



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 Brad Donohue, Director of Public Works  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: January 8, 2020  
 SUBJECT: 2019 Capital Project Update

## RECOMMENDATION

Staff recommends that the City Council adopts the following:

RESOLUTION APPROVIING FY 2019-20 FISCAL YEAR BUDGET AMENDMENT CARRYING OVER \$2,549,548 OF UNSPENT CAPITAL PROJECT BUGETS FROM PRIOR YEARS TO FY 2019-20 FISCAL YEAR BUDGET, RELEASING \$64,985 OF UNSPENT CAPITAL PROJECT FUNDING BACK TO RESERVES, WITH \$33,418 TO CAPITAL RESERVE FUND 31 AND \$31,567 TO FLEET REPLACEMENT FUND 61, AND INCREASING THE SERRAMONTE BLVD/COLLINS AVE MASTER PLAN BUDGET BY \$25,000

## EXECUTIVE SUMMARY

The Town conducts periodic reviews of it's operating budget but has not provided such an update for the capital program. In the spirit of transparency and accountability, this report summarizes the capital project description, status, budget, and spending for all 25 active projects, as listed in Attachment B. This report also provides actual project budgets for bookkeeping purposes.

The Town's capital program, unlike the Town's operating budget, does not reset on July 1 of each year, and the unspent capital budget needs to be carried over to the new fiscal year. For transparency and accountability purposes, this report lists in Table 1 the Unspent Capital Project Budget, Project Budget Carryover, Additional Requests per FY 2019-20 budget, and the actual FY 2019-20 Capital Project Budget. The total carryover budget from FY2018-19 is \$2,549,548 bringing the aggregate FY2019-20 capital project budget to \$3,662,188.

In reviewing the capital program, five projects were also identified as projects that can be financially closed, which involves reducing the project budget and releasing earmarked funds to be redesignated as available and to the unassigned reserve. As of December 31, 2019, five projects meet the criteria: Roadway Network Plan (SSAR), Sanitary Sewer System Assessment,

Sterling Park Playground Improvement, Access Control at Town Facilities, and Dispatch Furniture Upgrade.

Lastly, in the process of reviewing the capital program, Staff identified three projects that will need additional funds. One project that requires a budget amendment is the Serramonte/Collins Master Plan. Two other CIP projects, the Mission Road Improvement Project and the General Plan Update are being costed out and will be brought forward for a budget amendment at a later time.

Overall, the Town's capital program is on track to meet the targeted completion dates and is within budget. Of the 25 active projects in FY 2019-20, 18 are in progress and seven will begin in the second half of FY 2019-20.

## **FISCAL IMPACT**

1. Increasing the FY 2019-20 Budget by \$2,549,548 to reflect the unspent prior years' project budget has no fiscal impact. The fund was earmarked for the projects listed in Table 1, below.
2. Releasing the \$64,985 of unspent capital project budgets back to Fund 31 and 61 has no fiscal impact. The releasing of earmarked funds and redesignating it as available unassigned reserves allows the City Council to reallocate the funds to other projects.
3. Increasing the project budget for Serramonte Blvd/Collins Ave Master Plan will reduce Fund 32 reserve by \$25,000.

## **BACKGROUND**

The 2019-2024 Five-Year Capital Improvement Plan was approved by the City Council on March 13, 2019 and incorporated into the FY 2019-20 Annual Budget on June 12, 2019. The program included 17 active projects in FY 2019-20, nine future or unfunded projects, and eight projects to be completed by June 30, 2019. The capital project budgets for the eight projects were kept open into FY 2019-20 to pay for trailing invoices from contractors and subcontractors.

A periodic review of the Town's capital program provides transparency and accountability. Attachment B of this report provides a status update on all capital projects, total spending through December 31, 2019, and actual carryover capital project budget at July 1, 2019.

## **ANALYSIS**

Of the 25 capital projects listed in Attachment B, seven projects will begin in 2020 and 18 projects have been completed or are in progress. Through December 31, 2019, the Town has:

- Expended \$640,000 of its FY 2019-20 capital budget;
- Is carrying over \$2,549,548 of prior fiscal years' capital project budget;
- Can release \$64,985 of capital project budget funding back to Capital Fund 31 and Fleet Replacement Fund 61; and,
- Is requesting to increase the budget for one project.

Attachment B summarizes the capital project scope, project status, spending since the start of project, capital project budget since the start of project, and available capital project budget as of December 31, 2019. Since the Town operates on a cash basis during the fiscal year, the expenditure total in this report does not account for any unpaid invoices that Staff is still reviewing or waiting for from the contractors.

## Carryover Project Budget

The Town's financial system, like many financial systems available in the market, is designed to record and reset at fiscal year-end. As a result, unspent active capital project budgets do not automatically carry over to the following fiscal year. To remedy this limitation, budget amendments are used to increase capital project budgets in the new year by the unspent capital project budgets from the prior year. The FY 2019-20 Capital Budget of \$1.1 million will increase by \$2.5 million (carry over from FY2018-19) via a budget amendment.

