



**AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA**

**Wednesday, June 9, 2021  
Closed Session - 6:00 PM  
Regular Session - 7:00 PM**

*On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. Pursuant to the Shelter-in-Place Orders issued by the San Mateo County Health Officer on March 16, 2020 and March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chamber will not be open to the public for this Town of Colma City Council Meeting. The purpose of these orders was to provide the safest environment for Council Members, staff and the public while allowing for public participation.*

*Members of the public may view the meeting by attending, via telephone or computer, the Zoom Meeting listed below:*

**Join Zoom Meeting: <https://us02web.zoom.us/j/81289976261>  
Passcode: 074407**

**Meeting ID: 812 8997 6261  
Passcode: 074407**

**One tap mobile**

**+16699006833,,81289976261#,,,,,0#,,074407# US (San Jose)**

**+13462487799,,81289976261#,,,,,0#,,074407# US (Houston)**

**Dial by your location**

**+1 669 900 6833 US (San Jose)**

**+1 346 248 7799 US (Houston)**

**+1 253 215 8782 US (Tacoma)**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**+1 301 715 8592 US (Germantown)**

**Meeting ID: 812 8997 6261  
Passcode: 074407**

**Find your local number: <https://us02web.zoom.us/j/81289976261>**

*Members of the public may provide written comments by email to the City Clerk at [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov) before or during the meeting. Emailed comments should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words.*

## **CLOSED SESSION – 6:00PM**

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

Agency Negotiator: Austris Rungis, IEDA  
Employee Organizations: Colma Peace Officers Association and Colma Communications/Records Association  
Unrepresented Employees: All

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

### **ADOPTION OF AGENDA**

### **PRESENTATION**

- Introduction of new Human Resources Analyst Gioia Perez

### **PUBLIC COMMENTS**

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

### **CONSENT CALENDAR**

2. Motion to Accept the Minutes from the May 26, 2021 Regular Meeting.
3. Motion to Approve Report of Checks Paid for May 2021.
4. Motion to Adopt a Resolution Adopting the Salary Schedules in FY 2021-22.
5. Motion to Adopt a Resolution Approving Agreements with the San Mateo County Flood and Sea Level Rise Resiliency District for Maintenance of (1) a Portion of the Colma Creek Channel Known as the Bart Portion of the Creek; and (2) a Portion of the Colma Creek Channel Known as the "Old Colma Creek."
6. Motion to Adopt a Resolution Adopting a List of Projects for Fiscal Year 2021-22 Funded by SB 1: The Road Repair and Accountability Act of 2017.

### **PUBLIC HEARING**

7. **FY 2021-2022 BUDGET ADOPTION**

*Consider:* Resolution Appropriating Funds and Adopting the Annual Budget for Fiscal Year 2021-2022.

### **STUDY SESSION**

8. **ECONOMIC DEVELOPMENT**

*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 on the Town's website [www.colma.ca.gov](http://www.colma.ca.gov) or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call Caitlin Corley, City Clerk at 650-997-8300 or email a request to [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov).

Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the agenda, should direct such a request to Pak Lin, ADA Coordinator, at 650-997-8300 or [pak.lin@colma.ca.gov](mailto:pak.lin@colma.ca.gov). Please allow two business days for your request to be processed.



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

Agency Negotiator: Austris Rungis, IEDA  
Employee Organizations: Colma Peace Officers Association and Colma Communications/Records Association  
Unrepresented Employees: All

*This is a Closed Session item; there is no staff report for this item.*



**MINUTES  
REGULAR MEETING**

City Council of the Town of Colma  
Meeting Held Remotely via Zoom.us

**Wednesday, May 26, 2021**

**Closed Session - 5:30 PM**

**Regular Session - 7:00 PM**

**CLOSED SESSION – 5:30PM**

1. **In Closed Session under Government Code § 54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: City Manager

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

Mayor Diana Colvin called the meeting to order at 7:00 p.m.

Council Present – Mayor Diana Colvin, Vice Mayor Helen Fisicaro, Council Members Raquel Gonzalez, Joanne F. del Rosario and John Irish Goodwin were all present.

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police John Munsey, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin and City Clerk Caitlin Corley were in attendance.

The Mayor announced, "Welcome to another of our completely remote Council Meeting. A few notes about tonight's meeting: We are accepting public comments through email or the chat function—you can email our City Clerk at ccorley@colma.ca.gov or use the chat function to let her know which item you would like to speak on. Please keep your comments to 3 minutes or less. Thank you."

**REPORT FROM CLOSED SESSION**

Mayor Colvin announced, "Direction was given to staff at the end of the closed session this evening."

**ADOPTION OF THE AGENDA**

Mayor Colvin asked if there were any changes to the agenda; none were requested. She asked for a motion to adopt the agenda.

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

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

**PUBLIC COMMENTS**

Mayor Colvin opened the public comment period at 7:14 p.m. and seeing no one request to make a comment, she closed the public comment period.

**CONSENT CALENDAR**

2. Motion to Accept the Minutes from the May 12, 2021 Regular Meeting.
3. Motion to Adopt a Resolution Approving and Authorizing the City Manager to Execute an Agreement with the County of San Mateo for Continued Provision of Animal Control Services for a Five-Year Term Beginning on July 1, 2021.

**Action:** Council Member Fiscaro moved to approve the consent calendar items #2 and 3; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

**STUDY SESSION**

**4. FY 2021-2022 BUDGET**

City Manager Brian Dossy and Administrative Services Director Pak Lin presented the staff report. Mayor Colvin opened the public comment period at 7:49 p.m. and seeing no one come forward, the Mayor closed the public comment period. Council discussion followed.

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



## **5. SANITARY SEWER ENTERPRISE FUND**

Director of Public Works Brad Donohue and City Engineer Cyrus Kianpour presented the staff report. Mayor Colvin opened the public comment period at 8:29 p.m. and seeing no one come forward, the Mayor closed the public comment period. Council discussion followed.

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

## **COUNCIL CALENDARING**

The next Regular Meeting will be on Wednesday, June 9, 2021 at 7:00 p.m. and it will be held remotely.

## **REPORTS**

City Manager Brian Dossey gave an update on the following topics:

- On June 9, 2021 at 5:00 p.m., we will raise the Philippine Flag in honor of Philippine Independence Day; we will be joined by Mr. Neil Frank R. Ferrer, Consul General of the Republic of the Philippines in San Francisco.
- There will be a Closed Session at 6:00 p.m. on June 9, 2021.
- Congratulations to Administrative Technician III Darcy De Leon on graduating from her Master's in Public Administration at San Francisco State University.
- Town Facilities will be closed on Monday, May 31 in observance of Memorial Day.
- City Manager and Chief of Police will be attending a conference in San Luis Obispo from June 2-4, 2021.
- Rental assistance is available to San Mateo County residents who have experienced financial hardship due to COVID-19. Staff is publicizing this program via the Town's newsletter and social media channels.
- Supervisor David Canepa is hosting a "Reopening of the State Celebration" on June 15, 2021 at 11:00 at Mike Nevin Way in unincorporated Colma, between 7684 and 7800 El Camino Real.

## **ADJOURNMENT**

Mayor Colvin adjourned the meeting at 8:51 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk



apChkLst  
05/04/2021 11:39:14AM

Final Check List  
Town of Colma

Page: 1

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53140	5/4/2021	00071	01/30/21-02/26/21	3/17/2021	CSG	107,464.86	107,464.86
53141	5/4/2021	00093	CITY OF SOUTH SAN FRANCISCO 518417	4/21/2021	DISPATCH SERVICES	24,354.50	24,354.50
53142	5/4/2021	00130	EMPLOYMENT DEVELOPMENT L0749391888	4/28/2021	UNEMPLOYMENT INSURANCE	2,626.00	2,626.00
53143	5/4/2021	00223	LESTER'S FLOWER SHOP 1814	4/15/2021	GET WELL VASE ARRANGEMENT	76.83	76.83
53144	5/4/2021	00254	METRO MOBILE COMMUNICATIONS 210515	5/1/2021	MAINTENANCE CONTRACT	602.00	602.00
53145	5/4/2021	00280	OFFICE DEPOT, INC. 056040	4/27/2021	4 BATTERY NI-MH FOR TK-39	262.20	864.20
			168909196001	4/14/2021	OFFICE SUPPLIES	129.16	
			169748607001	4/21/2021	OFFICE SUPPLIES	112.36	
			167498096001	4/5/2021	OFFICE SUPPLIES	101.89	
			169258303001	4/22/2021	OFFICE SUPPLIES	65.06	
			169762329001	4/23/2021	OFFICE SUPPLIES	41.90	
			166516537001	4/26/2021	OFFICE SUPPLIES	40.41	
			169761060001	4/22/2021	OFFICE SUPPLIES	27.30	
			166519172001	4/23/2021	OFFICE SUPPLIES	11.70	529.78
53146	5/4/2021	00307	PACIFIC GAS & ELECTRIC 04/21/2021	4/21/2021	PG&E	2,602.69	
			04/26/2021	4/26/2021	PG&E	2,342.84	
			04/26/2021	4/26/2021	PG&E	314.33	5,259.86
53147	5/4/2021	00364	SMC SHERIFF'S OFFICE PS-INV103653	4/30/2021	LAB FEES	2,544.00	2,544.00
53148	5/4/2021	01037	COMCAST CABLE May 2021	4/26/2021	8155 20 022 0094769 TOWN C	15,230.55	
			05/02-6/01/21	4/27/2021	8155 20 022 0097069 INTERNI	245.06	
			4/25-5/24 427 F	4/20/2021	8155 20 022 0097028 427 F ST	240.06	
			4/25-5/24 Intern	4/20/2021	8155 20 022 0097051 Internet	240.06	
			04/27-05/26 XFI	4/17/2021	8155 20 022 0002770 1520 HIL	10.94	15,966.67
53149	5/4/2021	01340	NAVIA BENEFIT SOLUTIONS 10344585	4/29/2021	SECTION 125 PARTICIPANT &	117.70	117.70
53150	5/4/2021	01565	BAY CONTRACT MAINTENANCE 24600	10/10/2021	COVID-19 BASE LINE DECON	6,285.64	6,285.64
53151	5/4/2021	02182	DALY CITY KUMON CENTER March 2021	4/28/2021	TUTORING	3,180.00	3,180.00
53152	5/4/2021	02499	GE CAPITAL INFORMATION 104894269	4/19/2021	A11 TOWN HALL COPY MACH	512.58	
			104901897	4/22/2021	A10 CCC COPY MACHINE	274.44	
			104897209	4/20/2021	A9 PD COPY MACHINE RENT,	274.44	1,061.46
53153	5/4/2021	02849	U.S. BANK PARS ACCOUNT, 6 May 2021	5/4/2021	OPEB CONTRIBUTION	61,496.92	61,496.92

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
53154	5/4/2021	03015	U.S. BANK CORPORATE PMT	04/22/21	Gogan	4/22/2021	CREDIT CARD PURCHASE	2,051.42
				04/22/21	Gotelli	4/22/2021	CREDIT CARD PURCHASE	1,524.59
				04/22/21	Abellan	4/22/2021	CREDIT CARD PURCHASE	1,246.82
				04/22/21	Wollme	4/22/2021	CREDIT CARD PURCHASE	868.97
				04/22/21	Velasqi	4/22/2021	CREDIT CARD PURCHASE	538.60
				04/22/21	Navarr	4/22/2021	CREDIT CARD PURCHASE	388.38
				04/22/21	Dossey	4/22/2021	CREDIT CARD PURCHASE	109.24
				04/22/21	Lum	4/22/2021	CREDIT CARD PURCHASE	13.09
53155	5/4/2021	03034	FLEX ADVANTAGE	130640		4/30/2021	FLEX PROCESSING FEES	190.00
53156	5/4/2021	03061	NICK BARBIERI TRUCKING, LI	2239050		4/15/2021	PW GAS PURCHASES 1-15	610.53
53157	5/4/2021	03267	ACC BUSINESS	211007978		4/27/2021	ETHERNET ACCESS	674.58
53158	5/4/2021	03273	THE HOME DEPOT PRO	612609479		4/21/2021	PW PURCHASES	531.42
5042021	5/4/2021	00282	CALIFORNIA PUBLIC EMPLOY	1000000164050		4/14/2021	MEDICAL INSURANCE	5,764.49

Sub total for TRI COUNTIES BANK:

246,340.55

20 checks in this report.

Grand Total All Checks:

246,340.55

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53159	5/7/2021	01340	NAVIA BENEFIT SOLUTIONS	05072021 B	5/7/2021	FLEX 125 PLAN: PAYMENT	597.83
				05072021 B	5/7/2021	DEPENDENT CARE: PAYMEN	292.31
53160	5/7/2021	01375	NATIONWIDE RETIREMENT S	05072021 B	5/7/2021	NATIONWIDE: PAYMENT	4,443.75
				05072021 M	5/7/2021	NATIONWIDE: PAYMENT	1,150.00
53161	5/7/2021	02377	CALIFORNIA STATE DISBURS	05072021 B	5/7/2021	WAGE GARNISHMENT: PAYM	547.84
94385	5/7/2021	00521	UNITED STATES TREASURY	05072021 M	5/7/2021	FEDERAL TAX: PAYMENT	901.93
94386	5/7/2021	01360	VANTAGE TRANSFER AGENT	05072021 M	5/7/2021	ICMA CONTRIBUTION: PAYME	464.42
94387	5/7/2021	00631	P.E.R.S.	05072021 M	5/7/2021	PERS MISC NON-TAX: PAYME	1,249.17
94388	5/7/2021	00282	CALIFORNIA PUBLIC EMPLOY	05072021 M	5/7/2021	MAY 2021 ACTIVE PREMIUMS	8,141.33
94389	5/7/2021	00130	EMPLOYMENT DEVELOPMEN	05072021 B	5/7/2021	CALIFORNIA STATE TAX: PAY	14,639.50
94390	5/7/2021	00521	UNITED STATES TREASURY	05072021 B	5/7/2021	FEDERAL TAX: PAYMENT	62,257.70
94391	5/7/2021	00282	CALIFORNIA PUBLIC EMPLOY	05072021 B	5/7/2021	MAY 2021 ACTIVE PREMIUMS	65,767.42
94392	5/7/2021	00631	P.E.R.S.	05072021 B	5/7/2021	PERS - BUYBACK: PAYMENT	44,208.46
94393	5/7/2021	01360	VANTAGE TRANSFER AGENT	05072021 B	5/7/2021	ICMA CONTRIBUTION: PAYME	5,159.31
94394	5/7/2021	00068	COLMA PEACE OFFICER'S	05072021 B	5/7/2021	COLMA PEACE OFFICERS: P/	606.83

Sub total for TRI COUNTIES BANK:

210,427.80

13 checks in this report.

Grand Total All Checks:

210,427.80

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53162	5/11/2021	00038	BROADMOOR LUMBER & PLY April 2021	4/30/2021	PW PURCHASES	136.09	136.09
53163	5/11/2021	00051	CALIFORNIA WATER SERVICE04/26/2021	4/26/2021	WATER BILLS	7,455.64	7,455.64
53164	5/11/2021	00093	CITY OF SOUTH SAN FRANCISCO518430	4/28/2021	TRAFFIC SIGNAL MAINTENAN	750.00	750.00
53165	5/11/2021	00307	PACIFIC GAS & ELECTRIC 0567147369-1	4/30/2021	PG&E	159.04	159.04
53166	5/11/2021	00411	TURBO DATA SYSTEMS 34843	4/30/2021	CITATION PROCESSING	407.29	407.29
53167	5/11/2021	00414	TERMINEX INTERNATIONAL L407444146	5/11/2021	PEST CONTROL	250.00	250.00
53168	5/11/2021	00623	ARAMARK April 2021	4/30/2021	UNIFORM SERVICE	431.68	431.68
			April 2021	4/30/2021	FIRST AID SUPPLIES 8600958	47.70	
			April 2021	4/30/2021	FIRST AID SUPPLIES 8600958	31.80	
			April 2021	5/10/2021	FIRST AID SUPPLIES 8600958	31.80	
53169	5/11/2021	00830	STAPLES BUSINESS CREDIT 1635117728	4/25/2021	OFFICE SUPPLIES	278.54	542.98
53170	5/11/2021	01995	CELETTA INVESTIGATIVE SEF21-0505	5/5/2021	CARDROOM BACKGROUND	880.00	278.54
53171	5/11/2021	02499	GE CAPITAL INFORMATION 5061917093	5/1/2021	CCC COPY FEES	213.65	880.00
53172	5/11/2021	03004	PROUDCITY INC 1369	4/30/2021	COLMA WEBSITE ANNUAL SL	815.04	213.65
53173	5/11/2021	03061	NICK BARBIERI TRUCKING, LI2242134	4/30/2021	PW GAS PURCHASES	455.68	815.04
53174	5/11/2021	03224	DECORATIVE PLANT SERVICE0024255	5/1/2021	MAINTENANCE GUARANTEEI	157.31	455.68
53175	5/11/2021	03379	MELENDREZ, LUIS April 26-29, 2021	5/6/2021	APRIL 26-29, 2021 BIKE PATRI	154.37	157.31
53176	5/11/2021	03403	ARCO AB LLC 035012	5/4/2021	2015 FORD EXPLORER ADJU	220.00	154.37
<b>Sub total for TRI COUNTIES BANK:</b>						<b>12,875.63</b>	<b>220.00</b>



15 checks in this report.

Grand Total All Checks: 12,875.63

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53177	5/18/2021	00013	April 2021	4/30/2021	TIRE SERVICE	291.90	291.90
53178	5/18/2021	00020	121050032	5/1/2021	WATERLOGIC RENTAL	40.00	40.00
			121050031	5/1/2021	MTN H/C BWC	9.00	49.00
53179	5/18/2021	00110	DEPARTMENT OF TRANSPORTS	4/22/2021	SIGNALS & LIGHTING	814.76	814.76
53180	5/18/2021	00112	DEPARTMENT OF JUSTICE	5/6/2021	PD ACCOUNT #140503	288.00	288.00
53181	5/18/2021	00181	IEDA	5/1/2021	LABOR RELATIONS CONSULT	1,520.00	1,520.00
53182	5/18/2021	00307	PACIFIC GAS & ELECTRIC	5/10/2021	PG&E	4,994.42	4,994.42
53183	5/18/2021	00349	SEGALE & CERINI INC.	4/30/2021	LANDSCAPE SERVICES	19,050.00	19,050.00
53184	5/18/2021	00388	SONITROL	5/3/2021	MONTHLY MONITORING	1,109.81	1,109.81
53185	5/18/2021	00412	TELECOMMUNICATIONS ENG	5/10/2021	Facilities Mgmt & Maintenance	1,515.00	1,515.00
53186	5/18/2021	00500	SMC CONTROLLERS OFFICE	5/4/2021	ALLOCATION OF PARKING PE	3,030.10	3,030.10
53187	5/18/2021	00534	SMC INFORMATION SERVICE	4/30/2021	MICRO CHANNEL & LINES	801.25	801.25
53188	5/18/2021	01030	STEPFORD, INC.	4/20/2021	MONTHLY SERVICE CONTRA	5,893.80	5,893.80
53189	5/18/2021	01037	COMCAST CABLE	5/7/2021	8155 20 022 0096715 601 F ST	110.06	110.06
53190	5/18/2021	01399	WESTLAKE ECO SOFT TOUCH	5/1/2021	PD CAR WASH	11.95	11.95
53191	5/18/2021	01414	VERANO OWNERS ASSOCIAT	6/1/2021	VERANO OWNERS ASSOCIAT	350.00	350.00
53192	5/18/2021	01565	BAY CONTRACT MAINTENAN	5/12/2021	JANITORIAL SERVICES	9,083.28	9,083.28
			25555	5/10/2021	COVID-19 BASE LINE DECON	6,285.64	15,368.92
53193	5/18/2021	01919	COLLICUTT ENERGY SERVIC	5/10/2021	SEMI-ANNUAL GENERATOR I	694.50	694.50
53194	5/18/2021	02216	RAMOS OIL CO. INC.	4/30/2021	PD GASOLINE PURCHASES 2	1,696.07	1,696.07
			742971	4/10/2021	PD GASOLINE PURCHASES 1	1,488.08	1,488.08
			744446	4/20/2021	PD GASOLINE PURCHASES 1	1,306.66	1,306.66
			743361	4/10/2021	RECREATION GASOLINE PUF	66.75	66.75
			746323	4/30/2021	RECREATION GASOLINE PUF	40.08	40.08
			744542	4/20/2021	RECREATION GASOLINE PUF	26.66	26.66
53195	5/18/2021	02468	ULINE, INC.	4/30/2021	10 ML LATEX GLOVES, 6 MIL I	1,484.65	1,484.65
53196	5/18/2021	02499	GE CAPITAL INFORMATION	5/1/2021	PD COPY FEES	615.34	615.34
53197	5/18/2021	02606	F. FERRANDO & CO.	4/30/2021	LAWNDALDE (2) & MISSION RI	8,345.00	8,345.00
53198	5/18/2021	02793	DITO'S MOTORS	5/7/2021	SERVICE	2,076.88	2,076.88
53199	5/18/2021	02799	WAVE	5/1/2021	RIMS INTERNET W/SSF	400.00	400.00
53200	5/18/2021	02827	CORODATA SHREDDING, INC.	4/30/2021	STORAGE, PICKUP/DELIVER	82.21	82.21
53201	5/18/2021	02970	PRODUCTIVE PRINTING & GR	5/11/2021	ENVELOPES & NOTICE OF W	207.58	207.58
53202	5/18/2021	03034	FLEX ADVANTAGE	5/17/2021	HEALTH REIMBURSEMENT A	58,362.78	58,362.78
53203	5/18/2021	03334	AT&T MOBILITY NATIONAL	5/2/2021	WIRELESS	1,350.40	1,350.40

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53204	5/18/2021	03375	T-MOBILE USA, INC.	4/28/2021	GPS LOCATE (4) MARCH 27-3	120.00	120.00

Sub total for TRI COUNTIES BANK: 133,562.61

28 checks in this report.

Grand Total All Checks: 133,562.61

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53205	5/21/2021	00047	05212021 B	5/21/2021	CLEA: PAYMENT	220.50	220.50
53206	5/21/2021	01340	05212021 B	5/21/2021	FLEX 125 PLAN: PAYMENT	597.83	
			05212021 B	5/21/2021	DEPENDENT CARE: PAYMENT	292.31	890.14
53207	5/21/2021	01375	05212021 B	5/21/2021	NATIONWIDE: PAYMENT	4,443.75	4,443.75
53208	5/21/2021	02224	05212021 B	5/21/2021	LIFE INSURANCE: PAYMENT	446.66	446.66
53209	5/21/2021	02377	05212021 B	5/21/2021	WAGE GARNISHMENT: PAYMENT	547.84	547.84
94395	5/21/2021	00130	05212021 B	5/21/2021	CALIFORNIA STATE TAX: PAYMEI	13,203.92	13,203.92
94396	5/21/2021	00521	05212021 B	5/21/2021	FEDERAL TAX: PAYMENT	57,505.25	57,505.25
94397	5/21/2021	00631	05212021 B	5/21/2021	PERS - BUYBACK: PAYMENT	43,856.59	43,856.59
94398	5/21/2021	01360	05212021 B	5/21/2021	ICMA CONTRIBUTION: PAYMENT	5,259.31	5,259.31
94399	5/21/2021	00068	05212021 B	5/21/2021	COLMA PEACE OFFICERS: PAYM	606.83	606.83

Sub total for TRI COUNTIES BANK: 126,980.79

*System checks*

10 checks in this report.

Grand Total All Checks:

126,980.79

## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53210	5/25/2021	00004	AT&T	5/13/2021	C3-A/B-12-10-TS-01	1,530.92	1,530.92
53211	5/25/2021	00051	CALIFORNIA WATER SERVICE	5/10/2021	CA WATER	99.08	99.08
53212	5/25/2021	00081	CYPRESS LAWN CEMETERY	12/4/2020	2973PL REFUND DEPOSIT BA	979.00	979.00
53213	5/25/2021	00112	DEPARTMENT OF JUSTICE	5/6/2021	HR ACCOUNT #145931	49.00	49.00
53214	5/25/2021	00495	CYPRESS ABBEY COMPANY	5/10/2021	2955PL REFUND DEPOSIT BA	904.60	904.60
53215	5/25/2021	00553	PACIFIC NURSERIES	5/11/2021	CERCIS OCCIDENTALIS STD.	172.07	172.07
53216	5/25/2021	01030	STEFFORD, INC.	5/5/2021	STANDARD MULTIPLE DOMAI	179.99	179.99
				5/14/2021	NEW LASERFICHE SERVER I	174.99	174.99
				5/6/2021	APRIL 1, 20, & 26, 2021 VSAN	155.00	155.00
53217	5/25/2021	01036	MANAGED HEALTH NETWORK	5/17/2021	EMPLOYEE ASSISTANCE PRG	99.20	509.98
53218	5/25/2021	01183	BEST BEST & KRIEGER LLP	5/12/2021	CITY ATTORNEY SERVICES	19,527.00	99.20
				5/12/2021	CITY ATTORNEY THIRD PART	1,127.25	
				5/12/2021	CITY ATTORNEY SPECIAL SE	592.80	
				5/12/2021	COVID-19 EMERGENCY RESF	137.50	
				5/12/2021	ADV. FRIENDS OF SERRAMO	8.75	21,393.30
53219	5/25/2021	01540	R & S ERECTION NORTH PEN	5/20/2021	3'X8' WOOD MAN DOORS ANI	1,264.00	1,264.00
53220	5/25/2021	01919	COLLICUTT ENERGY SERVICE	5/18/2021	TOWN HALL SEMI-ANNUAL IN	694.50	694.50
53221	5/25/2021	02637	Z.A.P. MANUFACTURING INC.	5/19/2021	12X18 "ONE SPACE ONE VEH	336.53	336.53
53222	5/25/2021	02787	AECO SYSTEMS, INC.	5/1/2021	POLICE STATION FIRE ALARM	45.00	45.00
53223	5/25/2021	02886	READY REFRESH BY NESTLE	5/8/2021	BOTTLED WATER SERVICE	38.93	38.93
53224	5/25/2021	03273	THE HOME DEPOT PRO	5/13/2021	PW PURCHASES	711.03	711.03
53225	5/25/2021	03391	PEREZ, MARCOS	12/24/2020	COVID-19 RAPID TEST	175.00	175.00
53226	5/25/2021	03392	ROMEO PACKING COMPANY	5/12/2021	FIREWORXX (GAL) 12, TURFI	1,676.99	1,676.99
53227	5/25/2021	03404	BEAM TEAM CONSTRUCTION	5/19/2021	1378B C&D REFUND (09/2019	11,614.00	11,614.00
53228	5/25/2021	03405	SERRA CENTER ASSOCIATES	12/4/2020	2974PL REFUND DEPOSIT BA	2,915.20	2,915.20
<b>Sub total for TRI COUNTIES BANK:</b>						<b>45,208.33</b>	

19 checks in this report.

Grand Total All Checks:

45,208.33



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53229	5/25/2021	00117	DELTA DENTAL OF CALIFORN BE004468086	6/1/2021	DENTAL INSURANCE	12,896.12	12,896.12
53230	5/25/2021	00432	VISION SERVICE PLAN 812390912	5/19/2021	VISION SERVICE PLAN	977.74	
			812390917	5/19/2021	VSP COBRA	77.19	1,054.93
53231	5/25/2021	01370	VERIZON WIRELESS SERVICE 19879830069	5/15/2021	CELL PHONE SERVICE	342.09	342.09
53232	5/25/2021	02056	GOTELLI, LOUIS	5/23/2021	05.22.21 WORK BOOT REIMB	130.00	130.00
53233	5/25/2021	02182	DALY CITY KUMON CENTER April 2021	5/24/2021	TUTORING	3,250.00	3,250.00
53234	5/25/2021	02224	STANDARD INSURANCE COM June 2021	5/17/2021	LIFE INSURANCE	198.25	198.25
<b>Sub total for TRI COUNTIES BANK:</b>							<b>17,871.39</b>

6 checks in this report.

Grand Total All Checks: 17,871.39



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: June 9, 2021  
 SUBJECT: Adoption of FY 2021-22 Salary Schedules

## RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION ADOPTING THE SALARY SCHEDULES IN FY 2021-22

## EXECUTIVE SUMMARY

In June 2020, CalPERS issued a Compliance Report on the Pay Schedule Review. The report requires all participating agencies to bring the pay schedule to their governing body for approval, in its entirety. The pay schedule presented as Exhibit A to the Resolution ratifies the pay ranges for all Town employees beginning with the June 27, 2021 pay period. The rates are consistent with the pay schedule the City Council approved on January 13, 2021.

## FISCAL IMPACT

There is no fiscal impact in approving the salary schedules in FY 2021-22. The salary schedule are incorporated in the FY 2021-22 budget and projections.

## BACKGROUND AND ANALYSIS

The Town maintains an updated pay schedule on the Town of Colma Human Resources' webpage with each position and compensation modifications. The published salary schedule includes resolution numbers, approval dates, and effective dates. Prior to the June 2020 CalPERS compliance report, the published salary schedule is updated with each City Council approved staffing change and pay modifications. The entire salary schedule is presented to the City Council as part of the labor negotiations approval.

In November 2019, the CalPERS reviewed the Town's pay schedule and contracts for compliance with Government Code section 20636. In the review, CalPERS found that the Town's process for updating the pay schedule does not comply with the Government Code requirements for a publicly available pay schedule. In particular, CalPERS had informed staff, that the salary schedules themselves must be approved by the City Council, not just the components of said schedules. The final report from CalPERS was issued in June 2020.

To comply with the CalPERS report and to ensure full transparency of the Town's compensation plan, the pay schedule for FY 2021-22 is presented as Exhibit A to the Resolution. The presented pay schedule is the same schedule as the one presented and approved at the January 13, 2021 City Council Regular meeting.

The next potential change to the attached pay schedule may be in October/November of 2021 to update the Town's minimum wage in order to remain in compliance with the State minimum wage.

### **Reasons For the Recommended Action/Findings**

Ratifying the salary schedules for FY 2021-22 is required under Government Code section 20636. It will also assist in the retirement process with CalPERS for Town employees.

### **Council Adopted Values**

Ratification of the FY 2021-22 pay schedule is an example of the City Council's *integrity* through enhancing transparency.

### **CONCLUSION**

The pay schedule presented as Exhibit A to the Resolution reflects the pay schedule for all Town employees beginning June 27, 2021 and are the effective pay rates for FY 2021-22. The ratification of the salary schedules is to comply with Government Code section 20636.

### **ATTACHMENTS**

- A. Resolution
  - o Exhibit A: Pay Schedule Effective 06/27/2021

**RESOLUTION NO. 2021-##  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ADOPTING THE SALARY SCHEDULE FOR FY 2021-22**

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

**1. Background**

(a) Government Code sections 20636 and 7522.34 and CCR sections 570.5 and 571.1 state that payrates must be reported pursuant to a publicly available pay schedule that has been duly approved and adopted by the employer in accordance with applicable public meeting laws;

(b) On January 13, 2021, the City Council approved Resolution 2021-03 to add Management Analyst I/II/III series to the compensation schedule and approved the entire pay schedule as attached as Exhibit A to Resolution 2021-03;

(c) Exhibit A is a summary of City Council approved pay schedule in effect for all paydates after July 1, 2021 and is the same as Exhibit A to Resolution 2021-03.

**2. Findings and Order.**

(a) The City Council of the Town of Colma hereby adopts the 2021/2022 salary schedule for Town employees attached hereto as Exhibit A and incorporated herein by this reference, with an effective date of July 1, 2021. In doing so, the City Council is modifying Resolution No. 2019-16 approving cost of living increases and by this action will be maintaining the salaries as articulated in Exhibit "A" for the time period beginning July 1, 2021.

//

//

//

//

//

//

//

//

### Certification of Adoption

I certify that the foregoing Resolution No. 2021-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 9, 2021, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Diana Colvin, Mayor

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

Town of Colma Pay Schedule (Effective Date @ June 27, 2021)

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	961.00						ORD 784		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	40.51	42.54	44.67	46.91	49.26	-	Reso 2019-16	(10)(11)	8acct
Administrative Services Director	76.14	79.95	83.94	88.14	92.55	-	Reso 2019-16	(11)	8acm
Administrative Technician I	37.81	39.71	41.70	43.77	45.96	-	Reso 2019-16	(10)(11)	8at1
Administrative Technician II	39.71	41.70	43.77	45.96	48.26	-	Reso 2019-16	(10)(11)	8at2
Administrative Technician III	39.71	41.70	43.77	45.96	48.26	50.67	Reso 2019-16	(10)(11)	8at3
City Clerk	50.67	53.20	55.86	58.65	61.58	-	Reso 2019-16	(10)(11)	8clrk1
City Manager	107.40						Reso 2019-57	(9)	mgr
Community Service Officer	36.89	38.73	40.67	42.71	44.84	-	Reso 2019-16	(10)(11)	8cso
Executive Assistant to Chief of Police	39.71	41.70	43.77	45.96	48.26	50.67	Reso 2019-16	(10)(11)	8at3
Facility Attendant	17.73	18.61	19.54	20.52	-	-	Reso 2020-43	(11)	8fa
Human Resources Manager	55.51	58.29	61.20	64.26	67.47	-	Reso 2019-16	(10)(11)	8hrm
Intern	17.00	19.00	21.00	23.00	25.00		Reso 2020-07		intr
Maintenance Technician I	36.98	38.82	40.76	42.80	44.94	-	Reso 2019-16	(7)(8)(10)(11)	8mt1
Maintenance Technician II	38.82	40.76	42.80	44.94	47.19	-	Reso 2019-16	(7)(8)(10)(11)	8mt2
Maintenance Technician III	38.82	40.76	42.80	44.94	47.19	49.56	Reso 2019-16	(7)(8)(10)(11)	8mt3
Management Analyst I	42.11	44.21	46.42	48.74	51.18		Reso 2021-03	(11)	8ma1
Management Analyst II	45.54	47.81	50.21	52.72	55.35		Reso 2021-03	(11)	8ma2
Management Analyst III	49.25	51.71	54.30	57.01	59.86		Reso 2021-03	(11)	8ma3
Police Chief	82.57	86.70	91.04	94.68	98.26		Reso 2020-32	(1)(11)	chief
Police Commander	74.79	78.52	82.46	86.57	90.90	-	Reso 2019-16	(1)(11)	8pcmd
Police Dispatcher / Clerk	46.15	47.44	48.72	50.00	51.27	-	Reso 2019-15	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	55.62	57.16	58.72	60.26	61.81	-	Reso 2019-15	(2)(4)(11)	supervisor
Police Officer - Reserve	51.65						Ord 773		pdres
Police Officer 1	51.65	54.23	56.95	59.79	-	-	Reso 2019-14	(1)(3)(5)(11)	8po1
Police Officer 2	53.71	56.40	59.22	62.19	-	-	Reso 2019-14	(1)(3)(5)(11)	8po2
Police Officer 3	54.75	57.50	60.37	63.38	-	-	Reso 2019-14	(1)(3)(5)(11)	8po3
Police Sergeant 1	65.47	66.82	68.20	71.97	-	-	Reso 2019-14	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	68.08	69.49	70.92	74.85	-	-	Reso 2019-14	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	69.38	70.82	72.28	76.30	-	-	Reso 2019-14	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	47.21	49.57	52.05	54.66	57.38	-	Reso 2019-16	(7)(8)(10)(11)	8mts
Recreation Coordinator	36.87	38.72	40.66	42.68	44.81	-	Reso 2019-16	(10)(11)	8recc
Recreation Leader	14.00	14.70	15.43	16.22	-	-	Reso 2020-43	(11)	8ri
Recreation Manager	44.07	46.27	48.58	51.02	53.56	-	Reso 2019-16	(10)(11)	recmgr
Senior Recreation Leader	17.73	18.61	19.54	20.52	-	-	Reso 2020-43	(11)	8rls
Student Aide	14.00	14.70	15.43	16.22			Reso 2020-07		

**Additional Incentive**

- (1) These positions receive a \$1,025 per year uniform allowance
- (2) This position receives a 5.0% incentive for CAD Administrator
- (3) These positions receive an additional 5% Holiday Pay
- (4) These positions receive a \$774.73 per year uniform allowance
- (5) These positions may receive a 5% incentive for Acting Commander, Acting Sergeant, Officer in Charge, Training Officer, and/or Detective
- (6) This position may receive a 2.5% incentive for Back-up CAD Administrator
- (7) These positions may receive \$120 per week stand-by pay
- (8) These positions receive an in kind uniform allowance of \$68.67 per pay period
- (9) This position receives a \$300 monthly automobile allowance
- (10) These positions may received 5% out of class pay
- (11) These positions may receive retention pay (2.5% @ 10 years; 5.0% @ 20 years)

**Summary of Effective Ordinance and Resolution**

- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)
- Ord 784 City Council Compensation (Adopted 11/14/2018)
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)
- Reso 2019-14 2% COLA for POA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)
- Reso 2019-15 2% COLA for CRA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)
- Reso 2019-16 2% COLA for Unrepresented from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)
- Reso 2019-57 City Manager Contract Amendment 3 (Adopted 12/11/2019)
- Reso 2020-07 Addition of Intern and Student Aide Classifications and Compensations (Adopted 2/26/2020)
- Reso 2020-32 Reclassify Chief of Police position from contract to appointed by City Manager (CC Mtg 7/8/2020)
- Reso 2020-43 Minimum Wage Adjustment for Part-Time Staff (CC Mtg 10/14/2020)
- Reso 2021-03 Additional of Management Analyst I/II/III Series (CC Mtg 01/13/2021)







# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Director of Public Works  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: June 9, 2017  
 SUBJECT: Agreements with the SMC Flood and Sea Level Rise Resiliency District

---

## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING AGREEMENTS WITH THE SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT FOR MAINTENANCE OF (1) A PORTION OF THE COLMA CREEK CHANNEL KNOWN AS THE BART PORTION OF THE CREEK; AND (2) A PORTION OF THE COLMA CREEK CHANNEL KNOWN AS THE "OLD COLMA CREEK"

## EXECUTIVE SUMMARY

The San Mateo County Flood and Sea Level Rise District (District) since taking over the role of the San Mateo County Flood Control District (SMCFCD) has been re-establishing agreements with cities and Towns that reside within the Colma Creek Flood Control District. In January of 2017, the Town and SMCFCD entered into a Memorandum of Agreement regarding maintenance for portions of the Colma Creek Channel. The portion of the Channel that is referenced in this agreement is what is commonly called the BART portion of the Colma Creek, (Please see attachment "C"). The new agreement with the District (See Attachment A) is an agreement with a two-year term to perform simple maintenance activities in the Colma Creek Channel with a \$50,000 not to exceed limit.

The second agreement references the area of the Colma Channel now known as the "Old Colma Creek; this portion of the creek is the open cement lined channel that stretches from F Street along El Camino Real through the back side of the businesses on Mission Road until the border of Colma and South San Francisco (see Attachment "D). The agreement (See attachment B) with the District will cover annual maintenance activities such as minor maintenance, vegetation management, trash abatement and minor repairs. This agreement also has a two-year term with a not to exceed \$20,000 limit.

## FISCAL IMPACT

For the services that are provided by the Town's Public Works Maintenance crew, Public Works management or the Town's contractors for labor and materials within the Colma Creek Channel

as defined within the agreements, the District shall make payments to the Town based on the rates and in the manner specified within the rate schedule in the agreements.

- The proposed agreement for the portion of the Creek that is called the BART portion of the Colma Creek is a two-year term agreement with a not to exceed amount of \$50,000.
- The proposed cost share agreement for a portion of the Creek that is called the Old Colma Creek is a two-year term agreement with a not to exceed amount of \$20,000.

The Town shall submit an invoice to the district upon completion of authorized work. The District shall make payment within thirty (30) days of receipt of invoice. Invoices shall be submitted on a monthly basis whenever work is performed under these agreements.

## **BACKGROUND**

The San Mateo County Flood Control District (SMCFCD) manages various flood control districts County wide. The Colma Flood Control District, (Colma Creek), was part of the SMCFCD thus portions of the Colma Creek Channel's maintenance, repairs and enhancements were controlled by the SMCFCD. In January of 2020, the San Mateo County Flood and Sea Level Rise Resiliency District (District) was formed, one of the main components of the District is to assume the responsibilities of the SMCFCD and manage the various flood control districts within the County, Colma Creek Flood Control District being one of the districts.

## **BART portion of the Colma Creek Channel**

The District under Board direction instructed District staff to re-establish the agreement with the Town to perform various maintenance duties in a portion of the creek channel that is called the BART Channel within the Town boundaries. Since the Town entered into an agreement with the SMCFCD to abate such items as graffiti removal, trash pickup, vegetation management and minor repairs in that portion of the Channel, those maintenance items have been handled in a more expeditious manner than in the past. Having an agreement and being able to be proactive along with being compensated for the work that is either performed by the Town's Public Works Department or contractors has been an efficient way to keep up with blight that accumulates around the creek channel if left unattended.

The new Agreement with the District would carry over all the material terms of the Original agreement with the SMCFCD.

- Quarterly inspections which the Town and District review the Colma Creek Channel, the Town will prepare an annual report, the District will update the Colma Creek Citizen Advisory Committee.
- Illegal encampment cleanup if needed.
- Trash cleanup program which the Town and District identify trash accumulation sites.
- Graffiti and vandalism abatement and repair.
- Vegetation management, Town manages vegetation according to best management practices.

- Facility maintenance, minor repairs to the channel and channel access areas.

### **Portion of the creek that is known as Old Colma Creek.**

The Old Colma Creek for years has not been identified by the District as a part of the Colma Creek System, even though it diverts stormwater flows from various areas from the Town and Daly City. The Old Colma Creek collects water runoff from the west side of El Camino Real within the Town boundaries and portions of Daly City and CalTrans. In our negotiations with the District regarding the BART Colma Creek Agreement, staff engaged District staff to consider a maintenance agreement for what is called the Old Colma Creek. The District also felt that this portion of the creek should be considered as part of the Colma Creek Flood Control District, thus an agreement to share cost on maintenance efforts should be considered. The District Board agreed with their staff's recommendation to have a cost share arrangement where the Town and the District would share costs as it relates to:

- Pick up trash at accumulation sites.
- Abate graffiti according to best management practices.
- Remove vegetation according to best management practices.
- Perform minor repairs to the facility located in and immediately adjacent to the channel.

Before any costs are eligible for District reimbursement the Town must secure all necessary land rights and permits to work with in the Old Colma Creek Channel.

### **ANALYSIS**

By entering into these proposed agreements with the District, the Town's Public Works Department will now be able to continue to correct the many maintenance issues that exist within the bordered off areas of the BART portion of the Colma Creek Channel. Having an agreement in place for the portion of the Colma Creek that is referred to as Old Colma creek will help reduce the Town's annual obligation to perform trash abatement, vegetation management and minor repairs in and around the channel. The Old Colma Creek Agreement if approved also puts claim to the District that they recognize that this portion of the creek is part of the Colma Creek Flood Control District. The agreement only allows the Town to perform minor maintenance, abatement, and repair items, the Town would not be responsible for corrective items that require specialized services such as hazardous waste removal or clean up, entry into areas that require confined space permits or work that would go beyond the everyday activities of our Public Works Maintenance Department. The agreement also allows for compensation for labor and materials that are expended to repair or correct the item of concern.

### **ALTERNATIVE**

The City Council could choose not to enter into this agreement with the District and continue to pursue the District to make the needed repairs and correction when they arise. This is not recommended, as noted in the past when left to the County and now the district, repairs and abatement issues seem to take a long time to remedy. Having the agreements in place allow for

a more expeditious outcome in taking care of the various issues and blights that come up in and around the Colma Creek Channel.

### **COUNCIL ADOPTED VALUES**

The City Council has taken a *responsible* approach by entering into an agreement with the San Mateo County Flood and Sea Level Rise Resiliency District to maintain, repair, and abate acts of vandalism within and around the BART and Old Colma Creek Portion of the Colma Creek Channel.

### **CONCLUSION**

Staff recommends that City Council adopt a resolution approving both a maintenance agreement for a portion of Colma Creek known as the BART portion of the creek and a second maintenance agreement approving a cost share agreement for maintenance activities in what is known as the Old Colma Creek.

### **ATTACHMENTS**

- A. Resolution
  - Exhibit A - Draft copy of Agreement- BART Portion of the Colma Creek Channel
  - Exhibit B – Draft copy of Agreement- Old Colma Creek portion of the Colma Creek Channel
- B. Map of the BART portion of the Colma Creek Channel
- C. Map of the Old Colma Creek portion of the Colma Creek Channel

**RESOLUTION NO. 2021-\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING AGREEMENTS WITH THE SAN MATEO  
COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT FOR  
MAINTENANCE OF (1) A PORTION OF THE COLMA CREEK CHANNEL  
KNOWN AS THE BART PORTION OF THE CREEK; AND (2) A PORTION  
OF THE COLMA CREEK CHANNEL KNOWN AS THE "OLD COLMA CREEK"**

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

**1. Background.**

(a) The San Mateo County Flood Control District (SMCFCD) manages various flood control districts County wide. The Colma Flood Control District, (Colma Creek), was part of the SMCFCD and thus portions of the Colma Creek Channel's maintenance, repairs and enhancements were controlled by the SMCFCD.

(b) In January of 2020, the San Mateo County Flood and Sea Level Rise Resiliency District (District) was formed, one of the main components of the District is to assume the responsibilities of the SMCFCD and manage the various flood control districts within the County, with the Colma Creek Flood Control District being one of the districts

(c) The District Board is now requesting that the District enter into agreements with the various cities to perform various maintenance activities in the flood control areas.

(d) Based on this request, the District Board and Town have collaborated on two new agreements between the District and the Town as follows.

(i) The first agreement would govern the BART portion of the Creek and would allow for repairs and maintenance of the Creek to be handled by the Town with reimbursement from the District.

(ii) The second agreement would govern the portion of the Creek known as the "Old Colma Creek" and would also allow for repairs and maintenance with potential cost sharing between the District and the Town.

(e) The Town and the District now seek to enter into these two new agreements for repairing and maintaining two portions of the Creek.

(f) The agreements are not subject to competitive bidding under the Town's Purchasing Ordinance and the Town can enter into the contracts with the District directly as contracts for services provided by a government agency under Municipal Code Section 1.06.180(c) and/or as contracts for services to be performed by any city pursuant to Municipal Code Section 1.06.180(h).

**2. Order.**

(a) The agreements between the Town of Colma and the District, attached hereto as Exhibit

"A", and which are on file with the City Clerk, are hereby approved by the City Council of the Town of Colma.

(b) The Mayor is authorized to execute the agreements on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the City Manager or City Attorney.

**Certification of Adoption**

I certify that the foregoing Resolution No. 2021-\_\_ was duly adopted at a regular meeting of said City Council held on June 9, 2021 by the following vote:

Name	Voting			Present, Not Voting	
	Aye	No	Abstain	Present, Recused	Absent
Diana Colvin, Mayor					
Helen Fiscaro					
Raquel "Rae" Gonzalez					
Joanne F. del Rosario					
John Irish Goodwin					
Voting Tally					

Dated \_\_\_\_\_

\_\_\_\_\_  
Diana Colvin, Mayor

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

**DRAFT**

**AGREEMENT**  
**between the**  
**TOWN OF COLMA**  
**and the**  
**SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT**  
**REGARDING COLMA CREEK FLOOD CONTROL CHANNEL MAINTENANCE**

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, is by and between the Town of Colma (“Town”), a municipal corporation of the State of California, and the San Mateo County Flood and Sea Level Rise Resiliency District ("District"), a special district in San Mateo County, State of California.

**WHEREAS**, a portion of the Colma Creek Flood Control Channel financed, constructed, and maintained by District lies within the incorporated limits of the Town; and

**WHEREAS**, the Town and District have identified a need for a collaborative effort and sharing of resources in vegetation management, abatement of graffiti, vandalism, illegal dumping, illegal encampments, minor maintenance efforts, and the collection and disposal of trash and debris deposited in and around the Colma Creek Flood Control Channel in the Town; and

**WHEREAS**, trash in the creeks and waterways is detrimental to the community and to the environment; and

**WHEREAS**, the Town and District have implemented programs that include the removal of trash along creeks and waterways to comply with National Pollutant Discharge Elimination System (NPDES) Municipal Regional Stormwater Permit issued by the San Francisco Bay Regional Water Quality Control Board (Order R2-2009-0074, NPDES Permit No. CAS612008, October 14, 2009); and

**WHEREAS**, the Town has the resources and current programs to assist in the management of vegetation, graffiti, vandalism, illegal dumping, illegal encampments, and minor maintenance in and around the Colma Creek Flood Control Channel in the Town; and

**WHEREAS**, the Town and District desire to enter into an Agreement to utilize Town resources for vegetation management, abatement of graffiti, vandalism, illegal dumping, illegal encampments, minor maintenance, and trash prevention and removal activities within and adjacent to the Colma Creek Flood Control Channel (“Maintenance Activities”). The Maintenance Activities are more particularly described in Section III. Scope; and

**WHEREAS**, the Town and District are government agencies duly authorized and existing under the laws of the State of California, and situated within the boundaries of the County of San Mateo; and

**WHEREAS**, Government Code section 54981 allows the legislative body of any local government agency to contract with another agency for performance of municipal services or functions; and

**WHEREAS**, Government Code section 6502 provides that, if authorized by their legislative or other governing bodies, two or more public agencies may by agreement jointly exercise any power common to the parties.

**NOW, THEREFORE, in consideration of their mutual covenants in this Agreement, the TOWN and DISTRICT agree as follows:**

## I. TERMS AND CONDITIONS

### A. Term of Agreement

The term of this Agreement shall be from the date first set forth above to June 30, 2023. This Agreement may be terminated pursuant to Section J of this Section I. Terms and Conditions.

### B. Authorizations

The Town Manager is authorized to approve extensions to the term of this Agreement, to modify due dates, to resolve conflicts, or otherwise grant approvals on behalf of the Town, provided such approvals are not vested in the authority of the Town Council, and provided that any approval requiring payment of funds in excess of appropriated funds shall require Town Council approval of the appropriation of those funds.

The Chief Executive Officer of the District is authorized to approve the extension of the term of this Agreement, to modify due dates, to resolve conflicts, or otherwise grant approvals on behalf of District, provided that any approval requiring payment of funds in excess of appropriated funds requires approval of the appropriation of excess funds by the District Board of Directors.

### C. Insurance

Each party shall maintain a program of insurance, including self-insurance authorized by the California Government Code, or excess insurance, or any combination thereof, and shall name the other party as an additional insured thereto to protect against any liability for bodily injury or property damage arising out of, or in connection with, the performance of the insuring party, its appointed or elected officials, officers, agents, and employees, under this Agreement. The liability coverage under such program of insurance, including self-insurance, or excess insurance shall not be less than Two Million Dollars (\$2,000,000) combined single limit for each occurrence. Each party shall supply a certificate of insurance or self-insurance to the other party on or before the time of execution of this Agreement. Each party shall notify the other party in writing prior to any termination of such self-insurance program.

### D. Indemnification

Pursuant to Government Code section 895.4, each party agrees to fully indemnify, defend, and hold the other party (including its appointed and elected officials, officers, employees, and agents) harmless from any and all damage or liability imposed for injury (as defined by Government Code section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its appointed or elected officials, officers, employees, or agents, under or in connection with any work, authority, or jurisdiction delegated to such party under this Agreement.

The mutual indemnification obligations under this Agreement are subject to the principles of comparative negligence, and each party shall bear the proportionate cost of any loss, damage, expense or liability attributable to that party's negligence. To the extent that more than one party is determined to have been negligent or at fault, the parties agree that each party shall bear its own portion or percentage of liability and to indemnify, defend and hold harmless the other parties from that share. Notwithstanding the above, no party shall be indemnified hereunder for any loss, liability, damage or expense resulting from its sole negligence or willful misconduct.

### E. Amendment

This Agreement may be amended at any time upon the written mutual approval of the parties.



**F. Notices**

Any and all notices required to be given hereunder shall be provided by United States mail, postage prepaid, addressed to either of the parties at the following address or such other address as is provided by either party in writing:

<b>To Town:</b> Town of Colma 1188 El Camino Real Colma, CA 94014 Attn: Brian Dossey, City Manager	<b>To District:</b> San Mateo County Flood and Sea Level Rise Resiliency District 1700 S. El Camino Real, Suite 502 San Mateo, CA Attn: Len Materman, Chief Executive Officer
--	--

Any notice so given shall be considered received by the other party three (3) days after deposit in the U.S. Mail as stated above and addressed to the party at the above address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

**G. Severability**

If any provision of this Agreement shall be held to be invalid, void, or unenforceable, the validity, legality, or enforceability of the remaining portions hereof shall not in any way be affected or impaired thereby.

**H. Entire Agreement**

This Agreement, together with Exhibit A and Exhibit B attached hereto and incorporated herein, contains the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior negotiations, documents, and discussions pertaining thereto.

**I. Debt Limitation**

The Town and District are both subject to laws or policies which limit their ability to incur debt in future years. Nothing in this Agreement shall constitute an obligation of future legislative bodies of the Town or District to appropriate funds for purposes of this Agreement.

**J. Termination**

Either party may terminate this Agreement without cause by providing the other party with written notice of termination, no less than thirty (30) days prior to the effective date of termination. Town shall be compensated for those services, including, but not limited to, Maintenance Activities, performed prior to the effective date of termination and any and all costs related to terminating its contractors.

**K. Conflict of Interest**

The Town and the District shall each avoid all conflicts of interest in the performance of this Agreement and shall immediately notify the other should a conflict of interest arise that would prohibit or impair the party's ability to perform under this Agreement.

**L. Non-Discrimination**

Neither the Town nor District will discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identification, disability, ethnicity, or national origin, in connection with or related to the performance of this Agreement.

**M. Limitations**

Sites that may require the performance of the Maintenance Activities under the terms of this Agreement must satisfy all of the following: (i) be located within the limits of the Town and in or immediately adjacent to the Colma Creek Flood Control Channel (as depicted in Exhibit A), and (ii) be subject to a Town and/or District right-of-way, easement, or permit. Other sites not meeting the requirements of this subsection are not covered under this Agreement.

**N. Disputes**

The Town and District agree that, with regard to all disputes or disagreements arising under this Agreement which are not resolved informally at the staff level after a good faith attempt by both parties, the parties may, at their sole and mutual discretion, agree to engage in mediation. The costs of the mediation shall be divided equally between the parties, unless otherwise agreed.

**O. Payment for Services**

In consideration of the services provided by the Town or the Town's contractors within District right-of-way, easement or future easements as depicted on Exhibit A in accordance with all terms, conditions, and scope set forth herein, the District shall make payment to the Town based on the rates attached hereto as Exhibit B and in the manner specified. The Town shall submit an invoice to the District on a monthly basis.. Said invoice shall include an accounting of all charges for personnel, material, equipment, and/or outside services which the Town shall have used for the performance of the work and a description of the work performed including dates of the work performed. Payments shall be in accordance with the rates described in Exhibit B. Every July 1, the Town may notify the District in writing of any rate adjustments as identified in Exhibit B. Rate adjustments are subject to District approval. District shall make payment within thirty (30) days of receipt of invoice. In no event shall District's total fiscal obligation under the term of this Agreement exceed Fifty Thousand Dollars and No/100s (\$50,000.00). Invoices shall be submitted on a monthly basis whenever work is performed under this Agreement.

**P. Miscellaneous Provisions**

Each of the parties shall cooperate with and provide reasonable assistance to the other to the extent contemplated hereunder in the performance of all obligations under this Agreement and the satisfaction of the conditions of this Agreement. Each party shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of this Agreement. The parties agree and intend that the parties are independent contracting entities and do not intend by this Agreement to create any partnership, joint venture, or similar business arrangement, relationship, or association between them. There are no intended third-party beneficiaries of any right or obligation of the parties.

**II. DEFINITIONS**

**A. Colma Creek Flood Control Channel** - The Colma Creek Flood Control Channel financed, constructed, and maintained by District from the confluence with the Navigable Slough (also known historically as San Bruno Creek/Canal/Slough) to the general vicinity of the intersection of El Camino Real and Valley Street in the City of Daly City.

**B. Active Illegal Encampment** - An illegal encampment that appears to have been recently used as an encampment site as evidenced by (i) the presence of persons at or around the encampment, or (ii) the organized, systematic and methodical appearance of the encampment where it would be reasonable to assume that it is currently being used as an encampment.

- C. **Town Waste** - All wastes generated by or collected by the Town in the performance of all municipal services, including Grit and Screenings, but excluding Sewage Sludge or other residue from waste-water treatment facilities, and including, but not limited, to debris from street and sewer repairs and construction, debris from public and private lot clean-up operations, tires from municipal vehicles, debris from street sweepings, grass clippings, leaves and tree trimmings from maintenance of Town parks, streets, median strips, and property, rock and concrete not exceeding a non-diagonal dimension of four (4) feet, asphalt pavement as found in streets, tree stumps and branches no more than eight (8) feet long and no more than two (2) feet in diameter, bulky wastes such as large appliances and furniture found in clean-up operations of real property, parks or other public or private lands, and other similar wastes generated by or collected by the Town. Except as provided in this Section II.C, Town Waste shall not include residential garbage and rubbish, or commercial garbage and rubbish that is generated by private individuals or private businesses and is regularly collected by the Town's waste hauler from private property.
- D. **Grit and Screenings** - Grit includes sand, gravel, cinder, or other heavy solid materials that are "heavier" (higher specific gravity) than the organic biodegradable solids in wastewater. Grit also includes eggshells, bone chips, seeds, coffee grounds, and large organic particles, such as food waste. Screenings are suspended solids or objects such as rags, paper, plastics, and metals to prevent damage and clogging of downstream equipment, piping, and appurtenances.
- E. **Hazardous Waste** - A solid waste, or combination of solid wastes, which, because of its quantity, concentration, or physical, chemical, or infectious characteristics may: (i) cause, or significantly contribute to an increase in mortality, or an increase in serious irreversible, or incapacitating reversible illness; or (ii) pose a substantial, present, or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.
- F. **Illegal Encampment** - A camp located in or immediately adjacent to the Colma Creek Flood Control Channel within the Town that has not been permitted by the Town, District, and/or other agencies with jurisdiction to regulate that camping activity.
- G. **Inactive Illegal Encampment** - An illegal encampment that does not appear to have recently been used as an encampment as evidenced by: (i) the lack of persons at or around the encampment, and (ii) the unorganized, unmethodical, unsystematic, haphazard appearance of the encampment where it would be reasonable to assume that it was abandoned.
- H. **Right-of-Way** - Recorded deed for property, either in form of fee title ownership or easement.
- I. **Sewage Sludge** - Sewage sludge are nutrient-rich organic materials resulting from the treatment of domestic sewage in a wastewater treatment facility.
- J. **Trash** - All illegal dumping and improperly discarded waste material, including, but not limited to, shopping carts, tires, furniture, pallets, convenience food, beverage, and other product packages or containers constructed of steel, aluminum, glass, paper, plastic, and other natural and synthetic materials, thrown or deposited on the lands and waterways within the Town. For the purposes of this Agreement, Trash does not include sediment or vegetation; except for yard waste that is illegally disposed in or along the Colma Creek Flood Control Channel.
- K. **Universal Waste** - Any of the following hazardous wastes that are subject to the universal waste requirements of 40 CFR part 273 or CCR Title 22, Division 4.5, Chapter 23, including: (1) Batteries as described in § 273.2; (2) Pesticides as described in § 273.3; (3) Mercury-containing equipment as described in § 273.4; and (4) Lamps as described in § 273.5. (source: 40 CFR §273.9)
- L. **Advisory Committee** – The Colma Creek Flood Control District Citizens Advisory Committee

### III. SCOPE

#### A. Agreement Administration

##### 1. *Quarterly Channel Inspections*

The Town and District shall each designate lead staff from their respective organizations to perform quarterly tandem inspections of the Channel from Mission Road approximately one thousand five hundred (1,500) feet southeast of the intersection of Mission Road and El Camino Real to D Street (Town boundary). Staff shall inspect only areas adjacent to the Channel diversion structure and surface conditions along the alignment of the underground box culvert. The quarterly inspections shall:

Identify issues related to maintenance needs, including litter problem areas, illegal dumping sites, abandoned shopping carts, graffiti, vandalism, Active and Inactive Illegal Encampments, areas in need of vegetation maintenance, including those areas within the Channel and along access roads, and fence repair needs along the Channel.

##### 2. *Reporting*

- a. The Town shall prepare an Annual Report.
  - i. The Annual Report for each fiscal year (July 1 – June 30) shall be prepared and submitted to District by the Town by July 31 of each year this Agreement is in effect.
  - ii. The Report must include at a minimum the following:
    - Status, accomplishments, and requests to be completed under this Agreement;
    - Number of sites, site locations, and amount of material collected during all clean-up programs or projects under this Agreement;
    - Number of sites and site locations of Illegal Encampments removed under this Agreement;
    - Actual expenditures under this Agreement.
  - iii. The information provided pursuant to ii. above, and other appropriate metrics as agreed upon by District and the Town, shall be used to determine the success of the maintenance program, and generate information that supports Municipal Regional Stormwater Permit reporting.
- b. The Annual Report shall be submitted by District to the Advisory Committee each calendar year for the Advisory Committee's September meeting.

##### 3. *Environmental Permitting*

For Maintenance Activities by the Town in and around the areas of the Colma Creek Flood Control Channel that are included in the long-term maintenance permit from environmental regulatory agencies, Town shall be responsible for compliance with the provisions of such permit(s) in the performance of these activities. Copies of these permits area attached as Exhibit C and incorporated herein by this reference.

For other activities by the Town in and around the Colma Creek Flood Control Channel, the Town shall obtain all necessary permits.

**B. Illegal Encampment Clean-up Program**

The Illegal Encampment clean-up program focuses on the cleanup of Active and Inactive Illegal Encampment sites and is led by the Town on an as-needed basis.

*1. Town Actions*

The Town shall:

- a. Coordinate site identification, which includes the identification of the sites and verification (in collaboration with District staff) that the sites are within the Town limits, that either District or the Town has Right-of-Way on the sites, and that the sites are in or adjacent to the Colma Creek Flood Control Channel;
- b. Coordinate site logistics, which includes coordinating the timing of the clean-ups; and coordinating with the District on services and supplies needed as described in Section 2. below under District Actions for this program;
- c. Provide clean-up personnel and supervision, which includes providing sufficient personnel and supervision to conduct the cleanup. Alternately, the Town may contract with another entity to provide personnel for clean-up of Active Illegal Encampments. The Town shall ensure that notices of the clean-up are posted by the Town at least seventy-two (72) hours prior to the clean-up date of the sites and in accordance with all applicable laws.
- d. Coordinate appropriate social services, which includes coordinating appropriate and available resources to attend clean-ups and direct any encampment occupants to social services as needed and in accordance with all applicable laws;
- e. Provide disposal of non-hazardous wastes, except during the limited time period when the Town is complying with due process or other legal notification requirements allowing for any homeless individual to recover any materials as personal property, which includes the acceptance at an appropriate disposal facility of materials meeting all of the following conditions:
  - i. Materials meeting the definition of "Trash";
  - ii. Materials include only Trash from this clean-up program; no other materials may be commingled with the material collected pursuant to this Agreement;
  - iii. Any vehicle or container used for this purpose must be empty at the start of the clean-up and must be dumped at the end of the clean-up without being used for any other purpose; all containers must be secured to prevent unauthorized deposition of waste in the containers;
  - iv. Materials include no Hazardous Wastes (such as containers of fuel, paint, or chemicals), Universal Wastes (such as batteries, lamps, televisions, or other electronic waste), sediment or vegetation, or other materials banned from landfill disposal (such as tires, appliances, motor vehicles, and other large metallic discards);
  - v. Delivery is accompanied by properly completed forms; and
  - vi. All regulations at the disposal facility shall be observed by disposal vehicle drivers.
- f. Lawfully manage personal possessions, which include the receipt, storage, and management by the Town of personal possessions collected during clean-ups.

