



**AGENDA
REGULAR MEETING**

City Council of the Town of Colma

**Colma Community Center
1520 Hillside Boulevard
Colma, CA 94014**

Wednesday, July 9, 2014 at 7:30 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- 70th Birthday Recognition of Richard Brewer
- Swearing In of Acting Police Chief Kirk Stratton

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the June 11, 2014 Regular Meeting.
2. Motion to Accept the Minutes from the June 26, 2014 Special Meeting.
3. Motion to Approve Report of Checks Paid for June 2014.
4. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Second Quarter of 2014.
5. Motion to Adopt a Resolution Approving a Second Amended Conditional Use Permit for Property at 1715 Mission Road.
6. Resolution Calling and Giving Notice of the General Municipal Election to be Held on November 4, 2014, for the Election of Two City Council Members and Related Matters.
7. Motion to Adopt an Ordinance Repealing Subchapter 1.09 Relating to Criminal History Information, and 1.15, Relating to Employment of Police Officers, of the Colma Municipal Code (second reading).

8. Motion to Adopt an Ordinance Amending the Colma Municipal Code, Subchapter 1.06 (Purchasing and Contracting) and Subchapter 1.14 (Claims Against the Town of Colma) (second reading).

NEW BUSINESS

9. **ADOPTION OF 2014-2016 STRATEGIC PLAN**

Consider: Motion Approving the 2014-2016 Strategic Plan as Presented by Staff.

PUBLIC HEARING

10. **APPROVAL OF ENGINEER'S REPORT FOR SANITARY SEWER SERVICE CHARGES**

Consider: Motion to Adopt a Resolution Overruling Protests to and Adopting Engineer's Report on Sewer Service Charges for Fiscal Year-2015, Directing the City Engineer to File a Copy of the Engineer's Report with the San Mateo county Tax Collector, And Authorizing the County Tax Collector to Place The Charges on the Property Tax Roll.

STUDY SESSION

11. **INFLATABLE ADVERTISING IN COMMERCIAL ZONES**

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

12. **CIRCULATION ELEMENT UPDATE**

Consider: Motion Setting Public Hearing on the 2014 Circulation Element.

COUNCIL CALENDARING

REPORTS

Mayor/City Council

Mayor Helen Fiscaro

City Manager

Sean Rabé

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1198 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to ccorley@colma.ca.gov.

Reasonable Accommodation

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**MINUTES
REGULAR MEETING**

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

**Wednesday, June 11, 2014
7:30 p.m.**

CALL TO ORDER

Mayor Helen Fiscaro called the Regular Meeting of the City Council to order at 7:35 p.m.

Council Present – Mayor Helen Fiscaro, Vice Mayor Raquel “Rae” Gonzalez, Council Members Joanne F. del Rosario, Joseph Silva and Diana Colvin were all present.

Staff Present – City Manager Sean Rabé, City Attorney Roger Peters, Police Chief Jon Read, Director of Public Works Brad Donohue, Recreation Services Director Brian Dossey, Police Commander Kirk Stratton, City Engineer City Planner Michael Laughlin, Assistant City Attorney Christopher Diaz, Human Resources Manager Lori Burns and Administrative Technician III Caitlin Corley were in attendance.

Also Present – City Treasurer Laura Walsh was also present.

ADOPTION OF THE AGENDA

Mayor Fiscaro requested that item #4 be pulled from the Consent Calendar to be discussed separately. She asked for a motion to adopt the agenda with the requested change.

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

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

PRESENTATIONS

Director of Recreation Services Brian Dossey introduced two new Recreation Leaders: Micah Dela Cruz and Natalie Woeppel.

Officer Kevin Nitshita presented a donation from the Police Officer’s Association to the Colma Historical Association for their Historical Film project.

Mayor Fiscaro presented Chief Jon Read with a proclamation in honor of his retirement and a stone name plate as a gift on behalf of the Council. Pat Hatfield of the Colma Historical Association also presented Chief Read with a certificate in honor of his service.

There was a brief reception for Chief Read from 7:50 p.m. to 8:05 p.m.

PUBLIC COMMENTS

Mayor Fiscaro opened the public comment period at 8:05 p.m. and seeing no one come forward to speak, she closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the May 14, 2014 Regular Meeting.
2. Motion to Approve Report of Checks Paid for May 2014.
3. Motion to Adopt a Resolution Amending Budget for Fiscal Year 2013-2014 to Transfer Funds from General Fund Unassigned Reserves to the Capital Improvement Fund for the Hillside Beautification Project.
4. [Pulled from Consent Calendar]
5. Motion Directing the City Manager to Review the Town of Colma's Conflict of Interest Code and Submit a Biennial Notice by October 1, 2014.

Action: Council Member Colvin moved to approve the Consent Calendar items #1 through 5, excluding #4; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

4. Mayor Fiscaro asked several questions regarding the staff report. Director of Public Works Brad Donohue and City Engineer Cyrus Kianpour answered them.

Action: Council Member Colvin moved to Adopt a Resolution Awarding Construction Contract to Interstate Grading and Paving Inc. for the Hillside Boulevard Improvements Project, Phase I; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

NEW BUSINESS

6. LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE VOTING DELEGATE

City Manager Sean Rabé presented the staff report. Mayor Fiscaro opened the public comment period at 8:13 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member del Rosario moved to Designate Sean Rabé as the Voting Delegate for the Annual League of California Cities Conference in September; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

7. FIVE YEAR CAPITAL IMPROVEMENT PLAN FOR FY 14/15 THROUGH FY 18/19

Director of Public Works Brad Donohue presented the staff report. Mayor Fiscaro opened the public comment period at 8:23 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Silva moved to Adopt a Resolution Approving the Town's Five-Year Capital Improvement Plan for FY 14/15 Through FY 18/19; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

8. REPLACEMENT OF EXISTING RECORDS MANAGEMENT SYSTEM

Police Commander Kirk Stratton presented the staff report. Mayor Fiscaro opened the public comment period at 8:39 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Silva moved to Adopt a Resolution Authorizing Contract with Sun Ridge Systems for Purchase of Computer Automated Dispatch and Records Management System Software, And Contract with Data911 for Vehicle Computers and Cameras; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

PUBLIC HEARING

9. CRIMINAL BACKGROUND CHECKS

Human Resources Manager Lori Burns presented the staff report. Mayor Fiscaro opened the public hearing at 8:44 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member del Rosario moved to Adopt a Resolution Authorizing the Establishment of an Agreement with the State of California Department of Justice and the Federal Bureau of Investigation to Provide for Background Checks by the Town of Colma and Repealing Resolution 2004-05; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

Action: Council Member del Rosario moved to Introduce an Ordinance Repealing Subchapter 1.09 Relating to Criminal History Information, and 1.15, Relating to Employment of Police Officers, of the Colma Municipal Code and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

Action: Vice Mayor Gonzalez moved to Adopt a Resolution Adding Subchapter 1.16 Relating to Criminal History Information, Adding a New Division 2, Qualifications, to Subchapter 3.02, Employment, and Amending Section 3.02.120 Regarding Background Checks, of the Colma Administrative Code; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

10. PURCHASING ORDINANCE

City Attorney Roger Peters presented the staff report. Mayor Fisicaro opened the public hearing at 9:06 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member del Rosario moved Introduce an Ordinance Amending the Colma Municipal Code, Subchapter 1.06 (Purchasing and Contracting) and Subchapter 1.14 (Claims

Against the Town of Colma) and Waving a Further Reading of the Ordinance; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

11. FY 2014/15 PROPOSED BUDGET

City Manager Sean Rabé presented the staff report. Mayor Fiscaro opened the public hearing at 9:20 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Vice Mayor Gonzalez moved to Adopt a Resolution Adopting Budget, Choosing Measure of Inflation, and Establishing Appropriation Limit for Fiscal Year 2014/15; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario	✓				
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	5	0	0		

COUNCIL CALENDARING

There will be a Special City Council Meeting on Thursday, June 26 at 5:00p.m. at the Colma Community Center.

The next Regular City Council Meeting will be on Wednesday, July 9, 2014 at 7:30p.m. at the Colma Community Center.

REPORTS

Council Members reported on the events listed below:

Helen Fiscaro

Chamber of Commerce Access to Higher Education Scholarship Awards Ceremony, 5/15
Jobs for Youth Fundraising Breakfast, 5/22

Town Wide Clean Up Day, 5/17

Raquel Gonzalez

Chamber of Commerce Access to Higher Education Scholarship Awards Ceremony, 5/15
Building a Better BART Tour, 5/22
Commuter Information Breakfast, 5/22
Town Wide Clean Up Day, 5/17

Joseph Silva

Town Wide Clean Up Day, 5/17

City Manager Sean Rabé reported on the topics below:

- Recruitments for the Accounting Technician and a Lateral Police Officer are underway.
- Police Chief Jon Read will be retiring on June 20, 2014. There will be a retirement party for him on June 20 at 2:00 p.m. at the Colma Police Department.

ADJOURNMENT AND CLOSE IN MEMORY

The meeting was adjourned by Mayor Fiscaro at 9:36 p.m. in memory of Violet Kruljac, long time Colma resident; Pamela Vivian, relative of Mayor Fiscaro; Richard Thompson, longtime Bay Area resident and former PG &E employee; and Maya Angelou, world renowned poet and author.

Respectfully submitted,



Caitlin Corley
Administrative Technician III

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**MINUTES
SPECIAL MEETING**

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

**Thursday, June 26, 2014
5:00 p.m.**

CALL TO ORDER

Mayor Helen Fiscaro called the Special Meeting of the City Council to order at 5:00 p.m.

Council Present – Mayor Helen Fiscaro, Vice Mayor Raquel “Rae” Gonzalez, Council Members Joanne F. del Rosario, Joseph Silva and Diana Colvin were all present.

Staff Present –City Manager Sean Rabé, City Attorney Roger Peters, Acting Police Chief Kirk Stratton, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Human Resources Manager Lori Burns, Associate Planner Turhan Sonmez, Assistant City Engineer David Bishop, Records Manager Barbara Noparstak, and Administrative Technician III Caitlin Corley were in attendance.

PRESENTATION

1. GROUNDBREAKING CEREMONY FOR HILLSIDE BOULEVARD IMPROVEMENTS

Mayor Fiscaro led the groundbreaking ceremony for the Hillside Boulevard Improvements Project.

Following the ceremony there was a recess from 5:10 p.m. to 5:25 p.m.

STUDY SESSION

2. TOWN HALL RENOVATION PROJECT PHASE I

City Planner Michael Laughlin gave a presentation on several staff tours of local city halls. Patricia Alarcon and Bill Blessing of Ratcliff gave a presentation. Council Discussion followed.

The Mayor called for a recess at 6:30 p.m. The meeting resumed at 6:45 p.m.

The Mayor opened the public comment period at 8:26 p.m. Resident Mary Brodzin made a comment. The Mayor closed the public comment period at 8:27 p.m.

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

ADJOURNMENT

The meeting was adjourned by Mayor Fiscaro at 8:33 p.m.

Respectfully submitted,

Caitlin Corley
Administrative Technician III

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Final Check List
Town of Colima

apChkLst
06/03/2014 10:32:05AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39797	6/3/2014	00004	AT&T	5/20/2014	2312714310437 4/20/14-5/19/1	231.81	231.81
39798	6/3/2014	00051	CALIFORNIA WATER SERVICE	4/30/2014	March 2013-Feb 2014 Consum	270.00	270.00
39799	6/3/2014	00112	DEPARTMENT OF JUSTICE	5/6/2014	FINGERPRINT APPLICATIONS	1,938.00	1,938.00
39800	6/3/2014	00140	FIRST NAT BANK OF NO CA	5/21/2014	CREDIT CARD CHARGE	2,549.53	
				5/21/2014	CREDIT CARD CHARGE	2,061.48	
				5/21/2014	CREDIT CARD CHARGE	1,387.81	
				5/21/2014	CREDIT CARD CHARGE	888.12	
				5/21/2014	CREDIT CARD CHARGE	538.82	
				5/21/2014	CREDIT CARD CHARGE	293.27	
				5/21/2014	CREDIT CARD CHARGE	187.23	
39801	6/3/2014	00214	KSM PRINTING	5/29/2014	1000 Sets 3 pt. NCR Receipts ↑	455.62	7,906.26
				5/29/2014	500 Sets 3 pt NCR Out of Coun	231.35	
				6/1/2014	June 2014 Maintenance Contra	602.00	686.97
39802	6/3/2014	00254	METRO MOBILE COMMUNICA	5/21/2014	VISION SERVICE PLAN	956.80	602.00
39803	6/3/2014	00432	VISION SERVICE PLAN	5/24/2014	CREDIT CARD CHARGE	744.52	956.80
39804	6/3/2014	00449	BANK OF AMERICA	5/29/2014	05/29/14 Petty C	186.73	744.52
39805	6/3/2014	00563	PETTY CASH	5/27/2014	RECORDS MANAGEMENT	4,631.25	186.73
39806	6/3/2014	01076	API CONSULTING	5/15/2014	CELL PHONE SERVICE	1,353.55	4,631.25
39807	6/3/2014	01370	VERIZON WIRELESS SERVICE	5/15/2014	Cleaning and Paper Products	1,994.69	1,353.55
39808	6/3/2014	01565	BAY CONTRACT MAINTENAN	5/19/2014	TRAP SERVICE CHARGE	79.71	1,994.69
39809	6/3/2014	01569	DARLING INTERNATIONAL IN	5/27/2014	05/27/14 Deposit Refund 5/25/1	50.00	79.71
39810	6/3/2014	01601	DELA CRUZ, MARIA THERESA	5/27/2014	05/27/14 Deposit Refund 5/24/1	300.00	50.00
39811	6/3/2014	02034	MORENO, MARIA NORMA	4/30/2014	DOCUMENT DESTRUCTION	84.13	300.00
39812	6/3/2014	02078	CINTAS CORPORATION NO. 2	5/20/2014	TAE KWON DO	1,400.00	84.13
39813	6/3/2014	02144	DOMINIC A. DE LUCCA DBA	5/27/2014	May 19-21, 2014 Meals & Milea	79.15	1,400.00
39814	6/3/2014	02167	RAMSEY, ERIC	6/2/2014	INSURANCE EVENTS	256.08	79.15
39815	6/3/2014	02179	HUB INTERNATIONAL OF CA	6/2/2014	TUTORING	3,565.00	256.08
39816	6/3/2014	02182	DALY CITY KUMON CENTER	5/16/2014	Planting on Clark St., Villas Cre	1,605.00	3,565.00
39817	6/3/2014	02274	FRANK AND GROSSMAN LANI	5/27/2014	05/27/14 Deposit Refund 5/24/1	50.00	1,605.00
39818	6/3/2014	02419	MARTINEZ, ALINA	5/15/2014	Cal/OSHA Gde Construction Inc	129.25	50.00
39819	6/3/2014	02473	MANCOMM, INC.	5/23/2014	COPY MACHINE RENTAL	866.56	129.25
39820	6/3/2014	02499	GE CAPITAL INFORMATION T	5/26/2014	COPY MACHINE RENTAL	492.68	866.56
39821	6/3/2014	02521	VAVRINEK, TRINE, DAY & CO	4/30/2014	April 2014 Accounting Services	720.00	492.68
39822	6/3/2014	02623	BLOEBAUM, CYNTHIA	May 28, 2014 Cc	COOKING CLASSES	400.00	720.00

Void

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39823	6/3/2014	02638	MURPHY, MARY	7/22/2013	Replaces Ck #38256 07/22/13 I	115.66	
39824	6/3/2014	02676	DYETT & BHATIA, URBAN ANE	7/22/2013	Replaces Ck #38256 07/22/13 I	34.34	150.00
39825	6/3/2014	02680	CSDA DESIGN GROUP	5/8/2014	April 2014 Urban Design & Gen	8,250.00	8,250.00
39826	6/3/2014	02686	RABE, SEAN	5/12/2014	April 2014 Noise Analysis Servi	1,200.00	1,200.00
39827	6/3/2014	02721	BRAJNIKOFF, ANASTASIA	5/27/2014	5/15/14 Mileage CAHAN Trainir	21.50	21.50
				5/27/2014	05/27/14 Schedule Issue Refun	60.00	60.00
b total for FIRST NATIONAL BANK OF DALY CITY:							41,261.64

31 checks in this report.

Grand Total All Checks:

41,261.64

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39828	6/10/2014	00020	ASSOCIATED SERVICES INC May 2014	5/30/2014	SUPPLIES	141.75	141.75
39829	6/10/2014	00051	CALIFORNIA WATER SERVICE 05/29/2014	5/29/2014	WATER BILL	4,727.29	
			06/02/2014	6/2/2014	WATER BILL	1,348.91	6,076.20
39830	6/10/2014	00088	CITY OF HALF MOON BAY 04/25/14 Council	6/5/2014	04/025/14 Council of Cities: H. I	50.00	50.00
39831	6/10/2014	00144	FLOWERLAND FLORAL SHOP 06/01/14	6/1/2014	05/29/2014 Memorial Floral Spr	109.00	109.00
39832	6/10/2014	00181	IEDA 19543	6/1/2014	LABOR RELATIONS CONSUL	1,206.00	1,206.00
39833	6/10/2014	00236	LAURETTA PRINTING COMPA 26076	6/4/2014	500 Envelopes Cap. Bond 24lb	195.75	195.75
39834	6/10/2014	00307	PACIFIC GAS & ELECTRIC 0567147369-1	5/27/2014	0567147369-1 JSB s/o Serram	332.79	332.79
39835	6/10/2014	00352	SERRAMONTE FORD, INC. May 2014	5/31/2014	CAR REPAIR	4,334.53	4,334.53
39836	6/10/2014	00500	SMC CONTROLLERS OFFICE May 2014	6/4/2014	May 2014 Allocation of Parking	509.10	509.10
39837	6/10/2014	00830	STAPLES BUSINESS ADVANT 78029989886	5/24/2014	Reman Toner HP CE505A/CAI	451.32	
			8030057534	5/31/2014	Pad Perf Ltr Can 12, Pads Wid	139.26	590.58
39838	6/10/2014	00854	PACIFIC INTERLOCK PAVING 14-82452	5/27/2014	130 ea. Holland 80mm, B5 Moj	883.33	883.33
39839	6/10/2014	01037	COMCAST CABLE June 2014	5/26/2014	COMCAST CABLE TV	22,445.50	22,445.50
39840	6/10/2014	01184	PENINSULA UNIFORMS & EQ 198705	5/6/2014	Read: 2 Gold "P" Buttons, 1 Ha	16.30	16.30
39841	6/10/2014	01308	EEL RIVER FUELS, INC. 305916	5/31/2014	PW GAS PURCHASES	405.38	405.38
39842	6/10/2014	01340	FLEX-PLAN SERVICES, INC 240063	5/31/2014	SECTION 125 PARTICIPANT F	50.00	50.00
39843	6/10/2014	01450	SAN MATEO LAWN MOWER 134669	5/16/2014	Weed Control Spray	127.78	127.78
39844	6/10/2014	01472	DELATORRE, MARIELA 89722	5/27/2014	05/27/14 Deposit Refund 5/25/1	50.00	50.00
39845	6/10/2014	01552	FORTE PRESS CORPORATION 151829	5/22/2014	250 Application for Assessment	153.31	153.31
39846	6/10/2014	01557	CITY OF FOSTER CITY 8487	6/3/2014	CALOPPS One Time Posting P	150.00	150.00
39847	6/10/2014	01680	NBS GOVERNMENT FINANCE 51400070	5/31/2014	May 31, 2014 User Fee Consult	1,077.50	1,077.50
39848	6/10/2014	01685	STADTLER LANDSCAPING 4363	6/4/2014	PLANT MAINTENANCE	240.00	
			4362	6/4/2014	PLANT MAINTENANCE	120.00	360.00
39849	6/10/2014	01687	UNITED SITE SERVICES OF 114-2040405	5/22/2014	STANDARD AND REGULAR S	118.98	118.98
39850	6/10/2014	01721	HIDALGO, SHEILA 90053	6/2/2014	06/02/14 Deposit Refund 5/31/1	171.96	
			90055	6/2/2014	06/02/14 Deposit Refund 5/31/1	128.04	300.00
39851	6/10/2014	01995	CELESTE, MIKE L. 14-0503	5/31/2014	May 16 & 23, 2014 Cardroom B	330.00	330.00
39852	6/10/2014	02082	VINCE'S OFFICE SUPPLY, INCMay 2014 #2110	5/30/2014	OFFICE SUPPLIES	308.78	
			May 2014 #2109	5/30/2014	OFFICE SUPPLIES	67.78	376.56
39853	6/10/2014	02150	COLOMBO, EMIL L. AND DORI 175455	6/3/2014	04/24/14 Inner Perspectives Lui	355.00	
			175451	2/6/2014	02/06/14 Inner Perspectives Lui	348.50	348.50
			175452	1/8/2014	01/08/14 Inner Perspectives Lui	346.50	346.50
			175453	3/5/2014	03/05/14 Inner Perspectives Lui	344.90	1,394.90

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39854	6/10/2014	02190	GOGAN, REA	Feb 4-May 22, 2014	Mileage an	154.25	154.25
39855	6/10/2014	02216	RAMOS OIL CO. INC.	947395	PD GASOLINE PURCHASES	1,335.30	1,335.30
				945809	PD GASOLINE PURCHASES	1,235.04	1,235.04
				968021	PD GASOLINE PURCHASES	1,144.57	1,144.57
				947557	PD GASOLINE PURCHASES	43.73	3,758.64
39856	6/10/2014	02274	FRANK AND GROSSMAN LANI	148096	LANDSCAPING	9,770.00	9,770.00
				40445223	Expired Turf Removal & Sod In:	6,447.00	16,217.00
39857	6/10/2014	02320	SANCHEZ, FATIMA	90054	06/02/14 Deposit Refund 6/1/14	300.00	300.00
39858	6/10/2014	02500	LUU, EUNICE	V & R Cheng Alt	Vince & Russell Cheng Alternat	2,000.00	2,000.00
39859	6/10/2014	02677	METROPOLITAN PLANNING	G1639	HISTORIC RESOURCES & GE	385.75	385.75
39860	6/10/2014	02716	COM-STRAT, LLC DBA	13418	Telecommunications Facilities:	1,852.50	1,852.50
39861	6/10/2014	02722	ENVIRONMENTAL SCIENCE A	107518	March 2014 Serramonte Ford F	736.25	736.25
39862	6/10/2014	02723	KESSELMAN, MICHAEL	30663P Refund	Live Scan Over	7.00	7.00
39863	6/10/2014	02724	MAGIDSON, DAVID	30664P Refund	Live Scan Over	7.00	7.00
39864	6/10/2014	02725	HALLORAN, NANCY	30665P Refund	Live Scan Over	7.00	7.00
39865	6/10/2014	02726	MORENO, MARIAANA	30676P Refund	Live Scan Over	7.00	7.00
39866	6/10/2014	02727	COMMISSION ON PEACE OFFCY	12/13 Unallo	FY 2012-2013 Unallowable Rei	6,124.00	6,124.00
39867	6/10/2014	02728	TRUGREEN LIMITED PARTNE	19219997	Targeted Insect Control Flea Sp	150.00	150.00
39868	6/10/2014	02730	THE RATCLIFF ARCHITECTS	7077	COLMA TOWN HALL RENOVA	15,643.50	15,643.50

b total for FIRST NATIONAL BANK OF DALY CITY:

89,135.13

41 checks in this report.

Grand Total All Checks:

89,135.13

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39869	6/10/2014	00068	06/11/14	6/11/2014	06/19/14 Jon Read Retirement	20.00	20.00
39870	6/10/2014	00174	HOME DEPOT CREDIT SERVI(05/30/2014	5/30/2014	May 7-28, 2014 PW Purchases	692.07	692.07
39871	6/10/2014	00773	CHIAPPARI, DIANNE	6/9/2014	06/09/14 Deposit Refund 6/8/14	50.00	50.00
39872	6/10/2014	00978	CASTRO, RUDOLFO	6/9/2014	06/09/14 Deposit Refund 6/7/14	300.00	300.00
39873	6/10/2014	01276	GONZALEZ, RAE	6/9/2014	06/09/14 Deposit Refund 6/6/14	30.00	30.00
39874	6/10/2014	01472	DELATORRE, MARIELA	6/6/2014	06/06/14 Event Cancelled Refu	650.00	925.00
39875	6/10/2014	01511	GONZALEZ, ALEJANDRA	6/6/2014	06/06/14 Event Cancelled Refu	275.00	300.00
39876	6/10/2014	02238	BREWER, ANA	6/9/2014	06/09/14 Deposit Refund 6/8/14	300.00	300.00
				6/9/2014	06/09/14 Deposit Refund 6/6/14	150.00	150.00
b total for FIRST NATIONAL BANK OF DALY CITY:							2,467.07

8 checks in this report.

Grand Total All Checks:

2,467.07

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39877	6/13/2014	00068	06132014B	6/13/2014	COLMA PEACE OFFICERS: P/	652.14	652.14
39878	6/13/2014	00631	06132014B	6/13/2014	PERS - BUYBACK: PAYMENT	35,905.12	
			06132014B	6/13/2014	PERS MISC NON-TAX: PAYME	12,842.93	
39879	6/13/2014	01340	06132014M	6/13/2014	PERS MISC NON-TAX: PAYME	890.51	49,638.56
39880	6/13/2014	01360	06132014B	6/13/2014	FLEX 125 PLAN: PAYMENT	481.14	481.14
			06132014M	6/13/2014	ICMA CONTRIBUTION: PAYME	2,983.00	
39881	6/13/2014	01375	06132014B	6/13/2014	ICMA CONTRIBUTION: PAYME	650.00	3,633.00
			06132014M	6/13/2014	NATIONWIDE: PAYMENT	4,900.00	
39882	6/13/2014	02377	06132014M	6/13/2014	NATIONWIDE: PAYMENT	650.00	5,550.00
93060	6/13/2014	00521	06132014B	6/13/2014	CALIFORNIA STATE DISBURS: PAYM	600.00	600.00
93061	6/13/2014	00130	06132014M	6/13/2014	UNITED STATES TREASURY	953.48	953.48
93063	6/13/2014	00130	06132014M	6/13/2014	EMPLOYMENT DEVELOPMEN	15.42	15.42
93064	6/13/2014	00521	06132014B	6/13/2014	EMPLOYMENT DEVELOPMEN	8,089.61	8,089.61
			06132014M	6/13/2014	UNITED STATES TREASURY	43,198.84	43,198.84
b total for FIRST NATIONAL BANK OF DALY CITY:							112,812.19

10 checks in this report.

Grand Total All Checks:

112,812.19

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39883	6/17/2014	00002	06/01/2014	6/1/2014	PHONE BILLS	108.90	108.90
39884	6/17/2014	00004	000005438747	6/1/2014	4 Voice Mail Ports May 2013	799.52	799.52
39885	6/17/2014	00038	BROADMOOR LUMBER & PLY May 2014	5/31/2014	G3 Pathway Stabilizer-5 Gal, Bk	464.01	464.01
39886	6/17/2014	00057	CINTAS CORPORATION #2 May 2014	6/10/2014	CLEANING SERVICE	947.16	947.16
39887	6/17/2014	00086	CITY OF BURLINGAME BR7273	5/29/2014	4/1/14-3/31/15 Data Protector E	120.96	120.96
39888	6/17/2014	00112	DEPARTMENT OF JUSTICE 036580	6/4/2014	FINGERPRINT APPLICATIONS	2,238.00	2,238.00
39889	6/17/2014	00211	KELLY-MOORE PAINTS May 2014	5/31/2014	PAINT AND SUPPLIES	238.27	238.27
39890	6/17/2014	00307	PACIFIC GAS & ELECTRIC 3007220528-6	6/5/2014	3007220528-6 1199 El Camino	3,048.18	3,048.18
			0512181543-4	6/5/2014	0512181543-4	2,452.01	2,452.01
			6991706865-7	6/4/2014	6991706865-7 1190 El Camino	313.84	313.84
			0576889222-5	6/5/2014	0576889222-5 1180 El Camino	258.97	258.97
			0035222590-8	6/5/2014	0035222590-8 1180 El Camino	18.44	18.44
39891	6/17/2014	00364	SMC SHERIFF'S OFFICE CL04032	5/31/2014	LAB FEES	694.67	694.67
39892	6/17/2014	00411	TURBO DATA SYSTEMS 21534	5/31/2014	CITATION PROCESSING	67.38	67.38
39893	6/17/2014	00412	TELECOMMUNICATIONS ENG43119	6/10/2014	Facilities Mgmt & Maintenance	1,328.00	1,328.00
39894	6/17/2014	00414	TERMINEX INTERNATIONAL L335425437	6/13/2014	PEST CONTROL	325.00	325.00
39895	6/17/2014	00612	CITY & COUNTY OF SAN FRAI June 11-13, 2014	6/12/2014	June 11-13, 2014 Bicycle Patrol	90.00	90.00
39896	6/17/2014	00623	AUS HAYWARD-SAN JOSE LOMay 6-23, 2014	5/23/2014	UNIFORM SERVICE	338.76	338.76
39897	6/17/2014	00830	STAPLES BUSINESS ADVANT78030163159	6/7/2014	HP Toner 80A, Sandisk 8GB, 2'	507.78	507.78
39898	6/17/2014	01066	SAN MATEO REGIONAL NETV21220	6/10/2014	INTERNET ACCESS SERVICE	435.00	435.00
39899	6/17/2014	01280	AIRGAS-NCN 9028329244	6/9/2014	Reflector Surveyor Vests 5 Lg 8	82.58	82.58
39900	6/17/2014	01345	GOODWIN, SILVIA MARTHA 90427	6/10/2014	06/10/14 Schedule Issue Refun	27.00	27.00
39901	6/17/2014	01367	DUO DANCE ACADEMY May 2014	6/13/2014	DANCE CLASSES	605.00	605.00
39902	6/17/2014	01723	THE ACTIVE NETWORK, INC. 1008624	5/31/2014	Hosted Payment Serve and Prc	510.00	510.00
39903	6/17/2014	02499	GE CAPITAL INFORMATION T192565570	6/5/2014	COPY MACHINE RENTAL	1,536.90	1,536.90
39904	6/17/2014	02510	REGIONAL GOVERNMENT SE4162	5/31/2014	CONTRACT C. FRANCIS	750.00	750.00
39905	6/17/2014	02731	ELMORE, BRINA May 28-29, 2014	6/7/2014	May 28-29, 2014 Public Record	94.60	94.60
39906	6/17/2014	02732	FOLSOM LAKE FORD, INC. FL4600	6/13/2014	1FM5K8AR5FGA09932 2015 Ir	32,428.62	32,428.62
			FL4601	6/13/2014	1FM5K8AR7FGA09933 2015 Ir	32,428.62	32,428.62
			FL4602	6/13/2014	1FM5K8AR9FGA09934 2015 Ir	32,428.62	32,428.62
39907	6/17/2014	02733	BUENSUCESO, ISABELITA 30851P Livescar	6/14/2014	30851P Livescan Refund Overt	7.00	7.00
39908	6/17/2014	02734	NISHIMURA, MARIA 30852P Livescar	6/14/2014	30852P Livescan Refund Overt	7.00	7.00

b total for FIRST NATIONAL BANK OF DALY CITY: 115,700.79

26 checks in this report.

Grand Total All Checks: 115,700.79

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39909	6/24/2014	00051	CALIFORNIA WATER SERVICE1727052702	6/13/2014	1727052702 JSB across from F	117.49	117.49
39910	6/24/2014	00057	CINTAS CORPORATION #2 8401177407	6/13/2014	First Aid Supplies Town Hall	209.44	209.44
39911	6/24/2014	00093	CITY OF SOUTH SAN FRANCISCO:515676	6/12/2014	DISPATCH SERVICES	8,358.61	8,358.61
39912	6/24/2014	00112	DEPARTMENT OF JUSTICE 145931	6/4/2014	FINGERPRINT APPLICATIONS	96.00	96.00
39913	6/24/2014	00460	SMC JOBS FOR YOUTH 05/22/14 Breakf	6/11/2014	5/24/14 Annual Fundraising Bre	45.00	45.00
39914	6/24/2014	00534	SMC INFORMATION SERVICE:1YCL11405	6/16/2014	MICRO CHANNEL & LINES	1,342.42	1,342.42
39915	6/24/2014	00563	PETTY CASH 06/20/14 Petty C	6/20/2014	06/20/14 PETTY CASH REIMB	264.89	264.89
39916	6/24/2014	00786	RANGEL, MARIA 90986	6/16/2014	06/16/14 Deposit Refund 6/15/1	50.00	50.00
39917	6/24/2014	01030	STEPFORD, INC. 1401673	6/13/2014	Acrobat11Win AOO License for	239.95	239.95
39918	6/24/2014	01037	COMCAST CABLE 06/11/14-07/10/1	6/11/2014	601 F St. High Speed Internet,	144.70	144.70
39919	6/24/2014	01183	BEST BEST & KRIEGER LLP 726639	6/4/2014	CITY ATTORNEY SERVICES	22,008.04	22,008.04
39920	6/24/2014	01308	EEL RIVER FUELS, INC. 308275	6/15/2014	PW GAS PURCHASES	334.22	334.22
39921	6/24/2014	01330	CITY OF SAN BRUNO 003544	6/12/2014	PAYROLL SERVICES	2,296.00	2,296.00
39922	6/24/2014	01549	BURNS, LORI May 1-June 18, 2	6/18/2014	May 1-June 18, 2014 Mileage &	67.51	67.51
39923	6/24/2014	01552	FORTE PRESS CORPORATION:051835	6/10/2014	250 DHCS 1802 Forms, 2-part	146.80	146.80
39924	6/24/2014	01565	BAY CONTRACT MAINTENANCE:June 2014	6/10/2014	JANITORIAL SERVICES	8,225.69	8,225.69
39925	6/24/2014	01736	CHIU, KUNG-KAY Repair/Replace f	6/10/2014	1520 Hillside Repair-Replace Fi	6,000.00	6,000.00
39926	6/24/2014	01760	JARVIS, FAY & DOPORTO, LLLF6280	6/16/2014	01/28/13-06/30/14 Fire Alarm M	450.00	450.00
39927	6/24/2014	01923	SPRINT 6356	5/31/2014	May 14-30, 2014 TEA Matter	333.33	333.33
39928	6/24/2014	01972	LORAL LANDSCAPING, INC 363758810-079	5/31/2014	April 11-June 5, 2014 PTAF Ma	50.55	50.55
39929	6/24/2014	02002	DIZCO, INC. 67281	6/18/2014	PD CONNECTION	580.88	580.88
39930	6/24/2014	02251	RECORD XPRESS OF CA, LLC0646102	6/4/2014	Tree Work Completed on Estim	17,450.00	17,450.00
39931	6/24/2014	02274	FRANK AND GROSSMAN LANI40445266	6/16/2014	06/27/14 Interactive Comedy M	350.00	350.00
39932	6/24/2014	02622	MANGIBIN, CARMEN 40445265	6/16/2014	Fertilizer Best 16-6-8 Turf Supr	846.00	846.00
39933	6/24/2014	02623	BLOEBAUM, CYNTHIA 90987	6/16/2014	Irrigation Repairs at Creekside	325.00	325.00
39934	6/24/2014	02638	MURPHY, MARY 06/18/14 Cookin	6/19/2014	06/16/14 Deposit Refund 6/14/1	50.00	50.00
39935	6/24/2014	02648	ALLEN, JAMES 90984	6/16/2014	COOKING CLASSES	750.00	750.00
39936	6/24/2014	02735	PARDINI, LOLA 79057 Replaces	8/2/2013	06/16/14 Deposit Refund 6/14/1	300.00	300.00
			90985	6/16/2014	Replaces Void Ck #38349 08/0	60.00	60.00
				6/16/2014	06/16/14 Deposit Refund 6/15/1	300.00	300.00

b total for FIRST NATIONAL BANK OF DALY CITY: 72,044.72

28 checks in this report.

Grand Total All Checks: 72,044.72

first

FirstCheck List
Town of Colma

apChkLst
06/25/2014 11:07:53AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39937	6/27/2014	00047	06272014B	6/27/2014	CLEA: PAYMENT	392.00	392.00
39938	6/27/2014	00068	06272014B	6/27/2014	COLMA PEACE OFFICERS: P/	652.14	652.14
39939	6/27/2014	00631	06272014B	6/27/2014	PERS - BUYBACK: PAYMENT	35,974.32	
			06272014B	6/27/2014	PERS MISC NON-TAX: PAYME	12,566.74	48,541.06
39940	6/27/2014	01340	06272014B	6/27/2014	FLEX-PLAN SERVICES, INC	481.14	481.14
39941	6/27/2014	01360	06272014B	6/27/2014	VANTAGE TRANSFER AGENT:06272014B	2,983.00	2,983.00
39942	6/27/2014	01375	06272014B	6/27/2014	NATIONWIDE RETIREMENT S	4,900.00	4,900.00
39943	6/27/2014	02224	06272014B	6/27/2014	STANDARD INSURANCE COM	298.70	298.70
39944	6/27/2014	02377	06272014B	6/27/2014	CALIFORNIA STATE DISBURS	600.00	600.00
93067	6/27/2014	00130	06272014B	6/27/2014	EMPLOYMENT DEVELOPMEN	11,067.82	11,067.82
93068	6/27/2014	00521	06272014B	6/27/2014	UNITED STATES TREASURY	56,200.92	56,200.92

b total for FIRST NATIONAL BANK OF DALY CITY: 126,116.78

10 checks in this report.

