



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

Wednesday, May 14, 2014 at 7:30 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- National Mayor's Challenge for Water Conservation Raffle
- West Nile Virus and Mosquito Vector Control Awareness Proclamation
- Colma Citizens' Advisory Scholarships

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the April 9, 2014 Regular Meeting.
2. Motion to Accept the Minutes from the April 28, 2014 Special Meeting.
3. Motion to Approve Report of Checks Paid for April 2013.
4. Motion to Adopt a Resolution Authorizing the City Manager to Execute a One Year Contract Extension with Turbo Data Systems, Inc. For Parking Citation Processing.
5. Motion to Adopt a Resolution Authorizing Contract for Pavement Repair, Resurfacing and Striping on Mission Road to American Asphalt Repair and Resurfacing Company.

PUBLIC HEARING

6. FY 2014-15 SEWER RATES

Consider: Motion to Adopt a Resolution Confirming the Sewer Service Rates for FY 2014-15 Shall be as Set Forth in Sections 3.04.160 and 3.04.170 of the Colma Municipal Code.

NEW BUSINESS

7. FY 2014-15 WATER CONSERVATION INCENTIVE PROGRAM

Consider: Motion to Adopt a Resolution Establishing the Authorized Subsidy at \$100,000 for the Water Conservation Incentive Program in Fiscal Year 2014-15.

8. RESERVE POLICY MODIFICATION

Consider: Motion to Resolution Amending Section 4.01.150, "General Fund Reserve Policy," of the Colma Administrative Code.

STUDY SESSION

9. FY 2014/15 PROPOSED BUDGET

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

COUNCIL CALENDARING

REPORTS

Mayor/City Council

Mayor Helen Fisicaro

City Manager

Sean Rabé

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1198 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to ccorley@colma.ca.gov.

Reasonable Accommodation

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**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Colma Community Center, 1520 Hillside Boulevard
Colma, CA 94014
Wednesday, April 9, 2014
7:30 p.m.

CALL TO ORDER

Mayor Helen Fiscaro called the Regular Meeting of the City Council to order at 7:32 p.m.

Council Present – Mayor Helen Fiscaro, Vice Mayor Raquel “Rae” Gonzalez, Council Members Joseph Silva and Diana Colvin were present. Council Member Joanne F. del Rosario was absent.

Staff Present –City Manager Sean Rabé, City Attorney Roger Peters, Police Chief Jon Read, Director of Public Works Brad Donohue, Recreation Services Director Brian Dossey, City Planner Michael Laughlin, Assistant City Attorney Christopher Diaz and Administrative Technician III Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

Mayor Fiscaro asked if there were any changes to the agenda. Vice Mayor Gonzalez requested that item #3 be pulled from the Consent Calendar to be discussed separately. Mayor Fiscaro asked for a motion to adopt the agenda with the requested change.

Action: Council Member Colvin moved to adopt the agenda with item #3 pulled from the consent calendar; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario					✓
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	4	0	0		

PRESENTATIONS

Council presented a proclamation to Retired Daly City Treasurer Anthony Zidich in honor of his many years of service.

Director of Recreation Services Brian Dossey introduced new Recreation Coordinator Cynthia Morquecho.

Police Chief Jon Read presented Detective Kevin Nishita with a commendation. Chief Read then introduced and swore in new Police Officer Mark Francisco.

PUBLIC COMMENTS

Mayor Fiscaro opened the public comment period at 8:05 p.m. and seeing no one come forward to speak, she closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the March 12, 2014 Regular Meeting.
2. Motion to Approve Report of Checks Paid for March 2013.
3. [Pulled from Consent Calendar]
4. Motion to Adopt a Resolution Approving Contract for Janitorial Maintenance Services with Bay Contract Maintenance, Inc.
5. Motion to Adopt a Resolution Authorizing Contract with Folsom Lake Ford For Purchase Of Police Vehicles.
6. Motion to Adopt a Resolution Awarding Contract to Golden Bay Construction, Inc. for Construction of Improvements Along Colma Blvd. and Mission Rd.

Action: Council Member Colvin moved to approve the Consent Calendar items #1 through 6, excluding #3; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario					✓
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	4	0	0		

3. Vice Mayor Gonzalez asked several questions regarding the report. Director of Recreation Services Brian Dossey answered the questions.

Action: Council Member Colvin moved to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the First Quarter of 2014; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario					✓
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	4	0	0		

NEW BUSINESS

7. 90TH ANNIVERSARY CELEBRATION

Director of Recreation Services Brian Dossey presented the staff report. Mayor Fiscaro opened the public comment period at 8:27 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Mayor Fiscaro moved to accept the report on the 90th Anniversary Celebration activities, to select option #1 for the anniversary logo, option #1 for the commemorative coin, option #2 for the bag giveaway and to directed staff to study reinstating the Town Holiday Party; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario					✓
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	4	0	0		

8. FINANCE DIVISION STAFF CHANGES

City Manager Sean Rabé presented the staff report. Mayor Fiscaro opened the public comment period at 9:04 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Silva moved to adopt a resolution approving staff changes for the finance division; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne del Rosario					✓
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	4	0	0		

9. **REPLACEMENT OF STREETLIGHTS (ON BILL FINANCING)**

Mayor Fiscaro stated that she would recuse herself from the discussion due to the fact that she is a former PG&E employee. She turned the chair to Vice Mayor Gonzalez to preside over discussion of the item and stepped out of the room. Director of Public Works Brad Donohue presented the staff report. Vice Mayor Gonzalez opened the public comment period at 9:15 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Silva moved to Adopt a Resolution Authorizing Contracts with Pacific Gas & Electric Company (PG&E) to Replace Existing Street Lights in Town with LED Street Lights and to Finance the Project with an Interest-Free Loan through PG&E’s Energy Efficiency Retrofit Program, also known as On-Bill Financing; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor				✓	
Raquel Gonzalez	✓				✓
Joanne del Rosario					
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	3	0	0		

Mayor Fiscaro returned to the dais.

10. **PURCHASING POLICY**

City Attorney Roger Peters asked that this item be continued to a future meeting.

Action: Council Member Silva moved to continue the item to a future meeting; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				✓
Joanne del Rosario					
Joseph Silva	✓				
Diana Colvin	✓				
<i>Voting Tally</i>	4	0	0		

STUDY SESSION

11. 2014/15 PROPOSED BUDGET

City Manager Sean Rabé presented the staff report. Mayor Fiscaro opened the public comment period at 9:40 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

This item was for discussion only; no action was taken.

12. FIVE YEAR CAPITAL IMPROVEMENT PLAN

Director of Public Works Brad Donohue presented the staff report. Mayor Fiscaro opened the public comment period at 10:05 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

This item was for discussion only; no action was taken.

COUNCIL CALENDARING

There will be a Special Council Workshop on Monday, April 28, 2014 from 9:00 a.m. to 3:00 p.m. at the Colma Community Center.

The next Regular City Council Meeting will be on Wednesday, May 14, 2014 at 7:30 p.m. at the Colma Community Center.

The Mayor announced that the Town will be participating in the National Mayor's Challenge for Water Conservation from April 1 to April 30, 2014.

REPORTS

Council Members reported on the events listed below:

Helen Fiscaro

Chamber of Commerce Crab Feed, 3/20

Colma Historical Tea, 3/22

Raquel Gonzalez

Chamber of Commerce Crab Feed, 3/20
Skyline President's Breakfast, 3/27
Colma Historical Tea, 3/22

Joanne F. del Rosario

Chamber of Commerce Crab Feed, 3/20
Thomasians Anniversary Dinner, 3/22
Colma Historical Tea, 3/22

Joseph Silva

Chamber of Commerce Crab Feed, 3/20

Diana Colvin

HIP Housing Self Sufficiency Program Graduation, 3/13
Chamber of Commerce Crab Feed, 3/20
Colma Historical Tea, 3/22

ADJOURNMENT AND CLOSE IN MEMORY

The meeting was adjourned by Mayor Fiscaro at 10:29 p.m. in memory of Mark Bodgan.

Respectfully submitted,

Caitlin Corley
Administrative Technician III

**MINUTES
SPECIAL MEETING**

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

**Monday, April 28, 2014
9:00 a.m.**

CALL TO ORDER

Mayor Helen Fisicaro called the Special Meeting of the City Council to order at 9:00 a.m.

Council Present – Mayor Helen Fisicaro, Vice Mayor Raquel “Rae” Gonzalez, Council Members Joanne F. del Rosario, Joseph Silva and Diana Colvin were all present.

Staff Present –City Manager Sean Rabé, City Attorney Roger Peters, Police Chief Jon Read, Director of Public Works Brad Donohue, City Engineer Cyrus Kianpour, Police Commander Kirk Stratton, Assistant City Attorney Christopher Diaz, City Planner Michael Laughlin, and Human Resources Manager Lori Burns were in attendance.

STUDY SESSION

1. **AB 1234 Training:** Public Policies and Ethics
City Attorney Roger Peters conducted AB1234 training.
2. **Study Session:** 2014-16 Strategic Plan
City Manager Sean Rabé lead the discussion on the Strategic Plan.

These items were for discussion only; no action was taken at this meeting.

ADJOURNMENT

The meeting was adjourned by Mayor Fisicaro at 3:35 p.m.

Respectfully submitted,

Sean Rabé
City Clerk

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Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39474	4/4/2014	00140	FIRST NAT BANK OF NO CA	03/21/14 Rabe	3/21/2014 CREDIT CARD CHARGE	1,490.91	
				03/21/14 Fisicarr	3/21/2014 CREDIT CARD CHARGE	650.00	
				03/21/14 Burns	3/21/2014 CREDIT CARD CHARGE	420.30	
39475	4/4/2014	00258	CELESTE, MIKE	Jan - March 2014	4/1/2014 RETIREE MEDICAL REIMBUR	564.33	2,561.21
39476	4/4/2014	00599	RUGGIERO, EDWARD	Jan - March 2014	4/1/2014 RETIREE MEDICAL REIMBUR	564.33	564.33
39477	4/4/2014	00617	QUINN, COLM	Jan - March 2014	4/1/2014 RETIREE MEDICAL REIMBUR	564.33	564.33
39478	4/4/2014	02244	CALIFORNIA BUILDING STANI	Jan - Dec 2013	3/31/2014 Jan - Dec 2013 BSASRF Fees	97.00	
				Jan - March 2014	3/31/2014 Jan - March 2014 BSASRF Fee	16.00	113.00
) total for FIRST NATIONAL BANK OF DALY CITY:						4,367.20	

5 checks in this report.

Grand Total All Checks:

4,367.20

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39479	4/4/2014	00068	040414B	4/4/2014	COLMA PEACE OFFICERS: P,	690.83	690.83
39480	4/4/2014	00631	040414B	4/4/2014	PERS - BUYBACK: PAYMENT	42,472.98	
			040414B	4/4/2014	PERS MISC NON-TAX: PAYMI	13,387.61	
			04042014M	4/4/2014	PERS MISC NON-TAX: PAYMI	890.52	56,751.11
39481	4/4/2014	01340	040414B	4/4/2014	FLEX 125 PLAN: PAYMENT	489.47	489.47
39482	4/4/2014	01360	040414B	4/4/2014	ICMA CONTRIBUTION: PAYMI	2,579.00	
			04042014M	4/4/2014	ICMA CONTRIBUTION: PAYMI	650.00	3,229.00
39483	4/4/2014	01375	040414B	4/4/2014	NATIONWIDE: PAYMENT	5,400.00	
			04042014M	4/4/2014	NATIONWIDE: PAYMENT	650.00	6,050.00
39484	4/4/2014	02377	040414B	4/4/2014	WAGE GARNISHMENT: PAYN	600.00	600.00
93032	4/4/2014	00521	04042014M	4/4/2014	FEDERAL TAX: PAYMENT	953.48	953.48
93033	4/4/2014	00130	04042014M	4/4/2014	STATE DI/SUI TAX: PAYMENT	15.42	15.42
93035	4/4/2014	00130	040414B	4/4/2014	CALIFORNIA STATE TAX: PA	8,527.13	8,527.13
93036	4/4/2014	00521	040414B	4/4/2014	FEDERAL TAX: PAYMENT	44,779.32	44,779.32
) total for FIRST NATIONAL BANK OF DALY CITY:							122,085.76

10 checks in this report.

