,400
Computer Software	3380	3,850	3,850
Maintenance Agreements	4435	2,410	2,410
Moving Expenses	0	0	6,000
Office Equipment	0	2,000	2,000
Office Furnishings	0	1,000	1,000
Rent	10000	12,000	12,000
Sub-total	18,415	23,660	29,660
Financial Expenses			
Accounting/Audit	14000	14,000	14,000
Investment Advisory Fees	0	0	0
PayPal Fees	413	1,500	1,500
Bank Charges	102	25	25
Sub-total	14,515	15,525	15,525
Insurance			
Directors and Officers	2305	1,935	1,935
General Liability	3053	3,280	3,280
Membership Dues & Subscriptions	3924	3,000	3,000
Other Meeting Expenses	138	500	500
Office Supplies	2984	3,500	3,500
Postage and Delivery	823	1,500	1,500
Telephone and Internet	4809	5,000	5,000
Sub-total	18,036	18,715	18,715

Expenses	Actual Jul 22- Apr 23	FY22/23	FY23-24 5%
Program Expense			
Misc	1440	1,000	1,000
Intern Stipend	9000	9,000	0
Professional Services/contracted srvc	3271	0	0
Hiring Costs for new ED	25000	0	0
Corporate Registration	200	180	180
Taxes	0	125	125
Sub-total	38,911	10,305	1,305
Special Projects			
Alzheimer's Association Conference	0	2,500	0
Friendly Visitors	8414	6,650	5,000
Make A Wish For Seniors	2119	0	0
Music and Me	25028	35,000	35,000
Robotic Pets	1542	1,500	1,500
Tablets for Residents	0	10,000	0
Sub-total	37,103	55,650	41,500
Volunteer Expenses	3879	8,350	8,850
Volunteer In-kind hours	81240	115,000	115,000
Total Expenses	882,732	1,093,071	1,121,249
	(136,771)	(110,493)	(144,986)
Endowment Transfer (\$100,000 and \$25,000 for FY22-23)	125,000	125,000	100,000
Revised Net Income	(11,771)	14,507	(44,986)



June 7, 2023

Town of Colma
City Manager's Office
1198 El Camino Real
Colma, CA 94014

Attention: Abigail Dometita
Grant Report 2022-2023

Please accept this as our final report for our grant 2022-2023 from the Town of Colma.

Describe the results of the program for 2022-2023

The results of our program this year was much better than last year because Covid has finally ended as far as restriction go for long term care facilities. Families, friends, and Ombudsman can freely visit the residents and the residents can go out into the community. This is especially important for the residents. To feel connected again to the community.

- OSSMC was able to make forty-three visits to the facilities in the Town of Colma.
- We opened and closed fourteen cases.
- We did not receive any request for information or assistance from families or residents.
- We provided information and assistance to facility staff twice.
- We provided advice twice to the facilities.

We are incredibly grateful to the Town of Colma for the \$ 2,500 grant that helps us with the salary of our Ombudsman Supervisor for North County.

OSSMC provides the monitoring of each facility to ensure that each resident is entitled to and receives. We are their eyes, ears, and speech regarding their needs. We are effective in their lonely lives and help guide them.

I deeply appreciate your grant of \$ 2,500 and your belief and trust in our program that looks out for the residents in long term care facilities.

With great appreciation,

Bernadette Mellott MPA
Executive Director





Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Operation Santa Claus

Contact Person: Aimee Saunders

Address: c/o Daly City Fire Department 10 Wembley Drive, Daly City, CA 94015

Street Address City State Zip Code

Phone Number: 415 744 4049 Email Address: aimeeodsaunders@gmail.com

1. Mission Statement:

Since 1949, Operation Santa Claus has provided toy and gift assistance to families in need at the Holiday Season. We are a donation-driven, volunteer-run effort serving families who reside in Colma, Daly City & Broadmoor.

2. Amount of Request: \$ 2,000

a. Total Agency Annual Budget: \$ 20,000

b. Number of Agency Employees: 0

c. Payroll is 0 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

The full contribution will support our program's purchases of gifts and gift cards to distribute to families enrolled in our program.

4. Describe reason for request and how funds will be used:

We rely solely on donations and grant contributions to fund the purchase of the gifts we give out. We aim to fill a need in the community in a world of rising costs. We do not have a staff or any paid employees, The two most important days in our year's calendar are the packing day and our delivery night - these are annual efforts that bring community members together for our gift distribution effort. The reliability and engagement of our veteran volunteer force is a heartening effort to participate in each year.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

In the past, the Town of Colma has made generous contributions to our efforts. We are very grateful for the support and this opportunity to apply again. We are increasing our request by \$500 this year - from \$1500 last year to \$2000 this year.

Operation Santa Claus remains fully volunteer run and community supported. We anticipate continued support from the general public but we know this is not a guarantee. As well this year, one former foundational funding source is no longer available to us.

Last year, we were able to provide 445 children with newly purchased toys, and 167 teens gift cards. We are very grateful for the financial and volunteer support that the Town of Colma has provided to us in the past, and we hope this additional amount keeps us in the position to provide the same level of service and resource we have provided for decades now.

6. Describe the benefit to the Town derived from funding your organization:

For some families there is hardship presented during the Holiday season in providing material goods and gifts on top of daily expenses. While we are no panacea for the growing need in our beloved community, we seek to help about 300 families each year, providing gifts for any children under age 14 in their household.

Last year, we were able to provide 445 children with newly purchased toys, and 167 teens gift cards. Within the limits of our space and time, we try as much as we can to meet a need we see in the community.

We do this in partnership with our community First Responders, the Recreation & Parks Department and Daly City Partnership and many dedicated people who give up their free time towards the cause.

Operation Santa Claus is a long-standing volunteer opportunity that engages the community each year, promoting civic pride and fellowship among our citizens. People look forward to volunteering each year and participating in the effort.

Most importantly however, and simply put - we exist to provide holiday gift assistance to Colma families in need and their Daly City & Broadmoor neighbors.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A) We had 16 families with Colma residences in our 2022 delivery program.

B) We make a huge effort to deliver the toys and gifts to homes in one night. We operate out of North County Fire Administration, 10 Wembley Drive in Daly City where gifts can be picked up if delivery to the residence is not available.

C) Our application process is facilitated by Daly City Partnership in whose other services many of our applicants are enrolled. We also advertise through the school district communications to parents about application dates.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

During the 2022 Holiday season, we assisted 300 families across Colma, Broadmoor and Daly City, which included 445 children with newly purchased toys and 167 teens with gift cards.

The \$1500 donation received from the Town of Colma was included with other fundraising results. All donations were entirely used to acquire the items mentioned above.

In total, our expenses for the season were:

Toy Purchases: \$14,000
Gift Cards: \$5000
Expenses: \$1,700
TOTAL
\$21,700

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

The Town of Colma is the only municipal entity we received funding from in 22-23, and are seeking funding from in 23-24 to my knowledge. All other funding sources are private or corporate.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 94-2920191

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments



Operation Santa Claus
10 Wembley Drive
Daly City, CA
94015

2023 Governing Board

Bobby Stuhler, President
Barney Maffei, Treasurer
Jennifer Linale, Secretary
Maria DeLucchi
Denise Brown
Romeo Benson
Pat Bohm
Marya Ouro-Gbeleou
Mike Stancil
Cameron Christensen
Aimee O'Donnell Saunders

Operation Santa Claus

2023 Operating Budget

Revenue:

Foundations - \$5,000

Corporate - \$6,500

General Public - \$8,500

TOTAL \$20,000

Disbursement:

Toys - \$13,000

Gift Cards - \$5,500

Postage - \$400

Supplies - \$500

Telephones- \$400

Software - \$200

TOTAL \$20,000



OPERATION SANTA CLAUS

10 Wembley Drive, Daly City, CA 94015

Board of Directors

• Bobby Stuhler, President • Barney Maffei, Treasurer • Jennifer Linale, Secretary
Maria DeLucchi • Denise Brown • Romeo Benson • Pat Bohm • Officer Cameron Christensen

TIN 94-2920191

June 3, 2023

Abigail Dometita
Colma City Hall
1198 El Camino Real
Colma, CA 94014

Dear Abigail,

On behalf of the Operation Santa Claus board, I wish to thank the officers of the City of Colma for the generation donation of \$1,500.

During the past holiday season, we assisted 300 families, which included 445 children with newly purchased toys, 167 teens with gift cards.

The \$1,500 donation received from the City of Colma was included with other fundraising results. All donations were entirely used to acquire the items mentioned above:

Toy Purchases:	\$14,000
Gift Cards:	\$5,000
Expenses:	\$1,700
Total	\$21,700

Please contact me should you require any further information.

Once again thank you for your contribution.

Best Regards,

Jennifer Linale
OSC Secretary
(415) 828-0062 mobile
linale@sbcglobal.net





Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Renaissance Entrepreneurship Center

Contact Person: Amanda Anthony

Address: 366 Grand Ave, South San Francisco, CA 94080

Street Address City State Zip Code

Phone Number: 650-829-4651 Email Address: amanda@rencenter.org

1. Mission Statement:

Renaissance Entrepreneurship Center (Renaissance) transforms lives and communities through entrepreneurship. Our mission is to empower and increase the entrepreneurial capacities of socially and economically diverse women and men, and thereby strengthen our communities through the creation of sustainable new businesses, new jobs, and financial self-sufficiency.

2. Amount of Request: \$ 5000

a. Total Agency Annual Budget: \$ 6,296,035

b. Number of Agency Employees: 36

c. Payroll is 63% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- x D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

With the support of the Town of Colma, Renaissance will deliver English- and Spanish language small business training and support services to empower low-income women and men with the skills, resources, and networks needed to achieve financial independence by launching, rebuilding and growing their own small businesses. This will include practical, intensive, hands-on training classes, training in technology marketing and finance, consulting support, networking and access to capital services.

4. Describe reason for request and how funds will be used:

Helping Colma residents to start, rebuild, maximize and grow their own businesses is critical for individuals, and families, and overall economic recovery. While Daly City-Colma Chamber of Commerce supports existing small businesses, there are no other organizations focusing on building the entrepreneurial capacity of low-income English and Spanish-speaking individuals to create financial independence through small business ownership. In Colma, we are especially interested in supporting existing small businesses that may be ready to scale to a second location or build resilience in their business.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A

6. Describe the benefit to the Town derived from funding your organization:

Fifty percent of all small businesses fail within five years (U.S. Bureau of Labor Statistics); whereas 95% of clients who come to Renaissance in business, stay in business (Renaissance 2019 Entrepreneur Tracker Evaluation). Government support enables Renaissance to attract additional funds from foundations and corporations. While Colma's business landscape is unique because of the large number of franchised businesses and auto dealerships, there is great opportunity for entrepreneurial women and men to enter the market around these industries and beyond, given the retail space available and the relatively strong transit accessibility.

The COVID Pandemic challenged both new and established businesses. Renaissance has provided customized services to help sustain these businesses through this crisis and into the present. They include: increasing access to EIDL, PPP and local grants and loans, providing new market opportunities through outdoor markets such as popup markets, helping businesses pivot their operations to reach new customers, launching and/or expanding e-commerce capabilities, and helping grow "side hustles" to help increase income continuity.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. In 2023, 1 Colma resident became a client of Renaissance, taking a class to start a childcare business.

B. Most services would be provided at Renaissance's Peninsula offices at the Economic Advancement Center at 366 Grand Ave, South San Francisco, open Monday - Friday, 10:00 a.m. - 6:00 p.m, with evening hours for scheduled training classes, workshops, one-on-one consultations and special events. We also provide classes at the Jefferson Adult School in Daly City. If there is interest and availability, we are open to having classes, workshops, or events at the Colma Community Center, to ensure that services are provided as close to the community as possible.

C. We have visited shopping centers in Colma and businesses along El Camino Real to introduce grant opportunities. We have also participated in the Colma Community Fair the last two years and the Daly City Colma Chamber of Commerce mixer at the Colma Community Center. Our future efforts would be focused along Mission Road and in the neighborhoods, to reach clients who may be interested in starting a business but don't yet know about Renaissance and where to begin.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

N/A

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

2022-2023

South San Francisco - \$568,120
South San Francisco CDBG - \$12,500
Daly City CDBG - \$22,637
San Mateo County CDBG - \$22,500

2023-2024

South San Francisco - \$573,320
Daly City CDBG - \$35,000
San Mateo County CDBG - \$22,500

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 94-2793122

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments

Renaissance Entrepreneurship Center 2023 Budget

	Budget 2023
<u>Revenues</u>	
Corporate Contribution	993,000
Foundation Contribution	657,250
Individual Contribution	85,000
Release from TRNA	720,000
Total Contributions	2,455,250
Total Annual Event Revenue	375,000
Government	
Federal Grants	3,587,337
State Grants	
Local Government Grants	
Less: Pass-through awards	(400,000)
Total Government	3,187,337
Total Tenancy	355,000
Total Other Events	2,000
Total Program Service Fees	12,000
Total Earned Income	369,000
Total Other Income	250
Total Revenues	6,386,837
<u>Expenditures</u>	
Operating Expense	
Personnel	
Salary and Wages	
Total Salary and Wages	3,354,352
Total Benefits & Fringe	608,283
Total Recruitment	15,000
Total Personnel	3,977,635
Professional Services	
Total Consultants & Instructors	1,030,000
Other Professional Services	208,000
Total Professional Services	1,238,000
Total Office Expenses	35,900
Total Facilities & Occupancy	463,000
Total Software & Equipment	150,000
Total Travel & Meetings	35,000
Total Annual Event Expense	150,000
Total Program Expenses	75,500
Total Operational Expenses	45,700
Total Depreciation	125,300
Total Operating Expense	6,296,035
Total Expenditures	6,296,035
Total Revenues over Expenditures	90,802



**Board of Directors
July 2023**

Board Chair*

Alison Davis

8 years

Managing Partner

Fifth Era

Tiburon, CA 94920

Vice Chair*

Craig Jacoby

16 years

Partner

Cooley LLP

San Francisco, CA 94111

Treasurer*

Karly Wang

7 years

Key Advisor

Berkeley SkyDeck

Piedmont, CA 94611

Secretary*

Melissa Boyd

6 month

Partner

Cooley LLP

San Francisco, CA 94111

Audit Chair*

Sandor Straus

26 years

Managing Member

Tigmera, LLC

Walnut Creek, CA 94596

Gary Cookhorn

1 Month

CFO

Health2047

Yasmin Eichmann Datta

7 years

Investor and Advisor

Los Altos, CA 94024

Munish Gandhi

6 years

Co-Founder and COO

Productiv Inc.

Redwood City, CA 94065

Heidi Gibson**

7 years

Senior Director, Product Lead

Growth, Adobe

Oakland, CA 94510

Neal Gottlieb**

6 years

Founder and CEO

Crain App Inc.

Sausalito, CA 94965

Philip Koblis

Senior Vice President

7 years

Comerica Bank

San Francisco, CA 94111

Duncan Logan

2 years

Co-Founder and Partner

9Zero Ventures

Santa Barbara, CA 93105

Rich McCline, PhD

2 years

McCline & Associates

Entrepreneurial Leadership &

Strategic Management

Consulting

Alameda, CA

Goro Mitchell**

1 year

Owner

Mitchell's Environmental LLC

East Palo Alto, CA 94303

*Executive Committee member

**Renaissance graduate



Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: San Bruno Mountain Watch

Contact Person: Ariel Cherbowsky Corkidi

Address: 44 Visitacion Avenue, Suite 206, Brisbane, CA 94005

Street Address City State Zip Code

Phone Number: 415-467-6631 Email Address: ariel@mountainwatch.org

1. Mission Statement:

San Bruno Mountain watch helps the public learn about and explore San Bruno Mountain's history and environment, works with local communities to restore the mountain's native habitats and cultivate its flora at the Mission Blue Nursery, and protects its open space.

2. Amount of Request: \$ ³⁰⁰⁰ _____

a. Total Agency Annual Budget: \$ ^{205,942} _____

b. Number of Agency Employees: ² _____

c. Payroll is ⁶³ _____% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- x C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

San Bruno Mountain watch requests funding to educate and engage residents about San Bruno Mountain's cultural and natural history. Funding will support educational programming that enhances park visitors' understanding and appreciation of the mountain through digital and in-person programming.

One example is the "Exploring Colma Creek's Past, Present, and Future" project. This initiative aims to provide people with opportunities to learn about the past, present, and potential future of the Colma Creek watershed through digital educational materials and in-person programming. This effort will help Colma residents of all ages engage with various topics related to the watershed they call home and the creek that bears the name of their Town. Themes explored include the historical ecology of the watershed, the headwaters and tributaries on San Bruno Mountain, the mouth of the creek at the San Francisco Bay shoreline, flora and fauna of the creek, urban creek issues, flood control efforts, adaptations to forecasted sea-level rise, and more.

The San Bruno Mountain Muses project provides youth and families with opportunities to engage in outdoor creative expression, including nature journaling, environmental poetry, natural science illustration, land art, and place-based storytelling during field trips to San Bruno Mountain State and County Park.

Another example is the San Bruno Mountain Dune Defenders project, which involves students in ecological restoration activities on the San Bruno Mountain Dunes (located above John F. Kennedy Elementary School and Hillside Park). By removing invasive ice plants, and replanting dune wildflowers, students bring back the bloom of the dunes and protect the habitat of the endangered San Francisco lessingia plant. Students learn about plant and animal adaptations to the dune environment, coastal ecological processes, climate change, and sea-level rise.

Furthermore, our San Bruno Mountain Digital Learning Initiative includes the San Bruno Mountain Archives, an online public history project with over 25 themed collections. We also have videos, lessons, and activities on our San Bruno Mountain curriculum webpage.

4. Describe reason for request and how funds will be used:

San Bruno Mountain watch's funding request is needed to support field trips provided to local schools in the vicinity of the Town of Colma so that students can explore San Bruno Mountain and Colma Creek. All of the funding requested—\$3,000—will be dedicated to the costs of preparing and hosting field trips for the projects mentioned in the section above (San Bruno Mountain Muses, Colma Creek, San Bruno Mountain Dune Defenders, etc.). Each field trip is estimated to cost \$500, consisting of staff time dedicated to planning and coordinating the trips, developing the field trip curriculum and materials such as printed activity booklets, and the set-up, hosting, and clean-up on the day of the field trips. This equates to 12.5 hours of staff time at a rate of \$40 per hour per field trip. The \$3,000 request to the Town of Colma would fund six field trips to San Bruno Mountain and Colma Creek for local schools serving Colma residents during the 2023-2024 fiscal year.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

San Bruno Mountain Watch did not submit a grant request in the previous year.

6. Describe the benefit to the Town derived from funding your organization:

By funding San Bruno Mountain Watch's educational programming, the Town of Colma will be providing its residents with learning resources and active, outdoor experiences that will deepen their appreciation, civic pride, and love for the Town's unique environmental location and setting—at the base of San Bruno Mountain and within the Colma Creek watershed.

Supporting San Bruno Mountain Watch's engagement with local schools will maintain field trips to San Bruno Mountain as an enjoyable part of the local school experience—providing another example of why these schools are great choices for current and future residents.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. In prior years, we have provided field trips and classroom presentations to hundreds of students from the Jefferson Elementary School District and the South San Francisco Unified School District. Some of these students were Colma residents who attend schools located in close proximity to the Town of Colma, such as Susan B. Anthony Elementary, John F. Kennedy Elementary, El Camino High School, Summit Shasta High School, etc.

B. Colma residents may receive our services or programs on San Bruno Mountain State & County Park, at their schools, and at our native plant nursery. They may also engage with our digital educational materials from their homes.

C. We engage Colma residents through the Jefferson Elementary School District and the South San Francisco Unified School District by providing students and parent chaperones with educational field trips to San Bruno Mountain. Colma residents are among those who receive our newsletters and our social media with information about San Bruno Mountain and invitations to join free upcoming events, such as public guided hikes and volunteer programs. Access to digital educational materials about San Bruno Mountain is freely available to all through our website. The Colma Historical Association kindly lists San Bruno Mountain watch and our website in the section of their newsletter featuring other local organizations.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

San Bruno Mountain watch did not submit a grant request in the FY 2022-23.

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

San Bruno Mountain Watch received a payment of \$1,252.58 from the City of South San Francisco for plants sold by our Mission Blue Nursery to the Sign Hill Stewards habitat restoration project. A similar plant order and payment are anticipated in FY 2023-24.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____ x

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3235791

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments



The Board of Directors of San Bruno Mountain Watch

Yoni Angelo Carnice received a Master in Landscape Architecture from the Harvard Graduate School of Design. His thesis work explored how the design of a mountain trail and gardens can weave together the stories and materiality of San Bruno Mountain and the Filipino diaspora. Yoni previously worked on ecological restoration projects in the Presidio and is currently carrying out a project revolving around the influence of artist and gardener Demetrio Braceros on Cayuga Park. Yoni is a Designer at Meyer Studio Land Architects.

Christopher Chou is an attorney in public service. He completed his undergraduate education at Northwestern University and has a PhD and a JD from Stanford University. Chris is fascinated by how emerging technologies are transforming our urban environment and he's committed to helping cities and communities innovate to become more dynamic, inclusive, sustainable, and equitable. For Chris, San Bruno Mountain is an integral part of the urban landscape and connects us with a shared history, both urban and natural. He lives in Daly City and is an attorney in the San Francisco City Attorney's Office.

Tera Freedman serves as the **president** of the board of directors. As a child, she was involved in the grassroots efforts to save the mountain alongside her parents. Her father also served on the board of directors—during his tenure, Tera got involved in the construction of the Mission Blue Nursery a decade ago. Tera is the Director of Education Outreach at Industrial Design Outreach. Tera lives in San Francisco.

Reina Kahn is a Geospatial Analyst with a Master's degree in Geospatial Information and Technology from the University of Southern California. Reina has been a U.S. Peace Corps volunteer and served in Jamaica and Guatemala developing GIS programs in rural communities. She has also worked with the CA Department of Food and Agriculture in its invasive weed and mitigation program. She is a Senior Geographic Information Science Analyst at Atkins. Reina is interested in using her GIS skills in an environmental capacity developing and supporting habitat conservation and awareness. Her passion for San Bruno Mountain stems from her experience living in Brisbane and hiking the mountain daily. She enjoys the quiet respite of the mountain amidst the urban landscape.

Ann Kircher is a biologist with a B.A. from Washington University and a M.A. from Duke University. Ann spent her academic career teaching at the College of Alameda. She is interested in native plants, horticulture, and environmental activism. Her passions for San Bruno Mountain are protecting the natural environment, restoration of damaged areas, acquisition of adjacent natural areas, and inclusion of people in the surrounding communities into the wonders of the Mountain. Ann is retired.

Candace LaCroix serves as the **vice president** of the board of directors. Candace is the Natural Resource Specialist for the City of South San Francisco managing the Sign Hill Restoration Project. She holds A.S. degrees in Biology, Environmental Science, Environmental Studies, and Science and Mathematics from City College of San Francisco as well as a B.A. degree in Psychology from Stephen F. Austin State University. She has worked in various natural resource conservation efforts including supporting habitat restoration monitoring for Santa Clara Valley Water District, serving as a Bio-diverse City Intern for Climate Action Now! in San Francisco, and volunteering as a researcher for Texas A&M University's research facility in the Peruvian Amazon monitoring macaw and parrot populations. Prior to embarking on a career in wildlife conservation, she spent 7 years in social work supporting individuals and families in improving their housing stability, financial literacy, and career advancement. Her experiences advocating for underserved communities have made her passionate about the critical role that public open spaces play in community health.

Thomas Lambert is a retired accountant who previously served for multiple years as the treasurer of the board of directors. Tom lives in Brisbane near the mountain's forested canyons and enjoys hiking the trails close to home.

Emma Lewis serves as the **secretary** of the board of directors. Emma is studying environmental law at UC Berkeley's School of Law and holds a B.S. in Environmental Sciences and Studio Art from the University of Virginia. She previously worked for the City of South San Francisco, launching and overseeing the Sign Hill Stewards Habitat Restoration Project. Emma was also an AmeriCorps member with the Bay Area-based nonprofit Grassroots Ecology and worked to restore watersheds through volunteer programming. She is passionate about sharing the unique ecological stories of San Bruno Mountain with its surrounding communities.

Brian Parish serves as the **treasurer** of the board of directors. Brian is a retired accountant who worked in the healthcare industry. Before joining the board, Brian was a consistent volunteer at San Bruno Mountain Watch's Mission Blue Nursery and still partakes in the nursery program in his free time. He resides in San Francisco.

Michele Salmon was born and raised in Brisbane, California on the flanks of San Bruno Mountain on the street where she still lives. In the 1960s, Michele's parents played a major role in thwarting plans to scrape off the top of the mountain for a new city and her father served on Brisbane's first City Council. Her deep connection to the mountain inspired her degree in biology at San Francisco State University. She has retired from a 40-year career in Direct Marketing and also serves on Brisbane's Open Space and Ecology Committee. Michele is a constant advocate for our environment and was featured in a documentary about the Endangered Species Act.

Danny Yanow is a recently retired middle school history teacher who taught in South San Francisco at Westborough Middle School and served as the president of the teachers union. Prior to joining the board, Danny collaborated with San Bruno Mountain Watch on field trips and volunteer events to San Bruno Mountain for his students and volunteered at the Mission Blue Nursery.



San Bruno Mountain Watch

Budget Overview: 2023 SBMW Budget

January - December 2023

	TOTAL
Expenditures	
4220 Cost of Goods or Services Donated	300.00
7000 Payroll	
7010 Gross Wages	112,849.00
7020 Payroll Taxes	
7021 Federal Payroll Taxes	8,633.00
7022 CA SUI/ETT	881.75
Total 7020 Payroll Taxes	9,514.75
7030 Employee Benefits	
7031 Health Care Reimbursements	7,920.00
Total 7030 Employee Benefits	7,920.00
Total 7000 Payroll	130,283.75
7100 Contract Services	
7110 Accounting Fees	870.00
7120 Contracted Program Services	
7124 Mission Blue Nursery Contractors	750.00
Total 7120 Contracted Program Services	750.00
Total 7100 Contract Services	1,620.00
8000 Occupancy Expenses	
8010 Rent	
8011 Office Rent	8,100.00
Total 8010 Rent	8,100.00
8020 Nursery Utilities	
8021 Portable Toilet	2,050.00
8022 Waste Collection Services	500.00
8023 Water	1,300.00
Total 8020 Nursery Utilities	3,850.00
Total 8000 Occupancy Expenses	11,950.00
8100 Printing and Mailing	
8110 Publications, Brochures, Cards, Flyers, & Envelopes	9,000.00
8120 Copier Fees	1,500.00
8130 Mailing	
8131 Direct Mail	2,800.00
8132 PO Box	216.00
8133 Postage	500.00
Total 8130 Mailing	3,516.00
Total 8100 Printing and Mailing	14,016.00



San Bruno Mountain Watch

Budget Overview: 2023 SBMW Budget

January - December 2023

	TOTAL
8200 Advertisements & Promotional Expenses	700.00
8300 Business Expenses	
8320 Dues & Subscriptions	450.00
8340 General Licenses, Permits, and Registrations	200.00
8350 Payment Processing Card Fees	2,000.00
8360 Payroll Service Fees	660.00
Total 8300 Business Expenses	3,310.00
8400 Information Technology	
8410 Internet & Phone	275.00
8420 General Software	350.00
8421 Accounting Software	150.00
8423 Email Marketing Software	780.00
8424 Geographic Information System Software	100.00
8425 Website Platform Software & Domain	750.00
8426 Self-Guided GPS Tour Software	1,188.00
8427 Video Conferencing Software	120.00
8428 HRA Software	960.00
8429 Graphic Design Software	150.00
Total 8420 General Software	4,548.00
Total 8400 Information Technology	4,823.00
8500 Nonprofit Insurance	2,874.00
8510 Worker's Compensation Insurance	9,815.00
8600 Program Expenses	
8610 Arts & Crafts	1,000.00
8630 Construction Materials	1,000.00
8631 Nursery Storage Containers	2,000.00
8632 Nursery Tables	700.00
8635 Fertilizers & Hormones for Nursery	50.00
8640 Food, Beverages & Supplies for Volunteers or Outreach Events	800.00
8645 Fuel for Equipment	200.00
8650 Landscape Flagging & Signage	150.00
8651 Botanical Signs and Interpretive Signs	1,500.00
8655 Tools	1,500.00
8660 Personal Protective Equipment	700.00
8665 Pest Management Materials and Equipment	5,000.00
8666 Fencing	650.00
8670 Plant Labels	550.00
8675 Pots	1,700.00
8676 Plants and Seeds	500.00
8680 Soil Mix	2,400.00
8685 Laundry of Gloves and Apparel	130.00
8690 Carts and Wheel Barrows	1,000.00



San Bruno Mountain Watch

Budget Overview: 2023 SBMW Budget

January - December 2023

	TOTAL
8695 Irrigation Equipment	600.00
Total 8600 Program Expenses	22,130.00
8700 Office Supplies	250.00
8720 Office Equipment	250.00
8850 Fundraising Event Expenses	
8852 Event Supplies	800.00
8853 Food and Beverages	1,000.00
Total 8850 Fundraising Event Expenses	1,800.00
8900 Travel & Meetings	
8910 Conferences, Meetings & Workshops	500.00
8930 Parking & Tolls	20.00
8945 Truck & Van Rentals	1,300.00
Total 8900 Travel & Meetings	1,820.00
Total Expenditures	\$205,941.75

**REPORT TO THE
TOWN OF COLMA**

**FISCAL YEAR 2021 - 2022
NON-PROFIT ORGANIZATION GRANT**

EXPLORING COLMA CREEK'S PAST, PRESENT, AND FUTURE



Prepared by
Ariel Cherbowsky Corkidi
Director of San Bruno Mountain Watch



**Staff note: Grant report is from
FY21-22. It was not included in
last year's staff report as they did
not apply for funding in FY22-23.
-A.Dometita**

TABLE OF CONTENTS

Summary.....	3
Grant Accounting, Time Distribution, and Project Outcomes to Date.....	4
Next Steps.....	15
Appendix.....	16



Summary

In October of 2021, the Town of Colma generously provided San Bruno Mountain Watch with a \$2,500 grant in support of the “Exploring Colma Creek’s Past, Present, and Future” project.

San Bruno Mountain Watch continues to be grateful for the opportunity to be among the many beneficiaries of the Town’s grant program for local non-profit organizations.

The financial support requested by San Bruno Mountain Watch was intended to pay for staff time dedicated to the aim of this project, “to provide people with opportunities to learn about the past, present, and potential future of the Colma Creek watershed through digital educational materials and in-person programming.”

We sought to help Colma residents of all ages engage with a variety of topics related to the watershed they call home and the creek that bears the name of their Town. Themes explored include the historical ecology of the watershed, the headwaters and tributaries on San Bruno Mountain, the mouth of the creek at the SF Bay, flora and fauna of the creek, urban creek challenges, flood control efforts, potential adaptations to forecasted sea-level rise, and more.

Through this brief report, San Bruno Mountain Watch aims to provide the Town of Colma with an accounting of the ways its \$2,500 grant was expended as part of the project, while also describing and evaluating the outcomes to date of this effort as well as the continuing work.



Grant Accounting, Time Distribution, and Project Outcomes to Date

The “Exploring Colma Creek’s Past, Present, and Future” project is composed of four project focuses, and the grant funds were used to fund the work of project personnel in advancing three of the four focuses.

As noted in the application budget, the four project focuses are:

1. Digitization of a Colma Creek collection in the San Bruno Mountain Archives
2. Colma Creek Curriculum Videos
3. School Field Trips and Presentations About the Colma Creek Watershed
4. Public Walking Tours and Events at Colma Creek

The labor classification rate proposed in the application for work performed for the project was \$40 per hour. The Town of Colma’s \$2,500 grant thereby supported 62.5 hours of work, distributed in the following way:

1. Digitization of Colma Creek collection in the San Bruno Mountain Archives (\$680) (17 hours)
2. Colma Creek Curriculum Videos (\$0) (0 hours). Funds were not applied to this effort during this grant period.
3. School Field Trips and Presentations About the Colma Creek Watershed (\$1040) (26 hours)
4. Public Walking Tours and Events at Colma Creek (\$780) (19.5 hours)

In the following sections, I will describe the type of activities that are part of each project effort, and highlight the outcomes.



1. Digitization of a Colma Creek collection in the San Bruno Mountain Archives (\$680) (17 hours)

The San Bruno Mountain Archives (<https://www.mountainwatch.org/archives>) is a digital public history effort that aims to:

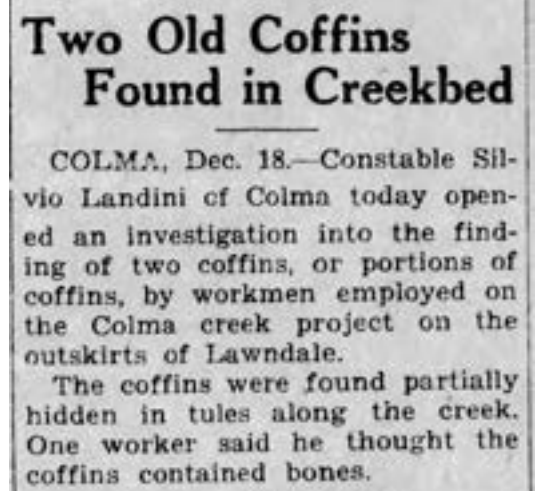
- . Share stories that illuminate the unique significance of San Bruno Mountain
- . Give voice to grassroots and unconventional understandings and experiences of San Bruno Mountain
- . Explore the lively and complicated political history of San Bruno Mountain
- . Record the changing environmental and social conditions of the mountain and its surrounding communities
- . Establish a platform where people can both personally and collectively gain a wide-ranging and intimate appreciation of San Bruno Mountain and its ecological and cultural dramas
- . Gather, digitize, categorize, and circulate a vast collection of photographs, articles, leaflets, and more regarding San Bruno Mountain from a variety of sources.
- . Serve as a wholesome resource for those involved in the creation and delivery of engaging educational and interpretive materials and services on San Bruno Mountain.

The work of digitization takes place at the San Bruno Mountain Watch office and remotely. At our offices, I organize and scan historic photographs, documents, and more into existing collections or new collections. Remotely, I search through digitized newspapers, from the late 19th century through the 21st century, for articles and references to San Bruno Mountain, and take digital “clippings” of these articles. Items are then uploaded to their respective collections and labeled with the appropriate dates, titles, and sources.

As part of this grant effort, the Colma Creek collection in the San Bruno Mountain Archives now holds over 135 items, reaching the goal set out in the grant proposal’s action plan. Efforts to collect more items, particularly newspaper clippings, are ongoing.



May 2nd, 1912. *San Francisco Chronicle*



December 18, 1933. *Redwood City Tribune*

2. Colma Creek Curriculum Videos (\$0) (0 hours)

San Bruno Mountain Watch utilized the \$2,500 grant from the Town of Colma for the three other project components. The project component for developing videos about the Colma Creek watershed was initially proposed in the application as a \$960 line item as part of a \$3,500 budget. San Bruno Mountain Watch will pursue this project component separately using alternative sources of funding and aims to develop these videos in the future.

3. School Field Trips and Presentations About the Colma Creek Watershed (\$1040) (26 hours)

Funding from the Town of Colma was used to provide one field trip and six in-person presentations to students at Susan B. Anthony Elementary School and John F. Kennedy Elementary School, two of the main elementary schools that serve Colma youth, in May and June of 2022.

At Susan B. Anthony Elementary, I delivered four individual educational presentations to four 3rd grade classrooms (Mr. Felix, Ms. Kim, Ms. Flores, and Ms. Gray) concerning the Colma Creek watershed.

At John F. Kennedy Elementary, I delivered two individual educational presentations, one for two 3rd grade classrooms (Ms. Garcia and Ms. Green) combined in one room, and one presentation for two 5th grade classrooms (Ms. Poppin and Mrs. King) combined in one room. The 3rd-grade students also participated in an invasive plant removal activity in an area of the mountain adjacent to their school playground in order to demonstrate one of the habitat restoration strategies discussed in the class presentation.

The presentation for the 5th-grade classrooms was provided before a field trip that took place the following week. I joined them for a mountain hike organized by the school's Principal (Mr. Harris). The walking journey departed from the school and reached the peak of the mountain. The hike presented an opportunity for the students to reach the upper portion of the Colma Creek watershed, moving from the lower portion of the creek, which flows underground below their campus playground and field, to the upper tributaries of Colma Creek along the Summit Loop Trail.

These educational presentations and the field trip engaged 184 students from 8 classrooms at Susan B. Anthony Elementary and John F. Kennedy Elementary, as well as 8 teachers and one Principal. Materials related to these activities, including the presentation slides and a sampling of letters from the students responding to the experience provided, are included in the Appendix.

I also prepared a presentation for a classroom at TRP Middle School; however, the teacher had to cancel the presentation during a leave of absence, and a field trip that was discussed earlier in the school year was not allowed due to the school's COVID protocols and the rise in cases at that time. The presentation and the field trip to the upper Colma Creek watershed on San Bruno Mountain have been rescheduled for the fall semester of 2022.





4. Public Walking Tours and Events at Colma Creek (\$780) (19.5 hours)

San Bruno Mountain Watch hosted five public events along Colma Creek, on February 19th, February 26th, March 12th, April 9th, and May 7th of 2022. 103 participants attended these five events. These programs involved a walk along the Colma Creek shoreline in South San Francisco, followed by volunteer restoration activities benefitting a salt marsh transitional habitat at the mouth of Colma Creek. Each participant received an interpretive booklet about the Colma Creek watershed, which was presented and discussed along the shoreline walk. The restoration activities included the removal of invasive, non-native species such as ice plant, wild radish, fennel, and Italian thistle from the shoreline habitat. Following invasive plant removal efforts, participants planted 585 native grassland and salt marsh plants as shown in the table below.

These events provided the general public with an opportunity to learn about the variety of challenges faced by the creek and the efforts to improve the health of the Colma Creek ecosystem, by actively participating in creek stewardship through habitat restoration.

COLMA CREEK SHORELINE RESTORATION PLANTINGS
SAN BRUNO MOUNTAIN WATCH
2022

Habitat Area	Common Name	Scientific Name	Quantities Planted 2/26/22	Quantities Planted 3/12/22	Quantities Planted 4/9/22	Quantities Planted 5/7/22	TOTAL
Salt Marsh / Transition Zone	saltmarsh baccharis	<i>Baccharis glutinosa</i>			36		36
	saltgrass	<i>Distichlis spicata</i>			47		47
	marsh gumplant	<i>Grindelia stricta</i> var. <i>angustifolia</i>			23		23
	alkali heath	<i>Frankenia salina</i>			27		27
	jaumea	<i>Jaumea carnosa</i>			16		16
	seaside arrowgrass	<i>Triglochin maritima</i>				150	150
	sea pink	<i>Armeria maritima</i>					0
	California mugwort	<i>Artemisia douglasiana</i>					0
	Pacific aster	<i>Symphiotrichum chilensis</i>			7	18	25
Grassland	California goldenrod	<i>Solidago velutina</i> ssp <i>californicum</i>	14	1	1		16
	coast buckwheat	<i>Eriogonum latifolium</i>	10				10
	yarrow	<i>Achillea millefolium</i>	10				10
	beach strawberry	<i>Fragaria chiloensis</i>	15				15
	seaside daisy	<i>Erigeron glaucus</i>	10				10
	California fuchsia	<i>Epilobium canum</i>	24				24
	red fescue	<i>Festuca rubra</i>	32	7	11		50
	bluff lettuce	<i>Dudleya farinosa</i>	3				3
	California poppy	<i>Eschscholtzia californica</i>	5				5
	soap root	<i>Chlorogalum pomeridianum</i>	10	5			15
	Franciscan wallflower	<i>Erysimum franciscanum</i>	23	20	7		50
California horkelia	<i>Horkelia californica</i>	34	4	12		50	
California buttercups	<i>Ranunculus californica</i>	3				3	
			Total	Total	Total	Total	TOTAL
			193	37	187	168	585











Next Steps

San Bruno Mountain Watch aims to continue providing opportunities for local communities to learn about and care for the Colma Creek watershed.

We appreciate the support of the Town of Colma for our “Exploring Colma Creek’s Past, Present, and Future” project and look forward to creating more interpretive material about the creek, continuing to engage students with opportunities to learn about and visit different parts of the watershed, and leading additional community-based ecological restoration events to improve creek habitat.



Appendix

June.6,2022

Dear Ariel,

Thank you for
Teaching us about Coma Creek.
It was so Fun when we went
outside and took out ice plants.
You are so nice. Thank you for
EVERYTHING. Thank you for coming to
the class room and Thank you
for helping us pull out the ice
plants. Thank you for taking your
time to come to the class room.

Sincerely,
Lea



Thank you for teaching me the Native plants and for coming. Thank you also for talking about Colma creek. Thank you for teaching me about the Colma creek and for letting us pull out ice plants. We had a lot of fun. We were excited when you came to our school. Thank you for being here and we enjoyed you being here.

Thank you for telling us about Colma creek and how we can change it. Also, thank you for telling us about Native plants and San Bruno Mountain. It

Thank you for sharing your presentation with us. I learned a lot about Colma Creek. I was very excited when we pulled out the ice plants. Thank you for showing everyone how to take out the ice plant. I had so much fun with you. You are always welcome to come back to our school anytime.

Sincerely
Nathan

Thank you so much for coming to work at JFK. The kids loved learning all about the creek, plants, and animals.



Exploring the past, present, and future of Colma Creek





SAN BRUNO MOUNTAIN WATCH

Ecological Restoration - Native Plant Nursery - Education - Conservation Advocacy

We inspire appreciation for the natural and cultural histories of San Bruno Mountain and provide opportunities for people to communally care for the mountain.



Ariel Cherbowsky Corkidi
Director of San Bruno Mountain Watch

ariel@mountainwatch.org — www.mountainwatch.org —

Creek Questions

1. What is Colma Creek?
2. What is the Colma Creek watershed?
3. What plants and animals live in and along the creek?
4. How have people interacted with Colma Creek in the past?
5. How have people changed the creek?
6. How can we care for the creek?









The beginnings of April Brook, Tributary of Colma Creek.





“Colma Creek, a tributary to San Francisco Bay, drains a 16.3-square-mile area.”

“Elevations range from sea level at the mouth of Colma Creek to more than 1,300 feet above mean sea level on San Bruno Mountain.”

“The climate of the Colma Creek basin is typical of the San Francisco Peninsula. Summers are characterized by long periods of warm, dry weather with little precipitation, and winters are mild and humid. About 85 percent of the annual rainfall occurs during the 5-month period from November through March.”

Knott, J.M. (1973) Effects of Urbanization on Sedimentation and Flood Flows in the Colma Creek Basin. Menlo Park, California. U.S. Dept. of the Interior, Geological Survey, Water Resources Division.



Plant Community Diversity on San Bruno Mountain



Toyon



Hummingbird Sage



Poison Oak



Wild Hyacinth



Yarrow



Farewell to Spring



Coastal scrub provides wildlife with abundant food—leaves, seeds, berries and blossoms.



Grasslands, while golden during the dry season, abound with masses of wildflowers in the spring.



Beach Blue Lupine



Seaside Buckwheat



Sea Pink



*California
Huckleberry*



*San Bruno Mountain
Manzanita*



*Blue Blossom
Ceanothus*



Over 100,000 years ago, during an interglacial period, high sea levels lapped against the mountain—**dune** vegetation grows on the sandy deposits left behind when the water receded.



Fog from the Pacific Ocean gushes over the ridges of San Bruno Mountain. **Maritime chaparral** survives on the extra moisture provided by this wet sea breeze.



Western Sword Fern



Hedge Nettle



Creek Dogwood



California Hazelnut



California Buckeye



Coast Live Oak



The undulating topography of the mountain channels water through a network of lushly vegetated creeks and wet meadows.



Woodlands shade the cool depths of the mountain's north-facing canyons.

THE FOG BOG



THE FOG BOG

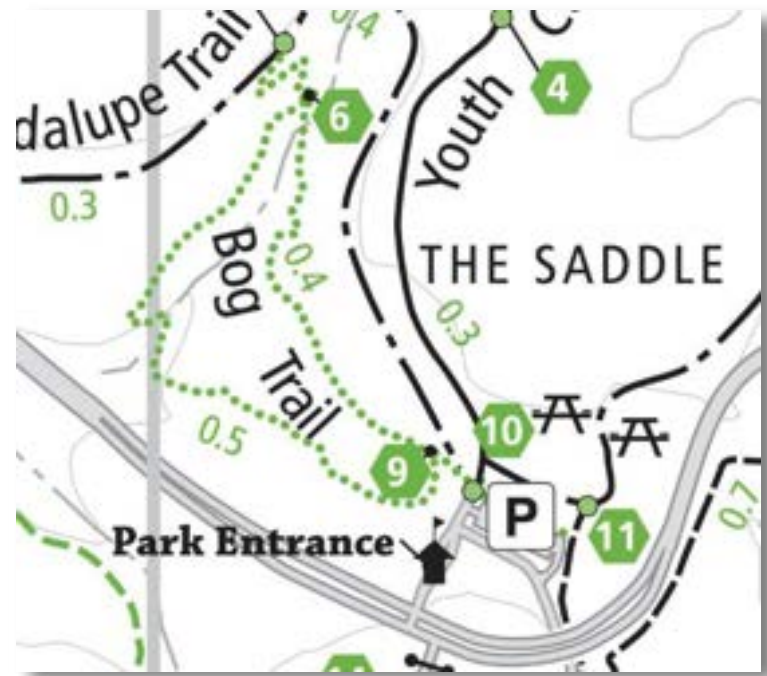
Fog

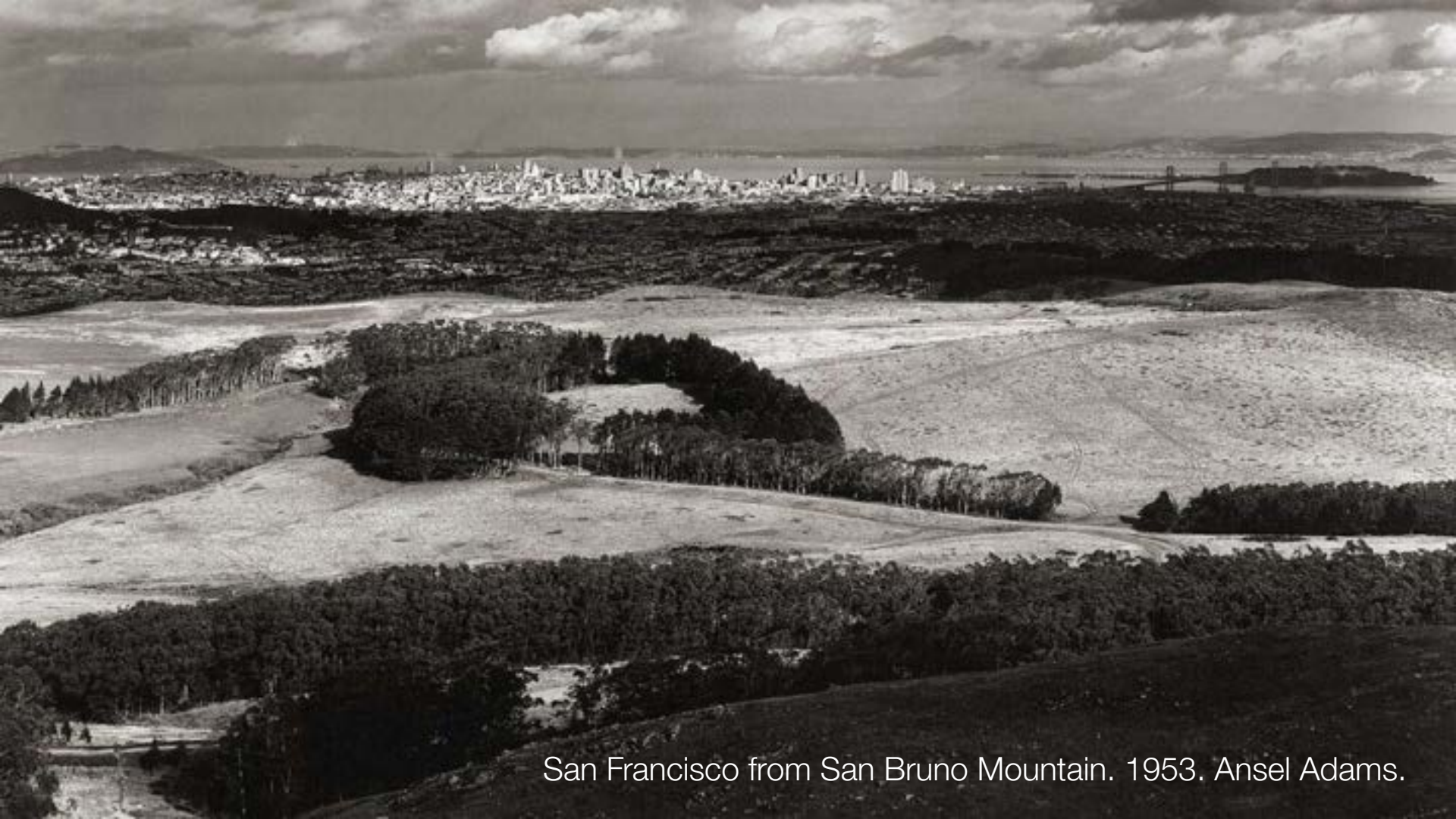
A cloud of small water droplets at or near the surface of the Earth

Bog

“wet, soft, spongy ground with soil chiefly composed of decaying vegetable matter,”
c.1500, from Gaelic and Irish bogach
(Online Etymology Dictionary)

“A low lying area saturated with water creates a hollow of decomposed vegetation in wet, spongy ground. . . The ground sinks underfoot—collapses, sucks under. It is a netherworld dimly-lit, and a rank smell hangs in the air. Yet a bog is far from dead. . .”
(*Home Ground: A Guide to the American Landscape* edited by Barry Lopez & Debra Gwartney)





San Francisco from San Bruno Mountain. 1953. Ansel Adams.

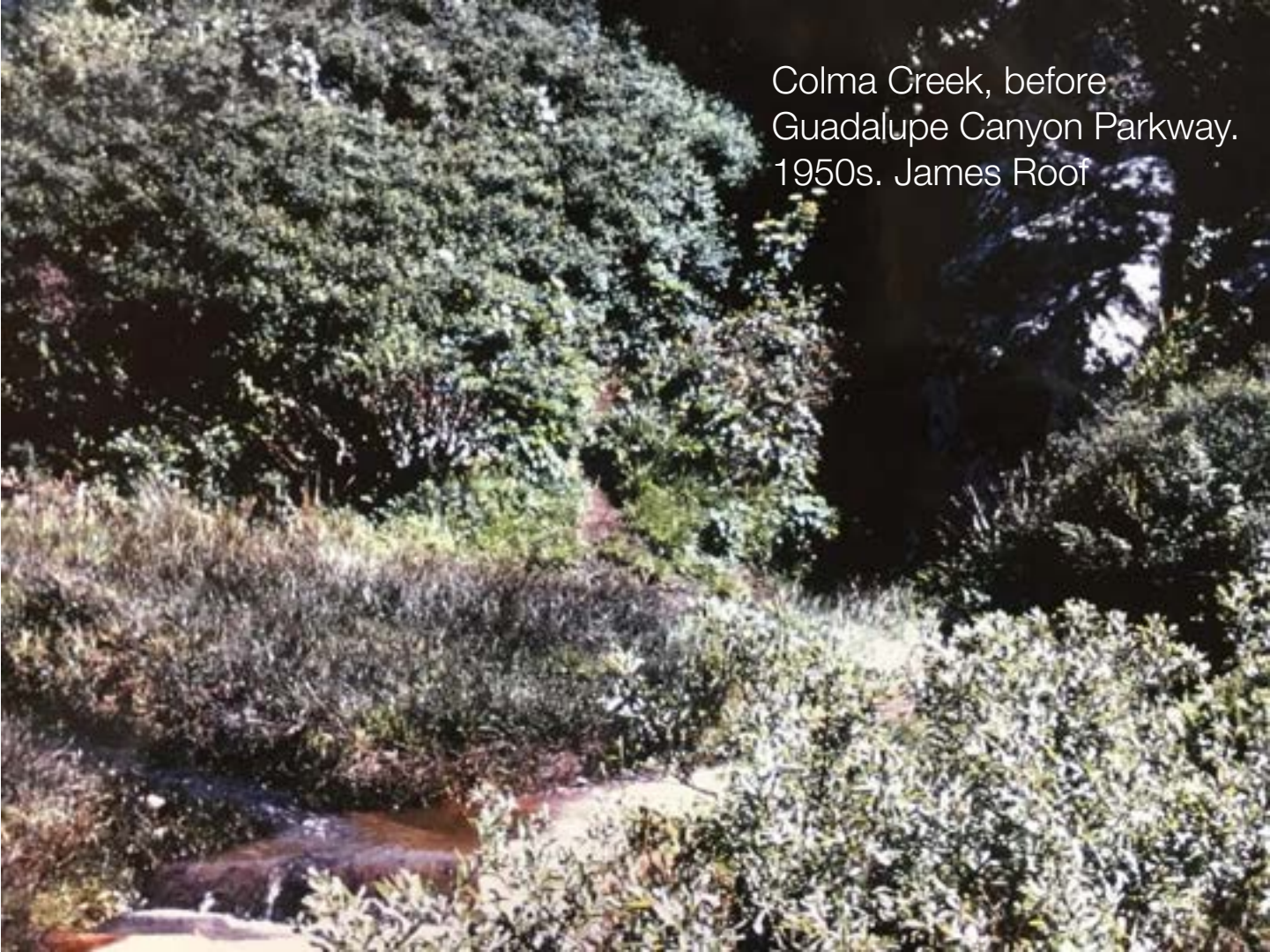


Colma Creek's headwaters and San Francisco's high towers.





Colma Creek, before
Guadalupe Canyon Parkway.
1950s. James Roof



California bee plant and cow parsnip in bloom beneath willows.



Creek dogwood.



Berries and bare stems of poison oak.



Pacific blackberry.





Western sword fern and coffee berry.



Colma Creek Headwaters Wet Meadow.

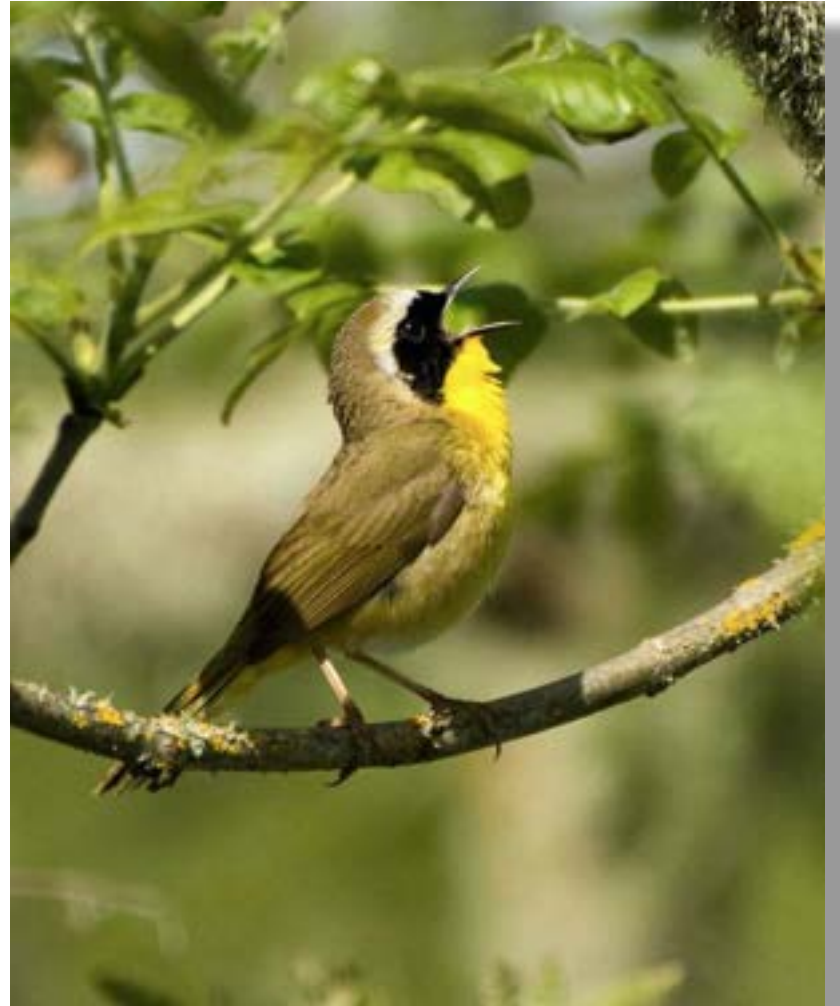


Colma Creek Birdlife: Wings Among the Wetlands

Excerpts from the Sequoia Audubon Society about the abundant birdlife found in the headwaters of Colma Creek...

<http://birding.sequoia-audubon.org/description.php?loc=17&p=0>

“In the boggy areas you can hear the Common Yellowthroat defending its territory.”



Common Yellowthroat Warbler
(*Geothlypis trichas*)



Colma Creek Birdlife: Wings Among the Wetlands

“In wet years, a small pond has been a nesting site for a pair of Mallards and a winter home for a pair of Wilson's Snipe.”



Wilson's Snipe
(*Gallinago delicata*)



Mallard
(*Anas platyrhynchos*)



Colma Creek Birdlife: Wings Among the Wetlands

“Occasionally glance upward and you may be rewarded with a view of one of the many raptors that sail over this area. Northern Harriers, White-tailed Kites, Red-shouldered Hawks...as well as a resident pair of Red-tailed Hawks have frequented the area. . .”



White-tailed Kite
(*Elanus leucurus*)



Red-tailed Hawk
(*Buteo jamaicensis*)



Red-shouldered Hawk
(*Buteo lineatus*)



Colma Creek Birdlife: Wings Among the Wetlands

“Occasionally glance upward and you may be rewarded with a view of one of the many raptors that sail over this area. Northern Harriers, White-tailed Kites, Red-shouldered Hawks...as well as a resident pair of Red-tailed Hawks have frequented the area. . .”



Northern Harrier
(*Circus hudsonius*)



Colma Creek Birdlife: Wings Among the Wetlands

“In May and June you are serenaded by the ethereal song of Swainson's Thrush”



Swainson's Thrush
(*Circus hudsonius*)



Butterflies found within
the Colma Creek Watershed
Example: San Bruno Elfin

What are critical features of San Bruno Elfin habitat?

The San Bruno Elfin butterfly only has one “host plant,” which is the broad-leaved stonecrop (*Sedum spathulifolium*). The female butterflies deposit eggs on the Pacific stonecrop; when the larvae hatch, they feed on the leaves and flowers of this plant.

The adult butterflies feed on “nectar plants,” especially foothill desert-parsley (*Lomatium utriculatum*).

So, these butterflies must live in areas where Pacific stonecrop and foothill desert-parsley are growing!



Exploring the Life of the Watershed



Using iNaturalist



Observations



The World

90,065,327
OBSERVATIONS

344,632
SPECIES

234,053
IDENTIFIERS

2,015,371
OBSERVERS

Map

Grid

List

Places of Interest

Redo search in map

+

-

📍

🌐

Map Legend



American Lady

(*Limenitis virginensis*)
Prince George's Co... • Jan 24, 2007



33m



Bonnets

(Genus *Alycaeus*)
Курск-Черепной р... • Jul 31, 2011



33m



Physconia grumosa

Quebec, CA • May 2021



33m

Grebes

(Order Podicipediformes)
Great Island, Well... • Feb 7, 2022



33m

Pinkflower Hedgehog Cactus



Observations



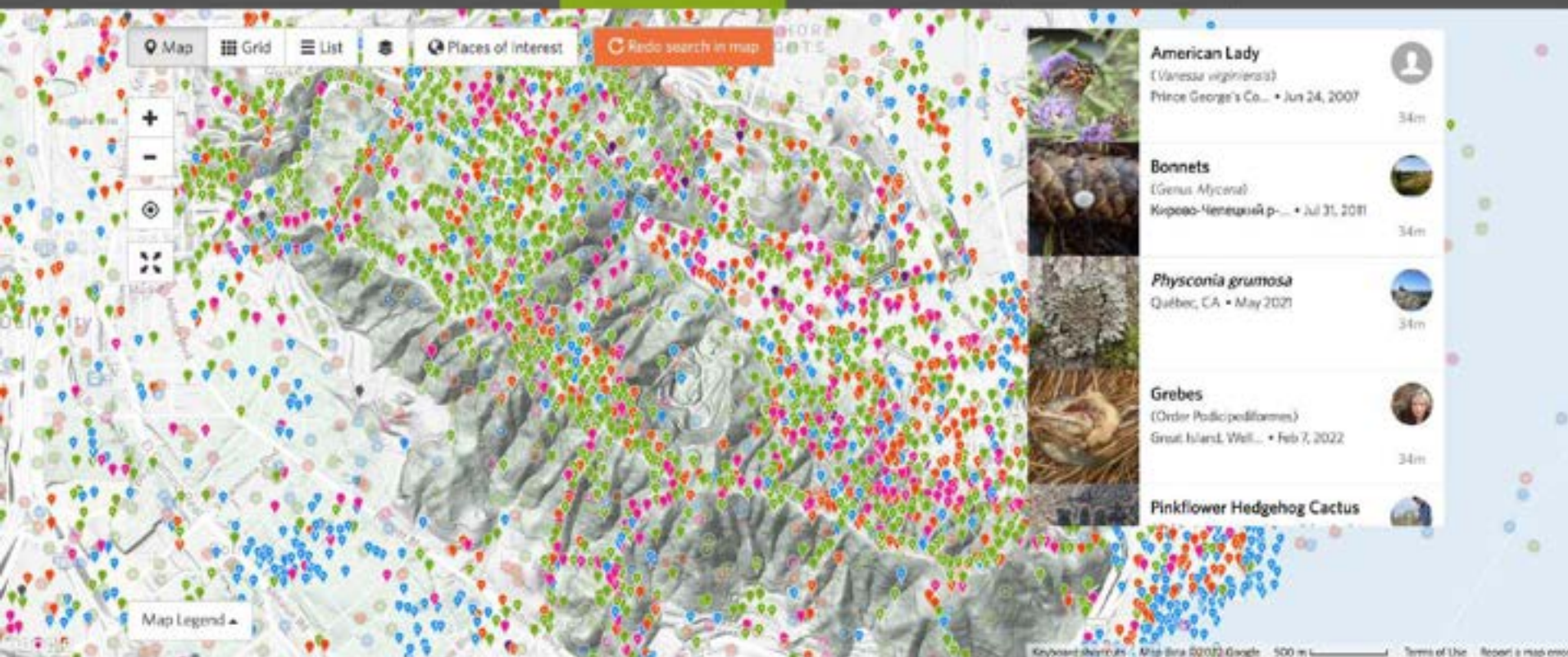
The World

90,065,327
OBSERVATIONS

344,632
SPECIES

234,053
IDENTIFIERS

2,015,371
OBSERVERS



American Lady

(*Vanessa virginiana*)
Prince George's Co... • Jun 24, 2007



34m

Bonnets

(Genus: *Mycena*)
Куропод-Венесуэй п... • Jul 31, 2021



34m

Physconia grumosa

Quebec, CA • May 2021



34m

Grebes

(Order: Podicipediformes)
Great Island, Well... • Feb 7, 2022



34m

Pinkflower Hedgehog Cactus



Observations

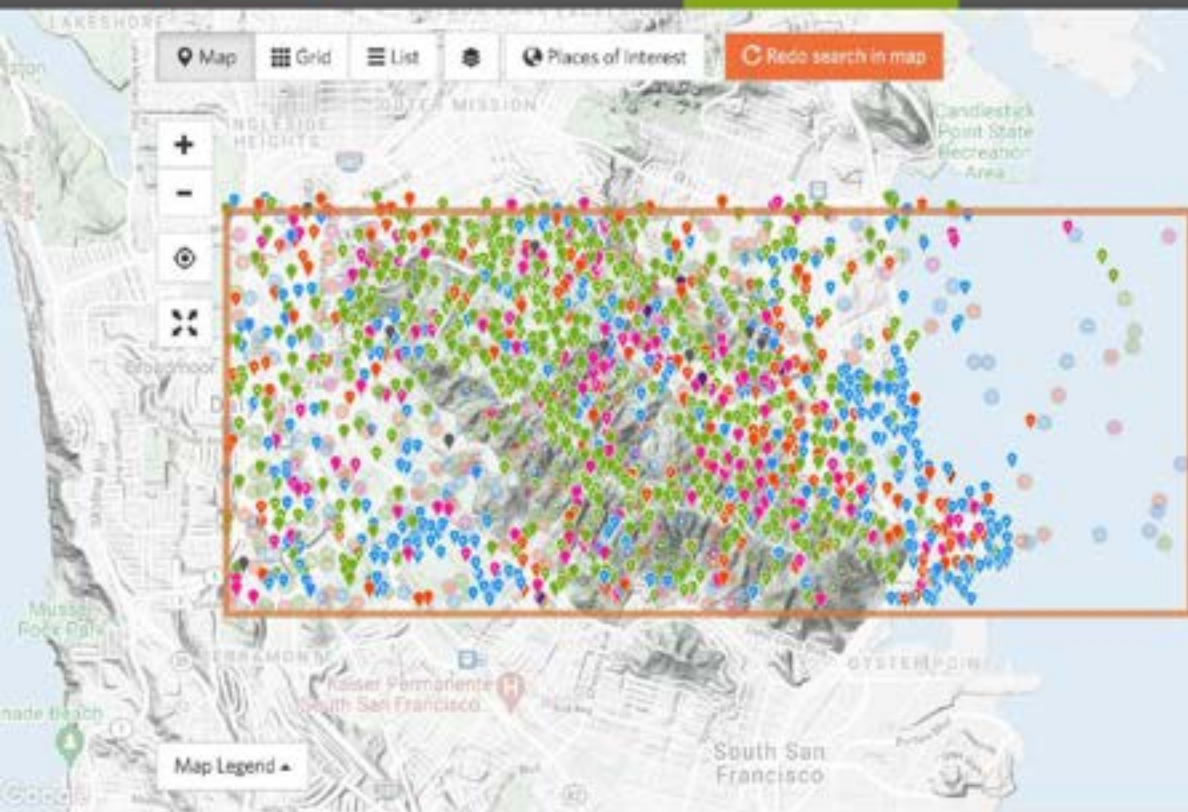


31,469
OBSERVATIONS

2,221
SPECIES

2,434
IDENTIFIERS

1,416
OBSERVERS



Unknown

Cypress Hills, Col... • Yesterday



2h

California Barberry

(*Berberis pinnata*)
San Bruno Mountain... • Feb 13, 2022



3h

California Buttercup

(*Ranunculus californicus*)
San Bruno Mountain... • Feb 13, 2022



3h

Checker Lily

(*Fritillaria affinis*)
San Bruno Mountain... • Feb 13, 2022



3h

Checker Lily



Observations



Broad-leaved Stonecrop

Location

Go

Filters

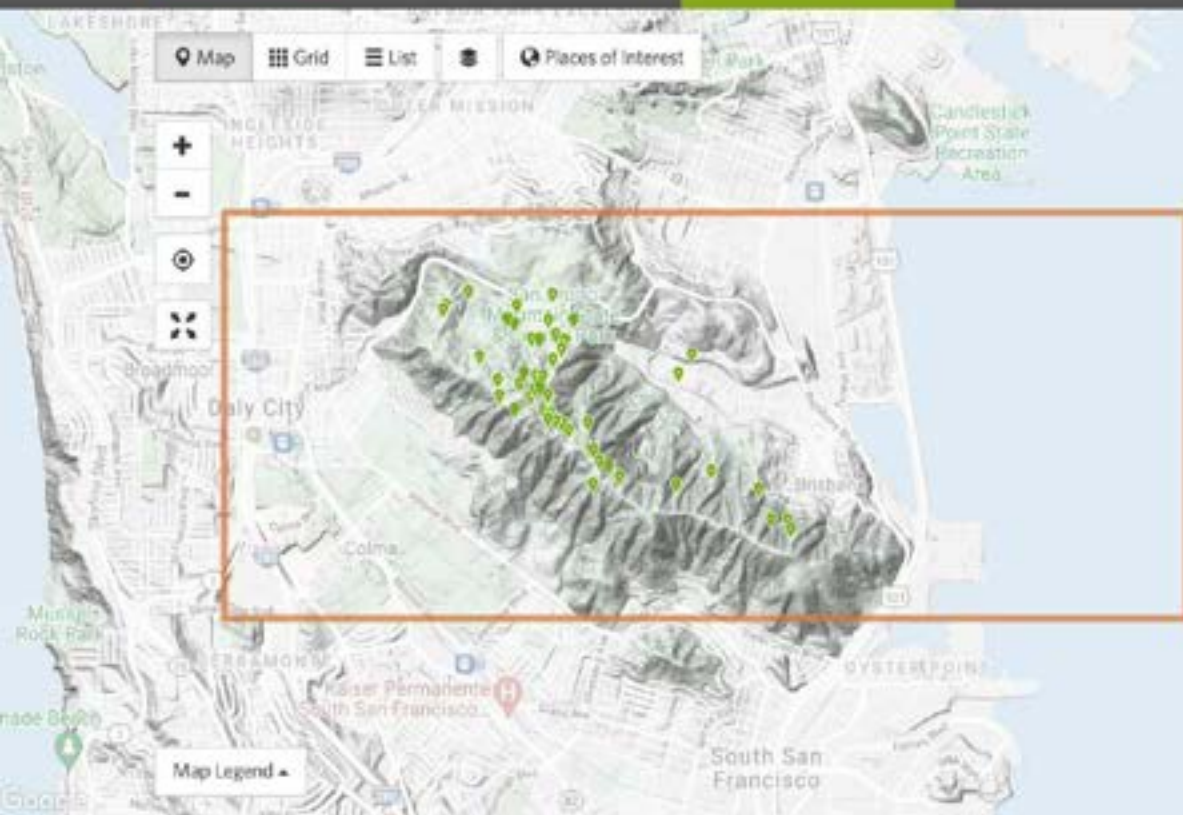
Bounding Box

182
OBSERVATIONS

1
SPECIES

39
IDENTIFIERS

118
OBSERVERS



Broad-leaved Stonecrop

(*Sedum apathifolium*)

San Bruno Mountain... • Feb 12, 2022



3d

Broad-leaved Stonecrop

(*Sedum apathifolium*)

San Bruno Mountain... • Feb 1, 2022



14d

Broad-leaved Stonecrop

(*Sedum apathifolium*)

San Mateo County... • Jan 31, 2022

Research Grade 1



15d

Broad-leaved Stonecrop

(*Sedum apathifolium*)

San Mateo County... • Jan 31, 2022



15d

Broad-leaved Stonecrop

(*Sedum apathifolium*)



Observations



Broad-leaved Stonecrop



Location

Go

Filters

Bounding Box

182
OBSERVATIONS

1
SPECIES

39
IDENTIFIERS

118
OBSERVERS

Map

Grid

List



Places of Interest

Redo search in map


+


-





Map Legend


Google

- 

Broad-leaved Stonecrop
(*Sedum spathulifolium*)
San Bruno Mountain... • Feb 12, 2022
3d
- 

Broad-leaved Stonecrop
(*Sedum spathulifolium*)
San Bruno Mountain... • Feb 1, 2022
14d
- 

Broad-leaved Stonecrop
(*Sedum spathulifolium*)
San Mateo County... • Jan 31, 2022
Research Grade 1
15d
- 

Broad-leaved Stonecrop
(*Sedum spathulifolium*)
San Mateo County... • Jan 31, 2022
15d
- 

Broad-leaved Stonecrop

Broad-leaved Stonecrop (*Sedum spathulifolium*)

Needs ID

Follow ▾



alisong26

903 observations



Observed:

Feb 12, 2022 - 12:31 PM PST

Submitted:

Feb 12, 2022 - 3:02 PM PST

San Bruno Mountain State Park, B... [Show](#)[Details ▾](#)

Observations



Foothill Desert-Parsley



Location



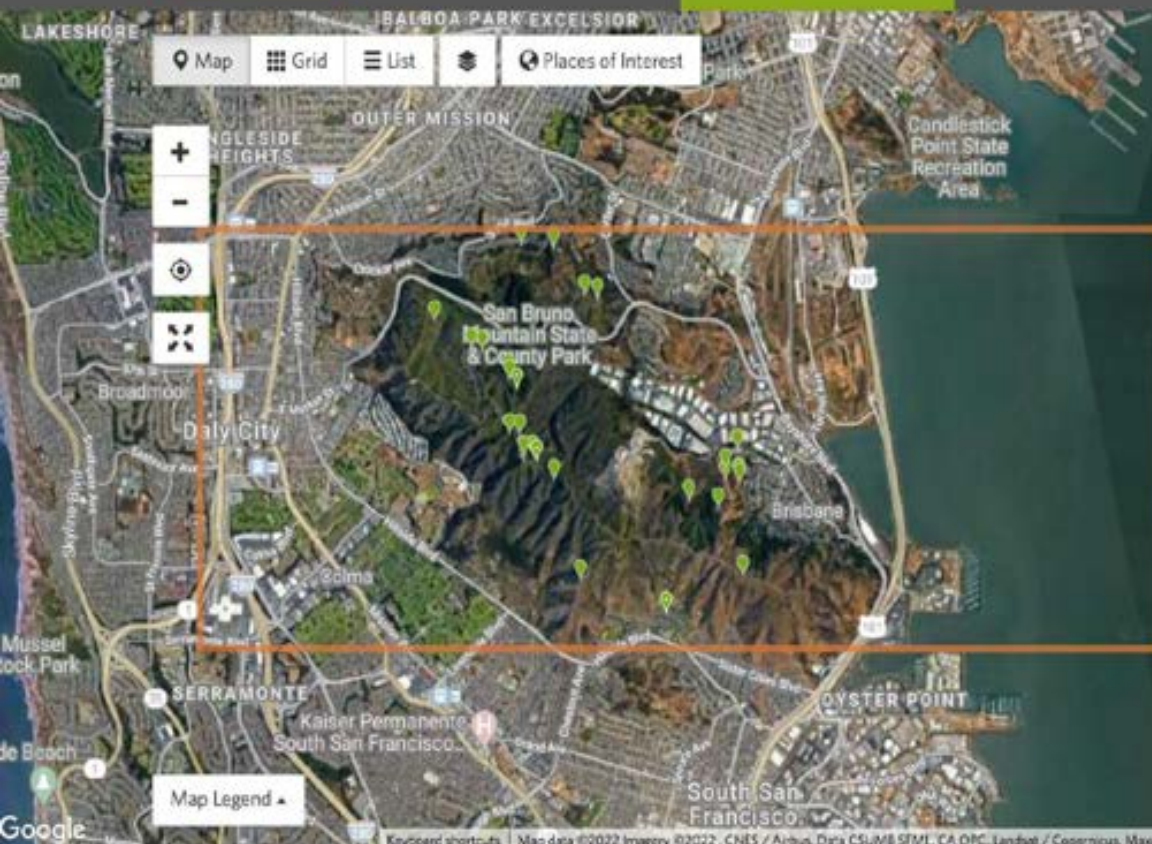
Bounding Box

37
OBSERVATIONS

1
SPECIES

9
IDENTIFIERS

29
OBSERVERS



- 

Foothill Desert-Parsley
(*Lomatium utriculatum*)
San Bruno Mountain... • Feb 8, 2022
2d
- 

Foothill Desert-Parsley
(*Lomatium utriculatum*)
San Bruno Mountain... • Jan 27, 2022
17d
- 

Foothill Desert-Parsley
(*Lomatium utriculatum*)
San Bruno Mountain... • Jan 22, 2022
Research Grade 1
24d
- 

Foothill Desert-Parsley
(*Lomatium utriculatum*)
San Bruno Mountain... • Jan 11, 2022
1mo
- 

Foothill Desert-Parsley

Foothill Desert-Parsley (*Lomatium utriculatum*)

Needs ID

Follow



kevinhinta

8,938 observations

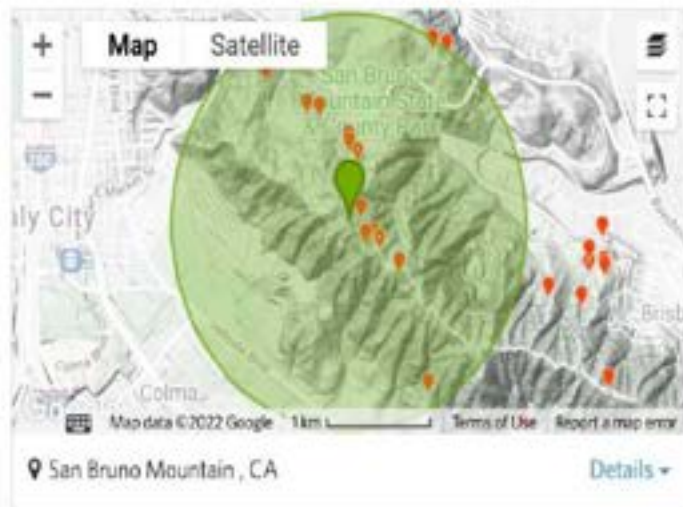


Observed:

Mar 15, 2014 - 12:51 PM PDT

Submitted:

Mar 20, 2015 - 1:12 PM PDT



Creek Question

Where does Colma Creek travel as it flows from San Bruno Mountain to the San Francisco Bay?





A Photographic & Historical Journey
Following Colma Creek
From San Bruno Mountain to the Bay
by Ariel Cherbowsky Corkidi

Colma Creek on the margins of
Guadalupe Canyon Parkway.

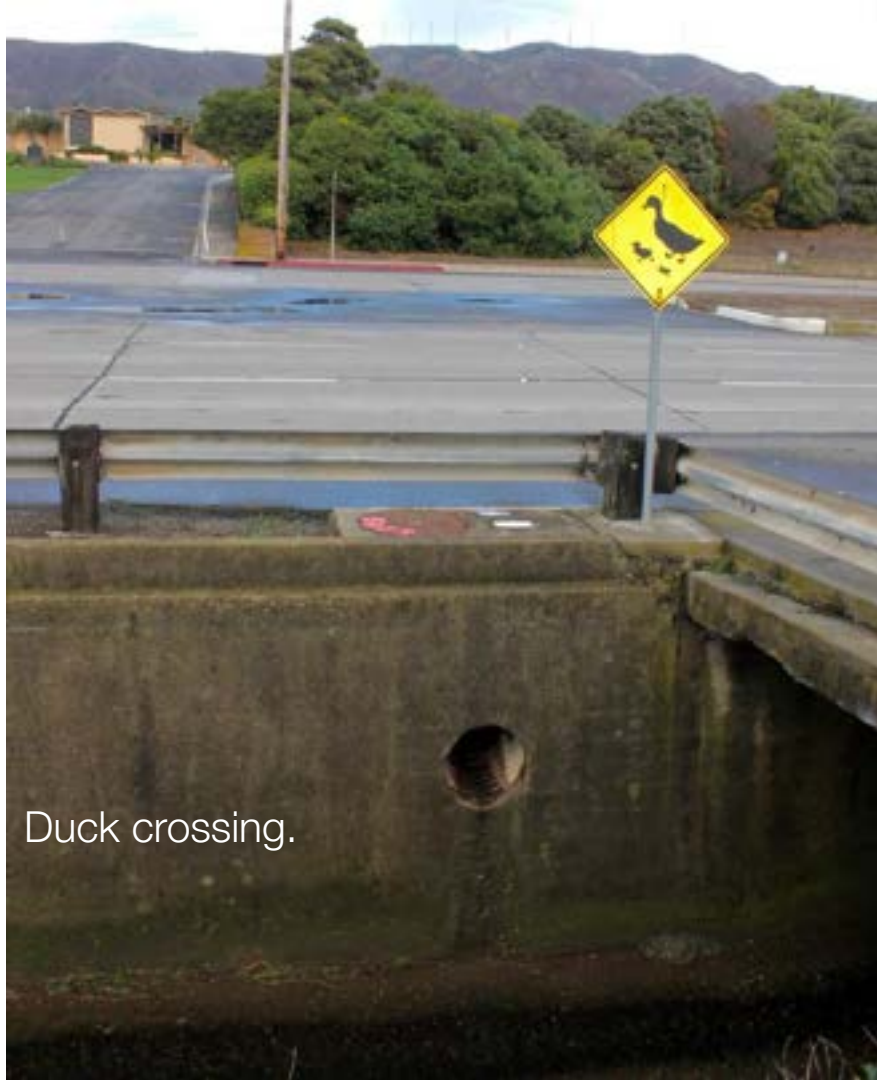


Urban waterfall.





Passage over and under.



Duck crossing.



Water and willows imprisoned.

NO DUMPING!
FLOWS TO BAY

Leaves behind bars.





Chain-link creek.

Concrete Creek.



TAPS (X)USH (M)

SMCFCD

NO TRESPASSING



The Creek Crew.

Canal ducks.





Headstones facing willows.



Flower production along Colma Creek.



Flower pots along the banks of Colma Creek.



Remnant coast live oak on the new creek .





The industrial creek.



Gumplant and the rainy, rising waters of Colma Creek.



Canada geese glide through the rain.



Snowy egret, pickleweed, and plastic.

Black-necked stilts in flight above Colma Creek.





Marbled godwits overhead and overcast sky.



The edges of an industrial creek.

Warehouse rooftop tributary.





Great blue heron, grey water, and foggy rain.

great egret



great blue heron



marsh gumplant



western pygmy blue butterfly



pickleweed



marsh
baccharis



Salt Marsh Flora and Fauna











Creek Question

How have people interacted with Colma Creek in the past?

How have people changed the creek?



mission.⁴⁵ However, we do find in the scanty records of the San Francisco dialect of Costanoan that have survived the word *colma*, which is given as the ordinary term for “moon” in that dialect;⁴⁶ and we may wonder whether an Indian settlement or camping place of that name may not once have existed in the vicinity of the townsite, with its name being preserved in local tradition. For the semantics, we may compare the name of the town of Ojai in Ventura County, derived by Kroeber from the Chumash /a’ hwai/ “moon.”⁴⁷

⁴⁵ H. H. Bancroft, *Works*, I, 452-453.

⁴⁶ Henry R. Schoolcraft, *Archives of Aboriginal Knowledge* (1860), II, 497.

⁴⁷ *California Place Names*, p. 51.

Beeler, M. “Sonoma, Carquinez, Umunhum, Colma: Some Disputed California Names.” *Western Folklore*. Vol. 13, No. 4 (Oct., 1954). pp. 268-277

SAN BRUNO MOUNTAIN IS RAMAYTUSH OHLONE LAND



Mural from Ohlone Park in Berkeley

SAN BRUNO MOUNTAIN IS RAMAYTUSH OHLONE LAND



Mural from Ohlone Park in Berkeley

SAN BRUNO MOUNTAIN IS RAMAYTUSH OHLONE LAND



Mural from Amtrak Station in Berkeley

The *Ramaytush* Ohlone

First Peoples of the San Francisco Peninsula

Prior to the arrival of the Spanish in 1769 a number of *Ramaytush* Ohlone families lived in villages around what is now called San Bruno Mountain. The village of *Siscástac* was located in the valley to the northwest of the mountain. The village of *Síplichiquín* was located to the south.

Although likely the name of an area, *Urebure* is the name we now give to the group of people who lived in the area around San Bruno Mountain. Like their neighbors along the San Francisco Peninsula, they spoke the *Ramaytush* dialect of the San Francisco Bay Costanoan language. No known descendants of the *Urebure* survive today.



Ohlone Headdresses by Louis Choris, 1816



Tale Canoe



Ohlone Dancers



Ramaytush Ohlone - The Indigenous People of San Bruno Mountain



Jonathan

Gregg

"Like other places within our ancestral homeland, San Bruno Mountain holds special significance to the Ramaytush Ohlone peoples, and we are grateful to others, like San Bruno Mountain Watch, for their efforts to help preserve and protect our ancestral homeland." -Jonathan Cordero, Ph.D

Living descendants of the *Ramaytush* Ohlone originate from the *Aramai* tribe and the village of *Timigtac*, located along Calera Creek in the city of Pacifica in San Mateo County. Only one lineage is known to have living descendants in the present.

Among those living descendants are Jonathan Cordero, Chairperson of the Association of *Ramaytush* Ohlone, and Gregg Castro, Principal Cultural Consultant for the tribal association. Along with their membership, Jonathan and Gregg work together to research, revitalize, and preserve *Ramaytush* Ohlone culture and history.

This panel was authored by Jonathan Cordero and Gregg Castro. Learn more about the *Ramaytush* Ohlone at www.ramaytush.com



Ohlone Culture and Traditions Remain Active and Fruitful in the Present Day



“Linda Yamane’s feathered basket, made from willow sticks, sedge rhizomes, redwing blackbird feathers, mallard duck feathers, and olivella shell beads.”

“About 20 years ago, Ohlone basketweaver Linda Yamane began researching these remaining baskets. Studying ethnographic field notes and tapping into the knowledge of contemporary basketweavers who use the same plant materials as the Ohlone, Linda made her first traditional basket in 1994. It was the first Ohlone basket to be made in over 150 years.”



<https://www.actaonline.org/profile/linda-yamane/>
<https://slconservancy.org/inspire/linda-yamane-and-ceremonial-basket-cw-5/>

Ohlone Culture and Traditions Remain Active and Fruitful in the Present Day



“For thousands of years, indigenous peoples throughout the current-day Bay Area used tule reeds to create a range of tools, clothing, and equipment, including variations of reed boats, mostly used for fishing and transportation.

The Seaside resident constructs her boats, called kónon in her Monterey-area Rumsien Ohlone language, using the tule reeds that still flourish in California’s wetlands.

“My work to bring back long-lost traditions has been satisfying on so many levels, especially to showcase the beauty and complexity of Ohlone culture, both for our own community and as a way of educating the public at large,” says the soft-spoken artist.



“Ohlone native and scholar Linda Yamane paddles a tule boat she constructed for the Monterey Bay Aquarium, which uses it in an interactive, educational show.” /
Image courtesy Monterey Bay Aquarium





mak-'amham

Contemporary Ohlone Cuisine

www.makamham.com



“OUR FOOD IS ALWAYS SOURCED
FROM OUR LAND”



Louis Trevino (Rumsen Ohlone)

Louis is a member of the Rumsen Ohlone community.



Vincent Medina (Chochenyo Ohlone)

Vincent is a member of the Muwekma Ohlone Tribe of the San Francisco Bay Area.



“We will have four different local, Native teas that we gather at the start of each week — rose hip, yerba buena, hummingbird sage, artemisia, elderberry, black sage, and manzanita berry are some that we will have regularly, when these plants are available. We will describe the language and the cultural uses of the teas, and our living connections to the old places where they’re gathered, as well as the benefits they offer.”

čawrišim • yerba buena

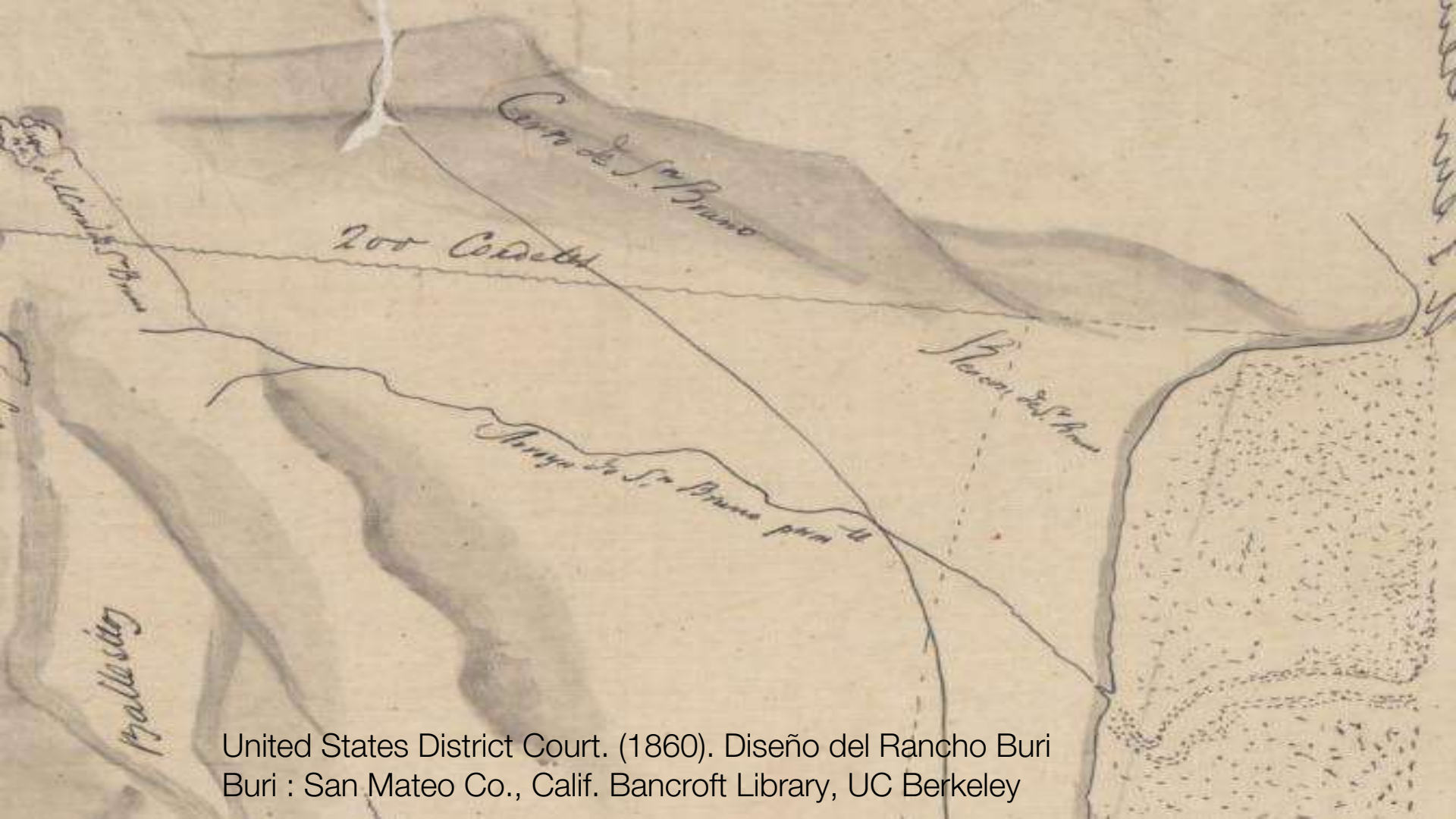
čawrišim — in the Rumsen Ohlone language — also called Yerba Buena, is a special minty herb that grows throughout many Ohlone homelands. It is used heavily in our cooking + for fragrant tea.



“The primary purpose of mak-’amham is to work in collective ways with our people to empower the Ohlone community with our traditional culture and our heritage foods — to best accomplish this goal, intense amounts of time is spent directly with our Tribe and community on gathering trips, cooking classes, and tribal functions so that our Ohlone foods remain a living, thriving part of our contemporary culture.”

'awwei • sf bay salt

A beloved, culturally-rich mineral that keeps the bayshore in the dishes we prepare — we gather our salt as our people have always done along the East Bay shoreline in the pickleweed marshes where geese, clams, herons and egrets thrive, and nearby where many of our people still live.



United States District Court. (1860). Diseño del Rancho Buri
Buri : San Mateo Co., Calif. Bancroft Library, UC Berkeley



Aerial view of eastern South San Francisco. 1920s. SSF Public Library



"This Mel Warenback cartoon, published in the *Bay Guardian's* third issue, Dec. 1, 1966, poked fun at the outrageous scheme by Crocker Land Company, Leslie Salt, Ideal Cement and Chase Manhattan Bank to hack 350 million cubic yards of earth off the top of San Bruno Mountain and dump it into the Bay."

"The world's most massive earth moving operation since the Great Wall of China is poised to begin south of San Francisco. It will move much of San Bruno Mountain into much of San Francisco Bay...the gargantuan project would decapitate San Bruno Mountain...to provide 350,000,000 cubic yards of earth fill for bayside projects."
 -Bruce Brugmann, *Bay Guardian*, November 1966





USGS. (1947). San Francisco South 7.5 Minute Quadrangle. Map. [1:24,000]



USGS. (1956). San Francisco South 7.5 Minute Quadrangle. Map. [1:24,000]

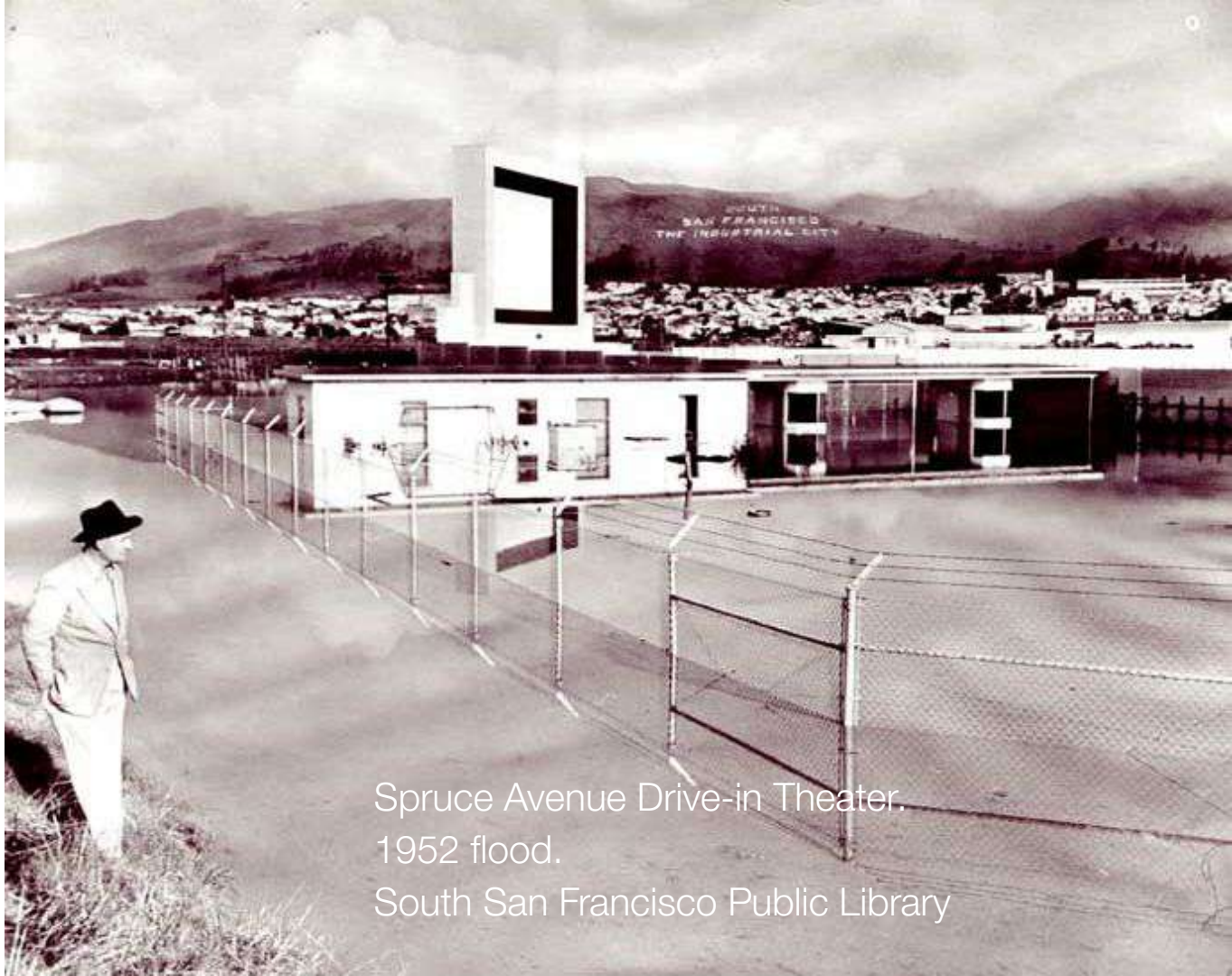


USGS. (1968). San Francisco South 7.5 Minute Quadrangle. Map. [1:24,000]

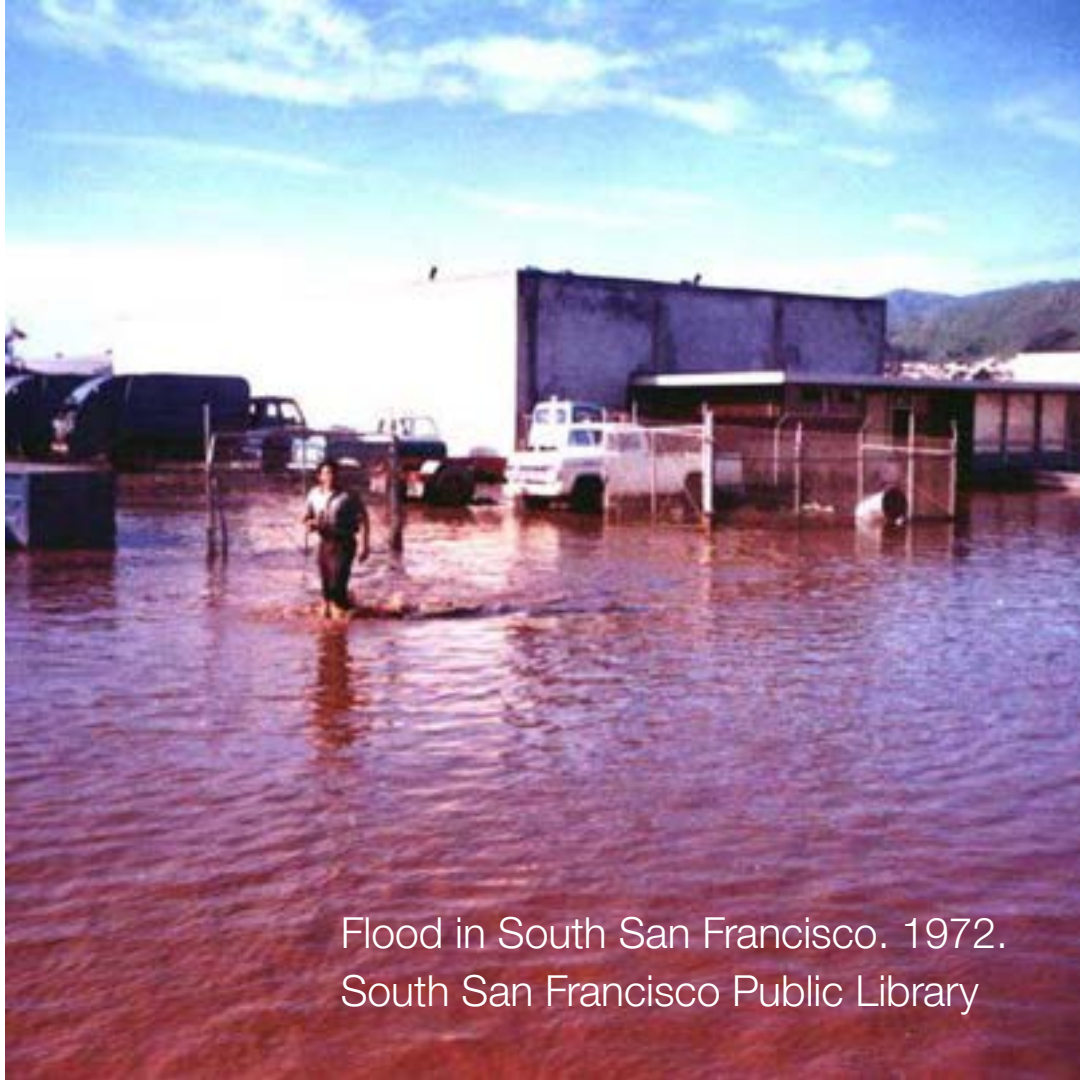


SOUTH SAN FRANCISCO

USGS. (1980). San Francisco South 7.5 Minute Quadrangle. Map. [1:24,000]



Spruce Avenue Drive-in Theater.
1952 flood.
South San Francisco Public Library



Flood in South San Francisco. 1972.
South San Francisco Public Library







Sorry Tale of Man Vs. Natural Beauty

By Alan Cline

Some of the most beautiful and valuable property in the Bay Area is being used today as a free public dump.

Hard by a panoramic view of the region, just 100 yards from Daly City homes, a walker in the 3000 acres owned by the Crocker Land Co. can gaze on old car hulks, collections of tin cans, paper cartons and broken glass, and sometimes, a dead animal or two.

Farther down the north San Mateo County property along Radio Road on San Bruno mountain, full plastic garbage bags dot the landscape.

It's a mess. And, although illegal, apparently little can be done.

Worked Over

Informed of one area of obvious commercial dumping, Donald Hohl, Crocker's chief engineer, commented. "We worked that area over completely two weeks ago."

The "no dumping" signs, he said, seem merely to invite dumpers. To go to court, the culprits must be caught in the act. Dumping is a misdemeanor.

But although student clean-up crews are employed during the summer, the regular work complement consists of two patrolmen and two maintenance men.

"The situation is getting worse, and the county now accepts the dumping as inevitable," Hohl said.

Dead Dog

He dispatched his men to clean an area of large-scale litter, dumping that included a dead dog. Later, the area was much cleaner, but the dog was noted half buried.

"The only way to stop it is to block the area. You could put up a 20 foot fence, but if you did the conservationists would complain," said Reint Lingeman, supervising sanitarian for the north county.

He said Hohl is cooperative, that the area is posted, at least until the signs are stolen.

Lingeman is plain discouraged. "We have tried bluffing, but it does no good. We have to catch them in the act. We have to see them. It's a discouraging business."



Creek Question

How can we improve the health of Colma Creek?

How can we take care of our watershed?





Proposal highlights

- Creating floodable parkland to expand the creek capacity
- Introducing pedestrian and bike access along the creek's northern edge, with trees for shade and more green places to dwell near the water
- Creating habitat in a green corridor, adding rocky edges and outcrops to the creek, and planting native flowers for birds and butterflies
- Retro-fitting streets with more trees, swales and rain gardens to collect and treat runoff
- At the bay, a widened and restored marsh prepares for sea-level rise, and a shoreline boardwalk features structures for outdoor teaching and birdwatching



Source: **HASSELL**

<https://www.hassellstudio.com/project/colma-creek-adaptation-planning>

TAPS (X)USH (M)

SMCFCD

NO TRESPASSING



Source: **HASSELL** <https://www.hassellstudio.com/project/colma-creek-adaptation-planning>





PARK
Water 2011-2012





CREEK PARK
refer pp. 190 - 199





EXPANDED FLOODPLAIN

Refer pp. 200 - 211





FLOODABLE TERRACED PARK

Refer pp. 212 - 227





MARSHY EDGE
1001 101 774 000











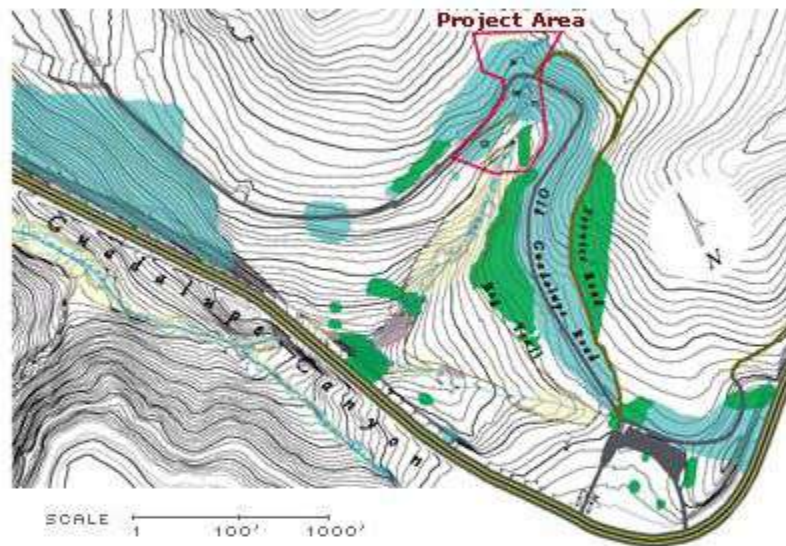




Mouth of Colma Creek



Removing exotic invasives will raise the water table at Colma Creek allowing perennial year round stream flow in the headwaters area to further increase the habitat value of the area. Shelterbelt Builders, Inc.



EXISTING CONDITIONS

COLMA CREEK HEADWATERS San Bruno State and County Park

INFRASTRUCTURE

- MAJOR ROAD
- MINOR ROAD
- DIRT ROAD
- TRAIL

VEGETATION

- EUCALYPTUS FOREST
- CYPRESS FOREST
- HIMALAYABERRY
- NATIVE RIPARIAN

TERRAIN

- CONTOUR LINE
- INDEX CONTOUR
- STREAM

Cannon, Joe. (2008). Colma Creek Headwaters Restoration Project, San Bruno Mountain State and County Park, Final Report. The Watershed Project.











Thank you!

Exploring the past, present, and future of Colma Creek



Thank you!



Town of Colma Non-Profit Funding Request Form (Exempt Organizations Only) FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: County of San Mateo Jobs for Youth

Contact Person: Jordy Pascual

Address: 455 County Center, 5th Floor Redwood City, CA 94063
Street Address City State Zip Code

Phone Number: 650-363-4386 Email Address: jpascual@smcgov.org

1. Mission Statement:

The Jobs for Youth program supports San Mateo County youth ages 14-21 in achieving their career and higher education goals via our three pillars of success: skills workshops, job opportunities, and scholarships.

2. Amount of Request: \$ 4,000

a. Total Agency Annual Budget: \$ 271,319.70

b. Number of Agency Employees: 2

c. Payroll is 89 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

100% of funding will go directly to the Jobs for Youth Scholarship Trust Fund. Founded in 2005 by former Mayor of Daly City Al Teglia, the Scholarship trust fund was born out of the recognition that low-income Jobs for Youth participants needed support to achieve their higher education and vocational goals. The Scholarship Trust Fund is available to all San Mateo County youth ages 16-21 who are at least a high school junior with a 2.0 cumulative GPA and have attended at least one Jobs for Youth job skills workshop, with strong preference given to low-income youth who have encountered hardship. Jobs for Youth Scholars may only receive one JFY scholarship in their lifetime.

In addition, Jobs for Youth provides Jobs for Youth members access to an online job board. New jobs are added to the job board daily to help youth find jobs near their home. Jobs for Youth posts employment opportunities located in the Town of Colma to help youth connect to business and help with economic development. Some of the businesses are Men's Wearhouse, Bath & Body Works, Ashley Home Store, Old Navy, Dollar Tree, Ross, Ulta Beauty, The Home Depot, Target, GameStop, Michael's, Office Depot, Chipotle.

4. Describe reason for request and how funds will be used:

By supporting the Jobs for Youth Scholarships, the Town of Colma helps high-need youth build a better future for themselves, their families and our communities. The Town of Colma generously provided \$500 in 2016, \$1,500 in 2017, \$2,000 in 2018, \$2,500 in 2019, \$3,000 in 2020, \$3,000 in 2021, and \$4,000 in 2022.

This fiscal year, Jobs for Youth is requesting \$4,000 to fully fund two higher education scholarships. The Jobs for Youth Operating Budget is fully sustained by the County of San Mateo; 100% of all grant monies received will directly support San Mateo County youth in achieving their higher education vocational training and, ultimately, long-term career and financial goal that will benefit them and our society.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A. The JFY program is requesting the same amount.

6. Describe the benefit to the Town derived from funding your organization:

The Town of Colma's 2023-25 strategic plan includes a focus on community, with planned programs to expose and develop lifelong skills for youth. By partnering with Jobs for Youth, the Town of Colma will be supported in achieving these goals. Jobs for Youth offers various different workshops that help youth develop interpersonal skills, technical skills, job preparedness skills. Town of Colma youth who take one of our workshops not only become eligible for the scholarship, but also receive other exclusive benefits which include 1:1 mentoring, access to our youth focused job board, a monthly newsletter that highlights development opportunities, eligibility for our Summer Internship program in various departments throughout the County of San Mateo, and membership with the Jobs for Youth Alumni Association.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. In the 2022-23 fiscal year, 324 students from Jefferson Union High School District and 286 students from the South San Francisco Unified High School District attended JFY workshops and became JFY members. 362 of these students live in Colma's zip codes of 94014 & 94080.

B. Most youth attend workshops on the campus of their schools during the regular school day. JFY went to all the high schools in the Jefferson Union High School District and the South San Francisco Unified High School District. Some of our members attend virtual public workshops or workshops hosted by local libraries and local community organizations throughout the County.

C. JFY works closely with partners in schools and community organizations, including teachers and administrators at Jefferson Union High School District and the South San Francisco Unified High School District, to schedule workshops and advertise our Scholarship program to Colma students, parents, and staff. We also send JFY Members a monthly newsletter which features scholarship information, upcoming workshops, new job and volunteer opportunities, career development tips, and community resources and events.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

The generous \$4,000 contribution from the Town of Colma funded two full scholarships. Alexis Aguilar Frias and Gaby Ramos were each awarded \$2,000 to help them achieve their higher education dreams!

Alexis will be pursuing a degree in Civil Engineering to make an impact in his community. "I have made it my life's mission to try to make as much of a positive impact on my community and beyond as I can. I want to help solve problems of infrastructure in ways such as ensuring that the Bay Area is prepared for the increasing effects of climate change and helping develop the plumbing and electrical system in my parents' hometown back in Mexico. I want to be innovative and leave a mark on this world". Gaby will be attending Skyline College in the fall where she will be learning how to become a pediatrician. Originally Gaby was interested in becoming a mechanic, but after reevaluating her values and goals, she decided to change her career path. "Since I really love and care for kids, youth and young adults, I want to become a pediatrician to take care of them and look out for their health."

Both scholars have two years to fully claim their scholarships. Gaby has already claimed her scholarship and Alexis plans to claim his scholarship in the very near future.

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

In the 2022-23 fiscal year, Jobs for Youth received the following contributions from the San Mateo County cities:

\$4,000 The Town of Coma
\$3,000 The City of Foster City
\$1,000 The City of Burlingame

This fiscal year, we are requesting the following amounts:

\$4,000 The Town of Coma
\$4,000 The City of Burlingame (just notified we were awarded \$1,100 from the City of Burlingame)

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 94-6000532

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status



Optional Attachments



2023 Board of Supervisors

Jobs for Youth has a number of stakeholders who provide direct and indirect oversight of our program. These stakeholders include the County of San Mateo Board of Supervisors, the Executive Director of the County of San Mateo Human Resources Department, and a core group of dedicated volunteers who make up our Jobs for Youth Workgroup.

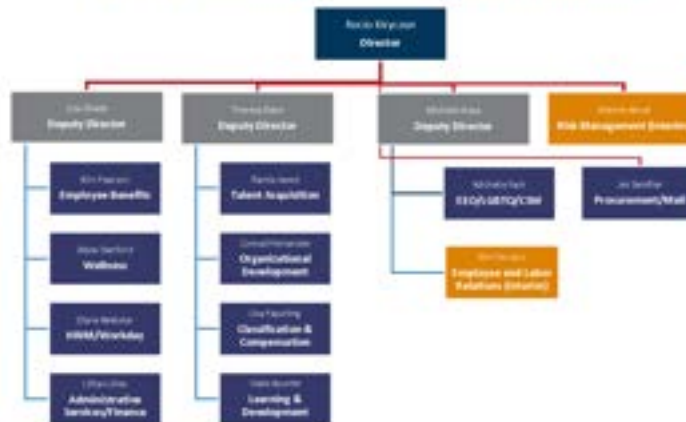
SAN MATEO COUNTY BOARD OF SUPERVISORS

2023 Board of Supervisors



HUMAN RESOURCES DEPARTMENT LEADERSHIP TEAM

Jobs for Youth is part of the Organizational Development and Communications division of the County of San Mateo Human Resources Department. The Manager of the Organizational Development and Communications division is Conrad Fernandes. Jobs for Youth also receives oversight from Deputy Director Theresa Rabe and Executive Director Rocio Kiryczun.



JFY Workgroup

JOBS FOR YOUTH WORKGROUP

Jobs for Youth has a special core group of dedicated volunteers who make up our Jobs for Youth Workgroup.



Cherie Colin



Erika Dugay



Hal Kataoka



Molly Lai



Leslie Lowe



Rubie Macaraeg



Dana Reynolds Faatau



Sylvia Yeh-Kataoka

JOBS FOR YOUTH WORKGROUP MEMBERS

Name	Affiliation	Title
Cherie Colin	Skyline College	Dir. of Community Relations
Erika Dugay	Youth Leadership Institute	Program Manager
Hal Kataoka	Career Valor	Founder & Director
Leslie Lowe	County of San Mateo EDD	Retired
Molly Lai	Genentech Inc.	Research Associate
Rubie Macaraeg	County of San Mateo Office of Education	College/CTE Coordinator
Dana Reynolds Faatau	Roblox	Sr. L&D Business Partner
Sylvia Yeh Kataoka	Career Valor	Assistant Director





JOBS FOR YOUTH

2023 24 GRANT APPLICATION ATTACHMENTS

Town of Colma

CURRENT YEAR ANNUAL OPERATING BUDGET

Jobs for Youth has two financial accounts, an Operating Budget account and a Scholarship Trust Fund account. The monies in these two accounts remain 100% separate, with 100% of the Scholarship Trust Fund account used exclusively for Scholarships.

The 2023-24 Operating Budget is currently under development, and we are happy to provide it once it is finalized. Please note that the JFY operating budget is reevaluated every two fiscal years.

JFY OPERATING BUDGET

The Jobs for Youth Operating Budget for FY 2022-23 is as follows:

JFY OPERATING BUDGET	
County of San Mateo - Human Resources Dept.	
Jobs for Youth Program	
FY 2022-23 Budget	
Expenditure Categories	
Salaries	199,537.55
Benefits	45,532.15
Salaries & Benefits	245,069.70
Outside Printing & Copy Svc	4,500.00
General Office Supplies	1,000.00
Advertising & Publicity Expense (Marketing Initiatives)	1,000.00
Software License/Maint. Expense (JFY App & Database)	2,350.00
JFY Database Implementation/Support	4,500.00
Office Furniture & Equipment	-
Employee Mileage Reimbursement	1,800.00
Meetings & Conference Expense	1,000.00
Fingerprinting & Criminology	100.00
Special Dept Exps (County-Hosted Events)	10,000.00
Program Activities Expense	-
Services & Supplies	26,250.00
Total Expenditures	271,319.70



2022-23 Town of Colma Community Grant Report Requirements

(i) Describes the results of the program or project funded by the grant;

In the 2022-23 fiscal year, the Jobs for Youth Program returned to the classrooms and sites of community based organizations to conduct our job preparedness workshops. At the end of the fiscal year, we have hosted over 130 workshops and served 2,350 youth throughout the county. All youth who registered and attended one of our job preparedness workshops became eligible to apply for the Jobs for Youth Al Tegli scholarship.

The JFY Al Tegli Scholarship program helps our San Mateo County youth go after their educational goals and inspires a future of equity and inclusion in higher education. The scholarship program aims to increase postsecondary educational attainment among low-income youth, with the expectation that higher levels of education and training lead to socioeconomic gains. Our goal was to fully fund 20 scholars with \$2,000 scholarships, and thanks to the Town of Colma, we were able to achieve that goal. The Town of Colma's \$4,000 grant sponsored two of these scholars, who are now able to go after their higher education dreams.

(ii) Evaluates the results of the program or project funded by the grant; and

We measure the success of our Scholarship program using a mix of quantitative and qualitative data. Our Scholars are required to submit proof of enrollment in order to receive the first half of their scholarship funds and proof of course completion in order to receive the second half. This allows us to monitor the achievement of short and intermediate outcome goals—specifically, Scholar enrollment in postsecondary courses and Scholar completion of those courses. Additionally, we collect longitudinal qualitative data from our Scholars in the form of mandatory progress updates. The content of these updates allows us to better understand the impact of our scholarship on student motivation, as well as longer-term impacts on Scholar progress toward graduation and career goals. Our shared success is measured in the lives we enrich through higher education and economic growth for a brighter future. To date, 325 Scholarships have been awarded. In total, we have provided \$428,000 to deserving youth.

(iii) Provides an accounting of the use of the grant funds.

The JFY Al Tegli Scholarship program is sustained by grants, annual staff and volunteer workgroup members fundraising efforts. All funds are held in a trust fund account, which is kept 100% separate from the JFY operating budget. The Town of Colma's grant funds two \$2,000 higher education scholarships for two marginalized youth. Please see the attached financial documentation of the 2022-23 Trust fund budget, and how each fund was used.

Town of Colma

PROGRAM BUDGET

Applicant Organization:	County of San Mateo Jobs for Youth
Project/Program Name:	Jobs for Youth Al Tegliia Scholarship
Funding Period:	2022-2023
Amount Awarded:	\$4,000

In the form below, please see the Expenditure and Revenue Source information for the JFY Al Tegliia Scholarship program.

Expenditures

Please see the provided information for all Expenditure Categories below:

Category	Amount Budgeted for Entire Project	Amount Budgeted Specifically for Town of Colma	Description/Explanation
Project Staff	\$0	\$0	The Jobs for Youth Operating Budget is fully sustained by the County of San Mateo; this budget fully covers all administrative costs for the Scholarship program. The Scholarship funds are kept in a separate trust fund account and 100% of all donations received go directly to Scholarships.
Rent/Utilities	\$0	\$0	
Supplies/Materials	\$0	\$0	
Technology/Equipment	\$0	\$0	
Publicity/Outreach	\$0	\$0	
Travel	\$0	\$0	
Events	\$0	\$0	
Other:	\$40,000	\$4,000	Two Higher Education Scholarships
Other:			
Other:			
TOTAL	\$ 40,000.00	\$4,000.00	

Revenues

Please see all of the Revenue Sources that include other grants, donations from individuals, business support, events, etc.

Source of Income	Amount Awarded	Description/Explanation
Woodlawn Foundation	\$ 10,000.00	5 higher education scholarships
The City of Burlingame	\$ 1,000.00	.5 of a higher education scholarship
The City of Foster City	\$ 3,000.00	1.5 higher education scholarship
The Town of Colma	\$ 4,000.00	2 higher education scholarships
Pacific Gas & Electric Co.	\$ 7,500.00	3.5 higher education scholarships
JFY Alumni Association	\$ 2,000.00	1 higher education scholarship
Individual and business donations	\$ 12,500.00	6.5 higher education scholarships
	\$	
	\$	
TOTAL	\$ 40,000.00	

List In-kind (Non-cash) Contributions Requested/Secured

Not applicable

Explanatory Notes (use the Description/Explanation column above to provide any explanations for a particular Expenditure Category or Revenue Source. Use this space, if needed, to provide any explanation related to the overall financial health of the program seeking funding)

Our annual budget for the Scholarship totals \$40,000. All grant money received directly fund Scholarships for the year in which they were received. The excess amounts raised via the Annual Breakfast/Celebration Fundraiser, individual and business donations, and the JFY Alumni Association contribution in 2022-23 contribute to the overall financial health of our Jobs for Youth Al Tegliia Scholarship Trust Fund.