Grand Total All Checks: 126,116.78

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39945	6/30/2014	00051	CALIFORNIA WATER SERVICE6544607057	6/18/2014	6544607057 SW Corner Hillside	2,153.12	2,153.12
39946	6/30/2014	00071	CSG CONSULTANTS, INC. Apr 26-May 30, 2	6/17/2014	CSG	135,925.04	135,925.04
39947	6/30/2014	00090	CITY OF SAN MATEO 06/27/14 Meeting	6/30/2014	06/27/14 COUNCIL OF CITIES	100.00	100.00
39948	6/30/2014	00093	CITY OF SOUTH SAN FRANCISCO:515667	6/5/2014	TRAFFIC SIGNAL MAINTENANCE	777.25	777.25
39949	6/30/2014	00258	CELESTE, MIKE April - June 2014	6/25/2014	RETIREE MEDICAL REIMBUR	564.33	564.33
39950	6/30/2014	00307	PACIFIC GAS & ELECTRIC 0092128195-2	6/20/2014	PG&E	1,897.82	
			9248309814-8	6/20/2014	PG&E	235.85	
			0678090639-9	6/16/2014	0678090639-9 S/E Corner Hillside	58.60	
			9593452526-2	6/16/2014	9593452526-2 1500 Hillside #B	31.52	
			2039987372-6	6/19/2014	PG&E	11.59	2,235.38
39951	6/30/2014	00314	R.C. SHAY & CO. INC 3548	6/2/2014	JSB & Serramonte Blvd Repair	350.00	350.00
39952	6/30/2014	00599	RUGGIERO, EDWARD April - June 2014	6/25/2014	RETIREE MEDICAL REIMBUR	564.33	564.33
39953	6/30/2014	00617	QUINN, COLM April - June 2014	6/27/2014	RETIREE MEDICAL REIMBUR	564.33	564.33
39954	6/30/2014	00804	RELIABLE OFFICE SUPPLIES FMM96100	6/17/2014	Flexgrip Black Pens, OMX HP C	285.01	285.01
39955	6/30/2014	00830	STAPLES BUSINESS ADVANT/8030324702	6/21/2014	SPLS 8.5 x 11 100% Recycle C	318.77	
			8030243156	6/14/2014	66x60 Workstation Charimat, S	142.54	461.31
39956	6/30/2014	00949	GLUSZEK, BRENDA K. Apr 8-June 12, 2	6/20/2014	YOGA CLASSES	2,200.00	2,200.00
39957	6/30/2014	01030	STEPFORD, INC. 1401513	5/29/2014	April 2014 Hours in Excess of C	8,057.50	
			1401755	6/24/2014	PD HP LaserJet Pro P1102W P	246.91	8,304.41
39958	6/30/2014	01076	API CONSULTING 14-06 Colma	6/23/2014	RECORDS MANAGEMENT	6,225.00	6,225.00
39959	6/30/2014	01370	VERIZON WIRELESS SERVICE9726943304	6/15/2014	CELL PHONE SERVICE	889.51	889.51
39960	6/30/2014	01472	DELATORRE, MARIELA 91555	6/23/2014	06/23/14 Deposit Refund 6/21/1	225.00	
			91556	6/23/2014	06/23/14 Deposit Refund 6/21/1	100.00	325.00
39961	6/30/2014	01569	DARLING INTERNATIONAL IN(600:2489587	6/17/2014	TRAP SERVICE CHARGE	79.71	79.71
39962	6/30/2014	01919	COLLICUTT ENERGY SERVICE(32833	6/19/2014	Annual Service, Inspection and	1,707.64	1,707.64
39963	6/30/2014	02190	GOGAN, REA June 17-24, 201	6/24/2014	JUNE 17-24, 2014 REIMBURS	38.46	38.46
39964	6/30/2014	02274	FRANK AND GROSSMAN LANI40445267	6/24/2014	Planting on F Sreet	720.00	
			40445268	6/24/2014	Irrigation Repairs: Boken Later	300.00	1,020.00
39965	6/30/2014	02285	MIRA, DEBBIE 91554	6/23/2014	06/23/14 Deposit Refund 6/21/1	50.00	50.00
39966	6/30/2014	02375	DE GALINDO, YENIS COTUA May 5-June 25, 2	6/26/2014	May 5 - June 25, 2014 Zumba C	176.00	176.00
39967	6/30/2014	02382	GONZALEZ, MARIA 91553	6/23/2014	06/23/14 Deposit Refund 6/22/1	50.00	50.00
39968	6/30/2014	02580	HERNANDEZ, HILDA 91552	6/23/2014	06/23/14 Deposit Refund 6/21/1	225.00	225.00
39969	6/30/2014	02641	PAPE, HEATHER 91183	6/18/2014	06/18/14 Insufficient Class	18.00	18.00
39970	6/30/2014	02656	AMERICAN FUTURE SYSTEM,06896136	6/17/2014	Deskbook Encyclopedia of Pub	124.95	124.95

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39971	6/30/2014	02681	91749	6/26/2014	06/26/14 Insufficient Registratio	18.00	18.00
39972	6/30/2014	02704	91750	6/26/2014	06/26/14 Insufficient Registratio	60.00	60.00
39973	6/30/2014	02709	91326	6/20/2014	06/20/14 Deposit Refund 6/19/1	225.00	225.00
39974	6/30/2014	02722	ENVIRONMENTAL SCIENCE A:108450	6/9/2014	May 2014 Serramonte Ford Prc	4,436.07	4,436.07
39975	6/30/2014	02728	TRUGREEN LIMITED PARTNE 20273691	6/16/2014	TARGETED INSECT CONTROL	150.00	150.00
39976	6/30/2014	02736	ANDERSON, JUANITA	6/20/2014	06/20/14 Insufficient Registratio	60.00	120.00
			91751	6/26/2014	06/26/14 Insufficient Registratio	60.00	650.00
39977	6/30/2014	02737	TAGLE, RYAN	6/20/2014	06/20/14 Cancellation Refund	650.00	252.00
39978	6/30/2014	02738	TOLOSA, ALEENA	6/20/2014	06/20/14 Day Camp Refund 6/1	252.00	457.00
39979	6/30/2014	02739	ZEBOHEAD AUTOMOTIVE INC000002418	6/23/2014	08 Ford Crown Vic ABS Brake I	457.00	

b total for FIRST NATIONAL BANK OF DALY CITY: 171,781.85

35 checks in this report.

Grand Total All Checks:

171,781.85



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brian Dossey, Director of Recreation Services

VIA: Sean Rabé, City Manager

MEETING DATE: July 9, 2014

SUBJECT: Recreation Services Department Quarterly Review, April - June 2014

RECOMMENDATION

Staff recommends that the City Council adopt:

A MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE SECOND QUARTER OF 2014.

EXECUTIVE SUMMARY

In the second quarter of 2014, a total of 1,388 participants attended more than 51 programs. This represents an increase of 200 participants from the second quarter of 2013.

Staff estimates that 34% of the population had a current Colma I.D. during the 2nd quarter of 2014 suggesting that residents participated in multiple programs.

There were a total of 69 rentals, which is an increase of 7 rentals from the first quarter of 2014.

BACKGROUND

Participation

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

- A total of 66 Adults & Seniors participated in Enrichment Programs. This represents an increase of 5 participants from the 2nd quarter of 2013. Staff attributes the increase to greater participation in the fitness programs.

- A total of 164 Adults & Seniors participated in Trips & Events. This represents an increase of 28 participants from the 2nd quarter of 2013. Staff attributes the increase to greater participation in the Adult/Family outings.
- A total of 609 Youths & Teens participated in Enrichment Programs. This represents an increase of 20 participants from the 2nd quarter of 2013. Staff attributes the increase to greater participation in the After School and Day Camp program.
- A total of 153 Youths & Teens participated in Events & Trips. This represents an increase of 21 participants from the 2nd quarter of 2013.
- A total of 396 Youths, Adults and Seniors participated in Community Programs. This represents an increase of 126 participants from the 2nd quarter of 2013. Staff attributes the increase to the Eggstravaganza event taking place in April this year and greater participation in the Town Wide Clean Up Day event.

The attachment contains a detailed breakdown of participation by program.

Rental Activity

The Colma Community Center was rented for 47 different events:

- Resident Rentals (29 social events and 1 HOA meeting)
- Resident Non-profit group (1 meeting)
- Non-Resident Non-profit Groups (1 meeting and 2 fundraisers)
- Non-resident (2 funerals)
- In House Reservations (11 meetings/trainings)

The Sterling Park Recreation Center was rented for 22 different events:

- Sterling Park Resident Rentals (21 social events)
- In House Reservation (1 meeting)

Sustainability Impact

Staff coordinates and implements program and activities which are in alignment with the Town's Climate Action Plan and Sustainability Policy. For example, all instructor contracts are e-mailed instead of printed and sent via U.S. mail. Also, when food and beverages are provided staff uses recyclable products.

ATTACHMENTS

- 2014 Recreation Services Department Quarterly Review – Participation Detail

**Recreation Services Department Quarterly Review
April - June 2014
Participation Detail**

Adult/Senior Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Abs & Core Strength	9	1	Existing
Ballet, Tap & Hip Hop	1	1	Existing
Cooking Classes	20	3	Existing
Creekside Villas Activities	13	3	Existing
Discover Ukulele	Cancelled	1	Existing
Full Body Conditioning	5	1	Existing
Golf	Cancelled	1	Existing
Hatha Yoga	16	1	Existing
Jewelry Design Pearl Knotting	Cancelled	1	<i>NEW</i>
Zumba	2	1	Existing

Adult & Senior Trips & Events

Program	Registered	Sessions	New or Existing Program
Castella di Amorosa	18	1	<i>NEW</i>
De Young Museum	12	1	Existing
Family Field Day	17	1	Existing
Gilroy Gardens	9	1	Existing
San Francisco Giants (2 games)	66	2	Existing
Senior Lunch (Bingo & BBQ)	42	2	Existing

Youth & Teen Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Alternative Camp for Teens	1	1	<i>NEW</i>
Ballet, Tap & Hip Hop	10	1	Existing
Broadway Musical Groups	Cancelled	2	Existing
Chess Wizards	Cancelled	1	Existing
Cooking	11	3	Existing
Discover Ukulele	Cancelled	2	Existing
Golf	Cancelled	3	Existing
Guitar	Cancelled	3	Existing
Keyboard	11	2	Existing
Kids Carpentry	Cancelled	1	Existing
Kids' Club Afterschool Program	49	5	Existing
Kids Love Soccer	5	1	Existing

Kumon Math Tutoring	64	3	Existing
Kumon Reading Tutoring	54	3	Existing
Parents' Night Out	6	3	Existing
Spring Early Morning Care	10	1	Existing
Spring Day Camp	31	1	Existing
Spring Afternoon Care	6	1	Existing
Summer Early Morning Care	74	2	Existing
Summer Day Camp	148	2	Existing
Summer Afternoon Care	56	2	Existing
Tae Kwon Do	51	3	Existing
Tot Gym & Jam	17	3	Existing
Violin Workshop	2	2	Existing
Vibo Youth Ensemble	3	1	Existing

Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
All Nerf Challenge	10	1	<i>NEW</i>
Earth Day Celebration	22	1	Existing
Egg Decorating Baskets	8	1	<i>NEW</i>
Family Field Day	29	1	Existing
Gilroy Gardens	6	1	Existing
San Francisco Giants (2 games)	32	2	Existing
Sky High Sports	46	1	Existing

Community Programs

Program	Registered	Sessions	New or Existing Program
Eggstravaganza	115	1	Existing
Project Read Learning Wheels	79	6	Existing
Project Read Nutrition Program	68	3	Existing
Project Read Science Club	66	3	Existing
Town Wide Clean-up Day	38 including staff	1	Existing
Town Wide Garage Sale	30	1	Existing

Note: Programs were cancelled due to insufficient participation.



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Michael P. Laughlin, AICP, City Planner
Turhan Sonmez, Associate Planner

VIA: Sean Rabé, City Manager

MEETING DATE: July 9, 2014

SUBJECT: Ditos Motors Second Amended Conditional Use Permit

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION APPROVING A SECOND AMENDED CONDITIONAL USE PERMIT FOR PROPERTY AT 1715 MISSION ROAD

EXECUTIVE SUMMARY

David Dito of Ditos Motors is requesting to modify the approved plans for exterior improvements to the existing building at 1715 Mission Road. The plans were approved by City Council Resolution No. 2013-03 on January 9, 2013. Due to a miscalculation of the roof height by the project architect, the exterior improvements cannot be completed as approved. The front façade (parapet) of the building is proposed to be extended across at the same overall height as the existing parapet, and will remain stepped (ziggurat) in form rather than horizontal in form as shown on the plans approved by Resolution No. 2013-03. No changes pertaining to use of the building or site are being proposed. The only change that has been made in the attached resolution is to paragraph 3(a) of Resolution No. 2013-03 which makes reference to the amended plans submitted by the applicant.

FISCAL IMPACT

Approving this project will not have a material impact on the Town's budget.

BACKGROUND

The Subject Property has a General Plan land use designation of Commercial and is zoned Commercial (C). 1715 Mission Road is also located in a Design Review Zone and is subject to

the Minor Design Review process and all restrictions and procedures applicable to the "DR" Design Review Zone.

The project site and existing building have been used for vehicular repair and service use since 1989. On January 9, 2013, Council approved Resolution No. 2013-03 and a First Amended Conditional Use Permit (with associated Minor Design Review) for the property, which approved a small addition to the building, a reconfigured parking lot and the provision for off-site parking on an adjoining property.

The applicant recently obtained a building permit to implement the project. During inspections, it was noted that the façade (parapet) improvements did not match the plans. Since this change is not consistent with the plans approved by the City Council, the applicant applied for an amendment to the existing approval.

ANALYSIS

CEQA Review

Pursuant to the Section 15301 of the State CEQA Guidelines, the project is Categorical Exempt from further environmental review because the project involves the minor alteration of an existing private structure involving an addition of floor area of less than 2,500 square feet.

Proposed Modifications

The Applicant's requested changes to the plans, approved by Resolution No. 2013-03 on January 9, 2013, pertain only to the building's front parapet. In the approved plans the parapet is horizontal across the front of the existing building and extends across the addition. With the Applicant's proposed changes, the parapet would still extend across the balance of the frontage, but instead of being a straight horizontal line, it would maintain the ziggurat shape of the building's existing parapet. The project architect miscalculated the height of the building's roof peak, and if the parapet was constructed as approved by Resolution No. 2013-03 the roof peak would be exposed by approximately six feet. With the Applicant's proposed changes, the roof peak would be covered by the top portion of the ziggurat shaped parapet and the parapet would be consistent with existing building's design, as shown on the attached plans (Exhibits B and C).

All commercial properties in the Town of Colma include a "Design Review (DR)" overlay which requires that any modifications to any existing building be reviewed for consistency with the Design Review ordinance requirements prior to the applicant receiving a building permit. The ordinance requires the use or continuation of a Spanish Mediterranean design theme if the building is Spanish Mediterranean in design. In this case, the proposed modifications will match the existing design.

The proposed addition is not required to comply with the design criteria set out in Colma Municipal Code section 5.03.300 (b), which requires a Spanish/Mediterranean style. The following finding was previously made by the City Council to support this exemption:

- The existing architectural style of the building and adjacent buildings is modern industrial and does not contain any Spanish/Mediterranean design elements. The exception set out in CMC section 5.03.300 (a) would exempt this project from compliance with the design standards. This exception provides for “Additions to existing buildings, where the addition, if it were to conform to the DR standards, would clash with an established architectural theme.” The addition will be consistent with the modern industrial style of the existing building and adjacent buildings along Mission Road.

The Findings made by the City Council in Resolution No. 2013-03 still apply to the project and are not required to be changed or amended as a result of the change of plans. The only change that has been made in the attached resolution is to paragraph 3(a) of Resolution No. 2013-03 which makes reference to the amended plans submitted by the applicant.

Council Adopted Values

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

Alternatives

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

1. Approve the proposed modifications to the approved plans.
2. Approve the proposed modifications to the approved plans with recommended design changes to the proposed plans or modification of conditions of approval.
3. Deny the proposed modifications to the approved plans. This action would result in the continued allowed use of 1715 Mission Road for a vehicular repair and service garage under Resolution No. 2013-03, but would deny the implementation of proposed changes to the exterior improvements. This alternative is problematic since the applicant would not be able to complete the exterior improvements to the existing building since the architect's plans cannot be implemented as drawn.

CONCLUSION

Staff recommends that the City Council approve the proposed modifications to the approved plans with the recommended findings and conditions in the attached resolution.

ATTACHMENTS

Exhibit A: Amended Resolution

Exhibit B: Plans approved by Resolution No. 2013-03

Exhibit C: Proposed changes to plans approved by Resolution No. 2013-03

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RESOLUTION NO. 2014-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION APPROVING A SECOND AMENDED CONDITIONAL USE
PERMIT FOR PROPERTY AT 1715 MISSION ROAD**

Property Owners: David and Robert Dito
Applicant: David Dito
Location: 1715 Mission Road
Assessor's Parcel Number: APN: 010-142-020

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

1. Background

(a) On January 9, 2013, the City Council adopted Resolution 2013-03, granting a First Amended Conditional Use Permit to use the property at the above-referenced address and Assessor's Parcel Number 010-142-020 ("Subject Property") for a vehicular repair and service use and to construct a 287 sq. ft. addition to an existing 2,096 sq. ft. onsite structure with minor exterior building changes.

(b) The Permittee is requesting that the Town approve a modification to the plans for exterior improvements to the existing building at 1715 Mission Road that were approved by Resolution 2013-03. Due to a miscalculation of the roof height by the project architect, the exterior improvements cannot be completed as approved. The front façade (parapet) of the building is proposed to be extended across at the same overall height as the existing parapet, and will remain stepped (ziggurat) in form rather than horizontal in form as shown on the attached plans. No other changes to the Amended Conditional Use Permit are requested.

(c) The City Council has considered the application, Resolution 2013-13, the accompanying staff report, and all relevant evidence presented at the public meeting.

2. Findings

The City Council finds that:

(a) *Findings Relating to CEQA Review.* The City Council previously found in Resolution 2013-03 that the project was categorically exempt from further environmental review pursuant to the Section 15301 of the State CEQA Guidelines. There is no new information of substantial importance that would change the Council's previous finding.

(b) *Findings Relating to Exemption from Design Review.* The City Council previously found that the project was exempt from design review under Colma Municipal Code section 5.03.300(a) because the then proposed addition and exterior building modifications to the building at the Subject Site would clash with an established architectural theme. There is nothing in the requested modification to the project plan that would change the Council's previous finding.

(c) *Amendment of Conditional Use Permit.* The City Council previously made all findings necessary for granting the CUP for an auto repair use at the site and for the then proposed

addition of a bathroom and a waiting room. There is nothing in the requested modification to the project plans that would change the Council's previous finding.

3. Amendment to Use Permit.

The First Amended Conditional Use Permit granted by Resolution 2013-03 is further amended by replacing paragraph 3(a) with the following:

a) This approval applies specifically to the application filed by David Dito on November 27 2012, which includes the plans dated December 3, 2013 prepared by Antonio Brandi, and the application for an Amended Minor Design Review filed by David Dito on June 24, 2014, which includes the plan sheets A1 and A2 date stamped June 30, 2014 prepared by Antonio Brandi which changes the design of the front roof parapet. Plans submitted for building permit and the work carried out on site shall be in substantial compliance with these approved plans.

4. Terms

(a) *Incorporation.* All other terms and conditions of the First Amended Conditional Use Permit granted by Resolution 2013-03 are incorporated by reference into this resolution as though set forth verbatim.

(b) *Permittee.* As used in this Permit, the word "Permittee" shall mean each person using the Property pursuant to the permit granted herein, including successors to the person first obtaining the permit.

(c) *Recordable Covenant; Transfer.* The Town may record the Conditional Use Permit and/or Shared Parking Agreement with the San Mateo County Recorder. The Conditional Use Permit and Shared Parking Agreement shall run with the land and shall be freely and automatically transferred to each user of the Property, subject to each of the specific and general conditions herein.

(d) *Modification or Revocation.* The Town may modify or revoke the Conditional Use Permit and/or Shared Parking Agreement should it determine that (a) the Property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or (b) if the user fails to comply with and satisfy the conditions herein.

5. General Conditions

(a) The Use Permit and Shared Parking Agreement are conditioned upon the Permittee and each user of the Property fully and faithfully performing each of the following generally-applicable obligations. Failure to comply with any of these conditions shall render the Conditional Use Permit and/or Shared Parking Agreement null and void.

(b) *Duty to Comply With Laws.* The Permittee and each user must comply with all applicable federal, state and municipal laws, codes and regulations, including the currently adopted California Building and Fire Codes. Nothing herein shall be construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any

change to the occupancy classification of the premises or any buildings thereon as defined in the California Building Code. Without limiting the generality of the foregoing:

The installation of any signage, awnings, or alteration of the existing building or floor plans will require submittal of plans and a Building permit must be obtained prior to commencing any work. This shall include alterations or installation of additional lighting, heating/cooling or plumbing fixtures.

(c) *Indemnification.* The Permittee shall indemnify, pay and hold the Town of Colma harmless from all costs and expenses, including attorney's fees, incurred by the Town or held to be the liability of the Town in connection with the Town's defense of its actions in any proceeding brought in any state or federal court challenging the Town's actions with respect to the Project, the Conditional Use Permit, and/or the Shared Parking Agreement.

(d) *Agreement Required.* The Permittee must agree to comply with each and every term and condition herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the Conditional Use Permit and Shared Parking Agreement. If Permittee is not the property owner, then the property owner must consent to use of the Property on the terms and conditions herein by counter-signing a copy of this Resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the Conditional Use Permit and Shared Parking Agreement.

Certification of Adoption

I certify that the foregoing Resolution No. 2014-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on July 9, 2014, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor					
Raquel Gonzalez, Vice Mayor					
Joanne F. del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Sean Rabé, 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

Permittee

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

Dated: _____
[Printed Name of Permittee]

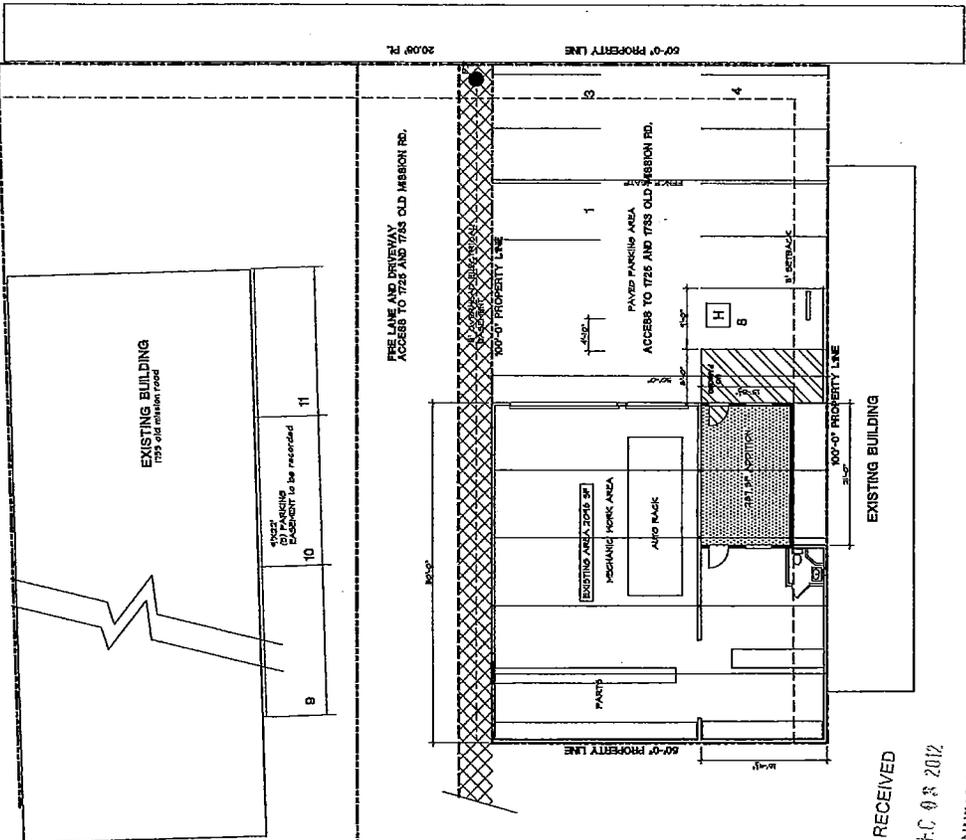
Property Owner

The undersigned agrees to use of the property on the terms and conditions set forth in this resolution.

Dated: _____
[Printed Name of Property Owner]

[Notarization of Property Owner's signature recommended]

<p>PROPOSED ADDITIONAL TERATION FOR: DITO-MOTORS</p>	<p>176 OLD MISSION ROAD COLMA, CALIFORNIA</p> 	<p>ANTONIO M. BRANDI ARCHITECT LIC. C-4788 TEL. 800-281-8663 FAX 800-886-2822 504 LARON AVE. SOUTH SAN FRANCISCO, CA 94080 ABRANDI@AOL.COM</p>	<p>NOTE: All drawings and written material prepared by or for the architect are the property of the architect and shall remain the property of the architect. No part of this drawing shall be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written consent of the architect.</p>	<p>TITLE PROPOSED GROUND / SITE PLAN</p>	<p>JOB NO. 92012 SCALE AS SHOWN DRAWN BY BRANDI / ASSOC. DESIGNED BY ALE BRANDI CHECKED BY ALE BRANDI DNE 12-3-12</p>	<p>A-1 OF 2</p>
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RECEIVED
DEC 03 2012
PLANNING DEPT



VICINITY AERIAL VIEW

PROPOSED GROUND / SITE PLAN
SCALE 1/8" = 1'-0"

EXHIBIT B

PROPOSED ADDITION/ALTERATION FOR: DITO-MOTORS

1715 OLD MISSION ROAD COLMA, CALIFORNIA



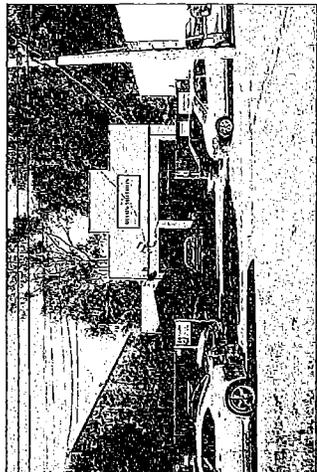
ANTONIO M. BRANDI
ARCHITECT LIC. C-2758
TEL. SEPT. 685 - FOC. 686-2822
101 LAGUNA AVE. #A 44080
SOUTH SAN FRANCISCO, CA
A.M.B.R.A.N.D.I@G.M.A.I.L.C.O.M

NOTE: All drawings and written material prepared by or for the architect shall be the property of the architect. The architect shall not be held responsible for the construction of the work unless the architect has been specifically notified in writing by the contractor to the contrary. The architect shall not be held responsible for the construction of the work unless the architect has been specifically notified in writing by the contractor to the contrary.

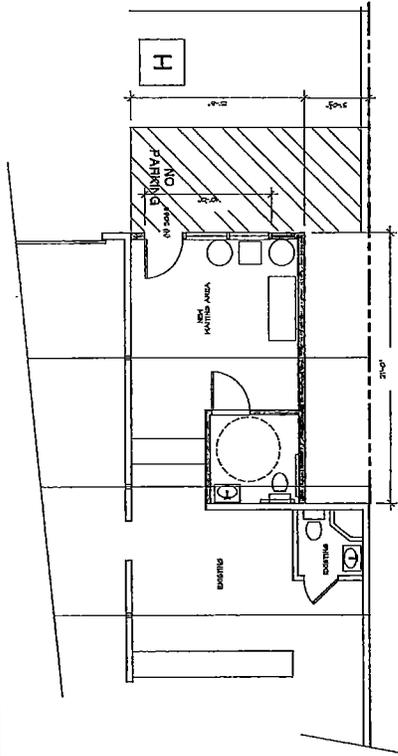
TITLE: PROPOSED FLOOR PLAN & ELEVATIONS

X08 NO. 02012
SCALE AS SHOWN
DRAWN BY BRANDI / ASSOC.
DESIGNED BY A.M. BRANDI
DATE 12-4-12

A-2 OF 2



EXISTING ELEVATION

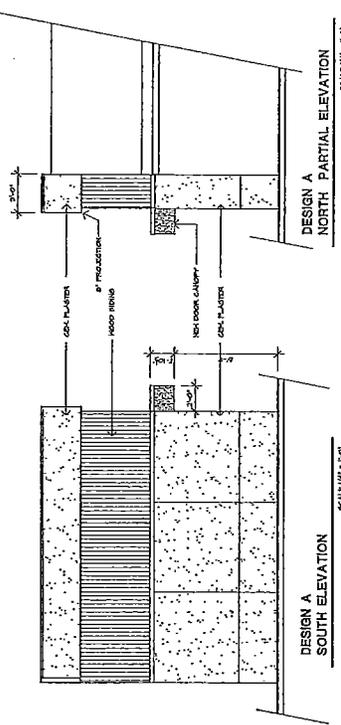


EXISTING WALL
PROPOSED WALLS
WALL LEGEND



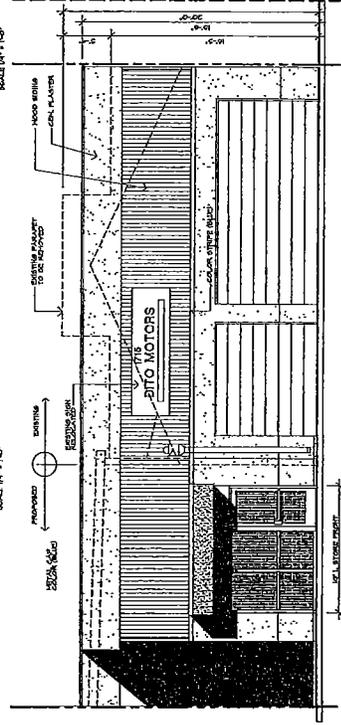
PROPOSED PARTIAL FLOOR PLAN
SCALE 1/4" = 1'-0"

EXISTING AREA 2016 SF
ADDITION 287 SF
TOTAL BUILDING 2303 SF



DESIGN A SOUTH ELEVATION
SCALE 1/4" = 1'-0"

DESIGN A NORTH PARTIAL ELEVATION
SCALE 1/4" = 1'-0"



DESIGN A FRONT ELEVATION
SCALE 1/4" = 1'-0"

DESIGN A FRONT ELEVATION OLD MISSION ROAD STREET VIEW
SCALE 1/4" = 1'-0"

COURT TO MATCH EXISTING BUILDING COLOR (LEAF AND BRASS)

RECEIVED
DEC. 03 2012
PLANNING DEPT

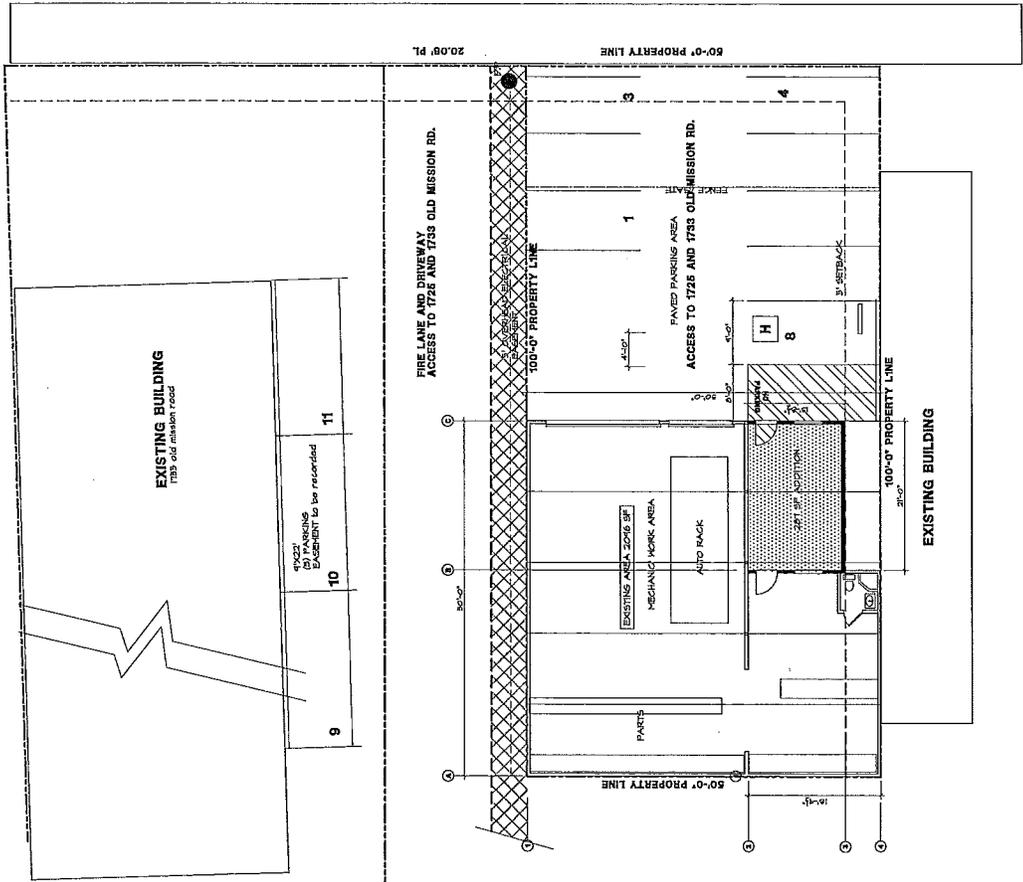
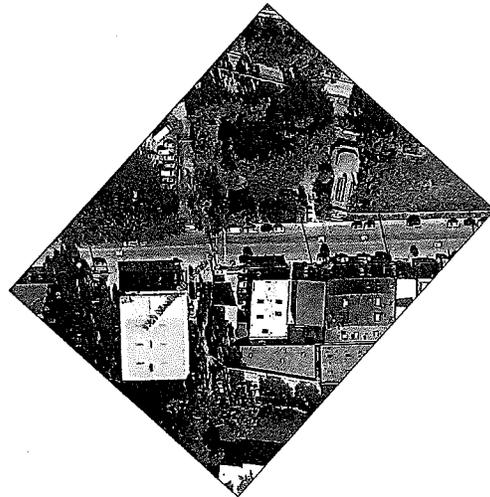
EXHIBIT B

RECEIVED

JUN 30 2014

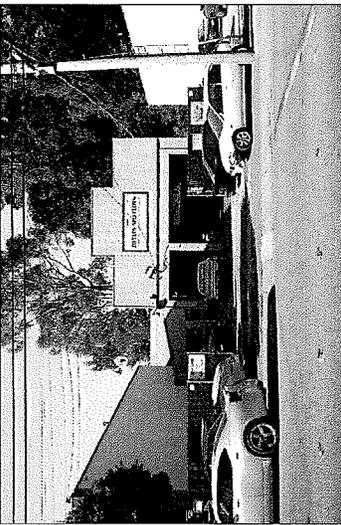
Town of Colma
Planning Dept

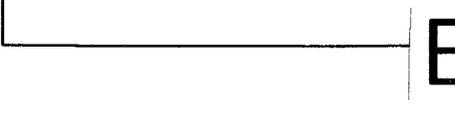
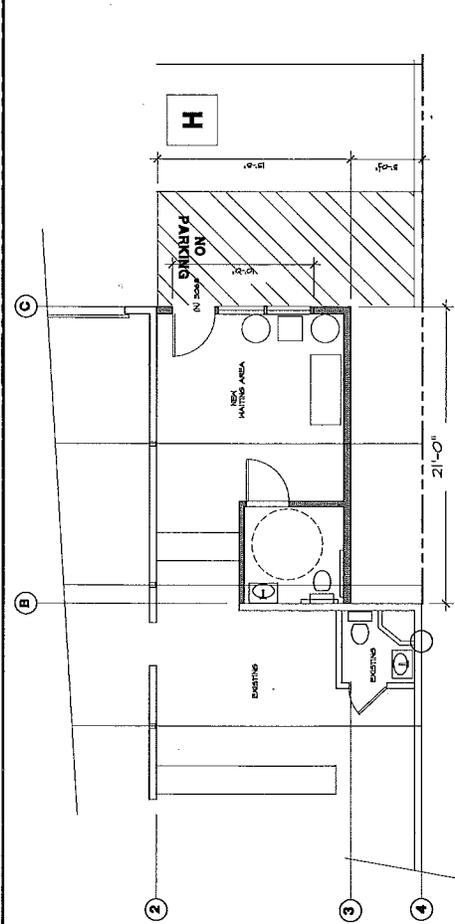
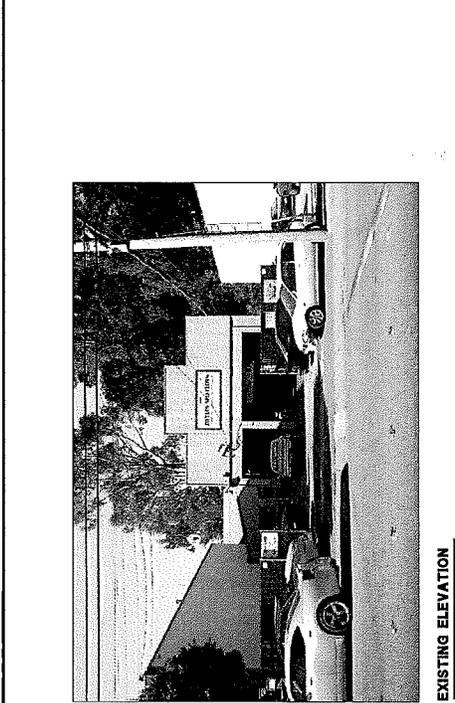
EXHIBIT C



PROPOSED GROUND / SITE PLAN
SCALE 1/8" = 1'-0"

PROPOSED ADDITION/ALTERATION FOR: DITO-MOTORS	PROPOSED GROUND / SITE PLAN
1715 OLD MISSION ROAD COLMA, CALIFORNIA	JOB NO. 92012 SCALE AS SHOWN DRAWN BY BRANNEY / ASSOC. DESIGNED BY A.M. BRANNEY CHECKED BY A.M. BRANNEY DATE 12-3-12
	AN: (AND) ARCHITECT LIC. C-87338 TEL. 800-281-8853 FAX 800-888-2832 904 LARCH AVE. SOUTH SAN FRANCISCO, CA 94080 AHRANDIA@AOL.COM
NOTE: All drawings and written material prepared by or for the architect and published work of the architect shall be the property of the architect and shall not be reproduced, copied, or otherwise used in any form without the written consent of the architect. The architect shall not be responsible for the accuracy of the information furnished by others.	TITLE PROPOSED GROUND / SITE PLAN
	A-1 OF 2

PROPOSED ADDITION/ALTERATION FOR: DITO-MOTORS		1715 OLD MISSION ROAD COLMA, CALIFORNIA	ANTONIO M. BRANDI ARCHITECT LLC, C-8738 TEL: 650-291 8853 FAX: 650-298 2632 804 LARCH AVE. SOUTH SAN FRANCISCO, CA 94080 ABRANDI@AOL.COM	TITLE MODIFICATIONS OF THE BUILDING ELEVATIONS	JOB NO. 92012 SCALE AS SHOWN DRAWN BY BRANDI / ASSOC. DESIGNED BY CHECKED BY DATE 6-30-14
 <p style="text-align: center;">EXISTING ELEVATION</p> <p style="text-align: center; font-size: 2em;">RECEIVED</p> <p style="text-align: center;">JUN 30 2014</p> <p style="text-align: center;">Town of Colma Planning Dept</p>				<p>NOTE: THIS DRAWING REPRESENTS THE CONTRACTOR'S INTERPRETATION OF THE ARCHITECT'S INTENT. THE ARCHITECT ASSUMES NO RESPONSIBILITY FOR SUCH INTERPRETATION. THE ARCHITECT'S INTENT IS TO REPRESENT THE ACTUAL MODIFICATIONS.</p>	
				<p>PROPOSED FRONT ELEVATION SCALE 1/4" = 1'-0"</p>	



PROPOSED PARTIAL FLOOR PLAN
SCALE 1/4" = 1'-0"

EXISTING AREA 2096 SF
ADDITION 287 SF
TOTAL BUILDING 2383 SF

WALL LEGEND

EXISTING WALL

PROPOSED WALLS

PROPOSED PARTIAL FLOOR PLAN
SCALE 1/4" = 1'-0"

EXISTING AREA 2096 SF
ADDITION 287 SF
TOTAL BUILDING 2383 SF



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Caitlin Corley, Administrative Technician III

VIA: Sean Rabé, City Manager

MEETING DATE: July 9, 2014

SUBJECT: 2014 General Municipal Election

RECOMMENDATION

Staff recommends that the City Council adopt a

RESOLUTION CALLING AND GIVING NOTICE OF THE GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 4, 2014, FOR THE ELECTION OF TWO CITY COUNCIL MEMBERS AND RELATED MATTERS

EXECUTIVE SUMMARY

The terms of two Council Members expire this year and these two offices are subject to election. The City Council must adopt a resolution calling for and giving notice of the General Municipal Election to be conducted to fill the two offices. The General Municipal Election can be consolidated with the Statewide General Election to be held on Tuesday November 4, 2014. The Town can also request the San Mateo County Election Division to render services for the purposes of this General Municipal Election.

