



**AGENDA  
REGULAR MEETING**

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

**Wednesday, April 26, 2017  
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  
Austris Rungis, IEDA  
Unrepresented Employees: Chief of Police

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

Agency Negotiators: Austris Rungis, IEDA  
Unrepresented Employees: City Manager

**PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM**

**REPORT FROM CLOSED SESSION**

**ADOPTION OF AGENDA**

**PRESENTATION**

- Introduction of New Facility Attendant Itzel Diaz
- Swearing in of Police Officer Daivy Ly

**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**

- 3. Motion to Accept the Minutes from the April 12, 2017 Regular Meeting.**

## **PUBLIC HEARING**

### **4. CONDITIONAL USE PERMIT - ORANGE THEORY**

*Consider:* Motion to Adopt a Resolution Approving a Conditional Use Permit to Allow a 3,185 Square Foot Fitness Facility with Approximately 300 Square Feet of Retail Space Located at 51 Colma Boulevard (APN: 011-370-180) Pursuant to CEQA Guideline 15301, Class 1(A).

## **NEW BUSINESS**

### **5. FY 2017-18 WATER CONSERVATION INCENTIVE PROGRAM**

*Consider:* Motion to Adopt a Resolution Establishing the Authorized Subsidy at \$85,000 for the Water Conservation Incentive Program in Fiscal Year 2017-18.

## **STUDY SESSION**

### **6. PRELIMINARY FISCAL YEAR 2017 – 2018 BUDGET AND FINANCIAL PLAN**

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

## **REPORTS**

Mayor/City Council

City Manager

## **ADJOURNMENT**

The City Council Meeting Agenda Packet and supporting documents are available for review 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](mailto:ccorley@colma.ca.gov).

### Reasonable Accommodation

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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<br>Austris Rungis, IEDA |
| Unrepresented Employees: | Chief of Police                                 |

*There is no staff report for this item.*



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

Agency Negotiators: Austris Rungis, IEDA  
Unrepresented Employees: City Manager

*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, April 12, 2017**

7:00 p.m.

### CALL TO ORDER

Mayor Helen Fisicaro called the Regular Meeting of the City Council to order at 7:05 p.m.

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

Staff Present – City Manager Sean Rabé, City Attorney Christopher Diaz, Director of Public Works Brad Donohue, Police Commander Sherwin Lum, City Planner Michael Laughlin, and City Clerk Caitlin Corley were in attendance.

### ADOPTION OF THE AGENDA

Mayor Fisicaro asked if there were any proposed changes to the agenda. Council Member Diana Colvin asked that item #5 be pulled from the Consent Calendar to be discussed immediately following the approval of the Consent Calendar. The Mayor asked for a motion to adopt the agenda with the requested changes.

**Action:** Council Member Colvin moved to adopt the agenda; 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 |        |
| Helen Fisicaro, Mayor | ✓      |    |                     |                   |        |
| Raquel Gonzalez       | ✓      |    |                     |                   |        |
| Joanne F. del Rosario | ✓      |    |                     |                   |        |
| John Irish Goodwin    |        |    |                     |                   | ✓      |
| Diana Colvin          | ✓      |    |                     |                   |        |
|                       | 4      | 0  |                     |                   |        |

### PRESENTATION

- Mayor Fisicaro reminded residents that Colma was currently participating in the National Mayor's Challenge for Water Conservation for the month of April.
- Administrative Services Director Brian Dossey introduced new recreation employees Christian Huertas, Araceli Vieyra, and Abigail Calderon.
- Mayor Fisicaro presented the National Donate Life Month Proclamation to resident and business owner Phil C'de Baca, organ and tissue donation advocate.
- Mayor Fisicaro recognized Officer Kim Trask for her Peninsula Council of Lions Service Award with a certificate and flowers.

## PUBLIC COMMENTS

Mayor Fisicaro opened the public comment period at 7:23 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 March 22, 2017 Regular Meeting.
2. Motion to Approve Report of Checks Paid for March 2017.
3. Motion to Ordinance Amending Subchapter 4.07 of the Colma Municipal Code, Relating to Sign Regulations Pursuant to CEQA Guideline 15061(b)(3) and 15311 (second reading).
4. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the First Quarter of 2017.
5. [Pulled from Consent Calendar]

**Action:** Council Member Colvin moved to approve the Consent Calendar item #1-4; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

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

5. City Planner Michael Laughlin presented the staff report. Council discussion followed.

**Action:** Council Member Colvin moved to Adopt a Resolution Approving Revisions to the Master Sign Program for Serra Center and Approving a Sign Permit for a Shared Pole Sign, Entry Signs, New Target Pole Sign and Aaron Brothers Wall Signs Pursuant to CEQA Guideline 15311; 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 |        |
| Helen Fisicaro, Mayor | ✓      |    |                     |                   |        |
| Raquel Gonzalez       | ✓      |    |                     |                   |        |
| Joanne F. del Rosario | ✓      |    |                     |                   |        |
| John Irish Goodwin    |        |    |                     |                   | ✓      |
| Diana Colvin          | ✓      |    |                     |                   |        |
|                       | 4      | 0  |                     |                   |        |



## **STUDY SESSION**

### **5. NEW TOWN WEBSITE**

Administrative Services Director Brian Dossey presented the staff report. Mayor Fisicaro opened the public comment period at 8:27 p.m. Residents Tom Taylor, Pat Hatfield and business owner Catherine Hughes made comments. The Mayor closed the public hearing at 8:35 p.m. Council discussion followed.

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

## **COUNCIL CALENDARING**

The next Regular City Council Meetings will be on Wednesday, April 26, 2017 at 7:00 p.m. and Wednesday, May 10, 2017 at 7:00 p.m.

## **REPORTS**

### Helen Fisicaro

SMC Sustainability Awards Dinner, 4/6/17  
Council of Lions Police and Fire Awards, 3/31/17

### Raquel "Rae" Gonzalez

Council of Cities Dinner, 3/31/17

City Manager Sean Rabé gave a report on the following topics:

- The Eggstravaganza will be on Saturday, April 15, 2017.
- Fresh Choice is officially closed; construction on Black Bear Diner is set to start soon.

## **ADJOURNMENT AND CLOSE IN MEMORY**

The meeting was adjourned by Mayor Fisicaro at 8:44 p.m. in memory of Kathryn Shea, longtime community member; Margaret "Peggy" Hart, retired Police Commander Greg Hart's wife; Nicholas Baylock, son of Cathy Baylock, former Burlingame Councilmember; and Terri Mullin, wife of former Assemblymember Gene Mullin and mother of current Assemblymember Kevin Mullin.

Respectfully submitted,

Caitlin Corley  
City Clerk





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Michael P. Laughlin, AICP, City Planner  
 Jonathan Kwan, Assistant Planner  
 VIA: Sean Rabé, City Manager  
 MEETING DATE: April 26, 2017  
 SUBJECT: Conditional Use Permit – Orange Theory Fitness

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## RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A 3,185 SQUARE FOOT FITNESS FACILITY WITH APPROXIMATELY 300 SQUARE FEET OF RETAIL SPACE LOCATED AT 51 COLMA BOULEVARD (APN: 011-370-180) PURSUANT TO CEQA GUIDELINE 15301, CLASS 1(A)

## EXECUTIVE SUMMARY

A Conditional Use Permit is being requested to open a 3,185 square foot fitness facility called Orange Theory within the 280 Metro Center at 51 Colma Boulevard. A Conditional Use Permit is required for any fitness use due to the potential to create traffic and parking impacts. Since the proposed facility is relatively small, the use will not create traffic or parking impacts as further detailed in this staff report.

## FISCAL IMPACT

The Town will likely experience a small fiscal benefit (in the form of sales tax revenue) from the retail portion of the facility. Additionally, the increased foot traffic to the shopping center may increase the amount of retail spending at the 280 Metro Center.

## BACKGROUND

The Project site is located within the 280 Metro Center which has a General Plan land use designation of Commercial and is zoned Commercial ("C"). The Conditional Use Permit at 280 Metro Center allows retail, restaurants, theatres and offices and prohibits arcades and light industrial uses. Gym, fitness, dance, karate or similar uses are allowed with a Conditional Use Permit provided the use will not create parking or traffic impacts within the shopping center or surrounding streets. (Resolution 2014-11). No exterior modifications have been proposed at this

time, and the Applicant will be required to apply for all applicable building permits for interior modifications.

## **ANALYSIS**

The applicant, Sanjay Patel, is requesting a Conditional Use Permit to allow a fitness studio use at the 3,185 square foot tenant space located at 51 Colma Boulevard within the 280 Metro Center. Approximately 300 square feet of the tenant space will be utilized as a retail space. The fitness studio provides group exercise classes to individuals of all fitness levels. The applicant is proposing operating hours seven days a week from 5:00 AM to 10:00 PM. The Applicant anticipates that 14 to 24 participants will participate in each of the one-hour long classes offered each day, with classes in the early morning and late afternoon being the most popular classes. It is anticipated that no more than 4 employees will be present at the facility at any given time. Class sessions will be separated by a minimum of 15 minutes to manage the parking demand. Additionally, the Applicant will require that the employees park away from the most convenient and desirable parking spaces and this requirement has been memorialized as a condition of approval.

In addition to the application for the permanent location, the applicant has requested permission to use an adjacent vacant tenant space to take sign-ups for classes for no more than 3 months prior to opening the business. This time limitation for the use of the vacant space has also been memorialized as a condition of approval.

### *Findings Relating to CEQA Review*

Pursuant to the Section 15301 of the State CEQA Guidelines, Class 1(a), Existing Facilities, the project is categorically exempt. The project is Categorical Exempt from further environmental review because the proposal will entail minor interior alterations to an existing private structure involving no expansion of use beyond that conducted in the structure. The proposed use is allowed with a Use Permit.

### *Findings Related to Granting a Conditional Use Permit*

Section 5.03.230(b) of the Colma Municipal Code requires that certain findings be made for approval of a Conditional Use Permit as follows:

#### **a) The proposed Conditional Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.**

The Use is consistent with Colma General Plan Policy 5.02.331 in that it is a commercial use located within 280 Metro Center, part of the Town's core commercial area. In particular, Policy 5.02.331 states that "[s]hopping facilities ... and other commercial land uses should be located in the commercial core area centered on Serramonte Boulevard and extending northward along Junipero Serra Boulevard to the 280 Metro Center." As the proposed commercial use is located in 280 Metro Center, it meets this policy.

With regard to zoning consistency, the proposed use is allowed by the Town's Zoning Ordinance pursuant to Section 5.03.090. Further, the proposed use is regulated by the Use Permit for the shopping center. In this case, the Use Permit for 280 Metro Center allows fitness related uses if

the use will not create a significant parking and/or traffic impact to the shopping center and surrounding streets.

Orange Theory Fitness is utilizing the 3,185 square foot tenant space, previously occupied by Styles For Less. In regard to traffic, the Institute of Transportation Engineers (ITE) Trip Generation Manual 9<sup>th</sup> Edition shows that the number of trips fitness clubs generate are only slightly greater than apparel stores. Therefore, the proposed use will not generate a large traffic impact to the shopping center or nearby streets. Since classes start before the rest of the shopping center opens, and since traffic will be dispersed throughout the day and evening, traffic related to the use will not be distinguishable from general use of the shopping center and may reduce traffic during daytime shopping hours for other businesses.

Per Colma Municipal Code Section 5.03.290(b)(4), the minimum parking requirement for a retail store at the shopping center is 1 space for every 200 square feet of retail area. A 3,185 square foot retail space would require 16 parking spaces. The parking requirement for a retail use is slightly less than the anticipated parking requirement for the fitness studio, where approximately 18 to 28 (4 employees and approximately 14-24 participants) parking spaces are required. However, the Applicant has conducted multiple parking counts to indicate that the parking availability at 280 Metro Center far exceeds parking required for the proposed use. Below is a table of available parking spaces counted at the shopping center over a two week period:

| Day       | Date           | Approximate Time | Unoccupied Spaces | Percent Unoccupied |
|-----------|----------------|------------------|-------------------|--------------------|
| Wednesday | March 15, 2017 | 5 PM             | 278               | 21%                |
| Thursday  | March 16, 2017 | 11 AM            | 386               | 27%                |
| Thursday  | March 16, 2017 | 4 PM             | 404               | 29%                |
| Friday    | March 17, 2017 | 11 AM            | 489               | 35%                |
| Friday    | March 17, 2017 | 4 PM             | 430               | 31%                |
| Saturday  | March 18, 2017 | 12 PM            | 402               | 29%                |
| Saturday  | March 18, 2017 | 4 PM             | 200+              | 14%+               |
| Sunday    | March 19, 2017 | 11 AM            | 200+              | 14%+               |
| Sunday    | March 19, 2017 | 5 PM             | 200+              | 14%+               |
| Tuesday   | March 21, 2017 | 11 AM            | 200+              | 14%+               |
| Tuesday   | March 21, 2017 | 4 PM             | 200+              | 14%+               |
| Thursday  | March 23, 2017 | 11 AM            | 200+              | 14%+               |
| Thursday  | March 23, 2017 | 4 PM             | 200+              | 14%+               |
| Saturday  | March 25, 2017 | 11 AM            | 200+              | 14%+               |
| Saturday  | March 25, 2017 | 3 PM             | 200+              | 14%+               |
| Sunday    | March 26, 2017 | 10 AM            | 200+              | 14%+               |
| Sunday    | March 26, 2017 | 6PM              | 200+              | 14%+               |

A total of 17 parking counts were conducted for this analysis, and diagrams of available parking are shown in Attachment C. On two separate weeks, the Applicant counted the number of unoccupied spaces twice a day on two weekdays and Saturday and Sunday to compile parking data. The Applicant disregarded the 219 spaces within the Best Buy parking lot as the Orange Theory Fitness participants will likely park in the 1,386 parking spaces in the northern parking

lot. Each count had a minimum of approximately 200 unoccupied spaces which is sufficient to support the parking demand generated from the proposed use.

Even with the parking availability, as noted previously, staff recommends a condition of approval to restrict Orange Theory Fitness Staff from parking in the parking spaces adjacent to the building or the first 20 parking spaces in any row of parking which extends from the north row of tenants in the shopping center as shown in Attachment D. With the recommended condition of approval, the proposed use will not create a traffic or parking impact at 280 Metro Center, therefore the use is consistent with the Zoning Ordinance.

**b) Granting the Conditional Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.**

As indicated by the parking analysis above, the parking lot at 280 Metro Center is adequate for the proposed use. No exterior modifications have been proposed that may impact public health, safety or public welfare, or be materially injurious to properties or improvements in the vicinity. The proposed use will generate noise during class sessions that may affect abutting tenants. Staff recommends a condition of approval to require the Applicant to include noise control improvements, such as insulated walls, to the tenant improvement plans. With the recommended condition, the proposed use will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.

**c) Existing property uses, large or small, will not be detrimentally affected by the proposed Use Permit.**

As noted above, the proposed use is contained within the tenant space at an existing shopping center. As conditioned, the proposed use and associated parking and noise generation will not detrimentally impact existing property uses.

**d) The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.**

The granting of the Use Permit will not constitute the grant of a special privilege since, as noted above, the proposed use will not create a parking impact and is allowed with a Conditional Use Permit. The proposed use is a commercial use located at 280 Metro Center that conforms with other uses in the shopping center. The proposed use is new to the Town of Colma, as there are no other fitness studios in the Town. Consequently, it will likely increase foot traffic within the shopping center, ultimately benefiting surrounding stores.

**e) The City Council is satisfied that the proposed structure or building conforms to the purpose and intent of the General Plan and Zoning Ordinance.**

The proposed project does not include the construction of any new structures or buildings. No exterior improvements, including signage, have been proposed with this use permit request. Any proposed signage shall be reviewed by the Planning Department through the Sign Review process. The interior is proposed to be remodeled to accommodate the proposed use. The Building Department and Fire Protection District have reviewed the application and are not recommending any special conditions or requirements to accommodate the use. Staff

recommends that a condition of approval be added to require that the applicant apply for all applicable building permits for proposed improvements and Sign Review for any proposed signage.

**f) The use will not constitute a nuisance to neighboring persons or properties.**

The subject tenant space is located within the 280 Metro Center and is surrounded by commercial uses. Woodlawn Memorial Park is located to the north but it is unlikely that the cemetery will be impacted by the proposed use as the edge of the cemetery is approximately 100 feet from the rear of the 280 Metro Center building. With the recommended conditions of approval, the parking impact will be reduced and the noise generated from the use will not affect neighboring tenants. Therefore, the proposed use will not constitute a nuisance to neighboring persons or properties.

### **Conditions of Approval**

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

- Employees associated with Orange Theory Fitness shall not park adjacent to the building or the first 20 parking spaces in any row of parking which extends from the north row of tenants in the shopping center.
- If the Town receives noise complaints from adjacent building tenants, the Applicant shall modify business practices and shall install further noise control features, such as noise insulation, to the satisfaction of the City Planner and Building Official.
- The Applicant shall apply for all applicable permits including, but not limited to, Sign Review for proposed Signage, and building permits for interior improvements and signage.

### **Council Adopted Values**

The recommendation is consistent with the Council value of *responsibility* because the proposed use has been carefully reviewed and conditioned so that it will be consistent with adopted development policies and regulations, and compatible within its setting.

### **Sustainability Impact**

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

### **Alternatives**

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

1. Adopt the resolution and approve the Conditional Use Permit with modified or additional conditions of approval which would allow the proposed fitness center use at 280 Metro Center. This alternative may increase or reduce restrictions on the Conditional Use Permit to satisfy specific City Council concerns.

2. Direct staff to bring back a resolution to deny the Conditional Use Permit. This alternative is not recommended since it will not allow for the proposed use.

## **CONCLUSION**

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

## **ATTACHMENTS**

- A. Resolution
- B. Site Plan and Floor Plan
- C. Parking Analysis
- D. Employee Parking Diagram



**RESOLUTION NO. 2017-\_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A 3,185 SQUARE  
FOOT FITNESS FACILITY WITH APPROXIMATELY 300 SQUARE FEET OF RETAIL  
SPACE LOCATED AT 51 COLMA BOULEVARD (APN: 011-370-180) PURSUANT TO  
CEQA GUIDELINE 15301, CLASS 1(A)**

*Property Owner: 280 Metro Limited Partnership*

*Applicant: Sanjay Patel, Santara Daly City LLC*

*Location: 51 Colma Boulevard*

*Assessor's Parcel Number: 001-370-180*

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

**1. Background**

This resolution was adopted after the following proceedings had occurred:

- (a) The Town has received an application from Sanjay Patel of Santara Daly City LLC for approval of a Conditional Use Permit to allow a 3,185 square foot fitness facility with approximately 300 square feet of retail space located at 51 Colma Boulevard (APN:011-370-180);
- (b) Pursuant to Section 15301 of State CEQA Guidelines, Class 1(a) interior alterations of existing facilities, the application is categorically exempt from California Environmental Quality Act (CEQA) review;
- (c) A public hearing was held on this matter on April 26, 2017 and evidence was taken at the public hearing; and
- (d) The City Council has duly considered said application, the staff report and public comments thereon.

**2. Findings**

The City Council finds that:

*Findings Related to the California Environmental Quality Act (CEQA)*

Pursuant to the Section 15301 of the State CEQA Guidelines, Class 1(a), Existing Facilities, the project is categorically exempt. The project is Categorically Exempt from further environmental review because the proposal will entail minor interior alterations to an existing private structure building involving no expansion of use beyond that conducted in the structure. The proposed use is allowed with an existing Use Permit.