<b>Table 1</b>	<b>Project Budget Thru 6/30/2019</b>	<b>Spending Thru 6/30/2019</b>	<b>Unspent Project Budget at 7/1/2019</b>	<b>Project Budget Carryover to 7/1/2019</b>	<b>Additional Request @ 7/1/2019</b>	<b>2019/20 Project Budget</b>
<b>Project Title (Number)</b>	<b>[a]</b>	<b>[b]</b>	<b>[a] - [b]</b>	<b>[c]</b>	<b>[d]</b>	<b>[c] + [d]</b>
<b>Category 1: Streets, Sidewalks, and Bikeways</b>						
El Camino Real Bicycle and Pedestrian Improvement Plan (914)	\$ 225,000	\$ (24,091)	\$ 200,909	\$ 200,909	\$ 0	\$ 200,909
Mission Road Bicycle and Pedestrian Improvement Project (903)	\$ 1,608,500	\$ (163,899)	\$ 1,444,601	\$ 1,444,601	\$ 0	\$ 1,444,601
Roadway Network Plan (SSAR) (993)	\$ 300,000	\$ (292,905)	\$ 7,095	\$ 0	\$ 0	\$ 0
Serramonte Boulevard/Collins Avenue Master Plan (913)	\$ 400,000	\$ (341,049)	\$ 58,951	\$ 58,951	\$ 0	\$ 58,951
New projects in FY 2019-20	\$ 0	\$ 0	\$ 0	\$ 0	\$ 195,000	\$ 195,000
<b>Category 2: Sewers &amp; Storm Drains</b>						
Sanitary Sewer System Assessment (971)	\$ 166,000	\$ (154,269)	\$ 11,731	\$ 1,294	\$ 0	\$ 1,294
New projects in FY 2019-20	\$ 0	\$ 0	\$ 0	\$ 0	\$ 95,000	\$ 95,000
<b>Category 3: City Facilities &amp; Long-Range Plans</b>						
Climate Action Plan Update (994)	\$ 35,000	\$ (20,708)	\$ 14,292	\$ 14,292	\$ 0	\$ 14,292
General Plan Update (991)	\$ 403,650	\$ (29,760)	\$ 373,890	\$ 373,890	\$ 0	\$ 373,890
Sterling Park Playground Improvement (944)	\$ 537,500	\$ (510,138)	\$ 27,362	\$ 24,943	\$ 0	\$ 24,943
Town Hall Campus Renovation (947)	\$ 18,075,349	\$ (17,729,485)	\$ 345,864	\$ 345,864	\$ 0	\$ 345,864
New projects in FY 2019-20	\$ 0	\$ 0	\$ 0	\$ 0	\$ 145,000	\$ 145,000
<b>Category 4: Major Equipment, Technology &amp; Fleet</b>						
Access Control at Town Facilities (983)	\$ 335,000	\$ (313,331)	\$ 21,669	\$ 8,542	\$ 0	\$ 8,542
Dispatch Furniture Upgrade (988)	\$ 56,371	\$ (55,209)	\$ 1,162	\$ 1,157	\$ 0	\$ 1,157
Geographic Information System (985)	\$ 25,105	\$ 0	\$ 25,105	\$ 25,105	\$ 0	\$ 25,105
IT Infrastructure Upgrades (986)	\$ 55,000	\$ (54,665)	\$ 335	\$ 0	\$ 50,000	\$ 50,000
Records Management System (989)	\$ 50,000	\$ 0	\$ 50,000	\$ 50,000	\$ 0	\$ 50,000
Vehicle Replacement (987)	\$ 145,000	\$ (113,433)	\$ 31,567	\$ 0	\$ 277,640	\$ 277,640
New projects in FY 2019-20	\$ 0	\$ 0	\$ 0	\$ 0	\$ 350,000	\$ 350,000
<b>Total</b>	<b>22,417,475</b>	<b>(19,802,942)</b>	<b>2,614,533</b>	<b>2,549,548</b>	<b>1,112,640</b>	<b>3,662,188</b>

## Project Closeout and Fund Release

On Page 152 of the FY 2019-20 Budget, eight projects were listed to close by June 30, 2019. Based on our assessment, five of the eight projects are ready to be closed and \$64,985 of unspent capital budget funding should be released back to Capital Fund 31 (\$33,418) and Fleet Replacement Fund 61 (\$31,567). The five projects are:

- Roadway Network Plan SSAR (993)
- Sanitary Sewer System Assessment (971)
- Sterling Park Playground Improvement (944)
- Access Control at Town Facilities (983)
- Dispatch Furniture Upgrade (988)

**Table 2**

Project Title (Number)	Project Budget Thru 6/30/2019 [a]	Spending Thru 6/30/2019 [b]	Unspent Project Budget at 7/1/2019 [c] = [a] - [b]	Project Budget Carryover to 7/1/2019	Fund Release		
					Capital Fund 31	Fleet Replacement Fund 61	
<b>Category 1: Streets, Sidewalks, and Bikeways</b>							
Roadway Network Plan (SSAR) (993)	\$ 300,000	\$ (292,905)	\$ 7,095	\$ 0	\$ 7,095	\$ 0	
<b>Category 2: Sewers &amp; Storm Drains</b>							
Sanitary Sewer System Assessment (971)	\$ 166,000	\$ (154,269)	\$ 11,731	\$ 1,294	\$ 10,437	\$ 0	
<b>Category 3: City Facilities &amp; Long-Range Plans</b>							
Climate Action Plan Update (994)	\$ 35,000	\$ (20,708)	\$ 14,292	\$ 14,292	\$ 0	\$ 0	
Sterling Park Playground Improvement (944)	\$ 537,500	\$ (510,138)	\$ 27,362	\$ 24,943	\$ 2,419	\$ 0	
Town Hall Campus Renovation (947)	\$ 18,075,349	\$ (17,729,485)	\$ 345,864	\$ 345,864	\$ 0	\$ 0	
<b>Category 4: Major Equipment, Technology &amp; Fleet</b>							
Access Control at Town Facilities (983)	\$ 335,000	\$ (313,331)	\$ 21,669	\$ 8,542	\$ 13,127	\$ 0	
Dispatch Furniture Upgrade (988)	\$ 56,371	\$ (55,209)	\$ 1,162	\$ 1,157	\$ 5	\$ 0	
Geographic Information System (985)	\$ 25,105	\$ 0	\$ 25,105	\$ 25,105	\$ 0	\$ 0	
IT Infrastructure Upgrades (986)	\$ 55,000	\$ (54,665)	\$ 335	\$ 0	\$ 335	\$ 0	
Vehicle Replacement (987)	\$ 145,000	\$ (113,433)	\$ 31,567	\$ 0	\$ 0	\$ 31,567	
<b>Total</b>	<b>19,730,325</b>	<b>(19,244,143)</b>	<b>486,182</b>	<b>421,197</b>	<b>33,418</b>	<b>31,567</b>	

Currently, the Climate Action Plan Update (994) is on hold while the San Mateo County RICAPS is finishing the Climate Action Plan report template for all San Mateo County agencies to use.