Prepared By:

Name:	Jordy Pascual
Title:	Program Manager
Date:	6/13/2023



2023 AI Teglia Scholars Overview



\$40,000
in Scholarship funds awarded

The 2023 Town of Colma Sponsored Scholars

The Jobs for Youth Scholarship Committee, composed of staff and volunteers, selected 20 inspiring youth to receive the 2023 JFY AI Teglia Scholarships. The 2023 Scholars have continuously shown resiliency and hope. Receiving the Jobs for Youth AI Teglia Scholarship is just one small brushstroke in what these bright youth will do as they paint their own paths to their colorful future. The Town of Colma's \$4,000 grant sponsors two of these Scholars: Alexis Aguilar Frias & Gaby Ramos. We are pleased to share the bios and thank you notes from each Scholar.



Alexis is committed to serving those in his community and bettering the world we live in. Alexis just graduated from South San Francisco High School, where he lead the Latinos con P.O.D.E.R. organization, started a campaign to raise money for a child in Latin America, and had planned field trips to the Mission District's mural scene. Alexis also created an educational website highlighting farmworkers' working conditions. Alexis dedicated his high school years to uplifting the Latino community and beyond. With dreams of becoming a civil engineer, Alexis' goals include building a more equitable world for underserved communities. We look forward to seeing the beautiful world Alexis will help paint in the years to come!

Dear Town of Colma,

I wanted to start off by thanking you for the sponsorship and for the opportunity to be a Jobs for Youth Scholar. This award has truly shown me how the work I have done in my community and academically is seen and appreciated. Coming from a low income family your financial support will help propel me to aching my academic goals.

Getting a degree in Civil Engineering to me is more than just about making a living. I have made it my life's mission to try to make as much of a positive impact on my community and beyond as I can. I want to help solve problems of infrastructure in ways such as ensuring that the Bay Area is prepared for the increasing effects of climate change and helping develop the plumbing and electrical system in my parents hometown back in Mexico. I want to be innovative and leave a mark on this world.

I am truly humbled by your generosity and support, and I promise to work hard and make the most of this opportunity. Thank you again for investing in my future and for helping me achieve my dreams.

Best Regards,
Alexis Aguilar-Frias
Jobs for Youth Scholar



Gaby Ramos is steadfast and fierce. Gaby just graduated from Jefferson High School, where she had been a part of the high school soccer team. She is a leader on and off the pitch, and never quits. Gaby immigrated to the United States several years ago, having to learn a new language and adapt to a whole new country. Passionate about cars and eager to follow in her father's footsteps, Gaby's goal is to join Skyline College's Mechanic program. She loves cars and is fascinated by the way a mechanic can leave their mark on a vehicle, the makings of a true artist! We are thrilled to have Gaby as a 2023 Al Teglia Scholar!



Dear Town of Colma,

Thank you so much for helping me win this scholarship. This is an amazing and unique opportunity for me to be able to pay for my college and be able to help my family and I to not worry as much financially. Thank you for helping me be able to achieve and follow my dreams through my life in college. Without your help I would not be in the position I am today, I am very grateful for all your help and support. I again am very thankful for the help and support I have received.

Sincerely,
Gaby Ramos

Thank you Town of Colma!







Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: silicon valley bicycle coalition

Contact Person: Violeta Palatto

Address: PO Box 1927, San José, CA 95109

Street Address City State Zip Code

Phone Number: (408)673-4794 Email Address: violeta@bikesiliconvalley.org

1. Mission Statement:

To build healthier and more just communities by making bicycling safe and accessible for everyone.

We envision a community that values, includes, and encourages bicycling for all purposes for all people. Our overarching goal is to increase the number and diversity of people using bicycles for everyday transportation.

2. Amount of Request: \$ 3,500

a. Total Agency Annual Budget: \$ 1,847,104

b. Number of Agency Employees: 16

c. Payroll is 72.5 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

Bike Month in May and Bike to work/Wherever Days (BTWD) on May 16-18, 2024 are part of a national effort to encourage bicyclists to bike to work, parks, schools, libraries, and shops (in conjunction with public transit) with goals of reducing carbon emissions, improving local air quality, and improving community health.

Locally, Silicon Valley Bicycle Coalition (SVBC) coordinates and oversees a variety of activities in this effort to increase active transportation. Funds received from Colma would go toward:

Free Bicycling classes to all residents and employees in San Mateo and Santa Clara county. Workshops to educate the general public about using your bicycle to commute or replace car trips, including bicycling safety, overcoming barriers to riding, and using bicycles in conjunction with public transportation like BART and SamTrans. Outreach to Colma-based companies and organizations to help promote employee bicycle commuting and a local partner for hosting a Energizer Station during Bike to wherever Days.

This is possible with cooperation and collaboration with the city or other local groups to help communicate the details of the Bicycling 101 workshops and Bike Month activities to the local Colma community.

The program works to encourage bicycling because it is fun, creates a sense of community, and normalizes bicycling. People realize that they don't have to be an elite athlete, wear special clothing, or have an expensive bike to be a bike commuter.

4. Describe reason for request and how funds will be used:

We are requesting funding because we believe participating in BTWD and encouraging bicycle commuting is a way for the Town of Colma to improve neighborhood quality of life, reduce greenhouse emissions and promote the use of public transit. Funding will go towards running a successful BTWD program during the month of May and continue to strengthen bicycle infrastructure and culture throughout the region.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

n/a

6. Describe the benefit to the Town derived from funding your organization:

Bike to wherever Day (BTWD) & Bike Month --BTWD is our signature event designed to encourage folks to give bicycling anywhere a try. A positive experience on BTWD inspires new cyclists to continue the habit year-round. In 2024 we'll continue to organize in-person and virtual events (e.g. classes, rides, webinars) to further spread bicycling love and awareness. Typical participation: 40,000 people per year.

BTWD is a free and fun event that gives people of diverse backgrounds, ages, and ability levels the opportunity to experience and engage with Colma in a new and more meaningful way from the slower-paced saddle of their bike. People who travel by bike gain a greater understanding of community assets and an appreciation for the many resources the city has to offer.

BTWD builds community by bringing together citizens, businesses, government offices, and other entities to celebrate alternative modes of transportation that improve quality of life by reducing traffic congestion and greenhouse emissions while increasing physical and emotional health.

Marketing Opportunity: BTWD offers sponsors the opportunity to have their logos on bags, t-shirts, bike jerseys, posters, and other items distributed to cyclists and the general public. Sponsors are also gratefully acknowledged on our website, in emails, in press releases, and via social media channels.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A, SVBC began expanding the reach of their work to San Mateo County. In 2022 the Town of Colma hosted one energizer station at the Town Hall, and we had one resident officially register to pledge to ride. In 2023 4,718 people pledged to ride during BTWD across SVBC's 127 energizer stations. In San Mateo County, we saw a sizable increase to 928 pledges - 30.5% more than last year's 711 pledges.

Our staff equipped the Colma to host an energizer station on May 18th at the Colma Community Center. This year the location was moved to Hillside Boulevard, one of the busiest bike corridors in Colma and North San Mateo County. A total of 12 people visited the Colma energizer station, higher than the prior year and considered a success by Gioia Perez, staff member and returning BTWD energizer station host at the Town of Colma.

In 2024 we'll continue to reach out to all the residents of the Town of Colma to increase registered participation.

B. SVBC will continue to work with the City of Colma to identify high pedestrian and bike traffic to host an energizer station for the residents.

C. BTWD marketing campaigns prior to and during the month of May. Promotional materials will be shared on social media, websites, press releases, and newsletters to corporations and the general public.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

Grant funds from Colma (\$3,500) enabled SVBC to cover our staff time to deliver Bike Month and Bike to Wherever Day activities and materials such as:

In-person and virtual engaging events (e.g. bicycling classes, rides, webinars, challenges) available at no cost to all residents and employees.

Bike Bash to cap Bike Month festivities, one in San Mateo County and one in Santa Clara County. There we celebrated our 2023 Bike Champions of the year.

Energizer station kit containing: BTWD Bags with ways to connect with SVBC, a SVBC ticker, weekend BART tickets, repair patch kit.

2 t-shirts for volunteers and 2 additional t-shirts and BTWD bags.

Cowbell

Energizer Station Posters, additional flyers

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

FY 2022-2023: City of San Jose 5k, City of Redwood City 5k and Town of Los Gatos 3k.

During 2023 we experienced a loss of funding from cities that didn't come back to support our efforts.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____ x

If yes, please provide details.

11. Charitable Trust # or EIN # 77-0338658

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments





Silicon Valley Bicycle Coalition
155 S. 11th Street
San Jose, CA 95112

SVBC Board of Directors 2023

1. Amie Ashton (Chair of the Board) - 6 years
2. Gary Brustin - 21 years
3. Melissa Cerezo - 3 years
4. Jennifer Fierman - 1 years
5. Poncho Guevara - 6 years
6. Andrew Hsu - 4 years
7. James Lucas - 10 years
8. Josh Mello - 4 years
9. Jim Parker (Vice Chair) - 15 years
10. Alyssa Plicka (Treasurer) - 13 years
11. Christina Salvatier (Secretary) - 3 years

Silicon Valley Bicycle Coalition FY23-24 Budget

Revenue	TOTAL PROPOSED FY24 BUDGET
Board Donations	20,000
Bequests	-
Other Individual Giving	342,245
Foundation & Corporate Contributions	100,000
Employer Matching Contributions	53,000
Government Grants	3,500
Public Contract	699,650
Contract Income	56,000
Program Administration Revenue/Expense	1,200
Miscellaneous Income	153,800
Special Event Sponsorships	397,000
Special Events Tickets Sales	17,000
TOTAL REVENUES	1,843,395

Silicon Valley Bicycle Coalition FY23-24 Budget

Expenses	TOTAL PROPOSED FY24 BUDGET
Salaries	1,378,719
Payroll Taxes	117,191
Health Insurance	53,280
401k Match	20,207
Worker's Comp Insurance	5,838
Staff Development & Training	16,500
Payroll Processing Fee	7,740
Accounting Fees	29,920
Legal Fees	2,640
Marketing & Publicity	6,850
Info Systems & Tech Consultants	6,960
Professional Fees- Other	81,739
Independent Contractors/Program Consultants	161,200
Special Event Venue	1,000
Special Event Food & Nonalcoholic	6,200
Special Event Alcohol	1,300
Special Event Equipment	1,800

Special Event Misc. Supplies	27,700
Occupancy- Rent	-
Bank Fees- Other	7,473
Dues & subscriptions	1,260
Utilities	8,100
Food/Business Meals	3,700
General Liability Insurance	7,680
Licenses & Fees	600
Maintenance & Repairs	6,107
Office Equipment & Furniture- Other	4,992
Outreach Materials	23,500
Postage & Shipping	2,065
Printing & Copying	9,475
Office Supplies	1,760
Telecommunications	6,000
Transportation	4,000
Volunteer Expenses	11,525
Web and email services	18,199
Miscellaneous Expenses	400
Program Supplies- Non Food	1,950
TOTAL EXPENSES	2,045,570
NET OPERATING SURPLUS (LOSS)	(202,175)



Town of Colma | Grant Report FY 2022-23

Silicon Valley Bicycle Coalition

Program Summary & Results

Generous funding from the Town of Colma (\$3,500) went towards enabling the Silicon Valley Bicycle Coalition (SVBC) to run a successful Bike to Wherever Days (BTWD) Program during the month of May 2023. This year Bike to Wherever Days spanned three days, May 18-20, with Bike to Work day on May 18th. This event is part of a national effort to encourage residents to bike to all types of destinations: work, school, parks, libraries and shops.

Further, SVBC staff organized a month-long set of over 50 additional in-person and virtual events (e.g. classes, rides, webinars) free to all residents and employees in San Mateo and Santa Clara Counties.¹ Bike Month festivities were capped with a set of celebratory Bike Bashes after Bike to Work Day at Cognition Cyclery in San Mateo and Stanford Research Park in Palo Alto. There we celebrated our 2023 Bike Champions of the year.²

The Town of Colma was among only one other San Mateo County jurisdiction that granted funds to the Program (i.e. Redwood City). As such our team gave additional outreach support and opportunities exclusive to funding partners, as detailed below.

We provided Colma's energizer station ambassadors with all the materials and tips to engage with residents cycling to work and any other individuals passing by. Each table was equipped with a full Energizer Station Kit – a box containing:

- BTWD Bags with ways to connect with SVBC, an SVBC sticker, weekend BART tickets, and other swag from Commute.org.
- 2 Free T-Shirts
- Cowbell for cheering people on as they bike
- Energizer Station Posters
- Extra SVBC flyers

Energizer station hosts were also encouraged to attend 1 of 3 Energizer Station Trainings held on May 8th, 9th and 11th. A Youtube recording was made available as well.³

¹ **Bike Month Calendar of Events:** <https://bikesiliconvalley.org/events/bike-month>

² **Bike Champions of the Year:** <https://bikesiliconvalley.org/news/2023/4/2023-bike-champions-of-year>

³ **Energizer Station Training Recording:** https://www.youtube.com/watch?v=_zQJkexfavQ

The Town of Colma was recognized on the official BTWD t-shirts, canvas messenger bags, the SVBC website, BTWD posters and all emails sent to bi-weekly to our mailing list of over 25,000 individuals. Marketing of the program was further pushed to all of our social media platforms (Facebook, Twitter, Instagram) and detailed information is on the Program web page.⁴

Since the Town of Colma is covered by our North San Mateo County Team⁵, in the months leading up to Bike Month, we sought to recruit our local team members as bike ambassadors to help staff and/or visit the Colma energizer station. Anthony Montes, our community organizer over North San Mateo County, also reached out to our contacts in the Colma planning department working on the Bicycle & Pedestrian Master Plan to coordinate plans for the energizer station and encourage them to leverage the opportunity to obtain plan feedback.

Additionally, we provided Colma with the ability to share with Town staff two Private Bike Education workshops (exclusive to funding partners) leading up to BTWD on April 20th and May 9th. Our contact at the Town of Colma received regular emails with bike festivities and other information to share with Town Staff such as the Media toolkit.⁶

Evaluating Program Results

We have been able to build on last year's momentum and improve on Bike Month and Bike to Wherever Days, including in the Town of Colma. This year 4,718 people pledged to ride during BTWD across SVBC's 127 energizer stations. In San Mateo County, we saw a sizable increase to 928 pledges – 30.5% more than last year's 711 pledges.

Our staff equipped the Colma to host an energizer station on May 18th at the Colma Community Center. This year the location was moved to Hillside Boulevard, the busiest bike corridors in Colma and North San Mateo County. See Strava Metro Heat map to the right, the green dot indicating station location.

A total of 12 people visited the Colma energizer station, higher than the prior year and considered a success by Gioia Perez, staff member and returning BTWD energizer station host at the Town of Colma.



⁴ BTWD Webpage: <https://bikesiliconvalley.org/events/btwd>

⁵ The team covers Brisbane, Colma, Daly City, South San Francisco and San Bruno.

⁶ BTWD Media Tool-kit: <https://siliconvalleybicyclecoaliti.box.com/s/Otd04kkywdc5shevl803rk4ibvoqqmpe>

Colma Metrics for 2023:

- Bags distributed to Colma: 15
- Visits to Energizer Station: 12
- In our Salesforce database we have 18 bike enthusiasts from the 94014 zip code, 2 of whom were added during Bike Month this year.
- Pledges: 0 – Last year we Colma had one resident pledge to ride.

The actual number of Colma residents or employees among the 12 visitors who received bags is unclear since our pledge data does not indicate Colma residency. This can also mean that visitors to the energizer station are likely employees (non-Colma residents) or residents of nearby jurisdictions that pledged to ride.

SVBC recognizes the importance of the Hillside Boulevard corridor as a crucial connector for residents from various neighboring jurisdictions such as Daly City, South San Francisco, San Bruno, Millbrae, Brisbane, and others. It is worth noting that the Town of Colma's investments in bike infrastructure not only benefit its own residents and employees, but also contribute to reducing car traffic and greenhouse gas emissions from trips originating outside the town borders. Given the close proximity between these jurisdictions, North San Mateo County residents move between them seamlessly. SVBC maintains regular communication in the form of our e-bulletin with 180 individuals in the cities covered by our North San Mateo County local team.

Because of these trends, SVBC sees significant potential for increasing participation in the Town by hosting the Bike Month festivities each year. As residents and commuters become more familiar with this community bike program, there is an opportunity to attract more participants. We also have been working at the regional level to get a better handle on counting employees whose place of residence may be different from their place of employment. For next year we are interested in exploring energizer station opportunities on the weekends at key destinations (perhaps in collaboration with Philz or Target in Serra Center) in order to draw a crowd that may be interested in biking but are not avid commute riders.

While SVBC staff has only been managing energizer stations in San Mateo County for the second year, we are actively building upon the efforts of the local team. We are interested in brainstorming better methods for Colma to log consistent pledges to ride year over year, and in doing so be competitive in the City Challenge where cities compete in the race to have the most per capita pledges. And next year we hope to add a challenge for Elected Officials to participate.

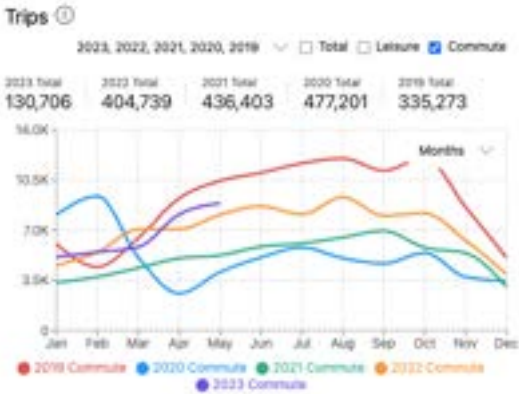
Our organization is confident that the local team's energy and enthusiasm will continue to facilitate collaboration with the Town of Colma's planners, particularly on the Bicycle & Pedestrian Master Plan. These ongoing interactions throughout the year can serve as touchpoints to encourage further progress, building upon the successes achieved so far and setting the stage for a successful Bike Month next year.

San Mateo County Results

Across San Mateo County, we are seeing the bump in biking during the pandemic taper down a bit as we emerge from COVID (Strava Metro data below). This means more encouragement is needed to ensure residents remain interested in biking as a form of travel, exercise, and recreation.



Bike commuting continues to increase. We have surpassed last year and are almost to pre-pandemic levels:



Energizer Stations. The number of energizer stations in San Mateo County has fluctuated over the years. We saw a drastic decline in energizer stations compared to last year (40% fewer). So it is actually very heartening to see the Town of Colma prominently engaged even as larger cities, tech and biotech companies have reduced their participation.

- 2018: 50
- 2019: 49
- 2020: 19
- 2021: 26
- 2022: 63
- 2023: 38

Accounting of Grant Funds

Grant funds from Colma (\$3,500) enabled SVBC to cover our staff time to deliver Bike Month and Bike to Wherever Day activities detailed within this grant report.

Bike to Wherever Days SVBC Budget for Personnel Time:

Actual expenses: \$76,463.75



Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Sitike Counseling Center

Contact Person: Keri Kirby

Address: 306 Spruce Ave, First Floor, South San Francisco CA 94080

Street Address City State Zip Code

Phone Number: 650-589-9305 Email Address: kkirby@sitike.org

1. Mission Statement:

Sitike's mission is to provide community-based counseling and education in a safe and healing environment that embraces the cultural and emotional needs of every client and to help people find hope, resiliency and life-affirming change.

2. Amount of Request: \$ 7,500.00

a. Total Agency Annual Budget: \$ 1,318,724

b. Number of Agency Employees: 17

c. Payroll is ~80% % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

Sitike Counseling Center (“sitike”) opened its doors in 1988 – born of a passionate commitment to offer hope and healing to people whose lives are affected by addiction and mental illness. The name of the agency, “sitike,” is an Apache meaning a group of non-related people who come to the aid of a person in crisis. Our vision is a community where diversity, compassion, healing and growth are encouraged, valued and celebrated. The devastating effects of substance abuse, mental illness and violence are diminished. Relationships, families and children thrive.

We understand that it is the expectation – not the exception – that our consumers will have complex/multiple challenges and that any successful initiative to address individuals with complex needs must be grounded in hope, resilience, wellness and respect for the role of culture in the health and healing of individuals, families and communities.

These funds will be used to offer reduced cost or no cost services to those without the ability to pay. We believe that services should be available to all, regardless of an individual's financial status. We are committed to assisting all who walk through our doors in understanding why they are here and help them in developing the tools they need to turn their life around.

4. Describe reason for request and how funds will be used:

This funding allows Sitike to maintain a sliding-scale model that ensures equal access to treatment and services for the unemployed, the underemployed, the unhoused members of our community, and other vulnerable populations. Our hope is to create a people-centered solution that provides a universal gateway to our services for those that need it most.

People with substance use disorders are at particular risk for developing one or more primary conditions or chronic diseases. The coexistence of both a mental illness and a substance use disorder, known as a co-occurring disorder, is common. According to the Substance Abuse and Mental Health Services Administration (SAMHSA), approximately 9.2 million adults in the United States have a co-occurring disorder.

These burdensome conditions have significant physical, emotional, functional, social, and economic consequences for people who live with these disorders, their loved ones, and society as a whole. Individuals living with a co-occurring disorder struggle with increased mortality rates, worse psychiatric symptoms, less engagement in treatment, more challenges functioning in everyday life, higher rates of suicidal and violent behavior, higher likelihood of overdose, legal problems, homelessness, and significant physical health problems. They also experience more frequent intensive health services, with more emergency department visits and longer inpatient hospital admissions.

Over the past two decades, the behavioral health field’s knowledge of the outcomes, service needs, and treatment approaches for individuals with co-occurring disorders has expanded considerably. Co-occurring disorders are complex and bidirectional. They can wax and wane over time. The most common treatment for co-occurring disorders involves an integrated treatment model that can stabilize both the symptoms of the co-occurring disorder and provide the foundation for lasting recovery. Sitike’s programs are uniquely positioned to assist all folks in recovering from these devastating co-occurring disorders. Sitike's programs make it possible for clients to get affordable, quality care. Through intervention in a timely manner, our services help lower long term health costs, free up other limited community resources, and safe lives.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

This year's request includes an additional \$1,000.00. We are seeking additional funds to assist with managing the influx of referrals for low-income clients and to assist with the rising cost of doing business. The Consumer Price Index indicates that prices are ~7% from a year ago, inflation has had a significant impact on the Bay Area, and because the cost of living and basic needs in San Mateo County continues to be one of the highest in the state.

6. Describe the benefit to the Town derived from funding your organization:

Substance use and acute mental illness directly affect millions of Americans every year, causing motor vehicle crashes, crimes, injuries, reduced quality of life, impaired health, and far too many deaths. Folks with co-occurring disorders have unique biopsychosocial needs that need to be addressed if their treatment is to be successful. The medical, social, emotional, and financial consequences and costs of these disorders to individuals, families and society are enormous.

Because co-occurring disorders can compromise every aspect of a person's life, such as their physical health and well-being, emotional state, spirituality, and more, treatment approaches should also be dynamic and integrative. As a person heals from the inside out, it is crucial that maladaptive behaviors be rectified, and healthier coping mechanisms are implemented. Teaching positive strategies for coping in lieu of substance abuse will be an essential part of the recovery process. Similarly, it is necessary for a folks to heal and process any underlying psychological trauma that may have contributed to the development of co-occurring disorders. This will also be an integral and necessary part of treatment and recovery.

Through public partnerships and by embedding our programs and services into the larger community we can reduce the burden on the larger health care and governmental system while also increasing access to care, improving the quality of services provided, and saving lives. Additional benefits to the Town of Colma include a reduction of substance use, intimate partner violence, and calls to emergency services (Fire, Police, Child Protection Services, etc.) in the general population.

Sitike can also provide confidential services to Town of Colma employees through EAP benefits/private pay sliding-scale services.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

During last year's grant period, Sitike served 14 residents from the Town of Colma.

Sitike is currently offering both in-person and telehealth services that best meet the community need. Sitike also engages directly with the community by offering educational trainings and workshops including a new, two-day "Navigating the Behavioral Health Care System (a symposium bringing together key agencies providing mental health, housing, and addition services in our community), Mental Health First Aid Trainings, and numerous events throughout the month of September in honor of "Recovery Happens Month."

We are also willing and able to provide agency tours or Lunch & Learn meetings with Town of Colma employees to help educate community members about our services and how to make a referral to our programs.

Our services are provided county-wide and are listed in all directories. We have a following on social media (LinkedIn, Facebook, Instagram) and offer a quarterly newsletter in an effort to increase our visibility and accessibility in the community. We are also listed in all state level directories including Atlas, CADPT, and others.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

With the support from the Town of Colma, we have been able to continue helping low-income, vulnerable communities affected by addiction, mental health, and intimate partner violence.

Our services provide a critical safety-net for those most vulnerable among us and because of the support of the Town of Colma, we are able to offer technology devices and data plans, sliding-scale fees, and scholarships for clients to support those who are unable to pay out-of-pocket or those who are affected by the digital divide.

In the past year, two other nonprofits providing similar services in San Mateo County closed, and Sitike has committed to absorbing clients who need continued treatment. Since 2020, the total number of clients served by Sitike each year has more than tripled.

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

Requested and received in FY22-23:

- 1) \$6,500 from Town of Colma
- 2) \$10,000 from Genentech
- 3) \$5,000 from Sares Regis Foundation
- 4) \$21,432 from MHSA

Anticipated in FY22-23:

- 1) \$5,000 from MHSA
- 2) \$5,000 from Sares Regis
- 3) \$10,000 from Genentech
- 4) \$7,500 from Town of Colma
- 5) \$25,000 from Behavioral Health and Recovery Services
- 6) \$3,000 from San Bruno Community Foundation

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3065810

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments




Sitike Board of Directors – Revised 8.8.23

Name	Contact Information	Occupation	Board Position	Committee Assignment	Elected	Elected as Officer	Term Expires
Rod Walton	5118 164 th St. SW, Unit D4 Edmonds, WA 98199 Sir.roderic@gmail.com	Senior Director, Outreach and Learning Center, Hamlin Robinson School	President	Executive, Advancement	05/31/2016	11/29/22	05/31/2024
Anil Awasti	5333 Park Highlands Blvd. #27 Concord, Ca 94521 (415) 846-7129 awastianil@gmail.com	Chief Human Resources Officer, Global Fund for Women	Vice President	Executive	09/29/2015	11/29/22	09/29/2023
Elizabeth Fricke	3960 Chatham Court SSF, CA 94080 (650) -784-9003 E_fricke@msn.com	Commercial Underwriter, Beazley Insurance Services	Member	Finance	10/1/2020	11/29/22	10/1/2024
Peggy Wong	111 Rimmon Road Woodbridge, CT 06525 (909) 238-8668 peggywong@gmail.com	Graduate Student, Yale School of Nursing	Secretary	Finance	5/19/2020	11/29/22	5/19/2024
Kristin Ditlevsen	PO Box 608 Santa Cruz, CA 95061 (650) 888-0067 kditlevsen@beaconbusinessbank.com	Senior Vice President, Relationship Manager, Beacon Business Bank	Treasurer	Finance	1/28/2020	11/29/22	1/28/2024
Shalom Tzvi Shore	102 Canada Street Hamilton, ON L8P 1P3 (443) 467-5130 shalomtzi@gmail.com	Chief of Staff – Product Manager & UX Strategist, Jewish Content Network Founder – Navya Hypnosis	Member		7/28/2023		



Kevin Reamy	115 Marietta Drive San Francisco, CA 94127 (650) 248-3870 kevin.reamy@gmail.com	Retired, Formerly at NerdWallet, LinkedIn	Member		7/28/2023		
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FY23-24 Draft Budget

	Agency		SMC-ODS							Fund	Admin
	Total	Overall	Anger Mgmt	DV	DEJ	FOP	CPS	Private			
Salaries	758,023	410,666	3,088	28,723	5,180	288,074	6,851	3,066	9,011	3,364	
Health Benefits	146,232	57,685	479	6,152	876	54,175	1,132	511	1,063	24,159	
Payroll Tax	70,068	32,919	247	2,302	415	23,093	549	246	722	9,575	
Workers Comp	6,556	3,080	23	215	39	2,161	51	23	68	896	
Total Personnel	980,879	504,350	3,837	37,392	6,510	367,503	8,583	3,846	10,864	37,994	
BUILDING											
Rent--306 Spruce	74,585	41,767	1,491	3,729	1,491	23,121	2,237	372	372	5	
Rent-Parking & Meetings	4,800	2,688	96	240	96	1,488	144	24	24	0	
Utilities	500	285	10	25	10	155	10	2	2	1	
Website	1,000	570	20	50	20	310	10	5	10	5	
Maintenance	6,000	3,420	120	300	120	1,860	60	60	0	60	
OFFICE											
Postage	1,000	410	10	50	20	400	20	10	75	5	
Equipment Purchase	2,000	1,000	20	100	40	740	40	20	20	20	
Printing & Photocopying	5,000	2,250	50	250	100	2,000	150	50	100	50	
Telephone	9,000	4,500	90	450	180	3,330	180	90	90	90	
PROGRAM											
Supplies	20,000	9,200	100	400	400	9,000	600	100	200	0	
Food	3,000	3,000	0	0	0	0	0	0	0	0	
Medical Doctor	15,000	15,000	0	0	0	0	0	0	0	0	
Drug Testing other	12,000	6,600	0	0	1,800	0	0	3,600	0	0	
Drug test contracts	9,333	0	0	0	0	0	9,333	0	0	0	
	0	0	0	0	0	0	0	0	0	0	
TRANSPORTATION											
Mileage reimbursement	2,000	1,780	60	60	0	100	0	0	0	0	
Client transportation	0	0	0	0	0	0	0	0	0	0	
ADMINISTRATIVE											
Accounting/audit	30,000	19,200	150	150	150	9,600	150	150	450	0	
Contractors: Counseling	0	0	0	0	0	0	0	0	0	0	
Contractors: Admin	0	0	0	0	0	0	0	0	0	0	
Legal	1,000	480	0	40	10	470	0	0	0	0	
Board Expense	1,000	350	5	30	10	180	5	5	150	265	
Staff Recognition	3,000	300	90	90	90	2,100	90	90	0	150	
State License	2,000	1,280	20	20	20	640	20	0	0	0	
License & fees	35,000	14,000	700	3,500	1,050	14,000	700	700	350	0	
Staff Training	1,000	640	0	0	0	350	0	0	0	10	
PR Expense	0	0	0	0	0	0	0	0	0	0	
Monitoring Fee--County	37,018	0	0	0	660	36,358	0	0	0	0	
Insurance	19,000	10,260	380	950	380	6,460	380	190	0	0	
Monitoring Fee--State	8,150	0	0	0	0	8,150	0	0	0	0	
Total Operating	302,386	138,980	3,412	10,434	6,647	120,812	14,129	5,468	1,843	661	
Total Expense	1,283,265	643,330	7,249	47,826	13,157	488,315	22,712	9,314	12,707	38,655	
Contracts BHRS	629,724	629,724	0	0	0	0	0	0	0	0	
Contracts Other	27,000	0	0	0	0	0	27,000	0	0	0	
Client Fees	625,000	0	10,000	60,000	15,000	530,000	0	10,000	0	0	
Fundraising	30,000	0	0	0	0	0	0	0	30,000	0	
Misc Income	7,000	0	0	0	0	0	0	0	0	7,000	
Reserve											
Total Income	1,318,724	629,724	10,000	60,000	15,000	530,000	27,000	10,000	30,000	7,000	
SURPLUS/DEFICIT	35,459	-13,606	2,751	12,174	1,843	41,685	4,288	686	17,293	-31,655	



SITIKE

COUNSELING CENTER

Si-ti-ke n. [apache] a group of non-blood kin who are present in a time of crisis

Our mission is to provide community-based counseling and education in a safe and healing environment that embraces the cultural and emotional needs of every client and to help people find hope, resiliency and life-affirming change.



Evidence Based Treatment Supportive Environment

Successful Outcomes

Since 1988, our counselors have provided an array of evidence-based, research-supported interventions.

Our agency is a true place of hope and healing where you will be respected and supported like a member of your own family.

For over three decades, we have proudly and passionately helped thousands of individuals recover and heal.

306 Spruce Avenue, South San Francisco, CA 94080



WHAT OUR CLIENTS SAY

"I was very scared about being judged and that did not happen. I was scared about being treated badly and that did not happen. I expected to not be understood and that did not happen. What happened is that I got my life and my family back." - George, Pacifica

"I'm a recovering addict. A miracle of Sitike. Recovery gave me myself back...gave me integrity, dignity and courage...taught me how to be a mother, a woman, a friend...and how to live life clean and sober, one day at a time." - Lisa, San Mateo County Resident

OUR PROGRAMS

Anger Management

This 16-week program focuses on stress management, appropriate expression of anger, coping and communication skill development.

Domestic Violence

This 52-week program teaches non-violent behavior, healthy communication, and accountability.

Discover Recovery

This three- to 12-month outpatient program serves adults with substance use, and co-occurring mental health/substance use disorders. Services include assessment, individualized treatment plans, individual and group counseling and drug and alcohol testing.

Women's Intensive Outpatient Program

This three- to 12-month gender specific program supports pregnant and/or parenting women who are chemically dependent and have often experienced trauma. Participants attend the program four hours a day, three to five days per week.

First Offender DUI Program

Sitike's DUI programs comply with local court, state system, and DMV mandates. Services include individual and group counseling and education.

Drug & Alcohol Testing

We offer Drug & Alcohol Testing services for: Deferred Entry of Judgment, Proposition 36, Drug Court and Child Protective Services clients.

All services are available in English and Spanish.



SITIKE

CENTRO DE CONSEJERIA

Si-ti-ke n. [apache] un grupo de allegados no consanguíneos que están presentes en un momento de crisis.

Nuestra misión es brindar consejería y educación basados en la comunidad en un ambiente seguro y sanador que apoye las necesidades culturales y emocionales de cada cliente, y ayudar a las personas a encontrar esperanza, resiliencia y un cambio que dé valor a su vida.



Tratamiento basado en evidencia

Desde 1988, nuestros consejeros han brindado una variedad de intervenciones basadas en evidencia y respaldadas por investigaciones.



Ambiente de apoyo

Nuestra agencia es un verdadero lugar de esperanza y sanación donde será respetado y apoyado como un miembro de su propia familia.



Resultados exitosos

Durante más de tres décadas, hemos ayudado con orgullo y pasión a miles de personas a recuperarse y sanar.



LO QUE DICEN NUESTROS CLIENTES

"Tenía mucho miedo de que me juzgaran y eso no sucedió. Tenía miedo de que me trataran mal y eso no sucedió. Esperaba que no me entendieran y eso no sucedió. Lo que sucedió es que recuperaré mi vida y mi familia " - George, Pacífica

"Soy una adicta en recuperación. Un milagro de Sitike. La recuperación me devolvió mi vida... me dio integridad, dignidad y coraje... me enseñó cómo ser madre, mujer, amiga... y cómo vivir una vida sana y sobria, un día a la vez." - Lisa, Residente del Condado de San Mateo

NUESTROS PROGRAMAS

Manejo de la ira

Este programa de 16 semanas se enfoca en el manejo del estrés, la expresión adecuada de la ira, el desarrollo de habilidades de afrontamiento y comunicación.

Violencia domestica

Este programa de 52 semanas enseña comportamiento no violento, comunicación sana y responsabilidad.

Descubrir la recuperación

Este programa para pacientes externos de 3 a 12 meses atiende a adultos con uso de sustancias y trastornos concurrentes de salud mental/uso de sustancias. Los servicios incluyen evaluación, planes de tratamiento individualizados, consejería individual y grupal y pruebas de drogas y alcohol.

Programa intensivo de pacientes externos para Mujeres

Este programa específico para mujeres de 3 a 12 meses apoya a las mujeres embarazadas y/o madres que son químicamente dependientes y que a menudo han experimentado traumas. Las participantes asisten al programa cuatro horas al día, de tres a cinco días a la semana.

Programa de DUI para primeros infectores

Los programas de DUI de Sitike cumplen con los mandatos de las cortes locales, el sistema estatal y el DMV. Los servicios incluyen consejería y educación individual y grupal.

Pruebas de drogas y alcohol

Ofrecemos servicios de pruebas de drogas y alcohol para: clientes con entrada diferida de sentencia, Proposición 36, de tribunales de drogas y servicios de protección infantil.



SITIKE

CENTRO DE CONSEJERIA

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Pruebas de drogas y alcohol

Ofrecemos servicios de pruebas de drogas y alcohol para: clientes con entrada diferida de sentencia, Proposición 36, de tribunales de drogas y servicios de protección infantil.

Town of Colma – Grant Report FY22-23

Results of the Program: People with substance use disorders are at particular risk for developing one or more primary conditions or chronic diseases. The coexistence of both a mental illness and a substance use disorder, known as a co-occurring disorder, is common. According to the Substance Abuse and Mental Health Services Administration (SAMHSA), approximately 9.2 million adults in the United States have a co-occurring disorder.

These burdensome conditions have significant physical, emotional, functional, social, and economic consequences for people who live with these disorders, their loved ones, and society as a whole. Individuals living with a co-occurring disorder struggle with increased mortality rates, worse psychiatric symptoms, less engagement in treatment, more challenges functioning in everyday life, higher rates of suicidal and violent behavior, higher likelihood of overdose, legal problems, homelessness, and significant physical health problems. They also experience more frequent intensive health services, with more emergency department visits and longer inpatient hospital admissions.

Over the past two decades, the behavioral health field's knowledge of the outcomes, service needs, and treatment approaches for individuals with co-occurring disorders has expanded considerably. Co-occurring disorders are complex and bidirectional. They can wax and wane over time. The most common treatment for co-occurring disorders involves an integrated treatment model that can stabilize both the symptoms of the co-occurring disorder and provide the foundation for lasting recovery. Sitike's programs are uniquely positioned to assist folks with complex needs recover from these devastating co-occurring disorders.

Program Evaluation: This year, we are pleased to report that:

- Sitike served a total of 780 clients during the grant period. A 13% increase in total clients served when compared to FY21-22.
- 95% of clients that requested services in their primary and preferred language (Spanish) were referred to one of Sitike's bi-lingual counselors, reducing barriers to treatment engagement.
- 100% of clients that needed technology support (devices, internet, data plans, etc.) received the necessary support to support their participation in treatment and reduce barriers to treatment engagement.
- 100% of clients who requested sliding-scale payments and were able to provide proof of income were provided financial assistance to reduce barriers to treatment engagement.
- Sitike offered its first ever, two-day, Navigating the Behavioral Health Care System, in partnership with Mental Health Services Agency of San Mateo, to the general public. Aimed at increasing access to services and reducing strain on emergency city/county systems.

The Town of Colma grant was used to supplement the actual cost of providing services to our clients. This funding allowed Sitike to maintain a sliding-scale payment model that ensures treatment access for the unemployed/underemployed and the unhoused members of our

community. The grant funds were expended as follows: Personnel: \$5,5484.00 and Benefits: \$1,016.00.





Town of Colma Non-Profit Funding Request Form (Exempt Organizations Only) FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Skyline College (San Mateo County Community College District)

Contact Person: Cherie Colin

Address: 3300 College Drive, San Bruno, CA 94066
Street Address City State Zip Code

Phone Number: (650) 738-4346 Email Address: colinc@smccd.edu

1. Mission Statement:

To empower and transform a global community of learners.

2. Amount of Request: \$ 5000.00

a. Total Agency Annual Budget: \$ 67,880,899.19

b. Number of Agency Employees: 280

c. Payroll is 81 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

The President's Innovation Fund (PIF) is an initiative designed to support creativity and innovation at Skyline College. Faculty, Staff, Students and Administrators are encouraged to "Dream Out Loud" and propose ideas that will support the college's Mission - Vision - values. The primary provider of the funds is the President's Council, a group of dedicated community members committed to actively supporting Skyline College. The President's Council raises financial support for the President's Innovation Fund by hosting the President's Breakfast every spring.

4. Describe reason for request and how funds will be used:

The funds will be used to create a mini-grant process to fund innovative ideas from Faculty, Staff, Students and Administrators.

Examples of grants funded are:

Critical Global Citizenship Education

Current global education prepares students to thrive in the market economy but does not interrogate colonialism and capitalism as root causes of global inequities. This project aims to address that gap while connecting with our college's mission, Citizenship Student Learning Outcomes, and the Civic Mindset portion of the People's College Initiative. We will implement programs that complement the curriculum, foster dialogue and engagement across disciplines, and bring the campus community together in a shared experience. Programs will include talks, film screenings, and art projects around topics such as belongingness, humanization of current historical events, social and ecological justice, and critical citizenship.

Digital Textbook Loan Program

The high cost of textbooks is an equity issue and barrier to student enrollment and success. Although the Skyline College Library offers short loans of print textbooks and the Center for Transformative Teaching and Learning is at the forefront of promoting Open Education Resources, barriers persist. Now, new software will help the Library lift those barriers by making digital copies or chapters of textbooks available to students. Called Alma-Digital, this software can integrate these digital assets into our catalog where they will be available for registered students to download for free regardless of location. This simple solution will reduce costs, increase enrollment, and contribute to academic success for our students.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

The amount requested is the same request as last year.

6. Describe the benefit to the Town derived from funding your organization:

The percentage of students that reside in Daly City/Colma comprise 21.7% of the student body. The innovative programs directly support students from The Town of Colma.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

Each year about 21.7% of the 15,000 students list Colma/Daly City as their residence. They receive services at Skyline College located at 3300 College Drive, San Bruno, CA. Skyline College does extensive outreach and community engagement by outreaching to High Schools, participating in community events, and digital advertising. Skyline College uses social media to connect with residents in the region.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

we used the 22-23 funds to support our new Neighborhood Center. The Neighborhood Center is a pilot program based on a proven approach to community engagement, as an extension of the Skyline College People's College Initiative: Bringing Skyline to the People. The following items were purchased with the grant monies:

- Swag bags
- translation service
- marketing materials
- food

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

22-23 Town of Colma \$4,000
23-24 Town of Colma \$5,000 (via this request)

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____^x

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3084147

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status



Optional Attachments

Get the latest information about COVID-19 resources.

Change Site ▾



Search site using Google..



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Board of Trustees

[SMCCCD Home](#) > [Departments](#) > [Board of Trustees](#) > [Board Members](#)

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[Board Members](#)

[Board Agenda](#)

[Previous Agendas](#)

[Board Packet](#)

[Board Calendar](#)

[Board Minutes](#)

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[Board Policies & Procedures](#)

[Trustee Areas & Elections](#)

[Board Statements](#)

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Board Members



Dr. Lisa Petrides

Board President

Area 1

petridesl@smccd.edu

Bio 



John Pimentel

Board Vice President

Area 5

pimentelj@smccd.edu

Bio 



Wayne Lee

Trustee
Area 3

leewayne@smccd.edu

Bio 



Richard Holober

Trustee
Area 4

rholober@yahoo.com

Bio 



Mike Guingona

**Trustee
Area 2**

guingonam@smccd.edu

Bio



Arthur Veloso

Student Trustee

avelosonepo@my.smccd.edu

Bio 

San Mateo County Community College District

The SMCCCD is a three-college district located between San Francisco and San Jose in the Silicon Valley. Our Colleges serve nearly 20,000 students each year and offer the first two years of instruction in a wide variety of degree and transfer programs, as well as vocational-technical programs.

Contact

District Office

3401 CSM Drive

San Mateo, CA 94402 USA

(650) 574-6550

webmaster@smccd.edu

smccd.edu

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REPORT FYRENOM-2 8.2
FISCAL YEAR: 23

San Mateo County CC District
Financial Statements by Acct
AS OF 30-JUN-2023

RUN DATE: 08/17/2023
TIME: 07:27 PM
PAGE: 1

COAS: 1 S.M.C.C.C.D.
FUND: 1 General Fund--Unrestricted

ACCOUNT	ACCOUNT TITLE	ADOPTED BUDGET	BUDGET CHANGES	CURR PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE
8600	State Revenues	.00	889,289.00	.00	889,289.00	.00	.00
8800	Local Revenues	4,794,309.00	704,192.90	.00	5,498,501.90	.00	.00
TOTAL	Institution Revenues	4,794,309.00	1,593,481.90	.00	6,387,790.90	.00	.00
1100	Instructional Salaries Regular	11,186,881.56	-1,384,442.62	.00	9,802,438.94	.00	.00
1200	NonInstruct Salaries Regular	7,525,892.04	233,453.95	.00	7,759,345.99	.00	.00
1300	Instruc Sal Var (Non-Pos Ctl)	6,369,712.36	1,856,486.37	.00	8,226,198.73	.00	.00
1400	Other Cert Sal (Non-Pos Ctl)	572,722.67	268,268.33	.00	840,991.00	.00	.00
1800		.00	-33,215.67	.00	-33,215.67	.00	.00
1900	CERT SAL SAVINGS/BUDGET ONLY	-200,343.00	200,343.00	.00	.00	.00	.00
2100	Classified Salaries Regular	9,317,283.66	-671,375.22	.00	8,645,908.44	.00	.00
2200	Classified Salary Instructor	1,178,998.22	-243,301.53	.00	935,696.69	.00	.00
2300	Class Non-Instr (Non-Pos Ctl)	346,027.50	323,894.13	.00	669,921.63	.00	.00
2400	Class Salary - Instructional	241,750.00	-33,770.83	.00	207,979.17	.00	.00
2800		.00	-11,619.00	.00	-11,619.00	.00	.00
2900	CLASS SAL SAVINGS/BUDGET ONLY	81,420.00	-81,420.00	.00	.00	.00	.00
3100	State Teacher's Retmt Syst(Non-P	.00	.00	.00	.00	.00	.00
3400	Health Reimbursement/Other (Non-	.00	126,928.63	.00	126,928.63	.00	.00
3800	Benefit Chargeback	12,963,710.78	234,163.59	.00	13,197,874.37	.00	.00
3900	BENEFIT SAVINGS/BUDGET ONLY	-193,256.26	193,256.26	.00	.00	.00	.00
TOTAL	Salary and Benefits	49,390,799.53	977,649.39	.00	50,368,448.92	.00	.00
4300	Instructional Supplies	1,000.00	-862.68	.00	137.32	.00	.00
4500	Other Supplies	1,602,293.49	-1,270,010.85	.00	328,325.04	3,957.60	.00
4600	Pupil Transportation Expense	14,450.00	-884.34	.00	13,565.66	.00	.00
5100	Contract Services	82,298.00	-17,927.57	.00	50,895.43	13,475.00	.00
5200	Reimbursable Expenses	155,342.00	14,909.65	.00	170,251.65	.00	.00
5300	Dues and Membership Expenses	95,515.00	-36,792.20	.00	58,722.80	.00	.00
5400	Insurance Expense	.00	.00	.00	.00	.00	.00
5500	Utilities and Housekeeping Exp	7,100.00	-3,362.64	.00	3,737.36	.00	.00
5600	Contract and Rental Expense	600,337.67	-140,975.96	.00	454,386.71	4,975.00	.00
5700	Legal, Election and Audit Exp	.00	74.12	.00	74.12	.00	.00
5800	Other Administrative Expenses	2,229,231.07	-2,180,712.09	.00	48,518.98	.00	.00
6300	Library Books	.00	-280.63	.00	-280.63	.00	.00

6400	Equipment	33,284.68	-15,908.69	.00	17,375.99	.00	.00
7600	Other Payments to/for Students	.00	988.43	.00	988.43	.00	.00
TOTAL	General & Administrative Expense	4,820,851.91	-3,651,745.45	.00	1,146,698.86	22,407.60	.00
7200	Intrafund Transfers	.00	-4,719,520.08	.00	-4,719,520.08	.00	.00
7300	Interfund Transfer-Outs	1,229,578.81	7,950,454.87	.00	9,180,033.68	.00	.00

REPORT FYRENOM-2 8.2 San Mateo County CC District RUN DATE: 08/17/2023
 FISCAL YEAR: 23 Financial Statements by Acct TIME: 07:27 PM
 AS OF 30-JUN-2023 PAGE: 2

COAS: 1 S.M.C.C.C.D.
 FUND: 1 General Fund--Unrestricted

ACCOUNT	ACCOUNT TITLE	ADOPTED BUDGET	BUDGET CHANGES	CURR PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE
TOTAL	Transfer Accounts	1,229,578.81	3,230,934.79	.00	4,460,513.60	.00	.00
1	TOTAL FUND General Fund--Unrestricted						
TOTAL	General & Administrative Expense	4,820,851.91	-3,651,745.45	.00	1,146,698.86	22,407.60	.00
TOTAL	Transfer Accounts	1,229,578.81	3,230,934.79	.00	4,460,513.60	.00	.00
TOTAL	Salary and Benefits	49,390,799.53	977,649.39	.00	50,368,448.92	.00	.00
TOTAL	Institution Revenues	4,794,309.00	1,593,481.90	.00	6,387,790.90	.00	.00
	TOTAL EXPENSE ACCOUNTS	55,441,230.25	556,838.73	.00	55,975,661.38	22,407.60	.00
	NET	-50,646,921.25	1,036,643.17	.00	-49,587,870.48	-22,407.60	.00

REPORT FYRENOM-2 8.2 San Mateo County CC District RUN DATE: 08/17/2023
 FISCAL YEAR: 23 Financial Statements by Acct TIME: 07:27 PM
 AS OF 30-JUN-2023 PAGE: 3

* * * REPORT CONTROL INFORMATION * * *

PARAMETER SEQUENCE NUMBER: 12822148
 FISCAL YEAR: 23
 CHART OF ACCOUNTS: 1
 FROM ORGANIZATION: 2000
 TO ORGANIZATION: 2999
 FROM FUND: 10002
 TO FUND: 17002
 FROM PROGRAM:
 TO PROGRAM:

FROM ACCOUNT:

TO ACCOUNT:

AS OF DATE: 30-JUN-2023

FUND TYPE: 1A

PRINT TOTALS: Y

PRINT NET TOTALS: Y

INCLUDE BENEFITS: Y

INCLUDE POSITION CONTROL: Y

Multiple FUNDS: 17002 11003 10002

REPT NUMBER: 2 NUMBER OF PRINTED LINES PER PAGE: 55

RECORD COUNT: 2019

REPORT FYRENOM-4 8.2
 FISCAL YEAR: 23

San Mateo County CC District
 Financial Statements by Acct
 AS OF 30-JUN-2023

RUN DATE: 08/17/2023
 TIME: 07:36 PM
 PAGE: 1

COAS: 1 S.M.C.C.C.D.
 FUND: 3 General Fund--Restricted

ACCOUNT	ACCOUNT TITLE	ADOPTED BUDGET	BUDGET CHANGES	CURR PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE
8149	DEPT OF EDUC	660,554.03	846,540.62	.00	751,955.26	.00	755,139.39
8170	OTHR FED REVENU	996,668.67	1,660,484.00	.00	788,895.20	.00	1,868,257.47
8171	CARES Act HEERF CRF	3,220,830.70	-47,305.00	.00	2,950,448.70	.00	223,077.00
8185	US DEPT ED TR10	114,659.42	590,821.00	.00	607,377.12	.00	98,103.30
8628	STAFF DIVERSITY	.00	.00	.00	22,166.76	.00	-22,166.76
8629	OTHR CATEG APP	3,912,912.40	2,587,115.00	.00	2,813,666.66	.00	3,686,360.74
8635	CHANC OFC ECON DEV	2,856,765.00	821,195.00	.00	1,021,926.60	.00	2,656,033.40
8659	OTHR CATGORICAL	585,398.04	1,853,967.13	.00	343,030.60	.00	2,096,334.57
8660	Block Grant	447,878.48	.00	.00	167,258.66	.00	280,619.82
8681	State Lottery	846,199.97	496,985.02	.00	.00	.00	1,343,184.99
8699	OTHR STATE REV	294,038.89	-216,351.00	.00	45,788.00	.00	31,899.89
8820	GRANTS	1,010,015.83	89,723.89	.00	1,053,760.73	.00	45,978.99
8821	GIFTS/DONATIONS	252,376.28	4,275.80	.00	167,233.08	.00	89,419.00
8842	EQ SALES	108.24	.00	.00	.00	.00	108.24
8890	OTHR LOC INCOME	409,024.73	-326,669.97	.00	-2,260.49	.00	84,615.25
8891	MISC LOCAL INC	.00	4,820.68	.00	.00	.00	4,820.68
8896	ADVERT PROG GUIDE	7,322.78	240.00	.00	.00	.00	7,562.78
8980	Incoming Transfers	1,087,417.06	643,444.48	.00	643,444.48	.00	1,087,417.06
TOTAL	Institution Revenues	16,702,170.52	9,009,286.65	.00	11,374,691.36	.00	14,336,765.81
1240	Academic Administrator	13,573.44	4,538.52	.00	18,111.96	.00	.00
1251	COUNSELORS SAL	371,061.36	53,900.41	.00	424,961.77	.00	.00
1258	COORDINATORS	241,558.44	50,762.26	.00	292,320.70	.00	.00
1270	CERT SUPV SAL	448,981.20	-101,667.58	.00	347,313.62	.00	.00
1274	CERT SUPV SAL VAC PAY	.00	5,975.48	.00	5,975.48	.00	.00
1299	ACADEMIC OTHER VACANCY	.00	.00	.00	.00	.00	.00
1310	TEACH SAL/VAR	.00	44,693.75	.00	33,998.31	.00	10,695.44
1320	SUB TEACH SAL	.00	117.94	.00	.00	.00	117.94
1451	COUNSELORS SAL	124,667.69	198,817.32	.00	271,466.88	.00	52,018.13
1452	LIBRARIAN VAR	.00	824.49	.00	824.49	.00	.00
1455	PSYCHOL SAL/VAR	90,000.00	159,767.70	.00	245,031.62	.00	4,736.08
1458	COORDINATOR VAR	97,540.95	110,045.50	.00	113,646.46	.00	93,939.99
1459	OTHER SUB SAL VAR	.00	9,627.28	.00	9,627.28	.00	.00
1495	OTHR CERT SAL	196,026.25	237,908.78	.00	246,827.21	.00	187,107.82
1999	CERT SALARY SAVINGS/BUDGET ONLY	-234,180.52	681,564.11	.00	.00	.00	447,383.59

2120	CLAS SUPV SAL	232,687.92	-9,337.01	.00	223,350.91	.00	.00
2130	CLERICAL SAL	905,674.71	-256,031.60	.00	649,643.11	.00	.00
2134	CLER VAC PAY	.00	464.73	.00	464.73	.00	.00
2196	TECHNICIAN / LAB COORDINATOR REG	4,719.60	350.55	.00	5,070.15	.00	.00
2210	INSTR AIDES SAL	71,296.53	-27,358.05	.00	43,938.48	.00	.00
2331	CLER SUB SAL	.00	5,202.90	.00	5,202.90	.00	.00
2341	CLERICAL OVT SAL	18,932.25	30,174.12	.00	41,998.86	.00	7,107.51
REPORT FYRENOM-4 8.2		San Mateo County CC District				RUN DATE: 08/17/2023	
FISCAL YEAR: 23		Financial Statements by Acct				TIME: 07:36 PM	
		AS OF 30-JUN-2023				PAGE: 2	

COAS: 1 S.M.C.C.C.D.
 FUND: 3 General Fund--Restricted

ACCOUNT	ACCOUNT TITLE	ADOPTED BUDGET	BUDGET CHANGES	CURR PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE
2342	CUSTODIAL OVTSAL	.00	547.80	.00	547.80	.00	.00
2343	GRNDSMN OVT SAL	.00	14,232.10	.00	14,232.10	.00	.00
2344	MAINT OVT SAL	.00	7,510.01	.00	7,507.07	.00	2.94
2345	SECURITY OVT	.00	8,201.86	.00	8,201.86	.00	.00
2347	SUPERVISORS 0/T	.00	2,000.87	.00	2,000.87	.00	.00
2349	OTHER OVT SAL	-.01	22,171.88	.00	22,171.87	.00	.00
2360	Other Professional Expert (Non-P	215,000.00	44,803.40	.00	64,803.40	.00	195,000.00
2380	FEDERAL WORKSTUDY	.00	1,324.78	.00	1,324.78	.00	.00
2392	STD/ASST SAL	104,255.00	292,224.24	.00	347,045.78	.00	49,433.46
2392T	STD/ASST TUTORS	.00	1,322.76	.00	1,322.76	.00	.00
2394	SHORT TERM/HRLY	215,984.51	-45,746.15	.00	33,265.99	.00	136,972.37
2398	STD ASST LAEP	.00	947,123.00	.00	.00	.00	947,123.00
2492	INSTRUCTIONAL STUDENT ASST	103,395.73	69,845.67	.00	41,550.53	.00	131,690.87
2494	AIDE/SHORT TERM	42,865.84	-12,351.26	.00	27,430.76	.00	3,083.82
2999	CLASS SALARY SAVINGS/BUDGET ONLY	-384,208.72	845,225.27	.00	.00	.00	461,016.55
3459	HEALTH COST REIMBURS/ADJUNCT OTH	.00	2,733.68	.00	2,733.68	.00	.00
3801	Benefit Chargeback - POSCTL	1,143,385.45	-141,436.85	.00	1,001,948.60	.00	.00
3802	Benefit Chargeback - NON POSCTL	52,010.35	62,306.56	.00	114,316.91	.00	.00
3999	BENEFIT SAVINGS/BUDGET ONLY	-220,543.78	803,884.14	.00	1,788.88	.00	581,551.48
TOTAL	Salary and Benefits	3,854,684.19	4,126,265.36	.00	4,671,968.56	.00	3,308,980.99
4115	TEXTBOOK RENTAL / LOAN	.00	118.38	.00	118.38	.00	.00
4310	INSTR SUPPLIES	12,492.22	.00	.00	.00	.00	12,492.22
4390	INSTR LAB SUPPLIES	16,358.10	-16,358.10	.00	.00	.00	.00
4395	INSTR MATERIALS	5,580.14	2,500.00	.00	41.15	.00	8,038.99
4510	MISC SUPPLIES	1,236,477.20	572,164.95	.00	399,968.58	14,203.70	1,394,469.87
4511	Non Inventoried Equipment	146,650.03	413,916.97	.00	547,376.07	7,025.50	6,165.43
4512	Non Inventoried Furniture	135,121.93	-43,652.85	.00	33,230.96	.02	58,238.10
4513	SUBSCRPTNS LIBR	39,546.67	43,236.76	.00	82,783.43	.00	.00

4550	MAINT SUPPLIES	.00	94,580.72	.00	94,580.72	.00	.00
4580	CENTRAL DUPLICATING	11,013.79	2,651.86	.00	7,831.23	.00	5,834.42
4590	OTHR MISC EXP	.00	.00	.00	.00	.00	.00
4620	GAS/OIL/TIRES	.00	293.17	.00	293.17	.00	.00
5110	CONSULT SVCS	6,000.00	-5,660.43	.00	339.57	.00	.00
5120	LECTURER SVCS	1,000.00	-1,000.00	.00	.00	.00	.00
5130	CONTR PERSONNEL	156,228.50	88,629.25	.00	89,860.00	27,100.00	127,897.75
5210	CONFERENCE EXP	.00	906.62	.00	906.62	.00	.00
5211	CONF IN STATE	48,990.46	54,720.77	.00	32,673.84	.00	71,037.39
5212	CONF OUT STATE	30,726.39	77,477.75	.00	47,893.47	.00	60,310.67
5213	CONF EXP STD	1,920.00	-1,920.00	.00	.00	.00	.00
5215	Accountable Exp Reimb-Non Employ	2,000.00	.00	.00	.00	.00	2,000.00
REPORT FYRENOM-4 8.2		San Mateo County CC District				RUN DATE: 08/17/2023	
FISCAL YEAR: 23		Financial Statements by Acct				TIME: 07:36 PM	
		AS OF 30-JUN-2023				PAGE: 3	

COAS: 1 S.M.C.C.C.D.
 FUND: 3 General Fund--Restricted

ACCOUNT	ACCOUNT TITLE	ADOPTED BUDGET	BUDGET CHANGES	CURR PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE
5216	CONF INTERNATIONAL	.00	1,600.00	.00	1,487.65	.00	112.35
5220	MILEAGE	6,938.74	-1,509.42	.00	2,077.18	.00	3,352.14
5230	OTHR REIMBURSE EX	.00	331.00	.00	331.00	.00	.00
5312	DUES	.00	115.00	.00	115.00	.00	.00
5313	MEMBERSHIPS	1,487.00	2,300.00	.00	1,587.00	.00	2,200.00
5514	UTILITIES/PHONE	29,221.40	17,322.73	.00	46,544.13	.00	.00
5519	DRY CLEAN/LAUND	.00	756.00	.00	756.00	.00	.00
5620	RENTAL/EQUIP	.00	1,523.35	.00	1,523.35	.00	.00
5621	RENT/SOFTWARE	1,000.00	.00	.00	.00	.00	1,000.00
5621N	RENT/SOFTWARE - Non-Taxable	2,772.08	-1,352.31	.00	1,419.77	.00	.00
5651	MOVING SERVICES	.00	4,165.23	.00	.00	.00	4,165.23
5680	CONTR TRANSPORT	7,101.01	461,003.36	.00	468,104.37	.00	.00
5690	OTHER CONTR SVC	471,773.54	84,069.54	.00	452,664.09	46,190.46	56,988.53
5694	CONTR PRINT SVC	2,380.00	-454.14	.00	.00	.00	1,925.86
5695	WEB-BASED/CLOUD SOFTWARE	44,908.12	73,516.73	.00	113,080.86	.00	5,343.99
5714	AUDITS	1,833.15	3,500.00	.00	3,333.00	1,833.15	167.00
5820	POSTAGE	200.00	1,476.03	.00	1,676.03	.00	.00
5840	ADV NON/LEGAL	364,609.64	-66,599.95	.00	298,009.69	.00	.00
5870	OTHER SERVICES	6,499,440.39	1,833,400.16	.00	1,125.00	.00	8,331,715.55
5899	INDIRECT COSTS (Restricted Use)	283,632.57	255,084.32	.00	198,093.62	.00	340,623.27
6210	IMPROV OF BLDGS	200,868.81	-191,953.81	.00	8,915.00	.00	.00
6299B	PROJECT BUDGET- BEG	157,979.81	-157,979.81	.00	.00	.00	.00
6310	BOOKS	1,113.27	23,808.18	.00	24,883.94	.00	37.51
6450	MISC EQUIP	.00	.00	.00	.00	.00	.00
6450NC	MISC EQUIP - NON CAPITALIZED	10,296.62	128,627.81	.00	18,381.93	.00	120,542.50

6490	EQUIPMENT FEDERAL > \$5000	258,424.98	13,218.76	.00	271,643.74	.00	.00
7502	Scholarships	83,950.00	-83,950.00	.00	.00	.00	.00
7525	HEERF - Emergency FA Grant	659,890.00	-659,890.00	.00	.00	.00	.00
7580	Full-Time Incentive Grant	1,187,987.00	-1,187,987.00	.00	.00	.00	.00
7584	Student Success Completion Grant	.00	.00	.00	.00	.00	.00
7587	Immediate Action Emergency FA Gr	862,408.00	-567,582.00	.00	.00	.00	294,826.00
7602	Scholarships	216,291.68	651,275.32	.00	7,500.00	.00	860,067.00
7672	FEES/BKS	1,349.00	-223.00	.00	282.00	.00	844.00
7673	Inst supplies for students	675.90	.00	.00	.00	.00	675.90
7674	Emergency Housing for Students	.00	2,050.72	.00	2,050.72	.00	.00
7677	TRANSPORT	96,712.00	-62,312.00	.00	472.50	.00	33,927.50
7678	MEALS	545,028.13	289,659.84	.00	824,078.34	.00	10,609.63
7679	BOOKS	192,585.00	-31,802.31	.00	160,782.69	.00	.00
TOTAL	General & Administrative Expense	14,042,963.27	2,117,814.15	.00	4,248,815.79	96,352.83	11,815,608.80

7210 INTRAFUND TRANSFER .00 229,506.15 .00 -17,904.24 .00 247,410.39
 REPORT FYRENOM-4 8.2 San Mateo County CC District RUN DATE: 08/17/2023
 FISCAL YEAR: 23 Financial Statements by Acct TIME: 07:36 PM
 AS OF 30-JUN-2023 PAGE: 4

COAS: 1 S.M.C.C.C.D.
 FUND: 3 General Fund--Restricted

ACCOUNT	ACCOUNT TITLE	ADOPTED BUDGET	BUDGET CHANGES	CURR PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE
7310	Interfund Transfer	.00	3,002,357.70	.00	3,002,357.70	.00	.00
TOTAL	Transfer Accounts	.00	3,231,863.85	.00	2,984,453.46	.00	247,410.39

TOTAL FUND
 3 General Fund--Restricted

TOTAL	General & Administrative Expense	14,042,963.27	2,117,814.15	.00	4,248,815.79	96,352.83	11,815,608.80
TOTAL	Transfer Accounts	.00	3,231,863.85	.00	2,984,453.46	.00	247,410.39
TOTAL	Salary and Benefits	3,854,684.19	4,126,265.36	.00	4,671,968.56	.00	3,308,980.99
TOTAL	Institution Revenues	16,702,170.52	9,009,286.65	.00	11,374,691.36	.00	14,336,765.81
	TOTAL EXPENSE ACCOUNTS	17,897,647.46	9,475,943.36	.00	11,905,237.81	96,352.83	15,372,000.18
	NET	-1,195,476.94	-466,656.71	.00	-530,546.45	-96,352.83	-1,035,234.37

REPORT FYRENOM-4 8.2 San Mateo County CC District RUN DATE: 08/17/2023
 FISCAL YEAR: 23 Financial Statements by Acct TIME: 07:36 PM
 AS OF 30-JUN-2023 PAGE: 5

* * * REPORT CONTROL INFORMATION * * *

PARAMETER SEQUENCE NUMBER: 12822193

FISCAL YEAR: 23

CHART OF ACCOUNTS: 1

FROM ORGANIZATION: 2000

TO ORGANIZATION: 2999

FROM FUND: 30000

TO FUND: 39999

FROM PROGRAM:

TO PROGRAM:

FROM ACCOUNT:

TO ACCOUNT:

AS OF DATE: 30-JUN-2023

FUND TYPE: 2C

PRINT TOTALS: Y

PRINT NET TOTALS: Y

INCLUDE BENEFITS: Y

INCLUDE POSITION CONTROL: Y

Multiple FUNDS: X X

REPT NUMBER: 4 NUMBER OF PRINTED LINES PER PAGE: 55

RECORD COUNT: 1495



REPORT FOR THE TOWN OF COLMA

The Neighborhood Center is a pilot program based on a proven approach to community engagement, as an extension of the Skyline College People's College Initiative: **Bringing Skyline to the People**. Our data shows that the northern most part of San Mateo County in Daly City and its surrounding areas are underserved and, as such, we focused on Daly City for the pilot. The vision was for a public/private partnership with community partners engaged in nonprofit services and education who collaborate to offer services in the evenings at a local school. Thanks to the Town of Colma grant and a partnership with Jefferson Union High School District, this vision has come to fruition.





The Skyline College Neighborhood Center held its soft opening on Monday, November 7 and Tuesday, November 8, 2022 at Jefferson High School located in Daly City. Over 80 Jefferson Adult School

students participated in the opening, enjoying free meals thanks to Chick-Fil-A in Daly City located at Serramonte Center. Students also went home with swag bags filled with Skyline College branded gear!





Many students had questions for our Outreach team and were interested in learning more about the college. The majority of the students at the adult school are taking ESL courses.

Each week thereafter through May 2023, the Neighborhood Center provided a free hot meal for Adult School students and their families. Sponsors in addition to Chick-Fil-A included Super Duper Burgers in Daly City, Republic Services and MoonChef who was especially generous, donating to the Neighborhood Center several times.



A tutor was also embedded into one of the ESL classrooms weekly to provide additional support for students. Throughout the fall semester, several workshops were held and current Skyline College students were on hand to talk about their journey from lower level ESL classes at the adult school to enrolling in college level coursework at Skyline College.

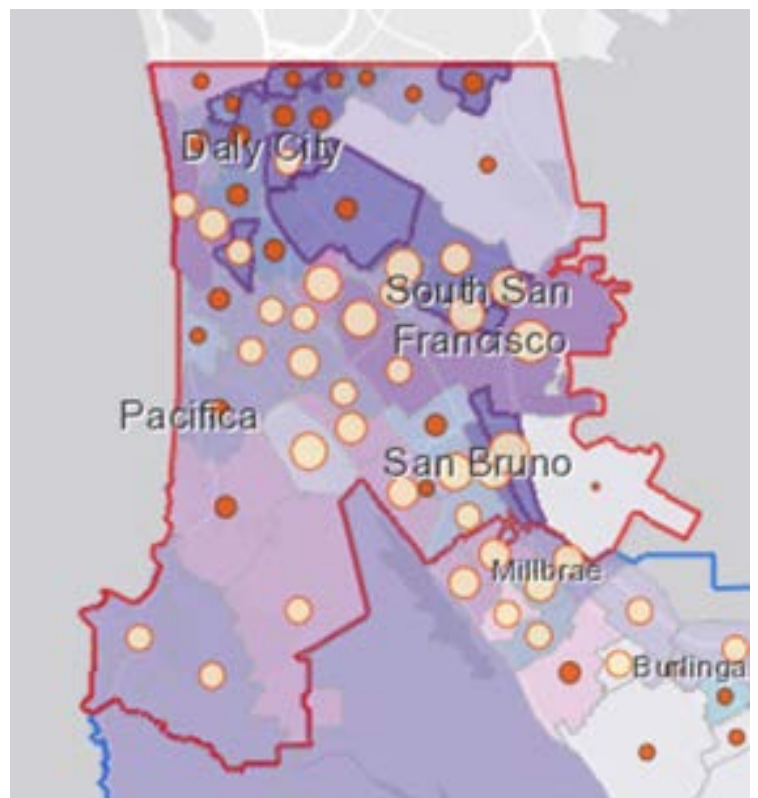
The goal of the new Skyline College Neighborhood Center is to bring Skyline College directly to the people of the communities we serve in a meaningful way. Skyline College has been provided space at the high school rent free to complement and enhance services and educational offerings for the adult school population. We look forward to continuing to serve Jefferson Adult School students in the coming academic year.



FIGURE 1

Figure 1: Represents an overlay of income level (blue) and educational attainment (pink) in underserved areas (red dots)

*Background color indicates income (blue) and educational attainment (pink) levels in population. Darkest purple areas indicate census tracts with highest proportion of adults 24+ years without an associate degree and household income <\$100K.







Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: South San Francisco Education Foundation

Contact Person: Kristy Camacho

Address: P.O. Box 5418 South San Francisco, CA 94080

Street Address City State Zip Code

Phone Number: (650)922-8009 Email Address: kristy@ssfedfoundation.org

1. Mission Statement:

our mission is to support and enhance public education in the South San Francisco Unified School District in a way that prioritizes students, equity and transparency. Our goal is for all students receive the education and resources they need to achieve their highest potential.

2. Amount of Request: \$ 13,200

a. Total Agency Annual Budget: \$ 139,100.00 *projected based on potential fundraising

b. Number of Agency Employees: 0

c. Payroll is 0 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

The South San Francisco Education Foundation is a newly established non profit organization dedicated to improving education in the South San Francisco Unified School District. Our values are student success, equity, community, and integrity. We work in partnership with parents, teachers, PTA's, advocacy groups and school administrators to determine what initiatives and areas of funding are most needed. As we receive additional funding through direct donations, business sponsorships and grants we anticipate expanding our operations with a variety of additional initiatives and projects.

The foundation has 5 current projects we plan to implement this school year:

1. Middle school family parent education.
2. Providing resources to help remove barriers for newcomer and migrant students to help them attend school and engage in their education.
3. Establish a club soccer program for English Learner students who are not able to participate in school sports teams.
4. Support Baden Continuation High School students to be more connected with nature, mental health and potential careers through a grant from the San Mateo County Parks Foundation.

5. The School Library Project, which is the focus of this grant application. The aim of the School Library Project is to foster inclusion and a sense of belonging among underrepresented student groups, while supporting literacy, engagement, and a love for learning. To improve student access to diverse books and resources, the Foundation will draw from well-researched lists of recommended books for specific grade levels and collaborate with school librarians to purchase new library books that promote these outcomes. Book lists will also include grade level appropriate books on topics the Board has prioritized for the Foundation's first initiatives, including mental health and practical knowledge, and social-emotional learning. All schools in the district will receive new books.

4. Describe reason for request and how funds will be used:

The reason for the request is that school libraries in the district do not have a dedicated budget for re-stocking books. They rely on book fairs, donations by parents and variable allocations by principals for new books. County library funding strictly prohibits use of their funding to purchase books for school libraries. All libraries are in need of new books.

The total project budget for library books for the entire school district is \$13,200. We will allocate it as follows:

\$1000 for each of the 9 elementary schools

\$800 each for the 3 middle schools

\$700 for the 2 mainstream high schools (El Camino and SSF High School)

\$400 to Baden continuation high school

School district teacher librarians will assist the foundation in developing appropriate book lists. The Foundation will directly purchase and deliver "list books" that are not already in school library catalogs to each school site. All schools in the district will receive new books. A portion of the books will be from the book lists and a portion will be left to the school's choice. School librarians, teachers, students and principals will be encouraged to participate in selecting the school choice books.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

n/a

6. Describe the benefit to the Town derived from funding your organization:

Colma students attend SSFUSD, and they and their loved ones will benefit from the improved inclusiveness, sense of belongingness, literacy, engagement, and love for learning this project aims to foster. Our foundation will also publicize the Town's support for the program on the foundation's social media, newsletter and website. We will thank the Town in our messaging to the students and teachers in all the schools when the books are delivered.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

The boundaries of 4 schools in SSFUSD include residents of the Town of Colma: Sunshine Gardens Elementary, Buri Buri Elementary, Alta Loma Middle School and El Camino High School. From the information we received for the last school year, there are a few students who are Colma residents at each of those schools. However, all students will benefit from updated and inclusive library book offerings. The Town of Colma doesn't have a library so improving access to high quality books at school is needed for the town's students.

As a new, fully volunteer-run organization we have just begun our efforts to reach out to local businesses and residents. Our first mailer will be sent out at the end of the month that will reach all families in the district boundaries in the cities of Colma, South San Francisco, Daly City and San Bruno.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

n/a

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

SSFUSD's district boundaries include residents of Colma, South San Francisco, Daly City and San Bruno. It has 3 schools located in Daly City and San Bruno. The SSF Ed Foundation is actively applying for grants as we learn of them. We are grateful for the prospect of receiving funding and being able to name the Town of Colma as one of the first cities to support our work.

In February 2023 we received a donation of \$14000 from the Yes on Measure T campaign of their surplus funds from the recently approved bond measure. The donation was approved by the SSFUSD School Board.

In June 2023 we received the Enhancing Equitable Access Grant from the San Mateo County Parks Foundation of \$4000 to provide field trips to students at Baden Continuation High School to the county parks this school year.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____

If yes, please provide details.

11. Charitable Trust # or EIN # EIN # 88-1191386 **Note that as a new org our first 990 filing is due 11/2023.

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments





SSF Education Foundation
398 B St, SSF, CA 94080
ssfeducation.org
contact@ssfef.org
EIN: 88-1191386

2023 Board Roster

Kristy Camacho, President
kristy@ssfeducation.org

Barbie Levasseur, Executive Vice President
barbie@ssfeducation.org

Juanita Flores, Vice President of Community Engagement
juanita@ssfeducation.org

Kayla Powers, Secretary
kayla@ssfeducation.org

Lauren Kitchen, Treasurer
lauren@ssfeducation.org



SSF Education Foundation
 398 B St, SSF, CA 94080
 ssfedfoundation.org
 contact@ssfef.org
 EIN: 88-1191386

SSF Education Foundation budget for fiscal year
 July 1, 2023 to June 30, 2023

Revenue	Amount	
Fundraising: grants, donations, events	\$100,000.00	
Total Revenue		\$ 100,000.00
Expenses:		
Fundraising Expense	\$5,000.00	
Administrative: banking, technology, database, insurance, training, professional services, supplies	\$4,500.00	
Compensation	\$0.00	
Outreach/Marketing: mailers, signage, swag, online advertising	\$8,500.00	
Programs and Initiatives	\$121,100.00	
Total Expenses		\$ 139,100.00
Carryover from 2022		\$ 72,796.51
Ending Balance		\$ 33,696.51



Town of Colma Non-Profit Funding Request Form FY 2023-24

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

Name of Organization: Sustainable San Mateo County

Contact Person: Terry Nagel

Address: 3182 Campus Drive #153, San Mateo, CA 94403

Street Address City State Zip Code

Phone Number: 650-678-7082 Email Address: terry@sustainable-san-mateo.org

1. Mission Statement:

Our mission is to drive impactful action on economic, environmental and social equity issues that leads to sustainable practices and improves the long-term health of San Mateo County.

2. Amount of Request: \$ 5,000.00

a. Total Agency Annual Budget: \$ 288,500

b. Number of Agency Employees: 4

c. Payroll is 81 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

3a. Describe how the funding will support the selected category:

Colma residents are already feeling the impacts of climate change. Sustainable San Mateo County helps your town with these core programs:

- Indicators Report – An in-depth study of one critical sustainability issue affecting San Mateo County
- Sustainability Dashboard – Tracks sustainability progress by local cities and the county
- Sustainability Ideas Bank – Shares proven solutions for accelerating sustainability with local cities and businesses

The Indicators Report has been tracking key sustainability-related metrics in the county for more than 20 years, focusing each year on a specific sustainability topic of interest to local cities, including case studies, deep research, historical context and policy recommendations. The 2022 report, which focused on building electrification, won widespread praise from planners and builders; it's located at <https://tinyurl.com/SSMCindicator2022>. The 2023 report will examine the well-being of children, youth and families.

Our newest project, the Dashboard, is helping Colma leaders assess the town's sustainability progress with 30 key performance indicators. Last year we met with Colma leaders to review the results of the first report and we are currently seeking feedback from your staff regarding which metrics they believe would be most helpful in the next edition.

The Ideas Bank complements the Dashboard. When we meet with city leaders, we introduce them to some of the solutions that other cities have adopted to make sustainability progress.

4. Describe reason for request and how funds will be used:

Funds will support program managers who coordinate volunteer researchers, writers, graphic designers, printing and dissemination of reports. In addition, these funds will help cover the costs of launch events for these three programs. These launch events are currently offered to all residents free of charge. These launch events are currently offered to all residents free of charge. For some programs, such as the Dashboard, we invite city leaders and staff to special presentations that are open only to those invited.

In addition, city and county leaders have asked if we might bring sustainability managers together to discuss key issues they are working on, to enable them to collaborate on solutions. During our Dashboard meeting with Colma leaders last year, they expressed interest in collaborating with other cities on how to speed up installation of more electric vehicle charging stations.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

We are once again requesting just \$5,000 from each city and town in San Mateo County, to help offset the expenses of the programs that benefit them. The actual cost of just the Indicators Report exceeds \$60,000. Now we are providing two more programs to help Colma, but we're still asking for only \$5,000.

6. Describe the benefit to the Town derived from funding your organization:

Some of the ways the Town of Colma and its residents benefit from our program goals and accomplishments include:

- Raising awareness about and engagement with residents to support the towns sustainability programs and goals
- Providing intelligence to town leaders as to their sustainability performance in key sustainability areas and identifying ways to augment sustainability efforts (via our Dashboard Project and our collection of sustainability solutions in the Sustainability Ideas Bank)
- Sustainability education via our monthly virtual Happy Hours, newsletters, blogs and videos
- Continuing to partner with local government and community organizations to promote sustainable policies and practices, including zero net energy, electrification of new buildings, EV infrastructure, waste reduction, social equity, affordable housing and new transportation options
- We also write letters of support for local jurisdictions when their proposals for funding or advocacy align with the values and goals of sustainable San Mateo County.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

Sustainable San Mateo County's work is intended to serve the entire population of San Mateo County, including all of Colma's residents and businesses. The information our organization provides is used by residents, researchers and leaders in government, business and the nonprofit world.

We reach people in Colma through our website, our virtual Happy Hour programs on different sustainability topics, in-person programs and workshops, distribution of informational handouts, and booths at local fairs and festivals throughout the county. All of our residents are invited to our annual Awards Celebration and launch events where we introduce our yearly Indicators Report, Dashboard and Ideas Bank. Each year, more than 20,000 individuals visit our website and hundreds of people participate directly in our programs.

We have 2,797 newsletter subscribers on our mailing list, 2,200 Twitter followers, 728 Instagram followers and 1,300 Facebook followers. The majority of these are individuals who live and/or work in San Mateo County.

8. Provide a detailed account of how the FY 2022-23 contribution was used:

During FY 2022-2023, Colma's contribution helped support our 67-page Indicators Report on building electrification. It has received widespread praise from city officials for the comprehensive information it offers them on this complex topic, including lots of case studies, resources and recommendations. It can be viewed at <https://sustainable.sanmateo.org/home/indicators/2022-indicators-report-building-electrification-in-sanmateo-county/>

Our 2022 Fall Launch event was our first, big in-person event post pandemic. It was held at Genentech in South San Francisco. The keynote address was delivered by Panama Bartholomy, a celebrity in the electrification field who is Director of the Building Decarbonization Coalition. Our panel of experts included Roopak Kandasamy, Head of Sales Operations for BlocPower, which is piloting a "one-stop shop" for helping residents in Menlo Park electrify their homes; Jonathan Hartman, Architect LEED AP BD+C Principal with Group 4 Architecture; and sustainability staff from Genentech, including Jeannie Linam, Climate Action and Resilience Manager for the company.

9. List contributions requested and received from other cities in FY 2022-23 and requested or expected in FY 2023-24:

Colma's \$1,000 contribution to the Indicators Program in FY 2022-2023 represented less than 2 percent of our program funds for the Indicators Report and less than 1 percent of the total revenue of the organization. Please note that program funds include only the direct expenses of program staffing, printing (\$0 in 2022, due to the shift to all-electronic), postage and event costs. Indirect costs, including office space, technology, supplies, outreach and the salary for the Executive Director (who spends 20 percent of her time on the Indicators Report), are not included in that calculation.

Compared to other city contributors, Colma's FY 2022-2023 \$1,000 contribution was in the lower range, with 11 cities plus the county contributing at higher levels and four other cities at the \$1,000 level. Only one city contributed less than \$1,000. All but three cities/towns in San Mateo County funded the Indicators Report that year.

During FY 2023-2024, we have received \$5,000 so far from three cities, \$3,000 from one city and \$1,000 from two cities. The county has donated \$10,000. We anticipate that most cities will give as much or more than last year because of the benefits of the Sustainability Dashboard and the Sustainability Ideas Bank that we have added since last year.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _____ x

If yes, please provide details.

11. Charitable Trust # or EIN # 48-1265207

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2022 or 2021)



Optional Attachments





2023 Sustainable San Mateo County Board Roster

Chair: Kirsten Keith, attorney with practice in Redwood City and former Mayor of Menlo Park

Treasurer: Barbara McHugh, former Revenue Manager for Mellon Capital Management in San Francisco

Secretary: Seamus Murphy, Executive Director of the San Francisco Bay Area Water Emergency Transportation Authority

Board Members:

John Crowell, Program Manager for Redwood City 2020

Veronica Escamez, Founder and Executive Director of Casa Círculo Cultural in Redwood City

Valerie Fox Carlos, former Director of Marketing for The Peninsula Regent

Georgi LaBerge, former Executive Director of the San Mateo County Community College Foundation and the Redwood City Library Foundation, and former Mayor of Redwood City

Lori Low, Manager of Government and Community Affairs for Caltrain

Russ Miller, Managing Partner of Miller & Olson, LLP, a law firm with offices in Burlingame and Sacramento

Mark Olbert, former biotech CFO, former school board member and former Mayor of San Carlos

Bill Schulte, former head of the Consumer Services Division of the California Public Utilities Commission

Sustainable San Mateo County FY 2023-2024 Budget

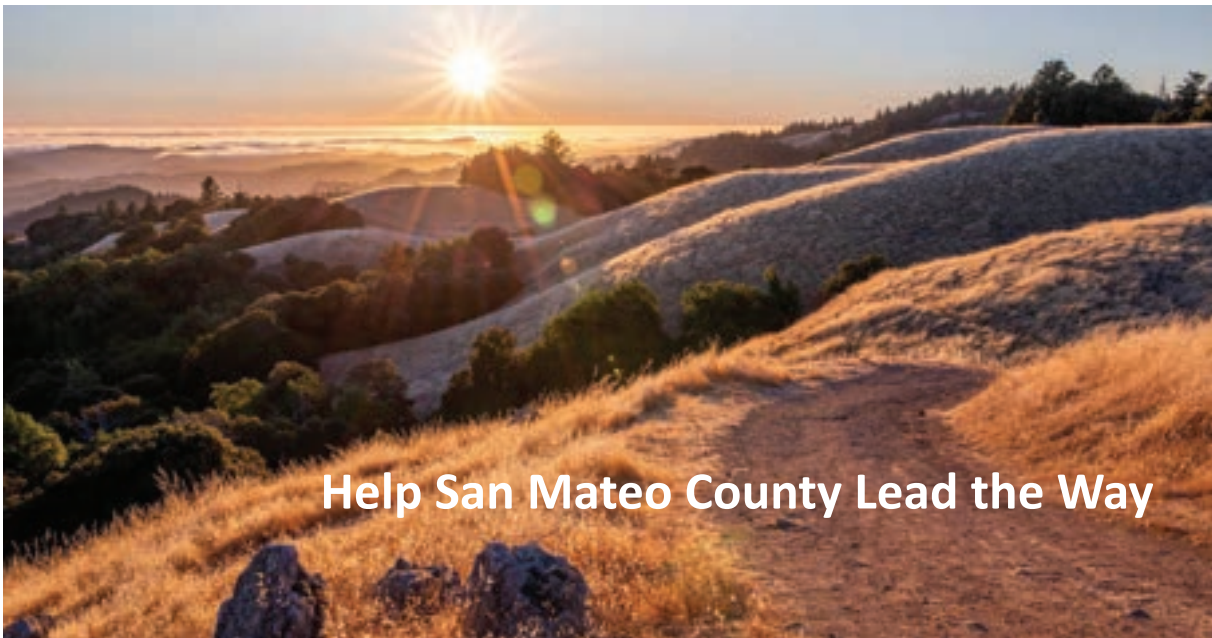
Revenue

Programs	
Indicators Report	54,000
Awards	
Donation Fund the Future	9,300
Silent Auction (incl Live 2023)	20,000
Sponsorships	85,000
Total Awards	114,300
General	
Foundations & Private Grants	70,000
Individuals	20,000
Special Projects	30,000
Total Revenue	288,300

Expenditures

Accounting Software	150
Bank Charges	
Credit Card Processing Fees	1,500
Computer & Internet	9,000
Donor Software	573
Dues and Subscriptions	132
Fundraising Expenses	1,725
Insurance	
Liability Insurance	700
Worker's Comp & D&O Insurance	3,540
Licenses and Permits	75
Meals & Entertainment	
Misc Meals & Entertain	635
Payroll Service	2,000
Payroll Taxes	15,142
Printing	
Fundraising Appeal	500
Professional Fees	
Accounting Fees	1,500
Independent Contractors	
Awards Video	3,700
Legal Fees	2,000
Outreach	1,000
Total Program Other	250
Total Program Publicity	6,620
Total Rent	1,750
Research Expenses	900

Office	400
Telephone	500
Travel	
Program	500
Wages	
Executive Director	90,000
Indicators Program Manager	40,000
Administrative Assistant	31,000
New Position	73,000
Total Wages	<u>234,000</u>
Total Expenditures	<u>288,492</u>
Net Operating Revenue	-192
Other Revenue	
Interest Income	<u>4,000</u>
Total Other Revenue	
Net Other Revenue	
Net Revenue	<u>3,808</u>



IG: @mila_hofman; web: miladit.com

Help San Mateo County Lead the Way

At this critical time for our planet, your contribution will help achieve the vision we share of a sustainable future for San Mateo County. With the pandemic, wildfires and extreme weather threatening our future, there's no time to lose in helping local cities, businesses and residents adopt sustainable practices. We believe our county can demonstrate to the rest of the country that it's possible to become environmentally sustainable while being socially responsible and also achieving economic prosperity.

We Are Making an Impact with 5 Key Initiatives

- Our popular **Awards Celebration** has honored sustainability champions and Green Building Award recipients each spring since 1999
- Our monthly **Happy Hours** offer participants a chance to chat with experts on a variety of topics in a fun online way
- Our new **Sustainability Dashboard** tracks sustainability in local cities and the county
- Our **Indicators Report**, produced annually since 1997, takes a deep dive into one critical sustainability issue each year
- Our **Sustainability Ideas Bank** compiles successful policies and programs implemented by cities and businesses that others can replicate without having to reinvent the wheel

What Others Say About SSMC



"SSMC is helping to catapult the county through research and metrics toward a greener, more inclusive future for all."

Leane Eberhart, Volunteer



"They are true stewards of our community."
*Chris Garrett, Devil's Canyon
Brewing Company Owner
and SSMC Advisory Council Member*



"SSMC strengthens our communities by making the transition to sustainable practices and policies easier."

*Kai Kato, Stanford student
and 2020 SSMC summer intern*



"I really admire the work that they do because they draw in the equity piece that's so important, and they always strive for solutions that make economic sense."

*Diane Bailey, Cofounder,
Fossil Free Buildings in Silicon Valley*



**Sustainable
San Mateo County**
Economy. Equity. Environment.

Learn more at <https://sustainablesanmateo.org>
advocate@sustainablesanmateo.org or (650) 918-1992

Sustainable San Mateo County FY 2022-2023 in Review



Our vision is a sustainable future for everyone in San Mateo County.

Our mission is to drive impactful action on economic, environmental and social equity issues that leads to sustainable practices and improves the long-term health of San Mateo County.

Core Programs



Awards
Sustainability and Green Building
Awardees since 1999

Indicators Report

Taking a deep dive into 1 local issue each year since 1997



Sustainability Dashboard

Tracking progress in San Mateo County with key sustainability metrics

Sustainability Ideas Bank

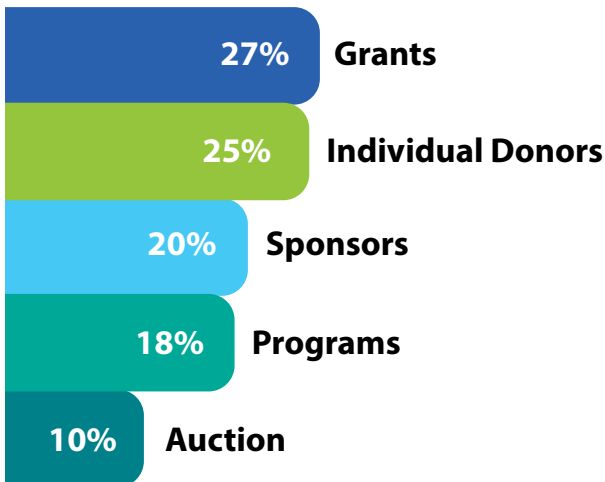
Sharing proven solutions to accelerate change in cities and businesses



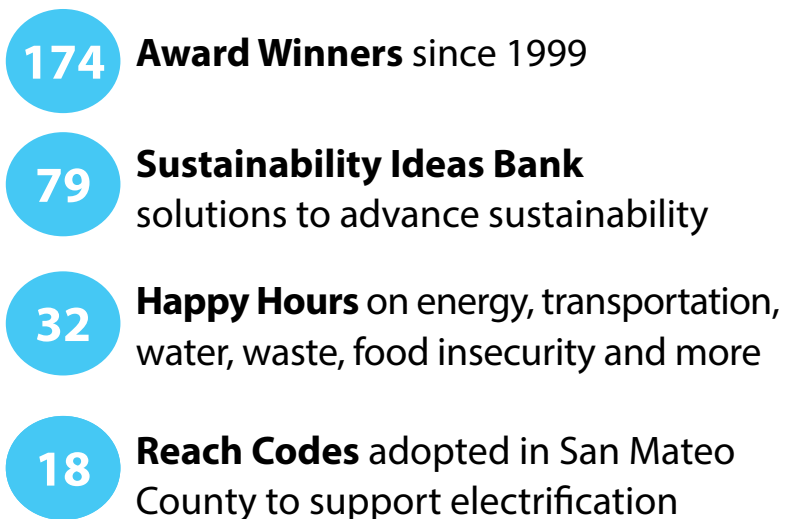
Happy Hours

Engaging community members on current topics via virtual gatherings

Revenue Streams



Impact



Learn how to get involved: sustainableanmateo.org

Voices from Our Community



"Sustainable San Mateo County leads our community in creating a green, climate-friendly future for our kids. I'm proud to support them."
State Senator Josh Becker



"My internship with SSMC was truly transformative. It ignited a passion for environmental justice and sustainable city planning and has shaped my future career plans."
Lizzie Avila, Stanford University graduate

"Sustainability is a complex issue. SSMC's holistic approach emphasizes the significance of social equity in effective public policy. We need to assure that everyone can contribute and that all can reap the benefits."
Deborah Penrose, Mayor, Half Moon Bay



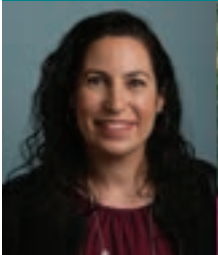
"They are true stewards of our community."
Chris Garrett, Devil's Canyon Brewery Owner & SSMC Advisory Council Member



2022 Indicators Report: Building Electrification

Leading the nation in moving from dangerous pipeline gas to clean electric energy in buildings

Congratulations to Our 2023 Award Winners



Diane Bailey



Tom Kabat



SEI



Redwood High School



Burlingame Community Center

Thank You to Our Sponsors

Amann, David
Atherton (Town)
Belmont (City)
Bhatnagar, Beth & Raj
Bohannon Foundation
Brisbane (City)
Bristol Myers Squibb
Burlingame (City)
California Water Service
Carpenters Local 217
Chan Zuckerberg Initiative
Colma (Town)
Colson, Donna and Eric
Cotchett, Pitre & McCarthy
County of San Mateo
Crabbe, David and Nancy
Cui, Joanna
Daly City (City)
Davies Appliance

DES Architects + Engineers
Eakin, Kaia & Bryan Beck
Enterprise Holdings Foundation
Exp.
Flad Associates
Foster City (City)
Franklin Templeton
Genentech
Google
Gratitude Giving Circle
Half Moon Bay (City)
Hill, Jerry
Hillsborough (Town)
IBEW Local 617
Kaiser Permanente
Kreitern, George & Rhonda
LaBerge, Georgi & Warren Dale
Lyngso Garden Materials

McGlashan, Ricki & Doug
McHugh, Barbara & Mark Olbert
Menlo Park (City)
MidPen Housing
Millbrae (City)
Miller, Russ & Kirk Pessner
Nagel, Terry & Jim
Nash, Lisa Diaz & Michael
Northern California Carpenters
Local No. 217
Nuss, Frances (Estate of)
Pacifica (City)
Peninsula Clean Energy
Peterson, Dan
Port of Redwood City
Portola Valley (Town)
Putnam, Kent
Recology San Mateo County
Redwood City (City)

Republic Services
RethinkWaste
SAMCEDA
San Carlos (City)
San Mateo (City)
San Mateo County Community
College District
Sand Hill Foundation
Schulte, Bill
Seaport Industrial Association
Silicon Valley Community
Foundation
Sims Metal
South San Francisco (City)
South San Francisco Scavenger
Co., Inc.
Water Emergency Transportation
Authority



Thanks also to our volunteers, interns and in-kind donors. There are too many to be listed here!



TOWN OF COLMA GRANT REPORT: Sustainable San Mateo County

Indicators Report, FY 2022-23

RESULTS:

[Sustainable San Mateo County \(SSMC\)](#) is an independent 501(c)(3) nonprofit organization that has been engaging local residents and leaders in advancing sustainability since 1992. We are not affiliated with or funded by the county's Office of Sustainability, and we depend on Colma and our other 19 local cities and towns for support, notably for funding our "Indicators for a Sustainable San Mateo County Reports" program. These in-depth reports compile information about many interdependent issues into a single source, allowing local decision makers, city leaders and residents to monitor progress toward sustainability goals. Through these Indicators Reports, as well as our other programs, events and our broad community outreach, SSMC raises awareness of local concerns grounded in facts and proposes solutions to effectively address these. We encourage you to check out our website at: www.sustainablemateo.org and our social media channels for more information about our organization and our positive impact on the ground.

During FY 2022-23, despite still having to contend with high levels of uncertainty as we slowly and gradually started to transition back to a pre-pandemic mode, we were able to keep interest in our online events high, despite a generalized onset of "Zoom fatigue" everywhere. We managed to do this by choosing highly educational content. Our popular, highly interactive Happy Hours, featured both timely topics and engaging, knowledgeable speakers. We also continued to work closely with local residents, government, businesses and community organizations to stimulate engagement on the "three E's of sustainability": reducing our environmental footprint, stimulating long-term economic growth and promoting social equity.

Over the last few years, SSMC has developed - and continues to develop - a suite of highly integrated programs and services to assist Colma and the other San Mateo County cities and towns accelerate their sustainability efforts to reach their ambitious goals, while also becoming more resilient as they increasingly have to address the negative consequences of climate change. These programs include our Indicators Reports program and our Dashboard project (focus on metrics), the Sustainability Ideas Bank (focus on solutions and tools to strengthen sustainability performance), our annual Awards Celebration (focus on celebrating inspiring leaders to show what's possible) and our advocacy efforts to promote ordinances, policies and

programs in alignment with our vision of a sustainable future for everyone in San Mateo County (focus on implementation).

Our online Indicators Reports demonstrate our work throughout the grant year:

- For 2023, our key theme is “*Children, Youth and Families,*” which will be grounded in the [Bill of Rights for Children and Youth](#), adopted by the San Mateo County Board of Supervisors in 2008. This is a critical issue for our County and cities, especially given the toll the last few pandemic years and the ever-growing climate change crisis have had on our families, including but not limited to increased levels of mental stress, a lack of adequate and affordable childcare options, widespread pauperisation and a rise in childhood asthma. As in the past, we’ll also look at this timely and important topic through the lens of social equity.

In-depth research, insightful data analysis and maps, as well as current and relevant content for the report on this key theme are currently being generated. Once finalized, the information will be provided on our website and shared broadly with the general public during an in-person fall launch event.

- SSMC’s comprehensive 2022 Report on Building Electrification in San Mateo County is available on our website at:

<https://sustainablesanmateo.org/home/indicators/2022-indicators-report-building-electrification-in-sanmateo-county/>

- Other online Indicators Reports can be accessed on our website. For the most recent reports, please go to:

<https://sustainablesanmateo.org/home/indicators-report-search/>

- In addition to the key theme, which is covered in depth, other indicators within the report remain fairly consistent year to year, and we present the most recently updated statistics on our website and/or update when necessary and feasible.
- With each update, SSMC typically produces a brief printed summary of selected highlights. Mostly, we plan to share electronic versions of these summaries. We email them to city clerks throughout San Mateo County for distribution to each city’s staff, Council Members, and commissioners.
- We’d like to take the opportunity to remind you that the first results of our newest program, the Dashboard project, are [now posted on our website here](#). The Dashboard project shares results on 30 key metrics collected for each city and town in our county. These metrics are part of 11 key sustainability areas or dimensions, which touch upon all “3 E’s.” In conjunction with our Sustainability Ideas Bank, which provides solutions to increase sustainability, this is a useful tool for our city leaders to track their own sustainability performance over time and equips them with the resources to both get access to and share effective sustainability solutions (policies, ordinances, programs, processes, contracting language and more). The Dashboard is a highly collaborative and evolving project, with a high degree of input from all the cities’ sustainability managers.
- Indicators funding also supports our outreach, which includes digital newsletters, social media, presentations to groups and elected officials, tabling events and, since April 2020, virtual Happy Hours focusing on a different sustainability topic presented by topic matter experts. Event pictures, blogs and slides are posted on our website. Videos

from past events can be found on our YouTube channel and are shared through our email newsletters and other social media channels.

EVALUATION:

- **SSMC Events:** Our most recent events for the general public were held on March 30 (in-person Annual Awards Celebration, featuring Peninsula Clean Energy's third annual All-Electric Leader Award winners in addition to our own awardees), on April 21 (Youth for Climate Policy event - online) and on June 8 (our June Happy Hour on "Residential Electrification 2.0," which was held online). Below are the numbers of the people who attended these events:

- 2023 Annual Awards Celebration: ca. 270
- Youth for Climate Policy event: 167 registered and 113 unique participants
- June 8 Happy Hour: 66 registered and 44 participants

Our 2022 Indicators Fall Launch event was our first, big in-person event post pandemic. It was held at Genentech, in South San Francisco. The keynote address was delivered by Jeannie Linam, Climate Action and Resilience Manager, Genentech. Our panel of experts included Roopak Kandasamy, Head of Sales Operations, BlocPower; Jonathan Hartman, Architect LEED AP BD+C Principal, Group 4 Architecture, Research + Planning, Inc.; Jena Jadallah, Energy Management Engineer, Genentech; Panama Bartholomy, Director, Building Decarbonization Coalition and Jeffrey Skacel, Genentech, Senior Energy Program Manager. This year, which was the first return to an in-person IR launch after three virtual launches between 2020 and 2022, we had 90 registered attendees with about 60 actual attendees (66% attendance, lower than our usual percentage. This might be due in part to the pandemic aftermath).

As a comparison, these numbers are in line with previous numbers and the target we were looking to reach (100 attendees). In 2020, we had over 100 attendees (103). In 2019, we had 110 attendees (we ended up being above full room capacity) and in 2018 we had about 100 attendees. Both past events were luncheon events, as opposed to the launches in 2020, 2021 and 2022, which were all virtual events.

In addition to our own events, we continue to seek opportunities for mutually beneficial partnerships, as evidenced by our lining up five cosponsors, all like-minded organizations, for our Youth for Climate Policy event and for tabling at community events. We are happy to be part of our cities and towns green festivals and events when time and resources permit and encourage Colma to let us know if and when our presence might be requested.

Please note that we do not currently collect address information from event attendees and so are not able to gauge the participation from any one jurisdiction, though we continuously look for ways to widely promote these events, notably by campaigns via

social media (Facebook, Nextdoor, Instagram, Twitter, etc.), both paid and unpaid, and press releases and advertisements in the online press (The Patch and the Daily Journal), as well as cross-advertising with other nonprofits with a similar mission, and many cities publish our announcements in their newsletters. We regularly perform post-event evaluations to gauge how well the speakers and information presented were received, as well as whether actionable insights were gained and suggestions for future events. Our staff reviews the responses to continuously improve the report and events.

- **Website and Online Communications:** In addition to posting our Indicators Reports on our website, we share them through our email newsletters and social media channels. We have close to 3,000 email subscribers representing over 2,500 households on our mailing list and over 2,218 Twitter followers and 715 Instagram followers; the majority of these are individuals who live and/or work in San Mateo County. In addition, we consistently post on our Facebook and LinkedIn accounts and are making a deliberate effort to further develop SSMC's social media presence. For example, the Instagram account we set up at the end of January 2020 now has grown by close to 20% over the last year and we continuously keep up our efforts to reach younger audiences.
- **Printed Summaries:** For FY 2022-23, the decision was made once again not to print any summary brochures of the Indicators Reports, due to the COVID-19 situation. We did, however, distribute the electronic summaries extensively with all our local governments, including Colma. Our social media outreach was very robust and we also distributed our links to our key partners (Thrive, Acterra, the Citizens Environmental Council, Chambers of Commerce, etc.). Contacts at several cities have informed us that their staff eagerly review the materials, and many report recipients have remarked on the quality of the content and design.

● **Presentations and Community Outreach:** SSMC's Indicators Report is also featured in all of our community outreach and public presentations. For 2022, in addition to the full report, a summary brochure was created as a vehicle to communicate key findings rapidly and easily. All of these documents are available for free to all on our website. We offer presentations to community groups upon request and we describe all our key programs, including the Indicators Report, while speaking at City Council meetings on matters related to sustainability.

We also have been historically sharing Indicators Report summaries and information at events such as our annual Awards Dinners, at community fairs (such as Earth Day events and sustainability job fairs at local colleges and universities) and sustainability events with partner organizations. Last year, due to the continued COVID-19 situation, most of these were moved to a virtual format, except for a few in-person events, like speaking at the Leadership Council San Mateo and some tabling events, including a Youth for Climate Action March/Rally in August of 2022. Additionally, SSMC regularly participates in several collaborative efforts which help inform our Indicators work, including, but not limited to the [Fossil Free Buildings in Silicon Valley](#) campaign (led by

local nonprofit Menlo Spark) and C/CAG's Resource Management and Climate Protection Committee ([RMCP](#)).

FUNDING:

Last year, Colma's \$1,000 contribution to the Indicators Program in FY 2022-23 represented less than 2 percent of our program funds for the Indicators, and less than 1 percent of the total revenue for the organization. Please note that the program funds include only the direct expenses of program staffing, printing (\$0 for 2022, due to a shift to all-electronic), postage and event costs. Indirect costs, including office space, technology (website and computers) and supplies, outreach and the Executive Director (whose Indicators program support responsibilities represent about 30 percent of her time), are listed as general operating expenses. Program revenues raised above the direct program costs support these general operating expenses, as do donations and contributions from businesses and individuals, and the proceeds from various fundraisers, including our online auction. In 2023, the Virtual Auction was live online from March 25 until April 2.

Compared to our other city contributors, Colma's FY 2022-23 \$1,000 contribution is situated in the lower range (10 cities contributed at higher levels, 6 at the \$1,000 level). Currently, all but three cities/towns in San Mateo County fund the Indicators Program.

FUNDING:

Colma's \$1,000 contribution to the Indicators Program in FY2022-23 represented less than 2 percent of our program funds for Indicators, and less than 1/2 percent of the total revenue for the organization. Please note that the direct program costs include only the direct expenses of program staffing and event costs. Indirect costs, including office space, technology (website and computers) and supplies, outreach and the Executive Director (whose Indicators program support responsibilities represent about 30 percent of her time), are listed as direct operating expenses. Program revenues raised that exceed the direct program costs support general operating expenses, as do donations and membership contributions from businesses and individuals, and the proceeds from various fundraisers, including our annual auction. In 2023, the Sustainability Awards Event was held on March 30, and included a Live Auction as well as a Virtual Auction.

Compared to our other city contributors, Colma's FY2022-23 \$1,000 contribution is situated in the lower range (12 cities—including the County of San Mateo—contributed at higher levels, 5 at the \$1,000 level). Currently, all but three cities/towns in San Mateo County fund the Indicators Program.

Program Budget FY2022-23

Revenue	FY 2022-23
Local governments	\$59,400
Foundations & Corporations / Event Sponsors *	\$1,500
Individuals *	\$0
Total	\$60,900
Direct Expenses	FY 2022-23 (effective)
Contract Program Staff	\$18,788
ED oversight: **	\$25,626
Website Content and Upgrade	\$2,802
PR material for event	\$0
Event (Venue rental, food & drink)	\$0
Total	\$47,216
Indirect Expenses ***	\$10,158

**The 2022 Indicators Report was introduced at a Live Event in October 2022.*

***Executive Director's direct program's oversight (approx. 30% of time) include: research/content to IR; report editing; event organization; staff management; report distribution & promotion.*

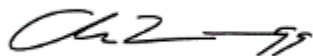
****Indirect Expenses cover Administrative Assistant's time (20%: \$6,429), rent, insurance, payroll processing, general office material and outreach.*

We would like to take the opportunity to express our appreciation to the Town of Colma for its steady support of our programs over the past few years. We deeply appreciate Colma's ongoing and long-time support, which allows us to work toward fulfilling our vision of a sustainable future for everyone in San Mateo County. We rely upon your support to allow us to broaden and deepen our programs and give sustainability the voice and attention it truly deserves. As we all continue to experience firsthand the increased negative impacts of climate change, it's important that we act now. **We respectfully ask that for FY23-24, the Town of Colma consider supporting us at the full amount requested, \$5,000.** This is the minimum amount that SSMC needs to cover the cost of providing our annual Indicators Report and ongoing policy updates to Colma. Belmont, Brisbane, Hillsborough, San Carlos, San Mateo and South San Francisco all supported us at this level in 2022.

We look forward to your renewed, important support for the next fiscal year and to partnering with Colma on future events.

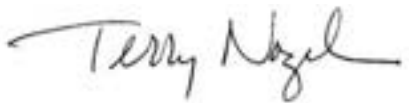
Thank you again.

Sincerely yours,



Christine Kohl-Zaugg

Executive Director, Sustainable San Mateo County



Terry Nagel

Chair, Board of Directors, Sustainable San Mateo County





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Daniel Barros, City Manager
 MEETING DATE: September 27, 2023
 SUBJECT: F Street Wall Mural Artist Selection

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH JULIE ENGLEMAN, DOING BUSINESS AS ART BY JUL, FOR THE DESIGN AND CONSTRUCTION OF A MURAL FOR THE F STREET WALL MURAL LOCATED AT THE BASE OF F STREET NEAR ITS INTERSECTION WITH EL CAMINO REAL PURSUANT TO CEQA GUIDELINE 15301

EXECUTIVE SUMMARY

Following the recent rehabilitation and reconstruction of the F Street retaining wall accompanied by the timing of the Town's 100th year anniversary in the upcoming calendar year, the Town has elected to have a mural constructed on the new wall to commemorate the history of the Town over its first 100 years. Solicitations for professional artist services were rendered via a Request for Qualifications (RFQ). A selection committee interviewed the top three qualified artists and selected the design and services of Julie Englemann for the F Street Mural project.

FISCAL IMPACT

As part of the Public Arts Program within the FY 2023-24 Capital Improvement Plan, the Town has budgeted \$100,000 for this project.

ENVIRONMENTAL

The City Council's action in approving the agreement is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15301 as the repair, maintenance, or minor alteration of existing public structures or facilities involving a negligible or no expansion of existing or former use.

ANALYSIS

Background

The Town recently refurbished a large retaining wall along the west side of F street leading to El Camino Real. The wall was experiencing visible spalling of concrete material and causing concern for the long-term viability of the existing wall. After a structural evaluation, it was determined that the wall needed select repairs to extend the useful life of the wall rather than an entire replacement and reconstruction of the wall itself.

Upon completion of the repairs, the newly rehabilitated and freshly painted wall was determined to be the site for an upcoming mural project. In conjunction with the timing of Colma celebrating its 100 year anniversary in 2024, the mural's design will be centered around the long, rich history of the Town.

Selection of Artist

On July 14, 2023, the Town released an RFO for Professional Artist Services for the F Street Wall Mural. Six submissions were received by the August 4, 2023 response deadline. The selection committee invited the top three qualified artists to be interviewed in front of the committee showcasing their experience, qualifications, and conceptual vision for F Street Wall Mural. At the conclusion of the interviews, it was decided by the committee that Julie Englemann demonstrated the appropriate qualifications and a vision which resonated with the committee and that they felt best represented the Town and its history.

The Agreement

A template agreement was prepared by the City Attorney's office to detail the contractual relationship between the Town and the artist as follows:

- The Town agrees to keep the art up for a minimum of five years with the mural to be completed by April 30, 2024. This term may be extended by written mutual agreement of the Town and the artist.
- In exchange for the artwork, the Town will pay the artist \$100,000. This amount does not constitute a gift of public funds as the art work will commemorate the Town and its 100th year anniversary which will build goodwill and pride in the community for all of the public to view and appreciate. The Town will not be liable for any further costs and the artist will need to manage all other costs associated with the commission of the artwork.
- Upon completion of the art, the Town shall have the right to use the artwork for any non-commercial purpose. Any reproduction, representation, distribution or display of the Mural that is intended to promote the Town, its services, or to attract visitors or businesses, shall be deemed non-commercial.
- The artist shall be responsible for all maintenance costs, although the Town reserves the right to make repairs if the artist is unavailable.
- The artist is required to carry insurance and indemnify the Town for any issues.

Council Adopted Values

The F Street Wall Mural is *visionary* because it involves community collaboration to showcase the long-valued history of the Town and will live as a visual reminder and educational piece of art for years to come for Colma and its surrounding communities to enjoy.

Sustainability Impact

The construction of a mural on a public-facing blank wall can have a positive impact on sustainability. Most blank spaces can be subject to graffiti and vandalism over time which in turn creates the ongoing need for maintenance and repair following such vandalism. This could lead to extensive sandblasting and pressure washing of said surfaces to restore them to their intended conditions all while increasing stormwater runoff in the area with potentially harmful chemicals and materials. With the construction of the mural, the Town anticipates vandal activity to be at a minimum and thus a positive impact on sustainability.

Alternatives

The City Council could elect to not adopt this resolution to approve this agreement. Such action will require staff to re-solicit artists for professional services which would negatively impact the timeline of this project. The current timeline is to have the mural completed by the spring of 2024 to coincide with the Town's centennial events next calendar year; not approving this agreement will jeopardize that timeline.

CONCLUSION

Staff is recommending the Council adopt the resolution approving and authorizing the City Manager to execute an agreement with Julie Englemann for Professional Artist Services for the F Street Wall Mural Project.

ATTACHMENTS

- A. Resolution
- B. Contract
- C. Artist Presentation



RESOLUTION NO. 2023-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH JULIE ENGELMANN, DOING BUSINESS AS ART BY JUL, FOR THE DESIGN AND CONSTRUCTION OF A MURAL FOR THE F STREET WALL MURAL LOCATED AT THE BASE OF F STREET NEAR ITS INTERSECTION WITH EL CAMINO REAL PURSUANT TO CEQA GUIDELINE 15301

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

1. Background.

- (a) The Town recently refurbished a large retaining wall along the west side of F street leading to El Camino Real.
- (b) The newly rehabilitated and freshly painted wall was determined to be the site for a centennial mural project.
- (c) On July 14, 2023, the Town released an RFQ for Professional Artist Services for the F Street Wall Mural.
- (d) On August 4, 2023, the Town received six proposals in response to the RFQ with the top three qualified candidates invited to be interviewed before the selection committee.
- (e) On September 5, 2023, interviews with the top three qualified candidates were conducted.
- (f) At the conclusion of the RFQ process, the committee has selected, and staff is recommending that a contract be entered into with Julie Engelmann.

2. Order.

- (a) The Professional Artists services contract between the Town of Colma and Julie Englemann, which is on file with the City Clerk, is hereby approved by the City Council of the Town of Colma.
- (b) The City Manager is authorized to execute the Professional Artists services contract on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the City Attorney.

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Certification of Adoption

I certify that the foregoing Resolution No. 2023-__ was adopted at a regular meeting of the City Council of the Town of Colma held on September 27, 2023 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor					
John Irish Goodwin					
Helen Fiscaro					
Ken Gonzalez					
Carrie Slaughter					
<i>Voting Tally</i>					

Dated _____

Joanne F. del Rosario, Mayor

Caitlin Corley, City Clerk

**AGREEMENT FOR THE CREATION OF A MURAL ON TOWN PROPERTY BY
AND BETWEEN THE TOWN OF COLMA AND [CONTRACTOR]**

This Agreement is made and entered into this [REDACTED] day of [REDACTED], 2023, by and between the [CONTRACTOR] (hereinafter referred to as "Artist"), and the Town of Colma, a California municipal corporation (hereinafter referred to as "Town"). Artist and Town are sometimes referred to herein individually as a "Party" and collectively as the "Parties."

RECITALS

- A. Town is contracting with Artist to develop a mural that highlights the Town's history, diversity, and inclusivity in celebration of the Town's 100th Anniversary, and to beautify the Town and help residents understand their place within the continuum of history; and
- B. Town recognizes that the display of murals can improve community aesthetics, encourage tourism and commerce, and is mutually beneficial to the Town and Artist; and
- C. Town has determined that the execution of a mural on Town property would serve a public purpose, as articulated above, and would not constitute an unlawful gift of public funds; and
- D. The Parties now desire to enter into an agreement expressly setting forth the respective rights, duties, and obligations of the Town and Artist regarding the installation, display and removal of a mural at the Site by Artist.

NOW, THEREFORE, in consideration of the mutual covenants herein, the Parties agree as follows:

1. **Nature of Mural.** Town agrees to allow Artist to paint a mural (the "Mural") on that certain Town Property consisting of the F Street wall, which is located at the base of F Street near its intersection with El Camino Real (the "Property"). The site of the Mural is more particularly described and depicted in Exhibit "A" attached hereto and incorporated herein by this reference. The Mural's dimensions shall be 2,280 square feet. The lower wall is roughly 180 feet long, by 7 feet in height, and the upper wall is 170 feet long and 6 feet in height, dependent upon the final concept and presentation by Artist, which shall be subject to written approval by Town.
2. **Term.** Town agrees that the Mural shall be allowed to remain upon the Property for **5 years** from the date of completion ("Term"). The Mural shall be completed no later than April 30, 2024. Final acceptance is effective on the date Town issues written notification of final acceptance or thirty (30) days after Artist has sent Town written notice of completion, whichever first occurs, unless Town, upon receipt of Artist's notice of completion, provides Artist with written notice specifying and describing any incomplete services before thirty (30) days have elapsed. The Term may be extended by a written agreement executed by both Parties. Town agrees to not intentionally remove, paint out, or damage the Mural during the Term except as otherwise permitted by this Agreement.
3. **Compensation.** Town shall pay to Artist a fixed fee of one hundred thousand dollars (\$100,000.00) as full compensation for all services to be performed and materials to be furnished by Artist under this Agreement. The fee shall be paid as described in Exhibit "B," attached hereto and incorporated by this reference. All requests for payment must be accompanied by a detailed invoice. Artist shall provide Town with Artist's Tax Identification Number and any proof of such number as requested.

4. Mural Execution. Artist shall provide for the execution of the Mural artwork and be solely responsible for any and all costs associated therewith, including but not limited to payment of fees to any artist, scaffolding, paint, and any equipment necessary to complete the Mural. Artist shall be responsible for providing all materials necessary for any maintenance, removal, or restoration of the Mural required during the original or extended Term of this Agreement. Town agrees to provide Artist with reasonable access to the Property for execution of the Mural, at times that do not interfere with Town operations. Artist assumes responsibility for all damage to Town's property caused by its use thereof, and shall reimburse Town for correction of any such damage.

5. Use of Mural. Town understands that upon completion of the Mural, the Artist shall hold the copyright ownership over the artwork constituting the Mural, and Town agrees that the placement of the Mural on Town property does not entitle Town to use the artwork for any commercial purpose, except with Artist's prior written permission. Attached hereto as Exhibit "C" is a written release executed by the artist(s) of the Mural artwork, granting to Town the right to reproduce, distribute, and/or or display representations of the Mural in any non-commercial manner whatsoever, and to authorize the removal or modification of the Mural in accordance with this agreement. For the purpose of this release, any reproduction, representation, distribution or display of the Mural that is intended to promote the Town, its services, or to attract visitors or businesses, shall be deemed non-commercial. The Town's non-commercial rights pertaining to the Mural are described in further detail in Exhibit "C." Town will use its best efforts to promote Artist in any materials prepared by Town for non-commercial uses. Artist will use its best efforts to credit the "Town of Colma" in representations of the Mural including, but not limited to, drawings, models and sound or visual recordings. Town is not obligated to make any royalty payments to Artist except as required by law.

