



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, June 14, 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)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 812 8997 6261

Passcode: 074407

To provide Public Comment in person:

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

To provide Public Comment via Zoom Video Conference:

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

To provide Public Comment in writing:

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

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Proclamation in recognition of Philippine Independence Day
- Proclamation in recognition of Mosquito Control Awareness Week
- Proclamation in recognition of the 25th Anniversary of Lucky Chances Casino

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 24, 2023 Regular Meeting.
2. Motion to Approve Report of Checks Paid for May 2023.
3. Motion to Adopt a Resolution Adopting a List of Projects for Fiscal Year 2023-24 Funded by SB 1: the Road Repair and Accountability Act of 2017 Pursuant to CEQA Guideline 15301 and 15378.

PUBLIC HEARING

4. FY 2023-24 PROPOSED BUDGET AND SALARY SCHEDULE

- a. Consider:* Motion to Adopt a Resolution Appropriating Funds and Adopting the Annual Budget for Fiscal Year 2023-2024, Pursuant to CEQA Guideline 15378.
- b. Consider:* Motion to Adopt a Resolution Establishing the Accounting Manager Position, Adding it into the Salary Schedule, and Adopting the FY 2023-24 Salary Schedule Pursuant to CEQA Guideline 15378.

NEW BUSINESS

5. ADOPTION OF VEHICLE MILES TRAVELED THRESHOLDS AND SCREENING GUIDELINES

Consider: Motion to Adopt a Resolution Adopting Citywide Vehicle Miles Traveled (VMT) Thresholds and Screening Guidelines Establishing VMT as the Standard of Measurement for Analysis of Potential Environmental Impacts from Vehicle Traffic Under the California Environmental Quality Act (CEQA) and Finding That the Adoption of VMT Thresholds is Not a Project Subject to CEQA.

6. COMMISSION OF PUBLIC ART

Consider: Motion to Commission Public Art to Be Displayed on Two Utility Vaults on Junipero Serra Boulevard Pursuant to CEQA Guideline 15301.

REPORTS

Mayor/City Council

City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review on the Town's website www.colma.ca.gov or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call 650-997-8300 or email a request to citymanager@colma.ca.gov.

Reasonable Accommodation

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



**MINUTES
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 24, 2023
7:00 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor del Rosario called the meeting 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, and City Clerk Caitlin Corley, 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: Council Member Gonzalez moved to adopt the agenda; 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 Fisicaro	✓				
	5	0			

PRESENTATION

- The Mayor presented a proclamation in recognition of Public Works Week. Public Works Maintenance Supervisor Louis Gotelli accepted the proclamation.

- The Mayor presented a certificate in recognition of Laura and Tom Walsh’s 30th Wedding Anniversary.

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:11 p.m. Dustin Chase, General Manager of Lucky Chances, invited the City Council and the community to the 25th Anniversary of Lucky Chances on Saturday, June 17, 2023. Seeing no one else request to speak, the Mayor closed the public comment period at 7:13 p.m.

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).

Action: Vice Mayor Goodwin moved to approve the consent calendar items #1 through 2; 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			

3. FY 2023-24 BUDGET

City Manager Brian Dossey and Administrative Services Director Pak Lin presented the staff report. The Mayor opened the public hearing at 7:27 p.m. and seeing no one request to speak, she closed the public comment period. Council discussion followed.

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

COUNCIL CALENDARING

There will be a Special Meeting for the Philippine Flag Raising on Wednesday, June 14, 2023 at 11:00am at the Colma Community Center.

The next Regular Meeting will be on Wednesday, June 14, 2023 at 7:00pm at Town Hall.

REPORTS

There were no reports.

ADJOURNMENT

Mayor del Rosario adjourned the meeting at 7:34 p.m. in memory of Gerard Biagini, longtime Broadmoor resident and father in law of Colma Fire Chief Geoff Balton; and Melissa Kearns, longtime resident of the Sterling Park neighborhood.

Respectfully submitted,

Caitlin Corley
City Clerk



apCkHist
06/06/2023 6:37AM

Check History Listing
Town of Colma

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56513	05/02/2023	03267 ACC BUSINESS	C	05/31/2023	231017140	04/27/2023	679.66	679.66
56514	05/02/2023	00623 ARAMARK	C	05/31/2023	5180177262	04/03/2023	111.73	605.92
			C	05/31/2023	5180180888	04/10/2023	111.73	
			C	05/31/2023	5180184327	04/17/2023	111.73	
			C	05/31/2023	5180188487	04/24/2023	111.73	
			C	05/31/2023	5180177238	04/03/2023	15.90	
			C	05/31/2023	5180177253	04/03/2023	15.90	
			C	05/31/2023	5180177254	04/03/2023	15.90	
			C	05/31/2023	5180180853	04/10/2023	15.90	
			C	05/31/2023	5180180878	04/10/2023	15.90	
			C	05/31/2023	5180180879	04/10/2023	15.90	
			C	05/31/2023	5180184307	04/17/2023	15.90	
			C	05/31/2023	5180184255	04/17/2023	15.90	
			C	05/31/2023	5180188478	04/24/2023	15.90	
			C	05/31/2023	5180188457	04/24/2023	15.90	
56515	05/02/2023	00004 AT&T	C	05/31/2023	000019796563	04/13/2023	1,506.22	1,506.22
56516	05/02/2023	00051 CALIFORNIA WATER SERV	C	05/31/2023	1727052702-04/14/23	04/14/2023	109.71	109.71
56517	05/02/2023	03193 MARTA CASTRO	C	05/31/2023	2002519.003	04/24/2023	50.00	50.00
56518	05/02/2023	03589 CENTRAL COAST SYSTEM	C	05/31/2023	30501.23	04/14/2023	1,280.00	1,280.00
56519	05/02/2023	00057 CINTAS CORPORATION #2	C	05/31/2023	4150374854	03/23/2023	650.03	2,255.17
			C	05/31/2023	4153086967	04/20/2023	650.03	
			C	05/31/2023	4150374892	03/23/2023	376.46	
			C	05/31/2023	4153086870	04/20/2023	376.46	
			C	05/31/2023	4152382006	04/13/2023	202.19	
56520	05/02/2023	01037 COMCAST CABLE	C	05/31/2023	04/17-05/16 Xfinity	04/12/2023	51.34	51.34
56521	05/02/2023	02583 CRIME SCENE CLEANERS,	C	05/31/2023	80369	04/13/2023	208.00	208.00
56522	05/02/2023	00649 DAVEY TREE EXPERT COM	C	05/31/2023	917414724	03/24/2023	4,420.00	4,420.00
56523	05/02/2023	00112 DEPARTMENT OF JUSTICE	C	05/31/2023	646447	04/05/2023	388.00	388.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56524	05/02/2023	01567 FERNANDO DUARTE	C	05/31/2023	2002520.003	04/24/2023	275.00	275.00
56525	05/02/2023	02499 GE CAPITAL INFORMATION	C	05/31/2023	107138773	04/19/2023	513.17	513.17
56526	05/02/2023	03273 HOME DEPOT PRO, THE	C	05/31/2023	738651959	04/04/2023	1,115.35	1,115.35
56527	05/02/2023	03467 IN HOME CPR, LLC	C	05/31/2023	6891	04/24/2023	865.00	865.00
56528	05/02/2023	00226 CINDY E LIM ROOT	V	05/08/2023	Apr 4-6, 2023 Train	04/24/2023	999.60	999.60
56529	05/02/2023	02788 MARGARET-ROSE S. LUNA	C	05/31/2023	51 R2	04/10/2023	245.00	245.00
56530	05/02/2023	03379 LUIS MELENDREZ	C	05/31/2023	04/26/23 Training	04/27/2023	79.31	79.31
56531	05/02/2023	00280 ODP BUSINESS SOLUTION	C	05/31/2023	308541531001	04/18/2023	130.23	306.76
			C	05/31/2023	310323870001	04/21/2023	120.51	
			C	05/31/2023	309738153001	04/18/2023	47.64	
			C	05/31/2023	308546416001	04/18/2023	8.38	
56532	05/02/2023	00307 PACIFIC GAS & ELECTRIC	C	05/31/2023	1918250367-2 19Apr23	04/19/2023	5,698.20	10,221.09
			C	05/31/2023	0092128195-2 25Apr23	04/25/2023	2,293.14	
			C	05/31/2023	0512181543-4 10APR23	04/10/2023	2,134.69	
			C	05/31/2023	0678090639-9 20Apr23	04/20/2023	74.09	
			C	05/31/2023	9593452526-2 20Apr23	04/20/2023	20.97	
56533	05/02/2023	00553 PACIFIC NURSERIES	C	05/31/2023	INV5557	04/18/2023	90.23	90.23
56534	05/02/2023	02886 READY REFRESH BY NEST	C	05/31/2023	03D0036457661	04/08/2023	72.95	72.95
56535	05/02/2023	03431 RETAIL COACH, LLC THE	C	05/31/2023	4185	04/25/2023	5,000.00	5,000.00
56536	05/02/2023	03479 ROBERT HALF INTERNATIK	C	05/31/2023	61902683	04/25/2023	3,036.20	3,036.20
56537	05/02/2023	03588 YOGENDAR DEEP SINGH	C	05/31/2023	2002521.003	04/24/2023	80.00	80.00
56538	05/02/2023	00345 SMC SHERIFF'S OFFICE	C	05/31/2023	Jun 15-16, 2023	04/24/2023	450.00	450.00
56539	05/02/2023	00388 SONITROL	C	05/31/2023	335201	04/07/2023	1,143.11	1,143.11
56540	05/02/2023	02946 AMANDA VELASQUEZ	C	05/31/2023	4/17-4/20/23 REIMB	04/23/2023	83.38	83.38
56541	05/02/2023	00345 SMC SHERIFF'S OFFICE	C	05/31/2023	May 22-23, 2023	04/24/2023	450.00	450.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56542	05/05/2023	01340 NAVIA BENEFIT SOLUTION	C	05/31/2023	05052023 B	05/05/2023	1,650.49	1,650.49
56543	05/05/2023	01375 NATIONWIDE RETIREMEN	C	05/31/2023	05052023 B	05/05/2023	5,160.05	
			C	05/31/2023	05052023 M	05/05/2023	2,100.00	7,260.05
56544	05/09/2023	01031 A-1 RHINO LININGS, LLC	C	05/31/2023	12345	04/27/2023	483.13	483.13
56545	05/09/2023	00013 ANDY'S WHEELS & TIRES	C	05/31/2023	66077	04/30/2023	527.07	527.07
56546	05/09/2023	00002 AT&T	C	05/31/2023	04/18/2023	04/18/2023	74.41	74.41
56547	05/09/2023	01565 BAY CONTRACT MAINTEN/	C	05/31/2023	29368	05/02/2023	963.59	
			C	05/31/2023	29367	05/02/2023	480.00	1,443.59
56548	05/09/2023	02244 CALIFORNIA BUILDING ST/	C	05/31/2023	Jan - Mar 2023	04/21/2023	34.00	34.00
56549	05/09/2023	03539 CLARK PEST CONTROL	C	05/31/2023	33257457	05/03/2023	135.00	135.00
56550	05/09/2023	01037 COMCAST CABLE	C	05/31/2023	05/01-05/31 XFINITY	04/26/2023	15,641.96	
			C	05/31/2023	4/25-5/24 427 F St	04/20/2023	246.72	
			C	05/31/2023	4/25-5/24 Internet	04/20/2023	246.72	
			C	05/31/2023	4/27-5/26 XFINITY	04/17/2023	10.94	16,146.34
56551	05/09/2023	01601 MARIA THERESA DELA CRI	C	05/31/2023	2002522.003	05/01/2023	275.00	275.00
56552	05/09/2023	00111 DEPARTMENT OF CONSER	C	05/31/2023	Jan - Mar 2023	04/21/2023	176.69	176.69
56553	05/09/2023	00110 DEPARTMENT OF TRANSP	C	05/31/2023	SL230756	04/18/2023	2,857.62	2,857.62
56554	05/09/2023	02793 DITO'S MOTORS	C	05/31/2023	27878	05/04/2023	101.44	101.44
56555	05/09/2023	02144 DOMINIC A. DE LUCCA DB/			April 2023 Class	05/01/2023	500.00	500.00
56556	05/09/2023	01367 DUO DANCE ACADEMY			April 2023 Roll	05/02/2023	70.00	70.00
56557	05/09/2023	02913 FARALLON COMPANY ENG	C	05/31/2023	2206-5	04/12/2023	15,367.78	15,367.78
56558	05/09/2023	02499 GE CAPITAL INFORMATION	C	05/31/2023	107142449	04/20/2023	274.76	
			C	05/31/2023	107146123	04/21/2023	274.76	549.52
56559	05/09/2023	02499 GE CAPITAL INFORMATION	C	05/31/2023	5067273936	05/01/2023	158.95	158.95
56560	05/09/2023	03302 CARLOS HUAYLLAPUMA			2002523.003	05/01/2023	300.00	300.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56561	05/09/2023	00181 IEDA	C	05/31/2023	24141	05/01/2023	1,628.05	1,628.05
56562	05/09/2023	00254 METRO MOBILE COMMUNI	C	05/31/2023	230514	05/01/2023	602.00	602.00
56563	05/09/2023	02993 VANESSA MOSQUEDA VEL	C	05/31/2023	April-May 2023	05/05/2023	400.00	400.00
56564	05/09/2023	03009 MUTT MITT	C	05/31/2023	545985	05/05/2023	2,497.27	2,497.27
56565	05/09/2023	03396 DINORA NAVARRO	C	05/31/2023	05/04/23 REIMB	05/04/2023	27.59	27.59
56566	05/09/2023	01340 NAVIA BENEFIT SOLUTION	C	05/31/2023	10692624	04/27/2023	200.70	200.70
56567	05/09/2023	03479 ROBERT HALF INTERNATIK	C	05/31/2023	61935857	05/02/2023	3,206.06	3,206.06
56568	05/09/2023	00226 CINDY E LIM ROOT	V	05/11/2023	Apr 4-7, 2023 Train	04/24/2023	999.60	
			V	05/11/2023	Apr 4-7, 2023 Train	04/24/2023	69.52	1,069.12
56569	05/09/2023	00411 TURBO DATA SYSTEMS	C	05/31/2023	40108	04/30/2023	1,771.02	1,771.02
56570	05/09/2023	02386 VIBO MUSIC SCHOOL	C	05/31/2023	Jan 21- Mar 18, 2023	05/01/2023	720.00	720.00
56571	05/09/2023	01745 WILLIAM D. WHITE CO., INC	C	05/31/2023	460136	05/01/2023	934.59	934.59
56572	05/10/2023	00226 CINDY E LIM ROOT	C	05/31/2023	Apr 4-7, 2023 Train	04/24/2023	999.60	
			C	05/31/2023	Apr 4-7, 2023 Train	04/24/2023	69.52	1,069.12
56573	05/16/2023	00020 ASSOCIATED SERVICES IN	C	05/31/2023	123050025	05/01/2023	40.00	
			C	05/31/2023	123050024	05/01/2023	9.00	49.00
56574	05/16/2023	00004 AT&T	C	05/31/2023	000019883613	05/01/2023	30.80	30.80
56575	05/16/2023	01565 BAY CONTRACT MAINTEN/	C	05/31/2023	29450	05/10/2023	2,740.50	
			C	05/31/2023	29449	05/10/2023	2,661.35	
			C	05/31/2023	29446	05/10/2023	2,661.35	
			C	05/31/2023	29451	05/10/2023	1,552.45	
			C	05/31/2023	29447	05/10/2023	633.64	
			C	05/31/2023	29452	05/10/2023	221.30	
			C	05/31/2023	29448	05/10/2023	193.34	10,663.93
56576	05/16/2023	03592 JEREMIAH BONDOC	C	05/31/2023	2002532.003	05/09/2023	710.00	710.00
56577	05/16/2023	01995 CELETTA INVESTIGATIVE S	C	05/31/2023	23-0505	05/05/2023	880.00	880.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
56578	05/16/2023	03539 CLARK PEST CONTROL	C	05/31/2023	33257460	05/09/2023	115.00	115.00
56579	05/16/2023	01037 COMCAST CABLE	C	05/31/2023	5/02-6/01	04/27/2023	251.72	251.72
56580	05/16/2023	00071 CSG CONSULTANTS, INC.	C	05/31/2023	02/25-03/31/23	04/14/2023	213,403.29	213,403.29
56581	05/16/2023	02317 ERIN CUS	C	05/31/2023	Jan 28-Apr 1, 2023	05/05/2023	800.00	800.00
56582	05/16/2023	00112 DEPARTMENT OF JUSTICE	C	05/31/2023	652835	05/03/2023	467.00	467.00
56583	05/16/2023	02793 DITO'S MOTORS			27860	05/02/2023	1,137.09	1,137.09
56584	05/16/2023	03378 RICARDO ESCOBAR			5/1-5/3 EE Reimb	05/09/2023	37.82	37.82
56585	05/16/2023	03591 CARMEN ESTRADA	C	05/31/2023	2002530.003	05/09/2023	575.00	575.00
56586	05/16/2023	00539 FIREMASTER DEPT 1019	C	05/31/2023	0001072322	05/09/2023	754.00	754.00
56587	05/16/2023	03034 FLEX ADVANTAGE	C	05/31/2023	157390	04/30/2023	210.00	210.00
56588	05/16/2023	01552 FORTE PRESS CORPORAT	C	05/31/2023	56267	04/26/2023	277.81	277.81
56589	05/16/2023	02499 GE CAPITAL INFORMATION	C	05/31/2023	5067243819	05/01/2023	357.25	357.25
56590	05/16/2023	03416 GOVERNMENTJOBS.COM,	C	05/31/2023	INV-35375	09/01/2023	16,769.68	16,769.68
56591	05/16/2023	03580 MARIA GUERRERO	C	05/31/2023	2002531.003	05/09/2023	300.00	300.00
56592	05/16/2023	02965 HAPPYCAKE FACE PAINTIN	V	05/18/2023	687248	05/07/2023	310.50	310.50
56593	05/16/2023	00174 HOME DEPOT CREDIT SEF	C	05/31/2023	05/30/23 CLOSING	04/28/2023	888.71	888.71
56594	05/16/2023	03098 MARIA JIMENEZ	C	05/31/2023	2002526.003	05/05/2023	200.00	200.00
56595	05/16/2023	03593 ANGELA KNUTSON			2002533.003	05/09/2023	300.00	300.00
56596	05/16/2023	00223 LESTER'S FLOWER SHOP			1901	04/27/2023	92.97	92.97
56597	05/16/2023	03590 OAKLAND CHILDREN'S FAI			04/25/2023	04/25/2023	440.00	440.00
56598	05/16/2023	00280 ODP BUSINESS SOLUTION	C	05/31/2023	311583302001	05/02/2023	32.33	32.33
56599	05/16/2023	00307 PACIFIC GAS & ELECTRIC	C	05/31/2023	9248309814-8 25Apr23	04/25/2023	513.04	
			C	05/31/2023	0567147369-1 1May23	05/01/2023	220.83	733.87

Check History Listing
Town of Colma

Bank code: first

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56601	05/16/2023	00563 PETTY CASH	C	05/31/2023	02/24/23 PETTY CASH	02/24/2023	4.75	4.75
56602	05/16/2023	03479 ROBERT HALF INTERNATI	C	05/31/2023	61967938	05/09/2023	3,124.74	3,124.74
56603	05/16/2023	00500 SMC CONTROLLERS OFFI			April 2023	05/02/2023	2,839.00	2,839.00
56604	05/16/2023	00364 SMC FORENSIC LAB	C	05/31/2023	PS-INV104243	04/30/2023	976.00	976.00
56605	05/16/2023	00830 STAPLES BUSINESS CRED	C	05/31/2023	1648385801	04/25/2023	681.07	681.07
56606	05/16/2023	03015 U.S. BANK CORPORATE PM	C	05/31/2023	04/24/2023	04/24/2023	24,780.97	24,780.97
56607	05/16/2023	00421 U.S. POSTAL SERVICE			05/08/2023 REFILL	05/08/2023	1,000.00	1,000.00
56608	05/16/2023	02848 UNITED COACH TOURS	C	05/31/2023	20117WF	05/09/2023	1,465.00	
			C	05/31/2023	20106WF	05/08/2023	1,237.00	2,702.00
56609	05/16/2023	02946 AMANDA VELASQUEZ	C	05/31/2023	05/11/2023 EE REIMB	05/11/2023	18.00	18.00
56610	05/16/2023	02799 WAVE (ASTOUND)	C	05/31/2023	103745301-0010134	05/01/2023	438.26	438.26
56611	05/16/2023	00057 CINTAS CORPORATION #2	C	05/31/2023	4151783845	04/06/2023	647.97	
			C	05/31/2023	4151783844	04/06/2023	375.07	
			C	05/31/2023	4153784833	04/27/2023	202.19	1,225.23
56612	05/16/2023	03034 FLEX ADVANTAGE	C	05/31/2023	2023-06 RETIRE	05/18/2023	56,877.10	56,877.10
56613	05/16/2023	02965 HAPPYCAKE FACE PAINTIN			687248	05/07/2023	310.50	310.50
56614	05/19/2023	00047 C.L.E.A.			05192023 B	05/19/2023	216.00	216.00
56615	05/19/2023	01340 NAVIA BENEFIT SOLUTION	C	05/31/2023	05192023 B	05/19/2023	1,650.49	1,650.49
56616	05/19/2023	01375 NATIONWIDE RETIREMEN	C	05/31/2023	05192023 B	05/19/2023	5,160.05	5,160.05
56617	05/19/2023	02224 STANDARD INSURANCE C			05192023 B	05/19/2023	511.00	511.00
56618	05/23/2023	03594 A-1 FENCE AND DECK, INC	C	05/31/2023	26211	05/11/2023	1,200.00	1,200.00
56619	05/23/2023	02787 AECO SYSTEMS, INC.	C	05/31/2023	55499	05/05/2023	340.00	340.00
56620	05/23/2023	00004 AT&T	C	05/31/2023	000019951207	05/13/2023	1,575.49	1,575.49

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56622	05/23/2023	03447 NIKOLE AZZOPARDI	C	05/31/2023	4/19-05/11 EE REIMB	05/11/2023	28.95	28.95
56623	05/23/2023	01183 BEST BEST & KRIEGER LLF	C	05/31/2023	965345	05/15/2023	20,649.30	23,964.90
			C	05/31/2023	965348	05/15/2023	2,223.60	
			C	05/31/2023	965347	05/15/2023	1,092.00	
56624	05/23/2023	00282 CALIFORNIA PUBLIC EMPL	C	05/31/2023	100000017174679	05/15/2023	6,958.00	6,958.00
56625	05/23/2023	00051 CALIFORNIA WATER SERV			04/28/2023 BILL DATE	04/28/2023	5,569.37	6,737.73
					6544607057-04/19/23	04/19/2023	611.42	
					6544607057-03/17/23	03/17/2023	556.94	
56626	05/23/2023	03539 CLARK PEST CONTROL	C	05/31/2023	33257462	05/11/2023	145.00	415.00
			C	05/31/2023	33257459	05/11/2023	135.00	
			C	05/31/2023	33257458	05/11/2023	135.00	
56627	05/23/2023	01037 COMCAST CABLE	C	05/31/2023	5/11-6/10 601 F St	05/07/2023	118.72	118.72
56628	05/23/2023	02827 CORODATA SHREDDING, II	C	05/31/2023	RS3495494	04/30/2023	91.95	91.95
56629	05/23/2023	02182 DALY CITY KUMON CENTE			April 2023	04/30/2023	1,795.00	1,795.00
56630	05/23/2023	00130 EMPLOYMENT DEVELOPM	C	05/31/2023	L1521850256	05/01/2023	69.00	69.00
56631	05/23/2023	03273 HOME DEPOT PRO, THE	C	05/31/2023	744220799	05/08/2023	623.16	623.16
56632	05/23/2023	03478 JAM SERVICES (DBA)	C	05/31/2023	168147	05/18/2023	15,225.00	15,225.00
56633	05/23/2023	00211 KELLY-MOORE PAINTS	C	05/31/2023	112100000213330	04/30/2023	51.24	51.24
56634	05/23/2023	03376 NATIONAL STOCK SIGN CC			116020	03/31/2023	183.20	183.20
56635	05/23/2023	03061 NICK BARBIERI TRUCKING	C	05/31/2023	CL-15983	05/15/2023	495.56	1,146.54
			C	05/31/2023	CL13624	05/15/2023	429.53	
			C	05/31/2023	CL14805	04/30/2023	221.45	
56636	05/23/2023	03099 NOR-CAL CYCLES LLC	C	05/31/2023	300048	05/06/2023	538.39	538.39
56637	05/23/2023	00307 PACIFIC GAS & ELECTRIC	C	05/31/2023	3007220528-6 09May23	05/09/2023	3,857.51	256.48
			C	05/31/2023	0576889222-5 09May23	05/09/2023	256.48	

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Bank code: first

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			C	05/31/2023	0035222590-8 09May23	05/09/2023	27.15	4,141.14
56638	05/23/2023	00553 PACIFIC NURSERIES			INV7321	05/12/2023	644.22	644.22
56639	05/23/2023	03431 RETAIL COACH, LLC THE			4208	05/16/2023	1,084.63	1,084.63
56640	05/23/2023	00349 SEGALE & CERINI INC.			17552	04/28/2023	20,247.75	
					17553	04/28/2023	1,996.50	
					17556	04/28/2023	742.00	22,986.25
56641	05/23/2023	00352 SERRAMONTE FORD, INC.	C	05/31/2023	782399,782548	04/30/2023	229.08	229.08
56642	05/23/2023	00683 SMC PUBLIC SAFETY COM			CLMA-MSS 23.-04	05/01/2023	1,674.75	1,674.75
56643	05/23/2023	00388 SONITROL	C	05/31/2023	337326	05/02/2023	1,143.11	1,143.11
56644	05/23/2023	00412 TELECOMMUNICATIONS E			48228	05/10/2023	1,652.50	1,652.50
56645	05/23/2023	01687 UNITED SITE SERVICES OI			INV-01681921	05/11/2023	168.16	168.16
56646	05/30/2023	03403 ARCO AB LLC			037303	05/12/2023	3,441.02	3,441.02
56647	05/30/2023	01995 CELETTA INVESTIGATIVE S			23-0522	05/22/2023	770.00	770.00
56648	05/30/2023	01919 COLLICUTT ENERGY SERV			77914	05/23/2023	1,854.62	1,854.62
56649	05/30/2023	01037 COMCAST CABLE			05/17-06/16 XFINITY	05/12/2023	51.34	51.34
56650	05/30/2023	00117 DELTA DENTAL OF CALIFOI			BE005527611	06/01/2023	13,324.05	13,324.05
56651	05/30/2023	00112 DEPARTMENT OF JUSTICE			639995	05/03/2023	15.00	15.00
56652	05/30/2023	02515 VICKY FLORES			2002544.003	05/25/2023	300.00	300.00
56653	05/30/2023	02499 GE CAPITAL INFORMATION			107205824	05/11/2023	76.15	76.15
56654	05/30/2023	02773 GRAPHICS ON THE EDGE			5026	05/23/2023	100.00	100.00
56655	05/30/2023	03597 OMAR GUZMAN			2002536.003	05/18/2023	300.00	300.00
56656	05/30/2023	02565 JUANA E. INIGUEZ			2002541.003	05/22/2023	275.00	275.00
56657	05/30/2023	03598 JEFFERSON ELEMENTARY			2002537.003	05/18/2023	200.00	200.00
56658	05/30/2023	03098 MARIA JIMENEZ			2002543.003	05/22/2023	50.00	50.00

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56659	05/30/2023	03600 YASMIN KHAN			2002542.003	05/22/2023	100.00	100.00
56660	05/30/2023	03595 LA MORENA RESTAURANT			05/17/2023	05/17/2023	799.13	799.13
56661	05/30/2023	02788 MARGARET-ROSE S. LUNA			52	05/09/2023	315.00	315.00
56662	05/30/2023	01036 MANAGED HEALTH NETW			PRM-080979	06/01/2023	99.20	99.20
56663	05/30/2023	02153 BEGONA NAVARRO			2002332.003	08/09/2022	50.00	50.00
56664	05/30/2023	03599 POLICE ATHLETIC LEAG D			2002540.003	05/22/2023	300.00	300.00
56665	05/30/2023	03409 PRINTWORKS APPAREL			1658	05/16/2023	1,061.23	
					1688	05/25/2023	202.03	1,263.26
56666	05/30/2023	02886 READY REFRESH BY NEST			03E0036457661	05/09/2023	96.59	96.59
56667	05/30/2023	03596 CINTHIA REYES			2002538.003	05/19/2023	200.00	200.00
56668	05/30/2023	03479 ROBERT HALF INTERNATIK			62047314	05/24/2023	3,282.82	3,282.82
56669	05/30/2023	02224 STANDARD INSURANCE C			June2023Coverage	05/15/2023	223.91	223.91
56670	05/30/2023	00373 STATE CONTROLLER			FTB-00005936	05/18/2023	103.19	103.19
56671	05/30/2023	02849 6746050100 U.S. BANK PAR			2023-06 OPEB	05/30/2023	128,788.00	128,788.00
56672	05/30/2023	03280 ZENAIDA VIRAY			2002535.003	05/18/2023	275.00	275.00
56673	05/30/2023	00432 VISION SERVICE PLAN			817963812	05/19/2023	1,080.66	
					817963820	05/19/2023	25.73	1,106.39
56674	05/30/2023	01745 WILLIAM D. WHITE CO., INC			460187	05/19/2023	724.07	724.07
56675	05/30/2023	01030 STEPFORD, INC.			2301326	05/20/2023	7,820.85	7,820.85
94862	05/05/2023	00130 EMPLOYMENT DEVELOPM	C	05/31/2023	05052023 M	05/05/2023	150.00	150.00
94863	05/05/2023	00521 UNITED STATES TREASUR	C	05/31/2023	05052023 M	05/05/2023	1,262.15	1,262.15
94864	05/05/2023	00631 P.E.R.S.	C	05/31/2023	05052023 M	05/05/2023	781.29	781.29
94865	05/05/2023	01360 MISSIONSQUARE RETIREM			05052023 M	05/05/2023	493.26	493.26

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94867	05/05/2023	00130 EMPLOYMENT DEVELOPM	C	05/31/2023	05052023 B	05/05/2023	13,851.67	13,851.67
94868	05/05/2023	00521 UNITED STATES TREASUR	C	05/31/2023	05052023 B	05/05/2023	64,997.73	64,997.73
94869	05/05/2023	00282 CALIFORNIA PUBLIC EMPL	C	05/31/2023	05052023 B	05/05/2023	70,916.12	70,916.12
94870	05/05/2023	00631 P.E.R.S.	C	05/31/2023	05052023 B	05/05/2023	50,429.07	50,429.07
94871	05/05/2023	01360 MISSIONSQUARE RETIREM			05052023 B	05/05/2023	6,865.53	6,865.53
94872	05/05/2023	00068 COLMA PEACE OFFICER'S			05052023 B	05/05/2023	652.14	652.14
94875	05/19/2023	00130 EMPLOYMENT DEVELOPM	C	05/31/2023	05192023 B	05/19/2023	13,829.01	13,829.01
94876	05/19/2023	00521 UNITED STATES TREASUR	C	05/31/2023	05192023 B	05/19/2023	64,683.39	64,683.39
94877	05/19/2023	00631 P.E.R.S.	C	05/31/2023	05192023 B	05/19/2023	49,488.98	49,488.98
94878	05/19/2023	01360 MISSIONSQUARE RETIREM			05192023 B	05/19/2023	6,865.53	6,865.53
94879	05/19/2023	00068 COLMA PEACE OFFICER'S			05192023 B	05/19/2023	652.14	652.14
120045	05/02/2023	00282 CALIFORNIA PUBLIC EMPL	C	05/31/2023	100000017146046	04/14/2023	6,957.06	6,957.06
120046	05/02/2023	00282 CALIFORNIA PUBLIC EMPL	C	05/31/2023	100000017131250	04/06/2023	129.06	129.06

first Total: 1,073,941.10

181 checks in this report

Total Checks: 1,073,941.10



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Abdulkader Hashem, Senior Project Manager
 VIA: Brian Dossey, City Manager
 MEETING DATE: June 14, 2023
 SUBJECT: Road Maintenance and Rehabilitation Account (RMRA) Project List

RECOMMENDATION

Staff recommends the City Council adopt:

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2023-24 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017 PURSUANT TO CEQA GUIDELINE 15301 AND 15378

EXECUTIVE SUMMARY

Requirements have been imposed by the State as part of the State Gas Taxes that began collection on November 1, 2017. In order to receive an allocation of the Gas Tax revenue, a list of proposed projects to be funded with SB 1 funds must be adopted. For Fiscal Year 2023-24 the Town is projected to receive \$35,305 revenue in gas tax revenue and is included in the proposed budget (See attachment "C"). Also, the Town is required to demonstrate that the revenue and expenditures are included in the Fiscal Year 2023-24 Annual Budget. The funds are proposed to be allocated to the maintenance of Colma Blvd from Junipero Serra Blvd to El Camino Real "Colma Blvd Resurfacing Project" to be constructed in Spring 2024.

FISCAL IMPACT

The adoption of the Road Maintenance and Rehabilitation Account (RMRA) project list and accompanied resolution will increase the Colma Blvd Resurfacing Project budget from \$60,000 to \$95,305 and transfer the FY 2023-24 SB1 allocation of \$35,305 into the Street Capital Fund 32 to assist in the rehabilitation of Colma Boulevard.

BACKGROUND

On April 28, 2017, the Governor Signed into law Senate Bill (SB) 1, which is known as the Road Repair and Accountability Act of 2017. SB1 legislation increased the per-gallon fuel excise taxes (\$0.12 per gallon), as well as increased diesel fuel sales taxes and vehicle registration fees. The

use of SB1 funds - focus on using the new funds for basic road maintenance, rehabilitation, and critical safety projects on both the State Highway and local streets and roads system. Jurisdictions and agencies that receive SB1 funding are required to report back to the California Transportation Commission CTC on how those funds are to be expensed or how they were expensed, this required reporting is done on an annual basis.

On November 1, 2017, the State Controller (Controller) began to deposit various portions of this new funding into the Road Maintenance and Rehabilitation Account (RMRA). Although the exact amount has not been determined by the Controller for Fiscal Year 2023-24, the Town of Colma's RMRA apportionment will include an estimated \$35,305 funds that will be expensed per SB 1 Accountability and Transparency Guidelines, adopted on March 21, 2018.

ANALYSIS

The Town of Colma must submit to the California Transportation Commission (CTC) a list of projects to be funded with RMRA funds. To simplify the reporting and administration of the RMRA funds, the proposed Project List consists of adding the RMRA funds to the Colma Blvd Resurfacing Project that will be constructed in the Spring of 2024.

If approved by the City Council, the adoption of the project list will appropriate \$35,305 in SB1 to the Colma Blvd Resurfacing Project. If approved, Town Staff by way of a Resolution, will be required to provide the annual RMRA project list and expenditure reporting to the CTC.

ENVIRONMENTAL

The City Council's adoption of the resolution is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) per CEQA Guideline 15378(b)(4) as a governmental fiscal activity. It is also exempt on an independent basis pursuant to CEQA Guideline 15301 as an action providing funding for the maintenance of an existing street.

REASONS FOR THE RECOMMENDED ACTION

The recommended actions are a requirement of the State program implementing the tracking of expenditures for the Gas Tax increase adopted by the State Legislature. If the action is not taken prior to July 1, 2023, the Town could potentially lose or not receive the estimated RMRA Gas Tax Funds for Fiscal Year 2023-24.

COUNCIL ADOPTED VALUES

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

CONCLUSION

It is recommended that the City Council adopt a resolution approving Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2023-2024.

ATTACHMENTS

- A. Resolution Adopting Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2023-24
- B. RMRA Project List for FY 2023-24
- C. LSR Projected FY2023-24 Revenues - January 2023



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

**RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2023-24 FUNDED
BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017 PURSUANT TO
CEQA GUIDELINE 15301 AND 15378**

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

1. Background

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

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

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

(d) The Town, will receive an estimated \$35,305 in RMRA funding in Fiscal Year 2023-24 from SB 1; and

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

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

(g) The Town used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

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

(i) The scope of work for the project will improve the pavement road condition, which will increase the Pavement Condition Index (PCI) for Colma Blvd, and enhance the vehicle safety for

this section of the roadway, funding these enhancements are Gas Tax / RMRA eligible expenses; and

(i) The Fiscal Year 2023-24, SB 1 allocation is estimated at \$35,305 these proposed SB1 funds are to be designated for the "Colma Boulevard Resurfacing Project"; and

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

2. Findings and Order

The City Council finds and orders that:

(a) The foregoing recitals are true and correct.

(b) The City Council hereby authorizes the transfer of FY 2023-24 SB 1 allocation of \$35,305 into Street Capital Fund (32).

(c) The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2023-24 Road Maintenance and Rehabilitation Account revenues:

RMRA 2023-24 New Proposed Project List

Project Title:

Colma Boulevard Resurfacing Project

Project Description: Implementation of road rehabilitation for Colma Blvd from Junipero Serra Blvd to El Camino Real includes base repair, crack sealing, microsurfacing, and street striping and markings.

Project Location:

Colma Blvd from Junipero Serra Blvd to El Camino Real, Town of Colma.

Estimated Project Schedule: Start 04/2024 – Completion 05/2024

Estimated Useful Life: 5-7 Years.

Certification of Adoption

I certify that the foregoing Resolution No. 2023-____ was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 14, 2023, by the following vote:

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

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk



Submittal Report

ATTACHMENT "B"

LSR-C15-FY23/24-5264-001
FY 23/24

Submittal Details

Program Local Streets and Roads Program	Agency Town of Colma	Date Created 05/30/2023	Date Submitted	Date Approved
Address 1198 El Camino Real	City Colma	State CA	Zip Code 94014	
Contact Brad Donohue		Contact Title Public Works Director		
Contact Phone (650) 757-8888		Contact Email brad.donohue@colma.ca.gov		
Avg. Network PCI 76		Measurement Date 12/2022		
Support Documentation Town's adopted Resolution No. 2023-XX and Staff Report specifying the Colma Boulevard Resurfacing Project for approving Road Maintenance and Rehabilitation Account (RMRA) Project List for Fiscal Year 2023-24 funded by SB 1- Road Repair and Accountability Act of 2017.		Additional Information The Town's apportionment of RMRA fund will be allocated to the Implementation of road rehabilitation for Colma Blvd from Junipero Serra Blvd to El Camino Real, to be constructed in FY 2023-24.		

Project Details

Title	Description	Location	Component	Priority Status	Est. Schedule		Useful Life		Assem	Senate
					Start	Complete	Min	Max		
Colma Boulevard Resurfacing Project	This project will include: Base repair, crack sealing, microsurfacing, road striping and pavement marking.	Colma Boulevard from Junipero Serra Boulevard to El Camino Real (SR-82) in Town of Colma	Pre-Construction	New 23/24	04/2024	05/2024	6	8	19	11

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide
Estimated May 2023

	2022-23			2023-24		
	Hwy Users Tax	Road Mntnc	TOTAL	Hwy Users Tax	Road Mntnc	TOTAL
	Account	Rehab Acct		Account	Rehab Acct	
SAN LUIS OBISPO COUNTY						
ARROYO GRANDE	469,478	390,809	860,287	513,820	444,286	958,106
ATASCADERO	784,192	656,095	1,440,286	858,633	745,872	1,604,505
EL PASO DE ROBLES	798,790	668,479	1,467,268	874,636	759,951	1,634,586
GROVER BEACH	328,277	271,872	600,149	359,124	309,074	668,198
MORRO BAY	272,875	224,872	497,748	298,389	255,643	554,033
PISMO BEACH	209,011	171,543	380,553	228,474	195,016	423,490
SAN LUIS OBISPO	1,208,111	1,015,720	2,223,831	1,323,355	1,154,707	2,478,062
County of San Luis Obispo	9,274,107	8,417,628	17,691,735	10,170,235	9,569,462	19,739,698
Total Cities & County: San Luis Obispo	13,344,841	11,817,017	25,161,859	14,626,666	13,434,011	28,060,677
SAN MATEO COUNTY						
ATHERTON	178,304	148,799	327,103	194,884	169,161	364,044
BELMONT	701,753	599,482	1,301,236	768,550	681,513	1,450,063
BRISBANE	125,025	103,441	228,466	136,551	117,596	254,146
BURLINGAME	778,600	666,155	1,444,755	852,825	757,309	1,610,134
COLMA	41,594	31,056	72,650	45,055	35,305	80,360
DALY CITY	2,591,092	2,235,232	4,826,324	2,840,149	2,541,092	5,381,242
EAST PALO ALTO	748,873	640,364	1,389,238	820,225	727,989	1,548,214
FOSTER CITY	838,642	718,249	1,556,891	918,672	816,531	1,735,203
HALF MOON BAY	296,588	250,557	547,145	324,506	284,842	609,348
HILLSBOROUGH	287,301	242,500	529,801	314,322	275,683	590,004
MENLO PARK	849,943	728,054	1,577,997	931,065	827,678	1,758,743
MILLBRAE	582,904	497,235	1,080,139	638,308	565,274	1,203,582
PACIFICA	961,110	824,504	1,785,614	1,052,979	937,326	1,990,304
PORTOLA VALLEY	114,854	94,617	209,471	125,396	107,564	232,960
REDWOOD CITY	2,063,197	1,779,391	3,842,588	2,261,463	2,022,876	4,284,339
SAN BRUNO	1,092,127	938,176	2,030,303	1,196,662	1,066,553	2,263,214
SAN CARLOS	766,193	655,391	1,421,585	839,219	745,072	1,584,292
SAN MATEO	2,612,810	2,254,075	4,866,884	2,863,966	2,562,513	5,426,479
SOUTH SAN FRANCISCO	1,640,592	1,412,732	3,053,324	1,798,003	1,606,044	3,404,048
WOODSIDE	137,227	113,161	250,388	149,836	128,645	278,482
County of San Mateo	14,790,276	11,172,599	25,962,875	16,168,167	12,701,413	28,869,580
Total Cities & County: San Mateo	32,199,007	26,105,771	58,304,778	35,240,802	29,677,980	64,918,783





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Pak Lin, Administrative Services Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: June 14, 2023
 SUBJECT: Adoption of the FY 2023-23 Annual Budget and Salary Schedule

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPROPRIATING FUNDS AND ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2023-2024, PURSUANT TO CEQA GUIDELINE 15378.

RESOLUTION ESTABLISHING THE ACCOUNTING MANAGER POSITION, ADDING IT INTO THE SALARY SCHEDULE, AND ADOPTING THE FY 2023-24 SALARY SCHEDULE PURSUANT TO CEQA GUIDELINE 15378.

EXECUTIVE SUMMARY

The new Fiscal Year for the Town of Colma begins on July 1, 2023. To conduct business, it is necessary for the City Council to authorize the expenditure of funds.

The attached FY 2023-24 Proposed 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 \$21.2 million in Operating Expenditures, \$299,000 in annual Debt Service (Town Hall Certificate of Participation), \$1.37 million in Capital Improvement Projects (combine of Capital Program Funds and Internal Service Funds), and \$883,000 in 115 Trust expenditures.

The General Fund revenue budget is \$19.29 million and the expenditure budget is \$18.95 million, generating a projected operating surplus of \$0.31 million in FY 2023-24. The General Fund supports the sewer operation, debt payments, and capital programs through transfers totaling \$1.32 million, with \$298,759 to Debt Service (Fund 43), \$168,670 to Sewer Fund (Fund 81), \$81,155 to COPS/SLESF Fund (Fund 29) and \$0.77 million to Capital Improvement Projects (Fund 31 & 32). This reduces the General Fund's unassigned reserve by \$1.01 million.

The operating expenditure budget in other funds includes \$1.08 million for Sewer Operations (Fund 81); \$117,000 for Creekside Villas Operations (Fund 83, City Properties); \$241,155 for Parking Enforcement Operations (Fund 29); \$6,000 for Youth Outreach and Crisis Intervention Training (Fund 27); \$15,000 for Police Wellness Program (Fund 27); \$65,000 for the Colma Cab

Connect program (Fund 23); and, \$30,000 for streetlight and traffic signal maintenance (Fund 21).

The preliminary FY 2023-24 Budget was studied on April 26, 2023, the capital program on May 10, 2023, and the proposed FY 2023-24 operating and capital budget on May 24, 2023. Comments from the City Council meetings are incorporated in the document.

In addition to the budget adoption, this report included the salary schedule used for the FY 2023-24 budget development. Aside from the Accounting Manager position, the pay rate in the salary schedule had been approved by the City Council in prior meetings. As for the Accounting Manager position, the schedule below is comparable with the average pay rates within San Mateo County and is consistent with the Town's current pay structure.

Hourly				
Step 1	Step 2	Step 3	Step 4	Step 5
\$ 65.82	\$ 69.11	\$ 72.56	\$ 76.19	\$ 80.00

The full salary schedule is available as Exhibit B to the Resolution

FISCAL IMPACT

The FY 2023-24 Proposed Budget requests an appropriation of \$21.12 million in Town-Wide Operating Expenditures, \$298,759 in Debt Service, and \$1.37 million in Capital Improvement Projects. The budget includes a total transfer out of \$1.44 million, with:

- General Fund (Fund 11) transfers \$298,759 to the debt service operation, \$515,000 to the non-street capital program, \$254,000 to the street capital program, \$168,670 to sewer operations, and \$81,155 to COPS/SLESF fund.
- Gas Tax & RMRA (Fund 21) transfers \$31,000 to the street capital program,
- Measure A (Fund 22) transfers \$60,000 to the street capital program, and
- Measure W (Fund 26) transfers \$30,000 to the street capital program.

The FY 2023-24 budget also includes the use of \$1.51 million of General Fund Unassigned Reserves to support the programs listed above. Table 1 below summarizes the projected General Fund reserve balances for June 30, 2023.

	2018	2019	2020	2021	2022	Estimate 2023	Budget 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
Total Reserves (All Fund)	36,310,017	34,805,217	35,771,567	38,922,457	41,885,880	43,015,934	42,635,067

General Fund Reserves @ June 30,	2018	2019	2020	2021	2022	Estimate 2023	Budget 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
Total Reserves (All Fund)	24,456,213	25,182,278	23,833,432	27,285,998	27,479,724	28,018,447	26,503,877

BACKGROUND

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

The preliminary budget presented at the April 26, 2023 City Council meeting included \$21.42 million in total revenues, \$21.36 million in total expenditures, and \$548,584 in total transfers to support debt services and other operating funds.

The FY 2023-24 through FY 2028-29 capital program was presented during the second budget study session on May 10, 2023. The capital program included \$14.16 million of funded projects, \$1.37 million in new requests (FY 2023-24), and \$57.31 million in future and unfunded projects (FY 2024-25 and thereafter) – making a total 5-Year capital program of \$72.83 million. The unfunded portions of the program are waiting for available funding before design or construction starts.

In preparing the draft budget document, staff made the following numerical adjustments:

- General Fund Expenditures were reduced by \$5,811 due to cleaning up budgetary numbers. The number presented at the April 28, 2023 Council meeting included budget for the Town Annex facility operation, which was merged with Town Hall facility operations beginning in 2019.
- The 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.
- The 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.
- The Trust Fund data was not included in the April 28, 2023 Council meeting information.

The adjusted numbers in Table 2 below were presented to the City Council on May 24, 2023.

Summary of Activities		Special		Vehicle		Enterprise		Total
Town-wide Financial	General Funds	Revenues & Debt Funds	Capital Funds	Replacement Fund	Funds	Trust Funds		
FY 2023-24								
Operating Activities								
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	
Operating Surplus / (Deficit)	(196,986)	(302,730)	(890,000)	30,000	70,016	908,834	(380,866)	
Net Transfers In/(Out)								
Debt Service (43)	(298,759)	298,759	0	0	0	0	0	
Sewer Operations (81)	(168,670)	0	0	0	168,670	0	0	
Parking Enforcement (29)	(81,155)	81,155	0	0	0	0	0	
Capital Program (31, 32)	(769,000)	(121,000)	890,000	0	0	0	0	
Net Transfers In/(Out)	(1,317,584)	258,914	890,000	0	168,670	0	0	
Fund Surplus / (Deficit)	(1,514,570)	(43,816)	-	30,000	238,686	908,834	(380,866)	
"Change in Fund Balance"								

The proposed FY 2023-24 Operating and Capital Budget (Attachment C) 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).

The proposed FY 2023-24 Operating and Capital Budget (Attachment C) includes the following major initiatives:

- **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 July 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.
- **100th 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.