Grand Total All Checks: 122,085.76

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39485	4/8/2014	00004	000005236974	3/20/2014	2312714310437 2/20-3/19/14	231.15	231.15
39486	4/8/2014	00013	March 2014	3/31/2014	TIRE SERVICE	1,492.42	1,492.42
39487	4/8/2014	00051	6544607057	3/24/2014	6544607057 SW Corner Hillside	143.66	
			4879544444	3/31/2014	4879544444 SSF Construction	66.99	210.65
39488	4/8/2014	00057	8400876917	3/28/2014	PW First Aid Supplies	235.63	
39489	4/8/2014	00087	8400876953	3/24/2014	03/24/14 Admin First Aid Cabin	162.00	397.63
39490	4/8/2014	00111	AR206907	3/26/2014	2014 Preventative Maintenance	21,970.00	21,970.00
39491	4/8/2014	00116	AR206907	4/1/2014	SMIP FEES	40.61	40.61
39492	4/8/2014	00140	03/21/14 Ramos	3/31/2014	03/20/14 Crab Feed Scholarship	390.00	390.00
			03/21/14 Dossey	3/21/2014	CREDIT CARD CHARGE	2,832.27	
			03/21/14 Gogan	3/21/2014	CREDIT CARD CHARGE	2,749.22	
			03/21/14 Pfortent	3/21/2014	CREDIT CARD CHARGE	1,568.94	
			03/21/14 Silva	3/21/2014	CREDIT CARD CHARGE	304.72	
			1437	4/2/2014	PLANT MAINTENANCE	106.12	7,561.27
39493	4/8/2014	00169	4/1/14 Meal & Mi	4/2/2014	4/1/14 Leadership & Accountab	260.00	260.00
39494	4/8/2014	00208	0567147369-1	3/26/2014	0567147369-1 JSB s/o Serramr	18.70	18.70
39495	4/8/2014	00307	378149	4/3/2014	Refill Charges	280.51	280.51
39496	4/8/2014	00311	3527	3/28/2014	JSB & Serramonte Furnish & In	10.35	10.35
39497	4/8/2014	00314	March 2014	3/31/2014	CAR REPAIR	1,420.00	1,420.00
39498	4/8/2014	00352	CL03964	3/31/2014	LAB FEES	7,787.14	7,787.14
39499	4/8/2014	00364	TERMINEX INTERNATIONAL L331716502	1/19/2014	PEST CONTROL	1,218.27	1,218.27
39500	4/8/2014	00414	87337	4/2/2014	04/02/14 Insufficient Registratio	81.00	81.00
39501	4/8/2014	00822	1401345	3/20/2014	MONTHLY SERVICE CONTRA	18.00	18.00
39502	4/8/2014	01030	1401374	3/26/2014	Rec: Laserjet Pro 300 Color MF	4,545.00	
			1401386	4/1/2014	OFF-SITE BACKUP AND DR P	792.28	
			1401387	4/1/2014	OFF-SITE BACKUP AND DR P	675.00	
			1401375	3/27/2014	PD: 15 HP LCD Speaker Bar: S	675.00	
			1401346	3/20/2014	MONTHLY SERVICE CONTRA	269.74	
			1401347	3/20/2014	MONTHLY SERVICE CONTRA	259.95	
			1401348	3/20/2014	MONTHLY SERVICE CONTRA	259.95	
39503	4/8/2014	01037	April 2014	3/26/2014	COMCAST CABLE TV	259.95	7,736.87
39504	4/8/2014	01076	14-03 Colma	3/25/2014	RECORDS MANAGEMENT	22,125.10	22,125.10
39505	4/8/2014	01184	PENINSULA UNIFORMS & EQ/March 2014	3/31/2013	UNIFORM SUPPLIES: M. FRAI	5,043.75	5,043.75
						359.60	359.60

Void

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39506	4/8/2014	01265	HITECH SYSTEMS, INC.	4/3/2014	5/1/14-04/30/15 SafetyNet Mair	11,037.64	11,037.64
39507	4/8/2014	01308	EEL RIVER FUELS, INC.	3/31/2014	PW GAS PURCHASES	303.26	303.26
39508	4/8/2014	01344	PROJECT READ	4/5/2014	PROJECT READ	1,900.00	1,900.00
39509	4/8/2014	01495	CITY OF SAN CARLOS	4/2/2014	03/28/14 COUNCIL OF CITIES	100.00	100.00
39510	4/8/2014	01685	STADTLER LANDSCAPING	4/2/2014	PLANT MAINTENANCE	240.00	360.00
				4/2/2014	PLANT MAINTENANCE	120.00	
39511	4/8/2014	01687	UNITED SITE SERVICES OF	3/28/2014	STANDARD AND REGULAR S	112.21	112.21
39512	4/8/2014	01867	GOOSSENS, MARINUS	4/2/2014	04/02/14 Insufficient Registratio	18.00	18.00
39513	4/8/2014	01995	CELESTE, MIKE L.	4/1/2014	March 1-24, 2014 Cardroom Be	1,210.00	1,210.00
39514	4/8/2014	02060	HUERTA, MA. GRACIELA	3/31/2014	03/31/14 Deposit Refund 3/29/1	300.00	300.00
39515	4/8/2014	02078	CINTAS CORPORATION NO. 2	3/31/2014	DOCUMENT DESTRUCTION	44.16	44.16
39516	4/8/2014	02082	VINCE'S OFFICE SUPPLY, INC	3/31/2014	OFFICE SUPPLIES	152.50	152.50
39517	4/8/2014	02144	DOMINIC A. DE LUCCA DBA D	3/25/2014	TAE KWON DO	1,400.00	1,400.00
39518	4/8/2014	02182	DALY CITY KUMON CENTER	4/2/2014	TUTORING	3,515.00	3,515.00
39519	4/8/2014	02216	RAMOS OIL CO. INC.	3/20/2014	PD GASOLINE PURCHASES	1,767.05	1,767.05
				3/31/2014	PD GASOLINE PURCHASES	1,495.65	
				3/10/2014	PD GASOLINE PURCHASES	1,357.90	
				3/31/2014	PD GASOLINE PURCHASES	40.76	
39520	4/8/2014	02274	FRANK AND GROSSMAN LAN	4/1/2014	LANDSCAPING	9,770.00	4,661.36
39521	4/8/2014	02303	MALDONADO, MARIA TERES	3/31/2014	03/31/14 Deposit Refund 3/30/1	300.00	9,770.00
39522	4/8/2014	02352	GUTIERREZ, IMELDA	4/3/2014	04/03/14 Cancellation Refund 7	300.00	300.00
				4/3/2014	04/03/14 Cancellation Refund 7	150.00	450.00
39523	4/8/2014	02499	GE CAPITAL INFORMATION T	3/21/2014	COPY MACHINE RENTAL	866.56	1,648.76
				3/26/2014	COPY MACHINE RENTAL	782.20	
39524	4/8/2014	02535	CARTER, JENNIFER	4/2/2014	04/02/14 Insufficient Registratio	18.00	18.00
39525	4/8/2014	02641	PAPE, HEATHER	4/2/2014	04/02/14 Insufficient Registratio	18.00	18.00
39526	4/8/2014	02646	GRANT, PAULINE E.	4/3/2014	3/31/14 Nutritional Class Day C	60.00	60.00
39527	4/8/2014	02650	AMERICAN REPROGRAPHICS	3/31/2014	Hillside Blvd Phase I	4,204.01	4,204.01
39528	4/8/2014	02677	METROPOLITAN PLANNING	3/12/2014	HISTORIC RESOURCES & GE	987.50	987.50
39529	4/8/2014	02681	PONCE, EVA	4/2/2014	04/02/14 Insufficient Registratio	18.00	18.00
39530	4/8/2014	02703	SAINEZ, CECILIA	3/25/2014	Jan 13-Mar 24, 2014 Kids Zuml	296.00	296.00
39531	4/8/2014	02704	KITAGO, MAKIKO	4/2/2014	04/02/14 Insufficient Registratio	60.00	60.00
39532	4/8/2014	02705	RAGOBEER, JASMINA	3/31/2014	03/31/14 Magic Show	150.00	150.00
39533	4/8/2014	02706	FREDCO MARKETING	1/31/2014	Aerial Photo & Emergency Pref	1,252.80	1,252.80

total for FIRST NATIONAL BANK OF DALY CITY: 123,000.22

49 checks in this report.

Grand Total All Checks: 123,000.22

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39534	4/15/2014	00002	AT&T	4/1/2014	PHONE BILLS	108.90	108.90
39535	4/15/2014	00005	ABAG PLAN CORPORATION 073133-1403	4/1/2014	March 2014 Release of All Clair	194.13	194.13
39536	4/15/2014	00051	CALIFORNIA WATER SERVICE 04/02/2014	4/2/2014	WATER BILL	3,046.38	3,046.38
39537	4/15/2014	00057	CINTAS CORPORATION #2 March 2014	4/8/2014	CLEANING SERVICE	946.00	946.00
39538	4/15/2014	00112	DEPARTMENT OF JUSTICE 025920	4/2/2014	FINGERPRINT APPLICATIONS	1,555.00	1,555.00
39539	4/15/2014	00116	DALY CITY/COLMA CHAMBER 03/20/14 Scholai	3/31/2014	03/20/14 Scholarship Fundraise	325.00	325.00
39540	4/15/2014	00174	HOME DEPOT CREDIT SERVI 03/30/2014	3/30/2014	Feb 27 - March 27, 2014 PW P	549.21	549.21
39541	4/15/2014	00181	IEDA 19471	4/1/2014	LABOR RELATIONS CONSUL	1,206.00	1,206.00
39542	4/15/2014	00226	LIM, CINDY ELLEN Uniform Reimbu	3/1/2014	03/01/14 2 Pair BDU Pants and	165.46	165.46
39543	4/15/2014	00307	PACIFIC GAS & ELECTRIC 3007220528-6	4/4/2014	3007220528-6 1199 El Camino	2,061.20	2,061.20
			6991706865-7	4/4/2014	0576889222-5 1180 El Camino	238.81	238.81
39544	4/15/2014	00412	TELECOMMUNICATIONS ENG43025	4/3/2014	6991706865-7 1190 El Camino	229.89	2,529.90
39545	4/15/2014	00500	SMC CONTROLLERS OFFICE March 2014	4/10/2014	Facilities Mgmt & Maintenance	1,328.00	1,328.00
39546	4/15/2014	00623	ARAMARK UNIFORM SERVICE March 2014	4/4/2014	March 2014 Allocation of Parkir	970.20	970.20
39547	4/15/2014	00778	CASTILLO, ANA 87614	3/28/2014	UNIFORM SERVICE	338.76	338.76
39548	4/15/2014	00830	STAPLES BUSINESS ADVANT.8029301775	4/7/2014	04/07/14 Deposit Refund 4/5/14	50.00	50.00
			8029390553	3/29/2014	SEB Remantoner HP 78 CE27	421.08	421.08
39549	4/15/2014	00949	GLUSZEK, BRENDA K. Jan 28-April 3, 21	4/5/2014	8.5 x 11 Copy Paper & Files	265.84	265.84
39550	4/15/2014	00955	DIVISION OF THE STATE Jan - March 2014	4/8/2014	YOGA CLASSES	2,200.00	2,200.00
39551	4/15/2014	01066	SAN MATEO REGIONAL NETV21142	4/14/2014	Jan - March 2014 Disability Acc	52.50	52.50
39552	4/15/2014	01079	TOSCANO, MARIA 87615	4/10/2014	INTERNET ACCESS SERVICE	435.00	435.00
			87616	4/7/2014	04/07/14 Schedule Issue Refun	650.00	650.00
39553	4/15/2014	01183	BEST BEST & KRIEGER LLP 723422	4/7/2014	04/07/14 Schedule Issue Refun	650.00	1,300.00
39554	4/15/2014	01330	CITY OF SAN BRUNO 00387	4/8/2014	CITY ATTORNEY SERVICES	25,619.80	25,619.80
39555	4/15/2014	01340	FLEX-PLAN SERVICES, INC 236523	4/8/2014	PAYROLL SERVICES	3,608.00	3,608.00
39556	4/15/2014	01472	DELA TORRE, MARIELA 87827	3/31/2014	SECTION 125 PARTICIPANT F	50.00	50.00
39557	4/15/2014	01601	DELA CRUZ, MARIA THERESA 87611	4/10/2014	04/10/14 Cancellation Refund S	64.00	64.00
39558	4/15/2014	01919	COLLICUTT ENERGY SERVICE 31370	4/7/2014	04/07/14 Deposit Refund 4/6/14	50.00	50.00
39559	4/15/2014	02082	VINCE'S OFFICE SUPPLY, INCMarch 2014 #21	3/31/2014	Annual Service, Inspection and	1,718.64	1,718.64
39560	4/15/2014	02190	GOGAN, REA April 8-10 Mileag	3/31/2014	OFFICE SUPPLIES	349.77	349.77
39561	4/15/2014	02198	BAYSIDE PRINTED PRODUCT 096787	4/1/2014	April 8-10, 2014 Mileage & Tolls	122.89	122.89
39562	4/15/2014	02499	GE CAPITAL INFORMATION T 92159795	4/8/2014	May - Aug 2014 Recreation Gui	833.21	833.21
39563	4/15/2014	02510	REGIONAL GOVERNMENT SE4016	4/4/2014	COPY MACHINE RENTAL	1,536.90	1,536.90
				3/31/2014	CONTRACT C. FRANCIS	3,312.50	3,312.50

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39564	4/15/2014	02637	Z.A.P. MANUFACTURING INC. 42569	4/10/2014	R4-7 18x24 Sign H.I.P and 24x	71.67	71.67
39565	4/15/2014	02676	DYETT & BHATIA, URBAN ANI 13-484-05	4/3/2014	Feb 1 - March 31, 2014 Urban I	12,185.00	12,185.00
39566	4/15/2014	02707	THORNLEY & PITT INC. 87617	4/7/2014	04/07/14 Deposit Refund 4/4/14	150.00	150.00
39567	4/15/2014	02708	LAIRD, RAE 87698	4/8/2014	04/08/14 Deposit Refund 4/7/14	225.00	225.00
39568	4/15/2014	02709	GONZALEZ, CELESTE 87612	4/7/2014	04/07/14 Deposit Refund 4/5/14	300.00	300.00
39569	4/15/2014	02710	PABLICO, MARBING 87613	4/7/2014	04/07/14 Deposit Refund 4/6/14	300.00	300.00
39570	4/15/2014	02711	MCDANIEL, TERRY C. 04/05/14	4/5/2014	Remove & Replace 2 Casemen	1,178.23	1,178.23
39571	4/15/2014	02712	EPS, INC., DBA EXPRESS PLU016855P	4/4/2014	Hydro Jet 6" Storm Drain Appro	2,000.00	2,000.00
) total for FIRST NATIONAL BANK OF DALY CITY:							71,662.97

38 checks in this report.