6. Maintenance. The Mural shall be properly maintained by Artist at its sole cost and expense during the initial and any extended Term of this Agreement. Artist understands that the Mural will be located in an unsecured, easily accessible public location, and Town cannot guarantee that the Mural will be free from accidents, forces of nature, theft, acts of vandalism or other consequences of unsupervised public display. Accordingly, Artist's duty to maintain the Mural shall include repairs or refurbishment in response to destruction, defacing, or similar unforeseen acts that affect the appearance of the Mural. Town and Artist agree that any refurbishment, repairs, maintenance, or "touch up" of the Mural shall be undertaken only with the approval of both Parties and under the supervision of Artist or its designated representative. The Town reserves the right to repair, remove, or modify damage to the Mural or to the wall that it appears on if Artist is unavailable, or if Town determines that immediate repair is necessary in response to an emergency or act of God. Should graffiti occur on the Mural, the Town may at its discretion take immediate steps to remove it, or may request that Artist remove it.

7. Compliance with Laws. Artist shall be responsible for complying with all Federal, State, and local laws, ordinances, statutes, and regulations, including, but not limited to zoning and environmental requirements, and for obtaining all required licenses, permits, or other authorizations applicable to the performance of Artist's services under this Agreement.

8. Indemnification. Artist shall indemnify, defend, and hold harmless the Town and its officers, employees, volunteers, and agents from and against any and all claims, demands, causes of action, costs, expenses, liabilities, and damages, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, or willful misconduct of Artist and its officials, officers, employees, agents, artists, volunteers or contractors, arising out of or in connection with

this Agreement, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses, except for liability resulting from the sole negligence or misconduct of Town. Artist shall promptly pay the amount of any judgment rendered against Town or its officers, employees, volunteers, or agents for any such indemnified claims, and reasonable costs and attorneys' fees incurred by Town in the defense of such claims related to this Agreement.

9. Termination.

- A. Termination for Cause. In the event either Party shall, in good faith, determine the other to be in breach of the terms of this Agreement, the non-breaching Party shall deliver written notice of the breach to the Party in breach. The Party in breach shall have thirty (30) days after receipt of notice to cure the breach. If the breach is not timely cured to the reasonable satisfaction of the non-breaching Party, the non-breaching Party may terminate this Agreement immediately upon delivering written notice of termination to the Party in breach. Upon receipt of such notice of termination, Artist will, at its sole cost, remove the Mural from the Property, or paint it out.
- B. Termination for Convenience. Town may terminate this Agreement by providing six (6) months advance written notice to Artist, if the Mural substantially interferes with Town's use of the Property or no longer serves Town's interests. Upon receipt of such notice of cancellation by Town, Artist will, at its sole cost, remove the Mural from the Property, or paint it out.

10. Lease of Property. If Town leases the Property, Town will cause its tenant or lessee to be made aware of and to honor this Agreement. If Town sells or transfers the Property during the initial or extended Term, Town will either: (i) require the buyer/transferee to honor the terms hereof, or (ii) terminate this Agreement pursuant to Section 7(B).

11. Plain Language. The terms and conditions of this Agreement shall be construed pursuant to their plain and ordinary meaning and shall not be interpreted against the maker by virtue of that Party having drafted this Agreement.

12. Prevailing Party. In the event of any litigation to enforce, or construe the terms of this Agreement, the prevailing Party herein shall be entitled to recover reasonable attorneys' fees and court costs.

13. Notice. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Town of Colma:	Town of Colma City Manager's Office 1198 El Camino Real Colma, CA 94014 Attn: City Manager
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Artist:	NAME STREET ADDRESS
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TOWN, STATE, ZIP
Attn: [NAME]

Such notice shall be deemed made when personally delivered or, when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

14. Modification. This Agreement represents the complete understanding between the Parties with respect to the matters set forth herein. No amendment or modification of this Agreement shall be valid unless evidenced in a writing executed by both Parties.

15. Waiver. No waiver of a breach of any term or condition of this Agreement shall constitute a waiver of any subsequent breach of such term or condition, nor shall it result in a variation of this Agreement.

16. Time is of the Essence. Time is of the essence in this Agreement.

17. Insurance. At least ten (10) days prior to the execution of the Mural, Artist shall provide Town a Certificate of Insurance providing personal injury and property damage liability insurance naming Town and its officers, employees, volunteers, and agents as additional insured with a minimum coverage of **\$2 million combined single limit coverage with \$4 million in excess liability**. Insurance is to be placed with insurers with a current AM Best rating of no less than A:VII. Said insurance shall not be canceled or altered without thirty (30) days' written notice to Town. Artist and its insurers shall be primarily responsible for any and all liability resulting or arising from this Agreement and Town and its insurers shall not be required to contribute. For insurance purposes, the area covered shall be defined to include any and all areas of the Town occupied or affected by the Mural.

18. Copyright and Intellectual Property Rights. Title to the physical Mural (i.e.: ownership of the physical Mural) shall pass to Town upon final acceptance pursuant to Section 2. In addition, all materials paid for and produced under this Agreement including, without limitation, all studies, drawings, design, and models prepared and submitted under this Agreement, shall become Town property upon written final acceptance under Section 2. Artist bears the risk of damage to or loss of the Mural until Town's final acceptance under Section 2 and shall take such measures as necessary to protect the Mural from damage until final acceptance.

Artist shall retain all rights under the Copyright Act of 1976 for original works produced under this Agreement as provided for in Section 5 except ownership and possession of the physical Mural as noted above, and as otherwise provided in this Agreement. Town and its assigns are not responsible for any third-party infringement of Artist's copyright or for protecting the intellectual property rights of Artist. Any registration of a copyright, including costs, shall be the sole responsibility of Artist.

19. Artist Representation and Warranties. Artist represents and warrants that:

a. Artist is the sole owner of the artwork that constitutes the Mural and any copyrights and has the full power to enter into and execute this Agreement;

b. The artwork placed on the Mural is unique and original and solely the result of the artistic effort of Artist, except as otherwise disclosed in writing to Town, does not infringe upon any copyright or

rights of any person and is free and clear of any liens or disputes related to property, intellectual or any other rights;

c. The artwork on the Mural, or a duplicate thereof, has not been previously accepted for sale elsewhere;

d. The artwork on the Mural is free from defective, hazardous or inferior materials and workmanship or inherent vice or qualities that cause or accelerate deterioration, except as otherwise disclosed in writing to Town, and will not pose a danger to public health and safety;

e. Reasonable maintenance of the Mural will not require procedures in excess of those described in the maintenance and preservation recommendations submitted by Artist pursuant to this Agreement. The Mural will not experience irreparable damage nor fall below an acceptable standard of public display with reasonable maintenance as recommended by Artist and normal exposure to the elements;

f. The Artist guarantees the artwork on the Mural against all defects in its design, workmanship and materials for a period of three (3) years following final acceptance. If any such defects occur within this time period, the Artist agrees to promptly and satisfactorily repair, correct, or replace the defective portion of the artwork on the Mural at the Artist's own expense. Repairs to any defective portion of the artwork on the Mural shall begin within thirty (30) days of receiving notice of the need for repair. If necessary, the Artist may substitute others to perform the repair work upon the City Manager's approval.

g. No person has been employed or retained to solicit or secure this Agreement for commission, percentage, brokerage or contingent fee and that no member of Town has any interest, financially or otherwise in Artist's business.

20. Retention and Audit of Records. Artist shall retain records pertinent to this Agreement and make such records available upon request by Town and/or Auditor General of the State of California, or representative of any of these offices, for a period of five (5) years after final payment.

21. Independent Contractor. The legal relationship between the Parties hereto is that of an independent contractor, and nothing herein shall be deemed to make Artist or its officials, officers, employees, agents, artists, volunteers, or contractors a Town employee. During the performance of this Agreement, Artist and its officers, employees, agents, artists, volunteers, and contractors shall act in an independent capacity and shall not act as Town officers or employees. The personnel performing the services under this Agreement on behalf of Artist shall at all times be under Artist's exclusive direction and control. Town shall have no voice in the selection, discharge, supervision, or control of Artist's officers, employees, agents, artists, volunteers, or contractors, or in fixing their compensation, if applicable, or hours of service. Artist shall pay all wages, salaries, and other amounts due in connection with this Agreement and shall be responsible for all reporting obligations respecting them.

22. Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in San Mateo County.

23. Assignment or Transfer. Artist shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of Town. Any attempt to do so shall be null and void, and any assignees, hypothecates, or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

24. Equal Opportunity Employment. Artist represents that it is an equal opportunity employer and shall not discriminate against any subcontractor, employee, or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE TO THE
AGREEMENT FOR THE CREATION OF A MURAL ON TOWN PROPERTY BY
AND BETWEEN THE TOWN OF COLMA AND [CONTRACTOR]**

IN WITNESS WHEREOF, Town and Artist have caused this Agreement to be duly executed as of the date first above written.

ARTIST:

[NAME]

By: _____

Name: _____

Its: _____

By: _____

Name: _____

Its: _____

TOWN:

TOWN OF COLMA, a California municipal corporation

By: _____

Name: _____

Its: _____

Exhibit A
Description and Depiction of Mural Site

[Legal Description and Depiction]

The Mural's dimensions shall be 2,280 square feet. The lower wall is roughly 180 feet long, by 7 feet in height, and the upper wall is 170 feet long and 6 feet in height, dependent upon the final concept and presentation by Artist, which shall be subject to written approval by Town.

Google Map of F street Wall Location

<https://goo.gl/maps/cJfDuHbUNGUeh3bu7>

Pictures of F Street Wall



**Exhibit B
Compensation Schedule**

Artist shall execute the Artwork in accordance with the budget set forth herein. Payment shall be made in accordance with the following scheduled installments, each installment representing full and final payment for all services and materials provided prior to payment thereof. Artist shall submit a detailed invoice listing the item or task, dates of service, purchase order number and any other relevant information as requested by Town for all requests for payment.

Payment #1 – Contract Execution - Upon execution of this Agreement, Artist may invoice for an amount not to exceed twenty percent (20%) \$ _____

Payment #2 – Design/Working Documents - Upon notification of approval by Town, Artist may invoice for an amount not to exceed ten percent (10%) \$ _____

Payment #3 – Fabrication – Upon notification by Artist that Artwork is ready for delivery and installation and notification of approval by Town, Artist may invoice for an amount not to exceed twenty percent (20%) \$ _____

Payment #4 – Installation & Final Acceptance – Upon successful installation of Artwork on the Mural and notification by Artist that all services have been completed, including submittal of maintenance and preservation instructions, and notification of final acceptance by Town pursuant to Section 2 of Agreement, Artist may invoice for an amount not to exceed fifty percent (50%) \$ _____

Total obligation under this Agreement: \$ _____

Improperly completed invoices which have to be returned for correction may result in payment delay and shall not be subject to an interest penalty. Invoice payment requirements do not start until a properly completed invoice is provided to Town.

Exhibit C
Public Artwork Release

This Public Artwork Release (“**Release**”) is issued in connection with my original work of art (described below in the signature block), including without limitation all images, signage, art, design, methods, labels, logos, special effects, name(s), likenesses and/or any other material and creative elements contained therein (“**Artwork**”), which the Town of Colma, a California municipal corporation (“**Town**”), intends to include in a Mural on Town property pursuant to that certain Agreement for the Creation of a Mural on Town Property (“**Agreement**”).

For good and valuable consideration, the receipt and sufficiency of which is hereby affirmed, I hereby grant to Town an irrevocable, perpetual, and nonexclusive worldwide license to reproduce, distribute, install, and/or publicly display two-dimensional reproductions of my Artwork, in whole or in part, for non-commercial purposes in connection with the Agreement, including in any advertisements, brochures, catalogues, online campaigns and social media, and any other marketing and publicity material and campaigns of the Town for purposes of promoting the Artwork, the Town, and San Mateo County at large, including for the purposes of attracting visitors and business to the Town (collectively, the “**Use Rights**”).

While I understand that I may not be accorded credit for the Artwork, I authorize Town, if it so chooses, to make reasonable and customary use of my name, likeness, and biographical information in connection with my Artwork and the foregoing Use Rights. I hereby waive all rights and benefits of “droit moral” or “moral rights of authors” or any similar rights or principles of law which I may now or later have in and to the Artwork.

I represent and warrant to the Town that: (i) I have the right to grant the foregoing rights to use my Artwork without the necessity of making payments to or obtaining the consent of any third person or entity; (ii) the Artwork shall not defame, infringe upon, misappropriate, or violate, any intellectual property or other right of any person or entity; (iii) the Artwork is not the subject of any litigation or claim that might give rise to litigation; and (iv) the Artwork will in no way infringe upon or violate any copyright or intellectual property rights of any party. I agree to indemnify, defend, and hold harmless the Town, and any person claiming under the Town, including the Town’s respective officers, directors and employees, and further including the Town’s elected and unelected officials, from and against any liabilities, losses, claims, demands, costs (including without limitation reasonable attorneys’ fees), and expenses arising from or otherwise related to: (i) my wrongful or negligent acts, errors, and omissions; and (ii) my breach or alleged breach of the terms hereof, including any representation or warranty contained herein. Any remedies I may seek or have against the Town in connection with the Artwork and/or the Agreement shall be limited to the right to recover damages, if any, in an action at law, and I hereby waive any right or remedy in equity, including without limitation, the right to seek injunctive relief.

I further hereby waive any and all rights I may have with respect to the Artwork under the federal Visual Artists Rights Act of 1990 (17 U.S.C. sections 106A and 113(d)), the California Art Preservation Act (Cal. Civil Code sections 987 et seq.), and any other local, state, federal, or international laws that convey rights of the same nature as those conveyed under 17 U.S.C. § 106A or Cal. Civil Code § 987 et seq. The provisions of this paragraph shall apply to modify my rights of attribution and integrity as set out in the Visual Artists Rights Act, 17 U.S.C §§ 106A and 113(d) (“VARA”), the California Art Preservation Act, Cal. Civil Code §§ 987 and 989 (“CAPA”), and any rights arising under United States federal or state law or under the laws of another country that convey rights of the same nature as those conveyed under VARA and

CAPA, as against the Town of Colma and its officers, officials, volunteers, employees, and agents. The Town has the absolute right to change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the images of the Artwork.

I am acting as independent contractor in connection with my Artwork, and nothing contained herein shall create or be construed as creating a partnership, joint venture, or agency relationship. This Release shall be governed by the laws of the State of California, excluding its conflict of law rules. Any and all actions arising out of the Release shall be litigated in the applicable courts located in San Mateo County, California. The Town may assign its rights and obligations hereunder as it deems appropriate.

By affixing my signature below, I acknowledge and agree to the terms and conditions set forth herein:

[CONTRACTOR]

Signature(s): _____

Print Name(s): _____

Date: _____

Address: _____

Phone: (____) _____

Email: _____

Title and Description of **“Artwork”**

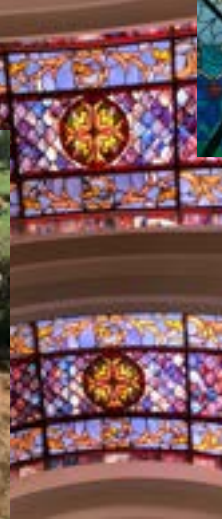
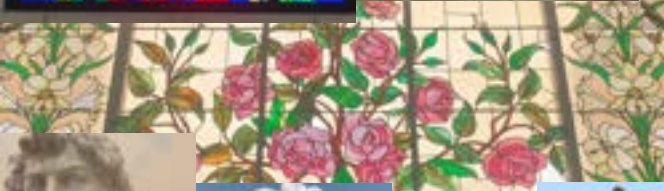


Julie Engelmann

Mural Artist from Half Moon Bay







WONG KEI
SHAM SHIRAZA WONG





These are derived among the California Indian people. This is an Oldwood basket, a woven basket from the San Francisco Bay Area. It is decorated with shells, both the heads and weights for feathers. California Native American baskets are a fine art that combines beauty, form, and function. The San Francisco Bay and Mission Bay areas are the home of the Ohlone people. (Harris & H. H. Harris, 1911, p. 12)





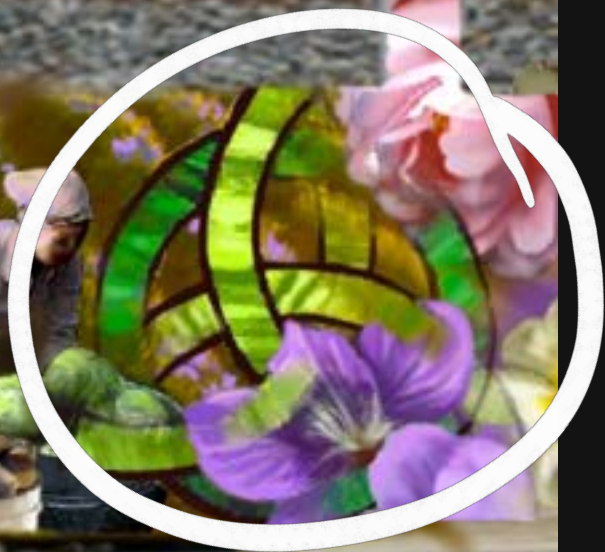
















































TOWN OF COLMA

AUGUST 5, 1924

CALIFORNIA







HISTORICAL MUSEUM

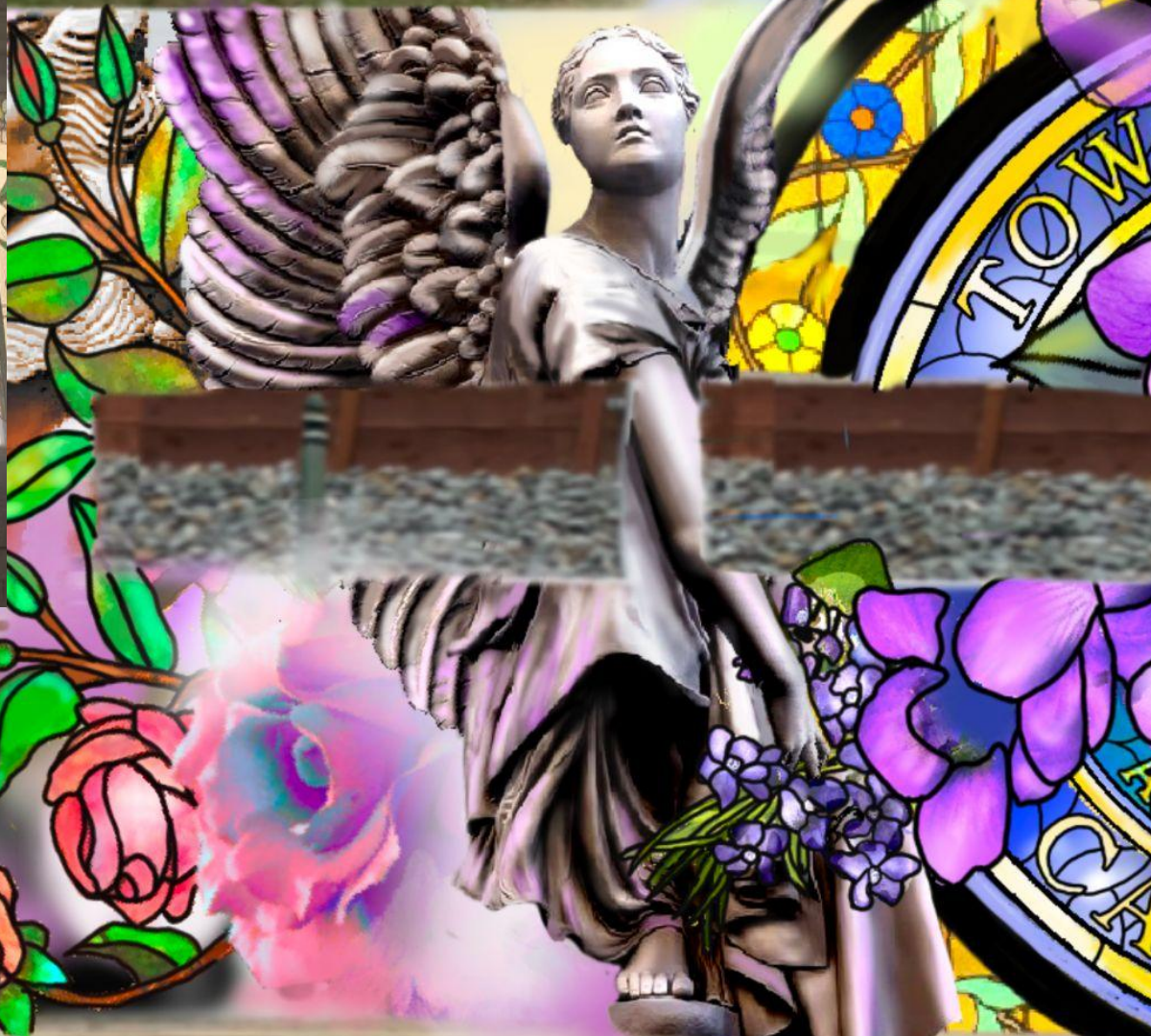
COMMUNITY CENTER

TOW

GA









HISTORICAL MUSEUM

COMMUNITY CENTER

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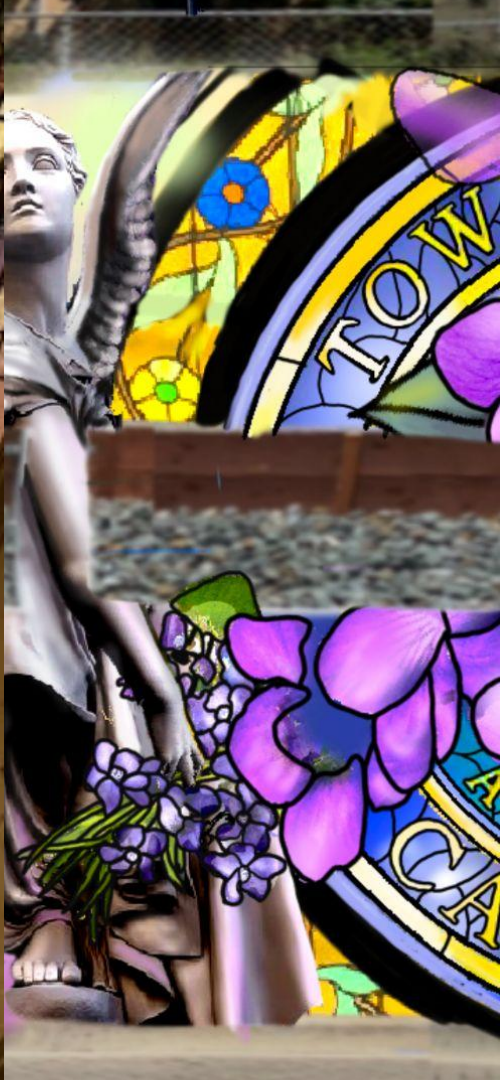
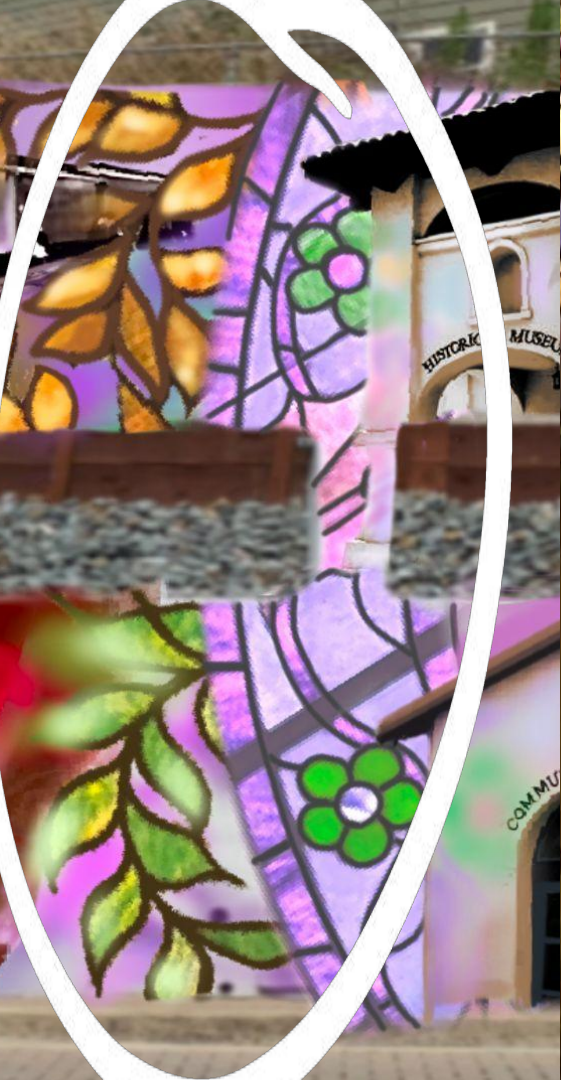
COMMUNITY CENTER

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TOWN MALL









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COLMA
TOWN MALL

















SPECIAL PARTY CAR



SPECIAL PARTY CAR

















STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Brad Donohue, Director of Public Works, CSG Consultants
Gina Paolini, Senior Planner, CSG Consultants

VIA: Daniel Barros, City Manager

MEETING DATE: September 27, 2023

SUBJECT: Serramonte KIA – Amended Conditional Use Permit and Design Review

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION APPROVING AN AMENDED CONDITIONAL USE PERMIT AND GRANTING AN EXCEPTION TO THE SPANISH MEDITERRANEAN DESIGN REVIEW OVERLAY TO ALLOW FOR A NEW SERVICE CENTER TO AN EXISTING AUTO DEALERSHIP LOCATED AT 600 SERRAMONTE BOULEVARD - APN: 008-392-140, PURSUANT TO CEQA GUIDELINE SECTION 15332

EXECUTIVE SUMMARY

The applicant is proposing to expand an existing auto dealership by adding a new service center at 600 Serramonte Boulevard. The proposed project would include a 10,112 square foot ground floor expansion that will include a new service building and northeasterly expansion of the existing showroom to include a building canopy for the service center. A 2,833 square foot second floor addition will be added for parts storage. The dealership and service center would be 19,550 square feet following the expansion. The use is appropriate for the commercial location and complies with the Town's Zoning and General Plan policies.

FISCAL IMPACT

By approving this project, the Town will benefit in the form of increased vehicle and auto parts sales tax revenue.

BACKGROUND

In November 1982, the City Council approved Resolution No. 610 granting a Conditional Use Permit for an auto sales office. In October 1996, the City Council approved Resolution No. 96-62 granting an Amended Conditional Use Permit for a permanent building containing offices and a showroom for sales of new and used motor vehicles. City Council Resolution No. 96-62 Superseded Resolution No. 610. On September 28, 2022, the City Council adopted Resolution No. 2022-34, granting an Amended Conditional Use Permit and exception to the Design Review Overlay for an expansion of an auto dealership and new service center for the Kia dealership.

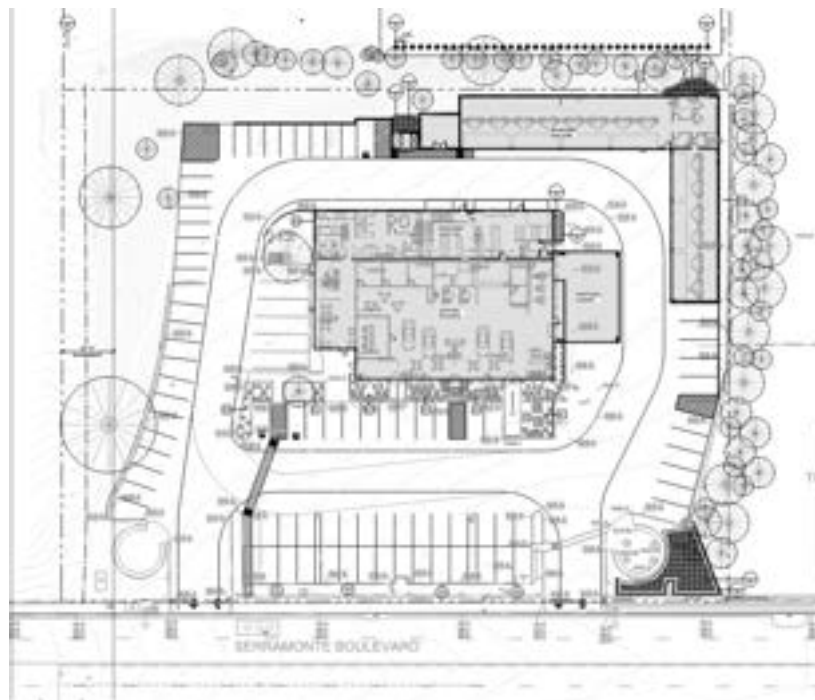
The existing dealership is a portion of a larger parcel owned by Greek Orthodox Memorial Park located to the north. A lease agreement was entered into with the property owner in November 2021, which allows for the lease of the land currently used for an auto dealership including the option to add an additional 5,000 square feet of land to construct a service center. This lease agreement is on file with the Town's Planning Department.

Since adoption of Resolution No. 2022-34, the applicant has redesigned the expansion of the project and has requested an amendment to the Conditional Use Permit and Design Review. The service center has been relocated to minimize site disturbance at the rear of the property.

PROJECT DESCRIPTION

The project site is located at 600 Serramonte Boulevard. The General Plan land use designation is Commercial, and the zoning is Commercial ("C") with a Design Review Spanish Mediterranean Overlay Zone (DR(S)). The project would include a single-story service garage with 14 service bays, an addition to the existing showroom, a service canopy, and the enclosure of the existing service canopy. Complete project details are provided as follows:

SITE PLAN



PROJECT DATA	
Proposed Ground Floor	Area (square feet)
(14) Service Bays	4,488 square feet
Parts Storage/Retail Sales/Tech Parts (including enclosing existing canopy)	2,942 square feet
Bathrooms/Employee Areas	928 square feet
Utility Room	341 square feet
Proposed Ground Floor Total	8,699 square feet
Proposed Second Floor	
Parts Storage	2,833 square feet
Proposed Second Floor Total	2,833 square feet
Proposed Canopy	
Canopy	1,413 square feet

Existing Improvements	Area (square feet)
Main sales building	5,630 square feet
Existing canopy	975 square feet

Lot Coverage	Area (square feet)
Project Site	70,800 square feet
Existing Lot Coverage	5,630 square feet
Proposed New Lot Coverage	10,112 square feet
Total Lot Coverage	16,717 square feet (24 percent)

Auto Sales and Service Center Operations

Auto Sales will occur Monday to Saturday from 9:00 AM to 8:00 PM, and Sunday 10:00 AM to 7:00 PM. The proposed service center will operate Monday to Friday from 7:30 AM to 6:00 PM, 8:00 AM to 4:30 PM on Saturday, and closed Sundays. The type of activities that may occur on-site include auto repair, auto service, and auto parts sales. There will be up to 25 employees working at any given shift in both the sales and service center.

Parking and Deliveries

The project is required to provide 71 parking spaces, to include three (3) ADA spaces. Parking provided onsite will include 58 parking spaces, which includes the required three (3) ADA spaces. The dealership owner has an Agreement with Daly City Serramonte Center, LLC to provide additional parking at 3 Serramonte Center on the Third, Fourth and Fifth level of the parking garage for overflow and employee parking (550 spaces). A shuttle will be provided for employees utilizing the parking structure. The Agreement is on file with the Town.

Entry to the service center will be on Serramonte Boulevard, on the east side of the building. The proposed canopy on the east side of the existing building will be utilized for staging cars awaiting service.

Deliveries of vehicles occur at the Volkswagen and Subaru Dealership on Collins Avenue, as all three dealerships are owned and operated by the same owner. There are no vehicle deliveries at this site.

Building Design

The existing building consists of modern architectural design, and the proposed addition carries the same architectural design theme. The City Council found during the previous review of the project that requiring the proposed service center to comply with the Spanish Mediterranean architectural requirements would clash with the established architectural theme, and an exception was granted to allow the modern design architecture. The applicant plans to continue with the modern design as depicted in the sample rendering:



Site Improvements and Landscaping amendments to the previous Design review:

- The Project will include 1,350 CY of soil excavation (cut) and 585 CY of fill for construction of the building and site improvements, thus requiring 765 CY of dirt to be off hauled. Truck trips are estimated to be between 35 and 40 to and from the site for this off-haul.
- The project will include a bio treatment and retention area for stormwater runoff.
- The project will include the installation of a 4-foot pedestrian walk behind the existing driveway apron. The parking lot will be resurfaced and re-striped along with providing the required fire lanes per the Colma Fire Protection District.
- The Greek Orthodox Memorial Park has requested an additional sound absorbing buffer between the cemetery/auto uses. An agreement has been reached between the Kia ownership and Greek Orthodox Memorial Park and has been attached to the project plans. Kia has agreed to plant 39, 15-gallon Texas privets between the two uses as a buffer. In addition to planting the buffer, Kia will maintain the new planting material. A complete landscape plan has been provided.

ANALYSIS

The applicant is requesting an amendment to the previously approved Conditional Use Permit and Design Review (Resolution No. 2022-34), as changes were necessary following the approval of the project. The existing auto dealership is a one-story, 5,630 square foot building. The proposed project would include a 12,945 square foot addition to the existing dealership. The addition would include a ground floor expansion and 14 service bays (8,699 square feet), a

second-floor addition for parts storage (2,833 square feet) and a new canopy for the service center (1,413 square feet).

Findings Relating to California Environmental Quality Act (CEQA)

Pursuant to Section 15332 of the CEQA Guidelines (In-fill Development Projects), projects characterized as in-fill development are Categorically Exempt from further environmental review based upon the findings provided below:

Section 15332 Class 32 consists of projects characterized as in-fill development meeting the conditions described in this section.

- (a) **The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.**

The General Plan land use designation is Commercial, and the zoning is Commercial ("C") with a Design Review Spanish Mediterranean Overlay Zone (DR(S)). Within the General Plan text, a list of appropriate retail and service uses are listed to serve the community, with auto-related uses listed as acceptable in the commercial land use category. The Town of Colma Commercial Zoning code encourages a wide range of commercial uses. The project has been designed consistent with the Town's Zoning regulations.

- (b) **The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.**

The applicant leases the project site from the Greek Orthodox Memorial Park. The project site boundaries were established in a lease agreement with the property owner and by the Town's General Plan land use and Zoning district boundaries. The project site area has been identified as 70,800 square feet (1.6 acres), which is less than five acres. The project site is surrounded by urban uses, which includes Colma Town Hall, Kohl's, and a cemetery.

- (c) **The project site has no value as habitat for endangered, rare or threatened species.**

The project site is located near Colma Creek. The 2040 General Plan EIR states that "Colma Creek flows from the San Bruno Mountains through Colma to the San Francisco Bay. While portions of the creek provide habitat and could support protected species, the portions of the creek that flow through Colma flows mostly underground. While portions of the creek daylight in town, it is concrete-lined and does not provide habitat." The 2040 General Plan states "that riparian vegetation, largely willow and alder, is limited to the banks along open sections of Colma Creek." There is a small open section west of City Hall (adjacent to the subject site). The project would not alter or disturb the creek area, based upon the evaluation of the civil improvement plans prepared for the project. The site does have an existing chain link fence that prevents access to the creek and the project proposes silt fencing as part of the BMPs required by the RWQCB and NPDES requirements during the construction phase of the project. The 2040 General Plan stated that the State and federally listed endangered San Francisco garter snake seeks the Red-legged frog as a food source, and there are no known populations of the snake in the town. The garter snake may have once been found along Colma Creek when

it was a natural creek, but the current culverted condition of the creek is not suitable habitat. Because the project would not disturb the creek or the riparian habitat, there would be no impact on endangered, rare, or threatened species from the project.

(d) **Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.**

The auto related use is consistent with the Colma 2040 General Plan vision for Serramonte Boulevard as an "Auto Row". Because the 2040 General Plan had a vision for the Commercial Core that included the "Auto Row", the 2040 FEIR (although at a program level) did consider the existing auto related uses. From the January 2020 Existing Conditions Report for the 2040 General Plan, Serramonte Boulevard and Collins Avenue were found to have excess vehicular roadway capacity, meaning the width (in the case of Collins Avenue) or number (in the case of Serramonte Boulevard between Junipero Serra Boulevard and El Camino Real) of travel lanes in each case could be reduced without significant impacts to vehicle travel times. Based upon this information, the Town completed a Streetscape Master Plan for Serramonte Boulevard and Collins Avenue. The plan proposes a lane reduction for the section of Serramonte Boulevard from Serra Center Driveway to El Camino Real to allow for wider sidewalks, landscaping and two pedestrian crosswalks. Parking is not allowed on Serramonte Boulevard. Loading and unloading of car carriers or other vehicles on the street is prohibited. Because the Streetscape Master Plan and 2040 General Plan envisioned the "Auto Row" uses, which included the proposed site, there would be no impacts to traffic or circulation from the project.

The January 2020 Existing Conditions Report for the 2040 General Plan states that "Due to the character of Colma as a Town of cemeteries, the noise environment is generally a peaceful one. A minor amount of noise is generated from residential and cemetery areas by equipment such as lawn motors, air conditions, construction equipment and power tools. Noise from light industrial and auto repair activity generally located on Mission Road and Collins Avenue, have limited impact on the overall noise environment. The primary contributor to the Colma noise environment is vehicular traffic on major thoroughfares." The major thoroughfares include El Camino Real, Junipero Serra Boulevard and Serramonte Boulevard. The existing dealership is expanding to include auto repair that would be within an enclosed building. As stated in the January 2020 Existing Conditions Report, auto repair activity has limited impact on the overall noise environment. Further there are no sensitive receptors (residences, hospitals, schools, nursing homes etc.) near the project site. The project will also be required to comply with Colma Municipal Code Section 5.04.220 (Standard Hours of Construction) which applies to all construction in the City and will ensure that noise related impacts during construction are less than significant.

Colma's air quality is generally good, due in large part to the marine influence which carries pollutants away from Colma. The largest source of air pollution in Colma is vehicular traffic. The 2040 General Plan stated that "As future development takes place in Colma, it is anticipated it will be similar in nature to what already exists. Industries that produce concentrated amounts of air pollution are not planned in town". The project would be required to comply with all applicable the Bay Area Air Quality Management District requirements. Further there are no sensitive receptors (residences, hospitals, schools, nursing homes etc.) near the project site. As

well, the auto related use was planned for in the 2040 General Plan. Given the forgoing there would be no impact on air quality.

The Town complies with the Municipal Regional Stormwater Permit (MRP), issued by the San Francisco Regional Water Quality Control Board (RWQCB) for its stormwater pollution control measures. Local agencies in San Mateo County are required to reduce surface water drainage pollution runoff and establish control measures in development projects, which provide specific guidelines on design measures for runoff of pollutants of concern, source controls, stormwater treatment measures, hydromodification management, and construction site controls. To address flow-related impacts of stormwater runoff, the Town also enforces National Pollutant Discharge Elimination System (NPDES) permits that are issued to industrial and construction activities. Colma has established preferred Best Management Practices (BMPs) for adoption into a Stormwater Management Plan. The project has prepared a Stormwater Management Plan that has been accepted by the Town's Engineering Division. The stormwater management strategy for the site will consist of bioretention areas along the front and rear of the property, which will meet the Municipal Regional Stormwater NPDES Permit (MRP) standards and improve water quality leaving the site. The stormwater improvements will also allow for infiltration to reduce the existing quantity of water entering the storm drain system. The project will comply with all RWQCB and NPDES requirements.

(e) **The site can be adequately served by all required utilities and public services.**

The project is an expansion of an existing building where there are public services located along Serramonte Boulevard.

CEQA Guidelines section 15300.2

None of the exceptions set forth in CEQA Guidelines section 15300.2 with regard to the use of categorical exemption from CEQA have application here.

Findings Related to Granting an Amended Conditional Use Permit

Section 5.03.410 of the Colma Municipal Code requires that certain findings be made for approval of a Conditional Use Permit. These findings are also required for an amended Conditional Use Permit. These findings apply to the project as follows:

The proposed Conditional Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.

The use is consistent with the Colma General Plan vision for Serramonte Boulevard as described in the 2040 General Plan (pages LU 4, 25, and 26). The 2040 General Plan specifically states, "Land uses should be consistent with existing uses in the Commercial Core Planning Area with a variety of retail and service commercial uses in the shopping centers, primarily auto dealers on Serramonte Boulevard, and service commercial uses on Collins Avenue. Uses on Collins Avenue should be auto service-related businesses that do not attract a large amount of traffic and support the function of Auto Row." Specifically, the parcel where this business currently operates is designated on the land use map for commercial use. Auto-related uses are acceptable in the commercial land use category and are encouraged as a preferred establishment over other commercial retail uses (LU-9-1).

The Colma Commercial Zoning code is specifically broad to encourage a wide range of commercial uses. Thus, the proposed use is also consistent with the Town's Zoning provisions.

Granting the Conditional Use Permit will not be detrimental to the public health, safety, or public welfare, or materially injurious to the properties or improvements in the vicinity.

The project site is identified in the 2040 General Plan as being located within the Commercial Core and a part of "Auto Row". Existing businesses and uses along the Serramonte Boulevard corridor include auto dealerships, commercial/retail, cemetery, the Creekside Villas (along El Camino Real) and Town Hall. From the January 2020 Existing Conditions Report for the 2040 General Plan, Serramonte Boulevard and Collins Avenue were found to have excess vehicular roadway capacity, meaning the width (in the case of Collins Avenue) or number (in the case of Serramonte Boulevard between Junipero Serra Boulevard and El Camino Real) of travel lanes in each case could be reduced without significant impacts to vehicle travel times. Based upon this information, the Town completed a Streetscape Master Plan for Serramonte Boulevard and Collins Avenue. The plan proposes a lane reduction for the section of Serramonte Boulevard from Serra Center Driveway to El Camino Real to allow for wider sidewalks, landscaping and two pedestrian crosswalks. Parking is not allowed on Serramonte Boulevard. Loading and unloading of car carriers or other vehicles on the street is prohibited.

During project construction, the Town will require implementation of BMPs for dust control and storm pollution prevention. The project will be required to comply with Colma Municipal Code Section 5.04.220 (Standard Hours of Construction) for noise related impacts during construction. This project will not create a significant impact on the surrounding area.

Existing property uses, large or small, will not be detrimentally affected by the proposed Use Permit.

The existing lot includes an auto dealership. Surrounding uses include auto dealerships, cemetery, commercial/retail, Creekside Villas (along El Camino Real) and Town Hall. All auto-related service activity will be contained within a fully enclosed building, except for auto sales and auto inventory. The January 2020 Existing Conditions Report for the 2040 General Plan states that "Due to the character of Colma as a Town of cemeteries, the noise environment is generally a peaceful one. A minor amount of noise is generated from residential and cemetery areas by equipment such as lawn motors, air conditions, construction equipment and power tools. Noise from light industrial and auto repair activity generally located on Mission Road and Collins Avenue, have limited impact on the overall noise environment. The primary contributor to the Colma noise environment is vehicular traffic on major thoroughfares." The major thoroughfares include El Camino Real, Junipero Serra Boulevard and Serramonte Boulevard.

The existing dealership is expanding to include auto repair that would be within and enclosed building. As stated in the January 2020 Existing Conditions Report, auto repair activity has limited impact on the overall noise environment; therefore, existing properties would not be impacted by the proposed use.

The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma

The Amended Conditional Use Permit will not constitute the grant of a special privilege, as the auto related use is consistent with the Commercial zoning district and the General Plan land use designation. Auto-related use are preferred establishments over other commercial retail uses along "Auto Row". The proposed auto service center will be compatible with other uses in the surrounding area. In addition, similar uses are allowed on other parcels within the same Commercial zone illustrating that this is not a special privilege being granted but is consistent with other uses in the same zone district.

The City Council is satisfied that the proposed structure or building conforms to the purpose and intent of the General Plan and Zoning Ordinance.

The project site is identified in the 2040 General Plan as being located within the Commercial Core and a part of "Auto Row". Auto-related uses are acceptable in the commercial land use category and are encouraged as a preferred establishment over other commercial retail uses (LU-9-1). The proposed project is located on a site zoned for commercial use and complies with all applicable regulations of the Zoning Ordinance. In addition, the proposed use is allowed in the C zone district, with the approval of a Conditional Use Permit. The site is located within the Town's "Auto Row" and compliments nearby existing land uses. Therefore, the proposed project conforms to the purpose and intent of the General Plan and Zoning Ordinance.

The use will not constitute a nuisance to neighboring persons or properties.

Neighboring properties include additional automotive dealerships, retail uses, public, and residential community. The proposed project meets all the standards identified in the Zoning Ordinance. During project construction, the Town will require implementation of Best Management Practices (BMPs) for dust control and storm pollution prevention. The project will be required to comply with Colma Municipal Code Section 5.04.220 (Standard Hours of Construction). This project will not create a significant impact on the surrounding area.

Findings Related to Amended Design Review

The project site is in the DR(S) Spanish Mediterranean Overlay Zone. Development in the portion of the DR zone which are designated with an "(S)" shall incorporate building, site and landscape design elements representing the Spanish/Mediterranean style. However, pursuant to Colma Municipal Code Section 5.03.300 (a)(1), an exception can be granted:

"5.03.300 Restrictions and Procedures Applicable to the "DR" Design Review Zone.

- (a) Applicability. The requirements of this section shall apply to all site, landscape and building plans, whether submitted in connection with the construction of a new building or an alteration or modification to the structure or façade of an existing building, within the area described in Section 5.03.040(d) with the following exceptions:

- (1) An addition or modification to an existing building where the addition or modification, if it were to conform to the DR standards, would clash with the building's established architectural theme."

The existing building consists of modern architectural theme. By requiring the proposed service center to comply with Spanish Mediterranean architecture, there would be a clash with the

established architectural theme. Therefore, it is recommended that the City Council grant an exception to allow for modern design architecture.

In addition to the new buildings, the project will include a new trash enclosure and landscape improvements.

COUNCIL ADOPTED VALUES

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

SUSTAINABILITY IMPACT

The project will provide sustainability improvements to the site. The stormwater management strategy for the site will consist of bioretention areas along the front and rear of the property, which will meet the Municipal Regional Stormwater NPDES Permit (MRP) standards and improve water quality leaving the site. The stormwater improvements will also allow for infiltration to reduce the existing quantity of water entering the storm drain system.

ALTERNATIVES

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

1. Direct staff to bring back a resolution to deny the Amended Conditional Use Permit and Design Review. If this alternative is selected, staff recommends that the City Council articulate concerns and the reasons for selecting this alternative.

CONCLUSION

Staff recommends that the City Council adopt the resolution approving the Amended Conditional Use Permit and Design Review subject to the findings and recommended conditions of approval.

ATTACHMENTS

- A. Resolution 2023-____, Approving an Amended Conditional Use Permit and Design Review and granting an exception to the Spanish Mediterranean Design Review Overlay to allow for an Auto Dealership Expansion by adding a new Service Center to the existing Auto Dealership at 600 Serramonte.
- B. Project Plan Set which includes existing site plan, proposed site plan, existing site elevations, proposed site elevations, existing building plan and new building plans.
- C. Project Operations Memo

RESOLUTION NO. 2023-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION APPROVING AN AMENDED CONDITIONAL USE PERMIT AND GRANTING
AN EXCEPTION TO THE SPANISH MEDITERRANEAN DESIGN REVIEW OVERLAY TO
ALLOW FOR AN AUTO DEALERSHIP EXPANSION BY ADDING A NEW SERVICE CENTER
TO AN EXISTING AUTO DEALERSHIP LOCATED AT 600 SERRAMONTE BOULEVARD -
APN: 008-392-140, PURSUANT TO CEQA GUIDELINE 15332**

Property Owner: Greek Orthodox Memorial Park

Lessee: Mathew Zaheri

Location: 600 Serramonte Boulevard

Assessor's Parcel Number: 008-392-140

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

1. BACKGROUND

(a) The Town has received an application from Mathew Zaheri for approval of an Amended Conditional Use Permit and Design Review for the property at 600 Serramonte Boulevard (APN: 008-392-140).

(b) Pursuant to Section 15332 of the California Environmental Quality Act (CEQA) Guidelines, Class 32 Projects Categorized as in-fill development are Categorically Exempt from CEQA review.

(c) A notice of public hearing was mailed to all property owners within 300 feet of the subject property on September 14, 2023. In addition, a notice of public hearing was posted on the three Town of Colma bulletin boards, on September 14, 2023.

(d) The City Council has considered the Amended Conditional Use Permit and Design Review, the accompanying staff report, and all relevant evidence presented at the September 27, 2023, public meeting.

(e) The City Council has duly considered said application, the staff report, and public comments thereon.

2. FINDINGS

The City Council finds that:

Findings Relating to California Environmental Quality Act (CEQA) Review

Pursuant to Section 15332 of the CEQA Guidelines (In-fill Development Projects), projects characterized as in-fill development are Categorically Exempt from further environmental review based upon the findings provided below:

Section 15332 Class 32 consists of projects characterized as in-fill development meeting the conditions described in this section.

- (a) **The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.**

The General Plan land use designation is Commercial, and the zoning is Commercial ("C") with a Design Review Spanish Mediterranean Overlay Zone (DR(S)). Within the General Plan text, a list of appropriate retail and service uses are listed to serve the community, with auto-related uses listed as acceptable in the commercial land use category. The Town of Colma Commercial Zoning code encourages a wide range of commercial uses. The project has been designed consistent with the Town's Zoning regulations.

- (b) **The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.**

The applicant leases the project site from the Greek Orthodox Memorial Park. The project site boundaries were established in a lease agreement with the property owner and by the Town's General Plan land use and Zoning district boundaries. The project site area has been identified as 70,800 square feet (1.6 acres), which is less than five acres. The project site is surrounded by urban uses, which includes Colma Town Hall, Kohl's, and a cemetery.

- (c) **The project site has no value as habitat for endangered, rare or threatened species.**

The project site is located near Colma Creek. The 2040 General Plan EIR states that "Colma Creek flows from the San Bruno Mountains through Colma to the San Francisco Bay. While portions of the creek provide habitat and could support protected species, the portions of the creek that flow through Colma flows mostly underground. While portions of the creek daylight in town, it is concrete-lined and does not provide habitat." The 2040 General Plan states "that riparian vegetation, largely willow and alder, is limited to the banks along open sections of Colma Creek." There is a small open section west of City Hall (adjacent to the subject site). The project would not alter or disturb the creek area, based upon the evaluation of the civil improvement plans prepared for the project. The site does have an existing chain link fence that prevents access to the creek and the project proposes silt fencing as part of the BMPs required by the RWQCB and NPDES requirements during the construction phase of the project. The 2040 General Plan stated that the State and federally listed endangered San Francisco garter snake seeks the Red-legged frog as a food source, and there are no known populations of the snake in the town. The garter snake may have once been found along Colma Creek when it was a natural creek, but the current culverted condition of the creek is not suitable habitat. Because the project would not disturb the creek or the riparian habitat, there would be no impact on endangered, rare, or threatened species from the project.

- (d) **Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.**

The auto related use is consistent with the Colma 2040 General Plan vision for Serramonte Boulevard as an "Auto Row". Because the 2040 General Plan had a vision for the Commercial Core that included the "Auto Row", the 2040 FEIR (although at a program level) did consider the existing auto related uses. From the January 2020 Existing Conditions Report for the 2040 General Plan, Serramonte Boulevard and Collins Avenue were found to have excess vehicular

roadway capacity, meaning the width (in the case of Collins Avenue) or number (in the case of Serramonte Boulevard between Junipero Serra Boulevard and El Camino Real) of travel lanes in each case could be reduced without significant impacts to vehicle travel times. Based upon this information, the Town completed a Streetscape Master Plan for Serramonte Boulevard and Collins Avenue. The plan proposes a lane reduction for the section of Serramonte Boulevard from Serra Center Driveway to El Camino Real to allow for wider sidewalks, landscaping and two pedestrian crosswalks. Parking is not allowed on Serramonte Boulevard. Loading and unloading of car carriers or other vehicles on the street is prohibited. Because the Streetscape Master Plan and 2040 General Plan envisioned the "Auto Row" uses, which included the proposed site, there would be no impacts to traffic or circulation from the project.

The January 2020 Existing Conditions Report for the 2040 General Plan states that "Due to the character of Colma as a Town of cemeteries, the noise environment is generally a peaceful one. A minor amount of noise is generated from residential and cemetery areas by equipment such as lawn motors, air conditions, construction equipment and power tools. Noise from light industrial and auto repair activity generally located on Mission Road and Collins Avenue, have limited impact on the overall noise environment. The primary contributor to the Colma noise environment is vehicular traffic on major thoroughfares." The major thoroughfares include El Camino Real, Junipero Serra Boulevard and Serramonte Boulevard. The existing dealership is expanding to include auto repair that would be within an enclosed building. As stated in the January 2020 Existing Conditions Report, auto repair activity has limited impact on the overall noise environment. Further there are no sensitive receptors (residences, hospitals, schools, nursing homes etc.) near the project site. The project will also be required to comply with Colma Municipal Code Section 5.04.220 (Standard Hours of Construction) which applies to all construction in the City and will ensure that noise related impacts during construction are less than significant.

Colma's air quality is generally good, due in large part to the marine influence which carries pollutants away from Colma. The largest source of air pollution in Colma is vehicular traffic. The 2040 General Plan stated that "As future development takes place in Colma, it is anticipated it will be similar in nature to what already exists. Industries that produce concentrated amounts of air pollution are not planned in town". The project would be required to comply with all applicable the Bay Area Air Quality Management District requirements. Further there are no sensitive receptors (residences, hospitals, schools, nursing homes etc.) near the project site. As well, the auto related use was planned for in the 2040 General Plan. Given the foregoing there would be no impact on air quality.

The Town complies with the Municipal Regional Stormwater Permit (MRP), issued by the San Francisco Regional Water Quality Control Board (RWQCB) for its stormwater pollution control measures. Local agencies in San Mateo County are required to reduce surface water drainage pollution runoff and establish control measures in development projects, which provide specific guidelines on design measures for runoff of pollutants of concern, source controls, stormwater treatment measures, hydromodification management, and construction site controls. To address flow-related impacts of stormwater runoff, the Town also enforces National Pollutant Discharge Elimination System (NPDES) permits that are issued to industrial and construction activities. Colma has established preferred Best Management Practices (BMPs) for adoption into a Stormwater Management Plan. The project has prepared a Stormwater Management Plan that has been accepted by the Town's Engineering Division. The stormwater management strategy for

the site will consist of bioretention areas along the front and rear of the property, which will meet the Municipal Regional Stormwater NPDES Permit (MRP) standards and improve water quality leaving the site. The stormwater improvements will also allow for infiltration to reduce the existing quantity of water entering the storm drain system. The project will comply with all RWQCB and NPDES requirements.

(e) **The site can be adequately served by all required utilities and public services.**

The project is an expansion of an existing building where there are public services located along Serramonte Boulevard.

CEQA Guidelines section 15300.2

None of the exceptions set forth in CEQA Guidelines section 15300.2 with regard to the use of categorical exemption from CEQA have application here.

Findings Related to Granting an Amended Conditional Use Permit

Section 5.03.410 of the Colma Municipal Code requires that certain findings be made for approval of a Conditional Use Permit. These findings are also required for an amended Conditional Use Permit. These findings apply to the project as follows:

The proposed Conditional Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.

The use is consistent with the Colma General Plan vision for Serramonte Boulevard as described in the 2040 General Plan (pages LU 4, 25, and 26). The 2040 General Plan specifically states, "Land uses should be consistent with existing uses in the Commercial Core Planning Area with a variety of retail and service commercial uses in the shopping centers, primarily auto dealers on Serramonte Boulevard, and service commercial uses on Collins Avenue. Uses on Collins Avenue should be auto service-related businesses that do not attract a large amount of traffic and support the function of Auto Row." Specifically, the parcel where this business currently operates is designated on the land use map for commercial use. Auto-related uses are acceptable in the commercial land use category and are encouraged as a preferred establishment over other commercial retail uses (LU-9-1).

The Colma Commercial Zoning code is specifically broad to encourage a wide range of commercial uses. Thus, the proposed use is also consistent with the Town's Zoning provisions.

Granting the Conditional Use Permit will not be detrimental to the public health, safety, or public welfare, or materially injurious to the properties or improvements in the vicinity.

The project site is identified in the 2040 General Plan as being located within the Commercial Core and a part of "Auto Row". Existing businesses and uses along the Serramonte Boulevard corridor include auto dealerships, commercial/retail, cemetery, the Creekside Villas (along El Camino Real) and Town Hall. From the January 2020 Existing Conditions Report for the 2040 General Plan, Serramonte Boulevard and Collins Avenue were found to have excess vehicular roadway capacity, meaning the width (in the case of Collins Avenue) or number (in the case of Serramonte Boulevard between Junipero Serra Boulevard and El Camino Real) of travel lanes in each case could be reduced without significant impacts to vehicle travel times. Based upon this

information, the Town completed a Streetscape Master Plan for Serramonte Boulevard and Collins Avenue. The plan proposes a lane reduction for the section of Serramonte Boulevard from Serra Center Driveway to El Camino Real to allow for wider sidewalks, landscaping and two pedestrian crosswalks. Parking is not allowed on Serramonte Boulevard. Loading and unloading of car carriers or other vehicles on the street is prohibited.

During project construction, the Town will require implementation of BMPs for dust control and storm pollution prevention. The project will be required to comply with Colma Municipal Code Section 5.04.220 (Standard Hours of Construction) for noise related impacts during construction. This project will not create a significant impact on the surrounding area.

Existing property uses, large or small, will not be detrimentally affected by the proposed Use Permit.

The existing lot includes an auto dealership. Surrounding uses include auto dealerships, cemetery, commercial/retail, Creekside Villas (along El Camino Real) and Town Hall. All auto-related service activity will be contained within a fully enclosed building, except for auto sales and auto inventory. The January 2020 Existing Conditions Report for the 2040 General Plan states that “Due to the character of Colma as a Town of cemeteries, the noise environment is generally a peaceful one. A minor amount of noise is generated from residential and cemetery areas by equipment such as lawn motors, air conditions, construction equipment and power tools. Noise from light industrial and auto repair activity generally located on Mission Road and Collins Avenue, have limited impact on the overall noise environment. The primary contributor to the Colma noise environment is vehicular traffic on major thoroughfares.” The major thoroughfares include El Camino Real, Junipero Serra Boulevard and Serramonte Boulevard.

The existing dealership is expanding to include auto repair that would be within and enclosed building. As stated in the January 2020 Existing Conditions Report, auto repair activity has limited impact on the overall noise environment; therefore, existing properties would not be impacted by the proposed use.

The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma

The Amended Conditional Use Permit will not constitute the grant of a special privilege, as the auto related use is consistent with the Commercial zoning district and the General Plan land use designation. Auto-related use are preferred establishments over other commercial retail uses along “Auto Row”. The proposed auto service center will be compatible with other uses in the surrounding area. In addition, similar uses are allowed on other parcels within the same Commercial zone illustrating that this is not a special privilege being granted but is consistent with other uses in the same zone district.

The City Council is satisfied that the proposed structure or building conforms to the purpose and intent of the General Plan and Zoning Ordinance.

The project site is identified in the 2040 General Plan as being located within the Commercial Core and a part of “Auto Row”. Auto-related uses are acceptable in the commercial land use category and are encouraged as a preferred establishment over other commercial retail uses

(LU-9-1). The proposed project is located on a site zoned for commercial use and complies with all applicable regulations of the Zoning Ordinance. In addition, the proposed use is allowed in the C zone district, with the approval of a Conditional Use Permit. The site is located within the Town's "Auto Row" and compliments nearby existing land uses. Therefore, the proposed project conforms to the purpose and intent of the General Plan and Zoning Ordinance.

The use will not constitute a nuisance to neighboring persons or properties.

Neighboring properties include additional automotive dealerships, retail uses, public, and residential community. The proposed project meets all the standards identified in the Zoning Ordinance. During project construction, the Town will require implementation of Best Management Practices (BMPs) for dust control and storm pollution prevention. The project will be required to comply with Colma Municipal Code Section 5.04.220 (Standard Hours of Construction). This project will not create a significant impact on the surrounding area.

Findings Related to Amended Design Review

The project site is in the DR(S) Spanish Mediterranean Overlay Zone. Development in the portion of the DR zone which are designated with an "(S)" shall incorporate building, site and landscape design elements representing the Spanish/Mediterranean style. However, pursuant to Colma Municipal Code Section 5.03.300 (a)(1), an exception can be granted:

"5.03.300 Restrictions and Procedures Applicable to the "DR" Design Review Zone.

(a) Applicability. The requirements of this section shall apply to all site, landscape and building plans, whether submitted in connection with the construction of a new building or an alteration or modification to the structure or façade of an existing building, within the area described in Section 5.03.040(d) with the following exceptions:

(1) An addition or modification to an existing building where the addition or modification, if it were to conform to the DR standards, would clash with the building's established architectural theme."

The existing building consists of modern architectural theme. By requiring the proposed service center to comply with Spanish Mediterranean architecture, there would be a clash with the established architectural theme. Therefore, it is recommended that the City Council grant an exception to allow for modern design architecture.

In addition to the new buildings, the project will include a new trash enclosure and landscape improvements.

3. ORDER-CONDITIONS OF APPROVAL

The City Council approves the Amended Conditional Use Permit and Design Review for a 19,550 square foot Automotive Dealership and Service Center located at 600 Serramonte Boulevard within the Town of Colma. The site improvements shall include:

- Ground Floor Expansion/14 Service Bays: 8,699 square feet
- Second Floor Parts Storage: 2,833 square feet
- New Service Center Canopy: 1,413 square feet
- Existing Sales Building: 5,630 square feet

- o Existing Canopy: 975 square feet

The project is subject to the full and faithful performance of each of the general terms and conditions sets forth in this Resolution and the following project-specific conditions:

Conditions of Amended Conditional Use Permit

1. Approval. The Conditional Use Permit is approved solely for the operation of an Auto Dealership and Service Center as described in the applicant's proposed statement of operations on file with the Planning Department and as explained in the staff report date September 27, 2023. Any expansion, intensification, or changes to the uses approved under this Conditional Use Permit shall be permitted only upon amendment of this Conditional Use Permit or approval of a separate Conditional Use Permit.
2. Time Limits: The Conditional Use Permit approval granted pursuant to this Resolution shall remain in effect for one year from approval date. If this Use Permit is about to expire with no building permit being issued by the expiration date, the applicant may submit an application for a one (1) year extension of the Use Permit to the Planning Department pursuant to Section 5.03.422 (b) of Colma Municipal Code.
3. All Uses Within a Building. The Permittee shall conduct all service-related activity within a fully enclosed building, with the exception of automobile inventory and sales. The service canopy can also be included in service-related activity.
4. Nuisances. The Permittee shall not allow any nuisance to be maintained at the premises.
5. Minor Changes. Minor changes to the approved use of the site may be approved administratively by the City Planner or designee.
6. Parking. Parking shall be designated for new and used inventory, customer parking, and customer vehicle parking for the service center. No off-site parking shall be allowed for customers. Employees shall park off-site, with shuttle provided by the dealership. The Agreement with Daly City Serramonte Center, LLC to provide additional parking at 3 Serramonte Center for overflow and employee parking shall remain valid unless an amendment to the Conditional Use Permit is requested or all parking is provided onsite.
7. Access for Delivery Trucks. Suitable access for delivery trucks shall be maintained, and at no time shall delivery trucks be allowed to park on Serramonte Boulevard or in the fire lanes during loading or unloading activities.
8. Noise. If the Town receives verified noise complaints from adjacent building tenants, the Applicant shall modify business practices and/or install further noise control features, such as noise insulation, to the satisfaction of the City Planner and Building Official.
9. Trash Enclosure and Service. The permittee must subscribe to a regular refuse and recyclable items collection service (minimum pick-up of once per work and abide by the Town's Recycling Ordinance). Any outdoor trash enclosure proposed for use should be roofed and plumbed to the sanitary sewer system.
10. Outdoor Material Storage. Outdoor material storage should be within enclosed and contained

areas to prevent any non-stormwater discharges into the storm drainage system and waterways.

11. Outdoor Use. All activities for the business shall be conducted within the building. Car washing and detailing is not an allowed activity under this permit.

Conditions of Amended Design Review Approval

12. Approved Plans. This approval is for the project presented in the approved Project Plans submitted to the Planning Department on August 10, 2023, prepared by JTG Architecture and on file in the office of the City Planner. All plans submitted for required permits and subsequent development and construction shall be in substantial compliance with these documents, subject to the changes and conditions set out herein.

13. Standard Parking Spaces. Standard parking spaces in the customer and employee parking lot shall be no smaller than 9 feet wide and 18 feet long and compact spaces shall be no longer 8 feet by 16 feet. Disabled parking spaces shall meet ADA width and overhead clearance requirements. All parking spaces shall be served by an access aisle no smaller than 24 feet wide. Spaces and aisles are permitted to be narrower in the inventory area.

14. Lighting Plans. Final lighting plans (with light measurements to the front property lines) shall be submitted to the Planning Department prior to the issuance of a building permit.

15. Colors and Materials. Exterior colors and materials for the building must be consistent with the colors and materials noted in the approved architectural plan set.

16. Clearly Labeled Address. The building shall be provided with an address that is clearly visible from the roadway to the satisfaction of the Building Official and Colma Fire Protection District.

17. Signage. All signs to be used for identification of the business and directional signage shall be subject to required sign approvals from the Town. Any signage that is not included in the plans requires review and approval with an additional sign permit. Now hiring and now open banners are permitted for display only for 90 days after opening.

18. Minor Changes. Minor changes to the approved project plans may be approved administratively by the City Planner or designee. Major changes to the approved plans shall be reviewed by the City Planner or designee to determine whether such changes require submittal and approval of a revision of the project approvals, or whether the changes require new or additional permits.

19. Permits. The Permittee shall obtain all necessary permits, including but not limited to Building Permits, demolition and permits for signage prior to construction.

20. Plans and Documents. All plans and documents shall be stamped and signed by all design professionals.

21. California Building Code. All work shall comply with the 2022 California Building Code edition.

22. ADA. ADA improvements are required and shall comply with 2022 California Building Code Chapter 11-B.

23. School Impact Fees. *The permittee shall pay school impact fees pursuant to Government Code Section 53080 to the Jefferson Union High School District and provide School District Certification to the Building Department prior to issuance of a building permit.*

Grading, Drainage and Storm Water Pollution Prevention

24. Grading and Encroachment Permit. The permittee shall apply for and obtain Grading and Encroachment Permits, and comply with all conditions therein, prior to starting any work.

25. Sewer Connection-Capacity Fee. Prior to Issuance of Town Permit(s), the property owner shall pay the sewer connection-capacity fee (as determined by the sanitary sewer district - City of South San Francisco) for change in use at the subject parcel.

26. Upgrades. A sidewalk access easement shall be dedicated to the Town of Colma if a sidewalk wrap-around is provided to achieve ADA compliance at the driveway conform (frontage sidewalk along Serramonte Boulevard). Legal description and plat shall be provided to the Town for review and approval.

27. Stormwater Management and Treatment Plan. The project shall comply with Provision C.3 and C.6 of the Municipal Regional Stormwater Permit (MRP) for stormwater treatment, Low Impact Development and Trash Capture Devices. Consistent with the preliminary Civil Grading, drainage, utility, and Improvement Plans prepared by Clifford Bechtel and Associated, LLC., Rev 2, dated August 2, 2023, the permittee shall submit a storm water management-treatment plan showing site design, source control, storm water treatment, low impact development (LID), and construction best management practices (BMP) for compliance with Provision C.3 of the Municipal Regional Storm Water Permit (MRP). Appropriate Site Design measures, Source Control measures, and Construction Best Management Practices (BMP's) shall be designed and shown on the project plans in accordance with the Stormwater Requirements Checklist for C.3 and C.6 Regulated Projects. Complete and submit the C.3 and C.6 Development Review Checklist (excel form) <https://www.flowstobay.org/preventing-stormwater-pollution/with-new-redevelopment/c-3-regulated-projects/> (under Forms and Checklists). Additional C.3 related comments may be provided after review of this checklist. The checklist shall be submitted along with the project plans.

- i. Improvement Plans. Improvement plans shall show drainage areas and location of Low Impact Development (LID) treatment measures; project watershed area; total project site area and total area of land disturbed; total new and/or replaced impervious area; treatment measures and hydraulic sizing calculations; a listing of source controls and site design measures to be implemented at the site; and supporting calculations.
- ii. Interior Floor Drains. Interior floor drains shall be plumbed to the sanitary sewer system/ treatment device acceptable to the City Engineer and shall not be connected to storm drains.
- iii. Fire Sprinkler Test Water. The project design and construction shall provide for fire sprinkler test water to be discharged into landscaped areas or the sanitary sewer system.

- iv. Air Conditioning Condensate. Condensate from air conditioning units shall be directed to landscape areas or connected to the sanitary sewer system. Any anti-algal or descaling agents must be properly disposed of.

28. Stormwater Maintenance Agreement. The property owner shall enter into a Stormwater Treatment Measures Maintenance Agreement accepting responsibility for the adequate installation/construction, operation, maintenance, inspection, and reporting of any on-site stormwater treatment measures being incorporated into the project until the responsibility is legally transferred to another entity. Storm drainage from all new and replaced hardscape areas shall be treated. The drainage from the building/downspouts and the replaced asphalt building frontage is treated before its connection to daylight/discharge point needs to be shown. The maintenance agreement shall be drafted to the satisfaction of the City Engineer and the agreement shall be recorded at the County Recorder's Office at the permittee's expense.

29. Stormwater Management Report. The Permittee shall submit a signed and stamped Stormwater Management report (this can be included in the site Hydrology and Hydraulics report) which includes the following:

- i. Narrative summary of the existing and proposed drainage conditions
- ii. Narrative summary of the proposed stormwater management approach
- iii. Calculation of pre- and post-development flows
- iv. Stormwater treatment calculations

30. Minimum Slopes. All slopes shall be shown on the plans and finished grades shall be designed to have a minimum slope of 1%. If a minimum 1% slope is not feasible, the applicant shall work with staff to design acceptable grades.

31. NOI and SWPPP. The permittee must obtain coverage under the General Construction Activity Storm Water Permit (General Construction Permit) issued by the State Water Resources Control Board (SWRCB). The permittee must file a notice of intent (NOI) with the SWRCB. The permittee will be required to prepare a stormwater pollution prevention plan (SWPPP) and submit the plan for review and approval by the City Engineer. Prior to the issuance of any construction-related permits, the permittee shall submit to the City Engineer a copy of the SWPPP and the WDID number.

32. Drain Inlets. On-site storm drain inlets shall be marked with the words "No Dumping! Flows to Bay" or equivalent.

33. Erosion and Sediment Control Plan. Project plans shall include a site-specific erosion and sediment control plan (ESC) and Construction Best Management Practices (BMP) plan sheet into the plan set. Erosion & Sediment Control Measures and Best Management Practices shall be implemented and maintained throughout the duration of construction.

34. Runoff. Runoff shall not be allowed to flow across lot lines or across property boundaries onto adjacent private property without an easement being recorded by the permittee at no cost to the Town.

35. Hazardous Materials. Prior to commencing any work on the project, the Permittee must remove all hazardous materials and remediate all contaminated soil conditions documented in the report to the satisfaction of San Mateo County. Prior to the issuance of building permits, the Permittee shall submit certification to the City Engineer that hazardous materials have been removed and that any contaminated soil conditions have been remediated.

- i. The project environmental consultant shall confirm that iron oxide and manganese found in geotechnical borings do not pose a hazard, even with the use of infiltration onsite.
- ii. Conduct sampling and testing to verify the absence of any hazardous contaminants in the soil. This work should be done under the direction of the project geotechnical engineer and environmental consultant.
- iii. Inspect the existing transformers for leaks, stains, or other evidence of PCB discharge, and establish the age of the existing transformer.
- iv. Infiltration shall be prohibited if soil contamination is found to be present onsite, or if the site operations would introduce contamination.

36. Grading and Drainage Plan. The Permittee shall submit a site Grading and Drainage Plan in cubic yards (cut and fill, include basis of quantity calculations), total area of land disturbed square footage of new and replaced impervious areas to the City Engineer for review and approval and obtain permit(s) prior to commencing any work on the project, including demolition or grading work. The Plan shall include cross-sections through all graded areas and show stabilization of the slope and disturbed areas behind the new building. The Plan shall include all recommendations contained in the Final Soils and Geotechnical Report(s). The Plan shall be prepared by a licensed civil engineer and shall be approved by the project Soils Engineer.

37. Water Efficient Landscape Regulations. The project shall comply with the Town of Colma Ordinance on Water Efficient Landscape Regulations, subchapter 5.11 of the Colma Municipal Code. The permittee shall install and maintain landscaping and irrigation in accordance with a Landscape and Irrigation Plan approved by the City Planner or designee prior to the issuance of building permits. The Plan shall include the following:

- i. Irrigation System. An automatic irrigation system shall be installed and maintained. The Irrigation component of the Plan shall detail the whole irrigation system and shall include information such as: the location of water source, point-of-connection, emergency shut-off valve(s), backflow device(s), pipelines, quick coupler valves, sprinkler heads, drip emitters, irrigation controller(s), electrical power source, moisture sensor, system drain valves, and turf, shrub and drip valve(s).
- ii. Design Landscape to Minimize Irrigation. Landscaping shall be designed to minimize irrigation. Drought-tolerant plants shall be utilized to the extent feasible.
- iii. Design Landscape to Collect Runoff and Minimize Storm Water Pollution. Where feasible, landscaping shall be designed and operated to treat storm water runoff by incorporating elements that collect, detain, and infiltrate runoff. In areas that provide detention of water, plants that are tolerant of saturated soil conditions

and prolonged exposure to water shall be specified. The use of fertilizers and pesticides that can contribute to storm water pollution shall be minimized.

- iv. *Integrated Pest Management*. Integrated pest management (IPM) principles and techniques shall be encouraged as part of the landscaping design to the maximum extent practicable. Examples of IPM principles and techniques include:
 - Select plants that are well adapted to soil conditions at the site.
 - Select plants that are well adapted to sun and shade conditions at the site. In making these selections, consider future conditions when plants reach maturity, as well as seasonal changes.
 - Install and maintain irrigation appropriate to the water requirements of the selected plants.
 - Select pest-resistant and disease-resistant plants.
 - Plant a diversity of species to prevent a potential pest infestation from affecting the entire landscaping plan.
 - Use "insectary" plants in the landscaping to attract and keep beneficial insects.
- v. *Installation Timeframe*. Installation of landscape and irrigation shall be completed prior to the final building permit inspection.

38. *Draft O&M Agreement*. The Permittee shall submit a draft Operations and Maintenance (O&M) Agreement with the building permit submittal. The maintenance agreement package should include the following:

- i. The agreement, using the latest template provided for the Town of Colma in Word format. Modifications should not be made to the agreement language or format without approval by the Town.
- ii. Exhibit A – A legal description of the property, matching the legal description from the property's title report.
- iii. Exhibit B – A reduced (8.5x11 size) copy of the stormwater treatment plans and details.
- iv. Exhibit C – (1) A Stormwater Treatment Measure O&M Report Form", prepared using the template provided in Appendix G of the SMCWPPP C.3 Regulated Projects Guide, latest edition; and, (2) A maintenance plan for onsite stormwater treatment measures prepared using the template provided in Appendix G of the SMCWPPP C.3 Regulated Projects Guide, latest edition.

Construction Activities

39. *Conditions of Approval with Plan Sets*. The conditions of approval shall be reproduced on the first page of the plans submitted for demolition, grading or building permits. Additional pages may be used if necessary. At least one copy of the stamped approved plans, along with the Approval Letter and Conditions of Approval and/or mitigations, shall be available for review at the job site at all times.

40. Underground Service Alert. Prior to commencing construction, the applicant will request an Underground Service Alert (USA) of the construction site.
41. San Francisco Public Utilities Commission (SFPUC). The applicant shall submit a shoring plan for the retaining wall construction to the SFPUC for review.
42. Traffic Control Plan. The permittee shall submit a Traffic Control Plan to the City Engineer for review and approval prior to commencing any work on the project, including demolition or grading work, for control procedures during the construction of the project. The Plan shall include at least the following: the route(s) that construction trucks shall use to access the property, identification of the access point(s) to the site, any proposed staging area for trucks waiting to enter the site, traffic management for any work within the improved portion of a public right-of-way, and any proposed traffic controls, such as the use of flag persons, to ensure the safe entry and exit of trucks accessing the project site. Throughout the construction period for the project, the permittee must faithfully implement the approved Traffic Control Plan.
43. Construction Staging Plan. Prior to the issuance of any demolition, building, or grading permit, the permittee shall submit a construction staging plan for the review and approval of the City Planner. The plan shall show where construction materials will be stockpiled prior to use, where construction debris will be collected, how frequently the debris will be removed, and where parking will be provided for construction equipment and construction workers. Construction activity on the project site shall be in compliance with the approved construction staging plan.
44. Construction Signage. Prior to commencing any work on the project, including demolition or grading work, the permittee shall post on the project site in clear view of the public right-of-way, a sign indicating hours of construction and a phone number of the permittee to call for noise complaints.
45. Construction Hours. Per Colma Municipal Code 5.04.220(c), Standard Hours of Construction, within a radius of 500 feet of any residential unit, construction related work including truck hauling is limited to Monday to Friday from 8:00 AM to 7:00 PM, Saturday, 9:00 AM to 5:00 PM, and Sunday from 12:00 PM to 5:00 PM.
46. Approved Haul Route. The Permittee shall submit proposed haul route to and from the project site, which route shall be subject to review and approval by the Public Works Director or his Designee. All contractors and suppliers shall be advised to use the approved haul route in moving materials and equipment to and from the project site.
47. Permitted Grading Season. Grading work shall be limited to the period between May 1st and September 30th unless an alternative schedule is approved in writing by the City Engineer in conjunction with the approval of an Erosion and Sediment Control Plan
48. Repairs to Public Improvements. The Permittee shall be responsible for the cost of repairs to any improvements within the public right-of-way that are damaged during construction. The permittee shall submit documentation of the existing condition of the approved haul route and the public improvements along the project's frontage, including but not limited to trees, tree grates, signs, light poles, drainage inlets, curbs, gutters, etc. to the satisfaction of the City Engineer prior to issuance of a grading or building permit. This survey shall be submitted to the City Engineer prior to issuance of a grading or building permit. This survey shall be submitted to the City Engineer for

review and approval. All damage shall be repaired to the satisfaction of the Public Works Director or his Designee Public Work Director or his Designee at no cost to the Town prior to approval of final occupancy. Notwithstanding the foregoing, all damage that is a threat to public health or safety, as determined by the Public Works Director, shall be repaired immediately.

49. Storage of Materials in the Public Roadway. No material or equipment shall be stored on the improved portion of any public roadway at any time.

50. Litter Control. Prior to the end of each workday during construction, the contractor or contractors shall pick up and properly dispose of all litter resulting from or related to the project, whether located on the property, within the public rights-of-way, or properties of adjacent or nearby neighbors.

51. Reduce Particulate Emissions. To reduce particulate matter emissions during project demolition and construction phases, the permittee shall require the construction contractors to comply with the dust control strategies developed by the Bay Area Air Quality Management District (BAAQMD) and shall include in construction contracts the following requirements:

- i. Cover the load area of all trucks hauling construction and demolition debris from the site;
- ii. Water all exposed or disturbed soil surfaces at least twice daily, or as required;
- iii. Use watering to control dust generation during demolition of structures or break-up of pavement;
- iv. Pave, apply water three times daily, at a minimum, or apply (non-toxic) soil stabilizers on all unpaved parking areas, staging areas, and areas used for vehicle access within the site;
- v. Sweep daily all paved parking areas and staging areas during the earthwork phases of construction;
- vi. Provide daily clean-up of mud and dirt carried onto paved streets from the site;
- vii. Enclose, cover, water twice daily, or as needed, or apply non-toxic soil binders to exposed stockpiles (dirt, sand, etc.);
- viii. Limit traffic speeds on unpaved roads to 15 mph;
- ix. Install and maintain sandbags or other erosion control measures to prevent silt runoff to public roadways;
- x. Replant vegetation in disturbed areas as quickly as possible; and,
- xi. Reduce Air Pollutants Related to Vehicle Operation.

52. Reduce Air Pollutants Related to Vehicle Operation. The Permittee shall ensure that the contractors shall implement measures to reduce the emissions of pollutants generated by heavy-duty diesel-powered equipment operating at the Project Site during project demolition, excavation,

and construction phases. The permittee shall include in construction contracts the following requirements or measures shown to be equally effective:

- i. Keep all construction equipment in proper tune in accordance with manufacturer's specifications;
- ii. Use late model heavy-duty diesel-powered equipment at the Project Site to the extent that it is readily available in the San Francisco Bay Area;
- iii. Use diesel-powered equipment that has been retrofitted with after-treatment products (e.g., engine catalyts) to the extent that it is readily available in the San Francisco Bay Area;
- iv. Use low-emission diesel fuel for all heavy-duty diesel-powered equipment operating and refueling at the Project Site to the extent that it is readily available and cost effective in the San Francisco Bay Area (this does not apply to diesel-powered trucks traveling to and from the site);
- v. Utilize alternative fuel construction equipment (i.e., compressed natural gas, liquid petroleum gas, and unleaded gasoline) to the extent that the equipment is readily available and cost effective in the San Francisco Bay Area;
- vi. Limit truck and equipment idling time to five minutes or less; and,
- vii. Rely on the electricity infrastructure surrounding the construction sites rather than electrical generators powered by internal combustion engines to the extent feasible.

53. *Air Quality Provisions in Contractor Agreements.* The Permittee shall incorporate the following practices into the construction documents to be implemented by the project contractor and submit evidence of compliance to the City Planner for approval prior to the issuance of any construction permit, including a grading permit. The physical separation between noise generators and noise receptors shall be maximized. Such practices include, but are not limited to, the following measures:

- viii. Use heavy-duty mufflers for stationary equipment and barriers around particularly noisy areas of the site or around the entire site;
- ix. Use shields, impervious fences, or other physical sound barriers to inhibit transmission of noise to sensitive receptors;
- x. Locate stationary equipment on portions of the project site distant from nearby residential areas to minimize noise impacts on the community;
- xi. Minimize backing movements of equipment; and,
- xii. Select and use the quieter from among available construction equipment whenever possible.

54. *Staking of Property Boundaries and Building Corners.* Prior to commencing any work on the project, the permittee shall have the property boundaries staked by a California-licensed land

surveyor or a California-registered qualified engineer. For new buildings, the written verification that the placement of the retaining walls and building comply with the approved site plan, prepared by a California-licensed surveyor or civil engineer licensed to practice surveying, shall be submitted, and found acceptable by the Building Official prior to pouring of any foundation.

55. Temporary Power Poles. Applicant shall use temporary power poles instead of generators where feasible.

56. Vector Control. Prior to commencing any grading or building demolition, the permittee shall consult with County Environmental Health regarding vector control to reduce the displacement of mice and rats from the project site to adjacent properties. The permittee shall carry out a program of vector reduction within 30 days prior to commencing construction activities. Additionally, the permittee shall distribute information to the owners of properties within 300 feet of the project site boundaries with information about what to check to reduce the likelihood of vectors entering their property and buildings.

57. Rerouting of Irrigation Laterals. If applicable, existing irrigation lateral lines servicing existing Town landscaping shall be rerouted to the satisfaction of the Public Works Department prior to construction of new driveways if the driveways conflict with the existing lines.

58. Temporary Construction Easement. If applicable, the Permittee shall obtain a Temporary Construction Easement from adjacent/affected property owners for any construction taking place on a property line.

Financial Guarantees

59. Financial Guarantees. The Permittee must post a security bond, cash deposit or letter of credit in an amount not less than 100% of the estimated cost of all off-site and/or on-site public improvements to guarantee to the Town the faithful performance of all work and all conditions contained or described in the Permit. The financial guarantee shall also include a two-year maintenance provision that provides for 10% of the bond to be held for two years to make any repairs or corrections to the public improvements identified within two years of the improvements being accepted as complete by the City. The estimated cost of the off-site public improvements shall be determined by the City Engineer, and the security must be in a form reasonably satisfactory to the City Attorney.

Colma Fire Protection District Requirements

The requirements of the Colma Fire Protection District shall be met prior to the issuance of building permit(s) for the project. For further information on the requirements of the District, the applicant may contact the Deputy Fire Marshal, Bill Pardini at bpardini@colmafd.org or (650)740-2073. A separate review fee is required as part of the building permit plan check process. These comments include:

60. Emergency Lighting: Testing of the exit and emergency lighting fixtures must be completed prior to prior final building inspection.

61. Fire Alarm: Complete plans for the fire alarm system must be submitted.

62. Fire Sprinkler: Submit plans for fire sprinkler system.

- 63. Knox Box: The existing Knox Box located in the main building should be relocated to the new building.
- 64. Fire Access: No vehicles shall block any required fire lane or driveways for access.
- 65. Fire Riser Room: A Fire Riser room is required.
- 66. Fire Hydrant: A Fire hydrant is required on site.
- 67. Fire Underground: Submit plans for changes to the existing fire underground system.
- 68. Fire Department Connection: The existing Fire Department Connection will require relocation designated by the Fire Marshal.

GENERAL CONDITIONS

69. Prior Approvals. The granting of this Amended Conditional Use Permit and Design Review approval shall supersede the approvals authorized by City Council Resolution No. 2022-34.

70. Indemnification. Permittee and its heirs, successors, and permitted assigns shall, at its sole cost and expense, indemnify, defend, protect, release, and hold harmless the Town and any agency or instrumentality thereof, including any of its officers, employees, commissions, and agents (collectively, "Indemnitees"), from and against any and all claims, actions, or proceedings (collectively, "Claims") arising out of or in any way relating to the processing and/or approval of this Project, the purpose of which is to attack, set aside, void, or annul the approval of this Project and any environmental determination that accompanies it. This indemnification shall include, but not be limited to, suits, damages, judgments, costs, expenses, liens, levies, attorney fees or expert witness fees that may be asserted or incurred by any person or entity, including the Permittee, third parties and the Indemnitees, arising out of or in connection with the approval of this Project and/or any environmental determination that accompanies it. Permittee agrees to pay directly, or timely reimburse on a monthly basis, the Town for all such costs of defense, including but not limited to, court costs, attorney fees, and time referenced herein. The Town, in its sole and absolute discretion, may elect, and the Applicant hereby agrees, to have the Applicant provide the defense of the Indemnitees subject to the Town's approval of defense council. Nothing herein shall prohibit the Town from participating in the defense of any claim, action, or proceeding. Permittee's defense and indemnification of the Indemnitees as set forth herein shall remain in full force and effect throughout all stages of any litigation challenging the Project, including any and all appeals of any lower court judgments rendered in the proceeding.

60. Permit Agreement. The Permittee must agree to comply with every term and condition herein by countersigning a copy of this approval.

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Certification of Adoption

I certify that the foregoing Resolution No. 2023-## was duly adopted at a regular meeting of said City Council held on September 27, 2023, by the following vote:

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

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk

NOTICE OF RIGHT TO PROTEST

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

AGREEMENT

Property Owner of 600 Serramonte Boulevard

The undersigned agrees to use the property on the terms and conditions set forth in this resolution.

