



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, January 26, 2022
STATE OF THE CITY ADDRESS – 6:30 PM
REGULAR SESSION - 7:00 PM**

The City Council meeting will be conducted virtually pursuant to the provisions of Assembly Bill 361 amending the Ralph M. Brown Act and Government Code Section 54953(e) (and without compliance with section 54953(b)(3)) related to conducting public meetings during the COVID-19 pandemic based on the current State of Emergency and the existing State recommendations on social distancing. The Council Chambers will not be open to the public for this City Council meeting.

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

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Members of the public may provide written comments by email to the City Clerk at 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. Verbal comments will also be accepted during the meeting.

STATE OF THE CITY ADDRESS – 6:30 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM

REPORT FROM CLOSED SESSION

ADOPTION OF AGENDA

PRESENTATION

- Police Department Introductions:
 - Anthony Thickstun, Community Services Officer
 - Carlos Huayllapuma, Police Officer
 - Christopher Grant, Police Sergeant
- Recreation Services Department Introductions:
 - Brandon Guardado Matus, Recreation Leader
 - Faith Bautista, Recreation Leader
 - Dianni Flores, Recreation Leader
 - Mark Balestier, Recreation Leader
 - Liana Myvett, Recreation Leader
 - Marcelle Cosino, Recreation Leader
 - Grace Eichensehr, Facility Attendant
 - Gabriel Elgrably, Facility Attendant
 - Rebecca Walton, Facility Attendant
- Age Friendly Cities Update
- Proclamation Against Human Trafficking

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the January 12, 2022 Regular Meeting.

NEW BUSINESS

2. ECONOMIC DEVELOPMENT WORK PLAN FOR FY 2021-22 PROGRESS REPORT

Consider: Motion Accepting the Progress Report on the Economic Development Work Plan for Fiscal Year 2021-22.

3. CAPITAL CLOSEOUT AND 2022 CAPITAL AMENDMENT

Consider: Motion to Adopt a Resolution Amending the Fiscal Year 2021-22 Capital Improvement Budget to \$1,191,434, Including Closing Out 5 Capital Projects; Carrying Over \$230,409 of Unspent Project Budget to FY 2021-22; Transferring \$40,000 from Capital Fund Reserve (31) to Street CIP Fund (32); and, Releasing Unspent Funding of \$15,210 to Capital Reserve, \$2,604 to Fleet Replacement, and \$40,000 to City Property Fund Reserves.

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 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.

Reasonable Accommodation

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**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Wednesday, January 12, 2022
Closed Session - 6:00 PM
Regular Session - 7:00 PM

CLOSED SESSION – 6:00 PM

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(4)
Town as Plaintiff

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM

Mayor Helen Fiscaro called the meeting to order at 7:02 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Administrative Services Director Pak Lin, Chief of Police John Munsey, Director of Public Works Brad Donohue, City Engineer Cyrus Kianpour, City Planner Farhad Mortazavi, Recreation Services Manager Angelika Abellana, and City Clerk Caitlin Corley were in attendance.

The Mayor announced, “Welcome to another of our completely remote Council Meeting. As always, we are accepting public comments through email or the zoom 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 Fiscaro announced, “Direction was given to staff at the end of tonight’s closed session.”

ADOPTION OF THE AGENDA

Mayor Fiscaro 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 Colvin and carried by the following vote:

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

PRESENTATION

- Recreation Service Director Angelika Abellana announced the Holiday House Decorating Award Recipients:
 - Carlos Family – Verano Neighborhood
 - Manela Family – Hoffman Neighborhood
 - Catimbang Family – Sterling Park Neighborhood
 - Flowerland Florist – Colma Business
 - Tellez Family – Most Festive Overall
- Anthony Tansimore, President of the Peninsula Humane Society & SPCA gave an update on the organization.
- Recreation Service Director Angelika Abellana introduced New Recreation Coordinator Daisy Esquivias.
- Chief Munsey presented the Police Department Year in Review Presentation.

PUBLIC COMMENTS

Mayor Fiscaro opened the public comment period at 7:34 p.m. and seeing no one come forward to speak, she closed the public comment period.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the December 2, 2021 Special Meeting.
3. Motion to Accept the Minutes from the December 7, 2021 Special Meeting.
4. Motion to Accept the Minutes from the December 8, 2021 Regular Meeting.
5. Motion to Approve Report of Checks Paid for December 2021.
6. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Fourth Quarter of 2021.
7. Motion to Reconfirm Findings and Determinations Under Resolution No. 2021-33 and Assembly Bill 361 for the Continuation of Virtual Meetings.
8. a. Motion to Adopt a Resolution Directing Town Staff to Fly the National Flag of Israel at the Community Center in Lieu of the Town Flag on May 5, 2022 Until Sunset.

b. Motion to Adopt Resolution Directing Town Staff to Fly Various Commemorative Flags in Lieu of the Town of Colma Flag at the Colma Community Center.

Action: Council Member del Rosario moved to approve the consent calendar items #2 through 8; the motion was seconded by Vice Mayor Colvin and carried by the following vote:

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

NEW BUSINESS

9. FOURTH AMENDMENT TO EMPLOYMENT CONTRACT FOR CITY MANAGER

City Attorney Christopher Diaz presented the staff report. He noted that the effective date in the resolution should be corrected from January 12, 2021 to January 12, 2022. Mayor Fiscaro opened the public comment period at 7:39 p.m. and seeing no one request to speak she closed the public comment period. Council discussion followed.

Action: Mayor Fiscaro moved to Adopt a Resolution Approving Fourth Amendment to Employment Contract With Brian Dossey, with the noted corrections; 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	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

STUDY SESSION

10. SANITARY SEWER ENTERPRISE FUND

Director of Public Works and Planning Brad Donohue presented the staff report. Mayor Fiscaro opened the public comment period at 8:14 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed. Upon request the Mayor reopened the public comment period at 8:39 p.m. Resident Ken Gonzalez asked a question. The Mayor closed the public comment period at 8:44 p.m. Council discussion continued.

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

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, January 26, 2022 and will begin at 6:30 p.m. with the State of the City Address.

REPORTS

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

- The Police Department is running a Beanie and Blanket Drive; they are collecting donations of new beanies and blankets for our local veterans. Donations can be dropped off at the Police Department, 1199 El Camino Real, in the lobby until February 5th.
- The Police Department is also hosting a blood drive on Friday, January 28th at the Colma Community Center, 1:00pm to 5:00pm.
- The State of the City will be at 6:30 p.m. on January 26, 2022.
- There was an unauthorized COVID-19 testing site at the 280 Metro Shopping Center; they were asked to leave the area.