The Town Hall Campus Renovation (947) project is being kept open to address final building purchases.

IT Infrastructure Upgrades (986) and Vehicle Replacement (987) projects are ongoing in nature and prior fiscal year's unspent budget should be returned to the corresponding fund reserve to be used for future purchases or improvements.

Lastly, the Geographic Information System (985) can be closed once the Town receives the interactive computer monitor for plan review at the front counter.

### Budget Amendments

From time to time, capital project budgets need to be adjusted due to unforeseen regulatory changes or a change in scope. Such will be the case for the following three projects.

- **Serramonte Blvd/Collins Ave Master Plan (913).** The project was commissioned in October of 2017 and was to be completed in October of 2018. The project was approved at the City Council's November 26, 2019 meeting. The project did run more than a year longer than expected due to a Contract Amendment (1st Amendment) and complications with the consultant. The Consultant and their team were requesting enhanced traffic modeling to review the lane reduction concept (Road Diet) centering in on traffic flow, traffic queuing, signal coordination and extended work with CalTrans Highway operations,

(ingress and egress regarding El Camino Real and Junipero Serra Boulevard). Along with the extra work, it included extra meetings with Staff, Caltrans and City Council Presentations. Though the Consultant was able to keep within their original budget, except for the 1<sup>st</sup> amendment, the contract did extend longer than estimated which included more staff time and involvement in the final product. Serramonte Boulevard and Collins Master Plan exceeded its original budget by an estimated \$25,000. (The requested budget increase includes costs for the 1<sup>st</sup> Amendment, added staff time and contingency for any unforeseen closeout costs).

- **Mission Road Bicycle and Pedestrian Improvement Plan (903).** The original budget estimate to improve Mission Road (Approximately 1.6 million) is estimated to grow in cost. The main factors in the cost increase are due to the required work and research from the Federal Highway Administration's extensive work in the environmental clearance. The Scope of work for the Mission Road Improvement project has expanded to include resurfacing the entire roadway from Lawndale to El Camino Real, adding one high visibility crosswalk, and additional street lights. Cost of Construction has also been trending upwards over the last few years, it is anticipated that our original construction estimates have increased some 20%. A Budget amendment for the Mission Road Improvement Plan will be presented to the City Council separately, once all comments from from Caltrans and other regulatory agencies have made their final comments. Once that phase is complete, staff will come back to the City Council with revised estimates and approval to go to bid.
- **General Plan Update (991).** On July 24, 2019, the City Council authorized the Town to apply for SB2 grant to offset the cost for the General Plan Update. The Town's contribution to the Plan, prior to the grant award, was \$403,650. On October 30, 2019, the Town was awarded \$160,000 towards the completion of the General Plan. At this time additional costs are still being assembled from various consultants and staff regarding the Environmental Impact Report (EIR) and public outreach efforts. Once assembled staff will come back to City Council for an amendment to the General Plan Update budget.

### Reasons For the Recommended Action/Findings

Staff is recommending the City Council:

1. Approve budget amendment of \$2,549,548 to carryover unspent prior years' capital project budget. This will allow the Financial Software to reflect the true capital project budget for the projects listed in Table 1.
2. Approve release of \$64,985 of unspent capital project budget, as listed in Table 2, with \$33,418 going back to Capital Reserve Fund 31 and \$31,567 going back to Fleet Replacement Reserve Fund 61. By releasing the unspent capital project budget, the projects can be closed out in the financial system and the funding will now be available for reallocation to other capital improvement projects.
3. Approve project budget increase of \$25,000 for Serramonte Blvd/Collins Ave Master Plan.

## **Council Adopted Values**

Periodic review of the Capital Program is an exercise of government transparency, fiscal accountability, and thoughtfulness in the use of public funds. Periodic review provides a brief project scope and progress, project budget and spending summary, and explanation for budget amendments and project delays. It allows the City Council to thoughtfully decide and direct staff whether to continue the current course or to shift priorities.

## **CONCLUSION**

Overall, the Town's capital program is on track to meet the targeted completion date and is within budget. Of the 25 active projects in FY 2019-20, 18 are in progress and seven will begin in the second half of FY 2019-20. Of the 18 projects in progress, five are ready to close and the corresponding project fund can be released back to fund reserve.

## **ATTACHMENTS**

- A. Resolution
- B. 2019 Capital Program Status Update

**RESOLUTION NO. 2020-##  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING FY 2019-20 FISCAL YEAR BUDGET AMENDMENT  
CARRYING OVER \$2,549,548 OF UNSPENT CAPITAL PROJECT BUDGETS FROM  
PRIOR YEARS TO FY 2019-20 FISCAL YEAR BUDGET, RELEASING \$64,985 OF  
UNSPENT CAPITAL PROJECT FUNDING BACK TO RESERVES, WITH \$33,418 TO  
CAPITAL RESERVE FUND 31 AND \$31,567 TO FLEET REPLACEMENT FUND 61, AND  
INCREASING THE SERRAMONTE BLVD/COLLINS AVE MASTER PLAN CAPITAL  
PROJECT BUDGET BY \$25,000**

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

**1. Background**

- (a) On June 12, 2019, the City Council approved and adopted the FY 2019-20 Budget with the expectation that five capital projects will carry over a estimate of \$1,895,884 to the new fiscal year and eight projects would be closed by June 30, 2019;
- (b) Completed projects, with a notice of completion submitted and approved by the City Council, are held open to ensure all trailing invoices are paid;
- (c) As of December 31, 2019, 18 projects are still being held open financially and the total capital project budget to be carried over to FY 2019-20 is \$2,549,548;
- (d) As of December 31, 2019, five capital projects are ready to be closed financially, releasing \$64,985 of unspent funding – with \$33,418 going to Capital Reserve Fund 31 and \$31,567 going to Fleet Replacement Fund 61;
- (e) Reviews of Town's active projects and spending pattern indicates that three of the 25 active projects will need budget amendments; and
- (f) The City Council duly considered the proposed budget amendments and public comments, if any, thereon.