Grand Total All Checks: 71,662.97

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39572	4/18/2014	00047	04182014B	4/18/2014	CLEA: PAYMENT	441.00	441.00
39573	4/18/2014	00068	04182014B	4/18/2014	COLMA PEACE OFFICERS: P,	690.83	690.83
39574	4/18/2014	00631	04182014B	4/18/2014	PERS - BUYBACK: PAYMENT	37,463.57	
			04182014B	4/18/2014	PERS MISC NON-TAX: PAYMI	13,132.69	50,596.26
39575	4/18/2014	01340	04182014B	4/18/2014	FLEX 125 PLAN: PAYMENT	489.47	489.47
39576	4/18/2014	01360	04182014B	4/18/2014	ICMA CONTRIBUTION: PAYMI	2,579.00	2,579.00
39577	4/18/2014	01375	04182014B	4/18/2014	NATIONWIDE: PAYMENT	5,425.00	5,425.00
39578	4/18/2014	02224	04182014B	4/18/2014	LIFE INSURANCE: PAYMENT	303.70	303.70
39579	4/18/2014	02377	04182014B	4/18/2014	WAGE GARNISHMENT: PAYM	600.00	600.00
93039	4/18/2014	00130	04182014B	4/18/2014	CALIFORNIA STATE TAX: PA	8,505.19	8,505.19
93040	4/18/2014	00521	04182014B	4/18/2014	FEDERAL TAX: PAYMENT	45,196.46	45,196.46
) total for FIRST NATIONAL BANK OF DALY CITY:							114,826.91

10 checks in this report.

Grand Total All Checks: 114,826.91

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39580	4/21/2014	00004	000005262453	4/21/2014	PHONE BILL	799.52	799.52
39581	4/21/2014	00020	ASSOCIATED SERVICES INC March 2014	3/31/2014	SUPPLIES	191.90	191.90
39582	4/21/2014	00044	10907	3/31/2014	March 11 & 16, 2014 Tire Chan	80.00	
			10908	3/31/2014	March 31, 2014 Jump Start	35.00	115.00
39583	4/21/2014	00071	March 1-28, 2014	4/14/2014	CSG	143,080.88	143,080.88
39584	4/21/2014	00093	CITY OF SOUTH SAN FRANCISCO:515545	4/10/2014	DISPATCH SERVICES	8,358.61	8,358.61
39585	4/21/2014	00213	Flight Reagan to	4/14/2014	04/01/14 Reimburse Flight from	188.90	188.90
39586	4/21/2014	00226	LIM, CINDY ELLEN	4/17/2014	04/14/14 Meal & Mileage Reimt	27.89	27.89
39587	4/21/2014	00282	CALIFORNIA PUBLIC EMPLOY1398	4/15/2014	HEALTH INSURANCE	91,849.07	91,849.07
39588	4/21/2014	00307	PACIFIC GAS & ELECTRIC	4/4/2014	PG&E	2,173.73	
			0678090639-9	4/15/2014	PG&E	39.02	2,238.89
			9593452526-2	4/15/2014	PG&E	26.14	100.00
39589	4/21/2014	00388	1246399-IN	4/1/2014	427 F ST. MONTHLY MONITO	100.00	
39590	4/21/2014	00394	912286819	4/14/2014	Sentinel Power Sweeper, Rider	947.00	
			912286818	4/14/2014	8200 Sweeper/Scrubber, Rider	564.00	
			912286817	4/14/2014	ATLV4300 Litter Vacuum Servir	357.00	1,868.00
39591	4/21/2014	00411	TURBO DATA SYSTEMS	3/31/2014	CITATION PROCESSING	165.33	165.33
39592	4/21/2014	00414	TERMINEX INTERNATIONAL L333733804	4/21/2014	PEST CONTROL	307.00	307.00
39593	4/21/2014	00534	SMC INFORMATION SERVICE 1YCL11403	4/10/2014	MICRO CHANNEL & LINES	1,342.42	1,342.42
39594	4/21/2014	00779	CASTRO, ESTHER	4/14/2014	04/14/14 Deposit Refund 4/12/1	50.00	50.00
39595	4/21/2014	01030	STEPFORD, INC.	2/3/2014	15 HP ProDesk 600 G1-SSF-1	18,316.24	18,316.24
39596	4/21/2014	01308	EEL RIVER FUELS, INC.	4/15/2014	PW GAS PURCHASES	427.45	427.45
39597	4/21/2014	01414	VERANO HOMEOWNERS ASSMAY 2014	5/1/2014	VERANO OWNERS ASSOCIA'	265.00	265.00
39598	4/21/2014	01511	GONZALEZ, ALEJANDRA	4/14/2014	04/14/14 Deposit Refund 4/13/1	300.00	300.00
39599	4/21/2014	01569	DARLING INTERNATIONAL IN600:2461816	4/8/2014	TRAP SERVICE CHARGE	79.71	79.71
39600	4/21/2014	01652	AU ELECTRIC CORPORATION 137163	4/2/2014	4/1/14 Eight Point Expander & I	393.05	393.05
39601	4/21/2014	01760	JARVIS, FAY & DOPORTO, LLI6133	3/31/2014	Feb 1- March 31, 2014 PTAF D	188.69	188.69
39602	4/21/2014	02118	CA NEWSPAPERS PARTNER5000749737	3/31/2014	Hillside Blvd Roadway Improvel	162.00	162.00
39603	4/21/2014	02251	RECORD XPRESS OF CA, LLC0584007	3/31/2014	MINIMUM MONTHLY STORAG	160.53	160.53
39604	4/21/2014	02399	REVELES, CORI	4/14/2014	04/14/14 Deposit Refund 4/13/1	50.00	50.00
39605	4/21/2014	02448	ARROWHEAD SCIENTIFIC, INI70144	4/8/2014	12 Seal Guard Evidence Tape I	188.68	188.68
39606	4/21/2014	02566	STARVISTA	3/31/2014	Jan - June 2014 First Change F	5,245.00	5,245.00
39607	4/21/2014	02568	SANTOS, OSCAR	4/14/2014	04/14/14 Deposit Refund 4/12/1	300.00	300.00
39608	4/21/2014	02680	CSDA DESIGN GROUP	4/8/2014	Dec 1, 2013 - March 31, 2014 N	2,050.00	2,050.00

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39609	4/21/2014	02683	E2 CONSULTING ENGINEERS	4/10/2014	Digital Database, Draft Report	675.00	675.00
39610	4/21/2014	02713	RANESE, ANA	4/11/2014	04/11/14 Deposit Refund	225.00	225.00
39611	4/21/2014	02714	MARCHETTI, DAWN	4/18/2014	PG&E	29.56	29.56
) total for FIRST NATIONAL BANK OF DALY CITY:						279,739.32	

32 checks in this report.

Grand Total All Checks: 279,739.32

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39612	4/21/2014	00112	DEPARTMENT OF JUSTICE 027736	4/2/2014	FINGERPRINT APPLICATION:	64.00	
			022580	3/5/2014	FINGERPRINT APPLICATION:	32.00	96.00
39613	4/21/2014	00117	DELTA DENTAL OF CALIFORNIA	5/1/2014	DENTAL INSURANCE	11,856.60	11,856.60
39614	4/21/2014	02224	STANDARD INSURANCE COMM	4/14/2014	LIFE INSURANCE	225.50	225.50
39615	4/21/2014	02670	RALPH ANDERSEN & ASSOCI.	1/8/2014	City Manager Recruitment Bala	5,875.00	5,875.00
) total for FIRST NATIONAL BANK OF DALY CITY:						18,053.10	

4 checks in this report.

Grand Total All Checks: 18,053.10

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39616	4/28/2014	00004 AT&T	000005303003	4/13/2014	AT&T	2,478.90	
			000005303282	4/13/2014	AT&T	90.43	
			000005303281	4/13/2014	AT&T	65.98	2,635.31
39617	4/28/2014	00051 CALIFORNIA WATER SERVICE	1727052702	4/16/2014	1727052702 JSB across from F	108.73	108.73
39618	4/28/2014	00110 DEPARTMENT OF TRANSPORTATION	140746	4/14/2014	SIGNALS & LIGHTING	413.25	413.25
39619	4/28/2014	00150 FEDERAL EXPRESS	2-626-69392	4/18/2014	SHIPPING CHARGES	13.38	13.38
39620	4/28/2014	00307 PACIFIC GAS & ELECTRIC	2039987372-6	4/21/2014	PG&E	11.65	
			9956638930-2	4/21/2014	PG&E	10.52	22.17
39621	4/28/2014	00323 JORDAN, ROGER	April 6-11 Reimb	4/22/2014	April 6-11, 2014 Meals & Toll	92.07	92.07
39622	4/28/2014	00432 VISION SERVICE PLAN	May 2014	4/21/2014	VISION SERVICE PLAN	956.80	956.80
39623	4/28/2014	00830 STAPLES BUSINESS ADVANTAGE	8029492155	4/12/2014	Files, 5M Boxes, Workstation C	144.94	144.94
39624	4/28/2014	01023 PRIORITY 1	4472	4/23/2014	Replace 2 Whelen Push In Stro	98.17	98.17
39625	4/28/2014	01036 MANAGED HEALTH NETWORK	3200057276	4/16/2014	EMPLOYEE ASSISTANCE PR	118.00	118.00
39626	4/28/2014	01345 GOODWIN, SILVIA MARTHA	88459	4/21/2014	04/21/14 Schedule Issue Refun	3.00	3.00
39627	4/28/2014	01445 VIZ, ZENaida	88410	4/21/2014	04/21/14 Deposit Refund 4/20/1	300.00	300.00
39628	4/28/2014	01472 DELATORRE, MARIELA	88461	4/21/2014	04/21/14 Deposit Refund 4/20/1	50.00	50.00
39629	4/28/2014	01923 SPRINT	363758810-077	4/18/2014	PD CONNECTION	580.88	580.88
39630	4/28/2014	02408 DUDLEY PERKINS COMPANY	266634	4/1/2014	Tow Fee, Replaced Nail in Rea	443.75	
			267903	4/15/2014	Screw & Lockwasher	3.07	446.82
39631	4/28/2014	02521 VAVRINEK, TRINE, DAY & CO,	0104242-IN	3/31/2014	March 2014 Accounting Service	630.00	630.00
39632	4/28/2014	02602 SAN MATEO COUNTY/SILICO	SM15052	4/23/2014	SMCCVB 2015 Visitor Guide S	315.00	315.00
39633	4/28/2014	02686 RABE, SEAN	04/21/14 Mileage	4/24/2014	04/21/14 Mileage Reimburseme	55.89	55.89
) total for FIRST NATIONAL BANK OF DALY CITY:						6,984.41	6,984.41

18 checks in this report.

Grand Total All Checks: 6,984.41

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
39634	4/28/2014	00051	CALIFORNIA WATER SERVICE 6544607057	4/21/2014	6544607057 SW Corner Hillside	838.22	838.22
39635	4/28/2014	00093	CITY OF SOUTH SAN FRANCISCO 515549	4/17/2014	TRAFFIC SIGNAL MAINTENANCE	1,314.36	1,314.36
39636	4/28/2014	01170	VAN-GO PAINTING INC. 37983	4/24/2014	22 Light Poles Painted on B & C	15,565.00	15,565.00
39637	4/28/2014	01370	VERIZON WIRELESS SERVICE 9723520162	4/15/2014	CELL PHONE SERVICE	861.74	861.74
) total for FIRST NATIONAL BANK OF DALY CITY:						18,579.32	18,579.32

4 checks in this report.

Grand Total All Checks: 18,579.32



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Jon C. Read, Police Chief

VIA: Sean Rabe, City Manager

MEETING DATE: May 14, 2014

SUBJECT: Parking Citation Processing

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A ONE YEAR CONTRACT EXTENSION WITH TURBO DATA SYSTEMS, INC. FOR PARKING CITATION PROCESSING

EXECUTIVE SUMMARY

Since 1999, all agencies in San Mateo County that issue parking citations have individually contracted with Turbo Data Systems, Inc. for parking ticket processing and related services using a model contract negotiated by one city acting as lead agency.

