



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: October 28, 2020
 SUBJECT: Capital Project Update for FY 2019-20 and Amendment for FY 2020-21

RECOMMENDATION

Staff recommends that the City Council adopt the following resolutions approving:

RESOLUTION AMENDING THE FISCAL YEAR 2020-21 CAPITAL IMPROVEMENT BUDGET TO \$3,062,788, INCLUDING CLOSING OUT 10 CAPITAL PROJECTS, TRANSFERRING \$83,847 TO GENERAL PLAN UPDATE PROJECT, RETURNING \$86,062 OF UNSPENT FUNDING BACK TO FLEET REPLACEMENT FUND 61; AND DRAWING DOWN ON CAPITAL RESERVE FUND 31 BY \$3,085 TO SUPPLEMENT BUDGET SHORTFALL IN THE GENERAL PLAN UPDATE PROJECT

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 24 actively funded projects in FY 2019-20. The report contains a brief description of each capital project, the status each project as of June 30, 2020, and the corresponding financial information.

Within the report, six projects were deferred, and the funds were reallocated to the Mission Road project because of the COVID-19 pandemic, and the dramatic increase in the cost of the Mission Road project. Ten projects are being closed out or completed, and can be removed from the Capital Plan in FY 2020-21, releasing \$86,265 to the Capital Reserve Fund (31) and \$86,062 to the Fleet Replacement Fund (61). Eight projects will continue in FY 2020-21 and will require unspent funds totaling \$2,563,438 to be carried over to FY 2020-21. While the adopted FY 2020-21 Capital Program for IT Infrastructure Upgrades (\$50,000) and Equipment Purchase and Replacement (\$200,000) should remain intact, all other capital projects should be reset to zero.

The January 8, 2020 Capital Project Update identified three projects pending budget amendment. Serramonte Blvd/Collins Ave Master Plan's budget was amended on January 8, 2020. Mission

Road Bicycle and Pedestrian Improvement was amended on June 24, 2020. The General Plan Update was the last of the three projects that needed to be amended. The General Plan Update project has a budget of \$403,650, with \$381,357 spent as of June 30, 2020. The General Plan Update needs an additional \$249,350 to complete the project. The increase in cost results from:

- (1) higher than expected sub-consultant costs to meet General Plan and Environmental Impact Report legal requirements in the areas of noise, greenhouse gases, and traffic;
- (2) the decision to include a cultural resources consultant to the consultant team to support the EIR and current legal requirements for cultural resources; and,
- (3) additional staff resources needed to prepare the Existing Conditions Report, draft the General Plan, and draft the EIR.

Of the \$249,350 increased cost, \$160,000 will be offset by SB2 grant awarded on October 30, 2019 and \$86,265 can be offset by funds released from completed projects. This leaves \$3,085 drawdown on Capital Reserve Fund (31).

FISCAL IMPACT

1. Reset the FY 2020-21 Capital budget to zero and adopt the following as the FY 2020-21 project budget:

Project Title and Number	FY 2020-21 Budget	Total Project Budget
El Camino Real Bicycle and Pedestrian Improvement Plan (914)	\$ 52,019	\$ 225,000
Mission Road Bicycle and Pedestrian Improvement Project (903)	2,419,517	2,800,000
Climate Action Plan Update (994)	9,609	35,000
Creekside Villas Repair and Painting (952)	40,000	95,000
General Plan Update (991) – carryover portion only See item 3 below for the project budget increase	22,293	403,650
IT Infrastructure Upgrades (986)	50,000	50,000
Vehicle Replacement (987)	20,000	191,578
Equipment Purchase & Replacement (984)	200,000	250,000
Total	\$ 2,813,438	\$ 4,236,290

2. Releasing the \$169,909 of unspent capital project budgets back to Fund 31 and 61 has no fiscal impact. The releasing of earmarked funds and redesignating it as available unassigned reserves allows the City Council to reallocate the funds to other projects.
3. Increasing the project budget for General Plan Update will reduce Fund 31 reserve by \$249,350 – total project budget.