FISCAL IMPACT

The FY 2014-15 Adopted Budget contains \$2000 for election activity. The 2010 election cost the Town \$2414; that election included two Council Member positions, the Treasurer position and a ballot measure. A budget of \$2000 will likely be sufficient for this year since this election will only have two Council Member positions open.

BACKGROUND

The Town's General Municipal Election is regularly held on the same day as the Statewide General Election in November of even-numbered years. Council Members are elected for four-year terms in staggered elections, and two positions are open for election this year.

ANALYSIS

The proposed resolution would:

1. Call and give notice of the General Municipal Election to elect two Council Members;
2. Request that the Board of Supervisors of San Mateo County agree to the consolidation of the General Municipal Election with the Statewide General Election to be held on Tuesday November 4, 2014; and
3. Authorize the City Manager to enter into an agreement with the San Mateo County Chief Elections Officer to render election services.

The Town is required to publish or post notice of the election, including the time of election and the city offices to be filled, once, no later than July 14, 2014.

COUNCIL ADOPTED VALUES

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

- Vision: The calling of the General Municipal Election will continue to move the Town forward and ensure the Town has a five member City Council to govern the Town.
- Responsibility: By consolidating the General Municipal Election with the Statewide General Election, and requesting that San Mateo County provide services for the election, the Council is acting in a responsible manner to save and conserve Town resources.
- Honesty and Integrity: The adoption of the resolution will allow for the two offices to be filled pursuant to an honest elections process.

SUSTAINABILITY IMPACT

The adoption of the resolution will consolidate the General Municipal Election with the Statewide General Election thereby saving Town money and resources. Further, requesting services from San Mateo County for the election will further reduce Town costs, staff time, and staff resources.

ALTERNATIVES

Staff is unable to identify an alternative to this recommendation because adopting the resolution is a requirement of the elections process.

CONCLUSION

Staff recommends the Council adopt a resolution calling for a General Municipal Election on Tuesday November 4, 2014.

ATTACHMENTS

- Resolution 2014-XX

**RESOLUTION NO. 2014-XX
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION CALLING AND GIVING NOTICE OF THE GENERAL MUNICIPAL
ELECTION TO BE HELD ON NOVEMBER 4, 2014, FOR THE ELECTION OF TWO CITY
COUNCIL MEMBERS AND RELATED MATTERS**

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

1. Background.

- (a) Pursuant to Section 1000 of the California Elections Code, and Section 1.01.090 of the Colma Municipal Code, the General Municipal Election for the Town of Colma will be held on November 4, 2014.
- (b) The offices of two City Council Members will be subject to election.
- (c) The City Council has determined that the County Clerk of San Mateo County should render specified services to the Town of Colma relating to the election.

2. Order. The City Council of the Town of Colma does hereby order, determine, and declare as follows:

- (a) The City Council, pursuant to its right and authority, does hereby call and order a General Municipal Election to be held in the Town of Colma, California, to be consolidated with the Statewide General Election, on Tuesday, November 4, 2014 for the purpose of electing two council members, each for the full term of four years.
- (b) The ballots to be used at the election shall be in the form and content as required by law.
- (c) The County Elections Official is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election, and the City Clerk is hereby authorized, instructed and directed to take all action necessary to place the measure described herein on the general election ballot for the General Municipal Election on Tuesday, November 4, 2014.
- (d) The polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously until eight o'clock p.m. of that same day.
- (e) In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.
- (f) Notice of the time and place of holding the election is hereby given, and the City Clerk is authorized, instructed and directed to give such further or additional notice, in the time, form and manner required by law.

3. Request for Election Services and Order Authorizing Agreement

(a) Pursuant to California Elections Code Section 10002, the City Council requests that the Board of Supervisors of San Mateo County permit the County Election Division to render the specified services to the Town of Colma relating to the submission of this ballot measure to the qualified electors of the Town of Colma at the General Municipal Election to be held on November 4, 2014.

(b) The City Council hereby authorizes the City Manager to enter into an Agreement between the Town of Colma and San Mateo County Chief Elections Officer for the Provision of Election Services.

(c) The Town of Colma recognizes that additional costs may be incurred by the County by reason of this request for services and agrees to reimburse the County in full for such costs upon presentation of a bill to the Town.

4. Request for Consolidation

(a) Pursuant to the requirements of California Elections Code Section 10403, the City Council of the Town of Colma hereby requests the Board of Supervisors of the County of San Mateo to consent and agree to the consolidation of the Town of Colma General Municipal Election with the Statewide General election on Tuesday, November 4, 2014.

(b) The County Election Division is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

(c) The Board of Supervisors is requested to issue instructions to the County Election Division to take any and all steps necessary for the holding of the consolidated election.

(d) The Town of Colma recognizes that additional costs may be incurred by the County by reason of this consolidation and agrees to reimburse the County in full for such costs upon presentation of a bill to the Town.

5. Instructions to City Clerk

The City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the Elections Division of the County of San Mateo.

Certification of Adoption

I certify that the foregoing Resolution No. 2014-xx was duly adopted at a regular meeting of the City Council of the Town of Colma held on _____, 2014, by the following vote:

///

///

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Sean Rabé, City Clerk

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ORDINANCE NO. _____
Of the City Council of the Town of Colma

AN ORDINANCE REPEALING SUBCHAPTERS 1.09, RELATING TO CRIMINAL HISTORY INFORMATION, AND 1.15, RELATING TO EMPLOYMENT OF POLICE OFFICERS, OF THE COLMA MUNICIPAL CODE

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

Article 1. SUBCHAPTER 1.09 REPEALED

Chapter One, Subchapter 1.09 of the Colma Municipal Code, "Criminal History Information Access Security and Employment," is hereby repealed in its entirety.

Article 2. SUBCHAPTER 1.15 REPEALED

Chapter One, Subchapter 1.15 of the Colma Municipal Code, "Employment of Police Officers," is hereby repealed in its entirety.

Article 3. SEVERABILITY.

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

Article 4. Not A CEQA Project.

The City Council finds that adoption of this Ordinance is not a "project," as defined in the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making.

Article 5. Effective Date.

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

///

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Certificate of Adtoption

I certify that the foregoing Ordinance No. _____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on June 11, 2014 and duly adopted at a regular meeting of said City Council held on _____, 2014 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

 Helen Fiscaro, Mayor

Attest: _____
 Sean Rabé, City Clerk

ORDINANCE NO. _____
Of the City Council of the Town of Colma

**AN ORDINANCE AMENDING THE COLMA MUNICIPAL CODE, SUBCHAPTER 1.06
(PURCHASING AND CONTRACTING) AND SUBCHAPTER 1.14 (CLAIMS)**

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

ARTICLE 1. AMENDMENT TO CMC SECTION 1.14.050 ¹

1.14.050 Authority to Approve or Deny Certain Claims.

(a) The City Manager shall be, and hereby is authorized to:

(1) Approve and pay any claim and settle any lawsuit for \$50,000 or less against the Town, provided that ~~the claim is for monetary damages only and~~ approval is recommended by both the Town's insurance carrier and the City Attorney and that the settlement does not include any form of injunctive or relief; and

(2) Deny any claim where denial of the claim is recommended by the liability insurance company for the Town of Colma;

(b) Within 30 days after approving or denying a claim, the city Manager must submit a written report to the City Council advising it of the claim, the disposition, and actions taken, if any, to remedy or mitigate the cause of the claim.

ARTICLE 2. AMENDMENTS TO CMC CHAPTER 1.06

The following sections of subchapter 1.06 of Chapter One of the Colma Municipal Code are amended to read as follows:

CHAPTER ONE: ORGANIZATION, FUNCTIONS, AND GENERAL PROVISIONS

Subchapter 1.06: Purchasing and Contracting

Division 1: General Provisions

1 Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes, such as grammar and formatting are not identified. All markings will be removed from the final version that is adopted by the City Council.

Text enclosed in brackets [] are notes by the drafter and are not part of the ordinance.

1.06.010 Scope

(a) All purchases of goods, contracts for services, and contracts for public works projects shall be made in compliance with the requirements of this ordinance (~~being~~ Subchapter 1.06 of the Colma Municipal Code) and the Town's Sustainability Policy (Subchapter 1.15 of the Colma Administrative Code).

(b) No purchase of any good, service or equipment shall be made by any department head independently of the City Manager except as provided in this ordinance and the Town's Sustainability Policy.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

[Reference: Cal. Gov't Code § 54202, 54203]

1.06.020 Purchasing System; Delegation.

(a) The City Manager shall establish a purchasing system for the Town of Colma to obtain goods and services of suitable quality to meet the Town's needs at the highest reasonable value and at least available cost while increasing energy efficiency and reducing water consumption, greenhouse gas emissions (GHG) and waste in accordance with the Town's Sustainability Policy.

(b) Except where expressly prohibited, the City Manager may delegate his or her authority under this ordinance.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

1.06.030 Prohibition against Splitting or Separating Projects [New]

It shall be unlawful to split or separate any project into smaller work orders or projects for the purpose of evading the provisions of this subchapter requiring competitive bidding. The work or project shall be presumed to be split for the purpose of evading this subchapter if the proposed contract is for the same type of goods or services, the same type of consideration, and for the same general purpose, as any other contract made within the previous six months. In that case, the proposed contract shall be subject to the competitive bidding requirements set forth in this subchapter.

[History: Added by Ord ###]

1.06.040 Emergencies [Formerly 1.06.060 and other sections]

(a) Notwithstanding anything to the contrary herein, the provisions of this section shall apply to all purchases of goods, contracts for services, and contracts for public works projects in an emergency.

(b) In an emergency:

(1) The City Manager may award and execute contracts up to \$250,000, except that the unexecuted portion of any contract having a value more than \$75,000 shall be subject to ratification by the City Council at its first regular meeting following the onset of the emergency;

(2) Competitive bidding is not required, provided that, as to a public works project subject to the California Public Contracts Code, the City Council shall have passed a resolution by four-fifths vote of its members declaring that the project interest and necessity demand the immediate expenditure of public money to safeguard life, health or property;

(3) The Awarding Authority may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two. If notice for bids to let contracts will not be given, the Town shall comply with Chapter 2.5 (commencing with Section 22050) of the California Public Contracts Code.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

[1.06.050 Definitions (formerly 1.06.030, re-numbered without amendment)]

Division 2: Authority to Make Contracts

1.06.060 General Contract Authority of the City Manager [Formerly 1.06.040]

The City Manager is hereby authorized to enter into and execute for and on behalf of the Town of Colma, without the prior approval of the City Council:

(1) a contract for goods or services, including public works projects, which provides for payment of not more than \$75,000 by the Town;

(2) a lease of real property or equipment which provides for payment of money by the Town, where the total of all lease payments does not exceed \$75,000; and

(3) a contract with an option to renew by either party, provided that the annual payments do not exceed \$75,000 and that the contract may be terminated by the Town at any time without cause.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

1.06.070 Revenue-producing Contracts [formerly 1.06.050 , re-numbered without amendment]

(a) The City Manager is hereby authorized to enter into and execute for and on behalf of the Town of Colma, without the prior approval of the City Council, any contract that will result in the payment of money to the Town of Colma of \$75,000 or less:

(1) From any public agency or public utility company for construction, use, maintenance or repair of public improvements or facilities;

(2) For community social or recreational services provided by the Town, or for use of Town property or facilities, in accordance with established Town Guidelines; or

(3) For entry to or encroachment upon Town's rights-of-way.

(b) The City Manager shall review the amount of any fee, charge, tax or assessment payable to the Town for compliance with all applicable laws and regulations.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

1.06.080 Modifications to Contracts [Formerly 1.06.070]

The City Manager is authorized to amend or modify a contact, without competitive bidding, as follows:

(1) Where the original contract was \$75,000 or less, the City Manager may agree to modifications to the extent that the cumulative total price of the original contract and all modifications does not exceed \$75,000;

(2) Where the original contract was more than \$75,000, the City Manager may agree to modifications to the extent that the cumulative sum of all modifications which have not been previously approved by the City Council does not exceed 10% of the original contract price or \$75,000, whichever is greater.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

[1.06.090 Extensions (formerly 1.06.080, re-numbered without amendment)]

1.06.100 City Council Authority [Formerly 1.06.090]

(a) Notwithstanding anything to the contrary in this subchapter, the City Council shall be the Awarding Authority for all employment contracts. ~~for services as City Manager, City Attorney, City Planner, City Engineer or City Manager; and~~

(b) The City Council shall be the Awarding Authority for all contracts for which the City Manager is not the Awarding Authority.

~~(c) The City Council shall be the Awarding Authority for any contract that is integrated with another contract. A contract shall be integrated with another contract whenever there are several contracts that are part of a single plan for obtaining goods or services and the cumulative prices of those several contracts are greater than the respective amounts set forth in sections 1.06.040, 1.06.050, 1.06.060, and 1.06.070 of this Code. A contract shall be considered part of a single plan for obtaining goods and services if the proposed contract is for the same type of goods or services, the same type of consideration, and for the same general purpose, as any other contract made within the previous six months.~~

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

Division 3: Limitations and Requirements

[1.06.110 Appropriation Required (formerly 1.06.100, re-numbered without amendment)]

[1.06.120 Executing and Signing Contracts (formerly 1.06.110, re-numbered without amendment)]

[1.06.130 Written Contract Documents (formerly 1.06.120, re-numbered without amendment)]

1.06.140 Standardization of Specifications, Inspection and Testing [Formerly 1.06.130]

The City Manager shall have the authority to establish quality and performance standards for all materials, equipment, supplies and services ~~which provide for adequate quality (neither less nor more than required) and performance,~~ that are consistent with the Town's Sustainability Policy, while permitting competition among bidders. The using department shall inspect supplies delivered and services performed to determine their conformity with the specifications applicable thereto or set forth in the contract and shall report any deficiencies to the City Manager. The City Manager may require chemical and physical tests of supply samples submitted with bids and samples of supply deliveries which are necessary to determine their quality and conformance with specifications.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

[1.06.150 Records and Reports (formerly 1.06.140, re-numbered without amendment)]

- (a) At or before the time of executing a negotiated contract, the Awarding Authority shall make a record of the facts and circumstances justifying a negotiated contract under this ordinance.
- (b) Within 30 days of entering into a contract over \$75,000 in an emergency, or at its next regularly scheduled meeting, whichever comes first, the City Manager shall report to the City Council on the details of the emergency and reasons justifying the actions taken.
- (c) Within 60 days of completion of any project costing more than \$75,000, the City Manager will report to the City Council on all fiscal aspects of the project, including original and any supplemental budget appropriations, total cost, the cost of all modifications to the contract, and the cost of all extensions.
- (d) Within 60 days of entering into a sole source contract over \$10,000, the City Manager shall present to the City Council a report explaining the basis for the determination of sole source and describing all other contracts made with that contractor in the three preceding years.
- (e) The City Manager shall make and maintain a record of all formal and informal bids in compliance with the Town of Colma's Record Retention Program.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

Division 4: Procedures for Selecting the Contractor for Goods and Services

[1.06.160 Competitive Bidding Required (formerly 1.06.150, re-numbered without amendment)]

1.06.170 Open Market Acquisitions of Goods or Services [Formerly 1.06.160]

- (a) The City Manager may acquire consumer goods having a price less than \$15,000 in an open market without competitive bidding, including but not limited to:
 - (1) Purchases of office supplies, books, periodicals, newspapers, trade journals and other publications, including individual purchases and subscription; and
 - (2) Purchases of gasoline, oil, or other automobile care products in connection with the immediate use or emergency repair of Town of Colma vehicles.

(b) The City Manager may acquire consumer services having a value less than \$15,000 in an open market without competitive bidding, including but not limited to:

- (1) Utility services, such as telephone, cable television, gas, electric, water, sewer and refuse collection;
- (2) Advertisements in newspapers or other publications;
- (3) Work performed by a utility for the installation and/or relocation of utilities; and
- (4) Airline tickets, train tickets, hotels and other travel expenses according to the travel policy.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

1.06.180 Negotiated Contracts [Formerly 1.06.170]

The Awarding Authority may negotiate and enter into the following transactions, purchases or contracts, without competitive bidding, with any qualified contractor selected at the discretion of the Awarding Authority:

- (a) Contracts for goods or services for \$75,000 or less;
- (b) Purchase of used equipment, which in the opinion of the Awarding Authority is satisfactory for the work of the Town of Colma;
- (c) Contracts for governmental or proprietary services provided by any government agency;
- (d) Insurance or bond premiums when placed through any insurance carrier, plan or Joint Powers Agreement for insurance services, approved by the City Council.
- (e) Membership in professional organizations or associations;
- (f) Utility services such as telephone, cable television, gas, electric, water, sewer and refuse collection;
- (g) Emergency purchases, equipment or vehicle repair;
- (h) Contracts for services to be performed by any city, county or public agency of the State of California;
- (i) Contracts for goods sold directly by any city, county or public agency of the State of California or any federal agency to the Town, provided that the purchasing policies of the agency is substantially the same as the policies set forth in this ordinance;

(j) Purchases of goods and services by contract arrangement and agreement for cooperative purchasing programs with the state, the county, or any other public or municipal corporation of the state, provided that ~~the purchasing policies of the agency are substantially as the policies set forth in this ordinance~~ the agency, if a county, or any other public or municipal corporation of the state, has adopted purchasing policies in accordance with California Government Code section 54202;

(k) Contracts with Town employees;

(l) Contracts with instructors for the Town's recreation programs;

(m) Contracts for equipment rentals;

(n) Modifications or extensions of existing contracts; and

(o) Contracts Acquisitions where due to special circumstances ~~of an acquisition~~ the Awarding Authority, ~~with the advice of the City Attorney,~~ determines in writing that implementation of the competitive process is infeasible, impractical or otherwise not in the best interest of the Town of Colma. The authority of this paragraph is non-delegable.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

1.06.190 Contracts for Goods and Services with Government Agencies, Non-profits and Others (formerly 1.06.180)

(a) The Awarding Authority may enter into contracts for goods and services with any federal, state or local agency, any nonprofit agency qualified under Section 501(c)(3) of the Internal Revenue Code, or any public educational institution, without competitive bidding, provided that all of the following conditions are met:

(1) The agency is selling the goods or services as part of a job training, work furlough, educational and similar human service programs that make goods and services available at a competitive cost while also furthering the public welfare;

(2) The agency agrees to direct supervision of the workers or employees providing any service under the contract;

(3) The agency agrees to provide workers' compensation insurance for the workers or employees;

(4) The agency agrees to indemnify, protect, defend and hold the Town of Colma harmless against any and all claims alleged to be caused or caused by any act or omission of the agency's worker or employee, in a form satisfactory to the City Manager and City Attorney.

(b) This section is intended to provide an expedient method for Town of Colma participation in such programs and is not intended to limit the exemptions for services provided elsewhere in this ordinance. ~~directly by a government agency.~~

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

1.06.200 Contracts for Professional or Technical Services [Formerly 1.06.190]

~~(a) The Awarding Authority may negotiate and enter into a professional services contract with a value of more than \$50,000 with any professional service provider meeting the prescribed qualifications, without competitive bidding, provided that:~~

~~(1) The professional service provider has satisfactorily provided services to a California municipality at any time within three years preceding the award; and~~

~~(2) The Awarding Authority finds that the provider's fees are substantially similar to fees charged by competing professional services providers at the time or, if not, that there are facts and circumstances justifying any differences in fees.~~

~~(b) In circumstances not covered by subsection (a), the Awarding Authority shall use the competitive bidding process described in Division .~~

(a) The Awarding Authority's selection of a professional or technical services provider shall be ~~on the basis of~~ based on demonstrated competence, ~~and on~~ the professional qualifications necessary for the satisfactory performance of the required services, and ~~at~~ fair and reasonable prices to the Town of Colma.

(b) The Awarding Authority shall establish the professional competence and qualifications necessary to be possessed by a professional services provider in order to be awarded a proposed professional services contract. Criteria for determining the competence and qualifications of the provider shall include, but shall not be limited to, the following:

- (1) Ability, capacity and skills necessary to perform service;
- (2) Ability to meet time requirements imposed by project;
- (3) Character, integrity and reputation through a reference check;
- (4) Previous experience with the vendor; and
- (5) Sufficiency of financial resources needed to perform the services.

(c) The City Manager may develop and maintain a procedure whereby professional services providers may periodically submit statements of qualifications and performance data for pre-approval by the City Manager or City Council.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

[1.06.210 Sole Source Procurement (formerly 1.06.200, re-numbered without amendment)]

Division 5: Competitive Bidding for Goods or Services

1.06.220 Invitations for Bids and Requests for Proposals or Qualifications
(formerly 1.06.220)

~~(a) — The Informal Bidding procedure described in this section shall apply to each contract for goods or services at a price or value of \$50,000 or less that is not exempt from competitive bidding under this ordinance. Where a contract for goods or services at a price or value of \$50,000 or less is not exempt from the bidding procedures, the Awarding Authority may follow the Informal Bidding procedure described in this section instead of an open market acquisition or negotiation.~~

(a) Whenever competitive bidding is required or chosen for a contract for goods or services, the Awarding Authority may invite bids, request proposals, or request statements of qualifications in accordance with the procedures set forth in this division.

(b) The Awarding Authority shall obtain three or more bids or proposals by soliciting bids or proposals by publication in a newspaper, from qualified persons whose names appear on lists of persons maintained by the Town of Colma or known to the Town, or from persons whose names are obtained from trade journals or newspaper ads, or by relying on unexpired bids or price quotations from persons who had previously submitted bids or price quotations to the Town.

(c) The City Manager may, but is not required to, request sealed, written bids or proposals. The notice inviting informal bids and the bids shall be in writing. Bids may be transmittable to the Town of Colma by facsimile, mail, courier, electronic mail (e-mail), or any other means of delivery. A qualified person is a person capable of delivering the goods or services meeting the Town's specifications and requirements within the time specified by the contract.

(d) During the process of soliciting price quotations, a bidder's price quotations shall be kept confidential except for internal use by Town of Colma personnel for purposes of the pending contract.

(e) When soliciting bids or proposals, the awarding authority shall (1) describe in general terms the goods or services; (2) advise potential bidders how to obtain additional information about the goods or scope of work; (3) state the date, time and place for the submission of bids; (4) state whether the selection of the successful bidder will be based on price alone or whether the factors set forth in the next paragraph will be considered; (5) include a description of additional items such as insurance, bonding, and warranties to be included in the price; (6) include any other information required by law.

(f) If the request states that the contractor's competence, experience, qualifications, reliability, experience, availability, or expertise is a component in meeting the needs of the Town of Colma, then the Awarding Authority need not necessarily purchase from the bidder proposing the lowest price but may select a contractor that best meets the Town's requirements. Factors which can be considered in determining the most advantageous bid include, but are not limited to:

(1) Compliance with the bid specifications, including any provision governing nondiscrimination in employment;

(2) Price;

(3) The cost of consumable operating supplies, replacement parts, maintenance or other necessary costs. Current costs are to be used in this determination;

(4) Ability of the bidder to complete the transaction in accordance with the specifications or criteria set forth in the request for proposals or invitation for bids, such as manufacturing, performance or delivery capability, experience, and the location of bidders' manufacturing, storage or maintenance facilities.

(g) After receipt of a Proposal or Statement of Qualifications, the Awarding Authority may discuss with one or more firms or individuals the alternative methods for providing the required professional services and may conduct further negotiations with one or more of the most qualified firms or individuals to fully clarify each firm's offer to provide services.

(h) If no bids or proposals are received in response to a solicitation, the City Manager may negotiate a contract with any qualified individual or firm.

(i) If a contract that was let pursuant to the provisions of this chapter is thereafter terminated because of breach by the service provider, the Town of Colma may complete the project by negotiated contract with any qualified individual or firm.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

[1.06.230 Preferences for Local Businesses on Certain Purchases (same as former 1.06.230, without amendment)]

1.06.240 Bid Deposit or Bond for Purchase of Goods or Services [New]

The City Manager may require that a bid for any purchase or lease of supplies, materials, equipment or other personal property be accompanied by either cash, a certificate of deposit or certified check or draft, or a cashier's check or draft of or on some responsible bank in the United States, in favor of and payable at sight to the city, in an amount not less than five percent of the aggregate amount of the bid.

[History: Adopted by Ord ###.]

[1.06.250 Inspection of Supplies and Equipment (same as former 1.06.330, without amendment)]

Division 6: Public Works Projects

1.06.260 Uniform Construction Cost Accounting [Formerly part of 1.06.210]

(a) This ~~section~~ division shall apply to all public works projects, as defined by the Public Contract Act, i.e., (1) the erection, improvement, painting, or repair of public buildings and works; (2) work in streams, bays, etc.; (3) street or sewer work, except maintenance or repair; and (4) furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

(b) The purpose of this division is to implement the election set forth in Resolution 99-03 to be subject to the Uniform Construction Cost Accounting Act, (hereinafter, the "Uniform Act").

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

1.06.270 Competitive Bidding; Selecting the Contractor [Formerly part of 1.06.210]

(a) Public works projects of ~~thirty thousand dollars (\$30,000)~~ forty-five thousand dollars (\$45,000) or less may be performed by the employees of a public agency under force account procedures, by negotiated contract, or by purchase order.

(b) Public works projects of one hundred seventy-five thousand dollars (\$175,000) or less may be let to contract by informal bid procedures as set forth in Section 22032, et seq., of the Public Contract Code and this division.

(c) Public works projects in excess of one hundred seventy-five thousand dollars (\$175,000) shall be let to contract by formal bid procedure as set forth in the Uniform Act.

(d) If all bids received are in excess of one hundred seventy-five thousand dollars (\$175,000), the City Council may by passage of a resolution by four-fifths vote, award the contract, at one hundred eighty-seven thousand five hundred dollars (\$187,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

(e) The City Council shall approve plans, specifications and working details for all public works projects exceeding \$175,000.

(f) Competitive bidding shall not apply where, after rejecting bids, the City Council has passed a resolution by a four-fifths vote of its members declaring that the project can be

performed more economically by day labor, or the materials or supplies can be furnished at a lower price in the open market.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

[Reference: CAL. GOV'T CODE §§ 22032 *et seq.*]

1.06.280 Informal Bids for Public Works Projects [Formerly part of 1.06.210 and - 220]

~~(a) — The Informal Bidding procedure described in this section shall apply to each contract for goods or services at a price or value of \$50,000 or less that is not exempt from competitive bidding under this ordinance. Where a contract for goods or services at a price or value of \$50,000 or less is not exempt from the bidding procedures, the Awarding Authority may follow the Informal Bidding procedure described in this section instead of an open market acquisition or negotiation.~~

(a) The purpose of this section is to implement the informal bidding procedures set forth in section 22032, *et seq.*, of the Public Contract Code for contracts described in section 1.06.270(b).

(b) The City Engineer shall maintain a list of qualified contractors identified according to category of work. The list shall satisfy the minimum criteria determined by the Uniform Construction Cost Accounting Commission for the development and maintenance of the contractors list.

(c) Where a public project to be performed is subject to the provisions of this ordinance, the City Engineer shall mail a notice inviting informal bids not less than 10 calendar days before bids are due to all contractors for the category of work to be bid, as shown on the list developed in accordance with the preceding paragraph and to all construction trade journals specified by the California Uniform Construction Cost Accounting Commission for San Mateo County. Additional contractors and/or construction trade journals may be notified at the discretion of the department soliciting bids; provided however that (1) if there is no list of qualified contractors maintained by the Town for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission; and (2) if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

(d) The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for submission of bids.

(e) Competitive bidding shall be based on specifications approved by the Awarding Authority. The original specifications shall be filed in the office of the City Clerk and copies

thereof shall be on file in that office and the office of the City Manager for public inspection. The notice inviting bids to purchase shall be advertised upon the authority of the City Manager and such advertising shall be published one time in a newspaper of general circulation in San Mateo County, and in addition, invitations to bid shall be mailed to prospective vendors at the discretion of the City Manager. The bids submitted shall be received and publicly opened by the city clerk at the time designated.

(g) The open bids shall be available for public inspection from the time opened until the award has been made by the awarding authority. The City Manager shall tabulate all bids received.

(h) If in the opinion of the awarding authority none of the bids is satisfactory, then the awarding authority may, in its sole and absolute discretion, reject all of the bids, provided that prior to rejecting all bids and declaring that a project can be more economically performed by employees of the Town, the Town shall furnish a written notice to an apparent low bidder. The notice shall inform the bidder of the Town's intention to reject the bid and shall be mailed at least two business days prior to the hearing at which the City Council intends to reject the bid. Thereafter, the awarding authority may ~~proceed under 1.06.060 or may advertise for~~ invite new bids using new or different specifications.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

1.0.290 Formal Bids for Public Works Projects [Formerly 1.06.220]

(a) Whenever this subchapter requires a formal, competitive bid for a public works project, the City Council shall award a contract in accordance with the ~~formal-competitive~~ bidding process described in this section.

(b) The notice inviting bids shall include a general description of the goods to be purchased and bond requirements, if any, and shall state where bid blanks and specifications may be secured and the time and place for opening bids. It shall incorporate by reference all other bid documents.

(c) Notice inviting bids shall be given as follows:

(1) The notice shall be published in a newspaper designated pursuant to section 1.08.050 of the Colma Municipal Code at least once not less than 14 days before the date of opening of the bids.

(2) The notice shall also be mailed by first class mail or facsimile to responsible prospective suppliers known to the Town of Colma or who have requested their names be considered. The notices shall be mailed or sent not less than 14 days before the date of opening of the bids.

(3) The notice shall also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals specified by the Uniform Construction Cost Accounting Commission for San Mateo County. The notice shall be sent at least 15 calendar days before the date of opening the bids.

(4) The Town may give such other notice as it deems proper.

(d) When deemed necessary by the City Manager, bidder's security may be prescribed in the public notices inviting bids. Bidders shall be entitled to return of bid security provided that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within 15 days after the notice of award of contract has been mailed, unless the Town of Colma is responsible for the delay. The City Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest bidder; the amount of the lowest bidder's security may be applied by the Town of Colma to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

(e) Sealed bids shall be submitted to the address identified in the notice inviting bids and shall be identified as bids on the envelope.

(f) Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open to public inspection during regular business hours for a reasonable period of time. No bidder may withdraw his bid for a period of at least 90 days after the date set for the opening thereof. Bids received after the time set for the opening of bids shall be returned unopened to the bidder.

(g) In its sole discretion, the City Council may reject any and all bids presented and re-advertise for bids or exclude any item or items from the award of bid or waive any informalities in a bid, provided that prior to rejecting all bids and declaring that a project can be more economically performed by employees of the Town, the Town shall furnish a written notice to an apparent low bidder. The notice shall inform the bidder of the Town's intention to reject the bid and shall be mailed at least two business days prior to the hearing at which the City Council intends to reject the bid.

(h) Contracts shall be awarded by the City Council to the lowest responsive, responsible bidder except as otherwise provided in this chapter.

(i) If two or more bids are received for the same total amount or unit price, quality and service being equal, the City Council may accept the one it chooses or accept the lowest bid made by negotiations with the bidders after the bid opening.

(j) The City Council may require a performance bond before entering a contract in such amount as it shall find reasonably necessary to protect the best interest of the Town of Colma. If the City Council requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

(k) If no bids are received in response to an invitation for competitive bids, a contract may be negotiated with any qualified person.

(l) If the apparent successful bidder fails to meet deadlines for submitting documents required by the notice inviting bids or instructions to bidders, the City Council may award a contract to the next lowest bidder meeting all requirements.

(m) If a contract let pursuant to the provisions of this chapter is terminated because of breach by the contractor, the City Council may complete the project by negotiated contract with any qualified individual or firm.

[History: Ord. 205 (12/8/76); Ord. 488 (4/10/96); Ord. 489 (5/8/96); Ord. 519 (11/12/97); Ord. 548 (2/10/99); Ord. 623 (12/8/2004); Ord ### (--/--/--).]

[1.06.300 Withdrawal or Correction of Formal Bid (formerly 1.0.260, re-numbered without amendment)]

[1.06.310 Procedures for Bid Protests (formerly 1.06.270, re-numbered without amendment)]

[1.06.320 Non-collusion (formerly 1.06.280, re-numbered without amendment)]

[1.06.330 Award of Bid (formerly 1.06.290, re-numbered without amendment)]

[1.06.340 Bid Deposit or Bond (formerly 1.06.300, re-numbered without amendment)]

[1.06.350 Substitution of Subcontractors (formerly 1.06.310, re-numbered without amendment)]

[1.06.360 Control Procedures (formerly 1.06.320, re-numbered without amendment)]

[1.06.370 Use of Brand Name in Specification; Offers of "Or Equals"; Testing (formerly 1.06.340, re-numbered without amendment)]

[1.06.380 Supplemental Regulations (formerly 1.06.350, re-numbered without amendment)]

Article 3. RE-NUMBERED SECTIONS

The sections of the Colma Municipal Code shown in the following table under the column headed "Current" are re-numbered, without amendment thereto, as shown under the column headed "New" in the following table:

<i>Current</i>	<i>New</i>	<i>Title</i>
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<i>Current</i>	<i>New</i>	<i>Title</i>
1.06.030	1.06.050	Definitions
1.06.080	1.06.090	Extensions
1.06.100	1.06.110	Appropriation Required
1.06.110	1.06.120	Executing and Signing Contracts
1.06.120	1.06.130	Written Contract Documents
1.06.140	1.06.150	Records and Reports
1.06.150	1.06.160	Competitive Bidding Required
1.06.200	1.06.210	Sole Source Procurement
1.06.230	1.06.230	Preferences for Local Businesses on Certain Purchases
1.06.330	1.06.250	Inspection of Supplies and Equipment
1.06.260	1.06.300	Withdrawal or Correction of Formal Bid
1.06.270	1.06.310	Procedures for Bid Protests
1.06.280	1.06.320	Non-collusion
1.06.290	1.06.330	Award of Bid
1.06.300	1.06.340	Bid Deposit or Bond
1.06.310	1.06.350	Substitution of Subcontractors
1.06.320	1.06.360	Control Procedures
1.06.340	1.06.370	Use of Brand Name in Specification; Offers of "Or Equals"; Testing
1.06.350	1.06.380	Supplemental Regulations

ARTICLE 4. SEVERABILITY

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

ARTICLE 5. NOT A CEQA PROJECT

The City Council finds that adoption of this Ordinance is not a "project," as defined in the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making.