On June 30 the contracts with Turbo Data will expire. In order to provide a reasonable time to complete a new RFP process, for which the County of San Mateo will be acting as lead agency this time, Turbo Data has agreed to extend the current contract for an additional year. Included in the offer of extension is a small price reduction in the cost to process citations.

FISCAL IMPACT

The total annual cost of the contract extension is \$2,500. Last year, the Town received approximately \$31,369 in fines after deducting Turbo Data's processing fees. Staff anticipates similar net revenue this year. The cost of processing will be reduced for Automated Citations from \$1.28 to \$1.20 and for the Electronic Citations after 48 hours and the Hand Written Citations from \$1.40 to \$1.35. All other terms of the contract will remain the same.

BACKGROUND and ANALYSIS

Since 1999, all agencies in San Mateo County that issue parking citations have individually contracted with Turbo Data Systems, Inc. for parking ticket processing and related services. Daly City previously acted as lead agency to issue the RFP and negotiated with Turbo Data Systems, Inc. to develop a model contract. The Town's existing agreement with Turbo Data Systems, Inc. is based on the model contract negotiated by Daly City.

The County of San Mateo has been selected to act as the new lead agency to issue a new RFP and negotiate with a potential contract provider to develop a model contract for all agencies in the County to use. In order to provide a reasonable time to complete this new RFP process, Turbo Data Systems, Inc. has agreed to extend the current contract for an additional year. Included in the offer of extension is a small price reduction in the cost to process parking citations. The County, as lead agency, is recommending that all agencies execute a one-year extension so that a thorough RFP process can be carried out.

Previously, the Town entered into a first amendment on September 14, 2011 to extend the term of the contract with Turbo Data Systems, Inc. from June 30, 2011 to June 30, 2014. In order to extend the term of the contract for one additional year, a second amendment will need be executed.

If the City Council authorizes the City Manager to execute a one year extension with Turbo Data Systems, Inc., the cost of processing citations will be reduced as follows:

- Electronic (entered within 48 hours) will be reduced from \$1.28 to \$1.20
- Electronic Citations (entered after 48 hours) will be reduced from \$1.40 to \$1.35
- Hand Written Citations will be reduced from \$1.40 to \$1.35.

ALTERNATIVES

The following alternative course of action is available to the City Council:

Do not approve the one-year extension contract for parking ticket processing with Turbo Data, and provide further direction to staff.

CONCLUSION

Staff recommends that the City Council authorize the City Manager to execute a one year extension to the Town's existing contract with Turbo Data Systems, Inc. for parking citation processing and related services from June 30, 2014 to June 30, 2015.

ATTACHMENTS

- A. Resolution
- B. Contract – Second Amendment

RESOLUTION NO. 2014-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A ONE YEAR
CONTRACT EXTENSION WITH TURBO DATA SYSTEMS, INC. FOR PARKING CITATION
PROCESSING**

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

1. Background.

- (a) The Town previously entered into an agreement with Turbo Data Systems, Inc. for parking citation processing and related services that became effective July 1, 2006 (the "Agreement").
- (b) The Town executed a first amendment to the Agreement on September 14, 2011 to extend the term through June 30, 2014, and to modify the fees charged per citation (the "First Amendment").
- (c) The Town's Agreement with Turbo Data Systems, Inc. will expire on June 30, 2014.
- (d) In order to allow time for a new request for proposal process to occur, the County of San Mateo, that will be acting as lead agency on behalf of all the agencies in the County, has recommended that all agencies extend their existing agreement with Turbo Data Systems, Inc. for one additional year from June 30, 2014 to June 30, 2015.
- (e) Turbo Data Systems, Inc. has agreed to extend the term for one additional year at a reduced costs as shown in the revised Exhibit A to the Second Amendment.
- (f) The Town desires to extend the Agreement for one additional year at a reduced cost as shown in the revised Exhibit A to the Second Amendment.

2. Findings.

- (a) The City Council finds that the one year contract extension with Turbo Data Systems, Inc. should be executed to allow time for a formal request for proposal process to occur to determine who is the best provider for parking citation processing services.
- (b) The contract was not competitively bid because Section 1.06.170(j) of the Colma Municipal Code allows for this amendment to be executed without competitive bidding, where due to special circumstances, the competitive process is not in the best interests of the Town. The Town's best interest will be served by working cooperatively with the County of San Mateo as it undertakes the request for proposal process.

3. Order.

- (a) The Second Amendment to the Agreement between the Town of Colma and Turbo Data Systems, Inc., a copy of which is on file with the City Clerk, shall be and hereby is approved by the City Council of the Town of Colma.

(b) The City Manager shall be, and hereby is, authorized to execute the Second Amendment to the Agreement on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the City Manager and the City Attorney.

Certification of Adoption

I certify that the foregoing Resolution No. 2014-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 14, 2014, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Sean Rabé, City Clerk

**SECOND AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES -
PARKING CITATION PROCESSING AND ADJUDICATION
BETWEEN THE CITY OF XXXX AND TURBO DATA SYSTEMS, INC.**

THIS SECOND AMENDMENT to the existing Agreement, originally entered into MMM DD, 2006, is made and entered into this ____ day of _____, 2014, by and between the CITY OF XXXX, a municipal corporation hereafter called "CITY," and TURBO DATA SYSTEMS, INC., a California corporation, hereafter called "CONTRACTOR".

WITNESSETH:

WHEREAS, on MMM DD, 2006, the parties entered into an Agreement (Resolution No. #####) for provision of citation processing and adjudication of parking citations, for a term commencing July 1, 2006 through June 30, 2011; and

WHEREAS, the Agreement contained the option and the parties exercised the option to extend the AGREEMENT as allowed for in Section 2 TERM of the original AGREEMENT for an additional three years, through June 30, 2014, and

WHEREAS, the parties now desire to do the following:

1. Extend the current AGREEMENT for an additional one (1) year ; and
2. Amend Exhibit A of the AGREEMENT to update the current fees being charged effective July 1, 2014, and reducing the fee to process an electronic citation entered within 48 hours from \$1.28 per citation to \$1.20 per citation and reduce the fee to process manual citations and automated citations entered after 48 hours from \$1.40 per citation to \$1.35 per citation, all other fees and charges to remain unchanged.

NOW, THEREFORE, the parties agree to amend the AGREEMENT as follows:

SECTION 1. Section 2 of the AGREEMENT, entitled "TERM" shall be amended to read as follows:

2. TERM. Subject to compliance with all terms and conditions, the term of this Agreement shall be from June 30, 2014 through June 30, 2015.

SECTION 2. Exhibit A: Scope of Work and Compensation shall be replaced with a new Exhibit A, attached hereto and incorporated herein, defining the current fees being charged for the existing agreement and modifying the following:

Per Citation/Processing Fee - Electronic (entered within 48 hours)	\$1.20
Per Citation/Processing Fee - Electronic (entered after 48 hours)	\$1.35
Per Citation/Processing Fee - Hand Written	\$1.35

SECTION 3. This Second Amendment is hereby incorporated and made part of the original Agreement and subject to all provisions therein. All of the terms and conditions of the original AGREEMENT, except those specifically modified and amended herein, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

CITY OF XXXX

By: _____

XXXX

City Manager

Date: _____

APPROVED AS TO FORM:

XXXX

City Attorney

TURBO DATA SYSTEMS, INC.

a California corporation

By _____

Roberta J. Rosen
President

AGREEMENT FOR PROFESSIONAL SERVICES –
PARKING CITATION PROCESSING AND ADJUDICATION
EXHIBIT A - SCOPE OF WORK AND COMPENSATION –
REVISED EFFECTIVE JULY 1, 2014

TDS will provide Parking Citation and Processing Services, including independent subcontracted adjudication services, as outlined in this Scope of Work, which includes the Request for Proposals To Provide Parking Citation Processing and Payment Services For the San Mateo County Cities, and the Proposal To Provide Parking Citation Processing and Payment Services For the San Mateo County Cities submitted by TDS and dated March 9, 2006, both of which are hereby incorporated herein by reference as if set out in full as the Scope of Work and Compensation for TDS.

Fee Schedule

Per Citation/Processing Fee - Electronic (entered within 48 hrs)		\$1.20
Per Citation/Processing Fee - Electronic (entered after 48 hours)		\$1.35
Per Citation/Processing Fee - Hand Written		\$1.35
Out of State Processing:		
Paid Off Windshield Notice		No additional charge
Additional Processing Required	% of collections	25%
Administrative Adjudication Processing - price per citation entering the process		\$3.75
Administrative Hearings		\$20
Reminder Notices	per notice mailed	\$0.72
Final Notices, DMV Hold Letters, and Other Mailings		\$0.72
Credit Card by Phone and Internet	Cost to COUNTY	no charge
Credit Card by Phone and Internet	Cost to Public	\$3.95
Online System Access - COUNTY Personnel	1st workstation	no charge
Per month for additional stations		\$40
Online System Access - Public		no charge
Parking Information Portal and Online Reporting Access		no charge
Other Fees:		
Advanced Collections		25% of collected
Interagency Offset Program (through FTB):		
	Charge for Notice	to be determined
	Social Security Lookup	to be determined
	Collected Revenue	to be determined

If postal rates change during the term of the Agreement, the compensation to Contractor shall be adjusted effective the same day as the postal rate increase by the same amount as the change in postage. This will affect the per notice prices of all services as well as the Administrative Adjudication Pricing. The formula for determining the amount to be added to the charge for each citation entering the Administrative Adjudication Process shall be:

Number of letters sent in the Adjudication Process
for the previous three months

----- X Change in Postal Rate

Number of individual citations for which
those letters were sent, i.e., volume of appeals

Should Customer require a performance bond, TDS will prepay such cost and Customer will reimburse TDS within 15 days upon proof of coverage and payment by TDS.



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Public Works Director

VIA: Sean Rabé, City Manager

MEETING DATE: May 14, 2014

SUBJECT: Mission Road Improvements

RECOMMENDATION

Staff recommends that City Council adopt the following resolution:

RESOLUTION AUTHORIZING CONTRACT FOR PAVEMENT REPAIR, RESURFACING AND STRIPING ON MISSION ROAD TO AMERICAN ASPHALT REPAIR AND RESURFACING COMPANY

EXECUTIVE SUMMARY

The proposed contract is with American Asphalt Repair and Resurfacing Co., Inc. for repairing damaged pavement sections, pavement resurfacing (micro-surfacing) and striping on Mission Road within the Town's limits. The contract amount is \$153,169.50.

This project was advertised for construction bids in accordance with the Town's Cost Accounting Program. American Asphalt Repair and Resurfacing Co., Inc. was determined to be lowest responsible and responsive bidder.

Construction will be funded through the Capital Improvement Program Budget and the Public Works Operations and Maintenance Budget.

FISCAL IMPACT

This project will be funded through:

• Capital Improvement Program Budget:	\$100,000.00
• Public Works Operations and Maintenance Budget:	<u>\$ 53,169.50</u>
TOTAL	\$153,169.50

BACKGROUND/ ANALYSIS

Project Description and Scope

In June 2013, the City Council approved a one-year Capital Improvement Plan (CIP) that included the Mission Road Improvements Project (CIP 903) and appropriated \$100,000 for construction of this project.

When the project first originated it was to install bicycle paths from Lawndale Boulevard to El Camino Real on both sides of the roadway and install a high-visibility crosswalk for pedestrians that use the SamTrans Bus Stop. Installing bike paths along Mission Road will accomplish two needs: one, the delineated bike paths will provide a safer route for bicyclist along Mission Road and, two, the enhanced striping for the bike paths will narrow the lanes of travel in both directions. Narrowing the travel lanes to an average width of between 11 feet and 12 feet will decrease excessive speeding on Mission Road. SamTrans has eliminated its bus routes on Mission Road; thus, the need for installing a high-visibility crosswalk for pedestrians has been eliminated from the project. Minor roadway repairs such as dig outs and crack sealing are also part of the Mission Road Improvement Project.

Because of the elimination of the high-visibility crosswalk, staff reviewed the pavement management survey that was performed in late 2013 and recommends the Council consider resurfacing Mission Road with a micro-surfacing process. Micro-surfacing is a preventive maintenance method similar to slurry seal except that it includes grittier sand in a cold mix, quick-setting asphalt emulsion that will help extend the life of the roadway. Cost savings from removal of the high-visibility cross walk from the project will help partially offset this preventative maintenance cost. This process will accomplish two things: one, add approximately five to seven years in longevity to the roadway and, two, improve the appearance of the roadway thus enhancing the vehicle, parking and bicycle striping delineations.

The Town commissioned MTC and its consultant to survey the pavement quality of the various streets in Colma during this last year. Within the pavement survey it has been determined that a major section of Mission Road has a Pavement Condition Index (PCI) of 57. The PCI is a measurement of pavement condition and ranges from 0 to 100. A newly constructed street will have a PCI of 100, while a failed street will have a PCI of 25 or less.