**2. Findings and Order.**

- (a) *Summary of Carryover Appropriation.* Table 1, column C below, lists the carryover appropriation and the final project budget for FY 2019-20, shall be, and hereby is, adopted as the carryover budget amendment for the Town of Colma for Fiscal Year 2019-20.

<b>Table 1</b>	<b>Project Budget Thru 6/30/2019</b>	<b>Spending Thru 6/30/2019</b>	<b>Unspent Project Budget at 7/1/2019</b>	<b>Project Budget Carryover to 7/1/2019</b>	<b>Additional Request @ 7/1/2019</b>	<b>2019/20 Project Budget</b>
<b>Project Title (Number)</b>	<b>[a]</b>	<b>[b]</b>	<b>[a] - [b]</b>	<b>[c]</b>	<b>[d]</b>	<b>[c] + [d]</b>
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El Camino Real Bicycle and Pedestrian Improvement Plan (914)	\$ 225,000	\$ (24,091)	\$ 200,909	\$ 200,909	\$ 0	\$ 200,909
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New projects in FY 2019-20	\$ 0	\$ 0	\$ 0	\$ 0	\$ 195,000	\$ 195,000
<b>Category 2: Sewers &amp; Storm Drains</b>						
Sanitary Sewer System Assessment (971)	\$ 166,000	\$ (154,269)	\$ 11,731	\$ 1,294	\$ 0	\$ 1,294
New projects in FY 2019-20	\$ 0	\$ 0	\$ 0	\$ 0	\$ 95,000	\$ 95,000
<b>Category 3: City Facilities &amp; Long-Range Plans</b>						
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Town Hall Campus Renovation (947)	\$ 18,075,349	\$ (17,729,485)	\$ 345,864	\$ 345,864	\$ 0	\$ 345,864
New projects in FY 2019-20	\$ 0	\$ 0	\$ 0	\$ 0	\$ 145,000	\$ 145,000
<b>Category 4: Major Equipment, Technology &amp; Fleet</b>						
Access Control at Town Facilities (983)	\$ 335,000	\$ (313,331)	\$ 21,669	\$ 8,542	\$ 0	\$ 8,542
Dispatch Furniture Upgrade (988)	\$ 56,371	\$ (55,209)	\$ 1,162	\$ 1,157	\$ 0	\$ 1,157
Geographic Information System (985)	\$ 25,105	\$ 0	\$ 25,105	\$ 25,105	\$ 0	\$ 25,105
IT Infrastructure Upgrades (986)	\$ 55,000	\$ (54,665)	\$ 335	\$ 0	\$ 50,000	\$ 50,000
Records Management System (989)	\$ 50,000	\$ 0	\$ 50,000	\$ 50,000	\$ 0	\$ 50,000
Vehicle Replacement (987)	\$ 145,000	\$ (113,433)	\$ 31,567	\$ 0	\$ 277,640	\$ 277,640
New projects in FY 2019-20	\$ 0	\$ 0	\$ 0	\$ 0	\$ 350,000	\$ 350,000
<b>Total</b>	<b>22,417,475</b>	<b>(19,802,942)</b>	<b>2,614,533</b>	<b>2,549,548</b>	<b>1,112,640</b>	<b>3,662,188</b>

(b) *Summary of Project Closeout.* Table 2, columns titled "Fund Release" below, summarizes project budgets to be closed and the amount to be transferred back to undesignated capital reserves Fund 31 and fleet replacement fund 61.



**Table 2**

Project Title (Number)	Project Budget Thru 6/30/2019 [a]	Spending Thru 6/30/2019 [b]	Unspent Project Budget at 7/1/2019 [c] = [a] - [b]	Project Budget Carryover to 7/1/2019	Fund Release		
					Capital Fund 31	Fleet Replacement Fund 61	
<b>Category 1: Streets, Sidewalks, and Bikeways</b>							
Roadway Network Plan (SSAR) (993)	\$ 300,000	\$ (292,905)	\$ 7,095	\$ 0	\$ 7,095	\$ 0	
<b>Category 2: Sewers &amp; Storm Drains</b>							
Sanitary Sewer System Assessment (971)	\$ 166,000	\$ (154,269)	\$ 11,731	\$ 1,294	\$ 10,437	\$ 0	
<b>Category 3: City Facilities &amp; Long-Range Plans</b>							
Climate Action Plan Update (994)	\$ 35,000	\$ (20,708)	\$ 14,292	\$ 14,292	\$ 0	\$ 0	
Sterling Park Playground Improvement (944)	\$ 537,500	\$ (510,138)	\$ 27,362	\$ 24,943	\$ 2,419	\$ 0	
Town Hall Campus Renovation (947)	\$ 18,075,349	\$ (17,729,485)	\$ 345,864	\$ 345,864	\$ 0	\$ 0	
<b>Category 4: Major Equipment, Technology &amp; Fleet</b>							
Access Control at Town Facilities (983)	\$ 335,000	\$ (313,331)	\$ 21,669	\$ 8,542	\$ 13,127	\$ 0	
Dispatch Furniture Upgrade (988)	\$ 56,371	\$ (55,209)	\$ 1,162	\$ 1,157	\$ 5	\$ 0	
Geographic Information System (985)	\$ 25,105	\$ 0	\$ 25,105	\$ 25,105	\$ 0	\$ 0	
IT Infrastructure Upgrades (986)	\$ 55,000	\$ (54,665)	\$ 335	\$ 0	\$ 335	\$ 0	
Vehicle Replacement (987)	\$ 145,000	\$ (113,433)	\$ 31,567	\$ 0	\$ 0	\$ 31,567	
<b>Total</b>	<b>19,730,325</b>	<b>(19,244,143)</b>	<b>486,182</b>	<b>421,197</b>	<b>33,418</b>	<b>31,567</b>	