ARTICLE 6. EFFECTIVE DATE

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

Certification of Adoption

I certify that the foregoing Ordinance No. ### was introduced at a regular meeting of the City Council of the Town of Colma held on June 11, 2014, and duly adopted at a regular meeting of said City Council held on _____, 2014 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Sean Rabé, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Sean Rabé, City Manager

MEETING DATE: July 9, 2014

SUBJECT: Adoption of 2014-2016 Strategic Plan

RECOMMENDATION

Staff recommends that the City Council adopt the following motion:

MOTION APPROVING THE 2014-2016 STRATEGIC PLAN AS PRESENTED BY STAFF.

EXECUTIVE SUMMARY

The attached Strategic Plan document reflects the prioritization of proposed programs as determined by the City Council at the April 28, 2014 Strategic Planning Study Session.

FISCAL IMPACT

There is no direct fiscal impact associated with this action. Each individual program in the Strategic Plan will have a fiscal impact, however. Some of these programs are already in progress and, as such, are already budgeted.

BACKGROUND

As the Council will recall, the Council and Staff held a special Strategic Planning study session on April 28, 2014. Staff presented various programs to the Council during the first portion of the study session, with Council selecting its top priorities during the second half of the meeting. The attached document reflects staff's understanding of those discussions.

ANALYSIS

The April 28 study session focused on development of the 2014-16 Strategic Plan, which included goals and programs in five priority areas: Significant Mandates, Town Operations, Economic Development, Financial Planning, and Quality of Life.

Statement of Values

The Statement of Values that the Council adopted for the 2010 Strategic Plan comprised expressions of how the core behavioral values (Fairness, Responsibility, Honesty and Integrity, and Vision) would be applied in the context of making policy decisions, such as adopting a budget, as opposed to being applied to an individual council member's conduct. The Council originally adopted the following as its Statement of Values:

Values

Treat all persons, claims and transaction in a fair and equitable manner.
Make responsible decisions by taking the Town's long-range financial stability into consideration.
Base decisions on, and relate to each other with honesty and integrity.
Be innovative in improving the quality of life in our business and residential communities.

As the Council will recall, at the April study session Council directed staff to modify the Statement of Values to the following:

Value Statement

Treat all persons, claims and transaction in a fair and equitable manner.
Make responsible decisions by taking the long-range consequences into consideration.
Base decisions on, and relate to each other with honesty, integrity and respect.
Be innovative in improving the quality of life in our business and residential communities.

Priority Areas

Staff recommended focusing on the same Priority Areas as in the previous Strategic Plan, with a slight modification of one Priority Area. Staff recommended and Council agreed to modify the term "Neighborhoods" to "Quality of Life" because the latter is a broader, more inclusive term.

Goals

As the Council knows, the Town adopted an Economic Development Plan in 2012. Because of this development, staff recommended and the Council agreed that the goal in the priority area of economic development should be to implement three programs that were recommended in the Economic Development Plan.

The Council also agreed that the goal in the area of financial planning should be to ensure the Town's *long-term* financial health and stability, rather than expense control alone.

Programs

The final portion of the April 28th study session was to select three programs to be implemented in the next two years for each priority area. As noted during the meeting, these will not be the only programs undertaken by the Town – the Town will certainly undertake other programs as well. The purpose of identifying the top priority programs is simply to keep everyone focused on the most important programs that the Council wishes to accomplish during the planning period. Thus, where there are questions whether to allocate staff time or Town resources between programs, the choice will be to favor the programs that are in the Strategic Plan and which meet the Council's goals. A summary of the Goals and Priority Programs is presented below, with a more detailed worksheet attached.

2014-2016 Strategic Plan Goals and Priority Programs

Area:	Significant Mandates	Town Operations	Economic Development	Financial Planning	Quality of Life
Goals:	<i>Ensure compliance with the law</i>	<i>Ensure friendly, efficient and timely delivery of services</i>	<i>Implement three programs from the Economic Development Plan</i>	<i>Ensure long-term financial health</i>	<i>Make our Town safe, clean and attractive</i>
Programs:	Update General Plan	Renovate Town Hall	Prepare Auto Row streetscape improvement plan	Review and adjust reserve policies	Offer more community-based programs
	Implement ADA Transition Plan	Increase the Use of Technology to Enhance Customer Services	Commit resources to developing a hotel business	Commit 50% of Unassigned Reserves to funding CIP	Continue police department outreach to residents and youths
	Implement Climate Action Plan	Obtain proposals for Waste Hauler Franchise	Commit resources to plan for expansion or relocation of businesses	Prepare plan to fund OPEB obligations	

Council Adopted Values

Approving the Strategic Plan is a *responsible* action because it provides a framework of priorities for Staff to follow. The goals and programs of the Strategic Plan considers the Town's long-term financial stability and promotes innovation and vision for the Town's operations as well.

Sustainability Impact

Several components of the Strategic Plan directly further the Town's Climate Action Plan and sustainability efforts.

Alternatives

The Council could modify the Strategic Plan during the meeting and direct staff to return with a modified Plan for adoption at a subsequent meeting.

CONCLUSION

Staff recommends the Council approve a motion adopting the 2014-2016 Strategic Plan, as presented by Staff.

ATTACHMENTS

- Strategic Plan Worksheet

2014-16 STRATEGIC PLAN

Value Statement

Treat all persons, claims and transaction in a fair and equitable manner.
 Make responsible decisions by taking the long-range consequences into consideration.
 Base decisions on, and relate to each other with honesty, integrity and respect.
 Be innovative in improving the quality of life in our business and residential communities.

Goals and Priority Programs

Area:	Significant Mandates	Town Operations	Economic Development	Financial Planning	Quality of Life
Goals:	<i>Ensure compliance with the law</i>	<i>Ensure friendly, efficient and timely delivery of services</i>	<i>Implement three programs from the Economic Development Plan</i>	<i>Ensure long-term financial health</i>	<i>Make our Town safe, clean and attractive</i>
Programs:	Update General Plan	Renovate Town Hall	Prepare Auto Row streetscape improvement plan	Review and adjust reserve policies	Offer more community-based programs
	Implement ADA Transition Plan	Increase the Use of Technology to Enhance Customer Services	Commit resources to developing a hotel business	Commit 50% of Unassigned Reserves to funding CIP	Continue police department outreach to residents and youths
	Implement Climate Action Plan	Obtain proposals for Waste Hauler Franchise	Commit resources to plan for expansion or relocation of businesses	Prepare plan to fund OPEB obligations	

DETAILED PROGRAM DESCRIPTIONS
*Priority Programs are shown with an Asterisk **

Significant Mandates

*Update General Plan**

Description: The following actions are planned for the upcoming fiscal year:

- Housing Element Update and Adoption
- Interim Circulation Element Update and Adoption (Complete Streets)
- Urban Design Study Session and Land Use Element discussions
- Community Survey
- Noise Element existing conditions review
- Historic Resources Element draft review
- Safety Element draft review

*Implement ADA Transition Plan**

Description:

- In 2014-15, repair/replace non-compliant curb ramps in the Sterling Park neighborhood and repair/replace non-compliant door thresholds at Sterling Park Recreation Center
- 2015-16 was the year the Town was scheduled to replace the upstairs bathrooms at Town Hall and widen the doorway to the office areas. Instead, this work will be completed with the Town Hall renovation
- ADA Customer Service training

*Implement Town's Climate Action Plan**

Description: AB32 establishes statewide greenhouse gas (GHG) reduction targets. The Town's Climate Action Plan (CAP) contains programs and policies that will facilitate Colma's achieving the AB32 targets and improve the quality of life for those who live, work and visit Colma. Staff will:

- Periodically promote to residents free or low cost programs that increase energy efficiency, conserve water or promote alternative transportation
- Periodically promote to businesses free or low cost programs that increase energy efficiency, conserve water, divert solid wastes, or support alternative transportation for employees

Town Operations

*Renovate Town Hall**

Description: Phase I: by Fall 2014, architect will complete Feasibility Report and Needs Assessment by Fall 2014; City Council will consider feasibility and decide next steps; and Council may approve conceptual plans.

Phase II: if Council approves feasibility report and conceptual plans, Phase II consists of preparing plans and specifications, and constructing the project, which is estimated to take approximately 18 months.

*Increase the Use of Technology to Enhance Customer Services**

Descriptions: The goal is to take advantage of opportunities to improve services through the use of technology. Representative action items include the following:

- Improve the Town website to allow (1) forms to be completed and submitted on-line (2) better analytics (3) Greater searching ability.
- Monitor the impacts of accepting credit cards in the Recreation Services Department and implement credit card payment option on-line, in Public Works and potentially the Police Department.
- Examine ways to enhance communication and engagement with the community and business with a greater presence through social media such as Twitter and Facebook.
- Install software to allow residents to register online for recreation programs.

*Obtain proposals for Waste Hauler Franchise**

Description: The waste hauling franchise agreements with Allied, SSF Scavenger Company and Recology will terminate March 31, 2016. The Town needs about one year to plan to replace these agreements. Meanwhile, Daly City has requested proposals for a franchise to replace Allied. The date of the new franchise will be negotiated by Daly City and the waste hauler, which could occur within the next three to six months. The Town needs to also plan for the contingency that Allied's franchise with Daly City will not be renewed, and that Allied may withdraw from serving the local area.

Description:

- Monitor the Daly City RFP process. If Allied does not receive the new contract, it's possible that Allied will pull out of this area, and Town will need to find a replacement provider.
- In early 2015, begin the process of preparing an RFP for services beginning April 1, 2016.

Re-negotiate sewer service agreement

Description: Daly City typically increases its sewer rates in July of each year, which doesn't give Colma sufficient time to comply with Prop 218 and, at the same time, provide for its sewer rates to be collected on the property tax rolls. The goal is to amend the Daly City agreement to require Daly City to give Town notice of rate increase by April 1 of each year.

Implement the Town's Urban Forest Management program.

Description: The Urban Forest Management program is an ABAG PLAN Best Management Practice aimed at reducing the risks of injury and damages from falling trees. The program requires that the Town first identify and inventory all trees within Town limits and then to regularly inspect and maintain the Town's trees. In the upcoming fiscal year, the Town should retain a consultant to inventory and assess the overall health of all Town-owned trees.

Adopt and develop an Irrigation System Plan

Description: Study and upgrade irrigation systems in all Town landscaped areas

Economic Development

*Prepare Auto Row streetscape improvement plan**

Description: Conduct feasibility study in 2015-16. (Ultimately, the plan might include installing streetscape improvements, e.g., benches, landscaping, street lights)

*Commit resources to developing a hotel business**

Description: Identify potential sites and willing landowners for business travelers hotel; conduct feasibility study; adopt transit occupancy tax and submit to voters.

A transient occupancy tax must be approved by the voters at a general municipal election. The Town holds its general municipal elections in November of every even-numbered year. If there is a possibility that an application for a hotel will be filed before November 2016, then the Council should put a measure adopting a TOT ordinance on the November 2014 ballot.

*Commit resources to planning for expansion or relocation of businesses**

Description:

- Partner with key businesses to identify potential sites for expansion or relocation.
- Adopt General Plan and update local regulations

Adopt Image and Branding Campaign

Description: Retain consultant to create an image and branding campaign to promote doing business in Colma. Communities such as Pleasanton and Orangevale have seen economic benefits from this investment.

Commit resources to creating a Town Center

Description: Select location for Town Center; Adopt General Plan amendment and modify Town regulations to accommodate Town Center

Financial Health

*Review and adjust reserve policies**

Description: Review, evaluate and adjust reserve policies

*Fund Capital Improvement Programs**

Description: Commit 50% of Unassigned Reserves to funding capital improvement projects.

*Fund OPEB obligations**

Description: Adopt a plan to fund Other Post-employment obligations, such as retiree health benefits, by putting a defined amount of money into a trust fund at certain, stated intervals, e.g., once a quarter. The benefits of funding a trust are twofold: first, the amount of money funded into the trust would be protected from having to fund other financial obligations of the Town; and second, it would save the Town money.

*Identify and Address Other Threats to Town's long-term fiscal health**

Description: Evaluate and plan for long-term funding of staff; evaluate the pros and cons of creating enterprise funds

Quality of Life

Offer more community-based programs.

Description: Examples include summer concert series, holiday craft fair, and bicycle rodeo. Another example would be "Sunday Streets" where the Town closes a street to automobile traffic and opens it up to pedestrian/bicycle traffic and has different vendors, music, and entertainers on hand selling goods, services, etc.

Prepare feasibility study of hosting a Holiday Party and alternating the Holiday Party with the annual Town picnic.

Continue police department outreach to residents and youths

Description: Start a bicycle patrols in residential and business neighborhoods; attend youth events; and continue the foot patrols and residential checks in the Sterling Park, Verano and Hoffman Villa neighborhoods.

Adopted: 7/8/2014



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Public Works Director
Cyrus Kianpour, City Engineer

VIA: Sean Rabé, City Manager

MEETING DATE: July 9, 2014

SUBJECT: Approval of Engineer's Report for Sanitary Sewer Service Charges

RECOMMENDATION

Staff recommends the City Council adopt:

RESOLUTION OVERRULING PROTESTS TO AND ADOPTING ENGINEER'S REPORT ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2014-2015, DIRECTING THE CITY ENGINEER TO FILE A COPY OF THE ENGINEER'S REPORT WITH THE SAN MATEO COUNTY TAX COLLECTOR, AND AUTHORIZING THE COUNTY TAX COLLECTOR TO PLACE THE CHARGES ON THE PROPERTY TAX ROLL

EXECUTIVE SUMMARY

This public hearing is to consider any protests to the report prepared by the City Engineer enumerating the sewer service charges to be assessed against each parcel of property in Colma for FY 2014-15 ("Engineer's Report"). For protests to be considered they must be submitted prior to the close of the public hearing. Protests apply only to the parcel for which the protest is made, and the City Council must consider each protest individually and decide whether to sustain or overrule the protest as to each protested parcel. Tabulation of inquiries and protests to the sewer charges, and recommended action is attached as Exhibit A to the Staff Report.

At the conclusion of the Public Hearing, the City Council should adopt a Resolution to either: adopt the Engineer's Report as proposed, or as modified to address individual protests and authorize the Controller to place the charges on the property tax roll. The City Engineer is then directed to file the Engineer's Report, along with the Resolution and submit to the County Assessor's Office who will then collect the approved sewer service charges through the property tax rolls.

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

FISCAL IMPACT

Summary of sewer charges from the Engineer's Report is as follows:

Amounts Payable to SSF and NSMCSD for Sewer Service:

Sewer Charges Payable to SSF:	\$ 722,970.38
Transfer of Charges for Village Serramonte Condominiums (Daly City Jurisdiction Flows to SSF):	<u>94,164.00</u>
Net Sewer Charges Payable to SSF:	\$ 817,134.38
Sewer Charges Payable to NSMCSD:	\$ 140,742.20
Transfer of Charges for Village Serramonte Condominiums (Daly City Jurisdiction Flows to SSF):	<u>(\$ 94,164.00)</u>
Net Sewer Charges Payable to NSMCSD:	\$ 46,578.20

Total Sewer Charges For Fy 2014-15: *\$863,712.58*

Subsidy and Incentive payable by Town

Amount Town subsidizes for residential subsidy:	\$ 77,777.14)
Amount Town compensates for Water Conservation Incentive:	(\$ 27,382.14)

Total to be charged on Tax Rolls: *\$ 758,553.28*

Net Cost to Town: ***\$105,159.30***

BACKGROUND

The Town of Colma contracts with the City of South San Francisco ("SSF") and the North San Mateo County Sanitation District ("District") to provide sanitary sewer services to all properties in the Town. The Town assesses sewer service charges against businesses within the Town at the same rate that SSF or the District charges the Town for those properties.

The Town levies an annual sewer service charge on each property that utilizes, or has access to these sewer systems. Pursuant to section 5473 of the Health and Safety Code of the State of California, the Town has elected to collect the annual sewer service charges through the County of San Mateo Property Tax Rolls. Therefore, in accordance with the Health and Safety Code, the City Engineer has prepared a report describing each parcel that receives sewer service and the amount of the service charge that will be assessed against each parcel for Fiscal Year 2014-15 (the 'Engineer's Report' or 'Report').

As required, the Engineer's Report has been on file with the office of the City Clerk for public review and comment for at least fifteen days prior to the Public Hearing on July 9, 2014. In addition, the required notice of public hearing and the proposed sewer charges was published in the local newspaper on June 18th and June 25th; a courtesy copy of the notice with individual sewer charge was mailed to all affected property owners, residents and business owners; and a copy of the notice was posted on the three official Town bulletin boards for at least 15 days prior to the Public Hearing.

The Engineer's Report uses the sewer rates that were approved by the City Council at their regular City Council Meeting on May 14th, 2014.

ANALYSIS

Proposed Rate Increase by the North San Mateo County Sanitation District "District"

Last year the District approved increasing the sewer rates to all customers annually by 9 percent each year for the next 3 years. Staff reconfirmed with the District that this year's sewer rates (2nd year of the 3 year plan) will be increased by 9 percent over last year's rates.

Section 3.04.170 of the Colma Municipal Code "Fees for Sewer Service Provided through NSMCSD Sewer System" allows for a pass-through rate increase for all properties connected to the District's system provided that this rate increase does not exceed the rates in effect for the prior fiscal year by more than 10 percent.

The Municipal Code also requires that the Town give a written notice of any applicable rate increase to each property on whom the increased rate is to be imposed at least thirty days prior to the effective date of any such increase. Written notices of this rate increase were mailed to all property owners connected to the District's system on June 3, 2014. Accordingly, the increased rates were used from July 3rd for calculation of sewer charges.

Section 3.04.170 of the Colma Municipal Code allows for a 40 percent subsidy for residential users for FY 2014-15. Therefore, the sewer service charge that will be assessed against each residential parcel for Fiscal Year 2014-2015 will be the charge as set forth in column 8 (Final Charge to Property after Subsidy and Incentive) of the Engineer's Report

Commercial users will be the assessed 100 percent of the sewer service charge: the exact amount NSMCSD charges the Town for that parcel, minus the water conservation incentive if the business qualified.

South San Francisco (SSF) 2014-15 Sewer Rates

SSF is in the 5th and final year of their rate schedule. Under the agreement that the Town has with SSF, if sewer rates increases are not forwarded to the Town by April 1st of the current year, The Town will use the previous year's rate schedule. Because the Town did not receive notice of a rate increased by April 1, 2014, the Town will default to SSF's 2013-14 sewer rates.

Section 3.04.160 of the Colma Municipal Code allows for a 40 percent subsidy for residential users for FY 2014-15. Therefore, the sewer service charge that will be assessed against each

residential parcel for Fiscal Year 2014-2015 will be the charge as set forth in column 8 (Final Charge to Property after Subsidy and Incentive) of the Engineer's Report.

Commercial users will be the assessed 100 percent of the sewer service charge: the exact amount SSF charges the Town for that parcel, minus the water conservation incentive if the business qualified.

Water Conservation Incentive Program

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

In May 2014, the City Council approved \$100,000 for Water Conservation Incentive Program for FY 2014-15. The Authorized Subsidy of \$100,000 would reduce the sewer service charge for by 11.58% for each Eligible Customer.

The total incentive for qualified users was calculated to be \$27,382.14. A summary of the incentive program is as follows:

User Type	Maximum subsidy for Individual user	Minimum subsidy for Individual user	Total Incentive	Percentage of Qualified Users
NSMCSD Residential Users	\$121.96	\$4.42	\$4,480.81	58.40%
NSMCSD Commercial Users	\$454.35	\$7.37	\$1,054.36	71.42%
SSF Residential Users	\$36.96	\$36.96	\$2,180.46	78.66%
SSF Commercial Users	\$4,198.44	\$61.59	\$19,666.51	34.06%
TOTAL INCENTIVE			\$27,382.14	

Hearing on Engineer's Report to Consider Individual Protests

The purpose of the hearing on the Engineer's Report is to hear individual protests to the proposed sewer charges shown in the Engineer's Report for a particular parcel of property within the Town of Colma. For example, a property owner might protest the classification for their property, or another owner might claim that they are not connected to a particular service provider. However, protests to the actual sewer rates cannot be contested because the time for lodging those protests expired when the Proposition 218 hearing was held in July of 2011.

Each affected property owner has the right to file a written protest to the Report any time prior to the conclusion of the public hearing on the Report on July 9, 2014. If the Council decides a protest(s) is valid, the Council should sustain the protest and direct the City Engineer to amend the Engineer's Report or remove the charge in accordance with the Council's direction. If the

Council decides that a protest is invalid, it should overrule the protest and direct the City Engineer to file the Engineer's Report without change.

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

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

To date the City Engineer's Office has not received any written protests regarding the findings or calculations as stated in the 2014-15 Engineer's Sewer Charges Report. If any written protests are received prior to the Public Hearing and after this Staff Report has been submitted for distribution, Staff will submit to City Council copies of the written protests prior to the opening of the Public Hearing for adopting Engineer's Report on sewer service charges for fiscal year 2014-2015.

Assessment on County Tax Rolls

The Engineer will send the approved or amended Engineer's Report to the County with instructions to enter the amounts of the charges shown on the Report as assessments against the respective parcels, as they appear on the assessment roll for fiscal year 2014-15.

Council Adopted Values

Before assessing a charge on the Tax Rolls against any particular property, the Council should hear and consider any protests to the calculation of the charge in a *fair* and unbiased manner.

SUSTAINABILITY IMPACT

The Water Conservation Incentive Program furthers the Council's commitment to sustainability. The Program rewards and encourages water conservation by both residents and businesses. It also demonstrates the City Council's commitment for sustainable practices and promotion of policies and programs to further sustainable causes.

Alternatives

As to each protest against the proposed sewer service charge, the City Council can either sustain or overrule the protest for that parcel. If the City Council sustains the protest, it can modify or remove the proposed charge for that parcel.

CONCLUSION

Staff recommends the City Council adopt the attached Resolution to sustain or overrule protests to the Engineer's Report for FY 2014-15 and to adopt the Engineer's Report, and direct the City

Engineer to file a copy of the Report with the County Tax Collector for collection on the San Mateo County tax rolls.

ATTACHMENTS

- A. Resolution
- B. Engineer's Report - Sewer Service Charges FY 2014-15

**RESOLUTION NO. 2014-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION OVERRULING PROTESTS TO AND ADOPTING ENGINEER'S REPORT ON
SEWER SERVICE CHARGES FOR FISCAL YEAR 2014-2015,
AND DIRECTING THE CITY ENGINEER TO FILE A COPY OF THE ENGINEER'S REPORT
WITH THE SAN MATEO COUNTY TAX COLLECTOR**

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

1. Background

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

(b) Pursuant to Section 5473, *et seq.* of the California Health and Safety Code, the City Engineer prepared and filed a written report ("Report") with the City Clerk on or about June 16th, 2014.

(c) Notice of the filing of the Report and the public hearing thereon was published in the San Mateo County Times on June 18th and 25th 2014, in accordance with Health and Safety Code Section 5473.1 and Government Code Section 6066, and posted on the Town's three official bulletin boards.

(d) A Public Hearing on the Report was held on July 9, 2014, at which time, the City Council heard and considered all objections or protests, if any, to the Report.

2. Findings

The City Council finds that:

(a) At the public hearing on July 9, 2014, no persons made any comments, objections or protests regarding the Report.

Alternate provision if one or more protests to individual parcels are filed. At the public hearing on July 9, 2014, _____ made and filed objections or protests regarding the Report, and the Council ruled thereon as follows: [specify]

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

3. Order

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

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

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

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

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

(c) The City Engineer is directed to file with the County Controller of San Mateo County on or before the July 31, 2014 a copy of the Report upon which shall be endorsed, over the Clerk's signature, a statement that the Report has been finally adopted by the City Council of the Town of Colma.

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

Certification of Adoption

I certify that the foregoing Resolution No. 2014-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on July 9, 2014, by the following vote:

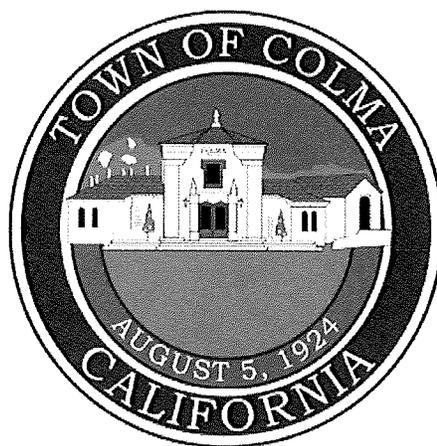
Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fisticaro, Mayor

Attest: _____
Sean Rabé, City Clerk

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Annual Sanitary Sewer Service Charges FY 2014-2015

Engineer's Section 5473 Report

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2. Sewer Charges for Residential Properties in NSMCSD Service Area
3. Sewer Charges for Commercial Properties in NSMCSD Service Area
4. Sewer Charges for Residential Properties in SSF Service Area
5. Sewer Charges for Commercial Properties in SSF Service Area
6. Sewer Charges for Town Owned Properties

Sewer Charges and Water Conservation Incentive Summary	Annual Sewer Charges	Parcel Charges After Subsidy	Water Conservation Incentive	Final Charges on Tax Roll
NSMCS D Service Area				
Residential Properties	\$122,859.30	\$73,679.23	\$4,480.81	\$69,198.42
Commercial Properties	\$16,958.20	\$16,949.84	\$1,054.36	\$15,895.48
Town Properties	\$924.70	\$0.00	\$0.00	\$0.00
NSMCS D TOTAL	\$140,742.20	\$90,629.06	\$5,535.16	\$85,093.90
SSF Service Area				
Residential Properties	\$39,900.00	\$23,940.00	\$2,180.46	\$21,759.54
Commercial Properties	\$671,366.38	\$671,366.38	\$19,666.53	\$651,699.86
Town Properties	\$11,704.00	\$0.00	\$0.00	\$0.00
SSF TOTAL	\$722,970.38	\$695,306.38	\$21,846.99	\$673,459.40
GRAND TOTAL	\$863,712.58	\$785,935.45	\$27,382.16	\$758,553.30

FINAL SUMMARY	
TOTAL SEWER CHARGES FOR FY 2014-15	\$863,712.58
<i>Amount Town pays for residential subsidy (Sewer - General Fund)</i>	<i>\$77,777.14</i>
Revenue from Parcel Charges after residential subsidy	\$785,935.45
<i>Amount Town Pays for Water Conservation Incentive</i>	<i>\$27,382.16</i>
Estimated Final Revenue after water conservation incentive	\$758,553.30
Sewer Charges Payable to SSF	\$722,970.38
Sewer Charges Payable to NSMCS D	\$140,742.20
Village Serramonte Condominimums (Daly City Jurisdiction Flows to SSF) 177 Residential Units \$532/unit	(\$94,164)
Actual Sewer Charges Payable to NSMCS D (after Village Serramonte Transfer)	\$46,578.20
Actual Sewer Charges Payable to SSF (after Village Serramonte Transfer)	\$817,134.38

APN	St. No.	St. Name	Town Pays NSMCS D (1)	Residential Subsidy (2)	Town Charges this Property (1-2) (after residential subsidy)	Water Conservation Incentive (3)	Final Charge to Property after Subsidy & Incentive (1-2-3) (Parcel Charge)
103-190-040	401	B St	\$172.20	\$68.93	\$103.27	\$0.00	\$103.27
103-190-030	403	B St	\$344.40	\$137.86	\$206.54	\$0.00	\$206.54
103-190-020	405	B St	\$551.04	\$220.58	\$330.46	\$0.00	\$330.46
103-190-010	407	B St	\$137.76	\$55.14	\$82.62	\$9.57	\$73.05
008-125-320	409	B St	\$585.48	\$234.37	\$351.11	\$0.00	\$351.11
008-125-330	411	B St	\$344.40	\$137.86	\$206.54	\$23.91	\$182.63
008-125-340	413	B St	\$757.68	\$303.30	\$454.38	\$52.61	\$401.78
008-125-350	415	B St	\$929.88	\$372.23	\$557.65	\$0.00	\$557.65
008-126-240	416	B St	\$275.52	\$110.29	\$165.23	\$0.00	\$165.23
008-125-360	417	B St	\$654.36	\$261.94	\$392.42	\$0.00	\$392.42
008-126-250	418	B St	\$654.36	\$261.94	\$392.42	\$45.43	\$346.99
008-125-370	419	B St	\$585.48	\$234.37	\$351.11	\$40.65	\$310.46
008-126-260	420	B St	\$1,377.60	\$551.45	\$826.15	\$0.00	\$826.15
008-126-220	424	B St	\$482.16	\$193.01	\$289.15	\$33.48	\$255.68
008-126-230	426	B St	\$172.20	\$68.93	\$103.27	\$0.00	\$103.27
008-126-320	430	B St	\$206.64	\$82.72	\$123.92	\$14.35	\$109.58
008-126-330	436	B St	\$63.70	\$25.50	\$38.20	\$4.42	\$33.78
008-126-340	438	B St	\$516.60	\$206.79	\$309.81	\$0.00	\$309.81
008-126-040	442	B St	\$964.32	\$386.01	\$578.31	\$0.00	\$578.31
008-125-220	451	B St	\$309.96	\$124.08	\$185.88	\$21.52	\$164.36
008-125-210	453	B St	\$998.76	\$399.80	\$598.96	\$69.35	\$529.61
008-125-200	455	B St	\$482.16	\$193.01	\$289.15	\$33.48	\$255.68
008-125-190	461	B St	\$482.16	\$193.01	\$289.15	\$33.48	\$255.68
006-413-110	471	B St	\$344.40	\$137.86	\$206.54	\$23.91	\$182.63
006-411-010	472	B St	\$551.04	\$220.58	\$330.46	\$0.00	\$330.46
006-413-100	475	B St	\$516.60	\$206.79	\$309.81	\$35.87	\$273.94
006-411-020	476	B St	\$137.76	\$55.14	\$82.62	\$9.57	\$73.05
006-413-090	479	B St	\$309.96	\$124.08	\$185.88	\$21.52	\$164.36
006-411-030	480	B St	\$172.20	\$68.93	\$103.27	\$11.96	\$91.31
006-413-080	483	B St	\$619.92	\$248.15	\$371.77	\$43.04	\$328.73
006-411-040	484	B St	\$137.76	\$55.14	\$82.62	\$9.57	\$73.05
006-411-050	488	B St	\$241.08	\$96.50	\$144.58	\$16.74	\$127.84
006-411-060	492	B St	\$619.92	\$248.15	\$371.77	\$43.04	\$328.73
006-414-140	503	B St	\$137.76	\$55.14	\$82.62	\$9.57	\$73.05
006-412-010	504	B St	\$516.60	\$206.79	\$309.81	\$0.00	\$309.81
006-414-130	507	B St	\$585.48	\$234.37	\$351.11	\$0.00	\$351.11
006-412-020	508	B St	\$378.84	\$151.65	\$227.19	\$0.00	\$227.19
006-414-120	511	B St	\$275.52	\$110.29	\$165.23	\$0.00	\$165.23
006-412-030	512	B St	\$172.20	\$68.93	\$103.27	\$11.96	\$91.31
006-414-110	515	B St	\$309.96	\$124.08	\$185.88	\$0.00	\$185.88
006-412-040	516	B St	\$172.20	\$68.93	\$103.27	\$11.96	\$91.31
006-414-100	519	B St	\$68.88	\$27.57	\$41.31	\$4.78	\$36.53
006-412-050	520	B St	\$378.84	\$151.65	\$227.19	\$26.30	\$200.89
006-414-090	523	B St	\$275.52	\$110.29	\$165.23	\$19.13	\$146.10
006-412-060	524	B St	\$275.52	\$110.29	\$165.23	\$19.13	\$146.10
006-414-080	527	B St	\$172.20	\$68.93	\$103.27	\$11.96	\$91.31
006-412-070	528	B St	\$241.08	\$96.50	\$144.58	\$0.00	\$144.58
006-414-070	531	B St	\$413.28	\$165.43	\$247.85	\$0.00	\$247.85
006-412-080	532	B St	\$309.96	\$124.08	\$185.88	\$21.52	\$164.36
006-412-090	536	B St	\$309.96	\$124.08	\$185.88	\$0.00	\$185.88
006-412-100	540	B St	\$516.60	\$206.79	\$309.81	\$0.00	\$309.81
008-125-260	469	B St	\$654.36	\$261.94	\$392.42	\$45.43	\$346.99
008-126-270	401	C St	\$757.68	\$303.30	\$454.38	\$0.00	\$454.38

APN	St. No.	St. Name	Town Pays NSMCS D (1)	Residential Subsidy (2)	Town Charges this Property (1-2) (after residential subsidy)	Water Conservation Incentive (3)	Final Charge to Property after Subsidy & Incentive (1-2-3) (Parcel Charge)
008-126-280	409	C St	\$757.68	\$303.30	\$454.38	\$52.61	\$401.78
008-126-280	411	C St	\$1,446.48	\$579.02	\$867.46	\$100.43	\$767.03
008-126-280	413	C St	\$551.04	\$220.58	\$330.46	\$38.26	\$292.20
008-126-290	415	C St B	\$585.48	\$234.37	\$351.11	\$40.65	\$310.46
008-126-300	417	C St	\$551.04	\$220.58	\$330.46	\$38.26	\$292.20
008-126-310	419	C St	\$1,136.52	\$454.94	\$681.58	\$0.00	\$681.58
008-126-130	421-423	C St	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
008-126-120	427-431	C St	\$792.12	\$317.08	\$475.04	\$0.00	\$475.04
008-126-110	435	C St	\$1,239.84	\$496.30	\$743.54	\$86.09	\$657.45
008-127-050	438	C St	\$516.60	\$206.79	\$309.81	\$35.87	\$273.94
008-127-050	440	C St	\$447.72	\$179.22	\$268.50	\$0.00	\$268.50
008-126-090	441	C St	\$792.12	\$317.08	\$475.04	\$55.00	\$420.04
008-127-200	442	C St	\$275.52	\$110.29	\$165.23	\$0.00	\$165.23
008-126-080	445	C St	\$964.32	\$386.01	\$578.31	\$66.96	\$511.35
008-127-210	446	C St	\$275.52	\$110.29	\$165.23	\$0.00	\$165.23
008-126-070	449	C St	\$309.96	\$124.08	\$185.88	\$21.52	\$164.36
008-126-060	455	C St	\$861.00	\$344.65	\$516.35	\$0.00	\$516.35
008-127-070	464	C St	\$516.60	\$206.79	\$309.81	\$35.87	\$273.94
008-127-080	466	C St	\$206.64	\$82.72	\$123.92	\$0.00	\$123.92
008-126-050	467	C St	\$516.60	\$206.79	\$309.81	\$35.87	\$273.94
006-411-120	471	C St	\$413.28	\$165.43	\$247.85	\$28.70	\$219.15
006-387-130	472	C St	\$929.88	\$372.23	\$557.65	\$0.00	\$557.65
006-411-110	475	C St	\$275.52	\$110.29	\$165.23	\$19.13	\$146.10
006-387-020	476	C St	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
006-411-100	479	C St	\$619.92	\$248.15	\$371.77	\$0.00	\$371.77
006-387-030	480	C St	\$344.40	\$137.86	\$206.54	\$0.00	\$206.54
006-411-090	483	C St	\$309.96	\$124.08	\$185.88	\$0.00	\$185.88
006-387-040	484	C St	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
006-411-080	487	C St	\$137.76	\$55.14	\$82.62	\$9.57	\$73.05
006-411-070	491	C St	\$206.64	\$82.72	\$123.92	\$14.35	\$109.58
006-387-050	492	C St	\$172.20	\$68.93	\$103.27	\$0.00	\$103.27
006-412-230	503	C St	\$206.64	\$82.72	\$123.92	\$0.00	\$123.92
006-388-010	504	C St	\$172.20	\$68.93	\$103.27	\$11.96	\$91.31
006-412-220	507	C St	\$206.64	\$82.72	\$123.92	\$14.35	\$109.58
006-388-020	508	C St	\$241.08	\$96.50	\$144.58	\$16.74	\$127.84
006-412-210	511	C St	\$63.70	\$25.50	\$38.20	\$4.42	\$33.78
006-388-030	512	C St	\$688.80	\$275.72	\$413.08	\$47.83	\$365.25
006-412-200	515	C St	\$172.20	\$68.93	\$103.27	\$11.96	\$91.31
006-388-040	516	C St	\$344.40	\$137.86	\$206.54	\$23.91	\$182.63
006-412-190	519	C St	\$585.48	\$234.37	\$351.11	\$40.65	\$310.46
006-388-050	520	C St	\$172.20	\$68.93	\$103.27	\$11.96	\$91.31
006-412-180	523	C St	\$516.60	\$206.79	\$309.81	\$0.00	\$309.81
006-388-060	524	C St	\$413.28	\$165.43	\$247.85	\$28.70	\$219.15
006-412-170	527	C St	\$63.70	\$25.50	\$38.20	\$4.42	\$33.78
006-388-070	528	C St	\$309.96	\$124.08	\$185.88	\$21.52	\$164.36
006-412-160	531	C St	\$482.16	\$193.01	\$289.15	\$0.00	\$289.15
006-388-080	532	C St	\$206.64	\$82.72	\$123.92	\$14.35	\$109.58
006-412-150	535	C St	\$137.76	\$55.14	\$82.62	\$0.00	\$82.62
006-388-090	536	C St	\$378.84	\$151.65	\$227.19	\$0.00	\$227.19
006-412-140	539	C St	\$103.32	\$41.36	\$61.96	\$7.17	\$54.79
006-388-100	540	C St	\$206.64	\$82.72	\$123.92	\$0.00	\$123.92
006-412-130	543	C St	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
006-388-110	544	C St	\$551.04	\$220.58	\$330.46	\$38.26	\$292.20