Staff is recommending that the project eliminate the high visibility crosswalk and include the re-surfacing of the roadway, repairing damaged pavement sections, striping for parking, cross-walks, and bike lanes. Project plans are included as Exhibit B to the staff report.

Competitive Bidding

The Project was advertised for construction with several locally based builders' exchanges, trade journals and with eligible contractors listed on the Town's cost accounting program. Three bids were received. A bid tabulation summary showing list of contractors and the bid amounts is included as Exhibit C.

American Asphalt Repair and Resurfacing Co., Inc. were determined to be the lowest responsible and responsive bidder. Staff reviewed American Asphalt Repair and Resurfacing Co., Inc.'s bid submittal and qualifications and found them to be satisfactory in meeting the project specification requirements.

Schedule and Public Notification

Construction is expected to start mid-late June after various ADA improvements are completed. The contract documents do require that completion of construction is to be within 20 working days from the start date. Property owners and business owners in the project vicinity will be notified of the construction schedules, potential traffic delays and street parking inconveniences.

COUNCIL ADOPTED VALUES

Approving this project shows that the Council has *responsibly* addressed the needs of the community by providing bicycle paths and enhancing roadway striping, which will help reduce speeding along the Mission Road corridor.

SUSTAINABILITY IMPACT

Because installing roadway striping creates safer lanes of travel for bicyclists, the Town has opened up more opportunities for individuals to use bicycles as an alternative mode of transportation (in lieu of fuel burning vehicles).

CONCLUSION

Staff recommends that City Council adopt the attached resolution awarding the construction contract to American Asphalt Repair and Resurfacing Co., Inc. in the amount of \$153,169.50 for the Mission Road Improvements Project.

ATTACHMENTS

- A. Resolution
- B. Project Plans
- C. Bid Tabulation Summary
- D. Construction Contract

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**RESOLUTION NO. 2014-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING CONTRACT FOR PAVEMENT REPAIR, RESURFACING
AND STRIPING ON MISSION ROAD TO AMERICAN ASPHALT REPAIR AND
RESURFACING COMPANY**

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

1. Findings.

The proposed contract is with American Asphalt Repair and Resurfacing Co., Inc. for repairing damaged pavement sections, pavement resurfacing (micro-surfacing) and striping on Mission Road within the Town's limits. The Contract amount is \$153,169.50.

This project was advertised for construction bids in accordance with the Town's Cost Accounting Program, and American Asphalt Repair and Resurfacing Co., Inc. was determined to be lowest responsible and responsive bidder.

2. Order.

(a) The contract between the Town of Colma and American Asphalt Repair and Resurfacing Company, a copy of which is on file with the City Clerk, shall be and hereby is approved by the City Council of the Town of Colma.

(b) The Mayor shall be, and hereby is, authorized to execute said contract on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the City Manager and the City Attorney.

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Certification of Adoption

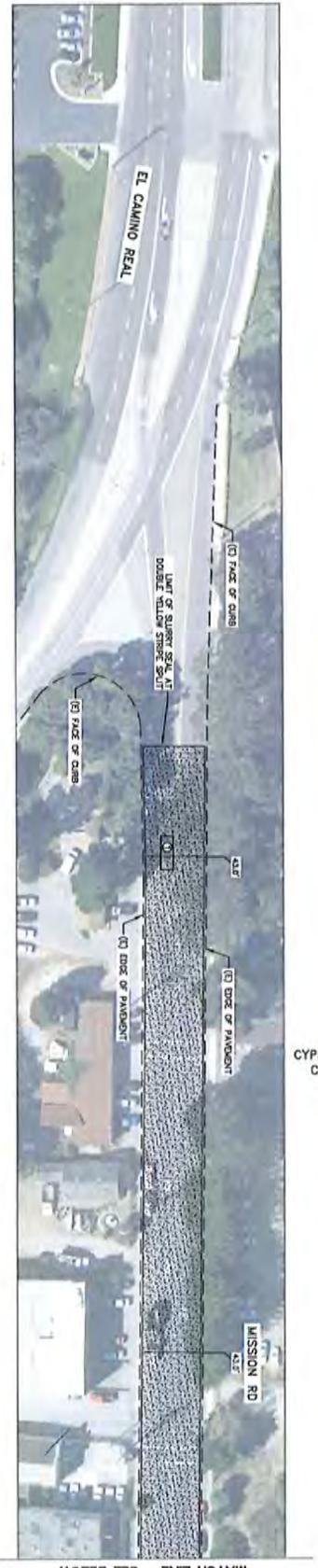
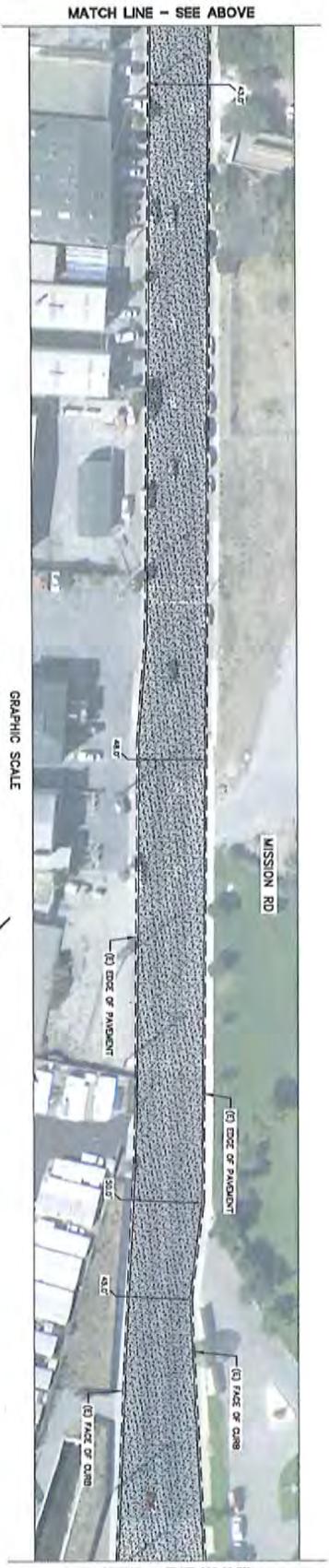
I certify that the foregoing Resolution No. 2014-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 14, 2014, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Sean Rabé, City Clerk



CONSTRUCTION NOTES
 ① PAVEMENT REPAIR (POUR) STRIP

LEGEND
 ① CONSTRUCTION NOTES
 [Hatched Box] MODIFICATION



BID SET
 03-27-2014

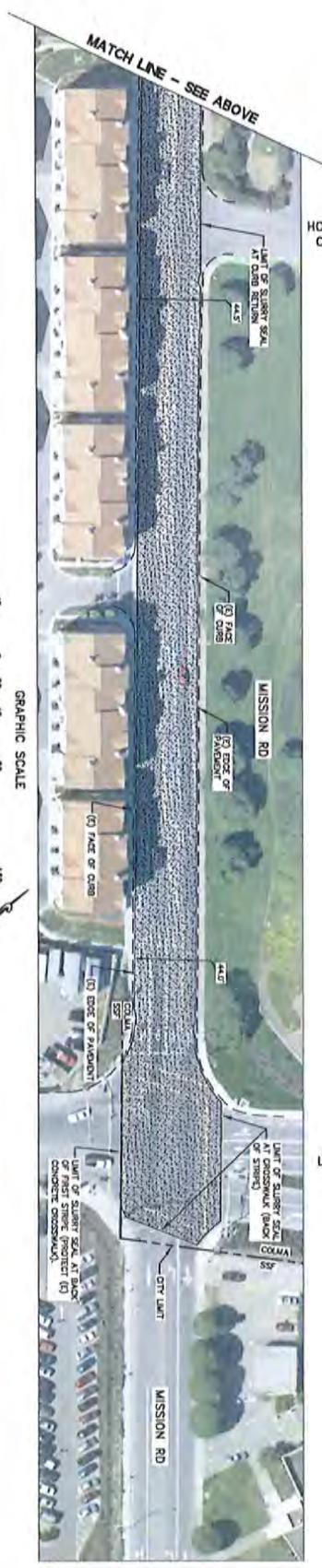
DATE: 03/22/14
 SHEET 2
 OF 6

TITLE: RESURFACING AND DIGOUTS
 MISSION ROAD IMPROVEMENTS
 C.I.P. NO. 903
 COLMA CALIFORNIA

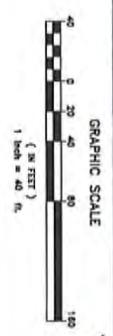
PREPARED FOR:
 TOWN OF COLMA
 1188 EL CAMINO REAL
 COLMA, CA. 94014

PREPARED BY:
 CSG Consultants Inc.
 1700 South Amphlett Boulevard, 3rd Floor
 San Mateo, CA 94402
 Phone (650)522-2500 Fax (650)522-2599

DESIGNED: JD	NO.	REVISIONS	DATE
DRAWN: JD			
APPROVED: ST			

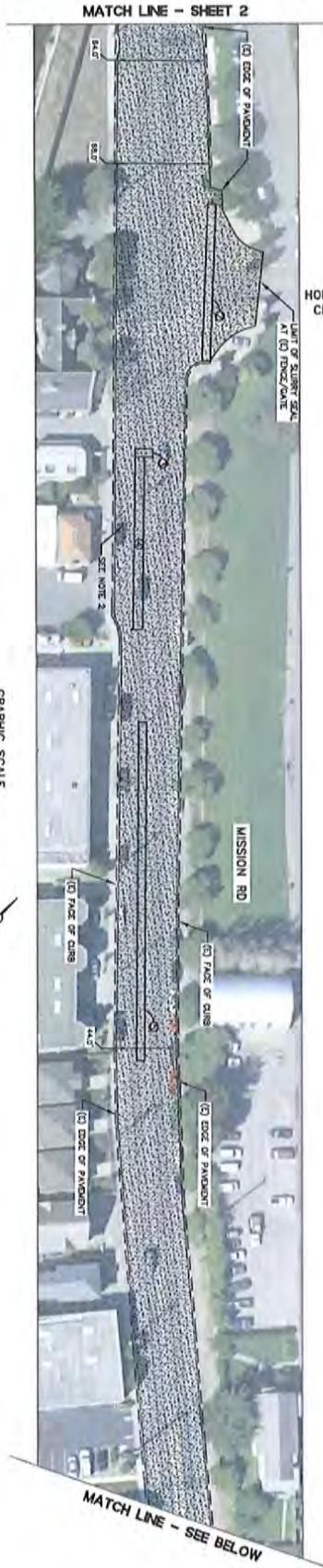


- CONSTRUCTION NOTES:**
- 1 PAVEMENT REPAIR (02000) 4'X11'
 - 2 PAVEMENT REPAIR (02000) 4'X13'
 - 3 PAVEMENT REPAIR (02000) 7'X13'
 - 4 PAVEMENT REPAIR (02000) 5'X25'



LEGEND

	CONSTRUCTION NOTES
	MICROSIGNAGING



BID SET 03-27-2014	DATE: 03/27/14 JOB#: 13249	TITLE: RESURFACING AND DIGOUTS MISSION ROAD IMPROVEMENTS C.I.P. NO. 903 COLMA CALIFORNIA	PREPARED FOR: TOWN OF COLMA 1188 EL CAMINO REAL COLMA, CA. 94014	PREPARED BY: CSG Consultants Inc. 1200 South Amphlett Boulevard, 3rd Floor San Mateo, CA 94402 Phone (650)522-2500 Fax (650)522-2599	DESIGNED: 30			
					DRAWN: 30			
					APPROVED: 37			
						NO.	REVISIONS	DATE

DATE PLOTTED: 03/27/14 10:08:45 AM

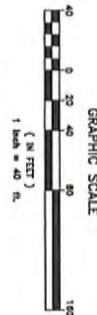
SIGN LEGEND:

-  BIKE LANE
R81
-  BEGIN
R81A
-  END
R81B
-  THE ROAD AHEAD
W11-1
W18-1P
(SEE PLAN FOR ACTUAL DISTANCE)
-  500 FT
W18-2AP
(SEE PLAN FOR ACTUAL DISTANCE)
-  USE HERE TO
R1-5

LEGEND:

-  CONSTRUCTION NOTE
-  CHANGING STRIPE DETAIL

GRAPHIC SCALE



(IN FEET)
1 Inch = 40 ft.