(c) *Budget Amendment – increase project budget.* The following project requires additional funding

- (1) Due to changes in project scope and extension of project timeframe, Serramonte Blvd/Collins Ave Master Plan needs an additional \$25,000 to cover project management cost and the City Council allocates an additional \$25,000 from Fund 32 to the Serramonte Blvd/Collins Ave Master Plan budget.

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### Certification of Adoption

I certify that the foregoing Resolution No. 2019-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on January 8, 2020, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
John Irish Goodwin, Mayor

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

**“EXHIBIT A”: SUMMARY OF APPROPRIATIONS FY 2019-20**

Town-wide Financial	General	Special Revenues and Debt Funds	Capital	Vehicle Replacement	Enterprise	Total
	Funds (11,12)	(21, 23, 24, 25, 27, 29, 43)	Funds (31, 32, 33)	Fund (61)	Funds (81, 82, 83)	
<b>Revenues by Categories</b>						
Sales tax	11,400,000	0	0	0	0	11,400,000
Cardroom tax	4,250,000	0	0	0	0	4,250,000
Property and other taxes	751,700	0	0	0	0	751,700
Licenses and permits	277,034	0	0	0	0	277,034
Fines and forfeitures	92,846	0	0	0	0	92,846
Use of money and property	609,998	1,730	0	7,300	193,700	812,728
Revenues from other agencies	67,010	250,871	349,192	0	0	667,073
Charges for current services	159,942	0	0	0	894,000	1,053,942
Allocations	65,000	0	0	250,000	0	315,000
Other revenues	127,300	0	4,000	0	0	131,300
<b>Total Revenues</b>	<b>17,800,830</b>	<b>252,601</b>	<b>353,192</b>	<b>257,300</b>	<b>1,087,700</b>	<b>19,751,623</b>
<b>Expenditures by Function</b>						
General Government						
City Council (110)	333,490	0	0	0	0	333,490
City Attorney (130)	312,500	0	0	0	0	312,500
City Manager (140)	1,364,030	0	0	0	0	1,364,030
Human Resources (141)	218,482	0	0	0	0	218,482
Finance (150)	561,407	0	0	0	0	561,407
General Services (151)	1,209,650	0	0	0	0	1,209,650
COP Debt (620)	0	297,369	0	0	0	297,369
Public Safety						
Administration (210)	1,716,548	0	0	0	0	1,716,548
Patrol (220)	5,566,357	10,033	0	0	0	5,576,390
Communication/Dispatch (230)	1,121,777	0	0	0	0	1,121,777
Community Services CSO (240)	36,189	228,039	0	0	0	264,228
Public Works & Planning						
Admin/Engr/Building (310)	982,400	0	0	0	0	982,400
Maintenance/Sewer (320)	1,214,033	30,000	0	0	1,054,700	2,298,733
Facility Operations (800s)	706,175	0	0	0	98,550	804,725
Planning (410)	497,420	0	0	0	0	497,420
Recreation (510)	1,115,908	0	0	0	0	1,115,908
Capital Projects	0	0	1,060,984	277,640	95,000	1,433,624
<b>Total Expenditure by Category</b>	<b>16,971,516</b>	<b>565,441</b>	<b>1,060,984</b>	<b>277,640</b>	<b>1,254,150</b>	<b>20,129,731</b>
<b>Operating Surplus/ (Deficit)</b>	<b>829,314</b>	<b>(312,840)</b>	<b>(707,792)</b>	<b>(20,340)</b>	<b>(166,450)</b>	<b>(378,108)</b>
<b>Other Activities</b>						
Transfers In	0	297,369	1,317,000	0	160,700	1,775,069
Transfers (Out)	(1,775,069)	0	0	0	0	(1,775,069)
<b>Net Transfers In/(Out)</b>	<b>(1,775,069)</b>	<b>297,369</b>	<b>1,317,000</b>	<b>0</b>	<b>160,700</b>	<b>0</b>
<b>Fund Balance</b>						
Change in Fund Balance	(945,755)	(15,471)	609,208	(20,340)	(5,750)	(378,108)
Beginning Fund Balance @ 7/1/19	23,788,035	447,384	2,605,350	592,701	91,518	27,524,988
<b>Ending Fund Balance</b>	<b>22,842,280</b>	<b>431,913</b>	<b>3,214,558</b>	<b>572,361</b>	<b>85,768</b>	<b>27,146,880</b>
<b>Trust Funds Balance</b>						
OPEB Trust (71)						4,822,340
Pension Trust (72)						1,369,675
<b>Ending Fund Balance - All Funds</b>						<b>33,338,896</b>



## Town of Colma

## 2019 Capital Project Update

Status	Project Budget Thru 6/30/2019 [a]	Spending Thru 6/30/2019 [b]	Carryover at 7/01/2019 [c] = [a] - [b]	Additional Request @ 7/01/2019 [d]	2019/20 Total Project Budget [e] = [c] + [d]	2019/20 Spending Thru 12/31/2019 [f]	Available Project Budget [e] - [f]
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**Category 1: Streets, Sidewalks, and Bikeways****Annual Roadway Rehabilitation and Preventative Maintenance Program (906)****Overall Project Budget = \$917,900 [2020-22 Portion: \$767,900]****Overall Project Spending = \$0**

**Description:** The Annual Roadway Rehabilitation and Preventative Maintenance Program includes minor repairs, such as crack sealing, and major rehabilitation, such as slurry seal and mill and fill. The goal of the program is to maintain the Town's Pavement Condition Index at 80 or above. For FY 2019-20, the Public Works Department identified the 300 Block of F Street is in need of a mill and fill.