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Fiscaro adjourned the meeting at 8:56 p.m. in memory of Michael Bishop, longtime employee at Duggan's Mortuary.

Respectfully submitted,

Caitlin Corley
City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Peter Ingram, Economic Development Advisor
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 26, 2022
 SUBJECT: Progress Report – Economic Development Work Plan for FY 2021-22

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION ACCEPTING THE PROGRESS REPORT ON THE ECONOMIC DEVELOPMENT
 WORK PLAN FOR FISCAL YEAR 2021-22

EXECUTIVE SUMMARY

On August 25, 2021 the City Council accepted the Economic Development Work Plan for Fiscal Year 2021-22 and established a City Council Ad Hoc Economic Development Subcommittee comprised of Mayor Colvin and Council Member del Rosario.

This is the first progress report from the Ad Hoc Subcommittee to the full Council.

FISCAL IMPACT

None at this time.

BACKGROUND

In 2012 the Colma Economic Development Plan – Phase 3 Strategy & Action Plan (plan) was prepared for the Town by BAE Urban Economics. The plan was intended to guide actions over the ensuing ten years and develop potential strategies as it relates to the Town's overall land use and urban design needs.

The accepted work plan for FY 2021-22 is intended to serve as the tenth and final year of actions emanating from the 2012 plan, while effectively positioning the Town to set strategic direction for Fiscal Year 2022-23 and beyond.

ANALYSIS

The Ad Hoc Subcommittee has convened five times since its formation, and the Subcommittee is scheduled to continue monthly meetings through June 2022. Staff provided monthly updates and suggested discussion items based on external events and internal work activity.

Subcommittee members have signaled a high interest in supporting local businesses as they struggle to recover from the effects of the pandemic. They also have been consistently focused on vacant retail spaces and the need to get them filled. To that end, in November 2021 the City Manager introduced a specialized retail consulting firm, "The Retail Coach" to the Ad Hoc Subcommittee. The Retail Coach will work with the Town to strengthen the focus on filling retail vacancies and to bring more sophisticated data and analysis to the Town's long-term retail strategies. The firm has accelerated through their initial data-gathering and market analysis work, and returned with an update to the Subcommittee at their Jan. 5, 2022 meeting.

The Retail Coach has completed the following tasks to date:

1. Market Analysis Phase
 - ✓ Primary retail trade area
 - ✓ Community demographic profile
 - ✓ Cell phone data analysis
 - ✓ Competing communities analysis
 - ✓ Retail submarket analysis
2. Determine Retail Opportunity Phase
 - ✓ Retail demand analysis
 - ✓ Retail void analysis
3. Identify Development & Redevelopment Opportunities Phase
 - ✓ Retail sites analysis
4. Identify Retailers & Developers for Recruitment Phase
 - ✓ Retailer match list
5. Marketing & Branding Phase
 - ✓ Retail market profile

In the next 30 to 45 days, these tasks are expected to be complete:

1. Market Analysis Phase
 - Secondary retail trade area
2. Identify Retailers & Developers for Recruitment Phase
 - Developer match list
5. Marketing & Branding Phase
 - Retail market flyer

- Retailer feasibility packages
- Developer opportunity packages
- Online retail dashboard

As the tasks above are completed, The Retail Coach will launch a strategic outreach process on behalf of Colma, and continue coaching and advising:

6. Recruiting Retailers & Developers Phase

- Retailer recruitment

Mr. Austin Farmer, project director for The Retail Coach will join the Jan. 26 Council meeting and provide a brief presentation on their work to date.

Highlights of other Committee activities (see attached Progress Report for details):

Completed tasks:

- ✓ Restarted Mayor's business walks
- ✓ Restarted Town's annual business recognition event
- ✓ Attended four San Mateo County Economic Recovery Roundtable sessions – What other towns and cities are doing / learnings and best practices
- ✓ Met with cardroom ownership prior to the adoption of the General Plan
- ✓ Auto Row – added Kia dealership
- ✓ Retained retail expert to align future Colma retail with trends & emerging development needs

Continuing / on-going activities:

- City Manager's regular meetings with cemetery owners/managers
- City Manager's regular meetings with Auto Row leaders/managers and related Auto Businesses

Areas of focused effort and progress – working toward completion before next progress report to Council:

- Town web site business tab improvements
- Online Business directory
- Business newsletter – begin quarterly issues Feb. 2022
- 280 Metro Center vacancies
- Auto Row, vacated Acura dealership – Proactively engaged brokers and prospective tenants – Town's needs and expectations
- General Plan 2040 update – Draft Plan and EIR in final completion steps
- Development opportunity sites

Council Adopted Values

Considering enabling policies for economic development is consistent with the Council value of being *visionary*, as it proactively considers policies that will enhance the Town's economic growth over time.

Sustainability Impact

The General Plan and its policies related to economic development will promote sustainability practices. The economic development opportunities will be "in-fill" in nature and encourage more walking, biking and transit use.

Alternatives

The Council could withhold acceptance of the progress report, pending further discussion and/or receipt of additional information.

CONCLUSION

Staff recommends that the City Council accept the progress report and provide input to the Ad Hoc Subcommittee. Staff anticipates the next progress report to Council will occur in April – May, 2022.

ATTACHMENTS

- A. Progress Report – Economic Development Work Plan for Fiscal Year 2021-22

TOWN OF COLMA ECONOMIC DEVELOPMENT WORK PLAN FY 2021-22

PROGRESS REPORT – As of January 18, 2022

This progress report has been compiled by staff with input and guidance from the Council's Ad Hoc Economic Development Committee:

- Strategies and actions carry over from the 2012 BAE Colma Economic Development Plan
- **WORK PLAN** for FY 2021-22 was accepted by the City Council on Aug. 25, 2021
- *Current status, progress, and work plan changes are shown in italics*

Note: In November 2021, the City Manager introduced a specialized retail consulting firm, The Retail Coach to the Ad Hoc Committee. After hearing a presentation and engaging in Q&A, Committee members were supportive of entering into a contract with The Retail Coach to strengthen the focus on filling retail vacancies and to bring more sophisticated data and analysis to the Town's long-term retail strategies.