*Findings Related to the Conditional Use Permit*

**(a) The proposed Conditional Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.**

The Use is consistent with Colma General Plan Policy 5.02.331 in that it is a commercial use located within 280 Metro Center, part of the Town's core commercial area. In particular, Policy 5.02.331 states that "[s]hopping facilities ... and other commercial land uses should be located in the commercial core area centered on Serramonte Boulevard and extending northward along Junipero Serra Boulevard to the 280 Metro Center." As the proposed commercial use is located in 280 Metro Center, it meets this policy.

With regard to zoning consistency, the proposed use is allowed by the Town's Zoning Ordinance pursuant to Section 5.03.090. Further, the proposed use is regulated by the Use Permit for the shopping center. In this case, the Use Permit for 280 Metro Center allows fitness related uses if the use will not create a significant parking and/or traffic impact to the shopping center and surrounding streets.

Orange Theory Fitness is utilizing the 3,185 square foot tenant space, previously occupied by Styles For Less. In regard to traffic, the Institute of Transportation Engineers (ITE) Trip Generation Manual 9<sup>th</sup> Edition shows that the number of trips fitness clubs generate are only slightly greater than apparel stores. Therefore, the proposed use will not generate a large traffic impact to the shopping center or nearby streets. Since classes start before the rest of the shopping center opens, and since traffic will be dispersed throughout the day and evening, traffic related to the use will not be distinguishable from general use of the shopping center and may reduce traffic during daytime shopping hours for other businesses.

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Even with the parking availability, as noted previously, a condition of approval has been added to restrict Orange Theory Fitness Staff from parking in the parking spaces adjacent to the building or the first 20 parking spaces in any row of parking which extends from the north row of tenants in the shopping center. With the condition of approval, the proposed use will not create a traffic or parking impact at 280 Metro Center, therefore the use is consistent with the Zoning Ordinance.

**(b) Granting the Conditional Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.**

As indicated by the parking analysis above, the parking lot at 280 Metro Center is adequate for the proposed use. No exterior modifications have been proposed that may impact public health, safety or public welfare, or be materially injurious to properties or improvements in the vicinity. The proposed use will generate noise during class sessions that may affect abutting tenants. A condition of approval has been added to require the Applicant to include noise control improvements, such as insulated walls, to the tenant improvement plans. With the condition, the proposed use will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity

**(c) Existing property uses, large or small, will not be detrimentally affected by the proposed Use Permit.**

As noted above, the proposed use is contained within the tenant space at an existing shopping center. As conditioned, the proposed use and associated parking and noise generation will not detrimentally impact existing property uses.

**(d) The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.**

The granting of the Use Permit will not constitute the grant of a special privilege since, as noted above, the proposed use will not create a parking impact and is allowed with a Conditional Use Permit. The proposed use is a commercial use located at 280 Metro Center that conforms with other uses in the shopping center. The proposed use is new to the Town of Colma, as there are no other fitness studios in the Town. Consequently, it will likely increase foot traffic within the shopping center, ultimately benefiting surrounding stores.

**(e) The City Council is satisfied that the proposed structure or building conforms to the purpose and intent of the General Plan and Zoning Ordinance.**

The proposed project does not include the construction of any new structures or buildings. No exterior improvements, including signage, have been proposed with this use permit request. Any proposed signage shall be reviewed by the Planning Department through the Sign Review process. The interior is proposed to be remodeled to accommodate the proposed use. The Building Department and Fire Protection District have reviewed the application and are not recommending any special conditions or requirements to accommodate the use. A condition of approval has been added to require that the applicant apply for all applicable building permits for proposed improvements and Sign Review for any proposed signage.

**(f) The use will not constitute a nuisance to neighboring persons or properties.**

The subject tenant space is located within the 280 Metro Center and is surrounded by commercial uses. Woodlawn Memorial Park is located to the north but it is unlikely that the cemetery will be impacted by the proposed use as the edge of the cemetery is approximately

100 feet from the rear of the 280 Metro Center building. With the conditions of approval, the parking impact will be reduced and the noise generated from the use will not affect neighboring tenants. Therefore, the proposed use will not constitute a nuisance to neighboring persons or properties.

### **3. Conditions of Approval**

The City Council approves the Conditional Use Permit to allow a fitness club and 300 square feet of retail space located at the 3,185 square foot tenant space at 280 Metro Center, addressed as 51 Colma Boulevard, subject to the full and faithful performance of each of the general terms and conditions set forth in this Resolution and the following project-specific conditions:

- (a) Allowed Uses. This Use Permit shall specifically allow the operations of a fitness club and approximately 300 square feet of retail space at 51 Colma Boulevard as shown on plans date stamped March 14, 2017 and on file with the Planning Department. In addition, the temporary use of a vacant tenant space in the shopping center is permitted for no more than 3 months prior to opening of the proposed use to allow for sign-ups.
- (b) Employee Parking. The Permittee shall ensure that all employees associated with Orange Theory Fitness shall not park adjacent to the building or in the first 20 parking spaces in any row of parking which extends from the north row of tenants in the shopping center in order to reserve parking for customers of 280 Metro Center.
- (c) Noise. If the Town receives noise complaints from adjacent building tenants, the Permittee shall be required to install additional noise control features, such as noise insulation, or modify business practices to the satisfaction of the City Planner. If the Permittee fails to rectify any noise complaints to the satisfaction of the City Planner, it shall be grounds for revocation of the Use Permit.
- (d) Signage. The Permittee shall apply for and obtain approval of all proposed signage through Sign Review process prior to applying for building permits.
- (e) Permits. The Permittee shall obtain all necessary permits, including Building Permits, prior to construction. Building permit plans shall include noise insulation on the two walls adjacent to other tenants.
- (f) Colma Fire Protection District Requirements. The requirements of the Colma Fire Protection District shall be met prior to issuance of the building permit(s) for the project. For further information on the requirements of the District, the applicant may contact the Deputy Fire Marshal, Bill Pardini at bpardini@colmafd.org or (650)740-2023. A separate review fee is required as part of the building permit plan check process.
- (g) Minor Changes. Minor changes to the approved interior layout may be approved administratively by the City Planner or designee.
- (h) Trash and Hauling Service. The Permittee shall be required to subscribe to a regular refuse and recyclable items collection service for the tenant space (minimum pick-up of

once per week) from Republic Waste Services. Pursuant to the Town's Franchise Agreement, dumpsters can only be obtained from Republic Services. Violation of this condition will constitute cause for the Town to revoke this permit.

#### **4. General Conditions**

- (a) This Conditional Use Permit shall run with the land and be freely and automatically transferred to each user of the property described herein, subject to each of the specific and general conditions herein. As used in this Conditional Use Permit, the word "Permittee" shall mean each person using the property pursuant to the permit granted herein, including successors to the person first obtaining the permit.
- (b) The Permittee must comply with all applicable federal, state and municipal laws, codes and regulations, including the California Building and Fire Codes. Nothing herein shall be construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any change to the occupancy classification of the premises or any buildings thereon as defined on the California Building Code. Without limiting the generality of the foregoing:
  - (i) The Permittee shall maintain an annual Colma Business Registration;
  - (ii) Prior to issuance of a Business Registration, the Permittee shall arrange for the project site to be inspected for Fire and Life Safety requirements of California Fire Code by the Colma Fire Protection District; and
- (c) *Indemnification.* The Permittee shall indemnify, pay and hold the Town of Colma harmless from all costs and expenses, including attorney's fees, with reasonable counsel selected and controlled by the Town, incurred by the Town or held to be the liability of the Town in connection with the Town's defense of its actions in any proceeding brought in any state or federal court challenging the Town's actions with respect to the Permittee's project and this approval.
- (d) The Conditional Use Permit may be modified or revoked should it be determined that:
  - (i) The property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation, or;
  - (ii) If the Permittee fails to comply with and satisfy the conditions herein.
- (e) The Permittee must agree to comply with each and every term and condition herein by countersigning a copy of this Resolution and returning the counter-signed copy to the City Clerk no more than forty-five (45) days following City Council approval of the permit. If Permittee is not the property owner, then the property owner must consent to use of the property on the terms and conditions herein by counter-signing a copy of this resolution and returning the counter-signed copy to the City Clerk no later than forty-five (45) days following City Council approval of the permit. Failure to return the

counter-signed copy as specified shall render this permit null and void.

\* \* \* \* \*

***Certification of Adoption***

I certify that the foregoing Resolution No. 2017-\_\_ was duly adopted at a regular meeting of the City Council of the Town of Colma held on April 26, 2017, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Helen Fisicaro, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk

## NOTICE OF RIGHT TO PROTEST

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

## AGREEMENT

*Property Owner/Permittee*

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

Dated: \_\_\_\_\_

Name (printed) \_\_\_\_\_

For: 280 Metro Limited Partnership, Property Owner

Dated: \_\_\_\_\_

Sanjay Patel, Santara Daly City LLC, Permittee

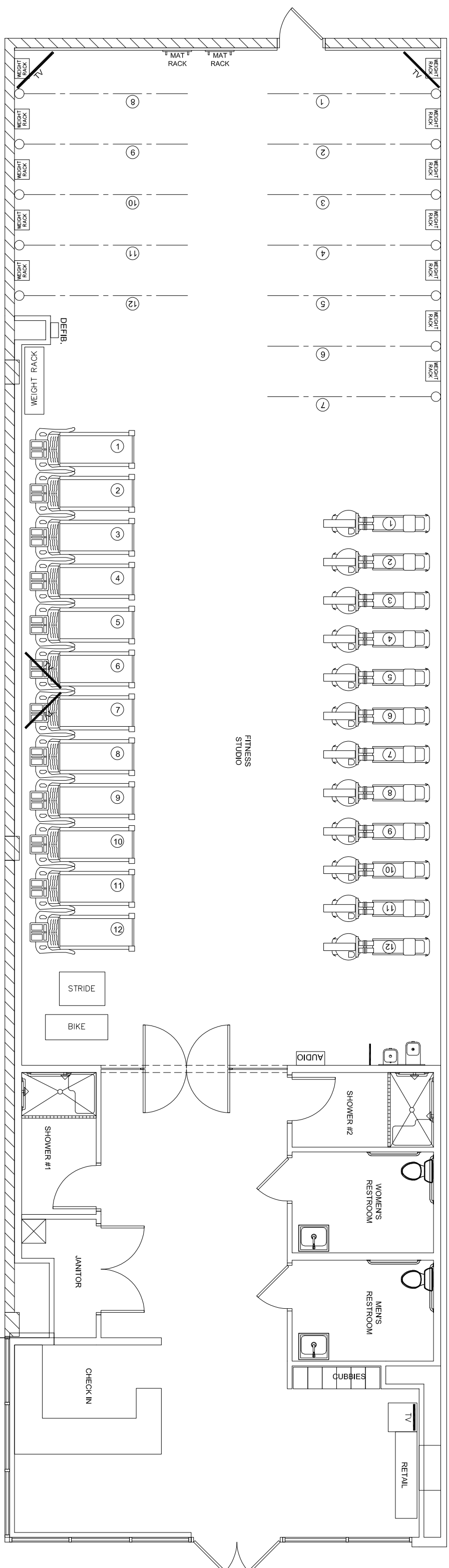




# ATTACHMENT B

Tenant's Space Plan and Location





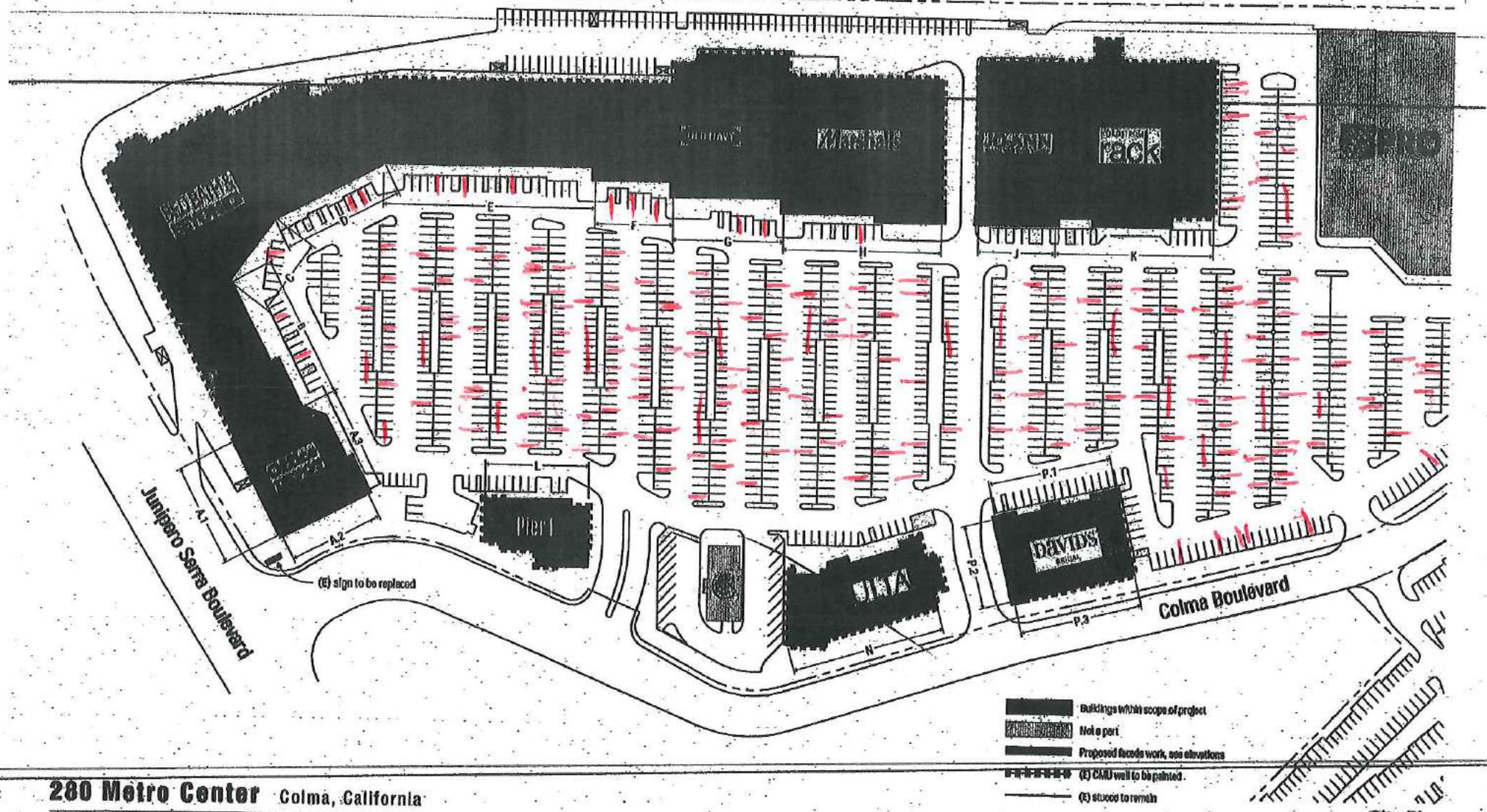
OPTION #1



Wed  
3/15/2017 5 p.m.

# ATTACHMENT C

Empty spots  
Approx. 278



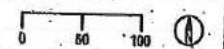
**280 Metro Center** Colma, California

PROJECT NO: 21539-P01 10.16.2015 Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept



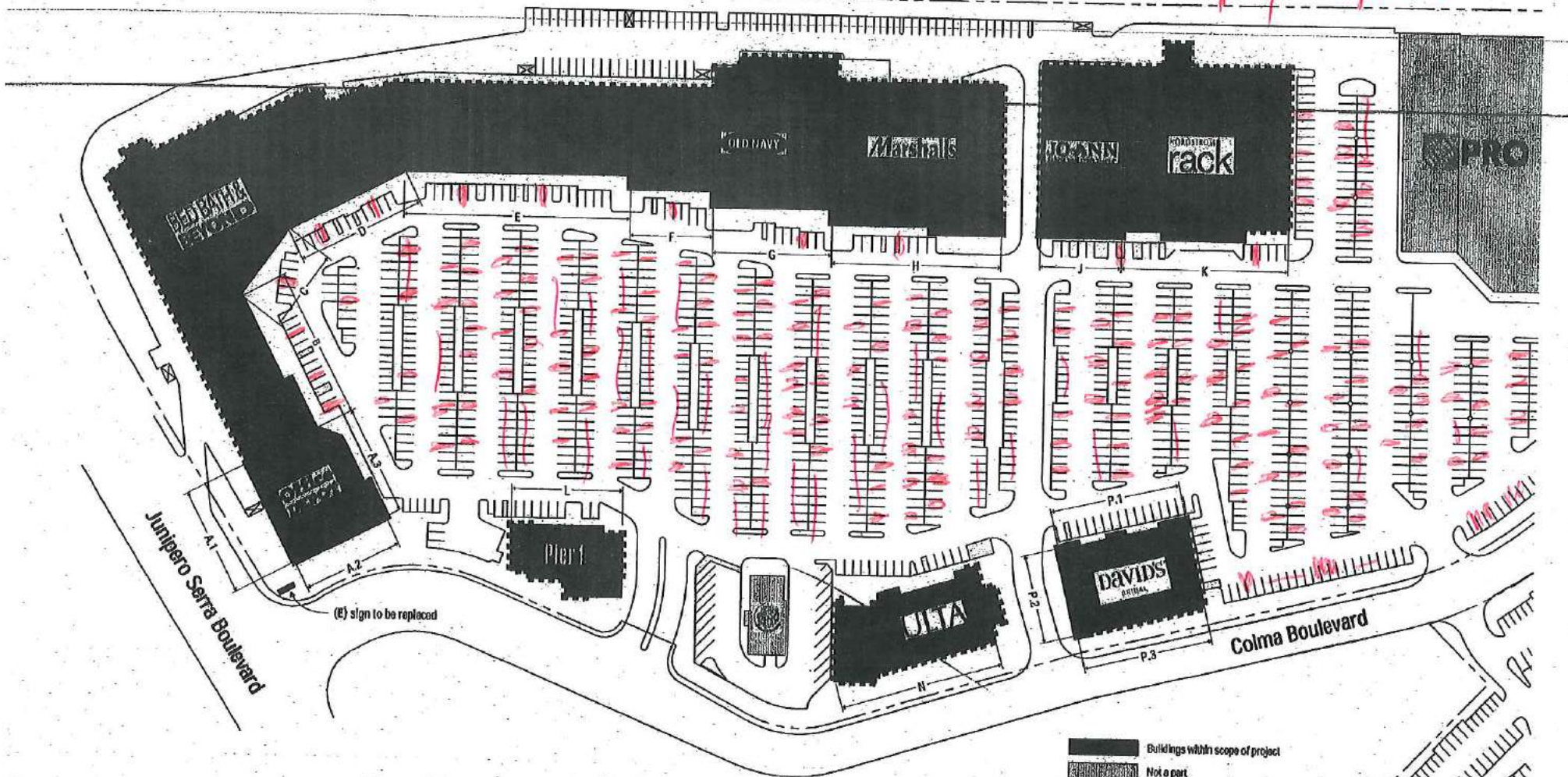
**BOPA ARCHITECTURE AND PLANNING**  
200 West Street, Suite 500, San Francisco, California 94101  
www.bopa.com

Site Plan



Thu 11:15 AM  
3/16/2017

Approx. 386  
Empty spots



# 280 Metro Center Colma, California

PROJECT NO: 21539-P01

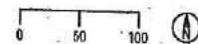
10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept



SOPA ARCHITECTURE AND PLANNING  
200 Pine Street, Suite 500, San Francisco, California 94104  
www.sopa.com