Accounting Manager Classification

The Accounting Manager classification is a new position to be added to the Colma's Salary Schedule effective June 25, 2023. In determining the appropriate salary range, staff researched the pay ranges of similar positions, such as Financial Services Manager and Finance Manager. Since some agencies had a Step 6, to ensure the average is calculated correctly, the hourly rate in the blue boxes are the same as those in the corresponding Step 5.

**Table 3: Compensation Comparison
Accounting Manager and Equivalent**

EmployerName	Position	Hourly					
		Step 1/Min	Step 2	Step 3	Step 4	Step 5	Step 6/Max
San Mateo	Accounting Manager	\$ 63.11	\$ 65.96	\$ 68.93	\$ 72.03	\$ 75.28	\$ 75.28
Belmont	Accounting Manager (Controller)	\$ 58.73	\$ 61.67	\$ 64.75	\$ 67.99	\$ 71.39	\$ 74.96
Redwood City	Financial Services Manager	\$ 75.94					\$ 102.51
Brisbane	Financial Services Manager	\$ 61.58	\$ 64.65	\$ 67.89	\$ 71.29	\$ 74.86	\$ 74.86
Pacifica	Financial Services Manager	\$ 60.75					\$ 74.94
San Carlos	Financial Services Manager	\$ 71.71	\$ 75.29	\$ 79.06	\$ 83.01	\$ 87.17	\$ 87.17
South San Francisco	Financial Services Manager	\$ 66.13	\$ 69.44	\$ 72.91	\$ 76.56	\$ 80.39	\$ 80.39
	Highest	\$ 75.94	\$ 75.29	\$ 79.06	\$ 83.01	\$ 87.17	\$ 102.51
	Lowest	\$ 58.73	\$ 61.67	\$ 64.75	\$ 67.99	\$ 71.39	\$ 74.86
	Average	\$ 65.42	\$ 67.40	\$ 70.71	\$ 74.18	\$ 77.82	\$ 81.44
Colma	Accounting Manager	\$ 65.82	\$ 69.11	\$ 72.56	\$ 76.19	\$ 80.00	

The proposed salary range is within the San Mateo County average.

Next, the proposed salary range is compared to the Town's Management Analyst III and Administrative Services Director ranges to determine reasonableness.

Management Analyst III Step 5	Accounting Manager Step 1	Accounting Manager Step 5	Admin Services Director Step 1
\$64.80	\$65.82	\$80.00	\$82.10
[a]	[b]	[c]	[d]
Differential	[b]/[a]-1x100% 3%		[d]/[c]-1x100% 2%

The differential is within 5% and is consistent with the intent of the position, to allow career growth within the finance department without a large learning gap.

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	(5,848,997)	(1,154,320)	(3,332,053)	(394,084)	(511,527)	(1,067,781)	(83,496)	(611,521)	(1,317,584)
FY 2023-24 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	(1,317,584)	(39,845)	298,759	515,000	375,000	168,670	-		

GANN Limit

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

The new 2023-24 Appropriations Limit is included in the budget document but will be part of the June 28, 2023 Regular City Council meeting for consideration and adoption.

Reasons For the Recommended Action/Findings

Adoption of a budget is required for operations to continue in FY 2023-24.

Council Adopted Values

Approval of the FY 2023-24 Annual Budget is the *responsible* action because the City Council has studied the budget in April and May and considered various budgetary options, including considering community input.

Alternatives

1. Adopt a reduced or modified FY 2023-24 budget appropriation.
2. Adopt one month of the operating budget and conduct further study of the FY 2023-24 Budget. This action may result in operating and capital projects delay.

CONCLUSION

Staff recommends that the City Council conduct a public hearing and adopt the attached resolution appropriating funds and adopting the 2023-24 Proposed Budget.

ATTACHMENTS

- A. Resolution Appropriating Funds and Adopting the 2023-24 Proposed Budget,
 - o Exhibit A to Resolution: FY 2023-24 Town-Wide Financial Summary
- B. Resolution Adopting the Salary Schedule for FY 2023-24
 - o Exhibit B to Resolution: Salary Schedule Effective June 25, 2023
- C. FY 2023-24 Proposed Budget



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

**RESOLUTION APPROPRIATING FUNDS AND ADOPTING THE ANNUAL BUDGET FOR
FISCAL YEAR 2023-24, PURSUANT TO CEQA GUIDELINE 15378**

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

1. Background

- (a) The City Manager's budget message, the proposed budget, and all calculations and documentation upon which this resolution is based have been available to the public for more than fifteen days for review;
- (b) The City Council conducted a study session and public meeting on the preliminary budget report on April 26, 2023, the capital program on May 10, 2023, and the complete FY 2023-24 Proposed Budget document was distributed and available on the Town website on May 24, 2023;
- (c) A public hearing was held on June 14, 2023 on the proposed budget; and
- (d) The City Council duly considered the proposed budget, the City Manager's budget message, and public comments, if any, thereon.

2. Findings and Order.

- (a) *Budget Approval.* The 2023-24 budget proposed by the City Manager, dated July 1, 2023, shall be, and hereby is, adopted as the budget for the Town of Colma for Fiscal Year 2023-24.
- (b) *Authorization for the use of reserves.* Colma Administrative Code 4.01.180 (b) requires City Council approval for the use of reserves above \$50,000. The maximum amount of reserves needed for FY 2023-24 is \$1.32 million to fund the FY 2023-24 debt, capital, parking, and sewer programs.
- (c) *Summary of Appropriations.* A summary (Exhibit A) is attached hereto and by reference made part of this Resolution, reflects the Fiscal Year 2023-24 Budget (All Funds) for the Town of Colma.
- (d) *Clerical Adjustments.* The City Manager shall be, and hereby is, authorized to adjust the budget pursuant to the provisions of section 4.01.070 of the Colma Administrative Code to make such other adjustments necessary to correct any clerical or technical errors in the proposed budget, provided that the City Manager makes a written report of all corrections or adjustments to the City Council within the timelines provided for in the Colma Administrative Code.
- (e) *Department Limitation.* The City Council authorizes the expenditure of funds for the items specified in the budget, provided that the total expenditures for the department shall not exceed the total budget by fund, for the department.

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

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

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

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

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

(iii) Make transfers among the various funds designated as "Transfers In / Transfers Out". The FY 2023-24 Budget document. All fund transfers shall be recorded in the financial records.

(iv) Administratively adjust the Fiscal Year 2023-24 Operating Budget appropriations to account for the carryover of unspent 2022-23 appropriations for contracts entered into before June 30, 2023, where funds are encumbered. The City Manager shall use discretion in approving carryovers and all such adjustments shall be clearly recorded in the Town financial records. These amendments shall be identified and included in the Fiscal Year 2023-24 quarterly financial report.

(v) Administratively adjust the Fiscal Year 2023-24 Capital Project appropriations to account for the carryover of unspent appropriations from Fiscal Year 2022-23. All such adjustments shall be clearly recorded in the Town financial records and shall only be for projects that remain incomplete as of June 30, 2023.

3. Reserves

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

(a) A Debt Reduction reserve shall be recorded in the General Fund in the amount of

\$600,000 as of June 30, 2024. This amount represents a minimum of two years of COP Debt Service. (Committed Fund Balance – Designated by City Council)

(b) The Budget Stabilization Reserve as of June 30, 2024 is established at \$15,000,000, being the amount sufficient to ensure continuity of operations in the event of a severe economic downturn, which amount is hereby determined to be 100% (rounded to the nearest \$100,000) of the General Fund expenditures for the prior fiscal year. The exact amount of this reserve shall be determined based on the final audit and financial statements. (Committed Fund Balance – Designated by City Council)

(c) Accrued Leave Payout Reserve shall be recorded in the General Fund in the amount of \$652,833 as of June 30, 2024. (Committed Fund Balance – Designated by City Council)

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

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

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

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

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

(f) General Fund 2023-24 – Decrease Reserve: The proposed budget estimates \$1,007,783 reduction in unassigned reserves.

4. Transfer to Unassigned Reserve

All General Fund net income on hand on June 30, 2023, which is not designated for a specific reserve category shall be recorded in the Unassigned Reserve.

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Certification of Adoption

I certify that the foregoing Resolution No. 2023-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 14, 2023, by the following vote:

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

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk

"EXHIBIT A": SUMMARY OF APPROPRIATIONS FY 2023-24

Town-wide Financial	General Funds	Special Revenues & Debt Funds	Capital Funds	Vehicle Replacement Fund	Trust Funds	Enterprise Funds	Total
	(11, 12, 19)	(21, 22, 23, 24, 25, 26, 27, 29, 43)	(31, 32)	(61)	(71, 72)	(81, 82, 83)	
Revenues by Categories							
Sales tax	13,600,000	0	0	0	0	0	13,600,000
Cardroom tax	4,200,000	0	0	0	0	0	4,200,000
Property and other taxes	811,550	0	0	0	0	0	811,550
Licenses and permits	231,114	0	0	0	0	0	231,114
Fines and forfeitures	99,472	0	0	0	0	0	99,472
Use of money and property	111,702	62	0	0	433,023	180,300	725,087
Revenues from other agencies	44,287	353,122	235,000	0	0	0	632,409
Charges for current services	96,302	0	0	0	0	1,090,270	1,186,572
Allocations	109,087	0	0	250,000	0	0	359,087
Other revenues	64,200	0	20,000	0	1,358,824	0	1,443,024
Total Revenues	19,367,714	353,184	255,000	250,000	1,791,847	1,270,570	23,288,315
Expenditures by Function							
General Government	5,432,733	298,759	0	0	883,014	0	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	0	1,083,943	4,068,832
Facility Operations	807,123	0	0	0	0	116,611	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
Total Expenditure by Function	19,564,699	655,914	1,145,000	220,000	883,014	1,200,554	23,669,181
Operating Surplus/ (Deficit)	(196,986)	(302,730)	(890,000)	30,000	908,834	70,016	(380,866)
Other Activities							
Transfers In	0	379,914	890,000	0	0	168,670	1,438,584
Transfers (Out)	(1,317,584)	(121,000)	0	0	0	0	(1,438,584)
Net Transfers In/(Out)	(1,317,584)	258,914	890,000	0	0	168,670	0
Fund Balance							
Change in Fund Balance	(1,514,570)	(43,816)	-	30,000	908,834	238,686	(380,866)
Projected Beginning Fund Balance @ 7/1/23	27,955,775	892,170	1,487,181	846,185	10,436,612	1,398,009	43,015,933
Ending Fund Balance	26,441,206	848,354	1,487,181	876,185	11,345,446	1,636,694	42,635,067



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

**RESOLUTION ESTABLISHING THE ACCOUNTING MANAGER POSITION, ADDING IT
INTO THE SALARY SCHEDULE , AND ADOPTING THE FY 2023-24 SALARY SCHEDULE
PURSUANT TO CEQA GUIDELINE 15378**

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

1. Background

- (a) Government Code sections 20636 and 7522.34 and Title 2 CCR sections 570.5 and 571.1 state that payrates must be reported pursuant to a publicly available pay schedule that has been duly approved and adopted by the employer in accordance with applicable public meeting laws;
- (b) The FY 2023-24 Budget includes the addition of a new Accounting Manager Position;
- (c) The salary range below for the Accounting Manager is compared to the salary ranges for Accounting Manager and Financial Services Manager positions within the County of San Mateo;
- (d) The salary scale for the Accounting Manager is set as followed:

Accounting Manager					
STEP	1	2	3	4	5
	65.90	69.20	72.60	76.20	80.00

- (e) Exhibit B summarizes the Colma's pay schedule for all positions effective June 25, 2023.

2. Findings and Order.

- (a) The City Council hereby establishes the Accounting Manager position, adds it into the Town's salary schedule, and amends the pay or salary schedule, as detailed in Exhibit B, attached hereto and incorporated by reference, to memorialize the changes proposed by this Resolution, with the applicable pay or salary for each position listed, in compliance with Title 2 of the California Code of Regulations Section 570.5.
- (b) The Accounting Manager position is subject to all future cost of living adjustments similar to other Colma positions.

//

//

Certification of Adoption

I certify that the foregoing Resolution No. 2023-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 14, 2023, by the following vote:

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

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk

**Town of Colma Pay Schedule (Effective June 25, 2023)
Proposed Resolution June 14, 2023**

Exhibit B

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
Elected Officials (Monthly Compensation)										
Mayor & City Council	961.00						ORD 784			
Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)										
Accounting Manager	65.82	69.11	72.56	76.19	80.00	-	Reso 2023-xx	(10)(11)	8hrm	
Accounting Technician	43.85	46.05	48.36	50.77	53.32	-	Reso 2021-44	(10)(11)	8acct	
Administrative Services Director	82.41	86.54	90.86	95.40	100.18	-	Reso 2021-44	(11)	8acm	
Administrative Technician I	40.93	42.98	45.13	47.38	49.74	-	Reso 2021-44	(10)(11)	8at1	
Administrative Technician II	42.98	45.13	47.38	49.74	52.24	-	Reso 2021-44	(10)(11)	8at2	
Administrative Technician III	42.98	45.13	47.38	49.74	52.24	54.85	Reso 2021-44	(10)(11)	8at3	
City Clerk	54.85	57.59	60.47	63.49	66.66	-	Reso 2021-44	(10)(11)	8clrk1	
City Manager	111.74	-	-	-	-	-	Reso 2022-03	(9)	mgr	
Community Service Officer	39.93	41.93	44.02	46.22	48.53	-	Reso 2021-44	(10)(11)	8cso	
Executive Assistant to Chief of Police	42.98	45.13	47.38	49.74	52.24	54.85	Reso 2021-44	(10)(11)	8at3	
Facility Attendant	19.60	20.60	21.60	22.70	-	-	Reso 2022-37	(11)	8fa	
Human Resources Manager	60.08	63.09	66.24	69.56	73.04	-	Reso 2021-44	(10)(11)	8hrm	
Intern	24.75	26.00	27.30	28.70	30.15	-	Reso 2022-37	(11)	intr	
Maintenance Technician I	40.02	42.02	44.12	46.33	48.65	-	Reso 2021-44	(7)(8)(10)(11)	8mt1	
Maintenance Technician II	42.02	44.12	46.33	48.65	51.08	-	Reso 2021-44	(7)(8)(10)(11)	8mt2	
Maintenance Technician III	42.02	44.12	46.33	48.65	51.08	53.64	Reso 2021-44	(7)(8)(10)(11)	8mt3	
Management Analyst I	45.58	47.86	50.25	52.76	55.40	-	Reso 2021-44	(11)	8ma1	
Management Analyst II	49.29	51.75	54.35	57.07	59.92	-	Reso 2021-44	(11)	8ma2	
Management Analyst III	53.31	55.97	58.77	61.71	64.80	-	Reso 2021-44	(11)	8ma3	
Police Chief	89.38	93.84	98.55	102.49	106.36	-	Reso 2021-44	(1)(11)	chief	
Police Commander	80.95	84.99	89.26	93.71	98.39	-	Reso 2021-44	(1)(11)	8pcmd	
Police Dispatcher / Clerk	49.96	51.34	52.74	54.12	55.49	-	Reso 2021-43	(6)(4)(11)	clerical	
Police Dispatcher/Records Supervisor	60.21	61.87	63.56	65.23	66.91	-	Reso 2021-43	(2)(4)(11)	supervisor	
Police Officer - Reserve	55.90	-	-	-	-	-	Ord 773		pdres	
Police Officer 1	55.90	58.70	61.64	64.72	-	-	Reso 2021-42	(1)(3)(5)(11)	8po1	
Police Officer 2	58.14	61.05	64.11	67.31	-	-	Reso 2021-42	(1)(3)(5)(11)	8po2	
Police Officer 3	59.27	62.24	65.35	68.60	-	-	Reso 2021-42	(1)(3)(5)(11)	8po3	
Police Sergeant 1	70.86	72.33	73.83	77.91	-	-	Reso 2021-42	(1)(3)(5)(11)	8sgt1	
Police Sergeant 2	73.69	75.22	76.77	81.03	-	-	Reso 2021-42	(1)(3)(5)(11)	8sgt2	
Police Sergeant 3	75.11	76.66	78.24	82.59	-	-	Reso 2021-42	(1)(3)(5)(11)	8sgt3	
Public Works Maintenance Supervisor	51.10	53.66	56.34	59.17	62.11	-	Reso 2021-44	(7)(8)(10)(11)	8mts	
Recreation Coordinator	39.91	41.91	44.01	46.20	48.50	-	Reso 2021-44	(10)(11)	8recc	
Recreation Leader	15.50	16.30	17.10	18.00	-	-	Reso 2022-37	(11)	8rl	
Recreation Manager	47.70	50.08	52.58	55.22	57.97	-	Reso 2021-44	(10)(11)	8rcmgr	
Senior Recreation Leader	19.60	20.60	21.60	22.70	-	-	Reso 2022-37	(11)	8rls	
Student Aide	15.50	16.30	17.10	18.00	-	-	Reso 2022-37	(11)	8sta	

Additional Incentive

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

Summary of Effective Ordinance and Resolution

- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)**
- Ord 784 City Council Compensation (Adopted 11/14/2018)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2020-07 Addition of Intern and Student Aide Classifications and Compensations (Adopted 2/26/2020)**
- Reso 2020-32 Reclassify Chief of Police position from contract to appointed by City Manager (CC Mtg 7/8/2020)**
- Reso 2021-03 Additional of Management Analyst IV/III Series (CC Mtg 01/13/2021)**
- Reso 2021-30 Minimum Wage Adjustment for Part-Time Staff (CC Mtg 9/22/2021)**
- Reso 2021-42 2% COLA for POA from Dec 26, 2021 to Jun 30, 2024 (CC Mtg 12/08/2021)**
- Reso 2021-43 2% COLA for CRA from Dec 26, 2021 to Jun 30, 2024 (CC Mtg 12/08/2021)**
- Reso 2021-44 2% COLA for Unrepresented from Dec 26, 2021 to Jun 30, 2024 (CC Mtg 12/08/2021)**
- Reso 2022-03 City Manager Contract Amendment 4 (Adopted 1/12/2022)**
- Reso 2022-37 Minimum Wage Adjustment for Part-Time Staff (Adopted 10/26/2022)**
- Reso 2023-xx Addition of Accounting Manager (CC Mtg 06/14/2023)**



Town of Colma, California

www.colma.ca.gov

Proposed Budget

FY 2023-24 Budget

[Town Website](#)

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[Next](#)



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.

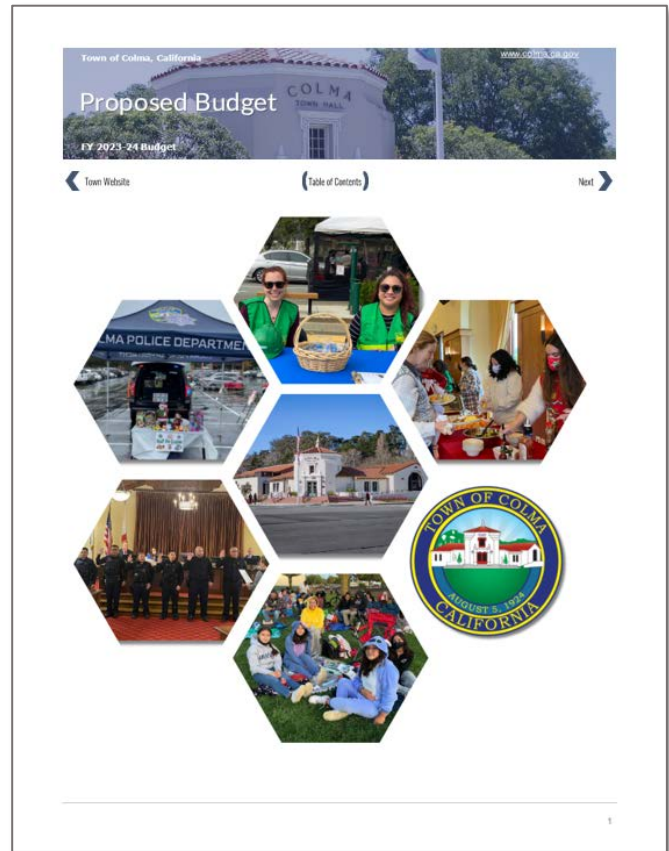


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Budget Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Colma
California**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director

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, 2022.

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.

*California Society of Municipal
Finance Officers*

Certificate of Award

***Operating Budget Excellence Award
Fiscal Year 2022-2023***

Presented to the

Town of Colma

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

February 10, 2023



Scott Catlett

Scott Catlett
2022 CSMFO President

James Russell-Field

James Russell-Field, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting



Navigating Through the FY2023-24 Budget – pending update (Entire Section)

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:

<https://stories.opengov.com/colmaca/published/3ydEAPqhh9>

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

Madam Mayor del Rosario, Members of the City Council, Colma residents and visitors, I am pleased to present the FY 2023-24 Proposed Budget for the Town of Colma. It continues the outstanding efforts by the Town to provide municipal services to our residents and businesses. The FY 2023-24 Proposed Budget was prepared using the guiding principles stated in the Town of Colma's Value Statement, which can be found in the Town's Website at www.colma.ca.gov.

The Town of Colma prides itself on our dedication to maintaining and enhancing a strong sense of community and our dedication to partnering with our business communities to promote and encourage commerce.

FY 2022-23 Key Accomplishments

With the closure of the Colma 2020-2022 Strategic Plan, the Town is proud to have accomplished several key goals that were part of the 2020-2022 Strategic Plan.

In the area of **Resiliency**, the Town sold the 1365 Mission Road rental property, met the SB 1383 requirements relating to reducing greenhouse gas emissions, committed to a solar installation at the Colma Community Center, and certified five new members to the CAPE/CERT team. The Town also reviewed its pension and OPEB unfunded liabilities and determined that the liabilities are on track to be fully funded by 2035-36.

In the area of **Operations**, the Town continued to use different outreach efforts to communicate with residents, businesses, and visitors – including expanding the use of social media platforms. Safety and security continues to be one of the Town's key priorities. The Police Department placed vehicle speed feedback signs on Mission Road to encourage motorists to drive at a safe speed limit, added a motorcycle police traffic detail to help with roadway regulation compliance, and installed two additional license plate reader cameras. The Police Department also increased its investigative work and helped local businesses deter theft and recover stolen vehicles.

In the area of **Economic Development**, the Town continued to support local businesses by restarting the Mayor/Chamber walks; hosting the Business Recognition Luncheon, which also acts as a networking opportunity; assisting in ribbon-cutting events for all new businesses; and partnering with the Retail Coach and property owners to fill vacant commercial spaces. After the adoption of the General Plan Update in March 2022, the Town began working on the Housing Element update and was awarded several roadway improvement grants at critical areas that will promote economic vitality.

In the area of **Community**, the Town focused on inclusiveness. This includes creating an Age-Friendly City binder to help the aging population, researching a ride-share program for seniors and populations in need, enforcing parking policy to ensure safety and accessibility to all residents and visitors, hosting multi-cultural programs and events, updating the flag raising schedules to celebrate diversity, and relaunching the Adult Holiday Event to offer an opportunity for residents to network and mingle. The Town is also working on various beautification projects, including adding artwork on utility boxes and seeking request for proposal for an F-Street Wall Mural.

As for the Town's **Capital** program, the Town was awarded over \$13.0 in grant funding for various future roadway projects. The Town also completed the following capital projects:

- The pavement project on the 300 Block of F Street.
- The F Street Wall rehabilitation project.
- The Town completed the Council Chamber A/V upgrade supporting hybrid City Council meetings.
- Staff purchased its first all-electric Department of Public Works vehicle.

Financially, the Town is projecting to add \$538,723 to the General Fund's unassigned reserve in FY 2022-23. Better than expected sales tax revenues and not spending contingency funds unless absolutely necessary are the main drivers for the positive financial outcome. The Town also made \$1.8 million supplemental contributions to CalPERS (\$1.0 million) and 115 Trust managed by PARS (\$0.8 million) to reduce future pension liabilities.

FY 2023-24 Overview

The Town is expected to be financially healthy in FY 2023-24, with a projected non-restricted ending fund balance of \$31.29 million and \$11.35 million in the two 115 Trust Funds by June 30, 2024. The two 115 Trust Funds are restricted to pay for future unfunded pension and other post-retirement benefits (also known as OPEB).

The General Fund is projected to reduce unassigned reserves by \$1.01 million in order to support debt service, parking enforcement operations, sewer operations, and the FY 2023-24 capital program. The General Fund will also be reducing the Accrued Leave Payout Reserve by \$507,000 in preparation for potential retirements in the coming year.

General fund revenues are budgeted at a 1% growth for FY 2023-24. Sales tax remains as the main source of revenues for the Town, representing 70% of the Town's general fund revenue budget. In the last five years, the Town has been anticipating a flattening in sales tax revenues. With the advice from HdL, the Town's sales tax consultant, the Town is expecting the flattening to begin in FY 2023-24, with a 1% increase in revenues.

In operations, the General Fund expenditure budget includes many major initiatives, including the hiring of an election consultant to help with new revenue analysis, an additional full-time Dispatcher to comply with 9-1-1 call center regulations set by CalOES, an additional full-time Accounting Manager to strengthen the accounting and finance department, and preparation for the 100th Year Anniversary Celebration.

Acknowledgements

In closing, I'd like to thank the City Council for its policy leadership in a year full of challenges change. This document demonstrates how the difficult choices the City Council has made throughout the past several years are continuing to benefit the Town during these difficult times. It is a pleasure working with you to implement your vision for the Town of Colma and to provide a government our residents can be proud of.

Documents like this cannot be completed without teamwork from all involved. To that end, I would like to thank the Department Directors for their dedication to the overall effectiveness of the Town's government and to the residents themselves. It is also important to acknowledge Administrative Services Director Pak Lin and Department Heads for collaborating and putting together a budget document that is precise, attractive, informative and award-winning!

A handwritten signature in blue ink, consisting of stylized initials followed by a long horizontal stroke.

Budget-At-A-Glance

Coming Soon

Available After June 14, 2023

Expenditures by Funds

Updated On 8 May, 2023

← Back History ▾ Reset

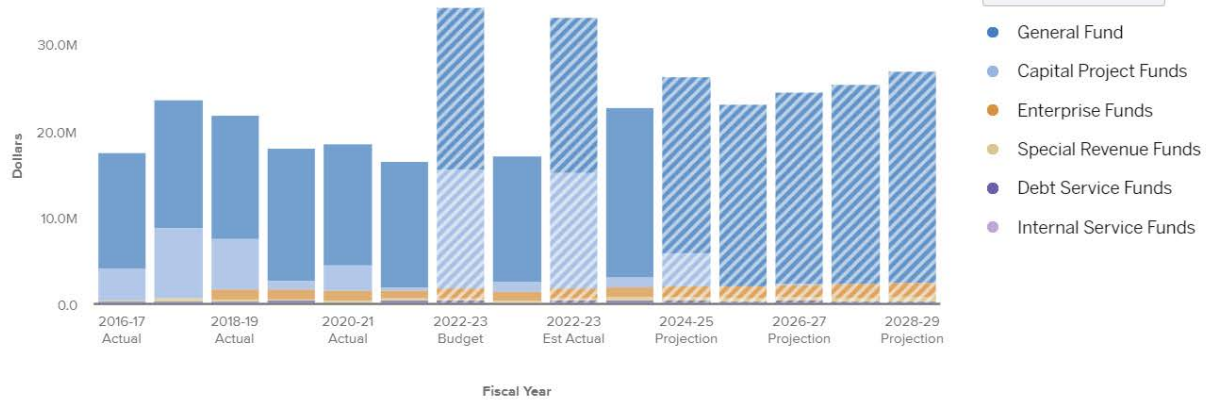
Broken down by

Funds* Expenses



Sort Large to Small ▾

Visualization



Colma Profile

Colma History



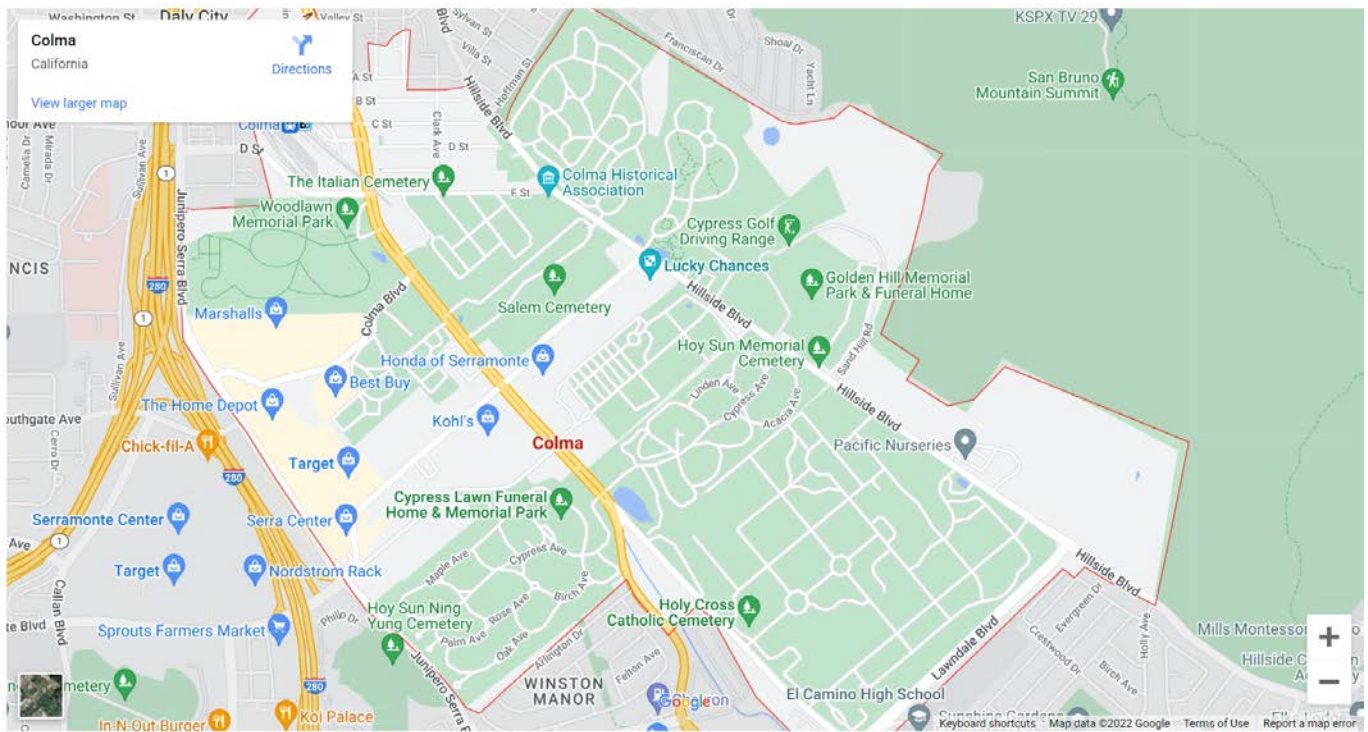
More information about Colma's history is available at the Colma Historical Association website at <https://www.colmahistory.com/history.html>

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.

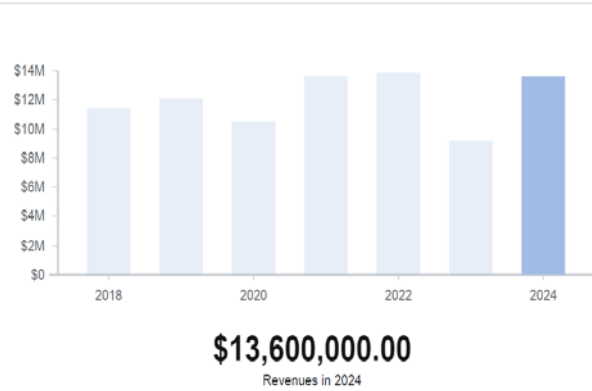
Sales Tax Revenues

Where does my sales tax dollar go?



Sales Tax Trend

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

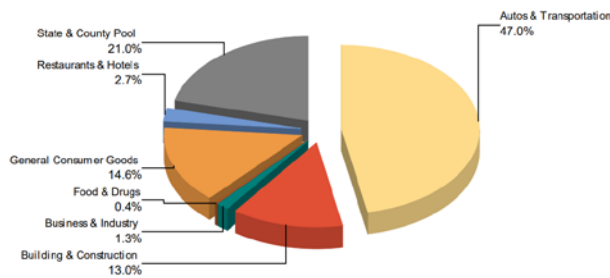


The tax rate for San Mateo County is 9.375%. The chart above shows that for every dollar of the sales tax you pay, 11 cents go to the Town of Colma.

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.

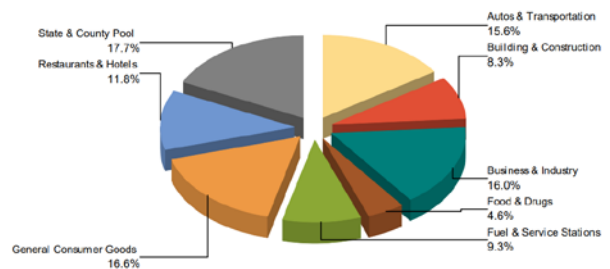
2022 Sales Tax Comparison

Town of Colma
Town of Colma



HdL Client Database Statewide Totals

HdL Client Database Statewide Totals



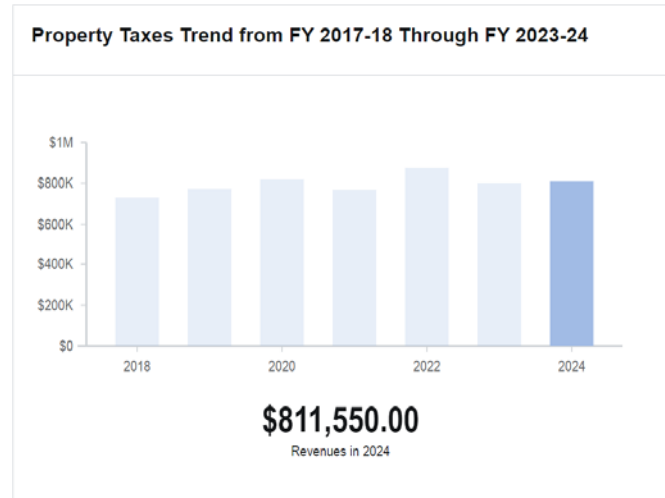
Property Tax Revenues

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

◀ Previous

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Next ▶

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

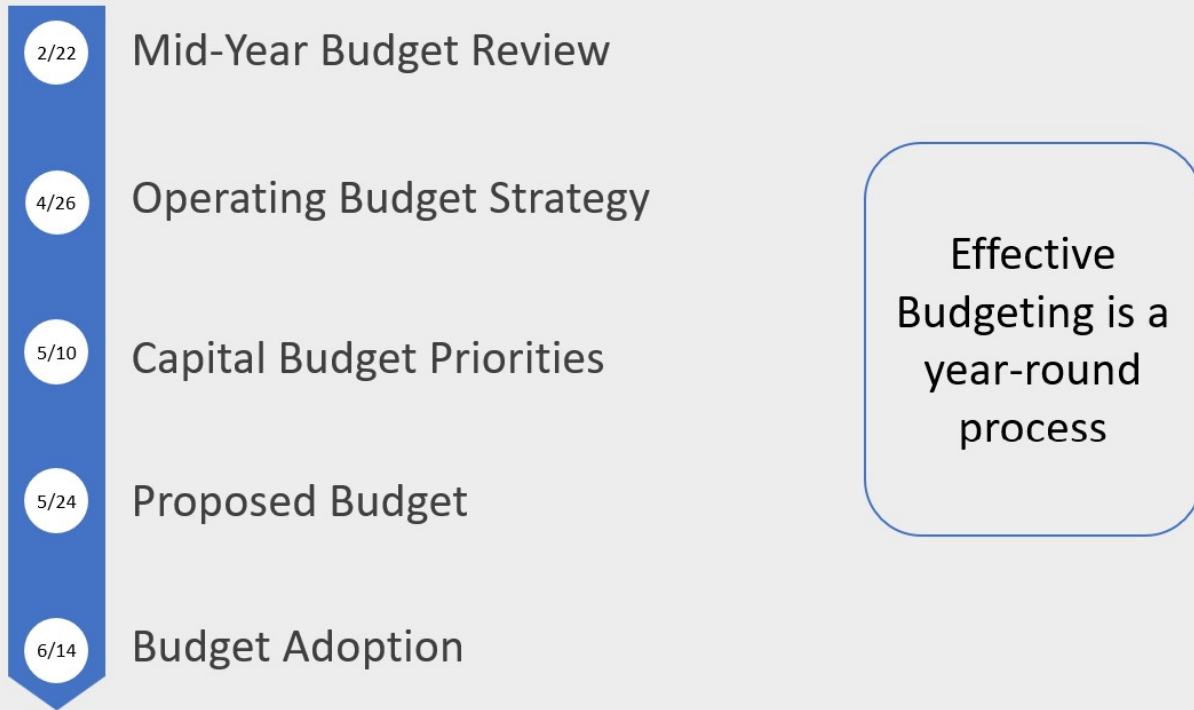
The Budget Development Process begins in February with the mid-year financial update and budget review. Market and economic indicators, by mid-year, provide the foundation for the following fiscal year's budget. For FY 2023-24, the mid-year financial update was presented at the February 22, 2023, Regular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

Budget Timeline



2

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. Feedbacks 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 the 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 cost.

The job market continues to be strong and companies across the board is 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.

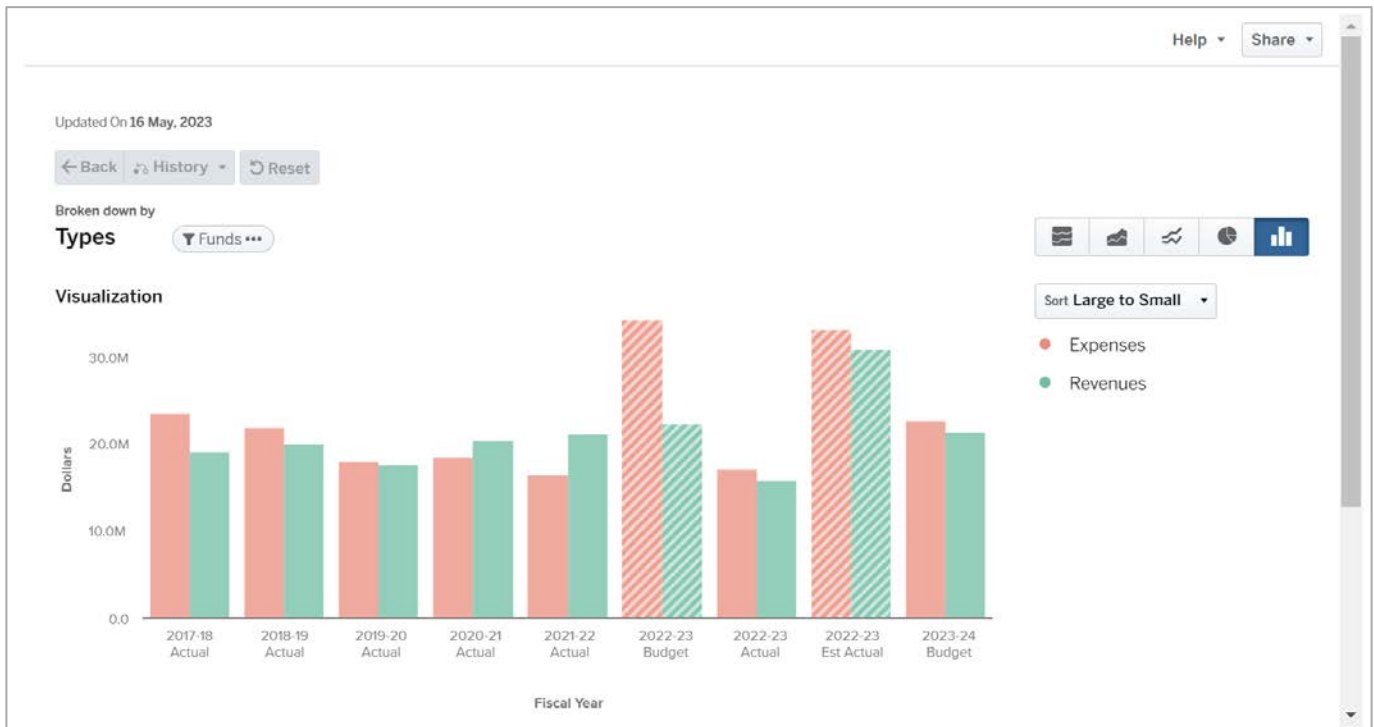
Town-Wide Financial Summary for Fiscal Year

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. These are the years the Town drew down on reserves. FY 2017-18 is when the Town entered 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 the beginning of the COVID-19 pandemic, 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
Revenues by Categories									
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
Total Revenues	19,239,895	20,146,805	19,815,325	22,429,452	20,121,960	25,961,104	14,750,216	32,721,791	23,288,315

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
Expenditures by Category									
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
Total Expenditure by Category	23,643,665	22,010,764	18,845,781	18,061,787	16,309,329	21,248,059	12,282,928	34,104,071	23,669,181

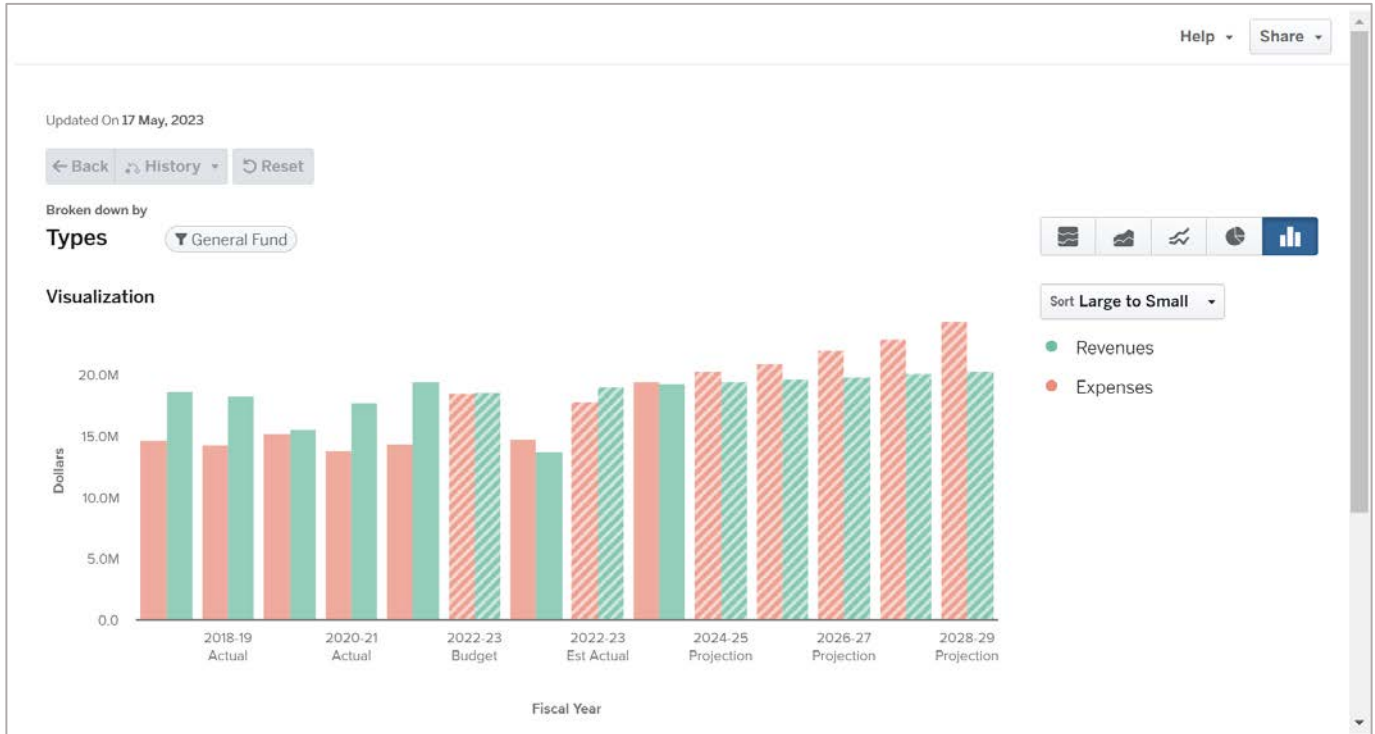
Expenditures by Department for All Funds

Town-wide Financial	Special Revenues						Trus (7x)	Total
	General Funds (1x)	& Debt Funds (2x, 4x)	Capital Funds (3x)	Vehicle Replacement Fund (6x)	Enterprise Funds (8x)			
Expenditures by Function								
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	
Total Expenditure by Function	19,564,699	655,914	1,145,000	220,000	1,200,554	883,014	23,669,181	

General Fund Budget

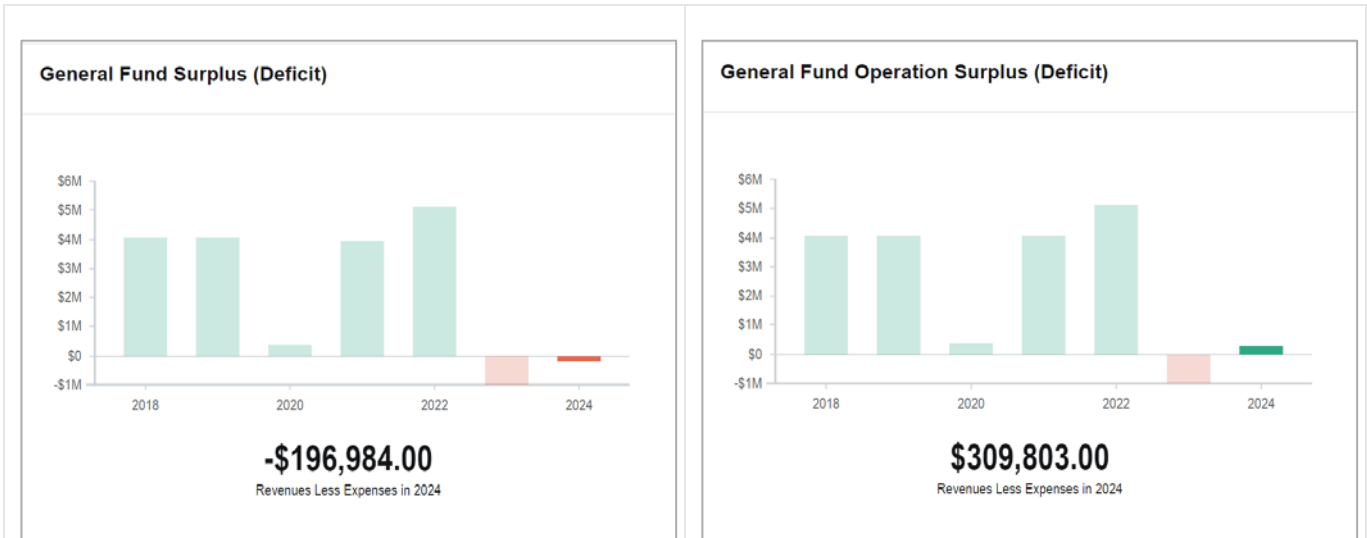
For FY 2023-24, General Fund is projected to receive \$19.37 million in revenues, spend \$19.56 million in operations, and transfer \$1.32 million to support capital, debt, and sewer programs. After transfers, General Fund will need \$1.51 million of unassigned reserves.

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.