BACKGROUND

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

On January 8, 2020, a Capital Program update through December 31, 2019 was presented to the City Council and the public. Included in the presentations was a resolution to do the following:

- Amend the FY 2019-20 Capital Program Budget by adding \$2.6 million of unspent capital project budget for active and ongoing projects.
- Closeout five capital projects and return available funds to Capital Reserve (Fund 31) or Fleet Replacement (Fund 61) as appropriate
- Increase the Serramonte Blvd/Collins Ave Master Plan budget by \$25,000

The goal of the Capital Program update is to provide transparency and encourage accountability through periodic updates.

In March 2020, the novel coronavirus (COVID-19) pandemic hit the United States and residents were directed to shelter-in-place. Non-essential businesses had closed to comply with social distancing requirements, resulting in a sharp decline in business activities. In response to the pandemic, the Town declared a local emergency and adopted a modified FY 2020-21 Operating and Capital Budget to allow Town operations to continue. The modified budget consists of adopting the FY 2019-20 operating budget as FY 2020-21 operation and ratifying the FY 2020-21 portion of the Five-Year Capital Improvement Plan. The adopted FY 2020-21 budget does not reflect the actual operation and priorities of FY 2020-21. The purpose was to allow the City Council and Staff to focus on the pandemic and the community.

In May 2020, a detailed analysis was presented to the City Council on the financial impact of the COVID-19 pandemic. Due to the closure of all non-essential businesses, the Town's sales tax and cardroom tax revenues were \$2.4 million less than the FY 2019-20 budget. Part of the strategy to address the COVID-19 financial crisis included deferring non-essential operations by reducing the operating spending as much as possible. The strategy also included deferring and defunding seven capital projects scheduled to begin in FY 2019-20 and reallocate the funds to address the budget shortfall in Mission Road Bicycle and Pedestrian Improvement Project (903).

This report provides an update on the Town's FY 2019-20 Capital Program, Spending through June 30, 2020, and the carryover budget for FY 2020-21. The budget amendment will reset the FY 2020-21 Capital Program budget to the project budget stated in the Resolution.

ANALYSIS

The FY 2019-20 Capital Program Budget is \$4.2 million, with \$2.6 million of carryover budget and \$1.6 million in additional requests. Through June 30, 2020, the Town spent \$1.3 million and has an unspent balance of \$2.7 million. Attachment B summarizes all 24 active projects in FY 2019-20.

Of the 24 capital projects listed in Attachment B, eight projects will continue into FY 2020-21, four projects are closed as of January 8, 2020, six projects have been completed and can be defunded, and seven projects have been defunded and deferred into FY 2020-21.

In FY 2020-21, the Town will be focused on the following projects:

1. **El Camino Real Bicycle and Pedestrian Improvement Plan (914)**. The total project budget is \$225,000 and through June 2020 \$172,981 was spent. The project is funded partially by grant, \$199,192, and by Capital reserve. The project is scheduled for completion in FY 2020-21.
2. **Mission Road Bicycle and Pedestrian Improvement Project (903)**. Through June 2020, \$380,483 of the \$2,800,000 project budget was spent on design and review. Construction is scheduled for FY 2020-21 and the remaining \$2,419,517 of the unspent project budget will be expensed in FY 2020-21.
3. **Climate Action Plan Update (994)**. Climate Action Plan was near completion in June 30, 2019. This project was on hold while waiting for San Mateo County RICAPS to release a template report. The final report is scheduled to be presented to the City Council in the Fall of 2020. The available budget of \$9,609 will be carried over to FY 2020-21.
4. **Creekside Villas Repair and Painting (952)**. This project includes two phases. The first phase for the exterior painting in preparation of the 25th anniversary. The first phase was completed as budgeted. Phase 2 involves other exterior repairs that are deferred due to COVID-19 financial crisis. The available balance of \$40,000 will be carried over into FY 2020-21.
5. **General Plan Update (991)**. The General Plan Update has a budget of \$403,650, with \$381,357 spent by June 30, 2020. The Town received \$160,000 of grant funding but will need an additional \$89,350 of funding to bring the project to completion. The increase to the project budget is attributed to (1) higher than expected sub-consultant costs to meet General Plan and Environmental Impact Report legal requirements in the areas of noise, greenhouse gases, and traffic; (2) the decision to include a cultural resources consultant to the consultant team to support the EIR and current legal requirements for cultural resources; and, (3) additional staff resources needed to prepare the Existing Conditions Report, draft the General Plan, and draft the EIR. The total project cost is \$653,000. The funding shortage of \$89,350 can be offset by funds released from completed projects (net \$86,265) and Capital reserve (\$3,085).
6. **IT Infrastructure Upgrades (986)**. The Town invests \$50,000 annually into its IT Infrastructure to provide necessary upgrades as technology changes. Portions of the budget not used are generally released back to Capital Reserve Fund (31). For FY 2019-20, the Town spent \$45,736 on various computer peripheral and server upgrades and the remaining \$4,264 can be released and return to Capital Reserve Fund.
7. **Vehicle Replacement (987)**. Similar to IT Infrastructure Upgrades, the Town routinely replaces vehicles that have reached its useful life. A vehicle replacement schedule is created to track the age and usage of the vehicles. For FY 2019-20, the Town spent \$126,062 of the \$277,640 budget to replace the police detective vehicle, police motorcycle, police admin vehicle, and public works dump truck. The public works dump