*2. District Actions*

The District shall:

- a. Ensure appropriate permits are obtained for the performance of maintenance work in and around the Colma Creek Flood Control Channel pursuant to this Agreement;
- b. Provide notifications when appropriate and coordinate with permitting agencies when requested by the Town.

### 3. *Standard Operating Procedures*

- a. The parties agree that all clean-up of Illegal Encampments under the encampment clean-up program will be performed in accordance with the Town's standard procedures.
- b. The Town procedures may be amended from time to time by the Town. Town shall notify District of any amendments to Town procedures impacting clean-up of Illegal Encampments.

### C. **Trash Clean-Up Program**

The Trash Clean-Up Program helps address the clean-up of Trash accumulations that fall outside the scope of the encampment cleanup program. It is coordinated by Town and District staff through the Quarterly Channel Inspections described in Section III.A.1 of this Agreement. Sites must be located within the Colma Creek Flood Control Channel Right-of-Way and the boundaries of the Town.

#### 1. *Site Identification:*

- a. Town and District staff will identify the Trash Clean-Up Program sites, using the following criteria for prioritization:
  - i. Site is a historically-reoccurring litter problem area
  - ii. Site has received complaints from the public
  - iii. Site provides opportunity for proactive intervention
  - iv. Site has a significant accumulation of debris

#### 2. *Implementation*

Town and District staff will coordinate logistics and responsibilities on an annual basis.

- a. Program List – The Town shall develop, maintain, and distribute to appropriate Town and District personnel a list of trash prevention and removal programs and their associated staff contacts. This list is intended to improve coordination and make communications with residents more seamless.
- b. Coordinating Operations – The Town and District shall, as part of their annual work planning, consider opportunities to manage and schedule routine clean-up activities performed by both parties with the intent of providing equitable exchange of services.

### D. **Abatement of Graffiti and Vandalism**

The Town and District will work collaboratively on graffiti and vandalism abatement programs. Recognizing that timely abatement of graffiti and vandalism discourages proliferation of associated illegal activities, District authorizes the Town to abate upon notice by any party.

#### *Graffiti and Vandalism Abatement:*

- a. Graffiti and Vandalism abatement may be conducted by the Town.
- b. The Town shall provide photographs of graffiti that was removed (before and after) as a condition of reimbursement for services provided under this Agreement.
- c. Proper best management practices (BMPs) shall be followed to ensure compliance with water quality laws and regulations, including, but not limited to, BMPs for methods of proper capture and disposal of wastes generated during graffiti removal activities.

**E. Vegetation Management**

The Town and District will work collaboratively on vegetation management within the Colma Creek Flood Control Channel Right-of-Way and access road areas.

*Vegetation Management:*

- a. Vegetation removal within the Channel and access road areas may be conducted by the Town upon request by the District.
- b. Vegetation removal within the Channel shall not occur unless the necessary permit coverage has been obtained by District.
- c. Proper best management practices (BMPs) shall be followed to ensure compliance with water quality laws and regulations, including, but not limited to, BMPs for methods of proper capture and disposal of debris generated during vegetation removal activities.
- d. Use of herbicides shall be compliant with the NPDES requirements pursuant to the San Francisco Bay Municipal Regional Stormwater Permit and requirements of the City’s Integrated Pest Management Plan, if applicable.

**F. Minor Maintenance**

The Town and District will work collaboratively on identifying and performing minor repairs to the following, but not limited to, facilities within the Colma Creek Flood Control Channel Right-of-Way and access road areas:

- Fences, posts, cables, and gates.
- Flap gates, valves, and other flow restriction devices.
- Concrete or asphalt pavement/sidewalk.

When requested by District, the Town shall submit a proposal that includes a scope of work and anticipated costs. District shall authorize the proposed work by the Town prior to commencement of repairs. Reimbursement for actual costs shall be in accordance with the terms under Section I-O, “Payment for Services”.

**[SIGNATURES ON FOLLOWING PAGE]**

**IN WITNESS WHEREOF**, the parties hereto, by their duly authorized representatives, have executed this Agreement.

**“Town”**  
TOWN OF COLMA,  
a California municipal corporation

**“District”**  
SAN MATEO COUNTY FLOOD AND  
SEA LEVEL RISE RESILIENCY DISTRICT

By: \_\_\_\_\_  
Diana Colvin, Mayor

By: \_\_\_\_\_  
Len Materman, Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized by  
Resolution No.: \_\_\_\_\_

By: \_\_\_\_\_  
City Clerk

Adopted: \_\_\_\_\_, 2021

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Christopher Diaz, Town Attorney

\_\_\_\_\_  
Brian E. Kulich, District Legal Counsel

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBITS:**

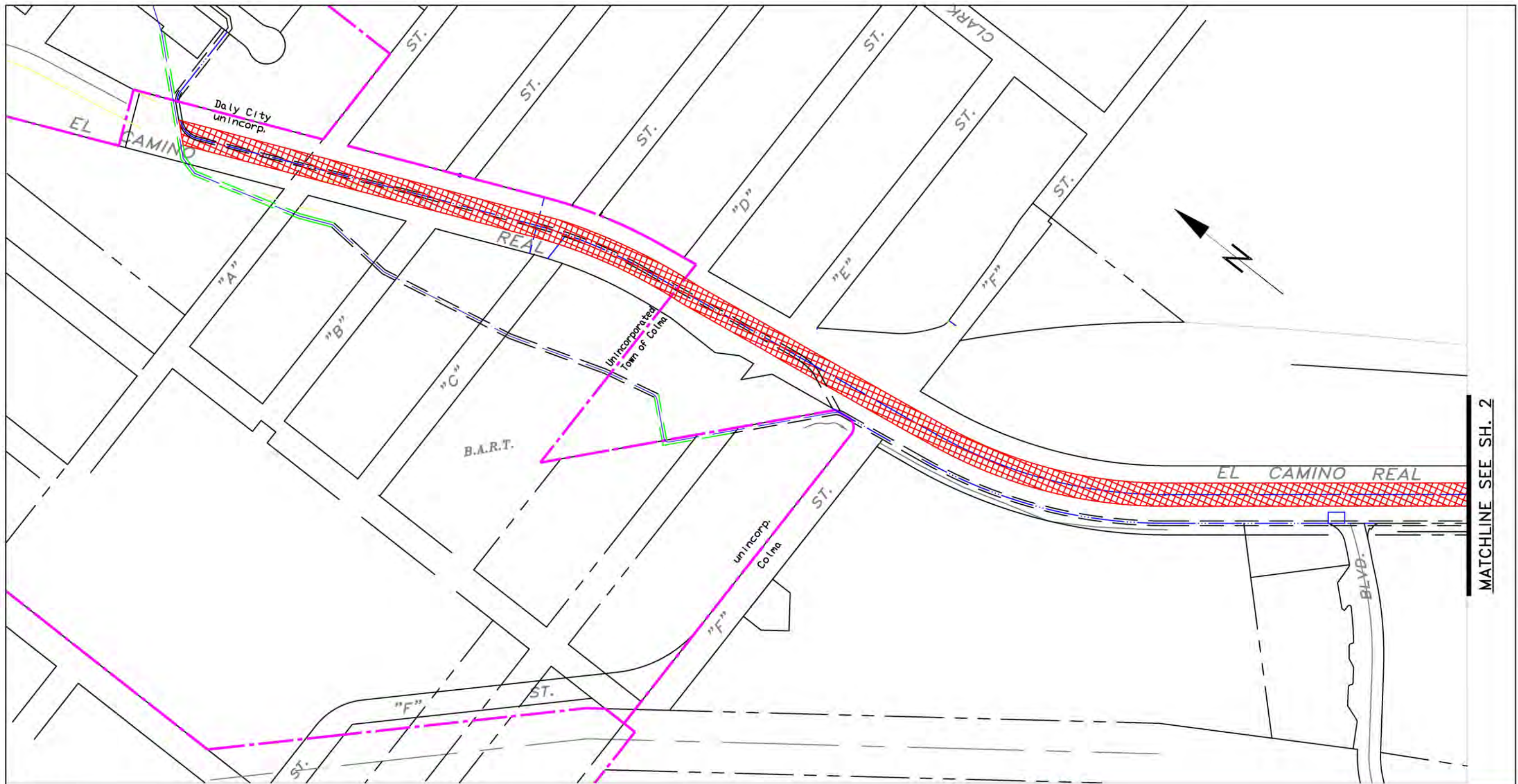
- A – Colma Creek Flood Control Channel Right-of-Way Map
- B – Town of Colma Labor, Material, and Equipment Rates



EXHIBIT "A"

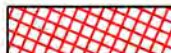





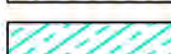
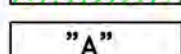

COLMA CREEK FLOOD CONTROL CHANNEL

RIGHT-OF-WAY MAP

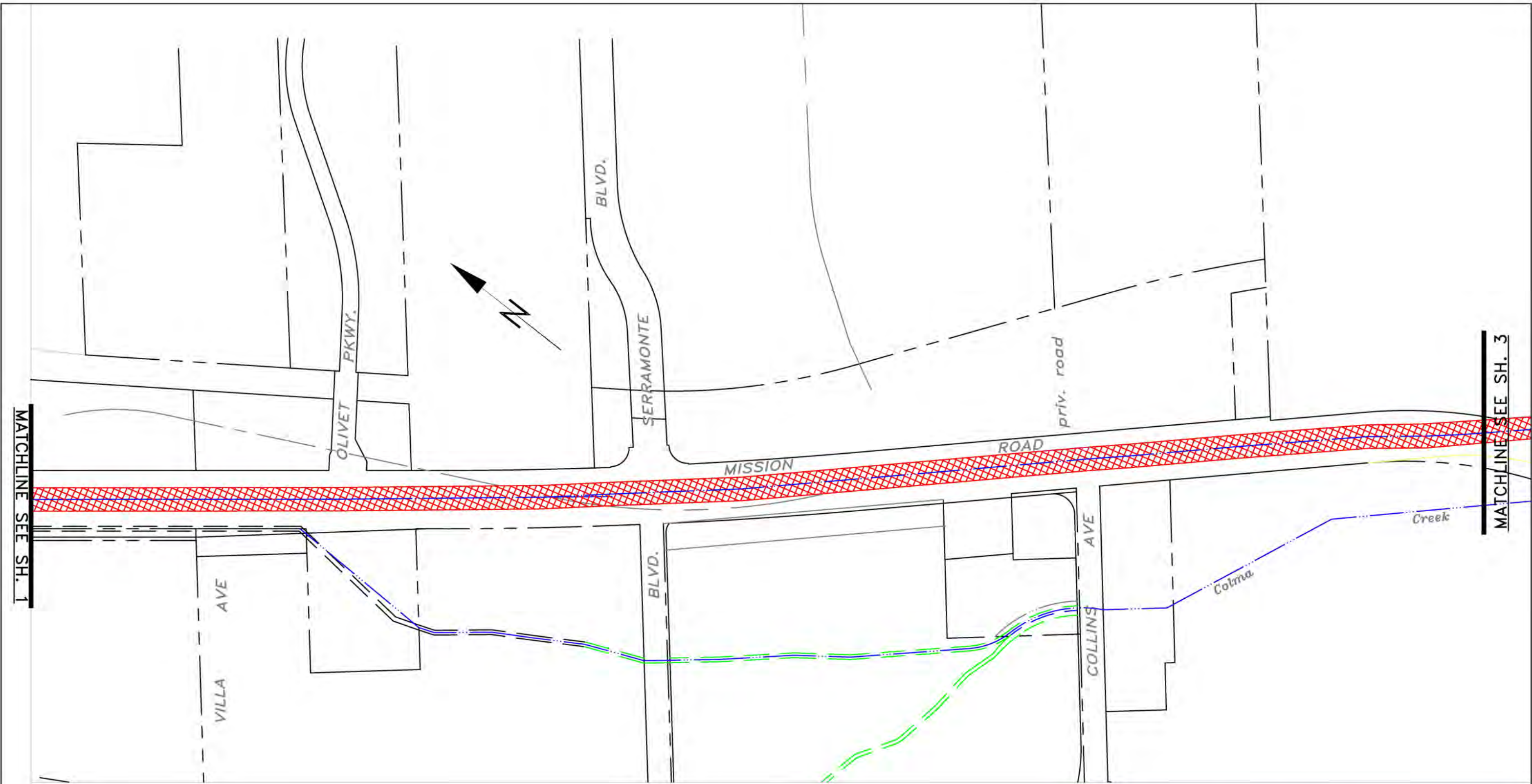


MATCHLINE SEE SH. 2



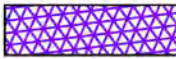




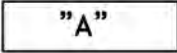

**LEGEND:**

- |  |   |
|--|---|
|  CALTRANS                                     |  S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT |
|  CITY OF SOUTH SAN FRANCISCO                  |  S. P. T. C. (UNION PACIFIC)                          |
|  PENINSULA-CORRIDOR-JOINT-POWERS-BOARD        |  TOWN OF COLMA  |
|  SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) |  "A" STREETS  |
|  |  CITY / COUNTY BOUNDARY                              |

RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 SCALE: 1" = 200'



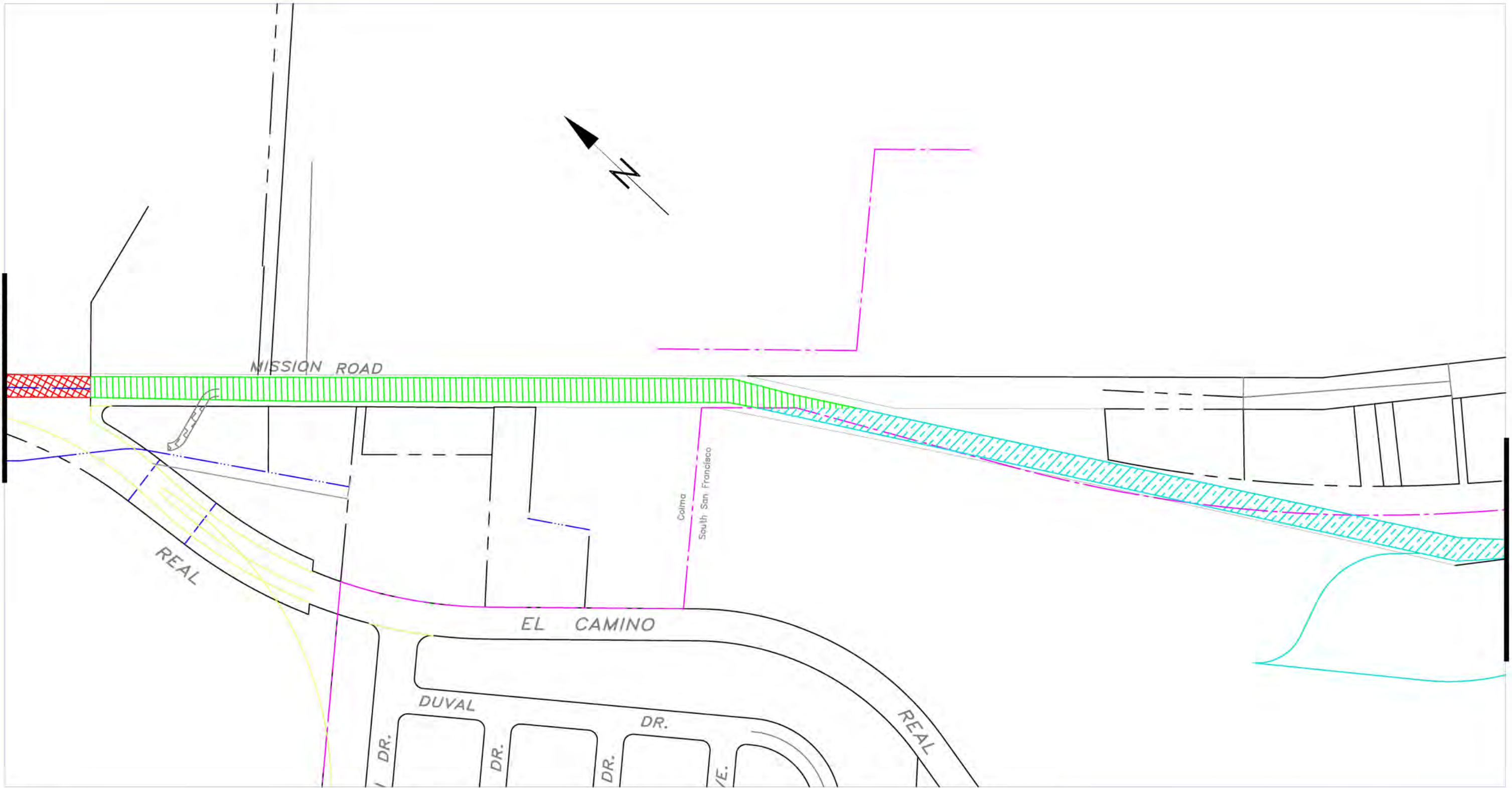
**LEGEND:**

- |   |   |
|---|---|
|  CALTRANS                                     |  S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT |
|  CITY OF SOUTH SAN FRANCISCO                  |  S. P. T. C. (UNION PACIFIC)                          |
|  PENINSULA-CORRIDOR-JOINT-POWERS-BOARD        |  TOWN OF COLMA  |
|  SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) |  "A" STREETS  |
|   |  CITY / COUNTY BOUNDARY                              |



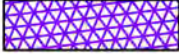




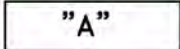
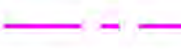
RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 SCALE: 1" = 200'

MATCHLINE SEE SH. 2

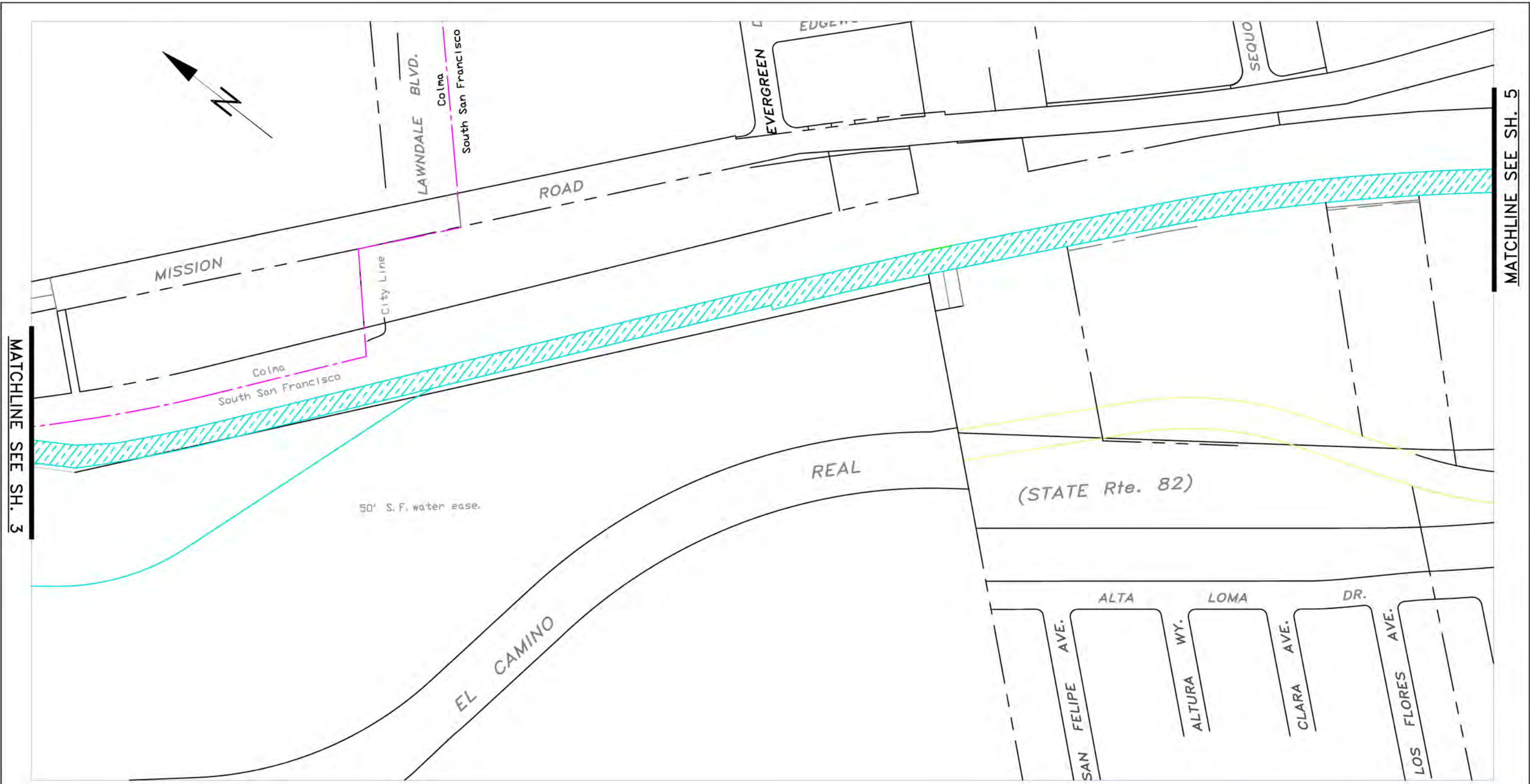
MATCHLINE SHEE SH. 4



**LEGEND:**

- |  |  |   |  |
|--|--|---|--|
|  | CALTRANS                                     |  | S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT |
|  | CITY OF SOUTH SAN FRANCISCO                  |  | S. P. T. C. (UNION PACIFIC)                          |
|  | PENINSULA-CORRIDOR-JOINT-POWERS-BOARD        |  | TOWN OF COLMA  |
|  | SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) |  | "A" STREETS  |
|  |  |  | CITY / COUNTY BOUNDARY                               |



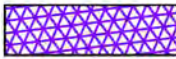




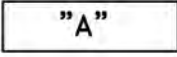

RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 SCALE: 1" = 200'



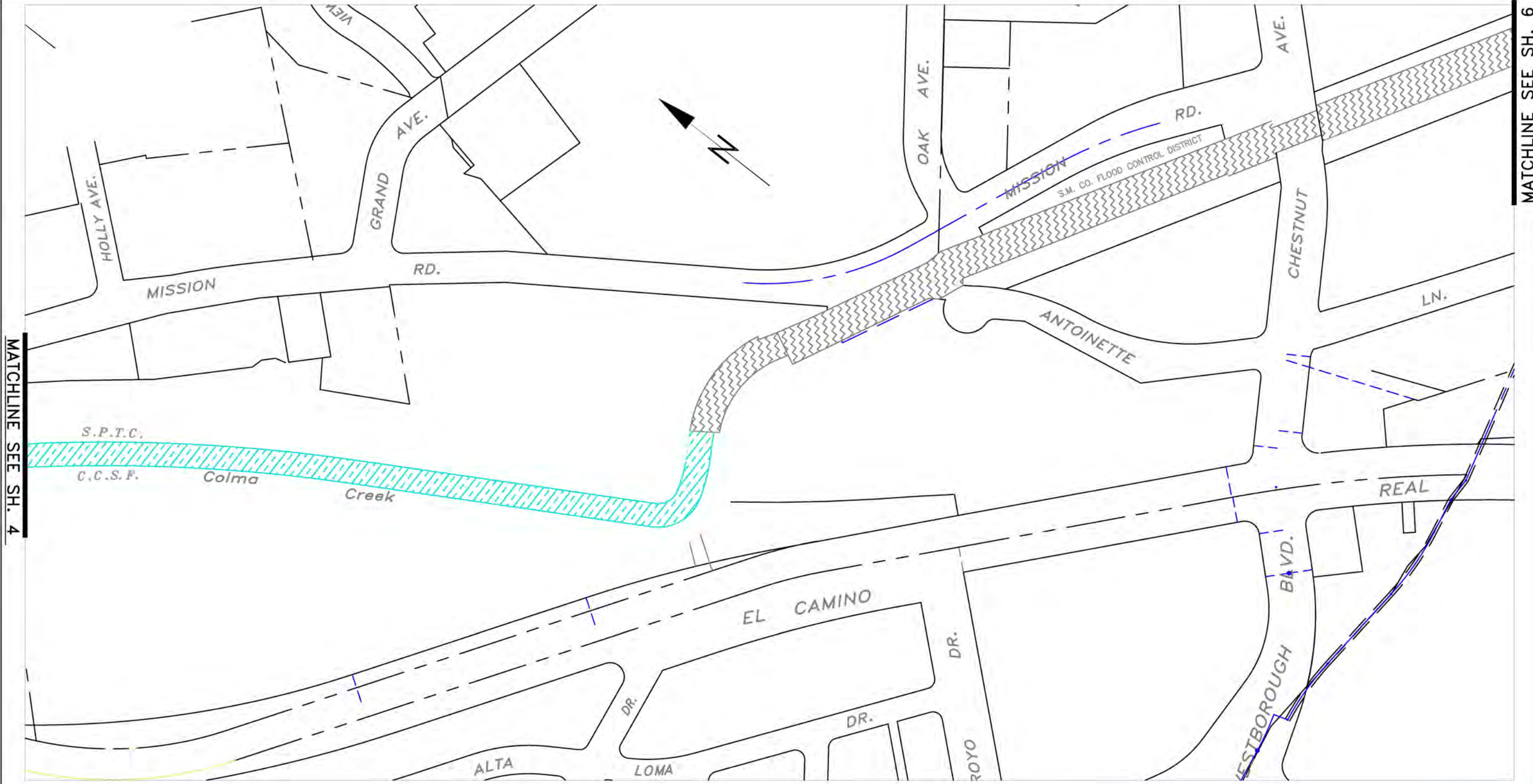
MATCHLINE SEE SH. 3

MATCHLINE SEE SH. 5

**LEGEND:**

 CALTRANS	 S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT
 CITY OF SOUTH SAN FRANCISCO	 S. P. T. C. (UNION PACIFIC)
 PENINSULA-CORRIDOR-JOINT-POWERS-BOARD	 TOWN OF COLMA
 SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS)	 "A" STREETS
	 CITY / COUNTY BOUNDARY



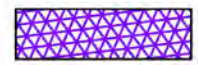




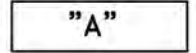

RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 SCALE: 1" = 200'  
 SHEET 4 of 10



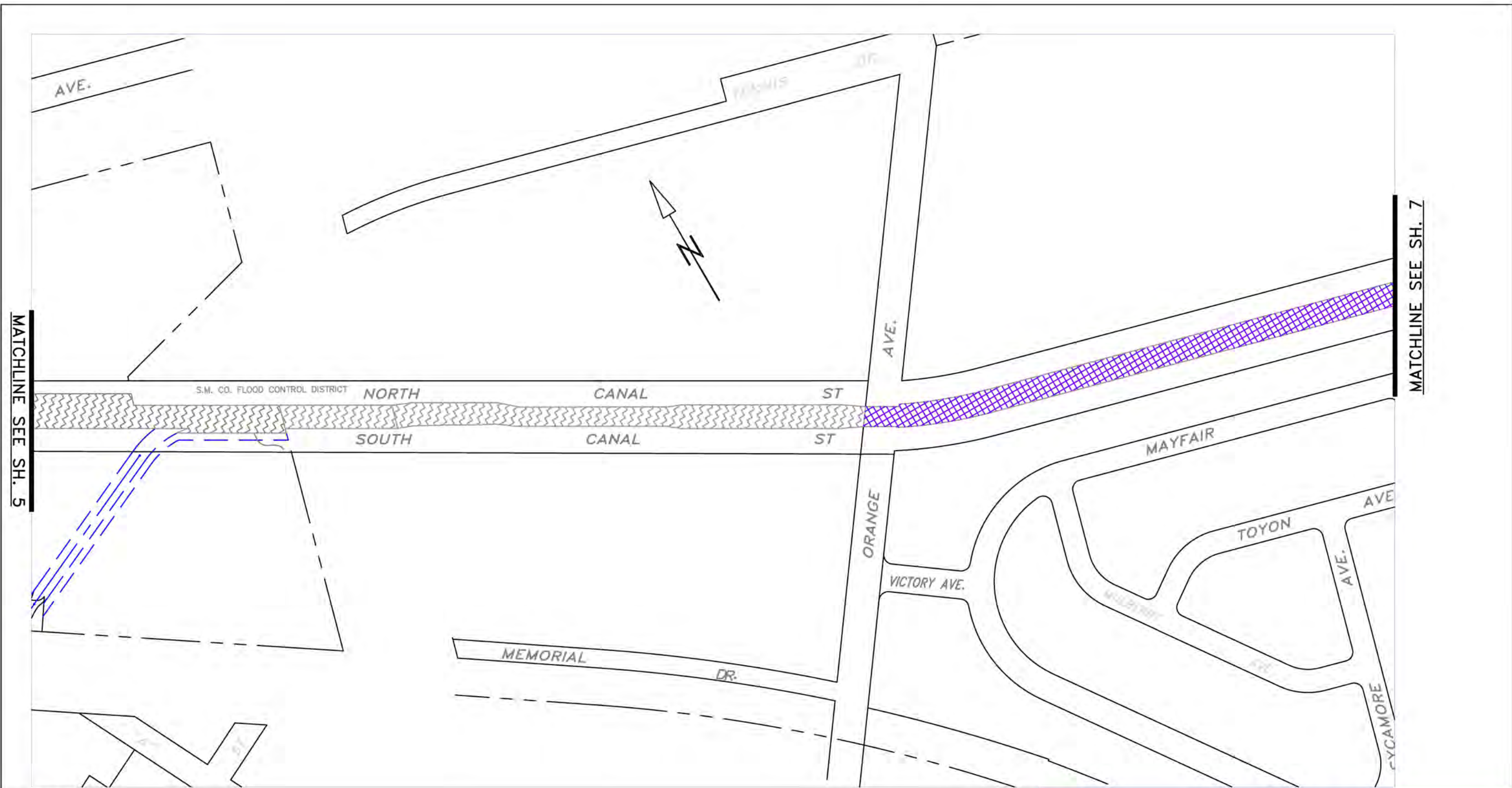
MATCHLINE SEE SH. 4

MATCHLINE SEE SH. 6

**LEGEND:**

- |  |  |   |  |
|--|--|---|--|
|  | CALTRANS                                     |   | S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT |
|  | CITY OF SOUTH SAN FRANCISCO                  |   | S. P. T. C. (UNION PACIFIC)                          |
|  | PENINSULA-CORRIDOR-JOINT-POWERS-BOARD        |   | TOWN OF COLMA  |
|  | SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) |   | "A" STREETS  |
|  |  |  | CITY / COUNTY BOUNDARY                               |



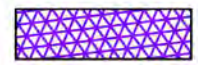




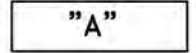

RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 SCALE: 1" = 200'



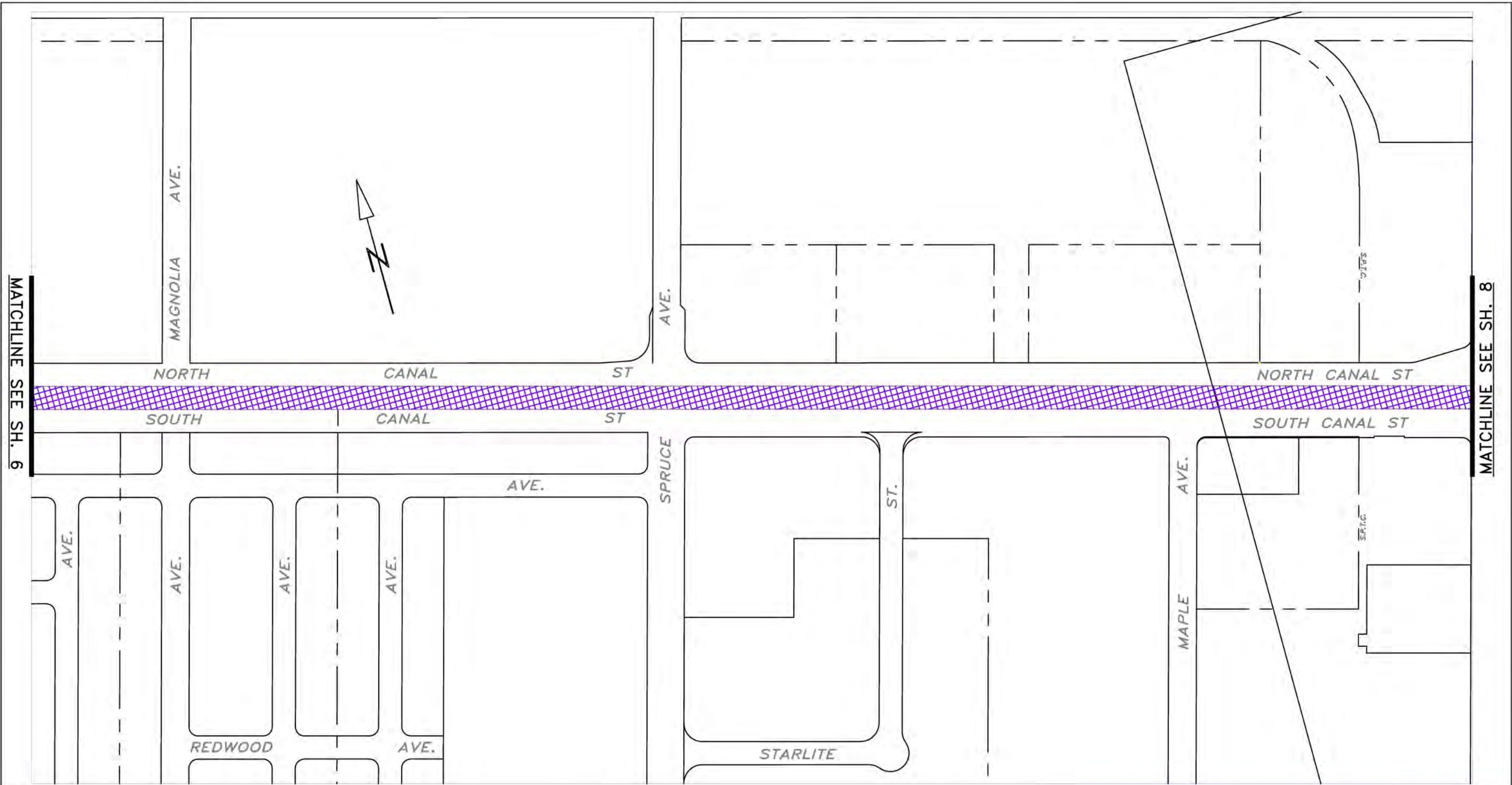
MATCHLINE SEE SH. 5

MATCHLINE SEE SH. 7

**LEGEND:**

- |  |  |   |  |
|--|--|---|--|
|  | CALTRANS                                     |   | S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT |
|  | CITY OF SOUTH SAN FRANCISCO                  |   | S. P. T. C. (UNION PACIFIC)                          |
|  | PENINSULA-CORRIDOR-JOINT-POWERS-BOARD        |   | TOWN OF COLMA  |
|  | SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) |   | "A" STREETS  |
|  |  |  | CITY / COUNTY BOUNDARY                               |



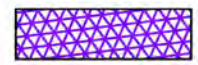




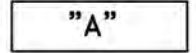
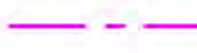
RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 SCALE: 1" = 200'



MATCHLINE SEE SH. 6

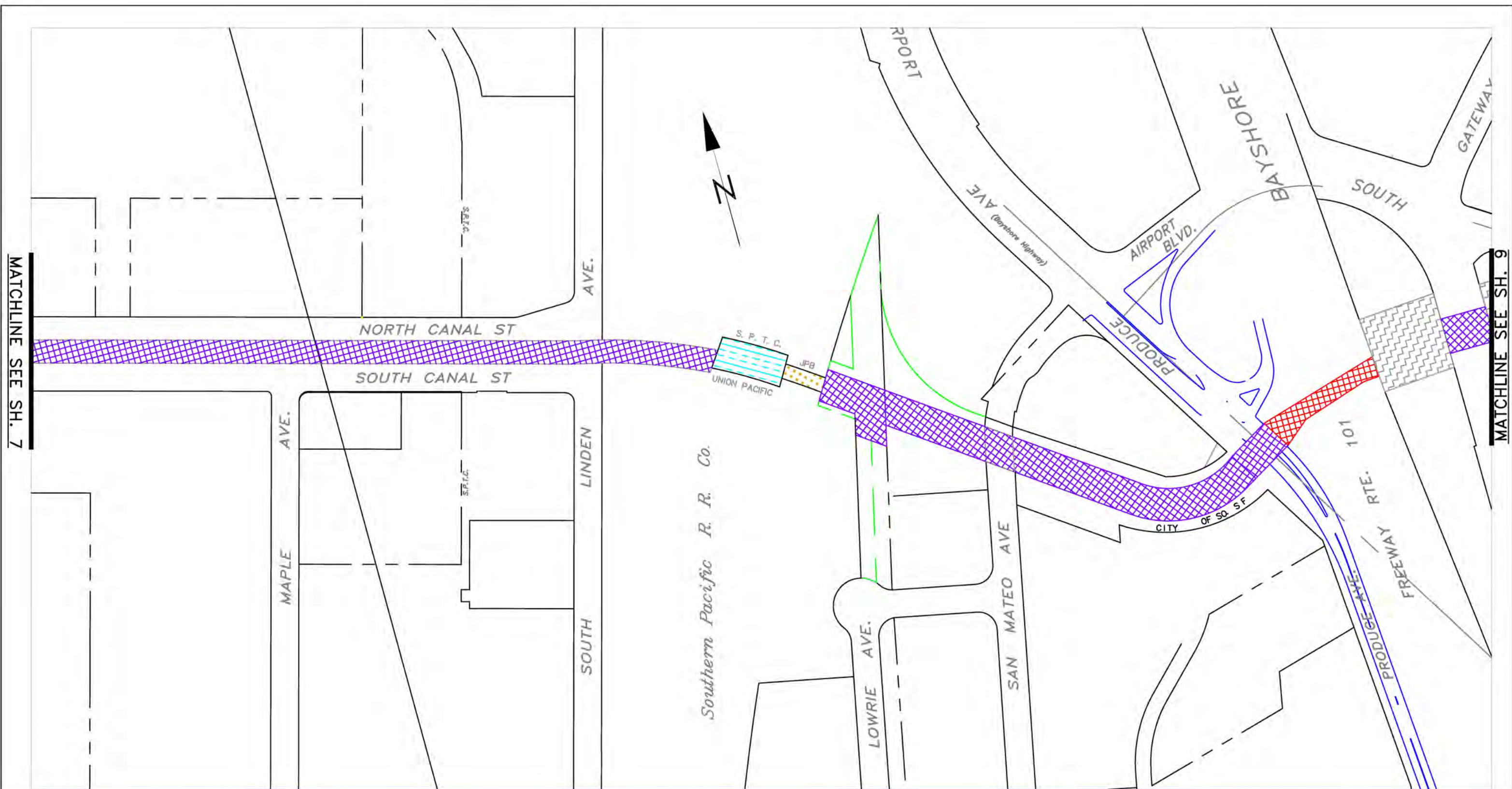
MATCHLINE SEE SH. 8

**LEGEND:**



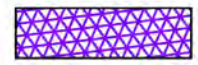




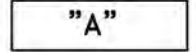

- |  |  |   |  |
|--|--|---|--|
|  | CALTRANS                                     |   | S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT |
|  | CITY OF SOUTH SAN FRANCISCO                  |   | S. P. T. C. (UNION PACIFIC)                          |
|  | PENINSULA-CORRIDOR-JOINT-POWERS-BOARD        |   | TOWN OF COLMA  |
|  | SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) |   | "A" STREETS  |
|  |  |  | CITY / COUNTY BOUNDARY                               |

RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 SCALE: 1" = 200'

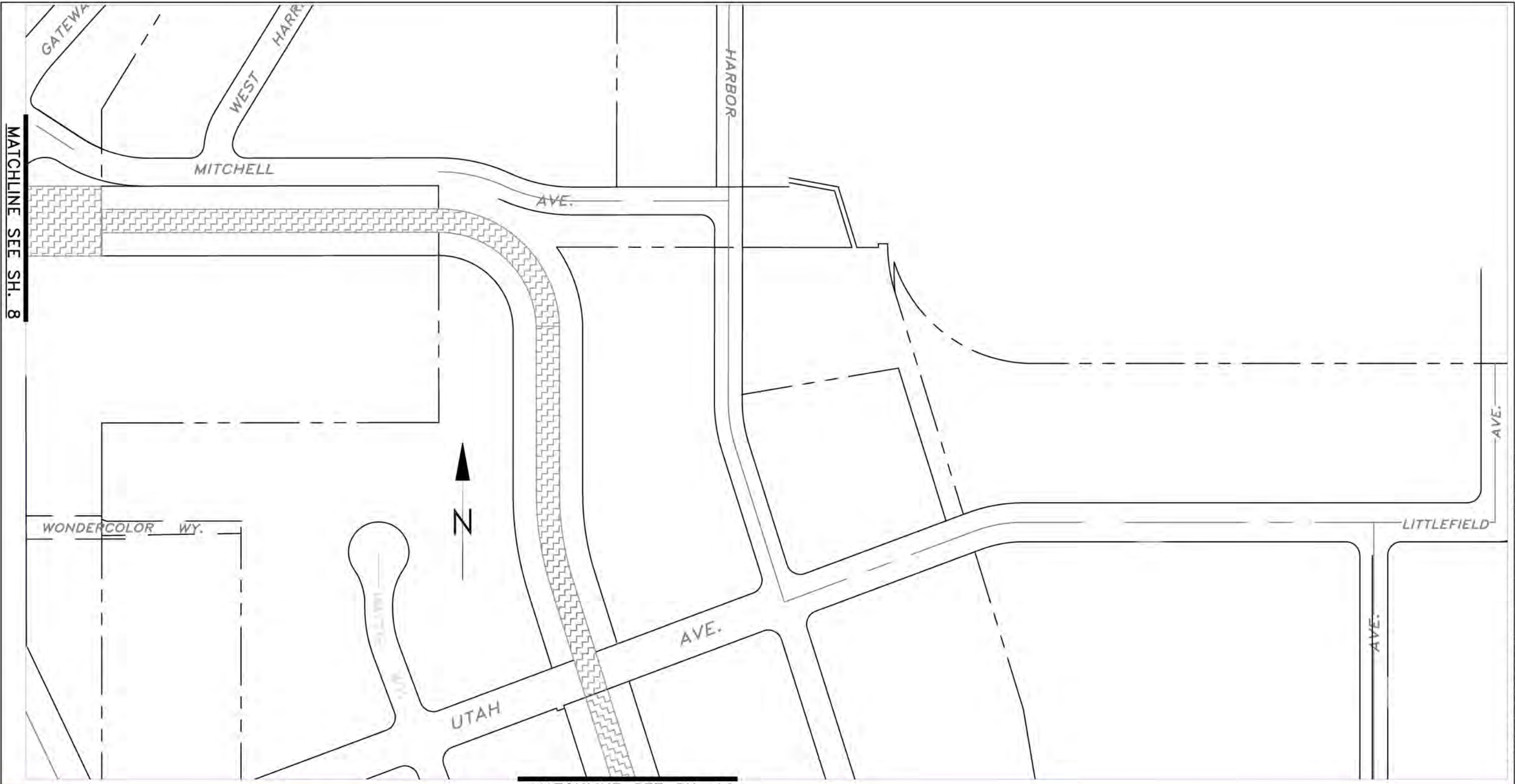




**LEGEND:**

- |  |  |   |  |
|--|--|---|--|
|  | CALTRANS                                     |   | S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT |
|  | CITY OF SOUTH SAN FRANCISCO                  |   | S. P. T. C. (UNION PACIFIC)                          |
|  | PENINSULA-CORRIDOR-JOINT-POWERS-BOARD        |   | TOWN OF COLMA  |
|  | SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) |   | "A" STREETS  |
|  |  |  | CITY / COUNTY BOUNDARY                               |


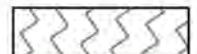
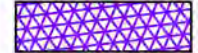




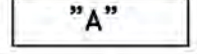

RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 SCALE: 1" = 200'



MATCHLINE SEE SH. 8

MATCHLINE SEE SH. 10

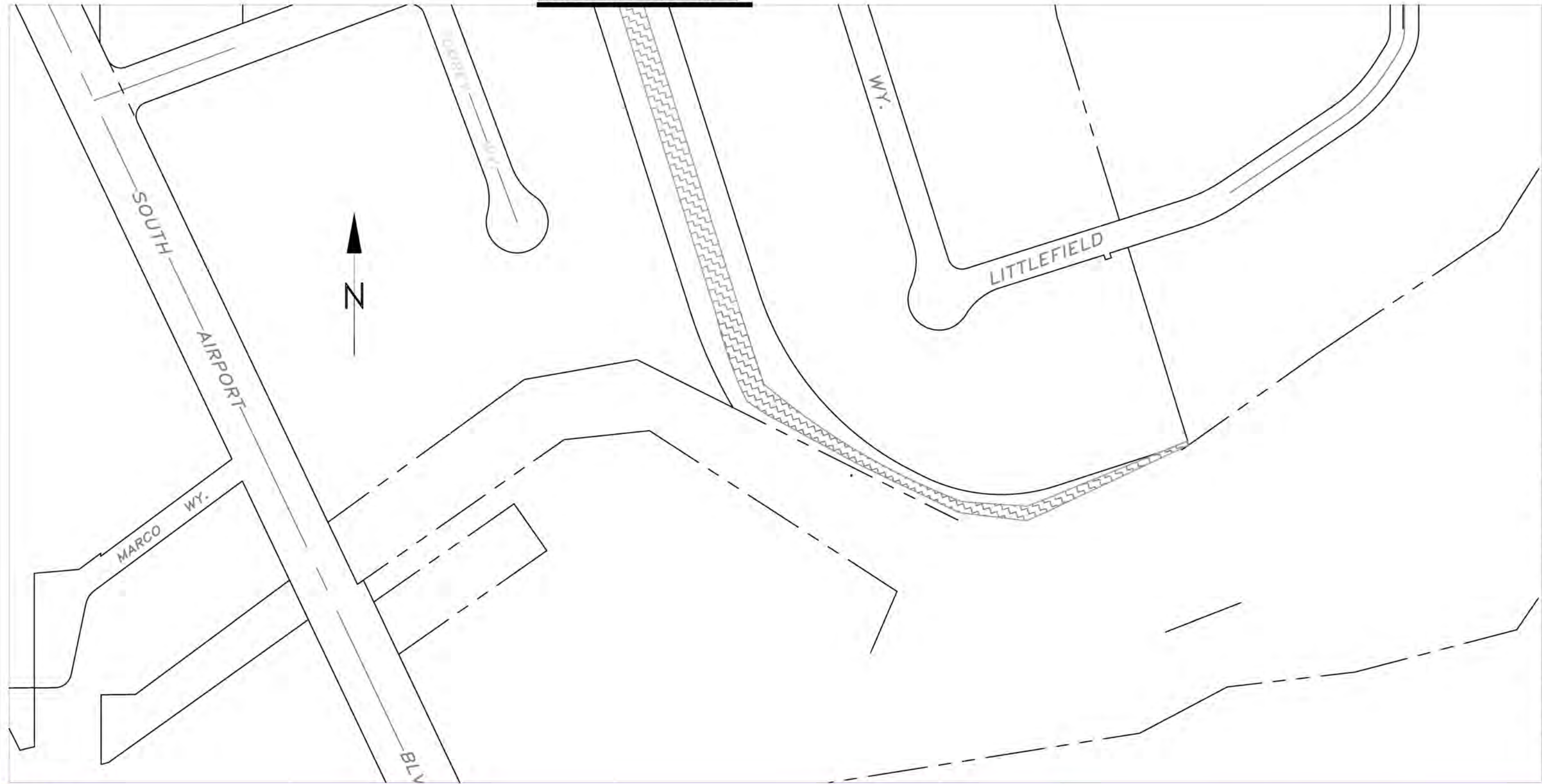
**LEGEND:**

- |  |  |   |  |
|--|--|---|--|
|  | CALTRANS                                     |   | S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT |
|  | CITY OF SOUTH SAN FRANCISCO                  |   | S. P. T. C. (UNION PACIFIC)                          |
|  | PENINSULA-CORRIDOR-JOINT-POWERS-BOARD        |   | TOWN OF COLMA  |
|  | SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) |   | "A" STREETS  |
|  |  |  | CITY / COUNTY BOUNDARY                               |

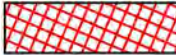

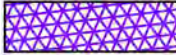




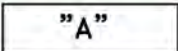

RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 SCALE: 1" = 200'

f:\users\draft\ldd\rowmaps\files\colmacreek\colma\_for\_presentation.dwg

MATCHLINE SEE SH. 9



**LEGEND:**

- |   |   |
|---|---|
|  CALTRANS                                     |  S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT |
|  CITY OF SOUTH SAN FRANCISCO                  |  S. P. T. C. (UNION PACIFIC)                          |
|  PENINSULA-CORRIDOR-JOINT-POWERS-BOARD        |  TOWN OF COLMA  |
|  SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) |  "A" STREETS  |
|   |  CITY / COUNTY BOUNDARY                              |

RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 SCALE: 1" = 200'

f:\users\utility\colma\_creek\_fcd\word\ma\_intenance\_moa\COLMA\_CREEK\_ROW\_MOA\_FSLRRD.dwg

EXHIBIT "B"

TOWN OF COLMA

LABOR, MATERIALS, AND EQUIPMENT RATES

<b>Position</b>	<b>Hourly Charge</b>
Senior Engineer	\$199.00
Public Works Maintenance	\$ 66.15
<b>Equipment (Caltrans Rate Description)</b>	<b>Per Caltrans Posted Rates</b>
<b>Rental of equipment</b>	<b>At Cost</b>
<b>Contract Services</b>	<b>At Cost</b>

EXHIBIT "C"

LONG-TERM MAINTENANCE PERMIT  
FOR COLMA CREEK FLOOD CONTROL CHANNEL

FOR A COPY OF THE CURRENT LONG-TERM  
MAINTENANCE PERMIT, PLEASE VISIT:

[https://onshoreline.org/wp-  
content/uploads/2021/03/Long\\_Term\\_Maintenance\\_Permit\\_Colma\\_Creek.pdf](https://onshoreline.org/wp-content/uploads/2021/03/Long_Term_Maintenance_Permit_Colma_Creek.pdf)

**AGREEMENT**  
**between the**  
**TOWN OF COLMA**  
**and the**  
**SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT**  
  
**REGARDING OLD COLMA CREEK MAINTENANCE**

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, is by and between the Town of Colma ("Town"), a municipal corporation of the State of California, and the San Mateo County Flood and Sea Level Rise Resiliency District ("District"), a special district in San Mateo County, State of California.

**WHEREAS**, the Town has provided services on an annual basis to maintain Old Colma Creek for over 25 years; and

**WHEREAS**, the Town and District have identified a need for a collaborative effort and sharing of resources in vegetation management, graffiti abatement, minor maintenance, and the collection and disposal of trash and debris deposited in and around the Old Colma Creek in the Town; and

**WHEREAS**, trash in the creeks and waterways is detrimental to the community and to the environment; and

**WHEREAS**, Old Colma Creek is a tributary to Colma Creek, and is therefore hydraulically connected to important flood control infrastructure in the region and collaboration between the parties improves the ability to monitor and control upstream water quality and flow conditions that ultimately impact the Colma Creek Channel; and

**WHEREAS**, the Town and District have implemented programs that include the removal of trash along creeks and waterways to comply with National Pollutant Discharge Elimination System (NPDES) Municipal Regional Stormwater Permit issued by the San Francisco Bay Regional Water Quality Control Board (Order R2-2009-0074, NPDES Permit No. CAS612008, October 14, 2009); and

**WHEREAS**, the Town has the resources and current programs to assist in the management of graffiti, illegal dumping, and trash collection in and around the Old Colma Creek in the Town; and

**WHEREAS**, the Town and District desire to enter into an Agreement to utilize Town resources for vegetation management, graffiti abatement, minor maintenance, and the collection and disposal of trash and debris deposited in and around the Old Colma Creek in the Town; and

**WHEREAS**, the Town and District are government agencies duly authorized and existing under the laws of the State of California, and situated within the boundaries of the County of San Mateo; and

**WHEREAS**, Government Code section 54981 allows the legislative body of any local government agency to contract with another agency for performance of municipal services or functions; and

**WHEREAS**, Government Code section 6502 provides that, if authorized by their legislative or other governing bodies, two or more public agencies may by agreement jointly exercise any power common to the parties.

**NOW, THEREFORE, in consideration of their mutual covenants in this Agreement, the TOWN and DISTRICT agree as follows:**

## I. DEFINITIONS

- A. **Graffiti Abatement** – Abatement of graffiti and vandalism that follow proper best management practices (BMPs) to ensure compliance with water quality laws and regulations, including, but not limited to, BMPs for methods of proper capture and disposal of wastes generated during graffiti removal activities.
- B. **Grit and Screenings** - Grit includes sand, gravel, cinder, or other heavy solid materials that are “heavier” (higher specific gravity) than the organic biodegradable solids in wastewater. Grit also includes eggshells, bone chips, seeds, coffee grounds, and large organic particles, such as food waste. Screenings are suspended solids or objects such as rags, paper, plastics, and metals to prevent damage and clogging of downstream equipment, piping, and appurtenances.
- C. **Hazardous Waste** - A solid waste, or combination of solid wastes, which, because of its quantity, concentration, or physical, chemical, or infectious characteristics may: (i) cause, or significantly contribute to an increase in mortality, or an increase in serious irreversible, or incapacitating reversible illness; or (ii) pose a substantial, present, or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.
- D. **Land Rights** – Recorded deed for property, either in form of fee title ownership or easement, or valid permit granting property access rights.
- E. **Maintenance Activities** – Vegetation Management (as defined in Section I.K), Graffiti Abatement (as defined in Section I.A), Minor Maintenance (as defined in Section I.F below), and the collection and disposal of trash and debris deposited in and around the Old Colma Creek in the Town.
- F. **Minor Maintenance** – Minor repairs to the following facilities in and around Old Colma Creek: fences, posts, cables, and gates; flap gates, valves, and other flow restriction devices; concrete or asphalt pavement/sidewalk.
- G. **Old Colma Creek** – The Old Colma Creek is a key tributary to the Colma Creek Channel, comprised of an open concrete-lined channel and a series of culverts that primarily run along the western side of El Camino Real (see map in Exhibit A for reference). The portion of the Old Colma Creek in the Town starts near the corner of F Street and El Camino Real and flows downstream to a point where it crosses under El Camino Real near the intersection of El Camino Real and Mission Road. At this point, most flows in Old Colma Creek are redirected to the Colma Creek Channel (box culvert under Mission Road), while another portion of the tributary – kept in place to take the stormwater overflows that cannot be managed by the box culvert – runs behind the businesses on Mission Road. Old Colma Creek continues downstream beyond the Town’s boundaries and reconnects to the Colma Creek Channel upstream of McClellan Avenue, within the City of South San Francisco’s boundaries.
- H. **Sewage Sludge** - Sewage sludge are nutrient-rich organic materials resulting from the treatment of domestic sewage in a wastewater treatment facility.
- I. **Town Waste** - All wastes generated by or collected by the Town in the performance of all municipal services, including Grit and Screenings, but excluding Sewage Sludge or other residue from waste-water treatment facilities, and including, but not limited, to debris from street and sewer repairs and construction, debris from public and private lot clean-up



operations, tires from municipal vehicles, debris from street sweepings, grass clippings, leaves and tree trimmings from maintenance of Town parks, streets, median strips, and property, rock and concrete not exceeding a non-diagonal dimension of four (4) feet, asphalt pavement as found in streets, tree stumps and branches no more than eight (8) feet long and no more than two (2) feet in diameter, bulky wastes such as large appliances and furniture found in clean-up operations of real property, parks or other public or private lands, and other similar wastes generated by or collected by the Town. Except as provided in this Section I.I, Town Waste shall not include residential garbage and rubbish, or commercial garbage and rubbish that is generated by private individuals or private businesses and is regularly collected by the Town's waste hauler from private property.

- J. Trash** - All illegal dumping and improperly discarded waste material, including, but not limited to, Town Waste, shopping carts, tires, furniture, pallets, convenience food, beverage, and other product packages or containers constructed of steel, aluminum, glass, paper, plastic, and other natural and synthetic materials, thrown or deposited on the lands and waterways within the Town. For the purposes of this Agreement, Trash does not include sediment or vegetation, except for yard waste that is illegally disposed in or along the Colma Creek Flood Control Channel or Old Colma Creek, and also does not include Hazardous Waste or Universal Waste.
- K. Universal Waste** - Any of the following hazardous wastes that are subject to the universal waste requirements of 40 CFR part 273 or CCR Title 22, Division 4.5, Chapter 23, including: (1) Batteries as described in § 273.2; (2) Pesticides as described in § 273.3; (3) Mercury-containing equipment as described in § 273.4; and (4) Lamps as described in § 273.5. (source: 40 CFR §273.9)
- L. Vegetation Management** – Activities to remove vegetation that follow: (a) proper best management practices (BMPs) to ensure compliance with water quality laws and regulations, including, but not limited to, BMPs for methods of proper capture and disposal of debris generated during vegetation removal activities; and (b) proper herbicide use compliant with the NPDES requirements pursuant to the San Francisco Bay Municipal Regional Stormwater Permit.

## II. TERMS AND CONDITIONS

### A. Term of Agreement

The term of this Agreement shall be from the date first set forth above to June 30, 2023. This Agreement may be terminated pursuant to Section J of this Section II. Terms and Conditions.

### B. Authorizations

The Town Manager is authorized to approve extensions to the term of this Agreement, to modify due dates, to resolve conflicts, or otherwise grant approvals on behalf of the Town, provided such approvals are not vested in the authority of the Town Council, and provided that any approval requiring payment of funds in excess of appropriated funds shall require Town Council approval of the appropriation of those funds.

The Chief Executive Officer of the District is authorized to approve the extension of the term of this Agreement, to modify due dates, to resolve conflicts, or otherwise grant approvals on behalf of District, provided that any approval requiring payment of funds in excess of appropriated funds requires approval of the appropriation of excess funds by the District Board of Directors.

### C. Insurance

Each party shall maintain a program of insurance, including self-insurance authorized by the California Government Code, or excess insurance, or any combination thereof, and shall name the other party as an additional insured thereto to protect against any liability for bodily injury or property damage arising out of, or in connection with, the performance of the insuring party, its appointed or elected officials, officers, agents, and employees, under this Agreement. The liability coverage under such program of insurance, including self-insurance, or excess insurance shall not be less than Two Million Dollars (\$2,000,000) combined single limit for each occurrence. Each party shall supply a certificate of insurance or self-insurance to the other party on or before the time of execution of this Agreement. Each party shall notify the other party in writing prior to any termination of such self-insurance program.

### D. Indemnification

Pursuant to Government Code section 895.4, each party agrees to fully indemnify, defend, and hold the other party (including its appointed and elected officials, officers, employees, and agents) harmless from any and all damage or liability imposed for injury (as defined by Government Code section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its appointed or elected officials, officers, employees, or agents, under or in connection with any work, authority, or jurisdiction delegated to such party under this Agreement. The mutual indemnification obligations under this Agreement are subject to the principles of comparative negligence, and each party shall bear the proportionate cost of any loss, damage, expense or liability attributable to that party's negligence. To the extent that more than one party is determined to have been negligent or at fault, the parties agree that each party shall bear its own portion or percentage of liability and to indemnify, defend and hold harmless the other parties from that share. Notwithstanding the above, no party shall be indemnified hereunder for any loss, liability, damage or expense resulting from its sole negligence or willful misconduct.

### E. Amendment

This Agreement may be amended at any time upon the written mutual approval of the parties.

**F. Notices**

Any and all notices required to be given hereunder shall be provided by United States mail, postage prepaid, addressed to either of the parties at the following address or such other address as is provided by either party in writing:

<b>To Town:</b> Town of Colma 1188 El Camino Real Colma, CA 94014 Attn: Brian Dossey, City Manager	<b>To District:</b> San Mateo County Flood and Sea Level Rise Resiliency District 1700 S. El Camino Real, Suite 502 San Mateo, CA Attn: Len Materman, Chief Executive Officer
--	--

Any notice so given shall be considered received by the other party three (3) days after deposit in the U.S. Mail as stated above and addressed to the party at the above address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

**G. Severability**

If any provision of this Agreement shall be held to be invalid, void, or unenforceable, the validity, legality, or enforceability of the remaining portions hereof shall not in any way be affected or impaired thereby.

**H. Entire Agreement**

This Agreement, together with Exhibit A and Exhibit B attached hereto and incorporated herein, contains the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior negotiations, documents, and discussions pertaining thereto.

**I. Debt Limitation**

The Town and District are both subject to laws or policies which limit their ability to incur debt in future years. Nothing in this Agreement shall constitute an obligation of future legislative bodies of the Town or District to appropriate funds for purposes of this Agreement.

**J. Termination**

Either party may terminate this Agreement without cause by providing the other party with written notice of termination, no less than thirty (30) days prior to the effective date of termination. Town shall be compensated for those services, including, but not limited to, Maintenance Activities, performed prior to the effective date of termination and any and all costs related to terminating its contractors.

**K. Conflict of Interest**

The Town and the District shall each avoid all conflicts of interest in the performance of this Agreement and shall immediately notify the other should a conflict of interest arise that would prohibit or impair the party's ability to perform under this Agreement.

**L. Non-Discrimination**

Neither the Town nor District will discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identification, disability, ethnicity, or national origin, in connection with or related to the performance of this Agreement.

**M. Limitations**

Sites that may require the performance of the Maintenance Activities under the terms of this Agreement must satisfy all of the following: (i) be located within the limits of the Town and in or immediately adjacent to Old Colma Creek (as depicted in Exhibit A), and (ii) be subject to Town and/or District Land Rights. Other sites not meeting the requirements of this subsection are not covered under this Agreement.

**N. Land Rights**

The Town and District agree that the Town must secure any/all necessary Land Rights to work in Old Colma Creek before the costs related to Maintenance Activities adjacent to Old Colma Creek are eligible for reimbursement. While the relevant Land Rights may not be obtained at the time the Agreement is executed, once they are obtained and Exhibit A is updated accordingly, the Maintenance Activities adjacent to Old Colma Creek will then be eligible under this Agreement.

**O. Disputes**

The Town and District agree that, with regard to all disputes or disagreements arising under this Agreement which are not resolved informally at the staff level after a good faith attempt by both parties, the parties may, at their sole and mutual discretion, agree to engage in mediation. The costs of the mediation shall be divided equally between the parties, unless otherwise agreed.

**P. Payment for Services**

In consideration of the services provided by the Town or the Town's contractors within sites subject to District's Land Rights as depicted on Exhibit A in accordance with all terms, conditions, and scope set forth herein, the District shall make payment to the Town based on the rates and in the manner specified. The District shall reimburse the Town for 50% of its costs related to Maintenance Activities adjacent to the Old Colma Creek (Exhibit A). The Town shall submit an invoice to the District upon completion of District-authorized work. Said invoice shall include an accounting of all charges for personnel, material, equipment, and/or outside services which the Town shall have used for the performance of the work and a description of the work performed including dates of the work performed. Payments shall be in accordance with the rates described in Exhibit B. Every July 1, the Town may notify the District in writing of any rate adjustments as identified in Exhibit B. Rate adjustments are subject to District approval. District shall make payment within thirty (30) days of receipt of invoice. In no event shall District's total fiscal obligation under the term of this Agreement exceed Twenty Thousand Dollars and No/100s (\$20,000.00). Invoices shall be submitted on a monthly basis whenever work is performed under this Agreement.