Site Plan



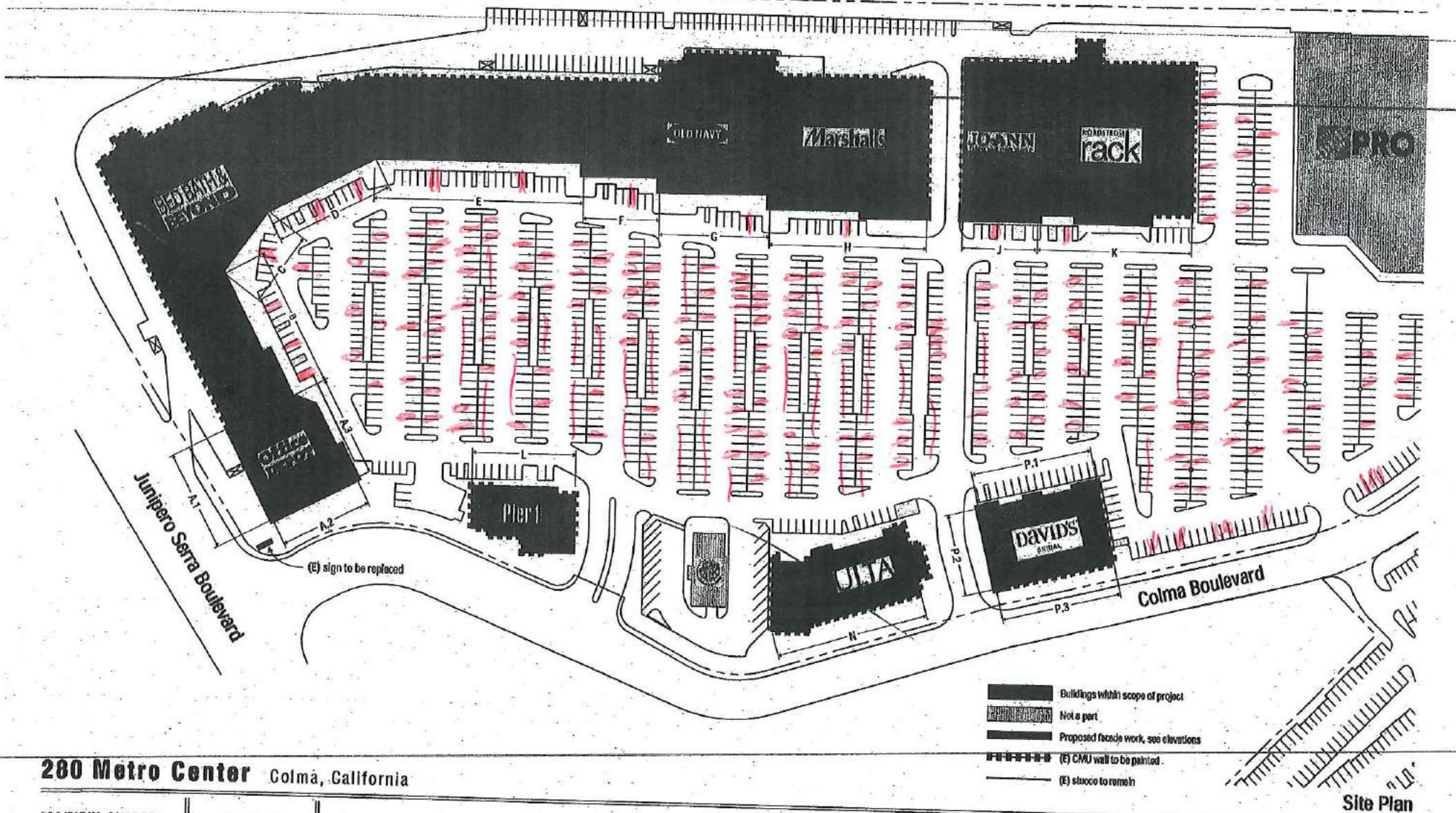
Thu

4:20 PM

3/18/2017

Empty spots

Approx 404



280 Metro Center Colma, California

PROJECT NO: 21539-P01

10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept

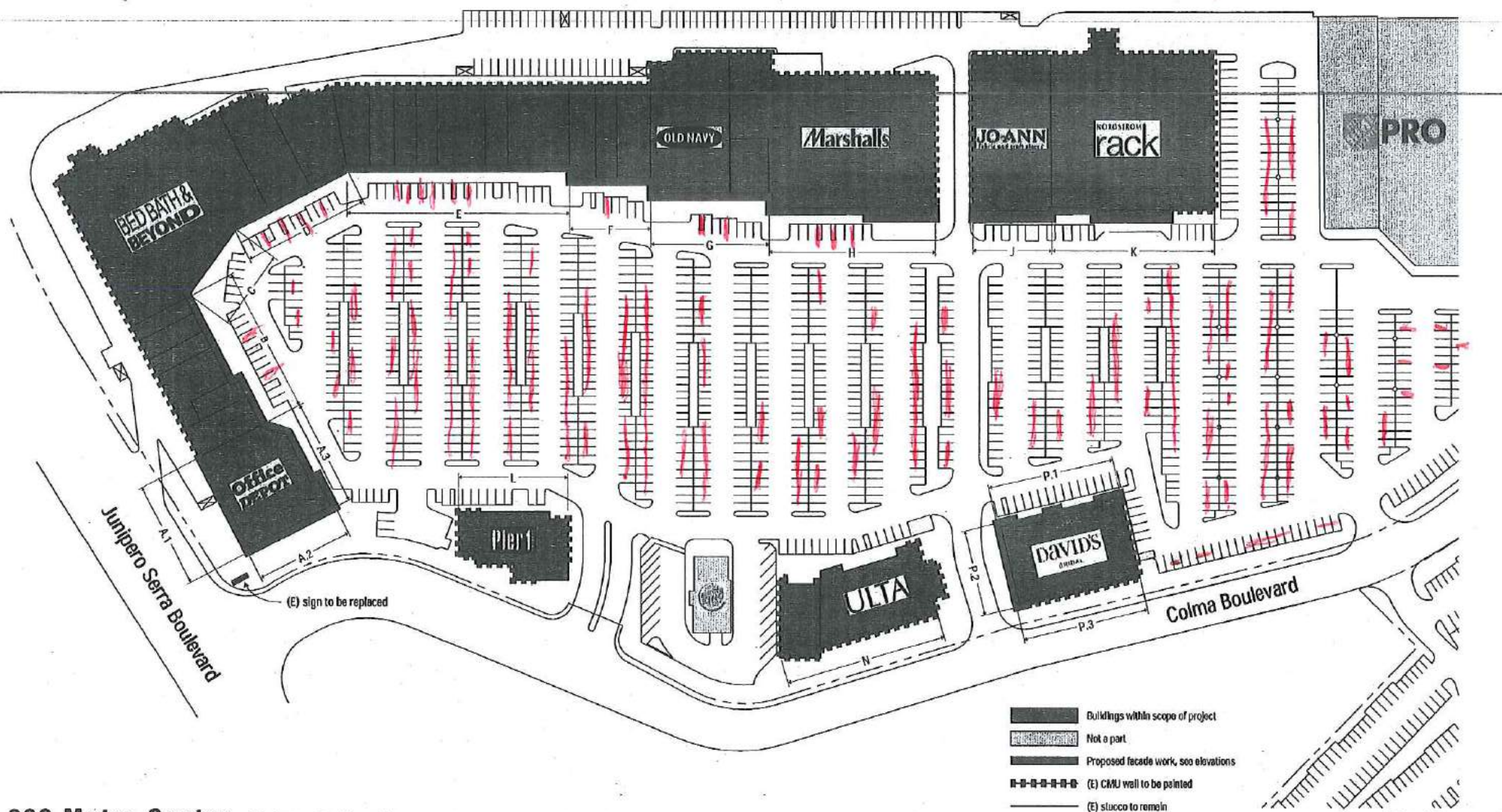
SGPA ARCHITECTURE AND PLANNING  
200 Pine Street, 5th Floor, San Francisco, California 94111  
www.sgpa.com ©SGPA 2015

2



Friday  
11:40 AM  
3/17/2017

Approx 489  
Epty spots



280 Metro Center Colma, California

PROJECT NO: 21539-P01

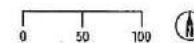
10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept

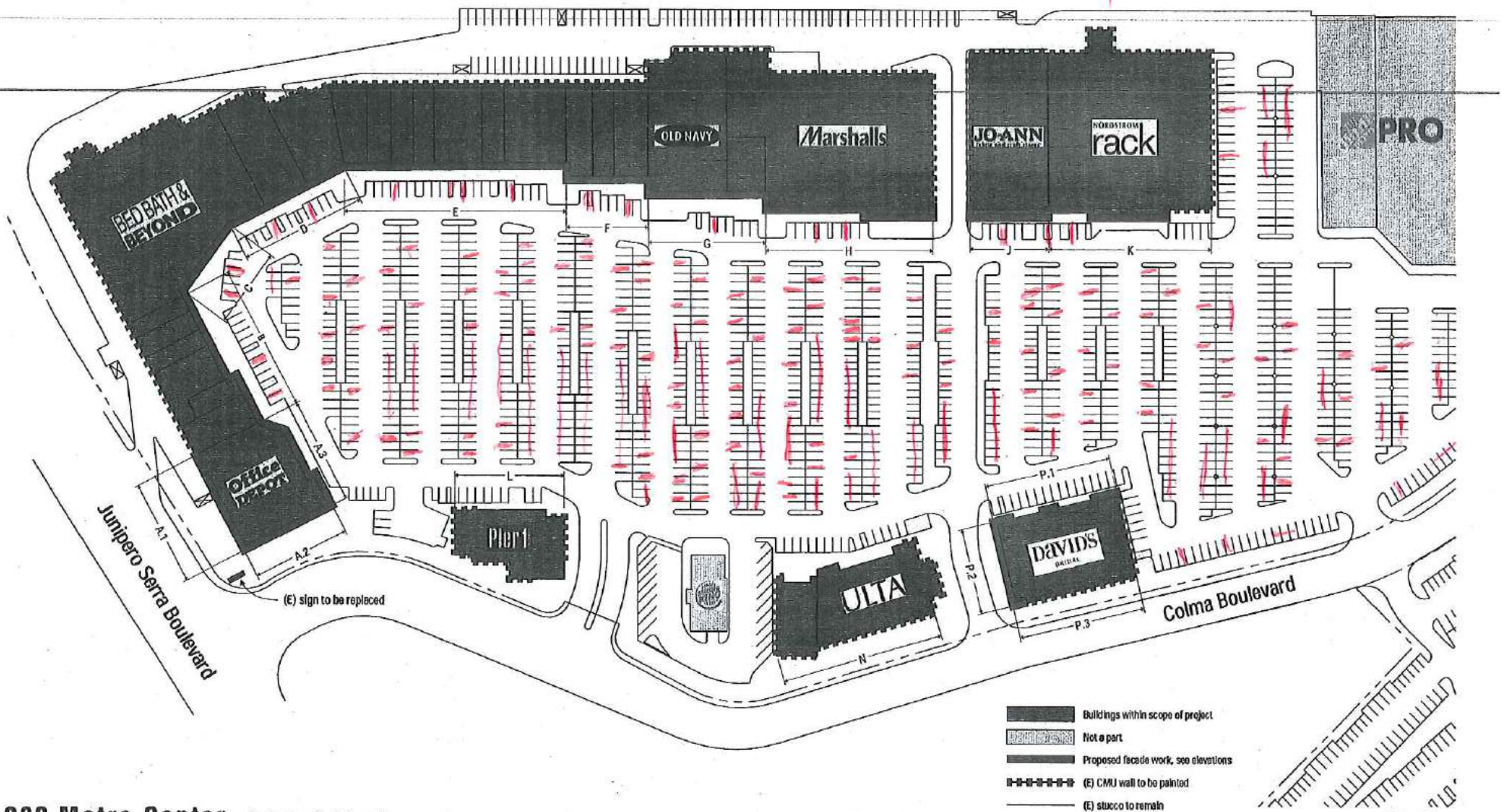


SGPA ARCHITECTURE AND PLANNING  
200 Pine Street, Suite 500, San Francisco, CA 94104  
www.sgpa.com © SGPA 2015



Friday 3/17/2017  
4pm

Approx. 430  
Epty Spots -



280 Metro Center Colma, California

PROJECT NO: 21539-P01

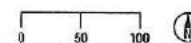
10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept



SGPA ARCHITECTURE AND PLANNING  
200 Pine Street, Suite 500, San Francisco, California 94104  
www.sgpa.com

OSGPA 2015

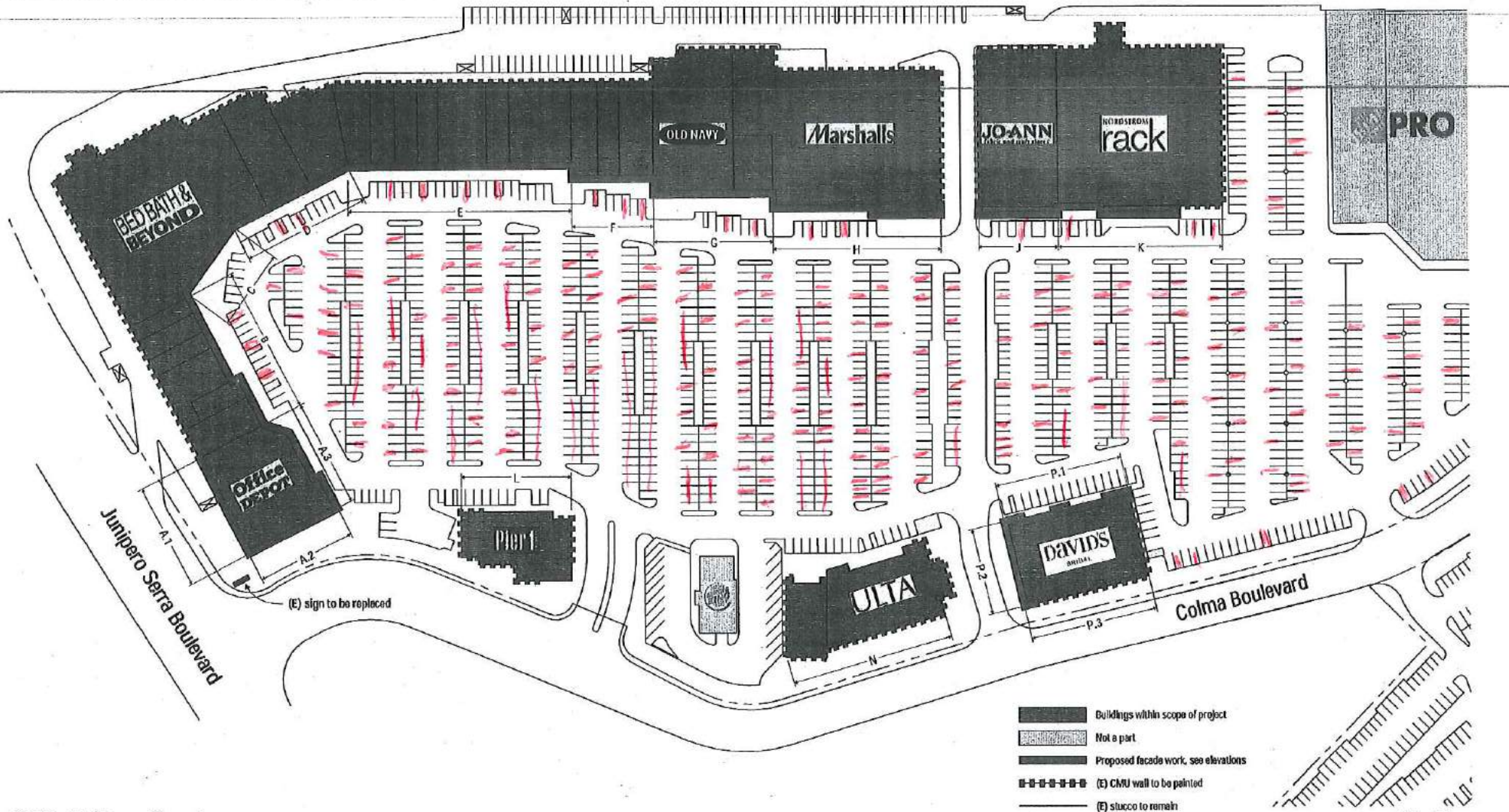
Site Plan



Saturday 3/18/2017

12 pm

Fpty Spots  
Approx. 402



280 Metro Center Colma, California

PROJECT NO: 21539-P01

10.16.2015

Conceptual Elevation Studies

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MAR 27 2017

Town of Colma  
Planning Dept

0 50 100



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200 Pine Street, 11th Floor, San Francisco, CA 94104  
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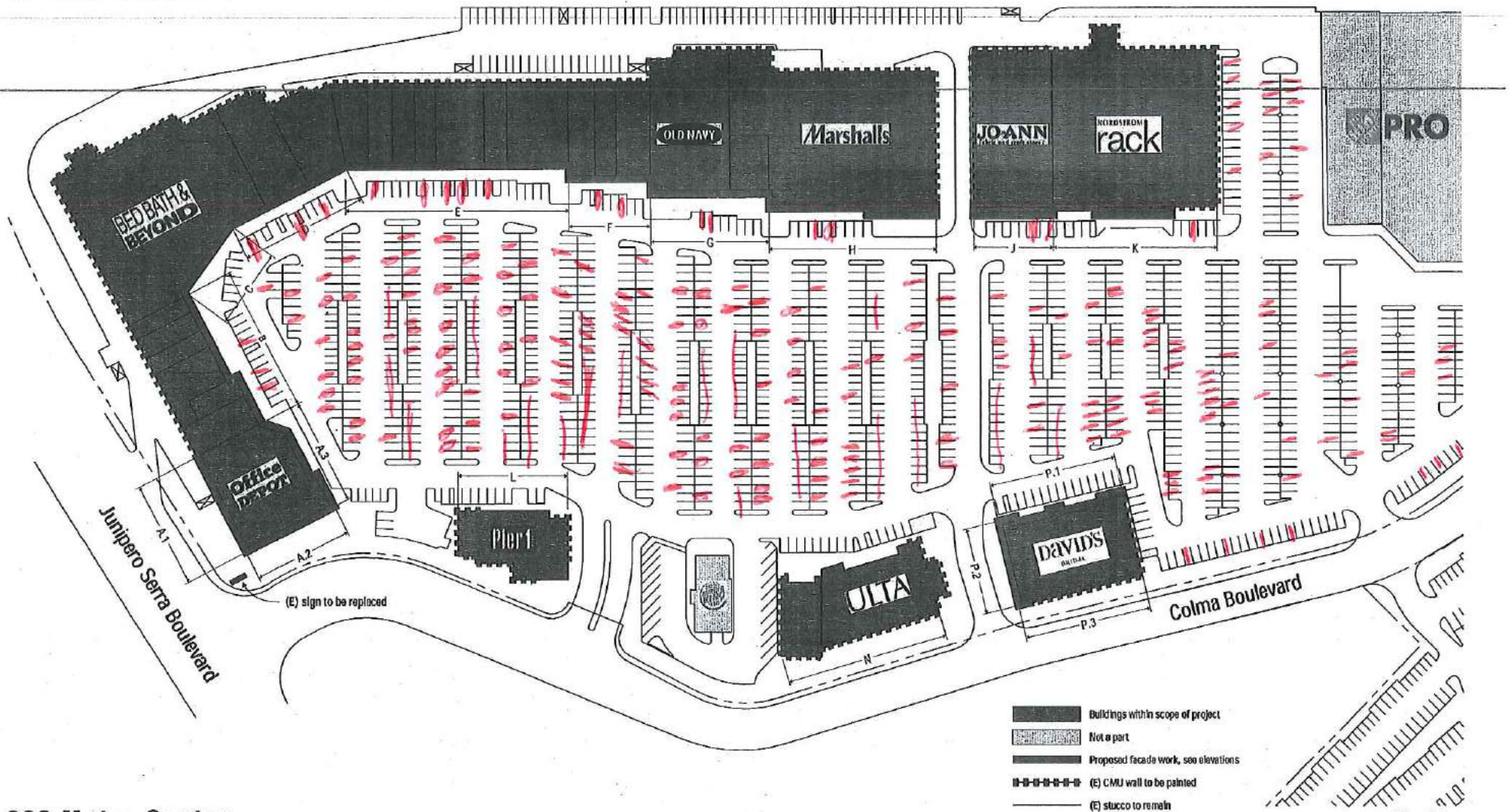
2