Dated: _____

Name (printed) _____

For: Greek Orthodox Memorial, Property Owner,
600 Serramonte Boulevard

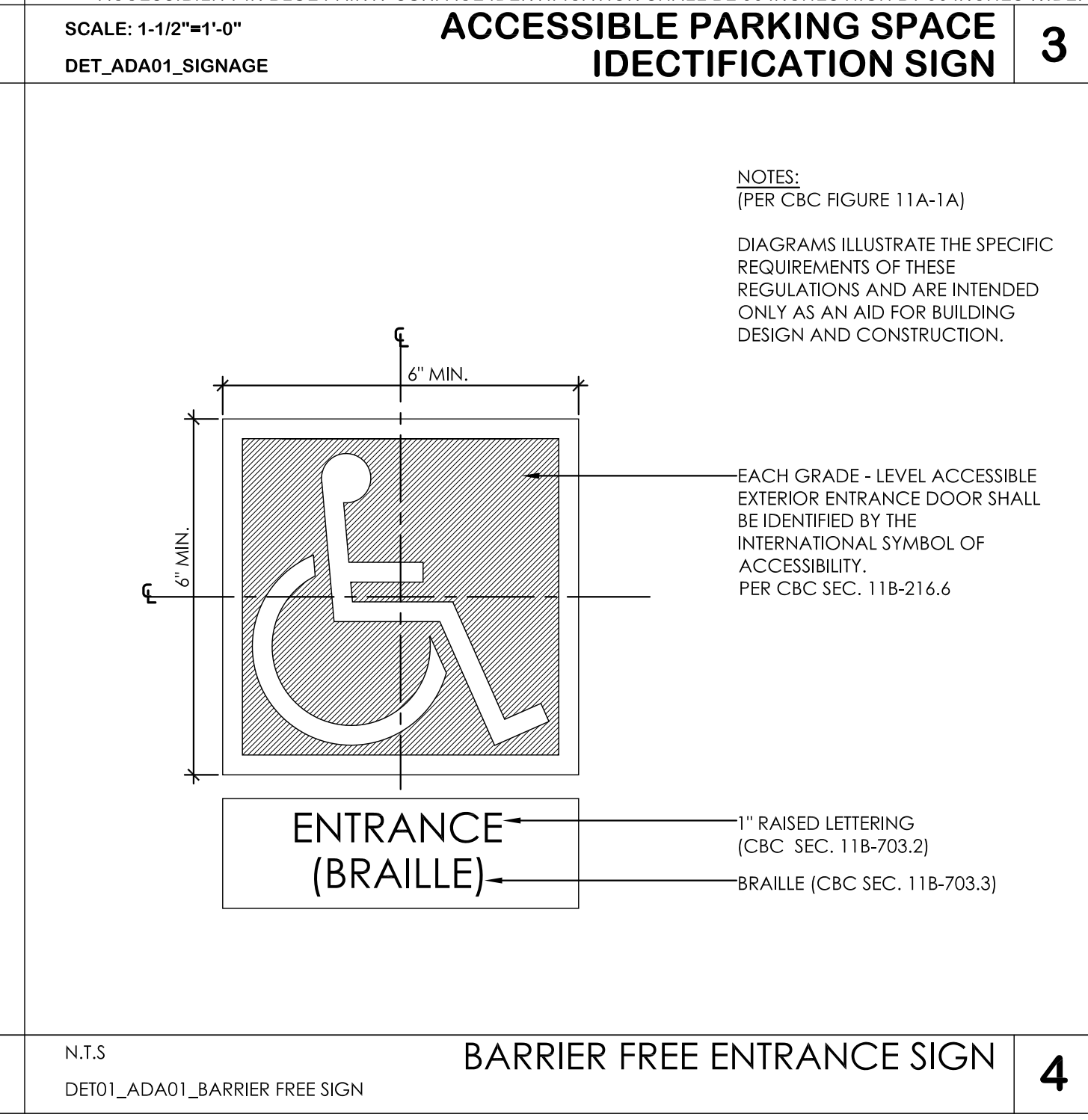
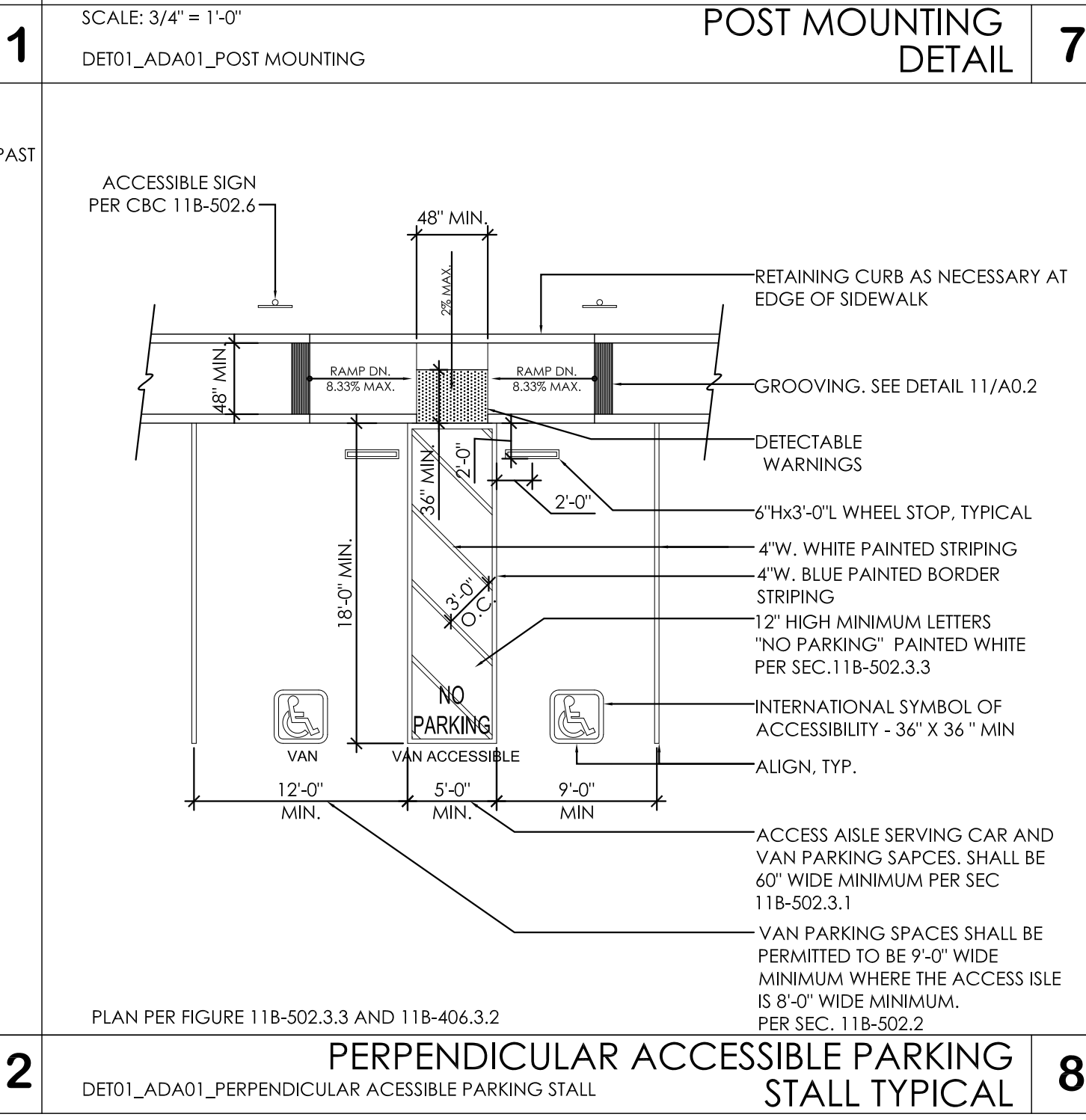
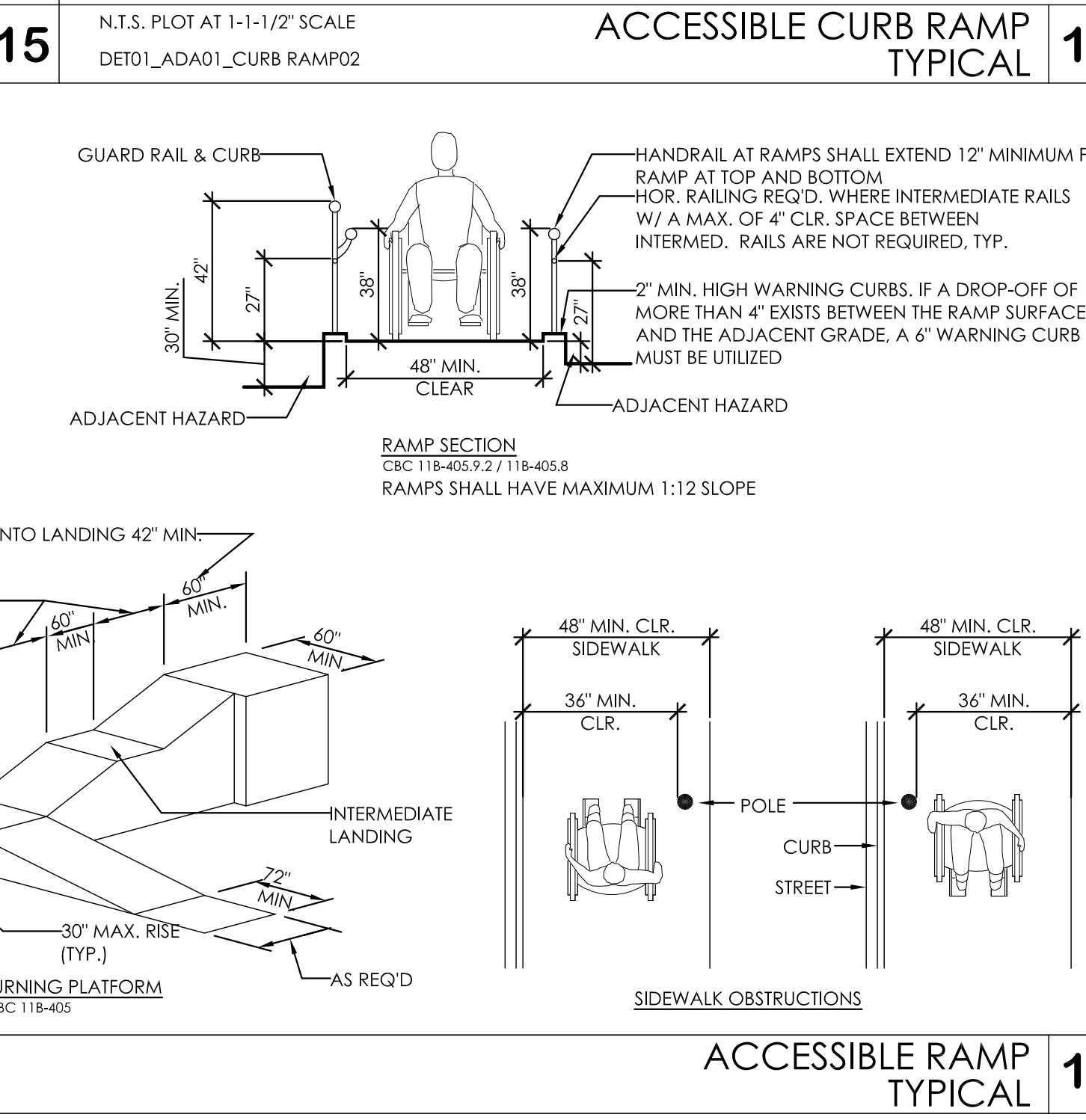
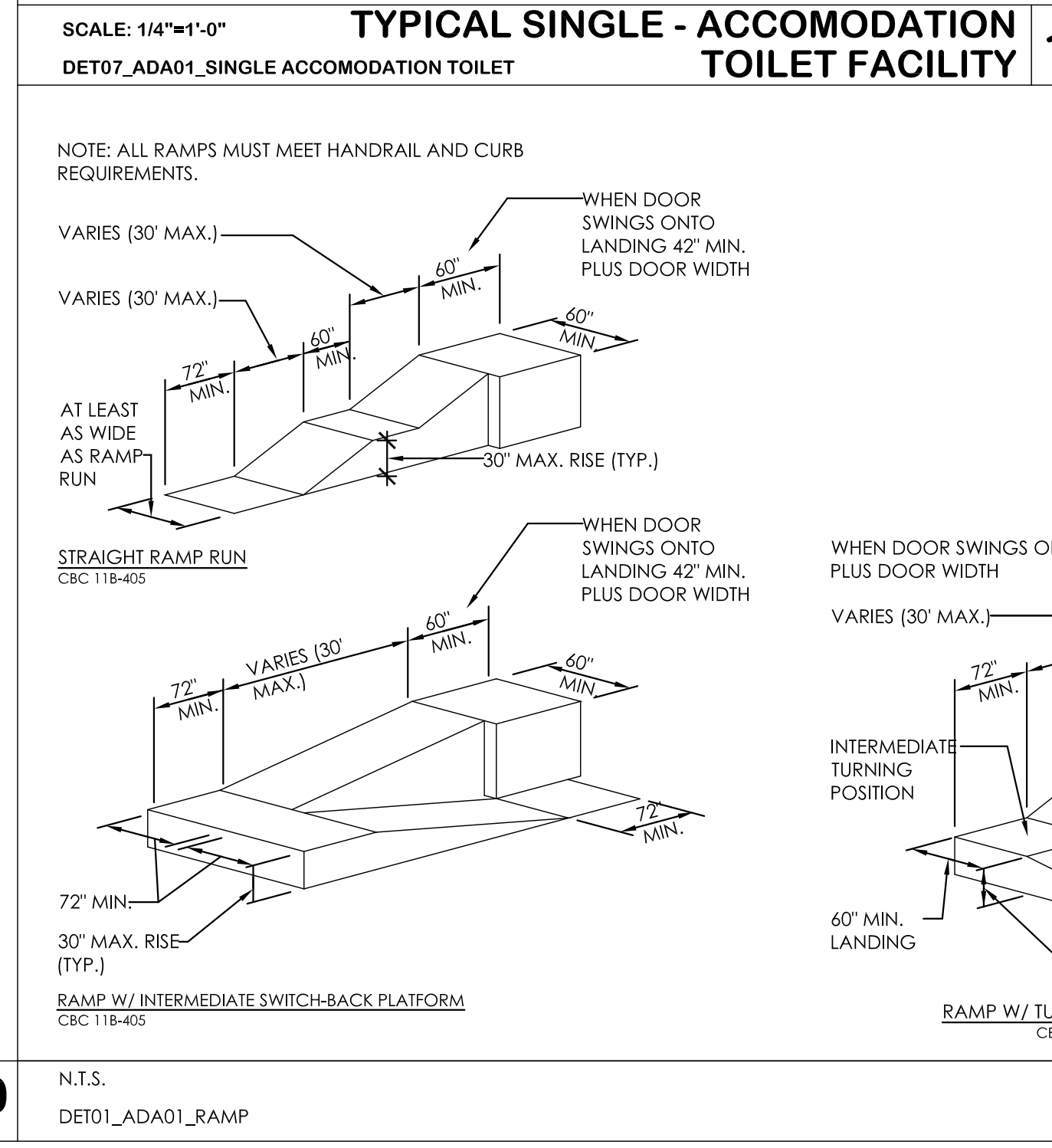
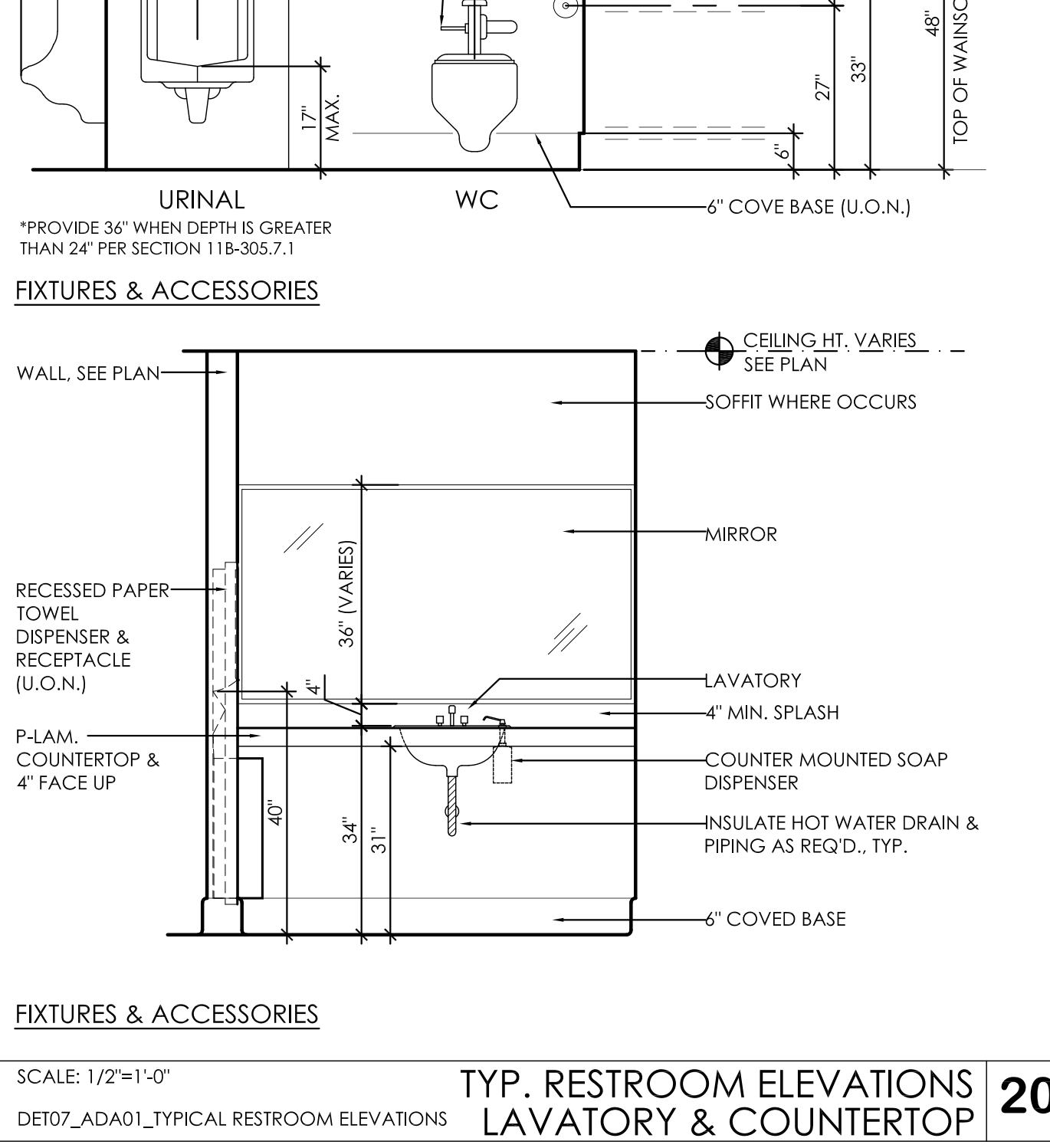
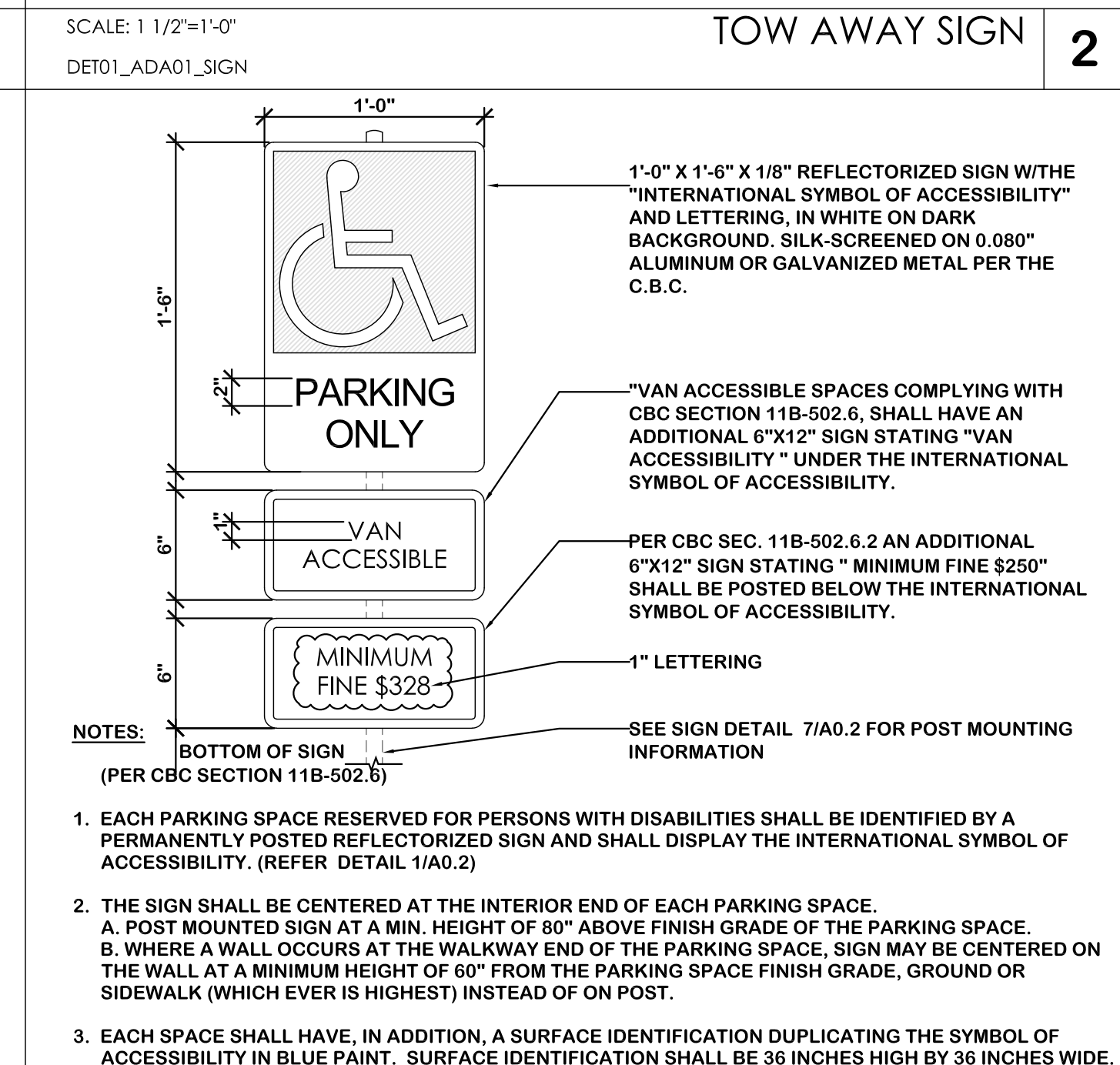
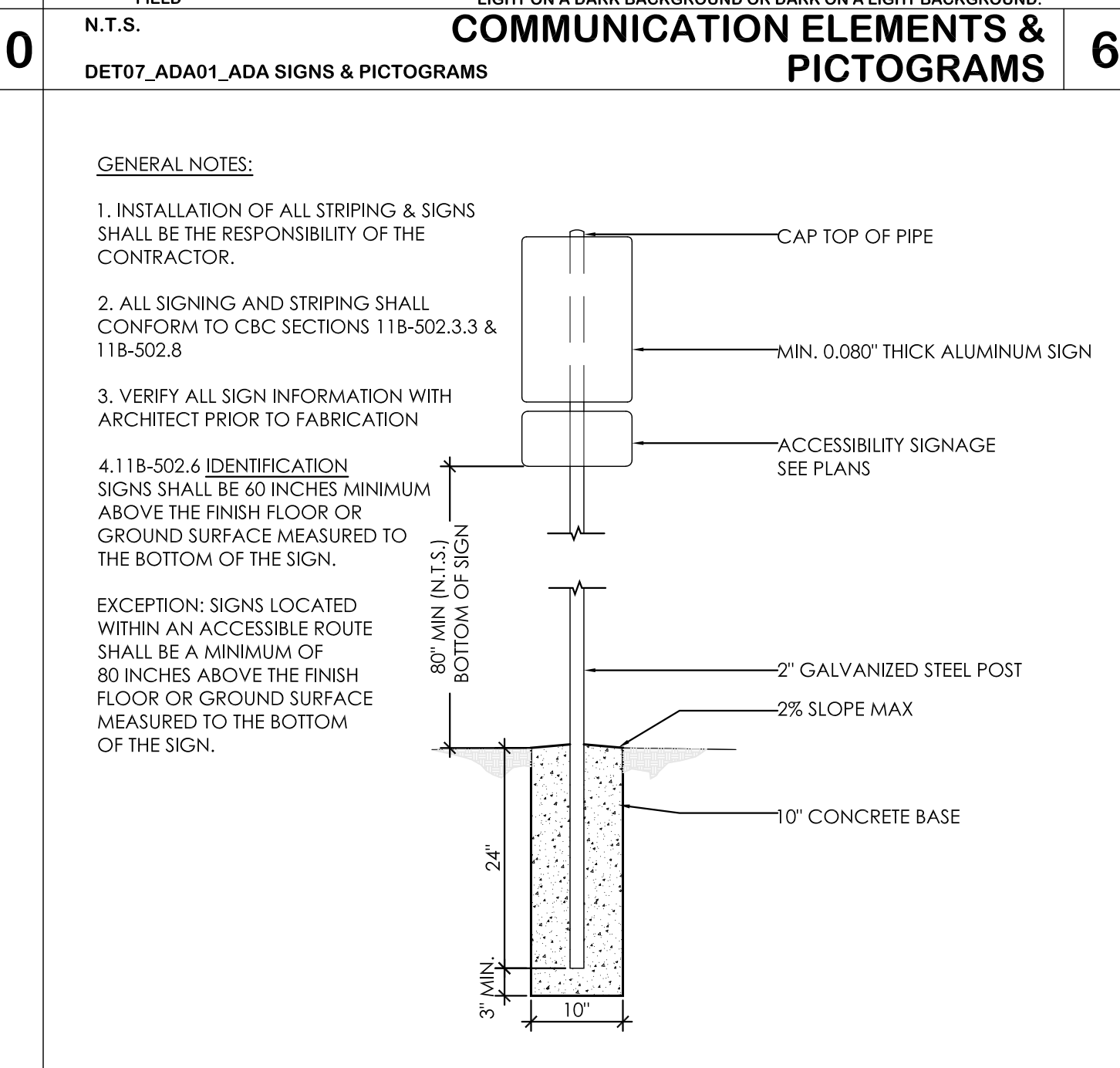
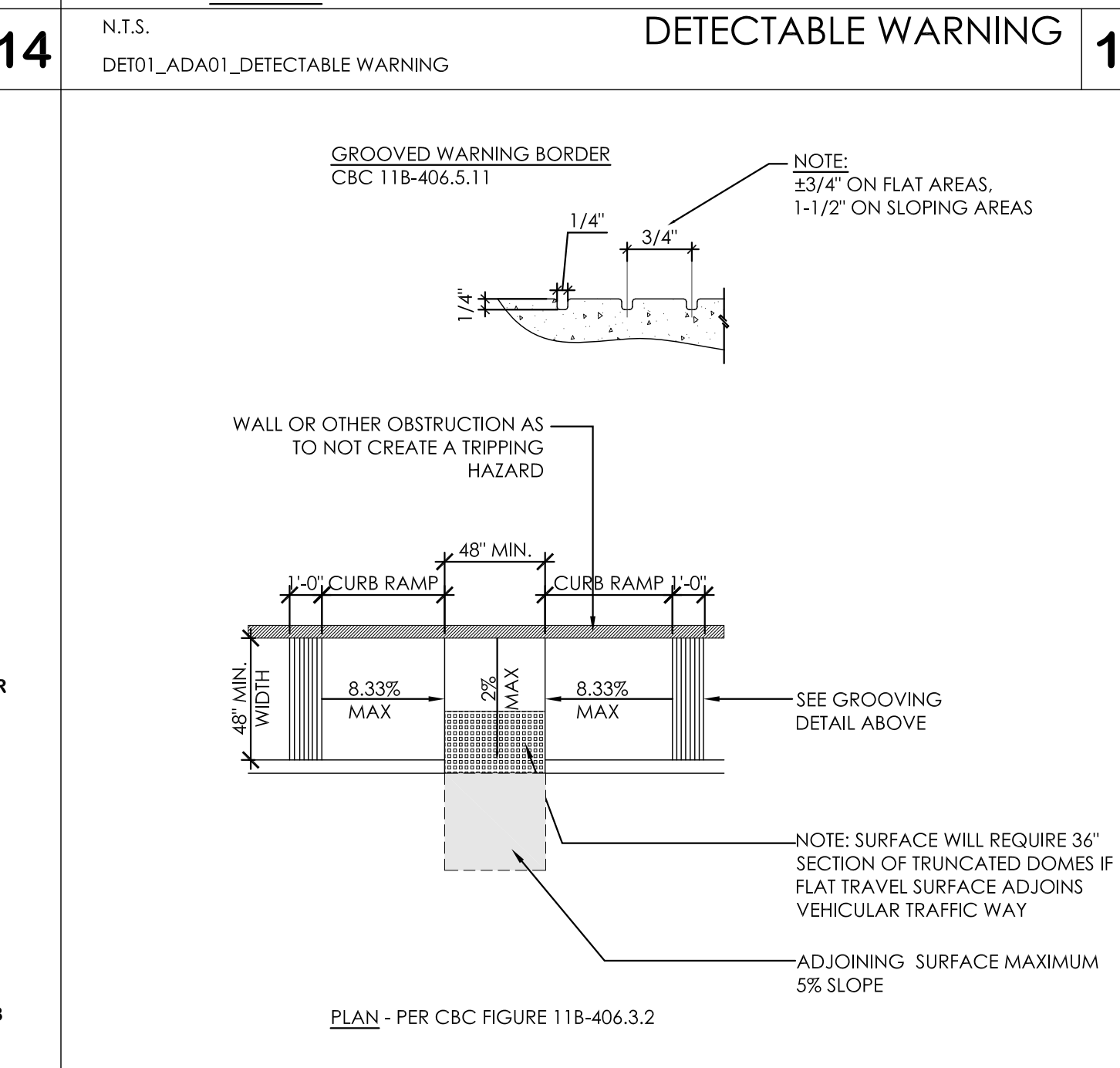
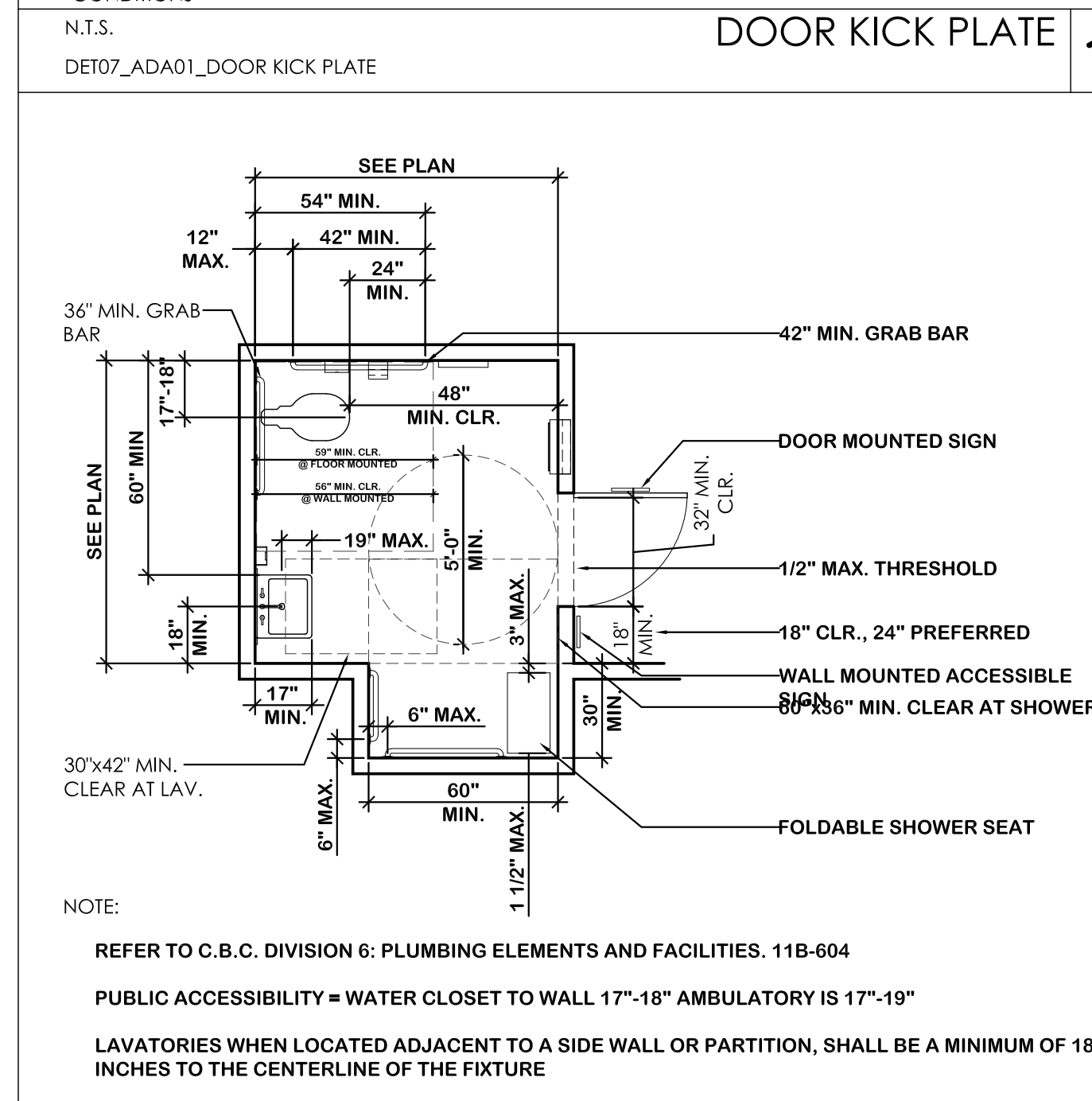
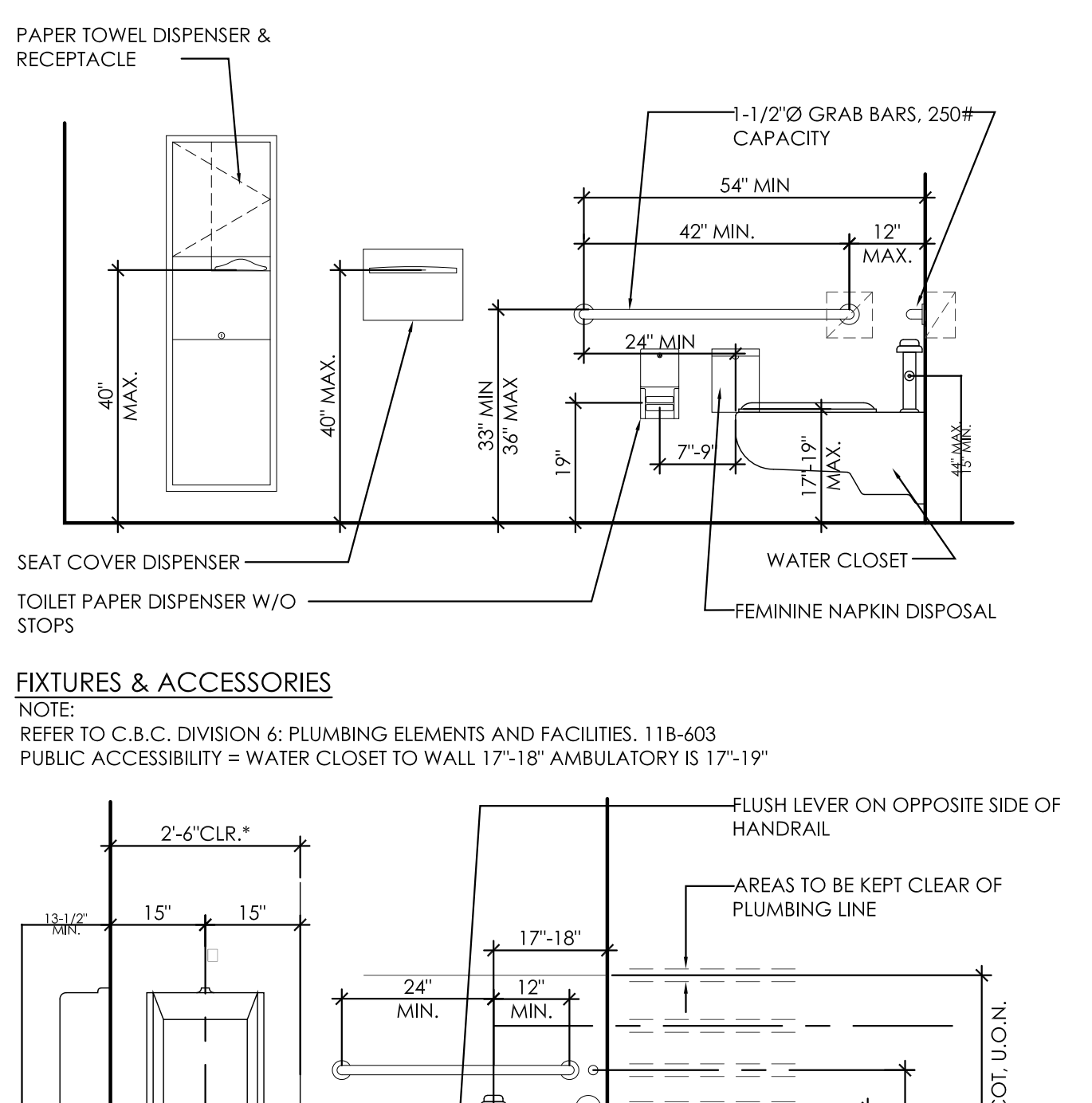
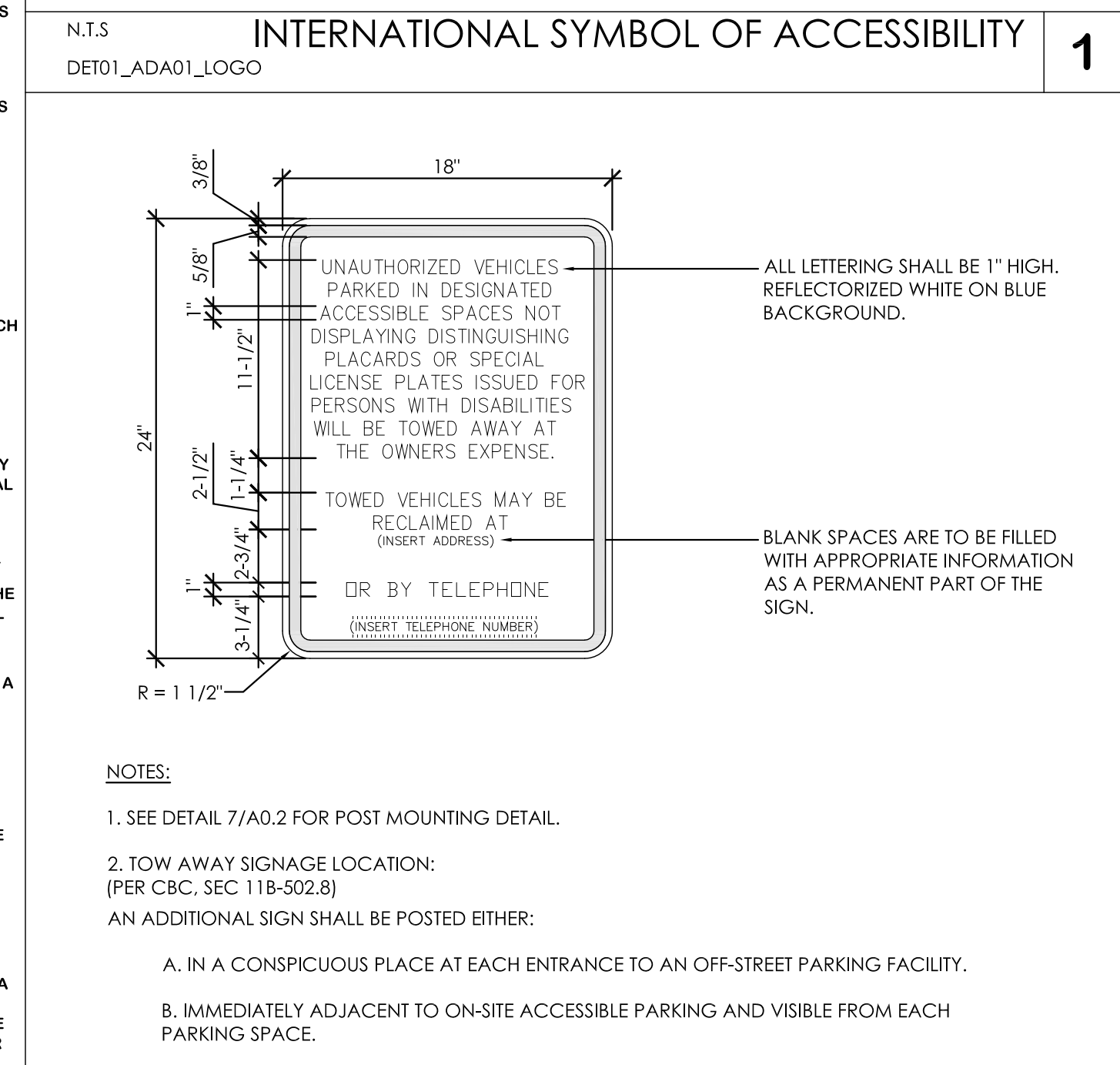
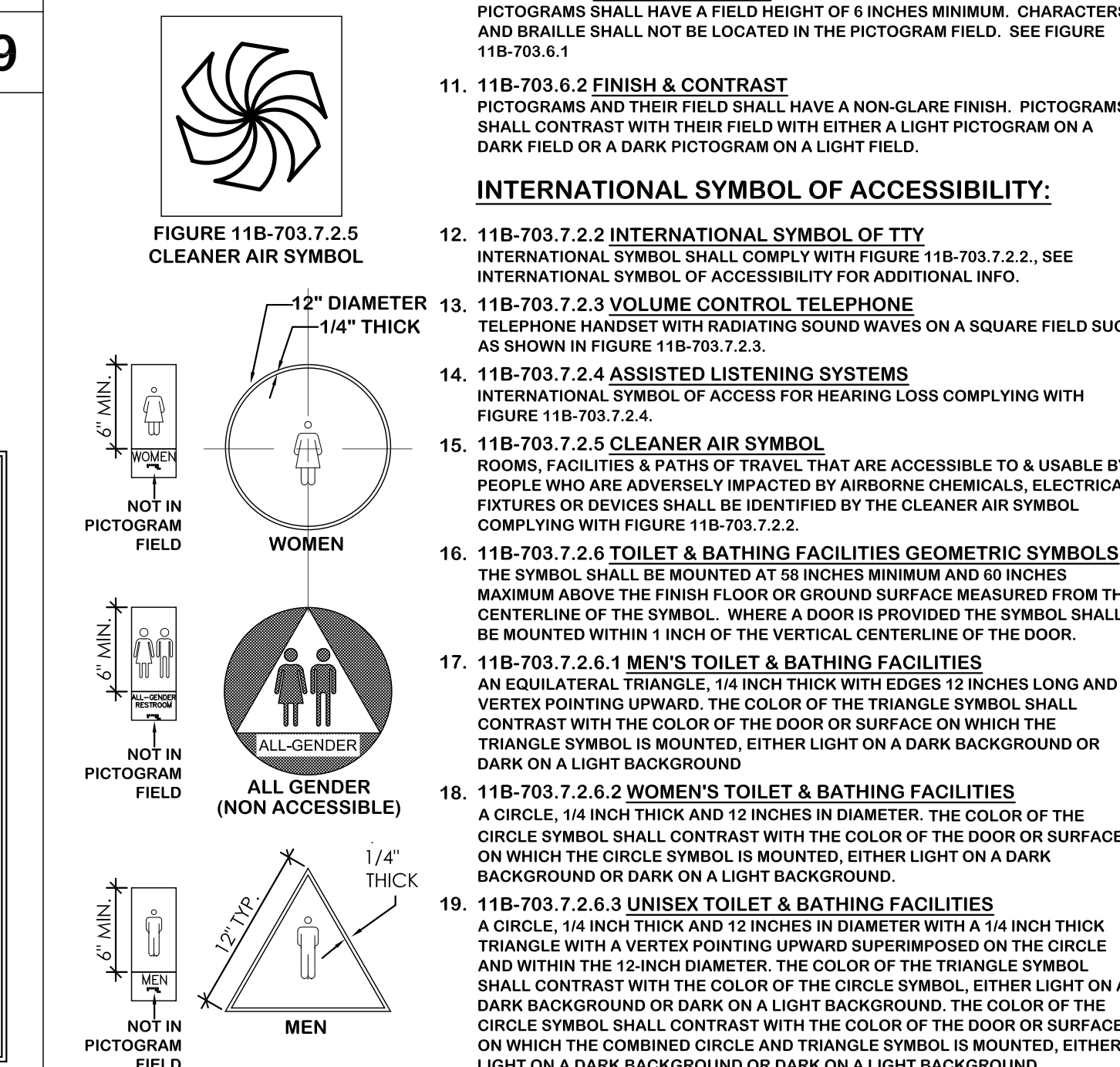
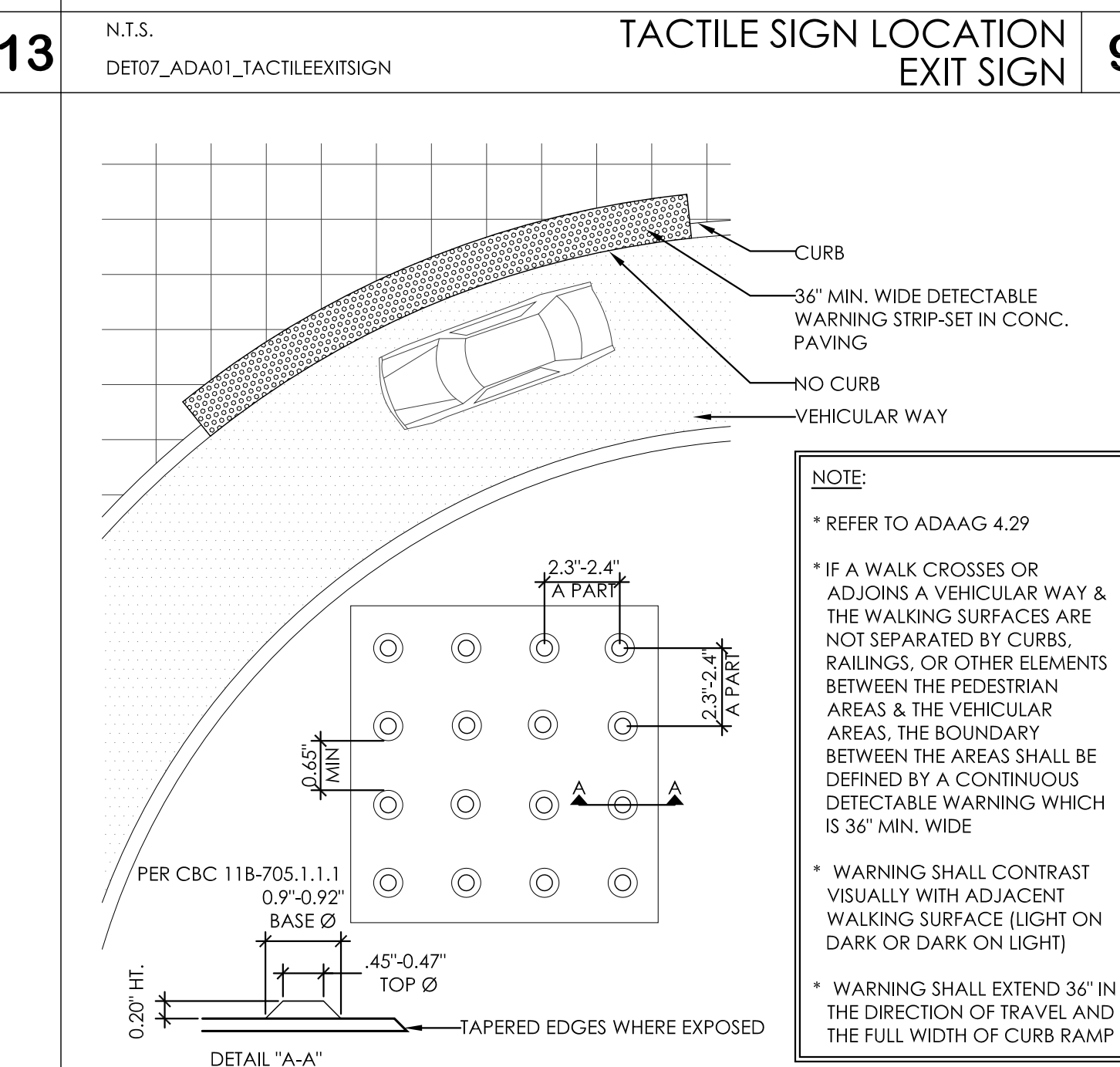
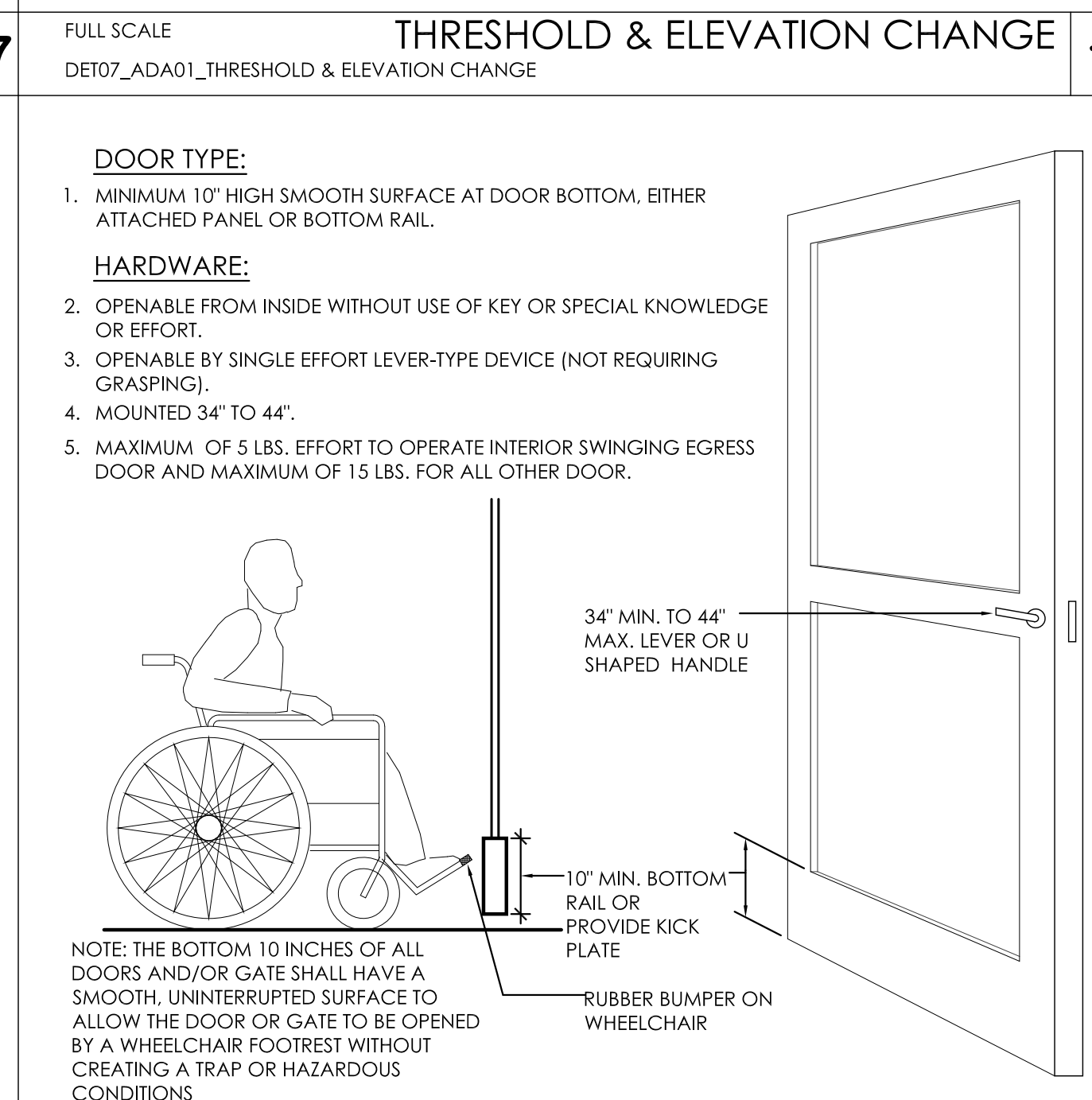
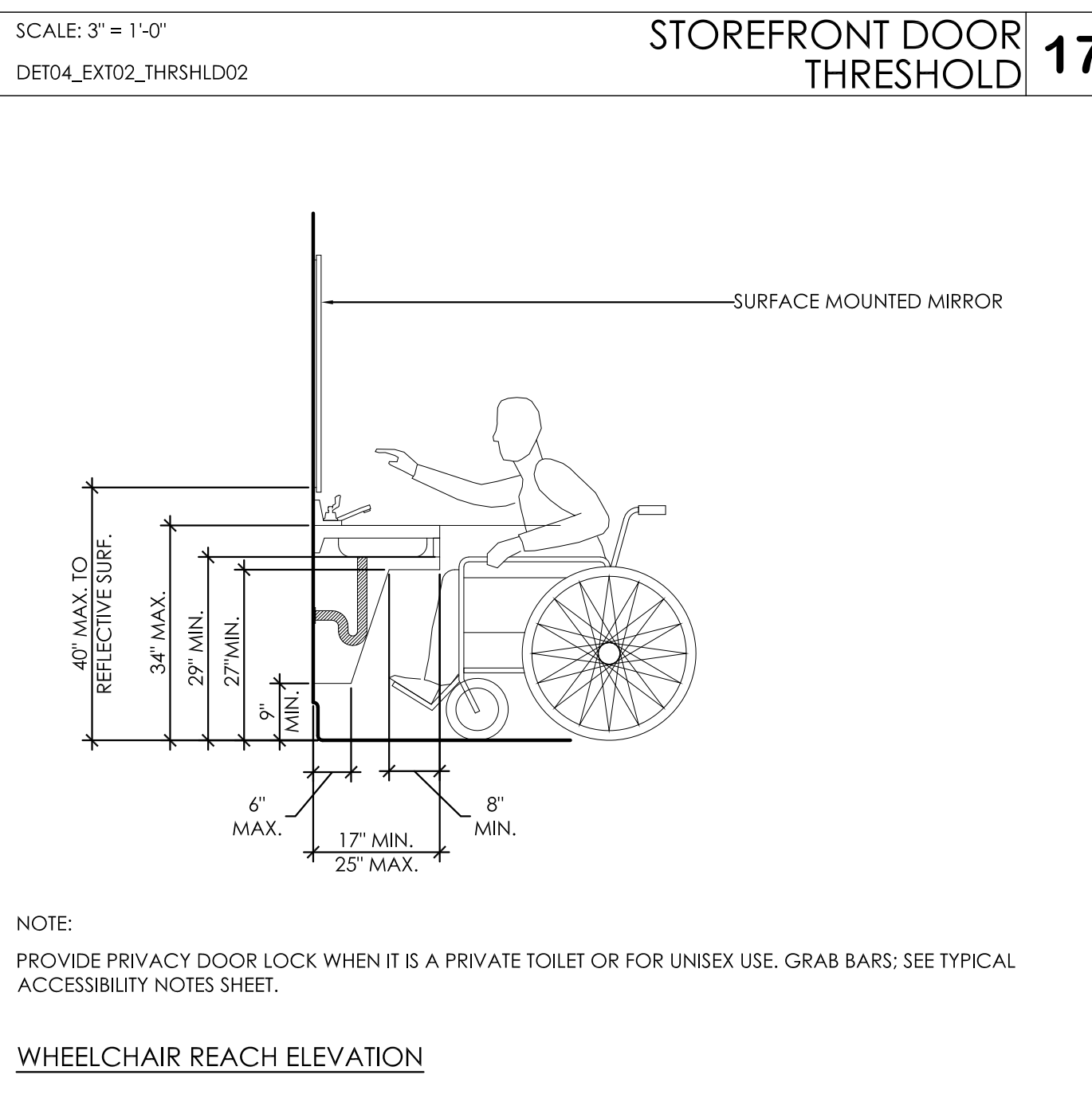
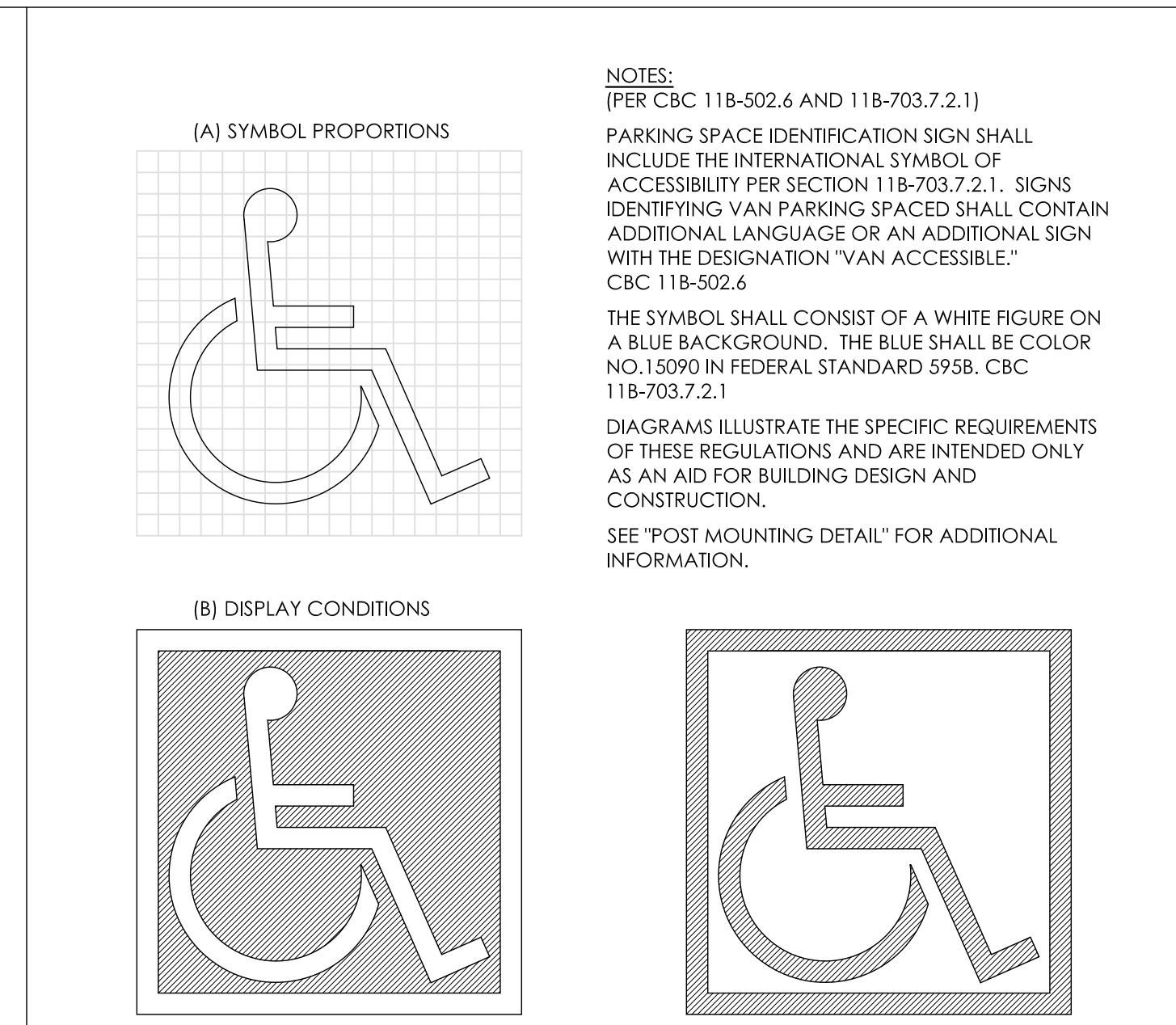
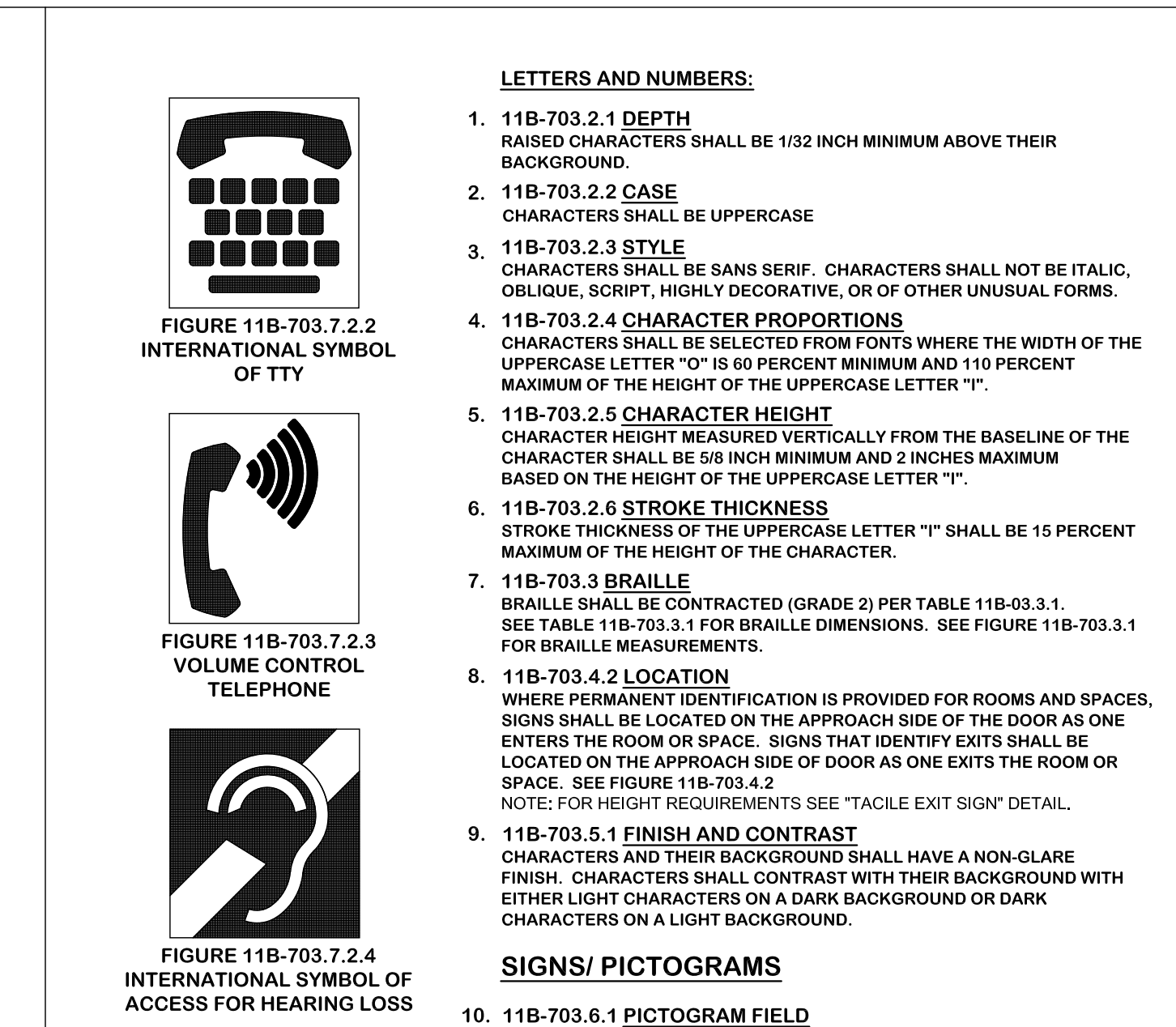
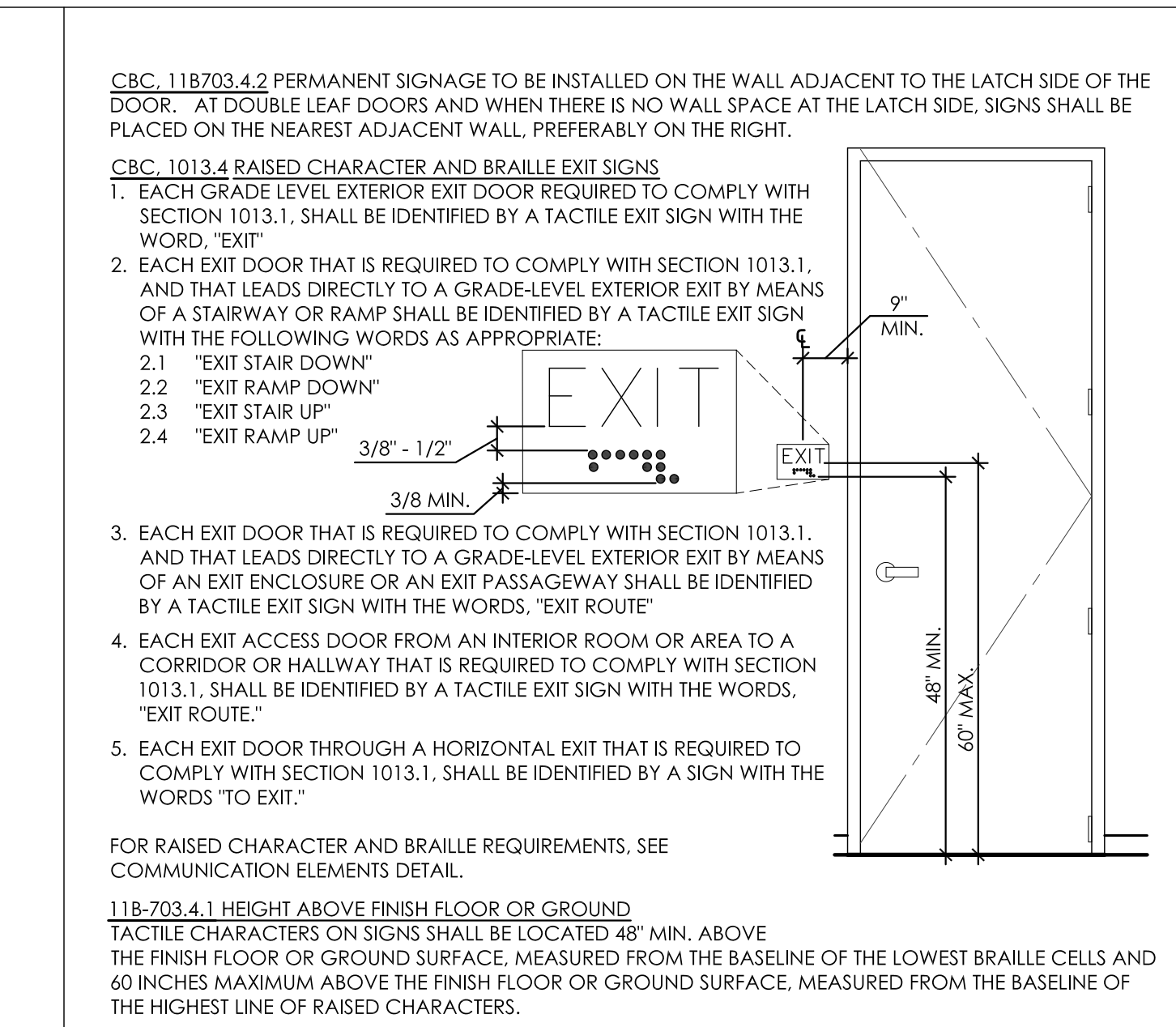
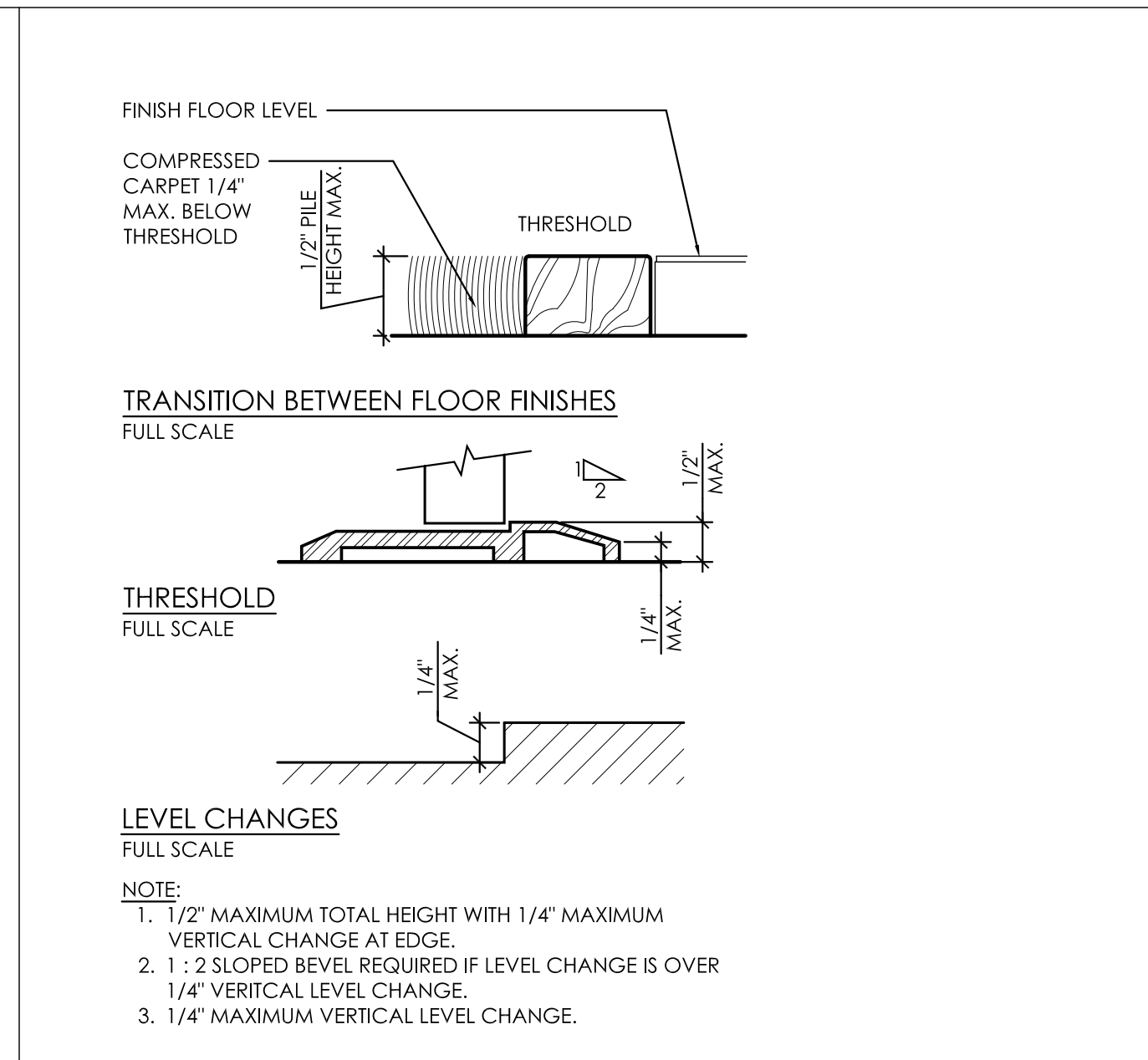
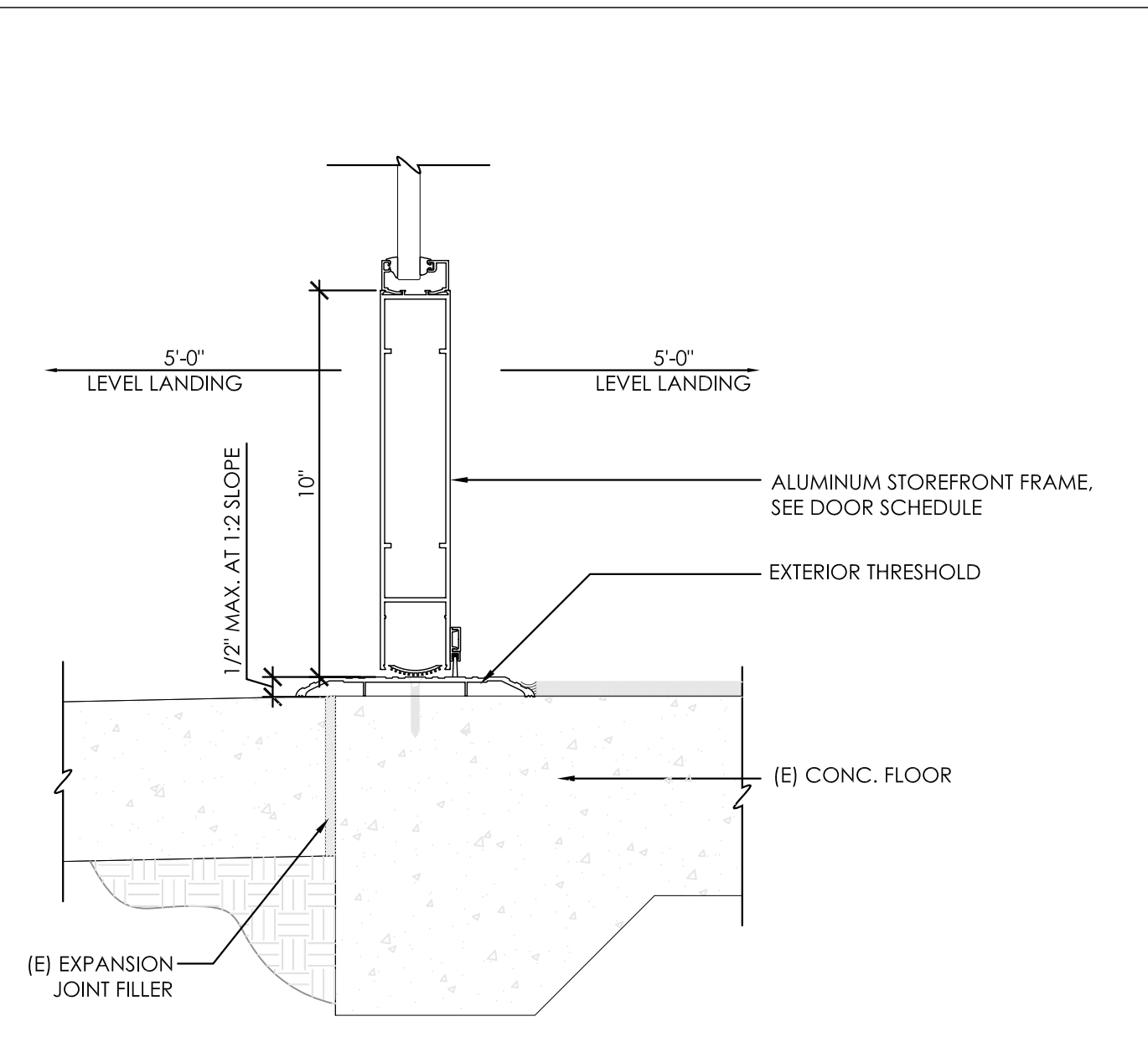
Permittee of KIA Serramonte at 600 Serramonte Boulevard

The undersigned agrees to use the property on the terms and conditions set forth in this resolution.

Dated: _____

Mathew Zaheri, Permittee, KIA Serramonte at 600
Serramonte Boulevard





JTG ARCHITECTURE
JOHN GUTENKNECHT
PHONE: 612.481.2293
EMAIL: JOHN@JTGARCHITECTURE.COM

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Written dimensions on this drawing shall have precedence over any scaled dimension. Do not scale this drawing for accurate dimensions, and notify JTG Architecture of any discrepancies.

KIA SERRAMONTE
EXTERIOR IMPROVEMENT
600 SERRAMONTE BLVD
COLMA, CA 94014

PUBLISHED SETS

REV.	DATE	DESCRIPTION
02.14.22	RESUBMITTAL 1	
03.02.22	RESUBMITTAL 2	
03.15.22	RESUBMITTAL 3	
03.21.22	RESUBMITTAL 4	
08.09.22	PLANNING SUBMITTAL	
09.02.22	PLANNING RE-SUBMITTAL	
09.12.22	BUILDING SUBMITTAL	
03.09.23	PLANNING SUBMITTAL	
04.21.23	BUILDING SUBMITTAL	
06.16.23	PLANNING RESUBMITTAL	

PL2023-005 & B2023-0043

APPROVAL STAMP

DATE: 06.1.21
SCALE: 1/2"=1'-0"
DRAWN BY: JTG
PROJECT NUMBER: 21001-1

TYPICAL ADA DETAILS

DATE: 06.1.21
SCALE: 1/2"=1'-0"
DRAWN BY: JTG
PROJECT NUMBER: 21001-1

A0.1

TITLE 24 DOCUMENTS - ENERGY ANALYSIS

BUILDING ENERGY ANALYSIS REPORT
PROJECT: Serramonte Blvd T1, 600 Serramonte Blvd, Colma, CA 94014
Project Designer: JTG Architecture
Report Prepared by: Timothy Canham, CEA, IERS, GPR, Cantares Energy Inc.

TABLE OF CONTENTS
Cover Page 1
Table of Contents 2
Form NRC/MCC-PRF-E Certificate of Compliance 3

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 1 of 18)
Project Name: Serramonte Blvd T1, Date Prepared: 2023-06-08

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 2 of 18)
Table 8: Project Summary showing building components and their performance metrics.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 3 of 18)
Table 9: Compliance Summary showing energy use intensity and compliance margins.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 4 of 18)
Table 10: Energy Component Compliance Results for Performance Components.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 5 of 18)
Table 11: Energy Component Compliance Results for Performance Components.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 6 of 18)
Table 12: Energy Component Compliance Results for Performance Components.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 7 of 18)
Table 13: Energy Component Compliance Results for Performance Components.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 8 of 18)
Table 14: Energy Component Compliance Results for Performance Components.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 9 of 18)
Table 15: General Information and Building Details.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 10 of 18)
Table 16: General Information and Building Details.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 11 of 18)
Table 17: General Information and Building Details.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 12 of 18)
Table 18: General Information and Building Details.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 13 of 18)
Table 19: General Information and Building Details.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 14 of 18)
Table 20: Mechanical Equipment and HVAC System Details.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 15 of 18)
Table 21: Mechanical Equipment and HVAC System Details.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 16 of 18)
Table 22: Mechanical Equipment and HVAC System Details.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 17 of 18)
Table 23: Mechanical Equipment and HVAC System Details.

CERTIFICATE OF COMPLIANCE - NONRESIDENTIAL PERFORMANCE COMPLIANCE METHOD
Nonresidential Performance Compliance Method (Page 18 of 18)
Table 24: Mechanical Equipment and HVAC System Details.

JTG ARCHITECTURE
JOHN GUTKNECHT
PHONE: 612.481.2293
EMAIL: JOHN@JTGARCHITECTURE.COM
This drawing is an instrument of service only, and is, and shall remain, the property of JTG Architecture.

KIA SERRAMONTE
EXTERIOR IMPROVEMENT
600 SERRAMONTE BLVD
COLMA, CA 94014
PUBLISHED SETS
REV. DATE DESCRIPTION
02.14.22 RESUBMITTAL 1

PL2023-005 & B2023-0043
APPROVAL STAMP
Professional Engineer Seal and Signature of John Gutknecht.

T-24 ENERGY ANALYSIS
DATE: 06.1.21 SCALE
DRAWN BY: JTG PROJECT NUMBER: 21001-1

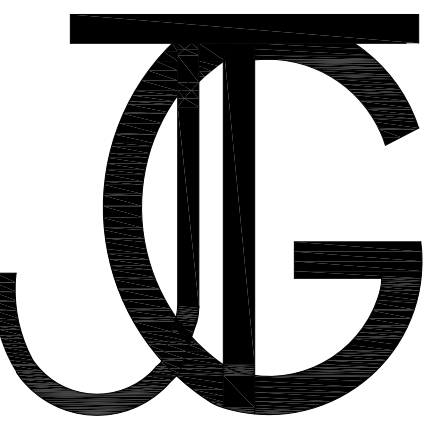
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2022 CALGREEN NON-RESIDENTIAL MANDATORY MEASURES CHECKLIST

SECTION 301 GENERAL	Y/N/A	RESPONSIBLE PARTY COMMENTS
301.1 SCOPE. BUILDINGS SHALL BE DESIGNED TO INCLUDE THE GREEN BUILDING MEASURES SPECIFIED AS MANDATORY IN THE APPLICATION CHECKLISTS CONTAINED IN THIS CODE. VOLUNTARY GREEN BUILDING MEASURES ARE ALSO INCLUDED IN THE APPLICATION CHECKLISTS AND MAY BE INCLUDED IN THE DESIGN AND CONSTRUCTION OF STRUCTURES COVERED BY THIS CODE, BUT ARE NOT REQUIRED UNLESS ADVISED BY A CITY, COUNTY, OR CITY AND COUNTY AS SPECIFIED IN SECTION 101.7.	Y	N/A SEE SHEETS A0.3, A0.4 & A0.5
301.3 NONRESIDENTIAL ADDITIONS AND ALTERATIONS. (BSC-CG) THE PROVISIONS OF INDIVIDUAL SECTIONS OF CHAPTER 5 APPLY TO NEWLY CONSTRUCTED BUILDINGS, BUILDING ADDITIONS OF 1,000 SQUARE FEET OR GREATER, AND/OR BUILDING ALTERATIONS WITH A PERMIT VALUATION OF \$200,000 OR ABOVE (FOR OCCUPANCIES WITHIN THE AUTHORITY OF CALIFORNIA BUILDING STANDARDS COMMISSION). CODE SECTIONS RELEVANT TO ADDITIONS AND ALTERATIONS SHALL ONLY APPLY TO THE PORTIONS OF THE BUILDING BEING ADDED OR ALTERED WITHIN THE SCOPE OF THE PERMITTED WORK.	Y	THE PROJECT INCLUDES NEW CONSTRUCTION & AN ADDITION GREATER THAN 1,000 SF.
A CODE SECTION WILL BE DESIGNATED BY A BANNER TO INDICATE WHERE THE CODE SECTION ONLY APPLIES TO NEWLY CONSTRUCTED BUILDINGS (N) OR TO ADDITIONS AND/OR ALTERATIONS (A). WHEN THE CODE SECTION APPLIES TO BOTH, NO BANNER WILL BE USED.		
301.3.1 NONRESIDENTIAL ADDITIONS AND ALTERATIONS THAT CAUSE UPDATES TO PLUMBING FIXTURES ONLY:		
NOTE: ON AND AFTER JANUARY 1, 2014, CERTAIN COMMERCIAL REAL PROPERTY, AS DEFINED IN CIVIL CODE SECTION 1101.3, SHALL HAVE ITS NONCOMPLIANT PLUMBING FIXTURES REPLACED WITH APPROPRIATE WATER-CONSERVING PLUMBING FIXTURES UNDER SPECIFIC CIRCUMSTANCES. SEE CIVIL CODE SECTION 1101.1 ET SEQ. FOR DEFINITIONS, TYPES OF COMMERCIAL REAL PROPERTY AFFECTED, EFFECTIVE DATES, CIRCUMSTANCES, AND CESSATING THE USE OF NONCOMPLIANT PLUMBING FIXTURES, AND DUTIES AND RESPONSIBILITIES FOR ENSURING COMPLIANCE.		
301.3.2 WASTE DIVERSION. THE REQUIREMENTS OF SECTION 5.408 SHALL BE REQUIRED FOR ADDITIONS AND ALTERATIONS WHENEVER A PERMIT IS REQUIRED FOR WORK.		
301.4 PUBLIC SCHOOLS AND COMMUNITY COLLEGES. (SEE GBSC)		N/A
301.5 HEALTH FACILITIES. (SEE GBSC)		N/A
SECTION 302 MIXED OCCUPANCY BUILDINGS	Y/N/A	RESPONSIBLE PARTY COMMENTS
302.1 MIXED OCCUPANCY BUILDINGS. IN MIXED OCCUPANCY BUILDINGS, EACH PORTION OF A BUILDING SHALL COMPLY WITH THE SPECIFIC GREEN BUILDING MEASURES APPLICABLE TO EACH SPECIFIC OCCUPANCY.	Y	THIS BUILDING IS B & S1 OCCUPANCIES
SECTION 303 PHASED PROJECTS	Y/N/A	RESPONSIBLE PARTY COMMENTS
303.1 PHASED PROJECTS. FOR SHELL BUILDINGS AND OTHERS CONSTRUCTED FOR FUTURE TENANT IMPROVEMENTS, ONLY THOSE CODE MEASURES RELEVANT TO THE BUILDING COMPONENTS AND SYSTEMS CONSIDERED TO BE NEW CONSTRUCTION (OR NEWLY CONSTRUCTED) SHALL APPLY.	N/A	THIS IS NOT A PHASED PROJECT
303.1.1 INITIAL TENANT IMPROVEMENTS. THE PROVISIONS OF THIS CODE SHALL APPLY ONLY TO THE INITIAL TENANT IMPROVEMENTS TO A PROJECT. SUBSEQUENT TENANT IMPROVEMENTS SHALL COMPLY WITH THE SCOPING PROVISIONS IN SECTION 301.3 NON-RESIDENTIAL ADDITIONS AND ALTERATIONS.		
ABBREVIATION DEFINITIONS: DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT BSC CALIFORNIA BUILDING STANDARDS COMMISSION DSA-SS DIVISION OF THE STATE ARCHITECT, STRUCTURAL SAFETY OSHPD OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT LR LOW RISE HR HIGH RISE AA ADDITIONS AND ALTERATIONS N NEW		
DIVISION 5.1 PLANNING AND DESIGN	Y/N/A	RESPONSIBLE PARTY COMMENTS
SECTION 5.101 GENERAL 5.101.1 SCOPE THE PROVISIONS OF THIS CHAPTER OUTLINE PLANNING, DESIGN AND DEVELOPMENT METHODS THAT INCLUDE ENVIRONMENTALLY RESPONSIBLE SITE SELECTION, BUILDING DESIGN, BUILDING SITING AND DEVELOPMENT TO PROTECT, RESTORE AND ENHANCE THE ENVIRONMENTAL QUALITY OF THE SITE AND RESPECT THE INTEGRITY OF ADJACENT PROPERTIES.		
SECTION 5.102 DEFINITIONS 5.102.1 DEFINITIONS THE FOLLOWING TERMS ARE DEFINED IN CHAPTER 2 (AND ARE INCLUDED HERE FOR REFERENCE) CUTOFF LUMINAIRES. LUMINAIRES WHOSE LIGHT DISTRIBUTION IS SUCH THAT THE CANDELA PER 1000 LAMP LUMENS DOES NOT NUMERICALLY EXCEED 25 (25 PERCENT) AT AN ANGLE OF 90 DEGREES ABOVE NADIR, AND 100 (10 PERCENT) AT A VERTICAL ANGLE OF 80 DEGREES ABOVE NADIR. THIS APPLIES TO ALL LATERAL ANGLES AROUND THE LUMINAIRE.		
LOW-EMITTING AND FUEL EFFICIENT VEHICLES. ELIGIBLE VEHICLES ARE LIMITED TO THE FOLLOWING: 1. ZERO EMISSION VEHICLE (ZEV), ENHANCED ADVANCED TECHNOLOGY PZEV (ENHANCED AT ZEV) OR TRANSITIONAL ZERO EMISSION VEHICLES (TZEV) REGULATED UNDER CCP, TITLE 13, SECTION 1962. 2. HIGH-EFFICIENCY VEHICLES, REGULATED BY U.S. EPA, BEARING A FUEL ECONOMY AND GREENHOUSE GAS RATING OF 9 OE 10 AS REGULATED UNDER 40 CFR SECTION 600 SUBPART D.		
NEIGHBORHOOD ELECTRIC VEHICLE (NEV). A MOTOR VEHICLE THAT MEETS THE DEFINITION OF "LOW-SPEED VEHICLE" EITHER IN SECTION 385.5 OF THE VEHICLE CODE OR IN 49CFR571.500 (AS IT EXISTED ON JULY 1, 2000), AND IS CERTIFIED TO ZERO-EMISSION VEHICLE STANDARDS.		
TENANT-OCCUPANTS. BUILDING OCCUPANTS WHO INHABIT A BUILDING DURING ITS NORMAL HOURS OF OPERATION AS PERMANENT OCCUPANTS, SUCH AS EMPLOYEES, AS DISTINGUISHED FROM CUSTOMERS AND OTHER TRANSIENT VISITORS.		
VANPOOL VEHICLE. ELIGIBLE VEHICLES ARE LIMITED TO ANY MOTOR VEHICLE, OTHER THAN A MOTORTRUCK OR TRUCK TRACTOR, DESIGNED FOR CARRYING MORE THAN 10 BUT NOT MORE THAN 15 PERSONS INCLUDING THE DRIVER, WHICH IS MAINTAINED AND USED PRIMARILY FOR THE NONPROFIT WORK-RELATED TRANSPORTATION OF ADULTS FOR THE PURPOSE OF RIDESHARING.		
NOTE: SOURCE: VEHICLE CODE, DIVISION 1, SECTION 668 ZEV. ANY VEHICLE CERTIFIED TO ZERO-EMISSION STANDARDS.		
SECTION 5.106 SITE DEVELOPMENT	Y/N/A	RESPONSIBLE PARTY COMMENTS
5.106.1 STORM WATER POLLUTION PREVENTION FOR PROJECTS THAT DISTURB LESS THAN ONE ACRE OF LAND. NEWLY CONSTRUCTED PROJECTS AND ADDITIONS WHICH DISTURB LESS THAN ONE ACRE OF LAND, AND ARE NOT PART OF A LARGER COMMON PLAN OF DEVELOPMENT OR SALE, SHALL PREVENT THE POLLUTION OF STORM WATER RUNOFF FROM THE CONSTRUCTION ACTIVITIES THROUGH ONE OR MORE OF THE FOLLOWING MEASURES: 5.106.1.1 LOCAL ORDINANCE. COMPLY WITH A LEGALLY ENACTED STORM WATER MANAGEMENT AND/OR EROSION CONTROL ORDINANCE. 5.106.1.2 BEST MANAGEMENT PRACTICES (BMPs). PREVENT THE LOSS OF SOIL THROUGH WIND OR WATER EROSION BY IMPLEMENTING AN EFFECTIVE COMBINATION OF EROSION AND SEDIMENT CONTROL AND GOOD HOUSEKEEPING BMPs. 1. SOIL LOSS BMPs THAT SHOULD BE CONSIDERED FOR IMPLEMENTATION AS APPROPRIATE FOR EACH PROJECT INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: a. SCHEDULING CONSTRUCTION ACTIVITY DURING DRY WEATHER, WHEN POSSIBLE. b. PRESERVATION OF NATURAL FEATURES, VEGETATION, SOIL, AND BUFFER AROUND SURFACE WATERS. c. DRAINAGE SWALES OR LINED DITCHES TO CONTROL STORMWATER FLOW. d. MULCHING OR HYDROSEEDING TO STABILIZE DISTURBED SOILS. e. EROSION CONTROL TO PROTECT SLOPES. f. PROTECTION OF STORM DRAIN INLETS (GRAVEL BAGS OR CATCH BASIN INSERTS). g. PERIMETER SEDIMENT CONTROL (PERIMETER SILT FENCE, FIBER ROLLS). h. SEDIMENT TRAP OR SEDIMENT BASIN TO RETAIN SEDIMENT ON SITE. i. STABILIZED CONSTRUCTION EXITS. j. WIND EROSION CONTROL. k. OTHER SOIL LOSS BMPs ACCEPTABLE TO THE ENFORCING AGENCY. 2. GOOD HOUSEKEEPING BMPs TO MANAGE CONSTRUCTION EQUIPMENT, MATERIALS, NON-STORMWATER DISCHARGES AND WASTES THAT SHOULD BE CONSIDERED FOR IMPLEMENTATION AS APPROPRIATE FOR EACH PROJECT INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: a. DEWATERING ACTIVITIES. b. MATERIAL HANDLING AND WASTE MANAGEMENT. c. BUILDING MATERIALS STOCKPILE MANAGEMENT. d. MANAGEMENT OF WASHOUT AREAS (CONCRETE, PAINTS, STUCCO, ETC.). e. CONTROL OF VEHICLE/EQUIPMENT FUELING TO CONTRACTOR'S STAGING AREA. f. VEHICLE AND EQUIPMENT CLEANING PERFORMED OFF SITE. g. SPILL PREVENTION AND CONTROL. h. OTHER HOUSEKEEPING BMPs ACCEPTABLE TO THE ENFORCING AGENCY.	Y	SEE CIVIL DRAINAGE ANALYSIS FOR EXTERIOR MODIFICATIONS TOTALS. ALTERATIONS ARE TO PROVIDE COMPLIANT ACCESSIBILITY, PATH TO PUBLIC WAY AND GRADING FOR NEW BUILDING & ADDITION. CONTRACTOR SHALL USE BMP TO CONTROL STORM WATER POLLUTION DUE TO CONSTRUCTION BY BUT NOT LIMITED TO PROTECTION OF STORM DRAIN INLETS, PERIMETER SEDIMENT CONTROL, & STABILIZED CONSTRUCTION EXITS. SEE SHEET A1.1 FOR ALTERED AREAS
5.106.2 STORMWATER POLLUTION PREVENTION FOR PROJECTS THAT DISTURB ONE OR MORE ACRES OF LAND. COMPLY WITH ALL LAWFULLY ENACTED STORMWATER DISCHARGE REGULATIONS FOR PROJECTS THAT (1) DISTURBS ONE ACRE OR MORE OF LAND, OR (2) DISTURBS LESS THAN ONE ACRE OF LAND BUT ARE PART OF A LARGER COMMON PLAN OF DEVELOPMENT OR SALE. NOTE: PROJECTS THAT (1) DISTURBS ONE ACRE OR MORE OF LAND, OR (2) DISTURBS LESS THAN ONE ACRE OF LAND BUT ARE PART OF THE LARGER COMMON PLAN OF DEVELOPMENT OR SALE MUST COMPLY WITH THE POST-CONSTRUCTION REQUIREMENTS DETAILED IN THE APPLICABLE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT FOR STORMWATER AS WELL AS ANY REGULATIONS ASSOCIATED WITH THE CONSTRUCTION AND LAND DISTURBANCE ACTIVITIES ISSUED BY THE STATE WATER RESOURCES CONTROL BOARD OR THE LAHONTAN REGIONAL WATER QUALITY CONTROL BOARD (FOR PROJECTS IN THE LAKE TAHOE HYDROLOGIC UNIT). THE NPDES PERMITS REQUIRE POST-CONSTRUCTION RUNOFF (POST-PROJECT HYDROLOGY) TO MATCH THE PRECONSTRUCTION RUNOFF (PRE-PROJECT HYDROLOGY) WITH THE INSTALLATION OF POST-CONSTRUCTION STORMWATER MANAGEMENT MEASURES. THE NPDES PERMITS EMPHASIZE RUNOFF REDUCTION THROUGH ON-SITE STORMWATER USE, INTERCEPTION AND INFILTRATION THROUGH NONSTRUCTURAL CONTROLS, SUCH AS LOW IMPACT DEVELOPMENT (LID) PRACTICES, AND CONVERSATION DESIGN MEASURES. STORMWATER VOLUME THAT CANNOT BE ADDRESSED USING NONSTRUCTURAL PRACTICES IS REQUIRED TO BE CAPTURED IN STRUCTURAL PRACTICES AND BE APPROVED BY THE ENFORCING AGENCY. REFER TO THE CURRENT APPLICABLE PERMITS ON THE STATE WATER RESOURCES CONTROL BOARD WEBSITE AT: WWW.WATERBOARDS.CA.GOV/CONSTRUCTIONSTORMWATER. CONSIDERATION TO THE STORMWATER RUNOFF MANAGEMENT MEASURES SHOULD BE GIVEN DURING THE INITIAL DESIGN PROCESS FOR APPROPRIATE INTEGRATION INTO SITE DEVELOPMENT.		
5.106.4 BICYCLE PARKING. FOR BUILDINGS WITHIN THE AUTHORITY OF CALIFORNIA BUILDING STANDARDS COMMISSION AS SPECIFIED IN SECTION 101.3, COMPLY WITH SECTION 5.106.4.1 FOR BUILDINGS WITHIN THE AUTHORITY OF THE DIVISION OF THE STATE ARCHITECT PURSUANT TO SECTION 105, COMPLY WITH SECTION 5.106.4.2	NA	THE ALTERATION OR ADDITION SHALL NOT GENERATE VISITOR TRAFFIC AND OR ADD MORE THAN 9 VISITOR VEHICULAR PARKING SPACES.
5.106.4.1 BICYCLE PARKING. (BSC-CG) COMPLY WITH SECTIONS 5.106.4.1.1 AND 5.106.4.1.2 OR MEET THE APPLICABLE LOCAL ORDINANCE, WHICHEVER IS STRICTER. 5.106.4.1.1 SHORT-TERM BICYCLE PARKING. IF THE NEW PROJECT OR AN ADDITION OR ALTERATION IS ANTICIPATED TO GENERATE VISITOR TRAFFIC, PROVIDE PERMANENTLY ANCHORED BICYCLE RACKS WITHIN 200 FEET OF THE VISITORS' ENTRANCE, READILY ACCESSIBLE TO PASSENGERS, FOR 5% OF NEW VISITOR MOTORIZED VEHICLE PARKING SPACES BEING ADDED, WITH A MINIMUM OF ONE TWO-BIKE CAPACITY RACK. EXCEPTION: ADDITIONS OR ALTERATIONS WHICH ADD NINE OR LESS VISITOR VEHICULAR PARKING SPACES.		

5.106.4.1 BICYCLE PARKING CONTINUED.	Y/N/A	RESPONSIBLE PARTY COMMENTS
5.106.4.1 BICYCLE PARKING CONTINUED. 5.106.4.1.2 LONG-TERM BICYCLE PARKING. FOR NEW BUILDINGS WITH TENANT SPACES THAT HAVE 10 OR MORE TENANT-OCCUPANTS, PROVIDE SECURE BICYCLE PARKING FOR 5 PERCENT OF THE TENANT-OCCUPANT VEHICULAR PARKING SPACES WITH A MINIMUM OF ONE BICYCLE PARKING FACILITY. 5.106.4.1.3 FOR ADDITIONS OR ALTERATIONS THAT ADD 10 OR MORE TENANT-OCCUPANT VEHICULAR PARKING SPACES, PROVIDE SECURE BICYCLE PARKING FOR 5 PERCENT OF THE TENANT VEHICULAR PARKING SPACES BEING ADDED, WITH A MINIMUM OF ONE BICYCLE PARKING FACILITY. 5.106.4.1.4 FOR NEW SHELL BUILDINGS IN PHASED PROJECTS PROVIDE SECURE BICYCLE PARKING FOR 5 PERCENT OF THE ANTICIPATED TENANT-OCCUPANT VEHICULAR PARKING SPACES WITH A MINIMUM OF ONE BICYCLE PARKING FACILITY. 5.106.4.1.5 ACCEPTABLE BICYCLE PARKING FACILITY FOR SECTIONS 5.106.4.1.2, 5.106.4.1.3, AND 5.106.4.1.4 SHALL BE CONVENIENT FROM THE STREET AND SHALL MEET ONE OF THE FOLLOWING: 1. COVERED, LOCKABLE ENCLOSURES WITH PERMANENTLY ANCHORED RACKS FOR BICYCLES. 2. LOCKABLE BICYCLE ROOMS WITH PERMANENTLY ANCHORED RACKS, OR 3. LOCKABLE, PERMANENTLY ANCHORED BICYCLE LOCKERS. NOTE: ADDITIONAL INFORMATION ON RECOMMENDED BICYCLE ACCOMMODATIONS MAY BE OBTAINED FROM SACRAMENTO AREA BICYCLE ADVOCATES.	NA	LONG TERM BICYCLE PARKING IS NOT IN SCOPE OF WORK
5.106.4.2 BICYCLE PARKING (DSA-SS) FOR PUBLIC SCHOOLS AND COMMUNITY COLLEGES, COMPLY WITH SECTIONS 5.106.4.2.1 AND 5.106.4.2.2 5.106.4.2.1 STUDENT BICYCLE PARKING. PROVIDE PERMANENTLY ANCHORED BICYCLE RACKS CONVENIENTLY ACCESSED WITH A MINIMUM OF FOUR TWO-BIKE CAPACITY RACKS PER NEW BUILDING. 5.106.4.2.2 STAFF BICYCLE PARKING. PROVIDE PERMANENT, SECURE BICYCLE PARKING CONVENIENTLY ACCESSED WITH A MINIMUM OF TWO STAFF BICYCLE PARKING SPACES PER NEW BUILDING. ACCEPTABLE BICYCLE PARKING FACILITIES SHALL BE CONVENIENT FROM THE STREET OR STAFF PARKING AREA AND SHALL MEET ONE OF THE FOLLOWING: 1. COVERED, LOCKABLE ENCLOSURES WITH PERMANENTLY ANCHORED RACKS FOR BICYCLES; 2. LOCKABLE BICYCLE ROOMS WITH PERMANENTLY ANCHORED RACKS; OR 3. LOCKABLE, PERMANENTLY ANCHORED BICYCLE LOCKERS.	NA	THIS IS NOT A PUBLIC SCHOOL OR COMMUNITY COLLEGE
5.106.5.3 ELECTRIC VEHICLE (EV) CHARGING. (N) CONSTRUCTION TO PROVIDE ELECTRIC VEHICLE INFRASTRUCTURE AND FACILITATE ELECTRIC VEHICLE CHARGING SHALL COMPLY WITH SECTION 5.106.5.3.1 AND SHALL BE PROVIDED IN ACCORDANCE WITH REGULATIONS IN THE CALIFORNIA BUILDING CODE AND THE CALIFORNIA ELECTRICAL CODE. EXCEPTIONS: 1. ON A CASE-BY-CASE BASIS WHERE THE LOCAL ENFORCING AGENCY HAS DETERMINED COMPLIANCE WITH THIS SECTION IS NOT FEASIBLE BASED UPON ONE OF THE FOLLOWING CONDITIONS: a. WHERE THERE IS NO LOCAL UTILITY POWER SUPPLY b. WHERE THE LOCAL UTILITY IS UNABLE TO SUPPLY ADEQUATE POWER. c. WHERE THERE IS EVIDENCE SUITABLE TO THE LOCAL ENFORCING AGENCY SUBSTANTIATING THE LOCAL UTILITY INFRASTRUCTURE DESIGN REQUIREMENTS, DIRECTLY RELATED TO THE IMPLEMENTATION OF SECTION 5.106.5.3, MAY ADVERSELY IMPACT THE CONSTRUCTION COST OF THE PROJECT. 2. PARKING SPACES ACCESSIBLE ONLY BY AUTOMATED MECHANICAL CAR PARKING SYSTEMS ARE NOT REQUIRED TO COMPLY WITH THIS CODE SECTION. 5.106.5.3.1 EV CAPABLE SPACES. (N) EV CAPABLE SPACES SHALL BE PROVIDED IN ACCORDANCE WITH TABLE 5.106.5.3.1 AND THE FOLLOWING REQUIREMENTS: 1. RACEWAYS COMPLYING WITH THE CALIFORNIA ELECTRICAL CODE AND NO LESS THAN 1-INCH (25 MM) DIAMETER SHALL BE PROVIDED AND SHALL ORIGINATE AT A SERVICE PANEL OR A SUBPANEL(S) SERVING THE AREA, AND SHALL TERMINATE IN CLOSE PROXIMITY TO THE PROPOSED LOCATION OF THE EV CAPABLE AND INTO A SUITABLE LISTED CABINET, BOX ENCLOSURE OR EQUIVALENT. A COMMON RACEWAY MAY BE USED TO SERVE MULTIPLE EV CHARGING SPACES. 2. A SERVICE PANEL OR SUBPANEL (S) SHALL BE PROVIDED WITH PANEL SPACE AND ELECTRICAL LOAD CAPACITY FOR A DEDICATED 208/240 VOLT, 40-AMPERE MINIMUM BRANCH CIRCUIT FOR EACH EV CAPABLE SPACE, WITH DELIVERY OF 30-AMPERE MINIMUM TO AN INSTALLED EVSE AT EACH EVCS. 3. THE ELECTRICAL SYSTEM AND ANY ON-SITE DISTRIBUTION TRANSFORMERS SHALL HAVE SUFFICIENT CAPACITY TO SUPPLY FULL RATED AMPERAGE AT EACH EV CAPABLE SPACE. 4. THE SERVICE PANEL OR SUBPANEL CIRCUIT DIRECTORY SHALL IDENTIFY THE RESERVED OVERCURRENT PROTECTIVE DEVICES (SPACE(S)) AS "EV CAPABLE". THE RACEWAY TERMINATION LOCATION SHALL BE PERMANENTLY AND VISIBLY MARKED AS "EV CAPABLE." NOTE: A PARKING SPACE SERVED BY ELECTRIC VEHICLE SUPPLY EQUIPMENT OR DESIGNATED AS A FUTURE EV CHARGING SPACE SHALL COUNT AS AT LEAST ONE STANDARD AUTOMOBILE PARKING SPACE ONLY FOR THE PURPOSE OF COMPLYING WITH ANY APPLICABLE MINIMUM PARKING SPACE REQUIREMENTS ESTABLISHED BY AN ENFORCEMENT AGENCY. SEE VEHICLE CODE SECTION 22511.2 FOR FURTHER DETAILS.	NA	THERE ARE 3 EXISTING EV PARKING STALLS ONSITE
TABLE 5.106.5.3.1 TOTAL NUMBER OF ACTUAL PARKING SPACES NUMBER OF REQUIRED EV CAPABLE SPACES NUMBER OF EVCS (EV CAPABLE SPACES PROVIDED WITH EVSE)*2		
0-9 0 0		
10-25 0 0		
26-50 2 2		
51-75 3 3		
76-100 4 4		
101-150 6 6		
151-200 9 9		
201 AND OVER 20% of total 25% of EV capable spaces		
1. WHERE THERE IS INSUFFICIENT ELECTRICAL SUPPLY. 2. THE NUMBER OF REQUIRED EVCS (EV CAPABLE SPACES PROVIDED WITH EVSE) IN COLUMN 3 COUNT TOWARDS THE TOTAL NUMBER OF REQUIRED EV CAPABLE SPACES SHOWN IN COLUMN 2.		
5.106.5.3.2 ELECTRIC VEHICLE CHARGING STATIONS (EVCS). EV CAPABLE SPACES SHALL BE PROVIDED WITH EVSE TO CREATE EVCS IN THE NUMBER INDICATED IN TABLE 5.106.5.3.1. THE EVCS REQUIRED BY TABLE 5.106.5.3.1 MAY BE PROVIDED WITH EVSE IN ANY COMBINATION OF LEVEL 2 AND DIRECT CURRENT FAST CHARGING (DCFC), EXCEPT THAT AT LEAST ONE LEVEL 2 EVSE SHALL BE PROVIDED. ONE EV CHARGER WITH MULTIPLE CONNECTORS CAPABLE OF CHARGING MULTIPLE EVS SIMULTANEOUSLY SHALL BE PERMITTED IF THE ELECTRICAL LOAD CAPACITY REQUIRED BY SECTION 5.106.5.3.1 FOR EACH EV CAPABLE SPACE IS ACCUMULATIVELY SUPPLIED TO THE EV CHARGER. THE INSTALLATION OF EACH DCFC EVSE SHALL BE PERMITTED TO REDUCE THE MINIMUM NUMBER OF REQUIRED EV CAPABLE SPACES WITHOUT EVSE BY FIVE AND REDUCE PROPORTIONALLY THE REQUIRED ELECTRICAL LOAD CAPACITY TO THE SERVICE PANEL OR SUBPANEL.	NA	THERE ARE 3 EXISTING EV PARKING STALLS ONSITE
5.106.5.3.3 USE OF AUTOMATIC LOAD MANAGEMENT SYSTEMS (ALMS). ALMS SHALL BE PERMITTED FOR EVCS. WHEN ALMS IS INSTALLED, THE REQUIRED ELECTRICAL LOAD CAPACITY SPECIFIED IN SECTION 5.106.5.3.1 FOR EACH EVCS MAY BE REDUCED WHEN SERVICED BY AN EVCS CONTROLLED BY AN ALMS. EACH EVCS CONTROLLED BY AN ALMS SHALL DELIVER A MINIMUM 30 AMPERES TO AN EV WHEN CHARGING ONE VEHICLE AND SHALL DELIVER A MINIMUM 3.3 KW WHILE SIMULTANEOUSLY CHARGING MULTIPLE EVS.	NA	THERE ARE 3 EXISTING EV PARKING STALLS ONSITE
5.106.5.3.4 ACCESSIBLE EVCS. WHEN EVSE IS INSTALLED, ACCESSIBLE EVCS SHALL BE PROVIDED IN ACCORDANCE WITH THE CALIFORNIA BUILDING CODE, CHAPTER 11B, SECTION 11B-03.3. NOTE: FOR EVCS SIGNS, REFER TO CALTRANS TRAFFIC OPERATIONS POLICY DIRECTIVE 13-01 (ZERO EMISSION VEHICLE SIGNS AND PAVEMENT MARKINGS) OR ITS SUCCESSOR(S).	NA	THERE ARE 3 EXISTING EV PARKING STALLS ONSITE
5.106.5.4 ELECTRIC VEHICLE (EV) CHARGING: MEDIUM-DUTY AND HEAVY-DUTY. (N) CONSTRUCTION SHALL COMPLY WITH SECTION 5.106.5.4.1 TO FACILITATE FUTURE INSTALLATION OF EVCS FOR VEHICLE RENTAL AND TRUCKING ASSOCIATION (TRUCKING) FOR WAREHOUSES, GROCERY STORES AND RETAIL STORES WITH PLANNED OFF-STREET LOADING SPACES SHALL ALSO COMPLY WITH SECTION 5.106.5.4.1 FOR FUTURE INSTALLATION OF MEDIUM- AND HEAVY-DUTY EVSE. EXCEPTIONS: 1. ON A CASE-BY-CASE BASIS WHERE THE LOCAL ENFORCING AGENCY HAS DETERMINED COMPLIANCE WITH THIS SECTION IS NOT FEASIBLE BASED UPON ONE OF THE FOLLOWING CONDITIONS: a. WHERE THERE IS NO LOCAL UTILITY POWER SUPPLY. b. WHERE THE LOCAL UTILITY IS UNABLE TO SUPPLY ADEQUATE POWER. c. WHERE THERE IS EVIDENCE SUITABLE TO THE LOCAL ENFORCING AGENCY SUBSTANTIATING THAT ADDITIONAL LOCAL UTILITY INFRASTRUCTURE DESIGN REQUIREMENTS, DIRECTLY RELATED TO THE IMPLEMENTATION OF SECTION 5.106.5.3, MAY ADVERSELY IMPACT THE CONSTRUCTION COST OF THE PROJECT. WHEN EVSE(S) IS/ARE INSTALLED, IT SHALL BE IN ACCORDANCE WITH THE CALIFORNIA BUILDING CODE, THE CALIFORNIA ELECTRICAL CODE AND AS FOLLOWS:	NA	THERE ARE 3 EXISTING EV PARKING STALLS ONSITE
5.106.5.4.1 ELECTRIC VEHICLE CHARGING READINESS REQUIREMENTS FOR WAREHOUSE, GROCERY STORES AND RETAIL STORES WITH PLANNED OFF-STREET TRAFFIC AND OR ADD MORE THAN 9 VISITOR VEHICULAR PARKING SPACES. (N) IN ORDER TO AVOID FUTURE DEMOLITION WHEN ADDING EV CHARGING SUPPLY AND DISTRIBUTION EQUIPMENT, SPARE RACEWAY(S) OR BUSWAY(S) AND ADEQUATE CAPACITY FOR TRANSFORMER(S), SERVICE PANEL(S) OR SUBPANEL(S) SHALL BE INSTALLED AT THE TIME OF CONSTRUCTION IN ACCORDANCE WITH THE CALIFORNIA ELECTRICAL CODE, CONSTRUCTION PLANS AND SPECIFICATIONS SHALL INCLUDE BUT ARE NOT LIMITED TO, THE FOLLOWING: 1. SWALES. 2. WATER COLLECTION AND DISPOSAL SYSTEMS. 3. GROUNDWATER PROTECTION. 4. WATER RETENTION GARDENS. 5. OTHER WATER MEASURES WHICH KEEP SURFACE WATER AWAY FROM BUILDINGS AND AID IN GROUNDWATER RECHARGE. EXCEPTION: ADDITIONS AND ALTERATIONS NOT ALTERING THE DRAINAGE PATH.	NA	THERE ARE 3 EXISTING EV PARKING STALLS ONSITE
5.106.12 SHADE TREES (DSA-SS). SHADE TREES SHALL BE PLANTED TO COMPLY WITH SECTIONS 5.106.12.1, 5.106.12.2, AND 5.106.12.3. PERCENTAGES SHOWN SHALL BE MEASURED AT NOON ON THE SUMMER SOLSTICE. LANDSCAPE IRRIGATION NECESSARY TO ESTABLISH AND MAINTAIN TREE HEALTH SHALL COMPLY WITH SECTION 5.304.6.	NA	NO TREES ARE PROPOSED IN SCOPE OF WORK

5.106.5.4.1 ELECTRIC VEHICLE CHARGING... CONTINUED.	Y/N/A	RESPONSIBLE PARTY COMMENTS			
1. THE TRANSFORMER, MAIN SERVICE EQUIPMENT AND SUBPANEL SHALL MEET THE MINIMUM POWER REQUIREMENT IN TABLE 5.106.5.4.1 TO ACCOMMODATE THE DEDICATED BRANCH CIRCUITS FOR THE FUTURE INSTALLATION OF EVSE. 2. THE CONSTRUCTION DOCUMENTS SHALL INDICATE ON OR MORE LOCATION(S) CONVENIENT TO THE PLANNED OFF-STREET LOADING SPACE(S) RESERVED FOR MEDIUM- AND HEAVY-DUTY ZEV CHARGING CABINETS AND CHARGING DISPENSERS, AND A PATHWAY RESERVED FOR ROUTING OF CONDUIT FROM THE TERMINATION OF THE RACEWAY(S) OR BUSWAY(S) TO THE CHARGING CABINET(S) AND DISPENSER(S) AS SHOWN IN TABLE 5.106.5.4.1. 3. RACEWAY(S) OR BUSWAY(S) ORIGINATING AT A MAIN SERVICE PANEL OR A SUBPANEL(S) SERVING THE AREA WHERE POTENTIAL FUTURE MEDIUM- AND HEAVY-DUTY EVSE WILL BE LOCATED AND SHALL TERMINATE IN CLOSE PROXIMITY TO THE POTENTIAL FUTURE LOCATION OF THE CHARGING EQUIPMENTS FOR MEDIUM- AND HEAVY-DUTY VEHICLES. 4. THE RACEWAY(S) OR BUSWAY(S) SHALL BE SUFFICIENT SIZE TO CARRY THE MINIMUM ADDITIONAL SYSTEM LOAD TO THE FUTURE LOCATION OF THE CHARGING FOR MEDIUM- AND HEAVY-DUTY ZEVs AS SHOWN IN TABLE 5.106.5.4.1.					
TABLE 5.106.5.4.1 RACEWAY CONDUIT AND PANEL POWER REQUIREMENTS FOR MEDIUM- AND HEAVY-DUTY EVSE (N)					
BUILDING TYPE BUILDING SIZE (SQ. FT.) NUMBER OF OFF-STREET LOADING SPACES ADDITIONAL CAPACITY REQUIRED (KVA) FOR RACEWAY & BUSWAY AND TRANSFORMER & PANEL					
GROCERY 10,000 to 90,000 1 or 2 200					
RETAIL 10,000 to 135,000 1 or Greater 400					
	10,000 to 135,000 1 or 2 200				
WAREHOUSE 20,000 to 256,000 1 or Greater 400					
	Greater than 256,000 3 or Greater 400				
5.106.8 LIGHT POLLUTION REDUCTION. (N) OUTDOOR LIGHTING SYSTEMS SHALL BE DESIGNED AND INSTALLED TO COMPLY WITH THE FOLLOWING: 1. THE MINIMUM REQUIREMENTS IN THE CALIFORNIA ENERGY CODE FOR LIGHTING ZONES 0-4 AS DEFINED IN CHAPTER 10, SECTION 10-11.4 OF THE CALIFORNIA ADMINISTRATIVE CODE; AND 2. BACKLIGHT (B) RATINGS AS DEFINED IN IES TM-15-11 (SHOWN IN TABLE A-1 IN CHAPTER 8). 3. UPLIGHT AND GLARE RATINGS AS DEFINED IN CALIFORNIA ENERGY CODE (SHOWN IN TABLES 130.2-A AND 130.2-B IN CHAPTER 8) AND 4. ALLOWABLE BUG RATINGS NOT EXCEEDING THOSE SHOWN IN TABLE 5.106.8. (N) OR COMPLY WITH A LOCAL ORDINANCE LAWFULLY ENACTED PURSUANT TO SECTION 101.7, WHICHEVER IS MORE STRINGENT. EXCEPTIONS: (N) 1. LUMINAIRES THAT QUALIFY AS EXCEPTIONS IN SECTIONS 130.2 (B) AND 140.7 OF THE CALIFORNIA ENERGY CODE. 2. EMERGENCY LIGHTING. 3. BUILDING FACADE MEETING THE REQUIREMENTS IN TABLE 140.7-8 OF THE CALIFORNIA ENERGY CODE, PART 6. 4. CUSTOM LIGHTING FEATURES AS ALLOWED BY THE LOCAL ENFORCING AGENCY, AS PERMITTED BY SECTION 101.8 ALTERNATE MATERIALS, DESIGNS AND METHODS OF CONSTRUCTION. 5. LUMINAIRES WITH LESS THAN 2.00 INITIAL LUMINAIRE LUMENS.	NA	NO NEW PARKING LIGHTS OR SIGN LIGHTS ARE PROPOSED. ONLY EGRESSINGRESS WALL PACK ARE PROPOSED			
TABLE 5.106.8 (N) MAXIMUM ALLOWABLE BACKLIGHT, UPLIGHT AND GLARE (BUG) RATINGS: 1					
ALLOWABLE RATING LIGHTING ZONE L20 LIGHTING ZONE L21 LIGHTING ZONE L22 LIGHTING ZONE L23 LIGHTING ZONE L24					
MAXIMUM ALLOWABLE BACKLIGHT RATING					
LUMINAIRE GREATER THAN 2 MOUNTING HEIGHTS (MH) FROM PROPERTY LINE	N/A	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT
LUMINAIRE BACK HEMISPHERE IS 0.2 MH FROM PROPERTY LINE	N/A	B2	B3	B4	B4
LUMINAIRE BACK HEMISPHERE IS 0.5-1 MH FROM PROPERTY LINE	N/A	B1	B2	B3	B3
LUMINAIRE BACK HEMISPHERE IS LESS THAN 0.5 MH FROM PROPERTY LINE	N/A	B0	B0	B1	B2
MAXIMUM ALLOWABLE UPLIGHT RATING (U)					
FOR AREA LIGHTING	N/A	U0	U0	U0	U0
FOR ALL OTHER OUTDOOR LIGHTING, INCLUDING DECORATIVE LUMINAIRES	N/A	U1	U2	U3	UR
MAXIMUM ALLOWABLE GLARE RATING (G)					
MAXIMUM ALLOWABLE GLARE RATING (G)	N/A	G1	G2	G3	G4
MAXIMUM ALLOWABLE GLARE RATING (G)	N/A	G0	G1	G1	G2
MAXIMUM ALLOWABLE GLARE RATING (G)	N/A	G0	G0	G1	G1
MAXIMUM ALLOWABLE GLARE RATING (G)	N/A	G0	G0	G0	G1
1. IESNA LIGHTING ZONES 0 AND 5 ARE NOT APPLICABLE; REFER TO LIGHTING ZONES AS DEFINED IN THE CALIFORNIA ENERGY CODE AND CHAPTER 10 OF THE CALIFORNIA ADMINISTRATIVE CODE. 2. FOR PROPERTY LINES THAT ADJUT PUBLIC WALKWAYS, BIKEWAYS, PLAZAS AND PARKING LOTS, THE PROPERTY LINE MAY BE CONSIDERED TO BE 5 FEET BEYOND THE ACTUAL PROPERTY LINE FOR PURPOSE OF DETERMINING COMPLIANCE WITH THIS SECTION. FOR PROPERTY LINES THAT ADJUT PUBLIC ROADWAYS AND PUBLIC TRANSIT CORRIDORS, THE PROPERTY LINE MAY BE CONSIDERED TO BE THE CENTERLINE OF THE PUBLIC ROADWAY OR PUBLIC TRANSIT CORRIDOR FOR THE PURPOSE OF DETERMINING COMPLIANCE WITH THIS SECTION. 3. GENERAL LIGHTING LUMINAIRES IN AREAS SUCH AS OUTDOOR PARKING, SALES OR STORAGE LOTS SHALL MEET THESE REDUCED RATINGS. DECORATIVE LUMINAIRES LOCATED IN THESE AREAS SHALL MEET LUMEN VALUE LIMITS FOR "ALL OTHER OUTDOOR LIGHTING" 5.106.8.1 FACING- BACKLIGHT LUMINAIRES WITHIN 200' OF A PROPERTY LINE SHALL BE ORIENTED SO THAT THE NEAREST PROPERTY LINE IS BEHIND THE FIXTURE, AND SHALL COMPLY WITH THE BACKLIGHT RATING SPECIFIED IN TABLE 5.106.8 BASED ON THE LIGHTING ZONE AND DISTANCE TO THE NEAREST POINT OF THAT PROPERTY LINE. EXCEPTION: CORNERS. IF TWO PROPERTY LINES (OR TWO SEGMENTS OF THE SAME PROPERTY LINE) HAVE EQUIDISTANT POINT TO THE LUMINAIRE, THEN THE LUMINAIRE MAY BE ORIENTED SO THAT THE INTERSECTION OF THE TWO LINES (THE CORNER) IS DIRECTLY BEHIND THE LUMINAIRE. THE LUMINAIRE ALL SHALL USE THE DISTANCE TO THE NEAREST POINT(S) ON THE PROPERTY LINES TO DETERMINE THE REQUIRED BACKLIGHT RATINGS.					
5.106.8.2 FACING-GLARE. FOR LUMINAIRES COVERED BY 5.106.8.1, IF A PROPERTY LINE ALSO EXISTS WITHIN OR EXTENDS INTO THE FRONT HEMISPHERE WITHIN 200' OF THE LUMINAIRE THEN THE LUMINAIRE SHALL COMPLY WITH THE MORE STRINGENT GLARE RATING SPECIFIED IN TABLE 5.106.8 BASED ON THE LIGHTING ZONE AND DISTANCE TO THE NEAREST POINT ON THE NEAREST PROPERTY LINE WITHIN THE FRONT HEMISPHERE. NOTE: (N) 1. SEE ALSO CALIFORNIA BUILDING CODE, CHAPTER 12, SECTION 1205.6 FOR COLLEGE CAMPUS LIGHTING REQUIREMENTS FOR PARKING FACILITIES AND WALKWAYS. 2. REFER TO CHAPTER 8 COMPLIANCE FORMS, WORKSHEETS AND REFERENCE MATERIAL) FOR IES TM-15-11 TABLE A-1, CALIFORNIA ENERGY CODE TABLES 130.2-A AND 130.2-B. 3. REFER TO THE CALIFORNIA BUILDING CODE FOR REQUIREMENTS FOR ADDITIONS AND ALTERATIONS.					
5.106.10 GRADING AND PAVING. CONSTRUCTION PLANS SHALL INDICATE HOW SITE GRADING OR A DRAINAGE SYSTEM WILL MANAGE ALL SURFACE WATER FLOWS TO KEEP WATER FROM ENTERING BUILDINGS. EXAMPLES OF METHODS TO MANAGE SURFACE WATER INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: 1. SWALES. 2. WATER COLLECTION AND DISPOSAL SYSTEMS. 3. GROUNDWATER PROTECTION. 4. WATER RETENTION GARDENS. 5. OTHER WATER MEASURES WHICH KEEP SURFACE WATER AWAY FROM BUILDINGS AND AID IN GROUNDWATER RECHARGE. EXCEPTION: ADDITIONS AND ALTERATIONS NOT ALTERING THE DRAINAGE PATH.	Y	SEE CIVIL DRAWING FOR GRADING AND DRAINAGE INFORMATION.			



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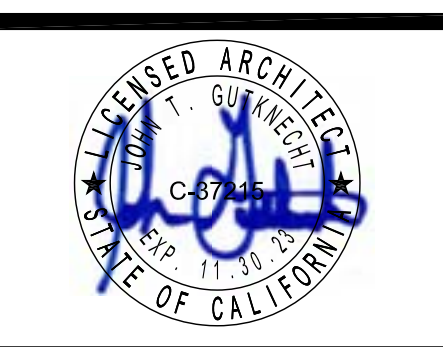
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PUBLISHED SETS

REV.	DATE	DESCRIPTION
△	02.14.22	RESUBMITTAL 1
	03.02.22	RESUBMITTAL 2
	03.15.22	RESUBMITTAL 3
	03.21.22	RESUBMITTAL 4
	08.09.22	PLANNING SUBMITTAL
	09.02.22	PLANNING RE-SUBMITTAL
	09.12.22	BUILDING SUBMITTAL
	03.09.23	PLANNING SUBMITTAL
	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

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APPROVAL STAMP



CALGREEN CHECKLIST

DATE	SCALE
06.1.21	AS SHOWN
DRAWN BY	PROJECT NUMBER
JTG	21001-1

A0.3

2022 CALGREEN NON-RESIDENTIAL MANDATORY MEASURES CHECKLIST

Y/N/A	RESPONSIBLE PARTY COMMENTS	Y/N/A	RESPONSIBLE PARTY COMMENTS
5.106.12.1 SURFACE PARKING AREAS. SHADE TREE PLANTINGS, MINIMUM #10 CONTAINER SIZE OR EQUAL, SHALL BE INSTALLED TO PROVIDE SHADE OVER 50 PERCENT OF THE PARKING AREA WITHIN 15 YEARS.	NA NO TREES ARE PROPOSED IN SCOPE OF WORK	5.303.3.4 WATER CONSERVING PLUMBING FIXTURES AND FITTINGS CONTINUED	Y/N/A RESPONSIBLE PARTY COMMENTS
EXCEPTIONS: SURFACE PARKING AREA COVERED BY SOLAR PHOTOVOLTAIC SHADE STRUCTURES WITH ROOFING MATERIALS THAT COMPLY WITH TABLE A5.106.11.2.2 IN APPENDIX A5 SHALL BE PERMITTED IN WHOLE OR IN PART IN LIEU OF SHADE TREE PLANTING.		5.303.3.4.6 PRE-RINSE SPRAY VALVE WHEN INSTALLED, SHALL MEET THE REQUIREMENTS IN THE CALIFORNIA CODE OF REGULATIONS, TITLE 20 (APPLIANCE EFFICIENCY REGULATIONS), SECTION 1605.1 (H)(4) TABLE H-2, SECTION 1605.5 (H)(1)(A), AND SECTION 1607 (D)(7), AND SHALL BE EQUIPPED WITH AN INTEGRAL AUTOMATIC SHUTOFF. FOR REFERENCE ONLY: THE FOLLOWING TABLE AND CODE SECTION HAVE BEEN REPRINTED FROM THE CALIFORNIA CODE OF REGULATIONS, TITLE 20 (APPLIANCE EFFICIENCY REGULATIONS), SECTION 1605.1 (H)(4) AND SECTION 1605.3 (H)(1)(A).	NA NO PRE-RINSE SPRAY IS IN SCOPE OF WORK
5.106.12.2 LANDSCAPE AREAS. SHADE TREES PLANTINGS, MINIMUM #10 CONTAINER SIZE OR EQUAL SHALL BE INSTALLED TO PROVIDE SHADE OF 20% OF THE LANDSCAPE AREA WITHIN 15 YEARS.	NA NO TREES ARE PROPOSED IN SCOPE OF WORK	5.303.4 COMMERCIAL KITCHEN EQUIPMENT.	NA THIS IS NOT A COMMERCIAL KITCHEN PROJECT
EXCEPTIONS: PLAYFIELDS FOR ORGANIZED SPORT ACTIVITY ARE NOT INCLUDED IN THE TOTAL AREA CALCULATION.		5.303.4.1 FOOD WASTE DISPOSERS. DISPOSERS SHALL EITHER MODULATE THE USE OF WATER TO NO MORE THAN 1 GPM WHEN THE DISPOSER IS NOT IN USE (NOT ACTIVELY GRINDING FOOD WASTE/LOAD) OR SHALL AUTOMATICALLY SHUT OFF AFTER NO MORE THAN 10 MINUTES OF INACTIVITY. DISPOSERS SHALL USE NO MORE THAN 8 GPM OF WATER. NOTE: THIS CODE SECTION DOES NOT AFFECT LOCAL JURISDICTION AUTHORITY TO PROHIBIT OR REQUIRE DISPOSER INSTALLATION.	
1.106.12.3. HARDSCAPE AREAS. SHADE TREE PLANTINGS, MINIMUM #10 CONTAINER SIZE OR EQUAL SHALL BE INSTALLED TO PROVIDE SHADE OVER 20 PERCENT OF THE HARDSCAPE AREA WITHIN 15 YEARS.		5.303.5 AREAS OF ADDITION OR ALTERATION. FOR THOSE OCCUPANCIES WITHIN THE AUTHORITY OF THE CALIFORNIA BUILDING STANDARDS COMMISSION AS SPECIFIED IN SECTION 103, THE PROVISIONS OF SECTION 5.303.3 AND 5.303.4 SHALL APPLY TO NEW FIXTURES IN ADDITIONS OR AREAS OF ALTERATION TO THE BUILDING.	
EXCEPTIONS: 1. WALKS, HARDSCAPE AREAS COVERED BY SOLAR PHOTOVOLTAIC SHADE STRUCTURES OR SHADE STRUCTURES WITH ROOFING MATERIALS THAT COMPLY WITH TABLE A5.106.11.2.2 IN APPENDIX A5 SHALL BE PERMITTED IN WHOLE OR IN PART IN LIEU OF SHADE TREE PLANTINGS. 2. DESIGNATED AND MARKED PLAY AREAS OF ORGANIZED SPORT ACTIVITY ARE NOT INCLUDED IN THE TOTAL AREA CALCULATION.		5.303.6 STANDARDS FOR PLUMBING FIXTURES AND FITTINGS. PLUMBING FIXTURES AND FITTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE CALIFORNIA PLUMBING CODE, AND SHALL MEET THE APPLICABLE STANDARDS REFERENCED IN TABLE 1701.1 OF THE CALIFORNIA PLUMBING CODE AND IN CHAPTER 6 OF THIS CODE.	
DIVISION 5.2 ENERGY EFFICIENCY	Y/N/A RESPONSIBLE PARTY COMMENTS	SECTION 5.304 OUTDOOR WATER USE	Y/N/A RESPONSIBLE PARTY COMMENTS
SECTION 5.201 GENERAL 5.201.1 SCOPE [BSC-CG]. CALIFORNIA ENERGY CODE (DCA-SS), FOR THE PURPOSES OF MANDATORY ENERGY EFFICIENCY STANDARDS, THIS CODE, THE CALIFORNIA ENERGY COMMISSION WILL CONTINUE TO ADOPT MANDATORY BUILDING STANDARDS.	Y SEE ELECTRICAL DRAWINGS	5.304.1 OUTDOOR POTABLE WATER USE IN LANDSCAPE AREAS. NONRESIDENTIAL DEVELOPMENTS SHALL COMPLY WITH A LOCAL WATER EFFICIENT LANDSCAPE ORDINANCE OR THE CURRENT CALIFORNIA DEPARTMENT OF WATER RESOURCES' MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO), WHICHEVER IS MORE STRINGENT. NOTES: 1. THE MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO) IS LOCATED IN THE CALIFORNIA CODE OF REGULATIONS, TITLE 23, CHAPTER 2.7, DIVISION 2. 2. MWELO AND SUPPORTING DOCUMENTS, INCLUDING A WATER BUDGET CALCULATOR, ARE AVAILABLE AT: HTTPS://WWW.WATER.CA.GOV/ .	NA NO LANDSCAPE AREAS ARE BEING MODIFIED
DIVISION 5.3 WATER EFFICIENCY AND CONSERVATION	Y/N/A RESPONSIBLE PARTY COMMENTS	5.304.6 OUTDOOR POTABLE WATER USE IN LANDSCAPE AREAS. FOR PUBLIC SCHOOLS AND COMMUNITY COLLEGES, LANDSCAPE PROJECTS AS DESCRIBED IN SECTIONS 5.304.6.1 AND 5.304.6.2 SHALL COMPLY WITH THE CALIFORNIA DEPARTMENT OF WATER RESOURCES MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO) COMMENCING WITH SECTION 490 OF CHAPTER 2.7, DIVISION 2, TITLE 23, CALIFORNIA CODE OF REGULATIONS, EXCEPT THAT THE EVAPOTRANSPIRATION ADJUSTMENT FACTOR (ETA) SHALL BE 0.65 WITH AN ADDITIONAL WATER ALLOWANCE FOR SPECIAL LANDSCAPE AREAS (SLA) OF 0.35. EXCEPTION: ANY PROJECT WITH AN AGGREGATE LANDSCAPE AREA OF 2,500 SQUARE FEET OR LESS MAY COMPLY WITH THE PRESCRIPTIVE MEASURES CONTAINED IN APPENDIX D OF THE MWELO.	
SECTION 5.302 DEFINITIONS 5.302.1 DEFINITIONS. THE FOLLOWING TERMS ARE DEFINED IN CHAPTER 2 (AND ARE INCLUDED HERE FOR REFERENCE). EVAPOTRANSPIRATION ADJUSTMENT FACTOR (ETA) [DCA-SS]. AN ADJUSTMENT FACTOR WHEN APPLIED TO REFERENCE EVAPOTRANSPIRATION THAT ADJUSTS FOR PLANT FACTORS AND IRRIGATION EFFICIENCY, WHICH ARE TWO MAJOR INFLUENCES ON THE AMOUNT OF WATER THAT NEEDS TO BE APPLIED TO THE LANDSCAPE. FOOTPRINT AREA [DCA-SS]. THE TOTAL AREA OF THE FURTHEST EXTERIOR WALL OF THE STRUCTURE PROJECTED TO NATURAL GRADE, NOT INCLUDING EXTERIOR AREAS SUCH AS STAIRS, COVERED WALKWAYS, PATIOS AND DECKS. METERING FAUCET. A SELF-CLOSING FAUCET THAT DISPENSES A SPECIFIC VOLUME OF WATER FOR EACH ACTUATION CYCLE. THE VOLUME OR CYCLE DURATION CAN BE FIXED OR ADJUSTABLE. GRAYWATER. PURSUANT TO HEALTH AND SAFETY CODE SECTION 17922.12, "GRAYWATER" MEANS UNTREATED WASTEWATER THAT HAS NOT BEEN CONTAMINATED BY ANY TOILET DISCHARGE, HAS NOT BEEN AFFECTED BY INFECTIOUS, CONTAMINATED, OR UNHEALTHY BODILY WASTES, AND DOES NOT PRESENT A THREAT FROM CONTAMINATION BY UNHEALTHFUL PROCESSING, MANUFACTURING, OR OPERATING WASTES. "GRAYWATER" INCLUDES, BUT IS NOT LIMITED TO WASTEWATER FROM BATHTUBS, SHOWERS, BATHROOM WASHBASINS, CLOTHES WASHING MACHINES AND LAUNDRY TUBS, BUT DOES NOT INCLUDE WASTE WATER FROM KITCHEN SINKS OR DISHWASHERS. MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO). THE CALIFORNIA ORDINANCE REGULATING LANDSCAPE DESIGN, INSTALLATION AND MAINTENANCE PRACTICES THAT WILL ENSURE COMMERCIAL, MULTIFAMILY AND OTHER DEVELOPER INSTALLED LANDSCAPES GREATER THAN 2500 SQUARE FEET MEET AN IRRIGATION WATER BUDGET DEVELOPED BASED ON LANDSCAPE AREA AND CLIMATOLOGICAL PARAMETERS. MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO), [HCD] THE CALIFORNIA MODEL ORDINANCE (CALIFORNIA CODE OF REGULATIONS, TITLE 23, DIVISION 2, CHAPTER 2.7), REGULATING LANDSCAPE DESIGN, INSTALLATION AND MAINTENANCE PRACTICES. LOCAL AGENCIES ARE REQUIRED TO ADOPT THE UPDATED MWELO, OR ADOPT A LOCAL ORDINANCE AT LEAST AS EFFECTIVE AS THE MWELO. POTABLE WATER. WATER THAT IS DRINKABLE AND MEETS THE U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) DRINKING WATER STANDARDS. SEE DEFINITION IN THE CALIFORNIA PLUMBING CODE, PART 5. POTABLE WATER, [HCD] WATER THAT IS SATISFACTORY FOR DRINKING, CULINARY, AND DOMESTIC PURPOSES, AND MEETS THE U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) DRINKING WATER STANDARDS AND THE REQUIREMENTS OF THE HEALTH AUTHORITY HAVING JURISDICTION. RECYCLED WATER. WATER WHICH, AS A RESULT OF TREATMENT OF WASTE, IS SUITABLE FOR A DIRECT BENEFICIAL USE OR A CONTROLLED USE THAT WOULD NOT OTHERWISE OCCUR (WATER CODE SECTION 13050 (N)). SIMPLY PUT, RECYCLED WATER IS WATER TREATED TO REMOVE WASTE MATTER ATTAINING A QUALITY THAT IS SUITABLE TO USE THE WATER AGAIN. SUBMETER. [HCD 1] A SECONDARY DEVICE BEYOND A METER THAT MEASURES WATER CONSUMPTION OF AN INDIVIDUAL RENTAL UNIT WITHIN A MULTIFAMILY RESIDENTIAL STRUCTURE OR MIXED-USE RESIDENTIAL AND COMMERCIAL STRUCTURE. (SEE CIVIC CODE SECTION 1954.202 (G) AND WATER CODE SECTION 517 FOR ADDITIONAL DETAILS.) WATER BUDGET. IS THE ESTIMATED TOTAL LANDSCAPE IRRIGATION WATER USE WHICH SHALL NOT EXCEED THE MAXIMUM APPLIED WATER ALLOWANCE CALCULATED IN ACCORDANCE WITH THE DEPARTMENT OF WATER RESOURCES MODEL EFFICIENT LANDSCAPE ORDINANCE (MWELO).		DIVISION 5.4 MATERIAL CONSERVATION AND RESOURCE EFFICIENCY	Y/N/A RESPONSIBLE PARTY COMMENTS
SECTION 5.303 INDOOR WATER USE	Y/N/A RESPONSIBLE PARTY COMMENTS	5.401.1 GENERAL 5.401.1 SCOPE. THE PROVISIONS OF THIS CHAPTER SHALL OUTLINE MEANS OF ACHIEVING MATERIAL CONSERVATION AND RESOURCE EFFICIENCY THROUGH PROTECTION OF BUILDINGS FROM EXTERIOR MOISTURE, CONSTRUCTION WASTE DIVERSION, EMPLOYMENT OF TECHNOLOGIES TO REDUCE POLLUTION THROUGH RECYCLING OF MATERIALS, AND BUILDING COMMISSIONING OR TESTING AND ADJUSTING. 5.402.1 DEFINITIONS. THE FOLLOWING TERMS ARE DEFINED IN CHAPTER 2 (AND ARE INCLUDED HERE FOR REFERENCE). ADJUST. TO REGULATE FLUID FLOW RATE AND AIR PATTERNS AT THE TERMINAL EQUIPMENT, SUCH AS TO REDUCE FAN SPEED OR ADJUST A DAMPER. BALANCE. TO PROPORTION FLOWS WITHIN THE DISTRIBUTION SYSTEM, INCLUDING SUB-MAINS, BRANCHES AND TERMINALS, ACCORDING TO DESIGN QUANTITIES. BUILDING COMMISSIONING. A SYSTEMATIC QUALITY ASSURANCE PROCESS THAT SPANS THE ENTIRE DESIGN AND CONSTRUCTION PROCESS, INCLUDING VERIFYING AND DOCUMENTING THAT BUILDING SYSTEMS AND COMPONENTS ARE PLANNED, DESIGNED, INSTALLED, TESTED, OPERATED AND MAINTAINED TO MEET THE OWNER'S PROJECT REQUIREMENTS. ORGANIC WASTE. FOOD WASTE, GREEN WASTE, LANDSCAPE AND PRUNING WASTE, NONHAZARDOUS WOOD WASTE, AND FOOD SOILED PAPER WASTE THAT IS MIXED IN WITH FOOD WASTE. ADJUST. A PROCEDURE TO DETERMINE QUANTITATIVE PERFORMANCE OF A SYSTEM OR EQUIPMENT	Y WEATHER RESISTANT EXTERIOR WALLS AND FOUNDATION ARE PROVIDED, SEE SECTIONS ON SHEET AS
5.303.1 METERS. SEPARATE SUBMETERS OR METERING DEVICES SHALL BE INSTALLED FOR THE USES DESCRIBED IN SECTIONS 503.1.1 AND 503.1.2.	NA SEPARATE SUBMETERS ARE NOT REQUIRED	5.402.2 MOISTURE CONTROL. EMPLOY MOISTURE CONTROL MEASURES BY THE FOLLOWING METHODS. 5.402.2.1 SPRINKLERS. DESIGN AND MAINTAIN LANDSCAPE IRRIGATION SYSTEMS TO PREVENT SPRAY ON STRUCTURES. 5.402.2.2 ENTRIES AND OPENINGS. DESIGN EXTERIOR ENTRIES AND/OR OPENINGS SUBJECT TO FOOT TRAFFIC OR WIND-DRIVEN RAIN TO PREVENT WATER INTRUSION INTO BUILDINGS AS FOLLOWS: 5.402.2.2.1 EXTERIOR DOOR PROTECTION. PRIMARY EXTERIOR ENTRIES SHALL BE COVERED TO PREVENT WATER INTRUSION BY USING NONABSORBENT FLOOR AND WALL FINISHES WITHIN AT LEAST 2 FEET AROUND AND PERPENDICULAR TO SUCH OPENINGS PLUS AT LEAST ONE OF THE FOLLOWING: 1. AN INSTALLED AWNING AT LEAST 4 FEET IN DEPTH. 2. THE DOOR IS PROTECTED BY A ROOF OVERHANG AT LEAST 4 FEET IN DEPTH. 3. THE DOOR IS RECESSED AT LEAST 4 FEET. 4. OTHER METHODS WHICH PROVIDE EQUIVALENT PROTECTION. 5.402.2.2.2 FLASHING. INSTALL FLASHINGS INTEGRATED WITH A DRAINAGE PLANE.	
5.303.1.1 BUILDINGS IN EXCESS OF 50,000 SQUARE FEET. SEPARATE SUBMETERS SHALL BE INSTALLED AS FOLLOWS: 1. FOR EACH INDIVIDUAL LEASED, RENTED OR OTHER TENANT SPACE WITHIN THE BUILDING PROJECTED TO CONSUME MORE THAN 100 GALLONS (380 LITERS), INCLUDING, BUT NOT LIMITED TO, SPACES USED FOR LAUNDRY OR CLEANERS, RESTAURANT OR FOOD SERVICE, MEDICAL OR DENTAL OFFICE, LABORATORY, OR BEAUTY SALON OR BARBER SHOP. 2. WHERE SEPARATE SUBMETERS FOR INDIVIDUAL BUILDING TENANTS ARE UNFEASIBLE, FOR WATER SUPPLIED TO THE FOLLOWING SUBSYSTEMS: a. MAKEUP WATER FOR COOLING TOWERS WHERE FLOW THROUGH IS GREATER THAN 500 GPM (30 L/S). b. MAKEUP WATER FOR EVAPORATIVE COOLERS GREATER THAN 6 GPM (0.04 L/S). c. STEAM AND HOT WATER BOILERS WITH ENERGY INPUT MORE THAN 500,000 BTU/H (147 KW).		5.408.1.1 CONSTRUCTION WASTE MANAGEMENT PLAN. WHERE A LOCAL JURISDICTION DOES NOT HAVE A CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT ORDINANCE, SUBMIT A CONSTRUCTION WASTE MANAGEMENT PLAN THAT: 1. IDENTIFIES THE CONSTRUCTION AND DEMOLITION WASTE MATERIALS TO BE DIVERTED FROM DISPOSAL BY EFFICIENT USAGE, RECYCLING, REUSE ON THE PROJECT OR SALVAGE FOR FUTURE USE OR SALE. 2. DETERMINES IF CONSTRUCTION AND DEMOLITION WASTE MATERIALS WILL BE SORTED ON-SITE (SOURCE-SEPARATED) OR BULK MIXED (SINGLE STREAM). 3. IDENTIFIES DIVERSION FACILITIES WHERE CONSTRUCTION AND DEMOLITION WASTE MATERIAL COLLECTED WILL BE TAKEN. 4. SPECIFICS THAT THE AMOUNT OF CONSTRUCTION AND DEMOLITION WASTE MATERIALS DIVERTED SHALL BE CALCULATED BY WEIGHT OR VOLUME, BUT NOT BY BOTH.	
5.303.1.2 EXCESS CONSUMPTION. A SEPARATE SUBMETER OR METERING DEVICE SHALL BE PROVIDED FOR ANY TENANT WITHIN A NEW BUILDING OR WITHIN AN ADDITION THAT IS PROJECTED TO CONSUME MORE THAN 1,000 GALLON/DAY.		5.408.1.2 WASTE MANAGEMENT COMPANY. UTILIZE A WASTE MANAGEMENT COMPANY THAT CAN PROVIDE VERIFIABLE DOCUMENTATION THAT THE PERCENTAGE OF CONSTRUCTION AND DEMOLITION WASTE MATERIAL DIVERTED FROM THE LANDFILL COMPLIES WITH THIS SECTION. NOTE: THE OWNER OR CONTRACTOR SHALL MAKE THE DETERMINATION IF THE CONSTRUCTION AND DEMOLITION WASTE MATERIAL WILL BE DIVERTED BY A WASTE MANAGEMENT COMPANY. EXCEPTIONS TO SECTIONS 5.408.1.1 AND 5.408.1.2: 1. EXCAVATED SOIL AND LAND-CLEARING DEBRIS. 2. ALTERNATE WASTE REDUCTION METHODS DEVELOPED BY WORKING WITH LOCAL AGENCIES IF DIVERSION OR RECYCLE FACILITIES CAPABLE OF COMPLIANCE WITH THIS ITEM DO NOT EXIST. 3. DEMOLITION WASTE MEETING LOCAL ORDINANCE OR CALCULATED IN CONSIDERATION OF LOCAL RECYCLING FACILITIES AND MARKETS.	
5.303.3 WATER CONSERVING PLUMBING FIXTURES AND FITTINGS. PLUMBING FIXTURES (WATER CLOSETS AND URINALS) AND FITTINGS (FAUCETS AND SHOWERHEADS) SHALL COMPLY WITH THE FOLLOWING: 5.303.3.1 WATER CLOSETS. THE EFFECTIVE FLUSH VOLUME OF ALL WATER CLOSETS SHALL NOT EXCEED 1.28 GALLONS PER FLUSH. TANK-TYPE WATER CLOSETS SHALL BE CERTIFIED TO THE PERFORMANCE CRITERIA OF THE U.S. EPA WATERSENSE SPECIFICATION FOR TANK-TYPE TOILETS. NOTE: THE EFFECTIVE FLUSH VOLUME OF DUAL FLUSH TOILETS IS DEFINED AS THE COMPOSITE, AVERAGE FLUSH VOLUME OF TWO REDUCED FLUSHES AND ONE FULL FLUSH.	Y SEE SHEET A7.1	5.408.1.3 WASTE STREAM REDUCTION ALTERNATIVE. THE COMBINED WEIGHT OF NEW CONSTRUCTION DISPOSAL THAT DOES NOT EXCEED TWO POUNDS PER SQUARE FOOT OF BUILDING AREA MAY BE DEEMED TO MEET THE 65% MINIMUM REQUIREMENT AS APPROVED BY THE ENFORCING AGENCY.	
5.303.3.2 URINALS. 5.303.3.2.1 WALL-MOUNTED URINALS. THE EFFECTIVE FLUSH VOLUME OF WALL-MOUNTED URINALS SHALL NOT EXCEED 0.125 GALLONS PER FLUSH. 5.303.3.2.2 FLOOR-MOUNTED URINALS. THE EFFECTIVE FLUSH VOLUME OF FLOOR-MOUNTED OR OTHER URINALS SHALL NOT EXCEED 0.5 GALLONS PER FLUSH.	Y SEE SHEET A7.1	5.408.1.4 DOCUMENTATION. DOCUMENTATION SHALL BE PROVIDED TO THE ENFORCING AGENCY WHICH DEMONSTRATES COMPLIANCE WITH SECTIONS 5.408.1.1, THROUGH 5.408.1.3. THE WASTE MANAGEMENT PLAN SHALL BE UPDATED AS NECESSARY AND SHALL BE ACCESSIBLE DURING CONSTRUCTION FOR EXAMINATION BY THE ENFORCING AGENCY. NOTES: 1. SAMPLE FORMS FOUND IN "A GUIDE TO THE CALIFORNIA GREEN BUILDING STANDARDS CODE (NONRESIDENTIAL)" LOCATED WWW.DGS.CA.GOV/RESOURCES/PAGE-CONTENT/BUILDING-STANDARDS-COMMISSION-RESOURCES-LIST-FOLDER/CALGREEN MAY BE USED TO ASSIST IN DOCUMENTING COMPLIANCE WITH THE WASTE MANAGEMENT PLAN. 2. MIXED CONSTRUCTION AND DEMOLITION DEBRIS PROCESSORS CAN BE LOCATED AT THE CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE).	
5.303.3.3 SHOWERHEADS. [BSC-CG] 5.303.3.3.1 SINGLE SHOWERHEAD. SHOWERHEADS SHALL HAVE A MAXIMUM FLOW RATE OF NOT MORE THAN 1.8 GALLONS PER MINUTE AT 60 PSI. SHOWERHEADS SHALL BE CERTIFIED TO THE PERFORMANCE CRITERIA OF THE U.S. EPA WATERSENSE SPECIFICATION FOR SHOWERHEADS. 5.303.3.3.2 MULTIPLE SHOWERHEADS SERVING ONE SHOWER. WHEN A SHOWER IS SERVED BY MORE THAN ONE SHOWERHEAD, THE COMBINED FLOW RATE OF ALL THE SHOWERHEADS AND/OR OTHER SHOWER OUTLETS CONTROLLED BY A SINGLE VALVE SHALL NOT EXCEED 1.8 GALLONS PER MINUTE AT 60 PSI, OR THE SHOWER SHALL BE DESIGNED TO ALLOW ONLY ONE SHOWER OUTLET TO BE IN OPERATION AT A TIME. NOTE: A HAND-HELD SHOWER SHALL BE CONSIDERED A SHOWERHEAD.	NA NO SHOWERS ARE IN THE SCOPE OF WORK	5.408.2.5.1 SYSTEMS MANUAL. [N] DOCUMENTATION OF THE OPERATIONAL ASPECTS OF THE BUILDING SHALL BE COMPLETED WITHIN THE SYSTEMS MANUAL AND DELIVERED TO THE BUILDING OWNER OR REPRESENTATIVE. THE SYSTEMS MANUAL SHALL INCLUDE THE FOLLOWING: 1. SITE INFORMATION, INCLUDING FACILITY DESCRIPTION, HISTORY AND CURRENT REQUIREMENTS. 2. SITE CONTACT INFORMATION. 3. BASIC OPERATIONS AND MAINTENANCE, INCLUDING GENERAL SITE OPERATING PROCEDURES, BASIC TROUBLESHOOTING, RECOMMENDED MAINTENANCE REQUIREMENTS, SITE EVENTS LOG. 4. MAJOR SYSTEMS. 5. SITE EQUIPMENT INVENTORY AND MAINTENANCE NOTES. 6. A COPY OF VERIFICATIONS REQUIRED BY THE ENFORCING AGENCY OR THIS CODE. 7. OTHER RESOURCES AND DOCUMENTATION, IF APPLICABLE.	
5.303.3.4 FAUCETS AND FOUNTAINS. 5.303.3.4.1 NONRESIDENTIAL. LAVATORY FAUCETS. LAVATORY FAUCETS SHALL HAVE A MAXIMUM FLOW RATE OF NOT MORE THAN 0.5 GALLONS PER MINUTE AT 60 PSI. 5.303.3.4.2 KITCHEN FAUCETS. KITCHEN FAUCETS SHALL HAVE A MAXIMUM FLOW RATE OF NOT MORE THAN 1.8 GALLONS PER MINUTE AT 60 PSI. KITCHEN FAUCETS MAY TEMPORARILY INCREASE THE FLOW ABOVE THE MAXIMUM RATE, BUT NOT TO EXCEED 2.2 GALLONS PER MINUTE AT 60 PSI, AND MUST DEFAULT TO A MAXIMUM FLOW RATE OF 1.8 GALLONS PER MINUTE AT 60 PSI. 5.303.3.4.3 WASH FOUNTAINS. WASH FOUNTAINS SHALL HAVE A MAXIMUM FLOW RATE OF NOT MORE THAN 1.8 GALLONS PER MINUTE/20 (RIM SPACE (INCHES) AT 60 PSI). 5.303.3.4.4 METERING FAUCETS. METERING FAUCETS SHALL NOT DELIVER MORE THAN 0.20 GALLONS PER CYCLE. 5.303.3.4.5 METERING FAUCETS FOR WASH FOUNTAINS. METERING FAUCETS FOR WASH FOUNTAINS SHALL HAVE A MAXIMUM FLOW RATE OF NOT MORE THAN 0.20 GALLONS PER MINUTE/20 (RIM SPACE (INCHES) AT 60 PSI). NOTE: WHERE COMPLYING FAUCETS ARE UNAVAILABLE, AERATORS OR OTHER MEANS MAY BE USED TO ACHIEVE REDUCTION.	Y SEE SHEET A7.1	5.410.2.4 FUNCTIONAL PERFORMANCE TESTING. [N] FUNCTIONAL PERFORMANCE TESTS SHALL DEMONSTRATE THE CORRECT INSTALLATION AND OPERATION OF EACH COMPONENT, SYSTEM AND SYSTEM-TO-SYSTEM INTERFACE IN ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS. FUNCTIONAL PERFORMANCE TESTING REPORTS SHALL CONTAIN INFORMATION ADDRESSING EACH OF THE BUILDING COMPONENTS TESTED, THE TESTING METHODS UTILIZED, AND INCLUDE ANY READINGS AND ADJUSTMENTS. 5.410.2.5 DOCUMENTATION AND TRAINING. [N] A SYSTEMS MANUAL AND SYSTEMS OPERATIONS TRAINING ARE REQUIRED, INCLUDING OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) REQUIREMENTS IN CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 8, SECTION 5142, AND OTHER RELATED REGULATIONS.	
SECTION 5.408 CONSTRUCTION WASTE REDUCTION, DISPOSAL AND RECYCLING CONTINUED	Y/N/A RESPONSIBLE PARTY COMMENTS	SECTION 5.410 BUILDING MAINTENANCE AND OPERATIONS	Y/N/A RESPONSIBLE PARTY COMMENTS
5.408.2 UNIVERSAL WASTE. [A] ADDITIONS AND ALTERATIONS TO A BUILDING OR TENANT SPACE THAT MEET THE SCOPING PROVISIONS IN SECTION 301.3 FOR NONRESIDENTIAL ADDITIONS AND ALTERATIONS, SHALL REQUIRE VERIFICATION THAT UNIVERSAL WASTE ITEMS SUCH AS FLUORESCENT LAMPS AND BALLAST AND MERCURY CONTAINING THERMOSTATS AS WELL AS OTHER CALIFORNIA PROHIBITED UNIVERSAL WASTE MATERIALS ARE DISPOSED OF PROPERLY AND ARE DIVERTED FROM LANDFILLS. A LIST OF PROHIBITED UNIVERSAL WASTE MATERIALS SHALL BE INCLUDED IN THE CONSTRUCTION DOCUMENTS. NOTE: REFER TO THE UNIVERSAL WASTE RULE LINK AT: HTTP://WWW.DTSC.CA.GOV/UNIVERSALWASTE		5.410.1 RECYCLING BY OCCUPANTS. PROVIDE READILY ACCESSIBLE AREAS THAT SERVE THE ENTIRE BUILDING AND ARE IDENTIFIED FOR THE DEPOSITING, STORAGE AND COLLECTION OF NON-HAZARDOUS MATERIALS FOR RECYCLING, INCLUDING (AT A MINIMUM) PAPER, CORRUGATED CARDBOARD, GLASS, PLASTICS, ORGANIC WASTE, AND METALS OR MEET A LAWFULLY ENACTED LOCAL RECYCLING ORDINANCE, IF MORE RESTRICTIVE. EXCEPTION: RURAL JURISDICTIONS THAT MEET AND APPLY FOR THE EXEMPTION IN PUBLIC RESOURCE CODE 42649.82 (A)(2)(A) ET SEQ. SHALL ALSO BE EXEMPT FROM THE ORGANIC WASTE PORTION OF THIS SECTION. 5.410.1.1 ADDITIONS. ALL ADDITIONS CONDUCTED WITHIN A 12-MONTH PERIOD UNDER SINGLE OR MULTIPLE PERMITS, RESULTING IN AN INCREASE OF 30% OR MORE IN FLOOR AREA, SHALL PROVIDE RECYCLING AREAS ON SITE. EXCEPTION: ADDITIONS WITHIN A TENANT SPACE RESULTING IN LESS THAN A 30% INCREASE IN THE TENANT SPACE FLOOR AREA. 5.410.1.2 SAMPLE ORDINANCE. SPACE ALLOCATION FOR RECYCLING AREAS SHALL COMPLY WITH CHAPTER 18, PART 3, DIVISION 30 OF THE PUBLIC RESOURCES CODE, CHAPTER 18 IS KNOWN AS THE CALIFORNIA SOLID WASTE REUSE AND RECYCLING ACCESS ACT OF 1991 (ACT). NOTE: A SAMPLE ORDINANCE FOR USE BY LOCAL AGENCIES MAY BE FOUND IN APPENDIX A OF THE DOCUMENT AT THE CALRECYCLE'S WEB SITE.	Y A NEW TRASH/RECYCLING ENCLOSURE HAS BEEN PROVIDED IN THE SCOPE OF WORK-RECYCLING BY OCCUPANTS SHALL BE CONTROLLED BY OWNER.
5.408.3 EXCAVATED SOIL AND LAND CLEARING DEBRIS. 100 PERCENT OF TREES, STUMPS, ROCKS AND ASSOCIATED VEGETATION AND SOILS RESULTING FROM LAND CLEARING SHALL BE REUSED OR RECYCLED. FOR A PHASED PROJECT, SUCH MATERIAL MAY BE STOCKPILED ON SITE UNTIL THE STORAGE SITE IS DEVELOPED. EXCEPTION: THIS RULE EITHER ON OR OFF-SITE, OF VEGETATION OR SOIL CONTAMINATED BY DISEASE OR PEST INFESTATION. NOTES: 1. IF CONTAMINATION BY DISEASE OR PEST INFESTATION IS SUSPECTED, CONTACT THE COUNTY AGRICULTURAL COMMISSIONER AND FOLLOW ITS DIRECTION FOR RECYCLING OR DISPOSAL OF THE MATERIAL. 2. FOR A MAP OF KNOW PEST AND/OR DISEASE QUARANTINE ZONES, CONSULT WITH THE CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE. (WWW.CDFA.CA.GOV/)		5.410.2 BASIS OF DESIGN (BOD). [N] A WRITTEN EXPLANATION OF HOW THE DESIGN OF THE BUILDING SYSTEMS MEETS THE OPR SHALL BE COMPLETED AT THE DESIGN PHASE OF THE BUILDING PROJECT. THE BASIS OF DESIGN DOCUMENT SHALL COVER THE FOLLOWING SYSTEMS: 1. RENEWABLE ENERGY SYSTEMS. 2. LANDSCAPE IRRIGATION SYSTEMS. 3. WATER REUSE SYSTEM. 5.410.2.3 COMMISSIONING PLAN. [N] PRIOR TO PERMIT ISSUANCE A COMMISSIONING PLAN SHALL BE COMPLETED TO DOCUMENT HOW THE PROJECT WILL BE COMMISSIONED. THE COMMISSIONING PLAN SHALL INCLUDE THE FOLLOWING: 1. GENERAL PROJECT INFORMATION. 2. COMMISSIONING GOALS. 3. SYSTEMS TO BE COMMISSIONED. PLANS TO TEST SYSTEMS AND COMPONENTS SHALL INCLUDE: A. AN EXPLANATION OF THE ORIGINAL DESIGN INTENT. B. EQUIPMENT AND SYSTEMS TO BE TESTED, INCLUDING THE EXTENT OF TESTS. C. FUNCTIONS TO BE TESTED. D. CONDITIONS UNDER WHICH THE TEST SHALL BE PERFORMED. E. MEASURABLE CRITERIA FOR ACCEPTABLE PERFORMANCE. 4. COMMISSIONING TEAM INFORMATION. 5. COMMISSIONING PROCESS ACTIVITIES, SCHEDULES AND RESPONSIBILITIES. PLANS FOR THE COMPLETION OF COMMISSIONING SHALL BE INCLUDED. 5.410.2.4 FUNCTIONAL PERFORMANCE TESTING. [N] FUNCTIONAL PERFORMANCE TESTS SHALL DEMONSTRATE THE CORRECT INSTALLATION AND OPERATION OF EACH COMPONENT, SYSTEM AND SYSTEM-TO-SYSTEM INTERFACE IN ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS. FUNCTIONAL PERFORMANCE TESTING REPORTS SHALL CONTAIN INFORMATION ADDRESSING EACH OF THE BUILDING COMPONENTS TESTED, THE TESTING METHODS UTILIZED, AND INCLUDE ANY READINGS AND ADJUSTMENTS. 5.410.2.5 DOCUMENTATION AND TRAINING. [N] A SYSTEMS MANUAL AND SYSTEMS OPERATIONS TRAINING ARE REQUIRED, INCLUDING OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) REQUIREMENTS IN CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 8, SECTION 5142, AND OTHER RELATED REGULATIONS.	
DIVISION 5.5 ENERGY EFFICIENCY	Y/N/A RESPONSIBLE PARTY COMMENTS	SECTION 5.410 BUILDING MAINTENANCE AND OPERATIONS	Y/N/A RESPONSIBLE PARTY COMMENTS
SECTION 5.501 GENERAL 5.501.1 SCOPE [BSC-CG]. CALIFORNIA ENERGY CODE (DCA-SS), FOR THE PURPOSES OF MANDATORY ENERGY EFFICIENCY STANDARDS, THIS CODE, THE CALIFORNIA ENERGY COMMISSION WILL CONTINUE TO ADOPT MANDATORY BUILDING STANDARDS.	Y SEE ELECTRICAL DRAWINGS	5.410.2.5.1 SYSTEMS OPERATIONS TRAINING. [N] A PROGRAM FOR TRAINING OF THE APPROPRIATE MAINTENANCE STAFF FOR EACH EQUIPMENT TYPE AND/OR SYSTEM SHALL BE DEVELOPED AND DOCUMENTED IN THE COMMISSIONING REPORT AND SHALL INCLUDE THE FOLLOWING: 1. SYSTEM/EQUIPMENT OVERVIEW (WHAT IT IS, WHAT IT DOES AND WITH WHAT OTHER SYSTEMS AND/OR EQUIPMENT IT INTERFACES). 2. REVIEW AND DEMONSTRATION OF SERVICING/PREVENTIVE MAINTENANCE. 3. REVIEW OF THE INFORMATION IN THE SYSTEMS MANUAL. 4. REVIEW OF THE RECORD DRAWINGS ON THE SYSTEM/EQUIPMENT. 5.410.2.6 COMMISSIONING REPORT. [N] A REPORT OF COMMISSIONING PROCESS ACTIVITIES UNDERTAKEN THROUGH THE DESIGN AND CONSTRUCTION PHASES OF THE BUILDING PROJECT SHALL BE COMPLETED AND PROVIDED TO THE OWNER OR REPRESENTATIVE.	
DIVISION 5.6 ENERGY EFFICIENCY	Y/N/A RESPONSIBLE PARTY COMMENTS	SECTION 5.410 BUILDING MAINTENANCE AND OPERATIONS	Y/N/A RESPONSIBLE PARTY COMMENTS
SECTION 5.601 GENERAL 5.601.1 SCOPE [BSC-CG]. CALIFORNIA ENERGY CODE (DCA-SS), FOR THE PURPOSES OF MANDATORY ENERGY EFFICIENCY STANDARDS, THIS CODE, THE CALIFORNIA ENERGY COMMISSION WILL CONTINUE TO ADOPT MANDATORY BUILDING STANDARDS.	Y SEE ELECTRICAL DRAWINGS	5.410.2.6 COMMISSIONING REPORT. [N] A REPORT OF COMMISSIONING PROCESS ACTIVITIES UNDERTAKEN THROUGH THE DESIGN AND CONSTRUCTION PHASES OF THE BUILDING PROJECT SHALL BE COMPLETED AND PROVIDED TO THE OWNER OR REPRESENTATIVE.	