**Q. Miscellaneous Provisions**

Each of the parties shall cooperate with and provide reasonable assistance to the other to the extent contemplated hereunder in the performance of all obligations under this Agreement

and the satisfaction of the conditions of this Agreement. Each party shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of this Agreement. The parties agree and intend that the parties are independent contracting entities and do not intend by this Agreement to create any partnership, joint venture, or similar business arrangement, relationship, or association between them. There are no intended third-party beneficiaries of any right or obligation of the parties.

### III. SCOPE

A. **Agreement Administration: Environmental Permitting**

Town is responsible for obtaining and paying all fees for all permits required for Maintenance Activities in and around the Old Colma Creek and shall furnish copies of all such permits to District prior to the commencement of any work.

B. **Maintenance Activities Along Old Colma Creek**

For sites within the limits of the Town that are in or immediately adjacent to Old Colma Creek (as depicted in Exhibit A), and subject to Town and/or District Land Rights, the Town is responsible for all Maintenance Activities.

Reimbursement for actual costs shall be in accordance with the terms under Section II.P, "Payment for Services".

[SIGNATURES ON FOLLOWING PAGE]

**IN WITNESS WHEREOF**, the parties hereto, by their duly authorized representatives, have executed this Agreement.

**“Town”**  
TOWN OF COLMA,  
a California municipal corporation

**“District”**  
SAN MATEO COUNTY FLOOD AND  
SEA LEVEL RISE RESILIENCY  
DISTRICT

By: \_\_\_\_\_  
Diana Colvin, Mayor

By: \_\_\_\_\_  
Len Materman, Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized by  
Resolution No.: \_\_\_\_\_

By: \_\_\_\_\_  
City Clerk

Adopted: \_\_\_\_\_, 2021

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Christopher Diaz, Town Attorney

\_\_\_\_\_  
Brian E. Kulich, District Legal Counsel

Date: \_\_\_\_\_

Date: \_\_\_\_\_

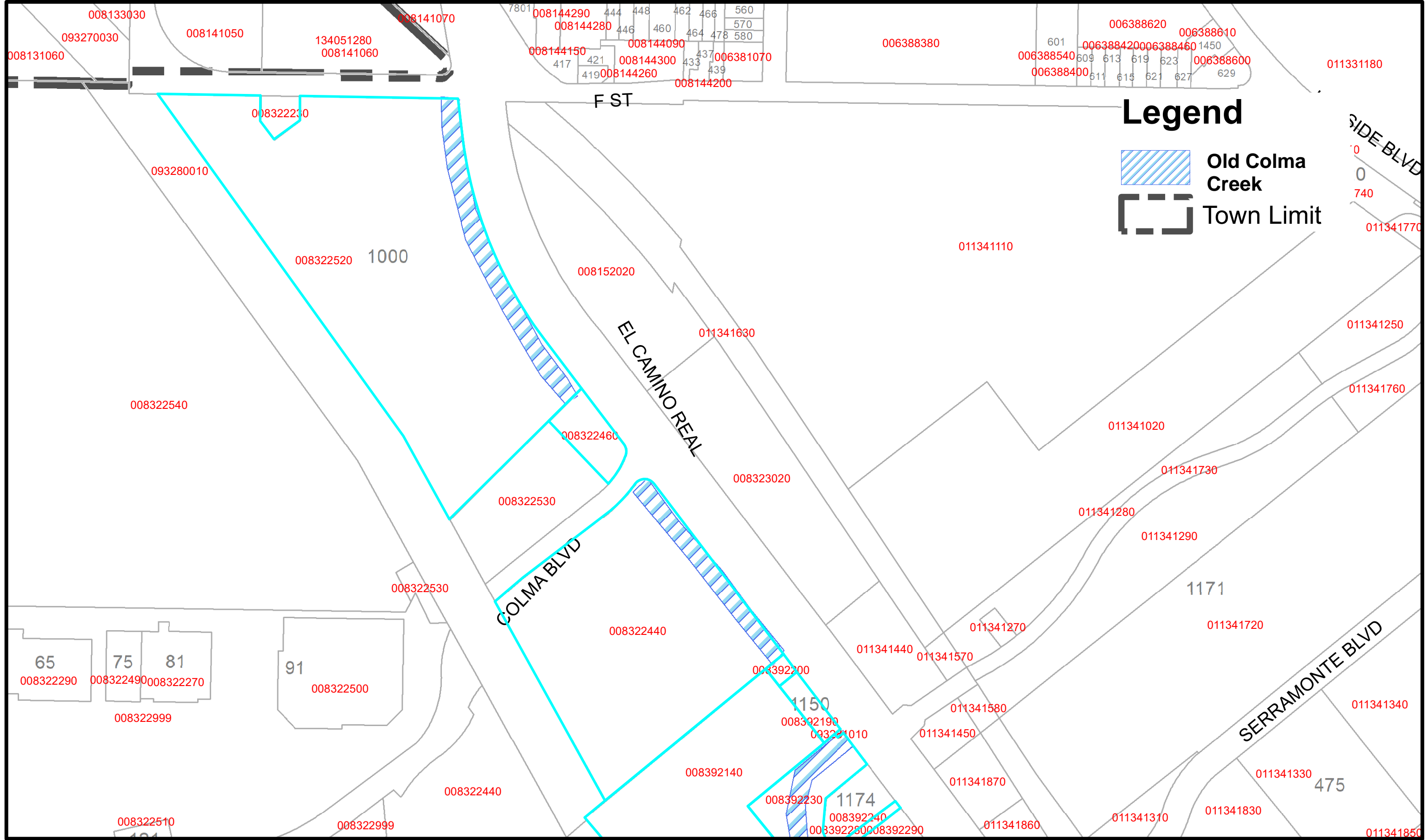
**EXHIBITS:**

- A – Old Colma Creek Map
- B – Town of Colma Labor, Material, and Equipment Rates

EXHIBIT "A"

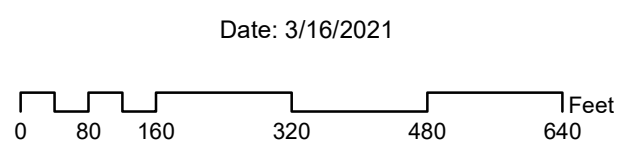
OLD COLMA CREEK MAP





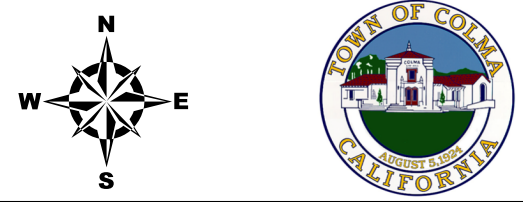
### Legend

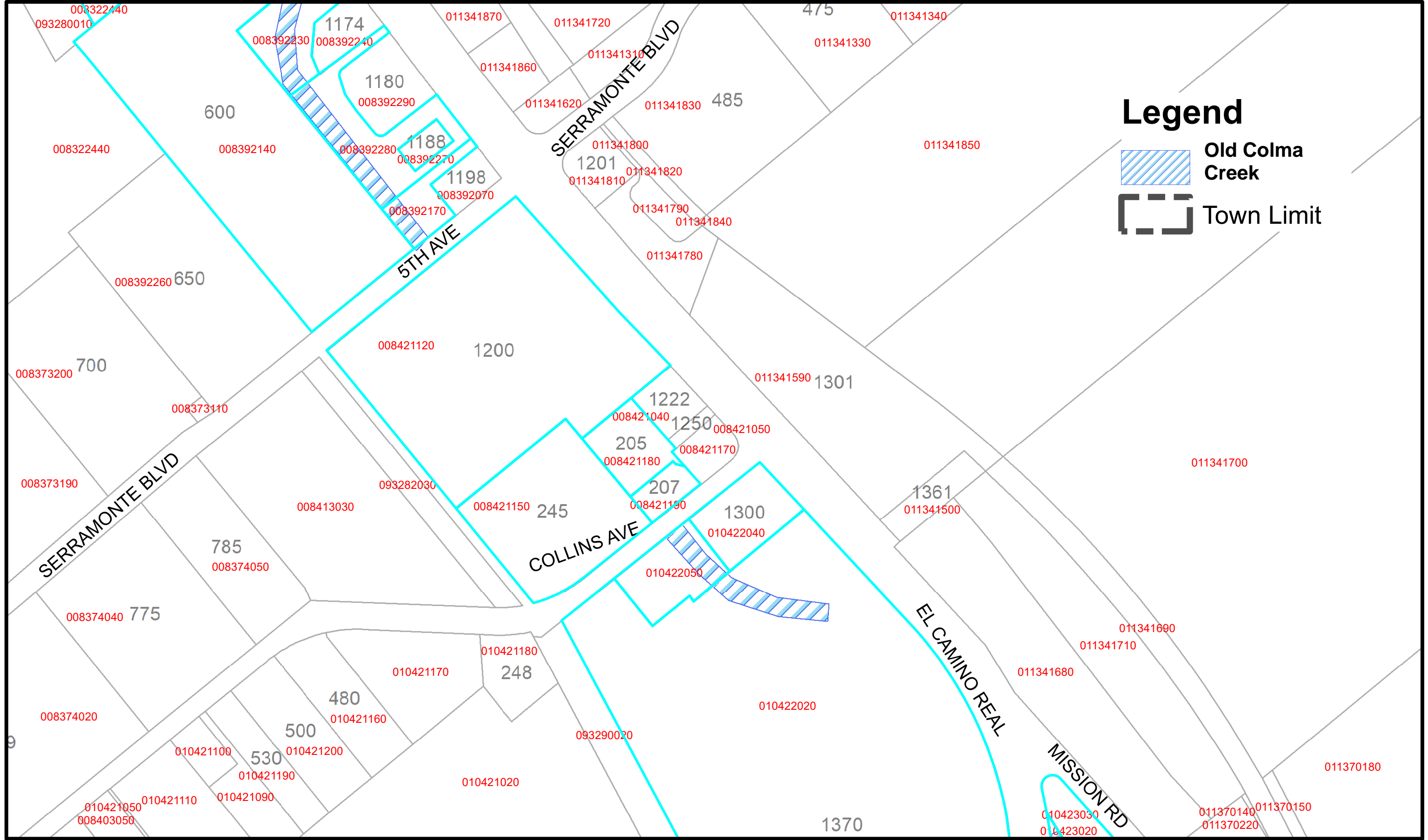
-  Old Colma Creek
-  Town Limit



## Town of Colma

### Properties adjacent to Old Colma Creek

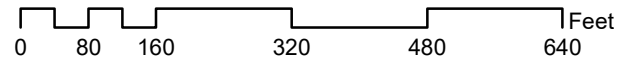




### Legend

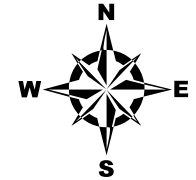
-  Old Colma Creek
-  Town Limit

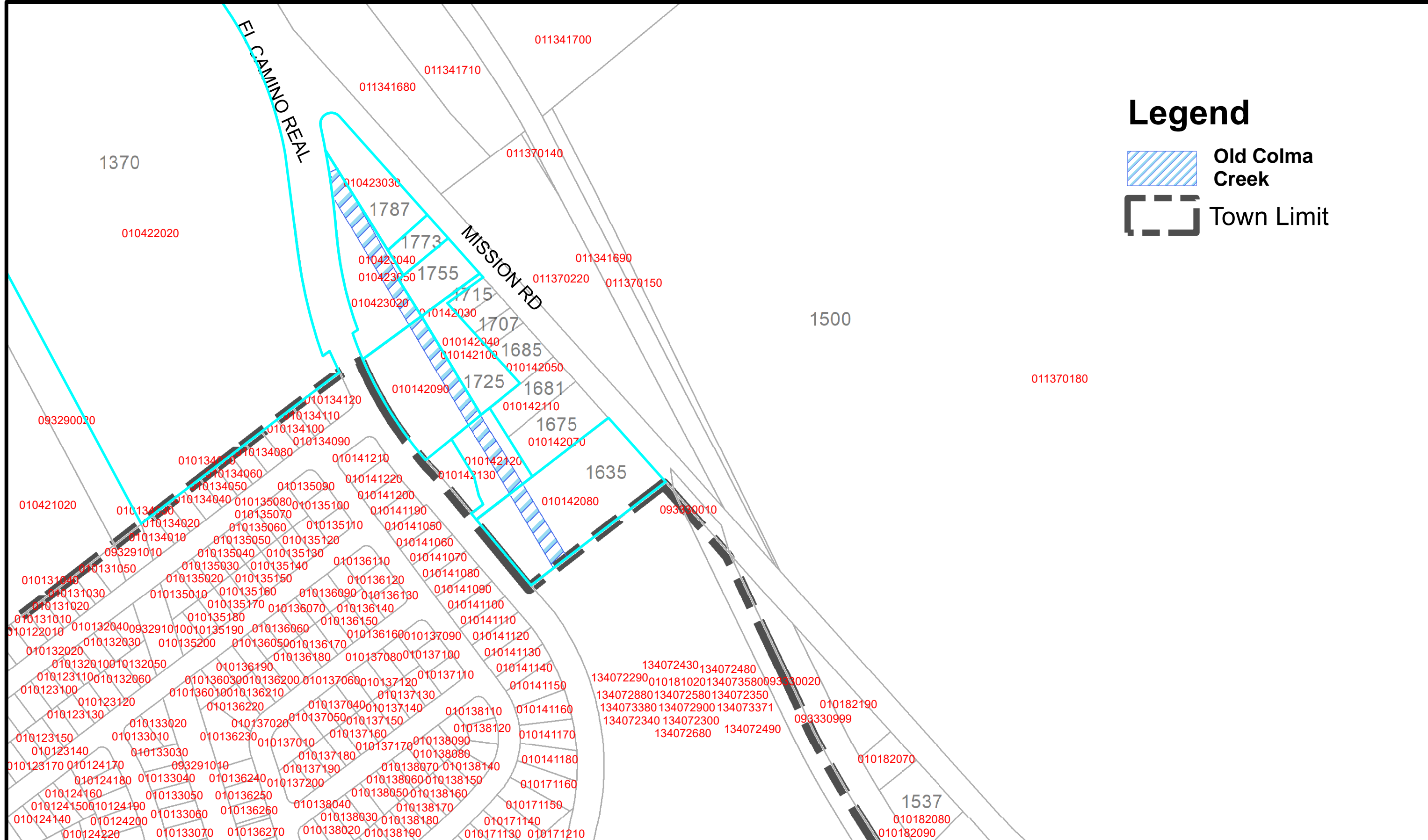
Date: 3/16/2021




## Town of Colma

### Properties adjacent to Old Colma Creek

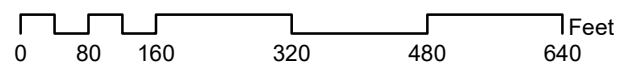




### Legend

-  Old Colma Creek
-  Town Limit

Date: 3/16/2021



## Town of Colma

### Properties adjacent to Old Colma Creek

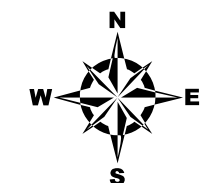


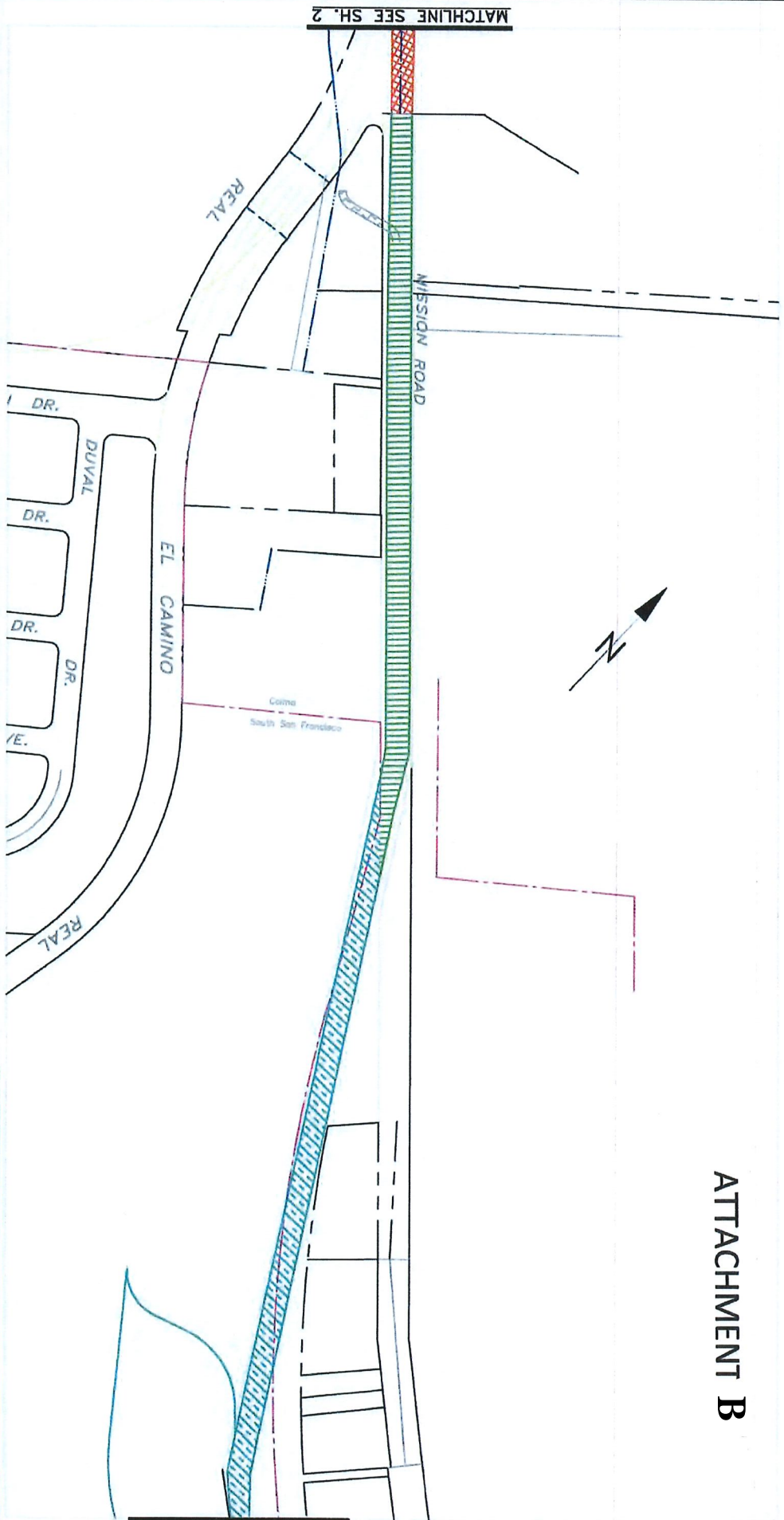
EXHIBIT "B"

TOWN OF COLMA







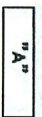

LABOR, MATERIALS, AND EQUIPMENT RATES

<b>Position</b>	<b>Hourly Charge</b>
Senior Engineer	\$199.00
Public Works Maintenance	\$ 66.15
<b>Equipment (Caltrans Rate Description)</b>	<b>Per Caltrans Posted Rates</b>
<b>Rental of equipment</b>	<b>At Cost</b>
<b>Contract Services</b>	<b>At Cost</b>

ATTACHMENT B












LEGEND:

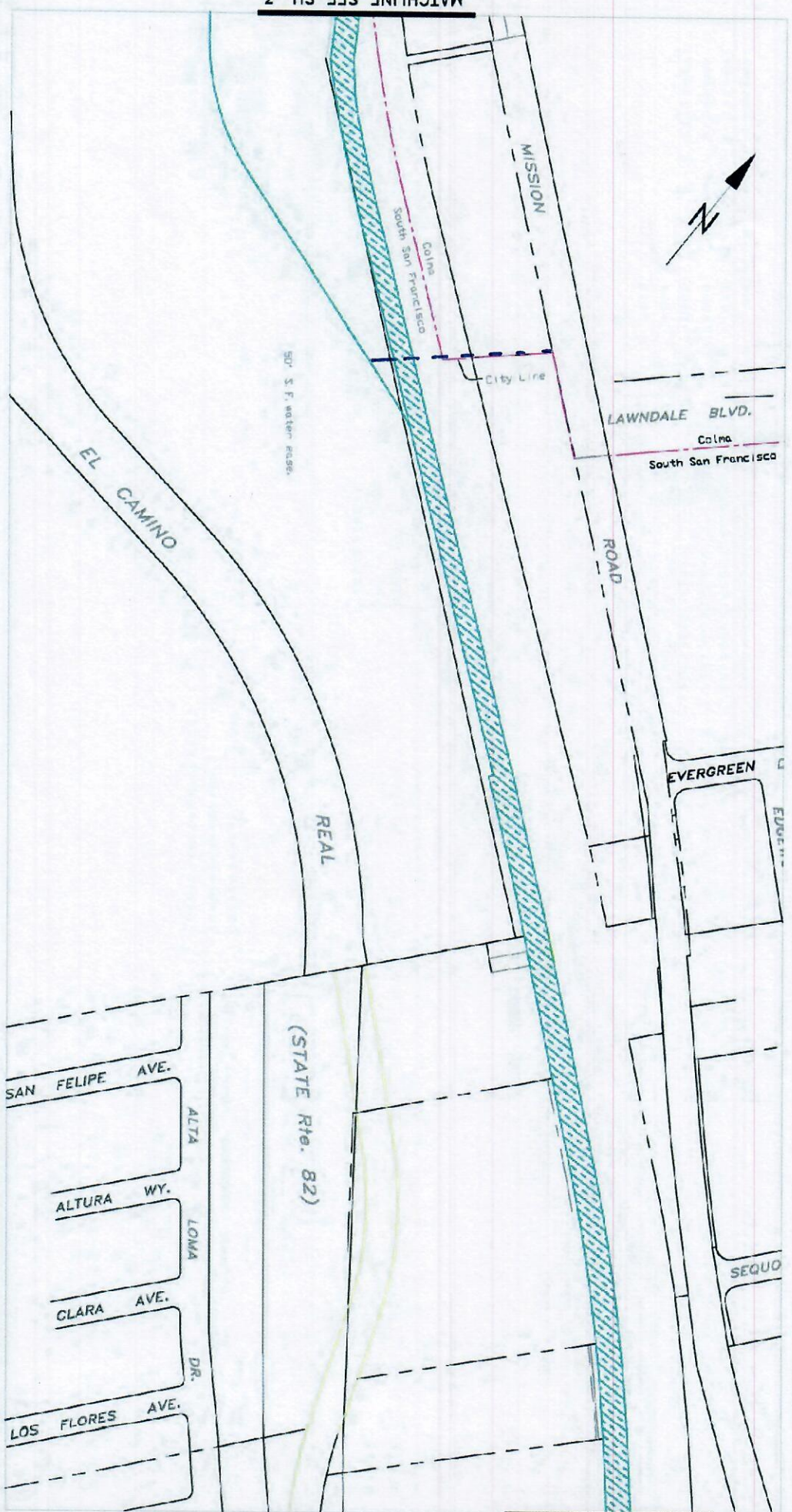
-  CALTRANS
-  CITY OF SOUTH SAN FRANCISCO
-  PENINSULA-CORRIDOR-JOINT-POWERS-BOARD
-  S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT
-  S. P. T. C. (UNION PACIFIC)
-  TOWN OF COLMA
-  "A" STREETS
-  CITY / COUNTY BOUNDARY

RIGHT-OF-WAY MAP  
 COLMA CREEK FLOOD CONTROL CHANNEL  
 SAN MATEO COUNTY  
 FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
 NTS

MATCHLINE SEE SH. 3



- LEGEND:**
-  CALTRANS
  -  CITY OF SOUTH SAN FRANCISCO
  -  PENINSULA-CORRIDOR-JOINT-POWERS-BOARD
  -  BART PORTION
  -  S.M.CO. FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT
  -  S. P. T. C. (UNION PACIFIC)
  -  TOWN OF COLMA
  -  "A" STREETS
  -  CITY / COUNTY BOUNDARY



LAWDALE BLVD.  
Colma  
South San Francisco

MISSION ROAD

EL CAMINO

REAL

(STATE Rte. 82)

SAN FELIPE AVE.  
ALTA LOMA DR.  
ALTURA WY.  
CLARA AVE.  
LOS FLORES AVE.

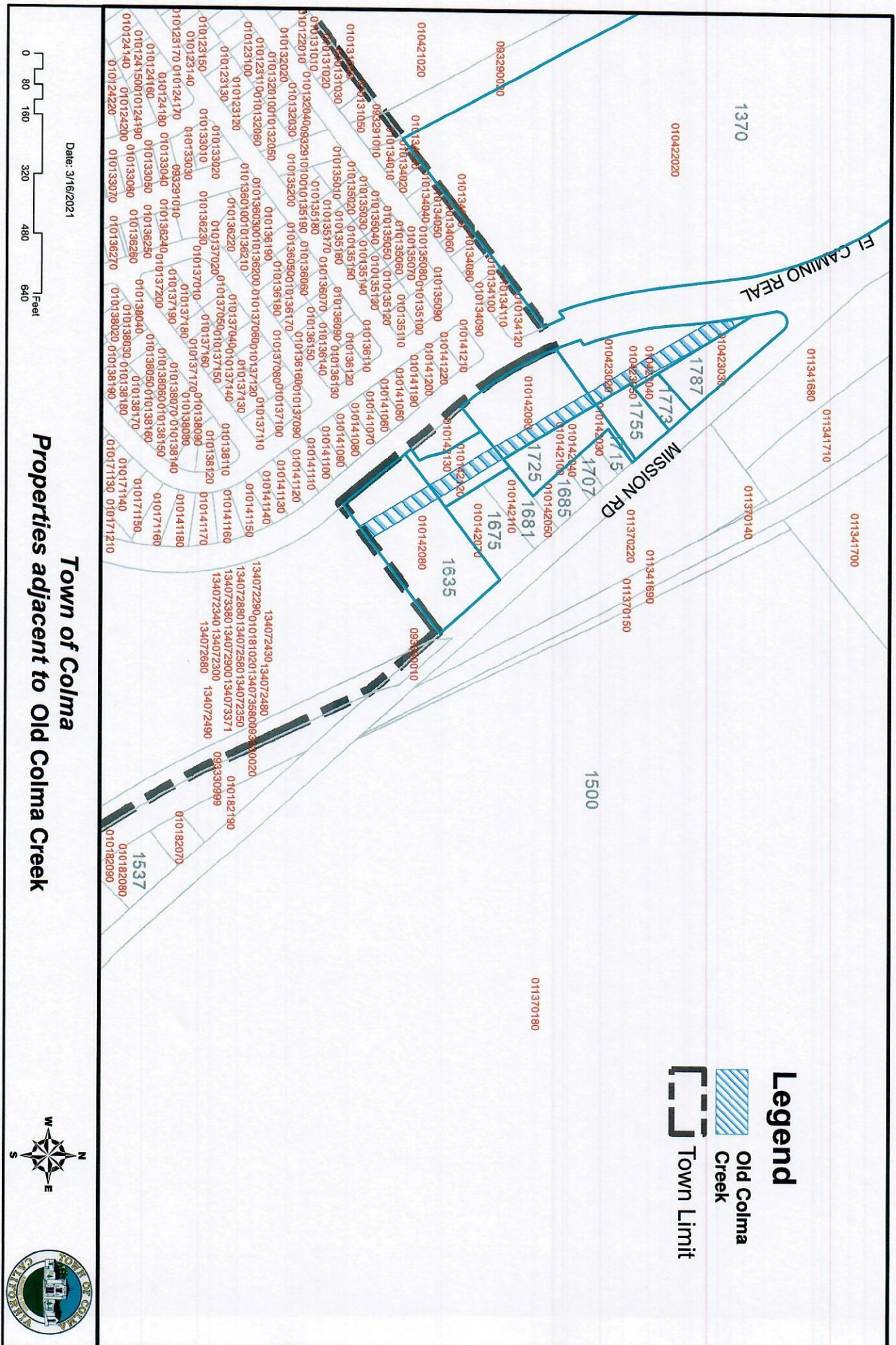
EVERGREEN

SEQUOIA

MATCHLINE SEE SH. 5

RIGHT-OF-WAY MAP  
COLMA CREEK FLOOD CONTROL CHANNEL  
SAN MATEO COUNTY  
FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
NTS  
SHEET 2 OF 2





Date: 3/16/2021



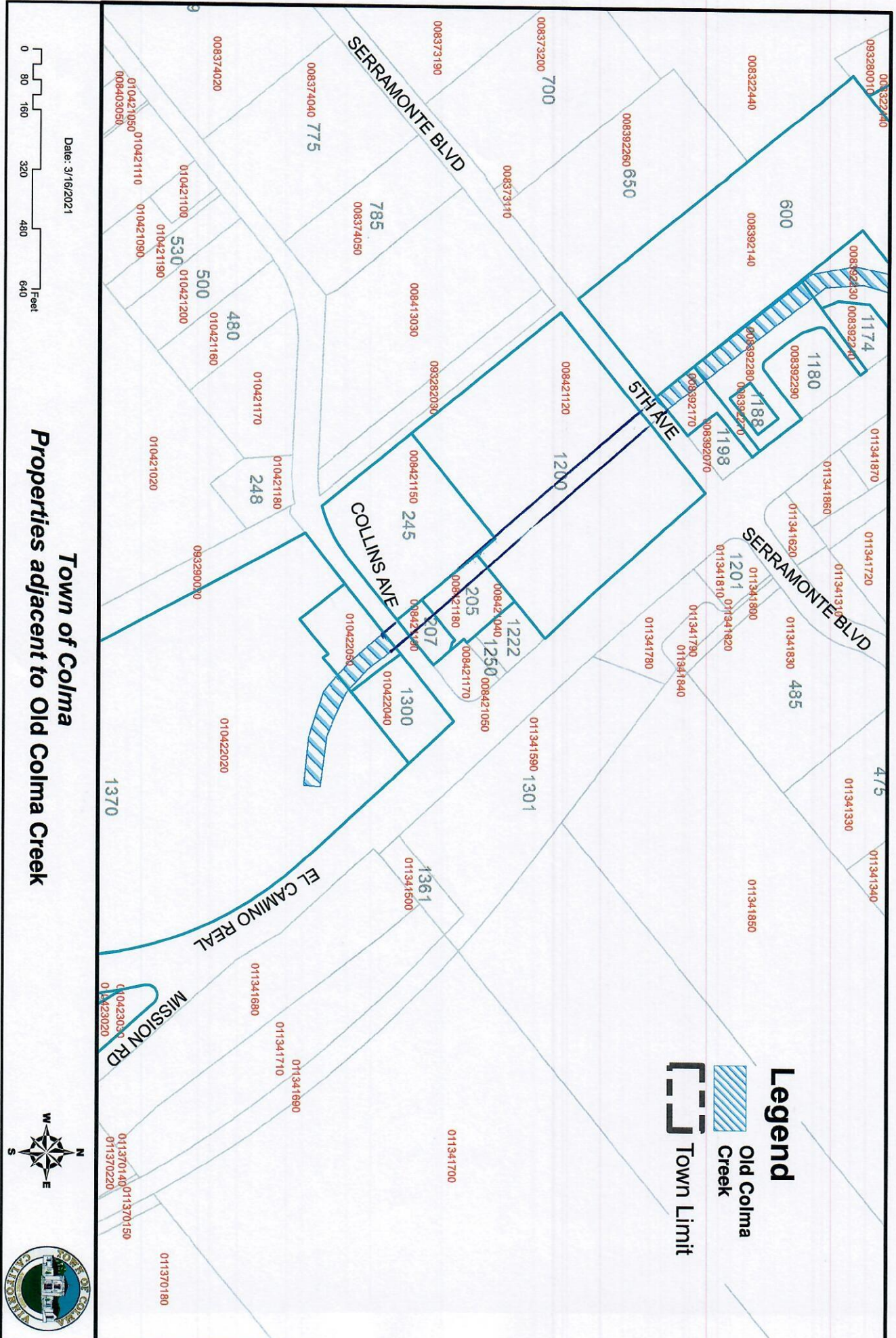
**Town of Colma**  
**Properties adjacent to Old Colma Creek**

**Legend**

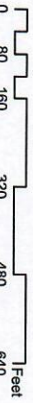
- Old Colma Creek
- Town Limit







Date: 3/16/2021



**Town of Colma**  
**Properties adjacent to Old Colma Creek**



Town Limit



Old Colma  
Creek

**Legend**







# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Director of Public Works, CSG Consultants  
Abdulkader Hashem, Associate Engineer, CSG Consultants

VIA: Brian Dossey, City Manager

MEETING DATE: June 9, 2021

SUBJECT: Road Maintenance and Rehabilitation Account (RMRA) Project List

---

## RECOMMENDATION

Staff recommends the City Council adopt:

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2021-22 FUNDED BY  
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

## EXECUTIVE SUMMARY

Requirements have been imposed by the State as part of the State Gas Taxes that began collection on November 1, 2017. In order to receive an allocation of the Gas Tax revenue, a list of proposed projects to be funded with SB 1 funds must be adopted. For Fiscal Year 2021-22 the Town is projected to receive \$33,215 in gas tax revenue and is included in the proposed budget. (See attachment "C"). Also, the Town is required to demonstrate that the revenue and expenditures are included in the Fiscal Year 2021-22 Annual Budget. The funds are proposed to be allocated to the maintenance of F Street from El Camino Real to the City Limit (Block 300) "F Street Resurfacing Project" to be constructed in 2022.

## FISCAL IMPACT

The adoption of the RMRA project list and accompanied resolution will allocate funds for the F Street Resurfacing Project and transfer the FY 2021-22 SB1 allocation of \$33,215 into the Street Capital Fund (Fund # 32) to assist in the rehabilitation of the 300 block of F Street.

## BACKGROUND

On April 28, 2017, the Governor Signed into law Senate Bill (SB) 1, which is known as the Road Repair and Accountability Act of 2017. SB1 legislation increased the per gallon fuel excise taxes (\$0.12 per gallon), as well as increased diesel fuel sales taxes and vehicle registration fees. The use of SB1 funds - focus on using the new funds for basic road maintenance, rehabilitation, and critical safety projects on both the State Highway and local streets and roads system. Jurisdictions

and agencies that receive SB1 funding are required to report back to the California Transportation Commission CTC on how those funds are to be expensed or how they were expensed, this required reporting is done on an annual basis.

On November 1, 2017, the State Controller (Controller) began to deposit various portions of this new funding into the Road Maintenance and Rehabilitation Account (RMRA). Although the exact amount has not been determined by the Controller for Fiscal Year 2021-22, the Town of Colma's RMRA allocation will include an estimated \$33,215 funds that will be expensed per SB 1 Accountability and Transparency Guidelines, adopted on March 21, 2018.

## **ANALYSIS**

The Town of Colma must submit to the California Transportation Commission (CTC) a list of projects to be funded with RMRA funds. To simplify the reporting and administration of the RMRA funds, the proposed Project List consists of adding the RMRA funds to the F Street Resurfacing Project that will be constructed in the Spring of 2022.

If approved by City Council, the adoption of the project list will appropriate \$33,215 in SB1 to the F Street Resurfacing Project. If approved, Town Staff by way of a Resolution, will be required to provide the annual RMRA project list and expenditure reporting to the CTC.

## **REASONS FOR THE RECOMMENDED ACTION**

The recommended actions are a requirement of the State program implementing the tracking of expenditures for the Gas Tax increase adopted by the State Legislature. If the action is not taken prior to July 1, 2021 the Town could potentially lose or not receive the estimated RMRA Gas Tax Funds for Fiscal Year 2021-22.

## **COUNCIL ADOPTED VALUES**

By approving the RMRA funds to be used for the F Street resurfacing Project exhibits a **visionary** approach to using the allocated funds to promote a safe roadway corridor for vehicles and bicyclists along F Street.

## **CONCLUSION**

It is recommended that the City Council adopt a resolution approving Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2021-2022.

## **ATTACHMENTS**

- A. Resolution Adopting Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2021-22
- B. RMRA Project List for FY 2021-22
- C. LSR Projected FY2021-22 Revenues - Town's Annual RMRA Funds

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

**RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2021-22 FUNDED  
BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

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

**1. Background.**

(a) Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

(b) SB 1 includes accountability and transparency provisions that will ensure the residents of our Town are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

(c) The Town must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

(d) The Town, will receive an estimated \$33,215 in RMRA funding in Fiscal Year 2021-22 from SB 1; and

(e) This is the fifth year in which the Town is receiving SB 1 funding and will enable the Town to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

(f) The Town has undergone a robust public process to ensure public input into our community's transportation priorities identifying roadway rehabilitation projects through the Town's Capital Improvement Program; and

(h) The Towns allotment of SB 1 funds will assist in the funding of the F Street Resurfacing Project; and

(i) The scope of work for the project will improve the pavement road condition, which will increase the Pavement Condition Index (PCI) for the F Street, and enhance the vehicle safety for this section of the roadway, funding these enhancements are Gas Tax / RMRA eligible expenses; and

(m) The Fiscal Year 2021-22, SB 1 allocation is estimated at \$33,215, these proposed SB1 funds are to be designated for the "F Street Resurfacing Project"; and

(n) The SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive benefits to local and statewide communities.

**2. Findings and Order.**

The City Council finds and orders that:

(a) The foregoing recitals are true and correct.

(b) The City Council hereby authorizes the transfer of FY 2021-22 SB 1 allocation of \$33,215 into Street Capital Fund (32).

(c) The following projects may utilize fiscal year 2021-22 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the Town is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

**RMRA 2021-22 Project List**

The Project will be created for roadway rehabilitation work in 2021-2022.

**Project Description:** Implementation of road rehabilitation for F Street from El Camino Real to the City Limit (Block 300) includes base repair, overlay and street striping and markings.

**Location:** F Street From El Camino Real to the City Limit (Block 300).

**Scheduled Construction Completion:** Spring of 2022

**Estimated Useful Life:** 20 Years.

//

//

//

//

//

//

//

### Certification of Adoption

I certify that the foregoing Resolution No. 2022-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 9, 2021, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Diana Colvin, Mayor

Attest: \_\_\_\_\_

Caitlin Corley, City Clerk





# Submittal Report

LSR-C11-FY21/22-5264-001

FY 21/22

## Submittal Details

<b>Program</b> Local Streets and Roads Program	<b>Agency</b> Town of Colma	<b>Date Created</b> 05/27/2021	<b>Date Submitted</b>	<b>Date Approved</b>
<b>Address</b> 1198 El Camino Real	<b>City</b> Colma	<b>State</b> CA	<b>Zip Code</b> 94014	
<b>Contact</b> Brad Donohue		<b>Contact Title</b> Public Works Director		
<b>Contact Phone</b> (650) 757-8888		<b>Contact Email</b> brad.donohue@colma.ca.gov		
<b>Avg. Network PCI</b> 79		<b>Measurement Date</b> 7/2020		
<b>Support Documentation</b> Town's adopted Resolution No. 2021-XX and Staff Report specifying the F Street Resurfacing project for approving Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2021-22 funded by SB 1 : The Road Repair and Accountability Act of 2017.		<b>Additional Information</b> The funds are proposed to be allocated to the rehabilitation of F Street from El Camino Real to the City Limit (Block 300) "F Street Resurfacing Project" to be constructed in 2022.		

# Project Details

Title	Description	Location	Component	Priority Status	Est. Schedule		Useful Life		Assem	Senate
					Start	Complete	Min	Max		
F Street Resurfacing Project	This project will include: Cost Estimating	Town of Colma, F Street (Block 300) from El Camino Real to City Limit	Pre-Construction	New 21/22	05/2022	06/2022	10	20	19	11

## Local Streets and Roads - Projected FY2021-22 Revenues

Based on State Dept of Finance statewide revenue projections

Estimated May 2021

	Highway Users Tax Acct (HUTA) <sup>(1)</sup> Streets & Highways Code					TOTAL HUTA	Road Mntnc Rehab Acct	TOTAL
	Sec2103 <sup>(5)</sup>	Sec2105 <sup>(3)</sup>	Sec2106 <sup>(3)</sup>	Sec2107 <sup>(3)</sup>	Sec2107.5 <sup>(4)</sup>			
<b>SAN MATEO COUNTY</b>								
ATHERTON	54,181	39,802	29,107	50,620	2,000	175,711	135,068	310,779
BELMONT	206,623	151,786	97,497	193,043	6,000	654,949	515,086	1,170,034
BRISBANE	35,702	26,227	20,817	33,356	1,000	117,102	89,001	206,103
BURLINGAME	232,091	170,495	108,923	216,838	6,000	734,347	578,576	1,312,923
COLMA	13,324	9,788	10,777	12,448	1,000	47,337	33,215	80,552
DALY CITY	841,055	617,843	382,121	785,780	10,000	2,636,799	2,096,650	4,733,449
EAST PALO ALTO	237,300	174,322	111,260	221,705	6,000	750,587	591,562	1,342,149
FOSTER CITY	254,554	186,997	119,000	237,825	6,000	804,376	634,574	1,438,950
HALF MOON BAY	95,794	70,371	47,776	89,498	3,000	306,439	238,803	545,242
HILLSBOROUGH	87,988	64,636	44,274	82,205	3,000	282,103	219,343	501,446
MENLO PARK	271,670	199,570	126,679	253,815	6,000	857,733	677,240	1,534,973
MILLBRAE	175,945	129,250	83,734	164,382	5,000	558,310	438,609	996,920
PACIFICA	295,381	216,988	137,316	275,968	6,000	931,654	736,350	1,668,004
PORTOLA VALLEY	35,502	26,080	20,727	33,169	1,000	116,477	88,502	204,979
REDWOOD CITY	668,532	491,107	304,722	624,595	7,500	2,096,456	1,666,570	3,763,026
SAN BRUNO	350,271	257,311	161,942	327,251	6,000	1,102,775	873,185	1,975,960
SAN CARLOS	232,299	170,648	109,016	217,032	6,000	734,996	579,094	1,314,090
SAN MATEO	794,395	583,566	361,188	742,187	10,000	2,491,336	1,980,331	4,471,667
SOUTH SAN FRANCISCO	523,080	384,257	239,468	488,703	7,500	1,643,008	1,303,975	2,946,983
WOODSIDE	43,740	32,131	24,423	40,865	2,000	143,159	109,038	252,196
<b>SANTA BARBARA COUNTY</b>								
BUELLTON	42,106	30,931	20,369	39,339	2,000	134,744	104,965	239,710
CARPINTERIA	102,760	75,488	42,796	96,007	3,000	320,051	256,169	576,220
GOLETA	248,312	182,411	96,613	231,993	6,000	765,330	619,013	1,384,344
GUADALUPE	62,273	45,746	27,825	58,180	2,000	196,024	155,238	351,262
LOMPOC	337,418	247,869	129,560	315,242	6,000	1,036,089	841,142	1,877,230
SANTA BARBARA	720,602	529,357	271,242	673,243	7,500	2,201,944	1,796,374	3,998,318
SANTA MARIA	827,685	608,021	310,836	773,289	10,000	2,529,831	2,063,320	4,593,151
SOLVANG	42,861	31,486	20,648	40,044	2,000	137,039	106,848	243,887





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: June 9, 2019  
 SUBJECT: Adoption of the FY 2021-22 Annual Budget

## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPROPRIATING FUNDS AND ADOPTING THE ANNUAL BUDGET FOR  
 FISCAL YEAR 2021-2022

## EXECUTIVE SUMMARY

The new Fiscal Year for the Town of Colma begins on July 1, 2021. To conduct business, it is necessary for the City Council to authorize the expenditure of funds.

The attached FY 2021-22 Proposed Budget includes a projection of \$19.4 million in total revenues for all funds and a budget request of \$20.6 million in total expenditures, which consists of \$19.5 million in Operating Expenditures, \$300,000 in annual Debt Service (Town Hall Certificate of Participation) and \$1.1 million in Capital Improvement Projects (22% funded in prior years).

The General Fund revenue budget is \$17.5 million and the expenditure budget is \$17.9 million, generating a projected operating deficit of \$0.4 million in FY 2021-22. General Fund supports sewer operation, debt payments, and the capital programs. Total transfers from the General Fund is \$1.1 million, with \$297,000 to Debt Service (Fund 43), \$238,000 to Sewer Fund (Fund 81), and \$532,000 to Capital Improvement Projects (Fund 31 & 32). This brings the total General Fund deficit to \$1.5 million. The General Fund is also transferring \$3.0 million of unassigned reserves to the General Fund Budget Stabilization Reserve per Colma Administrative Code Section 4.01.150(d)(2).

The operating expenditure budget in other funds includes \$1.2 million for Sewer Operations (Fund 81); \$157,000 for Creekside Villas and Verano Operations (Fund 83, City Properties); \$184,000 for Parking Enforcement Operations (Fund 29); \$6,000 for Youth Outreach and Crisis Intervention Training (Fund 27); and, \$30,000 for streetlight and traffic signal maintenance (Fund 21).

The preliminary FY 2021-22 Budget was studied on April 28, 2021, the capital program on May 12, 2021, and the proposed FY 2021-22 operating and capital budget on May 26, 2021. Comments from the City Council meetings are incorporated in the document.

## FISCAL IMPACT

The FY 2021-22 Proposed Budget requests an appropriation of \$19.5 million in Town-Wide Operating Expenditures, \$300,000 in Debt Service, and \$1.1 million in Capital Improvement Projects. The budget includes a total transfer out of \$4.2 million, with:

- General Fund (Fund 11) transfers \$3.0 million to Budget Stabilization reserve, \$298,000 to debt service operation, \$525,000 to the non-street capital program, \$7,000 to the street capital program, and \$238,000 to sewer operations,
- Gas Tax & RMRA (Fund 21) transfers \$45,000 to street capital program,
- Measure A (Fund 22) transfers \$73,000 to the street capital program, and
- Measure W (Fund 26) transfers \$32,000 to the street capital program.

The FY 2021-22 budget also includes the use of \$1.52 million of General Fund Unassigned Reserves to pay for operations in excess of projected revenues for the year. Table 1 below summarizes the projected General Fund reserve balances for June 30, 2022.

Table 1		Actual	Projected		Change in Fund Balance
Reserve Categories	General Fund Reserves (Fund Number)	FY 2019-20 Balance	FY 2020-21 Balance	FY 2021-22 Balance	
			[a]	[b]	[b] - [a]
Restricted	OPEB Trust (71)	\$ 5,082,881	\$ 5,549,281	\$ 6,511,615	\$ 962,334
	Pension Trust (72)	1,458,087	1,911,052	2,531,545	620,493
Committed	Budget Stabilization (12)	12,000,000	12,000,000	15,000,000	3,000,000
	Debt Reduction (12)	600,000	600,000	600,000	0
	Accrued Leave Payout Reserve (12)	715,000	683,946	788,671	104,725
Assigned	Litigation Reserve (11)	100,000	100,000	100,000	0
	Insurance Reserve (11)	100,000	100,000	100,000	0
	Disaster Reserve (11)	750,000	750,000	750,000	0
Unassigned	Unassigned (11, 19)	9,568,502	10,036,890	5,412,927	(4,623,963)
Total General Fund Reserves (Incl 115 Trusts)		\$ 30,374,470	\$ 31,731,169	\$ 31,794,758	\$ 63,588
Total General Fund Reserves (excl 115 Trusts)		\$ 23,833,502	\$ 24,270,836	\$ 22,751,598	\$ (1,519,238)

## BACKGROUND

The budget is an annual planning tool that communicates priorities and sets the Town's operating and spending policy for the year. The City Manager is responsible for presenting a budget to the City Council, in accordance with Colma Administrative Code Section 4.01 Division 2. The financial objective of the budget is to ensure that there are sufficient funds to meet ongoing spending. Special projects, where spending is generally one-time in nature, can utilize reserves.

At the April 28, 2021 City Council Regular meeting, Staff presented the preliminary revenues and expenditures for FY 2020-21 and FY 2021-22, as shown in Table 2 below.

Table 2 (4/28/2021 CC Mtg)	2020/21 Est. Actual		2021-22 Preliminary Budget		Change in Budget	
	Town-wide	General Fund	Town-wide	General Fund	Town-wide	General Fund
<b>Financial</b>						
<b>Operating Activities</b>	[a]	[b]	[c]	[d]	[c] - [a]	[d] - [b]
Revenues	\$ 17,776,372	\$ 15,281,314	\$ 19,383,580	\$ 17,531,264	\$ 1,607,208	\$ 2,249,950
Expenditures	15,925,737	14,118,997	19,748,293	17,876,721	3,822,556	3,757,724
Capital Program	3,016,897	0	848,525	0	(2,168,372)	0
<b>Operating Surplus / (Deficit)</b>	<b>(1,166,262)</b>	<b>1,162,317</b>	<b>(1,213,238)</b>	<b>(345,457)</b>	<b>(46,976)</b>	<b>(1,507,774)</b>
<b>Net Transfers In/(Out)</b>						
General Fund	(675,354)	0	(535,756)	0	139,598	0
Special Revenues & Debt	(109,631)	(297,369)	297,569	(297,569)	407,200	(200)
Capital Funds	657,000	(250,000)	0	(665,025)	(657,000)	(415,025)
Enterprise Funds	127,985	(127,985)	238,187	(238,187)	110,202	(110,202)
<b>Net Transfers In/(Out)</b>	<b>0</b>	<b>(675,354)</b>	<b>0</b>	<b>(1,200,781)</b>	<b>0</b>	<b>(525,427)</b>
<b>Fund Surplus / (Deficit)</b>						
<b>"Change in Fund Balance"</b>	<b>(1,166,262)</b>	<b>486,963</b>	<b>(1,213,238)</b>	<b>(1,546,238)</b>	<b>(46,976)</b>	<b>(2,033,201)</b>

The FY 2021-22 preliminary budget shows a fund deficit of \$1.21 million for all funds (or "Town-wide") and \$1.55 million deficit in General Funds. At the April 28<sup>th</sup> Council meeting, the City Council directed staff to further refine the budget and bring back more information regarding the impact of the Covid-19 pandemic on Recreation and Facility Operations. The City Council was open to the proposed operating program and the need to use unassigned reserves to fund the funding deficit, shown as Change in Fund Balance in Table 2 above.

After the April 28<sup>th</sup> City Council meeting, staff refined the FY 2021-22 capital program and returned to the City Council on May 12<sup>th</sup> with a study session for the capital program. As shown in Table 3 below, the total Capital Program budget for FY 2021-22 is \$1.08 million, with \$235,000 of projected carryover of unspent project budget.

Table 3	2021/22 Budget		22/23 thru 26/27	Unfunded Budget
	Carryover	New Request	Projection	
<b>2021-2027 Capital Program</b>				
1. Streets, Sidewalk, & Bikeways	\$ 40,000	\$ 157,000	\$ 2,167,900	\$ 60,450,000
2. Sewer & Storm Drains	0	0	235,000	0
3. City Facilities & Long-Range Plan	195,000	174,025	1,544,025	0
4. Major Equipment, Technology & Fleet	0	515,000	1,460,000	0
<b>Total Program Budget &amp; Projection</b>	<b>\$ 235,000</b>	<b>\$ 846,025</b>	<b>\$ 5,406,925</b>	<b>\$ 60,450,000</b>
<b>Total Program Budget for FY 2021/22</b>	<b>\$</b>	<b>1,081,025</b>		

During the Capital Budget Study Session, the City Council directed staff to program and complete the F-Street Retaining Wall (902) project before the 2021 rainy season, if possible, and to potentially drawdown on other capital projects, such as the Financial Software Update and Replacement (965). At this point, the construction cost for the F-Street Retaining Wall is unknown and a budget amendment will be brought forward to the City Council for consideration, post adoption of the FY 2021-22 Operating and Capital Budget.

On May 26, 2021, staff returned with the full proposed budget which incorporated feedback from the April 28<sup>th</sup> and May 12<sup>th</sup> budget study sessions and presented the budget as shown in Table 4 below.

Table 4 (5/26/2021 CC Mtg)							
Town-wide Financial	General Funds	Special Revenues & Debt Funds	Capital Funds	Vehicle Replacement Fund	Enterprise Funds	Total	
<b>Operating Activities</b>							
Revenues	\$ 17,531,264	\$ 290,652	\$ 22,000	\$ 256,500	\$ 1,129,468	\$ 19,229,885	
Expenditures	17,982,721	517,697	877,025	164,000	1,337,375	20,878,818	
<b>Operating Surplus / (Deficit)</b>	<b>(451,457)</b>	<b>(227,045)</b>	<b>(855,025)</b>	<b>92,500</b>	<b>(207,907)</b>	<b>(1,648,934)</b>	
<b>Net Transfers In/(Out)</b>							
Capital Program	(532,025)	(150,000)	682,025	0	0	0	
Debt & Sewer	(535,756)	297,569	0	0	238,187	0	
<b>Net Transfers In/(Out)</b>	<b>(1,067,781)</b>	<b>147,569</b>	<b>682,025</b>	<b>0</b>	<b>238,187</b>	<b>0</b>	
<b>Fund Surplus / (Deficit)</b>	<b>(1,519,238)</b>	<b>(79,476)</b>	<b>(173,000)</b>	<b>92,500</b>	<b>30,280</b>	<b>(1,648,934)</b>	
<b>"Change in Fund Balance"</b>	<b>(1,519,238)</b>	<b>(79,476)</b>	<b>(173,000)</b>	<b>92,500</b>	<b>30,280</b>	<b>(1,648,934)</b>	

Changes between Table 2 and Table 4 above includes:

- Revenue reduction to correct Creekside Villa rental income from \$360,000 to \$180,000, an addition of \$20,000 in grant reimbursements for the Housing Element Update (996) project, and an increase of \$6,000 in Gas Tax (and RMRA) revenues per recent revenue distribution notice.
- The expenditure budget increased by \$291,000, with \$106,000 in General Fund and \$185,000 in the capital program. The Police Department is anticipating having four known vacancies with three Officer positions vacant. The Police Administration Overtime budget was increased by \$100,000 to account for overtime cost due to the vacant positions. The overtime budget is for patrol coverage while the positions are being filled and the newly hired police officers are trained. This \$100,000 is a limited time budget increase and will be removed in the FY 2022-23 budget if the department is fully staffed. The increase of \$185,000 in the capital program is primarily from projected unspent capital project budgets to be carried over to FY 2021-22. Final amounts to be carried over from FY 2020-21 to FY 2021-22 will be based on actual available project budget on June 30, 2021 and will be presented as part of the FY 2020-21 Capital Program closeout.

The final proposed budget for FY 2021-22, is the same as the budget presented on May 26, 2021. Feedback on the budget presentation are incorporated in the budget attached (Attachment B).

## ANALYSIS

Overall, the FY 2021-22 Budget includes a projection of \$19.4 million in total revenues (all funds) and a budget request of \$20.6 million in total appropriation (expenditure budget), which consists of \$19.5 million in Operating Expenditures, \$300,000 in Annual Debt Service (Town Hall COP) and \$1.1 million in Capital Improvement Projects (22% funded in prior years).



The proposed FY 2021-22 Operating and Capital Budget (Attachment B) continues to be a conservative budget. It accounts for uncertainties surrounding the Covid-19 pandemic and its impact on Town revenues and operation. The FY 2021-22 Budget includes assumptions that revenues will not fully return to pre-Covid levels until the end of September or October of 2021. On the other hand, with Governor Newsom's plan to reopen California on June 15, 2021, the Town's FY 2021-22 Expenditure Budget assumes the Town will reopen all facilities and be in full operation on July 1, 2021.

## Transfers Summary

As shown in Table 5 below, transfers out for all funds total \$4.2 million with:

- \$3,000,000 from General Fund unassigned reserves to Budget Stabilization reserves in Fund 12;
- \$297,569 from General Fund to debt service operation in Fund 43;
- \$525,025 from General Fund to capital program in Fund 31;
- \$157,000 from General Fund, Gas Tax, Measure A, and Measure W to street capital program in Fund 32; and
- \$238,187 from General Fund to sewer operations in Fund 81.

Interfund Transfers	General Funds	Special Revenues & Debt Funds	Capital Funds	Vehicle Replacement Fund	Enterprise Funds	Total
<b>Net Transfers In/(Out)</b>						
General Fund (11)	\$ (3,000,000)	\$ 297,569	\$ 532,025	\$ 0	\$ 238,187	\$ (1,932,219)
General Fund Reserve (12)	3,000,000					3,000,000
Gas Tax & RMRA (21)			45,450			45,450
Measure A (22)			72,600			72,600
Measure W (26)			31,950			31,950
Debt Fund (43)	(297,569)					(297,569)
Capital Fund (31)	(525,025)					(525,025)
Street Capital Fund (32)	(7,000)	(150,000)				(157,000)
Sewer (81)	(238,187)					(238,187)
<b>Net Transfers In/(Out)</b>	<b>(1,067,781)</b>	<b>147,569</b>	<b>682,025</b>	<b>0</b>	<b>238,187</b>	<b>0</b>

The projected reserve balance is presented above as Table 1, within the Fiscal Impact section.

## GANN Limit

As part of the Budget exercise, the Town prepares the Appropriation Limit in accordance with State Law. The Limit is calculated by multiplying the adopted Limit from the previous year by factors reflecting economic changes. The laws regulating the application of the Limit forbid an agency from appropriating specific funds that would exceed the Limit. The restriction applies to appropriated monies categorized as " Proceeds of Taxes." The Limit carries forward each year and is subject to an adjustment in accordance with a specified formula.

The new 2021-22 Appropriations Limit is included in the budget document but will be part of the June 23, 2021 Regular City Council meeting for consideration and adoption.

## **Reasons For the Recommended Action/Findings**

Adoption of a budget is required for operations to continue in FY 2021-22.

## **Council Adopted Values**

Approval of the FY 2021-22 Annual Budget is the *responsible* action because the City Council has studied the budget in April and May and considered various budgetary options, including considering community input.

## **Alternatives**

1. Adopt a reduced or modified FY 2021-22 budget appropriation.
2. Adopt one month of the operating budget and conduct further study of the FY 2021-22 Budget. This action may result in operating and capital projects delay.

## **CONCLUSION**

Staff recommends that the Council conduct a public hearing and adopt the attached resolution appropriating funds and adopting the 2021-22 Proposed Budget.

## **ATTACHMENTS**

- A. Resolution Appropriating Funds and Adopting the 2021-22 Proposed Budget
- B. FY 2021-22 Proposed Budget

**RESOLUTION NO. 2021-##  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROPRIATING FUNDS AND ADOPTING THE ANNUAL BUDGET FOR  
FISCAL YEAR 2021-2022**

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

**1. Background**

- (a) The City Manager's budget message, the proposed budget, and all calculations and documentation upon which this resolution is based have been available to the public for more than fifteen days for review;
- (b) The City Council conducted a study session and public meeting on the preliminary budget report on April 28, 2021, the capital program on May 12, 2021, and the complete FY 2021-22 Proposed Budget document was distributed and available on the Town website on May 28, 2021;
- (c) The City Council conducted a study session in a public meeting on the complete FY 2021-22 Proposed Budget document on May 26, 2021;
- (d) A public hearing was held on June 9, 2021 on the proposed budget; and
- (e) The City Council duly considered the proposed budget, the City Manager's budget message, and public comments, if any, thereon.

**2. Findings and Order.**

- (a) *Budget Approval.* The 2021-22 budget proposed by the City Manager, dated July 1, 2021, shall be, and hereby is, adopted as the budget for the Town of Colma for Fiscal Year 2021-22.
- (b) *Authorization for the use of reserves.* Colma Administrative Code 4.01.180 (b) requires City Council approval for use of reserves above \$50,000. The maximum amount of reserves needed for FY 2021-22 is \$1.52 million.
- (c) *Summary of Appropriations.* A summary (Exhibit A) is attached hereto and by reference made part of this Resolution, reflects the Fiscal Year 2021-22 Budget (All Funds) for the Town of Colma.
- (d) *Clerical Adjustments.* The City Manager shall be, and hereby is, authorized to adjust the budget pursuant to the provisions of section 4.01.070 of the Colma Administrative Code to make such other adjustments necessary to correct any clerical or technical errors in the proposed budget, provided that the City Manager makes a written report of all corrections or adjustments to the City Council within 30 days.
- (e) *Department Limitation.* The City Council authorizes the expenditure of funds for the items specified in the budget, provided that the total expenditures for the department shall not

exceed the total budget by fund, for the department.

(f) *Staffing.* The number and classifications of employment positions shown in the proposed budget is hereby approved as the authorized staffing level for the Town. The City Manager and each department head may not expand the number of full-time equivalent employees beyond that shown as the authorized staffing level for the Town without specific approval of the City Council.

(g) *Purchasing Ordinance.* All expenditures for services, goods, or public works projects must comply with the Town's Purchasing and Contracting Ordinance (Subchapter 1.06 of the Colma Municipal Code).

(h) *Administration of Annual Budget.* The City Manager shall be responsible to administer the Budget and financial records and the City Council authorization includes the following administrative actions as may be required during the year:

(i) Transfer budgeted amounts between line items, provided that the transfer is within the same fund, and within the same Department.

(ii) Increase grant funded revenue and expenditure budgets. Changes may be administratively processed, when revenue estimates exceed the amount identified in the Budget due to increases in grant revenues, as verified by financial records. The adjustment will also account for increased expenditures in an amount not to exceed the amount of increased grant revenue. Increased appropriations shall continue to be documented in the financial records and conveyed to the City Council as part of the quarterly financial reports.

(iii) Make transfers among the various funds designated as "Transfers In / Transfers Out". The FY 2021-22 Budget document. All fund transfers shall be recorded in the financial records.

(iv) Administratively adjust the Fiscal Year 2021-22 Operating Budget appropriations to account for the carryover of unspent 2020-21 appropriations for contracts entered into before June 30, 2021, where funds are encumbered. The City Manager shall use discretion in approving carryovers and all such adjustments shall be clearly recorded in the Town financial records. These amendments shall be identified and included in the Fiscal Year 2021-22 quarterly financial report.

(v) Administratively adjust the Fiscal Year 2021-22 Capital Project appropriations to account for the carryover of unspent appropriations from Fiscal Year 2020-21. All such adjustments shall be clearly recorded in the Town financial records and shall only be for projects that remain incomplete as of June 30, 2021.

### **3. Reserves**

The City Council hereby declares the following classifications of reserves (Net Income):

(a) A Debt Reduction reserve shall be recorded in the General Fund in the amount of \$600,000 as of June 30, 2022. This amount represents a minimum of two years of COP Debt Service. (Committed Fund Balance – Designated by City Council)

(b) The Budget Stabilization Reserve as of June 30, 2022 is established at \$15,000,000, being the amount sufficient to ensure continuity of operations in the event of a severe economic downturn, which amount is hereby determined to be 100% (rounded to the nearest \$100,000) of the General Fund expenditures for the prior fiscal year. The exact amount of this reserve shall be determined based on the final audit and financial statements. (Committed Fund Balance – Designated by City Council)

(c) Accrued Leave Payout Reserve shall be recorded in the General Fund in the amount of \$788,671 as of June 30, 2022. (Committed Fund Balance – Designated by City Council)

(d) Assigned Fund Balances – General Fund: Assigned fund balance includes amounts intended to be used by the Town for specific purposes, subject to change. The City Council authorizes the City Manager to establish the following assignments in the General Fund:

(i) Litigation Reserve of \$100,000, which may fund expenditures in the event of extraordinary legal expenses.

(ii) Insurance Reserve in the amount of \$100,000, which may fund expenditures in the event of extraordinary insurance claims and related expenses.

(iii) Disaster Response and Recovery in the amount of \$750,000 which may fund expenditures in the event of a catastrophic event.

(e) Assigned Fund Balances – Capital Project Fund / Fleet Replacement Fund: All reserves in the Capital Project Fund and Fleet Replacement Fund shall be recorded as assigned for future projects. Changes in the assignment shall be subject to City Council action.

(f) General Fund 2021-22 – Decrease Reserve: The proposed budget estimates \$4,623,963 reduction in unassigned reserves.