Site Plan



Saturday 3/18/2017  
9 pm

Empty spots Estimated  
more than 200



280 Metro Center Colma, California

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept

PROJECT NO: 21539-P01

10.16.2015

Conceptual Elevation Studies

0 50 100



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200 Pine Street, Suite 500, San Francisco, California 94101  
www.sgpa.com

2

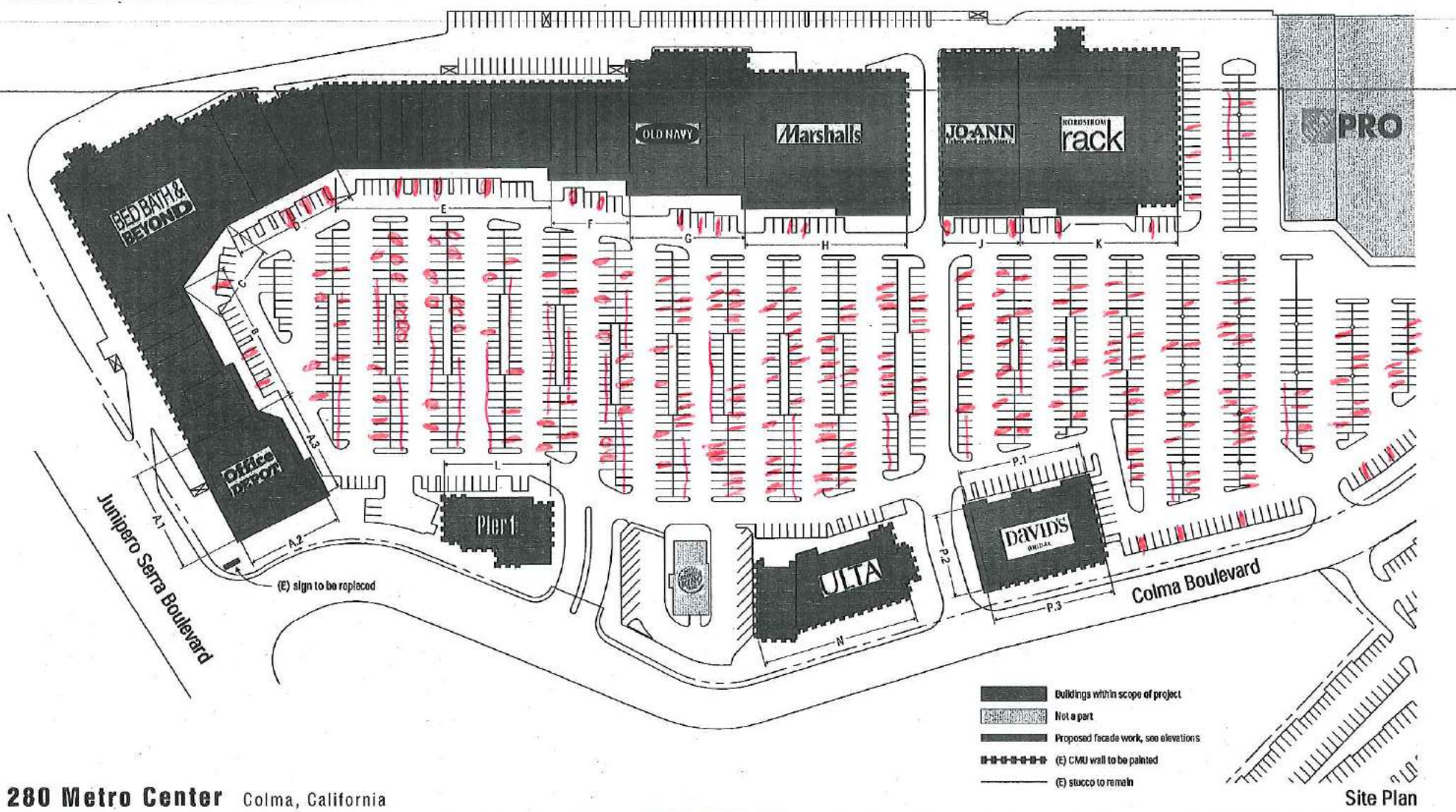
Site Plan



Sunday 3/19/2017

10:30 AM

Empty spots Estimated  
more than 200



280 Metro Center Colma, California

PROJECT NO: 21539-P01

10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept

0 50 100

SGPA ARCHITECTURE AND PLANNING  
200 Pine Street, Suite 500, San Francisco, California 94104  
www.sgpa.com ©SGPA 2015

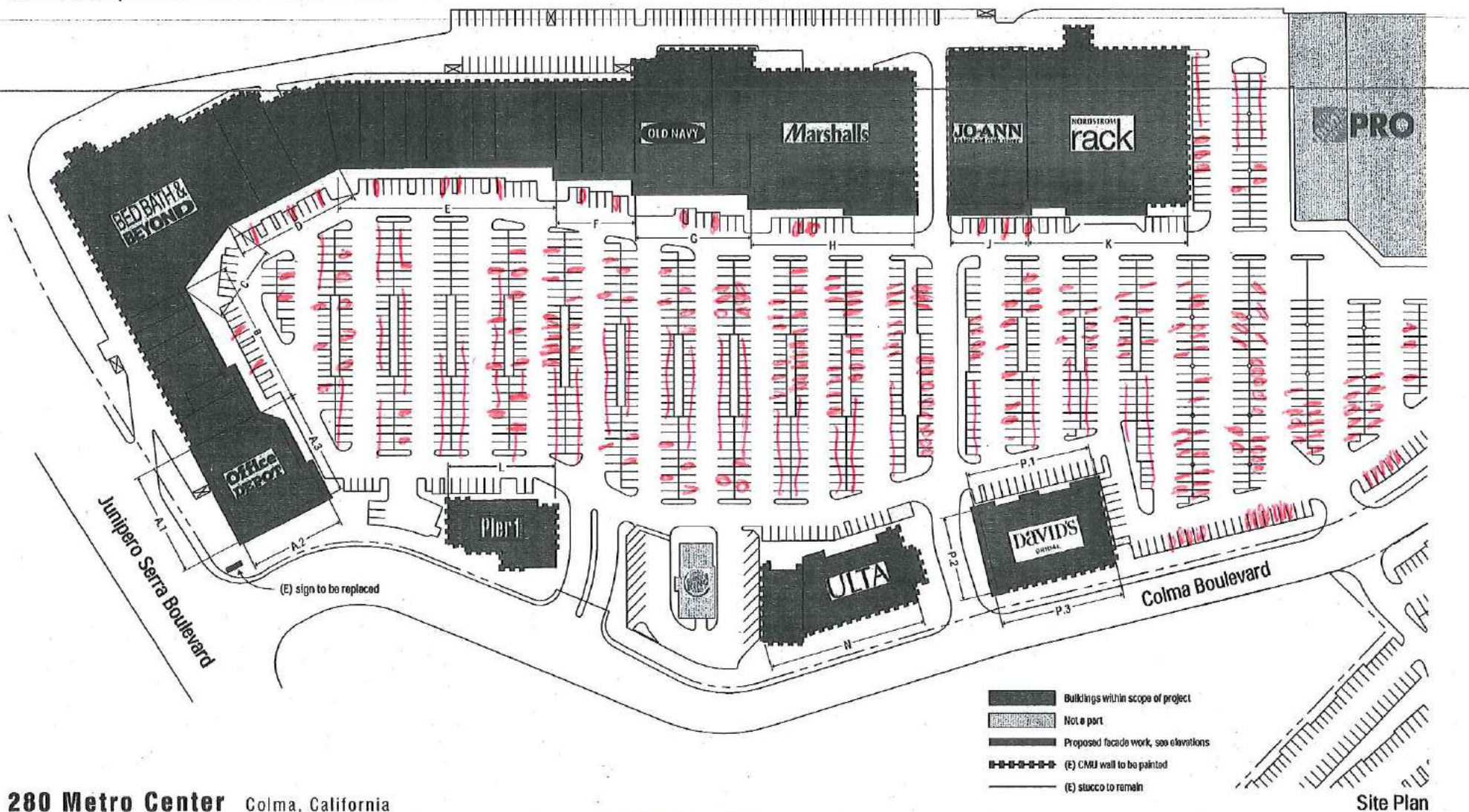
2

Site Plan



Sunday 5 pm  
3/19/2017

Empty spots Estimated  
more them 200



280 Metro Center Colma, California

PROJECT NO: 21539-P01

10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept

0 50 100



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200 Pine Street, Suite 550, San Francisco, California 94101  
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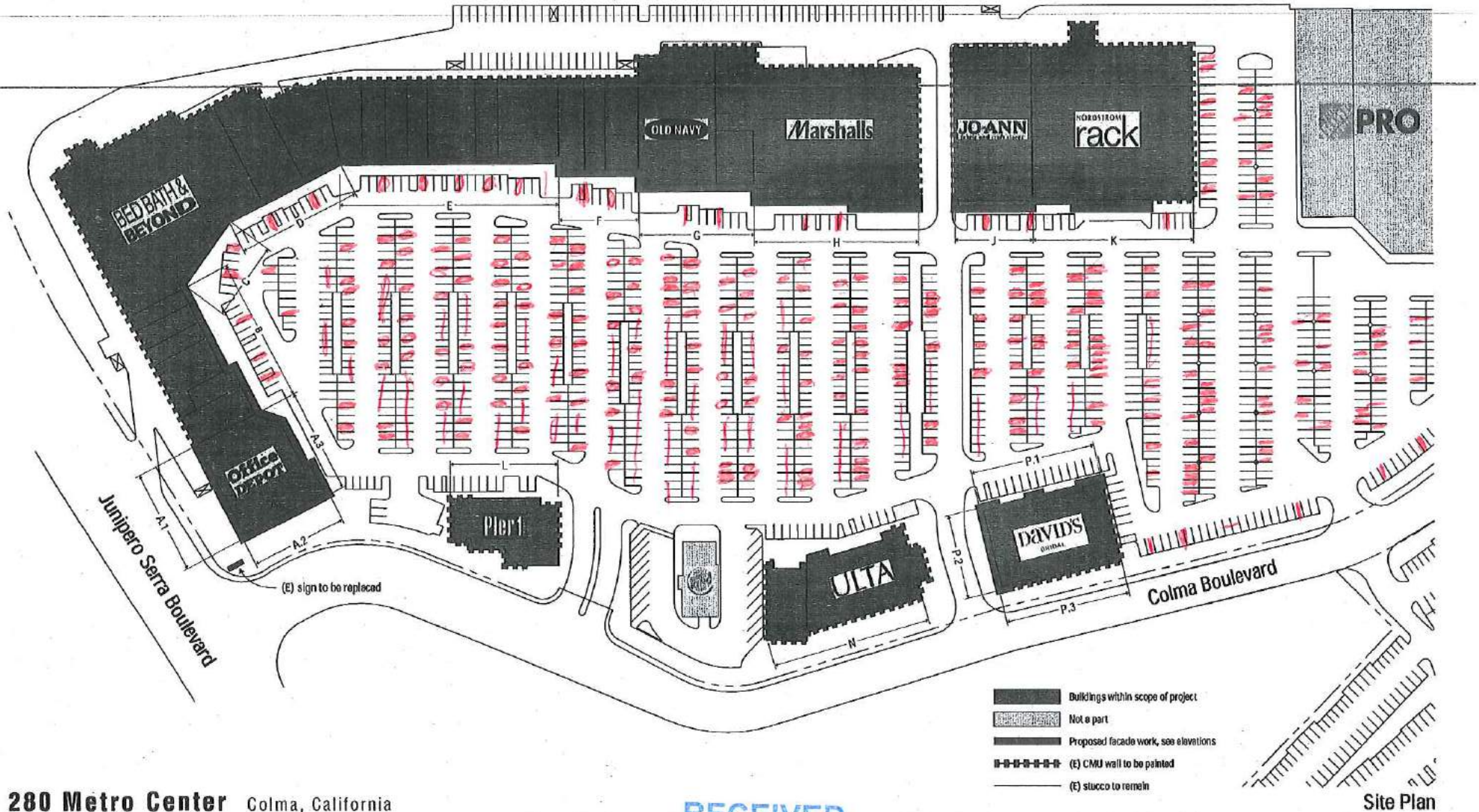
2

Site Plan



Tuesday 21, 2017  
11:22 AM

Empty spots Estimated  
more than 200



280 Metro Center Colma, California

RECEIVED

PROJECT NO: 21539-P01

10.16.2015

Conceptual Elevation Studies

MAR 27 2017

Town of Colma  
Planning Dept

0 50 100

SGPA ARCHITECTURE AND PLANNING  
200 Pine Street, Suite 500, San Francisco, California 94104  
www.sgpa.com © 2015

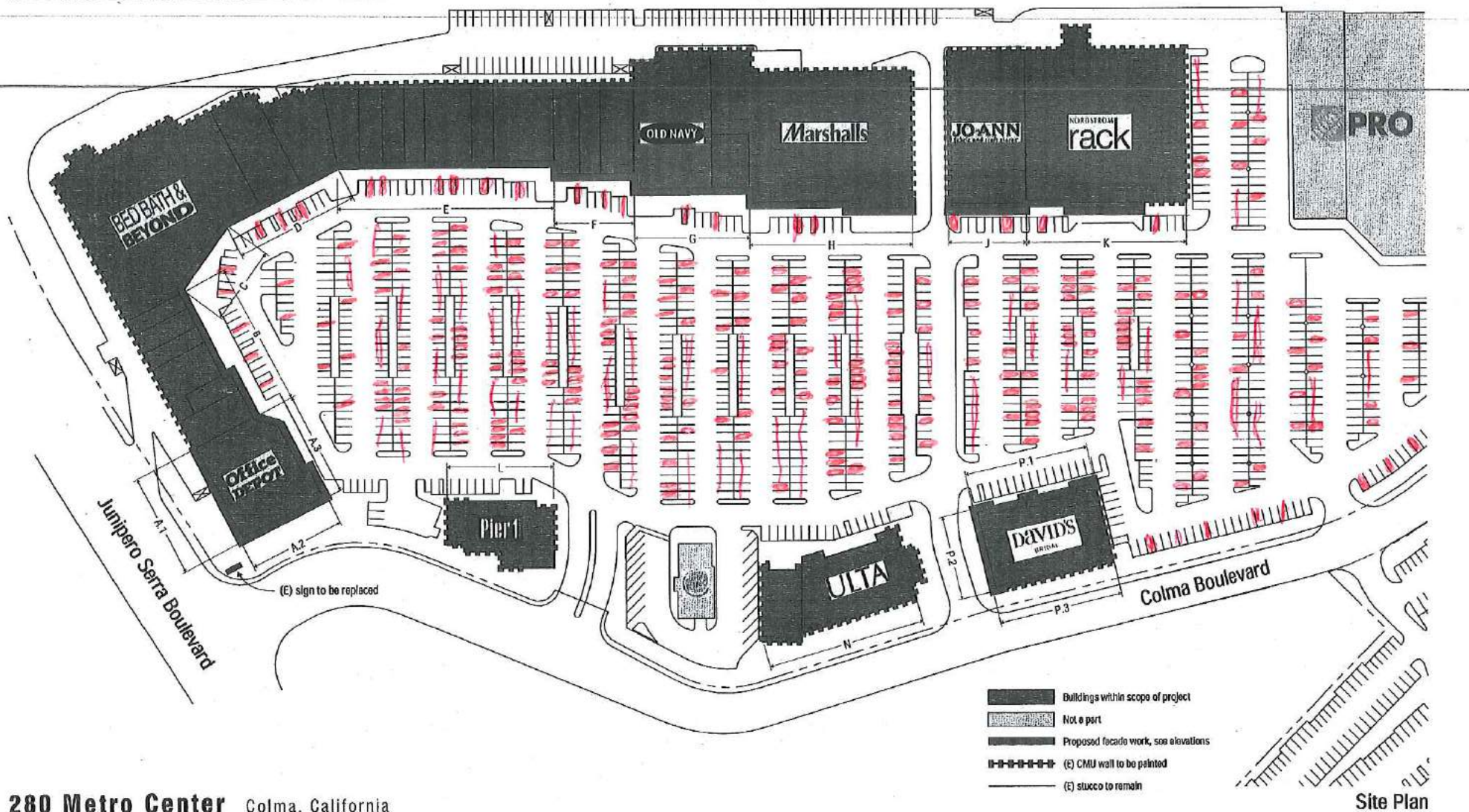
2

Site Plan



Tuesday 21, 2017  
3:45 pm

Empty Spots Estimated  
more than 200



280 Metro Center Colma, California

PROJECT NO: 21539-P01

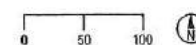
10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept



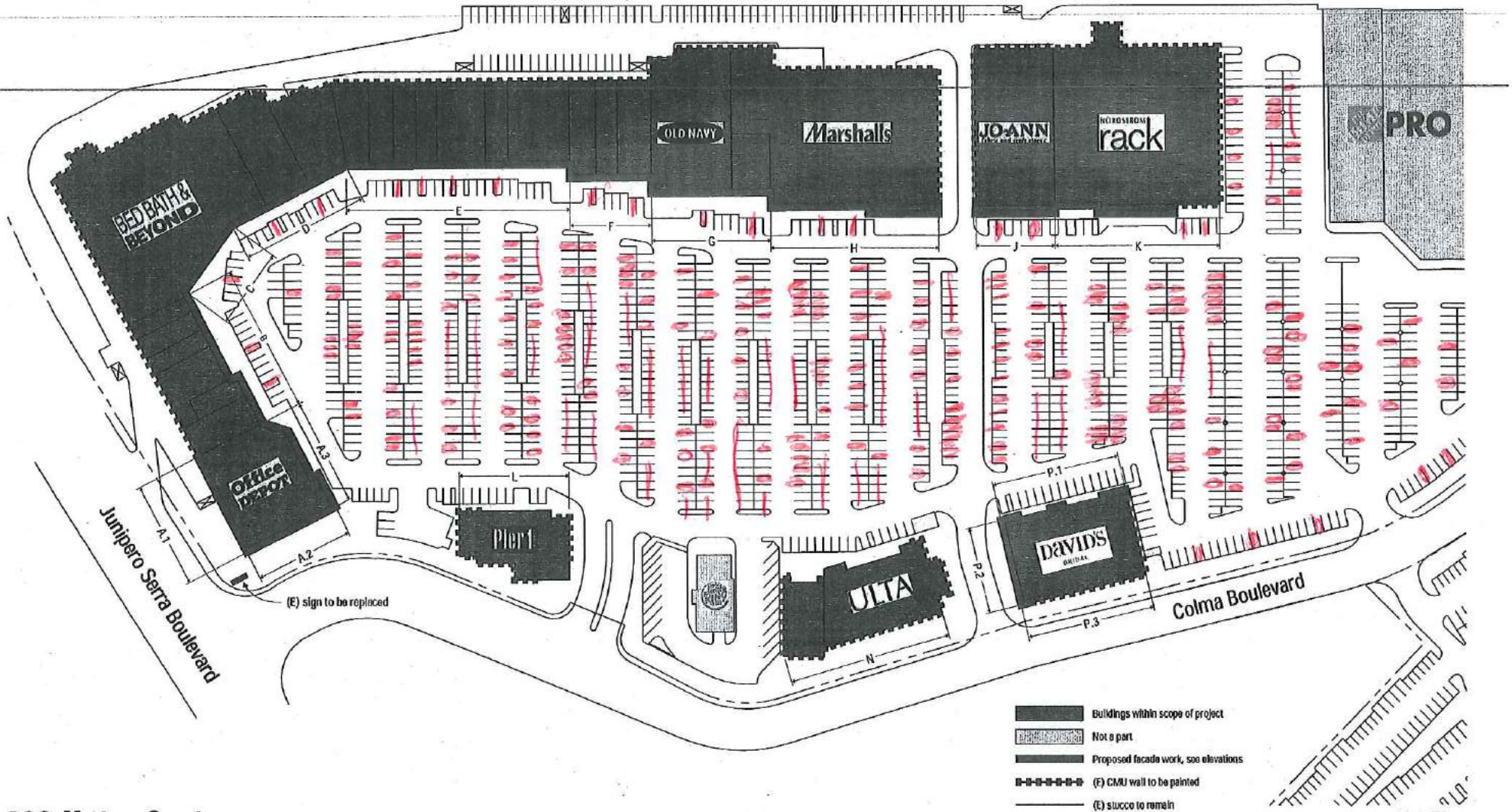
SGPA ARCHITECTURE AND PLANNING  
200 Pine Street, Suite 200, San Francisco, California 94104  
www.sgpa.com © SGPA 2015

2



Thursday 23, 2017  
11:00 AM

Empty spots Estimated  
more than 200



280 Metro Center Colma, California

PROJECT NO: 21539-P01

10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept

0 50 100



SGPA ARCHITECTURE AND PLANNING  
200 Pine Street, Suite 500, San Francisco, California 94111  
© SGPA 2015

2

Site Plan

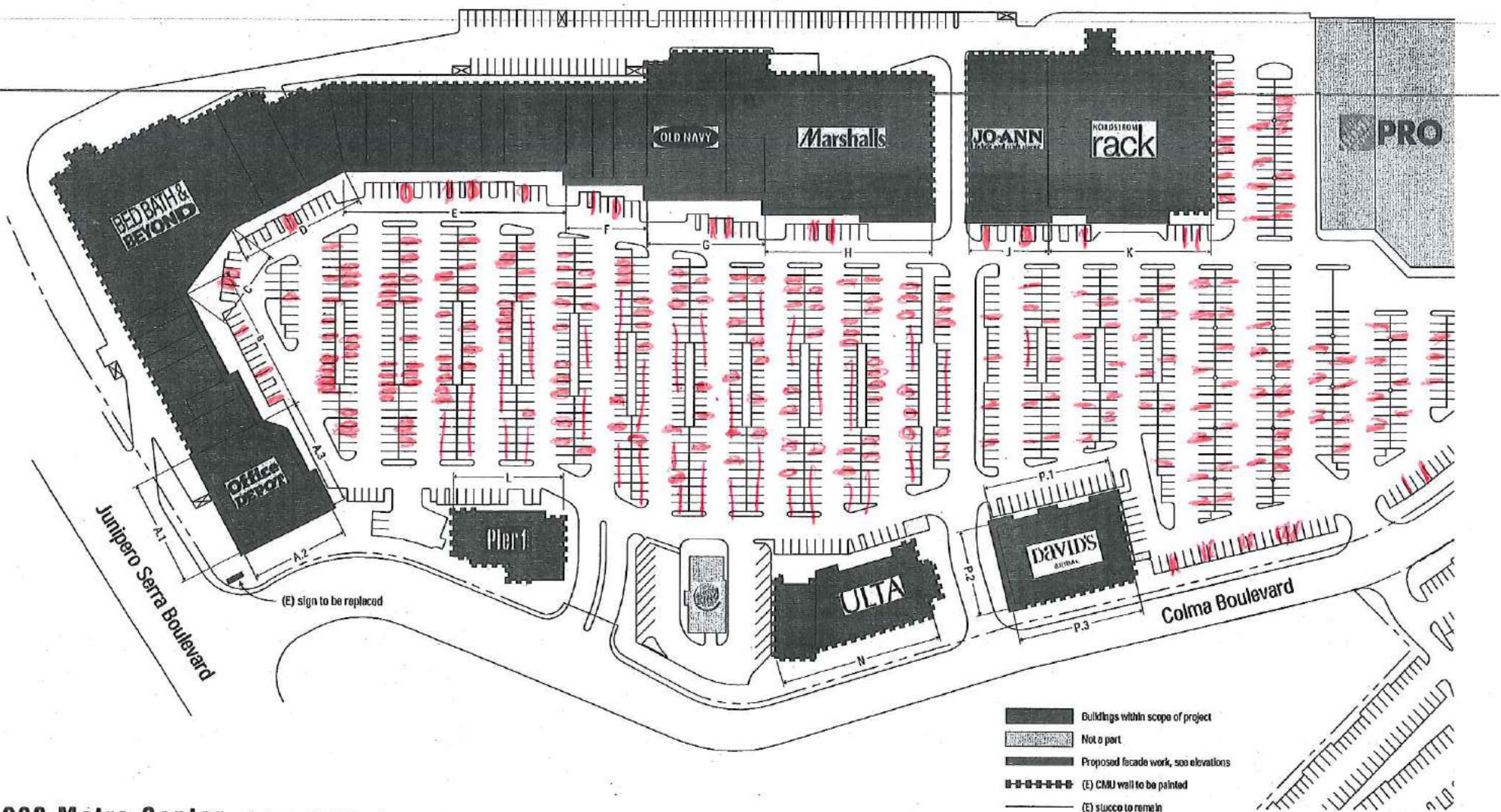


Thursday 23, 2017

4:15 pm

Empty spots Estimated

move them 200



280 Metro Center Colma, California

PROJECT NO: 21539-P01

10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept

0 50 100



SGPA ARCHITECTURE AND PLANNING  
200 Pine Street, Suite 500, San Francisco, California 94101  
www.sgpa.com © 2015

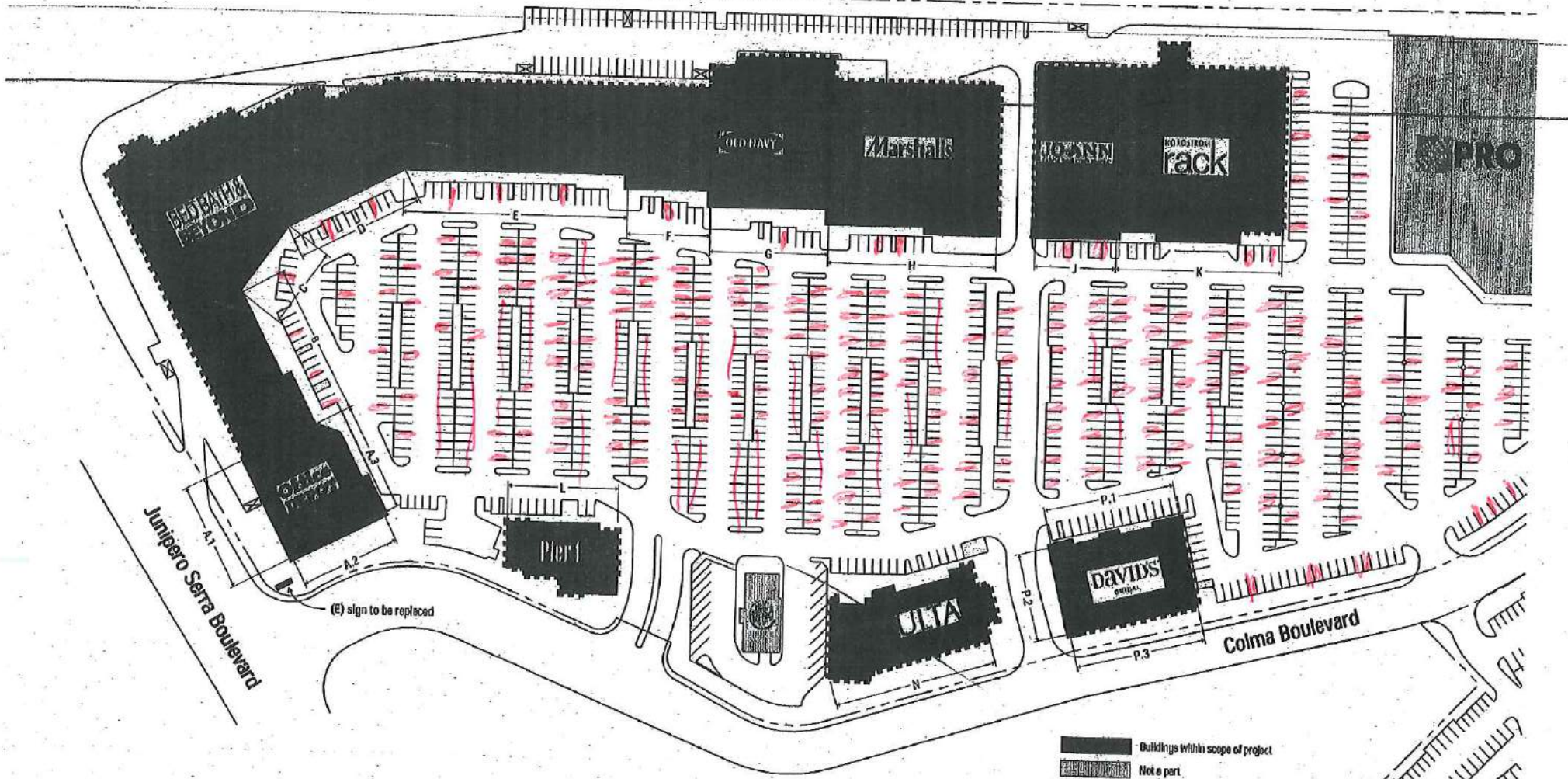
Site Plan

2



Saturday 25, 2017  
10:30 AM

Empty spots Estimated  
more than 200



**280 Metro Center** Colma, California

PROJECT NO: 21539-P01

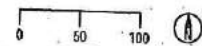
10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept



**SOPA ARCHITECTURE AND PLANNING**  
200 Pine Street, Suite 100, San Francisco, California 94111  
www.sopa.com

Site Plan

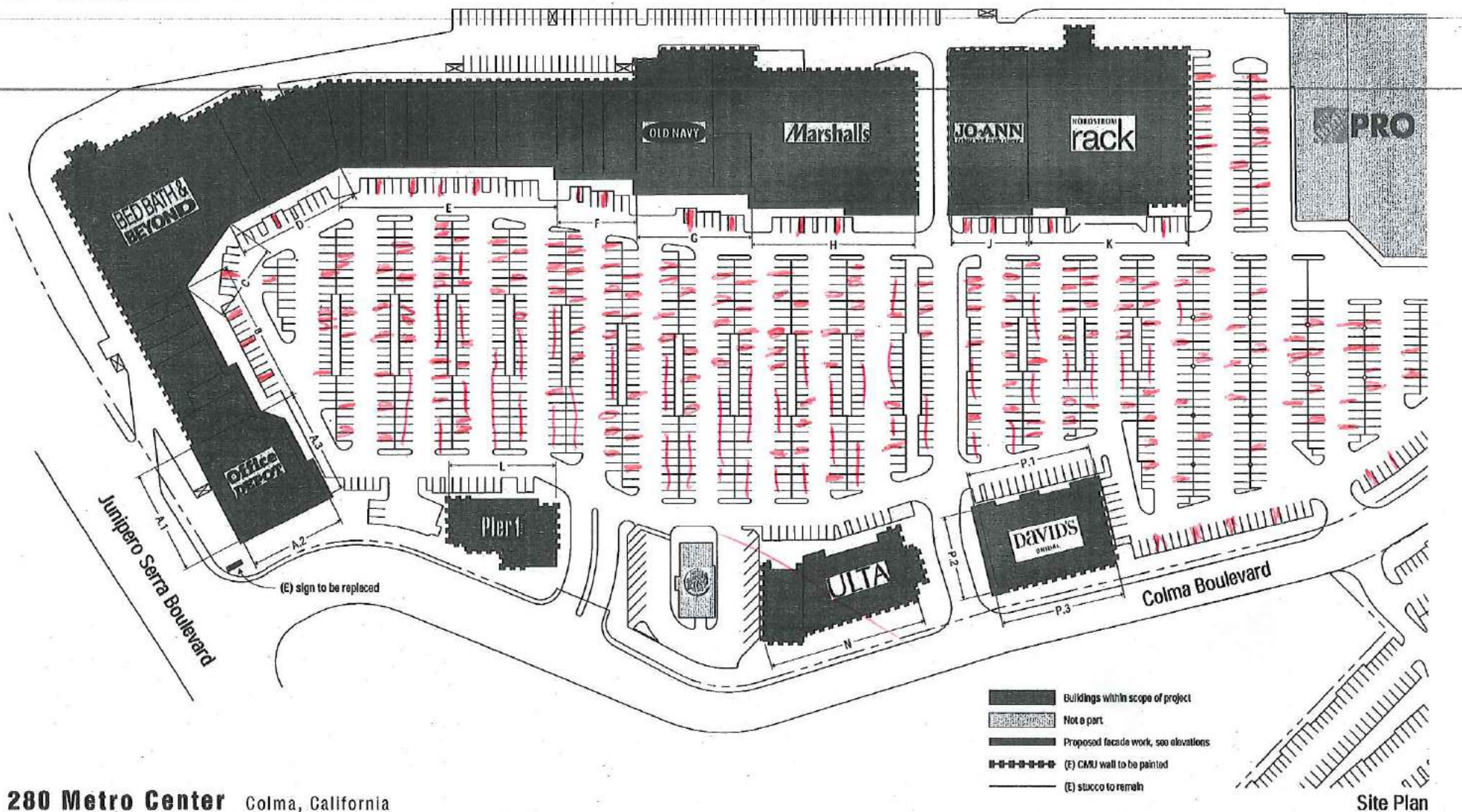


Saturday 25, 2017

3:15 pm

Empty spots Estimated

more than 200



PROJECT NO: 21539-P01

10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept

0 50 100



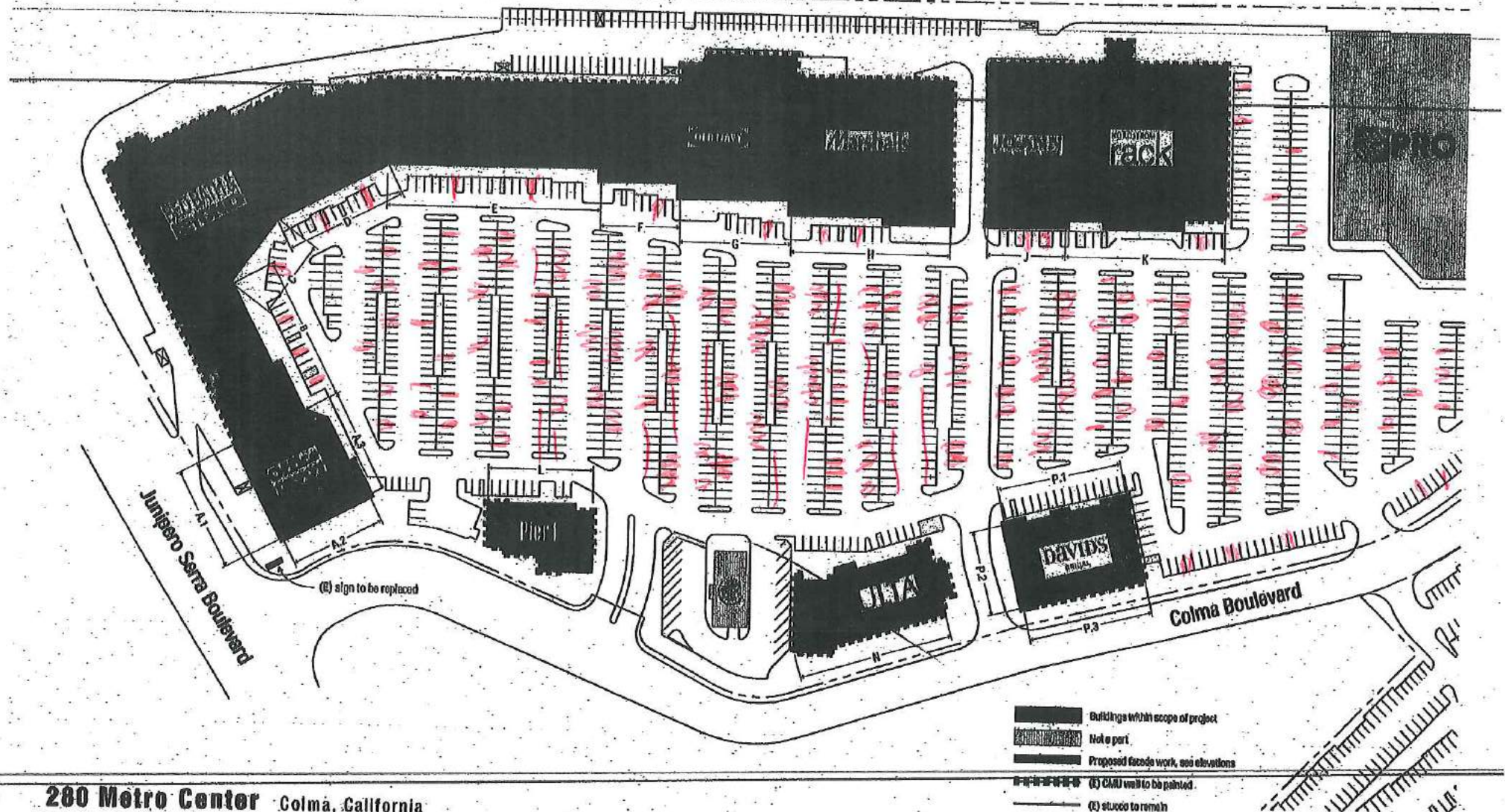
SGPA ARCHITECTURE AND PLANNING  
200 Pine Street, Suite 500, San Francisco, California 94101  
www.sgpa.com