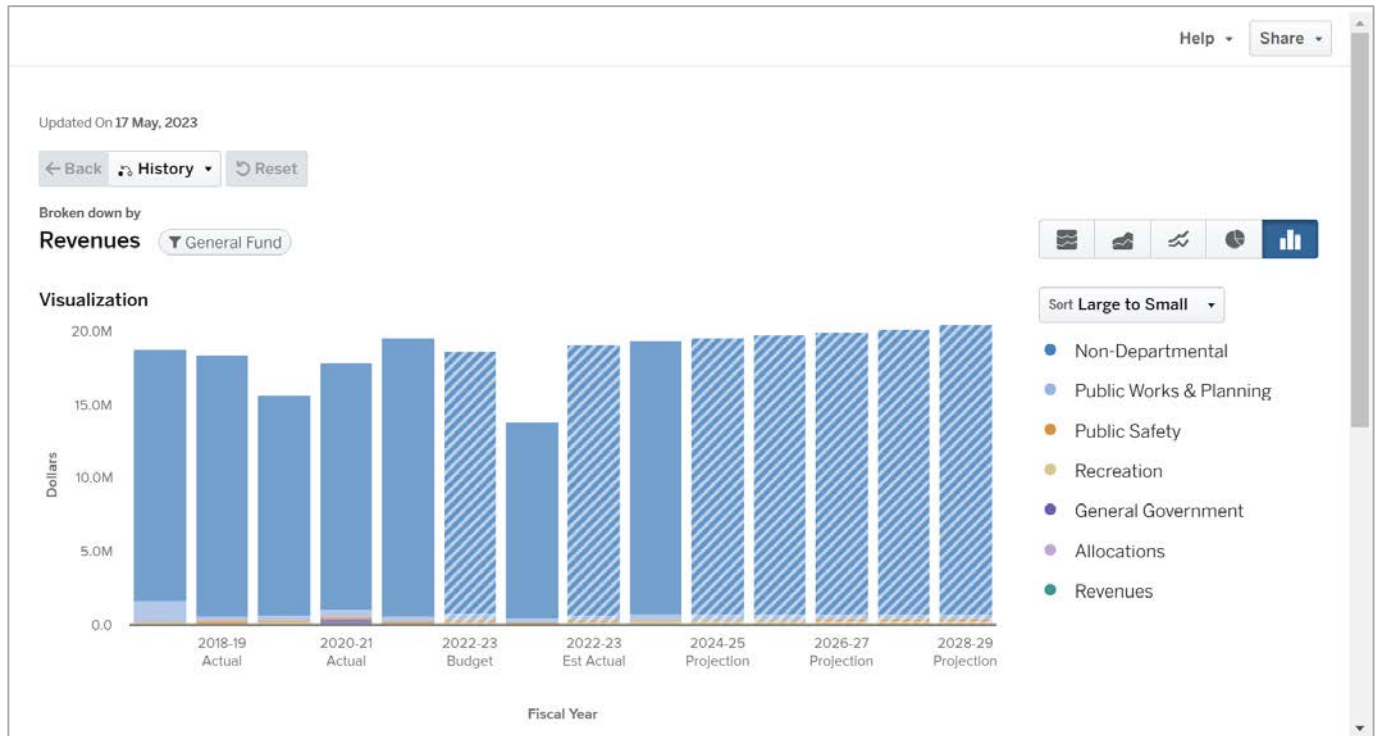
General Fund Revenues

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

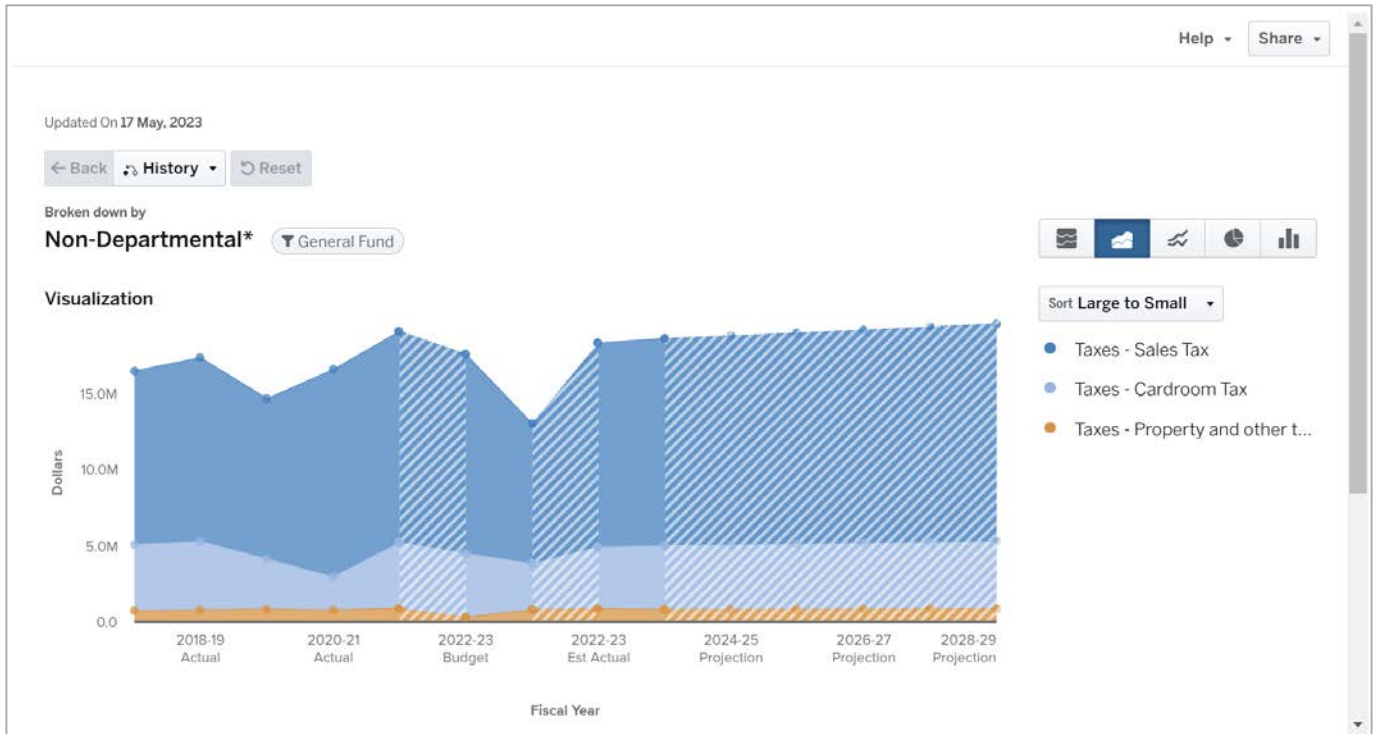
housing valuation relief. In general, property tax impacts are delayed by 2 years, whereas sales tax and cardroom tax revenues can be impacted immediately. The budget projects the Town will receive \$812,000 in property and other taxes.

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	64,906	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
Total	\$ 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

General Fund Tax Revenues Trend

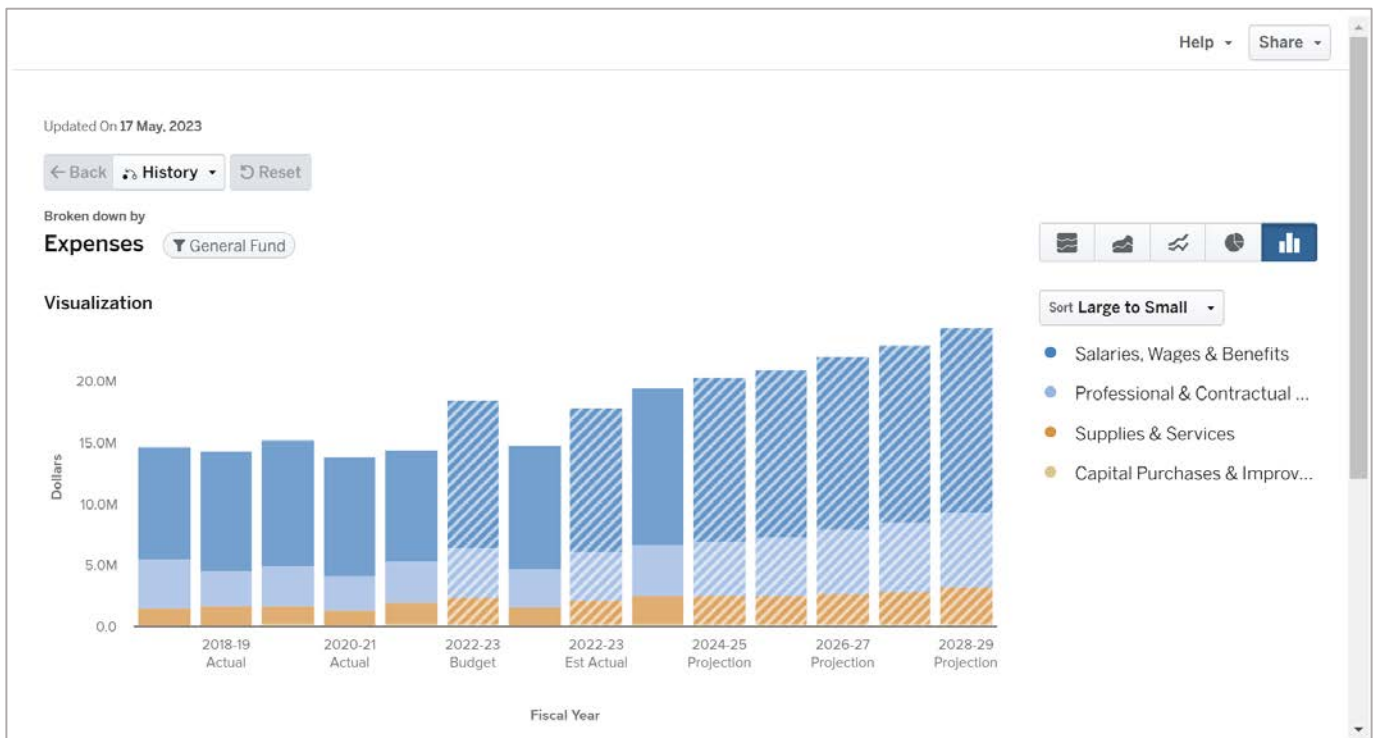


Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Est Actual	2023-24 Budget	2024-25 Projection	2025-26 Projection	2026-27 Projection	2027-28 Projection	2028-29 Projection
• Taxes - Sales Tax	\$11,397,118	\$12,066,527	\$10,520,000	\$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
Total	\$16,465,151	\$17,347,195	\$14,653,538	\$16,579,107	\$19,077,777	\$17,573,800	\$13,009,954	\$18,315,555	\$18,611,550	\$18,774,944	\$18,969,211	\$19,165,173	\$19,364,640	\$19,565,500

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
Total	\$ 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
Resiliency <i>Ensure long term Financial health, Workforce development, Emergency preparedness and Climate adaptation</i>	<ul style="list-style-type: none"> Engage with an Election Consultant to help with revenue initiatives (\$100,000). Hire an Accounting Manager to strengthen the Finance department (\$280,000).

Strategic Plan Focus Area	FY 2023-24 Budget Programs
	<ul style="list-style-type: none"> 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.
Operations <i>Increase Civic engagement, Transparency and use of Technology</i>	<ul style="list-style-type: none"> Transfer \$52,000 from General Fund to Parking Enforcement Fund 29 to maintain the current parking and property management support.
Community <i>Build upon our Community identity & Maintain quality of life</i>	<ul style="list-style-type: none"> 100th Year Celebration (\$90,000 in Operation and \$100,000 in CIP)
Capital Program	<ul style="list-style-type: none"> The Town's capital program is scheduled for the May 10, 2023, Regular City Council meeting for public review and discussion.

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	(5,848,997)	(1,154,320)	(3,332,053)	(394,084)	(511,527)	(1,067,781)	(83,496)	(611,521)	(1,317,584)

Table 6

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	(1,317,584)	(39,845)	298,759	515,000	375,000	168,670	-

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
Total Reserves (All Fund)	36,310,017	34,805,217	35,771,567	38,922,457	41,885,880	43,015,934	42,635,067
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
Total Reserves (All Fund)	24,456,213	25,182,278	23,833,432	27,285,998	27,479,724	28,018,447	26,503,877

Departmental Budget

FY 2023-24 Budget

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

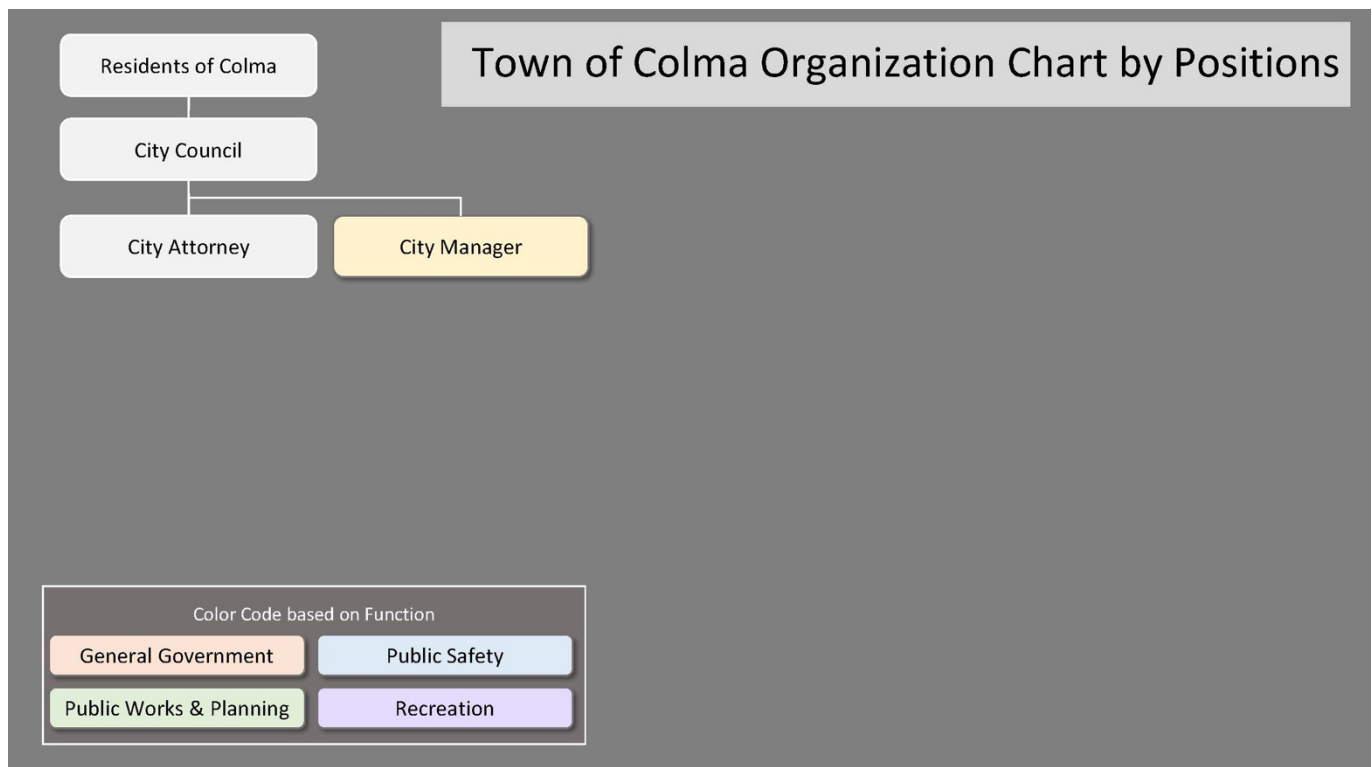
1. [General Government](#),
2. [Public Safety](#),
3. [Public Works & Planning](#), and
4. [Recreation](#).

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

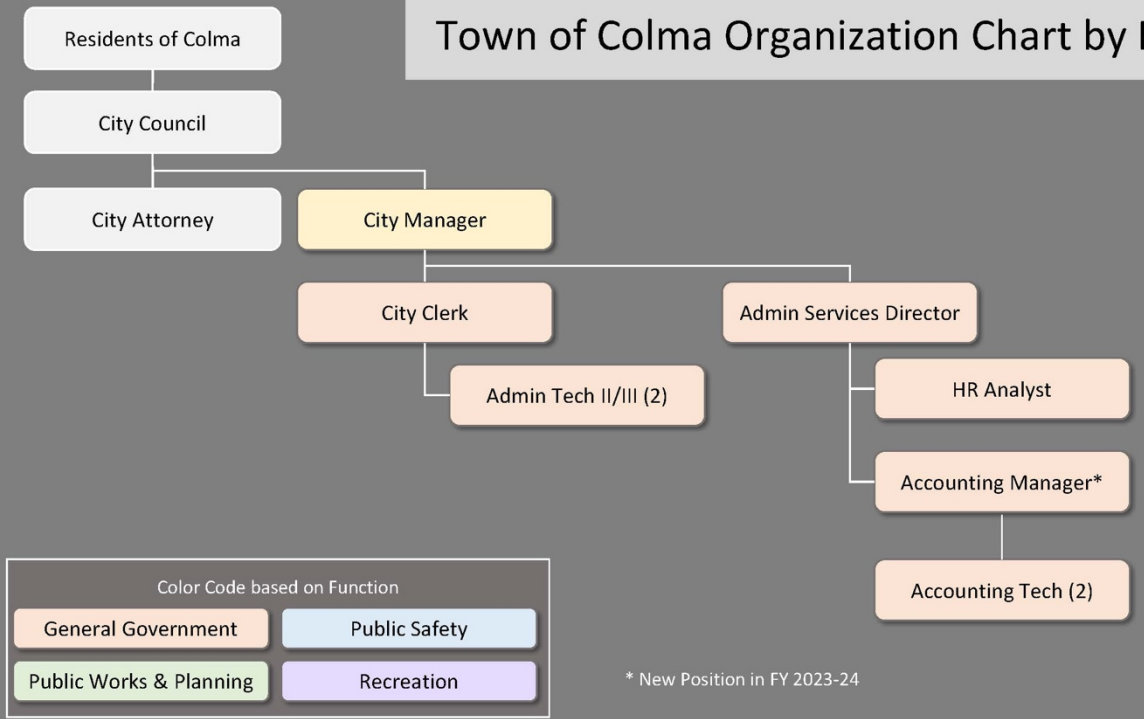
Organizational Chart

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

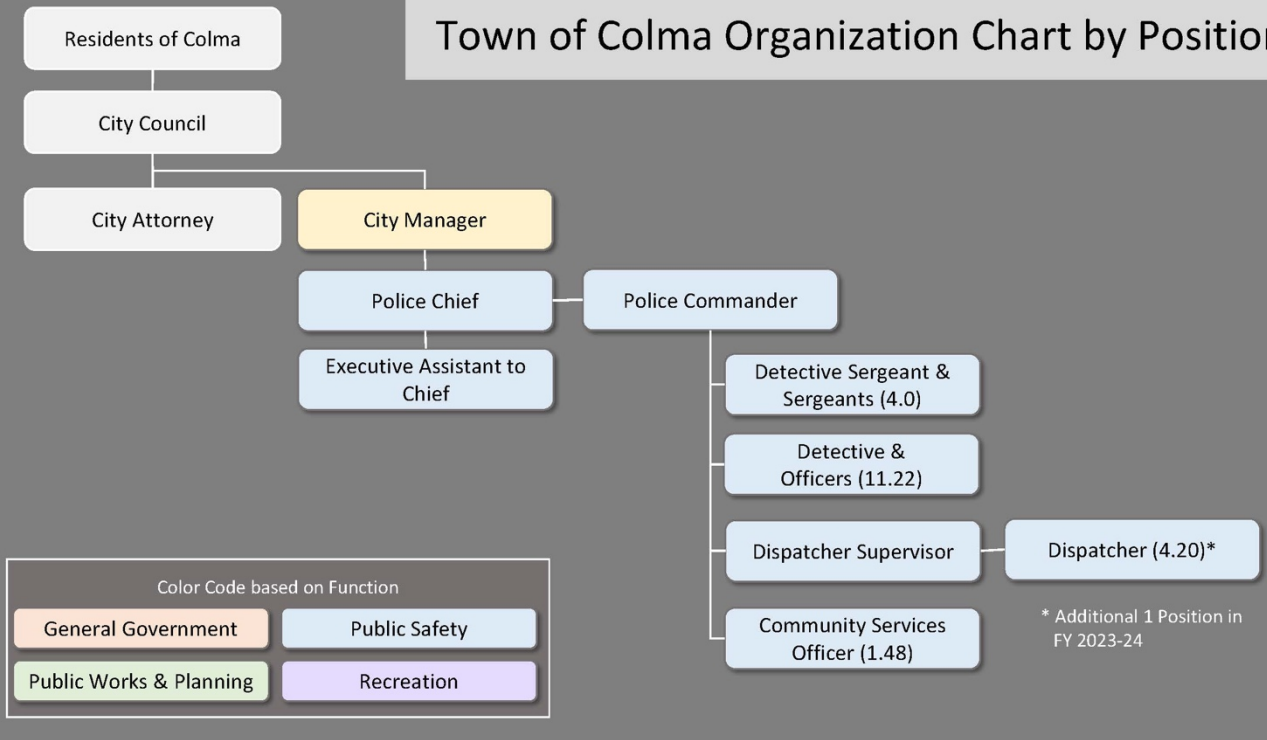
<https://stories.opengov.com/colmaca/published/lfsG8vhC8C> ([Link needs to be updated](#))



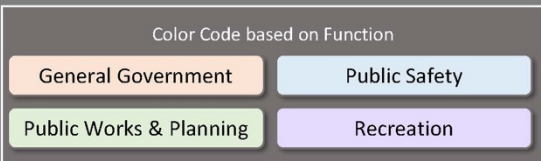
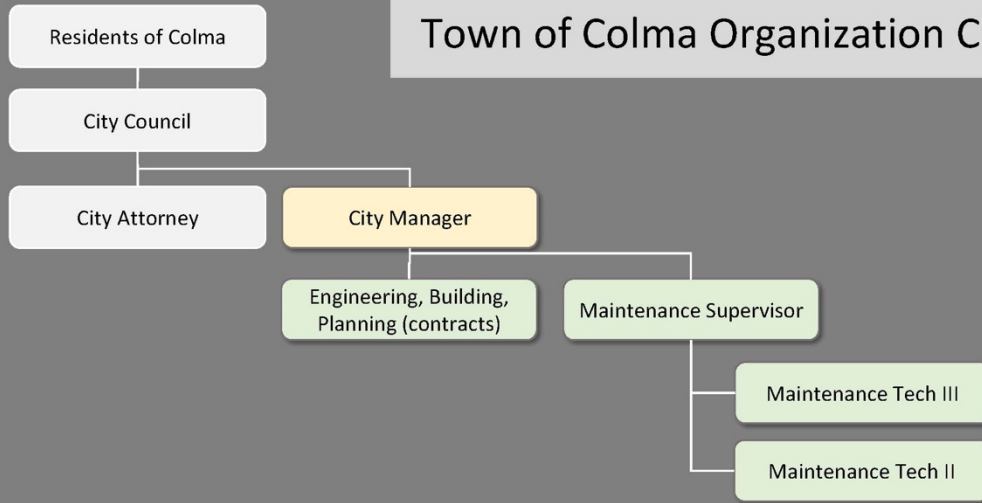
Town of Colma Organization Chart by Positions



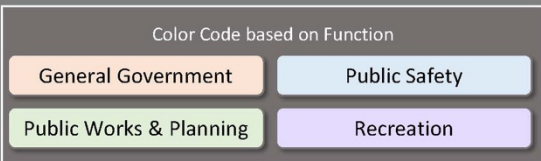
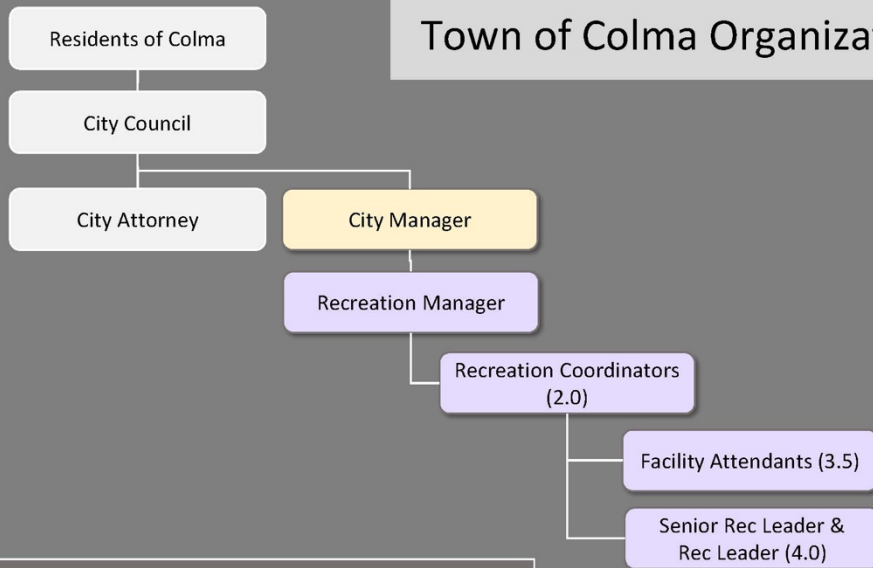
Town of Colma Organization Chart by Positions



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
General Government							
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%						
Public Safety							
Police Admin (210)	100%						
Police Patrol (220)	100%						
Communication/Dispatch (230)	100%						
Community Services (240)	29%			71%			
Public Works & Planning							
Engineering & Building (310)	100%						
Maintenance (320)	57%	1%				42%	
Planning (410)	100%						
Facility Operations (800s)	87%						13%
Recreation	94%		6%				

General Government

FY 2023–24 Budget

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General Government comprises of the following departments/divisions:

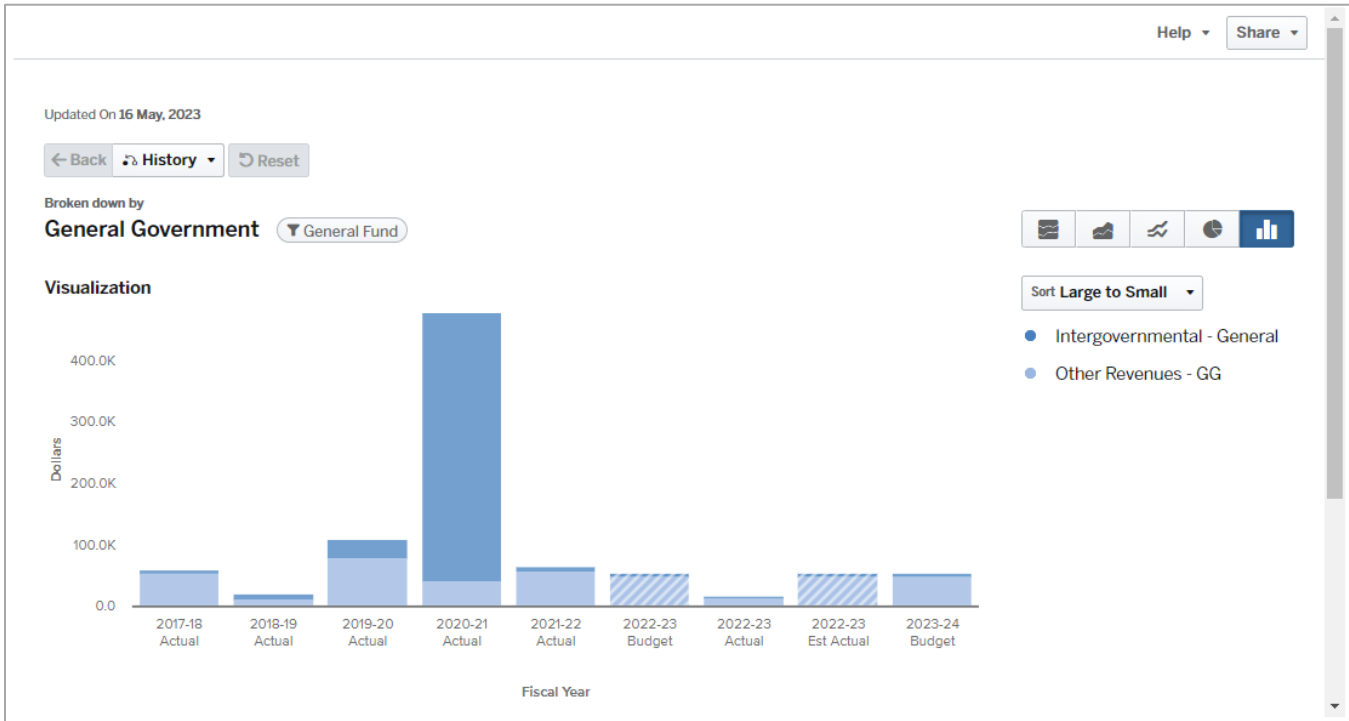
- [City Council](#) (110),
- [City Attorney](#) (130),
- [City Manager & City Clerk](#) (140),
- [Human Resources](#) (141),
- [Finance](#) (150),
- [General Services](#) (151),
- [Debt Services](#) (620), and
- [Emergency Response](#) (19-600).

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

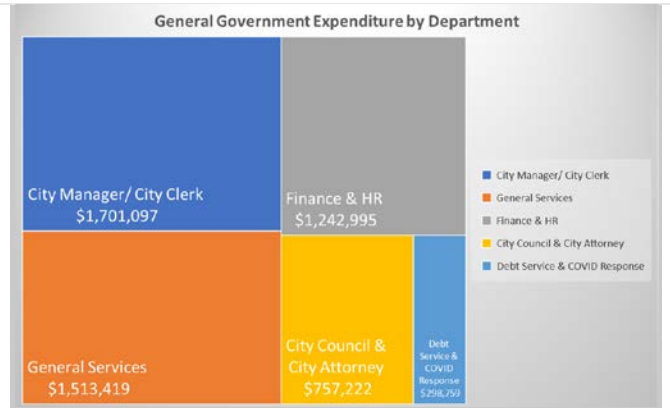
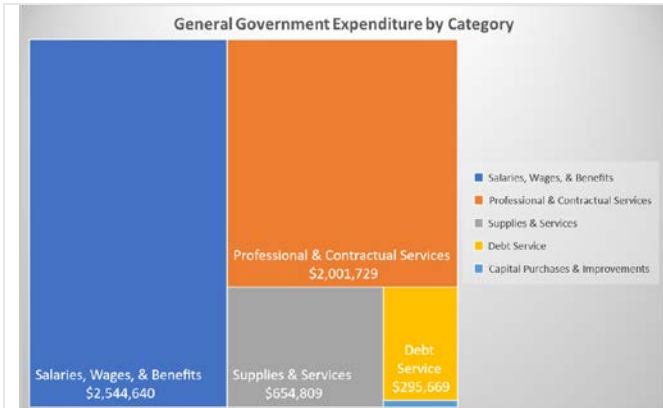
The General Government function is mainly supported by General Fund. The Town receives insurance reimbursements for workers' compensation, general liability, and property claims. The budget for insurance reimbursement is \$50,000.

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
Total	\$ 60,860	\$ 22,107	\$ 110,406	\$ 477,617	\$ 64,906	\$ 55,000	\$ 18,358	\$ 55,000	\$ 55,000

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.

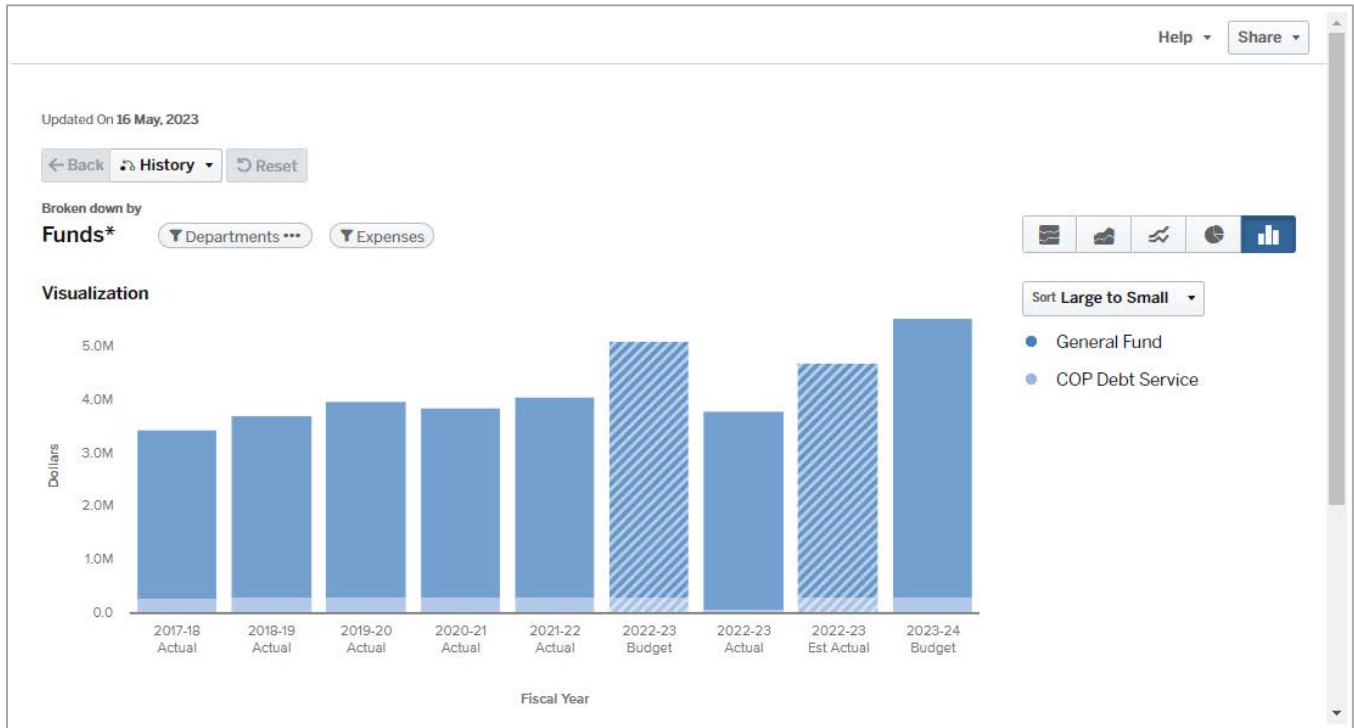
The **professional & contractual services** budget of \$2,001,729 includes \$1.0 million in insurance-related cost. Key changes in major general government expenditures categories will be discussed further in the respective departments.

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.

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
Total	\$ 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

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
General Fund	\$ 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
COP Debt Service	295,069	301,669	297,219	297,719	297,919	298,669	83,534	297,569	298,759
Total	\$ 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/KPDIFOGv8b> (Link needs to be this year's budget)

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



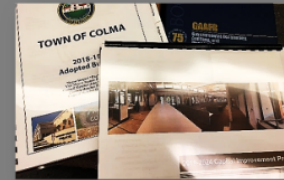
Department Duties	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Goals
Community Recognition:				
• Proclamations prepared	22	25	25	22
• Certificates prepared	100	120	80	100
• Flower arrangement sent	8	11	13	14
Distribute Colma LiveWire newsletters monthly to households	5,400	5,400	5,400	5,400
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

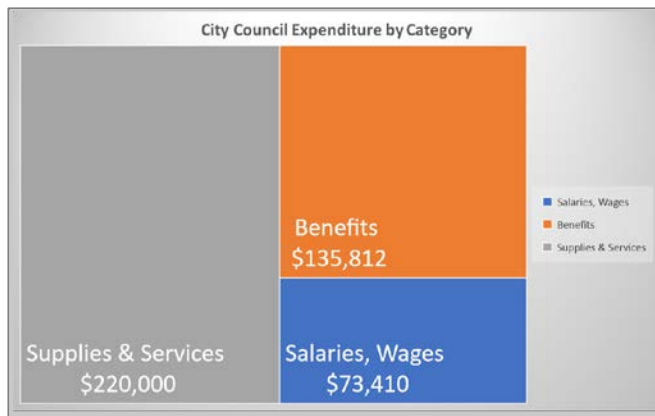
Category	2024
City Council	5

Revenues Summary

City Council operation is entirely funded by General Fund revenues.

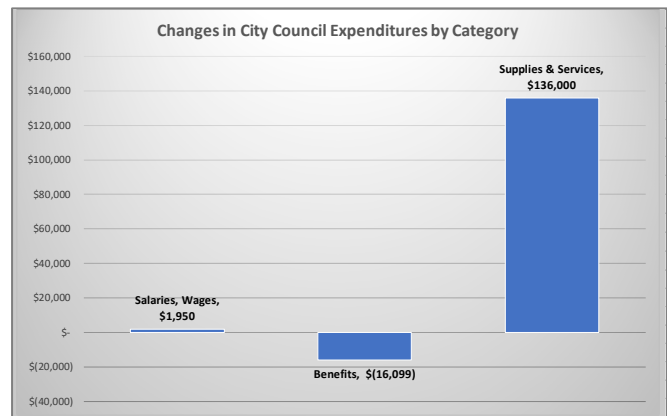
Expenditures Summary

FY 2023-24 City Council Budget



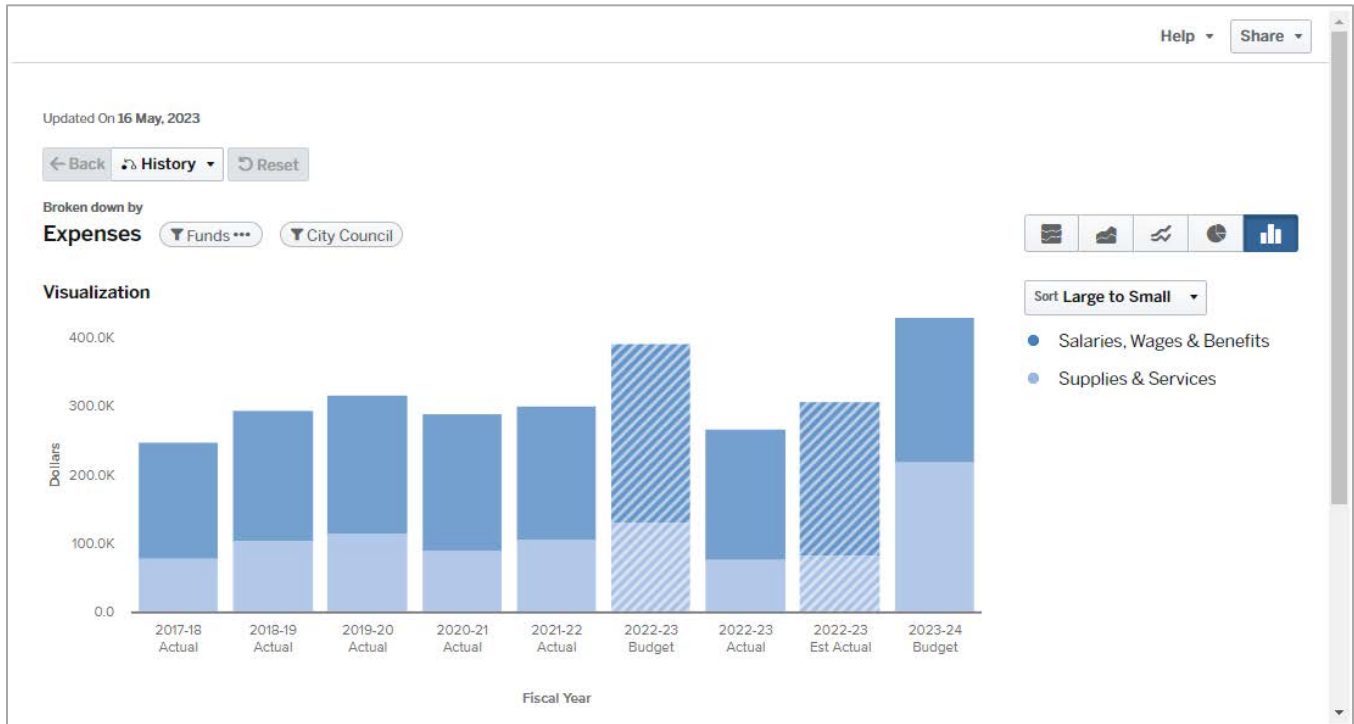
The total City Council budget for FY 2023-24 is \$429,222. The City Council budget has two expenditures categories, **salaries, wages, & benefits** and **supplies & services**. The **salaries, wages & benefits** category represents 49% of the total City Council budget.

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



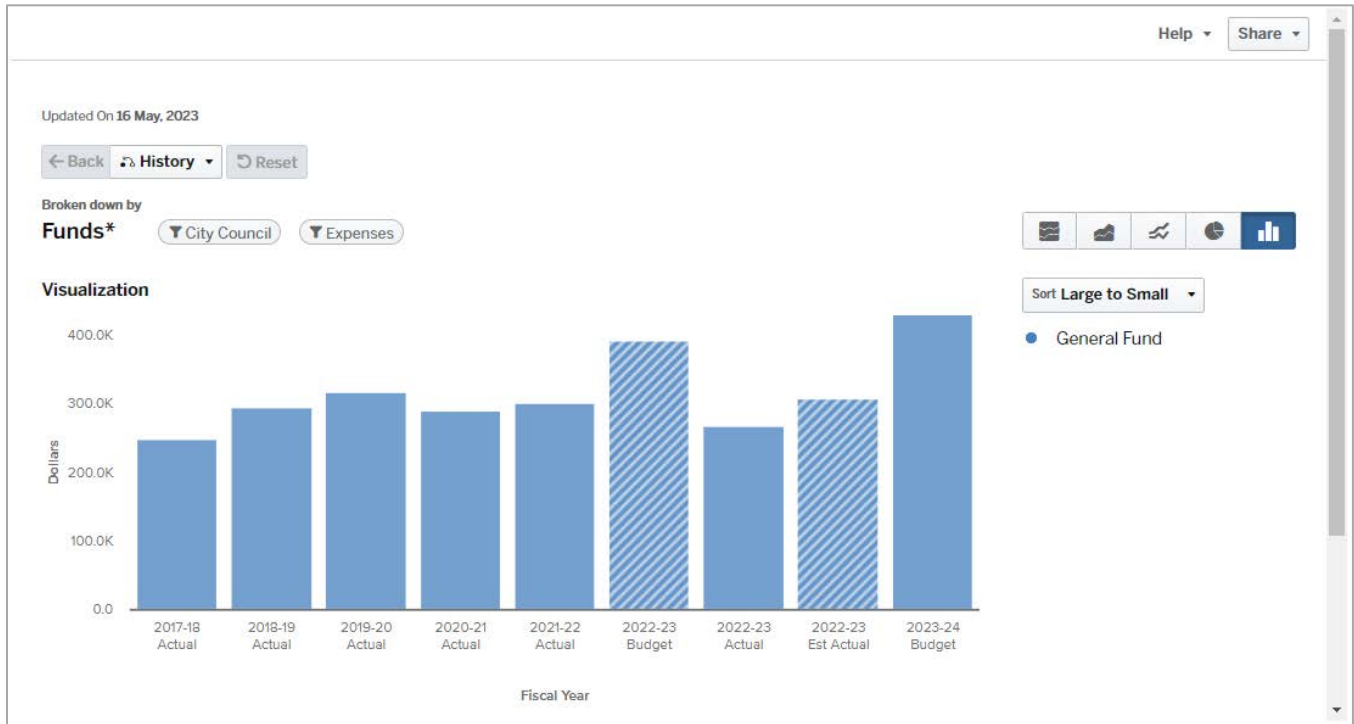
The FY 2023-24 budget is \$121,851 or 40% more than FY 2022-23 Estimated Actual. As shown above, the largest change in the City Council budget when compared to the FY 2022-23 Estimated Actual is in **supplies & services**, with an increase of \$136,000. The main attributes of the increase include \$55,000 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
Total	\$ 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
Total	\$ 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.

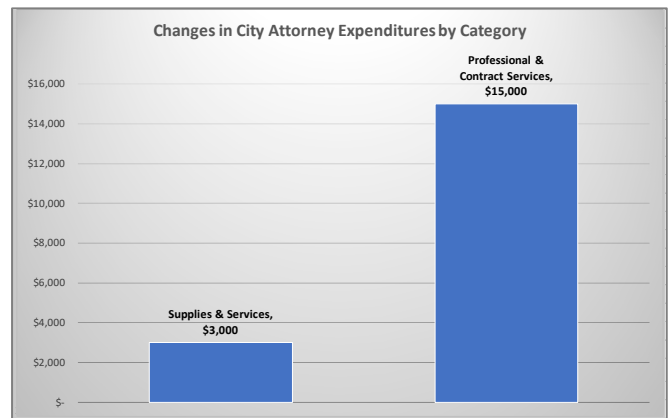
Expenditures Summary

FY 2023-24 City Attorney Budget



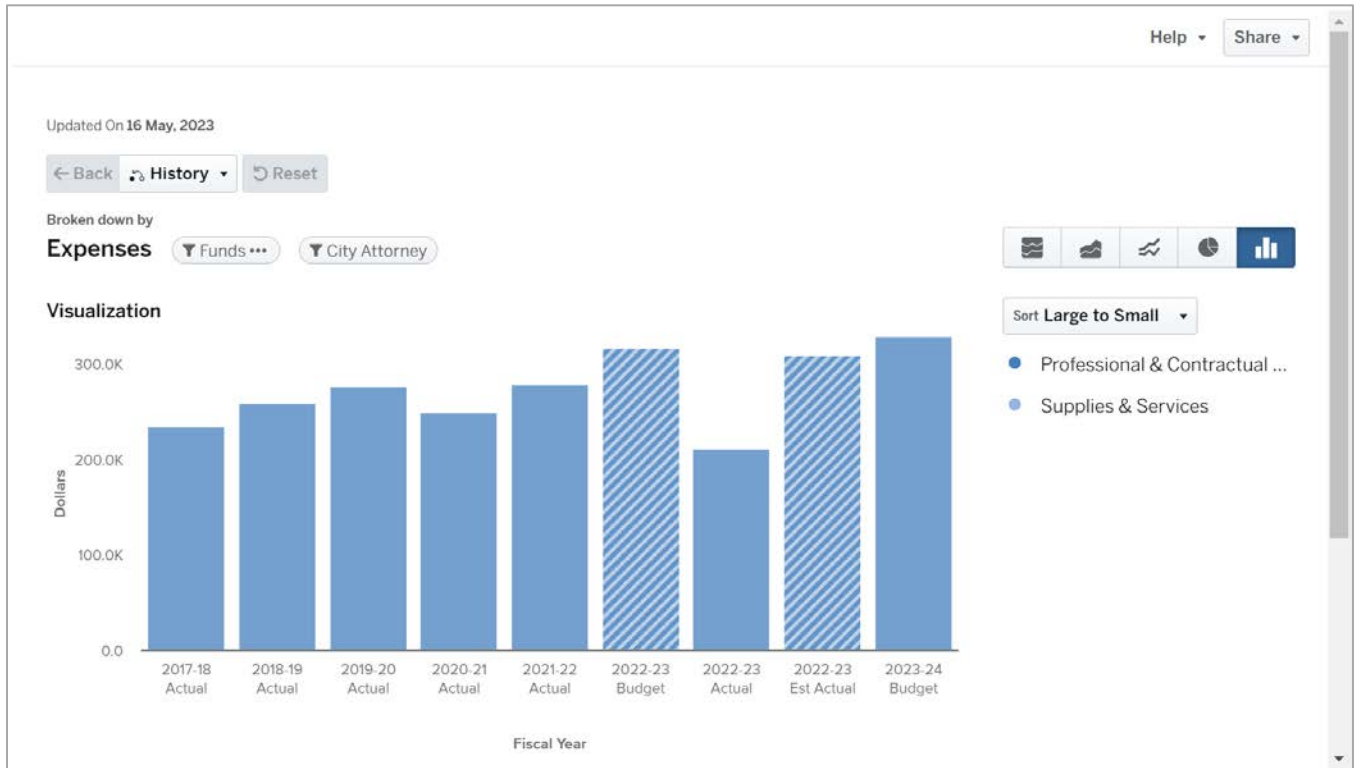
The total City Attorney's budget for FY 2023-24 is \$328,000. The City Attorney's budget consists of one main category - **professional & contractual services**. The budget includes general counsel through retention, contingency for specialized legal services, and codification of the Colma municipal 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
Total	\$ 234,402	\$ 259,480	\$ 276,558	\$ 249,520	\$ 279,516	\$ 316,500	\$ 212,023	\$ 310,000	\$ 328,000

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	\$ 234,402	\$ 259,480	\$ 276,558	\$ 249,520	\$ 279,516	\$ 316,500	\$ 212,023	\$ 310,000	\$ 328,000
Total	\$ 234,402	\$ 259,480	\$ 276,558	\$ 249,520	\$ 279,516	\$ 316,500	\$ 212,023	\$ 310,000	\$ 328,000

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.

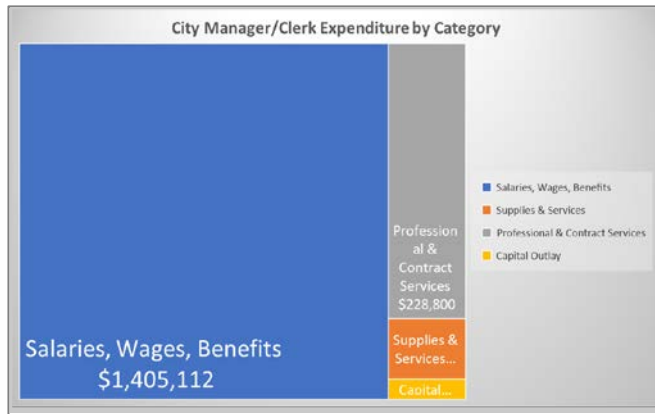
2023-24 City Manager/Clerk Staffing	
Category	2024
Administrative Technicians I/II/III	2
City Clerk	1
Administrative Services Director	1
City Manager	1
Interns - Public Information Officer	0.25

Revenues Summary

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

Expenditures Summary

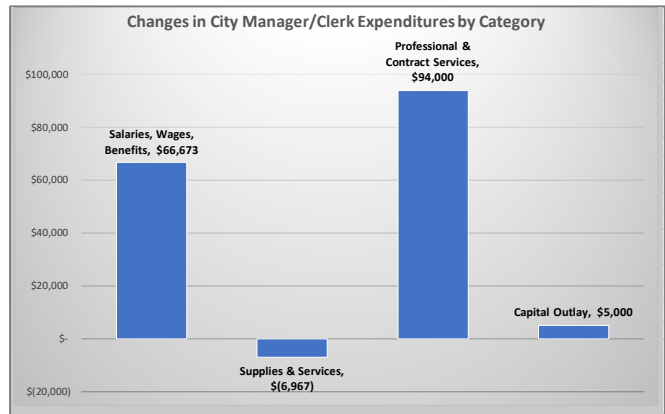
FY 2023-24 City Manager/ City Clerk Budget



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.