### **4. Transfer to Unassigned Reserve**

All General Fund net income on hand on June 30, 2021, which is not designated for a specific reserve category shall be recorded in the Unassigned Reserve.

//

//

//

### Certification of Adoption

I certify that the foregoing Resolution No. 2021-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 9, 2021, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Diana Colvin, Mayor

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

"EXHIBIT A": SUMMARY OF APPROPRIATIONS FY 2021-22

Town-wide Financial	General	Special Revenues & Debt Funds	Capital Funds	Vehicle Replacement Fund	Enterprise Funds	Total
	Funds	(21, 22, 23, 24, 25, 26, 27, 29, 43)	(31, 32)	(61)	(81, 82, 83)	
	(11, 12, 19)					
<b>Revenues by Categories</b>						
Sales tax	12,000,000	0	0	0	0	12,000,000
Cardroom tax	3,512,000	0	0	0	0	3,512,000
Property and other taxes	787,308	0	0	0	0	787,308
Licenses and permits	281,176	0	0	0	0	281,176
Fines and forfeitures	94,000	0	0	0	0	94,000
Use of money and property	277,685	8,500	0	6,500	187,305	479,990
Revenues from other agencies	328,020	282,152	20,000	0	0	630,172
Charges for current services	196,362	0	0	250,000	942,163	1,388,526
Allocations	0	0	0	0	0	-
Other revenues	54,713	0	2,000	0	0	56,713
<b>Total Revenues</b>	<b>17,531,264</b>	<b>290,652</b>	<b>22,000</b>	<b>256,500</b>	<b>1,129,468</b>	<b>19,229,885</b>
<b>Expenditures by Function</b>						
General Government	4,610,490	297,569	0	0	0	4,908,059
Public Safety	8,977,081	190,128	0	0	0	9,167,209
Public Works	2,664,058	30,000	0	0	1,180,350	3,874,408
Facility Operations	715,457	0	0	0	117,025	832,482
Capital Improvement Projects	0	0	877,025	164,000	40,000	1,081,025
Recreation	1,015,635	0	0	0	0	1,015,635
<b>Total Expenditure by Function</b>	<b>17,982,721</b>	<b>517,697</b>	<b>877,025</b>	<b>164,000</b>	<b>1,337,375</b>	<b>20,878,818</b>
<b>Operating Surplus/ (Deficit)</b>	<b>(451,457)</b>	<b>(227,045)</b>	<b>(855,025)</b>	<b>92,500</b>	<b>(207,907)</b>	<b>(1,648,934)</b>
<b>Other Activities</b>						
Transfers In	3,000,000	297,569	682,025	0	238,187	4,217,781
Transfers (Out)	(4,067,781)	(150,000)	0	0	0	(4,217,781)
<b>Net Transfers In/(Out)</b>	<b>(1,067,781)</b>	<b>147,569</b>	<b>682,025</b>	<b>0</b>	<b>238,187</b>	<b>0</b>
<b>Fund Balance</b>						
Change in Fund Balance	(1,519,238)	(79,476)	(173,000)	92,500	30,280	(1,648,934)
Beginning Fund Balance @ 7/1/21	24,318,863	1,018,948	3,302,794	740,869	242,870	29,624,343
<b>Ending Fund Balance</b>	<b>22,799,625</b>	<b>939,472</b>	<b>3,129,794</b>	<b>833,369</b>	<b>273,150</b>	<b>27,975,410</b>
<b>Trust Funds Balance</b>						
OPEB Trust (71)						6,511,615
Pension Trust (72)						2,531,545
<b>Ending Fund Balance - All Funds</b>						<b>37,018,569</b>







◀ Town Website

( Table of Contents )

Next ▶



## Budget Cover

(The picture (right) is linked to the full PDF document)

### About this Document

The Fiscal Year 2021-22 Budget is the Town of Colma's operating and capital plan for the year.

### About the Cover

Photo in order from top left to bottom right:

- Colma City Council
- Pavers Repair @ Sterling Park Neighborhood
- Food Delivery at Resident's Door
- Food Delivery with the Public Works truck
- Food Delivery with Colma Police Department
- Recreation and Police Drive Through Event
- City Council Zoom Meeting
- Development at 775 Serramonte Blvd
- Mission Road Bicycle and Pedestrian Improvement

### Elected Officials and Appointed Officials

#### Elected Officials:

- Diana Colvin (Mayor)
- Helen Fisicaro (Vice Mayor)
- Raquel "Rae" Gonzalez (Council Member)
- Joanne F. del Rosario (Council Member)
- John Irish Goodwin (Council Member)

#### Appointed City Officials:

- City Manager - Brian Dossey
- Police Chief - John Munsey
- Administrative Services Director - Pak Lin
- Recreation Manager - Vacant

Planning, Building, Engineering and Legal Services are contracted out.



# Table of Contents

## Introductory

### Preface

Budget Award (below)

### Introductory

[How to Use Navigate Document](#)

[City Manager's Message](#)

[Budget At A Glance](#)

[Colma Profile](#)

[Colma Revenues Profile](#)

### Budget Overview

[Economic Assumptions for FY 2021-22](#)

[Town-wide Financial Summary](#)

[Revenues and Expenditures Summary](#)

[Projected Reserve Balance for All Funds](#)

[Inter-Fund Transfers](#)

## Department Budget

### General Government

[City Council](#) (110)

[City Attorney](#) (130)

[City Manager/City Clerk](#) (140)

[Human Resources](#) (141)

[Finance](#) (150)

[General Services](#) (151)

[Debt Service](#) (620)

[Emergency Response](#) (19-600)

### Public Safety

[Administration](#) (210)

[Patrol](#) (220)

[Communication](#) (230)

[Community Services](#) (240)

### Public Works & Planning

[Engineering & Building](#) (310)

[Maintenance](#) (320)

[Planning](#) (410)

[Facilities](#) (800s)

### Recreation (510)

### Capital Improvement Plan

[Capital Overview](#)

[Streets, Sidewalks, & Bikeways](#)

[Sewers & Storm Drains](#)

[City Facilities & Long-Range Plans](#)

[Major Equipment, Technology, & Vehicles](#)

## Supplementary

### Financial Summaries

[Financial Trends and Projections](#)  
(includes assumptions, trends, and projections by fund categories)

### Appendix

[2021-22 Appropriation Limit](#)

[Staffing](#)

[Description of Funds](#)

[Town's Financial Policies](#)

[Glossary of Terms](#)

[Resolutions for:](#)

- [Budget Adoption](#)
- [GANN Limit](#)

## Budget Award

The Town did not pursue the budget in FY 2020-21. Due to the Covid-19 pandemic, the Town rolled over the FY 2019-20 budget to FY 2020-21 and shifted our attention from budget document development to pandemic response. Therefore, the FY 2020-21 budget document was an abbreviated budget and did not include several sections required by the GFOA and CSMFO budget award. The abbreviated budget document can be found at: <https://stories.opengov.com/colmaca/published/EbzmlxBIP>



◀ Previous

( Table of Contents )

Next ▶

## Navigating Through the Digital Budget

A screenshot of a video player interface. The video title is "Navigating Through the Digital Budget" and the subtitle is "Fiscal Year 2021-22". The video content shows the same Town Hall building as the banner above. Below the video player, there are navigation buttons: "Town Website", "( Table of Contents )", a play button, and "Next". To the right are social media share icons for Facebook and Twitter. At the bottom left, there is a "Watch on YouTube" button. Below the video player, there is a row of five small thumbnail images: a group of five people, a street scene with a tree, a person walking, a sign for "SAN MATEO COUNTY STR", and a woman speaking.

# City Manager's Message



## Budget At A Glance

<<YouTube video will be embedded by June 9, 2021>>

## Expenditure by Funds



## Colma Profile

### Colma History

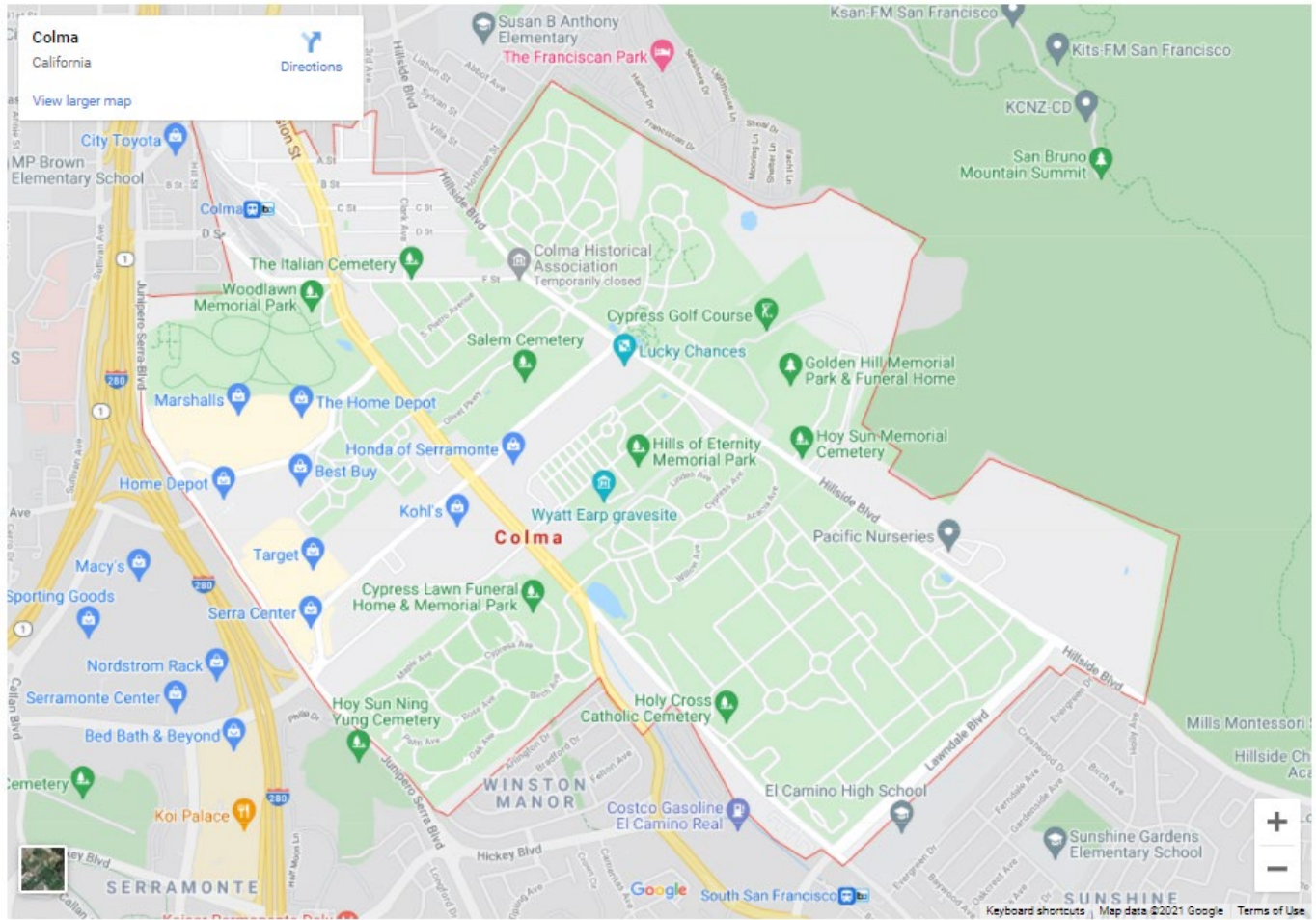


More information about Colma history is available at the Colma Historical Association website at <https://www.colmahistory.com/history.html>

# Map of Colma

Courtesy of Google Map

Colma is located 11 miles South of San Francisco and 47 miles north of San Jose.



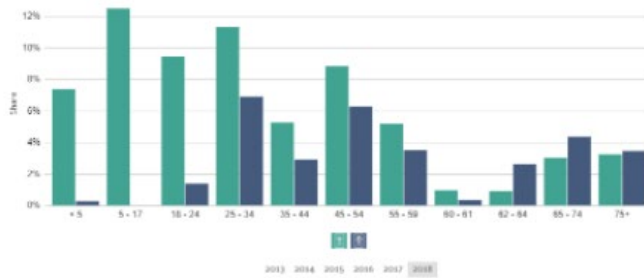
## Colma Census Data

### Population Growth

Year	Colma	San Mateo County	California
1930	369	77,405	5,677,251
1940	354	111,782	6,907,387
1950	297	235,659	10,586,223
1960	500	444,387	15,717,204
1970	537	557,361	19,971,069
1980	395	587,239	23,667,764
1990	1,103	649,623	29,760,021
2000	1,187	707,163	33,871,653
2010	1,637	745,858	37,253,956
2020	1,729	774,485	39,782,870

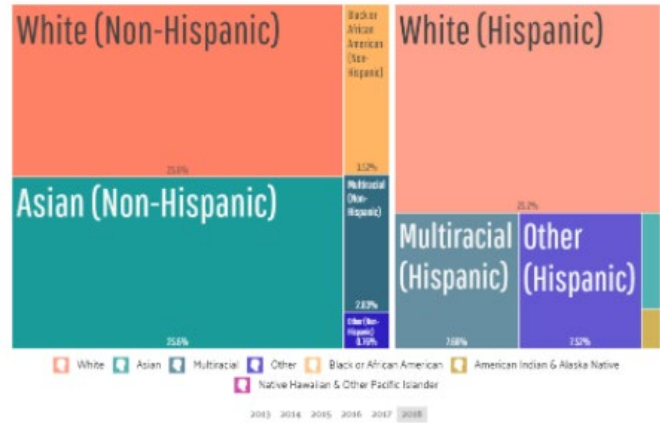
Source data: California Department of Finance

### Age Ranges



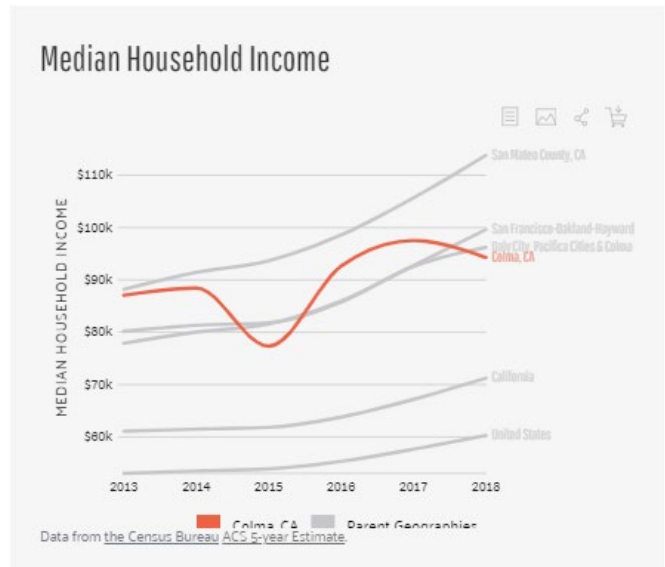
Source data: <https://datausa.io/profile/geo/colma-ca>

### Race and Ethnicity



Source data: <https://datausa.io/profile/geo/colma-ca>

### Household Income



Source data: <https://datausa.io/profile/geo/colma-ca>

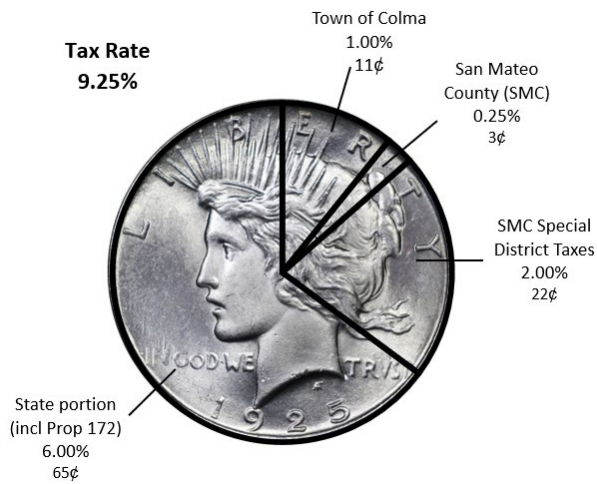
## Colma Revenues Profile

The Town's main sources of revenues are sales, cardroom, and property taxes. Cardroom tax is based on gross revenue.



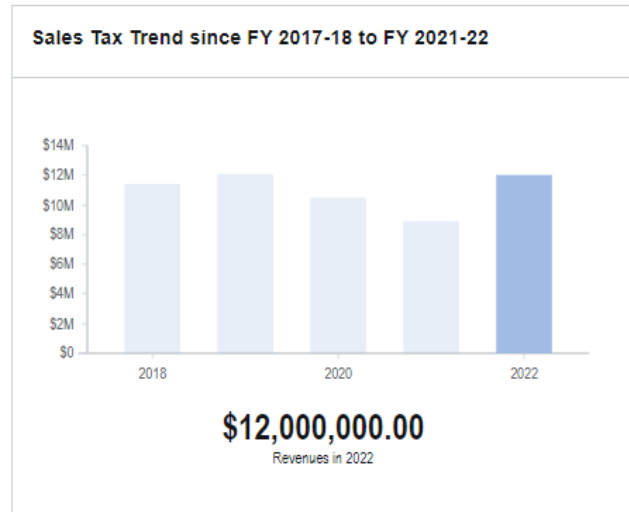
## Sales Tax Revenues

### Where does my sales tax dollar go?

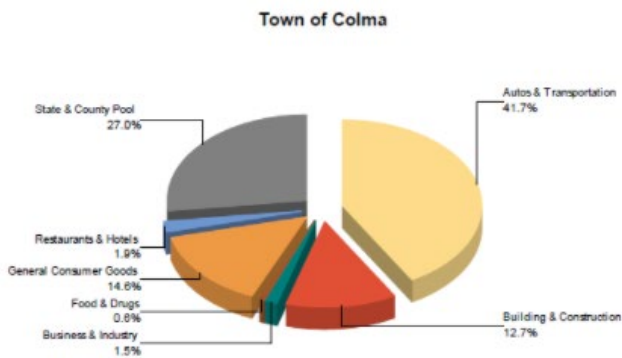


The tax rate for San Mateo County is 9.25%. The chart above shows that for every dollar of sales tax you pay, 11 cents goes to the Town of Colma.

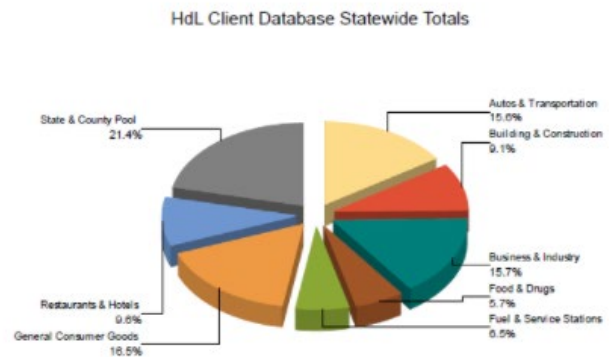
### Sales Tax Trend



### 2020 Sales Tax Comparison



### HdL Client Database Statewide Totals



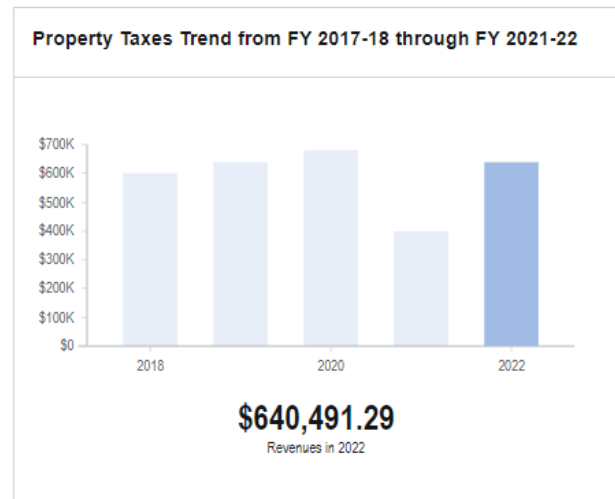
## Property Tax Revenues

### Where does my property tax dollar go?



For every dollar of property tax you pay, the Town gets 7 cents. This does not include special bonds and other fees added to the property tax roll.

### Property Tax Trend



## Major Employers in Colma

Data below are based on currently issued business licenses as of 5/7/21 (During Covid-19). Major employers are arranged in alphabetical order.

- **Ashley HomeStore** has 19 employees and is classified as Retail
- **Best Buy** has 92 employees and is classified as Retail
- **Black Bear Diner** has 37 employees and is classified as Restaurant
- **Cadillac** has 25 starting and will have 55 when fully running employees and is classified as Automobile Dealership
- **Car Max** has 68 employees and is classified as Automobile Dealership
- **Cypress Lawn** has 153 employees and is classified as Cemetery
- **Home Depot** has 241 employees and is classified as Retail
- **Home Depot Pro** has 200 employees and is classified as Retail
- **Honda of Serramonte** has 94 employees and is classified as Automobile Dealership
- **Kohl's** has 112 employees and is classified as Retail
- **Lexus of Serramonte** has 79 employees and is classified as Automobile Dealership
- **Lucky Chances** has 199 employees and is classified as Cardroom with Restaurant, Coffee Shop, Bar and Gift Shop
- **Serramonte Ford** has 122 employees and is classified as Automotive Dealership
- **Stewart Chevrolet Chrysler Dodge Jeep Ram** has 102 employees and is classified as Automobile Dealership
- **Target** has 334 employees and is classified as Retail
- **Tesla** has 12 employees and is classified as Automobile Dealership



◀ Previous

( Table of Contents )

Next ▶

## Economic Assumptions for FY 2021-22

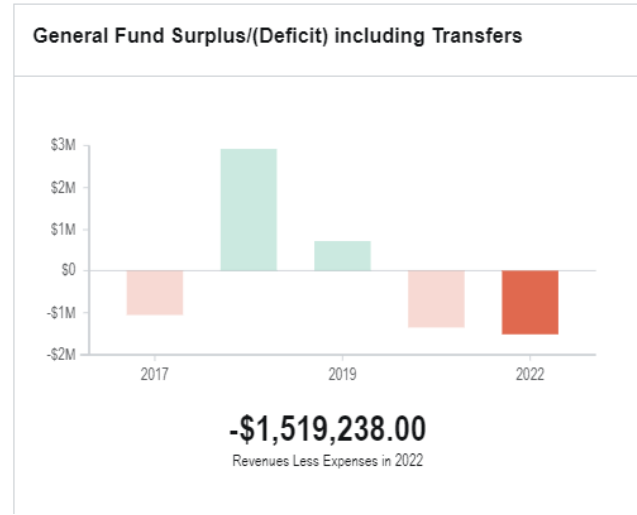
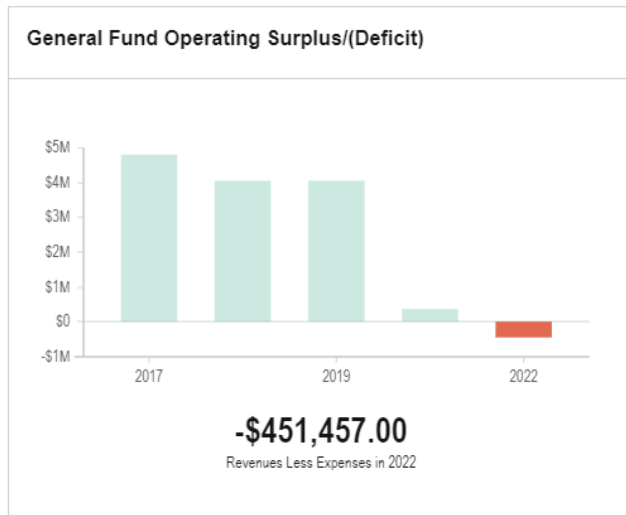
The FY 2021-22 Budget projects total revenues to be \$19.4 million, the operating budget to be \$19.8 million, and the capital program to be \$1.1 million. The General Fund is the main revenue source for Town operations. In addition to supporting operations in the General Fund (Fund No 11, 12, & 19), General Fund revenues also support the capital program, debt service, and sewer operations, through annual transfers. For this reason, the analysis below will focus primarily on the General Fund.

### Overall General Fund Budget

For FY 2021-22, the General Fund is projected to receive \$17.5 million in revenues, to spend \$18.0 million in operations, and to transfer \$1.1 million to support capital, debt, and sewer programs. After transfers, the General Fund will need \$1.5 million of unassigned reserve



## General Fund Revenue and Expenditure



The General Fund operating deficit for FY 2021-22 is projected to be \$451,000. It reflects the difference between the projected General Fund revenues of \$17.53 million and the General Fund expenditures budget of \$17.98 million. Since the Town's General Fund also supports capital, debt, and sewer operations, the operating deficit of \$451,000 does not reflect the full picture.

As stated above, after accounting for General Fund transfers, the net fund deficit is \$1.52 million for FY 2021-22. Transfers include \$532,000 to the Capital Program (31 & 32), \$298,000 to Debt Service (43), and \$238,000 to Sewer Operations (81).

General Fund (11) transfers include \$3.0 million to fund the Budget Stabilization Reserve (12) per the Town's reserve policy. Fund 11 and Fund 12 are classified as General Fund for reporting purposes and the transfers between Fund 11 and Fund 12 offsets each other.

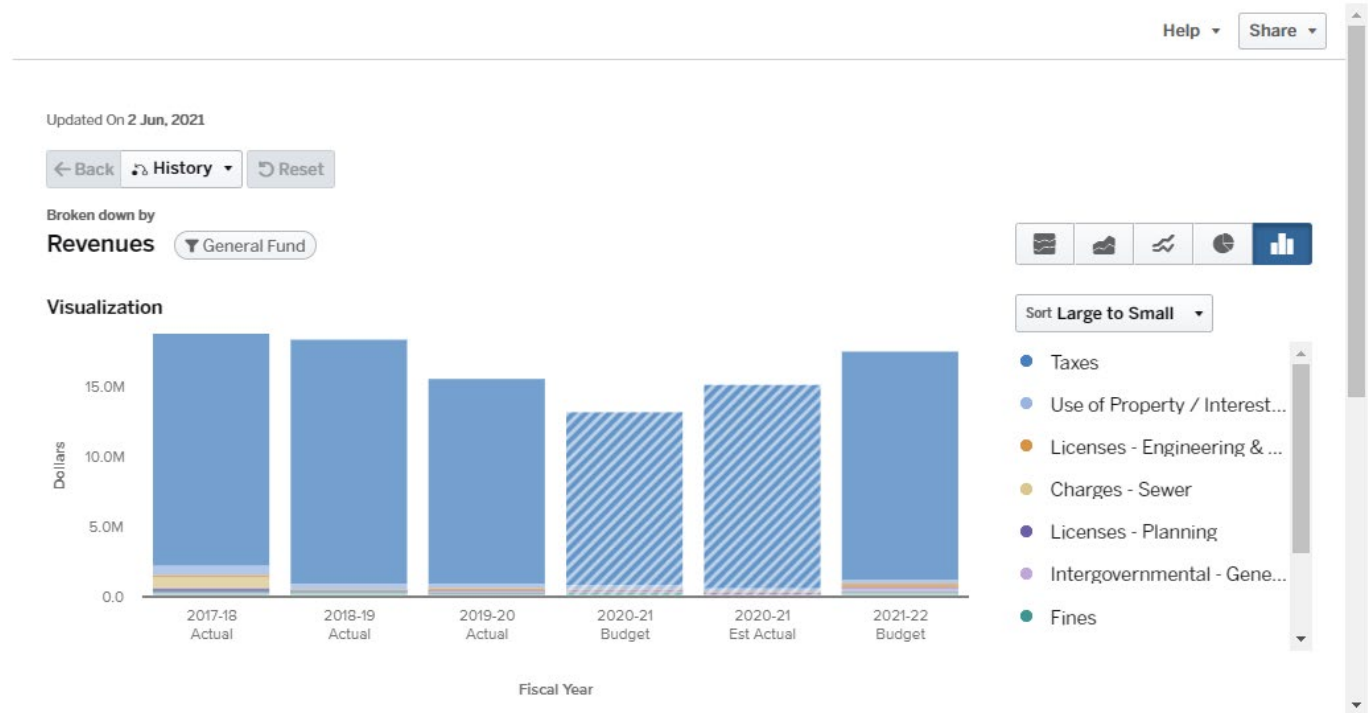
## General Fund Revenues

Since the Shelter-in-Place order was announced in March of 2020, the Town saw a reduction of roughly \$5.8 million in revenues. The total FY 2019-20 revenues was \$2.8 million less than FY 2018-19 Actuals, and the FY 2020-21 revenues is projected to be \$3.1 million less than FY 2018-19 Actuals. The Town originally expected revenues to be less in both years due to the shelter in place order. Below is a brief explanation of how the Covid-19 pandemic impacted the Town's revenues in FY 2020-21 and how the Town expects the largest three revenue sources to recover in FY 2021-22, representing 93% of Total General Fund revenues.

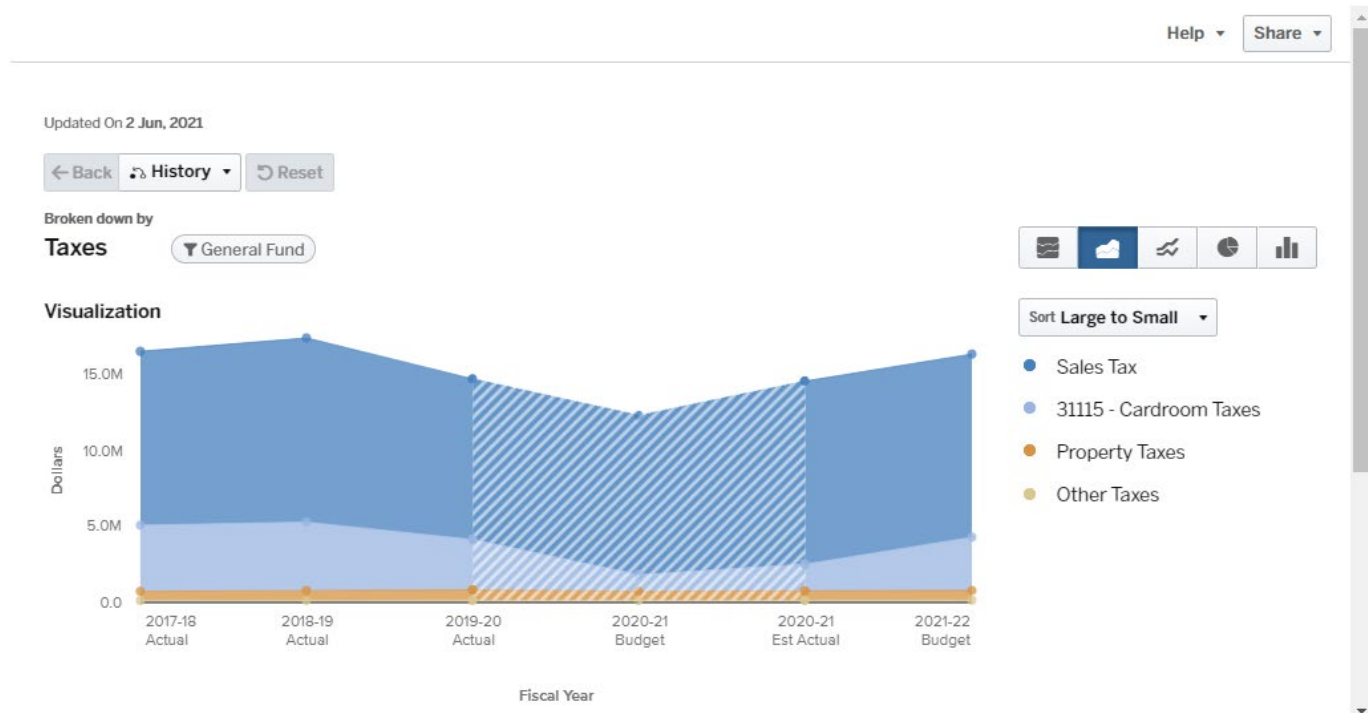
- Sales tax:** Pre-Covid, the Town expected to receive \$11.4 million in sales tax revenues in FY 2019-20. Due to the Covid-19 pandemic, the Town received \$10.5 million in FY 2019-20. We expected the revenue for FY 2020-21 to be similar to FY 2019-20, with a projected budget of \$10.4 million. Because of the enactment of the Wayfair decision (<https://www.cdtfa.ca.gov/industry/wayfair.htm>), the Town will receive \$12.0 million in sales tax revenues in FY 2020-21. The Wayfair decision impacted the reporting and remittance requirement for online sales and the revenues are distributed to the Town as use tax, a component of sales tax revenues. The Town expects revenues in FY 2021-22 to be the same as FY 2020-21 Estimated Actual because of potential supply shortage and changing online merchant arrangements.
- Cardroom tax** is the Town's second largest general fund revenue source. The Town originally projected to receive \$4.3 million in cardroom tax revenues in FY 2019-20. The shelter-in-place order in March dropped the monthly revenues from \$350,000 to \$17,000, reducing the final FY 2019-20 cardroom tax revenue to \$3.3 million. The trend continued in FY 2020-21, where the cardroom facility was closed to the public for a majority of the fiscal year. As the county moved through the California Covid tiers, the Town's cardroom industry began to reopen with limited capacity. Based on the latest estimates, the Town expects to end the fiscal year 2020-21 at \$1.8 million. The FY 2021-22 Budget of \$3.5 million assumes that the cardroom industry will operate at 80% capacity in the first few months of FY 2021-22 before returning to full capacity.

- Property and other taxes** is a relatively stable revenue source. Growth is limited to 2% per year, per Prop 13, but during an economic crisis, property values may reduce per Prop 8 housing valuation relief. In general, property tax impacts are delayed by 2 years, whereas sales tax and cardroom tax revenues can be impacted immediately. Since the Covid-19 pandemic began in FY 2019-20, the Town projected a more conservative number for FY 2021-22 at \$787,000.

### General Fund Revenues by Categories Trend



### General Fund Tax Revenue Trend

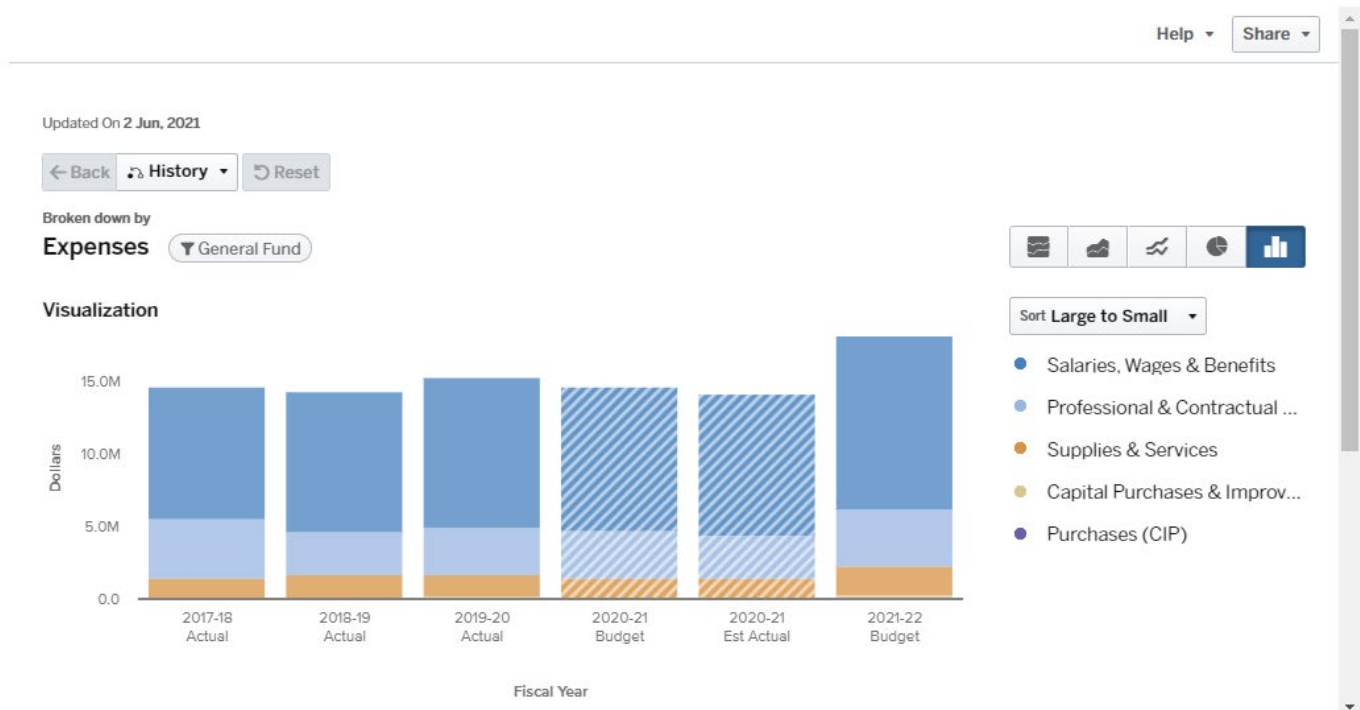


## General Fund Expenditure

The FY 2021-22 General Fund budget is \$18.0 million, an increase of \$3.8 million from FY 2020-21 Estimated Actual, \$2.7 million more than FY 2019-20 Actual, and \$1.01 million more than the FY 2019-20 Budget.

In response to the financial impact from the Covid-19 pandemic, the Town cut \$1.7 million from the FY 2019-20 budget in March through a hiring freeze (\$221k), reducing contribution to the 115 Trusts by half (\$988k), suspending capital purchases (\$300k), and eliminating the \$500k transfer to the Capital Fund from the General Fund. These temporary cost cutting measures were continued in FY 2020-21. The FY 2021-22 Budget restores the Town's operation to pre-Covid service levels, including aiming to be fully staffed, making contributions to 115 Trusts at 100%, replacing vehicles and equipment as necessary, and hosting recreation events and programs.

The FY 2021-22 Budget also includes initiatives identified in the Town's 2020-2022 Strategic Plan, which can be found on the Town's website ( <https://www.colma.ca.gov/strategic-plan/> ). These initiatives include engaging consultants for economic development (\$50k) and revenue strategies (\$100k).



# Town-Wide Financial Summary for Fiscal Year

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

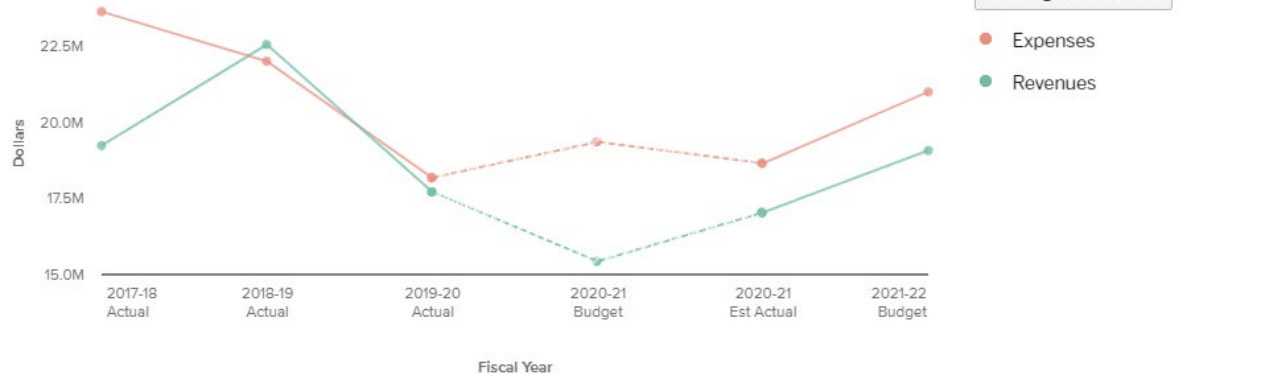
Types

▾ Funds •••



Sort Large to Small ▾

Visualization



## Data

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
► Revenues	\$ 19,239,895	\$ 22,562,901	\$ 17,716,521	\$ 15,432,716	\$ 17,036,836	\$ 19,076,190
► Expenses	23,643,665	22,010,764	18,184,742	19,360,764	18,655,174	21,003,152
Revenues Less Expenses	\$ -4,403,770	\$ 552,137	\$ -468,222	\$ -3,928,048	\$ -1,618,338	\$ -1,926,962

# Revenues & Expenditure Summary

## Revenues by Categories for All Funds

[Help](#) [Share](#)

Updated On 2 Jun, 2021

[← Back](#) [↺ History](#) [↻ Reset](#)

Broken down by

**Revenues** [Funds \\*\\*\\*](#)

### Data

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▶ Taxes	\$ 16,465,151	\$ 17,347,195	\$ 14,653,538	\$ 12,258,246	\$ 14,520,430	\$ 16,287,308
▶ Charges - Sewer	741,035	824,239	850,366	892,885	897,299	942,163
▶ Use of Property / Interest - General	659,759	798,063	834,731	578,751	438,130	271,598
▶ Other Revenues	82,108	2,447,794	90,386	11,350	38,713	54,713
▶ Intergovernmental - Capital & PWs	238,228	264,010	277,924	992,861	572,488	188,754
▶ Intergovernmental - Police	160,552	237,162	188,144	111,168	161,418	123,020
▶ Licenses - Engineering & Building	203,800	86,655	157,924	109,049	157,256	229,256
▶ Allocations	0	80,510	250,000	65,000	0	354,725
▶ Licenses - Planning	353,127	100,899	130,886	47,308	49,920	51,920
▶ Intergovernmental - General	5,000	10,508	29,675	115,000	79,439	325,000
▶ Fines	65,128	89,509	95,293	80,139	67,862	86,000
▶ Charges - Recreation	78,530	83,662	58,396	61,792	21,135	55,500
▶ Charges - Police	60,472	65,794	48,911	46,130	38,176	56,137
▶ Use of Property - Recreation	63,548	75,712	38,585	31,279	-5,430	28,095
▶ Other Revenues - PWs	63,458	51,188	11,761	31,758	0	22,000
<b>Total</b>	<b>\$ 19,239,895</b>	<b>\$ 22,562,901</b>	<b>\$ 17,716,521</b>	<b>\$ 15,432,716</b>	<b>\$ 17,036,836</b>	<b>\$ 19,076,190</b>



## Expenditure by Categories for All Funds

[Help](#) [Share](#)

Updated On 2 Jun, 2021

[← Back](#) [History](#) [Reset](#)

Broken down by

**Expenses** [Funds](#)

### Data

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▶ Salaries, Wages & Benefits	\$ 9,230,513	\$ 9,871,961	\$ 10,480,061	\$ 10,156,504	\$ 9,852,411	\$ 12,040,672
▶ Professional & Contractual Services	4,261,164	4,094,481	4,269,459	4,585,078	4,218,699	5,215,463
▶ Construction (CIP)	7,362,125	4,922,447	113,542	2,190,000	2,131,241	364,025
▶ Supplies & Services	1,505,144	1,760,905	1,595,957	1,519,508	1,540,069	2,087,923
▶ Planning and Design (CIP)	818,889	620,408	797,959	340,163	378,500	122,000
▶ Purchases (CIP)	172,362	305,619	325,631	270,542	239,884	628,500
▶ Debt Service	293,469	296,269	293,969	293,968	294,369	294,569
▶ Capital Purchases & Improvements	0	138,675	308,165	5,000	0	250,000
<b>Total</b>	<b>\$ 23,643,665</b>	<b>\$ 22,010,764</b>	<b>\$ 18,184,742</b>	<b>\$ 19,360,764</b>	<b>\$ 18,655,174</b>	<b>\$ 21,003,152</b>

# Expenditure by Department for All Funds

[Help](#) [Share](#)

Updated On 2 Jun, 2021

[← Back](#) [↶ History](#) [↺ Reset](#)

Broken down by

Departments

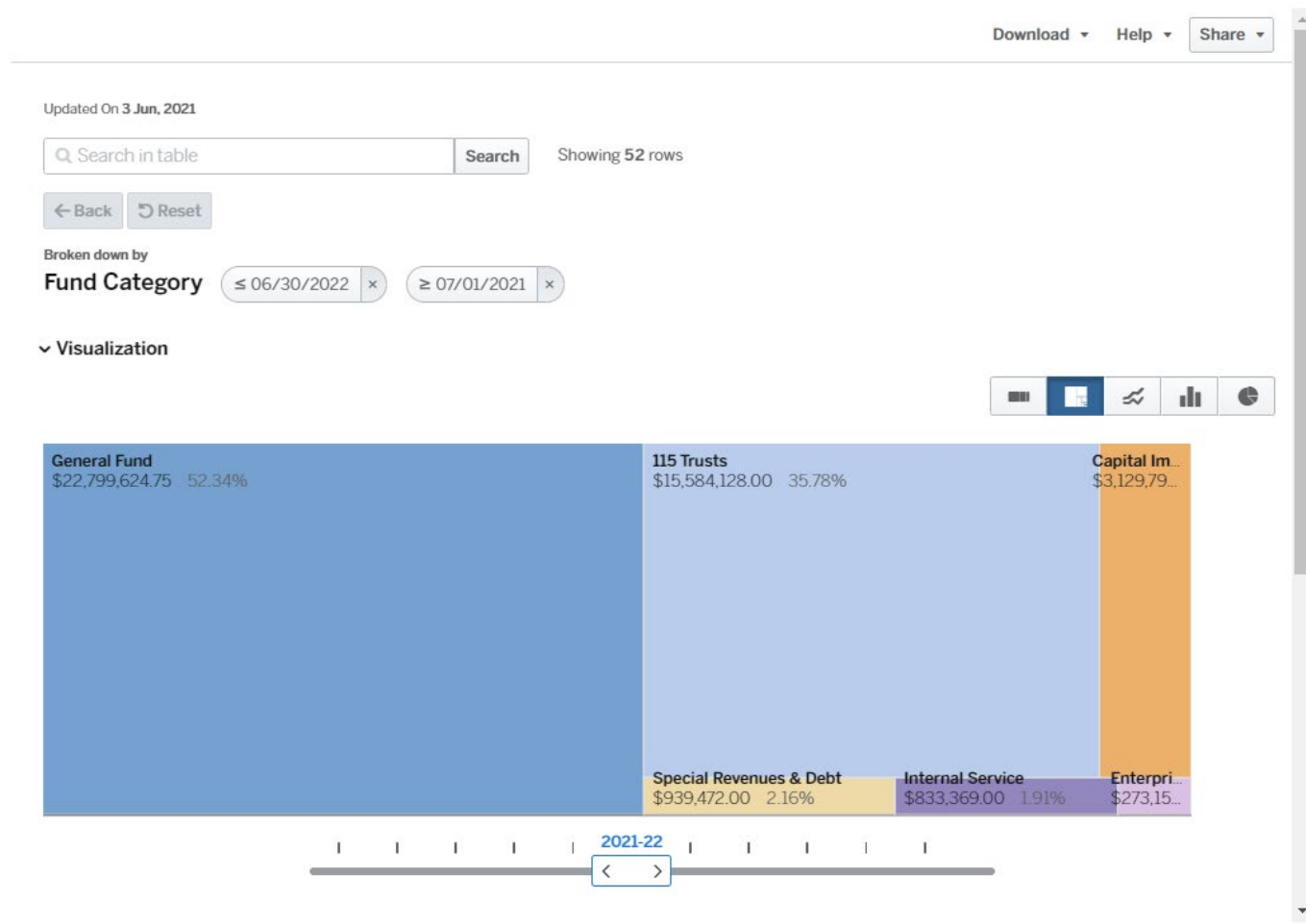


## Data

Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▼ Operating Budget	\$ 14,840,662	\$ 15,641,952	\$ 16,593,007	\$ 16,000,757	\$ 15,430,488	\$ 19,606,224
▶ Police	7,083,079	7,542,912	7,834,007	7,655,172	7,382,242	9,267,209
▶ Administration	3,156,444	3,415,471	3,685,861	3,861,117	3,682,729	4,525,090
▶ Public Works Maintenance	1,839,601	1,974,398	2,135,465	2,059,282	1,972,912	2,484,408
▶ Recreation	981,429	994,060	901,866	664,354	488,444	1,015,635
▶ Engineering & Building	851,235	740,296	767,214	753,289	731,454	939,000
▶ Facilities	485,177	659,072	562,481	547,008	552,229	832,482
▶ Planning	443,698	315,743	414,972	349,831	349,889	451,000
▶ Other: Non-Departmental	0	0	291,140	110,706	270,590	91,400
▶ Capital Program	8,507,935	6,067,143	1,294,517	3,062,789	2,927,317	1,099,359
▶ Debt Services	295,069	301,669	297,219	297,218	297,369	297,569
<b>Total</b>	<b>\$ 23,643,665</b>	<b>\$ 22,010,764</b>	<b>\$ 18,184,742</b>	<b>\$ 19,360,764</b>	<b>\$ 18,655,174</b>	<b>\$ 21,003,152</b>

# Projected Reserve Balance

The graph below shows reserve balance by fund categories. The default is set on FY 2021-22. You can move the slider below the graph to a different fiscal year. The table below the graph will update with the balances corresponding to the selected fiscal year.



# Inter-Fund Transfers Summary

The General Fund Transfer Out for FY 2021-22 totals \$4.07 million with \$532,000 to the Capital Program (31 & 32), \$298,000 to the Debt Service Fund (43), \$238,000 to Sewer Operations, and \$3.0 million to the Budget Stabilization Reserve per the Colma Reserve Policy (CAC 4.01.150(d2)).





[← Previous](#)

[\( Table of Contents \)](#)

[Next →](#)

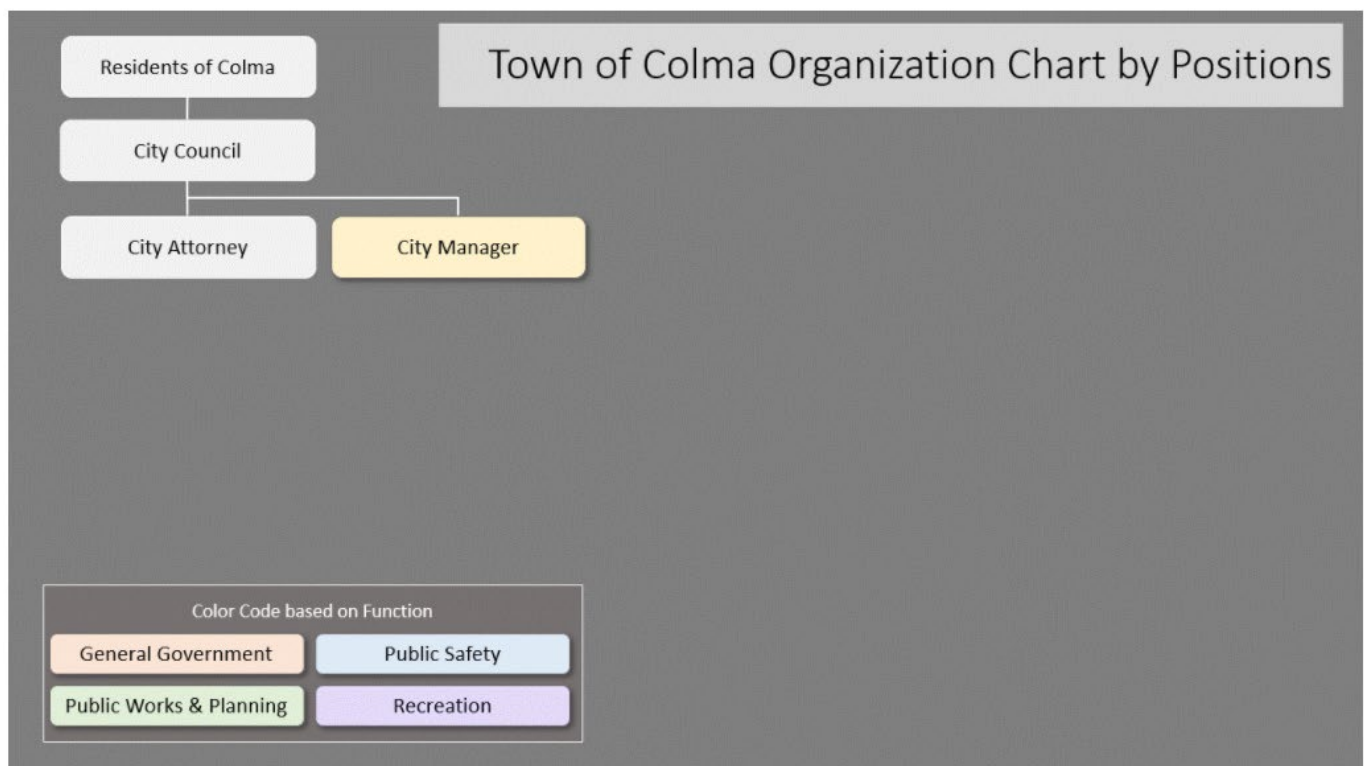
The Town's operation is made up of four main functions:

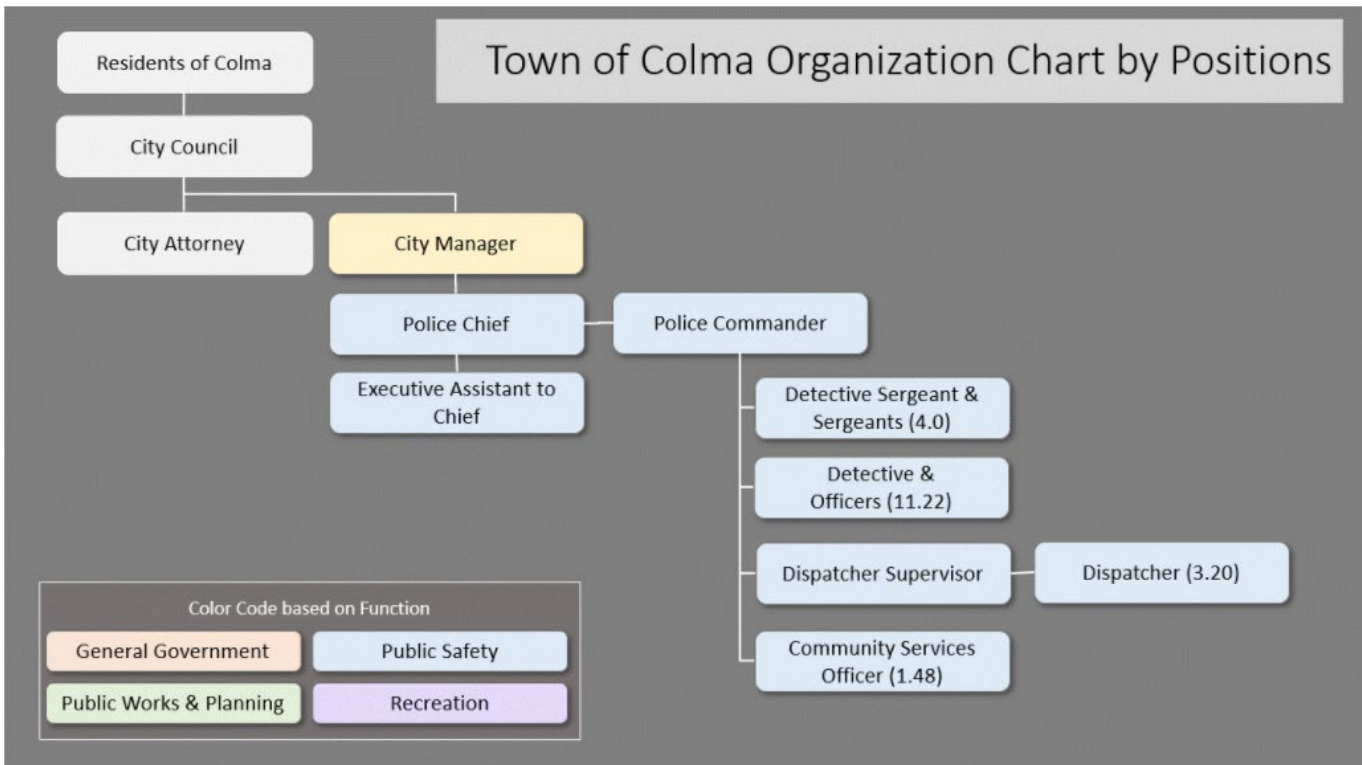
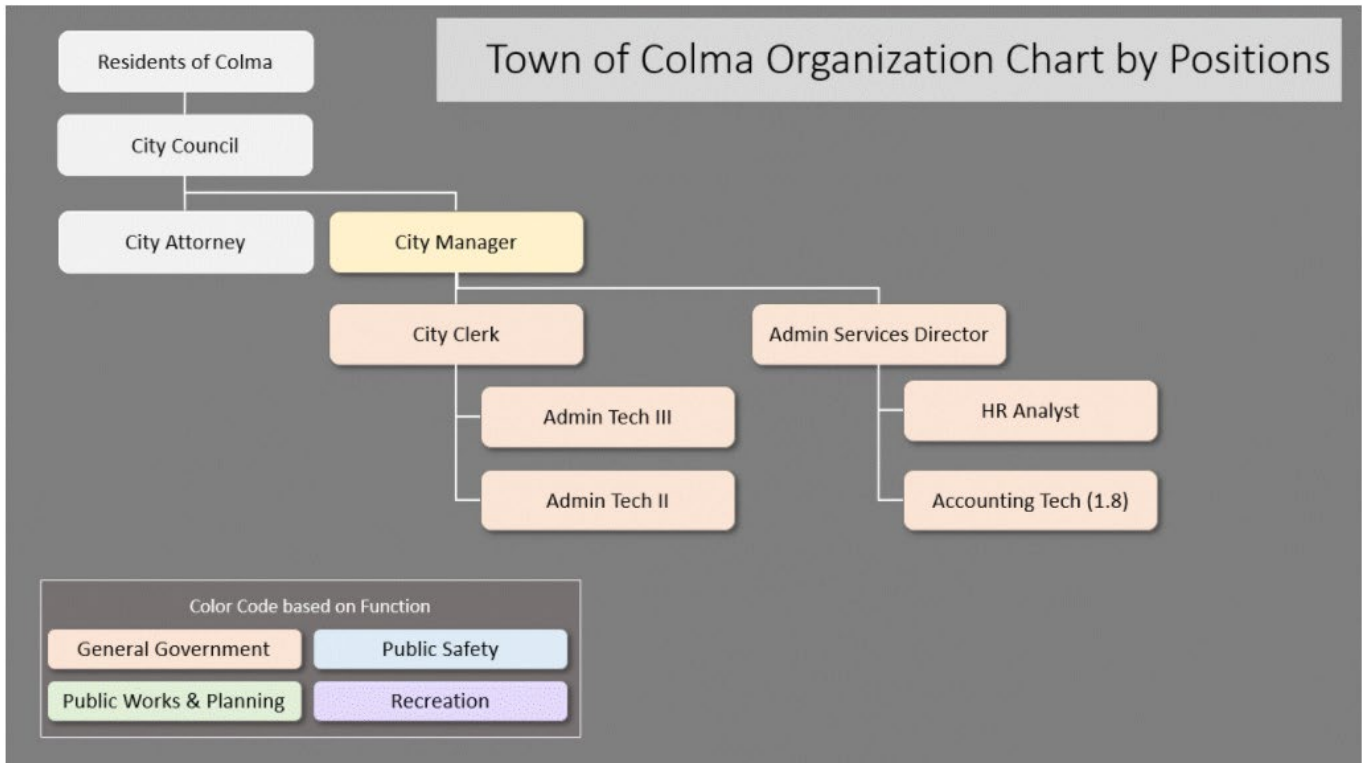
1. [General Government](#),
2. [Public Safety](#),
3. [Public Works & Planning](#), and
4. [Recreation](#)

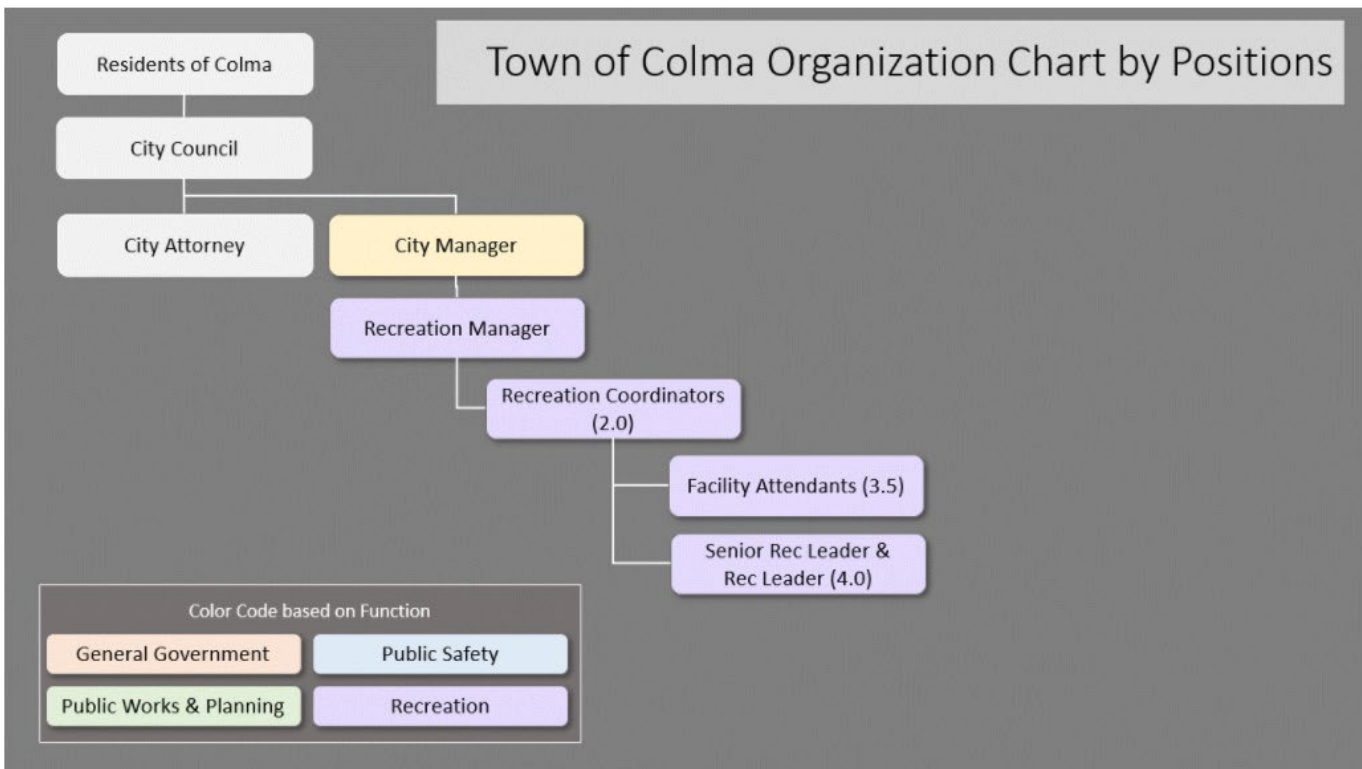
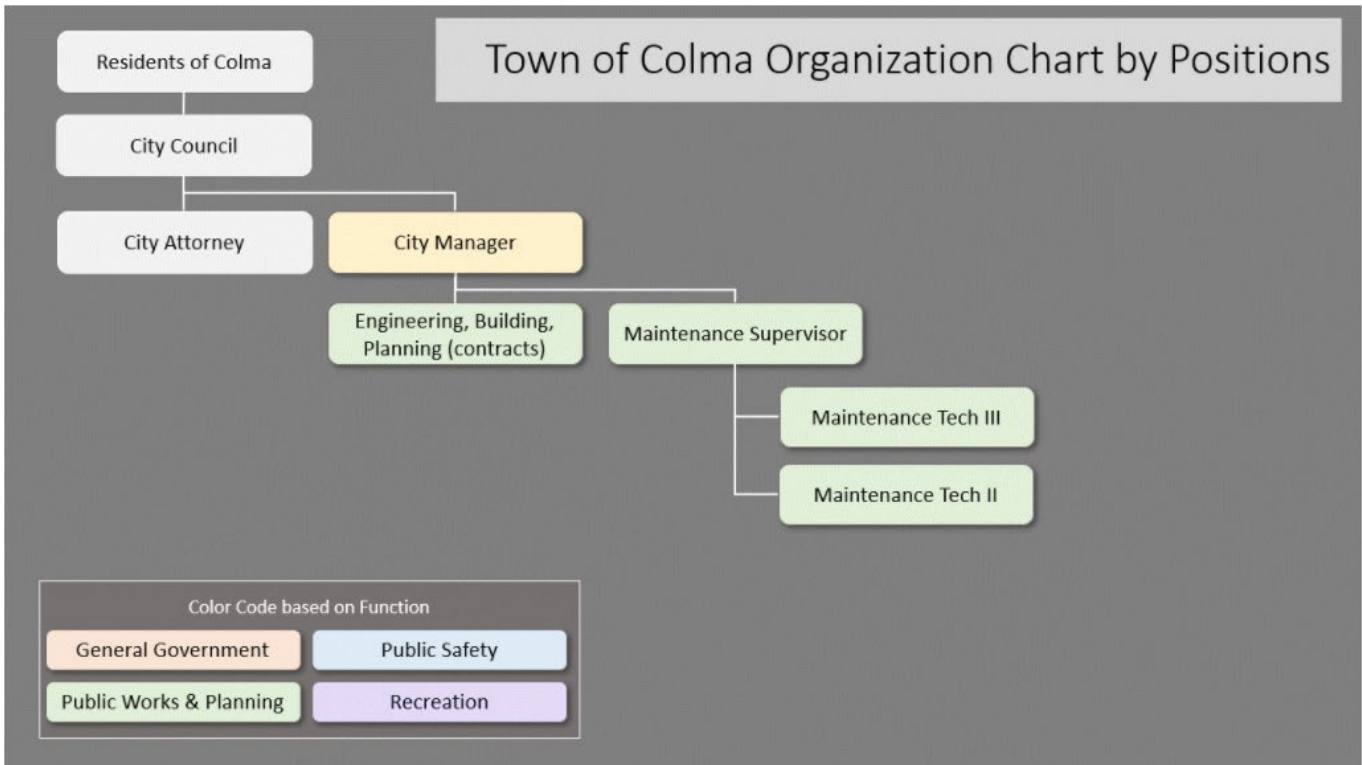
Aside from Recreation, there are multiple departments/divisions within each of the functions above.