STRIPING NOTES:

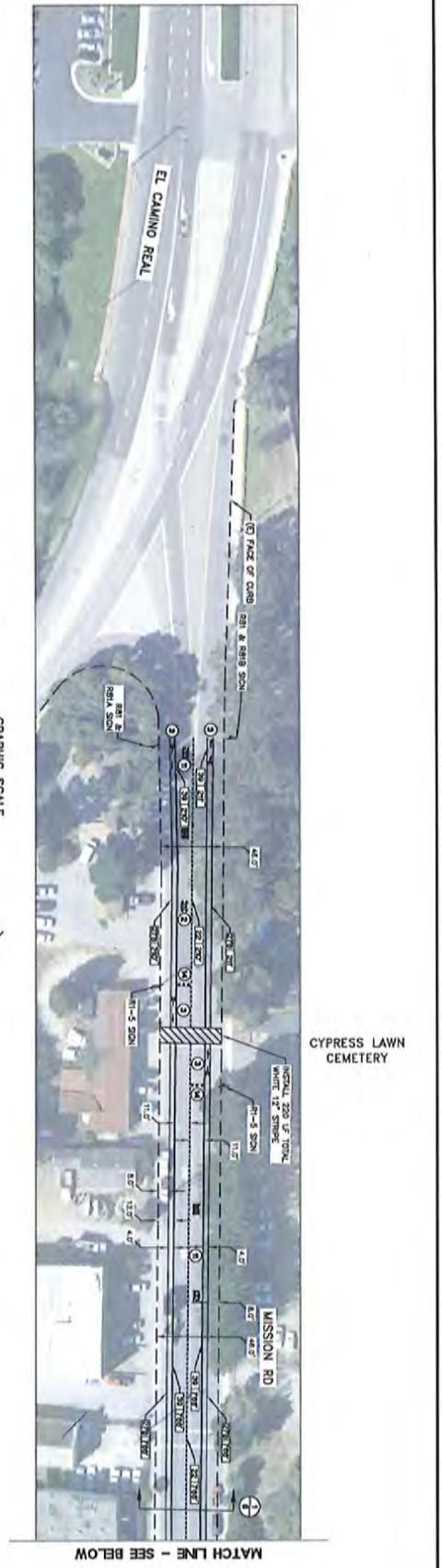
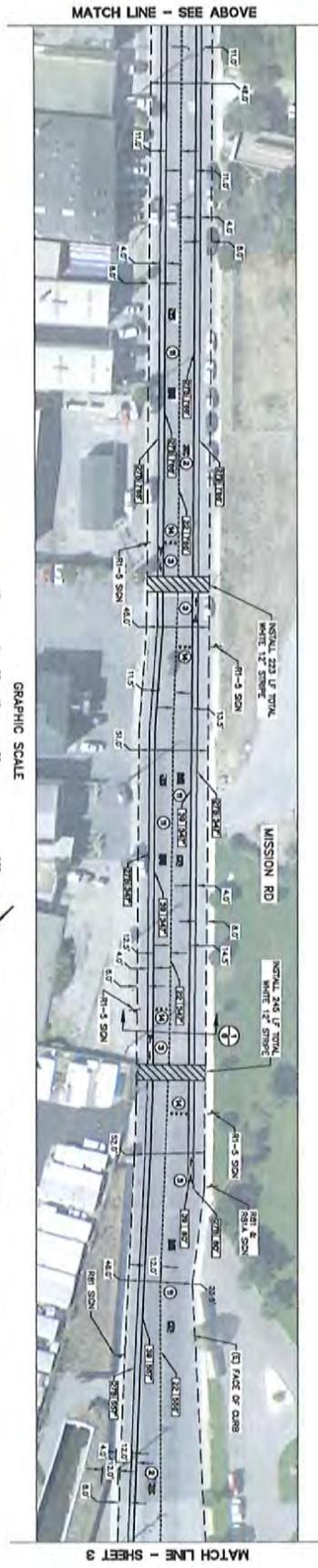
1. THE LOCATION OF THE STRIPING TO BE PLACED SHALL BE LOCATED FROM THE FACE OF CURB AS INDICATED ON THESE DRAWINGS, UNLESS OTHERWISE NOTED.
2. 4" WHITE STRIPE SHALL BE PLACED 8 FEET FROM FACE OF CURB STARTING AT THE (1) DESIGNATED PARKING SIGN AND ENDING AT THE (2) DESIGNATED END OF TRAVEL SIGN ON SIDE "A," WITH OR PARALLEL LINE TO MARK AS NEEDED.
3. PARKING STRIPING AND MARKINGS TO SIGNAL SHALL BE ACCORDING TO THE DESIGN OF THE COMMUNITY CENTER IN THE AREA OF THE CROSSING AND SHALL BE REPEATED IN THE STRIPING AND MARKINGS SHALL BE PLACED AS SHOWN ON PLAN, NOTWITHSTANDING ANY DISCREPANCIES BETWEEN THE DESIGNER'S PLAN AND STRIPING LINE WORKS.

BID SET
03-27-2014



SHEET 4
of 6

DATE: 10/27/14
APP: 13-248



TITLE: SIGNAGE & STRIPING PLAN
MISSION ROAD IMPROVEMENTS
C.I.P. NO. 903
COLMA CALIFORNIA

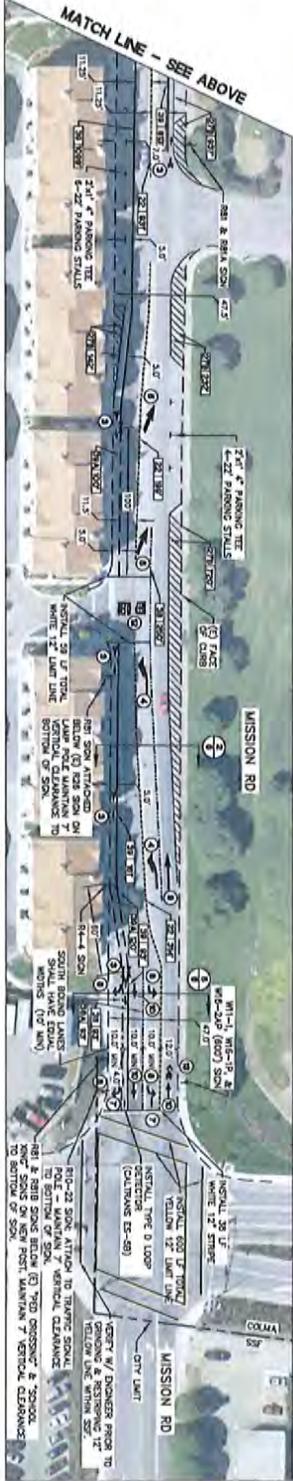
PREPARED FOR: TOWN OF COLMA
1188 EL CAMINO REAL
COLMA, CA. 94014

PREPARED BY: CSG Consultants Inc.
1700 South Amphlett Boulevard, 3rd Floor
San Mateo, CA 94402
Phone (650)522-2900 Fax (650)522-2999

NO.	REVISIONS	DATE

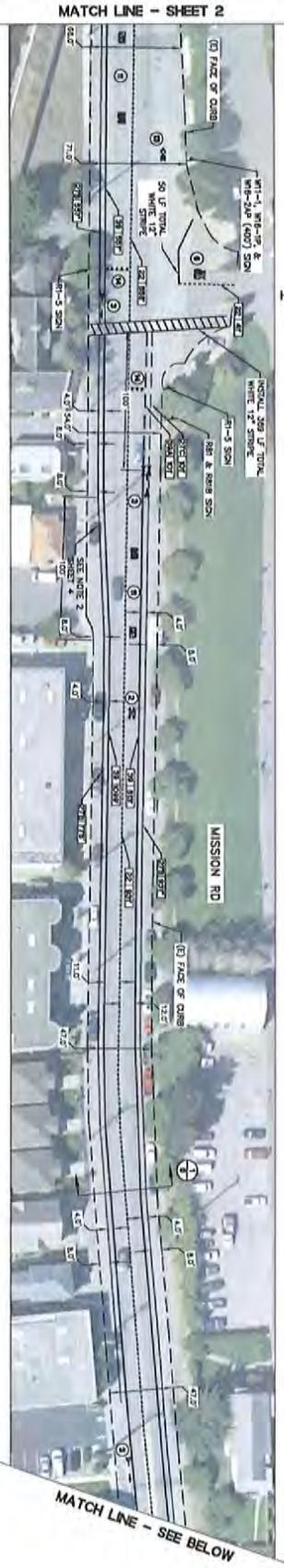
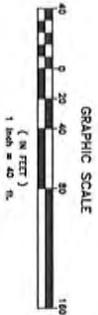
DATE: 02/27/14 10:05 AM

- SIGN LEGEND:**
- RBI BIKE LANE
 - R81A BEGIN
 - R81B END
 - W11-1 W18-1P
 - W18-2AP
 - R4-4
 - R10-22
 - R1-5



HOLY CROSS CEMETERY

LAWDALE BLVD



HOLY CROSS CEMETERY

MISSION ROAD STRIPING LEGEND AND QUANTITIES FOR SHEETS 04 AND 05:

DESCRIPTION	LENGTH / SYMBOL	QTY	UNIT
OUTLINE DETAIL 22	-----	3,394	LF
OUTLINE DETAIL 23	-----	5,315	LF
OUTLINE DETAIL 27B	-----	101	LF
OUTLINE DETAIL 27C	-----	343	LF
OUTLINE DETAIL 28	-----	83	LF
OUTLINE DETAIL 29A	-----	5,450	LF
OUTLINE DETAIL 29	-----	321	LF
OUTLINE DETAIL 29B	-----	1804	LF
CHANGE IN STRIPING DELINEATION	-----	1071	SF
PANORAMIC LEGENDS	-----	5	SF
BLUE PANORAMIC MARKER	-----	1	EA

- CONSTRUCTION NOTES:**
- BLUE PINE APPROXIMATE MARKER SHALL BE PLACED 6" OFF STRIPING ADJACENT DRIVER TR. PER (2)
 - OUTLINE PANORAMIC MARKING (OUTLINE DETAIL/24/2)
 - OUTLINE PANORAMIC MARKING LEGENDS THREE LINE SYMBOL WITH PERSON* (OUTLINE DETAIL/24/2) AND OUTLINE BEE LINE ARROW (OUTLINE DETAIL/24/2)
 - OUTLINE TYPE II (L)/TR ARROW (OUTLINE DETAIL/24/2)
 - OUTLINE TYPE IIIA/ARROW (OUTLINE DETAIL/24/2)
 - OUTLINE PANORAMIC MARKING LEGENDS STOP* (OUTLINE DETAIL/24/2)
 - OUTLINE PANORAMIC MARKING LEGENDS STOP* (OUTLINE DETAIL/24/2)
 - OUTLINE PANORAMIC MARKING LEGENDS STOP* (OUTLINE DETAIL/24/2)
 - OUTLINE TYPE II ARROW (L)/TR (OUTLINE DETAIL/24/2)
 - OUTLINE TYPE I 2" x 4" ARROW (OUTLINE DETAIL/24/2)
 - OUTLINE TYPE I 1" x 4" ARROW (OUTLINE DETAIL/24/2)
 - OUTLINE PANORAMIC MARKING LEGENDS "X" * (OUTLINE DETAIL/24/2)
 - OUTLINE PANORAMIC MARKING LEGENDS "X" * (OUTLINE DETAIL/24/2)
 - OUTLINE PANORAMIC MARKING LEGENDS "X" * (OUTLINE DETAIL/24/2)
 - OUTLINE PANORAMIC MARKING LEGENDS "X" * (OUTLINE DETAIL/24/2)