**Status:** Construction bid process will begin in 2020 to complete mill and fill at 300 block of F Street.

\$ 0	\$ (0)	\$ 0	\$ 150,000	\$ 150,000	\$ (0)	\$ 150,000
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**El Camino Real Bicycle and Pedestrian Improvement Plan (914)****Overall Project Budget = \$225,000 [Grant Portion: \$199,192]****Overall Project Spending = \$89,924**

**Description:** Comprehensive bicycle and pedestrian safety program along a portion of the El Camino Real corridor, (State Route 82) in the Town of Colma, from Daly City to South San Francisco, including enhancing transit, walkway and bicycle path options and opportunities to increase ridership on public transportation.

**Status:** In progress. Fehr & Peers is working on the conceptual plan.

\$ 225,000	\$ (24,091)	\$ 200,909	\$ 0	\$ 200,909	\$ (65,833)	\$ 135,076
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**Lawndale and El Camino Real Landscape and Median (956)****Overall Project Budget = \$30,000 [2020-22 Portion: \$200,000]****Overall Project Spending = \$12,275**

**Description:** Rehabilitate median landscapes along Lawndale and ECR. FY 2019/20 scope of work includes developing conceptual plans for the area.

**Status:** Development of conceptual design began in September 2019. The conceptual plan is scheduled to be brought before the City Council in February/March 2020.

\$ 0	\$ (0)	\$ 0	\$ 30,000	\$ 30,000	\$ (12,275)	\$ 17,725
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**Mission Road Bicycle and Pedestrian Improvement Project (903)****Overall Project Budget = \$1,608,500 [Grant Portion: \$825,000]****Overall Project Spending = \$339,307**

**Description:** The Mission Road Bicycle and Pedestrian Improvements Project includes implementation of several safety-related improvements for pedestrians, bicyclists and vehicles along Mission Road between El Camino Real and Lawndale Boulevard.

**Status:** The design phase is completed. Design spending exceeded projection due to a more extensive environmental review process. Currently, the project is under review by CalTrans and awaiting authorization to proceed. The next step is the construction bid process. A budget amendment will be needed.

\$ 1,608,500	\$ (163,899)	\$ 1,444,601	\$ 0	\$ 1,444,601	\$ (175,408)	\$ 1,269,193
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**Roadway Network Plan (SSAR) (993)****Overall Project Budget = \$300,000 [2020-22 Portion: \$0]****Overall Project Spending = \$292,905**

**Description:** The Town of Colma was awarded a grant from the State to prepare a Systemic Safety Analysis Report (SSAR). The purpose of this grant is to study and identify safety deficiencies in the Town's roadway network including pedestrian sidewalks, bike paths, crosswalks, accessibility barriers and street lights. The study will review and recommend the proper countermeasures to correct potential safety issues.

**Status:** Completed. Funds will be released back to Capital Fund 31.

\$ 300,000	\$ (292,905)	\$ 7,905	\$ 0	\$ 7,905	\$ (0)	\$ 7,905
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Status	Project Budget Thru 6/30/2019 [a]	Spending Thru 6/30/2019 [b]	Carryover at 7/01/2019 [c] = [a] - [b]	Additional Request @ 7/01/2019 [d]	2019/20 Total Project Budget [e] = [c] + [d]	2019/20 Spending Thru 12/31/2019 [f]	Available Project Budget [e] - [f]
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**Category 1: Streets, Sidewalks, and Bikeways (Cont.)**

**Serramonte Boulevard/Collins Avenue Master Plan (913)**

**Overall Project Budget = \$400,000 [2020-22 Portion: \$0]** **Overall Project Spending = \$412,662**  
**Description:** This project will provide a Comprehensive Review and Master Plan for Serramonte Boulevard as well as Collins Avenue.  
**Status:** The consultant is working with Staff is finalizing the report. The final report will be provided in early-2020. A budget amendment of \$25,000 is needed.

\$	400,000	\$	(341,049)	\$	58,951	\$	0	\$	58,951	\$	(71,613)	\$	(12,662)
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**Sterling Park Residential Streetlight Replacement Plan (926)**

**Overall Project Budget = \$15,000 [2020-22 Portion: \$0]** **Overall Project Spending = \$0**  
**Description:** The first phase of the project will provide a conceptual plan for the replacement of the streetlights within the Sterling Park residential area. The study will also evaluate responsible parties for the replacement of the lights. The estimated replacement cost is \$800,000.  
**Status:** Will begin in 2020

\$	0	\$	(0)	\$	0	\$	15,000	\$	15,000	\$	(0)	\$	15,000
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**Category 2: Sewers & Storm Drains**

**Colma Creek Channel Repairs (934)**

**Overall Project Budget = \$25,000 [2020-22 Portion: \$0]** **Overall Project Spending = \$0**  
**Description:** Project will be in three phases. FY 2019/20 will be phase 1. This study will identify, categorize and map the deteriorated areas, estimate costs to repair and identify what outside permits are to be required to enter and repair the creek walls and floor.  
**Status:** In progress.