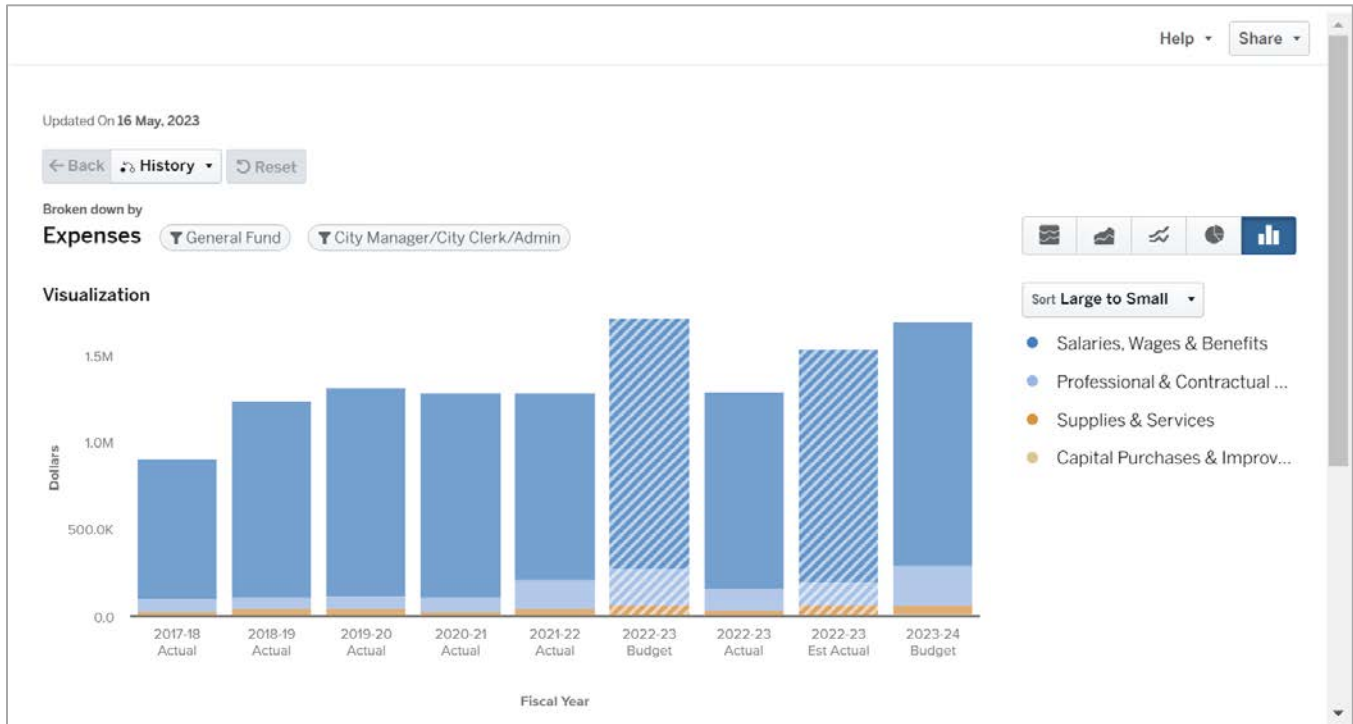
The City Manager/City Clerk’s budget includes \$100,000 within the **professional & contractual services** category towards an election consultant – part of the 2023-2025 Strategic Plan.

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



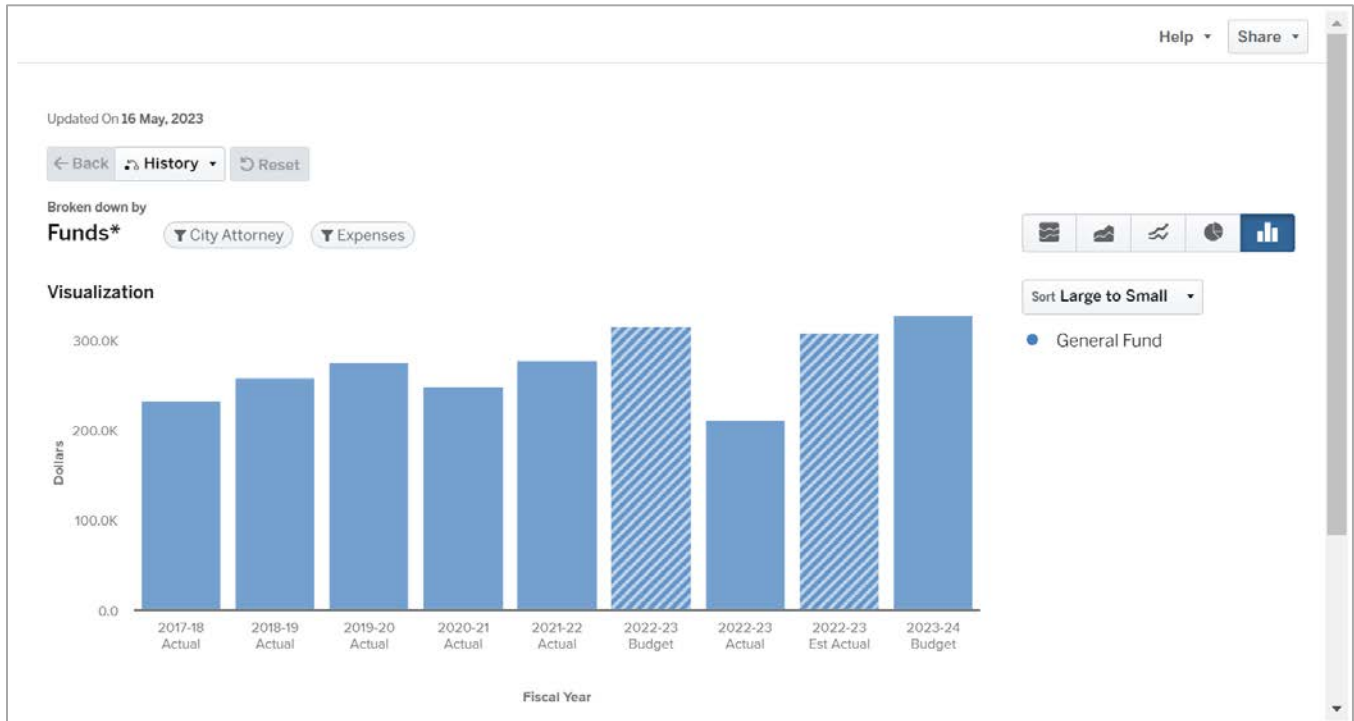
The FY 2023-24 budget is \$158,706 or 10% more than FY 2022-23 Estimated Actual. The increase in **salaries, wages, & benefits** of \$67,000 is a result of 2 key elements – COLA, and contingency budget to hire a new City Manager. The increase in **professional & contractual services** of \$94,000 includes 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
Total	\$ 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

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
General Fund	\$ 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
Total	\$ 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.

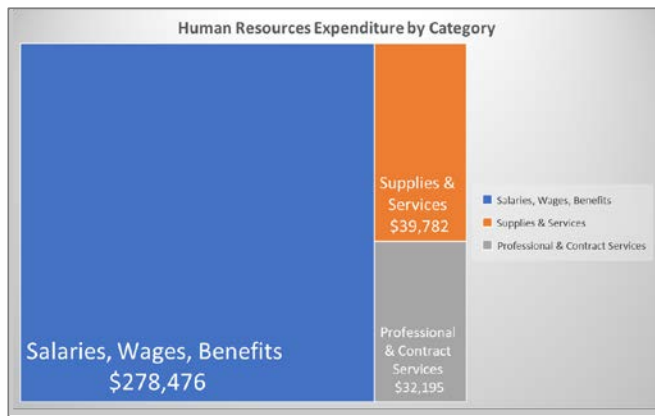
2023-24 Human Resources Staffing	
Category	2024
Management Analyst (HR) I	1
Student Aide - Office Assistant	0.15
Human Resources Manager	0

Revenues Summary

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

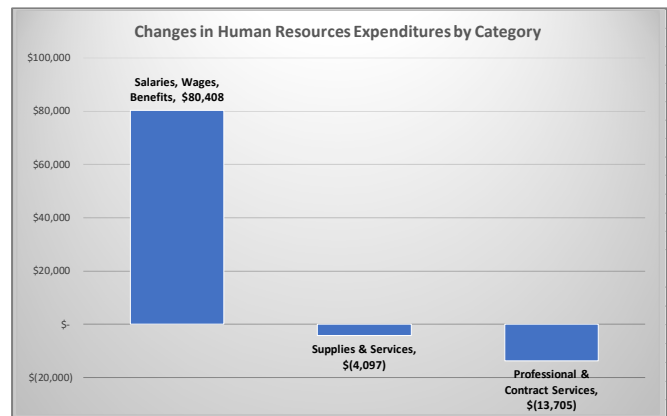
Expenditures Summary

FY 2023-24 Human Resources Budget



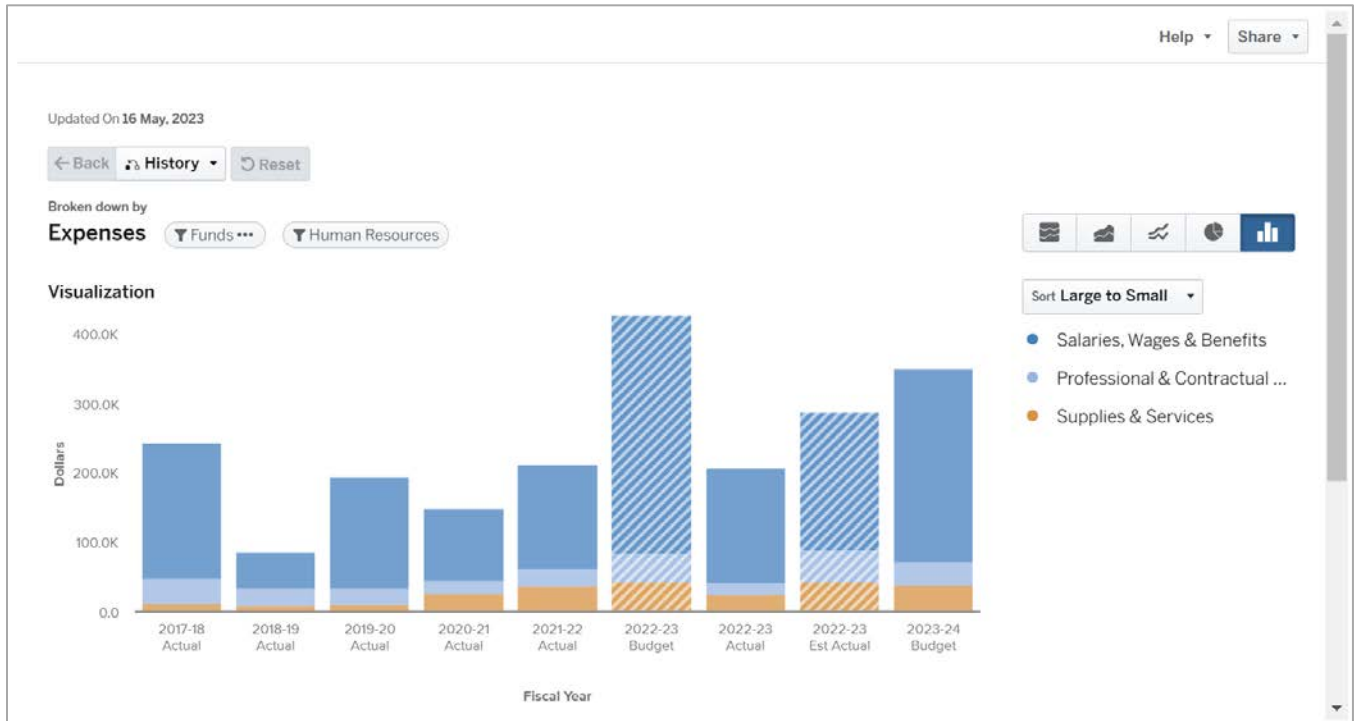
The total Human Resources budget for FY 2023-24 is \$350,453. The **salaries, wages, & benefits** category represents 79%, which supports 1.15 FTE.

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



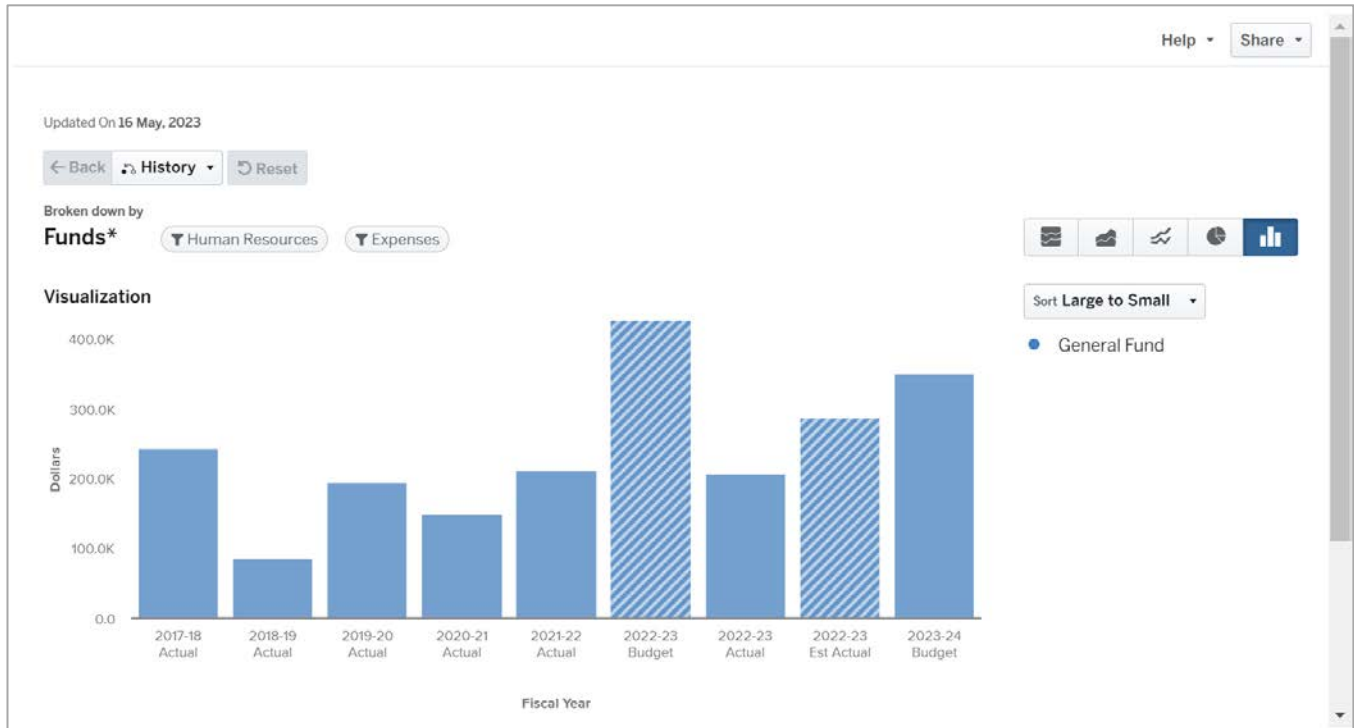
The FY 2023-24 budget is \$62,606 or 22% more than the FY 2022-23 Estimated Actual. **Salaries, wages, & benefits** increased by \$80,400 and is primarily due to COLA, merit increase per salary schedule, and increase in benefit costs. It also includes contingency budget of \$30,000.

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
Total	\$ 243,949	\$ 87,008	\$ 194,739	\$ 149,885	\$ 212,933	\$ 426,130	\$ 208,315	\$ 287,847	\$ 350,452

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
General Fund	\$ 243,949	\$ 87,008	\$ 194,739	\$ 149,885	\$ 212,933	\$ 426,130	\$ 208,315	\$ 287,847	\$ 350,452
Total	\$ 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.

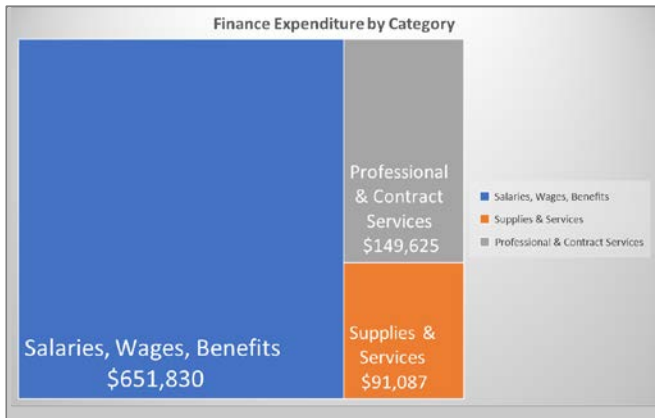
150 - 2024 Finance	
Category	2024
Accounting Technicians	2
Accounting Manager	1

Revenues Summary

The Finance operation is entirely funded by General Fund revenues.

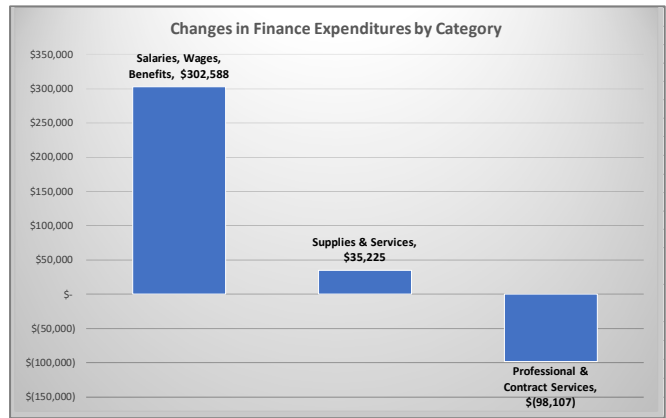
Expenditures Summary

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

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Broken down by

Expenses

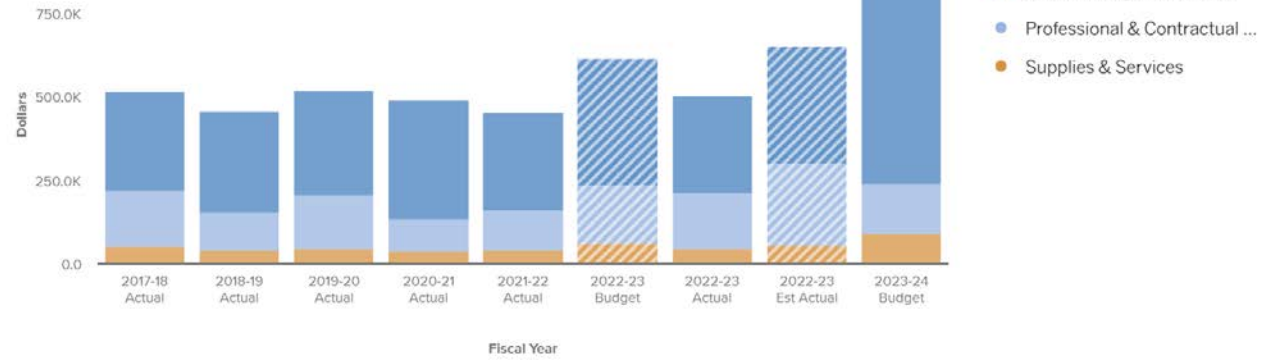
Funds

Finance



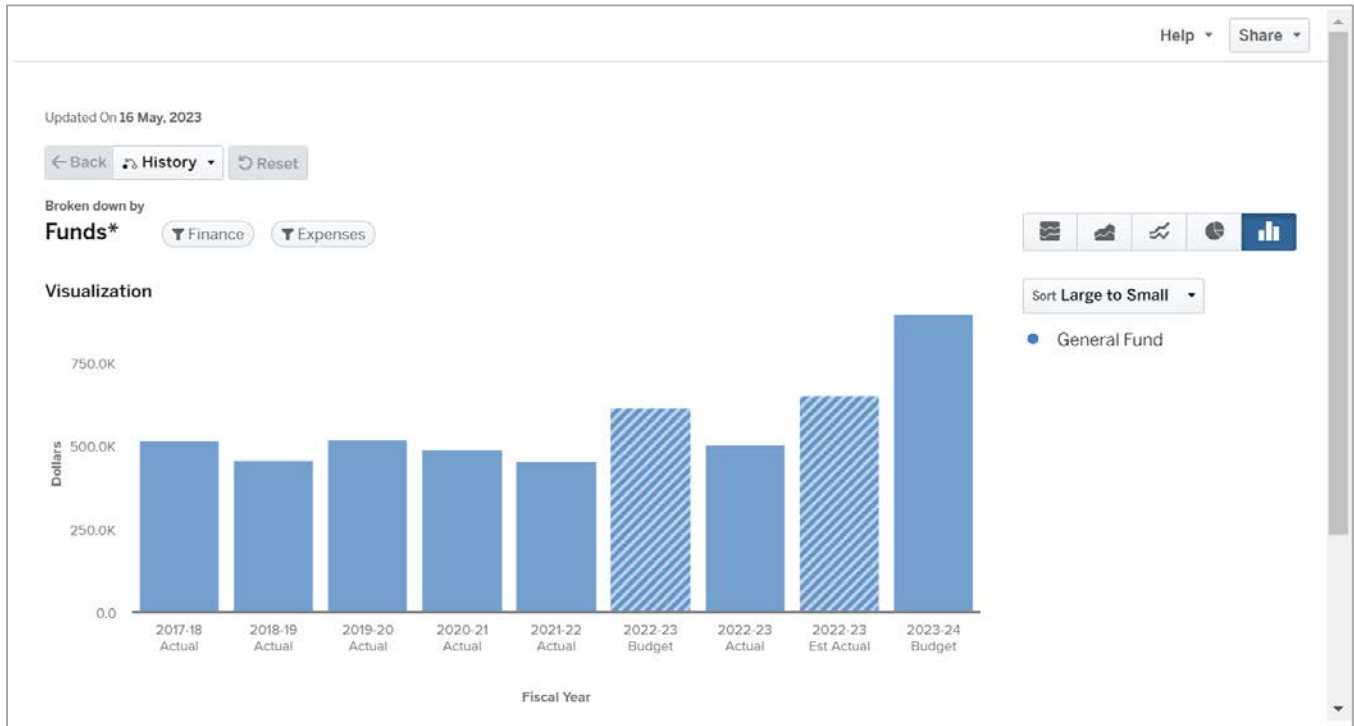
Visualization

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
Total	\$ 516,355	\$ 456,356	\$ 520,201	\$ 491,488	\$ 455,507	\$ 617,462	\$ 504,966	\$ 652,836	\$ 892,542

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
General Fund	\$ 516,355	\$ 456,356	\$ 520,201	\$ 491,488	\$ 455,507	\$ 617,462	\$ 504,966	\$ 652,836	\$ 892,542
Total	\$ 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

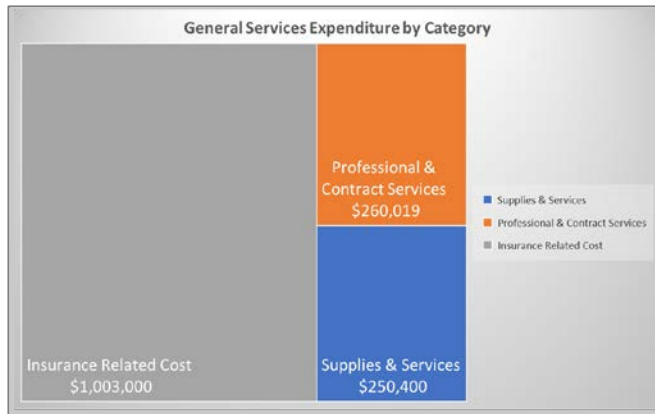
Operating expenditure in General Services is generally supported by non-departmental General Fund revenues. Annually, the Town is reimbursed for recovered Town property damage and workers comp claims filed and for risk mitigation. The risk mitigation grant is allocated through PLAN JPA, and unused portions 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
37021 - Insurance Reimbursements	\$ 55,860	\$ 12,107	\$ 80,731	\$ 41,808	\$ 57,733	\$ 50,000	\$ 13,358	\$ 50,000	\$ 50,000
Total	\$ 55,860	\$ 12,107	\$ 80,731	\$ 41,808	\$ 57,733	\$ 50,000	\$ 13,358	\$ 50,000	\$ 50,000

Expenditures Summary

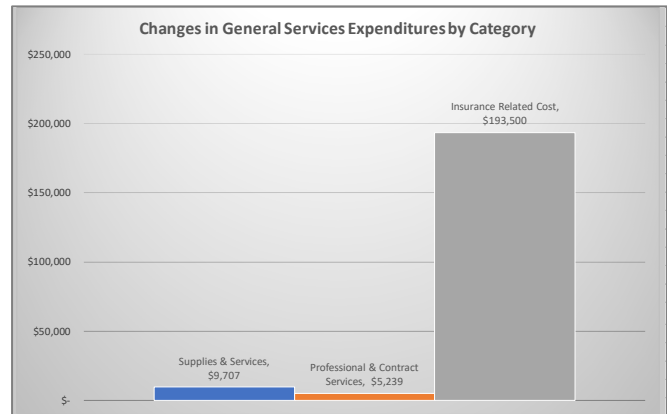
FY 2023-24 General Services Budget



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.

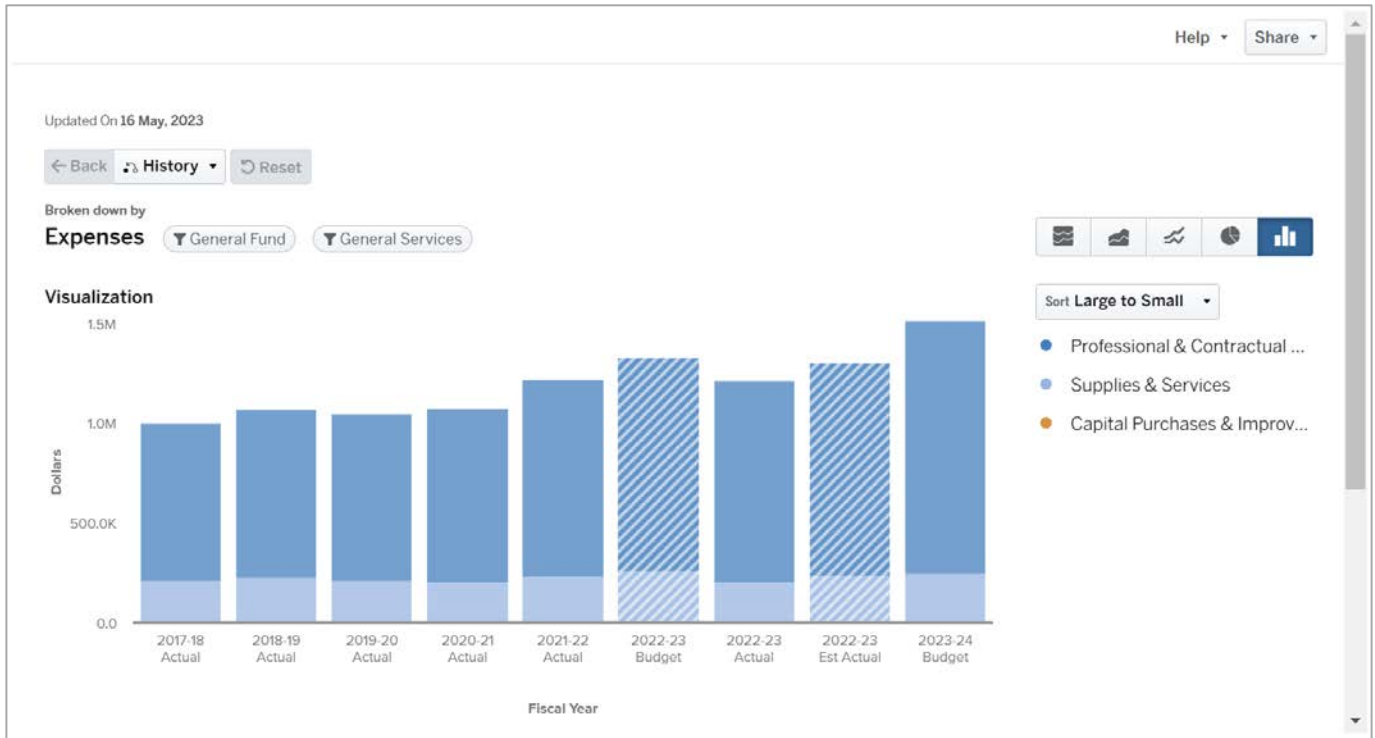
Insurance Costs are the largest expenditures category in the General Services budget. It is generally part of the **professional & contractual services** category. The supplies and services budget of \$250,400 includes \$110,000 in desktop and technology support, as well as Office 365 subscription.

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



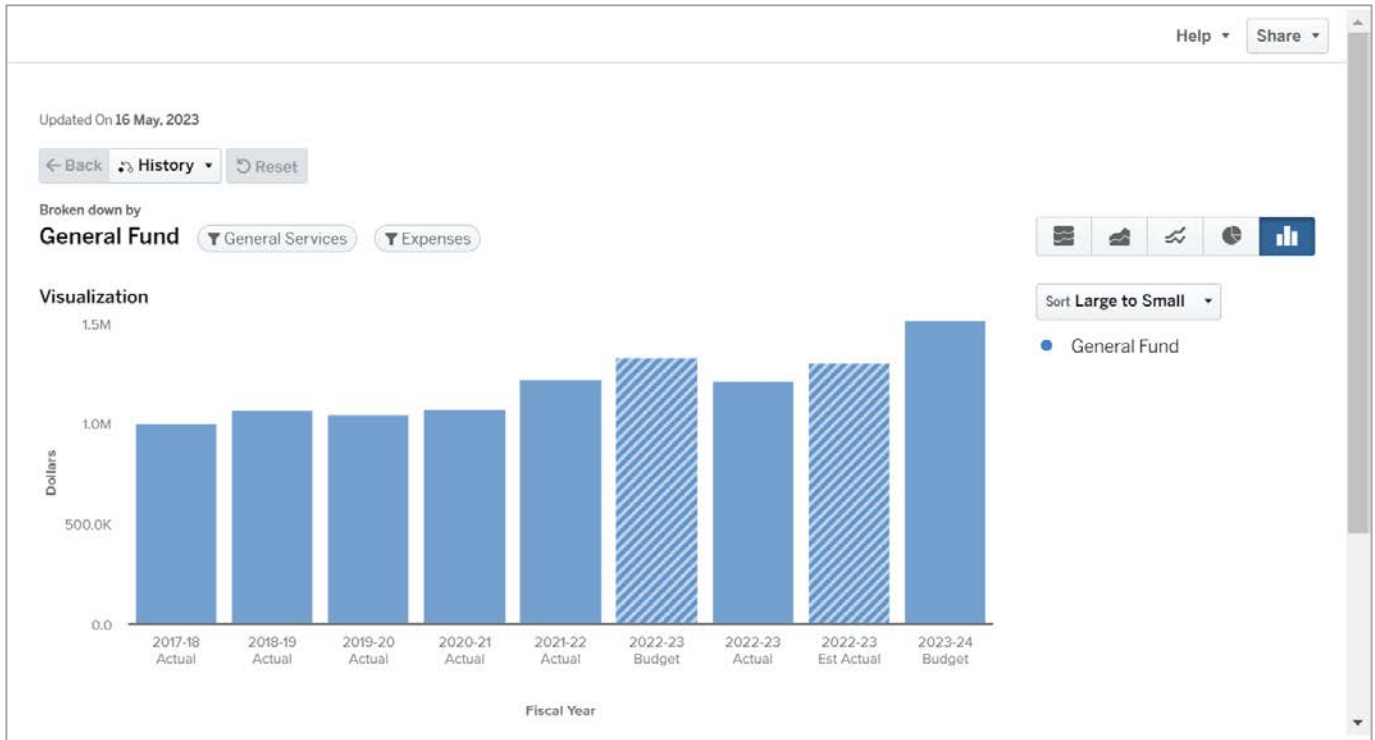
The FY 2023-24 budget is \$208,446 or 16% more than the FY 2022-23 Estimated Actual. The largest change is in **insurance costs**, as the property and general insurance market in California shrink. The Town is part of the PLAN JPA pool to share general and property claim risks. In recent years, the pool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

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
General Fund	\$ 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
Total	\$ 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
Legal Debt Margin	Actual	Actual	Actual	Actual	Actual	Budget
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
Total Legal Debt Margin [^]	108,640,870	114,216,568	121,024,255	126,101,630	128,537,063	131,023,804

[^] 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.

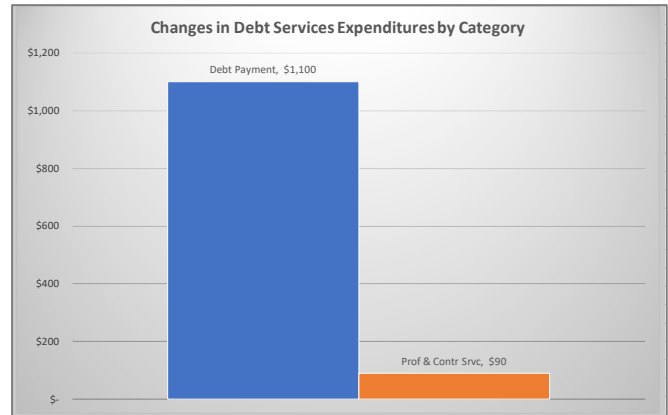
Expenditures Summary

FY 2023-24 Debt Services Budget



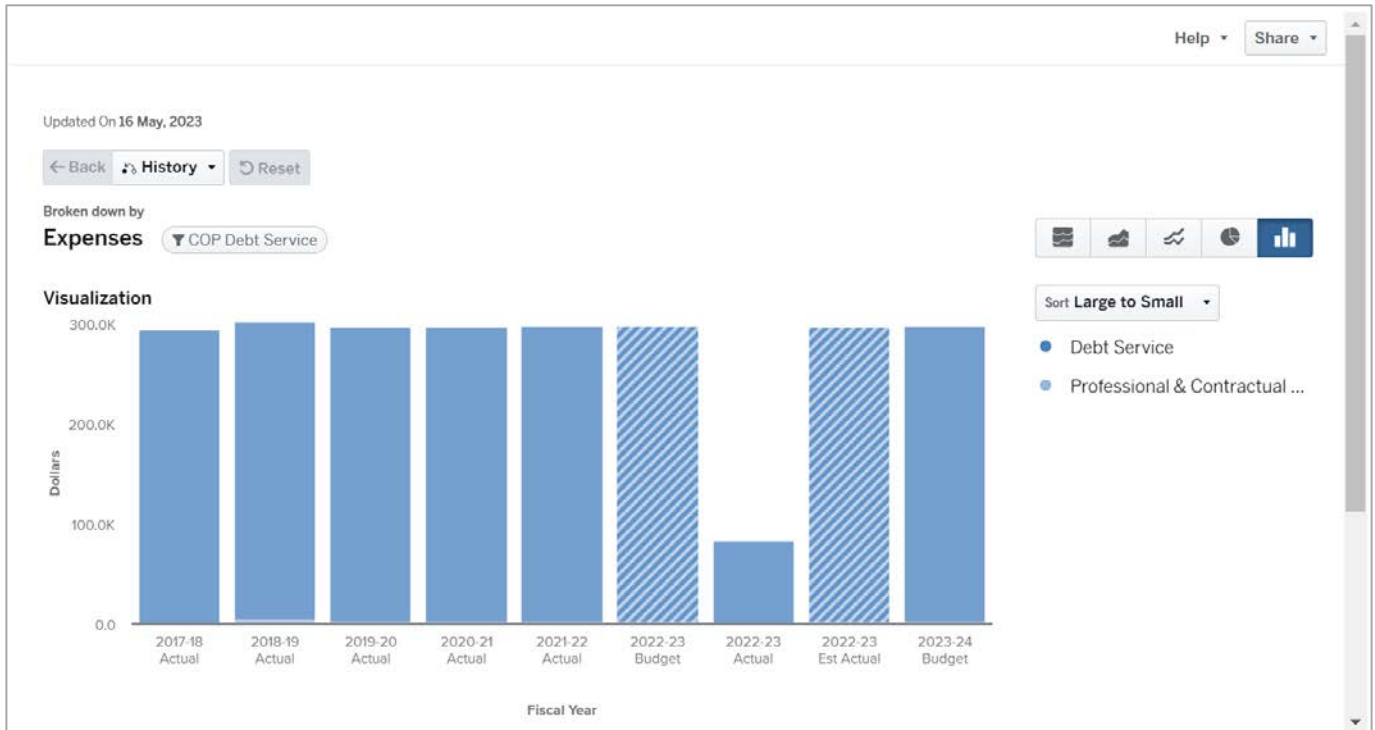
The total Debt Services budget for FY 2023-24 is \$298,759. The main expenditure in this department is **debt payments**. The department also includes debt filing services required by the Certificate of Participation.

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



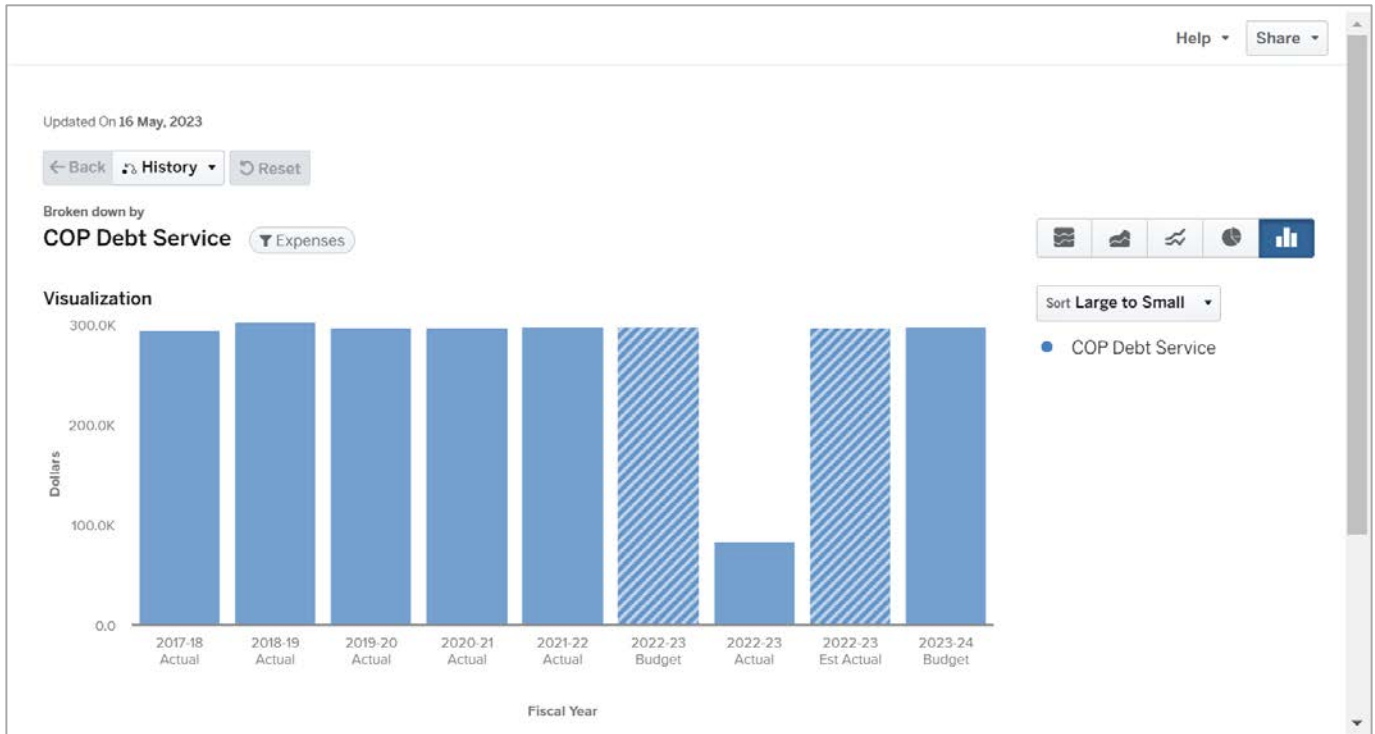
The FY 2023-24 budget is \$1,190 more than the FY 2022-23 Estimated Actual. The increase is related to **debt payments**.

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
Total	\$ 295,069	\$ 301,669	\$ 297,219	\$ 297,719	\$ 297,919	\$ 298,669	\$ 83,534	\$ 297,569	\$ 298,759

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
COP Debt Service	\$ 295,069	\$ 301,669	\$ 297,219	\$ 297,719	\$ 297,919	\$ 298,669	\$ 83,534	\$ 297,569	\$ 298,759
Total	\$ 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.

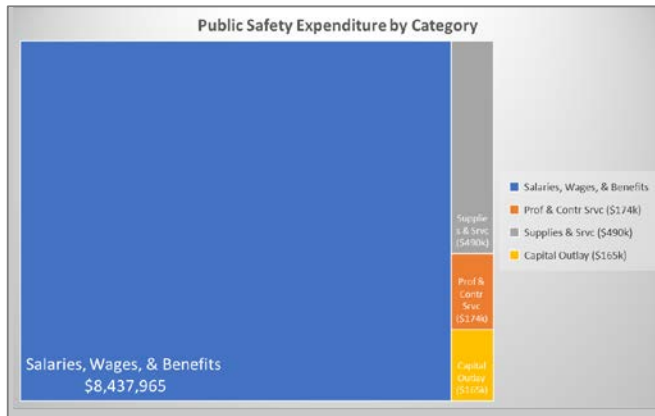
With a total department budget of \$9.27 million dollars, the department depends largely on non-specified General Fund revenues.



	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
Police Grant (CA-COPS)	\$ 139,416	\$ 148,747	\$ 155,948	\$ 156,727	\$ 161,285	\$ 150,000	\$ 159,736	\$ 150,000	\$ 160,000
General Fund	132,599	179,582	162,262	146,075	128,751	151,020	144,977	124,772	145,724
Total	\$ 272,015	\$ 328,328	\$ 318,210	\$ 302,802	\$ 290,036	\$ 301,020	\$ 304,713	\$ 274,772	\$ 305,724

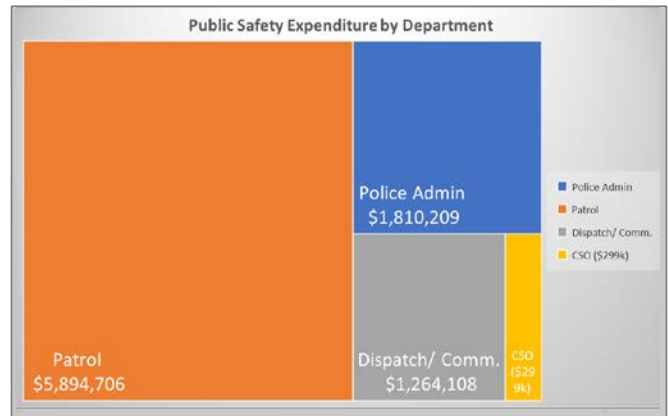
Expenditures Summary

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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Updated On 16 May, 2023

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Broken down by

Expenses

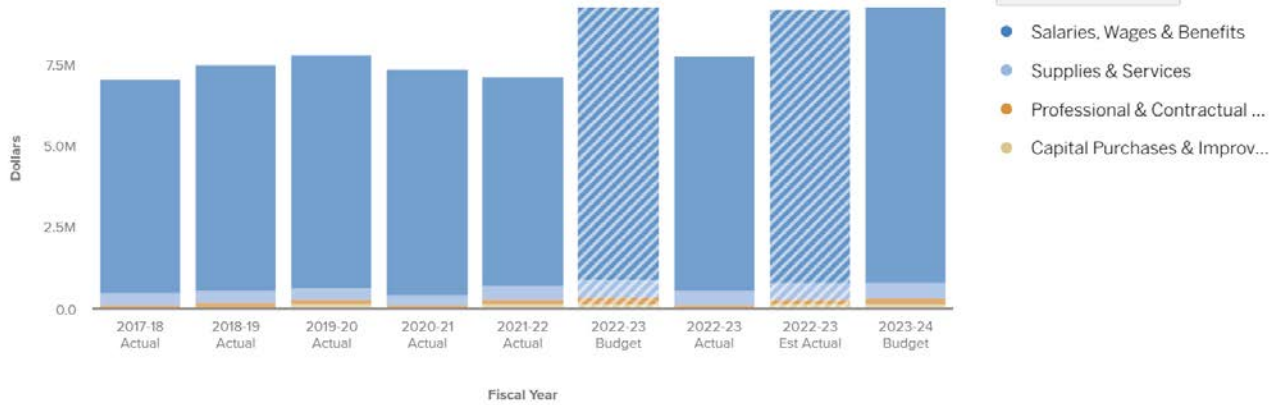
Funds ▾

Departments ▾



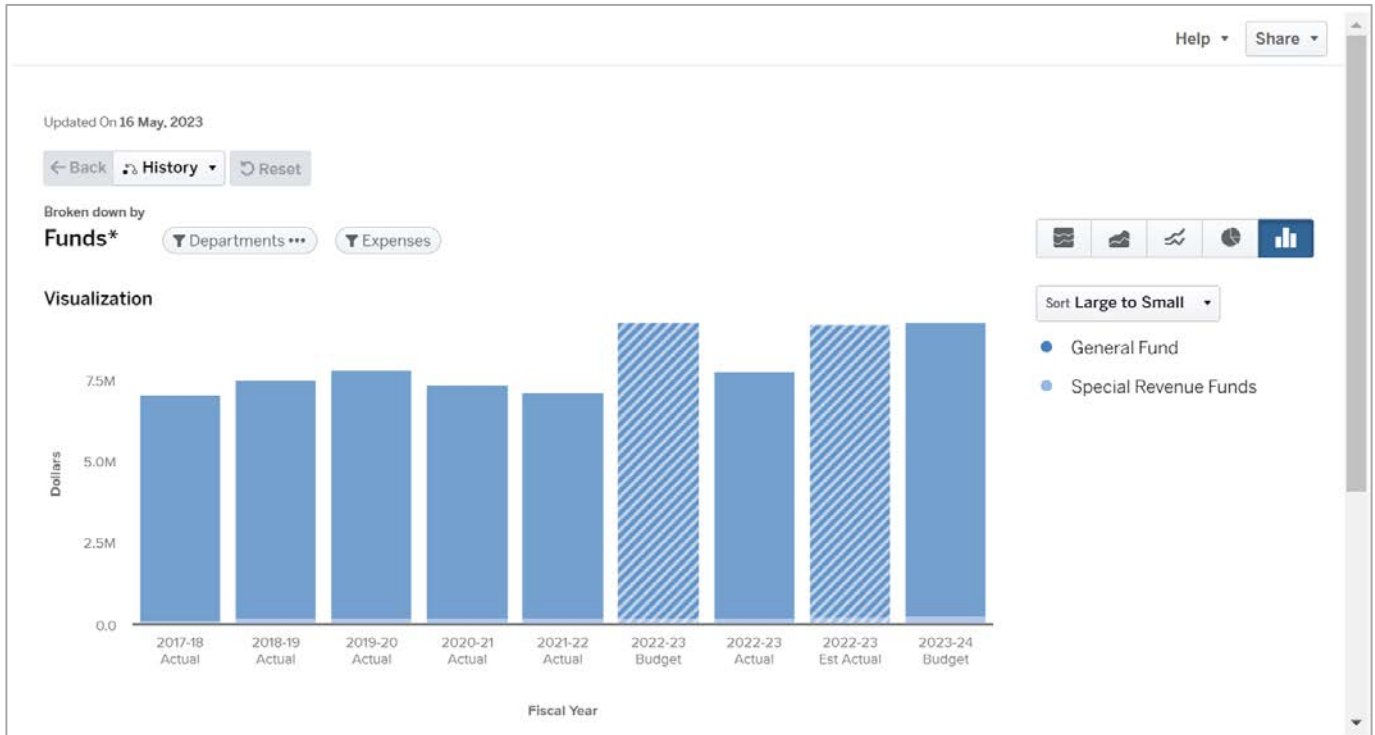
Sort Large to Small ▾

Visualization



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
Total	\$ 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
Total	\$ 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

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/BJMahPBEhH> <<Update OpenGov Link>>

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.