1. Strategy: Refine Town Communications Program to Retain Existing Businesses

Action 1A: Continue *ongoing* efforts to retain and expand the existing economic base

Action 1B: Conduct *ongoing* outreach to identify retention and expansion needs of local businesses

WORK PLAN:

- a. Restart Mayor's business walks. *Completed Q3-2021*
- b. Restart Town's business recognition event (Annual/target October). *Completed Q4-2021*
- c. Continue City Manager's regular meetings with cemetery owners/managers. *Met with Holy Cross Dec. 1, 2021 - See 8-c below.*
- d. Review and refresh as needed the Colma web site "Business" tab. *To be checked following migration of Town's business license process to new software.*
- e. Add a business directory – look at examples from other small cities and towns. *Staff completed spreadsheet for conversion to a draft web page for internal review and approvals. Suggestion: Sync with Retail Coach data sets in Dec. and Jan.*
- f. Explore business newsletter and other outreach and/or seasonal events opportunities with Chamber (key on the value of networking and recognition of businesses). *Staff has compiled a quarterly menu of article topics and a contributors list. First electronic edition is targeted for Feb. 2022.*

2. Strategy: Strengthen Auto Row

Action 2A: Convene an auto dealer's working group (*Ongoing*)

Action 2B: Deploy enhanced signage

Action 2C: Deploy streetscape improvements and freeway-visible signage

(Tied to future Capital Improvement Program (CIP) budget priorities)

Action 2D: Facilitate joint auto dealership marketing program

Action 2E: Target new dealerships (*Ongoing*)

WORK PLAN:

- a. Continue City Manager's regular meetings with Auto Row leaders/managers.
 - i. *Meetings with Kia ownership occurred in Nov. and early Dec.*
 - ii. *Staff expedited permits for building improvements to facilitate Kia's Dec. 15, 2021 opening. Follow-up on-site meeting with fire marshal and building official occurred on Jan. 6, 2022.*
 - iii. *Next virtual check-in with all dealerships set for Jan. 25. CM and Peter working on agenda.*
- b. Explore wayfinding for local business streets.
- c. Explore current options for a new Town-owned and operated freeway sign.
 - i. *Staff is following up with Daly City on navigating Caltrans signage rules for Hwy 280.*

- ii. *Staff has resurrected the prior notion of changing the name of the Northern segment of Serramonte Blvd. to “Serramonte Auto Row”, which may enable the Town to petition Caltrans for a Highway 280 sign, and may give dealerships an identity boost.*
- d. *Poll dealers: Needs from a Town branding campaign? To be coordinated with The Retail Coach, and as follow-up to the Jan. 25th check-in.*
- e. *Ensure that the anticipated departure of the Acura dealership in late 2021 is succeeded with a brand new to Colma and complementary to the Auto Row mix. Acura closed mid-Oct. CM spoke with Colliers Oct. 20. To date, no follow-up or application submittal. Property owner has inquired about temporary site fencing requirements.*

3. Strategy: Expand and Diversify Retail and Restaurant Sectors

Action 3A: Coordinate with cemetery and auto dealerships to promote local restaurants

Action 3B: Maintain Town database on vacant spaces suitable for new retail and restaurants

Action 3C: Work with property owners, the Chamber, and area brokers to attract new businesses

Action 3D: Identify potential locations for development of new full-service restaurants
(General Plan (GP) Update)

Action 3E: Identify potential locations for development of a new large-format sporting goods store

Action 3F: Promote key visitation data and general positive business climate (Ongoing)

WORK PLAN:

- a. Draft an action plan for internal vetting.
- b. Develop a property owners list and vacant spaces inventory (for internal use). *To be coordinated with The Retail Coach*
- c. To be coordinated with The Retail Coach
 - i. Establish a commercial broker’s directory and network.
 - ii. Develop a communications framework / vet with brokers.
 - iii. Focus pressure on Kimco to fill 280 Metro vacancies, while determining Town’s level of effort. *Brian & Peter had a quarterly call with Ranfie Ancelovici @ Kimco on 11/18. Ranfie was advised that the Town has retained The Retail Coach.*
- d. Zoning: Process use permits in Commercial Districts with goal to retain – not replace, retail. *To be coordinated with The Retail Coach*
- e. Analyze sporting goods retail trends and compare with other larger-format retail (grocery, others). *To be coordinated with The Retail Coach*
- f. What are other small cities and towns in the region doing? What can we learn and adapt?
Completed: Peter attended the San Mateo County Economic Recovery Roundtable series (4 sessions).

4. Strategy: Accommodate Cardroom Expansion

Action 4A: Work Closely with Lucky Chances management to identify timing and space needs

Action 4B: *Use GP process to identify possible locations for expanded cardroom and possible hotel*

WORK PLAN:

- a.
 - i. Meet with cardroom ownership prior to the adoption of the General Plan, and ahead of Town zoning update process. *Brian, Brad & Peter met with Mr. Medina on 10/25.*
 - ii. Establish periodic check-in’s. *Set up a follow-up call – target Feb. 2022.*

5. Strategy: Create Branding and Promotional Materials for Colma

Action 5A: Prepare RFP and retain branding and marketing firm

Action 5B: Create simple promotional materials and upgrade web site

Action 5C: Launch an expanded image and branding campaign

WORK PLAN:

- a. Peter will focus on these three items with CM and Ad Hoc Committee in Q1-2022, and ahead of Planning's GP Update schedule:
 - I. Develop a General Plan 2040 roll-out, external messaging plan and best media vehicles to get to regional business and development audiences.
 - II. Write content, scripts, talking points, etc.
 - III. Set up a new web page focused on property owners, brokers, developers.
- b. Consider adopting a Colma tag line to use ahead of a full branding campaign. *To be coordinated with The Retail Coach*
- c. Conduct a marketing / branding needs assessment survey of businesses (*Set aside \$15,000 in FY 2021-22 ED budget for specialized contractor*).
- d. Draft a RFQ / RFP, along with a roadmap to FY 2022-23 start (*Assumes proposed 2-year CIP budget appropriation of \$200,000 will be considered in June 2022*).

6. Strategy: Establish Feasibility - Specialty Retail/Entertainment/Dining District

Action 6A: Select location or target area through General Plan update process (*GP in process*)

Action 6B: Revise development standards to encourage a specialty retail and restaurant district

WORK PLAN:

- a. Build focus on opportunity sites. ID obstacles, set short-term goals for Strategy 6 & 7.
- b. Zoning revisions follow GP adoption (Planning). *Planning staff has started organizing documents for updating after the GP Update is complete, and concurrent with the Housing Element update.*

7. Strategy: Develop Hotel

Action 7A: Select possible hotel locations through General Plan update process (*GP in process*)

Action 7B: Prepare RFP and retain consultant to complete feasibility analysis

Action 7C: Update Town regulations to allow for and encourage the construction of a hotel (*GP*)

Action 7D: Seek voter passage of a long-term ordinance implementing TOT (*Done*)

WORK PLAN:

- a. Build focus on opportunity sites. Develop a ranked sites list.
- b. Draft a scope of services for a feasibility analysis (*budget and timing TBD*).
- c. Set objectives for zoning update and provide info for developers.

