



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, May 10, 2023
REGULAR SESSION - 7:00 PM
CLOSED SESSION FOLLOWING REGULAR SESSION**

The City Council, staff and members of the public may participate in the meeting in person at Town Hall or virtually via Zoom Video Conference.

To attend the meeting in person:

Town Hall, Council Chamber, 1198 El Camino Real, Colma CA 94014

To participate in the meeting via Zoom Video Conference:

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

Passcode: 074407

Meeting ID: 812 8997 6261

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

To provide Public Comment in person:

Members of the public wishing to speak are requested to complete a yellow speaker card and submit it to the City Clerk. Comments should be kept to three minutes or less.

To provide Public Comment via Zoom Video Conference:

Live verbal public comments may be made by requesting to speak using the "raise hand" feature in Zoom or, if calling in by phone, by pressing *9 on the telephone keypad prior to the consent calendar being heard, or prior to the close of the public comment period for agenda items or non-agenda items. In response, the Town will unmute the speaker and allow them to speak up to three minutes.

To provide Public Comment in writing:

Members of the public may provide written comments by email to the City Clerk at ccorley@colma.ca.gov before 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.

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Donation of Freedom Tower Photograph
- Proclamation in honor of Mental Health Month
- Colma Citizens Scholarship Recipients Presentation

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 April 26, 2023 Special Meeting.
2. Motion to Accept the Minutes from the April 26, 2023 Regular Meeting.
3. Motion to Approve Report of Checks Paid for April 2023.
4. Motion to Adopt an Ordinance Amending Subchapter 2.10 of the Colma Municipal Code Relating to Fireworks Pursuant to CEQA Guidelines 15061(B)(3), 15307, and 15308 (second reading).
5. Motion to Adopt a Resolution Supporting an Application for One Bay Area Grant 3 (OBAG 3) For Compliance with the State Housing Laws.

NEW BUSINESS

6. FY 2023-24 WATER CONSERVATION INCENTIVE PROGRAM

Consider: Motion to Adopt a Resolution Establishing the Authorized Subsidy at \$37,643.41 for the Water Conservation Incentive Program in Fiscal Year 2023-24.

STUDY SESSION

7. DISCUSS AND PROVIDE DIRECTION ON CITY MANAGER RECRUITMENT PROCESS

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

8. FY 2023-24 BUDGET – CAPITAL IMPROVEMENT PROGRAM

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

REPORTS

Mayor/City Council
City Manager

CLOSED SESSION

1. In Closed Session pursuant to Government Code Section 54957, PUBLIC EMPLOYMENT
Title: City Manager

RETURN TO OPEN SESSION

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 650-997-8300 or email a request to citymanager@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. Please allow two business days for your request to be processed.



**MINUTES
SPECIAL MEETING**

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

**Wednesday, April 26, 2023
10:00 A.M.**

CALL TO ORDER

Vice Mayor John Irish Goodwin called the meeting to order at 10:13 a.m.

Council Present – Vice Mayor John Irish Goodwin and Council Member Helen Fisicaro were present. Mayor Joanne F. del Rosario and Council Members Ken Gonzalez and Carrie Slaughter were absent.

Staff Present – City Manager Brian Dossey, Chief of Police John Munsey, Director of Public Works Brad Donohue, City Clerk Caitlin Corley, Administrative Technician Abigail Dometita and Recreation Manager Angelika Abellana were in attendance.

WELCOME AND INTRODUCTION OF SPECIAL GUESTS

Vice Mayor Goodwin welcomed everyone and introduced distinguished guests:

- Matan Zamir, Deputy Consul General of the Consulate General of Israel
- Benjamin Ruhs, Director of Family Services for Jewish Cemeteries of San Francisco, representing Hills of Eternity, Home of Peace and Salem Memorial Park
- Daniel Villa, General Manager of Sinai Memorial Chapel representing Eternal Home Cemetery
- Josh Alpert, Funeral Director of Sinai Memorial Chapel representing Eternal Home Cemetery
- Harmon Shragge Jr., President of the Board of Sinai Memorial Chapel representing Eternal Home Cemetery
- Annette Bonillas, Sinai Memorial Chapel representing Eternal Home Cemetery
- Fred Harris, Sinai Memorial Chapel representing Eternal Home Cemetery
- Flicia Leong, CEO of the Colma/Daly City Chamber of Commerce.

PROCLAMATION IN HONOR OF JEWISH AMERICAN HERITAGE DAY

Vice Mayor Goodwin made his opening remarks. He then presented a proclamation in recognition of Jewish American Heritage Month to Matan Zamir, Deputy Consul General of the Consulate General of Israel. Deputy Consul General Zamir thanked the Vice Mayor and Council for the honor and made brief remarks.

RAISING OF THE FLAG OF ISRAEL

The Vice Mayor asked for everyone to stand, and Colma Police Officers raised the Flag of Israel as the National Anthem of Israel was played.

ADJOURNMENT

Vice Mayor Goodwin adjourned the meeting at 10:27 a.m. and invited everyone to stay for light refreshments.

Respectfully submitted,

Caitlin Corley
City Clerk

**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Town Hall Council Chamber
1198 El Camino Real, Colma CA
Also Accessible via Zoom.us
Wednesday, April 26, 2023
7:00 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

Vice Mayor Goodwin called the meeting to order at 7:01 p.m.

Council Present – Vice Mayor John Irish Goodwin, Council Members Ken Gonzalez, Carrie Slaughter and Helen Fiscaro were present. Mayor Joanne F. del Rosario was absent.

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police John Munsey, Administrative Services Director Pak Lin, City Planner Farhad Mortazavi, Director of Public Works and Planning Brad Donohue, City Clerk Caitlin Corley, and Administrative Technicians Abigail Dometita and Shelby Wright were in attendance.

The Vice Mayor announced, “Regarding Public Comment: Members of the public who are here in person are requested to complete a yellow speaker card and submit it to the City Clerk. Those of you on Zoom may make public comments by using the “raise hand” feature in Zoom or, if calling in by phone, by pressing *9 on the telephone keypad. The City Clerk will unmute your microphone and allow you to speak. Comments should be kept to three minutes or less.”

ADOPTION OF THE AGENDA

Vice Mayor Goodwin asked if there were any changes to the agenda. None were requested. The Vice Mayor asked for a motion to adopt the agenda.

Action: Council Member Fiscaro moved to adopt the agenda; 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	
Joanne F. del Rosario, Mayor					✓
John Irish Goodwin	✓				
Ken Gonzalez	✓				
Carrie Slaughter	✓				
Helen Fiscaro	✓				
	4	0			

PRESENTATION

- Chief of Police John Munsey introduced and swore in new Police Officer Andres Abarca.

- The Mayor presented a proclamation in recognition of National Arbor Month.
- Proclamation in recognition of Jewish American Heritage Month

The Vice Mayor stated, "Today is the 75th Anniversary of Israeli Independence Day. Earlier today we had a wonderful event at the Community Center to raise the Flag of Israel, and present a proclamation in honor of Jewish American Heritage Month. We were honored to be joined by Matan Zamir, Deputy Consul General of the Consulate General of Israel, as well as representatives from all of the Jewish Faith Cemeteries in Colma. Many other members of the community also joined us to celebrate and recognize the Jewish American Community."

He then read a section of the proclamation.

PUBLIC COMMENTS

Vice Mayor Goodwin opened the public comment period at 7:15 p.m. and seeing no one request to speak, he closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the April 12, 2023 Regular Meeting.
2. Motion to Adopt a Resolution Authorizing the Filing of an Application For Funding Assigned to MTC and Committing Any Necessary Funds and Stating Assurance to Complete the El Camino Real Complete Street Project from Mission Road to the City of South San Francisco (Segment B) Pursuant to CEQA Guideline 15378.

Action: Council Member Fiscaro moved to approve the consent calendar items #1 and 2; the motion was seconded by Council Member Slaughter and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor					✓
John Irish Goodwin	✓				
Ken Gonzalez	✓				
Carrie Slaughter	✓				
Helen Fiscaro	✓				
	4	0			

PUBLIC HEARING

3. ORDINANCE AMENDING SUBCHAPTER 2.10 RELATING TO FIREWORKS

City Attorney Christopher Diaz presented the staff report. The Vice Mayor opened the public hearing at 7:24 p.m. and seeing no one request to speak, he closed the public hearing. Council discussion followed.

Action: Council Member Gonzalez moved to Introduce and Waive a Further Reading of an Ordinance Amending Subchapter 2.10 of the Colma Municipal Code Relating to Fireworks Pursuant to CEQA Guidelines 15061(B)(3), 15307, and 15308; the motion was seconded by Council Member Fiscaro and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor					✓
John Irish Goodwin	✓				
Ken Gonzalez	✓				
Carrie Slaughter	✓				
Helen Fisicaro	✓				
	4	0			

NEW BUSINESS

4. AGREEMENT FOR CITY MANAGER RECRUITMENT AND APPOINTMENT OF AD HOC SUBCOMMITTEE

City Attorney Christopher Diaz presented the staff report. The Vice Mayor opened the public hearing at 7:42 p.m. and seeing no one request to speak, he closed the public hearing. Council discussion followed.

Action: Council Member Fisicaro moved to Adopt a Resolution Approving an Agreement with Ralph Andersen & Associates to Conduct a City Manager Recruitment Pursuant to CEQA Guideline 15378; the motion was seconded by Council Member Slaughter and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor					✓
John Irish Goodwin	✓				
Ken Gonzalez	✓				
Carrie Slaughter	✓				
Helen Fisicaro	✓				
	4	0			

Action: Vice Mayor Goodwin moved to Appoint Helen Fisicaro and Joanne F. del Rosario to a City Council Ad Hoc Subcommittee to Review Resumes and Screen Initial Candidates for the City Manager Recruitment; 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	
Joanne F. del Rosario, Mayor					✓
John Irish Goodwin	✓				
Ken Gonzalez	✓				
Carrie Slaughter	✓				
Helen Fisicaro	✓				
	4	0			

STUDY SESSION

5. FY 2023-24 BUDGET

City Manager Brian Dossey and Administrative Services Director Pak Lin presented the staff report. The Vice Mayor opened the public hearing at 8:11 p.m. and seeing no one request to speak, he closed the public hearing. Council discussion followed.

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

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, May 10, 2023 at 7:00pm at Town Hall.

REPORTS

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

- Supervisor David Canepa will host a District 5 Resource Fair on Saturday, April 29, 2023.
- The Colma/Daly City Chamber of Commerce will host a National Small Business Week event on Wednesday, May 3, 2023 at the Colma Community Center.

Mayor Goodwin announced, "Before we close the meeting, I wanted to recognize a special birthday. Our very own Council Member Helen Fiscaro has birthday coming up this Sunday. So I'd like you all to join me in wishing Helen a very happy birthday!"

ADJOURNMENT

Vice Mayor Goodwin adjourned the meeting at 8:53 p.m. in memory of Albert Ferreros del Rosario, brother of Mayor del Rosario and former Philippine foreign secretary. Ambassador del Rosario was a staunch advocate of protecting and advancing national security and promoting the rights and welfare of Filipinos. He was a consummate diplomat and an inspiring leader who led the Department of Foreign Affairs with integrity and unwavering commitment to public service.

Respectfully submitted,

Caitlin Corley
City Clerk

apCkHist
05/04/2023 8:44AM

Check History Listing
Town of Colma

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Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56341	04/04/2023	03170 ACTION TOWING AND ROA			78707	03/20/2023	170.50	170.50
56342	04/04/2023	02787 AECO SYSTEMS, INC.			55396	03/20/2023	467.94	467.94
56343	04/04/2023	00623 ARAMARK			5180162018	03/06/2023	111.73	
					5180165868	03/13/2023	111.73	
					5180169408	03/20/2023	111.73	
					5180173087	03/27/2023	111.73	
					5180162005	03/06/2023	15.90	
					5180162015	03/06/2023	15.90	
					5180165847	03/13/2023	15.90	
					5180165863	03/13/2023	15.90	
					5180169404	03/20/2023	15.90	
					5180169402	03/20/2023	15.90	
					5180169394	03/20/2023	15.90	
					5180173074	03/27/2023	15.90	
					5180173082	03/27/2023	15.90	
					5180173083	03/27/2023	15.90	605.92
56344	04/04/2023	03572 YOLANDA ARENAS			2002490.003	03/27/2023	50.00	50.00
56345	04/04/2023	00002 AT&T			03/18/2023	03/18/2023	33.09	33.09
56346	04/04/2023	00004 AT&T			0019650260	03/13/2023	1,605.58	1,605.58
56347	04/04/2023	03574 MARIA AUGUSTINE			2002479.003	03/20/2023	50.00	50.00
56348	04/04/2023	01355 BANK OF NEW YORK MELL			04/15/2023 COP P&I	03/20/2023	212,112.99	212,112.99
56349	04/04/2023	03130 BAY AREA AIR QUALITY			T150862	03/28/2023	1,125.00	1,125.00
56350	04/04/2023	01565 BAY CONTRACT MAINTEN/			29060	03/14/2023	850.00	850.00
56351	04/04/2023	00051 CALIFORNIA WATER SERV			1727052702-03/14/23	03/14/2023	109.71	109.71
56352	04/04/2023	00057 CINTAS CORPORATION #2			4148867024	03/09/2023	647.97	
					4148867033	03/09/2023	375.07	
					4149559902	03/16/2023	202.19	1,225.23
56353	04/04/2023	03539 CLARK PEST CONTROL			32854244	03/20/2023	115.00	115.00

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56354	04/04/2023	01037 COMCAST CABLE			3/25-4/24 427 F St	03/20/2023	246.72	
					03/25-4/24 INTERNET	03/20/2023	246.72	
					3/27-4/26 XFINITY	03/17/2023	10.94	504.38
56355	04/04/2023	00649 DAVEY TREE EXPERT COM			917386837	03/13/2023	2,175.00	2,175.00
56356	04/04/2023	01472 MARIELA DELATORRE			2002486.003	03/24/2023	650.00	650.00
56357	04/04/2023	00117 DELTA DENTAL OF CALIFOI			BE005426148	04/01/2023	13,145.26	13,145.26
56358	04/04/2023	00112 DEPARTMENT OF JUSTICE			639995	03/02/2023	345.00	345.00
56359	04/04/2023	02793 DITO'S MOTORS			27609	03/21/2023	482.50	
					27621	03/23/2023	29.25	511.75
56360	04/04/2023	02144 DOMINIC A. DE LUCCA DBA			Feb23 Class	03/22/2023	400.00	
					Mar23 Class	04/01/2023	300.00	700.00
56361	04/04/2023	01367 DUO DANCE ACADEMY			Feb 2023 Roll	03/22/2023	115.00	115.00
56362	04/04/2023	02935 EMCOR SERVICES-MESA E			940013565	03/14/2023	2,941.00	
					940013532	03/13/2023	2,911.00	
					940013569	03/14/2023	1,593.00	
					940013531	03/13/2023	924.00	8,369.00
56363	04/04/2023	03361 NESTOR M. GATCHALIAN			2002478.003	03/20/2023	200.00	200.00
56364	04/04/2023	02499 GE CAPITAL INFORMATION			107035140	03/10/2023	76.15	76.15
56365	04/04/2023	03498 ALEJANDRA GONZALEZ			2002485.003	03/23/2023	770.00	770.00
56366	04/04/2023	02119 CHRISTOPHER GRANT			3/9-3/10/23 REIMB	03/27/2023	89.00	89.00
56367	04/04/2023	00229 LORENA GUZMAN			2002480.003	03/20/2023	630.00	
					2002481.003	03/20/2023	630.00	1,260.00
56368	04/04/2023	00464 HINDERLITER, DE LLAMAS			SIN026350	03/24/2023	2,353.72	2,353.72
56369	04/04/2023	02565 JUANA E. INIGUEZ			2002488.003	03/27/2023	275.00	275.00
56370	04/04/2023	03388 INTRADO LIFE & SAFETY			1093729	03/19/2023	4,678.68	4,678.68
56371	04/04/2023	01036 MANAGED HEALTH NETWC			PRM-079586	03/17/2023	99.20	99.20

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56372	04/04/2023	03571 MARINA LANDSCAPE, INC			452207-01	02/28/2023	189,415.75	189,415.75
56373	04/04/2023	01340 NAVIA BENEFIT SOLUTION			10683503	03/30/2023	200.70	200.70
56374	04/04/2023	03061 NICK BARBIERI TRUCKING			CL03229-IN	12/15/2022	730.97	
					CL10166-IN	02/28/2023	481.39	
					CL11293	03/15/2023	476.80	
					CL01971-IN	11/30/2022	326.38	2,015.54
56375	04/04/2023	03099 NOR-CAL CYCLES LLC			6322	03/16/2023	314.88	314.88
56376	04/04/2023	00280 ODP BUSINESS SOLUTION			303624411001	03/14/2023	83.76	
					302360952001	03/17/2023	27.31	
					302066821001	03/23/2023	21.68	
					302460236001	03/23/2023	12.87	
					302364185001	03/17/2023	12.36	157.98
56377	04/04/2023	00311 PITNEY BOWES INC.			3106006684	03/16/2023	899.64	899.64
56378	04/04/2023	02216 RAMOS OIL CO. INC.			847980	03/10/2023	2,013.49	
					849415	03/20/2023	1,818.78	3,832.27
56379	04/04/2023	03479 ROBERT HALF INTERNATIK			61726393	03/21/2023	3,230.00	
					61757014	03/27/2023	3,102.70	
					61709517	03/16/2023	2,964.00	9,296.70
56380	04/04/2023	03573 LUZ RODRIGUEZ			2002487.003	03/27/2023	275.00	275.00
56381	04/04/2023	03575 MA LORRAINE SALVADOR			2002483.003	03/23/2023	350.00	
					2002484.003	03/23/2023	300.00	650.00
56382	04/04/2023	00364 SMC FORENSIC LAB			PS-INV104236	03/31/2023	1,155.00	1,155.00
56383	04/04/2023	02224 STANDARD INSURANCE C			Apr2023Coverage	03/15/2023	213.41	213.41
56384	04/04/2023	01030 STEPFORD, INC.			2301185	03/20/2023	7,820.85	
					2301158	03/16/2023	1,629.29	9,450.14
56385	04/04/2023	00394 TENNANT			919450893	03/21/2023	300.56	300.56
56386	04/04/2023	02468 ULINE, INC.			161766561	03/29/2023	1,107.73	1,107.73