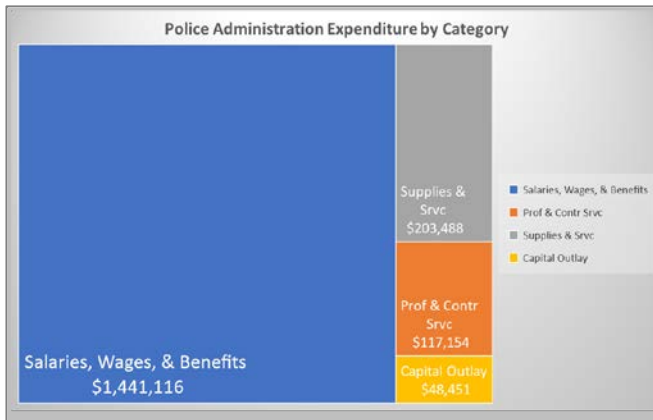
2023-24 Police Admin Staffing	
Category	2024
Chief of Police	1
Detective	1
Detective Sergeant	1
Executive Assistant to the Chief of Police	1
Administrative Technician III	0

Revenues Summary

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

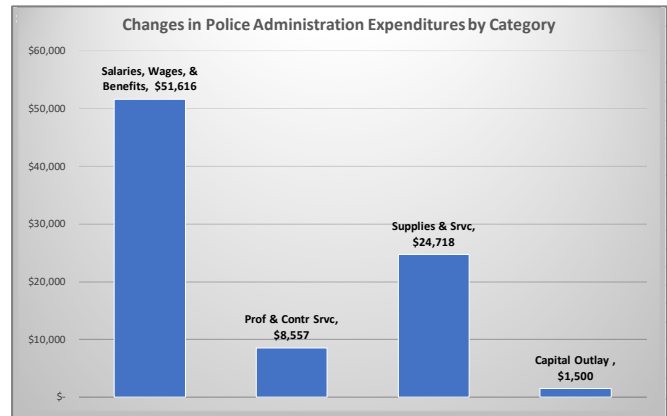
Expenditures Summary

FY 2023-24 Police Administration Budget



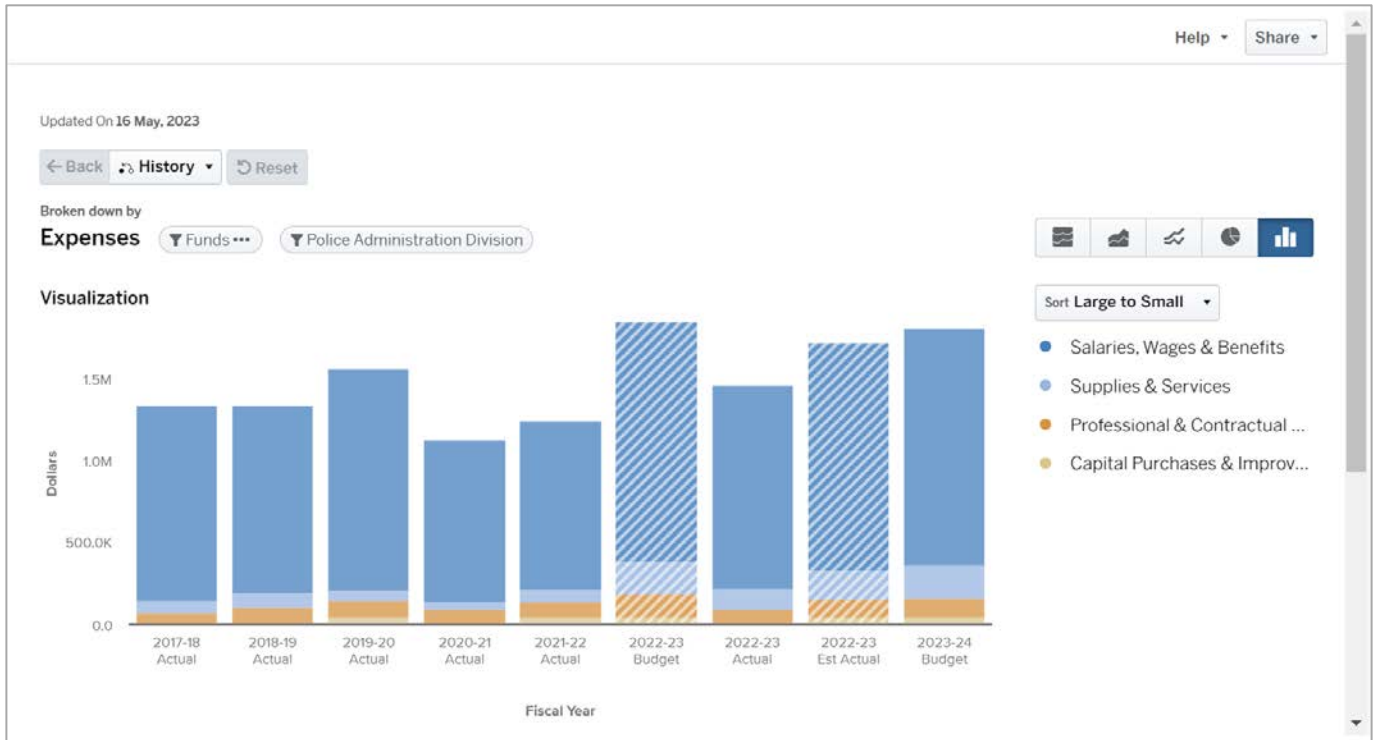
The total Police Administration budget for FY 2023-24 is \$1,810,210. The **salaries, wages, & benefits** category represents 80% and supports 4.0 FTE.

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
Total	\$ 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

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
Total	\$ 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).

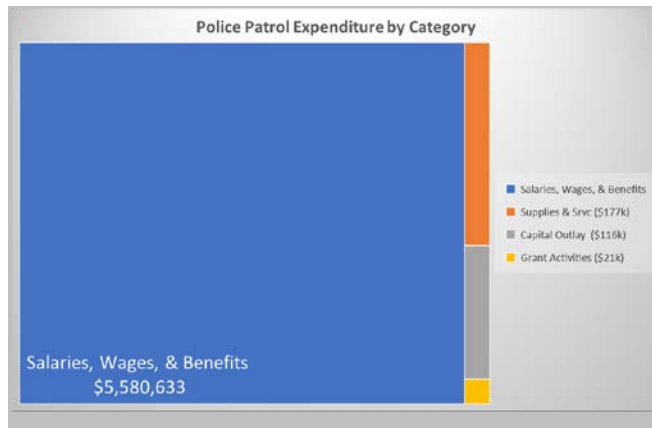
2023-24 Police Patrol Staffing	
Category	2024
Officers (incl Reserves)	11.22
Sergeant	4
Commander	1

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

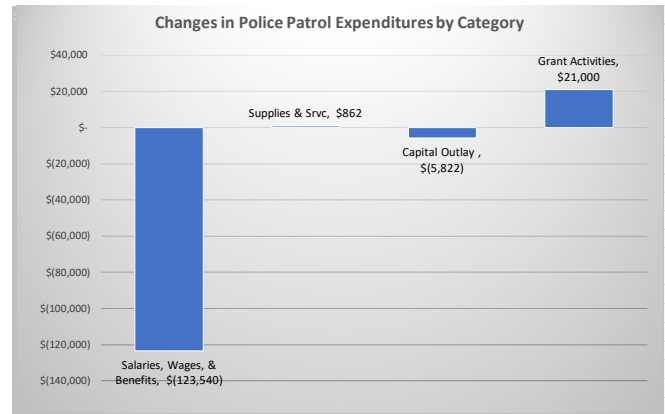
FY 2023-24 Police Patrol Budget



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



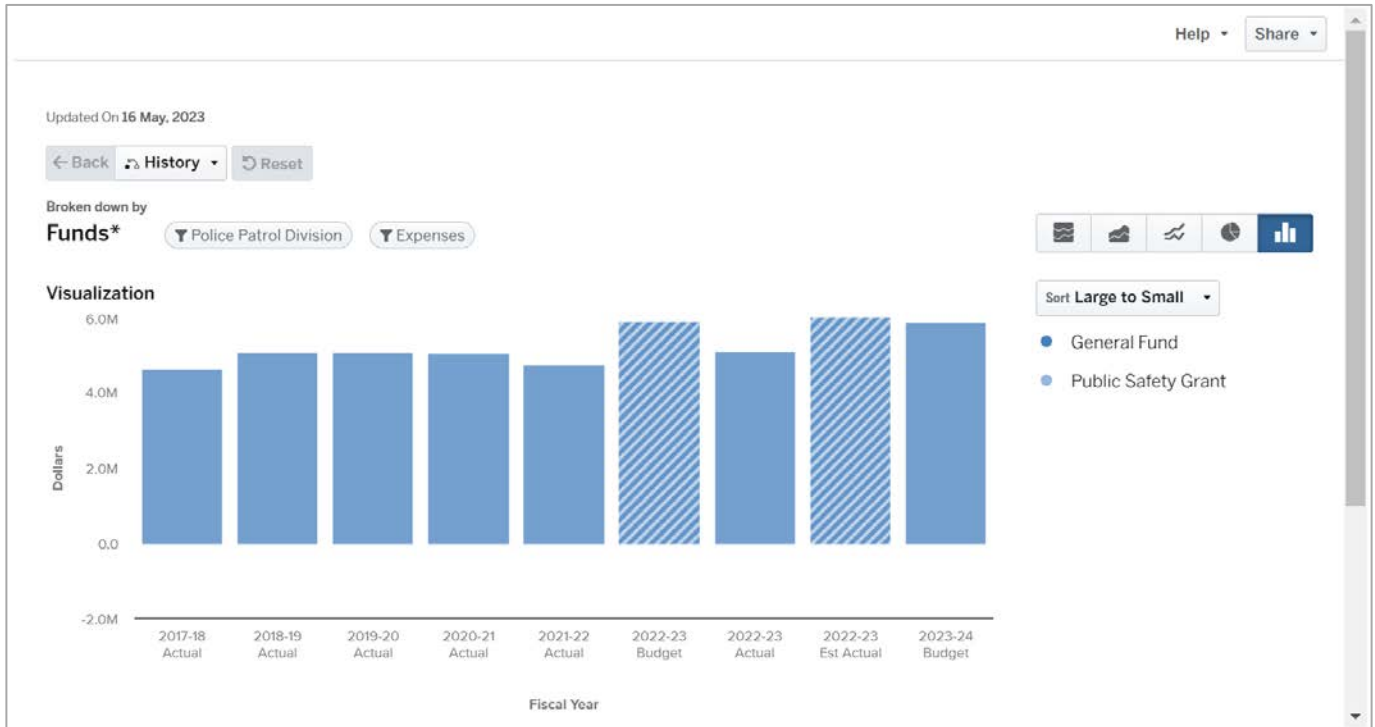
The FY 2023-24 budget is \$107,500 or 2% less than the FY 2022-23 Estimated Actual. The main change is in **salaries, wages, & benefits** and it's due to the overtime budget for FY 2023-24 being reduced to match FY 2022-23 base overtime budget.

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
Total	\$ 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

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
General Fund	\$ 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
Public Safety Grant	12,258	8,165	3,667	550	0	6,000	0	-35	21,000
Total	\$ 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).

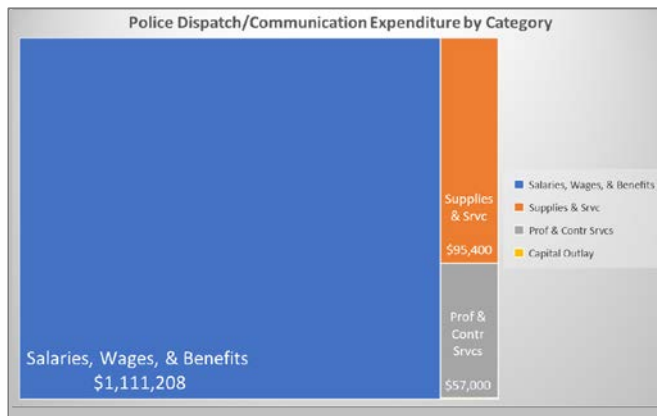
2023-24 Police Dispatch/Communication Staffing	
Category	2024
Dispatchers (incl Per Diem)	4.2
Dispatch Supervisor	1

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.

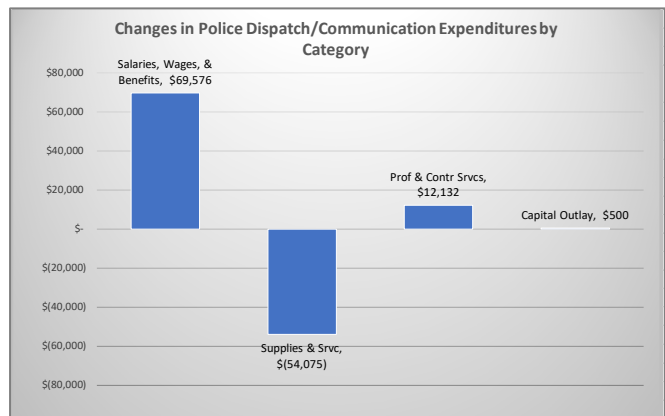
Expenditures Summary

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
Total	\$ 956,379	\$ 894,461	\$ 975,094	\$ 980,012	\$ 913,052	\$ 1,254,958	\$ 980,279	\$ 1,235,975	\$ 1,264,108

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
General Fund	\$ 956,379	\$ 894,461	\$ 975,094	\$ 980,012	\$ 913,052	\$ 1,254,958	\$ 980,279	\$ 1,235,975	\$ 1,264,108
Total	\$ 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

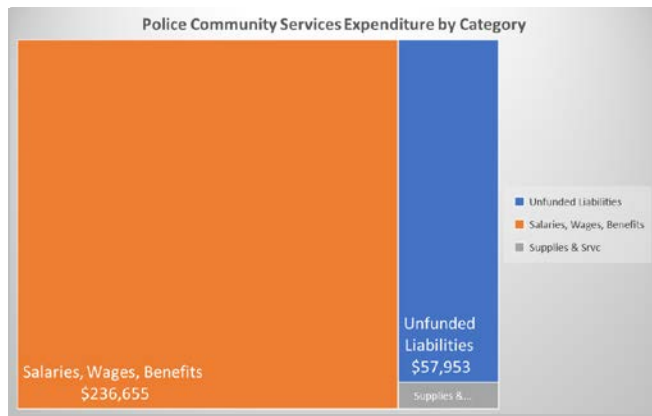
Annually, the Town receives \$150,000 from Supplemental Law Enforcement Services Funds (SLESF) and Multi-Agency Juvenile Justice growth fund. Per Government Cost Section 30062, monies allocated for SLESF is to be expended exclusively to provide front line law enforcement services. The Town classified 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
Police Grant (CA-COPS)	\$ 139,416	\$ 148,747	\$ 155,948	\$ 156,727	\$ 161,285	\$ 150,000	\$ 159,736	\$ 150,000	\$ 160,000
Total	\$ 139,416	\$ 148,747	\$ 155,948	\$ 156,727	\$ 161,285	\$ 150,000	\$ 159,736	\$ 150,000	\$ 160,000

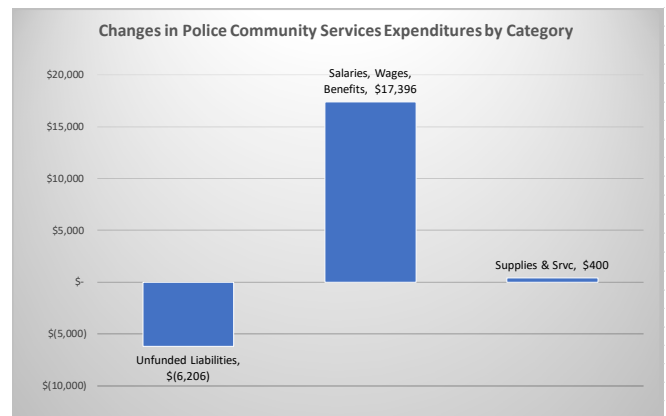
Expenditures Summary

FY 2023-24 Police Community Services Budget



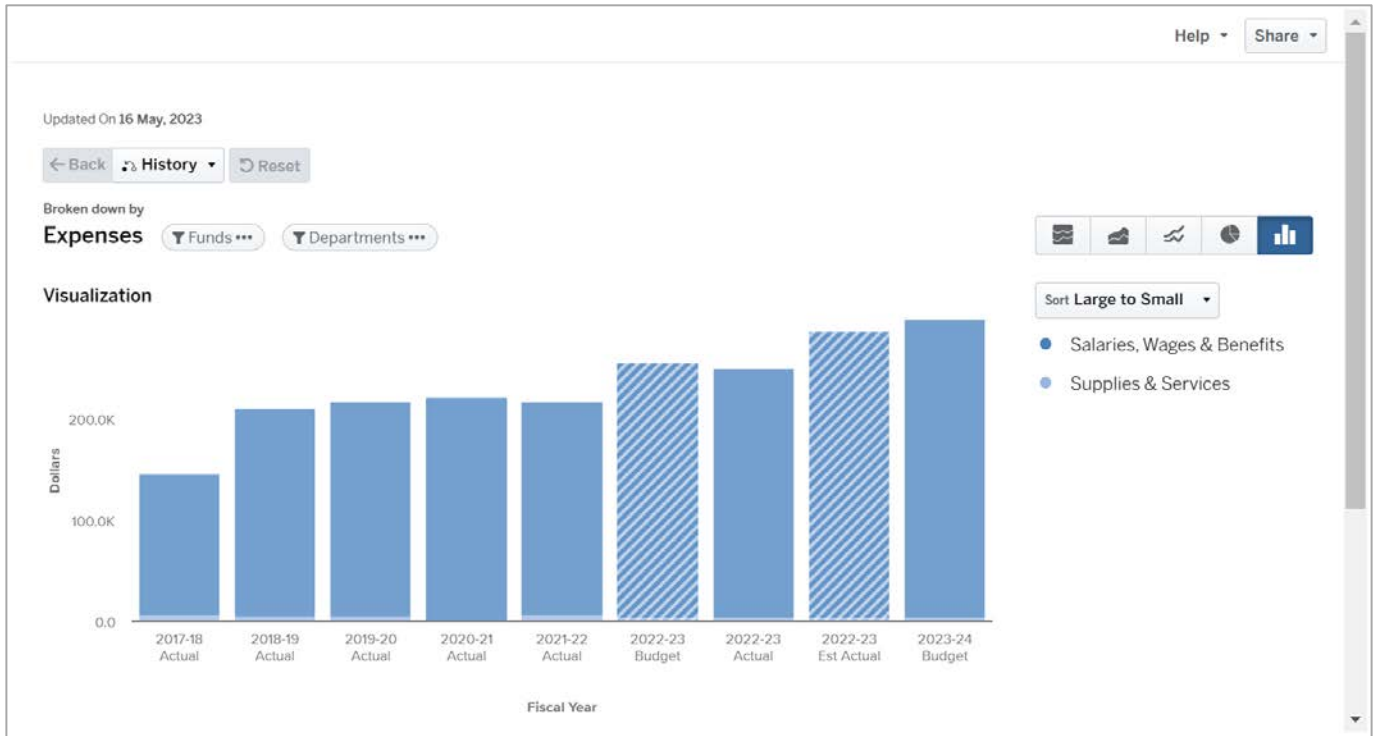
The total Community Services budget for FY 2023-24 is \$299,107. The **salaries, wages, & benefits** category represents 78% of the total department budget.

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



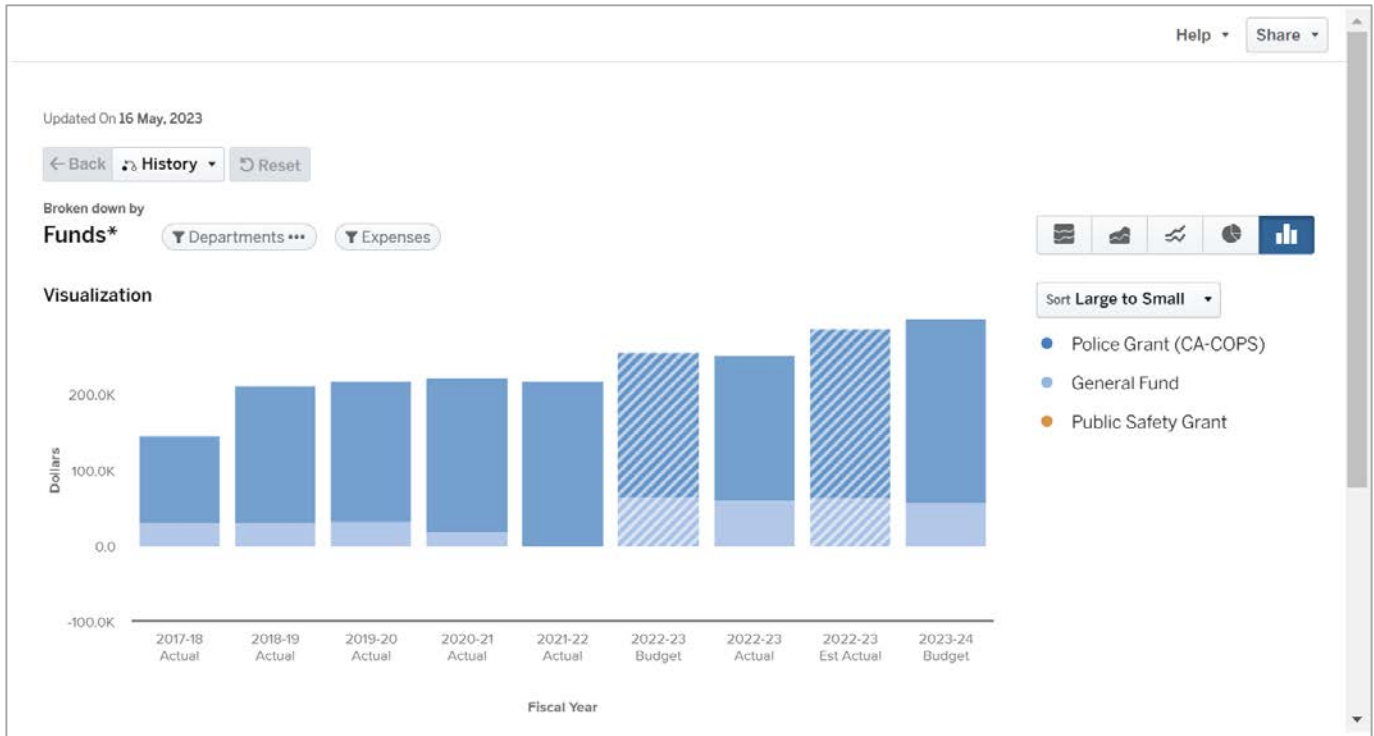
The FY 2023-24 budget is \$11,589 or 4% more than the FY 2022-23 Estimated Actual and it's mainly in **salaries, wages, & benefits**.

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
Total	\$ 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
Police Grant (CA-COPS)	\$ 115,797	\$ 180,412	\$ 185,165	\$ 203,733	\$ 218,566	\$ 191,894	\$ 191,647	\$ 223,359	\$ 241,154
General Fund	30,540	31,404	33,143	19,132	0	64,915	60,151	64,159	57,953
Public Safety Grant	71	-71	0	0	0	0	0	0	0
Total	\$ 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).

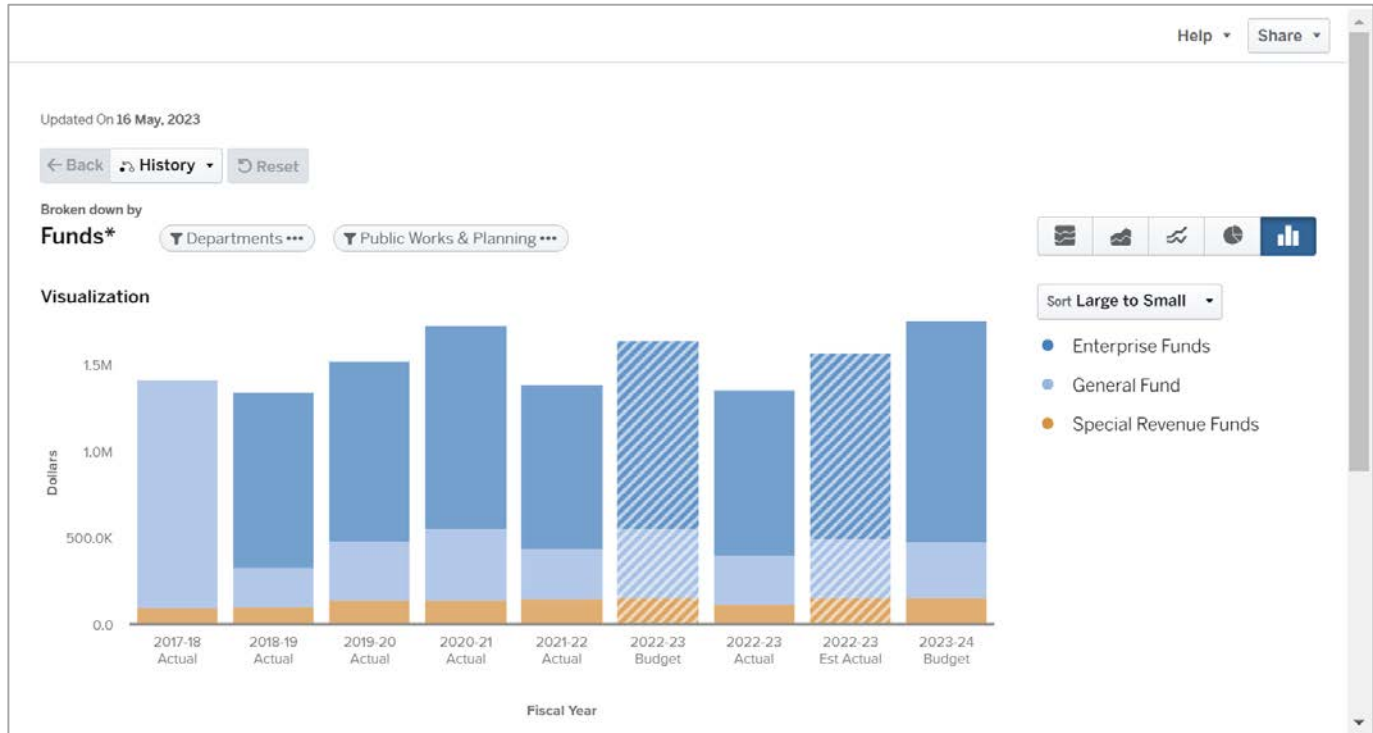
Contract technical professionals and three Town employees provide Public Works and Planning services. Department responsibilities include the development and implementation of the Town's Five-Year Capital Improvement Program (CIP); administration and implementation of solid waste recycling and National 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.

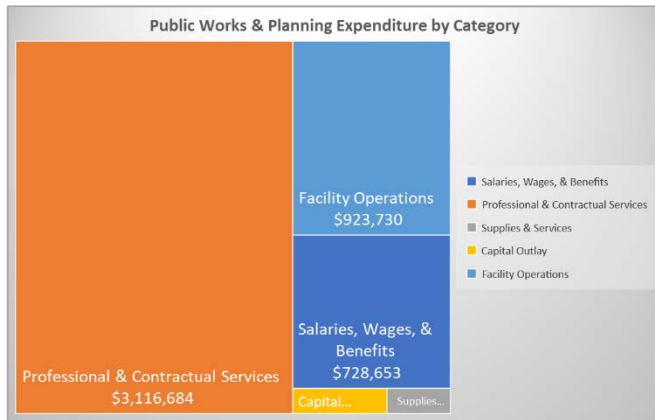
- Sewer charges (or fees) is one of the revenue sources generated by the Public Works & Planning operation - \$1,090,270. Revenues received from sewer charges are recorded in a separate fund (Enterprise Fund) from the General Fund to pay for sewer conveyance and treatment costs charged by the North San 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.



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	\$ 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
▼ General Fund	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
▼ 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
Total	\$ 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

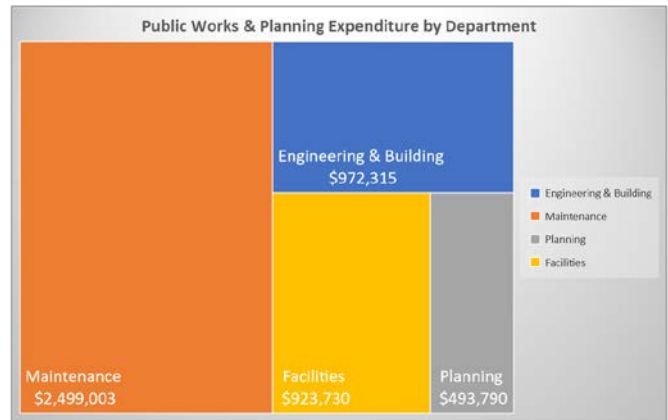
Expenditures Summary

FY 2023-24 Public Works & Planning Budget by Categories



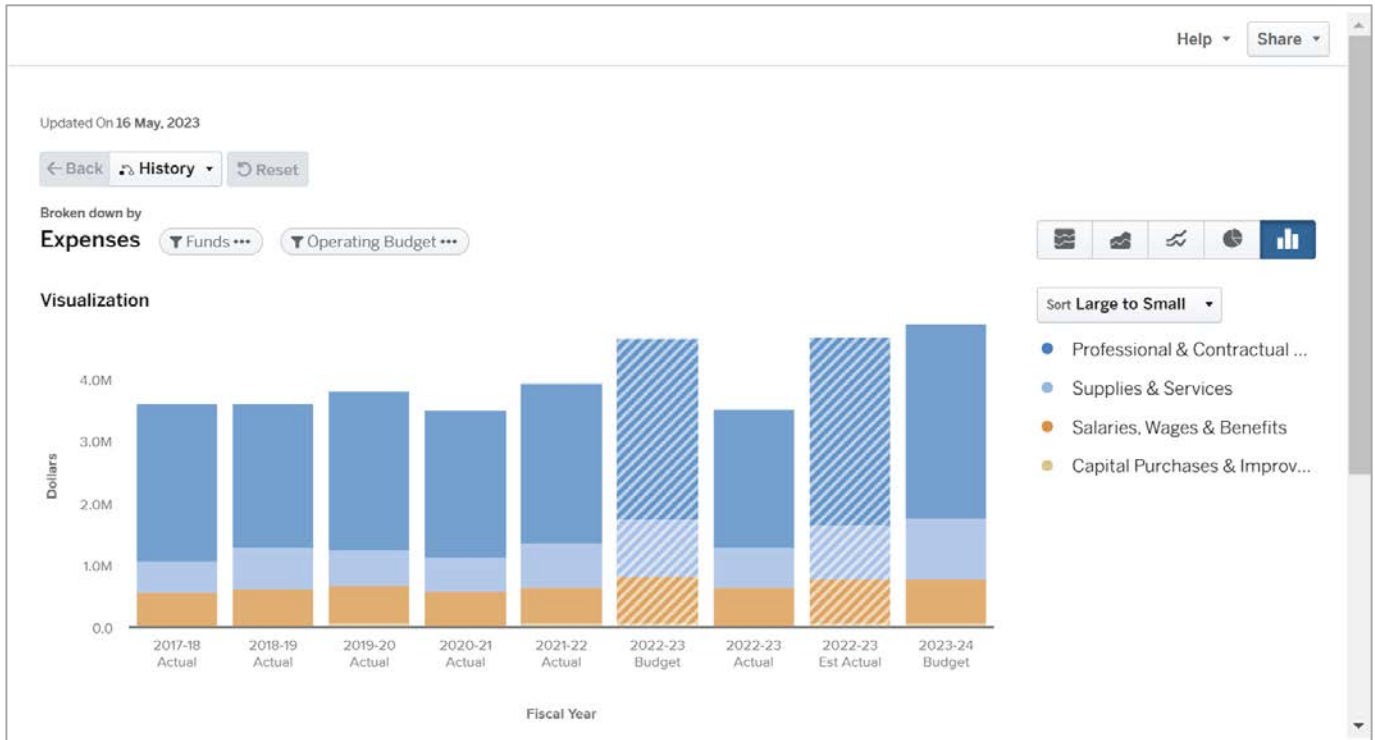
The total Public Works & Planning budget for FY 2023-24 is \$4,888,838. The **professional & contractual services** category represents 64% of the total budget and is the largest budget category. Unlike other departments, the Town contracts out its planning, engineering, and building functions.

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
Total	\$ 3,619,710	\$ 3,631,343	\$ 3,821,967	\$ 3,509,407	\$ 3,947,302	\$ 4,666,557	\$ 3,538,887	\$ 4,685,996	\$ 4,888,838

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
Total	\$ 3,619,710	\$ 3,631,343	\$ 3,821,967	\$ 3,509,407	\$ 3,947,302	\$ 4,666,557	\$ 3,538,887	\$ 4,685,996	\$ 4,888,838

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 Sanity 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 Reginal 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 Retailors 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/zaEjU_Rbel <<Need Updating>>

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

Public Works & Planning

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Department Description

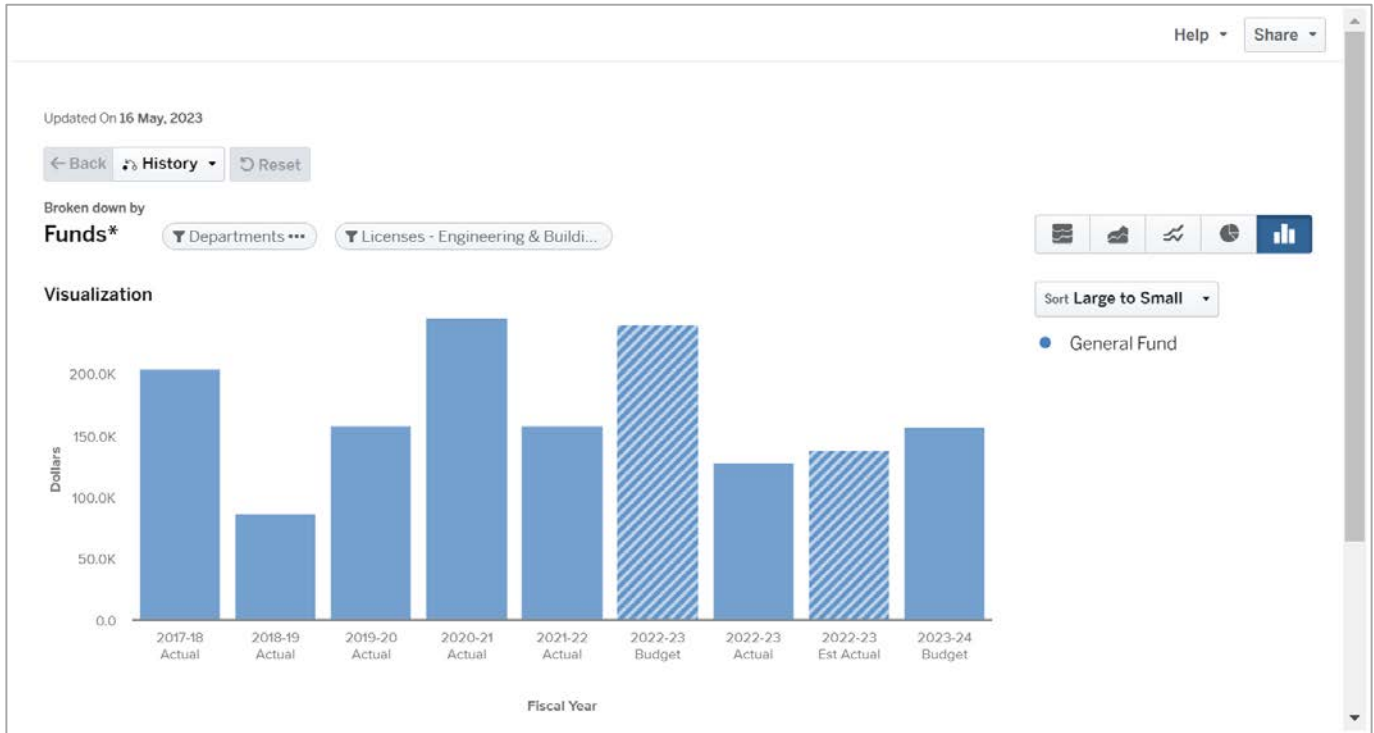
The Division consists of the following functions: Public Works Administration, Engineering and Building. Contract professionals provide the staffing for the day-to-day duties; the five-year Capital Improvement Program (CIP); the County wide Storm Water NPDES permitting and maintenance program; annual 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

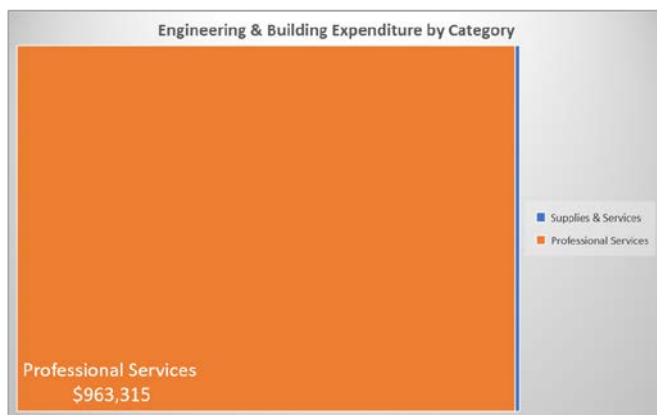
The Engineering and Building departments generate revenue from permit activities. The fees and charges collected offsets the services provided for encroachment review, inspection, and other development activities. The fees and charges assessed are based on the City Council approved cost of service fee 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
General Fund	\$203,800	\$86,655	\$157,924	\$244,886	\$158,351	\$240,794	\$128,488	\$138,498	\$157,263
Total	\$203,800	\$86,655	\$157,924	\$244,886	\$158,351	\$240,794	\$128,488	\$138,498	\$157,263

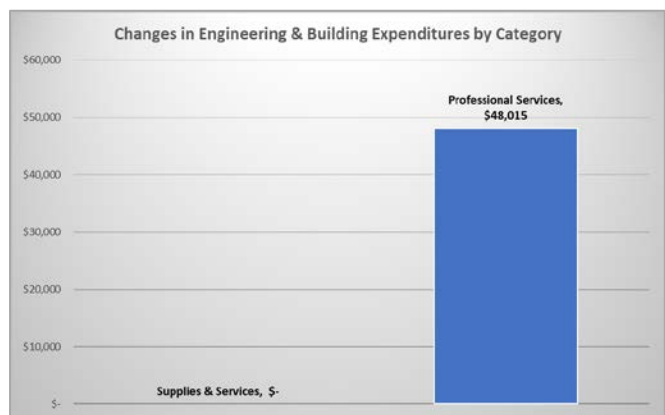
Expenditures Summary

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



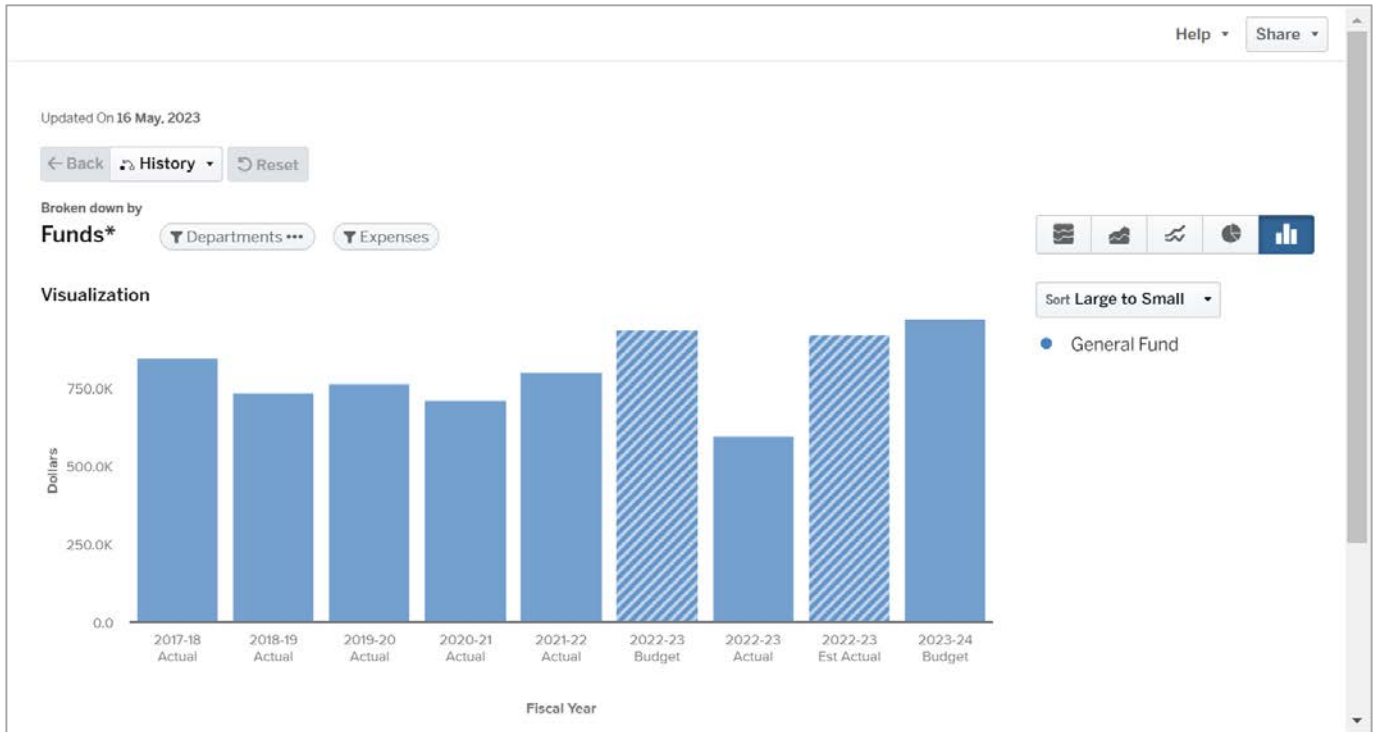
The FY 2023-24 budget is \$48,015 or 5% more than the FY 2022-23 Estimated Actual - all in **professional & contractual services**. The main driver for the increase in **professional & contractual services** is CPI adjustments.

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
Total	\$ 851,235	\$ 740,296	\$ 767,214	\$ 712,360	\$ 804,920	\$ 938,500	\$ 599,483	\$ 924,300	\$ 972,315

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
General Fund	\$ 851,235	\$ 740,296	\$ 767,214	\$ 712,360	\$ 804,920	\$ 938,500	\$ 599,483	\$ 924,300	\$ 972,315
Total	\$ 851,235	\$ 740,296	\$ 767,214	\$ 712,360	\$ 804,920	\$ 938,500	\$ 599,483	\$ 924,300	\$ 972,315

Public Works Maintenance

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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.

2023-24 Public Works Maintenance Staffing	
Category	2024
Maintenance Technicians I/II/III	2
Maintenance Supervisor	1

Revenues Summary

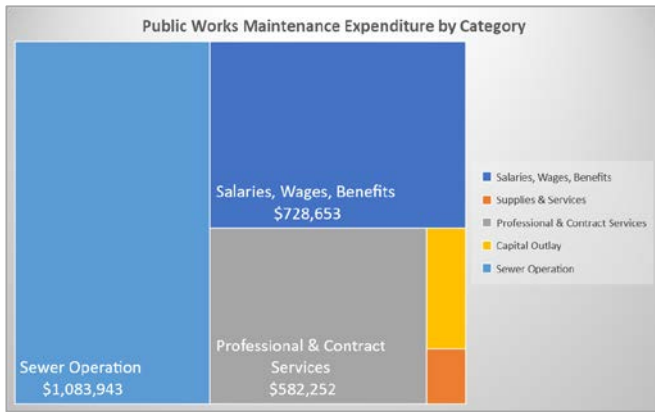
The FY 2023-24 Public Works Maintenance revenues budget is \$1,278,376 with \$1,090,270 in sewer operations (Fund 81), \$157,106 from State and County grant allocations, and \$31,000 in General Fund (Fund 11) reimbursement. The sewer fees collected offsets the sanitary sewer operating cost of \$1,083,943.



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
Total	\$ 900,353	\$ 977,754	\$ 999,569	\$ 1,132,598	\$ 913,707	\$ 1,078,914	\$ 950,654	\$ 1,077,605	\$ 1,278,376

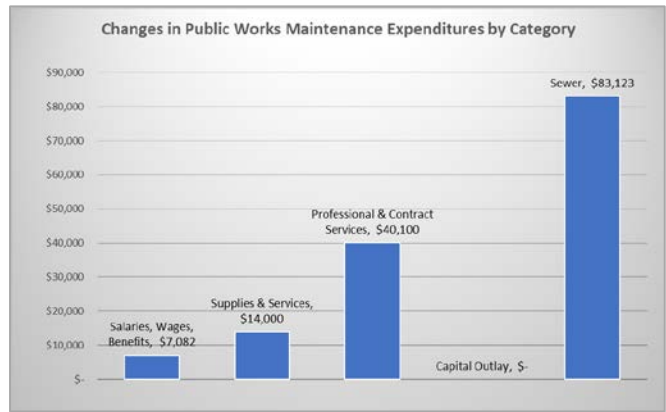
Expenditures Summary

FY 2023-24 PW Maintenance Budget



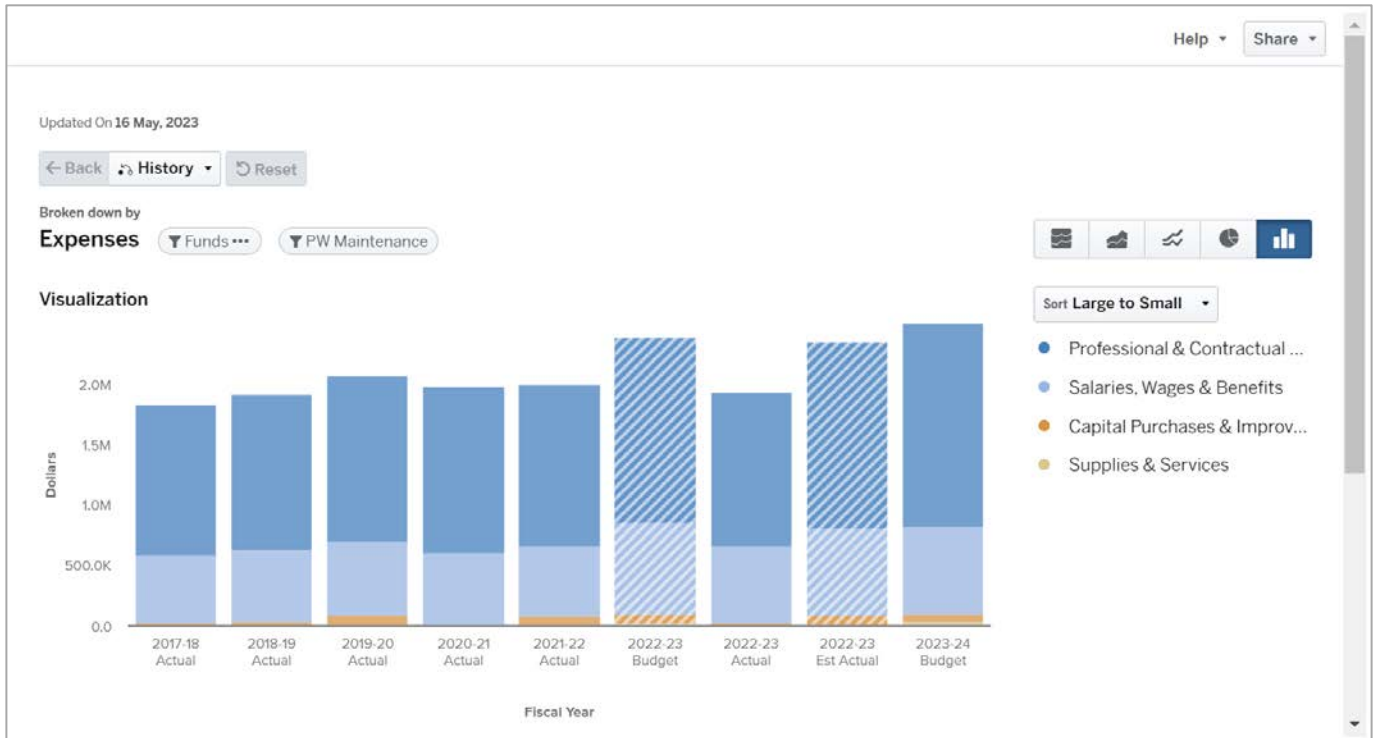
The total Public Works Maintenance budget for FY 2023-24 is \$2,499,003. The **Sewer operations** budget is \$1,083,943, or 43% and the **salaries, wages, & benefits** budget is \$728,653 or 29%. **Professional & contractual services** is the third largest categories at \$582,252 or 23% of total budget.