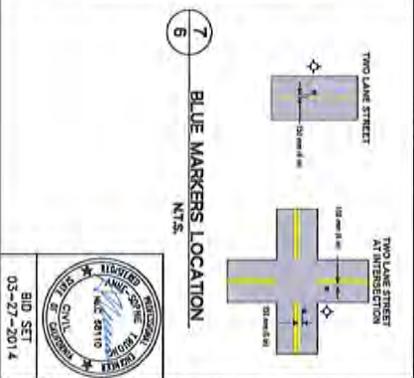
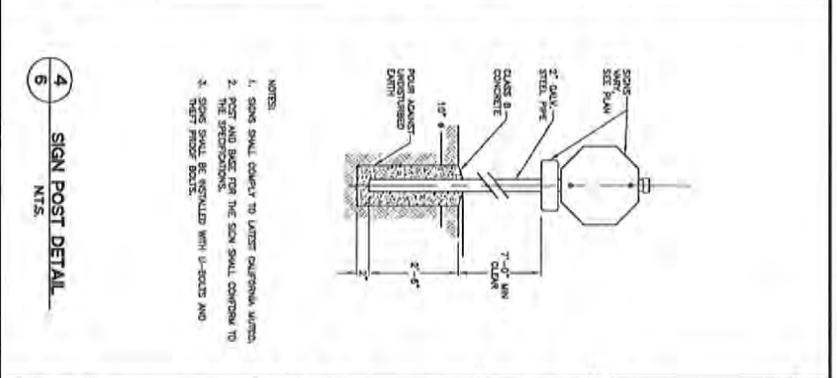
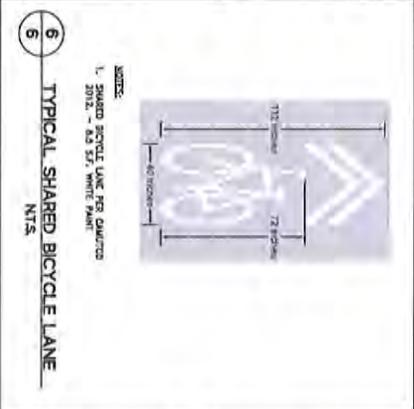
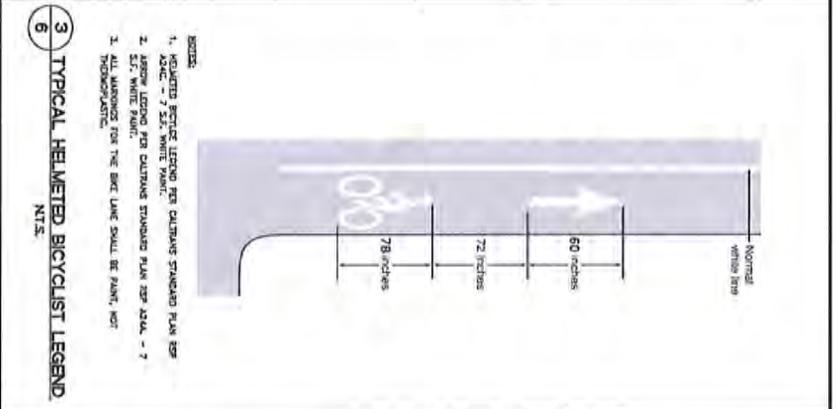
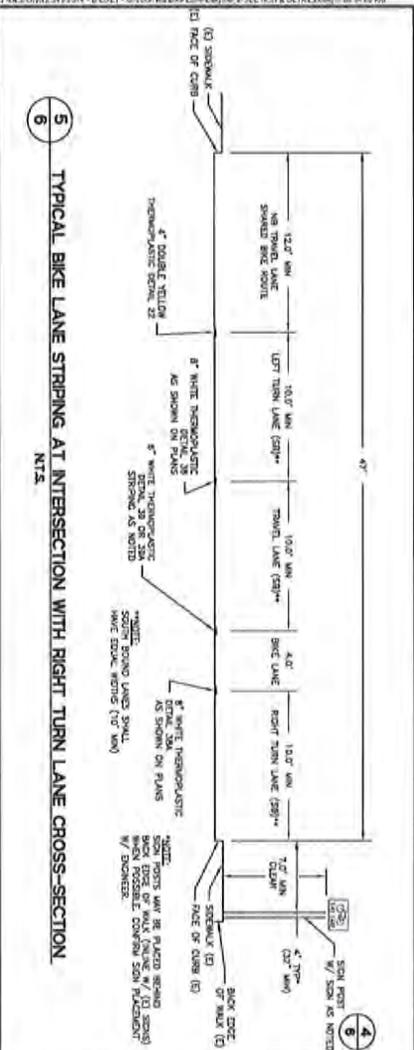
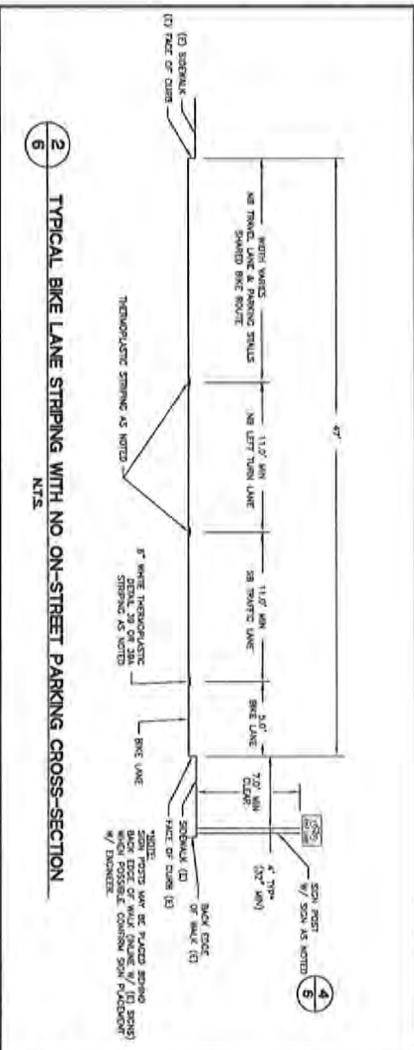
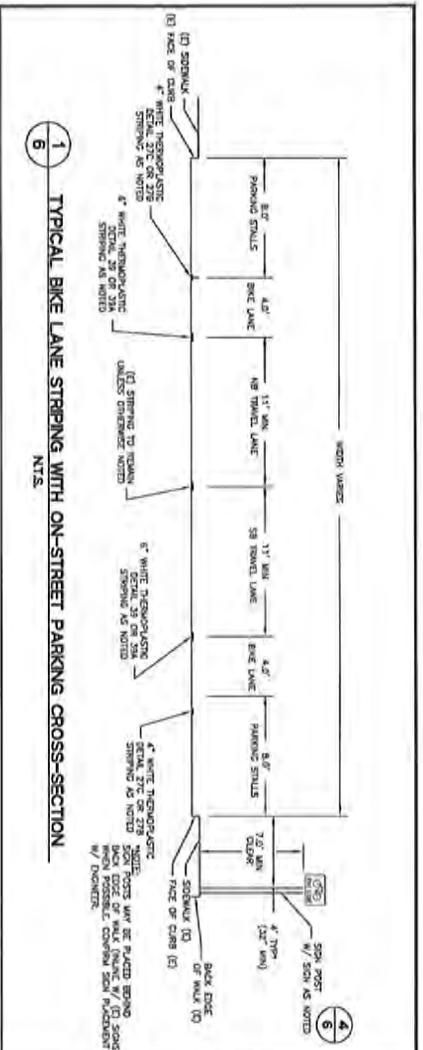
BID SET
DATE: 02/27/14
JOB#: 13-048

TITLE:
SIGNAGE & STRIPING PLAN
MISSION ROAD IMPROVEMENTS
C.I.P. NO. 903
COLMA CALIFORNIA

PREPARED FOR:
TOWN OF COLMA
1188 EL CAMINO REAL
COLMA, CA. 94014

PREPARED BY:
CSG Consultants Inc.
1700 South Amehitt Boulevard, 3rd Floor
San Mateo, CA 94402
Phone (650)522-2500 Fax (650)522-2599

NO.	REVISIONS	DATE



TITLE: MISCELLANEOUS DETAILS
MISSION ROAD IMPROVEMENTS
C.I.P. NO. 903
COLMA CALIFORNIA

SHEET 6 OF 6
DATE: 10/22/14
JOB#: 13348

PREPARED FOR:
TOWN OF COLMA
1188 EL CAMINO REAL
COLMA, CA. 94014

PREPARED BY:
CSG Consultants Inc.
1700 South Amstel Boulevard, 3rd Floor
San Mateo, CA 94402
Phone (650)522-2500 Fax (650)522-2559

DESIGNED:	JO	
DRAWN:	JO	
APPROVED:	ST	
NO.	REVISIONS	DATE

Mission Road Improvements Project CIP 903									
Bid Tabulation Summary									
Base Bid:			American Asphalt		California Pavement Maintenance Co. Inc.		Intermountain Slurry Seal, Inc.		
No	Item	Qty	Unit	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
1	Mobilization (5% max)	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 9,725.00	\$ 9,725.00	\$ 20,541.50	\$ 20,541.50
2	Traffic Control and Construction Area Signs (4% max)	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 10,775.00	\$ 10,775.00	\$ 8,000.00	\$ 8,000.00
3	Pavement Repair	3,000	SF	\$ 7.25	\$ 21,750.00	\$ 11.81	\$ 35,430.00	\$ 10.00	\$ 30,000.00
4	Crack Sealing	4	LANE-MI	\$ 2,500.00	\$ 10,000.00	\$ 3,150.00	\$ 12,600.00	\$ 3,088.00	\$ 12,352.00
5	Microsurfacing	20,500	SY	\$ 2.90	\$ 59,450.00	\$ 3.64	\$ 74,620.00	\$ 4.02	\$ 82,410.00
6	Detail 22 Striping (Thermoplastic)	3,400	LF	\$ 1.00	\$ 3,400.00	\$ 1.05	\$ 3,570.00	\$ 1.75	\$ 5,950.00
7	Detail 27B Striping (Thermoplastic)	5,350	LF	\$ 0.45	\$ 2,407.50	\$ 0.47	\$ 2,514.50	\$ 0.75	\$ 4,012.50
8	Detail 27C Striping (Thermoplastic)	110	LF	\$ 0.45	\$ 49.50	\$ 0.47	\$ 51.70	\$ 0.75	\$ 82.50
9	Detail 38 Striping (Thermoplastic)	350	LF	\$ 1.00	\$ 350.00	\$ 1.05	\$ 367.50	\$ 1.50	\$ 525.00
10	Detail 38A Striping (Thermoplastic)	100	LF	\$ 1.00	\$ 100.00	\$ 1.04	\$ 104.00	\$ 1.50	\$ 150.00
11	Detail 39 Striping (Thermoplastic)	5,500	LF	\$ 0.70	\$ 3,850.00	\$ 0.74	\$ 4,070.00	\$ 1.00	\$ 5,500.00
12	Detail 39A Striping (Thermoplastic)	350	LF	\$ 0.75	\$ 262.50	\$ 0.79	\$ 276.50	\$ 0.45	\$ 157.50
13	T-Stripe (Parking) (Thermoplastic)	30	LF	\$ 6.00	\$ 180.00	\$ 6.30	\$ 189.00	\$ 2.00	\$ 60.00
14	12" White Crosswalk (Thermoplastic)	1,210	LF	\$ 3.00	\$ 3,630.00	\$ 3.15	\$ 3,811.50	\$ 3.50	\$ 4,235.00
15	12" Yellow Crosswalk (Thermoplastic)	600	LF	\$ 3.00	\$ 1,800.00	\$ 3.15	\$ 1,890.00	\$ 3.50	\$ 2,100.00
16	Legend (Thermoplastic)	900	SF	\$ 4.00	\$ 3,600.00	\$ 4.20	\$ 3,780.00	\$ 3.50	\$ 3,150.00
17	Legend (Paint)	250	SF	\$ 3.50	\$ 875.00	\$ 3.68	\$ 920.00	\$ 3.50	\$ 875.00
18	Place Blue Hydrant Marker	11	EA	\$ 25.00	\$ 275.00	\$ 26.25	\$ 288.75	\$ 10.00	\$ 110.00
19	Type D Loop Detector	1	EA	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 1,600.00	\$ 1,600.00
20	Signs	28	EA	\$ 230.00	\$ 6,440.00	\$ 241.00	\$ 6,748.00	\$ 150.00	\$ 4,200.00
				SUBTOTAL	\$ 151,119.50	SUBTOTAL	\$ 174,431.45	SUBTOTAL	\$ 186,011.00
Alternate Bid:									
No	Item	Qty	Unit	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
21	Microsurfacing (Black Aggregate)	20,500	SY	\$ 0.10	\$ 2,050.00	\$ 3.84	\$ 78,720.00	\$ 0.14	\$ 2,870.00
				SUBTOTAL	\$ 2,050.00	SUBTOTAL	\$ 4,100.00	SUBTOTAL	\$ 2,870.00
				GRAND TOTAL:	\$ 153,169.50		\$ 178,531.45		\$ 188,881.00

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**TOWN OF COLMA
CONSTRUCTION CONTRACT**

MISSION ROAD IMPROVEMENTS PROJECT – CIP 903

1. PARTIES AND DATE.

This Contract is made and entered into this ____ day of _____, 20__ by and between the **TOWN OF COLMA**, a municipal organization organized under the laws of the State of California located at 1198 El Camino Real, Colma, CA 94014 (“Town”), and **American Asphalt Repair and Resurfacing Co., Inc.**, a CORPORATION with its principal place of business at 24200 Clawiter Road, Hayward, CA 94545 (“Contractor”). Town and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Contract.

2. RECITALS.

2.1 Town. Town is a municipal corporation organized under the laws of the State of California, with power to contract for services necessary to achieve its purpose.

2.2 Contractor. Contractor desires to perform and assume responsibility for the provision of certain construction services required by the Town on the terms and conditions set forth in this Contract. Contractor represents that it is experienced in providing General Construction Engineering services to public clients, that it and its employees or subcontractors have all necessary licenses and permits to perform the Services in the State of California, and that is familiar with the plans of Town.

2.3 Project. Town desires to engage Contractor to render such services for the Mission Road Improvements Project (CIP 903) (“Project”) as set forth in this Contract.

2.4 Project Documents & Certifications. Contractor has obtained, and delivers concurrently herewith, applicable bond for faithful performance, bond for labor and material payment, and insurance documents as required by the Contract.

3. TERMS

3.1 Incorporation of Documents. This Contract includes and hereby incorporates in full by reference the following documents, including all exhibits, drawings, specifications and documents therein, and attachments and addenda thereto: Project Plans, Contract Specifications and Special Provisions for the project, Town of Standard Specifications, and Caltrans Standard Specifications (2010 Edition).

3.2 Contractor’s Basic Obligation; Scope of Work. Contractor promises and agrees, at its own cost and expense, to furnish to the Owner all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately complete the Project, including all structures and facilities necessary for the Project or described in the Contract (hereinafter sometimes referred to as the “Work”), for a Total Contract Price as

specified pursuant to this Contract. All Work shall be subject to, and performed in accordance with the above referenced documents, as well as the exhibits attached hereto and incorporated herein by reference. The plans and specifications for the Work are further described in Exhibit "A" attached hereto and incorporated herein by this reference. Special conditions, if any, relating to the Work are described in Exhibit "B" attached hereto and incorporated herein by this reference.

