



**AGENDA
REGULAR MEETING**

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

**Wednesday, May 25, 2016
CLOSED SESSION – 6:00 PM
REGULAR SESSION – 7:00 PM**

CLOSED SESSION – 6:00 PM

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

Agency Negotiators:	Sean Rabé, City Manager Austis Rungis, IEDA
Employee Organizations:	Colma Peace Officers Association Colma Communications/Records Association
Unrepresented Employees:	All

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM

ADOPTION OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

2. Motion to Accept the Minutes from the May 11, 2016 Regular Meeting.
3. Motion to Adopt an Ordinance Amending Subchapter 4.07 of the Colma Municipal Code, Relating to Sign Regulations (second reading).
4. Motion to Adopt an Ordinance Amending Colma Municipal Code Chapter 4.01 Related to Business Registrations Pursuant to CEQA Guideline 15061(b)(3) (second reading).
5. Motion to Adopt an Ordinance Adding Colma Municipal Code Section 2.05.030 Related to Gardening Equipment Noise Limitations Pursuant to CEQA Guideline 15061(b)(3) (second reading).

6. Motion to Adopt a Resolution Authorizing Submittal of CalRecycle Application for Payment Programs and Related Authorizations.
7. Motion to Adopt a Resolution Calling and Giving Notice of the General Municipal Election to be Held on November 8, 2016, for the Election of Three City Council Members, and Related Matters.

STUDY SESSION

8. 1670-1692 MISSION ROAD – MERCY HOUSING EIR SCOPING

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

9. PROPOSED FISCAL YEAR 2016 – 2017 BUDGET AND FINANCIAL PLAN

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

COUNCIL CALENDARING

REPORTS

Mayor/City Council

City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1188 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.

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

Agency Negotiators:	Sean Rabé, City Manager Austri Rungis, IEDA
Employee Organizations:	Colma Peace Officers Association
Unrepresented Employees:	All

There is no staff report for this item.



**MINUTES
REGULAR MEETING**

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

Wednesday, May 11, 2016

7:00 p.m.

CALL TO ORDER

Mayor Diana Colvin called the Regular Meeting of the City Council to order at 7:09 p.m.

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

Staff Present – City Manager Sean Rabé, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Recreation Services Director Brian Dossey, Director of Public Works Brad Donohue, City Planner Michael Laughlin, and City Clerk Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

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

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

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel “Rae” Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

PRESENTATION

The Mayor presented a proclamation in honor of National Foster Care Month.

The Mayor presented the National Mayor’s Challenge for Water Conservation Raffle winner.

Rommel Medina and Maureen O’Connor presented the Colma Citizens’ Advisory Committee Scholarship Awardees.

There was a brief break from 7:25 p.m. to 7:45 p.m. for coffee and cake.

PUBLIC COMMENTS

Mayor Colvin opened the public comment period at 7:48 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 April 27, 2016 Regular Meeting.
2. Motion to Approve Report of Checks Paid for April 2016.
3. Motion to Adopt a Resolution Consenting to the Inclusion of Properties within the Town's Jurisdiction in CSCDA Open Pace.
4. Motion to Receive and File the Third Quarter Financial Report (January 2016– March 2016) and Direct Staff to Post a Copy to the Town Website.

Action: Council Member del Rosario moved to approve the Consent Calendar items #1-4; the motion was seconded by Vice Mayor Fisicaro and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

NEW BUSINESS

5. REJECTION OF BIDS FOR TOWN HALL RENOVATION PROJECT

Director of Public Works Brad Donohue presented the staff report. Mayor Colvin opened the public comment period at 7:53 p.m. and seeing no one come forward, she closed the public comment period. Council discussion followed.

Action: Vice Mayor Fisicaro made a motion Rejecting All Bids for the Town Hall Renovation Project and Directing Staff to Rebid the Project; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

PUBLIC HEARING

6. SIGN REGULATION ORDINANCE

City Attorney Christopher Diaz presented the staff report. Mayor Colvin opened the public hearing at 8:19 p.m. Residents Tom Taylor and Maureen O' Connor made a comment. The Mayor closed the public hearing at 8:21 p.m. Council discussion followed.

Action: Council Member Silva moved to Introduce an Ordinance Amending Subchapter 4.07 of the Colma Municipal Code, Relating to Sign Regulations, and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

7. BUSINESS REGISTRATION CHANGES

City Planner Michael Laughlin presented the staff report. Mayor Colvin opened the public hearing at 8:30 p.m. and seeing no one come forward, she closed the public hearing. Council discussion followed.

Action: Council Member Silva moved to Introduce an Ordinance Amending Colma Municipal Code Chapter 4.01 Related to Business Registrations Pursuant to CEQA Guideline 15061(b)(3), and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

8. GARDEN EQUIPMENT LIMITATION

City Planner Michael Laughlin presented the staff report. Mayor Colvin opened the public hearing at 8:34 p.m. and seeing no one come forward, she closed the public hearing. Council discussion followed. Council Member Gonzalez asked that the start time for Saturday, Sunday and Holidays be changed from 9:00 a.m. to 10:00 a.m.

Action: Council Member Silva moved to Introduce an Ordinance Adding Colma Municipal Code Section 2.05.030 Related to Gardening Equipment Noise Limitations Pursuant to CEQA Guideline 15061(b)(3), with the requested change, and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				

Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

COUNCIL CALENDARING

The next Regular City Council Meetings will be Wednesday, May 25, 2016 at 7:00 p.m. and Wednesday, June 8, 2016 at 7:00 p.m.

REPORTS

Diana Colvin

Jefferson Elementary Students of the Year Ceremony, 5/6

Helen Fisicaro

Spring for Youth Banquet, 5/5

Joseph Silva

Council of Cities Dinner, hosted by San Mateo County, 4/29

City Manager Sean Rabé reported on the following topics:

- Staff will be putting notice about the new PACE programs in the Livewire Newsletter.
- Sergeant Pfothenhauer graduated from Crisis Intervention Training.
- Bike to Work Day will be held on Thursday, May 12th.
- Town Clean Up Day will be held on Saturday, May 14th.
- The Livewire Volunteer Luncheon will be held on Monday, May 16th.

ADJOURNMENT

The meeting was adjourned by Mayor Colvin at 8:51 p.m.

Respectfully submitted,

Caitlin Corley
City Clerk

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

ORDINANCE AMENDING SUBCHAPTER 4.07 OF THE
COLMA MUNICIPAL CODE, RELATING TO SIGN REGULATIONS

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

ARTICLE 1. CMC SECTION 4.07.020 AMENDED.

Section 4.07.020 of the Colma Municipal Code is hereby amended as follows:

4.07.020 Special Definitions.

The following definitions shall apply to this Article.

- (a) *Area of a Sign.* The entire area within a single continuous perimeter enclosing the extreme limits of writing, representation, emblem, or any figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed; excluding the necessary support or uprights on which such sign is placed but including any sign tower. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back and are at no point more than two feet from one another, the area of the sign shall be taken as the area of one face if the two faces are of equal area, or as the area of the larger face if the two faces are of unequal area.
- (b) *Attached to a Building.* Supported, in whole or in part, by a building.
- (c) *Commercial sign* means any sign with wording, logo or other representation that directly or indirectly names, advertises or calls attention to a product or service for purchase or sale, or to any business or organization that is engaged in, or plans to engage in, the sale or purchase of a product or service.
- (d) *Cutout Letter Sign.* A fascia sign consisting of individual cutout letters separately attached to the building wall.
- (e) *Directly Illuminated Sign.* A sign designed to give forth artificial light directly (or through transparent or translucent material) from a source of light inside or on the sign.
- (f) *Fascia Sign.* A sign attached flush to the exterior wall of a building so that copy is meant to be viewed along sight lines perpendicular to the wall of the building.
- (g) *Freeway.* A highway in respect to which the owners of abutting lands have no right or easement of access to or from their abutting lands or in respect to which such owners have only a limited or restricted right or easement of access, the precise route for which has been determined and designated as a freeway by an authorized agency of the State or a political subdivision thereof. The term shall include the main traveled portion of the traffic way and all ramps and appurtenant land and structures.

(h) *Height of a Sign.* The vertical distance from the uppermost point used in measuring the area of a sign, as defined in Section 4.07.020(a), to the ground immediately below such point or to the level of the upper surface of the nearest curb of a street, alley or highway (other than a structurally elevated roadway), whichever measurement permits the greater elevation of the sign.

(i) *Indirectly Illuminated Sign.* A sign illuminated with a light directed primarily toward it and so shielded that no direct rays from the light are visible elsewhere than on the parcel where the sign is located. If not effectively so shielded, such sign shall be deemed to be a directly illuminated sign.

(j) *Landscaped Freeway.* Any part of a freeway that is now or hereafter classified by the State or a political subdivision thereof as a landscaped freeway, as defined in the California Outdoor Advertising Act. Any part of a freeway that is not so designated shall be deemed a non landscaped freeway.

(k) *Monument Sign.* A sign the bottom edge of which lies on the ground. A wood supported or wood framed sign which, to avoid soil contact, retains a clearance from the ground of no more than six inch clearance.

(l) *Non-commercial sign* means any sign that is not a commercial sign.

(m) *Non-Illuminated Sign.* A sign which is not artificially illuminated, either directly or indirectly.

(n) *Off-Site Sign.* A sign which directs attention to a business, commodity, industry or other activity which is sold, offered or conducted elsewhere than on the premises where the sign is located, or which is sold, offered or conducted on such premises only incidentally if at all.

(o) *On-site Sign.* A sign which directs attention to a business, commodity, service, industry or other activity which is sold, offered, or conducted, other than incidentally, on the premises upon which such sign is located or to which it is affixed. Where a number of commodities with different brand names or symbols are sold on the premises, up to 1/3 of the area of an on-site sign, up to 25 square feet, may be devoted to the advertising of one or more of those commodities by brand name or symbol as an accessory function of the on-site sign, and provided also that any limits which may be imposed by this Code on the area of individual signs and the area of all signs on the property are not exceeded. On-site signs shall also include signs which present a non-commercial message.

(p) *A Pole Sign.* A sign, no part of which is supported by a building. The sign support shall consist of a pole or sign tower. Regulations for pole signs shall not apply to monument signs.

(q) *Projecting Sign.* A sign attached to a building but projecting from the exterior wall of the building so that copy is meant to be read when viewed along sight lines parallel to the wall of the building.

- (r) *Projection.* The horizontal distance by which the farthest point used in measuring the area of a sign, as defined in section 4.702(a), extends beyond a street property line or a building setback line. A sign placed flat against the wall of a building parallel to a street or alley shall not be deemed to project for purposes of this definition. A sign on an awning or canopy shall be deemed to project to the extent that such sign extends beyond a street property line or a building setback line.
- (s) *Roof Line.* The upper edge of any building wall or parapet.
- (t) *Roof Sign.* A sign extending in whole or in part beyond the roof line of a building, or erected or painted on or over the roof covering any portion of a building, whether supported on the roof or on an independent structural frame or sign tower, or located on the side or roof of a penthouse, roof tank, roof shed, elevator housing or other roof structure.
- (u) *Sale or Lease Sign.* A sign which serves only to communicate the availability for sale, lease or rental the lot or building on which it is placed, or some part thereof.
- (v) *Shopping Center.* A group of stores and shops on a single parcel or contiguous parcels of land which holds itself out as a central retail market.
- (w) *Sign.* Any structure, part thereof, or device or inscription which is located upon, attached to, or painted, projected or represented on any land or right-of-way, or on the outside of any building or structure, including an awning, canopy, marquee or similar appendage, or affixed to the glass on the outside or inside of a window so as to be seen from the outside of the building, and which displays or includes any numeral, letter, word, model, banner, emblem, insignia, symbol, device, light, trademark or other representation used as, or in the nature of, any announcement, advertisement, attention-arrester, direction, warning or designation, by or of any person, firm, group, organization, place, commodity, product, service, business, profession, enterprise or industry. A "sign" is composed of those elements included in the area of the sign as defined in section 4.07.020(a) of this Code, and in addition the supports, uprights and framework of the display. Except in the case of off-site signs, two or more faces shall be deemed to be a single sign if such faces are contiguous on the same plane, or are placed back-to-back to form a single structure and are at no point more than two feet from one another.
- (x) *Sign Field.* The background to which the sign message is contrasted.
- (y) *Sign Permit* A permit issued pursuant to section 4.07.210 to permit applicable signs.
- (z) *Sign Program.* A Master Plan describing overall sign design, lettering, sign placement, materials and size standards for signs on a development site.
- (aa) *Sign Tower.* A tower, whether attached to a building, free-standing, or an integral part of a building, which has a sign attached thereto.
- (bb) *Street Property Line.* For purposes of this subchapter only, "street property line" shall mean any line separating private property from either a street or an alley.
- (cc) *Temporary Non-commercial Sign* means a temporary with a noncommercial message.

(dd) **Temporary Sign** means any sign, banner, pennant, valance, or advertising display constructed of cloth, canvas, light fabric, cardboard, wall board, or other light materials, with or without frames, that is not designed or intended to be placed permanently.

(ee) **Under Canopy Sign.** A sign attached under a canopy or soffit of a building so located as to be viewed by pedestrians using the sidewalk fronting the premises.

(ff) **Wind Sign.** Any sign composed of two or more banners, flags, or other objects, mounted serially and fastened in such a manner as to move upon being subjected to pressure by wind or breeze.

[History: formerly § 4.702; ORD. 365, 2/10/88; ORD. 387, 3/08/89; ORD. 466, 5/11/94; ORD. 638, 12/14/05; ORD. 649, 7/12/06; ORD 651, 9/26/06; ORD ____, __/__/16]

ARTICLE 2. CMC SECTION 4.07.040 AMENDED.

Section 4.07.040 of the Colma Municipal Code is hereby amended as follows:

4.07.040 Exempted Signs.

Nothing in this Article shall apply to any of the following signs that are necessary to protect pedestrians, drivers, and passengers by providing traffic control, directions, house numbers, and other warning signs to ensure public safety on the road and the general welfare of the Town:

(a) Official public notices, and notices posted by public officers in performance of their duties;

(b) Governmental signs for control of traffic and other regulatory purposes, street signs, danger signs, railroad crossing signs, and signs of public service companies indicating danger and aids to service or safety.

(c) House numbers, whether illuminated or not, "no trespassing," "no parking," and other warning signs;

[History: formerly § 4.704; ORD. 365, 2/10/88; ORD. 387, 03/08/89; ORD. 638, 12/14/05; ORD. 649, 7/12/06; ORD. 651, 9/26/06; ORD. ____, __/__/16]

ARTICLE 3. CMC SECTION 4.07.050 AMENDED.

Section 4.07.050(c) of the Colma Municipal Code is hereby amended as follows:

4.07.050 Sign Activity for which no Permit is Required.

(c) **Sales or Lease Signs; Signs at Construction Sites.** No permit shall be required under this Code for sale or lease signs pursuant to existing requirements in state law, or temporary signs of persons and firms connected with work on buildings under actual construction or alteration, to the extent that such signs are permitted by this Code.

[History: formerly § 4.705; ORD. 387, 03/08/89; ORD. 466, 5/11/94; ORD. 560, 9/8/1999; ORD. 638, 12/14/05; ORD __, __/__/16]

ARTICLE 4. CMC SECTION 4.07.120 AMENDED.

Section 4.07.120 of the Colma Municipal Code is hereby amended as follows:

4.07.120 Signs in the G Zone.

(a) The following signs, subject to a sign permit, may be permitted in the G zone:

(1) One on-site monument sign for each street frontage of a parcel. The monument sign may be indirectly illuminated or non-illuminated. The height of permitted monument signs shall not exceed six (6) feet, and the length shall not exceed fifteen (15) feet. Monument signs shall be located so as not to obscure sight lines for motorists, bicyclists or pedestrians;

(2) On-site signs made by the pruning and cultivation of plants and grasses;

(3) One on-site sign attached to a building, indirectly or non-illuminated, with a sign area of 100 square feet or less. On-site signs attached to buildings shall not project more than three feet, except that awning or canopy signs may extend the full length of the awning or canopy, but no further than the street property line.

(4) One on-site fascia sign limited in length to a distance equal to 25% of the width of the building face on which it is placed, and in height to twenty-four (24) inches.

(5) On-site signs, other than billboards, identifying a cemetery. Because of the special cemetery nature of the Town of Colma, as well as the "G" Zone being specific to cemeteries, said signs shall be without restrictions as to size, pole, illumination, or number, or as to devices giving times or temperatures; provided, however, that said signs shall be designed and constructed in a dignified style consistent with cemetery use, pursuant to design review and approval by the Planning Department of the Town of Colma.

(b) Subject to the exemptions set forth in section 4.07.040, the following signs shall be prohibited in the G Zone:

(1) Off-site signs;

(2) Roof signs;

(3) Wind signs or any sign with a moving, rotating, or otherwise animated part, or any flashing, blinking, fluctuating or other animated light; and

(4) Pole signs.

[History: formerly § 4.7.12; ORD. 365, 2/10/88; ORD. 387, 03/08/89; ORD. 400, 08/09/89; ORD. 466, 5/11/94; ORD. 638, 12/14/05; ORD __, __/__/16]

ARTICLE 5. CMC SECTION 4.07.130 AMENDED.

Section 4.07.130 of the Colma Municipal Code is hereby amended as follows:

4.07.130 Signs in the R Zone.

(a) The following signs, subject to the sign permit, may be allowed for conditionally permitted uses in the R Zone:

(1) One non-illuminated or indirectly illuminated non-commercial sign for each street frontage of the lot, not exceeding a height of ten feet, with an area not exceeding six square feet;

(b) The following signs shall be prohibited in the R Zone:

(1) Off-site signs;

(2) Roof signs;

(3) Wind signs, or any sign with a moving, rotating, or otherwise animated part, or any flashing, blinking, fluctuating or other animated light;

(4) Pole signs.

(c) No signs shall be permitted on property used exclusively for single family residential purposes, except one sale or lease sign per parcel as required by state law, and street number signs for public safety purposes.

[History: formerly § 4.713; ORD. 365, 2/10/88; ORD. 387, 03/08/89; ORD. 466, 5/11/94; ORD. 638, 12/14/05; ORD __, __/__/16]

ARTICLE 6. CMC SECTION 4.07.220 AMENDED.

Section 4.07.220 of the Colma Municipal Code is hereby amended as follows:

4.07.220 Temporary Non-commercial Signs.

(a) In order strike a balance between, on the one hand, the need to maintain an expressive forum for speech, and on the other hand, to reduce visual blight within the Town of Colma, maintain the Town's cleanliness and aesthetics and maintain public safety, the City Council of the Town of Colma finds that regulations governing the placement of temporary noncommercial signs and the removal of all abandoned temporary non-commercial signs is necessary to promote the Town's aesthetics, public safety and the health and welfare of its citizens. Specifically, but without limitation, the City Council finds that:

(1) Although temporary non-commercial signs provide an important and economic method of expressing temporary non-commercial and protected speech, they can also

create visual, aesthetic and safety impacts that have a deleterious effect on the community.

(2) Many times temporary non-commercial signs are placed in areas that conflict with traffic signals and devices or are placed on structures located in the public right-of-way. Prohibition of temporary non-commercial signs on public street medians, bridges, public utility box or any poles used for public utility, traffic control signs, traffic signals, or street signs is necessary to: prevent visual distractions to motorists which create traffic hazards, prevent unsafe road conditions, and to prevent eyesores from proliferating along public streets.

(3) Temporary non-commercial signs placed on private property are sometimes left for months, sometimes years. These abandoned temporary non-commercial signs detract from the positive visual image of the community, and the community's redevelopment efforts and also have a tendency to attract the placement of additional temporary signs and result in unattractive sign clutter.

(4) Regulation of the size of temporary non-commercial signs is necessary for safety and aesthetic reasons, specifically, that the strong winds common in Colma would remove the signs, creating hazards and accumulation of debris, and extremely large or illuminated signs would create a distraction to motorists.

(b) *No Permit Required.* A Sign Permit is not required for any temporary non-commercial sign erected, installed or maintained in conformity with this ordinance. No person shall construct, enlarge, alter, move demolish, convert, occupy, equip, use, or maintain any structure with a temporary sign without first obtaining a building permit issued by the Building Official. Each such temporary sign shall be constructed in accordance with the applicable provisions of the Building Codes set forth in Subchapter Four of Chapter Five of the Colma Municipal Code.

(c) Public Property.

(1) Except as provided in the next paragraph, no person may erect, affix, mark or maintain any temporary non-commercial sign on public property or within a public right-of-way, including but not limited to, public buildings and structures; public utility poles, wires and structures; traffic signs; public streets and sidewalks; and public parks.

(2) The City Manager may designate public areas for non-commercial signs to be erected, installed or maintained, provided that the sign shall not exceed thirty-two square feet in area and shall be affixed to the ground.

(d) *Private Property:* A temporary non-commercial sign shall be not be erected, installed or maintained on private property, or on public property lawfully occupied by a private user, except in accordance with the following standards:

(1) Permission to erect, install or maintain a temporary non-commercial sign shall first have been obtained from the owner, owner's representative, lessee or tenant of said property;

(2) A temporary non-commercial sign shall not be erected, installed or maintained on the roof of a building;

(3) A temporary non-commercial sign placed in residential zoning districts shall be no larger than four square feet; and

(4) A temporary non-commercial sign placed in zoning districts other than residential shall be no larger than sixteen square feet.

(e) *Nuisance.* Any temporary non-commercial sign that is in violation of this section shall be deemed a public nuisance, and the Code Enforcement Officer may order the owner of the property, and/or the owner of the sign, to remove the sign and abate the nuisance. The City shall also have the authority to remove said sign in accordance with this section.

(f) *Removal of Temporary Non-commercial Signs in Violation of this Subchapter*

(1) A temporary non-commercial sign that is in violation of this section, is located on private property and has not been removed by the owner of the property, and/or the owner of the sign, after the owner has been provided with written notification to remove such sign, the reasons for the requested removal and a reasonable opportunity to remove the sign, may be removed by the City.

(2) A temporary non-commercial sign that is posted on public property or in the public right-of-way in violation of this section may be removed summarily by the City at any time

(g) *Removal of Temporary Non-commercial Signs After Event.*

(1) Each temporary non-commercial sign shall be removed after any event to which they relate by the owner of the property, or owner of the sign. Temporary non-commercial signs remaining more than ten (10) days after any event to which they relate shall be deemed abandoned and a nuisance, and may be summarily removed by the City after giving the owner of the property, or owner of the sign, written notification to remove such sign, the reasons for the requested removal and a reasonable opportunity to remove the sign.

(2) Temporary non-commercial signs posted on public property or in the public right-of-way remaining after any event to which they relate may be summarily removed by the City at any time.

(3) Temporary non-commercial signs on vacant parcels remaining more than ten (10) days after any event to which they relate shall be deemed abandoned and may be summarily removed by the City.

(h) *Post Removal and Claim Procedures.*

(1) Upon removal of any temporary non-commercial sign by the City, such signs shall be taken to the City Corporation Yard for temporary storage. The City shall keep an

itemized account of the actual costs incurred in removing such signs, including incidental expenses. Incidental expenses shall include, but not be limited to, the cost of any rental equipment required for removal of the sign, administrative costs incurred to notify the property owner, or any candidate or committee responsible and any storage costs.

(2) The City shall provide written notification of its removal of a temporary non-commercial sign to any candidate, candidate's committee, or ballot measure committee responsible for its placement. The written notification shall inform that said sign has been removed and is available for pick-up at the City's Corporation Yard. All temporary non-commercial signs removed shall be stored in the City Corporation Yard and may be destroyed by the City if not claimed within fifteen (15) days of the written notification to the candidate, candidate's committee, or ballot measure committee. For purposes of this subsection, notification shall be deemed to have been provided upon the delivery of the notification letter addressed to the candidate, candidate's committee, or ballot measure committee to the United States Post Office.

(3) Any person claiming a sign so removed by the City may have the sign released upon the payment of any fees incurred for removal of such sign. Signs not picked-up within fifteen (15) days of notification shall be destroyed and the responsible owner of the property, or any candidate, candidate's committee or ballot measure committee shall be billed for the actual costs of the removal. The City may recoup such costs by any reasonable means available.

(i) Appeal Procedures,

(1) Any person aggrieved by any action of the City, may appeal such action, in writing, to the City Council within five (5) days of any written notification by the City of the impending removal of a sign or summary removal. The appeal shall be submitted to the City Clerk and shall state the reasons for the requested appeal.

(2) Upon receipt of an appeal, the City Clerk shall schedule the matter for hearing at the next available City Council hearing for which a quorum is present. The City Clerk shall provide the appellant with written notice concerning the hearing date and time. The City Council shall determine the appeal at a hearing held on the appointed date and time. The decision of the City Council on the matter shall be final unless appealed to a court of competent jurisdiction. Any such appeal shall be processed by the City in accordance with California Code of Civil Procedure §1094.8, or its successor statute or regulation.

[History: ORD. 649, 7/12/06, ORD, 651, 9/26/06; ORD. 738, 1/14/15; ORD__, __/__/16]

ARTICLE 7. CMC SECTION 4.07.230 ADDED.

4.07.230 Severability

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this code is declared invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of this subchapter.

[ORD __, __/__/16]

ARTICLE 8. 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 9. 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 10. EFFECTIVE DATE.

This ordinance including the vote for and against the same shall be posted in the office of the City Clerk and on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and shall 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 May 11, 2016, and duly adopted at a regular meeting of said City Council held on _____, 2016 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest:

Caitlin Corley, City Clerk



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

**AN ORDINANCE ADDING COLMA MUNICIPAL CODE SECTION 2.05.030 RELATED TO
 GARDENING EQUIPMENT NOISE LIMITATIONS**

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

ARTICLE 1. CMC SECTION 2.05.030 ADDED.

Section 2.05.030 is added as follows:

2.05.030 Gardening Equipment Noise Limitation.

The use of mechanically powered non-construction gardening type equipment including but not limited to lawn mowers, weed whackers and leaf blowers are prohibited in a residential neighborhood or within 500 feet of a residential unit except during the following hours:

- Monday – Friday: 8:00 AM – 7:00 PM
- Saturday, Sunday and Holidays: 9:00 AM – 5:00 PM

[History: ORD. 732, 12/11/13; Ord. ###, date]

ARTICLE 2. 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 3. 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 4. 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.

Certificate of Adoption

I certify that the foregoing Ordinance No. ____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on May 11, 2016 and duly adopted at a regular meeting of said City Council held on May ____, 2016 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk

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

**AN ORDINANCE AMENDING COLMA MUNICIPAL CODE CHAPTER 4.01
RELATED TO BUSINESS REGISTRATIONS PURSUANT TO
CEQA GUIDELINE 15061(b)(3)**

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

ARTICLE 1. CMC SECTION 4.01.050 AMENDED.

Section 4.01.040 shall be and hereby is amended as follows:

(b) *Time to Register.* The owner or operator of each business to which this ordinance applies must file a registration statement within thirty days of first becoming covered by this ordinance, and not later than January 31 each year thereafter.

(f) *Tax Payment Due; Delinquent Dates.* All registration taxes due hereunder shall be paid in advance, in the lawful money of the United States of America, at the office of the City Clerk of the Town of Colma, and shall be due and payable, and delinquent as follows:

(3) Annual registration, due on January 1 and delinquent at 5:00 P.M. on January 31 of each year.

ARTICLE 2. 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 3. 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 4. 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.

Certificate of Adoption

I certify that the foregoing Ordinance No. ____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on May 11, 2016 and duly adopted at a regular meeting of said City Council held on May ____, 2016 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Kathleen Gallagher, Sustainability Program Manager
 Brad Donohue, Director of Public Works
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 25, 2016
 SUBJECT: Beverage Container Recycling Payment Program

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AUTHORIZING SUBMITTAL OF CALRECYCLE APPLICATION FOR PAYMENT
PROGRAMS AND RELATED AUTHORIZATIONS

EXECUTIVE SUMMARY

The attached resolution authorizes the Town to apply for funding from the California Department of Resources Recycling and Recovery (CalRecycle), a division of the California Natural Resources Agency. CalRecycle annually administers programs to provide funding to local governments for establishing beverage container recycling and litter abatement programs. This funding assists municipalities in providing a variety of activities including beverage container collection, litter clean-up, advertising, and recycling education along with purchasing fixtures that are made from recycled plastic containers.

FISCAL IMPACT

The costs associated with CalRecycle payment program are funded entirely by award monies received through CalRecycle's City/County payment program (Town's allotment is \$5,000). There will be no impact to the Town's General Fund.

BACKGROUND

Certain beverage containers within California carry a California Redemption Value (CRV), which is a value collected by beverage retailers at the point of sale and remitted to CalRecycle. Beverage purchasers may choose to redeem their CRV at CalRecycle certified redemption centers. The CRV program began prior to the widespread adoption of curbside recycling collection programs, and currently a portion of the CRV collected is not redeemed by individuals. In acknowledgment that communities expend funds to collect recyclable materials, CalRecycle provides a portion of the unredeemed CRV funds to communities that provide

curbside recycling programs. Each year the Town receives approximately \$5,000 from the program.

ANALYSIS

CalRecycle is required to establish procedures governing the administration of their payment programs such as the Beverage Container City/County Payment Program. CalRecycle's Beverage Container City/County Payment Program distributes funds to jurisdictions specifically for beverage container recycling and litter cleanup activities. Examples of programs that can be funded from this payment program include the purchase of outdoor recycling collection containers or the purchase indoor recycling containers.

Each year the Town receives approximately \$5,000 from the program. In previous years, CalRecycle simply remitted the funds to cities. Now, however, the state's internal auditors are requiring the following process, all recipients must:

- Submit an approved resolution authorizing designated staff to request funding for this program;
- Provide authorized signatures with submittal of each funding request and expenditure report; and
- Submit an expenditure report with supporting documentation for program funds expended.

Council Adopted Values

The City Council is demonstrating responsibility in funding certain recyclable programs and the purchasing of recyclable goods with the monies that are granted to the Town through the Beverage Grant Recycling payment Program.

Sustainability Impact

Participation in the Beverage Container Grant Program will allow the Town help fund public education, litter prevention outreach efforts and support of various industries through purchasing goods that are made from recycle plastic containers.

Alternatives

The City Council could not approve the attached resolution. Doing so is not recommended, however, because the Town would not be able to apply for this funding source.

ATTACHMENTS

- A. Resolution

**RESOLUTION NO. 2016-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING SUBMITTAL OF CALRECYCLE APPLICATION FOR
PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS**

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

1. Background

- (a) Pursuant to Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and
- (b) In furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and
- (c) CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

2. Order

- (a) NOW, THEREFORE, BE IT RESOLVED that the Town of Colma is authorized to submit an application to CalRecycle for any and all payment programs offered; and
- (b) BE IT FURTHER RESOLVED that the City Manager, or his designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment; and
- (c) BE IT FURTHER RESOLVED that this authorization is effective until rescinded by the Signature Authority or this governing body.

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Certification of Adoption

I certify that the foregoing Resolution No. 2016-## was duly adopted at a regular meeting of said City Council held on _____, 2016 by the following vote:

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Caitlin Corley, City Clerk
 VIA: Sean Rabé, City Manager
 MEETING DATE: May 25, 2016
 SUBJECT: 2016 General Municipal Election

RECOMMENDATION

Staff recommends that the City Council Adopt:

RESOLUTION CALLING AND GIVING NOTICE OF THE GENERAL MUNICIPAL ELECTION
 TO BE HELD ON NOVEMBER 8, 2016, FOR THE ELECTION OF THREE CITY COUNCIL
 MEMBERS, AND RELATED MATTERS.

EXECUTIVE SUMMARY

The terms of three Council Members expire this year and these three 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 three offices. The General Municipal Election can be consolidated with the Statewide General Election to be held on Tuesday November 8, 2016. 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 2016-17 Proposed Budget contains \$2000 for election activity. The 2014 election cost the Town \$1405; that election included only two Council Member positions. A budget of \$2000 will likely be sufficient for this year since this election will have three 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 three positions are open for election this year.

ANALYSIS

The proposed resolution would:

1. Call and give notice of the General Municipal Election to elect three 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 8, 2016; 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 18, 2016.

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 8, 2016.

ATTACHMENTS

- A. Resolution

**RESOLUTION NO. 2016-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 8, 2016, FOR THE ELECTION OF THREE 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 8, 2016.

(b) The offices of three 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 8, 2016 for the purpose of electing three 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 8, 2016.

(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 conduct of the election for the Town of Colma at the General Municipal Election to be held on November 8, 2016.

(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 8, 2016 for the purpose of electing three council members.

(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, all in compliance with Elections Code 10418.

(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. 2016-xx was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 25, 2016, by the following vote:

///

///

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

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Michael P. Laughlin, AICP, City Planner
VIA: Sean Rabé, City Manager
MEETING DATE: May 25, 2016
SUBJECT: 1670-1692 Mission Road – Mercy Housing EIR Scoping

RECOMMENDATION

Staff recommends that the City Council: (1) receive a presentation from staff and the environmental consultant regarding the scope of the Environmental Impact Report (EIR) for a future project at 1670-1692 Mission Road; (2) take testimony from members of the public; and (3) direct staff and the consultant to include environmental issues to be potentially addressed in the EIR.

EXECUTIVE SUMMARY

The Town, as lead agency for the project, in conjunction with the Town's environmental consultant, MIG/TRA, determined that an EIR is required for this project. One aspect that is requiring this level of heightened review is the presence of historic structures on the property associated with Holy Cross Cemetery. The consultant is in the process of preparing the environmental document which will provide analysis of a broad range of environmental topics as listed below. The scoping meeting is an opportunity for the public, City Council and agencies to recommendations on environmental topics that should be analyzed by the consultant in the EIR. The City Council should not state any opinions about the proposed project during this time and should save all opinions, positive or negative, about the project until a future City Council meeting. The purpose of this agenda item is solely to receive and provide input on the scope of environmental review to be included in the EIR.

FISCAL IMPACT

None

ANALYSIS

Environmental Process Information

Whenever a jurisdiction determines that an EIR is required for a project, the California Environmental Quality Act (CEQA) requires that a Notice of Preparation of an EIR be prepared to allow for agencies and the public to comment on potential environmental topics and issues that should be studied in the report. A scoping meeting is encouraged to allow for verbal comments.

The San Mateo County Housing Authority (Housing Authority) is preparing an Environmental Assessment (EA) under the National Environmental Policy Act (NEPA) because the applicant, Mercy Housing, is seeking federal funding through the U.S. Department of Housing and Urban Development (HUD). The Housing Authority is the local agency responsible for implementing HUD's NEPA requirements. Thus, the Town of Colma is the lead agency under CEQA and the Housing Authority is the lead agency under NEPA and a joint EIR/EA is being prepared.

The purpose of the environmental scoping process under the State CEQA Guidelines is to provide a means for the public and other public agencies to provide "early input" in identifying and articulating any specific environmental concerns or environmental items to be studied in the environmental document. The process can be a successful tool for bringing all interested parties to the table and provide an opportunity for environmental issues to be raised early in the planning process. A Notice of Preparation is the notice that initiates interagency dialogue and is required once an EIR is found to be necessary by the lead agency, which in this case is the Town of Colma. The Office of Planning and Research holds The State Clearinghouse (SCH), which coordinates the distribution of environmental documents prepared to State agencies for their review and comment. The Town sent out a Notice of Preparation on May 19, 2016 to the neighbors within a 300' radius, all parties that have expressed interest in the project through the three open houses held by the applicant, and all applicable public agencies. The notice was also posted on the Town's 3 bulletin boards and is posted on the Town's website. The comment period ends on June 20, 2016.

CEQA reviews all potential environmental effects of a project, which are broken down into categories that include:

- Aesthetics;
- Agricultural resources;
- Air quality;
- Biological resources;
- Cultural resources;
- Geology and soils;
- Hazards and hazardous materials;
- Hydrology/water quality;
- Land use/planning;
- Mineral resources;
- Noise (construction and long term);
- Population/housing;
- Public services and recreation;
- Transportation/traffic;
- Utilities/services systems; and
- Mandatory findings of significance.

Next Steps in Environmental Review

Once the Draft EIR document is completed, there will be a 45 day review and comment period on the document. The consultant and staff will then prepare written responses to any comments received during the comment period. A Final EIR will be prepared. The Final EIR will then require certification by the City Council prior to taking any action on the project. Finally, a Notice of Determination is filed with the County Clerk after a decision is made on the project.

It is anticipated that the EIR will be available for review later this summer, and a hearing or hearings on the project will occur this fall.

Project Overview

Mercy Housing has submitted an application for an affordable housing project for Veterans. The project is referred to as Veteran's Village. The applicant proposes to construct a 66-unit building (65 one bedroom units and 1 two bedroom unit) on a 2.23 acre site on Mission Road in the northwest corner of Holy Cross Cemetery. The site is triangular in shape and is defined on its west side by Mission Road, on its east side by an access road to a BART ventilation structure, and on the north by a shared boundary with Cypress Lawn Cemetery. Currently, the site is the location of Baca's Racing Engines & Machine Shop, which is housed in the old pump building, and some of the land is used for the storage of automobiles. A few unused buildings exist on site, including a reservoir, two well houses, and a carpenter's shop, all of which date back to when the site was used to irrigate Holy Cross Cemetery. A copy of project plans is included as Exhibit A.

The project will include the construction of a three-story residential building. The materials and color palette of the new building include a variety of cladding materials and muted colors to respond to both the historic pump building and the light industrial context of Mission Road. Alternating bays of cement plaster (muted maroon and beige) and fiber cement siding (pale green and gray) articulate the street frontage along Mission Road and are punctuated by an entry breezeway that provides a visual connection to the courtyard beyond. The third floor corridor unites the building elevation along Mission Road using a corrugated metal siding (gray). As the building steps down adjacent to the pump house, a fiber cement board and batten siding with a decorative random pattern is used to highlight the one-story social hall and building entry.

The historic Holy Cross Cemetery pump house will be rehabilitated as part of the project and may be used either as storage space or a community space for the residents of Veterans Village. The rehabilitated pump house may include a workshop space, a bicycle storage area, storage and a maintenance room. The other four buildings and structures are proposed to be removed.

The rehabilitation of the pump house will include removing an existing modern metal roll up door on the west façade, removal of non-historic interior partition walls and removal of modern doors on the east façade. The existing multi-pane windows will be retained and repaired or, if too deteriorated to repair, will be replaced with windows matching the size and design of the existing windows. The concrete floor will be resurfaced to meet accessibility requirements. Existing exposed concrete interior structural features including wall, beams and columns will remain.

The new building will be located on the portion of the site that is north of the pump house. The building massing is articulated on the first floor by a breezeway that separates the building into two sections that are bridged by a corridor on the second and third floors. The building steps down along Mission Road both at the north end adjacent to the parking area (two stories) and at the south end at the social hall adjacent to the pump house (one story). The massing of the building wraps around two distinct inner courtyards for residents. The southern courtyard integrates the new and historic buildings with an entry trellis that curves around the social hall and leads to the main building lobby. The paved courtyard – with outdoor seating, a barbeque,

and a fire pit – also provides access to the pump house main entry. The northern courtyard is a more private, secluded area and includes outdoor seating, a water feature and a fire pit between the two building wings.

An L-shaped parking lot – with spaces for 34 cars – will be located in the north end of the site, adjacent to the Cypress Lawn East cemetery; access to this lot will be from both Mission Road and the BART access road. A second parking lot along the east side of the site has 35 spaces which will be accessed directly from the BART access road.

The portion of the site south of the pump house will contain a paved patio, a community garden, and a dog park. Paved sidewalks will connect the development's outdoor spaces, buildings, and parking lots. The public sidewalk along Mission Road will be improved.

One of the mature deodar cedar trees to the north of the pump house will remain; all of the other existing trees and vegetation on the site will be removed as part of the construction. Rows of new trees will be planted along each of the site's three sides; these will include street tree species along the east and west sides and evergreen species along the north boundary and around the northeast corner, as a way to buffer views to and from the adjacent Cypress Lawn cemetery and BART ventilation structure. The courtyard and garden spaces around the pump house will include accent trees to provide color and interest while retaining visibility.

The Town of Colma requires a tree removal permit for all trees over 12" in diameter proposed for removal. The application includes a request to remove 45 trees of various types and sizes over 12" in diameter. The conceptual landscaping plan submitted with the application includes the planting of over 110 new trees.