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56387	04/04/2023	03075 SUAN MERAZ VARELA			2002492.003	03/28/2023	70.00	
					2002489.003	03/27/2023	50.00	120.00
56388	04/04/2023	00432 VISION SERVICE PLAN			817508502	03/19/2023	1,054.93	
					817508506	03/19/2023	25.73	1,080.66
56389	04/07/2023	01340 NAVIA BENEFIT SOLUTION			04072023 B	04/07/2023	1,650.49	1,650.49
56390	04/07/2023	01375 NATIONWIDE RETIREMEN			04072023 B	04/07/2023	5,160.05	
					04072023 M	04/07/2023	2,100.00	7,260.05
56391	04/11/2023	03461 1000BULBS.COM			W03581030	03/21/2023	472.27	472.27
56392	04/11/2023	00003 A. S. F. ELECTRIC			2284	03/30/2023	490.00	490.00
56393	04/11/2023	01031 A-1 RHINO LININGS, LLC			12303	04/05/2023	483.13	483.13
56394	04/11/2023	03267 ACC BUSINESS			230707098	03/27/2023	679.66	679.66
56395	04/11/2023	03577 GENOVEVA ALVAREZ			2002499.003	04/04/2023	275.00	275.00
56396	04/11/2023	00013 ANDY'S WHEELS & TIRES			STMT 03/31/2023	03/31/2023	1,320.75	1,320.75
56397	04/11/2023	00020 ASSOCIATED SERVICES IN			123040027	04/01/2023	40.00	
					123040026	04/01/2023	9.00	49.00
56398	04/11/2023	03447 NIKOLE AZZOPARDI			3/3-3/9/23 REIMB	03/27/2023	13.36	13.36
56399	04/11/2023	01513 ANITA CARON			2002498.003	04/04/2023	150.00	150.00
56400	04/11/2023	01995 CELETTA INVESTIGATIVE S			23-0331	03/31/2023	1,100.00	1,100.00
56401	04/11/2023	03539 CLARK PEST CONTROL			33006658	04/03/2023	145.00	
					33006652	04/03/2023	135.00	280.00
56402	04/11/2023	01037 COMCAST CABLE			04/01-04/30 XFINITY	03/26/2023	15,641.96	
					04/02-05/01 1199 ECR	03/27/2023	251.72	15,893.68
56403	04/11/2023	00071 CSG CONSULTANTS, INC.			01/28/23-02/24/23	03/10/2023	176,106.91	176,106.91
56404	04/11/2023	02793 DITO'S MOTORS			27696	04/04/2023	633.41	633.41
56405	04/11/2023	01367 DUO DANCE ACADEMY			02/06-06/12/23 Roll	04/03/2023	70.00	70.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56406	04/11/2023	03428 ROMULO FERRO			2002503.003	04/05/2023	630.00	630.00
56407	04/11/2023	03034 FLEX ADVANTAGE			156213	03/31/2023	210.00	210.00
56408	04/11/2023	02499 GE CAPITAL INFORMATION			107053636	03/20/2023	513.17	513.17
56409	04/11/2023	02499 GE CAPITAL INFORMATION			107056769	03/21/2023	274.76	
					107060843	03/23/2023	274.76	549.52
56410	04/11/2023	00181 IEDA			24106	04/01/2023	1,628.05	1,628.05
56411	04/11/2023	00220 LC ACTION POLICE SUPPL			450588	03/28/2023	2,690.63	2,690.63
56412	04/11/2023	02976 MARIA LUISA MERCADO			2002501.003	04/04/2023	80.00	80.00
56413	04/11/2023	00254 METRO MOBILE COMMUNI			230422	04/01/2023	602.00	602.00
56414	04/11/2023	03557 O'CONNOR & COMPANY			0323-33	03/31/2023	4,770.00	4,770.00
56415	04/11/2023	00280 ODP BUSINESS SOLUTION			301728989002	03/24/2023	55.10	
					304777807001	03/30/2023	47.88	102.98
56416	04/11/2023	00307 PACIFIC GAS & ELECTRIC			0567147369-1 30Mar23	03/30/2023	215.97	215.97
56417	04/11/2023	01184 PENINSULA UNIFORMS & E			198346	03/22/2023	40.96	40.96
56418	04/11/2023	03578 MONIQUE POSEY			2002500.003	04/04/2023	50.00	50.00
56419	04/11/2023	01023 PRIORITY 1			9167	03/23/2023	20,922.18	20,922.18
56420	04/11/2023	03004 PROUDCITY INC			1598	03/31/2023	815.04	815.04
56421	04/11/2023	03551 QUENCH USA, INC			INV05637488	04/05/2023	148.34	
					INV05637614	04/06/2023	148.34	296.68
56422	04/11/2023	03479 ROBERT HALF INTERNATIK			61815314	04/06/2023	2,671.02	2,671.02
56423	04/11/2023	03392 ROMEO PACKING COMPAN			160449	04/01/2023	492.19	492.19
56424	04/11/2023	00500 SMC CONTROLLERS OFFIK			March 2023	04/04/2023	4,059.30	4,059.30
56425	04/11/2023	00388 SONITROL			333969	03/30/2023	198.00	198.00
56426	04/11/2023	00830 STAPLES BUSINESS CRED			1647814660	03/25/2023	373.69	373.69

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56427	04/11/2023	01030 STEPFORD, INC.			2301217	04/05/2023	140.85	140.85
56428	04/11/2023	03338 SYNAPSE TECHNOLOGIES			1775	03/31/2023	4,794.00	4,794.00
56429	04/11/2023	00394 TENNANT			919468017	03/28/2023	560.76	560.76
56430	04/11/2023	01723 THE ACTIVE NETWORK, IN			1014702	03/31/2021	850.00	850.00
56431	04/11/2023	00411 TURBO DATA SYSTEMS			39886	03/31/2023	2,479.66	2,479.66
56432	04/11/2023	03015 U.S. BANK CORPORATE PM			03/22/2023	03/22/2023	12,383.47	12,383.47
56433	04/11/2023	03576 ELENA ZAMORA			2002502.003	04/05/2023	275.00	275.00
56434	04/18/2023	00003 A. S. F. ELECTRIC			2277	03/31/2023	395.00	395.00
56435	04/18/2023	03582 CHRISTIE ABELLANA			2002505.003	04/06/2023	30.00	30.00
56436	04/18/2023	00004 AT&T			000019737315	04/01/2023	34.36	34.36
56437	04/18/2023	03334 LLC AT&T MOBILITY NATIO			X04102023	04/02/2023	2,558.17	2,558.17
56438	04/18/2023	01183 BEST BEST & KRIEGER LLF	V	04/18/2023	961985	04/10/2023	20,649.90	
			V	04/18/2023	961983	04/10/2023	2,387.10	
			V	04/18/2023	961984	04/10/2023	140.00	23,177.00
56439	04/18/2023	00051 CALIFORNIA WATER SERV			03/28/23 BILL DATE	03/28/2023	4,743.09	4,743.09
56440	04/18/2023	00093 CITY OF SOUTH SAN FRAN			519300	03/30/2023	1,000.00	1,000.00
56441	04/18/2023	03539 CLARK PEST CONTROL			33006655	04/01/2023	135.00	
					33006656	04/01/2023	135.00	
					33006657	04/04/2023	115.00	385.00
56442	04/18/2023	03411 CLEAN WORLD GREASE TI			03487	04/10/2023	120.00	120.00
56443	04/18/2023	02827 CORODATA SHREDDING, II			RS3486175	03/31/2023	229.54	229.54
56444	04/18/2023	02182 DALY CITY KUMON CENTE			March 2023	03/31/2023	1,645.00	1,645.00
56445	04/18/2023	02793 DITO'S MOTORS			27757	04/13/2023	782.62	782.62
56446	04/18/2023	02913 FARALLON COMPANY ENG			2206-4	02/22/2023	12,094.97	12,094.97

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56447	04/18/2023	03034 FLEX ADVANTAGE			2023-05 RETIRE	04/17/2023	57,387.27	57,387.27
56448	04/18/2023	02499 GE CAPITAL INFORMATION			5067106400	04/01/2023	27.19	27.19
56449	04/18/2023	03580 MARIA GUERRERO			2002508.003	04/10/2023	200.00	200.00
56450	04/18/2023	02993 VANESSA MOSQUEDA VEL			02/09-04/06/23	04/14/2023	800.00	800.00
56451	04/18/2023	03581 ARACELY MUNOZ			2002504.003	04/06/2023	30.00	30.00
56452	04/18/2023	03579 BRIAN NAGATA			04/11/23 REIMB (2)	04/11/2023	769.36	
					04/11/23 REIMB	04/11/2023	220.45	
					04/11/23 REIMB (3)	04/11/2023	69.29	1,059.10
56453	04/18/2023	00280 ODP BUSINESS SOLUTION			300613465001	04/07/2023	58.28	58.28
56454	04/18/2023	03044 ENEZ A. PEORO			05/11/2023	04/13/2023	130.00	130.00
56455	04/18/2023	03409 PRINTWORKS APPAREL			1039	05/17/2023	2,397.44	2,397.44
56456	04/18/2023	02216 RAMOS OIL CO. INC.			850854	03/31/2023	2,312.01	2,312.01
56457	04/18/2023	00334 S.B.R.P.S.T.C.			156231INV	02/28/2023	270.00	
					156230INV	02/28/2023	270.00	540.00
56458	04/18/2023	00502 SAMCEDA			AM7124	04/10/2023	1,250.00	1,250.00
56459	04/18/2023	01113 SAN DIEGO POLICE EQUIP			656319	03/29/2023	907.41	907.41
56460	04/18/2023	00349 SEGALE & CERINI INC.			17514	03/31/2023	19,887.75	19,887.75
56461	04/18/2023	00683 SMC PUBLIC SAFETY COM			CLMA-MSS 23-03	03/01/2023	1,674.75	1,674.75
56462	04/18/2023	01030 STEPFORD, INC.			2301222	04/10/2023	2,894.00	2,894.00
56463	04/18/2023	00412 TELECOMMUNICATIONS E			48179	04/10/2023	1,652.50	1,652.50
56464	04/18/2023	02848 UNITED COACH TOURS			19463WF	01/24/2023	1,420.00	1,420.00
56465	04/18/2023	01687 UNITED SITE SERVICES OI			INV-01602788	04/13/2023	168.16	168.16
56466	04/18/2023	02799 WAVE (ASTOUND)			103745301-0010079	04/01/2023	438.26	438.26
56467	04/18/2023	02132 JASON WOLLMAN			04/11/2023`REIMB	04/11/2023	855.14	855.14

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56468	04/18/2023	01183 BEST BEST & KRIEGER LLF			961985	04/10/2023	20,649.90	
					961983	04/10/2023	2,387.10	
					961984	04/10/2023	140.40	23,177.40
56469	04/21/2023	00047 C.L.E.A.			04212023 B	04/21/2023	216.00	216.00
56470	04/21/2023	01340 NAVIA BENEFIT SOLUTION			04212023 B	04/21/2023	1,650.49	1,650.49
56471	04/21/2023	01375 NATIONWIDE RETIREMEN			04212023 B	04/21/2023	5,160.05	5,160.05
56472	04/21/2023	02224 STANDARD INSURANCE CO			04212023 B	04/21/2023	511.00	511.00
56473	04/25/2023	00003 A. S. F. ELECTRIC			2313	04/11/2023	735.00	735.00
56474	04/25/2023	03447 NIKOLE AZZOPARDI			4/11-4/13/23 REIMB	04/13/2023	214.12	214.12
56475	04/25/2023	01565 BAY CONTRACT MAINTEN/			29271	04/14/2023	2,740.50	
					29275	04/14/2023	2,661.35	
					29272	04/14/2023	2,661.35	
					29270	04/14/2023	1,552.45	
					29274	04/14/2023	633.64	
					29269	04/14/2023	221.30	
					29273	04/14/2023	193.34	10,663.93
56476	04/25/2023	00057 CINTAS CORPORATION #2			4150965046	03/30/2023	202.19	
					4148164485	03/02/2023	202.19	404.38
56477	04/25/2023	00093 CITY OF SOUTH SAN FRAN			519323	04/13/2023	25,338.25	25,338.25
56478	04/25/2023	01037 COMCAST CABLE			4/11-5/10 601 F St	04/07/2023	118.72	118.72
56479	04/25/2023	03583 PEGGY COOPER			2002514.003	04/18/2023	80.00	80.00
56480	04/25/2023	02827 CORODATA SHREDDING, II			DN1408587	03/31/2023	115.69	115.69
56481	04/25/2023	03490 COSMO JUMP PARTY REN			29725	04/17/2023	195.00	195.00
56482	04/25/2023	03224 DECORATIVE PLANT SERV			1080	04/01/2023	157.48	157.48
56483	04/25/2023	00117 DELTA DENTAL OF CALIFOI			BE005493488	05/01/2023	13,502.84	13,502.84
56484	04/25/2023	00112 DEPARTMENT OF JUSTICE			648036	04/05/2023	49.00	49.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56485	04/25/2023	02793 DITO'S MOTORS			27782	04/18/2023	460.48	460.48
56486	04/25/2023	02499 GE CAPITAL INFORMATION			107120004	04/10/2023	76.15	76.15
56487	04/25/2023	00950 GRANITEROCK			2084085	04/08/2023	1,062.50	1,062.50
56488	04/25/2023	02773 GRAPHICS ON THE EDGE			4978	04/11/2023	1,493.75	1,493.75
56489	04/25/2023	00229 LORENA GUZMAN			2002512.003	04/17/2023	20.00	20.00
56490	04/25/2023	00174 HOME DEPOT CREDIT SEF			03/30/23 CLOSING	03/30/2023	546.41	546.41
56491	04/25/2023	00646 ICMA			FY2023-2024 Renewal	04/19/2023	1,200.00	1,200.00
56492	04/25/2023	00188 IRVINE & JACHENS INC			4250	04/18/2023	412.03	412.03
56493	04/25/2023	03098 MARIA JIMENEZ			2002510.003	04/10/2023	200.00	200.00
56494	04/25/2023	02788 MARGARET-ROSE S. LUNA			50	04/10/2023	350.00	350.00
56495	04/25/2023	01036 MANAGED HEALTH NETWC			PRM-080245	04/16/2023	99.20	99.20
56496	04/25/2023	03571 MARINA LANDSCAPE, INC			452207-02	03/30/2023	54,995.50	54,995.50
56497	04/25/2023	03441 MARVIN GARDENS CATERI			15296	04/18/2023	780.39	780.39
56498	04/25/2023	03501 INGRID MEZA			2002513.003	04/18/2023	300.00	300.00
56499	04/25/2023	03579 BRIAN NAGATA			04/10-04/12/23 REIMB	04/14/2023	136.76	136.76
56500	04/25/2023	03061 NICK BARBIERI TRUCKING			CL12455	03/31/2023	458.60	458.60
56501	04/25/2023	00307 PACIFIC GAS & ELECTRIC			3007220528-6 7Apr23	04/07/2023	4,217.51	4,515.37
					0576889222-5 7Apr23	04/07/2023	274.05	
					0035222590-8 7Apr23	04/07/2023	23.81	
56502	04/25/2023	00311 PITNEY BOWES INC.			3106049912	04/07/2023	507.00	507.00
56503	04/25/2023	03479 ROBERT HALF INTERNATIK			61867611	04/18/2023	2,902.06	2,902.06
56504	04/25/2023	03585 MIRANDA RODRIGUEZ			03/28/23 REIMB	03/31/2023	97.00	97.00
56505	04/25/2023	03586 ASHLEY ROSTRAN			03/18/2023 REIMB	03/31/2023	85.00	85.00

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56506	04/25/2023	03587 RAFAEL SALAZAR			2002516.003	04/20/2023	200.00	200.00
56507	04/25/2023	02224 STANDARD INSURANCE C			May2023Coverage	04/14/2023	223.91	223.91
56508	04/25/2023	01030 STEPFORD, INC.			2301259	04/20/2023	7,820.85	7,820.85
56509	04/25/2023	02849 6746050100 U.S. BANK PAF			2023-05 OPEB&Pension	04/21/2023	928,788.00	928,788.00
56510	04/25/2023	00421 U.S. POSTAL SERVICE			04/21/2023 BULK	04/21/2023	1,000.00	1,000.00
56511	04/25/2023	03584 RICARDO VEGA			2002515.003	04/18/2023	275.00	275.00
56512	04/25/2023	00432 VISION SERVICE PLAN			817732601	04/19/2023	1,106.39	
					817732611	04/19/2023	25.73	1,132.12
94840	04/07/2023	00130 EMPLOYMENT DEVELOPM			04072023 M	04/07/2023	150.00	150.00
94841	04/07/2023	00521 UNITED STATES TREASUR			04072023 M	04/07/2023	1,262.15	1,262.15
94842	04/07/2023	00631 P.E.R.S.			04072023 M	04/07/2023	781.29	781.29
94843	04/07/2023	01360 MISSIONSQUARE RETIREM			04072023 M	04/07/2023	493.26	493.26
94844	04/07/2023	00282 CALIFORNIA PUBLIC EMPL			04072023 M	04/07/2023	4,797.14	4,797.14
94845	04/07/2023	00130 EMPLOYMENT DEVELOPM			04072023 B	04/07/2023	13,748.38	13,748.38
94846	04/07/2023	00521 UNITED STATES TREASUR			04072023 B	04/07/2023	64,601.39	64,601.39
94847	04/07/2023	00282 CALIFORNIA PUBLIC EMPL			04072023 B	04/07/2023	68,845.70	68,845.70
94848	04/07/2023	00631 P.E.R.S.			04072023 B	04/07/2023	50,401.34	50,401.34
94849	04/07/2023	01360 MISSIONSQUARE RETIREM			04072023 B	04/07/2023	6,865.53	6,865.53
94850	04/07/2023	00068 COLMA PEACE OFFICER'S			04072023 B	04/07/2023	652.14	652.14
94854	04/21/2023	00130 EMPLOYMENT DEVELOPM			04212023 B	04/21/2023	13,327.72	13,327.72
94855	04/21/2023	00521 UNITED STATES TREASUR			04212023 B	04/21/2023	63,167.61	63,167.61
94856	04/21/2023	00631 P.E.R.S.			04212023 B	04/21/2023	50,467.63	50,467.63
94857	04/21/2023	01360 MISSIONSQUARE RETIREM			04212023 B	04/21/2023	6,865.53	6,865.53

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
94858	04/21/2023	00068 COLMA PEACE OFFICER'S			04212023 B	04/21/2023	652.14	652.14
120035	04/04/2023	00282 CALIFORNIA PUBLIC EMPL			100000017116227	03/14/2023	6,950.23	6,950.23
120038	04/03/2023	01037 COMCAST CABLE			03/17-04/16 Xfinity	03/12/2023	62.28	62.28
120039	04/03/2023	00307 PACIFIC GAS & ELECTRIC			0512181543-4 09Mar23	03/09/2023	1,943.47	1,943.47
120040	04/03/2023	00307 PACIFIC GAS & ELECTRIC			1918250367-2 16Mar23	03/16/2023	5,521.08	5,521.08
120041	04/04/2023	00307 PACIFIC GAS & ELECTRIC			0678090639-9 21Mar23	03/21/2023	36.27	36.27
120042	04/04/2023	00307 PACIFIC GAS & ELECTRIC			0092128195-2 03Mar23	03/24/2023	2,900.24	2,900.24
120043	04/04/2023	00307 PACIFIC GAS & ELECTRIC			9248309814-8 24Mar23	03/24/2023	322.50	322.50
120044	04/20/2023	00631 P.E.R.S.			FY2023 SupplUnfunded	04/21/2023	1,000,000.00	1,000,000.00

first Total: **3,346,173.35**

196 checks in this report

Total Checks: **3,346,173.35**



**ORDINANCE NO. [X]
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**ORDINANCE AMENDING SUBCHAPTER 2.10 OF THE
COLMA MUNICIPAL CODE RELATING TO FIREWORKS PURSUANT TO CEQA
GUIDELINES 15061(B)(3), 15307, AND 15308**

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

ARTICLE 1. FINDINGS, PURPOSE AND AUTHORITY.

The City Council of the Town of Colma finds:

(a) The Town of Colma ("Town"), pursuant to the police powers delegated to it by Article XI, Section 7 of the California Constitution, has the authority to enact laws which promote the public health, safety, and general welfare of its citizens; and

(b) Pursuant to Health and Safety Code section 12541, the Town may enact an ordinance regulating fireworks within its jurisdiction that is compatible with the State Fireworks Law (Health & Safety Code, § 12500 et seq.); and

(c) Illegal and dangerous fireworks create a significant risk of fire and cause increased litter to be deposited into the environment, and prohibiting the use of all fireworks in the Town is necessary to deter the use of such fireworks and avoid fire risk and litter.

(d) The Town desires to enact the present ordinance to regulate the sale, use, and discharge of fireworks, including imposing strict liability against Town residents for unlawful fireworks usage as defined and described herein, in compliance with the State Fireworks Law.