2



Sunday 2C, 2017  
10:15 AM

Empty spots Estimated  
move them 200



280 Metro Center Colma, California

PROJECT NO: 21539-P01

10.16.2016

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

Town of Colma  
Planning Dept

0 50 100

800 ARCHITECTURE AND PLANNING  
800 Third Street, Suite 600, San Francisco, California 94103  
www.800arch.com

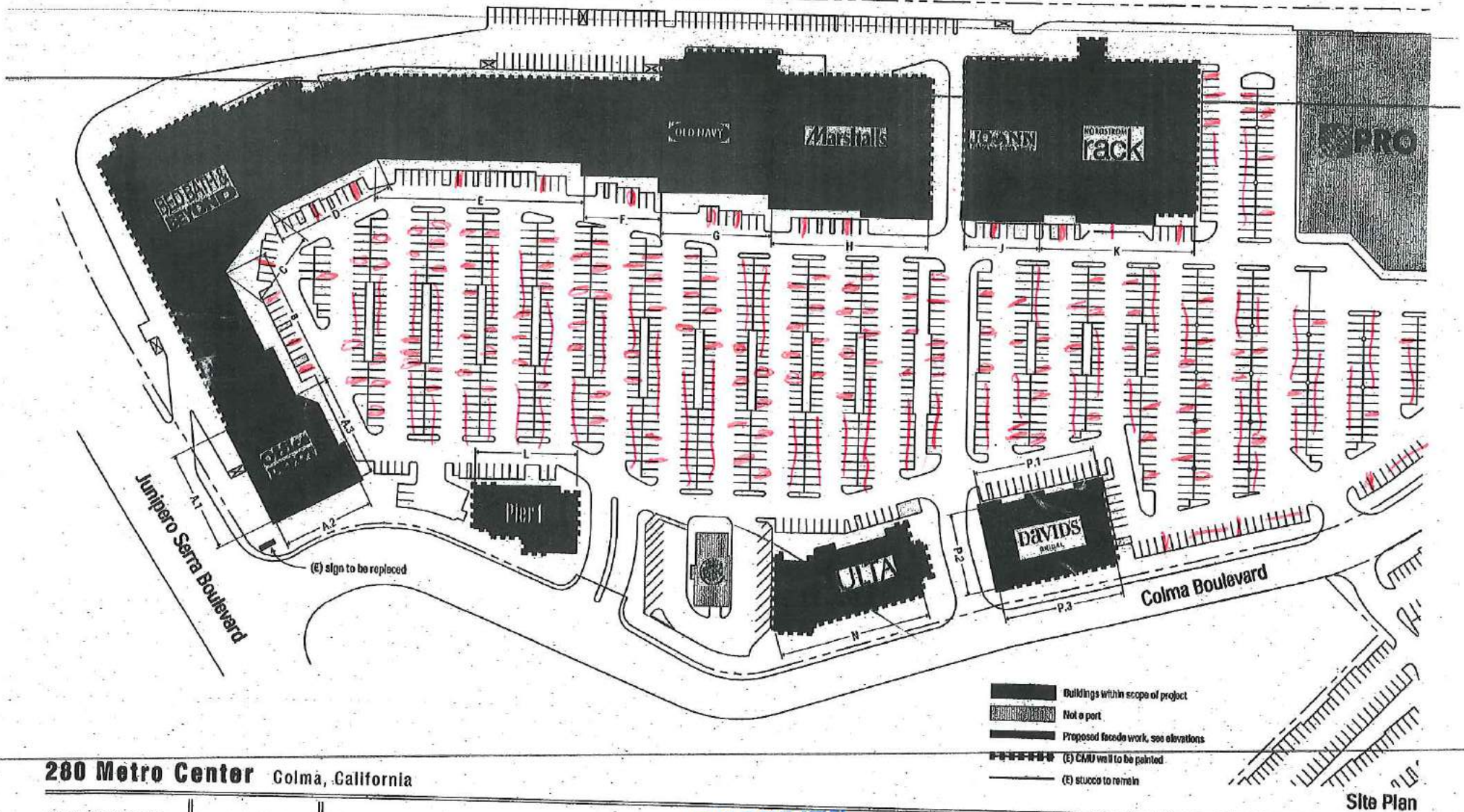
Site Plan

2



Sunday 26, 2017  
6:30pm

Empty spots Estimated  
more than 200



# 280 Metro Center Colma, California

PROJECT NO: 21539-P01

10.16.2015

Conceptual Elevation Studies

RECEIVED

MAR 27 2017

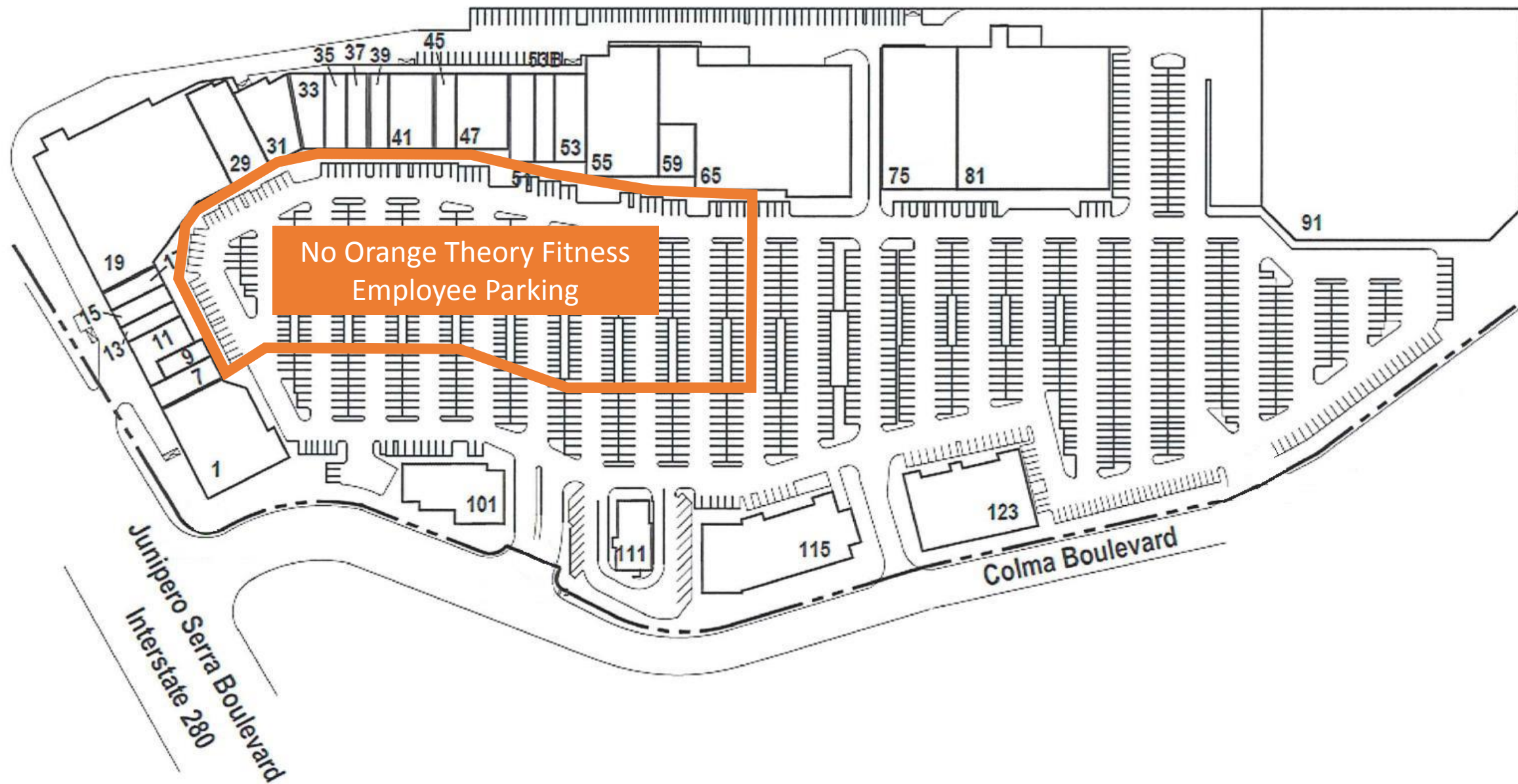
Town of Colma  
Planning Dept

SOPA ARCHITECTURE AND PLANNING  
200 Pine Street, Suite 200, San Francisco, California 94101  
www.sopa.com





# ATTACHMENT D







# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 VIA: Sean Rabé, City Manager  
 MEETING DATE: April 26, 2017  
 SUBJECT: FY 2017-18 Water Conservation Incentive Program

## RECOMMENDATION

Staff recommends that the City Council

RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$85,000 FOR THE WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2017-18

## EXECUTIVE SUMMARY

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

The proposed resolution would approve an authorized subsidy of \$85,000 for the Water Conservation Incentive Program and direct the City Manager to include the appropriation in the proposed budget for fiscal year (FY) 2017-18 (as a reduction of sewer charge revenue).

Approval of an authorized subsidy of \$85,000 would reduce the sewer service charge for each eligible customer by approximately 10% for FY 2017-18.

## FISCAL IMPACT

The maximum cost the Town could incur for FY 2017-18 would be \$85,000. The maximum expenditure would only be met if every customer met the demands of the of the water conservation program of using the same or less water than the average of the past three years of water usage.

## BACKGROUND

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

Resolution 2012-28 provides for implementing the program as follows:

- First, the City Council must approve an authorized subsidy, which shall be included in and approved as part of the Town's operating budget.
- The City Manager would then calculate the amount by which each eligible customer's sewer service charge will be reduced in the upcoming fiscal year by dividing the **Authorized Subsidy** by the **Annual Cost of Service**, which is the amount payable by the Town to the sewer service providers. The resulting fraction will be expressed as a percentage and is called the **Individual Sewer Service Discount**.
- The City Manager would also calculate the sewer service charge applicable to each parcel, using the sewer service rate for FY 2017-18 approved by the Colma City Council.
- Finally, the City Manager must reduce each eligible customer's sewer service charge by the **Individual Sewer Service Discount**.

## ANALYSIS

### Authorized Subsidy

The proposed resolution would establish \$85,000 as the Authorized Subsidy for the Water Conservation Incentive Program. The Town's Annual Cost of Service for providing Town-wide sewer service is estimated to be \$815,203 for FY 2017-18. Using these data, the Individual Sewer Service Discount would be calculated as follows:

|  |           |
|--|-----------|
| <b>Authorized Subsidy</b>  | \$85,000  |
| <b>Annual Cost of Service</b><br>(South San Francisco + NCSMSD annual charges)                     | \$815,203 |
| <b>Individual Sewer Service Discount</b><br>(Authorized Subsidy divided by Annual Cost of Service) | 10.43%    |

Here's an example of how this discount could affect an eligible residential customer<sup>1</sup>:

|   |          |
|---|----------|
| Sewer service charge applicable to parcel | \$588.00 |
| Individual Sewer Service Discount         | 10.43%   |
| Savings to customer                       | \$61.33  |
| Net charge to Eligible Customer           | \$526.67 |

---

<sup>1</sup> Using a hypothetical customer in the South San Francisco District



It is highly unlikely that every user will qualify as an Eligible Customer. Thus, the maximum cost to the Town could be less than \$85,000. The actual cost will be determined when the Town has compared this year's water usage data with the average of the prior three years.

### **Council Adopted Values**

The Water Conservation Incentive Program serves a valid public purpose by rewarding and encouraging water conservation by both residents and businesses especially in the period of current drought that the State of California is experiencing. The program is innovative, providing for an annual sewer subsidy for those who want to conserve a valued natural resource; demonstrates the City Council's commitment to adopting and implementing sustainability policies and programs; and is affordable.

### **Sustainability Impact**

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

### **Alternatives**

Several alternatives are available to the Council:

- The Council could lower the proposed Authorized Subsidy, which in turn would lower the Individual Sewer Service Discount to which each Eligible Customer would be entitled. For example, lowering the Authorized Subsidy to \$40,000 would result in each Eligible Customer receiving about 5 percent reduction in his or her sewer service charge.
- The Council could raise the proposed Authorized Subsidy, which in turn would increase the Individual Sewer Service Discount to which each eligible customer would be entitled. For example, increasing the Authorized Subsidy to \$120,000 would result in each Eligible Customer receiving about 15 percent reduction in his or her sewer service charge.

Staff does not recommend lowering the Authorized Subsidy because this will result in Eligible Customers receiving less than a 10 percent reduction in their sewer service charge. This could cause residents to lose motivation in continuing to reduce their water use. Staff does not recommend raising the Authorized Subsidy because it could raise expectations for the future, and it would be irresponsible to promise a higher authorized subsidy without considering the long-term consequences to the Town.

### **Next Steps**

With City Council approval of the Water Conservation Incentive Program, the City Engineer will prepare the Annual Engineer's Report which will show the proposed sewer charge for each parcel for FY 2017-18. The Engineer's Report will be presented to the City Council at the July 12, 2017 City Council meeting for approval. Upon approval, the Engineer's Report will be submitted to the County Tax Collector, who shall then collect the sewer service charge against each parcel at the same time as the Collector collects the property tax against that parcel.

## **CONCLUSION**

Staff recommends allocating \$85,000 for the Water Conservation Incentive Subsidy to help users reduce annual sewer charges while making a strong statement regarding the Town's stance on meeting our sustainability goals.

## **ATTACHMENTS**

- A. Resolution

**RESOLUTION NO. 2017-\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**A RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT  
\$80,000 FOR THE WATER CONSERVATION INCENTIVE  
PROGRAM IN FISCAL YEAR 2017-18**

The City Council of the Town of Colma hereby resolves:

**1. Background**

(a) In July 2012, by Resolution 2012-28, the City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The proposed Program would grant each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

(b) The City Council finds that the payments to be made under the Water Conservation Incentive Program serve a valid public purpose -- to reduce water consumption -- and that the program is fair and equitable to all users. The Council further finds that, because the amount of the subsidy is determined each year as part of the budget process, it will be affordable.

**2. Findings**

The City Council finds as follows:

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

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

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

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

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

**3. Order**

The City Council establishes an Authorized Subsidy of \$85,000 for the Water Conservation Incentive Program for 2017-18 and directs the City Manager to include that amount in the proposed budget for fiscal year 2017-18.

///

///

### Certification of Adoption

I certify that the foregoing Resolution No. 2017-\_\_ was duly adopted at a regular meeting of said City Council held on \_\_\_\_\_, 2017 by the following vote:

| Name                  | Counted toward Quorum |    |         | Not Counted toward Quorum |        |
|-----------------------|-----------------------|----|---------|---------------------------|--------|
|                       | Aye                   | No | Abstain | Present, Recused          | Absent |
| Helen Fisicaro, Mayor |                       |    |         |                           |        |
| Raquel Gonzalez       |                       |    |         |                           |        |
| Joanne del Rosario    |                       |    |         |                           |        |
| Diana Colvin          |                       |    |         |                           |        |
| John Irish Goodwin    |                       |    |         |                           |        |
| Voting Tally          |                       |    |         |                           |        |

Dated \_\_\_\_\_

\_\_\_\_\_  
Helen Fisicaro, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk



# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Sean Rabé, City Manager  
Paul S. Rankin, Finance Advisor

MEETING DATE: April 26, 2017

SUBJECT: Preliminary Fiscal Year 2017 – 2018 Budget and Financial Plan

## RECOMMENDATION

Staff recommends that the City Council provide direction on the proposed approach to the Annual Operating Budget. No formal action is required at this time.

## EXECUTIVE SUMMARY

Fiscal Year 2017/2018 revenues in all funds are projected to be approximately \$17.9 million, pending any additional information from the Town's sales tax consultants. Additional information regarding anticipated sales tax revenue will be presented at the May meeting. In comparison the Fiscal Year 2016/2017 Estimated Revenue (all funds), is estimated to be \$17.8 million resulting in relatively flat revenue growth.

In Fiscal Year 2017/2018 the revenues are proposed to fund \$15.3 million in Operating Expenses (including debt service). Total Capital Project expenditures are estimated to be \$15 million funded primarily from CIP Reserves. A new appropriation of \$115,000 is included as a Transfer from the General Fund for new Capital Project appropriations.

The preliminary projection is that General Fund Revenue (net of transfers) will exceed expenditures by approximately \$2.38 million. The current estimate precedes a detailed examination of potential additional Capital Project needs and any extra contributions to fund pension and/or retiree health insurance liabilities. Staff may also explore the potential allocation of an amount towards a reserve for major facility replacements. Establishing regular reserves for major systems such as roofing, heating and air conditioning equipment, etc. is a prudent way to stabilize future expenditures.

## FISCAL IMPACT

The FY 2017/2018 Preliminary Budget appropriates \$30.34 million in resources. In addition to the appropriation for current year activities there will also be an appropriation to "reserves" in the General Fund, Gas Tax Fund and a minor amount in a New Public Safety Grant Fund. As noted above, preliminary recommendations assess the use of a portion of the General Fund surplus to address unfunded liabilities and future replacement funds. The Preliminary Budget does include the contribution of the full estimated Actuarial Required Contribution (ARC) to the OPEB-Retiree Medical Trust Fund. The exact contribution will be calculated with an updated

Actuarial report. For estimating purposes the Budget uses a 10 percent increase to the amount calculated in the actuarial report completed in 2015.

## **BACKGROUND**

The Town's fiscal year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. During the year the Finance Department works with department heads to address funding issues and monitor expenditures. Staff prepared a Mid-Year Budget Review and presented it 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. The Town also used a software from OpenGov, which currently provides transparency data on the City website. Generally, departments were requested to prepare status-quo budget proposals, keeping expenditures and service levels even with FY 2016/2017 (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 fiscal year 2016/2017 as well. One change in personnel classifications is being recommended in the Recreation Department, as outlined in the Analysis section below.

The Preliminary Budget before you is meant to provide the City Council an initial discussion on the Town's spending plan for next fiscal year, with a more complete detailed Proposed Budget to be presented at the second meeting in May. The format of the documents includes the presentation of Revenue, Expenditures, and Transfers by Fund on a single page. Retiree medical and dental costs are allocated to departments in proportion to the full-time salaries. Also, in the upcoming year annual contributions to the Vehicle Replacement Fund have been included in budgets that are assigned a vehicle. This did not occur in the current fiscal year as the vehicle charges were contributed lump sum in June 2016.

The next version will also incorporate changes based on Council's review tonight, with the Proposed Budget (including any revisions) presented at the May 24th meeting. Additional review and discussion on the proposed final budget will occur during a public hearing held at the June 14<sup>th</sup> 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 2016/2017 budget as possible. Departments were not asked to absorb medical insurance or other benefit cost increases. Attachment A (Summary FY 2017/2018 Budget – Revenue, Expenditures, and Transfers – All Funds) provides a complete overview of the Budget. The most significant portion of the City's operation is the General Fund Revenues and Expenditures.

### **Revenues**

Attachment B, Historical Revenue by Fund, helps to provide the comparison of the size of the General Fund compared to the other funds. Total revenues are projected to be approximately \$17.9 million, pending additional information from Town's sales tax consultants. Taxes represent the largest category of the annual Town revenue as can be observed in upper section

of the schedule presented in Attachment A (Summary FY 2017/2018 Budget – Revenue, Expenditures, and Transfers – All Funds).

The largest single revenue is Sales Tax which in FY 2017/2018 represents 63 percent of the total General Fund revenue. Cardroom Taxes are the second largest source representing 23 percent. Sales Tax in FY 2017/2018 is expected to increase by approximately \$189,110 (or 2 percent) compared to the current year. This reflects both economic factors as well as partial year operation of the Car Max dealer, offset by the expected closure of the Nordstrom Rack. In terms of Cardroom taxes, the Budget assumes an increase of \$70,000 (approximately 2%) from current estimates. Based on current reporting trends these increases in major revenues appear to be achievable.

### **Expenditure Highlights:**

The center portion of the schedule included as Attachment A breaks down expenditures by fund. 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 (partially funded by the State COPS grant). A new fund included in the schedule is the Public Safety Grant Fund. The Town is expected to receive \$30,175 in special Police Funding distributed among San Mateo County agencies. The source of these funds is the "trickle-down" of State Criminal Justice Realignment Funds. The monies can only be used for limited items including special Police Training and support of outreach efforts. It is also anticipated that the Town will use this new fund to easier track expenditures and revenues associated with other Public Safety Grants.

Attachment C shows the Preliminary Budget which includes divisions within departments, compared to prior years. Both of these schedules provide a very high level snapshot. The document to be provided at the May meeting will include additional detail on the composition of the expenditures (i.e. Salaries, Benefits, Contract Services, Capital).