Council Adopted Values

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

Alternatives

None

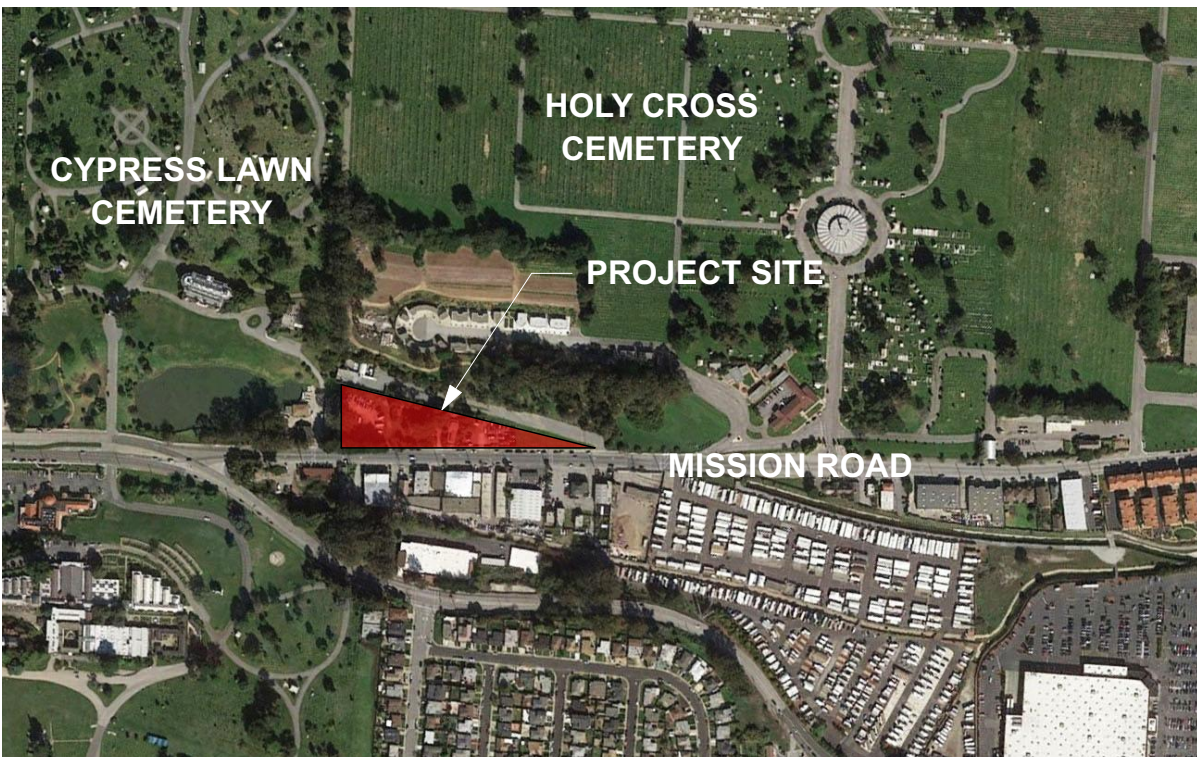
CONCLUSION

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

ATTACHMENTS

- A. Project Plans

VICINITY MAP



PROJECT DESCRIPTION

The Veterans Village is a 66 unit affordable housing community in Colma. The 2.23 acre site is situated between Cypress Lawn and Holy Cross cemeteries along Mission Road and includes a new two/ three story residential building and the preservation of the historic pump building for use by residents. Two large residential courtyards, a garden area and a dog park are also planned as part of the development. 69 parking spaces are provided through two parking areas, one adjacent to Cypress Lawn Cemetery and another along the BART access road behind the garden areas.

The massing of the new residential building steps down to a spacious one story social hall adjacent to the pump building, where an entry trellis guides residents and visitors into an entry courtyard and the main lobby of the building. The pump building will be preserved and enhanced as a workshop space and bicycle storage area for use by residents, with new storefront glazing to reinforce the visual relationship between the residential building, the social courtyard, the exposed concrete volume of the pump building and the gardens beyond.

The building also steps down to two stories as it meets the parking area that borders Cypress Lawn Cemetery and the maintenance buildings along it's northern edge. Landscaping will screen views to and from the adjacent cemetery, as well as to the BART ventilation structure to the east of the site.

PROJECT DIRECTORY

DEVELOPER
Mercy Housing
1360 Mission Street #300
San Francisco, CA 94103
Tel: 415.355.7116
Contact: Michael Kaplan
Email: mkaplan@mercyhousing.org

ARCHITECT
Van Meter Williams Pollack
333 Bryant Street, Suite #300
San Francisco, CA 94107
Tel: 415.974.5352
Contact: Rick Williams, Principal
Laura Shaglov, Architect
Email: laura@vmwp.com

LANDSCAPE ARCHITECT
Bruce Jett Associates
2 Orinda Theater Square, Suite 218
Orinda, CA 94563
Tel: 925.254.5422
Contact: Bruce Jett
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CIVIL ENGINEER
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738 Alfred Nobel Dr.
Hercules, CA 94547
Tel: 510.724.3388
Contact: Chris Wood
Email: chris@lukassociates.com

PLANNING SUMMARY

GENERAL PROJECT DATA					
ADDRESS	1670-1692 MISSION ROAD				
APN	011-370-220				
ZONING	(C) COMMERCIAL				
PARCEL AREA (SQ. FT)	97,263	SQ. FT.			
PARCEL AREA (ACRES)	2.23	ACRES			
TOTAL UNITS	66	UNITS			
FLOOR & LOT AREA CALCULATIONS		REQUIRED		PROPOSED	
DENSITY (UNITS/ACRE)	22	MAX.		30	(W/ 35% DENSITY BONUS)
BUILDING AREA	SEE AREA TABLE SHEET A3.0				
FLOOR AREA RATIO	1.00	MAX.		0.67	
LOT COVERAGE	50%	MAX.		27%	
SETBACKS & HEIGHT					
BUILDING A (66 UNITS)					
FRONT SETBACK	5'-0"	MIN.		9'-8"	
SIDE SETBACK	5'-0"	MIN.		9'-11 1/2"	
REAR SETBACK	5'-0"	MIN.		17'-8"	
HEIGHT	40'-0"			36'-4"	ROOF RIDGE
BUILDING B (EXISTING)					
FRONT SETBACK	-			± 0'-8"	EXISTING TO REMAIN
SIDE SETBACK	-			± 36'-11"	EXISTING TO REMAIN
REAR SETBACK	-			± 4'-1"	EXISTING TO REMAIN
HEIGHT	-			± 24'-7"	EXISTING TO REMAIN
OPEN SPACE					
VEHICULAR PAVING	17,298	SQ. FT.			
COMMON OPEN SPACE	53,965	SQ. FT.			
PARKING					
VEHICULAR PARKING	69	1 PER UNIT, (4 ACCESSIBLE)			
RESIDENT BICYCLE PARKING	66	1 PER UNIT			
GUEST BICYCLE PARKING	4				

SHEET INDEX

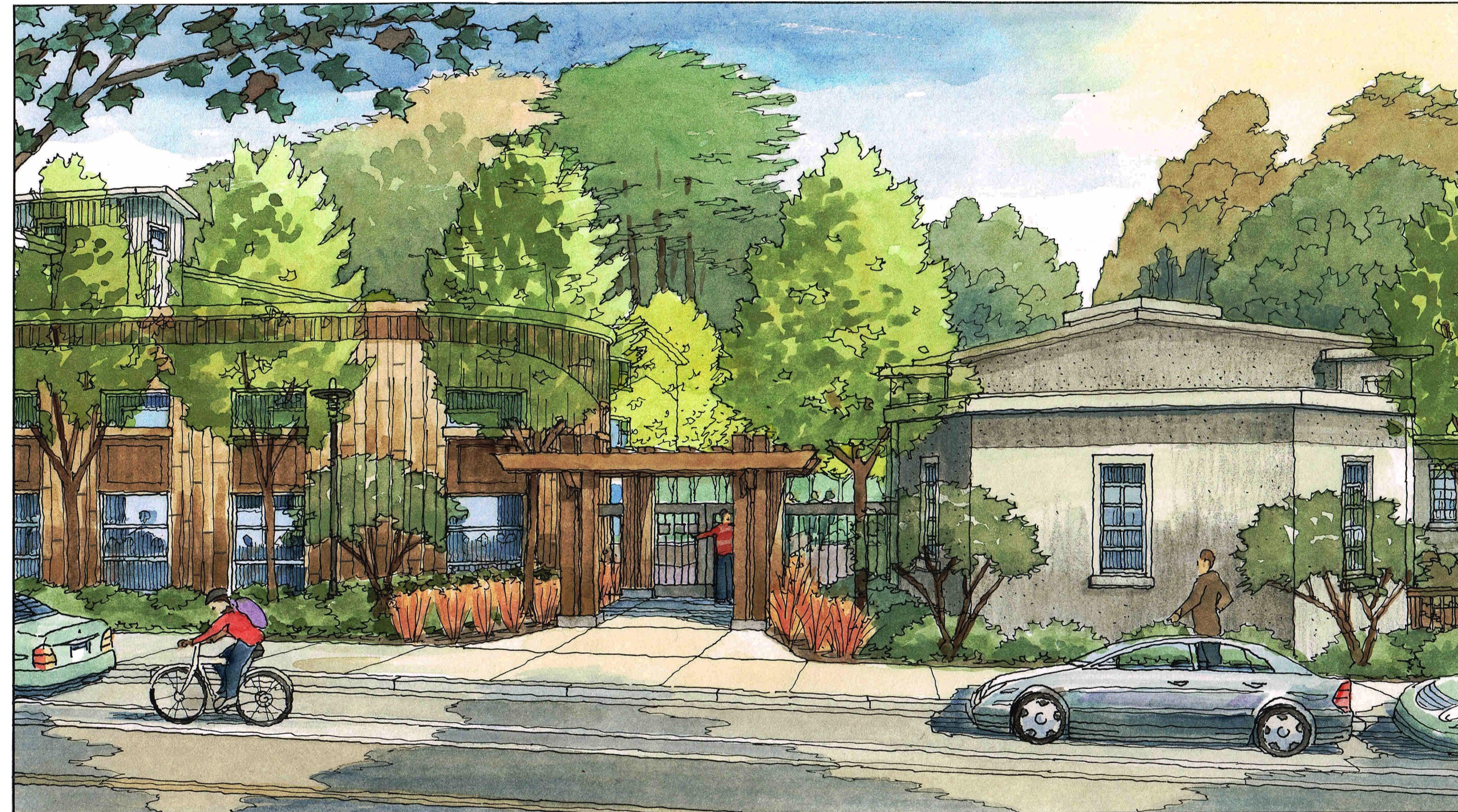
GENERAL			
A0.0	COVER SHEET	L1.6	PARTIAL LIGHTING PLAN
A0.1	PERSPECTIVE VIEWS	L2.0	SECTIONS
A0.2	PERSPECTIVE VIEWS	L2.1	SECTIONS
A0.3	EXISTING SITE CONDITIONS	L3.1	PARTIAL PAVING PLAN
A1.0	PROPOSED SITE PLAN & PROJECT DATA	L3.2	PARTIAL PAVING PLAN
A1.1	EXISTING/DEMO SITE PLAN	L4.0	DETAILS
A1.2	EXITING DIAGRAMS	L4.1	DETAILS & IMAGES
A1.3	FIRE APPARATUS ACCESS DIAGRAM	L6.1	PARTIAL PLANTING PLAN
-	SURVEY	L6.2	PARTIAL PLANTING PLAN
-	SURVEY	L6.3	DETAILS - PLANTING
CIVIL		ARCHITECTURAL	
C4.1.1	PRELIMINARY GRADING PLAN	A2.01	EXISTING/DEMO PUMP BUILDING
C4.1.2	PRELIMINARY GRADING PLAN	A2.02	PROPOSED PUMP BUILDING
C5.1	PRELIMINARY UTILITY PLAN	A2.1	GROUND FLOOR PLAN
C5.2	PRELIMINARY UTILITY PLAN	A2.2	SECOND FLOOR PLAN
C6.1	PRELIMINARY STORMWATER TREATMENT PLAN	A2.3	THIRD FLOOR PLAN
C6.2	PRELIMINARY STORMWATER TREATMENT PLAN	A2.4	ROOF PLAN
C7.0	PRELIMINARY EROSION CONTROL PLAN	A3.1	EXTERIOR ELEVATIONS
LANDSCAPE		A3.2	EXTERIOR ELEVATIONS
L0.1	GENERAL NOTES & LEGEND	A4.1	TYPICAL UNIT PLANS
L1.1	PARTIAL SITE PLAN	A5.1	DETAILS
L1.2	PARTIAL SITE PLAN	A5.2	MATERIALS & COLORS
L1.5	PARTIAL LIGHTING PLAN		



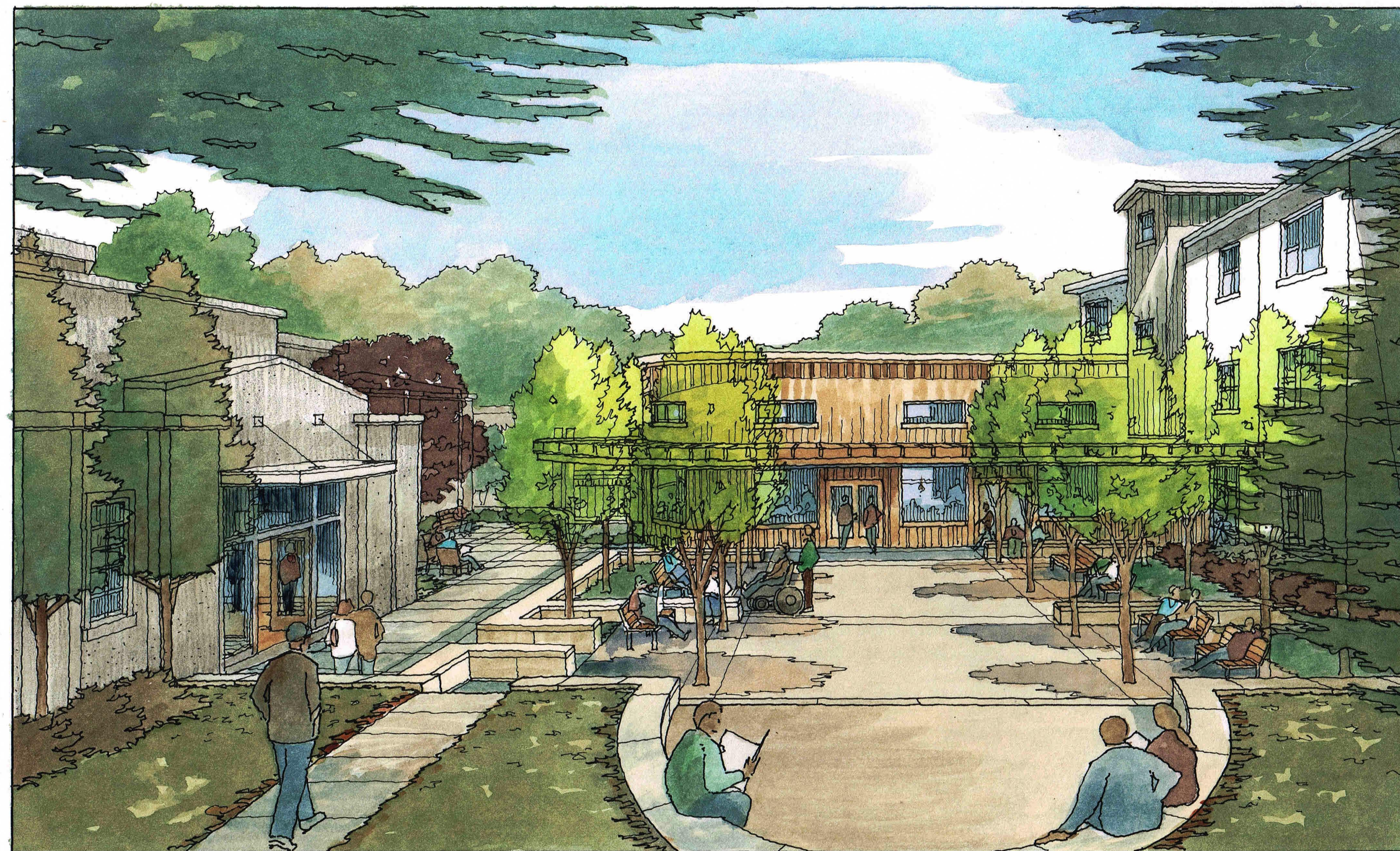
2
A-0.1
VIEW NORTH ON MISSION ROAD



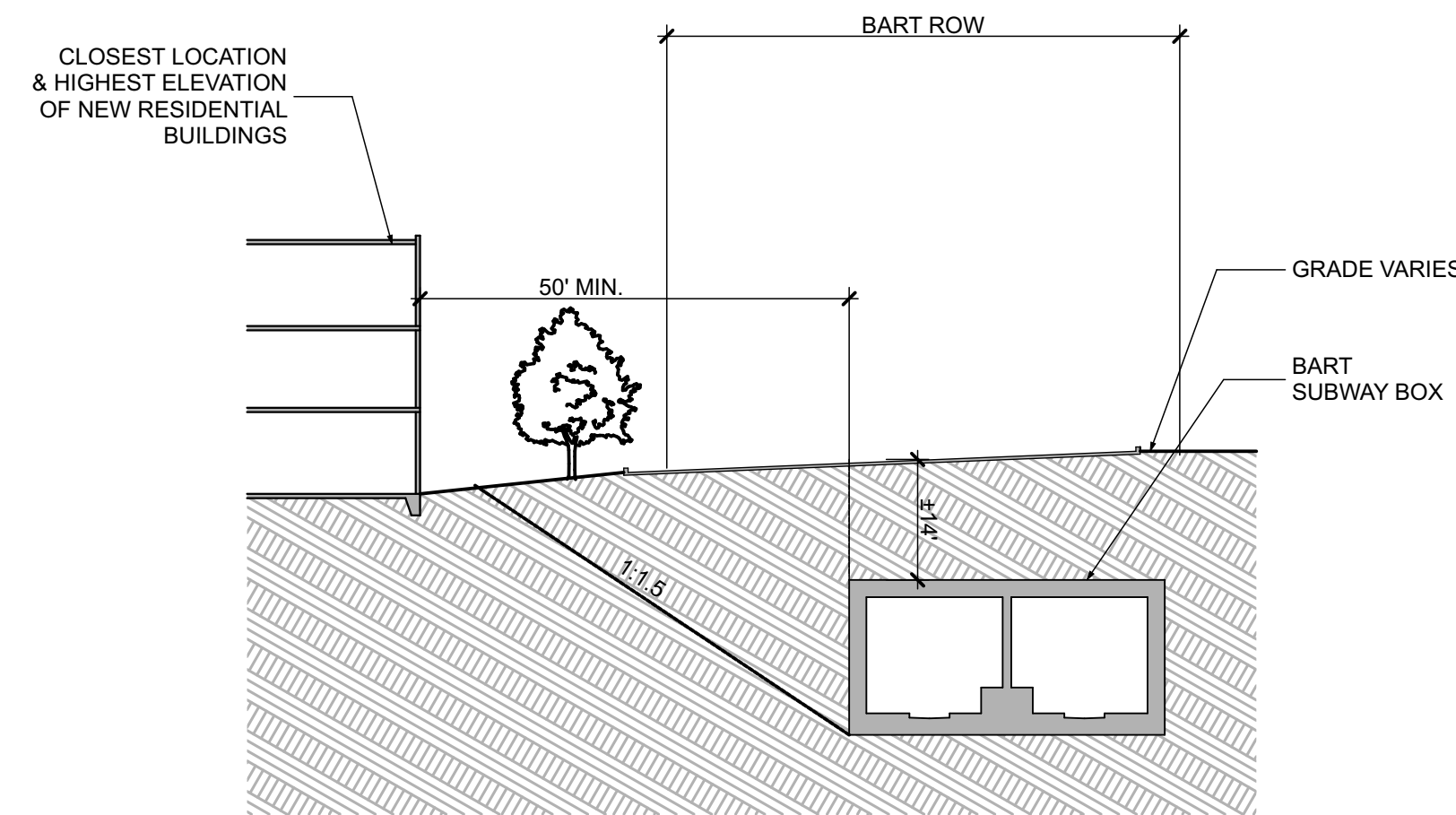
1
A-0.1
VIEW SOUTH ON MISSION ROAD



2
A-0.2
VIEW OF MAIN ENTRANCE FROM MISSION ROAD



1
A-0.2
VIEW OF COURTYARD AT PUMP BUILDING & SOCIAL HALL



BUILDING AREA

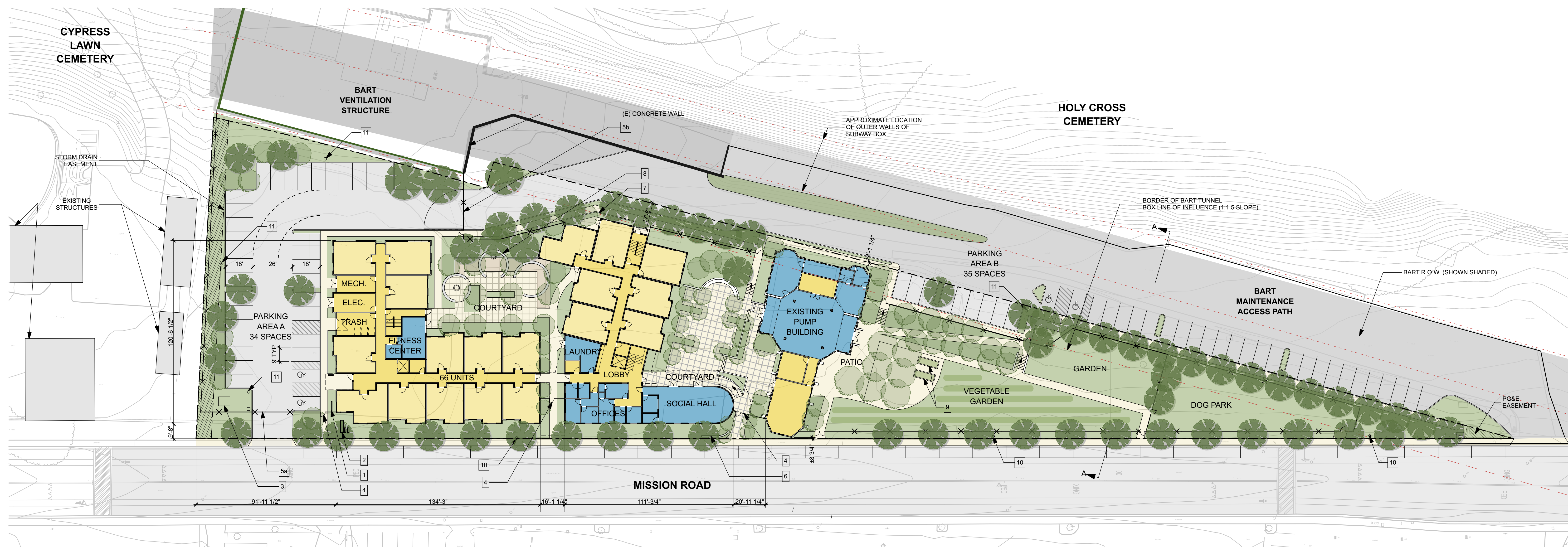
	NUMBER OF UNITS			SQUARE FOOTAGE				
	BUILDING A			BUILDING A				PUMP BUILDING
	STUDIOS	1 BEDROOMS	2 BEDROOMS	RESIDENTIAL GROSS	COMMON	CIRCULATION/ UTILITY*	TOTAL BLDG. A	COMMON
	0.0%	98.5%	1.5%					
3RD FLOOR		22	1	14,753	346	4,051	19,150	
2ND FLOOR		24		15,374	0	4,408	19,782	
GROUND FLOOR		19		11,982	3,531	5,381	20,894	5,106
SUBTOTAL	0	65	1					
TOTALS		66		42,109	3,877	13,840	59,826	5,106

SHEET NOTES

- 1 GAS METER
- 2 BACK FLOW PREVENTERS
- 3 PAD MOUNTED TRANSFORMER
- 4 ENTRY GATE W/ PERFORATED ALUMINUM PANEL
- 5a MOTORIZED SLIDING VEHICLE GATE
- 5a MOTORIZED SWING VEHICLE GATE
- 6 LOW CONCRETE WALL WITH BUILDING SIGNAGE, SEE A5.1
- 7 CONCRETE RETAINING WALL, SEE CIVIL DRAWINGS
- 8 CONCRETE SEAT WALLS, SEE LANDSCAPE DRAWINGS
- 9 RAISED ACCESSIBLE PLANTERS
- 10 EXISTING HYDRANT
- 11 PARKING POLE LIGHT FIXTURE, SEE A5.1. SEE LANDSCAPE DRAWINGS FOR SITE FIXTURES & A2.1 FOR EXTERIOR BUILDING FIXTURES

LEGEND

- PROPERTY LINE
- - - BART TUNNEL LINE OF INFLUENCE
- - - OUTER WALLS OF SUBWAY BOX
- × (N) METAL FENCE, S.L.D.
- ♿ ACCESSIBLE PARKING SPACE
- ▨ EASEMENT, SEE SURVEY
- RESIDENTIAL
- CIRCULATION/MAINTENANCE
- COMMON AREAS



1 SITE PLAN
A-1.0



SCALE: 1" = 30'

VETERANS VILLAGE | A-1.0 SITE PLAN & PROJECT DATA

COLMA, CA | 2/22/16 | MERCY HOUSING | #1502

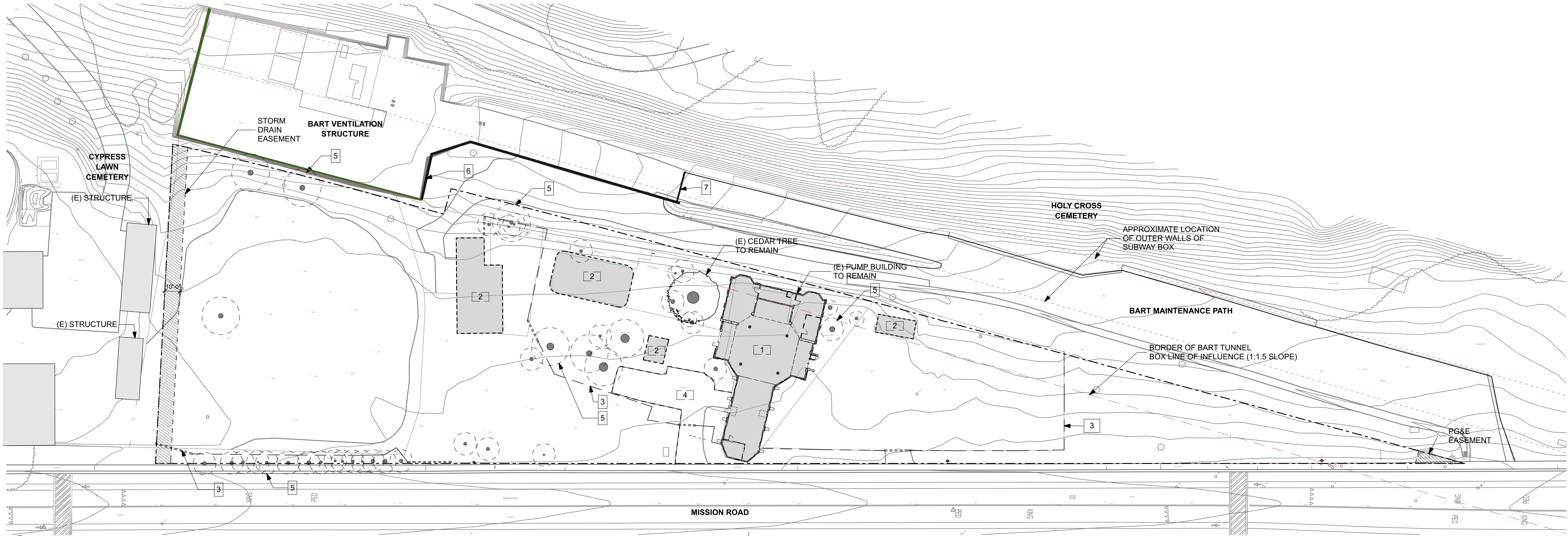
**VAN METER
WILLIAMS
POLLACK** LLP

SHEET NOTES

- 1 (E) PUMP BUILDING TO REMAIN
- 2 (E) STRUCTURES TO BE DEMOLISHED
- 3 (E) FENCES & GATES TO BE DEMOLISHED
- 4 ASPHALT PARKING AREA TO BE DEMOLISHED
- 5 ALL TREES TO BE DEMOLISHED UNLESS OTHERWISE NOTED
- 6 (E) CONCRETE WALL
- 7 (E) BART MAINTENANCE ACCESS GATE

LEGEND

- PROPERTY LINE
- BART TUNNEL LINE OF INFLUENCE
- OUTER WALLS OF SUBWAY BOX
- (E) TREE TO BE REMOVED
- (E) TREE TO REMAIN, S.L.D.
- EASEMENT, SEE SURVEY



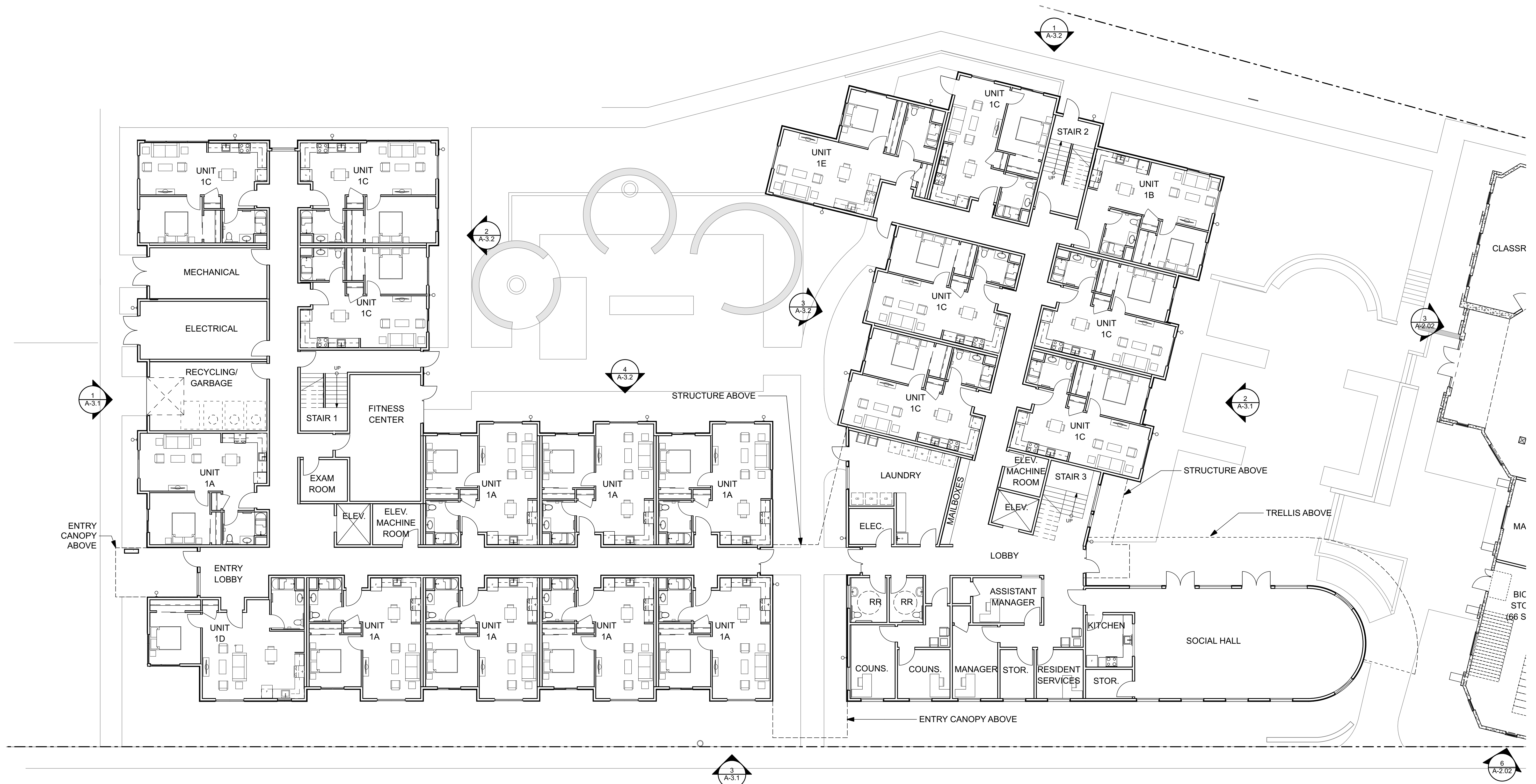
1
A-1.1
EXISTING/DEMO SITE PLAN

SCALE: 1" = 30'



LEGEND

○ WALL MOUNTED LIGHTING FIXTURE,
BOTTOM OF FIXTURE 7' AFF.
SEE LANDSCAPE DRAWINGS
FOR SITE FIXTURES.



1
A-2.1
GROUND FLOOR PLAN

SCALE: 3/32" = 1'-0"

0 5.33' 10.67' 21.33'

VETERANS VILLAGE | A-2.1 GROUND FLOOR PLAN

COLMA, CA | 2/22/16 | MERCY HOUSING | #1502

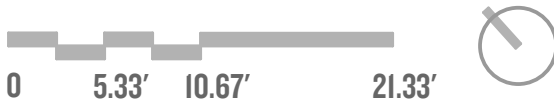
**VAN METER
WILLIAMS
POLLACK** LLP



1
A-2.2

SECOND FLOOR PLAN

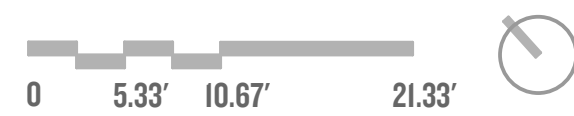
SCALE: 3/32" = 1'-0"





1
A-2.3
THIRD FLOOR PLAN

SCALE: 3/32" = 1'-0"



COLORS

- A

KELLY MOORE HLS4279 "BRITISH KHAKI"
- B

KELLY MOORE KM5764 "MENDOCINO HILLS"
- C

KELLY MOORE KM4427 "RADRAKSHA BEADS"
- D

KELLY MOORE KM5268 "RARE FIND"
- E

KELLY MOORE KM5826 "VOLCANIC ROCK"
- F

BARRIDGE "CHARCOAL GREY"

MATERIALS & SYSTEMS

- 1

CEMENT PLASTER
- 2

HORIZONTAL CEMENT BOARD SIDING
- 3a

FIBER CEMENT BOARD & BATTEN SIDING, BATTENS EVENLY SPACED
- 3b

FIBER CEMENT BOARD & BATTEN SIDING, BATTENS RANDOMLY SPACED
- 4

FIBER CEMENT PANEL
- 5

CORRUGATED SIDING
- 6

CORRUGATED METAL ROOF
- 7

FIBERGLASS COMPOSITION SHINGLE ROOF
- 8

ALUMINUM STOREFRONT SYSTEM
- 9

WOOD TRELLIS
- 10

ALUMINUM WINDOW
- 11

EXPOSED CONCRETE BASE
- 12

COVERED ENTRY STRUCTURE W/ STEEL POST
- 13

CONCRETE SEAT WALLS
- 14

METAL GATE WITH ALUMINUM PERFORATED PANEL
- 15

WOOD SLAT WALL WITH BENCH
- 16

SCUPPER AND DOWNSPOUT
- 17

GUTTER AND DOWNSPOUT
- 18

ALUMINUM SUNSHADE
- 19

PTAC (HVAC) LOUVER
- 20

CONCRETE LOW WALL W/ ENTRY SIGNAGE, SEE A5.1



3
A-3.1
WEST ELEVATION

SCALE: 3/32" = 1'-0"



2
A-3.1
SOUTH ELEVATION

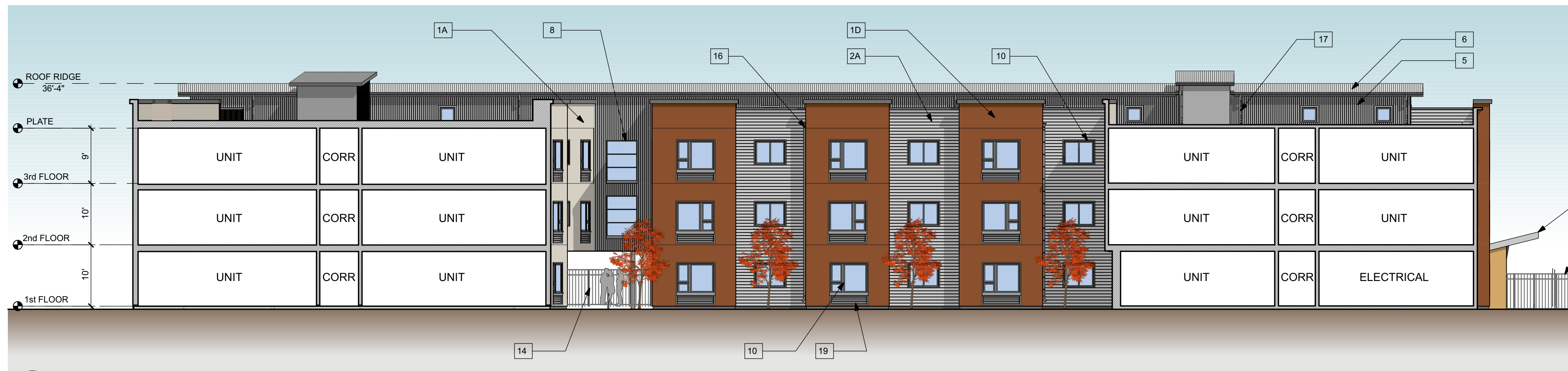
SCALE: 3/32" = 1'-0"



1
A-3.1
NORTH ELEVATION

SCALE: 3/32" = 1'-0"

0 5.33' 10.67' 21.33'



4
A-3.2
EAST ELEVATION COURTYARD

SCALE: 3/32" = 1'-0"

COLORS

- | | |
|--|--------------------------------------|
| A KELLY MOORE HLS4279 "BRITISH KHAKI" | D KELLY MOORE KM5268 "RARE FIND" |
| B KELLY MOORE KM5764 "MENDOCINO HILLS" | E KELLY MOORE KM5826 "VOLCANIC ROCK" |
| C KELLY MOORE KM4427 "RADRAKSHA BEADS" | F BARRIDGE "CHARCOAL GREY" |

MATERIALS & SYSTEMS

- | | |
|--|---|
| 1 CEMENT PLASTER | 12 COVERED ENTRY STRUCTURE W/ STEEL POST |
| 2 HORIZONTAL CEMENT BOARD SIDING | 13 CONCRETE SEAT WALLS |
| 3a FIBER CEMENT BOARD & BATTEN SIDING, BATTENS EVENLY SPACED | 14 METAL GATE WITH ALUMINUM PERFORATED PANEL |
| 3b FIBER CEMENT BOARD & BATTEN SIDING, BATTENS RANDOMLY SPACED | 15 WOOD SLAT WALL WITH BENCH |
| 4 FIBER CEMENT PANEL | 16 SCUPPER AND DOWNSPOUT |
| 5 CORRUGATED SIDING | 17 GUTTER AND DOWNSPOUT |
| 6 CORRUGATED METAL ROOF | 18 ALUMINUM SUNSHADE |
| 7 FIBERGLASS COMPOSITION SHINGLE ROOF | 19 PTAC (HVAC) LOUVER |
| 8 ALUMINUM STOREFRONT SYSTEM | 20 CONCRETE LOW WALL W/ ENTRY SIGNAGE, SEE A5.1 |
| 9 WOOD TRELLIS | |
| 10 ALUMINUM WINDOW | |
| 11 EXPOSED CONCRETE BASE | |



3
A-3.2
SOUTH ELEVATION COURTYARD

SCALE: 3/32" = 1'-0"



2
A-3.2
NORTH ELEVATION COURTYARD

SCALE: 3/32" = 1'-0"



1
A-3.2
EAST ELEVATION

SCALE: 3/32" = 1'-0"





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager; Paul S. Rankin, Contract Finance Director
 MEETING DATE: May 25, 2016
 SUBJECT: FY 2016-17 Proposed Budget and Financial Plan

RECOMMENDATION

Staff recommends that the City Council provide direction on the proposed approach to the FY 2016-17 Proposed Budget. No formal action is required at this time.