## Organizational Chart

The organizational chart, below, is a .gif file and will repeat on its own.







## Departmental Relationship

The Town's General Fund supports majority of the Town's operations. Below shows the relationship of each department to the various Town funds, including the percent of support from each fund.

Fund/Department Relationship : Sheet1

Department/Division	Governmental				Enterprise	
	General Fund	Gas Tax	COPS/SLESF	Debt Service	Sewer	City Properties
	11, 12, 19	21	29	43	81, 82	83
	Major	Minor	Minor	Minor		
<b>General Government</b>						
City Council (110)	100%					
City Attorney (130)	100%					
City Manager/Clerk (140)	100%					
Human Resources (141)	100%					
Finance (150)	100%					
General Services (151)	100%					
Debt Service (620)				100%		
Emergency Response (600)	100%					
<b>Public Safety</b>						
Police Admin (210)	100%					
Police Patrol (220)	100%					
Communication/Dispatch (230)	100%					
Community Services (240)	23%		77%			
<b>Public Works &amp; Planning</b>						
Engineering & Building (310)	100%					
Maintenance (320)	51%	1%			48%	
Planning (410)	100%					
Facility Operations (800s)	86%					14%
Recreation	100%					

Sheet1



[◀ Previous](#)[\( Table of Contents \)](#)[Next ▶](#)

General Government comprises of the following departments/divisions:

- [City Council](#) (110),
- [City Attorney](#) (130),
- [City Manager & Clerk](#) (140),
- [Human Resources](#) (141),
- [Finance](#) (150),
- [General Services](#) (151),
- [Debt Services](#) (620), and
- [Emergency Response](#) (19-600).

All departments and divisions within the General Government function are fully supported by the General Fund (11), with Debt Services (620) department housed under Debt Service Fund (43) but are fully supported through annual transfers from the General Fund.

## Revenue Summary

The main revenue source for General Government operations is the General Fund. The Town receives insurance reimbursements for workers' comp, general liability, and property claims. The budget for insurance reimbursement is \$50,000.

For the Emergency Response operation (19-600), the Town is expecting a grant of \$280,000 from the American Rescue Plan Act (ARPA or ARPF).

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Revenues\* Funds ... Departments ...

### Data

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
35123 - State Grants	\$ 5,000	\$ 10,000	\$ 5,000	\$ 55,000	\$ 79,439	\$ 285,000
37021 - Insurance Reimbursements	55,860	12,107	80,731	5,344	34,000	50,000
36902 - Accrued Leave Payout Allocation	0	0	0	65,000	0	104,725
<b>Total</b>	<b>\$ 60,860</b>	<b>\$ 22,107</b>	<b>\$ 85,731</b>	<b>\$ 125,344</b>	<b>\$ 113,439</b>	<b>\$ 439,725</b>

## Expenditure Summary

The total General Government Expenditure Budget for FY 2021-22 is \$4.9 million, an increase of \$657,000 from FY 2020-21 Estimated Actual. The increase is attributed to the following:

- increase contributions to the 115 trusts to reduce future pension and OPEB cost (\$174,000),
- restore operating supplies budget to pre-Covid 19 levels (\$118,000),
- account for consultant services for economic development and revenue initiative per the 2020-2022 Strategic Plan (\$150,000),
- increase in insurance premiums due to unfavorable insurance market, (\$167,000), and
- budget for services needed as a result of the Covid-19 pandemic - including continued weekly deep cleaning of Police Station and supplies needed for re-opening (\$45,000).

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Departments\* Funds Expenses

Data

Expand All	2021-22 Budget
Operating Budget	\$ 4,616,490
Administration	4,525,090
City Manager/City Clerk/Admin	1,507,885
General Services	1,373,379
Finance	662,205
City Council	376,889
City Attorney	312,500
Human Resources	292,232
Other: Non-Departmental	91,400
Debt Services	297,569
<b>Total</b>	<b>\$ 4,914,059</b>

## Expenditure by Categories

Help ▾ Share ▾

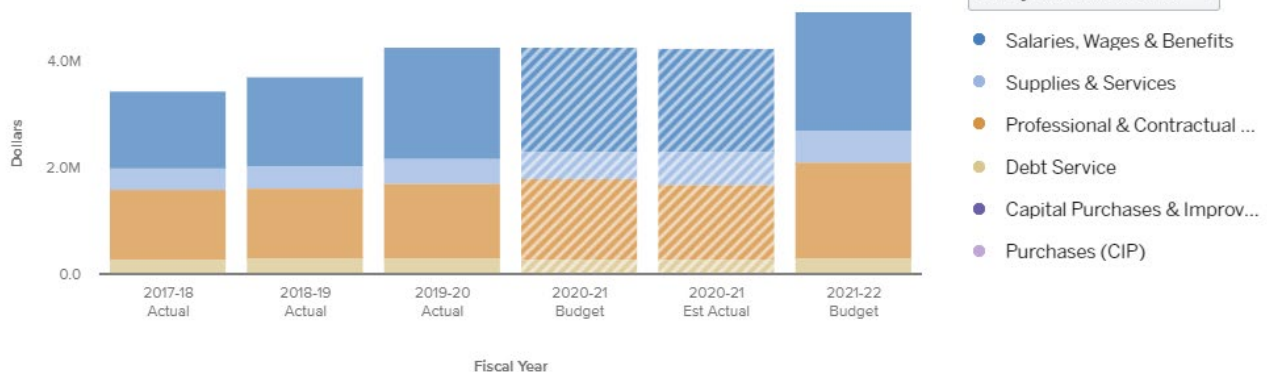
Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Expenses Funds Departments

Visualization



## Expenditure by Fund



## Accomplishments

- Updated 2020-22 Strategic Plan
- Updated the Town's Reserve Policy and Unfunded Liabilities Strategy for FY 2021-22 and thereafter
- Received a clean audit for FY 2019-20
- Improved communications with community through consistent messaging on Social Media Channels
- Successfully recruited and hired Chief of Police
- Welcomed several new businesses including House of Bagels, Tesla, Cadillac, Panda Express, Philz Coffee, Wing Stop, and AllStar Glass
- Completed Census 2020 with increased participation from Census 2010
- Issued seventeen Proclamations, 85 Certificates and managed fifteen Public Records Requests
- Transitioned from a paper office environment to electronic with the addition of Docu-sign and Laserfiche Document Management Software.

## COVID Response

- Exhausted CRF funding and completed quarterly reporting requirement
- Coordinated with C.A.P.E
- Donated \$15,000 to San Mateo Strong Business Relief Fund
- Communicated with business and residential community on Shelter in Place Orders and where to access relief
- Moved Public Meetings to online platform Zoom
- Supported a Work from Home workplace environment
- Provided PPE and established Covid-19 protocols for working within the office
- Provided online tools and resources for business continuity
- Created a webpage on the Town's website for Covid-19 related updates and resources

## **Future Objectives**

- Continue assessment of issues compromising the Town's long-term fiscal health, including coordinating with consultant on potential new revenue strategies.
- Increase business outreach efforts and economic development.
- Implement City Council priorities as directed.
- Continue to work on priority programs and goals as set forth in the 2020-2022 Strategic Plan
- Implement a document codification system making Town codes and ordinances easier to search and update
- Covid 19 permitting re-open Town Hall and re-establish in person Public Meetings



◀ Previous

( Table of Contents )

Next ▶

## Department Description

The City Council Department is part of the General Government Function and its main funding source is the General Fund (11).

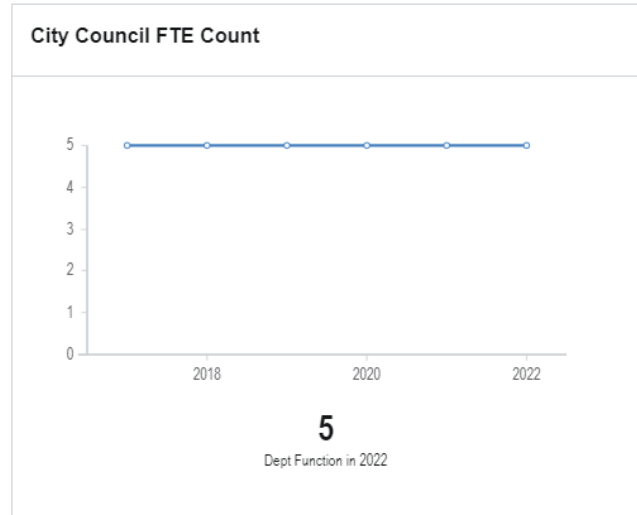
The City Council is the elected policy-making body for the Town of Colma. The City Council has four key roles – Legislative, Governing Body, Quasi-Judicial, and Representative.

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

## Staffing



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



## Revenue Summary

City Council operation is entirely funded by General Fund revenues.

## Expenditure Summary

FY 2021/22 City Council Budget is \$83,400 more than the FY 2020/21 Estimated Actuals.

Salaries, wages & benefits budget is \$51,000 more than FY 2020/21 Estimated Actuals because of the increase in health care and pension costs and the additional contributions to OPEB and pension trusts in an effort to reduce future unfunded liabilities.

Supplies & services budget is \$32,830 and it is due to restoration of the FY 2021/22 Budget to pre-Covid budget.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↕ History ▾ ↻ Reset

Broken down by

Expenses ▾ Funds \*\*\* ▾ Departments \*\*\*

Data

Expand All	2021-22 Budget
▸ Salaries, Wages & Benefits	\$ 249,889
▸ Supplies & Services	127,000
<b>Total</b>	<b>\$ 376,889</b>

## Expenditure by Categories

Help Share

Updated On 2 Jun, 2021

Back History Reset

Broken down by

Expenses

Funds

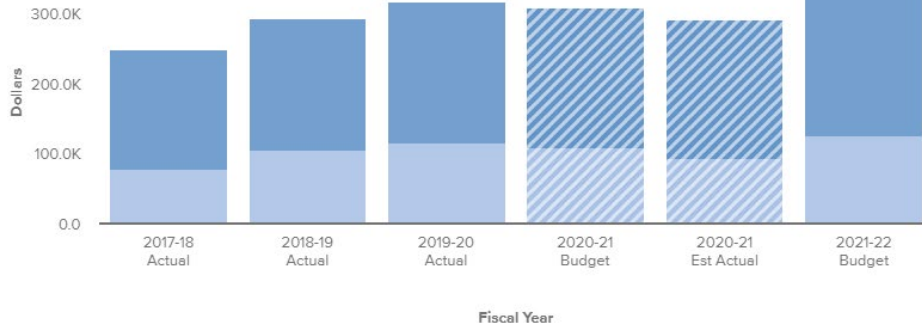
Departments



Sort By Chart of Accounts

- Salaries, Wages & Benefits
- Supplies & Services

Visualization



## Expenditure by Funds

Help Share

Updated On 2 Jun, 2021

Back History Reset

Broken down by

Funds\*

Departments

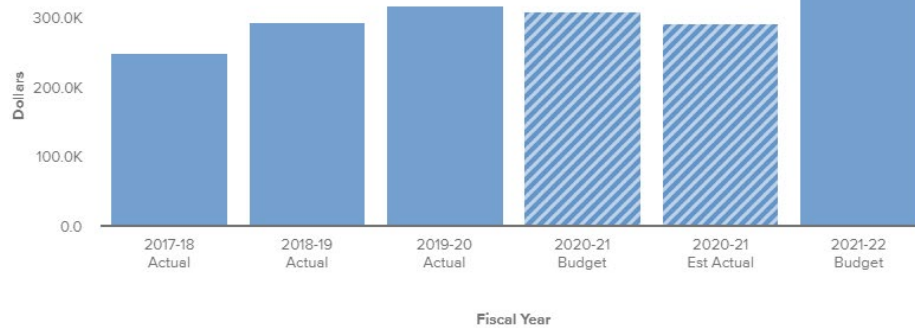
Expenses



Sort By Chart of Accounts

- General Fund

Visualization







◀ Previous

( Table of Contents )

Next ▶

## Department Description

The City Attorney's Department is part of the General Government Function and its main funding source is the General Fund (11).

The City Attorney:

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

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

## Staffing

The Town contracts for City Attorney services through a retainer.

## Revenue Summary

City Attorney operation is entirely funded by General Fund revenues.

## Expenditure Summary

The FY 2021/22 Budget of \$312,500 includes \$30,000 for the online codification of the Colma Municipal Code and \$285,000 for general legal services from the City Attorney and the outside counsel. The online codification project was budgeted in FY 2018-19 and FY 2019-20 but was postponed. This project will enhance transparency and simplify the maintenance of the Town's codes and regulations.

The \$285,000 budget for general legal services is based on historical trends plus contingency. The Town's Legal Services fluctuate depending on the types and complexity of the business undertaken by the City Council. A small contingency is built into the general legal service budgets to ensure adequate appropriation.

The department is part of the General Government function and the department expenditures are fully supported by general taxes and fees. Legal services linked to a specific permit issue are billed directly to the permit and the corresponding revenues and expenditures are recorded in the Planning Division (410).

## Expenditure by Categories

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Expenses Funds ⋮ City Attorney

Data

Expand All	2021-22 Budget
▶ Professional & Contractual Services	\$ 310,000
▶ Supplies & Services	2,500
<b>Total</b>	<b>\$ 312,500</b>

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

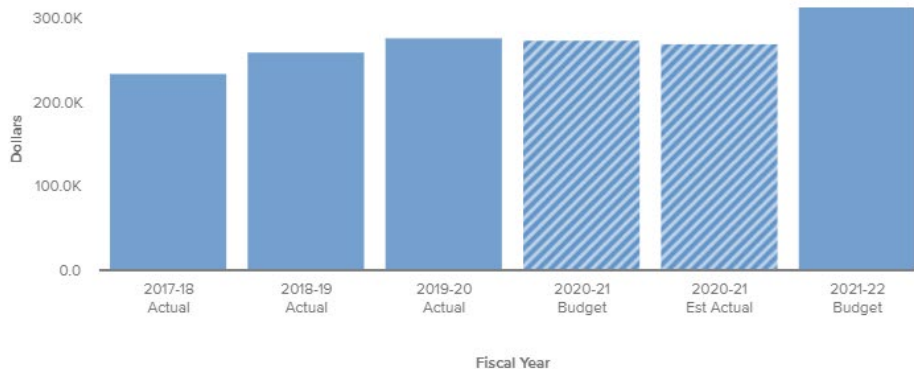
Expenses General Fund Departments ⋮



Sort Large to Small ▾

- Professional & Contractual ...
- Supplies & Services

Visualization



# Expenditure by Funds

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

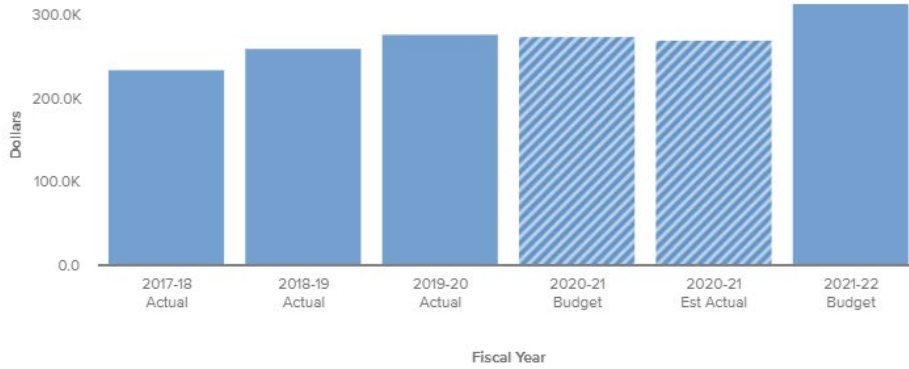
General Fund Departments Expenses

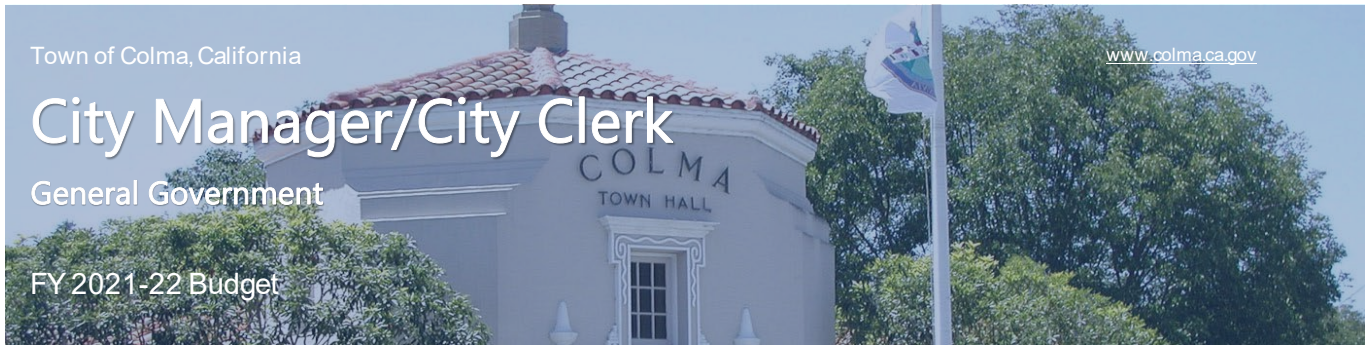


Sort Large to Small ▾

● General Fund

## Visualization





◀ Previous

( Table of Contents )

Next ▶

## Department Description

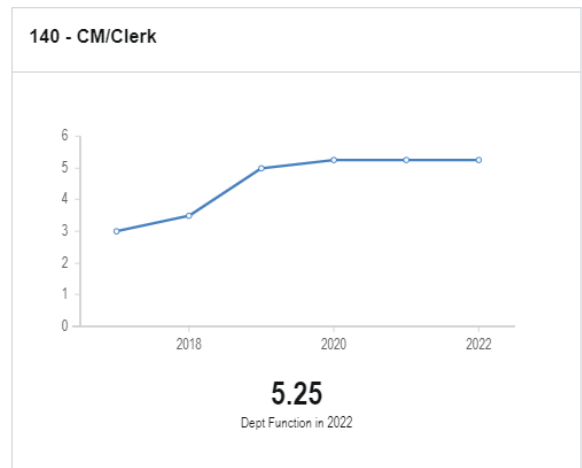
The City Manager/City Clerk Department is part of the General Government Function and its main funding source is the General Fund (11).

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

## Staffing

Positions include the City Manager, the Administrative Services Director, the City Clerk and two Administrative Technicians. The City Manager also serves as the City Treasurer.

The Administrative Services Director is the Town's ADA Coordinator responsible for administering ADA requests for reasonable accommodation. Other responsibilities include Risk Manager, chairing the Safety Committee and ensuring the implementation of risk management activities; and General Services function.



## Revenue Summary

City Manager/City Clerk operation is entirely funded by General Fund revenues.

## Expenditure Summary

The City Manager/City Clerk's budget is \$1.5 million and is \$224,00 more than the FY 2020/21 Estimated Actuals. The budget includes the following:

- Implementing the 2021 Unfunded Liabilities strategy (\$234,000);
- Restoring of the Intern Program (\$15,000);
- Engaging consultants for economic development per the 2020-2022 Strategic Plan (\$50,000);
- Participating in California Cities Gaming JPA to preserve Town revenues (\$30,000); and
- Reinstating the vehicle replacement cost allocation (\$11,600).

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Expenses Funds ... City Manager/City Clerk/Admin

Data

Expand All	2021-22 Budget
▸ Salaries, Wages & Benefits	\$ 1,341,790
▸ Professional & Contractual Services	108,500
▸ Supplies & Services	45,950
▸ Capital Purchases & Improvements	11,645
<b>Total</b>	<b>\$ 1,507,885</b>

## Expenditure by Categories

Help ▾ Share ▾

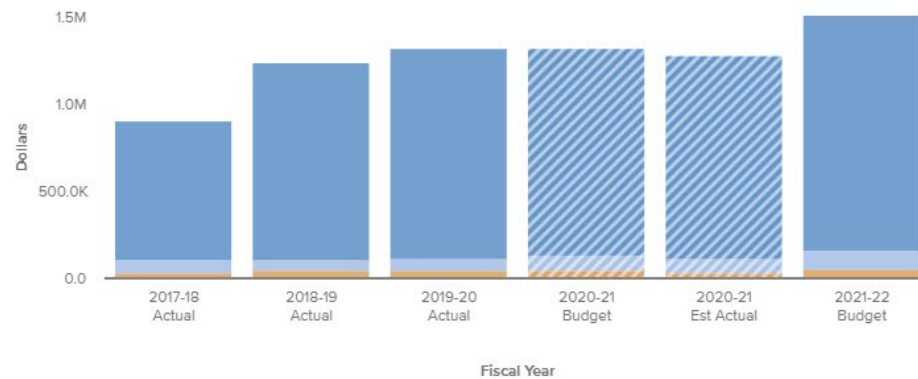
Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Expenses General Fund Departments ...

Visualization



Bar Chart Line Chart Pie Chart

Sort Large to Small ▾

- Salaries, Wages & Benefits
- Professional & Contractual ...
- Supplies & Services
- Capital Purchases & Improv...

# Expenditure by Funds

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

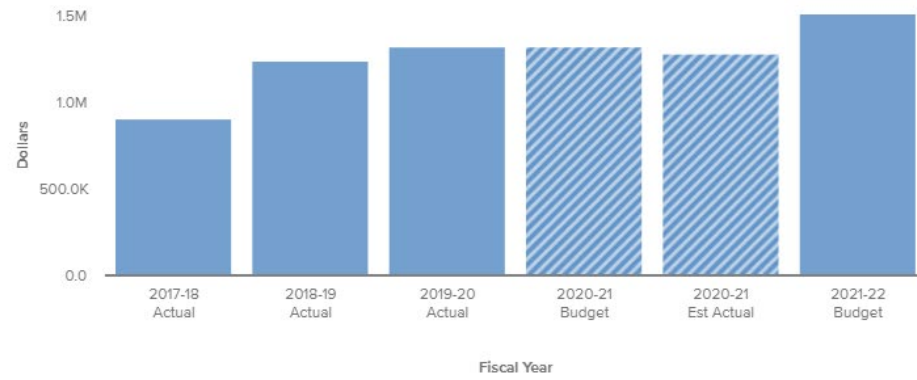
General Fund Departments Expenses



Sort Large to Small ▾

● General Fund

## Visualization





◀ Previous

( Table of Contents )

Next ▶

## Department Description

The Human Resources Department is part of the General Government Function and its main funding source is the General Fund (11).

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

## Staffing

The Division contains the Management (HR) Analyst and is also supported by the Administrative Services Director position.

Between 2017 and 2020, the Town had a HR manager. The FTE started from 47% to 80%. The FY 2021-22 FTE includes one full time Management (HR) Analyst and 0.15 FTE for a part-time student aide.



## Revenue Summary

Human Resources operation is entirely funded by General Fund revenues.

## Expenditure Summary

The Human Resources Department Budget increased by \$86,000, compared to the FY 2020/21 Estimated Actual. The main drivers of the increase are as follows:

- Change in personnel classification. The FY 2020/21 Budget includes 6 months of HR Manager at 75% FTE and 3 months of full-time HR Analyst positions. The FY 2021/22 Budget accounts for one full-time HR Analyst for the entire year (\$34,000).
- Contribution to Pension and OPEB trust and Accrued Leave Reserve increased per the City Council approved 2021 Unfunded Liabilities Strategy (\$15,000).
- Employee development and wellness programs were added to the FY 2021/22 Budget (\$27,000).

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

Expenses Funds \*\*\* Human Resources

Data

Expand All	2021-22 Budget
▶ Salaries, Wages & Benefits	\$ 213,282
▶ Supplies & Services	49,950
▶ Professional & Contractual Services	29,000
<b>Total</b>	<b>\$ 292,232</b>

## Expenditure by Categories

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

Expenses General Fund Departments \*\*\*

Visualization

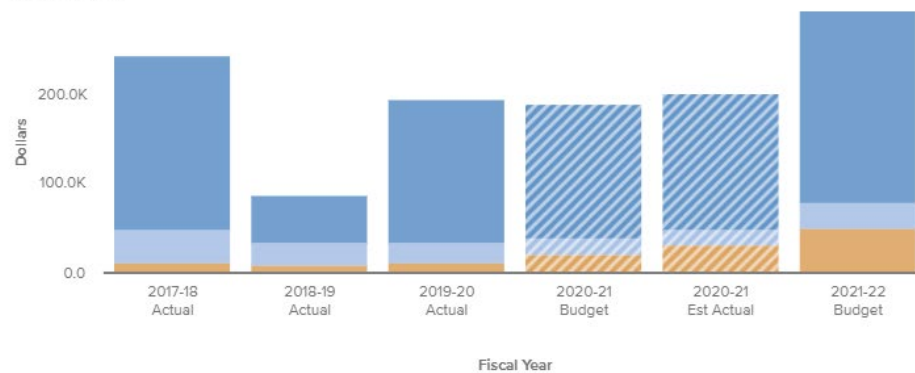


Table Bar Line Pie Map

Sort Large to Small ▾

- Salaries, Wages & Benefits
- Professional & Contractual ...
- Supplies & Services



# Expenditure by Funds

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

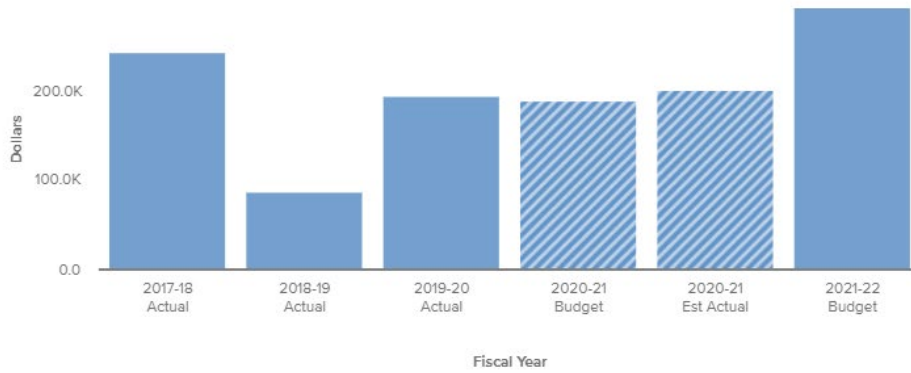
**General Fund** Departments Expenses



Sort Large to Small ▾

● General Fund

## Visualization





◀ Previous

( Table of Contents )

Next ▶

## Department Description

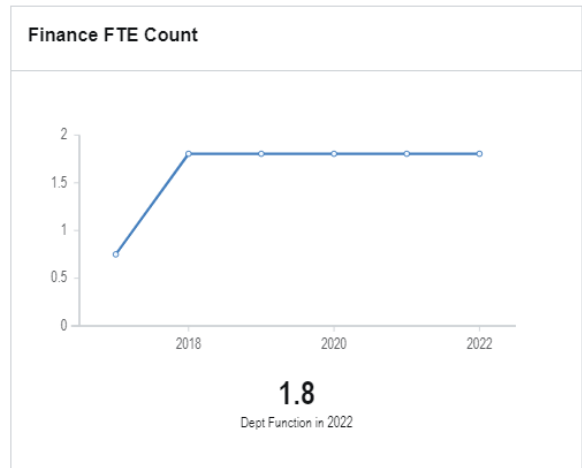
The Finance Department is part of the General Government Function and its main funding source is the General Fund (11).

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

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

## Staffing

The Finance Division is staffed by two Accounting Technicians (1.8 FTE). The Division reports to the Administrative Services Director.



## Revenue Summary

The Finance operation is entirely funded by General Fund revenues.

## Expenditure Summary

The FY 2021/22 Finance Budget is \$161,600 more than FY 2019/20 Estimated Actuals. The main increase is in Professional Consulting Services, which is comprised of the following:

- Restoration of finance support to pre-COVID level (\$50,000); and
- Revenue Strategy Consultant to help with the Resiliency element of the 2020-2022 Strategic Plan (\$100,000).

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↺ History ▾ ↻ Reset

Broken down by

Expenses ▾ Funds ... ▾ Finance

### Data

Expand All	2021-22 Budget
▸ Salaries, Wages & Benefits	\$ 352,715
▸ Professional & Contractual Services	251,170
▸ Supplies & Services	58,320
<b>Total</b>	<b>\$ 662,205</b>

## Expenditure by Categories

Help ▾ Share ▾

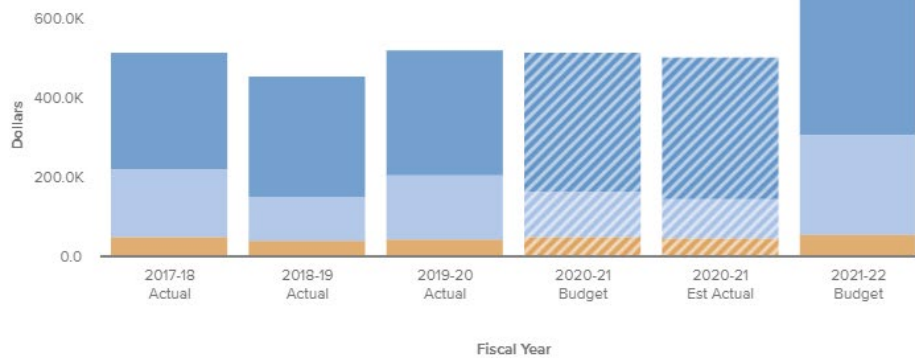
Updated On 2 Jun, 2021

← Back ↺ History ▾ ↻ Reset

Broken down by

Expenses ▾ General Fund ▾ Departments ...

### Visualization



📊 📈 📉 📊 📊

Sort Large to Small ▾

- Salaries, Wages & Benefits
- Professional & Contractual ...
- Supplies & Services

## Expenditure by Funds

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

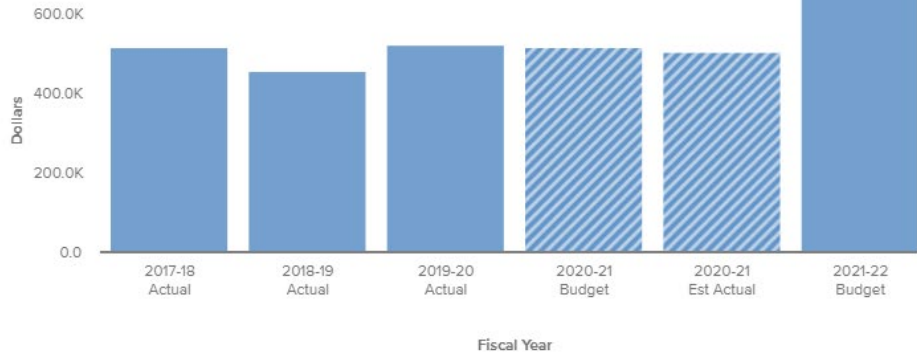
**General Fund** Departments Expenses



Sort Large to Small ▾

● General Fund

### Visualization




[Previous](#)
[Table of Contents](#)
[Next](#)

## Department Description

The General Services Department is part of the General Government Function and its main funding source is the General Fund (11).

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

## Staffing

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

## Revenue Summary

Operating expenditures in General Services is generally supported by non-departmental General Fund revenues. Annually, the Town is reimbursed for recovered Town property damage and workers comp claims filed and for risk mitigation. The risk mitigation grant is allocated through PLAN JPA and unused portions are rolled over to the following year.

[Help](#) [Share](#)

Updated On 2 Jun, 2021

[← Back](#) [History](#) [Reset](#)

Broken down by

**Revenues\*** [Funds](#) [Departments](#)

### Data

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
37021 - Insurance Reimbursements	\$ 55,860	\$ 12,107	\$ 80,731	\$ 5,344	\$ 34,000	\$ 50,000
35123 - State Grants	5,000	10,000	5,000	5,000	29,439	5,000
<b>Total</b>	<b>\$ 60,860</b>	<b>\$ 22,107</b>	<b>\$ 85,731</b>	<b>\$ 10,344</b>	<b>\$ 63,439</b>	<b>\$ 55,000</b>

## Expenditure Summary

Total General Services budget for FY 2021-22 is \$1.37 million, an increase of \$240,000 from FY 2020-21 Estimated Actual. Insurance premiums are projected to increase by \$167,000. The Town belongs to the PLAN JPA for property and general liability coverage and PRISM (a JPA) for workers compensation. In recent years, the insurance market in California has been competitive, with more insurance carriers leaving the California public sector market. Being part of a JPA allows the Town to share risk with other agencies within the Silicon Valley/San Francisco /Bay Area.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

Expenses ▾ Funds ... ▾ Departments ...

Data

Expand All	2021-22 Budget
▶ Professional & Contractual Services	\$ 1,108,349
▶ Supplies & Services	265,030
<b>Total</b>	<b>\$ 1,373,379</b>

## Expenditure by Categories

Help ▾ Share ▾

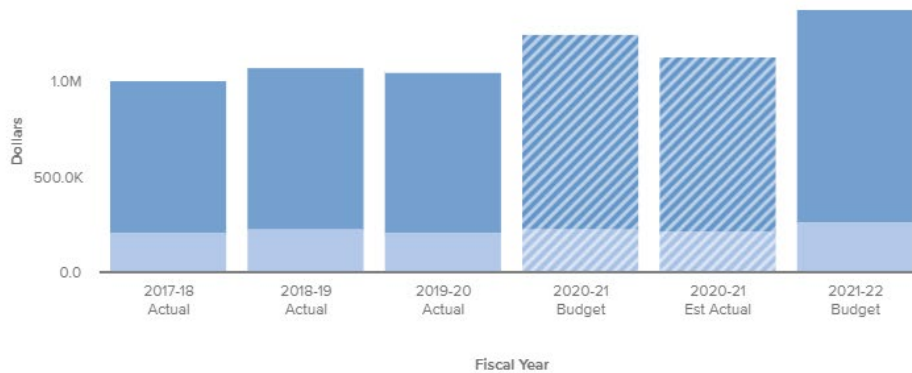
Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

Expenses ▾ General Fund ▾ Departments ...

Visualization



☰ 📊 📈 📉 📊

Sort Large to Small ▾

- Professional & Contractual ...
- Supplies & Services
- Purchases (CIP)

# Expenditure by Funds

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

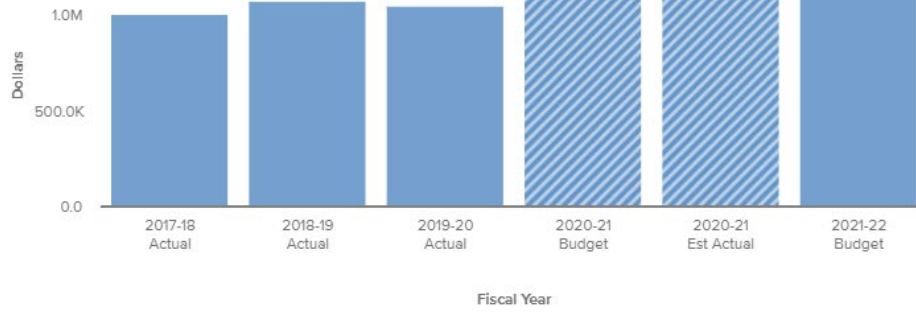
**General Fund** Departments ▾ Expenses ▾



Sort Large to Small ▾

● General Fund

## Visualization




[← Previous](#)
[\( Table of Contents \)](#)
[Next →](#)

## Department Description

The Debt Service Activities are part of the General Government Function. Activities are recorded in Fund 43 and are fully supported by the General Fund (11) through interfund transfers.

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

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

## Revenue Summary

The Debt Service Fund is fully supported by the General Fund through annual transfers.

## Expenditure Summary

In 2014-15, the City Council established a Town Hall Renovation project budget of \$13 million. In September 2015, the Town completed the 2015 COP Financing to fund the \$18.0 million Town Hall Campus Renovation Project. The principal amount of the COP issuance was \$5.3 million and the amount deposited into the project fund for construction was \$5,102,500 (principal net the cost of issuance). The first payment was made in 2016 and the final scheduled payment will be made in April 2045. The FY 2021-22 budget reflects the scheduled debt service and administrative fees.

[Help](#) [Share](#)

Updated On 2 Jun, 2021

[← Back](#)
[📜 History](#)
[↺ Reset](#)

Broken down by

**Expenses**
[⌵ Funds ...](#)
[⌵ Departments ...](#)

Data

Expand All	2021-22 Budget
▶ Debt Service	\$ 294,569
▶ Professional & Contractual Services	3,000
<b>Total</b>	<b>\$ 297,569</b>



## Expenditure by Categories

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Expenses

Funds ▾

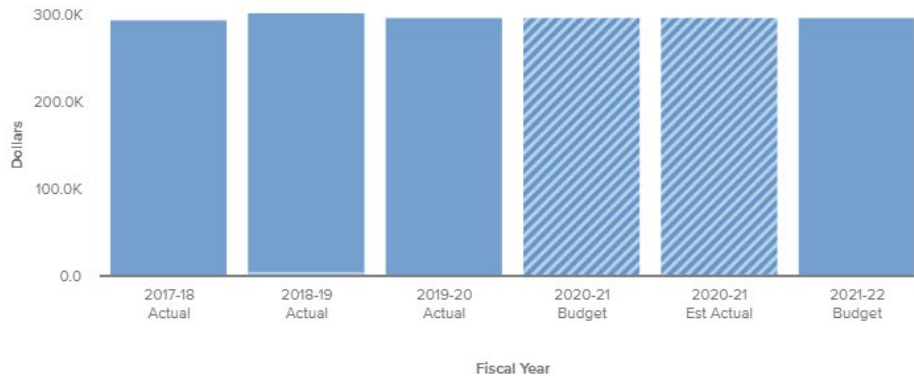
Departments ▾



Sort Large to Small ▾

- Debt Service
- Professional & Contractual ...

### Visualization



## Expenditure by Funds

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Funds\*

Departments ▾

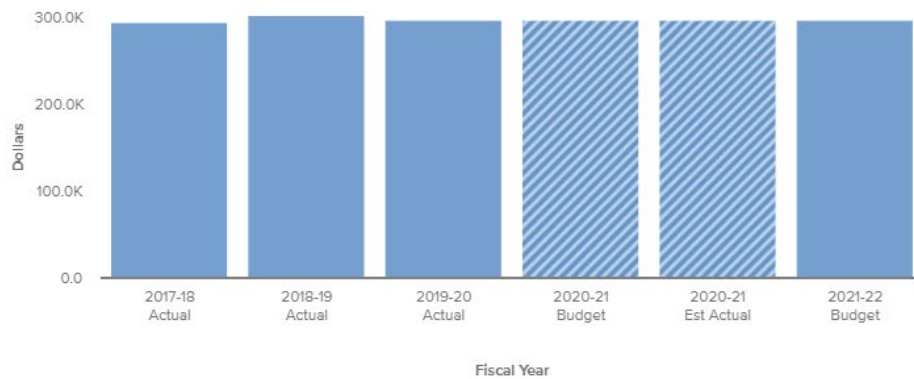
Expenses ▾



Sort Large to Small ▾

- Debt Service Funds

### Visualization




[◀ Previous](#)
[\( Table of Contents \)](#)
[Next ▶](#)

## Department Description

The Emergency Response Fund (19) was created in FY 2019-20 to track all personnel and operating spending in response to the Covid-19 pandemic. Fund 19 is part of the General Fund and the revenues and expenditures are rolled into the General Fund group from an accounting standpoint.

## Staffing

There is no staffing recorded for Emergency Response. All staff from all departments charges a portion of their time to this fund when it is related to the Covid-19 response. Activities include staff time in contact tracing, facilities cleaning above and beyond the normal level, and food delivery to at risk residents.

## Revenue Summary

In FY 2021-22, the Town received \$50,000 in CARES Grant and is projected to receive an additional \$280,000 from the American Rescue Plan Act of 2021 (ARPA). Non-grant supported portions of the expenditures are supported by the General Fund.

[Help ▾](#) [Share ▾](#)

Updated On 2 Jun, 2021

[← Back](#) [📄 History ▾](#) [↺ Reset](#)

Broken down by

**Revenues** [▾ Emergency Operation Fund](#) [▾ Departments ...](#)

### Data

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▶ Intergovernmental - General	\$ 0	\$ 0	\$ 0	\$ 110,000	\$ 50,000	\$ 280,000
<b>Total</b>	\$ 0	\$ 0	\$ 0	\$ 110,000	\$ 50,000	\$ 280,000

## Expenditure Summary

The FY 2021-22 Budget for Emergency Response assumes the continuation of the food delivery and facility cleaning performed by the Recreation Department Facility Attendants and Recreation Leaders (\$35,000). It includes budget for supplies needed to reopen Town facilities (\$36,400) and the weekly police station deep cleaning (\$20,000).

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

**Expenses** ▾ Funds \*\*\* ▾ Departments \*\*\*

### Data

Expand All	2021-22 Budget
▸ Supplies & Services	\$ 50,400
▸ Salaries, Wages & Benefits	35,000
▸ Professional & Contractual Services	6,000
<b>Total</b>	<b>\$ 91,400</b>

## Expenditure by Categories

Help ▾ Share ▾

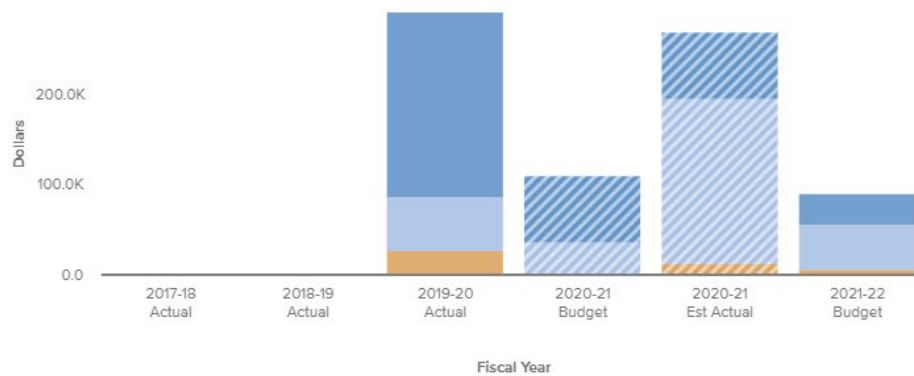
Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

**Expenses** ▾ Emergency Operation Fund ▾ Departments \*\*\*

### Visualization



📊 📈 📉 📅 📑

Sort Large to Small ▾

- Salaries, Wages & Benefits
- Supplies & Services
- Professional & Contractual ...

## Expenditure by Funds

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

**Emergency Operation Fund**

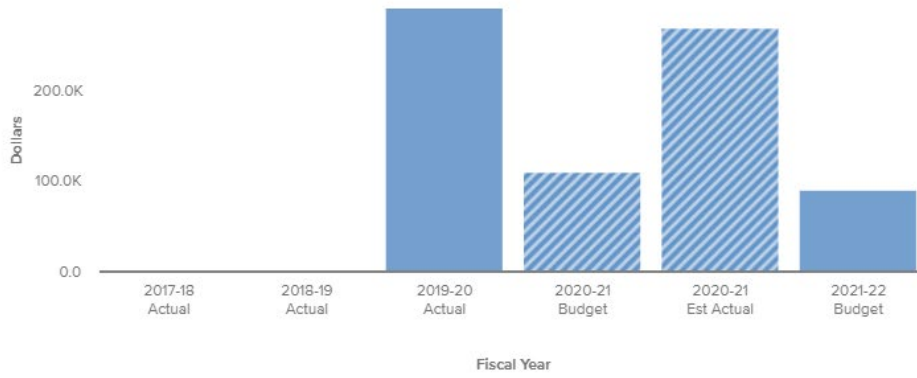
Departments ... Expenses



Sort Large to Small ▾

● Emergency Operation Fund

### Visualization





[Previous](#)

[Table of Contents](#)

[Next](#)

The Public Safety Function consists of the following departments:

- [Police Administration](#),
- [Patrol](#),
- [Communication](#) (Dispatch), and
- [Community Services](#).

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

## Revenues Summary

The Police Department is projected to receive \$265,157 in departmental revenues in FY 2021-22. Included in the \$265,157 is \$100,000 of annual Supplemental Law Enforcement Services Fund, also known as COPS Grant funding. The COPS grant fund is recorded in Fund 29 and supports activities charged to Fund 29.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Revenues\* Funds \*\*\* Departments \*\*\*

### Data

Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▼ Intergovernmental - Police	\$ 160,552	\$ 187,162	\$ 188,144	\$ 111,168	\$ 161,418	\$ 123,020
35111 - State Police Programs	139,431	148,778	155,948	100,019	153,314	100,020
35113 - Inner Perspectives Revenues	11,700	11,250	9,900	990	1,000	11,000
35121 - County Grants - Police	1,854	10,597	13,292	2,900	5,760	5,000
35112 - POST Reimbursements	7,568	7,277	8,444	7,260	1,344	7,000
35114 - Reimb For Police Services	0	9,261	560	0	0	0
▼ Fines	65,128	89,509	95,293	80,139	67,862	86,000
33003 - Vehicle Penalties	44,897	63,611	69,103	61,884	60,723	60,000
33001 - Vehicle Code Fines	20,230	25,898	26,190	18,255	7,139	26,000
▼ Charges - Police	60,472	65,794	48,911	46,130	38,176	56,137
36211 - Cal Water	14,137	14,137	14,137	14,137	14,137	14,137
36002 - Cardroom Renewal Fees	13,615	12,230	7,133	12,238	14,200	12,000
36321 - Release Impound Vehicles	8,720	14,000	10,094	6,741	5,864	8,000
36001 - Cardroom Registration Fees	10,500	10,750	5,800	5,270	2,000	9,000
36323 - Fingerprinting	7,350	7,320	5,427	3,710	920	7,000
36331 - Special Police Services	4,780	6,317	5,015	3,117	80	5,000
36324 - Police Reports	1,310	1,030	1,305	910	975	1,000
36322 - Citation Sign Off	60	10	0	8	0	0
<b>Total</b>	<b>\$ 286,152</b>	<b>\$ 342,466</b>	<b>\$ 332,347</b>	<b>\$ 237,437</b>	<b>\$ 267,457</b>	<b>\$ 265,157</b>

With a total department budget of \$9.27 million dollars, the department depends largely on non-specified General Fund revenues.

## Expenditure Summary

The overall Police Departments budget is \$9.27 million and is largely due to the restoration of pre-Covid 19 pandemic service levels. The FY 2021-22 budget assumes all vacant positions (2) will be filled, unfunded liabilities will return to 100% contribution, and other operating spending and equipment purchases will return to pre-COVID levels.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

Departments\*

▾ Funds \*\*\*

▾ Expenses

Data

	2021-22 Budget
Police Patrol Division	\$ 6,056,568
Police Administration Division	1,880,603
Police Dispatch Division	1,091,097
Police Community Services Division	238,941
<b>Total</b>	<b>\$ 9,267,209</b>

## Police Photo Gallery



## Accomplishments

Although an extremely difficult year under COVID 19 restrictions, the Colma Police Department still made community engagement a priority by participating in National Night Out, Coffee with a Cop, Drive by Birthdays, Elderly Food Distribution, Youth Super Bowl Party, Blood Drive, Veterans Christmas Eve Food and Gift distribution and Youth Programs.

The biggest case of the year was the Town's first homicide in over twenty-five years. This made for an enormous amount of work, consisting of approximately 10 search warrants, 42 supplemental reports and 51 interviews.

The Colma Police Department also supported the wildfires at both the Half Moon Bay CZU Complex Fire and Monterey County River Fires by sending personnel to work both the command post and assist with evacuations.

Special accommodations were given to the following individuals for outstanding performance and services in FY 2020-21.

- Police Officers Trask and Moreno received a commendation for their life saving efforts while de-escalating a suicidal subject.
- Sgt. Jordan, Detective Rosset, Detective McKenna, Officer Berkovatz, and Officer Mendoza received Police Officer of the Year awards for their combined efforts on the homicide investigation.
- Police Officers Berkovatz, Mendoza, and McKenna each received 10851 Pins for their efforts in vehicle theft recovery and arrests.

- Dispatcher Thelma Coffey was awarded the Dispatcher of the Year for both her work during the homicide investigation and outstanding efforts throughout the year.

The Colma Police Department did a complete evaluation of our Use of Force Policy and made changes to reflect current law and best practices.

The Colma Police Department was awarded the Gold Award by Lexipol LLC, for Excellence In Law Enforcement Policy Management. Lexipol LLC is the Colma Police Departments policy and risk management consultant.

## **COVID Response**

The Colma Police Department worked with all agencies in the county to ensure the safest procedures possible. Colma Police Officers were faced with fulfilling their duties while wearing protective gear and social distancing.

The Colma Police Department worked closely with the San Mateo County Business Compliance unit to ensure all our businesses were following all policies associated with the current COVID 19 Tier. The Colma Police Department also worked closely with our residents to ensure Covid 19 compliance based on current policies, and are proud to report that we received cooperation with both our residential and business community.

The Colma Police Department hosted two Youth Mask Give-A-Way events.

## **Future Objectives**

The Colma Police Department's objective for the next year is to expand on current technology brining the safest environment possible to the Town of Colma. By adding body and in-car camera systems as well as Automated License Plate Readers to our patrol officers brings not only transparency and accountability, but also assists in our ability to provide the best possible evidence in our criminal cases.

The Colma Police Department will continue to make community engagement our priority by not only hosting many of our own events, but being more involved in Town and Recreation events.

The Colma Police Department is working with the California State Office of Emergency Services 911 Department on obtaining 24/7 9-1-1 compliance.





◀ Previous

( Table of Contents )

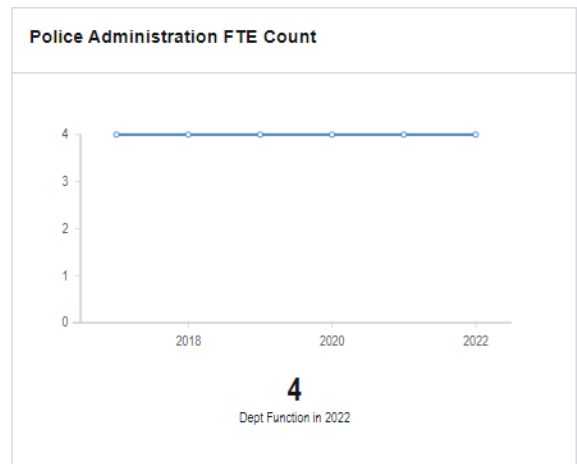
Next ▶

## Department Description

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

## Staffing

The staffing for this Division includes the Police Chief, a Detective Sergeant, a Detective and an Executive Assistant.



## Expenditure Summary

The FY 2021-22 Police Administration operating budget is \$1.68 million, or \$525,000 more than the FY 2020-21 Estimated Actual. Due to the Covid-19 pandemic, budget was cut dramatically. The \$1.68 million budget is a return to pre-Covid service levels.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

**Expenses** Police Administration Division

### Data

Expand All	2021-22 Budget
▶ Salaries, Wages & Benefits	\$ 1,602,354
▶ Professional & Contractual Services	133,476
▶ Supplies & Services	96,322
▶ Capital Purchases & Improvements	46,951
▶ Purchases (CIP)	1,500
<b>Total</b>	<b>\$ 1,880,603</b>

## Expenditure by Categories

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

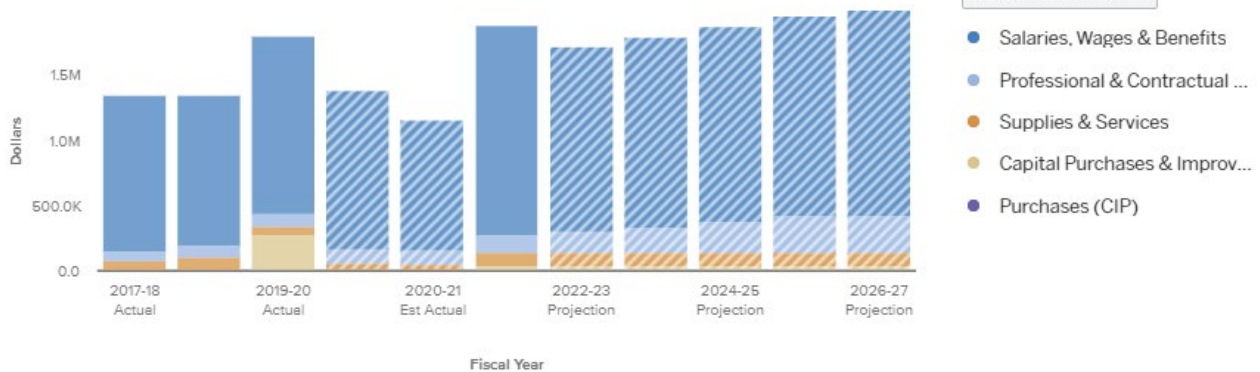
Broken down by

**Expenses** Police Administration Division



Sort Large to Small ▾

### Visualization



# Expenditure by Funds

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

Funds\*

Police Administration Division

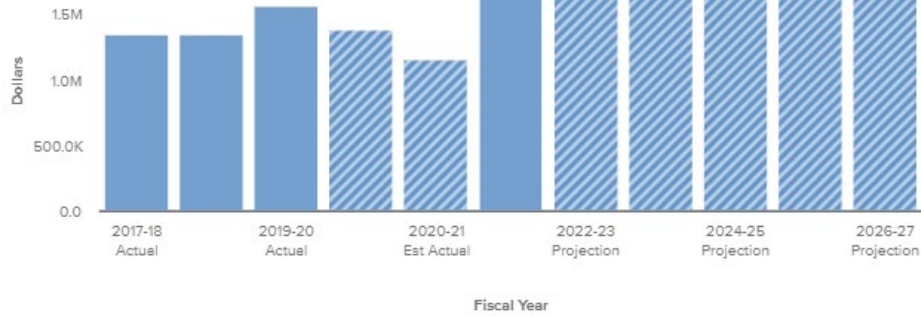
Expenses



Sort Large to Small ▾

● General Fund

## Visualization





◀ Previous

( Table of Contents )

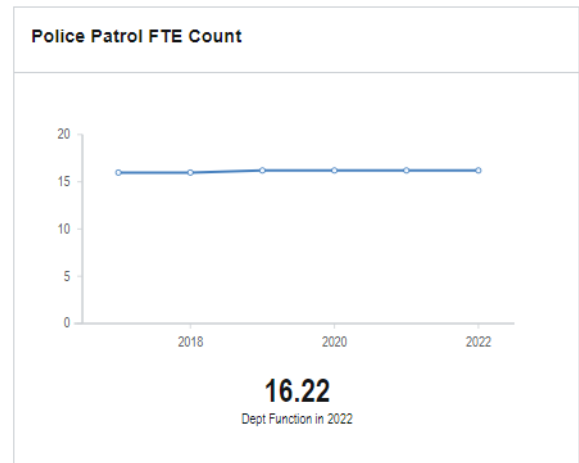
Next ▶

## Department Description

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

## Staffing

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



## Revenue Summary

The Police Patrol Division is primarily funded by the General Fund and does not have a specific revenue resource. The Police Patrol Division's related grants are recorded in Federal/State/County Grants revenue accounts and these accounts are grouped and presented under Public Safety.

## Expenditure Summary

The FY 2021-22 Police Patrol Budget is \$6.05 million and is \$1.02 million more than the FY 2020-21 Estimated Actual. Total personnel cost of \$5.77 million is \$850,000 more than the FY 2020-21 Estimated Actual because of two main elements:

1. Unfreeze police office vacancy. This was frozen during the Covid-19 pandemic.
2. Restore contribution 115 Trusts for future OPEB and pension liabilities.

Additionally, the Police Patrol budget includes the vehicle replacement fund transfer of \$116,000 as part of the internal service fund (ISF) allocation. The Town did not make ISF contribution in FY 2020-21 as part of the Covid-19 Deficit Strategy.

## Expenditure by Categories

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

Expenses Police Patrol Division

### Data

Expand All	2021-22 Budget
▸ Salaries, Wages & Benefits	\$ 5,772,083
▸ Supplies & Services	146,412
▸ Capital Purchases & Improvements	116,073
▸ Purchases (CIP)	22,000
<b>Total</b>	<b>\$ 6,056,568</b>

Help ▾ Share ▾

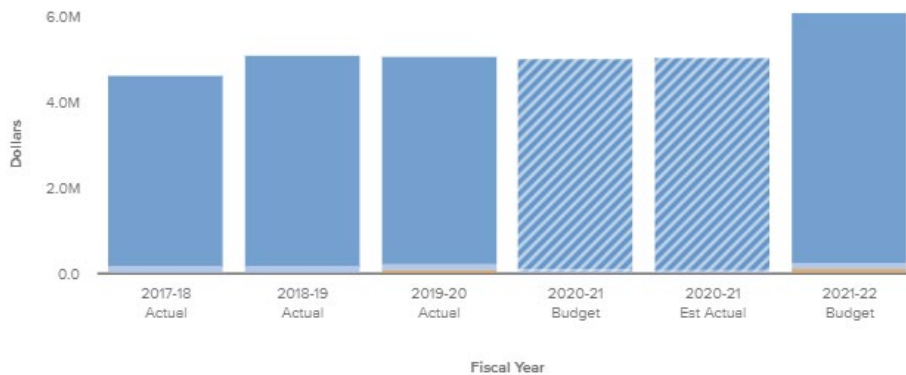
Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

Expenses Police Patrol Division

### Visualization



Sort Large to Small ▾

- Salaries, Wages & Benefits
- Supplies & Services
- Capital Purchases & Improv...
- Purchases (CIP)
- Professional & Contractual ...

### Expenditure by Funds

Help Share

Updated On 2 Jun, 2021

Back History Reset

Broken down by

Funds

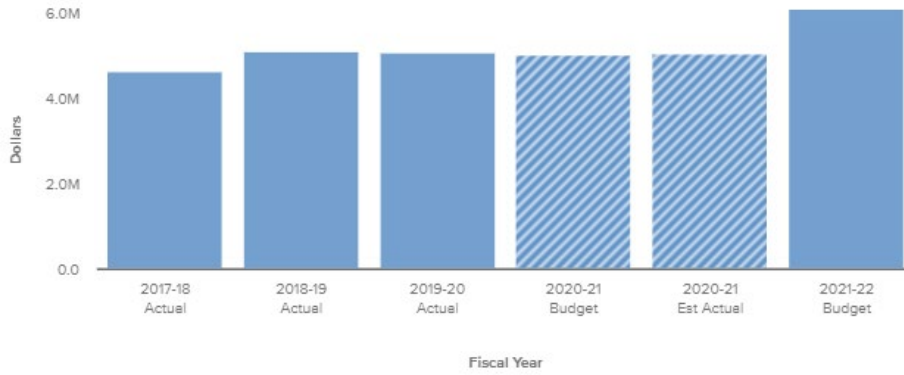
Police Patrol Division Expenses



Sort Large to Small

- General Fund
- Special Revenue Funds

#### Visualization





◀ Previous

( Table of Contents )

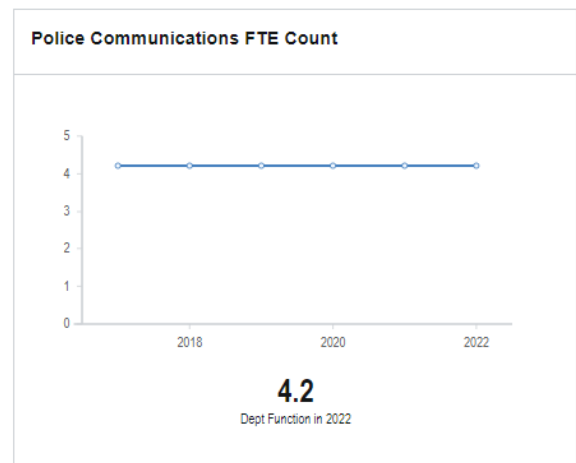
Next ▶

## Department Description

Police Communications handles the clerical and record-keeping duties of the Department and citizen-initiated calls for service, including 9-1-1.

## Staffing

The positions in this Division are one Dispatch Records Supervisor, three Dispatchers and Per Diem Dispatchers (equivalent to 0.2 FTE).



## Revenue Summary

The Police Communications Division is primarily funded by the General Fund and does not have a specific revenue resource. Dispatch center related grants are recorded in Federal/State/County Grants revenue accounts and these accounts are grouped and presented under Public Safety.

## Expenditure Summary

The FY 2021-22 Police Communication Budget is \$1.09 million, which is \$117,000 more than the FY 2020-21 Estimated Actual. The increase is primarily due to the restoration of the 115 trust contributions to 100% of actuarially determined contribution for OPEB and 6% discount rate for pension (\$72,000). Operating supplies and services, and budget have been restored to pre-Covid 19 pandemic capacity as well (\$11,000).