APN	St. No.	St. Name	Town Pays NSMCS D (1)	Residential Subsidy (2)	Town Charges this Property (1-2) (after residential subsidy)	Water Conservation Incentive (3)	Final Charge to Property after Subsidy & Incentive (1-2-3) (Parcel Charge)
006-412-120	547	C St	\$378.84	\$151.65	\$227.19	\$0.00	\$227.19
006-388-120	548	C St	\$241.08	\$96.50	\$144.58	\$16.74	\$127.84
006-412-110	551	C St	\$137.76	\$55.14	\$82.62	\$0.00	\$82.62
006-388-130	552	C St	\$516.60	\$206.79	\$309.81	\$35.87	\$273.94
006-388-140	556	C St	\$619.92	\$248.15	\$371.77	\$0.00	\$371.77
006-388-150	560	C St	\$413.28	\$165.43	\$247.85	\$0.00	\$247.85
006-388-160	564	C St	\$413.28	\$165.43	\$247.85	\$28.70	\$219.15
008-126-290	415	C St A	\$585.48	\$234.37	\$351.11	\$0.00	\$351.11
008-126-300	417	C St A	\$63.70	\$25.50	\$38.20	\$4.42	\$33.78
008-126-310	419	C St A	\$998.76	\$399.80	\$598.96	\$0.00	\$598.96
008-127-280	420	C St A	\$378.84	\$151.65	\$227.19	\$0.00	\$227.19
008-127-280	420	C St B	\$723.24	\$289.51	\$433.73	\$0.00	\$433.73
008-127-270	422	C St A	\$585.48	\$234.37	\$351.11	\$0.00	\$351.11
008-127-270	422	C St B	\$723.24	\$289.51	\$433.73	\$50.22	\$383.51
008-127-260	424	C St A	\$378.84	\$151.65	\$227.19	\$26.30	\$200.89
008-127-260	424	C St B	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
008-127-250	426	C St A	\$895.44	\$358.44	\$537.00	\$0.00	\$537.00
008-127-250	426	C St B	\$619.92	\$248.15	\$371.77	\$43.04	\$328.73
006-413-070	350	Clark Ave	\$344.40	\$137.86	\$206.54	\$23.91	\$182.63
006-384-060	450	Clark Ave	\$447.72	\$179.22	\$268.50	\$0.00	\$268.50
006-384-070	550	Clark Ave	\$1,170.96	\$468.73	\$702.23	\$0.00	\$702.23
006-381-040	560	Clark Ave	\$63.70	\$25.50	\$38.20	\$0.00	\$38.20
006-381-050	570	Clark Ave	\$516.60	\$206.79	\$309.81	\$0.00	\$309.81
006-381-060	580	Clark Ave	\$378.84	\$151.65	\$227.19	\$26.30	\$200.89
008-143-020	430	D St	\$654.36	\$261.94	\$392.42	\$0.00	\$392.42
008-127-160	433	D St	\$447.72	\$179.22	\$268.50	\$0.00	\$268.50
008-143-030	434	D St	\$551.04	\$220.58	\$330.46	\$0.00	\$330.46
008-127-150	435	D St	\$482.16	\$193.01	\$289.15	\$33.48	\$255.68
008-143-060	436	D St	\$585.48	\$234.37	\$351.11	\$40.65	\$310.46
008-143-040	438	D St	\$516.60	\$206.79	\$309.81	\$35.87	\$273.94
008-127-140	439	D St	\$103.32	\$41.36	\$61.96	\$7.17	\$54.79
008-143-050	442	D St	\$241.08	\$96.50	\$144.58	\$16.74	\$127.84
008-127-240	443	D St	\$723.24	\$289.51	\$433.73	\$0.00	\$433.73
008-143-070	448	D St	\$826.56	\$330.87	\$495.69	\$57.39	\$438.30
008-143-080	452	D St	\$413.28	\$165.43	\$247.85	\$28.70	\$219.15
008-127-230	455	D St	\$275.52	\$110.29	\$165.23	\$0.00	\$165.23
008-143-090	456	D St	\$482.16	\$193.01	\$289.15	\$0.00	\$289.15
008-127-220	459	D St	\$378.84	\$151.65	\$227.19	\$26.30	\$200.89
008-143-100	460	D St	\$723.24	\$289.51	\$433.73	\$0.00	\$433.73
008-127-110	463	D St	\$413.28	\$165.43	\$247.85	\$0.00	\$247.85
008-143-110	464	D St	\$723.24	\$289.51	\$433.73	\$50.22	\$383.51
008-127-100	467	D St	\$309.96	\$124.08	\$185.88	\$21.52	\$164.36
008-143-450	468	D St	\$826.56	\$330.87	\$495.69	\$0.00	\$495.69
006-387-120	471	D St	\$344.40	\$137.86	\$206.54	\$23.91	\$182.63
008-143-460	472	D St	\$344.40	\$137.86	\$206.54	\$0.00	\$206.54
006-387-110	475	D St	\$413.28	\$165.43	\$247.85	\$28.70	\$219.15
008-143-440	476	D St	\$137.76	\$55.14	\$82.62	\$0.00	\$82.62
006-387-100	479	D St	\$137.76	\$55.14	\$82.62	\$9.57	\$73.05
006-384-020	480	D St	\$861.00	\$344.65	\$516.35	\$59.78	\$456.56
006-387-090	483	D St	\$206.64	\$82.72	\$123.92	\$14.35	\$109.58
006-384-030	484	D St	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
006-387-140	487	D St	\$619.92	\$248.15	\$371.77	\$43.04	\$328.73
006-384-040	488	D St	\$378.84	\$151.65	\$227.19	\$26.30	\$200.89

APN	St. No.	St. Name	Town Pays NSMCS D (1)	Residential Subsidy (2)	Town Charges this Property (1-2) (after residential subsidy)	Water Conservation Incentive (3)	Final Charge to Property after Subsidy & Incentive (1-2-3) (Parcel Charge)
006-384-050	490	D St	\$551.04	\$220.58	\$330.46	\$0.00	\$330.46
006-387-060	491	D St	\$964.32	\$386.01	\$578.31	\$66.96	\$511.35
006-388-360	503	D St	\$172.20	\$68.93	\$103.27	\$0.00	\$103.27
006-388-350	507	D St	\$63.70	\$25.50	\$38.20	\$4.42	\$33.78
006-388-340	511	D St	\$103.32	\$41.36	\$61.96	\$7.17	\$54.79
006-388-330	515	D St	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
006-388-320	519	D St	\$103.32	\$41.36	\$61.96	\$7.17	\$54.79
006-388-310	523	D St	\$63.70	\$25.50	\$38.20	\$4.42	\$33.78
006-388-300	527	D St	\$378.84	\$151.65	\$227.19	\$0.00	\$227.19
006-388-290	531	D St	\$413.28	\$165.43	\$247.85	\$28.70	\$219.15
006-388-280	535	D St	\$309.96	\$124.08	\$185.88	\$0.00	\$185.88
006-388-270	539	D St	\$1,033.20	\$413.59	\$619.61	\$71.74	\$547.88
006-388-260	543	D St	\$275.52	\$110.29	\$165.23	\$19.13	\$146.10
006-388-250	547	D St	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
006-388-240	551	D St	\$619.92	\$248.15	\$371.77	\$0.00	\$371.77
006-388-230	555	D St	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
006-388-220	559	D St	\$516.60	\$206.79	\$309.81	\$35.87	\$273.94
006-388-210	563	D St	\$63.70	\$25.50	\$38.20	\$4.42	\$33.78
006-388-200	567	D St	\$344.40	\$137.86	\$206.54	\$23.91	\$182.63
006-388-190	571	D St	\$172.20	\$68.93	\$103.27	\$11.96	\$91.31
006-388-180	575	D St	\$137.76	\$55.14	\$82.62	\$9.57	\$73.05
006-388-170	579	D St	\$241.08	\$96.50	\$144.58	\$16.74	\$127.84
008-143-310	401	E St	\$619.92	\$248.15	\$371.77	\$43.04	\$328.73
008-143-320	415	E St	\$757.68	\$303.30	\$454.38	\$0.00	\$454.38
008-143-320	417	E St	\$585.48	\$234.37	\$351.11	\$0.00	\$351.11
008-144-290	412-416	E St	\$1,687.56	\$675.52	\$1,012.04	\$0.00	\$1,012.04
008-143-340	419	E St	\$792.12	\$317.08	\$475.04	\$55.00	\$420.04
008-143-340	421	E St	\$309.96	\$124.08	\$185.88	\$0.00	\$185.88
008-143-350	423	E St	\$344.40	\$137.86	\$206.54	\$0.00	\$206.54
008-143-350	425	E St	\$482.16	\$193.01	\$289.15	\$0.00	\$289.15
008-143-360	427	E St	\$241.08	\$96.50	\$144.58	\$16.74	\$127.84
008-143-360	429	E St	\$757.68	\$303.30	\$454.38	\$52.61	\$401.78
008-143-180	435	E St	\$482.16	\$193.01	\$289.15	\$33.48	\$255.68
008-143-160	441	E St	\$241.08	\$96.50	\$144.58	\$16.74	\$127.84
008-144-120	444	E St	\$172.20	\$68.93	\$103.27	\$0.00	\$103.27
008-143-250	445	E St	\$585.48	\$234.37	\$351.11	\$0.00	\$351.11
008-144-100	448	E St	\$688.80	\$275.72	\$413.08	\$47.83	\$365.25
008-143-270	455	E St	\$275.52	\$110.29	\$165.23	\$19.13	\$146.10
008-144-090	460	E St	\$585.48	\$234.37	\$351.11	\$40.65	\$310.46
008-143-140	461	E St	\$585.48	\$234.37	\$351.11	\$0.00	\$351.11
008-144-240	462	E St	\$929.88	\$372.23	\$557.65	\$64.57	\$493.09
008-143-390	463	E St	\$792.12	\$317.08	\$475.04	\$55.00	\$420.04
008-143-400	465	E St	\$172.20	\$68.93	\$103.27	\$11.96	\$91.31
008-144-220	466	E St	\$378.84	\$151.65	\$227.19	\$26.30	\$200.89
008-143-470	467	E St	\$516.60	\$206.79	\$309.81	\$35.87	\$273.94
008-143-480	469	E St	\$275.52	\$110.29	\$165.23	\$0.00	\$165.23
008-143-420	471	E St	\$241.08	\$96.50	\$144.58	\$16.74	\$127.84
006-381-030	478	E St	\$378.84	\$151.65	\$227.19	\$0.00	\$227.19
006-384-080	483	E St	\$447.72	\$179.22	\$268.50	\$0.00	\$268.50
006-381-040	490	E St	\$137.76	\$55.14	\$82.62	\$9.57	\$73.05
008-144-110	446	E St	\$1,170.96	\$468.73	\$702.23	\$0.00	\$702.23
008-143-280	449	E St	\$688.80	\$275.72	\$413.08	\$0.00	\$413.08
008-144-230	464	E Street A	\$757.68	\$303.30	\$454.38	\$0.00	\$454.38

APN	St. No.	St. Name	Town Pays NSMCS D (1)	Residential Subsidy (2)	Town Charges this Property (1-2) (after residential subsidy)	Water Conservation Incentive (3)	Final Charge to Property after Subsidy & Incentive (1-2-3) (Parcel Charge)
008-143-400	465	E St A	\$206.64	\$82.72	\$123.92	\$14.35	\$109.58
008-144-220	466	E St A	\$447.72	\$179.22	\$268.50	\$0.00	\$268.50
008-144-150	417	F St	\$1,756.44	\$703.10	\$1,053.34	\$121.96	\$931.39
008-144-270	419	F St	\$241.08	\$96.50	\$144.58	\$0.00	\$144.58
008-144-260	421	F St	\$688.80	\$275.72	\$413.08	\$47.83	\$365.25
008-144-190	433	F St	\$585.48	\$234.37	\$351.11	\$40.65	\$310.46
008-144-200	437	F St	\$275.52	\$110.29	\$165.23	\$19.13	\$146.10
008-144-210	439	F St	\$68.88	\$27.57	\$41.31	\$0.00	\$41.31
008-144-210	441	F St	\$378.84	\$151.65	\$227.19	\$0.00	\$227.19
006-388-400	609	F St	\$482.16	\$193.01	\$289.15	\$33.48	\$255.68
006-388-410	611	F St	\$344.40	\$137.86	\$206.54	\$0.00	\$206.54
006-388-420	613	F St	\$275.52	\$110.29	\$165.23	\$0.00	\$165.23
006-388-430	615	F St	\$63.70	\$25.50	\$38.20	\$4.42	\$33.78
006-388-530	619	F St	\$723.24	\$289.51	\$433.73	\$50.22	\$383.51
006-388-450	621	F St	\$68.88	\$27.57	\$41.31	\$4.78	\$36.53
006-388-460	623	F St	\$688.80	\$275.72	\$413.08	\$47.83	\$365.25
006-388-460	625	F St	\$137.76	\$55.14	\$82.62	\$0.00	\$82.62
006-388-580	627	F St	\$68.88	\$27.57	\$41.31	\$4.78	\$36.53
006-388-600	629	F St	\$68.88	\$27.57	\$41.31	\$4.78	\$36.53
006-388-580	627	F St A	\$1,343.16	\$537.66	\$805.50	\$0.00	\$805.50
011-360-170	2003	Hillside Blvd	\$241.08	\$96.50	\$144.58	\$16.74	\$127.84
103-190-070	7623	Mission St	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
103-190-060	7625	Mission St	\$688.80	\$275.72	\$413.08	\$0.00	\$413.08
103-190-050	7627	Mission St	\$309.96	\$124.08	\$185.88	\$21.52	\$164.36
008-127-010	7701	Mission St	\$1,308.72	\$523.88	\$784.84	\$0.00	\$784.84
011-420-010	301	Hoffman St	\$551.04	\$220.58	\$330.46	\$38.26	\$292.20
011-420-150	302	Hoffman St	\$413.28	\$165.43	\$247.85	\$28.70	\$219.15
011-420-020	303	Hoffman St	\$792.12	\$317.08	\$475.04	\$0.00	\$475.04
011-420-160	304	Hoffman St	\$1,033.20	\$413.59	\$619.61	\$0.00	\$619.61
011-420-170	306	Hoffman St	\$1,790.88	\$716.88	\$1,074.00	\$0.00	\$1,074.00
011-420-040	307	Hoffman St	\$309.96	\$124.08	\$185.88	\$21.52	\$164.36
011-420-180	308	Hoffman St	\$861.00	\$344.65	\$516.35	\$59.78	\$456.56
011-420-050	309	Hoffman St	\$447.72	\$179.22	\$268.50	\$31.09	\$237.41
011-420-060	311	Hoffman St	\$654.36	\$261.94	\$392.42	\$45.43	\$346.99
011-420-070	313	Hoffman St	\$413.28	\$165.43	\$247.85	\$28.70	\$219.15
011-420-080	315	Hoffman St	\$275.52	\$110.29	\$165.23	\$19.13	\$146.10
011-420-120	316	Hoffman St	\$585.48	\$234.37	\$351.11	\$0.00	\$351.11
011-420-090	317	Hoffman St	\$688.80	\$275.72	\$413.08	\$0.00	\$413.08
011-420-130	318	Hoffman St	\$241.08	\$96.50	\$144.58	\$16.74	\$127.84
011-420-100	319	Hoffman St	\$585.48	\$234.37	\$351.11	\$0.00	\$351.11
011-420-140	320	Hoffman St	\$1,274.28	\$510.09	\$764.19	\$0.00	\$764.19
011-420-110	321	Hoffman St	\$309.96	\$124.08	\$185.88	\$21.52	\$164.36
008-125-400	435	B St	\$275.52	\$110.29	\$165.23	\$0.00	\$165.23
008-125-390	437	B St	\$275.52	\$110.29	\$165.23	\$19.13	\$146.10
008-125-380	439	B St	\$206.64	\$82.72	\$123.92	\$14.35	\$109.58
008-125-420	429	B St	\$654.36	\$261.94	\$392.42	\$0.00	\$392.42
008-125-430	431	B St	\$137.76	\$55.14	\$82.62	\$0.00	\$82.62
008-125-440	433	B St	\$654.36	\$261.94	\$392.42	\$0.00	\$392.42
008-127-290	429	D St	\$58.44	\$23.39	\$35.05	\$0.00	\$35.05
008-127-300	431	D St	\$103.32	\$41.36	\$61.96	\$0.00	\$61.96
TOTAL			\$122,859.30	\$49,180.07	\$73,679.23	\$4,480.81	\$69,198.42

APN	St. No.	St. Name	Town Pays NSMCSD	Town Charges this Property (1)	Water Conservation Incentive (2)	Final Charge to Property after Incentive (1-2) (Parcel Charge)
008-126-040	468	B St	\$275.52	\$275.38	\$31.88	\$243.50
006-388-380	540	F St	\$2,273.04	\$2,271.92	\$0.00	\$2,271.92
006-381-070	F and	Clark Ave	\$1,033.20	\$1,032.69	\$119.56	\$913.13
008-322-520	1000	El Camino Real	\$2,273.04	\$2,271.92	\$0.00	\$2,271.92
008-144-200	435	F St	\$68.88	\$68.85	\$7.97	\$60.88
006-388-610	1450	Hillside Blvd	\$1,584.24	\$1,583.46	\$183.33	\$1,400.13
011-331-180	1601	Hillside Blvd	\$63.70	\$63.67	\$7.37	\$56.30
011-360-370	1701	Hillside Blvd	\$63.70	\$63.67	\$7.37	\$56.30
011-013-010	1801	Hillside Blvd	\$275.52	\$275.38	\$31.88	\$243.50
011-341-140	1900	Hillside Blvd	\$206.64	\$206.54	\$23.91	\$182.63
011-014-080	1901	Hillside Blvd	\$68.88	\$68.85	\$7.97	\$60.88
011-014-110	1905	Hillside Blvd	\$2,273.04	\$2,271.92	\$0.00	\$2,271.92
011-360-170	2005	Hillside Blvd	\$447.72	\$447.50	\$51.81	\$395.69
011-360-100	2101	Hillside Blvd	\$275.52	\$275.38	\$31.88	\$243.50
008-322-080	3601	Junipero Serra Blvd	\$3,926.16	\$3,924.22	\$454.35	\$3,469.88
103-190-080	7621	Mission St	\$275.52	\$275.38	\$0.00	\$275.38
008-126-190	7651	Mission St	\$63.70	\$63.67	\$0.00	\$63.67
008-126-150	7685	Mission St	\$688.80	\$688.46	\$0.00	\$688.46
008-143-010	7741-7751	Mission St/ECR	\$757.68	\$757.31	\$87.68	\$669.63
008-144-140	7801	Mission St	\$63.70	\$63.67	\$7.37	\$56.30
TOTAL			\$16,958.20	\$16,949.84	\$1,054.36	\$15,895.48

APN	St. No.	St. Name	Town Pays SSF (1)	Residential Subsidy (2)	Town Charges this Property (1-2) (after residential subsidy)	Water Conservation Incentive (3)	Final Charge to Property after Subsidy & Incentive (1-2-3) (Parcel Charge)
011-154-090	2700	Hillside Blvd	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
011-154-090	2702	Hillside Blvd	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
011-154-100	2704	Hillside Blvd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
011-154-100	2706	Hillside Blvd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
011-154-110	2708	Hillside Blvd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
011-154-110	2710	Hillside Blvd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-182-130	1431	Mission Rd R	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-182-130	1433	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-182-040	1439	Mission Rd	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-182-100	1445	Mission Rd	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-182-100	1451	Mission Rd	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-182-100	1457	Mission Rd	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-142-080	1655	Mission Rd D	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-560	1221	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-460-570	1223	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-580	1225	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-590	1227	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-520	1229	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-530	1231	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-460-540	1233	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-420	1237	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-430	1239	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-440	1241	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-450	1243	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-380	1245	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-390	1247	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-400	1249	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-410	1251	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-330	1321	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-340	1323	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-350	1325	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-360	1327	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-370	1329	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-280	1331	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-290	1333	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-300	1335	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-460-550	1235	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-310	1337	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-460-320	1339	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-120	1341	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-130	1343	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-460-140	1345	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-150	1347	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-160	1349	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-460-070	1351	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-460-080	1353	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-090	1355	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-100	1357	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-110	1359	Isabelle Cir	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-630	1263	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24

Residential Properties in
SSF Area

APN	St. No.	St. Name	Town Pays SSF (1)	Residential Subsidy (2)	Town Charges this Property (1-2) (after residential subsidy)	Water Conservation Incentive (3)	Final Charge to Property after Subsidy & Incentive (1-2-3) (Parcel Charge)
010-460-620	1267	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-610	1271	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-600	1275	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-510	1279	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-500	1283	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-490	1287	Mission Rd	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-460-480	1291	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-470	1295	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-460	1299	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-270	1303	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-260	1307	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-250	1311	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-240	1315	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-230	1319	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-220	1323	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-210	1327	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-200	1341	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-190	1345	Mission Rd	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-460-180	1349	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-170	1353	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-060	1357	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-050	1361	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-030	1369	Mission Rd	\$532.00	\$212.80	\$319.20	\$0.00	\$319.20
010-460-020	1373	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
010-460-010	1377	Mission Rd	\$532.00	\$212.80	\$319.20	\$36.96	\$282.24
TOTAL			\$39,900.00	\$15,960.00	\$23,940.00	\$2,180.46	\$21,759.54

APN	St. No.	St. Name	Town Pays SSF	Town Charges this Property (1)	Water Conservation Incentive (2)	Final Charge after Incentive (1-2) (Parcel Charge)
008-421-180	205	Collins Ave	\$532.00	\$532.00	\$61.59	\$470.41
008-421-190	207	Collins Ave	\$2,371.48	\$2,371.48	\$0.00	\$2,371.48
008-421-150	245	Collins Ave	\$10,232.24	\$10,232.24	\$0.00	\$10,232.24
010-421-180	248	Collins Ave	\$532.00	\$532.00	\$61.59	\$470.41
010-421-160	480	Collins Ave	\$1,522.15	\$1,522.15	\$0.00	\$1,522.15
010-421-200	500	Collins Ave	\$1,985.76	\$1,985.76	\$229.91	\$1,755.85
010-421-190	530	Collins Ave	\$532.00	\$532.00	\$61.59	\$470.41
008-403-040	1000	Collins Ave	\$1,902.69	\$1,902.69	\$0.00	\$1,902.69
008-403-020	1500	Collins Ave	\$21,026.99	\$21,026.99	\$0.00	\$21,026.99
008-322-320	1 to 17	Colma Blvd	\$3,030.21	\$3,030.21	\$350.84	\$2,679.37
008-322-550	2	Colma Blvd	\$9,583.92	\$9,583.92	\$0.00	\$9,583.92
008-322-550	2	Colma Blvd	\$1,080.04	\$1,080.04	\$0.00	\$1,080.04
008-322-470	19	Colma Blvd	\$1,183.90	\$1,183.90	\$137.07	\$1,046.82
008-322-480	27	Colma Blvd	\$1,162.76	\$5,961.76	\$690.25	\$5,271.51
008-322-480	41	Colma Blvd	\$3,770.15	\$0.00	\$0.00	\$0.00
008-322-480	55	Colma Blvd	\$1,028.86	\$0.00	\$0.00	\$0.00
008-322-290	65	Colma Blvd	\$2,522.83	\$2,522.83	\$292.09	\$2,230.73
008-322-490	75	Colma Blvd	\$718.79	\$718.79	\$0.00	\$718.79
008-322-270	81	Colma Blvd	\$3,114.77	\$3,114.77	\$360.63	\$2,754.15
008-322-500	91	Colma Blvd	\$5,665.79	\$5,665.79	\$0.00	\$5,665.79
008-322-500	91	Colma Blvd	\$1,063.92	\$1,063.92	\$0.00	\$1,063.92
008-322-330	101	Colma Blvd	\$532.00	\$532.00	\$0.00	\$532.00
008-322-340	111	Colma Blvd	\$10,574.72	\$11,363.98	\$1,315.72	\$10,048.26
008-322-340	119	Colma Blvd	\$789.26	\$0.00	\$0.00	\$0.00
008-322-510	121	Colma Blvd	\$542.62	\$542.62	\$62.82	\$479.79
008-322-560	200	Colma Blvd	\$2,156.38	\$2,156.38	\$249.67	\$1,906.72
008-392-190	1150	El Camino Real	\$648.32	\$648.32	\$75.06	\$573.26
011-341-720	1171	El Camino Real	\$2,494.64	\$2,494.64	\$0.00	\$2,494.64
008-392-240	1174	El Camino Real	\$1,367.12	\$1,367.12	\$158.28	\$1,208.83
008-421-120	1200	El Camino Real	\$5,080.89	\$5,080.89	\$0.00	\$5,080.89
011-341-810	1201	El Camino Real	\$1,007.72	\$1,007.72	\$0.00	\$1,007.72
008-421-040	1222	El Camino Real	\$1,057.05	\$1,789.94	\$0.00	\$1,789.94
008-421-040	1232	El Camino Real	\$732.89	\$0.00	\$0.00	\$0.00
008-421-050	1250	El Camino Real	\$817.45	\$817.45	\$0.00	\$817.45
010-422-040	1300	El Camino Real	\$2,339.60	\$2,339.60	\$0.00	\$2,339.60
011-341-500	1361	El Camino Real	\$532.00	\$532.00	\$0.00	\$532.00
010-422-020	1370	El Camino Real	\$1,155.71	\$10,235.72	\$1,185.09	\$9,050.63
010-422-020	1370	El Camino Real	\$8,548.01	\$0.00	\$0.00	\$0.00
010-422-020	1370	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
011-341-400	1700	Hillside Blvd	\$274,926.60	\$274,926.60	\$0.00	\$274,926.60
008-373-240	4915	Junipero Serra Blvd	\$532.00	\$532.00	\$61.59	\$470.41
008-373-210	4925	Junipero Serra Blvd	\$1,201.02	\$1,201.02	\$139.05	\$1,061.97
008-373-500	4927	Junipero Serra Blvd	\$18,333.28	\$18,333.28	\$2,122.63	\$16,210.65
008-373-520	4929	Junipero Serra Blvd	\$532.00	\$6,098.64	\$0.00	\$6,098.64
008-373-520	4931	Junipero Serra Blvd	\$2,658.83	\$0.00	\$0.00	\$0.00
008-373-520	4933	Junipero Serra Blvd	\$532.00	\$0.00	\$0.00	\$0.00
008-373-520	4935	Junipero Serra Blvd	\$1,843.81	\$0.00	\$0.00	\$0.00
008-373-520	4937	Junipero Serra Blvd	\$532.00	\$0.00	\$0.00	\$0.00
008-373-510	4939	Junipero Serra Blvd	\$532.00	\$532.00	\$0.00	\$532.00
008-373-520	4945	Junipero Serra Blvd	\$3,011.39	\$3,011.39	\$0.00	\$3,011.39
008-373-490	5001	Junipero Serra Blvd	\$21,556.77	\$21,556.77	\$2,495.84	\$19,060.93

008-373-440	5025	Junipero Serra Blvd	\$21,187.81	\$21,187.81	\$2,453.12	\$18,734.68
008-373-380	5045	Junipero Serra Blvd	\$532.00	\$532.00	\$0.00	\$532.00
008-373-180	5075	Junipero Serra Blvd	\$552.56	\$552.56	\$63.97	\$488.58
010-182-110	1427	Mission Rd	\$930.20	\$930.20	\$0.00	\$930.20
010-182-090	1455	Mission Rd	\$532.00	\$532.00	\$0.00	\$532.00
011-370-180	1500	Mission Rd	\$2,783.57	\$2,783.57	\$0.00	\$2,783.57
010-182-080	1537	Mission Rd A	\$532.00	\$0.00	\$0.00	\$0.00
010-182-080	1537	Mission Rd B	\$532.00	\$0.00	\$0.00	\$0.00
010-182-080	1537	Mission Rd C	\$532.00	\$0.00	\$0.00	\$0.00
010-182-080	1537	Mission Rd D	\$532.00	\$2,128.00	\$246.38	\$1,881.62
010-142-080	1635	Mission Rd	\$2,001.35	\$2,001.35	\$0.00	\$2,001.35
010-142-080	1655	Mission Rd	\$1,183.90	\$1,183.90	\$137.07	\$1,046.83
010-142-080	1655	Mission Rd A	\$584.90	\$1,437.59	\$0.00	\$1,437.59
010-142-080	1655	Mission Rd B	\$852.69	\$0.00	\$0.00	\$0.00
010-142-070	1675	Mission Rd	\$1,240.27	\$1,240.27	\$0.00	\$1,240.27
010-142-110	1681	Mission Rd	\$1,698.33	\$1,698.33	\$0.00	\$1,698.33
010-142-050	1685	Mission Rd	\$873.83	\$873.83	\$101.17	\$772.66
010-142-040	1707	Mission Rd	\$532.00	\$532.00	\$61.59	\$470.41
010-142-020	1715	Mission Rd	\$532.00	\$532.00	\$0.00	\$532.00
010-142-100	1725	Mission Rd	\$2,746.97	\$2,746.97	\$0.00	\$2,746.97
010-423-050	1755	Mission Rd	\$532.00	\$532.00	\$61.59	\$470.41
010-423-040	1773	Mission Rd	\$532.00	\$532.00	\$0.00	\$532.00
010-423-030	1787	Mission Rd	\$532.00	\$532.00	\$0.00	\$532.00
011-341-350	435	Serramonte Blvd	\$2,404.98	\$2,404.98	\$278.45	\$2,126.53
011-341-340	445	Serramonte Blvd	\$5,747.67	\$5,747.67	\$0.00	\$5,747.67
011-341-330	475	Serramonte Blvd	\$36,262.18	\$36,262.18	\$4,198.44	\$32,063.75
011-341-830	485	Serramonte Blvd	\$20,541.58	\$20,541.58	\$0.00	\$20,541.58
008-392-140	600	Serramonte Blvd	\$4,030.88	\$4,030.88	\$0.00	\$4,030.88
008-392-260	650	Serramonte Blvd	\$11,528.44	\$11,528.44	\$0.00	\$11,528.44
008-373-200	700	Serramonte Blvd	\$40,818.40	\$40,818.40	\$0.00	\$40,818.40
008-413-030	707-711	Serramonte Blvd	\$17,728.42	\$17,728.42	\$0.00	\$17,728.42
008-374-040	775	Serramonte Blvd	\$1,247.32	\$1,247.32	\$144.41	\$1,102.90
008-373-190	780	Serramonte Blvd	\$6,783.36	\$6,783.36	\$785.38	\$5,997.98
008-374-050	785	Serramonte Blvd	\$4,009.74	\$4,009.74	\$0.00	\$4,009.74
008-373-340	970	Serramonte Blvd	\$8,454.46	\$8,454.46	\$0.00	\$8,454.46
008-373-550	990	Serramonte Blvd	\$5,630.39	\$18,816.40	\$0.00	\$18,816.40
008-373-550	990	Serramonte Blvd	\$9,247.79	\$0.00	\$0.00	\$0.00
008-373-550	990	Serramonte Blvd	\$3,938.22	\$0.00	\$0.00	\$0.00
008-374-020	999	Serramonte Blvd	\$7,520.74	\$8,840.85	\$1,023.59	\$7,817.26
008-374-020	999	Serramonte Blvd	\$1,320.11	\$0.00	\$0.00	\$0.00
TOTAL			\$671,366.38	\$671,366.39	\$19,666.53	\$651,699.86

APN	St. No.	St. Name	Town Pays NSMCSD	Town Charges this Property	Water Conservation Incentive	Final Charge after Incentive (Parcel Charge)
008-144-180	429	F St	\$206.64	\$0.00	\$0.00	\$0.00
006-388-540	601	F St	\$275.52	\$0.00	\$0.00	\$0.00
011-341-530	1500	Hillside Blvd	\$63.70	\$0.00	\$0.00	\$0.00
011-341-740	1520	Hillside Blvd	\$378.84	\$0.00	\$0.00	\$0.00
Sub-Total			\$924.70	\$0.00	\$0.00	\$0.00

APN	St. No.	St. Name	Town Pays SSF	Town Charges this Property	Water Conservation Incentive	Final Charge after Incentive (Parcel Charge)
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-290	1180	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
010-460-040	1365	Mission Rd	\$532.00	\$0.00	\$0.00	\$0.00
008-392-270	1188	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
008-392-070	1198	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
020-013-110	1199	El Camino Real	\$532.00	\$0.00	\$0.00	\$0.00
Sub-Total			\$11,704.00	\$0.00	\$0.00	\$0.00
TOTAL			\$12,628.70	\$0.00	\$0.00	\$0.00



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Michael P. Laughlin, City Planner

VIA: Sean Rabé, City Manager

MEETING DATE: July 9, 2014

SUBJECT: Inflatable Advertising in Commercial Zones

RECOMMENDATION

Because this is a study session, no Council action is expected. However, staff seeks comments, questions, impressions and opinions from each individual council member regarding a request from a merchant to allow for inflatable advertising devices for all commercial properties, not just automobile dealers. Staff will use those comments to decide whether or not to develop regulations for consideration by the Council in the future.

EXECUTIVE SUMMARY

A tenant at Serra Center used an inflatable without permission from the Town or the Serra Center manager during the Memorial Day Holiday. The inflatable was also blocking disabled access to the building. The merchant indicated a desire to use inflatables in the future, and is frustrated that inflatables are permitted for auto dealers but not for retail tenants. As a result, staff decided to present this item to the City Council for discussion.

FISCAL IMPACT

Amending the Colma Municipal Code to allow for the use of inflatable devices would have an unknown fiscal impact to the Town.

The fiscal impacts from the use of inflatables are speculative, at best. Some argue that the use of inflatables can draw more attention to a business, increase sales to the business, and ultimately increase tax revenues to the Town. If this is the case, the increase in sales tax would be negligible and staff would be unable to quantify any increase or decrease. Retail sales in Colma are positive but not increasing due to internet shopping competition. Others will argue the exact opposite. Jurisdictions and shopping center managements that permit unregulated signage and advertising may not attract and maintain high quality tenants in their commercial centers. In addition, they argue that customers may be confused by excessive visual clutter and may choose to shop elsewhere.

BACKGROUND AND ANALYSIS

In 1999, the Town adopted a series of special advertising provisions for auto dealerships and created a special "Auto Sales District". The provisions were created to recognize the unique advertising aspects of car dealerships. A summary of these provisions can be found in Exhibit A. Inflatables are permitted for no more than 60 days per calendar year, and auto dealers abide by these limitations, usually only have the inflatables up for no more than a week at a time.

In 2012, the Town created a Temporary Banner Permit process to allow for the use of temporary banners for no more than 30 days per calendar year. Prior to this, temporary banners were not permitted on commercial properties. Several businesses have taken advantage of the process, and staff views the ordinance as successful. The application requires a signature of the property owner or shopping center manager. The management at 280 Metro Center has indicated that they will not be signing temporary banner applications for tenants in an effort to keep their shopping center as attractive and uncluttered as possible.

In preparation for this study session, staff contacted the City of Daly City and South San Francisco to see what is permitted. Daly City indicated that their code is silent on inflatables, and would not be permitted. However, they indicated that inflatables are a low enforcement priority for them and that inflatables are used without permission in the community. The most recent case being an inflatable on the furniture store at Gellert Marketplace that was going out of business.

South San Francisco effectively limits inflatables or temporary signage by a 10' above grade limitation for any temporary advertising. This could allow for the smaller inflatables such as the "moving people" inflatables that are ground mounted.

If the City Council is inclined to allow inflatables in commercial zones, staff would not recommend allowing inflatables for property with "G" Cemetery zoning or "E" Executive Administrative Office zoning in order to protect portions of Hillside Boulevard and the El Camino Real from this type of advertising.

Staff received an indication from the two shopping center managers that they would not likely approve an application for an inflatable should the Town proceed with an amendment to allow inflatables. Thus, a regulation allowing inflatables for temporary promotions would only apply to a few businesses along the north end of El Camino Real adjacent to the Sterling Park neighborhood; Mission Road or Collins Avenue; the two self-storage businesses on Junipero Serra and on El Camino Real south; at Kohl's, Dollar Tree, Babies R Us; and at Lucky Chances.