EXECUTIVE SUMMARY

On April 27 staff provided the City Council and public with a preliminary overview of the Fiscal Year 2016-17 Budget. This report is the second study session before a final budget is presented for City Council adoption. The proposed budget document includes additional line item detail for all revenues and proposed spending within each department.

Fiscal Year 2016-17 revenues in all funds are projected to be approximately \$17.02 million. Total expenditures for all funds are proposed at \$26.83 million, comprised of \$14.46 million in Operating Expenditures and \$12.37 million in Capital Projects. An additional \$853,170 in General Fund resources will be transferred to finance Capital Projects and debt service. Despite total expenditures exceeding current year revenue (because of significant capital project expenditures, which are being financed from planned reserves and COP proceeds) the current year operating budget is balanced and includes a \$1.7 million surplus. This surplus is proposed to be maintained for future discussions of Town liabilities.

This report also provides a recommendation to utilize a portion of the projected Fiscal Year 2015-16 reserves to establish a Vehicle Replacement Fund. Addressing the liabilities can be done at this time while continuing to maintain a sound reserve in accordance with established Town policies.

FISCAL IMPACT

The FY 2016-17 Proposed Budget appropriates \$17.02 million in resources. In addition to the appropriation for current year activities there will also be an appropriation to "reserves" in all funds except the Police Grant – COPS Fund.

As noted above, preliminary recommendations are to have the Town Council utilize a portion of the General Fund surplus to address retirement unfunded liabilities. The FY 2016-17 Proposed Budget includes the contribution of the full Actuarial Required Contribution (ARC) to the OPEB-Retiree Medical Trust Fund. This expense is approximately \$493,000 more than if the Town only

budgeted the expected “pay-as-you-go” liability. Following the April 27, 2016 meeting, this cost was allocated to all operating departments with staff.

BACKGROUND

The Town’s fiscal year starts on July 1st and ends on June 30th. During the year the Finance Division works with department heads to address funding issues and monitor expenditures. Staff presented a Mid-Year Budget Review to the Council and the public at the February City Council Meeting. That report provided Council with a review of expenses and revenues halfway through the fiscal year.

During March and April, Consulting Finance Director Paul Rankin and I met with department heads to review the Town’s fiscal status and to provide direction on budget preparation. Generally, departments were requested to prepare status-quo budget proposals, keeping expenditures and service levels even with FY 2015-16 (with the exception of personnel-related costs that departments have no control over, such as medical insurance and retirement costs). This is the same approach taken in FY 2015-16. Some personnel changes are being recommended in the City Manager Department, as outlined in the Analysis section below.

The FY 2016-17 Proposed Budget before you is meant to provide the City Council and public with an opportunity to discuss the annual spending plan based on the additional detail provided in the document.

The format of several summary pages in the document has been revised compared to past budgets. For example, a single page summary captures Revenue, Expenditures, and Transfers by Fund for Fiscal Year 2016-17. The new format also includes line item appropriations for Capital Projects and narratives in the Operating Budget identify when the funding source is other than the General Fund. As noted earlier, retiree medical costs are allocated among all operating departments with staff. Prior budgets recorded all retiree medical costs in the City Manager Department, which provides less transparency regarding the true costs of operating departments. The FY 2016-17 Proposed Budget also includes the Appropriations Limit calculation, which must be made available to the public for 15 days prior to its adoption by the Council.

At the April 27, 2016 review of the Preliminary Budget there were not any significant requests made regarding desired changes to the initial document. The final FY 2016-17 Proposed Budget will also incorporate changes based on Council’s direction tonight. The final review and discussion on the final FY 2016-17 Proposed Budget will occur during a public hearing to be held at the June 8, 2016 City Council meeting. At the conclusion of the public hearing, the Council takes action on the budget. The Town is required by law to adopt a budget by June 30th of each year.

ANALYSIS

Budget Preparation Approach

Each department was asked to keep its budget request as close to the FY 2015-16 budget as possible. Departments were not asked to absorb medical insurance or other benefit cost increases. Because it represents the most significant portion of the City’s operation, the focus of this portion of the analysis is on General Fund Revenues and Expenditures.

Revenues

Revenues are projected to be approximately \$17.02 million. Staff met in early May with the Town's sales tax consultants. Based on actual retail sales through December 2015, the preliminary estimate remains unchanged.

The largest single revenue is Sales Tax which in FY 2016-17 represents 64 percent of the total General Fund revenue. Sales Tax in FY 2016-17 is expected to decrease by approximately \$400,000 (or 4 percent) compared to the current year. This reflects both economic factors as well as one-time revenue resulting from changes in the State distribution process.

Cardroom Taxes are the second largest source representing 23 percent of General Fund revenue. In terms of Cardroom taxes, the budget assumes that these will remain flat from current estimates.

All other General Fund revenue sources are generally estimated to be comparable to the current Fiscal Year.

Operating Budget Expenditure Highlights

Nearly all of the Town's operating expenditures are recorded in the General Fund. The two exceptions are Traffic Signal Maintenance (funded by Gas Tax revenue) and the Police Community Services activity (funded by the State COPS grant).

The Budget Overview section of the FY 2016-17 Proposed Budget includes a summary of expenditures by Department. The Budget Detail section of the document includes each line item of expenses. Each Department Budget includes a narrative section identifying significant changes in the FY 2016-17 Proposed Budget compared to the FY 2015-16 Budget. The following are some of the key deviations Council should be aware of:

- Increases occur throughout all Departments reflecting adjustments to benefits. As the collective bargaining process is underway, the budgeted salaries are baseline with only adjustments made for scheduled movement within a pay range based on tenure and performance. Adjustments to salaries will also impact benefit costs based on salaries.
- Benefit cost increases for retirement are being phased in by CalPERS. The Economic Assumptions portion of the FY 2016-17 Proposed Budget discusses the magnitude of the changes.
- OPEB Retiree costs are allocated among operating Departments. The narrative section of each Department discusses the impact. The OPEB costs include an estimate of the current year premium costs plus a contribution to the OPEB Trust to fund an amortized payment towards the unfunded liability.
- The FY 2016-17 Proposed Budget continues to include a fully-staffed Police Department as funded in the FY 2015-16 Budget.
- Additional changes to staffing are discussed later in this report.
- The water conservation incentive program sewer subsidy is funded at \$80,000.
- Sewer revenues are assumed at 100 percent of actual cost, less the water conservation program subsidy.
- Debt service payments are included in the FY 2016-17 Proposed Budget based on the schedule established with the Town Hall COP debt.

Staffing Changes

The FY 2016-17 Proposed Budget includes the following staffing changes to the City Manager's Office and Recreation Department:

- Elimination of the part-time Senior Project Manager in the City Manager Office. This position assisted in the procurement of garbage and cable franchises in Fiscal Year 2015-16.
- A new Administrative Services Director position is proposed, with the position allocated 75 percent in Recreation and 25 percent in the City Manager's Office in the initial year.

The FY 2016-17 Proposed Budget staffing chart and Department Narratives reflect these proposed staffing changes. The total net change in Full-Time Equivalent (FTE) positions is a reduction of 0.25 FTE. The staffing presented only reflects actual Town Employees and does not calculate the staffing obtained as professional services from other public agencies and private firms.

Non-Profit Donation Requests

The FY 2016-17 Proposed Budget provides a total of \$95,000 in non-profit funding (spread between the City Council Department and General Services Activity). While this appears to be a decrease of \$1,800 from FY 2015-16, two non-profits that the Town has funded in the past through the non-profit process – InnVision Shelter Network (\$3,000) and HIP Housing (\$5,000) – are now funded through the Planning Division. This has been done because both are required to be funded through the Town's Housing Element. Thus, the FY 2016-17 Proposed Budget includes a net increase of \$6,200 in the City Council Department budget for non-profit donations. Council will allocate the funding after the final FY 2016-17 Proposed Budget has been approved.

Fund Transfers

The FY 2016-17 Proposed Budget includes transfers from the General Fund in the amount of \$853,170. Of this amount \$303,170 will be transferred to the Debt Service Fund based on the scheduled principal and interest payments and estimated administrative costs. The Capital Project Fund is scheduled to receive \$550,000 from the General Fund for new capital projects.

Fund Balance Highlights

The FY 2016-17 Proposed Budget is balanced with current year resources, including scheduled fund transfers. Further, it is projected that all of the committed and assigned reserves will be maintained in accordance with the policy currently in place. Staff is recommending that the Retiree Medical Reserve line item be eliminated from the policy because the Town is now funding an Irrevocable Trust. Staff will bring that change forward at a later date.

Based on the current projections and without any additional use of general fund reserves in Fiscal Year 2015-16, the following table displays the projected Fund Balance:

Estimated General Fund Reserves FY 2016-17		
Committed	Debt Reduction	600,000
	Retiree Healthcare	N/A*
	Budget Stabilization	14,015,000
Assigned	Litigation	100,000
	Insurance	100,000
	Disaster Response and Recovery	750,000
Sub-Total Committed / Assigned		15,565,000
Unassigned		8,763,780
Total		24,328,780

The actual contribution from excess revenue in Fiscal Year 2016-17 is expected to be \$1.7 million, which increases the Unassigned balance to approximately \$8.76 million. Staff will recommend the City Council adopt the final FY 2016-17 Proposed Budget with this surplus to be placed in reserves, with the understanding that staff will provide the Council with additional information related to unfunded retirement liabilities. It is financially prudent to balance the use of current year reserves between reductions of long-term liabilities and on-going costs. Staff believes this topic would benefit from a more in-depth informational report to be presented after the budget is adopted.

Fiscal Year 2015-16 Contribution To Fund Balance

As part of the evaluation of the projected Fund balance it is also appropriate to consider the estimated contribution to Fund Balance generated from 2015-16 General Fund revenue in excess of expenditures. The current estimate is that Fiscal Year 2015-16 revenue will be \$520,588 more than budgeted and expenses will be approximately \$928,000 less than the adopted budget.

The most significant contributions to the result with revenue is the final State Sales Tax distribution under the "triple-flip" formula and sewer revenue both exceeded the amount originally budgeted. The expenditure budgetary savings is made up of a variety of factors. Some of the more significant areas include: City Attorney services under a restructured arrangement are expected to be \$150,000 under budget; Police Department savings amount to approximately \$194,000 (largely from overtime savings as well as vacancies and changes in staff); approximately \$134,000 in savings in the Maintenance Division (largely due to restructuring of the supervisor duties with Town staff); and approximately \$220,000 in savings in the Planning Department based on workload.

Given this set of circumstances, staff is recommending that the City Council consider establishment of a Vehicle Replacement Fund prior to the end of the current fiscal year. Staff proposes the initial funding would be \$600,000. This would be used as a deposit to establish a reserve for future fleet replacements. Annual charges would be made from department operating budgets beginning in Fiscal Year 2017-18 based on the estimated remaining life. In order to implement this item, staff will present to the City Council a budget amendment for the Fiscal Year 2015-16 Budget sometime in June. This action would also reduce the \$8.7 million Unassigned Reserve by \$600,000.

Capital Improvement Program

Capital Project Appropriations are different than operating expenses in several ways. Capital Project expenses can fluctuate significantly from year to year; the timing of expenses may span more than one year; and Capital Project expenses often reflect significant investment infrastructure. In the past, the Town of Colma has been able to spare discretionary General Fund resources to complete capital projects.

The formal accounting for the contribution of General Fund resources is proposed to be shown in its entirety at the start of the project. For example, all General Fund and COP fund resources are currently held in a capital fund to complete the Town Hall Renovation Project based on approved appropriations. The CIP Funds would hold the funds until the project is completed or the Council directs a change in the programming of the funds. Excess funds available at the completion of a project are transferred out of the capital fund to the original contributing fund.

As presented to the Council in April, the FY 2016-17 Proposed Budget includes new appropriations of \$790,000 for Capital Improvement Projects. Included in this amount is \$60,000 for a police motorcycle proposed to be funded by an Office of Traffic Safety grant and \$180,000 for a new street sweeper to be funded through Measure M. Neither funding source has been awarded at this time, and if the funding does not materialize the expenditures will need to be considered in a future year. The CIP also includes \$40,000 for the purchase of a new minivan for the Recreation Services Department. As discussed in April, staff anticipates presenting an updated comprehensive 5 Year Capital Improvement Plan later this year.

Other Funds

It is appropriate to also note the status in the FY 2016-17 Proposed Budget of other Special Revenue Funds. The following provides highlights of activities in each of the funds:

- Gas Tax – Total estimated revenue is \$45,200 and expenses are estimated to be \$25,000 for traffic signal and street light maintenance. The projected June 30, 2017 fund balance is \$45,199. Staff is recommending that these restricted reserves be considered for programming on an appropriate project as part of the 5 Year CIP update.
- Measure A Transportation Tax – Total estimated revenue is \$51,250 and no expenditures are programmed as part of the FY 2016-17 Proposed Budget. The projected June 30, 2017 fund balance is \$110,647. Staff is recommending that these restricted reserves be considered for programming on an appropriate project as part of the 5 Year CIP update.
- Police COPS Grant – Revenue is estimated at \$164,050, which includes a \$60,000 competitive grant to purchase a police motorcycle. Operating expenditures for Police Community Services are proposed at \$122,290 and Capital expenditures are proposed at \$60,000. The FY 2016-17 Proposed Budget reduces current COPS fund reserves by \$18,240. The projected June 30, 2017 fund balance is \$56,171.

REASONS FOR THE RECOMMENDED ACTION

Providing multiple opportunities for public discussion of the Town's FY 2016-17 Proposed Budget and Financial Plan allows an opportunity for staff to evaluate and incorporate any new items that may not be included in the baseline budget.

COUNCIL ADOPTED VALUES

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

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

CONCLUSION

Staff is requesting comments from the Council and the public on the FY 2016-17 Proposed Budget during the May 25, 2016 Study Session. A public hearing will be held on June 8, 2016.

Staff is prepared to answer any questions you may have.

ATTACHMENTS

- A. FY 2016-17 Proposed Budget





TOWN OF COLMA

FY 2016-17 Proposed Budget

Mayor Diana Colvin
Vice Mayor Helen Fiscaro
Council Member Raquel "Rae" Gonzalez
Council Member Joseph Silva
Council Member Joanne F. del Rosario





Colma Profile



COMMUNITY PROFILE

Town of Colma

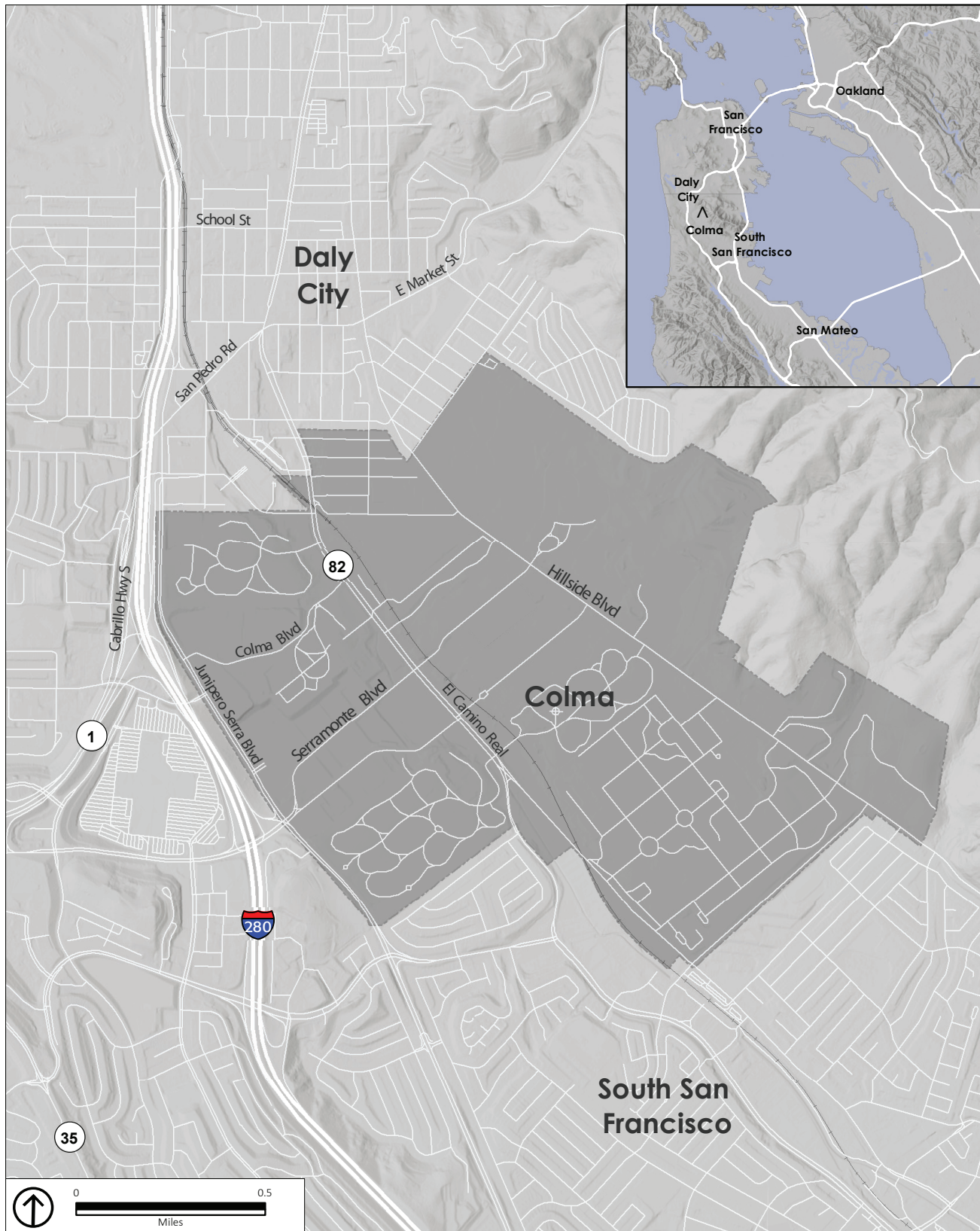
UNIQUE SERVICES PROVIDED TO RESIDENTS:

- RECREATION PROGRAMS AT 25-60% OF COST FOR ADULTS AND 15-30% OF COST FOR YOUTH AND SENIORS
- STORM WATER DISCHARGE FEES AT NO COST
- FREE BASIC CABLE
- ANNUAL TOWN PICNIC AT NO COST
- ANNUAL TOWN ADULT HOLIDAY PARTY AT 13% OF COST



The Town of Colma known worldwide as the “City of Souls,” is the smallest city in San Mateo County with 1,509 residents and 1.5 million “souls.” However, Colma is more than just 16 cemeteries. Colma’s commercial buildings make a distinct architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-paved residential streets and ornamental street lamps to its restored historical museum and railroad depot located at its 5,500 square foot Community Center. The state-of-the-art Police Station complements the architecture of the historic and charming Town Hall across the street. Within its two square mile boundary, the Town enjoys a strong tax base with two shopping centers, one of Northern California’s most complete collections of car dealerships, and a cardroom. There are two BART stations nearby.

Regional and Local Location Map



Source: PlaceWorks, 2015.

 City Limit

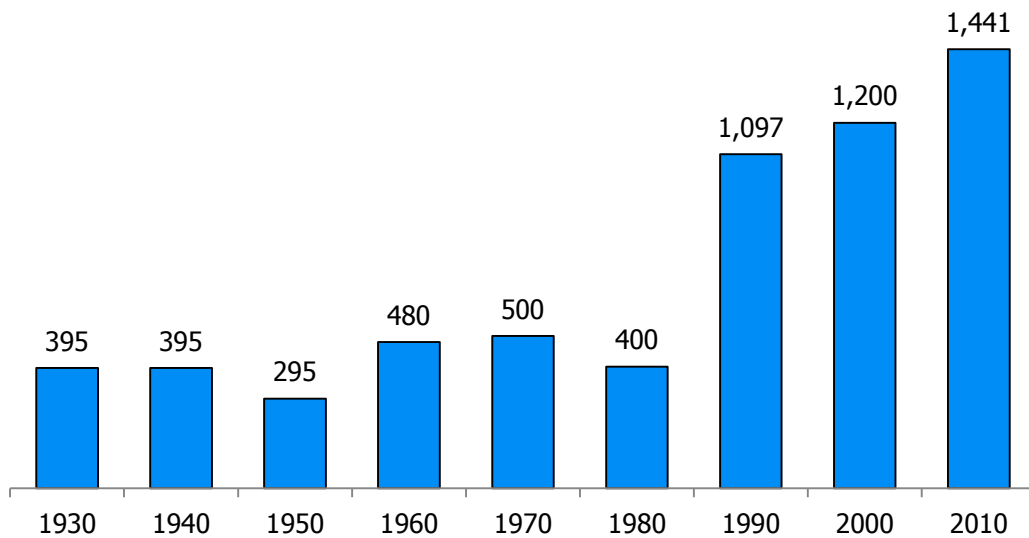
About Colma

Early settlers arrived in Colma nearly 150 years ago. They built a community at the base of the San Bruno Mountains with farms, a school and cemeteries.

Neighboring San Francisco passed an ordinance in 1902 prohibiting all interments within its boundaries. The rapidly growing city looked south to San Mateo County for the land it needed, and in 1924 this search led to the incorporation of the cemeteries established a quarter of a century earlier, as the City of Lawndale.

Over the years, businesses and a small residential district grew around the cemeteries. In 1941, the U.S. Postal Officials requested that the name be changed because there was another city in Southern California named Lawndale. At that time the name was changed to the Town of Colma. Current population is estimated to be 1,509.

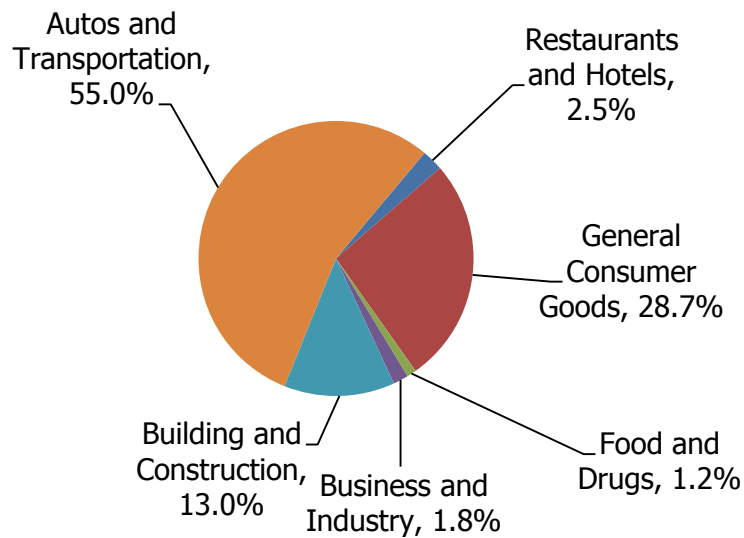
Population History



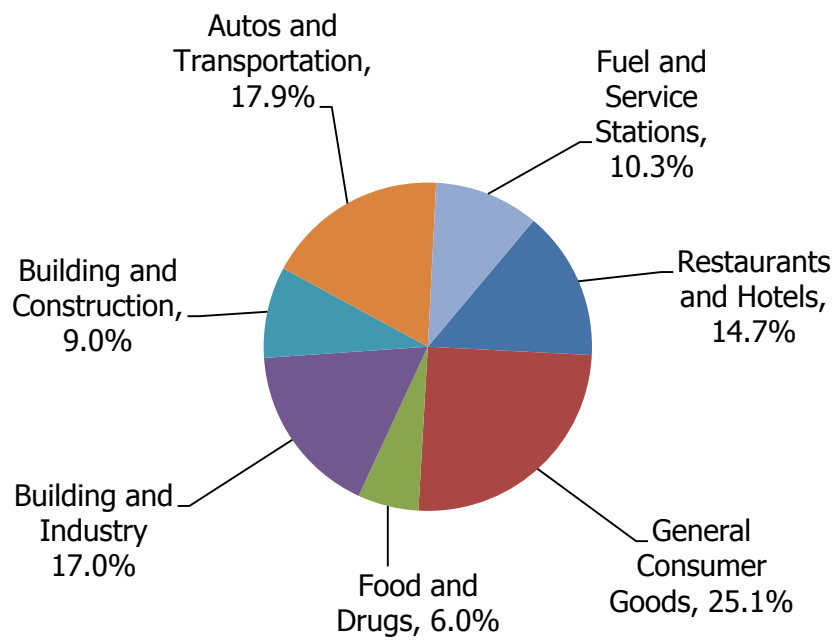
Note: Population increased in 1986 due to an annexation of existing housing units to the Sterling Park neighborhood.

2015 Sales Tax Comparison¹

Town of Colma

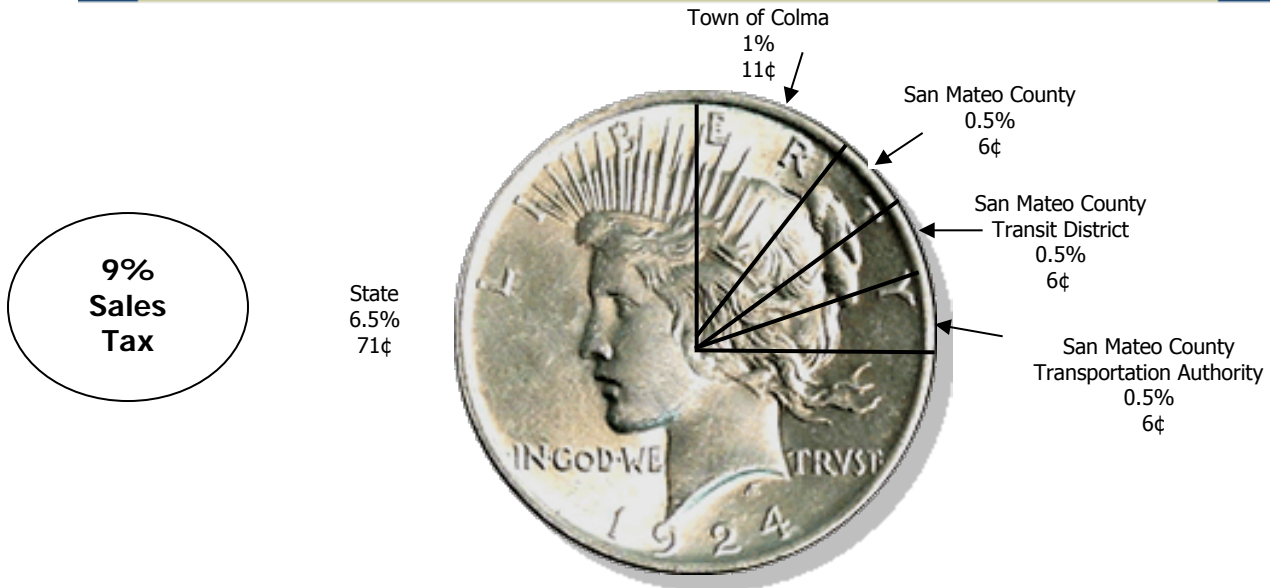


HdL Client Database Statewide



¹ From the HdL Companies.

Where Does My Sales Tax Dollar Go?



In FY 2016-17, the Town will receive approximately \$10.5 million in sales taxes.

Where Does My Property Tax Dollar Go?



For FY 2016-17, the Town of Colma will receive approximately \$441,000 in property taxes.

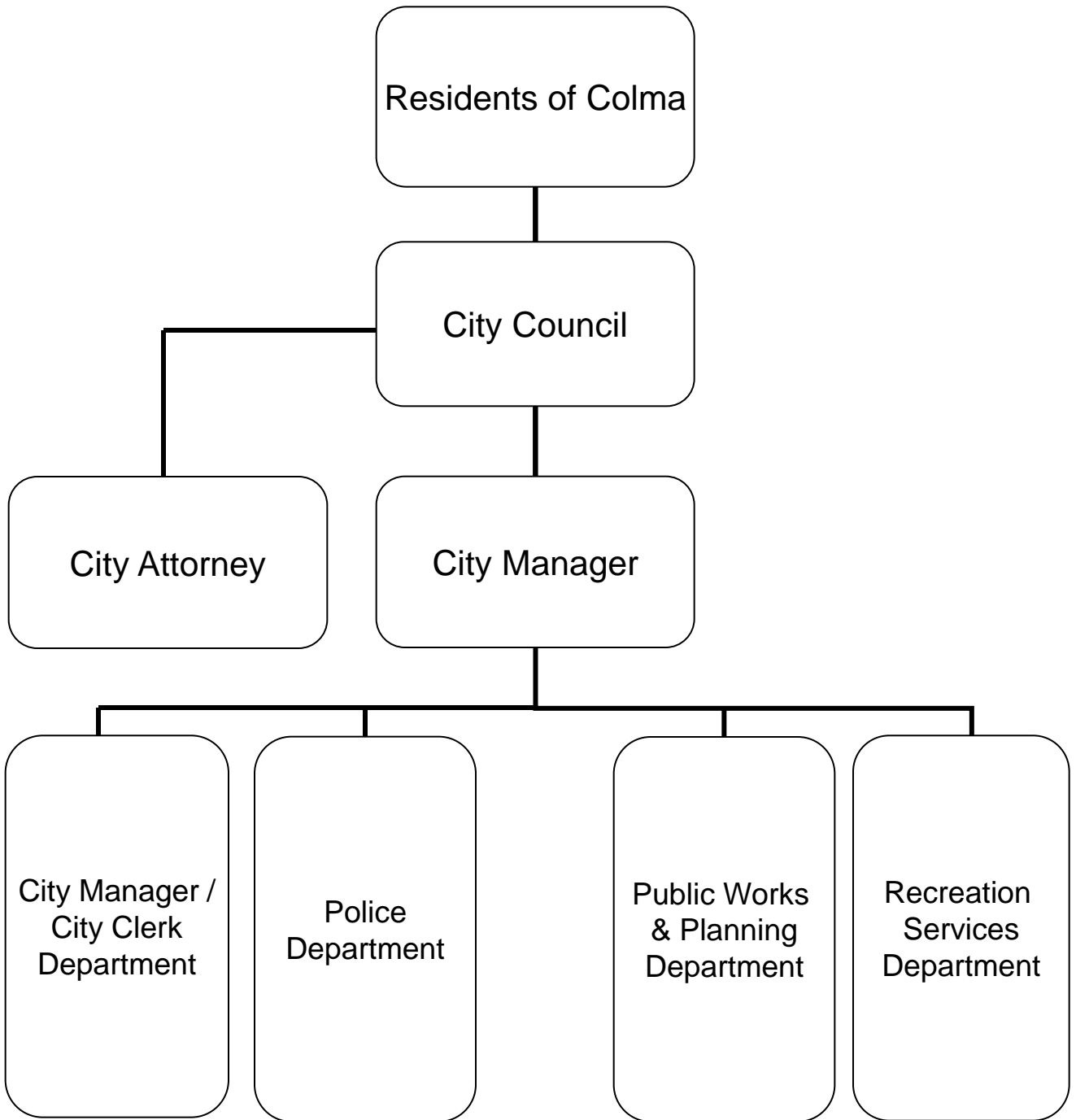
Colma Major Employers

Business Name	Number of Employees*	Business Type
Lucky Chances	575	Cardroom with Restaurant, Coffee Shop, Bar and Gift Shop
Target	274	Retail
Cypress Lawn	189	Cemetery
Home Depot	180	Retail
Serramonte Ford	173	Automobile Dealership
Home Depot Pro	171	Retail
Best Buy	120	Retail
Kohl's	112	Retail
Stewart Chevrolet & Cadillac	104	Automobile Dealership
Lexus of Serramonte	103	Automobile Dealership
Honda of Serramonte	98	Automobile Dealership
Nordstrom	82	Retail

* Based on currently issued business licenses as of 5/1/2016

Budget Overview

Town of Colma



FY 2016-17 DESCRIPTION OF FUNDS

The Town reports financial transactions in accordance with the principles of fund accounting. Separation of revenue and expenditures into unique funds provides additional control and demonstrates compliance required when the fund has specific restrictions on how it is used.

Governmental Funds

All of the funds reported as part of the Budget are classified as Governmental Funds. This category refers to funds used to account for activities which are primarily tax-supported operations or other mandatory payments and are virtually unique to government. Within this category, the Town uses the following fund types:

- **General** – This is the primary operating fund and accounts for all financial resources of the Town except those required to be accounted for in another fund. The expenditure and use of General Funds are discretionary to the extent there are not local policies or laws that impose any special conditions.

The General Fund is designated by the Town as Fund #11. In the FY 2016-17 Proposed Budget, the General Fund revenue is 97.4% of the total revenue. These resources are used to finance 96.9% of the annual operating expenditures. In addition, General Fund resources are transferred to the Capital Project and Debt Funds.

- **Special Revenues** – These funds account for the use of revenues that are legally restricted to expenditures for specific purposes. The following funds are Special Revenue funds for the Town of Colma:

Gas Tax – Gas Tax revenue collected by the State of California is partially distributed to cities and counties based on population and other factors. Gas Tax funds can only be spent on authorized activities related to the streets and roads.

The Gas Tax Fund is designated by the Town as Fund #21. In the FY 2016-17 Proposed Budget, the Gas Tax Fund revenue is 0.03% of the total revenue. The Traffic Signal and Street Lighting contract services will be funded with this source. Revenue in excess of expenditures in the amount of \$20,200 will be placed in reserves for appropriation towards a future eligible project.

Measure A – Measure A is administered by the San Mateo County Transportation Authority. This is a countywide voter-approved sales tax increase to improve transit and relieve congestion. A portion of the funds are distributed directly to cities on a per-capita basis.

The Measure A Fund is designated by the Town as Fund #22. In the FY 2016-17 Proposed Budget, the Measure A Fund revenue is 0.03% of the total revenue. No expenditures from this source are proposed in the current budget. Revenue in excess of expenditures in the amount of \$51,250 will be placed in reserves for appropriation towards a future eligible project.

Police Grants – Police Grants accounts for revenue associated with Police grants that have restricted uses. This includes an annual State distribution from the Supplemental Law Enforcement Services Fund (SLESF), which must be used

for front-line law enforcement activities. Other Police-related grants are also accounted for in this fund.

The Police Grant Fund is designated by the Town as Fund #29. In the FY 2016-17 Proposed Budget, the Police Grant Fund revenue is 1.0% of the total revenue. Expenditures from this fund are proposed to finance the majority of costs associated with Police – Community Services Division. Also, the FY 2016-17 Proposed Budget includes funding and expenditures associated with a pending Office of Traffic Safety (OTS) Grant. These funds are proposed to be used to replace an existing Police motorcycle. If the OTS grant is not awarded, then the vehicle capital expenditure will not occur in Fiscal Year 2016-17.

- **Capital Projects** – These funds are used to account for the improvement, construction, or acquisition of fixed assets such as buildings, facilities, equipment and roads.

Capital Project Fund – The Capital Project fund accounts for resources transferred from the General Fund to complete capital improvement projects. Capital Improvement Projects are assigned for non-operating projects in excess of \$10,000. Due to the nature of capital projects, expenditures for a single project may span more than one Fiscal Year.

The Capital Project Fund is designated by the Town as Fund #31. In the FY 2016-17 Proposed Budget, the Capital Project Fund will receive a transfer of \$550,000 from the General Fund to finance specific capital projects and \$180,000 from Measure M proceeds for a new street sweeper. When a project is complete, the City Council will authorize the transfer back to the General Fund of any unspent appropriations.

COP Town Hall Fund – The COP Town Hall capital fund accounts for project expenses which were financed by Certificate of Participation (COP) debt financing. The Town financed a portion of the Town Hall Renovation Project with borrowed funds and the remainder is funded by the Capital Project Fund. The COP Town Hall Fund is designated by the Town as Fund #33.

- **Debt Service** – This fund accounts for the payment of interest and principal associated with the 2015 Town Hall Renovation COP and related administrative expenses. This is the only debt the Town currently has outstanding. The source of funding is a transfer from the General Fund. Total amount proposed as a transfer in Fiscal Year 2016-17 is \$303,170. The Debt Service Fund is designated by the Town as Fund #43.

ECONOMIC ASSUMPTIONS FOR FY 2016-17

The FY 2016-17 Proposed Budget assumes the national, state and regional economies continue to improve slightly. Although the improvement is overall positive, due to one-time items and unique conditions, the comparison to the FY 2015-16 Amended Budget results in some deviations.

For FY 2016-17, the Town estimates General Fund revenues to be \$16.6 million, which is approximately \$221,000 less than General Fund revenues budgeted in the FY 2015-16 Amended Budget. However, updated estimates of General Fund Revenue for FY 2015-16 forecast that the total revenue will exceed the budget by approximately \$521,000. The largest contributing factors are one-time payments of sales tax and the collection of sewer service fees in excess of the original budget.

The majority of the other operating revenues are maintained relatively flat with the past year. The rate of inflation is an unknown element. The Town assumes that the inflation rate will remain stable and employee fringe benefit costs, most notably health care and pensions, will continue to outpace the overall rate of inflation.

The following assumptions were used in the preparation of this budget:

Revenues

- The sales tax revenue estimate is based on analysis provided by The HdL Companies, the Town's sales tax consultants. The estimate factors in any closed retailers plus projected retail growth based on industry categories. The two largest categories for the Town of Colma are Autos and Transportation and General Consumer Goods. In FY 2014-15 these categories accounted for approximately 74 percent of the local retail sales. The estimated percentage used for the two categories is 2.6 percent and 1 percent, respectively. Due to one-time changes in the distribution of sales tax occurring in FY 2015-16, the overall percentage increase compared to the FY 2015-16 estimate is approximately one-half percent.
- Cardroom tax revenue is estimated to be \$3.79 million which is \$60,000 less than the FY 2015-16 Amended Budget. This drop is partially attributable to the economic rebound (as sales tax revenue increases from the improving economy, cardroom taxes tend to decrease) and to increased competition in the surrounding areas. In the early months of 2016, the revenue appeared to be increasing, however it was uncertain if this trend would continue and the projected base was estimated based on the first six months of the Fiscal Year.
- Sewer fee revenue including the continuation of the Town's Water Conservation Incentive Program, are proposed at only \$10,000 more than the FY 2015-16 Amended Budget. This is less than estimated in FY-2015-16, due to decreased expenditures for these services.

Expenditures

- No cost of living adjustments have been included for employees, unless required by contract.

- Health benefits are based on a projected increase of 7.5 percent beginning January 1, 2017. Other health benefit costs are assumed flat.
- Payroll-related taxes are at the following rates: FICA at 6.2 percent of salary and Medicare at 1.45 percent of salary.
- California Public Employees Retirement System (PERS) costs are based upon the rates effective 7/1/2016. PERS is phasing in significant cost increases over a five year period and this is the second year. The rate varies based on the employee tenure and Tier assigned. The costs have a variable rate and a lump sum payment reflecting reductions in accrued liabilities. Total PERS costs based upon budgeted salaries are estimated to increase by \$87,000 in FY 2016-2017.
- In FY 2015-16, the Town made a contribution to an OPEB – Retiree Medical Trust which reflected only the Pay-Go estimate of current year premiums. In FY 2016-17 the Budget funds the full Actuarial Required Contribution (Pay-Go + Contribution To Reduce Liabilities). This results in an expense of approximately \$522,000 more than in FY 2015-16. In FY 2016-17, all Retiree OPEB costs are allocated to each Department based on the proportionate share of budgeted full-time salaries. In prior years 100 percent of the expense was recorded in the City Manager Department.
- All regular Full-Time positions are budgeted at the actual salary step and benefit plan for the incumbent.