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

Expenses Police Dispatch Division

### Data

Expand All	2021-22 Budget
▸ Salaries, Wages & Benefits	\$ 903,526
▸ Supplies & Services	138,707
▸ Professional & Contractual Services	48,864
<b>Total</b>	<b>\$ 1,091,097</b>

## Expenditure by Categories

Help ▾ Share ▾

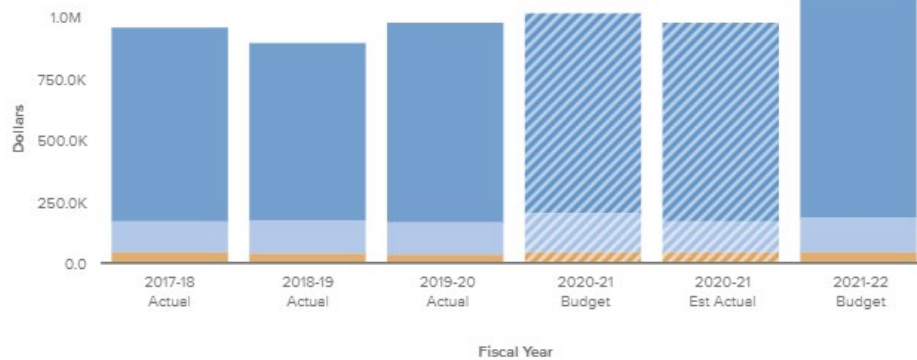
Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

Expenses Police Dispatch Division

### Visualization



📊 📈 📉 🌐 📄

Sort Large to Small ▾

- Salaries, Wages & Benefits
- Supplies & Services
- Professional & Contractual ...
- Purchases (CIP)



# Expenditure by Funds

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

Funds

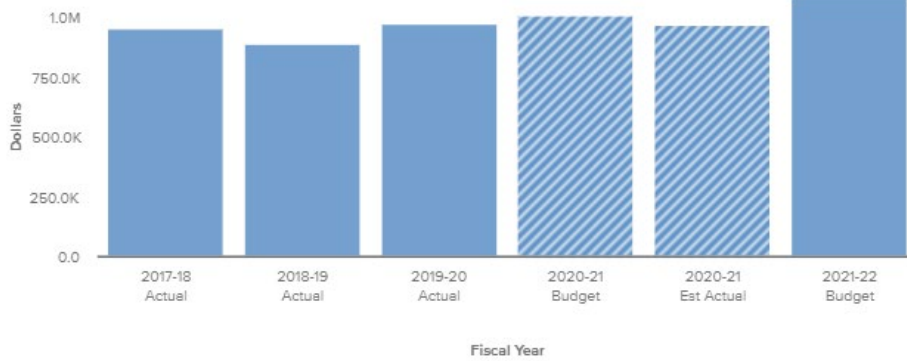
Police Dispatch Division Expenses



Sort Large to Small ▾

● General Fund

Visualization





◀ Previous

( Table of Contents )

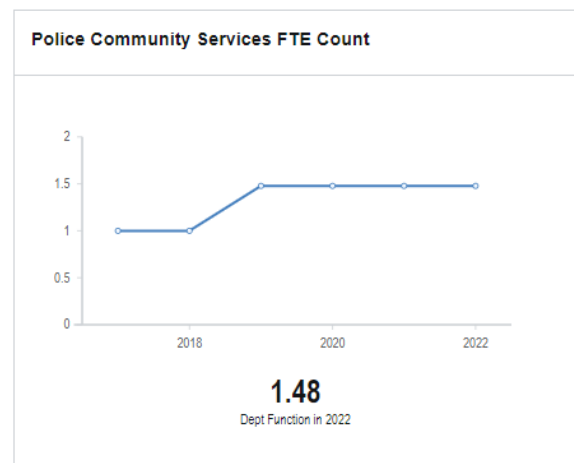
Next ▶

## Department Description

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

## Staffing

The Division consists of 1.48 FTE Community Services Officer (CSO).



## Revenue Summary

Annually, the Town receives \$100,000 of Supplemental Law Enforcement Services Funds (SLESF). Per Government Cost Section 30062, monies allocated for SLESF is to be expended exclusively to provide front line law enforcement services. The Town classified parking enforcement as front-line law enforcement services.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↺ History ▾ ↻ Reset

Broken down by

Revenues\* ▾ Police Grant (CA-COPS) ▾ Departments \*\*\*

### Data

Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▾ Intergovernmental - Police	\$ 139,416	\$ 148,747	\$ 155,948	\$ 100,000	\$ 153,274	\$ 100,000
35111 - State Police Programs	139,416	148,747	155,948	100,000	153,274	100,000
<b>Total</b>	\$ 139,416	\$ 148,747	\$ 155,948	\$ 100,000	\$ 153,274	\$ 100,000

## Expenditure Summary

The total Police Community Services budget is \$239,000 for FY 2021-22. It is \$19,000 more than FY 2020-21. The main change is in contribution to the Town's 115 Trust to address future OPEB cost.

Contributions to the 115 Trust is paid for by General Fund and not SLESF.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↺ History ▾ ↻ Reset

Broken down by

Expenses ▾ Funds \*\*\* ▾ Departments \*\*\*

### Data

Expand All	2021-22 Budget
▸ Salaries, Wages & Benefits	\$ 235,641
▸ Supplies & Services	3,300
<b>Total</b>	\$ 238,941

## Expenditure by Categories



## Expenditure by Funds





[← Previous](#)

[\( Table of Contents \)](#)

[Next →](#)

The Public Works & Planning Department consists of the following Divisions:

- [Engineering and Building](#),
- [Public Works Maintenance \(which includes Sewer operations\)](#),
- [Planning](#), and
- [Facility Operations](#).

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

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

## Public Works & Planning Revenues

The main revenues source for Public Works & Planning operations is the General Fund. The department generates some revenues to offset certain expenditures, as indicated below.

Sewer charges (or fees) is one of the revenue sources generated by the Public Works & Planning operation - \$942,000. Revenues received from sewer charges are recorded in a separate fund (Enterprise Fund) from the General Fund to pay for sewer conveyance and treatment costs charged by the City of Daly City and South San Francisco. Sewer maintenance and capital improvements are funded by the General Fund through annual transfers.

The department also collects permit fees and service charges for planning, building and engineering activities - \$281,000. These fees and charges are set based on the City Council approved 2019 Cost of Service Study and offsets up to 90% of actual cost of providing such services.

Grant funding, such as Gas Tax (\$74,000) and Measure A, are used for specific activities. A portion of Gas Tax supports streetlight and traffic light repairs and the remaining funds are reserved for streets, sidewalk, and bikeway related capital programs.

Updated On 2 Jun, 2021

[← Back](#)
[↻ History ▾](#)
[↺ Reset](#)

Broken down by

Revenues\*

[▾ Funds \\*\\*\\*](#)
[▾ Departments \\*\\*\\*](#)

## Data

Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▼ Charges - Sewer	\$ 741,035	\$ 824,239	\$ 850,366	\$ 892,885	\$ 897,299	\$ 942,163
36221 - Sewer Fees	741,035	824,239	850,366	892,885	897,299	942,163
▼ Licenses - Engineering & Building	203,800	86,655	157,924	109,049	157,256	229,256
32001 - Building Permits	115,616	34,324	67,873	40,699	98,000	128,000
32002 - Building Plan Checking	23,697	28,051	47,272	62,994	58,000	83,000
32004 - Engineering Permits Inspections	37,184	7,286	29,695	5,356	1,256	6,256
32011 - Grading Permits	12,829	15,572	3,134	0	0	10,000
32003 - Engineering Plan & MAP Checking	14,474	1,422	9,950	0	0	2,000
▼ Licenses - Planning	271,422	99,676	117,567	47,308	49,920	51,920
37038 - Park In Lieu Fees	197,176	62,705	250	0	0	0
32014 - Use Permits	56,722	22,324	41,248	27,334	38,972	40,972
32018 - CEQA Fees	2,105	767	51,548	924	801	801
31114 - Business License Fee	7,000	6,325	6,575	6,500	4,975	4,975
32016 - Sign Permits	2,650	6,106	8,239	8,302	5,172	5,172
32017 - Tree Removal Permits	2,844	474	9,707	4,249	0	0
32019 - Design Reviews	2,925	975	0	0	0	0
▼ Other Revenues - PWs	59,698	49,033	9,362	30,101	0	20,000
35141 - Reimb For Public Works Maintenance Svcs	28,500	20,122	0	20,000	0	20,000
37034 - Other Reimb - Electric Car Charger	0	28,911	9,362	10,101	0	0
37033 - Recycle Rebate	31,198	0	0	0	0	0
<b>Total</b>	<b>\$ 1,275,955</b>	<b>\$ 1,059,603</b>	<b>\$ 1,135,219</b>	<b>\$ 1,079,343</b>	<b>\$ 1,104,475</b>	<b>\$ 1,243,339</b>

## Expenditure Summary

The total Public Works & Planning expenditure budget for FY 2021-22 is \$4.7 million, or \$1.1 million more than the FY 2020-21 Estimated Actual. To address the financial crisis from the Covid-19 pandemic, this department limited its use of essential contract services and deferred a number of its projects. This included reducing landscape maintenance and engineering, and advanced planning services. The goal for this department during the Covid-19 pandemic was to shift all available resources to urgent and essential services and projects, and away from essential but non-urgent projects. This will require some catch up in the new fiscal year to bring the quality of maintenance back to pre-Covid levels.

It is also important to note that the Public Works & Planning Budget includes roughly \$250,000 of contingency built into the budget to address unpredictable events. Such events include changes in commercial landscape, urgent right-of-way repairs, important feasibility studies or need assessment needed due to the changing legal landscape, and facilities improvement. For example, unanticipated costs were incurred for interior repairs and improvements at Creekside Villas in FY 2020-21, roadway repair on the public right-of-way in FY 2019-20, and grant administration and applications in FY 2018-19 and FY 2019-20.

[Help](#) [Share](#)

---

Updated On 2 Jun, 2021

[← Back](#)
[↺ History](#)
[↻ Reset](#)

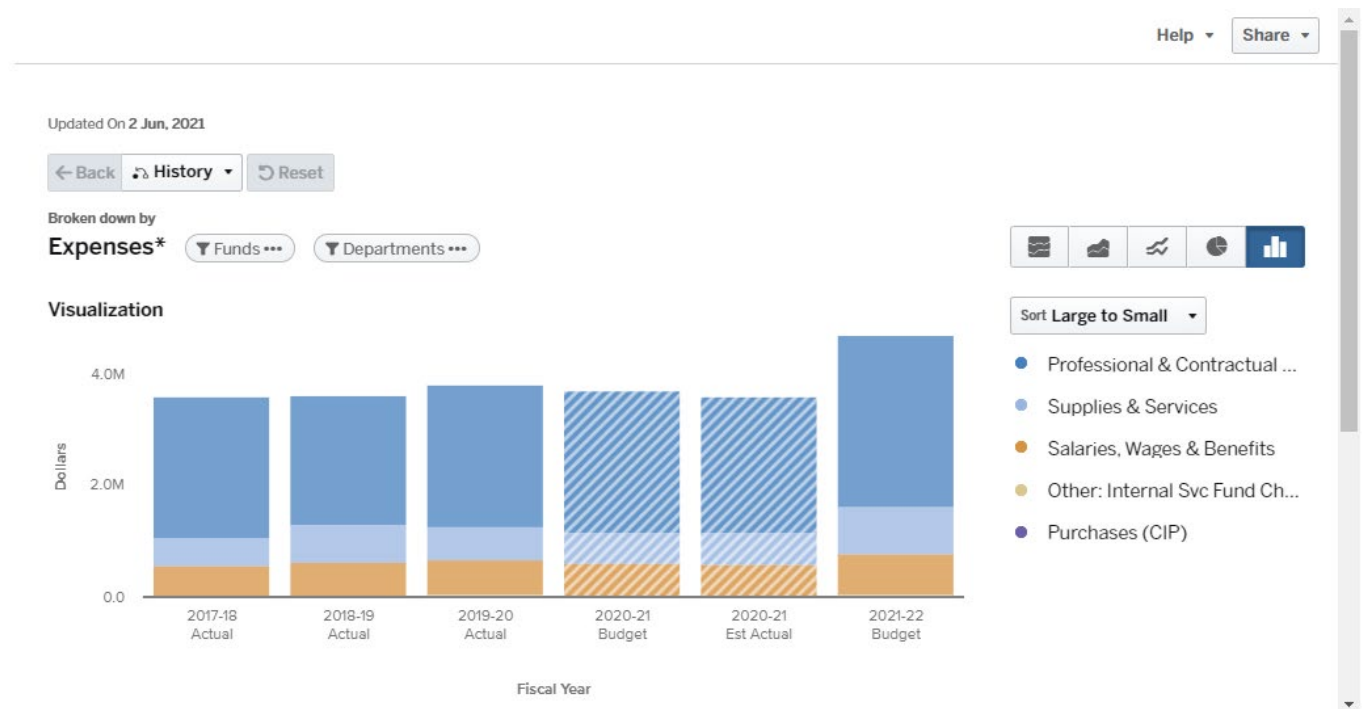
Broken down by

**Departments\***
[Funds](#)
[Expenses](#)

Data

Expand All	2021-22 Budget
▶ Public Works Maintenance	\$ 2,454,408
▶ Engineering & Building	939,000
▶ Facilities	832,482
▶ Planning	451,000
<b>Total</b>	<b>\$ 4,676,890</b>

## Expenditure by Categories



## Accomplishments

The following accomplishments are broken down by Division:

### Planning Division (410):

- Prepared policy documents and reports for City Council consideration including General Plan Study Sessions and an update to the Accessory Dwelling Unit (ADU) ordinance.
- Continued work on sections of the General Plan and the General Plan EIR.
- Continued participation in regional meetings (County and Bicycle and Pedestrian Plan, Grand Boulevard Initiative, RICAPS, County Stormwater Committees, County Flood and Sea Level Rise District, Bay Area Planning Directors Association, 21 Elements Housing, etc.).
- Processed staff level and development applications including the Cadillac dealership, Tesla dealership, car storage at the landfill and tenant improvements at Serra Center.
- Completed the update of the Climate Action Plan.
- Completed the adoption of Reach Codes.
- Prepared letters regarding legislation affecting Colma.
- Continued work with property owners to resolve property maintenance issues.
- Coordinated and participated in the El Camino Real Pedestrian plan preparation.
- Participated in auto dealer's working group meetings and cemetery manager's work group meetings.
- Participated in Census 2020 activities.

### Engineering and Building Division (310):

- Completed the El Camino Real Bicycle and Pedestrian Plan.
- Continued work on the Mission Road Bicycle and Pedestrian Project.
- Continued work on the Municipal Regional Permit Green Infrastructure program.
- Represented the Town at County and Regional meetings: County wide NPDES meetings, C/CAG TAC, Colma Creek Flood Control Advisory and TAC meetings, San Mateo Sea Level Rise committee and board meetings, Cal Building Official Association, CALBO, City and County Engineers Group, League of Ca. Cities.
- Continued work on expanding the Town's Sanitary Sewer Enterprise Fund.
- Continued work with SFPUC and NSMCSD on the potential of a reclaim water system for the Cemeteries and Town.
- Worked with Property managers to open several new businesses, to highlight a few, DaVita, Philz, Coffee, Panda Express, Wing Stop, Noah's Bagels.
- Help sponsor reach code amendments to the Town's Building Code.
- Participated in Facility safety walk throughs.
- Finalized a Street Light replacement program for Sterling Park.

### Public Works Maintenance Division (320):

- Installed courtesy sign for dog walkers in Sterling Park Neighborhood.
- Installed dog mitt dispensers and waste receptacles on Lawndale Blvd.
- Installed park benches in the Mission Road and Lawndale Blvd. area.
- Installed signage and parking markers on El Camino Real.
- Maintained street sweeping paving stone cleaning schedules throughout Town with "shelter in place orders" in effect.
- Responsible for the cleaning and recording of 300+ storm drains throughout the Town.
- Inspected commercial facilities regarding FOG compliance (Fats, Oil and Grease) along with stormwater compliance.
- Certified all Town owned domestic and irrigation backflow devices.
- Managed landscape maintenance contract adherence.
- Minor facility repairs and maintenance & oversight of the Landscape and janitorial contracts.
- Attended Integrated Pest Management Countywide meetings.



## COVID Response

Though an adjustment at the beginning, the Engineering, Planning and Building Divisions successfully shifted to remote operations as a result of the Covid-19 shelter in place order. The Planning and Engineering Divisions were able to assist the public remotely by phone, email and virtual conferencing conducting administrative hearings, preconstruction meetings, bid openings, committee meetings and other. Planning and Permit applications along with plan reviews were taken in and processed electronically. Town staff from the Planning and Building Departments assisted various businesses with temporary use permits or plan reviews for their temporary outdoor structures. Many within our departments were obligated to perform work that involved day to day work within the Right of Way, facility operations, and project inspections. Obligations where one had to encounter the public, staff adhered to strict Covid-19 best management practices to continue the duties that their department were obligated to perform. The Planning Division was also very active in sending out regular eblasts and community memorandums to the business community offering information about assistance loans, operating restrictions, along with a weekly (now biweekly) update meetings with cemeteries.

## Future Objectives

### Planning Division (410):

- Continue the General Plan Update
- Continue preparation of the General Plan Environmental Impact Report (EIR).
- Continue work with San Mateo County on the Local Hazard Mitigation Plan update.
- Continue to process development and administrative applications.
- Conduct work related to the update of the Housing Element.
- Implement policies from the Climate Action Plan.
- Continue to monitor legislation and propose ordinance amendments, if required.
- Continue to participate in activities and meetings related to economic development.
- Continue to represent Colma in regional meetings.
- Monitor and review plans, development proposals and environmental documents of surrounding communities and utility companies to assure that the interests of the Town are considered.
- Work with Town's Franchise Waste Hauler and Businesses to comply with the SB 1383, Organic Waste Reduction Requirements.

### Engineering and Building Division (310):

- As part of the Annual Road Rehabilitation and Preventive Roadway Maintenance Program, the 300 block of F Street Mill and Fill.
- Complete the design and start the construct to rebuild the F Street Retaining wall.
- Start the design and construction documents for El Camino Real and Lawndale landscape projects.
- Continued work in securing grant packages for future Town and infrastructure capital projects.
- Complete the study regarding annexing in Colma's portion in the Colma Street Light District and the potential of creating the Town's own Street Light and Landscape District, (Study only).
- Develop a cost recovery system for storm water Business inspections.
- Complete the study and fee assessment for expanding the Town's sanitary Sewer Enterprise Fund.
- Establish an equipment replacement fund.
- Represent Town at Local, County wide, Regional and State required meeting and conferences.
- Continued work with SFPUC, NCSMSD, Cal-water and Cemeteries regarding a reclaim water system.

### Public Works Maintenance Division (320):

- Perform minor construction and painting as needed.
- Establish programs and training to further develop maintenance staff.
- Monitor and manage minor encroachment work.
- Work with Sustainability group to meet our Climate Action Plan and Goals.
- Meet or exceed the SF Regional Boards goals of reducing trash in the Town's waterways and assisting the business community in trash management.

- Work with local businesses to be compliant with stormwater discharge adherence and their FOG Program.
- Work on a Request for proposal for tree maintenance services and tree safety program.
- Continued work on the Towns Sidewalk safety program.
- Establish a roadway striping and signage program.
- Join the Maintenance Superintendents Association.
- Continue to certify all Town owned backflow devices.

[Previous](#)[Table of Contents](#)[Next](#)

## Department Description

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

## Staffing

Public Works Administration, Engineering and Building Division services are provided under contract with CSG Consultants. The Division coordinates with the Public Works Maintenance Division but does not oversee operations.

## Revenues Summary

The Engineering and Building departments generate revenues from permit activities. The fees and charges collected offsets the services provided for encroachment review, inspection, and other development activities. The fees and charges assessed are based on the City Council approved cost of service fee study and has a target recovery of 90%. The total FY 2021-22 Engineering & Building revenue budget is \$229,000 and the expenditures budget is \$939,000. The difference of \$710,000 is supported by non-departmental General Fund revenues.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

Types

▾ Funds \*\*\*

▾ Departments \*\*\*

Data

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▾ Revenues	\$ 203,800	\$ 86,655	\$ 157,924	\$ 109,049	\$ 157,256	\$ 229,256
▸ Licenses - Engineering & Building	203,800	86,655	157,924	109,049	157,256	229,256
▸ Expenses	851,235	740,296	767,214	753,289	731,454	939,000
Revenues Less Expenses	\$ -647,435	\$ -653,641	\$ -609,291	\$ -644,240	\$ -574,198	\$ -709,744

## Expenditure Summary

The Engineering and Building Budget for FY 2021-22 is \$939,000 or \$207,000 more than the FY 2020-21 Estimated Actual. The main reason for the increase is the restoration of the Engineering and Building budget to pre-Covid levels. A majority of the department's budget is in contract services for general building and engineering support, and permitting for engineering and building.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↻ Reset

Broken down by

Expenses\*

▾ Funds \*\*\*

▾ Departments \*\*\*

Data

Expand All	2021-22 Budget
▸ Professional & Contractual Services	\$ 930,000
▸ Supplies & Services	9,000
Total	\$ 939,000

## Expenditure by Categories

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

Expenses\*

Funds ...

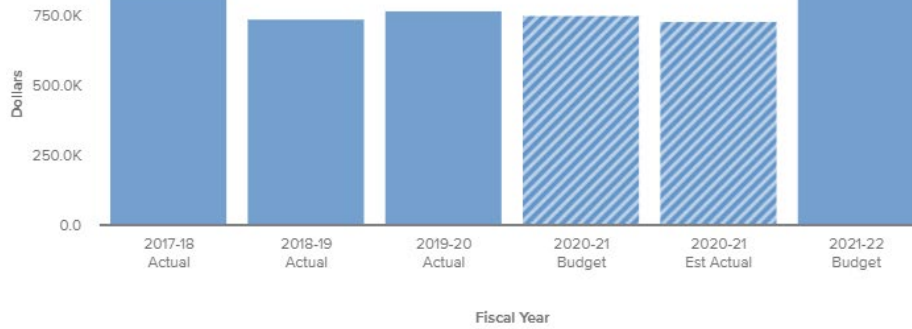
Departments ...



Sort Large to Small ▾

- Professional & Contractual ...
- Supplies & Services

Visualization



## Expenditure by Funds

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

Funds\*

Departments ...

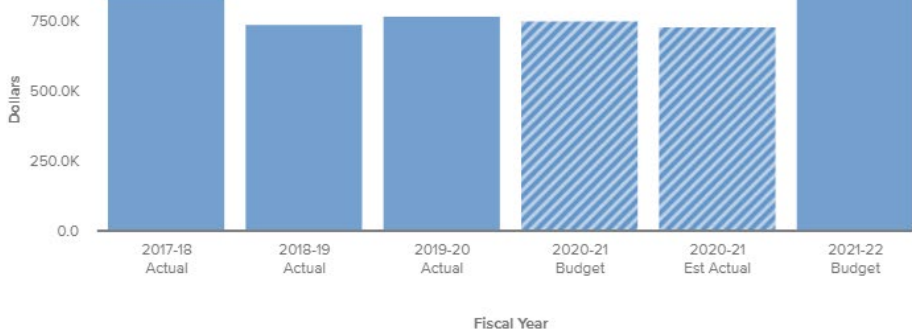
Expenses ...



Sort Large to Small ▾

- General Fund

Visualization





◀ Previous

( Table of Contents )

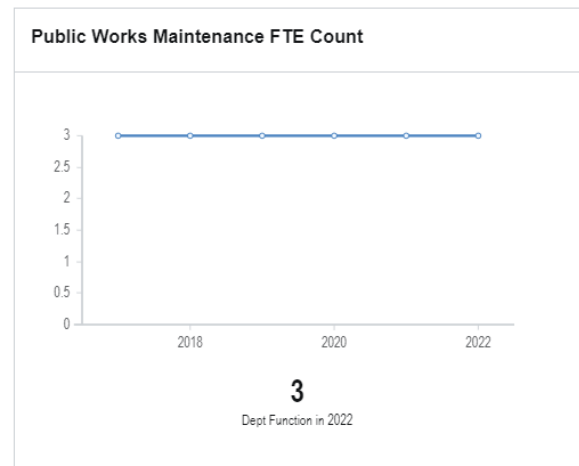
Next ▶

## Department Description

The Public Works Maintenance/Sewer Division is responsible for the upkeep and maintenance of public streets, sidewalks, traffic signals, street lights, storm water systems and public facilities. The Division also manages roadway weed and litter control and graffiti abatement; participates in the National Pollutant Discharge Elimination System (NPDES) Storm Water Program; and are the first responders to sanitary sewer overflows. The Division also manages the landscape, facility janitorial and HVAC maintenance contracts.

## Staffing

The Division is composed of one Maintenance Supervisor and two Maintenance Technicians, overseen by the City Manager.



## Revenue Summary

The FY 2021-22 Public Works Maintenance revenues budget is \$962,000 with \$942,000 in sewer operations (Fund 81) and \$20,000 in General Fund (Fund 11) reimbursement. The sewer fees collected offsets the sanitary sewer operating cost of \$1.13 million. The "Sanitary Sewers" operating budget can be found within Expenses > Professional & Contractual Services in the table below.

The total "Revenues Less Expenses" for FY 2021-22 Budget is \$1.49 million and is supported by non-departmental General Fund revenues.

Updated On 2 Jun, 2021

[← Back](#)
[↺ History ▾](#)
[↺ Reset](#)

Broken down by

Types



## Data

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▾ Revenues	\$ 800,733	\$ 873,273	\$ 859,728	\$ 922,986	\$ 897,299	\$ 962,163
▸ Charges - Sewer	741,035	824,239	850,366	892,885	897,299	942,163
▸ Other Revenues - PWs	59,698	49,033	9,362	30,101	0	20,000
▾ Expenses	1,809,917	1,893,601	2,056,132	2,044,941	1,955,794	2,454,408
▸ Professional & Contractual Services	1,219,428	1,253,782	1,354,057	1,427,446	1,338,520	1,667,770
▸ Salaries, Wages & Benefits	562,161	599,743	612,929	604,877	597,524	700,632
▾ Capital Purchases & Improvements	0	19,920	61,856	0	0	61,856
▸ Other: Internal Svc Fund Charges	0	19,920	61,856	0	0	61,856
▸ Supplies & Services	13,935	11,402	20,060	12,077	17,500	14,150
▸ Purchases (CIP)	14,393	8,753	7,229	542	2,250	10,000
Revenues Less Expenses	\$ -1,009,185	\$ -1,020,328	\$ -1,196,403	\$ -1,121,955	\$ -1,058,495	\$ -1,492,245

## Expenditure Summary

The FY 2021-22 Public Works Maintenance budget is \$2.48 million, or \$523,000 more than FY 2020-21 Estimated Actuals. The main reason for the increase is related to the restoration to pre-Covid pandemic service levels. As part of the Covid-19 pandemic deficit reduction strategy, the Public Works Maintenance operation reduced contributions to the 115 trust to reduce OPEB and pension liabilities (\$68,000), reduced the use of contract services (\$242,000), and halted the vehicle replacement contribution (\$62,000).

The FY 2021-22 budget includes \$50,000 allocated for a sewer fees consultant. The consultant will assist the Town is developing funding strategies in preparation for future major sewer infrastructure repairs and rehabilitation.

Help ▾ Share ▾

Updated On 2 Jun, 2021

[← Back](#)
[↺ History ▾](#)
[↺ Reset](#)

Broken down by

Expenses



## Data

Expand All	2021-22 Budget
▸ Professional & Contractual Services	\$ 1,667,770
▸ Salaries, Wages & Benefits	700,632
▸ Capital Purchases & Improvements	61,856
▸ Supplies & Services	14,150
▸ Purchases (CIP)	10,000
<b>Total</b>	<b>\$ 2,454,408</b>

## Expenditure by Categories

Help Share

Updated On 2 Jun, 2021

← Back History Reset

Broken down by

Expenses\*

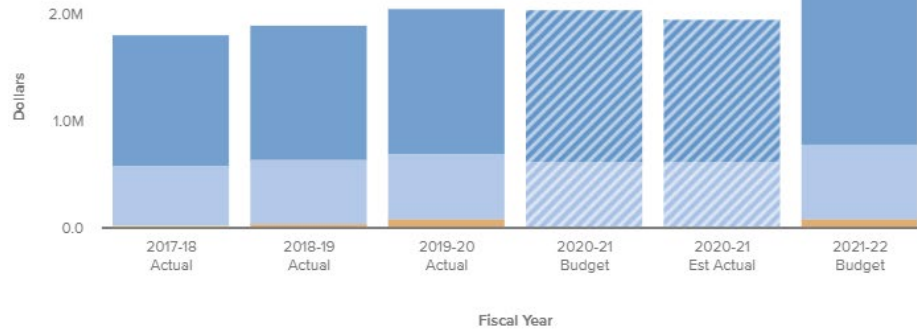
Funds

Departments



Visualization

Sort Large to Small



## Expenditure by Funds

Help Share

Updated On 2 Jun, 2021

← Back History Reset

Broken down by

Funds\*

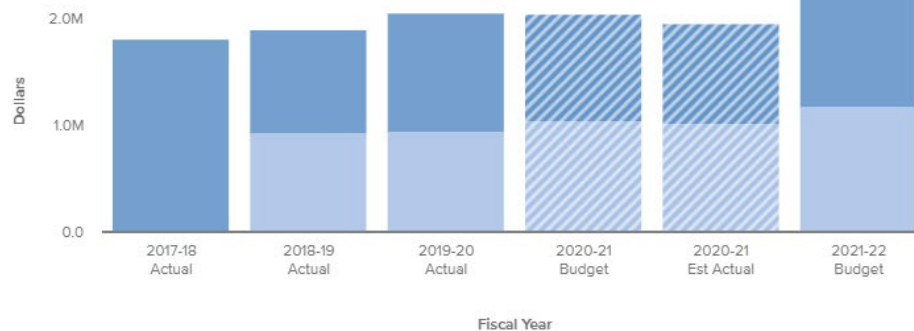
Departments

Expenses



Visualization

Sort Large to Small







◀ Previous

( Table of Contents )

Next ▶

## Department Description

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

## Staffing

The Town contracts with CSG Consultants for planning services – partially offset by fees. Professional contract staff, including the City Planner, an Assistant Planner, an Associate Planner, a Sustainability Manager, a Code Enforcement Officer and additional planning staff are available to assist the Town on an as-needed basis. Administrative support is provided by the Town's Administrative Technician, who is under the supervision of the City Clerk.

## Revenue Summary

The FY 2021-22 Planning revenues budget is \$51,920 and the operating budget is \$451,000. Fees collected for planning activities are based on the 2018 cost of service fee study with a recovery target of 90%. Non permit related activities are supported by General Fund revenues.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↺ History ▾ ↻ Reset

Broken down by

Types

▾ Funds ...

▾ Departments ...

### Data

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▾ Revenues	\$ 271,422	\$ 99,676	\$ 117,567	\$ 47,308	\$ 49,920	\$ 51,920
▸ Licenses - Planning	271,422	99,676	117,567	47,308	49,920	51,920
▾ Expenses	443,698	315,743	414,972	349,831	349,889	451,000
▸ Professional & Contractual Services	443,698	315,743	414,972	349,831	349,889	451,000
Revenues Less Expenses	\$ -172,275	\$ -216,067	\$ -297,405	\$ -302,522	\$ -299,969	\$ -399,080

## Expenditure Summary

The FY 2021-22 Planning budget is \$451,000 and is \$101,000 more than the FY 2020-21 Estimated Actual. The increase is the result of restoring planning operations to pre-Covid service levels.

Part of the Planning budget includes pass-through consultant and legal fees as well as contingency budget for permit reviews.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↺ History ▾ ↻ Reset

Broken down by

Expenses

▾ Funds ...

▾ Departments ...

### Data

Expand All	2021-22 Budget
▸ Professional & Contractual Services	\$ 451,000
Total	\$ 451,000

## Expenditure by Categories



## Expenditure by Funds




[Previous](#)
[Table of Contents](#)
[Next](#)

## Department Description

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

## Staffing

The Public Works Maintenance Supervisor oversees facility maintenance operations and the staffing cost is fully charged to Public Works Maintenance Division.

## Revenue Summary

The FY 2021-22 Facility Operations revenue budget is \$186,000 and it is rental income from Creekside Villas and Verano. Creekside Villas and Verano rental incomes are recorded in Fund 83, City Properties fund - an Enterprise Fund and are used to offset facility operation costs in Fund 83. All other Town facilities are supported by General Fund revenues, with a small portion of the Town Hall's electricity cost reimbursed by EVgo.

[Help](#) [Share](#)

Updated On 2 Jun, 2021

[← Back](#) [↺ History](#) [↻ Reset](#)

Broken down by

**Types**

[Funds \\*\\*\\*](#)

[Departments \\*\\*\\*](#)

Data

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▼ Revenues	\$ 194,099	\$ 222,219	\$ 200,293	\$ 195,906	\$ 185,805	\$ 5,508
▼ Use of Property / Interest - General	194,099	193,308	190,931	185,805	185,805	5,508
34021 - Senior Housing Rents	189,823	189,494	185,423	180,297	180,297	0
34026 - 1365 Mission Rd. Rent	4,276	3,814	5,508	5,508	5,508	5,508
▼ Other Revenues - PWs	0	28,911	9,362	10,101	0	0
37034 - Other Reimb - Electric Car Charger	0	28,911	9,362	10,101	0	0
► Expenses	485,177	659,072	562,481	547,008	552,229	832,482
Revenues Less Expenses	\$ -291,078	\$ -436,852	\$ -362,188	\$ -351,102	\$ -366,424	\$ -826,974

## Expenditure Summary

The Facility Operations Maintenance budget for FY 2021-22 is \$832,000, or \$279,000 more than FY 2020-21 Estimated Actual. The largest category is in building interior (90012) and building exterior (90013) maintenance repair at \$206,000. Facility improvements include the cupola (roof) repair at Sterling Park (\$20,000), new elevator and generator maintenance agreement at Town Hall (\$6,500), new fabric for operable wall (\$10,000) and new drapes (\$23,000) at the Community Center, second entry in dispatch area at Police Station (\$18,000), interior repair at Creekside Villas as needed (\$30,000), and minor repairs and replacement at all ten Town facilities (\$98,500).

Additionally, budgets for janitorial service, landscaping maintenance, facilities supplies, and gas & electricity were restored to pre-Covid 19 operations, as the Town prepares for the Statewide reopening.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

**Facilities**

Data

	2021-22 Budget
City Hall	\$ 184,232
Police Station	175,200
Community Center	157,125
Senior Housing	110,925
Sterling Park	101,150
Museum	53,800
Corportation Yard	30,100
Bark Park	8,600
Verano	6,100
Gun Range	5,250
<b>Total</b>	<b>\$ 832,482</b>

## Expenditure by Facilities

Help ▾ Share ▾

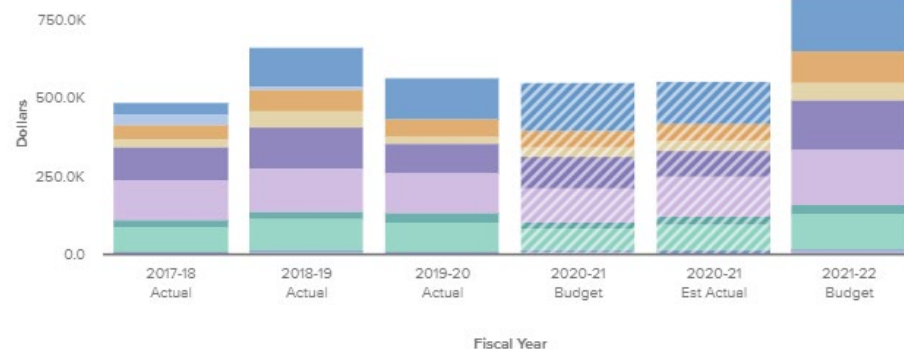
Updated On 2 Jun, 2021

← Back ↻ History ▾ ↺ Reset

Broken down by

**Departments\***

Visualization



Sort By Chart of Accounts ▾

- City Hall
- City Annex
- Sterling Park
- Museum
- Community Center
- Police Station
- Corportation Yard

## Expenditure by Categories

Help ▾ Share ▾

Updated On 2 Jun, 2021

[← Back](#)
[History ▾](#)
[Reset](#)

Broken down by

Expenses



## Data

Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▼ Supplies & Services	\$ 485,177	\$ 659,072	\$ 562,481	\$ 547,008	\$ 552,229	\$ 832,482
▼ Facilities Operation	485,177	659,072	562,481	547,008	552,229	832,482
Telephone/Internet Services	24,625	22,664	21,247	23,980	26,290	27,707
Gas and Electricity	78,501	118,122	108,566	116,472	104,994	118,300
Water	45,178	47,516	45,753	50,187	53,643	58,650
Supplies	33,566	27,480	24,401	16,859	12,709	53,550
Janitorial Services	102,587	129,245	117,144	135,263	102,238	140,525
Landscaping	51,929	44,032	37,613	43,018	69,065	105,000
Pest Control	10,520	8,165	9,265	11,821	12,551	15,350
Security System	8,555	16,378	18,430	19,143	22,793	26,750
Heat, Ventilation, & Air Conditioning	22,929	32,451	36,056	47,430	47,368	49,950
Bldg. Interior Maintenance & Repair	63,808	145,126	100,453	38,221	54,493	137,400
Bldg. Exterior Maintenance & Repair	18,616	35,290	19,097	16,650	17,025	69,000
Miscellaneous Maintenance	1,841	7,639	1,758	3,500	2,600	4,600
Property Management HOA Dues	22,522	24,963	22,700	24,465	26,459	25,700
<b>Total</b>	<b>\$ 485,177</b>	<b>\$ 659,072</b>	<b>\$ 562,481</b>	<b>\$ 547,008</b>	<b>\$ 552,229</b>	<b>\$ 832,482</b>

## Expenditure by Funds



## Expenditures by Facilities and Categories

For the full interactive experience, click on the word "[link](#)" to get to OpenGov Reports.



◀ Previous

( Table of Contents )

Next ▶

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

Recreation program fees are subsidized using a system that provides a greater discount for programs that serve the community versus programs that serve the individual. The policy-based system was approved by the City Council in 2011 and the Department has typically recovered 12%-14% of department costs, including the recreation facilities maintenance budgets. In FY 2020-21, the Department is projected to recover 8% of department costs, including the recreation facilities maintenance budgets. The lower cost recovery rate is due to the Covid-19 pandemic and reduced revenues.

The Department has experienced an increase in program participation every year beginning in FY 2012-13. The increase is attributed to more in-house activities and community-based programming, ensuring opportunities for all populations. In FY 2020-21, staff had to alter traditional recreation programming and moved to an online and virtual platform with a few drive-through special events. Traditional recreation program participation suffered but online and virtual program participation did much better than expected.

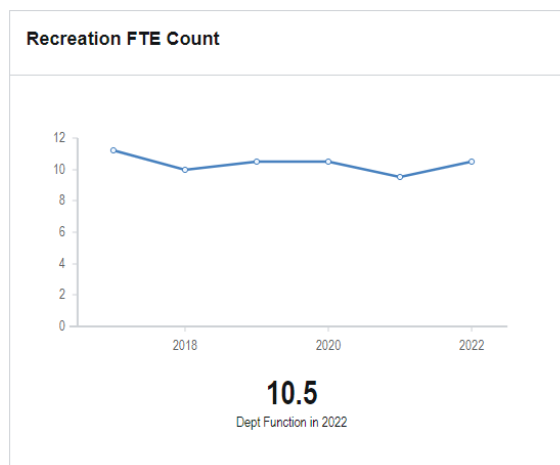
The 2017-2019 and 2020-2022 Strategic Plans call for the coordination and implementation of more community-based programming and additional recreation opportunities for the Teen population. Over the last few years, the Department has developed the following community-based programs and Teen activities: Halloween House Decorating Contest, Holiday House Decorating Contest, Super Bowl Party, Summer Concert Series, Friday Night Lights, Teen Center hours at Sterling Park, Teen L.E.Y.P program, Colma Community Fair and Bike Rodeo, Cinema at the Cemetery, Parol Lantern Workshop, Annual Holiday Tree Lighting, and Día De Los Muertos Festival. During the Covid-19 pandemic a lot of the above mentioned programs were cancelled and new online programming was developed.

## Key Events in Recreation





## Staffing



The staffing for this Department includes one Recreation Manager, two Recreation Coordinators, 3.5 FTE in part-time Facility Attendants and 4.0 FTE in part-time Recreation Leaders. In FY 2020-21, the Recreation Manager position was frozen due to Covid-19, however FY 2021-22 supports the hiring of the Recreation Manager position.

## Accomplishments

During FY 2020-21, the Recreation Services Department:

- Received Age Friendly City Status in September 2020;
- Hosted modified and Covid-19 safe Tree Lighting event, Dia De Los Muertos Altar event, and Drive through Halloween and Holiday events'
- Converted day camp program to take home day camp program activity kits;
- Provided online events for senior population and community;
- Hosted multiple Blood Drives with the Red Cross and Stanford Blood Center;
- Partnered with Second Harvest Food Bank of San Mateo County delivering food to populations in need;
- Provided take-home Parol Lantern Kits; and,
- Hosted Colma Wonderland.

## COVID Response

Due to the Covid-19 pandemic and Shelter in Place Orders, the Recreation Services Department had to transition from providing in person services to a virtual, online, take home and drive thru recreation service provider. For a period of time picnic areas, outdoor workout equipment, and the basketball court were closed and the recreation facilities were closed for rentals since April 2020. Facility rentals for indoor, in-person gatherings may not be available until late Fall or Winter of 2021, pending updated Shelter in Place Orders for gatherings.

During FY 2020-21, the Recreation Services Department began offering an array of online programs and remote activities for the community, some of those programs were:

- Community online Bingo and Trivia,
- Remote Armchair Travel,
- Take Home Parents Night Out,
- Senior Breakfast Bingo,

- Delivered Senior Lunches,
- Take Home afterschool and day camp craft kits, and
- Online homework assistance

The Recreation Department also partnered with the Second Harvest Food Bank of San Mateo County delivering to over 100 households once to twice a month throughout the year.


## Future Objectives

For FY 2021-22, the Recreation Services Department will:

- Continue working on Age Friendly Cities initiatives;
- Coordinate the annual Town Picnic and Adult Holiday Event, if permitted;
- Attempt to provide the same service level (offer the same number of programs and meet participation levels) as FY 2019-20;
- Continue to develop and offer more community based and teen programming including;
  - Cinema in the Cemetery Movie Series;
  - Dia De Los Muertos festival in collaboration with a local cemetery;
  - Continue collaboration with Colma Police Department L.E.Y.P.;
- Covid-19 permitting, open recreation facilities for facility rentals and indoor programming
- Offer modified in-person Day Camp and Afterschool programs; and,
- Increase overall customer service rating of 9.5 out of 10 from FY 2019-20.

## Revenue Summary

The FY 2021-22 Recreation revenues budget is \$84,000. As shown in the table below, Recreation revenues from charges and rental Recreation operation are insufficient to fund total operating expenditure of \$1.02 million. General Fund revenues supports the remaining \$932,000 of operating expenditure.

[Help](#) [Share](#) 

Updated On 2 Jun, 2021

[← Back](#)
[↺ History](#)
[↻ Reset](#)

Broken down by

**Types**
▼ Funds ...
▼ Departments ...

**Data**

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
▼ Revenues	\$ 142,077	\$ 159,374	\$ 96,981	\$ 93,070	\$ 15,705	\$ 83,595
▶ Charges - Recreation	78,530	83,662	58,396	61,792	21,135	55,500
▶ Use of Property - Recreation	63,548	75,712	38,585	31,279	-5,430	28,095
▶ Expenses	981,429	994,060	901,866	664,354	488,444	1,015,635
<b>Revenues Less Expenses</b>	<b>\$ -839,352</b>	<b>\$ -834,686</b>	<b>\$ -804,885</b>	<b>\$ -571,284</b>	<b>\$ -472,739</b>	<b>\$ -932,040</b>

## Expenditure Summary

The Recreation Program budget for FY 2021-22 is \$1.02 million, or \$528,000 more than the FY 2020-21 Estimated Actual. The main reason for the increase is related to the restoration to pre-Covid pandemic service levels. To address the Covid-19 pandemic financial crisis in FY 2020-21, the Town froze the vacant Recreation Manager position (\$131,000), limited use of part-time staff (\$69,000), reduced contributions to the Town's 115 Trust to reduce OPEB and pension cost (\$54,000), canceled community events (\$83,000), halted the vehicle replacement contribution (\$13,000), and reduced other recreation services (\$170,000).

The FY 2021-22 Recreation budget restored all the programs and services cut as part of the Covid-19 pandemic response and it also includes increases to benefit cost and accrued leave payout contribution (\$21,000).

## Expenditure by Categories

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Expenses Funds ... Departments ...

Data

Expand All	2021-22 Budget
▶ Salaries, Wages & Benefits	\$ 633,760
▶ Supplies & Services	248,400
▶ Professional & Contractual Services	110,000
▶ Capital Purchases & Improvements	13,475
▶ Purchases (CIP)	10,000
<b>Total</b>	<b>\$ 1,015,635</b>



## Expenditure by Fund

The Recreation operating expenditures is part of the General Fund operation.

Help ▾ Share ▾

Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

Funds\*

Recreation

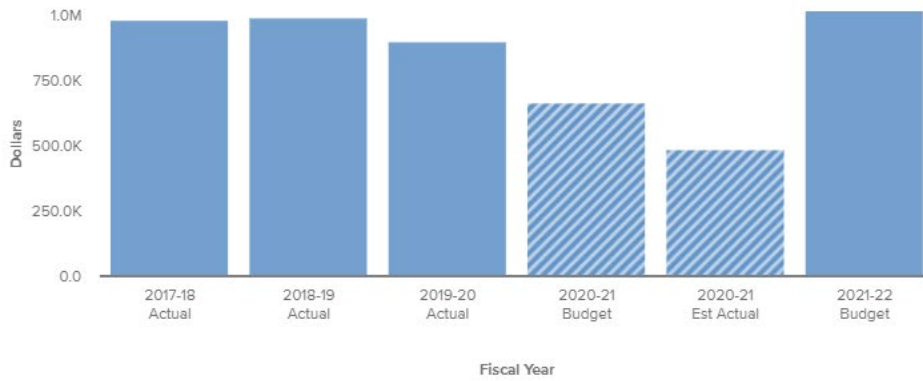
Expenses



Sort Large to Small ▾

● General Fund

### Visualization





[Previous](#)

[Table of Contents](#)

[Next](#)

The Capital Improvement Plan (CIP) is a planning document that covers the construction and maintenance of major projects and facilities as well as major studies. The CIP also serves as a budget that provides the means to pay for these projects.

This section includes the Town's Five-Year Capital Improvement Plan for FY 2021-22 through FY 2026-27.

Overall, the FY 2021-22 Capital Improvement Budget is \$1.08 million, with \$195,000 in projected carryover project budget from FY2020-21, \$40,000 in carryover project budget from reinstating a deferred project, and \$846,000 in new funding requests. The program also includes a carryover of \$80,000 from FY 2020-21 to FY 2022-23.

## CIP Project Categories

Colma's Capital Improvement Plan (CIP) lists projects in four distinct categories, below. Click on the images below to get to the project description, FY 2020-21 status, FY 2021-22 work plan, and funding needs for FY 2021-22 through FY 2026-27.

### Category 1

Streets, Sidewalks & Bikeways



### Category 2

Sewer & Storm Drain



### Category 3

City Facilities & Long-Range Plan



### Category 4

Major Equipment, Technology, & Fleet



## Project Status

The project status is shown on each capital project. The statuses are Active, Closed, Future or Unfunded.

- **Active** - existing or new CIP projects that have available funding and activities (spending) in FY 2021-22.
- **Closed** - CIP projects that have been completed or have been closed out. These projects will only appear in future CIP budgets if they have project expenditures during the prior three years.
- **Future** - CIP projects that are programmed for FY 2022-23 through FY 2026-27. Project budget and funding are identified, but are not earmarked.
- **Unfunded** - CIP projects that are Town priorities but are currently without budgeted funds. Unfunded projects will be reviewed annually during the Town Budget process to see if funds are available for construction and if the proposed projects are ready to move from the Unfunded to the Budgeted projects list.

This will provide more clarity in the Capital Improvement Budget. It will also identify projects that are budgeted, projects that are ready to be closed (and dropped from future CIP budgets) and future projects that are currently unfunded today but are in the developmental stage awaiting conceptual design approval, plans and specifications, and additional funding from the Town and/or outside sources.

## FY 2020-21 Capital Improvement Program Overview

During to the Covid 19 pandemic, the Town focused on projects that met the Town's Covid 19 pandemic goals. These goals include ensuring public safety, preserving reserves, and utilizing all available grant funding. FY 2019-20 Active Projects that met these goals were El Camion Real Bicycle & Pedestrian Plan (914), Mission Road Bicycle & Pedestrian Improvement (903), General Plan Update (991) and Climate Action Plan (994). The Town continued to fund the IT Infrastructure Upgrades (986) as online and virtual office support increased during the Covid 19 pandemic. By March 10, 2021, the City Council approved the addition of three capital programs:

1. F-Street Retaining Wall (902) - ensuring public safety
2. Housing Element Update (996) - utilizing grant funding
3. Zoning Code Update (997) - subset of General Plan Update (991)

Of all the projects listed above, Climate Action Plan (994) and El Camino Real Bicycle & Pedestrian Plan (914) are completed and will close as of June 30, 2021. All other projects will continue into FY 2021-22, with the IT Infrastructure Upgrades (986) continuing as an ongoing program. The projected total carryover, as of April 30, 2021, is \$235,000, with \$80,000 programmed for FY 2022-23. Actual carryover will depend on actual project spending through June 30, 2021 and will be part of the year-end process.

**NOTE:** Ongoing programs typically do not have carryover. The unspent portion is released back to the reserve and new funding is allocated in the new fiscal year. Ongoing programs are used as a tool to separate purchases and improvements from the operating budget and is used for capitalization.

## FY 2021-22 Capital Improvement Plan Highlight

In addition to the six projects listed above that will continue into FY 2021-22, the Town has added five additional projects, continues two ongoing projects, and re-establishes one deferred project.

### Additional Projects:

1. Annual Roadway Rehabilitation and Preventative Maintenance (906) - \$150,000
2. Colma Museum Facility Repair and Painting (951) - \$75,000
3. Facility Parking Lot Upgrades (953) - \$99,025
4. Financial Software Replacement (965) - \$100,000
5. Police Body Worn and In-Car Cameras [part of the Equipment Purchase and Replacement Project (984)] - \$201,000

### Ongoing Projects:

1. IT Infrastructure Upgrades (986) - \$50,000
2. Vehicle Replacement (987) - \$164,000

### Deferred Projects:

1. Creekside Villas Repair (952) - \$40,000 - included in the carryover budget discussed above.

The FY 2021-22 Capital Improvement Budget also includes a budget increase of \$7,000 for the design phase of the F-Street Retaining Wall (902) project.

## Project Funding and Spending Plan for FY 2021-22 through FY 2026-27

The Funding Plan table below summarizes the revenue sources that the Town plans to use to support the capital program.

The Capital Program bar chart below summarizes the projects by categories. The corresponding table is below the bar chart. To get to the table, use the scroll bar on the right of the bar chart. At first glance, the table shows the total program by fiscal year and by categories. The project list is also available in the table by clicking on the triangles on the left of the categories.

Colma Capital Program Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
General Fund (11)	1,319,458	532,025	2,467,000	758,000	884,925	50,000	50,000	0	6,061,408
Measure A (22)	320,000	72,600	51,000	51,000	51,000	0	0	0	545,600
Measure W (26)	0	31,950	32,000	32,000	32,000	0	0	0	127,950
Gas Tax & RMRA (21)	87,000	45,450	44,000	44,000	44,000	0	0	0	264,450
Capital Reserve (31)	143,085	0	0	0	0	0	0	0	143,085
SB2 Grant (31)	160,000	0	0	0	0	0	0	0	160,000
LEAP Grant (31) - Reimb	65,000	0	0	0	0	0	0	0	65,000
REAP Grant (31) - Reimb	0	20,000	0	0	0	0	0	0	20,000
Development Impact Fee (32)	0	0	26,000	0	0	0	0	0	26,000
SB1 Grant (32)	199,192	0	0	0	0	0	0	0	199,192
OBAG-TLC (32) - Reimb	525,000	0	0	0	0	0	0	0	525,000
OBAG-LSR (32) - Reimb	100,000	0	0	0	0	0	0	0	100,000
Measure M (32) - Reimb	330,000	0	0	0	0	0	0	0	330,000
Safe Route to School (32) - Reimb	200,000	0	0	0	0	0	0	0	200,000
PLAN JPA (32)	10,000	0	0	0	0	0	0	0	10,000
Project Reallocation (31 & 32)	724,265	0	0	0	0	0	0	0	724,265
Fleet Replcmnt (61)	20,000	164,000	190,000	130,000	130,000	130,000	130,000	0	894,000
City Facility (83)	95,000	0	0	0	0	0	0	0	95,000
<b>Total Funding</b>	<b>4,298,000</b>	<b>866,025</b>	<b>2,810,000</b>	<b>1,015,000</b>	<b>1,141,925</b>	<b>180,000</b>	<b>180,000</b>	<b>0</b>	<b>10,490,950</b>



Updated On 2 Jun, 2021

← Back History ▾ Reset

Broken down by

**Capital Program**

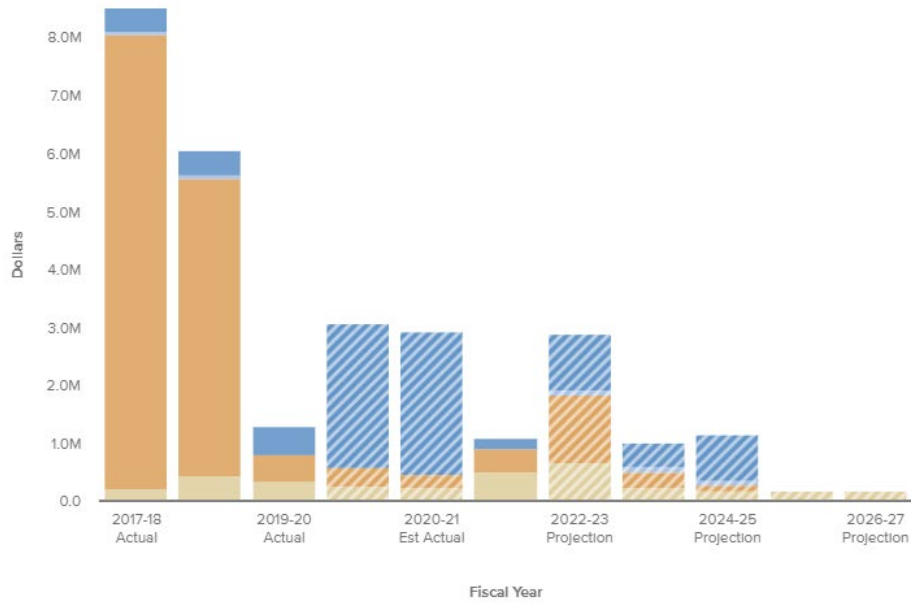
Expenses



Sort A to Z ▾

- CIP - Cate 1 - Street
- CIP - Cate 2 - Storm & Sewer
- CIP - Cate 3 - City Fac & Lon...
- CIP - Cate 4 - Major Eqpt, Te...

**Visualization**






[◀ Previous](#)
[\( Table of Contents \)](#)
[Next ▶](#)

## Active Projects

### **Annual Roadway Rehabilitation and Preventative Maintenance (906)**

#### **Project Scope**

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 (PCI) at 80 or above, the current PCI Townwide has been rated at 79. The multiyear project budget includes design, construction management and construction costs. The Annual Roadway Rehabilitation Preventive Maintenance Project is broken into design and construction phases for the 300 Block of F Street, which is scheduled for 2021/22; Colma Boulevard and 400 Block of Serramonte Boulevard are scheduled for 2022/23; Collins Avenue and Junipero Serra Boulevard are scheduled for 2023/24; and, Hillside Boulevard is scheduled for 2024/25. The total project cost for 2021-2025 is estimated at \$917,900.

#### **Status as of June 30, 2021**

Project was deferred in FY 2019-20 and the funding was reallocated to the Mission Road Project in FY 2019-20.

#### **Schedule for FY 2021-22 and Thereafter**

For FY 2021-22, the Public Works Department identified the 300 Block of F Street is in need of a mill and fill, (minor roadway reconstruction). Construction documents are estimated to be completed in the Fall/Winter of 2021 and the construction is to take place in the Spring of 2022.

#### **Impact on Operation**

An effective roadway maintenance program includes minor repairs as part of the operating budget and major rehabilitation as part of the Annual Roadway Rehabilitation and Preventative Program. By rehabilitating the roadway when needed, the Town is able to maintain the annual roadway repairs budget to \$95,900.

## Project Funding and Spending Plan

The Annual Roadway Rehabilitation project is an eligible project to utilize the State and County allocated Gas Tax and RMRA (21), Measure A (22), Measure W (26), and Measure M grant funding.

Annual Roadway Rehab (906) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Measure A (22)	0	72,600	51,000	51,000	51,000	0	0	0	225,600
Measure W (26)	0	31,950	32,000	32,000	32,000	0	0	0	127,950
Gas Tax & RMRA (21)	0	45,450	44,000	44,000	44,000	0	0	0	177,450
General Fund (11)	0	0	98,000	123,000	165,900	0	0	0	386,900
Total Funding	0	150,000	225,000	250,000	292,900	0	0	0	917,900

Annual Roadway Rehab (906) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Construction	0	150,000	225,000	250,000	292,900	0	0	0	917,900
Total Project Budget	0	150,000	225,000	250,000	292,900	0	0	0	917,900

## F-Street Retaining Wall (902)

### Project Scope

In 2019 the Colma Engineering Department surveyed the retaining wall on F Street. It was determined that the failure we are experiencing in the structure is most likely due to poor drainage, thus causing the wall to deteriorate. The first phase of the project is design, specifications, plans and construction estimates. The second phase includes soliciting bids for construction and construction management services.

### Status as of June 30, 2021

This project is a priority project. The design phase and Plan, Specifications & Estimates (PS&E) will be completed by early Summer of 2021. The construction phase is slated for the Fall of 2021.

### Schedule for FY 2021-22 and Thereafter

Construction documents will be assembled and ready to bid by August or September 2021. It is anticipated that the start of construction will commence in the September time frame and be completed by the November/December time frame. It is estimated that the project will take approximately 60 calendar days.

### Impact on Operation

The project will decrease maintenance on and around the wall. The one item that will have to be continually watched and maintained is the drainage system.

## Project Funding and Spending Plan

F-Street Retaining Wall (902) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Capital Reserve (31)	25,000	0	0	0	0	0	0	0	25,000
General Fund (11)	0	7,000	0	0	0	0	0	0	7,000
Total Funding	25,000	7,000	0	0	0	0	0	0	32,000

F-Street Retaining Wall (902) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Design	25,000	7,000	0	0	0	0	0	0	32,000
Construction	0	TBD	0	0	0	0	0	0	0
Total Project Budget	25,000	7,000	0	0	0	0	0	0	32,000

## Mission Road Bicycle and Pedestrian Improvement Project (903)

Close by December 31, 2021

### Project Scope:

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

### Status as of June 30, 2021:

The design phase is complete and the construction phase is nearly completed or will be completed by June 30, 2021.

### Schedule for FY 2021-22 and Thereafter

The final phase of the project is the slurry seal and striping. This will be completed by June 30, 2021. Thereafter, the project manager will begin the closeout phase, which includes final grant submissions.

### Impact on Operation

The project will provide a safer bicycle and pedestrian path and will mitigate the risk of accidents and control the Town's cost in annual insurance premiums and claims.

## Project Funding and Spending Plan

Mission Road Improvement (903) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
General Fund (11)	590,000	0	0	0	0	0	0	0	590,000
OBAG-TLC (32) - Reimb	525,000	0	0	0	0	0	0	0	525,000
OBAG-LSR (32) - Reimb	100,000	0	0	0	0	0	0	0	100,000
Measure A (22)	320,000	0	0	0	0	0	0	0	320,000
Measure M	330,000	0	0	0	0	0	0	0	330,000
Safe Route to School (32) - Reimb	200,000	0	0	0	0	0	0	0	200,000
Gas Tax (21)	87,000	0	0	0	0	0	0	0	87,000
PLAN JPA (32)	10,000	0	0	0	0	0	0	0	10,000
Project Reallocation (31 & 32)	638,000	0	0	0	0	0	0	0	638,000
<b>Total Funding</b>	<b>2,800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,800,000</b>

Mission Road Improvement (903) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Design	401,834	0	0	0	0	0	0	0	401,834
Project Management	226,925	40,000	0	0	0	0	0	0	266,925
Construction	2,131,241	0	0	0	0	0	0	0	2,131,241
<b>Total Project Budget</b>	<b>2,760,000</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,800,000</b>

## Future Projects

## Projects Funding & Spending Schedule for FY 2022-23 through FY 2026-27

Future Project Funding Plan	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Development Impact Fee (32)	26,000	0	0	0	0	0	26,000
General Fund (11)	724,000	150,000	500,000	0	0	0	1,374,000
<b>Total Funding</b>	<b>750,000</b>	<b>150,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400,000</b>

The future unfunded portions of the projects shown above and below are not connected to a fiscal year and therefore cannot be included in the charts above. The future unfunded portions are as followed:

- El Camino Real Bicycle & Pedestrian Improvement (923) - \$29.50 million
- Hillside Boulevard Beautification (901) - \$9.10 million
- Lawndale & El Camino Real Landscape & Median (956) - \$2.60 million
- Serramonte/Collins Roadway Improvement (905) - \$19.25 million

The future unfunded projects will be programed depending on the availability of funding and may be phased in over time or programmed as a separate project similar to the Serramonte/Serra Center Signalization (911) project.

## **El Camino Real Bicycle & Pedestrian Improvements (923)**

Scheduled for FY 2024-25

Estimated Project Cost: \$30.0 million (\$500,000 projected for FY 2024-25)

### **Project Scope**

The project includes a re-design of El Camino Real with separated bicycle facilities, continuous sidewalks, additional bicycle and pedestrian safety features, new traffic signals, landscaping, and a reconfiguration of the Mission Road (“the Y”) intersection. The project presents a vision for residents and visitors to travel safely, comfortably, and with ease.

### **Status as of June 30, 2021**

None. New future project.

### **Schedule for FY 2021-22 and Thereafter**

Design phase scheduled to start in FY 2024-25, pending grant funding availability. Total project cost per the final EL Camino Real Bicycle & Pedestrian Plan (914) is \$30.0 million.

### **Impact on Operation**

There will be an increase in landscaping maintenance and irrigation costs. The proposed improvements and beautification enhancements will assist in making the shopping experience and visiting the various cemeteries a safer, and memorable experience.

## **Hillside Boulevard Beautification (901)**

Scheduled for future (unknown)

Estimated Project Cost: \$9.1 million (Future Unfunded)

### **Project Scope:**

Phase 1 of the three-phase Hillside Beautification Project (Hoffman Street to 600 feet south of Serramonte Boulevard) was completed in the 2014-15 fiscal year. The remaining work in this project will be evaluated to determine phasing and potential opportunities for grant funding. The costs and estimates will also need to be updated to incorporate green infrastructure mandates. A reserve of \$930,889 is being held in the Capital Improvement Fund towards the cost of this \$9,100,000 project.

### **Status as of June 30, 2021:**

On hold. Future Unfunded.

### **Schedule for FY 2021-22 and Thereafter**

Pending availability of funds.

### **Impact on Operation**

There will be an increase in landscaping maintenance and irrigation costs.

## Lawndale and El Camino Real Landscape and Median (956)

Scheduled for FY 2022-23

Estimated Project Cost: \$2.75 million (\$150,000 projected for FY 2022-23)

### Project Scope:

Median landscapes along Lawndale Boulevard and El Camino Real are in need of rehabilitation. As a result of the severe drought in recent years, the State of California has levied irrigation restrictions that prevent cities from irrigating its street medians with turf. This resulted in many of the vegetation in the Town's medians along Lawndale Boulevard and El Camino Real will need significant maintenance efforts in order to avoid the area being overtaken by intrusive vegetation. Additionally, the landscape along the backside of the sidewalk along the Northside of Lawndale Boulevard will also need to be addressed in all phases of this project.