truck was purchased near the end of FY 2019-20 and \$20,000 of the budget needs to be carried over to FY 2020-21 to equip the dump truck.

8. **Equipment Purchase and Replacement (984).** The Equipment Purchase and Replacement project in FY 2019-20 was for Police Dispatch Center radio and equipment upgrade. The upgrade began in FY 2019-20 and was scheduled for completion in FY 2020-21. The total project cost is \$250,000, with \$50,000 budgeted for FY 2019-20 and \$200,000 for FY 2020-21.

As for FY 2019-20, the following projects were completed or closed and can be removed from the Town's Capital Program in FY 2020-21.

Closed as of January 8, 2020		Completed and proposed for closure as of June 30, 2020	
Roadway Network Plan SSAR	\$ 0	Serramonte Boulevard/ Collins Avenue Master Plan	\$ 5,456
Sanitary Sewer System Assessment	\$ 0	Sterling Park Residential Streetlight Replacement Plan	\$ (475)
Sterling Park Playground Improvement	\$ (125)	Town Hall Campus Renovation	\$ 53,558
Access Control	\$ 1	Dispatch Furniture Upgrade	\$ 5
		Geographic Information System	\$ 10,549
		IT Infrastructure – FY 2019-20 Portion	\$ 4,264
		Records Management System	\$ 8,033
		Vehicle Replacement – FY 2019-20 Portion net carryover	\$ 86,062
Total Available Funds			\$ 172,327

Table 1 below lists all 24 active projects in FY 2019-20 and the corresponding FY 2020-21 project budget. Additional Request for General Plan Update is highlighted as it is pending City Council direction. The Additional Requests of \$50,000 and \$200,000 are for IT Infrastructure Upgrade and Equipment Purchase and Replacement Projects and have been part of the FY 2020-21 budget adoption. The last two columns of the table are related to releasing the funds of completed or closed projects.