HISTORICAL REVENUE SUMMARY BY FUND

FUND #	REVENUES	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
11	GENERAL FUND					
	Sales, Cardroom, Property & Other Taxes	10,971,296	14,801,930	14,993,400	15,425,400	15,034,200
	Licenses & Permits	93,633	138,877	304,300	310,720	149,050
	Fines & Forfeitures	66,611	65,785	60,250	66,000	68,000
	Use of Money & Property	615,754	425,686	437,702	438,000	427,402
	Revenue from Other Agencies	165,850	34,501	96,270	16,070	16,060
	Charges for Current Services	837,191	911,097	822,000	982,690	851,700
	Other Revenues	122,328	148,351	89,300	84,900	36,300
	TOTAL GENERAL FUND REVENUES	12,872,663	16,526,227	16,803,222	17,323,780	16,582,712
21	SPECIAL GAS TAX FUND					
	Use of Money & Property	-	669	-	500	500
	Revenue from Other Agencies	60,803	58,016	43,670	47,650	44,700
	TOTAL SPECIAL GAS TAX FUND	60,803	58,685	43,670	48,150	45,200
22	MEASURE A FUND (TRANSPORTATION TAX)					
	Use of Money & Property	-	453	-	500	500
	Revenue from Other Agencies-Measure A Tax	53,298	211,135	50,000	50,750	50,750
	TOTAL MEASURE A FUND	53,298	211,588	50,000	51,250	51,250
29	POLICE GRANTS FUND					
	Use of Money & Property	-	995	-	300	300
	Revenue from Other Agencies	90,966	104,306	126,950	126,950	163,750
	TOTAL POLICE GRANTS FUND	90,966	105,301	126,950	127,250	164,050
31	CAPITAL IMPROVEMENT FUND					
	County Grant (Measure M - Vehicle Reg Fee)	-	-	-	-	180,000
	TOTAL CAPITAL IMPROVEMENT FUND	-	-	-	-	180,000
33	COPs CAPITAL IMPROVEMENT FUND					
	Interest Income	-	-	-	8,000	-
	Proceeds from Debt Issuance	-	-	-	5,102,497	-
	TOTAL COPs CAPITAL IMPROVEMENT FUND	-	-	-	5,110,497	-
43	COPs DEBT SERVICE FUND					
	Interest Income	-	-	-	100	-
	Proceeds from Debt Issuance	-	-	-	150,000	-
	TOTAL COPs DEBT SERVICE FUND	-	-	-	150,100	-
TOTAL REVENUE ALL FUNDS *		13,077,730	16,901,801	17,023,842	22,811,027	17,023,212

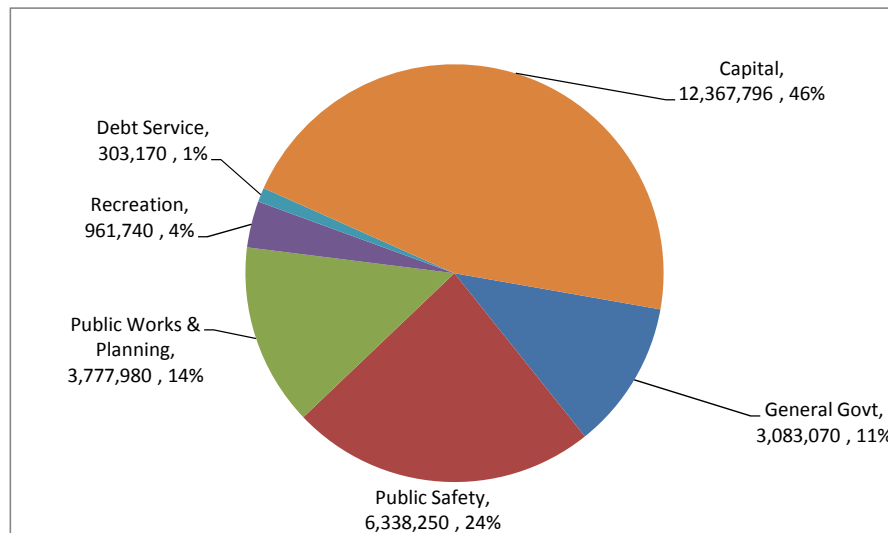
*Excludes Transfers In

HISTORICAL EXPENDITURE SUMMARY BY FUNCTION / DEPARTMENT (ALL FUNDS)

FUNCTION / DIVISION-DEPARTMENT	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
OPERATING EXPENDITURES					
General Government					
110 - CITY COUNCIL	220,645	219,830	239,561	228,150	266,290
120 - CITY TREASURER	7,964	3,475	-	-	-
130 - CITY ATTORNEY	388,159	257,606	401,000	250,000	310,000
140 - CITY MANAGER/CITY CLERK ADMIN	972,972	1,946,766	1,188,831	1,203,340	785,980
141 - HUMAN RESOURCES	195,791	191,146	239,627	236,270	246,660
150 - FINANCE	257,819	314,975	412,661	375,170	455,290
151 - GENERAL SERVICES	930,774	970,137	1,028,790	944,200	1,018,850
Subtotal General Government	2,974,124	3,903,935	3,510,470	3,237,130	3,083,070
Public Safety					
210 - POLICE ADMINISTRATION	840,123	889,747	1,041,047	1,014,110	1,215,210
220 - POLICE PATROL	3,555,974	3,117,404	3,571,255	3,432,320	4,044,260
230 - POLICE COMMUNICATIONS	769,021	721,382	830,870	832,690	939,480
240 - POLICE COMMUNITY SERVICES	114,109	114,200	118,220	115,580	139,300
Subtotal Public Safety	5,279,227	4,842,733	5,561,392	5,394,700	6,338,250
Public Works & Planning					
310 - PW ADMIN/ENGINEERING/BUILDING	736,639	845,874	878,000	910,500	910,000
320 - PW MAINTENANCE / SEWER	1,762,511	1,770,190	1,931,600	1,797,280	1,790,530
800's - FACILITY OPERATIONS MAINTENANCE	510,995	522,685	629,050	555,600	580,450
410 - PLANNING	417,626	410,941	588,000	365,000	497,000
Subtotal Public Works & Planning	3,427,771	3,549,690	4,026,650	3,628,380	3,777,980
Recreation					
510 - RECREATION SERVICES	797,260	824,248	882,580	875,520	961,740
Subtotal Recreation	797,260	824,248	882,580	875,520	961,740
TOTAL OPERATING EXPENDITURES	12,478,382	13,120,606	13,981,092	13,135,730	14,161,040
COP DEBT SERVICE					
620 - COPS DEBT SERVICE	12,677,208	-	308,990	439,390	303,170
TOTAL OPERATING & DEBT SERVICE	25,155,590	13,120,606	14,290,082	13,575,120	14,464,210
CAPITAL IMPROVEMENT FUNDS					
900's - CAPITAL IMPROVEMENT PROJECTS	512,053	3,186,184	14,598,446	1,415,000	12,367,796
GRAND TOTAL ALL EXPENDITURES*	25,667,643	16,306,790	28,888,528	14,990,120	26,832,006

* Excludes Transfers Out

FISCAL YEAR 2016-17 PROPOSED APPROPRIATIONS (ALL FUNDS)



CAPITAL IMPROVEMENT PROJECTS

CAPITAL IMPROVEMENT PROJECTS		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED	FUTURE YEARS
901	Hillside Boulevard Beautification	145,190	2,049,378	1,070,000	5,000	-	1,065,000
903	Mission Road Improvements	6,144	146,003	50,000	-	-	50,000
905	Collins Avenue Improvements	-	-	50,000	-	-	50,000
913	Serramonte Boulevard Beautification	-	-	50,000	-	250,000	-
956	Lawndale Blvd Landscape Imp	-	-	100,000	-	-	100,000
934	El Camino Drainage Improvements	-	-	50,000	-	50,000	-
971	Sanitary Sewer System Assessment	53,469	10,531	106,000	-	106,000	-
947	Town Hall Campus Renovation	75,349	458,309	12,541,691	1,375,000	11,166,691	-
954	Corporation Yard Improvements	-	-	75,000	15,000	60,000	-
955	Townwide Irrigation System Enhancements	-	-	25,000	-	25,000	-
991	General Plan Update	142,428	3,920	203,650	-	-	203,650
992	ADA Transition Plan Upgrades	68,263	-	212,000	-	75,000	137,000
New	Police Facility Painting	-	-	-	-	50,000	-
981	RIMS (Police Records)	-	294,129	-	-	-	-
982	Townwide Telephone Sys Upgrade	-	159,304	-	-	-	-
983	Access Control at Town Facilities	-	-	10,000	10,000	210,000	-
984	Recreation Software Upgrade	-	12,848	-	-	-	-
985	Geographic Information System	21,210	3,686	25,105	10,000	15,105	-
986	Town's IT Infrastructure Upgrades	-	48,076	30,000	-	30,000	-
New	Fleet Replacements*	-	-	-	-	330,000	-
TOTAL CAPITAL OUTLAY		512,053	3,186,184	14,598,446	1,415,000	12,367,796	1,605,650

* Fleet Replacements in part contingent on grant funding (OTS Grant \$60,000 and Measure M Grant \$180,000)

HISTORICAL DISTRIBUTION OF CAPITAL PROJECTS BY PROJECT CATEGORY

PROJECT TYPES		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED	FUTURE YEARS
1	Streets, Sidewalks, Bikeways	151,334	2,195,381	1,320,000	5,000	250,000	1,265,000
2	Sewers & Storm Drains	53,469	10,531	156,000	-	156,000	-
3	City Facilities / Long Range Plans	286,040	462,229	13,057,341	1,390,000	11,376,691	340,650
4	Major Equipment / Fleet	21,210	518,043	65,105	20,000	585,105	-
TOTAL FUNDS		512,053	3,186,184	14,598,446	1,415,000	12,367,796	1,605,650

CAPITAL PROJECTS BY SOURCE OF FUNDING

CIP FUNDING SOURCES		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED	FUTURE YEARS
22	Measure A Transportation Fund	-	211,135	-	-	-	-
29	OTS - Police Grant	-	-	-	-	60,000	-
31	Capital Project Fund	512,053	2,975,048	9,495,946	515,000	8,105,296	12,367,796
33	Town Hall COP	-	-	5,102,500	900,000	4,202,500	-
TOTAL FUNDS		512,053	3,186,183	14,598,446	1,415,000	12,367,796	12,367,796

FY 2016-17 CAPITAL IMPROVEMENT PROJECT BUDGETS (Active Projects)

ACCOUNT	PROJECT	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED	AVAILABLE FUTURE CIP RESERVE
Project 901	Hillside Boulevard Beautification				
31-81002	Planning And Design	50,000	5,000	-	45,000
31-81003	Construction	1,020,000	-	-	1,020,000
PROJECT TOTAL		1,070,000	5,000	-	1,065,000
Project 903	Mission Road Improvements				
31-81002	Planning And Design	50,000	-	-	50,000
PROJECT TOTAL		50,000	-	-	50,000
Project 905	Collins Avenue Improvements				
31-81002	Planning And Design	50,000	-	-	50,000
PROJECT TOTAL		50,000	-	-	50,000
Project 913	Serramonte Boulevard Beautification				
31-81002	Planning And Design	50,000	-	250,000	-
PROJECT TOTAL		50,000	-	250,000	-
Project 956	Lawndale Blvd Landscape Imp				
31-81002	Planning And Design	15,000	-	-	15,000
31-81003	Construction	85,000	-	-	85,000
PROJECT TOTAL		100,000	-	-	100,000
Project 934	El Camino Drainage Improvements				
31-81002	Planning And Design	50,000	-	50,000	-
PROJECT TOTAL		50,000	-	50,000	-
Project 913	Sanitary Sewer System Assessment				
31-81002	Planning And Design	106,000	-	106,000	-
PROJECT TOTAL		106,000	-	106,000	-
Project 947	Town Hall Campus Renovation				
31-60014	Equipment Rental	89,400	50,000	39,400	-
31-71010	Professional Consulting	33,636	10,000	23,636	-
31-80005	Equipment	125,000	-	125,000	-
31-80011	Impvts Other Than Bldgs	475,000	-	475,000	-
31-90014	Misc. Maintenance	6,300	6,300	-	-
31-80200	Furniture	200,000	-	200,000	-
31-81002	Planning & Design	1,573,388	550,000	1,023,388	-
31-81003	Construction	4,936,467	165,000	4,771,467	-
33-81003	Construction	5,102,500	593,700	4,508,800	-
PROJECT TOTAL		12,541,691	1,375,000	11,166,691	-
Project 954	Corporation Yard Improvements				
31-81003	Construction	75,000	15,000	60,000	-
PROJECT TOTAL		75,000	15,000	60,000	-
Project 955	Townwide Irrigation System Enhancements				
31-81003	Construction	25,000	-	25,000	-
PROJECT TOTAL		25,000	-	25,000	-
Project 991	General Plan				
31-81002	Planning And Design	203,650	-	-	203,650
PROJECT TOTAL		203,650	-	-	203,650
Project 992	ADA Transition Plan Upgrades				
31-81003	Construction	212,000	-	75,000	137,000
PROJECT TOTAL		212,000	-	75,000	137,000
NEW PROJECT	Police Facility Painting				
31-90014	Misc. Maintenance	-	-	50,000	-
PROJECT TOTAL		-	-	50,000	-
Project 983	Access Control at Town Facilities				
31-81002	Planning And Design	10,000	10,000	10,000	-
31-81003	Construction	-	-	200,000	-
PROJECT TOTAL		10,000	10,000	210,000	-
Project 985	Geographic Information System				
31-81002	Planning And Design	25,105	10,000	15,105	-
PROJECT TOTAL		25,105	10,000	15,105	-
Project 986	Town's IT Infrastructure Upgrades				
31-81005	Equipment	30,000	-	30,000	-
PROJECT TOTAL		30,000	-	30,000	-
NEW PROJECT	Fleet Replacements*				
29-80002	Automobile Purchase-OTS Grant	-	-	60,000	-
31-80002	Automobile Purchase	-	-	270,000	-
PROJECT TOTAL		-	-	330,000	-
GRAND TOTAL CIP PROJECTS		14,598,446	1,415,000	12,367,796	1,605,650

* Fleet Replacements in part contingent on grant funding (OTS Grant \$60,000 and Measure M Grant \$180,000)

REVENUE, EXPENDITURES, TRANSFERS BY FUND FY 2016-17
(Including Projected Fund Balance)

	General Fund (11)	Gas Tax Fund (21)	Measure A Fund (22)	Police Grants (COPS) Fund (29)	Capital Impvt Project Fund (31)	COP Town Hall Fund (33)	Debt Service Fund (43)	TOTAL ALL FUNDS
REVENUE								
Property Tax	576,300	-	-	-	-	-	-	576,300
Sales Tax	10,550,000	-	-	-	-	-	-	10,550,000
Cardroom Tax	3,790,000	-	-	-	-	-	-	3,790,000
Other Taxes	117,900	44,700	-	-	-	-	-	162,600
Licenses and Permits	149,050	-	-	-	-	-	-	149,050
Fines and Forfeitures	68,000	-	-	-	-	-	-	68,000
Intergovernmental	16,060	-	50,750	163,750	180,000	-	-	410,560
Use of Money & Property	427,402	500	500	300	-	-	-	428,702
Sewer Service Charges	710,000	-	-	-	-	-	-	710,000
Other Charges For Services	141,700	-	-	-	-	-	-	141,700
Other Revenue	36,300	-	-	-	-	-	-	36,300
TOTAL REVENUE	16,582,712	45,200	51,250	164,050	180,000	-	-	17,023,212
OPERATING EXPENDITURES								
110 - City Council	266,290	-	-	-	-	-	-	266,290
130 - City Attorney	310,000	-	-	-	-	-	-	310,000
140 - City Mgr / City Clerk	785,980	-	-	-	-	-	-	785,980
141 - Human Resources	246,660	-	-	-	-	-	-	246,660
150 - Finance	455,290	-	-	-	-	-	-	455,290
151 - General Services	1,018,850	-	-	-	-	-	-	1,018,850
210-240 - Police	6,215,960	-	-	122,290	-	-	-	6,338,250
310 - PW Admin / Engineering / Building	910,000	-	-	-	-	-	-	910,000
320 - Public Wks Maintenance	1,765,530	25,000	-	-	-	-	-	1,790,530
410 - Planning	497,000	-	-	-	-	-	-	497,000
510 - Recreation Services	961,740	-	-	-	-	-	-	961,740
800's - Facility Operations	580,450	-	-	-	-	-	-	580,450
620 - Debt Service (COP)	-	-	-	-	-	-	303,170	303,170
TOTAL OPERATING EXPENDITURES	14,013,750	25,000	-	122,290	-	-	303,170	14,464,210
CAPITAL EXPENDITURES								
Streets, Sidewalks, Bikeways	-	-	-	-	250,000	-	-	250,000
Sewers & Storm Drains	-	-	-	-	156,000	-	-	156,000
City Facilities / Long Range Plans	-	-	-	-	6,867,891	4,508,800	-	11,376,691
Major Equipment / Fleet	-	-	-	60,000	525,105	-	-	585,105
TOTAL CAPITAL PROJECT EXPENDITURES	-	-	-	60,000	7,798,996	4,508,800	-	12,367,796
TRANSFERS BETWEEN FUNDS								
TRANSFERS IN								
Transfer In (From General Fund)	-	-	-	-	550,000	-	303,170	853,170
TRANSFERS OUT								
Transfer Out (For Debt)	(303,170)	-	-	-	-	-	-	(303,170)
Transfer Out (For CIP)	(550,000)	-	-	-	-	-	-	(550,000)
TOTAL TRANSFERS	(853,170)	-	-	-	550,000	-	303,170	-
IMPACT ON RESERVES	1,715,792	20,200	51,250	(18,240)	(7,068,996)	(4,508,800)	-	(9,808,794)
Estimated Fund Balance 7/1/2016	22,612,988	24,919	59,397	74,411	8,674,646	4,516,797	-	35,963,158
Projected Fund Balance 7/1/2017	24,328,780	45,119	110,647	56,171	1,605,650	7,997	-	26,154,364

**STATUS OF FUND BALANCES
YEAR END ESTIMATES**

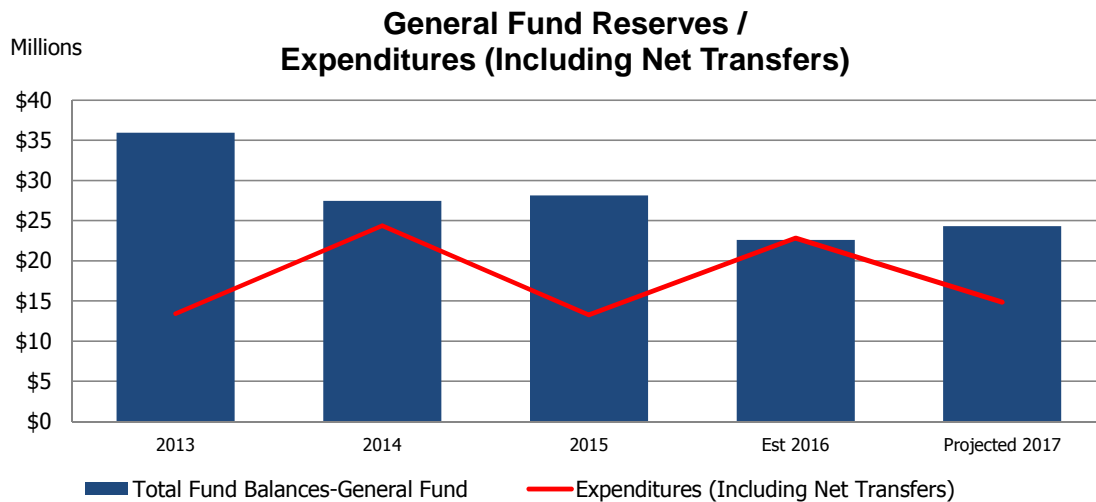
FUNDS	Actual Fund Balance 7/1/2015	Estimated Revenue	Transfers In (Out)	Total Resources	Estimated Total Expenditures	Estimated Balance 6/30/2016	Allocated Reserves 6/30/2016	General Reserves 6/30/2016
11 - General Fund	28,117,913	17,323,780	(\$9,832,455)	35,609,238	(12,996,250)	22,612,988	15,528,303	7,084,685
21 - Gas Tax	669	48,150	-	48,819	(23,900)	24,919	24,919	-
22 - Measure A	8,147	51,250	-	59,397	-	59,397	59,397	-
29 - Police Grants	62,741	127,250	-	189,991	(115,580)	74,411	74,411	-
31 - CIP	(47,219)	-	9,543,165	9,495,946	(821,300)	8,674,646	8,674,646	-
33- COP Project	-	5,110,497	-	5,110,497	(593,700)	4,516,797	4,516,797	-
43 - Debt Service	-	150,100	289,290	439,390	(439,390)	-	-	-
TOTAL	28,142,251	22,811,027	-	50,953,278	(14,990,120)	35,963,158	28,878,473	7,084,685

PROJECTED FUND BALANCE 6/30/2017

FUNDS	Estimated Fund Balance 7/1/2016	Proposed Revenue	Transfers In (Out)	Total Resources	Proposed Total Expenditures	Projected Balance 6/30/2017	Allocated Reserves 6/30/2017	General Reserves 6/30/2017
11 - General Fund	22,612,988	16,582,712	(853,170)	38,342,530	(14,013,750)	24,328,780	15,565,000	8,763,780
21 - Gas Tax	24,919	45,200	-	70,119	(25,000)	45,119	45,119	-
22 - Measure A	59,397	51,250	-	110,647	-	110,647	110,647	-
29 - Police Grants	74,411	164,050	-	238,461	(182,290)	56,171	56,171	-
31 - CIP	8,674,646	180,000	550,000	9,404,646	(7,798,996)	1,605,650	1,605,650	-
33- COP Project	4,516,797	-	-	4,516,797	(4,508,800)	7,997	7,997	-
43 - Debt Service	-	-	303,170	303,170	(303,170)	-	-	-
TOTAL	35,963,158	17,023,212	-	52,986,370	(26,832,006)	26,154,364	17,390,584	8,763,780

Estimated General Fund Reserves FY 2016-17		
Committed	Debt Reduction	600,000
	Retiree Healthcare	N/A*
	Budget Stabilization	14,015,000
Assigned	Litigation	100,000
	Insurance	100,000
	Disaster Response and Recovery	750,000
Sub-Total Committed / Assigned		15,565,000
Unassigned		8,763,780
Total		24,328,780

* OPEB Trust has been established eliminating the need for a duplicate reserve in the General Fund.



STAFFING

POSITION TITLE	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
GENERAL GOVERNMENT					
Administrative Services Dir. (also see Recreation)	-	-	-	-	0.25
Accounting Technician	0.75	0.75	1.80	1.80	1.80
Administrative Technician I	-	-	-	1.00	1.00
Administrative Technician II/III	1.50	1.50	1.50	-	-
City Clerk	-	-	-	1.00	1.00
City Manager	-	-	-	1.00	1.00
City Manager / City Clerk	1.00	1.00	1.00	-	-
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Special Projects Management Analyst	-	-	-	0.25	-
General Government Total	4.25	4.25	5.30	6.05	6.05
PUBLIC WORKS					
Maintenance Supervisor	-	-	-	1.00	1.00
Maintenance Technician I	1.00	1.00	1.00	1.00	1.00
Maintenance Technician II	1.00	1.00	1.00	1.00	1.00
Maintenance Technician III	1.00	1.00	1.00	-	-
Public Works Department Total	3.00	3.00	3.00	3.00	3.00
RECREATION					
Administrative Services Dir. (also see Gen'l Govt.)	-	-	-	-	0.75
Administrative Technician II	1.00	1.00	-	-	-
Part-time Facility Attendant (7 x .5)	3.50	3.50	3.50	3.50	3.50
Part-time Recreation Leader (8 x .5)	4.00	4.00	4.00	4.00	4.00
Recreation Coordinator	1.00	1.00	2.00	2.00	2.00
Recreation Services Director	1.00	1.00	1.00	1.00	-
Recreation Department Total	10.50	10.50	10.50	10.50	10.25
POLICE					
Administrative Technician III	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	1.00	1.00
Detective Sergeant	1.00	1.00	1.00	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00
Dispatcher	3.20	3.20	3.20	3.20	3.20
Officer	11.00	11.00	11.00	11.00	11.00
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00
Police Department Total	25.20	25.20	25.20	25.20	25.20
Total Budgeted Staffing	42.95	42.95	44.00	44.75	44.50

Contract Services:

In addition to the Town Staff positions noted above, the Town contracts for services such as: City Attorney, Building & Safety, Engineering, Finance, Information Technology Support, Planning, and Public Works. This allows for flexibility and efficient delivery of services. If the Town were to directly staff these services additional staffing would be required.



Budget Detail



REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>GENERAL FUND-11</u>					
	<u>PROPERTY TAXES & OTHER TAXES</u>					
31001	Secured Taxes	333,280	397,393	385,000	410,000	418,200
31002	Unsecured Taxes	19,776	21,379	20,000	21,000	20,000
31003	SB 813 Taxes	9,141	12,355	13,500	13,000	13,000
31006	Prop Tax In-Lieu VLF (13/14 reclassified)	108,874	117,060	100,000	119,000	122,300
31008	Unitary Tax	1,126	1,563	1,400	2,000	2,000
31009	Home Owner Property Tax Refunds	1,910	2,267	2,000	800	800
31111	Sales Taxes	5,072,455	7,815,774	9,150,000	9,010,000	10,550,000
31112	Real Estate Transfer	68,526	2,762	5,000	4,700	5,000
31113	Franchise Taxes	97,569	138,463	110,000	106,000	106,000
31114	Business Licenses Taxes	6,280	5,950	6,500	6,800	6,900
31115	Cardroom Taxes	3,494,111	3,774,885	3,850,000	3,790,000	3,790,000
31116	AB 1766 State Reimbursement (25% of Sales Tax Returned)	1,758,248	2,512,079	1,350,000	1,942,100	-
	TOTAL PROPERTY & OTHER TAXES	10,971,296	14,801,930	14,993,400	15,425,400	15,034,200
	<u>LICENSES & PERMITS</u>					
32001	Building Permits	16,243	25,395	20,000	22,700	30,000
32002	Building Plan Checking	9,638	23,765	10,000	7,000	14,750
32003	Eng. Plan & Map Checking	13,239	1,454	10,000	2,500	15,000
32004	Eng. Permits Inspections	6,540	9,883	5,000	15,750	15,500
32011	Grading Permits	19,778	6,457	5,000	5,000	5,000
32012	Lot Line Adjustments/Subdivisions	6,714	6,500	1,000	-	1,000
32014	Use Permits	5,785	18,418	15,000	9,000	10,000
32016	Sign Permits	2,394	1,298	2,000	400	1,000
32017	Tree Removal Permits	1,896	948	1,300	2,370	1,800
32018	CEQA Fees	2,000	36,669	225,000	235,000	45,000
32019	Design Reviews-Minor	9,406	8,090	10,000	11,000	10,000
	TOTAL LICENSES & PERMITS	93,633	138,877	304,300	310,720	149,050
	<u>FINES & FORFEITURES</u>					
33001	Vehicle Code *	26,741	26,370	60,000	24,000	26,000
33002	Booking Fees	-	-	250	-	-
33003	Parking Penalties*	39,870	39,415	-	42,000	42,000
* Beginning FY 2016 Parking Penalties are separate from Vehicle Code Fines. For presentation, prior years are restated.						
	TOTAL FINES & FORFEITURES	66,611	65,785	60,250	66,000	68,000

REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	322,349	140,473	150,000	150,000	140,000
34021	Senior Housing Rents	188,172	183,657	180,000	180,000	180,000
34022	1500 Hillside Rents	2	-	1	1	1
34023	City Hall Annex Rents	41,461	41,461	41,000	41,000	41,000
34024	Recreation Center Rents	57,332	54,228	60,000	60,700	60,000
34025	Corp Yard Rent	1	1	1	1	1
34026	Verano 1065 Mission Rd	5,597	5,216	5,700	5,600	5,600
34028	A/V Equipment Rental	840	650	1,000	700	800
	TOTAL USE OF MONEY & PROPERTY	615,754	425,686	437,702	438,000	427,402
	<u>REVENUES FROM OTHER AGENCIES</u>					
35001	Motor Vehicle-in-lieu-See Property Tax 31006					
35002	Traffic and Congestion Relief	-	-	3,000	-	-
35111	State Police Programs	4	5	20	15	10
35112	POST Reimbursements	20,325	7,843	7,500	7,500	7,500
35113	Inner Persepectives Revenues	10,350	8,550	8,750	8,550	8,550
35121	County Grants - Police	8,234	13,103	2,000	-	-
	<i>Asset Forfeiture / Property Room</i>					
35123	State Grants	49,000	5,000	-	-	-
35131	Measure M (Accounted For In Fund # 31 FY 2017)	77,937	-	75,000	-	-
	TOTAL REVENUES FROM OTHER AGENCIES	165,850	34,501	96,270	16,070	16,060
	<u>CHARGES FOR CURRENT SERVICES</u>					
36001	Cardroom - Registration	4,950	6,800	8,000	8,000	8,000
36002	Cardroom Renewal Fees	15,225	12,398	13,000	10,000	10,000
36211	Cal Water	14,137	14,137	15,000	14,100	14,100
36221	Sewer Fees	695,673	758,019	700,000	840,000	710,000
36321	Release Impound Vehicles	3,465	3,625	6,000	3,700	4,000
36322	Citation Sign Off	1,020	1,250	1,000	1,200	1,200
36323	Fingerprinting	23,735	27,255	13,000	17,000	17,500
36324	Police Reports	1,420	1,390	1,400	850	1,000
36331	Special Police Services	6,390	7,630	2,500	6,000	6,000
36401	Recreation & Park Fees	37,004	43,155	35,000	47,340	45,200
36403	Shows, Tickets, Trip Fees	9,557	7,489	8,000	8,150	8,150
36404	Holiday Fees	660	1,423	2,500	3,200	3,400
36406	Summer Camp Fees	23,801	26,372	16,500	23,000	23,000
36410	Historical Association	154	154	100	150	150
	TOTAL CHARGES FOR CURRENT SERVICES	837,191	911,097	822,000	982,690	851,700

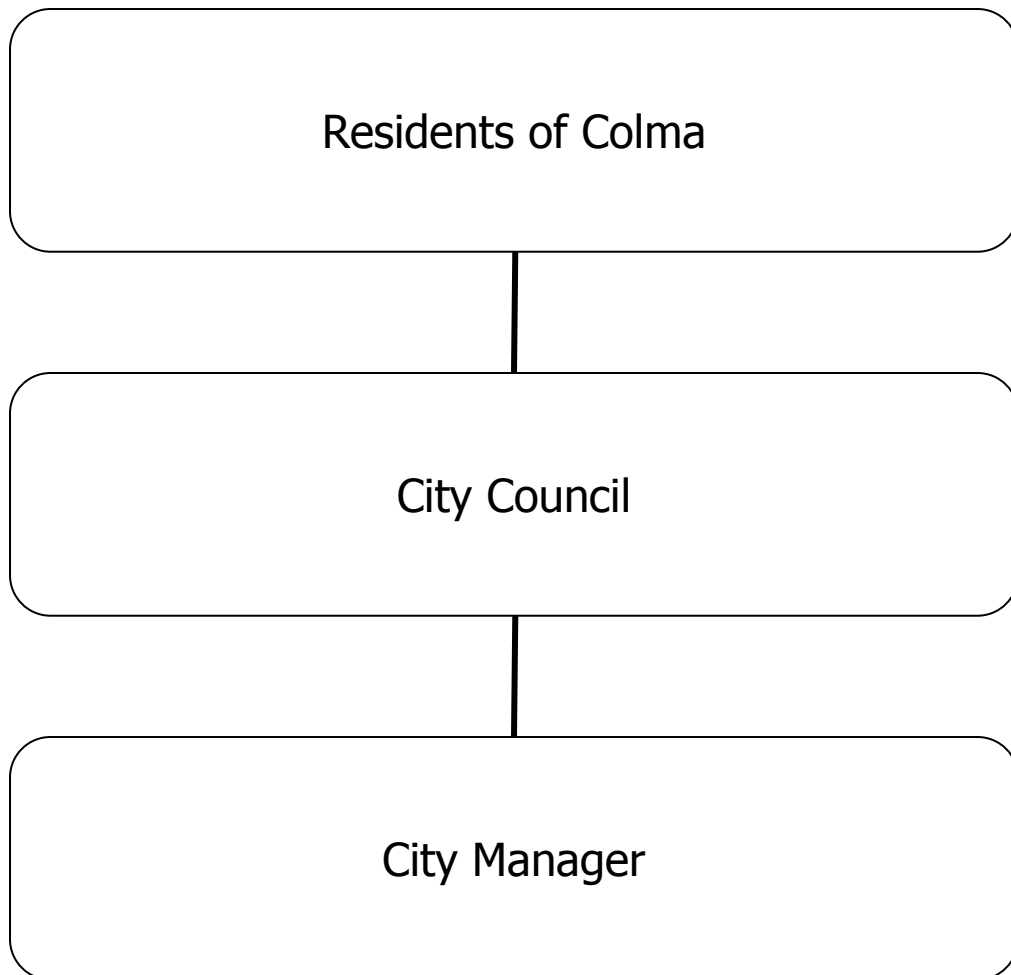
REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>OTHER REVENUES</u>					
37001	Sale of Documents	750	85	300	400	300
37011	Sale of Personal Property	9,325	-	8,000	3,500	3,000
37021	Insurance Reimbursements	28,566	27,547	20,000	50,000	20,000
37031	Other Reimbursements	8,254	4,991	46,000	5,000	3,000
37032	Cash Over (Short)	(276)	6	-	-	-
37059	Other Miscellaneous Revenues	75,709	115,722	15,000	26,000	10,000
	TOTAL OTHER REVENUES	122,328	148,351	89,300	84,900	36,300
TOTAL GENERAL FUND REVENUES		12,872,663	16,526,227	16,803,222	17,323,780	16,582,712
	<u>SPECIAL GAS TAX FUND - 21</u>					
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	-	669	-	500	500
	TOTAL USE OF MONEY & PROPERTY	-	669	-	500	500
	<u>REVENUES FROM OTHER AGENCIES</u>					
35201	Gas Tax - 2105	11,865	10,700	10,300	10,800	11,000
35202	Gas Tax - 2106	11,419	12,439	10,100	13,000	13,000
35203	Gas Tax - 2107	12,625	13,778	14,100	14,500	15,500
35204	Gas Tax - 2107.5	1,000	2,000	1,000	1,000	1,000
35205	Gas Tax - 2103	23,894	19,099	8,170	8,350	4,200
	TOTAL REVENUES FROM OTHER AGENCIES	60,803	58,016	43,670	47,650	44,700
TOTAL SPECIAL GAS TAX FUND		60,803	58,685	43,670	48,150	45,200
	<u>MEASURE A FUND - 22</u>					
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	-	453	-	500	500
	TOTAL USE OF MONEY & PROPERTY	-	453	-	500	500
	<u>REVENUES FROM OTHER AGENCIES</u>					
35301	Measure A Taxes	53,298	211,135	50,000	50,750	50,750
	TOTAL REVENUES FROM OTHER AGENCIES	53,298	211,135	50,000	50,750	50,750
TOTAL MEASURE A FUND		53,298	211,588	50,000	51,250	51,250
	<u>POLICE GRANTS - 29</u>					
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	-	995	-	300	300
	TOTAL USE OF MONEY & PROPERTY	-	995	-	300	300
	<u>REVENUES FROM OTHER AGENCIES</u>					
35111	State Police Programs	90,966	104,306	100,000	100,000	100,000
35122	Federal Grants	-	-	26,950	26,950	63,750
	TOTAL Revenue From Other Agencies	90,966	104,306	126,950	126,950	163,750
TOTAL POLICE GRANTS		90,966	105,301	126,950	127,250	164,050

REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>CAPITAL IMPROVE. FUND - 31</u>					
	<u>REVENUES FROM OTHER AGENCIES</u>					
35131	Measure M (San Mateo County)	-	-	-	-	180,000
	TOTAL REVENUE FROM OTHER AGENCIES	-	-	-	-	180,000
TOTAL CAPITAL IMPROVEMENT FUND		-	-	-	-	180,000
	<u>COP TOWN HALL PROJECT FUND - 33</u>					
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	-	-	-	8,000	-
	TOTAL USE OF MONEY & PROPERTY	-	-	-	8,000	-
	<u>Other Revenue</u>					
37060	Proceeds From COP Issuance	-	-	-	5,102,497	-
	TOTAL OTHER REVENUE	-	-	-	5,102,497	-
TOTAL COP - TOWN HALL PROJECT FUND		-	-	-	5,110,497	-
	<u>COPs DEBT SERVICE FUND - 43</u>					
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	-	-	-	100	-
	TOTAL USE OF MONEY & PROPERTY	-	-	-	100	-
	<u>OTHER REVENUE</u>					
37060	Proceeds From COP Issuance	-	-	-	150,000	-
	TOTAL OTHER REVENUE	-	-	-	150,000	-
TOTAL COPs DEBT SERVICE FUND		-	-	-	150,100	-
GRAND TOTAL OF ALL FUNDS		13,077,730	16,901,801	17,023,842	22,811,027	17,023,212

City Council



DEPARTMENT: CITY COUNCIL

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND (#11)

DEPARTMENT DESCRIPTION

The City Council is the elected policy-making body for the Town of Colma. The City Council has four key roles, which may be described as legislative, quasi-adjudicatory, quasi-executive, and representative.



- *Legislative:* In its legislative role, the City Council makes laws, which may be in the form of an ordinance or a resolution. Some examples of legislative acts are an Ordinance Regulating the Uses of Land in the Town and an Ordinance Prohibiting Nuisances in the Town.
- *Quasi-executive:* In its quasi-executive role, the Council sets policies for the Town's key staff, much like a Board of Directors of a publicly-held corporation. The Council also sets goals and expectations of the City Manager and City Attorney and determines overall staffing levels for the Town. In a City Manager form of government, council members are not involved in managing the day-to-day operations of the City, leaving that role to the City Manager.
- *Quasi-judicial:* The Council frequently sits as an adjudicatory body. At times, the Council is obligated to hear evidence and make an impartial decision. At others, the Council has some discretion on how to rule. An application for use permit and a request to revoke a use permit are examples of the types of matters that come before the Council in its quasi-judicial role.
- *Representative:* Council members frequently act as the Town's representative before other public agencies. In these cases the member's authority goes only so far as the instructions given to him or her by the entire council. The City Council represents the Town on various local, regional and statewide committees, boards and commissions, such as the San Mateo County Council of Cities.

STAFFING

The City Council is comprised of five members elected at large who serve four-year overlapping terms. Each year, the Council selects a member to act as Mayor.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$26,729 (11.2%) more than the FY 2015-16 Amended Budget. The increase is primarily due to a change in the budgeting of Retiree Medical and Dental costs in Fiscal Year 2016-17.

In previous years, 100% of the retiree costs were expensed in the City Manager Budget. The FY 2016-17 Proposed Budget allocates \$15,350 in Retiree Medical / Dental costs to the City Council

Department. The allocation represents a proportionate share of the expenses allocated based on budgeted payroll. The Retiree costs include both current year projected expenses as well as a contribution to reduce the unfunded liability.

Setting aside the Retiree costs, the FY 2016-17 Proposed Budget is \$11,379 (4.7%) more due to increased benefit costs and \$5,000 for a community open house event celebrating the completion of the Town Hall Renovation Project.

EXPENDITURE DETAIL

110 - CITY COUNCIL		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
11-51001	Elected Officials	57,460	54,578	55,440	55,440	55,440
11-51009	Deferred Compensation	5,200	4,800	4,800	4,800	4,800
11-51020	Cash-in-lieu - Medical	3,250	3,000	3,000	3,000	3,000
	Total Salaries & Wages	65,910	62,378	63,240	63,240	63,240
	<u>BENEFITS</u>					
11-52001	PERS Misc. Employees	8,116	8,343	8,241	8,141	8,620
11-52007	Health	72,837	72,452	78,050	77,773	84,260
11-52008	Dental	9,034	9,034	12,420	11,340	11,790
11-52009	Life Insurance	345	330	360	360	370
11-52011	Vision	1,435	1,435	1,710	1,560	1,620
11-52014	Social Security Employer	4,009	3,855	3,440	3,921	3,920
11-52015	Medicare Employer	938	902	800	917	920
11-52017	Retirees Health	-	-	-	-	14,470
11-52018	Retirees Dental	-	-	-	-	880
	Total Benefits	96,714	96,351	105,021	104,010	126,850
TOTAL SALARY WAGES & BENEFITS		162,624	158,729	168,261	167,250	190,090
	<u>SUPPLIES & SERVICES</u>					
11-60002	Office Supplies	400	200	500	500	500
11-60005	Special Dept. Expenses <i>Council Reorganization, Community Outreach</i>	2,710	9,638	8,000	6,000	13,000
11-60007	Donations	50,250	46,800	51,800	48,000	50,000
11-60010	Conferences & Meetings	2,399	2,050	1,000	2,400	2,700
11-60016	Council Member A	1,467	1,499	2,000	1,500	2,000
11-60017	Council Member B	345	399	2,000	500	2,000
11-60018	Council Member C	200	270	2,000	1,000	2,000
11-60019	Council Member D	105	40	2,000	500	2,000
11-60020	Council Member E	145	205	2,000	500	2,000
11-61002	Training	-	-	-	-	-
	Total Supplies & Services	58,021	61,101	71,300	60,900	76,200
TOTAL SUPPLIES & SERVICES		58,021	61,101	71,300	60,900	76,200
DEPARTMENT TOTAL		220,645	219,830	239,561	228,150	266,290

DEPARTMENT: CITY TREASURER
FUNCTION: GENERAL GOVERNMENT
FUNDING SOURCE: GENERAL FUND (#11)

DEPARTMENT DESCRIPTION

The duties of the City Treasurer consist mainly of monitoring the Town's investment activities and reporting the results to the City Council. The Treasurer is a signatory on the Town's depository accounts.