\$	0	\$	(0)	\$	0	\$	25,000	\$	25,000	\$	(0)	\$	25,000
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**Sanitary Sewer System Assessment (971)**

**Overall Project Budget = \$166,000 [2020-22 Portion: \$0]** **Overall Project Spending = \$155,563**  
**Description:** The Sanitary Sewer System Assessment will review the capacity of the Town’s Sewer System to determine if more commercial and residential growth can be accommodated. The study is being done in two phases.  
**Status:** Completed. Funds to be released back to Capital Fund 31.

\$	166,000	\$	(154,269)	\$	11,371	\$	0	\$	11,371	\$	(1,294)	\$	10,437
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**Storm Drain System Assessment and Mapping (972)**

**Overall Project Budget = \$70,000 [2020-22 Portion: \$140,000]** **Overall Project Spending = \$0**  
**Description:** Complete video of storm drain system and incorporate data to GIS layer.  
**Status:** Begin bid process in 2020.

\$	0	\$	(0)	\$	0	\$	70,000	\$	70,000	\$	(0)	\$	70,000
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**Category 3: City Facilities & Long-Range Plans**

**Climate Action Plan Update (994)**

**Overall Project Budget = \$35,000 [2020-22 Portion: \$0]** **Overall Project Spending = \$23,155**  
**Description:** The Climate Action Plan (CAP) guides the Town’s actions for greenhouse gas (GHG) reduction targets established under State Law (Assembly Bill 32, signed into law in 2006). Colma has completed an updated Community-wide Greenhouse Gas Inventory Report which confirmed that the Town should meet reduction targets.  
**Status:** San Mateo County RICAPS requested for all San Mateo County agencies to use the same report format for its Climate Action Plan Update. As a result, the final report is delayed until the release of the template report.

\$	30,000	\$	(20,708)	\$	14,292	\$	0	\$	14,292	\$	(2,447)	\$	11,846
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Status	Project Budget Thru 6/30/2019 [a]	Spending Thru 6/30/2019 [b]	Carryover at 7/01/2019 [c] = [a] - [b]	Additional Request @ 7/01/2019 [d]	2019/20 Total Project Budget [e] = [c] + [d]	2019/20 Spending Thru 12/31/2019 [f]	Available Project Budget [e] - [f]
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**Category 3: City Facilities & Long-Range Plans (Cont.)**

**Creekside Villas Repair and Painting (952)**

**Overall Project Budget = \$95,000 [2020-22 Portion: \$0]**      **Overall Project Spending = \$55,000**  
**Description:** Update Creekside Villas' exterior with new paints, new windows, new awnings, and resurfacing of stair and deck.  
**Status:** Completed exterior painting. Will address other exterior repairs in 2020.

\$	0	\$	(0)	\$	0	\$	95,000	\$	95,000	\$	(55,000)	\$	40,000
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**General Plan Update (991)**

**Overall Project Budget = \$403,650 [Grant Portion: \$160,000]**      **Overall Project Spending = \$105,948**  
**Description:** Update General Plan to comply with State Law. The General Plan governs development within Town limits.  
**Status:** The Town applied and received a \$160,000 grant for the update of the General Plan. Currently, Staff is working on Existing Conditions report and drafting of the plan. Existing Condition report will be released in January/February 2020. Next step is the drafting of the General Plan, Environmental Impact Review (EIR), and the adoption of the full plan.

\$	403,650	\$	(29,760)	\$	373,890	\$	0	\$	373,890	\$	(76,188)	\$	297,702
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**Recreation Operation and Facility Master Plan (995)**

**Overall Project Budget = \$50,000 [2020-22 Portion: \$0]**      **Overall Project Spending = \$0**  
**Description:** This master plan will study the current recreation department needs, potential future expansion, and effective use of the recreation facilities.  
**Status:** Will begin bid process in 2020 for consulting services.

\$	0	\$	(0)	\$	0	\$	50,000	\$	50,000	\$	(0)	\$	50,000
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**Sterling Park Playground Improvement (994)**

**Overall Project Budget = \$537,500 [2020-22 Portion: \$0]**      **Overall Project Spending = \$535,081**  
**Description:** The Sterling Park Recreation Center was remodeled in 2002. The improvements consisted of a play structure area with a rubberized play surface, a picnic area and bocce ball court.  
**Status:** Complete. Funds to be released back to Capital Fund 31.

\$	537,500	\$	(510,138)	\$	27,362	\$	0	\$	27,362	\$	(24,943)	\$	2,419
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**Town Hall Campus Renovation (947)**

**Overall Project Budget = \$0 [2020-22 Portion: \$0]**      **Overall Project Spending = \$0**  
**Description:** This multi-year project involves remodeling Colma's Town Hall to function as a state-of-the-art public facility while respecting its historical elements. The improvements address deficiencies with accessibility as well as energy efficiency.  
**Status:** Complete. Project budget is kept open to address punchlist items, such as privacy rooms for employees.

\$	18,075,349	\$	(17,729,485)	\$	345,864	\$	0	\$	345,864	\$	(18,910)	\$	326,954
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**Category 4: Major Equipment, Technology & Fleet**

**Access Control at Town Facilities (983)**

**Overall Project Budget = \$335,000 [2020-22 Portion: \$0]**      **Overall Project Spending = \$321,873**  
**Description:** This project includes the design, purchase and installation of equipment to upgrade the current access control system that serves the Police Department and a future system in the renovated Town Hall. The upgrades to the system include access control hardware, video monitoring and access systems. This project is proposed to be coordinated and installed during the Town Hall Renovation Project.  
**Status:** Complete. Funds to be released back to Capital Fund 31.