Table 1 Project Title (Number)	Project Budget	Spending Thru	Unspent	Project Budget	Additional	2020/21	Fund Release	
	Thru 6/30/2020	6/30/2020	Project Budget	Carryover to	Request @	Project	Reallocate	Released to
	[a]	[b]	at 7/1/2020	7/1/2020	7/1/2020	Budget	Funds	Fund 61
			[a] - [b]	[c]	[d]	[c] + [d]		
Category 1: Streets, Sidewalks, and Bikeways								
Annual Roadway Rehabilitation and Preventive Maintenance Program (906)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0		
El Camino Real Bicycle and Pedestrian Improvement Plan (914)	\$ 225,000	\$ (172,981)	\$ 52,019	\$ 52,019	\$ 0	\$ 52,019		
Lawndale and El Camino Real Landscape and Median (956)	\$ 24,170	\$ (19,170)	\$ 5,000	\$ 0	\$ 0	\$ 0	\$ 5,000	
Mission Road Bicycle and Pedestrian Improvement Project (903)	\$ 2,800,000	\$ (380,483)	\$ 2,419,517	\$ 2,419,517	\$ 0	\$ 2,419,517		
Roadway Network Plan (SSAR) (993)	\$ 292,905	\$ (292,905)	\$ 0	\$ 0	\$ 0	\$ 0		
Serramonte Boulevard/Collins Avenue Master Plan (913)	\$ 425,000	\$ (419,544)	\$ 5,456	\$ 0	\$ 0	\$ 0	\$ 5,456	
Sterling Park Residential Streetlight Replacement Plan (926)	\$ 15,000	\$ (15,475)	\$ (475)	\$ 0	\$ 0	\$ 0	\$ (475)	
Category 2: Sewers & Storm Drains								
Colma Creek Channel Repairs (934)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0		
Sanitary Sewer System Assessment (971)	\$ 155,562	\$ (155,563)	\$ (1)	\$ 0	\$ 0	\$ 0	\$ (1)	
Storm Drain System Assessment & Mapping (972)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Category 3: City Facilities & Long-Range Plans								
Climate Action Plan Update (994)	\$ 35,000	\$ (25,391)	\$ 9,609	\$ 9,609	\$ 0	\$ 9,609		
Creekside Villas Repair and Painting (952)	\$ 95,000	\$ (55,000)	\$ 40,000	\$ 40,000	\$ 0	\$ 40,000		
General Plan Update (991)	\$ 403,650	\$ (381,357)	\$ 22,293	\$ 22,293	\$ 249,350	\$ 271,643		
Recreation Operation and Facility Master Plan (995)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0		
Sterling Park Playground Improvement (944)	\$ 537,500	\$ (537,625)	\$ (125)	\$ 0	\$ 0	\$ 0	\$ (125)	
Town Hall Campus Renovation (947)	\$ 17,825,349	\$ (17,771,791)	\$ 53,558	\$ 0	\$ 0	\$ 0	\$ 53,558	
Category 4: Major Equipment, Technology & Fleet								
Access Control at Town Facilities (983)	\$ 321,874	\$ (321,873)	\$ 1	\$ 0	\$ 0	\$ 0	\$ 1	
Dispatch Furniture Upgrade (988)	\$ 56,371	\$ (56,366)	\$ 5	\$ 0	\$ 0	\$ 0	\$ 5	
Financial Software Replacement (965)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0		
Geographic Information System (985)	\$ 25,105	\$ (14,556)	\$ 10,549	\$ 0	\$ 0	\$ 0	\$ 10,549	
IT Infrastructure Upgrades (986)	\$ 50,000	\$ (45,736)	\$ 4,264	\$ 0	\$ 50,000	\$ 50,000	\$ 4,264	
Records Management System (989)	\$ 50,000	\$ (41,967)	\$ 8,033	\$ 0	\$ 0	\$ 0	\$ 8,033	
Vehicle Replacement (987)	\$ 277,640	\$ (171,578)	\$ 106,062	\$ 20,000	\$ 0	\$ 20,000		\$ 86,062
Equipment Purchase and Replacement (984)	\$ 50,000	\$ (50,000)	\$ 0	\$ 0	\$ 200,000	\$ 200,000		
Total	23,665,126	(20,929,361)	2,735,765	2,563,438	499,350	3,062,788	86,265	86,062

Budget Amendments

The adopted FY 2020-21 Capital Program does not reflect the Town's priorities. The below adjustments are needed to realign the capital program.

- **Reset the FY 2020-21 Capital Program to zero for all projects, except IT Infrastructure (\$50,000) and Equipment Purchase and Replacement (\$200,000).** The adopted budget reflects \$2,331,520 as the capital program. It includes projected spending for projects that were deferred as a result of the COVID-19 pandemic.
- **Approve carryover of \$2,563,438 for ongoing projects.** This includes Climate Action Plan Update (\$9,609), El Camino Real Bicycle and Pedestrian Improvement Plan (\$52,019), Mission Road Bicycle and Pedestrian Improvement Project (\$2,419,517), Vehicle Replacement (\$20,000), Creekside Villas Repair and Painting (\$40,000), and General Plan Update (\$22,293).
- **Increase the General Plan Update (991) project budget by \$249,350 to the new budget of \$653,000.** On July 24, 2019, the City Council authorized the Town to apply

for SB2 grant to offset the cost for the General Plan Update. The Town's contribution before the grant award was \$403,650. On October 30, 2019, the Town was awarded \$160,000 towards the completion of the General Plan Update. The increase in project budget by \$249,350 results from (1) higher sub-consultant cost related to General Plan and Environmental Impact Report (EIR) legal compliance, (2) addition of cultural resources consultation, and (3) additional staff resources needed to complete Existing Conditions Report, General Plan Draft Report, and EIR Draft Report. Of the \$249,350 budget increase, \$160,000 will be offset by the SB2 Grant, \$86,265 can be offset by the funds release from completed projects, and \$3,085 will be required from the Capital Reserve Fund (31). The total available capital reserve is \$1.4 million.