STAFFING

The Town appoints a Treasurer (contracted finance manager) to oversee the Town's investment activities because Colma voters changed the role of the Treasurer from that of an elected official to an appointed position in November, 2010.

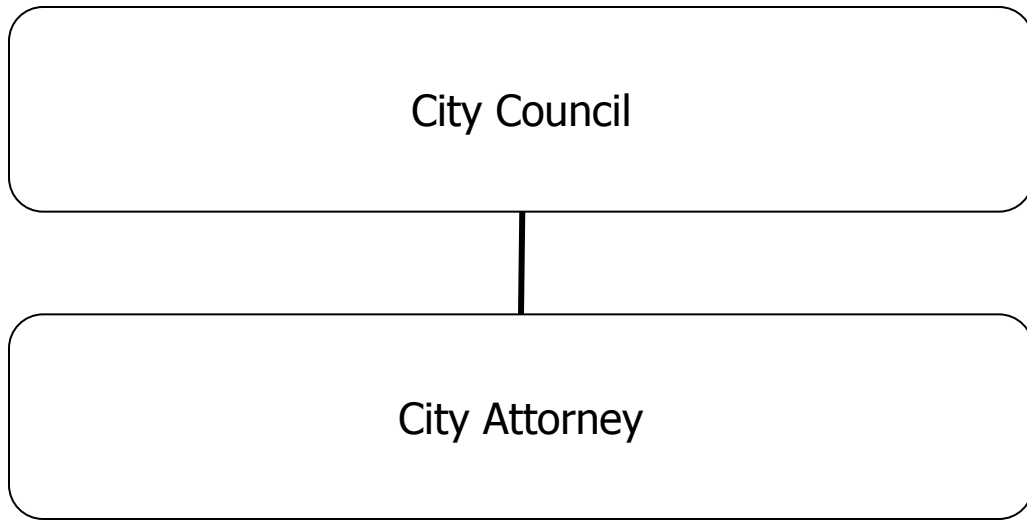
BUDGET HIGHLIGHTS

There is no FY 2016-17 Proposed Budget because the elected position ended in December, 2014 and there are no expenses associated with the appointed Treasurer.

EXPENDITURE DETAIL

120 - CITY TREASURER		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
11-51001	Elected Officials <i>1 @ \$558/mo - 6 months</i>	7,254	3,093	-	-	-
	Total Salaries & Wages	7,254	3,093	-	-	-
	<u>BENEFITS</u>					
11-52014	Social Security Employer	450	184	-	-	-
11-52015	Medicare Employer	105	43	-	-	-
	Total Benefits	555	227	-	-	-
TOTAL SALARY WAGES & BENEFITS		7,809	3,320	-	-	-
	<u>SUPPLIES & SERVICES</u>					
11-60008	Dues & Publications	155	155	-	-	-
TOTAL SUPPLIES & SERVICES		155	155	-	-	-
DEPARTMENT TOTAL		7,964	3,475	-	-	-

City Attorney



DEPARTMENT: CITY ATTORNEY

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND (#11)

DEPARTMENT DESCRIPTION

The City Attorney:

- Provides legal advice to the City Council, City Manager and staff in identifying legal options and strategies for implementing and achieving the goals, policies and objectives of the City Council.
- Attends meetings of the City Council and other advisory committees, as needed.
- Meets regularly with City Manager and staff to discuss proposed programs, policies and activities.
- Prepares or reviews all resolutions, ordinances and contracts for consideration by the City Council.
- Monitors and disposes of pending claims involving potential tort liability.
- Represents the Town in significant litigation matters involving the Town or manages the representation provided by outside counsel.
- Interprets the law for Council Members and staff and renders formal legal opinions.
- Provides training to Council Members and staff on ethics, Brown Act and new laws.
- Provides general legal advice and opinions to the City Council and staff regarding any and all municipal law matters.

The City Attorney's mission is to provide legal advice and support to the City Council and staff to aid them in carrying out their responsibilities.

STAFFING

The Town contracts for City Attorney services equivalent to 0.5 FTE.

ACCOMPLISHMENTS/GOALS

During FY 2015-16, the City Attorney's Office engaged in or accomplished the following special projects:

- Provided on-going legal advice regarding the public contract code and environmental compliance with the Town Hall renovation project.
- Prepared a marijuana cultivation ordinance to prohibit cultivation and delivery services in the Town based on new state law provisions.
- Prepared a small solar systems ordinance to ensure consistency with state law requirements.
- Assisted staff in preparing a water efficient landscape ordinance per state law requirements.
- Prepared a bingo ordinance to allow non-profits serving the Town to raise additional revenue.
- Reviewed a joint powers authority agreement and assisted staff with the implementation of the Town becoming a founding member of Peninsula Clean Energy.
- Guided City Councilmembers on various conflicts of interest.

- Assisted staff with negotiations with the Town's selected franchisee for solid waste services and reviewed and provided input on the franchise agreement for same.
- Revised the Town's sign regulations to ensure consistency with a recent United States Supreme Court's decision.
- Reviewed and advised staff regarding environmental compliance and land use issues with a new auto retailer's project application.
- Prepared various contract template documents for public works staff.
- Advised on various employment matters.
- Provided AB 1234 training as required by state law.
- Provided sexual harassment training as required by state law.
- Advised staff on compliance with Proposition 218 with regard to sewer rate increases and solid waste charges.

For FY 2016-17, the City Attorney's Office will continue to provide on-going sound legal advice in a cost effective manner to ensure legal liability is minimized as the Town moves forward into a new fiscal year.

BUDGET HIGHLIGHTS

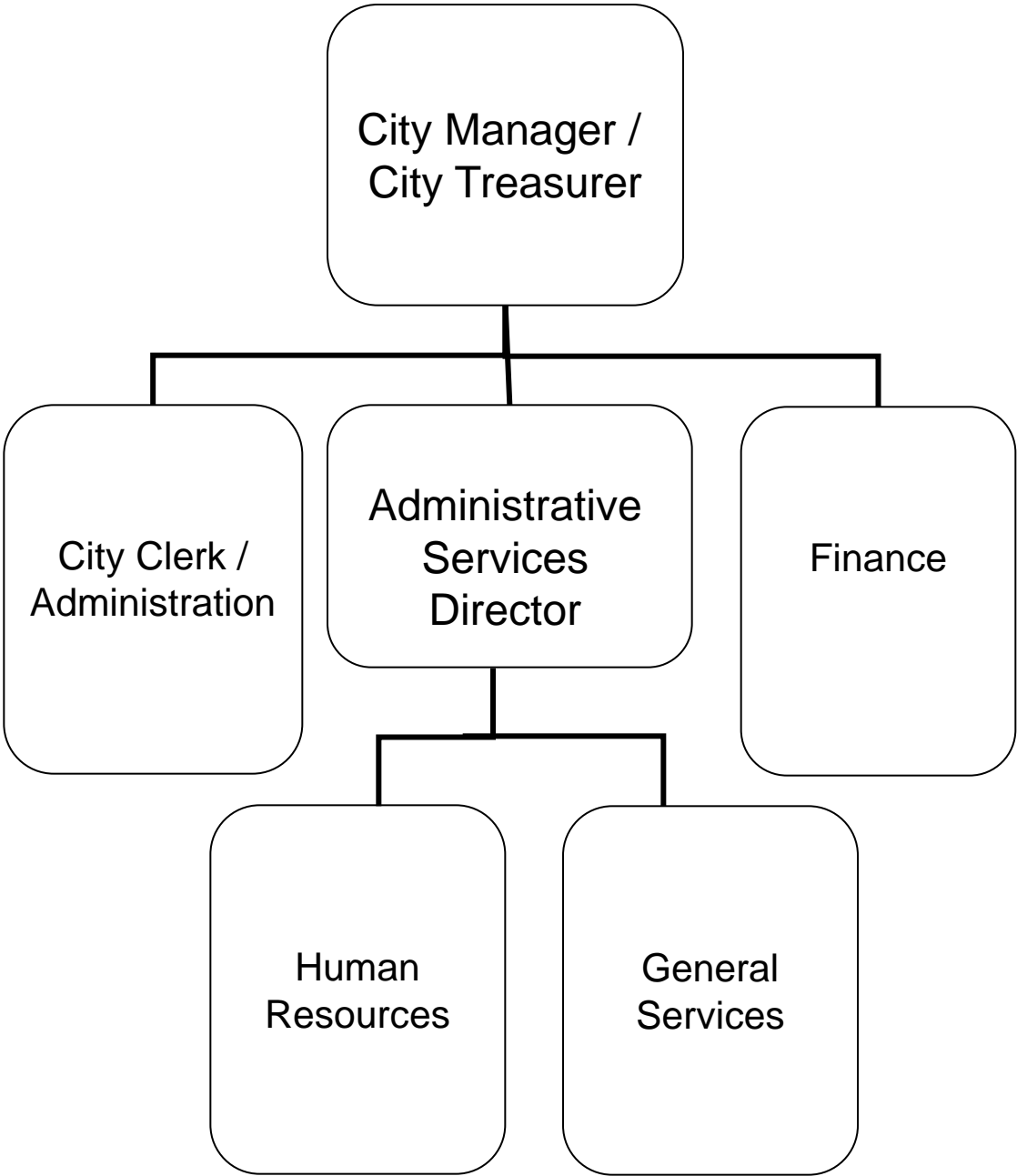
The FY 2016-17 Proposed Budget is \$91,000 (22.7%) lower than the FY 2015-16 Amended Budget. In Fiscal Year 2013-14, the Town restructured the agreement for services with the firm providing contract City Attorney services. The FY 2016-17 Proposed Budget includes a smaller contingency to address potential work outside the base agreement and assumes the workload remains consistent with the prior year. A minor amount of City Attorney Services is expected to be offset with revenue collected from project review submitted by new development applications.

PERFORMANCE MEASURES	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Projected
Ordinances drafted or revised	8	14	12	13
Resolutions drafted or revised	55	54	46	50
Opinions written	17	15	20	13
Staff reports written	11	14	15	14
Staff reports reviewed for legal sufficiency	50	40	40	45
Contracts drafted or revised	35	35	30	30
Code enforcement cases prosecuted	0	0	0	0
Pitchess motions argued	0	0	0	1

EXPENDITURE DETAIL

130 - CITY ATTORNEY		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	CONTRACTUAL					
11-71002	Professional Services-City Attorney <i>Fees and reimbursable expenses paid to Best, Best & Krieger</i>	378,768	255,081	390,000	250,000	300,000
11-71004	Professional Services-Outside Counsel <i>Fees and reimbursable expenses paid to special counsel for employment, code enforcement, litigation, etc.</i>	9,391	2,525	11,000	-	10,000
	Total Contractual	388,159	257,606	401,000	250,000	310,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		388,159	257,606	401,000	250,000	310,000
DEPARTMENT TOTAL		388,159	257,606	401,000	250,000	310,000

City Manager / City Clerk Department



DEPARTMENT: CITY MANAGER / CITY CLERK

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The City Manager / City Clerk Department contains the central administrative services for the Town. The joint City Manager/Clerk role was split in FY 2015-16 with the appointment of a new City Clerk. Department functions include general managerial oversight of departments and Capital Improvement Program (CIP) projects as well as traditional City Clerk functions such as records management, City Council support, and elections. The Town contracts for Finance Director assistance.

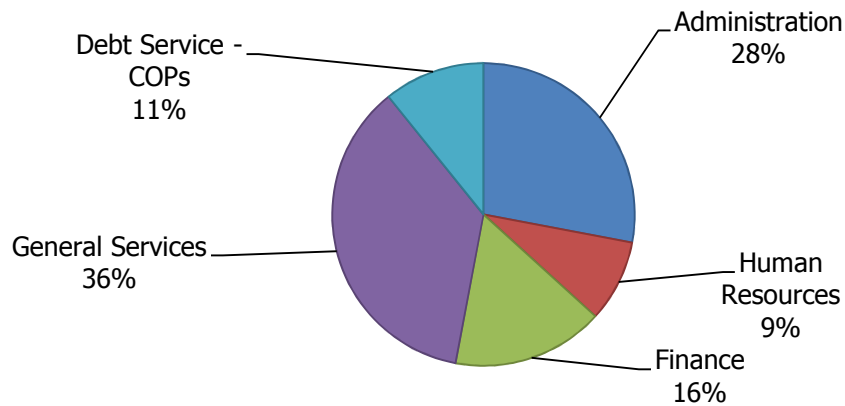
The Department consists of the following divisions:

- Administration
- Human Resources
- Finance, with General Services and Debt Service

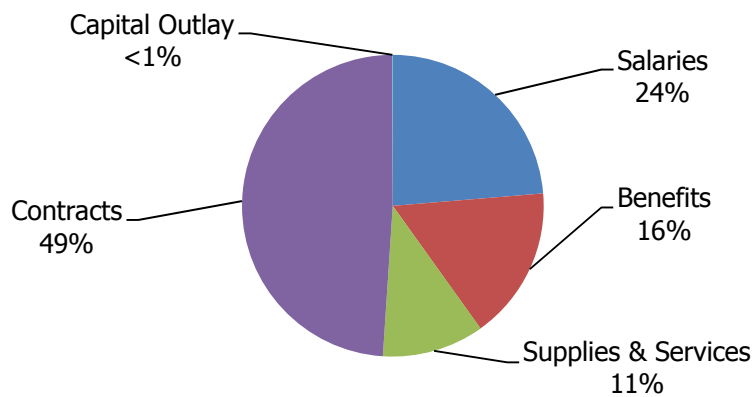
Positions include: City Manager, Administrative Services Director (0.25% FTE), Human Resources Manager, City Clerk, two Accounting Technicians (1.8 FTE) and one Administrative Technician.

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
140	ADMINISTRATION	409,550	261,380	48,050	65,000	2,000	785,980
141	HUMAN RESOURCES	114,080	97,550	10,030	25,000	-	246,660
150	FINANCE	142,360	102,430	35,500	175,000	-	455,290
151	GENERAL SERVICES	-	-	213,500	805,350	-	1,018,850
620	DEBT SERVICE - COPs	-	-	-	303,170	-	303,170
TOTAL EXPENDITURES		665,990	461,360	307,080	1,373,520	2,000	2,809,950

City Manager / City Clerk Divisions



City Manager / City Clerk Categories



DEPARTMENT: CITY MANAGER / CITY CLERK

DIVISION: ADMINISTRATION

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND (#11)

DEPARTMENT DESCRIPTION

The Administration Division provides support to residents, members of the City Council and staff. Division functions include front office reception and general administrative support; City Council agenda and packet preparation; Council meeting minutes; records management; and elections.

STAFFING

Positions include the City Manager, the Administrative Services Director (0.25 FTE), the City Clerk and one Administrative Technician. The new Administrative Services Director is the Town's ADA Coordinator responsible for implementing the ADA Transition Plan, the Town's Risk Manager, chairing the Safety Committee and ensuring the implementation of risk management activities and responsible for the General Services function.

ACCOMPLISHMENTS/GOALS

During FY 2015-16, the Administration Division:

- Provided oversight of Town Hall Renovation project including successful issuance of \$5.3 million Certificates of Participation for partial project funding and receipt of a AA credit rating from Standard and Poors.
- Established Other Post-Employment Benefits (OPEB) and pension trusts to provide increased stability for the Town.
- Continued to implement the Capital Improvement Plan program as approved by the City Council.
- Completed request for proposals and entered into a contract for solid waste collection and disposal with one company, which resulted in an overall drop in customer rates.
- Successfully split City Manager/City Clerk into two positions and appointed former Administrative Technician III to City Clerk.
- Assisted in the coordination of several key economic development opportunities.
- Received a clean audit for FY 2014-15.

For FY 2016-17, the Administration Division goals include:

- Continue assessment of issues compromising the Town's long-term fiscal health.
- Complete the Town Hall Renovation Project.
- Successfully complete labor contract negotiations with the Town's various employee associations.
- Increase business outreach efforts and economic development.



- Continue to implement the City Council's priorities as outlined in the two-year strategic plan.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$402,851 (-33.9%) less than the FY 2015-16 Amended Budget. The decrease is primarily due to a change in the budgeting of Retiree Medical and Dental costs in Fiscal Year 2016-17.

In previous years 100% of the retiree costs were expensed in the City Manager Budget (\$576,270 was budgeted in FY 2015-16). The FY 2016-17 Proposed Budget allocates \$111,940 in Retiree Medical / Dental costs to the Administration Division. The allocation represents a proportionate share of the expenses allocated based on budgeted payroll. The Retiree costs include both current year projected expenses as well as a contribution to reduce the unfunded liability.

Setting aside the Retiree costs for both years, the FY 2016-17 Proposed Budget is \$62,969 (10.3%) more than the FY 2015-16 Amended Budget due to increased salary and benefit costs associated with adding 0.25 FTE Administrative Services Director and \$25,000 in support of Economic Development activities. These increases were partially offset by: elimination of the temporary part-time Project Analyst position, a reduction in the Dues & Publications line item, and reduced capital expenses since the new vehicle purchase in FY 2015-16 will not be repeated.

PERFORMANCE MEASURES	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Projected
Community Recognition:				
• Proclamations prepared	19	15	18	18
• Certificates prepared	137	137	145	140
• Flower arrangements sent	10	12	10	10
Distribute Colma LiveWire newsletters monthly to households	5,500	5,400	5,400	5,400
Respond to all public records requests within the statutory deadline	18	17	18	18
Maintain per capita Sales Tax ranking in State of California	3	3	3	3
Distribute ColmaWorks newsletter to businesses	-	2	3	4
Convene the Town's website committee to ensure quality and timeliness of information	-	-	-	2

EXPENDITURE DETAIL

140 - ADMINISTRATION		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
11-51002	Full-time Staff <i>City Manager, City Clerk, Administrative Technician I; Administrative Services Director (0.25 FTE)</i>	270,977	258,975	342,500	358,114	404,450
11-51003	Part-time Staff (<i>Analyst</i>)	39,362	59,704	25,000	28,000	-
11-51004	Comp Time	349	46	300	300	1,000
11-51005	Overtime	137	-	200	200	200
11-51008	Vacation/Sick/Comp Time Payoff	(19,951)	8,575	2,400	2,400	-
11-51009	Deferred Compensation	1,380	1,670	1,200	2,950	3,900
	Total Salaries & Wages	292,254	328,970	371,600	391,960	409,550
	<u>BENEFITS</u>					
11-52001	PERS Misc. Employees	25,691	29,454	38,237	57,321	70,080
11-52006	Unemployment	-	-	-	-	-
11-52007	Health	20,827	28,700	35,061	35,062	43,500
11-52008	Dental	3,576	4,517	7,030	6,804	7,670
11-52009	Life Insurance	103	132	413	216	240
11-52011	Vision	431	574	690	936	1,060
11-52012	Health Club	329	-	-	564	560
11-52014	Social Security Employer	18,920	16,873	18,580	17,913	20,400
11-52015	Medicare Employer	4,532	4,642	5,350	5,244	5,930
11-52017	Retirees Health	405,891	1,398,118	521,270	521,270	105,560
11-52018	Retirees Dental	50,061	54,013	55,000	56,500	6,380
	Total Benefits	530,361	1,537,023	681,631	701,830	261,380
TOTAL SALARY WAGES & BENEFITS		822,615	1,865,993	1,053,231	1,093,790	670,930

EXPENDITURE DETAIL

140 - ADMINISTRATION		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
11-60001	Public Notices & Advertisements	315	846	200	650	650
11-60002	Office Supplies	6,093	5,792	7,000	4,000	5,000
11-60003	Postage	4,010	3,025	5,000	4,000	5,000
11-60005	Special Dept. Expense	183	447	1,000	500	1,000
11-60008	Dues & Publications	18,947	18,759	35,000	20,000	25,000
	<i>C/CAG - Member Assessment \$5,000, Congestion Relief \$10,000, Housing Element \$5,000 LAFCO - \$1,500; SAMCAT- \$2,000 ICMA - \$1,500; ABAG - \$1,500 League of California Cities - \$1,500 City Clerk Association - \$400 SMC City Managers' Assn. - \$300 HEART JPA - \$700 Joint Venture Silicon Valley - \$1,000 Other</i>					
11-60010	Conferences & Meetings	1,005	3,909	6,000	3,000	6,000
	<i>ICMA Conference Economic Development Conference</i>					
11-60013	Auto Expense	282	1,683	400	150	400
	<i>Administration Vehicle</i>					
11-60031	Election Expenses	-	1,405	2,000	-	2,000
11-61002	Training	2,784	918	3,000	3,000	3,000
	Total Supplies & Services	33,619	36,784	59,600	35,300	48,050
	<u>CONTRACTUAL</u>					
11-71010	Professional Consulting Services	113,028	43,989	45,000	44,000	65,000
	<i>Records Mgmt. Consultant - \$25,000 Economic Development - \$25,000 Sales Tax Forecasting - \$5,000 State Mandated Cost Recovery - \$3,000 Records Storage, Destruction - \$2,000 Public Relations - \$5,000</i>					
	Total Contractual	113,028	43,989	45,000	44,000	65,000
	TOTAL SUPPLIES SERVICES & CONTRACTUAL	146,647	80,773	104,600	79,300	113,050
	<u>CAPITAL OUTLAY</u>					
11-80002	Automobile Purchase	-	-	30,000	29,900	-
11-80200	Furniture	3,709	-	1,000	350	2,000
	TOTAL CAPITAL OUTLAY	3,710	-	31,000	30,250	2,000
	DIVISION TOTAL	972,972	1,946,766	1,188,831	1,203,340	785,980

DEPARTMENT: CITY MANAGER / CITY CLERK

DIVISION: HUMAN RESOURCES

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND (#11)

DIVISION DESCRIPTION

The Human Resources Division is responsible for personnel functions including policy development and compliance, recruitment and retention, compensation and benefits administration and participation in the Town's energy conservation initiatives. The Division's budget contains program expenses for the annual employee recognition event, citywide training, safety committee activities and professional consulting services including labor negotiations.



STAFFING

The Division contains the Human Resources Manager.

ACCOMPLISHMENTS

During FY 2015-16, the Division accomplished the following:

- Retained and developed the Town's workforce.
- Coordinated the 14th annual Employee Service Recognition awards with 10 individuals honored including one employee with 20 years of service and two with 10 years of service.
- Assisted individual managers and employees with employment-related issues.
- Ensured compliance with local, state and federal employment laws including the changes to the Family Medical Leave Act and the Fair Employment and Housing Act.
- Enhanced the Town's website.
- Collaborated on outreach to local cemetery operators to present energy and water conservation resources.
- Managed Town-wide classification compensation survey.

Goals for FY 2016-17 are to:

- Promote employee development by facilitating training opportunities, including cross-training.
- Partner with departments to anticipate and respond to changes, priorities and staffing needs.
- Identify and implement cost containment measures related to employee benefits.
- Participate in the implementation of the Town's efforts to conserve energy and reduce its carbon emissions.

- Implement newly adopted memorandums of understanding with the Town's two bargaining units.
- Transition to Town's new workers' compensation claims administrator.
- Support new reporting relationship of Human Resources Division.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$7,033 (2.9%) more than the FY 2015-16 Amended Budget. The increase is primarily due to a change in the budgeting of Retiree Medical and Dental costs in Fiscal Year 2016-17.

In previous years 100% of the retiree costs were expensed in the City Manager Budget. The 2016-17 Budget allocates \$31,240 in Retiree Medical / Dental costs to the Human Resources Division. The allocation represents a proportionate share of the expenses allocated based on budgeted payroll. The Retiree costs include both current year projected expenses as well as a contribution to reduce the unfunded liability.

Setting aside the Retiree costs, the FY 2016-17 Proposed Budget is \$24,207 (10.1%) less due to a reduction in the Professional Consulting Services line item. The prior budget included funding for salary survey services that will not be repeated in Fiscal Year 2016-17.

PERFORMANCE MEASURES	FY 2013-14 Actual	FY 2014 -15 Actual	FY 2015-16 Estimated	FY 2016-17 Proposed
Circulate Colma Network (employee newsletter) 4x per year	4	4	4	4
Review all job descriptions annually	100%	26%	100%	100%
Process personnel actions within 72 hours of receipt of notification	100%	100%	100%	100%
Provide cost-effective employee training sessions 4x per year	8	4	6	6
Complete energy conservation projects 3x per year	3	3	3	3
Convene the Town's website committee to ensure quality and timeliness of information 2x per year	2	2	2	-

EXPENDITURE DETAIL

141 - HUMAN RESOURCES		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
11-51002	Full-time Staff	114,546	108,344	112,880	112,882	112,880
11-51009	<i>Human Resources Manager</i> Deferred Compensation	1,230	1,170	1,200	1,200	1,200
	Total Salaries & Wages	115,776	109,514	114,080	114,080	114,080
	<u>BENEFITS</u>					
11-52001	PERS Misc. Employees	20,144	20,776	23,627	20,721	21,940
11-52007	Health	25,291	27,541	30,430	30,343	32,890
11-52008	Dental	2,258	2,258	2,480	2,268	2,360
11-52009	Life Insurance	69	66	70	72	80
11-52011	Vision	287	287	340	312	320
11-52012	Health Club	376	188	450	-	-
11-52014	Social Security Employer	7,170	6,756	7,030	7,073	7,070
11-52015	Medicare Employer	1,677	1,580	1,640	1,654	1,650
11-52017	Retirees Health	-	-	-	-	29,460
11-52018	Retirees Dental	-	-	-	-	1,780
	Total Benefits	57,272	59,452	66,067	62,440	97,550
TOTAL SALARY WAGES & BENEFITS		173,048	168,966	180,147	176,520	211,630
	<u>SUPPLIES & SERVICES</u>					
11-60008	Dues & Publications <i>MMANC & PELRA - \$175</i> <i>Labor Posters - \$300</i>	183	410	580	500	580
11-60010	Conferences & Meetings <i>HRA - \$50</i> <i>NorCalHR - \$1,000</i> <i>MMANC - \$750,;PELRA - \$,1000</i>	1,526	892	2,500	2,000	2,500
11-60013	Auto Expense	564	294	400	450	450
11-61001	Personnel Recruitments	3,072	2,689	2,000	2,800	2,500
11-61002	Training <i>Citywide - \$1,000</i> <i>Safety Committee - \$1,000</i>	1,249	1,291	2,000	2,000	2,000
11-61004	Employee Programs <i>Annual Recognition Event</i>	1,049	1,272	2,000	2,000	2,000
	Total Supplies & Services	7,643	6,848	9,480	9,750	10,030
	<u>CONTRACTUAL</u>					
11-71010	Professional Consulting Services <i>Special Services - \$9,000</i> <i>IEDA Labor Negotiations - \$16,000</i>	15,100	15,332	50,000	50,000	25,000
	Total Contractual	15,100	15,332	50,000	50,000	25,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		22,743	22,180	59,480	59,750	35,030
DIVISION TOTAL		195,791	191,146	239,627	236,270	246,660

DEPARTMENT: CITY MANAGER / CITY CLERK

DIVISION: FINANCE

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND (#11)

DIVISION DESCRIPTION

The Finance Division is responsible for paying the Town's bills, maintaining and reconciling accounts, payroll, financial reporting, responding within one business day to vendor and employee inquiries and maintaining related records.

The City Manager is responsible for oversight of the Finance Division and also two non-departmental activities: General Services, which includes all insurance for the Town, utility bill payments and miscellaneous expenditures that are of a general nature; and Debt Service for the 2015 Certificates of Participation Town Hall Renovation Project. Each of these activities has detailed budget pages.

STAFFING

The Finance Division is staffed by two Accounting Technicians (1.8 FTE). The supervisory duties of the Finance Division are performed by the City Manager, with the assistance of contract finance services.

ACCOMPLISHMENTS/GOALS

During FY 2015-16, the Finance Division:

- Was instrumental in the Town receiving a clean audit for FY 2014-15.
- Received the Excellence in Budgeting Award from the California Society of Municipal Finance Officers (CSMFO) for the third time and the Distinguished Budget Award from the Government Finance Officers Association (GFOA) for the fifth time, for the FY 2015-16 Adopted Budget.
- Assisted in the preparation of supporting documentation for the Town Hall Renovation Project Financing.
- Coordinated reformatting of the Quarterly Finance Report and presentation of Revenue and Expenditures by Fund.

For FY 2016-17, the Finance Division goals include:

- Coordinating an Updated Five Year Capital Improvement Plan.
- Completion of an updated OPEB Actuarial Study (Retiree Medical).
- Evaluation of banking services.
- Evaluation of audit services for the period ending June 30, 2017.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$42,629 (10.3%) more than the FY 2015-16 Amended Budget. The increase is primarily due to a change in the budgeting of Retiree Medical and Dental costs in Fiscal Year 2016-17.

In previous years, 100% of the retiree costs were expensed in the City Manager Budget. The FY 2016-17 Proposed Budget allocates \$38,930 in Retiree Medical / Dental costs to the Finance Division. The allocation represents a proportionate share of the expenses allocated based on budgeted payroll. The Retiree costs include both current year projected expenses as well as a contribution to reduce the unfunded liability.

Setting aside the Retiree costs, The FY 2016-17 Proposed Budget is \$3,699 (0.9%) more due to slightly higher salary and benefit costs, partially offset by a reduction in the Conferences & Meetings line item.

PERFORMANCE MEASURES	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Projected
Accounts Payable checks issued	2055	2182	2120	2120
Federal 1099s issued for vendor payments	55	55	51	53
Payroll checks / direct deposits processed and issued	1350	1404	1420	1400
Annual payroll W-2s issued	66	66	74	70

EXPENDITURE DETAIL

150 - FINANCE		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
11-51002	Full-time Staff	43,359	64,049	71,160	71,157	74,730
	<i>Accounting Technician</i>					
11-51003	Part-time Staff	23,543	63,253	65,930	65,928	65,930
	<i>Accounting Technician (0.8 FTE)</i>					
11-51004	Comp Time	-	-	-	500	500
11-51008	Vacation/Sick/Comp Time Payoff	(5,205)	2,258	-	-	-
11-51009	Deferred Compensation	-	-	-	1,200	1,200
	Total Salaries & Wages	61,697	129,560	137,090	138,790	142,360
	<u>BENEFITS</u>					
11-52001	PERS Misc. Employees	11,766	17,385	20,561	23,056	25,170
11-52007	Health	8,468	18,499	20,710	20,436	21,950
11-52008	Dental	2,258	4,329	4,970	4,536	4,720
11-52009	Life Insurance	69	127	150	144	150
11-52011	Vision	287	550	690	624	650
11-52014	Social Security Employer	4,148	7,893	8,500	8,574	8,800
11-52015	Medicare Employer	970	1,846	1,990	2,005	2,060
11-52017	Retirees Health	-	-	-	-	36,710
11-52018	Retirees Dental	-	-	-	-	2,220
	Total Benefits	27,966	50,629	57,571	59,380	102,430
TOTAL SALARY WAGES & BENEFITS		89,663	180,189	194,661	198,170	244,790

EXPENDITURE DETAIL

150 - FINANCE		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
11-60004	Computer Expense/Services <i>Eden - \$20,250</i> <i>Stepford Extra Hours</i>	24,319	18,653	30,000	30,000	30,000
11-60005	Special Dept. Expense <i>Budget award application fees</i> <i>Disability access payments to the State</i>	455	430	1,000	700	1,000
11-60008	Dues & Publications <i>CA Municipal Treasurers Assn. - \$185</i> <i>CA Society of Municipal Finance - \$110</i> <i>Govt Finance Officers (GFOA) - \$205</i>	-	-	1,000	300	500
11-60010	Conferences & Meetings <i>CA Municipal Treasurers Association</i> <i>CA Society of Municipal Finance Officers</i>	-	980	11,000	1,000	3,000
11-61003	Tuition Reimbursement	-	1,000	-	1,000	1,000
	Total Supplies & Services	24,774	21,063	43,000	33,000	35,500
	<u>CONTRACTUAL</u>					
11-70010	Auditing Cardroom	38,025	39,838	45,000	45,000	45,000
11-71001	Auditing - General	30,400	27,058	30,000	24,000	30,000
11-71010	Professional Consulting Services	74,957	46,827	100,000	75,000	100,000
	Total Contractual	143,382	113,723	175,000	144,000	175,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		168,156	134,786	218,000	177,000	210,500
DIVISION TOTAL		257,819	314,975	412,661	375,170	455,290

DEPARTMENT: CITY MANAGER / CITY CLERK
DIVISION: FINANCE
ACTIVITY: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
FUNDING SOURCE: GENERAL FUND (#11)

ACTIVITY DESCRIPTION

The General Services budget includes expenditures shared by all departments, such as the telephone system, cellular telephones, utilities and insurance. This Activity also includes the cost of funding townwide communications support (basic cable television) for residents.

STAFFING

The Administrative Services Director is responsible for General Services. This Activity has no staff.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$9,940 (1%) lower than the FY 2015-16 Amended Budget due to the removal of the water conservation rebate program, partially offset by higher liability insurance rates and cell phone charges.

EXPENDITURE DETAIL

151 - GENERAL SERVICES		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	SUPPLIES & SERVICES					
11-60004	Computer Expenses and Services <i>New Software Purchases</i> <i>Printer, Ink Cartridges,</i> <i>Stepford Support Services</i> <i>Stepford Additional Services as Required</i>	80,255	65,293	82,500	70,500	75,000
11-60005	Special Dept. Expense <i>Community Outreach</i> <i>Interior Plant Maintenance</i> <i>First Aid Supplies, Drought Mitig. (FY 2016)</i>	2,470	4,231	25,000	3,500	3,500
11-60011	Communications <i>Cell Phone Charges</i> <i>Internet</i> <i>Emergency Satellite Phones</i>	18,964	24,866	20,000	30,000	30,000
11-60012	Utilities <i>PG&E</i> <i>Cal Water, Daly City Water</i>	71,459	61,943	65,000	50,000	65,000
11-60014	Office Equipment Rental <i>Postage and Folding Machines</i> <i>Copier Admin</i>	22,529	20,608	30,000	20,000	25,000
11-60033	Safety Grant Programs	1,600	1,771	15,000	15,000	15,000
	Total Supplies & Services	197,277	178,712	237,500	189,000	213,500
	CONTRACTUAL					
11-71010	Professional Consulting Services <i>Mental Health Network (MHN)</i> <i>Section 125-Flex Plan</i>	2,646	5,425	3,000	3,200	3,350
11-71031	Grants <i>Chamber of Commerce</i>	-	45,000	45,000	45,000	45,000
11-71034	Citywide Communication Support <i>Bulk Cable Service</i>	265,942	270,778	160,000	162,000	162,000
11-74001	Liability Insurance <i>ABAG - Liability, Property, etc - \$103,350</i> <i>(EIA) Workers' Compensation Advance Pay - \$284,000</i> <i>Driver Alliant - Earthquake, Flood - \$155,000</i>	414,715	460,236	533,290	495,000	545,000
11-74004	Claims Litigation	50,194	9,986	50,000	50,000	50,000
	Total Contractual	733,497	791,425	791,290	755,200	805,350
TOTAL SUPPLIES SERVICES & CONTRACTUAL		930,774	970,137	1,028,790	944,200	1,018,850
ACTIVITY TOTAL		930,774	970,137	1,028,790	944,200	1,018,850

DEPARTMENT: CITY MANAGER / CITY CLERK

DIVISION: FINANCE

ACTIVITY: DEBT SERVICE
CERTIFICATES OF PARTICIPATION

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: DEBT SERVICE FUND (#43)

ACTIVITY DESCRIPTION

This Activity shows the budget and expenditures for Certificates of Participation (COP). The debt represents collateralized lease payments and is not a form of bonded debt.

The financing documents require the City Council to appropriate the annual lease payments as part of the Operating Budget. The Debt Service Fund will receive a Transfer of resources from the General Fund to cover the expenses. The Finance Division is responsible for the transfer of funds to the Trustee to make timely payments on principal and interest.

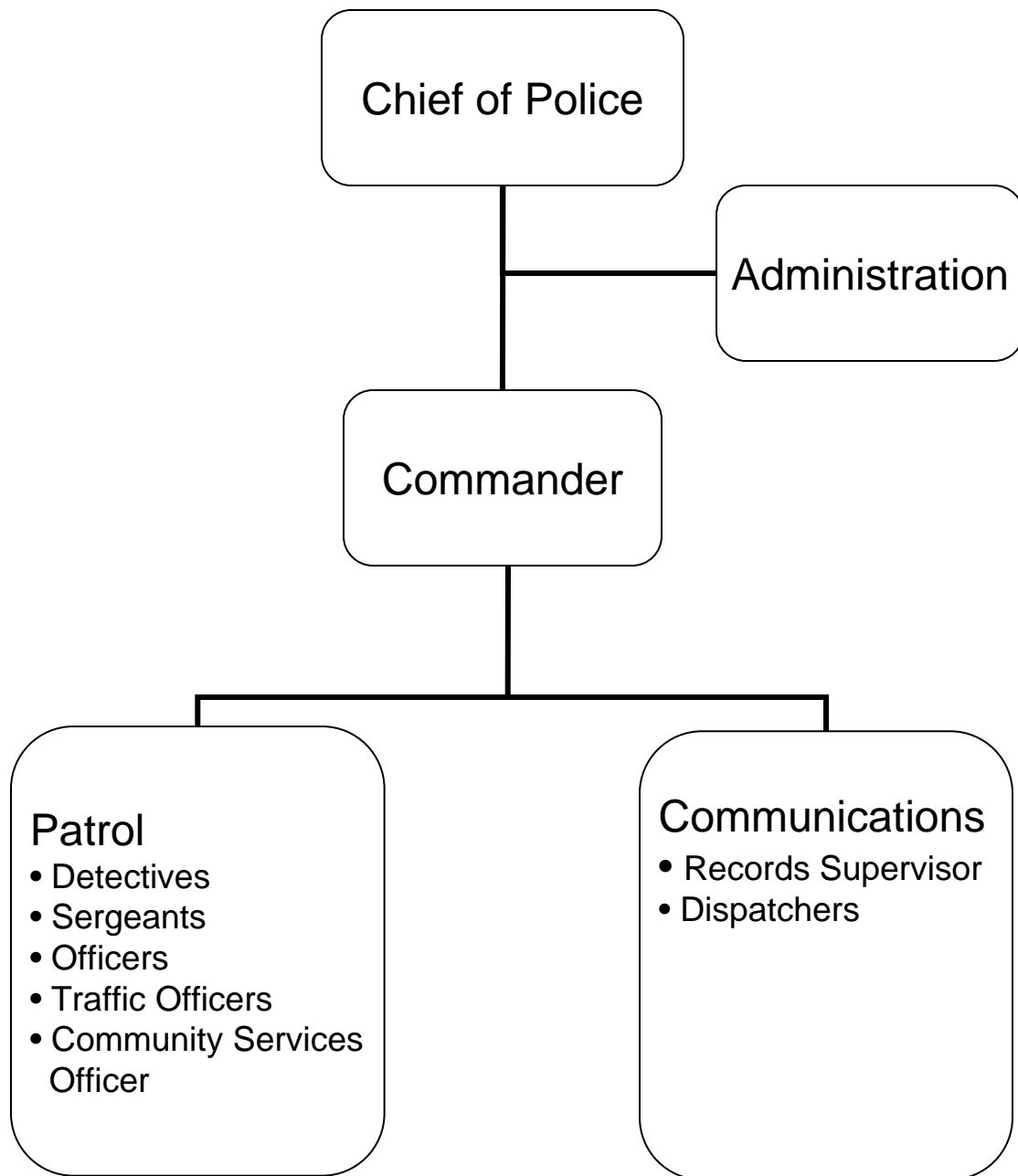
BUDGET HIGHLIGHTS

In 2014-15 the City Council established a Town Hall Renovation project budget of \$13 million. In September, 2015 the Town completed the 2015 COP Financing, which will fund a portion of the project. The principal amount issued was \$5.3 million and the amount deposited into the project fund for construction was \$5,102,500 (principal net of the cost of issuance). The first payment was made in 2016 and the final scheduled payment will be made in April, 2045. In Fiscal Year 2015-16, one-time costs of issuance were incurred. Fiscal Year 2016-17 costs reflect the scheduled debt service and Trustee administrative fees.