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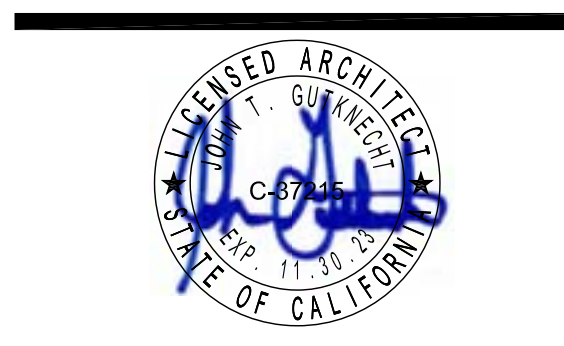
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PUBLISHED SETS		
REV.	DATE	DESCRIPTION
△	02.14.22	RESUBMITTAL 1
	03.02.22	RESUBMITTAL 2
	03.15.22	RESUBMITTAL 3
	03.21.22	RESUBMITTAL 4
	08.09.22	PLANNING SUBMITTAL
	09.02.22	PLANNING RE-SUBMITTAL
	09.12.22	BUILDING SUBMITTAL
	03.09.23	PLANNING SUBMITTAL
	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043

APPROVAL STAMP



CALGREEN CHECKLIST

DATE	SCALE
06.1.21	AS SHOWN
DRAWN BY	PROJECT NUMBER
JTG	21001-1

A0.4

TABLE H-2 STANDARDS FOR COMMERCIAL PRE-RINSE SPRAY VALVES MANUFACTURED ON OR AFTER JANUARY 28, 2019	
PRODUCT CLASS [SPRAY FORCE IN OUNCE FORCE (OZF)]	MAXIMUM FLOW RATE (gpm)
PRODUCT CLASS 1 (≤ 5.0 OZF)	1.00
PRODUCT CLASS 2 (> 5.0 OZF AND ≤ 8.0 OZF)	1.20
PRODUCT CLASS 3 (> 8.0 OZF)	1.28

2022 CALGREEN NON-RESIDENTIAL MANDATORY MEASURES CHECKLIST

Y	N/A	RESPONSIBLE PARTY COMMENTS
		5.410 BUILDING MAINTENANCE AND OPERATIONS CONTINUED
	Y	<p>5.410.4 TESTING AND ADJUSTING. NEW BUILDINGS LESS THAN 10,000 SQUARE FEET. TESTING AND ADJUSTING OF SYSTEMS SHALL BE REQUIRED FOR NEW BUILDINGS LESS THAN 10,000 SQUARE FEET OR NEW SYSTEMS TO SERVE AN ADDITION OR ALTERATION SUBJECT TO SECTION 303.1.</p> <p>5.410.4.2 (RESERVED)</p> <p>NOTE: FOR ENERGY-RELATED SYSTEMS UNDER THE SCOPE (SECTION 100) OF THE CALIFORNIA ENERGY CODE, INCLUDING HEATING, VENTILATION, AIR CONDITIONING (HVAC) SYSTEMS AND CONTROLS, INDOOR LIGHTING SYSTEM AND CONTROLS, AS WELL AS WATER HEATING SYSTEMS AND CONTROLS, REFER TO CALIFORNIA ENERGY CODE SECTION 120.8 FOR COMMISSIONING REQUIREMENTS AND SECTIONS 120.5, 120.6, 130.4, AND 140.9(B)3 FOR ADDITIONAL TESTING REQUIREMENTS OF SPECIFIC SYSTEMS.</p> <p>5.410.4.2 SYSTEMS. DEVELOP A WRITTEN PLAN OF PROCEDURES FOR TESTING AND ADJUSTING SYSTEMS. SYSTEMS TO BE INCLUDED FOR TESTING AND ADJUSTING SHALL INCLUDE AT A MINIMUM, AS APPLICABLE TO THE PROJECT:</p> <ol style="list-style-type: none"> RENEWABLE ENERGY SYSTEMS. LANDSCAPE IRRIGATION SYSTEMS. WATER REUSE SYSTEMS. <p>5.410.4.3 PROCEDURES. PERFORM TESTING AND ADJUSTING PROCEDURES IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS AND APPLICABLE STANDARDS ON EACH SYSTEM.</p> <p>5.410.4.3.1 HVAC BALANCING. IN ADDITION TO TESTING AND ADJUSTING, BEFORE A NEW SPACE-CONDITIONING SYSTEM SERVING A BUILDING OR SPACE IS OPERATED FOR NORMAL USE, THE SYSTEM SHALL BE BALANCED IN ACCORDANCE WITH THE PROCEDURES DEFINED BY THE TESTING ADJUSTING AND BALANCING BUREAU NATIONAL STANDARDS, THE NATIONAL ENVIRONMENTAL BALANCING BUREAU PROCEDURAL STANDARDS, ASSOCIATED AIR BALANCE COUNCIL NATIONAL STANDARDS OR AS APPROVED BY THE ENFORCING AGENCY.</p> <p>5.410.4.4 REPORTING. AFTER COMPLETION OF TESTING, ADJUSTING AND BALANCING, PROVIDE A FINAL REPORT OF TESTING SIGNED BY THE INDIVIDUAL RESPONSIBLE FOR PERFORMING THESE SERVICES.</p> <p>5.410.4.5 OPERATION AND MAINTENANCE (O & M) MANUAL. PROVIDE THE BUILDING OWNER OR REPRESENTATIVE WITH O & M OPERATING AND MAINTENANCE INSTRUCTIONS AND COPIES OF GUARANTEES/WARRANTIES FOR EACH SYSTEM. O & M INSTRUCTIONS SHALL BE CONSISTENT WITH OSHA REQUIREMENTS IN CCR, TITLE 8, SECTION 5142, AND OTHER RELATED REGULATIONS.</p> <p>5.410.4.5.1 INSPECTIONS AND REPORTS. INCLUDE A COPY OF ALL INSPECTION VERIFICATIONS AND REPORTS REQUIRED BY THE ENFORCING AGENCY.</p>

Y	N/A	RESPONSIBLE PARTY COMMENTS
		DIVISION 5.2 ENERGY EFFICIENCY
		SECTION 5.501 GENERAL
		5.501.1 SCOPE. THE PROVISIONS OF THIS CHAPTER SHALL OUTLINE MEANS OF REDUCING THE QUANTITY OF AIR CONTAMINANTS THAT ARE ODOROUS, IRRITATING, AND/OR HARMFUL TO THE COMFORT AND WELL-BEING OF A BUILDING'S INSTALLERS, OCCUPANTS AND NEIGHBORS.

Y	N/A	RESPONSIBLE PARTY COMMENTS
		SECTION 5.502 DEFINITIONS
		5.502.1 DEFINITIONS. THE FOLLOWING TERMS ARE DEFINED IN CHAPTER 2 (AND ARE INCLUDED HERE FOR REFERENCE)
		ARTERIAL HIGHWAY. A GENERAL TERM DENOTING A HIGHWAY PRIMARILY FOR THROUGH TRAFFIC USUALLY ON A CONTINUOUS ROUTE.
		A-WEIGHTED SOUND LEVEL (DBA). THE SOUND PRESSURE LEVEL IN DECIBELS AS MEASURED ON A SOUND LEVEL METER USING THE INTERNATIONALLY STANDARDIZED A-WEIGHTING FILTER OR AS COMPUTED FROM SOUND SPECTRAL DATA TO WHICH A-WEIGHTING ADJUSTMENTS HAVE BEEN MADE.
		1 BTU/HOUR. BRITISH THERMAL UNITS PER HOUR, ALSO REFERRED TO AS BTU, THE AMOUNT OF HEAT REQUIRED TO RAISE ONE POUND OF WATER ONE DEGREE FAHRENHEIT PER HOUR, A COMMON MEASURE OF HEAT TRANSFER RATE. A TON OF REFRIGERATION IS 12,000 BTU, THE AMOUNT OF HEAT REQUIRED TO MELT A TON (2,000 POUNDS) OF ICE AT 32° FAHRENHEIT.
		COMMUNITY NOISE EQUIVALENT LEVEL (CNEL). A METRIC SIMILAR TO THE DAY-NIGHT AVERAGE SOUND LEVEL (LDN), EXCEPT THAT A 5 DECIBEL ADJUSTMENT IS ADDED TO THE EQUIVALENT CONTINUOUS SOUND EXPOSURE LEVEL FOR EVENING HOURS (7PM TO 10PM) IN ADDITION TO THE 10 DB NIGHTTIME ADJUSTMENT USED IN THE LDN.
		COMPOSITE WOOD PRODUCTS. COMPOSITE WOOD PRODUCTS INCLUDE HARDWOOD PLYWOOD, PARTICLEBOARD AND MEDIUM DENSITY FIBERBOARD. "COMPOSITE WOOD PRODUCTS" DOES NOT INCLUDE HARDBOARD, STRUCTURAL PLYWOOD, STRUCTURAL PANELS, STRUCTURAL COMPOSITE LUMBER, ORIENTED STRAND BOARD, GLUED LAMINATED TIMBER, TIMBER, PREFABRICATED WOOD JOISTS OR FINGER-JOINTED LUMBER, ALL AS SPECIFIED IN CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 17, SECTION 93120.1(A).
		NOTE: SEE CCR, TITLE 17, SECTION 93120.1.
		DAY-NIGHT AVERAGE SOUND LEVEL (LDN). THE A-WEIGHTED EQUIVALENT CONTINUOUS SOUND EXPOSURE LEVEL FOR A 24-HOUR PERIOD WITH A 10 DB ADJUSTMENT ADDED TO SOUND LEVELS OCCURRING DURING NIGHTTIME HOURS (10P.M. TO 7A.M.).
		DECIBEL (DB). A MEASURE ON A LOGARITHMIC SCALE OF THE MAGNITUDE OF A PARTICULAR QUANTITY (SUCH AS SOUND PRESSURE, SOUND POWER, SOUND INTENSITY) WITH RESPECT TO A REFERENCE QUANTITY.
		ELECTRIC VEHICLE (EV). AN AUTOMOTIVE-TYPE VEHICLE FOR ON-ROAD USE, SUCH AS PASSENGER AUTOMOBILES, BUSES, TRUCKS, VANS, NEIGHBORHOOD ELECTRIC VEHICLES, ELECTRIC MOTORCYCLES, AND THE LIKE, PRIMARILY POWERED BY AN ELECTRIC MOTOR THAT DRAWS CURRENT FROM A RECHARGEABLE STORAGE BATTERY, FUEL CELL, PHOTOVOLTAIC ARRAY, OR OTHER SOURCE OF ELECTRIC CURRENT. PLUG-IN HYBRID ELECTRIC VEHICLES (PHEV) ARE CONSIDERED ELECTRIC VEHICLES FOR PURPOSES OF THE CALIFORNIA ELECTRICAL CODE. OFF-ROAD, SELF-PROPELLED ELECTRIC VEHICLES, SUCH AS INDUSTRIAL TRUCKS, HOISTS, LIFTS, TRANSPORTS, GOLF CARTS, AIRLINE GROUND SUPPORT EQUIPMENT, TRACTORS, BOATS, AND THE LIKE, ARE NOT INCLUDED.
		ELECTRIC VEHICLE CHARGING STATION(S) (EVCS). ONE OR MORE SPACES INTENDED FOR CHARGING ELECTRIC VEHICLES.
		ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE). THE CONDUCTORS, INCLUDING THE UNGROUNDED, GROUNDED, AND EQUIPMENT GROUNDING CONDUCTORS AND THE ELECTRIC VEHICLE CONNECTORS, ATTACHMENT PLUGS, AND ALL OTHER FITTINGS, DEVICES, POWER OUTLETS, OR APPARATUS INSTALLED SPECIFICALLY FOR THE PURPOSE OF TRANSFERRING ENERGY BETWEEN THE PREMISES WIRING AND THE ELECTRIC VEHICLE.
		ENERGY EQUIVALENT (NOISE) LEVEL (LEQ). THE LEVEL OF A STEADY NOISE WHICH WOULD HAVE THE SAME ENERGY AS THE FLUCTUATING NOISE LEVEL INTEGRATED OVER THE TIME OF PERIOD OF INTEREST.
		EXPRESSWAY. AN ARTERIAL HIGHWAY FOR THROUGH TRAFFIC WHICH MAY HAVE A COMMON CONTROL OF ACCESS, BUT WHICH MAY OR MAY NOT BE DIVIDED OR HAVE GRADE SEPARATIONS AT INTERSECTIONS.
		FREEWAY. A DIVIDED ARTERIAL HIGHWAY WITH FULL CONTROL OF ACCESS AND WITH GRADE SEPARATIONS AT INTERSECTIONS.
		GLOBAL WARMING POTENTIAL (GWP). THE RADIATIVE FORCING IMPACT OF ONE MASS-BASED UNIT OF A GIVEN GREENHOUSE GAS RELATIVE TO AN EQUIVALENT UNIT OF CARBON DIOXIDE OVER A GIVEN PERIOD OF TIME. CARBON DIOXIDE IS THE REFERENCE COMPOUND WITH A GWP OF ONE.
		GLOBAL WARMING POTENTIAL VALUE (GWP VALUE). A 100-YEAR GWP VALUE PUBLISHED BY THE INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE (IPCC) IN EITHER ITS SECOND ASSESSMENT REPORT (SAR) (IPCC, 1995) OR ITS FOURTH ASSESSMENT REPORT (AR4) (IPCC, 2007). THE SAR GWP VALUES ARE FOUND IN COLUMN "SAR (100-YR)" OF TABLE 2.14; THE AR4 GWP VALUES ARE FOUND IN COLUMN "100 YR" OF TABLE 2.14.
		HIGH-GWP REFRIGERANT. A COMPOUND USED AS A HEAT TRANSFER FLUID OR GAS THAT IS: (A) A CHLOROFLUOROCARBON, A HYDROCHLOROFLUOROCARBON, A HYDROFLUOROCARBON, A PERFLUOROCARBON, OR ANY COMPOUND OR BLEND OF COMPOUNDS, WITH A GWP VALUE EQUAL TO OR GREATER THAN 150, OR (B) ANY OZONE DEPLETING SUBSTANCE AS DEFINED IN TITLE 40 OF THE CODE OF FEDERAL REGULATIONS, PART 82, SEC. 82.3 (AS AMENDED MARCH 10, 2009).
		LONG RADIUS ELBOW. PIPE FITTING INSTALLED BETWEEN TWO LENGTHS OF PIPE OR TUBING TO ALLOW A CHANGE OF DIRECTION, WITH A RADIUS 1.5 TIMES THE PIPE DIAMETER.
		LOW-GWP REFRIGERANT. A COMPOUND USED AS A HEAT TRANSFER FLUID OR GAS THAT: (A) HAS A GWP VALUE LESS THAN 150, AND (B) IS NOT AN OZONE DEPLETING SUBSTANCE AS DEFINED IN TITLE 40 OF THE CODE OF FEDERAL REGULATIONS, PART 82, SEC. 82.3 (AS AMENDED MARCH 10, 2009).
		MERV. FILTER MINIMUM EFFICIENCY REPORTING VALUE, BASED ON ASHRAE 52.2-1999.
		MAXIMUM INCREMENTAL REACTIVITY (MIR). THE MAXIMUM CHANGE IN WEIGHT OF OZONE FORMED BY ADDING A COMPOUND TO THE "BASE REACTIVE ORGANIC GAS (ROG) MIXTURE" PER WEIGHT OF COMPOUND ADDED, EXPRESSED TO HUNDRETHS OF A GRAM (G O'G ROG).
		PRODUCT-WEIGHTED MIR (PWIR). THE SUM OF ALL WEIGHTED-MIR FOR ALL INGREDIENTS IN A PRODUCT SUBJECT TO THIS ARTICLE. THE PWIR IS THE TOTAL PRODUCT REACTIVITY EXPRESSED TO HUNDRETHS OF A GRAM OF OZONE FORMED PER GRAM OF PRODUCT (EXCLUDING CONTAINER AND PACKAGING).
		PSIG. POUNDS PER SQUARE INCH, GAUGE.
		RESPONDS ORGANIC COMPOUND (ROG). ANY COMPOUND THAT HAS THE POTENTIAL, ONCE EMITTED, TO CONTRIBUTE TO OZONE FORMATION IN THE TROPOSPHERE.
		SCHRADER ACCESS VALVES. ACCESS FITTINGS WITH A VALVE CORE INSTALLED.
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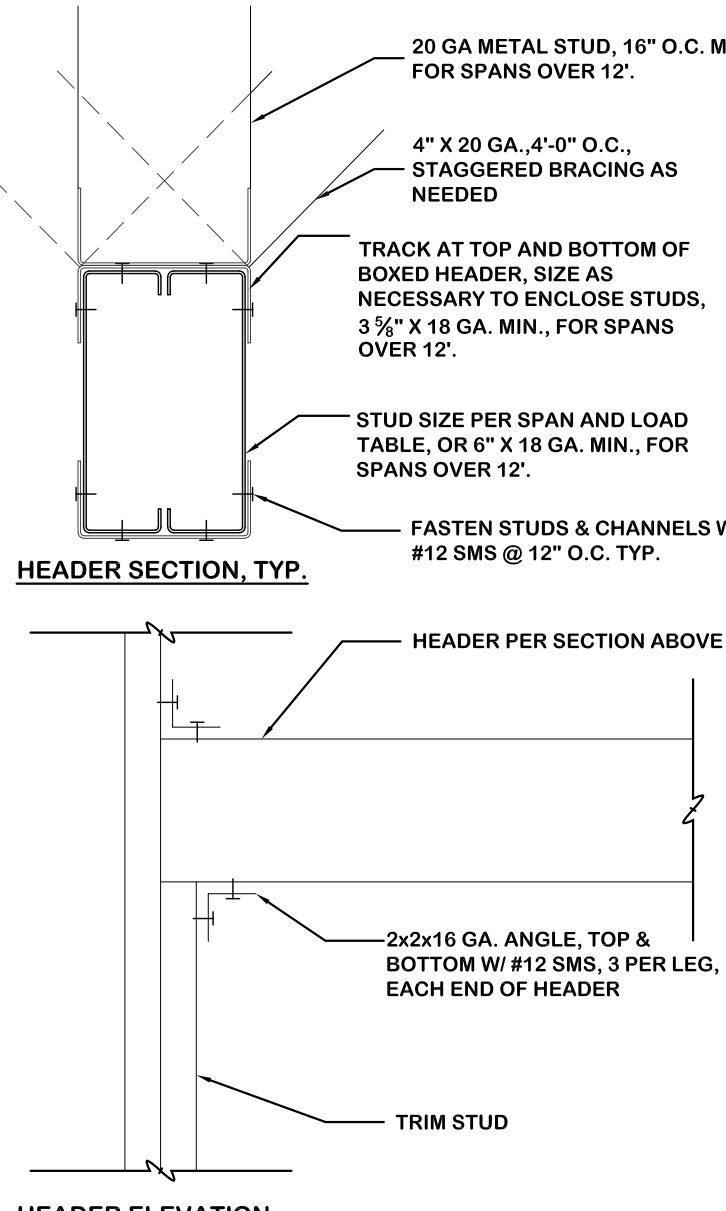
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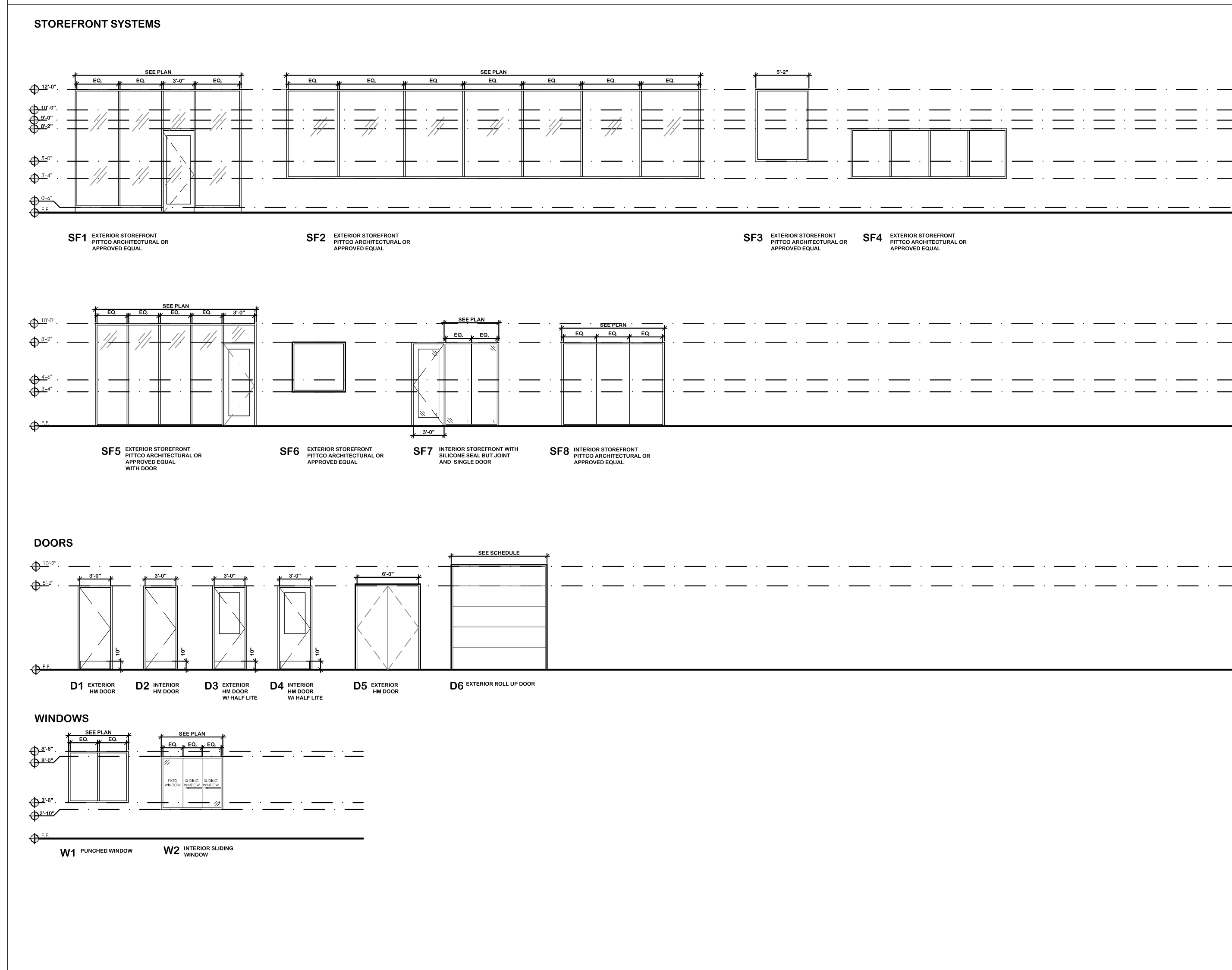
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HEADER ALLOWABLE UNIFORM LOADS

THICKNESS TABLE			NON-BEARING HEADERS SPANNING < 4'-0" (OTHER - STANDARD DETAILS SFD #11.0 & S11.05-A)		HEADER ALLOWABLE UNIFORM LOADS (POUNDS PER LINEAR FOOT)						
DESIGNATION THICKNESS	DESIGN THICKNESS	REFERENCE GAUGE NO.	WALL UP TO:	HEADER	STUD MEMBER	5' SPAN	6' SPAN	8' SPAN	10' SPAN	12' SPAN	
18	0.0188	25	9'-0" (1) - 33	(1) - 33	550S162-33	460.1e	319.5e	179.7e	115.0e	73.9e	
27	0.0283	22	9'-0" (2) - 33	(2) - 33	550S162-33	700.8e	486.6e	273.7e	164.6e	95.3e	
33	0.0346	20	9'-0" (2) - 43	(2) - 43	600S137-33	436.5e	303.1e	170.5e	109.1e	75.8e	
43	0.0451	18	9'-0" (2) - 43	(2) - 43	600S137-33	504.9e	350.6e	197.2e	126.2e	87.6e	
54	0.0538	16	9'-0" (2) - 43	(2) - 43	600S137-33	510.5e	398.7e	224.2e	145.5e	99.7e	



STOREFRONT, DOOR & WINDOW TYPES



DOOR & HARDWARE NOTES

- PROVIDE NEW LOCKSETS ON ALL NEW DOORS. MASTER KEY ALL LOCKS & COORDINATE MASTER KEY W/ PROPERTY OWNER & TENANT. REFER TO DOOR HARDWARE FOR TYPE.
- HARDWARE TO MEET CABO/ANSI STANDARDS AND REQUIREMENTS.
- MAXIMUM OPERATING POWER OF 15 LBS. FOR FIRE RATED DOORS, 5 LBS. FOR EXTERIOR DOORS, & 5 LBS. FOR INTERIOR DOORS.
- HAND ACTIVATED DOOR OPENING HARDWARE SHALL BE OPENABLE W/ A SINGLE EFFORT NOT REQUIRING GRASP TO OPEN, THE OPERABLE PART OF DOOR HARDWARE SHALL BE CENTERED BETWEEN MINIMUM 34" & MAXIMUM 44" A.F.F.
- COORDINATE W/ SECURITY CONTRACTOR (PROVIDED BY TENANT) FOR APPROPRIATE SECURITY SYSTEM.
- ALL (E) & (N) DOORS SHALL HAVE A MIN. WIDTH OF 36" (32" CLEAR WHEN DOOR IS OPEN).
- DOORS WITH PANIC HARDWARE SHALL HAVE LISTED EXIT HARDWARE.
- FIRE RATED DOORS THAT REQUIRE PANIC HARDWARE SHALL HAVE LISTED FIRE EXIT HARDWARE.
- UNDERCUT DOORS SO THAT THE BOTTOM OF THE DOOR IS 1/8" MINIMUM AND 1/4" MAXIMUM ABOVE FINISHED FLOOR MATERIAL.
- COORDINATE DOOR FRAME JAMB THROAT DIMENSION WITH PARTITION WIDTH, INCLUDING THE DEPTH OF ANY APPLIED FINISHES AND EXTRA LAYERS OF GYP. BOARD. FIELD MEASURE OPENINGS TO ASSURE PROPER FIT.
- TOUCH-UP AND REPAIR ALL IMPERFECTIONS IN METAL FRAMES.
- WHERE GARD READERS OCCUR, THE GENERAL CONTRACTOR SHALL COORDINATE WITH TENANT'S SECURITY VENDOR AND BE RESPONSIBLE FOR PREPARING DOORS TO RECEIVE ELECTRIFIED HARDWARE COMPONENTS. SEE NOTE #1 FOR EGRESS REQUIREMENTS.
- THRESHOLDS SHALL NOT HAVE A RISE GREATER THAN 1/2" IN COMPLIANCE W/ TITLE 24 & ADA STANDARDS, SECTION 1008.1.7, 2016 C.B.C.
- EXTERIOR DOORS TO BE WEATHERSTRIPPED & MADE WEATHER TIGHT
- UNLESS OTHERWISE NOTED, LOCATE HINGE SIDE OF ALL DOOR FRAMES 4" FROM ADJACENT PERPENDICULAR PARTITION.
- HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERABLE PARTS ON DOORS AND GATES SHALL COMPLY WITH 11B-309.4 OPERATION. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 34 INCHES MINIMUM AND 44 INCHES MAXIMUM ABOVE THE FINISH FLOOR OR GROUND, 11B-404.2.7
- SWINGING DOOR AND GATE SURFACES WITHIN 10 INCHES OF THE FLOOR FINISH OR GROUND MEASURED VERTICALLY SHALL HAVE A SMOOTH SURFACE ON THE PUSH SIDE EXTENDING THE FULL WIDTH OF THE DOOR OR GATE. PARTS CREATING HORIZONTAL OR VERTICAL JOINTS IN THESE SURFACES SHALL BE WITHIN 1/8 INCH OF THE SAME PLANE AS THE OTHER AND BE FREE OF SHARP OR ABRASIVE EDGES. CAVITIES CREATED BY ADDED KICK PLATES SHALL BE CAPPED. 11B-404.2.10

DOOR & EGRES SCHEDULE

EXISTING SHOWROOM & ADDITION												
DOOR NUMBER	ROOM	DOOR SIZE	DOOR TYPE	DOOR MATERIAL	DOOR FINISH	HARDWARE GROUP	HEAD DETAIL (SEE SHEET #AD 01.01)	FRAME MATERIAL	FIRE RATED	KICK PLATES (H)	REMARKS & NOTES	
104.1	SALES ADVISORS	3'-0" X 8'-0"	SF5	ALUM.	CLR. ANDODIZED	X	X	ALUM.	N		PROVIDE PANIC HARDWARE	
108.1	CASHIER	3'-0" X 8'-0"	D2	HM	HM (PAINTED)	X	X	HM	N			
121.1	LOUNGE	3'-0" X 8'-0"	SF1	ALUM.	CLR. ANDODIZED	X	X	ALUM.	N		PROVIDE PANIC HARDWARE	
124.1	MANAGER OFFICE	3'-0" X 8'-0"	SF7	ALUM.	CLR. ANDODIZED	X	X	ALUM.	N			
127.1	BREAK ROOM	3'-0" X 8'-0"	D4	HM	HM (PAINTED)	X	X	HM	N			
128.1	UNISEX	3'-0" X 8'-0"	D2	HM	HM (PAINTED)	X	X	HM	N			
129.1	JANITOR	3'-0" X 8'-0"	D2	HM	HM (PAINTED)	X	X	HM	N			
130.1	STAIR	3'-0" X 8'-0"	D1	HM	HM (PAINTED)	X	X	HM	N			
130.2	STAIR	3'-0" X 8'-0"	D2	HM	HM (PAINTED)	X	X	HM	60			
131.1	PARTS STORAGE	3'-0" X 8'-0"	D1	HM	HM (PAINTED)	X	X	HM	N			
131.2	PARTS STORAGE	10'-0" X 10'-0"	D6	MTL	MTL (PAINTED)	X	X	MTL	N			
132.1	TECH PARTS	3'-0" X 8'-0"	D3	HM	HM (PAINTED)	X	X	HM	N			
133.1	FIRE RISER	3'-0" X 8'-0"	D1	HM	HM (PAINTED)	X	X	HM	N			
203.1	CORRIDOR	3'-0" X 8'-0"	D2	HM	HM (PAINTED)	X	X	HM	60			
203.2	CORRIDOR	3'-0" X 8'-0"	D2	HM	HM (PAINTED)	X	X	HM	60			

NEW SERVICE GARAGE

101.1	SERVICE BAY	22'-0" X 10'-0"	D6	MTL	MTL (PAINTED)	X	X	MTL	N		
103.1	SERVICE BAY	22'-0" X 10'-0"	D6	MTL	MTL (PAINTED)	X	X	MTL	N		
105.1	SERVICE BAY	22'-0" X 10'-0"	D6	MTL	MTL (PAINTED)	X	X	MTL	N		
107.1	SERVICE BAY	22'-0" X 10'-0"	D6	MTL	MTL (PAINTED)	X	X	MTL	N		
108.1	PARTS STORAGE	3'-0" X 8'-0"	D1	HM	HM (PAINTED)	X	X	HM	N		
109.1	JANITOR	3'-0" X 8'-0"	D2	HM	HM (PAINTED)	X	X	HM	N		
110.1	MENS	3'-0" X 8'-0"	D2	HM	HM (PAINTED)	X	X	HM	N		
112.1	LOCKER ROOM	3'-0" X 8'-0"	D2	HM	HM (PAINTED)	X	X	HM	N		
113.1	WOMENS	3'-0" X 8'-0"	D2	HM	HM (PAINTED)	X	X	HM	N		
115.1	SERVICE BAY	22'-0" X 10'-0"	D6	MTL	MTL (PAINTED)	X	X	MTL	N		
117.1	SERVICE BAY	22'-0" X 10'-0"	D6	MTL	MTL (PAINTED)	X	X	MTL	N		
119.1	SERVICE BAY	22'-0" X 10'-0"	D6	MTL	MTL (PAINTED)	X	X	MTL	N		

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DOOR & HARDWARE

DOOR	WESTERN OREGON OR EQUAL
FRAMES	CECO, SERIES SU STEEL FRAMES OR EQUAL
LOCK, LATCH, PRIVACY SETS	SCHLAGE "ND" SERIES, SPARTA 626
OFFSET DOOR PULL	ROCKWOOD
RIM CYLINDERS	SCHLAGE
PANIC HARDWARE	VON DUPRIN
ELECTRIC STRIKE	VON DUPRIN
AUTO EQUALIZER	LOH
ACTUATOR	LCN 8310-3822TW
HINGES	HANGER 4.5" X 4.5"
CONT. HINGE	IVES
CLOSER	NORTON (ASSA ABL0Y) #8501
DOOR STOP, FLOOR	IVES, LOW DOME
DOOR STOP, OVERHEAD	GLYN JOHNSON
ASTRAGAL	
SMOKE SEALS	PEMKO, 588 DK. BRONZE
THRESHOLD	PEMKO
DOOR SWEEP	PEMKO
WEATHERSTRIPPING (SEALS)	HAGER

WINDOW NOTES

- ALL GLAZING SHALL MEET THE REQUIREMENTS OF CBC. PROVIDE TEMPERED GLASS WHERE GLAZING EDGE IS WITHIN 24 INCHES OF EITHER SIDE OF ANY DOOR WHERE THE BOTTOM EDGE OF GLAZING IS WITHIN 60 INCHES OF THE WALKING SURFACE.
- GLAZING IN DOORS, WITHIN A 24" ARC OF EITHER VERTICAL EDGE OF A DOOR, AND WHERE THE BOTTOM EXPOSED EDGE OF THE GLAZING IS LESS THAN 60" ABOVE AN ADJACENT WALKING SURFACE SHALL BE TEMPERED SECTION 2408.4, 2016 C.B.C.
- EXTERIOR STOREFRONT GLASS WALL SHALL BE DESIGNED TO WITHSTAND WIND FORCE OF EXPOSURE 'C', 85 MPH WIND SPEED
- STOREFRONT FRAMING SHALL BE DESIGNED BY STOREFRONT MANUFACTURER AND SHOP DRAWINGS SHALL BE SUBMITTED TO ARCHITECT FOR REVIEW

WALL LEGEND

THICKNESS TABLE			WALL HEIGHT TABLE - GWB INTERIOR NON-STRUCTURAL			
DESIGNATION THICKNESS	DESIGN THICKNESS	REFERENCE GAUGE NO.	STUD MEMBER	STUD WIDTH	SPACING	5 PSF U240
18	0.0188	25	362S125-18	3-5/8"	16	12'-2"
27	0.0283	22	362S125-27	3-5/8"	24	9'-11"
33	0.0346	20	362S125-27	3-5/8"	16	15'-0"
			362S137-33	3-5/8"	24	13'-1"
			362S137-33	3-5/8"	16	16'-0"
			362S162-33	3-5/8"	16	17'-7"
			362S162-33	3-5/8"	24	15'-4"
			362S200-33	3-5/8"	16	18'-7"
			362S200-33	3-5/8"	24	16'-2"
			600S137-33	6"	16	24'-11"
			600S137-33	6"	24	21'-9"
			600S162-33	6"	16	26'-0"
			600S162-33	6"	24	22'-9"
			600S200-33	6"	16	27'-4"
			600S200-33	6"	24	23'-10"

EXTERIOR CEMENT PLASTER OR METAL PANEL WALL

EXTERIOR

- 2x6 WOOD STUDS AT 16" O.C., S.S.D.
- CEMENT PLASTER W/ ACRYLIC FINISH, SEE ELEVATIONS.
- PROVIDE CONTROL JOINT MIN EVERY 144 SQ FT, SEE ELEVATIONS FOR ADDITIONAL INFORMATION
- ALPOLIC ALUMINUM COMPOSITE PANEL, SEE ELEVATIONS 2 LAYERS GRADE 'D' PAPER
- FIBERGLASS MAT SHEATHING, S.S.D.
- R-19 BATT INSULATION, SEE BUILDING SHELL ENERGY CALCULATIONS

INTERIOR

- 1 LAYER 5/8" TYPE 'X' GWB

SHEET SHEETS A5.1, A5.2, A5.3 FOR ADDITIONAL INFORMATION

1A HEAD DETAIL 11/A8.2
SILL DETAIL 12/A8.2
(ALUMINUM COMPOSITE PANEL)

1B HEAD DETAIL 15/A8.2
SILL DETAIL 16/A8.2
(7/8" CEMENT PLASTER)

1C HEAD DETAIL 15/A8.2 SIM.
SILL DETAIL 16/A8.2 SIM.
(NO EXTERIOR FINISH)

INTERIOR 1 HR FIRE BARRIER WALL (EXIT PASSAGEWAY)

FIRE LISTING: GA W/P 1350 OR UL #U432
STC RATING: 35-39

- 3-5/8" & 6" 20 GAUGE MINIMUM MTL STUDS AT 24" O.C.
- 1 LAYER 5/8" TYPE 'X' GWB EACH SIDE
- CWB FINISH SHALL BE LEVEL 4 SMOOTH
- PROVIDE 1 HR SEALANT AT ALL PENETRATIONS
- MINIMUM 60 MINUTE DOOR RATING
- PENETRATIONS INTO AND OPENING THROUGH AN EXIT PASSAGEWAY ARE PROHIBITED EXCEPT FOR REQUIRED EXIT DOORS, EQUIPMENT/DUCTWORK NECESSARY FOR INDEPENDENT PRESSURIZATION, SPRINKLER PIPING, STANDPIPES, ELECTRICAL RACEWAY FOR FIRE DEPARTMENT COMMUNICATIONS AND THOSE SEVERING THE EXIT PASSAGEWAY

2 HEAD DETAIL 2/A8.2
SILL DETAIL 1/A8.2

INTERIOR FULL HEIGHT PARTITION WALL

STC RATING: 45-49

- 3-5/8" & 6" 20 GAUGE MINIMUM MTL STUDS AT 24" O.C.
- 1 LAYER 5/8" TYPE 'X' GWB EACH SIDE
- CWB FINISH SHALL BE LEVEL 4 SMOOTH
- SOUND ATTENUATION INSULATION WHERE OCCURS.

3A HEAD DETAIL 3/A8.2
SILL DETAIL 4/A8.2
(3-5/8" MTL STUDS)

3B HEAD DETAIL 3/A8.2
SILL DETAIL 4/A8.2
(6" MTL STUDS)

3C HEAD DETAIL 6/A8.2
SILL DETAIL 4/A8.2
(INFILL)

INTERIOR WALL FURRING PARTITION WALL

STC RATING: 45-49

- 3-5/8" & 6" 20 GAUGE MINIMUM MTL STUDS AT 24" O.C.
- 1 LAYER 5/8" TYPE 'X' GWB ONE SIDE
- CWB FINISH SHALL BE LEVEL 4 SMOOTH
- SOUND ATTENUATION INSULATION WHERE OCCURS.

4 HEAD DETAIL
SILL DETAIL
(3-5/8" MTL STUDS)

EXTERIOR 1 HR CEMENT PLASTER WALL

UL LISTING #U303 (BEARING WALL)

EXTERIOR

- 2x6 WOOD FRAMING AT 16" O.C., S.S.D.
- 15/32" MIN. STRUCTURAL SHEATHING, S.S.D.
- 5/8" CEMENTITIOUS BACKER UNITS OVER SHEATHING
- 7/8" CEMENT PLASTER PAINTED
- PROVIDE CONTROL JOINT MIN EVERY 144 SQ FT, SEE ELEVATIONS FOR ADDITIONAL INFORMATION
- 2 LAYERS GRADE 'D' PAPER
- R-19 BATT INSULATION

INTERIOR

- 1 LAYER 5/8" TYPE 'X' GWB

5 HEAD DETAIL 7/A8.2
SILL DETAIL 8/A8.2



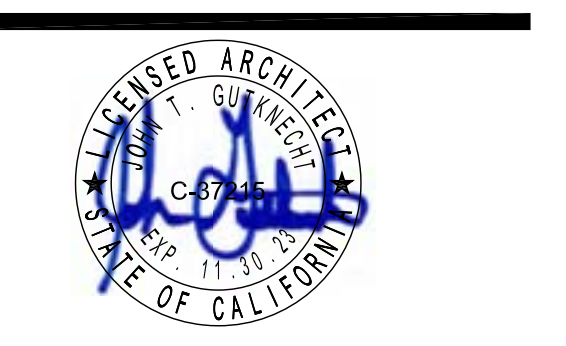
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PUBLISHED SETS		
REV.	DATE	DESCRIPTION
1	02.14.22	RESUBMITTAL 1
2	03.02.22	RESUBMITTAL 2
3	03.15.22	RESUBMITTAL 3
4	03.21.22	RESUBMITTAL 4
	08.09.22	PLANNING SUBMITTAL
	09.02.22	PLANNING RE-SUBMITTAL
	09.12.22	BUILDING SUBMITTAL
	03.09.23	PLANNING SUBMITTAL
	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043
APPROVAL STAMP

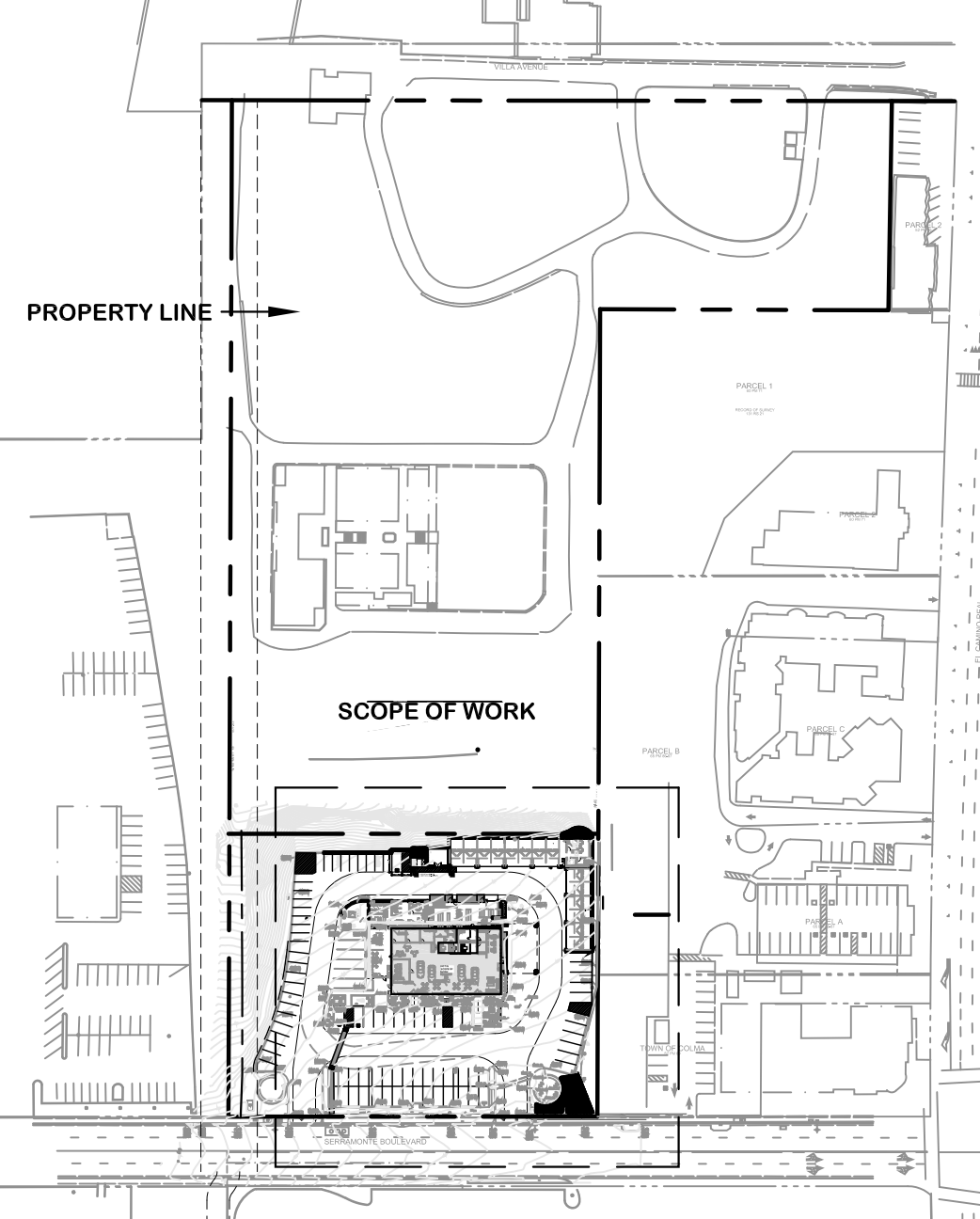


WALL AND DOOR SCHEDULES

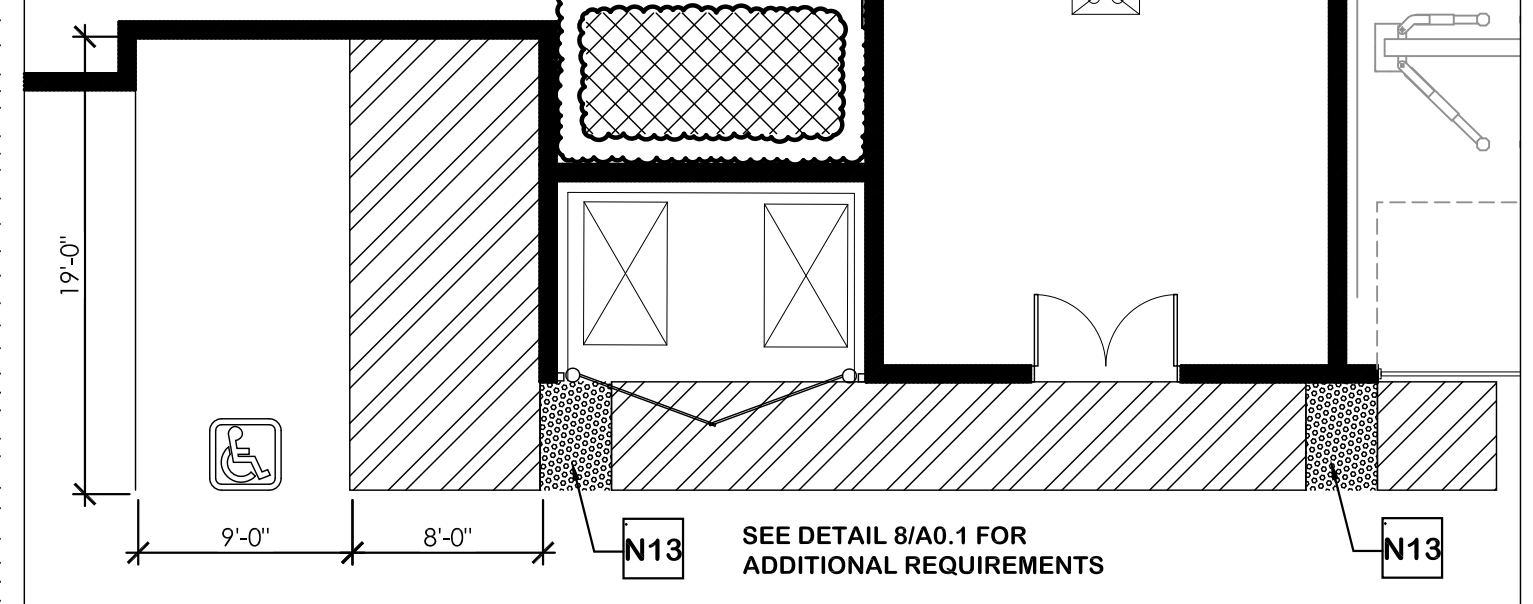
DATE	SCALE
06.1.21	
DRAWN BY JTG	PROJECT NUMBER 21001-1

A0.6

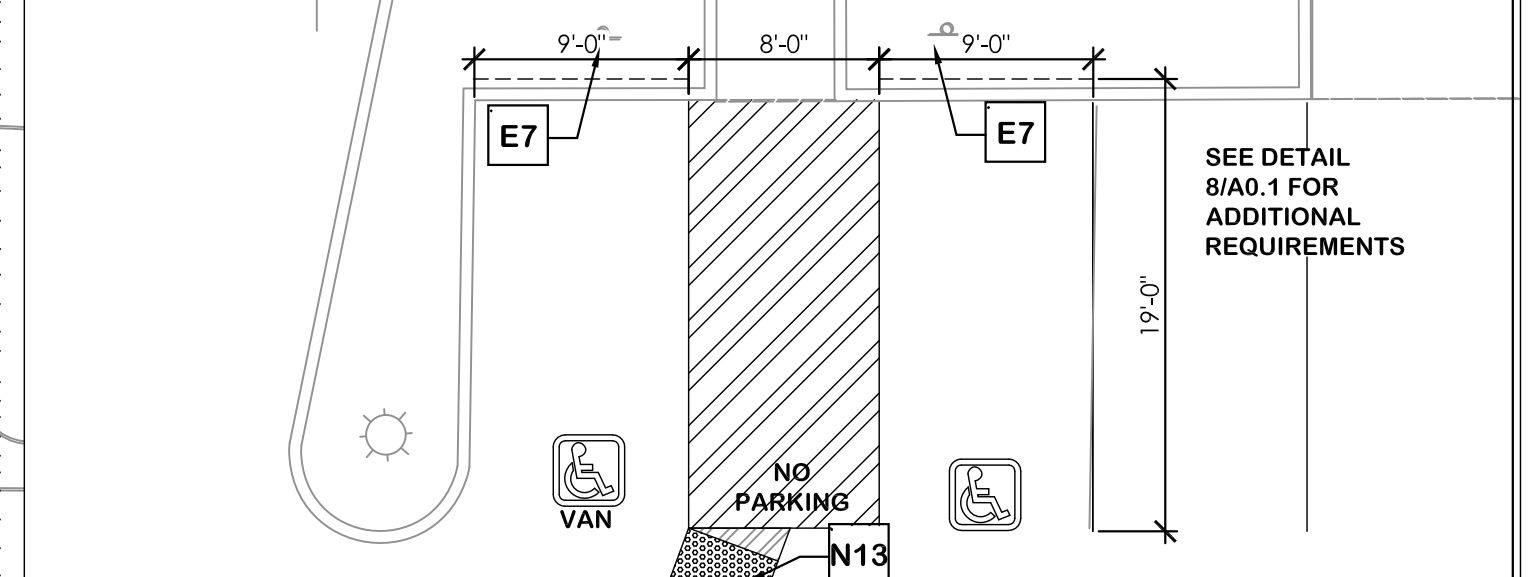
KEY PLAN



SERVICE GARAGE ACCESSIBLE PARKING



SHOWROOM ACCESSIBLE PARKING



GENERAL NOTES

WALKS AND SIDEWALKS SHALL BE CONTINUOUS COMMON SURFACE, NOT INTERRUPTED BY STEPS OR BY ABRUPT CHANGES IN LEVEL EXCEEDING 1/2 INCH, AND SHALL BE A MINIMUM OF 48 INCHES IN WIDTH.

SURFACE CROSS SLOPES SHALL NOT EXCEED 1/4 INCH PER FOOT.

WHEN THE SLOPE IN THE DIRECTION OF TRAVEL OF ANY WALK EXCEEDS 1:20 IT SHALL COMPLY WITH THE PROVISIONS FOR PEDESTRIANS RAMPS.

ABRUPT CHANGES IN LEVEL ALONG ANY ACCESSIBLE ROUTE SHALL NOT EXCEED 1/2 INCH. WHEN CHANGES IN LEVEL DO OCCUR, THEY SHALL BE BEVELED WITH A SLOPE NO GREATER THAN 1:2 EXCEPT THAT LEVEL CHANGES NOT EXCEEDING 1/2 INCH NOT BE VERTICAL. WHEN CHANGES IN LEVELS GREATER THAN 1/2 INCH ARE NECESSARY THEY SHALL COMPLY WITH THE REQUIREMENTS FOR RAMPS.

SURFACE SLOPES OF ACCESSIBLE PARKING SPACES SHALL NOT EXCEED 1/4 INCH PER FOOT IN ANY DIRECTION.

ALL DAMAGED OR DETERIORATE FIRE LANE MARKING SHALL BE RE-STRIPED

ALL CURBS WHICH OUTLINE THE FIRE LANE SHALL BE PAINTED RED WITH WHITE LETTERING READING "NO PARKING - FIRE LANE". THE TEXT SHALL BE FOUR INCHES TALL AND SHALL BE PLACED EVERY 30 FEET OR PORTION THEREOF, ON TOP OF DESIGNATED CURBING.

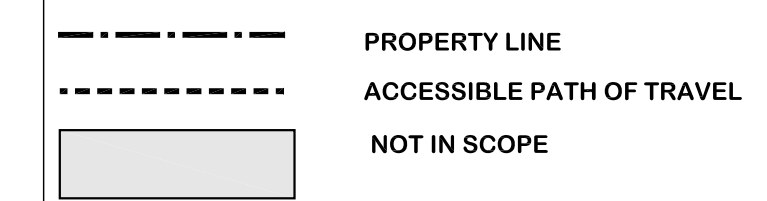
ACCESSIBLE ROUTE SHALL HAVE A MAXIMUM RUNNING SLOPE OF 1:20 AND A MAXIMUM CROSS-SLOPE OF 1:48.

WALKS AND SIDEWALKS SHALL BE AT LEAST 48" WIDE PER CBC 11B-403

KEY NOTES

- | | | |
|---|----------------------------------|---|
| E1 (E) ACCESSIBLE PATH OF TRAVEL | D1 REMOVE (E) CURB | N1 (N) SERVICE GARAGE |
| E2 (E) BUILDING | D2 REMOVE (E) SLOPED LANDSCAPING | N2 (N) SERVICE CANOPY |
| E3 (E) DRIVEWAY ENTRY | D3 REMOVE (E) TRASH ENCLOSURE | N3 ENCLOSE (E) CANOPY |
| E4 (E) PARKING STALLS | D4 REMOVE (E) PARKING STRIPING | N4 (N) TRASH ENCLOSURE WITH ROOF STRUCTURE |
| E5 NOT USED | | N5 (N) CONCRETE CURB |
| E6 (E) NOT USED | | N6 (N) PARKING STRIPING |
| E7 (E) ACCESSIBLE PARKING SIGN | | N7 (N) RETAINING WALL |
| E8 (E) SITE ACCESSIBLE TOW-AWAY SIGN | | N8 (N) PATH TO PUBLIC WAY |
| E9 (E) WALKWAY (LESS THAN OR EQUAL TO 5% SLOPE) | | N9 (N) FIRE HYDRANT |
| E10 28'-0" INSIDE TURNING RADIUS | | N10 (N) SERVICE GARAGE ACCESSIBLE PARKING STALL |
| E11 (E) STAIRS & HANDRAILS | | N11 (N) DOOR LANDING (2% MAX SLOPE ALL DIRECTIONS) |
| E12 (E) CONCRETE CURB | | N12 (N) WALKWAY (5% MAX SLOPE IN DIRECTION OF TRAVEL) |
| E13 (E) LANDSCAPING | | N13 (N) TRUNCATED DOMES, SEE DETAIL 10/A0.1 |
| E14 NOT USED | | |
| E15 (E) RTU | | |
| E16 (E) ROOF ACCESS | | |
| E17 FIRE LANE | | |
| E18 EV CHARGING STATION | | |
| E19 (E) WATER MAIN - REFER TO GPRS DRAWING FOR ADDITIONAL INFORMATION | | |

LEGEND



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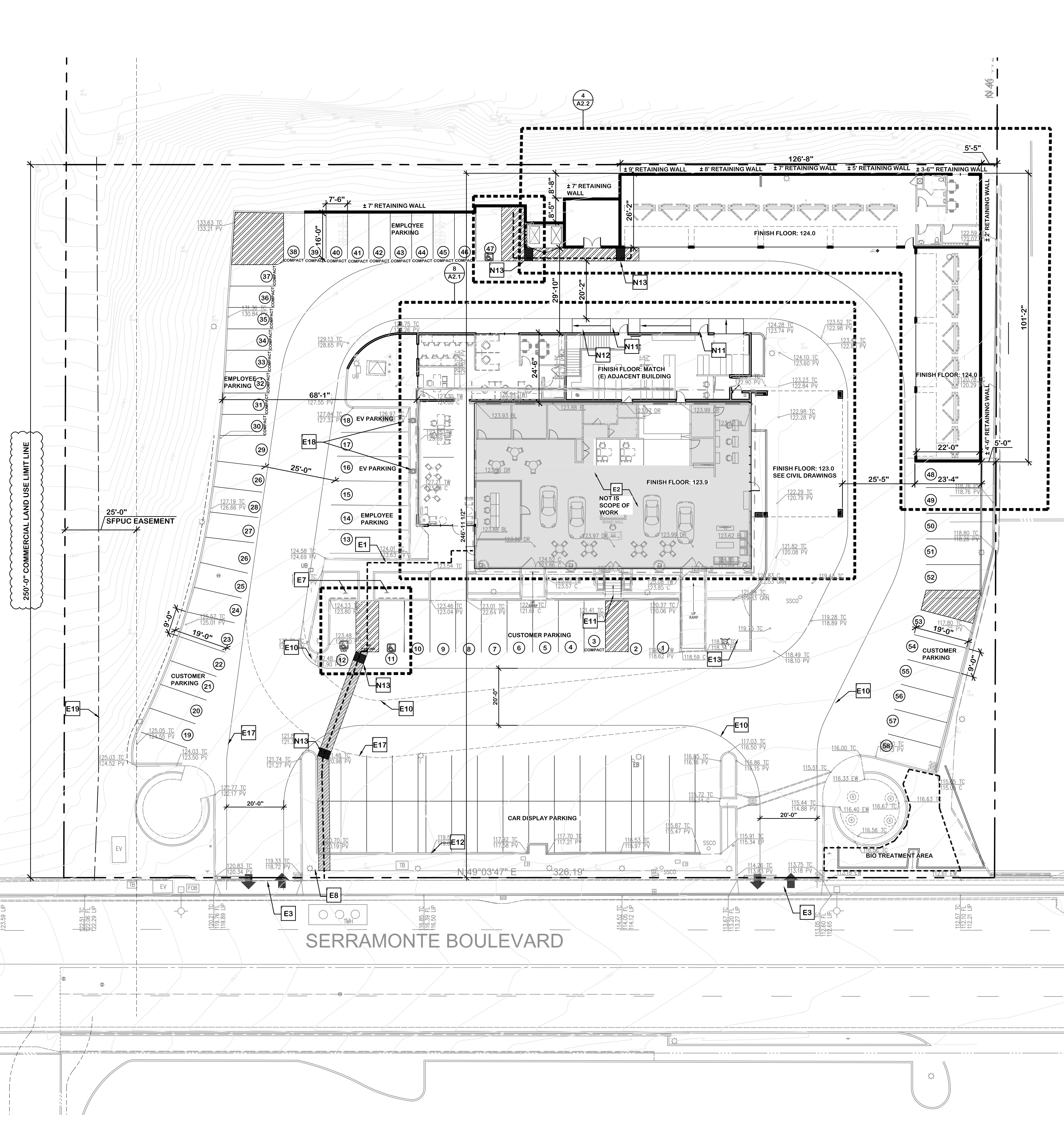
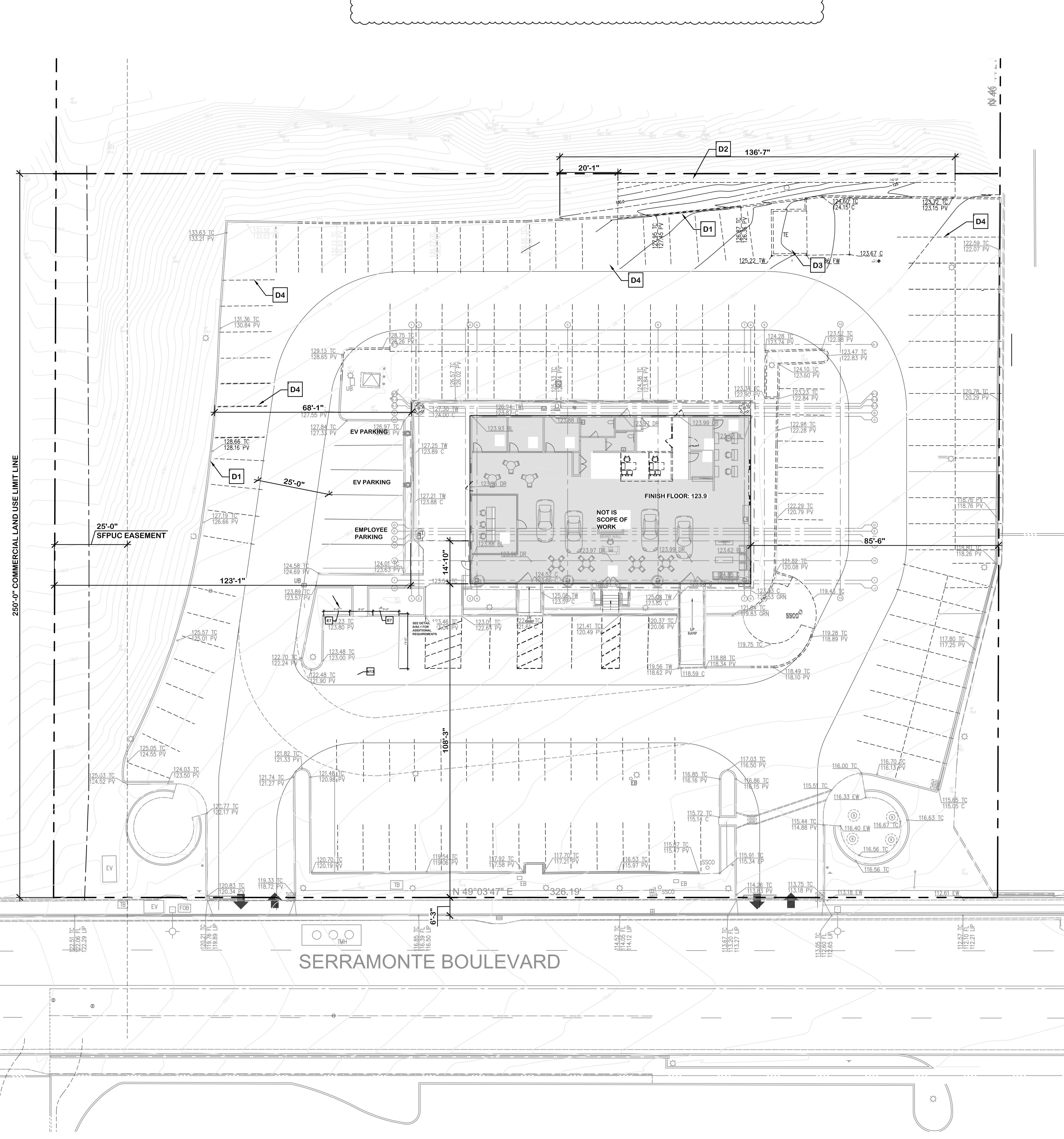
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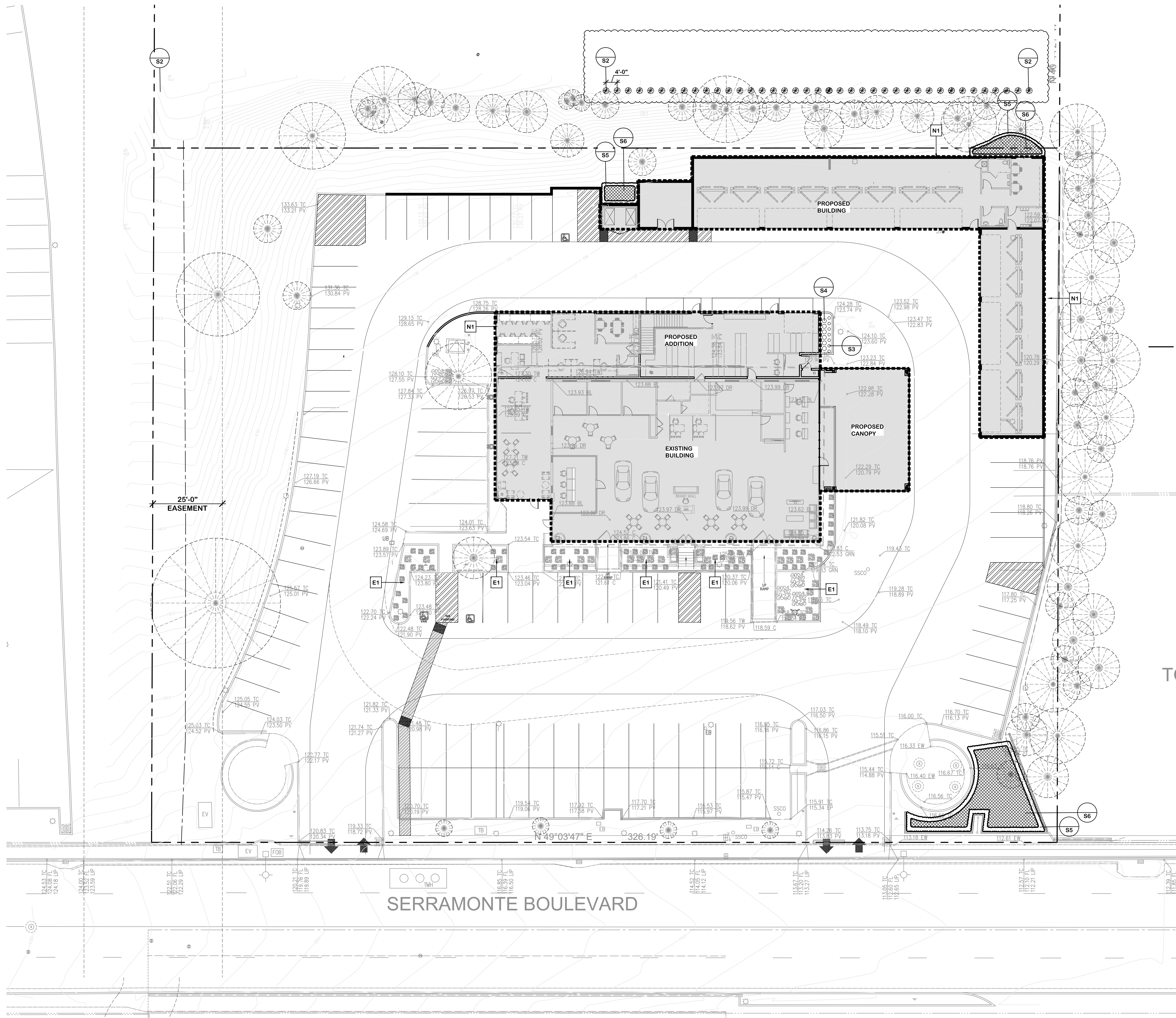


DEMO & PROPOSED SITE PLAN

DATE	SCALE
06.1.21	SEE PLAN
DRAWN BY	PROJECT NUMBER
JTG	21001-1

A1.1



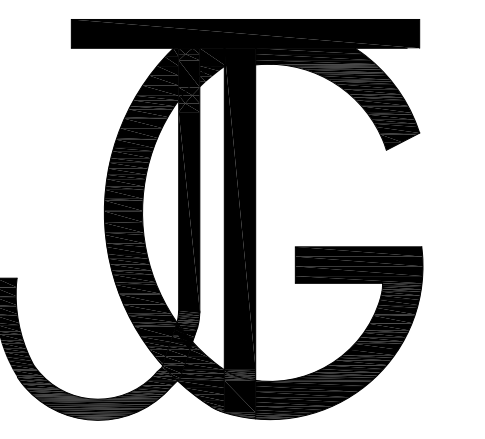


PLANTING LEGEND

- ONSITE AREA ADJACENT TO BUILDING
PLANTS TO BE 5 GALLON CONTAINER U.O.N.
- S2 LIGUSTRUM JAPONICUM "TEXANUM"
TEXAS PRIVET - 15 GALLON
 - S3 PHORMIUM HYBRID "JESTER"
FLAX
 - S4 STRELITZIA REGINAE
BIRD OF PARADISE
- STORMWATER TREATMENT AREA
PLANTS TO BE 1 GALLON CONTAINER AT 24" O.C.
- S5 MAHONIA AQUIFOLIUM "COMPACTA"
OREGON GRAPE
(LOW MASS PLANTING LOCATED IN BANK PLANTING ZONE PER C.3 STORMWATER
HANDBOOK, APPENDIX D)
 - S6 JUNCUS PATENS
CALIFORNIA GRAY RUSH
(GRASS GROUPING LOCATED IN BASIN PLATING ZONE PER C.3 STORMWATER
HANDBOOK, APPENDIX D)
- EXISTING TREE WITH DRIP LINE

KEYNOTES

- E1 (E) PLANTINGS TO REMAIN
- N1 (N) BUILDING REMAINS OUTSIDE OF (E) TREE DRIP LINE



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KIA SERRAMONTE
EXTERIOR IMPROVEMENT
600 SERRAMONTE BLVD
COLMA, CA 94014

PUBLISHED SETS

REV. DATE	DESCRIPTION
02.14.22	RESUBMITTAL 1
03.02.22	RESUBMITTAL 2
03.15.22	RESUBMITTAL 3
03.21.22	RESUBMITTAL 4
08.09.22	PLANNING SUBMITTAL
09.02.22	PLANNING RE-SUBMITTAL
09.12.22	BUILDING SUBMITTAL
03.09.23	PLANNING SUBMITTAL
04.21.23	BUILDING SUBMITTAL
06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043

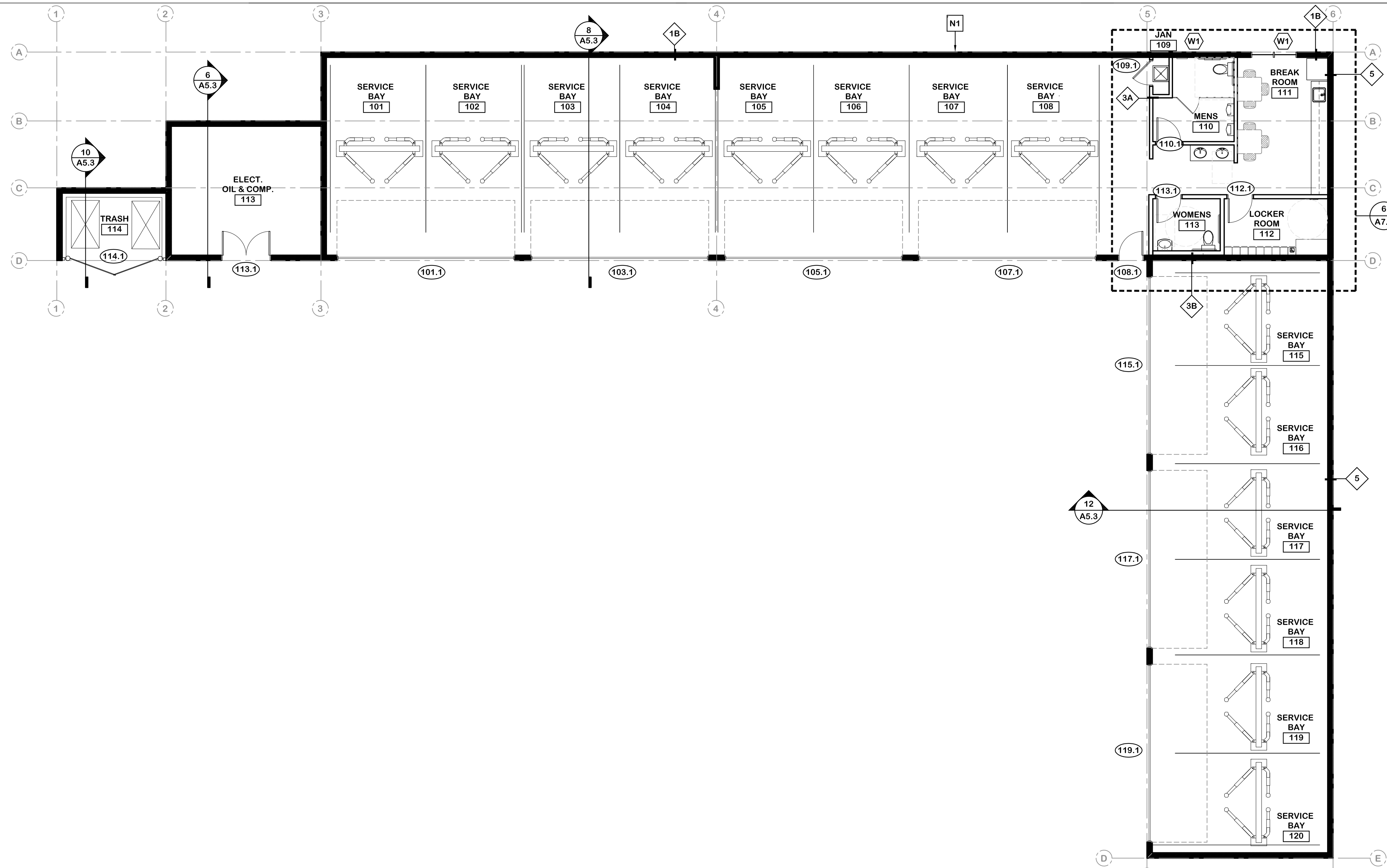
APPROVAL STAMP



LANDSCAPE SITE PLAN

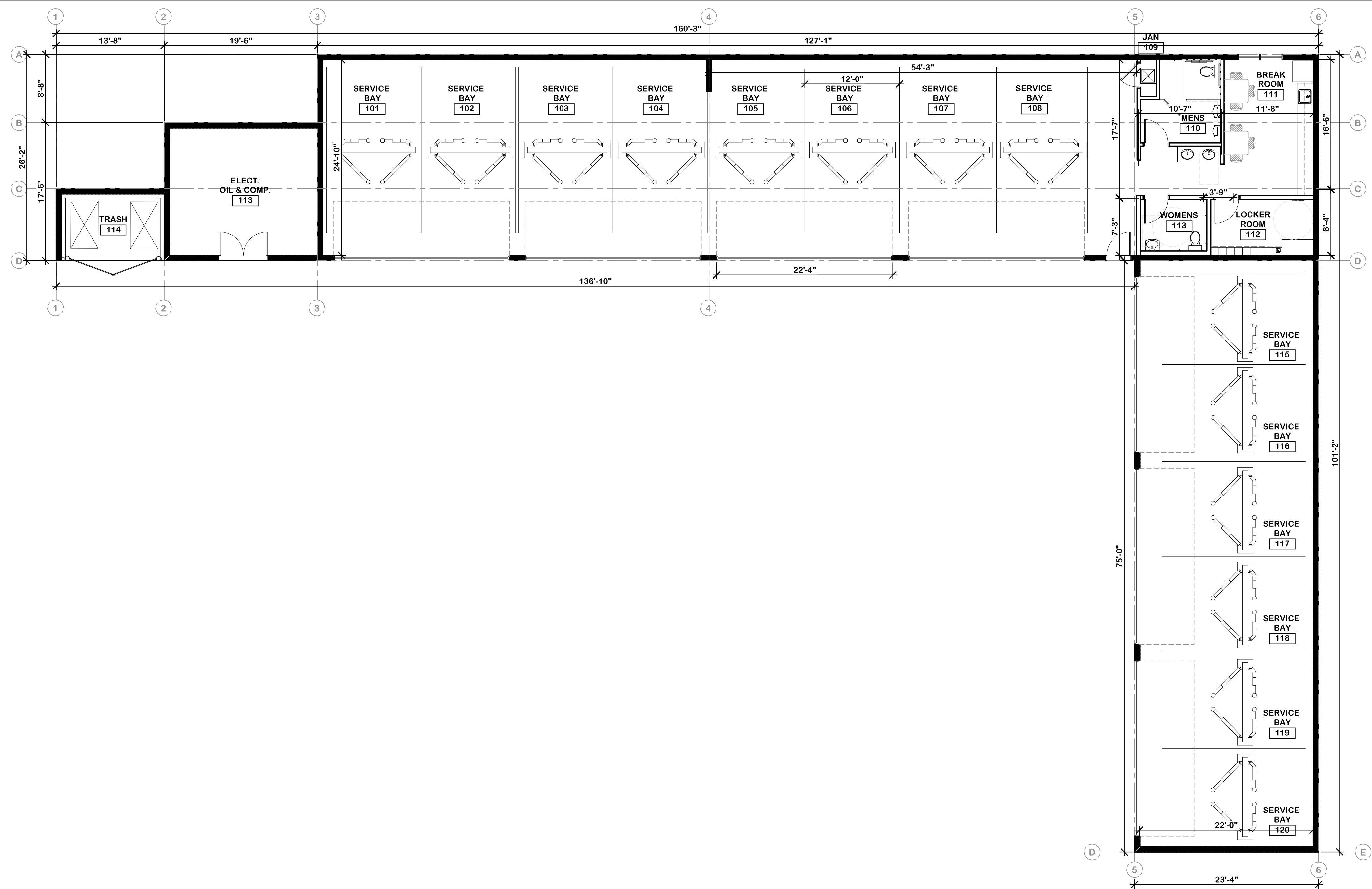
DATE	SCALE
06.1.21	SEE PLAN
DRAWN BY	PROJECT NUMBER
JTG	21001-1

A1.2



PROPOSED SERVICE GARAGE NOTATIONAL PLAN 6

SCALE: 1/8" = 1'-0"



PROPOSED SERVICE GARAGE DIMENSIONAL PLAN 8

SCALE: 1/8" = 1'-0"

LEGEND

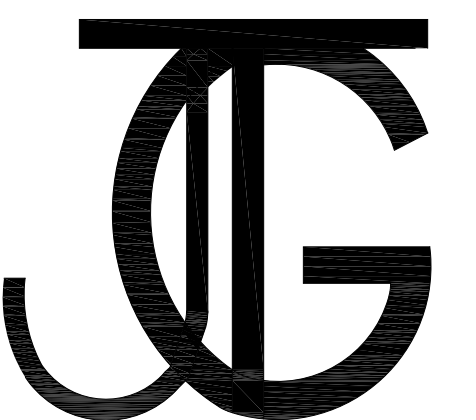
- NOT IN SCOPE OF WORK.
- (E) WALL TO REMAIN
- (E) WINDOW TO REMAIN
- (E) DOOR TO REMAIN
- WALL TAG - SEE WALL LEGEND FOR ADDITIONAL INFORMATION.
- (N) WINDOW, SEE WINDOW SCHEDULE.
- (N) DOOR, SEE DOOR SCHEDULE.
- ROOM TAG
- ALIGN FINISH FACES OF (E) AND (N) CONSTRUCTION
- (N) FIRE EXTINGUISHER.

KEY NOTES

- N1 STEPPED RETAINING WALL, S.C.D.

GENERAL NOTES

1. WALKS AND SIDEWALKS SHALL BE CONTINUOUS COMMON SURFACE, NOT INTERRUPTED BY STEPS OR BY ABRUPT CHANGES IN LEVEL EXCEEDING 1/2 INCH, AND SHALL BE A MINIMUM OF 48 INCHES IN WIDTH.
2. SURFACE CROSS SLOPES SHALL NOT EXCEED 1/4 INCH PER FOOT.
3. WHEN THE SLOPE IN THE DIRECTION OF TRAVEL OF ANY WALK EXCEEDS 1:20 IT SHALL COMPLY WITH THE PROVISIONS FOR PEDESTRIANS RAMP.
4. ABRUPT CHANGES IN LEVEL ALONG ANY ACCESSIBLE ROUTE SHALL NOT EXCEED 1/2 INCH. WHEN CHANGES IN LEVEL DO OCCUR, THEY SHALL BE BEVELED WITH A SLOPE NO GREATER THEN 1:2 EXCEPT THAT LEVEL CHANGES NOT EXCEEDING 1/2 INCH NOT BE VERTICAL. WHEN CHANGES IN LEVELS GREATER THAN 1/2 INCH ARE NECESSARY THEY SHALL COMPLY WITH THE REQUIREMENTS FOR RAMPS.
5. SURFACE SLOPES OF ACCESSIBLE PARKING SPACES SHALL NOT EXCEED 1/4 INCH PER FOOT IN ANY DIRECTION.
6. ALL DAMAGED OR DETERIORATE FIRE LANE MARKING SHALL BE RE-STRIPED
7. ALL CURBS WHICH OUTLINE THE FIRE LANE SHALL BE PAINTED RED WITH WHITE LETTERING READING "NO PARKING - FIRE LANE". THE TEXT SHALL BE FOUR INCHES TALL AND SHALL BE PLACED EVERY 30 FEET OR PORTION THEREOF, ON TOP OF DESIGNATED CURBING.
8. ACCESSIBLE ROUTE SHALL HAVE A MAXIMUM RUNNING SLOPE OF 1:20 AND A MAXIMUM CROSS-SLOPE OF 1:48.
9. WALKS AND SIDEWALKS SHALL BE AT LEAST 48" WIDE PER CBC 11B-403



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PL2023-005 & B2023-0043

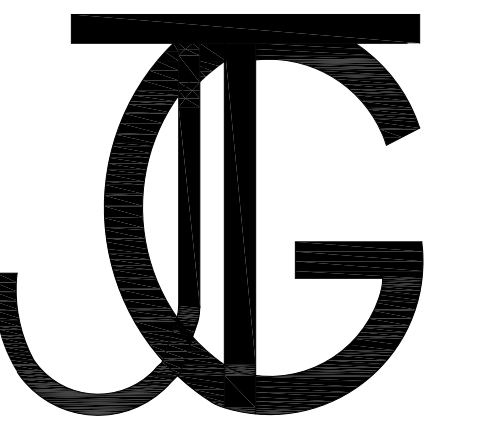
APPROVAL STAMP



FLOOR PLANS SERVICE GARAGE

DATE 06.1.21 SCALE 1/8" = 1'-0"
DRAWN BY JTG PROJECT NUMBER 21001-1

A2.2



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LEGEND

	B OCCUPANCY		MAXIMUM EXIT ACCESS TRAVEL DISTANCE = SEE PLAN (SEE EGRESS NOTES BELOW)
	S OCCUPANCY		MAXIMUM COMMON PATH OF EGRESS TRAVEL = SEE PLAN (SEE EGRESS NOTES BELOW)
	A OCCUPANCY (ACCESSORY OCCUPANCY)		
	EXIT SIGN W/ BATTERY BACK-UP		
	OCCUPANT LOAD		
	BUILDING ROOM NAME		
	FUNCTION OF SPACE AREA		
	FIRE EXTINGUISHER SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH CFC 906. PROVIDE CLASS 2-A (MINIMUM 2-A-10-BC)		
	1 HOUR FIRE SEPARATION		

EGRESS NOTES:
* MAXIMUM EXIT ACCESS TRAVEL DISTANCE ALLOWABLE (PER CBC 1016), "B" OCCUPANCY, W/ SPRINKLERS = 300 FT. AND "A" & "S-1" OCCUPANCIES W/ SPRINKLERS = 250 FT.
* MAXIMUM COMMON PATH OF EGRESS TRAVEL ALLOWABLE (PER CBC 1014.3, EXC. 1), "B" OCCUPANCY, W/ SPRINKLERS = 100 FT & "A" OCCUPANCY W/ SPRINKLERS = 75 FT
* ACCESSIBLE PATH OF TRAVEL

FUNCTION PER 2022 CBC TABLE 1004.5

FUNCTION OF SPACE	S.F. PER PERSON	FUNCTION S.F. TYPE
ACCESSORY - STORAGE - S	300	GROSS
BUSINESS AREA - B	150	GROSS
ASSEMBLY - A	15	NET

EXIT #1	12x0.2 = 2.4" REQUIRED 32" CLEAR WIDTH PROVIDED
EXIT #2	27x0.2 = 5.4" REQUIRED 32" CLEAR WIDTH PROVIDED
EXIT #3	1x0.2 = 0.2" REQUIRED 32" CLEAR WIDTH PROVIDED
EXIT #4	4x0.2 = 0.8" REQUIRED 32" CLEAR WIDTH PROVIDED
EXIT #5	5x0.2 = 1.0" REQUIRED 68" CLEAR WIDTH PROVIDED
EXIT #6	4x0.2 = 0.8" REQUIRED 68" CLEAR WIDTH PROVIDED
EXIT #7	26x0.2 = 5.2" REQUIRED 32" CLEAR WIDTH PROVIDED

KEY NOTES

- N1 PROVIDE TACTILE SIGNAGE, SEE DETAIL 9/A0.1

GENERAL NOTES

- THE PATH OF TRAVEL TO & WITHIN EXITS IN A BUILDING SHALL BE IDENTIFIED BY EXIT SIGNS CONFORMING TO THE REQUIREMENTS OF 2019 CBC SECT. 1013.1. EXIT SIGNS SHALL BE READILY VISIBLE FROM THE DIRECTION OF APPROACH. EXIT SIGNS SHALL BE LOCATED AS NECESSARY TO INDICATE THE DIRECTION OF EGRESS TRAVEL. NO POINT SHALL BE MORE THAN 100 FT. FROM THE NEAREST VISIBLE SIGN.
- FIRE BARRIERS AND REQUIRED OCCUPANCY SEPARATIONS SHALL COMPLY WITH SECTION 707.1 2019 CBC
- PROVIDE EXIT SIGN WITH 6" LETTERS OVER REQUIRED EXITS, WHERE SHOWN ON DRAWINGS. CONNECT EXIT SIGNS TO EMERGENCY POWER CIRCUITS.
- PROVIDE EMERGENCY LIGHTING OF ONE FOOT-CANDLE AT FLOOR LEVEL. COMPLY WITH BUILDING CODES.
- MAINTAIN AISLES AT LEAST 44" WIDE AT PUBLIC AREAS.
- EXIT DOORS SHALL SWING IN THE DIRECTION OF TRAVEL WHEN SERVING 50 OR MORE PERSONS AND IN ANY HAZARDOUS AREA.
- PROVIDE A PORTABLE FIRE EXTINGUISHER WITH A RATING OF NOT LESS THAN 2A WITHIN 75 FOOT TRAVEL DISTANCE TO ALL PORTIONS OF THE BUILDING ON EACH FLOOR AND ADDITIONAL EXTINGUISHERS AS REQUIRED BY THE FIRE DEPARTMENT FIELD INSPECTOR
- FIRE EXTINGUISHERS SHALL BE PROVIDED AND LOCATED IN ACCORDANCE WITH FIRE DEPARTMENT REQUIREMENTS. SEE "F.E." OR "F.E.C." ON PLANS. EXTINGUISHER CABINET DOOR OPENING HARDWARE SHALL BE 48" MAX. ABOVE FINISHED FLOOR.
- FIRE EXTINGUISHER CABINETS SHALL NOT BREACH RATED WALLS UNLESS RATED THEMSELVES
- EXTINGUISHERS SHALL BE CONSPICUOUSLY LOCATED ALONG NORMAL PATHS OF EXITING
- PROVIDE FIRE DAMPERS OR DOORS WHERE AIR DUCTS PENETRATE FIRE-RATED WALLS OR CEILINGS.
- EXIT DOORS SHALL BE A MINIMUM OF 3'-0" X 6'-0" WITH A CLEAR WIDTH OF NOT LESS THAN 32" PER 2019 CBC
- EGRESS DOORS SHALL BE READILY OPENABLE FROM THE EGRESS SIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT. SECTION 1010.1.9, 2019 CBC THE FORCE FOR PUSHING OR PULLING OPEN INTERIOR SWINGING EGRESS DOORS, OTHER THAN FIRE DOORS, SHALL NOT EXCEED 5 POUNDS. FOR OTHER SWINGING DOORS, AS WELL AS SLIDING AND FOLDING DOORS, THE DOOR LATCH SHALL RELEASE WHEN SUBJECTED TO A 15-POUND FORCE. PER SECTION 1010.1.3, 2019 CBC
- EXIT DOORS SHALL BE SO MARKED THAT THEY ARE READILY DISTINGUISHABLE FROM THE ADJACENT CONSTRUCTION. SECTION 1010.1, 2019 C.B.C.
- PRIMARY ENTRANCES & REQUIRED EXITS FROM BUILDINGS & FACILITIES SHALL BE MADE ACCESSIBLE TO THE DISABLED
- PROVIDE SIGN ABOVE PRIMARY EXIT DOORS MOUNTED ON HORIZONTAL MILLION TO READ "THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED", IN COMPLIANCE W/ SECTION 1010.1.9.4, 2019 CBC
- DOOR HANDLES, PULLS, LATCHES, LOCKS AND OTHER OPERATING DEVICES ON DOORS REQUIRED TO BE ACCESSIBLE BY CHAPTER 11A OR 11B SHALL NOT REQUIRE TIGHT GRASPING, TIGHT PINCHING OR TWISTING OF THE WRIST TO OPERATE. PER SECTION 1010.1.9.1, 2019 CBC
- ROOMS OR AREAS LARGER THAN 100 SQUARE FEET SHALL BE PROVIDED WITH LEVEL SWITCHING TO ALLOW ILLUMINATION TO BE REDUCED BY ONE-HALF
- PROVIDE INTERNATIONAL SYMBOL OF ACCESSIBILITY AT MAIN ENTRANCE DOORS, COMPLY WITH TITLE 24 REQUIREMENTS
- PER CBC SECTION 303.1.2 SMALL ASSEMBLY SPACES. THE FOLLOWING ROOMS AND SPACES SHALL NOT BE CLASSIFIED AS ASSEMBLY OCCUPANCIES:
 - A ROOM OR SPACE USED FOR ASSEMBLY PURPOSES WITH AN OCCUPANT LOAD OF LESS THAN 50 PERSONS AND ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS A GROUP B OCCUPANCY OR AS PART OF THAT OCCUPANCY.
 - A ROOM OR SPACE USED FOR ASSEMBLY PURPOSES THAT IS LESS THAN 750 SQUARE FEET (70 M2) IN AREA AND ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS A GROUP B OCCUPANCY OR AS PART OF THAT OCCUPANCY.

MINIMUM FINISH FIRE CLASS

ROOM	FINISH	MINIMUM FINISH FIRE CLASS
LOUNGE 119	CEILING	B
LOUNGE 119	WALL	B
LOUNGE 119	FLOOR	B
LOUNGE 122	CEILING	B
LOUNGE 122	WALL	B
LOUNGE 122	FLOOR	B
LOUNGE 120	CEILING	B
LOUNGE 120	WALL	B
LOUNGE 120	FLOOR	B
LOUNGE 102	CEILING	B
LOUNGE 102	WALL	B
LOUNGE 102	FLOOR	B

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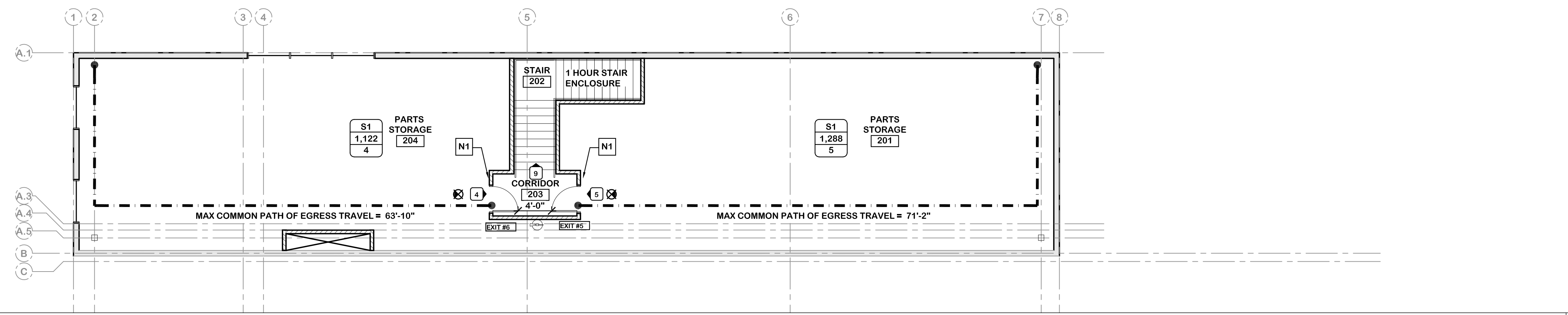
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APPROVAL STAMP



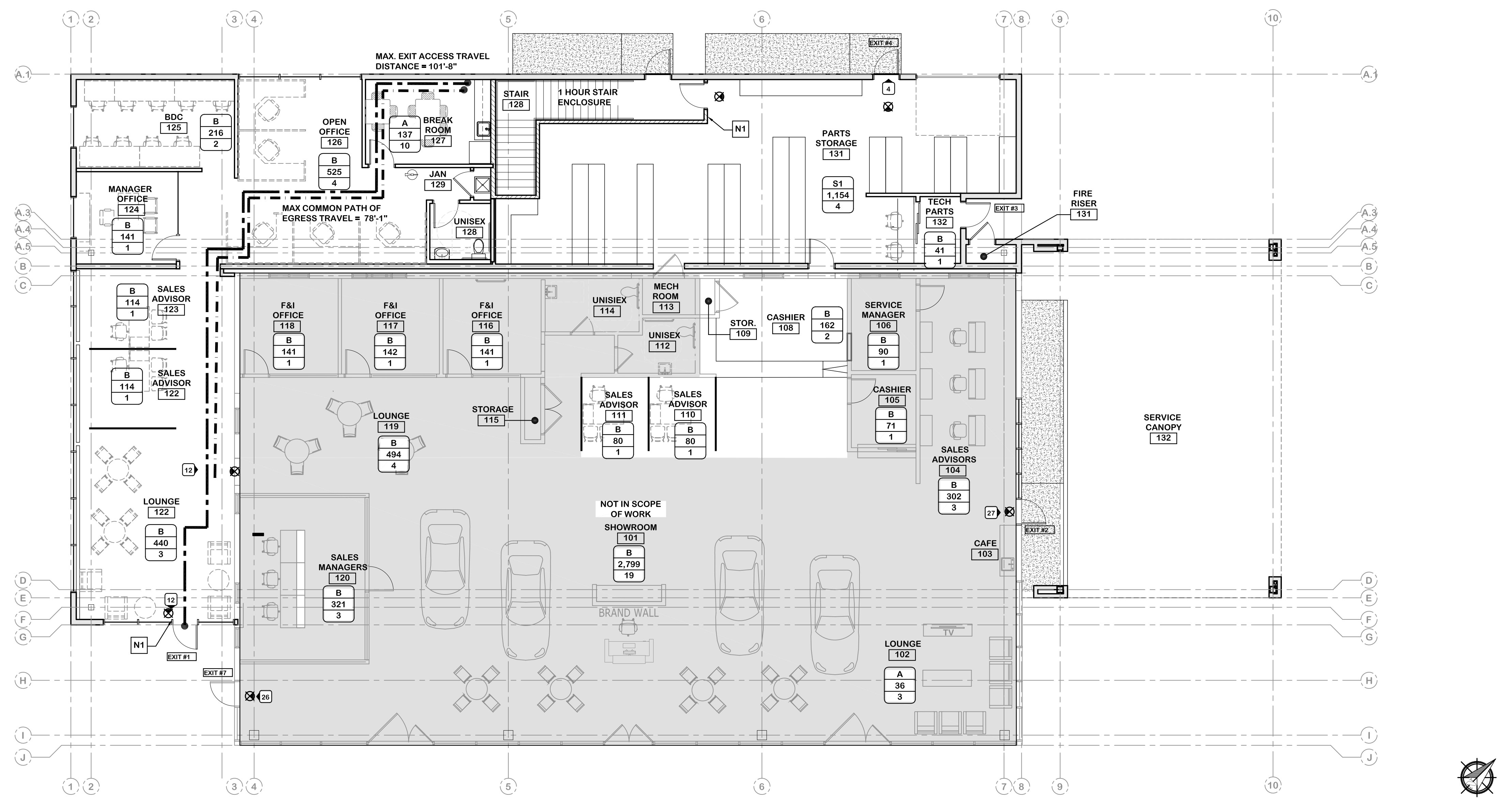
EGRESS PLANS SHOW ROOM

DATE: 06.1.21
SCALE: 1/8" = 1'-0"
DRAWN BY: JTG
PROJECT NUMBER: 21001-1

A2.3



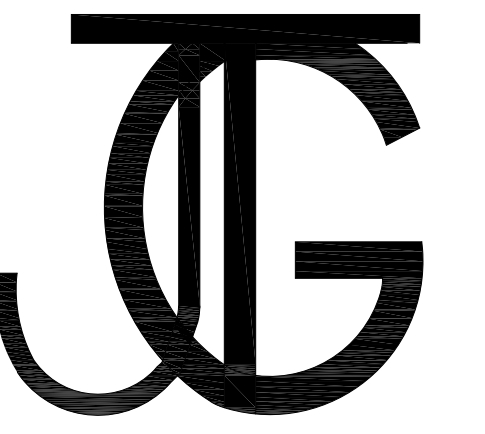
2nd FLOOR SHOW ROOM EGRESS PLAN 6



PROPOSED SHOWROOM EGRESS PLAN 8

SCALE: 1/8" = 1'-0"

SCALE: 1/8" = 1'-0"



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LEGEND

	B OCCUPANCY		MAXIMUM EXIT ACCESS TRAVEL DISTANCE = SEE PLAN (SEE EGRESS NOTES BELOW)
	S OCCUPANCY		MAXIMUM COMMON PATH OF EGRESS TRAVEL = SEE PLAN (SEE EGRESS NOTES BELOW)
	A OCCUPANCY (ACCESSORY OCCUPANCY)		
	EXIT SIGN W/ BATTERY BACK-UP		
	OCCUPANT LOAD		
	BUILDING ROOM NAME		
	FUNCTION OF SPACE AREA		
	OCCUPANT LOAD		
	FIRE EXTINGUISHER SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH CFC 906. PROVIDE CLASS 2-A (MINIMUM 2-A-10-BC)		
	1 HOUR FIRE SEPARATION		

EGRESS NOTES:
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 * ACCESSIBLE PATH OF TRAVEL

FUNCTION PER 2022 CBC TABLE 1004.5

FUNCTION OF SPACE	S.F. PER PERSON	FUNCTION S.F. TYPE
ACCESSORY - STORAGE - S	300	GROSS
BUSINESS AREA - B	150	GROSS
ASSEMBLY - A	15	NET

EXIT #	REQUIRED	PROVIDED
EXIT #1	12x0.2 = 2.4" REQUIRED	32" CLEAR WIDTH PROVIDED
EXIT #2	24x0.2 = 4.8" REQUIRED	32" CLEAR WIDTH PROVIDED
EXIT #3	1x0.2 = 0.2" REQUIRED	32" CLEAR WIDTH PROVIDED
EXIT #4	4x0.2 = 0.8" REQUIRED	32" CLEAR WIDTH PROVIDED
EXIT #5	5x0.2 = 1.0" REQUIRED	68" CLEAR WIDTH PROVIDED
EXIT #6	4x0.2 = 0.8" REQUIRED	68" CLEAR WIDTH PROVIDED
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KEY NOTES

- N1 PROVIDE TACTILE SIGNAGE, SEE DETAIL 9/A0.1
- N2 ROLL UP DOORS ARE TO REMAIN OPEN DURING BUSINESS HOURS

GENERAL NOTES

- THE PATH OF TRAVEL TO & WITHIN EXITS IN A BUILDING SHALL BE IDENTIFIED BY EXIT SIGNS CONFORMING TO THE REQUIREMENTS OF 2019 CBC SECT. 1013.1. EXIT SIGNS SHALL BE READILY VISIBLE FROM THE DIRECTION OF APPROACH. EXIT SIGNS SHALL BE LOCATED AS NECESSARY TO INDICATE THE DIRECTION OF EGRESS TRAVEL. NO POINT SHALL BE MORE THAN 100 FT. FROM THE NEAREST VISIBLE SIGN.
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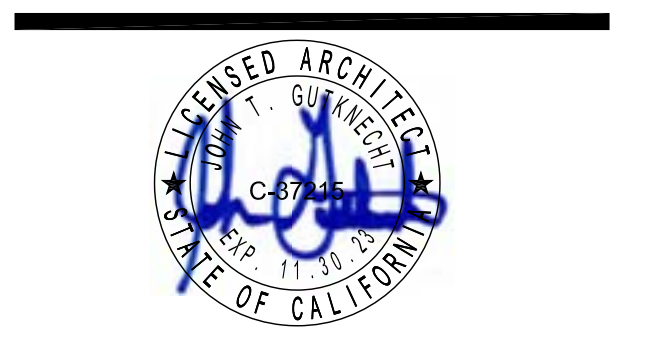
MINIMUM FINISH FIRE CLASS

FINISH	INTERIOR WALL	INTERIOR CEILING	EXTERIOR WALL	EXTERIOR CEILING	ROOF
AWAY FROM	A	C	B	B	S-A & T-A
AWAY FROM	A	C	B	B	A, A-A, & A-A
AWAY FROM	A	C	B	B	M, B, B-T, R
AWAY FROM	A	C	B	B	B

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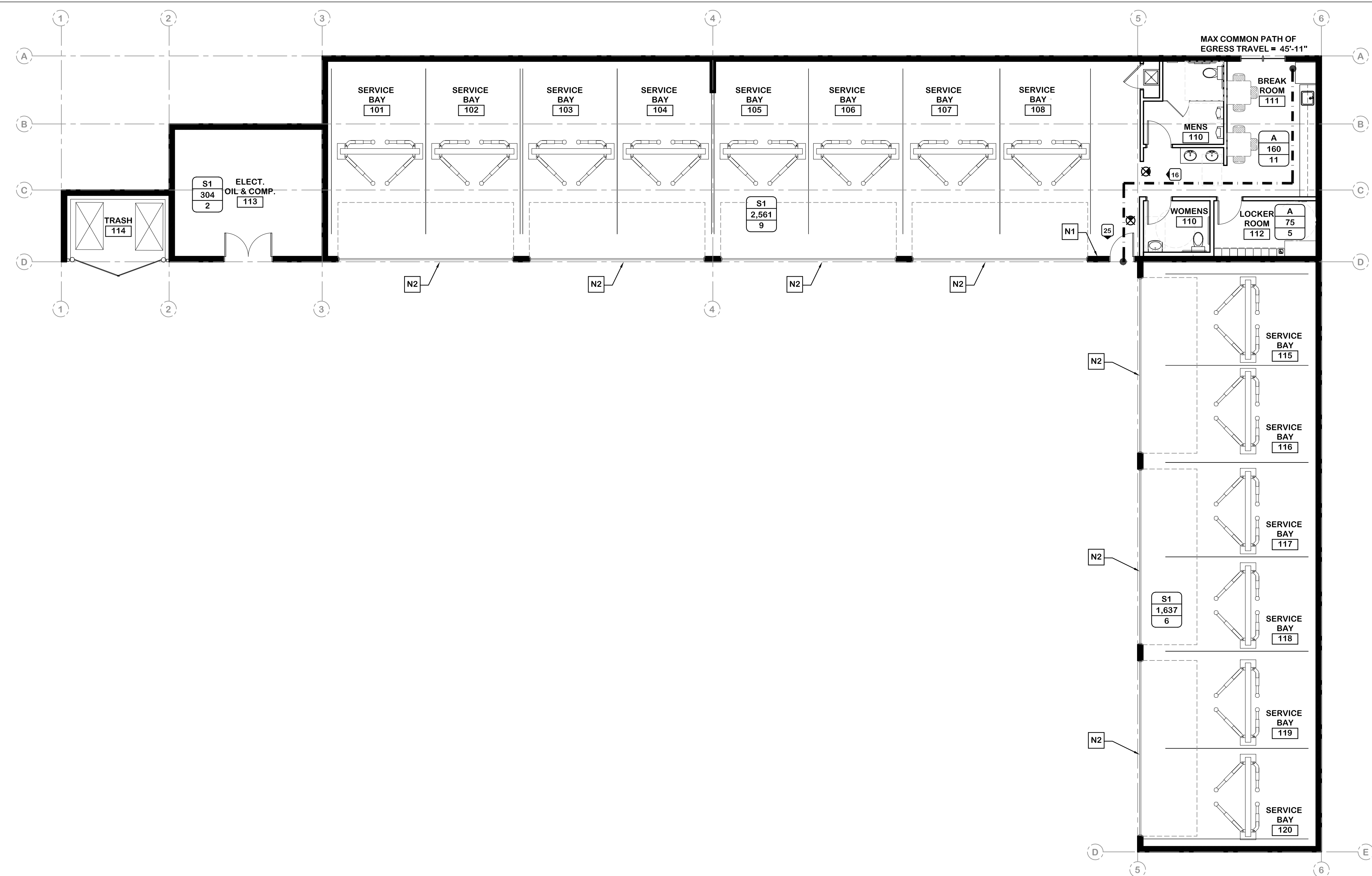
PL2023-005 & B2023-0043
 APPROVAL STAMP



EGRESS PLANS SERVICE GARAGE

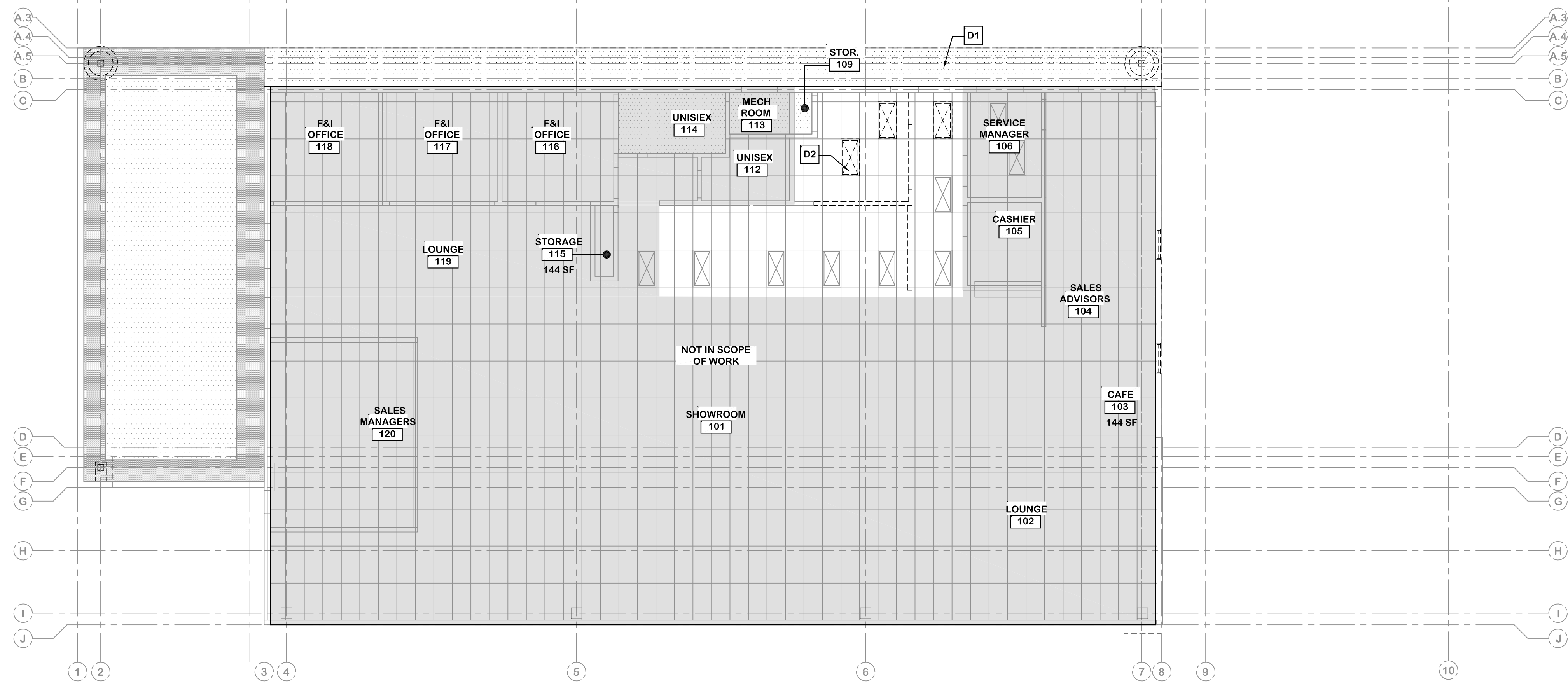
DATE	SCALE
06.1.21	1/8" = 1'-0"
DRAWN BY	PROJECT NUMBER
JTG	21001-1

A2.4



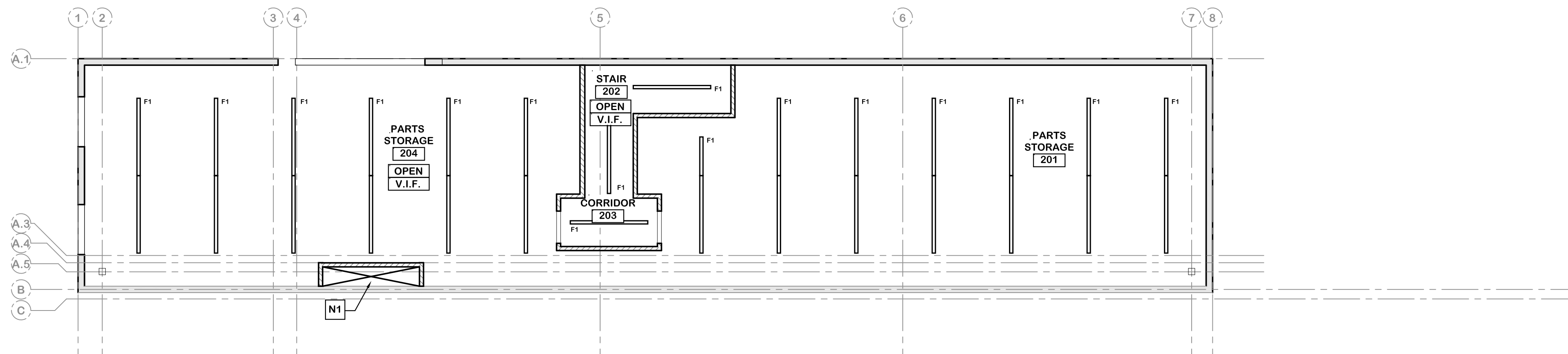
PROPOSED SERVICE GARAGE EGRESS PLAN

SCALE: 1/8" = 1'-0"



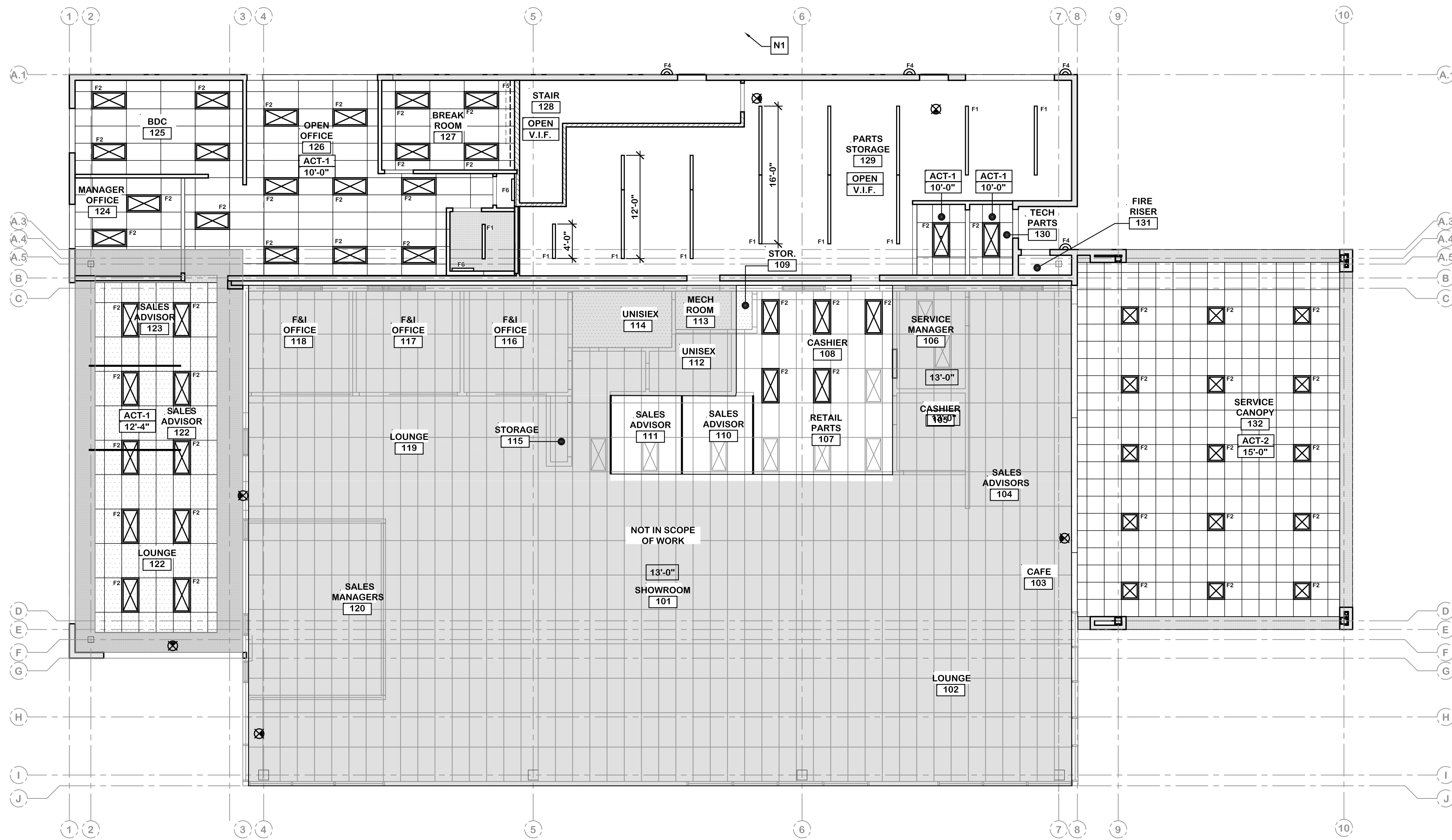
DEMO SHOWROOM 1ST FLOOR REFLECTED CEILING PLAN 5

SCALE: 1/8" = 1'-0"



PROPOSED SHOW ROOM 2ND FLOOR REFLECTED CEILING PLAN 6

SCALE: 1/8" = 1'-0"



PROPOSED SHOWROOM 1ST FLOOR REFLECTED CEILING PLAN 8

LEGEND

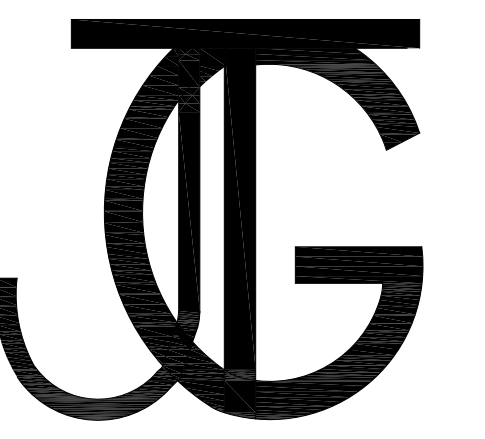
- (E) SOFFIT FRAMED WITH METAL STUD AND FINISHED WITH PAINTED GYPSUM OR PLASTER, PAINT TO MATCH (E) BUILDING STANDARD
- (N) SOFFIT FRAMED WITH METAL STUD AND FINISHED WITH PAINTED GYPSUM BOARD OR SMOOTH EXTERIOR PLASTER, PAINTED AS SPECIFIED ON PLANS SEE SHEET A8.1 FOR DETAILS AND SPAN TABLES.
- (N) 2x4 SUSPENDED CEILING SYSTEM, SEE SHEET A8.1 FOR DETAILS, USG, WHITE, 1516 SUSPENSION GRID, WHITE TO MATCH (E) CONDITION
- (N) 2x2 SUSPENDED CEILING SYSTEM, SEE SHEET A8.1 FOR DETAILS, USG, ZKLA26 OR APPROVED EQUAL
- SURFACE WRAP AROUND DAY BRITE, NWL, WHITE, 48" X 4"
- RECESS 2x4 DAY BRITE, ARIOSO, WHITE, 24" X 48"
- LED CEILING GRID FIXTURE GARDCO: SLENDER FORM RECESSED CANOPY SFGR GEN 2 OR APPROVED EQUAL
- LED EXTERIOR WALL PACK LITHONIA LIGHTING: WPX1 LED LIGHT OR APPROVED EQUAL
- UNDER CABINET LIGHT TIVOLI, ELITE, CLEAR, LENGTH PER PLANS
- VANITY LIGHT FIXTURE LITHONIA, CONTRACTOR SELECT, CHROME, 2'
- CEILING HEIGHT OR LIGHT FIXTURE HEIGHT, OPEN TO ABOVE CEILING - SEE SHEETS BUILDING SECTIONS FOR ADDITIONAL INFORMATION.