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



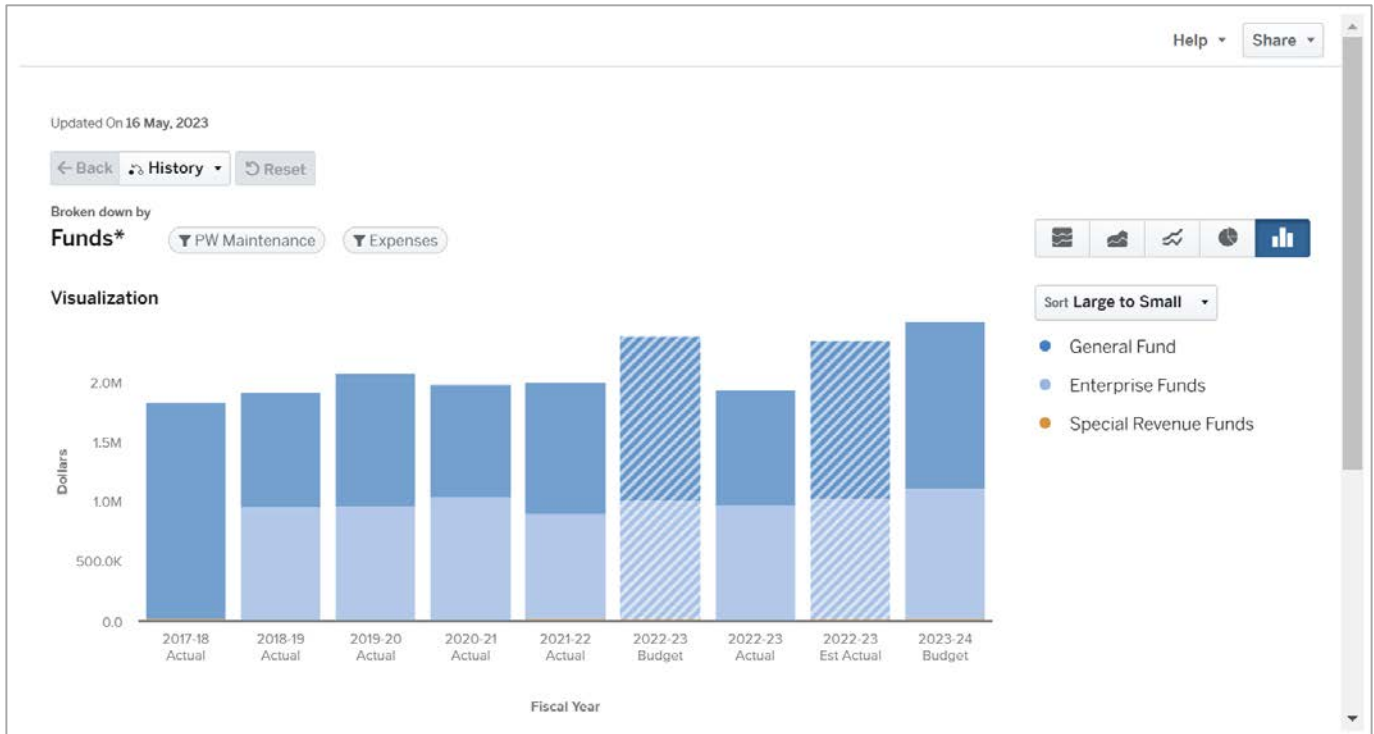
The FY 2023-24 budget is \$144,305 or 6% more than the FY 2022-23 Estimated Actual. The increase of \$40,100 in **professional & contractual services** is due to the resetting of the FY 2022-23 Budget. Part of the budget includes contingencies for roadway and public-right-of-way minor improvements. **Sewer 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
Total	\$ 1,839,601	\$ 1,916,233	\$ 2,077,301	\$ 1,984,419	\$ 2,000,883	\$ 2,385,562	\$ 1,932,589	\$ 2,354,699	\$ 2,499,003

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
Total	\$ 1,839,601	\$ 1,916,233	\$ 2,077,301	\$ 1,984,419	\$ 2,000,883	\$ 2,385,562	\$ 1,932,589	\$ 2,354,699	\$ 2,499,003

Planning

Public Works & Planning

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Department Description

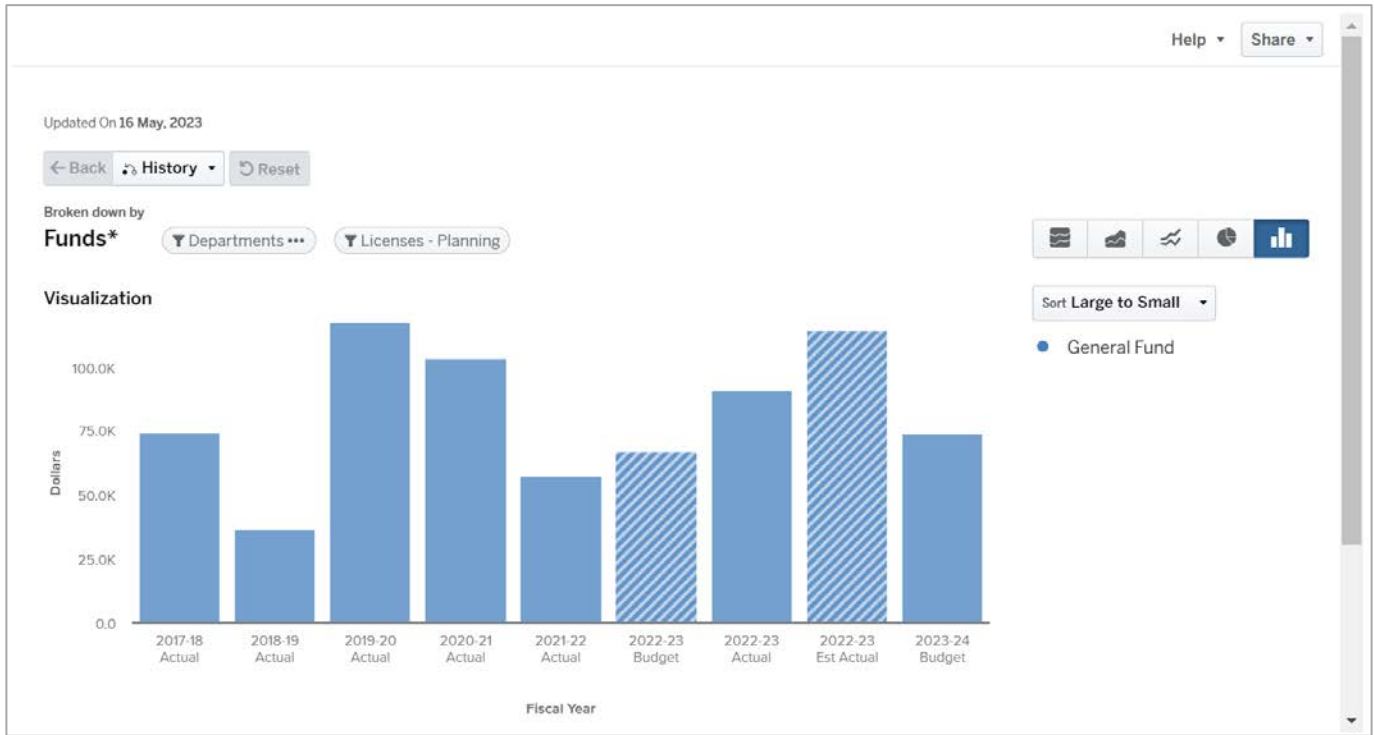
The Planning Division is responsible for Advanced (long range) Planning, Current Planning (application processing), Climate Action, Economic Development and Neighborhood Services. The Planning staff, in partnership with other Town staff, residents and the business community, implements the community 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

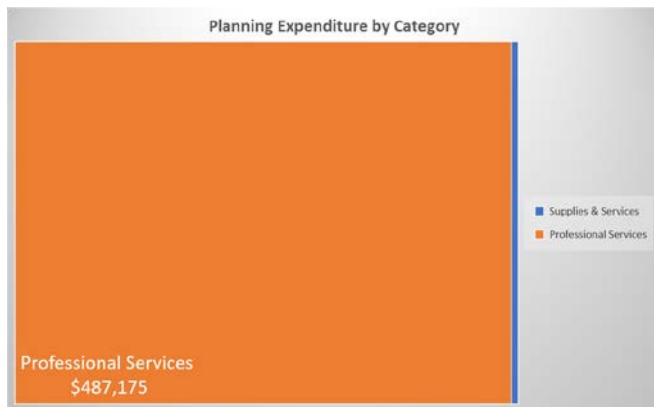
The FY 2023-24 Planning revenues budget is \$73,851 and the operating budget is \$493,790. Fees collected for planning activities are based on the 2019 cost of service fee study with a recovery target of 90%. Non-permit related activities are supported by General Fund revenues.



	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
General Fund	\$ 74,246	\$ 36,971	\$ 117,317	\$ 103,262	\$ 57,514	\$ 67,312	\$ 90,742	\$ 114,411	\$ 73,851
Total	\$ 74,246	\$ 36,971	\$ 117,317	\$ 103,262	\$ 57,514	\$ 67,312	\$ 90,742	\$ 114,411	\$ 73,851

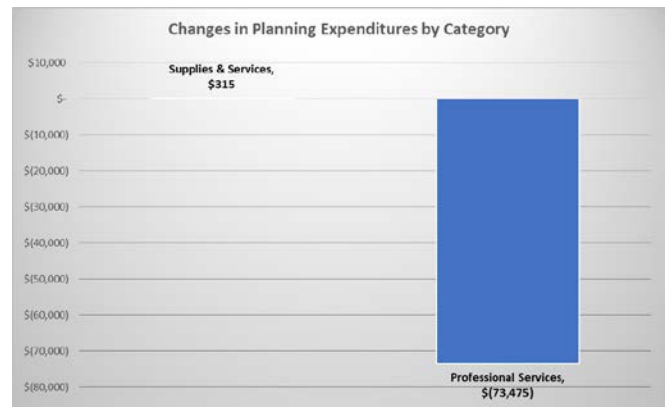
Expenditures Summary

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

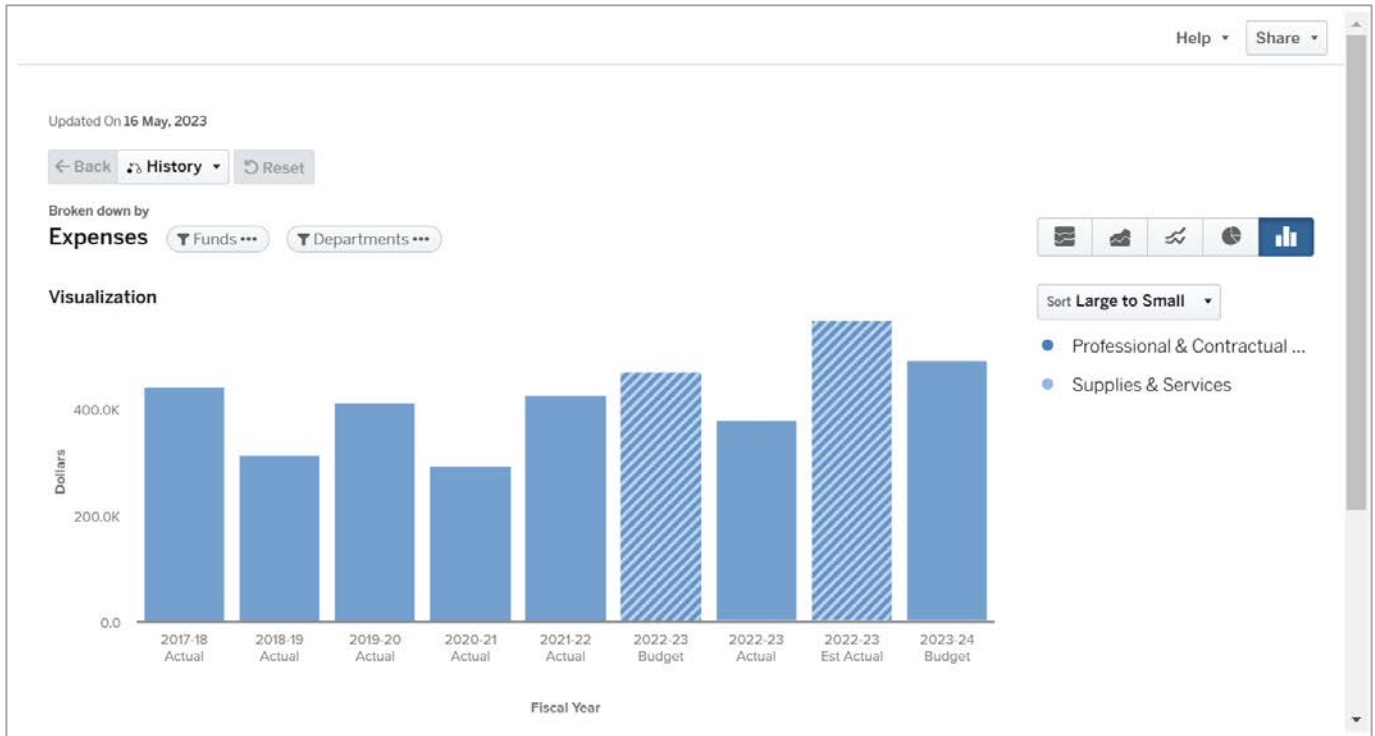


The FY 2023-24 budget is \$73,160 or 13% less than the FY 2022-23 Estimated Actual.

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.

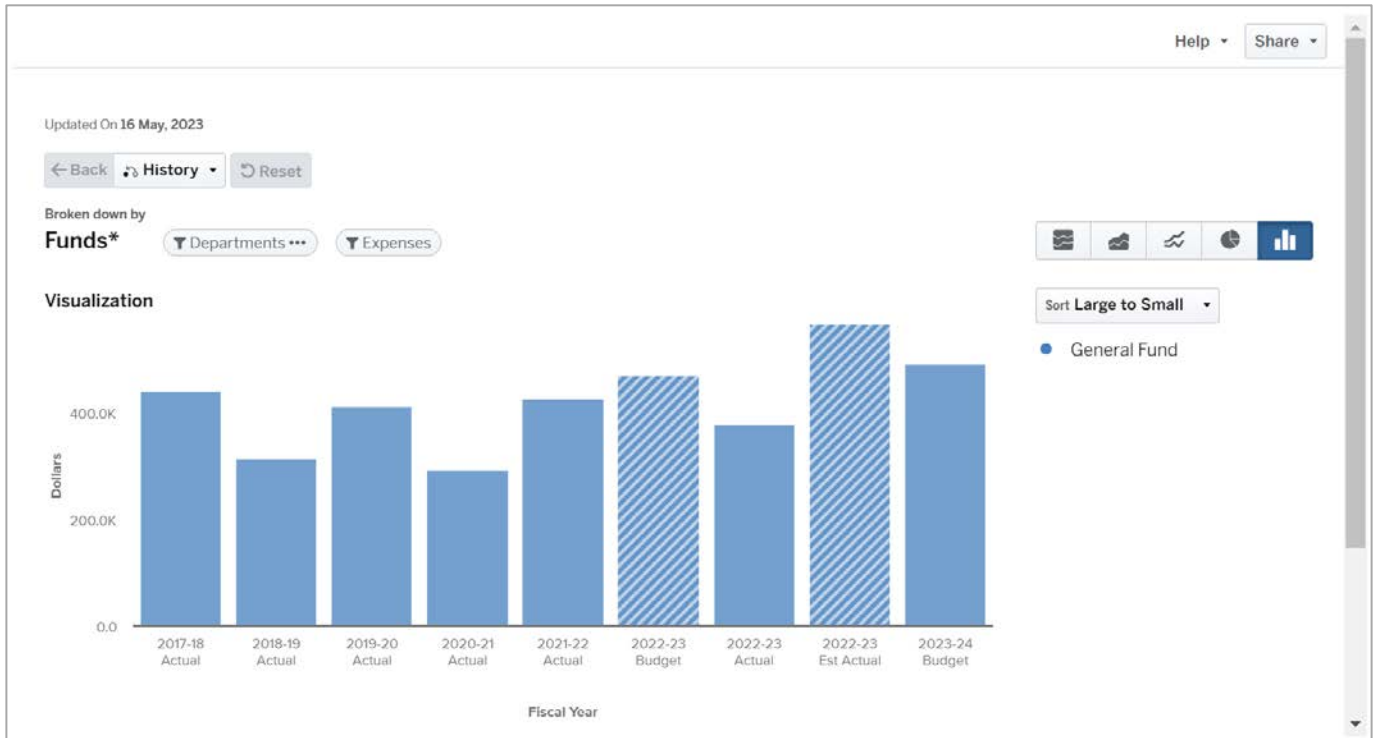
As for FY 2023-24, the budget is reset to the FY 2022-23 budget plus CPI, resulting in the reduction in professional services when compared to FY 2022-23 Estimated Actual.

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
Total	\$ 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
General Fund	\$ 443,698	\$ 315,743	\$ 414,972	\$ 295,709	\$ 429,366	\$ 472,100	\$ 381,389	\$ 566,950	\$ 493,790
Total	\$ 443,698	\$ 315,743	\$ 414,972	\$ 295,709	\$ 429,366	\$ 472,100	\$ 381,389	\$ 566,950	\$ 493,790

Facility Operations

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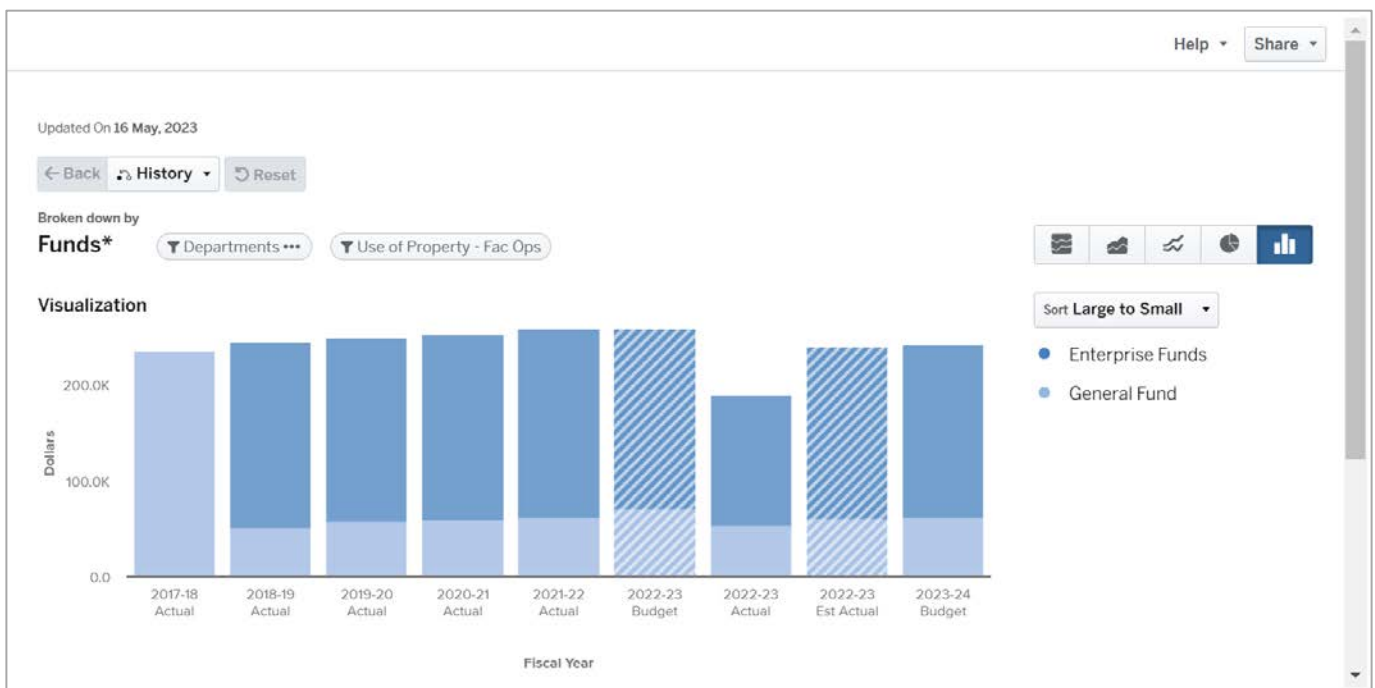
The Facility Operations Activity includes non-personnel operating expenses for all Town facilities, such as janitorial and landscape contract services for facilities, water, electricity, and pest control.

Staffing

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

Revenues Summary

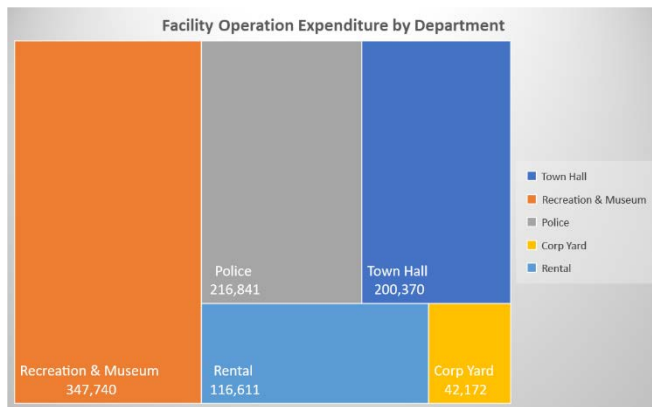
The FY 2023-24 Facility Operations revenue budget is \$241,502, with \$180,300 from Creekside Villas. Creekside Villas rental incomes are recorded in Fund 83, City Properties fund - an Enterprise Fund and are used to offset facility operation costs in Fund 83. The Town also receives rental income for 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
Total	\$ 235,562	\$ 244,184	\$ 249,366	\$ 252,304	\$ 257,131	\$ 257,207	\$ 189,442	\$ 239,830	\$ 241,502

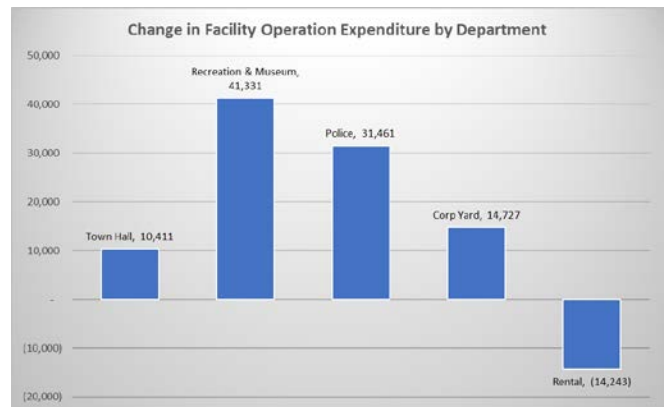
Expenditures Summary

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.

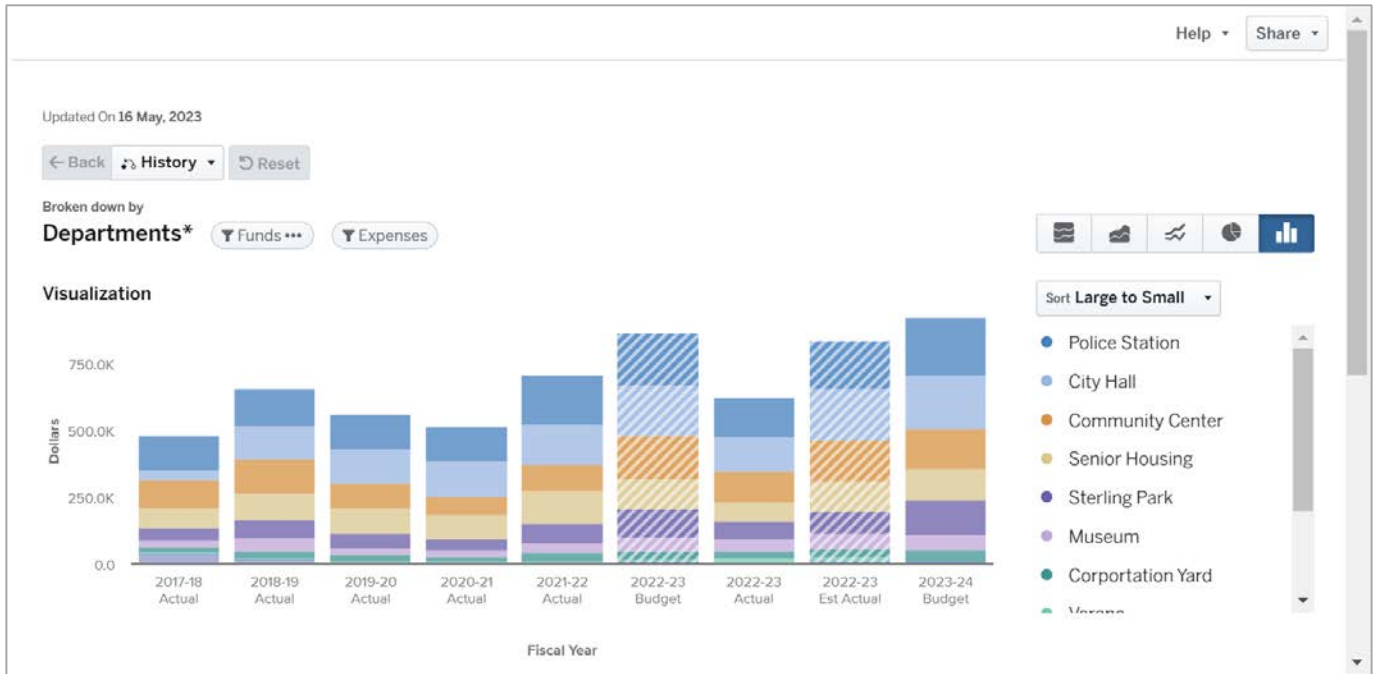
Difference between FY 2023-24 Budget and FY 2022-23 Estimated Actual



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.

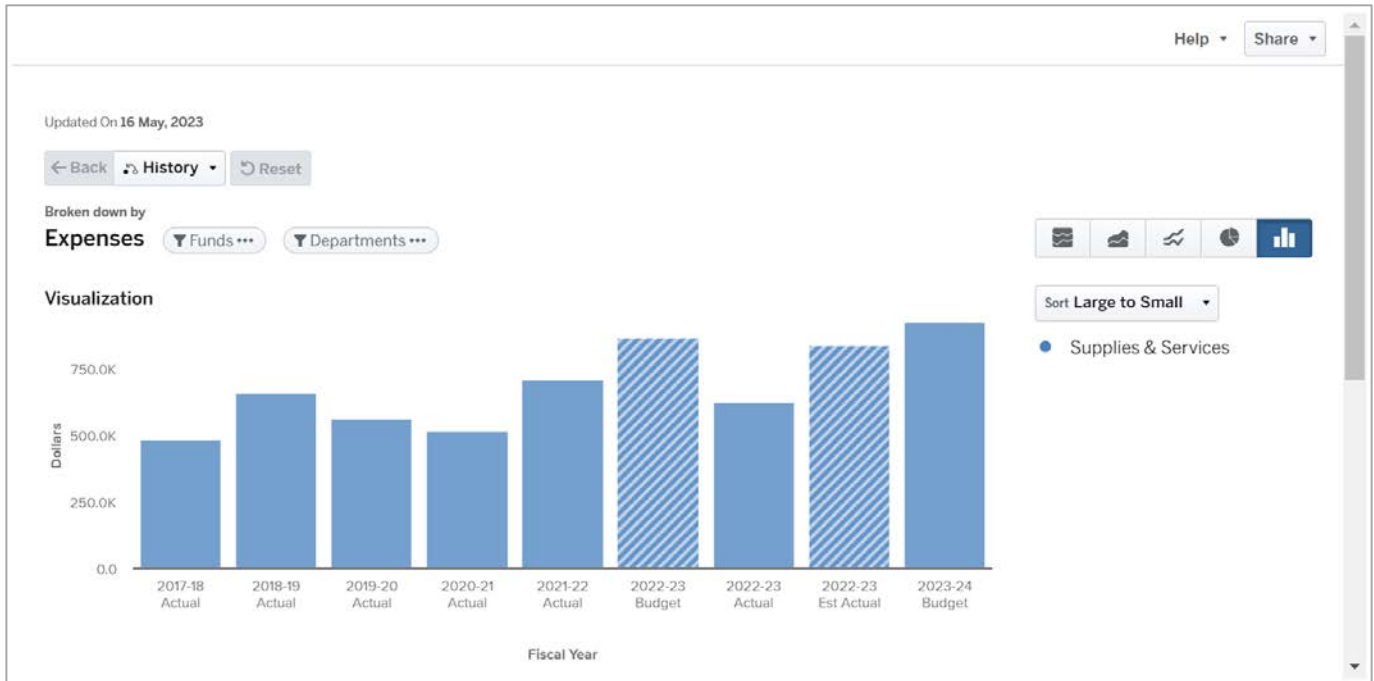
The increase in Police facilities of \$31,461 is also related to minor maintenance and repair, where the project to build a secondary entry within dispatch area has been deferred (\$20,000). The increase in Police facilities of \$31,461

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

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
Total	\$ 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

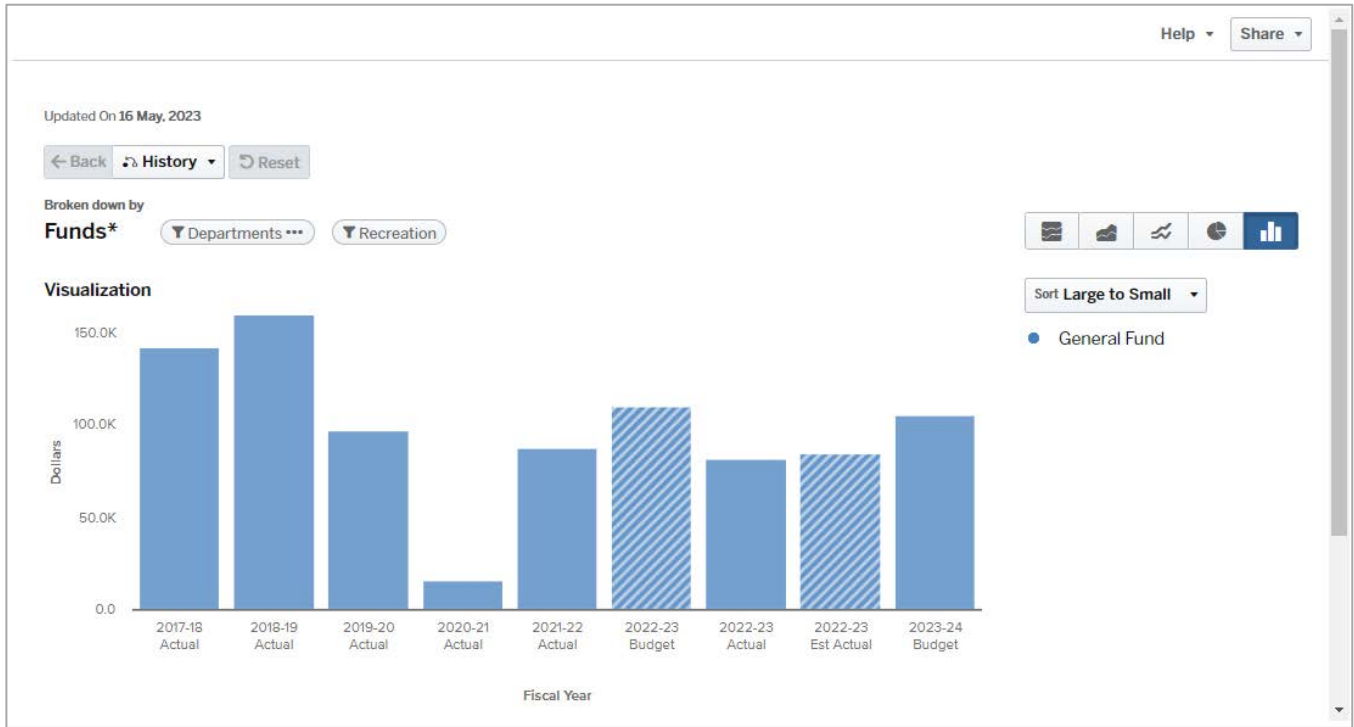


2023-24 Recreation Staffing	
Category	2024
(Sr) Recreation Leaders (Part-Time)	4
Facility Attendants (Part-Time)	3.5
Recreation Coordinators	2
Recreation Manager	1

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

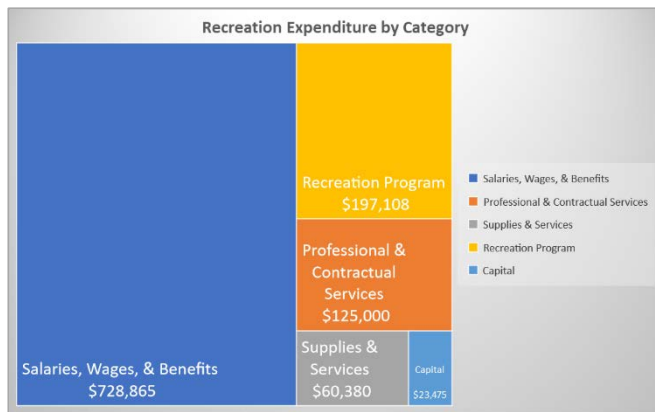
The FY 2023-24 Recreation revenues budget is \$105,700. As shown in the table below, Recreation revenues from program charges and rentals are insufficient to fund the total Recreation Department operating expenditure of \$1.13 million. General Fund revenues supports the remaining \$1,029,128 of the operating 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
General Fund	\$ 142,077	\$ 159,374	\$ 96,981	\$ 16,142	\$ 87,936	\$ 110,000	\$ 81,989	\$ 84,723	\$ 105,700
Total	\$ 142,077	\$ 159,374	\$ 96,981	\$ 16,142	\$ 87,936	\$ 110,000	\$ 81,989	\$ 84,723	\$ 105,700

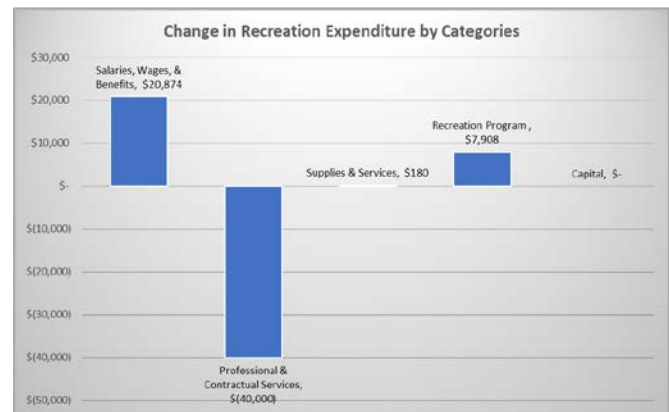
Expenditures Summary

FY 2023-24 Recreation Budget



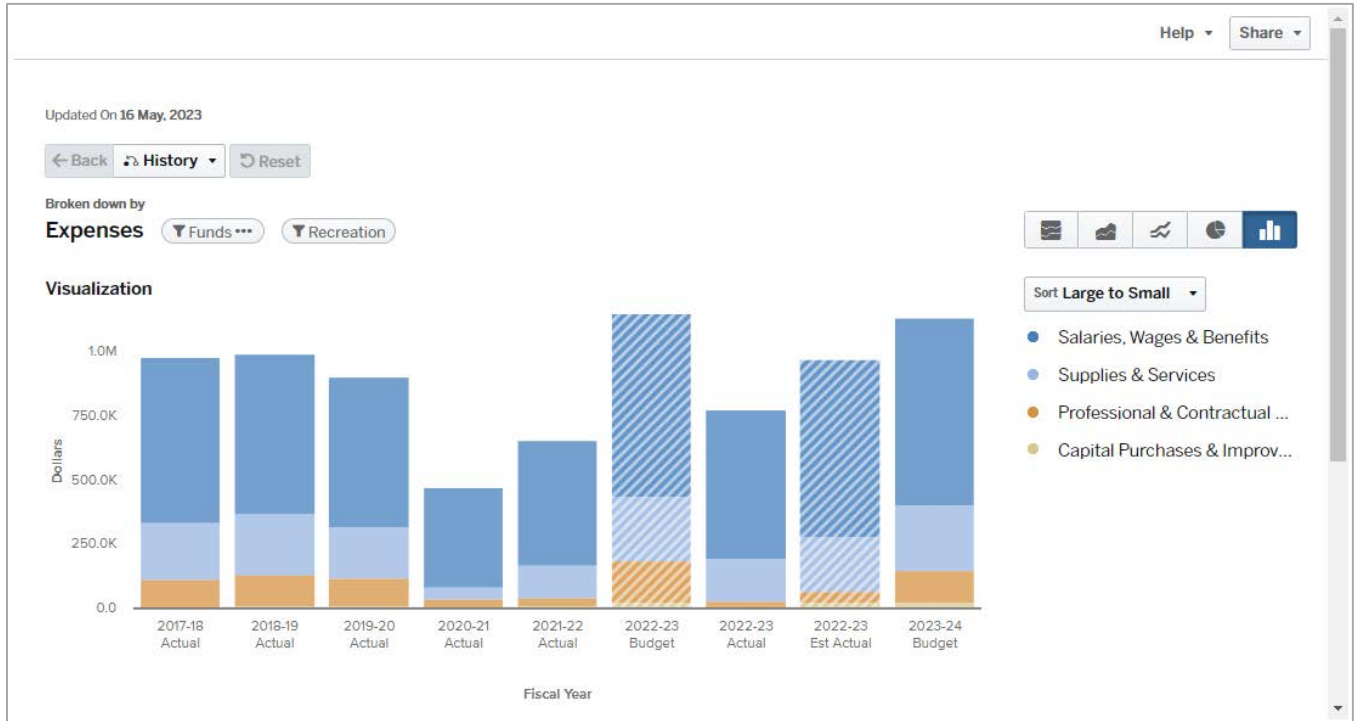
The total Recreation budget for FY 2023-24 is \$1,134,828. **Salaries, wages, & benefits** represents 64% and recreation represents 17% of the total budget. **Salaries, wages, & benefits** supports 3 full time and 7.5 FTE of part-time staff.

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.

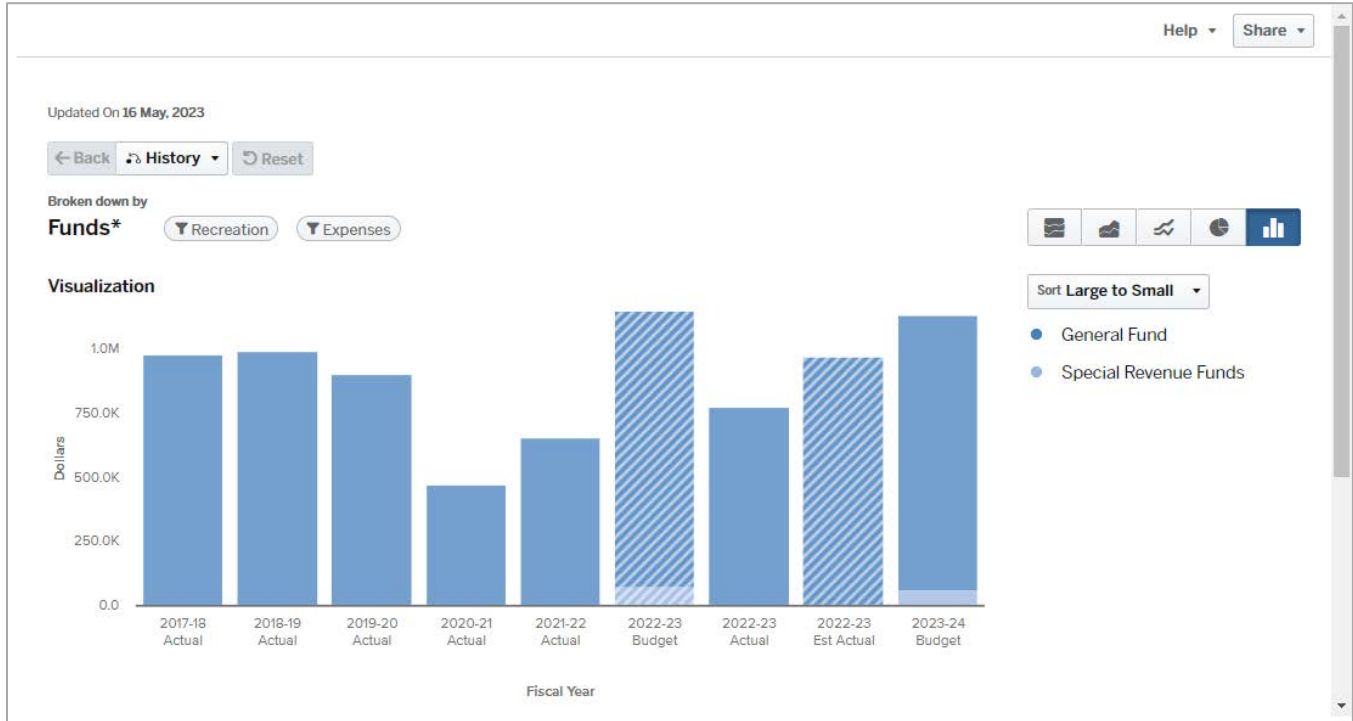
Expenditures by Categories



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
Total	\$ 981,429	\$ 994,060	\$ 901,866	\$ 472,441	\$ 655,382	\$ 1,145,866	\$ 773,154	\$ 971,036	\$ 1,134,828

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
Total	\$ 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/lswWrumtIsy>

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

Recreation

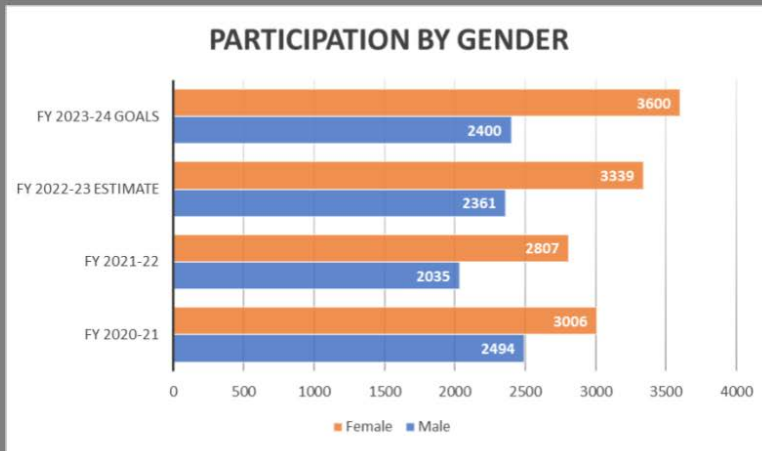


Fiscal Year	Number of Programs Offered	Program Participation
2019-20 Actual	258	6,922
2020-21 Actual*	75	5,500
2021-22 Actual*	154	4,842
2022-23 Estimate*	205	5,700
2023-24 Goals*	215	6,000

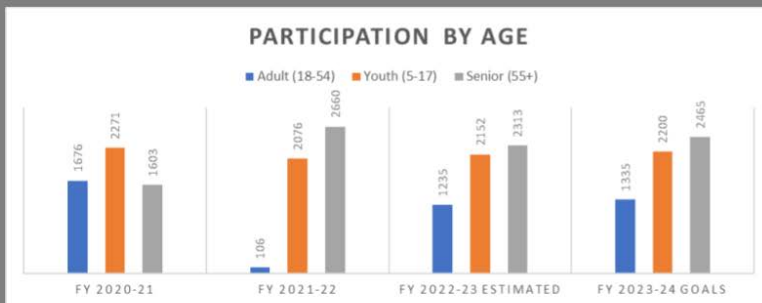
* Affected by COVID-19

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.

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
Total Project Spending - by Categories	72,831,655	14,158,130	1,365,000	4,899,000	52,409,525

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]
Streets, Sidewalks, and Bikeway								
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
Sewer and Storm Drain								
Storm Drain Assessment (972)	Active	0	70,000	70,000	0	0	0	70,000
City Facilities & Long-Range Plans								
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
Major Equipment, Technology & Fleet								
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
Total Projects (21)		516,025	13,526,630	14,042,655	173,218	1,333,810	1,507,028	12,535,627

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 100th Year Celebration initiatives.

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

Future/Unfunded Projects	Total Project Cost	2022/23 and Prior	2023/24 Budget	2024/25 to 2028/29 Projected	Future/Unfunded
Streets, Sidewalks, and Bikeway					
Colma Blvd Improvement (912)	1,500,000	0	0	0	1,500,000
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
Sewer and Storm Drain					
None	0	0	0	0	0
City Facilities & Long-Range Plans					
Community Center Facility Painting (960)	100,000	0	0	100,000	0
Corp Yard Car Wash Upgrade (954)	170,000	0	0	170,000	0
HVAC System Replacement @ PD (943)	1,250,000	0	0	1,250,000	0
Solar Panel Backup Battery Install @ CCC (961)	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
Major Equipment, Technology & Fleet					
Phone System Upgrade (982)	250,000	0	0	250,000	0
Total Future/Unfunded Projects (11)	15,724,000	115,475	0	3,464,000	12,144,525

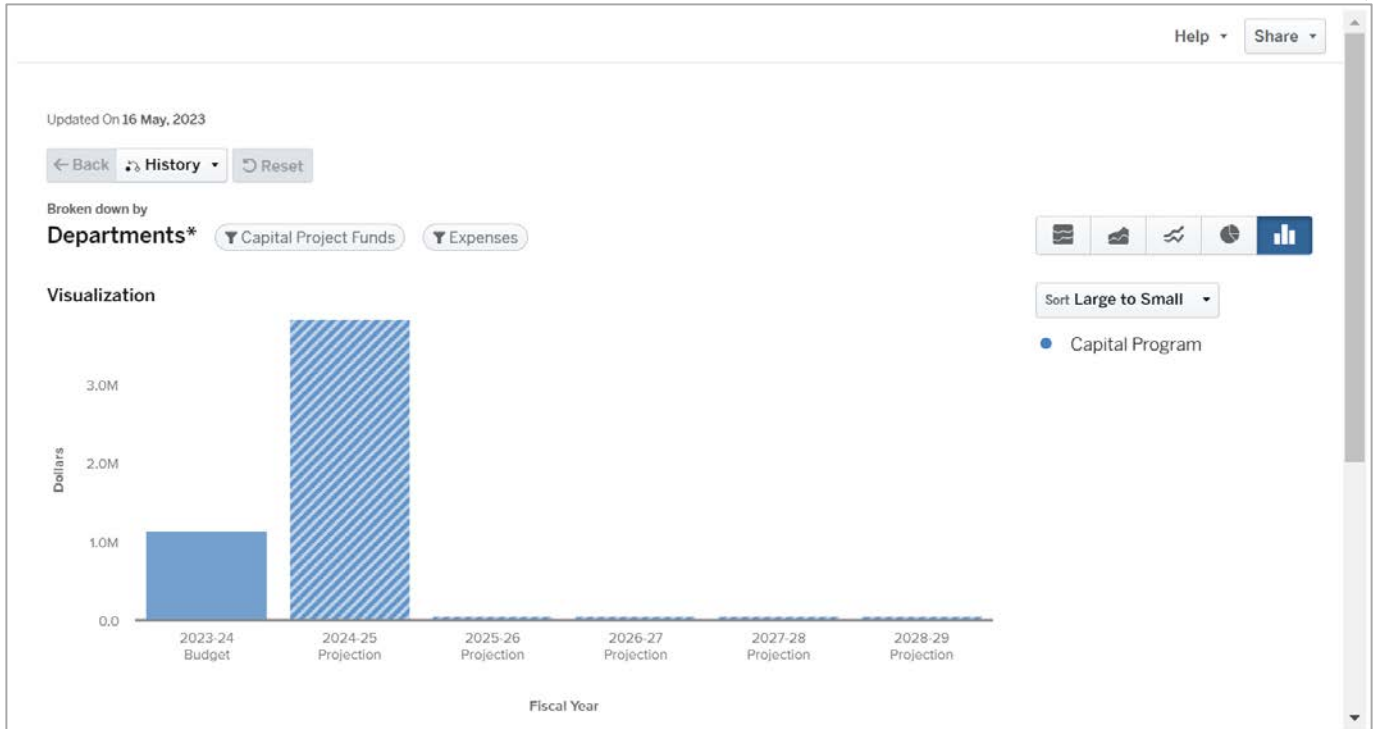
Closed Project (By June 30, 2023)	Total Project Cost	2022/23 and Prior	2023/24 Budget	2024/25 to 2028/29 Projected	Future/Unfunded
Streets, Sidewalks, and Bikeway					
F-Street Retaining Wall (902)	400,000	400,000	0	0	0
Mission Road Crosswalk (909)	130,010	130,010	0	0	0
Mission Road Landscape (908)	400,000	400,000	0	0	0
City Facilities & Long-Range Plans					
Colma Museum Facility Repair & Painting (951)	75,000	75,000	0	0	0
Total Closed Projects (4)	1,005,010	1,005,010	0	0	0
Total Project Cost - All (35)	72,831,655	14,158,130	1,365,000	4,899,000	52,409,525

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
Total Funding	72,831,655	14,158,130	1,365,000	4,049,000	200,000	250,000	200,000	200,000	4,899,000	52,409,525



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
Total	\$ 1,145,000	\$ 3,834,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

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
Total Funding	487,645	225,000	250,000	0	0	0	0	0	962,645

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

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

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

Project Cost for PSR-PDS: \$2 Million

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

El Camino Real/Mission Road Access to Multimodal Crossing Improvements (#904, \$180,000)

El Camino Real Segment B, Design - Pending funding agreement (#915, \$670,000)

El Camino Real Segment B, Construction - Pending funding agreement (#916, \$5,800,000)

El Camino Real Bicycle and Pedestrian, Segment A - Future unfunded (TBD, \$22,450,000)

Project Scope

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Project Funding and Spending Plan

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

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

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

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

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

Project Scope

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Project Funding and Spending Plan

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

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

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

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

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
Total Funding	670,000	0	0	0	0	0	0	0	670,000

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

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

El Camino Real Segment B Construction (916)

Project Scope

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Project Funding and Spending Plan

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

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

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

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

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

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

Project Scope

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

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

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

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

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

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Project Funding and Spending Plan

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

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

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

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

Town-Wide Bicycle and Pedestrian Master Plan (910)

Project Scope

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Project Funding and Spending Plan

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

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

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

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

Future Projects

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

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

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

Colma Boulevard Improvement (912)

Scheduled for future (unknown)
 Estimated Project Cost: \$1.6 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
Total Funding	130,010	130,010		130,010	-	130,010	130,010
Pending Grant/Other Reimbursements		-	Available Project Budget				-

Mission Road Landscaping (908)

Project Scope

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

Status as of June 30, 2023

Project is 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
Total Funding	372,200	372,200		372,200	15,109	357,091	372,200
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
Total Funding	432,000	432,000		447,000	40,542	406,458	447,000
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
Total Funding	0	75,000	0	0	0	0	0	0	75,000

Colma Creek Channel Repairs (934)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Design (81002)	0	75,000	0	0	0	0	0	0	75,000
Total Project Budget	0	75,000	0	0	0	0	0	0	75,000

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

Storm Drain System Assessment and Mapping (972)

Project Scope

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Project Funding and Spending Plan

Storm Drain Assessment (972)		Funding Since Inception								
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
Total Funding	0	115,000	0	0	0	0	0	0	115,000

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

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

EV Charging Station at Colma Community Center (946)

Project Scope

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Project Funding and Spending Plan

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

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

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

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

Facility Parking Lot Upgrades and Repairs (953)

Project Scope

Several of the Town-owned facility parking lots are in need of reconstruction and/or resurfacing along with stripping and Americans with Disabilities Act (ADA) upgrades. This project will address long-term parking lot maintenance and reconstruction needs at: Creekside Villas, the Colma Community Center and Historical Museum, the Colma Police Station, and the Public Works Maintenance Corporation Yard. The work will vary from facility to facility ranging from reconstruction (mill and fill) to minor surface treatments, such as crack sealing and slurry coats. All facilities will be restriped. Installation of additional ADA stalls will be considered, if feasible, for the Colma Community Center parking lot.