- As shown on Attachment C, the estimate for the current Fiscal Year 2016/2017 expenses is approximately \$597,365 less than the adopted Budget. This budgetary savings is made up of a variety of factors. Some of the more significant areas include: City Attorney services are expected to be \$35,000 under budget, which includes an allowance for fluctuations in work assigned; Human Resources are projected to be \$29,510 less than budget as the Human Resources position was originally budgeted at 1 FTE and the schedule was restructured to a 0.80 FTE; General Services are expected to be \$46,000 less as the full allowance for insurance claims was not required; Police Department savings amount to approximately \$244,310 (largely from overtime savings as well as vacancies and changes in Staff); approximately \$51,400 in savings in the Facilities Maintenance department (largely due to the Town Hall Project being under construction); and approximately \$145,290 in savings in Planning based on workload and need services.
- Total expenses in the Preliminary Operating Budget are \$566,445 more than the amended 2016/2017 Operating Budget
- Key expenditure points include the following:
  - The Budget includes salary and benefit modifications as entered into with the represented bargaining groups in early 2017.

- This budget continues to include a fully-staffed Police Department as funded in the original FY 2016/2017 Budget.
- Additional changes to staffing are discussed later in this report.
- A high level preliminary review of CIP projects including vehicle replacements are discussed later in this report.
- The water conservation incentive program sewer subsidy is funded at \$85,000.
- Sewer revenues are assumed at 100 percent of actual cost, less the water conservation program subsidy

### **Fund Balance Highlights**

The Preliminary FY 2017/2018 Budget is balanced with current year resources. Further, it is projected that all of the committed and assigned reserves will be maintained in accordance with the policy currently in place. As this is only the first review of the Preliminary Budget, Staff intends to present in May further recommendations on the allocation of the \$2.4 million General Fund surplus. The focus will be to use a portion of these funds to address long term liabilities. In addition, it is expected to allow a portion to be appropriated to General Fund reserves in order to continue to maintain a strong financial base.

### **Staffing Changes**

Two minor changes are proposed to the staffing:

- Updating the percentage allocation of the Human Resources Manager consistent with how the Department operated in FY 2016/2017. Previously the Town had one Full Time Equivalent (FTE) position budgeted. In the current year the incumbent requested and worked the schedule of a .80 FTE.
- Creation of a promotional opportunity removing 1 FTE Recreation Coordinator and replacing it with a Recreation Manager. This provides the Administrative Services Director (ASD) with more flexibility in overseeing Recreation operations. The change proposed in the upcoming year will also allow the ASD to allocate additional time assisting the City Manager. The ASD role was newly added in Fiscal Year 2016/2017.

The FY 2017/2018 Preliminary Budget staffing chart (Attachment D) reflects these proposed staffing changes. The net change in Full-Time Equivalent (FTE) positions is a reduction of .20 FTE from the adopted 2016/2017 Budget.

### **NON-PROFIT DONATION REQUESTS**

The Preliminary Budget provides a total of \$105,000 in non-profit funding (spread between the City Council and General Services departments). The City Council will allocate the funding after the Final Budget has been approved.

### **CAPITAL IMPROVEMENT PROGRAM**

Attachments E and F focus on Capital Projects. The FY 2017/18 Preliminary Budget includes new appropriations of \$115,000 for Capital Improvement Projects. Included in this amount is \$50,000 for continuing to maintain replacement and upgrade of the Town IT infrastructure. This amount will be funded from a Transfer from the General Fund. The CIP also includes a Transfer of \$65,000 from the General Fund to be added to the Facility Access Project based upon



updated cost estimates. A total of \$102,000 is budgeted from the Fleet Replacement funds. It is expected to allow for the replacement of a Police vehicle as well as a 17-year-old Public Works truck.

The Budget proposes during the next year to proceed with improvements to a portion of Hillside Boulevard. The funding is proposed to include CIP Reserves and projected Measure A Local funds. A total of \$1.2 million is available for this project. The most significant activity in the Capital Improvement Program will be the Town Hall Renovation. It is estimated that approximately \$12.9 million will be expended from previously set-aside reserves. A more detailed review of Capital Projects will be presented once Staff has the opportunity to incorporate multi-year planning for projected Town needs.

### **Reasons For the Recommended Action**

Providing for early public discussion of the Town 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 2017/2018 Preliminary Budget during the April 26, 2017 Study Session. A second Study Session will be held on May 24, 2017 and a public hearing will be held on June 14, 2017. A more detailed budget document will be provided in advance of these meetings.

Staff is prepared to answer any questions you may have.

### **ATTACHMENTS**

- A. Summary – Revenue, Expenditures, Transfers By Fund FY 2017/2018 (All Funds) Preliminary 4/26/2017
- B. Historical Revenue By Fund
- C. Summary Multi-Year Budget Comparison To Preliminary FY 2016/2017 Expenditures (By Department, includes all funds)
- D. Staffing Schedule
- E. CIP Historical Capital Expenditures
- F. Preliminary 2017/2018 CIP - Active Projects



**REVENUE, EXPENDITURES, TRANSFERS BY FUND FY 2017-18 PRELIMINARY (4/26/17)**  
**(Including Projected Fund Balance)**

|   | General Fund<br>(11) | Gas Tax<br>Fund (21) | Measure A<br>Fund (22) | Public<br>Safety<br>Grant Fund<br>(27) | Police<br>Grants<br>(COPS)<br>Fund (29) | Capital Impvt<br>Project Fund<br>(31) | COP Town<br>Hall Fund<br>(33) | Debt<br>Service<br>Fund (43) | TOTAL ALL<br>FUNDS  |
|---|----------------------|----------------------|------------------------|--|---|---------------------------------------|-------------------------------|------------------------------|---------------------|
| <b>REVENUE</b>  |                      |                      |                        |  |   |                                       |                               |                              |                     |
| Property Tax  | 613,300              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 613,300             |
| Sales Tax   | 11,150,000           | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 11,150,000          |
| Cardroom Tax  | 4,120,000            | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 4,120,000           |
| Other Taxes   | 115,775              | 37,100               | -                      | -                                      | -                                       | -                                     | -                             | -                            | 152,875             |
| Licenses and Permits  | 170,740              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 170,740             |
| Fines and Forfeitures                                       | 69,000               | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 69,000              |
| Intergovernmental   | 17,010               | -                    | 50,500                 | 30,175                                 | 100,000                                 | -                                     | -                             | -                            | 197,685             |
| Use of Money & Property                                     | 477,802              | 200                  | 200                    | 100                                    | 500                                     | -                                     | -                             | -                            | 478,802             |
| Sewer Service Charges                                       | 740,000              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 740,000             |
| Other Charges For Services                                  | 136,370              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 136,370             |
| Other Revenue   | 26,200               | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 26,200              |
| <b>TOTAL REVENUE</b>  | <b>17,636,197</b>    | <b>37,300</b>        | <b>50,700</b>          | <b>30,275</b>                          | <b>100,500</b>                          | <b>-</b>                              | <b>-</b>                      | <b>-</b>                     | <b>17,854,972</b>   |
| <b>OPERATING EXPENDITURES</b>                               |                      |                      |                        |  |   |                                       |                               |                              |                     |
| 110 - City Council  | 266,070              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 266,070             |
| 130 - City Attorney   | 337,500              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 337,500             |
| 140 - City Mgr / City Clerk                                 | 819,560              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 819,560             |
| 141 - Human Resources                                       | 222,540              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 222,540             |
| 150 - Finance   | 484,300              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 484,300             |
| 151 - General Services                                      | 1,087,450            | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 1,087,450           |
| 210-240 - Police  | 6,816,610            | -                    | -                      | 30,000                                 | 128,410                                 | -                                     | -                             | -                            | 6,975,020           |
| 310 - PW Admin / Engineering /<br>Building                  | 959,700              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 959,700             |
| 320 - PW Maintenance / Sewer                                | 1,854,000            | 25,000               | -                      | -                                      | -                                       | -                                     | -                             | -                            | 1,879,000           |
| 410 - Planning  | 346,710              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 346,710             |
| 510 - Recreation Services                                   | 1,051,100            | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 1,051,100           |
| 800's - Facility Operations                                 | 597,580              | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | 597,580             |
| 620 - Debt Service (COP)                                    | -                    | -                    | -                      | -                                      | -                                       | -                                     | -                             | 297,070                      | 297,070             |
| <b>TOTAL OPERATING<br/>EXPENDITURES</b>                     | <b>14,843,120</b>    | <b>25,000</b>        | <b>-</b>               | <b>30,000</b>                          | <b>128,410</b>                          | <b>-</b>                              | <b>-</b>                      | <b>297,070</b>               | <b>15,323,600</b>   |
| <b>CAPITAL EXPENDITURES</b>                                 |                      |                      |                        |  |   |                                       |                               |                              |                     |
| Streets, Sidewalks, Bikeways                                | -                    | -                    | 160,000                | -                                      | -                                       | 1,318,059                             | -                             | -                            | 1,478,059           |
| Sewers & Storm Drains                                       | -                    | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | -                   |
| City Facilities / Long Range Plans                          | -                    | -                    | -                      | -                                      | -                                       | 11,429,777                            | 1,698,150                     | -                            | 13,127,927          |
| Major Equipment / Fleet                                     | -                    | -                    | -                      | -                                      | -                                       | 407,000                               | -                             | -                            | 407,000             |
| <b>TOTAL CAPITAL PROJECT<br/>EXPENDITURES</b>               | <b>-</b>             | <b>-</b>             | <b>160,000</b>         | <b>-</b>                               | <b>-</b>                                | <b>13,154,836</b>                     | <b>1,698,150</b>              | <b>-</b>                     | <b>15,012,986</b>   |
| <b>GRAND TOTAL OPERATING &amp;<br/>CAPITAL EXPENDITURES</b> | <b>14,843,120</b>    | <b>25,000</b>        | <b>160,000</b>         | <b>30,000</b>                          | <b>128,410</b>                          | <b>13,154,836</b>                     | <b>1,698,150</b>              | <b>297,070</b>               | <b>30,336,586</b>   |
| <b>TRANSFERS BETWEEN FUNDS</b>                              |                      |                      |                        |  |   |                                       |                               |                              |                     |
| <b>TRANSFERS IN</b>   |                      |                      |                        |  |   |                                       |                               |                              |                     |
| Transfer In (From General Fund)                             | -                    | -                    | -                      | -                                      | -                                       | 115,000                               | -                             | 297,070                      | 412,070             |
| <b>TRANSFERS OUT</b>  |                      |                      |                        |  |   |                                       |                               |                              |                     |
| Transfer Out (For ClP)                                      | (115,000)            | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | (115,000)           |
| Transfer Out (For Debt)                                     | (297,070)            | -                    | -                      | -                                      | -                                       | -                                     | -                             | -                            | (297,070)           |
| <b>TOTAL TRANSFERS</b>                                      | <b>(412,070)</b>     | <b>-</b>             | <b>-</b>               | <b>-</b>                               | <b>-</b>                                | <b>115,000</b>                        | <b>-</b>                      | <b>297,070</b>               | <b>-</b>            |
| <b>IMPACT ON RESERVES</b>                                   | <b>2,381,007</b>     | <b>12,300</b>        | <b>(109,300)</b>       | <b>275</b>                             | <b>(27,910)</b>                         | <b>(13,039,836)</b>                   | <b>(1,698,150)</b>            | <b>-</b>                     | <b>(12,481,614)</b> |
| <b>Estimated Fund Balance 7/1/2017</b>                      | <b>20,502,713</b>    | <b>43,262</b>        | <b>109,239</b>         | <b>-</b>                               | <b>78,008</b>                           | <b>14,322,940</b>                     | <b>4,368,192</b>              | <b>72</b>                    | <b>39,424,426</b>   |
| <b>Projected Fund Balance 7/1/2018</b>                      | <b>22,883,720</b>    | <b>55,562</b>        | <b>(61)</b>            | <b>275</b>                             | <b>50,098</b>                           | <b>1,283,104</b>                      | <b>2,670,042</b>              | <b>72</b>                    | <b>26,942,812</b>   |



## HISTORICAL REVENUE SUMMARY BY FUND

| FUND #                           | REVENUES                                   | FY 2014-15 ACTUAL | FY 2015-16 ACTUAL | FY 2016-17 AMENDED | FY 2016-17 ESTIMATED | FY 2017-18 PROPOSED |
|----------------------------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|
| 11                               | <b>GENERAL FUND</b>                        |                   |                   |                    |                      |                     |
|                                  | Sales, Cardroom, Property & Other Taxes    | 14,801,928        | 15,629,613        | 15,494,200         | 15,701,415           | 15,999,075          |
|                                  | Licenses & Permits                         | 138,876           | 315,490           | 149,050            | 249,570              | 170,740             |
|                                  | Fines & Forfeitures                        | 65,785            | 68,225            | 68,000             | 69,000               | 69,000              |
|                                  | Use of Money & Property                    | 425,685           | 462,655           | 427,402            | 475,660              | 477,802             |
|                                  | Revenue from Other Agencies                | 34,501            | 37,602            | 10,060             | 17,010               | 17,010              |
|                                  | Charges for Current Services               | 911,096           | 983,239           | 851,700            | 877,840              | 876,370             |
|                                  | Other Revenues                             | 148,351           | 221,372           | 36,300             | 56,400               | 26,200              |
|                                  | <b>TOTAL GENERAL FUND REVENUES</b>         | <b>16,526,222</b> | <b>17,718,196</b> | <b>17,036,712</b>  | <b>17,446,895</b>    | <b>17,636,197</b>   |
| 21                               | <b>SPECIAL GAS TAX FUND</b>                |                   |                   |                    |                      |                     |
|                                  | Use of Money & Property                    | 669               | 114               | 500                | 250                  | 200                 |
|                                  | Revenue from Other Agencies                | 58,015            | 45,196            | 44,700             | 40,000               | 37,100              |
|                                  | <b>TOTAL SPECIAL GAS TAX FUND</b>          | <b>58,684</b>     | <b>45,310</b>     | <b>45,200</b>      | <b>40,250</b>        | <b>37,300</b>       |
| 22                               | <b>MEASURE A FUND (TRANSPORTATION TAX)</b> |                   |                   |                    |                      |                     |
|                                  | Use of Money & Property                    | 453               | 186               | 500                | 300                  | 200                 |
|                                  | Revenue from Other Agencies-Measure A Tax  | 211,135           | 50,105            | 50,750             | 50,500               | 50,500              |
|                                  | <b>TOTAL MEASURE A FUND</b>                | <b>211,588</b>    | <b>50,291</b>     | <b>51,250</b>      | <b>50,800</b>        | <b>50,700</b>       |
| 27                               | <b>PUBLIC SAFETY GRANT FUND</b>            |                   |                   |                    |                      |                     |
|                                  | Use of Money & Property                    | -                 | -                 | -                  | -                    | 100                 |
|                                  | Revenue from Other Agencies                | -                 | -                 | -                  | -                    | 30,175              |
|                                  | <b>TOTAL PUBLIC SAFETY GRANT FUND</b>      | <b>-</b>          | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>30,275</b>       |
| 29                               | <b>POLICE GRANTS (COPS-CA) FUND</b>        |                   |                   |                    |                      |                     |
|                                  | Use of Money & Property                    | 995               | 362               | 300                | 500                  | 500                 |
|                                  | Revenue from Other Agencies                | 104,306           | 150,378           | 103,750            | 103,750              | 100,000             |
|                                  | <b>TOTAL POLICE GRANTS FUND</b>            | <b>105,301</b>    | <b>150,740</b>    | <b>104,050</b>     | <b>104,250</b>       | <b>100,500</b>      |
| 31                               | <b>CAPITAL IMPROVEMENT FUND</b>            |                   |                   |                    |                      |                     |
|                                  | County Grant (Measure M - Vehicle Reg Fee) | -                 | -                 | 169,205            | 169,210              | -                   |
|                                  | <b>TOTAL CAPITAL IMPROVEMENT FUND</b>      | <b>-</b>          | <b>-</b>          | <b>169,205</b>     | <b>169,210</b>       | <b>-</b>            |
| 33                               | <b>COPs CAPITAL IMPROVEMENT FUND</b>       |                   |                   |                    |                      |                     |
|                                  | Interest Income                            | -                 | 10,046            | -                  | 25,000               | 5,000               |
|                                  | Proceeds from Debt Issuance                | -                 | 5,102,497         | -                  | -                    | -                   |
|                                  | <b>TOTAL COPs CAPITAL IMPROVEMENT FUND</b> | <b>-</b>          | <b>5,112,543</b>  | <b>-</b>           | <b>25,000</b>        | <b>5,000</b>        |
| 43                               | <b>COPs DEBT SERVICE FUND</b>              |                   |                   |                    |                      |                     |
|                                  | Interest Income                            | -                 | 68                | -                  | 10                   | 10                  |
|                                  | Proceeds from Debt Issuance                | -                 | 150,000           | -                  | -                    | -                   |
|                                  | <b>TOTAL COPs DEBT SERVICE FUND</b>        | <b>-</b>          | <b>150,068</b>    | <b>-</b>           | <b>10</b>            | <b>10</b>           |
| <b>TOTAL REVENUE ALL FUNDS *</b> |  | <b>16,901,795</b> | <b>23,227,148</b> | <b>17,406,417</b>  | <b>17,836,415</b>    | <b>17,859,982</b>   |