The expenses noted in Fiscal Year 2013-14 retired the 2003 debt issuance used to construct a new police facility and community center. The 2003 COPs were retired in May, 2014.

620 – DEBT SERVICE – COPs		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	CONTRACTUAL					
43-71010	Prof. Consulting Services - Trustee	16,837	-	-	145,300	7,500
43-75001	Debt Principal	12,100,000	-	71,490	180,000	110,000
43-75002	Debt Interest	560,371	-	237,500	114,087	185,670
TOTAL CONTRACTUAL		12,677,209	-	308,990	439,390	303,170
ACTIVITY TOTAL		12,677,209	-	308,990	439,390	303,170

Police Department



DEPARTMENT: POLICE

FUNCTION: PUBLIC SAFETY

FUNDING SOURCE: GENERAL FUND AND STATE OF CALIFORNIA
SUPPLEMENTAL LAW ENFORCEMENT SERVICES
FUND (SLESF)

DEPARTMENT DESCRIPTION

The Police Department consists of the following divisions:

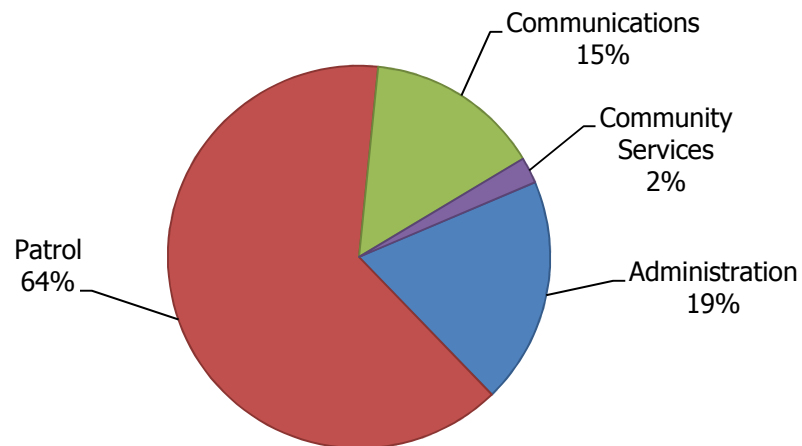
- Administration
- Communication
- Patrol
- Community Services

The Department is primarily supported by the General Fund, with the exception of the Community Services Officer (CSO) position which is funded by a SLESF grant from the State of California.

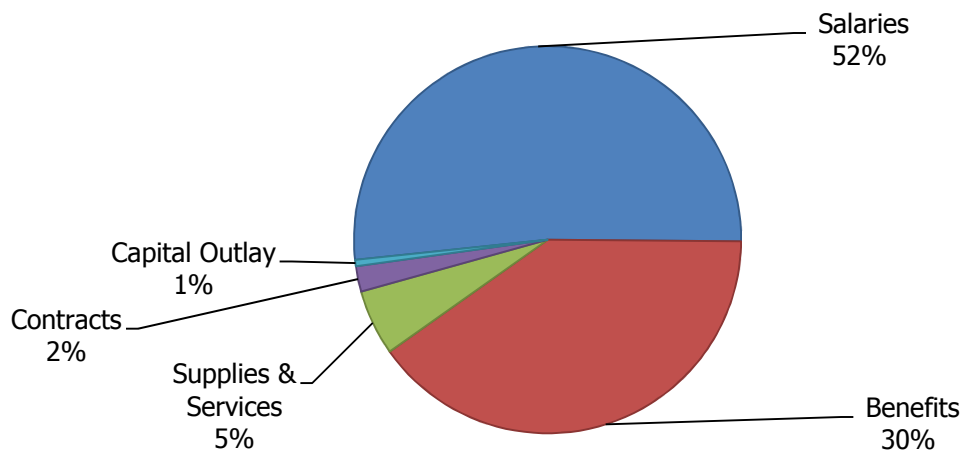
There are a total of 26 positions in the Department, 19 sworn and seven non-sworn (6.2 FTE).

NO.	DIVISION	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
210	ADMINISTRATION	579,490	479,020	79,700	75,000	2,000	1,215,210
220	PATROL	2,206,590	1,690,970	116,700	-	30,000	4,044,260
230	COMMUNICATIONS	418,120	313,760	146,400	60,000	1,200	939,480
240	COMMUNITY SVCS	78,210	56,590	4,500	-	-	139,300
TOTAL EXPENDITURES		3,282,410	2,540,340	347,300	135,000	33,200	6,338,250

Police Divisions



Police Categories



DEPARTMENT: POLICE

DIVISION: POLICE ADMINISTRATION

FUNCTION: PUBLIC SAFETY

FUNDING SOURCE: GENERAL FUND (#11)

DIVISION DESCRIPTION

Police Administration provides the planning, direction and oversight control of the Department.

STAFFING

The staffing for this Division includes the Police Chief, a Detective Sergeant, a Detective and an Administrative Technician III.



ACCOMPLISHMENTS/GOALS

During FY 2015-16, the Division:

- Completed two Emergency Operations Center exercises.
- Hosted Inner Perspectives, a countywide leadership course for front line law enforcement.
- Expanded social media to include Nixle, Next Door Colma and Twitter.
- Received an Office of Traffic Safety grant.
- Purchased a "Zero" electric motorcycle for patrol.
- Promoted a Sergeant to Detective Sergeant.
- Hired three Police Officers.
- Hosted National Night Out in partnership with Target.

During FY 2016-17, the Division will:

- Provide disaster preparedness training.
- Continue to collaborate with Recreation Division for youth involvement.
- Participate in Countywide Office of Emergency Services exercises.
- Promote Neighborhood Watch via social media.
- Continue to host National Night Out.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$174,163 (16.7%) more than the FY 2015-16 Amended Budget. The increase is primarily due to a change in the budgeting of Retiree Medical and Dental costs in Fiscal Year 2016-17.

In previous years, 100% of the retiree costs were expensed in the City Manager Budget. The FY 2016-17 Proposed Budget allocates \$142,550 in Retiree Medical / Dental costs to the Police Administration Division. The allocation represents a proportionate share of the expenses allocated based on budgeted payroll. The Retiree costs include both current year projected expenses as well as a contribution to reduce the unfunded liability.

Setting aside the Retiree costs, the FY 2016-17 Proposed Budget is \$31,613 (3.0%) more due to increases in Public Safety PERS benefit charges as well as other projected benefit costs. There are also increases in the Investigations line item based on trends in the current year.

EXPENDITURE DETAIL

210 - POLICE ADMINISTRATION		ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
11-51002	Full-time Staff	395,531	436,904	499,280	512,944	515,070
	<i>Chief of Police</i>					
	<i>Detective Sergeant</i>					
	<i>Detective Officer</i>					
	<i>Administrative Technician III</i>					
11-51004	Comp Time	8,069	3,610	9,500	5,000	7,500
11-51005	Overtime	5,418	27,759	30,000	23,000	30,000
11-51006	Work Comp, Disability & 4850	2,928	-	12,230	-	-
11-51007	Holiday	7,679	12,259	10,000	12,024	12,120
11-51008	Vacation/Sick/Comp Time Payoff	32,644	24,149	3,600	10,000	10,000
11-51009	Deferred Compensation	2,430	4,097	6,380	4,800	4,800
	Total Salaries & Wages	454,699	508,778	570,990	567,770	579,490
	<u>BENEFITS</u>					
11-52001	PERS Misc. Employees	15,217	15,882	17,658	15,563	16,480
11-52002	PERS Safety	113,325	128,706	150,839	150,411	162,730
11-52007	Health	67,202	69,934	98,950	105,061	114,630
11-52008	Dental	6,775	6,963	9,940	9,720	10,110
11-52009	Life Insurance	201	193	290	291	300
11-52011	Vision	861	885	1,370	1,341	1,400
11-52012	Health Club	329	912	480	1,128	1,130
11-52013	Uniform Allowance	1,760	2,640	2,640	2,640	2,640
11-52014	Social Security Employer	22,644	24,430	27,440	27,407	27,410
11-52015	Medicare Employer	6,686	7,196	7,550	7,736	7,770
11-52017	Retirees Health	-	-	-	-	134,420
11-52018	Retirees Dental	-	-	-	-	8,130
	Total Benefits	235,000	257,741	317,157	321,300	479,020
TOTAL SALARY WAGES & BENEFITS		689,699	766,519	888,147	889,070	1,058,510

EXPENDITURE DETAIL

210 - POLICE ADMINISTRATION		ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
11-60003	Postage	1,557	1,431	2,000	1,800	2,000
11-60004	Computer Supplies	31,937	10,761	25,000	5,000	21,000
	<i>IT Expenses, Maintenance Fees, Equip Purchase, Stepford Extra Hours, Sprint</i>					
11-60005	Special Dept. Expense	5,582	9,303	7,500	7,500	8,000
	<i>Film Process, Cintas First Aid, Printing, Associated Services</i>					
11-60008	Dues & Publications	6,300	5,406	5,000	5,200	5,200
	<i>Local Committees, Professional Publications, Books and Manuals</i>					
11-60010	Conferences & Meetings	998	2,560	2,500	2,000	2,500
	<i>Local Meetings and Conferences for Admin Personnel</i>					
11-60011	Communications	-	2,671	-	6,240	6,500
11-60013	Auto Expense	342	1,520	-	-	-
11-61002	Training	2,908	3,370	3,000	3,400	3,500
	<i>POST and non-POST Training</i>					
11-61003	Tuition Reimbursement	-	-	2,800	2,000	2,000
11-61005	Inner Perspectives	8,674	8,789	10,000	10,000	10,000
11-63002	Investigations	12,975	13,814	10,000	17,000	17,000
	<i>Sketches, Backgrounds, Detectives' Travel, LC Print Cards, New Employee Background Checks</i>					
11-63005	Property and Evidence	1,468	1,451	2,000	2,000	2,000
	Total Supplies & Services	72,741	61,076	69,800	62,140	79,700
	<u>CONTRACTUAL</u>					
11-71011	Countywide Services Contracts	77,683	62,152	81,100	62,400	75,000
	<i>Narcotics Task Force - \$4,000 Crime Lab - \$16,000 First Chance - \$12,500 Animal Control - \$30,000 Office of Emergency Services - \$6,035 CORA, Keller Center, Other</i>					
	Total Contractual	77,683	62,152	81,100	62,400	75,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		150,424	123,228	150,900	124,540	154,700
	<u>CAPITAL OUTLAY</u>					
11-80001	Equip. Purchases	-	-	1,000	500	1,000
	<i>Misc. Detective Equipment/Safety Equipment</i>					
11-80200	Furniture	-	-	1,000	-	1,000
TOTAL CAPITAL OUTLAY		-	-	2,000	500	2,000
DIVISION TOTAL		840,123	889,747	1,041,047	1,014,110	1,215,210

DEPARTMENT: POLICE

DIVISION: POLICE PATROL

FUNCTION: PUBLIC SAFETY

FUNDING SOURCES: GENERAL FUND (#11) AND OTS GRANT FUND (#29)

DIVISION DESCRIPTION

Police Patrol provides front-line uniform response to calls for police services. Police Patrol addresses neighborhood quality-of-life issues, and responds to all security-related service needs of the community including: threats to life and property, enforcement of traffic laws and investigation of crimes against persons and property.



STAFFING

The Division's personnel include a Police Commander, four Police Sergeants and 11 Police Officers. As staffing allows, one officer is assigned to a motorcycle on a part-time basis, and officers work a variety of other ancillary assignments including SWAT, San Mateo County Gang Task Force, Bicycle Patrol and STEP (Saturation Traffic Enforcement Program).

ACCOMPLISHMENTS/GOALS

During FY 2015-16, the Division:

- Participated year round with the San Mateo County Gang Task Force.
- Participated in a minimum of four community events per officer.
- Received over 1,000 hours of training.
- Participated in monthly STEP deployments, Saturation Traffic Enforcement Program.
- Implemented the Bicycle Patrol Unit.
- Assigned an officer to the police academy as a Recruit Training Officer.

During FY 2016-17, the Division will:

- Train personnel in Crisis Intervention.
- Participate in four community events per officer.
- Identify and train personnel for specialty positions.
- Continue to develop staff for promotional opportunities.
- Participate in traffic safety enforcement.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$473,005 (13.2%) more than the FY 2015-16 Amended Budget. The increase is primarily due to a change in the budgeting of Retiree Medical and Dental costs in Fiscal Year 2016-17.

In previous years, 100% of the retiree costs were expensed in the City Manager Budget. The FY 2016-17 Proposed Budget allocates \$506,410 in Retiree Medical / Dental costs to the Police Patrol Division. The allocation represents a proportionate share of the expenses allocated based on budgeted payroll. The Retiree costs include both current year projected expenses as well as a contribution to reduce the unfunded liability.

Setting aside the Retiree costs, the FY 2016-17 Proposed Budget is \$33,405 (0.9%) less due to decreases in some areas which partially offset the increased costs. This includes a reduction in the budgeted Overtime and one-time capital expenses are not duplicated in the 2016-17 Fiscal Year. There were also increases in Public Safety PERS costs.

The majority of the Police Patrol expenses are funded by the General Fund. In Fiscal Year 2016-17, \$3,750 Overtime is funded by an Office of Traffic Safety (OTS) Enforcement Grant. This Grant also funded expenditures in the previous year associated with the purchase of a speed display trailer and enforcement overtime.

EXPENDITURE DETAIL

220 - POLICE PATROL		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
11-51002	Full-time Staff <i>Commander</i> <i>Police Sergeants (4 FTE)</i> <i>Police Officers (11 FTE)</i>	1,730,660	1,494,575	1,811,720	1,786,712	1,811,690
11-51004	Comp Time	36,831	20,297	45,000	40,000	45,000
11-51005	Overtime	177,459	115,840	250,000	149,000	225,000
29-51005	Overtime	-	-	-	3,750	3,750
11-51006	Workers Compensation, Disability & 4850	17,644	34,215	-	-	-
11-51007	Holiday	90,246	90,059	83,690	82,252	83,150
11-51008	Vacation/Sick/Comp Time Payoff	(12,691)	58,429	20,000	20,000	20,000
11-51009	Deferred Compensation	14,595	14,553	19,150	15,200	18,000
11-51020	Cash In Lieu	3,575	2,925	-	1,500	-
	Total Salaries & Wages	2,058,319	1,830,893	2,229,560	2,098,410	2,206,590
	<u>BENEFITS</u>					
11-52002	PERS Safety	600,108	544,885	625,245	619,884	669,030
11-52006	Unemployment	12,844	9,000	-	-	-
11-52007	Health	370,508	372,924	316,500	307,853	310,950
11-52008	Dental	36,511	36,699	39,750	42,228	41,330
11-52009	Life Insurance	1,097	1,073	1,160	1,241	1,220
11-52011	Vision	4,593	4,617	5,490	5,831	5,710
11-52012	Health Club	2,254	2,170	2,700	1,692	1,690
11-52013	Uniform Allowance	12,100	11,604	14,080	14,887	14,010
11-52014	Social Security Employer	117,346	100,290	113,240	111,956	112,660
11-52015	Medicare Employer	31,103	26,897	27,730	27,583	27,960
11-52017	Retirees Health	-	-	-	-	477,820
11-52018	Retirees Dental	-	-	-	-	28,590
	Total Benefits	1,188,464	1,110,159	1,145,895	1,133,160	1,690,970
TOTAL SALARY WAGES & BENEFITS		3,246,783	2,941,052	3,375,455	3,231,570	3,897,560

EXPENDITURE DETAIL

220 - POLICE PATROL		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
11-60005	Special Dept. Expense <i>Cell Phones, Evidence, Safety Equipment, Video Equipment, Film, Range Supplies, Fire Arms Related Supplies, Miscellaneous Supplies</i>	19,109	17,925	12,000	15,000	15,000
11-60008	Dues & Publications <i>PESA, Juv Ofc, CPOA, TMA, Official Magazines/Books, Business Cards</i>	328	1,089	1,000	500	1,000
11-60010	Conferences & Meetings <i>State & Local Meetings/Conference, Seminars, etc.</i>	259	633	800	350	700
11-60013	Auto Expense <i>Fuel, Tires, Vehicle Repairs, Vehicle Equipment, Car Wash, Towing</i>	54,889	57,812	68,000	52,000	62,000
11-61002	Training <i>POST & Non POST Training, Special Enforcement, Terrorism Training</i>	28,017	18,246	25,000	22,000	25,000
11-63001	Booking Fees <i>Booking Fees, Citation Processing</i>	12,878	12,263	10,000	10,500	11,000
11-63002	Investigations <i>Travel, Sketches, Equipment Rental for Patrol-Related Investigations, Code Enforcement</i>	462	6,533	2,000	1,200	2,000
	Total Supplies & Services	115,942	114,501	118,800	101,550	116,700
	<u>CONTRACTUAL</u>					
11-72001	Auto Repair Services <i>Service Contract</i>	71,635	21,237	-	-	-
	Total Contractual	71,635	21,237	-	-	-
TOTAL SUPPLIES SERVICES & CONTRACTUAL		187,577	135,738	118,800	101,550	116,700
	<u>CAPITAL OUTLAY</u>					
11-80001	Equipment Purchase <i>Weapon Replacement/Purchase, Large Tools and Patrol Equipment</i>	24,328	40,614	25,000	25,000	30,000
29-80001	Equipment Purchase - Radar Trailer	-	-	-	23,200	-
11-80002	Automobile Purchase*	97,286	-	52,000	51,000	-
TOTAL CAPITAL OUTLAY		121,614	40,614	77,000	99,200	30,000
DIVISION TOTAL		3,555,974	3,117,404	3,571,255	3,432,320	4,044,260

*Beginning FY 2017 See Capital CIP for Fleet

DEPARTMENT: POLICE

DIVISION: POLICE COMMUNICATIONS

FUNCTION: PUBLIC SAFETY

FUNDING SOURCE: GENERAL FUND (#11)

DIVISION DESCRIPTION

Police Communications handles the clerical and record-keeping duties of the Department and citizen-initiated calls for service.

STAFFING

The positions in this Division are one Dispatch Records Supervisor, three Dispatchers and three Per Diem Dispatchers.



ACCOMPLISHMENTS/GOALS

During FY 2015-16, the Division:

- Hired a Dispatch Records Supervisor.
- Honored a dispatcher for receiving Dispatcher of the Year award.
- Attended the RIMS conference.

During FY 2016-17, the Division will:

- Continue to manage and purge cases in evidence room.
- Participate in a minimum of four community events.
- Cross train dispatchers for succession.
- Continue involvement with tactical dispatching.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$108,610 (13.1%) more than the FY 2015-16 Amended Budget. The increase is primarily due to a change in the budgeting of Retiree Medical and Dental costs in Fiscal Year 2016-17.

In previous years, 100% of the retiree costs were expensed in the City Manager Budget. The FY 2016-17 Proposed Budget allocates \$101,420 in Retiree Medical / Dental costs to the Communications Division. The allocation represents a proportionate share of the expenses allocated based on budgeted payroll. The Retiree costs include both current year projected expenses as well as a contribution to reduce the unfunded liability.

Setting aside the Retiree costs, the FY 2016-17 Proposed Budget is \$7,190 (0.9%) more than the FY 2015-16 Adopted Budget reflecting both increases and decreases to various line items.

EXPENDITURE DETAIL

230 - POLICE COMMUNICATIONS		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
11-51002	Full-time Staff <i>Dispatch Supervisor</i> <i>Dispatchers (3 FTE)</i>	331,221	317,913	360,140	364,305	366,470
11-51003	Part-time Staff <i>Per Diem Dispatcher (0.2 FTE)</i>	3,115	2,949	8,040	8,042	8,040
11-51004	Comp Time	7,253	5,889	6,000	6,000	6,500
11-51005	Overtime	34,264	21,428	26,000	21,000	25,000
11-51008	Vacation/Sick/Comp Time Payoff	(1,861)	6,443	-	16,180	-
11-51009	Deferred Compensation	3,690	4,260	4,450	4,800	4,800
11-51019	CAD Administrator Incentive Pay	6,030	7,318	7,310	7,314	7,310
	Total Salaries & Wages	383,712	366,200	411,940	427,640	418,120
	<u>BENEFITS</u>					
11-52001	PERS Misc. Employees	54,595	54,585	67,695	65,701	70,120
11-52007	Health	79,207	87,150	94,690	92,772	98,940
11-52008	Dental	8,657	9,034	9,940	9,072	9,440
11-52009	Life Insurance	258	264	290	288	300
11-52011	Vision	1,076	1,148	1,370	1,248	1,300
11-52013	Uniform Allowance	2,161	2,660	4,660	2,660	2,660
11-52014	Social Security Employer	22,742	21,989	23,570	23,837	23,970
11-52015	Medicare Employer	5,622	5,255	5,510	5,575	5,610
11-52017	Retirees Health	-	-	-	-	95,640
11-52018	Retirees Dental	-	-	-	-	5,780
	Total Benefits	174,320	182,090	207,730	201,150	313,760
TOTAL SALARY WAGES & BENEFITS		558,032	548,290	619,670	628,790	731,880

EXPENDITURE DETAIL

230 - POLICE COMMUNICATIONS		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
11-60002	Office Supplies <i>Department Wide Account</i> <i>Document Distruction</i>	12,224	9,150	6,000	8,000	8,000
11-60004	Computer Supplies <i>CAD/RMS Maintenance</i>	12,164	3,742	28,000	25,000	25,000
11-60005	Special Dept. Expense <i>Records Purge, Special Dept. Needs,</i> <i>Minor Equipment Repair/Replacement</i>	2,530	930	2,500	900	1,200
11-60008	Dues & Publications <i>Comm Managers, Official Manuals Books</i>	272	170	200	100	200
11-60010	Conferences & Meetings <i>Sun Ridge Conference, Local Meetings</i> <i>and Conferences</i>	446	1,397	2,000	1,900	2,000
11-60011	Communications <i>Contract Cost for SSFPD Dispatch</i> <i>Services, Radio Repair/Maintenance</i>	99,514	102,527	105,000	105,000	107,000
11-61002	Training <i>POST and Non-POST Training, Updates</i>	1,464	2,076	2,500	1,000	3,000
	Total Supplies & Services	128,614	119,992	146,200	141,900	146,400
	<u>CONTRACTUAL</u>					
11-72003	Equipment Maintenance <i>Message Switch - \$13,750</i> <i>Portable Radios - \$8,250</i> <i>Copy Machine - \$11,500</i> <i>TEA (Radio Console, Lawnet) - \$19,500</i> <i>Microwave Telephone - \$7,000</i> <i>Other</i>	82,375	53,100	64,000	60,000	60,000
	Total Contractual	82,375	53,100	64,000	60,000	60,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		210,989	173,092	210,200	201,900	206,400
	<u>CAPITAL OUTLAY</u>					
11-80001	Equipment Purchases	-	-	500	500	500
11-80200	Furniture	-	-	500	1,500	700
TOTAL CAPITAL OUTLAY		-	-	1,000	2,000	1,200
DIVISION TOTAL		769,021	721,382	830,870	832,690	939,480

DEPARTMENT: POLICE

DIVISION: POLICE COMMUNITY SERVICES

FUNCTION: PUBLIC SAFETY

FUNDING SOURCES: GENERAL FUND (#11) AND STATE OF CALIFORNIA
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND
(SLESF) (#29)

DIVISION DESCRIPTION

The Police Community Services Division was referred in previous budgets as Police Grants, which reflected the primary funding source since FY 2001-02. The state grant fund, is the Supplemental Law Enforcement Services Fund (SLESF), which is for front-line personnel services. This division funds a Community Service Officer (CSO) and specific training costs.

STAFFING

The Division consists of one CSO.



ACCOMPLISHMENTS/GOALS

During FY 2015-16, the Division:

- Provided dispatch relief for extended period of time.
- Participated in Avoid the 23 DUI campaign.
- Attended four community events.
- Attended Community Service Officer training.
- Conducted 25 child car seat installations and inspections.

During FY 2016-17, the Division will:

- Participate in four community events.
- Provide dispatch relief as needed.
- Manage and implement the radar/message board.
- Assist the Planning Department with code enforcement.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$21,080 (17.8%) more than the FY 2015-16 Amended Budget. The increase is primarily due to a change in the budgeting of Retiree Medical and Dental costs in Fiscal Year 2016-17.

In previous years, 100% of the retiree costs were expensed in the City Manager Budget. The FY 2016-17 Proposed Budget allocates \$20,760 in Retiree Medical / Dental costs to the Community Services Division. The allocation represents a proportionate share of the expenses allocated based on budgeted payroll. The Retiree costs include both current year projected expenses as well as a contribution to reduce the unfunded liability.

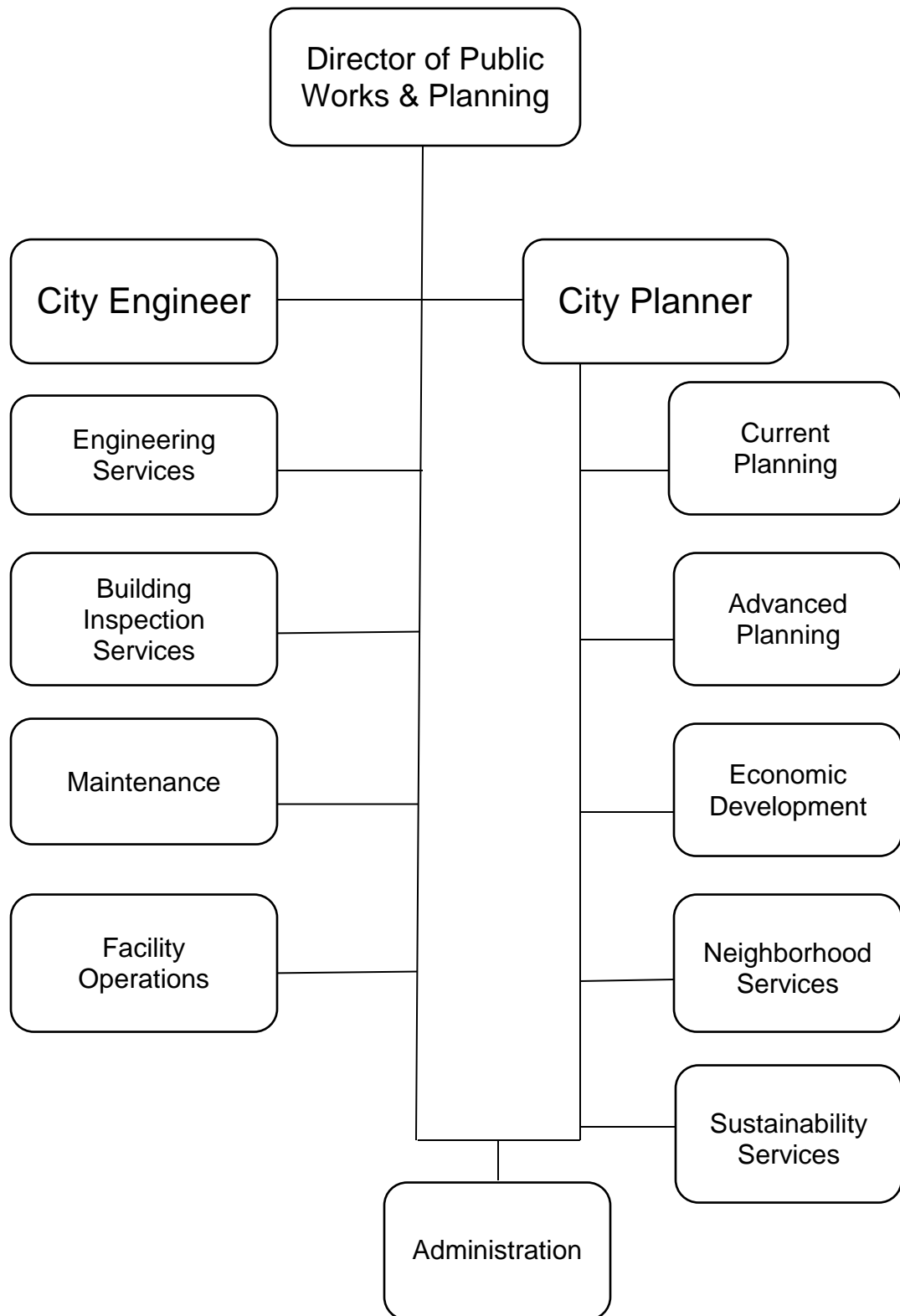
Setting aside the Retiree costs, the FY 2016-17 Proposed Budget is \$320 (0.3%) more than the FY 2015-16 Adopted Budget reflecting minor increases and decreases to various line items.

The proposed funding of this Division includes \$118,540 from the State Supplemental Law Enforcement Services Fund and \$20,760 from the General Fund. The General Fund costs are the entire Retiree Medical and Dental expenses. Because the State Grant funds received each year are limited, it is necessary to incur these costs in the General Fund.

EXPENDITURE DETAIL

240 - POLICE COMMUNITY SERVICES		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
29-51002	Full-time Staff <i>Community Service Officer</i>	75,643	73,726	75,000	75,005	75,010
29-51004	Comp Time	499	487	500	500	500
29-51005	Overtime	784	1,169	1,000	1,500	1,500
29-51008	Vacation/Sick/Comp Time Payoff	161	-	-	-	-
29-51009	Deferred Compensation	1,230	1,170	1,200	1,200	1,200
	Total Salaries & Wages	78,317	76,552	77,700	78,210	78,210
	<u>BENEFITS</u>					
29-52001	PERS Misc. Employees	13,391	14,231	15,590	13,768	14,580
29-52007	Health	9,727	10,593	11,700	11,670	12,650
29-52008	Dental	2,258	2,258	2,480	2,268	2,360
29-52009	Life Insurance	69	66	70	72	80
29-52011	Vision	287	287	340	312	320
29-52014	Social Security Employer	4,768	4,643	4,650	4,725	4,730
29-52015	Medicare Employer	1,115	1,086	1,090	1,105	1,110
11-52017	Retirees Health	-	-	-	-	19,580
11-52018	Retirees Dental	-	-	-	-	1,180
	Total Benefits	31,615	33,164	35,920	33,920	56,590
TOTAL SALARY WAGES & BENEFITS		109,932	109,716	113,620	112,130	134,800
	<u>SUPPLIES & SERVICES</u>					
29-60005	Special Dept. Expense <i>CSO Supplies/Equipment</i>	1,833	1,860	2,200	1,500	2,000
11-60013	Auto Expense	-	86	-	-	-
29-60013	Auto Expense <i>Fuel, Minor Vehicle Repair, Vehicle Equipment</i>	2,316	2,234	1,900	1,600	2,000
29-61002	Training <i>CSO Training</i>	28	304	500	350	500
	Total Supplies & Services	4,177	4,484	4,600	3,450	4,500
TOTAL SUPPLIES SERVICES		4,177	4,484	4,600	3,450	4,500
DIVISION TOTAL		114,109	114,200	118,220	115,580	139,300

Public Works & Planning Department



DEPARTMENT: PUBLIC WORKS & PLANNING

FUNCTION: PUBLIC WORKS & PLANNING

FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

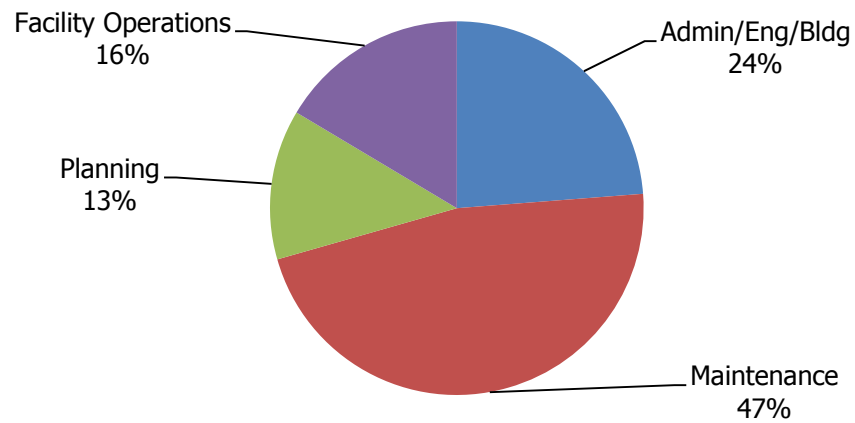
The Public Works & Planning Department consists of the following Divisions: Administration / Engineering / Building, Maintenance (which includes contracts for sewer and landscape services) and Planning.

Contract technical professionals as well as three Town employees provide Public Works and Planning services. Department responsibilities include development and implementation of the Town's Five-Year Capital Improvement Program (CIP); administration and implementation of solid waste recycling and National Pollutant Discharge Elimination System (NPDES) regulations; administration of private land development and building permits; maintenance of all Town-owned facilities and infrastructure; current and advanced planning; and neighborhood and sustainability services.

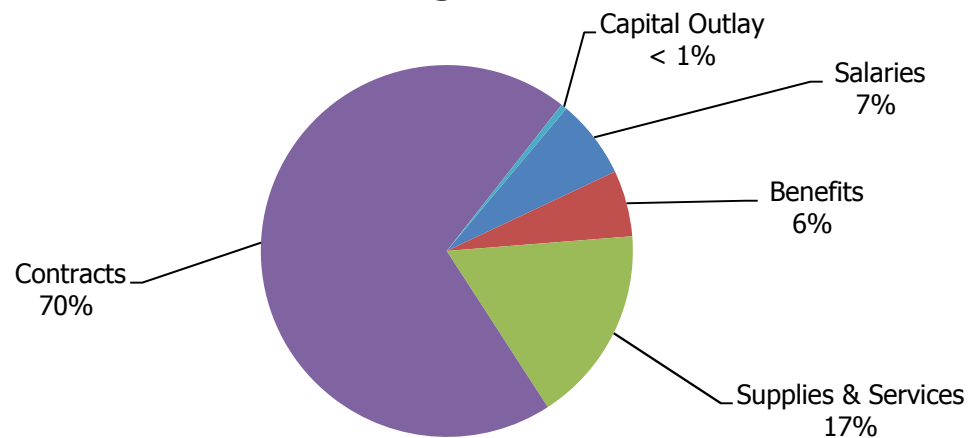
The Department continues to address traffic and transportation issues; identify and develop future capital improvement projects; improve maintenance and land development services; address the needs of other Town departments as they relate to Public Works and Planning; administer local, state, and federal regulations; administer grants and applications; and maintain the overall operation of the Department.

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
310	ADMIN/ENG/BLDG	-	-	10,000	900,000	-	910,000
320	MAINTENANCE	262,990	219,890	16,650	1,271,000	20,000	1,790,530
410	PLANNING	-	-	-	497,000	-	497,000
800	FACILITY OPERATIONS	-	-	629,050	-	-	629,050
TOTAL EXPENDITURES		262,990	219,890	655,700	2,668,000	20,000	3,826,580

Public Works & Planning Divisions



Public Works & Planning Categories



DEPARTMENT: PUBLIC WORKS & PLANNING

DIVISION: ADMINISTRATION / ENGINEERING / BUILDING

FUNCTION: PUBLIC WORKS

FUNDING SOURCE: GENERAL FUND (#11)

DIVISION DESCRIPTION

The Division consists of Public Works Administration, Engineering and Building. Contract professionals provide the staffing for the day-to-day duties, the five-year Capital Improvement Program (CIP); the County wide Storm Water NPDES permitting and maintenance program; annual sewer service maintenance and charges; solid waste, recycling sustainability programs; sanitary sewer system maintenance and reporting requirements; right of way infrastructure, Geographical Information System upkeep and other activities. The Division assists Public Works Maintenance Division and the Police, Recreation and Planning Departments in all aspects of Town infrastructure and facility needs. The Division provides general engineering, consulting and building inspection services; processes building, grading and encroachment permits; and provides plan review and inspection services for land development projects. These activities are partially fee supported.



STAFFING

The Public Works Director leads the Division which contains 4.75 contract FTE.

ACCOMPLISHMENTS/GOALS

During FY 2016-17, the Division:

- Continued work on the Town Hall Renovation Project.
- Provided direction on various sanitary sewer maintenance items.
- Developed the preliminary vehicle and equipment replacement schedule.
- Applied for funding to help support specific studies for town's commercial area, electronic charging stations, and roadway improvements.
- Prepared Requests for Proposal for HVAC maintenance service contracts.
- Continued outreach to our residential and commercial communities on water and energy conservation, recycling and solid waste.
- Expanded the Geographical Information System (GIS).
- Worked with the Town's franchise waste haulers regarding mandatory recycling and outreach to commercial businesses.
- Continued to define and eliminate ADA architectural barriers in Town.

- Developed water conservation programs to conserve potable water.
- Represented the Town at local and regional meetings regarding:, County Storm Water, the Colma Creek, Cal BIG, CALBO, APWA, City and County Engineers and League of Cities events.
- Continued work on the Trash Load Reduction Plan per the Storm Water Municipal Regional Permit (MRP).

For FY 2016-17, the Division will:

- Complete the plans and specifications and start construction on the Town Hall Renovation Project.
- Design, construct and upgrade the Town's access control system and security features.
- Reassess and update the current Capital Improvement Plan.
- Continue work in sustainable programs, including the introduction of the Municipal Regional Permit Green Infrastructure goals and mandates to meet our Climate Action Plan goals for 2020.
- Continue our residential and commercial outreach regarding economical practices that can enhance sustainability and economic growth, while striving to meet our Climate Action Plans goals.
- Work with the new franchise waste hauler to implement programs and instruct our businesses to use best management practices to divert waste to recycle.
- Provide oversight, guidance and structure to the Public Works Maintenance Division.
- Start the feasibility study for Serramonte Boulevard Enhancement/Beautification project.
- Study the benefits of a residential sanitary sewer insurance program for residents.
- Complete the Sanitary Sewer System Assessment Study.
- Update Building's fee structure.
- Update the Town's Standard Specifications.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$32,000 (3.6%) more than the FY 2015-16 Amended Budget. The major part of the increase is for providing the oversight and direction to the Town's new franchise waste hauler. This expense is paid for through a portion of the franchise fees that are collected from the waste hauler.

PERFORMANCE MEASURES	FY 2013-14 Actual	FY 2014 -15 Actual	FY 2015-16 Estimated	FY 2016-17 Projected
Processing permit applications within ten working days	100%	100%	100%	100%
Average number of working days to process a permit	10	10	10	10

EXPENDITURE DETAIL

310 - ADMIN. / ENGINEERING		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	SUPPLIES & SERVICES					
11-60001	Public Notices	157	422	1,000	1,000	1,000
11-60005	Special Dept. Expense	968	1,394	4,000	7,500	6,000
11-60008	Dues & Publications	742	397	1,000	500	1,500
	<i>Purchase Current Building Code</i>					
	<i>Membership Building Class A</i>					
11-60010	Conferences & Meetings	-	593	2,000	1,500	1,500
	<i>National Pollutant Discharge Elimination System, Countywide Engineers Meeting</i>					
	Total Supplies & Services	1,867	2,806	8,000	10,500	10,000
	CONTRACTUAL					
11-71005	Prof. Engineering Services - General	525,938	624,884	600,000	600,000	630,000
	<i>Engineering Staff Augmentation</i>					
	<i>Department Administration</i>					
11-71006	Prof. Bldg/Inspection Svcs.	145,515	154,456	200,000	150,000	200,000
	<i>Building Staff Augmentation</i>					
	<i>Admin./Permit Counter Services</i>					
11-71010	Professional Consulting Services	63,319	63,728	70,000	150,000	70,000
	<i>Engineering Design and P.W. / Engineering Plan Review</i>					
	<i>Records Management Consultant</i>					
	Total Contractual	734,772	843,068	870,000	900,000	900,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		736,639	845,874	878,000	910,500	910,000
DIVISION TOTAL		736,639	845,874	878,000	910,500	910,000

DEPARTMENT: PUBLIC WORKS & PLANNING

DIVISION: PUBLIC WORKS MAINTENANCE

FUNCTION: PUBLIC WORKS

FUNDING SOURCE: GENERAL FUND (#11) AND GAS TAX FUND (#21)

DIVISION DESCRIPTION

The Maintenance Division is responsible for the upkeep and maintenance of public streets, sidewalks, traffic signals, street lights and public facilities. The Division also manages roadway weed and litter control, graffiti abatement and participates in the NPDES Storm Water Program along with being the first responders to sanitary sewer overflows. The Division also manages the landscape and facility janitorial maintenance contracts.