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

Status as of June 30, 2023

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

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

No additional annual maintenance costs (within the 5-year CIP Plan) are anticipated at this time.

Project Funding and Spending Plan

Facility Parking Lot Upgrades (953)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	99,025	0	0	0	0	0	0	0	99,025
Capital Reserve (31)	140,975	0	0	0	0	0	0	0	140,975
Total Funding	240,000	0	0	0	0	0	0	0	240,000

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

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

Housing Element Update (996)

Project Scope

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

Status as of June 30, 2023

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

Additional policies to support housing development and clarification regarding potential site inventory is needed to be done in order for the State to certify the Town's Housing Element. To assist in this final effort, staff has hired a consultant to help complete the Housing Element and resubmit the document to HCD. The Housing Element is nearly complete and will be sent to HCD 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
Total Funding	210,000	0	0	0	0	0	0	0	210,000

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

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

Public Arts Program (980)

Project Scope

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

Paint or vinyl-wrap two utility cabinets

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

Paint on bike rack at the Colma Community Center

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

F Street Wall Mural

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

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

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

Impact on Operation

Maintenance cost and costs associated with any graffiti removal.

Project Funding and Spending Plan

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

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

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

Urban Tree Master Plan & Improvement (998)

Project Scope

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

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

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Project Funding and Spending Plan

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

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

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

Zoning Code Update (997)

Project Scope

Pursuant to state law, the Town of Colma is required to amend its zoning code and zoning map after the adoption of the General Plan 2040, as the General Plan and zoning code must be compatible. The Town of Colma zoning code has been amended over the years while, generally, information is very hard to find - with land uses and development standards for each zone in two separate places. The code requires reformatting and updating the zone code to be more user friendly, and to be compatible with the newly adopted General Plan. In addition, in anticipation of the Municipal Code being converted to a searchable document by sections, the update will align with the goal of creating an easily searchable document. Sections will also be updated to comply with current state law. Along with amending and the adoption of the Town's Zoning Code, an environmental document will be required to satisfy California Environmental Quality Act (CEQA) requirements.

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

The Zoning Code Update will improve the usability of zoning code for the public and developers. Staff will ensure that the zoning code complies with current legal requirements and that it is consistent with the General Plan.

Project Funding and Spending Plan

Zoning Code Update (997)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Capital Reserve (31)	100,000	0	0	0	0	0	0	0	100,000
General Fund (11)	80,000	0	0	0	0	0	0	0	80,000
Total Funding	180,000	0	0	0	0	0	0	0	180,000

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

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

Future Projects

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

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

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

Colma Community Center Painting and Repair (960)

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

Project Scope

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Corporation Yard Car Wash Upgrade (954)

Scheduled for FY 2024-25
Estimated Project Cost: \$170,000

Project Scope

Under the Town of Colma's Municipal Regional Permit (a State permit to discharge Storm Water), it is required that municipalities provide washdown facilities for various pieces of equipment. Currently, the Public Works department follows the State Stormwater mandates but the effort to stay in compliance is a tedious and time-consuming effort. A washdown station will be constructed on site in the Corporation yard, the drive-in wash area would have a roof over the washdown area and floor drains that are connected to a clarifier (prevents oil and grease to flow into the sanitary system), allowing the gray water from the washdown area to enter the sanitary sewer system.

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

HVAC System Replacement at Police Station (943)

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

Project Scope

The HVAC system at the Colma Police Station is showing signs of failure due to exposure to the weather, quality of the equipment and everyday normal use (because the Department is open 24 hours, some of the units are used continuously). The other issue that will face the Department is the current HVAC system uses R-22 refrigerant. Production of R-22 refrigerant will not be manufactured after 2020 due to its harmful effects to the environment. After 2020 the only R-22 that will be available will be from recycled stock, as the stock becomes depleted the cost of R-22 will increase to the point where it is cost prohibited to service the current HVAC equipment.

This project is slated to be in the CIP long range plans, consideration for replacing the HVAC equipment is estimated to be 5 years out (approximately 2024), funding for replacement will be pursued through State and Local grant programs that assist in energy equipment upgrades.

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

Costs for both maintenance and operation should decrease due to the efficiencies of a new system and annual maintenance should be limited to general maintenance and not having to make needed repairs. Annual required maintenance is required.

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

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

Project Scope

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Project Funding and Spending Plan

Future Unfunded. Change to \$500k.

Sterling Park Facility Improvement (948)

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

Project Scope

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Townwide Branding (959)

Scheduled for future (unknown)

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

Project Scope

The 2012 Economic Development Plan identified several strategies within the framework of the study. One of the strategies was to create Branding and Promotional Materials emphasizing Colma's commercial activities. Phase 1 of this project will be to prepare an RFP and hire a firm to develop a community branding campaign. The process will involve local outreach, surveys, interviews with business leaders, and other research, and utilizing this information to establish creative options for the community's brand. Phase 2 will be to launch an expanded image and branding campaign highlighting Colma's brand through logo, marketing brochures, letterhead, street light banners, promotional campaigns, advertisements and tag lines. Staff will look to partner with local businesses and shopping centers for funding opportunities.

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Closed Projects in FY 2022-23

Colma Museum Facility Repair & Painting (951)

Project Scope

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

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

Impact on Operation

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

Project Funding and Spending Plan

Colma Museum Repair & Rehab (951)

Funding and Spending History

Funding Source	Project Funding Budget	Actual Project Funding	Spending	Project Cost			
				Total Project Budget	Thru 6/30/22	Project Cost FY 2022-23	Total Project Spending
General Fund (11)	75,000	75,000	Construction (81003)	75,000	11,245	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
Total Funding	530,000	20,000	0	0	0	0	0	0	550,000

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

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

IT Infrastructure Upgrades (986)

Project Scope

The ongoing maintenance of computers, as well as the Town's backbone network, requires periodic upgrades to ensure that operations continue. The project includes:

- Replacement of desktop computers and other equipment.
- Technology needs in the Town Hall facility and other Town-owned facilities.
- Update software.
- Update and upgrade servers, switches and routers.
- New switch to interconnect the Police Department and Town Hall sites.

Status as of June 30, 2023

This project is ongoing.

Schedule for FY 2023-24 and Thereafter

IT and Infrastructure upgrades is an ongoing capital investment.

Impact on Operation

This ongoing program provides timely replacement of essential technology hardware to ensure minimal impact on Town daily operation.

Project Funding and Spending Plan

IT Infrastructure Upgrades (986)		Funding Since Inception							
Funding Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
General Fund (11)	0	50,000	50,000	50,000	50,000	50,000	50,000	0	300,000
Capital Reserve (31)	50,000	0	0	0	0	0	0	0	50,000
Total Funding	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	350,000

IT Infrastructure Upgrades (986)		Project Budget Since Inception							
Spending Plan	Thru Jun'23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Unfunded	Total
Software & Network	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	350,000
Total Project Budget	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	350,000

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

Vehicle Replacement (987)

Project Scope

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

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

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

Status as of June 30, 2023

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

Schedule for FY 2023-24 and Thereafter

This is an ongoing CIP project.

Impact on Operation

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

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
Operating									
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
Capital									
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	(4,403,770)	552,137	(406,862)	3,266,141	1,927,347	(11,342,960)	(2,244,034)	(2,291,113)	(380,866)

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 the total Town operations and subsidizes the Sewer Funds and Capital Improvement Funds. Additionally, this section is organized to show the financial impact of status quo and potential solutions. These solutions will require further analysis and City Council authorization.

General Fund 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 reserves 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.

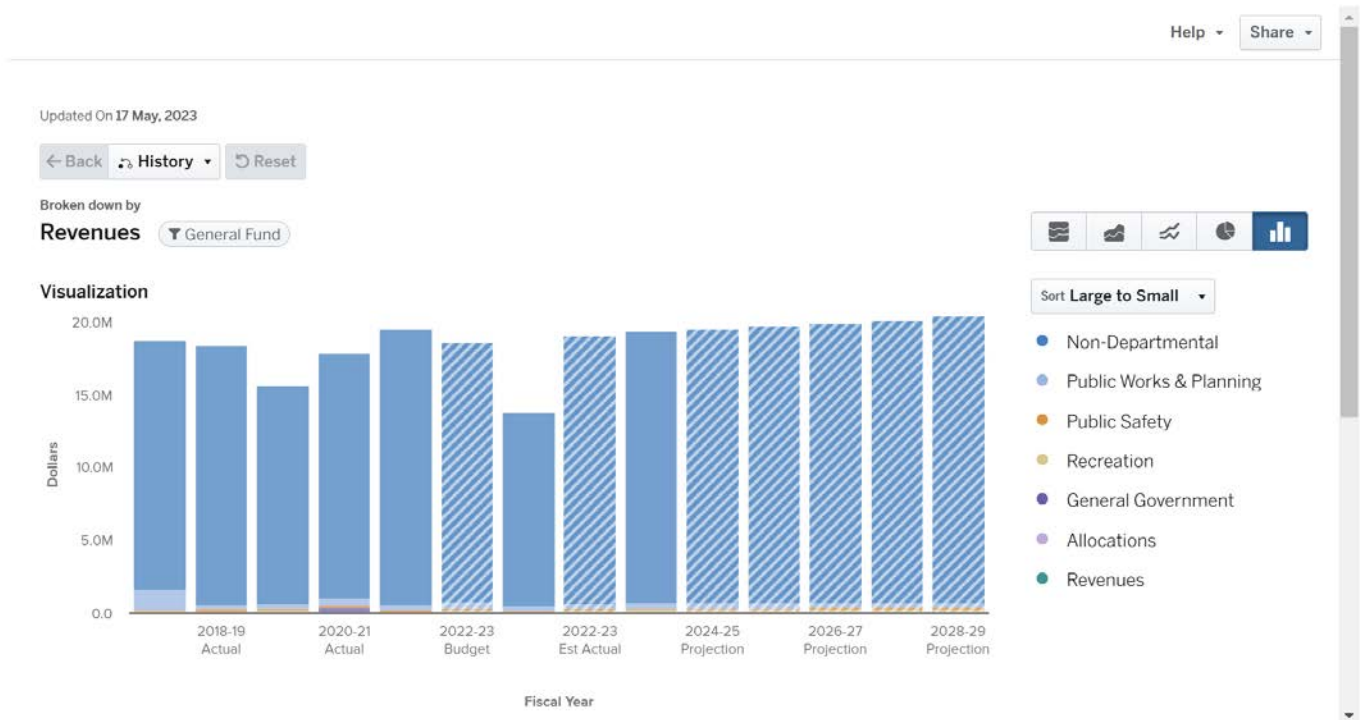
The reserve drawdown in FY 2022-23 and FY 2023-24 are for capital transfers and in anticipation of unusually large number of retirements in FY 2023-24.

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



General Fund Revenue Forecast

Overall, general fund revenues are 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 revenue** to stay flat.



General Fund Expenditure Forecast

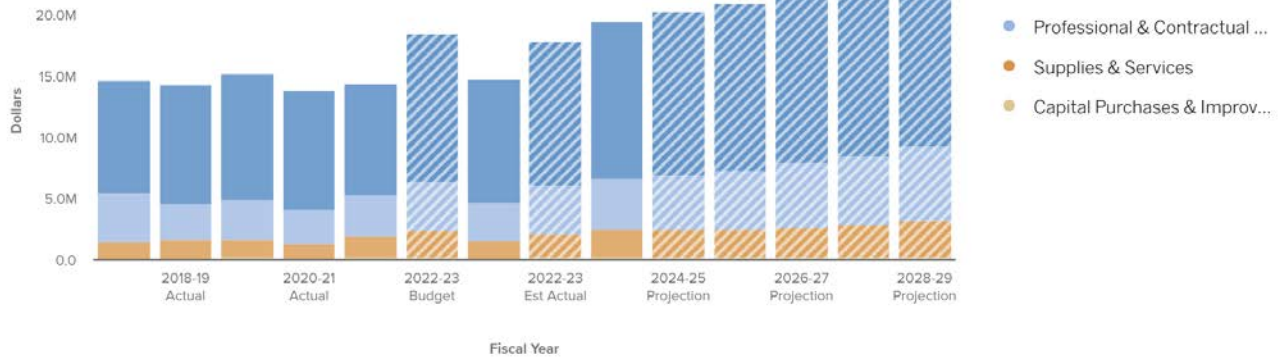
- **Salaries, wages & benefits** are the largest expenditure category for the General Fund. This expenditure category includes contributions to address future unfunded liabilities as they are related to OPEB, pension, and accrued leave payouts at separation (retirement and voluntary separation). The 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 evaluations.
- **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



General Fund Reserves

In terms of General Fund Reserves, assuming the Town stays its current course of action, the unassigned reserves are expected to be reduced annually and depleted by June 30, 2028,.

General Fund Reserves @ June 30,	2023	2024	2025	2026	2027	2028	2029
Committed Reserves (12)							
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
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)	10,308,827	9,301,044	8,500,324	7,296,228	5,147,142	2,313,582	(1,669,710)
Total Reserves (All Fund)	28,018,447	26,503,877	25,816,029	24,728,304	22,702,328	19,996,752	16,146,397

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 \$9.0 million of grant funding to be used on critical roadways to help booster local businesses and to enhance pedestrian, bicyclist, and vehicular safety.

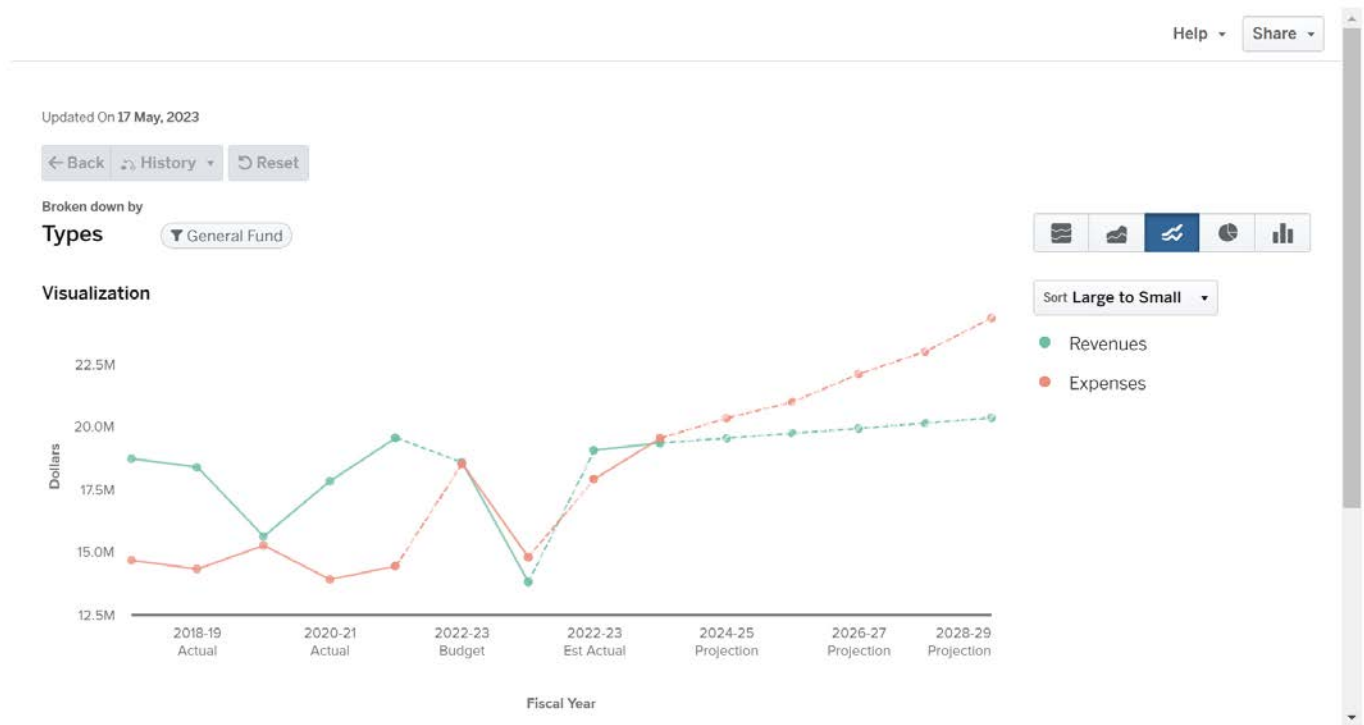
Financial Summaries

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

General Fund Categories consist of three separation 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 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.
- **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.



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

Special Revenues and Debt Funds

Special Revenues and Debt Funds category 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

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Broken down by

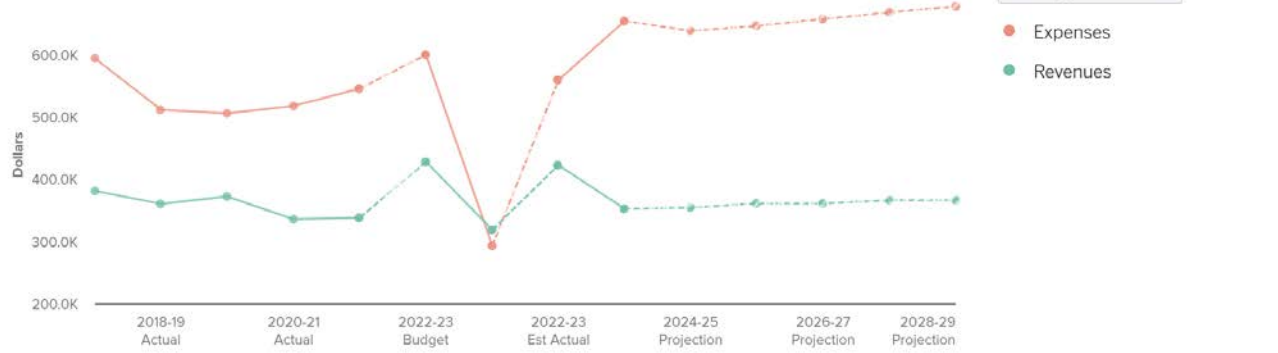
Types

▾ Funds ...



Visualization

Sort Large to Small ▾

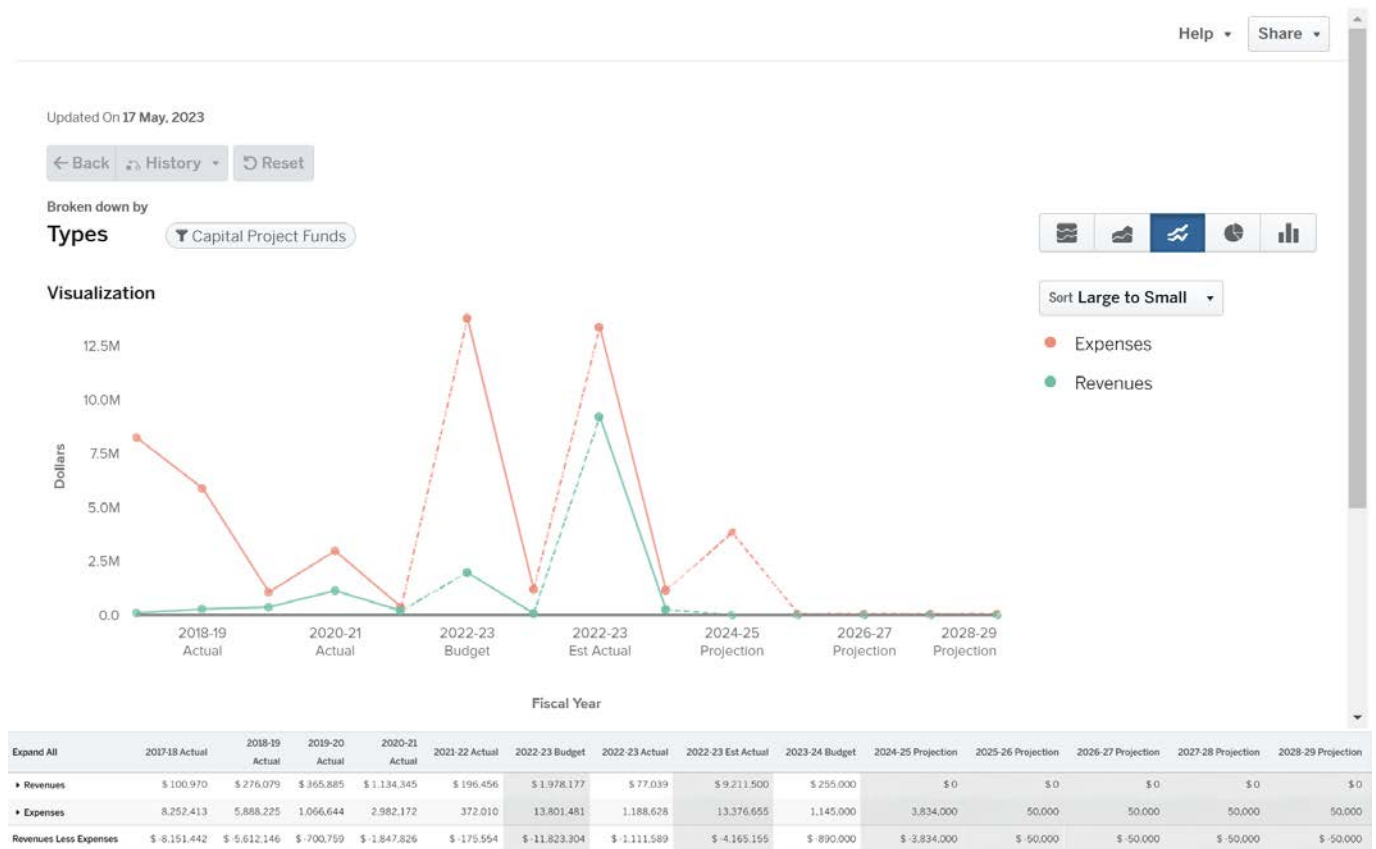


Fiscal Year

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

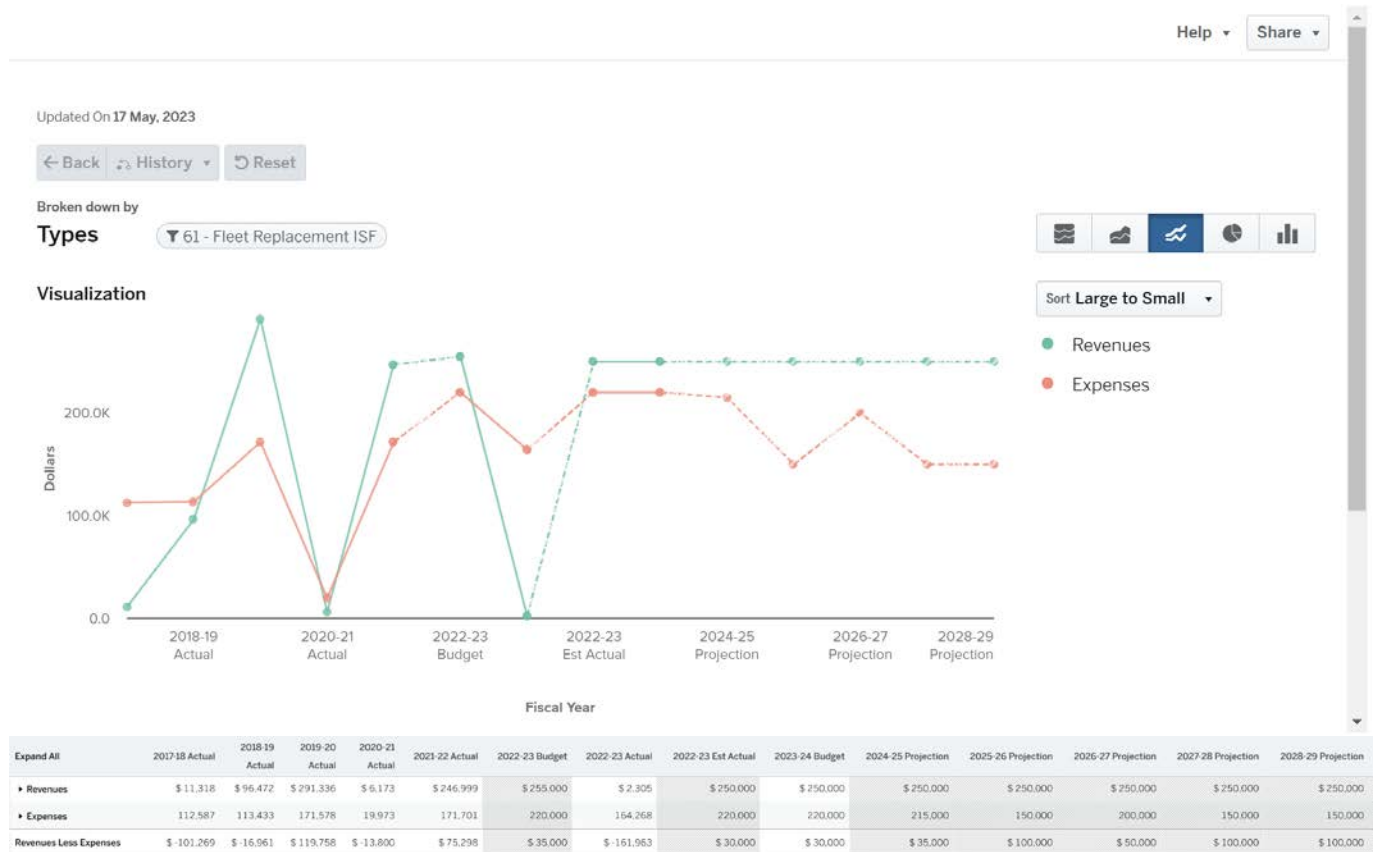
Capital Improvement Funds

- 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

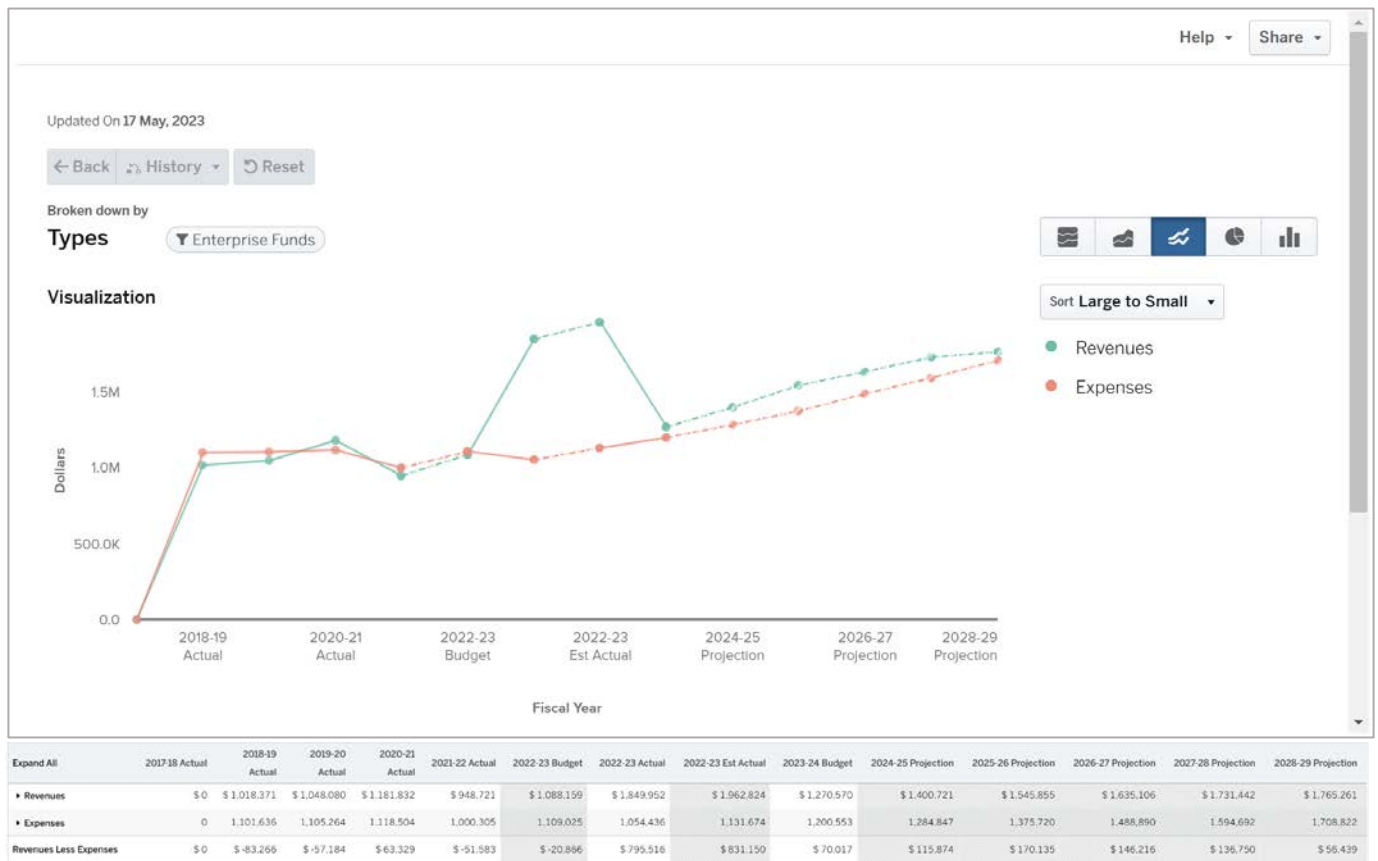
- 61: Vehicle/Fleet Replacement** - For the purpose of accumulated funds over time to provide for the replacement of the Town fleet used by Police, Public Works, Recreation and Administration. Annual charges based on the usable life and cost of vehicles and the public works fleet are recorded as expenses 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

Enterprise Fund includes two sewer funds and one for city properties. For budgeting purposes, these funds are budgeted on 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

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

1. Change in Population (Town of Colma vs. San Mateo County)
 - a. Town of Colma had a population of 1,371 on 1/1/2022 and 1,359 on 1/1/2023, a decrease of 0.43%
 - b. County of San Mateo had a population of 740,711 on 1/1/2022 and 737,515 on 1/1/2023, a decrease of 0.88%
2. Change in State per capita Personal Income vs. Colma Non-Residential Building Construction
 - a. Change in State Per Capital Personal Income was 4.44%
 - b. Change in Colma Non-Residential Assessed Valuation was not available.

For the Fiscal Year 2023-24 calculation, the Town selected the County’s population growth rate of -0.43% and the change in the State Per Capita Income of 4.44%

Appropriation Limit Calculation 2023-24

Appropriations Limit			
City	Town of Colma	FY	2023-24
		Amount	Source
a) Prior Year Appropriations Limit		61,031,996	Prior year schedules
b) Adjustment Factors	percent	ratio	
1) Population Change	-0.43%	0.996	
	Population in city or county?	County	"city" or "county"
2) Cost of Living	4.44%	1.044	
	State CPI or % New non-residential?	CPI	"CPI" or "%new non-resid AV"
3) Combined adjustment factor		1.0399	b1 * b2
c) Adjusted Limit		63,467,173	a * b3
d) Alterations			
Transfer of Financial Responsibility			
Transfer to Fees			
Emergency			
Voter Override			
Total Alterations		-	sum of d
e) Appropriations Limit - Current Year		63,467,173	c + d

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Appropriations Subject to Limitation			
City	Town of Colma	FY	2023-24
		Amount	Source
a) Proceeds of Taxes		18,708,300	
b) Exclusions		-	
c) Appropriations Subject to Limitation		18,708,300	a-b
d) Appropriations Limit (current year)		63,467,173	
e) Under (Over) Limit		44,758,873	d-c

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The 2023-24 Appropriations subject to the limit ("Proceeds of Taxes") total \$18,708,300, which means the Town is \$44,758,873 below the authorized limit.

Appropriation Limit History

Fiscal Year	Reso	Population Change [a]	Population Factor [b] = ([a]-1)/1	State per Capita Personal Income [c]	Per Capita Factor [d]=([c]-1)/1	Calculation of Factor [e] = [b] x [d]	Appropriation Limit Prior Year x [e]
2023-24	2023-XX	-0.43%	0.9957	4.44%	1.0444	1.0399	\$ 63,467,173
2022-23	2022-20	-0.92%	0.9908	7.55%	1.0755	1.0656	\$ 61,031,996
2021-22	2021-17	-0.75%	0.9925	5.73%	1.0573	1.0494	\$ 57,274,771
2020-21	2020-27A	14.05%	1.1405	3.73%	1.0373	1.1830	\$ 54,582,281
2019-20	2019-34	0.70%	1.0070	3.85%	1.0385	1.0458	\$ 46,137,229
2018-19	2018-36	0.50%	1.0050	3.67%	1.0367	1.0419	\$ 44,103,586
2017-18	2018-35	0.56%	1.0056	3.69%	1.0369	1.0427	\$ 42,330,631
2016-17	2016-27	0.91%	1.0091	5.37%	1.0537	1.0633	\$ 40,596,875
2015-16	2015-29	1.00%	1.0100	3.82%	1.0382	1.0486	\$ 40,571,394
2014-15	2014-33	1.17%	1.0117	-0.23%	0.9977	1.0094	\$ 40,553,428

Staffing List

<insert chart>

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 operation.

Fund Type: Special Revenues

Gas Tax (21)

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

Measure A (22)

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

Transportation Grant (23)

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

Parks in Lieu (24)

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

Housing Impact Fees (25)

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

Measure W (26)

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

Public Safety Grants (27)

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

Fund Type: Capital

Capital Improvement (31)

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

Street Capital (32)

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

Fund Type: Debt

COPS Debt Services (43)

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

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

Fund Type: Internal Services

Vehicle/Fleet Replacement (61)

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

Fund Type: Trust

OPEB Trust (71)

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

Pension Trust (72)

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

Fund Type: Enterprise

Sewer Operating (81)

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

Sewer Capital (82)

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

City Properties (83)

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

Financial Policies

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

Colma Administrative Code 4.01: Budget Procedures and Reserve Policies

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

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

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Town of Colma

1198 El Camino Real

[Town Website](#)



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Farhad Mortazavi APA, City Planner
Gina Paolini, Senior Planner

VIA: Brian Dossey, City Manager

DATE: June 14, 2023

SUBJECT: Adoption of Vehicle Miles Traveled (VMT) Thresholds and Screening Guidelines

RECOMMENDATION

Staff recommends that the City Council adopt a:

RESOLUTION ADOPTING CITYWIDE VEHICLE MILES TRAVELED (VMT) THRESHOLDS AND SCREENING GUIDELINES ESTABLISHING VMT AS THE STANDARD OF MEASUREMENT FOR ANALYSIS OF POTENTIAL ENVIRONMENTAL IMPACTS FROM VEHICLE TRAFFIC UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND FINDING THAT THE ADOPTION OF VMT THRESHOLDS IS NOT A PROJECT SUBJECT TO CEQA

EXECUTIVE SUMMARY

Senate Bill 743 (SB 743) mandates that local jurisdictions use Vehicle Miles Traveled (VMT) to replace Level of Service (LOS) as the standard of measurement for analysis of potential transportation impacts under the California Environmental Quality Act (CEQA). VMT measures the per capita number of vehicle trips generated by a project and estimates the distances that those vehicles will travel to and from a project rather than congestion levels at intersections. The legislative mandate under SB 743 seeks to balance the needs of congestion management with statewide goals to promote infill development, improve public health through active transportation, and ultimately, reduce greenhouse gas (GHG) emissions. The Town has been working toward adoption of new transportation guidelines that support the mandate.

Town staff, in consultation with local transportation planning experts, developed citywide VMT guidelines to comply with State law and provide established and consistent criteria to analyze transportation impacts of development projects and long-range plans. The guidelines facilitate the buildout of the General Plan and support new development in suitable areas near transit, and other amenities.

BACKGROUND

On September 27, 2013, SB 743 was signed by then Governor Jerry Brown, requiring the Governor's Office of Planning and Research (OPR) to amend the CEQA Guidelines, to develop alternative metrics to replace the use of vehicular LOS for evaluating transportation impacts, and to provide alternative criteria for evaluating transportation impacts to promote the reduction of GHG emissions, the development of multimodal transportation systems, and a diversity of land uses.

Effective July 1, 2020, the SB 743 legislation required that local jurisdictions shift from the use of LOS for CEQA review of vehicle movement impacts (delay) to a method that assesses the distance of vehicle travel attributed to a project or use. This shift focuses review on regional traffic and reducing GHG emissions, rather than vehicle impacts on the local roadway network. With OPR's December 2018 [Technical Advisory on Evaluating Impacts in CEQA](#) (weblink)', the method selected to assess distance of vehicle travel is Vehicle-Miles-Traveled (VMT).

VMT measures the amount and distance of vehicle travel attributed to a project or use - specifically, VMT focuses on determining the origin and destination of travel patterns. Unlike LOS, VMT does not assess the local vehicle trips from a project or the project's traffic impacts on a local intersection or road/highway segment. Rather, VMT assesses the effects of the project on regional traffic and use of transit and non-motorized travel. VMT is not a new methodology; it has been used for many years in CEQA documents in estimating pollution (air quality impacts), GHG emissions, and energy consumption.

Although SB 743 prohibits the use of LOS as a metric used to analyze transportation impacts in CEQA, the Town can continue to utilize LOS during the project development process to provide information regarding traffic operations, as required by the Town's General Plan. Project conditions of approval can require changes to the project, transportation demand management (TDM) strategies, or other measures to address LOS analysis outside of CEQA. However, project conditions of approval cannot induce vehicle travel or increase VMT, both of which are impacts that conflict with SB 743.

VMT Technical Advisory Support

ABAG and the Metropolitan Transportation Commission, in support of this transition from LOS to VMT, have been providing VMT Policy Adoption Technical Assistance to all Bay Area jurisdictions needing assistance with SB 743. Tools and localized assistance were provided to help the Town prepare the Thresholds and Screening Guidelines for final adoption.

PROJECT DESCRIPTION

Vehicle Miles Traveled (VMT) Thresholds and Screening Guidelines

To comply with SB 743, the Town of Colma is required to implement citywide VMT compliance measures. The state guidelines allow the Town to set their own policy requirements, provided that the adopted policy promotes:

1. Reduction of GHG emissions;
2. Development of multimodal transportation networks; and,

3. Provides a diversity of land uses in proximate to each other.

The Town of Colma has multiple adopted policies that support the shift from measuring transportation impacts based on LOS to using VMT, including policies contained within the Mobility Element of the 2040 General Plan and the 2030 Climate Action Plan. Staff has developed VMT Guidelines that support the City's General Plan land use and transportation goals. Key considerations for the VMT Guidelines include:

1. **Baseline VMT Metric:** Establishing the existing VMT conditions by which projects will be analyzed and compared to;
2. **CEQA Thresholds of Significance for VMT impacts:** Establishing the level at which impacts will be considered significant and less than significant;
3. **Screening Criteria for Land Use Projects:** Determine which projects can be presumed to have a less than significant VMT impact and would therefore not be required to conduct a VMT analysis; and,
4. **Screening Criteria for Transportation Projects:** Determine which transportation projects can be presumed to have a less than significant VMT impact and would therefore not be required to conduct a VMT analysis.

Because the Town can continue to use LOS/auto delay to inform local analysis, such as traffic operations and traffic signal timing needs during the development review process, outside of the CEQA review, it was important to include a provision in the Guidelines for Non-CEQA Transportation Analysis. The proposed Guidelines would allow for project conditions of approval (COA) that could require changes to a project, transportation demand management (TDM) strategies, or other measures to address LOS analysis outside of CEQA. The VMT Thresholds and Screening Guidelines (Attachment B) has been attached for review and adoption by the City Council. The new VMT Guidelines will facilitate the buildout of the General Plan and will support and expedite new development in suitable areas near the high-quality transit corridor.

PROJECT ANALYSIS

In developing the VMT Guidelines, staff carefully evaluated the goals, policies and desired outcomes of the General Plan and the Climate Action Plan, in order to analyze any effects on land development in the City. The VMT Guidelines establish the following metrics:

1. **Establishing a Baseline VMT:** Baseline VMT is defined as the current average amount of vehicle miles residents and employees are traveling in daily life. The baseline VMT can be based on the citywide, countywide, or regional average.

Proposal: Town staff evaluated these options with technical assistance and selected the regional average as the Town's baseline VMT. It was determined that the regional average would be more favorable for residential projects. Most projects in the Town of Colma will have the opportunity to use location-based screening.

2. **CEQA Threshold:** In addition to establishing the baseline VMT, CEQA also requires the Town's VMT policy to establish a threshold of significance. This threshold is the minimum level of significant impacts at which CEQA would require the City to disclose these impacts and either identify mitigation measures or adopt findings to override impacts. The State recommends a threshold of 15 percent reduction from the baseline VMT.

Proposal: The proposed Guidelines would follow the State's recommendation to use a significance threshold of 15 percent below baseline VMT levels for residential and employment projects.

3. **CEQA Exemptions:** The State recommends that certain development projects should be exempt from VMT analysis with a presumption of less than significant impact if a project is likely to reduce VMT. Exemptions should be based upon project size, location, and type.

Proposal: The proposed Guidelines recommended exemptions include:

- **Small Infill Projects:** Projects that generate 110 or less daily vehicle trips.
- **Affordable Housing:** 100 percent Affordable Residential Projects
- **Residential Project Screening Map:** Residential VMT Per Capita Screening Map identifies areas in the Town that would be exempt from quantitative VMT analysis.
- **Office Project Screening Map:** Employee VMT Per Employee Screening Map identifies areas in the Town that would be exempt from quantitative VMT analysis.
- **High-Quality Transit Corridor Screening Map:** Development within the High-Quality Transit Corridor that would be exempt from quantitative VMT analysis.

4. **Transportation Projects:** The State recommends that transportation projects that increase roadway capacity require a VMT analysis to evaluate induced VMT. Multimodal transportation projects are exempt from VMT analysis since by definition they increase non-motorized trips.

Proposal: The Town will conduct an initial assessment to determine if the proposed transportation project is likely to substantially increase VMT, as determined by the Town Traffic Engineer. Projects that are anticipated to substantially increase VMT would likely be subject to a quantitative VMT analysis that considers the effects of induced travel.

Projects that are not likely to lead to a substantial or measurable increase in VMT include, but are not limited to, the following:

- Public transit (establishing new routes or services or modifying existing routes or services).
- Addition of active transportation improvements (class II bicycle lanes, shared use paths, sidewalks, pedestrian pathways).

- Addition of roadway capacity on local and collector roadways only provided for the purpose of improving conditions for pedestrians, cyclists, and transit users.
- Resurfacing, rehabilitating, maintenance, preventive maintenance, replacement, and repair projects that do not add additional roadway capacity.
- Installation, removal, or modification of turn lanes.
- Installation, removal, or modification of traffic control devices, including traffic signals, wayfinding, HAWK, RRFB and traffic signal priority systems.
- Traffic signal optimization and or coordination to improve vehicle, bicycle or pedestrian flow.
- Installation of roundabouts.
- Installation or modification of traffic calming devices.
- Lane reductions (i.e. road diets).
- Addition of auxiliary lanes that do not add additional roadway capacity
- Removal of off-street parking and addition, adoption, or modification of parking devices and management strategies.
- Safety improvements, including roadway shoulder enhancements and auxiliary lanes, and grade separations for rail, transit, pedestrian, and bicycle facility enhancements.
- Sidewalk infill, removing barriers to accessibility, and ADA improvements.
- Installation or modification of access control restrictions.
- Complete Streets projects that do not add additional roadway capacity.
- Other improvements to the circulation system that do not add additional roadway capacity.

5. **VMT Reduction Strategies:** VMT impact mitigation strategies generally take the form of Transportation Demand Management (TDM) measures. TDM measures include strategies related to parking, transit usage, encouraging a mix of land uses on site, and promoting the use of active transportation and higher-occupancy vehicle models (e.g., carpooling and transit). TDM can be applied on a project-by-project basis, or on a community-scale as part of off-site mitigation through a city, county, or regional VMT mitigation program. Unless a program is established, most projects that result in VMT impacts would need to apply TDM strategies on a project-by-project basis.

Proposal: If a development does not screen out and requires mitigation per CEQA, a traffic study would be prepared and would include an assessment of possible VMT reduction strategies to help a development meet their VMT goal. While the Town has not established a VMT Impact Fee at this time, there are program-based approaches that may be available in the future. Absent a VMT fee reduction program, developers would be limited to only project site mitigation.

6. **LOS Analysis Requirements:** As previously stated, cities can continue to use LOS/auto delay to inform local analysis, such as traffic operations and traffic signal timing needs during the development review process, outside of the CEQA review.

Proposal: The Town of Colma will continue to implement General Plan Policies M-2-5 and M-2-6:

- Request a Transportation Analysis for projects proposed along arterial, collectors and intersections to verify LOS Planned Operating Conditions are maintained at an LOS level D or better.
- Allow Intersections operating at LOS level E or lower at the time an application for a development is submitted, if no feasible improvement exists to improve the LOS to continue.
- Require a proposed development project that could result in increased traffic to include improvements that assure LOS levels do not fall below the established minimum standard.
- Ensure that improvements are coordinated with roadway improvements programmed for funding through transportation-related impact fees and that the operational benefits of large-scale, automobile capacity-focused improvements are balanced against the induced VMT resulting from the improvements.