- Phase 1 is the conceptual review of the landscaping and public use and enhancement on Lawndale Boulevard and El Camino Real - completed in FY 2019-20.
- Phase 2 will provide "Shovel Ready" project plans, specifications and estimates (PS&E) and preparing a bid package - tentative scheduled for FY 2023-24.
- Phase 3 is the construction phase, which includes awarding the contract, and building and inspection services, and construction - future unfunded \$2.6 million.
- The study will also focus on green infrastructure possibilities, stormwater enhancements, and recreational features. Grant opportunities may be available for Phase 3 of this project.

### Status as of June 30, 2021:

The conceptual design (Phase 1) was completed and approved in FY 2019-20. The design phase was deferred due to the COVID-19 pandemic.

### Schedule for FY 2021-22 and Thereafter

This project is a restoration of the existing Lawndale Boulevard Landscape Improvement Project (956). The construction phase of the project (Phase 3) is currently unfunded. Staff will be looking for funding opportunities to help assist with the construction costs. The feasibility/conceptual study (Phase 1) was completed and approved in FY 2019/20. The development of the PS&E (Phase 2) will begin in 2023/2024. The construction Phase will be evaluated after the completion of PS&E and will depend on available funding and Town's priorities.

### Impact on Operation

The rehabilitation of the landscape and median along Lawndale Boulevard and El Camino Real with drought-resistant vegetation will increase the aesthetic of the roadway, provide safe crossing, and reduce the cost of landscape maintenance.

## Serramonte/Serra Center Signalization (911)

Scheduled for FY 2022-23

Estimated Project Cost: \$600,000. This project is part of the Serramonte Blvd/Collins Ave Roadway Improvement Project (905) - see below

### Project Scope

Install traffic signal on Serramonte Blvd at the Serra Center entrance (Target). The project will be partially funded by a development impact fee (\$26,000). The project may be eligible for Transportation and Infrastructure grant (T&I) of \$420k with a local match of \$80k. Total project cost \$500k for the signalization plus design and project management cost.

The signalization of the Serramonte/Serra Center intersection is part of the Serramonte Blvd/Collins Ave Master Plan and has been separated for project management purposes.

### **Status as of June 30, 2021**

New Project. Project is scheduled to begin design and if required land acquisition in FY 2021-22, construction would be in FY 2022-23.

### **Schedule for FY 2021-22 and Thereafter**

The required work is contingent on the T&I Grant, if awarded, the project would start in the fall of FY 2021-22. If the grant is not awarded to the Town, the start of this project would be postponed until funds were made available.

### **Impact on Operation**

Annual operation and maintenance costs as they relate to the streetlight signal.

## **Serramonte Blvd/Collins Ave Roadway Improvement (905)**

Scheduled for FY 2022-23  
Estimated Project Cost: \$600,000.

### **Project Scope**

The primary purpose of the Serramonte Boulevard and Collins Avenue Master Plan (Master Plan) is to improve the overall design, function and identity of the corridors with a view to supporting the Town of Colma's main economic engine and one of the premier auto rows in the Bay Area. The Master Plan thus addresses the design of the right of way, connections and accessibility, safety and operational challenges, identity and character, sustainability, and green infrastructure. Please refer to <https://www.colma.ca.gov/documents/serramonte-boulevard-collins-avenue-master-plan/> for the Serramonte Boulevard and Collins Avenue Master Plan.

### **Status as of June 30, 2021**

New Project. This project is scheduled to begin in FY 2023-24.

### **Schedule for FY 2021-22 and Thereafter**

It is anticipated that this project will be broken into phases, scheduling of the various phases of design and construction are to be determined.

- Phase 1a: Traffic light at Serra Center (separate project)- see project 911 above.
- Phase 1b the island (Collins Ave): Phase 1B- Close down the slip lane at Serramonte and Collins in the east bound direction, also restripe Serramonte Boulevard simulating the proposed road diet, (lane reduction) from the Serramonte/Serra Center entrance to El Camino Real.
- Phase 2: Reconstruct Collins Avenue, continuous sidewalks, High visible cross walks, streetlights, landscaping, underground of overhead utilities, car carrier off-loading zones for local car dealerships.
- Phase 3: Continue improvements to Serramonte West.: Lane reduction, sidewalks, landscaping, sustainability enhancements, street lighting, and accessibility improvements,
- Phase 4: landscaping, accessibility enhancements, street lighting, bike paths, streetlights.

### **Impact on Operation**

The project will improve safety and mobility along Serramonte Blvd and Collins Avenue, reduces enforcement costs, and enhance economic viability going into the future.

# Closed Projects

## El Camino Real Bicycle and Pedestrian Improvement Plan (914)

Close by July 1, 2021

### Project Scope

The El Camino Real Bicycle and Pedestrian Improvement Plan will provide guidelines and directives for a 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. The project will strive to improve community mobility along this portion of the roadway by creating a vision to increase and enhance various modes of transportation, including walking and bicycling, while providing opportunities to increase ridership on public transportation. The study will review and implement the standards and goals that are stated in the California Transportation Plan 2040, California State Bicycle and Pedestrian Plan, Caltrans District 4 Bicycle Plan, San Mateo County Comprehensive Bicycle and Pedestrian Master Plan, and Grand Boulevard Initiatives' Goals. Community outreach is included in the study from residents and businesses.

### Status as of June 30, 2021

Since this project is completed, the next step in this process will be to take a construction phasing approach to this project, thus creating several future projects through a phasing approach. By doing so, this will also allow staff to apply for grants specifically as they may apply to that phase.

### Schedule for FY 2021-22 and Thereafter

None.

### Impact on Operation

The completed plan will assist the Town in the design and construction of a safer bicycle and pedestrian path, which will mitigate the risk of accident and control the Town's costs in annual insurance premiums and claims.

### Project Funding and Spending Plan

El Camino Real Bike & Ped Plan (914) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
SB1 Grant (32)	199,192	0	0	0	0	0	0	0	199,192
General Fund (11)	25,808	0	0	0	0	0	0	0	25,808
Total Funding	225,000	0	0	0	0	0	0	0	225,000

El Camino Real Bike & Ped Plan (914) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Design	239,064	0	0	0	0	0	0	0	239,064
Total Project Budget	239,064	0	0	0	0	0	0	0	239,064





◀ Previous

( Table of Contents )

Next ▶

## Active Projects

No active projects in FY 2021-22.

## Future Projects

### Projects Funding & Spending Schedule for FY 2022-23 through FY 2026-27

Funding Plan	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
General Fund (11)	70,000	95,000	70,000	0	0	0	235,000
Total Funding	70,000	95,000	70,000	0	0	0	235,000

There is no future unfunded portion estimated for either of the projects listed above.

### Colma Creek Channel Repairs (934)

Scheduled to Start in FY 2022-23

#### Project Scope

Sections of the Colma Creek concrete channel have deteriorated over the years. Because there are different levels of deterioration, a study will need to be performed as **Phase 1** of this project. This study will identify, categorize and map the deteriorated areas, estimate costs to repair those areas and identify what outside permits will be required to enter and repair the creek walls and floor. **Phase 2** of the project will be to prepare plans and specifications for the project along with applying for and obtaining all necessary permits to perform the work. **Phase 3** will be the preparation of the bid documents, project and construction management, and the repair work.

**Status as of June 30, 2021**

The project has been deferred due to the COVID-19 pandemic and continued negotiations with San Mateo County Flood and Sea Level Rise Resiliency District for shared maintenance costs.

**Schedule for FY 2021-22 and Thereafter**

The Colma Creek Channel Repair Phase 1 is programmed to take place in FY 2022/23. Phase 2 & 3 will depend on the results of Phase 1 and the availability of funds. Staff will pursue outside funding to assist within offsetting the repair costs.

**Impact on Operation**

The study will unveil a more precise annual maintenance cost. After repairs are complete, the annual creek maintenance is estimated to cost \$12,000-\$15,000.

**Storm Drain System Assessment and Mapping (972)**

Scheduled to Start in FY 2022-23

**Project Scope**

The project will review and analyze the Town's 11 miles of the Storm Drain System. The process will be to start assessing the current Storm Drainage system by way of internally videotaping the system in its current state. The video will provide several insights; it will unveil any needed repairs and unrecorded blind or illegal connections. The videotaping equipment used to view the interior of the storm drain lines will also have the capabilities of recording the data and allowing the data to be mapped in the Town's Geographical Information System (GIS). The findings that come through the videotaping process will allow staff to budget for repairs or enhancements to the storm drain system. Only portions of the system will be addressed each year. The project is expected to be a 3-year effort; funding will be requested on an annual basis for the specific scope of work for each year.

**Status as of June 30, 2021**

The project was deferred due to Covid 19 pandemic and has been rescheduled to begin in FY 2022-23.

**Schedule for FY 2021-22 and Thereafter**

The Storm Water Drainage Assessment Project will need to be funded through the Capital Reserves on an annual basis. This project is anticipated to start FY 2022-23. Budget \$70,000/per year for 3 years starting FY 2022-23.

**Impact on Operation**

Future costs for repairs or enhancements will be evaluated as part of the assessment and will be budgeted in future operating or capital projects.

## Closed Projects

No active projects are scheduled to close by June 30, 2021.


[Previous](#)
[Table of Contents](#)
[Next](#)

## Active Projects

### **Colma Museum Facility Repair & Painting (951)**

#### **Project Scope**

The Historical Museum Facility is currently in need of painting. The work includes minor building repairs such as plaster touch up, dry rot repairs, and window and trim repairs or replacement.

#### **Status as of June 30, 2021**

This project is scheduled to begin in FY 2021-22 as part of the City Council adopted 2019-2024 Five-Year Capital Improvement Plan.

#### **Schedule for FY 2021-22 and Thereafter**

Will begin this project in FY 2021-22.

#### **Impact on Operation**

No additional annual maintenance costs are anticipated at this time, outside of normal day to day wear and tear on the facility.

## Project Funding and Spending Plan

Colma Museum Facility Repair (951) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
General Fund (11)	0	75,000	0	0	0	0	0	0	75,000
Total Funding	0	75,000	0	0	0	0	0	0	75,000

Colma Museum Facility Repair (951) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Construction	0	75,000	0	0	0	0	0	0	75,000
Total Project Budget	0	75,000	0	0	0	0	0	0	75,000

## Creekside Villas Repair and Painting (952)

### Project Scope

The Creekside Villas Facility is currently in need of painting and minor trim repair. The work will include:

- minor exterior repairs.
- window and exterior wood trim repair and/or replacement.
- stair and deck resurfacing.
- exterior preparation and painting of main building & axillary structures.
- replacement of awnings.

### Status as of June 30, 2021

Exterior painting was completed 2019. Other exterior repairs were deferred. Remaining \$40,000 in the budget is for various miscellaneous repairs to the facility.

### Schedule for FY 2021-22 and Thereafter

Work is anticipated to be completed in the Fall of 2021.

### Impact on Operation

Exterior painting is part of the ongoing preventative maintenance effort. Routine painting and resurfacing extend the life of the property and prevents more costly repairs. It also prevents an increase in operating maintenance cost.

## Project Funding and Spending Plan

Creekside Villas Repair (952) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
City Facility (83)	95,000	0	0	0	0	0	0	0	95,000
Total Funding	95,000	0	0	0	0	0	0	0	95,000

Creekside Villas Repair (952) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Construction	55,000	40,000	0	0	0	0	0	0	95,000
Total Project Budget	55,000	40,000	0	0	0	0	0	0	95,000

## Facility Parking Lot Upgrades and Repairs (953)

### Project Scope

Several of the Town owned facility parking lots are in need of reconstruction and/or resurfacing along with stripping and Americans with Disabilities Act (ADA) upgrades. This project will address long term parking lot maintenance and reconstruction needs at: Creekside Villas, the Colma Community Center and Historical Museum, the Colma Police Station and the Public Works Maintenance Corporation Yard. The work will vary from facility to facility ranging from reconstruction, (Mill and fill) to minor surface treatments, such as crack sealing and slurry coats. All facilities will be restriped. Installation of additional ADA stalls will be considered if feasible for the Colma Community Center parking lot.

### Status as of June 30, 2021

This project was deferred due to the COVID-19 pandemic.

### Schedule for FY 2021-22 and Thereafter

The Police Station and Creekside Villas parking lots are scheduled for FY 2021-22 at an estimated cost of \$99,025 and the Colma Community Center, Museum and Corporation Yard parking lots are scheduled for FY 2024-25 at an estimated cost of \$99,025.

### Impact on Operation

No additional annual maintenance costs (Within the 5-year CIP Plan) are anticipated at this time.

## Project Funding and Spending Plan

Facility Parking Lot Upgrades (953) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
General Fund (11)	0	99,025	0	0	99,025	0	0	0	198,050
Total Funding	0	99,025	0	0	99,025	0	0	0	198,050

Facility Parking Lot Upgrades (953) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Creekside & PD Station	0	99,025	0	0	0	0	0	0	99,025
Recreation, Museum, & Corp Yard	0	0	0	0	99,025	0	0	0	99,025
Total Project Budget	0	99,025	0	0	99,025	0	0	0	198,050

## General Plan Update (991)

Closed by December 31, 2021.

### Project Scope

Update General Plan to comply with State Law. The General Plan governs development within Town limits.

### Status as of June 30, 2021

The Town applied and received a \$160,000 grant for the update of the General Plan. Currently, staff is working on an 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. Additional funding of \$249,350 was allocated in FY 2020-21 to complete this project. The \$160,000 grant will offset a portion of the increase.

### Schedule for FY 2021-22 and Thereafter

The final draft of the General Plan is scheduled for public release in May 2021, the EIR will be released in late summer of 2021, and City Council adoption of the EIR and General Plan by the end of December 2021.

### Impact on Operation

The General Plan guides the Town's residential and commercial developments. It also ensures compliance with State and Federal housing regulations.

## Project Funding and Spending Plan

General Plan Update (991) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Capital Reserve (31)	3,085	0	0	0	0	0	0	0	3,085
Project Reallocation (31 & 32)	86,265	0	0	0	0	0	0	0	86,265
SB2 Grant (31)	160,000	0	0	0	0	0	0	0	160,000
General Fund (11)	403,650	0	0	0	0	0	0	0	403,650
Total Funding	653,000	0	0	0	0	0	0	0	653,000

General Plan Update (991) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Planning & Design	578,000	75,000	0	0	0	0	0	0	653,000
Total Project Budget	578,000	75,000	0	0	0	0	0	0	653,000

## Housing Element Update (996)

### Project Scope

Pursuant to state law, the Town of Colma is required to update its General Plan Housing Element on a predetermined schedule. The 6th Cycle Housing Element is required to be completed and certified by the state by January of 2023. Staff is working with 21 Elements consultants and other San Mateo County jurisdictions on tasks related to the preparation of the element, including a housing site inventory and feasibility study. The updated housing element will need to include a map and inventory of sites which will show where 202 units (determined through the RHNA process) can feasibly be built within the 8 year term of the Housing Element. In addition, the Housing Element will include policies and implementation items to remove barriers to the production of housing. Additional required activities may include site re-zonings, policy development, and zoning text amendments. An environmental document will be required to be prepared to satisfy CEQA requirements.

### Status as of June 30, 2021

Preliminary work on the housing site inventory is currently underway. Regular coordination with 21 Elements consultants will continue.

### Schedule for FY 2021-22 and Thereafter

In FY 2020-21, activities were focused on the housing element site inventory. In the FY 2021-22, the Housing Element document will be assembled and written. A majority of the work will occur between January 2022 and November 2022. Work is anticipated to conclude by June 30, 2023.

### Impact on Operation

Completion and certification of the Housing Element will allow the Town to be in full compliance with state law. Failure to have a certified Housing Element may cause the Town to incur financial or legal penalties and may make the Town ineligible for certain grant and funding opportunities.

## Project Funding and Spending Plan

Housing Element Update (996) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
LEAP Grant (31) - Reimb	65,000	0	0	0	0	0	0	0	65,000
REAP Grant (31) - Reimb	0	20,000	0	0	0	0	0	0	20,000
Capital Reserve (31)	15,000	0	0	0	0	0	0	0	15,000
Total Funding	80,000	20,000	0	0	0	0	0	0	100,000

Housing Element Update (996) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Planning & Design	20,000	40,000	40,000	0	0	0	0	0	100,000
Total Project Budget	20,000	40,000	40,000	0	0	0	0	0	100,000

## Zoning Code Update (997)

### Project Scope

Pursuant to state law, the Town of Colma is required to amend its zoning code and zoning map after the adoption of the General Plan, anticipated by the end of calendar year 2021. The General Plan and zoning must be consistent with one another. The Town of Colma zoning code has been added to over the years, and information is very hard to find, with land uses and development standards for each zone in two separate places. The code requires reformatting and updating to be more user friendly. In addition, in anticipation of the Municipal Code being converted to a searchable document by sections, the update will align with the goal of creating an easily searchable document. Sections will also be updated to comply with current state law. A minor environmental document will be required to be prepared to satisfy CEQA requirements.

### Status as of June 30, 2021

This is a new project that was added in as part of the mid-year financial update and budget amendment for FY 2020-21.

### Schedule for FY 2021-22 and Thereafter

This project is scheduled to begin in the first quarter of 2022 and end in the last quarter of 2022.

### Impact on Operation

The Zoning Code Update will improve usability of zoning code by the public and developers. Staff will ensure that the zoning code complies with current legal requirements and that it is consistent with the General Plan.



## Project Funding and Spending Plan

Zoning Code Update (997) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Capital Reserve (31)	100,000	0	0	0	0	0	0	0	100,000
Total Funding	100,000	0	0	0	0	0	0	0	100,000

Zoning Code Update (997) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Planning & Design	20,000	40,000	40,000	0	0	0	0	0	100,000
Total Project Budget	20,000	40,000	40,000	0	0	0	0	0	100,000

## Future Projects

## Projects Funding & Spending Schedule for FY 2022- 23 through FY 2026-27

Future Project Funding Funding Plan	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
General Fund (11)	1,095,000	270,000	99,025	0	0	0	1,464,025
Total Funding	1,095,000	270,000	99,025	0	0	0	1,464,025

There is no future unfunded portion estimated for either of the projects listed above.

### Bark Park Upgrade (958)

Scheduled for FY 2022-23

Estimated Project Cost: \$95,000

#### Project Scope:

The Bark Park located on lower D Street provides dog owners a site where they can allow their pets to play, run and socialize with other dogs. Though the park caters to dogs, it is also a place where residents can meet while their pets play and be contained within a safe and confined area. Currently the Bark Park is an underutilized park space, due to the fact that much of the facility has grown old, and is need of repair and upgrades. The proposed project and upgrades include:

- Additional Picnic and seating spaces
- Resurface and expand grass area
- Install concrete curbing around lawn and decomposed granite walkways
- Provide play features for pets, including obstacle course and add additional pet amenities
- Add permanent shade structure over benches and picnic table area
- Add outdoor message board

- Replace fencing as needed

**Status as of June 30, 2021:**

This project was deferred due to the COVID-19 pandemic.

**Schedule for FY 2021-22 and Thereafter**

The project is scheduled to start in the fall of 2022 and is estimated to be completed by early 2023.

**Impact on Operation**

Annual repairs should decrease, operation and maintenance of the Bark Park facility will continue.

**Colma Community Center Painting and Repair (960)**

Schedule for FY 2022-23

Estimated Project Cost: \$100,000

**Project Scope**

The Colma Community Center Facility is currently in need of painting. The work will include minor trim and building repairs, re-staining of the back deck. The Project is projected to take place in FY 2022-23.

**Status as of June 30, 2021**

New Project.

**Schedule for FY 2021-22 and Thereafter**

The project is scheduled to start and be completed in the Summer of 2022.

**Impact on Operation**

The improvement will not change the current annual maintenance cost.

**Corporation Yard Car Wash Upgrade (954)**

Scheduled for FY 2023-24

Estimated Project Cost: \$170,000

**Project Scope**

Under the Town of Colma's Municipal Regional Permit (a State permit to discharge Storm Water), it is required that municipalities provide washdown facilities for various pieces of equipment. Currently, the Public Works department follows the State Stormwater mandates but the effort to stay in compliance is a tedious and time-consuming effort. A washdown station will be constructed on site in the Corporation yard, the drive-in wash area would have a roof over the washdown area and floor drains that are connected to a clarifier (prevents oil and grease to flow into the sanitary system), allowing the gray water from the washdown area to enter the sanitary sewer system.

**Status as of June 30, 2021**

This Project is scheduled to begin in FY 2023-24.

**Schedule for FY 2021-22 and Thereafter**

This Project is scheduled to begin in FY 2023-24 with a budget \$170k.

**Impact on Operation**

This project will decrease Maintenance workers time in the washdown of equipment and cleanup.

**HVAC System Replacement at Police Station (943)**

Schedule for FY 2022-23

Estimated Project Cost: \$750,000

**Project Scope**

The HVAC system at the Colma Police Station is showing signs of failure due to exposure from the weather, quality of the equipment and everyday normal use, (because the Department is open 24 hours, some of the units are used continuously). The other issue that will face the Department is the current HVAC system uses R-22 refrigerant. Production of R-22 refrigerant will not be manufactured after 2020 due to its harmful effects to the environment. After 2020 the only R-22 that will be available will be from recycled stock, as the stock becomes depleted the cost of R-22 will increase to the point where it is cost prohibited to service the current HVAC equipment.

This project is slated to be in the CIP long range plans, consideration for replacing the HVAC equipment is estimated to be 5 years out (approximately 2024), funding for replacement will be pursued through State and Local grant programs that assist in energy equipment upgrades.

**Status as of June 30, 2021**

None.

**Schedule for FY 2021-22 and Thereafter**

Depending on the condition of the HVAC system and the Town's HVAC maintenance contractor's assessment, the project is temporarily scheduled for improvement and rehabilitation in FY 2022-23. The project cost is estimated to be \$750,000 to \$900,000.

**Impact on Operation**

Costs for both Maintenance and operation should decrease due to the efficiencies of a new system and annual maintenance should be limited to general maintenance and not having to make needed repairs.

**Recreation Operation and Facility Master Plan (995)**

Schedule for FY 2022-23

Estimated Project Cost: \$50,000

**Project Scope**

The Recreation Department has grown over the last several years. The department has added additional community events, in-house programs and contract programs. The department plans to continue to grow in all areas of service; more specifically in teen and senior programming. The department seeks to develop solutions to facilities' needs that will better serve our current and future residents. The department is requesting that the facility master plan study provides:

- Options for areas of possible future expansion.

- Help to identify a designated space for teens (Teen Center).
- Clarify design information to make a more informed decision on future facility additions or remodels.
- Evaluation of present facility conditions and future requirements to identify needs.
- Feasibility study and program plan to identify all viable options and their costs.

### **Status as of June 30, 2021**

This Project was deferred due to the Covid 19 pandemic.

### **Schedule for FY 2021-22 and Thereafter**

To be determined

### **Impact on Operation**

To be determined

## **Townwide Branding (959)**

Schedule for FY 2022-23

Estimated Project Cost: \$200,000

### **Project Scope**

The 2012 Economic Development Plan identified several strategies within the framework of the study. One of the strategies was to create Branding and Promotional Materials emphasizing Colma's commercial activities. Phase 1 of this project will be to prepare an RFP and hire a firm to develop a community branding campaign. The process will involve local outreach, surveys, interviews with business leaders, and other research, and utilizing this information to establish creative options for the community's brand. Phase 2 will be to launch an expanded image and branding campaign highlighting Colma's brand through logo, marketing brochures, letterhead, streetlight banners, promotional campaigns, advertisements and tag lines. Staff will look to partner with local businesses and shopping centers for funding opportunities.

### **Status as of June 30, 2021**

This Project was deferred due to the Covid 19 pandemic.

### **Schedule for FY 2021-22 and Thereafter**

This Project is scheduled to begin in 2022-23.

### **Impact on Operation**

There may additional annual costs to maintain the branding campaign which may include updated streetlight banners and marketing materials.

# Closed Projects

## Climate Action Plan (994)

### Project Scope

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.

The Town completed its first 2013 Community Greenhouse Gas (GHG) Inventory Report that detailed GHG reductions of 18.2% from the 2005 baseline to 2013. This significant reduction takes the Town close to its goal, which is 20% by 2020. Due to changes in the California Public Utilities Commission reporting rules, it has been more difficult to obtain energy use data after 2013.

The updating of the CAP is not only critical in meeting the Town's mandated 2020 goals, but it is also critical in the updating of the Town's General Plan. In addition, Senate Bill 32 was signed by the Governor in 2016 that requires a higher GHG reduction target reduction of 40% below 1990 levels by 2030. In order to meet this target, it is necessary to update the CAP to meet this more aggressive reduction target since current CAP programs will likely not bring about the target reductions.

### Status as of June 30, 2021

On October 28, 2020, the City Council accepted the Climate Action Plan 2030 Update.

### Schedule for FY 2021-22 and Thereafter

None.

### Impact on Operation

This is a planning document that provide guidelines to the Town reducing energy consumption, along with greenhouse gas emission. The implementation of the CAP program will be integrated into the Town's operations.

Project Funding by Fiscal Year

for Climate Action Plan (994)		
	Funding	Purpose
FY 2018-19		
General Fund	<u>35,000</u>	
Total Project Budget	<u><u>35,000</u></u>	

Project Spending by Fiscal Year




[◀ Previous](#)
[\( Table of Contents \)](#)
[Next ▶](#)

## Active Projects

### Equipment Purchase and Replacement (984)

#### Project Scope

This Capital Improvement Project covers the purchase of major equipment Town-wide.

- **In the FY 2019-20**, the Police Department updated the dispatch center radio and equipment. The Police base station radio and dispatch console equipment was nearing its useful life. The dispatch center was upgraded to digital in preparation for future radio updates. The radio itself will remain an analog system to be consistent with other Police Departments in San Mateo County and to communicate with Town Officers. The minimum life expectancy is 10 years. The project funding of \$250,000 is required in FY 2019-20. This purchase was completed in FY 2020-21.
- **For FY 2021-22**, the Town will be purchasing body worn cameras and replacing the police in-car cameras. The purchase will include new tasers, automatic license plate reader (ALPR) units, and new computers for the police cars to support the new in-car camera systems. Projected cost is \$191,000.
- **Future Project**, encryption of the dispatch center, portable radio, and vehicle radio transmission. On October 12, 2020, the California Department of Justice issued a bulletin requiring all law enforcement and criminal justice agencies to limit access of certain Criminal Justice Information (CJI) and Personally Identifiable Information (PII) to authorized personnel and to encrypt the transmission of such information. The process and cost of encrypting radio transmission is unknown at this time. The Town has until 2024 to encrypt its radio transmissions. In the meantime, the Town will use a temporary work around provided by the County Chief's Association.

#### Status as of June 30, 2021

The Town purchased and updated the dispatch center radio and equipment in FY 2019-20 and the project was completed in FY 2020-21.

#### Schedule for FY 2021-22 and Thereafter

This is an ongoing CIP program. The Body Worn Camera Project is projected to start in FY 2021-22 and be completed in FY 2022-23.

## Impact on Operation

The goal of this ongoing program is to keep operating maintenance costs low. The annual maintenance costs total \$75,000 for body worn cameras, ALPR, and in-car cameras.

## Project Funding and Spending Plan

Equipment Purchase and Repl (984)		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Funding Plan		and Prior								
General Fund (11)	PD Radio	250,000	0	0	0	0	0	0	0	250,000
General Fund (11)	PD Cameras	0	201,000	0	0	0	0	0	0	201,000
	<b>Total Funding</b>	<b>250,000</b>	<b>201,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>451,000</b>

Equipment Purchase and Repl (984)		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Spending Plan		and Prior								
	PD Radio Update	217,661	0	0	0	0	0	0	0	217,661
	PD Camera (In-Car & Body Worn)	0	201,000	0	0	0	0	0	0	201,000
	<b>Total Project Budget</b>	<b>217,661</b>	<b>201,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>418,661</b>

## Financial Software Replacement (965)

### Project Scope

The Town of Colma currently uses Eden Software provided by Tyler Technologies to record, manage and track all of the City's revenues, expenditures and financial transactions. The Eden Software product is being phased out by the vendor. It will need to be replaced with another Financial Software System prior to the end of life of the Eden Software product.

The proposed project will include the use of an Enterprise Resource Planning (ERP) Consultant (\$50,000) to assist with software needs assessment, preparation of the Request for Proposal (RFP) for the software system, conducting the RFP process and the software evaluation process. The balance of the project budget will cover the cost of the new ERP Financial System Software (\$500,000).

Features to be requested from the software vendors include the full range of City Financial System capabilities including General Ledger (GL), Accounts Receivable, Accounts Payable, Budget, Payroll, Purchasing, Accounting and Cash Management. Optional features may include Point of Sale, Cash Receipts and Business License Tax management. As part of the RFP and selection process, software vendors will be asked to provide a response to the RFP that offers both an on-site server-based system and a hosted/cloud-based system.

During the software implementation phase of the project, training will be provided to Town Staff on the operation of the software. Additional training will be provided during the first year at key milestones including fiscal year close, year end close, 1099 production, budget preparation and budget roll over to GL to ensure the success of the implementation of the new ERP Financial Software System.

### Status as of June 30, 2021

This project was deferred due to the COVID-19 pandemic.



## Schedule for FY 2021-22 and Thereafter

The Town will begin a needs assessment in the Summer of 2022. Key project milestones will include; 1. Software System Needs Assessment and RFP Development, 2. Issue RFP to Software Vendors, 3. Respond to Questions from Vendors, 4. Feature Demonstrations From Most Qualified Vendors, 5. Award of Contract by City Council, 6. Installation of Software, 7. Running New Software In Parallel With Existing Eden Software System, 8. Training Staff on Use of New Software, 9. Follow Up Training, Consulting and Software Modifications to Implement New Software System.

### Impact on Operation

During the software implementation, the workload will increase for the Finance Department. The Department may consider the use of an intern to assist in the process. Once the system is in, there may be cost-saving measures available.

### Project Funding and Spending Plan

Financial Software Rplc (965) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
General Fund (11)	0	100,000	430,000	20,000	0	0	0	0	550,000
Total Funding	0	100,000	430,000	20,000	0	0	0	0	550,000

Financial Software Rplc (965) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Consult/Contr Srvs	0	15,000	15,000	15,000	5,000	0	0	0	50,000
Software & Network	0	85,000	415,000	0	0	0	0	0	500,000
Total Project Budget	0	100,000	430,000	15,000	5,000	0	0	0	550,000

## IT Infrastructure Upgrades (986)

### Project Scope

The ongoing maintenance of computers, as well as the Town's backbone network, requires periodic upgrades to ensure that operations continue. The project includes:

- Replacement of desktop computers and other equipment.
- Technology needs in the Town Hall facility and other Town-owned facilities.
- Update software.
- Update and upgrade to servers, switches and routers.
- New switch to interconnect the Police Department and Town Hall sites.

### Status as of June 30, 2021

This Project is ongoing.

### Schedule for FY 2021-22 and Thereafter

IT and Infrastructure upgrades is an ongoing capital investment.

## Impact on Operation

This ongoing program provides timely replacement of essential technology hardware to ensure minimal impact on Town daily operation.

## Project Funding and Spending Plan

IT Infrastructure Upgrades (986) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
General Fund (11)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	350,000
Total Funding	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	350,000

IT Infrastructure Upgrades (986) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Software & Network	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	350,000
Total Project Budget	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	350,000

## Vehicle Replacement (987)

### Project Scope

This Capital Improvement Project covers the purchase of vehicles and major fleet items Town-wide. In the FY 2021-22, the Police Department will replace the patrol supervisor vehicle (Flex Fuel Tahoe, \$64k), a patrol (Hybrid Explorer, \$60k) and one detective vehicle (Honda, \$40k). The cost of these three vehicles is estimated at \$164,000, including outfitting with public safety equipment.

The Town plans to replace the Public Works Maintenance Truck in FY 2022-23 and roughly two police vehicles a year. A full assessment of the fleet replacement schedule will be completed in FY 2021-22.

### Status as of June 30, 2021

The Vehicle Replacement Project was deferred in FY 2020-21 due to the Covid 19 pandemic. The \$20,000 budget below is the carryover budget to equip the Public Works vehicle purchased near the end of FY 2019-20.

### Schedule for FY 2021-22 and Thereafter

This is an ongoing CIP project.

### Impact on Operation

The goal of this ongoing program is to keep operating maintenance costs low.

## Project Funding and Spending Plan

Vehicle Replacement (987) Funding Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Fleet Replcmnt (61)	20,000	164,000	190,000	130,000	130,000	130,000	130,000	0	894,000
Total Funding	20,000	164,000	190,000	130,000	130,000	130,000	130,000	0	894,000

Vehicle Replacement (987) Spending Plan	2020/21 and Prior	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
Police Patrol (7)	0	124,000	130,000	130,000	130,000	130,000	130,000	0	774,000
Police Non-Patrol (8)	0	40,000	0	0	0	0	0	0	40,000
Public Works (3 + heavy equipment)	19,973	0	60,000	0	0	0	0	0	79,973
Town Hall & Recreation (2)	0	0	0	0	0	0	0	0	0
Total Project Budget	19,973	164,000	190,000	130,000	130,000	130,000	130,000	0	893,973

## Future Projects

### Projects Funding & Spending Schedule for FY 2022- 23 through FY 2026-27

Future Project Funding Funding Plan	2022/23	2023/24	2024/25	2025/26	2026/27	Unfunded	Total
General Fund (11)	0	50,000	0	0	0	0	50,000
Total Funding	0	50,000	0	0	0	0	50,000

There is no future unfunded portion estimated for either of the projects listed above.

## Parking Permit Software (981)

### Project Scope:

This project will include the hiring of a consultant and deployment of a software solution that will manage the Town's parking permit program. Features will include:

- Parking permit database management system.
- Parking permit record keeping.
- Online user capabilities.
- Online distribution of guest parking permits.
- Mobile parking enforcement solutions.

### Status as of June 30, 2021:

This Project was deferred due to the Covid 19 pandemic.

**Schedule for FY 2021-22 and Thereafter**

To be determined.

**Impact on Operation**

The project will reduce labor hours in maintaining and issuing parking permits and will add an annual licensing cost to the Police Department budget.

## Closed Projects

No active projects scheduled to close by June 30, 2021.



◀ Previous

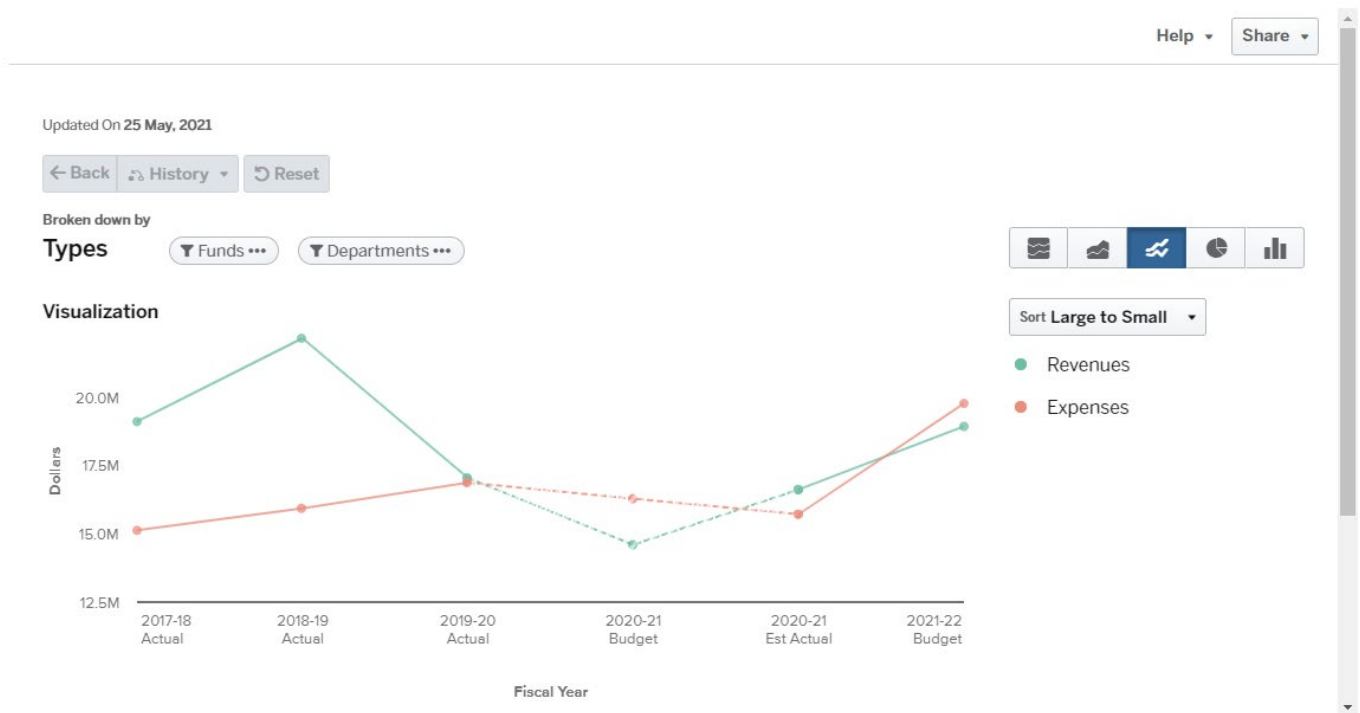
( Table of Contents )

Next ▶

This section of the Budget provides additional analysis based on historical trends and a projection of future revenues and expenditures. Included are schedules showing five years of actual revenues and expenditures data for all funds. The General Fund comprises the most significant component of the Town's financial base. A five-year General Fund projection was prepared. The projection is a high-level forecast that can be used as a financial planning tool.

## Historical Revenue and Expenditures (All Funds)

The expenditures (expenses) shown below consists of only operating expenditures, including debt service. Overall, the Town has successfully maintained its operating expenditures, plus debt service, below the annual revenues. Even in the midst of the Covid-19 pandemic, the Town managed to come below the operating budget of \$16.3 million by \$570,000, projecting to end the year at \$15.7 million. In addition to not filling key vacant positions and deferring spending during the year, the Town also received \$2.0 million more in revenues than expected because of the Wayfair decision as discussed in the [Budget Overview](#) section.



## Data

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
► Revenues	\$ 19,127,607	\$ 22,190,350	\$ 17,059,299	\$ 14,606,059	\$ 16,632,136	\$ 18,777,690
► Expenses	15,135,730	15,943,621	16,890,226	16,297,975	15,727,857	19,903,793
Revenues Less Expenses	\$ 3,991,876	\$ 6,246,729	\$ 169,073	\$ -1,691,915	\$ 904,278	\$ -1,126,104

## General Fund Revenue &amp; Expenditure Trend (including transfers)

Help ▾ Share ▾

Updated On 25 May, 2021

[← Back](#)
[History ▾](#)
[Reset](#)

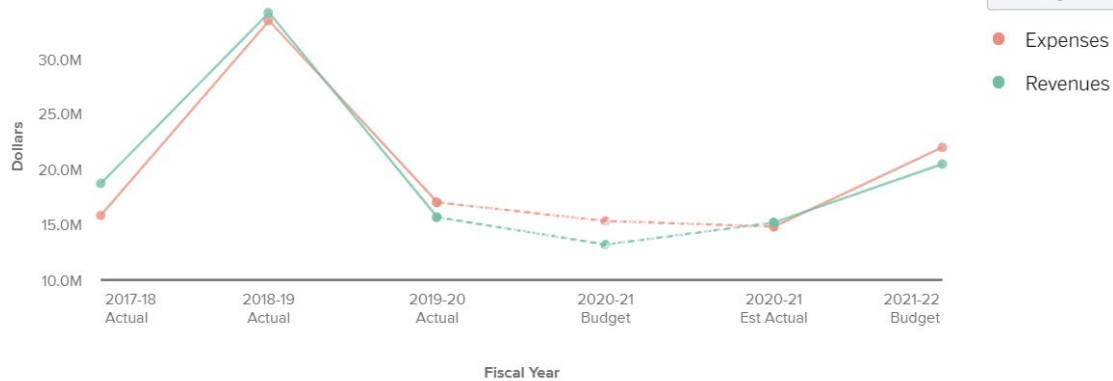
Broken down by

Types

 General Fund


Sort Large to Small ▾

## Visualization



## Data

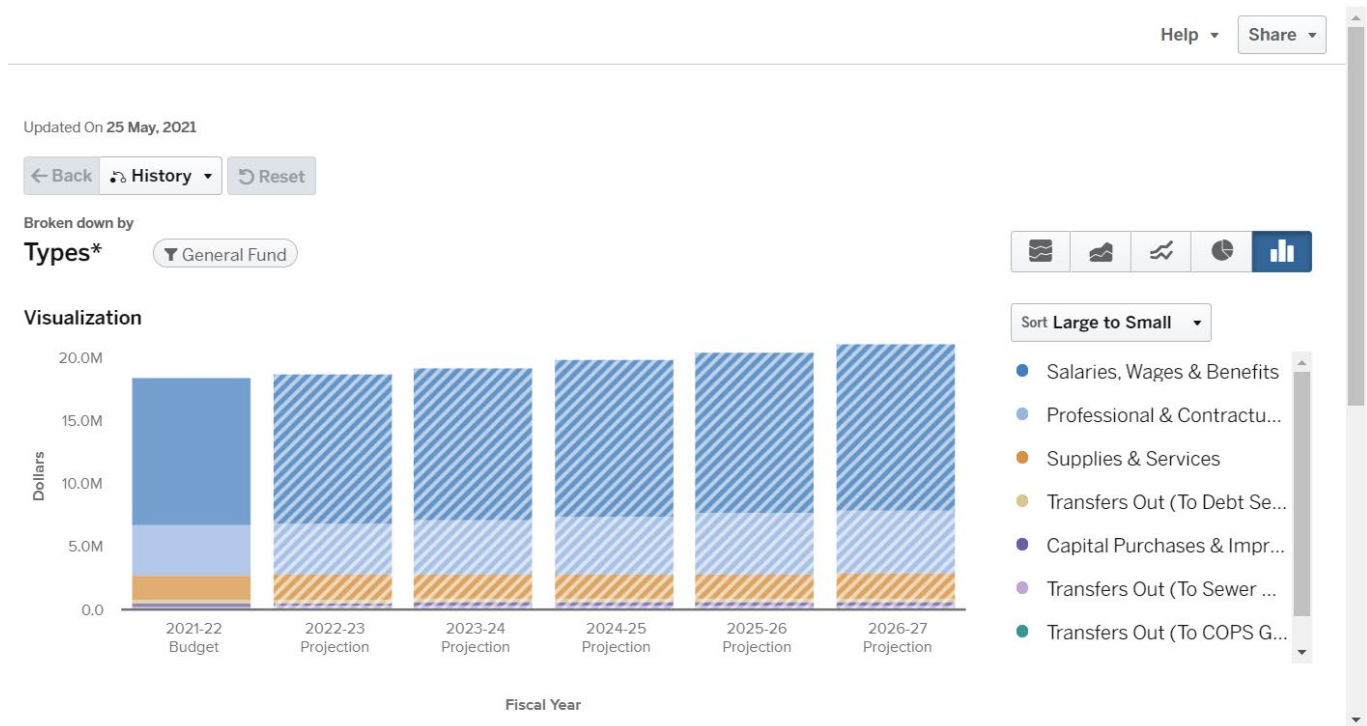
Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Est Actual	2021-22 Budget
► Revenues	\$ 18,745,552	\$ 18,394,614	\$ 15,638,109	\$ 13,208,374	\$ 15,216,314	\$ 17,531,264
► Transfers In	29,499	15,900,000	65,000	0	0	6,000,000
► Expenses	14,682,852	14,336,497	15,275,872	14,657,726	14,120,599	18,088,721
► Transfers Out	1,183,819	19,232,053	1,776,084	698,670	723,381	7,599,806
Revenues Less Expenses	\$ 2,908,380	\$ 726,063	\$ -1,348,847	\$ -2,148,022	\$ 372,334	\$ -2,157,263

## General Fund Forecast and Assumptions

To understand the potential financial challenges to the Town in the next five years, this section of the budget will focus on the General Fund. General Fund represents 85 percent of total Town operations and subsidizes the Sewer Funds and Capital Improvement Funds. Additionally, this section is organized to show the financial impact of status quo and potential solutions. These solutions will require further analysis and City Council authorization.

### General Fund Expenditure Forecast

- **Salaries, wages & benefits** is the largest expenditure category for the General Fund. This expenditure category includes contributions to address future unfunded liabilities as they are related to OPEB, pension, and accrued leave payout at separation (retirement and voluntary separation). The five-year projection builds in a 3% escalation for salaries and wages and 5% escalation for other benefits. The 3% escalation for salaries and wages does not include COLA adjustment but rather reflects step increase resulted from positive performance evaluation.
- **Professional & Contractual Service** and **Supplies & Services** categories are the next largest categories in the General Fund. The projection applies a 3% or 5% escalation depending on the nature of the services.



### General Fund Revenue & Expenditure Forecast (including operating transfers)

Adding revenues to the discussion, the projection below shows the gap between the expenditure and revenue lines widen over time. Note, this is assuming no changes to revenue streams or operating structure.

Updated On 25 May, 2021

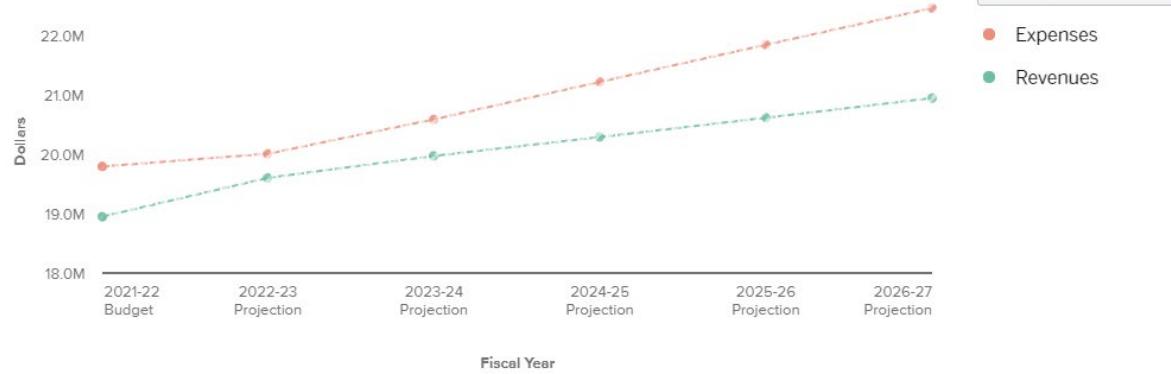
← Back History ▾ Reset

Broken down by

Types Funds ▾ Departments ▾

Table Area Line Pie Bar

Visualization



Data

Expand All	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
▶ Revenues	\$ 18,951,385	\$ 19,607,251	\$ 19,977,165	\$ 20,294,762	\$ 20,620,808	\$ 20,952,765
▶ Expenses	19,797,793	20,013,749	20,594,467	21,227,246	21,853,459	22,470,066
Revenues Less Expenses	\$ -846,409	\$ -406,499	\$ -617,303	\$ -932,484	\$ -1,232,651	\$ -1,517,301

## Potential Options to Mitigate Insolvency

The Town has been vigilant in the last few years in preparing for the next economic downturn. Changes made include funding of OPEB and pension trust above the pay-as-you-go level, setting aside funds for capital improvements to avoid rising construction costs from deferred maintenance and improvements, working closely with local businesses to promote economic development, completing a user fee study which raised permit fees, and successfully passed a voter-approved Transient Occupancy Tax (TOT). Contributions to the 115 Trust funds and capital improvement funds can be used as part of the budget stabilization strategy to free up General Fund revenues for other essential Town services and operations. The new permit fees are accounted for in the projections, above. The TOT was established in preparation for when a hotel/motel is developed in Town.

Additionally, the 2020-22 Strategic Plan (adopted prior to the start of the Covid-19 pandemic) includes a plan to diversify revenue sources and promote economic development. The FY 2021-22 Budget included appropriation to engage consultants in these matters.



## COST CONTAINMENT AND REDUCTION

In addition to revenue measures, cost containment and reduction measures are considered. Below is a list of potential cost reduction measures:

- **Salary & Wages.** The Town is currently at the final year of the 3 year labor contract, which included a "reopener" clause in the event the Town faces a operating deficit in FY 2021-22. The FY 2021-22 budget shows a Town-wide operating deficit and assumes the last two COLA adjustment are not implemented. However, it is still very challenging to attract and retain qualified employees in the greater Bay Area/Silicon Valley. The Town will need to balance pay increases to attract and retain qualified individuals and the related operating cost. A potential solution is restructuring the organizational chart.
- **Pension & OPEB.** The Town may decide to "pay as you go" for both Pension and OPEB. However, this measure will handicap the Town in meeting its future unfunded liabilities.
- **Supplies and Contractual Services.** Colma contracts out permit processing services, facilities and landscape maintenance, and insurance. For the most part, there is a minimal contingency budget in this category. The Town may reduce the annual budget to be \$100,000 less than the projection but it may impact processing time and facility maintenance and minor repairs may be deferred.
- **Capital Improvement Fund Contribution.** The Town may limit the maximum General Fund transfer of \$500,000 per year to Capital Improvement Fund (31) through FY 2026-27 and zero transfers thereafter.
- **Parking Enforcement Program.** Once the Grant Reserve fund is depleted, projected for FY 2022-23, the Town's parking enforcement program may need to be altered to avoid General Fund Subsidy.
- **Sewer Operation and Capital Funds.** The above projections assume a General Fund subsidy of \$150,000 to \$200,000 per year to subsidize the sewer operation, plus capital improvements. To eliminate the General Fund subsidy, the Sewer Funds can be fully self-funded and an increase in sewer fees will be required. The fees will have to be established as part of a Sewer Fee Study and complete the Proposition 218 process.
- **Vehicle Purchase (Capital Outlay).** The FY 2021-22 Budget includes an annual Departmental Budget transfer of \$250,000 to the Fleet Replacement Fund (61) to meet vehicle the replacement schedule. In future years, we may have to delay vehicle replacement and reduce the annual contribution.
- **Budget Stabilization Reserve.** To keep Unassigned General Fund in the black, Budget Stabilization may need to remain at \$12.0 million, despite the Town's reserve policy to set aside 100 percent of the prior year's operating budget as Budget Stabilization.

## Next Step

Closely monitoring revenues and expenditures and completing the revenue initiative and economic development projects in the 2020-2022 Strategic Plan will be an important part of the strategy to bridge the revenue and expenditure gap.

Other measures to consider include making supplemental contributions to CalPERS directly during the next economic downturn to reduce the overall pension liability, looking at the benefit of leasing the Town fleet, rather than purchase, negotiating shared medical premium cost with employees, considering new revenue measures, increasing rental income, changing the Town's investment portfolio, and investing in the Town's business community and business corridors to enhance or prolong economic viability within Town.

## Financial Summaries

The tables and charts below include financial summaries for all Town funds by Fund Categories: General Funds, Special Revenues and Debt Service Funds, Capital Improvement Funds, Internal Service Fund, and Enterprise Funds.

# General Fund (11, 12, 19)

Help Share

Updated On 25 May, 2021

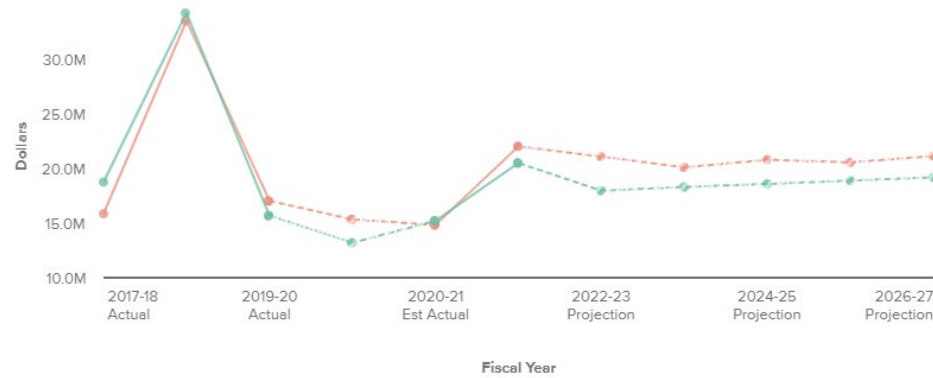
Back History Reset

Broken down by

Types General Fund Departments

Table Bar Chart Line Pie

## Visualization



Download Help Share

Updated On 3 Jun, 2021

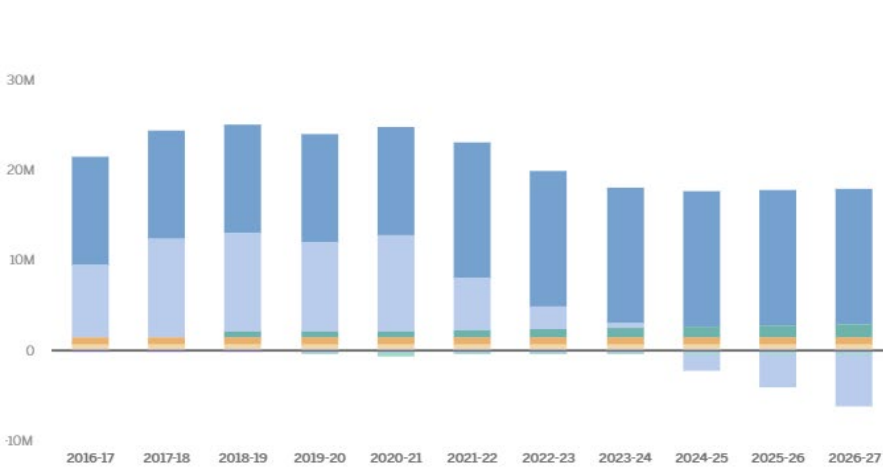
Search in table Search Showing 176 rows

Back Reset

Broken down by

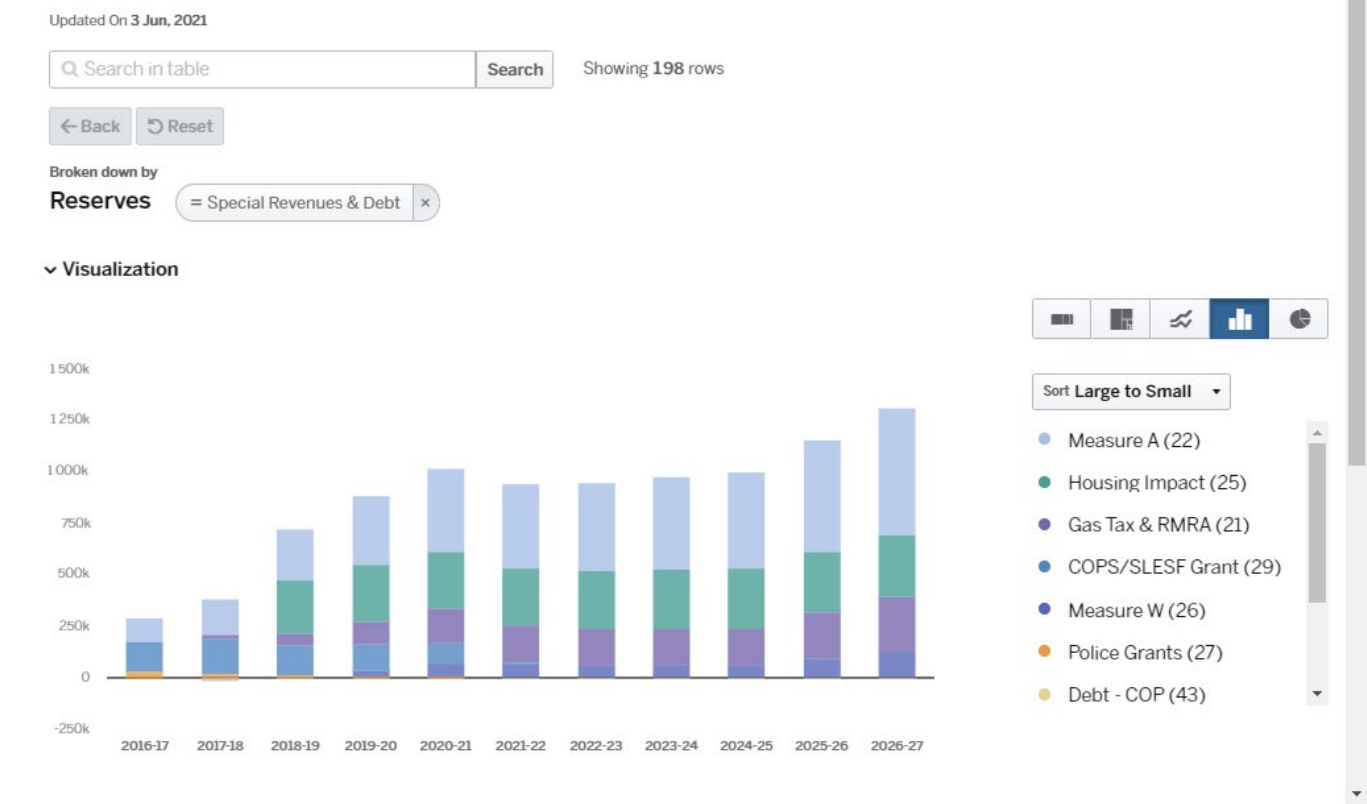
Reserves General Fund

## Visualization



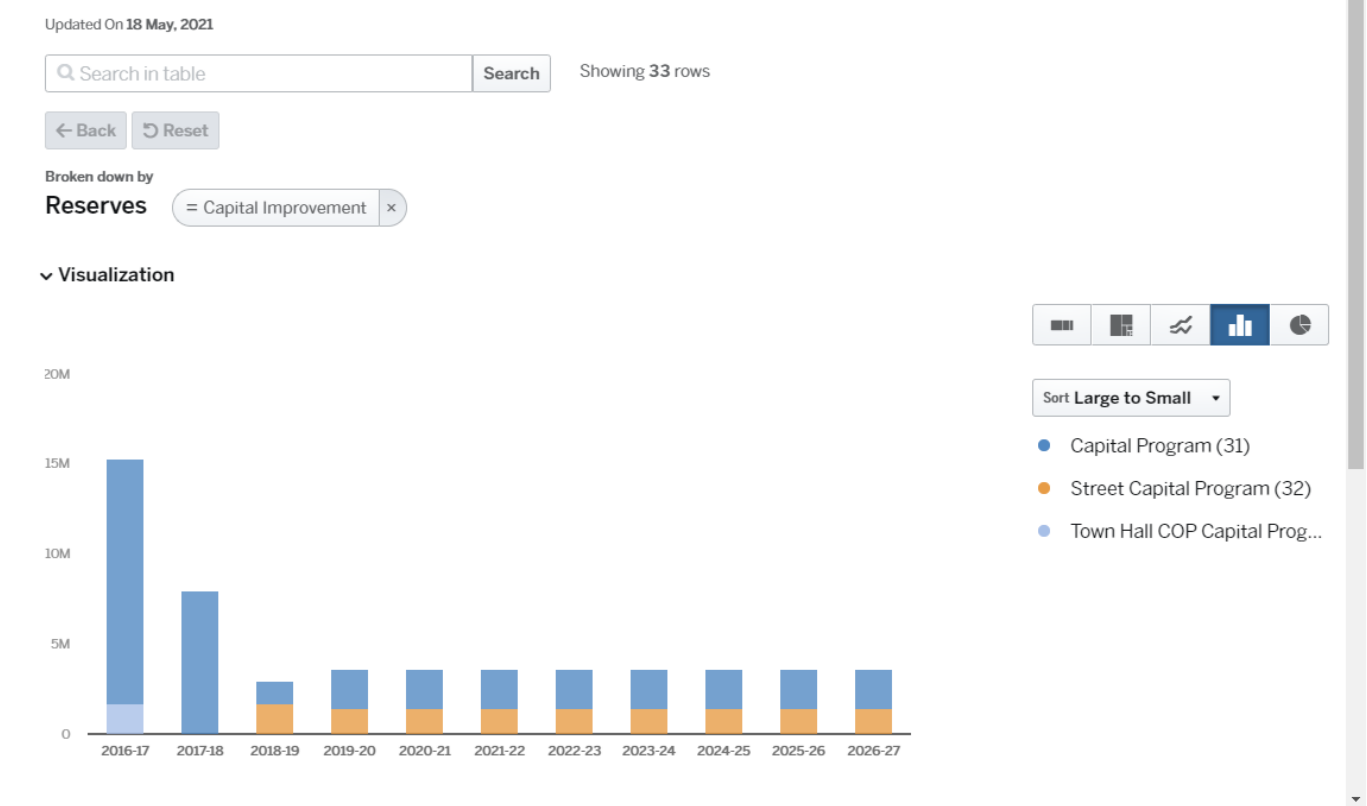
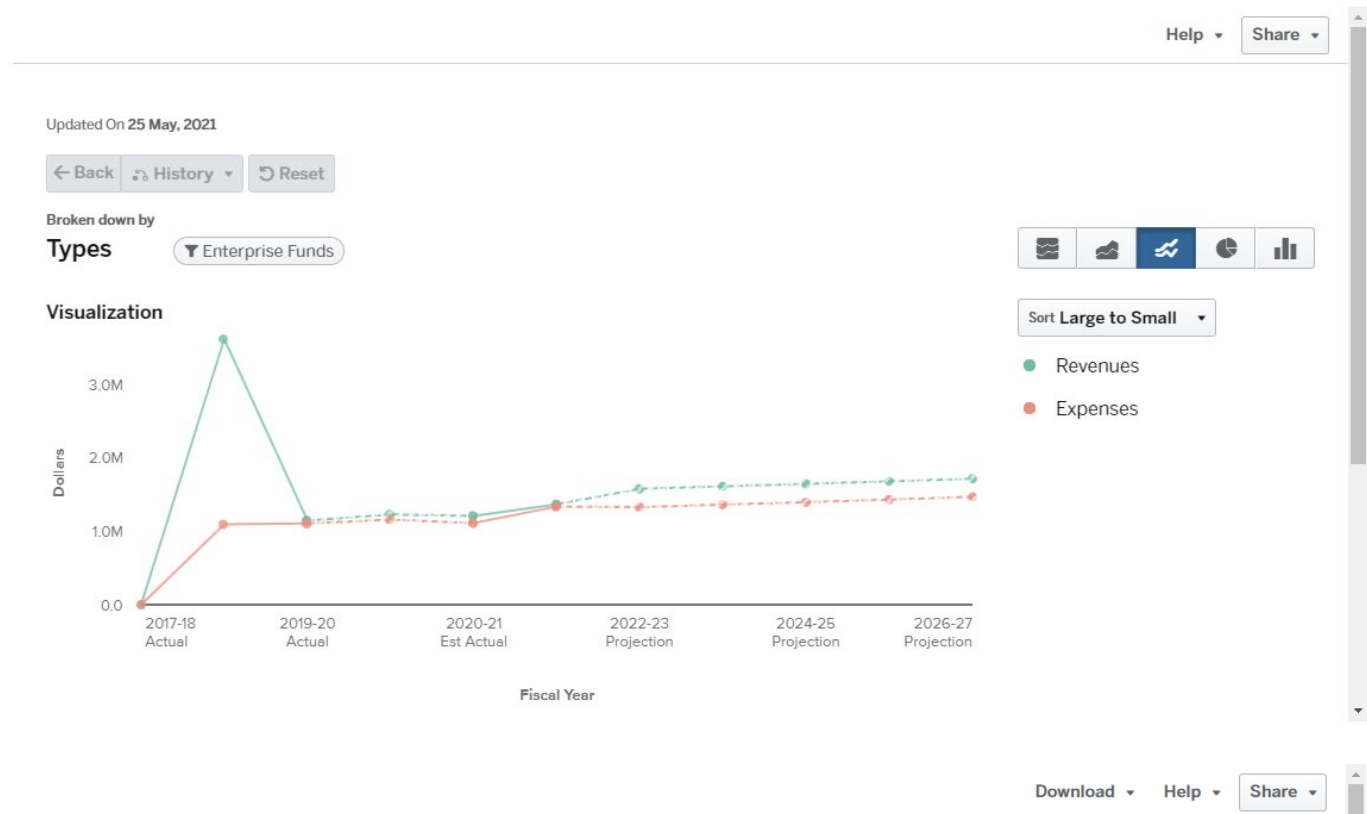
## Special Revenue and Debt Funds

Funds include Gas Tax (21), Measure A (22), Transportation Grant (23), Park in-Lieu (24), Housing Impact (25), Measure W (26), Police Grants (27), Citizens' Option for Public Safety (29), and Certificate of Participation – Debt (43).