8. Strategy: Create Town Center

Action 8A: Select possible Town Center locations through the General Plan update process (*Done*)

Action 8B: Analyze parking needs (*Done*)

Action 8C: Modify Town regulations to allow for this type of development and mixture of land uses

WORK PLAN:

- a. Complete the adoption and implement of the General Plan Update 2040 (Planning).
 - i. *Public review period for draft EIR started with Council meeting on Dec. 8. Deadline for comments is Jan. 25.*
 - ii. *Staff is preparing the format for the final EIR*
 - iii. *Council certification is anticipated in March 2022*
- b. Commence zoning update (Planning). *Laurel has started organizing documents for updating after the GP Update is complete, and concurrent with the Housing Element update.*
- c. Conduct an internal brainstorming session to roadmap how the current property uses could change into the Town Center.
 - i. *Planning staff is designing a parking lots inventory and usage survey.*

9. WORK PLAN:

Other tasks added via the Ad Hoc Committee:

- a. Set work plan milestones for pausing, evaluating and adjusting work plan elements across the fiscal year. *Update to City Council scheduled for Jan. 26, 2022*
- b. Determine feasibility, costs and benefits for updating key regional data and analysis from the 2012 BAE phases 1 and 2 reports.
- c. Conduct targeted outreach to mixed use and hotel development firms – focus on opportunity sites.
- d. Consider retaining retail expert to align future Colma retail with trends & emerging development needs. *(Done - CM)*
- e. **The Retail Coach – Retail Economic Development and Recruitment Services**

In November 2021 the City Manager introduced a specialized retail consulting firm, The Retail Coach to the Ad Hoc Committee. After hearing a presentation and engaging in discussion, Committee members were supportive of entering into a contract with The Retail Coach to strengthen the focus on filling retail vacancies and to bring more sophisticated data and analysis to the Town's long-term retail strategies. The firm has accelerated through their initial data-gathering and market analysis work, and returned with an update to the Committee at their Jan. 5, 2022 meeting.

Since the contract with The Retail Coach was executed, the following tasks have been completed:

1. *Market Analysis Phase*
 - ✓ *Primary retail trade area*
 - ✓ *Community demographic profile*
 - ✓ *Cell phone data analysis*
 - ✓ *Competing communities analysis*
 - ✓ *Retail submarket analysis*
2. *Determine Retail Opportunity Phase*
 - ✓ *Retail demand analysis*
 - ✓ *Retail void analysis*
3. *Identify Development & Redevelopment Opportunities Phase*
 - ✓ *Retail sites analysis*
4. *Identify Retailers & Developers for Recruitment Phase*
 - ✓ *Retailer match list*
5. *Marketing & Branding Phase*
 - ✓ *Retail market profile*

In the next 30 to 45 days, these tasks are expected to be complete:

1. *Market Analysis Phase*
 - *Secondary retail trade area*
2. *Identify Retailers & Developers for Recruitment Phase*
 - *Developer match list*
5. *Marketing & Branding Phase*
 - *Retail market flyer*
 - *Retailer feasibility packages*
 - *Developer opportunity packages*
 - *Online retail dashboard*

As the tasks above are completed, The Retail Coach will launch a strategic outreach process on behalf of Colma, and continue coaching and advising:

6. *Recruiting Retailers & Developers Phase*
 - *Retailer recruitment*



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Pak Lin, Administrative Services Director
 Brad Donohue, Director of Public Works
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 26, 2022
 SUBJECT: 2021 Capital Closeout and 2022 Capital Amendment

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AMENDING THE FISCAL YEAR 2021-22 CAPITAL IMPROVEMENT BUDGET TO \$1,191,434, INCLUDING CLOSING OUT 5 CAPITAL PROJECTS; CARRYING OVER \$230,409 OF UNSPENT PROJECT BUDGET TO FY 2021-22; TRANSFERRING \$40,000 FROM CAPITAL FUND RESERVE (31) TO STREET CIP FUND (32); AND, RELEASING UNSPENT FUNDING OF \$15,210 TO CAPITAL RESERVE, \$2,604 TO FLEET REPLACEMENT, AND \$40,000 TO CITY PROPERTY FUND RESERVES.

EXECUTIVE SUMMARY

The Town conducts periodic reviews of its operating budget and its capital program. A periodic review provides transparency and accountability. Attachment B of this report lists all 11 actively funded Capital projects in FY 2020-21. The report contains a brief description of each capital project, the status each project as of June 30, 2021, and the corresponding financial information.

Within the report, five projects will be closed as of June 30, 2021, releasing \$57,814 to various reserve funds. There are six projects that will continue into FY 2021-22, with a total carryover of \$230,409. Additionally, staff is requesting to increase the Mission Road Improvement Project and the F-Street Retaining Wall projects by \$55,000. The increase of \$55,000 includes \$40,000 for the design of landscaping and irrigation and high visibility crosswalk on Mission Road and \$15,000 for geotechnical and engineering support for the F-Street Retaining Wall (902) project.

Staff is also requesting to adjust the Equipment Purchase and Replacement (984) program scope for FY 2021-22 to include Council Chamber AV System upgrades. The project will utilize unspent Equipment Purchase and Replacement budget from FY 2020-21.

FISCAL IMPACT

Increase the FY 2021-22 Capital Program Budget to \$1,191,434, which includes \$230,409 of carryover funds from FY 2020-21, \$906,025 – the original FY 2021-22 Budget request, and \$55,000 of additional funds needed for the F-Street Retaining Wall and Mission Road Improvement Project.

The Town will also release \$57,814 of unused project funding from FY 2020-21 to various fund reserves.

BACKGROUND

On October 28, 2020, the City Council approved the following Capital program for fiscal year 2020-21.

Project Title and Number	Project Budget Through 6/30/2021
El Camino Real Bicycle and Pedestrian Improvement Plan (914)	\$ 225,000
Mission Road Bicycle and Pedestrian Improvement Project (903)	2,800,000
Climate Action Plan Update (994)	35,000
Creekside Villas Repair and Painting (952)	95,000
General Plan Update (991) – Includes Budget Increase	653,000
IT Infrastructure Upgrades (986)	50,000
Vehicle Replacement (987)	194,156
Equipment Purchase & Replacement (984)	250,000
Total	\$ 4,302,156

For FY 2020-21, the Town focused on projects with legal obligations or were essential to Town operations during a global pandemic.

On March 10, 2021, three additional capital projects were added, bringing the total FY 2020-21 capital program budget to \$4,527,156. The three additional projects were:

- F-Street Retaining wall - \$25,000;
- Housing Element Update - \$100,000 (\$85,000 grant funded); and
- Zoning Code Update - \$100,000

ANALYSIS

Table 1 is a summary of the Town's FY 2020-21 and FY 2021-22 Capital Program. It lists all active projects as well as the available funding through FY 2021-22. The total project budget since inception to June 30, 2021 is \$4.53 million. The Town spent \$4.24 million of the project budget

by June 30, 2021, leaving \$288,223 as unspent project budget. Attachment B of this report includes more details on the projects' descriptions, status, and funding and spending summary.