KEY NOTES

- D1 REMOVE (E) EXTERIOR SOFFIT AND FRAMING
- D2 REMOVE OR RELOCATE (E) LIGHT FIXTURE

GENERAL NOTES

1. ALL RECESSED DOWNLIGHTS/WALL WASHERS SHALL BE CENTERED IN THE VISUAL TILE PATTERN, U.O.N.
2. ALL CEILING FIXTURES AND WIRING FOR LIGHT FIXTURES, EXIT SIGNS, OR OTHER ELECTRICAL DEVICES SHALL BE U.L. APPROVED, THERMALLY PROTECTED, AND SHALL BE INSTALLED IN CONDUIT OR OTHER WIRING METHOD APPROVED BY THE BUILDING DEPARTMENT.
3. WHERE AN EXISTING SUSPENDED CEILING SYSTEM IS TO BE RE-USED, REPLACE ALL DAMAGED CEILING TILES AND GRID MEMBERS THROUGHOUT AREA OF WORK TO ACHIEVE A NEW APPEARANCE.
4. THIS DRAWING IS FOR LAYOUT PURPOSES ONLY. ENGINEERING OF SWITCHING AND CIRCUITRY SHALL BE PROVIDED BY THE ELECTRICAL CONTRACTOR IN ACCORDANCE WITH APPLICABLE BUILDING AND ELECTRICAL CODES AND REGULATIONS FOR BUILDING LIFE SAFETY, EMERGENCY, EGRESS AND NIGHT LIGHTS.
5. WHEN AN ENTIRELY NEW CEILING GRID IS TO BE INSTALLED, SPRINKLER CONTRACTOR SHALL PROVIDE ESCUTCHEON RING EXTENSIONS WITH 2" CLEARANCE AROUND HEAD, OR ALTERNATELY INSTALL FLEX-HEAD CONNECTIONS AT ALL SPRINKLER HEADS IN AREA OF NEW CEILING.
6. MECHANICAL WORK SHALL BE DESIGNED AND BUILT IN ACCORDANCE WITH APPLICABLE CODES AND STANDARDS AND SHALL COMPLY WITH THE REQUIREMENTS OF CALIFORNIA ADMINISTRATIVE CODE, TITLE 24.
7. PROVIDE FIRE DAMPERS AT ALL PENETRATIONS OF FIRE RATED ASSEMBLIES AS REQUIRED. DAMPERS SHALL BE FIRE/SMOKE WITH SMOKE ACTIVATION AS REQUIRED BY 2022 CBC.



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KIA SERRAMONTE
EXTERIOR IMPROVEMENT
600 SERRAMONTE BLVD
COLMA, CA 94014

PUBLISHED SETS

REV.	DATE	DESCRIPTION
△	02.14.22	RESUBMITTAL 1
	03.02.22	RESUBMITTAL 2
	03.15.22	RESUBMITTAL 3
	03.21.22	RESUBMITTAL 4
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	09.02.22	PLANNING RE-SUBMITTAL
	09.12.22	BUILDING SUBMITTAL
	03.09.23	PLANNING SUBMITTAL
	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043

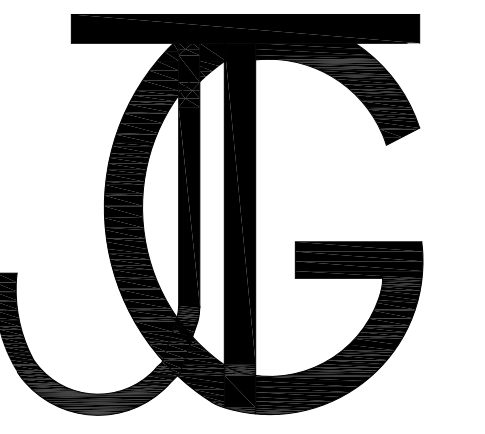
APPROVAL STAMP



REFLECTED CEILING SHOW ROOM

DATE	SCALE
06.1.21	1/8" = 1'-0"
DRAWN BY	PROJECT NUMBER
JTG	21001-1

A3.1



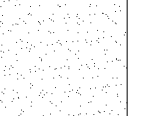
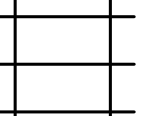
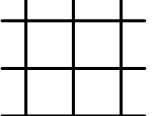







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LEGEND

-  (N) SOFFIT FRAMED WITH METAL STUD AND FINISHED WITH PAINTED GYPSUM BOARD OR SMOOTH EXTERIOR PLASTER, PAINTED AS SPECIFIED ON PLANS. SEE SHEET A8.1 FOR DETAILS AND SPAN TABLES.
-  (N) 2x4 SUSPENDED CEILING SYSTEM. SEE SHEET A8.1 FOR DETAILS. USG, WHITE 15/16 SUSPENSION GRID, WHITE TO MATCH (E) CONDITION
-  (N) 2x2 SUSPENDED CEILING SYSTEM. SEE SHEET A8.1 FOR DETAILS. USG, ZKLA26 OR APPROVED EQUAL
-  SURFACE WRAP AROUND DAY BRITE, NWL, WHITE, 48" X 4"
-  RECESS 2x4 DAY BRITE, ARIOSO, WHITE, 24" X 48"
-  LED CEILING GRID FIXTURE GARDCO; SLENDER FORM RECESSED CANOPY SFGR GEN 2 OR APPROVED EQUAL
-  LED EXTERIOR WALL PACK LITHONIA LIGHTING; WPX1 LED LIGHT OR APPROVED EQUAL
-  UNDER CABINET LIGHT TIVOLI, ELITE, CLEAR, LENGTH PER PLANS
-  VANITY LIGHT FIXTURE LITHONIA, CONTRACTOR SELECT, CHROME, 2'
-  CEILING HEIGHT OR LIGHT FIXTURE HEIGHT. OPEN TO ABOVE CEILING - SEE SHEETS' BUILDING SECTIONS FOR ADDITIONAL INFORMATION.

KEY NOTES

PUBLISHED SETS

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	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043

APPROVAL STAMP



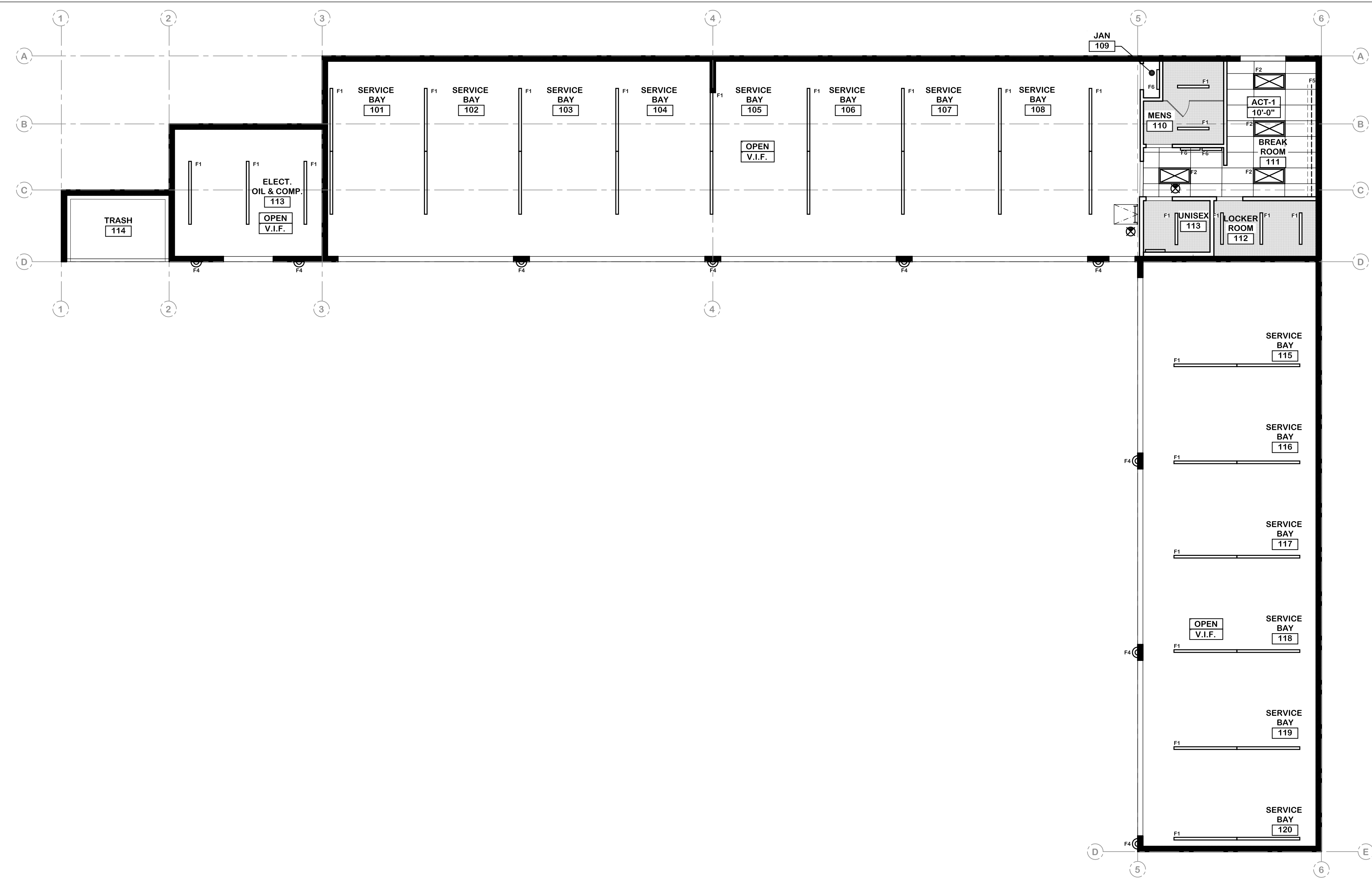
REFLECTED CEILING SERVICE GARAGE

DATE	SCALE
06.1.21	1/8" = 1'-0"
DRAWN BY	PROJECT NUMBER
JTG	21001-1

A3.2

GENERAL NOTES

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7. PROVIDE FIRE DAMPERS AT ALL PENETRATIONS OF FIRE RATED ASSEMBLIES AS REQUIRED. DAMPERS SHALL BE FIRE/SMOKE WITH SMOKE ACTIVATION AS REQUIRED BY 2022 CBC.



PROPOSED SERVICE GARAGE REFLECTED CEILING PLAN

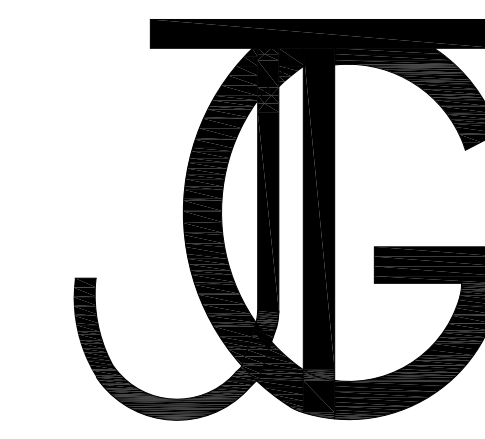
SCALE: 1/8" = 1'-0"

6

8

KEYNOTES

- E1 (E) MANSARD ROOF WITH CLAY TILES
- E2 (E) FLAT ROOF WITH BUILT UP ROOFING
- E3 (E) ROOF DRAIN
- E4 (E) ROOF TOP UNIT
- E5 (E) ROOF ACCESS HATCH
- D1 REMOVE (E) MANSARD ROOF TILE & STRUCTURE
- D2 REMOVE (E) TPO ROOF AND ROOF STRUCTURE
- D3 REMOVE (E) METAL WALL PANEL



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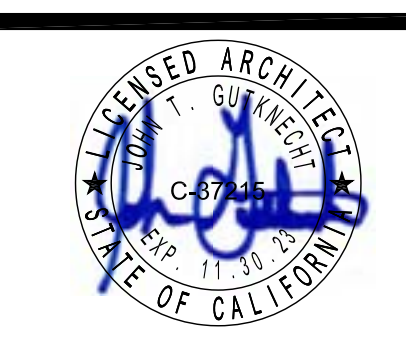
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PUBLISHED SETS

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	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043

APPROVAL STAMP

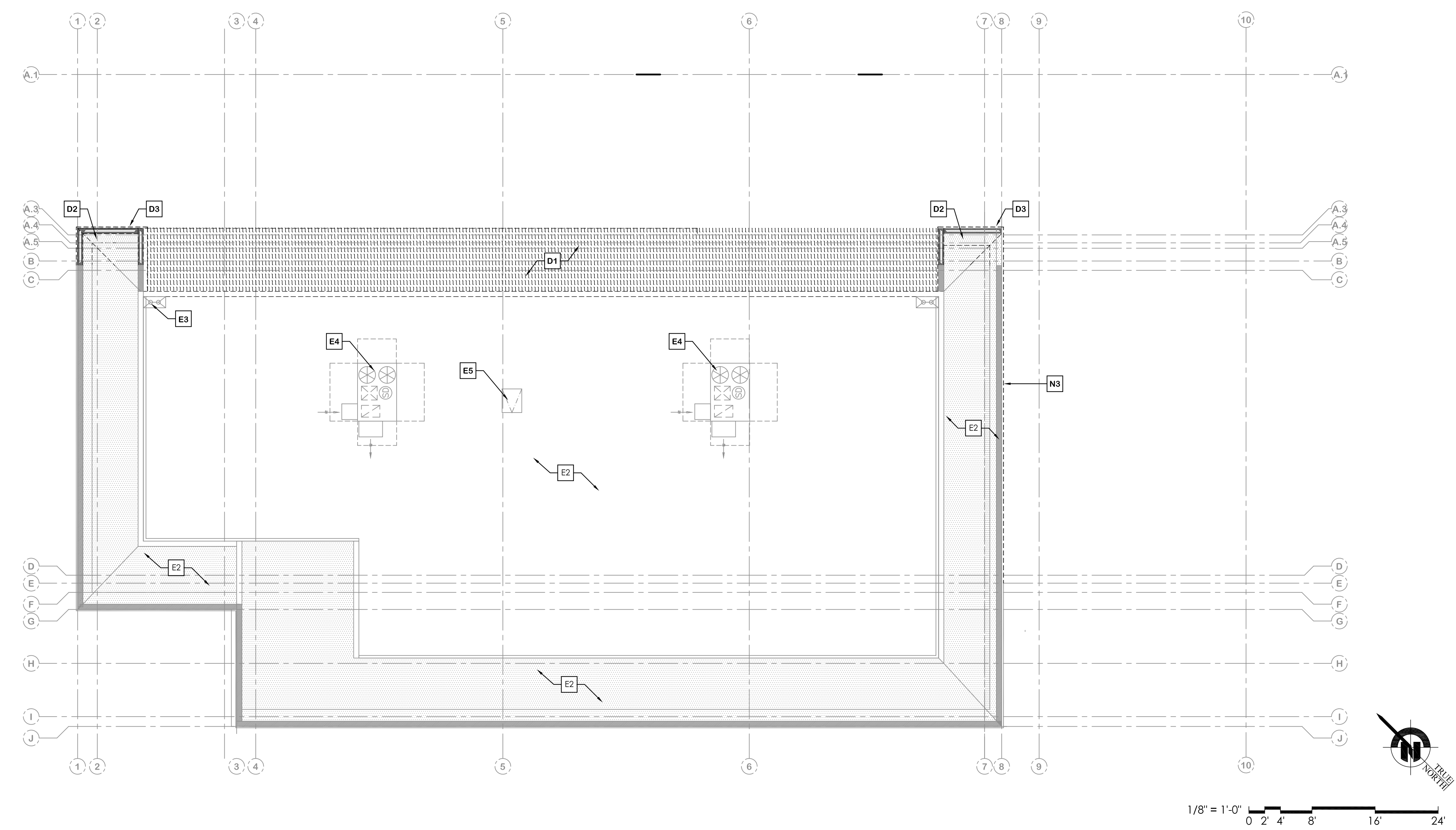


DEMO SHOWROOM ROOF PLAN

DATE: 06.1.21 SCALE: 1/8" = 1'-0"
 DRAWN BY: JTG PROJECT NUMBER: 21001-1

A4.1

6



1/8" = 1'-0"
 0 2' 4' 8' 16' 24'

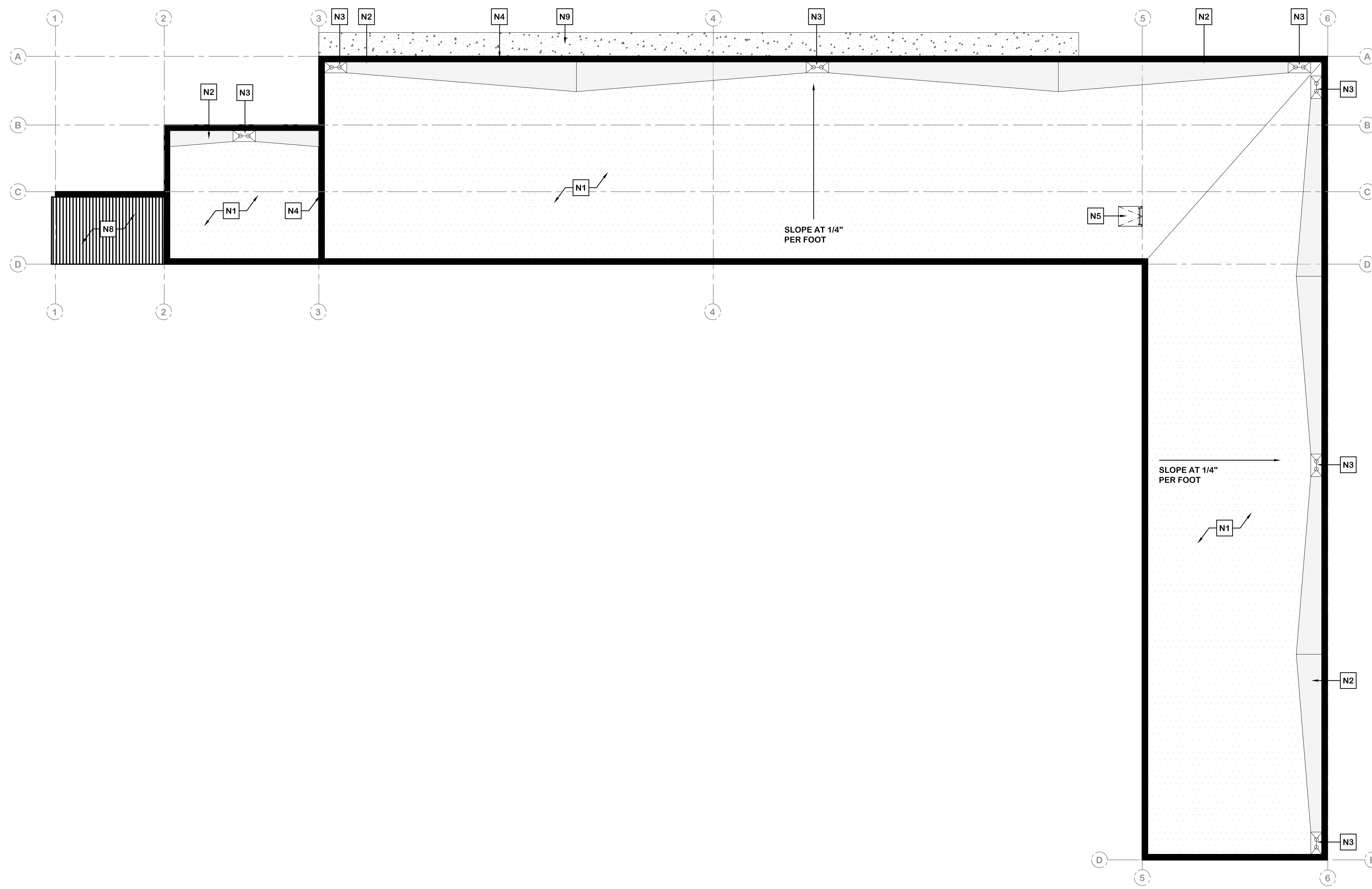
DEMO SHOWROOM ROOF PLAN

8

GENERAL NOTES

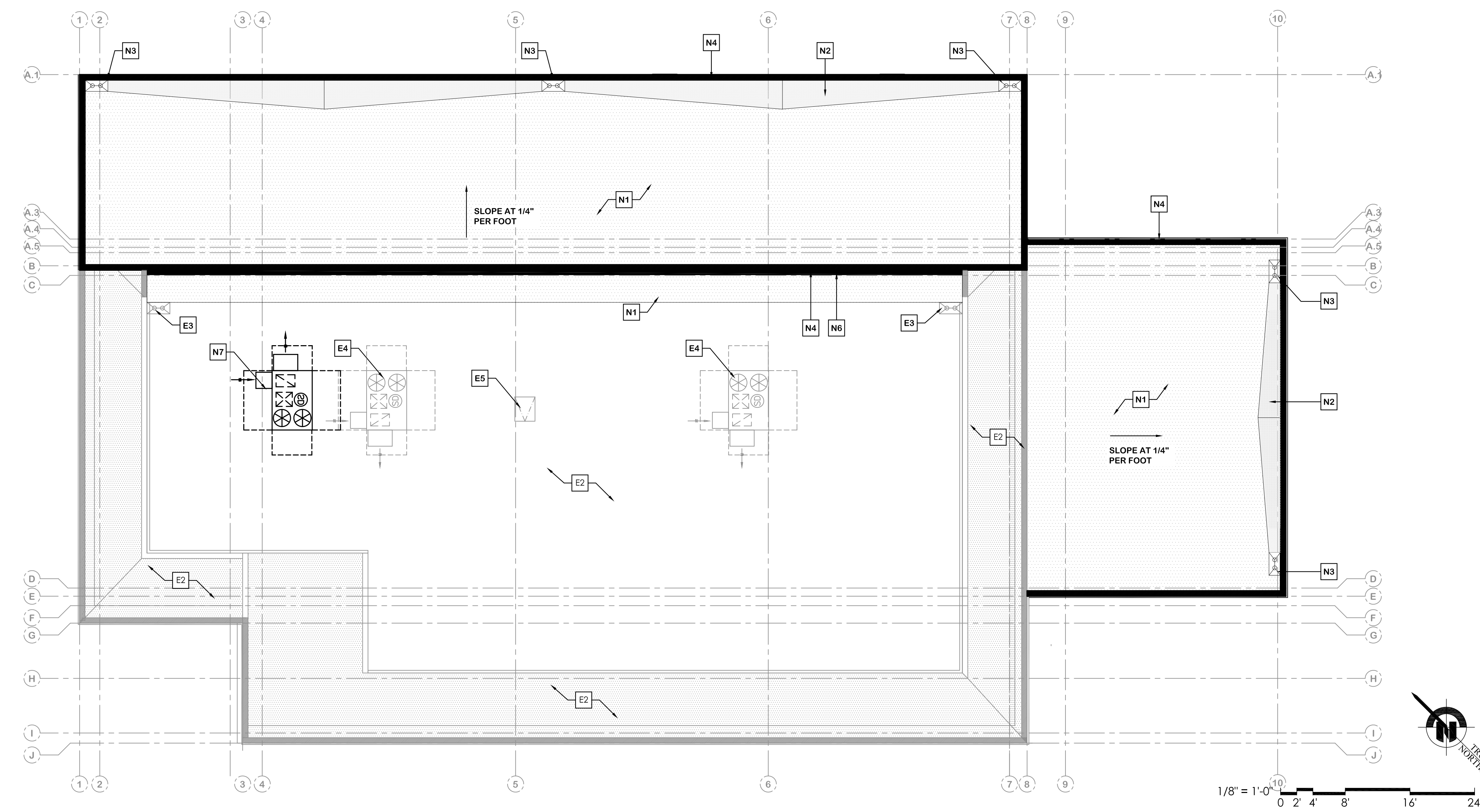
1. VERIFY ALL DIMENSIONS IN FIELD PRIOR TO CONSTRUCTION.
2. "ALIGN" SHALL MEAN TO ACCURATELY LOCATE FINISH FACES IN THE SAME PLANE.
3. "SIMILAR" SHALL MEAN COMPARABLE CHARACTERISTICS FOR THE CONDITION NOTED. VERIFY DIMENSIONS AND ORIENTATION ON PLANS AND ELEVATIONS.
4. ADJUST PARTITION THICKNESS AND CAVITY FOR INCLUSION OF INTERNAL ELEMENTS, SUCH AS PLUMBING, AND FOR CORRECT INSTALLATION OF FIXTURES, PANELS, BOXES, ETC.
5. FINISH GYPSUM DRYWALL COMPLETELY TO WITHIN 1/4" OF FLOOR TO ENSURE A SOLID WALL BASE INSTALLATION.
6. AT ALTERED CONSTRUCTION, REPAIR CUT EDGES, REPLACE CONSTRUCTION AND FIT NEW TO EXISTING CONSTRUCTION AS REQUIRED TO MATCH EXISTING WORK. WHERE NEW PAINT OR OTHER NEW FINISHES ARE JOINED, CARRY TO NEAREST BREAK IN SURFACES, CORNER, OR OTHER BREAK IN CONSTRUCTION AS REQUIRED FOR NEW AND FINISHED APPEARANCE.
7. WHERE CONCRETE FLOORS REQUIRE LEVELING, PROVIDE SELF LEVELING CEMENTITIOUS FILLER FLOATED TO A FEATHER EDGE. MIX AND APPLY IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.

1/8" = 1'-0"



1/8" = 1'-0"

PROPOSED SERVICE GARAGE ROOF PLAN 6

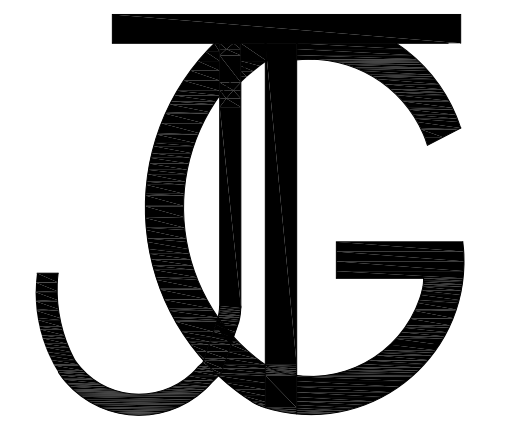


1/8" = 1'-0"

PROPOSED SHOWROOM ROOF PLAN 8

KEYNOTES

- E1 (E) MANSARD ROOF WITH CLAY TILES
- E2 (E) FLAT ROOF WITH BUILT UP ROOFING
- E3 (E) ROOF DRAIN
- E4 (E) ROOF TOP UNIT
- E5 (E) ROOF ACCESS HATCH
- N1 (N) TPO ROOF MEMBRANE, SEE DETAIL 9/A8.2
- N2 (N) CRICKETS, SLOPE AT 1/4" TO (N) ROOF DRAIN LOCATIONS
- N3 (N) 4" ROOF & OVERFLOW DRAIN, SEE DETAIL 10/A8.2
- N4 (N) PARAPET
- N5 (N) ROOF ACCESS LADDER & HATCH
- N6 (N) SEISMIC ROOF JOINT COVERING
- N7 (N) RTU
- N8 (N) STANDING SEAM METAL ROOF
- N9 (N) CONCRETE VALLEY GUTTER, S.C.D.



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	03.09.23	PLANNING SUBMITTAL
	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

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APPROVAL STAMP



SHOWROOM & SERVICE GARAGE ROOF PLAN

DATE: 06.1.21 SCALE: 1/8" = 1'-0"
 DRAWN BY: JTG PROJECT NUMBER: 21001-1

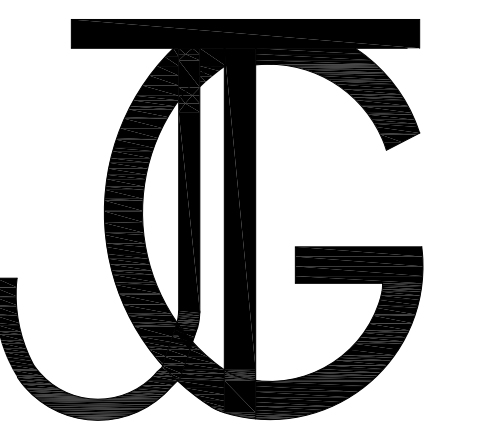
GENERAL NOTES

1. VERIFY ALL DIMENSIONS IN FIELD PRIOR TO CONSTRUCTION.
2. "ALIGN" SHALL MEAN TO ACCURATELY LOCATE FINISH FACES IN THE SAME PLANE.
3. "SIMILAR" SHALL MEAN COMPARABLE CHARACTERISTICS FOR THE CONDITION NOTED. VERIFY DIMENSIONS AND ORIENTATION ON PLANS AND ELEVATIONS.
4. ADJUST PARTITION THICKNESS AND CAVITY FOR INCLUSION OF INTERNAL ELEMENTS, SUCH AS PLUMBING, AND FOR CORRECT INSTALLATION OF FIXTURES, PANELS, BOXES, ETC.
5. FINISH GYPSUM DRYWALL COMPLETELY TO WITHIN 1/4" OF FLOOR TO ENSURE A SOLID WALL BASE INSTALLATION.
6. AT ALTERED CONSTRUCTION, REPAIR CUT EDGES, REPLACE CONSTRUCTION AND FIT NEW TO EXISTING CONSTRUCTION AS REQUIRED TO MATCH EXISTING WORK. WHERE NEW PAINT OR OTHER NEW FINISHES ARE JOINED, CARRY TO NEAREST BREAK IN SURFACES, CORNER, OR OTHER BREAK IN CONSTRUCTION AS REQUIRED FOR NEW AND FINISHED APPEARANCE.
7. WHERE CONCRETE FLOORS REQUIRE LEVELING, PROVIDE SELF LEVELING CEMENTITIOUS FILLER FLOATED TO A FEATHER EDGE. MIX AND APPLY IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.

A4.2

KEY NOTES

- E1 (E) ROOF FRAMING TO REMAIN
- E2 (E) ROOFING MEMBRANE TO REMAIN
- E3 (E) EXTERIOR FINISH TO REMAIN
- E4 (E) FOUNDATION TO REMAIN
- E5 (E) RETAINING WALL TO REMAIN
- E6 (E) AC PAVING TO REMAIN
- E7 (E) CONCRETE FLOOR SLAB TO REMAIN
- N1 (N) ROOF FRAMING, S.S.D.
- N2 (N) TPO ROOFING, SEE DETAIL XA8.2
- N3 (N) EXPANSION JOINT, SEE DETAIL XA8.2
- N4 (N) ACM PANEL, SEE ELEVATIONS FOR ADDITIONAL INFORMATION
- N5 (N) STUCCO FINISH
- N6 (N) RETAINING WALL, S.S.D
- N7 (N) CONCRETE WALKWAY/LANDING
- N8 (N) AC PAVING AS REQUIRED FOR NEW CONSTRUCTION
- N9 (N) EXTERIOR WALL, SEE NOTATIONAL PLAN FOR ADDITIONAL INFORMATION
- N10 (N) INTERIOR WALL FURRING, SEE NOTATIONAL PLAN FOR ADDITIONAL INFORMATION
- N11 (N) EXTERIOR STOREFRONT, SEE NOTATIONAL PLAN FOR ADDITIONAL INFORMATION
- N12 (N) SUSPENDED CEILING GRID SYSTEM, SEE RCP FOR ADDITIONAL INFORMATION
- N13 (N) CONCRETE CURB OVER EXISTING CONCRETE SLAB



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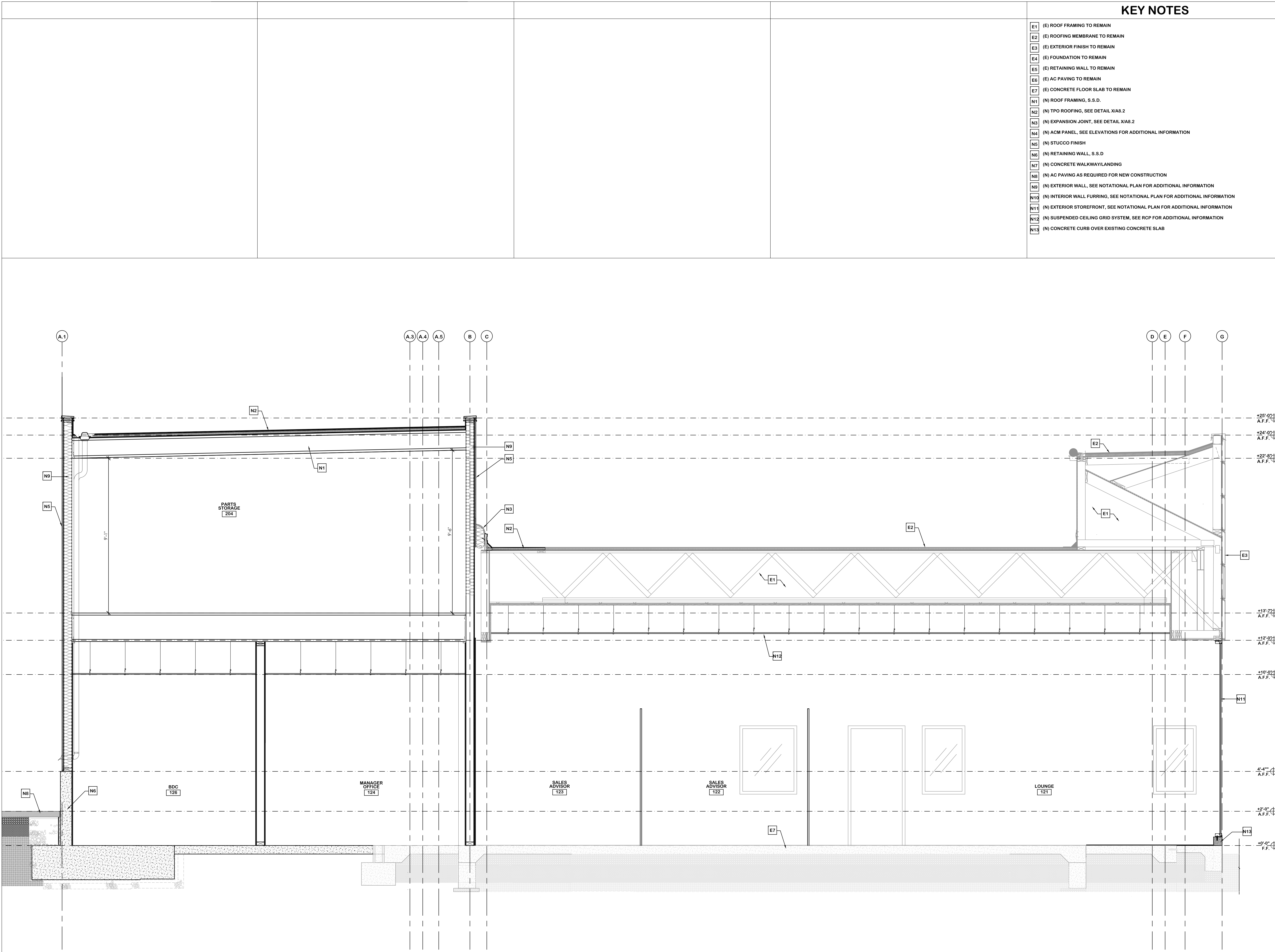
PL2023-005 & B2023-0043
 APPROVAL STAMP



WALL SECTIONS

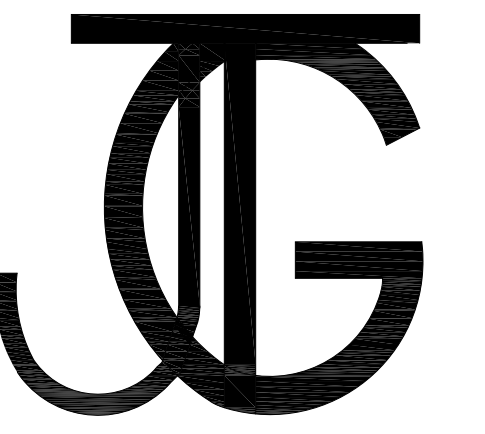
DATE: 06.1.21 SCALE: 1/2" = 1'-0"
 DRAWN BY: JTG PROJECT NUMBER: 21001-1

A5.1



1/2" = 1'-0"

(E) SERVICE CANOPY
 LONGITUDINAL SECTION 4



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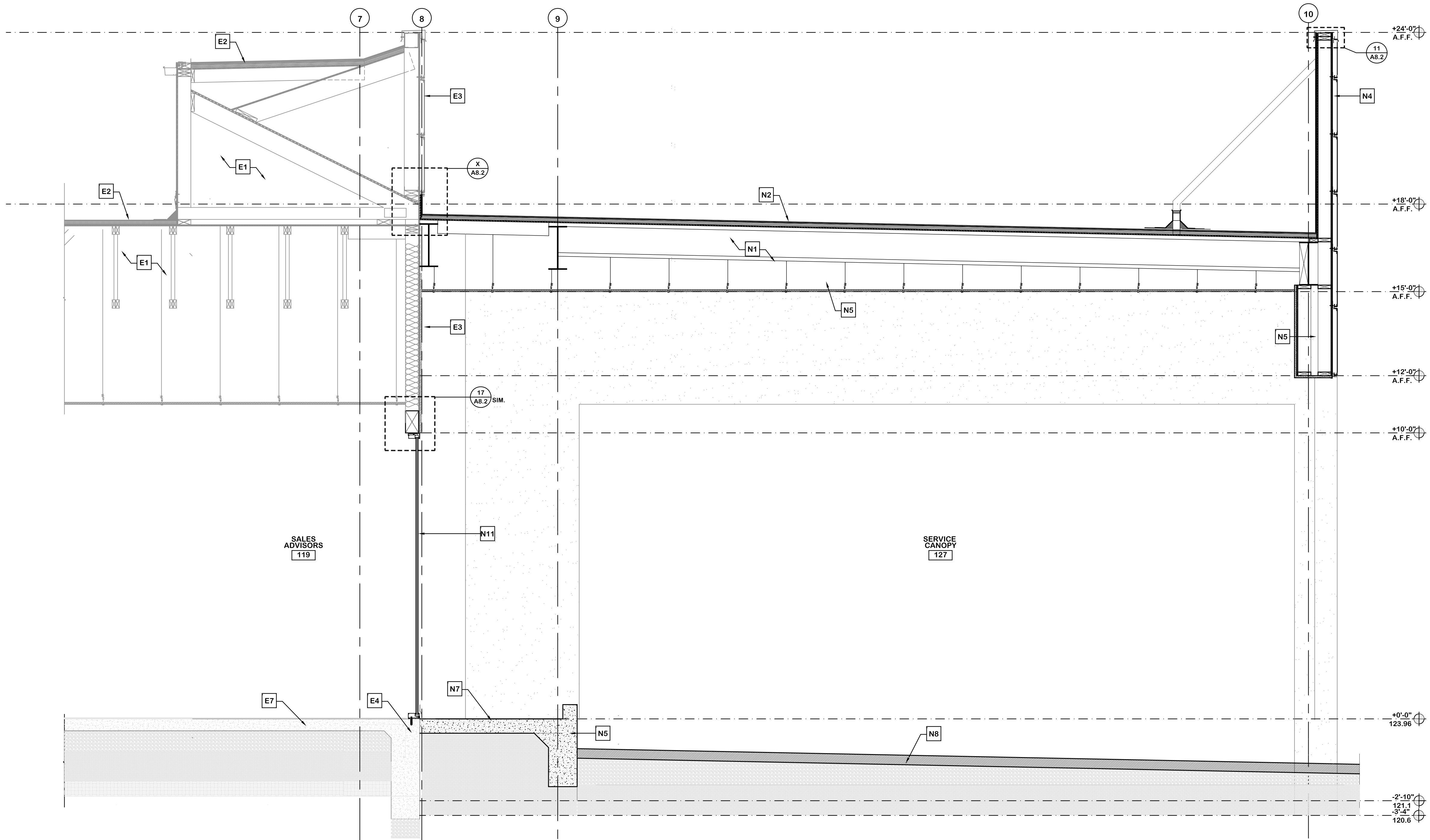
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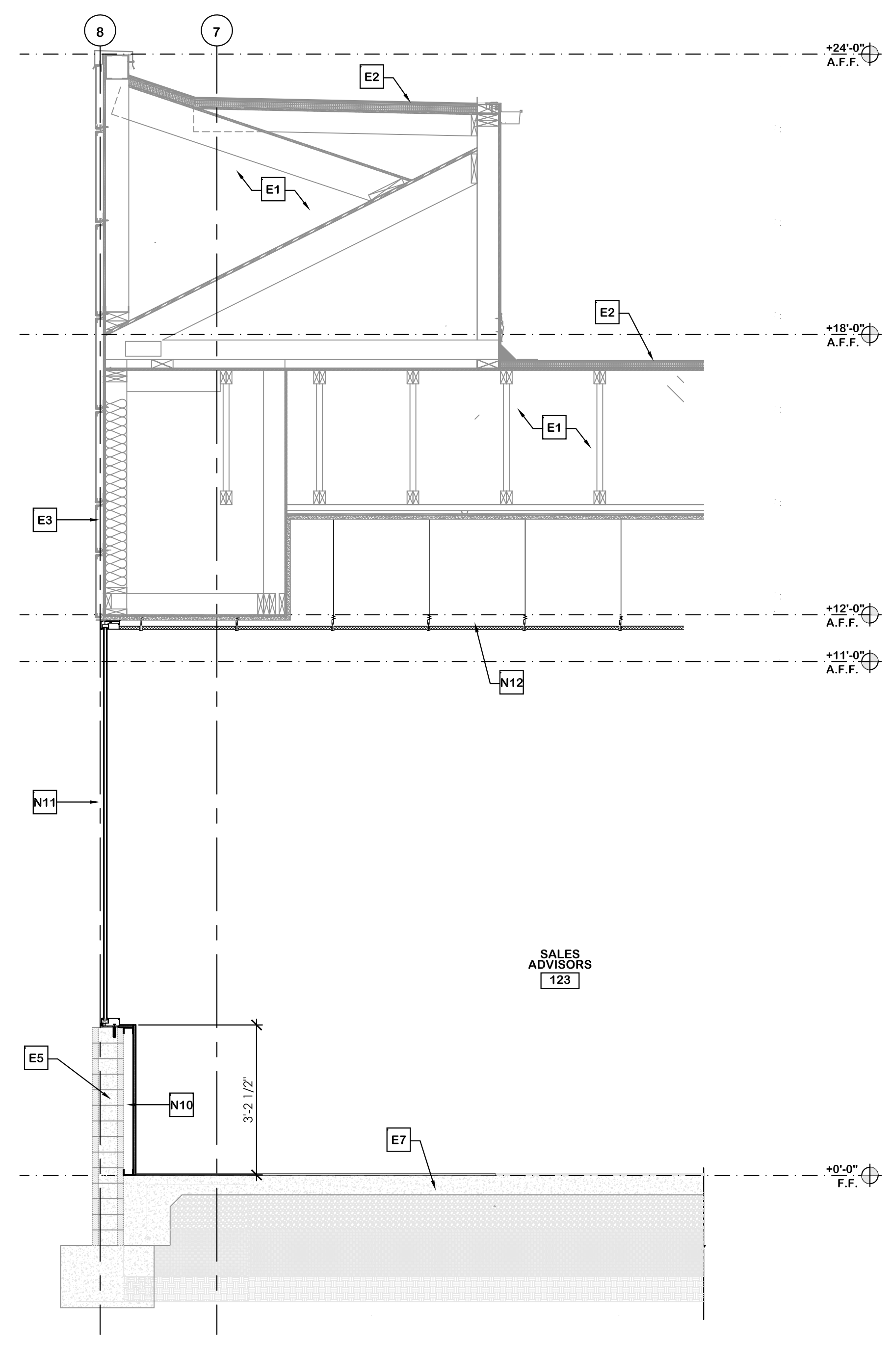
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 600 SERRAMONTE BLVD
 COLMA, CA 94014

KEY NOTES

- E1 (E) ROOF FRAMING TO REMAIN
- E2 (E) ROOFING MEMBRANE TO REMAIN
- E3 (E) EXTERIOR FINISH TO REMAIN
- E4 (E) FOUNDATION TO REMAIN
- E5 (E) RETAINING WALL TO REMAIN
- E6 (E) AC PAVING TO REMAIN
- E7 (E) CONCRETE FLOOR SLAB TO REMAIN
- N1 (N) ROOF FRAMING, S.S.D.
- N2 (N) TPO ROOFING, SEE DETAIL X/A8.2
- N3 (N) EXPANSION JOINT, SEE DETAIL X/A8.2
- N4 (N) ACM PANEL, SEE ELEVATIONS FOR ADDITIONAL INFORMATION
- N5 (N) STUCCO FINISH
- N6 (N) RETAINING WALL, S.S.D
- N7 (N) CONCRETE WALKWAY/LANDING
- N8 (N) AC PAVING AS REQUIRED FOR NEW CONSTRUCTION
- N9 (N) EXTERIOR WALL, SEE NOTATIONAL PLAN FOR ADDITIONAL INFORMATION
- N10 (N) INTERIOR WALL FURRING, SEE NOTATIONAL PLAN WALL TYPE 4 FOR ADDITIONAL INFORMATION
- N11 (N) EXTERIOR STOREFRONT, SEE NOTATIONAL PLAN FOR ADDITIONAL INFORMATION
- N12 (N) SUSPENDED CEILING GRID SYSTEM, SEE RCP FOR ADDITIONAL INFORMATION
- N13 (N) CONCRETE CURB OVER EXISTING CONCRETE SLAB



(N) SERVICE CANOPY CROSS SECTION 8



(E) SERVICE CANOPY CROSS SECTION 4

PUBLISHED SETS

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	03.09.23	PLANNING SUBMITTAL
	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043
 APPROVAL STAMP



WALL SECTIONS

DATE: 06.1.21 SCALE: 1/2" = 1'-0"
 DRAWN BY: JTG PROJECT NUMBER: 21001-1

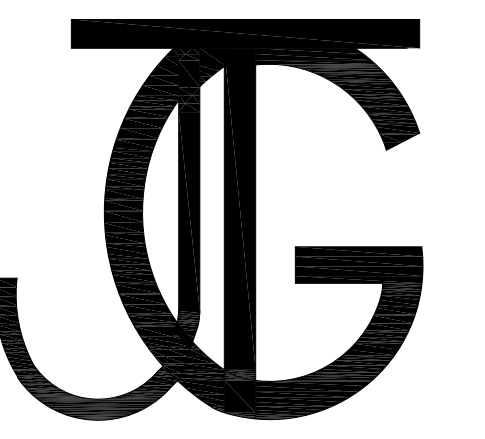
A5.2

1/2" = 1'-0"

1/2" = 1'-0"

KEY NOTES

- N1 (N) ROOF FRAMING, S.S.D.
- N2 (N) TPO ROOFING, SEE DETAIL X/A8.2
- N3 (N) ROOF SCREEN, S.S.D.
- N4 (N) RTU, S.M.D
- N5 (N) ACM PANEL, SEE ELEVATIONS FOR ADDITIONAL INFORMATION
- N6 (N) STUCCO FINISH
- N7 (N) ROOF DRAIN, SEE DETAIL X/A8.2
- N8 (N) WALL ROOF DRAIN & OVERFLOW WITH ESCUTCHEON
- N9 (N) EXTERIOR WALL, SEE NOTATIONAL PLAN FOR ADDITIONAL INFORMATION
- N10 (N) CONCRETE FLOOR SLAB, S.S.D
- N11 NOT USED
- N12 (N) CORRUGATED METAL ROOF, SEE DETAIL X/A8.2
- N13 NOT USED
- N14 (N) EXTERIOR DOOR, SEE NOTATIONAL PLAN FOR ADDITIONAL INFORMATION
- N15 (N) EXTERIOR ROLL-UP DOOR, SEE NOTATIONAL PLAN FOR ADDITIONAL INFORMATION
- N16 NOT USED
- N17 (N) TRASH ENCLOSURE SWING DOOR
- N18 (N) AC PAVING
- N19 (E) RETAINING WALL
- N20 (E) CONCRETE VALLEY GUTTER



JTG ARCHITECTURE
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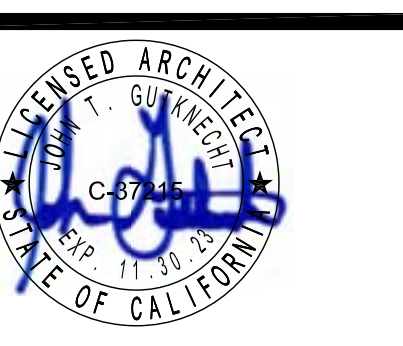
Written dimensions on this drawing shall have precedence over any scaled dimension. Do not scale this drawing for accurate dimensions, and notify JTG Architecture of any discrepancies.

KIA SERRAMONTE
 EXTERIOR IMPROVEMENT
 600 SERRAMONTE BLVD
 COLMA, CA 94014

PUBLISHED SETS

REV.	DATE	DESCRIPTION
△	02.14.22	RESUBMITTAL 1
	03.02.22	RESUBMITTAL 2
	03.15.22	RESUBMITTAL 3
	03.21.22	RESUBMITTAL 4
	08.09.22	PLANNING SUBMITTAL
	09.02.22	PLANNING RE-SUBMITTAL
	09.12.22	BUILDING SUBMITTAL
	03.09.23	PLANNING SUBMITTAL
	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

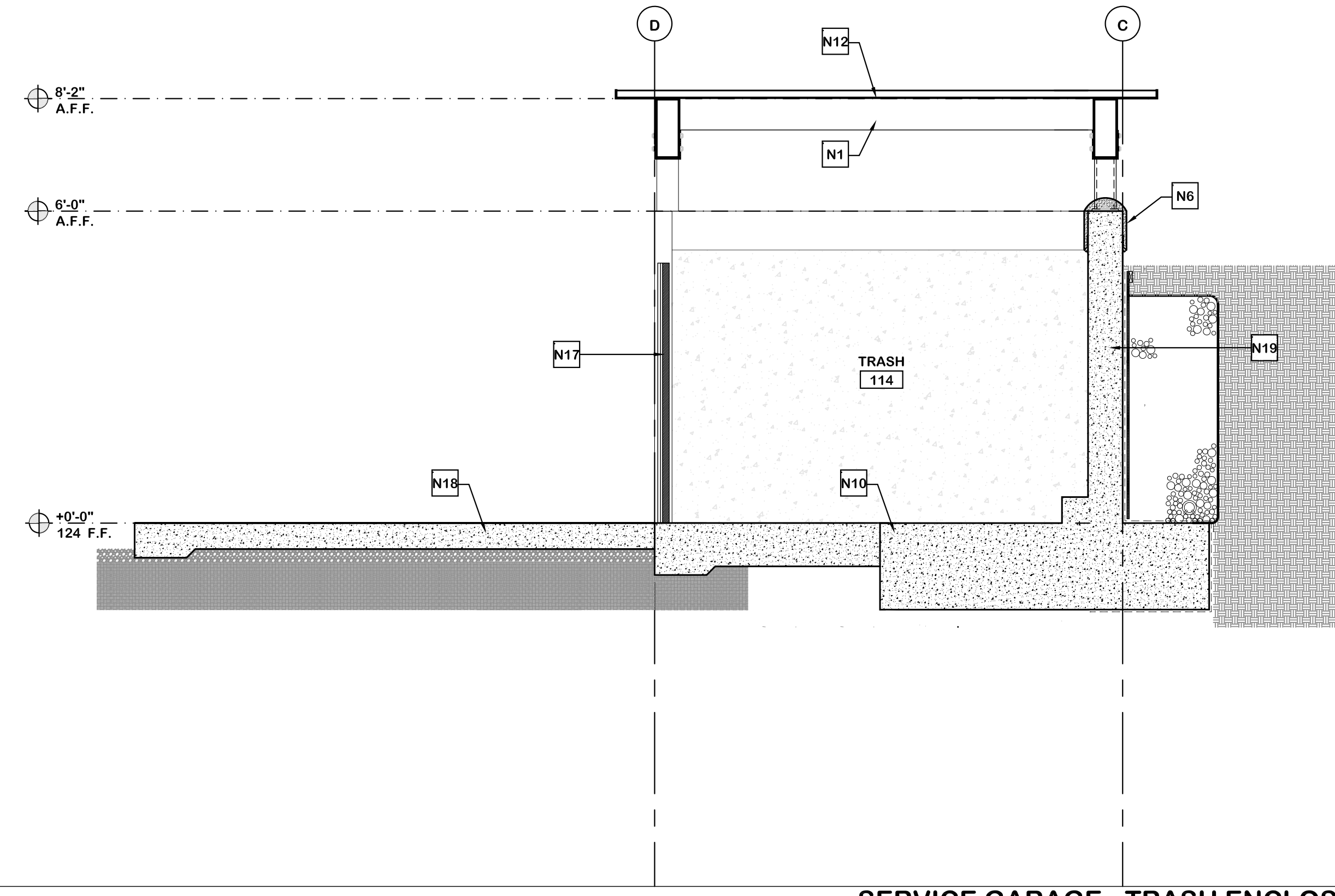
PL2023-005 & B2023-0043
 APPROVAL STAMP



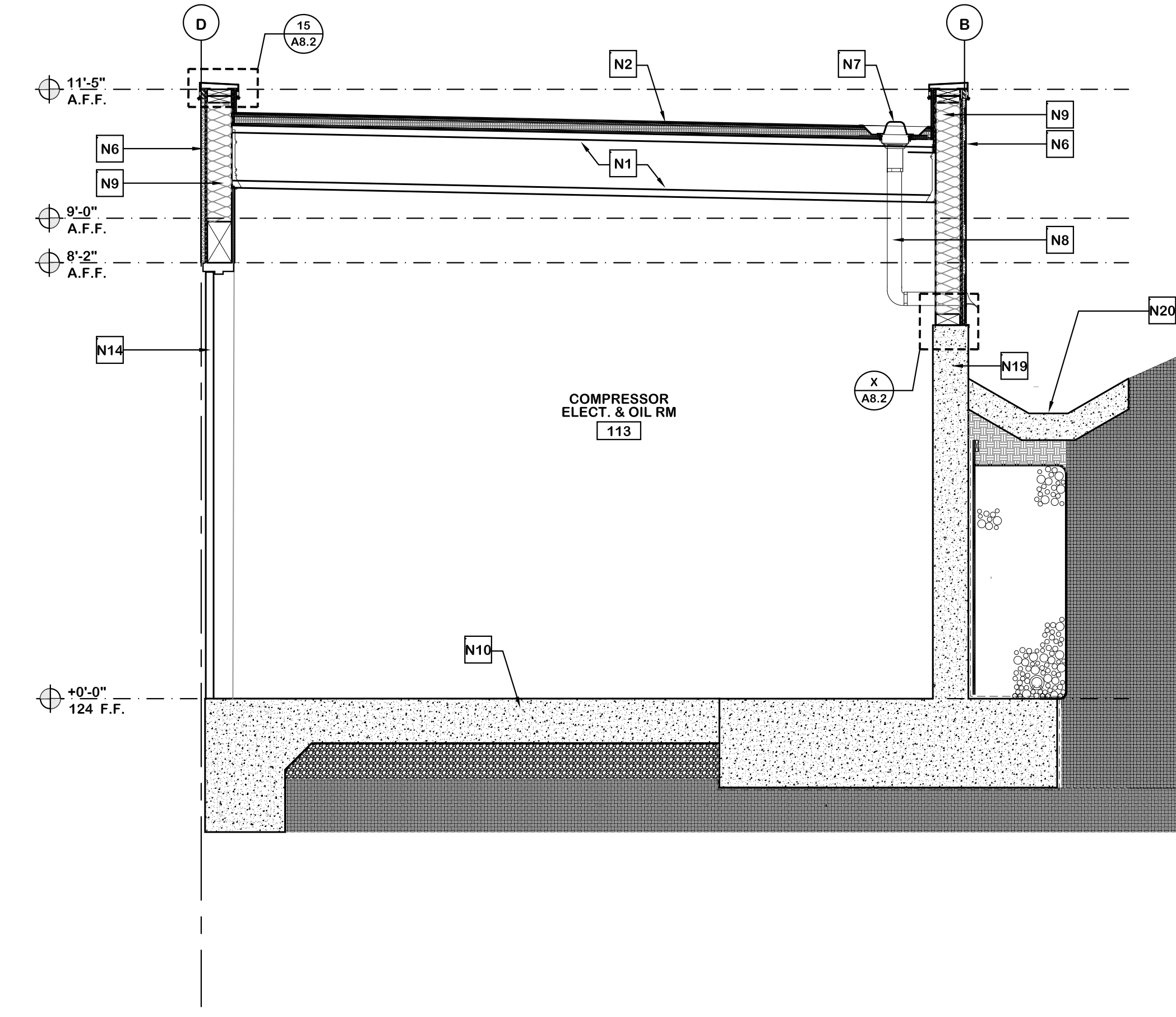
SERVICE GARAGE SECTIONS

DATE: 06.1.21 SCALE: 1/2" = 1'-0"
 DRAWN BY: JTG PROJECT NUMBER: 21001-1

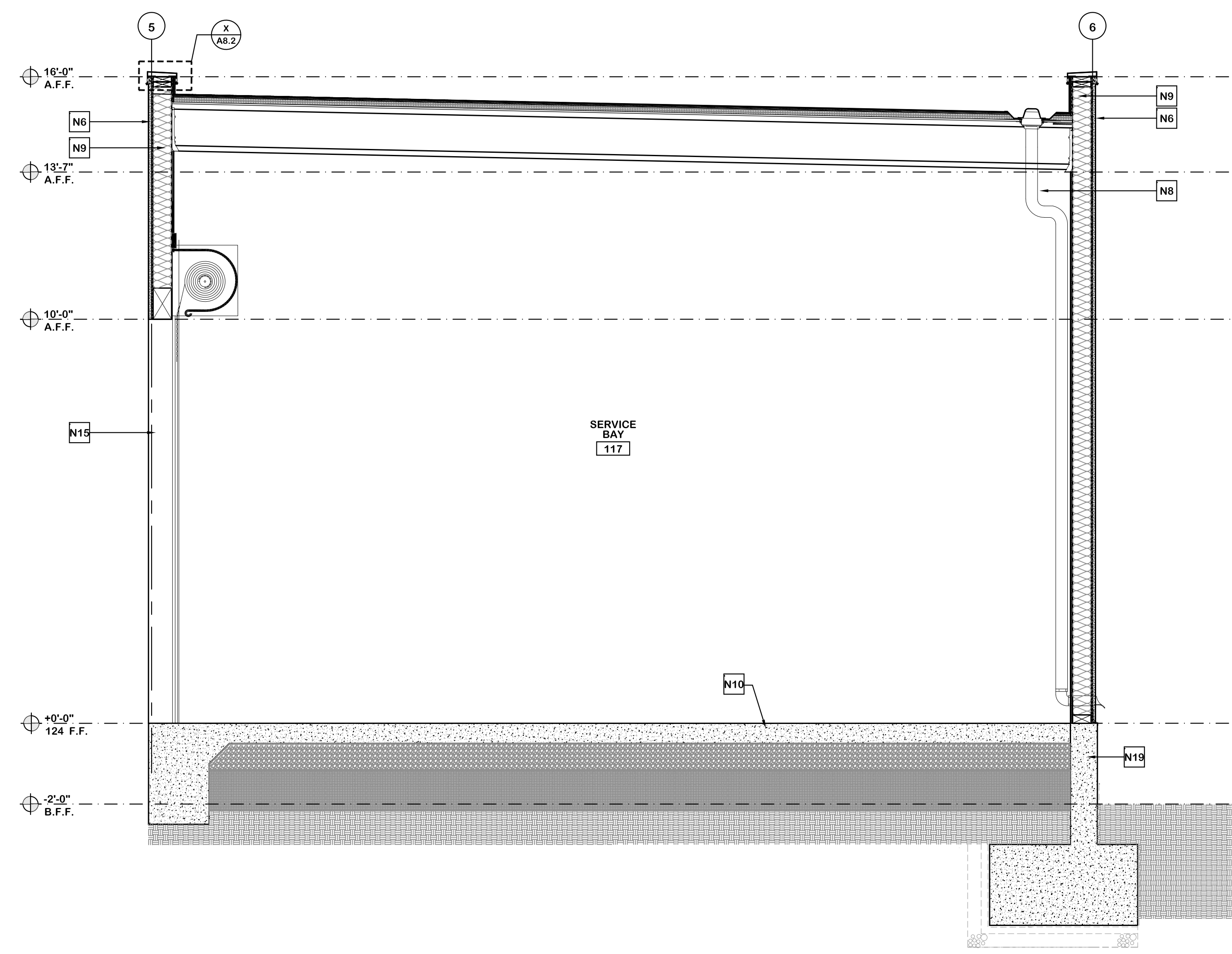
A5.3



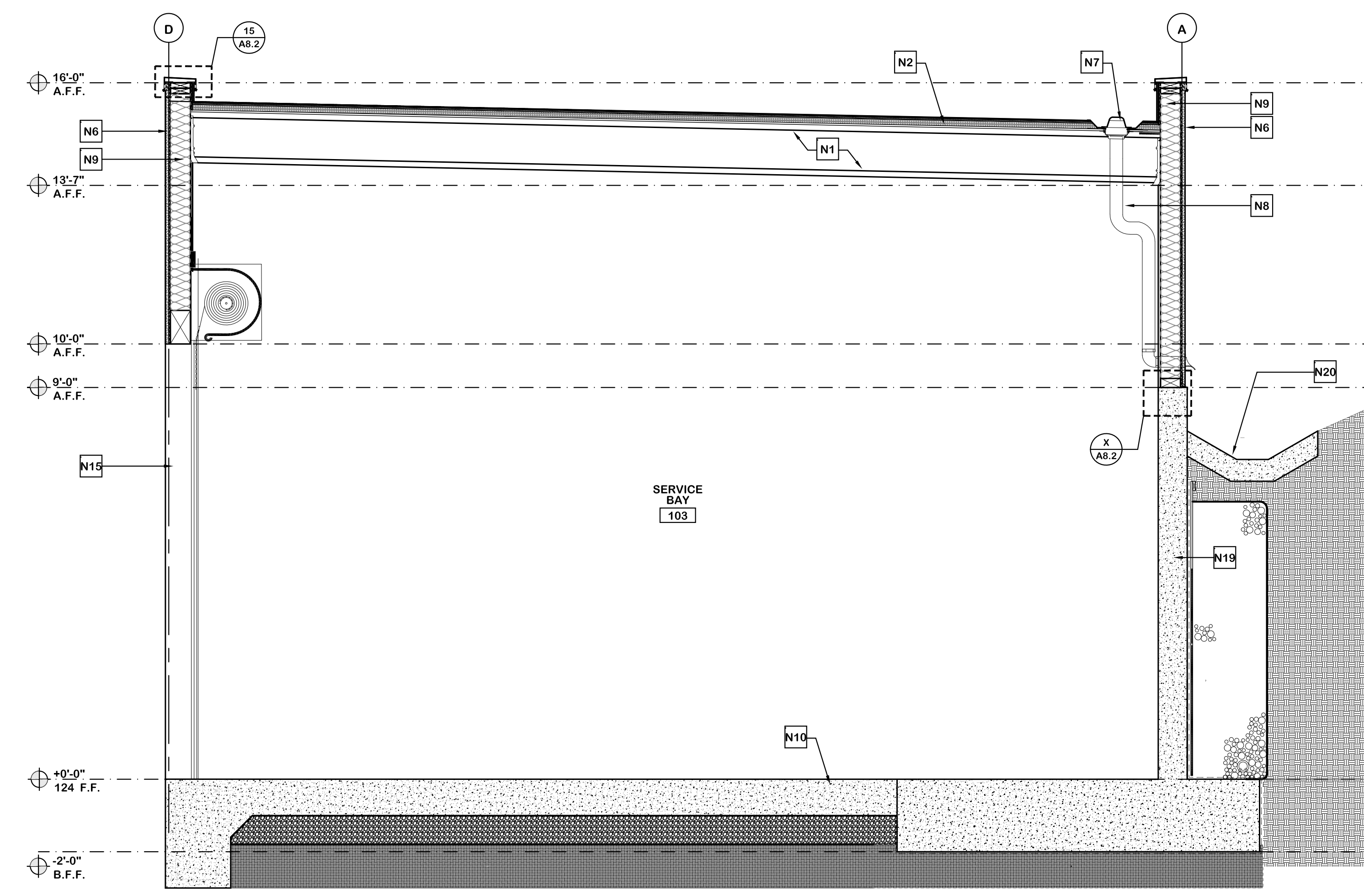
SERVICE GARAGE - TRASH ENCLOSURE CROSS SECTION 10



SERVICE GARAGE - COMPRESSOR ROOM CROSS SECTION 6



SERVICE GARAGE CROSS SECTION 12



SERVICE GARAGE CROSS SECTION 8

1/2" = 1'-0"

10

1/2" = 1'-0"

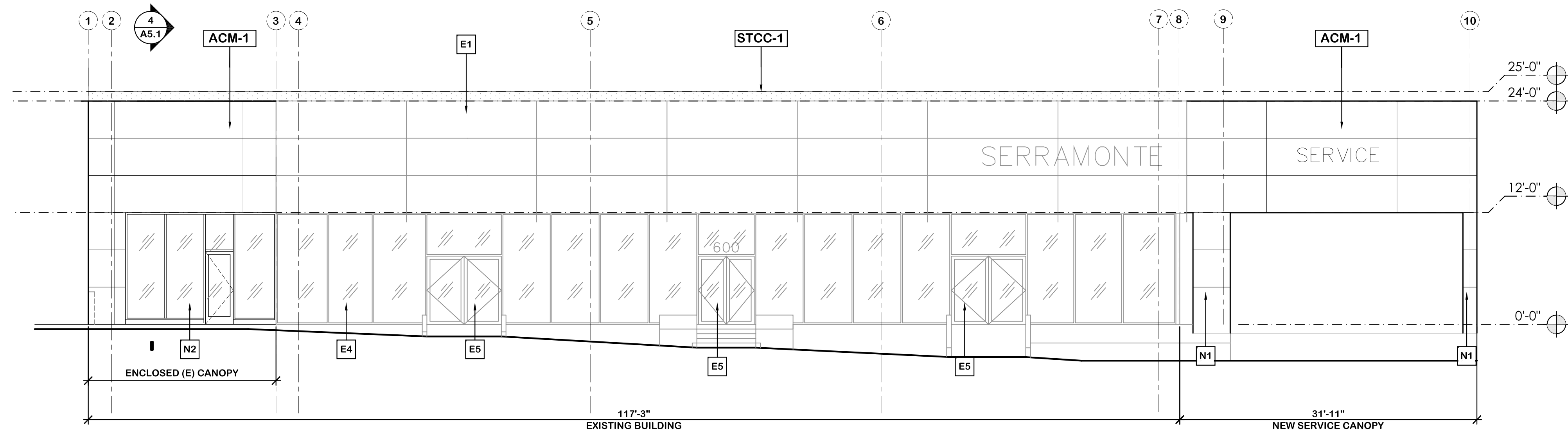
6

1/2" = 1'-0"

12

1/2" = 1'-0"

8



SHOWROOM ELEVATION FRONT (SOUTH) ELEVATION 5

KEYNOTE

- E1 (E) METAL PANEL FINISH TO REMAIN
- E2 (E) MANSARD ROOF WITH CLAY TILES
- E3 (E) STUCCO FINISHED EXTERIOR WALL/SOFFIT
- E4 (E) WINDOW
- E5 (E) DOOR
- N1 (N) ACM PANEL, SEE FINISH SCHEDULE
- N2 (N) STOREFRONT WINDOW AND OR DOOR
- N3 (N) MTL FRAMED ENCLOSURE GATES
- N4 (N) 4X4 TS ABOVE CMU WALL
- N5 (N) 6" ROOF STRUCTURE TO SLOPE AT 12.5%
- N6 (N) HOLLOW METAL DOOR
- N7 (N) ROLL UP DOOR
- N8 (N) DOOR LANDING - 2% MAX SLOPE
- N9 (N) WALKWAY - 5% MAX SLOPE
- N10 (N) SLOPED DRIVE

FINISH SCHEDULE

- ACM-1 ALUMINUM COMPOSITE METAL, ALPOLIC T08 BLACK
- STCC-1 STUCCO FINISH, DRYVIT, CCP 2, DEMANDIT DEMANDIT AVANTAGE, CUSTOM COLOR: BENJAMIN MOORE CONVENTRY GRAY
- CW-1 STOREFRONT SYSTEM - CRL US ALUMINUM, FRONT LOADED CURTAIN WALL, SERIES 2100, CLEAR ANODIZED
- GLZ-1 GLAZING - SOLARBAN 90 (2) CLEAR + CLEAR
- MTL-1 ASC BUILDING PRODUCTS, METAL ROOF, DELTA RIB III, OLD TOWN GRAY



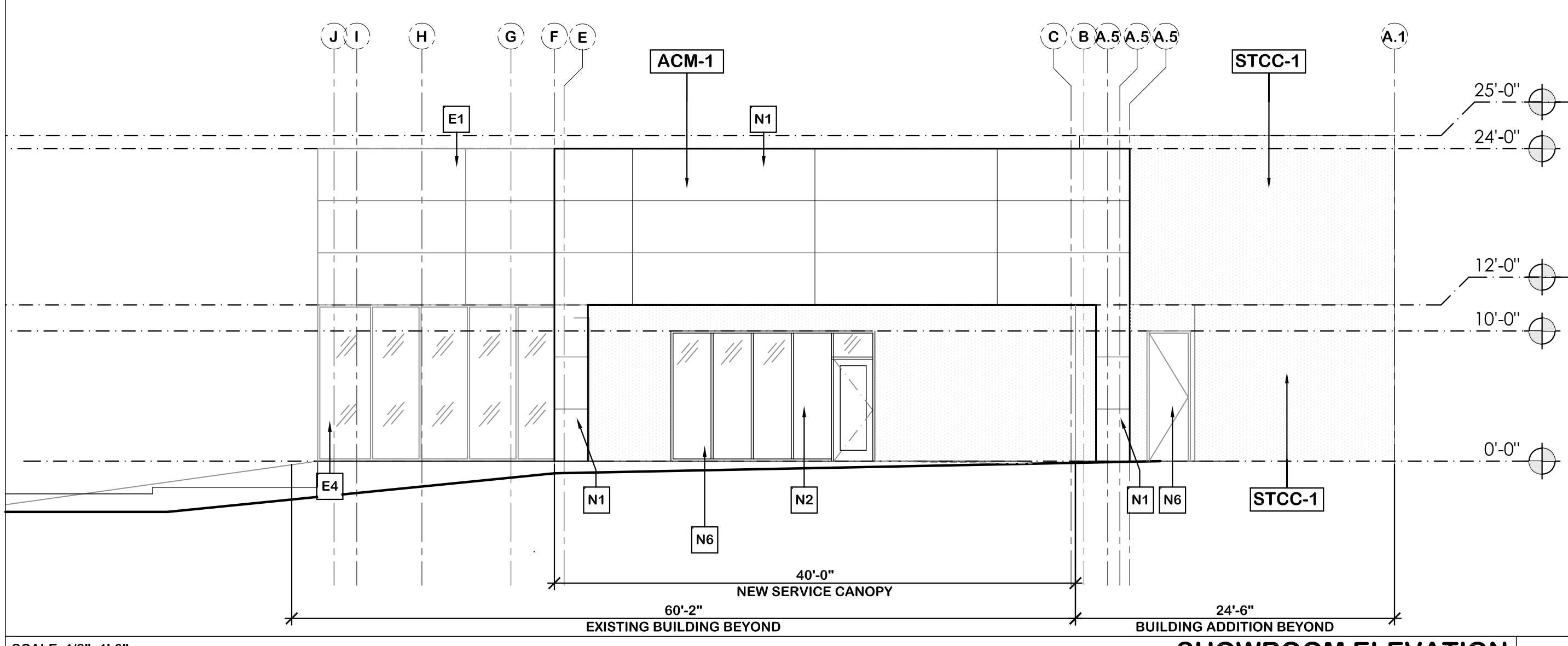
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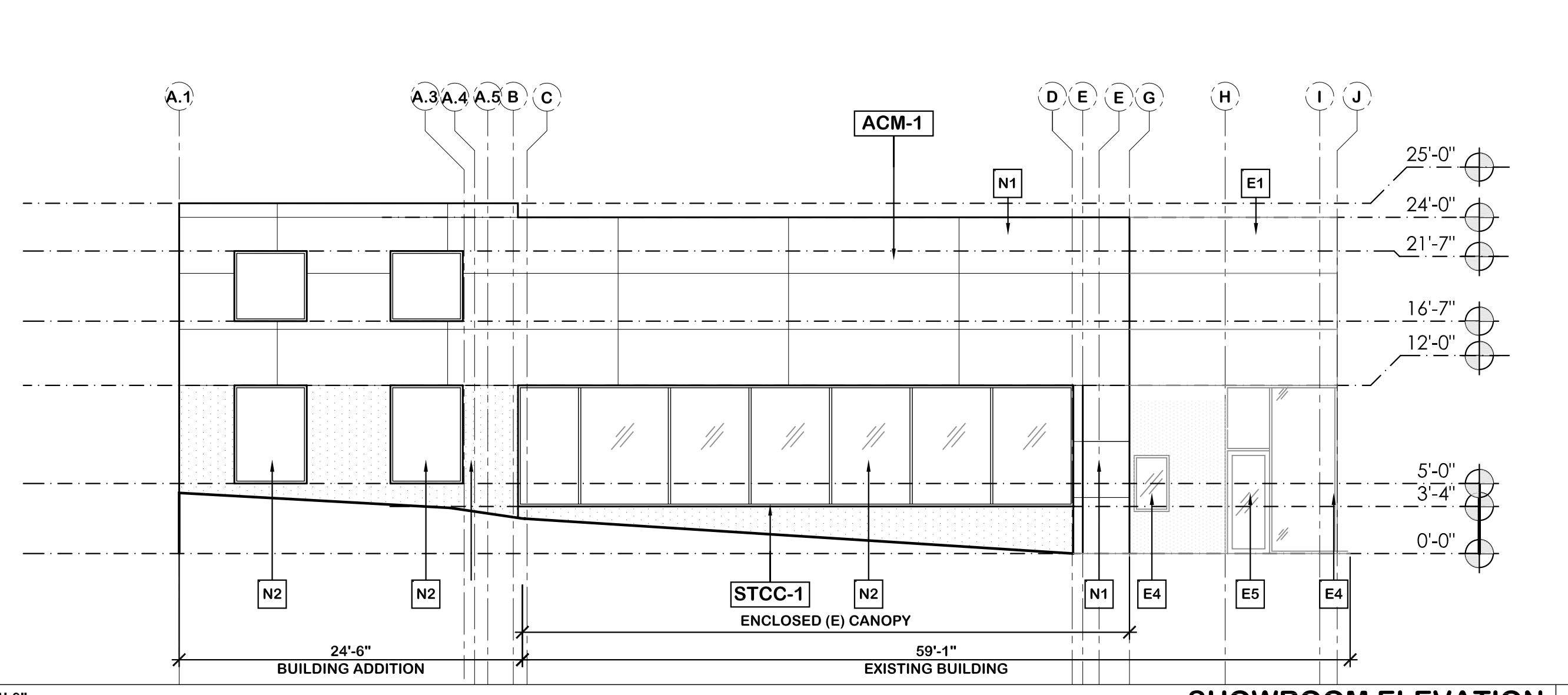
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600 SERRAMONTE BLVD
COLMA, CA 94014

PUBLISHED SETS

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	09.12.22	BUILDING SUBMITTAL
	03.09.23	PLANNING SUBMITTAL
	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

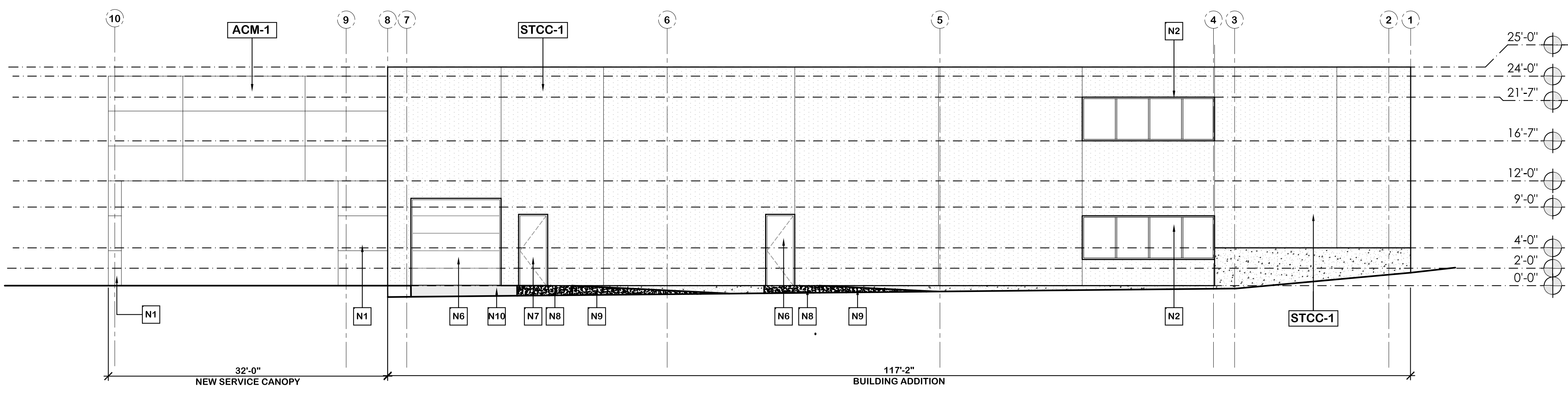
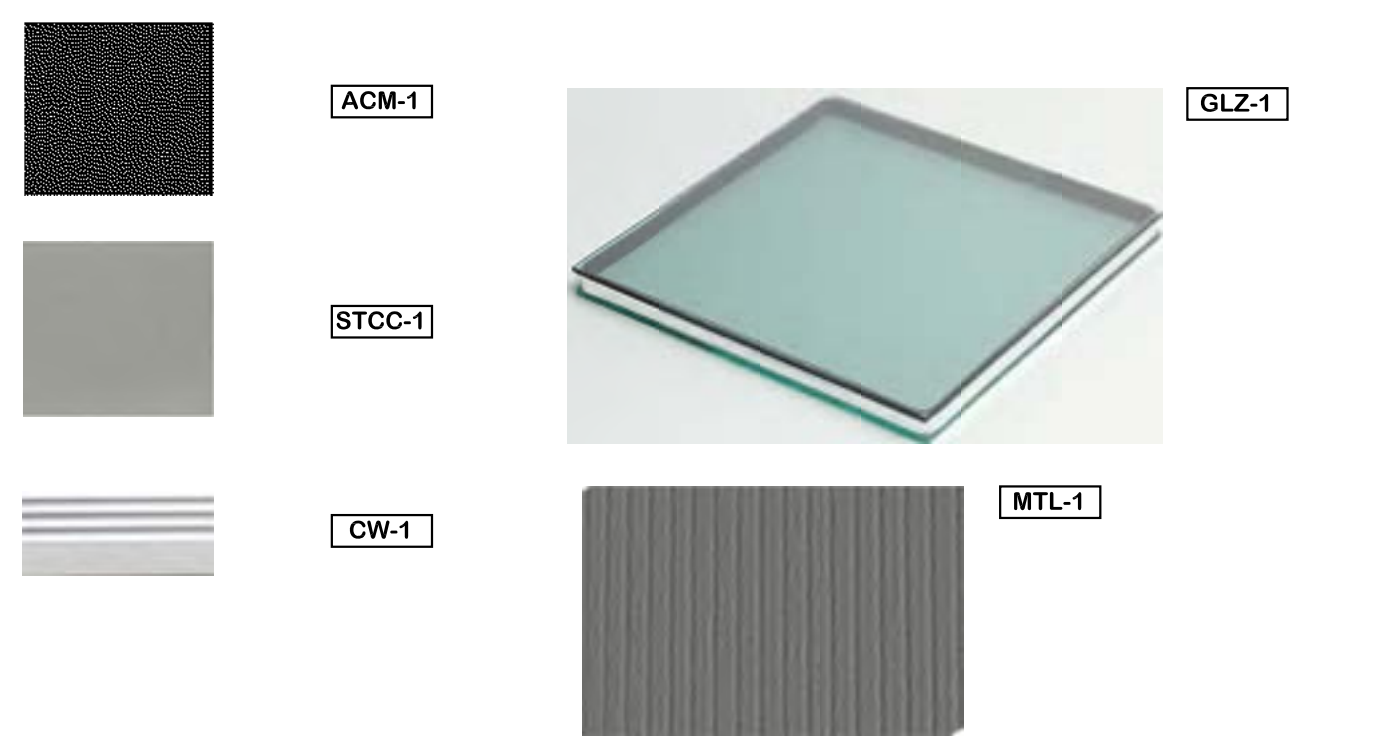


SHOWROOM ELEVATION SIDE (WEST) ELEVATION 14

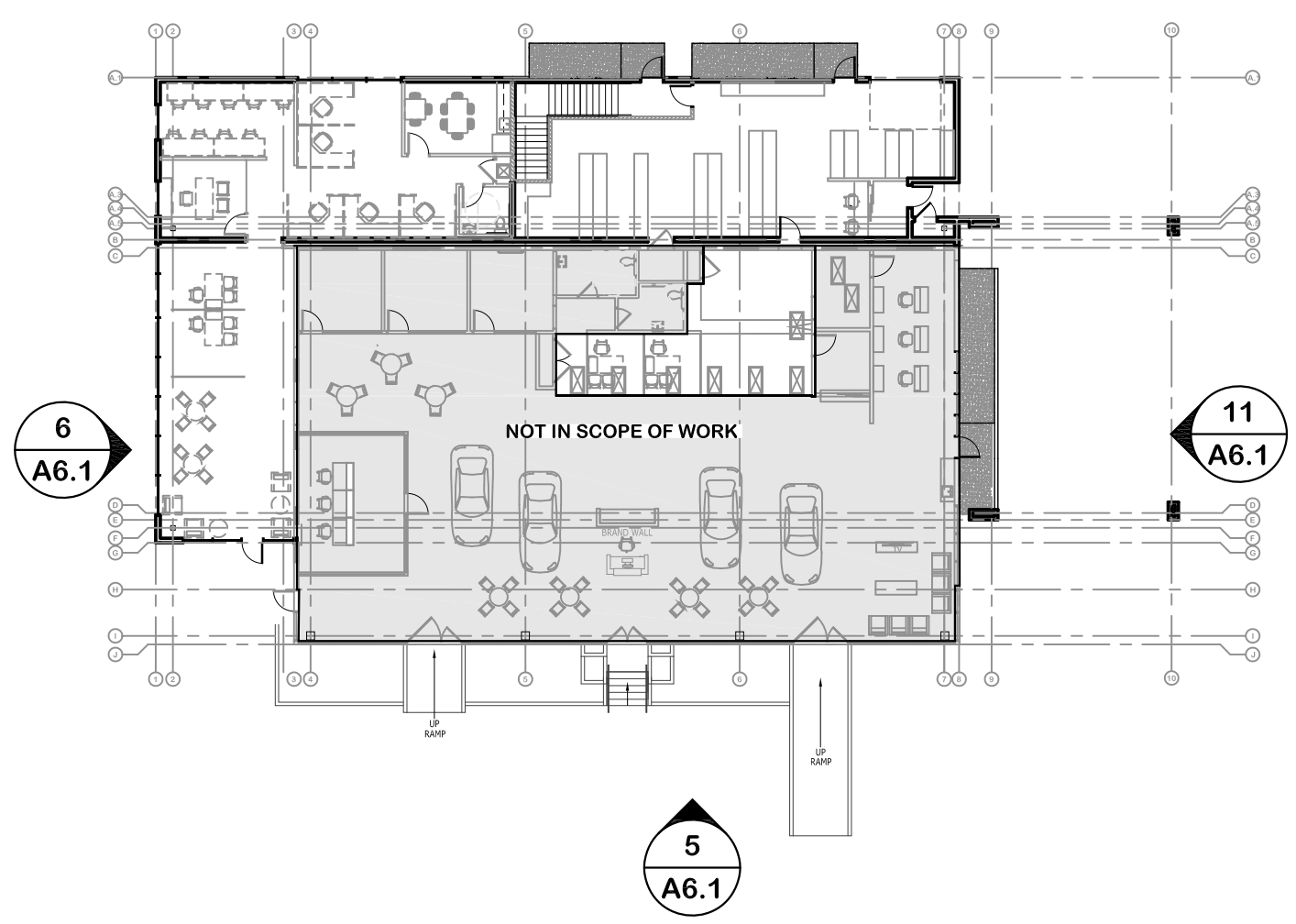


SHOWROOM ELEVATION SIDE (EAST) ELEVATION 6

FINISH MATERIALS



SHOWROOM ELEVATION REAR (NORTH) ELEVATION 7



SHOWROOM FLOOR PLAN FOR REFERENCE ONLY 4

PL2023-005 & B2023-0043
APPROVAL STAMP

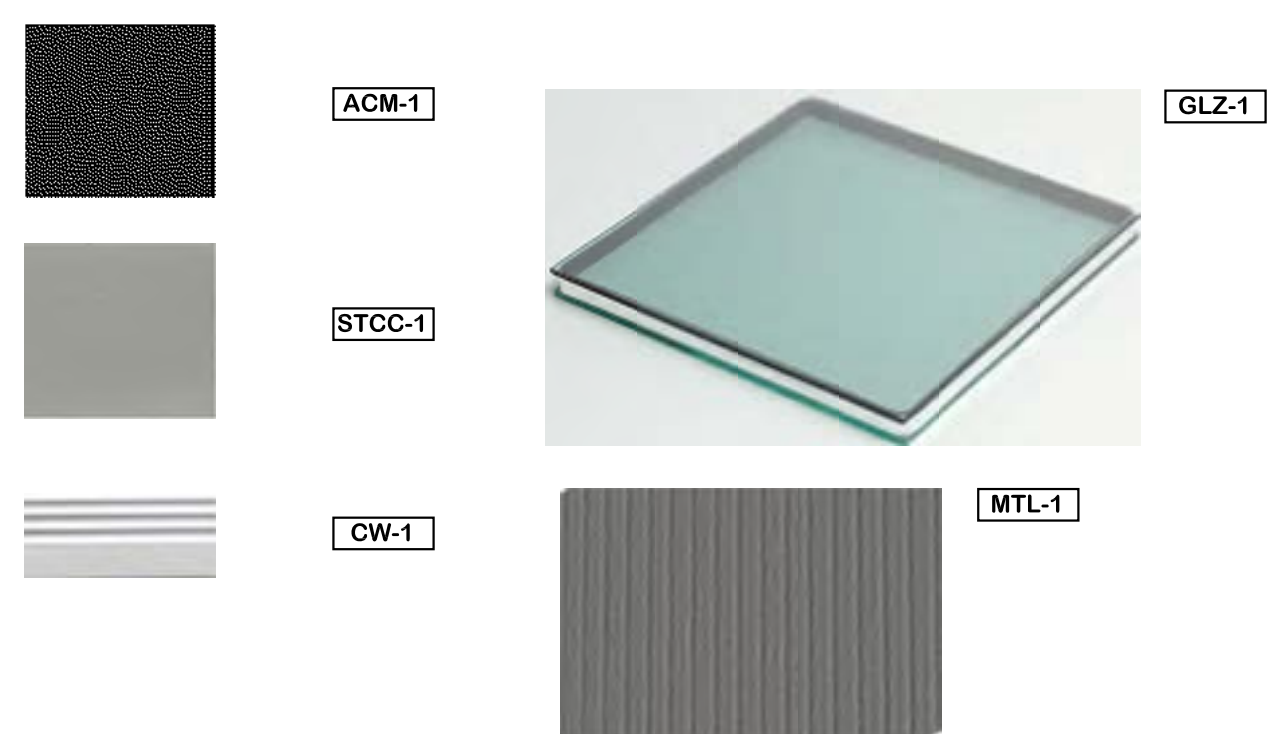


EXTERIOR ELEVATION

DATE: 06.1.21 SCALE: 1/8" = 1'-0"
DRAWN BY: JTG PROJECT NUMBER: 21001-1

A6.1

FINISH MATERIALS

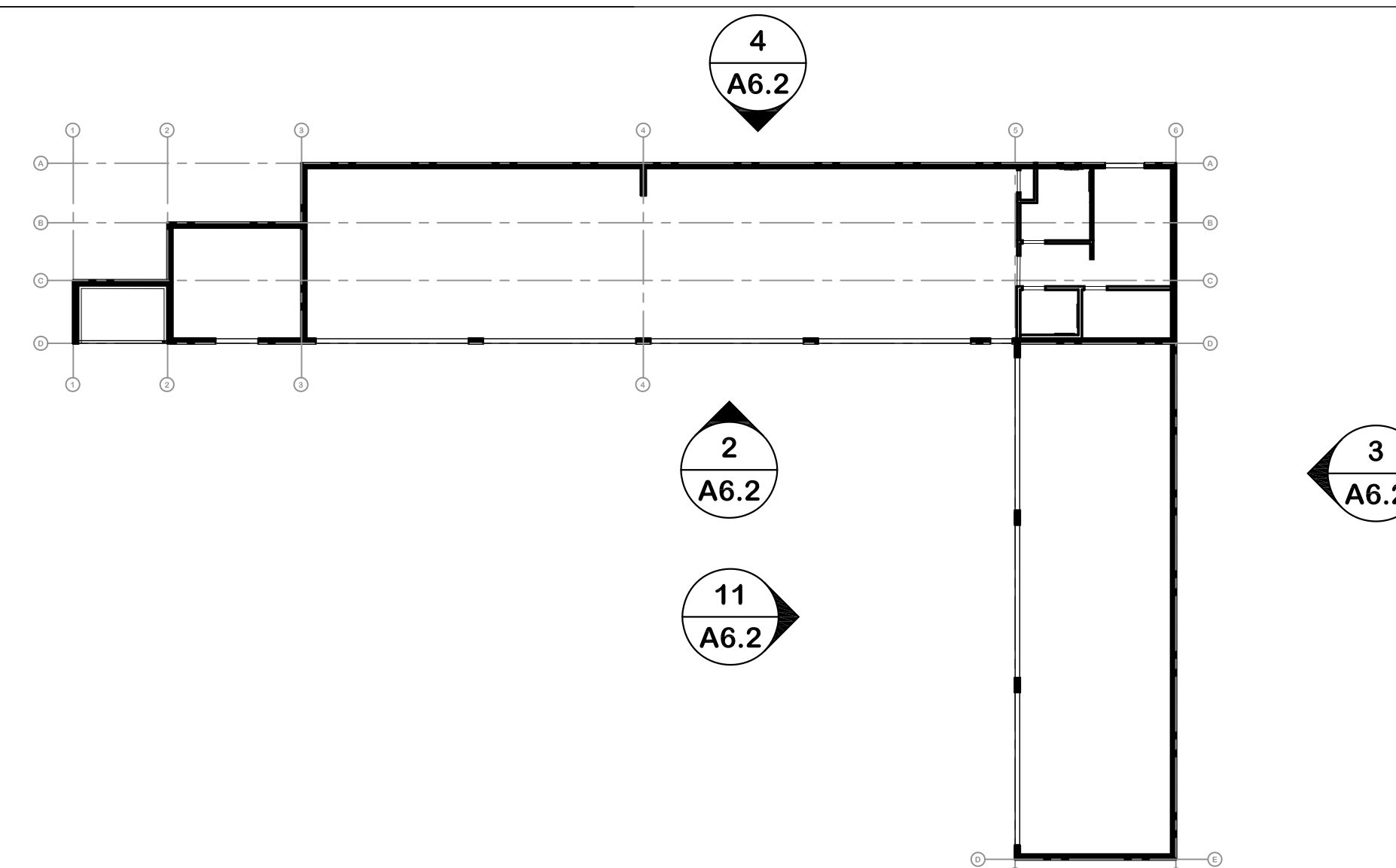


FINISH SCHEDULE

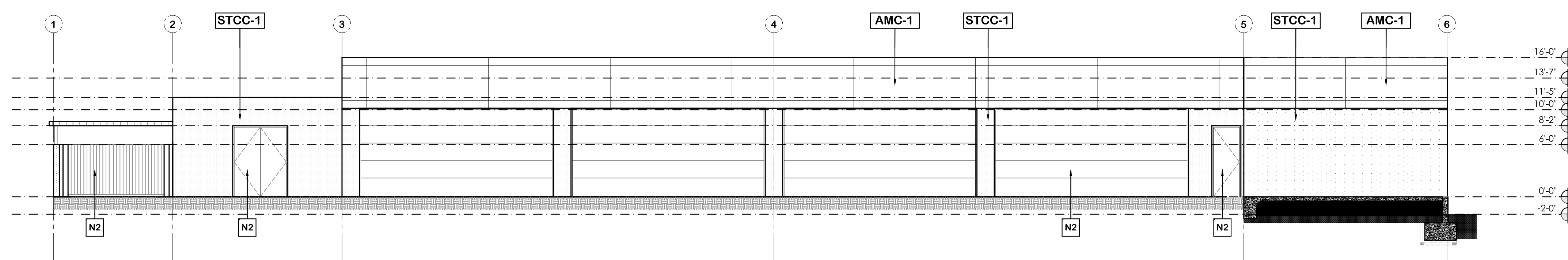
- ACM-1 ALUMINUM COMPOSITE METAL, ALPOLIC TOB BLACK
- STCC-1 STUCCO FINISH, DRYVIT, CCP 2, DEMANDIT DEMANDIT AVANTAGE, CUSTOM COLOR: BENJAMIN MOORE CONVENTRY GRAY
- CW-1 STOREFRONT SYSTEM - CRL US ALUMINUM, FRONT LOADED CURTAIN WALL, SERIES 2100, CLEAR ANODIZED
- GLZ-1 GLAZING - SOLARBAN 90 (2) CLEAR + CLEAR
- MTL-1 ASC BUILDING PRODUCTS, METAL ROOF, DELTA RIB III, OLD TOWN GRAY

KEYNOTE

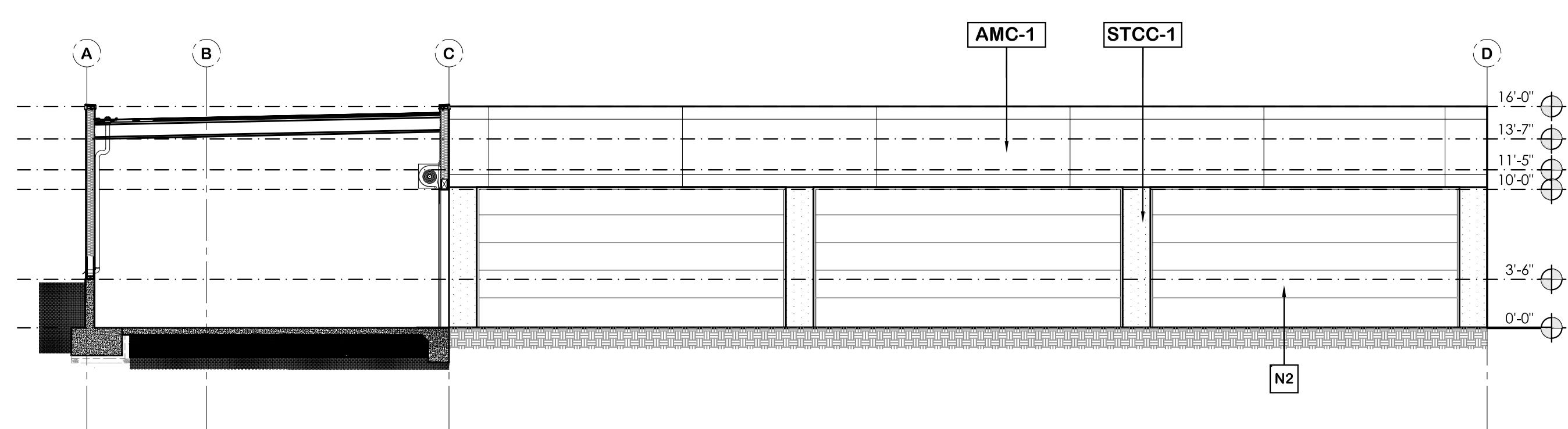
- N1 (N) STUCCO, SEE FINISH SCHEDULE
- N2 (N) WINDOW AND OR DOOR
- N3 (N) RETAINING WALL
- N4 (N) BUILDING BEYOND
- N5 (N) BIO TREATMENT AND RETENTION AREA
- N6 (N) RAIN WATER GUTTER



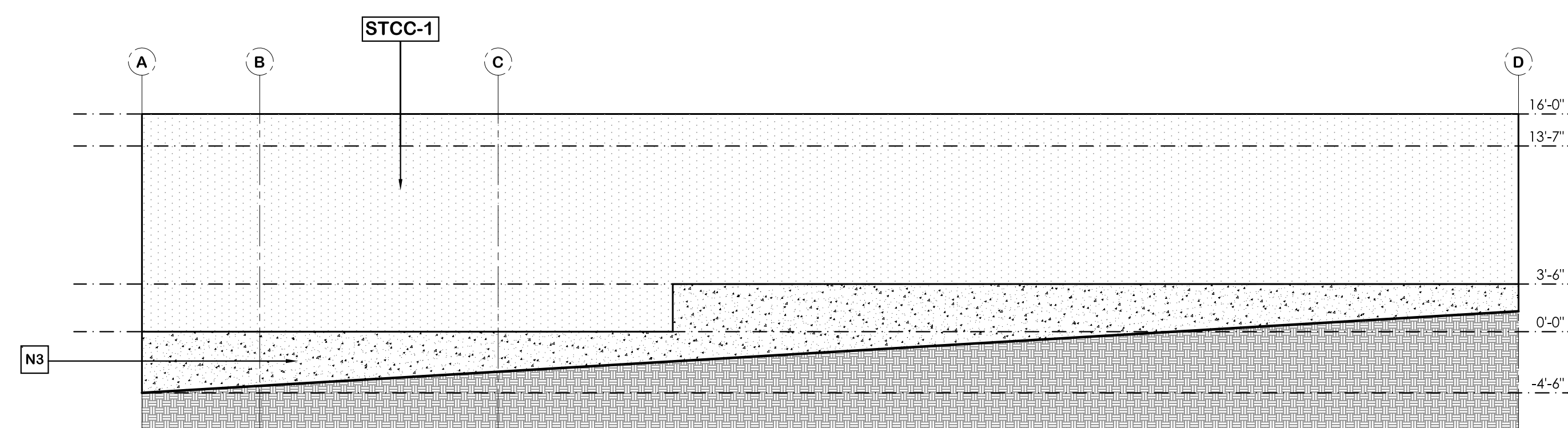
SERVICE GARAGE FLOOR PLAN FOR REFERENCE ONLY 1



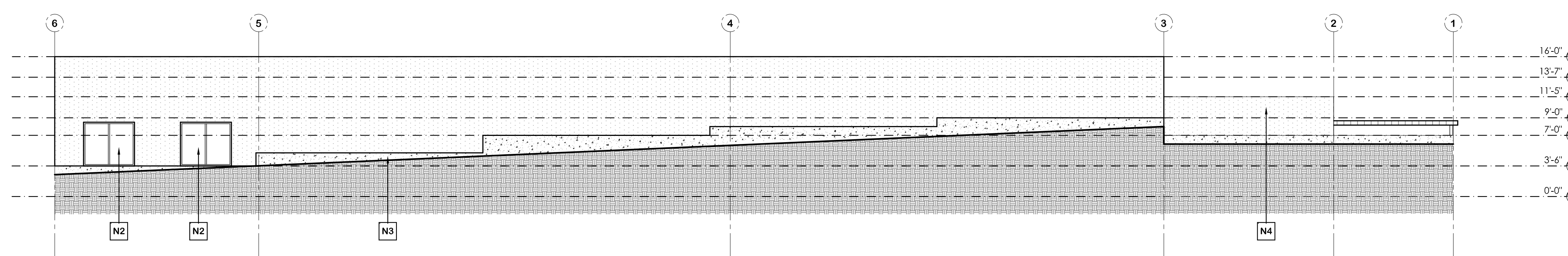
(N) SERVICE GARAGE ELEVATION FRONT (SOUTH) ELEVATION 2



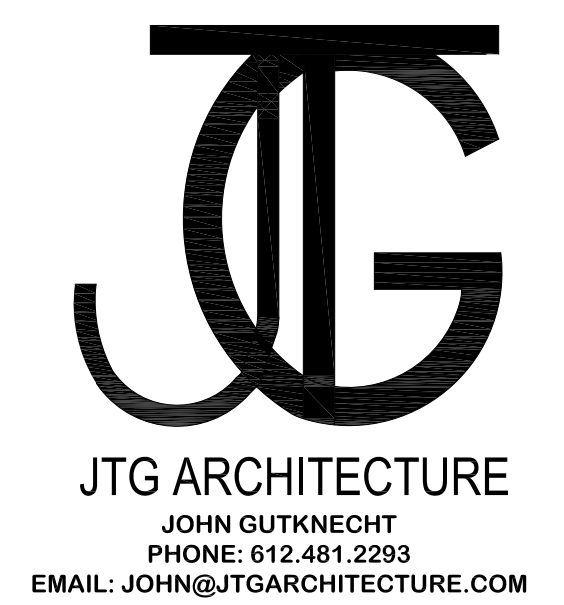
(N) SERVICE GARAGE ELEVATION SIDE (EAST) ELEVATION 11



(N) SERVICE GARAGE ELEVATION SIDE (WEST) ELEVATION 3



(N) SERVICE GARAGE ELEVATION REAR (NORTH) ELEVATION 4



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COLMA, CA 94014

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	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043
APPROVAL STAMP



EXTERIOR ELEVATION

DATE: 06.1.21 SCALE: 1/8" = 1'-0"
DRAWN BY: JTG PROJECT NUMBER: 21001-1

A6.2



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09.02.22	PLANNING RE-SUBMITTAL
09.12.22	BUILDING SUBMITTAL

APPROVAL STAMP



KIA - TOWN HALL DIAGRAM

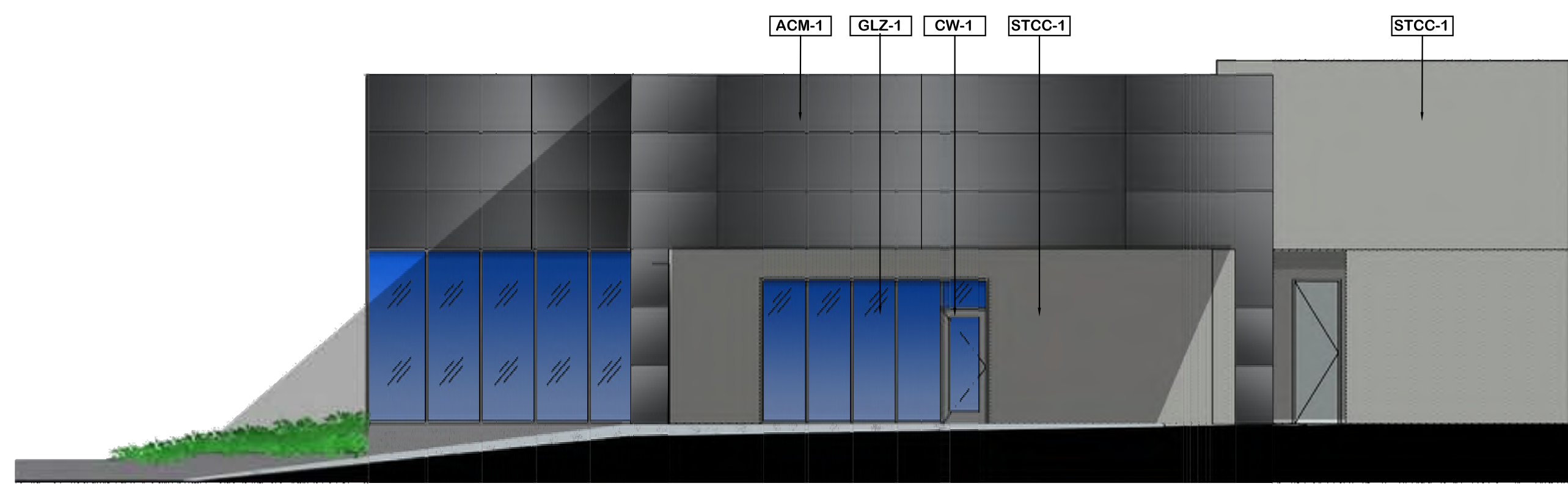
DATE: 06.1.21 SCALE: 1/8" = 1'-0"
 DRAWN BY: JTG PROJECT NUMBER: 21001-1

A6.3



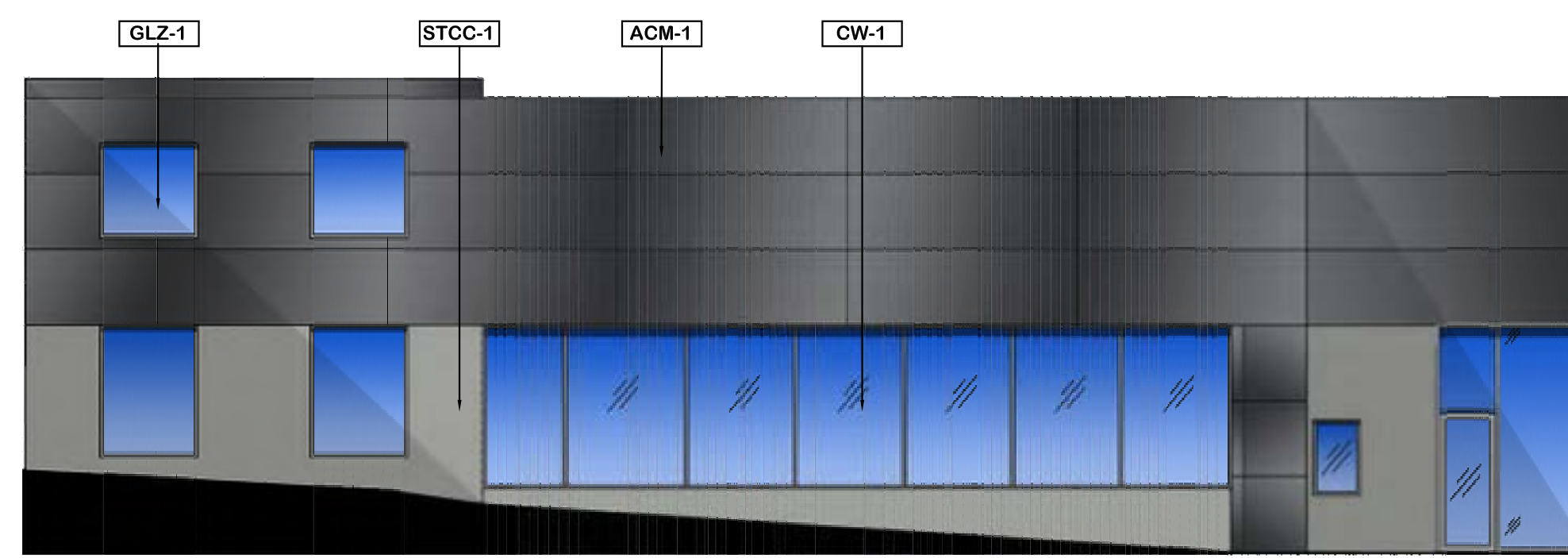
SCALE: 1/8"=1'-0"

SHOWROOM ELEVATION FRONT (SOUTH) ELEVATION 5



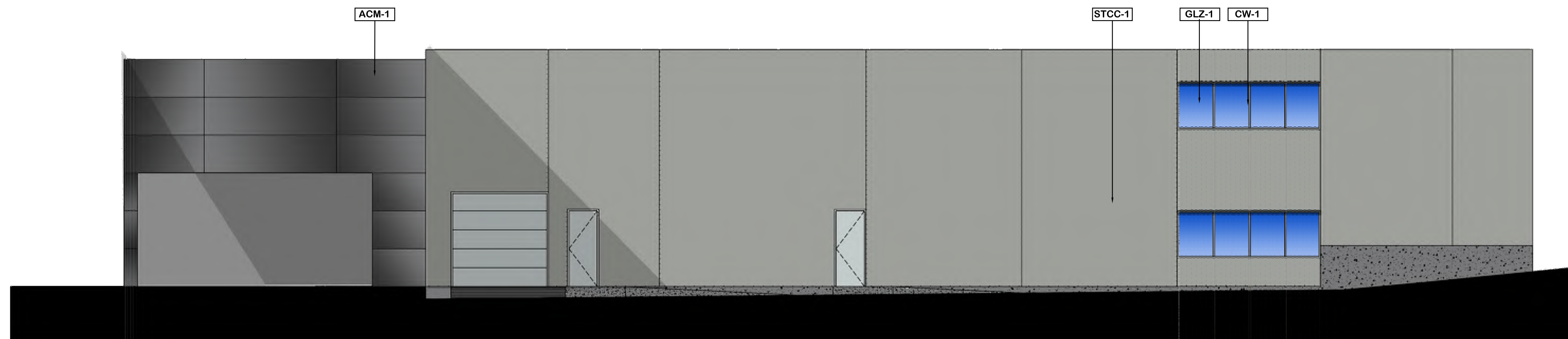
SCALE: 1/8"=1'-0"