\*Excludes Transfers In



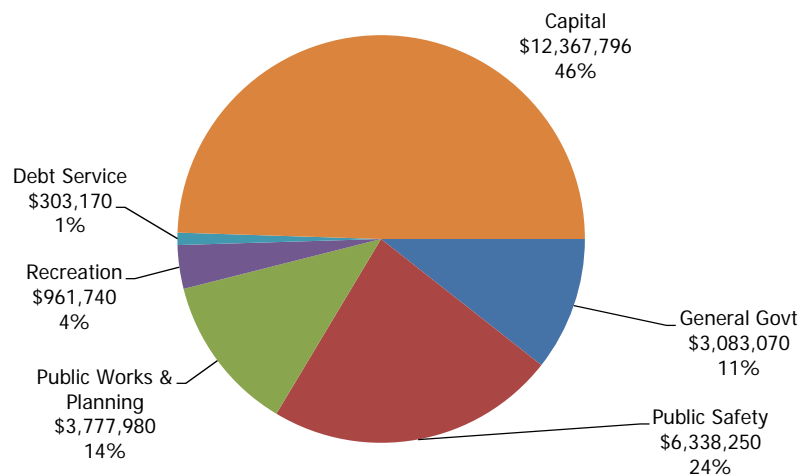


## HISTORICAL EXPENDITURE SUMMARY BY FUNCTION / DEPARTMENT (ALL FUNDS)

| FUNCTION / DIVISION-DEPARTMENT              | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>AMENDED | FY 2016-17<br>ESTIMATED | FY 2017-18<br>PROPOSED |
|---|----------------------|----------------------|-----------------------|-------------------------|------------------------|
| <b>OPERATING EXPENDITURES</b>               |                      |                      |                       |                         |                        |
| <b>General Government</b>                   |                      |                      |                       |                         |                        |
| 110 - CITY COUNCIL                          | 219,830              | 229,843              | 276,205               | 252,540                 | 266,070                |
| 120 - CITY TREASURER                        | 3,475                | -                    | -                     | -                       | -                      |
| 130 - CITY ATTORNEY                         | 257,606              | 214,130              | 310,000               | 275,000                 | 337,500                |
| 140 - CITY MANAGER/CITY CLERK ADMIN         | 1,946,765            | 1,191,012            | 797,980               | 786,520                 | 819,560                |
| 141 - HUMAN RESOURCES                       | 191,146              | 233,098              | 254,660               | 225,150                 | 222,540                |
| 150 - FINANCE                               | 314,974              | 377,259              | 466,290               | 459,950                 | 484,300                |
| 151 - GENERAL SERVICES                      | 970,137              | 949,200              | 1,018,850             | 972,850                 | 1,087,450              |
| <b>Subtotal General Government</b>          | <b>3,903,933</b>     | <b>3,194,542</b>     | <b>3,123,985</b>      | <b>2,972,010</b>        | <b>3,217,420</b>       |
| <b>Public Safety</b>                        |                      |                      |                       |                         |                        |
| 210 - POLICE ADMINISTRATION                 | 889,747              | 1,058,575            | 1,259,340             | 1,236,300               | 1,352,310              |
| 220 - POLICE PATROL                         | 3,117,404            | 3,681,886            | 4,207,260             | 4,062,310               | 4,505,380              |
| 230 - POLICE COMMUNICATIONS                 | 721,377              | 759,184              | 953,480               | 891,920                 | 965,970                |
| 240 - POLICE COMMUNITY SERVICES             | 114,200              | 106,476              | 147,300               | 143,440                 | 151,360                |
| <b>Subtotal Public Safety</b>               | <b>4,842,728</b>     | <b>5,606,121</b>     | <b>6,567,380</b>      | <b>6,333,970</b>        | <b>6,975,020</b>       |
| <b>Public Works &amp; Planning</b>          |                      |                      |                       |                         |                        |
| 310 - PW ADMIN / ENGINEERING / BUILDING     | 845,873              | 869,039              | 910,000               | 909,000                 | 959,700                |
| 320 - PW MAINTENANCE / SEWER                | 1,770,183            | 1,988,786            | 1,808,530             | 1,806,910               | 1,879,000              |
| 800's - FACILITY OPERATIONS                 | 522,686              | 463,528              | 580,450               | 529,050                 | 597,580                |
| 410 - PLANNING                              | 410,941              | 512,091              | 497,000               | 351,710                 | 346,710                |
| <b>Subtotal Public Works &amp; Planning</b> | <b>3,549,683</b>     | <b>3,833,444</b>     | <b>3,795,980</b>      | <b>3,596,670</b>        | <b>3,782,990</b>       |
| <b>Recreation</b>                           |                      |                      |                       |                         |                        |
| 510 - RECREATION SERVICES                   | 824,246              | 864,463              | 972,740               | 960,070                 | 1,051,100              |
| <b>Subtotal Recreation</b>                  | <b>824,246</b>       | <b>864,463</b>       | <b>972,740</b>        | <b>960,070</b>          | <b>1,051,100</b>       |
| <b>TOTAL OPERATING EXPENDITURES</b>         | <b>13,120,590</b>    | <b>13,498,570</b>    | <b>14,460,085</b>     | <b>13,862,720</b>       | <b>15,026,530</b>      |
| <b>COP DEBT SERVICE</b>                     |                      |                      |                       |                         |                        |
| 620 - COPs DEBT SERVICE                     | -                    | 439,377              | 303,170               | 297,610                 | 297,070                |
| <b>TOTAL OPERATING &amp; DEBT SERVICE</b>   | <b>13,120,590</b>    | <b>13,937,947</b>    | <b>14,763,255</b>     | <b>14,160,330</b>       | <b>15,323,600</b>      |
| <b>CAPITAL IMPROVEMENT FUNDS</b>            |                      |                      |                       |                         |                        |
| 900's - CAPITAL IMPROVEMENT PROJECTS        | 3,186,184            | 1,492,355            | 17,256,587            | 3,704,960               | 15,012,986             |
| <b>GRAND TOTAL ALL EXPENDITURES*</b>        | <b>16,306,774</b>    | <b>15,430,302</b>    | <b>32,019,842</b>     | <b>17,865,290</b>       | <b>30,336,586</b>      |

\* Excludes Transfers Out

## FY 2017-18 Appropriations by Function (All Funds)





## PROPOSED STAFFING

| POSITION TITLE                                      | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>AMENDED | FY 2016-17<br>ESTIMATED | FY 2017-18<br>PROPOSED |
|---|----------------------|----------------------|-----------------------|-------------------------|------------------------|
| <b>GENERAL GOVERNMENT</b>                           |                      |                      |                       |                         |                        |
| Administrative Services Dir. (also see Recreation)  | -                    | -                    | 0.25                  | 0.25                    | 0.25                   |
| Accounting Technician                               | 0.75                 | 0.75                 | 1.80                  | 1.80                    | 1.80                   |
| Administrative Technician I                         | -                    | -                    | 1.00                  | 1.00                    | 1.00                   |
| Administrative Technician II/III                    | 1.50                 | 1.50                 | 1.00                  | -                       | -                      |
| 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                  | <b>1.00</b>             | <b>0.80</b>            |
| Special Projects Management Analyst                 | -                    | 0.25                 | -                     | -                       | -                      |
| General Government Total                            | 4.25                 | 4.50                 | 6.05                  | 6.05                    | 5.85                   |
| <b>PUBLIC WORKS</b>                                 |                      |                      |                       |                         |                        |
| 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                   |
| <b>RECREATION</b>                                   |                      |                      |                       |                         |                        |
| Administrative Services Dir. (also see Gen'l Govt.) | -                    | -                    | 0.75                  | 0.75                    | 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                  | <b>2.00</b>             | <b>1.00</b>            |
| Recreation Manager                                  | -                    | -                    | -                     | -                       | <b>1.00</b>            |
| Recreation Services Director                        | 1.00                 | 1.00                 | -                     | -                       | -                      |
| Recreation Department Total                         | 10.50                | 10.50                | 10.25                 | 10.25                   | 10.25                  |
| <b>POLICE</b>                                       |                      |                      |                       |                         |                        |
| 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                  |
| <b>Total Budgeted Staffing</b>                      |                      |                      |                       |                         |                        |
|   | <b>42.95</b>         | <b>43.20</b>         | <b>44.50</b>          | <b>44.50</b>            | <b>44.30</b>           |

**Shading = proposed changes for FY 2017/2018**

Contract Services:

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



**HISTORICAL CAPITAL IMPROVEMENT PROJECTS**

| <b>CAPITAL IMPROVEMENT PROJECTS</b> |   | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>AMENDED</b> | <b>FY 2016-17<br/>ESTIMATED</b> | <b>FY 2017-18<br/>PROPOSED</b> |
|-------------------------------------|---|------------------------------|------------------------------|-------------------------------|---------------------------------|--------------------------------|
| 901                                 | Hillside Boulevard Beautification       | 2,049,378                    | 1,941                        | -                             | -                               | 1,228,059                      |
| 903                                 | Mission Road Improvements               | 146,003                      | -                            | -                             | -                               | -                              |
| 905                                 | Collins Avenue Improvements             | -                            | -                            | -                             | -                               | -                              |
| 913                                 | Serramonte Boulevard Beautification     | -                            | -                            | 250,000                       | -                               | 250,000                        |
| 956                                 | Lawndale Blvd Landscape Imp             | -                            | -                            | -                             | -                               | -                              |
| 934                                 | Colma Creek Channel Repairs             | -                            | -                            | 50,000                        | -                               | -                              |
| 971                                 | Sanitary Sewer System Assessment        | 10,531                       | -                            | 106,000                       | 106,000                         | -                              |
| 947                                 | Town Hall Campus Renovation             | 458,309                      | 1,490,414                    | 16,051,277                    | 3,127,000                       | 12,924,277                     |
| 954                                 | Corporation Yard Improvements           | -                            | -                            | 75,000                        | 60,000                          | -                              |
| 955                                 | Townwide Irrigation System Enhancements | -                            | -                            | 25,000                        | -                               | -                              |
| 991                                 | General Plan Update                     | 3,920                        | -                            | -                             | -                               | 203,650                        |
| 992                                 | ADA Transition Plan Upgrades            | -                            | -                            | 75,000                        | -                               | -                              |
| 950                                 | Police Facility Painting                | -                            | -                            | 50,000                        | 42,500                          | -                              |
| 981                                 | RIMS (Police Records)                   | 294,129                      | -                            | -                             | -                               | -                              |
| 982                                 | Townwide Telephone Sys Upgrade          | 159,304                      | -                            | -                             | -                               | -                              |
| 983                                 | Access Control at Town Facilities       | -                            | -                            | 210,000                       | 20,000                          | 255,000                        |
| 984                                 | Recreation Software Upgrade             | 12,848                       | -                            | -                             | -                               | -                              |
| 985                                 | Geographic Information System           | 3,686                        | -                            | 25,105                        | 25,105                          | -                              |
| 986                                 | Town's IT Infrastructure Upgrades       | 48,076                       | -                            | 30,000                        | 30,000                          | 50,000                         |
| 987                                 | Fleet Replacements*                     | -                            | -                            | 309,205                       | 294,355                         | 102,000                        |
| <b>TOTAL CAPITAL OUTLAY</b>         |   | <b>3,186,184</b>             | <b>1,492,355</b>             | <b>17,256,587</b>             | <b>3,704,960</b>                | <b>15,012,986</b>              |

\* 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**

| <b>PROJECT TYPES</b> |                                    | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>AMENDED</b> | <b>FY 2016-17<br/>ESTIMATED</b> | <b>FY 2017-18<br/>PROPOSED</b> |
|----------------------|------------------------------------|------------------------------|------------------------------|-------------------------------|---------------------------------|--------------------------------|
| 1                    | Streets, Sidewalks, Bikeways       | 2,195,381                    | 1,941                        | 250,000                       | -                               | 1,478,059                      |
| 2                    | Sewers & Storm Drains              | 10,531                       | -                            | 156,000                       | 106,000                         | -                              |
| 3                    | City Facilities / Long Range Plans | 462,229                      | 1,490,414                    | 16,276,277                    | 3,229,500                       | 13,127,927                     |
| 4                    | Major Equipment / Fleet            | 518,043                      | -                            | 574,310                       | 369,460                         | 407,000                        |
| <b>TOTAL FUNDS</b>   |                                    | <b>3,186,184</b>             | <b>1,492,355</b>             | <b>17,256,587</b>             | <b>3,704,960</b>                | <b>15,012,986</b>              |

**CAPITAL PROJECTS BY SOURCE OF FUNDING**

| <b>CIP FUNDING SOURCES</b> |                               | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>AMENDED</b> | <b>FY 2016-17<br/>ESTIMATED</b> | <b>FY 2017-18<br/>PROPOSED</b> |
|----------------------------|-------------------------------|------------------------------|------------------------------|-------------------------------|---------------------------------|--------------------------------|
| 22                         | Measure A Transportation Fund | 211,135                      | -                            | -                             | -                               | 160,000                        |
| 31                         | Capital Project Fund          | 2,975,049                    | 723,004                      | 12,873,437                    | 1,019,960                       | 13,052,836                     |
| 33                         | Town Hall COP                 | -                            | 769,350                      | 4,333,150                     | 2,635,000                       | 1,698,150                      |
| 61                         | Fleet Replacement ISF         | -                            | -                            | 50,000                        | 50,000                          | 102,000                        |
| <b>TOTAL FUNDS</b>         |                               | <b>3,186,184</b>             | <b>1,492,354</b>             | <b>17,256,587</b>             | <b>3,704,960</b>                | <b>15,012,986</b>              |





**CAPITAL IMPROVEMENT PLAN FY 2017-18  
(PRELIMINARY - 4/26/17 Active Projects)**

| ACCOUNT  | PROJECT                                  | FY 2016-17<br>AMENDED | FY 2016-17<br>ESTIMATED | FY 2017-18<br>PROPOSED |
|--|--|-----------------------|-------------------------|------------------------|
| <b>TYPE 1 - Streets, Sidewalks, Bikeways</b>       |  |                       |                         |                        |
| <b>Project 901</b>                                 | <b>Hillside Boulevard Beautification</b> |                       |                         |                        |
| 31-81002   | Planning and Design                      | -                     | -                       | 48,059                 |
| 21-81003   | Construction - Measure A                 |                       |                         | 160,000                |
| 31-81003   | Construction                             | -                     | -                       | 1,020,000              |
| <b>PROJECT TOTAL</b>                               |  | -                     | -                       | <b>1,228,059</b>       |
| <b>Project 903</b>                                 | <b>Mission Road Improvements</b>         |                       |                         |                        |
| 31-81002   | Planning and Design                      | -                     | -                       | -                      |
| <b>PROJECT TOTAL</b>                               |  | -                     | -                       | -                      |
| <b>Project 905</b>                                 | <b>Collins Avenue Improvements</b>       |                       |                         |                        |
| 31-81002   | Planning and Design                      | -                     | -                       | -                      |
| <b>PROJECT TOTAL</b>                               |  | -                     | -                       | -                      |
| <b>Project 913</b>                                 | <b>Serramonte Blvd. Beautification</b>   |                       |                         |                        |
| 31-81002   | Planning and Design                      | 250,000               | -                       | 250,000                |
| <b>PROJECT TOTAL</b>                               |  | <b>250,000</b>        | -                       | <b>250,000</b>         |
| <b>Project 956</b>                                 | <b>Lawndale Blvd Landscape Imp</b>       |                       |                         |                        |
| 31-81002   | Planning and Design                      | -                     | -                       | -                      |
| 31-81003   | Construction                             | -                     | -                       | -                      |
| <b>PROJECT TOTAL</b>                               |  | -                     | -                       | -                      |
| <b>SUBTOTAL TYPE 1 CIP PROJECTS</b>                |  | <b>250,000</b>        | -                       | <b>1,478,059</b>       |
| <b>TYPE 2 - Sewers &amp; Storm Drains</b>          |  |                       |                         |                        |
| <b>Project 934</b>                                 | <b>Colma Creek Channel Repairs</b>       |                       |                         |                        |
| 31-81002   | Planning and Design                      | 50,000                | -                       | -                      |
| <b>PROJECT TOTAL</b>                               |  | <b>50,000</b>         | -                       | -                      |
| <b>Project 971</b>                                 | <b>Sanitary Sewer System Assmt.</b>      |                       |                         |                        |
| 31-81002   | Planning and Design                      | 106,000               | 106,000                 | -                      |
| <b>PROJECT TOTAL</b>                               |  | <b>106,000</b>        | <b>106,000</b>          | -                      |
| <b>SUBTOTAL TYPE 2 CIP PROJECTS</b>                |  | <b>156,000</b>        | <b>106,000</b>          | -                      |
| <b>TYPE 3 - City Facilities / Long Range Plans</b> |  |                       |                         |                        |
| <b>Project 947</b>                                 | <b>Town Hall Campus Renovation</b>       |                       |                         |                        |
| 31-60014   | Equipment Rental                         | 46,846                | 5,000                   | 39,846                 |
| 31-71010   | Professional Consulting                  | 27,268                | -                       | 27,268                 |
| 31-80005   | Equipment                                | 125,000               | -                       | 125,000                |
| 31-80011   | Impvts Other Than Bldgs                  | 470,000               | -                       | 470,000                |
| 31-90014   | Misc. Maintenance                        | -                     | 2,000                   | -                      |
| 31-80200   | Furniture                                | 200,000               | -                       | 200,000                |
| 31-81002   | Planning & Design                        | 1,138,285             | 450,000                 | 688,285                |
| 31-81003   | Construction                             | 9,710,728             | 35,000                  | 9,675,728              |
| 33-81003   | Construction                             | 4,333,150             | 2,635,000               | 1,698,150              |
| <b>PROJECT TOTAL</b>                               |  | <b>16,051,277</b>     | <b>3,127,000</b>        | <b>12,924,277</b>      |
| <b>Project 954</b>                                 | <b>Corporation Yard Improvements</b>     |                       |                         |                        |
| 31-81003   | Construction                             | 75,000                | 60,000                  | -                      |
| <b>PROJECT TOTAL</b>                               |  | <b>75,000</b>         | <b>60,000</b>           | -                      |

**CAPITAL IMPROVEMENT PLAN FY 2017-18  
(PRELIMINARY - 4/26/17 Active Projects)**

| ACCOUNT  | PROJECT  | FY 2016-17<br>AMENDED  | FY 2016-17<br>ESTIMATED | FY 2017-18<br>PROPOSED |
|--|--|------------------------|-------------------------|------------------------|
| <b>Project 955</b><br>31-81003                         | <b>Townwide Irrigation System Enhancements</b><br>Construction   | 25,000                 | -                       | -                      |
| <b>PROJECT TOTAL</b>                                   |  | <b>25,000</b>          | <b>-</b>                | <b>-</b>               |
| <b>Project 991</b><br>31-81002                         | <b>General Plan Update</b><br>Planning and Design  | -                      | -                       | 203,650                |
| <b>PROJECT TOTAL</b>                                   |  | <b>-</b>               | <b>-</b>                | <b>203,650</b>         |
| <b>Project 992</b><br>31-81003                         | <b>ADA Transition Plan Upgrades</b><br>Construction  | 75,000                 | -                       | -                      |
| <b>PROJECT TOTAL</b>                                   |  | <b>75,000</b>          | <b>-</b>                | <b>-</b>               |
| <b>Project 950</b><br>31-90014                         | <b>Police Facility Painting</b><br>Misc. Maintenance   | 50,000                 | 42,500                  | -                      |
| <b>PROJECT TOTAL</b>                                   |  | <b>50,000</b>          | <b>42,500</b>           | <b>-</b>               |
| <b>SUBTOTAL TYPE 3 CIP PROJECTS</b>                    |  | <b>16,276,277</b>      | <b>3,229,500</b>        | <b>13,127,927</b>      |
| <b>TYPE 4 - Major Equipment / Fleet</b>                |  |                        |                         |                        |
| <b>Project 983</b><br>31-81002<br>31-81003             | <b>Access Control at Town Facilities</b><br>Planning and Design<br>Construction  | 10,000<br>200,000      | 20,000<br>-             | 15,000<br>240,000      |
| <b>PROJECT TOTAL</b>                                   |  | <b>210,000</b>         | <b>20,000</b>           | <b>255,000</b>         |
| <b>Project 985</b><br>31-81002                         | <b>Geographic Information System</b><br>Planning And Design  | 25,105                 | 25,105                  | -                      |
| <b>PROJECT TOTAL</b>                                   |  | <b>25,105</b>          | <b>25,105</b>           | <b>-</b>               |
| <b>Project 986</b><br>31-81005                         | <b>Town's IT Infrastructure Upgrades</b><br>Equipment  | 30,000                 | 30,000                  | 50,000                 |
| <b>PROJECT TOTAL</b>                                   |  | <b>30,000</b>          | <b>30,000</b>           | <b>50,000</b>          |
| <b>Project 987</b><br>29-80002<br>31-80002<br>61-80002 | <b>Fleet Replacements*</b><br>Automobile Purchase - OTS Grant<br>Automobile Purchase<br>Automobile Purchase - ISF<br>Replacement | -<br>259,205<br>50,000 | -<br>244,355<br>50,000  | -<br>-<br>102,000      |
| <b>PROJECT TOTAL</b>                                   |  | <b>309,205</b>         | <b>294,355</b>          | <b>102,000</b>         |
| <b>SUBTOTAL TYPE 4 CIP PROJECTS</b>                    |  | <b>574,310</b>         | <b>369,460</b>          | <b>407,000</b>         |
| <b>GRAND TOTAL CIP PROJECTS</b>                        |  | <b>17,256,587</b>      | <b>3,704,960</b>        | <b>15,012,986</b>      |