Environmental Review

The VMT Guidelines are exempt from environmental review under CEQA because they do not qualify as a project subject to CEQA pursuant to State CEQA Guidelines sections 15060(c)(2)-(3) and 15378, and because there is no possibility that the adoption of the VMT Guidelines may have a significant effect on the environment pursuant to State CEQA Guidelines section 15061(b)(3). Additionally, on March 23, 2022, the City Council certified an environmental impact report (EIR) for the Colma 2040 General Plan. These Guidelines are consistent with, and implement, the 2040 General Plan. Pursuant to Section 15162 and Section 15183 of the State CEQA Guidelines, no additional review under CEQA is required.

COUNCIL ADOPTED VALUES

The recommendation is consistent with the Council's value of *vision* in considering the broader regional and statewide implications of the Town's decisions and issues.

Alternatives Considered

The City Council could opt to not adopt the resolution to approve the VMT Thresholds and Screening Guidelines. This is not recommended as the Town must comply with state law.

CONCLUSION

Staff recommends that the City Council review the VMT Thresholds and Screening Guidelines and adopt a resolution adopting the Guidelines.

ATTACHMENTS

- A. Resolution 2023-XX VMT Thresholds and Screening Guidelines Adoption.
- B. VMT Thresholds and Screening Guidelines

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

**RESOLUTION ADOPTING CITYWIDE VEHICLE MILES TRAVELED (VMT) THRESHOLDS
AND SCREENING GUIDELINES ESTABLISHING VMT AS THE STANDARD OF
MEASUREMENT FOR ANALYSIS OF POTENTIAL ENVIRONMENTAL IMPACTS FROM
VEHICLE TRAFFIC UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
AND FINDING THAT THE ADOPTION OF VMT THRESHOLDS IS NOT A PROJECT
SUBJECT TO CEQA**

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

1. Background

(a) In September 2013, the State of California legislature signed into law Senate Bill 743 (Steinberg), which changed how transportation impacts should be analyzed under the California Environmental Quality Act (CEQA) from Level of Service (LOS) Analysis to Vehicle Miles Traveled (VMT). SB 743 directs the California Office of Planning and Research to produce new CEQA guidance for cities that removes automobile LOS from transportation analysis under CEQA and replaces it with VMT, or another measure that “promotes(s) the reduction of greenhouse gas (GHG) emissions, the development of multimodal transportation networks, and a diversity of land uses.” The intent of this change is to shift the focus of transportation analysis from driver delay to the reduction of GHG emissions, creation of multimodal networks, and promotion of integrated land uses.

(b) In 2018, OPR released updates to the state’s CEQA Guidelines to implement SB 743 by replacing LOS with VMT as the most appropriate measure of a project’s transportation impacts; this update was formally certified and adopted by the California Natural Resources Agency and codified as section 15064.3 of the CEQA Guidelines. Simultaneously, OPR released a Technical Advisory on Evaluating Transportation Impacts in CEQA. The Technical Advisory includes recommendations for thresholds of significance for evaluating impacts of office, residential and retail developments, and provides screening criteria for identifying the types of projects that can be presumed to have a less than significant impact.

(c) CEQA Guidelines section 15064.3 went into effect on July 1, 2020, and pursuant to Public Resources Code section 21099(b)(2), “automobile delay, as described solely by level of service or similar measurements of vehicular capacity or traffic congestion, shall not be considered a significant impact on the environment” and thus LOS no longer constitutes a significant environmental effect under CEQA.

(d) ABAG and the Metropolitan Transportation Commission, in support of this transition from LOS to VMT, have been providing VMT Policy Adoption Technical Assistance to all Bay Area jurisdictions needing assistance with SB 743. Tools and localized assistance was provided to collectively approach this new paradigm of measuring transportation impacts for the purposes of conducting environmental review.

(e) The Town of Colma wishes to adopt the proposed VMT Thresholds and Screening Guidelines to bring the Town of Colma transportation analysis methodology in line with State and City goals pursuant to SB 743 and the General Plan.

(f) CEQA Guidelines Section 15064.7(b) directs the City to adopt thresholds of significance based on substantial evidence by ordinance, resolution, rule or regulation through a public process.

2. Findings

The City Council finds that:

(a) The adoption of the new CEQA thresholds of significance for transportation impacts is consistent with the goals and policies within the Town of Colma 2040 General Plan and 2030 Climate Action Plan that are supportive of reducing VMT. Moreover, the adoption of citywide VMT Thresholds and Screening Guidelines as the standard of measurement for analysis of potential transportation impacts under CEQA is not a project subject to CEQA pursuant to State CEQA Guidelines sections 15060(c)(2)-(3), 15061(b)(3), and 15378. The adoption of the VMT Thresholds and Screening Guidelines would not lead to a direct or reasonably foreseeable indirect change in the physical environment, and there is no possibility that the adopting of the VMT Thresholds and Screening Guidelines may have a significant effect on the environment. The VMT Thresholds and Screening Guidelines are an administrative activity of the City to set thresholds of significance regarding transportation impacts under CEQA. The VMT Thresholds and Screening Guidelines do not approve any specific development and would not lead to any particular physical change to the environment. Additionally, on March 23, 2022, the City Council certified an environmental impact report (EIR) for the Colma 2040 General Plan. The VMT Thresholds and Screening Guidelines are consistent with, and implement, the 2040 General Plan. Pursuant to Section 15162 and Section 15183 of the State CEQA Guidelines, no additional review under CEQA is required.

3. Orders

NOW THEREFORE BE IT ORDERED AS FOLLOWS:

(a) The City Council hereby adopts the citywide VMT Thresholds and Screening Guidelines establishing VMT as the standard of measurement for analysis of potential transportation impacts under CEQA.

(b) This resolution shall become effective upon adoption.

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Certification of Adoption

I certify that the foregoing Resolution No. 2023-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on June 14, 2023, by the following vote:

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

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk





Vehicle Miles Traveled (VMT) Thresholds and Screening Guidelines

June 14, 2023

INTRODUCTION/BACKGROUND

In September 2013, Governor Brown signed SB 743 into law, in part mandating the transition from a level of service (LOS) based method of transportation impact analysis to a vehicles miles traveled (VMT) method in compliance with the California Environmental Quality Act (CEQA). Specifically, SB 743 required the Office of Planning and Research (OPR) to amend the CEQA Guidelines to provide alternative criteria for evaluating transportation impacts to promote the reduction of greenhouse gas emissions, the development of multimodal transportation systems, and a diversity of land uses. With the December 2018 Technical Advisory on Evaluating Impacts in CEQA, LOS/auto delay is no longer considered a significant impact under CEQA.

Jurisdictions in California are now required to use VMT based metrics to evaluate environmental impacts related to transportation. Cities can still use LOS within the local development review process to inform site access and traffic operation decisions, but LOS cannot be used to evaluate CEQA impacts or mitigations (see the end of these Guidelines for Non-CEQA Traffic Operation Analysis requirements).

VMT measures the amount of driving produced by a project and provides a measure of travel efficiency of a land use project. For most types of projects, VMT-based analysis offers a streamlined analysis that saves jurisdiction staff time and provides clarity for the public and land developers. The shift to VMT policies is intended to help achieve climate commitments, preserve the environment, improve health and safety, create sustainable communities, encourage more efficient use of the transportation network, and provide more travel choices for each jurisdiction, as well as for the region and state.

TOWN OF COLMA GOALS AND POLICIES

The Town of Colma has multiple adopted policies that support the shift from measuring transportation impacts based on LOS to using VMT, including policies contained within the Mobility Element of the 2040 General Plan and the 2030 Climate Action Plan. Reducing VMT is supported by the Town goals and policies specified in Table 1:

Table 1: Existing Policies in Colma

Area of Research	Relevant Policies, Programs, and Initiatives	Implications for VMT Analysis and Thresholds
CEQA transportation thresholds or LOS goals	<p>Policies in the Mobility Element of the 2040 General Plan and EIR require improving mobility along major segments and intersections. The Final EIR for the 2040 General Plan EIR found VMT impacts to be less than significant.</p> <p>The following goal and policies establish a VMT standard and outline specific actions and programs the Town will undertake to ensure a multimodal approach to traffic impact analysis:</p> <p>Goal M-2 Improve mobility along major street segments and at major intersections.</p> <p>Policies:</p> <p>M-2-1: Reduce Vehicle Miles Traveled.</p> <p>M-2-2: Other Traffic Flow Benchmarks.</p> <p>M-2-3: VMT Transportation Performance Measures.</p> <p>M-2-4: Multi-Modal Impact Fee.</p> <p>M-2-5: LOS Planned Operating Conditions.</p> <p>M-2-6: Development Review Requirements.</p>	New development projects to achieve a reduction in VMT, using VMT standards for traffic impact analysis vs LOS
Transportation Plans	<p>The Town has adopted the 2030 Climate Action Plan (CAP) Reducing emissions from the transportation sector requires: 1) expanding zero emission vehicle infrastructure and increasing zero emissions vehicles versus fossil fuel vehicles which have high carbon intensity 2) increasing vehicle efficiency, and 3) reducing vehicle miles traveled. The 2030 CAP has established the following emission reducing strategies:</p> <ul style="list-style-type: none"> • Establish smart growth policy • Expand walkable and bikeable street landscape and green infrastructure • Encourage and incentivize bike and car sharing companies to operate in the Town • Support Safe Routes to School Program • Develop low emission, off-road equipment program • Support local farmer’ markets • Promote & educate benefits of electric vehicle ownership • Expand EV charging infrastructure through incentives and partnerships • Establish commercial and residential green building policy: EV charging • Enhance infrastructure to promote shared electric bikes and scooters 	Encouraging the use of VMT reduction strategies and methods to encourage non-automobile travel.

Area of Research	Relevant Policies, Programs, and Initiatives	Implications for VMT Analysis and Thresholds
	<ul style="list-style-type: none"> Update vehicle procurement policy to require municipal vehicles to be ZEV Establish flexible schedules policy for public employees Promote commute alternatives program to businesses 	
Transportation Demand Management (TDM)	<p>The Town participates in TDM program outlined by C/CAG, new major developments require detailed and verifiable TDM program during the review of the application process.</p>	<p>The C/CAG program applies to all projects that generate more than 100 daily trips. The overall goal is to achieve a 65% or less drive alone modeshare throughout the County.</p>
Parking requirements	<p>The 2040 General Plan states that encouraging an efficient and adequate parking supply can reduce the negative effects of parking on the pedestrian environment and surrounding neighborhood, and support the Town’s goals for complete streets, walkability, bike ability, and effective transit. A shared public parking approach and “park-once” strategy allows motorists to complete multiple daily tasks before moving their vehicle, thereby reducing both vehicle trips and parking demand, particularly in mixed-use areas.</p> <p>The following goal and policies outline specific actions the Town will undertake to ensure on and off-street parking supply can be used more efficiently.</p> <p>Goal M-8: Provide a comprehensive parking strategy that considers alternative transportation modes and connections to efficiently serve the needs of residents, visitors, and businesses.</p> <p>Policies:</p> <p>M-8-1: Parking Standards.</p> <p>M-8-2: Flexible Residential Parking Standards.</p> <p>M-8-3: Town-wide Parking Zone Adjustments.</p> <p>M-8-4: Residential Parking Permit Program.</p> <p>M-8-5: Alternative Energy Vehicle Parking.</p>	<p>By reducing the number of available parking for residents and encouraging alternative transportation opportunities, overall VMT could be achieved.</p>
Housing Element	<p>A new Housing Element Overlay District is proposed where future projects no longer have minimum parking requirements. The overlay district includes parcels that are within ½ mile high-quality transportation corridors, which will factor in VMT reduction.</p>	<p>Reduced required parking spaces will allow for increased units (affordable). Also parcels in overlay are located along high-quality transit corridors.</p>

Area of Research	Relevant Policies, Programs, and Initiatives	Implications for VMT Analysis and Thresholds
Impact fees	2040 General Plan considers a transportation impact fee for new developments tied to performance measures.	VMT Impact fee can be used towards VMT reduction measures and programs.

VEHICLE MILES TRAVELED METRICS

This section defines and describes the calculations for the different VMT metrics recommended by OPR for analysis (Figure 1). Vehicle Miles Traveled measures the amount and distance people drive by personal vehicle to a destination. Typically, development projects that are farther from other complementary land uses, and in areas lacking transit or active transportation infrastructure, generate more VMT per capita than development projects that are near complementary land uses and robust transportation options.

Total VMT

Vehicle Miles Traveled, or VMT, measures the amount and distance people drive by personal vehicle to a destination. Total VMT is calculated by multiplying the total number of vehicles on all roadway segments within a geographical area by the average miles traveled per vehicle. Using an absolute VMT metric like total VMT may be appropriate for assessing a project’s cumulative impacts.

Household VMT per capita

Household VMT per capita is calculated as the total miles of household vehicle travel divided by the total population within a specific geography. OPR recommends using VMT per capita for analyzing transportation impacts for residential projects. Projects that generate VMT per capita that exceeds 15 percent below existing levels, measured regionally or at the city level, may indicate a significant transportation impact.

Employment VMT per employee

Employment VMT per employee is calculated as the total miles of employment vehicle travel divided by the total number of workers within area specific geography. OPR recommends using VMT per employee for analyzing transportation impacts for office projects. Projects that generate VMT per employee that exceeds 15 percent below existing regional VMT per employee may indicate a significant transportation impact. Travel to and from work typically crosses city boundaries, and therefore the threshold is set using a regional average baseline. The region can be defined as the County or regional planning body.

Figure 1 Vehicle Miles Traveled Metrics

Calculating Household VMT per Capita



Calculating Employment VMT per Capita



Calculating Vehicle Miles Traveled (VMT)



OPR recommends the use of **per capita** metrics for office and residential land use, and the **project's effect on total VMT** for retail land use but does not provide guidance on other land uses.

Table 2 below summarizes the recommended VMT Metrics where they differ from OPR guidance.

Table 2: Summary of Common VMT Metrics

Project Type	OPR Recommended Metric	Colma Recommended Metric	Rationale
Office, R&D, Light Industrial	Home-based Work VMT per Employee	Home-based Work VMT per Employee	Project types are limited in Colma.
Residential	Home-based VMT per Resident	Home-based VMT per Resident	Small residential population with limited parcels for future development.
Retail	Project Effect on Total Regional VMT	Project Effect on Total Regional VMT	Colma is a regional destination for retail, with people traveling from surrounding communities to shop.
[Other land uses]	Project Effect on Total Regional VMT <i>or</i> Appropriate per Capita Metric	Project Effect on Total Regional VMT	76 percent of land in Colma is dedicated to cemetery use; therefore, the Town does not expect expansion or development of non-standard land uses. Total regional VMT would be considered as a metric for these land uses, if proposed.

VMT IMPACT SIGNIFICANCE THRESHOLDS

SB 743 changes the focus of transportation impact analysis in CEQA from measuring impacts to drivers, to measuring the impact of driving. Lead agencies have discretion in setting thresholds of significance for what constitutes a significant impact in CEQA. Pursuant to Section 21099 of the Public Resources Code, the criteria for determining the significance of transportation impacts must:

- Promote the reduction of greenhouse gas (GHG) emissions;
- Develop multimodal transportation networks; and
- Create a greater diversity of land uses.

OPR considers the following land use projects would have a significant impact on the environment if:

- **Residential.** The home-based VMT per resident generated by the project is more than 15 percent¹ below the nine-county Bay Area regional average or citywide average² home-based VMT per resident.
- **Office/Employment.** The home-based-work VMT per worker generated by the project is more than 15 percent below the nine-county Bay Area regional³ average home-based-work VMT per worker.
- **Retail and Other Land Uses.** The project results in a net increase in VMT within its sphere of influence.

The following summarizes OPR guidance and recommendations for the Town of Colma:

Table 3: Criteria for Significant Impacts

Element of Impact Criteria	OPR Recommendation	Colma Recommended Metric
Threshold: VMT Reduction from Baseline	15% Below Baseline VMT per Capita (2015)	15% Below Baseline VMT per Capita (2015)
Threshold: Project Effect on VMT	No increase in Regional VMT	No increase in Regional VMT

¹ As noted in OPR’s Technical Advisory, “OPR recommends that a per capita VMT that is fifteen percent below that of existing development may be a reasonable threshold” and that “fifteen percent reductions are achievable at the project level in a variety of place types”, while also acknowledging that “emissions from statewide passenger vehicle travel per capita [have been] increasing and going in the wrong direction” based on the California’s Air Resource Board (ARB) 2018 Progress Report on California’s Sustainable Communities and Climate Protection Act. Other potential thresholds referenced in Table 4 include VMT reduction values that the 2017 and 2022 ARB Scoping Plan Updates, which indicated that California may need to reduce VMT further to meet statewide GHG targets. Previous versions of Table 4 listed the VMT reduction presented in ARB’s Draft 2022 Scoping Plan (May 2022) of 22 percent, which was updated to 25 percent by 2030 and 30 percent by 2045 in the ARB’s Final 2022 Scoping Plan (November 2022). All ARB documents can be accessed here: <https://ww2.arb.ca.gov/our-work/programs/ab-32-climate-change-scoping-plan/2022-scoping-plan-documents>.

² OPR’s guidance notes that City’s may select the citywide average baseline value applies until such time that a City exceeds the housing allocation for the City as identified in the Sustainable Communities Strategy (SCS) for the Bay Area region, which is Plan Bay Area 2050; if a City exceeds the SCS housing allocation, the nine-county Bay Area regional average should apply.

³ OPR Guidance notes that, “In cases where the region is substantially larger than the geography over which most workers would be expected to live, it might be appropriate to refer to a smaller geography, such as the county, that includes the area over which nearly all workers would be expected to live.” If this approach is selected, substantial evidence, such as market or other travel studies, would be required to substantiate this.

Element of Impact Criteria	OPR Recommendation	Colma Recommended Metric
Baseline	2015 Regional Average (Region: MTC 9-County Region) or citywide average for residential	2015 Regional Average
Thresholds to Apply to Individual Land Use Types		
Residential	Per Capita VMT Reduction from Baseline	Per Capita VMT Reduction from Baseline
Office / R&D / Light Industrial	Per Capita VMT Reduction from Baseline	Per Capita VMT Reduction from Baseline
Retail	Project Effect on regional VMT	Project Effect on regional VMT
Other land uses	N/A	76 percent of land in Colma is dedicated to cemetery use; therefore, the Town does not expect expansion or development of non-standard land uses. Total regional VMT would be considered as a metric for these land uses, if proposed.

SCREENING CRITERIA FOR LAND USE PROJECTS

Under SB 743, it is assumed that some types of development can be exempt from a Transportation Impact Analysis (TIA) based on project characteristics that contribute to an inherently less than significant impact on VMT. A less than significant impact on VMT may result from a project’s location, size, or the land use of the development. A project only needs to meet one of four screening criteria to “screen out” of the requirement to complete a TIA under CEQA. OPR’s Technical Advisory provides guidance on screening the following four types of projects:

- **Projects Located Near Transit Stations:** The project is located within ½ mile of high-quality transit (either a rail station, or a bus stop with service at least every 15 minutes during the AM and PM peak periods)
- **Map Based Screening in areas with low VMT:** For Residential and Office projects located in an area where existing VMT per capita meets the VMT thresholds (e.g., 15% below existing rates of VMT if that threshold is selected)
- **Small Projects:** The project is small, and generates fewer than 110 daily vehicle trips
- **Affordable Residential Development:** The project consists of 100% affordable housing

However, projects are not eligible for location-based screening (based on transit proximity or location in a low VMT area) if **any** of the following are true:

- Project is low density (<0.75 Floor Area Ratio)
- Project provides more parking than is required by code
- Project replaces existing affordable housing units with a smaller number of market rate units
- Project is inconsistent with Plan Bay Area

Colma has limited land available for new development given that 76% of its two square miles is devoted to cemetery land uses. Remaining land uses include developed residential properties and commercial uses. Despite its small size and limited land resources, opportunities do exist for new affordable housing with good transit access. All Colma’s new housing is anticipated to be within the Priority Development Area “PDA”.

Small Projects and Affordable Housing

Absent substantial evidence that a project would generate a significant level of VMT, OPR recommends that projects that generate less than 110 total trips per day may be assumed to cause a less-than significant transportation impact. In addition, the project must be consistent with the City’s general plan and regional Sustainable Communities Strategy (Plan Bay Area).

CEQA provides a categorical exemption for existing facilities, including additions up to 10,000 square feet, if the project is sufficiently served by public infrastructure and not in an environmentally sensitive area. OPR recommends that the equivalent daily trips for a development of this size be used as the size screen to encourage infill development. Per ITE Trip Generation Manual (10th Edition), 10,000 square feet of building area utilized by the most common employment types of land use (offices) produce an estimated 110-124 daily trips.

It is also appropriate to use that trip count threshold as the screen for residential land uses. Small infill projects significantly served by public infrastructure are presumed to have a less-than-significant impact. Therefore, employment and residential land uses that generate fewer than 110-124 daily trips are presumed to have a less-than-significant impact.

OPR’s Technical Advisory provides evidence to support a presumption of less than significant impact for 100 percent affordable residential projects in infill locations and suggest lead agencies may develop their own screens based on the amount of affordable housing, local circumstances, and evidence.

The recommendations provided in Table 4 are based upon the ITE Trip Generation Manual and OPR recommended 110 daily trip threshold.

Table 4: Screening Criteria for Small Land Use Projects and Affordable Housing

Land Use Type	Land Use Category	Colma Recommended
Residential	Single Family Residential	12 dwelling units
	Multifamily Housing	20 dwelling units
	Affordable Housing	100 percent affordable
Employment Land Use	Office	10,000 square feet
	Industrial	22,000 square feet
Retail	Shopping Center	50,000 square feet

A land use project must show consistency with the General Plan Land Use Plan. Projects that are inconsistent with the Land Use Plan are automatically considered inconsistent with the VMT policy and shall conduct a VMT analysis.

Map Based Screening

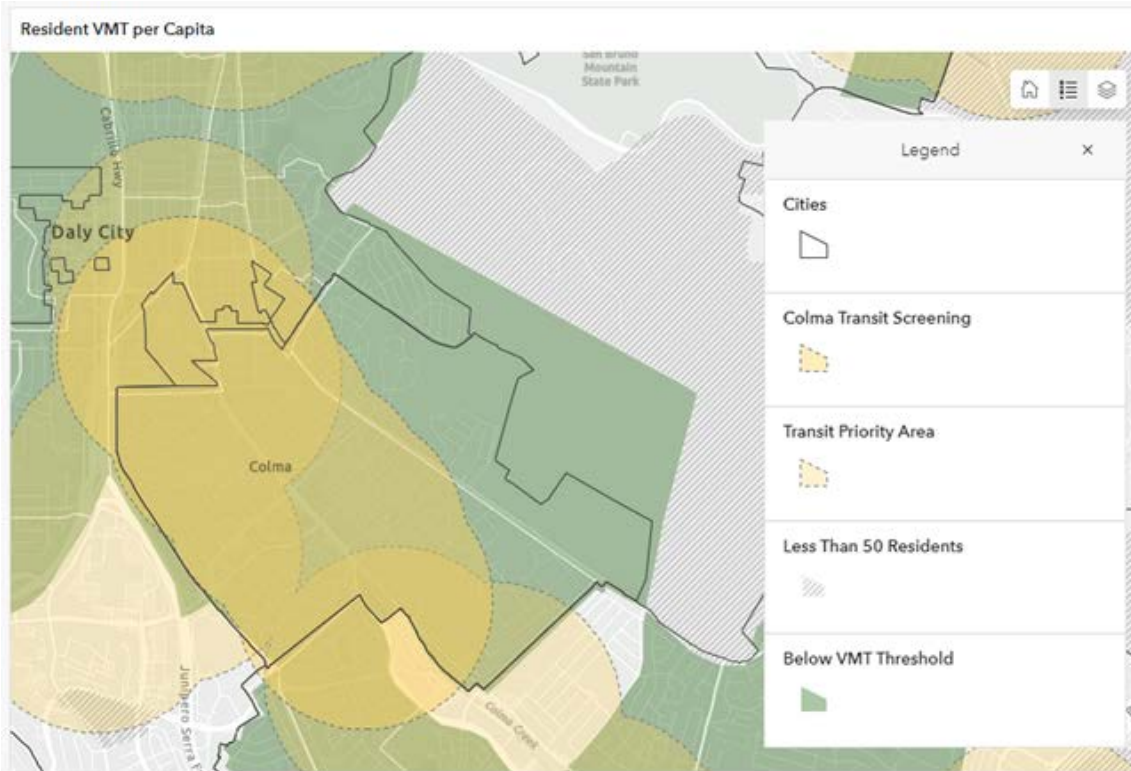
Map-based screens help to simplify VMT analysis by easily identifying projects that can presumably fall below the VMT thresholds of significance. Together the screens are intended to streamline development aligned with the implementation of General Plan development goals by removing the time and expense of complex EIRs when the transportation impacts can be presumed to not have a significant impact. This allows the development process to focus on other aspects of the project such as design and non-transportation impacts.

Land use projects must show consistency with the General Plan Land Use Plan. Projects that are inconsistent with the Land Use Plan are automatically considered inconsistent with the VMT policy and shall conduct a VMT analysis.

Projects that are not likely to lead to a substantial or measurable increase in VMT and are presumed to be less than significant include, but are not limited to, the following:

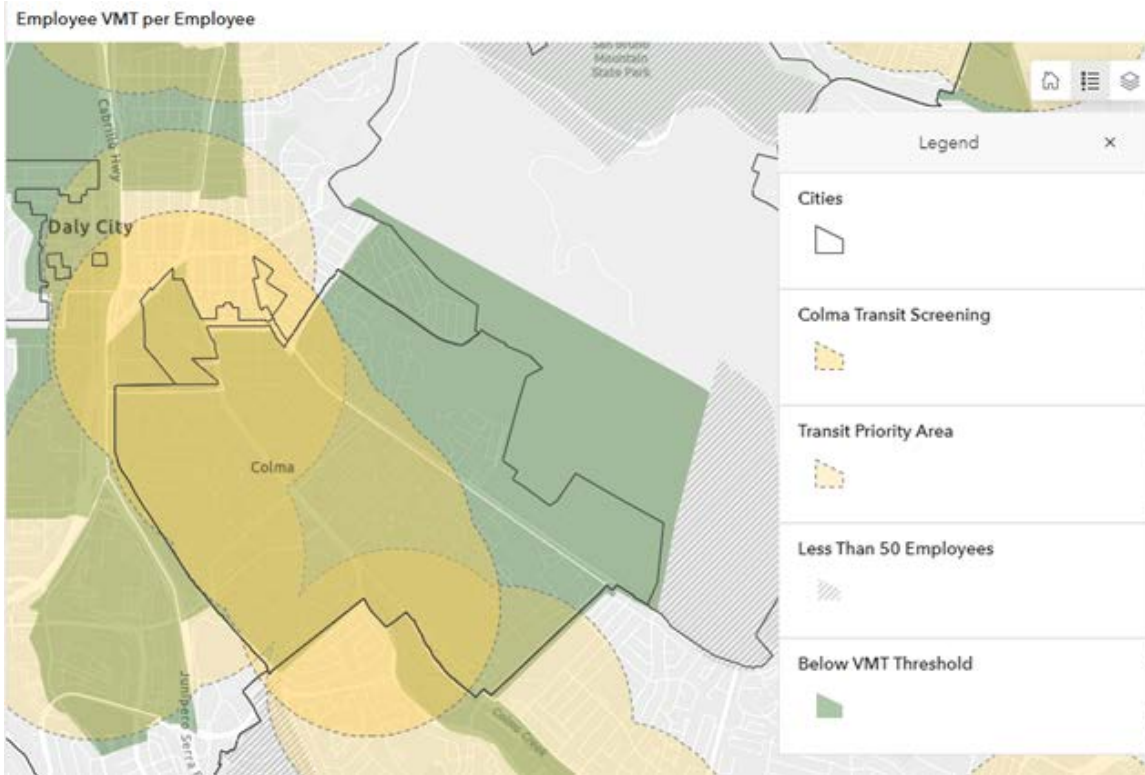
- Projects located within prescreened areas on the VMT Screening Maps shown in Figures 2 and 3. Screening maps (Resident VMT per Capita and Employee VMT per Employee).
- Project located within ½ mile of an existing major transit stop or an existing high-quality transit corridor (Figure 4).

Figure 2: Resident VMT per Capita



Residential Projects: Figure 2 shows the Residential VMT Per Capita Screening Map that identifies areas in the City that are exempt from quantitative VMT analysis. These include sites that have been pre-screened through citywide VMT analysis using the latest City/County Association of Governments of San Mateo County (C/CAG) base year model. Pre-screened areas are shown in dark green and have been determined to result in 15 percent or below the regional average for VMT per capita established for that land use designation if built consistent with the General Plan Land Use Plan.

Figure 3: Employee VMT per Employee



Office Projects: Figure 3 shows the Employee VMT Per Employee Screening Map based on VMT per employee that identifies areas in the City that are exempt from quantitative VMT analysis. These include sites that have been pre-screened through citywide VMT analysis using the latest City/County Association of Governments of San Mateo County (C/CAG) base year model. Pre-screened areas are shown in green and have been determined to result in 15 percent or below the regional average for VMT per capita established for that land use designation if built consistent with the General Plan Land Use Plan.

Development within High-Quality Transit Corridor

A high-quality transit corridor is a fixed route bus corridor with service every 15 minutes or better during the peak commute period. OPR’s Technical Advisory recommends that residential, retail, office, and mixed-use projects located within a half-mile of an existing major transit stop should be assumed to have less than significant impact on VMT.

Figure 4: High-Quality Transit Corridor



For projects to be presumed to have a less than significant impact and be screened out of further VMT analysis, they must be located within half mile of eligible transit service (shown in yellow in Figure 4) and meet minimum criteria to support the presumption. Residential, employment, retail and other transit-compatible land use projects can be presumed to have a less than significant impact if they are located within a half mile of a major transit stop or high-quality transit corridor and meet the baseline criteria presented below:

Density. For residential projects, a minimum of 20 units per acre (or maximum allowed if zoned at a lower density). For commercial or employment land use the minimum density is a floor area ratio of 0.75 (or maximum allowed if zoned at a lower density). Minimum density is required to ensure that projects are transit supportive and would result in low VMT. Projects can propose a higher density than the minimum required if the zoning and other plans allow for higher density.

Parking Supply. Projects are ineligible for screening if they provide more parking **than indicated by current rates of demand or as indicated by the current edition of the ITE Parking Generation Manual**. Excess parking supply is associated with induced and higher levels of VMT and should be avoided to ensure low VMT of screened projects.

Regional Plans. Projects must be consistent with Plan Bay Area as determined by the lead agency. The proposed land use should be compatible with the regional plan, an example of an incompatible project would be screening a development in area that is identified as open space in Plan Bay Area.

Displacement. Projects that replace affordable residential units with a smaller number or higher income residential units cannot be eligible for screening. Removing affordable units can increase the VMT of the former residents.

SCREENING CRITERIA FOR TRANSPORTATION PROJECTS

The City will conduct an initial assessment to determine if the proposed transportation project is likely to substantially increase VMT, as determined by the City Traffic Engineer. Projects that are anticipated to substantially increase VMT would likely be subject to a quantitative VMT analysis that considers the effects of induced travel.

Projects that are not likely to lead to a substantial or measurable increase in VMT include, but are not limited to, the following:

- Public transit (establishing new routes or services or modifying existing routes or services)
- Addition of active transportation improvements (class II bicycle lanes, shared use paths, sidewalks, pedestrian pathways)
- Addition of roadway capacity on local and collector roadways only provided for the purpose of improving conditions for pedestrians, cyclists, and transit users
- Resurfacing, rehabilitating, maintenance, preventive maintenance, replacement, and repair projects that do not add additional roadway capacity
- Installation, removal, or modification of turn lanes
- Installation, removal, or modification of traffic control devices, including traffic signals, wayfinding, HAWK, RRFB and traffic signal priority systems
- Traffic signal optimization and or coordination to improve vehicle, bicycle or pedestrian flow
- Installation of roundabouts
- Installation or modification of traffic calming devices
- Lane reductions (i.e. road diets)
- Addition of auxiliary lanes that do not add additional roadway capacity
- Removal of off-street parking and addition, adoption, or modification of parking devices and management strategies
- Safety improvements, including roadway shoulder enhancements and auxiliary lanes, and grade separations for rail, transit, pedestrian, and bicycle facility enhancements
- Sidewalk infill, removing barriers to accessibility, and ADA improvements
- Installation or modification of access control restrictions
- Complete streets projects that do not add additional roadway capacity
- Other improvements to the circulation system that do not add additional roadway capacity

PROJECT IMPACT ANALYSIS- FORECASTING VMT

VMT is typically calculated and forecasted using a travel demand model. Using a travel demand model is typically preferred over other methods because the travel model is better able to account for both project generated VMT and the project’s effect on total area wide VMT, both of which are important in a CEQA analysis. The OPR Technical Advisory recommends that the method used to define a VMT threshold should be the same method that is used to evaluate a project’s VMT against that threshold.

The two travel models most commonly used to assess projects in San Mateo County are C/CAG VMT Estimation Tool and Travel Model 1.5 (“MTC Travel Model”), which is maintained by the Metropolitan Transportation Commission (MTC) and used for large-scale regional planning efforts. C/CAG’s VMT Estimation Tool is a web based application to support local jurisdictions in San Mateo County. This tool can help with conducting baseline VMT screening and VMT reduction analysis for specific land use projects.

Small and medium projects that are unlikely to have a large effect on jurisdiction-wide travel patterns are unlikely to require use of a model; but large projects that have a VMT per capita or VMT per employee above the threshold and would trigger a VMT impact, the use of the C/CAG VMT Estimation Tool is most appropriate.

Regardless of the approach used, a model run may still be appropriate to calculate total VMT and VMT on local roadways for use in the Greenhouse Gas and Air Quality CEQA topic areas.

Table 5: Project Recommended VMT Calculation

Land Use Type	Land Use Category	VMT Calculation
Residential	Single Family Residential	Use C/CAG’s VMT estimating tool (web link)
	Multifamily Housing	
Employment Land Use	Office	Use C/CAG’s VMT estimating tool (web link)
	Industrial	Use C/CAG’s VMT estimating tool (web link)
Retail	Shopping Center	When assessing a retail project, the project’s total VMT, as opposed to a residential VMT per capita or employment VMT per worker metric is measured.
	Grocery Store	

VMT MITIGATION

If a development does not screen out and requires mitigation per CEQA, the traffic study should include an assessment of possible VMT reduction strategies to help a development meet their VMT goal. VMT mitigation requires reducing the number and distance of vehicle trips generated by a particular project. This is in contrast to mitigation under congestion-based metrics such as LOS, whereby congestion impacts are mitigated through adding capacity; in some cases, these capacity improvements induce driving, and thus lead to more VMT being generated.

VMT impact mitigation strategies generally take the form of Transportation Demand Management (TDM) measures. TDM measures include strategies related to parking, transit usage, encouraging a mix of land uses on site, and promoting the use of active transportation and higher-occupancy vehicle models (e.g. carpooling and transit). TDM can be applied on a project-by-project basis, or on a community-scale as part of off-site mitigation through a city, county, or regional VMT mitigation program. Unless a program is established, most projects that result in VMT impacts would need to apply TDM strategies on a project-by-project basis.

Lead agencies must demonstrate the effectiveness of the selected mitigation strategies. For example, under congestion-based analyses, one could demonstrate the effectiveness of adding capacity by re-running the traffic operations model with the added capacity to determine the reduction in congestion after implementation of the improvement. The CAPCOA handbook (https://www.caleemod.com/handbook/full_handbook.html) represents the current state of the practice for California communities and developers to leverage in quantifying VMT reductions. Using the latest research, handbook authors outline different VMT mitigating measures and how to estimate their predicted effectiveness in one's own jurisdiction.

Consistent with this guidance, San Mateo County has developed a tool that estimates the effectiveness on locally appropriate TDM strategies VMT and provided guidance on TDM program implementation. Statewide tools such as TDM+ (an excel based VMT mitigation calculator) and additional guidance on land use and transportation project mitigation are available from Caltrans (look under the "Tools" tab): <https://dot.ca.gov/programs/sustainability/sb-743/sb743-resources>.

While the City has not established a VMT Impact Fee at this time, there are program-based approaches that may be available in the future⁴. The three specific fee concepts include:

⁴ VMT Mitigation Through Fees, Banks & Exchanges, April 2020, Fehr & Peers

VMT-based Transportation Impact Fee program (VMT-TIF) – The first program concept is a traditional impact fee program in compliance with the mitigation fee act. The nexus for the fee program would be a VMT reduction goal consistent with the CEQA threshold established by a lead agency for SB 743 purposes. The City of LA is the first in California to complete a nexus study for this type of program. The main difference from a fee program based on a metric such as vehicle LOS is that the VMT reduction nexus results in a capital improvement program (CIP) consisting largely of transit, bicycle, and pedestrian projects. These types of fee programs are time consuming to develop, monitor, and maintain but are recognized as an acceptable form of CEQA mitigation if they can demonstrate that the CIP projects will be fully funded and implemented.

VMT Mitigation Exchange – In simple terms, the exchange concept relies on a developer agreeing to implement a predetermined VMT reducing project or proposing a new one. The project may be located in the vicinity of the project or elsewhere in the community, and possibly outside the community. The exchange needs to have a facilitating entity that can match the VMT generator (the development project) with a VMT reducing project or action. The facilitating entity could be the lead agency or another entity that has the ability to provide the match and to ensure through substantial evidence that the VMT reduction is valid. A key unknown with this approach is the time period for VMT reduction. For example, how many years of VMT reduction are required to declare a VMT impact less than significant?

VMT Mitigation Bank – A mitigation bank attempts to create a monetary value for VMT reduction such that a developer could purchase VMT reduction credits. The money exchanged for credits could be applied to local, regional, or state level VMT reduction projects or actions. Like all VMT mitigation, substantial evidence would be necessary that the projects covered by the bank would achieve expected VMT reductions and some form of monitoring may be required. This is more complicated than a simple exchange and would require more time and effort to set up and implement. The verification of how much VMT reduction is associated with each dollar or credit would be one of the more difficult parts of the program.

There are few local examples of VMT mitigation programs and they require support from attorneys and transportation and finance experts. The Metropolitan Transportation Commission is currently investigating pilot programs that could be applied to other jurisdictions and several counties are investigating whether a countywide VMT mitigation program would be more appropriate. For more information on VMT mitigation fee programs, see the August 2022 UC Berkeley white paper: <https://www.law.berkeley.edu/wp-content/uploads/2022/08/Implementing-SB-743-August-2022.pdf> Absent a VMT fee reduction program, developers would likely be limited to only project site mitigation. While this may be less effective, it also lowers their mitigation costs because the available and feasible mitigation would be more limited.

The California Air pollution Control Officers Association CAPCOA handbook (https://www.caleemod.com/handbook/full_handbook.html) is a resource for California communities and developers to leverage in quantifying GHG emissions and VMT reductions. Using the latest research, handbook authors outline different GHG mitigating measures and how to estimate their predicted effectiveness in one's own jurisdiction.

Review of VMT Mitigation Strategies

This table summarizes potential measures to mitigate VMT impacts for development and transportation projects.

CAPCO A 2021 ID			Score	Notes
VMT Reduction Measure	Type of VMT Affected		1 - most applicable 2 - somewhat applicable 3 - least applicable N/A	(Related policies/plans/programs, opportunities for coordination, considerations for implementation, etc.)
Land Use – Higher Effectiveness				
T-1	Increase Residential Density	Project-generated trips	1	2040 General Plan, 6 th Cycle Housing Element
T-2	Increase Job Density	Project-generated trips	3	N/A
T-3	Provide Transit-Oriented Development	Project-generated trips	1	2040 General Plan, 6 th Cycle Housing Element
T-4	Integrate Affordable and Below Market Rate Housing	Project-generated trips	1	2040 General Plan, 6 th Cycle Housing Element
T-17	Improve Street Connectivity	All neighborhood/city trips	2	Colma Bike and Pedestrian Master Plan
Trip Reduction Programs – Medium Effectiveness				
T-5, T-6, T-7,	Implement Commute Trip Reduction Program	Employee commute trips	2	Rideshare program, Colma Bike and Pedestrian Master Plan, and C/CAG TDM Program (C/CAG TDM Program requires that developers participate in the following program operated by Commute.Org: https://commute.org/resources/developers/)
T-8, T-11	Providing Rideshare and Vanpool Programs	Employee commute trips	2	Rideshare program, C/CAG TDM Program
T-9	Implement Subsidized or Discounted Transit Program	Employee commute trips	3	Transportation impact fee, C/CAG TDM Program
T-10	Provide End-of-Trip Bicycle Facilities	Employee commute trips	1	Colma Bike and Pedestrian Master Plan, C/CAG TDM Program
T-12	Price Workplace Parking	Employee commute trips	3	N/A

CAPCO A 2021 ID	VMT Reduction Measure	Type of VMT Affected	Score 1 - most applicable 2 - somewhat applicable 3 - least applicable N/A	Notes (Related policies/plans/programs, opportunities for coordination, considerations for implementation, etc.)
T-13	Implement Employee Parking Cash-Out	Employee commute trips	3	N/A
T-23	Community-Based Travel Planning	Household trips	2	Colma Bike and Pedestrian Master Plan, Rideshare program
Parking or Road Pricing/Management – Medium Effectiveness				
T-15	Limit Residential Parking Supply	Project-generated trips	1	Sterling Park permits, Housing Element Overlay Zoning District
T-16	Unbundle Residential Parking Costs from Property Cost	Project-generated trips	3	N/A
T-24	Implement Market Price Public Parking (On-Street)	All neighborhood/city trips	3	Colma has limited on-street parking
Neighborhood Design – Lower Effectiveness				
T-18	Provide Pedestrian Network Improvements	Household trips	1	2040 General Plan, and Bike and Pedestrian Master Plan
T-19-A, T-19-B, T-20	Construct or Improve Bike Facilities	All neighborhood/city trips, Employee commute trips	1	Colma Bike and Pedestrian Master Plan
T-21-A	Implement Carshare Program	All neighborhood/city trips	3	N/A
T-22-A, T-22-B, T-22-C	Implement Bikeshare or Scootershare Program	All neighborhood/city trips	2	Colma Bike and Pedestrian Master Plan
Transit – Lower Effectiveness				
T-25, T-26	Extend Transit Network Coverage, Hours, or Frequency	All neighborhood/city trips	2	Coordination with SAMTRANS, BART
T-27	Implement Transit-Supportive Roadway Treatments	All neighborhood/city trips	1	Colma Bike and Pedestrian Master Plan

CAPCO A 2021 ID	VMT Reduction Measure	Type of VMT Affected	Score 1 - most applicable 2 - somewhat applicable 3 - least applicable N/A	Notes (Related policies/plans/programs, opportunities for coordination, considerations for implementation, etc.)
T-28	Provide Bus Rapid Transit	All neighborhood/city trips	2	Coordination with SAMTRANS, BART
T-29	Reduce Transit Fares	All neighborhood/city trips	2	Coordination with SAMTRANS, BART

NON-CEQA TRANSPORTATION ANALYSIS

Cities can continue to use LOS/auto delay to inform local analysis, such as traffic operations and traffic signal timing needs during the development review process, outside of the CEQA review. Project conditions of approval (COA) can require changes to the project, transportation demand management (TDM) strategies, or other measures to address LOS analysis outside of CEQA. Project COA cannot induce vehicle travel or increase VMT, both of which are impacts that conflict with SB 743. The Town of Colma will continue to:

- Request a Transportation Analysis for projects proposed along arterial, collectors and intersections to verify LOS Planned Operating Conditions are maintained at an LOS D or better
- Allow Intersections operating at LOS E or lower at the time an application for a development is submitted, if no feasible improvement exists to improve the LOS to continue
- Require proposed development projects that could result in increased traffic to include improvements that assure LOS levels do not fall below the established minimum standard
- Ensure that improvements are coordinated with roadway improvements programmed for funding through transportation-related impact fees and that the operational benefits of large-scale, automobile capacity-focused improvements are balanced against the induced VMT resulting from the improvements

General Plan Policies M-2-5 and M-2-6



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brian Dossey, City Manager
 DATE: June 14, 2023
 SUBJECT: Commission of Public Art

RECOMMENDATION

Staff recommends that the Council make the following motion:

MOTION TO COMMISSION PUBLIC ART TO BE DISPLAYED ON TWO UTILITY VAULTS
 ON JUNIPERO SERRA BOULEVARD PURSUANT TO CEQA GUIDELINE 15301

EXECUTIVE SUMMARY

In March of this year, staff entered into an agreement with Precita Eyes Muralists Association Inc. to partner and collaborate to design and paint a mural on two utility boxes on Junipero Serra Blvd. The proposed artwork is attached as attachments A and B. Staff is seeking authorization from the City Council to commission the artist to paint the proposed murals on the utility vaults.

FISCAL IMPACT

The cost for design and painting of the utility vaults is \$6,000. The FY2023-24 Capital Improvement Project budget for this program is \$15,000.

BACKGROUND

The Town of Colma Strategic Plan for 2020-2022 and 2023-2025 includes an objective of developing a public art 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 future years.

At the October Council meeting, the Council expressed interest in pursuing such a program and provided feedback to staff on their priorities and concerns for a public art program in Colma. The Planning Department built a public art program proposal based on that feedback.

Staff returned in February 2022 building on City Council feedback from the October 2021 City Council meeting and additional information. The following feedback was given at the 2022 study session.

- Start small, create a foundation for future years. In the coming years commission 2-3 pieces of small public art (i.e. utility vaults, bike rack and or small sculpture).
- Create standards, document templates, and processes that can be re-used and improved upon in later years (i.e. call for artists, project plan, materials statement, and contract for each piece of small art should be easily adaptable for use in later and potentially larger projects).
- Funding is a concern, but there are several options that Colma could pursue: general fund, funding ordinance, including private sponsorship, fundraising, and a percent-for-the-arts ordinance.
- Use a streamlined public input process for small art. Allow staff to make a recommendation to City Council about which design should be chosen. For small scale public art, allow the public to comment at a public meeting where the design is selected but bypass the more in-depth public engagement process that may be warranted for larger public art projects.

In 2022 and into 2023, staff worked with Dragonfly Designs to recruit residents to participate in creating the artwork for the utility vault public art program. Outreach was promoted through the Recreation Department where Dragonfly Designs would offer classes to resident artists where skills and techniques were taught prior to creating the artwork for the utility vaults. Sadly, over approximately six months of advertising the program to the community, little to no interest was generated and Dragonfly Designs recommended The Town reach out Precita Eyes Muralists to hire an artist to commission the artwork for the utility vaults.

Over the past three to four months staff has worked with the selected artist from Precita Eyes Muralists in creating the conceptual designs that are attached for City Council approval.

ANALYSIS

Staff recommends the City Council make a motion approving the commission of the proposed murals (Attachments A & B) for two utility vaults on Junipero Serra Blvd. The Town of Colma Strategic Plan for 2020-2022 and 2023-2025 includes an objective of developing a public art program, in the interest of building upon our community identity and maintaining quality of life.

Staff has been working with Precita Eyes Artist, Marta Ayala Minero for the last three to four months on ideas, concepts and impressions on what the murals should represent. Staff toured the Town with Ms. Minero and using landscapes and hardscapes in Colma, Ms. Minero has created images from Colma's past and present into her design.

The images in attachment A & B are rough drafts and to get a better idea of Ms. Minero's finished works please visit her website at <https://www.martaayala.com/public-murals/index.html>.

Also attached in attachments C & D are pictures of the two vaults along Junipero Serra Blvd. where the murals will be displayed. The murals will wrap around three sides of the utility vault so it can be seen from the roadway.

If the City Council approves the proposed motion, staff will authorize Precita Eyes Artist, Marta Ayala Minero to produce the artwork on the utility vaults.

Council Adopted Values

Public Art supports the Council-adopted value of *Community*, since it can build upon the Town's identity and maintain quality of life.

ENVIRONMENTAL

The City Council's action in commissioning the artwork on the existing utility vaults is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15301 as the operation, maintenance, and/or minor alteration of existing structures/mechanical equipment having no expansion of existing or former use.

CONCLUSION

Staff recommends the City Council approve the motion commissioning the proposed murals for two utility vaults on Junipero Serra Blvd.

ATTACHMENTS

- A. Proposed Mural 1
- B. Proposed Mural 2
- C. Utility Vault 1
- D. Utility Vault 2







ATTACHMENT C



ATTACHMENT D