Table 1			Unspent	Project Budget	Additional	Additional	Available
FY 2020/21 Capital Program Update	Project Budget	Spending Thru	Project Budget	Carryover to	Request @	Request @	Project
Project Title (Number)	Thru 6/30/2021	6/30/2021	at 7/1/2021	7/1/2021	7/1/2021	12/31/2021	Budget
	[a]	[b]	[a] - [b]	[c]	[d]	[d]	in FY21/22
							[c] + Σ [d]
Category 1: Streets, Sidewalks, and Bikeways							
Annual Roadway Rehabilitation and Preventive Maintenance Program (906)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 150,000		\$ 150,000
El Camino Real Bicycle and Pedestrian Improvement Plan (914)	\$ 225,000	\$ 224,998	\$ 2	\$ 0	\$ 0		\$ 0
F-Street Retaining Wall (902)	\$ 25,000	\$ 25,410	\$ (410)	\$ (410)	\$ 7,000	\$ 15,000	\$ 21,590
Mission Road Bicycle and Pedestrian Improvement Project (903)	\$ 2,800,000	\$ 2,858,431	\$ (58,431)	\$ (58,431)	\$ 60,000	\$ 40,000	\$ 41,569
Category 2: Sewers & Storm Drains							
None	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0
Category 3: City Facilities & Long-Range Plans							
Climate Action Plan Update (994)	\$ 35,000	\$ 34,557	\$ 443	\$ 0	\$ 0		\$ 0
Colma Museum Facility Repair & Painting (951)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 75,000		\$ 75,000
Creekside Villas Repair and Painting (952)	\$ 95,000	\$ 55,000	\$ 40,000	\$ 0	\$ 0		\$ 0
Facility Parking Lot Upgrades (953)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 99,025		\$ 99,025
General Plan Update (991)	\$ 653,000	\$ 594,835	\$ 58,165	\$ 58,165	\$ 0		\$ 58,165
Housing Element Update (996)	\$ 100,000	\$ 1,254	\$ 98,746	\$ 98,746	\$ 0		\$ 98,746
Zoning Code Update (997)	\$ 100,000	\$ 0	\$ 100,000	\$ 100,000	\$ 0		\$ 100,000
Category 4: Major Equipment, Technology & Fleet							
Equipment Purchase and Replacement (984)	\$ 250,000	\$ 217,661	\$ 32,339	\$ 32,339	\$ 201,000		\$ 233,339
Financial Software Replacement (965)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 100,000		\$ 100,000
IT Infrastructure Upgrades (986)	\$ 50,000	\$ 35,235	\$ 14,765	\$ 0	\$ 50,000		\$ 50,000
Vehicle Replacement (987)	\$ 194,156	\$ 191,552	\$ 2,604	\$ 0	\$ 164,000		\$ 164,000
Total	4,527,156	4,238,933	288,223	230,409	906,025	55,000	1,191,434

Of the projects in FY 2020-21, six projects will continue into FY 2021-22 and five projects will be closed.

Continued Projects

By June 30, 2021, the **F-Street Retaining Wall** and **Mission Road Bicycle and Pedestrian Improvements** projects had gone over their respective project budget. Staff noticed this potential issue while developing the FY 2021-22 Operating and Capital Project Programs in April 2021. Rather than requesting for a capital budget amendment in May and an operating and capital budget approval in June, the FY 2021-22 Operating and Capital budget accounted for the additional \$7,000 needed for the F-Street Retaining Wall and the additional \$60,000 needed for the Mission Road Bicycle and Pedestrian Improvement Project was part of the project Notice of Completion on July 14, 2021.

The **Housing Element Update** and **Zoning Code Update** were funded in March 2021 and were pending the completion of the **General Plan Update**. As of June 30, 2021, the three plans have available project budget totaling \$256,911.

The **Equipment Purchase and Replacement** program is an ongoing program for miscellaneous major equipment purchase and replacement. For FY 2020-21, the Town completed upgrading the police station radio and dispatch system with an available budget balance of

\$32,339. Due to COVID-19 and the increased reliance on virtual meetings, the AV system in the Council Chamber needs to be upgraded to allow hybrid meetings, if necessary. As a result, rather than releasing the available fund of \$32,339 to Capital Fund reserve, Staff is proposing to carryover the \$32,339 to FY 2021-22 for the Council Chamber AV system upgrade.

The combination of the projects discussed above, the total carryover budget to FY 2021-22 is \$230,409.

Closed Projects

- **El Camino Real Bicycle and Pedestrian Plan** was completed in January 2021 and can be closed. Staff time in securing additional grants will be absorbed into the operating budget.
- **Climate Action Plan Update** was completed in October 2020. Available funding of \$443 will be released to Fund 31.
- Phase 1 of **Creekside Villas Repair and Painting** was completed in 2019. Phase 2 of the project is on hold due to the lack of interested contractors. Rather than keeping the project open, the minor repairs will be absorbed into the operating facilities budget, and the available \$40,000 will be released back to Fund 83 reserve.
- The **IT Infrastructure Upgrades** and the **Vehicle Replacement** programs are ongoing in nature. For both projects, the FY 2020-21 portion of the program has been completed and available funds can be released to its respective fund reserves.

Fund Release Summary

Total funds to be released back to the various reserve balances is \$57,814 with the following amounts:

Fund 31 – Capital reserve	\$15,210
Fund 61 – Fleet Replacement reserve	\$2,604
Fund 83 – City Properties reserve	\$40,000
Total	\$57,814

Budget Amendments

In reviewing the FY 2020-21 and FY 2021-22 Capital programs, Staff noted the following budget amendments are needed.

- F-Street Retaining Wall – Additional \$15,000 for geotechnical and engineering work
- Mission Road Landscaping and Crosswalk – Additional \$40,000 for design of landscape and irrigation work, and high visibility crosswalk.

Reasons For the Recommended Action/Findings

Staff recommends the City Council adopt the resolution amending the FY 2020-21 Capital Improvement Program Budget to be \$1,191,434 as listed in Table 1 above. This approval includes:

1. Carry over of \$230,409 from FY 2020-21 to FY 2021-22;
2. Add Chamber AV System Update to the Equipment Purchase and Replacement project;
3. Increase Mission Road Project Budget by \$40,000 to design the landscape, irrigation, and high visibility crosswalk;
4. Increase F-Street Retaining Wall project budget by \$15,000 for geotechnical and engineering work
5. Release \$57,814 of available unused funds with \$15,210 to Capital reserve Fund 31, \$2,604 to Fleet Replacement Fund 61, and \$40,000 to City Property Fund 83.

Council Adopted Values

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

CONCLUSION

Overall, the Town's capital program stayed within program budget.

ATTACHMENTS

- A. Resolution
- B. 2020-21 Capital Program Status Update



**RESOLUTION NO. 2022-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

RESOLUTION AMENDING THE FISCAL YEAR 2021-22 CAPITAL IMPROVEMENT BUDGET TO \$1,191,434, INCLUDING CLOSING OUT 5 CAPITAL PROJECTS; CARRYING OVER \$230,409 OF UNSPENT PROJECT BUDGET TO FY 2021-22; TRANSFERRING \$40,000 FROM CAPITAL FUND RESERVE (31) TO STREET CIP FUND (32); AND, RELEASING UNSPENT FUNDING OF \$15,210 TO CAPITAL RESERVE, \$2,604 TO FLEET REPLACEMENT, AND \$40,000 TO CITY PROPERTY FUND RESERVES

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

1. Background

- (a) On March 18, 2020, the City Council approved and adopted the FY 2020-21 Budget which consists of FY 2019-20 operating budget appropriations and the FY 2020-21 capital improvement plan as presented in the 2019-2024 Capital Improvement Plan;
- (b) The original FY 2020-21 Budget was adopted without further analysis as it was the start of the global pandemic (COVID-19);
- (c) After six of months of closely monitoring the local, national and global market, the Town amended the FY 2020-21 in its entirety on October 28, 2020 and approved the following FY 2020-21 Capital Program Budget;

Project Title and Number	Project Budget Through 6/30/2021
El Camino Real Bicycle and Pedestrian Improvement Plan (914)	\$ 225,000
Mission Road Bicycle and Pedestrian Improvement Project (903)	2,800,000
Climate Action Plan Update (994)	35,000
Creekside Villas Repair and Painting (952)	95,000
General Plan Update (991) – Includes Budget Increase	653,000
IT Infrastructure Upgrades (986)	50,000
Vehicle Replacement (987)	194,156
Equipment Purchase & Replacement (984)	250,000
Total	\$ 4,302,156

- (d) On March 10, 2021, the Town added three more capital projects to the FY 2020-21 Capital program, bringing the total project budget to \$4,527,156;
- (e) The five completed projects have an available project balance of \$57,814, with \$15,210 to be released and returned to Capital reserve, \$2,604 released and returned to Fleet

Replacement; and \$40,000 released and return to City Property reserve.

(f) The six incomplete projects to be continued into FY 2021-22 have a carryover balance of \$230,409;

(g) Transfer \$55,000 from the Capital Reserve Fund (31) to Street Capital Fund (32) and increase the capital budget for F-Street Retaining Wall by \$15,000 for geotechnical and engineering services and for Mission Road Improvement by \$40,000 for the design of landscaping and irrigation and high visibility crosswalk;

(h) The City Council duly considered the proposed budget amendments and public comments, if any, thereon.

2. Findings and Order.

The City Council hereby approves and orders the following changes:

(a) *Summary of New FY 2020-21 Capital Program Budget.* Table 1 Column titled "2021-22 Project Budget" shall be and is hereby approved as the new FY 2021-22 Capital Program Budget.

Table 1	Project Budget Thru 6/30/2021	Spending Thru 6/30/2021	Unspent Project Budget at 7/1/2021	Project Budget Carryover to 7/1/2021	Additional Request @ 7/1/2021	Additional Request @ 12/31/2021	2021/22 Project Budget
Project Title (Number)	[a]	[b]	[a] - [b]	[c]	[d]	[d]	[c] + [d]
Category 1: Streets, Sidewalks, and Bikeways							
Annual Roadway Rehabilitation and Preventive Maintenance Program (906)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 150,000		\$ 150,000
F-Street Retaining Wall (902)	\$ 25,000	\$ 25,410	\$ (410)	\$ (410)	\$ 7,000	\$ 15,000	\$ 21,590
Mission Road Bicycle and Pedestrian Improvement Project (903)	\$ 2,800,000	\$ 2,858,431	\$ (58,431)	\$ (58,431)	\$ 60,000	\$ 40,000	\$ 41,569
Category 2: Sewers & Storm Drains							
None	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0
Category 3: City Facilities & Long-Range Plans							
Colma Museum Facility Repair & Painting (951)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 75,000		\$ 75,000
Facility Parking Lot Upgrades (953)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 99,025		\$ 99,025
General Plan Update (991)	\$ 653,000	\$ 594,835	\$ 58,165	\$ 58,165	\$ 0		\$ 58,165
Housing Element Update (996)	\$ 100,000	\$ 1,254	\$ 98,746	\$ 98,746	\$ 0		\$ 98,746
Zoning Code Update (997)	\$ 100,000	\$ 0	\$ 100,000	\$ 100,000	\$ 0		\$ 100,000
Category 4: Major Equipment, Technology & Fleet							
Equipment Purchase and Replacement (984)	\$ 250,000	\$ 217,661	\$ 32,339	\$ 32,339	\$ 201,000		\$ 233,339
Financial Software Replacement (965)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 100,000		\$ 100,000
IT Infrastructure Upgrades (986)	\$ 50,000	\$ 35,235	\$ 14,765	\$ 0	\$ 50,000		\$ 50,000
Vehicle Replacement (987)	\$ 194,156	\$ 191,552	\$ 2,604	\$ 0	\$ 164,000		\$ 164,000
Total	4,172,156	3,924,378	247,778	230,409	906,025	55,000	1,191,434

(b) *Summary of Project Closeout.* Table 2, columns titled "Fund Release" below, summarizes project budgets to be closed and the amount to be released to various funds.

Table 2

Project Closeout Summary Project Title (Number)	Project Budget	Spending Thru	Unspent	Project Budget	Additional	2021/22	Fund Release	
	Thru 6/30/2021	6/30/2021	Project Budget	Carryover to	Request @	Project Budget	Fund No	Amount
	[a]	[b]	[a] - [b]	[c]	[d]	[c] + [d]		
Category 1: Streets, Sidewalks, and Bikeways								
El Camino Real Bicycle and Pedestrian Improvement Plan (914)	\$ 225,000	\$ 224,998	\$ 2	\$ 0	\$ 0	\$ 0	Fund 31	\$ 2
Category 2: Sewers & Storm Drains								
None	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0		
Category 3: City Facilities & Long-Range Plans								
Climate Action Plan Update (994)	\$ 35,000	\$ 34,557	\$ 443	\$ 0	\$ 0	\$ 0	Fund 31	\$ 443
Creekside Villas Repair and Painting (952)	\$ 95,000	\$ 55,000	\$ 40,000	\$ 0	\$ 0	\$ 0	Fund 83	\$ 40,000
Category 4: Major Equipment, Technology & Fleet								
IT Infrastructure Upgrades (986)	\$ 50,000	\$ 35,235	\$ 14,765	\$ 0	\$ 50,000	\$ 50,000	Fund 31	\$ 14,765
Vehicle Replacement (987)	\$ 194,156	\$ 191,552	\$ 2,604	\$ 0	\$ 164,000	\$ 164,000	Fund 61	\$ 2,604
Total	599,156	541,341	57,815	1	214,000	214,001		57,814

(c) *Drawdown on Reserve.* The Annual Roadway Rehabilitation and Mission Road Improvement projects require a transfer of \$55,000 from the Capital Reserve Fund (31) to Street Capital Fund (32). The City Council hereby orders and approves the drawdown on reserve and approves this change to amend the Fiscal Year 2021-2022 Capital Improvement Budget.

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 January 26, 2022, by the following vote:

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

Dated _____

Helen Fisicaro, Mayor

Attest: _____

Caitlin Corley, City Clerk



Category 1: Streets, Sidewalks, and Bikeways

Annual Roadway Rehabilitation and Preventative Maintenance Program (906)

Ongoing Program

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

Status: The project is schedule to start in Spring of '22.

Funding and Spending History

Funding Source	Budget	Actual	Spending	Project Cost		Actual
				Budget	Thru 6/30/21	
Measure M	-	-	300 Block of F-Street (81003)	150,000	-	-
Measure A (22)	72,600	72,600		-	-	-
Measure W (26)	31,950	31,950		-	-	-
Gas Tax & RMRA (21)	45,450	45,450		-	-	-
Total Funding	150,000	150,000	Total Spending to Date	150,000	-	-
Pending Grant/Other Reimbursements		-	Available Project Budget			150,000

F-Street Retaining wall (902)

Description: 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: After the soil report is complete, the bid solicitation will begin. The tentative completion data is early FY 2022-23.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost		Actual
				Budget	Thru 6/30/21	
Capital Reserve	25,000	25,000	Design (81002)	32,000	25,410	33,062
General Fund	7,000	7,000	Construction (81003)	-	-	-
Total Funding	32,000	32,000		32,000	25,410	33,062
Pending Grant/Other Reimbursements		-	Available Project Budget			(1,062)

Category 1: Streets, Sidewalks, and Bikeways Cont.

Mission Road Bicycle and Pedestrian Improvement Project (903)

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

Status: The notice of completion was presented to the City Council for consideration on July 14, 2022. The next phase of the project is the landscaping near Holy Cross and high visibility pedestrian crosswalk on Mission Road.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost			
				Budget	Thru 6/30/21	Project Cost FY 2021-22	Actual
General Fund	590,000	590,000	Prof Consult (71010)	246,804	246,804	(1)	246,804
OBAG-TLC (35005)	525,000	499,783	Plng&Design (81002)	401,834	401,834	1,569	403,404
OBAG-LSR (35006)	100,000	100,000	Construction (81003)	2,211,362	2,209,793	-	2,209,793
Measure A (22)	350,000	350,000		-			
Safe Route to School (35007)	200,000	200,000					
Gas Tax/RMRA (21)	117,000	117,000					
Measure M (35131)	330,000	172,929					
PLAN JPA	10,000	10,000					
Proj Realloc	638,000	638,000					
Total	2,860,000	2,677,712		2,860,000	2,858,431	1,569	2,860,000
Total Eligible for Grant Reimbursement		182,288	Available Project Budget				(0)

El Camino Real Bicycle and Pedestrian Plan (914) Closing

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

Status: The completed plan was presented to the City Council on January 27, 2021. The next phase of the project is pending funding availability. As a result, this project is proposed to be closed.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost			
				Budget	Thru 6/30/21	Project Cost FY 2021-22	Actual
General Fund	25,808	25,808	Plng&Design (81002)	225,000	224,998	-	224,998
SB1 RMRA Grant (35206)	199,192	165,452					
Total	225,000	191,260		225,000	224,998	-	224,998
Total Eligible for Grant Reimbursement		33,740	Available Project Budget				2

Category 2: Sewer and Storm Drain

None

Category 3: Facilities and Long-Range

Climate Action Plan (994) Closing

Description: The Climate Action Plan (CAP) guides the Town’s actions for greenhouse gas (GHG) reduction targets established under State Law (Assembly Bill 32, signed into law in 2006). Colma has completed an updated Community-wide Greenhouse Gas Inventory Report which confirmed that the Town should meet reduction targets.

Status: The 2030 Climate Action Plan Update was presented to the City Council on October 28, 2020. There are no more activities for this project, and the project is proposed to be closed.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost		Project Cost FY 2021-22	Actual
				Budget	Thru 6/30/21		
General Fund (11)	35,000	35,000	Prof Consult (71010)	35,000	34,557	-	34,557
Total Funding	35,000	35,000	Total Spending to Date	35,000	34,557	-	34,557
Pending Grant/Other Reimbursements		-	Available Project Budget				443

Colma Museum Facility Repair & Painting (951)

Description: 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: Window replacement and exterior repair will begin in the dryer months.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost		Project Cost FY 2021-22	Actual
				Budget	Thru 6/30/21		
General Fund (11)	75,000	75,000	Repair & Painting (81003)	75,000	-	-	-
Total Funding	75,000	75,000	Total Spending to Date	75,000	-	-	-
Pending Grant/Other Reimbursements		-	Available Project Budget				75,000

Creekside Villa Repair & Painting (952)

Description: Update Creekside Villas' exterior with new paints, new windows, new awnings, and resurfacing of stair and deck.

Status: In 2019, the exterior painting was completed. Other exterior repairs were deferred. Remaining \$40,000 in the budget is for various miscellaneous repairs to the facility. Due to a lack of vendor quotes for this project, the project will be closed.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost		Project Cost FY 2021-22	Actual
				Budget	Thru 6/30/21		
City Facility (83)	95,000	95,000	Repair & Painting (81003)	95,000	55,000	-	55,000
Total Funding	95,000	95,000	Total Spending to Date	95,000	55,000	-	55,000
Pending Grant/Other Reimbursements		-	Available Project Budget				40,000

Category 3: Facilities and Long-Range Cont.

Facility Parking Lot Upgrades (953)

Description: 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. The total project cost is \$198,050, with \$99,025 in FY 2021/22 and \$99,025 in FY 2022/23. The Town plans to pavement repair and slurry at all four facilities under one contract.