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 \$3,062,788 as listed in Table 1 above. This approval includes:

1. Carry over of \$2,563,438 from FY 2019-20 to FY 2020-21;
2. Keeping the FY 2020-21 budget for IT Infrastructure at \$50,000 and Equipment Replacement at \$200,000;
3. Reset all other capital project budgets to zero;
4. Increase General Plan Update Budget to \$653,000;
5. Release \$86,265 of available unused funds to offset General Plan Update Budget Increase; and
6. Release \$86,062 of available unused funds and return it to Fleet Replacement Fund (61).

Council Adopted Values

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

CONCLUSION

Overall, the Town's capital program stayed within program budget. In FY 2019-20, however there had been three capital budget adjustments due to unexpected conditions.

ATTACHMENTS

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



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

RESOLUTION AMENDING THE FISCAL YEAR 2020-21 CAPITAL IMPROVEMENT BUDGET TO \$3,062,788, INCLUDING CLOSING OUT 10 CAPITAL PROJECTS, TRANSFERRING \$83,847 TO GENERAL PLAN UPDATE PROJECT, RETURNING \$86,062 OF UNSPENT FUNDING BACK TO FLEET REPLACEMENT FUND 61; AND DRAWING DOWN ON CAPITAL RESERVE FUND 31 BY \$3,085 TO SUPPLEMENT BUDGET SHORTFALL IN THE GENERAL PLAN UPDATE PROJECT

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

1. Background

- (a) On June 12, 2019, the City Council approved and adopted the FY 2019-20 Budget that included the expectation that five capital projects will carry over an estimated \$1,895,884 to the new fiscal year and eight projects would be closed by June 30, 2019;
- (b) Completed projects, with a notice of completion submitted and approved by the City Council, are held open to ensure all trailing invoices are paid;
- (c) As of June 30, 2020, the Town has 24 funded projects with six deferred to future years and the funds were reallocated, four were closed as of January 8, 2020, six were completed and the funds can be reallocated, and eight will continue into FY 2020-21, with a carried over budget of \$2,563,438;
- (d) The six completed projects have an available project balance of \$172,327 and \$86,265 can be transferred to the General Plan Update to meet budget shortfall and \$86,062 can be returned back to Fleet Replacement Fund (61) to be reallocated in the future;
- (e) Staff found that the General Fund Update has a \$249,350 budget shortfall, which will deplete the \$160,000 SB2 grant and the \$86,265 of unspent project funding from completed projects;
- (f) The General Fund Update will need to reduce the Capital Reserve Fund 31 by \$3,085;
- (g) The Adopted FY 2020-21 Capital Budget included projects that were deferred due to the COVID-19 pandemic;
- (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 "2020-21 Project Budget" shall be and is hereby approved as the new FY 2020-21 Capital Program Budget.

Table 1	Project Budget Thru 6/30/2020	Spending Thru 6/30/2020	Unspent Project Budget at 7/1/2020	Project Budget Carryover to 7/1/2020	Additional Request @ 7/1/2020	2020/21 Project Budget
Project Title (Number)	[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	\$ (172,981)	\$ 52,019	\$ 52,019	\$ 0	\$ 52,019
Mission Road Bicycle and Pedestrian Improvement Project (903)	\$ 2,800,000	\$ (380,483)	\$ 2,419,517	\$ 2,419,517	\$ 0	\$ 2,419,517
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	\$ (25,391)	\$ 9,609	\$ 9,609	\$ 0	\$ 9,609
Creekside Villas Repair and Painting (952)	\$ 95,000	\$ (55,000)	\$ 40,000	\$ 40,000	\$ 0	\$ 40,000
General Plan Update (991)	\$ 403,650	\$ (381,357)	\$ 22,293	\$ 22,293	\$ 249,350	\$ 271,643
Category 4: Major Equipment, Technology & Fleet						
IT Infrastructure Upgrades (986)	\$ 50,000	\$ (45,736)	\$ 4,264	\$ 0	\$ 50,000	\$ 50,000
Vehicle Replacement (987)	\$ 277,640	\$ (171,578)	\$ 106,062	\$ 20,000	\$ 0	\$ 20,000
Equipment Purchase and Replacement (984)	\$ 50,000	\$ (50,000)	\$ 0	\$ 0	\$ 200,000	\$ 200,000
Total	3,936,290	(1,282,526)	2,653,764	2,563,438	499,350	3,062,788