NOW, THEREFORE, the City Council of the Town of Colma does hereby ordain as follows:

ARTICLE 2. The above recitals are hereby adopted as findings of the City Council in enacting this Ordinance.

ARTICLE 3. CMC CHAPTER 2.10 AMENDED.

Subchapter 2.10 of Chapter 2 of the Colma Municipal Code, is hereby amended, to read in full as follows:

**"CHAPTER TWO: PROHIBITED ACTIVITIES
Subchapter 2.10: Fireworks**

2.10.010 Definitions

For the purpose of this Subchapter, the following words shall have the meaning set forth herein:

(a) "Dangerous Fireworks" means any fireworks classified as such as defined by Sections 12505 and 12561 of the Health and Safety Code and Title 19, Division 1, Subchapter 6 of the

California Code of Regulations, pertaining to dangerous fireworks which are hereby incorporated by reference. Dangerous Fireworks are commonly referred to as Illegal Fireworks.

(b) "Fire Chief" means the Fire Chief of the Colma Fire Protection District.

(c) "Fireworks" means both "dangerous fireworks" and "safe and sane fireworks," as those terms are defined by the Health and Safety Code and generally includes any device containing chemical elements and chemical compounds capable of burning independently of the oxygen of the atmosphere and producing audible, visual, mechanical, or thermal effects which are useful as pyrotechnic devices or for entertainment. The term "fireworks" includes, but is not limited to, devices designated by the manufacturer as fireworks, torpedoes, skyrockets, roman candles, rockets, Daygo bombs, sparklers, party poppers, paper caps, chasers, fountains, smoke sparks, aerial bombs, and fireworks kits. ~~As used herein, "fireworks" includes both "dangerous fireworks" and "safe and sane fireworks," as those terms are defined by the Health and Safety Code.~~

(d) "Safe and Sane Fireworks" means any fireworks which do not come within the definition of "dangerous fireworks" or "exempt fireworks" as defined by Section 12505 of the Health and Safety Code and Title 19, Division 1, Subchapter 6 of the California Code of Regulations, pertaining to "Safe and Sane Fireworks" which are hereby incorporated by reference. All Safe and Sane Fireworks shall be labeled with the Safe and Sane Fireworks seal authorized by the State Fire Marshal.

(e) "Social Host" means:

(1) Any owner of private property, as listed on the most recent county tax assessment roll;

(2) Any person who has the right to use, possess or occupy a public or private property under a lease, permit, license, rental agreement, or contract; or

(3) Any person who hosts, organizes, supervises, officiates, conducts, or sponsors a gathering on public or private property, and if such person is a minor, then that person's parents or legal guardians.

(f) "Strictly liable" means s liable for a wrongful act irrespective of such person's intent, knowledge, negligence or lack thereof in committing the wrongful act.

2.10.020 Prohibition on Fireworks.

The sale, use, possession, and discharge of Fireworks is prohibited within the Town of Colma. It shall be unlawful for any person to sell, offer for sale, purchase, discharge, or otherwise use Fireworks within the Town of Colma except as provided in this chapter.

2.10.030 Exceptions.

(a) This subchapter does not prohibit the use of fireworks if approved and authorized by the Colma Fire Protection District or conducted by permit granted pursuant to Title 19 of the California Code of Regulations.

(b) This Subchapter does not prohibit the use by railroad or other transportation agencies, or law enforcement agencies, of torpedoes, flares, or fuses for signal purposes or illumination; nor does it prohibit the sale or use of blank cartridges for theatrical or ceremonial purposes, athletic events, or military ceremonies or demonstrations.

2.10.040 Supervision of Minors.

(a) It shall be unlawful for any person having the care, custody or control of a minor (under eighteen (18) years old) to permit such minor to discharge, explode, fire, or set off any Fireworks, at any time.

(b) Any person having care, custody, or control of a minor shall be strictly liable for a violation of this section.

2.10.050 Social Host Liability.

(a) No Social Host shall permit any persons to use Fireworks:

(1) On property that is either owned by the Social Host or occupied or otherwise used by the Social Host pursuant to a lease, permit, license, rental agreement, or contract, or

(2) At any gathering on public or private property that is hosted, organized, supervised, officiated, conducted, or sponsored by the Social Host.

(b) It is the duty of any Social Host who knowingly hosts, permits, or allows any gathering to take place to take all reasonable steps to prevent the use of Fireworks by that Social Host's guests or invitees.

(c) No Social Host shall, with respect to private property where Fireworks are used, be liable for a violation of this section if the Social Host can demonstrate that at the time of such violation, the Social Host (i) had rented or leased the property to another, (ii) was not present, and (iii) had no prior knowledge of the violation.

(d) No person who has the right to use, possess, or occupy a unit in a multifamily residential property under a lease, rental agreement, or contract shall be liable under this section for violations occurring in the common areas of the property.

2.10.060 Violations; Administrative Citations and Fines.

(a) Any person violating any of the provisions of this Subchapter as it relates to the possession, use, storage, sale, and/or display of "dangerous fireworks" shall be subject to the imposition and payment of an administrative fine or fines as provided below:

Number of Offenses (in One Year Period)	Amount of Administrative Penalty
First	\$1,000.00
Second	\$2,000.00
Third and subsequent	\$3,000.00

(b) Any person violating any of the provisions of this Subchapter as it relates to the possession, use, storage, sale, and/or display of "safe and sane fireworks" shall be subject to the imposition and payment of an administrative fine or fines as provided below:

<u>Number of Offenses (in One Year Period)</u>	<u>Amount of Administrative Penalty</u>
<u>First</u>	<u>\$250.00</u>
<u>Second</u>	<u>\$500.00</u>
<u>Third and subsequent</u>	<u>\$750.00</u>

(c) Acts, omissions, or conditions in violation of this Subchapter that continue, exist, or occur on more than one day constitute separate violations on each day. Violations continuing, existing, or occurring on the service date of the citation, the effective date of the citation, and each day between the service date and the effective date are separate violations. A person is guilty of a separate offense for each and every day or portion thereof during which he or it commits, continues, or permits a violation of this Subchapter.

(d) Nothing in this Subchapter shall be intended to limit any of the penalties provided for under the California Health and Safety Code or Penal Code with regard to the sale, use, possession, delivery, and/or transportation of Fireworks.

(e) Any administrative fine collected pursuant to this Section shall not be subject to Health and Safety Code section 12706. The administrative fines collected shall be allocated in compliance with Health and Safety Code section 12557, which requires the Town to provide cost reimbursement to the State Fire Marshal for reimbursement of costs, including, but not limited to, transportation and disposal of dangerous and illegal fireworks. Regulations are to be adopted by the State Fire Marshal setting forth this allocation. Unless and until such regulations have been adopted by the State of California, the Town shall, on behalf of the Fire Chief, hold in trust \$250.00 from any fine collected for "dangerous fireworks" to cover the reimbursement to the State Fire Marshal for the cost of transportation and disposal of the dangerous fireworks. Alternatively, the City Council may adopt and amend a fee to cover such disposal and reimbursement costs by resolution.

2.10.070 Appeal of Administrative Citation and Fines; Hearing Procedures.

The recipient of an administrative citation pursuant to this Subchapter may appeal its validity by complying with all appeals provisions set forth in Division 3 of Chapter 2 of this Code.

2.10.080 Seizure of Fireworks.

The Police Chief, Fire Chief, or designee shall seize, take, remove, or cause to be removed, at the expense of the owner, all stocks of Fireworks offered or exposed for sale, stored, or held in violation of this Subchapter. Such seizure shall be subject to cost reimbursement to the State Fire Marshal in accordance with Section 2.10.060(e) ~~d~~."

ARTICLE 4. SEVERABILITY.

If any provision of this ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of this ordinance that can be given effect without the invalid provision or application and, to this extent, the provisions of this ordinance are hereby declared to be severable.

ARTICLE 5. CEQA.

The City Council's adoption of this Ordinance is not a project within the meaning of Section 15378 of the California Environmental Quality Act ("CEQA") Guidelines, because it has no potential for resulting in physical change in the environment, directly or indirectly. The City Council further finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this Ordinance is nonetheless exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is exempt from CEQA. The City Council's adoption of the ordinance is also exempt from the requirements of CEQA pursuant to CEQA Guidelines Sections 15307 and 15308 as an action by a regulatory agency taken to protect the environment and natural resources.

ARTICLE 6. EFFECTIVE DATE.

This Ordinance shall take effect thirty (30) days after its passage and adoption, pursuant to California Government Code section 36937.

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Certification of Adoption

I certify that the foregoing Ordinance No. **XX** was duly introduced at a regular meeting of the City Council of the Town of Colma held on April 26, 2023, and adopted at a regular meeting of the City Council of the Town of Colma held on _____, 2023, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor					
John Goodwin					
Ken Gonzalez					
Carrie Slaughter					
Helen Fisicaro					
<i>Voting Tally</i>					

Dated: _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Public Works Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: May 10, 2023
 SUBJECT: OBAG 3 - Metropolitan Transportation Commission One Bay Area Grant 3 for the El Camino Real Improvement Project (Segment B)

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION SUPPORTING AN APPLICATION FOR ONE BAY AREA GRANT 3 (OBAG 3) FOR COMPLIANCE WITH THE STATE HOUSING LAWS

EXECUTIVE SUMMARY

The attached Resolution of Local Support authorizes the filing of an application for funding assigned to Metropolitan Transportation Commission (MTC), committing any necessary matching funds, and stating assurance to complete the project.

FISCAL IMPACT

There is no financial impact, but if the Resolution is not approved the city would lose grant money to assist with the El Camino Real's segment B Improvements.

BACKGROUND AND ANALYSIS

The One Bay Area Grant program (OBAG) program is the policy and programming framework for investing federal Surface Transportation Block Grants Program, Congestion Mitigation and Air Quality Improvement, and other fund programs throughout the San Francisco Bay Area.

Established in 2012, the OBAG is a grant program that solicits federal funding to maintain MTC's commitments to regional transportation priorities while also advancing the Bay Area's land-use and housing goals.

In previous OBAG Grant Cycles, the Town of Colma submitted a grant application on November 18, 2016, to the City/County Association of Governments of San Mateo County (C/CAG) for Transportation for Livable Communities (TLC) project funding under MTC One Bay Area Grant 2 (OBAG 2) Program. On March 9, 2017, C/CAG Board approved the Town's TLC application for \$525,000 grant fund.

On January 2022, MTC adopted the funding and policy framework for the third round of the One Bay Area Grant 3 (OBAG 3) to fund eligible projects for the next five years, from 2022-23 through 2025-26. The OBAG 3 program is divided into a Regional Program, managed by MTC, and County Program.

As part of MTC's requirements as it relates to OBAG 3 Grant Funding, the Town of Colma is required to be in compliance with the OBAG 3 requirements as it pertaining to: (a) compliance with the State Surplus Land Act which requires jurisdictions to compile and submit an annual report of an inventory of surplus lands to the California Department of Housing and Community Development (HCD), which the Town's staff forwarded a resolution detailing Town's inventory for City Council's approval on December 14, 2022 - with the submittal to HCD thereafter; (b) that the Town complies with the State laws related to ADUs and JADUs, which the city is in compliance as staff updated the ADU Ordinance, approved by City Council on December 14, 2022; that the Town agrees to comply with the State's Density Bonus Law; and that the Town has no claims, actions, suits, or proceedings pending, to the best of Town's knowledge, regarding the above housing laws.

Council Adopted Values

The Segment B improvements of El Camino Real is in the interest of the Town. Approval of the proposed resolution is the *Responsible* action. This project will assist those who use El Camino Real as a gateway into the Town's commercial and residential neighborhoods, allowing them safe and reliable paths of travel for work and exercise options and enhanced multimodal and micromobility transportation options.

Sustainability Impact

This resolution in support for the El Camino Real improvements (Segment B) - Funding Application to the C/CAG Authority is consistent with the Town's sustainability goals and Complete Streets and Green Streets Program goals.

ALTERNATATIVES

The City Council could choose not to adopt the resolution. Doing so is not recommended, because the Town would lose the grant to assist with the El Camino Real Segment B Improvement.

CONCLUSION

Staff recommends that the City Council adopt a Resolution supporting an application for One Bay Area Grant 3 (OBAG 3) for compliance with the State housing laws and for the Town's allocation of the grant funding for the El Camino Real Improvement Project (Segment B).

ATTACHMENTS

- A. Resolution of Local Support

RESOLUTION NO. 2023-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION SUPPORTING AN APPLICATION FOR ONE BAY AREA GRANT 3
(OBAG 3) FOR COMPLIANCE WITH THE STATE HOUSING LAWS.**

1. Background

- (a) San Francisco region has the highest housing costs in the United States.
- (b) The Bay Area produced less than 30% of the need for low- and moderate-income housing units from 2007-2014, and is on track to similarly underproduce low-income units during the 2015-2023 time period.
- (c) There are limited funding sources available to secure land for the construction of low- and moderate-income housing.
- (d) Public lands can play a critical role in increasing the supply of land for affordable housing.
- (e) Accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) provide an important option to increase the availability and affordability of housing, especially in existing, lower density neighborhoods.
- (f) Density bonuses are an effective tool to increase the financial feasibility of housing and incentivize the creation of affordable housing.
- (g) The Metropolitan Transportation Commission adopted Resolution No. 4505, outlining the programming policy and project selection criteria for the One Bay Area Grant Program (OBAG 3), including certain requirements to access these funds.

2. Order

- (a) The Town of Colma agrees to comply with the terms of Surplus Land Act, as exists now or may be amended in the future, including, but not limited to, AB 1255, which requires jurisdictions to compile and report annually an inventory of surplus lands to the California Department of Housing and Community Development, as Colma has done so annually with.
- (b) The Town of Colma agrees to comply with state laws related to ADUs and JADUs, as it exists now or may be amended in the future, including, but not limited to California Government Code §§ 65852.150, 65852.2, 65852.22, et seq. and California Health & Safety Code §§ 17980.12.
- (c) The Town of Colma agrees to comply with state Density Bonus Law (California Government Code § 65915 et seq.), as exists now or may be amended in the future.
- (d) The Town of Colma warrant and represents that is in compliance with the aforementioned state housing laws and that there are no claims, actions, suits, or proceedings pending to the best of Town's knowledge, alleging violations of the state housing laws by Town of Colma.

Certification of Adoption

I certify that the foregoing Resolution No. 2023-XX was duly adopted at a regular meeting of said City Council held on May 10, 2023, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor					
John Irish Goodwin					
Ken Gonzalez					
Carrie Slaughter					
Helen Fisicaro					
<i>Voting Tally</i>					

Dated _____

 Joanne F. del Rosario, Mayor

Attest: _____
 Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Abdulkader Hashem, Senior Project Manager
 VIA: Brian Dossey, City Manager
 MEETING DATE: May 10, 2023
 SUBJECT: FY 2023-24 Water Conservation Incentive Program

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$37,643.41 FOR THE WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2023-24

EXECUTIVE SUMMARY

In July 2012, City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The program grants each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years. The proposed resolution would approve an authorized subsidy of \$37,643.41 for the Water Conservation Incentive Program and direct the City Manager to include the appropriation in the proposed budget for fiscal year (FY) 2023-24 (as a reduction of General Fund revenue).

Approval of an authorized subsidy of \$37,643.41 would reduce the sewer service charge for each "Eligible Customer" by 10% for FY 2023-24.

FISCAL IMPACT

Based on the 10% discount on each "Eligible Customer" the maximum cost the Town would incur for FY 2023-24 would be \$37,643.41. Staff also requests a contingency amount of \$2,000.00 for unforeseen changes due to modifications or usage calculation errors.

BACKGROUND

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

The process of calculating the Annual Sewer Service charge discount was amended by the City Council at the April 11, 2018, City Council meeting.

- After the annual water consumption reports are provided to the Town via the Town’s water purveyor, Cal Water, Staff inputs the information and calculates out each property owners cost for their Annual Cost of Sewer charges.
- Once that effort has been completed, the next calculation is to determine who are “Eligible Customers” (*Definition of Eligible Customer is: A property owner who is connected to the Towns Sanitary Sewer System whose domestic water use is the same or less than the prior three (3) year average*).
- The Annual Sewer Service Discount is then based on the Annual Cost of Service for Eligible Customers only, for example if the Annual Cost of Service for Eligible Customers were \$500,000 and the approved discount was 10%, the Annual Discount that the Town would be responsible for would be \$50,000.

ANALYSIS

Authorized Subsidy

The proposed resolution would establish \$37,643.41 as the Authorized Subsidy for the Water Conservation Incentive Program. The Town’s Annual Cost of Service for Eligible Customers for providing Town-wide sewer service is calculated to be \$376,434.12 for FY 2023-24. Using this data, the Individual Sewer Service Discount would be calculated as follows:

Annual Cost of Collection Service for Eligible Customers (NEW) (South San Francisco + NCSMSD annual charges)	\$86,311.50
Annual Cost of Treatment Service for Eligible Customers	\$290,122.62
Subtotal	\$376,434.12
Proposed Individual Sewer Service Discount (Authorized Subsidy divided by Annual Cost of Service)	10.00%
Authorized Subsidy	\$37,643.41

Here’s an example of how this discount could affect an eligible residential customer¹:

Sewer service charge applicable to parcel ¹	\$753.00
Collection Charge (NEW) applicable to parcel ¹	\$198.00

¹ Using a hypothetical customer in the South San Francisco Sewer District plus new collection charge based on a annualized water consumption of 60 HCF,

Subtotal	\$951.00
Individual Sewer Service Discount	10.00%
Savings to customer <i>(Includes discount on Treatment & Collection costs)</i>	\$95.10
Net charge to Eligible Customer	\$855.90

The maximum cost to the Town would only be the approved Individual Sewer Service Discount percentage of the Annual Cost of Service for Eligible Customers.

Future Subsidies

The Water Conservation Incentive subsidy has proven to be a successful program over the years and now includes the Collection fee which is also discounted as part of the program. With the new formation of the Town's sewer enterprise fund, the City Council has inquired about other programs that could be implemented to help subsidize various property owners who may struggle with rising sewer costs. It is recommended that we keep the Water Conservation Subsidy in place this fiscal year and come back to City Council at a future date in FY2023-24 to reevaluate this program along with other subsidy programs such as low income and senior subsidies.

Council Adopted Values

The Water Conservation Incentive Program serves as a valid public purpose by rewarding and encouraging water conservation by both residents and businesses for their conservation efforts. The program is innovative and *visionary*, providing for an annual sewer subsidy for those who want to conserve a valued natural resource. The program also demonstrates the City Council's commitment to adopting and implementing sustainability policies and programs.

Sustainability Impact

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

Alternatives

Several alternatives are available to the Council: (2 examples, 5% and 15% discount)

- The Council could lower the proposed Authorized Subsidy at 5% for Eligible Customers.

Please see example below:

Sewer service charge applicable to parcels	\$376,434.12
Individual Sewer Service Discount	5.00%
Savings to Eligible Customers	\$18,821.71

Net charge to Eligible Customers	\$357,612.41
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- The Council could raise the proposed Authorized Subsidy at 15% for Eligible Customers.

Please see example below:

Sewer service charge applicable to parcels	\$376,434.12
Individual Sewer Service Discount	15.00%
Savings to Eligible Customers	\$56,465.12
Net charge to Eligible Customers	\$319,969.00

Next Steps

With City Council approval of the Water Conservation Incentive Program, the City Engineer will prepare the Annual Engineer's Report which will show the proposed sewer charge for each parcel for FY 2023-24. The Engineer's Report will be presented to the City Council at the June 28, 2023, City Council meeting for approval. Upon approval, the Engineer's Report will be submitted to the County Tax Collector, who shall then collect the sewer service charge against each parcel at the same time as the Collector collects the property tax against that parcel.

CONCLUSION

Staff recommends the City Council adopt the resolution allocating \$37,643.41 for the Water Conservation Incentive Subsidy to help users reduce annual sewer charges while making a strong statement regarding the Town's stance on providing programs that encourage the community to conserve natural resources such as water while adopting sustainable lifestyle practices.

ATTACHMENTS

- A. Resolution

**RESOLUTION NO. 2023-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**A RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$37,643.41 FOR THE
WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2023-24**

The City Council of the Town of Colma hereby resolves:

1. Background

(a) On July 11, 2012, the City Council adopted Resolution No. 2012-28 establishing a Water Conservation Incentive Program for all sewer service customers in the Town. The proposed program would grant each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

(b) The City Council finds that the payments to be made under the Water Conservation Incentive Program serve a valid public purpose – to reduce water consumption – and that the program is fair and equitable to all users.

2. Findings

The City Council finds as follows:

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

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

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

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

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

3. Order

The City Council hereby establishes an Authorized Subsidy of \$37,643.41 for the Water Conservation Incentive Program for fiscal year 2023-24.

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Certification of Adoption

I certify that the foregoing Resolution No. 2023-## was duly adopted at a regular meeting of said City Council held on May 10, 2023 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor					
John Irish Goodwin					
Ken Gonzalez					
Carrie Slaughter					
Helen Fiscaro					
<i>Voting Tally</i>					

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Brian Dossey, City Manager
 MEETING DATE: May 10, 2023
 SUBJECT: Discuss and Provide Direction on City Manager Recruitment Process

RECOMMENDATION

This item is a study session for informational purposes only.

Staff seeks City Council feedback and direction on the City Manager recruitment process.

EXECUTIVE SUMMARY

On April 26, 2023, the City Council approved an agreement with Ralph Andersen & Associates to conduct a City Manager recruitment in anticipation of City Manager Brian Dossey's upcoming retirement scheduled for the end of August 2023. The purpose of this agenda item is to allow the Town's recruiter, Heather Renschler at Ralph Andersen & Associates, the opportunity to obtain input from the City Council prior to starting the City Manager recruitment process.

FISCAL IMPACT

The cost associated with the City Manager recruitment is \$29,500 per the agreement the City Council approved on April 26, 2023 with Ralph Andersen & Associates.

BACKGROUND AND ANALYSIS

City Manager Brian Dossey recently informed the City Council and community that he will be retiring at the end of August of 2023. On April 26, 2023, the City Council adopted a resolution approving an agreement with Ralph Andersen & Associates to conduct the City Manager recruitment process. At this same meeting, the City Council also appointed an ad hoc subcommittee comprised of Mayor Joanne del Rosario and Councilmember Helen Fisicaro to work more closely with the recruiter as the recruitment process gets underway.

As a first step, the City Council will be asked to provide general input on the recruitment process to our assigned recruiter at Ralph Andersen & Associates. Heather Renschler, the President and CEO of Ralph Andersen & Associates, is serving as the Town's recruiter. Ms. Renschler will join the City Council via Zoom to obtain general input prior to starting the recruitment process, that may include, but not be limited to the following:

- Desired qualifications and attributes for the selection of the new City Manager
- Structure of the recruitment
- Timeline on the recruitment

ENVIRONMENTAL

The City Council's action in providing direction on the City Manager recruitment process is not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15378 as it is more akin to an organizational or administrative activity that will not result in a direct or indirect physical change in the environment.

Council Adopted Values

The City Council's action in providing direction on the City Manager recruitment process is *visionary* as it looks to the future to ensure a competent City Manager is selected through a transparent recruitment process.

Alternatives

The City Council could choose not to provide direction on the City Manager recruitment process. Doing so is not recommended, however, as this input is vital to ensuring a successful recruitment process in selecting a new City Manager.

CONCLUSION

The City Council should provide direction on the City Manager recruitment process.

ATTACHMENTS

- A. Ralph Andersen & Associates Proposal Letter
- B. 2017 Recruitment Brochure



April 20, 2023

Mayor Joanne F. del Rosario
and Members of the City Council
Town of Colma
1198 El Camino Real
Colma, California 94014

Via Email: Christopher.diaz@bbklaw.com

Dear Mayor del Rosario and Members of the City Council:

We are pleased to submit this brief Letter Proposal to recruit for the position of City Manager for the Town of Colma. We will *facilitate the recruitment process* and professionally *add value* to the entire recruitment and selection process.

Much of our recruitment activities are handled via video meetings, thus facilitating a much more efficient and effective recruitment process. If awarded this search, Ms. Heather Renschler, President/CEO of Ralph Andersen & Associates, will be the Project Director. Ms. Renschler will also have the full resources of the firm available to assist her as needed.

Recent City Manager Related Search Engagements

Familiarity with the Town of Colma – Ralph Andersen & Associates assisted the City Council in the recruitment for City Manager in 2013 and 2017. Ms. Renschler was the Project Director on both searches.

Expansive network of City Manager Searches (In-State and Nationally) – We have one of the strongest track records of conducting City Manager searches. The first listing included here is for recruitments conducted in California since 2020, followed by our out-of-state engagements:

California Recruitments:

- Artesia, CA – City Manager (2022)
- Barstow, CA – City Administrator (2021)
- Bishop, CA – City Administrator (2020)
- Calabasas, CA – City Manager (2021)
- California City, CA – City Manager (2022)
- Citrus Heights, CA – City Manager (2022)
- Compton, CA – City Manager (2022)
- Coronado, CA
 - Assistant City Manager (2022)
 - City Manager (2021)
- Eastvale, CA – City Manager (2022)
- El Segundo, CA – City Manager (2022)

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- Emeryville, CA – City Manager (2022)
- Encinitas, CA – City Manager (2020)
- Fairfax, CA – Town Manager (2021)
- Foster City, CA – City Manager (2022)
- Goleta, CA – City Manager (2022)
- Grand Terrace, CA – City Manager (2021)
- Gustine, CA – City Manager (2022)
- Huntington Beach, CA – City Manager (2022)
- Indio, CA – City Manager (2021)
- La Palma, CA – City Manager (2020)
- La Verne, CA – City Manager (2022)
- Lincoln, CA – City Manager (2022)
- Los Altos, CA – City Manager (2021)
- Mill Valley, CA – City Manager (2020 & 2022)
- Modesto, CA – Deputy City Manager (2022)
- Nevada City, CA – City Manager (2022)
- Norco, CA – City Manager (2022)
- Oakland, CA – City Administrator (2020 & Current Search)
- Orange, CA – City Manager (2022)
- Palm Desert, CA – City Manager (2021)
- Palm Springs, CA
 - Assistant City Manager (2021)
- Palos Verdes Estates, CA – City Manager (2022)
- Riverside, CA – City Manager (2022)
- Rossmoor, CA (Golden Rain Foundation) – General Manager (2022)
- Santa Monica, CA – City Manager (2021)
- Sierra Madre, CA – City Manager (2021)
- Solvang, CA – City Manager (2023)
- Stockton, CA – Deputy City Manager II (Two Placements) (2020)
- Upland, CA – City Manager (2021)

National Recruitments:

- Austin, TX – Assistant City Manager for Health & Environment / Culture & Lifelong Learning (2021)
- Avondale, AZ – City Manager (2022)
- Burleson, TX – Deputy City Manager (2021)
- Charlotte, NC – Assistant City Manager (2022)
- Cottonwood, AZ – City Manager (2023)
- Goodyear, AZ – Deputy City Manager (2022)
- Green Valley Recreation, Inc. – Chief Executive Officer (2020)
- Lewisville, TX – City Manager (2021)
- Miami Beach, FL – City Manager (2021)
- Naples, FL – City Manager (2022)
- Oro Valley, AZ – Town Manager (2023)
- Powell, OH – City Manager (2020)
- Queen Creek, AZ – Assistant Town Manager (Finalists Selected)
- The Woodlands Township, TX – President and General Manager (2020)
- Vancouver, WA
 - Deputy City Manager – Community and Economic Development (2021)
 - Deputy City Manager for Enterprise Services (2021)

Project Staffing

Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf. ***Ms. Heather Renschler will serve as Project Director and lead consultant on this recruitment effort.***

Ms. Heather Renschler, Project Director

Ms. Renschler has been with Ralph Andersen & Associates for more than 38 years and is the firm's President/CEO. Ms. Renschler has overseen the recruitment practice of Ralph Andersen & Associates for the last 26 years and, as a result, is often involved with recruitments on a national scale and those of a highly sensitive and critical nature. She is experienced at working with boards, city councils, staff members, and selection committees in the recruitment and selection process.

Ms. Renschler has extensive experience in conducting public sector recruitments and, as a result, has developed a network of contacts and potential candidates on a national basis. Ms. Renschler has had significant involvement in city manager related searches over an extended period of time, and as a result, has an extensive network from which to attract potential candidates.



Prior to joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in the areas of construction management, health care, and public accounting.

Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.

Paraprofessional and Support Staff

Paraprofessional, graphics, and support staff will provide administrative support to the consultant team on recruitment assignments. These may include Ms. Diana Haussmann, Ms. Christen Sanchez, Ms. Hannah Jones, Ms. Teresa Heple, Ms. Karen AllGood, and Ms. Tina Keller.



Approach to Executive Search

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 51 years.

We feel that the key elements of the *full search* process, which can be tailored to fit the specific needs of the Town, should include:

- Developing a comprehensive position profile (utilizing the recruitment brochure prepared for the 2017 City Manager search) based upon information obtained in various meetings (*conducted via videoconferencing*) with the Mayor and City Council, and other designated Town staff.
- Reviewing current compensation and recommending changes based upon market and competitive conditions, if desired by the Mayor and City Council.
- Extensive personal outreach to highly qualified candidates focused primarily on the Bay Area although candidates throughout California and beyond may still consider applying.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, the Internet, and professional contacts throughout California, the western region, and across the nation.

- A screening process that narrows the field of candidates to those that most closely match the needs of the Town and is based on screening interviews with the top candidates. Candidates' education, experience, and credentials are matched to the criteria established in the position profile.
- Candidates would be screened via video technology to determine their overall “match.”
- Delivering a product in the form of a search report that recommends a top group of candidates and provides the Mayor and City Council with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

Ralph Andersen & Associates has an outstanding reputation for being thorough and professional in the approach it takes in recruitments. Each candidate's match with the position is based on the individual's own set of professional experiences, management style, education and credentials, and overall fit with the organization and executive leadership.

Project Timing

We anticipate a timeframe of approximately 90 days (or less) from the execution of the agreement between the Town and Ralph Andersen & Associates to when the finalists are presented for an interview. Negotiation with the top candidate will take an additional week after finalist interviews.

Due to prior commitments by the Project Director, it is anticipated that kick-off meetings would not begin until mid-May.

Project Cost

The recruitment efforts for a new City Manager will be a comprehensive search process with a focus in California. The review of resumes and qualifications will be conducted on all candidates that submit giving the Town the ability to select from a broad field of qualified candidates. **The professional services fee (inclusive of expenses*) to perform the City Manager search will be the fixed fee of \$29,500.**

***Note** – Expenses included in this fixed fee include such items as advertisements, consultant interaction (anticipated to be done 100% through videoconferencing with exception of finalist interviews), clerical, research, graphic design, printing (documentation submitted using file-sharing software), postage and delivery, verifications and Internet and Lexis/Nexis searches on the top candidates. References will be conducted on the top candidate during the final stage of the process.

Invoicing – Ralph Andersen & Associates will bill the Town in four installment payments as follows:

- Following kick-off and finalization of recruitment brochure - \$8,850
- After the closing date - \$8,850
- After finalist interviews - \$8,850
- Upon placement - \$2,950

Progress payments will be due upon receipt.

Brochure – A full color digital brochure will be developed for this position. All pictures will be the responsibility of the Town. Samples of a wide variety of brochures are available on the firm’s website (www.ralphandersen.com). The Town will also be responsible for ensuring that there are no copyright restrictions on the photographs supplied to Ralph Andersen & Associates and that the Town will agree to pay any and all related charges or fines if a copyright violation is incurred either during the search itself or subsequently.

Exclusions – The Town of Colma will be responsible for all candidate expenses related to any on-site interviews.

Ralph Andersen & Associates’ Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If, within a one-year period after appointment, the City Manager of the Town of Colma resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The Town would be expected to pay for the reimbursement of all incurred expenses.

If a placement is not made in the first outreach effort, the Consultant will conduct a second outreach effort with no charge for Professional Services. The Town would be expected to pay for all incurred expenses.



Should you need any additional information, please feel free to call Ms. Renschler at (916) 630-4900 (office) or (916) 804-2885 (cell).

Respectfully Submitted,

Ralph Andersen & Associates

Ralph Andersen & Associates



The Town of Colma

*invites your interest
in the position of*

City Manager



Career Opportunity

Nestled at the northern end of the Peninsula in the San Francisco Bay Area is the small community of Colma. The City Council is seeking candidates for the City Manager position who recognize the history and unique character of the Town and will guide the policymakers in maintaining the quality of life that residents value and cherish. The ideal candidate will be an outgoing and engaging individual who enjoys people and public service combined with being comfortable with the high level of citizen participation inherent in this “small town” community.

This is a community where residents value a common sense of civic purpose and support a positive, open relationship with each other and their Town government.

This is an attractive career opportunity in local government for someone who understands the benefits of having a thriving commercial and retail environment as a means to deliver community services and public safety to residents. The City Council values California experience and welcomes interest from department heads, assistant/deputy city managers and others with the ability to provide strategic leadership.

In 2024, the Town of Colma will celebrate its 100th anniversary since incorporating.

The History of Colma

The community of Colma was formed in the 1800s as a collection of homes and small businesses along El Camino Real and the adjacent railroad line. Several churches, including Holy Angels Catholic Church, were founded in these early years. The community created its own fire district, which serves the unincorporated area of Colma north of the Town limits, as well as the area that became a Town in 1924. Colma became the location of a large number of cemeteries when San Francisco, its powerful neighbor to the north, passed an ordinance in 1900 outlawing the construction of any more cemeteries in the city (mainly because of increased property values making the cost of using land for cemeteries prohibitive), and then passed another ordinance in 1912 evicting most existing cemeteries from city limits.

Colma Today

Today, the population in Colma is 1,506 based on Department of Finance estimates for 2017. The Town covers only 2.2 square miles. The overall activity and traffic levels resemble a much larger community in terms of visitors, shoppers and commuters. Daily visitors often exceed 20,000.

The community has excellent freeway access and is also served by the BART System. The Colma Station is served by the Pittsburg/Bay Point–SFO/Millbrae and Richmond–Millbrae lines. Residents are proud of having their own police department. The Police Chief is supported by an active department (19 sworn staff; 6.2 non-sworn) providing three shifts that serve the community and also offer mutual aid to its neighbors. Other services provided by the Town include recreation, public works, maintenance, planning and economic development. Staffing is comprised of both in-house and various service providers/contractors. Total combined staff is 44.3 FTEs. For Fiscal Year 2017/18, total expenditures for all funds are at \$31.13 million, comprised of \$15.33 million in Operating Expenditures and \$15.80 million in Capital Improvement Projects. The Town has a surplus of revenue over operating expenditures of about \$1.6 million this year. Current reserves for the Town are \$22M.

Today and since the 1980s, Colma has expanded its economic base and become more diversified, with a variety of retail businesses and automobile dealerships, which have brought more sales tax revenue to the Town government. There are 17 cemeteries; 10 auto dealerships, representing 15 automobile brands; and a vibrant and active cardroom (Lucky Chances) that employs more than 600 individuals. Major retail stores include: Target (Serra Center), Kohls, Office Depot, Pier 1 Imports, Beverages and More (BevMo!), Home Depot and a Home Depot Pro as well as the 280 Metro Center. CarMax has recently chosen the Town of Colma as one of its locations as has Black Bear Diner. The fiscal stability and outlook for the future is strong. Current reserves demonstrate the overall health of the organization with continued emphasis on sales tax and conservative fiscal practices of the Town's leadership. Maintaining this strong sales tax base continues to be important to both the City Council and the residents, especially in light of the most recent economic downturn.



“It’s great to be alive in Colma”

Residents continue to celebrate many community events throughout the year that are extremely well attended. Events include Family Field Day & BBQ, Town Picnic and Colma Game Night as well as many other activities supporting youth and the active senior population. Town-sponsored events reflect a close-knit community and the type of interaction, visibility and civic engagement that residents and the City Council will expect of the new City Manager.

Candidates should be aware that housing and rental stock in Town are scarce and infrequently available. As a result, the majority of the Town's staff commute to work and do not live in Town. The City Manager will not be expected to live in Colma. With that said, the City Council wants the new manager to enjoy and embrace the opportunity to have a good work-life balance and as a result, will be concerned about commute time and distance from the office in the selection process.

Government Structure

Colma is a general law city and the City Council is the governing body of the Town. The focus of the City Council has consistently been to preserve and enhance the character unique to the Town of Colma and promote the community as "business friendly." Municipal Elections are held in November of even-numbered years. The Mayor and Vice Mayor are elected by the Council for one year terms each December. Council Meetings are held the second and fourth Wednesday of each month at 7:00 p.m. in the Colma Community Center on Hillside Boulevard.

The Ideal Candidate

The City Council seeks a professional who enjoys public service and embraces the high level of citizen participation inherent in this "small town" community. The ideal candidate will have a strong service orientation combined with a desire to lead an organization dedicated to providing residents with the highest level of assistance and customer service. It goes without saying, that communication is key with the City Council as the governing body.

The top candidate will be an effective, honest and forthright communicator skilled at facilitating open discussions, supporting debate on important issues and addressing, through the City Council, the best common interests of the community. Additionally, the top candidate will have the ability to assess and evaluate the use of periodic contractual and outsourced staffing arrangements or other alternatives for potential cost savings.

The ideal candidate will also have personal attributes and qualities that include:

- Genuine interest in serving the community with an enthusiasm for public service;
- Commitment to inspire and mentor staff;
- Leadership ability to set goals and objectives and be able to motivate others to contribute effectively to their timely achievement and successful performance;
- Strong understanding of municipal budget and finance combined with a business approach to sustain and enhance economic development opportunities;
- Ability to anticipate and deal with a wide-array of operational needs;

- Commitment to promoting good government and transparency in all dealings with staff, elected officials, and the general public;
- A warm and approachable personal style grounded in humility and respect for others with an engaging leadership style;
- Flexible, creative and able to find common ground to develop solutions;
- Strategic thinker and skilled in presenting all viable options and alternatives for the City Council's consideration with full disclosure of pros/cons without bias;
- Strong project management skills, ability to effectively delegate and manage outcome through to successful completion with both internal staff and consultants;
- An interest in dealing with intergovernmental agencies and neighboring communities on issues that impact the Town;
- Experience with policy implementation as set by the City Council; and
- Incorporate best practices in local government.

Challenges & Opportunities

The City Manager will undertake a leadership role in advising the City Council on a wide variety of projects including the following:

- Town Hall remodel and update;
- Hillside Boulevard beautification and renovation;
- On-going economic development initiatives and actively pursuing viable opportunities that generate potential revenue;
- Active involvement with business community and civic organizations;
- Involvement and oversight of various public works related issues;
- Development of improved technology (i.e., GIS System for utilities) as well as notification enhancements to citizens;
- Maintenance of healthy fiscal reserves and enhance financial reporting;
- Evaluation of staffing and other areas for cost saving; and
- Continued enhancement of intergovernmental relationships with local agencies and boards.





Qualifying Experience & Education

Experience – This position requires experience in a management capacity preferably in a small-to-medium municipal organization or as a department director with a larger agency. Skills as a local government generalist would be well utilized in this position. **All qualified candidates with California experience are strongly encouraged to submit career credentials for consideration.** Qualified local government professionals within a commutable distance are highly encouraged to consider this opportunity. The City Council will also seriously consider all individuals if leadership, personal attributes and career history are a match with the Town's. All resumes will be reviewed by a Sub-Committee of the City Council and the short-list of applicants will interview with the full Council.

Education – A Bachelor's degree is required. A Master's degree may be considered a plus.

Compensation & Benefits

The competitive salary (\$190,008 to \$230,952) will be dependent upon qualifications, experience, and overall fit with the Town of Colma. An at-will employment agreement will be negotiated with the selected candidate.

The Town offers a comprehensive executive benefit package including:

- **Retirement**
 - » **Classic Members:** CalPERS; 2% at 60 benefit formula. Employees contribute 7% of the employee-share.
 - » **New Members:** CalPERS; 2% at 62 benefit formula. Employees contribute 6.25% of the employee-share.
 - » The Town **does** participate in Social Security.
- **457 Plan** – Up to \$100 per month in matching.
- **Automobile** – Use of a pooled vehicle for daytime travel/meetings.
- **Medical** – Town offers 100% family medical insurance (CalPERS) and contributes 1.5% of base salary into a Retirement Health Savings plan for retiree medical costs.
- **Dental** – The Town pays for a family plan through Delta Dental.
- **Vacation / Sick Time / Holidays / Administrative Leave.**
- **Life Insurance.**

Further details on the benefit package are available through Ralph Andersen & Associates.

To Be Considered

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references **will not** be contacted until mutual interest has been established. Candidates are encouraged to **apply prior to Monday, September 25, 2017 and interested applicants are invited to meet with the Search Consultant at the League of California Cities Conference in mid-September.** This recruitment is considered open until filled. **Electronic submittals are strongly preferred. Interested candidates should apply to Ralph Andersen & Associates via email at apply@ralphandersen.com**, and should include the following:

- Compelling cover letter;
- Comprehensive resume;
- Current Salary; and
- Professional references.

Ralph Andersen & Associates will work directly with a Sub-Committee of the City Council to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. **Only the top tier of candidates will be invited to interview with the full City Council during early-to-mid October.** It is anticipated that the newly selected City Manager will join the Town of Colma in January 2018 or at a mutually agreeable date. The City Council desires a smooth transition with the new City Manager and every effort will be made to accommodate an orderly transition to the Town of Colma with the Interim City Manager (not a candidate for the position).

Confidential inquiries welcomed to Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900.

Recruitment Schedule

- Recruitment Opens: Wednesday, June 28, 2017
- Apply by: Monday, September 25, 2017
- Tentative Date Council Interviews: Early-to-Mid October
- Start Date: January 2018 (or as agreed)





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Pak Lin, Administrative Services Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: May 10, 2023
 SUBJECT: FY 2022-23 Capital Budget Study Session

RECOMMENDATION

This item is a study session for informational purposes only. No City Council action is required; however, staff seeks City Council feedback and direction on FY 2023-24 through FY 2028-29 Capital Program.

EXECUTIVE SUMMARY

The FY 2023-24 Operating and Capital Budget discussion is broken out into three study sessions prior to the review and adoption on June 14, 2023. The first study session was held on April 26, 2023 and the Town's operating goals and budget priorities were discussed. Tonights study session is focused on the capital program from FY 2023-24 through FY 2028-29. The last budget study session will be held on May 24, 2023, where the FY 2023-24 operating and capital budget is considered in its entirety. Feedback from all three study sessions will be incorporated into the final proposed budget to be presented and considered on June 14, 2023.

The FY 2023-24 Capital program is \$93.8 million, with \$16.03 million previously funded, \$1.50 of new requests for FY 2023-24, \$6.51 million projected for FY 2024-25 through FY 2028-29, and \$69.72 million of future unfunded projects. Attachment A contains a list of funding sources and capital projects planned for FY 2023-24 through FY 2028-29, and Attachment B includes the project description, scope, and project funding and budget plan.

FISCAL IMPACT

City Council review and direction on the FY 2023-24 Proposed Capital Program will not impact the current FY 2022-23 Budget. It will impact the FY 2023-24 final budget to be considered on June 14, 2023.

BACKGROUND

On April 26, 2023, the City Council reviewed and provided feedback on the Town's FY 2023-24 preliminary operating budget. The preliminary budget excluded the capital program from the discussion, but included the annual fleet replacement contribution of \$250,000.

Table 1: Summary of Activities						
Town-wide Financial FY 2023-24	General Funds	Special Revenues & Debt Funds	Capital Funds	Vehicle Replacement Fund	Enterprise Funds	Total
Operating Activities						
Revenues	\$ 19,367,714	\$ 353,184	\$ 174,725	\$ 250,000	\$ 1,270,570	\$ 21,416,192
Expenditures	19,570,510	590,914	0	0	1,200,554	21,361,978
Operating Surplus / (Deficit)	(202,797)	(237,730)	174,725	250,000	70,016	54,214
Net Transfers In/(Out)						
Debt Service (43)	(298,759)	298,759	0	0	0	0
Sewer Operations (81)	(168,670)	0	0	0	168,670	0
Parking Enforcement (29)	(81,155)	81,155	0	0	0	0
Capital Program (31, 32)	0	0	0	0	0	0
Net Transfers In/(Out)	(548,584)	379,914	0	0	168,670	0
Fund Surplus / (Deficit) "Change in Fund Balance"	(751,381)	142,184	174,725	250,000	238,686	54,214

ANALYSIS

Attachment A of the Staff Report summarizes the project funding and expenditure plan for FY 2023-24 through FY 2028-29. The FY 2023-24 through FY 2028-29 capital improvement program has a total of 35 projects. Of which 20 projects are in progress or will begin in FY 2023-24, 11 projects are either unfunded or will start in future years, and four projects should be completed by June 30, 2023. The total capital program is \$93.8 million, with \$16.03 million already funded by June 30, 2023, \$1.50 million to be funded in FY 2023-24, \$6.51 million needed for FY 2024-25 through FY 2028-29, and \$69.72 million of projects that are beyond the Town's funding ability and will be addressed when funding is available.

The FY 2023-24 capital program needs \$919,000 of General Fund financial support, \$220,000 from the Fleet Replacement Fund (61) to replace three vehicles, and \$376,000 from various granting agencies.

After adding the capital program to Table 1, above, the Town will need to reduce General Fund Reserves by \$1.5 million in FY 2023-24.

Table 2: Summary of Activities		Special		Vehicle		Enterprise	
Town-wide Financial	General Funds	Revenues & Debt Funds	Capital Funds	Replacement Fund	Funds	Funds	Total
FY 2023-24							
Operating Activities							
Revenues	\$ 19,367,714	\$ 353,184	\$ 255,000	\$ 250,000	\$ 1,270,570	\$ 21,496,467	
Expenditures	19,570,510	590,914	1,145,000	220,000	1,200,554	22,726,978	
Operating Surplus / (Deficit)	(202,797)	(237,730)	(890,000)	30,000	70,016	(1,230,511)	
Net Transfers In/(Out)							
Debt Service (43)	(298,759)	298,759	0	0	0	0	0
Sewer Operations (81)	(168,670)	0	0	0	168,670	0	0
Parking Enforcement (29)	(81,155)	81,155	0	0	0	0	0
Capital Program (31, 32)	(769,000)	(121,000)	890,000	0	0	0	0
Net Transfers In/(Out)	(1,317,584)	258,914	890,000	0	168,670	0	
Fund Surplus / (Deficit)	(1,520,381)	21,184	-	30,000	238,686	(1,230,511)	
"Change in Fund Balance"	(1,520,381)	21,184	-	30,000	238,686	(1,230,511)	

After accounting for the General Fund transfers to the Capital program in both FY 2022-23 and FY 2023-24, the Town is expecting the unassigned general fund reserves to be \$7.25 million at June 30, 2024 (Table 3 below).

Table 3	Balance @	2023 Changes		Projected	2024 Changes		Projected
General Fund Reserves	7/1/2022	Per 4/26 CC	2023 Capital	Balance @	Per 4/26 CC	2024 Capital	Balance @
		Mtg	Transfer	6/30/2023	Mtg	Transfer	6/30/2024
Unassigned	\$ 9,865,823	\$ 437,389	\$ (2,041,145)	\$ 8,262,067	\$ (244,594)	\$ (769,000)	\$ 7,248,473
Assigned Reserves							
Litiation	100,000			100,000			100,000
Insurance	100,000			100,000			100,000
Disaster	750,000			750,000			750,000
Committed Reserves							
Budget Stabilization	15,000,000			15,000,000			15,000,000
Debt Reduction	600,000			600,000			600,000
Accrued leave Payout	1,064,097	95,523		1,159,620	(506,787)		652,833
Total General Fund Reserves	\$ 27,479,920	\$ 532,912	\$ (2,041,145)	\$ 25,971,687	\$ (751,381)	\$ (769,000)	\$ 24,451,306

Council Feedback

For the next phase of the budget development, staff is seeking feedback on the following items:

- Priority of the capital program.** While certain projects cannot be deferred due to grant requirements and other deadlines, some may be postponed or moved forward.
- FY 2021-22 General Fund surplus.** The Town's general fund operating surplus per the last audited financial (FY 2021-22) was \$3.21 million. After capital and operating transfers, the Town's general fund reserve balance increased by \$1.90 million. Per the Colma Administrative Code Section 4.01.190,
 - In the years the Town experiences a General Fund surplus, the Town shall allocate the excess to replenish reserve requirements in the following order:
 - Replenish Budget Stabilization Reserve up to 100% of the non-pension and non-OPEB General Fund expenditure in the prior fiscal year, if needed;
 - Contribute up to 10% of surplus to Accrued Leave Liability Reserve to reach the 80% funded status;
 - Allocate 25% of General Fund surplus to Capital Improvement Fund (31); and

- (4) Allocate 50% of General Fund surplus to reduce unfunded OPEB and Pension liabilities per City Council direction, including additional contributions to OPEB and Pension trusts and supplemental payment to CalPERS.

Staff is recommending that the entire \$1.90 million general fund surplus from FY 2021-22 be kept as Unassigned Reserve and offset the capital transfers needed in FY 2022-23. The FY 2022-23 capital transfers includes the four new street projects with grant funding.

Reasons For the Recommended Action/Findings

Providing for early public discussion of the Town's Financial Plan allows staff to evaluate and incorporate any comments from the City Council and new items that may not be included in the proposed budget.

Council Adopted Values

The Staff recommendation is consistent with the Council adopted values of:

- *Responsibility*: Making decisions after prudent consideration of their financial impact, considering the long-term financial needs of the agency, especially its financial stability.
- *Fairness*: Support the public's right to know and promote meaningful public involvement.

Alternatives

In addition to providing feedback on items in the Analysis section, the City Council may provide direction to staff on budgetary items to be added or be removed.

CONCLUSION

Staff is requesting comments from the City Council and the public on the capital program. Another Budget Study Session will be held on May 24, 2023 to consolidate all feedback from the City Council and the public for this meeting. A public hearing to adopt the FY 2023-24 Proposed Budget will be held on June 14, 2023. A more detailed budget document will be provided in advance of these meetings.

ATTACHMENTS

- A. FY 2023-24 Capital Program Overview
- B. FY 2023-24 Through FY 2028-29 Capital Program Budget

Project Funding Plan

Table 3 Funding Plan	Total Project Cost	2022/23 and Prior	2023/24 Budget	2024/25 to 2028/29 Projected	Future/ Unfunded
Capital Reserve (31)	995,975	995,975	0	0	0
Fleet Replcmnt (61)	1,305,000	220,000	220,000	865,000	0
Gas Tax & RMRA (21)	200,450	125,450	31,000	44,000	0
General Fund (11)	8,421,283	5,209,283	919,000	2,293,000	0
LEAP Grant (31) - Reimb	65,000	65,000	0	0	0
Measure A (22)	263,600	152,600	60,000	51,000	0
Measure K (31)	120,000	0	120,000	0	0
Measure W - ACR/TDM (32)	162,000	162,000	0	0	0
Measure W - Cycle 6 (32)	2,434,500	2,434,500	0	0	0
Measure W (26)	153,950	91,950	30,000	32,000	0
Measure W Grant (32)	1,800,000	1,800,000	0	0	0
OBAG 3 Grant (32)	4,640,000	4,640,000	0	0	0
PCE EV Charge Rebate (31)	20,000	0	20,000	0	0
Prop 68 Grant (31)	115,000	0	115,000	0	0
REAP Grant (31) - Reimb	20,000	20,000	0	0	0
SB2 Grant - pending reimbursement	0	0	0	0	0
TDA Art 3 Grant (32-35003)	90,000	90,000	0	0	0
Unknown Revenue Source	71,838,525	0	0	1,614,000	70,224,525
Total Funding	92,645,283	16,006,758	1,515,000	4,899,000	70,224,525

FY 2022-23 Capital Program Overview

Attachment A

Project Expenditure Budget

Active Projects	Total Project Cost	2022/23 and Prior	2023/24 Budget	2024/25 to 2028/29 Projected	Future/Unfunded
Streets, Sidewalks, and Bikeway					
Annual Roadway Rehabilitation and Preventative Maintenance Program (906)	962,645	487,645	225,000	250,000	0
El Camino Real Bicycle and Pedestrian Improvement (923)	24,450,000	2,000,000	0	0	22,450,000
El Camino Real/Mission Road Access to Transient Multimodal Crossing (904)	180,000	180,000	0	0	0
El Camino Real Segment B Design (915)	670,000	670,000	0	0	0
El Camino Real Segment B Construction (916)	5,800,000	5,800,000	0	0	0
Serramonte Boulevard West Bicycle and Pedestrian Improvement - Phase 1 (911)	20,000,000	2,035,000	150,000	0	17,815,000
Town-Wide Bicycle & Pedestrian Master Plan (910)	100,000	100,000	0	0	0
Sewer and Storm Drain					
Colma Creek Channel Repairs (934)	75,000	0	75,000	0	0
Storm Drain Assessment (972)	210,000	70,000	70,000	70,000	0
City Facilities & Long-Range Plans					
Bark Park Upgrade (958)	115,000	0	115,000	0	0
EV Charging Station at CCC (946)	140,000	0	140,000	0	0
Facility Parking Lot Upgrades and Repairs (953)	240,000	240,000	0	0	0
Housing Element Update (996)	210,000	210,000	0	0	0
Public Arts Program (980)	115,000	15,000	100,000	0	0
Urban Tree Master Plan & Program (998)	300,000	100,000	200,000	0	0
Zoning Code Update (997)	180,000	180,000	0	0	0
Major Equipment, Technology & Fleet					
Equipment Purchase and Replacement (984)	150,000	150,000	0	0	0
Financial Software Replacement (965)	550,000	530,000	20,000	0	0
IT Infrastructure Upgrades (986)	350,000	50,000	50,000	250,000	0
Vehicle Replacement (987)	1,305,000	220,000	220,000	865,000	0
Total Active Projects (11)	56,102,645	13,037,645	1,365,000	1,435,000	40,265,000

FY 2022-23 Capital Program Overview

Attachment A

Future/Unfunded Projects	Total Project Cost	2022/23 and Prior	2023/24 Budget	2024/25 to 2028/29 Projected	Future/Unfunded
Streets, Sidewalks, and Bikeway					
Colma Blvd Improvement (912)	1,500,000	0	0	0	1,500,000
El Camino Real & Mission Rd Signalization (904)	180,000	180,000	0	0	0
Hillside Blvd Beautification (901)	9,100,000	0	0	0	9,100,000
Lawndale Landscape and Median (956)	3,247,170	19,170	0	3,228,000	0
Serramonte/Collins Rdwy Improv (905)	0	0	0	0	0
Serramonte/Serra Center Signalization (911)	20,000,000	2,035,000	150,000	0	17,815,000
Sterling Park Streetlight (926)	944,525	15,475	(15,475)	0	944,525
Sewer and Storm Drain					
None	0	0	0	0	0
City Facilities & Long-Range Plans					
Community Center Facility Painting (960)	100,000	0	0	100,000	0
Corp Yard Car Wash Upgrade (954)	170,000	0	0	170,000	0
HVAC System Replacement @ PD (943)	1,250,000	0	0	1,250,000	0
Solar Panel Backup Battery Install @ CCC (961)	0	0	0	0	0
Sterling Park Facility Improvement (948)	80,000	0	0	80,000	0
Town-Wide Branding (959)	200,000	100,000	0	0	100,000
Major Equipment, Technology & Fleet					
Phone System Upgrade (982)	250,000	0	0	250,000	0
Total Future/Unfunded Projects (15)	37,021,695	2,349,645	134,525	5,078,000	29,459,525
Closed Project (By June 30, 2023)					
Streets, Sidewalks, and Bikeway					
F-Street Retaining Wall (902)	400,000	400,000	0	0	0
Mission Road Crosswalk (909)	130,010	130,010	0	0	0
Mission Road Landscape (908)	33,628	33,628	0	0	0
City Facilities & Long-Range Plans					
Colma Museum Facility Repair & Painting (951)	75,000	75,000	0	0	0
Creekside Villa Repair & Painting (952)	0	0	0	0	0
General Plan Update (991)	0	0	0	0	0
Total Closed Projects (6)	638,638	638,638	0	0	0
Total Project Cost - All (41)	93,762,978	16,025,928	1,499,525	6,513,000	69,724,525



Town of Colma, California

www.colma.ca.gov

Streets, Sidewalks & Bikeways Projects

Capital Improvement Plan

FY 2023-24 Budget

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 has been rated at 76. Even though we have dipped to the mid 70's in our PCI, the Town's street network condition is still rated as "Very Good" by the Metropolitan Transportation Commission (MTC) StreetSaver Online Pavement Management Program. In our effort to reach and meet our goal of 80 PCI, a multiyear street rehabilitation and maintenance project budget has been updated to address several Town streets and their deficiencies. Design, construction management, and construction costs are factored into the rehabilitation and maintenance effort. The Engineering Department has identified the following locations for the current program cycle:

- Hillside Boulevard/Lawndale Boulevard (eastbound lane) (FY 2022-23)
- Colma Boulevard and 400 Block of Serramonte Boulevard (FY 2023-24)
- Collins Avenue and Junipero Serra Boulevard (FY 2024-25)

The estimated project cost for the locations identified above is estimated at \$813,000.

Status as of June 30, 2023

The 300 Block of F Street Road Rehabilitation project was completed in late 2022. Hillside Boulevard from Lawndale Boulevard to approximately 600 feet south of Serramonte Boulevard, and the eastbound lane of Lawndale Boulevard slurry seal was completed in the early summer of 2023.

Schedule for FY 2023-24 and Thereafter

Staff will start assembling plans and specifications for Colma Boulevard and 400 Block of Serramonte Boulevard surface treatments in FY 2023-24 and Collins Avenue and Junipero Serra Boulevard surface treatments in FY 2024-25.

Impact on Operation

An effective roadway maintenance program includes minor maintenance such as pothole repairs and crack sealing. This effort of work is part of the operating budget, larger work such as full street resurfacing and reconstruction is part of the Annual Roadway Rehabilitation and Preventative Program. By investing in annual roadway rehabilitation and large maintenance projects, the Town is able to maintain an annual roadway repair and maintenance an average annual minor street repair and maintenance budget of \$75,000 to \$90,000.

Project Funding and Spending Plan

The Annual Roadway Rehabilitation project is an eligible project to utilize the State and County allocated Gas Tax and SB-1 RMRA (21), Measure A (22), Measure W (26), and Measure M grant funding.

Annual Roadway Rehab (906)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Measure A (22)	152,600	60,000	51,000	0	0	0	0	0	263,600
Measure W (26)	91,950	30,000	32,000	0	0	0	0	0	153,950
Gas Tax & RMRA (21)	125,450	31,000	44,000	0	0	0	0	0	200,450
General Fund (11)	117,645	104,000	123,000	0	0	0	0	0	344,645
Total Funding	487,645	225,000	250,000	0	0	0	0	0	962,645

Annual Roadway Rehab (906)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
F-Street Roadway (81003)	150,000	0	0	0	0	0	0	0	150,000
Hillside & Lawndale (81003)	337,645	0	0	0	0	0	0	0	337,645
Colma/Serramonte (81003)	0	225,000	0	0	0	0	0	0	225,000
Collins/Junipero Serra (81003)	0	0	250,000	0	0	0	0	0	250,000
Total Project Budget	487,645	225,000	250,000	0	0	0	0	0	962,645

Annual Roadway Rehab (906)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Construction (81003)	149,069	0	0	0	0	0	0	0	149,069
Total Project Spending to Date	149,069	0	0	0	0	0	0	0	149,069

El Camino Real Bicycle and Pedestrian Improvement – PSR-PDS (923)

Project Cost for PSR-PDS: \$2 Million

Other Phases of the El Camino Real Bicycle and Pedestrian Improvement Project:

- El Camino Real/Mission Road Access to Multimodal Crossing Improvements (#904, \$180,000)
- El Camino Real Segment B, Design - Pending funding agreement (#915, \$670,000)
- El Camino Real Segment B, Construction - Pending funding agreement (#916, \$5,800,000)
- El Camino Real Bicycle and Pedestrian, Segment A - Future unfunded (TBD, \$22,450,000)

Project Scope

The project includes a re-design of El Camino Real (ECR). It incorporates a lane reduction in each direction so that Class IV bike lanes can be designated on the North and South bound direction. The project also includes continuous accessible sidewalks, additional bicycle and pedestrian safety features, new traffic signals, landscaping, reconfiguration of the Mission Road (“the Y”) intersection, and bioretention storm drain infrastructure along the ECR corridor. The project reinvents how ECR can be utilized by residents, employees of the various retail outlets and visitors to travel safely, comfortably, and with ease while on ECR.

Status as of June 30, 2023

The Town applied for and was granted \$1.8 Million to fund the Project Study Report and Project Development Support (PSR-PDS). The PSR-PDS is a project initiation document that provides key opportunities for CalTrans and involves regional and local agencies to achieve consensus on the purpose and needed project scope and schedule. The Town completed the grant funding agreement with San Mateo County Transit Authority and through a Request for Proposal (RFP) process, has selected a consultant. The consultant has started the PSR-PDS work. The project is on an aggressive timeline due to grant timeline obligations, the PSR-PDS study is estimated to be completed in late Spring of 2024.

Schedule for FY 2023-24 and Thereafter

Once the PSR-PDS is completed, staff will seek funding to move into the Project Approval and Environmental Document phase of the project.

Impact on Operation

There will be an increase in landscaping maintenance and irrigation costs once construction has been completed. The proposed improvements and beautification enhancements will not only beautify one of the main thoroughfares, but it will also provide safe access for those who choose to walk or bike in the area.

Project Funding and Spending Plan

Currently, staff is working with the County and CalTrans on future funding opportunities. Staff understands that this project will need financial assistance from outside agencies if it is to be built out. (Measure W, 90% & 10% Local Match/General Fund)

El Camino Real Bike & Ped Plan (923)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Measure W Grant (32)	1,800,000	1,800,000	0	0	0	0	0	0	3,600,000
General Fund (11)	200,000	200,000	0	0	0	0	0	0	400,000
Unknown Revenue Source	0	0	0	0	0	0	0	22,450,000	22,450,000
Total Funding	2,000,000	2,000,000	0	0	0	0	0	22,450,000	26,450,000

El Camino Real Bike & Ped Plan (923)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	2,000,000	2,000,000	0	0	0	0	0	0	4,000,000
Construction (81003)	0	0	0	0	0	0	0	22,450,000	22,450,000
Total Project Budget	2,000,000	2,000,000	0	0	0	0	0	22,450,000	26,450,000

El Camino Real Bike & Ped Plan (923)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	11,808	0	0	0	0	0	0	0	11,808
Total Project Spending to Date	11,808	0	0	0	0	0	0	0	11,808

El Camino Real/Mission Road Access to Multimodal Crossing Improvements (904)

Project Scope

The project involves the design phase (plans, specifications and estimates) of the El Camino Real and Mission Road intersection which is a component of the larger ECR Bicycle and Pedestrian Improvement Project. The plan development portion of the project consists of reengineering the intersection and realigning Mission Road to intersect with ECR at 90 degrees, a new traffic signal system, pavement stripping, markings and street signage, hardscape/landscape features, and various pedestrian and bicycle enhancements.

Status as of June 30, 2023

The grant funding agreement from the San Mateo Transit Authority for this project will be executed by the end of Fiscal Year 2022/23.

Schedule for FY 2023-24 and Thereafter

Because this project is part of a bigger project, it will be merged with the ECR Segment B design project. Start time will also depend on when the notice to proceed is given to the Town regarding the Segment B Design work. Once both funding agreements are in place, staff will proceed with the hiring of consultants and conceptual drawings. Staff will start the design work late Summer/early Fall of 2023. Staff is anticipating that the project will be brought to the City Council in a study session during the first quarter of 2024.

Impact on Operation

Because this project is situated in the CalTrans Right of Way (ROW), future roadway maintenance will be the State’s responsibility. After construction is complete, the Town will most likely be responsible for ROW landscaping and our portion of maintenance and electrical charges that are associated with the signalization of the intersection at ECR and Mission Road. It is estimated that Colma may be responsible for 1/3 of the operation and maintenance cost associated with the signal.

Project Funding and Spending Plan

The Town was awarded Measure W, ARC/TDM Cycle 1 Grant in FY 2022-23. The grant will fund 90% of the project and requires a 10% local match (General Fund).

El Camino Real/Mission Road Access to Transient Multimodal Crossing (904) Funding Plan	Funding Since Inception Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Measure W - ACR/TDM (32)	162,000	0	0	0	0	0	0	0	162,000
General Fund (11)	18,000	0	0	0	0	0	0	0	18,000
Unknown Revenue Source	0	0	0	0	0	0	0	0	0
Total Funding	180,000	0	0	0	0	0	0	0	180,000

El Camino Real/Mission Road Access to Transient Multimodal Crossing (904) Spending Plan	Project Budget Since Inception Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	180,000	0	0	0	0	0	0	0	180,000
Construction (81003)	0	0	0	0	0	0	0	22,450,000	22,450,000
Total Project Budget	180,000	0	0	0	0	0	0	22,450,000	22,630,000

El Camino Real/Mission Road Access to T Spending to Date	Actual Spent Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

EI Camino Real Segment B Design (915)

Project Scope

The project involves the design phase (plans, specifications and estimates) of the EI Camino Real Segment B which is a component of the larger ECR Bicycle and Pedestrian Improvement Project. The project will provide new bike paths and sidewalks that are absent from this portion of ECR (Safe Route 82). This project will also provide safe harbor at the redesigned bus stops. Segment B will address green street and storm water treatment objectives where achievable, available landscape areas will be designed to be drought tolerant and incorporate stormwater treatment facilities. Another aspect of this project is to remove barriers such as utility poles and underground overhead utilities. Street lighting will also be installed along this portion of ECR where it's currently nonexistent. This project will also incorporate CIP #904-EI Camino Real/Mission Road Access to Multimodal Crossing Improvements.

Status as of June 30, 2023

The Town has been awarded the funds for the ECR Segment B Design work through the San Mateo County Transit Authority (SMCTA). With the current backlog with SMCTA it is anticipated that the funding agreement will be complete and executed by the end of FY 2022/23.

Schedule for FY 2023-24 and Thereafter

Because this project is part of a bigger project, the design work will be merged with CIP #904-EI Camino Real/Mission Road Access to Multimodal Crossing Improvements. Proceeding with the design work will also depend on when a notice to proceed is given to the Town once both funding agreements are in place. Staff is planning to bring the project to the City Council in a study session in the first quarter of 2024. Once funding agreements are in place, staff will start the design process late summer or early fall of 2023.

Impact on Operation

Because this project is situated in the CalTrans Right-of-Way (ROW), future roadway maintenance will be the States responsibility. After construction is complete, the Town will most likely be responsible for ROW landscaping. CalTrans will most likely want to establish a new maintenance agreement for specific ongoing maintenance and minor repair issues that come up in the future.

Project Funding and Spending Plan

The Town was awarded Measure W Pedestrian and Bicycle Program, Cycle 6 grant in FY 2022-23. The grant will fund 90% of the project and requires a 10% local match (General Fund).

El Camino Real Segment B Design (915)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Measure W - Cycle 6 (32)	603,000	0	0	0	0	0	0	0	603,000
General Fund (11)	67,000	0	0	0	0	0	0	0	67,000
Total Funding	670,000	0	0	0	0	0	0	0	670,000

El Camino Real Segment B Design (915)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	670,000	0	0	0	0	0	0	0	670,000
Total Project Budget	670,000	0	0	0	0	0	0	0	670,000

El Camino Real Segment B Design (915)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

El Camino Real Segment B Construction (916)

Project Scope

The project involves the construction phase (plans, specifications, and estimates) of the El Camino Real Segment B which is a component of the larger ECR Bicycle and Pedestrian Improvement Project. The project improvements will start at the intersection of El Camino Real (ECR) and Mission Road and travel to Arlington Drive in South San Francisco. The improvements will include a complete redesign and full signalization of the ECR and Mission Road intersection along with Class IV bike paths and continuous sidewalks on both sides of the highway (currently there are no pedestrian sidewalks or bike paths on this portion of ECR). The project will focus on creating safe harbor bus stops that will provide a place for those in the public who depend on multimodal transportation options. The Segment B construction project will address green street and storm water treatment objectives where achievable, sustainable landscape areas will be designed to be drought tolerant and incorporate stormwater treatment facilities. Another aspect of this project is to remove barriers such as utility poles and underground overhead utilities. Street lighting will also be installed along this portion of ECR where it's currently nonexistent.

Status as of June 30, 2023

Pending funding agreement, construction is estimated to start in FY 2024-25 once the Design work has been complete (CIP# 904 & 915) and the PSR-PDS and associated environmental work has been approved by CalTrans, (CIP # 923)

Schedule for FY 2023-24 and Thereafter

More detailed updates will be presented in the Town’s Capital Improvement Program for FY 2024/25.

Impact on Operation

Because this project is situated in the CalTrans Right-of-Way (ROW), future roadway maintenance will be the State’s responsibility. After construction is complete, the Town will most likely be responsible for ROW landscaping and a portion of the annual operation and maintenance signal costs. CalTrans will most likely want to establish a new maintenance agreement for specific ongoing maintenance and minor repair issues that come up in the future.

Project Funding and Spending Plan

The Town was awarded OBAG 3 Grant in FY 2022-23. The grant will fund 80% of the project and requires a 20% local match (General Fund).

El Camino Real Segment B Construction (916)	Funding Since Inception								
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
OBAG 3 Grant (32)	4,640,000	0	0	0	0	0	0	0	4,640,000
General Fund (11)	1,160,000	0	0	0	0	0	0	0	1,160,000
Total Funding	5,800,000	0	0	0	0	0	0	0	5,800,000

El Camino Real Segment B Construction (916)	Project Budget Since Inception								
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	5,800,000	0	0	0	0	0	0	0	5,800,000
Total Project Budget	5,800,000	0	0	0	0	0	0	0	5,800,000

El Camino Real Segment B Construction (916)	Actual Spent								
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

Serramonte Boulevard West Bicycle and Pedestrian Improvement – Phase 1A (911) & Phase 1B (905)

Total Estimated Project Cost: \$20.0 million.
Future Unfunded Portion: \$17,815,000

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.

Phase 1A of the project involves design (plans, specifications and estimates) and construction of the Serramonte Boulevard West. The project will take a four-lane roadway and reduce it down to two lanes (one lane in each direction), and provide a center turn lane for those entering or exiting the various retail outlets along the Boulevard. The pilot lane reduction will provide right of way to build separated Class IV bike lanes in both directions. The project will also provide two mid-block high visibility crosswalks with rectangular rapid flashing beacons (RRFB) along with safe harbor refuge island. A "Quick Build" option will be implemented into the phase one project to provide temporary low-cost landscape barriers to separate bicyclists and pedestrians from vehicular traffic and simulate how the lane reduction will work on this portion of Serramonte Boulevard. This project will include the signaling of the Serramonte Boulevard and Serra Center Intersection.

Phase 1B (Optional) of the project is to reconstruct the portion of Serramonte Boulevard that is joined with Collins Avenue. Currently, there is a slip lane that allow vehicles to travel straight onto Collins Avenue from Serramonte Boulevard. This project would close the slip lane to through traffic and vehicles then would have to make a right-hand turn off of Serramonte Boulevard onto Collins Avenue. The change will enhance pedestrian and vehicular safety. Closing up the island will now provide an opportunity to provide wayward signage and landscaping features for those entering the Serramonte Auto Row District. This option is not funded by grant subsidies.

Phase 2 of the project involves the reconstruction of Collins Avenue, continuous sidewalks, high visible crosswalks, streetlights, landscaping, underground of overhead utilities, car carrier off-loading zones for local car dealerships. This phase of the project is unfunded at this time.

Phase 3 of the project includes improvements to Serramonte Boulevard West such as lane reduction, sidewalks, landscaping, sustainability enhancements, street lighting, and accessibility improvements. This phase of the project is unfunded at this time.

Phase 4 of the project is Serramonte Boulevard East of El Camino Real, the project will include the installation of sustainable landscaping, accessibility enhancements, street lighting, and bike paths.

This phase of the project is unfunded at this time.

Status as of June 30, 2023

Staff will be processing the funding agreement to support phase 1A of this project.

Schedule for FY 2023-24 and Thereafter

Once the funding agreement is secured, staff will start the process of building a consensus within the Serramonte Business District of the various improvements that will be constructed on Serramonte Boulevard West. . Once there is a strong consensus and agreement on the various roadway improvements within the business community, essential services and members of the community, we will present to City Council for review and approval to move into the formal plan, specifications and estimates for the project., With all City Council and Community approvals in place, staff will proceed with the Construction documents, this is anticipated to start in mid to late winter of 2024, (February/March). Construction documents are estimated to be complete in July/August of 2024. Construction would follow after the City Council's approval of the construction and approval to go to bid, anticipated to be awarded in late 2024.

Impact on Operation

Annual operation and maintenance costs as they relate to the streetlight signal. These improvements will provide both pedestrian and vehicular safety in the Serramonte Boulevard and Collins Avenue Commercial District.

Project Funding and Spending Plan

The Town was awarded Measure W Pedestrian and Bicycle Program Cycle 6 grant in FY 2022-23. The grant will fund 90% of the project and requires a 10% local match (General Fund).

Serramonte Boulevard West Bicycle ad P	Funding Since Inception								
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Measure W - Cycle 6 Grant (32)	1,831,500	0	0	0	0	0	0	0	1,831,500
Capital Reserve (31)	0	0	0	0	0	0	0	0	0
General Fund (11)	203,500	150,000	0	0	0	0	0	0	353,500
Unknown Revenue Source	0	0	0	0	0	0	0	17,815,000	17,815,000
Total Funding	2,035,000	150,000	0	0	0	0	0	17,815,000	20,000,000

Serramonte Boulevard West Bicycle ad P	Project Budget Since Inception								
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Phase 1A - Design (81002)	480,000	0	0	0	0	0	0	0	480,000
Phase 1A - Construction (81003)	1,555,000	0	0	0	0	0	0	0	1,555,000
Phase 1B - Design (81002)	0	25,000	0	0	0	0	0	0	25,000
Phase 1B - Construction (81003)	0	125,000	0	0	0	0	0	0	125,000
Phase 2, 3, and 4	0	0	0	0	0	0	0	17,815,000	17,815,000
Total Project Budget	2,035,000	150,000	0	0	0	0	0	17,815,000	20,000,000

Serramonte Boulevard West Bicycle ad P	Actual Spent								
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Phase 1A - Design (81002)	0	0	0	0	0	0	0	0	0
Phase 1A - Construction (81003)	0	0	0	0	0	0	0	0	0
Phase 1B - Design (81002)	0	0	0	0	0	0	0	0	0
Phase 1B - Construction (81003)	0	0	0	0	0	0	0	0	0
Phase 2, 3, and 4	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

Town-Wide Bicycle and Pedestrian Master Plan (910)

Project Scope

Colma was awarded funding through the Transportation Development Act Article 3 (TDA3) Pedestrian and Bicycle Program for a Bicycle and Pedestrian Master Plan. The Colma Bicycle and Pedestrian Master Plan will envision a safer, more connected active transportation system in the Town of Colma. This project will build on the El Camino Real Bike and Pedestrian Plan, the Serramonte Collins Master Plan, the Hillside Boulevard complete streets improvement project, the Mission Road improvement project, and Systemic Safety Analysis Report (SSAR) performed by the Town of Colma.

Status as of June 30, 2023

The project's data collection of the available documents, identifying key stakeholders, and the inventory list are completed. The public communication/outreach including the development of a web-based survey, and outreach meetings at Starbucks Coffee and at Colma BART Station are completed. In addition, the content of the Master Plan will identify existing conditions, needs and priorities, and outlines and summary of the survey's result. The Plan's assemblage commenced with the draft Plan in progress and is scheduled for the City Council review and adoption by August 2023.

Schedule for FY 2023-24 and Thereafter

The Master Plan will be forwarded to City Council for review and adoption in the 1st quarter of FY 2023/24

Impact on Operation

The Colma Bicycle and Pedestrian Master Plan will primarily be completed by a transportation planning consulting company, so the impacts on operations will be minimal. There will be some impact to staff time with respect to hiring and orienting the sub-consultant, reviewing the consultant's work, and bringing the plan to the City Council for a study session and adoption.

Project Funding and Spending Plan

The Town was awarded TDA Article 3 grant in FY 2021-22. The grant will fund 90% of the project and requires a 10% local match (General Fund).

Town-Wide Bicycle & Pedestrian Master Plan (910) Funding Plan	Funding Since Inception Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
TDA Art 3 Grant (32-35003)	90,000	0	0	0	0	0	0	0	90,000
General Fund (11)	10,000	0	0	0	0	0	0	0	10,000
Total Funding	100,000	0	0	0	0	0	0	0	100,000

Town-Wide Bicycle & Pedestrian Master Plan (910) Spending Plan	Project Budget Since Inception Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	100,000	0	0	0	0	0	0	0	100,000
Total Project Budget	100,000	0	0	0	0	0	0	0	100,000

Town-Wide Bicycle & Pedestrian Master Plan (910) Spending to Date	Actual Spent Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	11,238	0	0	0	0	0	0	0	11,238
Total Project Spending to Date	11,238	0	0	0	0	0	0	0	11,238

Future Projects

Projects Funding & Spending Schedule for FY 2024-25 through FY 2028-29

Future Project Funding Plan	Prior Funding	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	15,475	0	0	0	0	0	0	15,475
Unknown Revenue Source	0	1,614,000	0	0	0	0	11,544,525	13,158,525
Total Funding	15,475	1,614,000	0	0	0	0	11,544,525	13,174,000

Future Project Spending Plan	Prior Spending	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Colma Blvd Improvement (912)	0	0	0	0	0	0	1,500,000	1,500,000
Hillside Blvd Beautification (901)	0	0	0	0	0	0	9,100,000	9,100,000
Lawndale Landscape and Median (956)	0	1,614,000	0	0	0	0	0	1,614,000
Sterling Park Streetlight (926)	15,475	0	0	0	0	0	944,525	960,000
Total Project Budget	15,475	1,614,000	0	0	0	0	11,544,525	13,174,000

Colma Boulevard Improvement (912)

Scheduled for future (unknown)
 Estimated Project Cost: \$1.5 million (Future Unfunded)

Project Scope

Improvements to be considered include accessibility enhancements, mobility improvements, safety features, landscape improvements, roadway improvements (potential lane reduction), street light upgrades, and bike lanes. Colma Boulevard Improvements have been studied in the Town’s Roadway Network Plan (SSAR) – Project No. 993. The result of the SSAR study pursues funding options to help offset costs with the associated upgrades. Project phases would include development of a master plan, PS&E, and construction costs.

Status as of June 30, 2023

Staff applied for grant funding for a master plan which will include community outreach and conceptual approvals, staff is awaiting award status.

Schedule for FY 2023-24 and Thereafter

Pending availability of funds.

Impact on Operation

Minor increase in street light electrical cost, landscape (stormwater treatment enhancements) maintenance costs. Improvements will be beneficial for bicyclists and pedestrians that use Colma Boulevard to and from the commercial area for work or pleasure.

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 FY2014-15. Phases 2 and 3 start from 600 feet south of Serramonte Boulevard to Lawndale Boulevard. The remaining phases of the project are to include full complete street items such as continuous sidewalks, high visibility crosswalks, street lighting ADA accessibility, and bike paths. The project also includes sustainable landscaping and stormwater treatment features, undergrounding of utilities and placement of new utilities such as water and sewer. Phases 2 and 3 of this project will be evaluated to determine phasing and potential opportunities for grant funding and developer impact fees. 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 estimated \$9,100,000 project.

Undergrounding: \$3,380,000

Sidewalks, streetlights, drainage, roadway: \$5,720,000

Status as of June 30, 2023

On hold. Future Unfunded. Staff is awaiting to hear grant award status for \$4.5 Million.

Schedule for FY 2023-24 and Thereafter

Pending notice of award. If funds are awarded, it is anticipated that the reconstruction effort would take place in or around FY 2027/28. Because this is a dollar-to-dollar grant, if the Town is awarded the \$4.5 million, the Town would be responsible for the remainder of the project funding. Pushing the project out will enable the Town to get additional grants to offset the cost to the Town for the remainder of the funds.

Impact on Operation

There will be an increase in landscaping maintenance and irrigation costs, street lighting and future roadway maintenance. These improvements will add to the likelihood that commercial development can be built out on Hillside Boulevard, (The new commercial overlay zone on Hillside Boulevard), thus creating job opportunities for local residents. The improvements will also provide the much-needed safe paths of travel for those who use Hillside Boulevard to walk or bike to work, exercise or for pleasure.

Lawndale Landscape and Median (956)

Scheduled for FY 2024-25

Projected Cost: \$1.61 million (\$130k for design; \$1.48 million construction)

Project Scope

Median landscape and back of sidewalk on Lawndale Boulevard need rehabilitation. As a result of the severe drought conditions in recent years, the State of California has levied irrigation restrictions that prevent cities from irrigating its street medians with turf. The State's restriction resulted in the Town's turf median on Lawndale Boulevard needing a significant landscape design makeover to replace the $\frac{3}{4}$ quarter mile of turf median maintenance with sustainable and drought-resistant plantings. The project also includes landscaping along the backside of the sidewalk along the Northside of Lawndale Boulevard. This landscape area will also be addressed in all phases of this project.

- Phase 1 is the conceptual review and preliminary approvals for 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 – Tentatively scheduled for FY 2024-25.
- Phase 3 is the construction phase, which includes awarding the contract, and building and inspection services, and construction – Future unfunded \$1.53 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, 2023

CIP 956 was identified as the Lawndale and El Camino Real Median Landscape Project. The El Camino Real portion of this capital project has been removed and is now part of the El Camino Real Bicycle and Pedestrian Improvement Project, (CIP 923). The Lawndale Median Project was suspended due to COVID-19. Staff recommends that the Lawndale Median Landscape Project be moved to Fiscal Year 2024-25 CIP.

Schedule for FY 2023-24 and Thereafter

The Lawndale Boulevard Landscape Improvement Project (956) is scheduled to complete the plans, specifications, and estimates in FY 2024-25. The buildout is also scheduled to take place in FY 2024-25 and be completed in FY 2025-26.

Impact on Operation

The rehabilitation of the landscape and median along Lawndale Boulevard with drought-resistant vegetation will increase the aesthetic beauty of the roadway. The rehabilitation of the landscaping will provide a more pleasurable experience when walking, biking and traveling by vehicle along Lawndale Boulevard. Once plant establishment takes place, monthly maintenance and irrigation will be at a minimum due to the drought-resistant plant pallet.

Sterling Park Streetlight (926)

Scheduled for future (unknown)
Estimated Project Cost: \$960,000.

Project Scope

The antique streetlights in the Sterling Park Residential Neighborhood have shown signs of deterioration; some of the streetlights have deteriorated to the point where the rust/decay has rotted through the pole. It is estimated that approximately 10 to 25 percent of the streetlights have different levels of decay from minor to severe. It is projected that the decay process is taking place on the remaining lights, to which extent has not been determined. It is recommended that the existing streetlights be replaced with lights that are more conducive to the weather conditions and salt air. In a City Council Study session, it was the City Council's preference to replace the decaying metal streetlights with an ornate antique concrete pole with an energy efficient single luminaire LED lighting. Currently, the Town owns the streetlights, and the Colma Lighting District provides maintenance support and pays for the annual electrical charges. The first phase of the project will provide a conceptual plan for the replacement of the streetlights within the Sterling Park residential area. The study will also evaluate responsible parties for the replacement of the lights. The original engineer's estimates have been increased due to escalation costs as it relates to construction and materials/supplies along with construction management costs.

Status as of June 30, 2023

Staff is working with San Mateo County Public Works Department and LAFCo regarding the acquisition of the Colma Lighting District, and/or funding to assist in the purchase and installation of the new light poles in the Sterling Park Neighborhood.

Schedule for FY 2023-24 and Thereafter

Follow up with the Colma Lighting District for contributions to funding; once established, project will go into construction design documents and bid approval.

Impact on Operation

The improved street light structures should cut back on long term maintenance. Electrical costs (though paid for by the County Lighting District) will be reduced due to the energy efficient lighting that is being proposed.

Closed Projects in FY 2022-23

F-Street Retaining Wall (902)

Project Scope

In 2019, the Engineering Department surveyed the retaining wall on F Street. The survey determined that the deterioration of the F Street wall is likely due to poor drainage. 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 December 31, 2022

The project is complete.

Schedule for FY 2023-24 and Thereafter

None.

Impact on Operation

The project will decrease maintenance on and around the wall. Regular monitoring and maintenance of the drainage system will be needed and part of the operating budget.

Project Funding and Spending Plan

F-Street Retaining Wall (902)

Funding and Spending History

Funding Source	Project Funding Budget	Actual Project Funding	Spending	Project Cost			
				Total Project Budget	Thru 6/30/22	Project Cost FY 2022-23	Total Project Spending
Capital Reserve	25,000	25,000	Design (81002)	58,962	40,542	18,420	58,962
General Fund	375,000	375,000	Project Management (71010)	80,000	-	80,000	80,000
		-	Construction (81003)	261,038	-	261,038	261,038
Total Funding	400,000	400,000		400,000	40,542	359,458	400,000
Pending Grant/Other Reimbursements		-	Available Project Budget				0

Mission Road Crosswalk (909)

Project Scope

Design and construct a High Visibility Crosswalk on Mission Road at the back entrance to the Treasure Island Traylor Park. The High Visible Crosswalk will be delineated with pre-emptive signage, viable pavement markings and pedestrian-activated solar powered Rectangular Rapid Flashing Beacons (RRFB's). Part of the design portion of the project is to design speed humps for the roadway; this will be introduced into the bid documents as a bid alternative.

Status as of June 30, 2023

Project is scheduled to be completed by June 30, 2023.

Schedule for FY 2023-24 and Thereafter

None.

Impact on Operation

Once installed, the annual cost to maintain is nominal. Street markings are anticipated to be completed every 3 to 5 years.

Project Funding and Spending Plan

Mission Road Crosswalk (909)

Funding and Spending History

Funding Source	Project Funding Budget	Actual Project Funding	Spending	Project Cost			
				Total Project Budget	Thru 6/30/22	Project Cost FY 2022-23	Total Project Spending
Capital Reserve	11,000	11,000	Design (81002)	11,000	-	11,000	11,000
General Fund	119,010	119,010	Project Management (71010)	6,533	-	6,533	6,533
		-	Construction (81003)	112,477	-	112,477	112,477
Total Funding	130,010	130,010		130,010	-	130,010	130,010
Pending Grant/Other Reimbursements		-	Available Project Budget				-

Mission Road Landscaping (908)

Project Scope

After completion of the Mission Road Bicycle and Pedestrian Improvement Project, a second phase of the project was to landscape the open area between Holy Cross’s Historic Rock Wall and the back of sidewalk that fronts Holy Cross Cemetery on Mission Road. The landscape design will be to emphasize drought-resistant, low-maintenance plants and scrubs. The tree pallet will be a species of trees that thrive in Colma’s microclimate along with providing color to enhance the roadway frontage and shade for those who walk through the Mission Road Residential and Business District. The landscape area will have rest stops that will be constructed to meet accessibility requirements, park benches, trash receptacles, and dog mitt stations.

Status as of June 30, 2023

Project is scheduled to be completed by June 30, 2023.

Schedule for FY 2023-24 and Thereafter

None.

Impact on Operation

The plant pallet will be low maintenance and drought resistant. After the plants, shrubs and trees reach some level of maturity, annual cost should be brought down substantially. Irrigation water is a large part of the annual cost and is being supplied by Holy Cross Cemetery. The improvements will enhance walking and biking for those who live and work in the Mission Road Neighborhood.

Project Funding and Spending Plan

Mission Road Landscaping (908)

Funding and Spending History

Funding Source	Project Funding Budget	Actual Project Funding	Spending	Project Cost			
				Total Project Budget	Thru 6/30/22	Project Cost FY 2022-23	Total Project Spending
Capital Reserve	29,000	29,000	Design (81002)	41,000	15,109	18,519	33,628
General Fund	371,000	371,000	Project Management (71010)	39,200	-	-	-
			Construction (81003)	319,800	-	-	-
Total Funding	400,000	400,000		400,000	15,109	18,519	33,628
Pending Grant/Other Reimbursements		-	Available Project Budget				366,372

Sewer and Storm Drain Projects

Capital Improvement Plan

FY 2023-24 Budget

Active Projects

Colma Creek Channel Easement (934)

Establishing easements for the various properties \$75,000

Project Scope

Sections of the Colma Creek concrete channel have deteriorated over the years. Because there are different levels of deterioration, Town staff has been working with the San Mateo County Flood and Sea Level Rise Resiliency District (also known as OneShoreline) to establish a program for creek repairs. Colma Creek runs through private properties, and it is the Town's responsibility to first establish "Right of Entry Agreements" with OneShoreline to grant easements and transfer titled to OneShoreline for creek maintenance and repair. To establish the Colma Creek boundaries as it travels through the various properties, title searches and survey work will be required to define the creek's boundaries. This process will also define the rights that OneShoreline will be granted. By providing easements to OneShoreline for future maintenance and repairs, the Town can request that the funding from the Colma Creek Flood Control District can be used for future maintenance and repair costs.

Status as of June 30, 2023

Staff has started the Property owners, and contact information has been established to make contact with the owners where the creek travels through their property. Costs associated with title searches for the various properties that boarder Colma Creek will be assessed.

Schedule for FY 2023-24 and Thereafter

In FY 2023-24 staff will be working with the various property owners and engineers to define the creek easement boundaries for each property. Once easements are established and granted over to OneShoreline, they will have access to enter the creek provide annual maintenance, and schedule required repair work for portions of the cement-lined channel.

Impact on Operation

Once this assessment is made, Colma staff can petition OneShoreline for the funds that are needed for all the maintenance and repair work.

Project Funding and Spending Plan

Colma Creek Channel Repairs (934)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	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 Creek Channel Repairs (934)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	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

Colma Creek Channel Repairs (934)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

Storm Drain System Assessment and Mapping (972)

Project Scope

The project will review and analyze the Town's 11 miles of the Storm Drain System. The process will begin by 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 fiscal 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, 2023

CCTV of the first phase of the project was completed in early summer of 2023. The analysis of the first phase is estimated to be delivered back to the Town in the early part of FY 2023/24.

Schedule for FY 2023-24 and Thereafter

Complete first-year analysis. Start Phase 2 in late Summer or early Fall of 2023. Phase 3 will start in summer of 2024 (FY 2023-24 and FY 2024-25).

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.

Project Funding and Spending Plan

Storm Drain Assessment (972)		Funding Since Inception								Total
Funding Plan		Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
31-39001	General Fund (11)	70,000	70,000	70,000	0	0	0	0	0	210,000
Total Funding		70,000	70,000	70,000	0	0	0	0	0	210,000

Storm Drain Assessment (972)		Project Budget Since Inception								Total
Spending Plan		Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
31-972-81002	Design (81002)	70,000	70,000	70,000	0	0	0	0	0	210,000
Total Project Budget		70,000	70,000	70,000	0	0	0	0	0	210,000

Storm Drain Assessment (972)		Actual Spent								Total
Spending to Date		Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
31-972-81002	Design (81002)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date		0	0	0	0	0	0	0	0	0

Future Projects

No future projects are scheduled at this time.

Closed Projects in FY 2022-23

No active projects are scheduled to close by June 30, 2023.

City Facilities & Long-Range Plans

Capital Improvement Plan

FY 2023-24 Budget

Active Projects

Bark Park Upgrade (958)

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 in need of repair and upgrades. The proposed project and upgrades include:

- Additional picnic and seating spaces
- Resurface and expand the grass area
- Install concrete curbing around the lawn and decomposed granite walkways
- Provide play features for pets, including an 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

Funding is expected to come from the Town's Per Capital Grant (Proposition 68) allocation for parks and recreation facilities.

Status as of June 30, 2023

Staff will have received their Proposition 68 Per Capita Grant allocation.

Schedule for FY 2023-24 and Thereafter

Conceptual design work will begin in late Summer/early Fall of 2023. Once approved by the City Council, the estimated date for construction will be the spring of 2024.

Impact on Operation

Annual repairs will decrease. The operation and maintenance of the park should stay the same as in past years.

Project Funding and Spending Plan

Bark Park Upgrade (958)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Prop 68 Grant (31)	0	115,000	0	0	0	0	0	0	115,000
Total Funding	0	115,000	0	0	0	0	0	0	115,000

Bark Park Upgrade (958)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	0	20,000	0	0	0	0	0	0	20,000
Construction (81003)	0	95,000	0	0	0	0	0	0	95,000
Total Project Budget	0	115,000	0	0	0	0	0	0	115,000

Bark Park Upgrade (958)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	0	0	0	0	0	0	0	0	0
Construction (81003)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

EV Charging Station at Colma Community Center (946)

Project Scope

Several level 2 electrical vehicle (EV) charging stations are proposed to be installed at the Colma Community Center. The work would include the design and engineering as required, upgrading the existing electrical systems, and constructing the required infrastructure and associated hardscape to harbor the EV Chargers. The improvements will also address any accessibility issues or concerns. Portions of the project funding is being pursued by grants made available through Peninsula Clean Energy (PCE), one of the Town's energy providers and Measure K funding.

Status as of June 30, 2023

Working out final details with PCE and awaiting possible Measure K award of \$120K.

Schedule for FY 2023-24 and Thereafter

Bring contract to City Council for consideration and adoption of contract for EV Charging Stations at the Colma Community Center.

Impact on Operation

Provides a public need for EV Chargers. Providing EV Chargers will also assist in reducing greenhouse gases.

Project Funding and Spending Plan

FY 2023-24 - Estimated project cost is \$140,000 - \$20K from PCE EV Charging rebate program, \$120K Measure K

EV Charging Station at CCC (946)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Measure K (31)	0	120,000	0	0	0	0	0	0	120,000
PCE EV Charge Rebate (31)	0	20,000	0	0	0	0	0	0	20,000
Total Funding	0	140,000	0	0	0	0	0	0	140,000

EV Charging Station at CCC (946)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Construction (81003)	0	140,000	0	0	0	0	0	0	140,000
Total Project Budget	0	140,000	0	0	0	0	0	0	140,000

EV Charging Station at CCC (946)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Construction (81003)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

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.

Given the recent increase in oil and continued escalating costs, it is estimated that the project costs will be roughly 20% over the original estimates that were made several years ago.

Status as of June 30, 2023

Staff is looking to award a construction contract by the end of FY 2023.

This project was deferred from the 2021-22 CIP due to the COVID-19 pandemic. After further review and looking at cost-saving measures, the Town would get better value to combine the parking lot upgrades, surface treatments, and minor dig out and repairs, into one bid request. The Police Station, Creekside Villas fire lane and parking lots, Community Center facility, and Museum parking lot will be combined into one project.

Schedule for FY 2023-24 and Thereafter

The Parking lot upgrades and repair project are estimated to be ready for City Council approval and to go to bid in the summer of FY2023-24. The project is estimated to go to construction in the mid to late Summer of 2023 upon contractor availability.

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 Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	99,025	0	0	0	0	0	0	0	99,025
Capital Reserve (31)	140,975	0	0	0	0	0	0	0	140,975
Total Funding	240,000	0	0	0	0	0	0	0	240,000

Facility Parking Lot Upgrades (953)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Creekside & PD Station (81003)	99,025	0	0	0	0	0	0	0	99,025
Recreation & Museum (81003)	140,975	0	0	0	0	0	0	0	140,975
Total Project Budget	240,000	0	0	0	0	0	0	0	240,000

Facility Parking Lot Upgrades (953)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Construction (81003)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

Housing Element Update (996)

Project Scope

Pursuant to state law, the Town of Colma is required to update its General Plan's Housing Element on a predetermined schedule once every eight years. The 6th Cycle Housing Element (2023-2031) is required to be completed and certified by the State by January 2023. Staff has worked with 21 Elements, a consultant who is working with other San Mateo County jurisdictions, and has prepared the document, including a housing site inventory and feasibility study. The updated housing element includes a map and inventory of sites which portrays where 202 units (determined through the Regional Housing Needs Allocation - RHNA - process by the Association of Bay Area Government - ABAG) can feasibly be built within the 8-year term of the 6th Cycle Housing Element update (HEU). To qualify for the Site Inventory, a property must meet certain criteria, such as minimum size, location near amenities or public services, location in zones that permit the necessary development density, or location in areas that may be converted into those zones. The State Agency that oversees the certification of this policy is the California Department of Housing and Community Development (HCD). HCD has developed strict criteria for determining whether a specific property is adequate and should be included in the Town's Site Inventory for potential development. In addition, the Housing Element Update (HEU) will include policies and implementation requirements that will assist builders and nonprofits agencies in constructing viable affordable housing for low and moderate income families.

Status as of June 30, 2023

Staff prepared and forwarded the HEU, including the environmental review of the project as required by California Environmental Quality Act (CEQA), to City Council on January 25, 2023, with the Council approving and certifying the document on that date. The approved HEU was sent to HCD on January 30, 2023, meeting the statutory deadline of January 31, 2023, set forth by HCD. On March 29, 2023, the Town received notice from HCD that although the Town addresses many statutory requirements, additional revisions are necessary to fully comply with the State Housing Element Law.

Additional policies to support housing development and clarification regarding potential site inventory is needed to be done in order for the State to certify the Town's Housing Element. To assist in this final effort, staff has hired a consultant to help complete the Housing Element and resubmit the document to HCD. The Housing Element is nearly complete and will be sent to HCD for certification in September 2023.

Schedule for FY 2023-24 and Thereafter

The Housing Element will be sent to HCD in July for final certification. Once the Housing Element is certified by HCD, staff will bring the document back to the City Council for adoption.

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 Since Inception								
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
LEAP Grant (31) - Reimb	65,000	0	0	0	0	0	0	0	65,000
REAP Grant (31) - Reimb	20,000	0	0	0	0	0	0	0	20,000
Capital Reserve (31)	125,000	0	0	0	0	0	0	0	125,000
General Fund (11)	0	0	0	0	0	0	0	0	0
Total Funding	210,000	0	0	0	0	0	0	0	210,000

Housing Element Update (996)	Project Budget Since Inception								
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Planning & Design (81002)	210,000	0	0	0	0	0	0	0	210,000
Total Project Budget	210,000	0	0	0	0	0	0	0	210,000

Housing Element Update (996)	Actual Spent								
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Planning & Design (81002)	153,922	0	0	0	0	0	0	0	153,922
Total Project Spending to Date	153,922	0	0	0	0	0	0	0	153,922

Public Arts Program (980)

Project Scope

The Town of Colma Strategic Plan for 2020-2022 includes an objective of developing a public art and wayfaring program, in the interest of building upon our community identity and maintaining quality of life. On October 13, 2021, the Planning Department presented a public art study session to the City Council in order to gauge interest in implementing public art in Colma in FY 2022-23. Commission 2-4 pieces of small public art in FY 2022-23. Choose designs that are decorative and that depict uncontroversial subjects.

Paint or vinyl-wrap two utility cabinets

Utility cabinets are a popular site for small-scale public art. In Redwood City, the artist fee for painting a utility cabinet is \$500 and the cost of UV-resistant coating can cost up to \$1,000. Some potential starter sites for art on utility cabinets include Junipero Serra Boulevard (near Serra Center) and at Colma Boulevard and Junipero Serra Boulevard (near 280 Metro Center). Some jurisdictions order vinyl wraps rather than painting directly on the utility cabinet, though that increases the project cost.

Paint on bike rack at the Colma Community Center

Bike racks can be detached from their location and shipped or driven to an artist to paint and return. Great candidates for this treatment could include the bike racks at City Hall and/or the bike rack at the Colma Community Center and Historical Museum.

F Street Wall Mural

The 100-year anniversary for the Town of Colma is in 2024. As part of the celebration, staff is proposing a mural on the refurbished F Street retaining wall.

Status as of June 30, 2023

Staff contracted with Precita Eyes to create community art on Town owned utility and structures on Junipero Serra Boulevard. Art submittals are currently being reviewed by staff.

Schedule for FY 2023-24 and Thereafter

Final art designs/concepts for the utility vaults on Junipero Serra Boulevard will be brought to the City Council in July/August of 2023 for consideration and approval.

Staff will also work with Precita Eyes for the painting of the bike racks at the Colma Community Center during the summer 2023.

The 100 Year Anniversary Ad Hoc Committee will continue to coordinate with local artists and request proposals for the F Street Wall Mural project.

Impact on Operation

Maintenance cost and costs associated with any graffiti removal.

Project Funding and Spending Plan

Public Arts Program (980)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	15,000	100,000	0	0	0	0	0	0	115,000
Total Funding	15,000	100,000	0	0	0	0	0	0	115,000

Public Arts Program (980)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Construction (81003)	15,000	100,000	0	0	0	0	0	0	115,000
Total Project Budget	15,000	100,000	0	0	0	0	0	0	115,000

Public Arts Program (980)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Construction (81003)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

Urban Tree Master Plan & Improvement (998)

Project Scope

This project is to identify all Town-owned and maintained trees. The identification process is to tag, (this work has been completed through another project), survey the health, and provide a maintenance schedule that includes pruning and fertilizing. This process will be inputted into the Town's GIS database that would enable our Public Works Staff to review, budget and schedule maintenance on an annual basis.

The cost for the tree survey and developing the GIS database to identify and critique all Town owned trees is estimated to be \$100,000.

Once Phase 1 is complete, the analysis will provide staff with the needed information for potential tree nurturing and, if required, replacement. A recommended budget of \$200,000 is programmed for 2023/24.

Status as of June 30, 2023

City Council approved Phase I of the Urban Tree Master Plan and Improvement Project in May 2023.

Schedule for FY 2023-24 and Thereafter

Phase I of the tree inventory, risk assessment and maintenance plan is scheduled to be completed in 2023. Phase II maintenance and planting plan will be scheduled for FY 2023-24 and FY 2024-25.

Impact on Operation

Managing the Town-owned trees will provide Public Works Staff with a clearer understanding of what is needed to keep our tree inventory healthy and safe. This is also a best management practice that will assist the Town in keeping annual insurance costs down.

Project Funding and Spending Plan

Urban Tree Master Plan & Program (998)	Funding Since Inception								
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	100,000	200,000	0	0	0	0	0	0	300,000
Total Funding	100,000	200,000	0	0	0	0	0	0	300,000

Urban Tree Master Plan & Program (998)	Project Budget Since Inception								
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Profession Consultant (71010)	100,000	200,000	0	0	0	0	0	0	300,000
Total Project Budget	100,000	200,000	0	0	0	0	0	0	300,000

Urban Tree Master Plan & Program (998)	Actual Spent								
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Profession Consultant (71010)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

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 2040, as the General Plan and zoning code must be compatible. The Town of Colma zoning code has been amended over the years while, generally, 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 the zone code to be more user friendly, and to be compatible with the newly adopted General Plan. 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. Along with amending and the adoption of the Town's Zoning Code, an environmental document will be required to satisfy California Environmental Quality Act (CEQA) requirements.

Status as of June 30, 2023

Staff has completed the draft of the Zoning Code Update and a Study Session was presented to review, comment and if required, make needed changes before adoption of the amended zoning code.

Schedule for FY 2023-24 and Thereafter

Staff will request City Council to adopt the Amended Zoning Code July or August 2023.

Impact on Operation

The Zoning Code Update will improve the usability of zoning code for 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 Since Inception								
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Capital Reserve (31)	100,000	0	0	0	0	0	0	0	100,000
General Fund (11)	80,000	0	0	0	0	0	0	0	80,000
Total Funding	180,000	0	0	0	0	0	0	0	180,000

Zoning Code Update (997)	Project Budget Since Inception								
Spending to Date	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Planning & Design (81002)	180,000	0	0	0	0	0	0	0	180,000
Total Project Spending to Date	180,000	0	0	0	0	0	0	0	180,000

Zoning Code Update (997)	Actual Spent								
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Planning & Design (81002)	64,588	0	0	0	0	0	0	0	64,588
Total Project Spending to Date	64,588	0	0	0	0	0	0	0	64,588

Future Projects

Projects Funding & Spending Scheduled for FY 2023-24 through FY 2028-29

Future Project Funding Funding Plan	Prior Funding	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	100,000	1,600,000	0	0	0	0	0	1,700,000
Unknown Revenue Source	0	0	0	0	0	0	600,000	600,000
Total Funding	100,000	1,600,000	0	0	0	0	600,000	2,300,000

Future Project Funding Spending Plan	Prior Spending	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Community Center Facility Painting (960)	0	100,000	0	0	0	0	0	100,000
Corp Yard Car Wash Upgrade (954)	0	170,000	0	0	0	0	0	170,000
HVAC System Replacement @ PD (943)	0	1,250,000	0	0	0	0	0	1,250,000
Solar Panel Backup Battery Install @ CCC (961)	0	0	0	0	0	0	500,000	500,000
Sterling Park Facility Improvement (948)	0	80,000	0	0	0	0	0	80,000
Town-Wide Branding (959)	100,000	0	0	0	0	0	100,000	200,000
Total Project Budget	100,000	1,600,000	0	0	0	0	600,000	2,300,000

Colma Community Center Painting and Repair (960)

Schedule for FY 2024-25
Estimated Project Cost: \$100,000

Project Scope

The work will include painting of the exterior, minor trim and building repairs, re-staining of the back deck, painting of miscellaneous iron work, guard and handrails. The project is scheduled to take place in FY 2024-25.

Status as of June 30, 2023

None. Project was originally scheduled to start in FY 2022-23 but has been pushed to FY 2024-25.

Schedule for FY 2023-24 and Thereafter

The project is scheduled to start and be completed in the summer of 2024.

Impact on Operation

Painting and minor repair work will decrease some of the annual maintenance costs as it relates to the exterior of the building.

Corporation Yard Car Wash Upgrade (954)

Scheduled for FY 2024-25
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, 2023

This project was postponed to FY2024-25 due to budgetary constraints.

Schedule for FY 2023-24 and Thereafter

This Project scope and plans are to be developed in the Fall/Winter of 2024; anticipated construction is spring of 2025.

Impact on Operation

This project will decrease the Public Works Maintenance Workers' time in the wash down of equipment and cleanup and keep the Public Works Department in compliance with the State Water Board and required Best Management Practices.

HVAC System Replacement at Police Station (943)

Schedule for FY 2024-25
Estimated Project Cost: \$1,250,000

Project Scope

The HVAC system at the Colma Police Station is showing signs of failure due to exposure to 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.

The increase in construction is due to escalation costs as it relates to equipment and labor increases. Design and construction administration were also added to the original construction budget.

Status as of June 30, 2023

Town staff has pursued grant funding and available congressional budget earmarks to help offset the budget costs to replace the Police Facility HVAC system; however, efforts have been unsuccessful to date.

Schedule for FY 2023-24 and Thereafter

Depending on the condition of the HVAC system and the Town's HVAC maintenance contractor's assessment, the project was temporarily scheduled for rehabilitation in FY 2023-24; however, the project has been pushed out to FY 2024-25.

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. Annual required maintenance is required.

Solar Panel Battery Backup System Installation at Colma Community Center (961)

Scheduled for future (unknown)
Estimated Project Cost: \$500,000 (Future Unfunded)

Project Scope

The Town and Peninsula Clean Energy (PCE) are participating in a Solar and Storage Collaborative Procurement Process in an effort to secure a solar installation at the Community Center. If successful, the solar installation will be funded by PCE through an on-bill finance type program. The Solar Installation project is scheduled to be installed in the summer 2023. However, the cost for a battery back- up system would make the project too costly for an on-bill finance program. Staff will seek additional funding for battery back-up system with an estimated cost of \$500,000.

Status as of June 30, 2023

The Solar installation is set to begin during the summer of 2023 with completion scheduled for late fall. Staff has worked with outside consultants to help secure State and Federal assistance in funding the solar battery backup system; however, efforts have been unsuccessful to date.

Schedule for FY 2023-24 and Thereafter

Staff will continue to work on grant funding to assist in the purchase and installation of the battery back- up system.

Impact on Operation

The solar panel installation along with the battery back-up system will allow the Colma Community Center to function during a power-outage, and it will also allow the facility to be less dependent on energy provided by PCE or PG&E. Use of solar will decrease the Town's greenhouse gas emissions and lower their carbon footprint.

Project Funding and Spending Plan

Future Unfunded. Change to \$500k.

Sterling Park Facility Improvement (948)

Schedule for FY 2024-25
Estimated Project Cost: \$80,000

Project Scope

The recreation facility is in need of some minor repairs and enhancements. The improvements would include refurbishing of the exterior basketball court, new picnic furniture and exterior bathroom upgrades.

Status as of June 30, 2023

Once Bark Park upgrades have been completed in FY2023-24, staff will see what remaining Prop 68 Per Capita Grant funds remain in order to fund this project.

Schedule for FY 2023-24 and Thereafter

Once funding is secured, a more defined scope of work will be identified and requests for pricing will be pursued for the various repairs and upgrades.

Impact on Operation

Once improvements have been completed, there will be a decrease in annual maintenance and improve day-to-day recreation activities.

Townwide Branding (959)

Scheduled for future (unknown)

Estimated Project Cost: \$200,000 (Future Unfunded). \$100,000 was funded in FY 2022-23, the remainder has been deferred

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, street light 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, 2023

This project was deemed not a high priority and has been postponed until further notice.

Schedule for FY 2023-24 and Thereafter

Staff recommends moving this project to the future/unfunded section of the CIP until further notice.

Impact on Operation

There may be additional annual costs to maintain the branding campaign which may include updated streetlight banners and marketing materials.

Closed Projects in FY 2022-23

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, 2023

The Colma Museum painting and repair project was completed in FY 2022-23

Schedule for FY 2023-24 and Thereafter

None. This project will be completed by March 31, 2023. Future improvements will be monitored as part of the operating facilities budget.

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 Repair & Rehab (951)							
Funding and Spending History							
Funding Source	Project Funding Budget	Actual Project Funding	Spending	Project Cost			
				Total Project Budget	Thru 6/30/22	Project Cost FY 2022-23	Total Project Spending
General Fund (11)	75,000	75,000	Construction (81003)	75,000	11,245	63,755	75,000
Total Funding	75,000	75,000	Total Spending to Date	75,000	11,245	63,755	75,000
Pending Grant/Other Reimbursements		-	Available Project Budget				-

Major Equipment, Technology & Fleet

Capital Improvement Plan

FY 2023-24 Budget

Active Projects

Equipment Purchase and Replacement (984)

Project Scope

This Capital Improvement Project covers the purchase of major equipment Town-wide.

In the last five years, the Town purchased and installed the following equipment:

- Police Radio Upgrade: (FY 2019-20; \$217,661)
- Police In-Car and Body-Worn Camera: (FY 2021-22; \$145,620)
- City Council A/V Upgrades for hybrid meetings: (FY 2021-22; \$30,099)

Projects programmed in FY 2022-23 included:

- Lawnet Update
- Encryption Project: due 12/31/2023.

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, 2023

The City Council Chamber audio visual upgrades supporting hybrid City Council meetings have been completed. Lawnet is nearly complete, staff is waiting on equipment that is on backorder due to the supply chain shortages.

Schedule for FY 2023-24 and Thereafter

This is an ongoing CIP program. There will be continued support for the Body Worn Camera and ALPR program from the General Fund.

Lawnet should be completed by the end of the calendar year.

The Police radio encryption project has been delayed over uncertainties around police encrypting their radios. Right now, there is no clear direction on how to advance this project. Staff will await further direction from the California Department of Justice as well as newly proposed legislation before proceeding.

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)	Funding Since Inception								
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	0	0	0	0	0	0	0	0	0
Capital Reserve (31)	150,000	0	0	0	0	0	0	0	150,000
Total Funding	150,000	0	0	0	0	0	0	0	150,000

Equipment Purchase and Repl (984)	Project Budget Since Inception								
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
PD Radio Encryption (80005)	130,000	0	0	0	0	0	0	0	130,000
PD Lwnet Upgrade (80005)	20,000	0	0	0	0	0	0	0	20,000
Total Project Budget	150,000	0	0	0	0	0	0	0	150,000

Equipment Purchase and Repl (984)	Actual Spent								
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Equipment Purchase (80005)	6,937	0	0	0	0	0	0	0	6,937
Tech Purchase & Support (81005)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	6,937	0	0	0	0	0	0	0	6,937

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.

In March 2022, the Town was notified that Tyler Technologies will retire Eden Software by March 1, 2027.

Status as of June 30, 2023

Schedule demo and preliminary quotes for the system.

Schedule for FY 2023-24 and Thereafter

Evaluate and select system based on the need of the Town and begin data conversion process. During the data conversion phase, the Town will need additional financial assistance during the audit and budget seasons. Further discussion on staff augmentation will be discussed at a regular City Council meeting during the ERP selection.

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 Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	100,000	20,000	0	0	0	0	0	0	120,000
Capital Reserve (31)	430,000	0	0	0	0	0	0	0	430,000
Total Funding	530,000	20,000	0	0	0	0	0	0	550,000

Financial Software Rplc (965)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Consult/Contr Srvc	30,000	20,000	0	0	0	0	0	0	50,000
Software & Network	500,000	0	0	0	0	0	0	0	500,000
Total Project Budget	530,000	20,000	0	0	0	0	0	0	550,000

Financial Software Rplc (965)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Consult/Contr Srvc	0	0	0	0	0	0	0	0	0
Software & Network	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	0	0	0	0	0	0	0	0	0

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 servers, switches and routers.
- New switch to interconnect the Police Department and Town Hall sites.

Status as of June 30, 2023

This project is ongoing.

Schedule for FY 2023-24 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 Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	0	50,000	50,000	50,000	50,000	50,000	50,000	0	300,000
Capital Reserve (31)	50,000	0	0	0	0	0	0	0	50,000
Total Funding	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	350,000

IT Infrastructure Upgrades (986)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	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

IT Infrastructure Upgrades (986)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Software & Network (2022)	28,006	0	0	0	0	0	0	0	28,006
Software & Network (2023-2028)	0	0	0	0	0	0	0	0	0
Total Project Spending to Date	28,006	0	0	0	0	0	0	0	28,006

Vehicle Replacement (987)

Project Scope

This Capital Improvement Project covers the purchase of vehicles and major fleet items Town-wide.

In FY 2022-23, the Town replaced the Public Works Maintenance Truck and two Police Patrol vehicles in FY 2022-23.

In FY 2023-24, the Town plans to replace two Police Patrol vehicles and one Police Administrative vehicle, and complete a full assessment of the fleet replacement schedule.

Status as of June 30, 2023

The Police Department purchased the two patrol vehicles and will defer the detective vehicle to FY 2022-23.

Schedule for FY 2023-24 and Thereafter

This is an ongoing CIP project.

Impact on Operation

The goal of this ongoing program is to keep operating maintenance costs low.

2023-24 Capital Improvement Budget
Major Equipment, Technology, & Fleet

Project Funding and Spending Plan

Vehicle Replacement (987)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Fleet Replcmnt (61)	220,000	220,000	215,000	150,000	200,000	150,000	150,000	0	1,305,000
Total Funding	220,000	220,000	215,000	150,000	200,000	150,000	150,000	0	1,305,000

Vehicle Replacement (987)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Police Patrol (7)	150,000	150,000	150,000	150,000	150,000	150,000	150,000	0	1,050,000
Police Non-Patrol (8)	0	70,000	0	0	0	0	0	0	70,000
Public Works (3 + heavy equipment)	70,000	0	0	0	0	0	0	0	70,000
Town Hall & Recreation (2)	0	0	65,000	0	50,000	0	0	0	115,000
Total Project Budget	220,000	220,000	215,000	150,000	200,000	150,000	150,000	0	1,305,000

Vehicle Replacement (987)		Actual Spent							
Spending to Date	Thru Mar'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Vehicles Purchase (80002)	143,346	0	0	0	0	0	0	0	143,346
Total Project Spending to Date	143,346	0	0	0	0	0	0	0	143,346

Future Projects

Projects Funding & Spending Schedule for FY 2023-24 through FY 2028-29

Future Project Funding Funding Plan	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	250,000	0	0	0	0	0	250,000
Total Funding	250,000	0	0	0	0	0	250,000

Future Project Funding Spending Plan	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Phone System Upgrade (982)	250,000	0	0	0	0	0	250,000
Total Project Budget	250,000	0	0	0	0	0	250,000

Phone System Upgrade (982)

Project Scope

The Town currently uses the ShoreTel telephone system for all Town facilities. The system was installed and implemented in FY 2014-15, and the VoIP infrastructure is managed by Stepford. The average useful life of a commercial phone system is 5-8 years. Our system is 7 years old, and replacement will be required once the Town has depleted its inventory of replacement parts, which are no longer available on the market.

Status as of June 30, 2023

New project.

Schedule for FY 2023-24 and Thereafter

Monitor the need for replacing the phone system based on inventory and system support.

Impact on Operation

Depending on the infrastructure of the replacement phone system, there may be an annual subscription cost to be added to the Town's operating budget.

Closed Projects in FY 2022-23

No active projects are scheduled to close by June 30, 2023.

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 Please allow two business days for your request to be processed.

TownofColma

1198 El Camino Real

[Town Website](#)