COUNCIL ADOPTED VALUES

The merchant argues that inflatables should be allowed at all businesses as a matter of fairness. The argument against is that inflatables are visual blight and that it is not unfair to allow them only for brief periods of time and for use by automobile dealers only under a grandfather clause. Moreover, the public good warrants keeping the use of inflatables at a minimum by not expanding its use.

CONCLUSION

Staff seeks comments from the City Council whether or not to develop regulations for consideration by the Council in the future.

ATTACHMENTS

A: Auto Sales District Summary and Map

B: Existing Temporary Banner Permit Application

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Summary of Auto Sales District Sign and Promotional Advertising Provisions

Type of Sign or Advertising	Uniform Color Required	Florescent Color Permitted	Quantity Limit or Provision	Height, size and Placement Standards	Time Limit	Special requirements in addition to General Provisions
1. Bunting or Flags (changable)	Yes	No	None - Front tier of light posts preferred	1/3 pole length max., between 8' and 20' above grade	None	1. Replace faded or damaged at least every 6 months
2. Antenna Sleeve Flags	Yes	No	1/3 total lot inventory at any given time.	None	None	1. See Ordinance
3. Banners (changable)	Yes, to the extent possible	No	3 per property	None	None	1. See Ordinance
4. Flag Strings (changable)	Yes, to the extent possible	No	None	Between 8' and 20' above grade	None	1. Replace faded or damaged at least every 6 months 2. See Ordinance
5. Inflatables	Yes	No	One per property at any given time.	Not to exceed 40' height limit. Ground or roof mounted permitted	60 days per calendar year, total	1. See Ordinance
6. Outdoor Decorations (Temporary)	Yes	No	None	None	3 days per month max. See Ord.	1. See Ordinance
7. Vehicle Price Signs	No	Yes	None	None	None	None
8. Window Signs	Yes	No	None	Not to exceed 1/3 of total window area on any given building face.	None	None
9. Concrete Pads or Ramps	N/A	N/A	N/A	N/A	N/A	1. 18" above grade max. 2. 7' landscape setback 3. See Ordinance
Scissor Ramps	N/A	N/A	N/A	48" max. above grade	None	1. See Ordinance
Promotional Tents	N/A	N/A	No more than 3, no more than 1,200 sq. ft.	N/A	None	1. On paved areas only 2. See Ordinance

EXHIBIT A

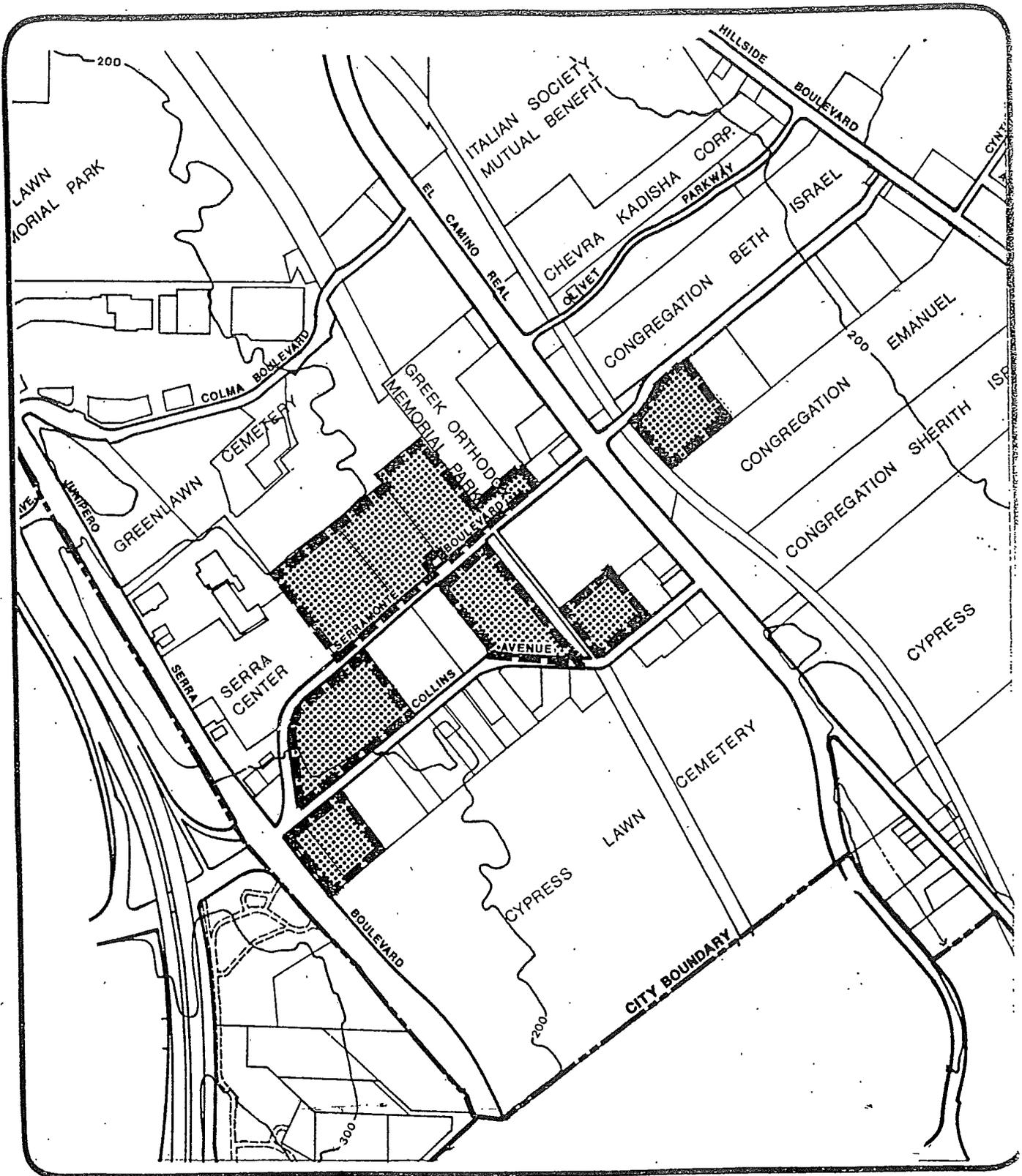


Figure 4.714 (I). x
Colma Auto Sales District Area Map
Signage and Design Guidelines

Shaded and outlined areas indicate properties subject to special provisions



TOWN OF COLMA TEMPORARY BANNER PERMIT APPLICATION

Application and Fees (payable to Town of Colma) for:

Temporary Banner Permit \$50.00

Existing Zoning Designation of the Project Site: _____

Describe Temporary Banner (attach diagram showing the location, text and method of attachment): _____

Proposed Dates of Use (limited to 30 days in a calendar year): _____

Property Address: _____

Assessor's Parcel No.: _____ (found on property tax bill)

Applicant

Name: _____ Telephone No.: _____

Mailing Address: _____

E-Mail Address: _____

Applicant Signature: _____ Date: _____

Property Owner/Property Manager (if different than applicant)

Name: _____ Telephone No.: _____

Mailing Address: _____

E-Mail Address: _____

Authorized Owner/Manager Signature: _____ Date: _____

<u>This section to be completed by the Planning Division.</u>	
Application Submittal Checklist:	Date Rec'd Stamp
_____ Fee: \$ 50.00	
Planning Approval Signature: _____	Date: _____

<p>The Town of Colma Planning Division is open Monday - Friday – 8 am to 5 pm 1190 El Camino Real, Colma, CA 94014 Telephone: (650) 757-8888 FAX: (650) 757-8890 Email: planning@colma.ca.gov</p>
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STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Michael P. Laughlin, City Planner

VIA: Sean Rabé, City Manager

MEETING DATE: July 9, 2014

SUBJECT: Circulation Element Update Study Session

RECOMMENDATION

Staff recommends that the City Council adopt a:

MOTION SETTING PUBLIC HEARING ON THE 2014 CIRCULATION ELEMENT

EXECUTIVE SUMMARY

For the Town to be eligible for the next round of grant funding, it must update its Circulation Element by next January. The proposed draft would update the Town's existing Circulation Element and meet eligibility criteria by:

- Updating information, images and tables;
- Removing projects completed since 1999;
- Revising and deleting some of the policies;
- Adding Complete Streets policies; and
- Adding some specific complete streets projects within the existing right-of-way.

BACKGROUND

The Metropolitan Transportation Commission (MTC) recently adopted new eligibility requirements for cities and counties seeking funding through the One Bay Area Grant (OBAG) program. In order to be eligible for the next round of OBAG funding (currently anticipated in 2015), jurisdictions must have General Plans with approved Circulation Elements that comply

with AB 1358 (the Complete Streets Act of 2008), by January 31, 2015. As a result of this directive, Staff has updated the 1999 Circulation Element for Council's review. Since the Town is currently in the midst of a comprehensive update to its General Plan, which will not be ready to be released prior to the deadline, this is a minor/interim update. A full update to the 1999 Circulation Element will occur with the future comprehensive update of the General Plan.

In recent years, local, state and federal government agencies along with environmental and various activist groups have considered ways to make the various roadways for municipalities more accommodating for all modes of transit, not just the automobile. As a result, the term "Complete Streets" was coined to describe a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families. Increasingly, the use of state and federal transportation funding is tied to including complete street elements into the design of improvement projects.

After the State of California adopted the Complete Streets Act in 2008 (AB 1358), the Town responded by adopting its own Complete Streets Policy in the fall of 2012. In past years, this Policy was sufficient for securing eligibility for OBAG funding cycles, but in 2015 it no longer will be. Beginning in 2015, MTC will require the General Plan of each local jurisdiction to identify how the jurisdiction will accommodate the circulation of all users of the roadway.

FISCAL IMPACT

Adoption of the Circulation Element will not require an adjustment to the Town's budget.

ANALYSIS AND DISCUSSION

The primary purpose of this interim update to the Circulation Element is to add in complete streets policies so that the Town may be eligible for future OBAG funding. Staff used as much original text from the 1999 Circulation Element as possible and incorporated principles directly from the Town's existing Complete Streets Policy. This update assumes no growth, land use changes, new projects or development beyond that permitted under the Town's 1999 General Plan or current Zoning. Additionally, all contemplated projects (such as restriping to add bicycle lanes or the addition of sidewalks) would occur within the existing right-of-way.

The 2014 Draft Circulation Element includes a discussion and policy recommendations on the following projects:

- Hillside Phase 1 Improvements, which will add sidewalks and bike lanes from Hoffman Street to Serramonte Boulevard;
- The San Mateo County 2011 Bicycle Plan, where feasible, for designated lanes within Colma;
- Improvements on Mission Road that will add Class II and Class III bicycle lanes (project scheduled to begin the first week of July 2014);

- El Camino Real improvements, which will add bicycle lanes and sidewalks where feasible (sidewalks are already noted as a policy in the 1999 Circulation Element); and
- Re-configuration of the El Camino Real/Mission Road intersection to allow for improved pedestrian and bicycle safety (this is an existing policy in the 1999 Circulation Element).

The following existing policies from 1999 (as shown on pages 34-37 of the Draft Circulation Element) are proposed to be removed or modified in the version of the Circulation Element that will be presented to the City Council for adoption (see Exhibit A for specific changes):

- Deletion of policy 5.03.713. This policy relates to the location of street parking. This policy is not needed since street parking areas and time zones have been fully vetted and are in the Administrative Code.
- Deletion of policy 5.03.714. This policy requires the maintenance of Olivet Parkway as a public road. Since Olivet Parkway has since been abandoned (with the exception of a 100' section from El Camino Real), this policy no longer applies. The extension of Serramonte Boulevard now handles traffic between the El Camino Real and Hillside Boulevard.
- Deletion of policy 5.03.715. This policy relates to the Hickey Boulevard Extension. This project was implemented was implemented with the creation of Lawndale Boulevard.
- Modification of Policy 5.03.743 to seek for the Town to participate in the future improvement of only the south half of the SFPUC right-of-way behind Kohl's. This recognizes that a fenced off well building will be constructed on the south half in 2015.

Staff provided a notice of availability of the Draft Circulation Element to numerous public agencies (including MTC, ABAG, CCAG, Fish and Game, Army Corp of Engineers, Native American Tribes and Caltrans). To date, no comments have been received on the draft document.

A more in-depth look at circulation improvements and connections will occur as part of the comprehensive General Plan update currently under way.

COUNCIL ADOPTED VALUES

The recommendation is consistent with the Council value of *vision* in considering the broader regional and statewide implications of the agency's decisions and issues.

NEXT STEPS

At the September regular meeting, Staff will present the 2014 Circulation Element to the City Council for consideration and adoption.

CONCLUSION

Staff recommends the City Council provide comments to Staff based on a review of this report and the presentation at the City Council Study Session.

EXHIBITS

- A. Revised Policy Table
- B. Draft Circulation Element

REVISED CIRCULATION ELEMENT POLICIES

5.03.710 CIRCULATION SYSTEM ¹		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.711	Commercial and industrial truck traffic, except for trucks serving local business, should be limited to highways or arterial streets for movement through the Town.	The City Engineer will require appropriate routes consistent with this policy.
5.03.712	Improvements to Collins Avenue consistent with the Plan Line for Collins Avenue should continue to be implemented as a condition of approval of new development projects.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.713	On-street parking should typically be prohibited except on local streets. On-street parking, where necessary to support commercial businesses, should be oriented primarily to short-term use for the convenience of patrons.	Areas with prohibited or restricted on-street parking are designated with painted curbs and/or signs. The Public Works Department will maintain these designations. The City Engineer will recommend changes when applicable.
5.03.714	Olivet Parkway should be retained as a public road unless findings can be made that alternate routes are available to carry existing and anticipated future traffic	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.715	The Town should work with San Mateo County and the City of South San Francisco to achieve early implementation of the Hickey Boulevard extension between Mission Road and Hillside Boulevard. Colma should facilitate the EIR process and work with Holy Cross Cemetery to devise a mitigation strategy for impacts that may be identified. Construction of additional public roads between El Camino Real and Hillside Boulevard should be discouraged unless a significant public purpose is demonstrated.	The City Planner will cooperate with San Mateo County and the City of South San Francisco to facilitate the EIR. The City Planner will suggest mitigation strategies to Holy Cross Cemetery and make recommendations accordingly. The City Planner will review proposals for additional public roads between El Camino Real and Hillside Boulevard and make recommendations to the City Council.
5.03.713	A loop road allowing access for emergency vehicles should be included in any future development of the Cypress Hills area. The road should connect the Serramonte Boulevard extension through the Cypress Lawn Hillside Campus to the current golf course access road.	The City Planner will make recommendations consistent with this policy to developers during the design review process. If the property is developed for open space use the road may be private and restricted as to general public access. The road may be installed in increments as land adjoining the right-of-way is improved.
5.03.714	The Town shall favorably consider street abandonment applications for paper streets that do not provide access to in-holding lots, are not needed for utility purposes, or are redundant with other paper streets, <u>and will not in the foreseeable future serve a public purpose.</u>	The City Planner and City Engineer will make recommendations for abandonment to the City Council based on the merits of the abandonment application.

¹ Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes are not identified, including grammatical corrections, formatting and minor changes in wording without regulatory effect. All markings will be removed from the final version that is adopted by the City Council.

5.03.720 COMPLETE STREETS POLICIES

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.721	Private off-street parking should be developed in all of Colma's commercial areas to minimize traffic congestion. Private off-street parking should be developed in conjunction with residential development projects.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.722	Pedestrian sidewalks or walkways should be constructed typically along both sides of all streets. These should be done as a requirement of private development, where possible.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.723	Sidewalks should be constructed where they do not presently exist, where feasible: <ul style="list-style-type: none">• <u>the west side of El Camino Real north of the entrance to the Greek Cemetery to the Colma BART station</u>• <u>both sides of Hillside Boulevard</u>• <u>the north side of Serramonte Boulevard from El Camino Real to Hillside Boulevard</u>• <u>the south side of Collins Avenue</u>	<u>Projects will be considered as part of on-going CIP projects. For improvements on El Camino Real, Caltrans coordination will be required.</u>
5.03.724	Additional driveway access points to El Camino Real and to arterial and collector streets should be discouraged in order to promote traffic safety and retain landscape corridors. Where possible, access should be developed from other streets.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.725	The intersection of Mission Road and El Camino Real should be reconfigured to improve safety and to permit left turns from Mission Road onto El Camino Real.	The City Engineer will coordinate with Caltrans on an appropriate configuration.
5.03.729	The Town should strive to maintain a Level of Service D or better for all intersections. Levels of E or F should be tolerated during peak periods.	The City Planner and City Engineer will consider and require mitigation, where feasible, to the traffic impacts of new development projects in Colma and proposed in adjoining jurisdictions.

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.731	<p>Colma recognizes six major gateways to the Town:</p> <ul style="list-style-type: none"> • El Camino Real at the intersection of F Street • El Camino Real and Mission Road • Serramonte Boulevard and Collins Avenue where they intersect Junipero Serra Boulevard • Hillside Boulevard at the intersection of F Street • Hillside Boulevard at Lawndale Boulevard • Mission Road at Lawndale Boulevard <p>The Town's gateways should be enhanced and maintained with appropriate landscaping and to strengthen Colma's identity. Gateway elements (such as a sculpture or distinctive architecture) should be included at each gateway. The gateway elements should have a consistent theme. Improvements should be included as an element of private development, where appropriate.</p>	<p>The City Planner will make recommendations for the installation of new gateway signs and landscaping consistent with this policy to the City Council whenever a new development project or a CIP project is proposed that will allow for implementation. Remaining gateways to implement include:</p> <ul style="list-style-type: none"> • <u>El Camino Real and Mission Road (which can be implemented when the intersection is reconfigured or improved, or property at 1988 Mission Road is developed)</u> • <u>Hillside Boulevard at the intersection of F Street (to be implemented in Summer 2014)</u> • <u>Hillside Boulevard at Lawndale Boulevard (to be implemented when the southern section of Hillside Boulevard is improved)</u>
5.03.732	<p>Street trees should be planted along Colma's street system. Trees should be selected from a plant list approved by the City Council in order to create a unifying theme. Street trees should be planted as a requirement of private development, where such developments involve the public street frontage.</p>	<p>The City Planner will designate preferred trees for each street and make recommendations to the City Council for new development projects.</p>
5.03.733	<p>A utility undergrounding/street beautification program should be carried out for Mission Road in conjunction with the provision of additional off-street parking to improve visual appearance and traffic safety. .</p>	<p>Undergrounding and beautification of Mission Road will be considered in as a future Capital Improvement Program project when funds become available.</p>
5.03.735	<p>Overhead transmission lines should be placed underground in order to improve the visual quality of all roadways.</p>	<p>Utility undergrounding will be considered in a future Capital Improvement Program.</p>

5.03.740 BICYCLE AND RECREATION IMPROVEMENTS

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.741	<p>Bicycle lanes should be clearly marked on all designated bicycle routes.</p>	<p>The Town will implement, where feasible, <u>San Mateo County's Comprehensive Bicycle and Pedestrian Master Plan (2011)</u> when projects are being considered under the CIP. In addition, the Town will add <u>Class II and class II bicycle markings and improvements to Mission Road, where feasible.</u></p>
5.03.742	<p>The Town should seek ways to implement bikeways along El Camino Real, and Hillside Boulevard.</p>	<p>Consistent with the <u>San Mateo County Comprehensive Bicycle and Pedestrian Master Plan (2011)</u>, the Town will consult with Caltrans when improvements are being considered for El Camino Real in order to <u>add bicycle lanes where feasible.</u> Future phases of improvements to <u>Hillside Boulevard will consider, where feasible, the addition of bikeways.</u></p>

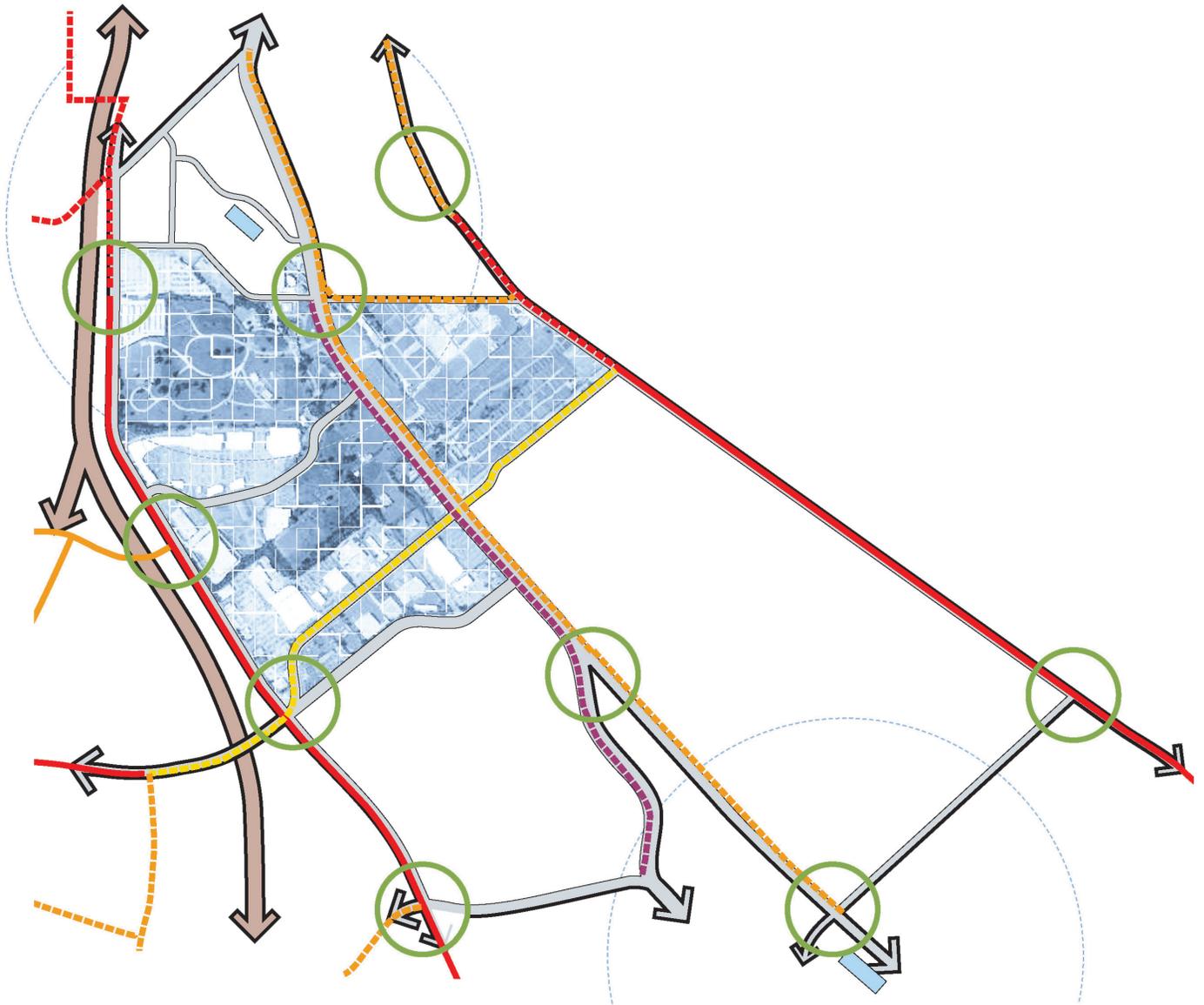
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.743	The Town should work with the San Francisco Water Company to see what landscaping improvements are possible on the Water Company right-of-way between Serramonte Boulevard and Collins Avenue.	<u>Securing of an access easement and landscaping of portions of the Water Company right-of-way on the Collins Avenue side shall be considered in the future. The Serramonte half of the right-of-way is proposed to be developed with a wellhouse structure that will be fenced for security.</u>



2014

CIRCULATION ELEMENT

TOWN OF COLMA GENERAL PLAN



DRAFT



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5.03.000 INTRODUCTION

5.03.010 PURPOSE

The goals of the Circulation Element are to identify facilities for the safe, efficient, and environmentally responsible movement of people and goods through the Town, ensure these facilities reflect the land uses contemplated by the Land Use Element, and ensure a range of transportation options are available throughout the Town. The element accomplishes these goals by describing the Town's existing circulation, identifying areas where improvements are required, and proposing policies and tasks to improve circulation. It includes a plan of the streets and highways designed to serve the community in the most efficient manner. Colma's system is shown on the Land Use Map (Exhibit LU-2). Guidelines are given for the appropriate location, size and overall design of roads. Various improvements are recommended. Included are provisions for pedestrian and bike facilities and transportation for the entire community.

The California Complete Streets Act requires that Colma plan a multimodal transportation network that allows for effective travel by motor vehicle, foot, bicycle, and transit to key destinations within the community and the larger region. The law emphasizes that cities prioritize the construction of public improvements that accelerate development of a balanced, multimodal transportation network. The element accomplishes this goal in-part through a Complete Streets Policy. The Town of Colma is committed to improving mobility whenever possible as capital improvement projects or private developments are considered. Exhibit C-8 shows the locations of existing and future bikeways.

The element also defines certain scenic roads in Colma and recommends measures to maintain and improve their scenic qualities. Entry points to Colma are identified along selected routes. Landscaping and other treatments are recommended to enhance



these gateways to the community. Scenic routes and gateways are shown on the Scenic Routes Map (Exhibit C-1).

5.03.020 RELATION TO OTHER ELEMENTS

The Circulation Element is primarily related to the Land Use, Housing, Safety and Open Space Elements. Circulation routes must consider the accommodation of public utilities, the intensity and pattern of land use, and the provision of logical connections among destination points, retail areas, memorial park locations, as well as concentrations of residential and employment groups to be served.

5.03.100 CIRCULATION SYSTEM

The street system within Colma is structured around State Highway 82, (El Camino Real) and Interstate Highway I-280, (Junipero Serra Freeway) which carry traffic into and out of Town. The internal street system consists of arterial streets, collector streets and local streets. Usable road width, sight distance, and travel speed generally decrease as one moves from major highways to local streets. Overall, the amount of total traffic affecting Colma is anticipated to increase by 2-3% per year on most streets as a result of increased development in Colma and in the surrounding areas. This incremental increase in traffic volume creates pressure for road widening, installation of turn lanes along certain roads, and the installation of stop signs and signals at certain intersections. In the following section each of the major components is analyzed, its operating characteristics are described and recommendations for improvements are given. Table C-1 summarizes the operating characteristics of the system.

5.03.101 Capacity and Level of Service (LOS)

The **Capacity** of a roadway is the maximum number of vehicles that can be handled in one hour by a given section of road under prevailing conditions. The conditions which affect capacity include physical conditions, such as width of roadway, number of lanes, alignment, grade and surface condition, and operating conditions, such as number of trucks and buses, traffic interruptions and distribution characteristics of traffic into lanes. See Table C-1.

“**Level of Service (LOS)**” describes the general operating conditions that a driver will experience while driving on a particular street or highway. Six levels of service are used to describe the driving experience under various speeds and traffic volume conditions. It is typically the measure of operating conditions at road intersections. Levels of service range from A to F, with A being a condition of free movement, low traffic volumes and high speeds. Level F is a situation of low operating speed, high volumes and stoppages. With Level F conditions, traffic volumes are below capacity. Levels of Service



**TABLE C-1
OPERATING CHARACTERISTICS OF COLMA'S ROADWAYS**

ROADWAY	# of Lanes	Speed Limit	Side walks	Use Levels			Scenic Corridor?	Entry Gateways?
				Peak Hour (veh/hr)	Vehicle Capacity (veh/hr)	Percent of Capacity		
MAJOR HIGHWAYS								
Interstate Hwy 280								
North of Serramonte Blvd	12	65	N/A	18,100	21,600	84%	Yes	No
South of Serramonte Blvd	10	65	N/A	15,100	18,000	84%	Yes	No
Hwy 82 (El Camino Real)								
Northern and Central Section (north of Mission Road)	6	40	east side, portions of west side	2,950	9,000	33%	Yes	Yes
Southern Section	4	40	east side, portions of west side	1,550	6,000	26%	Yes	Yes
ARTERIAL STREETS								
Junipero Serra Boulevard	4-5	40	portions east side	2,050	6,100	34%	No	No
Serramonte Boulevard	4	25	Yes	1,430	3,000	48%	No	Yes
Mission Road	2	30	Yes	620	2,400	26%	No	Yes
Hillside Boulevard	2-4	40	portions	1,180	2,400	49%	Yes	Yes
COLLECTOR STREETS								
Collins Avenue	2	25	portions both sides	400	2,335	17%	No	No
Colma Boulevard	2-4	25	north side	640	5,950	11%	No	No
D & F Streets	2-4	25	Yes				No	No
Clark Avenue	2	25	Yes				No	No

Source: Traffic Counts, Fall 2013



B-E are gradations of progressively worsening conditions. Level of Service C, which is characterized by stable flow but where speed and maneuverability is limited by higher volumes, and Level of Service D, characterized by very limited maneuverability and long delays where traffic flow is approaching an unstable condition, are the generally accepted standard for Planning applications. Colma should seek to achieve LOS D or better. Levels of Service E and F should be tolerated during peak demand periods. See Table C-2.

5.03.110 MAJOR HIGHWAYS

5.03.111 Interstate Highway 280 (Junipero Serra Freeway)

Interstate Highway 280 provides access to Colma at three locations - Hickey Boulevard, Serramonte Boulevard and D Street at Junipero Serra Boulevard. Hickey Boulevard is a full interchange with on- and off-ramps for both northbound and southbound traffic. The

TABLE C-2 LEVEL OF SERVICE AT KEY COLMA INTERSECTIONS		
INTERSECTION	PEAK HOUR	LOS
Serramonte Boulevard at Junipero Serra Boulevard	5:00 – 6:00 PM	E
Serramonte Boulevard at El Camino Real	5:15 – 6:15 PM	C
Colma Boulevard at El Camino Real	5:15 – 6:15 PM	A
Colma Boulevard at Junipero Serra Boulevard	5:30 – 6:30 PM	B
Junipero Serra Boulevard at Southgate Avenue	5:15 – 6:15 PM	B

Source: Traffic Counts, Fall 2013

Serramonte Boulevard interchange provides a northbound on-ramp and a southbound off-ramp only. A northbound off-ramp exists in the vicinity of D Street at Junipero Serra Boulevard in Daly City.

There are weaving conflicts between the Serramonte Boulevard on-ramp traffic and the I-280 traffic accessing the D Street (Eastmoor) and Highway 1 off-ramps. These conflicts could be reduced by constructing a fly-over for Highway 1 traffic.

5.03.112 State Highway 82 (El Camino Real)

State Highway 82 is a major north/south route extending from San Francisco, south to San Jose. North of F Street it becomes Mission Street; south of F Street it becomes El Camino Real. Highway 82 bisects the Town of Colma with three lanes in each direction, narrowing to two lanes in each direction south of Mission Road. Most of El Camino has a 28-foot wide landscaped median. There are overhead electric, telephone, and cable TV lines along both sides of the street starting just south of F Street to the Town’s southern boundary. On-street parking is allowed, but few vehicles park along El Camino Real





The “Y” at El Camino Real and Mission Road

because of the small number of business frontages and available off-street parking. Sidewalks have been installed on the entire east side of the roadway, but the west side lacks sidewalks north of the Greek Cemetery Driveway and south of Cypress Lawn (which transitions into the jurisdiction of South San Francisco). Ultimately, sidewalks should be constructed on both sides of the street along the entire length of El Camino Real. Although El Camino Real is a designated bicycle route, there are no marked bicycle lanes and no sidewalk or bicycle facilities have been provided north from South San Francisco into Colma. Because Highway 82 is a State Highway, state approval must be obtained for driveway and utility encroachments.

Left turns from Collins Avenue and from various cemetery entrance driveways onto El Camino Real can be dangerous at times due to the width of El Camino Real (three lanes in each direction) and at times the high speeds of traffic. The wide median is important for the protection it provides. Median landscaping improvements must not obscure lines of sight. Controls on left-turn movements should be considered. Likewise, access to parcels fronting El Camino Real south of Mission Road is potentially hazardous due to poor visibility caused by the curvature of the road, and the relatively high speed of traffic. Left turns to and from these parcels should be restricted. Access to parcels with frontage on both El Camino Real and Mission Road should be restricted to Mission Road. In general, additional driveway encroachments to El Camino Real should be discouraged to protect the greenbelt appearance and to promote traffic safety. Where possible, access should be from other streets.

Future projects included in the Colma Capital Improvement Program for the El Camino Real include upgrading and signaling the merging of El Camino Real and Mission Road, commonly known as the “Y.”

5.03.113 Scenic Corridors - Major Highways

The State of California has identified I-280 as a State Scenic Highway from the Santa Clara County line to the San Bruno City limit. The section from the San Bruno City limit north through Colma is an Eligible State Scenic Highway – not officially designated. Although the State has no jurisdiction over development in Colma, local consideration should be given to what is visible from the highway. For the most part there is a sense of open space that prevails except in the vicinity of Serramonte Boulevard where Colma’s commercial core is concentrated.

While traveling on I-280, San Bruno Mountain is a major focal point to views east of the freeway. The existing backdrop of trees along most cemetery boundaries provides an important buffer at the edge of urban development. As long as the Town’s open space character is maintained by retaining large tree buffers and adding





El Camino Real

new landscaping with future development, the view of Colma from the freeway will remain nearly the same.

Landscaping along El Camino Real adds to the road's scenic quality and successfully reinforces Colma's open space character. The median is landscaped with lawn, which contributes a greenbelt theme. This should be enhanced with other landscape elements to create a distinctive appearance through Colma. Tree planting along the roadway and undergrounding of the overhead utility lines is recommended to better define the corridor and further contribute to the road's scenic quality. Site planning criteria for development along the El Camino Real scenic corridor should be adopted in order to maximize the visual effects of landscaping.

5.03.114 Entry Gateways

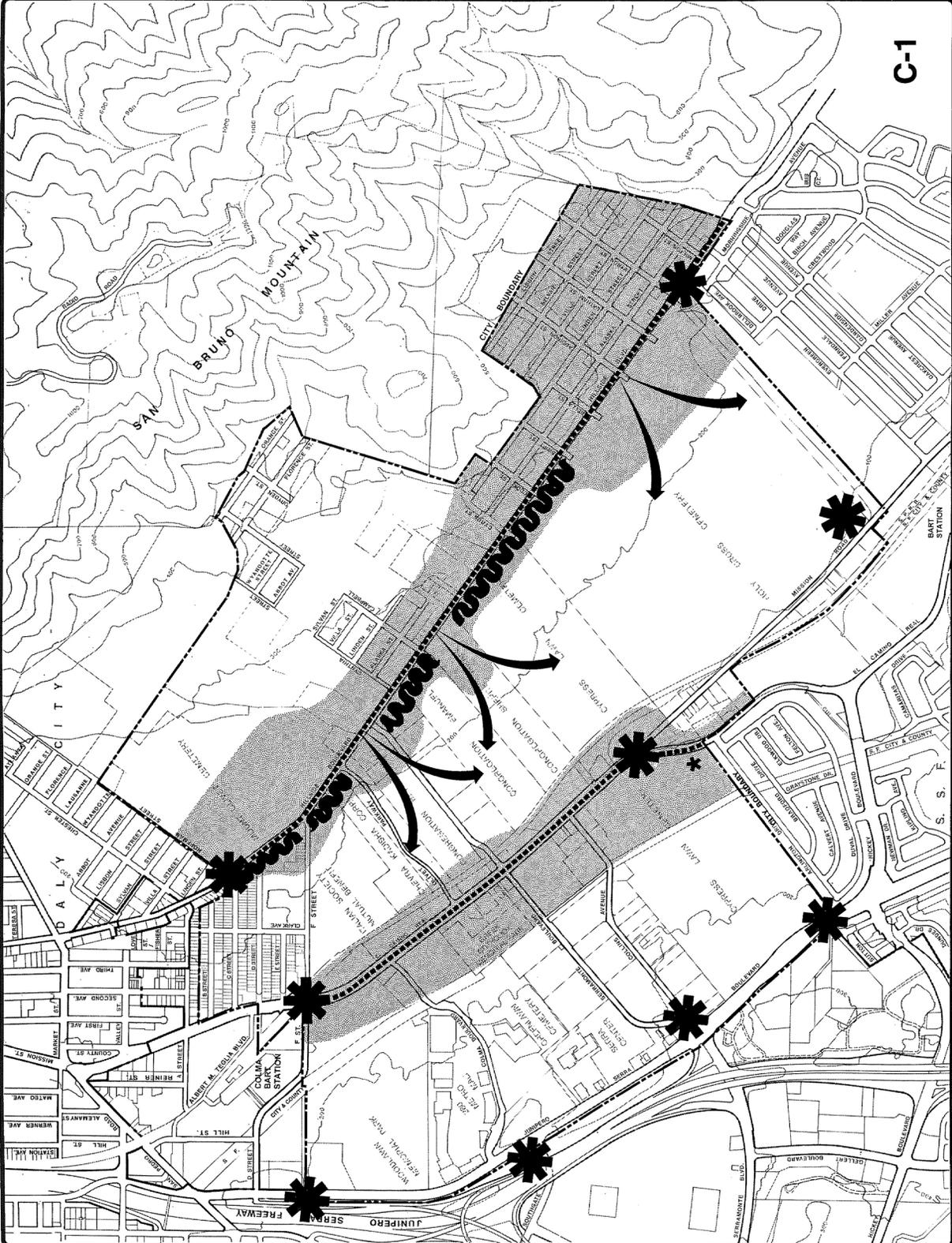
Colma's image is dependent on what is seen from the road as people approach and move into the Town. A key feature of Colma's General Plan is the recognition of natural gateways to the community along specified routes. Colma's separate identity and sense of containment is strengthened by nine gateway locations:

- El Camino Real - North: In median near intersection of B Street
- El Camino Real - South: At Mission Road, in landscaped area forming "T" intersection
- Serramonte Boulevard: At northeast corner of Junipero Serra Boulevard
- Junipero Serra Boulevard – North: In median near northern Town boundary
- Junipero Serra Boulevard – South: In median at southern Town boundary
- Junipero Serra Boulevard: At southwest corner of Southgate Avenue
- Hillside Boulevard – North: In median near Hoffman Street
- Hillside Boulevard – South: In median north of Lawndale Boulevard
- Old Mission Road – South: At northeast corner of Lawndale Boulevard



TOWN OF COLMA GENERAL PLAN	
SCENIC ROUTES	
	Scenic Routes
	Gateways
	Views
	Focal Point
	Visual Buffer (Blocks Views)
	Approximate Limit of Scenic Corridor
	Area Viewed in Foreground From Scenic Routes

SCALE IN FEET
0 400 800 1200





Colma Entry Gateway

Most of Colma’s natural gateway locations are formally identified with landscaping and a stone sign which reads, “Welcome to Colma,” but there are some locations which haven’t yet been formally identified due to anticipated capital improvement projects or intersection reconfigurations. Appropriate landscaping and a stone sign reading, “Welcome to Colma,” should be installed at the following remaining locations:

- El Camino Real - South: At Mission Road, in landscaped area forming “Y” intersection
- Hillside Boulevard – North: In median near Hoffman Street (scheduled for installation in 2014-2015)
- Hillside Boulevard – South: In median north of Lawndale Boulevard

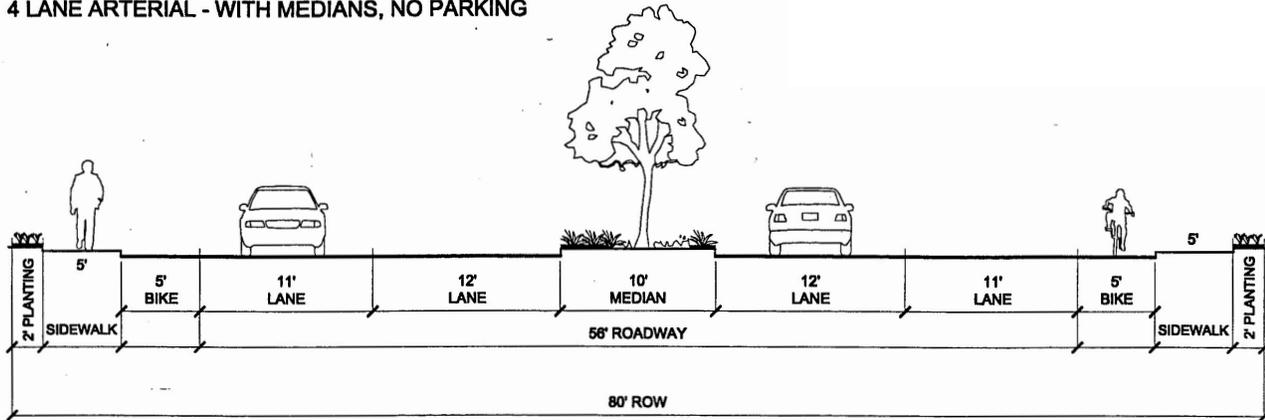
The nine gateway locations are shown on Exhibit C-1.