SHOWROOM ELEVATION SIDE (WEST) ELEVATION 14



1/8" = 1'-0"

SHOWROOM ELEVATION SIDE (EAST) ELEVATION 6



SCALE: 1/8"=1'-0"

SHOWROOM ELEVATION REAR (NORTH) ELEVATION 7



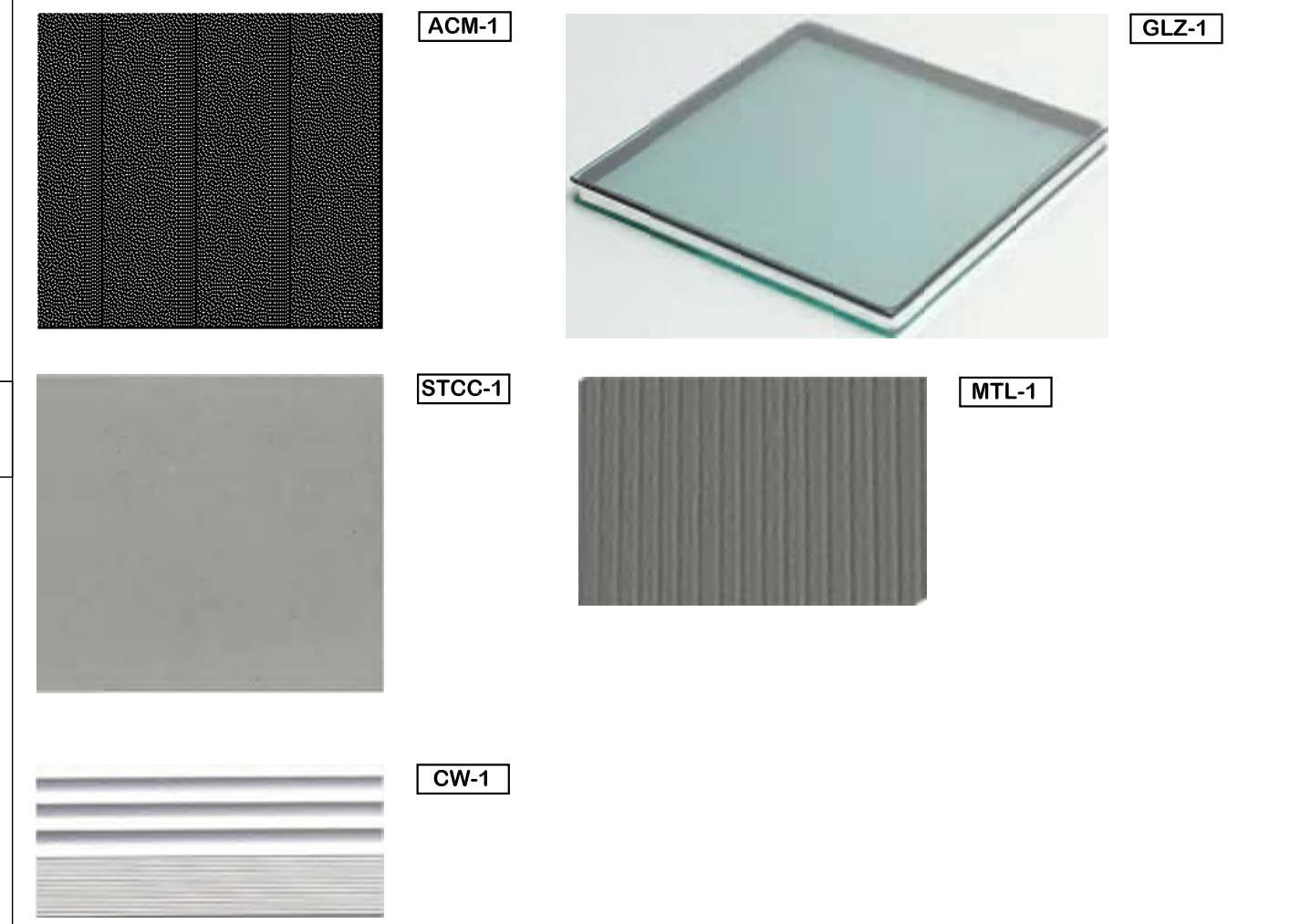
1/8" = 1'-0"

(N) SERVICE GARAGE ELEVATION FRONT (SOUTH) ELEVATION 8

FINISH SCHEDULE

- ACM-1 ALUMINUM COMPOSITE METAL, ALPOLIC T08 BLACK
- STCC-1 STUCCO FINISH, DRYVIT, CCP 2, DEMANDIT DEMANDIT AVANTAGE, CUSTOM COLOR: BENJAMIN MOORE CONVENTRY GRAY
- CW-1 STOREFRONT SYSTEM - CRL US ALUMINUM, FRONT LOADED CURTAIN WALL, SERIES 2100, CLEAR ANODIZED
- GLZ-1 GLAZING - SOLARBAN 90 (2) CLEAR + CLEAR
- MTL-1 ASC BUILDING PRODUCTS, METAL ROOF, DELTA RIB III, OLD TOWN GRAY

FINISH MATERIALS



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COLMA, CA 94014

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03.09.23	PLANNING SUBMITTAL
04.21.23	BUILDING SUBMITTAL
06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043

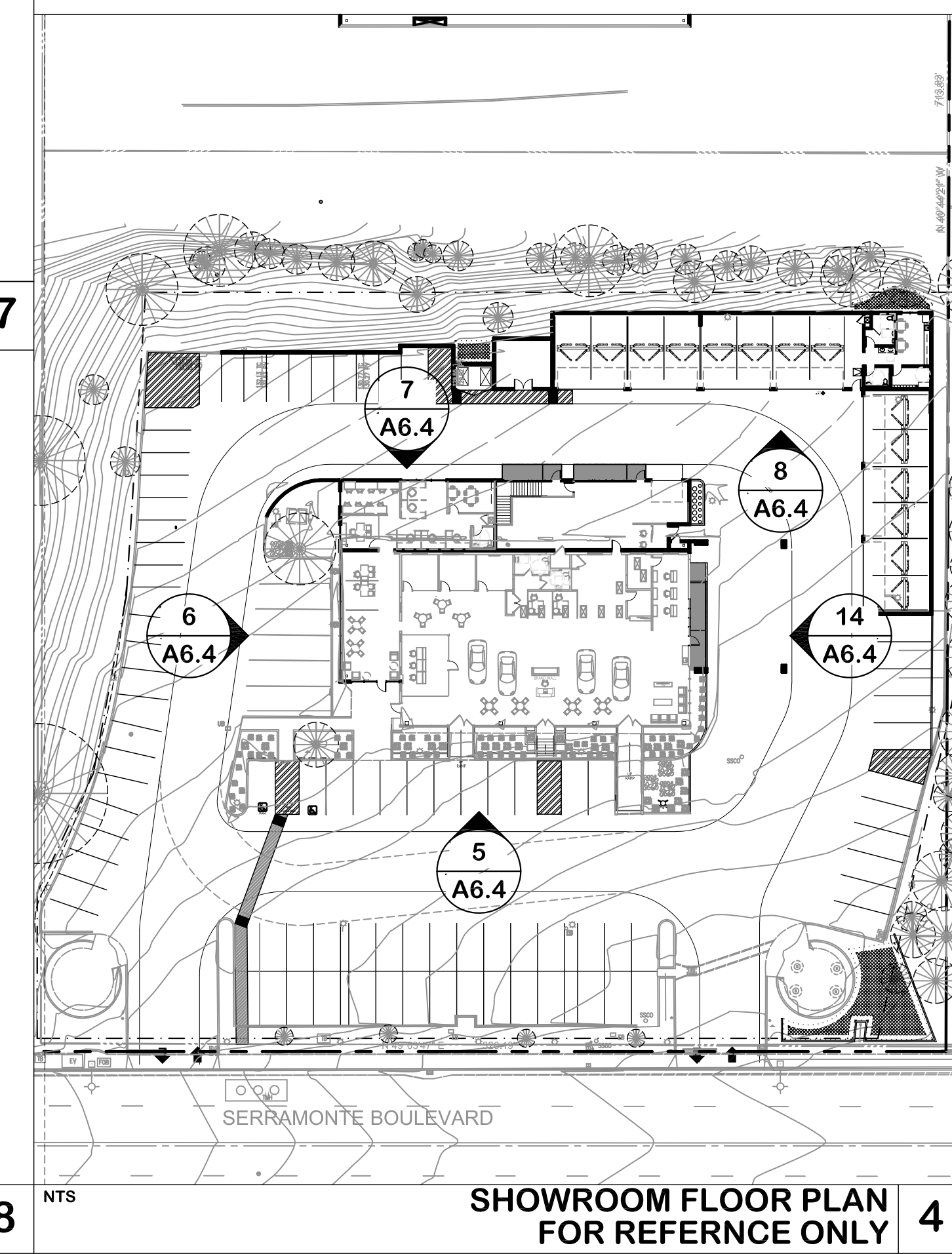
APPROVAL STAMP



COLOR EXTERIOR ELEVATION

DATE: 06.1.21 SCALE: 1/8" = 1'-0"
DRAWN BY: JTG PROJECT NUMBER: 21001-1

A6.4



NTS

SHOWROOM FLOOR PLAN FOR REFERENCE ONLY 4



PROJECT PROPERTY
(E) WEST SIDE DRIVE AISLE 7



PROJECT PROPERTY
(E) NORTH REAR DRIVE AISLE 4



PROJECT PROPERTY
(E) EAST SIDE DRIVE AISLE 1



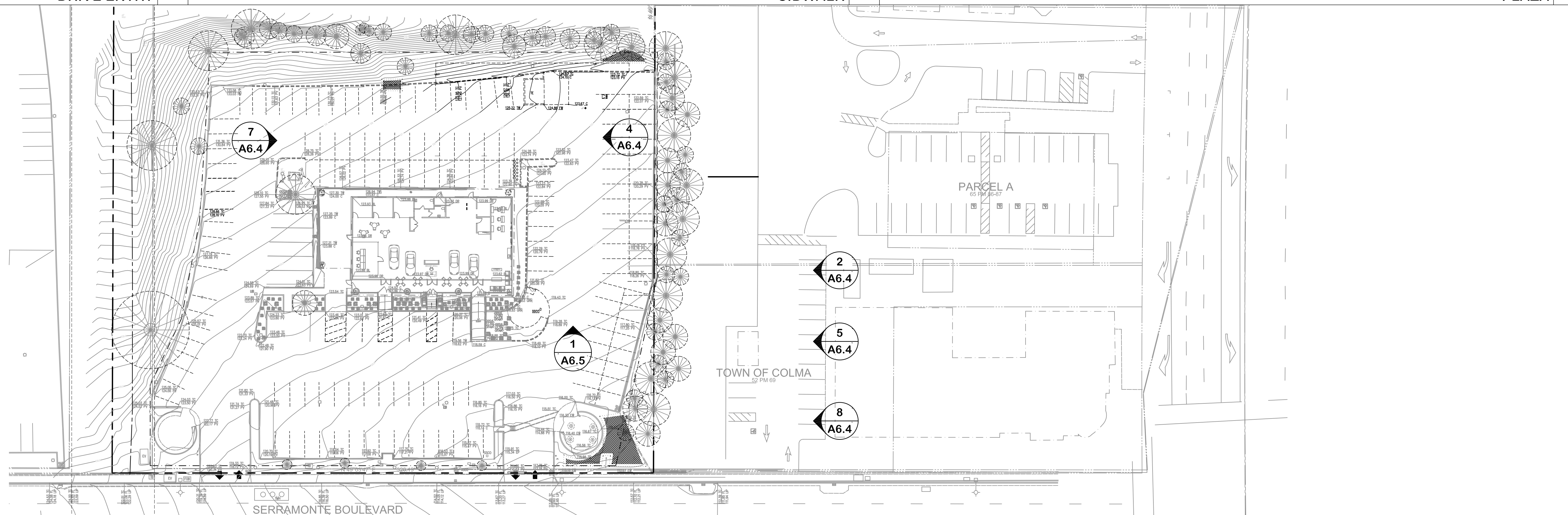
COLMA TOWN HALL
DRIVE ENTRY 8



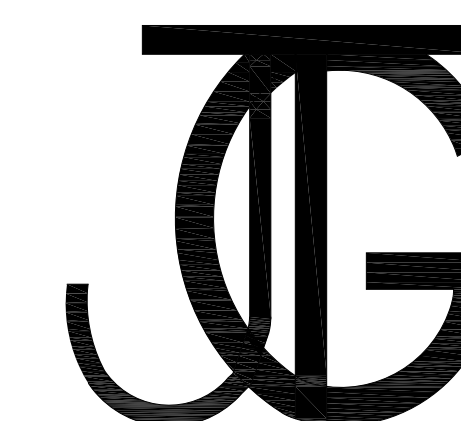
COLMA TOWN HALL
SIDEWALK 5



COLMA TOWN HALL
PLAZA 2



SITE PLAN
FOR REFERENCE ONLY 3



JTG ARCHITECTURE
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	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043

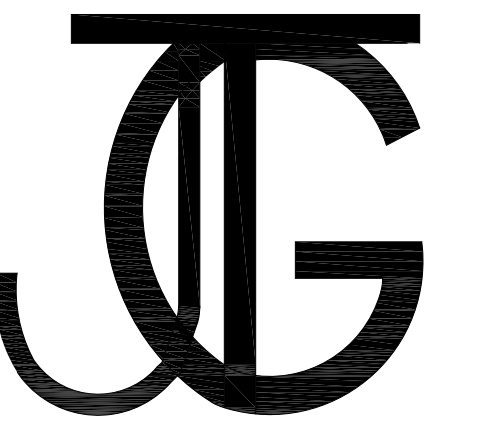
APPROVAL STAMP



EXISTING
PHOTOS

DATE	SCALE
06.1.21	1/8" = 1'-0"
DRAWN BY	PROJECT NUMBER
JTG	21001-1

A6.5



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	03.09.23	PLANNING SUBMITTAL
	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043

APPROVAL STAMP



INTERIOR ELEVATIONS & DETAILS

DATE	SCALE
06.1.21	SEE DETAIL
DRAWN BY	PROJECT NUMBER
JTG	21001-1

A7.1

KEY NOTE

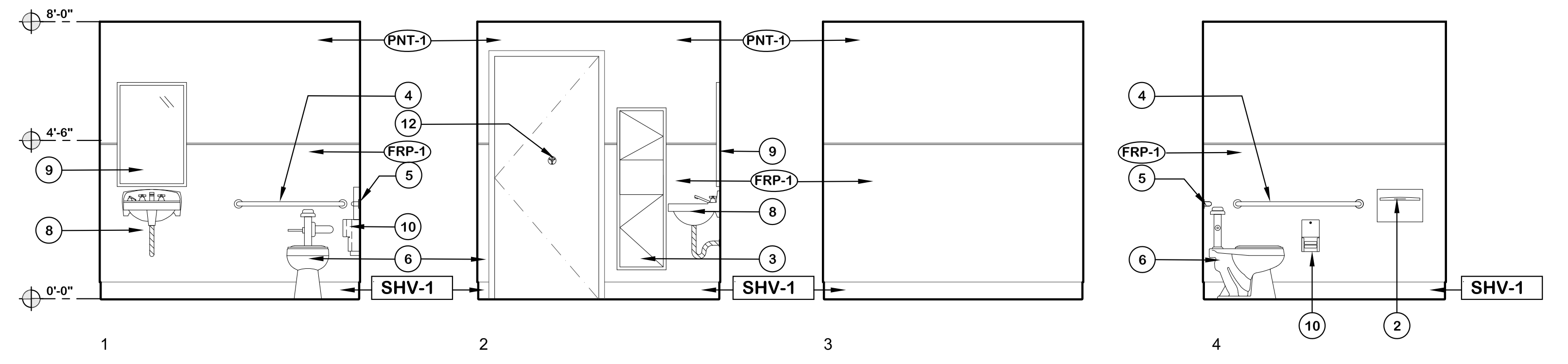
1 NOT USED

PLUMBING FIXTURE SPECIFICATIONS

- URINAL COMPARTMENT PARTITIONS
ASI GLOBAL PARTITIONS OR APPROVED EQUAL
STYLE: FLOOR ANCHORED WITH OVERHEAD BRACE
COLOR: BRUSHED STAINLESS STEEL
- SURFACE MOUNTED SEAT COVER DISPENSER
BOBRICK
PART NUMBER: B-221
COLOR: STAINLESS STEEL
- SEMI-RECESSED PAPER TOWEL DISPENSER AND DISPOSAL
BOBRICK
PART NUMBER: B-43944
COLOR: STAINLESS STEEL
- ACCESSIBLE GRAB BAR, 42"
BOBRICK
PART NUMBER: B-5806x42
COLOR: STAINLESS STEEL
- ACCESSIBLE GRAB BAR, 36"
BOBRICK
PART NUMBER: B-5806x36
COLOR: STAINLESS STEEL
- FLOOR MOUNTED TOILET
KOHLER
STYLE: HIGHCLIFF ULTRA
PART NUMBER: #K-PR96057-T4D-NA ADA FLOOR MOUNTED BOWL
TOUCHLESS FLUSHOMETER: KOHLER, TRIPPOINT
PART NUMBER: #K-10700N1-0, 1.28 GPF
SEAT COVER BY KOHLER, STRONGHOLD
PART NUMBER: #K-4731-C-0
NOTE: FLUSH CONTROLS SHALL BE LOCATED ON THE OPEN SIDE OF WATER CLOSET
- URINAL
KOHLER
STYLE: BRANDON
PART NUMBER: K-4991-ET, ADA WALL MOUNTED
TOUCHLESS FLUSHOMETER: KOHLER
PART NUMBER: #K-7528-CP, 0.125 GPF, POLISHED CHROME
- RESTROOM SINK
KOHLER
UNDERMOUNT LAVATORY: KOHLER, VERTICYL
PART NUMBER: #K-2882, ADA MOUNTED, WHITE
TOUCHLESS FAUCET: KOHLER, SCULPTED
PART NUMBER: #K-13460-CP, 0.5 GPM, POLISHED CHROME
NOTE 1: LAV-GUARD-2 BY TRUEBRO UNDER SINK PROTECTIVE PIPE KIT
NOTE 2: PROVIDE BACKING SUPPORT FOR LAVATORY
NOTE 3: PROVIDE IN COUNTER SOAP DISPENSER BOBRICK B-8231
- FULL WIDTH MIRROR
- TOILET TISSUE DISPENSER
BOBRICK
PART NUMBER: B-686
COLOR: STAINLESS STEEL
- ACCESSIBLE SIGNAGE ON RESTROOM DOORS
- COAT HOOK
BOBRICK
STYLE: #B-542
COLOR: SATIN FINISH
- BREAKROOM SINK
ELKAY/KOHLER
STYLE: ELKAY DAYTON STAINLESS STEEL
PART NUMBER: D22519
COLOR: STAINLESS STEEL
FAUCET: SIMPLICE
PART NUMBER: K-596-CP
- JANITOR'S MOP SINK
MUSTEE
STYLE: 63M (24X24)
FAUCET: SERVICE MOP FAUCET
STYLE: 63 600A
- RESTROOM SINK
KOHLER
WALL MOUNT LAVATORY: KOHLER, KINGSTON
PART NUMBER: #K-2005, ADA MOUNTED, WHITE
TOUCHLESS FAUCET: KOHLER, SCULPTED
PART NUMBER: #K-13460-CP, 0.5 GPM, POLISHED CHROME

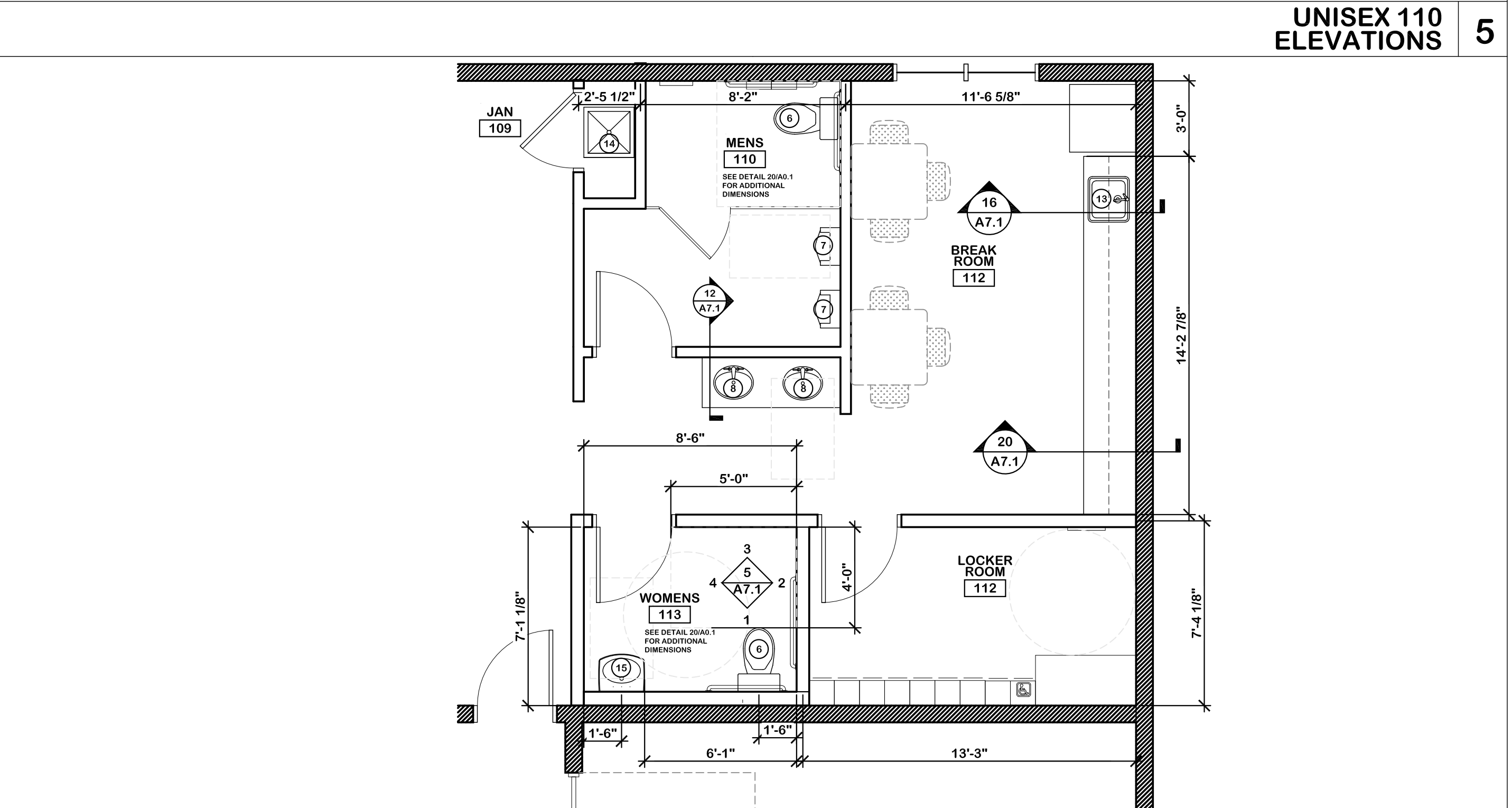
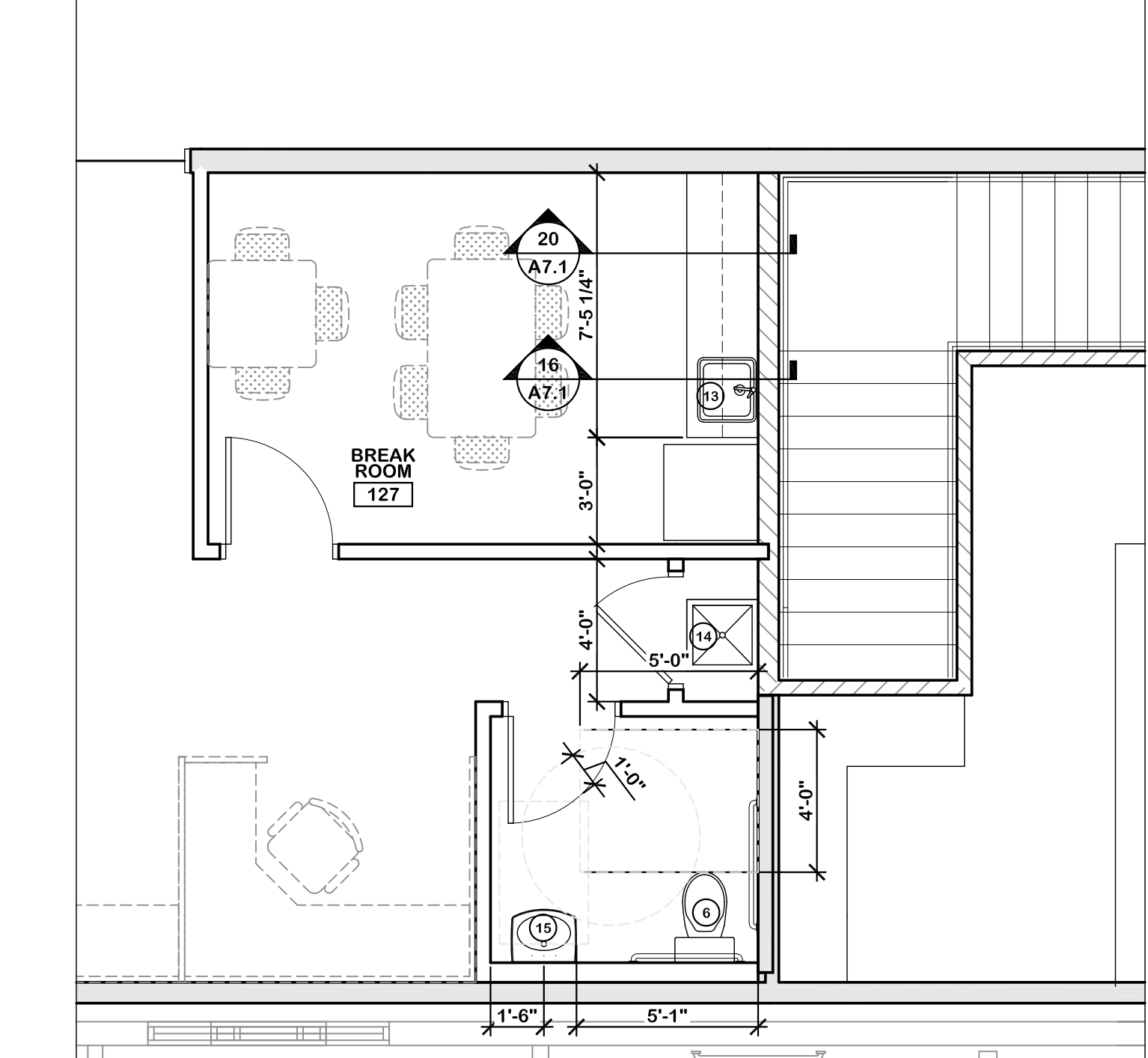
GENERAL NOTES

1. THE TOPS OF DINING SURFACES AND WORK SURFACES SHALL BE 28" MIN. AND 34" MAXIMUM ABOVE THE FINISH FLOOR



UNISEX 110 ELEVATIONS

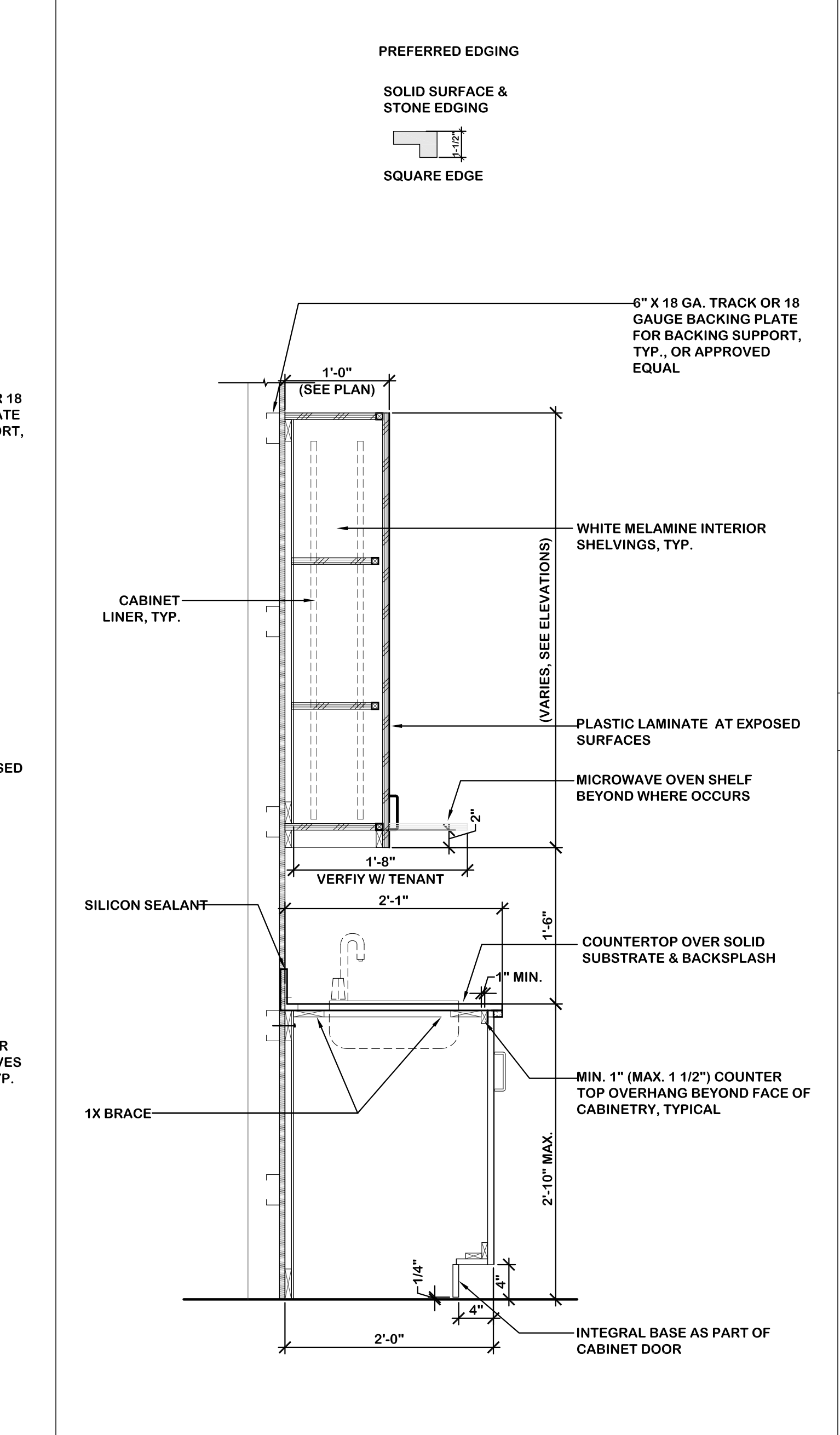
17 3/8" = 1'-0"



ENLARGED PLAN SERVICE GARAGE

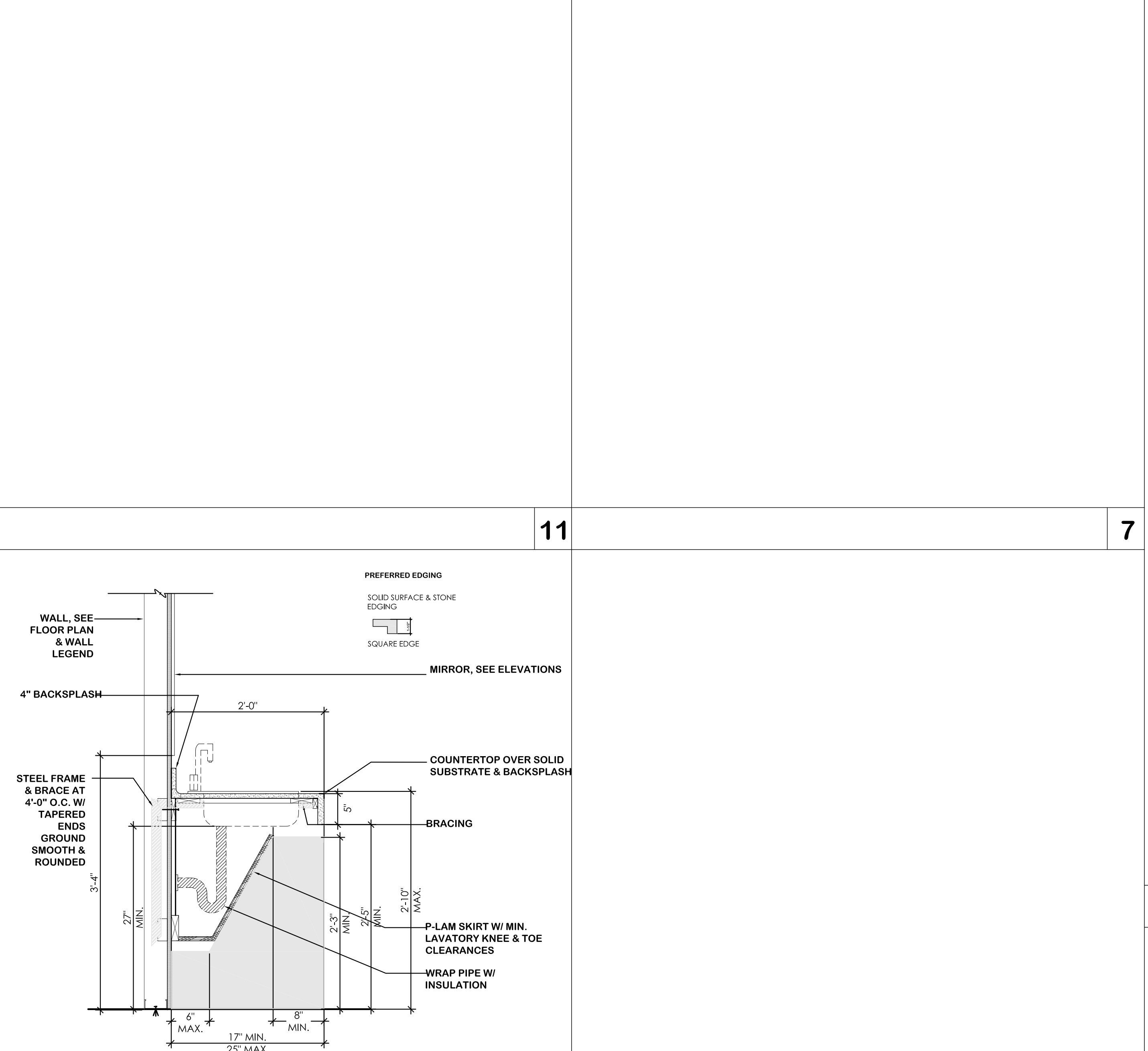
18 1/4" = 1'-0"

14 1/4" = 1'-0"



TYP. CABINET SECTION W/ SINK

16 SCALE: 1" = 1'-0"
DET07_MILL02_CASESECT03

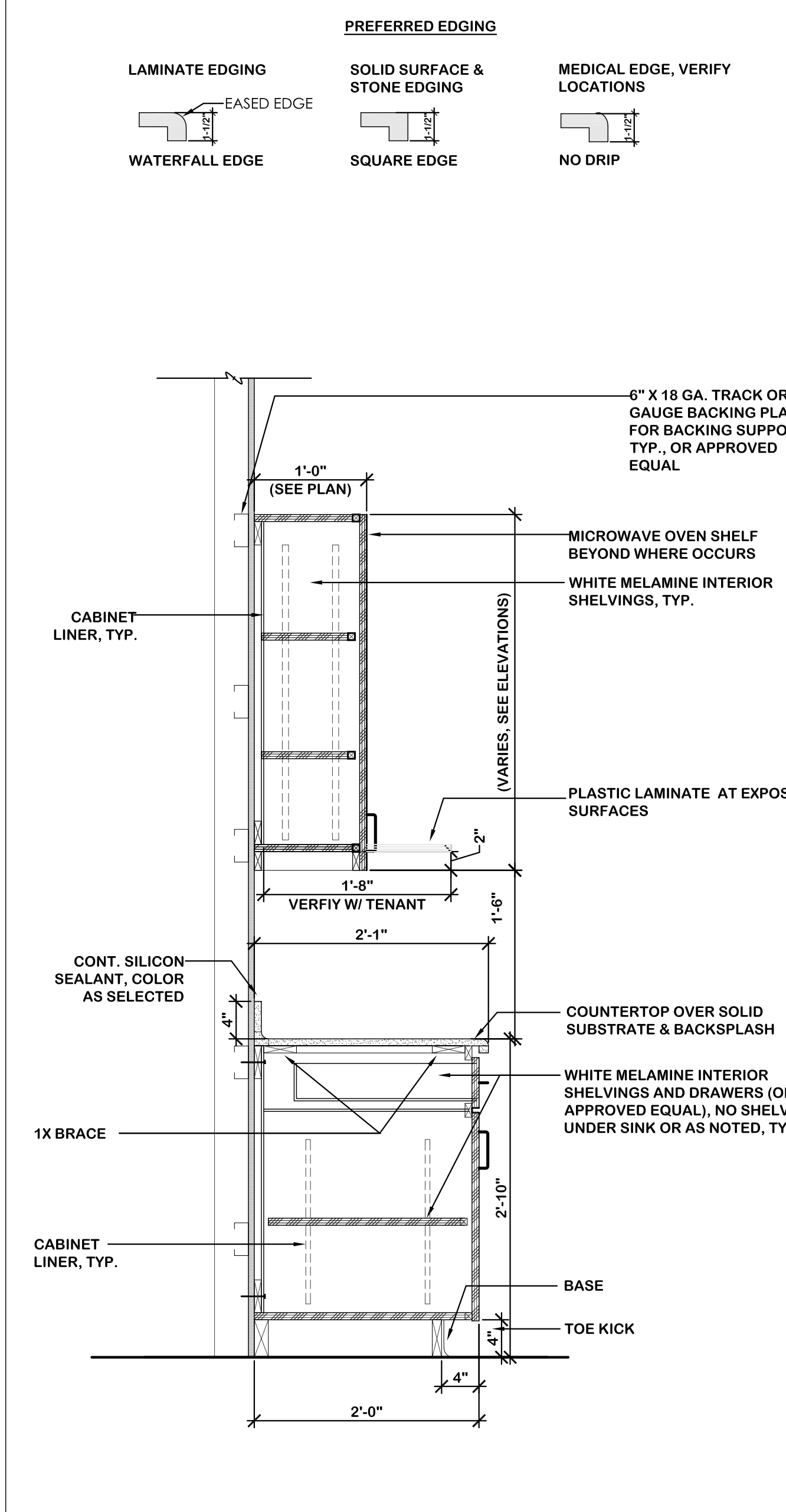


COUNTER W/ SINK CABINET SECTION

12 SCALE: 1" = 1'-0"
DET07_RR03_COUNTERSECT01

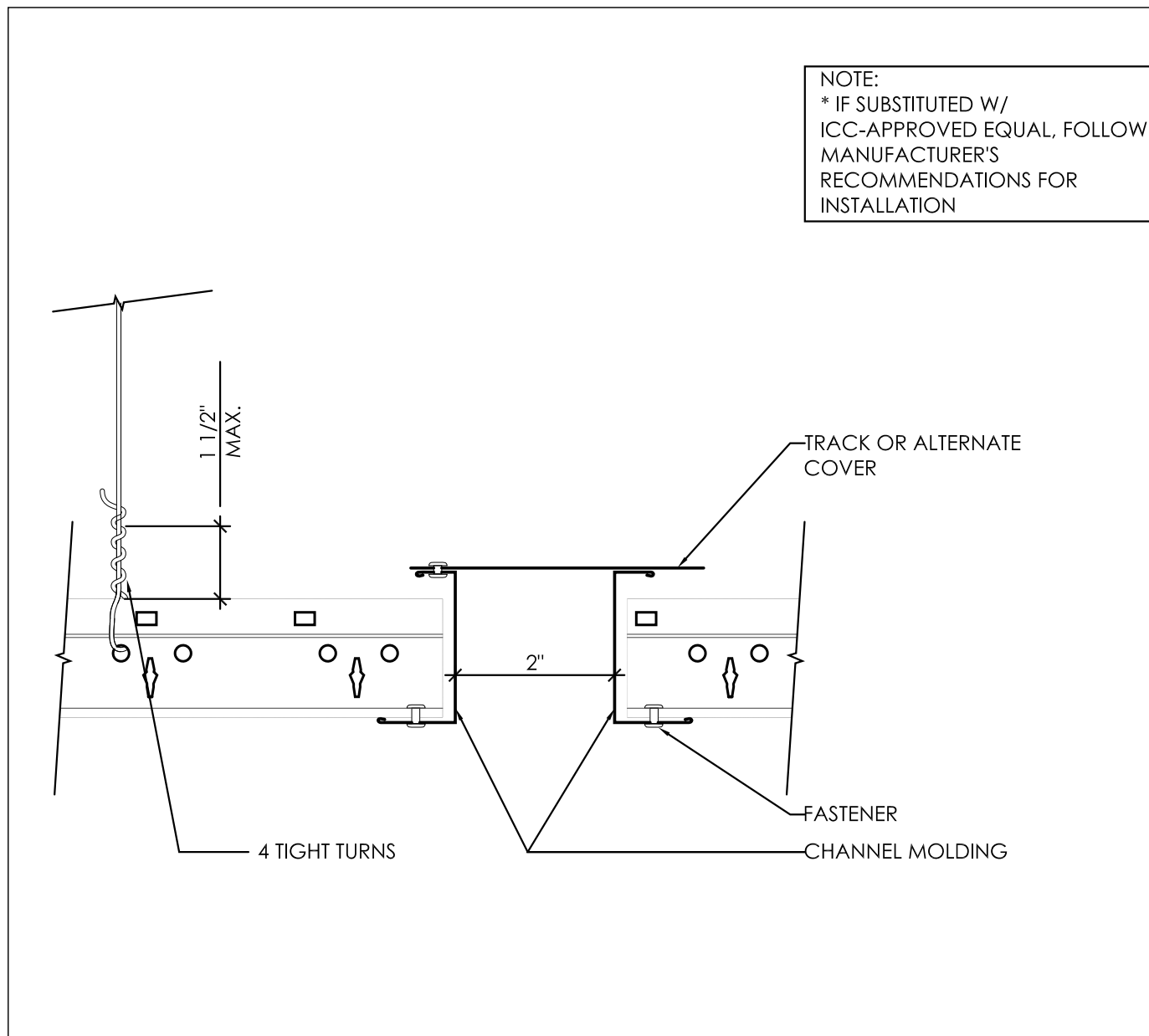
CABINET SECTION UPPER & LOWER W/ 1-DRAWER

20 SCALE: 1" = 1'-0"
DET07_MILL02_CASESECT01



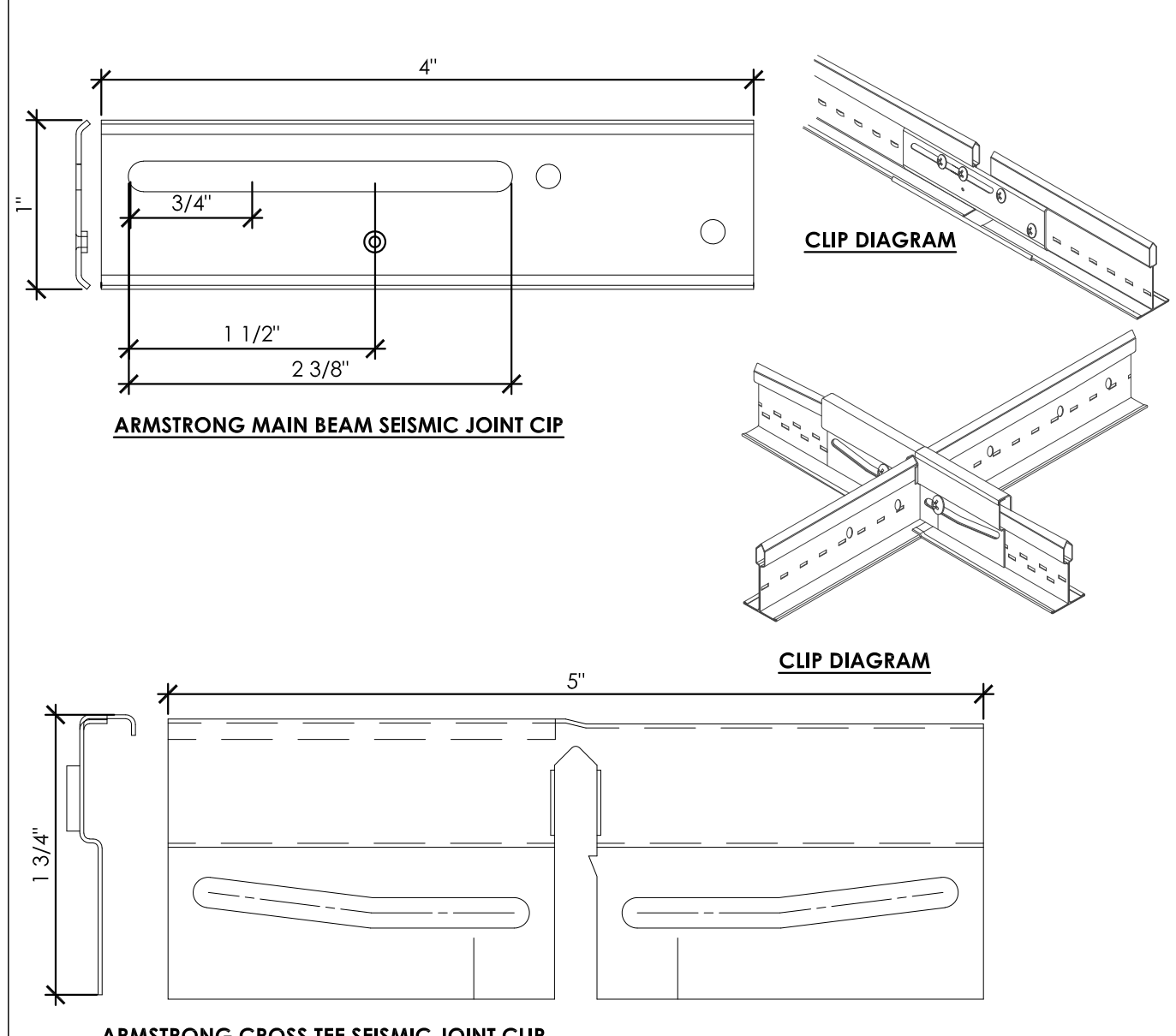
CABINET SECTION UPPER & LOWER W/ 1-DRAWER

20 SCALE: 1" = 1'-0"
DET07_MILL02_CASESECT01



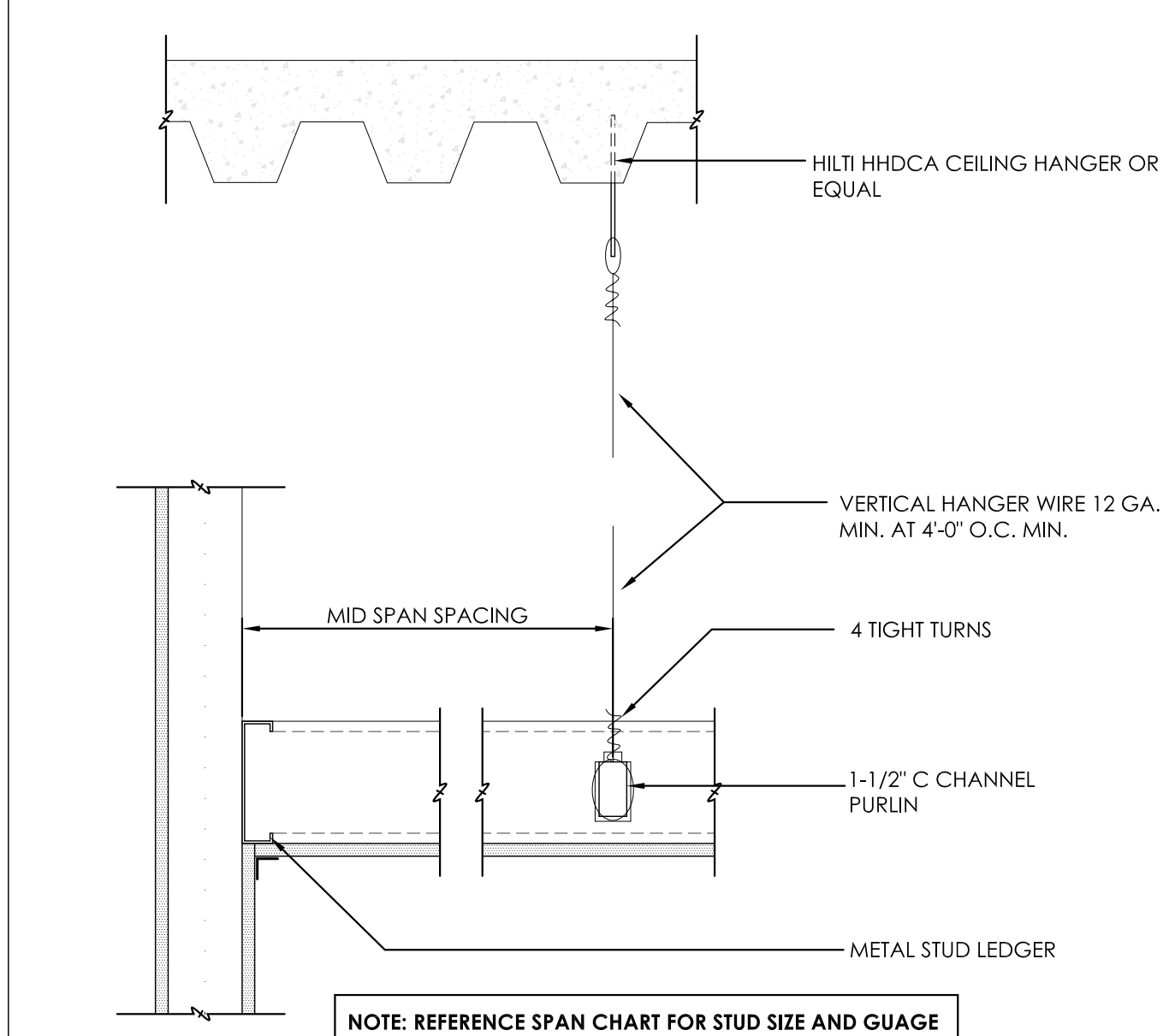
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DET09_CLGGD04_SEISMICSEPJOINT

SEISMIC SEPARATION JOINT 17



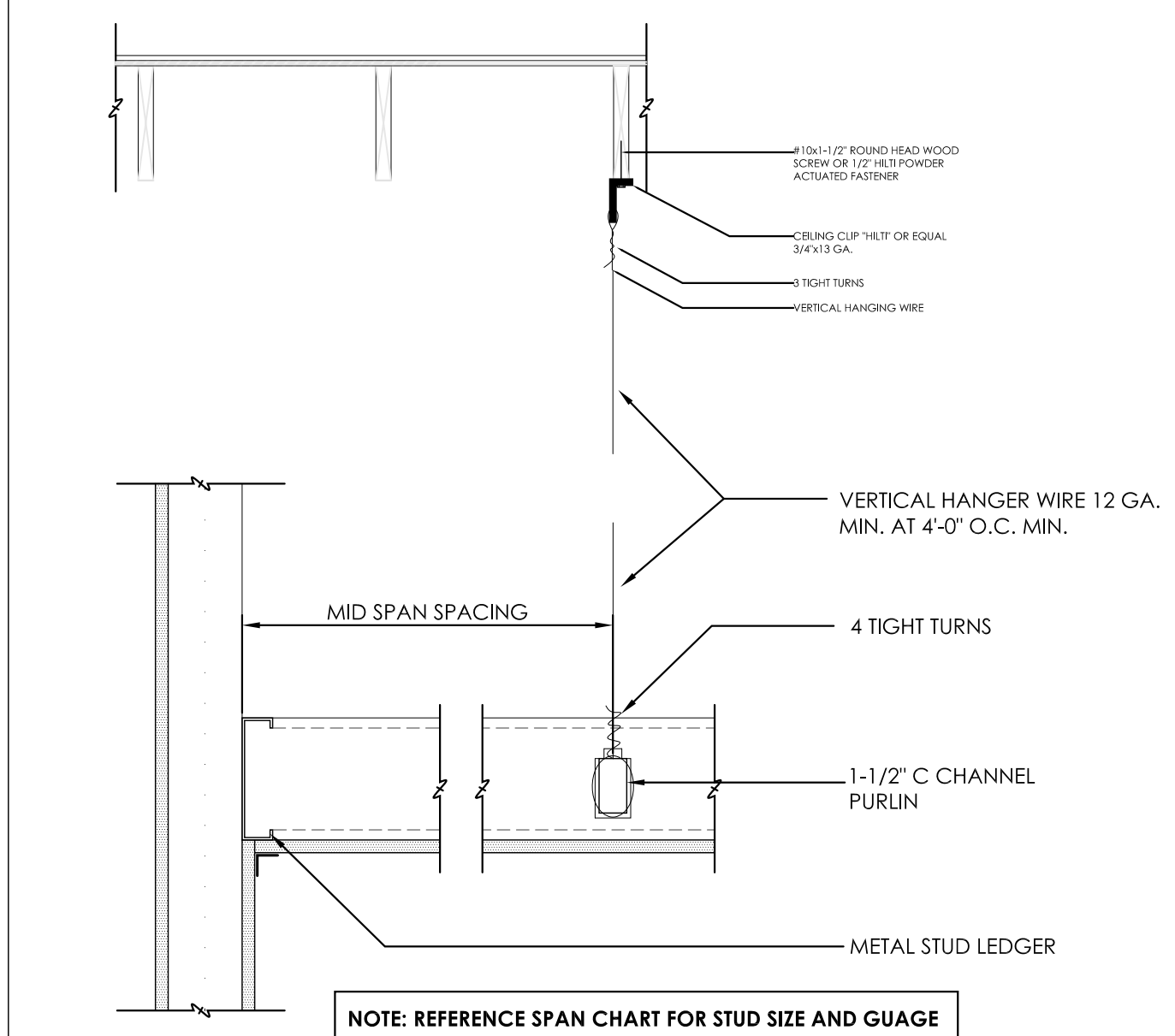
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DET09_CLGGD04_SEISMICSEPJOINT2

**SEISMIC SEPARATION JOINT
ARMSTRONG ALT.** 18



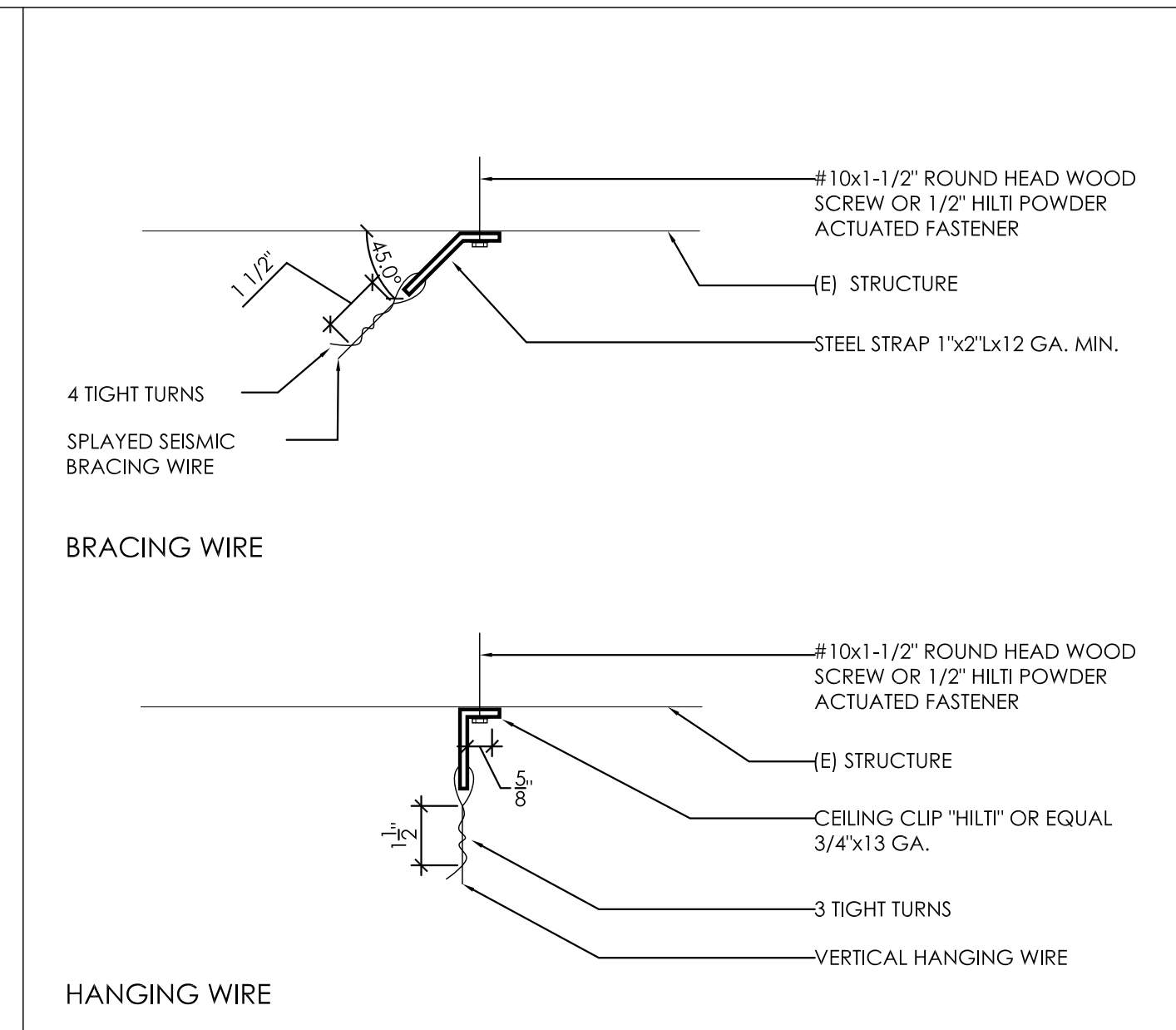
1-1/2"=1'-0"
DET09_GYPCLG5F05_MIDSPAN01

MID SPAN CEILING BRACING 19



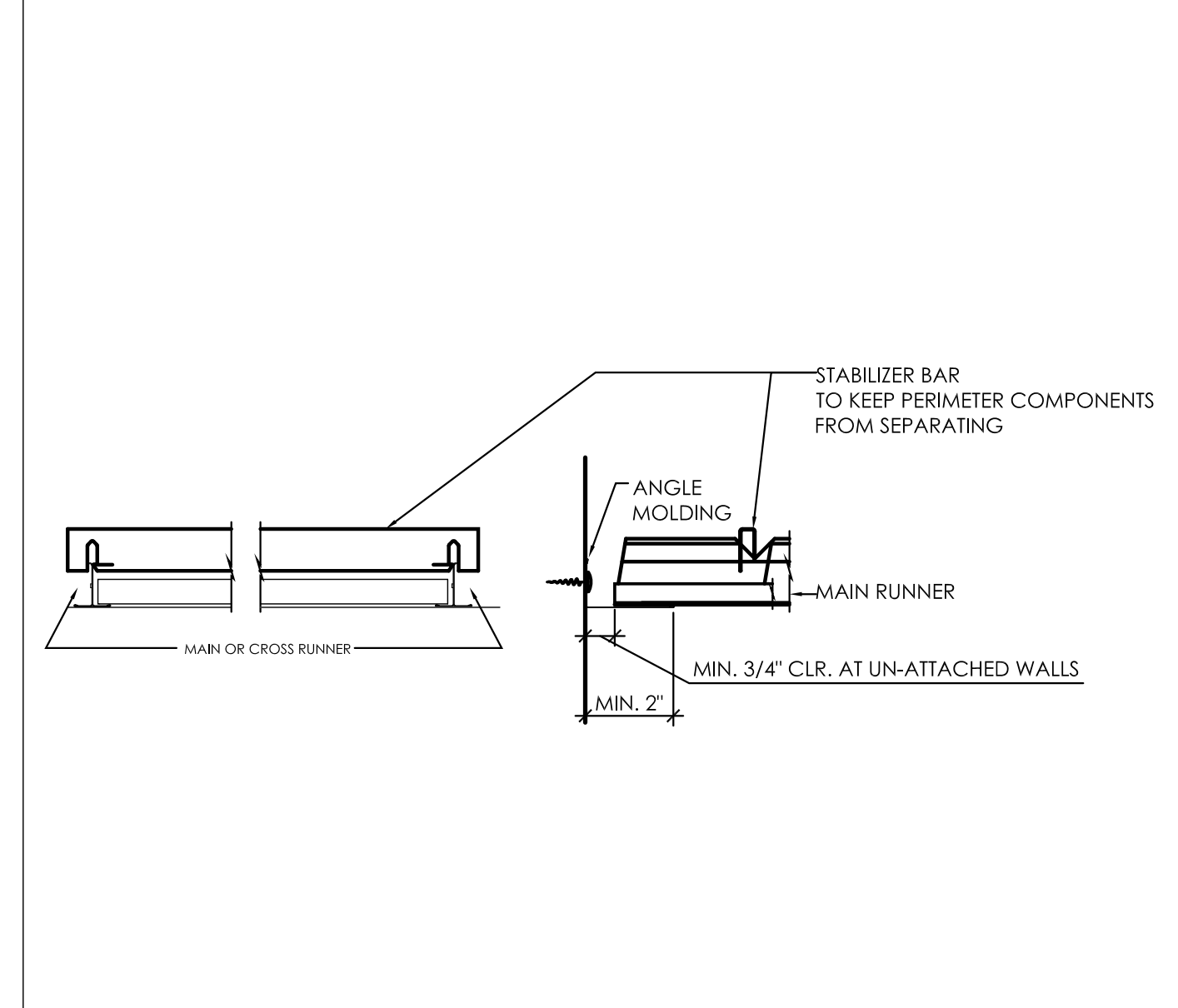
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DET09_GYPCLG5F05_MIDSPAN02

MID SPAN CEILING BRACING 20



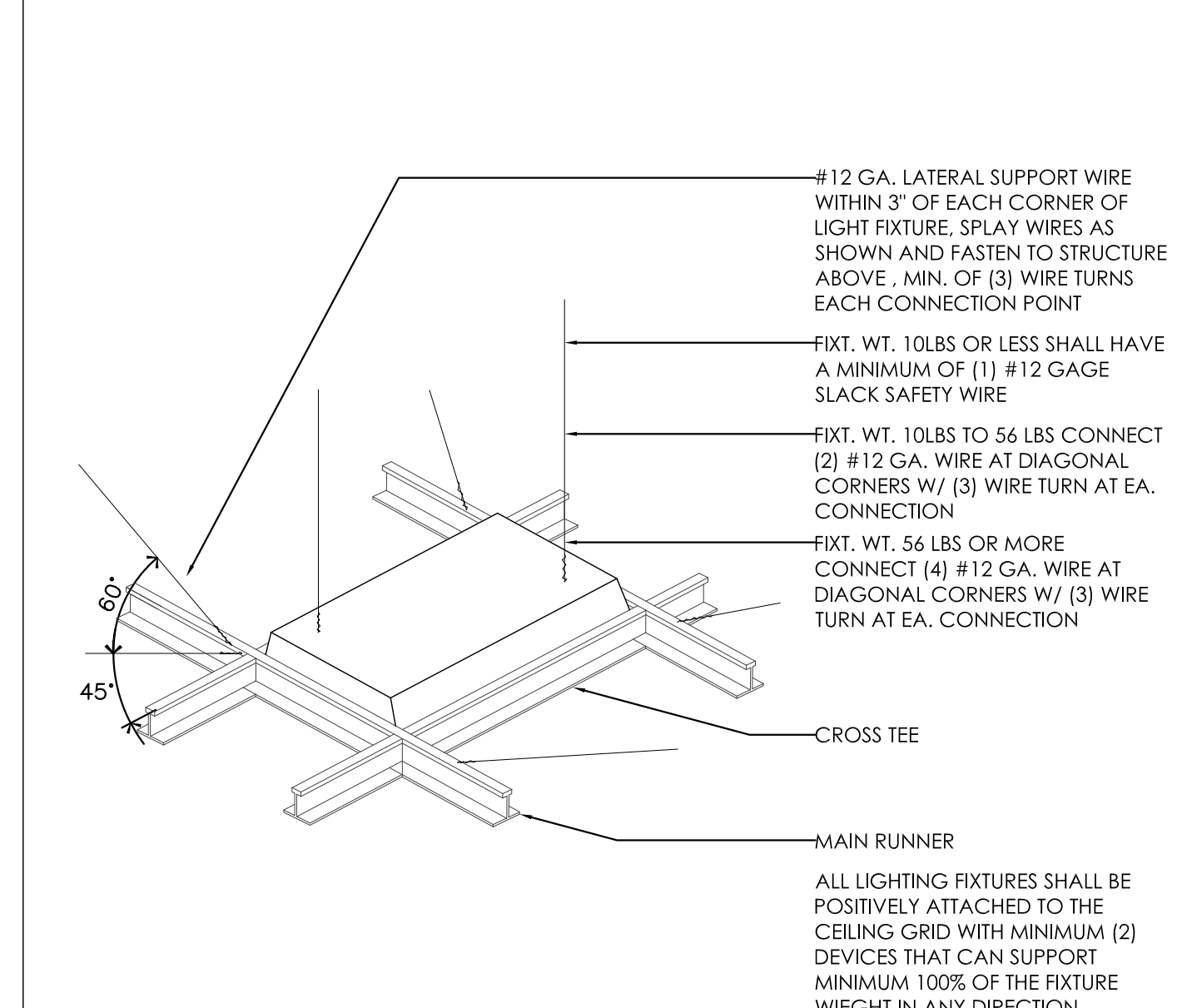
SCALE: 3/8"=1'-0"

**BRACE ATTACHMENT
GWB. CEILING SYSTEM** 13



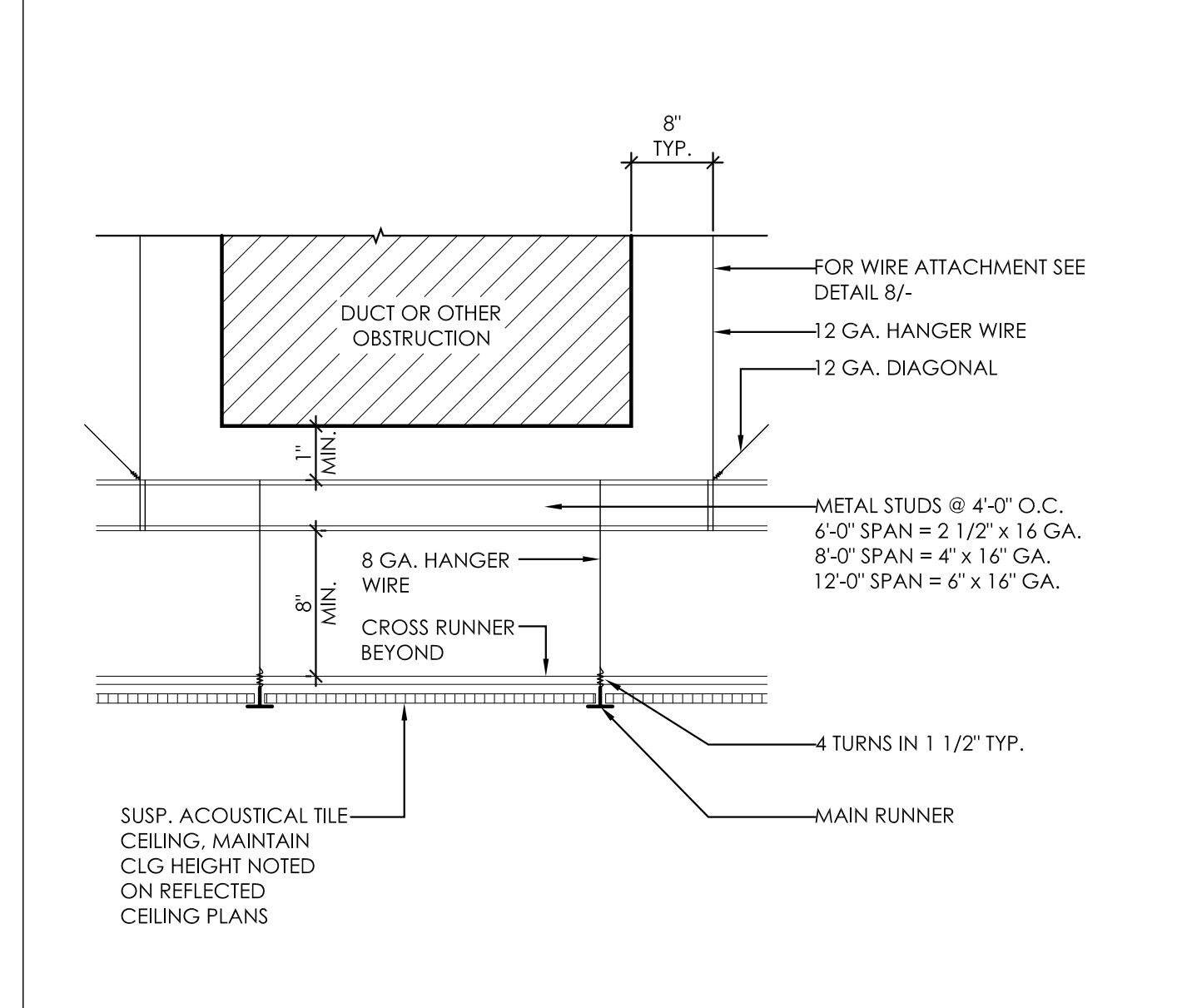
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DET09_CLGGD04_CLGSTABILIZERBAR

STABILIZER BAR 14



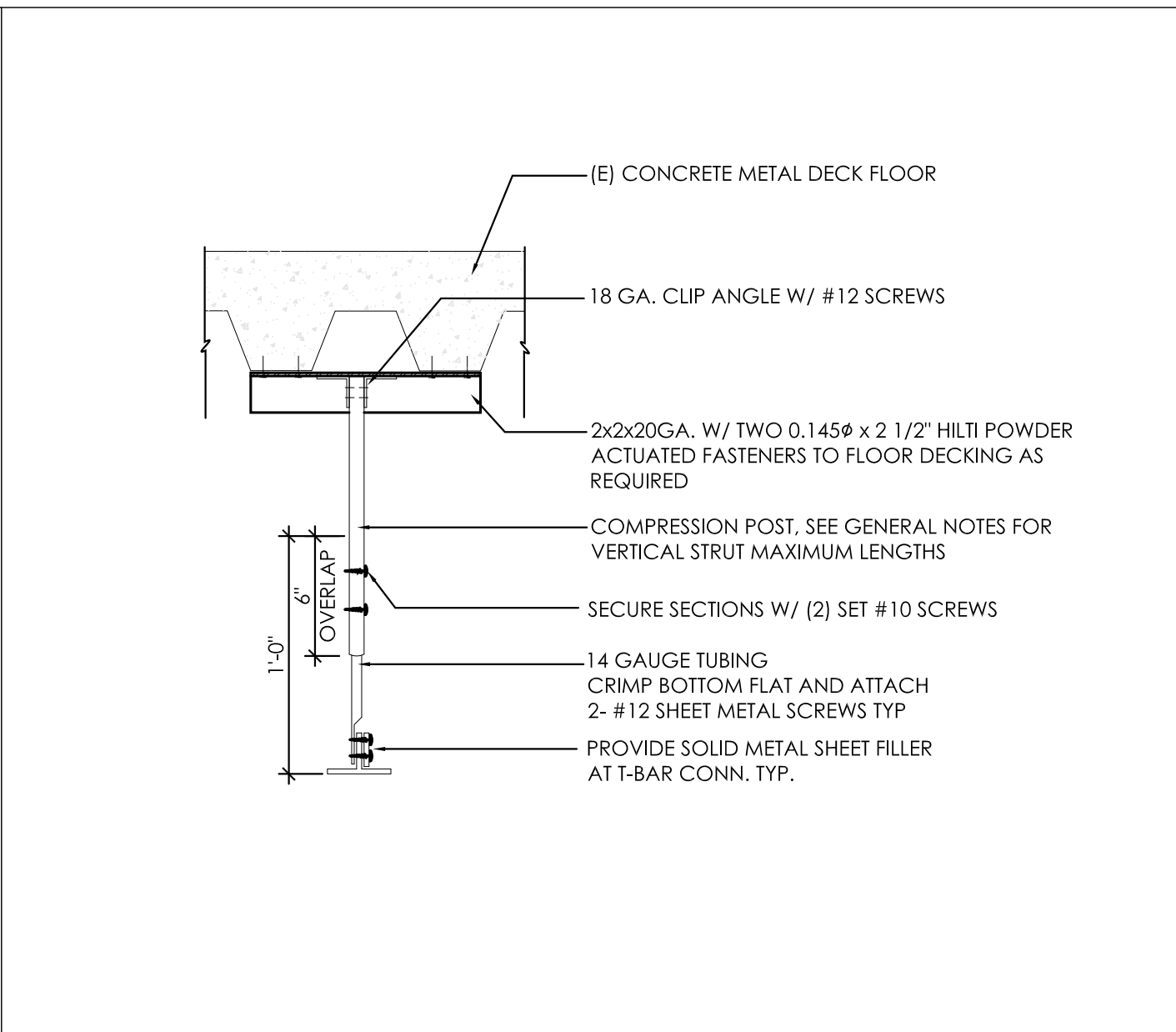
N.T.S.
DET09_CLGGD04_FIXTSUP01

LIGHT FIXTURE SUPPORT 15



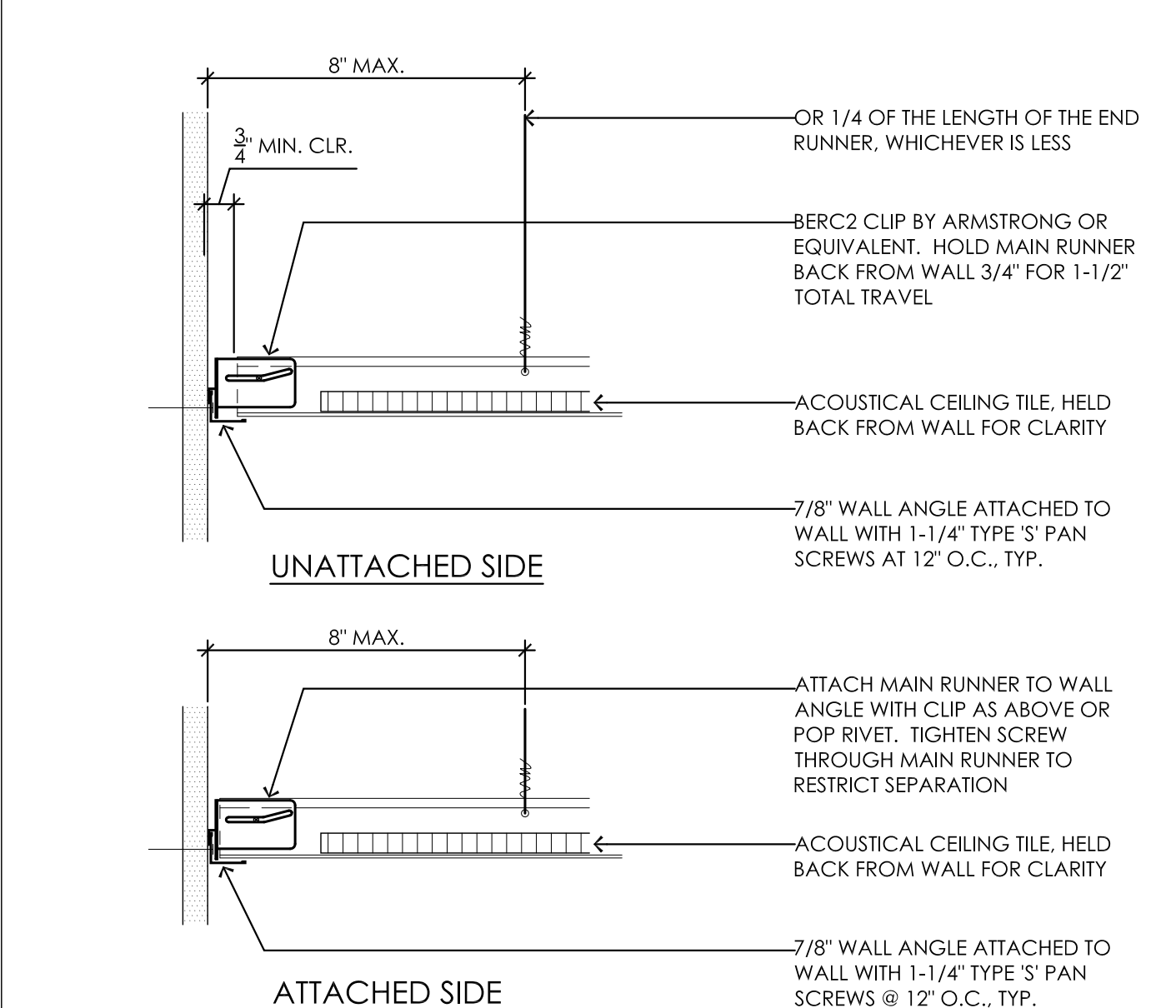
SCALE: 3/8"=1'-0"

**TYP. ACOUSTICAL CEILING
ATTACHMENT TO WALL (FIXED END)** 12



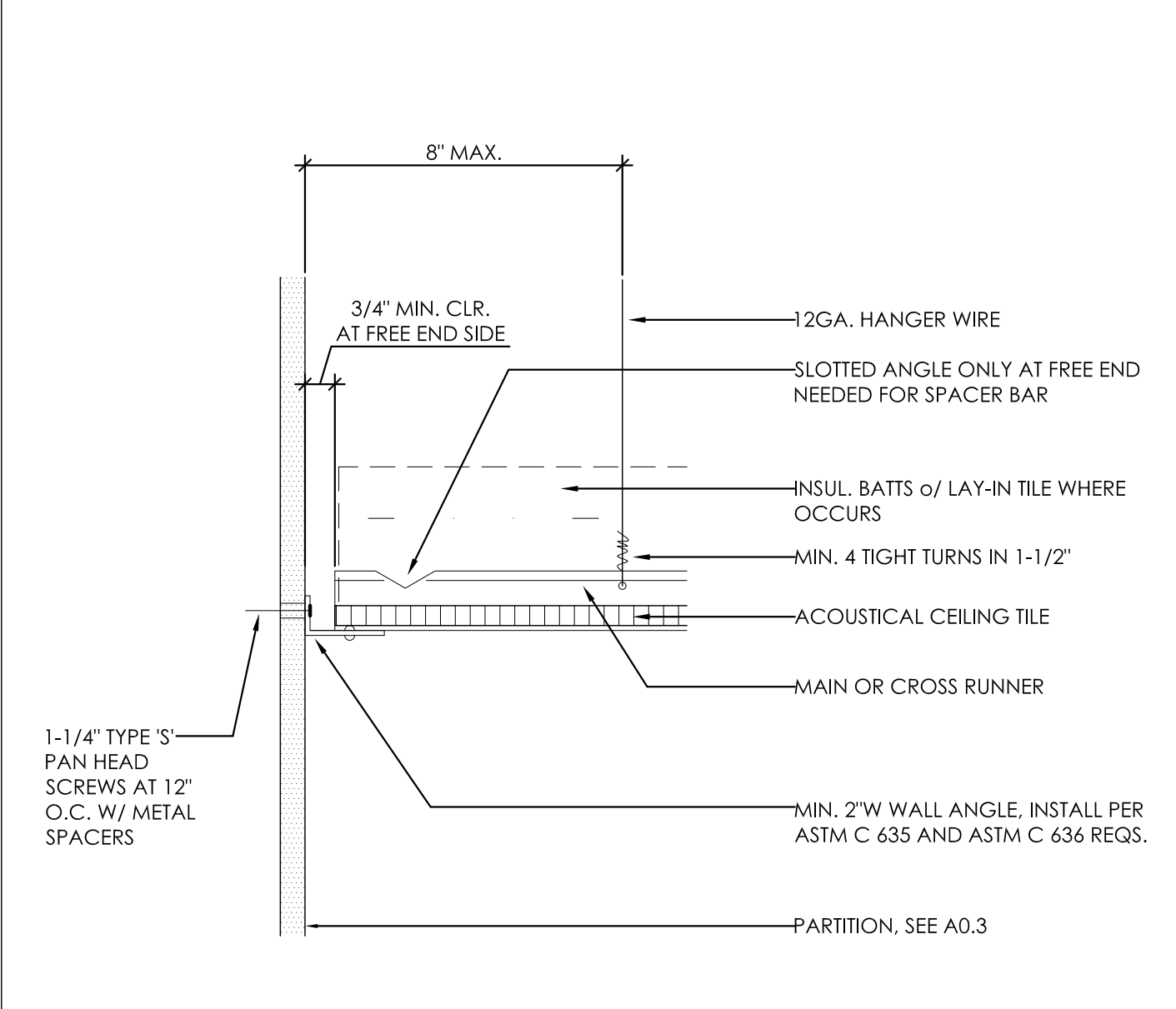
SCALE: 1 1/2"=1'-0"
DET09_CLGGD04_COMPSTRUT02

COMPRESSION STRUT 9



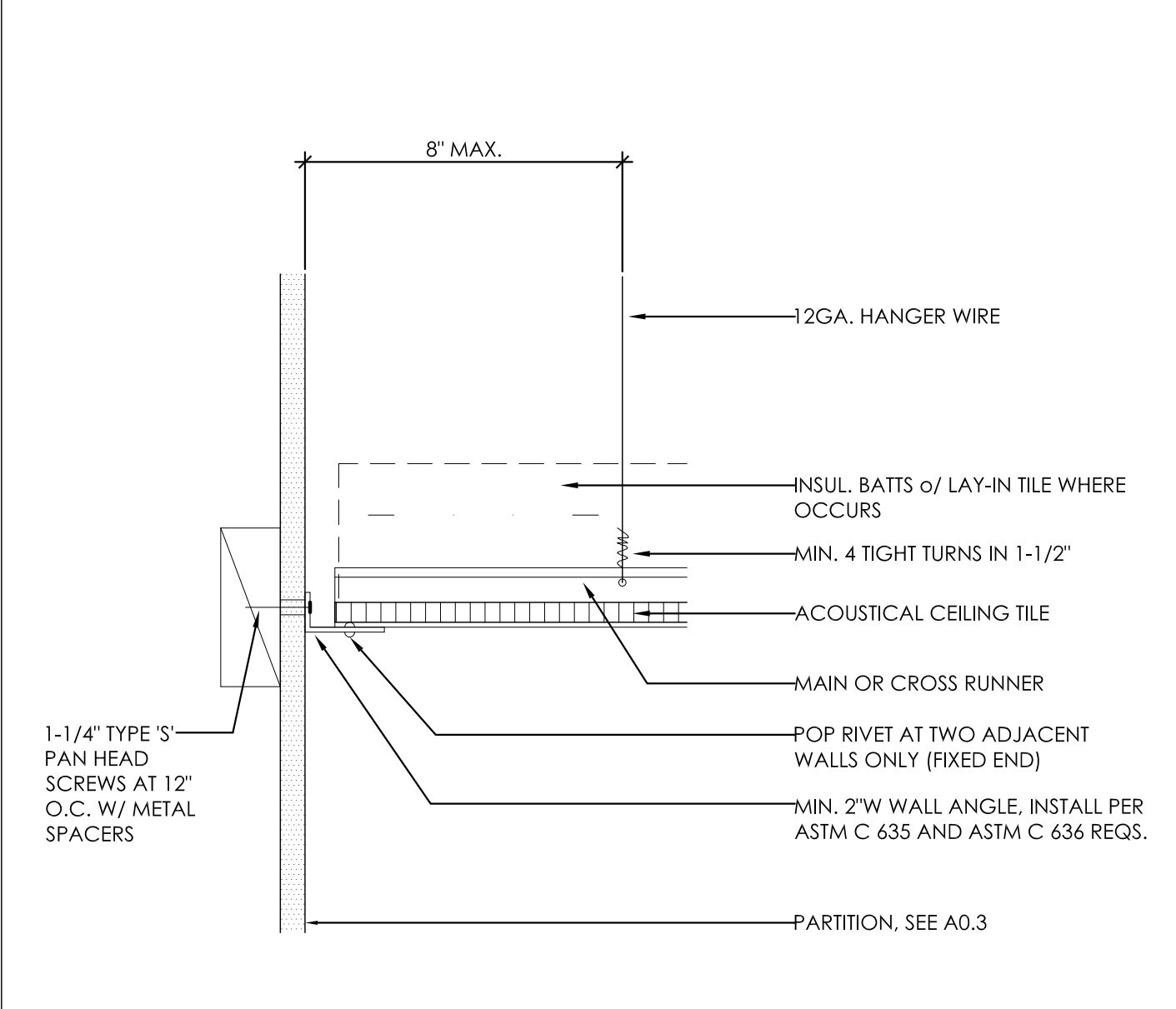
SCALE: 3/8"=1'-0"

CEILING TO WALL ATTACHMENT 10



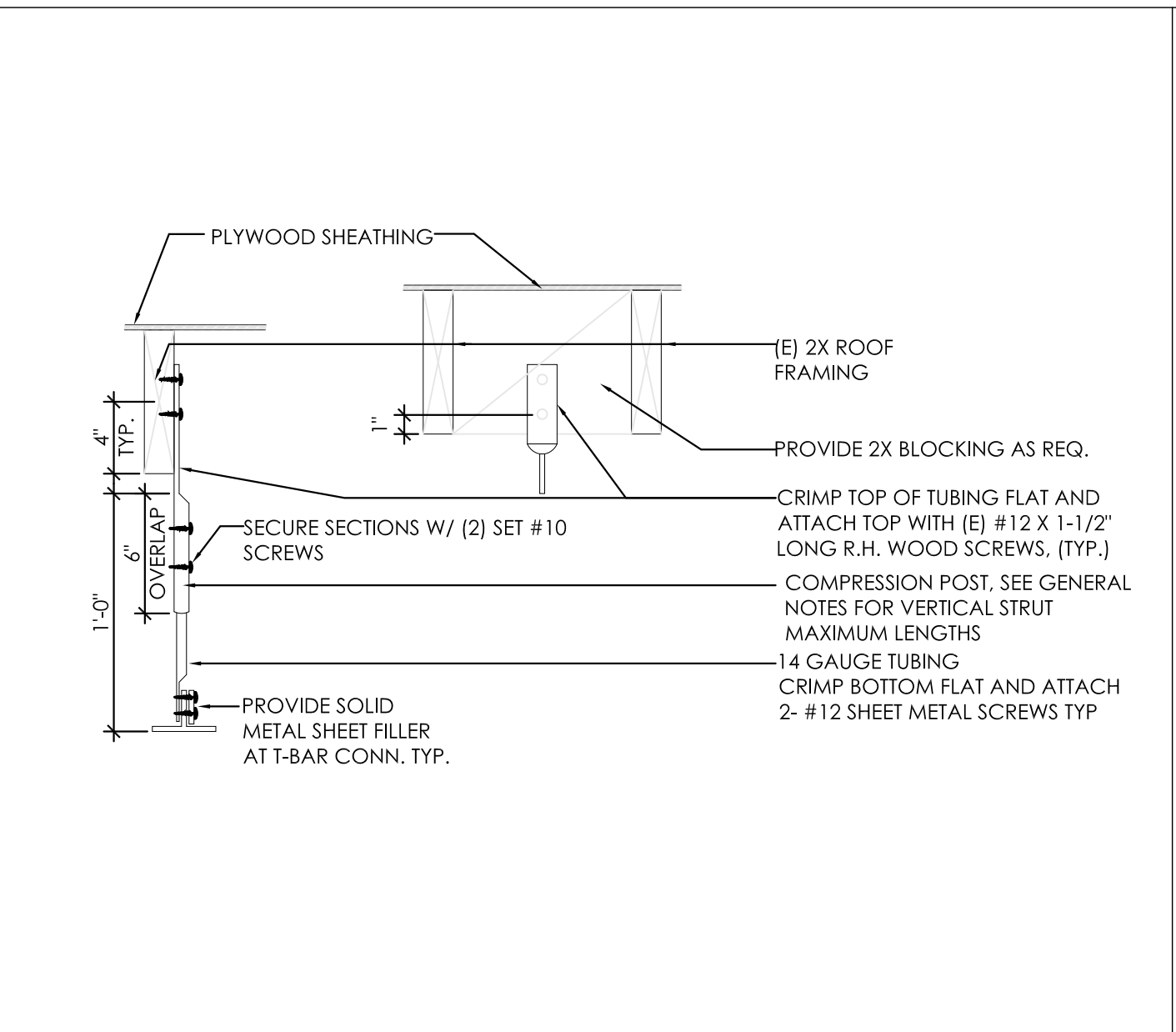
SCALE: 3/4"=1'-0"
DET09_CLGGD04_BRACINGASSEMBLY

BRACING ASSEMBLY 7



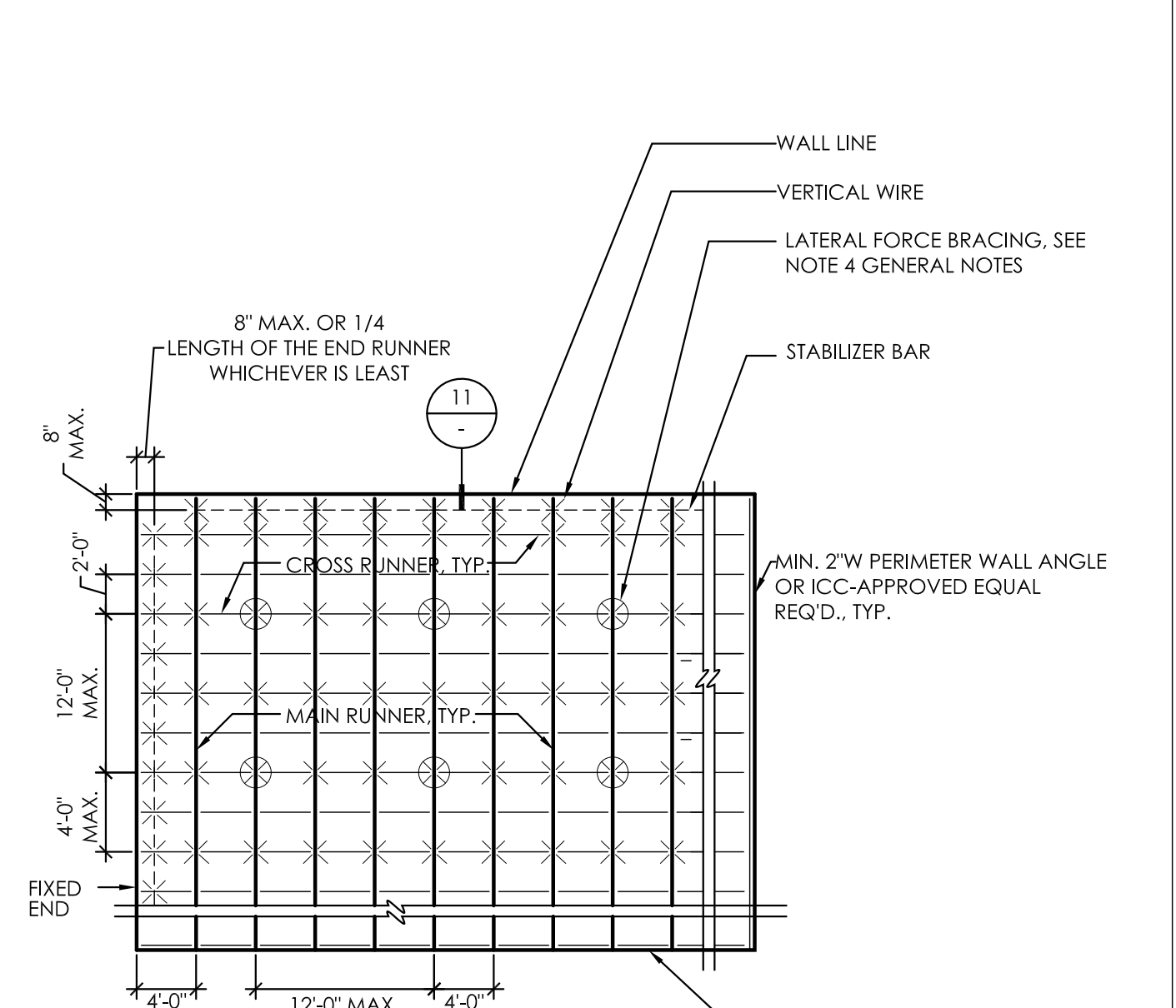
SCALE: 3/8"=1'-0"

**TYP. ACOUSTICAL CEILING
ATTACHMENT TO WALL (FIXED END)** 12



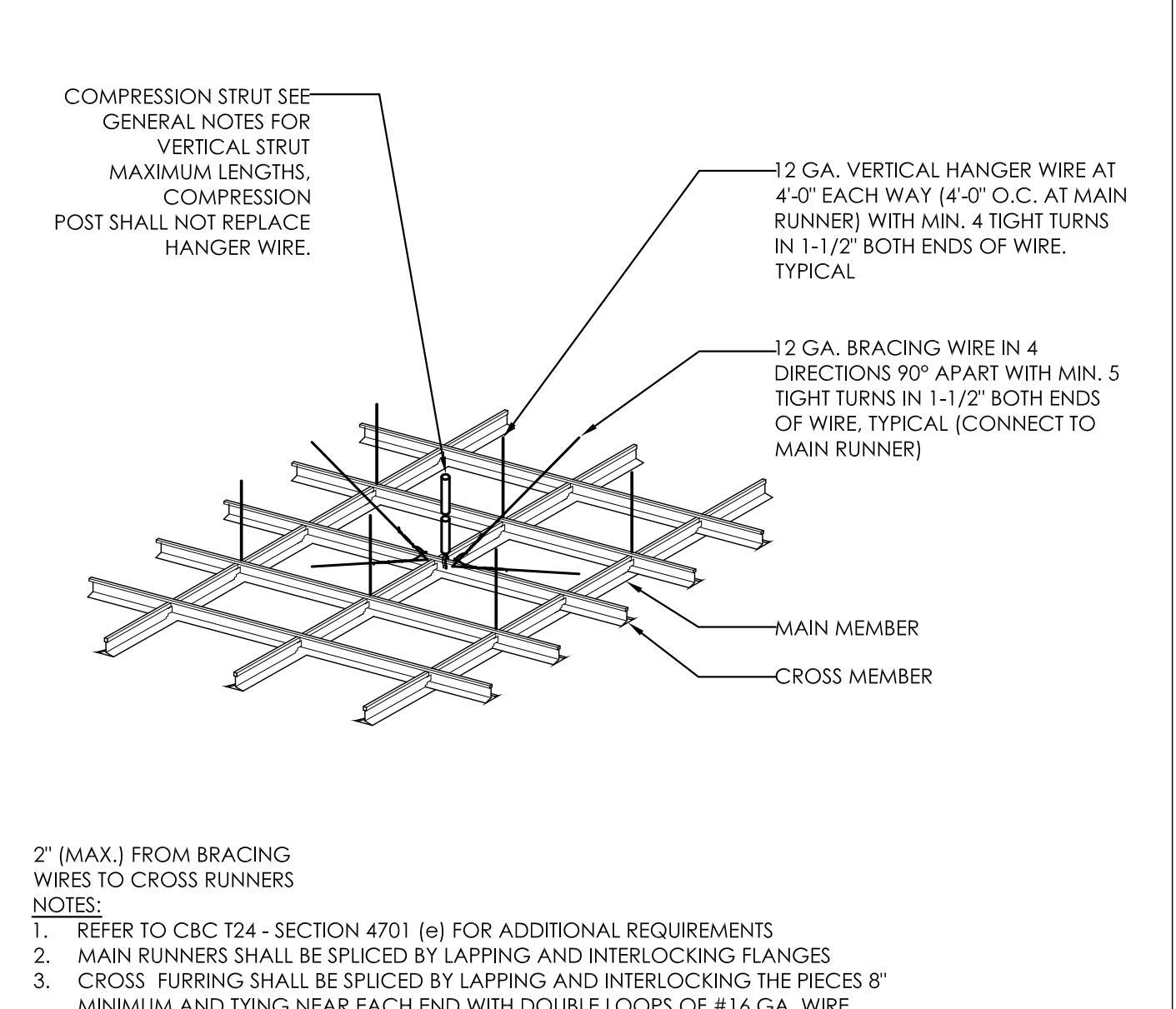
SCALE: 1 1/2"=1'-0"
DET09_CLGGD04_COMPSTRUT01

COMPRESSION STRUT 5



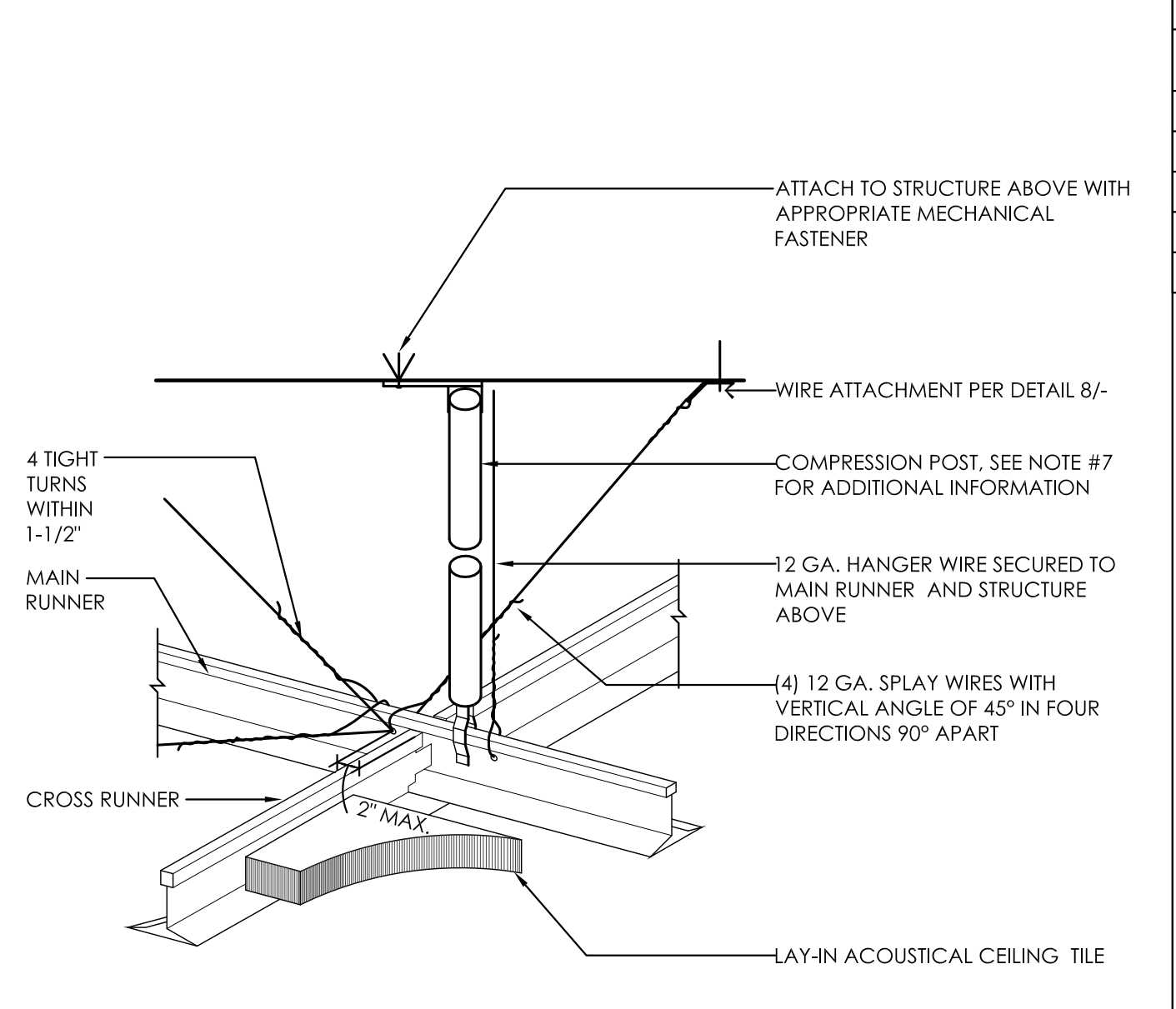
N.T.S.

**SEISMIC SUSPENSION SYSTEM
DIAGRAMMATIC PLAN** 6



SCALE: 3/4"=1'-0"
DET09_CLGGD04_BRACINGASSEMBLY

BRACING ASSEMBLY 7



SCALE: 3/8"=1'-0"

COMPRESSION STRUT 8

- GENERAL NOTES FOR SUSPENDED ACOUSTICAL CEILING:**
- SUSPENDED ACOUSTICAL CEILING IN SEISMIC ZONES 3-4 AND FOR SEISMIC DESIGN CATEGORIES D, E AND F, MUST FOLLOW ASTM C636, ASCE 7 SECTION 13.5.6 AND EITHER THE CISCA GUIDELINES FOR AREAS SUBJECT TO SEVERE EARTHQUAKE RISK (ZONES 3-4) OR ASTM E580.
 - THESE NOTES ARE INTENDED FOR SUSPENDED CEILING INCLUDING GRID, PANEL OR TILE, LIGHT FIXTURES AND AIR TERMINALS WEIGHING NO MORE THAN 4 POUNDS PER SQUARE FOOT. (ASCE 7-10 SECTION 13.5.6.1 AND CBC 2019, 1615.10.13 SECTION 13.5.6.1).
 - CEILING CONSTRUCTED OF LATH AND PLASTER OR GYPSUM BOARD, SCREW OR NAIL ATTACHED TO SUSPENDED MEMBERS THAT SUPPORT A CEILING ON ONE LEVEL EXTENDING FROM WALL TO WALL SHALL BE EXEMPT FROM THE LATERAL FORCE BRACING REQUIREMENTS. (CISCA ZONES 3-4)
 - LATERAL FORCE BRACING IS THE USE OF VERTICAL STRUTS (COMPRESSION POSTS) AND SPAY WIRES. SPAY WIRE BRACING IS CLUSTERS OF FOUR WIRES ATTACHED TO THE MAIN RUNNER WITHIN TWO INCHES OF INTERSECTION WITH A CROSS RUNNER.
 - SEISMIC SPAY WIRES ARE TO BE FOUR 12 GAUGE WIRES ATTACHED TO THE MAIN RUNNER. WIRES ARE ARRAYED 90° FROM EACH OTHER AND AT AN ANGLE NOT EXCEEDING 45° FROM THE PLANE OF CEILING. AT MAX. 12X12" O.C. RIGID BRACING MAY BE USED IN LIEU OF SPAY WIRES.
 - VERTICAL STRUTS MUST BE POSITIVELY ATTACHED TO THE SUSPENSION SYSTEMS AND STRUCTURE ABOVE.
 - VERTICAL STRUT MAXIMUM LENGTHS:
EMT CONDUIT
1/2" EMT UP TO 5'-10"
3/4" EMT UP TO 7'-8"
1" EMT UP TO 9'-9"
METAL STUDS
SINGLE 1-5/8" METAL STUD (20 GAUGE) UP TO 12'-0"
BACK-TO-BACK 1-5/8" METAL STUD (20 GAUGE) UP TO 15'-0"
SINGLE 2-1/2" METAL STUD (20 GAUGE) UP TO 13'-6"
BACK-TO-BACK 2-1/2" METAL STUD (20 GAUGE) UP TO 15'-0"
ENGINEERING DESIGN IS REQUIRED WHEN STRUTS ARE MORE THAN 15 FEET IN LENGTH.

- SUSPENDED CEILING WITH AREA GREATER THAN 1,000 SQUARE FEET MUST HORIZONTAL RESTRAINT OF THE CEILING TO THE STRUCTURAL SYSTEM (LATERAL FORCE BRACING).
- LATERAL FORCE BRACING SHALL BE 12 FEET ON CENTER (MAXIMUM) AND BEGIN NO FURTHER THAN 6 FEET FROM WALLS. (CISCA ZONES 3-4)
- SUSPENDED CEILING WITH AREA GREATER THAN 2,500 SQUARE FEET MUST HAVE SEISMIC SEPARATION JOINTS.
- THE CEILING GRID SYSTEM MUST BE RATED HEAVY DUTY AS DEFINED BY ASTM C635.
- A. SUSPENDED CEILING SYSTEMS WITH CEILING GRID LENGTHS OF 14 FEET OR LESS, BETWEEN LATERALLY BRACED WALLS CONNECTED DIRECTLY TO THE STRUCTURE ABOVE, DO NOT REQUIRE BRACING ASSEMBLIES WHEN ATTACHED TO TWO ADJACENT WALLS.
B. SUSPENDED CEILING SYSTEMS WITH CEILING GRID LENGTHS OF 20 FEET OR GREATER, SHALL BE LATERALLY BRACED.
C. SUSPENDED CEILING SYSTEMS WITH CEILING GRID LENGTHS FROM 14 FEET TO LESS THAN 20 FEET MUST HAVE ONE ROW OF SPAY AND STRUT BRACING AT MID-LENGTH.
EXCEPTION: ROOMS OR HALLWAYS 10 FEET OR LESS IN WIDTH AND SURROUNDED BY BRACED WALLS.
- MAIN AND CROSS RUNNERS MUST BE SUPPORTED WITHIN 8 INCHES OF EACH WALL WITH 12 GAUGE WIRE OR APPROVED WALL SUPPORT.
- RIGID BRACING MAY BE USED INSTEAD OF DIAGONAL SPAY WIRES. RIGID BRACING MUST LIMIT CEILING MOVEMENT TO LESS THAN 1/4" AT THE POINT OF ATTACHMENT TO THE STRUCTURE ABOVE SHOULD SUPPORT THE GREATER OF 200 POUNDS OR THE ACTUAL DESIGN LOAD WITH SAFETY FACTOR OF TWO.
- WALL MOLDINGS (PERIMETER CLOSURE ANGLES) ARE REQUIRED TO HAVE A HORIZONTAL FLANGE 2 INCHES WIDE.
- GRID MUST BE ATTACHED TO TWO ADJACENT WALLS (POP RIVETS OR APPROVED METHOD) AND OPPOSITE WALLS MUST HAVE A 1/2" CLEARANCE FROM THE WALL AND FREE TO SLIDE.
- CEILING WITHOUT RIGID BRACING MUST HAVE A 2-INCH OVERSIZED TRIM RING FOR SPRINKLERS AND OTHER PENETRATIONS.
- CHANGES IN THE CEILING PLANE MUST HAVE POSITIVE BRACING.
- CABLE TRAYS AND ELECTRICAL CONDUITS MUST BE INDEPENDENTLY SUPPORTED AND BRACED.
- PARTITIONS THAT ARE TIED TO THE CEILING AND ALL PARTITIONS GREATER THAN 6 FEET IN HEIGHT SHALL BE LATERALLY BRACED TO THE STRUCTURE. BRACING SHALL BE INDEPENDENT OF THE CEILING SPAY BRACING SYSTEM. (PER ASCE 7-05 SECTION 13.5.8.1)
- VERTICAL HANGER WIRES ARE TO BE:
a. NOT MORE THAN 4 FEET ON CENTER;
b. MUST NOT HANG MORE THAN 1-6 OUT OF PLUMB;
c. TIED WITH FOUR TIGHT TURNS AROUND ITSELF WITHIN ONE AND A HALF INCHES.

- SPREADER (SPACER) BARS SHALL BE USED TO PREVENT THE ENDS OF THE MAIN BEAMS AND CROSS TEES AT PERIMETER WALLS FROM SPREADING OPEN DURING SEISMIC EVENT. PERIMETER WIRES SHALL NOT BE IN LIEU OF SPREADER BARS.
- SPREADER BARS ARE NOT REQUIRED AT PERIMETERS WHERE RUNNERS ARE ATTACHED DIRECTLY TO CLOSURE ANGLES.
- WIRE TYING IS AN ACCEPTABLE ALTERNATIVE TO SPREADER BARS.
- SPREADER BARS ARE NOT REQUIRED IF A 90 DEGREE INTERSECTING CROSS OR MAIN RUNNER IS WITHIN 8 INCHES OF THE PERIMETER WALL.
- PENDANT MOUNTED FIXTURES SHALL BE DIRECTLY SUPPORTED FROM THE STRUCTURE ABOVE USING A 9 GAUGE WIRE OR AN APPROVED ALTERNATIVE SUPPORT. THEY MAY NOT USE THE CEILING SUSPENSION SYSTEM FOR SUPPORT.
- LIGHT FIXTURES MUST BE POSITIVELY ATTACHED TO THE SUSPENDED SYSTEM. ATTACHED DEVICE MUST BE ABLE TO WITHSTAND 100% OF THE FIXTURE WEIGHT.
- IF LIGHT FIXTURE IS 56 POUNDS OR LESS, MUST HAVE TWO 12-GAUGE WIRES ATTACHED AT DIAGONAL CORNERS. IF MORE THAN 56 POUNDS, MUST BE INDEPENDENTLY SUPPORTED FROM THE BUILDING STRUCTURE. SEE DETAIL 15A8.1.
- MECHANICAL TERMINALS OR SERVICES WEIGHING 56 POUNDS OR LESS MUST HAVE TWO 12-GAUGE WIRES ATTACHED AT DIAGONAL CORNERS. IF MORE THAN 56 POUNDS, MUST BE INDEPENDENTLY SUPPORTED FROM THE BUILDING STRUCTURE.
- PROVIDE TRAPEZE OR OTHER SUPPLEMENTARY SUPPORT MEMBERS AT OBSTRUCTIONS TO MAIN HANGER SPACING. SEE DETAIL 16A8.1
- PRIOR TO COMMENCING CEILING WORK THE CEILING CONTRACTOR AND OTHER CONTRACTORS WHOSE WORK IS RELATED TO THE CEILING INSTALLATION SHALL DESIGNATE AREAS OF POTENTIAL INTERFERENCE BETWEEN REQUIRED CEILING SUSPENSION COMPONENTS AND COMPONENTS OF OTHER TRADES.
- UNLESS JUSTIFIED BY ENGINEERING CALCULATION, THE SUSPENDED CEILING SYSTEM SHALL BE ATTACHED TO 2X6 MINIMUM ROOF RAFTERS HAVING A MAXIMUM SPAN OF 8 FEET.
- WHEN AN EXISTING CEILING IS ALTERED AND THE EXISTING CEILING IS NOT SEISMICALLY BRACED, THE AREA OF ALTERATION MUST BE BROUGHT UP TO CURRENT BRACING STANDARDS. A CEILING IS ALTERED WHEN THE GRID OF FRAMING IS ALTERED.