(b) *Summary of Project Closeout.* Table 2, columns titled "Fund Release" below, summarizes project budgets to be closed and the amount to be reallocated to General Plan Update Project (991) and the amount to be transferred to Fleet Replacement Fund 61. The City Council hereby orders and approves the project closeout below and approves this change to amend the Fiscal Year 2020-2021 Capital Improvement Budget.

Table 2	Project Budget Thru 6/30/2020	Spending Thru 6/30/2020	Unspent Project Budget at 7/1/2020	Project Budget Carryover to 7/1/2020	Additional Request @ 7/1/2020	2020/21 Project Budget	Fund Release	
Project Title (Number)	[a]	[b]	[a] - [b]	[c]	[d]	[c] + [d]	Reallocate Funds	Released to Fund 61
Category 1: Streets, Sidewalks, and Bikeways								
Lawndale and El Camino Real Landscape and Meian (956)	\$ 24,170	\$ (19,170)	\$ 5,000	\$ 0	\$ 0	\$ 0	\$ 5,000	
Serramonte Boulevard/Collins Avenue Master Plan (913)	\$ 425,000	\$ (419,544)	\$ 5,456	\$ 0	\$ 0	\$ 0	\$ 5,456	
Sterling Park Residential Streetlight Replacement Plan (926)	\$ 15,000	\$ (15,475)	\$ (475)	\$ 0	\$ 0	\$ 0	\$ (475)	
Category 2: Sewers & Storm Drains								
Sanitary Sewer System Assessment (971)	\$ 155,562	\$ (155,563)	\$ (1)	\$ 0	\$ 0	\$ 0	\$ (1)	
Category 3: City Facilities & Long-Range Plans								
General Plan Update (991)	\$ 403,650	\$ (381,357)	\$ 22,293	\$ 108,558	\$ 249,350	\$ 357,908	\$ (86,265)	
Sterling Park Playground Improvement (944)	\$ 537,500	\$ (537,625)	\$ (125)	\$ 0	\$ 0	\$ 0	\$ (125)	
Town Hall Campus Renovation (947)	\$ 17,825,349	\$ (17,771,791)	\$ 53,558	\$ 0	\$ 0	\$ 0	\$ 53,558	
Category 4: Major Equipment, Technology & Fleet								
Access Control at Town Facilities (983)	\$ 321,874	\$ (321,873)	\$ 1	\$ 0	\$ 0	\$ 0	\$ 1	
Dispatch Furniture Upgrade (988)	\$ 56,371	\$ (56,366)	\$ 5	\$ 0	\$ 0	\$ 0	\$ 5	
Geographic Information System (985)	\$ 25,105	\$ (14,556)	\$ 10,549	\$ 0	\$ 0	\$ 0	\$ 10,549	
IT Infrastructure Upgrades - FY 2019/20 Portion (986)	\$ 50,000	\$ (45,736)	\$ 4,264	\$ 0	\$ 50,000	\$ 50,000	\$ 4,264	
Records Management System (989)	\$ 50,000	\$ (41,967)	\$ 8,033	\$ 0	\$ 0	\$ 0	\$ 8,033	
Vehicle Replacement - FY 2019/20 Portion (987)	\$ 277,640	\$ (171,578)	\$ 106,062	\$ 20,000	\$ 0	\$ 20,000		\$ 86,062
Total	20,167,221	(19,952,601)	214,620	128,558	299,350	427,908	-	86,062

(c) *Drawdown on Reserve.* The General Plan Update requires a transfer from \$3,085 from the Capital Reserve Fund (31) to offset the budget shortfall. The City Council hereby orders and approves the drawdown on reserve and approves this change to amend the Fiscal Year 2020-

2021 Capital Improvement Budget.

Certification of Adoption

I certify that the foregoing Resolution No. 2020-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on October 28, 2020, by the following vote:

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

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk