



**AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA  
Wednesday, May 24, 2023  
7:00 PM**

*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)

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+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](mailto: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**

- Proclamation in honor of Public Works Week
- 30<sup>th</sup> Wedding Anniversary Recognition of Tom and Laura Walsh

## **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 May 10, 2023 Regular Meeting.
2. a. Motion to Approve an "Annual Military Equipment Use Inventory Report," Pursuant to CEQA Guideline 15061(B)(3); and  
b. Motion to Renew Ordinance No. 811 Pursuant to CEQA Guideline 15061(B)(3).

## **STUDY SESSION**

### **3. FY 2023-24 PROPOSED BUDGET**

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

## **REPORTS**

Mayor/City Council

City Manager

## **ADJOURNMENT**

The City Council Meeting Agenda Packet and supporting documents are available for review on the Town's website [www.colma.ca.gov](http://www.colma.ca.gov) or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call 650-997-8300 or email a request to [citymanager@colma.ca.gov](mailto: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](mailto:pak.lin@colma.ca.gov). Please allow two business days for your request to be processed.

**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, May 10, 2023**  
**7:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

Mayor del Rosario called the meeting back to order at 7:01 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Police Chief 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 Technician Abigail Dometita were in attendance.

The 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**

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

**Action:** Vice Mayor Goodwin 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 Fisicaro	✓				
	5	0			

## PRESENTATION

- The Mayor presented a new piece of art to be hung in Town Hall: a striking photo of the Freedom Tower in New York City, taken by Winnie Wan, a photography student at the San Mateo County Community College District. Vice Mayor Goodwin generously procured it from Winnie to be displayed in our lobby along with the Town's resolution supporting New York City in the aftermath of September 11, 2001. Ms. Wan and Vice Mayor Goodwin made remarks about the photograph.
- The Mayor presented a proclamation in recognition of Mental Health Awareness Month.
- Maureen O'Connor of the Colma Citizens Scholarship Committee presented the Scholarship winners:
  - Victor Rangel
  - Ashley Chung
  - Kalayaan Basto
  - Vickie Feng
  - Silvia Goodwin
  - Elaina Gonzalez
  - Miranda Rodriguez
  - Sean Colina
  - Samantha Figlietti

The Mayor called for a brief break at 7:35 p.m. for coffee and refreshments. The meeting resumed at 7:50 p.m.

## PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:49 p.m. and seeing no one else request to speak, she closed the public comment period.

## 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.

**Action:** Council Member Slaughter moved to approve the consent calendar items #2 through 6; the motion was seconded by Vice Mayor Goodwin 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	✓				
	5	0			

**NEW BUSINESS**

**6. FY 2023-24 2023-24 WATER CONSERVATION INCENTIVE PROGRAM**

Director of Public Works and Planning Brad Donohue presented the staff report. The Mayor opened the public comment period at 7:58 p.m. and seeing no one request to speak, she closed the public hearing. Council discussion followed.

**Action:** Council Member Fiscaro moved to Adopt a Resolution Establishing the Authorized Subsidy at \$37,643.41 for the Water Conservation Incentive Program in Fiscal Year 2023-24; 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	✓				
	5	0			

**STUDY SESSION**

**7. DISCUSS AND PROVIDE DIRECTION ON CITY MANAGER RECRUITMENT PROCESS**

City Attorney Christopher Diaz presented Heather Renschler of Ralph Andersen & Associates to present the item. The Mayor opened the public comment period at 8:11 p.m. Resident Maureen O'Connor made a comment. Seeing no one else request to speak, the Mayor closed the public comment period. Council discussion followed.

Following the discussion the Mayor announced that they would forgo the planned Closed Session as they had been able to discuss all that they wanted about the City Manager recruitment during the open session.

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

**8. FY 2023-24 BUDGET – CAPITAL IMPROVEMENT PROGRAM**

Administrative Services Director Pak Lin presented the staff report. The Mayor opened the public hearing at 8:59 p.m. Resident Thom Taylor made a comment. Seeing no one else request to speak, the Mayor closed the public comment period. 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 24, 2023 at 7:00pm at Town Hall.

## **REPORTS**

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

- The Chamber of Commerce Scholarship Ceremony will be on May 11 at 6pm. Mayor del Rosario will be the key note speaker.
- Bike to Anywhere Day will be on May 18; the Town will host an Energizer Station on Hillside Boulevard.
- Town-wide Clean Up Day will be on May 20.
- Officer Josh Moreno will graduate from Inner Perspectives Leadership Development Program tomorrow.

## **ADJOURNMENT**

Mayor del Rosario adjourned the meeting at 9:36 p.m. in memory of Cesar Alegria, friend and former coworker of Council Member Helen Fisicaro; and John "Jack" McCloskey, US Marine Sergeant and San Francisco Fire Department Captain.

Respectfully submitted,

Caitlin Corley  
City Clerk



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: John Munsey, Chief of Police  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: May 24, 2023  
 SUBJECT: Annual Update on Military Equipment Pursuant to California AB 481

## RECOMMENDATION

Staff recommends that the City Council make the following motions:

1. MOTION TO APPROVE AN "ANNUAL MILITARY EQUIPMENT USE INVENTORY REPORT," PURSUANT TO CEQA GUIDELINE 15061(B)(3);

and

2. MOTION TO RENEW ORDINANCE NO. 811 PURSUANT TO CEQA GUIDELINE 15061(B)(3)

## BACKGROUND AND ANALYSIS

Assembly Bill 481 ("AB 481"), codified at Government Code sections 7070 through 7075, requires the Colma Police Department ("Department") to obtain annual approval from City Council of its military equipment use policy ("Policy") in order to continue the use of previously acquired military equipment. The term "military equipment," as used in AB 481, does not necessarily indicate equipment used by the military. Items deemed to be "military equipment" include, but are not limited to, unmanned aerial or ground vehicles, armored vehicles, command and control vehicles, pepper balls, less lethal shotguns, less lethal 40mm projectile launchers, long range acoustic devices, and flashbangs. The list of items considered "military equipment" by AB 481 are employed by many law enforcement agencies across the country as best practices to enhance citizen and officer safety. Provided as an attachment to this staff report is the updated inventory list of military equipment that the department maintains, in accordance with Government Code section 7072. The list also includes, in the interest of complete transparency, the equipment owned and utilized by Daly City's Regional SWAT Team, in which Colma Police Department is part of. The use of the military equipment identified on the inventory list is vital to the Department's mission and will continue to be strictly regulated through internal processes and oversight.

On April 27, 2022 the City Council adopted Ordinance No. 811 adopting a Military Equipment Use Policy, in accordance with AB 481. A copy of the Policy is included as an attachment to this staff report. In order for the Department to continue using the equipment authorized under the Policy, the Department must submit an Annual Report to City Council, that includes the following: 1) A summary of how the military equipment was used and the purpose of its use. 2) A summary of any complaints or concerns received concerning the military equipment. 3) The results of any internal audits, any information about violations of the military equipment use policy, and any

actions taken in response. 4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year submission of the annual military equipment report. 5) The quantity possessed for each type of military equipment. 6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

The Department is committed to utilizing equipment that helps to safeguard the community and reduce the risk of escalating volatile situations that might rise to the level of a lethal encounter.

Ordinance No. 811 and the adopted Policy provides for safeguards to the public's safety, welfare, and civil rights and ensures transparency, oversight and accountability measures are in place. As examples, the Department will be required to conduct annual audits of the equipment to ensure compliance with the policy, annually report to the City Council the use of this equipment and seek approval prior to acquiring any additional military equipment.

The Colma Police Department webpage will be utilized for distribution of any updates to the above materials as well as for this Annual Report.

## **ALTERNATIVES**

The City Council can decide not to renew Ordinance No. 811, and/or not approve the annual report. If the City Council decides not to renew Ordinance No. 811 or not approve the annual report, the Colma Police Department will no longer be allowed to utilize the specified equipment listed in the Military Equipment Inventory. The equipment will be disposed of accordingly by June 1, 2023. Therefore, City staff does not recommend this alternative.

## **FISCAL IMPACT**

The cost of the current equipment is presently funded and included in the Fiscal Year budget for 2023. No new equipment that would be governed by the provisions of AB 481 is slated for purchase during the listed timeframe.

## **ENVIRONMENTAL**

The City Council's action to approve the annual report and to renew Ordinance No. 811 is not a project subject to the California Environmental Quality Act, as it can be seen with certainty that the action will not have a significant effect on the environment pursuant to CEQA Guideline 15061(b)(3).

## **CONCLUSION**

The City Council should by motion, approve the Annual Report and renew Ordinance No. 811.

## **ATTACHMENTS**

- A. Ordinance
- B. Exhibit "A" Military Equipment Use Policy and Inventory
- C. Annual Report: Inventory of Military Equipment Under AB 481



# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: John Munsey, Chief of Police  
VIA: Brian Dossey, City Manager  
MEETING DATE: April 27, 2022  
SUBJECT: AB 481 – Military Equipment Use Policy for the Police Department

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## RECOMMENDATION

Staff recommends that the City Council introduce and waive a further reading of the following:

AN UNCODIFIED ORDINANCE ADOPTING A MILITARY EQUIPMENT USE POLICY, AND  
WAIVE FURTHER READING

## EXECUTIVE SUMMARY

In compliance with Assembly Bill 481 and California Government Codes 7070, 7071, and 7072 the Town of Colma is required to implement a Military Equipment Use Policy under ordinance.

## FISCAL IMPACT

There are no new fiscal impacts associated with the introduction of this policy.

## BACKGROUND

On September 30, 2021, California Assembly Bill 481 (AB 481) was signed into law. Subsequently, California Government Code Sections 7070, 7071, and 7072 were adopted to codify the requirements set forth in AB 481.

AB 481 requires a law enforcement agency to obtain the approval of its governing body, through the adoption of a Military Equipment Use Policy, by ordinance at a regular meeting held pursuant to specified open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment, as defined. The bill allows the governing body to approve the funding, acquisition, or use of military equipment within its jurisdiction only if it determines that the military equipment meets specified standards. AB 481 requires the governing body to annually review the ordinance and to either disapprove a renewal of the authorization for a type of military equipment or amend the military equipment use policy if it determines, based on an Annual Military Equipment Report prepared by the law enforcement

agency, that the military equipment does not comply with the above-described standards for approval.

California Government Code Section 7070 provides a list of types of equipment that are to be considered "Military Equipment" for purposes of compliance with AB 481 and the Government Code. While the Town of Colma Police Department does not possess any tactical equipment that it has obtained from the military, nor does it possess any equipment that was designed for military use, it does possess some types of equipment that are listed in Section 7070. Additionally, the Colma Police Department participates in the Daly City S.W.A.T. team, which possesses and utilizes additional types of equipment that qualify as "Military Equipment" according to the Government Code.

In order to comply with AB 481 and the California Government Code, Staff is recommending that the City Council review and introduce a new Military Equipment Use Ordinance that attaches the Military Equipment Use Policy, after the City Council determines that it is in compliance with state law.

### **COUNCIL ADOPTED VALUES**

Approving the policy and ordinance falls under the Councils Value of Responsibility by providing the utmost transparency to the public.

### **ATTACHMENTS**

- A. Proposed Ordinance Adopting Equipment Use Policy Per AB 481 with Exhibit A - Town of Colma Police Department Proposed Policy and Equipment Inventory List

**ORDINANCE NO. \_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**  
**AN UNCODIFIED ORDINANCE ADOPTING**  
**A MILITARY EQUIPMENT USE POLICY**

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

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**ARTICLE 1. FINDINGS, PURPOSE AND AUTHORITY**

The City Council of the Town of Colma finds:

(a) On September 30, 2021 Governor Newsom signed a series of policing reform legislation items into law. These laws are aimed at increasing police transparency, and Assembly Bill (“AB”) 481 in particular requires law enforcement agencies to adopt a special or military equipment use policy (“Policy”) prior to taking certain actions relating to the funding, acquisition, or use of military equipment as defined by the law. The Policy must be adopted by ordinance at a regular meeting of the governing body (the City Council) for that agency; and

(b) AB 481 requires adoption of the Policy before the law enforcement agency can take action to request military equipment as defined by the statute; seek funds (such as grants or in-kind donations) for acquiring military equipment; actually acquire military equipment, either permanently or temporarily by owning, borrowing, or leasing; collaborate with other law enforcement agencies to deploy or use military equipment in the agency’s territorial jurisdiction; use new or existing military equipment in a manner not previously subject to AB 481’s scope; solicit or respond to a proposal for, or enter into an agreement with, any person or entity to seek funds for, apply for, acquire, use, or collaborate in using military equipment; or to acquire military equipment through any other means not specifically detailed in the statute; and

(c) To continue to use military equipment acquired prior to January 1, 2022, the law enforcement agency must commence the process of adopting the Policy no later than May 1, 2022; and

(d) In accordance with AB 481, the proposed Policy has been made available on the Police Department’s website within 30 days of the public hearing by the City Council to adopt the Policy. Once adopted, the Policy will be made publicly available on the Police Department’s website for as long as the covered military equipment is available for use; and

(e) In accordance with AB 481, the Policy is being placed on the agenda as an open session item at a regular meeting of the City Council, and public comment on the item will be allowed in accordance with the Brown Act; and

(f) This Ordinance shall be reviewed by the City Council at least annually, and based on an annual military equipment report that must be submitted to the City Council pursuant to AB 481, the City Council shall determine whether each type of military equipment identified in the report has complied with the standards for continued approval. If the City Council cannot make such a

determination, it shall either disapprove a renewal of the authorization for that type of equipment, or require modifications to the Policy in a manner to resolve the lack of compliance.

Pursuant to Government Code § 7071(d)(1), as may be amended or renumbered from time to time, the City Council hereby makes the following findings in support of its adoption of the Policy:

- (1) The military equipment identified in the Policy is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
- (2) The proposed Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
- (3) If the Police Department purchases military equipment pursuant to the Policy, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

In accordance with AB 481, the Policy attached hereto as Exhibit "A" and incorporated in full by reference is hereby adopted by the City Council.

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#### **ARTICLE 8. SEVERABILITY**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase added by this ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases are declared unconstitutional, invalid or ineffective.

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#### **ARTICLE 9. CEQA COMPLIANCE**

The City Council finds that the changes made to the Codes are exempt from environmental review requirements pursuant to California Environmental Quality Act ("CEQA") Section 15378(b)(5) because adoption of this Ordinance is not a project. The Ordinance is an organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment.

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#### **ARTICLE 10. EFFECTIVE DATE**

This ordinance shall take effect 30 days after adoption.



### Certification of Adoption

I certify that the foregoing Ordinance No. \_\_\_\_ was duly introduced at a regular meeting of the City Council of the Town of Colma held on April 27, 2022, and adopted at a regular meeting of the City Council of the Town of Colma held on \_\_\_\_\_, 2022, by the following vote:

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Helen Fisicaro, Mayor

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



# Military Equipment

## 706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment pursuant to Assembly Bill 481 (“AB 481”) (Government Code § 7070; Government Code § 7071; Government Code § 7072).

### 706.1.1 DEFINITIONS

Definitions related to this policy, pursuant to Government Code § 7070, include the following:

**Governing body** – The Town of Colma City Council (“City Council”).

**Law enforcement agency** – The Town of Colma’s Police Department.

**Military equipment** – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue handguns.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

# Colma Police Department

Colma PD Policy Manual

## *Military Equipment*

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### **706.2 POLICY**

It is the policy of the Colma Police Department that members of this department comply with the provisions of AB 481 with respect to military equipment.

### **706.3 MILITARY EQUIPMENT COORDINATOR**

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the City Council for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of the Colma Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
  1. Publicizing the details of the meeting.
  2. Preparing for public questions regarding the department's funding, acquisition, and use of military equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

### **706.4 MILITARY EQUIPMENT INVENTORY**

A list of equipment currently held by the Department or in coordination with another local agency is attached to this policy as Exhibit "A" and incorporated into this policy by reference. The inventory list will be updated each year as part of the annual report required pursuant to AB 481.

### **706.5 MILITARY EQUIPMENT USAGE GUIDELINES**

The Colma Police Department recognizes that critical incidents are unpredictable and can be very dynamic in nature. A variety of military equipment options can greatly assist incident commanders, officers, and specific units in bringing those incidents to a swift resolution in a safe manner. The use of military equipment is restricted for use only in certain instances and in some cases only by certain units. While this procedure is wide-ranging, it is not all inclusive. There may be instances wherein unpredictable critical incidents demand the need for incident commanders to authorize military equipment to be used in a manner not outlined within this procedure. In scrutinizing those particular instances, the judgment of the incident commander influenced by the totality of the circumstances, public safety, officer safety, civil rights, and information available at the time will be used.

# Colma Police Department

Colma PD Policy Manual

## *Military Equipment*

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It is incumbent upon incident commanders, supervisors, individual officers, and specific units to recognize the particular circumstances wherein military equipment should be employed to enhance the safety of the public and officers, and to bring a critical incident to a safe resolution. Exhibit A identifies the various types, descriptions, and guidelines for usage of military equipment currently employed by the Colma Police Department.

Please note that all manufacturer descriptions contained within Exhibit A are referenced via publicly accessible website source citations. The website source citations utilized in this policy are for military equipment descriptive purposes only, and are not an endorsement by the Town or the Colma Police Department of a particular product or vendor.

### **706.6 APPROVAL**

The Chief of Police or the authorized designee shall obtain approval from the City Council by way of an ordinance adopting this military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the City Council prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the City Council.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

### **706.7 COORDINATION WITH OTHER JURISDICTIONS**

Military equipment should not be used by any other law enforcement agency or member in this jurisdiction unless the military equipment is approved for use in accordance with this policy.

### **706.8 ANNUAL REPORT**

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the City Council for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

# Colma Police Department

Colma PD Policy Manual

## *Military Equipment*

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The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory. "Type" of military equipment is defined to mean "each item that shares the same manufacturer model number." (Government Code § 7070(f).)

### **706.9 COMMUNITY ENGAGEMENT**

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

# Colma Police Department

Colma PD Policy Manual

## Military Equipment

### Exhibit "A"

#### Military Equipment Inventory

#### Equipment Owned and Utilized by Colma Police Department

<b>Equipment Type:</b> Semiautomatic Patrol Rifles and Projectiles - CA Gov't Code §7070(c)(10)	
<b>Quantity Owned/Sought:</b> 10 owned	<b>Lifespan:</b> Approximately 15 years or 20,000 rounds
<b>Equipment Capabilities:</b> The Colt M4 Carbine (AR-15) semi-automatic rifle fires 5.56 x 45mm (.223 caliber) ammunition and is capable of firing at greater distances and with greater accuracy than Department issued pistols.	
<b>Manufacturer Product Description:</b> Colt M4 Carbine (AR-15): Built for the demanding use of those who protect our communities every day, the Colt M4 Carbine Patrol Rifle is the next evolution in the world's most dependable, thoroughly field-tested patrol rifle. It is a lightweight, magazine-fed, gas-operated semi-automatic rifle. It is the semi-automatic version of the M16 rifle sold for the civilian and law enforcement markets in the United States. The Colt M4 Carbine Patrol Rifle reestablishes the Colt AR-15® as the finest tool for local, regional, and national law enforcement agencies. .	
<b>Purpose/Authorized Uses:</b> Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed.	
<b>Fiscal Impacts:</b> The cost of the rifles, magazines, optics, slings, and accessories was approximately \$22,000. The rifles and associated equipment/accessories have been purchased in batches at different times and for different costs as needed to replace damaged/outdated equipment.	
<b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Colma Police Department Policies on Use of Force and Firearms.	
<b>Training Required:</b> Officers must successfully complete a CA POST certified 24-hour patrol rifle course as well as annual Department firearms training and qualifications as required by law and policy.	
<b>Other Notes:</b> These rifles are standard issue service weapons for our officers and therefore exempt from this Military Equipment Use Policy per CA Gov't Code §7070 (c)(10). They have been included in this document in an abundance of caution and in the interest of transparency.	

<b>Equipment Type:</b> 40mm Launchers and Kinetic Energy Munitions - CA Gov't Code §7070(c)(14)	
<b>Quantity Owned/Sought:</b> 2 owned	<b>Lifespan:</b> Approximately 15 years
<b>Equipment Capabilities:</b> The Defense Technology 40mm LMT is a single-shot launcher capable of firing 40mm kinetic energy munitions, also commonly referred to as specialty impact munitions (SIM), which are less-lethal projectiles. The Colma Police Department does not utilize the device to insert chemical agents.	
<b>Manufacturer Product Description:</b> Defense Tech 40mm LMT Single Launcher: Manufactured exclusively for Defense Technology®, the 40LMTS is a tactical single shot launcher that features an expandable ROGERS Super Stoc and an adjustable Integrated Front Grip (IFG) with light rail. The ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single and two-point sling attachment. The 40LMTS will fire standard 40mm less lethal ammunition, up to 4.8 inches in cartridge length. The Picatinny Rail	

# Colma Police Department

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## Military Equipment

Mounting System will accept a wide array of enhanced optics/sighting systems.

Defense Tech Exact Impact 40mm Standard Range Sponge Round: The eXact iMPact™ 40 mm Sponge Round is a point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consists of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent. Used for Crowd Control, Patrol, and Tactical Applications.

**Purpose/Authorized Uses:** The 40mm Launchers, kinetic energy munitions, are intended for use as a less-lethal force response option.

**Fiscal Impacts:** The initial cost of the 40mm launchers and optics was approximately \$3,280. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for munitions will vary.

**Legal/Procedural Rules Governing Use:** All applicable Local, State, and Federal laws governing police use of force. All applicable Colma Police Department Policies on Use of Force and Firearms.

**Training Required:** Officers must complete a department 40mm course as well as regular training and qualifications as required by law and policy.

**Equipment Type:** OC Pepper Ball Launcher and Ammunition - CA Gov't Code §7070(c)(12)

**Quantity Owned/Sought:** 2 owned

**Lifespan:** Varies on weather and storage conditions

**Manufacturer Product Description:** The Variable Kinetic System is a multi-payload, long-range, semi-automatic launcher with adjustable kinetics. Because it mirrors the AR-15 platform, many departments find that it's easy to adopt and integrate this less lethal platform into their arsenal of resources. Weight: 6.2lbs/2.8kg Caliber: .68 Length: 31"/78cm Height: 13"/33cm Action: Semi-auto Power: HPA Capacity: 10/15/180\* Kinetic Impact: 7.3-20.6ft lb/10-28J

Features: Solid Reinforced Construction • Round and VXR™ Projectile Compatible Magazine • Feeds 20+ Projectiles Per Second with EL-2™ Hopper • No Recoil • Flip Safety Switch • SplitShot™ Compatible • MIL-STD-1913 Rail Platform • Maximum Range of 150ft

Dual Feed System: The dual feed allows the user to quickly switch between "Hopper Mode" and "Magazine Mode" during an operation for optimum versatility. Dual Air System: Choose between the HPA butt-stock 13ci tank or remote airline to tank of choice.

Ammunition: LIVE, The basic PepperBall® projectile, it contains 2% PAVA, and is excellent for direct impact and area saturation, especially in confined, interior spaces. LIVE – X, Our most potent and powerful concentration of PAVA pepper powder. One round of LIVE-X™ contains the equivalent PAVA irritant chemical agent in 10 regular PepperBall® LIVE™ rounds.

**Purpose/Authorized Uses:** OC Pepper Ball applications are intended for use as a less-lethal force response option. They can be deployed by trained Department personnel for purposes and situations where lesser means are reasonably believed to be ineffective or involve substantial more risk to Department personnel.

**Fiscal Impacts:** The cost of the system is approximately \$3100. There are no associated maintenance costs.

**Legal/Procedural Rules Governing Use:** All applicable Local, State, and Federal laws



# Colma Police Department

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## Military Equipment

governing police use of force. All applicable Colma Police Department Policies on Use of Force.

**Training Required:** Officers must complete a department course as well as regular training and qualifications as required by law and policy.

### Equipment Owned and Utilized by Daly City Police Department's Regional SWAT TEAM

<b>Equipment Type:</b> Unmanned Aircraft Systems (UAS/Drones) – CA Gov't Code §7070(c)(1)	
<b>Quantity Owned/Sought:</b> 2 owned	<b>Lifespan:</b> Approximately 5 years
<b>Equipment Capabilities:</b> Remotely piloted aerial vehicles capable of providing live and recorded video images captured from aerial positions, including images enhanced by optical zoom lenses.	
<b>Manufacturer Product Description:</b> DJI Phantom 4 Pro V2: Featuring a 1-inch CMOS sensor that can shoot 4K/60fps videos and 20MP photos, the Phantom 4 Pro V2.0 grants filmmakers absolute creative freedom. The OcuSync 2.0 HD transmission system ensures stable connectivity and reliability, five directions of obstacle sensing ensure additional safety, and a dedicated remote controller with a built-in screen grants even greater precision and control. <sup>[1]</sup> A wide array of intelligent features makes flying that much easier. The Phantom 4 Pro V2.0 is a complete aerial imaging solution, designed for the professional creator.  The onboard camera features a 1-inch 20MP CMOS sensor and a mechanical shutter, eliminating rolling shutter distortion. An advanced sensor and impressive processing capture every detail and provide the image data needed for advanced post-production.  The Phantom 4 Pro V2.0 camera has an optimized f/2.8 wide-angle lens, ensuring consistently detailed photos and videos that remain vivid and sharp while maintaining color accuracy.	
<b>Purpose/Authorized Uses:</b> UAS/Drones may be utilized to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Current uses for the UAS/Drones include traffic collision investigations and/or urgent community safety needs.	
<b>Fiscal Impacts:</b> The initial costs of equipment, licensing, software and training was approximately \$17,830. Ongoing costs associated with UAS operation and maintenance is estimated to be approximately \$300 per year.	
<b>Legal/Procedural Rules Governing Use:</b> Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations. The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.	
<b>Training Required:</b> Prior to piloting any UAS/Drone, staff members must secure an FAA Remote Pilot License and complete all training required by the FAA.	
<b>Other Notes:</b> None.	

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## Military Equipment

<b>Equipment Type:</b> Unmanned Aircraft Systems (UAS/Drones) – CA Gov't Code §7070(c)(1)	
<b>Quantity Owned/Sought:</b> 2 owned	<b>Lifespan:</b> Approximately 5 years
<b>Equipment Capabilities:</b> Remotely piloted aerial vehicles capable of providing live and recorded video images captured from aerial positions, including images enhanced by optical zoom lenses.	
<b>Manufacturer Product Description:</b> DJI Phantom 4 Pro V2: Featuring a 1-inch CMOS sensor that can shoot 4K/60fps videos and 20MP photos, the Phantom 4 Pro V2.0 grants filmmakers absolute creative freedom. The OcuSync 2.0 HD transmission system ensures stable connectivity and reliability, five directions of obstacle sensing ensure additional safety, and a dedicated remote controller with a built-in screen grants even greater precision and control. <sup>[1]</sup> A wide array of intelligent features makes flying that much easier. The Phantom 4 Pro V2.0 is a complete aerial imaging solution, designed for the professional creator.  The onboard camera features a 1-inch 20MP CMOS sensor and a mechanical shutter, eliminating rolling shutter distortion. An advanced sensor and impressive processing capture every detail and provide the image data needed for advanced post-production.  The Phantom 4 Pro V2.0 camera has an optimized f/2.8 wide-angle lens, ensuring consistently detailed photos and videos that remain vivid and sharp while maintaining color accuracy.	
<b>Purpose/Authorized Uses:</b> UAS/Drones may be utilized to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Current uses for the UAS/Drones include traffic collision investigations and/or urgent community safety needs.	
<b>Fiscal Impacts:</b> The initial costs of equipment, licensing, software and training was approximately \$17,830. Ongoing costs associated with UAS operation and maintenance is estimated to be approximately \$300 per year.	
<b>Legal/Procedural Rules Governing Use:</b> Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations. The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.	
<b>Training Required:</b> Prior to piloting any UAS/Drone, staff members must secure an FAA Remote Pilot License and complete all training required by the FAA.	
<b>Other Notes:</b> None.	

# Colma Police Department

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## Military Equipment

<b>Equipment Type:</b> Unmanned, remotely piloted, powered ground vehicles - CA Gov't Code §7070(c)(1)	
<b>Quantity Owned/Sought:</b> 1 owned	<b>Lifespan:</b> Approximately 7-10 years
<b>Equipment Capabilities:</b> The Robotex Avatar II is a small robotic vehicle capable of being remotely navigated through a variety of environments to provide scene information and intelligence in the form of video and still images transmitted to the user.	
<b>Manufacturer Product Description:</b> The Avatar® II is a compact, lightweight robotic platform that is part of the RoboteX Avatar® Series. Designed from the ground up for portability, expandability, and ease-of-use, the Avatar® II serves as a useful tool for a variety of users. The Avatar® II can be customized with a variety of plug-and-play accessories. These accessories facilitate use of the robot in a variety of scenarios, including CBRNE, EOD, and personal security settings. Visit <a href="http://www.robotex.com/build-a-robot">www.robotex.com/build-a-robot</a> or contact your Account Manager for more information.	
<b>Purpose/Authorized Uses:</b> To enhance the safety of potentially dangerous situations by providing first responders with the ability to capture video and still images of hazardous areas prior to, or in lieu of, sending in personnel.	
<b>Fiscal Impacts:</b> The initial cost of this equipment was approximately \$12,500. There are no ongoing costs associated with its operation and maintenance.	
<b>Legal/Procedural Rules Governing Use:</b> The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure).	
<b>Training Required:</b> The Daly City Police Department SWAT Team provides internal training for officers before they are permitted to pilot this robotic vehicle.	
<b>Other Notes:</b> None.	

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## Military Equipment

<b>Quantity Owned/Sought:</b> 1 possessed, but not owned	<b>Lifespan:</b> Varies on usage
<b>Equipment Capabilities:</b> The Lenco Bearcat G1 is a tactical armored vehicle capable of transporting 8-10 officers and equipment during tactical and recovery operations, offering ballistic protection and other features to enhance the safety of involved personnel during potential high-risk tactical and recovery operations.	
<b>Manufacturer Product Description:</b> The Lenco BearCat G1 is the standard tactical armored vehicle for special operations units within the US Law Enforcement community. Since the early 2000s, agencies such as LAPD, LASD SEB, NYPD ESU, Boston PD and hundreds of Federal, State and Local Law Enforcement agencies have made the BearCat G1 part of their standard operating procedure. The G1 has excellent on-road driving characteristics and maneuverability in tight urban settings. The large floor plan seats 8 – 10 fully equipped officers with a long list of tactical features <u>only</u> found on the Lenco BearCat line of armored SWAT vehicles.	
<b>Purpose/Authorized Uses:</b> To enhance the safety and tactical advantage of officers and support personnel during potentially dangerous situations or high-risk tactical operations.	
<b>Fiscal Impacts:</b> The Lenco Bearcat G1 is owned and maintained by San Mateo County Office of Emergency Service. It was not purchased or funded by the Daly City Police Department, however it is stored and used primarily by officers of the Daly City Police Department. The only ongoing costs incurred by the Daly City Police Department are for fuel, which varies depending on usage.	
<b>Legal/Procedural Rules Governing Use:</b> The Daly City Police Department recognizes the use of armored vehicles during law enforcement operations can potentially startle members of the general public or create a sense of fear amongst the community. As such, the use of the armored vehicle is limited to SWAT Team operations or other law-enforcement responses or events that are considered high-risk. Special consideration is given in analyzing the risk factors associated with the intended operation or event with the need for the added protection offered by the armored vehicle. During specific community events, the armored vehicle can be used as a static display when appropriate and when authorized by the SWAT Commander. Drivers shall adhere to all applicable State and Local laws governing emergency vehicle use.	
<b>Training Required:</b> The Daly City Police Department SWAT Team provides internal training for officers before they are permitted to drive this armored vehicle.	
<b>Other Notes:</b> None.	

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## Military Equipment

<b>Equipment Type:</b> Semiautomatic Patrol Rifles and Ammunition - CA Gov't Code §7070(c)(10)	
<b>Quantity Owned/Sought:</b> 60 owned	<b>Lifespan:</b> Approximately 15 years or 20,000 rounds
<b>Equipment Capabilities:</b> The Colt M4 Carbine (AR-15) semi-automatic rifle fires 5.56 x 45mm (.223 caliber) ammunition and is capable of firing at greater distances and with greater accuracy than Department issued pistols.	
<b>Manufacturer Product Description:</b> Colt M4 Carbine (AR-15): Built for the demanding use of those who protect our communities every day, the Colt M4 Carbine Patrol Rifle is the next evolution in the world's most dependable, thoroughly field-tested patrol rifle. It is a lightweight, magazine-fed, gas-operated semi-automatic rifle. It is the semi-automatic version of the M16 rifle sold for the civilian and law enforcement markets in the United States. The Colt M4 Carbine Patrol Rifle reestablishes the Colt AR-15® as the finest tool for local, regional, and national law enforcement agencies.	
<b>Purpose/Authorized Uses:</b> Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include but are not limited to: <ol style="list-style-type: none"><li>1. Situations where the officer reasonably anticipates an armed encounter.</li><li>2. When an officer is faced with a situation that may require accurate and effective fire at distances beyond the effective range of a duty pistol.</li><li>3. Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower.</li><li>4. When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.</li><li>5. When an officer reasonably believes that a suspect may be wearing body armor.</li><li>6. When authorized or requested by a supervisor.</li></ol>	
<b>Fiscal Impacts:</b> The cost of the rifles, magazines, optics, slings, and accessories was approximately \$132,000. The rifles and associated equipment/accessories have been purchased in batches at different times and for different costs as needed to replace damaged/outdated equipment. This figure is an approximate total cost for patrol rifles and associated equipment currently possessed by the Daly City Police Department. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for ammunition will vary.	
<b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.	
<b>Training Required:</b> Officers must successfully complete a CA POST certified 24-hour patrol rifle course as well as annual Department firearms training and qualifications as required by law and policy.	
<b>Other Notes:</b> These rifles are standard issue service weapons for our officers and therefore exempt from this Military Equipment Use Policy per CA Gov't Code §7070 (c)(10). They have been included in this document in an abundance of caution and in the interest of transparency.	

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## Military Equipment

<b>Equipment Type:</b> Bolt-Action Sniper Rifles and Ammunition - CA Gov't Code §7070(c)(10)	
<b>Quantity Owned/Sought:</b> 5 owned	<b>Lifespan:</b> Approximately 15 years or 10,000 rounds
<b>Equipment Capabilities:</b> The Remington 700 Sniper Rifle is a bolt-action, precision-fire weapon system that fires 7.62 x 51mm (.308 caliber) ammunition. It is capable of firing at greater distances and with great accuracy than Department issued patrol rifles. The five rifles owned by the Department are outfitted with high-powered adjustable magnification optics for observation and targeting.	
<b>Manufacturer Product Description:</b> Remington Model 700: The Remington® Model 700® Bolt-Action Rifle is enhanced to hit targets at long ranges. At the heart of this specialized long-range rifle is the famous Model 700 action that has been proven for reliability and precision accuracy in combat with the U.S. Army's M24 sniper rifle. The Model 700 Long Range rifle comes with a tactical stock made of solid urethane combined with aramid, graphite, and fiberglass. The barreled receiver is bedded with an aluminum block, and the heavy-contoured barrel is free-floated, providing excellent accuracy and minimal shift in zero caused by changes in the environment. The non-reflective stock and exterior metal blend in with a wide range of environments. The 2-position safety at the rear of the action is quick to operate with the thumb and can also be gripped with the forefinger and thumb and moved extra quietly to the fire position. The Remington Model 700 Long Range Bolt-Action Rifle comes drilled and tapped for scope mounts. An extra sling swivel stud on the fore-end provides an attachment point for a bipod.	
<b>Purpose/Authorized Uses:</b> This rifle is authorized for use by trained SWAT Sniper Team Operators. SWAT Sniper Team Operators may deploy this rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the rifle may include, but are not limited to: <ol style="list-style-type: none"><li>1. Situations where the officer reasonably anticipates an armed encounter.</li><li>2. When the officer is faced with a situation that may require accurate and effective fire at long range.</li><li>3. Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower.</li><li>4. When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.</li><li>5. When an officer reasonably believes that a suspect may be wearing body armor.</li><li>6. When authorized or requested by a supervisor.</li></ol>	
<b>Fiscal Impacts:</b> The five rifles were initially purchased by the Daly City Police Department prior to 2005 for approximately \$5,000. In 2016, the Department had all five rifles rebuilt for approximately \$10,100 after exceeding their lifespan of 10,000 rounds. In 2020, the Department purchased five Leupold scopes for the rifles for approximately \$9,250. Basic maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for ammunition will vary.	
<b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.	
<b>Training Required:</b> In addition to the Patrol Rifle Course and Basic SWAT Operator training, SWAT Snipers must successfully complete a CA POST certified Basic Sniper Course as well as regular SWAT Sniper training and qualifications as required by law and policy.	
<b>Other Notes:</b> The Daly City Police Department presently employs five trained and qualified SWAT Snipers who are authorized to use this rifle.	

# Colma Police Department

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## Military Equipment

<b>Equipment Type:</b> Breaching apparatuses explosive in nature - CA Gov't Code §7070(c)(7)	
<b>Quantity Owned/Sought:</b> 2 owned	<b>Lifespan:</b> Approximately 15 years
<b>Equipment Capabilities:</b> The Royal Arms Breaching Shotgun is capable of firing 12-gauge shotgun ammunition. It is a compact and modified version of the Remington 870 platform designed for breaching purposes. It is specifically intended to fire frangible compressed copper slugs to breach doorway locking mechanisms while minimizing overpenetration or risk of injury to persons in close proximity to the doorway or lock.	
<b>Manufacturer Product Description:</b> Royal Arms Breaching Shotgun starts out with the tried-and-true Remington 870 Police Model 12 Ga Shotgun as its base. We then completely modify it with our custom CNC machined parts to be the ultimate Breaching Shotgun. Royal Arms invented the Breachers and Breaching shotguns, why settle for an imitation or knock off when you can buy the best American Made Breaching Shotgun for all Tactical Operators and discerning individuals.	
Royal Arms Tesar-2 Black Cap Slugs: 425 grain compressed copper slug, frangible.	
Slug Material: Copper powder. Velocity: 1,525 feet per second. Use: For metal doors, locks, and hinges. Defeats: Heavy locks, dead-bolts and hinges (solid oak – steel doors).	
<b>Purpose/Authorized Uses:</b> The breaching shotguns are intended for use as a breaching option during tactical entry into a dwelling or other enclosed space when other breaching options have failed, or when authorized by a supervisor.	
<b>Fiscal Impacts:</b> The initial cost of the two Royal Arms Breaching Shotguns were approximately \$2,300. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for breaching munitions will vary.	
<b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.	
<b>Training Required:</b> Officers must complete a CA POST certified Tactical Breacher Course as well as ongoing Department SWAT Training.	
<b>Other Notes:</b> None.	

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## Military Equipment

<b>Equipment Type:</b> 40mm Launchers and Kinetic Energy Munitions - CA Gov't Code §7070(c)(14)	
<b>Quantity Owned/Sought:</b> 5 owned	<b>Lifespan:</b> Approximately 15 years
<b>Equipment Capabilities:</b> The Defense Technology 40mm LMT is a single-shot launcher capable of firing 40mm kinetic energy munitions, also commonly referred to as specialty impact munitions (SIM), which are less-lethal projectiles. The 40mm launcher is also capable of firing 40mm chemical agent munitions, commonly referred to as "tear gas" or CS gas. Refer to "Tear Gas and Chemical Agents" page for further details on these munitions. The Daly City Department has outfitted the launchers with Trijicon optics for aiming and targeting purposes.	
<b>Manufacturer Product Description:</b> Defense Tech 40mm LMT Single Launcher: Manufactured exclusively for Defense Technology®, the 40LMTS is a tactical single shot launcher that features an expandable ROGERS Super Stoc and an adjustable Integrated Front Grip (IFG) with light rail. The ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single and two-point sling attachment. The 40LMTS will fire standard 40mm less lethal ammunition, up to 4.8 inches in cartridge length. The Picatinny Rail Mounting System will accept a wide array of enhanced optics/sighting systems.  Defense Tech Exact Impact 40mm Standard Range Sponge Round: The eXact iMpac <sup>TM</sup> 40 mm Sponge Round is a point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consists of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent. Used for Crowd Control, Patrol, and Tactical Applications.	
<b>Purpose/Authorized Uses:</b> The 40mm Launchers, kinetic energy munitions, and chemical agent munitions are intended for use as a less-lethal force response option.	
<b>Fiscal Impacts:</b> The initial cost of the 40mm launchers and optics was approximately \$8,200. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for munitions will vary.	
<b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.	
<b>Training Required:</b> Officers must complete a department 40mm course as well as regular training and qualifications as required by law and policy. Chemical agent munitions for the 40mm launcher are only authorized for use by Department SWAT team members and Crowd Control Unit personnel after completion of Department training by CA POST certified Chemical Agent Instructors.	
<b>Other Notes:</b> The Daly City Police Department presently employs four trained and qualified Chemical Agent Instructors who are authorized to train SWAT Team members and Crowd Control Unit personnel on the use of chemical agent munitions with the 40mm launcher.	



# Colma Police Department

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## Military Equipment

<b>Equipment Type:</b> Less Lethal Shotguns and Kinetic Energy Munitions - CA Gov't Code §7070(c)(14)	
<b>Quantity Owned/Sought:</b> 39 owned	<b>Lifespan:</b> Approximately 15 years
<b>Equipment Capabilities:</b> The Remington 870 Police Magnum is capable of firing 12-gauge shotgun ammunition. These shotguns were previously in service at the Daly City Police Department as lethal force options but were converted into less-lethal shotguns using Hogue 870 conversion kits. All Remington 870 shotguns currently owned by the Department are less-lethal shotguns, 37 of which are used to deploy bean bag rounds only. The bean bag shotgun is capable of firing 12-gauge kinetic energy munitions, which are less-lethal projectiles. Specifically, the kinetic energy munitions used in these shotguns are drag stabilized bean bags that are propelled out of a 12-gauge cartridge.  Two of the less-lethal shotguns have been equipped with a launching apparatus on the muzzle that enables certain less-lethal chemical agents to be deployed from the shotgun, described elsewhere under "Tear Gas and Chemical Agents."	
<b>Manufacturer Product Description:</b> The Remington Model 870 Police Magnum is a pump-action 12-gauge shotgun. Featuring an ultra-durable parkerized matte finish, synthetic stocks, 18-inch barrel with front sight and a 4-round magazine.  Hogue 870 Conversion Kit: Hogue rubber grips are molded from durable synthetic rubber that is neither spongy nor tacky yet provides a soft recoil absorbing feel without affecting accuracy. This modern rubber requires a completely different molding process than ordinary neoprene, resulting in a superior grip. The flexibility of our materials and molding process has allowed us to produce rubber grips with features that outperform all other makes.  Safariland Drag Stabilized Bean Bag: The Drag Stabilized™ 12-Gauge Round is a translucent 12-Gauge shell loaded with a 40-Gram tear shaped bag made from a cotton and ballistic material blend and filled with #9 shot. This design utilizes four stabilizing tails and utilizes smokeless powder as the propellant. The 12-Gauge Drag Stabilized Round has secured its place as the Law Enforcement Communities' number one choice for specialty impact munitions. This round has a velocity of 270 fps with a maximum effective range of 75 feet.	
<b>Purpose/Authorized Uses:</b> The bean bag shotguns and kinetic energy munitions are intended for use as a less-lethal force response option.	
<b>Fiscal Impacts:</b> The initial cost of the Remington 870 Police Magnum shotguns were approximately \$15,600. The cost to convert them to less-lethal bean bag shotguns was approximately \$3,120. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for munitions will vary.	
<b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.	
<b>Training Required:</b> Officers must complete a Department Less-lethal Shotgun course as well as regular training and qualifications as required by law and policy. Launchable chemical agent grenades for the less-lethal shotguns outfitted with the appropriate launching apparatus are only authorized for use by Department SWAT team members and Crowd Control Unit personnel after completion of Department training by CA POST certified Chemical Agent Instructors.	
<b>Other Notes:</b> The Daly City Police Department presently employs four trained and qualified Chemical Agent Instructors who are authorized to train SWAT Team members and Crowd Control Unit personnel on the use of chemical agent munitions with the less lethal shotgun.	

# Colma Police Department

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## Military Equipment

<b>Equipment Type:</b> "Tear Gas" and Chemical Agents - CA Gov't Code §7070(c)(12)	
<b>Quantity Owned/Sought:</b> 154 owned	<b>Lifespan:</b> Varies on weather and storage conditions
<p><b>Equipment Capabilities:</b> Chemical agents, sometimes referred to as "tear gas" or riot control agents, are less-lethal chemical compounds that temporarily induce discomfort to an individual in the form of one or more of the following: Irritation to the skin, eyes, mouth, throat, and lungs. The goal of which is to gain compliance, dispersal, or direct the movement of one or more individuals.</p> <p>The Daly City Police Department owns multiple types of chemical agents in various forms, totaling 154 individual units at present. The units are expendable items; therefore, the quantities will vary. Each chemical agent type has different capabilities. The types and manufacturers are as follows:</p> <ul style="list-style-type: none"><li>• Defense Technologies Spede-Heat CS gas grenade, 81.2g, 20-40 second burn time</li><li>• Defense Technologies Flameless Tri-Chamber CS gas grenade, 20.0g, 20-30 second burn time</li><li>• Combined Tactical Systems Indoor Baffled CS gas grenade, 25.0g, 20-40 second burn time, launchable through outfitted less-lethal shotgun apparatus, requires specific blank 12 gauge launching cartridge manufactured by Combined Tactical Systems</li><li>• Defense Technologies 40mm Liquid Ferret Round, liquid CS projectile dispersed upon impact, 8.0g, launchable through 40mm launcher</li><li>• Defense Technologies Pocket Tactical CS gas grenade, 20.0g, 20-40 second burn time</li><li>• Defense Technologies Maximum Smoke HC (Hexachloroethane) grenade, smoke screen, 1 ½ -2 minute burn time</li><li>• Defense Technologies Triple-Chaser, CS gas canister, 90.7g, 20-30 second burn time</li></ul>	
<p><b>Manufacturer Product Description:</b></p> <p>Defense Tech Spede-Heat CS Grenade: The Spede-Heat™ CS Grenade is a high volume, continuous burn it expels its payload in approximately 20-40 seconds. The payload is discharged through four gas ports on top of the canister, three on the side and one on the bottom. This launchable grenade is 6.12 in. by 2.62 in. and holds approximately 2.9 oz. of active agent.</p> <p>Defense Tech Flameless Tri-Chamber CS Grenade: The design of the Tri-Chamber Flameless CS Grenade allows the contents to burn within an internal can and disperse the agent safely with reduced risk of fire. The grenade is designed primarily for indoor tactical situations to detect and/or dislodge a barricaded subject. This grenade will deliver approximately .70 oz. of agent during its 20-25 seconds burn time. The Tri-Chamber Flameless Grenade can be used in crowd control as well as tactical deployment situations by Law Enforcement and Corrections but was designed with the barricade situation in mind. Its applications in tactical situations are primarily to detect and/or dislodge barricaded subjects. The purpose of the Tri-Chamber Flameless Grenade is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The Tri-Chamber Flameless Grenade provides the option of delivering a pyrotechnic chemical device indoors, maximizing the chemicals' effectiveness via heat and</p>	

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vaporization, while minimizing or negating the chance of fire to the structure. The Tri-Chamber Flameless Grenade is NOT to be launched utilizing a launching cup.

Combined Tactical Systems Indoor Baffled CS Grenade: Pyrotechnic grenade designed for indoor use delivering a maximum amount of irritant smoke throughout multiple rooms with minimal risk of fire.

Combined Tactical Systems 12 gauge Launching Cartridge: The Model 2600 Launching Cartridge is a 12-gauge cartridge much shorter than standard full-sized 12-gauge cartridges. Therefore, to prevent weapon malfunctions, each cartridge must be manually loaded into the chamber for each shot. Effective range is dependent on the launching cup, launcher, and weight of munitions being launched. The baseline for performance of a Model 2600 Launching Cartridge is that it will launch a Model 9230 CS Grenade a minimum of 100 yards (91M), with cylinder bore and 18" bbl.

Defense Technologies 40mm Liquid Ferret Round: The Ferret® 40mm Round is non-burning and suitable for indoor use. Used primarily by tactical teams, it is designed to penetrate barriers, such as windows, hollow core doors, wallboard and thin plywood. Upon impacting the barrier, the nose cone ruptures and instantaneously delivers a small chemical payload inside of a structure or vehicle. In a tactical deployment situation, the 40mm Ferret is primarily used to dislodge barricaded subjects from confined areas. Its purpose is to minimize the risks to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Defense Technologies Pocket Tactical CS Gas Grenade: The Pocket Tactical CS Grenade is small, and lightweight. The 0.9 oz. of active agent will burn approximately 20-40 seconds. At 4.75 in. by 1.4 inches in size, it easily fits in most tactical pouches. This is a launchable grenade; however, it is normally used as a signaling or covering device. Though this device is slightly over four inches in length, it produces a smoke cloud so fast it appears to be an enveloping screen produced by a full-size tactical grenade.

Defense Technologies Maximum Smoke HC Grenade: The Maximum Smoke Grenade is designed specifically for outdoor use in crowd control situations with a high-volume continuous burn that expels its payload in approximately 30-40 seconds through four gas ports located on the top of the canister. This grenade can be used to conceal tactical movement or to route a crowd. The volume of smoke and agent is vast and obtrusive. This launchable colored smoke grenade is 6.0 in. by 2.35 in. and holds approximately 2.9 oz. of active agent.

Defense Technologies Triple-Chaser CS Gas Canister: The Triple-Chaser® CS consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart allowing increased area coverage in a short period of time. This grenade can be hand thrown or launched from a fired delivery system. The grenade is 6.5 in. by 2.7 in. and holds an approximately 3.2 oz. of active agent payload. It has an approximate burn time of 20-30 seconds.

**Purpose/Authorized Uses:** Chemical agents are intended for use as a less-lethal force response option. They can be deployed by trained Department personnel for riot control purposes, during tactical operations involving barricaded suspects, or other situations where lesser means are reasonably believed to be ineffective or involve substantial more risk to Department personnel.

**Fiscal Impacts:** The ongoing cost of chemical agents will vary. The cost of the Department's present inventory of chemical agents was approximately \$8,360. There are no associated

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maintenance costs.	
<b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force.	
<b>Training Required:</b> Officers must be assigned to the Department SWAT Team or Crowd Control Unit, having completed the required training course(s) associated with that position. SWAT Team officers or Crowd Control Unit officers will complete Department chemical agents training from a certified Department Chemical Agents Instructor as well as attend regular training and qualifications as required by law and policy.	
<b>Other Notes:</b> The Daly City Police Department presently employs four trained and qualified Chemical Agent Instructors who are authorized to train SWAT Team members and Crowd Control Unit personnel on the use of chemical agents.	
<b>Equipment Type:</b> "Flashbang Grenades" - CA Gov't Code §7070(c)(12)	
<b>Quantity Owned/Sought:</b> 47 owned	<b>Lifespan:</b> Varies on weather and storage conditions
<b>Equipment Capabilities:</b> The flashbang, sometimes referred to as "stun grenade," is a diversionary device that delivers a bright flash and loud explosive-type noise when deployed. This is a non-lethal handheld grenade that does not fragment or produce any shrapnel.	
<b>Manufacturer Product Description:</b> Defense Technologies Low Roll 4-gram Distraction Device: The reloadable distraction device unit incorporates a model 7007 type fuse with hex design gun steel body. This is a compact version of the 8933 Low Roll® body Distraction Device and is the newest version of the first reusable non-bursting canister that limits movement and rolling once deployed. The compact Distraction Device fits safely in your hand and packs all the power of the full-size Distraction Device. The 4-Gram Distraction Device® Reload produces a reduced light, and sound output ideal for when the full effects of the 12-gram charge are not desirable.	
<b>Purpose/Authorized Uses:</b> Diversionary devices are intended for use as a distraction option used during high-risk entries into a dwelling or similar structure by SWAT operators. They can be deployed by trained Department SWAT operators when authorized by the SWAT Commander or in the event of exigent circumstances.	
<b>Fiscal Impacts:</b> The ongoing cost of diversionary devices will vary. The cost of the Department's present inventory of diversionary devices was approximately \$2,820.	
<b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force.	
<b>Training Required:</b> Officers must be assigned to the Department SWAT Team, having completed a CA POST Basic SWAT Course. SWAT Team officers participate in regular Department SWAT training incorporating the use of the diversionary devices into trainings.	
<b>Other Notes:</b> None.	

## TOWN OF COLMA

### **2023 – Annual Military Equipment Report, Prepared Pursuant to Government Code § 7072**

In accordance with Government Code section 7072, the Colma Police Department hereby submits for City Council review and approval the following annual military equipment report.

#### **1. A summary of how the military equipment was used and the purpose of its use.**

All military equipment owned by the Department, which is detailed in Exhibit A to the Department's Military Equipment Use Policy, was used exclusively for the purposes designated by that Policy. In general, those purposes include use of standard patrol rifles and projectiles; use of unmanned aircraft systems and ground vehicles for enhanced investigation and community safety; use of remote tactical armored vehicles for transporting officers and supporting personnel during high-risk tactical operations; use of specialized firearms to be used as precision weapons to address a threat with more precision and/or greater distances than a handgun, if present and feasible; use of a breaching shotgun during tactical entry into a dwelling or other enclosed space when other breaching options have failed or when required; use of noise flash diversionary devices to produce atmospheric over-pressure and brilliant white light and, as a result, can cause short-term (6 - 8 seconds) physiological/psychological sensory deprivation to give officers a tactical advantage; use of chemical agents and smoke canisters (by officers who are properly POST certified) to limit the escalation of conflict where employment of lethal force is prohibited or undesirable; use of projectile launch platforms and associated munitions to limit the escalation of conflict where employment of lethal force is prohibited or undesirable; and use of pepper ball launchers, beanbag rounds, and less lethal shotguns to limit conflict escalation and use of lethal force. In 2022, the equipment used by the Department was Category 1 of Exhibit A, "Rifles." All officers received standard quarterly qualifications and 5 officers were put through an in-house Patrol Rifle Course. To support further Department operations, 5 new Colt LE 6920-5.56mm patrol use rifles were added to the inventory this year and are reflected on the updated Exhibit A. Also utilized in 2022 seen in Exhibit A was the Armored Personnel Carrier (Lenco Bearcat). The Daly City SWAT Team utilized the Lenco Bear Cat while serving a high-risk search warrants for a crime involving violence and firearms.

On 02/08/2023, the Daly City SWAT Team served a high-risk search warrant in the City of Colma. The search warrant was related to an incident of gang violence involving a firearm, which previously occurred on Mission St. in Daly City. The Lenco Bearcat was successfully used for the transport of personnel

and ensured their safety while serving the search warrant.

**2. A summary of any complaints or concerns received concerning the military equipment.**

The Department did not receive any complaints or citizen outreach concerning the Department's Military Equipment Use Policy or ongoing use of said equipment.

**3. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.**

There were no violations of the Policy, and accordingly, no audits or actions took place in response.

**4. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.**

Costs associated with military equipment in 2022 included the purchase of 5 new Colt LE 6920-5.56mm patrol use rifles, associated ammunition, and the training courses for the officers (including overtime costs). These costs were accounted for in the City's 2022 budget. The Department does not currently have plans to purchase additional military equipment in 2023, but will report back to the City Council next year.

**5. The quantity possessed for each type of military equipment.**

The quantity for each type of military equipment, including the new equipment purchased in 2022, is listed in Exhibit A to the Military Equipment Use Policy, available on the City's website and in person at the Department.

**6. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.**

The Department does not presently have plans to purchase additional military equipment in 2023.

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Exhibit "A"

**Military Equipment Inventory**

**Equipment Owned and Utilized by Colma Police Department**

<b>Equipment Type:</b> Semiautomatic Patrol Rifles and Projectiles - CA Gov't Code §7070(c)(10)	
<b>Quantity Owned/Sought:</b> 10 owned	<b>Lifespan:</b> Approximately 15 years or 20,000 rounds
<b>Equipment Capabilities:</b> The Colt M4 Carbine (AR-15) semi-automatic rifle fires 5.56 x 45mm (.223 caliber) ammunition and is capable of firing at greater distances and with greater accuracy than Department issued pistols.	
<b>Manufacturer Product Description:</b> Colt M4 Carbine (AR-15): Built for the demanding use of those who protect our communities every day, the Colt M4 Carbine Patrol Rifle is the next evolution in the world's most dependable, thoroughly field-tested patrol rifle. It is a lightweight, magazine-fed, gas-operated semi-automatic rifle. It is the semi-automatic version of the M16 rifle sold for the civilian and law enforcement markets in the United States. The Colt M4 Carbine Patrol Rifle reestablishes the Colt AR-15® as the finest tool for local, regional, and national law enforcement agencies. .	
<b>Purpose/Authorized Uses:</b> Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed.	
<b>Fiscal Impacts:</b> The cost of the rifles, magazines, optics, slings, and accessories was approximately \$22,000. The rifles and associated equipment/accessories have been purchased in batches at different times and for different costs as needed to replace damaged/outdated equipment.	
<b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Colma Police Department Policies on Use of Force and Firearms.	
<b>Training Required:</b> Officers must successfully complete a CA POST certified 24-hour patrol rifle course as well as annual Department firearms training and qualifications as required by law and policy.	
<b>Other Notes:</b> These rifles are standard issue service weapons for our officers and therefore exempt from this Military Equipment Use Policy per CA Gov't Code §7070 (c)(10). They have been included in this document in an abundance of caution and in the interest of transparency.	
<b>Equipment Type:</b> 40mm Launchers and Kinetic Energy Munitions - CA Gov't Code §7070(c)(14)	
<b>Quantity Owned/Sought:</b> 2 owned	<b>Lifespan:</b> Approximately 15 years
<b>Equipment Capabilities:</b> The Defense Technology 40mm LMT is a single-shot launcher capable of firing 40mm kinetic energy munitions, also commonly referred to as specialty impact munitions (SIM), which are less-lethal projectiles. The Colma Police Department does not utilize the device to insert chemical agents.	

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<p><b>Manufacturer Product Description:</b> Defense Tech 40mm LMT Single Launcher: Manufactured exclusively for Defense Technology®, the 40LMTS is a tactical single shot launcher that features an expandable ROGERS Super Stoc and an adjustable Integrated Front Grip (IFG) with light rail. The ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single and two-point sling attachment. The 40LMTS will fire standard 40mm less lethal ammunition, up to 4.8 inches in cartridge length. The Picatinny Rail Mounting System will accept a wide array of enhanced optics/sighting systems.</p> <p>Defense Tech Exact Impact 40mm Standard Range Sponge Round: The eXact iMpaCT™ 40 mm Sponge Round is a point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consists of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent. Used for Crowd Control, Patrol, and Tactical Applications.</p>	
<p><b>Purpose/Authorized Uses:</b> The 40mm Launchers, kinetic energy munitions, are intended for use as a less-lethal force response option.</p>	
<p><b>Fiscal Impacts:</b> The initial cost of the 40mm launchers and optics was approximately \$3,280. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for munitions will vary.</p>	
<p><b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Colma Police Department Policies on Use of Force and Firearms.</p>	
<p><b>Training Required:</b> Officers must complete a department 40mm course as well as regular training and qualifications as required by law and policy.</p>	
<p><b>Equipment Type:</b> OC Pepper Ball Launcher and Ammunition - CA Gov't Code §7070(c)(12)</p>	
<p><b>Quantity Owned/Sought:</b> 2 owned</p>	<p><b>Lifespan:</b> Approximately 15 years</p>



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**Manufacturer Product Description:** The Variable Kinetic System is a multi-payload, long-range, semi-automatic launcher with adjustable kinetics. Because it mirrors the AR-15 platform, many departments find that it's easy to adopt and integrate this less lethal platform into their arsenal of resources. Weight: 6.2lbs/2.8kg Caliber: .68 Length: 31"/78cm Height: 13"/33cm Action: Semi-auto Power: HPA Capacity: 10/15/180\* Kinetic Impact: 7.3-20.6ft lb/10-28J.

Features: Solid Reinforced Construction • Round and VXR™ Projectile Compatible Magazine • Feeds 20+ Projectiles Per Second with EL-2™ Hopper • No Recoil • Flip Safety Switch • SplitShot™ Compatible • MIL-STD-1913 Rail Platform • Maximum Range of 150ft

Dual Feed System: The dual feed allows the user to quickly switch between “Hopper Mode” and “Magazine Mode” during an operation for optimum versatility. Dual Air System: Choose between the HPA butt-stock 13ci tank or remote airline to tank of choice.

Ammunition: LIVE, The basic PepperBall® projectile, it contains 2% PAVA, and is excellent for direct impact and area saturation, especially in confined, interior spaces. LIVE – X, Our most potent and powerful concentration of PAVA pepper powder. One round of LIVE-X™ contains the equivalent PAVA irritant chemical agent in 10 regular PepperBall® LIVE™ rounds.

**Purpose/Authorized Uses:** OC Pepper Ball applications are intended for use as a less-lethal force response option. They can be deployed by trained Department personnel for purposes and situations where lesser means are reasonably believed to be ineffective or involve substantial more risk to Department personnel.

**Fiscal Impacts:** The cost of the system was approximately \$3100. There are no associated maintenance costs.

**Legal/Procedural Rules Governing Use:** All applicable Local, State, and Federal laws governing police use of force. All applicable Colma Police Department Policies on Use of Force.

**Training Required:** Officers must complete a department course as well as regular training and qualifications as required by law and policy.

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**Equipment Owned and Utilized by Daly City Police Department's  
Regional SWAT Team**

<b>Equipment Type:</b> Unmanned Aircraft Systems (UAS/Drones) – CA Gov't Code §7070(c)(1)	
<b>Quantity Owned/Sought:</b> 2 owned	<b>Lifespan:</b> Approximately 5 years
<b>Equipment Capabilities:</b> Remotely piloted aerial vehicles capable of providing live and recorded video images captured from aerial positions, including images enhanced by optical zoom lenses.	
<b>Manufacturer Product Description:</b> DJI Phantom 4 Pro V2: Featuring a 1-inch CMOS sensor that can shoot 4K/60fps videos and 20MP photos, the Phantom 4 Pro V2.0 grants filmmakers absolute creative freedom. The OcuSync 2.0 HD transmission system ensures stable connectivity and reliability, five directions of obstacle sensing ensure additional safety, and a dedicated remote controller with a built-in screen grants even greater precision and control. <sup>[1]</sup> A wide array of intelligent features makes flying that much easier. The Phantom 4 Pro V2.0 is a complete aerial imaging solution, designed for the professional creator.  The onboard camera features a 1-inch 20MP CMOS sensor and a mechanical shutter, eliminating rolling shutter distortion. An advanced sensor and impressive processing capture every detail and provide the image data needed for advanced post-production.  The Phantom 4 Pro V2.0 camera has an optimized f/2.8 wide-angle lens, ensuring consistently detailed photos and videos that remain vivid and sharp while maintaining color accuracy.	
<b>Purpose/Authorized Uses:</b> UAS/Drones may be utilized to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Current uses for the UAS/Drones include traffic collision investigations and/or urgent community safety needs.	
<b>Fiscal Impacts:</b> The initial costs of equipment, licensing, software and training was approximately \$17,830. Ongoing costs associated with UAS operation and maintenance is estimated to be approximately \$300 per year.	
<b>Legal/Procedural Rules Governing Use:</b> Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations. The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.	
<b>Training Required:</b> Prior to piloting any UAS/Drone, staff members must secure an FAA Remote Pilot License and complete all training required by the FAA.	
<b>Other Notes:</b> None.	

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<b>Equipment Type:</b> Unmanned, remotely piloted, powered ground vehicles - CA Gov't Code §7070(c)(1)	
<b>Quantity Owned/Sought:</b> 1 owned	<b>Lifespan:</b> Approximately 7-10 years
<b>Equipment Capabilities:</b> The Robotex Avatar II is a small robotic vehicle capable of being remotely navigated through a variety of environments to provide scene information and intelligence in the form of video and still images transmitted to the user.	
<b>Manufacturer Product Description:</b> The Avatar® II is a compact, lightweight robotic platform that is part of the RoboteX Avatar® Series. Designed from the ground up for portability, expandability, and ease-of-use, the Avatar® II serves as a useful tool for a variety of users. The Avatar® II can be customized with a variety of plug-and-play accessories. These accessories facilitate use of the robot in a variety of scenarios, including CBRNE, EOD, and personal security settings. Visit <a href="http://www.robotex.com/build-a-robot">www.robotex.com/build-a-robot</a> or contact your Account Manager for more information.	
<b>Purpose/Authorized Uses:</b> To enhance the safety of potentially dangerous situations by providing first responders with the ability to capture video and still images of hazardous areas prior to, or in lieu of, sending in personnel.	
<b>Fiscal Impacts:</b> The initial cost of this equipment was approximately \$12,500. There are no ongoing costs associated with its operation and maintenance.	
<b>Legal/Procedural Rules Governing Use:</b> The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure).	
<b>Training Required:</b> The Daly City Police Department SWAT Team provides internal training for officers before they are permitted to pilot this robotic vehicle.	
<b>Other Notes:</b> None.	
<b>Equipment Type:</b>	
<b>Quantity Owned/Sought:</b> 1 possessed, but not owned	<b>Lifespan:</b> Varies on usage
<b>Equipment Capabilities:</b> The Lenco Bearcat G1 is a tactical armored vehicle capable of transporting 8-10 officers and equipment during tactical and recovery operations, offering ballistic protection and other features to enhance the safety of involved personnel during potential high-risk tactical and recovery operations.	

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**Manufacturer Product Description:** The Lenco BearCat G1 is the standard tactical armored vehicle for special operations units within the US Law Enforcement community. Since the early 2000s, agencies such as LAPD, LASD SEB, NYPD ESU, Boston PD and hundreds of Federal, State and Local Law Enforcement agencies have made the BearCat G1 part of their standard operating procedure. The G1 has excellent on-road driving characteristics and maneuverability in tight urban settings. The large floor plan seats 8 – 10 fully equipped officers with a long list of tactical features only found on the Lenco BearCat line of armored SWAT vehicles.

**Purpose/Authorized Uses:** To enhance the safety and tactical advantage of officers and support personnel during potentially dangerous situations or high-risk tactical operations.

**Fiscal Impacts:** The Lenco Bearcat G1 is owned and maintained by San Mateo County Office of Emergency Service. It was not purchased or funded by the Daly City Police Department, however it is stored and used primarily by officers of the Daly City Police Department. The only ongoing costs incurred by the Daly City Police Department are for fuel, which varies depending on usage.

**Legal/Procedural Rules Governing Use:** The Daly City Police Department recognizes the use of armored vehicles during law enforcement operations can potentially startle members of the general public or create a sense of fear amongst the community. As such, the use of the armored vehicle is limited to SWAT Team operations or other law-enforcement responses or events that are considered high-risk. Special consideration is given in analyzing the risk factors associated with the intended operation or event with the need for the added protection offered by the armored vehicle. During specific community events, the armored vehicle can be used as a static display when appropriate and when authorized by the SWAT Commander. Drivers shall adhere to all applicable State and Local laws governing emergency vehicle use.

**Training Required:** The Daly City Police Department SWAT Team provides internal training for officers before they are permitted to drive this armored vehicle.

**Other Notes:** None.

**Equipment Type:** Semiautomatic Patrol Rifles and Ammunition - CA Gov't Code §7070(c)(10)

**Quantity Owned/Sought:** 60 owned

**Lifespan:** Approximately 15 years or 20,000 rounds

**Equipment Capabilities:** The Colt M4 Carbine (AR-15) semi-automatic rifle fires 5.56 x 45mm (.223 caliber) ammunition and is capable of firing at greater distances and with greater accuracy than Department issued pistols.

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### *Military Equipment*

**Manufacturer Product Description:** Colt M4 Carbine (AR-15): Built for the demanding use of those who protect our communities every day, the Colt M4 Carbine Patrol Rifle is the next evolution in the world's most dependable, thoroughly field-tested patrol rifle. It is a lightweight, magazine-fed, gas-operated semi-automatic rifle. It is the semi-automatic version of the M16 rifle sold for the civilian and law enforcement markets in the United States. The Colt M4 Carbine Patrol Rifle reestablishes the Colt AR-15® as the finest tool for local, regional, and national law enforcement agencies.

**Purpose/Authorized Uses:** Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include but are not limited to:

1. Situations where the officer reasonably anticipates an armed encounter.
2. When an officer is faced with a situation that may require accurate and effective fire at distances beyond the effective range of a duty pistol.
3. Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower.
4. When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
5. When an officer reasonably believes that a suspect may be wearing body armor.
6. When authorized or requested by a supervisor.

**Fiscal Impacts:** The cost of the rifles, magazines, optics, slings, and accessories was approximately \$132,000. The rifles and associated equipment/accessories have been purchased in batches at different times and for different costs as needed to replace damaged/outdated equipment. This figure is an approximate total cost for patrol rifles and associated equipment currently possessed by the Daly City Police Department. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for ammunition will vary.

**Legal/Procedural Rules Governing Use:** All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.

**Training Required:** Officers must successfully complete a CA POST certified 24-hour patrol rifle course as well as annual Department firearms training and qualifications as required by law and policy.

**Other Notes:** These rifles are standard issue service weapons for our officers and therefore exempt from this Military Equipment Use Policy per CA Gov't Code §7070 (c)(10). They have been included in this document in an abundance of caution and in the interest of transparency.

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<b>Equipment Type:</b> Bolt-Action Sniper Rifles and Ammunition - CA Gov't Code §7070(c)(10)	
<b>Quantity Owned/Sought:</b> 5 owned	<b>Lifespan:</b> Approximately 15 years or 10,000 Rounds
<b>Equipment Capabilities:</b> The Remington 700 Sniper Rifle is a bolt-action, precision-fire weapon system that fires 7.62 x 51mm (.308 caliber) ammunition. It is capable of firing at greater distances and with great accuracy than Department issued patrol rifles. The five rifles owned by the Department are outfitted with high-powered adjustable magnification optics for observation and targeting.	
<b>Manufacturer Product Description:</b> Remington Model 700: The Remington® Model 700® Bolt-Action Rifle is enhanced to hit targets at long ranges. At the heart of this specialized long-range rifle is the famous Model 700 action that has been proven for reliability and precision accuracy in combat with the U.S. Army's M24 sniper rifle. The Model 700 Long Range rifle comes with a tactical stock made of solid urethane combined with aramid, graphite, and fiberglass. The barreled receiver is bedded with an aluminum block, and the heavy-contoured barrel is free-floated, providing excellent accuracy and minimal shift in zero caused by changes in the environment. The non-reflective stock and exterior metal blend in with a wide range of environments. The 2-position safety at the rear of the action is quick to operate with the thumb and can also be gripped with the forefinger and thumb and moved extra quietly to the fire position. The Remington Model 700 Long Range Bolt-Action Rifle comes drilled and tapped for scope mounts. An extra sling swivel stud on the fore-end provides an attachment point for a bipod.	
<b>Purpose/Authorized Uses:</b> This rifle is authorized for use by trained SWAT Sniper Team Operators. SWAT Sniper Team Operators may deploy this rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the rifle may include, but are not limited to:  <ol style="list-style-type: none"><li>1. Situations where the officer reasonably anticipates an armed encounter.</li><li>2. When an officer is faced with a situation that may require accurate and effective fire at long range.</li><li>3. Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower.</li><li>4. When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.</li><li>5. When an officer reasonably believes that a suspect may be wearing body armor.</li><li>6. When authorized or requested by a supervisor.</li></ol>	
<b>Fiscal Impacts:</b> The five rifles were initially purchased by the Daly City Police Department prior to 2005 for approximately \$5,000. In 2016, the Department had all five rifles rebuilt for approximately \$10,100 after exceeding their lifespan of 10,000 rounds. In 2020, the Department purchased five Leupold scopes for the rifles for approximately \$9,250. Basic maintenance is conducted by trained and authorized Departmental staff. The ongoing cost for ammunition will vary.	

# Colma Police Department

## Colma PD Policy Manual

### *Military Equipment*

**Legal/Procedural Rules Governing Use:** All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.

**Training Required:** In addition to the Patrol Rifle Course and Basic SWAT Operator training, SWAT Snipers must successfully complete a CA POST certified Basic Sniper Course as well as regular SWAT Sniper training and qualifications as required by law and policy.

**Other Notes:** The Daly City Police Department presently employs five trained and qualified SWAT Snipers who are authorized to use this rifle.

**Equipment Type:** Breaching apparatuses explosive in nature - CA Gov't Code §7070(c)(7)

**Quantity Owned/Sought:** 2 owned

**Lifespan:** Approximately 15 years

**Equipment Capabilities:** The Royal Arms Breaching Shotgun is capable of firing 12-gauge shotgun ammunition. It is a compact and modified version of the Remington 870 platform designed for breaching purposes. It is specifically intended to fire frangible compressed copper slugs to breach doorway locking mechanisms while minimizing overpenetration or risk of injury to persons in close proximity to the doorway or lock.

**Manufacturer Product Description:** Royal Arms Breaching Shotgun starts out with the tried-and-true Remington 870 Police Model 12 Ga Shotgun as its base. We then completely modify it with our custom CNC machined parts to be the ultimate Breaching Shotgun. Royal Arms invented the Breachers and Breaching shotguns, why settle for an imitation or knock off when you can buy the best American Made Breaching Shotgun for all Tactical Operators and discerning individuals.

Royal Arms Tesar-2 Black Cap Slugs: 425 grain compressed copper slug, frangible.

Slug Material: Copper powder. Velocity: 1,525 feet per second. Use: For metal doors, locks, and hinges. Defeats: Heavy locks, dead-bolts and hinges (solid oak – steel doors).

**Purpose/Authorized Uses:** The breaching shotguns are intended for use as a breaching option during tactical entry into a dwelling or other enclosed space when other breaching options have failed, or when authorized by a supervisor.

**Fiscal Impacts:** The initial cost of the two Royal Arms Breaching Shotguns were approximately \$2,300. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for breaching munitions will vary.

**Legal/Procedural Rules Governing Use:** All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.

**Training Required:** Officers must complete a CA POST certified Tactical Breacher Course as well as ongoing Department SWAT Training.

**Other Notes:** None.

# Colma Police Department

## Colma PD Policy Manual

### *Military Equipment*

<b>Equipment Type:</b> 40mm Launchers and Kinetic Energy Munitions - CA Gov't Code §7070(c)(14)	
<b>Quantity Owned/Sought:</b> 5 owned	<b>Lifespan:</b> Approximately 15 years
<b>Equipment Capabilities:</b> The Defense Technology 40mm LMT is a single-shot launcher capable of firing 40mm kinetic energy munitions, also commonly referred to as specialty impact munitions (SIM), which are less-lethal projectiles. The 40mm launcher is also capable of firing 40mm chemical agent munitions, commonly referred to as “tear gas” or CS gas. Refer to “Tear Gas and Chemical Agents” page for further details on these munitions. The Daly City Department has outfitted the launchers with Trijicon optics for aiming and targeting purposes.	
<b>Manufacturer Product Description:</b> Defense Tech 40mm LMT Single Launcher: Manufactured exclusively for Defense Technology®, the 40LMTS is a tactical single shot launcher that features an expandable ROGERS Super Stoc and an adjustable Integrated Front Grip (IFG) with light rail. The ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single and two-point sling attachment. The 40LMTS will fire standard 40mm less lethal ammunition, up to 4.8 inches in cartridge length. The Picatinny Rail Mounting System will accept a wide array of enhanced optics/sighting systems.  Defense Tech Exact Impact 40mm Standard Range Sponge Round: The eXact iMPact 40 mm Sponge Round is a point-of-aim, point-of-impact direct-fire round. This lightweight, high- speed projectile consists of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher’s rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent. Used for Crowd Control, Patrol, and Tactical Applications.	
<b>Purpose/Authorized Uses:</b> The 40mm Launchers, kinetic energy munitions, and chemical agent munitions are intended for use as a less-lethal force response option.	
<b>Fiscal Impacts:</b> The initial cost of the 40mm launchers and optics was approximately \$8,200. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for munitions will vary.	
<b>Legal/Procedural Rules Governing Use:</b> All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.	
<b>Training Required:</b> Officers must complete a department 40mm course as well as regular training and qualifications as required by law and policy. Chemical agent munitions for the 40mm launcher are only authorized for use by Department SWAT team members and Crowd Control Unit personnel after completion of Department training by CA POST certified Chemical Agent Instructors.	



# Colma Police Department

## Colma PD Policy Manual

### *Military Equipment*

**Other Notes:** The Daly City Police Department presently employs four trained and qualified Chemical Agent Instructors who are authorized to train SWAT Team members and Crowd Control Unit personnel on the use of chemical agent munitions with the 40mm launcher.

**Equipment Type:** Less Lethal Shotguns and Kinetic Energy Munitions - CA Gov't Code §7070(c)(14)

**Quantity Owned/Sought:** 39 owned

**Lifespan:** Approximately 15 years

**Equipment Capabilities:** The Remington 870 Police Magnum is capable of firing 12-gauge shotgun ammunition. These shotguns were previously in service at the Daly City Police Department as lethal force options but were converted into less-lethal shotguns using Hogue 870 conversion kits. All Remington 870 shotguns currently owned by the Department are less-lethal shotguns, 37 of which are used to deploy bean bag rounds only. The bean bag shotgun is capable of firing 12-gauge kinetic energy munitions, which are less-lethal projectiles. Specifically, the kinetic energy munitions used in these shotguns are drag stabilized bean bags that are propelled out of a 12-gauge cartridge.

Two of the less-lethal shotguns have been equipped with a launching apparatus on the muzzle that enables certain less-lethal chemical agents to be deployed from the shotgun, described elsewhere under "Tear Gas and Chemical Agents."

**Manufacturer Product Description:** The Remington Model 870 Police Magnum is a pump- action 12-gauge shotgun. Featuring an ultra-durable parkerized matte finish, synthetic stocks, 18-inch barrel with front sight and a 4-round magazine.

**Hogue 870 Conversion Kit:** Hogue rubber grips are molded from durable synthetic rubber that is neither spongy nor tacky yet provides a soft recoil absorbing feel without affecting accuracy. This modern rubber requires a completely different molding process than ordinary neoprene, resulting in a superior grip. The flexibility of our materials and molding process has allowed us to produce rubber grips with features that outperform all other makes.

**Safariland Drag Stabilized Bean Bag:** The Drag Stabilized™ 12-Gauge Round is a translucent 12-Gauge shell loaded with a 40-Gram tear shaped bag made from a cotton and ballistic material blend and filled with #9 shot. This design utilizes four stabilizing tails and utilizes smokeless powder as the propellant. The 12-Gauge Drag Stabilized Round has secured its place as the Law Enforcement Communities' number one choice for specialty impact munitions. This round has a velocity of 270 fps with a maximum effective range of 75 feet.

**Purpose/Authorized Uses:** The bean bag shotguns and kinetic energy munitions are intended for use as a less-lethal force response option.

# Colma Police Department

## Colma PD Policy Manual

### *Military Equipment*

**Fiscal Impacts:** The initial cost of the Remington 870 Police Magnum shotguns were approximately \$15,600. The cost to convert them to less-lethal bean bag shotguns was approximately \$3,120. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for munitions will vary.

**Legal/Procedural Rules Governing Use:** All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.

**Training Required:** Officers must complete a Department Less-lethal Shotgun course as well as regular training and qualifications as required by law and policy. Launchable chemical agent grenades for the less-lethal shotguns outfitted with the appropriate launching apparatus are only authorized for use by Department SWAT team members and Crowd Control Unit personnel after completion of Department training by CA POST certified Chemical Agent Instructors.

**Other Notes:** The Daly City Police Department presently employs four trained and qualified Chemical Agent Instructors who are authorized to train SWAT Team members and Crowd Control Unit personnel on the use of chemical agent munitions with the less lethal shotgun.

**Equipment Type:** "Tear Gas" and Chemical Agents - CA Gov't Code §7070(c)(12)

**Quantity Owned/Sought:** 154 owned

**Lifespan:** Varies on weather and storage conditions

# Colma Police Department

## Colma PD Policy Manual

### *Military Equipment*

**Equipment Capabilities:** Chemical agents, sometimes referred to as “tear gas” or riot control agents, are less-lethal chemical compounds that temporarily induce discomfort to an individual in the form of one or more of the following: Irritation to the skin, eyes, mouth, throat, and lungs. The goal of which is to gain compliance, dispersal, or direct the movement of one or more individuals.

The Daly City Police Department owns multiple types of chemical agents in various forms, totaling 154 individual units at present. The units are expendable items; therefore, the quantities will vary. Each chemical agent type has different capabilities. The types and manufacturers are as follows:

- Defense Technologies Spede-Heat CS gas grenade, 81.2g, 20-40 second burn time
- Defense Technologies Flameless Tri-Chamber CS gas grenade, 20.0g, 20-30 second burn time
- Combined Tactical Systems Indoor Baffled CS gas grenade, 25.0g, 20-40 second burn time, launchable through outfitted less-lethal shotgun apparatus, requires specific blank 12 gauge launching cartridge manufactured by Combined Tactical Systems
- Defense Technologies 40mm Liquid Ferret Round, liquid CS projectile dispersed upon impact, 8.0g, launchable through 40mm launcher
- Defense Technologies Pocket Tactical CS gas grenade, 20.0g, 20-40 second burn time
- Defense Technologies Maximum Smoke HC (Hexachloroethane) grenade, smoke screen, 1 ½ -2 minute burn time
- Defense Technologies Triple-Chaser, CS gas canister, 90.7g, 20-30 second burn time

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### *Military Equipment*

**Manufacturer Product Description:** Defense Tech Spede-Heat CS Grenade: The Spede-Heat™ CS Grenade is a high volume, continuous burn it expels its payload in approximately 20-40 seconds. The payload is discharged through four gas ports on top of the canister, three on the side and one on the bottom. This launchable grenade is 6.12 in. by 2.62 in. and holds approximately 2.9 oz. of active agent.

Defense Tech Flameless Tri-Chamber CS Grenade: The design of the Tri-Chamber Flameless CS Grenade allows the contents to burn within an internal can and disperses the agent safely with reduced risk of fire. The grenade is designed primarily for indoor tactical situations to detect and/or dislodge a barricaded subject. This grenade will deliver approximately .70 oz. of agent during its 20-25 seconds burn time. The Tri-Chamber Flameless Grenade can be used in crowd control as well as tactical deployment situations by Law Enforcement and Corrections but was designed with the barricade situation in mind. Its applications in tactical situations are primarily to detect and/or dislodge barricaded subjects. The purpose of the Tri-Chamber Flameless Grenade is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The Tri-Chamber Flameless Grenade provides the option of delivering a pyrotechnic chemical device indoors, maximizing the chemicals' effectiveness via heat and vaporization, while minimizing or negating the chance of fire to the structure. The Tri-Chamber Flameless Grenade is NOT to be launched utilizing a launching cup.

Combined Tactical Systems Indoor Baffled CS Grenade: Pyrotechnic grenade designed for indoor use delivering a maximum amount of irritant smoke throughout multiple rooms with minimal risk of fire.

Combined Tactical Systems 12 gauge Launching Cartridge: The Model 2600 Launching Cartridge is a 12-gauge cartridge much shorter than standard full-sized 12-gauge cartridges. Therefore, to prevent weapon malfunctions, each cartridge must be manually loaded into the chamber for each shot. Effective range is dependent on the launching cup, launcher, and weight of munitions being launched. The baseline for performance of a Model 2600 Launching Cartridge is that it will launch a Model 9230 CS Grenade a minimum of 100 yards (91M), with cylinder bore and 18" bbl.

Defense Technologies 40mm Liquid Ferret Round: The Ferret® 40mm Round is non-burning and suitable for indoor use. Used primarily by tactical teams, it is designed to penetrate barriers, such as windows, hollow core doors, wallboard and thin plywood. Upon impacting the barrier, the nose cone ruptures and instantaneously delivers a small chemical payload inside of a structure or vehicle. In a tactical deployment situation, the 40mm Ferret is primarily used to dislodge barricaded subjects from confined areas. Its purpose is to minimize the risks to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Defense Technologies Pocket Tactical CS Gas Grenade: The Pocket Tactical CS Grenade is small, and lightweight. The 0.9 oz. of active agent will burn approximately 20-40 seconds. At 4.75 in. by 1.4 inches in size, it easily fits in most tactical pouches. This is a launchable grenade; however, it is normally used as a signaling or covering device. Though this device is slightly over four inches in length, it produces a smoke cloud so

# Colma Police Department

## Colma PD Policy Manual

### *Military Equipment*

fast it appears to be an enveloping screen produced by a full-size tactical grenade.

**Defense Technologies Maximum Smoke HC Grenade:** The Maximum Smoke Grenade is designed specifically for outdoor use in crowd control situations with a high-volume continuous burn that expels its payload in approximately 30-40 seconds through four gas ports located on the top of the canister. This grenade can be used to conceal tactical movement or to route a crowd. The volume of smoke and agent is vast and obtrusive. This launchable colored smoke grenade is 6.0 in. by 2.35 in. and holds approximately 2.9 oz. of active agent.

**Defense Technologies Triple-Chaser CS Gas Canister:** The Triple-Chaser® CS consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart allowing increased area coverage in a short period of time. This grenade can be hand thrown or launched from a fired delivery system. The grenade is 6.5 in. by 2.7 in. and holds an approximately 3.2 oz. of active agent payload. It has an approximate burn time of 20-30 seconds.

**Purpose/Authorized Uses:** Chemical agents are intended for use as a less-lethal force response option. They can be deployed by trained Department personnel for riot control purposes, during tactical operations involving barricaded suspects, or other situations where lesser means are reasonably believed to be ineffective or involve substantial more risk to Department personnel.

**Fiscal Impacts:** The ongoing cost of chemical agents will vary. The cost of the Department's present inventory of chemical agents was approximately \$8,360. There are no associated maintenance costs.

**Legal/Procedural Rules Governing Use:** All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force.

**Training Required:** Officers must be assigned to the Department SWAT Team or Crowd Control Unit, having completed the required training course(s) associated with that position. SWAT Team officers or Crowd Control Unit officers will complete Department chemical agents training from a certified Department Chemical Agents Instructor as well as attend regular training and qualifications as required by law and policy.

**Other Notes:** The Daly City Police Department presently employs four trained and qualified Chemical Agent Instructors who are authorized to train SWAT Team members and Crowd Control Unit personnel on the use of chemical agents.

**Equipment Type:** "Flashbang Grenades" - CA Gov't Code §7070(c)(12)

**Quantity Owned/Sought:** 47 owned

**Lifespan:** Varies on weather and storage conditions

# Colma Police Department

## Colma PD Policy Manual

### *Military Equipment*

**Equipment Capabilities:** The flashbang, sometimes referred to as “stun grenade,” is a diversionary device that delivers a bright flash and loud explosive-type noise when deployed. This is a non-lethal handheld grenade that does not fragment or produce any shrapnel.

**Manufacturer Product Description:** Defense Technologies Low Roll 4-gram Distraction Device: The reloadable distraction device unit incorporates a model 7007 type fuse with hex design gun steel body. This is a compact version of the 8933 Low Roll® body Distraction Device and is the newest version of the first reusable non-bursting canister that limits movement and rolling once deployed. The compact Distraction Device fits safely in your hand and packs all the power of the full-size Distraction Device. The 4-Gram Distraction Device® Reload produces a reduced light, and sound output ideal for when the full effects of the 12-gram charge are not desirable.

**Purpose/Authorized Uses:** Diversionary devices are intended for use as a distraction option used during high-risk entries into a dwelling or similar structure by SWAT operators. They can be deployed by trained Department SWAT operators when authorized by the SWAT Commander or in the event of exigent circumstances.

**Fiscal Impacts:** The ongoing cost of diversionary devices will vary. The cost of the Department’s present inventory of diversionary devices was approximately \$2,820.

**Legal/Procedural Rules Governing Use:** All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force.

**Training Required:** Officers must be assigned to the Department SWAT Team, having completed a CA POST Basic SWAT Course. SWAT Team officers participate in regular Department SWAT training incorporating the use of the diversionary devices into trainings.

**Other Notes:** None.



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: May 24, 2023  
 SUBJECT: FY 2023-24 Budget Study Session 3

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## RECOMMENDATION

This item is a study session for informational purposes only. No City Council action is required; however, staff seeks City Council direction in preparing the FY 2023-24 Operating and Capital Budget for adoption on June 14, 2023.

## EXECUTIVE SUMMARY

At tonight's City Council Meeting, the Council will receive a report that reviews the Town's overall revenues and expenditure budgets, General Fund revenues and expenditures, preliminary estimates of Town-wide reserves, and major expenditure programs.

The City Council will be asked for their comments and review of the FY 2023-24 Budget. Changes directed by the City Council at this meeting will be incorporated in the final proposed budget document to be adopted after the public hearing at the June 14, 2023 Regular City Council meeting.

## FISCAL IMPACT

City Council review and direction on the FY 2023-24 Budget and Financial Plan will not impact the current FY 2022-23 Budget.

## BACKGROUND

The Budget is an annual planning tool that communicates priorities and sets the Town's operating and spending policy for the year. The City Manager is responsible for presenting a budget to the City Council according to Colma Administrative Code Section 4.01 Division 2. The financial objective of the budget is to ensure that there are sufficient funds to meet ongoing spending. Special projects and capital programs, where spending is generally one-time in nature, typically can utilize reserves. Operating expenditures should stay within the annual revenue constraint to avoid depleting the Town's reserve and creating an unaddressed structural deficit.

On April 26, 2023, the Town held the first budget study session for the development of the FY 2023-24 operating and capital budget. The preliminary budget for all funds included \$21.42 million for revenues and \$21.36 million for operations. For the General Fund, the preliminary revenue budget is \$19.37 million, the operating budget is \$19.57 million and net transfers total \$0.55 million. The General Fund expenditure budget included the \$616,000 accrued leave payout for employees eligible for retirement in FY 2023-24.

Table 1: Summary of Activities		Special		Vehicle		Enterprise	
Town-wide Financial	General Funds	Revenues & Debt Funds	Capital Funds	Replacement Fund	Funds	Total	
FY 2023-24							
<b>Operating Activities</b>							
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	
<b>Operating Surplus / (Deficit)</b>	<b>(202,797)</b>	<b>(237,730)</b>	<b>174,725</b>	<b>250,000</b>	<b>70,016</b>	<b>54,214</b>	
<b>Net Transfers In/(Out)</b>							
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	
<b>Net Transfers In/(Out)</b>	<b>(548,584)</b>	<b>379,914</b>	<b>0</b>	<b>0</b>	<b>168,670</b>	<b>0</b>	
<b>Fund Surplus / (Deficit)</b>							
<b>"Change in Fund Balance"</b>	<b>(751,381)</b>	<b>142,184</b>	<b>174,725</b>	<b>250,000</b>	<b>238,686</b>	<b>54,214</b>	

The total General Fund operating deficit plus net operating transfers is \$751,000. The Town's General Fund is obligated to fund debt payments and sewer operations.

At the May 10, 2023 City Council meeting, staff presented the FY 2023-24 capital program. Table 2 below shows the presented capital program by categories, and Table 3 below shows the funding summary.

Table 2: FY 2023-24 Capital Program	Total	2022/23	2023/24	2024/25 to	Future/
By categories	Project Cost	and Prior	Budget	2028/29	Unfunded
				Projected	
Streets, Sidewalks, and Bikeway (14)	66,266,655	12,218,130	375,000	1,864,000	51,809,525
Sewer and Storm Drain (3)	285,000	70,000	145,000	70,000	0
City Facilities & Long-Range Plans (14)	3,675,000	920,000	555,000	1,600,000	600,000
Major Equipment, Technology & Fleet (5)	2,605,000	950,000	290,000	1,365,000	0
<b>Total Project Spending - by Categories</b>	<b>72,831,655</b>	<b>14,158,130</b>	<b>1,365,000</b>	<b>4,899,000</b>	<b>52,409,525</b>



	<b>Total Project Cost</b>	<b>2022/23 and Prior</b>	<b>2023/24 Budget</b>	<b>2024/25 to 2028/29 Projected</b>	<b>Future/ Unfunded</b>
Capital Reserve (31)	1,060,975	1,060,975	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)	6,357,655	3,295,655	769,000	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
TDA Art 3 Grant (32-35003)	90,000	90,000	0	0	0
Unknown Revenue Source	54,023,525	0	0	1,614,000	52,409,525
<b>Total Funding</b>	<b>72,831,655</b>	<b>14,158,130</b>	<b>1,365,000</b>	<b>4,899,000</b>	<b>52,409,525</b>

The proposed FY 2023-24 Operating and Capital Budget (Attachment A) incorporates City Council's feedback from the prior two study sessions and the changes discussed in the Analysis.

## ANALYSIS

The FY 2023-24 Budget includes a projection of \$23.29 million in total revenues for all funds and a budget request of \$23.67 million in total expenditures, which consists of \$22.01 million in Operating Expenditures, \$296,000 in annual Debt Service (Town Hall Certificate of Participation) and \$1.37 million in Capital Improvement Projects (combine of Capital Program Funds and Internal Service Funds).

<b>Town-wide Financial FY 2023-24</b>	<b>General Funds</b>	<b>Special Revenues &amp; Debt Funds</b>	<b>Capital Funds</b>	<b>Vehicle Replacement Fund</b>	<b>Enterprise Funds</b>	<b>Trust Funds</b>	<b>Total</b>
<b>Operating Activities</b>							
Revenues	\$ 19,367,714	\$ 353,184	\$ 255,000	\$ 250,000	\$ 1,270,570	\$ 1,791,847	\$ 23,288,315
Expenditures	19,564,699	655,914	1,145,000	220,000	1,200,554	883,014	23,669,181
<b>Operating Surplus / (Deficit)</b>	<b>(196,986)</b>	<b>(302,730)</b>	<b>(890,000)</b>	<b>30,000</b>	<b>70,016</b>	<b>908,834</b>	<b>(380,866)</b>
<b>Net Transfers In/(Out)</b>							
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
<b>Net Transfers In/(Out)</b>	<b>(1,317,584)</b>	<b>258,914</b>	<b>890,000</b>	<b>0</b>	<b>168,670</b>	<b>0</b>	<b>0</b>
<b>Fund Surplus / (Deficit) "Change in Fund Balance"</b>	<b>(1,514,570)</b>	<b>(43,816)</b>	<b>-</b>	<b>30,000</b>	<b>238,686</b>	<b>908,834</b>	<b>(380,866)</b>

Table 4 above includes the following changes:

- General Fund Expenditures were reduced by \$5,811 due to cleaning up budgetary numbers. The number presented in the 4/28/2023 Council meeting included budget for Town Annex facility operation, which was merged with Town Hall facility operations beginning in 2019.
- Special Revenues & Debt Fund expenditures increased by \$65,000 due to accounting for the cost to operate the ride-share program to assist residents with mobility challenges.
- Capital Program and vehicle replacement fund expenditures in Table 4 are consistent with the May 10, 2023 CIP Budget Study Session. The Total CIP changed because duplicate projects were removed from the Streets, Sidewalk, and Bikeway categories. Two future unfunded projects were listed under the Active and Future Unfunded table, resulting in the higher budget total than needed.
- Trust Fund data was not included in the 4/28/2023 Council meeting information.

### Major Initiatives:

Below are the major initiatives discussed in the 4/28/2023 City Council meeting:

- **Election Consultant (\$100,000).** The budget is to contract with an election consultant to research and prepare the Town for the next steps in potential new revenues.
- **Accounting Manager (\$280,000).** The addition of a new accounting manager effective 7/1/2023 to oversee the accounting function. This position will strengthen the finance department and is part of the succession planning strategy.
- **City Manager (\$65,000).** The increase in City Manager compensation is a contingency budget to allow for overlaps and to offer the City Council flexibility in the contract negotiation.
- **Dispatcher (\$132,000).** The 24/7 dispatch operation will be effective July 1, 2023. The increase in budget reflects the fully-burdened cost of an additional dispatcher.
  - The increase in dispatch is offset by the reduction in overtime cost, from the FY 2022-23 Estimated Actual. Resulting in a net personnel expenditure increase of \$70,000 in the Dispatch/Communication department.
- **Pension and OPEB Contribution.** The FY 2023-24 budget includes 100% contribution based on the actuarially determined contributions to offset future rises in unfunded liabilities.
- **100<sup>th</sup> Year Celebration (\$90,000 in operation and \$100,000 in Capital).** The celebration included production of a film, commemorative memorabilia and other preparation costs which will take place in FY 2023-24. The actual celebration activities will occur in FY 2024-25.
- **Transfer to COPS/SLESF Grant Fund.** The COPS/SLESF reserve has been depleted. As a result, General Fund transfers are needed in the amount of \$52,306 in FY 2022-23 and \$81,155 in FY 2023-24. These numbers reflect the maximum transfer amounts. Actual transfers will be based on the actual deficit of the fund at the end of the year.

Aside from the FY 2023-24 capital program, the City Council also agreed with the following initiative.

- **Transfer \$1.9 million from General Fund to Capital Program.** The \$1.9 million reflects the FY 2021-22 General Fund surplus. With the new street projects approved by the City Council on 1/25/2023, the Town was awarded \$7.24 million in total grant funding with a local match requirement of \$1.43 million from General Fund transfer. Therefore, the transfer of \$1.9 million will be used to offset the \$1.43 million local match requirement (Fund 32), and the remaining \$0.47 million will be transferred to Capital Fund (31).

## Contingency Budgeting

Similar to prior years, the Town's budget includes contingency budgeting. Contingency budgets are used as part of operations to address irregular emergencies and Council directed special projects. The methods of budgeting for contingency include:

- For instances where the 5-year average spending on an expenditure line item is less than the historical budgeted number, the budget for FY 2023-24 is set to be the same as FY 2022-23 budget. These applies specifically towards supplies, on-call maintenance contracts, repairs, and training.
- For instances where the department is expecting a significant operating change but is unsure as to the full fiscal impact. In these cases, a one-time buffer is added. An example of this is the City Manager compensation increase. Part of the increase is to allow an overlap in employment and the other part is to give the City Council the opportunity to negotiate with the new candidate. These are added as a lump sum to a budget line to allow for that flexibility.

## Transfers Summary

Table 5 below summarizes the General Fund transfer history and the FY 2023-24 transfer summary by funds.

Transfers in/(out) from General Fund	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	Actual Thru Mar 23	2022-23 Estimate	2023-24 Proposed
Transfers In	-	29,499	15,900,000	65,000	113,027	3,000,000	-	-	-
Transfers (Out)	(5,848,997)	(1,183,819)	(19,232,053)	(459,084)	(624,554)	(4,067,781)	(83,496)	(611,521)	(1,317,584)
Net Transfers Out of GF	<b>(5,848,997)</b>	<b>(1,154,320)</b>	<b>(3,332,053)</b>	<b>(394,084)</b>	<b>(511,527)</b>	<b>(1,067,781)</b>	<b>(83,496)</b>	<b>(611,521)</b>	<b>(1,317,584)</b>
<b>FY 2023-24 Budget Transfers Summary</b>	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Services</b>	<b>General Capital</b>	<b>Street Capital</b>	<b>Sewer Operations</b>	<b>Total</b>		
General Fund (11, 12, 19)	(1,317,584)	81,155	298,759	515,000	254,000	168,670	-		
Gas Tax & RMRA (21)		(31,000)			31,000		-		
Measure A (22)		(60,000)			60,000		-		
Measure W (26)		(30,000)			30,000		-		
Total Transfer by Fund Categories	<b>(1,317,584)</b>	<b>(39,845)</b>	<b>298,759</b>	<b>515,000</b>	<b>375,000</b>	<b>168,670</b>	<b>-</b>		

## Town-Wide Reserves

Table 6 below shows the Town's projected reserve balances on June 30, 2023 based on the conservative projections above.

Table 6							
Reserves Summary							
@ June 30,	2018	2019	2020	2021	2022	Projected	
						2023	2024
General Funds	24,456,213	25,182,278	23,833,432	27,285,998	27,479,724	28,018,447	26,503,877
Special Revenues Funds	370,584	717,755	880,801	588,827	678,418	890,880	847,002
Debt Services Fund	2,541	2,620	1,296	(807)	39	1,291	1,352
Capital Funds	8,015,221	3,000,857	3,617,099	2,426,273	3,141,194	1,487,182	1,487,182
Internal Service Funds	651,891	634,930	754,688	740,887	816,185	846,185	876,185
115 Trust Funds	2,813,567	5,164,562	6,540,968	7,643,752	9,465,107	10,373,941	11,282,774
Enterprise Funds	-	102,215	143,283	237,527	305,213	1,398,009	1,636,695
<b>Total Reserves (All Fund)</b>	<b>36,310,017</b>	<b>34,805,217</b>	<b>35,771,567</b>	<b>38,922,457</b>	<b>41,885,880</b>	<b>43,015,934</b>	<b>42,635,067</b>
General Fund Reserves							
@ June 30,	2018	2019	2020	2021	2022	Projected	
						2023	2024
Committed Reserves (12)							
Accrued Leave Payout	42,000	650,000	715,000	605,670	1,064,097	1,159,620	652,833
Budget Stabilization	14,900,000	12,000,000	12,000,000	12,000,000	15,000,000	15,000,000	15,000,000
Debt Reduction	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Assigned Reserves (11)							
Litigation	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Insurance	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Disaster	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Unassigned (11, 19)	7,964,213	10,982,278	9,568,432	13,130,328	9,865,627	10,308,827	9,301,044
<b>Total Reserves (All Fund)</b>	<b>24,456,213</b>	<b>25,182,278</b>	<b>23,833,432</b>	<b>27,285,998</b>	<b>27,479,724</b>	<b>28,018,447</b>	<b>26,503,877</b>

## General Fund Projection

Page 191 of Attachment A starts the discussion on General Fund projections. This section is a duplicate of the General Fund projection section of the document



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Revenues	\$ 18,745,552	\$ 18,394,614	\$ 15,638,109	\$ 17,845,355	\$ 19,573,344	\$ 18,586,665	\$ 13,817,291	\$ 19,082,078	\$ 19,367,713
▶ Transfers In	29,499	15,900,000	65,000	113,027	3,458,427	0	0	0	0
▶ Expenses	14,682,852	14,336,497	15,275,872	13,918,293	14,452,387	18,543,259	14,809,428	17,931,834	19,564,697
▶ Transfers Out	1,183,819	19,232,053	1,776,084	624,554	8,565,831	1,951,415	295,609	611,521	1,317,584
Revenues Less Expenses	\$ 2,908,380	\$ 726,063	\$ -1,348,847	\$ 3,415,535	\$ 13,553	\$ -1,908,009	\$ -1,287,746	\$ 538,723	\$ -1,514,568

Expand All	2022-23 Actual	2022-23 Est Actual	2023-24 Budget	2024-25 Projection	2025-26 Projection	2026-27 Projection	2027-28 Projection	2028-29 Projection
▶ Revenues	\$ 13,817,291	\$ 19,082,078	\$ 19,367,713	\$ 19,555,210	\$ 19,755,641	\$ 19,944,714	\$ 20,160,563	\$ 20,372,250
▶ Transfers In	0	0	0	0	0	0	0	0
▶ Expenses	14,809,428	17,931,834	19,564,697	20,356,028	21,012,711	22,125,840	23,011,903	24,354,852
▶ Transfers Out	295,609	611,521	1,317,584	502,905	446,528	460,724	470,111	483,627
Revenues Less Expenses	\$ -1,287,746	\$ 538,723	\$ -1,514,568	\$ -1,303,722	\$ -1,703,598	\$ -2,641,850	\$ -3,321,450	\$ -4,466,229

## **Budget Document**

Similar to the prior year, the FY 2023-24 Operating and Capital Budget is developed and reported entirely using OpenGov Budget, Reports, and Stories platforms. Links within the OpenGov platforms are interactive in nature, including the navigation buttons on top as well as underlined texts. Charts within the OpenGov platform allow users to scroll down to see the table of data. Tables, on the other hand, are Microsoft Excel images. The link to the digital version will be available at the budget adoption City Council meeting.

The printed version is a duplicate of the online document, and for ease of use, all charts have a corresponding table below. This also applies to the Google Slide presentations that are embedded in the online document, where each slide is presented as a separate image within the printed version.

After the adoption of the budget, staff will complete the videos on the City Manager's Message, How to Navigate the Digital Budget, and Budget-at-a-Glance. A transcript of the videos will also be available in the printed version.

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

Providing for early public discussion of the Town's Financial Plan allows an opportunity for staff to evaluate and incorporate any comments from the City Council and new items that may not be included in the 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 the budget, the City Council may provide direction to staff on budgetary items to add or be removed.

## **CONCLUSION**

Staff is requesting feedback on the proposed FY 2023-24 budget. Changes will be incorporated in the final budget document to be considered and adopted after the public hearing on June 14, 2023. A more detailed budget document will be provided in advance of these meetings.

## **ATTACHMENT**

- A. FY 2023-24 Operating and Capital Budget.



Town of Colma, California

[www.colma.ca.gov](http://www.colma.ca.gov)

# Proposed Budget

FY 2023-24 Budget

[Town Website](#)

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# Preface

## Budget Cover

The picture (right) is linked to the full PDF document. (link coming soon)

## About this Document

The Fiscal Year 2023-24 Budget is the Town of Colma's operating and capital plan for the year.

## About the Cover

Photos in order from the top going clockwise:

- C.A.P.E. at National Night Out
- Holiday Senior Luncheon
- Town of Colma logo
- Cinema at the Cemetery
- Police Department Swearing-In
- Stuff the Cruiser
- Colma Town Hall (center)

## Elected Officials and Appointed Officials

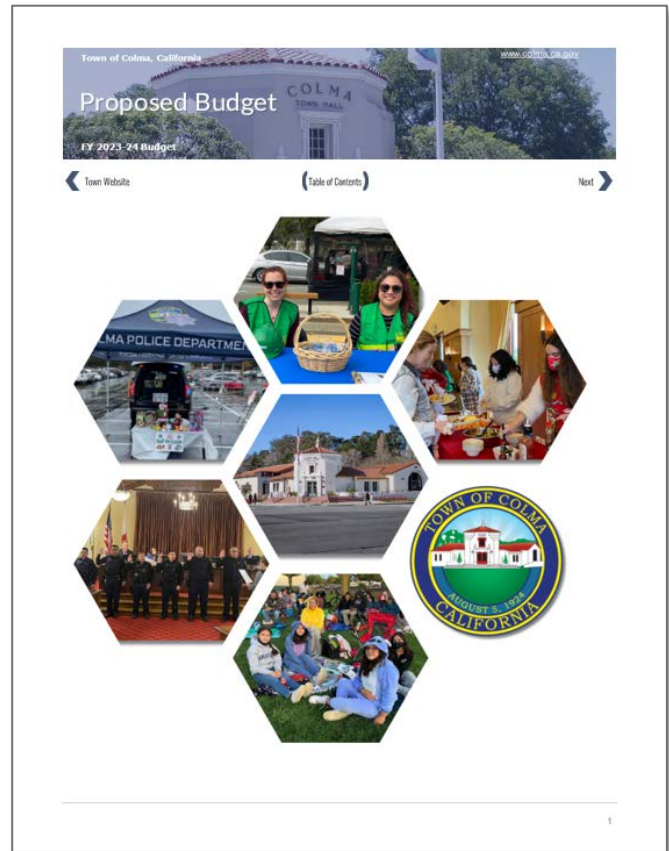
### Elected Officials:

- Joanne F. del Rosario (Mayor)
- John Irish Goodwin (Vice Mayor)
- Ken Gonzalez (Council Member)
- Carrie Slaughter (Council Member)
- Helen Fisicaro (Council Member)

### Appointed City Officials:

- City Manager – Brian Dossey
- Chief of Police – John Munsey
- Administrative Services Director – Pak Lin
- Recreation Manager – Angelika Abellana

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





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## Budget Award

The text "Coming Soon" is written in a yellow, cursive font and is centered within a white rectangular box with a thin black border.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Colma, California, for its annual budget for the fiscal period beginning July 1, 2021. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA for award consideration.



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## **Navigating Through the FY 2023-24 Budget**

The Town of Colma’s FY 2023-24 Budget is available in two forms – the online interactive version and the printed version. The online interactive version can be found at:

(link coming soon)

While the information in both versions are the same, the presentation is altered to allow maximum usability. For example, some of the charts in the online version allows users to scroll down to reveal the tabulated data. Readers of the printed version will not have such functionality and therefore an image of the tabulated data is presented below in every chart. This also applies to video transcripts and slideshow presentations.

Additionally, the following descriptions on how to navigate through the budget pertains only to the printed version. The online version will have a YouTube video link with instructions that are relevant to the online user.

## **Navigating Through the Printed or PDF Document**

The document is organized into sections with introductions and overviews in the beginning of the document, departmental and the capital project budget information in the middle, and financial and other information at the end. Due to the size of the document, bookmarks are created in the PDF online version, and the navigation buttons below the banner, and above, are also linked to the corresponding section.

## City Manager's Message (to be updated)

**TO:** Mayor and Members of the City Council  
**FROM:** Brian Dossey, City Manager  
**MEETING DATE:** June 10, 2023  
**SUBJECT:** FY 2023-24 Proposed Budget

[Below is the full video transcript of the City Manager's Message.](#)

---

*Coming Soon*

Available after June 10, 2023

## Budget-At-A-Glance

The full video transcript is converted to a printable handout. The printable handouts are located on the last two pages of this document.



<<Video to come>>

# Expenditures by Funds

Updated On 8 May, 2023

← Back History ▾ Reset

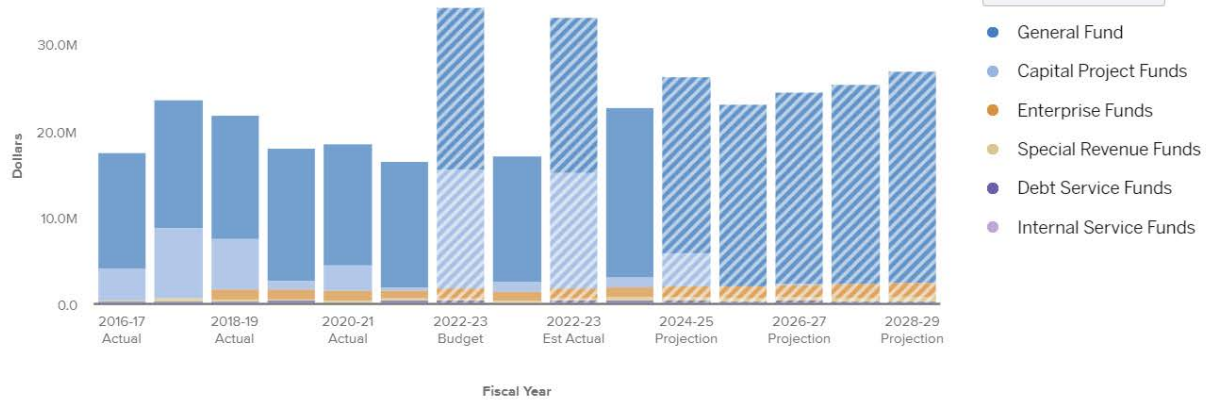
Broken down by

Funds\* Expenses



Sort Large to Small ▾

Visualization



## Colma Profile

## Colma History



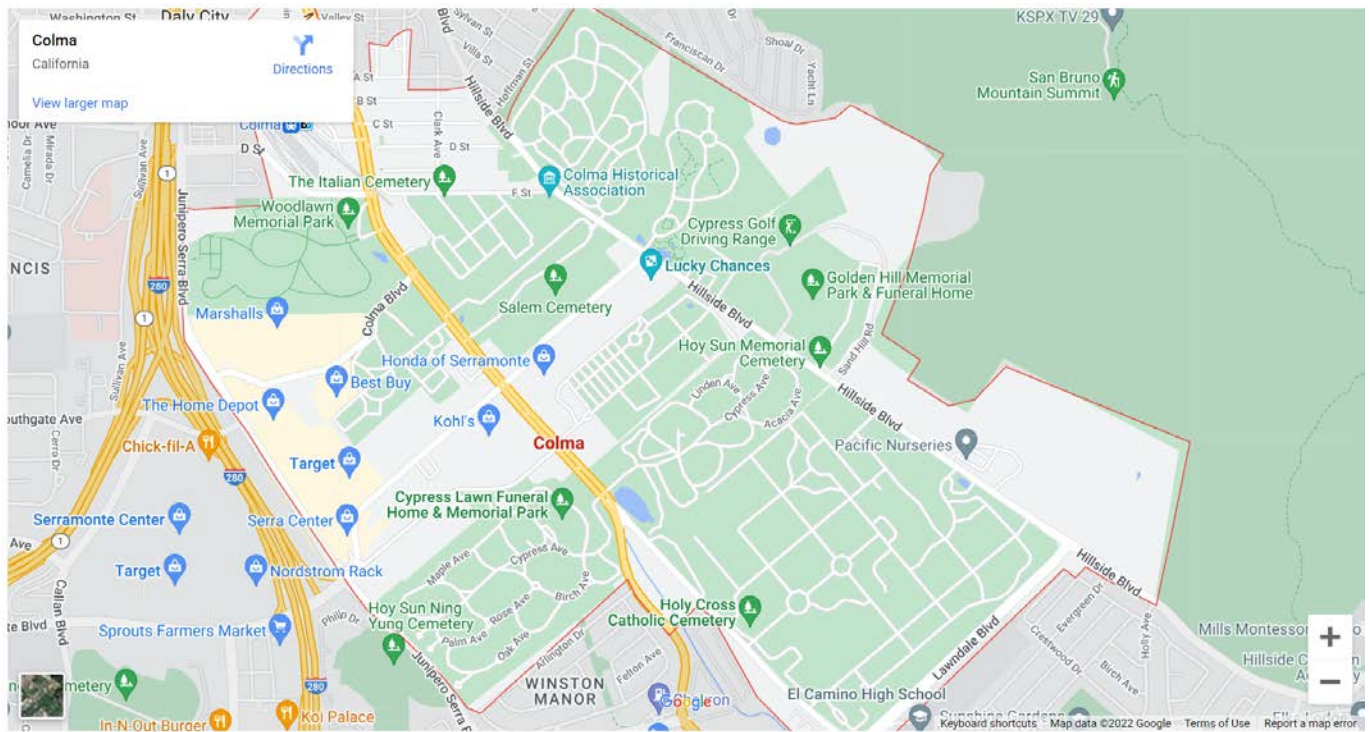
More information about Colma's history is available at the Colma Historical Association website at <https://www.colmahistory.com/history.html>

The link to the YouTube video is <https://youtu.be/Lu1qSTikCQ4>

# Map of Colma

Courtesy of Google Map

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



# Colma Census Data

## Population Growth

*Coming Soon*

Available after June 10, 2023

## Race and Ethnicity

*Coming Soon*

Available after June 10, 2023

## Age Ranges

*Coming Soon*

Available after June 10, 2023

## Household Income

*Coming Soon*

Available after June 10, 2023



# Colma Revenues Profile

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

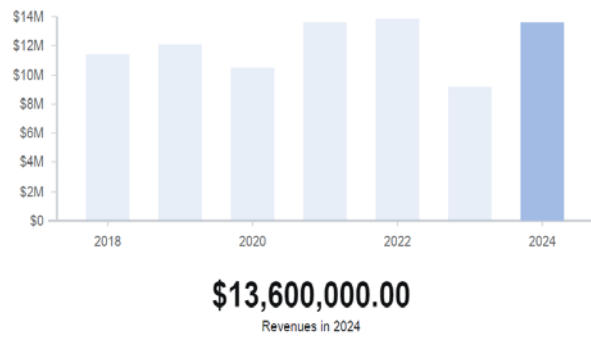
## Sales Tax Revenues

### Where does my sales tax dollar go?



### Sales Tax Trend

Sales Tax History from FY 2017-18 Through FY 2023-24

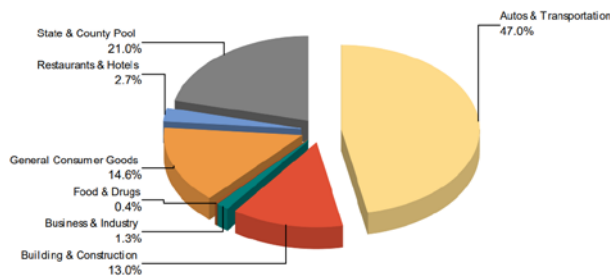


The tax rate for San Mateo County is 9.375%. The chart above shows that for every dollar of the sales tax you pay, 11 cents go to the Town of Colma.

The sales tax chart (above) shows actual receipts. For FY 2022-23, the Town received \$9.18 million in sales tax through April 2023. The estimated actual projected for FY 2022-23 is \$13.40 million.

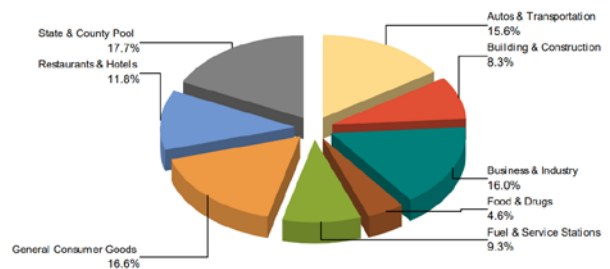
## 2022 Sales Tax Comparison

Town of Colma  
Town of Colma



HdL Client Database Statewide Totals

HdL Client Database Statewide Totals



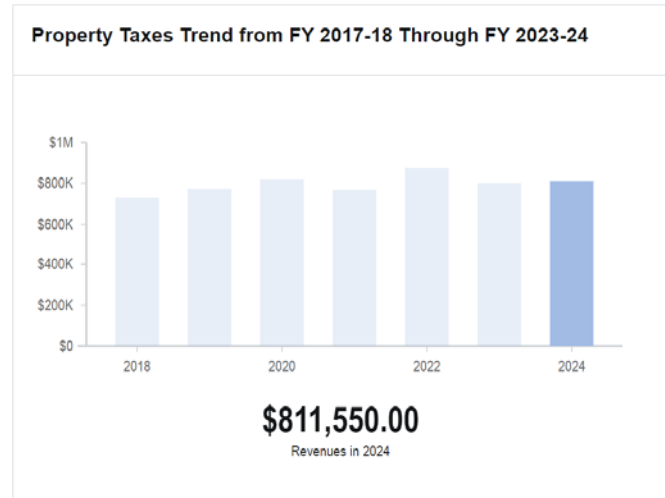
## Property Tax Revenues

### Where does my property tax dollar go?



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

### Property Tax Trend



## Major Employers in Colma

The data below are arranged in alphabetical order.

- Ashley Home Store (General Consumer Goods)
- Best Buy (General Consumer Goods)
- Black Bear Diner (Restaurants and Hotels)
- Cadillac (Auto and Transportations)
- Car Max (Auto and Transportations)
- Cypress Lawn (Cemeteries)
- Home Depot (General Consumer Goods)
- Home Depot Pro (General Consumer Goods)
- Honda of Serramonte (Auto and Transportations)
- Kohl's (General Consumer Goods)
- Lexus of Serramonte (Auto and Transportations)
- Lucky Chances (Entertainment)
- Serramonte Ford (Auto and Transportations)
- Stewart Chevrolet Chrysler Dodge Jeep Ram (Auto and Transportations)
- Target (General Consumer Goods)
- Tesla (Auto and Transportations)

## Major Industry Group

- Auto and Transportations (51)
- General Consumer Goods (77)
- Building and Construction (6)
- Restaurants and Hotels (28)
- Business and Industry (10)
- Food and Drugs (4)
- Cemeteries (16)
- Leisure/Entertainment (3)

# Budget Overview

FY 2023–24 Budget

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The FY 2023-24 Budget includes a projection of \$23.29 million in total revenues for all funds and a budget request of \$23.67 million in total expenditures, which consists of \$21.98 million in Operating Expenditures, \$299,000 in annual Debt Service (Town Hall Certificate of Participation) and \$1.39 million in Capital Improvement Projects (combine of Capital Program Funds and Internal Service Funds).

## Budget Development

The Budget Development Process begins in February with the mid-year financial update and budget review. Market and economic indicators, by mid-year, provide the foundation for the following fiscal year's budget. For FY 2023-24, the mid-year financial update was presented at the February 22, 2023, Regular City Council meeting. Each department received the budget instructions for the FY 2023-24 budget development with the following assumptions.

- **Base Operation:** The base operating budget assumes that the Town will be in full operation on July 1, 2023. The budget should be consistent with historical data (4-year average) and economic trends (CPI). Personnel costs incorporate Council-approved COLAs and average benefit increases (5%).
- **Program Assumptions:** Programs above the base operation must align with the 2023-2025 Strategic Plan. The plan and the status update are available at <https://www.colma.ca.gov/strategic-plan/>
- **Colma Strategic Plan:** The Colma Strategic Plan summarizes the Town's near-term priorities. Every 2.5 years, the City Manager presents the organization's goal for the next three years based on community and department input. The document is reviewed and discussed in a public meeting in February. Input from the City Council and the public is incorporated in the document and adopted in a subsequent City Council meeting. The goals set in the Strategic Plan is then used to develop the Town's operating and capital budget. In between strategic plan development, the Town reviews and updates the plan in February and adjusts as needed.
- **Economic Assumptions:** The budget accounts for the operating impact from local, regional, national, and global influences. More information is available in the "Economic Assumption" section of this document.

- Other Guiding Documents: The Town of Colma has other guiding documents that impact the annual budget development, including the Colma Budget Procedures & Reserve Policies, Unfunded Liabilities Strategies, Sewer Fee Study, and Economic Development plans.

The following chart shows the budget development timeline for FY 2023-24.



The departments reviewed and presented their preliminary operating and capital budget to the City Manager for review by April. The preliminary operating budget was presented to the public at the April 26, 2023, Regular City Council meeting for review and discussion. The preliminary capital program was presented to the public during the May 10, 2023, Regular City Council meeting for review and discussions. Feedback from both budget study sessions are incorporated into the Proposed Budget, which was presented at the May 24, 2023, Regular City Council meeting. The final budget for adoption would include any feedback from the May 24th City Council meeting and a summary of changes. For FY 2023-24, there were no numerical or policy changes to the document made.

## **Basis of Budgeting**

The budget numbers developed are based on a modified-accrued basis; where revenues are recorded when the amount is known and available, and the expenditures are recorded when the related liability is incurred. Although the Sewer Enterprise, City Facilities Enterprise, and the Fleet Replacement funds use the full accrual basis of accounting in the audited financial statements, for the purposes of the budget development, the modified accrued basis is used for all funds.

## **Economic Assumptions for FY 2023-24**

As a financial planning document, the Town of Colma considers global and local economic conditions in the development of the FY 2023-24 budget.

While California is no longer in the COVID-19 State of Emergency, the US economy continued to feel the lingering impact from the prolonged shutdown and the resulting supply shortage. It drove the standard of living up and the nation faced unprecedented inflation in FY 2022-23. The high inflation rate shifted consumer behavior away from non-essential purchases and services, and the Federal Reserve's reaction to slow down the economy also increased the cost of doing business. The FY 2023-24 non-personnel expenditures account for the higher inflationary costs.

The job market continues to be strong and companies across the board are having difficulty filling vacant positions with qualified candidates. As a result, the Town's FY 2023-24 expenditure budget consists of contingency budgeting in the salaries, wages, and benefits in anticipation of upcoming retirements.

The Colma 2023-2025 Strategic Plan was approved by the City Council on March 22, 2023. The plan included finding new revenue sources, enhancing public infrastructure, and partnering with local businesses to build a stronger local economy.

The Town also looked at our pension and OPEB unfunded liabilities and re-evaluated our funding strategies. According to the last review of the health of the Town's unfunded liabilities, the Town is on track to be fully funded in both pension and OPEB by 2035-36.

## **Budget Analysis**

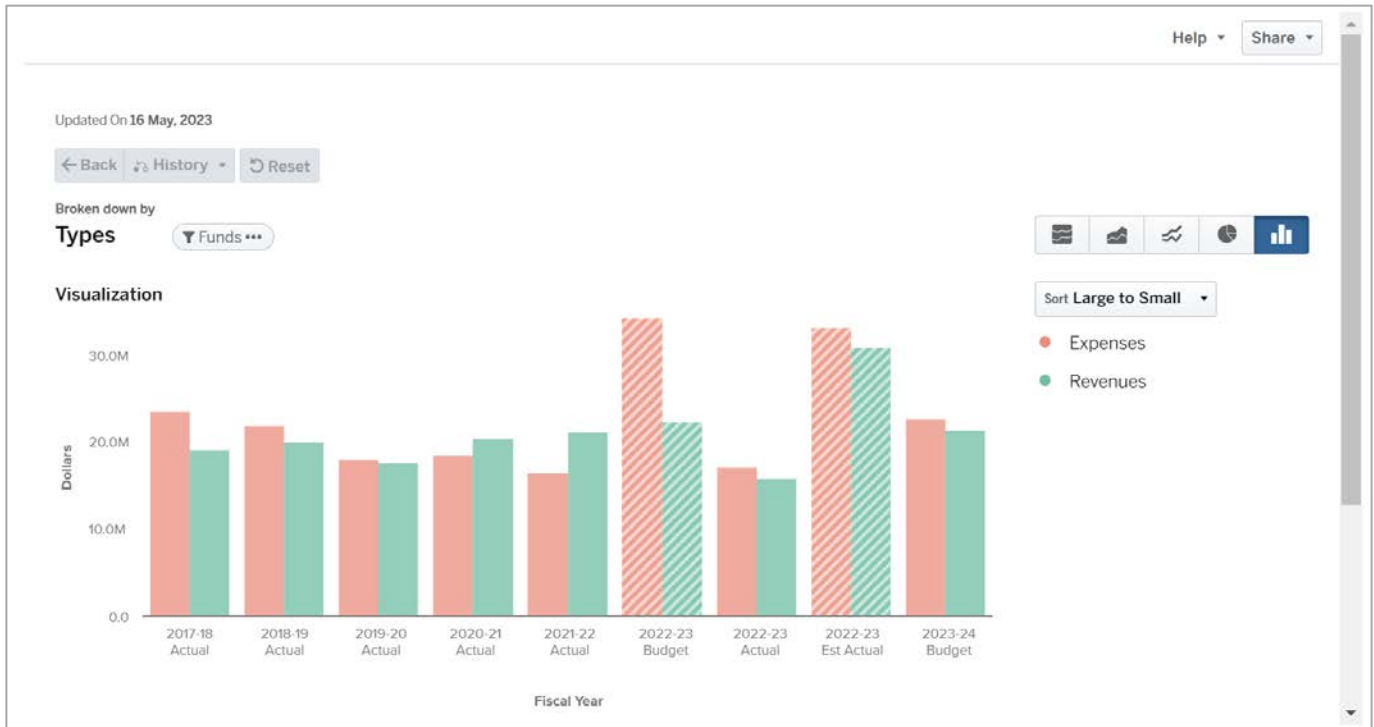
The budget assumes full operations and adds in contingency. A budget-to-budget analysis provides operational changes without needing to address vacancies and operational interruptions during the year. An estimated actual-to-budget comparison provides good economic indicators on how the current year's operation will perform and how that will impact the following budget year. For this reason, estimated actual to budget comparison is great for revenue analysis and budget to budget comparison is more informative when assessing operations.

# Town-Wide Financial Summary for Fiscal Year

The FY 2023-24 Budget projects the Town will receive \$23.29 million in revenues for all funds and will need \$23.67 million for operation, debt, and capital improvements.

## Revenues and Expenditures (All Funds)

The bar chart shows the Town's revenues and expenditures from FY 2017-18 to FY 2023-24. There are five instances where the orange bar is taller than the green bar. These are the years the Town drew down on reserves. FY 2017-18 is when the Town began the construction phase of the Town Hall Renovation, an \$18.08 million project. The Town issued debt to finance \$5.30 million of the total project cost. The project was completed in FY 2018-19. FY 2019-20 is when the COVID-19 pandemic started, where the Town experienced an immediate reduction in tax revenues due to the Shelter-in-Place Order and curfews. In FY 2020-21, the Town added \$2.00 million to the reserves, largely due to additional sales tax as a result of the passage of AB147, as it's related to the collection of sales tax in online sales. In response to the COVID-19 pandemic, the Town deferred most capital projects to retain reserves. As a result, the Town is projecting expenditures to exceed revenues in FY 2022-23 and FY 2023-24 to fund the capital program.



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
► Revenues	\$ 19,239,895	\$ 20,146,805	\$ 17,716,521	\$ 20,504,152	\$ 21,304,306	\$ 22,336,977	\$ 15,940,220	\$ 30,929,944	\$ 21,496,468
► Expenses	23,643,665	21,952,599	18,126,578	18,558,076	16,543,477	34,275,328	17,252,758	33,221,057	22,786,163
Revenues Less Expenses	\$ -4,403,770	\$ -1,805,794	\$ -410,057	\$ 1,946,076	\$ 4,760,829	\$ -11,938,351	\$ -1,312,538	\$ -2,291,113	\$ -1,289,695



# Revenues & Expenditures Summary

## Revenues by Categories for All Funds

**Sales tax, cardroom tax, and other revenues** are the three largest categories in the table below, and in total represent 83% of total revenues for all funds, or \$18.61 million. **Sales tax** and **cardroom tax** revenues will be discussed further in the General Fund section, below. The \$1.44 million in **other revenues** reflect the Town's contribution to pension and OPEB 115 Trusts to combat future rise in unfunded liabilities.

Revenues Summary All Funds	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	Actual Thru Mar 23	2022-23 Estimate	2023-24 Proposed
<b>Revenues by Categories</b>									
Sales tax	11,397,118	12,066,527	10,520,000	13,620,617	13,864,749	13,081,000	8,283,390	13,400,000	13,600,000
Cardroom tax	4,339,128	4,508,727	3,311,926	2,194,681	4,340,144	4,200,000	2,671,091	4,071,091	4,200,000
Property and other taxes	728,905	771,940	821,613	763,809	872,884	788,190	548,834	844,464	811,550
Licenses and permits	278,046	123,626	275,241	348,148	215,865	308,106	186,360	252,909	231,114
Fines and forfeitures	73,908	103,519	105,387	108,484	101,573	94,000	78,597	78,397	99,472
Use of money and property	723,307	873,775	1,139,842	1,425,440	(850,167)	753,807	396,501	719,365	725,087
Revenues from other agencies	-	-	495,743	1,878,463	400,330	2,443,396	405,639	9,680,646	632,409
Charges for current services	871,257	959,686	947,579	1,049,849	835,504	1,008,991	548,148	972,844	1,186,572
Allocations	-	80,510	250,000	-	250,000	347,200	-	345,523	359,087
Other revenues	395,947	126,693	1,947,995	1,039,961	91,078	2,936,414	1,631,656	2,356,554	1,443,024
<b>Total Revenues</b>	<b>19,239,895</b>	<b>20,146,805</b>	<b>19,815,325</b>	<b>22,429,452</b>	<b>20,121,960</b>	<b>25,961,104</b>	<b>14,750,216</b>	<b>32,721,791</b>	<b>23,288,315</b>

## Expenditures by Categories for All Funds

**Salaries, wages, & benefits, professional & contractual services, and supplies and services** are the three largest expenditure categories for FY 2023-24 and represent 92% of the total expenditures budget. The \$13.90 million in **salaries, wages, & benefits** include \$7.79 million for salaries and wages for the 52.1 FTE, \$2.43 million in pension contributions, \$2.10 million payment towards OPEB liabilities, and \$1.58 million towards active employee benefits. The \$5.14 million in **professional & contractual services** accounts for \$1.08 million in sewer operation, \$1.05 million in insurance, and the remaining \$3.28 million in various contract services, such as planning, building & engineering services, legal and audit services, and routine repair and maintenance services. Supplies and services budget of \$2.37 million includes facility operations (\$923,700) and miscellaneous operating costs, such as Town-wide basic cable, auto expenses, equipment rental and maintenance, and other supplies.

Expenditure Summary All Funds	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	Actual Thru Mar 23	2022-23 Estimate	2023-24 Proposed
<b>Expenditures by Category</b>									
Salaries, Wages, & Benefits	9,230,513	9,871,961	11,166,014	10,800,083	7,972,069	12,188,504	8,538,135	12,793,859	13,897,423
Supplies & Services	1,505,144	1,760,905	1,595,957	1,436,453	1,849,868	2,087,923	871,348	2,078,478	2,374,934
Professional & Contract Services	4,261,164	4,094,481	4,302,710	4,150,466	4,384,903	5,207,129	2,561,207	5,064,687	5,459,156
Capital Outlay	8,353,376	5,906,639	1,237,132	1,500,417	1,682,921	1,219,934	227,453	13,622,477	1,392,000
ISF Allocation	-	80,510	250,000	-	250,000	250,000	-	250,000	250,000
Debt Proceeds	293,469	296,269	293,969	174,369	169,569	294,569	84,784	294,569	295,669
<b>Total Expenditure by Category</b>	<b>23,643,665</b>	<b>22,010,764</b>	<b>18,845,781</b>	<b>18,061,787</b>	<b>16,309,329</b>	<b>21,248,059</b>	<b>12,282,928</b>	<b>34,104,071</b>	<b>23,669,181</b>

## Expenditures by Department for All Funds

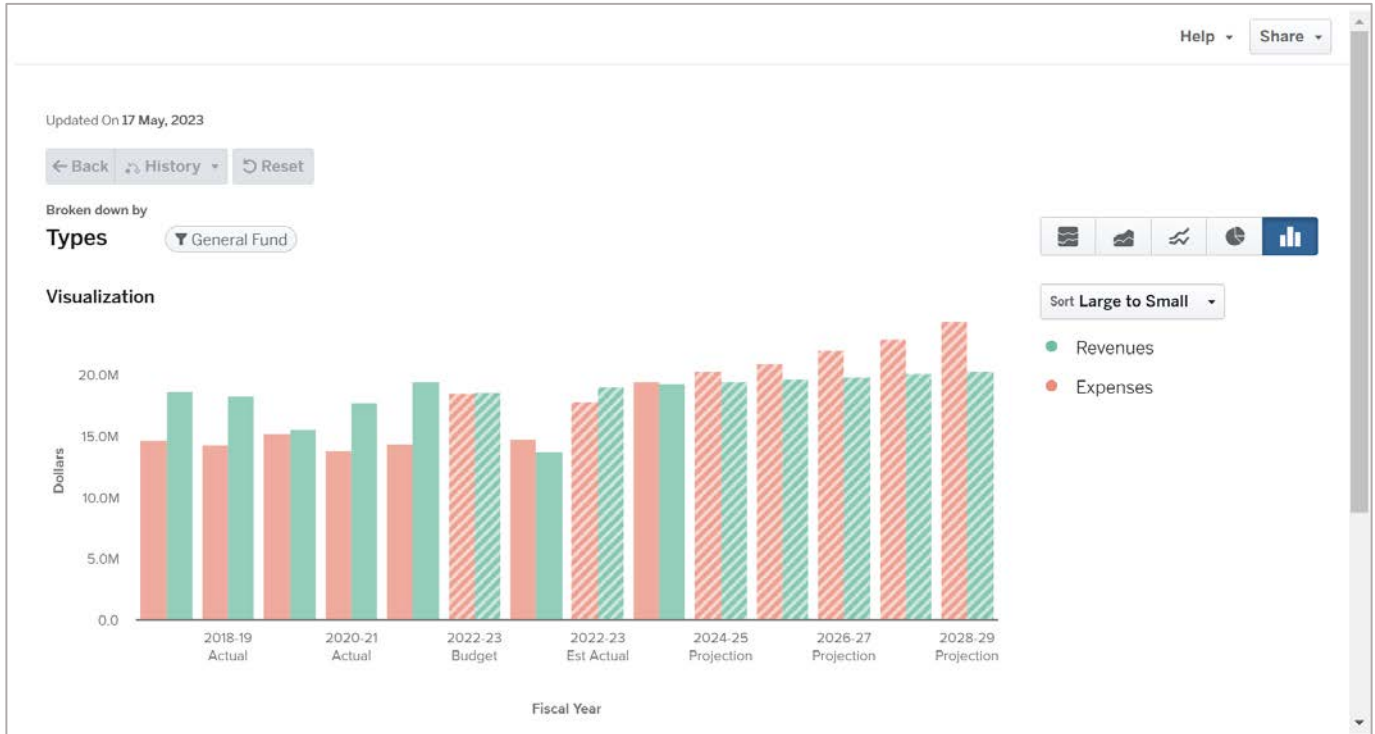
Town-wide Financial	General Funds (1x)	Special Revenues & Debt Funds (2x, 4x)	Capital Funds (3x)	Vehicle Replacement Fund (6x)	Enterprise Funds (8x)	Trus (7x)	Total
<b>Expenditures by Function</b>							
General Government	5,432,733	298,759	0	0	0	883,014	6,614,506
Public Safety	9,300,126	262,155	0	0	0	0	9,562,281
Public Works	2,954,889	30,000	0	0	1,083,943	0	4,068,832
Facility Operations	807,123	0	0	0	116,611	0	923,734
Capital Improvement Projects	0	0	1,145,000	220,000	0	0	1,365,000
Recreation	1,069,828	65,000	0	0	0	0	1,134,828
<b>Total Expenditure by Function</b>	<b>19,564,699</b>	<b>655,914</b>	<b>1,145,000</b>	<b>220,000</b>	<b>1,200,554</b>	<b>883,014</b>	<b>23,669,181</b>



# General Fund Budget

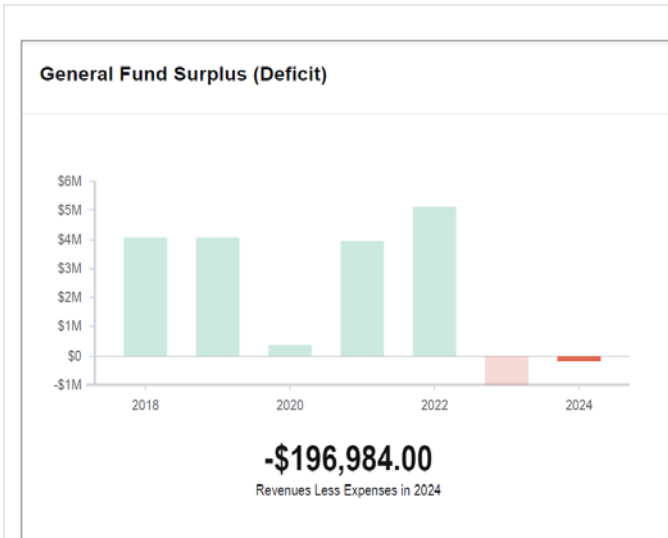
For FY 2023-24, General Fund is projected to receive \$19.37 million in revenues, spend \$19.56 million in operations, and transfer \$1.32 million to support capital, debt, and sewer programs. After transfers, the General Fund will need \$1.51 million of unassigned reserves.

## General Fund Revenues and Expenditures (No Transfers)



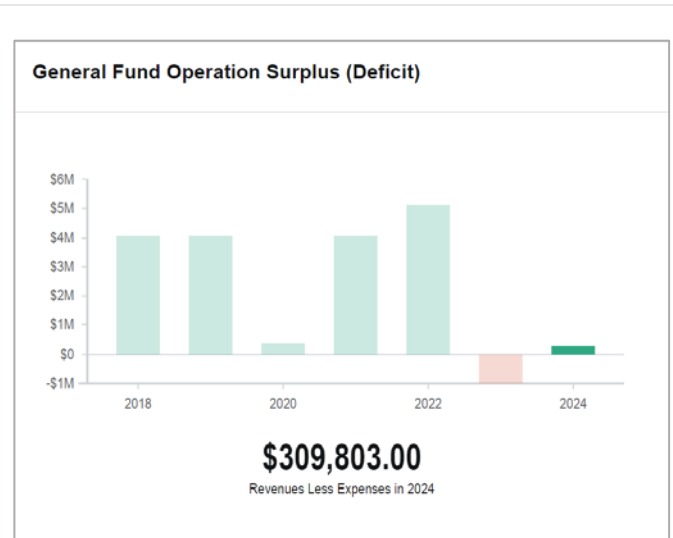
Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget	2024-25 Projection	2025-26 Projection	2026-27 Projection	2027-28 Projection	2028-29 Projection
Revenues	\$ 18,745,552	\$ 18,394,614	\$ 15,638,109	\$ 17,845,355	\$ 19,573,344	\$ 18,586,665	\$ 13,817,291	\$ 19,082,078	\$ 19,367,713	\$ 19,555,210	\$ 19,755,641	\$ 19,944,714	\$ 20,160,563	\$ 20,372,250
Expenses	14,682,852	14,336,497	15,275,872	13,918,293	14,452,387	18,543,259	14,809,428	17,931,834	19,564,697	20,356,028	21,012,711	22,125,840	23,011,903	24,354,852
Revenues Less Expenses	\$ 4,062,700	\$ 4,058,117	\$ 362,237	\$ 3,927,062	\$ 5,120,957	\$ 43,406	\$ -992,138	\$ 1,150,244	\$ -196,984	\$ -800,817	\$ -1,257,070	\$ -2,181,126	\$ -2,851,339	\$ -3,982,602

## General Fund Revenues and Expenditures



The General Fund deficit for FY 2023-24 is projected to be \$196,984. It reflects the difference between the projected General Fund revenues of \$19.37 million and the General Fund expenditures budget of \$19.56 million. Within the \$19.56 million General Fund expenditures include a projected drawdown on the Accrued Leave Payout Reserve of \$506,787.

Since 2018, the Town sets aside money for accrued leave payouts when employees retire or separate. Typically, the budget for accrued leave payout is presented as part of mid-year financial update and budget amendment. However, due to the large number of employees reaching eligible retirement age, the FY 2023-24 included a contingency budget of \$615,874 to cover potential retirements in the first 7 months of the fiscal year.



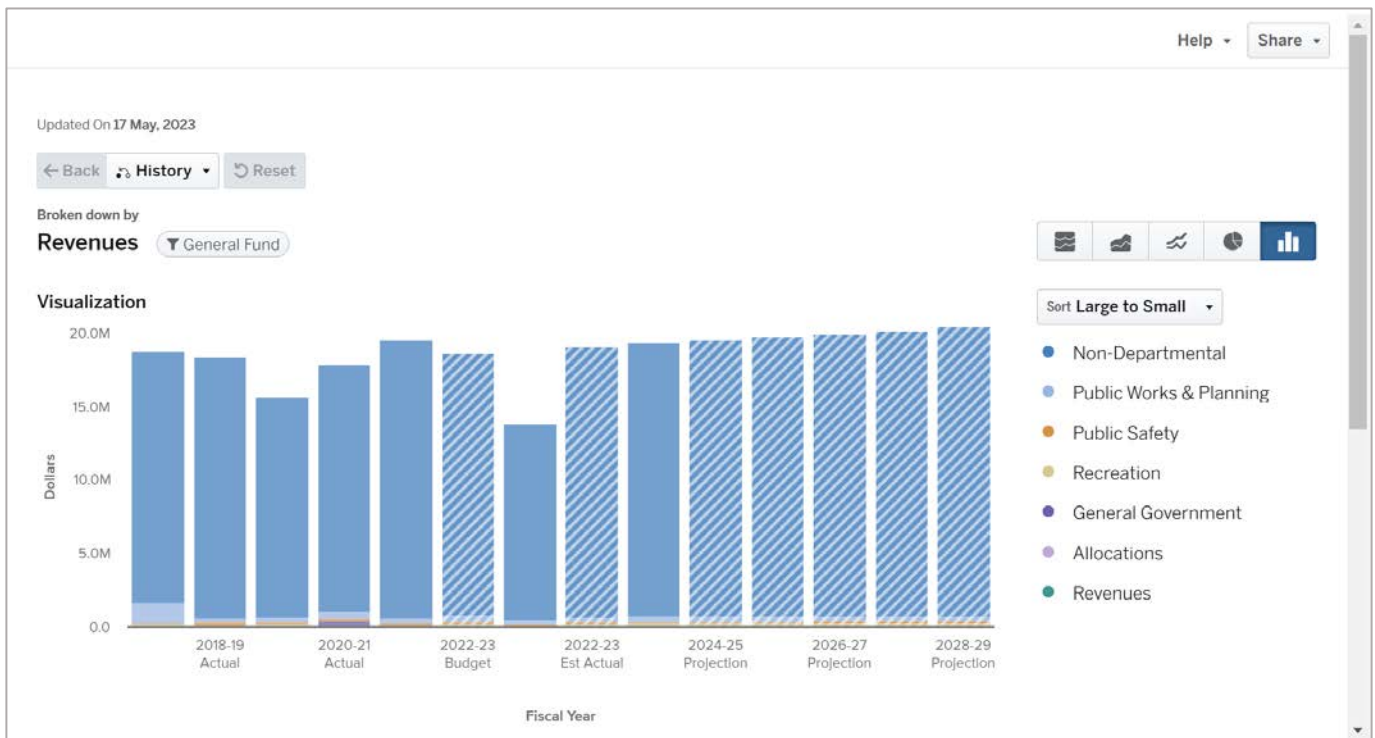
Taking out the General Fund Reserve (Fund 12) from the summary above, the overall General Fund operating surplus is \$309,803. This is before accounting for the \$1.32 million transfers to debt service, sewer operations, and capital programs.

# General Fund Revenues

Total tax revenues of \$18.61 million represent 96% of the total general fund revenues budgeted for FY 2023-24.

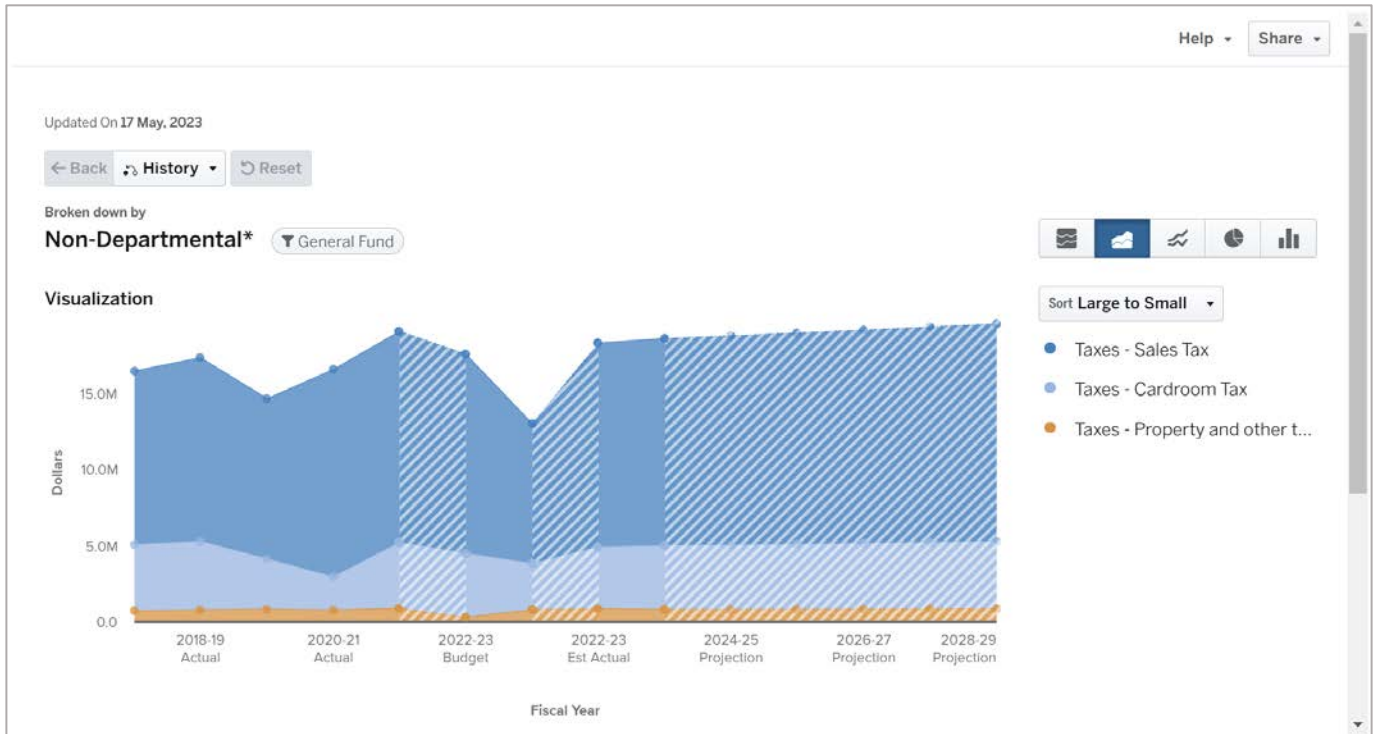
- Sales tax: Per our discussions with HdL, the Town’s tax consultant, the Town will receive close to \$13.67 million in sales tax revenues by June 30, 2023, and close to \$13.61 million by June 30, 2024, which is consistent with the Town’s FY 2023-24 budget for sales tax revenues.
- Cardroom tax is the Town’s second-largest general fund revenues source. The FY 2023-24 budget is set at \$4.20 million, which is a little less than the 5-year historical average (excluding COVID years).
- Property and other taxes are relatively stable revenue sources. Growth is limited to 2% per year, per Prop 13, but during an economic crisis, property values may reduce per Prop 8 housing valuation relief. In general, property tax impacts are delayed by 2 years, whereas sales tax and cardroom tax revenues can be impacted immediately. The budget projects the Town will receive \$812,000 in property and other taxes.

## General Fund Revenues by Categories Trend



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget	2024-25 Projection	2025-26 Projection	2026-27 Projection	2027-28 Projection	2028-29 Projection
• Non-Departmental	\$ 17,095,675	\$ 17,810,016	\$ 14,925,421	\$ 16,793,132	\$ 18,985,495	\$ 17,773,937	\$ 13,294,686	\$ 18,378,150	\$ 18,628,886	\$ 18,792,281	\$ 18,986,547	\$ 19,182,509	\$ 19,381,976	\$ 19,582,836
• Public Works & Planning	1,314,341	223,535	343,038	412,389	286,093	399,508	280,119	343,911	323,316	345,407	351,761	335,919	343,287	343,812
• Public Safety	132,599	179,582	162,262	146,075	128,751	151,020	142,138	124,772	145,724	141,701	136,587	135,676	136,892	139,316
• Recreation	142,077	159,374	96,981	16,142	87,936	110,000	81,989	84,723	105,700	107,950	109,375	112,500	115,425	118,350
• General Government	60,860	22,107	110,406	477,617	64,306	55,000	18,358	55,000	55,000	55,000	55,000	55,000	55,000	55,000
• Allocations	0	0	0	0	0	97,200	0	95,523	109,087	112,872	116,371	123,110	127,984	132,937
• Revenues	0	0	0	0	20,163	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>\$ 18,745,552</b>	<b>\$ 18,394,614</b>	<b>\$ 15,638,109</b>	<b>\$ 17,845,355</b>	<b>\$ 19,573,344</b>	<b>\$ 18,586,665</b>	<b>\$ 13,817,291</b>	<b>\$ 19,062,078</b>	<b>\$ 19,367,713</b>	<b>\$ 19,555,210</b>	<b>\$ 19,755,641</b>	<b>\$ 19,944,714</b>	<b>\$ 20,160,563</b>	<b>\$ 20,372,250</b>

# General Fund Tax Revenues Trend

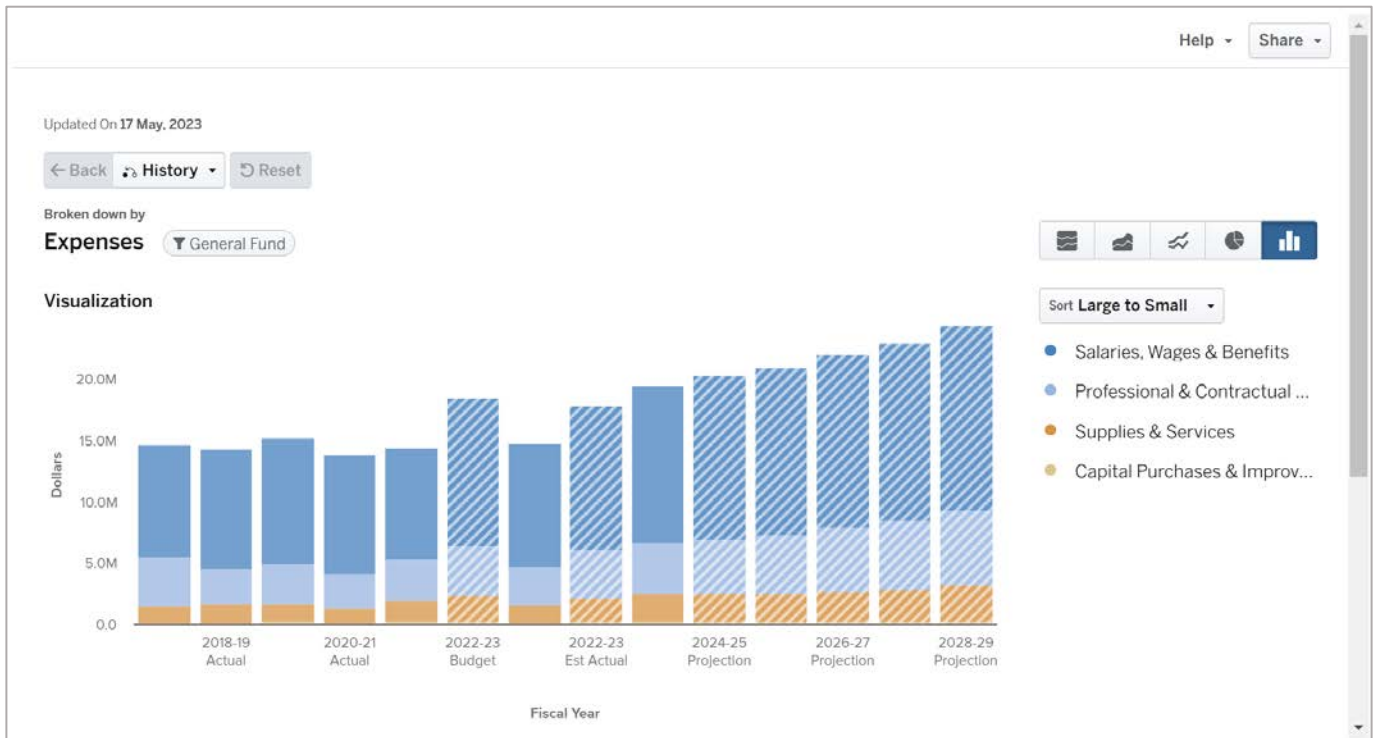


Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget	2024-25 Projection	2025-26 Projection	2026-27 Projection	2027-28 Projection	2028-29 Projection
• Taxes - Sales Tax	\$11,397,118	\$12,066,527	\$10,520,000	\$13,620,617	\$13,864,749	\$13,081,000	\$9,175,095	\$13,400,000	\$13,600,000	\$13,736,000	\$13,873,360	\$14,012,094	\$14,152,215	\$14,293,737
• Taxes - Cardroom Tax	4,339,128	4,508,727	3,311,926	2,194,681	4,340,144	4,200,000	3,035,182	4,071,091	4,200,000	4,242,000	4,284,420	4,327,264	4,370,537	4,414,242
• Taxes - Property and other taxes	728,905	771,940	821,613	763,809	872,884	292,800	799,678	844,464	811,550	796,944	811,431	825,815	841,889	857,521
<b>Total</b>	<b>\$16,465,151</b>	<b>\$17,347,195</b>	<b>\$14,653,538</b>	<b>\$16,579,107</b>	<b>\$19,077,777</b>	<b>\$17,573,800</b>	<b>\$13,009,954</b>	<b>\$18,315,555</b>	<b>\$18,611,550</b>	<b>\$18,774,944</b>	<b>\$18,969,211</b>	<b>\$19,165,173</b>	<b>\$19,364,640</b>	<b>\$19,565,500</b>

# General Fund Expenditures

The FY 2023-24 General Fund budget is \$18.48 million, an increase of \$1.22 million from FY 2022—23 Estimated Actual and \$0.53 million more than the FY 2021-22 Budget. The \$1.22 million increase from FY 2021-22 Estimated Actuals to FY 2022-23 Budget is attributed to salary savings from unfilled vacancies in Police and Recreation departments, deferred programs and projects as a result of COVID-19 operational interruptions, and unused contingencies in maintenance, facilities, and contract services.

When comparing the FY 2023-24 Budget to FY 2022-23 Budget, the increase in General Fund operation increased by 3%.



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget	2024-25 Projection	2025-26 Projection	2026-27 Projection	2027-28 Projection	2028-29 Projection
Salaries, Wages & Benefits	\$ 9,121,228	\$ 9,692,268	\$ 10,298,145	\$ 9,720,698	\$ 9,059,225	\$ 12,105,125	\$ 10,057,245	\$ 11,733,209	\$ 12,808,944	\$ 13,364,216	\$ 13,637,577	\$ 14,159,234	\$ 14,499,661	\$ 14,994,401
Professional & Contractual Services	4,054,690	2,928,394	3,229,325	2,855,019	3,423,344	3,999,300	3,128,338	3,979,279	4,235,534	4,480,443	4,811,004	5,256,133	5,643,624	6,120,764
Supplies & Services	1,463,971	1,588,875	1,488,690	1,338,283	1,704,236	2,145,334	1,607,239	1,943,524	2,243,219	2,230,224	2,280,374	2,425,767	2,583,813	2,954,485
Capital Purchases & Improvements	42,962	126,960	259,712	4,293	265,582	293,500	16,606	275,822	277,000	281,145	283,756	284,707	284,805	285,202
<b>Total</b>	\$ 14,682,852	\$ 14,336,497	\$ 15,275,872	\$ 13,918,293	\$ 14,452,387	\$ 18,543,259	\$ 14,809,428	\$ 17,931,834	\$ 19,564,697	\$ 20,356,028	\$ 21,012,711	\$ 22,125,840	\$ 23,011,903	\$ 24,354,852

Many of the budgeted programs are designed to align with the Town’s 2023-2025 Strategic Plan, as shown below. The amounts are listed in total, and the table was presented as part of the April 26, 2023, Regular City Council budget study session.

Strategic Plan Focus Area	FY 2023-24 Budget Programs
<b>Resiliency</b> <i>Ensure long term Financial health, Workforce development, Emergency preparedness and Climate adaptation</i>	<ul style="list-style-type: none"> <li>Engage with an Election Consultant to help with revenue initiatives (\$100,000).</li> <li>Hire an Accounting Manager to strengthen the Finance department (\$280,000).</li> <li>Increase the City Manager Compensation budget by \$65,000 to offer flexibility to the City Council to hire the most qualified City Manager in the coming year.</li> </ul>
<b>Operations</b> <i>Increase Civic engagement, Transparency and use of Technology</i>	<ul style="list-style-type: none"> <li>Transfer \$52,000 from General Fund to Parking Enforcement Fund 29 to maintain the current parking and property management support.</li> </ul>
<b>Community</b> <i>Build upon our Community identity &amp; Maintain quality of life</i>	<ul style="list-style-type: none"> <li>100<sup>th</sup> Year Celebration (\$90,000 in Operation and \$100,000 in CIP)</li> </ul>
<b>Capital Program</b>	<ul style="list-style-type: none"> <li>The Town's capital program is scheduled for the May 10, 2023, Regular City Council meeting for public review and discussion.</li> </ul>

## Inter-Fund Transfers Summary

The first transfer summary table below is the historical summary of transfers in and out of the General Funds. This includes Fund 11, 12, and 19. Fund 11 is the general fund operating fund. Fund 12 is where the Town records City Council committed reserves per the Colma Administrative Code reserve policy. Fund 19 houses all COVID-19 related activities.

The second table summarizes the FY 2023-24 inter-fund transfers for all Town funds. The numbers in the (brackets) represents transfers out and the numbers without a (bracket) are the transfers in.

Transfers in/(out) from General Fund	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	Actual Thru Mar 23	2022-23 Estimate	2023-24 Proposed
Transfers In	-	29,499	15,900,000	65,000	113,027	3,000,000	-	-	-
Transfers (Out)	(5,848,997)	(1,183,819)	(19,232,053)	(459,084)	(624,554)	(4,067,781)	(83,496)	(611,521)	(1,317,584)
Net Transfers Out of GF	<b>(5,848,997)</b>	<b>(1,154,320)</b>	<b>(3,332,053)</b>	<b>(394,084)</b>	<b>(511,527)</b>	<b>(1,067,781)</b>	<b>(83,496)</b>	<b>(611,521)</b>	<b>(1,317,584)</b>
<b>Table 6</b>									
FY 2022-23 Budget Transfers Summary	General Fund	Special Revenues	Debt Services	General Capital	Street Capital	Sewer Operations	Total		
General Fund (11, 12, 19)	(1,317,584)	81,155	298,759	515,000	254,000	168,670	-		
Gas Tax & RMRA (21)		(31,000)			31,000		-		
Measure A (22)		(60,000)			60,000		-		
Measure W (26)		(30,000)			30,000		-		
Total Transfer by Fund Categories	<b>(1,317,584)</b>	<b>(39,845)</b>	<b>298,759</b>	<b>515,000</b>	<b>375,000</b>	<b>168,670</b>	-		



## Projected Reserve Balance

The tables below shows the reserve balance by fund categories. Of all the fund categories below, the FY 2023-24 Budget includes appropriations for the General Funds, Special Revenues Funds, Debt Service Funds, Capital Funds, Internal Service Funds, and Enterprise Funds. Changes in the 115 Trust Funds are reflected in the General Fund as future benefit expenses.

Reserves Summary						Projected	
@ June 30,	2018	2019	2020	2021	2022	2023	2024
General Funds	24,456,213	25,182,278	23,833,432	27,285,998	27,479,724	28,018,447	26,503,877
Special Revenues Funds	370,584	717,755	880,801	588,827	678,418	890,880	847,002
Debt Services Fund	2,541	2,620	1,296	(807)	39	1,291	1,352
Capital Funds	8,015,221	3,000,857	3,617,099	2,426,273	3,141,194	1,487,182	1,487,182
Internal Service Funds	651,891	634,930	754,688	740,887	816,185	846,185	876,185
115 Trust Funds	2,813,567	5,164,562	6,540,968	7,643,752	9,465,107	10,373,941	11,282,774
Enterprise Funds	-	102,215	143,283	237,527	305,213	1,398,009	1,636,695
<b>Total Reserves (All Fund)</b>	<b>36,310,017</b>	<b>34,805,217</b>	<b>35,771,567</b>	<b>38,922,457</b>	<b>41,885,880</b>	<b>43,015,934</b>	<b>42,635,067</b>
General Fund Reserves						Projected	
@ June 30,	2018	2019	2020	2021	2022	2023	2024
Committed Reserves (12)							
Accrued Leave Payout	42,000	650,000	715,000	605,670	1,064,097	1,159,620	652,833
Budget Stabilization	14,900,000	12,000,000	12,000,000	12,000,000	15,000,000	15,000,000	15,000,000
Debt Reduction	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Assigned Reserves (11)							
Litigation	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Insurance	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Disaster	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Unassigned (11, 19)	7,964,213	10,982,278	9,568,432	13,130,328	9,865,627	10,308,827	9,301,044
<b>Total Reserves (All Fund)</b>	<b>24,456,213</b>	<b>25,182,278</b>	<b>23,833,432</b>	<b>27,285,998</b>	<b>27,479,724</b>	<b>28,018,447</b>	<b>26,503,877</b>

# Departmental Budget

FY 2023-24 Budget

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

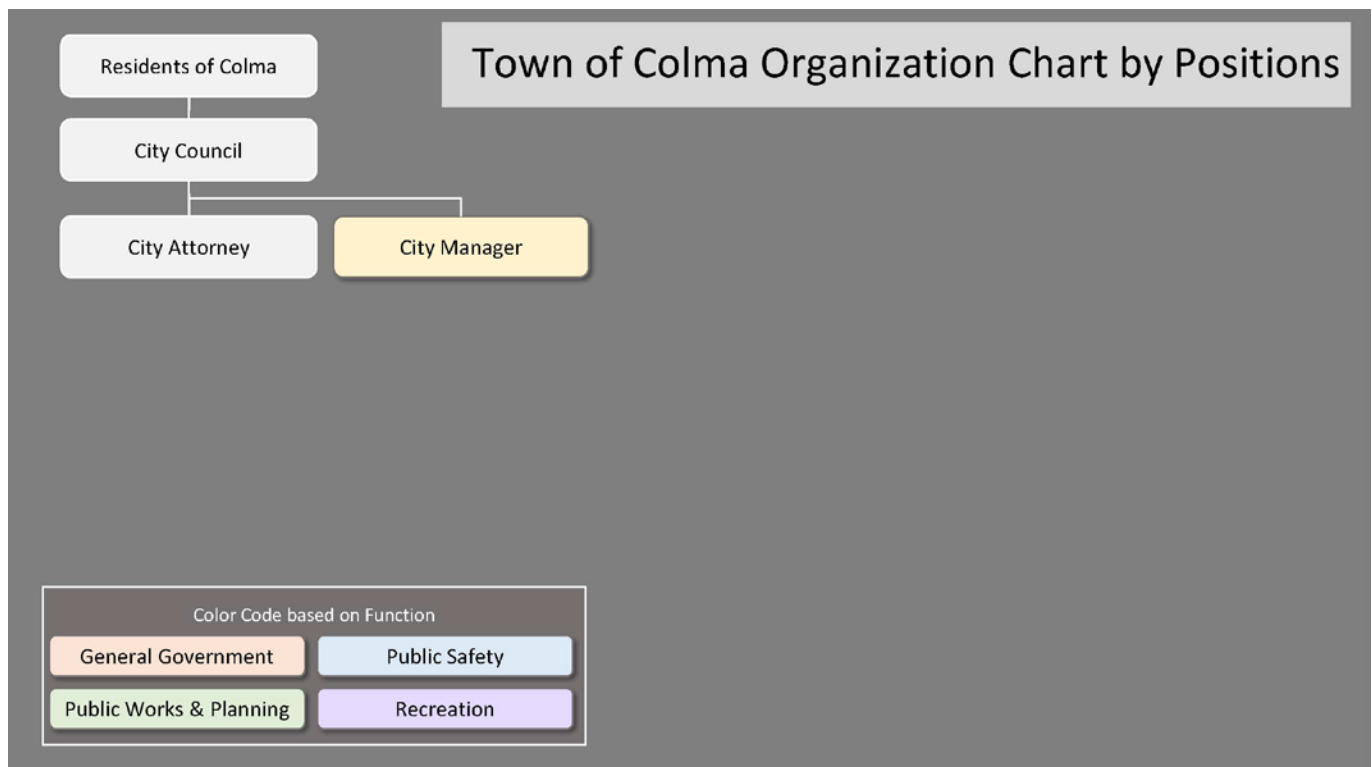
1. [General Government](#),
2. [Public Safety](#),
3. [Public Works & Planning](#), and
4. [Recreation](#).

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

## Organizational Chart

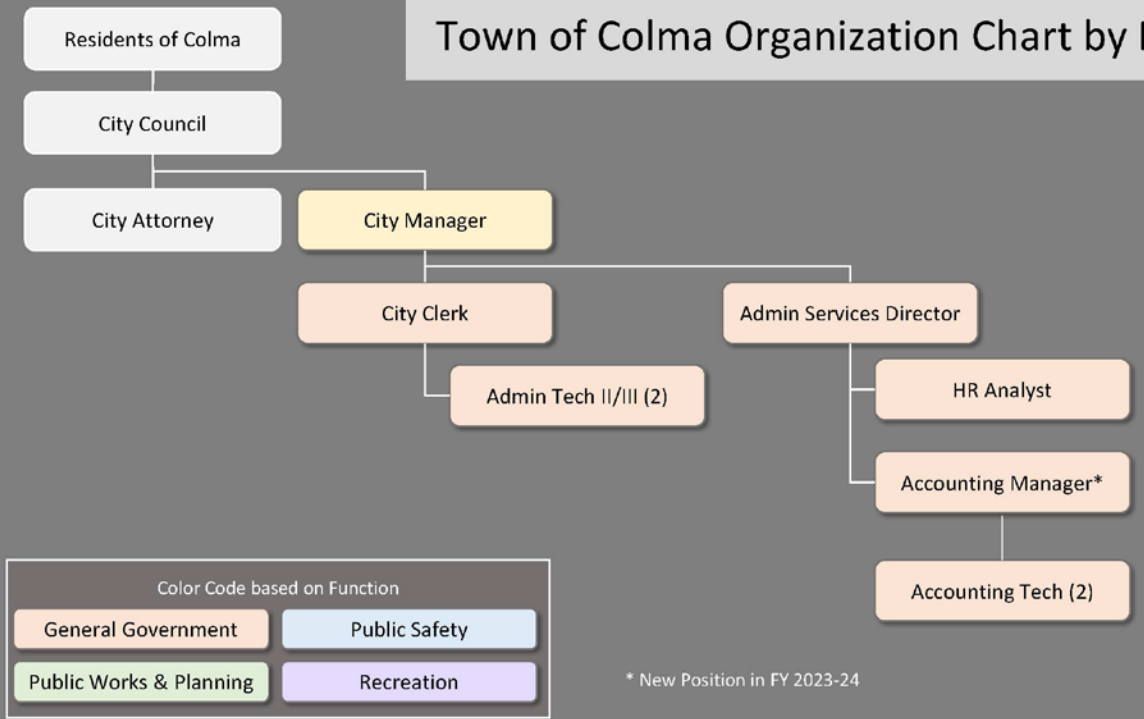
All five slides of the online version of the organizational chart are available below as separate images. The link to the digital budget for this section is

<https://stories.opengov.com/colmaca/published/lfsG8vhC8C> ([Link needs to be updated](#))

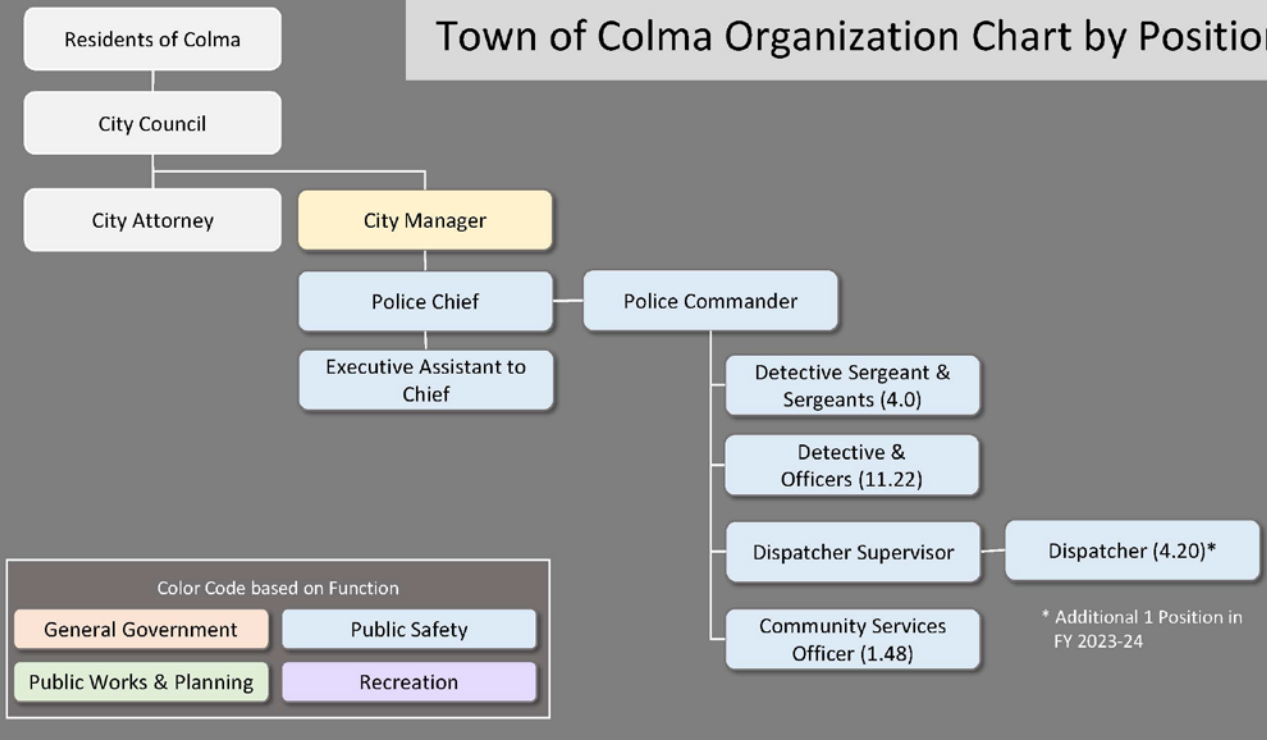




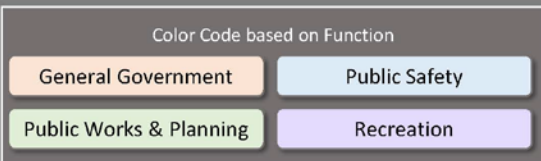
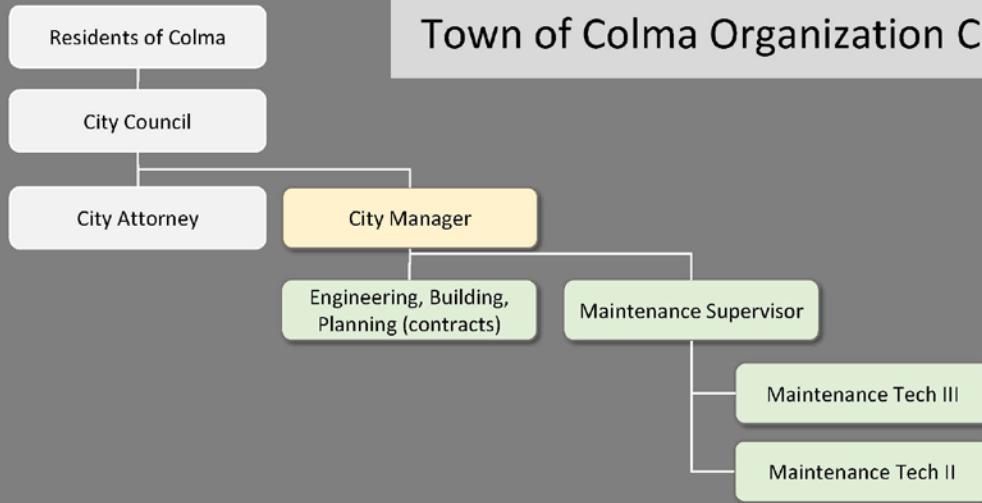
## Town of Colma Organization Chart by Positions



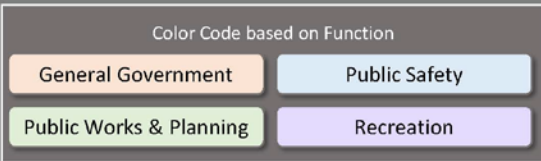
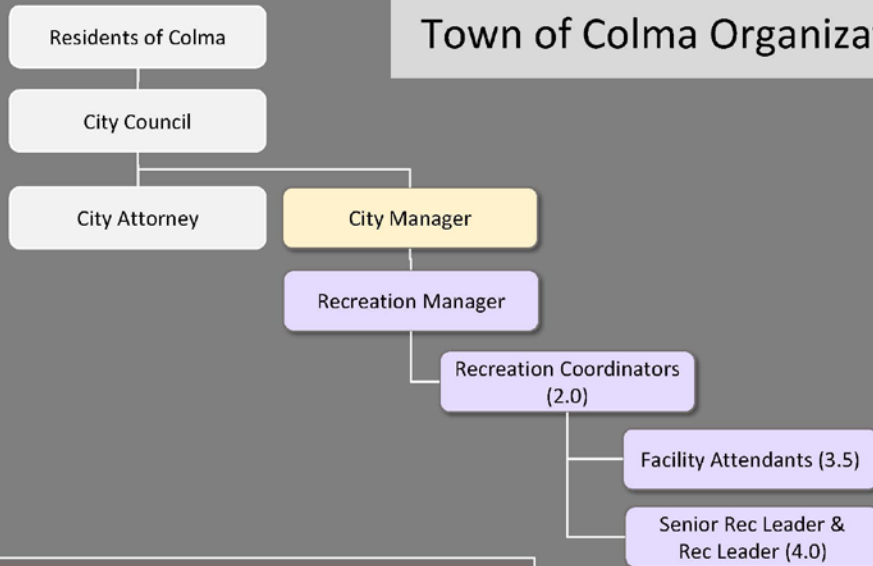
## Town of Colma Organization Chart by Positions



## Town of Colma Organization Chart by Positions



## Town of Colma Organization Chart by Positions



## Departmental Relationship

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

Department/Division	Governmental					Enterprise	
	General Fund	Gas Tax	Transit Grant	COPS/SLESF	Debt Service	Sewer	City Properties
	11, 12, 19 Major	21 Minor	23 Minor	29 Minor	43 Minor	81, 82	83
<b>General Government</b>							
City Council (110)	100%						
City Attorney (130)	100%						
City Manager/Clerk (140)	100%						
Human Resources (141)	100%						
Finance (150)	100%						
General Services (151)	100%						
Debt Service (620)					100%		
Emergency Response (600)	62%						
<b>Public Safety</b>							
Police Admin (210)	100%						
Police Patrol (220)	100%						
Communication/Dispatch (230)	100%						
Community Services (240)	29%			71%			
<b>Public Works &amp; Planning</b>							
Engineering & Building (310)	100%						
Maintenance (320)	57%	1%				42%	
Planning (410)	100%						
Facility Operations (800s)	87%						13%
<b>Recreation</b>	94%		6%				

# General Government

FY 2023–24 Budget

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General Government comprises of the following departments/divisions:

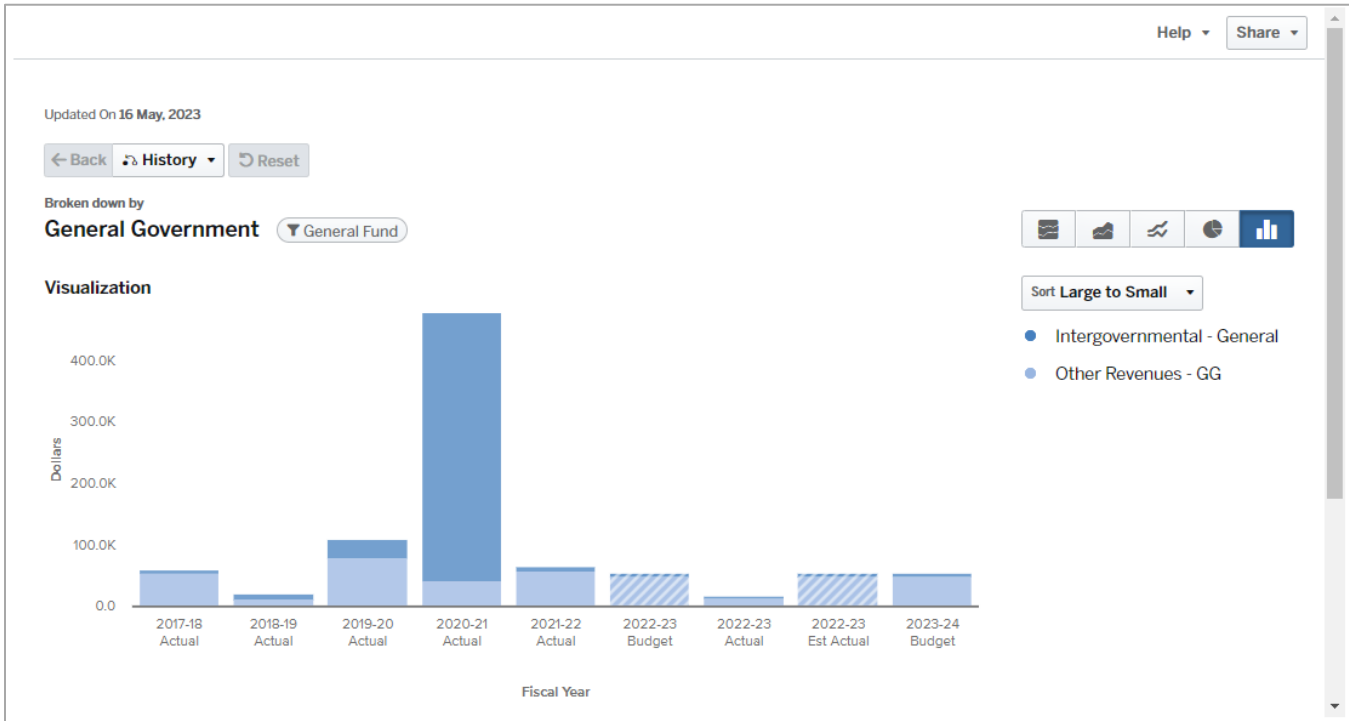
- [City Council](#) (110),
- [City Attorney](#) (130),
- [City Manager & City Clerk](#) (140),
- [Human Resources](#) (141),
- [Finance](#) (150),
- [General Services](#) (151),
- [Debt Services](#) (620), and
- [Emergency Response](#) (19-600).

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

## Revenues Summary

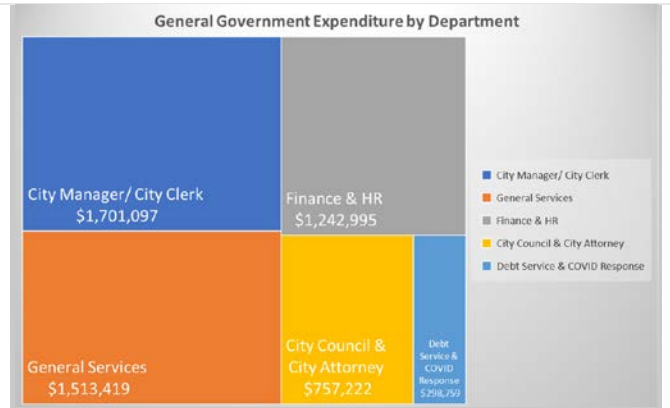
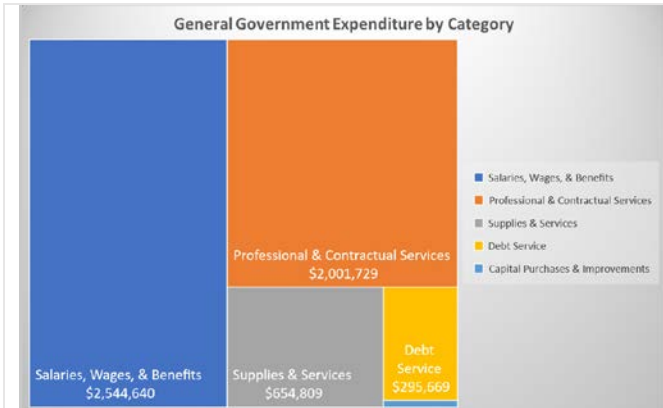
The General Government function is mainly supported by General Fund. The Town receives insurance reimbursements for workers' compensation, general liability, and property claims. The budget for insurance reimbursement is \$50,000.

The Town received one-time COVID grant funding in FY 2020-21 and FY 2021-22 as part of the COVID Relief Fund (CRF) and the American Rescue Plan (ARPA) grants.



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Other Revenues - GG	\$ 55,860	\$ 12,107	\$ 80,731	\$ 41,808	\$ 57,733	\$ 50,000	\$ 13,358	\$ 50,000	\$ 50,000
▶ Intergovernmental - General	5,000	10,000	29,675	435,810	7,173	5,000	5,000	5,000	5,000
<b>Total</b>	<b>\$ 60,860</b>	<b>\$ 22,107</b>	<b>\$ 110,406</b>	<b>\$ 477,617</b>	<b>\$ 64,906</b>	<b>\$ 55,000</b>	<b>\$ 18,358</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>

# Expenditures Summary



The total general government budget for FY 2023-24 is \$5,513,492. The **salaries, wages, & benefits** category represents 46% of the total general government budget. It supports 9.0 FTEs, an increase of 1.2 from prior years. The regular part-time Accounting Technician position (0.80) has been changed to full-time and the Finance Department is adding an Accounting Manager position.

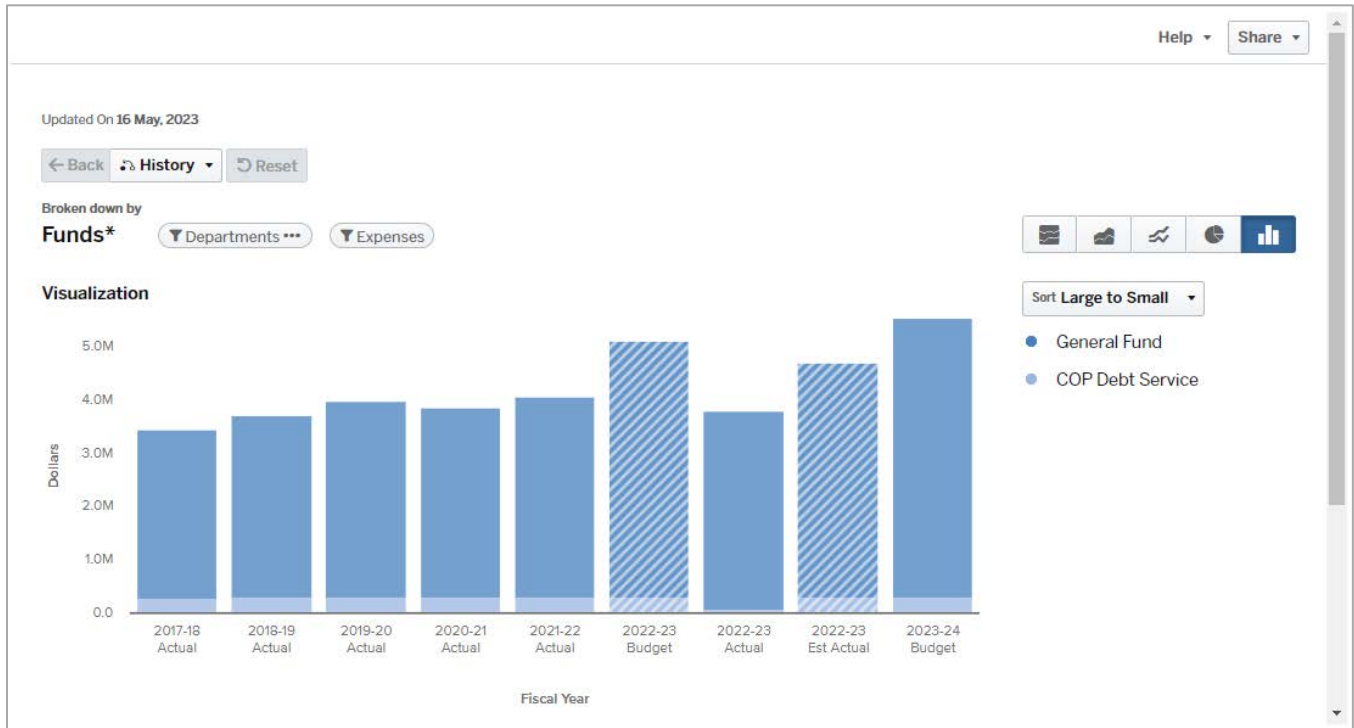
The three largest departments/divisions within the **general government** function include City Manager/City Clerk at 31%, General Services at 27%, and Finance & HR at 23% of the total budget. More information is available in the departmental budget narratives.

The **professional & contractual services** budget of \$2,001,729 includes \$1.0 million in insurance-related cost. Key changes in major general government expenditures categories will be discussed further in the respective departments.

## Expenditures by Categories

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Salaries, Wages & Benefits	\$ 1,459,157	\$ 1,674,715	\$ 1,882,677	\$ 1,829,296	\$ 1,713,599	\$ 2,414,971	\$ 1,777,291	\$ 2,109,120	\$ 2,544,640
▶ Professional & Contractual Services	1,313,387	1,309,151	1,372,873	1,319,677	1,579,080	1,811,300	1,539,274	1,805,712	2,001,729
▶ Supplies & Services	385,500	420,849	421,917	401,770	461,893	563,389	396,133	481,941	654,808
▶ Debt Service	293,469	296,269	293,969	294,369	294,569	295,669	82,284	294,569	295,669
▶ Capital Purchases & Improvements	0	16,156	11,645	0	11,645	11,645	0	11,645	16,645
<b>Total</b>	<b>\$ 3,451,513</b>	<b>\$ 3,717,140</b>	<b>\$ 3,983,080</b>	<b>\$ 3,845,112</b>	<b>\$ 4,060,786</b>	<b>\$ 5,096,974</b>	<b>\$ 3,794,982</b>	<b>\$ 4,702,987</b>	<b>\$ 5,513,491</b>

# Expenditures by Fund



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 3,156,444	\$ 3,415,471	\$ 3,685,861	\$ 3,547,393	\$ 3,762,867	\$ 4,798,305	\$ 3,711,448	\$ 4,405,418	\$ 5,214,732
<b>COP Debt Service</b>	295,069	301,669	297,219	297,719	297,919	298,669	83,534	297,569	298,759
<b>Total</b>	\$ 3,451,513	\$ 3,717,140	\$ 3,983,080	\$ 3,845,112	\$ 4,060,786	\$ 5,096,974	\$ 3,794,982	\$ 4,702,987	\$ 5,513,491

## Accomplishments

### Strategic Plan:

- Completed the Council Chamber A/V upgrades and successfully transitioned to hybrid Council Meetings, making the meetings more transparent and accessible to the public.
- Town sold the unit at 1365 Mission Road for \$940,000 in January 2023.
- Launched Transportation service for seniors and populations in need through San Mateo County Transit Authority grant funding.
- Completed an assessment of the Town's unfunded pension and OPEB liability.
- Made \$1.0 million supplemental contributions to CalPERS to manage upcoming increase in pension liabilities as a result of negative investment earning in FY 2021-22.

### Operational:

- Received a clean audit for FY2021-22.
- Updated and closed out the 2020-22 Strategic Plan.
- Adopted the 2023-25 Strategic Plan.
- Welcomed several new businesses including Dash Mart, Boot Barn, Good Feet, VinFast and Pet Club.
- Completed another CAPE/CERT Training, certifying 5 new team members.
- Added two new flag raising ceremony schedule, bringing our total annual flag raisings to five.
- Updated COVID Prevention Plans in compliance with Cal/OSHA and CDC's guideline changes.



## Performance Measurement:


The 2023-24 Goals in the images below reflect the annual average. All four slides of the General Government performance measures presentation are available below as separate images. The link to the digital budget for this section is <https://stories.opengov.com/colmaca/published/CRutfjLG5YX>

### City Attorney



Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Goals
Ordinances drafted or revised	6	5	6	6
Resolutions drafted or revised	46	45	45	45
Staff reports written	12	10	15	12
Staff reports reviewed for legal	9	10	11	10

### City Manager/City Clerk



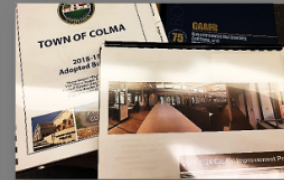
Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Goals
Community Recognition:				
• Proclamations prepared	22	25	25	22
• Certificates prepared	100	120	80	100
• Flower arrangement sent	8	11	13	14
Distribute Colma LiveWire newsletters monthly to households	5,400	5,400	5,400	5,400
Respond to all public records requests within the statutory deadline	22	28	25	25
Distribute ColmaWorks newsletter to businesses	0	2	4	4
Convene the Town's website committee to ensure quality and timeliness of information	2	3	3	4

## Human Resources



Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Goals
Number of Recruitments Conducted	18	13	12	12
Review all job descriptions annually	100%	100%	100%	100%
Process personnel actions within 72 hours of receipt of notification	90%	90%	100%	100%
Provide cost-effective employee training sessions 4x per year	7	6	8	8

## Finance



Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Goals
Accounts Payable checks issued	1,374	1,526	1,763	1,800
Federal 1099s issued for vendor payments before January 31	100%	100%	100%	100%
Payroll checks / direct deposits processed and issued	1,728	1,738	2,012	1,800
Annual payroll W-2s issued before January 31	100%	100%	100%	100%

## Future Objectives

### Strategic Plan:

- Research new revenue stream opportunities and new grant and budget earmark opportunities.
- Focus economic development activities on future land use, capital improvement programs, retail recruitment & retention, and business related events.
- Begin the Town's financial system replacement project and the urban tree management program.
- Add credit card system at Town Hall and Police Station.

### Operational:

- Implement City Council priorities as directed.
- Implement a document codification system making Town codes and ordinances easier to search and update.
- Complete annual audit for the fiscal year ending June 30, 2023.
- Digitize HR records.

# City Council

General Government

FY 2023-24 Budget

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## Department Description

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

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

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

## Staffing



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

### 2023-24 City Council Staffing

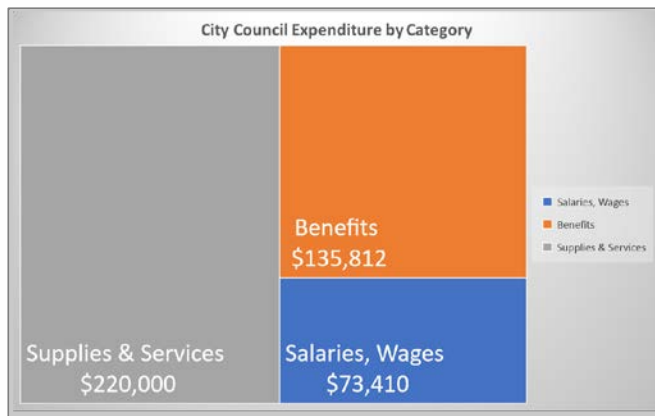
Category	2024
City Council	5

## Revenues Summary

City Council operation is entirely funded by General Fund revenues.

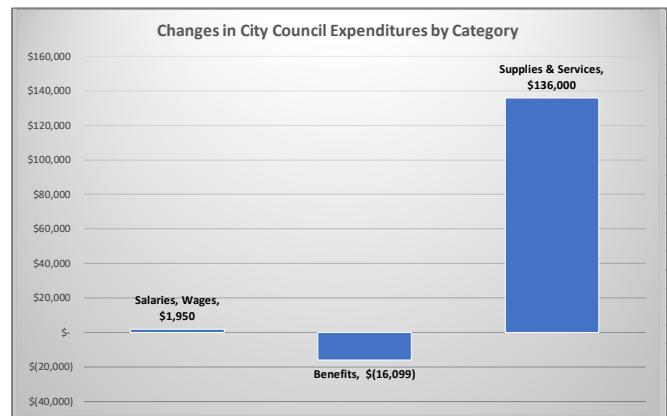
# Expenditures Summary

## FY 2023-24 City Council Budget



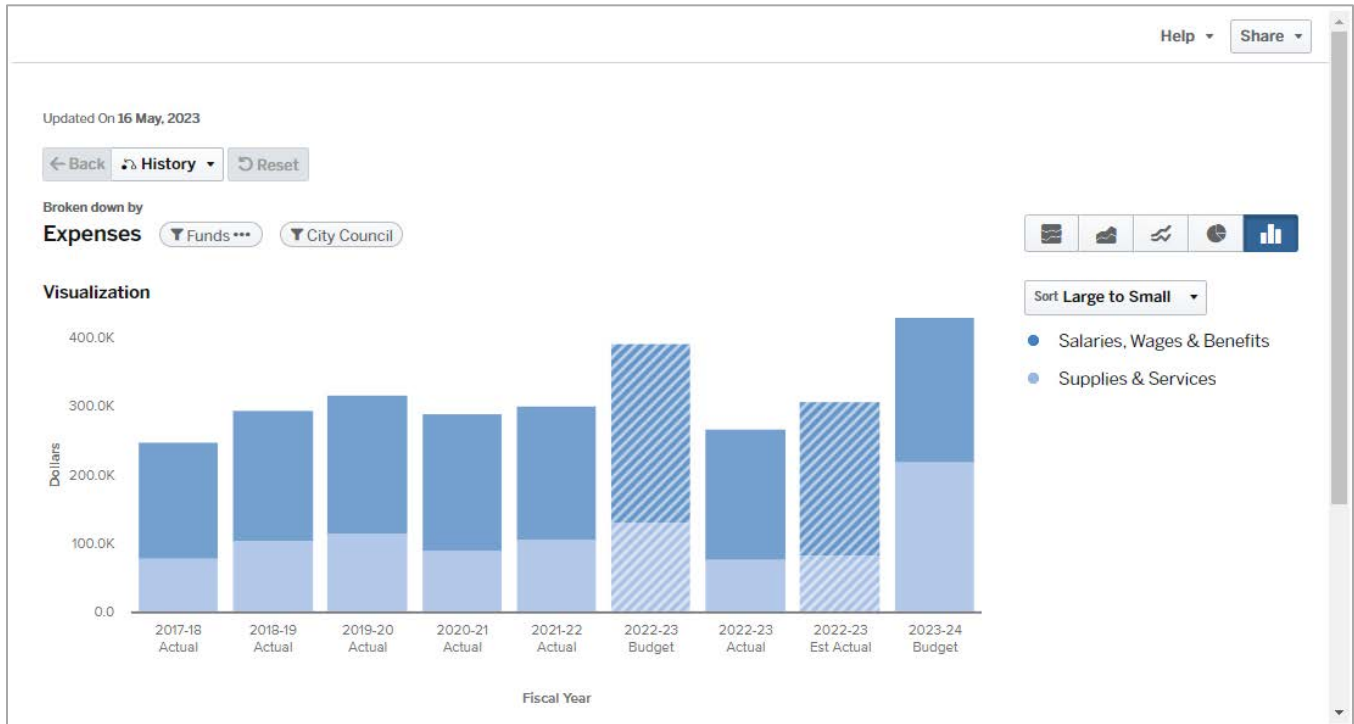
The total City Council budget for FY 2023-24 is \$429,222. The City Council budget has two expenditures categories, **salaries, wages, & benefits** and **supplies & services**. The **salaries, wages & benefits** category represents 49% of the total City Council budget.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



The FY 2023-24 budget is \$121,851 or 40% more than FY 2022-23 Estimated Actual. As shown above, the largest change in the City Council budget when compared to the FY 2022-23 Estimated Actual is in **supplies & services**, with an increase of \$136,000. The main attributes of the increase include \$55,000 to pay for 100-year anniversary film development and purchase of commemorative items in preparation for the 100-Year Celebration, \$30,000 budget from Department 151 (General Services) to 110 (City Council) to combine community grants into one department, and \$46,000 increase to set the FY 2023-24 budget to the same as the budget in FY 2022-23.

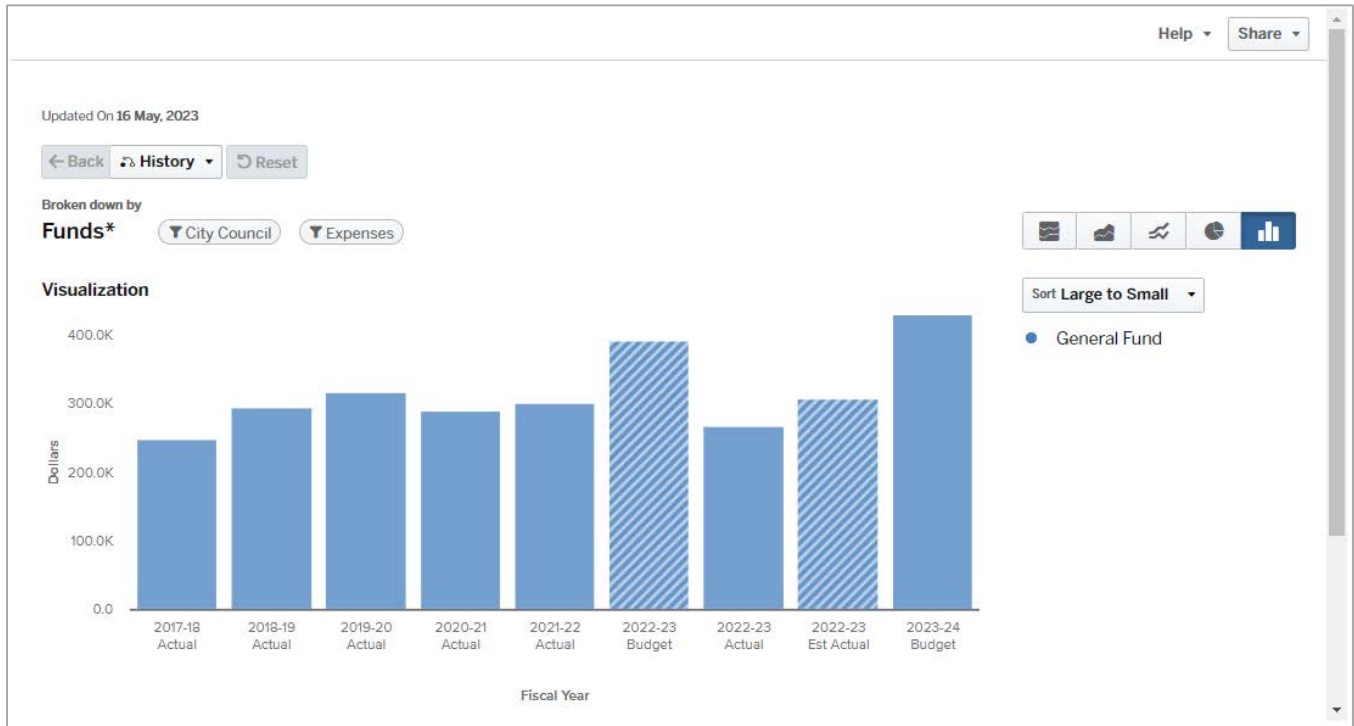
# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
► Salaries, Wages & Benefits	\$ 170,110	\$ 188,566	\$ 201,866	\$ 198,600	\$ 195,470	\$ 260,042	\$ 189,824	\$ 223,371	\$ 209,222
► Supplies & Services	79,349	106,095	116,098	91,748	106,759	132,000	78,712	84,000	220,000
<b>Total</b>	\$ 249,460	\$ 294,660	\$ 317,964	\$ 290,348	\$ 302,229	\$ 392,042	\$ 268,536	\$ 307,371	\$ 429,222



# Expenditures by Funds



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
► General Fund	\$ 249,460	\$ 294,660	\$ 317,964	\$ 290,348	\$ 302,229	\$ 392,042	\$ 268,536	\$ 307,371	\$ 429,222
<b>Total</b>	\$ 249,460	\$ 294,660	\$ 317,964	\$ 290,348	\$ 302,229	\$ 392,042	\$ 268,536	\$ 307,371	\$ 429,222



# City Attorney

General Government

FY 2023-24 Budget

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## Department Description

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

The City Attorney:

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

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

## Staffing

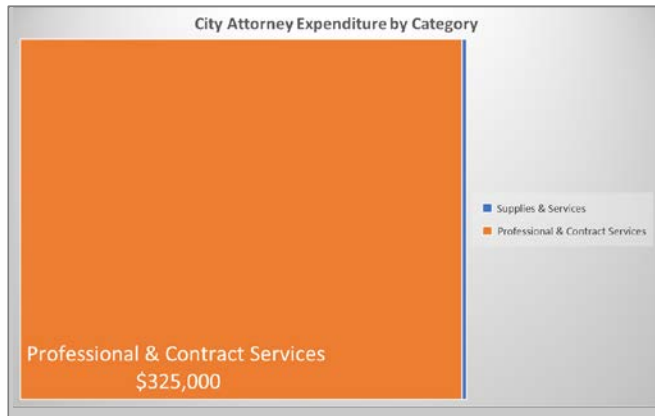
The Town contracts for City Attorney services through a retainer.

## Revenues Summary

City Attorney operation is entirely funded by General Fund revenues.

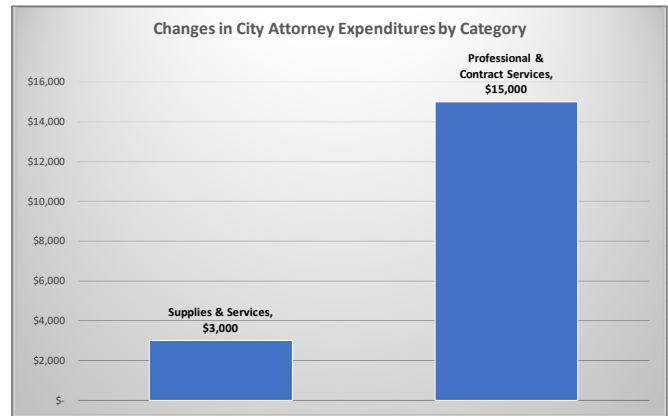
# Expenditures Summary

## FY 2023-24 City Attorney Budget



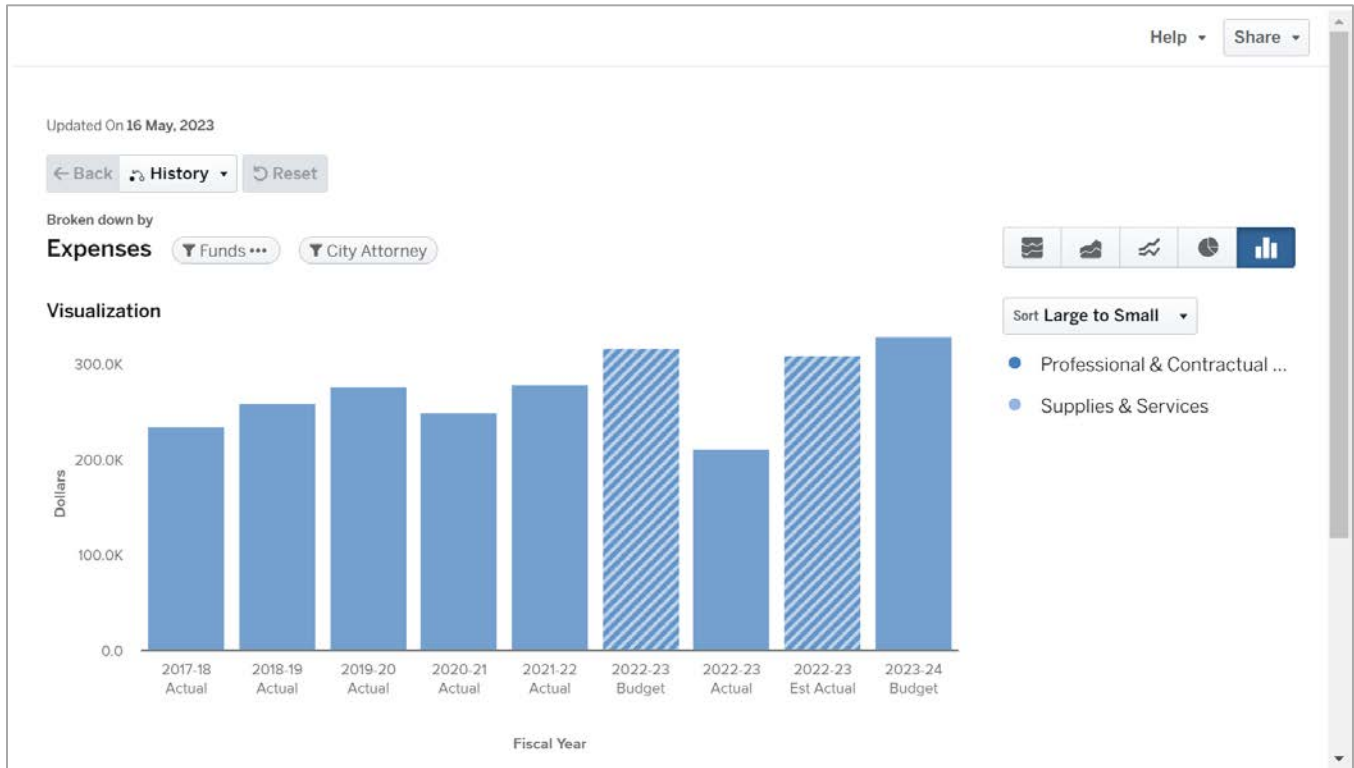
The total City Attorney's budget for FY 2023-24 is \$328,000. The City Attorney's budget consists of one main category - **professional & contractual services**. The budget includes general counsel through retention, contingency for specialized legal services, and codification of the Colma municipal and administrative code.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



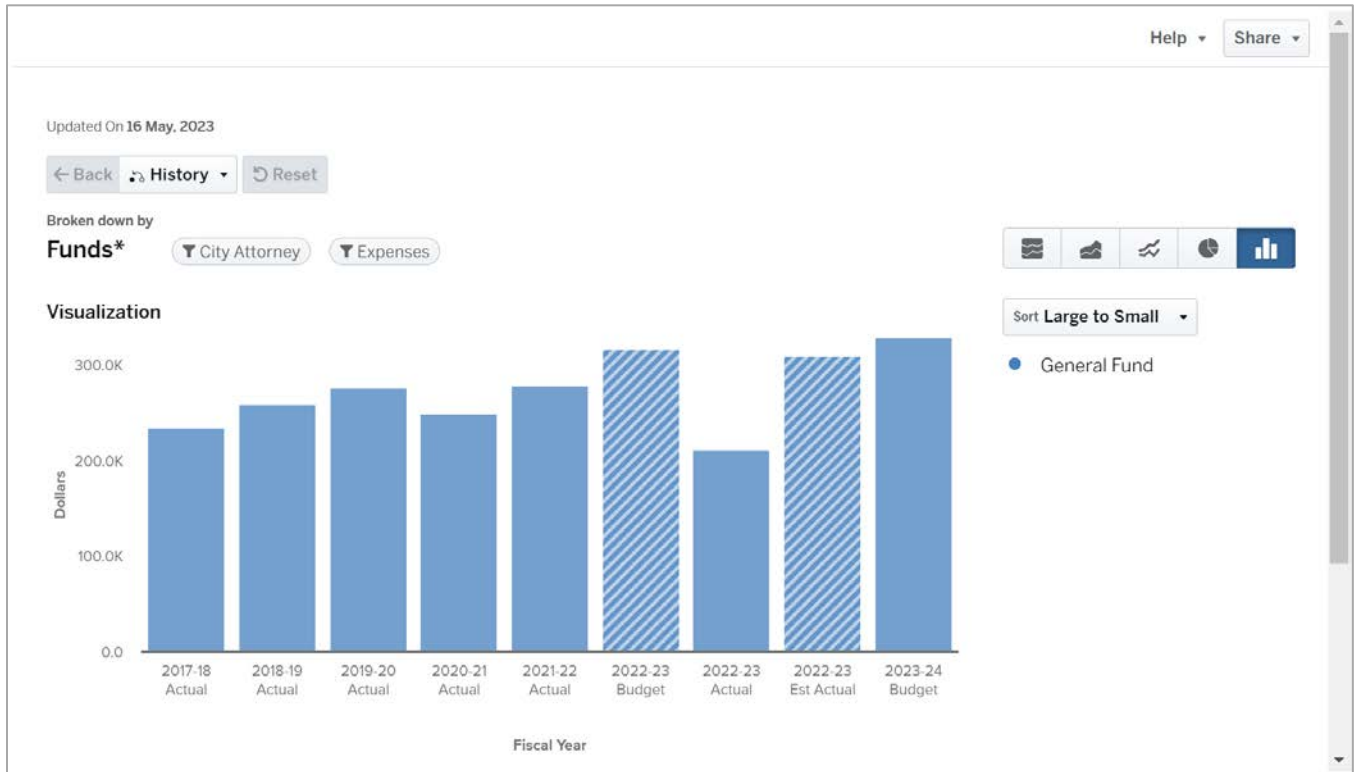
The FY 2023-24 budget is \$18,000 or 6% more than FY 2022-23 Estimated Actual. The increase to the City Attorney's FY 2023-24 Budget when compared to FY 2022-23 estimated actual is primarily due to CPI adjustment plus contingency. The codification project has been deferred to FY 2023-24.

# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Professional & Contractual Services	\$ 234,402	\$ 259,480	\$ 276,558	\$ 249,520	\$ 279,516	\$ 314,000	\$ 212,023	\$ 310,000	\$ 325,000
▶ Supplies & Services	0	0	0	0	0	2,500	0	0	3,000
<b>Total</b>	\$ 234,402	\$ 259,480	\$ 276,558	\$ 249,520	\$ 279,516	\$ 316,500	\$ 212,023	\$ 310,000	\$ 328,000

# Expenditures by Funds



# City Manager/City Clerk

General Government

FY 2023-24 Budget

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## Department Description

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

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

## Staffing

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

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

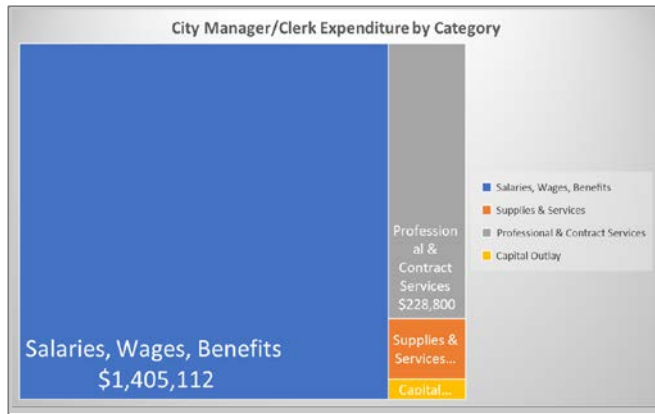
2023-24 City Manager/Clerk Staffing	
Category	2024
Administrative Technicians I/II/III	2
City Clerk	1
Administrative Services Director	1
City Manager	1
Interns - Public Information Officer	0.25

## Revenues Summary

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

# Expenditures Summary

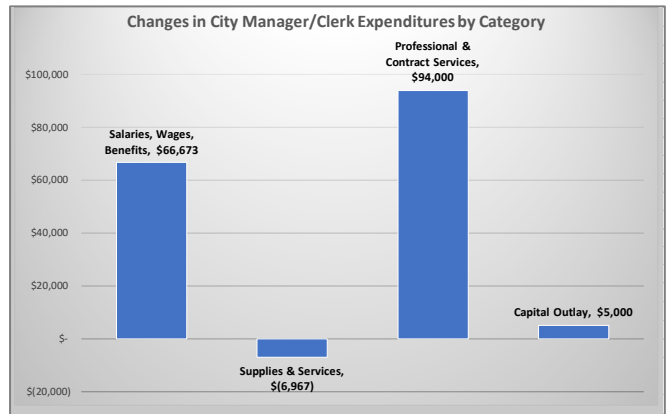
## FY 2023-24 City Manager/ City Clerk Budget



The total City Manager/City Clerk’s budget for FY 2023-24 is \$1,701,097. The **salaries, wages, & benefits** category represents 83% of the total City Manager/City Clerk department budget. It supports 5.25 FTEs in the department. This category includes a contingency budget of \$65,000 for the separation and replacement of the current City Manager’s upcoming retirement.

The City Manager/City Clerk’s budget includes \$100,000 within the **professional & contractual services** category towards an election consultant – part of the 2023-2025 Strategic Plan.

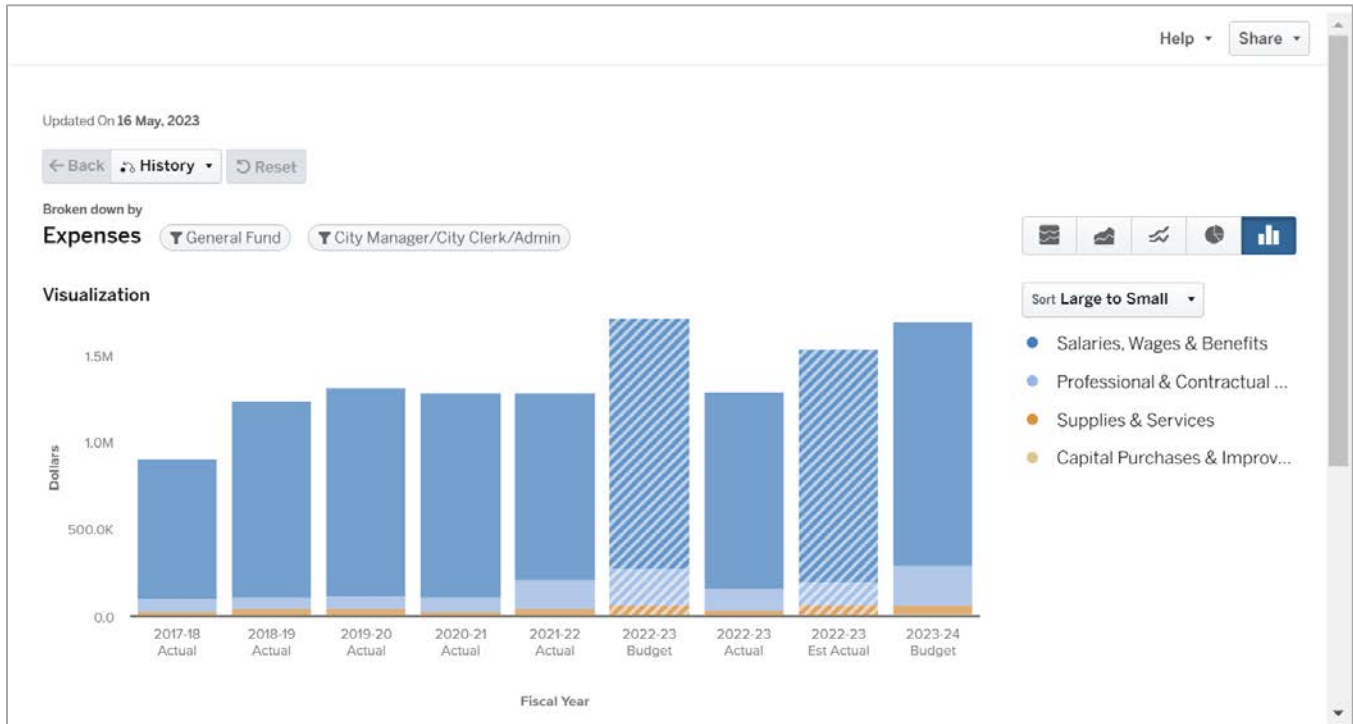
## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



The FY 2023-24 budget is \$158,706 or 10% more than FY 2022-23 Estimated Actual. The increase in **salaries, wages, & benefits** of \$67,000 is a result of 2 key elements – COLA, and contingency budget to hire a new City Manager. The increase in **professional & contractual services** of \$94,000 includes programming for an election consultant to help with Colma’s revenue initiative.

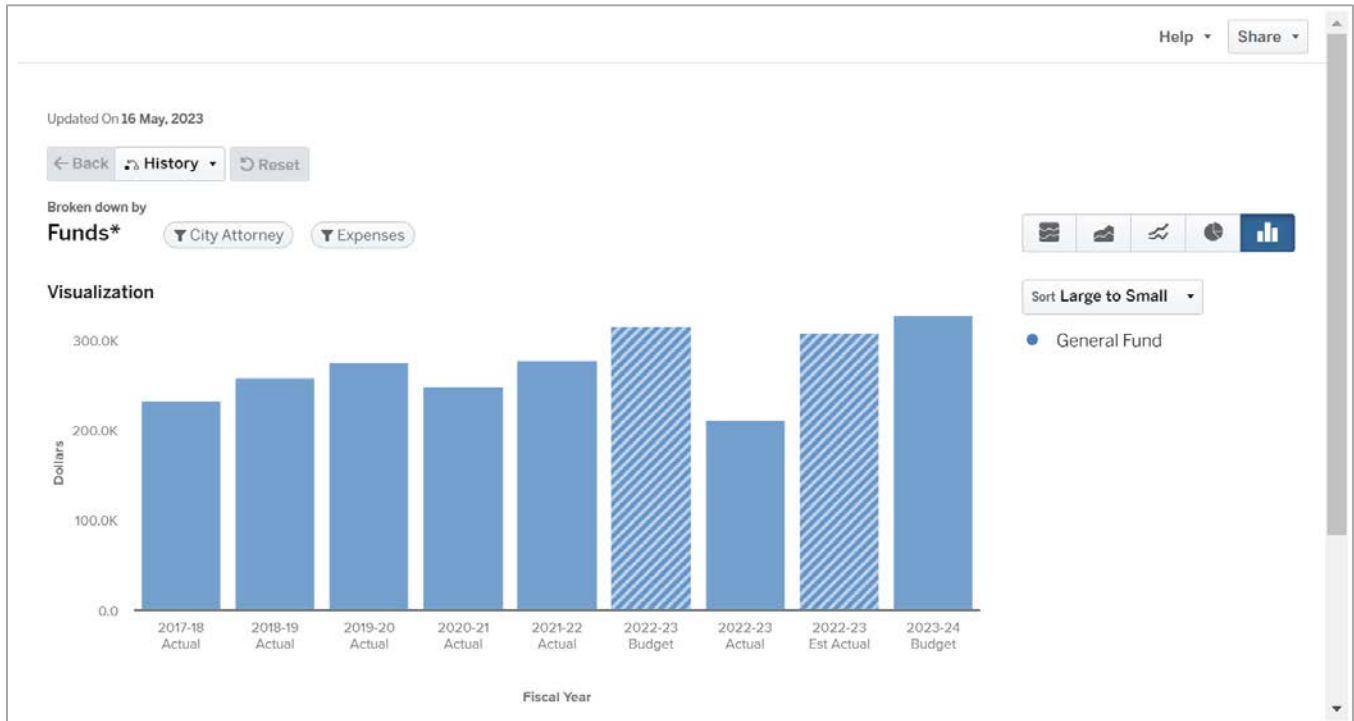


# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Salaries, Wages & Benefits	\$ 799,342	\$ 1,131,121	\$ 1,206,185	\$ 1,170,618	\$ 1,072,713	\$ 1,432,775	\$ 1,131,802	\$ 1,338,439	\$ 1,405,112
▶ Professional & Contractual Services	76,442	61,150	67,987	83,316	166,199	210,500	126,352	134,800	228,800
▶ Supplies & Services	31,887	47,396	37,906	33,248	37,661	57,830	39,538	57,507	50,540
▶ Capital Purchases & Improvements	0	3,750	11,645	0	11,645	11,645	0	11,645	16,645
<b>Total</b>	<b>\$ 907,670</b>	<b>\$ 1,243,417</b>	<b>\$ 1,323,723</b>	<b>\$ 1,287,183</b>	<b>\$ 1,288,218</b>	<b>\$ 1,712,750</b>	<b>\$ 1,297,692</b>	<b>\$ 1,542,391</b>	<b>\$ 1,701,097</b>

# Expenditures by Funds



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 907,670	\$ 1,243,417	\$ 1,323,723	\$ 1,287,183	\$ 1,288,218	\$ 1,712,750	\$ 1,297,692	\$ 1,542,391	\$ 1,701,097
<b>Total</b>	\$ 907,670	\$ 1,243,417	\$ 1,323,723	\$ 1,287,183	\$ 1,288,218	\$ 1,712,750	\$ 1,297,692	\$ 1,542,391	\$ 1,701,097



# Human Resources

General Government

FY 2023-24 Budget

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## Department Description

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

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

## Staffing

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

Between 2017 and 2020, the Town had a HR manager. The FTE started from 47% to 80%. The FY 2022-23 FTE includes one full-time Management (HR) Analyst and 0.15 FTE for a part-time student aide.

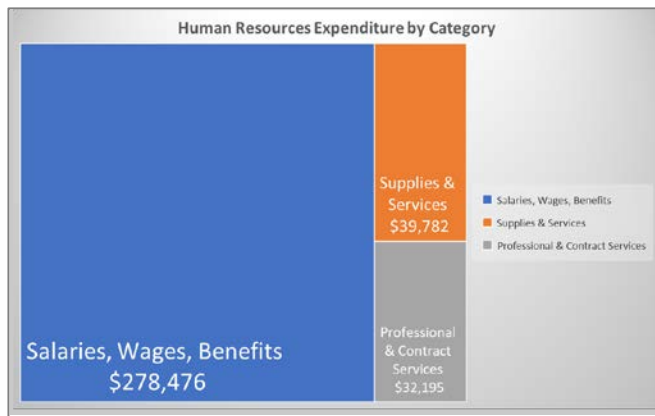
2023-24 Human Resources Staffing	
Category	2024
Management Analyst (HR) I	1
Student Aide - Office Assistant	0.15
Human Resources Manager	0

## Revenues Summary

The Human Resources operation is entirely funded by General Fund revenues.

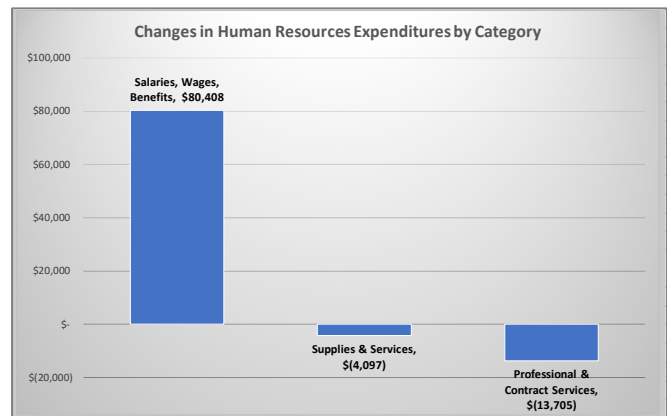
# Expenditures Summary

## FY 2023-24 Human Resources Budget



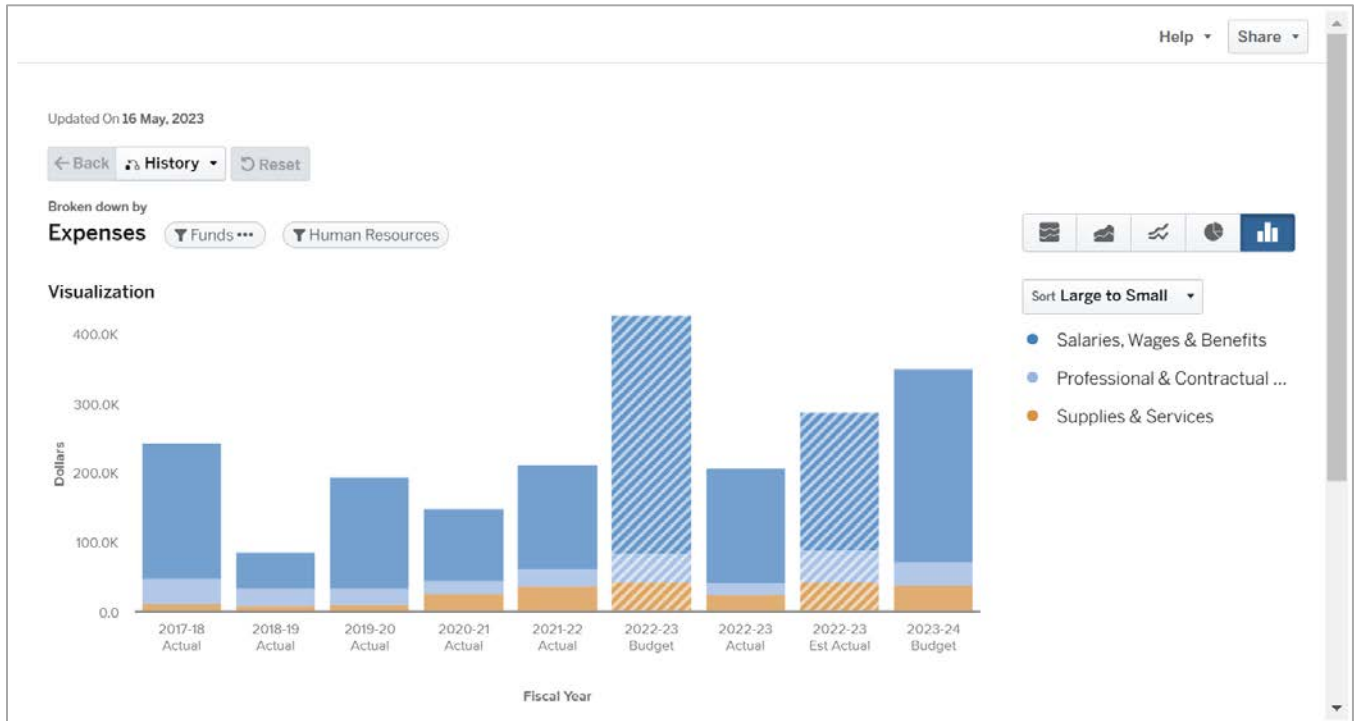
The total Human Resources budget for FY 2023-24 is \$350,453. The **salaries, wages, & benefits** category represents 79%, which supports 1.15 FTE.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



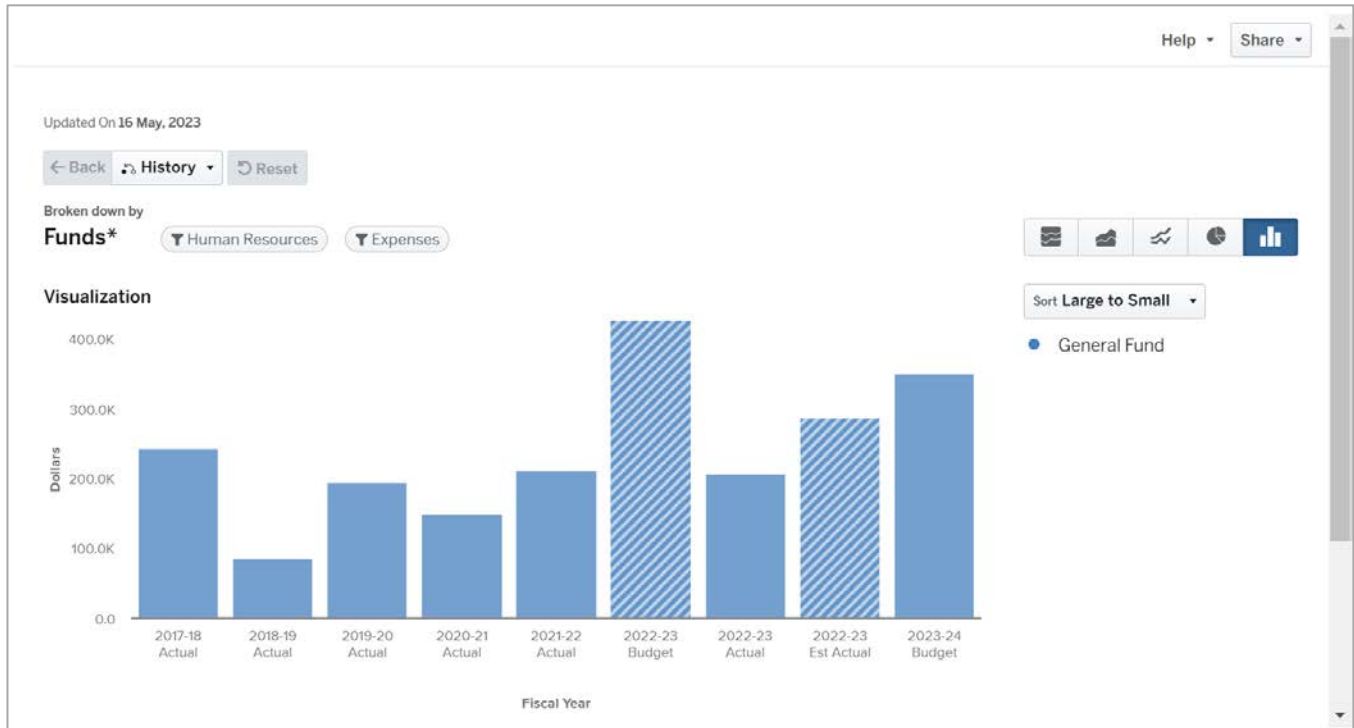
The FY 2023-24 budget is \$62,606 or 22% more than the FY 2022-23 Estimated Actual. **Salaries, wages, & benefits** increased by \$80,400 and is primarily due to COLA, merit increase per salary schedule, and increase in benefit costs. It also includes contingency budget of \$30,000.

# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Salaries, Wages & Benefits	\$ 194,785	\$ 52,276	\$ 160,824	\$ 104,824	\$ 149,902	\$ 340,849	\$ 165,395	\$ 198,068	\$ 278,476
▶ Professional & Contractual Services	37,167	25,683	22,396	18,240	25,236	41,100	17,909	45,900	32,195
▶ Supplies & Services	11,998	9,049	11,518	26,821	37,795	44,181	25,012	43,879	39,781
<b>Total</b>	<b>\$ 243,949</b>	<b>\$ 87,008</b>	<b>\$ 194,739</b>	<b>\$ 149,885</b>	<b>\$ 212,933</b>	<b>\$ 426,130</b>	<b>\$ 208,315</b>	<b>\$ 287,847</b>	<b>\$ 350,452</b>

# Expenditures by Funds



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 243,949	\$ 87,008	\$ 194,739	\$ 149,885	\$ 212,933	\$ 426,130	\$ 208,315	\$ 287,847	\$ 350,452
<b>Total</b>	\$ 243,949	\$ 87,008	\$ 194,739	\$ 149,885	\$ 212,933	\$ 426,130	\$ 208,315	\$ 287,847	\$ 350,452

# Finance

General Government

FY 2023-24 Budget

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## Department Description

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

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

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

## Staffing

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

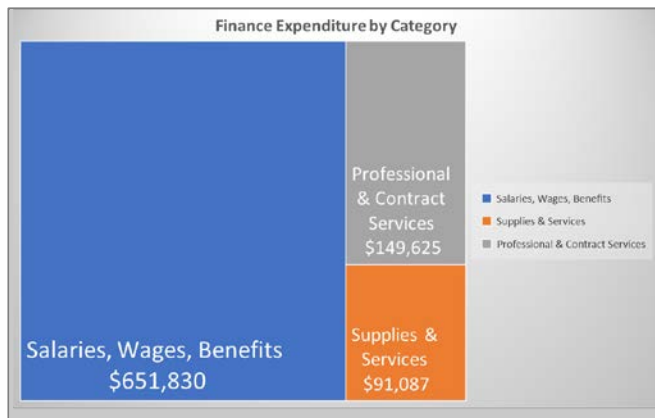
150 - 2024 Finance	
Category	2024
Accounting Technicians	2
Accounting Manager	1

## Revenues Summary

The Finance operation is entirely funded by General Fund revenues.

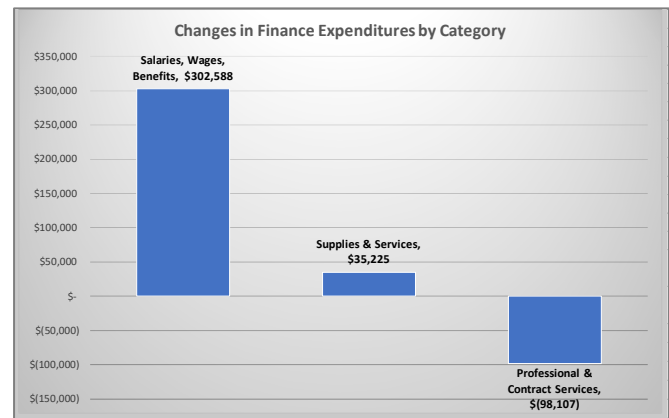
# Expenditures Summary

## FY 2023-24 Finance Budget



The total Finance budget for FY 2023-24 is \$892,542. The **salaries, wages, & benefits** category represents 73%, which supports 3.0 FTE. The FY 2023-24 Finance Budget includes the addition of one Accounting Manager position.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



The FY 2023-24 budget is \$239,706 or 37% more than the FY 2022-23 Estimated Actual. The largest increase is in **salaries, wages, & benefits**. The addition of an Accounting Manager (\$280,000 fully burdened) is the main cause of the increase. Consequently, the reduction in **professional & contract services** by \$98,000 is also largely due to the addition of the Accounting Manager. With the hiring of the Accounting Manager, the department does not need a consultant to help with year-end close, reducing the **professional & contract services** by \$70,000.

# Expenditures by Categories

Help Share

Updated On 16 May, 2023

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Broken down by

Expenses

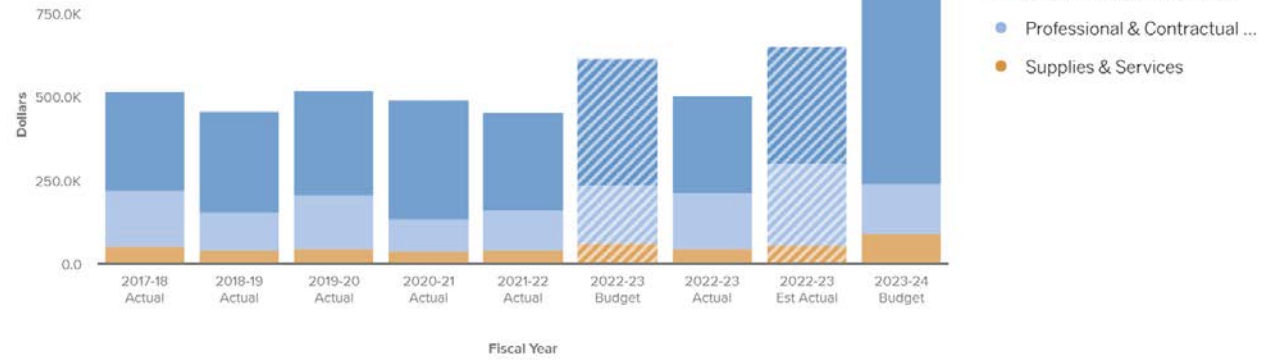
Funds

Finance



Visualization

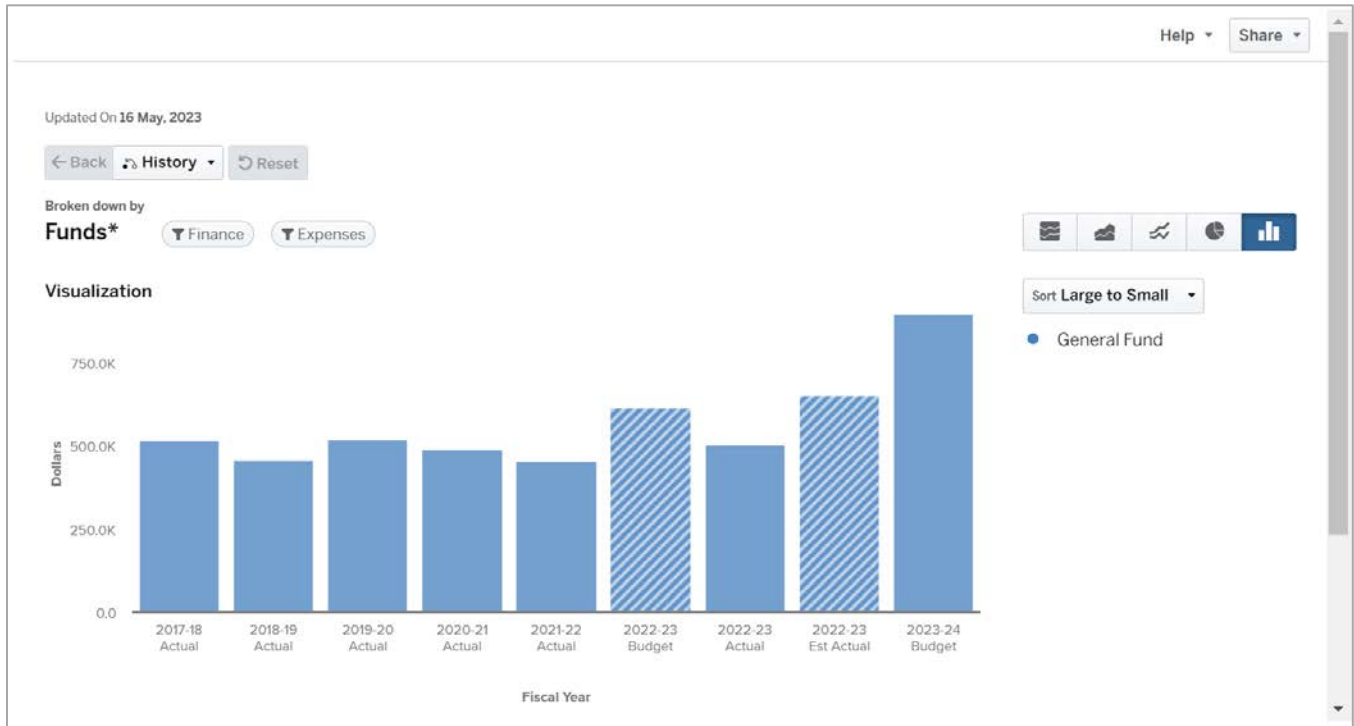
Sort Large to Small



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
Salaries, Wages & Benefits	\$ 294,921	\$ 302,752	\$ 313,802	\$ 355,254	\$ 295,515	\$ 381,305	\$ 290,270	\$ 349,242	\$ 651,830
Professional & Contractual Services	169,915	111,060	160,120	95,601	116,978	173,200	169,310	247,732	149,625
Supplies & Services	51,520	42,544	46,279	40,634	43,014	62,957	45,386	55,862	91,087
<b>Total</b>	<b>\$ 516,355</b>	<b>\$ 456,356</b>	<b>\$ 520,201</b>	<b>\$ 491,488</b>	<b>\$ 455,507</b>	<b>\$ 617,462</b>	<b>\$ 504,966</b>	<b>\$ 652,836</b>	<b>\$ 892,542</b>



# Expenditures by Funds



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 516,355	\$ 456,356	\$ 520,201	\$ 491,488	\$ 455,507	\$ 617,462	\$ 504,966	\$ 652,836	\$ 892,542
<b>Total</b>	\$ 516,355	\$ 456,356	\$ 520,201	\$ 491,488	\$ 455,507	\$ 617,462	\$ 504,966	\$ 652,836	\$ 892,542



# General Services

General Government

FY 2023-24 Budget

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## Department Description

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

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

## Staffing

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

## Revenues Summary

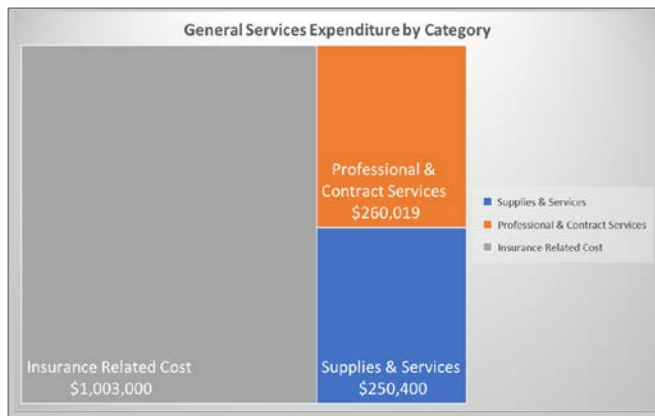
Operating expenditure in General Services is generally supported by non-departmental General Fund revenues. Annually, the Town is reimbursed for recovered Town property damage and workers comp claims filed and for risk mitigation. The risk mitigation grant is allocated through PLAN JPA, and unused portions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



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>37021 - Insurance Reimbursements</b>	\$ 55,860	\$ 12,107	\$ 80,731	\$ 41,808	\$ 57,733	\$ 50,000	\$ 13,358	\$ 50,000	\$ 50,000
<b>Total</b>	\$ 55,860	\$ 12,107	\$ 80,731	\$ 41,808	\$ 57,733	\$ 50,000	\$ 13,358	\$ 50,000	\$ 50,000

# Expenditures Summary

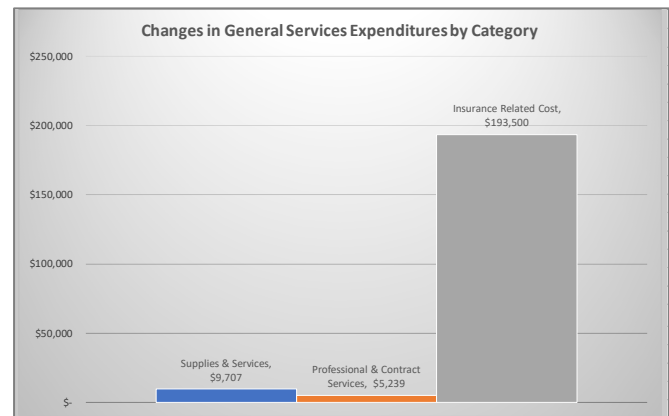
## FY 2023-24 General Services Budget



The total General Services budget for FY 2023-24 is \$1,513,419. Expenditures and services that benefit all departments, such as insurance and technology support, or the community, such as basic cable services, are recorded in the General Services department.

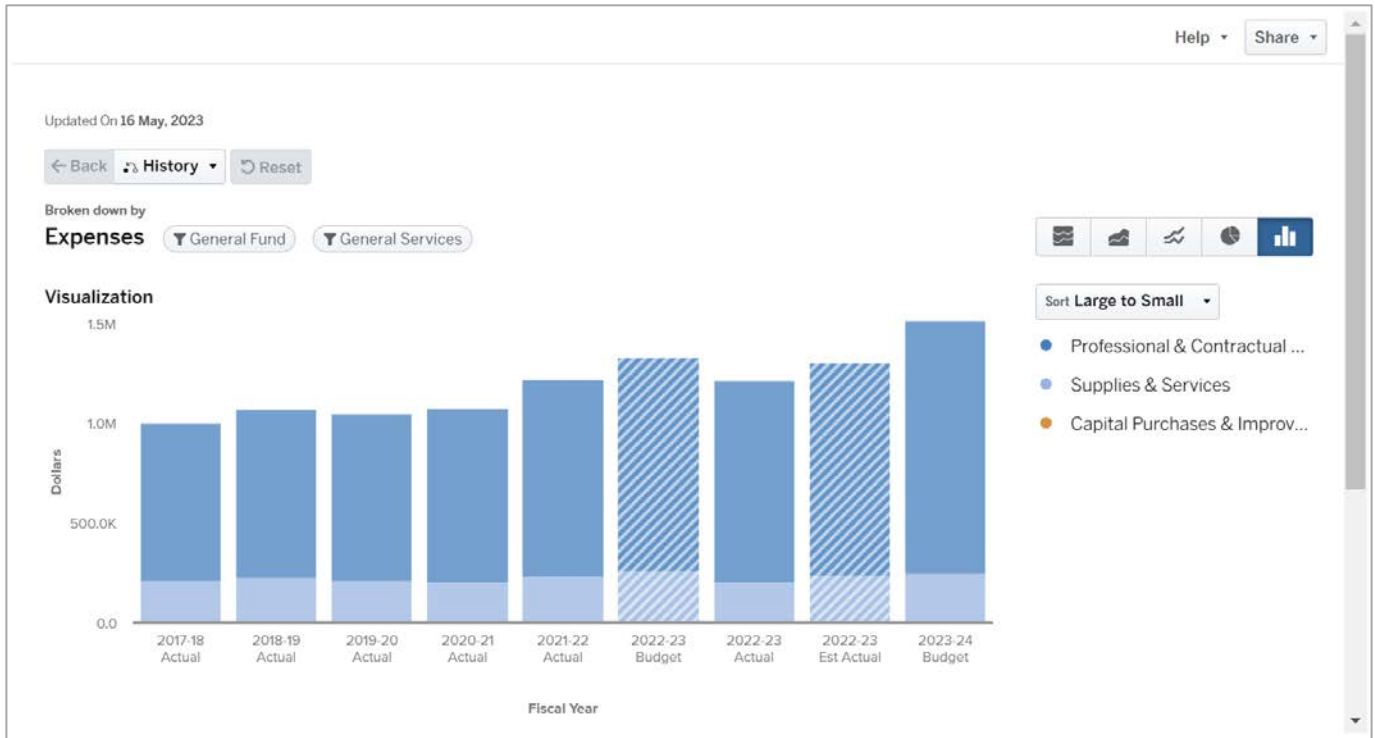
Insurance Costs are the largest expenditures category in the General Services budget. It is generally part of the **professional & contractual services** category. The supplies and services budget of \$250,400 includes \$110,000 in desktop and technology support, as well as Office 365 subscription.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



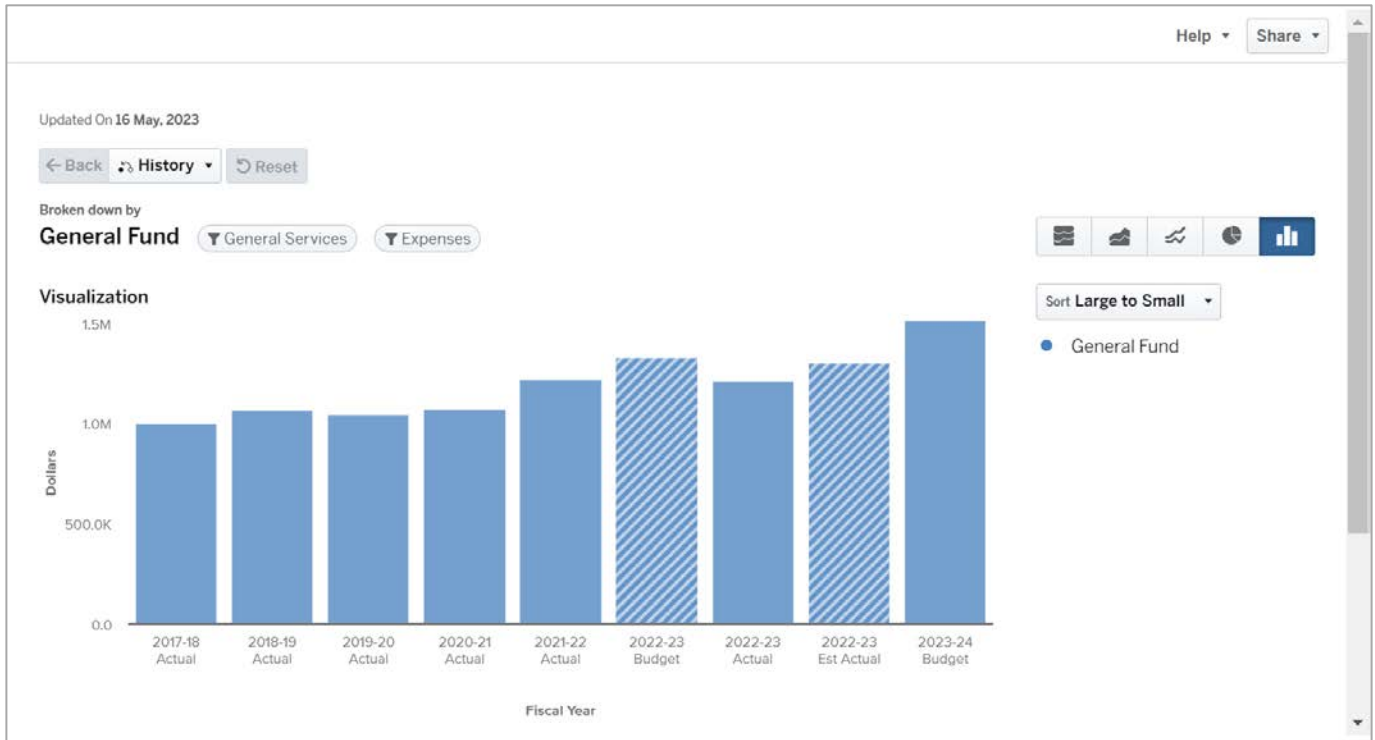
The FY 2023-24 budget is \$208,446 or 16% more than the FY 2022-23 Estimated Actual. The largest change is in **insurance costs**, as the property and general insurance market in California shrink. The Town is part of the PLAN JPA pool to share general and property claim risks. In recent years, the pool showed an insurance premium increase of 25% to 30% due to that the market shrinkage.

# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Professional & Contractual Services	\$ 793,861	\$ 846,378	\$ 842,562	\$ 869,650	\$ 987,801	\$ 1,069,500	\$ 1,012,430	\$ 1,064,280	\$ 1,263,019
▶ Supplies & Services	210,746	215,766	210,115	209,319	236,664	263,921	207,485	240,693	250,400
▶ Capital Purchases & Improvements	0	12,406	0	0	0	0	0	0	0
<b>Total</b>	<b>\$ 1,004,608</b>	<b>\$ 1,074,550</b>	<b>\$ 1,052,678</b>	<b>\$ 1,078,969</b>	<b>\$ 1,224,466</b>	<b>\$ 1,333,421</b>	<b>\$ 1,219,915</b>	<b>\$ 1,304,973</b>	<b>\$ 1,513,419</b>

# Expenditures by Funds



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 1,004,608	\$ 1,074,550	\$ 1,052,678	\$ 1,078,969	\$ 1,224,466	\$ 1,333,421	\$ 1,219,915	\$ 1,304,973	\$ 1,513,419
<b>Total</b>	\$ 1,004,608	\$ 1,074,550	\$ 1,052,678	\$ 1,078,969	\$ 1,224,466	\$ 1,333,421	\$ 1,219,915	\$ 1,304,973	\$ 1,513,419

# Debt Services

General Government

FY 2023-24 Budget

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## Department Description

In 2015, the Town of Colma issued a \$5.30 million Certificates of Participation (COPs, an AA rating per S&P) to fund the Town Hall Campus Renovation. The financing documents require the City Council to appropriate the annual lease payments as part of the Operating Budget. The Debt Service Fund will receive a Transfer of resources from the General Fund to cover the expenses. The Finance Division is responsible for the transfer of funds to the Trustee to make timely payments on principal and interest. The first installment is due in October and the second installment in April. As shown in the expenditure charts below, Actual through Mar '23 is \$83,534 because the second installment has not been made as of end of March.

The total outstanding debt on June 30, 2023, is \$4.43 million. The FY 2023-24 Budget includes debt service payments and administrative cost of \$298,669.

The Town records Debt Service Activities in Fund 43, and the Debt Service Fund is part of the General Government Function. Annual debt payments are fully supported by the General Fund (11) through interfund transfers. While the debt margin table below shows that the Town may take on more debt, the Town has no intention of pursuing additional debt in the foreseeable future.

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Legal Debt Margin</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>
Total Actual Taxable Valuation	677,672,468	714,110,451	758,728,368	771,810,869	787,247,086	802,992,028
State Mandated Debt Limit (15%)	101,650,870	107,116,568	113,809,255	115,771,630	118,087,063	120,448,804
Budget Stabilization & Debt Reserve	12,000,000	12,000,000	12,000,000	15,000,000	15,000,000	15,000,000
Unreserved Debt Capacity	113,650,870	119,116,568	125,809,255	130,771,630	133,087,063	135,448,804
Outstanding Debt (COP)	5,010,000	4,900,000	4,785,000	4,670,000	4,550,000	4,425,000
Proposed Debt Issuance: None	-	-	-	-	-	-
Total Debt Subject to Limit	5,010,000	4,900,000	4,785,000	4,670,000	4,550,000	4,425,000
<b>Total Legal Debt Margin <sup>^</sup></b>	<b>108,640,870</b>	<b>114,216,568</b>	<b>121,024,255</b>	<b>126,101,630</b>	<b>128,537,063</b>	<b>131,023,804</b>

<sup>^</sup> Total Legal Debt Margin represents total debt the Town may have based on California Government Cost 43605.

## Revenues Summary

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

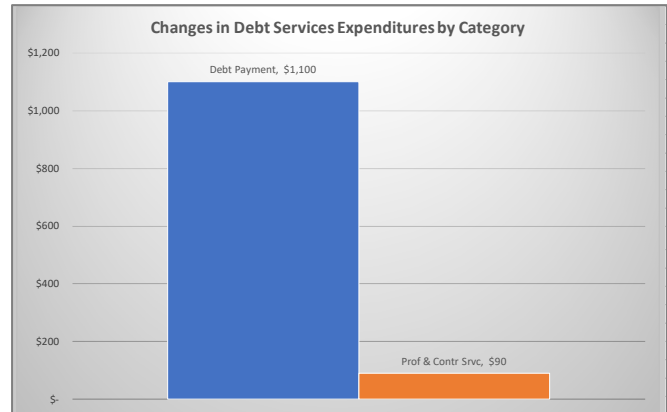
## Expenditures Summary

### FY 2023-24 Debt Services Budget



The total Debt Services budget for FY 2023-24 is \$298,759. The main expenditure in this department is **debt payments**. The department also includes debt filing services required by the Certificate of Participation.

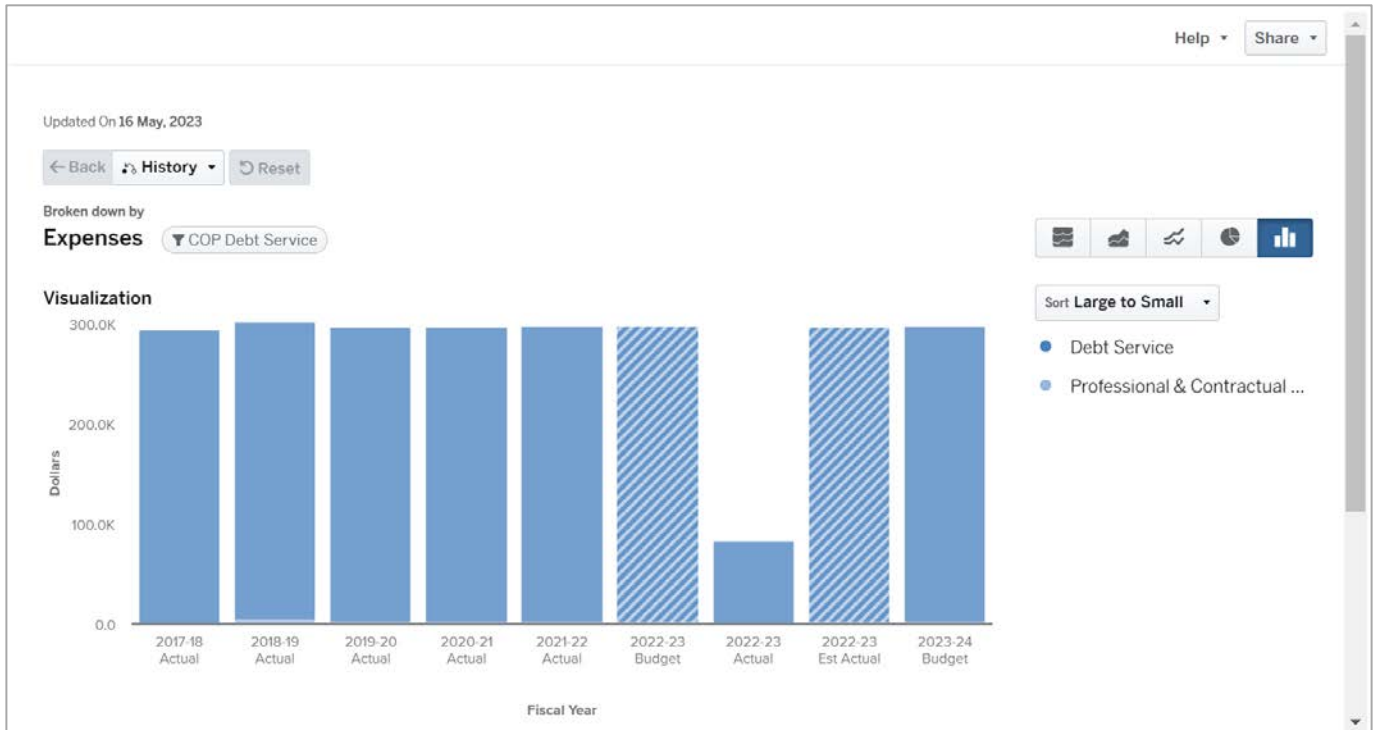
### Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



The FY 2023-24 budget is \$1,190 more than the FY 2022-23 Estimated Actual. The increase is related to **debt payments**.



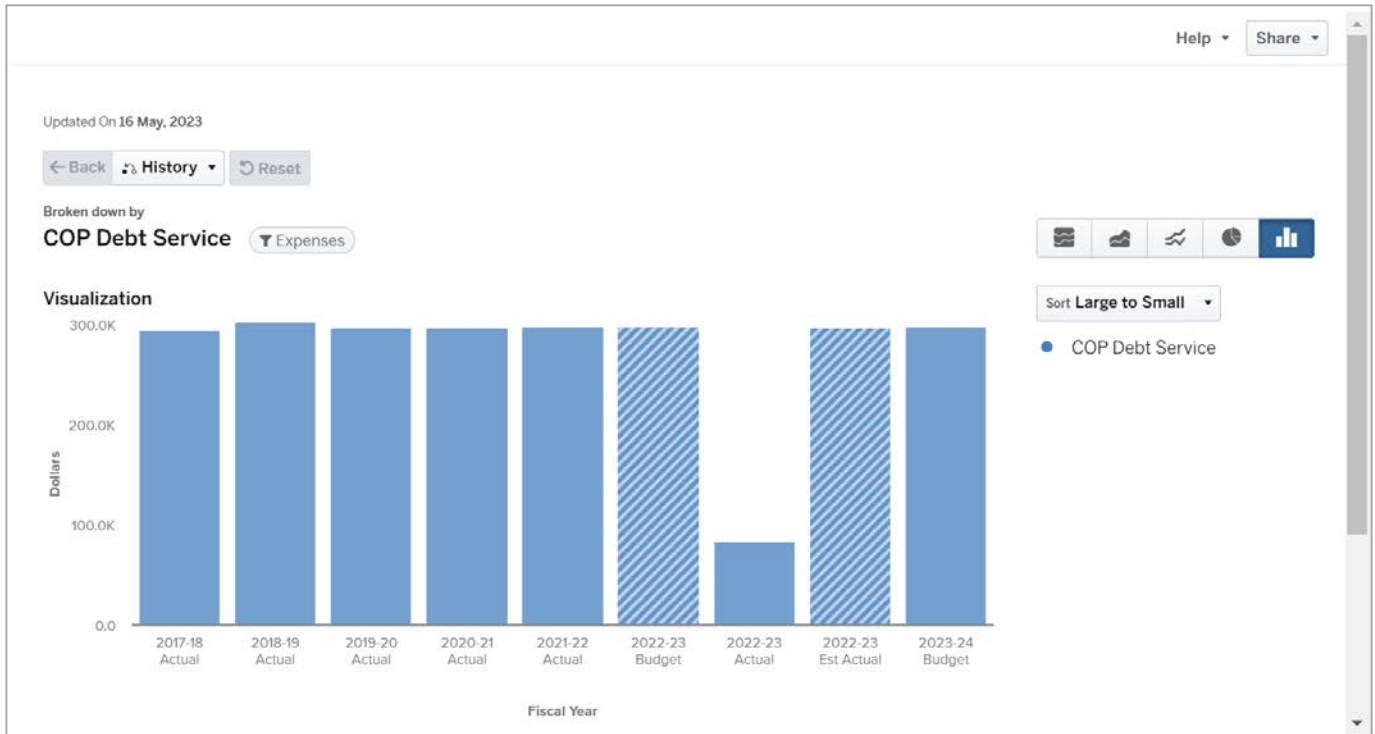
# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Debt Service	\$ 293,469	\$ 296,269	\$ 293,969	\$ 294,369	\$ 294,569	\$ 295,669	\$ 82,284	\$ 294,569	\$ 295,669
▶ Professional & Contractual Services	1,600	5,400	3,250	3,350	3,350	3,000	1,250	3,000	3,090
<b>Total</b>	<b>\$ 295,069</b>	<b>\$ 301,669</b>	<b>\$ 297,219</b>	<b>\$ 297,719</b>	<b>\$ 297,919</b>	<b>\$ 298,669</b>	<b>\$ 83,534</b>	<b>\$ 297,569</b>	<b>\$ 298,759</b>



# Expenditures by Funds



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>COP Debt Service</b>	\$ 295,069	\$ 301,669	\$ 297,219	\$ 297,719	\$ 297,919	\$ 298,669	\$ 83,534	\$ 297,569	\$ 298,759
<b>Total</b>	\$ 295,069	\$ 301,669	\$ 297,219	\$ 297,719	\$ 297,919	\$ 298,669	\$ 83,534	\$ 297,569	\$ 298,759

# Other Government Activities

General Government

FY 2023-24 Budget

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## Accrued Leave Payout

### Description

Annually, the Town make contributions to the Accrued Leave Payout Reserve (Fund 12) per Colma Administrative Code 4.01.150(d)(3). The reserve is committed for vacation, management, floating holidays, and comp-time payout (and sick leave when related to retirement) when an employee separates from the Town. The balance of this reserve can be found in the Budget Overview section of this budget document.

For FY 2023-24, the Town found that up to six employees are eligible for retirement. A contingency budget of \$615,874 is included in the FY 2023-24 budget in preparation for when these employees decides to retire. Unused funds will remain in the reserve.

# COVID-19 Response

## Description

The Emergency Response Fund (19) was created in FY 2019-20 to track all personnel and operating spending in response to the COVID-19 pandemic. Fund 19 is part of the General Fund, and the revenues and expenditures are rolled into the General Fund group from an accounting standpoint. As of February 28, 2023, the Governor terminated the State's COVID-19 State of Emergency. Similarly, Cal/OSHA has moved COVID-19 prevention protocols to non-emergency and has extended the tracking period until February 3, 2025. Fund 19 will be inactivated in FY 2023-24 and all preventative supplies and positive case tracking will be moved to the operating budget within Fund 11.

## Revenues

The Town received \$406,200 in COVID grants with \$50,000 in CARES Grant and \$356,200 in the American Rescue Plan Act of 2021 funds. The Town is anticipating no additional funding in FY 2023-24.

## Expenditures

To-date, the Town has spent \$612,003 on COVID-19 related activities. Activities included delivering food to at-risk residents, purchasing and disbursing test kits, cleaning and disinfecting public facilities, and tracing and reporting COVID-19 positive cases.

# Public Safety

FY 2023–24 Budget

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The Public Safety Function consists of the following departments:

- [Police Administration](#)(210),
- [Patrol](#) (220),
- [Communication/Dispatch](#) (230), and
- [Community Services](#) (240).

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

## Revenues Summary

The Police Department is projected to receive \$305,724 in departmental revenues in FY 2023-24. Included in the \$305,724 is \$160,000 of annual Supplemental Law Enforcement Services (COPS Grant) and Multi-Agency Juvenile Justice growth funds. The COPS grant fund is recorded in Fund 29 and supports activities charged to Fund 29.

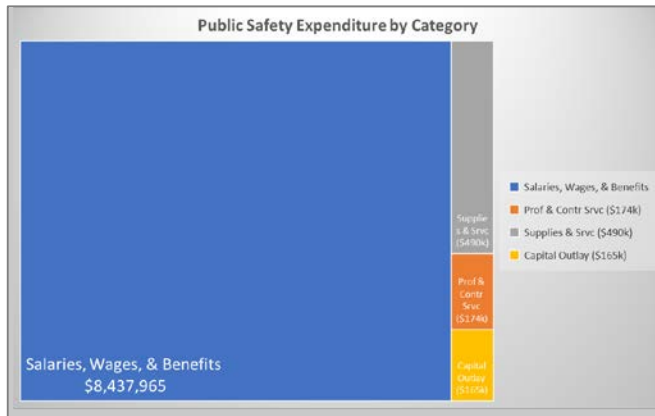
With a total department budget of \$9.27 million dollars, the department depends largely on non-specified General Fund revenues.



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>Police Grant (CA-COPS)</b>	\$ 139,416	\$ 148,747	\$ 155,948	\$ 156,727	\$ 161,285	\$ 150,000	\$ 159,736	\$ 150,000	\$ 160,000
<b>General Fund</b>	132,599	179,582	162,262	146,075	128,751	151,020	144,977	124,772	145,724
<b>Total</b>	\$ 272,015	\$ 328,328	\$ 318,210	\$ 302,802	\$ 290,036	\$ 301,020	\$ 304,713	\$ 274,772	\$ 305,724

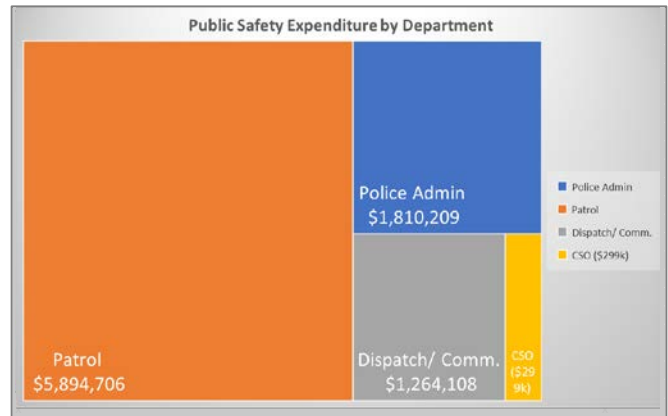
# Expenditures Summary

## FY 2023-24 Public Safety Budget by Categories



The total public safety budget for FY 2022-23 is \$9,268,131. The **salaries, wages, & benefits** category represents 91% of the total public safety budget. It supports 26.9 FTEs, the Town's largest staffed department. The department has 15.22 police officers and sergeants, 2 detectives, 5.2 dispatch/communication, 1.48 community services officers, and 3 in administrative functions.

## FY 2023-24 Public Safety budget by Department



With 15.22 police officers and sergeants, Police Patrol is the largest division within Public Safety. More information is available in the departmental budget narratives.

# Expenditures by Categories

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Broken down by

**Expenses**

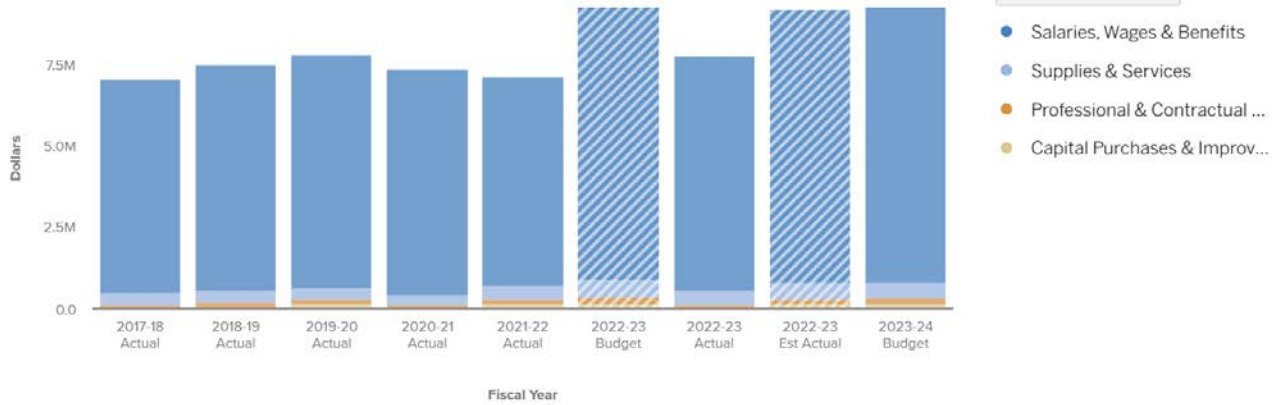
Funds ▾

Departments ▾



Visualization

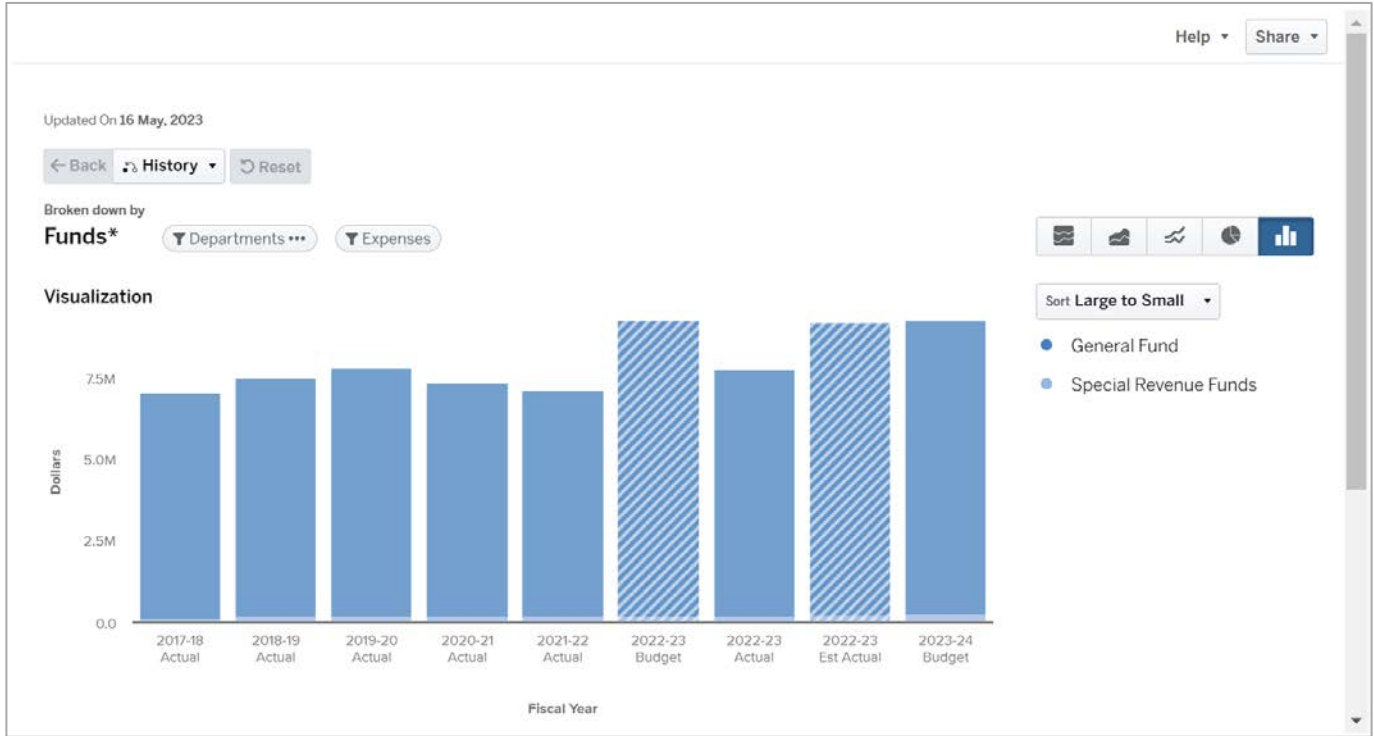
Sort Large to Small ▾



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Salaries, Wages & Benefits	\$ 6,562,384	\$ 6,972,980	\$ 7,196,993	\$ 6,919,253	\$ 6,409,166	\$ 8,352,923	\$ 7,214,903	\$ 8,418,688	\$ 8,437,966
▶ Supplies & Services	373,850	367,116	327,772	305,174	409,117	536,745	446,128	508,483	490,988
▶ Professional & Contractual Services	124,143	134,460	143,736	153,174	152,268	197,000	132,044	153,465	174,154
▶ Capital Purchases & Improvements	22,702	68,356	165,507	0	170,738	186,524	6,729	168,846	165,024
<b>Total</b>	\$ 7,083,079	\$ 7,542,912	\$ 7,834,007	\$ 7,377,601	\$ 7,141,289	\$ 9,273,192	\$ 7,799,804	\$ 9,249,482	\$ 9,268,132



# Expenditures by Funds



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▼ General Fund	\$ 6,954,953	\$ 7,354,406	\$ 7,645,175	\$ 7,173,318	\$ 6,922,723	\$ 9,075,298	\$ 7,608,158	\$ 9,026,158	\$ 9,005,978
General Fund	6,954,953	7,354,406	7,645,175	7,173,318	6,922,723	9,075,298	7,608,158	9,026,158	9,005,978
▶ Special Revenue Funds	128,126	188,506	188,832	204,283	218,566	197,894	191,647	223,324	262,154
<b>Total</b>	<b>\$ 7,083,079</b>	<b>\$ 7,542,912</b>	<b>\$ 7,834,007</b>	<b>\$ 7,377,601</b>	<b>\$ 7,141,289</b>	<b>\$ 9,273,192</b>	<b>\$ 7,799,804</b>	<b>\$ 9,249,482</b>	<b>\$ 9,268,132</b>



## Accomplishments

### Strategic Plan:

- In 2021 CalOES informed the Town that we were in violation of our Public Safety Answering Point (PSAP) by not operating our dispatch center full time. After discussions with CalOES the Town's only options were to move to a 24/7 dispatch center or to contract the dispatch services 100 percent of the time. The City Council directed staff to work with the Dispatch bargaining unit to bring dispatch services in-house full time. Currently, the Police Department is preparing to go to full-time dispatch.
- The Colma Police Department is in the process of recruiting and implementing a Police Explorer Post. The Police Explorer Post program is a volunteer organization for teenagers aged 14 to 21, with an interest in Law Enforcement. The goals of the Explorer Program are to expose teenagers to lifelong skills such as teamwork, responsibility and leadership, while building bridges between the community and law enforcement. The program will be organized through the Explorer Division of the Pacific Skyline Council of the Boy Scouts.

### Operational:

- The Colma Police Department continued to make community engagement a top priority by participating in National Night Out, Coffee with a Cop, Elderly Food Distribution, Blood Drive, Veterans Christmas Eve Food and Gift distribution and movie nights and Trunk or Treat Event.
- The Colma Police Department had four Officers, Josh Moreno, Brian Nagata, Anthony Berkovatz and Anthony McKenna who received 10851 Pins for excellence in stolen vehicles.
- Detective Daniel Mendoza received a National Award from FLOCK, our Automated License Plate Reader Company, for his efforts in stolen vehicle recovery.
- New hires consisted of Police Officers Reinalyn Duma and Andres Abarca.

### Performance Measures:

The 2023-24 Goals in the images below reflects the annual average. All four slides of the Public Safety performance measures presentation are available below as separate images. The link to the digital budget for this section is <https://stories.opengov.com/colmaca/published/6xsjdrw22i>

## Police Administration



Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Goals
Internal Commendations	102	0	31	50
Training Hours *	523	0	1,340	1,000
Community Event (Entire Department)	80	94	128	120

\* Training reduced during FY 2020-21 and FY 2021-22 due to the COVID-19 pandemic.

## Police Patrol



Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Goals
Residential Patrols	4,558	3,000	4,538	4,000
Business Checks	207	43	55	60
Gang Task Force Hours	120	480	214	400

## Police Communication



Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Goals
Warrants Entered	225	592	879	600
Calls for Services	4,429	5,770	6,542	5,500
Incidents Taken	23,628	23,483	22,016	22,000

## Police Community Services



Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Goals
Live Scan Fingerprinting	447	252	0	300
Evidence Received and Logged	8,507	9,559	6,324	6,000
Evidence Purged	5,372	2,532	3,067	3,000
Parking Citations	2,229	1,748	2,348	2,000

## Future Objectives

### Strategic Plan:

- The Colma Police Department was awarded a 15k wellness grant for the Fiscal Year 23/34. The funds will be utilized to enhance the police department wellness program. We currently have one officer and one sergeant being trained in a POST certified fitness and nutrition program so they can set up fitness and nutrition programs for members of the department.

### Operational:

- We will continue to work on implementing and providing full-time dispatch services for the Town of Colma. This consists of the hiring and training one full-time dispatcher, schedule changes and coordination and utilization of per diem dispatchers.

# Police Administration

Public Safety

FY 2023-24 Budget

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## Department Description

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

## Staffing

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

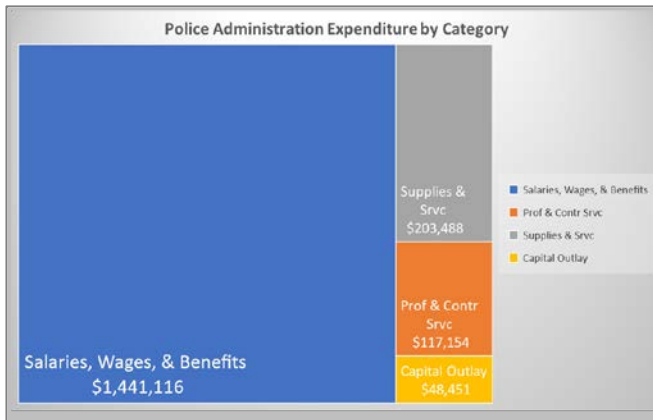
2023-24 Police Admin Staffing	
Category	2024
Chief of Police	1
Detective	1
Detective Sergeant	1
Executive Assistant to the Chief of Police	1
Administrative Technician III	0

## Revenues Summary

The Police Administration Division is primarily funded by the General Fund and does not have a specific revenues resource.

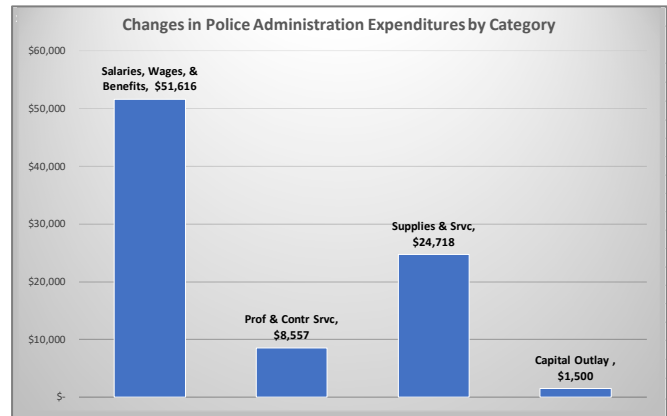
# Expenditures Summary

## FY 2023-24 Police Administration Budget



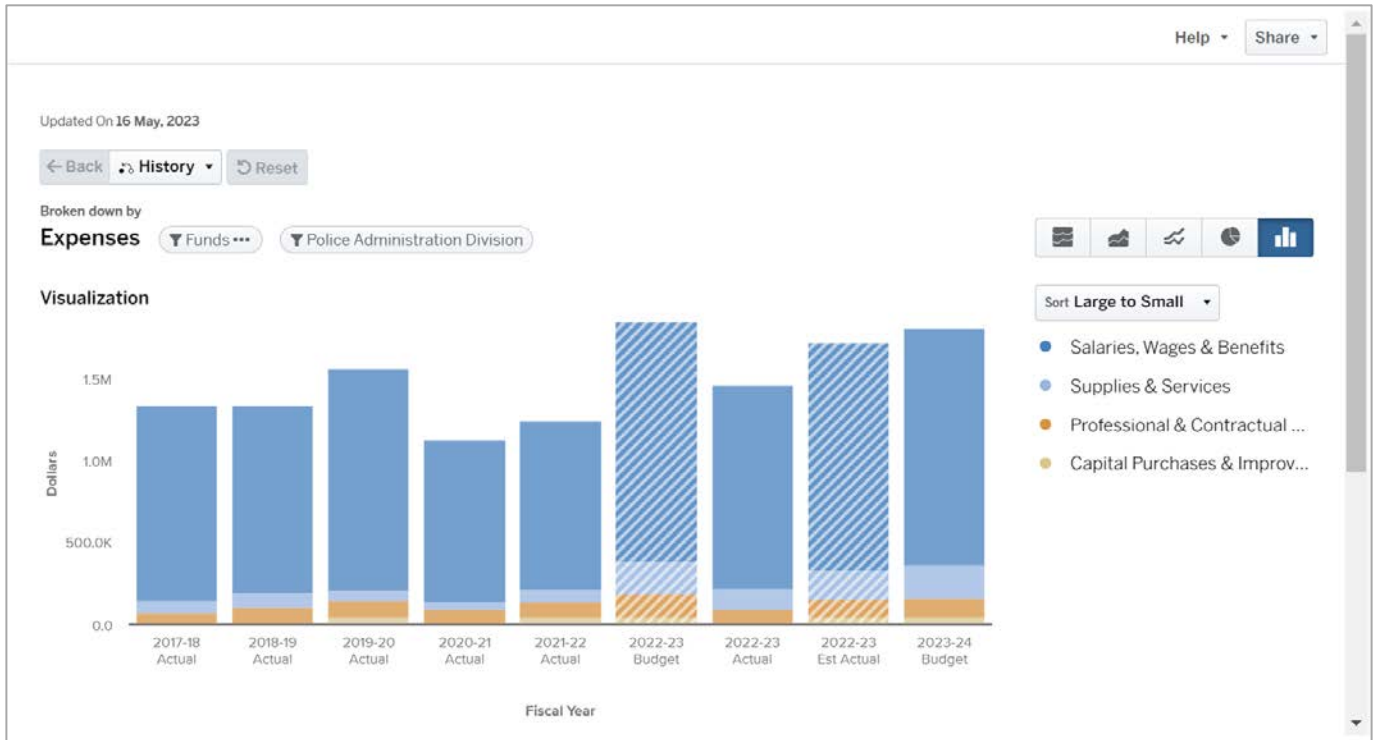
The total Police Administration budget for FY 2023-24 is \$1,810,210. The **salaries, wages, & benefits** category represents 80% and supports 4.0 FTE.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



The FY 2023-24 budget is \$86,391 or 5% more than the FY 2022-23 Estimated Actual. The largest change is in **salaries, wages & benefits** in the amount of \$51,616. The increase is mainly due to pension costs.

# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Salaries, Wages & Benefits	\$ 1,191,646	\$ 1,144,898	\$ 1,358,384	\$ 988,917	\$ 1,028,889	\$ 1,457,942	\$ 1,242,609	\$ 1,389,500	\$ 1,441,117
▶ Supplies & Services	77,516	92,644	61,463	43,979	74,529	200,036	129,406	178,770	203,488
▶ Professional & Contractual Services	75,734	92,617	100,537	97,415	96,079	140,000	92,962	108,597	117,154
▶ Capital Purchases & Improvements	0	15,120	47,756	0	46,951	48,451	0	46,951	48,451
<b>Total</b>	<b>\$ 1,344,896</b>	<b>\$ 1,345,280</b>	<b>\$ 1,568,140</b>	<b>\$ 1,130,312</b>	<b>\$ 1,246,448</b>	<b>\$ 1,846,429</b>	<b>\$ 1,464,976</b>	<b>\$ 1,723,818</b>	<b>\$ 1,810,210</b>

# Expenditures by Funds



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ General Fund	\$ 1,344,896	\$ 1,345,280	\$ 1,568,140	\$ 1,130,312	\$ 1,246,448	\$ 1,846,429	\$ 1,464,976	\$ 1,723,818	\$ 1,810,210
<b>Total</b>	\$ 1,344,896	\$ 1,345,280	\$ 1,568,140	\$ 1,130,312	\$ 1,246,448	\$ 1,846,429	\$ 1,464,976	\$ 1,723,818	\$ 1,810,210



# Police Patrol

Public Safety

FY 2023-24 Budget

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## Department Description

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

## Staffing

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

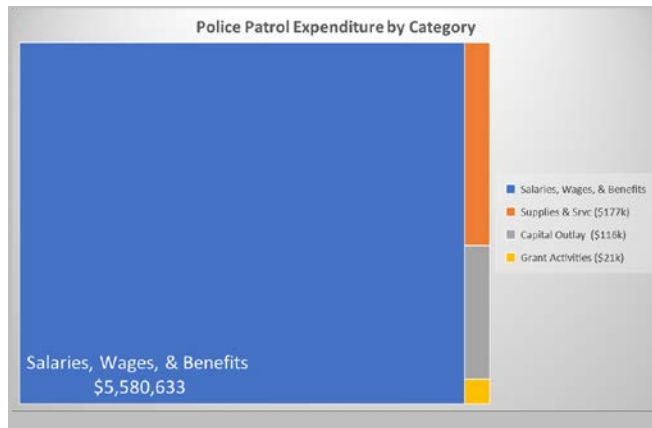
2023-24 Police Patrol Staffing	
Category	2024
Officers (incl Reserves)	11.22
Sergeant	4
Commander	1

## Revenues Summary

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

# Expenditures Summary

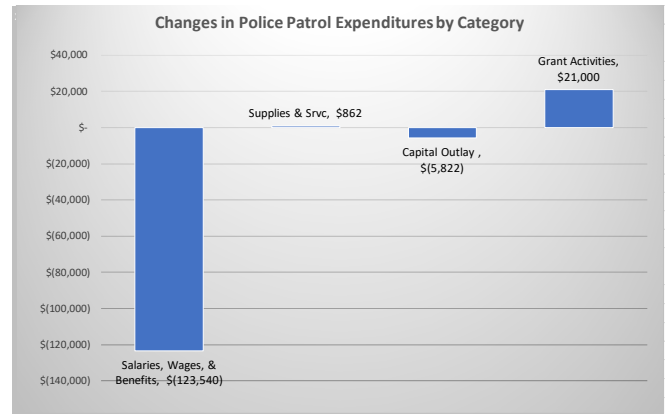
## FY 2023-24 Police Patrol Budget



The total Police Patrol budget for FY 2023-24 is \$5,894,707. The main expenditures in this department are **salaries, wages & benefits**, representing 95% of the total budget.

The department includes a \$21,000 budget for the youth grant program and crisis intervention training for all Colma police officers.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



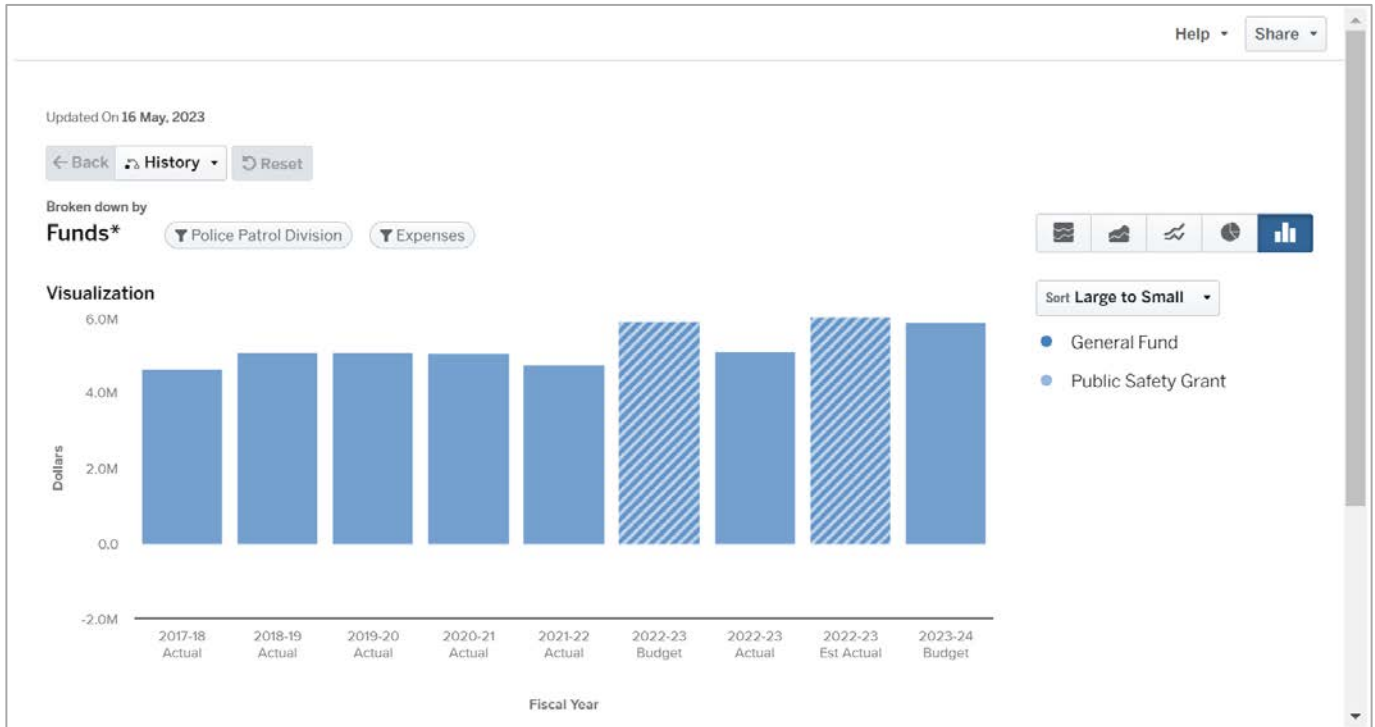
The FY 2023-24 budget is \$107,500 or 2% less than the FY 2022-23 Estimated Actual. The main change is in **salaries, wages, & benefits** and it's due to the overtime budget for FY 2023-24 being reduced to match FY 2022-23 base overtime budget.

# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Salaries, Wages & Benefits	\$ 4,448,081	\$ 4,903,247	\$ 4,817,001	\$ 4,914,093	\$ 4,446,438	\$ 5,599,323	\$ 4,904,851	\$ 5,704,138	\$ 5,591,034
▶ Supplies & Services	164,007	134,943	133,932	130,320	192,999	177,600	191,170	176,138	187,600
▶ Capital Purchases & Improvements	22,702	53,236	117,165	0	123,787	138,073	6,729	121,895	116,073
▶ Professional & Contractual Services	606	0	4,368	0	0	0	0	0	0
<b>Total</b>	<b>\$ 4,635,397</b>	<b>\$ 5,091,427</b>	<b>\$ 5,072,465</b>	<b>\$ 5,044,413</b>	<b>\$ 4,763,224</b>	<b>\$ 5,914,996</b>	<b>\$ 5,102,751</b>	<b>\$ 6,002,171</b>	<b>\$ 5,894,707</b>

# Expenditures by Funds



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 4,623,139	\$ 5,083,262	\$ 5,068,798	\$ 5,043,863	\$ 4,763,224	\$ 5,908,996	\$ 5,102,751	\$ 6,002,206	\$ 5,873,707
<b>Public Safety Grant</b>	12,258	8,165	3,667	550	0	6,000	0	-35	21,000
<b>Total</b>	\$ 4,635,397	\$ 5,091,427	\$ 5,072,465	\$ 5,044,413	\$ 4,763,224	\$ 5,914,996	\$ 5,102,751	\$ 6,002,171	\$ 5,894,707

# Police Communications

Public Safety

FY 2023-24 Budget

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## Department Description

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

## Staffing

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

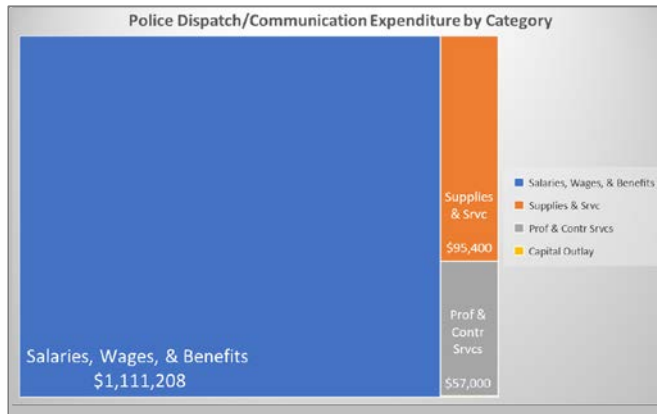
2023-24 Police Dispatch/Communication Staffing	
Category	2024
Dispatchers (incl Per Diem)	4.2
Dispatch Supervisor	1

## Revenues Summary

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

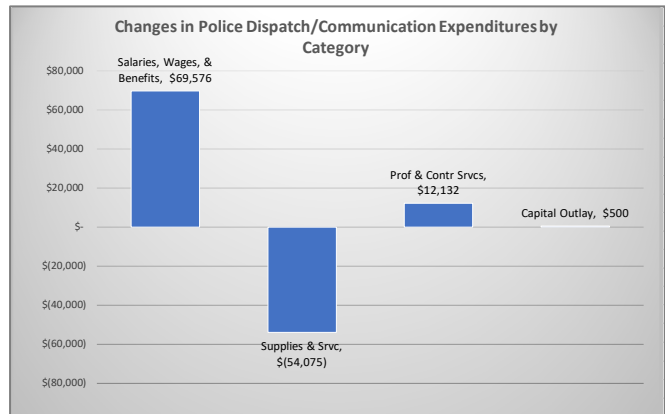
# Expenditures Summary

## FY 2023-24 Police Communications Budget



The total Police Communications/Dispatch budget for FY 2023-24 is \$1,264,108. The **salaries, wages, & benefits** represents 88% of the total budget and is the largest category for this department. It supports 5.2 FTE.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



The FY 2023-24 budget is \$28,133 or 2% more than the FY 2022-23 Estimated Actual. The increase in **salaries, wages, & benefits** in the amount of \$69,600 is due to an additional full-time dispatcher position, COLA's, pension liabilities contributions, and medical/ dental costs. Overtime, comp-time, and part-time budget have been reduced to match FY 2022-23 Budget.

# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Salaries, Wages & Benefits	\$ 783,391	\$ 718,601	\$ 808,707	\$ 795,340	\$ 722,235	\$ 1,043,008	\$ 819,614	\$ 1,041,632	\$ 1,111,208
▶ Supplies & Services	125,185	134,018	126,970	128,912	134,627	154,950	121,583	149,475	95,400
▶ Professional & Contractual Services	47,803	41,842	38,831	55,759	56,189	57,000	39,082	44,868	57,000
▶ Capital Purchases & Improvements	0	0	586	0	0	0	0	0	500
<b>Total</b>	<b>\$ 956,379</b>	<b>\$ 894,461</b>	<b>\$ 975,094</b>	<b>\$ 980,012</b>	<b>\$ 913,052</b>	<b>\$ 1,254,958</b>	<b>\$ 980,279</b>	<b>\$ 1,235,975</b>	<b>\$ 1,264,108</b>



# Expenditures by Funds



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 956,379	\$ 894,461	\$ 975,094	\$ 980,012	\$ 913,052	\$ 1,254,958	\$ 980,279	\$ 1,235,975	\$ 1,264,108
<b>Total</b>	\$ 956,379	\$ 894,461	\$ 975,094	\$ 980,012	\$ 913,052	\$ 1,254,958	\$ 980,279	\$ 1,235,975	\$ 1,264,108



# Police Community Services

Public Safety

FY 2023-24 Budget

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## Department Description

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

## Staffing

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

240 - 2024 PD CSO	
Data Updated May 14, 2023, 9:25 PM	
Category	2024
Community Services Officers	1.48

# Revenues Summary

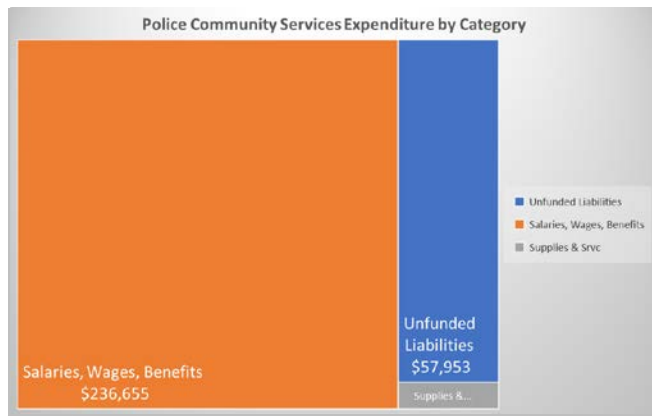
Annually, the Town receives \$150,000 from Supplemental Law Enforcement Services Funds (SLESF) and Multi-Agency Juvenile Justice growth fund. Per Government Cost Section 30062, monies allocated for SLESF is to be expended exclusively to provide front line law enforcement services. The Town classified parking enforcement as front-line law enforcement services.



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>Police Grant (CA-COPS)</b>	\$ 139,416	\$ 148,747	\$ 155,948	\$ 156,727	\$ 161,285	\$ 150,000	\$ 159,736	\$ 150,000	\$ 160,000
<b>Total</b>	\$ 139,416	\$ 148,747	\$ 155,948	\$ 156,727	\$ 161,285	\$ 150,000	\$ 159,736	\$ 150,000	\$ 160,000

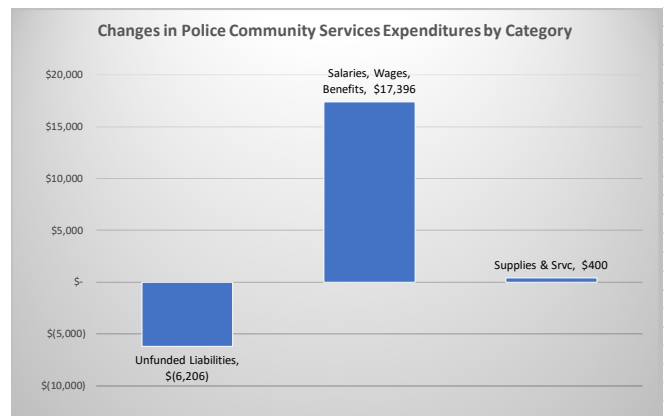
# Expenditures Summary

## FY 2023-24 Police Community Services Budget



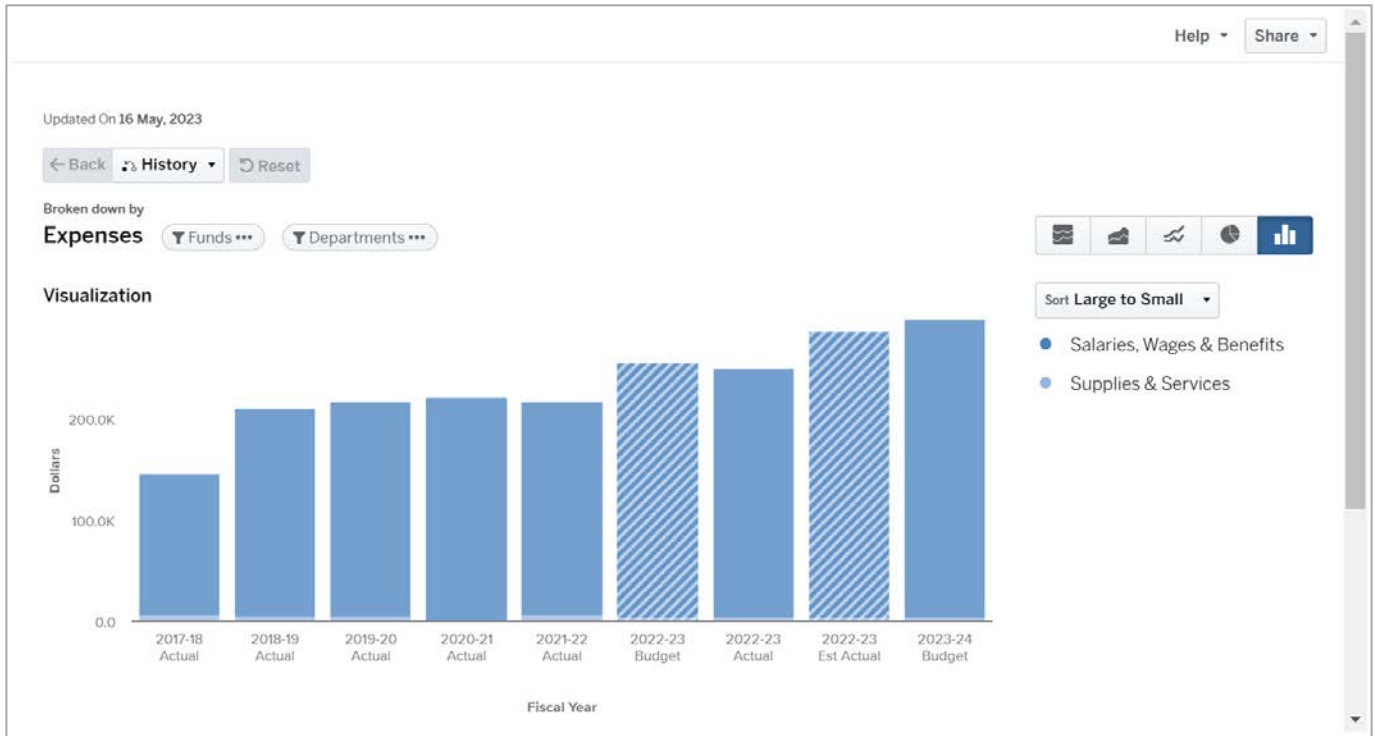
The total Community Services budget for FY 2023-24 is \$299,107. The **salaries, wages, & benefits** category represents 78% of the total department budget.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



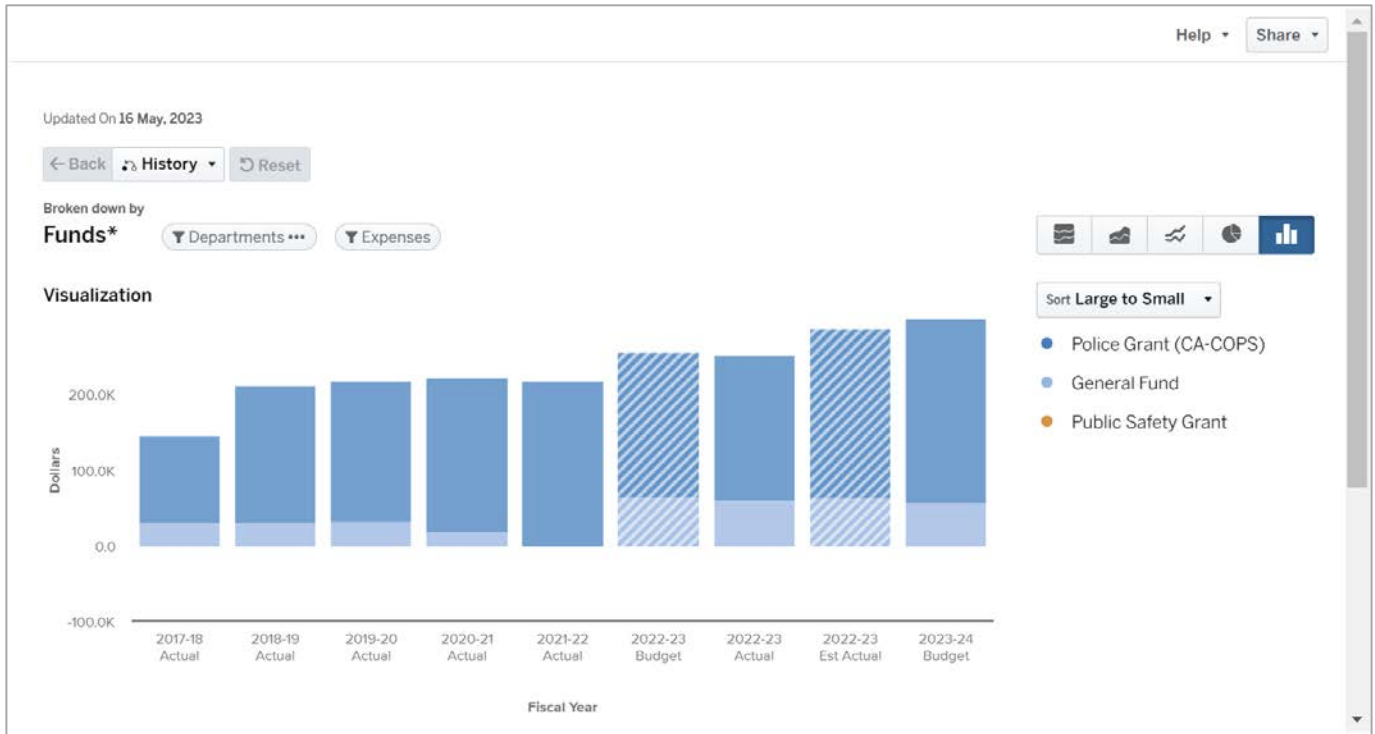
The FY 2023-24 budget is \$11,589 or 4% more than the FY 2022-23 Estimated Actual and it's mainly in **salaries, wages, & benefits**.

# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Salaries, Wages & Benefits	\$ 139,267	\$ 206,234	\$ 212,901	\$ 220,903	\$ 211,604	\$ 252,650	\$ 247,829	\$ 283,418	\$ 294,607
▶ Supplies & Services	7,141	5,511	5,407	1,962	6,961	4,159	3,969	4,100	4,500
<b>Total</b>	\$ 146,408	\$ 211,745	\$ 218,308	\$ 222,865	\$ 218,566	\$ 256,809	\$ 251,798	\$ 287,518	\$ 299,107

# Expenditures by Funds



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>Police Grant (CA-COPS)</b>	\$ 115,797	\$ 180,412	\$ 185,165	\$ 203,733	\$ 218,566	\$ 191,894	\$ 191,647	\$ 223,359	\$ 241,154
<b>General Fund</b>	30,540	31,404	33,143	19,132	0	64,915	60,151	64,159	57,953
<b>Public Safety Grant</b>	71	-71	0	0	0	0	0	0	0
<b>Total</b>	\$ 146,408	\$ 211,745	\$ 218,308	\$ 222,865	\$ 218,566	\$ 256,809	\$ 251,798	\$ 287,518	\$ 299,107

# Public Works & Planning

FY 2023–24 Budget

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

- [Engineering and Building](#) (310),
- [Public Works Maintenance](#) – including Sewer operations (320),
- [Planning](#) (410), and
- [Facility Operations](#) (800s).

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

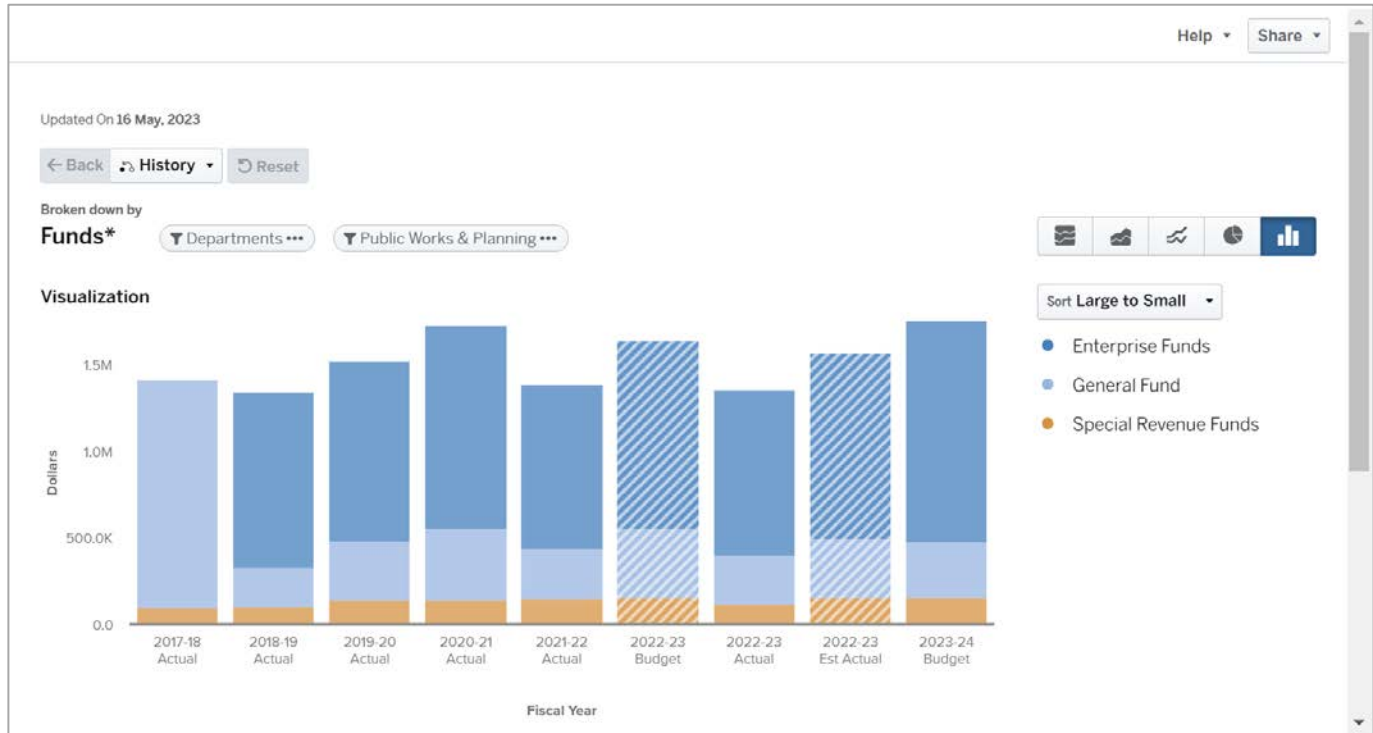
The Department continues to address traffic and transportation issues; identify and develop future capital improvement projects; improve maintenance and land development services; address the needs of other Town departments as they relate to Public Works and Planning; administer local, state, and federal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

## Public Works & Planning Revenues

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

- Sewer charges (or fees) is one of the revenue sources generated by the Public Works & Planning operation - \$1,090,270. Revenues received from sewer charges are recorded in a separate fund (Enterprise Fund) from the General Fund to pay for sewer conveyance and treatment costs charged by the North San Mateo County Sanitation District and the City of South San Francisco. Sewer maintenance and capital improvements are funded by the General Fund through annual transfers and collection fees.
- The department also collects permit fees and service charges for planning, building, and engineering activities - \$114,000. The various permits and application fees are based on the City Council approved 2019 Cost of Service Study. The collected charges offset up to 90% of the actual cost of providing such services.
- Grant funding, such as Gas Tax, Measure A, and Measure W (\$195,000), are used for specific activities. A portion of Gas Tax supports streetlight and traffic light repairs and the remaining funds are reserved for streets, sidewalk, and bikeway-related capital programs.

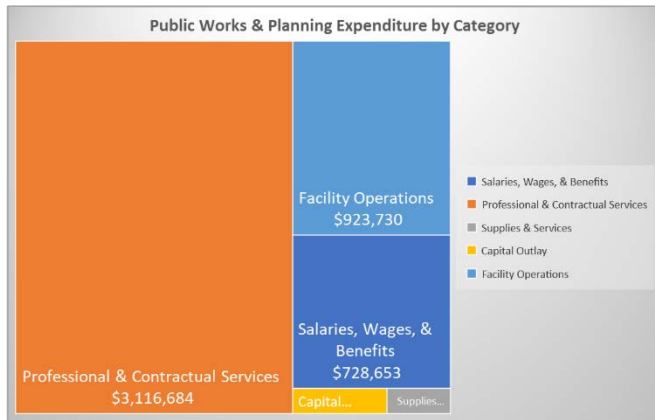




	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>Enterprise Funds</b>	\$ 0	\$ 1,017,547	\$ 1,041,297	\$ 1,180,419	\$ 949,943	\$ 1,087,159	\$ 960,685	\$ 1,074,553	\$ 1,270,570
Sewer Ops	0	824,239	850,366	987,697	754,501	901,354	825,163	894,725	1,090,270
City Facilities	0	193,308	190,931	192,722	195,442	185,805	135,522	179,828	180,300
<b>General Fund</b>	1,314,341	223,535	343,038	412,389	286,093	399,508	280,119	343,911	323,316
General Fund	1,314,341	223,535	343,038	412,389	286,093	399,508	280,119	343,911	323,316
<b>Special Revenue Funds</b>	99,620	104,482	139,840	140,241	150,667	157,560	118,520	151,880	157,106
Measure A	61,609	67,467	70,054	65,884	77,753	70,992	57,578	76,778	77,546
Gas Tax	38,011	37,014	40,646	43,588	44,452	53,928	32,556	43,047	47,184
Measure W	0	0	29,140	30,769	28,461	32,640	28,387	32,055	32,376
<b>Total</b>	\$ 1,413,961	\$ 1,345,564	\$ 1,524,176	\$ 1,733,049	\$ 1,386,703	\$ 1,644,227	\$ 1,359,325	\$ 1,570,344	\$ 1,750,992

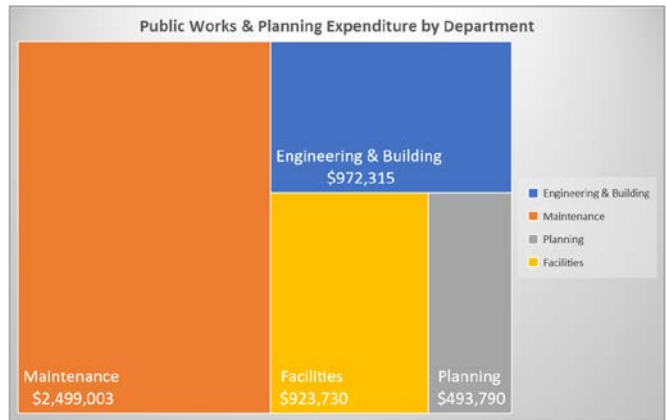
# Expenditures Summary

## FY 2023-24 Public Works & Planning Budget by Categories



The total Public Works & Planning budget for FY 2023-24 is \$4,888,838. The **professional & contractual services** category represents 64% of the total budget and is the largest budget category. Unlike other departments, the Town contracts out its planning, engineering, and building functions.

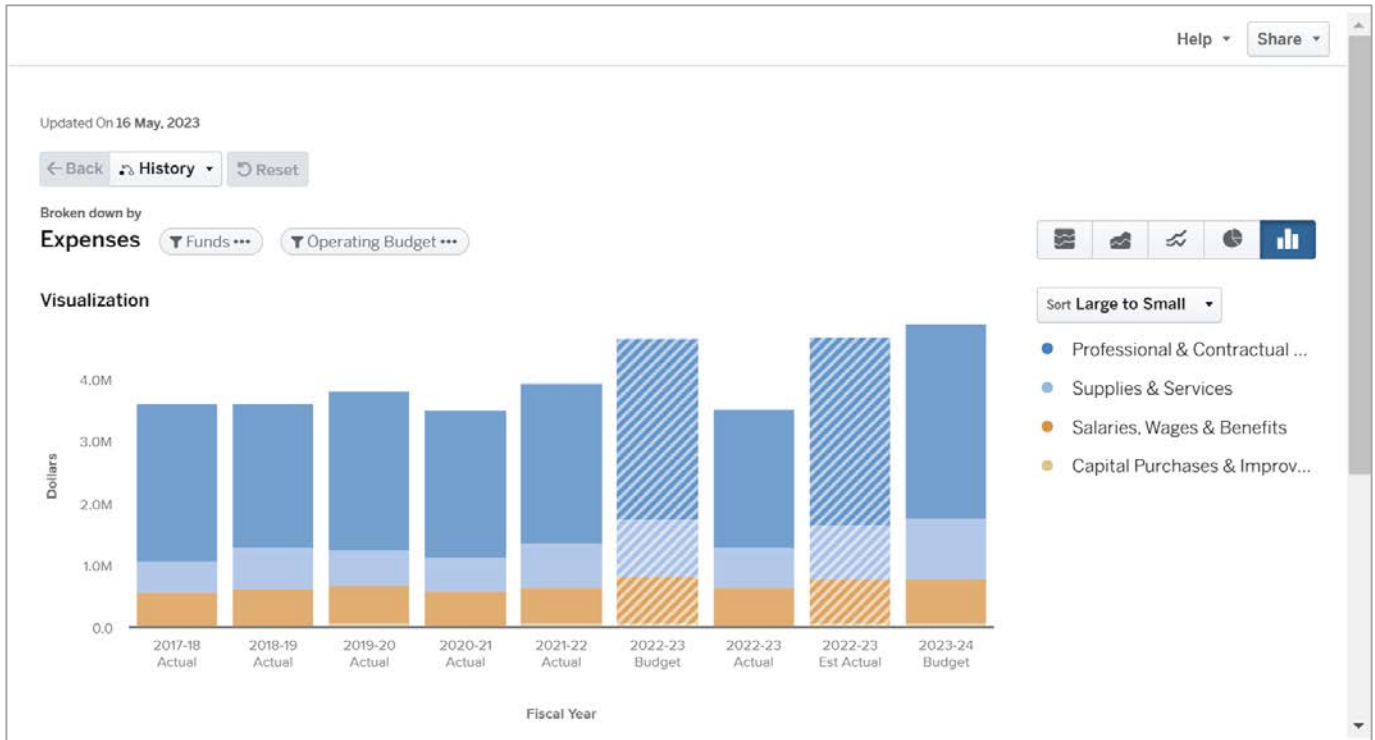
## FY 2023-24 Public Works & Planning Budget by Department



The Maintenance department includes Sewer Operations, a \$1,083,943 operation budget. More information is available in the departmental budget narratives.



# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Professional & Contractual Services	\$ 2,541,362	\$ 2,325,657	\$ 2,550,864	\$ 2,378,541	\$ 2,568,157	\$ 2,922,000	\$ 2,236,115	\$ 3,018,922	\$ 3,116,684
▶ Supplies & Services	501,794	677,270	589,089	536,129	730,570	916,584	655,102	873,647	971,645
▶ Salaries, Wages & Benefits	562,161	599,743	612,929	590,444	578,851	756,117	638,497	721,571	728,653
▶ Capital Purchases & Improvements	14,393	28,673	69,085	4,293	69,724	71,856	9,173	71,856	71,856
<b>Total</b>	<b>\$ 3,619,710</b>	<b>\$ 3,631,343</b>	<b>\$ 3,821,967</b>	<b>\$ 3,509,407</b>	<b>\$ 3,947,302</b>	<b>\$ 4,666,557</b>	<b>\$ 3,538,887</b>	<b>\$ 4,685,996</b>	<b>\$ 4,888,838</b>

# Expenditures by Funds



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▼ General Fund	\$ 3,590,026	\$ 2,572,560	\$ 2,751,829	\$ 2,373,770	\$ 2,916,407	\$ 3,527,532	\$ 2,466,983	\$ 3,524,322	\$ 3,658,285
General Fund	3,590,026	2,572,560	2,751,829	2,373,770	2,916,407	3,527,532	2,466,983	3,524,322	3,658,285
▶ Enterprise Funds	0	1,036,151	1,048,970	1,118,504	1,000,305	1,109,025	1,053,435	1,131,674	1,200,553
▶ Special Revenue Funds	29,684	22,633	21,169	17,133	30,590	30,000	18,469	30,000	30,000
<b>Total</b>	<b>\$ 3,619,710</b>	<b>\$ 3,631,343</b>	<b>\$ 3,821,967</b>	<b>\$ 3,509,407</b>	<b>\$ 3,947,302</b>	<b>\$ 4,666,557</b>	<b>\$ 3,538,887</b>	<b>\$ 4,685,996</b>	<b>\$ 4,888,838</b>

## Accomplishments

The following accomplishments are broken down by Division:

### Strategic Plan:

#### Engineering and Building Division (310):

- Selected consultant to work on the Project Study Report and Project Development Support (PSR-PDS) for the El Camino Real Bicycle and Pedestrian Complete Street Project.
- Completed the rehabilitation of the F Street Retaining Wall project.
- Completed the Mission Road High Visibility Crosswalk and Speed Hump project.
- Sent out RFP and started the 1st phase of the CCTV Storm Drain Assessment Project.
- Completed the Mission Road Landscape project.
- Solicited bids for resurfacing of Town-owned facility parking lots.
- Worked with CalTrans and neighboring jurisdictions to construct a trash capture device in the BART portion of Colma Creek.
- Continued work in establishing easements with the various property owners as it relates to Colma Creek.
- Continued work with various agencies to annex Colma's portion in the Colma Street Light District and the potential of creating the Town's own Street Light District.
- Continued work with SFPUC, NCSMSD, Cal-water, and Cemeteries regarding a reclaim water system.
- Completed the Hillside and Lawndale Blvd. roadway resurfacing project, this was a partnering effort between South San Francisco and Colma.
- Worked with Sustainability Group to establish alternative power (Solar) for the Colma Community Center.
- Started the RFP process to solicit contractor to install electric vehicle charging stations at the Colma Community Center.
- Continued work with C/CAG on the Junipero Serra Boulevard Smart Street Project.
- Worked with outside vendors to lease Town owned communication conduits on El Camino Real.
- Obtained the State's Parks and Recreation Prop 68 grant.

#### Public Works Maintenance Division (320):

- Purchased Department 1st Electric vehicle, supervisor truck.
- Continued to work on obtaining an asset management program.

#### Planning Division (410):

- Updating reach code are in process after building code adoption.
- Housing Element Update approved by City Council.
- Commenced work on Zoning Code Update.
- Commenced work on Bike and Pedestrian Master Plan.
- Continued to participate in the Ride Share Program policy.
- Worked with Cal Recycle and Town waste hauler regarding strategies for SB 1383, Organic Waste Reduction compliance.
- Furthered the Public Art CIP program.
- Continued the annual report on the implementation of General Plan, including the Housing Element to the state.
- Commenced and completed the Vehicle Miles Traveled Guidelines complying with SB743.
- Continued to search for feasible hotel sites.

- Continued on-going monitoring of neighboring cities and San Mateo County projects and policies.

## **Operational:**

### **Engineering and Building Division (310):**

- Worked with our Stormwater committee to develop a fee for Stormwater Business inspections.
- Applied for and succeeded being awarded grant funding (\$9 Million plus) for various projects and programs.
- Represented the Town at Local, County-wide, Regional and State required meetings and conferences.
- Sent in draft Sanitary Sewer Master Plan to the SFRWQCB for review and approval.
- Continued negotiations with South San Francisco and NSMCSD on potential revisions to the Town's current Sanitary Sewer agreements.
- Continued work with Economic Advisory team and the proposed commercial area on Hillside Blvd.
- Adopted the 2022 California Building Code.

### **Public Works Maintenance Division (320):**

- Performed minor construction and painting as needed.
- Conducted monthly training programs to further develop maintenance staff.
- Participated with the Sustainability Committee to assist in meeting our Climate Action Plan and Goals.
- Continued work with the County Stormwater program and the SF Regional Boards' goals of reducing trash and pollutants within the Town's waterways.
- Worked with local businesses to be compliant with stormwater discharge adherence and their FOG Program.
- Worked with staff on a request for proposal for tree maintenance services and tree safety program.
- Continued work on the Town's Sidewalk safety program.
- Started a facility maintenance safety and hazard identification program.
- Established a roadway striping and signage program.
- Continued to certify all Town-owned backflow devices.
- Monitored and managed minor encroachment work.
- Continued working with the County Integrated Pest Management (IPM) program.
- Responded to winter storm damage repair and maintenance issues.

### **Planning Division (410):**

- Continued to process planning development applications.
- Continued implementation of policies pertaining to the Climate Action Plan.
- Continued to represent Colma in local & regional meetings.
- Continued to monitor legislation and propose ordinance amendments, if required.
- Monitored and reviewed plans, development proposals, and environmental documents of surrounding communities and utility companies to assure that the interests of the Town are considered.
- Outreach with Businesses and residents regarding sustainability goals, alternative energy resources, and water conservation.
- Continued participation in the Auto Retailers and Cemetery outreach meetings.
- Continued work regarding Townwide Code Enforcement.

- Updated, improved, and streamlined information on the Department website to enhance user experience and access accurate information.
- Continued to provide customers a choice of in-person and virtual appointments to increase convenience, accessibility, and customer service at the planning counter.
- Increased efficiency and accuracy of processing both hearing-level and staff-level planning permits.

### Performance Measures:

The 2023-24 Goals in the images below reflect the annual average. All three slides of the Public Works & Planning performance measures presentation are available below as separate images. The link to the digital budget for this section is

<https://stories.opengov.com/colmaca/published/oT6lhDHx5Z>

## Engineering & Building



Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Goals
Processing permit applications and first review of plans within fifteen working days	69 100%	56 100%	96 100%	50 100%
Average number of working days to process a permit Plan Check	15	15	15	15
Capital Projects (Annual Cost / Number of projects)	<u>\$2,779,000</u> 7	<u>\$2,339,000</u> 11	<u>\$13,676,238</u> 21	<u>\$14,402,645</u> 16

## Public Works Maintenance



Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Goals
Sweep all the Town's roadways (23 lane miles) at least once per month, commercial areas twice a month	100%	100%	100%	100%
Respond to maintenance calls within one business day	100%	100%	100%	100%

## Planning



Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Goals
Code compliance cases opened (does not include first and second notices)	5	3	26	20
Permits issued administratively: Sign Permit, Temporary Banner Permits, Temporary Use Permits, Administrative Use Permit, Tree Removal Permit and Home Office Permit	46	24	32	25
Permits requiring Council approval: Major Design Review, Variance, Planned Development, Major Use Permit, Parcel Map, Subdivision, Recycler's Permit	5	1	11	8
Percentage of permits completed in compliance with Permit Streamlining Requirements	100%	100%	100%	100%



# Future Objectives

## Strategic Plan:

### Engineering and Building Division (310):

- Continue work in pursuing grant opportunities.
- Perform public outreach for Serramonte West right of way improvements along with development of plans based on the recommendations of City Council and public participation.
- Continue work on the Project Study Report for the various El Camino Real complete street improvements.
- Start the RFP process for El Camino Real Segment B - Design project.
- Establish cooperative agreements with CalTrans, BART and neighboring agencies to construct and maintain a trash capture device within Colma Creek.
- Complete grant easements for the various property owners that boarder the Colma Creek
- Complete PSR-PDS for the complete street project on El Camino Real.
- Assist in managing the Urban Tree Inventory Risk Assessment and Management Program.
- Continue work on C/CAG's Smart Corridor Project.
- Renew agreement with One Shore Line for ongoing maintenance work in portions of Colma Creek.
- Continue participation with various agencies to provide reclaim water to Town and cemeteries.
- Begin phase 2 of the CCTV of the Town's storm drain system.

### Public Works Maintenance Division (320):

- Continue to provide safe and accessible sidewalks.
- Continue work with the Sustainability group to assist in meeting the Town's Climate Action Goals.
- Continue to work on facilities, striving to maintain a high level of service for employees and members of the public.

### Planning Division (410):

- Receive Certification of the Housing Element Update – Cycle 6 from HCD.
- City Council adopt the new Zoning Code Update
- Improve quality of life through environmental sustainability and economic development prosperity.
- Continue implementation of Town's General Plan 2040 vision.
- Economic Development through future Commercial land use including Hillside Boulevard Commercial Overlay Zoning District.
- Enhancement of streets, neighborhoods and districts through Urban Tree Master Plan
- Improve operational efficiency through technology.
- Continue planning service to the public at its highest level.
- Continue to provide the Town's decision makers with sound and precise recommendations for current and long-range land use proposals.

## Operational:

### Engineering and Building Division (310):

- Continue participation in the Biweekly planning and development meetings.
- Educate staff and public on new State regulated Stormwater programs and mandates.

- Continue work in applying for grant opportunities.
- Represent Town at Local, County-wide, Regional and State required meetings and conferences.
- Continue work on Sanitary Sewer Master Plan to the SFRWQCB for review and approval.
- Continue negotiations with South San Francisco and NSMCSD on potential revisions to the Town's current Sanitary Sewer agreements.
- Continue work with Economic Advisory team and the proposed commercial area on Hillside Blvd.
- Continue participation in Countywide Building Official meetings.
- Work with Sustainability Committee on Reach Code opportunities.
- Work with City Manager on outreach to Cemeteries, Car Dealerships and Retailers on economic development.
- Grading, encroachment plan check and permit oversight.
- Provide building plan check and inspection.

### **Public Works Maintenance Division (320):**

- Join the Maintenance Superintendents Association.
- Continue to perform minor construction and painting as needed.
- Monthly training programs to further develop maintenance staff.
- Participate with the Sustainability Committee to assist in meeting our Climate Action Plan and Goals.
- Continue work with the County Stormwater program and the SF Regional Boards' goals of reducing trash and pollutants within the Town's waterways.
- Work with local businesses to be compliant with stormwater discharge adherence and their FOG Program.
- Work with staff on a request for proposal for tree maintenance services and tree safety program.
- Continue work on the Town's Sidewalk safety program.
- Start a facility maintenance safety and hazard identification program.
- Continue annual roadway striping and signage program.
- Annually certify all Town-owned backflow devices.
- Monitor and assist with minor encroachment work inspection.
- Continue working with the County Integrated Pest Management (IPM) program.
- Oversight of Landscape and Facility Maintenance contracts.
- Respond to Right of Way repairs and graffiti removal.

### **Planning Division (410):**

- Protect and improve the community and the environment by processing permits for land use and development projects.
- Ensure project compliance with the General Plan, Zoning and Subdivision regulations.
- Continue to receive and review plans and permit applications.
- Provide the public with information about zoning, land use, environmental regulations, and best management practices.
- Improve the quality of future development by adhering to Town's General Plan 2040.
- Protect residential and commercial neighborhood characters and property values.
- Provide project coordination; research and analysis; and reports and recommendations for compliance with land use regulations to the City Council.
- Provide code enforcement and educational outreach to residential and commercial neighborhoods.
- Continue work and outreach to community in assisting to meet our waste reduction SB 1383 Goals.



# Engineering & Building

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## Department Description

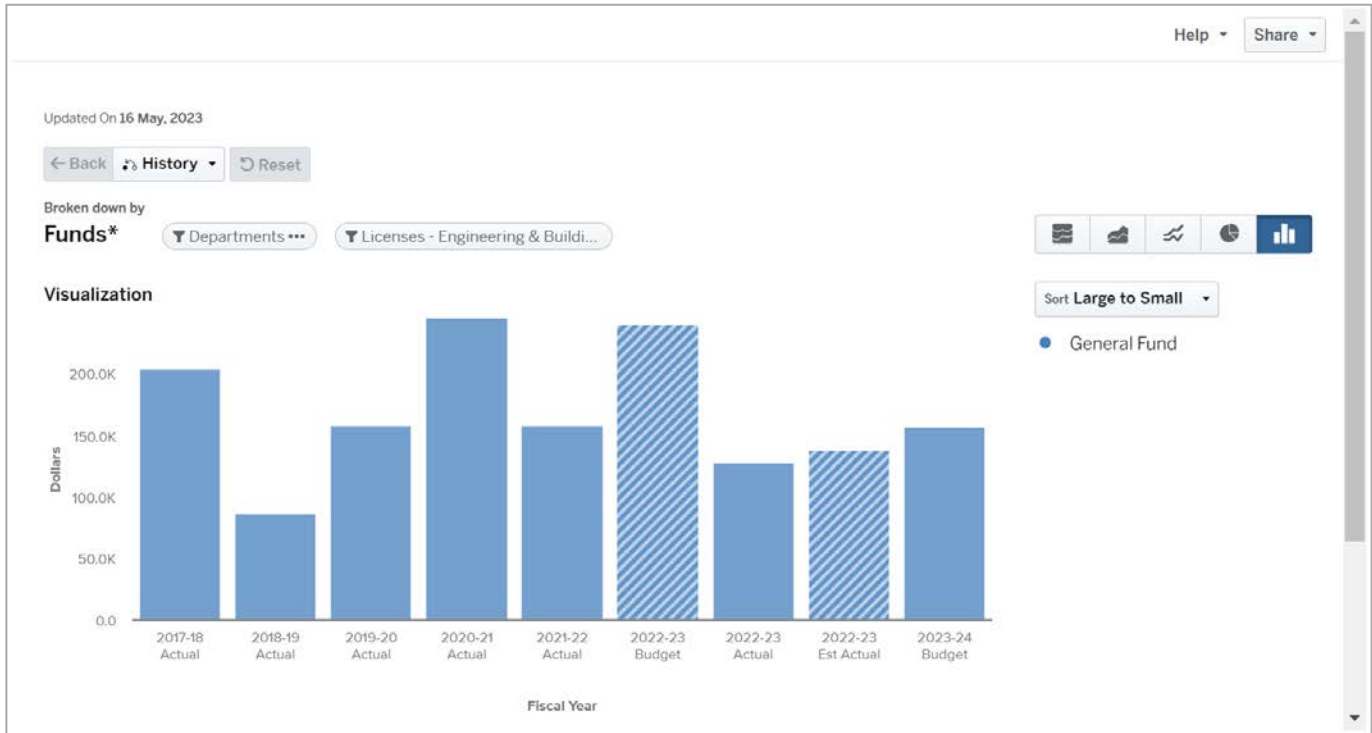
The Division consists of the following functions: Public Works Administration, Engineering and Building. Contract professionals provide the staffing for the day-to-day duties; the five-year Capital Improvement Program (CIP); the County wide Storm Water NPDES permitting and maintenance program; annual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

## Staffing

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

## Revenues Summary

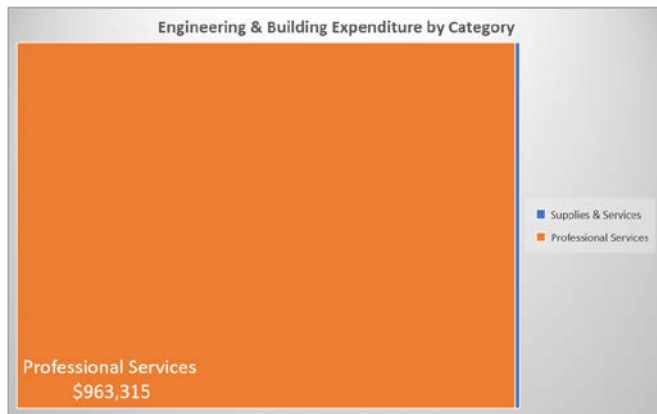
The Engineering and Building departments generate revenue from permit activities. The fees and charges collected offsets the services provided for encroachment review, inspection, and other development activities. The fees and charges assessed are based on the City Council approved cost of service fee study and has a target recovery of 90%. The total FY 2023-24 Engineering & Building revenues budget is \$157,263 and the expenditures budget is \$972,315. The difference of \$815,052 is supported by non-departmental General Fund revenues.



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$203,800	\$86,655	\$157,924	\$244,886	\$158,351	\$240,794	\$128,488	\$138,498	\$157,263
<b>Total</b>	\$203,800	\$86,655	\$157,924	\$244,886	\$158,351	\$240,794	\$128,488	\$138,498	\$157,263

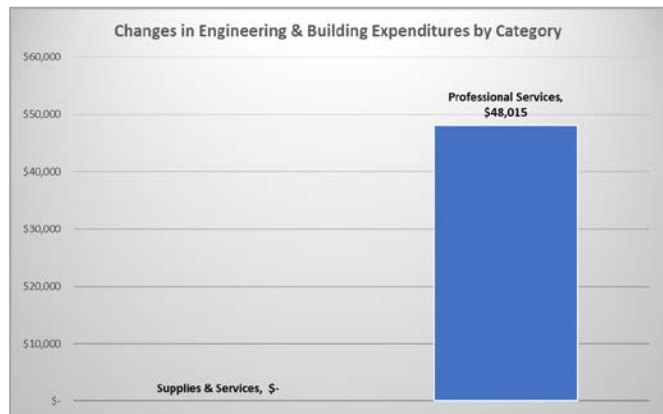
## Expenditures Summary

### FY 2023-24 Engineering & Building Budget



The total Engineering & Building budget for FY 2023-24 is \$972,315. The Town partners with a private company to provide engineering and building services.

### Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



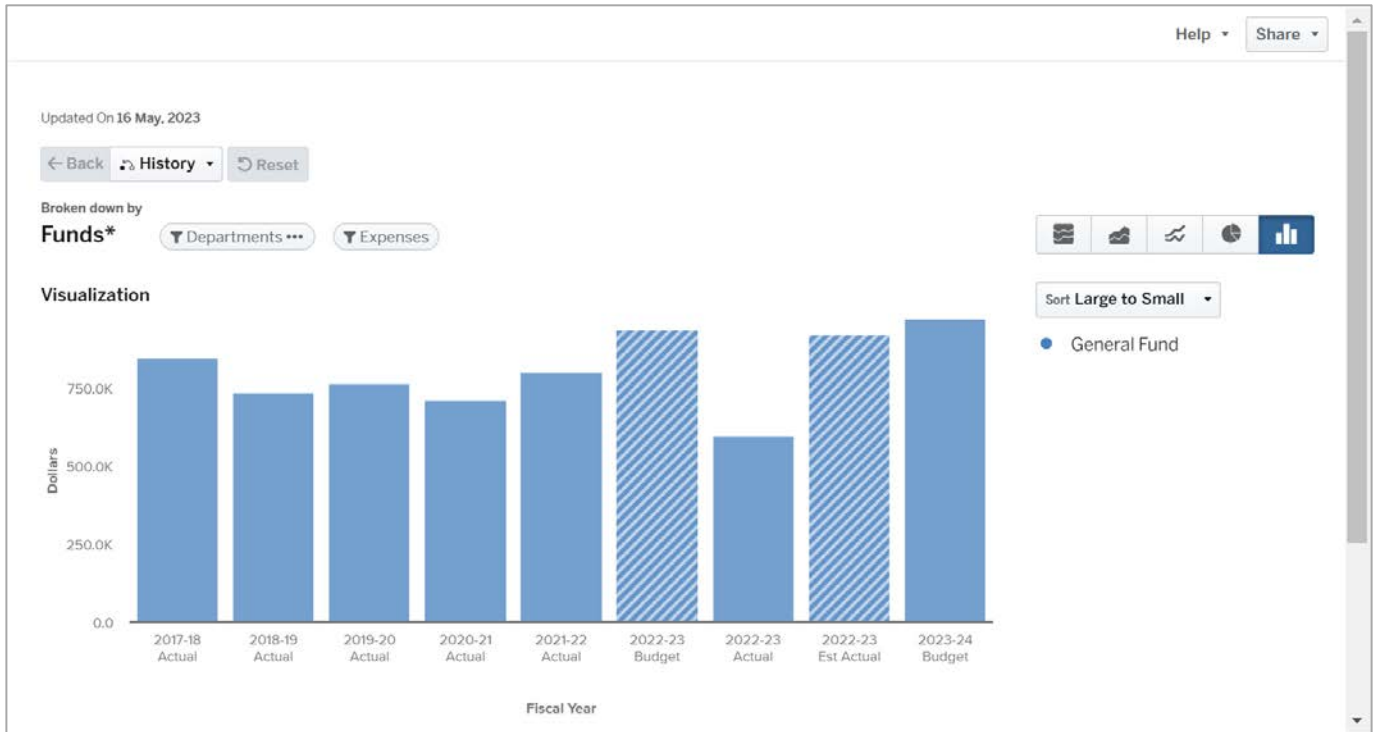
The FY 2023-24 budget is \$48,015 or 5% more than the FY 2022-23 Estimated Actual - all in **professional & contractual services**. The main driver for the increase in **professional & contractual services** is CPI adjustments.

# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Professional & Contractual Services	\$ 848,553	\$ 733,499	\$ 760,666	\$ 709,931	\$ 803,143	\$ 927,000	\$ 594,207	\$ 915,300	\$ 963,315
▶ Supplies & Services	2,682	6,796	6,548	2,429	1,777	11,500	5,277	9,000	9,000
<b>Total</b>	<b>\$ 851,235</b>	<b>\$ 740,296</b>	<b>\$ 767,214</b>	<b>\$ 712,360</b>	<b>\$ 804,920</b>	<b>\$ 938,500</b>	<b>\$ 599,483</b>	<b>\$ 924,300</b>	<b>\$ 972,315</b>

# Expenditures by Funds



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 851,235	\$ 740,296	\$ 767,214	\$ 712,360	\$ 804,920	\$ 938,500	\$ 599,483	\$ 924,300	\$ 972,315
<b>Total</b>	\$ 851,235	\$ 740,296	\$ 767,214	\$ 712,360	\$ 804,920	\$ 938,500	\$ 599,483	\$ 924,300	\$ 972,315

# Public Works Maintenance

Public Works & Planning

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## Department Description

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

## Staffing

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

Category	2024
Maintenance Technicians I/II/III	2
Maintenance Supervisor	1

## Revenues Summary

The FY 2023-24 Public Works Maintenance revenues budget is \$1,278,376 with \$1,090,270 in sewer operations (Fund 81), \$157,106 from State and County grant allocations, and \$31,000 in General Fund (Fund 11) reimbursement. The sewer fees collected offsets the sanitary sewer operating cost of \$1,083,943.

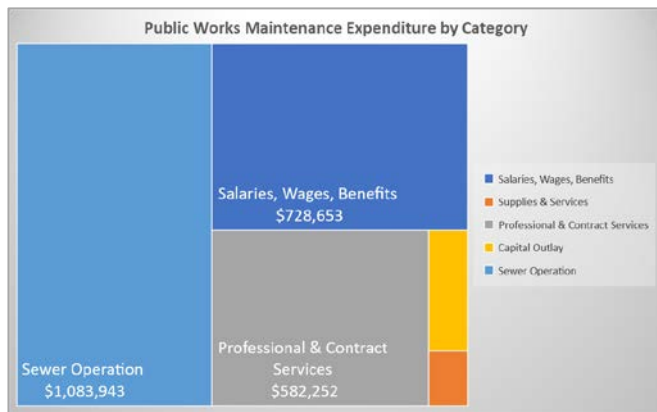




Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▼ Enterprise Funds	\$ 0	\$ 824,239	\$ 850,366	\$ 987,697	\$ 754,501	\$ 901,354	\$ 825,163	\$ 894,725	\$ 1,090,270
Sewer Ops	0	824,239	850,366	987,697	754,501	901,354	825,163	894,725	1,090,270
▼ Special Revenue Funds	99,620	104,482	139,840	140,241	150,667	157,560	118,520	151,880	157,106
Measure A	61,609	67,467	70,054	65,884	77,753	70,992	57,578	76,778	77,546
Gas Tax	38,011	37,014	40,646	43,588	44,452	53,928	32,556	43,047	47,184
Measure W	0	0	29,140	30,769	28,461	32,640	28,387	32,055	32,376
▼ General Fund	800,733	49,033	9,362	4,660	8,539	20,000	6,970	31,000	31,000
General Fund	800,733	49,033	9,362	4,660	8,539	20,000	6,970	31,000	31,000
<b>Total</b>	<b>\$ 900,353</b>	<b>\$ 977,754</b>	<b>\$ 999,569</b>	<b>\$ 1,132,598</b>	<b>\$ 913,707</b>	<b>\$ 1,078,914</b>	<b>\$ 950,654</b>	<b>\$ 1,077,605</b>	<b>\$ 1,278,376</b>

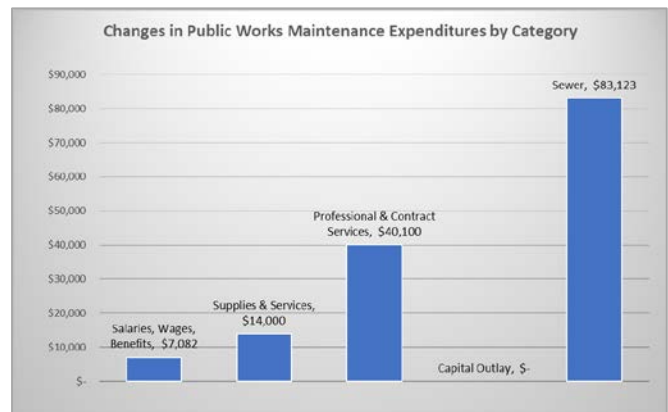
# Expenditures Summary

## FY 2023-24 PW Maintenance Budget



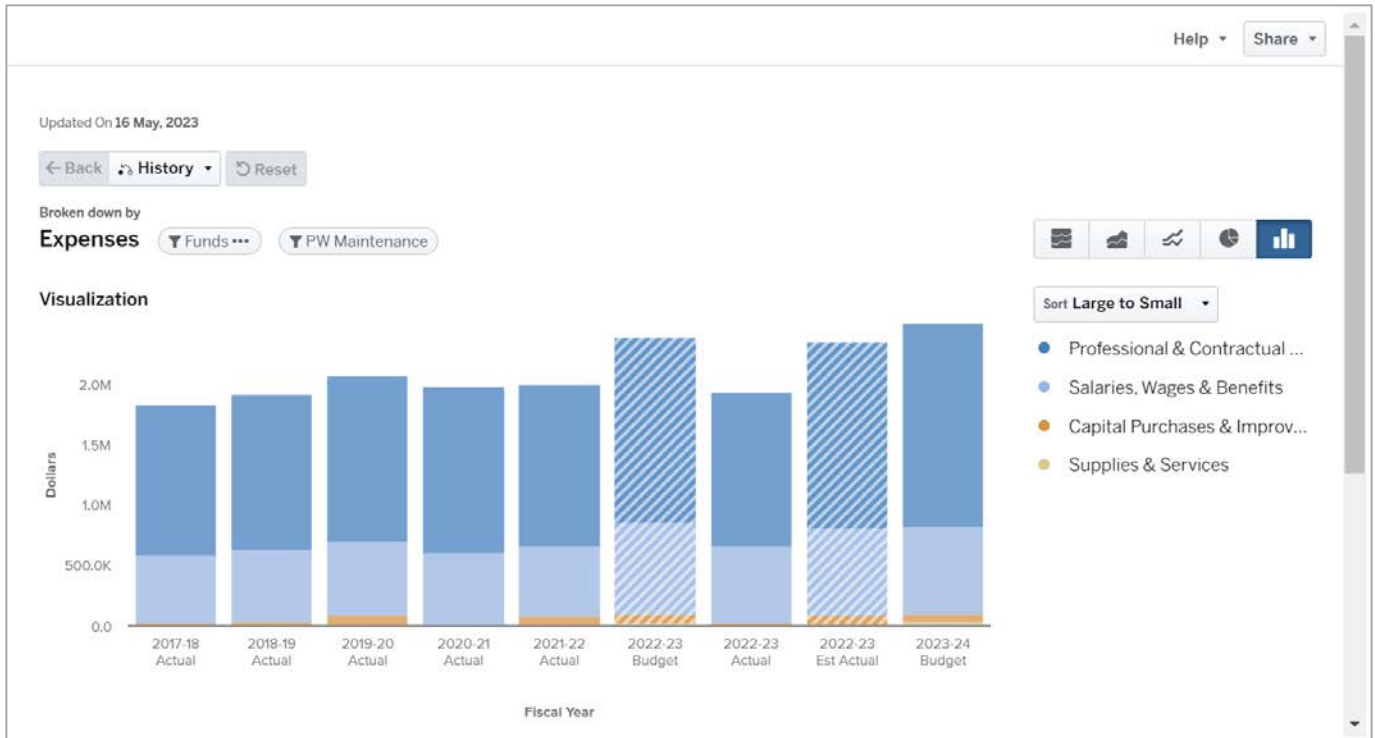
The total Public Works Maintenance budget for FY 2023-24 is \$2,499,003. The **Sewer operations** budget is \$1,083,943, or 43% and the **salaries, wages, & benefits** budget is \$728,653 or 29%. **Professional & contractual services** is the third largest categories at \$582,252 or 23% of total budget.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



The FY 2023-24 budget is \$144,305 or 6% more than the FY 2022-23 Estimated Actual. The increase of \$40,100 in **professional & contractual services** is due to the resetting of the FY 2022-23 Budget. Part of the budget includes contingencies for roadway and public-right-of-way minor improvements. **Sewer operations** increased by \$83,123 and reflect the Town's projected increase for sewer treatment.

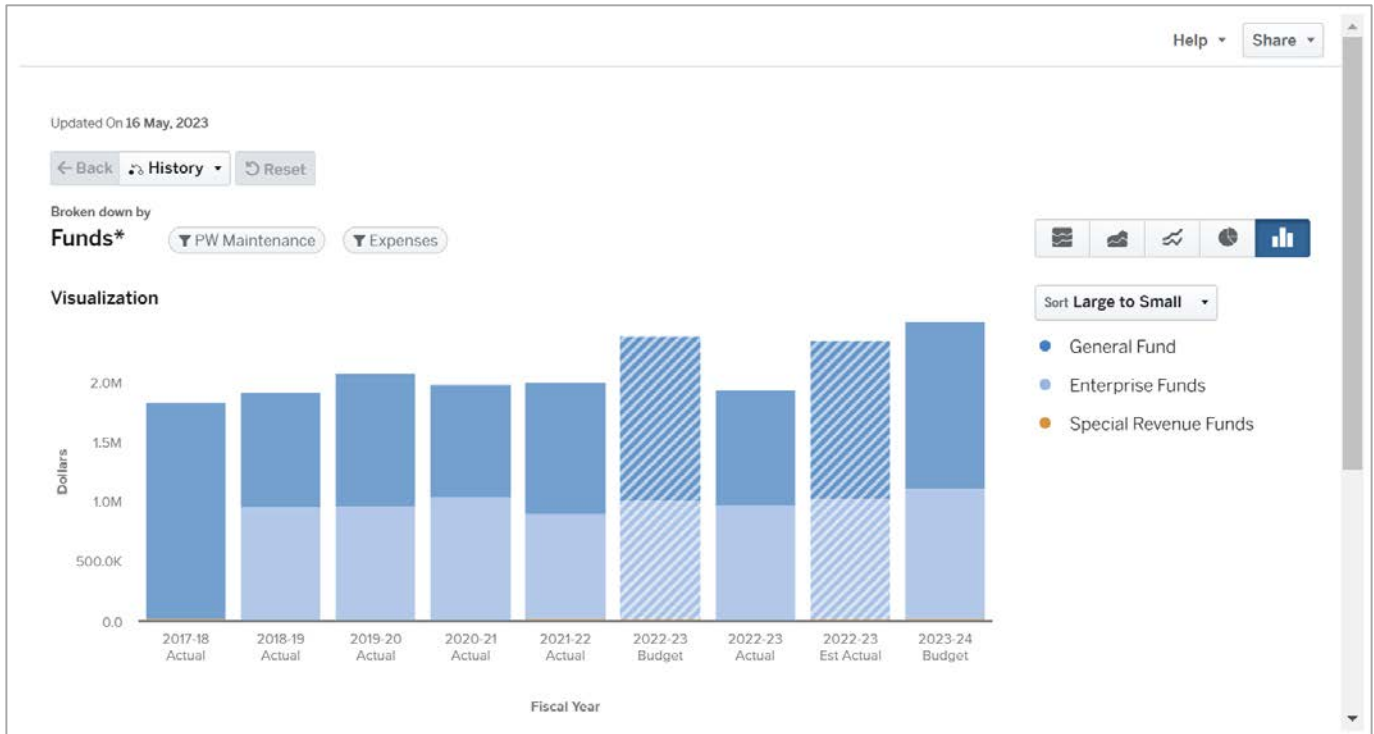
# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Professional & Contractual Services	\$ 1,249,112	\$ 1,276,415	\$ 1,375,226	\$ 1,372,901	\$ 1,336,124	\$ 1,525,900	\$ 1,267,268	\$ 1,542,972	\$ 1,666,194
▶ Salaries, Wages & Benefits	562,161	599,743	612,929	590,444	578,851	756,117	638,497	721,571	728,653
▶ Capital Purchases & Improvements	14,393	28,673	69,085	4,293	69,724	71,856	9,173	71,856	71,856
▶ Supplies & Services	13,935	11,402	20,060	16,781	16,185	31,689	17,651	18,300	32,300
<b>Total</b>	<b>\$ 1,839,601</b>	<b>\$ 1,916,233</b>	<b>\$ 2,077,301</b>	<b>\$ 1,984,419</b>	<b>\$ 2,000,883</b>	<b>\$ 2,385,562</b>	<b>\$ 1,932,589</b>	<b>\$ 2,354,699</b>	<b>\$ 2,499,003</b>



# Expenditures by Funds



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▼ General Fund	\$ 1,809,917	\$ 961,098	\$ 1,107,512	\$ 944,439	\$ 1,097,738	\$ 1,367,562	\$ 953,144	\$ 1,323,878	\$ 1,385,060
General Fund	1,809,917	961,098	1,107,512	944,439	1,097,738	1,367,562	953,144	1,323,878	1,385,060
▶ Enterprise Funds	0	932,502	948,620	1,022,846	872,555	988,000	960,975	1,000,820	1,083,943
▶ Special Revenue Funds	29,684	22,633	21,169	17,133	30,590	30,000	18,469	30,000	30,000
<b>Total</b>	<b>\$ 1,839,601</b>	<b>\$ 1,916,233</b>	<b>\$ 2,077,301</b>	<b>\$ 1,984,419</b>	<b>\$ 2,000,883</b>	<b>\$ 2,385,562</b>	<b>\$ 1,932,589</b>	<b>\$ 2,354,699</b>	<b>\$ 2,499,003</b>

# Planning

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## Department Description

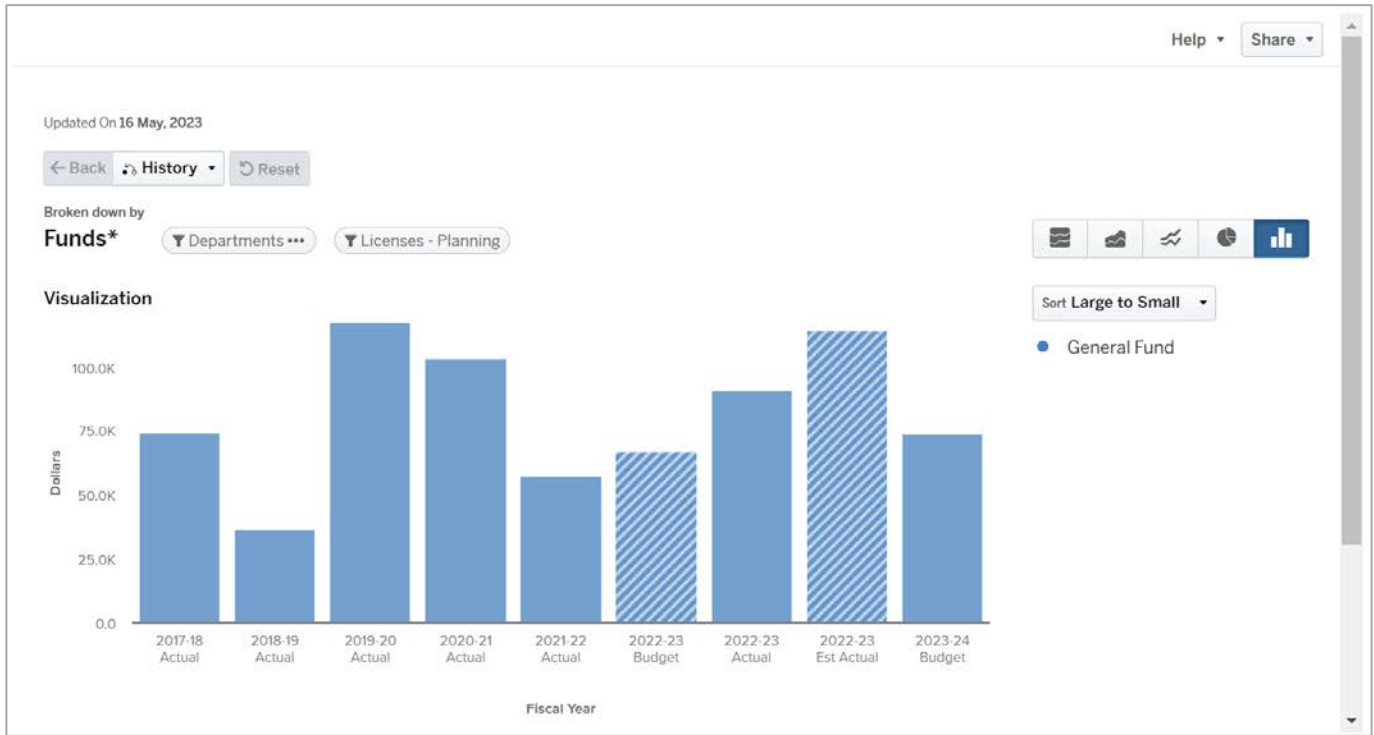
The Planning Division is responsible for Advanced (long range) Planning, Current Planning (application processing), Climate Action, Economic Development and Neighborhood Services. The Planning staff, in partnership with other Town staff, residents and the business community, implements the community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

## Staffing

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

# Revenues Summary

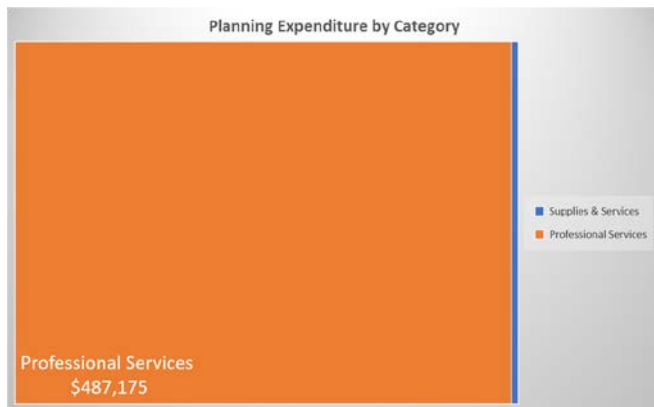
The FY 2023-24 Planning revenues budget is \$73,851 and the operating budget is \$493,790. Fees collected for planning activities are based on the 2019 cost of service fee study with a recovery target of 90%. Non-permit related activities are supported by General Fund revenues.



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 74,246	\$ 36,971	\$ 117,317	\$ 103,262	\$ 57,514	\$ 67,312	\$ 90,742	\$ 114,411	\$ 73,851
<b>Total</b>	\$ 74,246	\$ 36,971	\$ 117,317	\$ 103,262	\$ 57,514	\$ 67,312	\$ 90,742	\$ 114,411	\$ 73,851

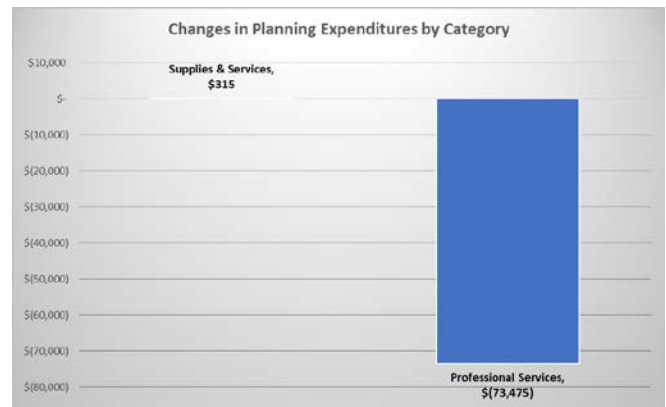
# Expenditures Summary

## FY 2023-24 Planning Budget



The total Planning budget for FY 2023-24 is \$493,790. Similar to Engineering & Building, the Town partners with a private company to provide planning and sustainability services.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual

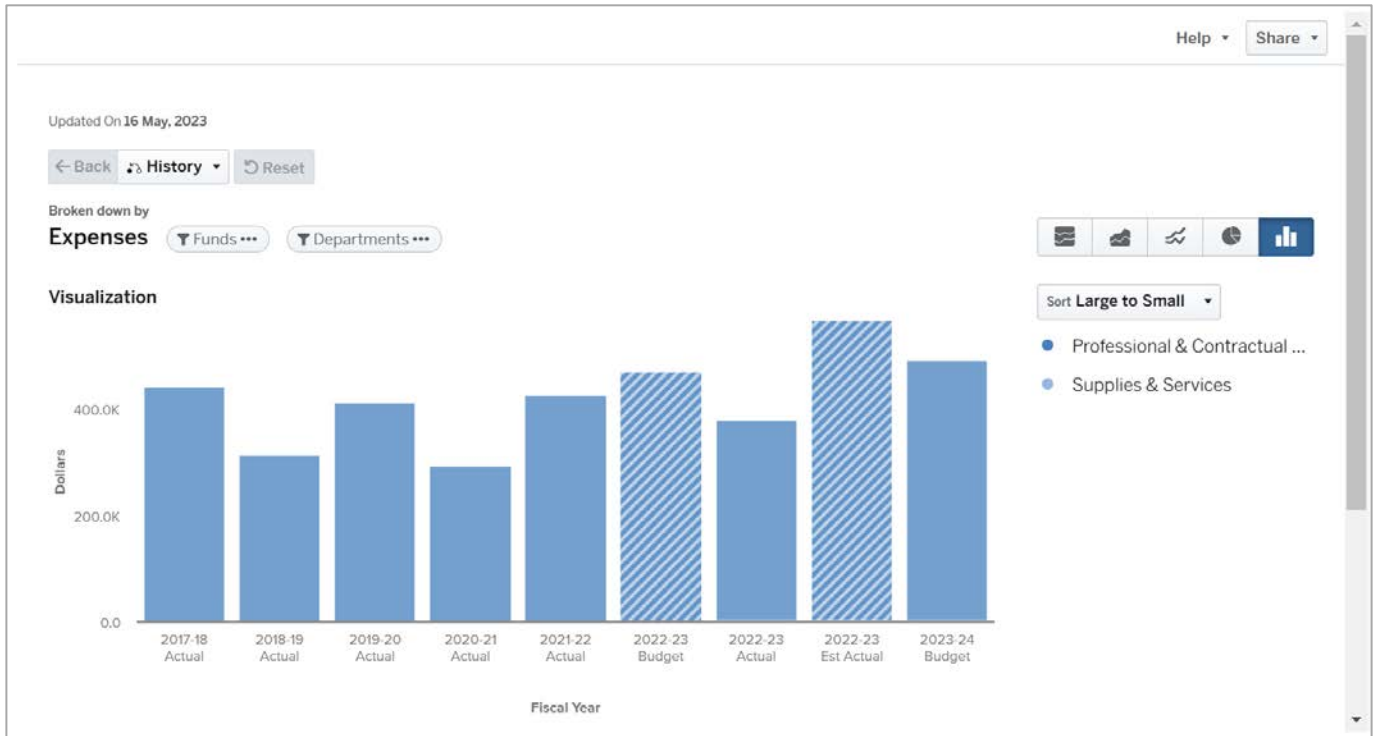


The FY 2023-24 budget is \$73,160 or 13% less than the FY 2022-23 Estimated Actual.

Planning activities is estimated to be \$21,690 over budget in FY 2022-23. It is mainly due to increased planning activities. This is confirmed by planning revenue exceeding budget by \$47,099 in FY 2022-23.

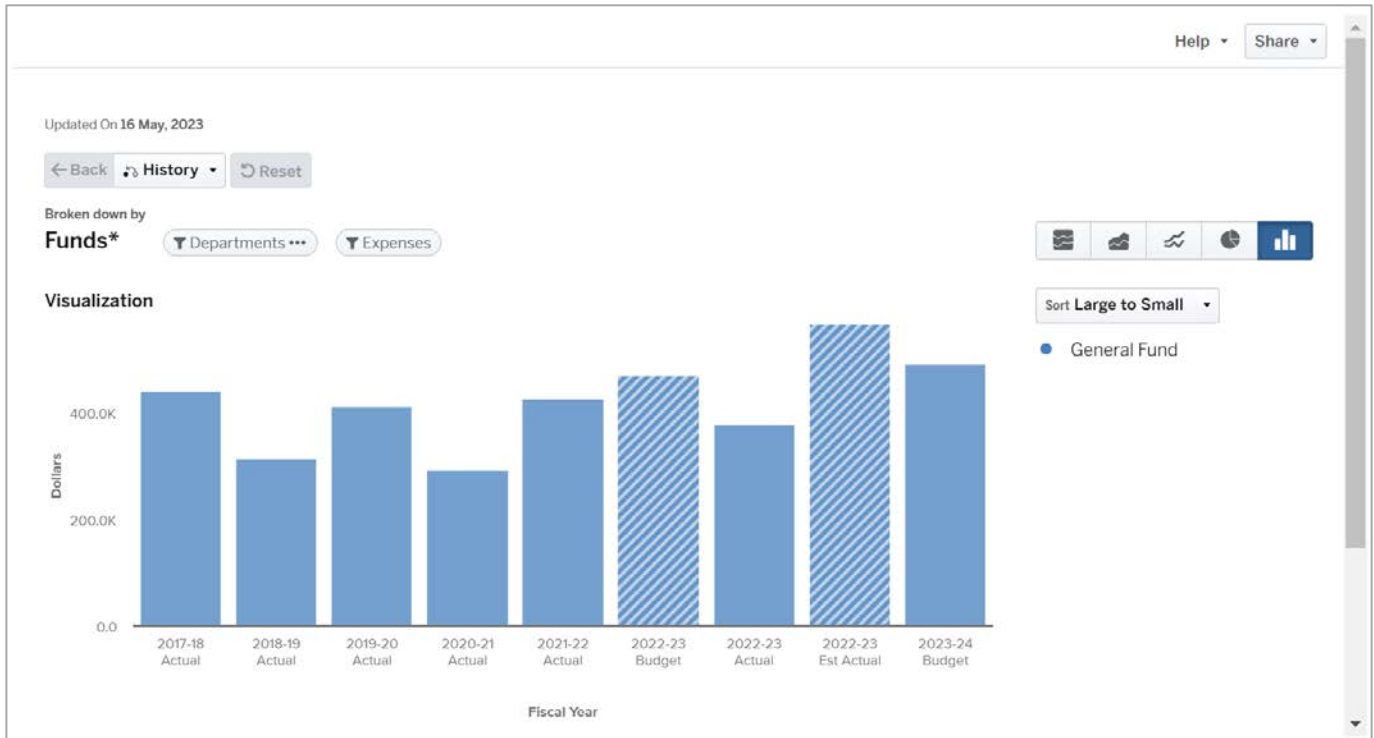
As for FY 2023-24, the budget is reset to the FY 2022-23 budget plus CPI, resulting in the reduction in professional services when compared to FY 2022-23 Estimated Actual.

# Expenditures by Categories



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Professional & Contractual Services	\$ 443,698	\$ 315,743	\$ 414,972	\$ 295,709	\$ 428,890	\$ 469,100	\$ 374,641	\$ 560,650	\$ 487,175
▶ Supplies & Services	0	0	0	0	476	3,000	6,748	6,300	6,615
<b>Total</b>	\$ 443,698	\$ 315,743	\$ 414,972	\$ 295,709	\$ 429,366	\$ 472,100	\$ 381,389	\$ 566,950	\$ 493,790

# Expenditures by Funds



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 443,698	\$ 315,743	\$ 414,972	\$ 295,709	\$ 429,366	\$ 472,100	\$ 381,389	\$ 566,950	\$ 493,790
<b>Total</b>	\$ 443,698	\$ 315,743	\$ 414,972	\$ 295,709	\$ 429,366	\$ 472,100	\$ 381,389	\$ 566,950	\$ 493,790



# Facility Operations

Public Works & Planning

FY 2023-24 Budget

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## Department Description

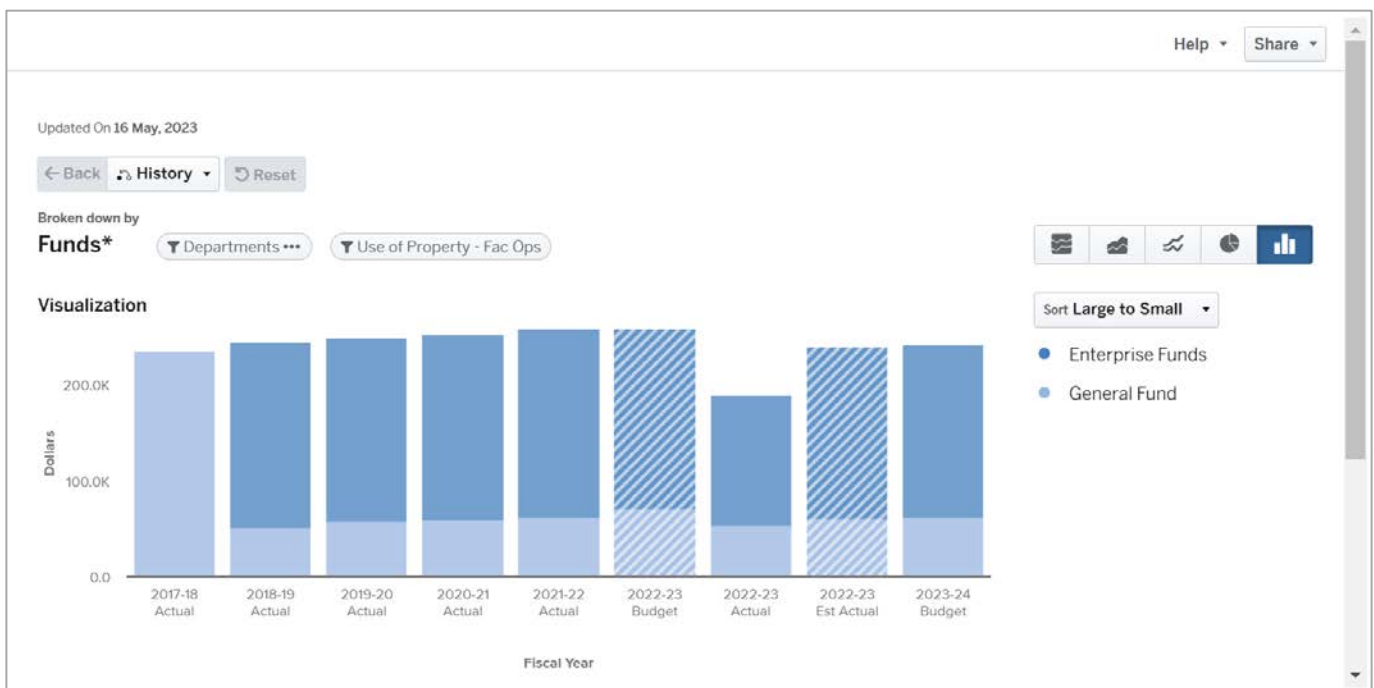
The Facility Operations Activity includes non-personnel operating expenses for all Town facilities, such as janitorial and landscape contract services for facilities, water, electricity, and pest control.

## Staffing

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

## Revenues Summary

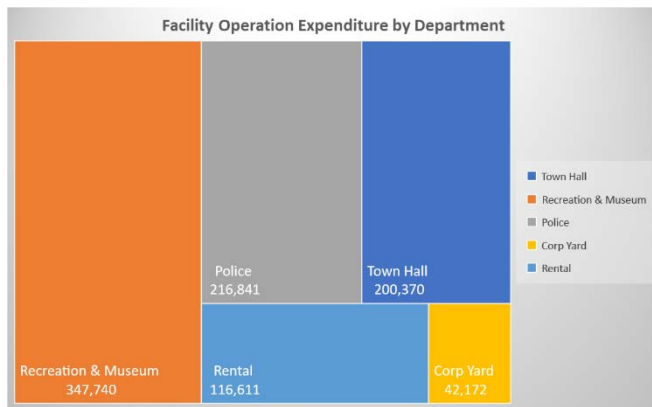
The FY 2023-24 Facility Operations revenue budget is \$241,502, with \$180,300 from Creekside Villas. Creekside Villas rental incomes are recorded in Fund 83, City Properties fund - an Enterprise Fund and are used to offset facility operation costs in Fund 83. The Town also receives rental income for renting office spaces in Town Hall (\$60,000).



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Enterprise Funds	\$ 0	\$ 193,308	\$ 190,931	\$ 192,722	\$ 195,442	\$ 185,805	\$ 135,522	\$ 179,828	\$ 180,300
▼ General Fund	235,562	50,876	58,435	59,581	61,689	71,402	53,920	60,002	61,202
General Fund	235,562	50,876	58,435	59,581	61,689	71,402	53,920	60,002	61,202
<b>Total</b>	<b>\$ 235,562</b>	<b>\$ 244,184</b>	<b>\$ 249,366</b>	<b>\$ 252,304</b>	<b>\$ 257,131</b>	<b>\$ 257,207</b>	<b>\$ 189,442</b>	<b>\$ 239,830</b>	<b>\$ 241,502</b>

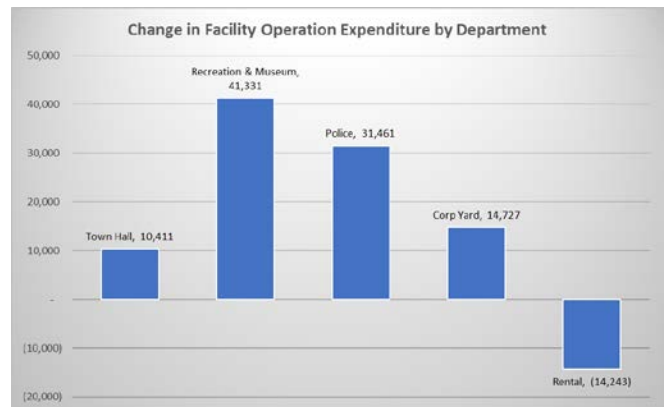
## Expenditures Summary

### FY 2023-24 Facilities Operations Budget



The total Facility Operations budget for FY 2023-24 is \$923,734. The **Recreation & Museum** budget of \$347,740 includes facility maintenance and services at Colma Community Center, Sterling Park, Colma Museum, and Bark Park. The next largest function is **Police**, at \$216,841 which includes the Police Station and the Gun range.

### Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual

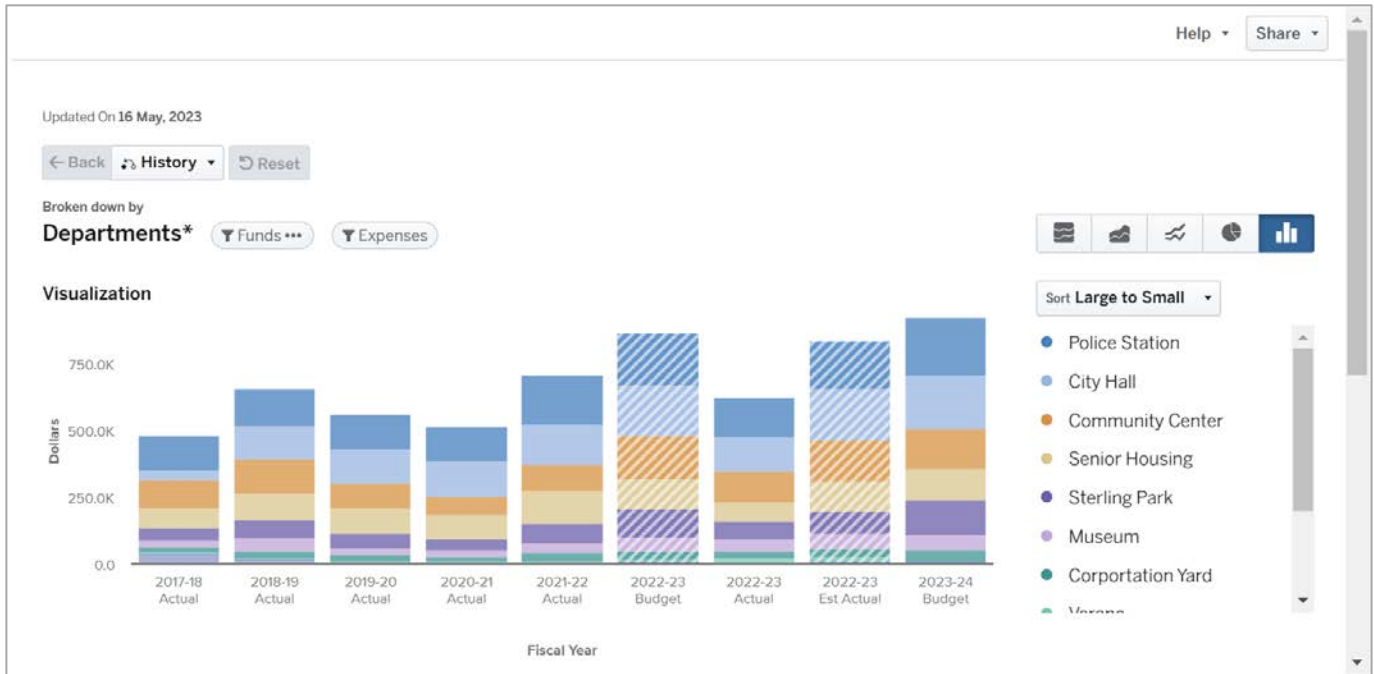


The FY 2023-24 budget is \$83,687 more than the FY 2022-23 Estimated Actual. The largest change is in Recreation & Museum, an increase of \$41,331. Major drivers include budgeting for the Sterling Park Coppola repair (\$25,000) – a deferred project, and the increase in HVAC annual maintenance cost (\$12,500). The largest increase for all facilities is interior and exterior maintenance at \$33,621.

The increase in Police facilities of \$31,461 is also related to minor maintenance and repair, where the project to build a secondary entry within dispatch area has been deferred (\$20,000). The increase in Police facilities of \$31,461

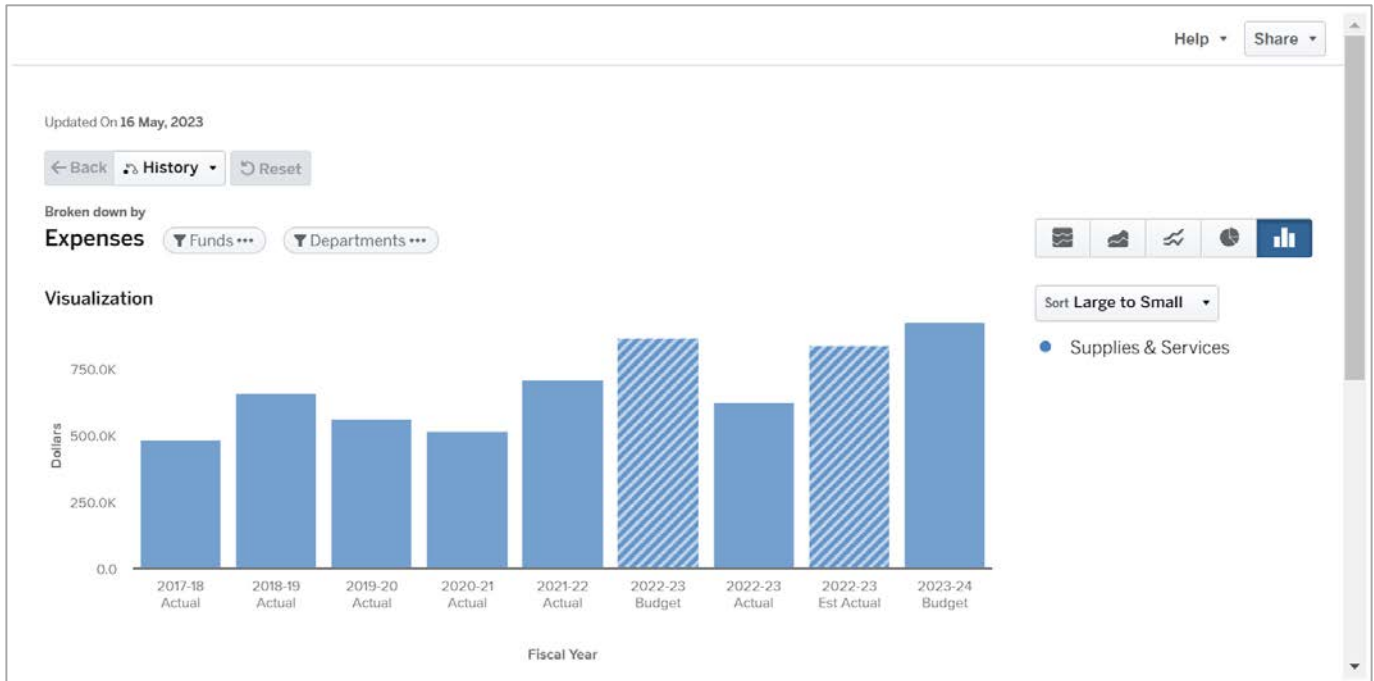


# Expenditures by Facilities



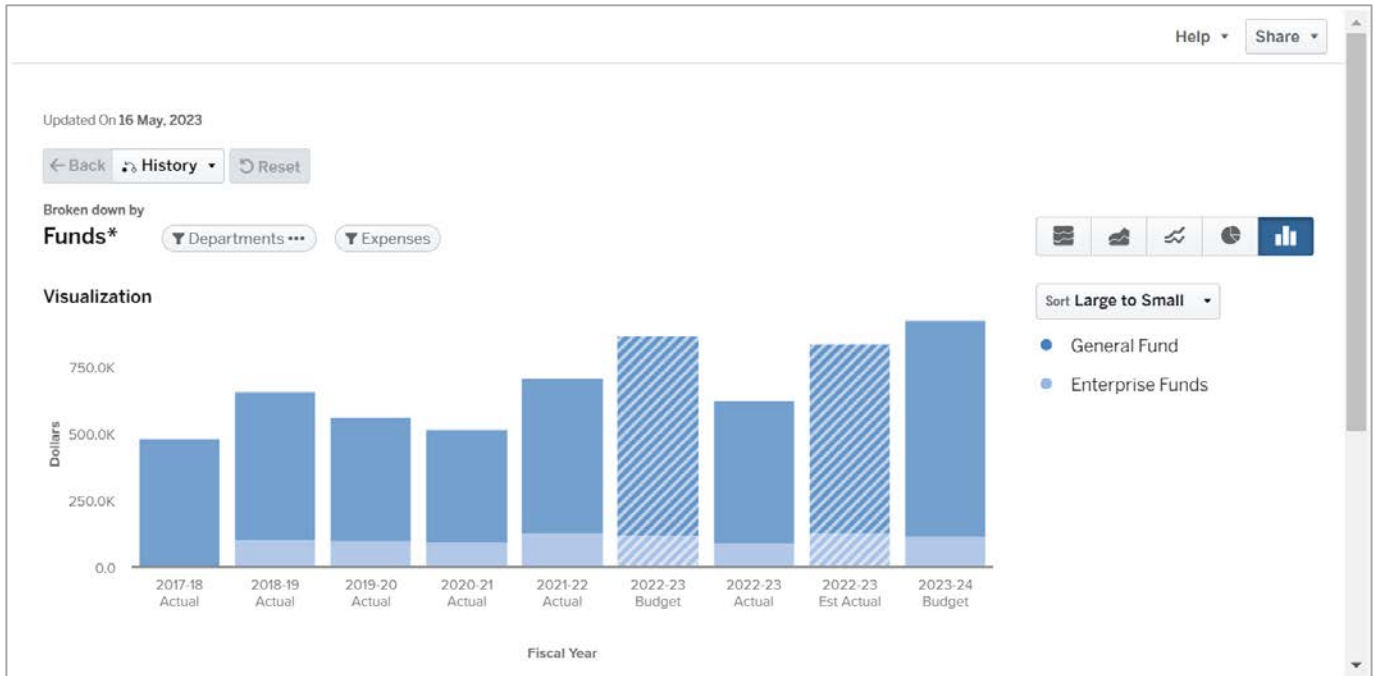
	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>Police Station</b>	\$ 129,893	\$ 137,686	\$ 129,068	\$ 130,264	\$ 186,016	\$ 199,010	\$ 144,694	\$ 180,710	\$ 213,069
<b>City Hall</b>	36,509	122,546	127,608	130,328	151,043	187,180	131,230	189,960	200,370
<b>Community Center</b>	104,029	131,536	92,462	69,409	98,416	160,875	117,249	155,275	151,146
<b>Senior Housing</b>	77,773	99,141	94,958	90,352	122,447	114,125	71,029	113,125	116,610
<b>Sterling Park</b>	44,656	66,170	57,536	44,253	73,189	103,850	65,449	85,400	127,595
<b>Museum</b>	23,463	53,291	22,718	21,156	33,792	53,260	45,386	59,034	61,333
<b>Corporation Yard</b>	22,321	22,199	26,899	20,351	33,882	32,495	23,399	27,445	42,172
<b>Bark Park</b>	4,494	5,914	4,084	4,281	5,065	7,450	3,710	6,700	7,665
<b>Verano</b>	4,061	4,508	5,392	5,305	5,303	6,900	21,431	17,729	0
<b>Gun Range</b>	1,841	6,129	1,758	1,220	2,981	5,250	1,850	4,670	3,770
<b>City Annex</b>	36,137	9,954	0	0	0	0	0	0	0
<b>Total</b>	\$ 485,177	\$ 659,072	\$ 562,481	\$ 516,919	\$ 712,133	\$ 870,395	\$ 625,427	\$ 840,047	\$ 923,730

# Expenditures by Categories



Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▼ Supplies & Services	\$ 485,177	\$ 659,072	\$ 562,481	\$ 516,919	\$ 712,133	\$ 870,395	\$ 625,427	\$ 840,047	\$ 923,730
▼ Facility Operations	485,177	659,072	562,481	516,919	712,133	870,395	625,427	840,047	923,730
Gas and Electricity	78,501	118,122	108,566	108,156	118,239	133,925	130,594	157,525	162,108
Janitorial Services	102,587	129,245	117,144	101,900	124,400	144,580	109,083	144,580	151,809
Bldg. Interior Maintenance & Repair	63,808	145,126	100,453	72,040	114,609	139,000	116,816	138,067	135,400
Landscaping	51,929	44,032	37,613	61,759	105,503	110,400	81,100	110,400	116,117
Water	45,178	47,516	45,753	50,720	52,595	59,300	38,382	57,400	60,270
Bldg. Exterior Maintenance & Repair	18,616	35,290	19,097	11,672	75,756	78,000	28,515	47,000	84,000
Heat, Ventilation, & Air Conditioning	22,929	32,451	36,056	21,273	15,614	51,175	20,448	42,289	66,998
Supplies	33,566	27,480	24,401	8,835	28,553	52,550	33,089	40,541	43,241
Security System	8,555	16,378	18,430	17,664	19,872	29,500	17,790	30,200	31,634
Telephone/Internet Services	24,625	22,664	21,247	23,524	20,622	24,075	18,825	26,025	27,326
Property Management HOA Dues	22,522	24,963	22,700	26,818	23,980	27,000	16,016	23,550	22,155
Pest Control	10,520	8,165	9,265	11,340	9,409	16,290	12,506	18,450	19,552
Miscellaneous Maintenance	1,841	7,639	1,758	1,220	2,981	4,600	2,261	4,020	3,120
<b>Total</b>	<b>\$ 485,177</b>	<b>\$ 659,072</b>	<b>\$ 562,481</b>	<b>\$ 516,919</b>	<b>\$ 712,133</b>	<b>\$ 870,395</b>	<b>\$ 625,427</b>	<b>\$ 840,047</b>	<b>\$ 923,730</b>

# Expenditures by Funds



Collapse All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▼ General Fund	\$ 485,177	\$ 555,423	\$ 462,131	\$ 421,262	\$ 584,384	\$ 749,370	\$ 532,967	\$ 709,194	\$ 807,120
General Fund	485,177	555,423	462,131	421,262	584,384	749,370	532,967	709,194	807,120
▼ Enterprise Funds	0	103,649	100,350	95,658	127,749	121,025	92,460	130,854	116,610
City Facilities	0	103,649	100,350	95,658	127,749	121,025	92,460	130,854	116,610
<b>Total</b>	\$ 485,177	\$ 659,072	\$ 562,481	\$ 516,919	\$ 712,133	\$ 870,395	\$ 625,427	\$ 840,047	\$ 923,730

# Recreation

FY 2023–24 Budget

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

Recreation program fees are subsidized using a system that provides a greater discount for programs that serve the community versus programs that serve the individual. The policy-based system was approved by the City Council in 2011 and the Department has typically recovered 12%-14% of department costs, including the recreation facilities maintenance budgets. In FY 2022-23, the Department is projected to recover 4.25% of department costs, including the recreation facilities maintenance budgets. The lower cost recovery rate is due to the effects of post COVID-19 and reduced revenues.

Historically the Department has experienced an increase in program participation every year since FY 2012-13. The increase is attributed to more in-house activities and community-based programming, ensuring opportunities for all populations. In FY 2019-20, FY 2020-21 and FY 2021-2022 there has been a drop off in program participation due to the pandemic. The Department is estimating a rise in program participation as we are emerging from the pandemic.

The 2023-2025 Strategic Plans calls for the coordination and implementation of more community-based programming and events that Celebrate the History and Culture of the Town. Over the last few years, the Department has developed the following community-based programs, historical and cultural-based activities: Halloween House Decorating Contest, Holiday House Decorating Contest, Summer Concert Series, Colma Community Fair, Cinema at the Cemetery, Parol Lantern Workshop, Annual Holiday Tree Lighting, Día De Los Muertos Festival, Multi-Cultural Craft Night, Colma Scavenger Hunt, and Trunk or Treat event.



# Staffing

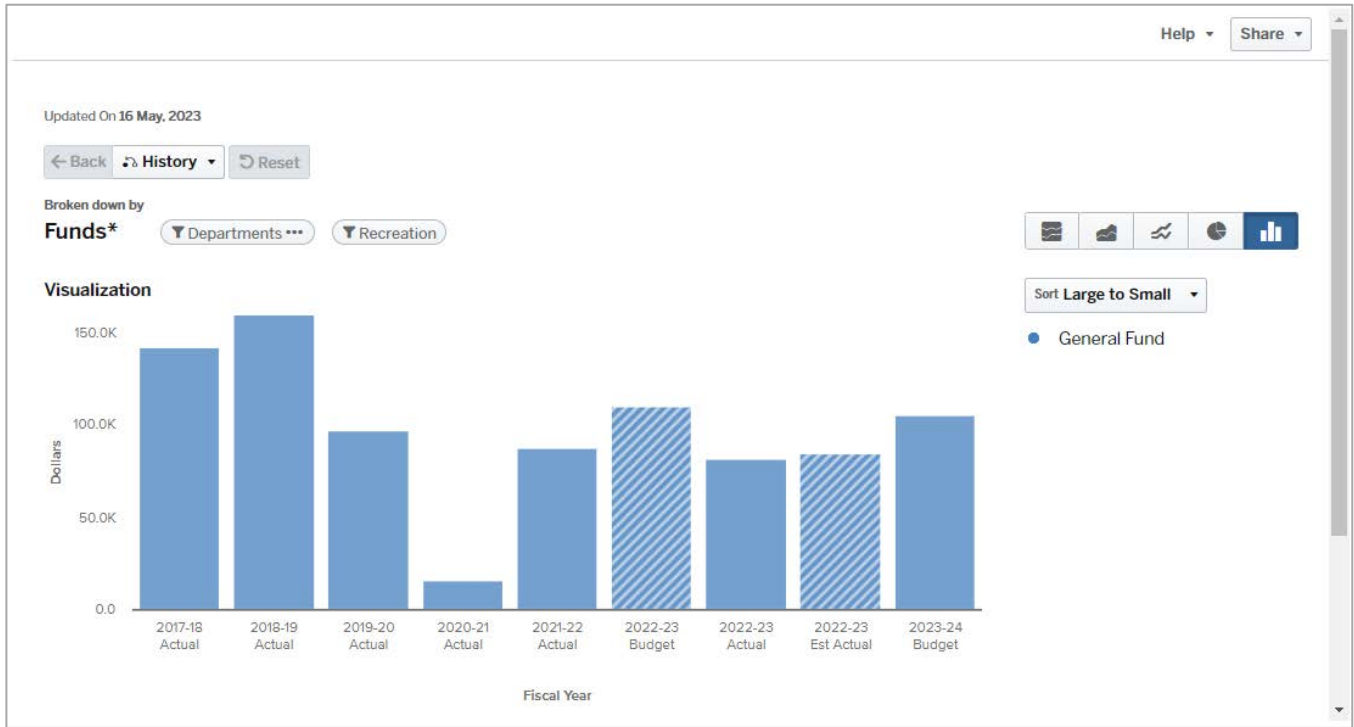


2023-24 Recreation Staffing	
Category	2024
(Sr) Recreation Leaders (Part-Time)	4
Facility Attendants (Part-Time)	3.5
Recreation Coordinators	2
Recreation Manager	1

The staffing for this Department includes one Recreation Manager, two Recreation Coordinators, 4.0 FTE in part-time Facility Attendants and 3.5 FTE in part-time Recreation Leaders.

## Revenues Summary

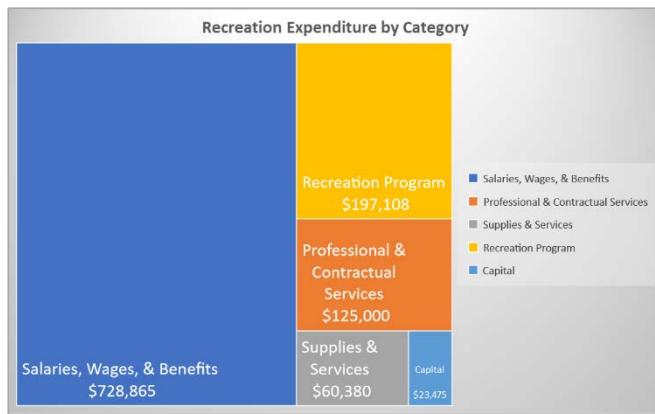
The FY 2023-24 Recreation revenues budget is \$105,700. As shown in the table below, Recreation revenues from program charges and rentals are insufficient to fund the total Recreation Department operating expenditure of \$1.13 million. General Fund revenues supports the remaining \$1,029,128 of the operating expenditure.



	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
<b>General Fund</b>	\$ 142,077	\$ 159,374	\$ 96,981	\$ 16,142	\$ 87,936	\$ 110,000	\$ 81,989	\$ 84,723	\$ 105,700
<b>Total</b>	\$ 142,077	\$ 159,374	\$ 96,981	\$ 16,142	\$ 87,936	\$ 110,000	\$ 81,989	\$ 84,723	\$ 105,700

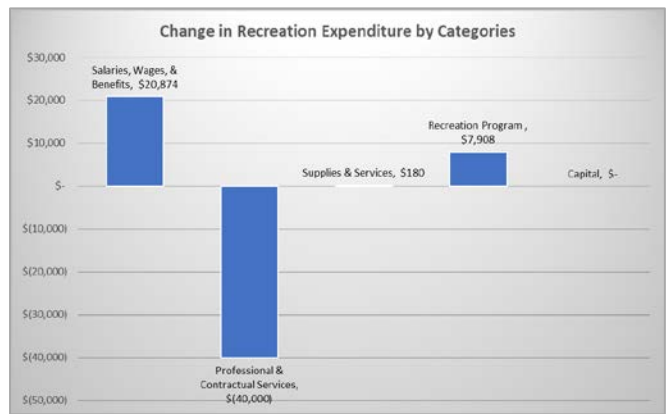
# Expenditures Summary

## FY 2023-24 Recreation Budget



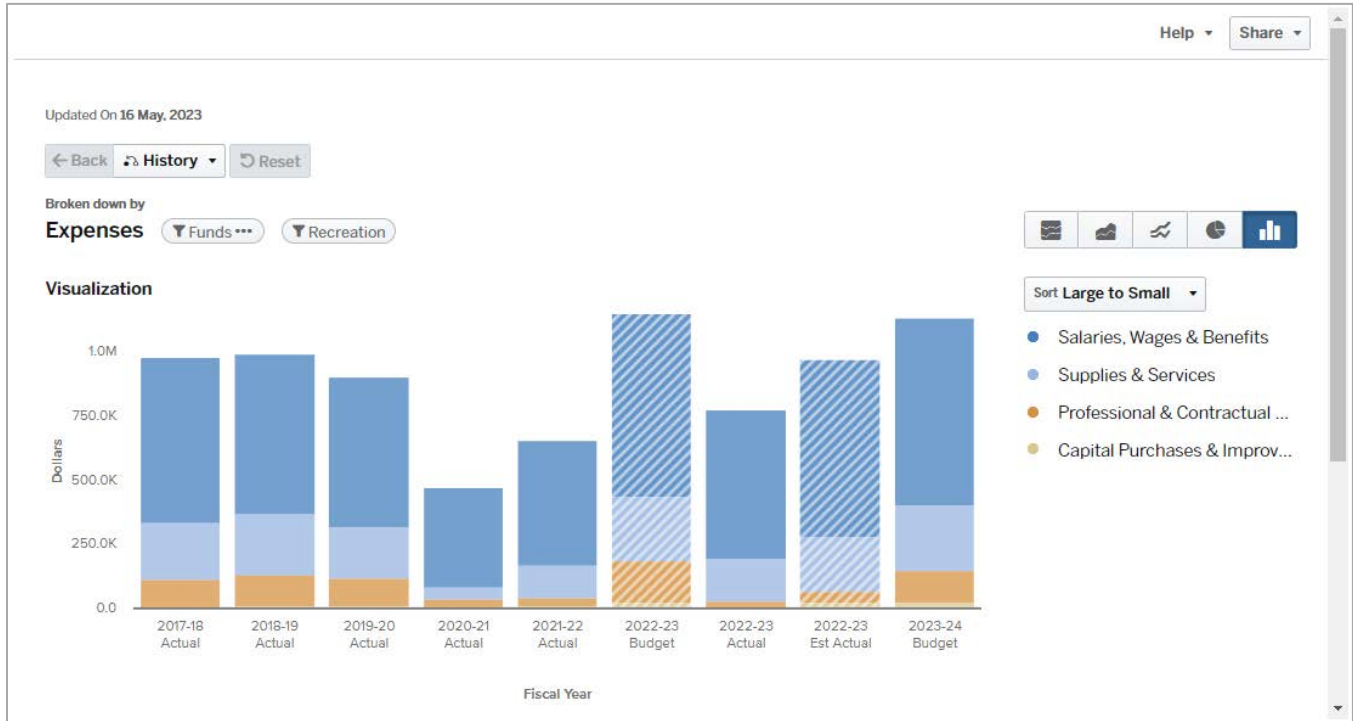
The total Recreation budget for FY 2023-24 is \$1,134,828. **Salaries, wages, & benefits** represents 64% and recreation represents 17% of the total budget. **Salaries, wages, & benefits** supports 3 full time and 7.5 FTE of part-time staff.

## Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



The FY 2023-24 budget is \$11,038 less than the FY 2022-23 Estimated Actual. **Professional & Contractual Services** reduced by \$40,000 because the Department noticed a reduction in contracted recreation classes. **Salaries, Wages & Benefits** increased by \$20,874 includes COLA adjustment and benefit cost increase.

# Expenditures by Categories

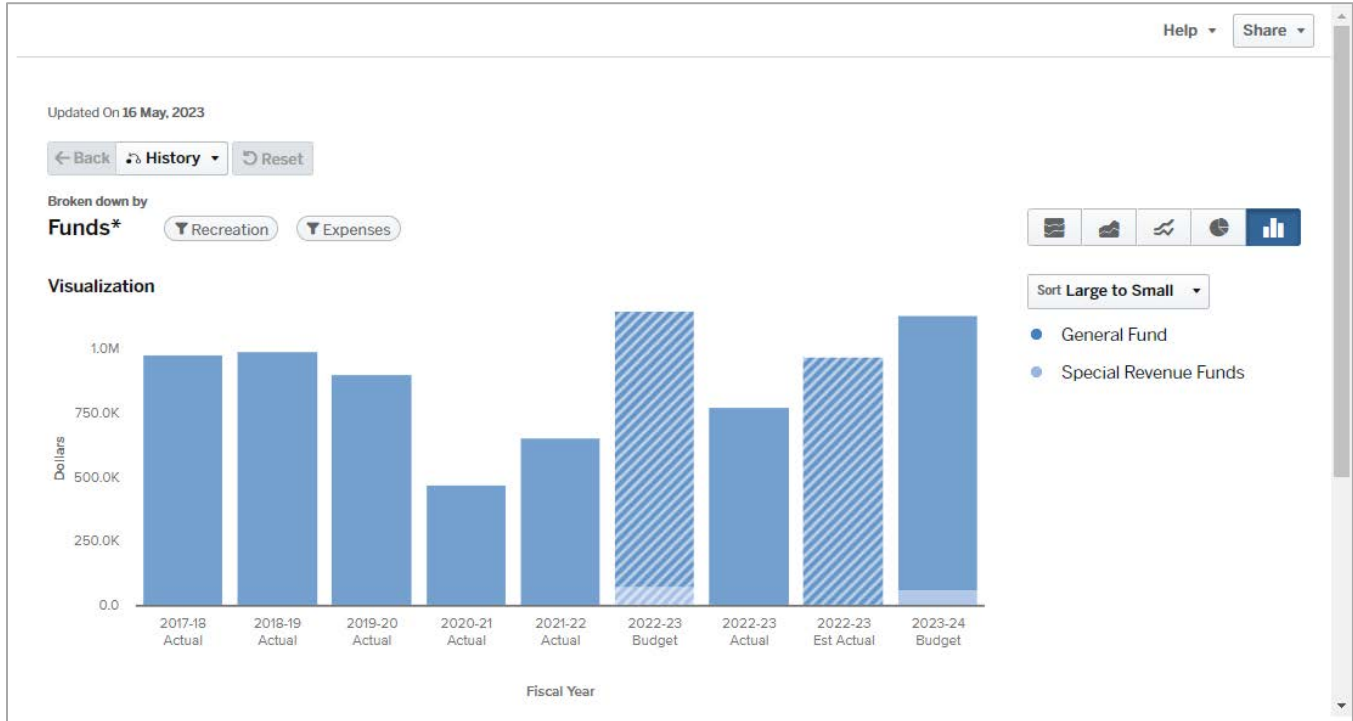


Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▶ Salaries, Wages & Benefits	\$ 646,810	\$ 624,523	\$ 583,116	\$ 385,183	\$ 485,255	\$ 707,991	\$ 577,262	\$ 689,155	\$ 728,865
▶ Supplies & Services	221,668	236,101	197,487	47,443	126,318	249,400	167,830	213,407	257,488
▶ Professional & Contractual Services	107,082	119,662	107,789	39,815	30,335	165,000	27,700	45,000	125,000
▶ Capital Purchases & Improvements	5,868	13,774	13,475	0	13,475	23,475	361	23,475	23,475
<b>Total</b>	<b>\$ 981,429</b>	<b>\$ 994,060</b>	<b>\$ 901,866</b>	<b>\$ 472,441</b>	<b>\$ 655,382</b>	<b>\$ 1,145,866</b>	<b>\$ 773,154</b>	<b>\$ 971,036</b>	<b>\$ 1,134,828</b>



## Expenditures by Fund

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



Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget
▼ General Fund	\$ 981,429	\$ 994,060	\$ 901,866	\$ 472,441	\$ 655,382	\$ 1,070,866	\$ 773,154	\$ 961,036	\$ 1,069,828
General Fund	981,429	994,060	901,866	472,441	655,382	1,070,866	773,154	961,036	1,069,828
▶ Special Revenue Funds	0	0	0	0	0	75,000	0	10,000	65,000
<b>Total</b>	\$ 981,429	\$ 994,060	\$ 901,866	\$ 472,441	\$ 655,382	\$ 1,145,866	\$ 773,154	\$ 971,036	\$ 1,134,828

## Accomplishments

### Strategic Plan:

- Colma Age-Friendly Task Force completed City Council approved Action Plan and submitted to AARP/WHO to maintain Age-Friendly City designation.
- Hosted CAPE/CERT program and certified four new members.

### Operational:

Continued to partner with Second Harvest Foodbank of San Mateo County delivering food to populations in need.


- Partnered with Italian Cemetery to safely host two Cinema's at the Cemetery.
- Hosted a Multicultural Craft Night.
- Hosted Summer Concert Series.
- Hosted a Veterans Day Celebration at Veterans Village.
- Hosted Adult Holiday Party at a new venue.
- Opened recreational facilities for rentals at maximum capacity (Sterling Park and Colma Community Center).
- Partnered with Colma Historical Museum and created an online scavenger hunt throughout Colma.
- Continued to offer a Hybrid (In person/To go) Senior Luncheon.
- Hosted the following outdoor community events:
  - Trunk or Treat
  - Dia De Los Muertos Celebration
  - Earth Day/Arbor Day Celebration
  - Eggstravaganza
- Hosted multiple Blood Drives with the Red Cross, Stanford Blood Center and Vitalant

## Performance Measures:

The 2023-24 Goals in the images below reflects the annual average. All three slides of the Recreation performance measures presentation are available below as separate images. The link to the digital budget for this section is [https://stories.opengov.com/colmaca/published/5baiz\\_cMpZ](https://stories.opengov.com/colmaca/published/5baiz_cMpZ)

Since 2019-20, the Recreation Services Department has offered approximately 162 programs with an average of 5,754 residents participating annually.

Recreation

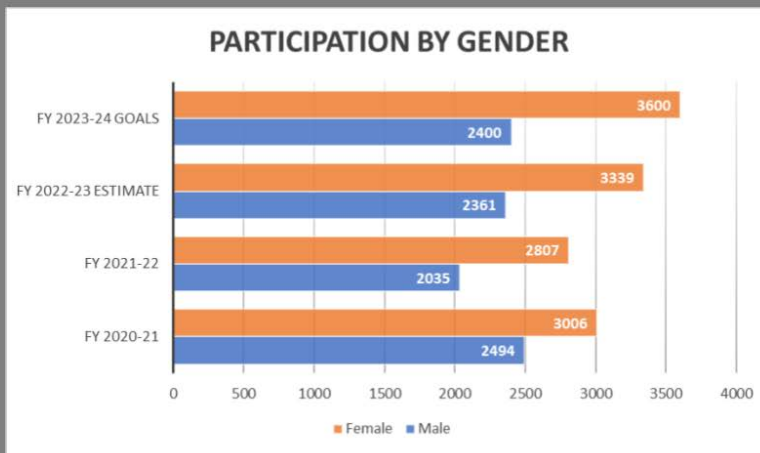


Fiscal Year	Number of Programs Offered	Program Participation
2019-20 Actual	258	6,922
2020-21 Actual*	75	5,500
2021-22 Actual*	154	4,842
2022-23 Estimate*	205	5,700
2023-24 Goals*	215	6,000

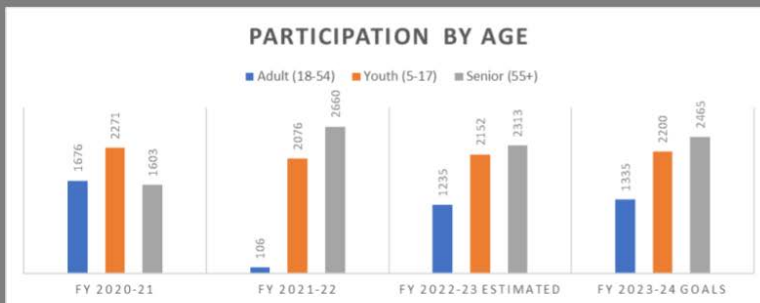
\* Affected by COVID-19

The Recreation Services Department follows recreation program policies set forth in the Administrative Code. These policies direct staff to develop activities for all demographics in all program elements. Below are graphs that show how the Department has satisfied the Recreation Department Program Guidelines with equitable programming and participation over the past few years. The Department will continue to meet these goals by developing programming attractive to both genders and all age groups.

### Program Demographics



### Program Demographics



## Future Objectives

### Strategic Plan:

- Continue to work on community outreach and Age-Friendly Cities projects such as Medical Equipment Loan Program (MELP).
- Coordinate the annual Town Picnic and Adult Holiday Event.
- Continue to develop and offer more community-based including:
  - Cinema in the Cemetery Movie Series
  - Dia De Los Muertos Celebration
  - Multicultural Craft Day
  - Children's Day
  - Working with local shopping centers promoting economic development

### Operational:

- Attempt to provide the same service level (offer the same number of programs and meet participation levels) as FY 2019-20 (Pre-Covid 19). Reestablish a group of Colma residents volunteers for the Livewire Newsletter.
- Reinstate higher maximum capacity of campers for Summer Day Camp and Day Camp Field Trips.

# Capital Improvement Plan

FY 2023–24 Budget

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The Capital Improvement Plan (CIP) is a project management and financial planning document. It provides a brief project scope, description, and funding & spending plans for major maintenance, improvements, and rehabilitations of Town properties, long-range planning documents, and equipment and technology purchases in excess of \$10,000 for the next five years. The document shows the Town's capital priorities for the year, as well as future obligations and needs.

The FY 2023-24 CIP includes capital plans through FY 2028-29. The five-year CIP program costs \$72.83 million – with \$20.42 million funded or planned to be funded in the next five years and \$52.10 million pending funding opportunities.

<b>FY 2023-24 Capital Program</b>	<b>Total</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25 to</b>	<b>Future/</b>
<b>By categories</b>	<b>Project Cost</b>	<b>and Prior</b>	<b>Budget</b>	<b>2028/29</b>	<b>Unfunded</b>
				<b>Projected</b>	
Streets, Sidewalks, and Bikeway (14)	66,266,655	12,218,130	375,000	1,864,000	51,809,525
Sewer and Storm Drain (3)	285,000	70,000	145,000	70,000	0
City Facilities & Long-Range Plans (14)	3,675,000	920,000	555,000	1,600,000	600,000
Major Equipment, Technology & Fleet (5)	2,605,000	950,000	290,000	1,365,000	0
<b>Total Project Spending - by Categories</b>	<b>72,831,655</b>	<b>14,158,130</b>	<b>1,365,000</b>	<b>4,899,000</b>	<b>52,409,525</b>

## Capital Program Overview

### CIP Project Categories

The projects listed in the FY 2023-24 through FY 2028-29 CIP program is organized into four major categories, as listed below. The images below are linked to the corresponding sections of the capital program.



## Category 1

Streets, Sidewalks & Bikeways



## Category 2

Sewer & Storm Drain



## Category 3

City Facilities & Long-Range Plan



## Category 4

Major Equipment, Technology, & Fleet



## Project Status

Within each of the four categories listed above, the projects are grouped by statuses. The statuses are Active, Closed, Future, or Unfunded.

- **Active** - existing or new CIP projects that have available funding and activities (spending) in FY 2022-23. These projects may have future and unfunded portion.
- **Closed** - CIP projects that have been completed or have been closed out. These projects will only appear in future CIP budgets if they have project expenditures during the prior three years.
- **Future** - CIP projects that are programmed for FY 2023-24 through FY 2027-28. Project budget and funding are identified but are not earmarked.
- **Unfunded** - CIP projects that are Town priorities but are currently without budgeted funds. Unfunded projects will be reviewed annually during the Town Budget process to see if funds are available for construction and if the proposed projects are ready to move from the Unfunded to the Budgeted projects list.

More information about the project status can be found in the project description.

## FY 2022-23 Capital Improvement Program Overview

The FY 2022-23 Capital program has 21 projects with a total project budget of \$14.04 million since project inception. From inception to March 31, 2023, the Town has spent \$1.51 million of the total project budget. This leaves an unspent balance of \$12.54 million, and part of the unspent balance will be carried over to FY 2023-24.

During the year, the Town completed F-Street Retaining Wall (902), Mission Road and Pedestrian Crosswalk (909), Mission Road Landscape (908) projects, and Colma Museum Facility Repair (951). The completed projects will be presented to the City Council as part of the project close out in FY 2023-24.

Of the 21 projects, there are nine that have not begun as of March 2023, but the Town plans to begin these projects in May or June of 2023. Projects in the streets, sewer/storm drain, and facilities categories are often weather dependent and would start in the summer/fall months. More information is available in the project description section of the capital budget.

Active Projects	Status	Project Budget			Project Spending			Unspent Budget at 3/31/2023
		Thru 6/30/2022	FY 2022-23 Request	Total thru 6/30/2023	Actual Thru 6/30/2022	Actual Thru Mar'23	Total thru Mar'23	
		[a]	[a]	Σ[a]	[b]	[b]	Σ[b]	Σ[a] - Σ[b]
<b>Streets, Sidewalks, and Bikeway</b>								
Annual Roadway Rehab. and Preventative Maint. Program (906)	Ongoing	150,000	337,645	487,645	0	149,069	149,069	338,576
El Camino Real Bicycle and Pedestrian Improvement - PSR-PDS (923)	Active	0	2,000,000	2,000,000	0	11,808	11,808	1,988,192
El Camino Real/Mission Road Access to Transient Multimodal Crossing (904)	Active	0	180,000	180,000	0	0	0	180,000
El Camino Real Segment B Design (915)	Active	0	670,000	670,000	0	0	0	670,000
El Camino Real Segment B Construction (916)	Active	0	5,800,000	5,800,000	0	0	0	5,800,000
F-Street Retaining Wall (902)	Completed	32,000	368,000	400,000	40,542	318,916	359,458	40,542
Mission Road Landscaping (908)	Completed	29,000	371,000	400,000	15,109	369,782	384,891	15,109
Mission Road Crosswalk (909)	Completed	11,000	119,010	130,010	0	130,010	130,010	0
Serramonte Boulevard West Bicycle and Pedestrian Improvement - Phase 1	Active	0	2,035,000	2,035,000	0	0	0	2,035,000
Town-Wide Bicycle & Pedestrian Master Plan (910)	Active	0	100,000	100,000	0	11,238	11,238	88,762
<b>Sewer and Storm Drain</b>								
Storm Drain Assessment (972)	Active	0	70,000	70,000	0	0	0	70,000
<b>City Facilities &amp; Long-Range Plans</b>								
Colma Museum Facility Repair & Painting (951)	Completed	75,000	0	75,000	11,245	52,510	63,755	11,245
Facility Parking Lot Upgrades and Repairs (953)	Active	99,025	140,975	240,000	0	0	0	240,000
Housing Element Update (996)	Active	20,000	190,000	210,000	84,351	69,572	153,922	56,078
Public Arts Program (980)	Active	0	15,000	15,000	0	0	0	15,000
Urban Tree Master Plan & Program (998)	Active	0	100,000	100,000	0	0	0	100,000
Zoning Code Update (997)	Active	0	180,000	180,000	21,971	42,616	64,588	115,413
<b>Major Equipment, Technology &amp; Fleet</b>								
Equipment Purchase and Replacement (984)	Ongoing	0	150,000	150,000	0	6,937	6,937	143,063
Financial Software Replacement (965)	Start in Summer '22	100,000	430,000	530,000	0	0	0	530,000
IT Infrastructure Upgrades (986)	Ongoing	0	50,000	50,000	0	28,006	28,006	21,994
Vehicle Replacement (987)	Ongoing	0	220,000	220,000	0	143,346	143,346	76,654
<b>Total Projects (21)</b>		<b>516,025</b>	<b>13,526,630</b>	<b>14,042,655</b>	<b>173,218</b>	<b>1,333,810</b>	<b>1,507,028</b>	<b>12,535,627</b>



## FY 2023-24 Capital Improvement Plan Highlight

The FY 2023-24 Capital program includes 20 active projects, 11 future/unfunded projects, and 4 projects that are completed or will be completed by June 30, 2023. The FY 2023-24 Capital program is the continuation of the FY 2022-23 Capital Improvement Plan and contains the following changes.

- Colma Creek Channel Repair (934) has been changed to Colma Creek Channel Easement due to changes to the project scope
- The Public Arts Program (980) project scope has expanded in FY 2023-24 to include a mural on the newly repaired F-Street wall and is part of the 100<sup>th</sup> Year Celebration initiatives.

<b>Active Projects</b>	<b>Total Project Cost</b>	<b>2022/23 and Prior</b>	<b>2023/24 Budget</b>	<b>2024/25 to 2028/29 Projected</b>	<b>Future/Unfunded</b>
<b>Streets, Sidewalks, and Bikeway</b>					
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
<b>Sewer and Storm Drain</b>					
Colma Creek Channel Easement (934)	75,000	0	75,000	0	0
Storm Drain Assessment (972)	210,000	70,000	70,000	70,000	0
<b>City Facilities &amp; Long-Range Plans</b>					
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
<b>Major Equipment, Technology &amp; Fleet</b>					
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
<b>Total Active Projects (20)</b>	<b>56,102,645</b>	<b>13,037,645</b>	<b>1,365,000</b>	<b>1,435,000</b>	<b>40,265,000</b>

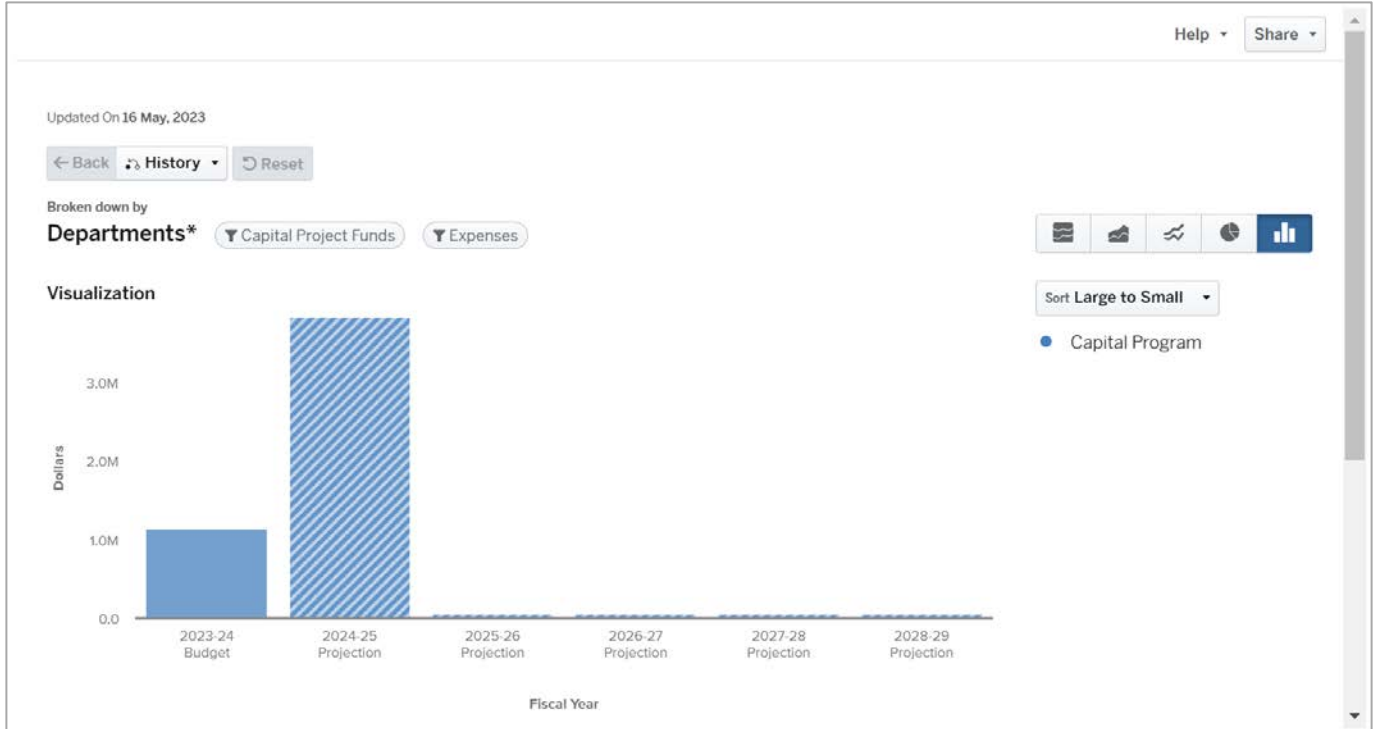
<b>Future/Unfunded Projects</b>	<b>Total Project Cost</b>	<b>2022/23 and Prior</b>	<b>2023/24 Budget</b>	<b>2024/25 to 2028/29 Projected</b>	<b>Future/Unfunded</b>
<b>Streets, Sidewalks, and Bikeway</b>					
Colma Blvd Improvement (912)	1,500,000	0	0	0	1,500,000
Hillside Blvd Beautification (901)	9,100,000	0	0	0	9,100,000
Lawndale Landscape and Median (956)	1,614,000	0	0	1,614,000	0
Sterling Park Streetlight (926)	960,000	15,475	0	0	944,525
<b>Sewer and Storm Drain</b>					
None	0	0	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>					
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)	500,000	0	0	0	500,000
Sterling Park Facility Improvement (948)	80,000	0	0	80,000	0
Town-Wide Branding (959)	200,000	100,000	0	0	100,000
<b>Major Equipment, Technology &amp; Fleet</b>					
Phone System Upgrade (982)	250,000	0	0	250,000	0
<b>Total Future/Unfunded Projects (11)</b>	<b>15,724,000</b>	<b>115,475</b>	<b>0</b>	<b>3,464,000</b>	<b>12,144,525</b>
<b>Closed Project (By June 30, 2023)</b>	<b>Total Project Cost</b>	<b>2022/23 and Prior</b>	<b>2023/24 Budget</b>	<b>2024/25 to 2028/29 Projected</b>	<b>Future/Unfunded</b>
<b>Streets, Sidewalks, and Bikeway</b>					
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)	400,000	400,000	0	0	0
<b>City Facilities &amp; Long-Range Plans</b>					
Colma Museum Facility Repair & Painting (951)	75,000	75,000	0	0	0
<b>Total Closed Projects (4)</b>	<b>1,005,010</b>	<b>1,005,010</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Project Cost - All (35)</b>	<b>72,831,655</b>	<b>14,158,130</b>	<b>1,365,000</b>	<b>4,899,000</b>	<b>52,409,525</b>

## Project Funding and Spending Plan for FY 2023-24 through FY 2028-29

The Funding Plan table below summarizes the revenues sources that the Town plans to use to support the capital program. The funding identification process includes apply for grants and special funding first to the capital project, then special contributions, and finally the General Fund or the Capital Reserve Fund.

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

Funding Plan	Total Project Cost	2022/23 and Prior	2023/24 Budget	2024/25	2025/26	2026/27	2027/28	2028/29	2024/25 to 2028/29 Projected	Future/Unfunded
Capital Reserve (31)	1,060,975	1,060,975	0	0	0	0	0	0	0	0
Fleet Replcmnt (61)	1,305,000	220,000	220,000	215,000	150,000	200,000	150,000	150,000	865,000	0
Gas Tax & RMRA (21)	200,450	125,450	31,000	44,000	0	0	0	0	44,000	0
General Fund (11)	6,357,655	3,295,655	769,000	2,093,000	50,000	50,000	50,000	50,000	2,293,000	0
LEAP Grant (31) - Reimb	65,000	65,000	0	0	0	0	0	0	0	0
Measure A (22)	263,600	152,600	60,000	51,000	0	0	0	0	51,000	0
Measure K (31)	120,000	0	120,000	0	0	0	0	0	0	0
Measure W - ACR/TDM (32)	162,000	162,000	0	0	0	0	0	0	0	0
Measure W - Cycle 6 (32)	2,434,500	2,434,500	0	0	0	0	0	0	0	0
Measure W (26)	153,950	91,950	30,000	32,000	0	0	0	0	32,000	0
Measure W Grant (32)	1,800,000	1,800,000	0	0	0	0	0	0	0	0
OBAG 3 Grant (32)	4,640,000	4,640,000	0	0	0	0	0	0	0	0
PCE EV Charge Rebate (31)	20,000	0	20,000	0	0	0	0	0	0	0
Prop 68 Grant (31)	115,000	0	115,000	0	0	0	0	0	0	0
REAP Grant (31) - Reimb	20,000	20,000	0	0	0	0	0	0	0	0
TDA Art 3 Grant (32-35003)	90,000	90,000	0	0	0	0	0	0	0	0
Unknown Revenue Source	54,023,525	0	0	1,614,000	0	0	0	0	1,614,000	52,409,525
<b>Total Funding</b>	<b>72,831,655</b>	<b>14,158,130</b>	<b>1,365,000</b>	<b>4,049,000</b>	<b>200,000</b>	<b>250,000</b>	<b>200,000</b>	<b>200,000</b>	<b>4,899,000</b>	<b>52,409,525</b>



Collapse All	2023-24 Budget	2024-25 Projection	2025-26 Projection	2026-27 Projection	2027-28 Projection	2028-29 Projection
▼ Capital Program	\$ 1,145,000	\$ 3,834,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
▶ CIP - Cate 1 - Street	375,000	1,864,000	0	0	0	0
▶ CIP - Cate 3 - City Fac & Long Rng Pln	555,000	1,600,000	0	0	0	0
▶ CIP - Cate 4 - Major Eqpt. Tech & Fleet	70,000	300,000	50,000	50,000	50,000	50,000
▶ CIP - Cate 2 - Storm & Sewer	145,000	70,000	0	0	0	0
<b>Total</b>	<b>\$ 1,145,000</b>	<b>\$ 3,834,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

# Streets, Sidewalks & Bikeways

Capital Improvement Plan

FY 2023–24 Budget

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## 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
<b>Total Funding</b>	<b>487,645</b>	<b>225,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>962,645</b>

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
<b>Total Project Budget</b>	<b>487,645</b>	<b>225,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>962,645</b>

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
<b>Total Project Spending to Date</b>	<b>149,069</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>149,069</b>



# 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
<b>Total Funding</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,450,000</b>	<b>26,450,000</b>

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
<b>Total Project Budget</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,450,000</b>	<b>26,450,000</b>

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
<b>Total Project Spending to Date</b>	<b>11,808</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,808</b>

## 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
<b>Total Funding</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>180,000</b>

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
<b>Total Project Budget</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,450,000</b>	<b>22,630,000</b>

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
<b>Total Project Spending to Date</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# **El Camino Real Segment B Design (915)**

## **Project Scope**

The project involves the design 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 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-El 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-El 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 in 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
<b>Total Funding</b>	<b>670,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>670,000</b>

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
<b>Total Project Budget</b>	<b>670,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>670,000</b>

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
<b>Total Project Spending to Date</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Total Funding</b>	<b>2,035,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,815,000</b>	<b>20,000,000</b>

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
<b>Total Project Budget</b>	<b>2,035,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,815,000</b>	<b>20,000,000</b>

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
<b>Total Project Spending to Date</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Total Funding</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>

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
<b>Total Project Budget</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>

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
<b>Total Project Spending to Date</b>	<b>11,238</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,238</b>



## 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
<b>Total Funding</b>	<b>15,475</b>	<b>1,614,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,544,525</b>	<b>13,174,000</b>

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
<b>Total Project Budget</b>	<b>15,475</b>	<b>1,614,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,544,525</b>	<b>13,174,000</b>

## Colma Boulevard Improvement (912)

Scheduled for future (unknown)  
 Estimated Project Cost: \$1.6 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 waiting 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: \$1.53 million (\$130k for design; \$1.4 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**

## **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**

The project is complete.

## **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
<b>Total Funding</b>	<b>130,010</b>	<b>130,010</b>		<b>130,010</b>	<b>-</b>	<b>130,010</b>	<b>130,010</b>
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 complete.

## 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)	29,000	15,109	18,519	33,628
General Fund	343,200	343,200	Project Management (71010)	57,200	-	52,572	52,572
		-	Construction (81003)	286,000	-	286,000	286,000
<b>Total Funding</b>	<b>372,200</b>	<b>372,200</b>		<b>372,200</b>	<b>15,109</b>	<b>357,091</b>	<b>372,200</b>
Pending Grant/Other Reimbursements		-	Available Project Budget				(0)



# 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)	47,000	40,542	18,420	58,962
General Fund	407,000	407,000	Project Management (71010)	80,000	-	80,000	80,000
			Construction (81003)	320,000	-	308,038	308,038
<b>Total Funding</b>	<b>432,000</b>	<b>432,000</b>		<b>447,000</b>	<b>40,542</b>	<b>406,458</b>	<b>447,000</b>
Pending Grant/Other Reimbursements		-	Available Project Budget				0

# Sewer & Storm Drain

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## 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
<b>Total Funding</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75,000</b>

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
<b>Total Project Budget</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75,000</b>

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
<b>Total Project Spending to Date</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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								
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								
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								
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.

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## 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
<b>Total Funding</b>	<b>0</b>	<b>115,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,000</b>

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
<b>Total Project Budget</b>	<b>0</b>	<b>115,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,000</b>

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
<b>Total Project Spending to Date</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Total Funding</b>	<b>0</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>140,000</b>

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
<b>Total Project Budget</b>	<b>0</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>140,000</b>

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
<b>Total Project Spending to Date</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Total Funding</b>	<b>240,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240,000</b>

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
<b>Total Project Budget</b>	<b>240,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240,000</b>

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
<b>Total Project Spending to Date</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# **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 in July/August with HCD certification coming in September 2023.

## **Schedule for FY 2023-24 and Thereafter**

The Housing Element will be sent to HCD in July/August for final certification in September. 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
<b>Total Funding</b>	<b>210,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>210,000</b>

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
<b>Total Project Budget</b>	<b>210,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>210,000</b>

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
<b>Total Project Spending to Date</b>	<b>153,922</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>153,922</b>

# 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
<b>Total Funding</b>	<b>15,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,000</b>

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
<b>Total Project Budget</b>	<b>15,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,000</b>

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
<b>Total Project Spending to Date</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Total Funding</b>	<b>100,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>

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
<b>Total Project Budget</b>	<b>100,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>

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
<b>Total Project Spending to Date</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Total Funding</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>180,000</b>

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
<b>Total Project Spending to Date</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>180,000</b>

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
<b>Total Project Spending to Date</b>	<b>64,588</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64,588</b>

## 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
<b>Total Funding</b>	<b>100,000</b>	<b>1,600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>600,000</b>	<b>2,300,000</b>

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
<b>Total Project Budget</b>	<b>100,000</b>	<b>1,600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>600,000</b>	<b>2,300,000</b>

## 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	45,990	57,235
Total Funding	75,000	75,000	Total Spending to Date	75,000	11,245	45,990	57,235
Pending Grant/Other Reimbursements		-	Available Project Budget				17,765



# Major Equipment, Technology & Fleet

Capital Improvement Plan

FY 2023-24 Budget

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## 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
<b>Total Funding</b>	<b>530,000</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>550,000</b>

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
<b>Total Project Budget</b>	<b>530,000</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>550,000</b>

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
<b>Total Project Spending to Date</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Total Funding</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>350,000</b>

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
<b>Total Project Budget</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>350,000</b>

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
<b>Total Project Spending to Date</b>	<b>28,006</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,006</b>

## 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.

# 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 scheduled to close by June 30, 2023.

# Financial Summaries & Forecast

FY 2023-24 Budget

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This section of the Budget provides additional analysis based on historical trends and a projection of future revenues and expenditures. Included are schedules showing five years of actual revenues and expenditures data for all funds. The General Fund comprises the most significant component of the Town's financial base. A five-year General Fund projection was prepared. The projection is a high-level forecast that can be used as a financial planning tool.

## Historical Revenues and Expenditures (All Funds)

The table summarizes the Town's activities since FY 2017-18. The table separates operating activities from capital, as capital activities vary dramatically depending on the capital program. For example, the Town Hall Campus Renovation capital project entered construction phase in FY 2017-18 and FY 2018-19. As a result, the capital program expenses in those fiscal years were more than \$8.0 million. As for operating activities, the Town's operating revenue had been sufficient to support operating expenses, including debt services.

All Fund	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	Actual Thru Mar 23	2022-23 Estimate	2023-24 Proposed
<b>Operating</b>									
Operating Revenue	18,917,285	22,066,803	16,918,718	19,235,303	16,763,451	20,386,954	12,917,919	21,272,019	22,652,568
Operating Expense	(14,951,522)	(13,599,894)	(16,586,648)	(13,264,571)	(14,583,545)	(19,822,840)	(14,274,064)	(19,326,831)	(22,005,422)
Debt Service	(295,263)	(301,669)	(297,219)	(297,719)	(297,919)	(298,669)	(83,534)	(297,569)	(298,759)
Operating Subtotal	3,670,500	8,165,239	34,852	5,673,013	1,881,988	265,446	(1,439,679)	1,647,619	348,387
<b>Capital</b>									
Capital Revenue	322,610	496,099	797,802	1,258,849	563,815	2,445,413	159,126	9,657,925	635,747
Capital Expense	(8,396,881)	(8,109,201)	(1,239,517)	(3,665,721)	(518,456)	(14,053,819)	(963,482)	(13,596,657)	(1,365,000)
Capital Subtotal	(8,074,270)	(7,613,102)	(441,714)	(2,406,872)	45,359	(11,608,406)	(804,356)	(3,938,732)	(729,253)
Net Impact on Reserve	<b>(4,403,770)</b>	<b>552,137</b>	<b>(406,862)</b>	<b>3,266,141</b>	<b>1,927,347</b>	<b>(11,342,960)</b>	<b>(2,244,034)</b>	<b>(2,291,113)</b>	<b>(380,866)</b>

# General Fund Forecast and Assumptions

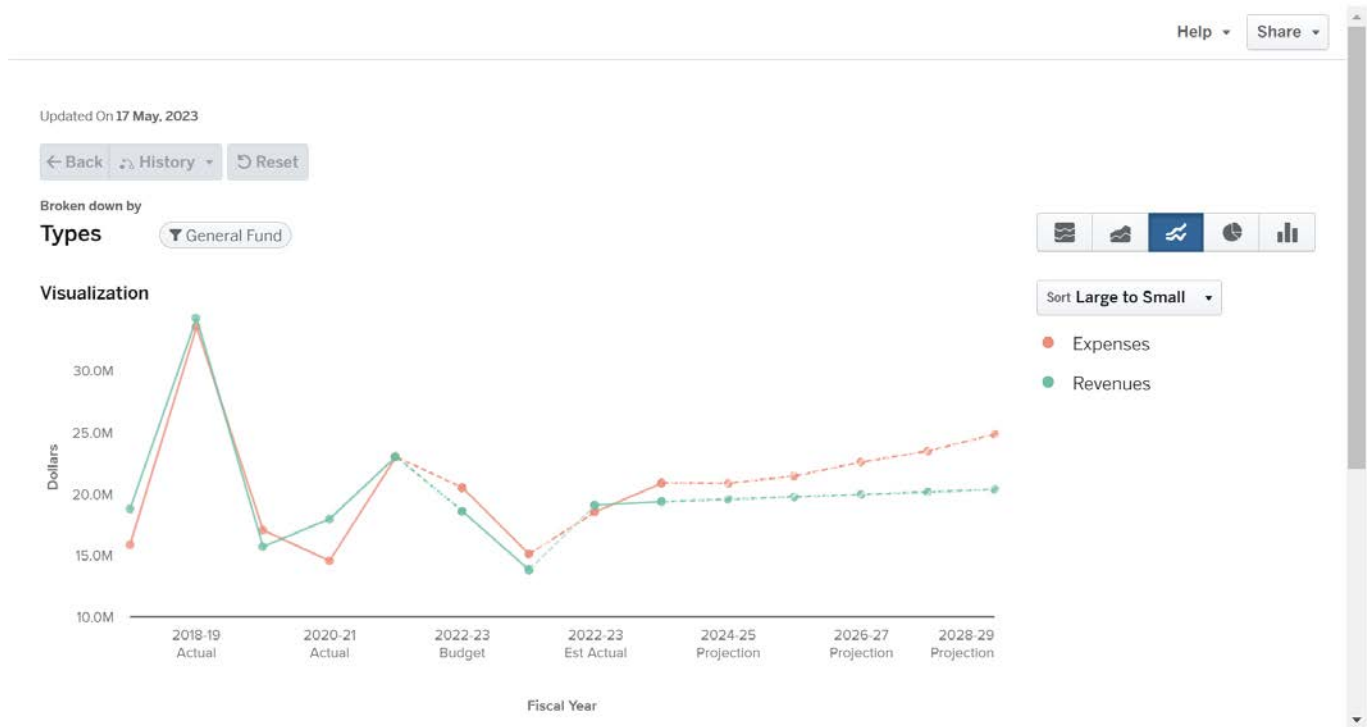
To understand the potential financial challenges to the Town in the next five years, this section of the budget will focus on the General Fund. General Fund represents 85 percent of total Town operations and subsidizes the Sewer Funds and Capital Improvement Funds. Additionally, this section is organized to show the financial impact of the status quo and potential solutions. These solutions will require further analysis and City Council authorization.

## General Fund Revenue & Expenditure Trend (including transfers)

As for General Fund activities, the Town reduced reserves in FY 2017-18 and FY 2019-20 and added to reserves in FY 2017-18, FY 2018-19, and FY 2020-21. FY 2016-17 includes a \$5.5 million transfer to the capital program for the Town Hall Campus Renovation. As for FY 2019-20, the Town had to drawdown on reserve due to the fiscal impact of the COVID-19 pandemic. Beginning FY 2020-21, the Town saw a recovery in the Town's major revenue sources and began reopening Town operations.

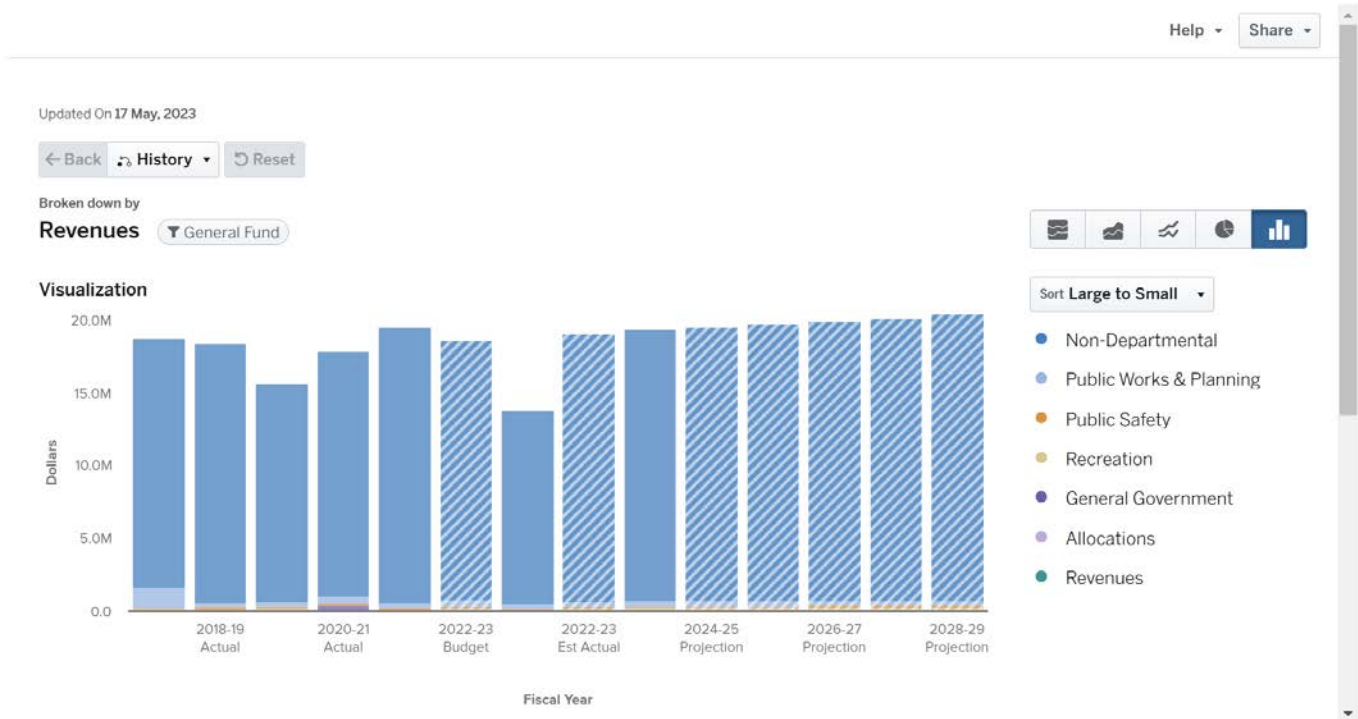
The reserve drawdown in FY 2022-23 and FY 2023-24 are for capital transfer and unusually large retirement anticipated in FY 2023-24.

However, the Town is anticipating an operating deficit beginning in FY 2024-25.



## General Fund Revenue Forecast

Overall, general fund revenues is expected to remain flat in the next few years. Colma is fully developed and does not have any large developments in progress to impact the departmental revenues. As for Non-Departmental revenues, the Town expects **sales tax** revenues to grow at 1% and **cardroom** to stay flat.



## General Fund Expenditure Forecast

- Salaries, wages & benefits** is the largest expenditure category for the General Fund. This expenditure category includes contributions to address future unfunded liabilities as they are related to OPEB, pension, and accrued leave payout at separation (retirement and voluntary separation). The five-year projection builds in a 3% escalation for salaries and wages and 5% escalation for other benefits. The 3% escalation for salaries and wages does not include COLA adjustment but rather reflects step increase resulted from positive performance evaluation.
- Professional & Contractual Service** and **Supplies & Services** categories are the next largest categories in the General Fund. The projection applies a 3% or 5% escalation depending on the nature of the services.

Updated On 17 May, 2023

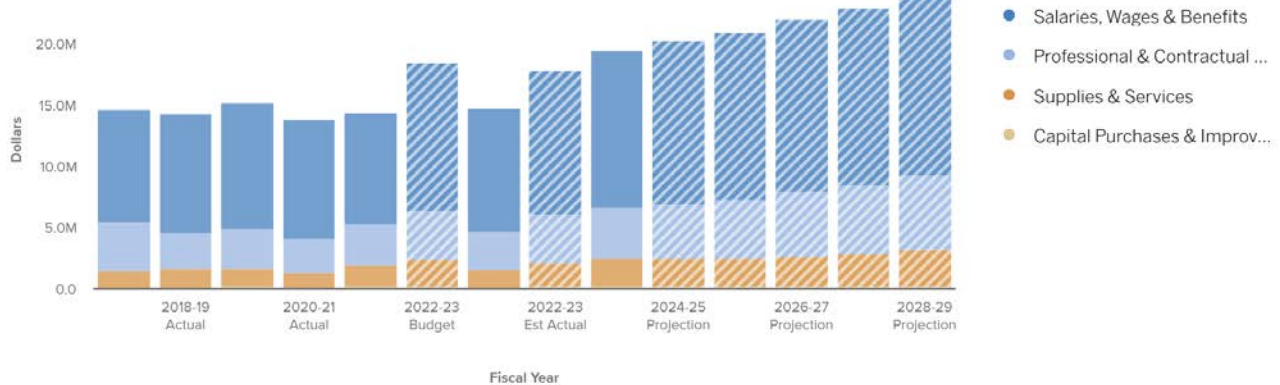
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Broken down by Expenses General Fund



Visualization

Sort Large to Small



## General Fund Reserves

In terms of General Fund Reserves, the unassigned reserve is expected to reduce and be depleted by June 30, 2028, assuming the Town stays on its current course of action.

General Fund Reserves @ June 30,	2023	2024	2025	2026	2027	2028	2029
<b>Committed Reserves (12)</b>							
Accrued Leave Payout	1,159,620	652,833	765,705	882,076	1,005,186	1,133,170	1,266,107
Budget Stabilization	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000
Debt Reduction	600,000	600,000	600,000	600,000	600,000	600,000	600,000
<b>Assigned Reserves (11)</b>							
Litigation	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Insurance	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Disaster	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Unassigned (11, 19)	10,308,827	9,301,044	8,500,324	7,296,228	5,147,142	2,313,582	(1,669,710)
<b>Total Reserves (All Fund)</b>	<b>28,018,447</b>	<b>26,503,877</b>	<b>25,816,029</b>	<b>24,728,304</b>	<b>22,702,328</b>	<b>19,996,752</b>	<b>16,146,397</b>

## Potential Initiatives to Address Operating Deficit

The Town operates on the belief that operating expenditures should stay within operating revenues to avoid an operating deficit. Reserves are intended for unexpected emergencies and one-time or limited time projects that can help revitalize the Town. These include public infrastructure investments and new programs. Coinciding with the 2023-2025 Strategic Plan, the Town has budgeted for an election consultant to help find new revenue sources. The Town has also been awarded more than \$5.0 million of grant funding to be used on critical roadways to help booster local businesses and to enhance pedestrian, bicyclist, and vehicular safety.

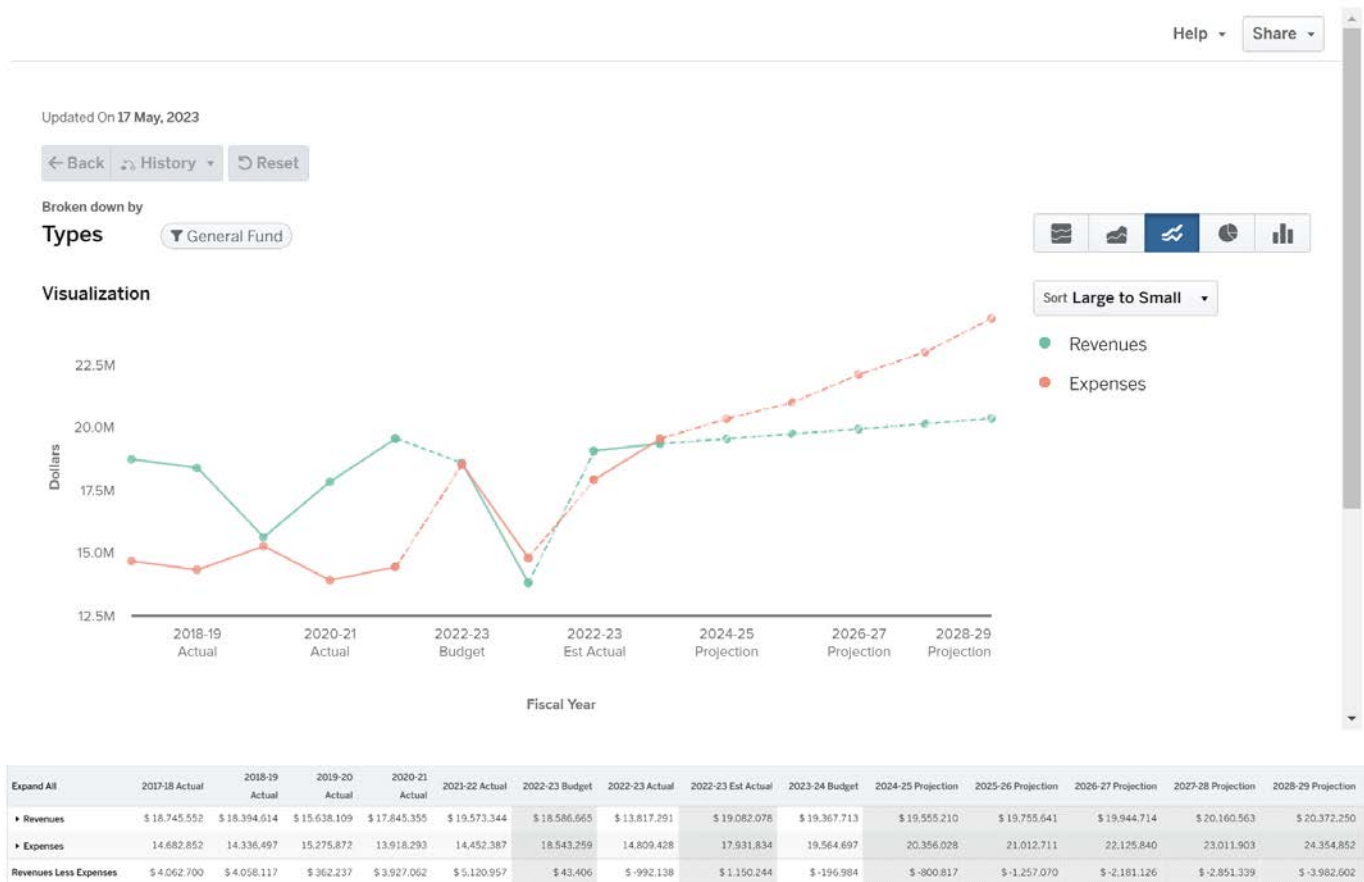
# Financial Summaries

The tables and charts below include financial summaries for all Town funds by Fund Categories: General Funds, Special Revenues and Debt Service Funds, Capital Improvement Funds, Internal Service Fund, and Enterprise Funds.

## General Fund (11, 12, 19) – Major Fund

The General Fund Category consists of three separated fund numbers. The fund was separated for reporting and tracking purposes. For audit reporting purposes, they are consolidated to form the General Fund Category.

- **11: General Fund** - For the purpose of tracking funding and cost of ongoing operations and unrestricted revenues. The expenditures and use of General Funds are discretionary after appropriation by the City Council to the extent there are no local policies or laws that impose any special conditions.
- **12: General Fund Reserves** - For the purpose of segregating committed reserve funds approved by the City Council in the Town Budget.
- **19: Emergency Operation** - For the purpose of tracking emergency operation.





## Special Revenues and Debt Funds

Special Revenues and Debt Funds categories consists of grant funding and debt transactions.

The following grant funds are allocated and distributed to the Town annually and are intended for specific use.

- **21: Gas Tax** - For the purpose of receiving gas tax collected and distributed by the State of California. Gas Tax Fund is designated for ongoing traffic signal and street lighting contract services as well as street capital projects as authorized by the gas tax requirement.
- **22: Measure A** - For the purpose of receiving Measure A collected and distributed by the San Mateo County Transportation Authority. This is a county-wide voter-approved sales tax measure designed to improve transit and relieve traffic congestion. A portion of the Measure A funds are distributed directly to cities on a per-capita basis and the use is limited to eligible street capital improvements.
- **23: Transportation Grant** - For the purpose of recording various Federal, State and county grants for major bikeway, pedestrian, and roadway capital improvement projects. Grants are generally reimbursable in nature and require the Town to pay the contract cost, first.
- **26: Measure W** - For the purpose of receiving Measure W collected and distributed by the San Mateo County Transportation Authority. This is a county-wide voter-approved sales tax measure designed to improve transit and relieve traffic congestion. A portion of the Measure W funds are distributed directly to cities on a per-capita basis and the use is limited to eligible street capital improvements.
- **27: Police Grants** - For the purpose of revenues associated with one-time or limited-term Police grants that have restricted uses. This includes a distribution associated with State criminal justice realignment funds. Other one-time Police-related grants are also accounted for in this fund. The Public Safety Grants Fund is designated by the Town as Fund #27. Expenditures from this fund will finance the majority of costs associated with specialized Police training and homeless outreach services.
- **29: Citizens' Option for Public Safety** - For the purpose of revenues associated with Police grants that have restricted uses and may be on-going. This includes an annual State distribution from the Supplemental Law Enforcement Services Fund (SLESF), which must be used for front-line law enforcement activities. Expenditures from this fund will finance the majority of costs associated with the Police - Community Services Division including a Community Services Officer (CSO) position.

The following funds are collected from development agreements.

- **24: Park in-Lieu** - For the purpose of receiving Parks in Lieu fees and disbursing funds for Town parks and recreational facilities.
- **25: Housing Impact** - For the purpose of receiving Housing Impact fees paid by developers and disbursing funds for affordable housing purposes.

The following fund is debt service funds.

- **43: COPS Debt Services** - For the purpose of tracking the payment of interest and principal associated with the 2015 Town Hall Campus Renovation COP and related administrative expenses. This is the only debt the Town currently has outstanding.

Updated On 17 May, 2023

← Back History ▾ Reset

Broken down by

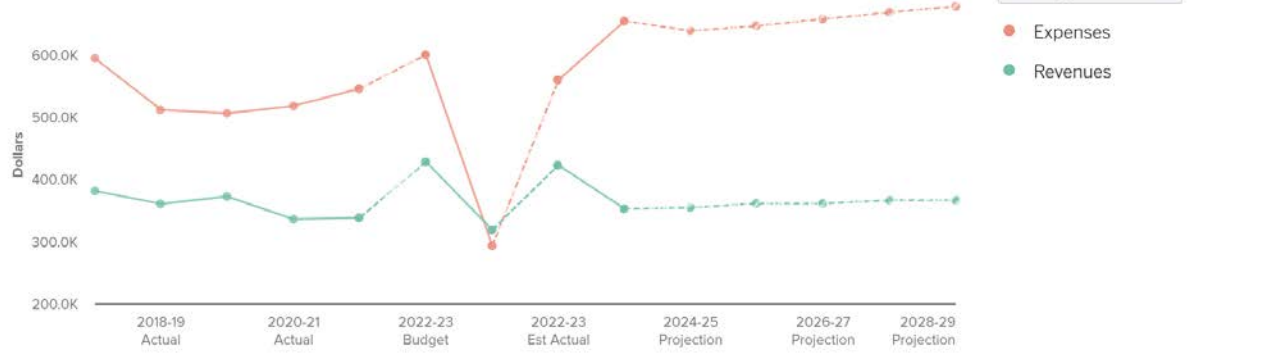
Types

▾ Funds ...



Visualization

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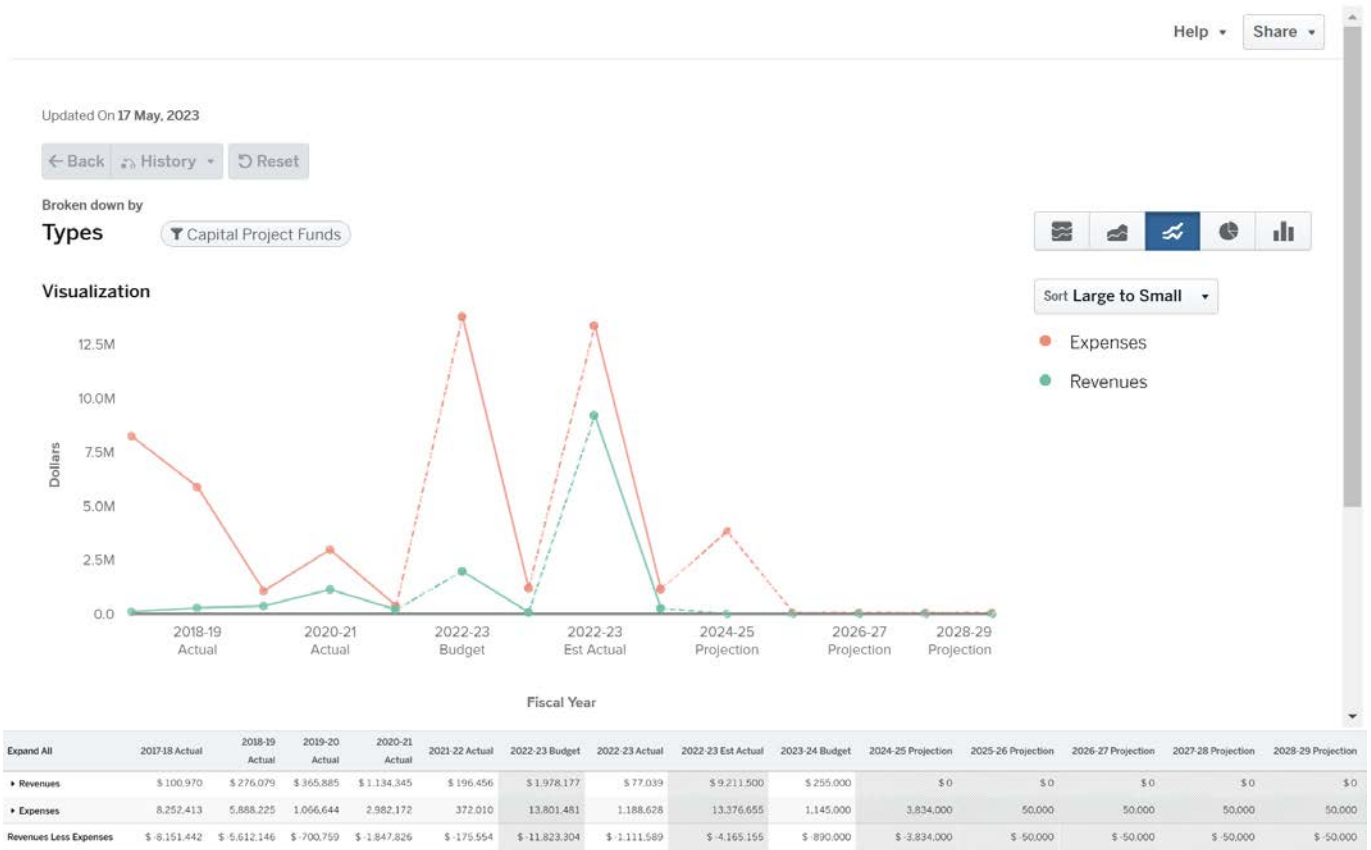
Fiscal Year

Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget	2024-25 Projection	2025-26 Projection	2026-27 Projection	2027-28 Projection	2028-29 Projection
• Revenues	\$ 382,055	\$ 361,270	\$ 373,111	\$ 336,446	\$ 338,785	\$ 428,976	\$ 319,502	\$ 423,542	\$ 353,185	\$ 355,019	\$ 361,969	\$ 361,969	\$ 366,982	\$ 366,995
• Expenses	595,814	512,808	507,220	519,135	547,074	601,563	293,650	560,893	655,913	640,171	648,254	659,249	670,041	679,627
Revenues Less Expenses	\$ -213,759	\$ -151,538	\$ -134,109	\$ -182,688	\$ -208,290	\$ -172,587	\$ 25,851	\$ -137,352	\$ -302,728	\$ -285,151	\$ -286,285	\$ -297,280	\$ -303,059	\$ -312,632



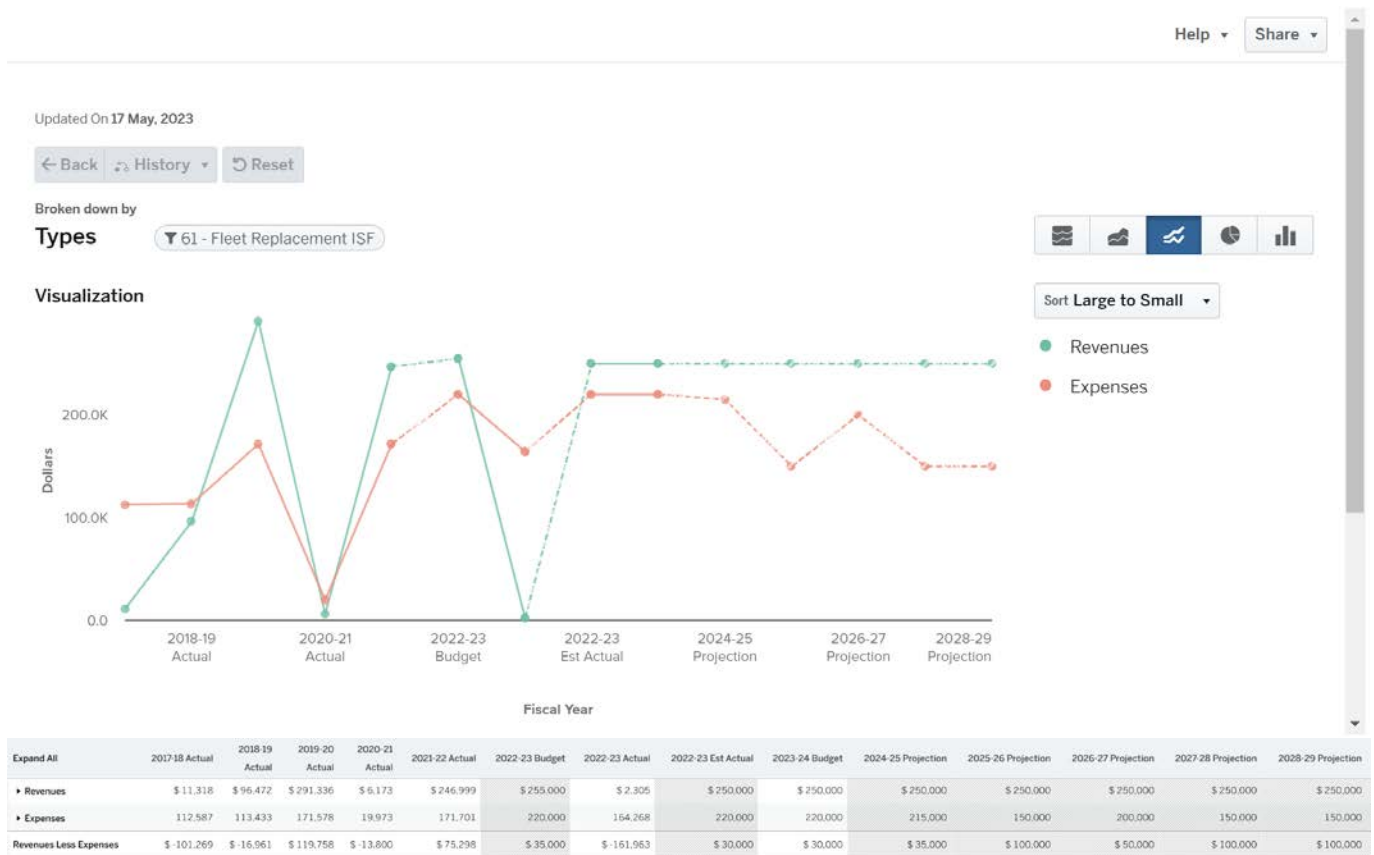
# Capital Improvement Funds

- 31: Capital Improvement** - For the purpose of tracking the funding and cost of capital improvement projects that are not related to improvements to streets (Fund 32), sewer (Fund 82), Verano property (Fund 83), and Creekside Villas property (Fund 83). Fund 31 also reserves as the general Capital Reserve fund. This is categorized as a major fund in the audited financial statements.
- 32: Street Capital** - For the purpose of tracking the funding and cost of Street Capital Improvement Projects. This fund includes grant reimbursements revenues to offset eligible street and roadway constructions.



# Internal Service Fund

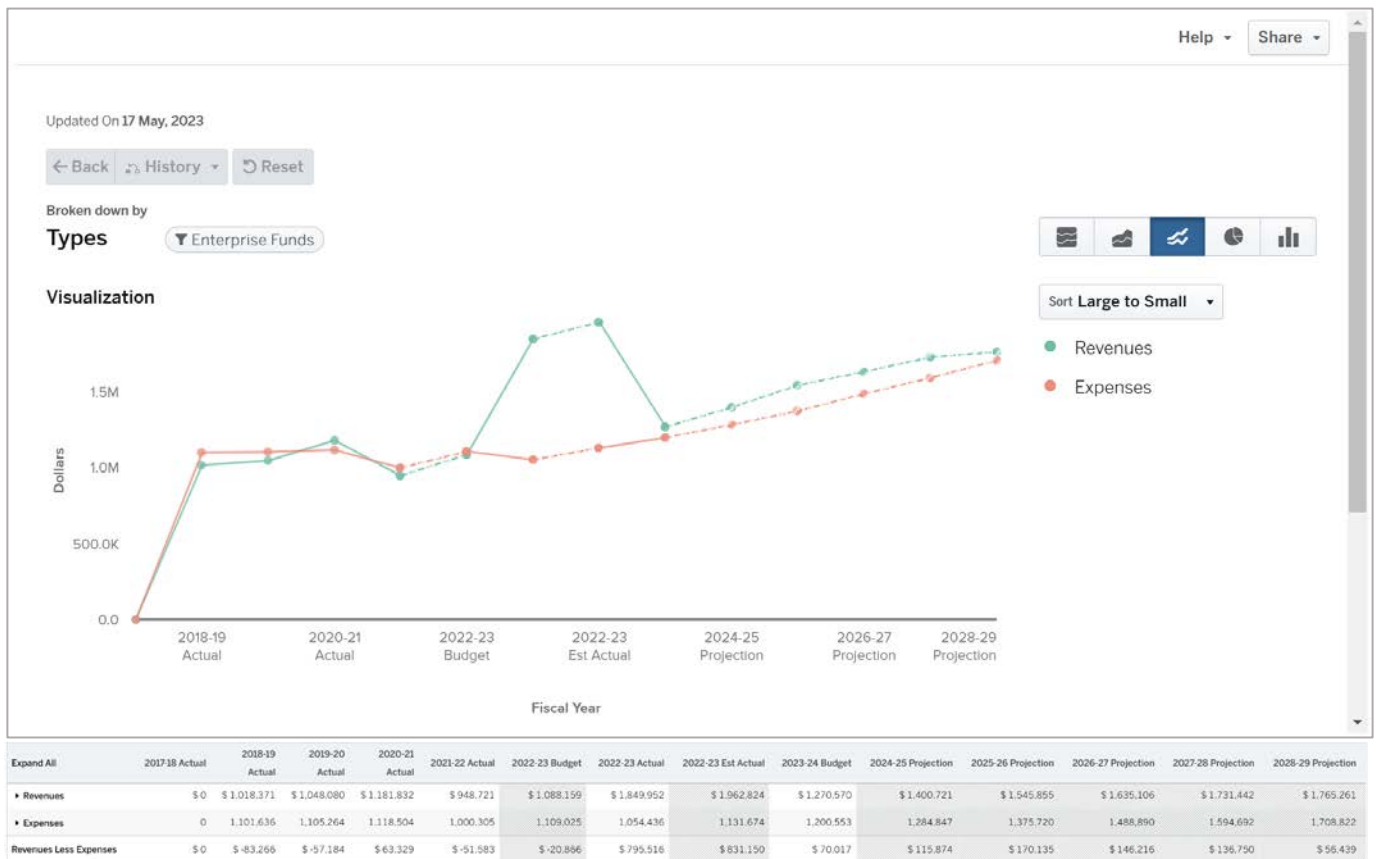
- 61: Vehicle/Fleet Replacement** - For the purpose of accumulated funds over time to provide for the replacement of the Town fleet used by Police, Public Works, Recreation and Administration. Annual charges based on the usable life and cost of vehicles and the public works fleet are recorded as expenses within the operating departments. The future replacement of these vehicles and the fleet is financed from reserves accumulated in this fund. The Fleet Replacement Fund is reported as an enterprise fund.



# Enterprise Funds

The Enterprise Fund includes two sewer funds and one for city properties. For budgeting purposes, these funds are budgeted on a modified accrual basis. For audited financial report purpose, these funds are reported in full accrual basis.

- **81: Sewer Operating** - For the purpose of tracking the operating and maintenance cost of the Town’s Sewer System and to streamline quarterly and annual compliance reporting
- **82: Sewer Capital** - For the purpose of tracking the funding and cost of Sewer Capital Improvement project, and to establish the sewer system needs of the Town.
- **83: City Properties** - For the purpose of tracking the lease and rental of City properties, expenses for the maintenance of City properties, and depreciation.



# GANN Limit, Staffing, Fund Descriptions, and Financial Policies

## Appendix

FY 2023–24 Budget

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## Appropriation Limit – (to be updated)

California voters approved propositions, amending the State Constitution, which requires that the annual Town budget include a calculation of the Appropriations Limit, sometimes referred to as the Gann Limit. This requirement was imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990).

The requirement imposes a restriction on the amount of governmental revenues, which may be appropriated in any fiscal year. The Appropriations Limit was first based on actual appropriations during the base year (1986-87), and it can be increased each year based on a specific formula and specified growth factors. The Appropriations Limit does not apply to all funds. It only applies to funds that are “proceeds of taxes.”

Each year, the adjustment to the Appropriations Limit takes into consideration two factors: 1) the change in the cost of living, and 2) the change in population. For each of these factors, the Town may select between two optional factors.

## Selection of Optional Factors

*Coming Soon*

## Appropriation Limit Calculation 2023-24

*Coming Soon*

## Appropriation Limit History

*Coming Soon*

## Staffing List

*Coming Soon*

## **Description of Funds**

### **Fund Type: General Fund**

#### **General Fund (11)**

For the purpose of tracking funding and cost of ongoing operation and unrestricted revenues. The expenditures and use of General Funds are discretionary after appropriation by the City Council to the extent there are no local policies or laws that impose any special conditions.

#### **General Fund Reserves (12)**

For the purpose of segregating committed reserve funds approved by the City Council in the Town Budget.

#### **Emergency Operation (19)**

For the purpose of tracking emergency operations.

### **Fund Type: Special Revenues**

#### **Gas Tax (21)**

For the purpose of receiving gas tax collected and distributed by the State of California. Gas Tax Fund is designated for ongoing traffic signal and street lighting contract services as well as street capital projects as authorized by the gas tax requirement.

#### **Measure A (22)**

For the purpose of receiving Measure A collected and distributed by the San Mateo County Transportation Authority. This is a county-wide voter-approved sales tax measure designed to improve transit and relieve traffic congestion. A portion of the Measure A funds are distributed directly to cities on a per-capita basis and the use is limited to eligible street capital improvements.

#### **Transportation Grant (23)**

For the purpose of recording various Federal, State and county grants for major bikeway, pedestrian, and roadway capital improvement projects. Grants are generally reimbursable in nature and require the Town to pay the contract cost, first.

#### **Parks in Lieu (24)**

For the purpose of receiving Parks in Lieu fees and disbursing funds for Town parks and recreational facilities.



## **Housing Impact Fees (25)**

For the purpose of receiving Housing Impact fees paid by developers and disbursing funds for affordable housing purposes.

## **Measure W (26)**

For the purpose of receiving Measure W collected and distributed by the San Mateo County Transportation Authority. This is a county-wide voter-approved sales tax measure designed to improve transit and relieve traffic congestion. A portion of the Measure W funds are distributed directly to cities on a per-capita basis and the use is limited to eligible street capital improvements.

## **Public Safety Grants (27)**

For the purpose of Revenues associated with one-time or limited-term Police grants that have restricted uses. This includes a distribution associated with State criminal justice realignment funds. Other one-time Police-related grants are also accounted for in this fund. The Public Safety Grants Fund is designated by the Town as Fund #27. Expenditures from this fund will finance the majority of costs associated with specialized Police training and homeless outreach services.

## **COPS Grant (29)**

For the purpose of revenues associated with Police grants that have restricted uses and may be ongoing. This includes an annual State distribution from the Supplemental Law Enforcement Services Fund (SLESF), which must be used for front-line law enforcement activities. Expenditures from this fund will finance the majority of costs associated with the Police - Community Services Division including a Community Services Officer (CSO) position.

## **Fund Type: Capital**

### **Capital Improvement (31)**

For the purpose of tracking the funding and cost of capital improvement projects that are not related to improvements to streets (Fund 32), sewer (Fund 82), Verano property (Fund 83), and Creekside Villas property (Fund 83).

### **Street Capital (32)**

For the purpose of tracking the funding and cost of Street Capital Improvement Projects

## **Fund Type: Debt**

### **COPS Debt Services (43)**

For the purpose of tracking the payment of interest and principal associated with the 2015 Town Hall

Campus Renovation COP and related administrative expenses. This is the only debt the Town currently has outstanding.

## **Fund Type: Internal Services**

### **Vehicle/Fleet Replacement (61)**

For the purpose of accumulated funds over time to provide for the replacement of the Town fleet used by Police, Public Works, Recreation and Administration. Annual charges based on the usable life and cost of vehicles and the public works fleet are recorded as expenses within the operating departments. The future replacement of these vehicles and the fleet is financed from reserves accumulated in this fund.

## **Fund Type: Trust**

### **OPEB Trust (71)**

For the purpose of tracking funding designated to pay retiree medical and dental cost and related investment returns.

### **Pension Trust (72)**

For the purpose of tracking funding designated to pay retiree pension cost and related investment returns.

## **Fund Type: Enterprise**

### **Sewer Operating (81)**

For the purpose of tracking the operating and maintenance cost of the Town's Sewer System and to streamline quarterly and annual compliance reporting

### **Sewer Capital (82)**

For the purpose of tracking the funding and cost of Sewer Capital Improvement project, and to establish the sewer system needs of the Town.

### **City Properties (83)**

For the purpose of tracking the lease and rental of City properties, expenses for the maintenance of City properties, and depreciation.

## Financial Policies

The Town of Colma's Policies are online and adopted as part of the Colma Administrative Code. Below is a list of policies that pertains to finance, directly.

### **Colma Administrative Code 4.01: Budget Procedures and Reserve Polices**

<https://www.colma.ca.gov/documents/cac-4-01-budget-procedures-reserve-policy/>

Beginning on page 2 of the policy details the responsibility of the City Manager, content of the proposed budget, the process for budget adoption, and the process for budget amendments and adjustments. Beginning on page 6 of the policy details the reserve policy and the procedure to use and replenish the reserves.

### **Colma Administrative Code 4.02: Investment Policy**

<https://www.colma.ca.gov/documents/cac-4-02-investment-policy/>

The purpose of the investment policy is to provide directions on how to invest public funds in a manner which will provide safety, liquidity, and yield through a diversified investment portfolio. The policy is reviewed annually and updated as needed.

### **Colma Administrative Code 4.03: Grants & Donations**

<https://www.colma.ca.gov/documents/cac-4-03-grants-donations/>

The purposes of the grants and donation policy is to establish policies and procedures for assuring that all grants for charitable purposes are lawful and for establishing a fair and efficient process for reviewing and approving requests for grants or donations by the Town.

### **Colma Administrative Code 4.04: Banking Authority**

<https://www.colma.ca.gov/documents/chapter-4-04-banking-authority/>

The purpose of the banking authority policy is to document the signing authority, transfer authority, and the internal control surrounding Town's depository accounts.

# Glossary & Resolutions

Appendix

FY 2023-24 Budget

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## Glossary of Terms

### A

**AB** - Assembly Bill.

**ABAG** - Association of Bay Area Governments.

**ABC** - Alcoholic Beverage Control.

**Accounting System** - The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

**Accrual Basis of Accounting** - A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used.

**Activity** - A unit of budgetary accountability and control that encompasses specific and distinguishable lines of work performance for the purpose of accomplishing a function for which the Town is responsible.

**ADA** - See Americans with Disabilities Act.

**ADC** - Actuarially Determined Contribution. Minimum annual contribution, as determined based on actuarial assumptions, to pay off OPEB or Pension liabilities.

**Adopted Budget** - The budget document formally approved by the City Council, often referred to as the original budget.

**Ad-valorem** - According to value.

**Amended Budget** - An adopted budget, after it has been changed (or adjusted) by the City Council. An example of an amended budget is when the City Council adopts changes in expenses and revenues of a specific item or project or a series of items and projects during the Mid-Year Budget process. (See Budget Adjustment)

**Americans with Disabilities Act (ADA)** - A 1990 law that gives federal civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

**Appropriation** - A legal authorization granted by the City Council to make expenditures or enter into obligations for specific purposes.

**Appropriation Limit (Gann Limit)** - A mandated calculation of how much the Town is allowed to expend in one fiscal year. It is mandated on government agencies within California by Article XIII B of the California Constitution. The amount of appropriation subject to the limit is the budgeted proceeds of taxes. Some examples of proceeds of taxes are sales and property taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriations limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

**APWA** - American Public Works Association.

**ARC** - Actuarial Required Contribution. The term changed to Actuarially Determined Contribution, per GASB 75.

**Assessed Valuation** - A valuation set upon real estate or other property by the San Mateo County Assessor and the State as a basis for levying taxes.

**Assigned Reserve** - The spendable amounts set aside for specific purposes or contingencies authorized by resolution of the City Council.

**Authorized Positions** - Positions approved by the City Council which may or may not have funding. (See Budgeted Positions)

**Audit** - A review of the Town's accounts by an independent accounting firm to verify that the Town's financial statements accurately reflect its financial position.

## **B**

**BAAQMD** - Bay Area Air Quality Management District.

**Balanced Budget** - A balanced budget exists when the total projected inflow of resources is equal to, or greater than, the total projected outflow of resources. The inflow of resources includes current year revenues, future grant receivable, and use of reserves as approved by City Council.

**BART** - Bay Area Rapid Transit.

**Base Budget** - Those resources necessary to meet an established and existing service level.

**Basis of Budgeting** - The method used for recognizing revenues and expenditures in the budget. The Town uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles (GAAP).

**BCDC** - Bay Conservation and Development Commission.

**Beginning Fund Balance** - Resources available in a fund from the end of the prior year for use in the following year.

**Benefits** - See Fringe Benefits.

**Bond** - A written promise to pay a specified sum of money, called the face value of principal amount, at a specified date or dates in the future, together with the periodic interest at a specified rate issued by a city to raise capital funds.

**Budget** - A planning and controlling document for financial operation with estimates of proposed expenditures and revenues for a given period of time, usually one year. A plan expressed in figures.

**Budget Adjustment** - A change of expenditures levels and corresponding resources needed to accomplish an existing service level or unanticipated service. All budget adjustments are reflected in the current year budget and are approved by the City Council.

**Budget Calendar** - The schedule of key dates or milestones that a city follows in the preparation and adoption of the budget.

**Budget Highlights** - Portion of department narrative in the budget that focuses on key changes in the budget from the previous year.

**Budget Message** - A general written description summarizing the proposed budget. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

**Budget Stabilization Reserve** - Monies set aside, sometimes called a rainy day fund, that can be used to assure continuity of Town operations when tax revenues temporarily decline as the result of a recession, the loss of a major taxpayer or other similar circumstance.

**Budgeted Capital Project** - Existing or new Capital Projects that have funding available in the current fiscal year. Work on these projects will continue during this year's budget.

**Budgeted Positions** - The number of full-time equivalent positions to be funded in the budget. Example: Funding of two half-time positions would equal one full-time equivalent position. (See Authorized Positions).

## **C**

**C/CAG** - City/County Association of Governments of San Mateo County.

**CAD/RMS** - Computer Aided Dispatch and Records Management System.

**CAFR** - Comprehensive Annual Financial Report.

**Cal BIG** - California Building Inspection Group.

**CALBO** - California Building Officials.

**CalPERS** - See PERS.

**CAP** - Climate Action Plan.

**CAPE (General Government)** – Community Action Plan for Emergencies (Colma's CERT Program).

**Capital Improvements** - A permanent major addition to the Town's real property assets including the design, construction, purchase or major renovation of land, buildings or facilities including major landscaping and park improvements.

**Capital Improvement Program (CIP)** - A plan for capital expenditures and the means of financing them, to be incurred each year over a fixed period of years, to meet capital needs arising from a long-term plan. (See Capital Improvements)

**Capital Expenditure/Outlay** - Routine capital expenditures for the acquisition of capital assets. These items are included in almost every budget and do not have a significant impact on the operating budget. The Town's capitalization limit is \$10,000. (See Fixed Asset)

**Capital Project** - All related expenditures for a public improvement project.

**Capital Project Fund** - Resources transferred from the General Fund to complete a capital improvement project.

**Cardroom Tax** - A permit tax imposed on gambling establishment operations in the Town of Colma. The tax is a general tax with the proceeds going to the General Fund. The tax requires each person operating a gambling establishment to pay a monthly tax which is a combination of a set fee and a percentage of gross revenues on a sliding scale set by Town ordinance.

**CASp** - Certified Access Specialist.

**CAT** - Community Action Teams.

**CEQA** - California Environmental Quality Act.

**CERT** - Community Emergency Response Team.

**Certificates of Participation (COPs)** - A method of raising funds collateralized by leases between a lessor and a government agency. Payments are funded with annual appropriations made by the government agency (in this case the Town) to the lessor. COPs are typically used for capital leases for large projects where the financing amount exceeds several million dollars.

**Charges for Service** - See Fees.

**CIP** - See Capital Improvement Program.

**Climate Action Plan** - A Climate Action Plan or a CAP is a detailed and strategic framework for measuring, planning, and reducing Greenhouse Gas (GHG) emissions and related climatic impacts. Climate Action Plans include an inventory of existing GHG emissions, reduction goals or targets, and prioritized measures and programs to reduce GHG emissions and climate impacts to target levels set by the City Council.

**Closed Capital Project** - Capital Projects that have been completed or closed out. These projects will only appear in future Capital Improvement Budgets if they have project expenditures during the prior three years.

**COLA** - See Cost of Living Adjustment.

**Committed Reserve** - The spendable amounts set aside to meet the Town's long-term obligations.



**Competitive Bidding** - Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the lowest prices by stimulating competition, and by preventing favoritism.

**Consultants** - Outside individuals who provide advice or services.

**Contractual** - A type of expenditures. Usually, a professional consulting service involving a contract for one or more years.

**COP Town Hall Fund** - Project expenses which were financed by Certificate of Participation (COP) debt financing.

**COPs** - (debt) Certificates of Participation.

**COPS** - (grant) Citizens Option for Public Safety. See Supplemental Law Enforcement Services Fund.

**Cost Accounting** - The branch of accounting that provides for the assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

**Cost of Living Adjustment (COLA)** - A scheduled percentage adjustment to wages, which is based upon the terms of labor agreements as approved by an action of the City Council.

**Cost of Services** - Payments made by customers for publicly provided services that benefit specific individuals and exhibit "public good" characteristics. They include fees such as recreation fees, building permit fees and planning fees.

**CPI** - Consumer Price Index.

**CPOA** - California Peace Officers' Association.

**CPR** - Cardiopulmonary Resuscitation.

**CPRS** - California Park and Recreation Society.

**CPUC** - California Public Utilities Commission.

**CSMFO** - California Society of Municipal Financial Officers.

**CSO** - Community Service Officer.

## **D**

**Debt Service** - Actual cost of interest and principal on debt.

**Debt Service Fund** - A fund established for the payment of principal and interest on debt other than payable exclusively from special assessments.

**Deficit** - The excess of expenditures over revenues during an accounting period.



**Department** - An organizational unit comprised of divisions or programs. It is possible for a department to be comprised of only one division.

**Department Description** - A list of the typical activities of programs.

**Department Function** - Category of work performed. The Town has five major categories: General Government, Recreation, Public Works, Public Safety and Planning.

**Discretionary Revenues** - Money that the City Council has the authority to allocate for any purpose. Often refers to the General Fund, as opposed to special or Restricted Use Funds.

**Division** - A functional grouping of related activities within a department. There are usually several activities within a division. (See Activity)

**DUI** - Driving Under the Influence.

## ***E***

**Economic Development** - Efforts that seek to improve the economic well-being and quality of life for a community by creating and/or retaining jobs and supporting or growing incomes and the tax base.

**Encumbrance** - An obligation in the form of a purchase order or contract.

**Enterprise Fund** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the City Council is that the costs of providing services to the general public on a continuing basis be financed or recovered primarily through user charges, i.e., water utility, parking system.

**EOC** - Emergency Operations Center.

**ERAF** - Educational Revenues Augmentation Fund. A shift of property tax revenues from local agencies (cities, counties, special districts) to the State.

**Expenditures** - Designates the cost of goods delivered or services rendered, whether paid or unpaid. Where accounts are kept on the accrual or modified accrual basis of accounting, costs are recorded when goods are received or services rendered. Where accounts are kept on a cash basis, expenditures are recognized when the cash payments are made.

## ***F***

**FBI** - Federal Bureau of Investigation.

**Fees** - A charge to cover the cost of services (e.g. building inspection fee, zoning fee, etc.) sometimes referred to as Charges for Service.

**FEMA** - Federal Emergency Management Agency.

**FF&E** - Furniture, Fixtures and Equipment.

**FHA** - Fair Housing Act.

**Fiscal Accountability** - The responsibility of governments to justify that their actions in the current period have complied with public policy decisions concerning the raising and spending of public moneys in the short term (usually one budgetary cycle or one year).

**Fiscal Year** - A twelve-month period of time to which the budget applies. For the Town of Colma and many local government agencies, this period is from July 1 through June 30.

**Fixed Asset** - A tangible item of a long-term character such as land, buildings, furniture, and other equipment with a unit cost in excess of \$10,000. (See Capital Outlay)

**Fleet Replacement Fund** - An internal service fund used to accumulate funds over time to provide for the replacement of the Town fleet.

**FLSA** - Fair Labor Standards Act.

**FMLA** - Family Medical Leave Act.

**FPPC** - Fair Political Practices Commission.

**Fringe Benefits** - Benefits to Town employees, in addition to salaries, paid by the Town. These benefits include pensions, workers' compensation, unemployment insurance, health club membership, and life and health insurance.

**FTE** - See Full-Time Equivalent.

**Full-Time Equivalent (FTE)** - One or more employee positions totaling one full year of service or approximately 2,080 hours a year.

**Full Cost Recovery** - Recovering or funding the full costs of a project or service, typically through a user fee. In addition to the costs directly associated with the project, such as staff and equipment, projects will also draw on the rest of the organization. For example, adequate finance, human resources, management, and IT systems are also integral components of any project or service.

**Fund** - A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures and fund balances.

**Fund Balance** - The difference between fund assets and fund liabilities in a governmental or trust fund. Changes in fund balances are the result of the difference of revenues to expenditures. When revenues exceed expenditures in a given period, fund balance increases and when expenditures exceed revenues, fund balance decreases.

**Funding Source** - Identifies fund(s) that will provide resources for Town expenditures.

**FY** - See Fiscal Year.

## **G**

**GAAP** - See Generally Accepted Accounting Principles.

**Gann Limit** - See Appropriation Limit.

**Gas Tax Fund** - Fund required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of Town streets.

**GASB** - See Governmental Accounting Standards Board.

**GASB Statement No. 34** - Requires state and local governments to produce financial statements on an accrual basis, in much the same manner as private sector businesses. The objective is to enhance the understandability and usefulness of the financial reports of state and local governments to the public, legislative and oversight bodies, and investors and creditors.

**GASB Statement No. 45** - Requires the measurement and recognition criteria for other Post Employment Benefits (OPEB) for reporting purposes. The objective is to recognize the cost of benefits, provide information on related liabilities and provide information for assessing fiscal health for future periods.

**GASB Statement No. 54** - Intended to improve the usefulness of the amount reported in fund balance by providing a more structured classification. It also clarifies the definition of existing governmental fund types.

**GASB Statement No. 68** - Improves accounting and financial reporting by state and local governments for pensions. It establishes standards for measuring and recognizing liabilities and expenditures and identifies the methods and assumptions that should be used to calculate those liabilities and expenditures.

**GASB Statement No. 75** - Improves accounting and financial reporting by state and local governments for post-employment benefits other than pensions (other post-employment benefits or OPEB) such as retiree medical and retiree dental benefits. It also improves information provided by state and local governmental employers about financial support for OPEB.

**Generally Accepted Accounting Principles (GAAP)** - Uniform standards used by state and local governments for financial recording and reporting; established by the accounting profession through the Governmental Accounting Standards Board.

**General Fund** - The primary fund of the Town used to account for all revenues of the Town not legally restricted as to use and related expenditures.

**General Fund Reserves** - The balance of all general funds not otherwise appropriated (budgeted) or accounted for, such as the allocated reserves Council set aside for Litigation, Insurance, Disaster Preparedness, Employee Benefits and Operations.

**General Plan** - A plan of a city, county or area which establishes zones for different types of development, uses, traffic patterns, and future development.

**General Revenues** - General sources of income a city collects and receives for public use (e.g. property tax). There are no restrictions as to the use of these monies - often referred to as Discretionary Revenues. General Revenues comprises the General Fund.

**GF** - See General Fund.

**GFOA** - Government Finance Officers Association.

**GHG** - Greenhouse Gas emissions.

**GIS** - Geographic Information System. A Geographic Information System (GIS) is designed to capture, store, manipulate, analyze, manage, and present all types of geographical data. It analyzes the spatial location and organizes layers of information into visualizations using maps. With this unique capability, GIS reveals deeper insights into data, such as patterns, relationships, and situations — helping city departments make better decisions and more effective use of resources.

**Goal** - An observable and measurable end result having one or more objectives to be achieved within a more or less fixed time frame.

**Governmental Accounting Standards Board (GASB)** - The body that sets accounting standards specifically for governmental entities at the state and local levels.

**Governmental Funds** - Self-balancing sets of accounts that are maintained for governmental activities. Financial statements of governmental funds are prepared on the modified accrual basis of accounting and the current financial resource flows method of measurement focus. All of the Town's funds are in the governmental category. (See Measurement Focus)

**GP** - General Plan.

**Grant** - A payment of money, often earmarked for a specific purpose or program, e.g. from one governmental unit to another or from a governmental unit to a not-for-profit agency.

**Grievance** - An actual or supposed circumstance regarded as just cause for complaint. A complaint or protestation based on such a circumstance.

## **H**

**HEART** - Housing Endowment and Regional Trust.

**HOA** - Homeowners Association.

**HR** - Human Resources.

**HRA** - Human Resources Administration.

**HVAC** - Heating, Ventilation and Air Conditioning.

## **I**

**ICMA** - International City/County Management Association.

**Infrastructure** - All Town-owned facilities supporting the operation of the government agency. It includes streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, sewer lift stations, all government buildings and related facilities.

**Interfund Transfers** - Monies appropriated from one fund to another fund. This is done to reimburse the fund for expenses or to finance the operation of the other fund.

**Internal Service Fund** - A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government on a cost reimbursement basis.

**IPM** - Integrated Pest Management.

**Irrevocable Trust** - A type of trust that by its design can't be modified, amended, changed or revoked.

**IT** - Information Technology.

## ***J***

**JPA** - Joint Powers Agreement.

## ***L***

**LAFCO** - Local Agency Formation Commission.

**LAIF** - Local Agency Investment Fund.

**LAO** - Legislative Analyst's Office.

**LCW** - Liebert Cassidy Whitmore.

**Level of Service** - Indicator that measures the performance of a system. Certain goals are defined and the service level gives the percentage to which they should be achieved.

**Long Term Debt** - Debt with a maturity of more than one year after the date of the issue.

**LTD** - Long Term Disability.

## ***M***

**MADD** - Mothers Against Drunk Driving.

**Mandate (Mandated Services)** - A legal requirement, usually imposed by State or Federal law. This term is used to refer to Town services, which are provided to comply with State or Federal laws, such as preparation of the City Council Agenda in compliance with the Brown Act.

**Maturities** - The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

**Measure A Fund** - Fund used to account for the Town's per-capita portion of a countywide, voter-approved sales tax increase for improving transit and relieving congestion.

**Measure M** - Countywide, voter-approved vehicle registration fee, half of which goes to the cities in the county using a pro-rata formula based on population and road miles. The money can be used for pavement resurfacing, pothole repair, signs and striping, traffic signals, street sweeping, storm-inlet cleaning and local shuttles.

**Measurement Focus** - The accounting convention which determines: (1) which assets and which liabilities are included on the governmental unit's balance sheet; and (2) whether its operating statement presents "financial flow" information (Revenues and Expenditures) or "capital maintenance" information (Revenues and expenses).

**Mid-Year** - As of December 31st (mid-point of the fiscal year).

**Mid-Year Budget Review** - Annual process, which occurs in February, where staff analyzes the revenues and expenditures of the Town through the mid-point of the fiscal year (December 31st), projects the data to the end of the fiscal year (June 30th) and presents the information to Council, along with any recommended budget adjustments.

**MMANC** - Municipal Management Association of Northern California.

**Modified Accrual Basis of Accounting** - A form of accrual accounting in which (1) expenditures are recognized when the goods or services are received and (2) revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

**MOU** - Memorandum of Understanding.

**MRP** - Municipal Regional Stormwater Permit.

**MTC** - Metropolitan Transportation Commission.

**Municipal Code** - A book that contains City Council approved ordinances presently in effect. The Code defines Town law in various categories. (See Ordinance)

## **N**

**National Pollution Discharge Elimination System (NPDES)** - A policy set forth by the Environmental Protection Agency, under the 1987 Federal Clean Water Act, imposing regulations that mandate local governments to control and reduce the amount of stormwater pollutant runoff into receiving waters.

**Non-recurring Costs** - One-time activities for which the expenditures should be budgeted only in the fiscal year in which the activity is undertaken.

**Non-spendable Fund Balance** - The amounts associated with inventories, prepaid expenses and other items legally or contractually required to be maintained intact.

**NorCalHR** - Northern California Municipal Human Resources Managers Group.

**NPDES** - See National Pollution Discharge Elimination System.

**NSMCD** - North San Mateo County Sanitation District.

## **O**

**OBF** - On-Bill Financing.

**Objectives** - Desired results of the activities of a program.

**OES** - Office of Emergency Services.

**OPEB** - Other Post-Employment Benefits.

**Operating Budget** - A programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the Town, which does not include capital improvement projects.

**Operating Expenses** - Expenses incurred as a result of day-to-day operations.

**Operational Accountability** - Governments' responsibility to report the extent to which they have met their operating objectives efficiently and effectively, using all resources available for that purpose, and whether they can continue to meet their objectives for the foreseeable future.

**Ordinance** - A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has higher legal standing than a resolution. Adopted ordinances form the Municipal Code. (See Municipal Code)

## **P**

**PCI** - Pavement Condition Index.

**PCJPB** - Peninsula Corridor Joint Powers Board (Also known as Caltrain Board)

**PELRA** - Public Employers Labor Relations Association.

**PEMHCA** - Public Employees Medical and Hospital Care Act.

**PERS** - Public Employees Retirement System. A pension plan administered by the State of California for government agencies. (Also known as CalPERS).

**Performance Measures** - Indicators used in budgets to show, for example, (1) the amount of work accomplished, (2) the efficiency with which tasks were completed, and (3) the effectiveness of a program, which is often expressed as the extent to which objectives were accomplished.

**Personnel Expenditures** - Salaries, wages and benefits paid to employees.

**PMP** - Pavement Management Plan.

**Police Grants Fund** - Revenues associated with Police grants that have restricted uses and may be ongoing, for example, SLESF.

**POST** - Police Officer Standards and Training.

**Priority Area** - A category of Town services, such as Economic Development, Long Range Financial Plan or Neighborhoods which the City Council selects as an area of focus for staff in the coming fiscal year.

**Program** - Plan of action aimed at accomplishing a clear objective, with details on what work is to be done, by whom, when, and what means or resources will be used.

**Program Revenues** - Revenues received by a department as a result of the services or operations of that department (such as user fees), and generally used to finance the related services or programs.

**Property Tax** - A tax on the assessed value of property. California State Constitution Article XIII A provides that the combined maximum property tax rate on any given property equal to 1% of its assessed value unless an additional amount has been approved by voters for special taxes or general obligation bonds. San Mateo County remits the Town's share, including all penalties and interest.

**Proposed Budget** - The working document for the fiscal year under discussion.



**PTAF** - Property Tax Assessment Fee.

**Public Employee Retirement System** - See PERS.

**Public Safety Grants Fund** - Revenues associated with one-time or limited term Police Grants that have restricted uses.

**PW** - Public Works.

## **R**

**Real Estate Transfer Tax** - A tax on the value of property transferred, currently levied at a rate of \$0.275 per \$500. San Mateo County collects the tax and the Town receives the revenues. Revenues are dependent on how frequently the property is transferred and on the accrued value at the time of transfer.

**Records Management System (RMS)** - A system that automates the storage of current documents and important records of the Town (documents, agendas, minutes, reports, maps and vital records) to facilitate quick and easy access to these records using software and other technologies.

**Request for Proposal (RFP)** - Part of a procurement process which is frequently associated with obtaining professional or specialized services or goods. Vendors are invited to respond with a description of services and associated costs. The agency evaluates responses to determine the response which most closely meets the stated needs in a cost-effective manner.

**Reserve** - An account used to designate a portion of the fund balance as legally segregated for a specific use, i.e., General Fund Reserve.

**Reserve Policy** - A Council adopted set of principles which establish an appropriate minimum level of reserves and specify how reserves can be used.

**Resolution** - A special order of the City Council that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

**Restricted Use Funds** - Funds designated for use for a specific purpose.

**Revenues** - Income from all sources used to pay Town expenses.

**RFP** - See Request for Proposal.

**RHNA** - Regional Housing Needs Assessment.

**Risk Management** - An organized attempt to protect a government's assets against accidental loss in the most economical method.

**RMS** - See Records Management System.

**ROW** - Right-Of-Way.

**RWQCB** - Regional Water Quality Control Board.



## S

**Salaries and Wages** - A fixed monthly or hourly sum paid to an employee.

**Sales Tax** - Taxes assessed on retail sales or leases of tangible personal property in the Town. The Town receives one percent of the 8.25% San Mateo County sales tax.

**SAMCAT** - San Mateo County Telecommunications Authority.

**SamTrans** - San Mateo County Transit District.

**SB** - Senate Bill.

**Secured Taxes** - Taxes levied on real properties in the Town which are “secured” by liens on the properties.

**SFPUC** - San Francisco Public Utilities Commission.

**SLESF** - See Supplemental Law Enforcement Services Fund.

**SLPP** - State-Local Partnership Program.

**SMC** - San Mateo County.

**SMIP** - San Mateo County Investment Pool.

**Special Revenues Fund** - A fund that accounts for the use of revenues that are legally restricted to expenditures for specific purposes.

**SSAR** - Systemic Safety Analysis Report Program. A grant program established by the State Department of Transportation (Caltrans) in 2016. The purpose of this grant is to study deficiencies in a government agency's roadway network including sidewalks, bike paths, crosswalks, accessibility barriers and streetlights and recommend corrective measures to correct the problems.

**SSF** – City of South San Francisco.

**SSO** - Sanitary Sewer Overflow.

**STEP** - Saturation Traffic Enforcement Program.

**STOPP** - Stormwater Pollution Prevention Program.

**Strategic Plan** - Plan of action aimed at accomplishing a clear objective, with details on what work is to be done, by whom, when, and what means or resources will be used.

**Strategic Planning** - A comprehensive and systematic management tool designed to help organizations assess the current environment, increase effectiveness, develop commitment to the organization's mission and achieve consensus on strategies and objectives for achieving that mission. The focus is on aligning organizational resources to bridge the gap between present conditions and the envisioned future. The organization's objectives for a strategic plan will help determine how available resources can be tied to future goals.

**Supplemental Assessment** - An assessment of real property occurring after the real property lien date of January 1st of each year as a result of new construction or a change in ownership. The San Mateo County Assessor determines the new value of the property based on current market values, and then calculates the difference between the new value and the value set on January 1st.

**Supplemental Law Enforcement Services Fund (SLESF)** - A component of the Citizens' Option for Public Safety (COPS) program which provides grants to every city and county and five special districts that provide law enforcement in the State of California. SLESF funds are allocated among cities and counties and special districts that provide law enforcement services in proportion to population, except that each agency is to be allocated a minimum of \$100,000. The Town of Colma receives the minimum allocation.

**Supplies and Services** - Expenditures for materials, supplies and related services which are ordinarily consumed within a fiscal year.

**SWAT** - Special Weapons And Tactics.

## **T**

**Tax Levy** - Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation of property.

**Tax Equity Allocation** - The amount of property taxes payable to the Town under a special law to assist cities that otherwise would receive low or no property taxes.

**TDM** - Transportation Demand Management.

**TEA** - Tax Equity Allocation.

**TLC** - Transportation for Livable Communities.

**TMA** - Training Managers Association.

**Transportation Grants Fund** - Fund used to account for one-time transportation grants awarded by Federal, State and Regional agencies, and the associated expenditures.

## **U**

**UBC** - Uniform Building Code.

**Unassigned Reserve** - The amount of spendable fund balance that is not otherwise appropriated.

**Unencumbered Appropriation** - The portion of an appropriation not yet expended or encumbered.

**Unfunded Capital Project** - Capital Projects that are Town priorities but are currently without budgeted funds. Unfunded Capital Projects will be reviewed annually during the Town Budget process to see if funds are available for their design and construction and if these projects are ready to move from the Unfunded Capital Projects list to the Budgeted Capital Projects list.

**Unfunded Position** - Positions that are authorized but funding is not provided.

**Unsecured Taxes** - An ad-valorem (value-based) property tax that is the liability of the person or entity assessed for the tax. Because the tax is not secured by real property (such as land) the tax is called "unsecured."

**Useful Life** - An accounting term defined as the number of years, as set by the IRS, that depreciable business equipment or property is expected to be in use.

## ***W***

**Way-finding** - Information systems and signage that guide people through a physical environment and enhance their understanding and experience of the area or space.

## ***Y***

**Year-End** - As of June 30th (end of fiscal year).

**Resolutions**

**Budget Adoption**

*Coming Soon*

Available after June 14, 2023

## GANN Limit

Coming Soon

Available after June 28, 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](mailto:pak.lin@colma.ca.gov) Please allow two business days for your request to be processed.

Town of Colma

1198 El Camino Real

[Town Website](#)

# BUDGET AT A GLANCE

The FY 2022-23 Town-Wide budget consists of \$22.76 million in total revenues and \$24.72 million in total expenditures.

Town-Wide (in Millions)	General Funds	Capital Funds	Other	Total
Revenues	\$ 19.08	\$ 1.98	\$ 1.70	\$ 22.76
Expenditures	(18.48)	(4.38)	(1.86)	(24.72)
Net Transfer	(1.95)	1.61	0.34	0.00
Net Change	(1.35)	(0.79)	0.18	(1.96)
Ending Bal	\$ 24.33	\$ 1.43	\$ 2.02	\$ 27.79

Town's operation is separated into General, Special & Debt, Capital, and business-like functions. The Town tracks most of its daily operations in the General Fund.

The budget process begins in February with a Mid-Year financial overview, followed by the budget development process, where each department reviews and assesses its financial needs for the year. Historical trends, economic factors, and new department priorities are incorporated into the budget and the budget document is reviewed and discussed in public settings in three budget study sessions, prior to the adoption on June 8, 2022. The budget is prepared in accordance with General Accepted Accounting Principles and uses a modified accrual basis.

## GENERAL FUND

The general fund revenues and expenditures budget for FY 2022-23 are \$19.08 million and \$18.48 million, respectively.

### Revenues

At \$19.09 million, the FY 2022-23 General Fund revenues is \$0.71 million more, or an 3.9% increase from, the projected June 30, 2022 total General Fund revenues.

General Fund Revenues (in millions)	20/21 Actual	21/22 Est. Act	22/23 Budget
Sales tax	\$ 13.62	\$ 12.70	\$ 13.08
Cardroom tax	2.19	4.00	4.20
Property and other taxes	0.76	0.76	0.79
Licenses and permits	0.35	0.24	0.31
Fines and forfeitures	0.10	0.08	0.09
Use of money and property	0.25	0.18	0.30
Revenues from other agencies	0.45	0.19	0.03
Charges for current services	0.06	0.09	0.11
Allocations	-	0.09	0.10
Other revenues	0.09	0.05	0.08
<b>Total General Fund Revenues</b>	<b>\$ 17.87</b>	<b>\$ 18.38</b>	<b>\$ 19.09</b>

The increase is attributed to increase in **sales tax** revenues due to inflation. **Cardroom tax** revenue has restored to pre-pandemic levels and all other general fund revenues have flatten.

### Expenditures

The FY 2022-23 operating budget is \$18.47 million and is \$1.21 million, or 7.0 percent more than FY 2021-22 estimated actual.

General Fund Expenditures (in millions)	20/21 Actual	21/22 Est. Act	22/23 Budget
Salaries, Wages, & Benefits	\$ 7.55	\$ 8.53	\$ 8.75
Supplies & Services	0.70	0.78	1.06
Professional & Contract Services	1.62	2.24	2.29
Capital Outlay	-	0.02	0.04
ISF Allocation	-	0.25	0.25
<b>Total General Fund Expenditures</b>	<b>\$ 13.91</b>	<b>\$ 17.26</b>	<b>\$ 18.47</b>

The increase in **salaries, wages & benefits** is associated with the cost of filling a vacant position. The increase in **supplies & services** is related to restoring contingency budget, which was not used in FY 2021-22.

### Economic Impacts

The key economic factors for the Town in the coming years include the impact of inflation and market uncertainty.

Inflation has a positive impact on the Town's sales tax as cost of nonperishable items increase. However, as consumer behavior changes and purchases shift to perishable and useable goods, the Town's sales tax revenues will begin to flatten. This flatten is anticipated to begin in 2023. The other side of inflation results in increase in operating and capital expenditures. As fuel prices and consumer goods rises, the Town's expenditures will increase.

Since the start of 2022, market uncertainty resulted in the fall of investment income. This market uncertainty and the rise in federal reserve is negatively impacting CalPERS investment returns. As a result, the Town is anticipating our option of pension liability will increase in FY 2023-24. In FY 2022-23, under the direction of the City Council, Staff will be research on the benefit of making supplemental pension payments to flatten this dramatic increase.

### Five-Year Trend

Based on the current budget plus known economic impacts and capital needs, the Town anticipates General Fund expenditures will exceed revenues in the coming years.





# BUDGET AT A GLANCE

## ENTERPRISE FUNDS

Aside from the General Fund, the Town has two business-type funds – Sewer and City Properties.

### Sewer

In FY 2021-22, the Town completed the Sewer Fee study, and the City Council approved a phased in approach to making the Sewer Fund to be a self-sustaining operating by FY 2025-26. This means that user fees collected will be sufficient to pay for sewer conveyance, treatments, and maintenance, including future major capital improvements.

For FY 2022-23, the Town budgeted \$0.90 million as sewer revenues, \$1.04 million as sewer expenditures, and a general fund transfer of \$260,000.

Sewer Funds (in millions)	20/21 Actual	21/22 Est. Act	22/23 Budget
<b>Revenues and Transfers In</b>			
Sewer Fees	0.99	0.92	0.90
Colma Transfer	0.03	0.20	0.26
<b>Less: Expenses</b>			
Sewer Treatment Cost	(1.02)	(0.87)	(0.99)
Sewer Maintenance Cost	-	(0.05)	(0.05)
<b>Net Change in Fund</b>	<b>\$ -</b>	<b>\$ 0.20</b>	<b>\$ 0.12</b>

Majority of the sewer fees collected are pass-through payments to North San Mateo County Sanitation District and the City of South San Francisco Sanitary Sewer operation. The remaining \$250,000 is the Town's collection fee to maintain and expand the existing Colma sewer infrastructure.

### City Properties

As for City Properties, the Town has two rental properties within Colma – Creekside Villa and an unit in Verano. Creekside Villa is dedicated to 62+ Colma residents on a fixed income. Eligibility criteria is stated in Colma Administrative Code Section 2.02. As for the Verano unit, the Town is in the middle of liquidating the unit.

For FY 2022-23, the Town budgeted \$190,000 as revenues, and \$120,000 as expenditures. The Town will be preparing the Verano unit for sale, while complying with State's surplus property disposal process.

City Properties (in millions)	20/21 Actual	21/22 Est. Act	22/23 Budget
<b>Revenues</b>			
Rental Properties	0.19	0.19	0.19
<b>Less: Expenses</b>			
Facility Operations & Maintenance	(0.10)	(0.12)	(0.12)
<b>Net Change in Fund</b>	<b>\$ 0.09</b>	<b>\$ 0.07</b>	<b>\$ 0.07</b>

## MAJOR CAPITAL

The town has a rolling 5-year capital program. This means, each year as part of the budget process, the department will assess and add a year to the capital program. Additionally, unspent budget in the current year is automatically rolled over to the budget year.

The following is the 2022-2028 Capital Program. For more information, please go to the Capital Improvement Plan section of the budget.

Capital Program (in Millions)	Prior	22/23	23/24 to 27/28 + Unfunded	Total
<b>Streets, Sidewalks, and Bikeway</b>				
Annual Roadway Rehabilitation and Preventative Maintenance Program (906)	0.15	0.29	0.48	0.92
El Camino Real Bicycle and Pedestrian Improvement (923)	-	2.00	29.10	31.10
F-Street Retaining Wall (902)	0.05	0.40	-	0.45
Lawndale Landscape and Median (956)	0.02	-	1.61	1.63
Mission Road Crosswalk (909)	0.01	-	-	0.01
Mission Road Landscape (908)	0.03	0.34	-	0.37
Town-Wide Bicycle & Pedestrian Master Plan (910)	-	0.10	-	0.10
<b>Sewer and Storm Drain</b>				
Storm Drain Assessment (972)	-	0.07	0.14	0.21
<b>City Facilities &amp; Long-Range Plans</b>				
Facility Parking Lot Upgrades and Repairs (953)	0.10	0.14	-	0.24
Housing Element Update (996)	0.10	0.11	-	0.21
Public Arts Program (980)	-	0.02	-	0.02
Town-Wide Branding (959)	-	0.10	0.10	0.20
Urban Tree Master Plan & Program (998)	-	0.10	0.20	0.30
Zoning Code Update (997)	0.10	0.08	-	0.18
<b>Major Equipment, Technology &amp; Fleet</b>				
Equipment Purchase and Replacement (984)	0.45	0.15	-	0.60
Financial Software Replacement (965)	0.10	0.43	0.02	0.55
IT Infrastructure Upgrades (986)	0.05	0.05	0.25	0.35
Vehicle Replacement (987)	0.16	0.22	0.87	1.25
<b>Total Capital Program</b>	<b>\$ 1.32</b>	<b>\$ 4.60</b>	<b>\$ 32.77</b>	<b>\$ 38.69</b>

### ADDITIONAL DETAILS AND INFORMATION

This format was prepared by the Finance Department to highlight in summary fashion key indicators of the Town's Financial performance. Additional Financial Reports and Budgets – including earlier Quarterly Financial Reports, Audits and Budgets – are also available on the Town website [www.colma.ca.gov](http://www.colma.ca.gov). This report will also be posted on the Town website after it has been reviewed by the City Council