5.03.150 ARTERIAL STREETS

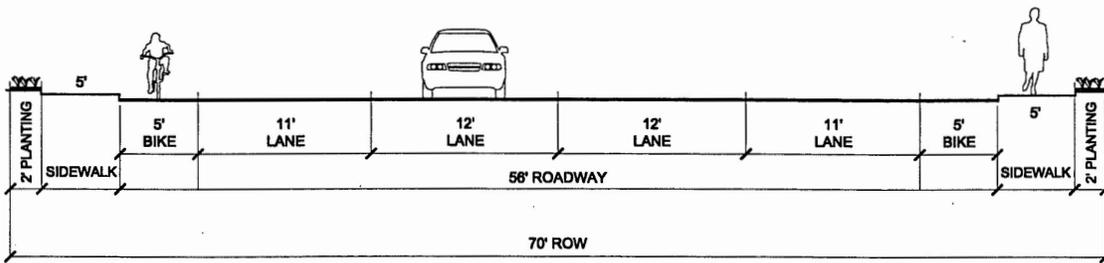
Arterial streets connect Colma’s residential, commercial and cemetery districts and provide a link to surrounding communities. Arterials also act as alternative north-south routes should the major highway system be blocked. Arterial streets should ideally contain two lanes in each direction with no on-street parking, sidewalks at least five feet wide on both sides of the street and a minimal number of access points. A planting strip should be created adjacent to the sidewalk to enhance the appearance of the road. Existing arterial streets in Colma may not be built to this standard but any future arterials should have a minimum 70 foot right-of-way with a minimum roadway width of 56 feet curb to curb including medians. Some flexibility will be



4 LANE ARTERIAL - WITH MEDIANS, NO PARKING



4 LANE ARTERIAL - WITHOUT MEDIAN, NO PARKING



2 LANE ARTERIAL - WITH PARKING

Note: A Class I Bikeway could be created by substituting a Bikeway for parking along one side of the roadway.

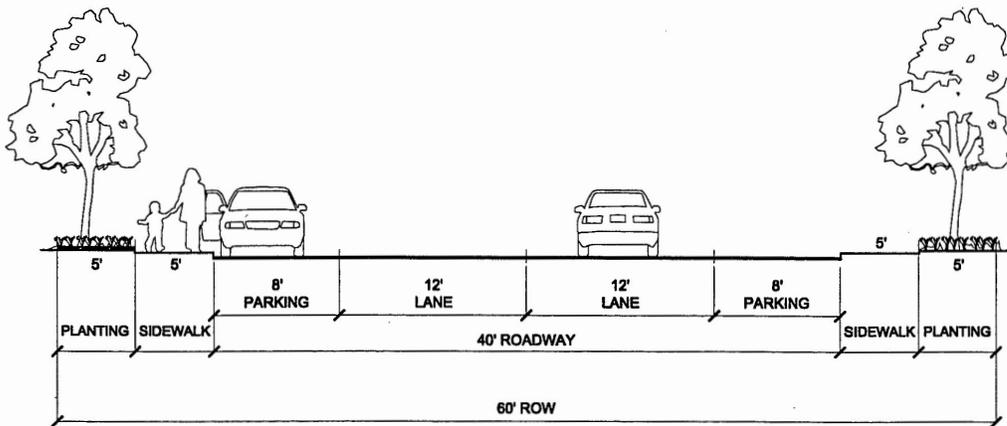


EXHIBIT C-2: Recommended Minimum Arterial Roadway Standards



needed to match new work to old work in the field.

5.03.151 Junipero Serra Boulevard

Junipero Serra Boulevard (JSB) is a north/south arterial street extending from Daly City, through Colma, and into South San Francisco. Traffic signals are located at Serramonte Boulevard, the entrance to the Serra Shopping Center, Southgate Avenue and Colma Boulevard. JSB has four lanes of traffic that travel in north and south directions, with occasional right-turning lanes. The four lanes of traffic are divided by raised landscape medians. A sidewalk exists along the vast majority of the east side of the street, along with bicycle paths that run the entire length of JSB within the Town of Colma. On-street parking is prohibited along the entire length of Junipero Serra.



Junipero Serra Boulevard

5.03.152 Serramonte Boulevard

Serramonte Boulevard is a four lane collector street extending from St. Francis Boulevard in Daly City to Hillside Boulevard in Colma. There is a partial interchange with I-280 consisting of a southbound off-ramp and a northbound on-ramp. Colma's major retail core, which includes auto dealerships and shopping centers, is centered on Serramonte Boulevard between Junipero Serra Boulevard and El Camino Real.



Serramonte Boulevard

There are sidewalks along both sides of Serramonte between Junipero Serra Boulevard and El Camino Real, and along the south side only from El Camino Real to Hillside Boulevard. Currently the low level of pedestrian activity and the presence of an existing cemetery on the north side of the road minimizes the need to develop a sidewalk on both sides. However, the addition of a sidewalk on the north side will be considered when upgrades to Serramonte Boulevard are needed.

Parking is not allowed along any portions of Serramonte Boulevard. The lack of left turn lanes to driveways along Serramonte Boulevard is a potential source of congestion. Loading and unloading of car carriers or other vehicles on the street is prohibited.

About 700 feet west of El Camino Real, Serramonte Boulevard passes over a parcel owned by the San Francisco Water Company. A portion of this parcel has the potential to be an open space amenity. Landscaping should be required against the retaining wall at the west edge of the property, along the east edge of the site for runoff percolation and along the Collins Avenue and Serramonte Boulevard frontages. The Town should work with the San Francisco Water Company to determine what improvements are possible.

5.03.153 Mission Road

Mission Road is a two-lane road which connects from El Camino Real in Colma to Chestnut Avenue in South San Francisco. Mission





Mission Road



Hillside Boulevard



Lawndale Boulevard

Road is used as an alternate to El Camino from many sections of South San Francisco. Access to Mission Road from El Camino Real is controlled by a stop sign. Left turns from Mission Road into the south bound lane of El Camino Real are prohibited because of poor sight lines and fast-moving traffic; instead, motorists must make a u-turn at one of several median breaks on El Camino Real. On-street parking is allowed on both sides of Mission Road, although there are time restricted zones in some areas. Most of this route has sidewalks along both sides of the street. Auto repair uses in this area result in heavy demand for parking both on-and off-street. A program of restriping to add bicycle lanes coupled with sidewalk and landscape improvements is recommended to improve bicycle, pedestrian and traffic safety and visual appearance. Street tree planting, special sidewalk and pavement treatments, street furniture, and decorative street lights could be done as part of a utility undergrounding/street beautification program.

5.03.154 Hillside Boulevard

Hillside Boulevard is a north-south arterial roadway connecting Daly City near the San Francisco city limits, through Colma, to Highway 101 in South San Francisco. Hillside Boulevard has been striped for two lanes through Colma. Traffic signals are located at Olivet Parkway, Serramonte Boulevard, and Lawndale Boulevard. The intersections at F Street and at Hoffman Street are controlled by stop signs. Sidewalks are going to be installed on both sides of Hillside Boulevard between Serramonte Boulevard and Hoffman Street (these Phase 1 improvements from Hoffman Street to Serramonte Boulevard are scheduled for construction in the latter half of 2014, see Exhibit C-3). Future capital improvement plans will incorporate a continuous sidewalk from Serramonte Boulevard on the west side of the roadway to Lawndale Boulevard. Hillside Boulevard is a designated bicycle route with marked bicycle lanes. Sidewalks should be developed along the entire length of Hillside in the future.

5.03.155 Lawndale Boulevard

Lawndale is a east/west connector between Hillside Boulevard and Mission Road. Pacific Gas and Electric Company have installed gas and electric transmission lines the entire length of Lawndale Boulevard.

5.03.156 Scenic Corridor - Arterial Streets

Hillside Boulevard is designated a scenic corridor in Colma. It is located at a higher elevation than the rest of the Town. Therefore, the drive along Hillside provides unique foreground views of San Bruno Mountain and panoramic views of Colma, South San Francisco, and Daly City.

The view to the east along the Hillside Boulevard corridor is mostly of San Bruno Mountain and open space, including flower growing plots,



cemeteries, and a few houses. The view to the west overlooks Colma and its surrounding communities (refer to the Scenic Route Map). Part of this view is blocked by roadside fencing and vegetation, which emphasizes the view to the east. Consequently this adds variety and interest to Hillside Boulevard.

As one travels along Hillside Boulevard there is a rural character to the corridor. There is a sense of separation from the urban development that surrounds Colma. This atmosphere should be protected if any development occurs along the Hillside Boulevard scenic corridor. Special care should be given to the landscape treatment associated with future uses along this route.



Collins Avenue

5.03.200 COLLECTOR STREETS

Collector streets serve the important function of transferring traffic from local traffic generators such as shopping and employment areas to the arterials. Collector streets do not form a continuous system -- otherwise there would be a tendency to use them as arterials. The Plan for Colma includes collectors serving the Sterling Park residential area and the Core Commercial area.



Colma Boulevard

The recommended standard for two-lane collectors is a 50-foot right-of-way with a minimum 36-foot wide roadway, curb to curb. Collector streets should have a five foot wide sidewalk on both sides of the street. Four-lane collectors should have at least a 60 foot right-of-way with a minimum 46-foot wide roadway curb-to-curb. A planting strip should be created adjacent to the sidewalks to enhance the appearance of the road. Existing collector roadways serving Colma have not been built to these standards, but any future collectors should be. Some flexibility will be needed to match new work to old work in the field.

5.03.210 Collins Avenue

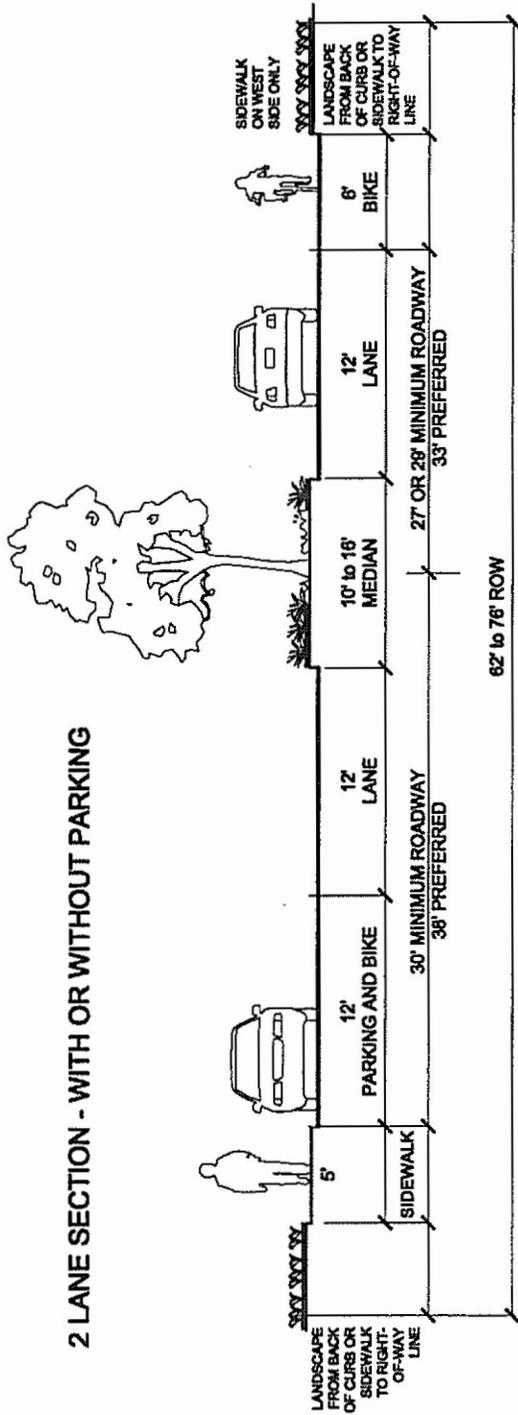
Collins Avenue is a two-lane road which connects El Camino Real at its east end with Serramonte Boulevard at its west end. There is an existing sidewalk along Collins Avenue on the south side of the street near Junipero Serra Boulevard. In the western portion of Collins Avenue, parking is allowed only along the south side of the street. The eastern portion has a wider roadway, sidewalks and parking lanes on both sides of the street in accordance with the Collins Avenue Plan Line specifications (refer to Exhibit C-5). Collins Avenue descends from west to east and is bordered by a steep downslope along most of its north side.

The Town requires improvements to Collins Avenue as a condition of approval of new development projects. Improvements have occurred incrementally and some segments of the street still need

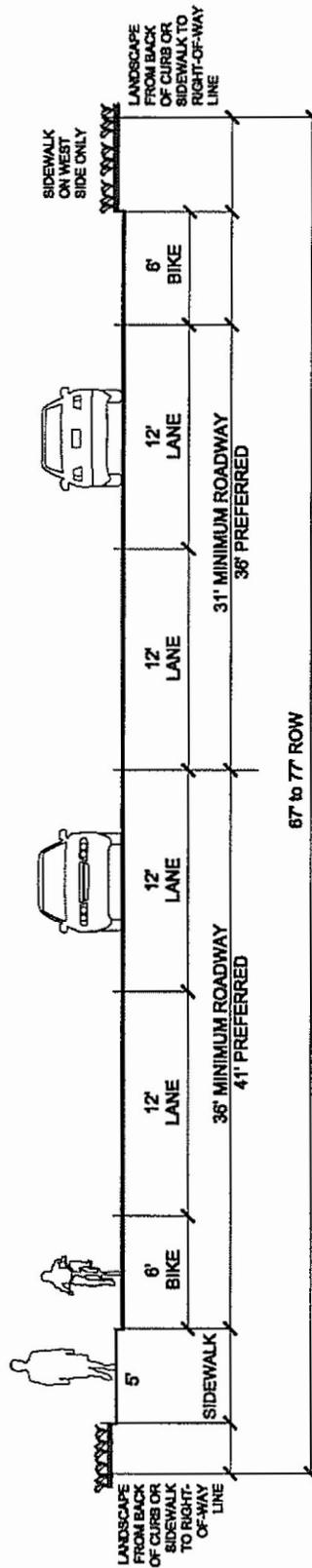




2 LANE SECTION - WITH OR WITHOUT PARKING



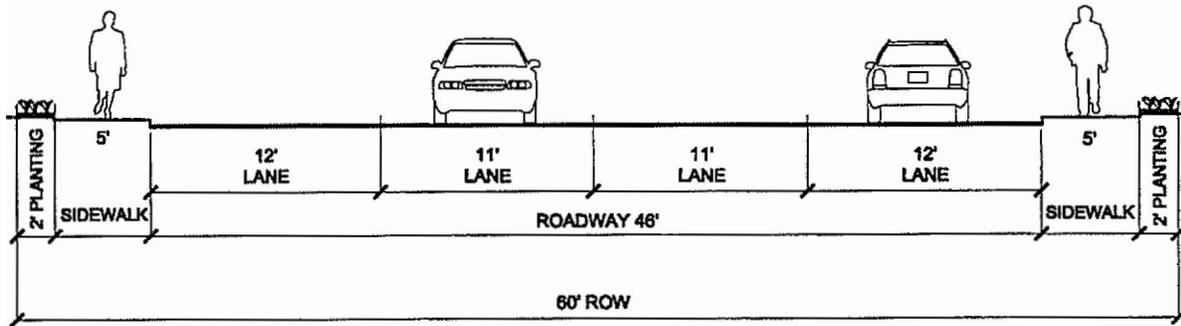
4 LANE SECTION



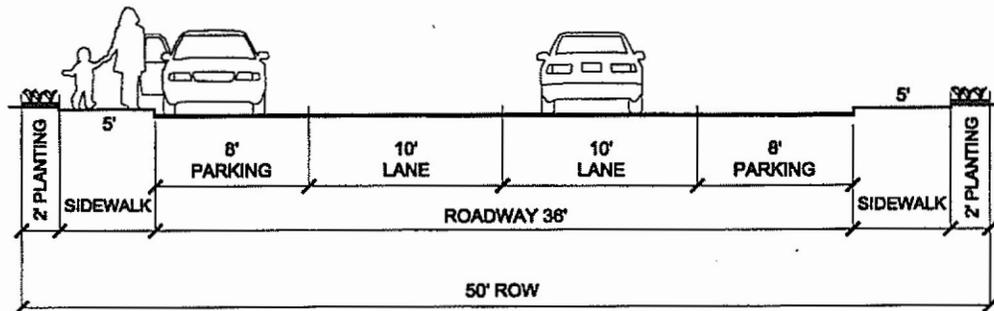
Note: Private properties abutting public streets may be required to provide dedications, easements or improvements to meet recommended standards.

EXHIBIT C-3: Hillside Boulevard Recommended Standards

4 LANE - NO PARKING



2 LANE WITH PARKING



Note: Private properties abutting public streets may be required to provide dedications, easements or improvements to meet recommended standards.

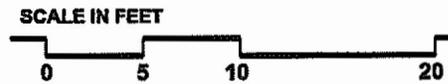


EXHIBIT C-4: Recommended Minimum Collector Roadway Standards

to be improved.

5.03.211 Colma Boulevard

Colma Boulevard is a collector connecting Junipero Serra Boulevard with El Camino Real. It has two lanes in each direction but widens to four lanes at the west end for access to abutting commercial uses. No on-street parking is allowed. A sidewalk exists on the entire north side of the street. On the south side there is no sidewalk in front of the Greenlawn Paupers' Cemetery.

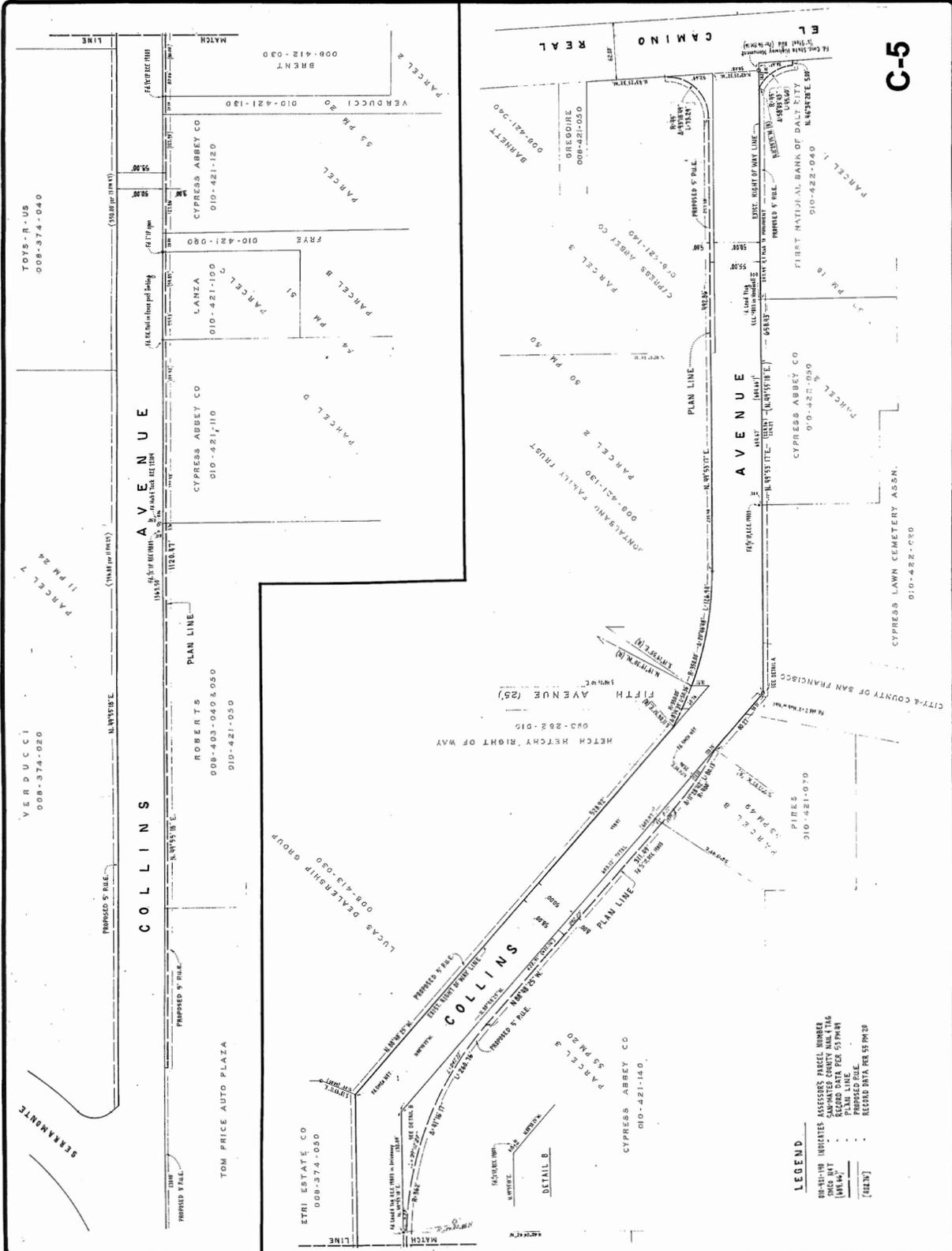
5.03.212 D Street and F Street

D Street and F Street together serve as a two-lane collector route at the north end of town. F Street provides access to the Sterling Park neighborhood between Hillside Boulevard and El Camino Real. As part of the Sterling Park Street Beautification Program, this segment has received improvements such as street trees, ornamental light fixtures, underground utilities and special paving.



TOWN OF COLMA
GENERAL PLAN

PLAN LINE FOR
COLLINS AVE.



C-5



West of El Camino Real, F Street turns northwest, passes by the Colma BART station, merges with D Street, and ultimately leads to Junipero Serra Boulevard and an I-280 on-ramp. This segment is part of unincorporated San Mateo County, not within the Colma Town Limits.

On-street parking is allowed on the F Street portion between Hillside and El Camino Real, and along some portions between El Camino Real and Junipero Serra Boulevard. The intersections at El Camino Real are not aligned, so in effect the two segments function as two different streets. There is a signal at El Camino Real serving the western segment and a stop sign at El Camino Real serving the eastern segment.

5.03.213 Clark Avenue

Clark Avenue is two-lane residential collector street running north/south between Fisher Street in Daly City and F Street in Colma. It is a principal route in and out of the Sterling Park residential area, particularly for residents on D and E Streets. Sidewalks are provided and parking is allowed on both sides of the street.

5.03.250 LOCAL STREETS

The function of local streets is to provide access directly to abutting property. Local streets play an important secondary role as locations for utilities, locations for easements, open space for light and air, and firebreaks between buildings. Through traffic from one part of the Town to another is not intended to be carried on local streets.

The recommended standard for any new two-lane local residential street consists of a 60 foot right-of-way with a paved surface 36 feet wide, curb to curb. Road width can be reduced in special cases where no on-street parking is allowed (minimum road width is 28 feet). Sidewalks should be constructed on both sides of local residential streets, measuring at least five feet wide.

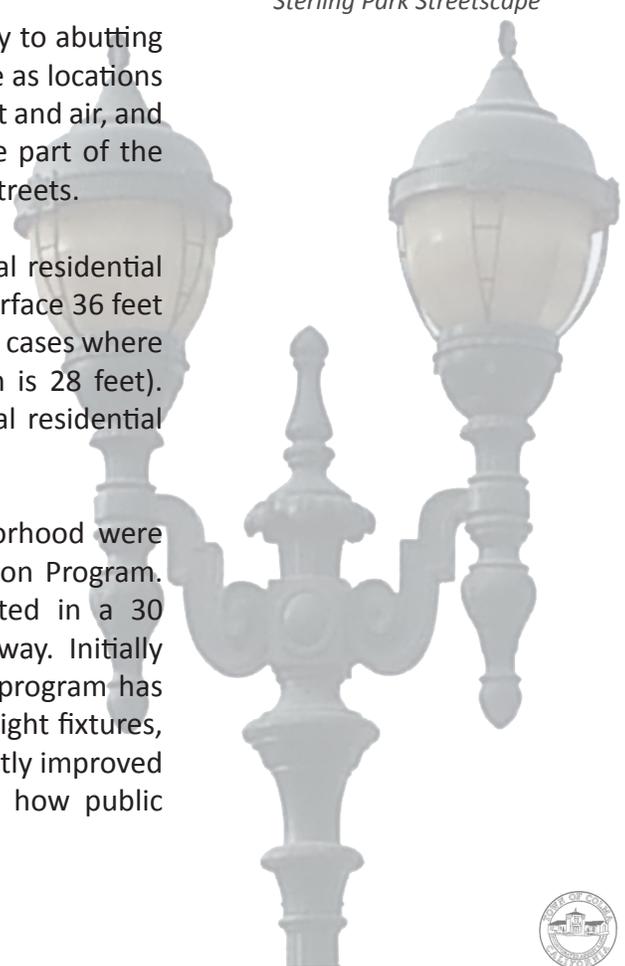
In 1998 the local streets in the Sterling Park neighborhood were upgraded through the Sterling Park Street Beautification Program. Due to existing constraints the improvements resulted in a 30 foot curb-to-curb distance within a 60 foot right-of-way. Initially conceived of as a utility undergrounding project, the program has resulted in the installation of street trees, ornamental light fixtures, and special paving. These improvements have significantly improved the appearance of the neighborhood, demonstrating how public works projects can be used to enhance neighborhoods.

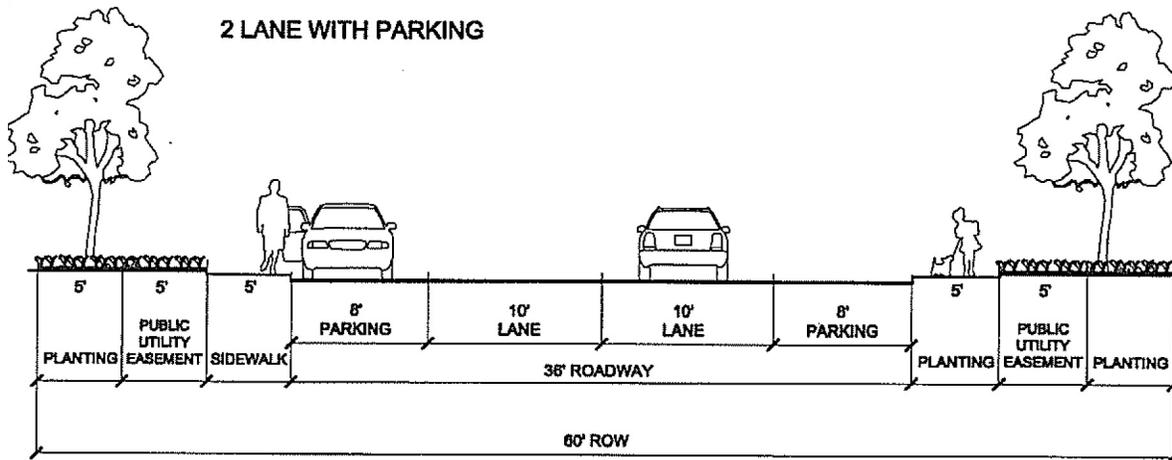


Clark Avenue



Sterling Park Streetscape





Note: Private properties abutting public streets may be required to provide dedications, easements or improvements to meet recommended standards.

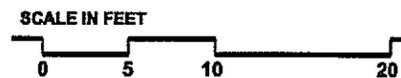


EXHIBIT C-6: Recommended Minimum Local Street Standards

5.03.251 Private Streets

Private streets may be permitted for planned residential, commercial or cemetery developments in Colma. The improved width of private roads should be designed to accommodate the level of traffic the road is expected to carry. The minimum standard for a private road with no on-street parking is a 24 foot wide paved surface from curb to curb. All curbs should be vertical to facilitate drainage and cleaning.

5.03.252 “Paper” Streets

The Cypress Hills District has a series of public easements remaining from when the land was originally platted for development. Although the streets were never built, a number of lots within the platted area were sold speculatively. These lots, known as “in-holding” lots, have not been developed, but nevertheless the Town is obliged to maintain the paper streets as a theoretical means of access. The paper streets remain on the County Assessor’s maps. The Town supports land owner applications to abandon paper streets that do not provide access to in-holding lots, are not needed for utility purposes or are redundant with other paper streets. Applications are typically considered along with Lot Line Adjustment requests.

5.03.253 Cypress Hills Access Road (Proposed)

Within Cypress Lawn Memorial Park, a loop road will eventually extend from the cemetery entrance at Hillside/Serramonte to the Hillside/golf driving range access driveway that leads back to Hillside Boulevard. This access loop is intended to provide emergency access to cemetery properties and the base of San Bruno Mountain. The



road will be a private road, available for police and fire emergency use but general public access will be restricted.

5.03.254 Decommissioned Landfill/Park Access Road

Access to the decommissioned Hillside Landfill is provided by a two-lane road (Sand Hill Road; privately owned road). If the decommissioned landfill is redeveloped in the future, this access road will become the entrance to the site. The actual configuration and routing of the road may change depending on final end uses and conformance to accessibility and emergency access standards.

5.03.300 STREET TREES

Street trees can improve Colma's appearance and provide a link between cemetery/open space and developed areas, especially where new development occurs. Street trees can enhance the building scale and soften the visual impact of development in new and existing areas, and can also act as a moderator to Colma's windy climate. Street trees are an important element of landscape plans and should be required as a condition of private development, where possible. A street tree program should be implemented along arterial and collector streets, where needed. The Town's Climate Action Plan encourages/mandates the planting of street trees when street projects or opportunities exist.

5.03.350 PARKING

5.03.351 Off-Street Parking

Colma's Zoning Ordinance specifies the size and amount of off-street parking required for various types of land uses. Off-street parking keeps the roadways clear, reducing potential conflicts and facilitating traffic movement. To the maximum extent possible all parking should be off-street in Colma. On-street parking, where available, should be oriented primarily to short-term convenience use.

5.03.352 Facilities for the Disabled

The State of California Administrative Code requires that parking spaces for disabled persons be provided near the entrance to public buildings, business developments and multiple unit residential projects. Colma uses these standards for its off-street parking requirements for the disabled.

Curb ramps are essential for facilitating wheelchair access along City sidewalks and at street crossings. These facilities should be constructed at every street intersection whether signalized or not. Wheelchair access should also be incorporated where driveways



cross sidewalks.

SamTrans provides Redi-Wheels, a service for disabled patrons. It is a curb-to-curb service for residents of San Mateo County who are unable to use the regular bus service. In addition, some SamTrans buses on local routes are equipped with wheelchair lifts.

5.03.400 RECREATIONAL TRAILS

5.03.410 PEDESTRIAN TRAILS AND WALKWAYS

The Town should encourage the provision of pedestrian trails and walkways where opportunities arise. Opportunities include walkways along the open sections of Colma Creek, and a pedestrian path along the San Francisco Water Company right-of-way between Serramonte Boulevard and Collins Avenue. Likewise, the Town should maintain its sidewalk policy, which requires new development projects to provide sidewalks as a condition of development. Future improvements to still be considered or constructed are:

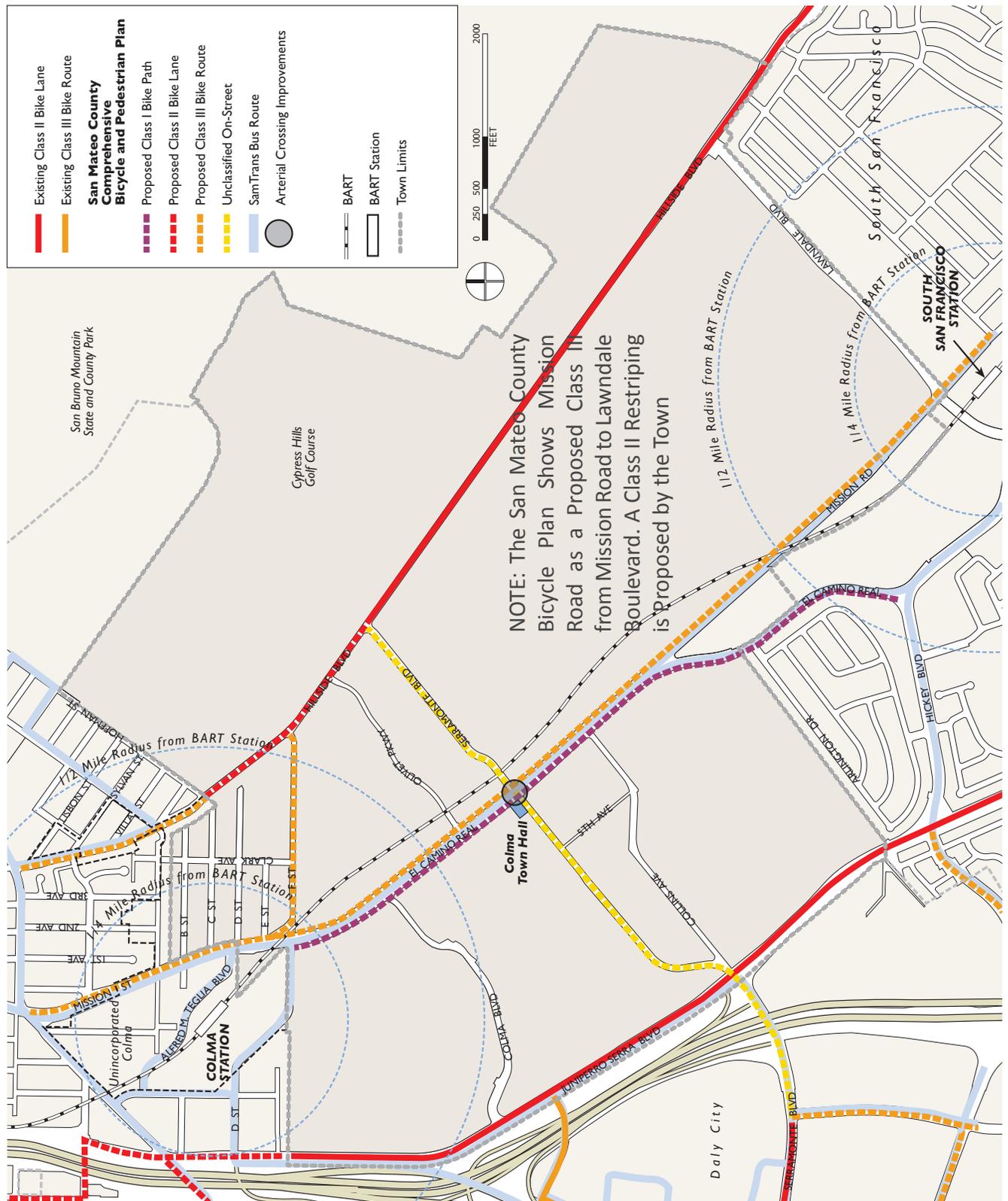
1. Hillside Boulevard between Hoffman and Serramonte (Phase I Hillside Improvement Project), which includes accessibility upgrades, bike lanes, street parking, a sidewalk on the east side (there already exists a sidewalk on the west side), high visibility crosswalks, pedestrian and vehicular lighting, and landscaping consisting of rain gardens and street trees, were approved as part of the Capital Improvement Plan in 2013. Improvements will extend between Serramonte Boulevard and Lawndale Boulevard when funding becomes available.
2. North side of Serramonte Boulevard from El Camino Real to Hillside Boulevard;
3. West side of Junipero Serra Boulevard between Serramonte Boulevard and Southgate Avenue.

5.03.420 BICYCLE FACILITIES

For the addition of bicycle lanes to existing streets, San Mateo County has prepared and adopted a comprehensive San Mateo County Comprehensive Bicycle and Pedestrian Plan (September, 2011 – prepared by C/CAG). This plan includes proposed segments in Colma. Within Colma, existing bicycle facilities are currently limited to a Class II lane along a Hillside Boulevard and Junipero Serra Boulevard; however, there are several proposed segments in the County's Plan that the Town will consider adding when improvements are made to existing roadways. These include:



EXHIBIT C-7: Bicycle and Transit Facilities



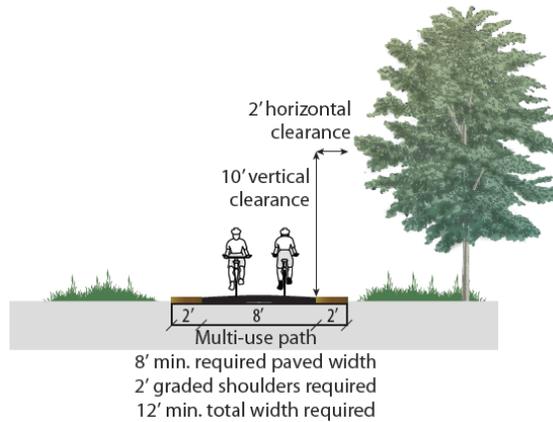
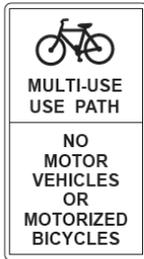
Source: CalTrans Design Standards for Bicycle Facilities, 2011 San Mateo County Comprehensive Bicycle and Pedestrian Plan, Dyett and Bhatia, Town of Colma



EXHIBIT C-8: CalTrans Design Standards for Bicycle Facilities

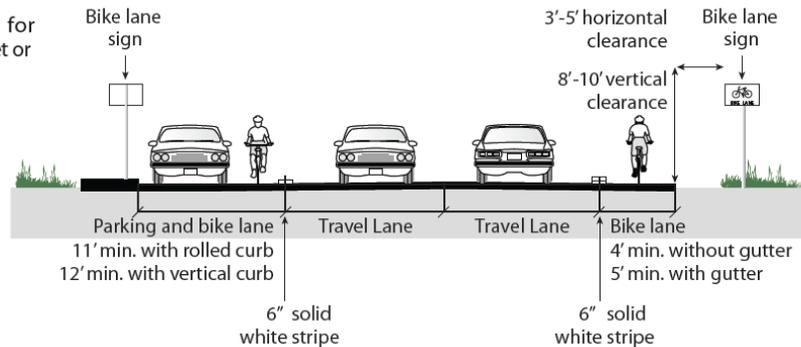
CLASS I Multi-Use Path

Provides a completely separated right of way for the exclusive use of bicycles and pedestrians with crossflow minimized.



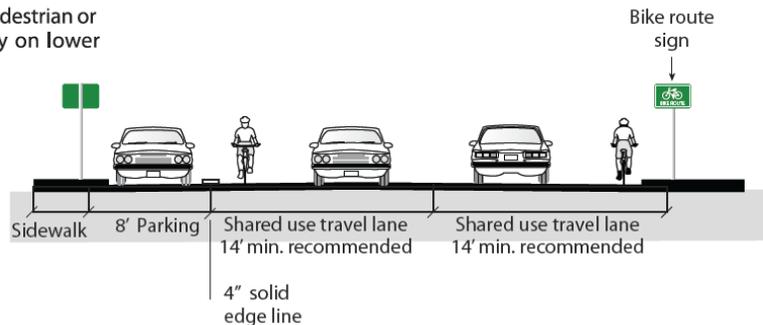
CLASS II Bike Lane

Provides a striped lane for one-way bike travel on a street or highway.



CLASS III Bike Route Signed Shared Roadway

Provides for shared use with pedestrian or motor vehicle traffic, typically on lower volume roadways.



Source: CalTrans Design Standards for Bicycle Facilities, 2011 San Mateo County Comprehensive Bicycle and Pedestrian Plan



1. South San Francisco BART to Colma BART: Class 1 multi-use path – right-of-way yet to be determined, roughly along the west side of El Camino. This may involve use of the right-of-way of multiple agencies.

2. Class II lanes along all of Hillside Boulevard.

3. Mission Road/El Camino: Class 2 and 3 bike route along Mission Road and El Camino Real into Daly City and South San Francisco.

4. F Street between Hillside and El Camino: Class 3 bike route (would not have pavement markings due to brick streets), signs only.

5. Serramonte Boulevard between Hillside Boulevard and Junipero Serra: Unclassified on-street. Since Serramonte is narrow, steep and with high traffic volumes, any designated bike use would need to be studied.



Bicycle Rack at Community Center

5.03.421 Bikeway Classifications

Class 1: Bike Path. A separate right-of-way for bicyclists and pedestrians with minimal automobile cross-flow, a minimum two-way paved width of eight feet.

Class 2: Bike Lane. A dedicated five foot wide, one-way, striped lane for bicyclists within the existing street right-of-way, for bicyclists which allows for vehicle parking, pedestrians, and automobile crossflows.

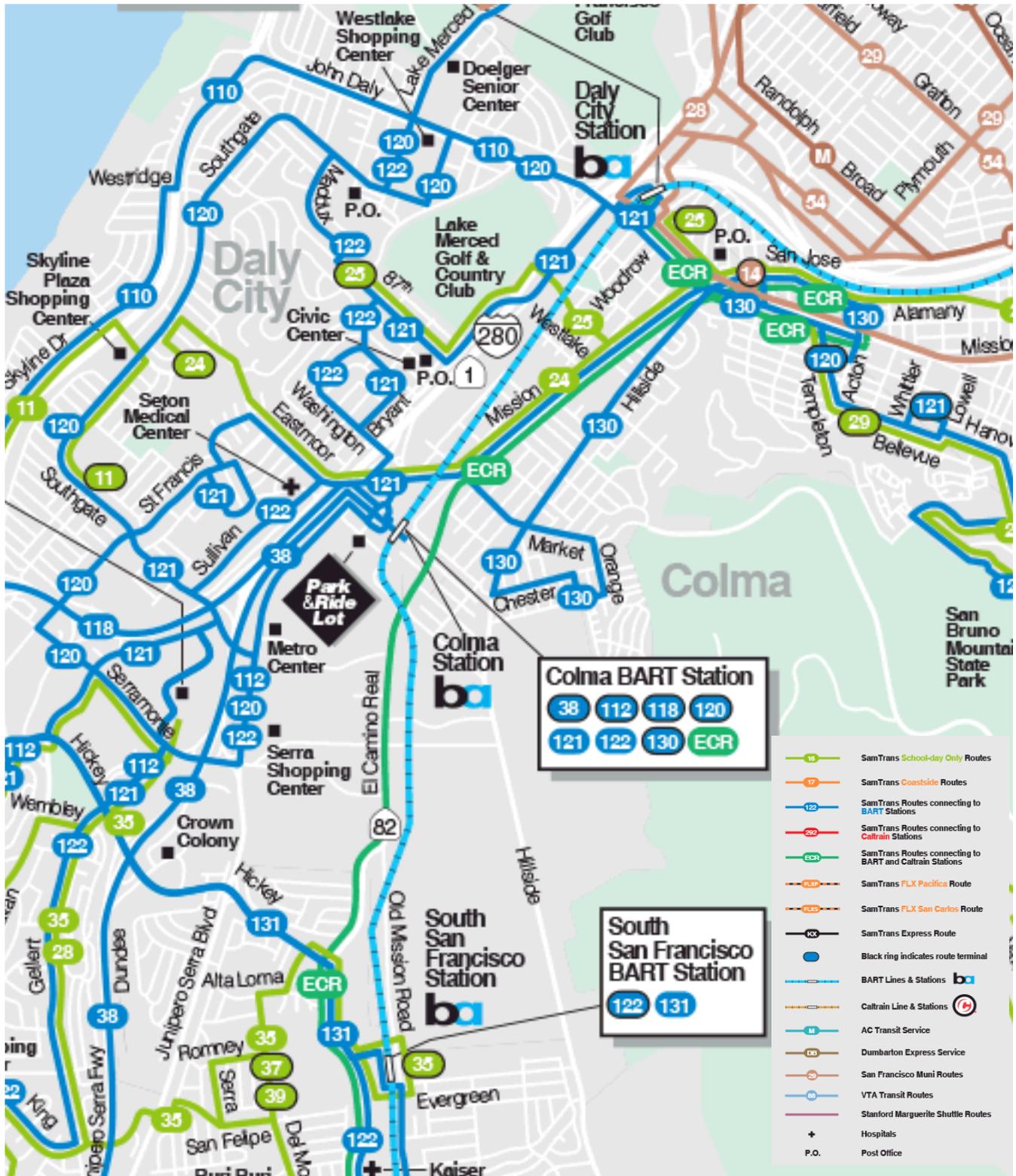
Class 3: Bike Route. Shared right-of-way with signage and possibly pavement markings which delineate shared use of the roadway with vehicles and pedestrians.

Unclassified on-street lanes would allow for bicycles, but may not have any regular improvements or signage. See Exhibit C-7 for bicycle facility design standards.

5.03.500 TRANSPORTATION FACILITIES AND PROGRAMS

The public road system allows schedule and routing flexibility for those who use it. In contrast, transportation facilities (such as public transit) provide for the movement of goods and people generally along fixed routes and on a fixed schedule. Colma is fortunate to have

EXHIBIT C-9: SamTrans Bus Route Map



Source: San Mateo County Transit District



access to three different modes of public transportation: air, rail, and bus. In addition, Colma residents and workers can take advantage of paratransit opportunities. The Town also has a Transportation System Management program.

5.03.510 PUBLIC TRANSPORTATION

5.03.511 Air Transit

San Francisco International Airport is located approximately six miles from Colma, east of Highway 101 and adjacent to the Cities of San Bruno and Millbrae. The airport is a major regional passenger and cargo air terminal and the seventh most active commercial airfield in the world. It can be reached by Colma residents via private auto, SamTrans bus, and BART.

5.03.512 San Mateo County Transit Facilities

San Mateo Transit District (SamTrans) provides bus service throughout San Mateo County with connections to the Colma, Daly City, and South San Francisco BART Stations, San Francisco International Airport, Peninsula CalTrain Stations, San Francisco Greyhound Depot, and Downtown San Francisco's TransBay Terminal. It also provides access to Santa Clara County Transit, with connections in Menlo Park and Palo Alto.

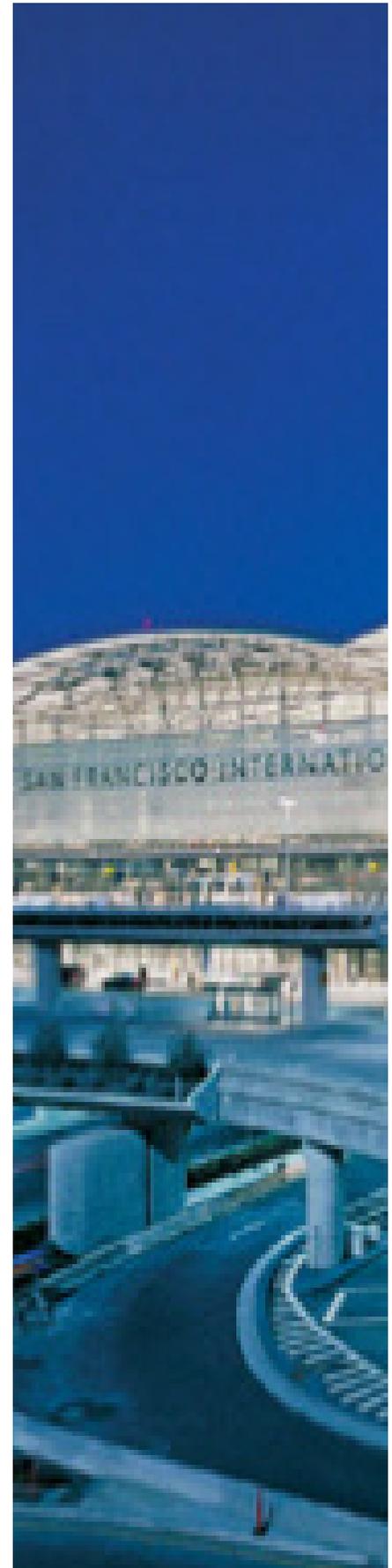
Colma residents can catch SamTrans Mainline Routes along El Camino Real or SamTrans Local Routes along El Camino Real and Junipero Serra Boulevard. Senior citizens and disabled patrons may ride anywhere in the County for a reduced fare.

5.03.513 Bay Area Rapid Transit (BART)

The Bay Area Rapid Transit District (BART) runs trains north and south through the Colma station. North bound trains pass through Daly City and San Francisco stations on their way to the East Bay (East Bay destinations include Richmond, Pittsburg/Baypoint, Dublin and Fremont), and south bound trains pass through South San Francisco, San Bruno, and Millbrae stations on their way to San Francisco International Airport. Trains run Monday through Friday from 4:00 A.M. to midnight and on Saturday and Sunday from 6:00 A.M. to midnight. The Colma BART station is located at Mission Street and Albert M. Teglia Boulevard, just north of the Colma Town Limits. The station has parking for 1400 automobiles.

5.03.514 BART to San Francisco International

In 2003, an 8.7 mile BART extension to the San Francisco International Airport was completed. In Colma, the extension follows the former route of the SRR. This route runs roughly parallel to El Camino Real from F Street to the Mission Road "Y", then roughly parallels Mission Road to the South San Francisco city limits. The extension



Source: 2014 JetHub LLC





is underground (using cut-and-cover construction) along its entire length through Colma. The right-of-way is landscaped with a variety of trees and groundcover so that the existence of BART is virtually undetectable, supporting Colma's greenbelt theme. BART stations are in operation at South San Francisco, San Bruno, Millbrae, and within the airport at the International Terminal. The Millbrae station is "intermodal," providing a direct connection to CalTrain.

5.03.515 CalTrain

CalTrain, operated by the Peninsula Corridor Joint Powers Board, provides passenger rail service to the Peninsula cities, extending from San Francisco to San Jose and Gilroy. Trains run Monday through Friday from 5:00 A.M. to midnight, Saturday from 7:00 A.M. to midnight, and Sunday from 8:00 A.M. to 10:00 P.M. Colma's nearest CalTrain station is located approximately four miles away in South San Francisco. The station can be reached by Colma residents via private auto, SamTrans, cycling, or via BART through Millbrae's BART/CalTrain intermodal station.

5.03.516 Paratransit

Paratransit can best be described as participant or provider scheduled, collective transit using smaller vehicles such as vans and automobiles. Colma is fortunate to have many types of paratransit available for the benefit of citizens, employees and customers of local establishments. The following are examples of paratransit operating in Colma:

5.03.516.1 511.org. 511 is managed by a partnership of public agencies led by the Metropolitan Transportation Commission, the California Highway Patrol, and the California Department of Transportation. 511 was developed with the mission to provide comprehensive, accurate, reliable and useful multimodal travel information to meet the needs of Bay Area travelers. All Bay Area transit agencies are partners, so users can find resources for all modes of transport around the Bay Area.

5.03.516.2 Redi-Wheels. SamTrans provides on-call, curb to curb service for disabled and elderly residents of San Mateo County. Total ridership has increased steadily since its first year of service in 1980.

5.03.516.3 Airport Shuttle Services. Numerous airport shuttle services provide pickup service from or to a home or business in Colma to or from San Francisco International Airport. Airport shuttles provides a cost effective and efficient alternative to driving and parking for airport transfers.

5.03.516.4 Taxis. Private taxi companies are another form of paratransit in Colma. Colma is served by taxicab companies located in Pacifica, Daly City, unincorporated Daly City and South San Francisco. Cumulatively, there are over fifty (50) cabs available for these nearby companies to serve Colma. Due to the difficulty in monitoring taxi



companies and current satisfactory service, it is the current policy of the Town to discourage the establishment of a new taxi service in Colma.

5.03.516.5 Auto Dealer Shuttles. Many of the local auto dealers provide a shuttle service to customers who are having auto repair work done on their cars. These shuttles assist individuals who live or work in Colma or neighboring communities.

5.03.517 Transportation System Management (TSM)

Transportation System Management seeks to limit expansion of parking and roadway improvements in favor of meeting future transportation demand by better usage of existing facilities. TSM includes such measures as car pooling, van pooling, variable work hours, high occupancy vehicle lanes, park and ride facilities, parking management, and facilities for bicycle commuters. TSM techniques generally serve to meet increased demand without large scale investments to increase capacity. The Town of Colma currently has a TSM ordinance which outlines the responsibilities and opportunities of the program within the bay area. Employers of 25 or more individuals are encouraged to participate in the program to provide information and alternatives to employees to reduce automobile dependence. The Town seeks to establish bicycle paths when possible.

5.03.520 CONGESTION MANAGEMENT

New development projects should be reviewed for their impacts on the transportation infrastructure. The impact of a specific project can vary depending on its relationship to roadways and public transportation facilities.

If a new or redeveloped project is projected to add a net 100 or more trips during any peak period (defined as 6-10AM and/or 3-7PM), a report must be made to the City/County Association of Governments of San Mateo County (C/CAG).

Local jurisdictions must ensure that the developer and/or tenants will mitigate all of the new peak hour trips generated by the project by selecting one or more of the options that follow. It is up to the local jurisdiction working together with the project sponsor to choose the methods that will be compatible with the intended purpose of the project. Additional measures to those listed below may be proposed for consideration by C/CAG in advance of approving the project, this list is not all inclusive:.

1. Reduce the scope of the project so that it will generate less than 100 peak hour trips.
2. Build adequate roadway and/or transit improvements so that





the added peak hour trips will have no measurable impact on the Congestion Management Program roadway network.

3. Contribute an amount per peak hour trip to a special fund for improvements to the Congestion Management Program roadway network. This amount will be set annually by C/CAG based on a nexus test.

4. Require the developer and all subsequent tenants to implement Transportation Demand Management programs that mitigate the new peak hour trips. A list of acceptable programs and the equivalent number of trips that are mitigated will be provided by C/CAG annually. Programs can be mixed and matched so long as the total mitigated trips is equal to or greater than the new peak hour trips generated by the project. These programs, once implemented, must be on-going for the occupied life of the development. Programs may be substituted with prior approval of C/CAG, so long as the number of mitigated trips is not reduced. Additional measures may be proposed to C/CAG for consideration. Also there may be special circumstances that warrant a different amount of credit for certain measures. These situations can also be submitted to C/CAG in advance for consideration.

5.03.600 SCENIC ROUTES MAP

5.03.610 SCENIC ROUTES

El Camino Real, Hillside Boulevard, and Junipero Serra Boulevard have been defined as scenic routes through Colma. Key visual features of each have been described on the Scenic Routes Map. A generalized view corridor is shown along each of the routes. A more detailed analysis of each route, for the purpose of establishing precise boundaries for these corridors, is beyond the scope of the General Plan, but an analysis with specific corridor plans should be prepared in the future. The width of the corridor should be maximized when scenic quality is high, and minimized where existing development forms the visual boundary (see Exhibit C-1).

3.611 Protection of the Scenic Corridors

Every effort should be made to protect the overall visual experience along each of the identified scenic corridors, primarily through enforcement of sensitive site planning. Distant, panoramic views of Colma and its environs can be appreciated in a number of locations. In these locations (see Exhibit C-1), first priority should be in keeping buildings out of the corridor so that views are not blocked. In some cases, noise compatibility planning will support this approach. Where development is permitted in the corridor, landscaping should be required to screen views of buildings, and to quickly cover any scars





left from grading. The open quality of views should be retained by concentrating landscape materials near the objects to be screened rather than by creating a wall of vegetation adjacent to the road.

5.03.620 CRITERIA FOR SITE PLANNING IN SCENIC CORRIDORS

Each development project within scenic corridors should be located, sited and designed to carefully fit within its environment. The scenic character of the site should be maintained as much as possible. The following criteria can be applied to development proposals in meeting the above stated goals.

5.03.621 Site Planning

5.03.621.1 All roads, buildings and other structural improvements or land coverage should be located, sited and designed to fit the natural topography.

5.03.621.2 All development should be sited and designed to minimize the impacts of noise, light, glare and odors on adjacent properties and the community-at-large.

5.03.621.3 No use, development or alteration should create uniform, geometrically-terraced building sites which are contrary to the natural land form or which substantially detract from the scenic and visual quality of the Town.

5.03.621.4 Development should not contribute to the instability of the parcel or adjoining lands, and all structural proposals including excavation, proposed roads and other pavement should adequately compensate for adverse subsurface conditions. Roads and structures should not be located where downward lateral forces can adversely effect a slope or creek bank.

5.03.622 Paved Areas

5.03.622.1 The number of access roads to a Scenic Corridor shall be minimized wherever possible. Development access roads shall be combined, with the intent of minimizing intersections with scenic roads.

5.03.622.2 Small, separate parking areas are preferred to single large parking lots.

5.03.622.3 Paved areas should be integrated into the site, related to their structure,

and should be landscaped to reduce their visual impact from scenic corridors. Textured paving should be considered.

5.03.623 Landscaping and Views

5.03.623.1 Public views within and from Scenic Corridors should be protected and enhanced, and development should not be allowed to significantly obscure, detract from, or negatively affect the quality of these views. Vegetative screening may be used to mitigate such impacts.

5.03.623.2 Selective clearing of vegetation, which allows the display of important public views may be permitted.

5.03.623.3 Wherever possible, vegetation removed during construction should be replaced. Vegetation for the stabilization of graded areas or for replacement of existing vegetation shall be selected and located to be compatible with surrounding vegetation, and should recognize climatic, soil and ecological characteristics of Colma.

5.03.623.4 A smooth transition should be maintained between development and adjacent open areas through the use of natural landscaping and plant materials which are native or appropriate to the area.

5.03.623.5 Screening, as required under these design criteria, should not consist of solid fencing, rather it should be of natural materials of the area, preferably vegetation appropriate to the area in conjunction with low earth berms.

5.03.624 Architecture

5.03.624.1 The design of the structure should be appropriate to the use of the property and in harmony with the shape, size and scale of adjacent buildings in the community.

5.03.624.2 The architectural style of new buildings should incorporate a Spanish Mediterranean design theme with pitched roofs and varied horizontal planes to create shadows. Exceptions may be approved where this approach would clash with existing structures having historical or architectural merit.

5.03.624.3 Highly reflective surfaces and colors are discouraged.

5.03.625 Signs

5.03.625.1 No signs should be permitted within the front setback, or on rooftops. Billboard signs and pole signs should not be permitted within scenic corridors.

5.03.625.2 Signs appropriate for use in a scenic corridor are small identification signs, small building face signs and monument signs. Night lighting should be limited to direct spot lighting.



5.03.626 Utilities

5.03.626.1 Overhead utility lines should be placed underground to reduce the visual impact along scenic corridors.

5.03.626.2 Underground utility lines will be required for all new public and private developments.

5.03.626.3 Public utility structures shall be designed and sited so as to have an uncluttered appearance, subordinate to the setting.

5.03.700 CIRCULATION ELEMENT POLICES & IMPLEMENTATION MEASURES

The following policies are set forth to help guide decision making with regard to circulation, transportation, and scenic routes in Colma. Programs necessary for the implementation of those polices are described following the policies section.

5.03.710 CIRCULATION SYSTEM		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.711	Commercial and industrial truck traffic, except for trucks serving local business, should be limited to highways or arterial streets for movement through the Town.	The City Engineer will stipulate appropriate haul routes consistent with this policy.
5.03.712	Improvements to Collins Avenue consistent with the Plan Line for Collins Avenue should continue to be implemented as a condition of approval of new development projects.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.713	On-street parking should typically be prohibited except on local streets. On-street parking, where necessary to support commercial businesses, should be oriented primarily to short-term use for the convenience of patrons.	Areas with prohibited or restricted on-street parking are designated with painted curbs and/or signs. The Public Works Department will maintain these designations. The City Engineer will recommend changes when applicable.
5.03.714	Olivet Parkway should be retained as a public road unless findings can be made that alternate routes are available to carry existing and anticipated future traffic	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.715	A loop road allowing access for emergency vehicles should be included in any future development of the Cypress Hills area. The road should connect the Serramonte Boulevard extension through Cypress Hills to the current golf course access road.	The City Planner will make recommendations consistent with this policy to developers during the design review process. If the property is developed for open space use the road may be private and restricted as to general public access. The road may be installed in increments as land adjoining the right-of-way is improved.
5.03.716	Whenever possible, the Town should abandon paper streets that do not provide access to in-holding lots, are not needed for utility purposes, or are redundant with other paper streets.	The City Planner and City Engineer will identify streets that meet the policy's criteria and make recommendations for abandonment to the City Council.



5.03.720 TRAFFIC AND PEDESTRIAN SAFETY		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.721	Public and private off-street parking should be developed in all of Colma's commercial areas to minimize traffic congestion. Private off-street parking should be developed in conjunction with residential development projects.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.722	Pedestrian sidewalks or walkways should be constructed typically along both sides of all streets. These should be done as a requirement of private development, where possible.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.723	All loading and unloading of trucks associated with commercial uses should take place out of the road right-of-way in order to avoid potential conflicts with through traffic.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.
5.03.724	Facilities for disabled persons should be constructed in Colma including specified parking spaces, curb ramps at street crossings, sidewalk clearance around obstacles and sidewalk transitions at driveway crossings.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.725	Additional driveway access points to El Camino Real and to arterial and collector streets should be discouraged in order to promote traffic safety and retain landscape corridors. Where possible, access should be developed from other streets.	The City Planner will make recommendations consistent with policy to the City Council for new development projects.
5.03.726	A Plan Line should be adopted for the long term improvement of Hillside Boulevard to facilitate the ability to develop sidewalks and landscaping.	On Hillside Boulevard, between Hoffman and Serramonte, new ADA improvements, bike lanes, street parking, a sidewalk on the east side (there already exists a sidewalk on the west side), light fixtures, and landscaping were approved as part of the Capital Improvement Plan in 2014. Improvements will extend between Serramonte and Lawndale for Phase II at a future time.
5.03.727	The intersection of Mission Road and El Camino Real should be reconfigured to improve safety and to permit left turns from Mission Road onto El Camino Real.	Options to improve this intersection will be examined should development in occur in this area.
5.03.728	The Town should strive to maintain a Level of Service D or better for all intersections. Levels of E or F should be tolerated during peak periods.	The City Engineer will regularly monitor LOS at key intersections. The City Planner will consider the traffic impacts of new development projects.



5.03.730 TOWN IMAGE

POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.731	<p>Colma recognizes six major gateways to the Town:</p> <ul style="list-style-type: none"> • El Camino Real at the intersection of F Street • El Camino Real and Mission Road • Serramonte Boulevard and Collins Avenue where they intersect Junipero Serra Boulevard • Hillside Boulevard at the intersection of F Street • Hillside Boulevard at the Hickey Boulevard extension • Mission Road at the Hickey Boulevard extension <p>The Town's gateways should be enhanced and maintained with appropriate landscaping and to strengthen Colma's identity. Gateway elements (such as a sculpture or distinctive architecture) should be included at each gateway. The gateway elements should have a consistent theme. Improvements should be included as an element of private development, where appropriate.</p>	<p>The City Planner will make recommendations consistent with this policy to the City Council for new development projects.</p>
5.03.732	<p>Street trees should be planted along Colma's street system. Trees should be selected from a plant list approved by the City Council in order to create a unifying theme. Street trees should be planted as a requirement of private development, where such developments involve the public street frontage.</p>	<p>The City Planner will designate preferred trees for each street and make recommendations to the City Council for new development projects.</p>
5.03.733	<p>A utility undergrounding/street beautification program should be carried out for Mission Road in conjunction with the provision of additional off-street parking to improve visual appearance and traffic safety. Improvements to Mission Road should be coordinated with the Flood Control District and BART projects.</p>	<p>Plans to carry out these improvements will be made when funding becomes available.</p>
5.03.734	<p>The private proposals for the landscaping at the entrances to the Old Mission Road District should be renewed once the planned County flood control projects are completed in that area.</p>	<p>The City Planner will make recommendations consistent with this policy to the City Council for new development projects.</p>



5.03.740 RECREATION TRAILS		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.741	Bicycle lanes should be clearly marked on all designated bicycle routes.	Will be considered in 2013-2014 CIP program. Bikes lanes are approved for both sides of Hillside Boulevard, between Hoffman and Serramonte, for Phase I, and between Serramonte and Lawndale for Phase II.
5.03.742	The Town should seek ways to implement bikeways along Junipero Serra Boulevard, El Camino Real, and Hillside Boulevard.	Will be considered in 2013-2014 CIP program.
5.03.743	The Town should work with the San Francisco Water Company to see what landscaping and pedestrian improvements are possible on the Water Company right-of-way between Serramonte Boulevard and Collins Avenue.	The City Planner will investigate possible pedestrian improvements and make recommendations to the City Council.
5.03.750 SCENIC ROUTES		
POLICY NUMBER	POLICY	IMPLEMENTATION MEASURE
5.03.751	The Town recognizes El Camino Real, Hillside Boulevard, and the Junipero Serra Freeway as scenic routes. Detailed studies and mapping of the scenic routes should be undertaken as necessary to define precise corridor boundaries. Standards for site planning within scenic corridors should be adopted.	The City Planner will make recommendations consistent with this policy to the City Council for new development projects.

5.03.800 PROGRAMS FOR CIRCULATION ELEMENT IMPLEMENTATION

Circulation Element policies are intended to be implemented using both existing and proposed action programs. Reference is made as to whether the program is existing or proposed and the responsibility for program operation.

5.03.810 COMPLETE STREETS POLICY

5.03.811 Complete Streets Principles

(1) *Complete Streets Serving All Users.* The Town of Colma is committed to creating and maintaining Complete Streets that provide safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families.



(2) *Context Sensitivity*. In planning and implementing street projects, departments and agencies of the Town of Colma shall consider local conditions in both residential and business districts as well as urban, suburban, and rural areas, and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place ensues. Improvements to be considered include sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, refuge islands, pedestrian signals, signs, street furniture, bicycle parking facilities, public transportation stops and facilities, transit priority signalization, and traffic calming circles, transit bulb outs, and road diets.



Pedestrian

Source: 2014 Dog Breed Info Center

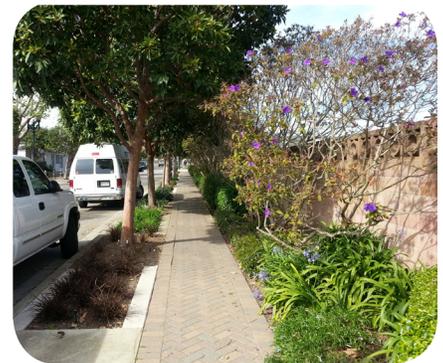
(3) *Complete Streets Routinely Addressed by All Departments*. All relevant departments and agencies of the Town of Colma shall work towards making Complete Streets practices a routine part of everyday operations, and seek opportunities to improve streets and the transportation network for all categories of users through Complete Streets policies. The following projects provide opportunities to implement Complete Streets policies: pavement resurfacing, restriping, accessing above and underground utilities, signalization operations or modifications, and maintenance of landscaping/related features.



Bicyclists

Source: 2014 Atlas Obscura

(4) *All Projects and Phases*. Complete Streets infrastructure shall be incorporated into all planning, funding, design, approval, and implementation processes for any construction, reconstruction, retrofit, maintenance, operations, alteration, or repair of streets (specific infrastructure for a given category of users may be excluded if an exemption is approved via the process set forth in section C. 1 of this policy).



Sterling Park Streetscape

5.03.812 Implementation

(1) *Plan Consultation and Consistency*. Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, and other relevant plans, except when such consistency cannot be achieved without negative consequences. In such instances, consistency shall not be required if the head of the relevant department provides written approval explaining the basis of such deviation.

(2) *Street Network/Connectivity*. As feasible, the Town of Colma shall incorporate Complete Streets features into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities



accommodating each category of users, and increasing connectivity across jurisdictional boundaries and for existing and anticipated future areas of travel origination or destination.

(3) *Bicycle and Pedestrian Advisory Committee Consultation.* Since the Town of Colma is a jurisdiction of fewer than 10,000 people, and does not have a Bicycle and Pedestrian Advisory Committee, the Capital Improvement Program (CIP) committee comprised of representatives of the Town's Public Works, Engineering, Planning, Police, Recreation Services and Finance Departments shall make determinations on the modes of transit to be considered with improvements being contemplated by the Town. The Committee may seek outside input from the community or other groups as part of their decision making process.

(4) *Evaluation.* All relevant agencies or departments shall perform evaluations of how well the streets and transportation network of the Town of Colma are serving each category of users by collecting baseline data and collecting follow-up data on a regular basis.

5.03.813 Exemptions

(1) *Leadership Approval for Exemptions.* Projects that seek Complete Streets exemptions must provide written finding of why accommodations for all modes that were not included in the project and signed off by the Public Works Director or equivalent high level staff person. Projects that are granted exceptions must be made publically available for review. Federal guidance on exceptions can be found from the Federal Highway Administration (FHWA) Accommodating Bicycle and Pedestrian Travel.

5.03.820 SUBDIVISION ORDINANCE (EXISTING; AMENDMENT RECOMMENDED)

The Town's Subdivision Ordinance should be amended to include standards consistent with the Circulation Policies set forth in the General Plan, including policies relating to protection of scenic corridors.

5.03.821 Responsibilities

City Planner

Reviews tentative and final subdivision maps; coordinates the review process.

Department Heads

Comment on development proposals; suggest conditions for project approval.



Public Works Director/City Engineer

Provide input regarding project suitability.

Interested Citizens

Provide input regarding project suitability.

City Council

Decision making body; recommends, approves, or denies project, with or without conditions, based on findings set forth in the ordinance.

5.03.830 ZONING ORDINANCE (EXISTING - AMENDMENT RECOMMENDED)

The Zoning Ordinance sets forth minimum development standards including parking facilities, provisions for the disabled, and site plan standards. The Design Review zone should be amended so that site planning criteria for uses in scenic corridors is made part of the Zoning Ordinance.

5.03.831 Responsibilities

City Planner

Evaluation of projects per standards; coordinates the review process.

Department Heads

Comment on development proposals; suggest conditions for project approval.

Interested Citizens

Provide input regarding project suitability.

City Council

Decision making body; recommends, approves, or denies project, with or without conditions, based on findings set forth in the ordinance.

5.03.840 CAPITAL IMPROVEMENT PROGRAM (EXISTING)

The City Council has approved a Capital Improvement Program for implementing many of the projects described in the General Plan.

5.03.841 Responsibilities

City Engineer/Public Works Director

Evaluation of projects per standards; coordinates the review process.



Department Heads

Comment on development proposals; suggest conditions for project approval.

City Planner

Provide input regarding project suitability, consistency with the General Plan and Complete Streets Policies .

Interested Citizens

Provide input regarding project suitability.

City Council

Decision making body; recommends, approves, or denies project, with or without conditions, based on findings set forth in the ordinance.

5.03.850 TRANSPORTATION MANAGEMENT (EXISTING)

Local representation on County-wide and regional transportation agencies should be continued. The Planning Department should provide information to citizens on the availability of transit and the benefits of transportation management systems. Local incentives for participation in Transportation System Management should be considered.

5.03.860 CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) CONGESTION MANAGEMENT PROGRAM (EXISTING)

Under the policies of the Congestion Management Program (CMP), all land use changes or new developments that are projected to generate a net (subtracting existing uses that are currently active)



100 or more trips during any peak period (defined as 6-10AM and/or 3-7PM) must be reported to C/CAG.

5.03.861 Responsibilities

City Planner

Evaluation of projects per standards. If projects meet CMP review criteria, the City Planner reports to C/CAG and coordinates the review process.

Department Heads

Comment on C/CAG conformance options; suggest conditions for project approval.

City Engineer/Public Works Director

Provide input regarding conformance options and project suitability.

Interested Citizens

Provide input regarding conformance options and project suitability.

City Council

Decision making body; recommends, approves, or denies project, with or without conditions, based on findings.