THICKNESS TABLE			INTERIOR ALLOWABLE CEILING OR SOFFIT SPANS				
DESIGNATION	THICKNESS	REFERENCE GAUGE NO.	STUD MEMBER	STUD WIDTH	SPACING	4 PSF (1 LAYER GWB) L/240	4 PSF (1 LAYER GWB W/ MIDSPAN SUPPORT) L/240
18	0.0188	25					
27	0.0283	22					
33	0.0346	20			12	9'-3"	12'-8"
43	0.0451	18	3625125-18	3-5/8"	16	8'-7"	11'-7"
54	0.0538	16			24	7'-7"	10'-0"
					12	10'-8"	15'-0"
			3625125-27	3-5/8"	16	9'-10"	13'-11"
					24	8'-10"	12'-4"
					12	11'-5"	16'-2"
			3625125-33	3-5/8"	16	10'-7"	14'-10"
					24	9'-5"	13'-3"
					12	12'-8"	17'-9"
			3625125-43	3-5/8"	16	11'-8"	16'-5"
					24	10'-5"	14'-8"
					12	12'-5"	17'-11"
			6005125-27	6"	16	11'-6"	16'-6"
					24	10'-4"	14'-9"
					12	13'-2"	18'-11"
			6005125-33	6"	16	12'-3"	17'-7"
					24	11'-0"	15'-10"
					12	14'-6"	20'-6"
			6005125-43	6"	16	13'-4"	19'-0"
					24	11'-11"	17'-0"

SCALE: 3/8"=1'-0"

COMPRESSION STRUT 4

JTG ARCHITECTURE
JOHN GUTKNECHT
PHONE: 612.481.2293
EMAIL: JOHN@JTGARCHITECTURE.COM

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EXTERIOR IMPROVEMENT
600 SERRAMONTE BLVD
COLMA, CA 94014

PUBLISHED SETS

REV.	DATE	DESCRIPTION
△	02.14.22	RESUBMITTAL 1
	03.02.22	RESUBMITTAL 2
	03.15.22	RESUBMITTAL 3
	03.21.22	RESUBMITTAL 4
	08.09.22	PLANNING SUBMITTAL
	09.02.22	PLANNING RE-SUBMITTAL
	09.12.22	BUILDING SUBMITTAL
	03.09.23	PLANNING SUBMITTAL
	04.21.23	BUILDING SUBMITTAL
	06.16.23	PLANNING RESUBMITTAL

PL2023-005 & B2023-0043

APPROVAL STAMP

CEILING DETAILS

DATE: 06.1.21
SCALE: SEE DETAIL
DRAWN BY: JTG
PROJECT NUMBER: 21001-1

A8.1

ENGINEER'S STATEMENT

The existing fixed works and Topographic Survey shown hereon, as defined in Section 6731.1 of the Business and Professions Code (Professional Engineers Act), was provided by, or under the direct supervision of George K. Marinakis

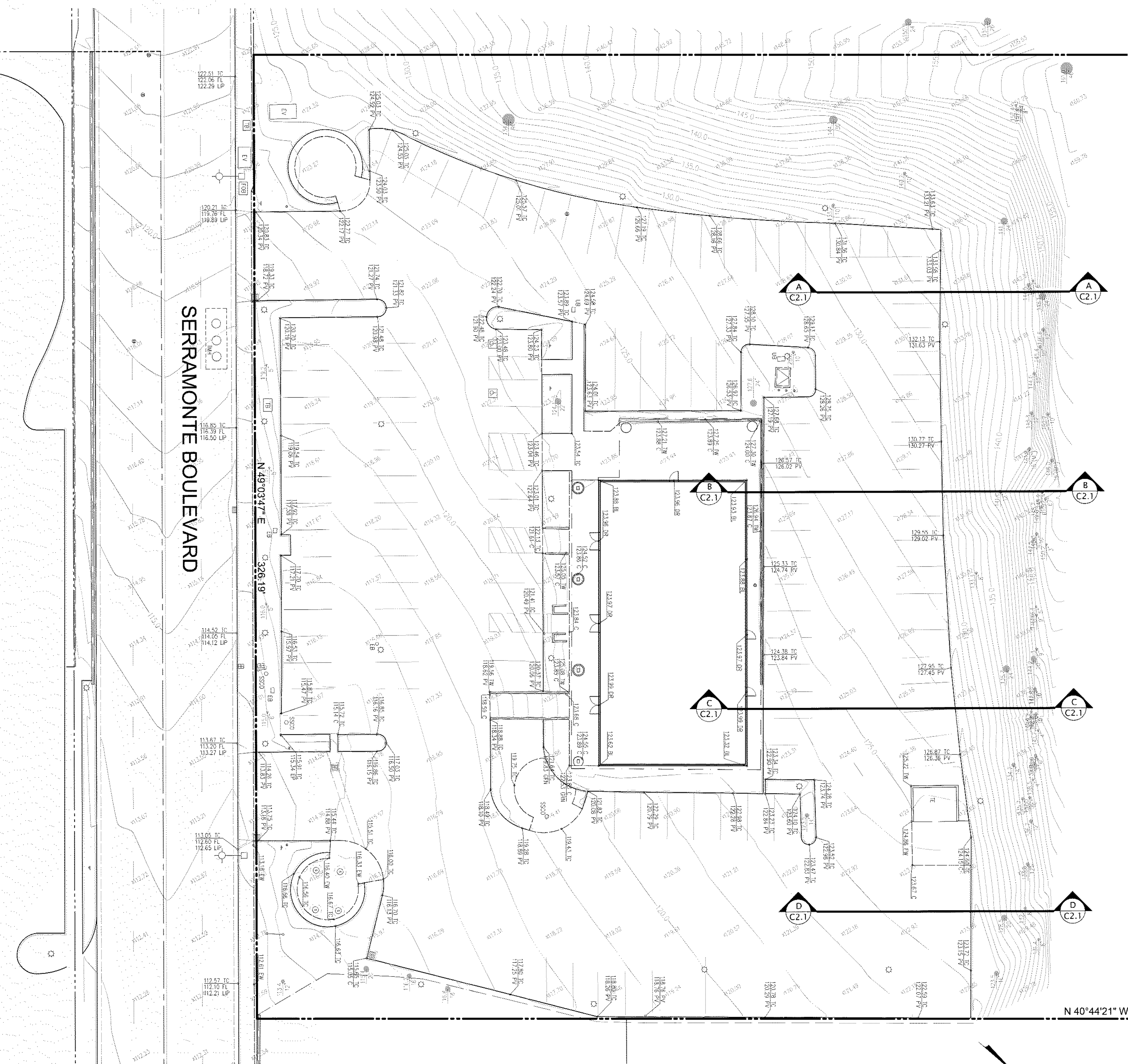
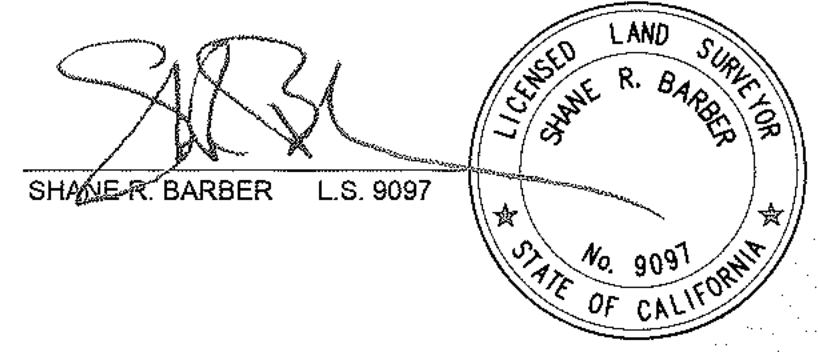
3/5/2022
DATE



SURVEYOR'S STATEMENT

The existing boundary lines, easements and encumbrances shown hereon, as defined in Section 8726 of the Business and Professions Code (Professional Land Surveyor's Act), was provided by, or under the direct supervision of Shane R. Barber

3/5/2022
DATE



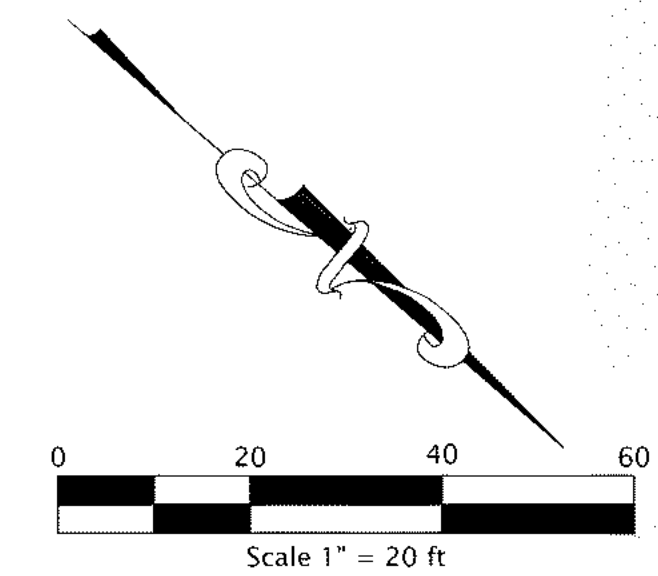
N 40°44'21" W 907.63'

LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- CENTERLINE
- MONUMENT LINE
- BUILDING LINE W/ DOOR
- BUILDING OVERHANG
- FOUND MONUMENT AS NOTED
- FOUND IRON PIPE OR AS NOTED
- BOLLARD LIGHT
- LIGHT
- STREET LIGHT
- TRAFFIC SIGNAL POLE
- TRANSFORMER
- FIRE HYDRANT
- STORM DRAIN MANHOLE
- SANITARY SEWER MANHOLE
- CLEAN OUT
- GAS METER
- UTILITY POLE W/ GUY WIRE
- VALVE
- CATCH BASIN / DROP INLET
- WATER METER
- FIRE DEPARTMENT CONNECTION
- BACK FLOW PREVENTER
- POST INDICATOR VALVE
- UTILITY BOX (SIZE VARIES)
- MONITORING WELL
- SIGN
- FLAG POLE
- RECORD INFORMATION W/ REFERENCE
- TREE W/ SIZE AND ELEVATION
- SPOT ELEVATION
- CONTOUR
- INDEX CONTOUR
- CURB
- CURB & GUTTER
- CONCRETE
- FENCE
- RETAINING WALL
- EDGE OF PAVEMENT
- SANITARY SEWER
- STORM DRAIN
- WATER
- FIRE SERVICE
- RECLAIMED WATER
- GAS
- UNDERGROUND ELECTRIC
- TELEPHONE
- OVERHEAD
- JOINT TRENCH
- LIGHTING CONDUIT
- FIBER OPTIC CABLE
- CABLE TV
- NITROGEN PIPE LINE

ABBREVIATIONS

- BL BUILDING
- DR DOOR
- EL ELECTROLUER
- EP EDGE OF PAVEMENT
- EW EDGE OF WALK
- FL FLOW LINE
- FW FACE OF WALL
- GRN GROUND
- LIP LIP OF GUTTER
- PM UNKNOWN_ABBR
- PV PAVEMENT
- TC TOP OF CURB
- TW TOP OF WALL



PARCEL 1
50 PM 50

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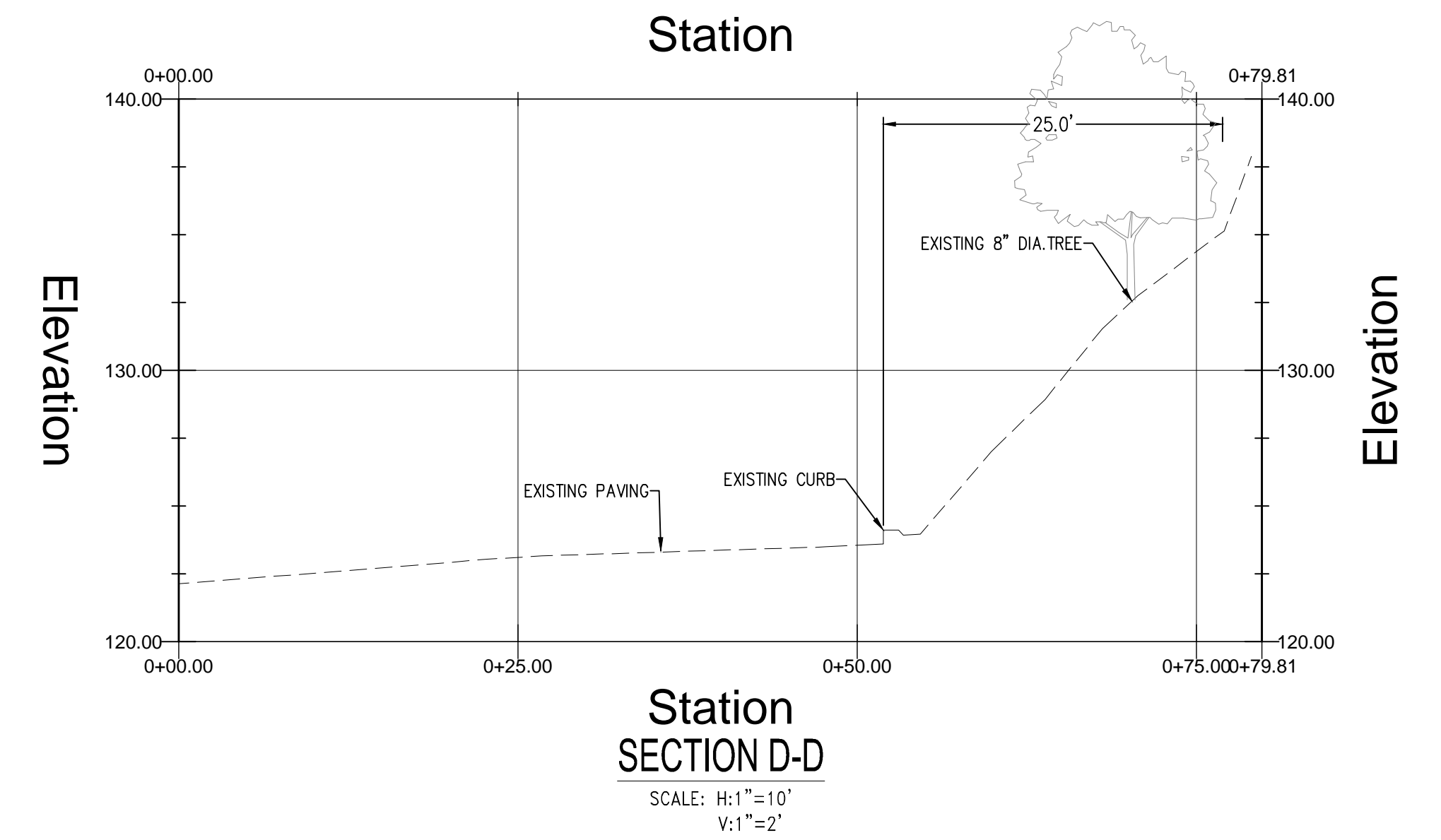
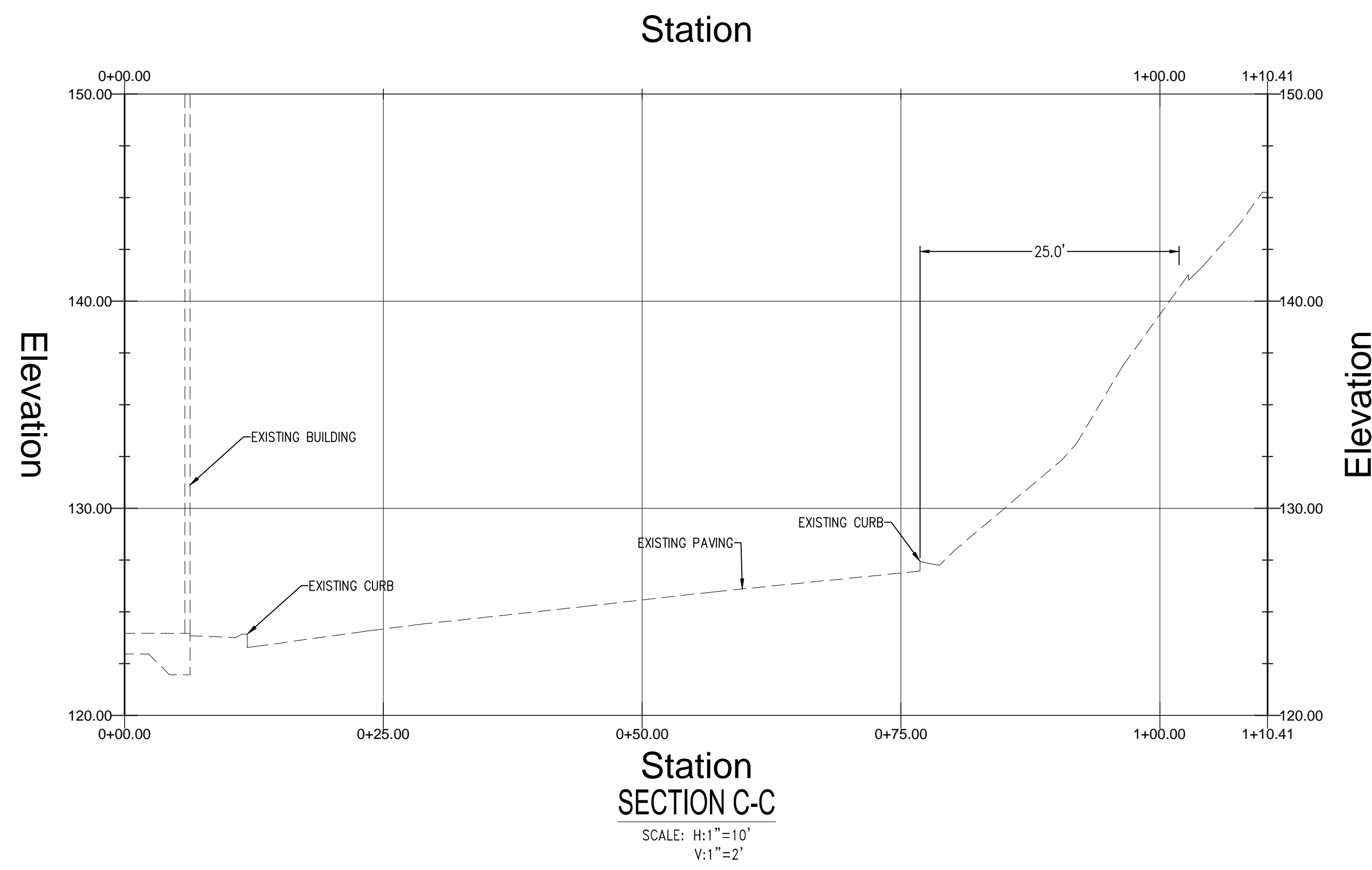
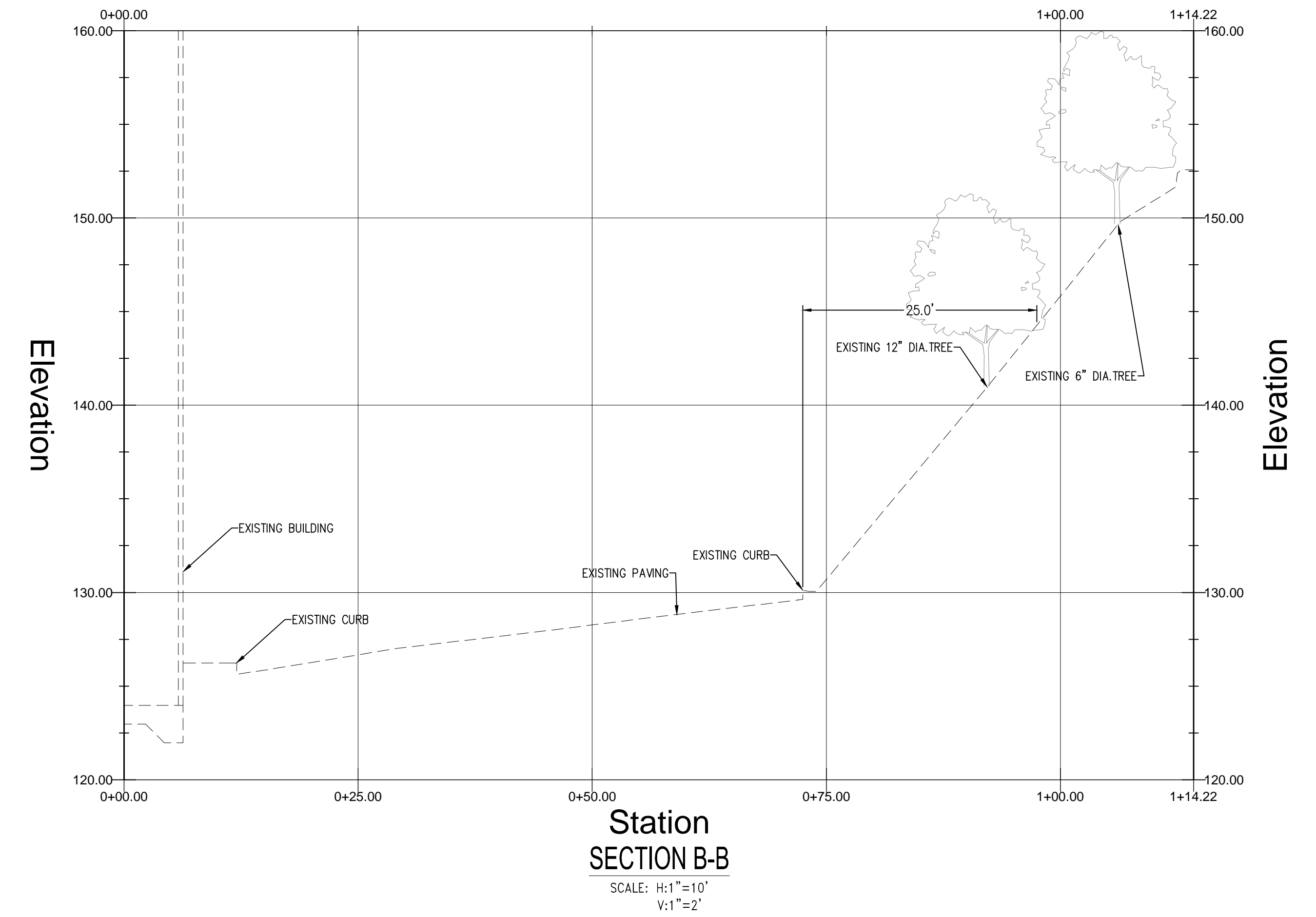
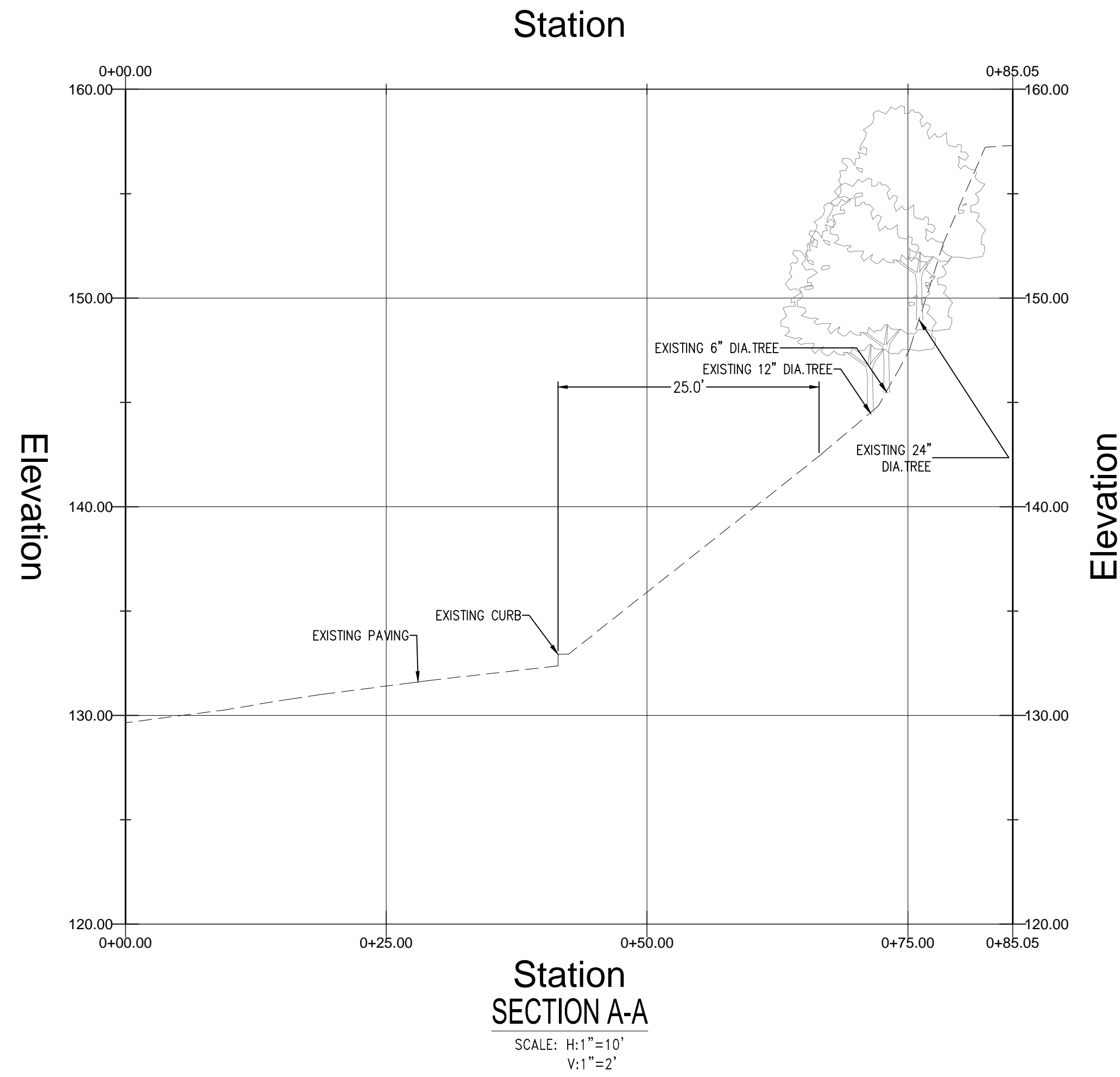
TOPOGRAPHIC SURVEY

DATE	REMARKS
3/5/2022	

PA / PM:	GM
DRAWN BY:	SB
JOB NO.:	A220116

SHEET
C2.0

T:\WORK RESOURCES\DOCS\ADMIN\A220116 - Kia Serramonte\A\C-TOP0 (2).dwg
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CROSS SECTIONS	
DATE	REMARKS
3/5/2022	

PA / PM:	GM
DRAWN BY:	SB
JOB NO.:	A220116

SHEET
C-0.1

D:\GKM_RESOURCES\DOCS\ADMIN DOCS\PERSONAL FILES\Home\A220116 - Kia Serramonte\IN\CA-TOPO (24).dwg

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EARTHWORK TABLE	CUT (CY)	FILL (CY)
BUILDING	640	135
SITE	710	450
TOTAL	1350	585
EXPORT	765	

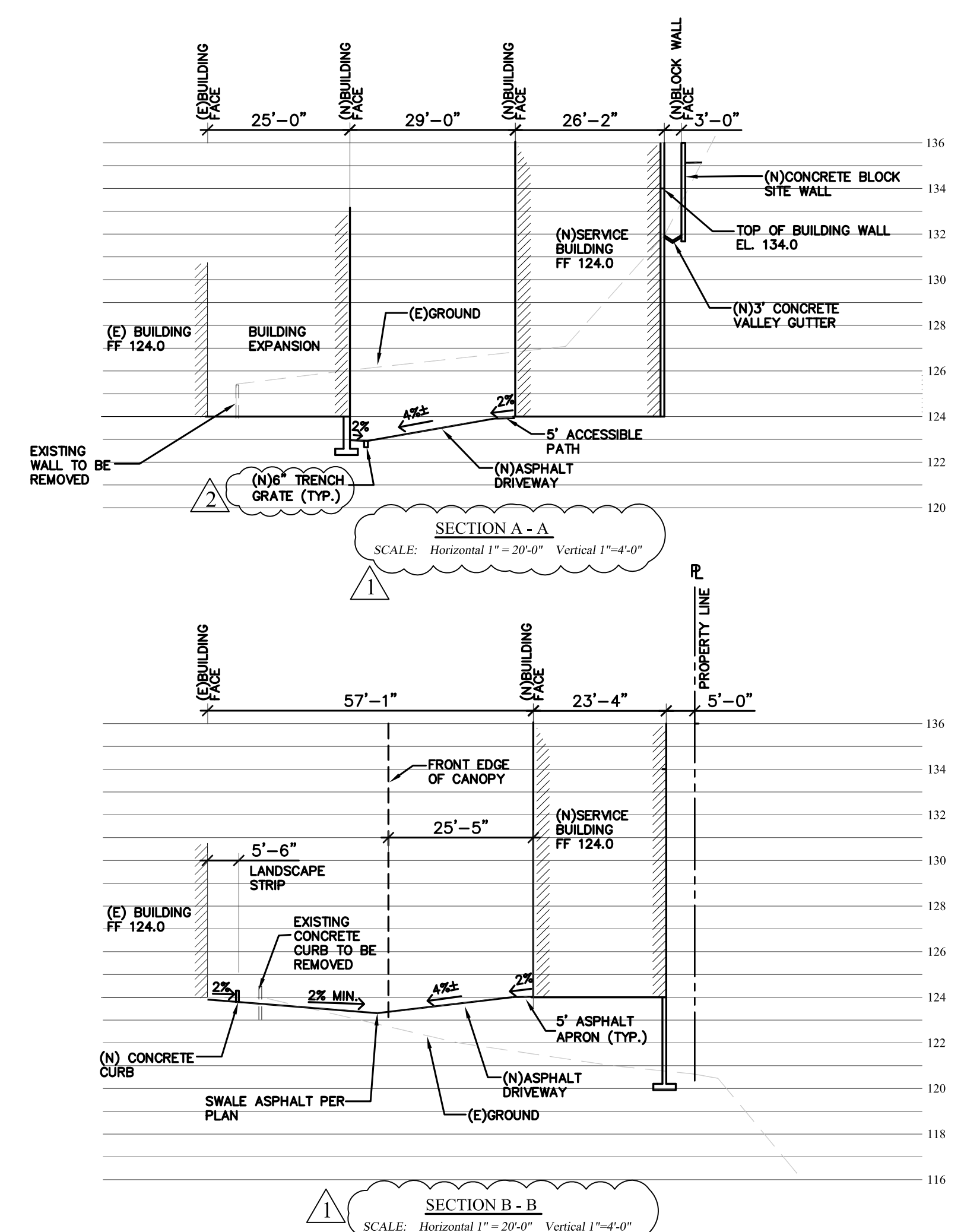
EXCESS MATERIAL SHALL BE REMOVED FROM SITE AND DISPOSED OF IN A LEGAL MANNER. EARTHWORK QUANTITIES HAVE BEEN PROVIDED FOR PLANNING PURPOSES ONLY. CONTRACTOR SHALL ESTIMATE HIS/HER OWN QUANTITIES TO COMPLETE JOB PER CONTRACT WITH OWNER.

SEE SHEET A.1.1 FOR FULL LIMITS OF PROPERTY

NEW OR REPLACED PAVEMENT LEGEND

- NEW CONCRETE PAVEMENT
- NEW ASPHALT PAVEMENT
- NEW PERMEABLE ASPHALT

PARCEL 1
65 PM 86-87

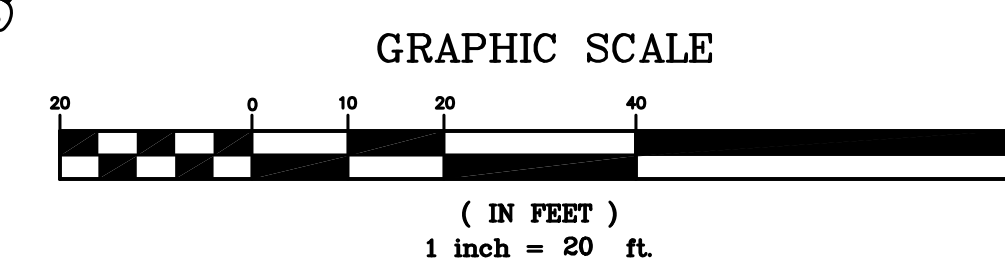


GENERAL NOTES:

- CONTRACTOR TO VERIFY ALL CONTROLLING DIMENSIONS & SETBACKS WITH ARCHITECTURAL PLANS.
- TOPOGRAPHIC INFORMATION PROVIDED BY GKM ENGINEERS, DATED MARCH 5, 2022. SURVEYOR OF RECORD SHALL SET MONUMENTS; IF THEY DO NOT EXIST, AT ALL PROPERTY CORNERS AND PROVIDE STAKING OF CORNERS FOR CONSTRUCTION VERIFICATION.
- SLOPE PORCHES, LANDINGS AND TERRACES 2% AWAY FROM THE BUILDING.
- PROVIDE POSITIVE SURFACE DRAINAGE AWAY FROM THE HOUSE PERIMETER BY SLOPING THE FINISHED GROUND SURFACE AT LEAST 5% AWAY FROM RESIDENCE.
- CONTRACTOR TO CONTACT SOILS ENGINEER TO COORDINATE INSPECTIONS AT LEAST ONE WEEK PRIOR TO PENDING INSPECTIONS.
- ALL EARTHWORK, SUBSLAB PREPARATION, FOUNDATION AND SLAB CONSTRUCTION, BACKFILLING, SITE DRAINAGE, AND GEOTECHNICAL OBSERVATION AND TESTING SHALL BE IN ACCORDANCE WITH GEOTECHNICAL REPORT RECOMMENDATIONS.
- THE OWNER RECOGNIZES THAT THE DRAINAGE FACILITIES AND DEPRESSED LANDSCAPE AREAS WILL NEED TO BE PERIODICALLY CLEANED OF DEBRIS DURING THE FUNCTIONAL LIFE OF THE SYSTEM.
- CONTRACTOR SHALL VISIT THE SITE AND FAMILIARIZE THEMSELVES WITH ALL EXISTING CONDITIONS. THEY SHALL BRING ANY DISCREPANCIES TO THE ATTENTION OF THE ENGINEER PRIOR TO PROCEEDING. VERIFY THE LOCATIONS OF ALL UNDERGROUND UTILITIES BEFORE STARTING CONSTRUCTION.
- ANY SITE WORK THAT DEVIATES FROM WHAT IS SHOWN ON THE PLANS SHALL HAVE THE ENGINEER'S APPROVAL PRIOR TO PROCEEDING WITH THE DEVIATING WORK ITEM.
- CONTRACTOR SHALL CALL "UNDERGROUND SERVICE ALERT" (800) 642-2444, 48 HOURS PRIOR TO EXCAVATION.
- FOR ADDITIONAL SITE LAYOUT INFORMATION SEE ARCHITECTURAL PLANS.
- PRIOR TO CONSTRUCTING ANY IMPROVEMENT WITHIN THE PUBLIC RIGHT OF WAY, CONTRACTOR SHALL OBTAIN AN ENCROACHMENT PERMIT FROM THE CITY'S ENGINEERING DIVISION PRIOR TO STARTING ANY WORK. APPLICANT SHALL OBTAIN PERMITS FROM UTILITY COMPANIES PRIOR TO APPLYING TO CITY FOR ENCROACHMENT PERMIT.
- CONTRACTOR SHALL ADHERE TO "BEST MANAGEMENT PRACTICES" (BMP's) GUIDELINES DURING CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR STORING, USING, AND DISPOSING OF ALL HAZARDOUS MATERIALS, IN ACCORDANCE WITH ALL STATE AND LOCAL LAWS.
- CONTRACTOR SHALL REVIEW AND UNDERSTAND GRADING AND DRAINAGE GUIDELINES SET FORTH IN THE GEOTECHNICAL REPORT PRIOR TO STARTING ANY SITE WORK.
- CONTRACTOR SHALL ADHERE TO CAL OSHA STANDARD WHEN GRADING AND EXCAVATING.
- CONTRACTOR AND OWNER SHALL OBTAIN ALL NECESSARY CITY STANDARD DETAILS, FROM THE COUNTY, TO PERFORM ALL TRENCHING AND SITE WORK IN THE PUBLIC RIGHT-OF-WAY.
- APPLICANT/CONTRACTOR SHALL REMOVE AND REPLACE ALL CRACKED, DAMAGED, UPLIFTED OR DEPRESSED FRONTAGE IMPROVEMENTS, EXISTING OR DAMAGED BY CONSTRUCTION ACTIVITIES, PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE ON SERRAMONTE BLVD.
- STORM WATER RUNOFF GENERATED BY THE NEW DEVELOPMENT SHALL NOT DRAIN ONTO ADJACENT PROPERTIES. THE EXISTING STORM DRAINAGE FROM THE ADJACENT PROPERTIES SHALL NOT BE BLOCKED BY THE NEW DEVELOPMENT.
- SIDEWALK ENCRICHMENT ARE TO BE PERFORMED IN CONJUNCTION WITH THE CITY'S SIDEWALK IMPROVEMENT PROJECT ALONG THE SERRAMONTE BOULEVARD CORRIDOR.

SITE DRAINAGE MAINTENANCE REQUIREMENTS

- FALL AND SPRING, CLEAN ALL DRAINAGE INLETS AND CONCRETE VALLEY GUTTERS. REMOVE ALL DEBRIS AND TRIM ALL VEGETATION WITHIN THE BIO TREATMENT AREA. ALL DEBRIS SHALL BE DISPOSED OF OFF SITE OR IN TRASH BIN.
- SPRING, (ONCE A YEAR) REMOVE ALL SEDIMENT BUILD UP IN THE BOTTOM OF DETENTION TANK, LOCATED AT THE FRONT EAST CORNER. SEDIMENT TO BE DISPOSED OF OFF SITE OR IN TRASH BIN.
- FALL, INSPECT AND CLEAN ALL BUILDING RAIN WATER LEADERS



GRADING AND DRAINAGE PLAN

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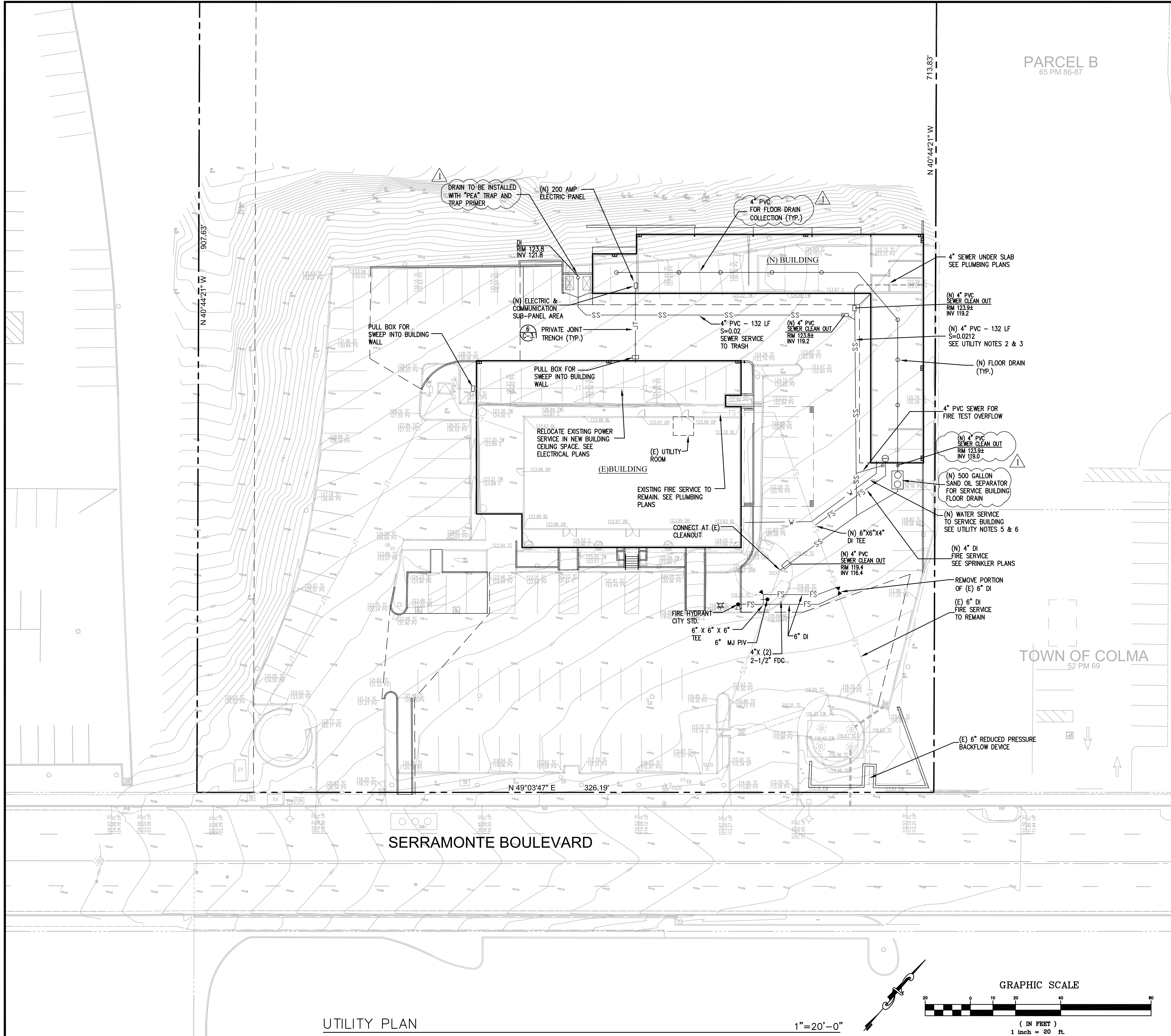
Professional Engineer
No. 32075
CIVIL
STATE OF CALIFORNIA

KIA SERRAMONTE
600 SERRAMONTE BLVD.
SAN MATEO COUNTY
California
Colma

CONTENTS:
GRADING & DRAINAGE PLAN

DATE 03/10/23
SCALE AS NOTED
REVISIONS:
REV. 06/16/23
REV. 08/02/23

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JOB No. 2022807
SHEET No.
C-1.0
OF 10 SHEETS



- UTILITY NOTES:**
1. CONTRACTOR TO ASSIST OWNER IN COORDINATION WITH PG&E FOR THE INSTALLATION/RELOCATION OF PHONE, TV AND ELECTRIC SERVICES. SIZE OF NEW SERVICE TO BE DETERMINED BY PG&E AND RESPECTIVE AGENCIES. THE EXISTING GAS SERVICE IS TO BE ABANDON PER REQUIREMENTS OF PG&E.
 2. EXISTING SEWER LATERAL TO REMAIN AND BE VIDEO INSPECTED. IF VIDEO INSPECTION PROVES THAT LATERAL IS NOT IN GOOD WORKING ORDER, THE EXISTING SERVICE IS TO BE REPLACED OR REPAIRED PER CITY STANDARDS. CONTRACTOR SHALL ASSIST IN PERMITTING WITH THE CITY SEWER DEPARTMENT FOR A NEW LATERAL AND CLEANOUT PER COUNTRY REQUIREMENTS
 3. ALL SEWER WORK TO BE IN CONFORMANCE WITH CITY STANDARDS.
 4. ALL STORM DRAIN PIPE SHALL BE PVC SDR 35, SLOPED AT 1% UNLESS OTHERWISE SPECIFIED ON THE PLANS. PIPE SHALL BE SIZED AS SPECIFIED ON THE PLANS. ALL DIRECTION CHANGES SHALL BE MADE WITH A WYE CONNECTION, ELBOWS AND TEE'S SHOULD BE AVOIDED.
 5. ALL DOWN SPOUTS SHALL BE CONNECTED TO THE STORM DRAIN SYSTEM, UNLESS SHOWN OTHERWISE ON PLAN, WITH 4 M PVC SDR 35 PIPE OR EQUIVALENT. SEE ARCHITECTURAL PLANS FOR EXACT LOCATION OF THE DOWN SPOUTS.
 6. CONTRACTOR SHALL INSTALL COPPER WATER MAIN FROM EXISTING MAIN BUILDING SERVICE TO NEW BUILDING PER TOWN STANDARDS AND AS REQUIRED TO SERVE NEW IMPROVEMENTS. CONTRACTOR AND OWNER SHALL COORDINATE WITH WATER SERVICE PROVIDER, FOR NEW METER (SEE NOTE 8).
 7. ALL SUB-DRAINAGE TO BE INSTALL PER THE GEOTECHNICAL ENGINEERS RECOMMENDATIONS. GEOTECHNICAL ENGINEER SHALL REVIEW ALL INSTALLATION OF SUB-DRAINAGE SYSTEM(S)
 8. CONTRACTOR TO ASSIST OWNER IN THE PERMITTING OF A NEW WATER METER FROM THE SITE WATER PROVIDER. WATER LATERAL AND METER SHALL BE DESIGNED TO MEET ALL DOMESTIC AND FIRE SAFETY NEEDS.
 9. NO CONNECTIONS ARE ALLOWED, BETWEEN THE STORM WATER COLLECTION AND TREATMENT SYSTEMS AND THE SANITARY SEWER SYSTEM.
 10. ALL DRAINAGE SYSTEM PIPES MUST BE INSPECTED BEFORE COVERING. INSPECTION CAN BE DONE IN STAGES AS BACKFILLING PROCEEDS, TO ALLOW FOR SUPPORT OF PIPES THAT ENTER THE SIDES OF STRUCTURES.

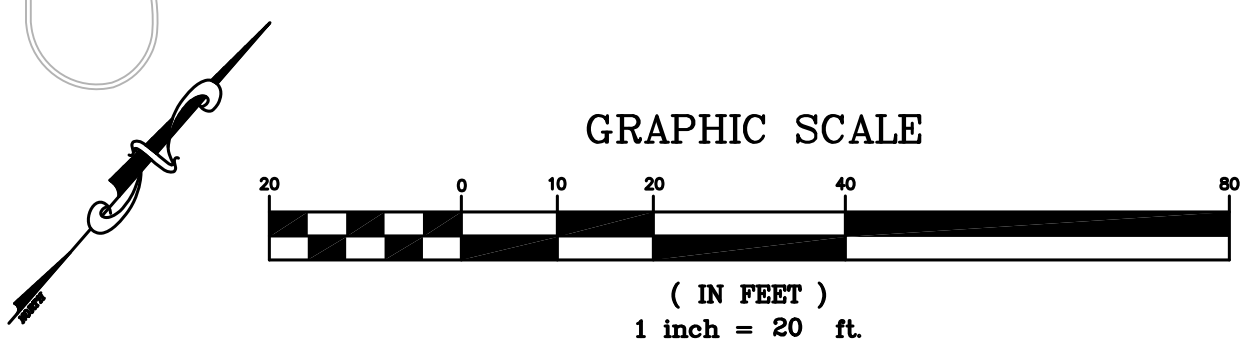
- FIRE SERVICE NOTES:**
1. SPINKLER PLANS ARE A "DEFERRED SUBMITTAL" AT TIME OF BUILDING PERMIT, THUS INFORMATION SHOWN IS CONCEPTUAL. SEE APPROVED SPRINKLER PLANS PRIOR TO INSTALLATION OF WATER SERVICE AND METER MODIFICATIONS.
 2. FIRE SERVICE SHLL HAVE A BACKFLOW PREVENTION DEVICE - USC APPROVED DOUBLE CHECK VALVE ASSEMBLY. GENERAL CONTRACTOR SHALL ENSURE THE DOUBLE CHECK VALVE ASSEMBLY FOR FIRE PROTECTION SHALL BE TESTED AND APPROVED BY A SAN MATEO COUNTY ENVIRONMENTAL HEALTH APPROVED CONTRACTOR PRIOR TO SCHEDULING WATER DEPARTMENT FINAL.
 3. FIRE FLOW SHALL MEET REQUIREMENTS OF THE CALIFORNIA FIRE CODE APPENDIX 111A. FIRE FLOW FOR RESIDENTIAL BUILDINGS LESS THAN 3600 SQ. FT. SHALL BE PROVIDED AT 1,000 PGM UNLESS PROTECTED BY AN AUTOMATIC RESIDENTIAL FIRE SPRINKLER SYSTEM, THEN IT MAY BE REDUCED TO 50%.
 4. MINIMUM 1" WATER METER IS REQUIRED.

PARCEL B
65 PM 86-87

TOWN OF COLMA
52 PM 69

UTILITY PLAN

1"=20'-0"



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SAN MATEO COUNTY

California

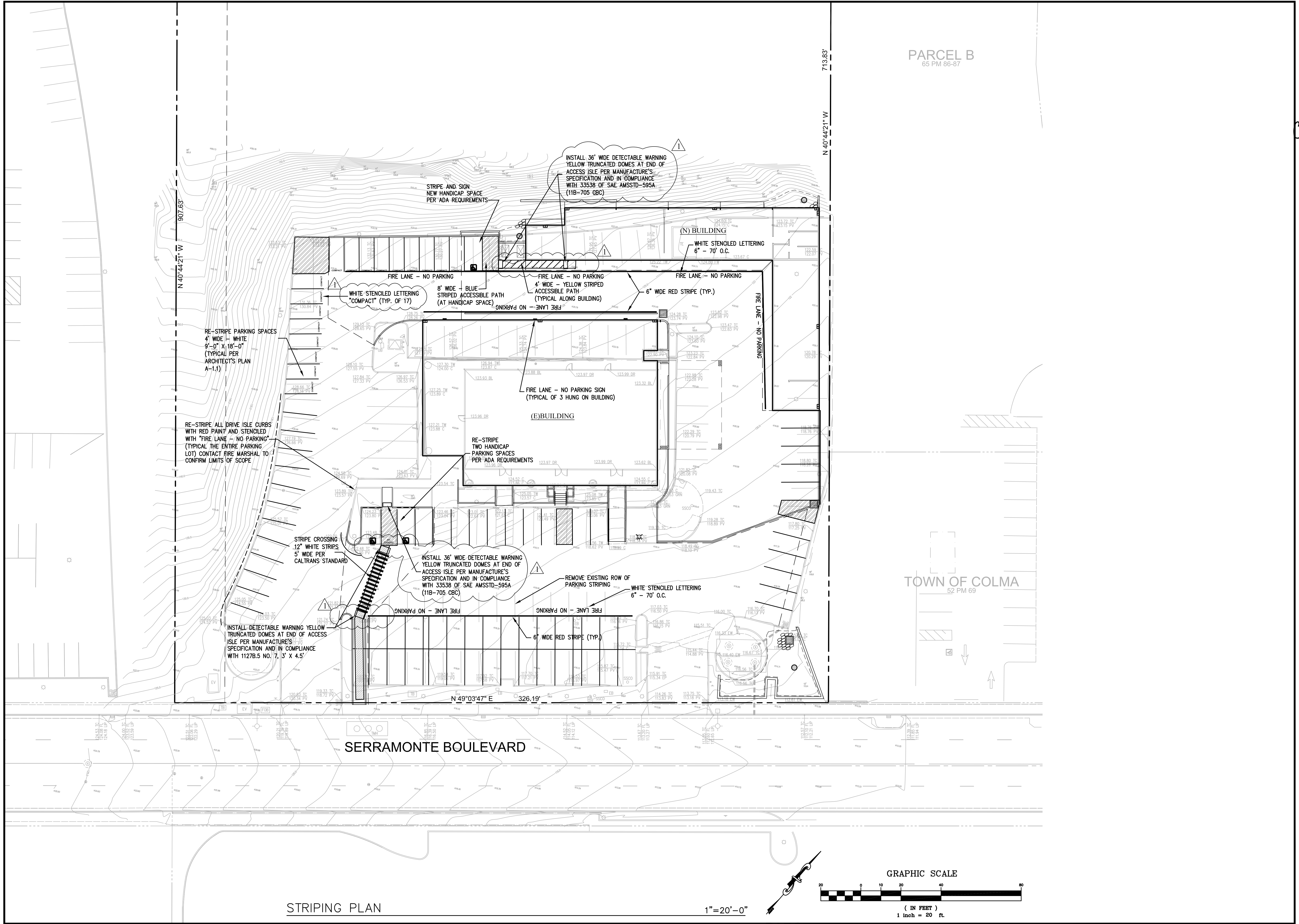
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CONTENTS:
UTILITY PLAN

DATE 03/10/23
SCALE AS NOTED
REVISIONS:
REV. 06/16/23
REV. 08/02/23

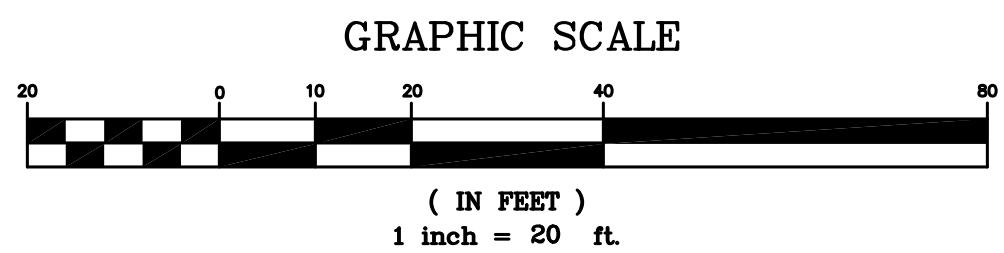
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SHEET No.
C-1.1
OF 10 SHEETS



STRIPING PLAN

1"=20'-0"

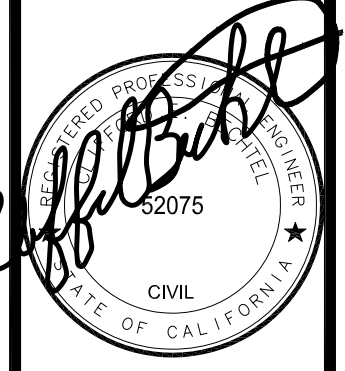


PARCEL B
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TOWN OF COLMA
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SERRAMONTE BOULEVARD

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CONTENTS:
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DATE 03/10/23

SCALE AS NOTED

REVISIONS:
REV. 06/16/23
REV. 08/02/23

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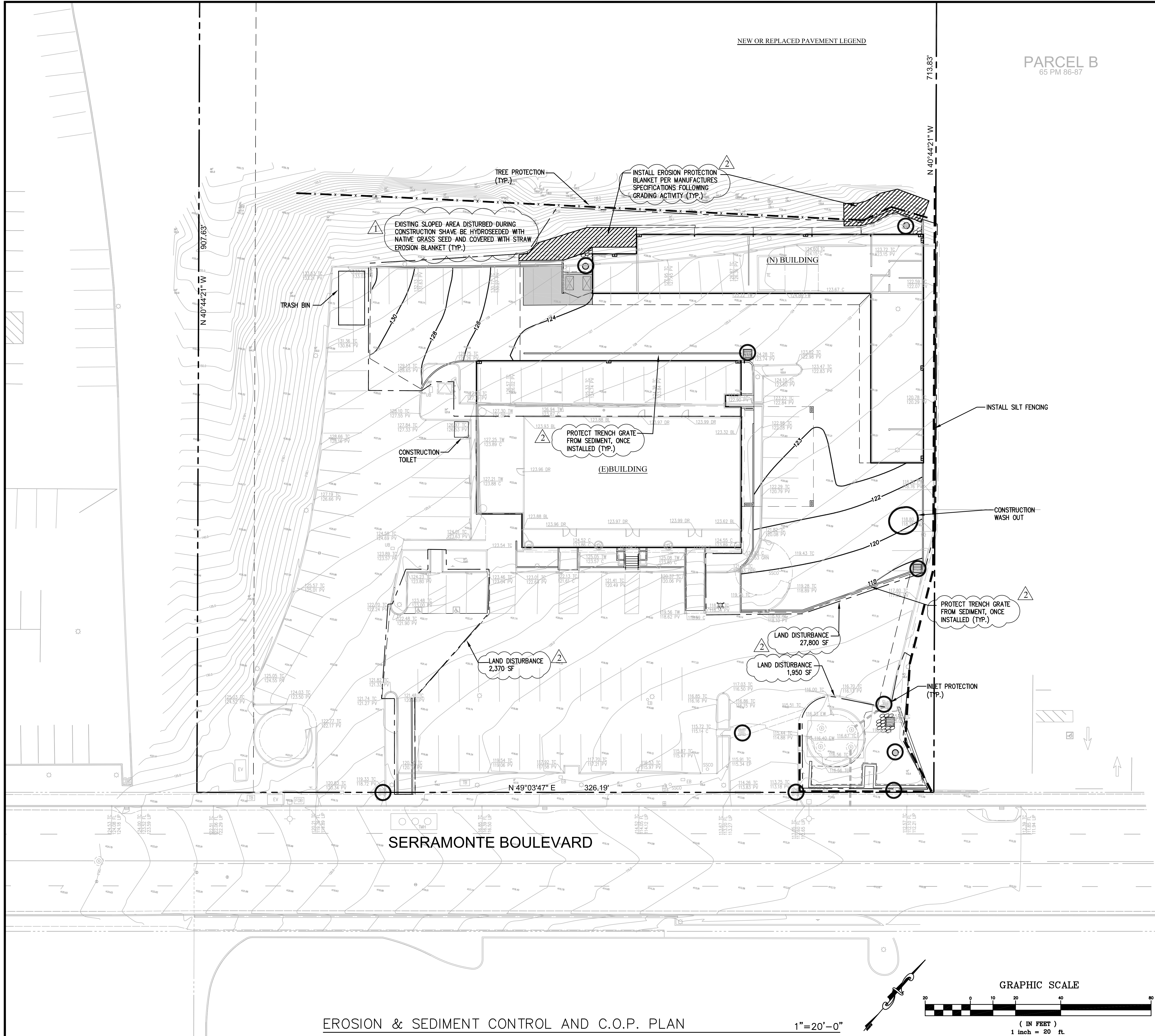
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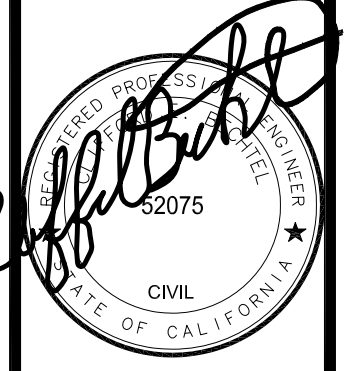
OF 10 SHEETS



- EROSION AND SEDIMENT CONTROL NOTES:**
1. STORM DRAIN POLLUTION PREVENTION: PROTECT DOWN SLOPE DRAINAGE COURSES, STREAMS AND STORM DRAINS WITH ROCK BAGS, HAY BALES, TEMPORARY DRAINAGE SWALES, FIBER ROLLS, SILT FENCES, BERMS OR STORM DRAIN INLET FILTERS.
 2. A STABILIZED CONSTRUCTION ENTRANCE SHALL BE INSTALLED PRIOR TO THE INCEPTION OF ANY WORK ON-SITE, AND SHALL REMAIN IN PLACE UNTIL THE COMPLETION OF ALL LANDSCAPING.
 3. SILT FENCE OR FIBER ROLL(S) SHALL BE INSTALLED PRIOR TO THE INCEPTION OF ANY WORK ON-SITE, AND SHALL REMAIN IN PLACE UNTIL THE LANDSCAPING GROUND COVER IS INSTALLED.
 4. DRY SWEEPING METHODS SHALL BE USED TO REMOVE ANY DEBRIS AND/ OR SOIL TRACKED ON TO SERRAMONTE BOULEVARD. DRY SWEEPING SHALL BE DONE AT THE END OF EACH WORK DAY.
 5. THE CONTRACTOR SHALL FOLLOW AND USE BEST MANAGEMENT PRACTICES (BMP) FOR DISCHARGE INTO THE CITY'S STORM WATER SYSTEM DURING SITE STRIPPING, HAULING, EARTH MOVING ACTIVITIES, HEAVY EQUIPMENT OPERATIONS, GENERAL CONSTRUCTION AND SITE SUPERVISION, PAINTING, APPLICATIONS AND USE OF SOLVENTS AND ADHESIVES, LANDSCAPING AND GARDENING.
 6. STOCKPILED MATERIAL SHALL BE COVERED WITH VISQUEEN OR A TARPAULIN UNTIL THE MATERIAL IS REMOVED FROM THE SITE. ANY REMAINING BARE SOIL THAT EXISTS AFTER THE STOCKPILE HAS BEEN REMOVED SHALL BE COVERED UNTIL A NATURAL GROUND COVER IS ESTABLISHED OR IT MAY BE SEED OR PLANTED TO PROVIDE GROUND COVER PRIOR TO THE FALL RAINY SEASON.
 7. ONCE THE PROPOSED ON-SITE DRAINAGE INLETS HAVE BEEN INSTALLED, THE CONTRACTOR SHALL PROTECT ANY BARE SOIL FROM ENTERING THE INLETS BY INSTALLING FILTER FABRIC UNDER THE INLET GRATES. THE FILTER FABRIC SHALL REMAIN UNTIL NATURAL GROUND COVER IS ESTABLISHED.
 8. CONTRACTOR SHALL CONTROL DUST AS OFTEN AS REQUIRED BY THE CITY'S ENGINEER.
 9. IF EROSION DEVELOPS IN A TEMPORARY EROSION PROTECTED AREA OR ANY ESTABLISHED VEGETATED AREA, THE CONTRACTOR SHALL IMMEDIATELY ALLEVIATE AND REMEDY THE PROBLEM AND TAKE PREVENTATIVE MEASURES TO MINIMIZE THE POSSIBILITY OF ITS REOCCURRENCE AND ALSO TO PREVENT THE RESULTING FLOW OF SOILS OR WATER WITH SUSPENDED SOILS FROM GETTING INTO THE CITY'S DRAINAGE SYSTEM OR ANY NATURAL DRAINAGE CHANNEL OR DITCH.
 10. CONTRACTOR SHALL PROTECT ALL DISTURBED SLOPES AS FOLLOW:
FLAT TO 3:1 STRAW OR REDWOOD MULCH
3:1 AND GREATER WITH EROSION CONTROL BLANKET
(NOT JUTE NETTING)
ALL PROTECTION SHALL REMAIN IN PLACE UNTIL LANDSCAPE MATERIAL HAS BEEN ESTABLISHED.
 11. THE CONTRACTOR SHALL ASSUME THE CONCEPTS ON THE EROSION CONTROL PLAN ARE SCHEMATIC MINIMUM REQUIREMENTS, THE FULL EXTENT OF WHICH ARE TO BE DETERMINED BY THE CONTRACTOR.
 12. SITE CONDITIONS AT THE TIME OF PLACEMENT OF EROSION CONTROL MEASURE WILL VARY. THE CONTRACTOR SHALL ADJUST EROSION CONTROL MEASURES AS THE SITE CONDITIONS CHANGE AND AS THE NEED SHIFTS TO PREVENT EROSION AND SEDIMENTATION FROM LEAVING THE SITE.
 13. THE CONTRACTOR SHALL ADHERE TO NPDES (NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM) BEST MANAGEMENT PRACTICES (BMP) FOR SEDIMENTATION PREVENTION AND EROSION CONTROL TO PREVENT DELETERIOUS MATERIALS OR POLLUTANTS FROM ENTERING THE TOWN OR COUNTY STORM DRAIN SYSTEMS.
 14. THE CONTRACTOR MUST INSTALL ALL EROSION AND SEDIMENT CONTROL MEASURES PRIOR TO THE INCEPTION OF ANY WORK ON-SITE AND MAINTAIN THE MEASURES UNTIL THE COMPLETION OF ALL LANDSCAPING.
 15. THE CONTRACTOR SHALL MAINTAIN ADJACENT STREETS IN A NEAT, CLEAN DUST FREE AND SANITARY CONDITION AT ALL TIMES AND TO THE SATISFACTION OF THE CITY INSPECTOR. THE ADJACENT STREET SHALL BE KEPT CLEAN OF DEBRIS, WITH DUST AND OTHER NUISANCE BEING CONTROLLED AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY CLEAN UP ON ADJACENT STREETS AFFECTED BY THEIR CONSTRUCTION, METHOD OF STREET CLEANING SHALL BE BY SWEEPING OF ALL PAVED AREAS. NO STOCKPILING OF BUILDING MATERIALS WITHIN THE CITY'S RIGHT-OF-WAY.
 16. SEDIMENTS AND OTHER MATERIALS SHALL NOT BE TRACKED FROM THE SITE BY VEHICLE TRAFFIC. THE CONTRACTOR SHALL INSTALL A STABILIZED CONSTRUCTION ENTRANCE PRIOR TO THE INCEPTION OF ANY WORK ON-SITE AND MAINTAIN IT FOR THE DURATION OF THE CONSTRUCTION PROCESS SO AS TO INHIBIT, SEDIMENTS FROM BEING DEPOSITED INTO THE PUBLIC RIGHT-OF-WAY UNTIL THE COMPLETION OF ALL LANDSCAPING.
 17. EXCESS OR WASTE CONCRETE MUST NOT BE WASHED INTO THE PUBLIC RIGHT-OF-WAY OR ANY OTHER DRAINAGE SYSTEM. PROVISIONS SHALL BE MADE TO RETAIN CONCRETE WASTES ON SITE UNTIL THEY CAN BE DISPOSED OF AS SOLID WASTE.
 18. TRASH AND CONSTRUCTION RELATED SOLID WASTES MUST BE DEPOSITED INTO A COVERED RECEPTACLE TO PREVENT CONTAMINATION AND DISPERSAL BY WIND.
 19. FUELS, OILS, SOLVENTS, AND OTHER TOXIC MATERIALS MUST BE STORED IN ACCORDANCE WITH THEIR LISTING AND ARE NOT TO CONTAMINATE THE SOIL AND SURFACE WATERS. ALL APPROVED STORAGE CONTAINERS ARE TO BE PROTECTED FROM THE WEATHER. SPILLS MUST NOT BE WASHED INTO THE DRAINAGE SYSTEM.

- STAGING NOTES:**
1. CONTRACTOR AND OWNERS SHALL INFORM ALL WORKS, SUBS, AND EMPLOYEES THAT ALL PARKING SHALL BE ON SITE. PARKING ON SERRAMONTE BOULEVARD IS FOR TEMPORARY PURPOSES ONLY.
 2. CONTRACTOR AND SUBS ARE RESPONSIBLE TO SECURE ALL BUILDING MATERIALS AND TOOLS IN THE STAGING AREA OR AS DESIGNATED BY CONTRACTOR.
 3. STAGING PLAN SHOWN IS CONCEPTUAL. CONTRACTOR SHALL REVIEW STAGING WITH CITY'S BUILDING INSPECTOR, IF PLANS CHANGE.
 4. ALL DEBRIS/GARBAGE CONTAINERS SHALL BE PLACED ON PROPERTY. IN A SITUATION WHERE THAT IS NOT POSSIBLE, AN ENCROACHMENT PERMIT IS REQUIRED FROM THE PUBLIC WORKS DEPARTMENT FOR PLACING DEBRIS/GARBAGE CONTAINERS IN THE PUBLIC RIGHT OF WAY. NO WET GARBAGE FLUID SHALL ENTER PUBLIC RIGHT OF WAY OR THE STORM DRAIN SYSTEM.

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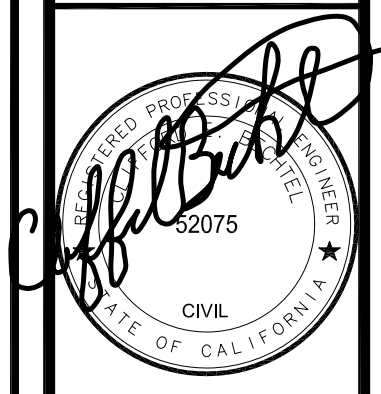
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 600 SERRAMONTE BLVD.
 SAN MATEO COUNTY

CONTENTS:
EROSION & SEDIMENT CONTROL AND C.O.P. PLAN

DATE 03/10/23
 SCALE AS NOTED
 REVISIONS:
 REV. 06/16/23
 REV. 08/02/23

DRAWN J.G.
 CHECKED C.B.
 JOB No. 2022807

SHEET No.
C-2
 OF 10 SHEETS

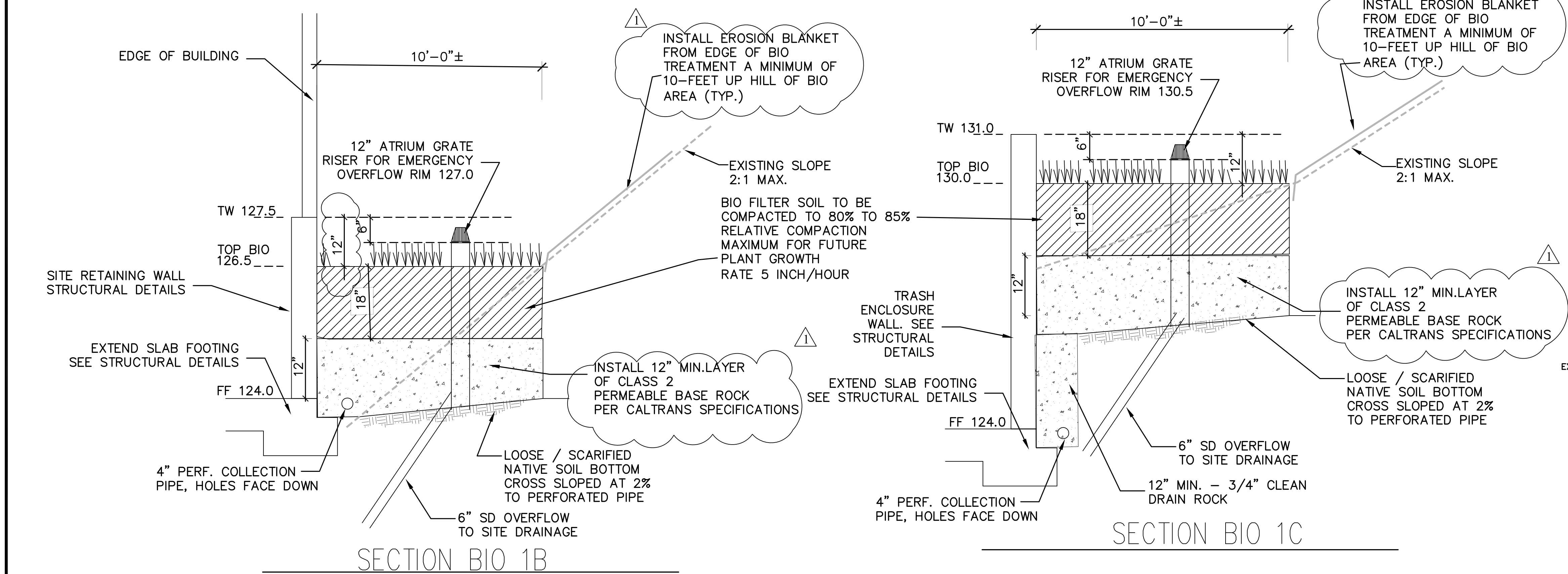
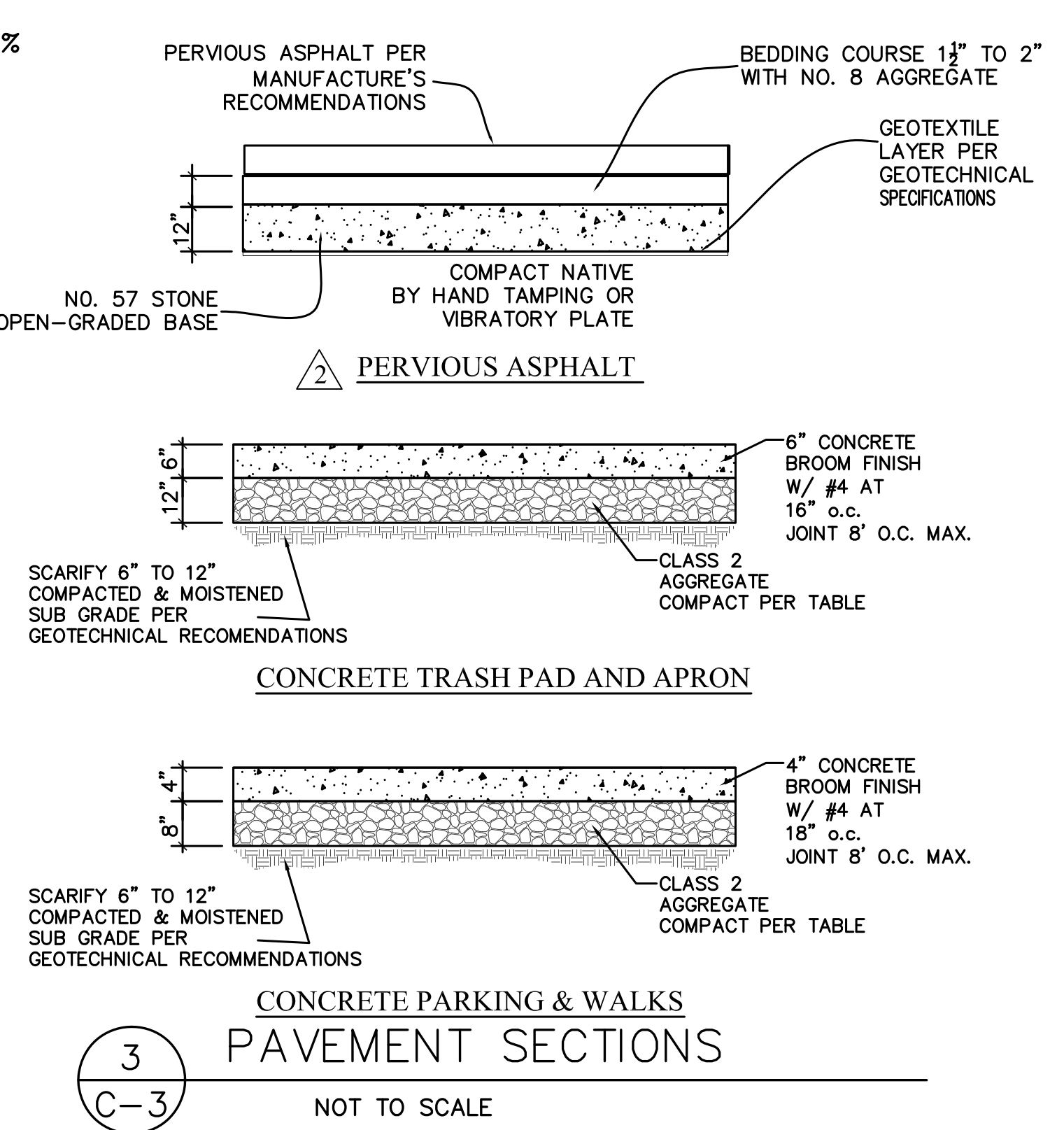
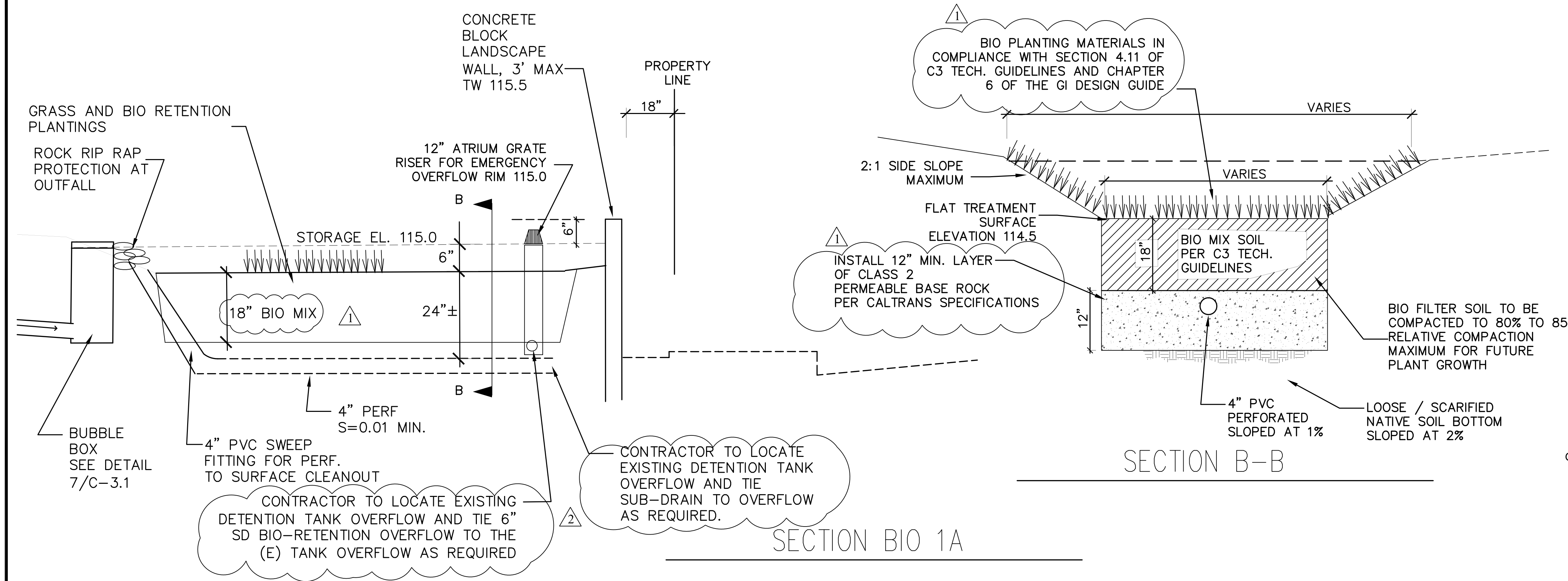


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 SAN MATEO COUNTY
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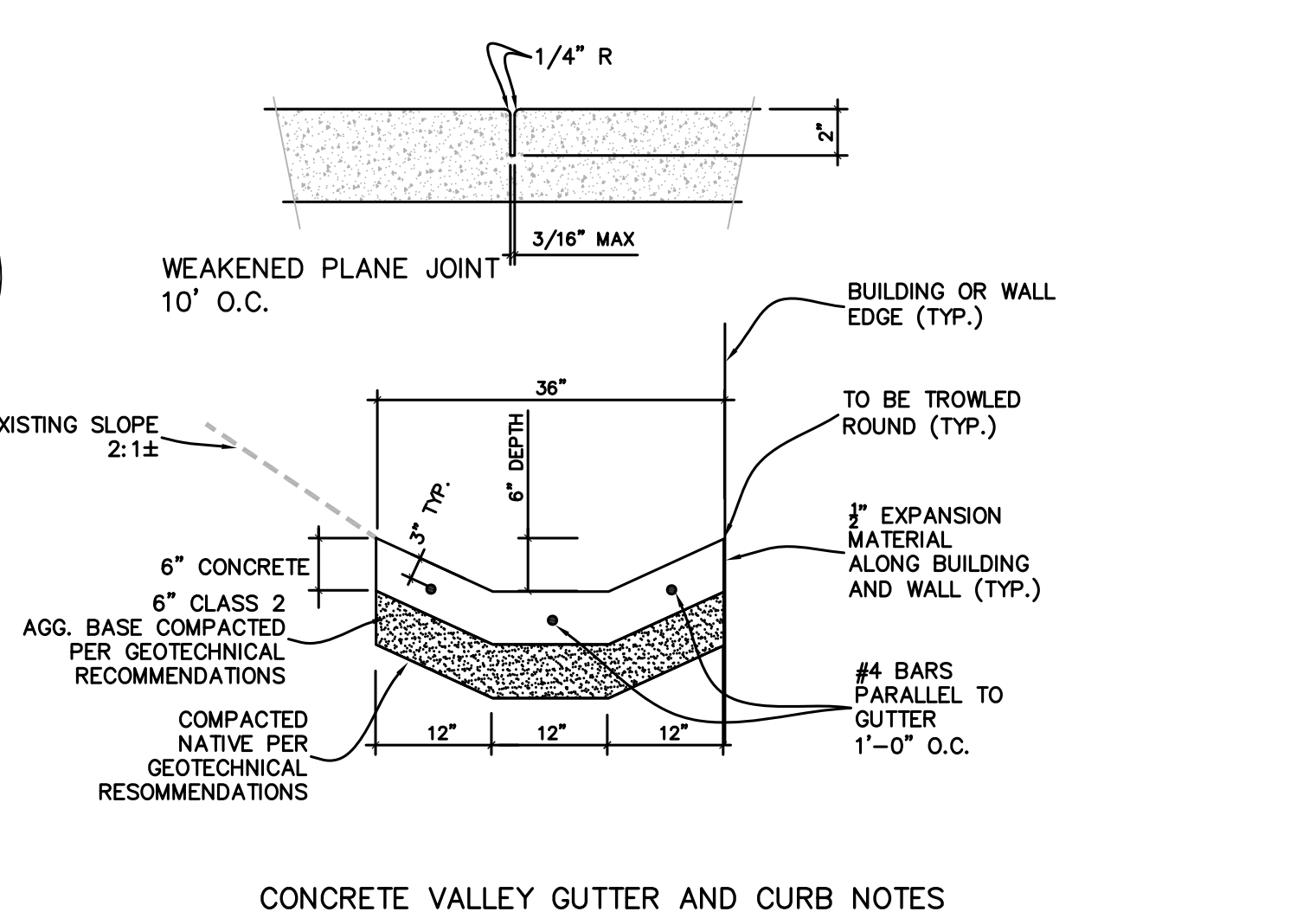
CONTENTS:

CIVIL DETAILS
DATE 03/10/23
SCALE AS NOTED
REVISIONS:
REV. 06/16/23
REV. 08/02/23

DRAWN J.G.
CHECKED C.B.
JOB No. 2022807
SHEET NO.
C-3
OF 10 SHEETS

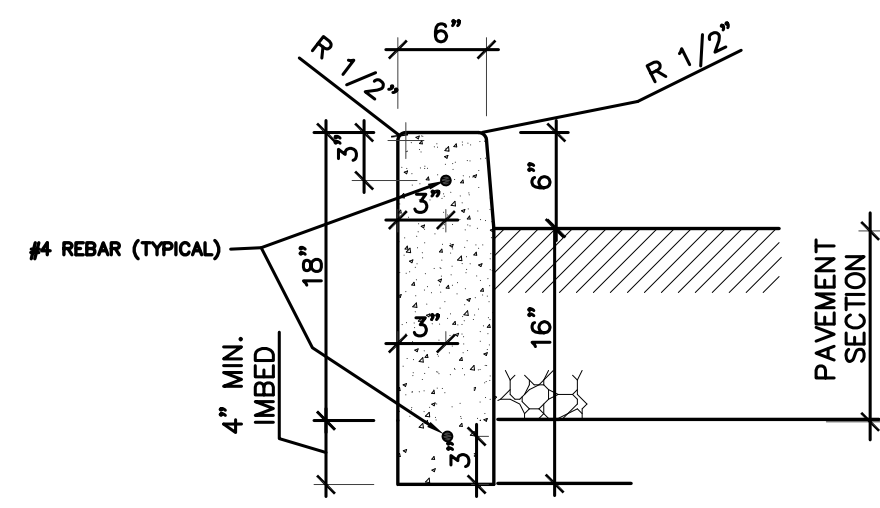


1 BIO TREATMENT AND RETENTION AREA
 C-3 NOT TO SCALE

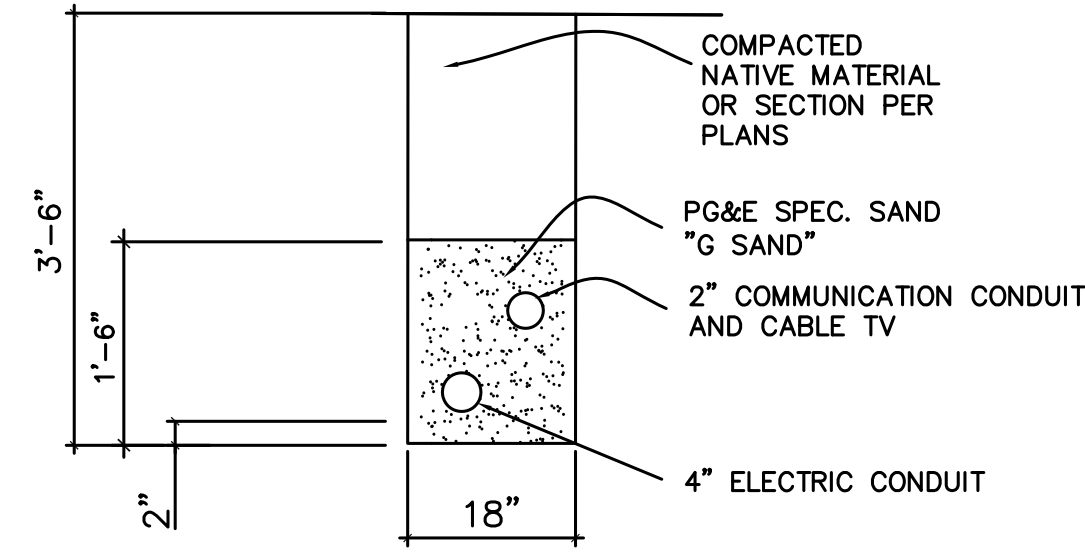


4 CONCRETE VALLEY GUTTER
 C-3 NOT TO SCALE

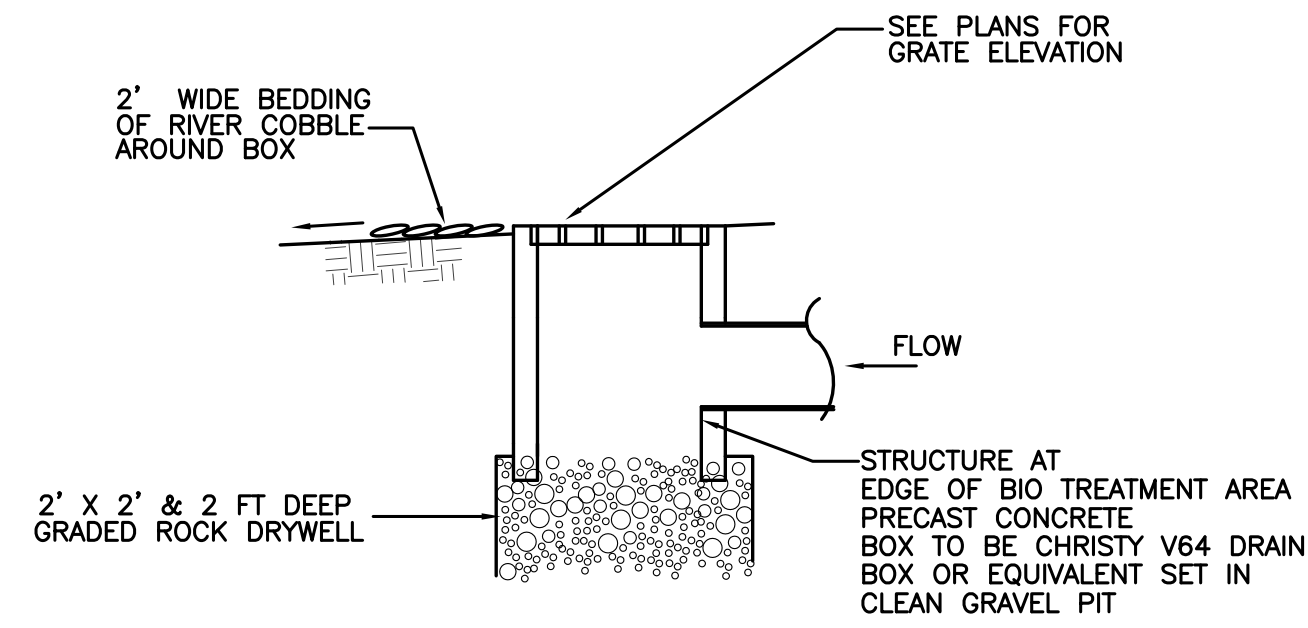
1. PORTLAND CEMENT CONCRETE (P.C.C.) SHALL BE CLASS "A" (6 SACK) AS SPECIFIED IN CALTRANS STANDARD SPECIFICATIONS.
 2. BASE THICKNESS SHALL BE 4" COMPACTED CLASS II A.B.
 3. EXPANSION JOINTS SHALL BE CONSTRUCTED AT ENDS OF CURB RETURNS, CURB INLETS, OTHER STRUCTURES & AT 20' INTERVALS. JOINTS SHALL MATCH ADJACENT IMPROVEMENTS. DO NOT USE FELT FOR EXPANSION JOINTS.
 4. WEAKENED PLANE JOINTS SHALL BE CONSTRUCTED AT 10' INTERVALS.
 5. DOWEL & EPOXY TWO (2) #4 BARS 8" INTO EXISTING CONCRETE CURB & 8" INTO NEW.
 6. TO UTILIZE PROPER FORMWORK, A 12" SAW-CUT IN THE EXISTING A.C. PAVEMENT (STREET SIDE) IS REQUIRED, UNLESS OTHERWISE DIRECTED BY THE PUBLIC WORKS INSPECTOR.
 7. FORMWORK SHALL CONSIST OF A 2" x 6" FORM FOR THE BACK OF CURB, & A 2" x 6" FOR THE FACE OF CURB, UNLESS OTHERWISE DIRECTED BY THE PUBLIC WORKS INSPECTOR.
 8. PRIOR TO PLACEMENT OF THE CONCRETE, THE ENGINEERING INSPECTOR REQUIRES AN INSPECTION OF THE FORM WORK. A FINAL INSPECTION IS REQUIRED ONCE CONCRETE HAS BEEN PLACED.



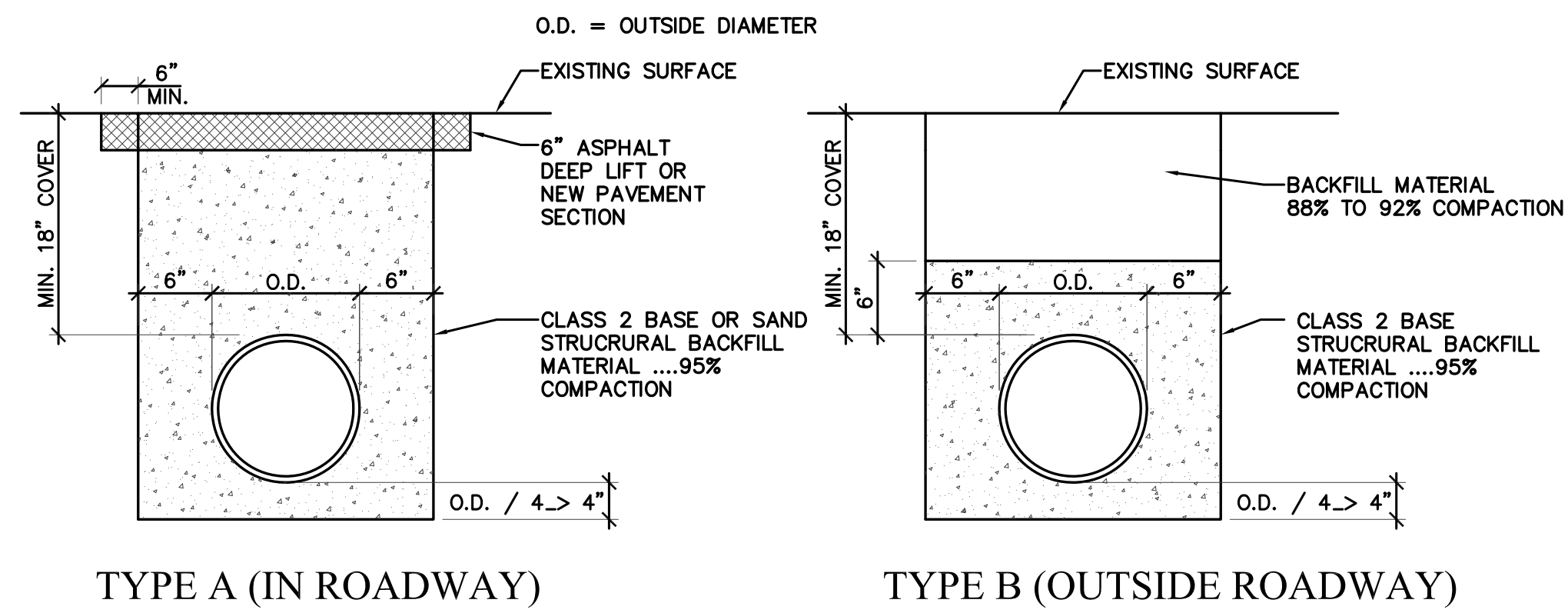
5 CONCRETE CURB
C-3.1



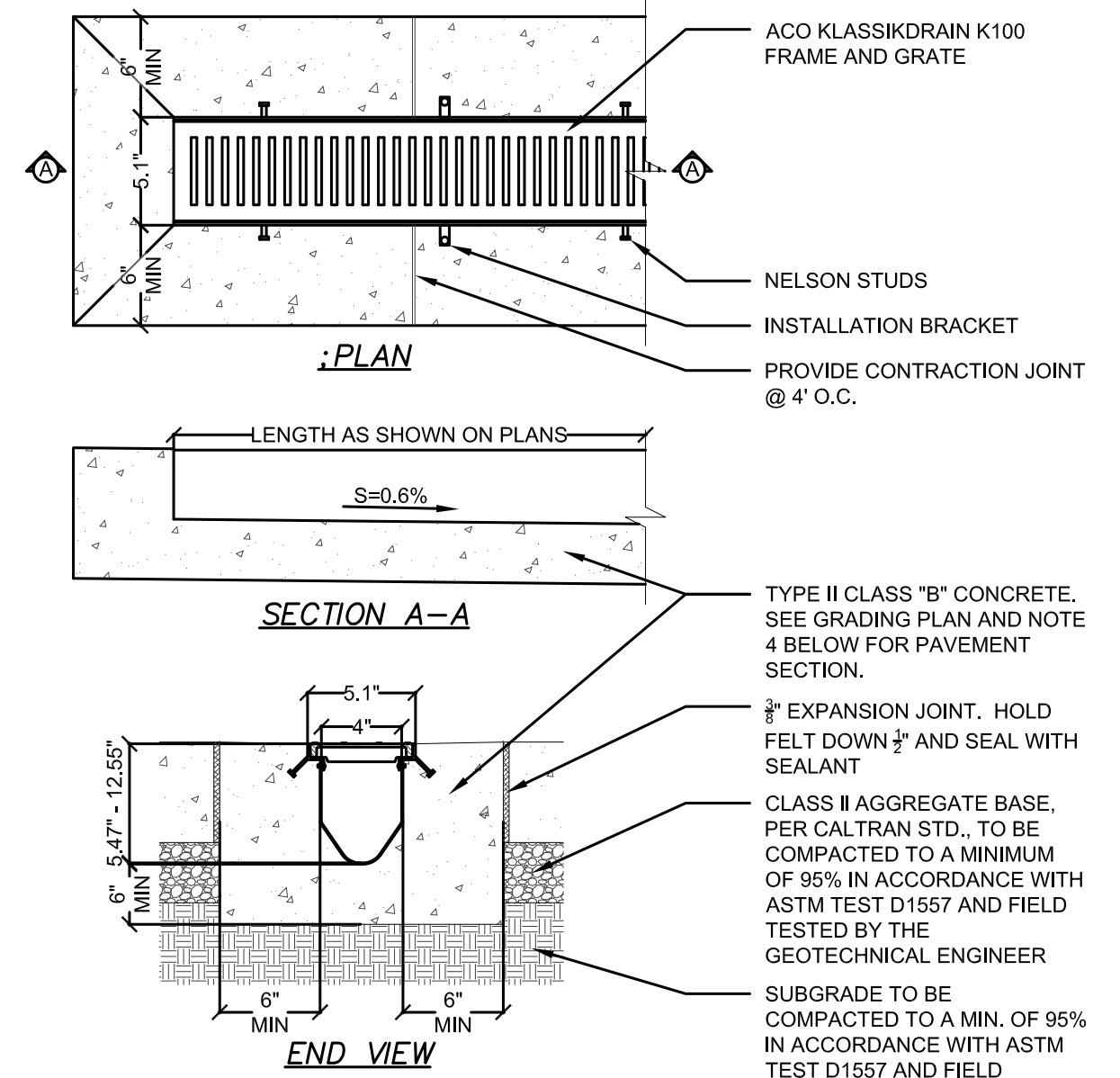
6 PRIVATE JOINT TRENCH
C-3.1 NOT TO SCALE



7 BUBBLE BOX
C-3.1 NOT TO SCALE

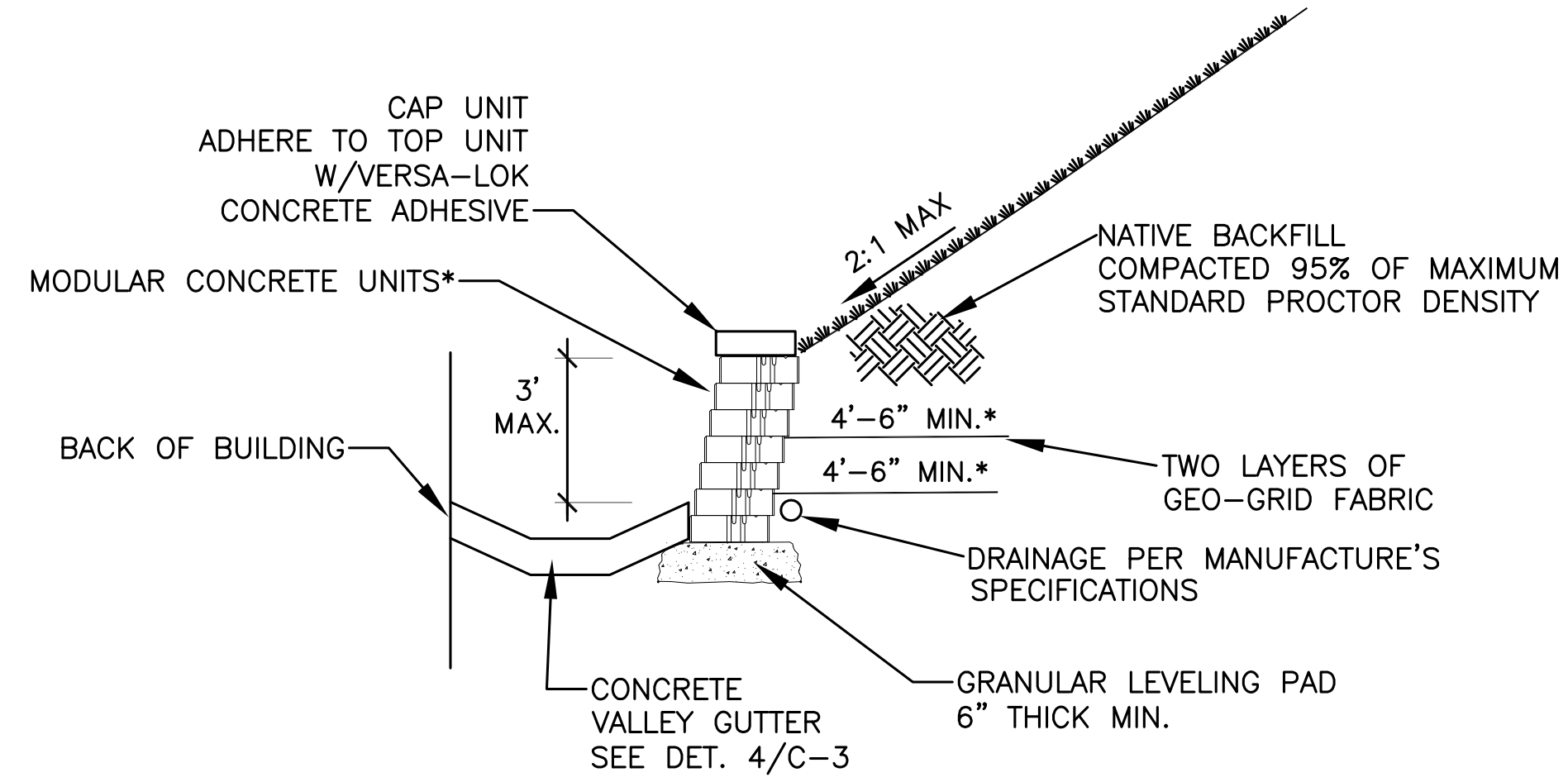


9 TRENCH SECTIONS
C-3.1 NOT TO SCALE

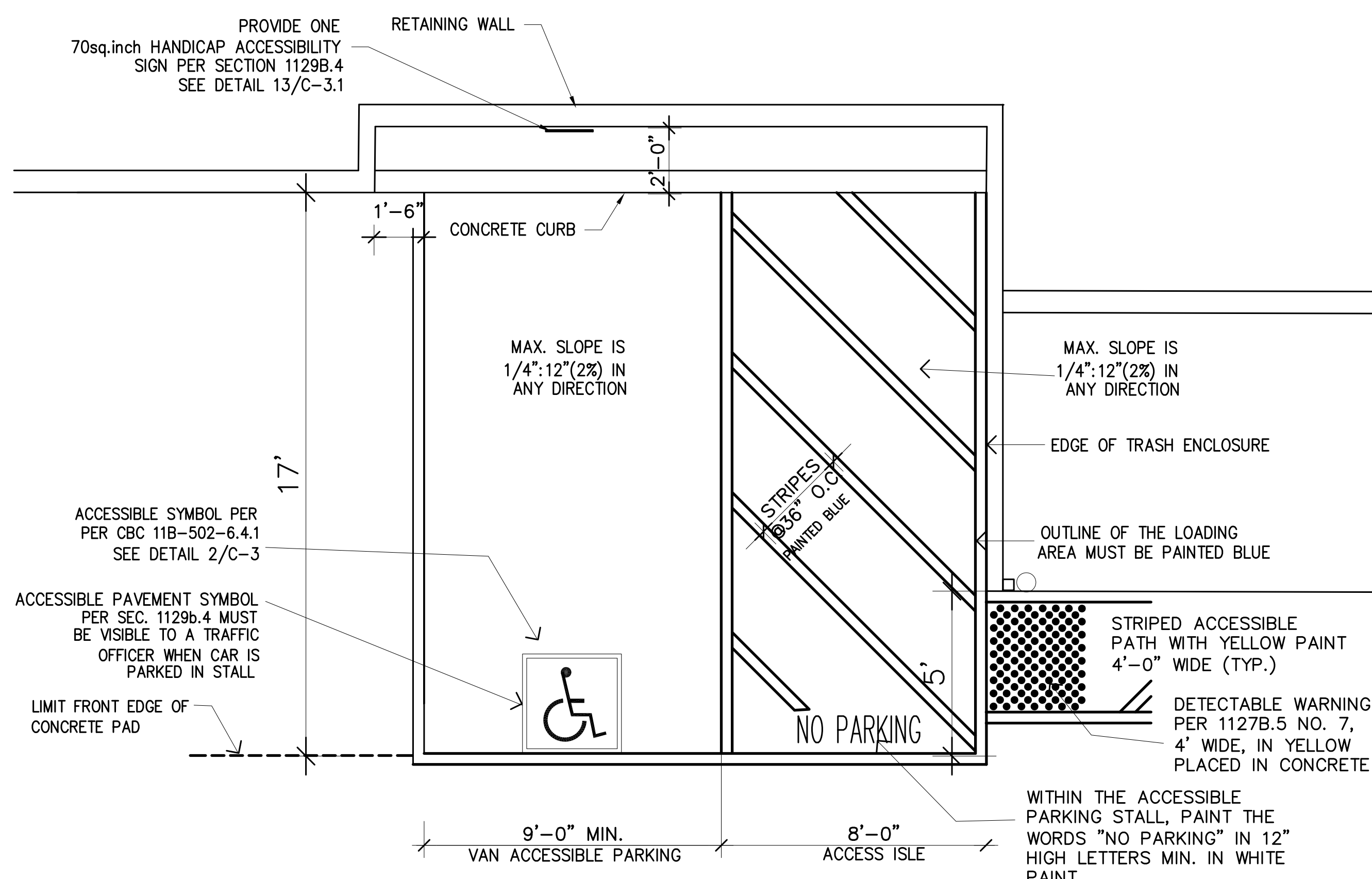


- NOTES:
- TRENCH DRAIN SYSTEM AND ALL HARDWARE SHALL BE FIBERGLASS FG200 CHANNEL SYSTEM WITH STEEL FRAME AS MANUFACTURED BY ACO POLYMER PRODUCTS, INC.
 - CHANNEL AND GRATE SHALL WITHSTAND LOADS TO LOAD CLASS B.
 - THE FINISHED LEVEL OF THE CONCRETE SURROUND MUST BE APPROXIMATELY 1/8" ABOVE THE TOP OF THE CHANNEL EDGE.
 - CONCRETE BASE THICKNESS TO MATCH SLAB THICKNESS. MINIMUM CONCRETE STRENGTH OF 3000 PSI SHALL BE USED. THE CONCRETE SHOULD BE VIBRATED TO ELIMINATE AIR POCKETS.

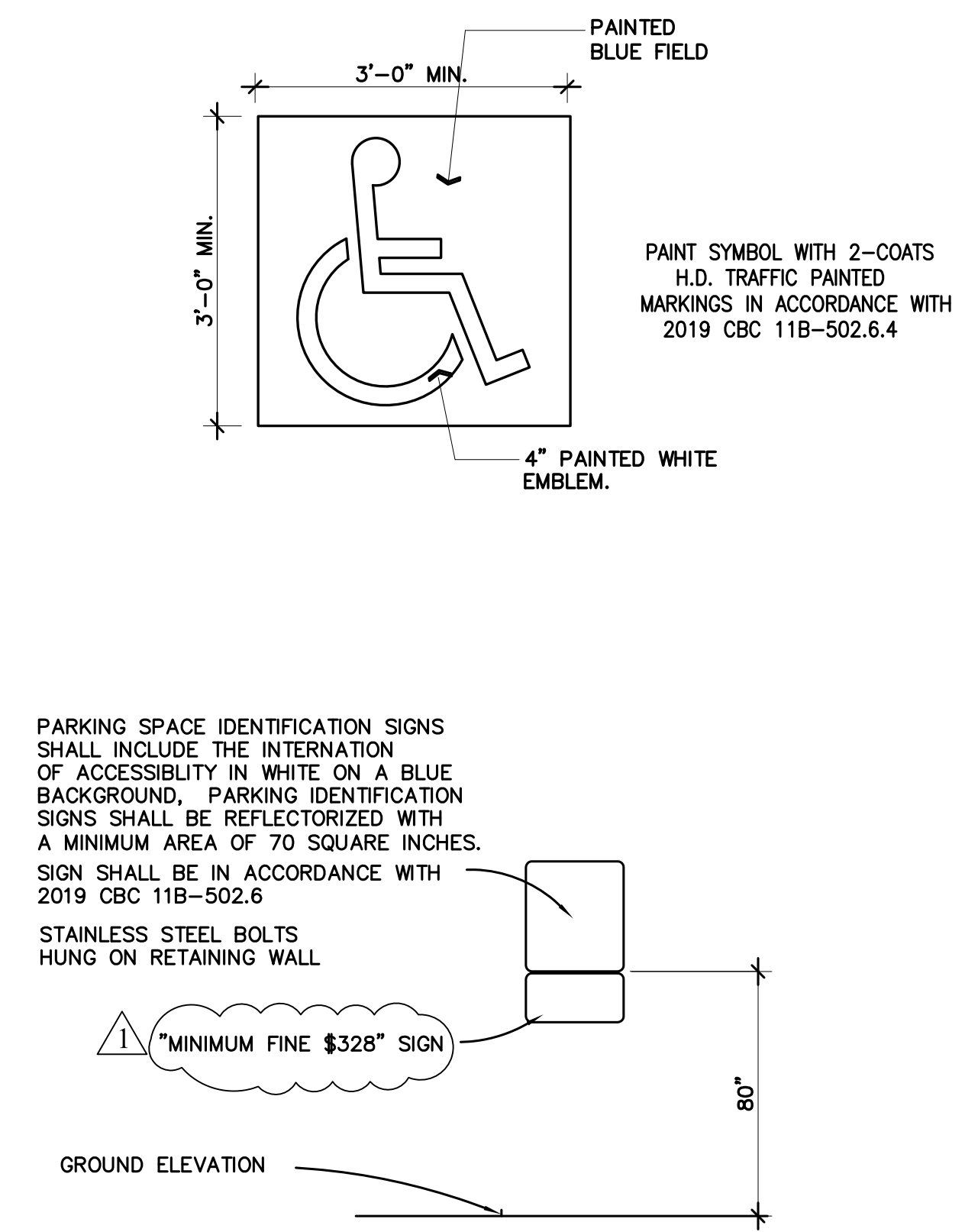
8 4" TRENCH GRATE
C-3.1 NOT TO SCALE



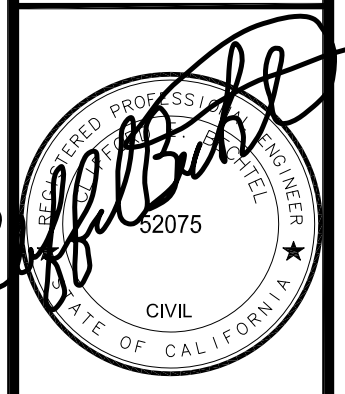
10 BLOCK WALL
C-3.1 NOT TO SCALE

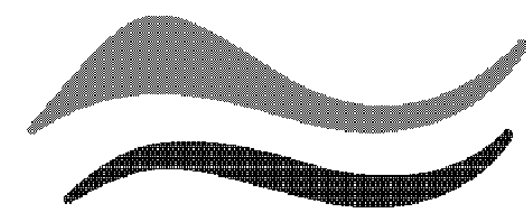


11 HANDICAP STALL
C-3.1 NOT TO SCALE



12 HANDICAP SYMBOL AND SIGN
C-3.1 NOT TO SCALE



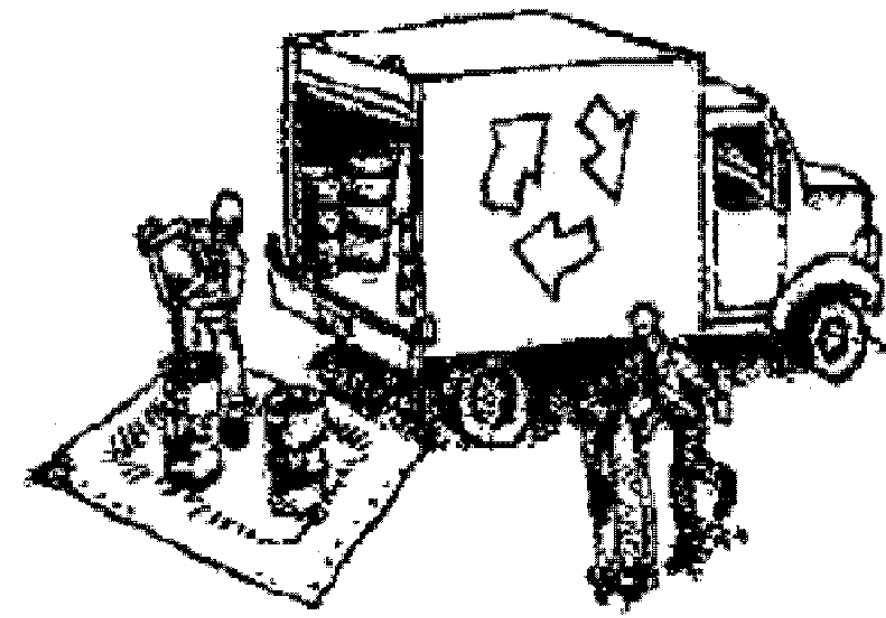


SAN MATEO COUNTYWIDE
**Water Pollution
Prevention Program**
Clean Water. Healthy Community.

Construction Best Management Practices (BMPs)

Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

Materials & Waste Management



Non-Hazardous Materials

- Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- Use (but don't overuse) reclaimed water for dust control.

Hazardous Materials

- Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
- Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
- Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- Arrange for appropriate disposal of all hazardous wastes.

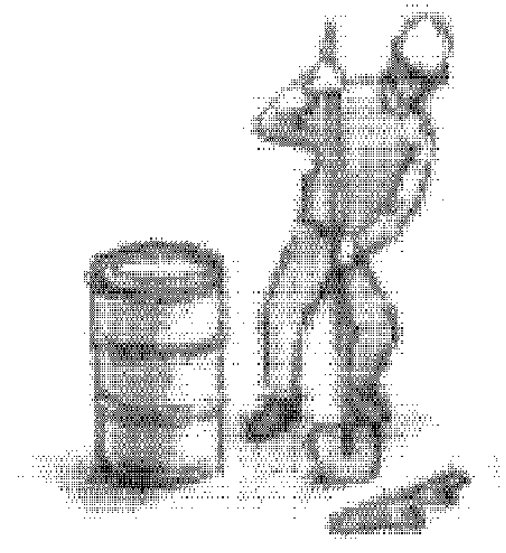
Waste Management

- Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
- Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
- Clean or replace portable toilets, and inspect them frequently for leaks and spills.
- Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gyp board, pipe, etc.)
- Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.

Construction Entrances and Perimeter

- Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

Equipment Management & Spill Control



Maintenance and Parking

- Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
- Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan or drop cloths big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
- If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
- Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, or steam cleaning equipment.

Spill Prevention and Control

- Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
- Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- Clean up spills or leaks immediately and dispose of cleanup materials properly.
- Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

Earthmoving



- Schedule grading and excavation work during dry weather.
- Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as fiber rolls, silt fences, sediment basins, gravel bags, berms, etc.
- Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.

Contaminated Soils

- If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
 - Unusual soil conditions, discoloration, or odor.
 - Abandoned underground tanks.
 - Abandoned wells
 - Buried barrels, debris, or trash.

Paving/Asphalt Work

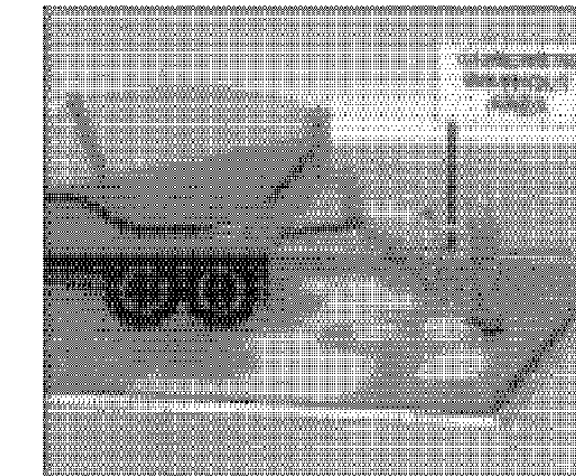


- Avoid paving and seal coating in wet weather or when rain is forecast, to prevent materials that have not cured from contacting stormwater runoff.
- Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- Do not use water to wash down fresh asphalt concrete pavement.

Sawcutting & Asphalt/Concrete Removal

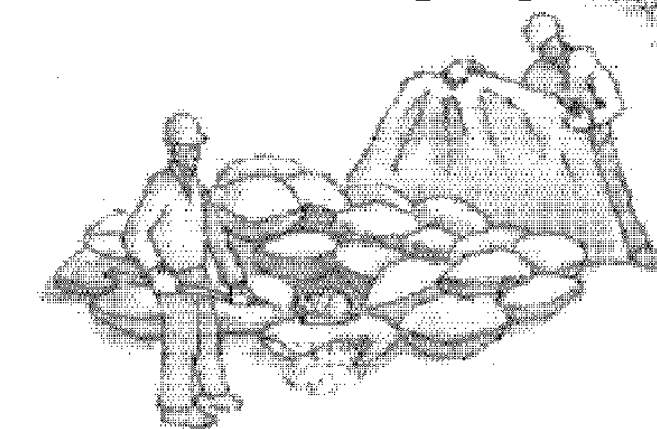
- Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- If sawcut slurry enters a catch basin, clean it up immediately.

Concrete, Grout & Mortar Application



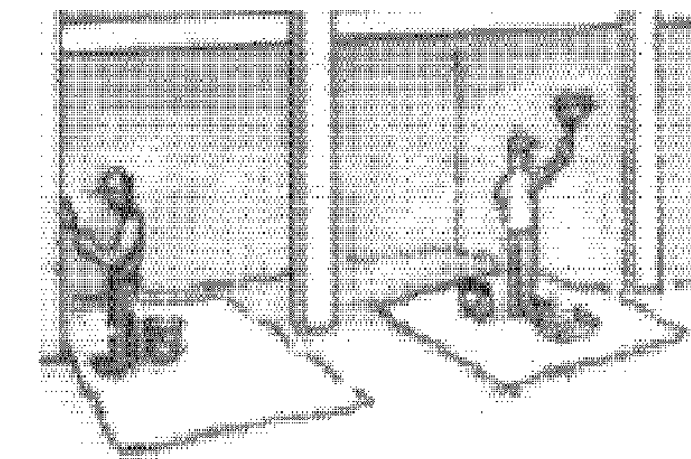
- Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and vacuum gutters, hose washwater onto dirt areas, or drain onto a bermed surface to be pumped and disposed of properly.

Landscaping



- Protect stockpiled landscaping materials from wind and rain by storing them under tarps all year-round.
- Stack bagged material on pallets and under cover.
- Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

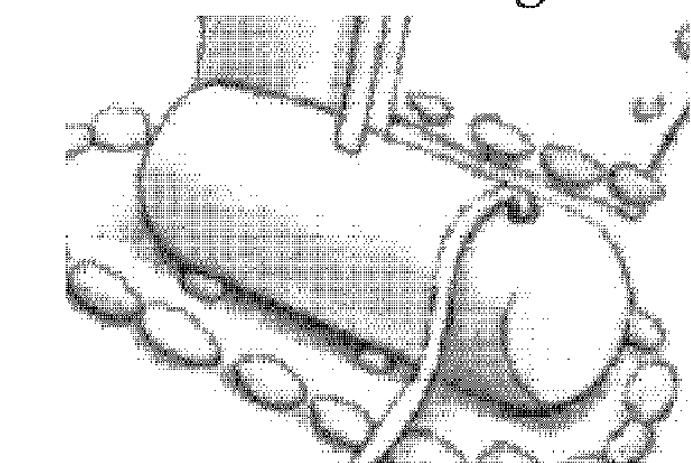
Painting & Paint Removal



Painting Cleanup and Removal

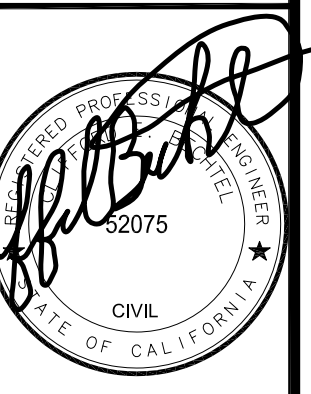
- Never clean brushes or rinse paint containers into a street, gutter, storm drain, or stream.
- For water-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids as hazardous waste.
- Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
- Chemical paint stripping residue and chips and dust from marine paints or paints containing lead, mercury, or tributyltin must be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.

Dewatering



- Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible send dewatering discharge to landscaped area or sanitary sewer. If discharging to the sanitary sewer call your local wastewater treatment plant.
- Divert run-on water from offsite away from all disturbed areas.
- When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- In areas of known or suspected contamination, call your local agency to determine whether the ground water must be tested. Pumped groundwater may need to be collected and hauled off-site for treatment and proper disposal.

Storm drain polluters may be liable for fines of up to \$10,000 per day!



CONTENTS:

CONSTRUCTION
BMP
CHECKLIST

DATE 03/10/23

SCALE AS NOTED

REVISIONS:

REV. 06/16/23

REV. 08/02/23

DRAWN J.G.

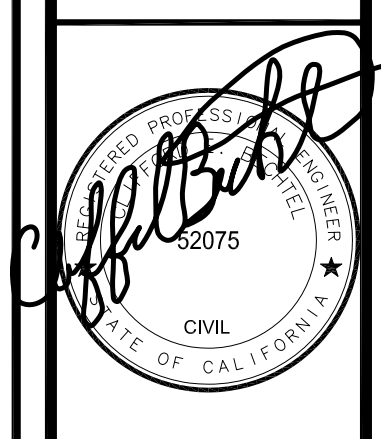
CHECKED C.B.

JOB No. 2022807

SHEET NO.

C-4

OF 10 SHEETS



KIA SERRAMONTE
 600 SERRAMONTE BLVD.
 SAN MATEO COUNTY
 Colma
 California

CONTENTS:
 DMA AREA MAPPING

DATE 03/10/23
 SCALE AS NOTED

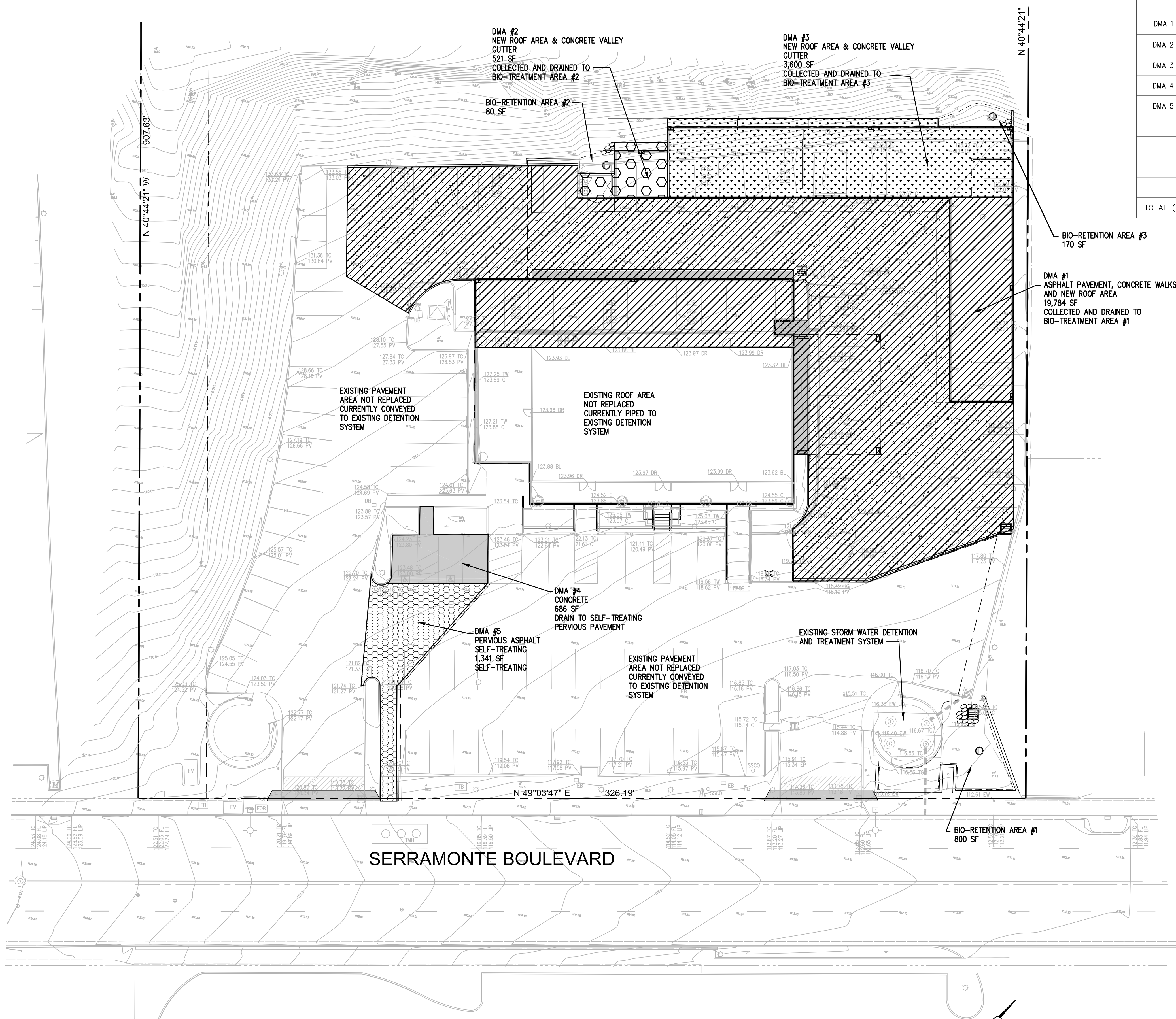
REVISIONS:
 REV. 06/16/23
 REV. 08/02/23

DRAWN J.G.
 CHECKED C.B.

JOB No. 2022807

SHEET NO.
C-5
 OF 10 SHEETS

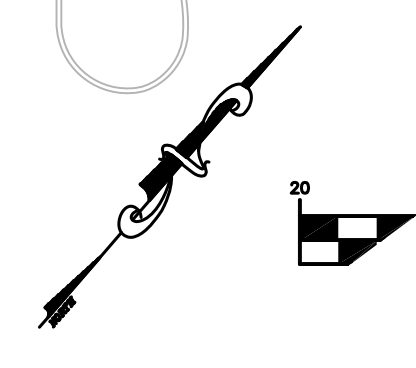
BOUNDARY WATERSHED	IMPERVIOUS SURFACES (SF) TO BE TREATED			TREATMENT				
	NEW & REPLACED PAVEMENT	NEW & REPLACED ROOF AREA	SUBTOTAL (SF)	NEW OR REPLACED AREA TO BE TREATED (SF)		SIZE (SF)	REQUIRED SIZE (SF) (4% OF IMP.)	C3/06 COMPLIANCE & CALCULATION NOTES
DMA 1	15,106	4,678	19,784	19,784	COLLECTED AND DRAINED TO BIO AREA 1	800	791	VOLUME FLOW (4% RULE)
DMA 2	58	463	521	521	COLLECTED AND DRAINED TO BIO AREA 2	80	21	VOLUME FLOW (4% RULE)
DMA 3	298	3,302	3,600	3,600	COLLECTED AND DRAINED TO BIO AREA 3	170	144	VOLUME FLOW (4% RULE)
DMA 4	685	0	685	685	SHEET FLOW TO SELF-TREATING AREA	NA	NA	FLOW TO SELF TREATING > 2:1 RATIO
DMA 5	1,341	0	1,341	0	SELF-TREATING PERVIOUS PAVEMENT	NA	NA	
TOTAL (SF)	17,488	8,443	25,931	24,590		1,050	956	



- LEGEND:**
 _____ DMA BOUNDARY
- ABBREVIATIONS:**
 BB BIORETENTION BASIN
 BS BIORETENTION SWALE
 BMP BETTER MANAGEMENT PRACTICES
 DMA DRAINAGE MANAGEMENT AREA
 MCC MOTOR CONTROL CENTER
 TYP TYPICAL

SWMP AND DMA AREA MAPPING

1"=20'-0"



KIA Serramonte

600 Serramonte Blvd

Colma, CA 94014

Management Plan

Overview

KIA is a car dealership which sells cars along with having a 14 bay service garage.

Hours of Operation

Sales Hours

Monday – Saturday 9am to 8 pm

Sunday – 10 am to 7 pm

Service Hours

Monday – Friday 7:30 am to 6 pm

Saturday – 8 am to 4:30 pm

Number of Employees

The total number of employees for both the sales and service department shall be 25 employees. These employees will be working different shifts so the total number of employees working at the same time will be less.

Parking

The site has a total of 58 parking stalls used for visitors, employees and servicing. The required number of parking stalls is 71 so KIA has an agreement with Daly City Serramonte Center, LLC to provided additional parking for employees and the holding of cars for sale. The owner has an additional 550 parking spaces at 3 Serramonte Center. Shuttles will be provided as needed for employees.

Vehicle Delivery

All vehicle deliveries will occur behind the existing Volkswagen & Subaru Dealerships on Collins Avenue. All three dealerships are owned and operated by the same owner.