STAFFING

The Division is composed of one Maintenance Supervisor and two Maintenance Technicians, overseen by the Director of Public Works & Planning.

ACCOMPLISHMENTS/GOALS

During FY 2015-16, the Division:

- Developed a prevention program to eliminate sidewalk tripping hazards townwide.
- Worked in tandem with the property manager at Creekside Villas on various repairs and upgrades.
- Continued to replace street signs to meet the new standards for retro reflectivity.
- Maintained, cleaned and repaired storm drain catch basins trash capture devices townwide.
- Continued participation in the various County wide Storm Water Programs.
- Worked with the County to establish trash management areas throughout the Town to abate trash issues in the right of way and water ways.
- Constructed covered walkway from the Town Annex to the temporary Town Hall Administration offices.
- Refined systems to conserve water use.
- Assisted contractor in On-Bill Financing (OBF) energy enhancement projects.
- Inspected and certified all Town-owned backflow devices.
- Completed several minor construction projects at the various Town-owned facilities, such as roof repairs at the Police Department, replacing the deck railing at the Colma Community Center and hardscape enhancements at the Historical Museum.

For FY 2016-17, the Division goals include:



- Elevate the roles and responsibilities of the Maintenance Technicians.
- Meet the State Boards Municipal Regional Permit's goals by reducing trash and debris in the water ways, maintaining trash management areas throughout the various commercial districts, and start incorporating new green infrastructure into everyday practices.
- Perform preventative maintenance of equipment and appliances in Town facilities.
- Inspect and certify all Town-owned backflow devices.
- Oversee enhancements at Corporation Yard.
- Maintain tree and sidewalk programs.
- Continue work on upgrading all Town street signage to meet State standards.
- Perform minor construction and painting projects, as needed.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$141,070 (7.3%) less than the FY 2015-16 Amended Budget. Included in the increases is a change in the budgeting of Retiree Medical and Dental costs in Fiscal Year 2016-17.

In previous years, 100% of the retiree costs were expensed in the City Manager Budget. The FY 2016-17 Proposed Budget allocates \$68,860 in Retiree Medical / Dental costs to the Maintenance Division. The allocation represents a proportionate share of the expenses allocated based on budgeted payroll. The Retiree costs include both current year projected expenses as well as a contribution to reduce the unfunded liability.

Setting aside the Retiree costs, the FY 2016-17 Proposed Budget is \$209,930 (10.9%) less than the FY 2015-16 Adopted Budget. The decrease is due to a combination of reductions and increases. Cost increases are offset by significant decreases in two areas: 1) Sewer Service costs (Treatment and Maintenance are \$134,100 less than the previous budget) and 2) In 2015-16, Contract Supervision services were restructured resulting in a \$100,000 decrease in the contract services line item.

The funding for the Public Works Department in Fiscal Year 2016-17 comes from the General Fund with the exception of \$25,000 budgeted from the Gas Tax Fund to fund Traffic Signal and Street Light Maintenance.

PERFORMANCE MEASURES	FY 2013-14 Actual	FY 2014 -15 Actual	FY 2015-16 Estimated	FY 2016-17 Projected
Sweep all the Town's roadways (23 lane miles) at least once per month, commercial areas twice a month	100%	100%	100%	100%
Respond to maintenance calls within one business day	100%	100%	100%	100%

EXPENDITURE DETAIL

320 - MAINTENANCE		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
11-51002	Full-time Staff <i>Maintenance Supervisor Maintenance Technicians (2 FTE)</i>	240,442	235,334	237,040	243,077	248,790
11-51004	Comp Time	118	126	600	600	600
11-51005	Overtime	2,623	4,479	10,000	10,000	10,000
11-51008	Vacation/Sick/Comp Time Payoff	14,590	(7,847)	2,000	-	-
11-51009	Deferred Compensation	3,690	3,510	3,600	3,600	3,600
	Total Salaries & Wages	261,463	235,602	253,240	257,280	262,990
	<u>BENEFITS</u>					
11-52001	PERS Misc. Employees	42,306	44,461	49,310	44,620	48,360
11-52007	Health	59,050	63,828	69,860	69,451	75,080
11-52008	Dental	6,775	6,775	7,450	6,804	7,080
11-52009	Life Insurance	207	198	220	216	230
11-52011	Vision	861	861	1,030	936	970
11-52014	Social Security Employer	15,582	14,898	14,700	15,294	15,650
11-52015	Medicare Employer	3,644	3,484	3,440	3,577	3,660
11-52017	Retirees Health	-	-	-	-	64,930
11-52018	Retirees Dental	-	-	-	-	3,930
	Total Benefits	128,430	134,510	146,010	140,900	219,890
TOTAL SALARY WAGES & BENEFITS		389,893	370,112	399,250	398,180	482,880
	<u>SUPPLIES & SERVICES</u>					
11-60005	Special Dept. Expense <i>Building and Cleaning Supplies, Safety Material and Attire, Uniform Cleaning and Upgrades, Building Materials, Flags, Banners, Signs</i>	12,183	15,371	16,000	16,000	16,000
11-60010	Conferences & Meetings <i>S.F. Bay Area Maintenance Services Association Workshop, NPDES</i>	-	-	150	150	150
11-61002	Training <i>Required Safety Seminars</i>	-	750	500	250	500
	Total Supplies & Services	12,183	16,121	16,650	16,400	16,650

EXPENDITURE DETAIL

320 - MAINTENANCE		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>CONTRACTUAL</u>					
11-71005	Prof. Engineering Svcs. - General <i>Maintenance Supervisor Staff</i>	210,474	150,936	100,000	-	-
11-72003	Equipment Maintenance <i>Equipment</i>	17,737	16,767	20,000	20,000	20,000
11-73001	Landscape Maintenance <i>Roadway, Median Islands, Town Facilities, Colma Creek Annual Cleaning</i>	142,713	145,074	153,300	153,300	156,000
11-73002	Streets & Sidewalks <i>Building Materials, Roadway Maintenance/Repair Materials, Contractor Services, ADA</i>	37,026	6,883	100,000	100,000	100,000
21-73002	Streets & Sidewalks	-	40,250	-	-	-
11-73003	Roadway, Weed & Litter Control <i>Weed Abatement Town's ROW, Drain Inlet/Catch Basin Protection, Disposal Fees, Chemicals, Sprayers</i>	5,480	3,850	12,500	5,000	10,000
11-73004	Street Signs & Pavement Marking <i>Signs, Poles, Anti-Graffiti, Yearly Maintenance/Repairs, Annual Christmas Decorations</i>	17,491	19,737	35,000	35,000	35,000
11-73005	Traffic Signals & Street Lights <i>SSF Street Light/Signal Division</i>	45,881	18,720	16,400	25,000	5,000
21-73005	Traffic Signals & Street Lights	-	17,766	18,600	23,900	25,000
11-73006	Drainage & Flood Control <i>Yearly Maint., Sandbag Supplies Additional NPDES charges - \$3,500 Additional Trash Capture Devices</i>	34,131	23,739	30,000	25,000	30,000
11-73007	Sanitary Sewers <i>Sewer Fees Due NSMCSD & SSF</i>	842,516	907,909	949,850	916,500	815,000
11-73008	Sewer Operation and Maintenance <i>Yearly Maintenance/Repairs</i>	-	30,217	74,550	73,500	75,000
	Total Contractual	1,353,449	1,381,848	1,510,200	1,377,200	1,271,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		1,365,632	1,397,969	1,526,850	1,393,600	1,287,650
	<u>CAPITAL OUTLAY</u>					
11-80001	Equipment Purchases <i>Replace/Acquire New Equipment & Tools for Right-of-Way Work, Building Maintenance & Construction</i>	6,986	2,109	5,500	5,500	20,000
TOTAL CAPITAL OUTLAY		6,986	2,109	5,500	5,500	20,000
DIVISION TOTAL		1,762,511	1,770,190	1,931,600	1,797,280	1,790,530

DEPARTMENT: PUBLIC WORKS & PLANNING

DIVISION: PUBLIC WORKS MAINTENANCE

ACTIVITY: FACILITY OPERATIONS & MAINTENANCE

FUNCTION: PUBLIC WORKS

FUNDING SOURCE: GENERAL FUND (#11)

ACTIVITY DESCRIPTION

The Facility Operations Activity includes non-personnel operating expenses for all Town facilities, such as janitorial and landscape contract services, water, electricity and pest control.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget for Facility Operations is \$48,600 (7.7%) lower than the FY 2015-16 Amended Budget. Decreases in various line item costs are due to the new landscaping contract, more conservative utility usage and lower facility repairs and upkeep.

800 - FACILITIES SUMMARY	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
<u>FACILITY OPERATIONS & MAINTENANCE</u>					
801 Town Hall	90,367	85,723	97,600	66,900	79,200
802 Town Annex	31,712	31,672	43,800	36,150	36,400
803 Sterling Park	55,573	54,018	60,650	47,450	60,350
804 Museum	18,671	16,606	25,900	27,450	23,050
805 Community Center	92,760	106,014	129,450	118,900	113,150
806 Police Station	117,835	116,896	149,150	142,600	148,950
807 Corporation Yard	27,324	16,490	21,650	21,700	20,550
808 Creekside Villas	68,535	86,074	86,300	79,800	82,000
809 Verano	3,538	3,969	7,000	7,100	7,200
810 Bark Park	3,211	3,678	5,250	5,250	7,100
812 Gun Range	1,470	1,547	2,300	2,300	2,500
ACTIVITY TOTAL	510,995	522,685	629,050	555,600	580,450

EXPENDITURE DETAIL



801 TOWN HALL

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
11-90001	Telephone / Internet Service*	43,765	44,653	52,500	30,000	40,000
11-90002	Gas and Electricity	9,195	11,553	11,600	7,000	7,000
11-90003	Water	1,474	2,022	2,400	2,400	3,000
11-90006	Supplies	2,725	2,362	2,300	2,300	2,300
11-90007	Janitorial Services	15,233	14,689	17,400	17,400	17,400
11-90008	Landscaping	6,194	5,478	5,700	5,700	5,000
11-90009	Pest Control	-	150	500	500	500
11-90010	Security System	1,103	1,087	1,200	1,000	1,000
11-90011	Heat/Ventilation/Air Conditioning	2,883	525	2,000	-	-
11-90012	Bldg. Interior Maintenance & Repair	6,734	2,513	1,000	500	2,000
11-90013	Bldg. Exterior Maintenance & Repair	1,060	692	1,000	100	1,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		90,367	85,723	97,600	66,900	79,200

* Does not include mobile phone services.



802 TOWN ANNEX

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
11-90002	Gas and Electricity	3,493	3,334	5,000	6,000	5,000
11-90003	Water	4,164	4,443	4,600	4,600	4,800
11-90006	Supplies	595	685	1,100	1,100	1,100
11-90007	Janitorial Services	9,140	8,825	10,500	10,500	10,500
11-90008	Landscaping	8,412	9,636	9,400	9,400	9,400
11-90009	Pest Control	2,385	2,718	2,700	2,700	2,700
11-90010	Security System	-	420	-	350	400
11-90011	Heat/Ventilation/Air Conditioning	505	525	500	500	500
11-90012	Bldg. Interior Maintenance & Repair	2,937	1,040	2,000	500	1,000
11-90013	Bldg. Exterior Maintenance & Repair	81	46	3,000	500	1,000
11-90014	Miscellaneous Maintenance	-	-	5,000	-	-
TOTAL FACILITY OPERATIONS & MAINTENANCE		31,712	31,672	43,800	36,150	36,400

EXPENDITURE DETAIL



803 STERLING PARK

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
11-90002	Gas and Electricity	1,721	2,881	4,300	2,500	3,000
11-90003	Water	4,265	3,504	4,500	4,500	4,500
11-90006	Supplies	1,377	1,422	7,150	7,150	6,500
11-90007	Janitorial Services	14,929	14,414	16,500	14,600	16,500
11-90008	Landscaping	6,780	5,478	5,700	5,700	5,850
11-90009	Pest Control	-	-	500	250	500
11-90010	Security System	1,417	1,426	1,400	1,500	1,500
11-90011	Heat/Ventilation/Air Conditioning	590	269	600	750	1,000
11-90012	Bldg. Interior Maintenance & Repair	7,467	19,705	15,000	5,000	5,000
11-90013	Bldg. Exterior Maintenance & Repair	17,028	4,919	5,000	5,500	16,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		55,573	54,018	60,650	47,450	60,350



804 MUSEUM

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
11-90002	Gas and Electricity	350	327	400	400	400
11-90003	Water	1,827	2,903	2,500	7,500	2,500
11-90006	Supplies	1,093	467	1,300	1,300	1,300
11-90007	Janitorial Services	2,028	2,060	2,300	2,300	2,300
11-90008	Landscaping	4,734	5,478	5,700	5,700	5,850
11-90009	Pest Control	-	-	500	250	500
11-90010	Security System	1,080	1,140	1,200	2,000	1,200
11-90011	Heat/Ventilation/Air Conditioning	1,229	980	3,500	1,000	5,000
11-90012	Bldg. Interior Maintenance & Repair	3,117	3,042	5,000	5,000	2,000
11-90013	Bldg. Exterior Maintenance & Repair	3,212	207	3,500	2,000	2,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		18,671	16,606	25,900	27,450	23,050

EXPENDITURE DETAIL



805 COMMUNITY CENTER

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
11-90001	Telephone and Internet Services	1,075	647	1,500	1,000	1,500
11-90002	Gas and Electricity	18,503	18,058	22,000	22,200	23,100
11-90003	Water	6,813	9,512	9,000	4,000	6,000
11-90006	Supplies	6,679	4,228	15,600	15,600	15,600
11-90007	Janitorial Services	25,592	23,006	30,300	25,000	26,700
11-90008	Landscaping	4,914	5,478	5,700	5,700	5,850
11-90009	Pest Control	989	971	1,150	1,100	1,200
11-90010	Security System	630	12,155	1,200	1,300	1,200
11-90011	Heat/Ventilation/Air Conditioning	1,000	3,627	13,300	13,300	5,000
11-90012	Bldg. Interior Maintenance & Repair	24,345	24,890	18,500	18,500	15,000
11-90013	Bldg. Exterior Maintenance & Repair	2,218	3,442	11,200	11,200	12,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		92,760	106,014	129,450	118,900	113,150



806 POLICE STATION

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
11-90001	Telephone	722	687	900	900	900
11-90002	Gas and Electricity	30,694	34,814	38,000	35,000	36,750
11-90003	Water	6,295	7,511	7,700	7,700	8,000
11-90006	Supplies	5,804	3,897	8,400	8,400	7,000
11-90007	Janitorial Services	25,592	24,711	28,350	26,000	26,700
11-90008	Landscaping	13,630	11,856	11,800	11,800	11,800
11-90009	Pest Control	827	1,256	2,100	1,100	1,200
11-90010	Security System	420	1,679	3,500	1,600	1,600
11-90011	Heat/Ventilation/Air Conditioning	4,283	1,000	10,300	21,000	10,000
11-90012	Bldg. Interior Maintenance & Repair	12,574	25,008	19,000	10,000	20,000
11-90013	Bldg. Exterior Maintenance & Repair	16,993	3,443	19,100	19,100	25,000
11-90014	Miscellaneous Maintenance	-	1,034	-	-	-
TOTAL FACILITY OPERATIONS & MAINTENANCE		117,835	116,896	149,150	142,600	148,950

EXPENDITURE DETAIL



807 CORPORATION YARD

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
11-90001	Telephone/ Internet services	-	-	1,500	500	1,500
11-90002	Gas and Electricity	2,568	3,007	3,000	3,000	3,000
11-90003	Water	760	1,120	1,000	1,200	1,200
11-90006	Supplies	-	100	500	500	500
11-90007	Janitorial Services	6,093	5,883	7,350	7,350	7,750
11-90008	Landscaping	1,464	1,944	2,100	2,100	2,150
11-90009	Pest Control	-	581	-	650	750
11-90011	Heat/Ventilation/Air Conditioning	-	-	200	200	200
11-90012	Bldg. Interior Maintenance & Repair	791	2,808	1,000	1,200	1,000
11-90013	Bldg. Exterior Maintenance & Repair	15,648	1,046	5,000	5,000	2,500
TOTAL FACILITY OPERATIONS & MAINTENANCE		27,324	16,490	21,650	21,700	20,550



808 TOWN OF COLMA CREEKSIDE VILLAS

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
11-90002	Gas and Electricity	3,816	3,650	4,500	3,500	4,000
11-90003	Water	6,777	5,124	5,000	6,200	6,200
11-90005	Garbage Pick-up	-	232	200	200	-
11-90006	Supplies	-	1,800	2,000	200	200
11-90007	Janitorial Services	-	-	-	1,600	2,000
11-90008	Landscaping	9,276	8,976	9,400	9,400	9,700
11-90009	Pest Control	1,470	1,650	1,500	1,000	1,200
11-90010	Security System	1,830	1,732	2,200	2,200	2,200
11-90011	Heat/Ventilation/Air Conditioning	504	132	2,000	1,000	2,000
11-90012	Bldg. Interior Maintenance & Repair	19,275	29,371	15,000	20,000	20,000
11-90013	Bldg. Exterior Maintenance & Repair	6,574	15,393	20,000	10,000	10,000
11-90015	Property Management	19,013	18,014	24,500	24,500	24,500
TOTAL FACILITY OPERATIONS & MAINTENANCE		68,535	86,074	86,300	79,800	82,000

EXPENDITURE DETAIL



809 VERANO

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
11-90012	Bldg. Interior Maintenance & Repair	-	260	1,000	1,100	1,200
11-90015	Property Management HOA Dues	3,538	3,709	6,000	6,000	6,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		3,538	3,969	7,000	7,100	7,200



810 BARK PARK

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
11-90003	Water	761	508	1,000	1,000	1,100
11-90008	Landscaping	2,150	3,120	3,250	3,250	4,000
11-90009	Pest Control	300	-	500	500	-
11-90013	Bldg. Exterior Maintenance & Repair	-	50	500	500	2,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		3,211	3,678	5,250	5,250	7,100

EXPENDITURE DETAIL



812 GUN RANGE

		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>FACILITY OPERATIONS & MAINTENANCE</u>					
11-90006	Supplies <i>Range Improvements</i>	-	-	500	500	500
11-90014	Miscellaneous Maintenance <i>Portosan Rental</i>	1,470	1,547	1,800	1,800	2,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		1,470	1,547	2,300	2,300	2,500

DEPARTMENT: PUBLIC WORKS & PLANNING

DIVISION: PLANNING

FUNCTION: COMMUNITY DEVELOPMENT

FUNDING SOURCE: GENERAL FUND (#11)

DIVISION DESCRIPTION

The Planning Division is responsible for Advanced (long range) Planning, Current Planning (application processing), Climate Action, Economic Development and Neighborhood Services. The Planning staff, in partnership with other Town staff, residents and the business community, implements the community vision for the physical development of Colma, as described in the General Plan. Specific activities include: preparing planning studies to update policies and regulations in light of changing laws and conditions to ensure Colma continues to be a desirable community in which to live, work, visit and recreate; coordination with or participation in County and regional planning efforts to represent Colma's interests; reviewing development proposals to ensure high quality and compatible development; reviewing all building permits for compliance with zoning requirements; enforcing codes and promoting property maintenance; and providing public information about planning and development.



STAFFING

Planning services for the Town are provided by contract and are partially supported by application fees. A professional staff, including the City Planner, an Associate Planner, a Sustainability Manager and a Planning Technician, are available to assist the Town on an as-needed basis equal to an average of 2.25 FTE.

ACCOMPLISHMENTS/GOALS

During FY 2015-16, the Division:

- Completed and presented the draft update to the Historical Resources Element.
- Began the process of updating the Town's Local Hazard Mitigation Plan (LHMP).
- Prepared Ordinance Amendments (Design Review, Construction Noise, Bingo, Administrative Use Permit, Water Efficient Landscape, Garden Equipment Noise, Business Registrations).
- Prepared documents to allow multiple PACE providers in Colma.
- Continued participation in regional meetings (Grand Boulevard Initiative, Bay Area Planning Directors Association, 21 Elements Housing, LHMP, etc.).
- Processed major development applications including CarMax and Veteran's Village.
- Wrote articles for the Colma Works newsletter.
- Continued monitoring of City of Daly City development activities surrounding Colma.
- Continued work with property owners to resolve property maintenance issues.

For FY 2016-17, the Division will:

- Continue the General Plan Update.
- Prepare and present an updated Local Hazard Mitigation Plan and Safety Element Annex for City Council adoption.
- Continue to process development applications, including Veteran's Village and the Tealdi Subdivision.
- Monitor and review plans, development proposals and environmental documents of surrounding communities and utility companies to assure that the interests of the Town are considered.
- Present a development impact fees nexus study to the City Council.
- Continue to implement programs in the Climate Action Plan.

BUDGET HIGHLIGHTS

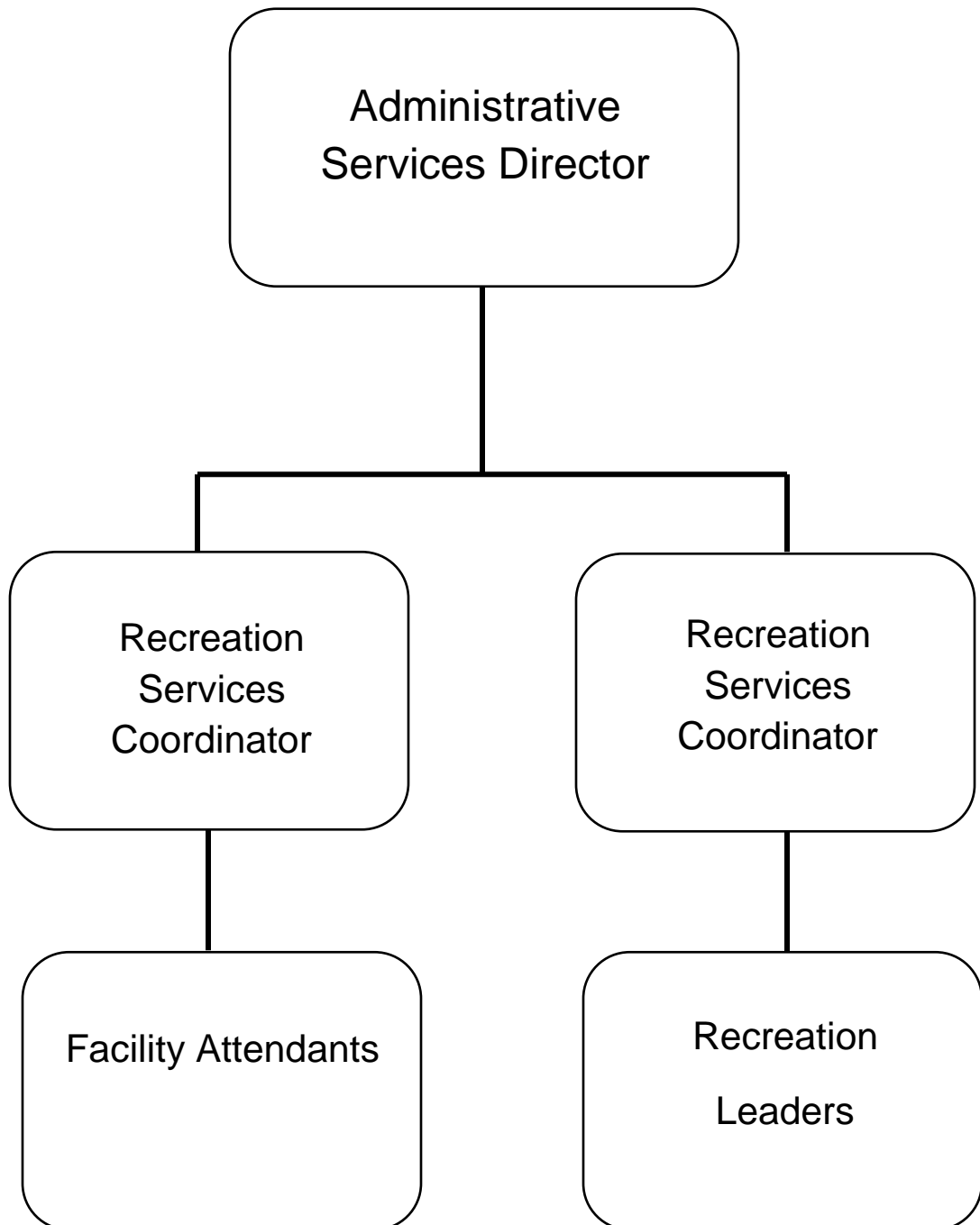
The FY 2016-17 Proposed Budget is \$91,000 (15.5%) lower than the FY 2015-16 Amended Budget due to a slight reduction in staffing and less use of environmental consultants. Approximately \$60,000 of Planning's costs are offset by revenue from applicant fees.

PERFORMANCE MEASURES	FY 2013-14 Actual	FY 2014 -15 Actual	FY 2015-16 Estimated	FY 2016-17 Projected
Business registrations reviewed	242	249	267	267
Code compliance cases opened	18	12	10	8
Permits issued administratively: Sign Permit, Temporary Banner Permits, Temporary Use Permits, Administrative Use Permit, Tree Removal Permit and Home Office Permit	28	12	15	20
Permits requiring Council approval: Major Design Review, Variance, Planned Development, Major Use Permit, Parcel Map, Subdivision, Street Vacation	4	4	4	5
Percentage of permits completed in compliance with Permit Streamlining Requirements	100%	100%	100%	100%

EXPENDITURE DETAIL

410 - PLANNING		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	CONTRACTUAL					
11-71007	Gen. Services, Public Information, Admin <i>Office Coverage M-F 8am - 5pm</i> <i>Department Administration Support</i> <i>City Council Meetings</i> <i>Executive Team & Other Meetings</i> <i>Budget Manangement & Oversight</i> <i>NPDES - New Development Meetings</i> <i>Community Relations</i>	57,854	44,569	35,000	25,000	30,000
11-71008	Prof. Planning Services - Current <i>Providing Public Information</i> <i>Mandatory Commercial Recycling</i> <i>Zoning/Compliance for Building Permits</i> <i>Discretionary Permit Processing</i> <i>Environmental Review - CEQA</i> <i>Ensure Compliance w/ Mitigation Measures</i> <i>Business Registration Program</i>	180,236	152,517	296,000	230,000	285,000
11-71009	Prof. Planning Services - Advanced <i>Strategic Planning</i> <i>Grand Boulevard Initiative</i> <i>Assist with Economic Development Plan</i> <i>Chamber Events</i> <i>Countywide Nexus Study</i> <i>Monitoring Daly City and SSF Developmt</i> <i>Town Hall Remodel</i> <i>Consultants & Fish & Game Posting Fees</i> <i>Newsletters/Articles</i>	159,874	50,443	43,000	19,000	22,000
11-71010	Professional Consulting Services	1,894	-	-	-	-
11-71012	Neighborhood Services <i>Code Enforcement, Neighborhood</i> <i>Improvement, Permit Compliance</i>	17,768	12,924	17,000	11,000	12,000
11-71013	Sustainability Services <i>Climate Action Plan Implementation</i> <i>Internal Staff Coordination and Outreach</i> <i>Participation in RICAPS Program</i> <i>Business Outreach and Education</i> <i>Residential Outreach</i>	-	55,029	50,000	40,000	40,000
11-71022	Code Amendments and Legal Mandates <i>Ordinance Amendments, Local Hazard</i> <i>Mitigation Plan Update, Safety Element,</i> <i>General Plan Update, General Plan &</i> <i>Housing Element Annual Report, Legal</i> <i>Mandates</i>	-	95,459	147,000	40,000	108,000
	Total Contractual	417,626	410,941	588,000	365,000	497,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		417,626	410,941	588,000	365,000	497,000
DIVISION TOTAL		417,626	410,941	588,000	365,000	497,000

Recreation Services Department



DEPARTMENT: RECREATION SERVICES DEPARTMENT

FUNCTION: RECREATION

FUNDING SOURCE: GENERAL FUND (#11)

DEPARTMENT DESCRIPTION

The Recreation Services Department provides programs, activities and events for Colma residents of all age groups ranging from infants to seniors at two park facilities: Colma Historical Park & Community Center and Sterling Park. Program elements include: Fitness, Enrichment, Special Events, Cultural Events, Sporting Events, Trips and Community Events. It is the goal of the Recreation Services Department to offer a balanced program ensuring all elements are offered to all age groups throughout the fiscal year.



In December 2011, the City Council adopted a policy-based approach to setting recreation fees, which included replacing the current flat rate subsidy system with a system that prioritizes programs according to six criteria set by the City Council. The recommendation detailed a fee structure that would recover approximately 15%-20% of the Recreation Services Department budget including the recreation facilities maintenance budgets. The Department experienced a drop in participation in FY 2012-13; however participation levels rebounded in FY 2013-14 surpassing participation levels in FY 2010-11 and FY 2011-12. Due to new in-house programs

and community events, participation levels are estimated to continue trending upward in FY 2015-16 and FY 2016-17.

In an effort to continue to offer low cost affordable programs, Recreation staff has implemented new in-house programs and services (i.e., Friday Films, Arm Chair Travel, Creekside Villas activities for seniors, Teen Activities Group, Friday Night Lights for teens, and Super Bowl 50 Party for the community).

STAFFING

The staffing for this Department includes the new Administrative Services Director (0.75 FTE) position, two Recreation Coordinators, seven part-time Facility Attendants and ten part-time Recreation Leaders. The Director of Recreation Services position is being vacated and replaced with the Administrative Services Director.



ACCOMPLISHMENTS/GOALS

During FY 2015-16, the Recreation Services Department:

- Completed installation of the new online recreation software which manages program registration, facility rentals, Colma I.D. cards, and all department financial data.
- Coordinated the annual Adult Holiday Event.
- Developed more in-house, cost efficient programs and services at Recreation facilities including:
 - Teen Activities Group
 - Arm Chair Travel for seniors
 - Creative Crafts and Card Making for adults and seniors
 - Friday Films
 - Youth Activities Committee for teens
 - The Biggest Loser fitness challenge
 - Community Events (i.e. Super Bowl 50 Party, Halloween House Decorating Contest, Halloween Pet Parade)
- Surpassed the service level (offered more programs and increased participation levels) from FY 2014-15.



For FY 2016-17, the Recreation Services Department will:

- Coordinate the annual Adult Holiday Event.
- Market the community center to the cemeteries to increase after service reception rentals.
- Maintain the same service level (offer same number of programs and meet participation levels) as FY 2015-16.
- Continue to develop and offer more in-house, cost efficient programs and services at Recreation facilities including:
 - Open Teen Center hours at Sterling Park Recreation Center
 - Summer Concert Series
 - Pet Holiday Photos with Santa
- Increase overall customer service rating from FY 2015-16.

BUDGET HIGHLIGHTS

The FY 2016-17 Proposed Budget is \$79,160 (9.0%) more than the FY 2015-16 Amended Budget. The increase is primarily due to a change in the budgeting of Retiree Medical and Dental costs in Fiscal Year 2016-17.

In previous years, 100% of the retiree costs were expensed in the City Manager Budget. The 2016-17 Budget allocates \$67,142 in Retiree Medical / Dental costs to the Recreation Department. The allocation represents a proportionate share of the expenses allocated based on budgeted payroll. The Retiree costs include both current year projected expenses as well as a contribution to reduce the unfunded liability.

Setting aside the Retiree costs, the FY 2016-17 Proposed Budget is \$12,020 (1.4%) more than the FY 2015-16 Adopted Budget. There is a \$36,650 increase in part-time staff costs due to the cost of living adjustments approved by City Council in March 2016, and an increase in

Recreation Programs to accommodate an updated television commercial promoting Colma as a premier shopping destination during the holiday season. This is partially offset by charging only 75% of the new Administrative Services Director salary and benefits to the Recreation Services Department budget and the remaining 25% is in the City Manager's budget. In addition, there are both minor cost increases and decreases for various program expenses.

PERFORMANCE MEASURES

Since FY 2010-11, the Recreation Services Department has offered approximately 100 programs with an average of 4,945 residents participating annually.

	Number of Programs Offered	Program Participation
FY 2010-11 Actual	100	4,905
FY 2011-12 Actual	99	4,808
FY 2012-13 Actual	102	4,566
FY 2013-14 Actual	98	5,094
FY 2014-15 Actual	131	5,356
FY 2015-16 Estimated	125	5,500
FY 2016-17 Projected	125	5,500

Customer Service Overall Rating

In December 2015, the Recreation Services Department conducted its annual survey seeking resident feedback for programs, facilities and customer service. According to survey results, overall resident satisfaction declined slightly in 2015-16.

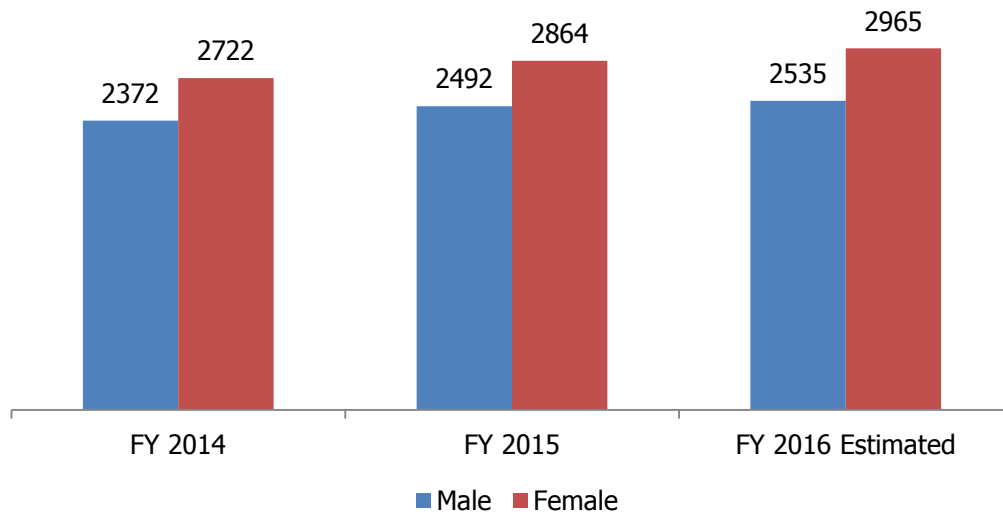
PERFORMANCE MEASURE	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Projected
Maintain Annual Customer Service Survey Overall Rating of 9.0 ¹ or better	9.5	9.0	8.6	9.0

¹ On a scale of one (poor) to ten (exceed expectations).

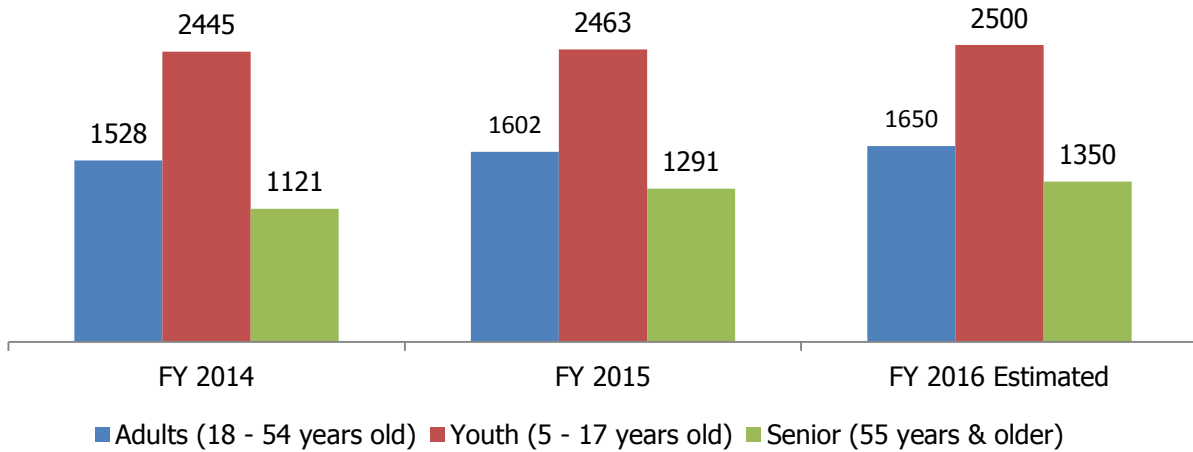
Program Demographics

The Recreation Services Department follows recreation program policies set forth in the Administrative Code. These policies direct staff to develop activities for all demographics in all program elements. Below are graphs that show how the Department has satisfied the Recreation Department Program Guidelines with equitable programming and participation over the past few years. The Department will continue to meet these goals by developing programming attractive to both genders and all age groups.