## Capital Improvement Funds

Funds include Capital Improvement Fund (31), Street Capital Fund (32). Fund 31 also reserves as the general Capital Reserve fund. Capital program in Vehicle Replacement Fund (61), Sewer Capital Fund (82) and City Property Fund (83) funds are not included in the tables and charts below.



# Internal Service Fund

Help ▾ Share ▾

Updated On 25 May, 2021

← Back History ▾ Reset

Broken down by

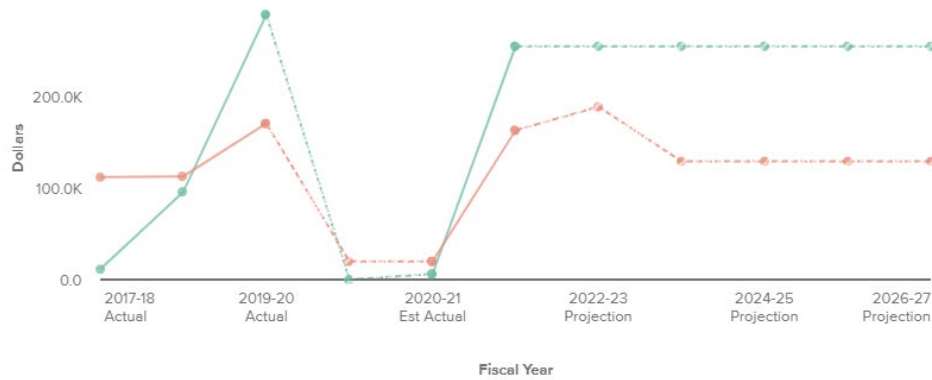
Types

▼ 61 - Fleet Replacement ISF



Visualization

Sort Large to Small ▾



- Revenues
- Expenses

Download ▾ Help ▾ Share ▾

Updated On 3 Jun, 2021

Search in table Search Showing 22 rows

← Back Reset

Broken down by

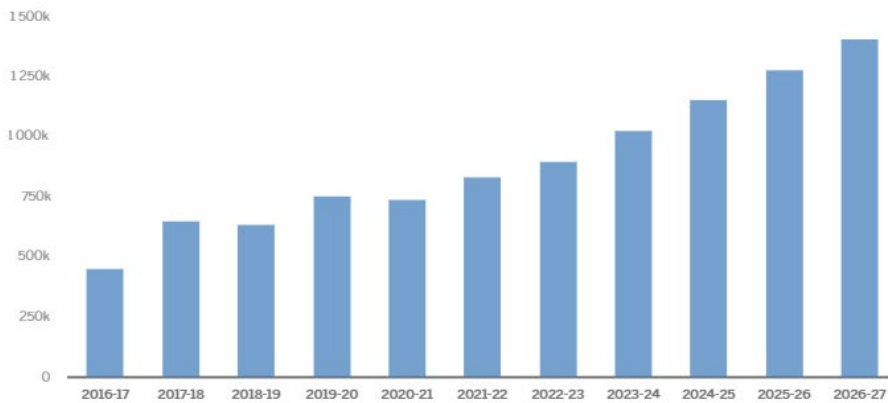
Reserves

= Internal Service x

Visualization



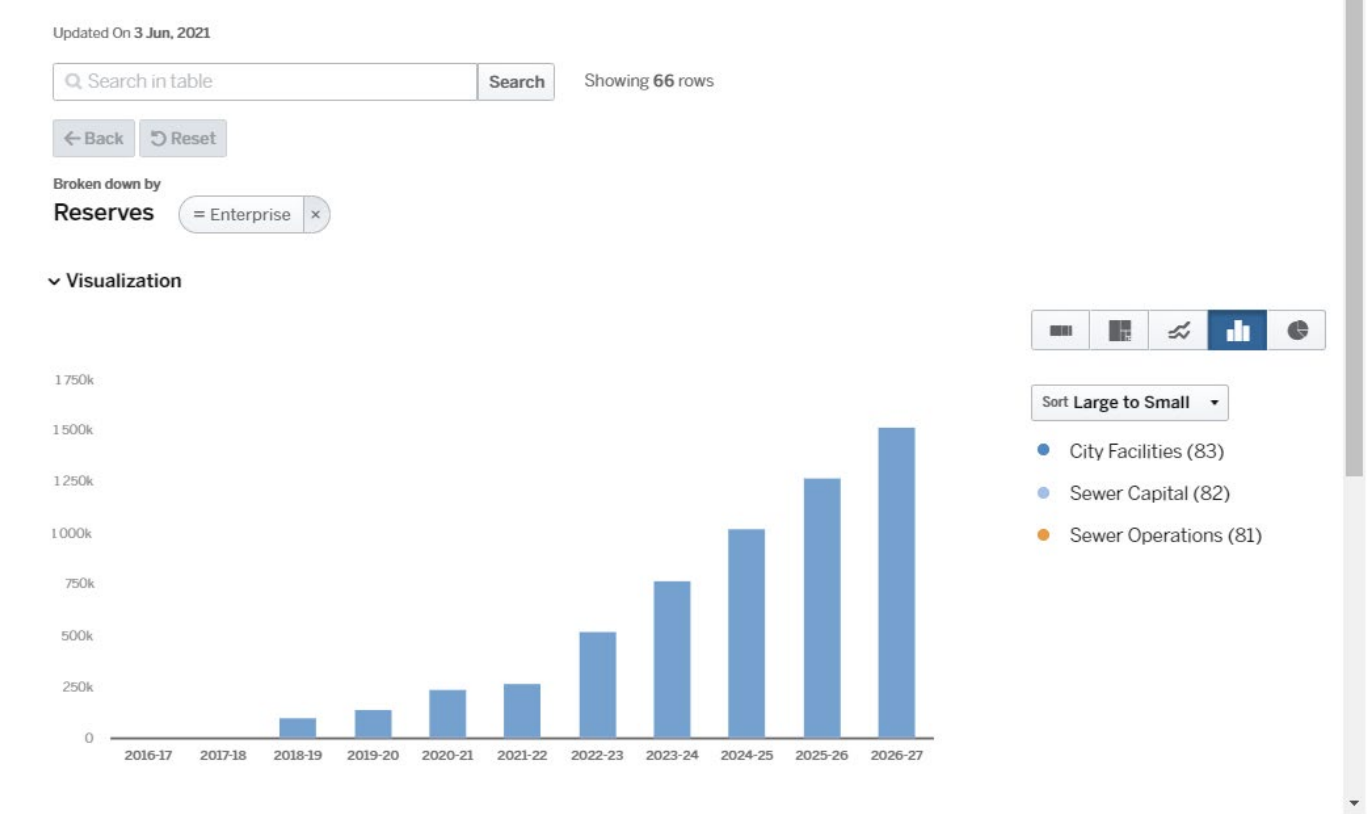
Sort Large to Small ▾



- Fleet Replacement (61)

## Enterprise Funds

Funds include Sewer Operation (81) and Capital (82) and City Property (83).





◀ Previous

( Table of Contents )

Town Website ▶

## Appropriation Limit

California voters approved propositions, amending the State Constitution, which requires that the annual Town budget include a calculation of the Appropriations Limit, sometimes referred to as the Gann Limit. This requirement was imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990).

The requirement imposes a restriction on the amount of governmental revenue, which may be appropriated in any fiscal year. The Appropriations Limit was first based on actual appropriations during the base year (1986-87), and it can be increased each year based on a specific formula and specified growth factors. The Appropriations Limit does not apply to all funds. It only applies to funds that are “proceeds of taxes.”

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

### Selection of Optional Factors

1. Change in Population (Town of Colma vs. San Mateo County)
  1. Town of Colma had a population of 1,678 on 1/1/2020 and 1,659 on 1/1/2021, a decrease of 1.13%
  2. County of San Mateo had a population of 770,925 on 1/1/2020 and 765,113 on 1/1/2021, a decrease of 0.75%
2. Change in State per capita Personal Income vs. Colma Non-Residential Building Construction
  1. Change in State Per Capital Personal Income was 5.73%
  2. Change in Colma Non-Residential Assessed Valuation was not available.

For the Fiscal Year 2021-22 calculation, the Town selected the County’s population growth rate of 0.75% and the change in the State Per Capita Income of 5.73%.

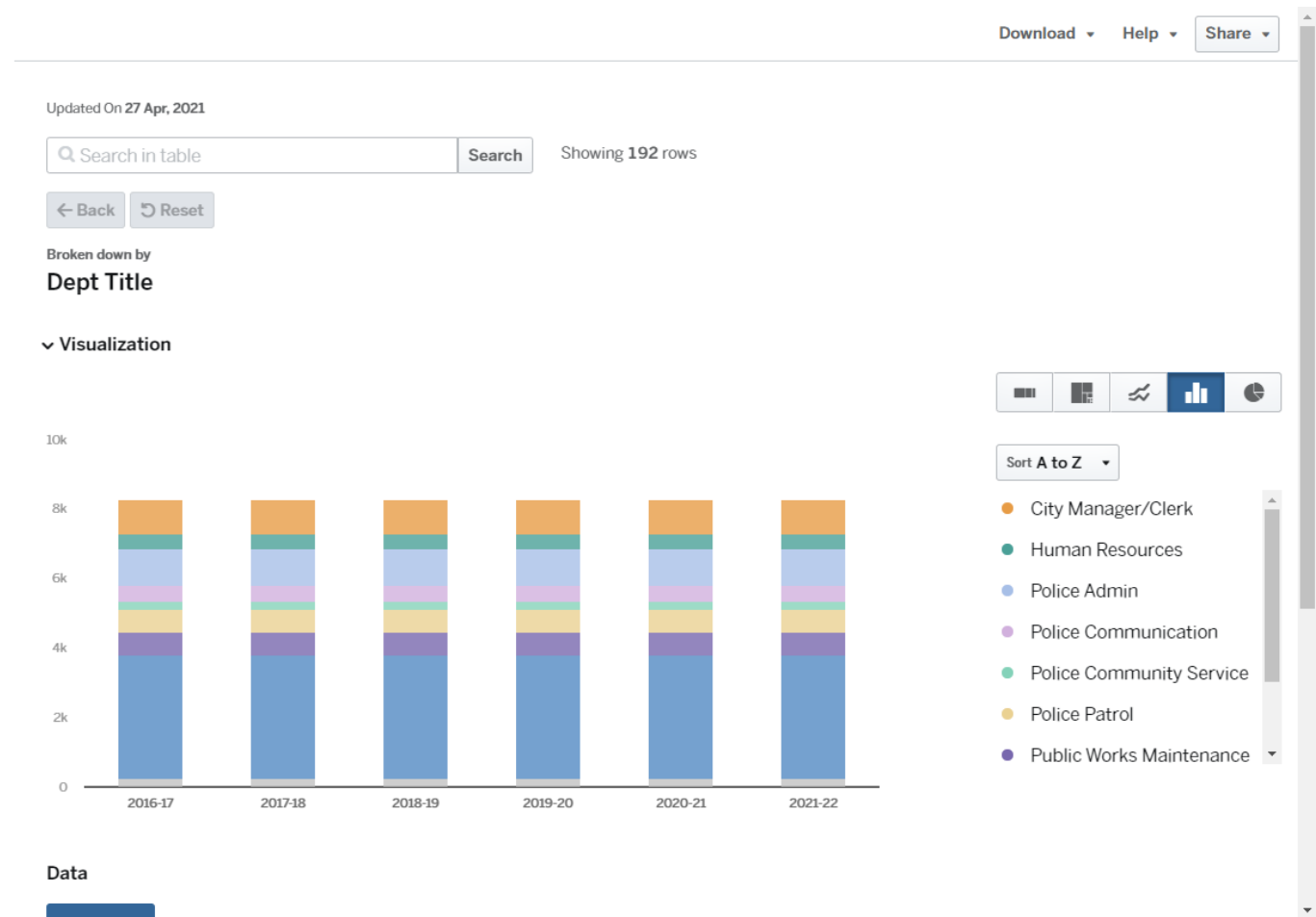
### Appropriation Limit Calculation 2021-22

Population Change (San Mateo Co.)	0.992	$((-0.75+100)/100 = 0.9925)$
State Per Capita Personal Income	1.057	$((5.73+100)/100 = 1.0573)$
Calculation of Factor for 2021-22	1.049	$1.0573 \times 0.9925 = 1.049$
Prior Year Appropriation Limit (2020-21)	\$ 54,582,281	
Appropriation Limit 2021-22	\$ 57,274,771	$54,582,281 \times 1.049 = 57,274,771$

The 2021-22 Appropriations subject to the limit (“Proceeds of Taxes”) total \$16,367,042, which means the Town is \$40,907,730 below the authorized limit.

# Staffing List

The data is available beneath the bar charts. Use the scroll bar to the right to move to the table.



## Description of Funds

### Fund Type: General Fund

#### General Fund (11)

For the purpose of tracking funding and cost of ongoing operation and unrestricted revenues. The expenditure and use of General Funds are discretionary after appropriation by the City Council to the extent there are no local policies or laws that impose any special conditions.

#### General Fund Reserves (12)

For the purpose of segregating committed reserve funds approved by the City Council in the Town Budget.

#### Emergency Operation (19)

For the purpose of tracking emergency operation.

### Fund Type: Special Revenues



**Gas Tax (21)**

For the purpose of receiving gas tax collected and distributed by the State of California. Gas Tax Fund is designated for ongoing traffic signal and street lighting contract services as well as street capital projects as authorized by the gas tax requirement.

**Measure A (22)**

For the purpose of receiving Measure A collected and distributed by the San Mateo County Transportation Authority. This is a county-wide voter-approved sales tax measure designed to improve transit and relieve traffic congestion. A portion of the Measure A funds are distributed directly to cities on a per-capita basis and the use is limited to eligible street capital improvements.

**Transportation Grant (23)**

For the purpose of recording various Federal, State and county grants for major bikeway, pedestrian, and roadway capital improvement projects. Grants are generally reimbursable in nature and require the Town to pay the contract cost, first.

**Parks in Lieu (24)**

For the purpose of receiving Parks in Lieu fees and disbursing funds for Town parks and recreational facilities.

**Housing Impact Fees (25)**

For the purpose of receiving Housing Impact fees paid by developers and disbursing funds for affordable housing purposes.

**Measure W (26)**

For the purpose of receiving Measure W collected and distributed by the San Mateo County Transportation Authority. This is a county-wide voter-approved sales tax measure designed to improve transit and relieve traffic congestion. A portion of the Measure W funds are distributed directly to cities on a per-capita basis and the use is limited to eligible street capital improvements.

**Public Safety Grants (27)**

For the purpose of revenue associated with one-time or limited-term Police grants that have restricted uses. This includes a distribution associated with State criminal justice realignment funds. Other one-time Police-related grants are also accounted for in this fund. The Public Safety Grants Fund is designated by the Town as Fund #27. Expenditures from this fund will finance the majority of costs associated with specialized Police training and homeless outreach services.

**COPS Grant (29)**

For the purpose of revenue associated with Police grants that have restricted uses and may be on-going. This includes an annual State distribution from the Supplemental Law Enforcement Services Fund (SLESF), which must be used for front-line law enforcement activities. Expenditures from this fund will finance the majority of costs associated with the Police - Community Services Division including a Community Services Officer (CSO) position.

**Fund Type: Capital****Capital Improvement (31)**

For the purpose of tracking the funding and cost of capital improvement projects that are not related to improvements to streets (Fund 32), sewer (Fund 82), Verano property (Fund 83), and Creekside Villas property (Fund 83).

**Street Capital (32)**

For the purpose of tracking the funding and cost of Street Capital Improvement Projects

**Fund Type: Debt****COPS Debt Services (43)**

For the purpose of tracking the payment of interest and principal associated with the 2015 Town Hall Campus Renovation COP and related administrative expenses. This is the only debt the Town currently has outstanding.

**Fund Type: Internal Services****Vehicle/Fleet Replacement (61)**

For the purpose of accumulated funds over time to provide for the replacement of the Town fleet used by Police, Public Works, Recreation and Administration. Annual charges based on the usable life and cost of vehicles and the public works fleet are recorded as expenses within the operating departments. The future replacement of these vehicles and the fleet is financed from reserves accumulated in this fund.

**Fund Type: Trust****OPEB Trust (71)**

For the purpose of tracking funding designated to pay retiree medical and dental cost and related investment returns.

**Pension Trust (72)**

For the purpose of tracking funding designated to pay retiree pension cost and related investment returns.

**Fund Type: Enterprise****Sewer Operating (81)**

For the purpose of tracking the operating and maintenance cost of the Town's Sewer System and to streamline quarterly and annual compliance reporting

**Sewer Capital (82)**

For the purpose of tracking the funding and cost of Sewer Capital Improvement project, and to establish the sewer system needs of the Town.

**City Properties (83)**

For the purpose of tracking the lease and rental of City properties, expenses for the maintenance of City properties, and depreciation.

**Financial Policies**

The Town of Colma's Policies are online and adopted as part of the Colma Administrative Code. Below is a list of policies that pertains to finance, directly.

Colma Administrative Code 4.01: Budget Procedures and Reserve Policies

<https://www.colma.ca.gov/documents/cac-4-01-budget-procedures-reserve-policy/>

Colma Administrative Code 4.02: Investment Policy

<https://www.colma.ca.gov/documents/cac-4-02-investment-policy/>

Colma Administrative Code 4.03: Grants & Donations

<https://www.colma.ca.gov/documents/cac-4-03-grants-donations/>

Colma Administrative Code 4.04: Banking Authority

<https://www.colma.ca.gov/documents/chapter-4-04-banking-authority/>

## Glossary of Terms

### A

**AB** - Assembly Bill.

**ABAG** - Association of Bay Area Governments.

**ABC** - Alcoholic Beverage Control.

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

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

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

**ADA** - See Americans with Disabilities Act.

**ADC** - Actuarially Determined Contribution. Minimum annual contribution, as determined based on actuarial assumptions, to pay off OPEB or Pension liabilities.

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

**Ad-valorem** - According to value.

**Amended Budget** - An adopted budget, after it has been changed (or adjusted) by the City Council. An example of an amended budget is when the City Council adopts changes in expenses and revenues of a specific item or project or a series of items and projects during the Mid-Year Budget process. (See Budget Adjustment)

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

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

**Appropriation Limit (Gann Limit)** - A mandated calculation of how much the Town is allowed to expend in one fiscal year. It is mandated on government agencies within California by Article XIII B of the California Constitution. The amount of appropriation subject to the limit is the budgeted proceeds of taxes. Some examples of proceeds of taxes are sales and property taxes. The total of these budgeted revenues cannot exceed the total appropriations limit.

Annually, local governments may increase the appropriations limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

**APWA** - American Public Works Association.

**ARC** - Actuarial Required Contribution. The term changed to Actuarially Determined Contribution, per GASB 75.

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

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

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

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

## B

**BAAQMD** - Bay Area Air Quality Management District.

**Balanced Budget** - A balanced budget exists when the total projected inflow of resources is equal to, or greater than, the total projected outflow of resources. The inflow of resources includes current year revenues, future grant receivable, and use of reserves as approved by City Council.

**BART** - Bay Area Rapid Transit.

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

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

**BCDC** - Bay Conservation and Development Commission.

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

**Benefits** - See Fringe Benefits.

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

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

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

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

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

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

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

**Budgeted Capital Project** - Existing or new Capital Projects that have funding available in the current fiscal year. Work on these projects will continue during this year's budget.

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

## C

**C/CAG** - City/County Association of Governments of San Mateo County.

**CAD/RMS** - Computer Aided Dispatch and Records Management System.

**CAFR** - Comprehensive Annual Financial Report.

**Cal BIG** - California Building Inspection Group.

**CALBO** - California Building Officials.

**CalPERS** - See PERS.

**CAP** - Climate Action Plan.

**CAPE (General Government)** – Community Action Plan for Emergencies (Colma’s CERT Program).

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

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

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

**Capital Project** - All related expenditures for a public improvement project.

**Capital Project Fund** - Resources transferred from the General Fund to complete a capital improvement project.

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

**CASp** - Certified Access Specialist.

**CAT** - Community Action Teams.

**CEQA** - California Environmental Quality Act.

**CERT** - Community Emergency Response Team.

**Certificates of Participation (COPs)** - A method of raising funds collateralized by leases between a lessor and a government agency. Payments are funded with annual appropriations made by the government agency (in this case the Town) to the lessor. COPs are typically used for capital leases for large projects where the financing amount exceeds several million dollars.

**Charges for Service** - See Fees.

**CIP** - See Capital Improvement Program.

**Climate Action Plan** - A Climate Action Plan or a CAP is a detailed and strategic framework for measuring, planning, and reducing Greenhouse Gas (GHG) emissions and related climatic impacts. Climate Action Plans include an inventory of existing GHG emissions, reduction goals or targets, and prioritized measures and programs to reduce GHG emissions and climate impacts to target levels set by the City Council.

**Closed Capital Project** - Capital Projects that have been completed or closed out. These projects will only appear in future Capital Improvement Budgets if they have project expenditures during the prior three years.

**COLA** - See Cost of Living Adjustment.

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

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

**Consultants** - Outside individuals who provide advice or services.

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

**COP Town Hall Fund** - Project expenses which were financed by Certificate of Participation (COP) debt financing.

**COPs** - (debt) Certificates of Participation.

**COPS** - (grant) Citizens Option for Public Safety. See Supplemental Law Enforcement Services Fund.

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

**Cost of Living Adjustment (COLA)** - A scheduled percentage adjustment to wages, which is based upon the terms of labor agreements as approved by an action of the City Council.

**Cost of Services** - Payments made by customers for publicly provided services that benefit specific individuals and exhibit "public good" characteristics. They include fees such as recreation fees, building permit fees and planning fees.

**CPI** - Consumer Price Index.

**CPOA** - California Peace Officers' Association.

**CPR** - Cardiopulmonary Resuscitation.

**CPRS** - California Park and Recreation Society.

**CPUC** - California Public Utilities Commission.

**CSMFO** - California Society of Municipal Financial Officers.

**CSO** - Community Service Officer.

## D

**Debt Service** - Actual cost of interest and principal on debt.

**Debt Service Fund** - A fund established for the payment of principal and interest on debt other than payable exclusively from special assessments.

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

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

**Department Description** - A list of the typical activities of programs.

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

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

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

**DUI** - Driving Under the Influence.

## E

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

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

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

**EOC** - Emergency Operations Center.

**ERAF** - Educational Revenue Augmentation Fund. A shift of property tax revenue from local agencies (cities, counties, special districts) to the State.

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

## F

**FBI** - Federal Bureau of Investigation.

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

**FEMA** - Federal Emergency Management Agency.

**FF&E** - Furniture, Fixtures and Equipment.

**FHA** - Fair Housing Act.

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

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

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

**Fleet Replacement Fund** - An internal service fund used to accumulate funds over time to provide for the replacement of the Town fleet.

**FLSA** - Fair Labor Standards Act.

**FMLA** - Family Medical Leave Act.

**FPPC** - Fair Political Practices Commission.

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

**FTE** - See Full-Time Equivalent.

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

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

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

**Fund Balance** - The difference between fund assets and fund liabilities in a governmental or trust fund. Changes in fund balances are the result of the difference of revenues to expenditures. When revenues exceed expenditures in a given period, fund balance increases and when expenditures exceed revenue, fund balance decreases.

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

**FY** - See Fiscal Year.

## G

**GAAP** - See Generally Accepted Accounting Principles.

**Gann Limit** - See Appropriation Limit.

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

**GASB** - See Governmental Accounting Standards Board.

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

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

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

**GASB Statement No. 68** - Improves accounting and financial reporting by state and local governments for pensions. It establishes standards for measuring and recognizing liabilities and expenditures and identifies the methods and assumptions that should be used to calculate those liabilities and expenditures.

**GASB Statement No. 75** - Improves accounting and financial reporting by state and local governments for post-employment benefits other than pensions (other post-employment benefits or OPEB) such as retiree medical and retiree dental benefits. It also improves information provided by state and local governmental employers about financial support for OPEB.

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

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

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

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

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

**GF** - See General Fund.

**GFOA** - Government Finance Officers Association.

**GHG** - Greenhouse Gas emissions.

**GIS** - Geographic Information System. A Geographic Information System (GIS) is designed to capture, store, manipulate, analyze, manage, and present all types of geographical data. It analyzes the spatial location and organizes layers of information into visualizations using maps. With this unique capability, GIS reveals deeper insights into data, such as patterns, relationships, and situations — helping city departments make better decisions and more effective use of resources.

**Goal** - An observable and measurable end result having one or more objectives to be achieved within a more or less fixed time frame.

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

**Governmental Funds** - Self-balancing sets of accounts that are maintained for governmental activities. Financial statements of governmental funds are prepared on the modified accrual basis of accounting and the current financial resource flows method of measurement focus. All of the Town's funds are in the governmental category. (See Measurement Focus)

**GP** - General Plan.

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



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

## H

**HEART** - Housing Endowment and Regional Trust.

**HOA** - Homeowners Association.

**HR** - Human Resources.

**HRA** - Human Resources Administration.

**HVAC** - Heating, Ventilation and Air Conditioning.

## I

**ICMA** - International City/County Management Association.

**Infrastructure** - All Town-owned facilities supporting the operation of the government agency. It includes streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, sewer lift stations, all government buildings and related facilities.

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

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

**IPM** - Integrated Pest Management.

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

**IT** - Information Technology.

## J

**JPA** - Joint Powers Agreement.

## L

**LAFCO** - Local Agency Formation Commission.

**LAIF** - Local Agency Investment Fund.

**LAO** - Legislative Analyst's Office.

**LCW** - Liebert Cassidy Whitmore.

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

**Long Term Debt** - Debt with a maturity of more than one year after the date of the issue.

**LTD** - Long Term Disability.

## M

**MADD** - Mothers Against Drunk Driving.

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

**Maturities** - The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

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

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

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

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

**Mid-Year Budget Review** - Annual process, which occurs in February, where staff analyzes the revenue and expenditures of the Town through the mid-point of the fiscal year (December 31st), projects the data to the end of the fiscal year (June 30th) and presents the information to Council, along with any recommended budget adjustments.

**MMANC** - Municipal Management Association of Northern California.

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

**MOU** - Memorandum of Understanding.

**MRP** - Municipal Regional Stormwater Permit.

**MTC** - Metropolitan Transportation Commission.

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

## N

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

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

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

**NorCalHR** - Northern California Municipal Human Resources Managers Group.

**NPDES** - See National Pollution Discharge Elimination System.

**NSMCD** - North San Mateo County Sanitation District.

## O

**OBF** - On-Bill Financing.

**Objectives** - Desired results of the activities of a program.

**OES** - Office of Emergency Services.

**OPEB** - Other Post-Employment Benefits.

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

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

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

**Ordinance** - A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An

ordinance has higher legal standing than a resolution. Adopted ordinances form the Municipal Code. (See Municipal Code)

## P

**PCI** - Pavement Condition Index.

**PCJPB** - Peninsula Corridor Joint Powers Board (Also known as Caltrain Board)

**PELRA** - Public Employers Labor Relations Association.

**PEMHCA** - Public Employees Medical and Hospital Care Act.

**PERS** - Public Employees Retirement System. A pension plan administered by the State of California for government agencies. (Also known as CalPERS).

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

**Personnel Expenditures** - Salaries, wages and benefits paid to employees.

**PMP** - Pavement Management Plan.

**Police Grants Fund** - Revenue associated with Police grants that have restricted uses and may be ongoing, for example, SLESF.

**POST** - Police Officer Standards and Training.

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

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

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

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

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

**PTAF** - Property Tax Assessment Fee.

**Public Employee Retirement System** - See PERS.

**Public Safety Grants Fund** - Revenue associated with one-time or limited term Police Grants that have restricted uses.

**PW** - Public Works.

## R

**Real Estate Transfer Tax** - A tax on the value of property transferred, currently levied at a rate of \$0.275 per \$500. San Mateo County collects the tax and the Town receives the revenues. Revenues are dependent on how frequently the property is transferred and on the accrued value at the time of transfer.

**Records Management System (RMS)** - A system that automates the storage of current documents and important records of the Town (documents, agendas, minutes, reports, maps and vital records) to facilitate quick and easy access to these records using software and other technologies.

**Request for Proposal (RFP)** - Part of a procurement process which is frequently associated with obtaining professional or specialized services or goods. Vendors are invited to respond with a description of services and associated costs. The agency evaluates responses to determine the response which most closely meets the stated needs in a cost-effective manner.

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

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

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

**Restricted Use Funds** - Funds designated for use for a specific purpose.

**Revenues** - Income from all sources used to pay Town expenses.

**RFP** - See Request for Proposal.

**RHNA** - Regional Housing Needs Assessment.

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

**RMS** - See Records Management System.

**ROW** - Right-Of-Way.

**RWQCB** - Regional Water Quality Control Board.

## S

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

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

**SAMCAT** - San Mateo County Telecommunications Authority.

**SamTrans** - San Mateo County Transit District.

**SB** - Senate Bill.

**Secured Taxes** - Taxes levied on real properties in the Town which are "secured" by liens on the properties.

**SFPUC** - San Francisco Public Utilities Commission.

**SLESF** - See Supplemental Law Enforcement Services Fund.

**SLPP** - State-Local Partnership Program.

**SMC** - San Mateo County.

**SMIP** - San Mateo County Investment Pool.

**Special Revenue Fund** - A fund that accounts for the use of revenues that are legally restricted to expenditures for specific purposes.

**SSAR** - Systemic Safety Analysis Report Program. A grant program established by the State Department of Transportation (Caltrans) in 2016. The purpose of this grant is to study deficiencies in a government agency's roadway network including sidewalks, bike paths, crosswalks, accessibility barriers and streetlights and recommend corrective measures to correct the problems.

**SSF** - City of South San Francisco.

**SSO** - Sanitary Sewer Overflow.

**STEP** - Saturation Traffic Enforcement Program.

**STOPP** - Stormwater Pollution Prevention Program.

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

**Strategic Planning** - A comprehensive and systematic management tool designed to help organizations assess the current environment, increase effectiveness, develop commitment to the organization's mission and achieve consensus on strategies and objectives for achieving that mission. The focus is on aligning organizational resources

to bridge the gap between present conditions and the envisioned future. The organization's objectives for a strategic plan will help determine how available resources can be tied to future goals.

**Supplemental Assessment** - An assessment of real property occurring after the real property lien date of January 1st of each year as a result of new construction or a change in ownership. The San Mateo County Assessor determines the new value of the property based on current market values, and then calculates the difference between the new value and the value set on January 1st.

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

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

**SWAT** - Special Weapons And Tactics.

## T

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

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

**TDM** - Transportation Demand Management.

**TEA** - Tax Equity Allocation.

**TLC** - Transportation for Livable Communities.

**TMA** - Training Managers Association.

**Transportation Grants Fund** - Fund used to account for one-time transportation grants awarded by Federal, State and Regional agencies, and the associated expenditures.

## U

**UBC** - Uniform Building Code.

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

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

**Unfunded Capital Project** - Capital Projects that are Town priorities but are currently without budgeted funds. Unfunded Capital Projects will be reviewed annually during the Town Budget process to see if funds are available for their design and construction and if these projects are ready to move from the Unfunded Capital Projects list to the Budgeted Capital Projects list.

**Unfunded Position** - Positions that are authorized but funding is not provided.

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

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

## W

**Way-finding** - Information systems and signage that guide people through a physical environment and enhance their understanding and experience of the area or space.

## Y

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

## Resolutions

### Budget Adoption

Will be updated after June 9, 2021

### GANN Limit

Will be updated after June 23, 2021


#### Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the document, should direct such a request to Pak Lin, Administrative Services Director, at 650-997-8300 or [pak.lin@colma.ca.gov](mailto:pak.lin@colma.ca.gov) Please allow two business days for your request to be processed.

Town of Colma

1198 El Camino Real

[Town Website](#)

 Powered by OpenGov



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Peter Ingram, Economic Development Advisor  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: June 9, 2021  
 SUBJECT: Economic Development Study Session No. 2

---

## RECOMMENDATION

Staff seeks broad direction from the City Council for advancing the Town's 2020-2022 Strategic Plan – Economic Development Program.

## EXECUTIVE SUMMARY

The purpose of this study session is to focus attention on the continuation, creation and/or re-activation [post-Covid] of economic development partnerships, programs and marketing strategies for the Town. The desired outcomes include:

- Build on still-relevant prior activities, ideas, and community outreach
- Work toward consensus on mid-term activities and actions
- Set a work plan in place for Fiscal Year 2021-22

## FISCAL IMPACT

None at this time.

## BACKGROUND

As the “Great Recession” was unfolding in 2008, the Town developed a business and public outreach plan to engage business owners and residents affected by the Town’s economic development efforts. In spring 2009, the Town held a Community Workshop and also asked local business owners, residents and Colma shoppers to participate in a survey to identify their economic needs and concerns.

In 2012 BAE Urban Economics prepared the Colma Economic Development Plan. The plan was intended to guide actions over the ensuing ten years, and laid out potential strategies in response to overall land use and urban design needs. The recommended actions identified the then-current market demand for a variety of land uses, but did not reflect land availability or associated redevelopment constraints.

The 10-year actions were:

1. Refine Town Communications Program to Retain Existing Businesses
2. Strengthen Auto Row
3. Expand and Diversify Retail and Restaurant Sectors
4. Accommodate Cardroom Expansion
5. Create Branding and Promotional Materials for Colma
6. Develop Specialty Retail/Entertainment/Dining District
7. Develop Hotel
8. Create Town Center

In August 2012, in conjunction with the development of the Colma Economic Development Plan, the Peninsula Conflict Resolution Center facilitated a community meeting about the Plan and elicited input and ideas from residents and local businesses.

In the fall of 2013 the Town's land use consultants Dyett and Bhatia provided a form-based vision for future development and growth in Colma, to gauge community sentiment about the development of identified key properties. The resulting Land Use and Urban Design Strategy was accepted in October 2014. The Strategy considered land use issues anticipated over a 20-year period and provides an innovative framework for the eminent General Plan Update. The following Guiding Principles emerged from discussions and analysis:

- A Walkable Town Center Destination
- Community Facilities and a Cohesive Open Space Scheme
- Improved Accessibility
- A Stronger Commercial Base

Taken together, these ideas establish the overall priorities for future development within the Town.

In 2014, as part of the initial drafting of the General Plan Update 2040, the Planning Department conducted a community survey on a range of land uses, six of which are linked to economic development.

In 2018, the City Council initiated a ballot initiative to establish a Transient Occupancy Tax Ordinance, setting a room rental tax rate of 12%. This tax was approved by voters in November of 2018.

In January 2020 the Serramonte Blvd. & Collins Ave. Master Plan was completed. Specific objectives identified for the Master Plan include (Partial list):

- Economic Development. Support, retain and increase commercial business activities while fostering a dynamic and sustainable business district that can respond to changing market conditions. The plan recommends office uses if auto sales uses are no longer viable.
- Land Use and Urban Design. Incorporate land use and urban design elements that sustain and enhance the function and unique identity of Serramonte Boulevard and Collins Avenue.



In March 2020 the State of California and the County of San Mateo initiated the first stay-at-home orders in response to the Covid-19 pandemic.

By the fall of 2020 staff had completed drafting the elements of the General Plan Update 2040 (with the exception of the Housing Element, which is now under way and required to be approved by the state in early 2023).

On Dec. 9, 2020 the first in a series of City Council study sessions on the draft General Plan was held, focused on the Introduction, Land Use, and Historic Resources elements. As was stated in the staff report and presentation, the updated General Plan (particularly the Land Use Element) needs to clearly articulate Colma's community vision concerning potential land uses and development for the next 20 years.

In January 2021 City Council members responded to a list of questions about economic development and the current state of the local economy, in light of the continuing Covid-19 pandemic. Council responses were captured via individual interviews with the City Manager and his economic development advisor. Broadly interpreted, the Council's collective thinking falls into two categories – and mirrors their standing Strategic Plan goal for economic development:

- Land use changes (“Placemaking”)
- Partnerships and programs (“Marketing Strategy”)

On Feb. 10, 2021 the City Council received a status update on each program of the previously approved 2020-2022 Strategic Plan. The City Manager's presentation also included newly proposed initiatives that the City Council considered as they discussed the plan update. The Council gave direction on prioritization of the programs for 2021, and whether to include the newly proposed initiatives in the update for the 2020-2022 Strategic Plan. Ultimately the City Council accepted the update as recommended, and made no changes to the economic development strategy. The Strategic Plan's stated goal for economic development is:

***“Create Placemaking and Develop Marketing Strategy”***

This two-part goal statement – and how to bring it into reality in Colma – provided the basis for a first economic development study session, which focused on Placemaking as related to the pending General Plan Update. The March 24, 2021 study session provided staff with broad direction from the Council based on the question, “What specific information will be needed by the Council to evaluate the General Plan Update's potential effectiveness in enabling robust future economic development?” In addition to setting a land use framework that encourages the development of a desirable and economically viable community, partnerships and programs will also be important to furthering the Town's economic success. Staff affirmed that a second session with the Council, ahead of the General Plan adoption would be scheduled for a focused discussion on the Partnerships and Programs / Marketing Strategy aspects of economic development.

The purpose of the two study sessions:

- Increase the focus on economic development by reviewing the Council's cumulative direction over the past eight years and the resulting, interrelated plans and strategies that must be effectively tied together and activated when the Council adopts the General Plan Update 2040 later this year;

- Commence a discussion on how to ensure that the Council's "economic development tool kit" will contain all the appropriate tools, levers and mechanisms that will be required to realize the draft General Plan's policy theme for economic development:

"Economic Development and Fiscal Sustainability: Encourage businesses and activities that will allow the Town to maintain a high standard of public services and improvements into the future."

In April and May of 2021 the Council held study sessions to review and provide direction for the preparation of the Fiscal Year 2021-22 operating and capital improvement program budgets.

## ANALYSIS

The study session will be structured as follows:

1. Recap prior workshops, outreach activities, materials, and ideas.
 

***QUESTION: Does the Council see program pieces that remain relevant and of priority today?***

  - a. 2009 - In 2008 the Town of Colma developed a business and public outreach plan to engage business owners and residents affected by the Town's economic development efforts. In spring 2009, the Town held a Community Workshop and also asked local business owners, residents and Colma shoppers to participate in a survey to identify their economic needs and concerns. Staff from the Colma Planning Department and the Colma-Daly City Chamber of Commerce interviewed local businesses for additional, more in-depth input.  
(See Attachment A – Summary of Community Workshop and Survey, July 2009)
  - b. 2012 – In August 2012, in conjunction with the development of the Colma Economic Development Plan, the Peninsula Conflict Resolution Center facilitated a community meeting.  
(See Attachment B – August 22, 2012 Meeting Notes)
  - c. 2014 – As part of the initial drafting of the General Plan Update 2040, the Planning Department conducted a community survey on a range of land uses, six of which are linked to economic development.  
(See Attachment C – Survey Results slide from prior General Plan Update study session)
2. Primary business sectors: Successes, issues, emerging trends, differing needs, and shifting priorities
  - a. Shopping centers
  - b. Auto Row dealers
  - c. Card room
  - d. Cemeteries
3. Strategic Plan/Economic Development – Relevant program goals for Q3 and Q4 of 2021
  - a. Commit resources to support expansion or relocation of businesses
    - i. 2012 Economic Development Plan – Identify targeted updates and relevance to a post-Covid economy
    - ii. Future collaboration with "Chamber 2.0"?
    - iii. In-house business development capacity – new programs
    - iv. Options
      - Partnerships?
      - Other cities – share staff resources?

- Refine strategies and narrow focus
- b. Develop branding campaign (pending Council budget decisions, funding planned for FY 2022-23)
- c. Prepare for the future of commercial real estate and retail

Staff encourages the City Council to engage in the study session presentation, ask questions, and provide feedback and preliminary direction to staff.

***Questions to prompt Council discussion include:***

1. Which legacy Town events could be reactivated in Fiscal Year 2021-22, as the effects of the pandemic subside?
  - a. Mayor, City Manager and Police Chief business walks
  - b. Town Hall patio mixers / happy hours
  - c. Business recognition luncheon
  - d. Holiday activities with shopping centers
  - e. Auto dealer lunches
  - f. Cemetery managers lunches
  - g. Business newsletter
2. What do you want to learn from other places about business recruitment & retention?
  - a. Chambers of Commerce
  - b. Commercial brokerage community
  - c. Retail businesses
  - d. Neighboring cities
3. How can we best assess businesses' short-term and mid-range needs as the pandemic is winding down?
  - a. Survey
  - b. Outreach & engagement

Time line for decisions, actions and activities across the remainder of 2021

- By June 30:
  - Complete current scope of work – economic development advisory services
  - Council's FY 2021-22 budget process completion
  - City Manager and Economic Development Advisor create work plan for FY 2021-22
  - Create budget for outside survey & outreach services
- By Fall 2021:
  - Mayor forms an ad hoc Economic Development committee for FY 2021-22
    - Purpose:
      - Create programmatic infrastructure
      - Support Council and staff in executing short and mid-term strategies
  - Council adopts General Plan update
    - Roll-out events
    - Economic Development messaging – land use audience
- By end of 2021:
  - Conclude a marketing / branding needs assessment (business survey)

## **Council Adopted Values**

Considering enabling policies for economic development is consistent with the Council value of *responsibility* because it proactively considers policy that will enhance the Town over time.

## **Sustainability Impact**

The General Plan and its policies related to economic development will promote sustainability since development will be in-fill in nature and encourage more walking, biking and transit use.

## **Alternatives**

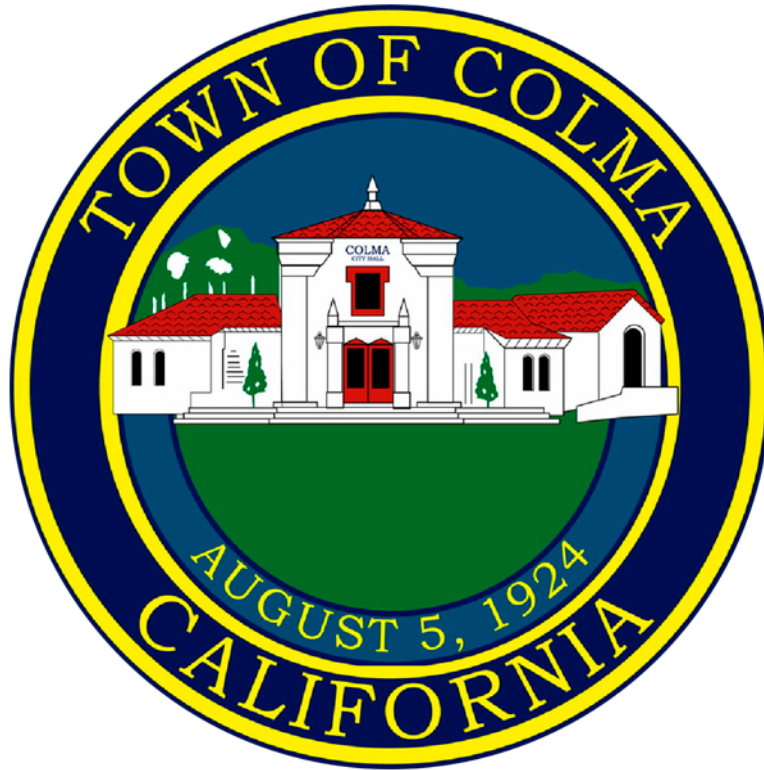
None with regard to holding this study session. However, the Council could determine in the course of discussion that alternative approaches to economic development partnerships, programs and marketing strategies for the Town are desirable for subsequent study and potential Council actions.

## **CONCLUSION**

The eminent adoption of the 2040 General Plan Update provides a unique and timely opportunity to strengthen the core foundations of long-term economic development in Colma. Taking the time now to focus on both the Town's land use tools and potential, effective partnerships and programs are affirmative actions the City Council can take on this stated strategic priority.

## **ATTACHMENTS**

- A. Summary of Community Workshop and Survey, July 2009
- B. August 22, 2012 Meeting Notes
- C. Survey Results slide from prior General Plan Update study session



# **ECONOMIC DEVELOPMENT STRATEGY**

---

***DRAFT***

*Summary of Community Workshop and Survey  
July 2009*

**Town of Colma**  
Planning Department  
1190 El Camino Real  
Colma, CA 94014

# **Draft Community Workshop and Survey Summary**

---

## **TOWN OF COLMA ECONOMIC DEVELOPMENT STRATEGY**

In 2008, the Town of Colma developed a business and public outreach plan to engage business owners and residents affected by the Town's economic development efforts.

In spring 2009, the Town held a Community Workshop and also asked local business owners, residents and Colma shoppers to participate in a survey to identify their economic needs and concerns. Staff from the Colma Planning Department and the Colma-Daly City Chamber of Commerce will interview local businesses for additional, more in-depth input, and will include a summary of the interview information in a subsequent version of this document. This draft summary describes the results of the community outreach efforts to date.

### **I. KEY FINDINGS**

In summary, the findings of both the workshop and the surveys implied the following:

- Colma has significant community assets key to economic development, including its accessibility, its pro-business Town government, and the Town's sense of pride and community.
- There are several advantages to having a business in Colma, including ample parking infrastructure, proximity to regional freeways, and a mix of both national chains and smaller local businesses
- Local businesses in Colma are currently concerned with both local and national economic issues, ranging from the vacant parcels and businesses in Colma, to Colma's mix of old and new businesses and development, to unemployment and the national credit crunch.
- Local businesses may be interested in programs that improve transportation access and infrastructure, marketing and branding campaigns, and streamlined business and development permitting.
- Colma residents and shoppers are interested in attracting new businesses to Colma; specifically neighborhood-serving uses such as a grocery store and post-office, to national discount retail chains that can generate significant sales tax revenue.

### **II. WORKSHOP**

On May 4, 2009, a Community Workshop was conducted for both residents and representatives of the local business community. The workshop was held at the Colma Community Center and approximately 25 participants attended. Approximately one third of attendees identified themselves as residents or shoppers, one third identified themselves as local business owners, and the remaining third identified themselves as



*City Planner Andrea Ouse welcomes workshop participants, discusses the need for economic development, and describes the workshop.*

belonging to both categories. Several Council Members were also present to observe but not participate in the workshop activities.

The Workshop encouraged participants to brainstorm solutions to common economic issues and describe the needs of local businesses, Colma residents and shoppers. Attendees participated in activities, led by Colma staff members, designed to generate information and ideas. Each workshop activity is described in detail below, along with each activity's key findings.

### Activity 1: Colma's Economic Future

In this activity, participants used a combination of post-it note brainstorming and discussion to answer the following questions posed by the facilitator, the answers to which are summarized below.

#### What are Colma's primary assets?

1. Accessible and safe parking.
2. Good business climate, with friendly businesses, good discount stores and lots of visitors.
3. Ease of transportation and access; Colma is located within minutes of San Francisco, BART stations and is easy to get to by freeway or by the street network.
4. Small town atmosphere with a strong sense of community.
5. Town government that is pro-business, supportive and provides for the safety of its residents through good police and fire service.
6. High levels of maintenance and good aesthetic environment; the Town is well kept, quiet and clean.
7. Benefits for residents.



*In Activity 1, participants brainstormed Colma's assets and economic priorities.*

8. Existing local businesses include a variety of shops, Target, small community stores, and good merchants.

*What should Colma's economic priorities be?*

1. Improving transportation and transportation infrastructure, such as a shuttle or plans for anticipating future traffic flow increases.
2. Supporting existing businesses to provide continuity of our existing commercial core, including auto row.
3. Streamlining the permit and approval process for new businesses and new development.
4. Identifying and courting new businesses, especially those businesses and services that Colma currently does not have (restaurants, grocery stores, etc.), businesses that would generate sales tax, and businesses that add to a vibrant mix of retail and service opportunities.

Other suggestions included developing a permanent home for the Chamber of Commerce within Colma, developing Colma into a 'Green Hub' for sustainable businesses, providing more recreational opportunities and amenities and increasing the size of Colma by annexing adjacent land.

**Activity 2: Colma's Local Business Climate**

In this activity, participants were asked to discuss and identify concerns facing local businesses as well as to define solutions to these concerns. Participants engaged in group discussions to answer the following questions. Their responses are summarized below.

*What are the primary advantages and disadvantages of locating a business in Colma?*

1. Advantages to locating a business in Colma include:
  - a. We have good 'business climate components', such as a nice retail facilities, a supportive Town government, and a family atmosphere.
  - b. Excellent freeway access to businesses.
  - c. Traffic to our national chains helps our small businesses; and our national chains have good name recognition.
  - d. Close proximity to BART.
  - e. Fairly smooth permitting processes.



- f. Parking availability.
  - g. Convenient location for businesses.
  - h. El Camino Real has name recognition.
2. Disadvantages to locating a business in Colma include:

- a. Lack of name recognition or strong and positive name recognition; Colma is only associated with cemeteries.
- b. Cemetery land use does not provide tax revenue to the Town.
- c. Cemetery traffic is not being captured by other businesses.
- d. Town provides residents with lots of benefits, but not many benefits for businesses.
- e. While the permitting process is good, it could be better.
- f. No major draw.
- g. No good pedestrian connection between Colma residences and Colma businesses.
- h. Poor signage.
- i. Poor public transportation in commercial areas.



*Notes from Activity 2  
identifying advantages and  
disadvantages.*

*What are the most pressing concerns facing local businesses today?*

- 1. Current vacancies (especially along Auto Row) and abandoned properties.
- 2. Defining the appropriate balance between old and new businesses and development.
- 3. High levels of unemployment
- 4. The current credit crunch; inability to secure loans and money.
- 5. Heavy traffic along El Camino Real; El Camino Real not being a safe and inviting place for pedestrians.
- 6. Uncontrolled lease rates.

7. Need better signage and advertising.
8. Town is too skewed towards auto uses.
9. Need more diversity in our business mix (and our retail mix specifically).

### **Activity 3: Colma's Consumer Climate**

In the third activity, participants were asked to discuss and identify the needs of shoppers as well as evaluate the Colma shopping experience. Participants used post-it note brainstorming and facilitated discussion to answer the following questions. Responses are summarized, in order of importance, below.

#### *Why do you shop where you do?*

1. Location factors that impact where we shop include:
  - a. Whether the business is closer to my home or work.
  - b. Whether or not the business is easily accessible by car and the freeway.
  - c. Whether or not the business is close to others that I want to visit.
2. Design factors that impact where we shop include:
  - a. Whether the stores are easily accessible.
  - b. Whether there is ample and safe parking.
3. Specific shops and services that impact where we shop include:
  - a. The overall store selection.
  - b. Target and Kohl's - stores with a variety of goods.
  - c. Stores that are smaller and friendlier than others.
  - d. Operating hours of specific stores.
  - e. The diversity of the stores.
4. Other factors that impact where we shop include:
  - a. Whether my patronage benefits the Town (e.g., whether my purchase will generate sales tax for Colma).

What are the advantages and disadvantages of shopping in Colma?

1. Advantages to shopping in Colma include:
  - a. It's easy to park.
  - b. The stores are less crowded than in other areas.
  - c. There is good BART/transit access.
  - d. I know the stores here.
  - e. I like the small town feel of Colma.
  - f. Colma feels safe; good police force.
  - g. Colma looks good.
  - h. The stores have good lighting and good hours.
2. Disadvantages to shopping in Colma include:
  - a. Design of shopping facilities isn't modern.
  - b. Traffic congestion.
  - c. There's no shuttle to take you between stores, and some stores are not near one another.
  - d. Colma lacks basic neighborhood services, including restaurants, grocery/produce market, pharmacy or post office.



*Far left: a staff facilitator leads participants in a discussion on consumer needs. Left: notes generating on the Colma shopping experience.*

*What actions, businesses or services would encourage you to shop in Colma more often?*

1. Farmer's market-inspired community events or festivals.
2. Grocery store, especially a health food store or "Whole Foods" type of store.
3. Kids play places - place to host parties.
4. Education or vocational services.
5. Provision of family discounts.
6. Shuttles or public transit.
7. A "Shop Colma" type marketing campaign.
8. Coffee shops.
9. Big name stores.
10. Theater.
11. A Goodwill or St. Vincent de Paul thrift store.
12. Family restaurants or fine dining establishments.

### III. SURVEY

Between March and June, Colma distributed surveys to Colma businesses and residents, and also administered surveys to non-residents shopping in Colma. The surveys were designed to solicit specific and somewhat detailed feedback on preferences, advantages/disadvantages of Colma, as well as precise information regarding issues facing businesses and consumers. The survey included multiple choice, "yes/no", and short answer type questions.

In total, 140 surveys were received, including 103 surveys from residents, 19 from Colma businesses, and 18 from non-resident shoppers. Follow-up in-person interviews with businesses are planned for late July 2009, which will provide more in-depth information gathering from the local business perspective. Once the information from the business interviews are included summarized in this document, the document will be finalized. The findings from each of the responding groups are summarized below.

## Business Owner Survey Findings

The Town received a total of 19 surveys from businesses located along Mission Road, Serramonte Boulevard, Serra Center or 280 Metro Center, El Camino Real, Collins Avenue, Colma Boulevard, Hillside Boulevard and within a residential neighborhood.

Six surveys were received from cemetery or cemetery-related businesses, 5 from auto dealerships or related businesses, 2 from personal service businesses, 4 from general retail businesses and 2 from construction related businesses.

Findings from the Business Owner Survey include:

1. When asked to identify up to 3 issues or concerns facing Colma businesses, the most common answers were **competition from other cities, businesses and industries, business attraction and recruitment, and business retention.**
2. When asked to identify up to 3 specific projects or actions that businesses would like to see in Colma, the most common answers were **fill existing vacancies, brand Colma with a specific identity or sense of place, and create a Town-wide marketing campaign.**
3. When asked to identify Colma attributes that provided advantages to Colma businesses, the most common answers were **freeway access, location and proximity to BART and SamTrans bus routes.**
4. When asked which kinds of development or uses Colma businesses would like to see in the Town, the most common answers were **restaurants, value-based or off-price retailers, and grocery stores.**
5. When asked which kinds of development or uses Colma businesses would NOT like to see in the Town, the most common answers were **value-based or off-price retailers, convenience stores, and open space.**
6. When asked 'what is the single most important thing Colma could do right now for Colma businesses', answers included:
  - a. Lower rents.
  - b. Town government could be more business friendly.
  - c. Help bring customers to Colma.
  - d. Market Colma as a necropolis - there is no other city in the US like it.
  - e. Lower taxes.
  - f. Less city government.

- g. Create a business directory on the City website.
- h. Pressure landlords to fill vacancies.
- i. City should pay for an electronic sign by the freeway to advertise businesses.
- j. Invite businesses to community events.
- k. Lower property taxes and lower lease rates.

### Resident and Shopper Survey Findings

In total, the Town received or administered 121 surveys, including 103 from Colma residents and an additional 18 from non-residents shopping in Colma. Of the non-resident shoppers, 1 is a resident of San Bruno, 3 are residents of Pacifica, 4 are residents of Daly City, 1 is a resident of South San Francisco and 9 are residents of San Francisco.

Findings from the Resident and Shopper Surveys include:

1. Most Colma residents shop in Colma at least once each week, or several times each week, while most non-residents shop in Colma approximately once each month.
2. Most Colma residents shop in Colma because stores are close to their home and the businesses where they want to shop are located in Colma. Most non-residents shop in Colma because the businesses they want are located in Colma.
3. The stores both residents and non-residents list as visiting most frequently are Target, Home Depot, Kohl's, Bed Bath & Beyond, Best Buy and Marshalls, in that order.

4. When asked which stores they wish were available in Colma, responses include the following specific chains, stores or services:

99 Cent Store	Home Goods	Nugget Market
Andersen's Bakery	IKEA	Pak N Save
American Apparel	In N Out Burger	Peet's
Banana Republic	JC Penney	Pet Club
Big Lots	K-Mart	Safeway
Borders	Little Caesar's	Sanraku (sushi restaurant)
Cheeseburger Cheeseburger	Loehmann's	Sears
Chuck E Cheese	Long's	Staples
Costco	Lowes	Starbucks
Dave and Buster's	Lunardi's	Taco Bell
Draeger's or Ralph's Supermarkets	McDonald's	Toys R Us
DSW	Mi Pueblo	Walgreen's
Food Maxx	Molly Stone's	Walmart
Fry's	Olive Garden	Whole Foods
Gap		

5. The **majority** of respondents agreed with the following statements:
- If more restaurants were in Colma, I would probably patronize them.
  - I feel like Colma has a strong Town identity.
  - When I shop at Colma businesses, parking is easy.
  - When I shop in Colma, I usually visit more than one store or business in a single trip.
  - I recommend Colma businesses to my friends, neighbors and coworkers.
  - I like the look and feel of Colma.
  - I shop in Colma because the stores and businesses here are affordable.

6. The **majority** or close to the majority of respondents make most of their purchases in the following categories at Colma businesses:
  - a. Clothing
  - b. Household items
  - c. Books, CDs or DVDs
  - d. Gifts
  - e. Electronics
  - f. Items related to a specific hobby (i.e. video games, crafts, cooking, etc.)
7. In addition to answering the multiple choice survey questions, many respondents also left additional comments. These comments included several requesting a grocery store, and requests to fill existing vacant parcels and buildings.



# JUNE 9 STAFF REPORT - ATTACHMENT B



Peninsula Conflict Resolution Center  
1660 So. Amphlett Blvd. #219 San Mateo, CA 94402  
T 650.513.0330 F 650.513.0335  
www.pcrcweb.org

Town of Colma Community Meeting: Economic Development Plan  
Colma Community Center  
1520 Hillside Blvd.

August 22, 2012  
6:30 – 8:30 PM

## Meeting Notes

### Table Report Out

#### 1. Top Priority

- Retail/Entertainment/Dining district [like Auto Row]
- Retail with entertainment
- Paint ball
- -Courses closer than San Jose
- -Concern about place/where?
- Branding/Image is important

#### 2. Themes

- Need more parking- underground parking [i.e: if bulldoze Kohl's—six floors below ground]
- Have city car share car lot near BART station on Auto Row—convenience of parking

### Small Group Discussions

#### Group 1:

##### 1. Expand Retail and Restaurants

- +Liked expanded restaurant selection
- +Opportunity for fine dining—above Serramonte Ford; Collins and Junipero Serra
- +Hotels attractive—mixed use—hotel over retail
- Not sure if sporting goods viable—competition
- Not sure if home furniture viable

High	3
Medium	1
Low	0
Not at all	0

##### 2. Branding and Promotional Materials for Colma

- +Like concept—need to work in Colma into business branding
- +Like branded license plate frames
- Cemetery is challenge for branding
- All businesses need linkage

High	1
Medium	2

Low 1  
Not at all 0

3. Retail/Entertainment/Dining District

- Branding will depend on client and offerings
- Difficult with ECR restrictions
- +Like idea—walkable good
- Need to get away from strip mall pattern—lots of wasted space
- Consider parking structure below ground—addresses a concern for parking
- +Can Santana Row be a model?
- Consider creative retail layouts—Tesla in Santana Row

High 3  
Medium 1  
Low 0  
Not at all 0

4. Town Center

- Like spaciousness of town
- Concern about growing too big
- +Place near or at Kohl's
- +Target store location good—Target parking lot
- Consider underground parking

High 0  
Medium 0  
Low 2  
Not at all 1

**GROUP 2**

1. Expand Retail and Restaurants / Paintball

- Paint balling is missing
  - Empty Nissan dealership
  - Get a store also
  - Courses where old golf course was or by the dump
- Do not have too many fancy restaurants, which only some people can go to
- Medium priced restaurants could attract a lot of people
- Kid's restaurants: Chilis, Elephant Bar, Boston Market, Sizzler, Fresh Choice
- Sporting goods
- Concerned about traffic running through town because of more retail
- Need more stop signs to stop speeding, especially since kids play in the street

High 7  
Medium 0  
Low 0  
Not at all 0

2. Branding and Promotional Materials for Colma

- Currently others think it has got stigma because of cemeteries
- For some cultures it is bad to live facing a cemetery or make money on death
- Would like more connection to the tech world—near Silicon Valley
- Retail—get outlets
- Have paintball be something fun for adults—youthful town; not just cemeteries

High	0
Medium	1
Low	5
Not at all	1

3. Retail/Entertainment/Dining District

- Santa Rosa is a good model—is not just thought of for agriculture—also known for fishing, wine, and music
- For young adults [21+] have entertainment/dancing
- Recreation Center with a pool w/ a diving board
- Have a big symbolic statue or piece of architecture like the Eiffel Tower or Statue of Liberty
  - How would they pay for it? Tax?
- Is there an area big enough to have a district for all of this?
- A walkway area could be covered near BART so people would have easy access

High	4
Medium	1
Low	1
Not at all	1

4. Town Center

- +Happy about town center
- Indoor basketball court
- Have a hotel, 4 to 5 stories high, and an indoor pool nearby
- The statue/piece of architecture could be here
- Big fountain with lights
- Colma could be known for its Town Center to rebrand it from cemeteries
- Day Care center
- Have an outdoor marketplace
- Perhaps a farmer's market
- Safe place for kids to play
- Nice gated area around Town Center so you have to enter the town center from a central location
- Have a urban water park in the middle—
- Big area with water spraying up sometimes [San Jose has one] for kids lower in some areas, higher in other
- Other water ideas: Have an obstacle course, a maze like and amusement park such as Great America, Six Flags, Raging Waters

High	4
Medium	0
Low	0
Not at all	1

### GROUP 3

#### 1. Expand Retail and Restaurants

- +Would love to see a nice sit down restaurant—not too noisy
- Maybe locate near Colma Blvd.
- Locate at end of Serramonte and Junipero Serra Blvd.
- +Like coordinating to promote with auto dealerships
- +Anything that generates tax for the city is good
- No concerns

High	3
Medium	0
Low	0
Not at all	0

#### 2. Branding and Promotional Materials for Colma

- +We need this
- Concerned do not understand the steps to go through for this
- Do not like some of the current advertising ex.: Daly City/Colma

High	0
Medium	3
Low	0
Not at all	0

#### 3. Retail/Entertainment/Dining District

- +Like idea in general
- +Like: Action step—review redevelopment standards and parking requirements
- Concerns that where to do this is an issue—there is not a place

High	2
Medium	1
Low	0
Not at all	0

#### 4. Town Center

- +Like the idea/concept
- Concerned that do not know where there is a place to put a town center
- Possible solution: If Kohl's left, this could be a place

High	1
Medium	2
Low	0
Not at all	0

Empowering people. Building relationships. Reducing violence.

## JUNE 9 STAFF REPORT - ATTACHMENT C

# Survey Results

Land Use	Support	Neutral	Oppose
More Restaurants or Stores	<b>65%</b>	20%	15%
Entertainment Opportunities	<b>57%</b>	26%	17%
Library	<b>63%</b>	30%	7%
Hotel	31%	26%	<b>43%</b>
Park or Public Multi-Use Plaza Space	<b>74%</b>	16%	10%
More Housing	24%	<b>39%</b>	37%
Acquisition of Additional Park Space	<b>74%</b>	19%	7%
A Walkable "Town Center"	<b>72%</b>	26%	2%
Encourage Sustainability	<b>80%</b>	19%	1%
Historic Preservation	<b>80%</b>	18%	2%
Preserve Existing Neighborhoods	<b>83%</b>	16%	1%