\$	335,000	\$	(313,331)	\$	21,669	\$	0	\$	21,669	\$	(8,542)	\$	13,127
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Status	Project Budget Thru 6/30/2019 [a]	Spending Thru 6/30/2019 [b]	Carryover at 7/01/2019 [c] = [a] - [b]	Additional Request @ 7/01/2019 [d]	2019/20 Total Project Budget [e] = [c] + [d]	2019/20 Spending Thru 12/31/2019 [f]	Available Project Budget [e] - [f]
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**Category 4: Major Equipment, Technology & Fleet (Cont.)**

**Dispatch Furniture Upgrade (988)**

**Overall Project Budget = \$56,371 [2020-22 Portion: \$0]** **Overall Project Spending = \$56,366**

**Description:** Purchase and installation of the dispatch furnitures to meet ergonomics standards.

**Status:** Complete. Funds to be released back to Capital Fund 31.

\$	56,371	\$	(55,209)	\$	1,162	\$	0	\$	1,162	\$	(1,157)	\$	5
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**Financial Software Replacement (965)**

**Overall Project Budget = \$50,000 [2020-22 Portion: \$0]** **Overall Project Spending = \$0**

**Description:** Upgrade the Town's Financial System (ERP) prior to the current system is phased out.

**Status:** Will begin bid process in 2020 for a consulting to conduct a need assessment and coordinate system demos.

\$	0	\$	(0)	\$	0	\$	50,000	\$	50,000	\$	(0)	\$	50,000
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**Geographic Information System (985)**

**Overall Project Budget = \$25,105 [2020-22 Portion: \$0]** **Overall Project Spending = \$7,824**

**Description:** The Geographic Information System (GIS) project includes costs associated with developing and deploying mapping and other geographic data for use in providing public services. Remaining work involves developing key base layer maps and obtaining any additional computer hardware and software to use the system.

**Status:** Waiting for the delivery of new planning screens for plan reviews at the front counter.

\$	25,105	\$	(0)	\$	25,105	\$	0	\$	25,105	\$	(7,824)	\$	17,281
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**IT Infrastructure Upgrades (986)**

**Overall Project Budget = \$50,000 [2020-22 Portion: \$50,000/year]** **Overall Project Spending = \$44,146**

**Description:** Ongoing program for technology infrastructure upgrades. FY 2019-20 includes the replacement of desktop computers at Town Hall and Recreation. Desktop computers at Police was replaced in FY 2018-19.

**Status:** Desktop computers for Town Hall and Recreation are purchased and installed. IT Infrastructure Upgrade is an ongoing program. Unspent prior-year budget of \$335 will be released back to Capital Fund 31 and not be carried over to the new fiscal year.

FY 2018-19	\$	55,000	\$	(54,665)	\$	335	\$	0	\$	0	\$	(0)	\$	0
FY 2019-20	\$	0	\$	(0)	\$	0	\$	50,000	\$	50,000	\$	(44,146)	\$	5,854

**Parking Permit Software (981)**

**Overall Project Budget = \$0 [2020-22 Portion: \$0]** **Overall Project Spending = \$0**

**Description:** Purchase and implement parking permit program/system.

**Status:** Continue to research for available plug-and-play applications.

\$	0	\$	(0)	\$	0	\$	50,000	\$	50,000	\$	(0)	\$	50,000
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**Records Management System (989)**

**Overall Project Budget = \$0 [2020-22 Portion: \$0]** **Overall Project Spending = \$0**

**Description:** Purchase and implement record management system.

**Status:** Finalizing contract with vendor.

\$	50,000	\$	(0)	\$	50,000	\$	0	\$	50,000	\$	(0)	\$	50,000
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Status	Project Budget Thru 6/30/2019 <b>[a]</b>	Spending Thru 6/30/2019 <b>[b]</b>	Carryover at 7/01/2019 <b>[c] = [a] - [b]</b>	Additional Request @ 7/01/2019 <b>[d]</b>	2019/20 Total Project Budget <b>[e] = [c] + [d]</b>	2019/20 Spending Thru 12/31/2019 <b>[f]</b>	Available Project Budget <b>[e] - [f]</b>
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**Category 4: Major Equipment, Technology & Fleet (Cont.)**

**Vehicle Replacements (987)**

**Overall Project Budget = \$277,640 [2020-22 Portion: \$808,460] Overall Project Spending = \$70,973**

**Description:** Purchase of patrol vehicle, detective vehicle, police motorcycle, and public works dump truck.

**Status:** Purchased and outfitted the detective vehicle and police motorcycle. Detective vehicle replacement was less than budgeted. The Town was able to reuse existing hardwares and equipment in the new vehicle. Vehicle Replacement fund is an ongoing program. Unspent prior-year budget of \$31,567 will be released back to Fleet Replacement Fund 61 and not be carried over to the new fiscal year.

FY 2018-19	\$ 145,000	\$ (113,433)	\$ 31,567	\$ 0	\$ 0	\$ (0)	\$ 0
FY 2019-20	\$ 0	\$ (0)	\$ 0	\$ 277,640	\$ 277,640	\$ (70,973)	\$ 206,667

**Equipment Purchase and Replacement (984)**

**Overall Project Budget = \$0 [2020-22 Portion: \$0] Overall Project Spending = \$0**

**Description:** Purchase and implementation of major equipment. For FY 2019-20, the project is upgrading the Police Dispatch Center radio and equipment.

**Status:** Finalizing contract with vendor.

\$ 0	\$ (0)	\$ 0	\$ 250,000	\$ 250,000	\$ (0)	\$ 250,000
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<b>Total</b>	<b>\$ 22,217,474</b>	<b>\$ (19,802,942)</b>	<b>\$ 2,614,533</b>	<b>\$ 1,112,640</b>	<b>\$ 3,662,188</b>	<b>\$ (636,553)</b>	<b>\$ 3,025,636</b>
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<b>Less: Fund Released</b>	\$ (64,985)	CIP Fund 31 (\$33,418), Vehicle Fund 61 (\$31,567)
<b>Add: Budget Amendment</b>	\$ 25,000	For Serramonte Blvd/Collins Ave Master Plan (913)
<b>Total Carryover</b>	<b>\$ 2,574,548</b>	