Participation by Gender



Participation by Age



EXPENDITURE DETAIL

510 - RECREATION SERVICES		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
11-51002	Full-time Staff <i>Administrative Services Director (0.75 FTE)</i> <i>Recreation Coordinators (2 FTE)</i>	252,138	244,714	257,800	256,991	242,600
11-51003	Part-time Staff <i>Recreation Leaders (4 FTE)</i> <i>Facility Attendants (3.5 FTE)</i>	126,893	120,491	142,940	150,000	179,590
11-51004	Comp Time	164	-	-	200	200
11-51005	Overtime	1,195	1,721	3,000	3,500	3,500
11-51008	Vacation/Sick/Comp Time Payoff	2,786	2,858	-	-	-
11-51009	Deferred Compensation	3,110	2,590	3,600	3,600	3,000
	Total Salaries & Wages	386,286	372,374	407,340	414,290	428,890
	<u>BENEFITS</u>					
11-52001	PERS Misc. Employees	42,060	38,996	45,070	43,333	42,480
11-52006	Unemployment	1,294	-	-	-	-
11-52007	Health	50,081	52,660	55,810	55,335	46,860
11-52008	Dental	6,587	6,775	7,450	7,371	6,490
11-52009	Life Insurance	241	198	220	288	210
11-52011	Vision	742	861	1,030	1,248	890
11-52012	Health Club	188	-	-	-	-
11-52014	Social Security Employer	24,025	22,910	24,850	25,457	25,010
11-52015	Medicare Employer	5,619	5,358	5,810	5,954	6,170
11-52017	Retirees Health	-	-	-	-	63,310
11-52018	Retirees Dental	-	-	-	-	3,830
	Total Benefits	130,840	127,760	140,240	138,990	195,250
TOTAL SALARY WAGES & BENEFITS		517,126	500,134	547,580	553,280	624,140

EXPENDITURE DETAIL

510 - RECREATION SERVICES		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
11-60002	Office Supplies	4,313	3,846	5,000	4,500	4,500
11-60003	Postage	4,220	4,654	5,000	5,000	5,500
	<i>Recreation Brochures, Fliers</i>					
11-60004	Computer Expenses & Services	9,998	6,502	6,000	5,000	5,000
	<i>Colma ID Cards, Class Service Agreement, Ink Cartridges, System Upgrades, Memory, Additional Stepford Services & Software, Digital Camera</i>					
11-60005	Special Dept. Expense	4,440	7,080	6,000	5,500	5,000
	<i>First Aid Kits, Uniforms</i>					
11-60006	Printing	3,010	4,860	4,000	4,000	5,800
	<i>Brochure Printing, Business Cards</i>					
11-60008	Dues & Publications	2,053	1,400	3,000	2,500	2,500
	<i>ICMA, MMANC, CPRS, Music Licensing</i>					
11-60009	Banking/Credit Card Charges	99	3,684	5,000	5,000	5,000
11-60010	Conferences & Meetings	6,128	10,274	6,500	7,000	7,000
	<i>Conferences (CPRS, MMANC), Meeting & Training Supplies for Community Center</i>					
11-60011	Communications	9,349	6,468	6,800	6,600	6,800
	<i>DSL Lines to Two Community Centers</i>					
11-60013	Auto Expense	138	366	500	500	600
11-60014	Office Equipment Rental	7,934	7,285	7,200	7,300	7,300
	<i>Ikon Copier Lease</i>					
11-61003	Tuition Reimbursement	1,000	-	-	-	-
	Total Supplies and Services	52,682	56,419	55,000	52,900	55,000
	<u>RECREATION EXPENSES</u>					
11-62001	Community Services	8,417	14,709	15,000	13,000	15,000
	<i>Project Read Literacy Program, Holiday Craft Night, Garage Sale, Town Clean Up</i>					
11-62002	Picnic	18,402	21,021	15,000	18,120	16,000
	<i>One Picnic-Music, Food, Decorations, Children's Entertainment, Prizes</i>					
11-62003	Holiday Events	-	-	25,000	25,100	25,100
11-62004	Day Camps	20,049	34,074	29,000	26,000	28,000
	<i>Colma Day Camp (Spring Camp - 5 days, Winter Camp - 7 days, Summer Camp - 50 days)</i>					
	<i>Summer Field Trips/Outings</i>					
	<i>Alternative Camps</i>					
11-62006	Cultural Events	3,108	4,021	3,500	4,221	4,000
	<i>Ballet, Theater Shows, Musicals</i>					
11-62007	Sporting Events	2,428	3,759	4,000	3,600	3,500
	<i>Baseball Tickets, Basketball Tickets</i>					
11-62008	Teen Events	4,660	10,724	11,000	8,000	10,000
	<i>Holiday Outing, Spring Outing, 4 Summer Trips, Halloween Outing, Tickets, Transportation, Food</i>					

EXPENDITURE DETAIL

510 - RECREATION SERVICES		FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED	FY 2015-16 ESTIMATED	FY 2016-17 PROPOSED
	<u>RECREATION EXPENSES (continued)</u>					
11-62009	Children Events <i>Egg Hunt, Halloween & Holiday Events Summer Field Trips/Outings</i>	8,552	5,052	9,000	6,000	8,000
11-62010	Convalescent Holiday Program <i>Home Sweet Home Entertainment</i>	-	-	500	300	-
11-62011	Recreation Programs <i>Arts and Crafts Supplies Athletic Equipment Games In House Programs (i.e., Earth Day, Parents Night Out, Senior Lunch, After School Program, Arm Chair Travel, Friday Films, Basketball Fundamentals, Teen Activities Group) Adult Outings, Senior Outings Family Programs (i.e. Summer Concerts, Family Field Day & BBQ) New Holiday Commercial Air Time, Colma Game Night, Tot Gym & Jam, Snacks, Ice Cream and Arts & Crafts</i>	51,832	56,957	48,000	46,000	55,000
	Total Recreation Expenses	117,448	150,317	160,000	150,340	164,600
TOTAL SUPPLIES/SERVICES/RECREATION EXPENSES		170,130	206,736	215,000	203,240	219,600
	<u>CONTRACTUAL</u>					
11-71010	Consulting/Contract Services <i>Instructors - Yoga, Dance, Cooking, Tae Kwon Do, Fitness, First Aid/CPR, Legos Workshop, Kumon Math & Reading Tutoring, Codeworld - Computer Programming, Golf Lessons, Music Programs, Polango, Scrapbooking, Bollywood, Zumba</i>	104,957	111,226	115,000	114,000	115,000
	Total Contractual	104,957	111,226	115,000	114,000	115,000
TOTAL SUPPLIES SERVICES AND CONTRACTUAL		275,087	317,962	330,000	317,240	334,600
	<u>CAPITAL OUTLAY</u>					
11-80001	Equipment Purchases <i>Table and Chairs for CCC & SP</i>	5,047	6,152	5,000	5,000	3,000
TOTAL CAPITAL OUTLAY		5,047	6,152	5,000	5,000	3,000
DEPARTMENT TOTAL		797,260	824,248	882,580	875,520	961,740

Appendix



Appropriations Limit

California voters approved propositions, amending the State Constitution, which require that the annual Town budget include a calculation of the Appropriations Limit, sometimes referred to as the Gann Limit. This requirement was imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990). The legislation imposes a restriction on the amount of government revenue which may be appropriated in any fiscal year. The Appropriations Limit was first based on actual appropriations during the base year (1986-1987), and it can be increase each year based on a specific formula and specified growth factors. The Appropriations Limit does not apply to all funds. It only applies to "proceeds of taxes."

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

SELECTION OF OPTIONAL FACTORS

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

Options	Population 1/1/2015	Population 1/1/2016	% Increase
a. Town of Colma	1,502	1,509	0.47%
b. County of San Mateo	759,010	765,894	0.91%

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

Options	% Increase
a. Change in State Per Capita Personal Income	5.37%
b. Change in Colma Non-Residential Assessed Valuation	N/A*

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

For the Fiscal Year 2016-2017 calculation, the Town selected the County population growth rate of 0.91% and the change in the State Per Capita Income of 5.37%.

Appropriation Limit Calculation FY 2016-17

Population Change (San Mateo Co.)	0.91%	$((0.0091+100)/100 = 1.000091)$
State Per Capita Personal Income	0.0537	$((0.0537+100)/100 = 1.000537)$
Calculation of Factor for FY 2015-16	1.000628049	$1.000091 \times 1.000537 = 1.000628$
Prior Year Appropriation Limit (2016)	\$40,571,393.93	
Appropriation Limit FY 2016-17	\$40,596,874.75	$40553427.82 \times 1.000443 = 40571393.93$

The 2016-17 Appropriations subject to the limit ("Proceeds of Taxes") total \$15,385,758, which means the Town is \$25,211,116 below the authorized limit.

Budget Process

The Town's fiscal year starts on July 1st and ends on June 30th. The Town of Colma's fiscal activities are budgeted and accounted for through the use of funds. A fund is a separate fiscal entity, which is self-balancing and free standing. The use of funds enables the maintaining of separate records for particular purposes. The Town has a General Fund, three Special Revenue Funds, a Capital Improvement Fund and a Debt Service Fund. The Town does not have any Proprietary Funds. The funds are listed on the Status of Fund Balances page in the Introduction Section.

The Town's budget is prepared, recorded, and controlled using a modified accrual basis for all funds. Under this basis of budgeting, capital outlays and debt service principal payments are budgeted and recorded as expenditures. Debt proceeds, capital grants, interfund transfers, and interfund loans exceeding one year are budgeted and recorded as revenues.

During the year, the Finance Department works with the Department Directors to address funding issues and monitor expenditures. Charges are posted to the department incurring the expense; the Town has no Internal Service Funds which other cities typically use to allocate overhead costs to enterprise funds. The Town's funds are governmental in nature.

In January and February, City Council meets with the City Manager to review and update the Strategic Plan. Staff prepares a Mid-Year Budget Review and presents it to the Council and the public at the regular City Council Meeting.

BUDGET CALENDAR	
July 1	<ul style="list-style-type: none"> • Start of new Fiscal Year • Budget monitoring starts and continues throughout the year. The Finance Department works with Department Directors to address funding issues and monitor expenditures.
January & February	<ul style="list-style-type: none"> • Mid-Year Budget Review is presented to the City Council • Budget instructions are prepared and issued to department
March	City Manager meets with Department Directors to review their Operating and Capital Improvement Budget proposals and make changes as needed.
April & May	City Manager's Proposed Budget is made available to the public and presented to the City Council at two study sessions.
June	<p>The Proposed Budget is revised based on comments received at the study session. A public hearing is held and at the conclusion the Council takes action on the budget.</p> <p>Letters to non-profits are distributed per revised non-profit funding process (as approved by City Council in December 2014).</p>

Budget instructions are prepared and issued to the departments. The instructions outline the general assumptions in the budget and provide direction to the directors in terms of financial goals to be met. Also at this time the letters to non-profits are distributed.

During March, the City Manager meets with the Department Directors to review their proposals and make changes as needed. Staff presents the Proposed Budget to the City Council for review and discussion at their April and May meetings. The budget is available for public review several days prior to these meetings. Changes are made and the document is presented again to the Council for additional discussion during a public hearing held at the June meeting. At the conclusion of the public hearing, the Council takes action on the budget.

Budget and Financial Policies

The Town of Colma's budget and financial policies are the basic guidelines for the management of the Town's fiscal operations. The policies assist the City Council and Staff in preparing the budget and managing the Town's finances throughout the fiscal year. The policies are reviewed regularly and modified as appropriate to accommodate changing fiscal conditions and best practices in municipal budgeting. The following is excerpted from the Town's Administrative Code.

4.01.030 Procedure for Adoption of Budget

- (a) The City Manager shall submit to the City Council a proposed budget on or about May 31 of each year.
- (b) Prior to adopting the budget, the Town shall post notice of and hold at least one public meeting followed by one public hearing on the proposed budget, which shall be at least five days apart. The budget may be adopted at the same meeting at which there is the public hearing.
- (c) The budget for the ensuing fiscal year shall be adopted not later than June 30 and shall be adopted by resolution of the City Council.

[History: Formerly §1.09.030; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.040 Proposed Budget and Budget Message

- (a) The proposed budget shall include, but not be limited to:
 - (1) The City Manager's budget message;
 - (2) Line item schedules of revenue by source;
 - (3) Line item schedules of expenditures by department and function or by program;
 - (4) A summary of estimated available fund balances;
 - (5) Line item schedules of reserve(s); and
 - (6) The appropriation limitation for the budget year.
- (b) The budget message submitted by the City Manager shall explain the budget, contain an outline of the proposed financial policies for the fiscal year, and describe the important features of the budget plan. The budget message shall set forth the reasons for important or significant changes from the current year in appropriation and revenue items and shall explain any major changes in financial policy.
- (c) As a part of the budget message, the City Manager shall include, or attach thereto, a program of proposed capital projects for the budget year and (for planning purposes only) the four (4) fiscal years next succeeding the budget year, together with comments thereon and any

estimates of costs prepared. The adoption of a budget for a fiscal year shall not be an authorization of the capital projects for subsequent years described in the budget message except as specifically authorized by the City Council.

(d) Attached to the budget message shall be such supporting schedules, exhibits, and other explanatory material, in respect to both current operations and capital improvements, as the City Manager believes useful to the governing body. The proposed budget shall include historical data on revenue and expenditures by major category.

[History: Formerly § 1.09.040; ORD. 503, 12/11/96; ORD 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.050 Adoption; Effect

(a) The adoption of a budget, an amended budget, or a supplemental appropriation shall constitute an authorization to the appropriate Department Head to expend funds for the items specified in the budget up to the total annual amount specified for that line item, subject to the limitations set forth in this ordinance.

(b) Upon adoption, the budget shall be in effect for the entire fiscal year, subject to adjustment or amendment as set forth in this ordinance.

[History: Formerly § 1.09.050; ORD. 503, 12/11/96; ORD 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.060 Failure to Adopt

If the City Council fails to adopt the budget on or before June 30, the proposed budget, as submitted, shall constitute an appropriation as to all expenditures proposed therein until August 31 or until further action by the City Council, whichever occurs first, except that such failure to adopt shall not authorize the hiring of an additional employee or the expenditure for any capital outlay requested in the proposed budget. The sole purpose of this section is to provide for continuing authority to incur expenditures for a period of sixty (60) days pending final City Council action on the budget.

[History: Formerly § 1.09.060; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.070 Adjustments to Budget

(a) Within thirty days after adoption of a Budget or amended Budget by the City Council, the City Manager may adjust the budget or amended budget for any of the following purposes:

- (1) To conform any authorized expenditure or estimated revenue, including any Budget Schedule in the Budget Message, to final City Council action adopting the Budget;
- (2) To reflect all required debt service payments in accordance with the official statements filed by the City's auditors; or

- (3) To complete any capital improvement project or discharge any obligation under contract or purchase order previously authorized by the City Council.
- (b) At any time after adoption of a Budget or amended Budget by the City Council but within thirty days after receipt of the following information, the City Manager may adjust the budget or amended budget for any of the following purposes
 - (1) To reflect changes relating to personnel obligations, such as retirement rates, payroll taxes, health benefits and salary increases mandated by a Memorandum of Understanding with an employee bargaining unit; or
 - (2) To reflect changes in other insurance costs, such as liability insurance, workers' compensation insurance, and deductibles.
- (c) The adjustments authorized by this section shall include an increase in authorized expenditure and the transfer of funds from an undesignated line item to the adjusted line item, or vice versa.
- (d) The City Manager shall make a written report to the City Council by August 31 explaining each adjustment and the reasons therefore.

[*History:* Formerly §1.09.070; ORD. 503, 12/11/96; ORD 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.080 Amendments to Budgets

The City Council may adopt amendments to the budget, make revisions, or approve supplemental appropriations.

[*History:* Formerly § 1.09.080; ORD. 503, 12/11/96; ORD 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.090 Budget Administration

- (a) The City Manager shall have charge of the administration of the financial affairs of the City and to that end shall supervise and be responsible for the disbursement of all moneys and have control over all expenditures to insure that appropriations are not exceeded. The City Manager shall institute such procedures as may be necessary to discharge this responsibility, including a purchase order procedure.
- (b) The City Manager will be responsible for assuring that expenditures do not exceed the total appropriation for all capital projects by reviewing monthly project reports to identify potential project overages and determining how to address the overage; and, signing off as final approval on all expenditure budget adjustments.
- (c) The City Manager shall develop the necessary procedures for the effective implementation of this chapter.

[*History:* Formerly § 1.09.090; ORD. 503, 12/11/96; ORD. 533, 7/8/98; ORD. 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.100 Transfers of Appropriation Balances

(a) A Department Head may transfer funds from any unencumbered balance of any appropriation from one line item to another within his or her department, and shall promptly report such transfer to the City Manager.

(b) The City Manager may transfer funds from any unencumbered balance of any appropriation in a department to another department, provided, however, that the total of all such transfers for any department, shall not increase or reduce the appropriation for that department by more than fifty thousand dollars (\$50,000) in the fiscal year.

(c) No transfer shall be made from any line item which would create a negative balance in the line item.

[History: Formerly § 1.09.100; ORD. 503, 12/11/96; ORD 533, 7/8/98; ORD 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.110 Lapse of Appropriations and Transfers to Reserves

All appropriations shall lapse and be transferred the Unassigned Reserve at the end of the budget year to the extent that they shall not have been expended, lawfully encumbered, or placed in another reserve.

[History: Formerly § 1.09.110; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.120 Appropriation Limitations

The budget adopted shall not exceed the appropriation limit for the budget year. The total expenditures for each fund must be balanced with estimated revenues, a transfer from reserves, and other available resources for that fund.

[History: Formerly § 1.09.120; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.130 Other Limitations

(a) All expenditures of funds shall comply with all other Town ordinances, including the Town's Purchasing Ordinance. All capital outlays shall be approved by the City Council. The cancellation (without completion) of a capital outlay must also be approved by the City Council.

(b) No expenditures at the department level shall exceed the Approved or Amended Budget, by fund.

(c) Projected deficiencies in any department by fund must be corrected by:

(1) An inter-departmental appropriation transfer; or

(2) An appropriation transfer from Reserves.

(d) If additional funds are not available to correct a projected deficiency, the City Manager shall take such steps necessary to reduce expenditures in said department, including a freeze on filling vacant positions or restrictions on purchase orders.

(e) The City Council shall act on any projected fund deficits prior to the close of the Fiscal Year.

[*History:* Formerly § 1.09.130; ORD. 503, 12/11/96; ORD. 533, 7/8/98; ORD 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

Division 3: General Fund Reserves

4.01.140 Purposes

The Town will establish and maintain reserve balances to:

(a) Guard its citizens against service disruptions in the event of economic uncertainties, local disasters and other financial hardships;

(b) Provide for fluctuations in revenues and expenditures while ensuring adequate cash flow;

(c) Enable the Town to implement innovative opportunities for the betterment of the community; and

(d) Demonstrate continued credit worthiness to bond rating agencies and the financial community.

[*History:* Formerly § 1.09.140; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.150 General Fund Reserve Policy

(a) The General Fund shall contain reserves, which shall be classified as Nonspendable Fund Balance, Committed Reserve, Assigned Reserve, or Unassigned Reserve. The Town shall maintain minimum reserve balances according to the requirements forth in this section.

(b) The Nonspendable Fund Balance shall be maintained in an amount as required by law and Generally Accepted Accounting Principles (GAAP).

(c) Committed Reserves shall be maintained as follows:

(1) There shall be a Debt Reduction reserve, in an amount reasonably estimated to pay the Town's debt service (principal plus interest) on any outstanding, long-term debt instruments, including Certificates of Participation, for two years;

(2) There shall be a Retiree Healthcare Reserve, in an amount reasonably estimated to pay the Town's liabilities for retiree healthcare benefits for two years; and

(3) There shall be a Budget Stabilization Reserve, in an amount sufficient to ensure continuity of operations in the event of a severe economic downturn, which amount is hereby determined to be one hundred percent (100%), rounded to the nearest \$100,000, of the General Fund expenditures for the prior fiscal year.

(d) Assigned Reserves shall be maintained as follows:

- (1) There shall be a Litigation Reserve, in the amount of \$100,000, to pay the Town's costs and attorneys' fees necessary for the initiation or defense of new litigation authorized by the City Council after adoption of a budget for the fiscal year in which the litigation commenced;
- (2) There shall be an Insurance Reserve, in the amount of \$100,000, to pay for any deductibles charged to the Town by its insurance carrier(s) not accounted for in the adopted budget; and
- (3) There shall be a Disaster Response and Recovery Reserve, in the amount of \$750,000, to pay the Town's costs of emergency repairs to or replacements of parts of the Town infrastructure damaged by any natural or man-made disaster, or to abate or prevent further damage to life or property.

(e) The Unassigned Reserve shall consist of the balance of all amounts not otherwise expended, encumbered, or reserved.

[History: Formerly § 1.09.150; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14; Res 2014-26, 5/14/14]

4.01.160 Transfer of Committed Reserves

(a) No transfer shall be made from the Committed Reserves, e.g., the Debt Reduction Reserve, Employee Healthcare Reserve or the Budget Stabilization Reserve, without express approval of the City Council given at an open and public meeting.

(b) Committed Reserves shall not be replenished without express approval of the City Council given at an open and public meeting.

[History: Formerly § 1.09.160; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.170 Use, Transfer and Replenishment of Assigned Reserves

(a) On occurrence of a condition for which the Litigation Reserve, the Insurance Reserve or the Disaster Response and Recovery Reserve was created, the City Manager may transfer funds from the appropriate reserve, up to the balance of such reserve, to the appropriate department or departments in the operating budget to abate the condition for which the reserve was created. Any such transfer shall be reported to the City Council within thirty days.

(b) Assigned Reserves shall not be replenished without express approval of the City Council given at an open and public meeting.

[History: Formerly § 1.09.170; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.180 Transfer and Replenishment of Unassigned Reserve

(a) The City Manager may transfer funds from the Unassigned Reserve to any department, program or other fund, provided, however, that the total of all such transfers for any department,

program or fund shall not increase or reduce the appropriation for that department by more than fifty thousand dollars (\$50,000) in the fiscal year.

(b) Except as provided in the preceding paragraph (a), no transfer shall be made from the Unassigned Reserve without express approval of the City Council given at an open and public meeting.

(c) All appropriations that have not been expended, lawfully encumbered, or placed in another reserve, and all surplus revenues as of June 30 shall be placed in the Unassigned Reserve.

[History: Formerly § 1.09.180; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

Division 4: Reports

4.01.190 Monthly Reports

The City Manager shall file with the City Council monthly reports on the appropriation status and revenue receipts and shall advise the City Council of significant deviations from the adopted budget.

[History: Formerly § 1.09.190; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.200 Mid-year Review

Each fiscal year, the City Manager shall submit to the City Council a mid-year review regarding the Town's fiscal performance, fund availability and department needs and accomplishments. Potential overages and the use of potential savings should be compiled in a report and presented to the City Council for consideration.

[History: Formerly § 1.09.200; ORD. 503, 12/11/96; ORD. 533, 7/8/98; ORD. 666, 2/13/08; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

4.01.210 Report on Reserve Levels

(a) The City Manager shall report on the reserve levels to the City Council as follows:

- (1) During the annual budget adoption process, the City Manager shall project the ending reserve levels; and
- (2) When the auditor presents the Town's audited financial statements to the City Council, the City Manager shall report the Actual Reserve Levels as of the end of the fiscal year.

(b) At any time, if the Unassigned Reserve becomes depleted, or is projected to become depleted within the fiscal year, the City Manager shall provide a report to the City Council, along with a plan to maintain the Unassigned Reserves with a positive balance.

[History: Formerly § 1.09.210; ORD. 503, 12/11/96; ORD. 533, 7/8/98; Res 2011-40, 10/12/11; Res 2014-07, 2/13/14]

Glossary of Budget Terms

AB – Assembly Bill.

ABAG – Association of Bay Area Governments.

ABC – Alcoholic Beverage Control.

Accounting System – The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

Accrual Basis of Accounting – A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used.

Activity – A unit of budgetary accountability and control that encompasses specific and distinguishable lines of work performance for the purpose of accomplishing a function for which the Town is responsible.

ADA – See Americans with Disabilities Act.

Adopted Budget – The budget document formally approved by the City Council, often referred to as the original budget.

Ad-valorem – According to value.

Amended Budget – An adopted budget, after it has been changed (or adjusted) by the City Council. (See Budget Adjustment)

Americans with Disabilities Act (ADA) – A 1990 law that gives federal civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

Appropriation – A legal authorization granted by the City Council to make expenditures or enter into obligations for specific purposes.

Appropriation Limit (Gann Limit) – A mandated calculation of how much the Town is allowed to expend in one fiscal year. It is mandated on government agencies within California by Article XIII B of the California Constitution. The amount of appropriation subject to the limit is the budgeted proceeds of taxes. Some examples of proceeds of taxes are sales and property taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriations limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

Assessed Valuation – A valuation set upon real estate or other property by the San Mateo County Assessor and the State as a basis for levying taxes.

Assigned Reserve – The spendable amounts set aside for specific purposes or contingencies authorized by resolution of the City Council.

Authorized Positions – Positions approved by the City Council which may or may not have funding. (See Budgeted Positions)

Audit – A review of the Town's accounts by an independent accounting firm to verify that the Town's financial statements accurately reflect its financial position.

BAAQMD – Bay Area Air Quality Management District.

BART – Bay Area Rapid Transit.

Base Budget – Those resources necessary to meet an established and existing service level.

Basis of Budgeting – The method used for recognizing revenues and expenditures in the budget. The Town uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles (GAAP).

BCDC – Bay Conservation and Development Commission.

Beginning Fund Balance – Resources available in a fund from the end of the prior year for use in the following year.

Benefits – See Fringe Benefits.

Bond – A written promise to pay a specified sum of money, called the face value of principal amount, at a specified date or dates in the future, together with the periodic interest at a specified rate issued by a city to raise capital funds.

Budget – A planning and controlling document for financial operation with estimates of proposed expenditures and revenues for a given period of time, usually one year. A plan expressed in figures.

Budget Adjustment – A change of expenditure levels and corresponding resources needed to accomplish an existing service level or unanticipated service. All budget adjustments are reflected in the current year budget and are approved by the City Council.

Budget Stabilization Reserve – Monies set aside, sometimes called a rainy day fund, that can be used to assure continuity of Town operations when tax revenues temporarily decline as the result of a recession, the loss of a major taxpayer or other similar circumstance.

Budget Calendar – The schedule of key dates or milestones that a city follows in the preparation and adoption of the budget.

Budget Highlights – Portion of department narrative in the budget that focuses on key changes in the budget from the previous year.

Budget Message – A general written description summarizing the proposed budget. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

Budgeted Positions – The number of full-time equivalent positions to be funded in the budget. Example: Funding of two half-time positions would equal one full-time equivalent position. (See Authorized Positions)

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

CAD/RMS – Computer Aided Dispatch and Records Management System.

CalPERS – See PERS.

CAP – Climate Action Plan.

Capital Improvements – A permanent major addition to the Town's real property assets including the design, construction, purchase or major renovation of land, buildings or facilities including major landscaping and park improvements.

Capital Improvement Program (CIP) – A plan for capital expenditures and the means of financing them, to be incurred each year over a fixed period of years, to meet capital needs arising from a long-term plan. (See Capital Improvements)

Capital Outlay – Routine capital expenditures for the acquisition of capital assets. These items are included in almost every budget and do not have a significant impact on the operating budget. The Town's capitalization limit is \$10,000. (See Fixed Asset)

Capital Project – All related expenditures for a public improvement project.

Cardroom Tax – A permit tax imposed on gambling establishment operations in the Town of Colma. The tax is a general tax with the proceeds going to the General Fund. The tax requires each person operating a gambling establishment to pay a monthly tax which is a combination of a set fee and a percentage of gross revenue on a sliding scale set by Town ordinance.

CAT – Community Action Teams.

CEQA – California Environmental Quality Act.

CERT – Community Emergency Response Team.

Certificates of Participation (COPS) – Collateralized by leases between a lessor and a government; paid from the annual appropriations made by the government to the lessor. Typically used for capital leases for large projects where the financing exceeds \$10 million.

Charges for Service – See Fees.

CIP – See Capital Improvement Program.

COLA – See Cost of Living Adjustment.

Committed Reserve – The spendable amounts set aside to meet the Town's long-term obligations.

Competitive Bidding – Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the lowest prices by stimulating competition, and by preventing favoritism. (See Request For Proposal)

Consultants – Outside individuals who provide advice or services.

Contractual – A type of expenditure. Usually a professional consulting service involving a contract for one or more years.

COPs – Certificates Of Participation.

Cost Accounting – The branch of accounting that provides for the assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

Cost of Living Adjustment (COLA) – An annual adjustment in wages to offset a change (usually a loss) in purchasing power, as measured by the Consumer Price Index. The Consumer Price Index is used rather than the Producer Price Index because the purpose is to offset inflation as experienced by the consumer, not the producer.

CPOA – California Peace Officers' Association.

CPR – Cardiopulmonary Resuscitation.

CPRS – California Park and Recreation Society.

CSMFO – California Society of Municipal Financial Officers.

CSO – Community Service Officer.

Debt Service – Actual cost of interest and principal on debt.

Deficit – The excess of expenditures over revenues during an accounting period.

Department – An organizational unit comprised of divisions or programs. It is possible for a department to be comprised of only one division.

Department Description – A list of the typical activities of programs.

Department Function – Category of work performed. The Town has five major categories: General Government, Recreation, Public Works, Public Safety and Planning.

Discretionary Revenue – Money that the City Council has the authority to allocate for any purpose. Often refers to the General Fund, as opposed to special or Restricted Use Funds.

Division – A functional grouping of related activities within a department. There are usually several activities within a division. (See Activity)

DUI – Driving Under the Influence.

Economic Development – Efforts that seek to improve the economic well-being and quality of life for a community by creating and/or retaining jobs and supporting or growing incomes and the tax base.

Encumbrance – An obligation in the form of a purchase order or contract.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the City Council is that the costs of providing services to the general public on a continuing basis be financed or recovered primarily through user charges, i.e., water utility, parking system.

ERAF – Educational Revenue Augmentation Fund.

Expenditure – Designates the cost of goods delivered or services rendered, whether paid or unpaid. Where accounts are kept on the accrual or modified accrual basis of accounting, costs are recorded when goods are received or services rendered. Where accounts are kept on a cash basis, expenditures are recognized when the cash payments are made.

FBI – Federal Bureau of Investigation.

Fees – A charge to cover the cost of services (e.g. building inspection fee, zoning fee, etc.) sometimes referred to as Charges for Service.

FHA – Fair Housing Act.

Fiscal Accountability – The responsibility of governments to justify that their actions in the current period have complied with public policy decisions concerning the raising and spending of public moneys in the short term (usually one budgetary cycle or one year).

Fiscal Year – A twelve-month period of time to which the budget applies. For the Town of Colma and many local government agencies, this period is from July 1 through June 30.

Fixed Asset – A tangible item of a long-term character such as land, buildings, furniture, and other equipment with a unit cost in excess of \$10,000. (See Capital Outlay)

Fringe Benefits – Benefits to Town employees, in addition to salaries, paid by the Town. These benefits include pensions, workers' compensation, unemployment insurance, health club membership, and life and health insurance.

FTE – See Full Time Equivalent.

Full-Time Equivalent (FTE) – One or more employee positions totaling one full year of service or approximately 2,080 hours a year.

Full Cost Recovery – Recovering or funding the full costs of a project or service, typically through a user fee. In addition to the costs directly associated with the project, such as staff and equipment, projects will also draw on the rest of the organization. For example, adequate finance, human resources, management, and IT systems are also integral components of any project or service.

Fund – A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures and fund balances.

Fund Balance – The difference between fund assets and fund liabilities in a governmental or trust fund. Changes in fund balances are the

result of the difference of revenues to expenditures. When revenues exceed expenditures in a given period, fund balance increases and when expenditures exceed revenue, fund balance decreases.

Funding Source – Identifies fund(s) that will provide resources for Town expenditures.

FY – See Fiscal Year.

GAAP – See Generally Accepted Accounting Principles.

Gann Limit – See Appropriation Limit.

Gas Tax Fund – Fund required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of Town streets.

GASB – See Governmental Accounting Standards Board.

GASB Statement No. 34 – Requires state and local governments to produce financial statements on an accrual basis, in much the same manner as private sector businesses. The objective is to enhance the understandability and usefulness of the financial reports of state and local governments to the public, legislative and oversight bodies, and investors and creditors.

GASB Statement No. 45 – Requires the measurement and recognition criteria for other Post Employment Benefits (OPEB) for reporting purposes. The objective is to recognize the cost of benefits, provide information on related liabilities and provide information for assessing fiscal health for future periods.

GASB Statement No. 54 – Intended to improve the usefulness of the amount reported in fund balance by providing a more structured classification. It also clarifies the definition of existing governmental fund types.

Generally Accepted Accounting Principles (GAAP) – Uniform standards used by state and local governments for financial recording and reporting; established by the accounting profession through the Governmental Accounting Standards Board.

General Fund – The primary fund of the Town used to account for all revenues of the Town not legally restricted as to use and related expenditures.

General Fund Reserves – The balance of all general funds not otherwise appropriated (budgeted) or accounted for, such as the allocated reserves Council set aside for Litigation, Insurance, Disaster Preparedness, Employee Benefits and Operations.

General Plan – A plan of a city, county or area which establishes zones for different types of development, uses, traffic patterns, and future development.

General Revenue – General sources of income a city collects and receives for public use (e.g. property tax). There are no restrictions as to the use of these monies – often referred to as Discretionary Revenue. General Revenue comprises the General Fund.

GF – See General Fund.

GIS – Geographic Information System.

Goal – An observable and measurable end result having one or more objectives to be achieved within a more or less fixed timeframe.

Governmental Accounting Standards Board (GASB) – The body that sets accounting standards specifically for governmental entities at the state and local levels.

Governmental Funds – Self-balancing sets of accounts that are maintained for governmental activities. Financial statements of governmental funds are prepared on the modified accrual basis of accounting and the

current financial resource flows method of measurement focus. All of the Town's funds are in the governmental category. (See Measurement Focus)

GP – General Plan.

Grant – A payment of money, often earmarked for a specific purpose or program, e.g. from one governmental unit to another or from a governmental unit to a not-for-profit agency.

Grievance – An actual or supposed circumstance regarded as just cause for complaint. A complaint or protestation based on such a circumstance.

HEART – Housing Endowment And Regional Trust.

HOA – Homeowners Association.

HR – Human Resources.

HRA – Human Resources Administration.

ICMA – International City/County Management Association.

Interfund Transfers – Monies appropriated from one fund to another fund. This is done to reimburse the fund for expenses or to finance the operation of the other fund.

Internal Service Fund – A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government on a cost reimbursement basis.

IPM – Integrated Pest Management.

Irrevocable Trust – A type of trust that by its design can't be modified, amended, changed or revoked.

IT – Information Technology.

JPA – Joint Power Agreement.

LAFCO – Local Agency Formation Commission.

LAO – Legislative Analyst's Office.

LCW – Liebert Cassidy Whitmore.

Level of Service – Indicator that measures the performance of a system. Certain goals are defined and the service level gives the percentage to which they should be achieved.

MADD – Mothers Against Drunk Driving.

Mandate (Mandated Services) – A legal requirement, usually imposed by State or Federal law. This term is used to refer to Town services, which are provided to comply with State or Federal laws, such as preparation of the City Council Agenda in compliance with the Brown Act.

Measure A Fund – Fund used to account for the Town's per-capita portion of a countywide, voter-approved sales tax increase for improving transit and relieving congestion.

Measure M – Countywide, voter-approved vehicle registration fee, half of which goes to the cities in the county using a pro-rata formula based on population and road miles. The money can be used for pavement resurfacing, pothole repair, signs and striping, traffic signals, street sweeping, storm-inlet cleaning and local shuttles.

Measurement Focus – The accounting convention which determines: (1) which assets and which liabilities are included on the governmental unit's balance sheet; and (2) whether its operating statement presents "financial flow" information (revenue and expenditures) or "capital maintenance" information (revenues and expenses).

Mid-Year – As of December 31st (mid-point of the fiscal year).

Mid-Year Budget Review – Annual process, which occurs in February, where staff analyzes the revenue and expenditures of the Town

through the mid-point of the fiscal year (December 31st), projects the data to the end of the fiscal year (June 30th) and presents the information to Council, along with any recommended budget adjustments.

MMANC – Municipal Management Association of Northern California.

Modified Accrual Basis of Accounting – A form of accrual accounting in which (1) expenditures are recognized when the goods or services are received and (2) revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

MOU – Memorandum Of Understanding.

MTC – Metropolitan Transportation Commission.

Municipal Code – A book that contains City Council approved ordinances presently in effect. The Code defines Town law in various categories. (See Ordinance)

National Pollution Discharge Elimination System (NPDES) – A policy set forth by the Environmental Protection Agency, under the 1987 Federal Clean Water Act, imposing regulations that mandate local governments to control and reduce the amount of stormwater pollutant runoff into receiving waters.

Non-recurring Costs – One time activities for which the expenditure should be budgeted only in the fiscal year in which the activity is under taken.

Non-spendable Fund Balance – The amounts associated with inventories, prepaid expenses and other items legally or contractually required to be maintained intact.

NorCalHR – Northern California Municipal Human Resources Managers Group.

NPDES – See National Pollution Discharge Elimination System.

NSMCD – North San Mateo County Sanitation District.

OBF – On-Bill Financing.

Objectives – Desired results of the activities of a program.

OPEB – Other Post Employment Benefits.

Operating Budget – A programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the Town, which does not include capital improvement projects.

Operating Expenses – Expenses incurred as a result of day-to-day operations.

Operational Accountability – Governments' responsibility to report the extent to which they have met their operating objectives efficiently and effectively, using all resources available for that purpose, and whether they can continue to meet their objectives for the foreseeable future.

Ordinance – A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution. Adopted ordinances form the Municipal Code. (See Municipal Code)

Pandemic Flu Plan – A Plan the Town uses to respond in an epidemic of the influenza virus that spreads on a worldwide scale and infects a large proportion of the human population. Influenza pandemics occur when a new strain of the influenza virus is transmitted to humans from another animal species.

PELRA –Public Employers Labor Relations Association.

PERS – Public Employees Retirement System. A pension plan administered by the State of California for government agencies.

Performance Measures – Indicators used in budgets to show, for example, (1) the amount of work accomplished, (2) the efficiency with which tasks were completed, and (3) the effectiveness of a program, which is often expressed as the extent to which objectives were accomplished.

Personnel Expenditures – Salaries, wages and benefits paid to employees.

POST – Police Officer Standards and Training.

Priority Area – A category of Town services, such as Economic Development, Long Range Financial Plan or Neighborhoods which the City Council selects as an area of focus for staff in the coming fiscal year.

Program – Plan of action aimed at accomplishing a clear objective, with details on what work is to be done, by whom, when, and what means or resources will be used.

Program Revenues – Revenues received by a department as a result of the services or operations of that department (such as user fees), and generally used to finance the related services or programs.

Property Tax – A tax on the assessed value of property. California State Constitution Article XIII A provides that the combined maximum property tax rate on any given property equal to 1% of its assessed value unless an additional amount has been approved by voters for special taxes or general obligation bonds. San Mateo County remits the Town's share, including all penalties and interest.

Proposed Budget – The working document for the fiscal year under discussion.

PTAF – Property Tax Assessment Fee.

Public Employee Retirement System – See PERS.

PW – Public Works.

Real Estate Transfer Tax – A tax on the value of property transferred, currently levied at a rate of \$.275 per \$500. San Mateo County collects the tax and the Town receives the revenues. Revenues are dependent on how frequently the property is transferred and on the accrued value at the time of transfer.

Request For Proposal (RFP) – An invitation for suppliers, often through a bidding process, to submit a proposal on a specific commodity or service. (See Competitive Bidding)

Reserve – An account used to designate a portion of the fund balance as legally segregated for a specific use, i.e., General Fund Reserve.

Reserve Policy – A Council adopted set of principles which establish an appropriate minimum level of reserves and specify how reserves can be used.

Resolution – A special order of the City Council that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

Restricted Use Funds – Funds designated for use for a specific purpose.

Revenues – Income from all sources used to pay Town expenses.

RFP – See Request For Proposal.

Risk Management – An organized attempt to protect a government's assets against accidental loss in the most economical method.

ROW – Right-Of-Way.

Salaries and Wages – A fixed monthly or hourly sum paid to an employee.

Sales Tax – Taxes assessed on retail sales or leases of tangible personal property in the Town. The Town receives one percent of the 8.25% San Mateo County sales tax.

SAMCAT – San Mateo County Telecommunications Authority.

SB – Senate Bill.

Secured Taxes – Taxes levied on real properties in the Town which are “secured” by liens on the properties.

SFPUC – San Francisco Public Utilities Commission.

SLESF – See Supplemental Law Enforcement Services Fund.

SLPP – State-Local Partnership Program.

SMC – San Mateo County.

SSF – South San Francisco.

STEP – Saturation Traffic Enforcement Plan.

Strategic Plan – Plan of action aimed at accomplishing a clear objective, with details on what work is to be done, by whom, when, and what means or resources will be used.

Strategic Planning - A comprehensive and systematic management tool designed to help organizations assess the current environment, increase effectiveness, develop commitment to the organization’s mission and achieve consensus on strategies and objectives for achieving that mission. The focus is on aligning organizational resources to bridge the gap between present conditions and the envisioned future. The organization’s objectives for a strategic plan will help determine how available resources can be tied to future goals.

Supplemental Assessment – An assessment of real property occurring after the real property lien date of January 1st of

each year as a result of new construction or a change in ownership. The San Mateo County Assessor determines the new value of the property based on current market values, and then calculates the difference between the new value and the value set on January 1st.

Supplemental Law Enforcement Services Fund (SLESF) – A component of the Citizens’ Option for Public Safety (COPS) program which provides grants to every city and county and five special districts that provide law enforcement in the State of California. SLESF funds are allocated among cities and counties and special districts that provide law enforcement services in proportion to population, except that each agency is to be allocated a minimum of \$100,000. The Town of Colma receives the minimum allocation.

Supplies and Services – Expenditures for materials, supplies and related services which are ordinarily consumed within a fiscal year.

SWAT – Special Weapons And Tactics.

Tax Levy – Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation of property.

Tax Equity Allocation – The amount of property taxes payable to the Town under a special law to assist cities that otherwise would receive low or no property taxes.

TEA – Tax Equity Allocation.

TMA – Training Managers Association.

Triple Flip – The “triple flip” swaps one-quarter of the Town’s local sales taxes to secure \$15 billion in deficit financing bonds approved through the passage of Proposition 57 (flip #1). The State intends to replace this revenue with Educational Revenue Augmentation Fund (ERAF) property tax money that was taken from cities and counties in the early ‘90’s (flip #2). Using ERAF money to backfill the sales tax taken from cities will increase the States obligation to fund schools

from *other* general fund resources (flip #3). Another impact of the triple flip upon the Town will be cash flow. Sales tax, which is received monthly, will be reduced by 25% and will be "backfilled" with property tax, which will be received biannually in January and May.

Unassigned Reserve – The amount of spendable fund balance that is not otherwise appropriated.

Unencumbered Appropriation – The portion of an appropriation not yet expended or encumbered.

Unfunded – Not furnished with funds. Usually applies to positions that are authorized but funding is not provided.

Unsecured Taxes – An ad-valorem (value-based) property tax that is the liability of the person or entity assessed for the tax. Because the tax is not secured by real property (such as land) the tax is called "unsecured."

Useful Life – An accounting term defined as the number of years, as set by the IRS, that depreciable business equipment or property is expected to be in use.

Year-End – As of June 30th (end of fiscal year).