Status: Project will begin near the end of the fiscal year.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost			Actual
				Budget	Thru 6/30/21	Project Cost FY 2021-22	
General Fund (11)	99,025	99,025	CCC/Museum & PD Station (81003)	99,025	-	-	-
			Creekside & Corp Yard (81003)		-	-	-
Total Funding	99,025	99,025	Total Spending to Date	99,025	-	-	-
Pending Grant/Other Reimbursements		-	Available Project Budget				99,025

General Plan Update (991)

Description: Update General Plan to comply with State Law. The General Plan governs development within Town limits.

Status: The project is currently pending public comments.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost			Actual
				Budget	Thru 6/30/21	Project Cost FY 2021-22	
General Fund (11)	489,915	489,915	Plng&Design (81002)	653,000	594,835	6,677	601,512
Capital Reserve (31)	3,085	3,085					
SB2 Grant (31)	160,000	93,000					
Total Funding	653,000	586,000	Total Spending to Date	653,000	594,835	6,677	601,512
Pending Grant/Other Reimbursements		67,000	Available Project Budget				51,488

Housing Element Update (996)

Description: Pursuant to state law, the Town of Colma is required to update its General Plan Housing Element and be completed and certified by the state by January of 2023.

Status: The project will begin upon completion of the General Plan.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost			Actual
				Budget	Thru 6/30/21	Project Cost FY 2021-22	
Capital Reserve (31)	15,000	15,000	Plng&Design (81002)	100,000	1,254	18,727	19,981
LEAP Grant (31)	65,000	-					
REAP Grant (31)	20,000	-					
Total Funding	100,000	15,000	Total Spending to Date	100,000	1,254	18,727	19,981
Pending Grant/Other Reimbursements		85,000	Available Project Budget				80,020

Category 3: Facilities and Long-Range Cont.

Zoning Code Update (997)

Description: 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.

Status: The project will begin upon completion of the General Plan.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost			Actual
				Budget	Thru 6/30/21	Project Cost FY 2021-22	
Capital Reserve (31)	100,000	100,000	Plng&Design (81002)	100,000	-	-	-
Total Funding	100,000	100,000	Total Spending to Date	100,000	-	-	-
Pending Grant/Other Reimbursements		-	Available Project Budget				100,000

Category 4: Major Equipment, Technology, & Fleet Projects

Equipment Purchase and Replacement (984)

Ongoing Program

Description: This is an ongoing program. 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.

Status: The dispatch radio project was completed in FY 2020-21. The remaining \$32,339 will be carried over to FY 2021-22 to complete the Council Chamber system upgrade. As for the FY 2021-22 Police In-Car and Body-Worn Camera project, the project should be completed by the end of the fiscal year.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost			Actual
				Budget	Thru 6/30/21	Project Cost FY 2021-22	
FY 2019/20: Dispatch Radio							
General Fund (11)	250,000	250,000	Dispatch Radio & Eqpt (80005)	250,000	217,661	-	217,661
Total Funding	250,000	250,000	Total Spending to Date	250,000	217,661	-	217,661
Pending Grant/Other Reimbursements		-	Available Project Budget				32,339
FY 2021/22: In-Car and Body-Worn Camera							
General Fund (11)	201,000	201,000	Technology System (80005)	141,000	-	26,698	26,698
			Technology Hardware (81005)	60,000	-	43,717	43,717
Total Funding	201,000	201,000	Total Spending to Date	201,000	-	70,415	70,415
Pending Grant/Other Reimbursements		-	Available Project Budget				130,585

Category 4: Major Equipment, Technology, & Fleet Projects Cont.

Financial Software Replacement (965)

Description: Financial Software Replacement will begin with a need assessment of Town operations, identify most suitable ERP system for financial data, and purchase and transition data from current financial software to the new system. Project was postponed due to COVID-19 and shifting the project funding to other projects. The projected total project cost is \$350,000.

Status: This project is currently on hold.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost		Actual
				Budget	Thru 6/30/21 Project Cost FY 2021-22	
General Fund (11)	100,000	100,000	Prof Consulting Srvc (71010)	15,000	-	-
			Technology (81005)	85,000	-	-
Total Funding	100,000	100,000	Total Spending to Date	100,000	-	-
Pending Grant/Other Reimbursements		-	Available Project Budget			100,000

IT Infrastructure Upgrades (986) Ongoing Program

Description: Ongoing program for technology infrastructure upgrades.

Status:

For FY 2020-21, the Town replaced two servers, purchased 3 computers, and replaced the Town's LiveScan system.
 For FY 2021-22, the Town will be old Window 7 computers, completed the Office 365 migration, and other needed replacements.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost		Actual
				Budget	Thru 6/30/21 Project Cost FY 2021-22	
FY 2020/21 Technology Upgrade						
General Fund (11)	50,000	50,000	Software & Network (81005)	50,000	35,235	35,235
Total Funding	50,000	50,000	Total Spending to Date	50,000	35,235	35,235
Pending Grant/Other Reimbursements		-	Available Project Budget			14,765
FY 2021/22 Technology Upgrade						
General Fund (11)	50,000	50,000	Software & Network (81005)	50,000	-	22,410
Total Funding	50,000	50,000	Total Spending to Date	50,000	-	22,410
Pending Grant/Other Reimbursements		-	Available Project Budget			27,590

Category 4: Major Equipment, Technology, & Fleet Projects Cont.

Vehicle Replacement (987) Ongoing Program

Description: 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.

Status: The Town carried over \$20,000 of unspent vehicle replacement program from FY 2019-20 to outfit the Public Works Service Truck. The Town deferred all vehicle purchases in FY 2020-21.

Funding and Spending History

Funding Type	Budget	Actual	Spending	Project Cost		Project Cost FY 2021-22	Actual
				Budget	Thru 6/30/21		
FY 2019/20 Vehicle Replacement							
Fleet Replacement (61)	277,640	277,640	PD Patrol - 1 (80002)	43,049	43,049	-	43,049
			Detective Veh (80002)	35,018	35,018	-	35,018
			PD Motorcycle (80002)	36,266	36,266	-	36,266
			Public Works Srvc Truck (80002)	79,823	77,219	-	77,219
Total Funding	277,640	277,640	Total Spending to Date	194,156	191,552	-	191,552
Pending Grant/Other Reimbursements		-	Available Project Budget				2,604
FY 2021/22 Vehicle Replacement							
Fleet Replacement (61)	164,000	164,000	PD Patrol - 2 Chevy Tahoe (80002)	124,000	-	94,787	94,787
			Police Non-Patrol (80002)	40,000	-	-	-
Total Funding	164,000	164,000	Total Spending to Date	164,000	-	94,787	94,787
Pending Grant/Other Reimbursements		-	Available Project Budget				69,213