3.3 Change in Scope of Work. Any change in the scope of the Work, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the Work shall not be paid for or accepted unless such change, addition or deletion is approved in advance and in writing by a valid change order executed by the Town.

3.4 Period of Performance and Liquidated Damages. Contractor shall perform and complete all Work under this Contract within **20 Working days**, beginning the effective date of the Notice to Proceed ("Contract Time"). Contractor shall perform its Work in strict accordance with any completion schedule, construction schedule or project milestones developed by the Town. Such schedules or milestones may be included as part of Exhibits "A" or "B" attached hereto, or may be provided separately in writing to the Contractor. Contractor agrees that if such Work is not completed within the aforementioned Contract Time and/or pursuant to any such completion schedule, construction schedule or project milestones developed pursuant to provisions of the Contract, it is understood, acknowledged and agreed that the Town will suffer damage. Since it is impractical and infeasible to determine the amount of actual damage, it is agreed that the Contractor shall pay to the Town as fixed and liquidated damages, and not as a penalty, the sum of **Five Hundred Dollars per day (\$500) per day** for each and every calendar day of delay beyond the Contract Time or beyond any completion schedule, construction schedule or Project milestones established pursuant to the Contract.

3.5 Standard of Performance; Performance of Employees. Contractor shall perform all Work under this Contract in a skillful and workmanlike manner, and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Work. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Work assigned to them. Finally, Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Work, including a Town Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Contractor shall perform, at its own cost and expense and without reimbursement from the Town, any work necessary to correct errors or omissions which are caused by the Contractor's failure to comply with the standard of care provided for herein. Any employee who is determined by the Town to be uncooperative, incompetent, a threat to the safety of persons or the Work, or any employee who fails or refuses to perform the Work in a manner acceptable to the Town, shall be promptly removed from the Project by the Contractor and shall not be re-employed on the Work.

3.6 Control and Payment of Subordinates; Contractual Relationship. Town retains Contractor on an independent contractor basis and Contractor is not an employee of Town. Any

additional personnel performing the work governed by this Contract on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance under this Contract and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

3.7 Town's Basic Obligation. Town agrees to engage and does hereby engage Contractor as an independent contractor to furnish all materials and to perform all Work according to the terms and conditions herein contained for the sum set forth above. Except as otherwise provided in the Contract, the Town shall pay to Contractor, as full consideration for the satisfactory performance by the Contractor of the services and obligations required by this Contract, the above referenced compensation in accordance with compensation provisions set forth in the Contract.

3.8 Compensation and Payment.

3.8.1 Amount of Compensation. As consideration for performance of the Work required herein, Town agrees to pay Contractor the Total Contract Price of **One Hundred Fifty Three Thousand One Hundred Sixty Nine and 50/100 Dollars (\$153,169.50)** ("Total Contract Price") provided that such amount shall be subject to adjustment pursuant to the applicable terms of this Contract or written change orders approved and signed in advance by the Town.

3.8.2 Payment of Compensation. If the Work is scheduled for completion in thirty (30) or less calendar days, Town will arrange for payment of the Total Contract Price upon completion and approval by Town of the Work. If the Work is scheduled for completion in more than thirty (30) calendar days, Town will pay Contractor on a monthly basis as provided for herein. On or before the fifth (5th) day of each month, Contractor shall submit to the Town an itemized application for payment in the format supplied by the Town indicating the amount of Work completed since commencement of the Work or since the last progress payment. These applications shall be supported by evidence which is required by this Contract and such other documentation as the Town may require. The Contractor shall certify that the Work for which payment is requested has been done and that the materials listed are stored where indicated. Contractor may be required to furnish a detailed schedule of values upon request of the Town and in such detail and form as the Town shall request, showing the quantities, unit prices, overhead, profit, and all other expenses involved in order to provide a basis for determining the amount of progress payments.

Town shall review and pay all progress payment requests in accordance with the provisions set forth in Section 20104.50 of the California Public Contract Code. No progress payments will be made for Work not completed in accordance with this Contract.

3.8.3 Contract Retentions. From each approved progress estimate, five percent (5%) will be deducted and retained by the Town, and the remainder will be paid to Contractor. All Contract retainage shall be released and paid to the Contractor and subcontractors pursuant to California Public Contract Code Section 7107.

3.8.4 Other Retentions. In addition to Contract retentions, the Town may deduct from each progress payment an amount necessary to protect Town from loss because of: (1) liquidated damages which have accrued as of the date of the application for payment; (2) any sums expended by the Town in performing any of Contractor's obligations under the Contract which Contractor has failed to perform or has performed inadequately; (3) defective Work not remedied; (4) stop notices as allowed by state law; (5) reasonable doubt that the Work can be completed for the unpaid balance of the Total Contract Price or within the scheduled completion date; (6) unsatisfactory prosecution of the Work by Contractor; (7) unauthorized deviations from the Contract; (8) failure of the Contractor to maintain or submit on a timely basis proper and sufficient documentation as required by the Contract or by Town during the prosecution of the Work; (9) erroneous or false estimates by the Contractor of the value of the Work performed; (10) any sums representing expenses, losses, or damages as determined by the Town, incurred by the Town for which Contractor is liable under the Contract; and (11) any other sums which the Town is entitled to recover from Contractor under the terms of the Contract or pursuant to state law, including Section 1727 of the California Labor Code. The failure by the Town to deduct any of these sums from a progress payment shall not constitute a waiver of the Town's right to such sums.

3.8.5 Substitutions for Contract Retentions. In accordance with California Public Contract Code Section 22300, the Town will permit the substitution of securities for any monies withheld by the Town to ensure performance under the Contract. At the request and expense of the Contractor, securities equivalent to the amount withheld shall be deposited with the Town, or with a state or federally chartered bank in California as the escrow agent, and thereafter the Town shall then pay such monies to the Contractor as they come due. Upon satisfactory completion of the Contract, the securities shall be returned to the Contractor. For purposes of this Section and Section 22300 of the Public Contract Code, the term "satisfactory completion of the contract" shall mean the time the Town has issued written final acceptance of the Work and filed a Notice of Completion as required by law and provisions of this Contract. The Contractor shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon. The escrow agreement used for the purposes of this Section shall be in the form provided by the Town.

3.8.6 Payment to Subcontractors. Contractor shall pay all subcontractors for and on account of work performed by such subcontractors in accordance with the terms of their respective subcontracts and as provided for in Section 10262 of the California Public Contract Code. Such payments to subcontractors shall be based on the measurements and estimates made and progress payments provided to Contractor pursuant to this Contract.

3.8.7 Title to Work. As security for partial, progress, or other payments, title to Work for which such payments are made shall pass to the Town at the time of payment. To the extent that title has not previously been vested in the Town by reason of payments, full title shall pass to the Town at delivery of the Work at the destination and time specified in this Contract. Such transferred title shall in each case be good, free and clear from any and all security interests, liens, or other encumbrances. Contractor promises and agrees that it will not pledge, hypothecate, or otherwise encumber the items in any manner that would result in any lien, security interest, charge, or claim upon or against said items. Such transfer of title shall not imply acceptance by the Town, nor relieve Contractor from the responsibility to strictly comply

with the Contract, and shall not relieve Contractor of responsibility for any loss of or damage to items.

3.9 Termination. This Contract may be terminated by Town at any time by giving Contractor three (3) days advance written notice. In the event of termination by Town for any reason other than the fault of Contractor, Town shall pay Contractor for all Work performed up to that time as provided herein. In the event of breach of the Contract by Contractor, Town may terminate the Contract immediately without notice, may reduce payment to the Contractor in the amount necessary to offset Town's resulting damages, and may pursue any other available recourse against Contractor. Contractor may not terminate this Contract except for cause. A termination without cause by Town shall not act as or be deemed a waiver of any potential known or unknown Town claims associated with Consultant's performance prior to the date of termination.

In the event this Contract is terminated in whole or in part as provided, Town may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated. Further, if this Contract is terminated as provided, Town may require Contractor to provide all finished or unfinished documents, data, diagrams, drawings, materials or other matter prepared or built by Contractor in connection with its performance of this Contract.

3.10 Completion of Work. When the Contractor determines that it has completed the Work required herein, Contractor shall so notify Town in writing and shall furnish all labor and material releases required by this Contract. Town shall thereupon inspect the Work. If the Work is not acceptable to the Town, the Town shall indicate to Contractor in writing the specific portions or items of Work which are unsatisfactory or incomplete. Once Contractor determines that it has completed the incomplete or unsatisfactory Work, Contractor may request a reinspection by the Town. Once the Work is acceptable to Town, Town shall pay to Contractor the Total Contract Price remaining to be paid, less any amount which Town may be authorized or directed by law to retain. Payment of retention proceeds due to Contractor shall be made in accordance with Section 7107 of the California Public Contract Code.

3.11 Town's Representative. The Town hereby designates **Director of Public Works**, or his or her designee, to act as its representative for the performance of this Contract ("Town's Representative"). Town's Representative shall have the power to act on behalf of the Town for all purposes under this Contract. Contractor shall not accept direction or orders from any person other than the Town's Representative or his or here designee.

3.12 Contractor's Representative. Before starting the Work, Contractor shall submit in writing the name, qualifications and experience of its proposed representative who shall be subject to the review and approval of the Town ("Contractor's Representative"). Following approval by the Town, the Contractor's Representative shall have full authority to represent and act on behalf of the Contractor for all purposes under this Contract. The Contractor's Representative shall supervise and direct the Work, using his best skill and attention, and shall be responsible for all construction means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Contract. Contractor's Representative shall devote full time to the Project and either he or his designee, who shall be

acceptable to the Town, shall be present at the Work site at all times that any Work is in progress and at any time that any employee or subcontractor of Contractor is present at the Work site. Arrangements for responsible supervision, acceptable to the Town, shall be made for emergency Work which may be required. Should Contractor desire to change its Contractor's Representative, Contractor shall provide the information specified above and obtain the Town's written approval.

3.13 Contract Interpretation. Should any question arise regarding the meaning or import of any of the provisions of this Contract or written or oral instructions from Town, the matter shall be referred to Town's Representative, whose decision shall be binding upon Contractor.

3.14 Loss and Damage. Contractor shall be responsible for all loss and damage which may arise out of the nature of the Work agreed to herein, or from the action of the elements, or from any unforeseen difficulties which may arise or be encountered in the prosecution of the Work until the same is fully completed and accepted by Town. However, Contractor shall be responsible for damage proximately caused by Acts of God, within the meaning of Section 4150 of the California Government Code, only to the extent of five percent (5%) of the Total Contract Price as specified herein. In the event of damage proximately caused by "Acts of God," the Town may terminate this Contract upon three (3) days advanced written notice.

3.15 Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold Town, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, consultants and contractors arising out of or in connection with the performance of the Work or this Contract, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against Town, its directors, officials officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against Town or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse Town and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall survive expiration or termination of this Contract and shall not be restricted to insurance proceeds, if any, received by the District, its governing board, directors, officials officers, employees, agents, or volunteers. The only limit to Contractor's indemnification obligation shall be that required by Civil Code section 2782 exempting Contractor from indemnifying Town against Town's active negligence or willful misconduct.

3.16 Insurance.

3.16.1 Time for Compliance. Contractor shall not commence Work under this Contract until it has provided evidence satisfactory to the Town that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the Town that the subcontractor has secured all insurance required under this section.

3.16.2 Minimum Requirements. Contractor shall, at its expense, procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Contract. Such insurance shall meet at least the following minimum levels of coverage:

3.16.2.1 Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); (3) *Workers' Compensation and Employers' Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance; and (4) *Builders'/All Risk*: Builders'/All Risk insurance covering for all risks of loss, including explosion, collapse, underground excavation and removal of lateral support (and including earthquakes and floods if requested by the Town).

3.16.2.2 Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Contract/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; (3) *Workers' Compensation and Employer's Liability*: Workers' compensation limits as required by the Labor Code of the State of California. Employers Liability limits of \$1,000,000 per accident for bodily injury or disease; and (4) *Builders'/All Risk*: Completed value of the project.

3.16.3 Insurance Endorsements. The insurance policies shall contain the following provisions, or Contractor shall provide endorsements on forms supplied or approved by the Town to add the following provisions to the insurance policies:

3.16.3.1 General Liability. (1) The Town, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the Work or operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the Town, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the Town, its directors, officials, officers, employees, agents and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it.

3.16.3.2 Automobile Liability. (1) The Town, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Contractor or for which the Contractor is responsible; and (2) the insurance coverage shall be primary insurance as respects the Town, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the Town, its directors, officials, officers, employees, agents and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it in any way.

3.16.3.3 Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the Town, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Contractor.

3.16.3.4 All Coverages. Each insurance policy required by this Contract shall be endorsed to state that: (1) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Town; and (2) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the Town, its directors, officials, officers, employees, agents and volunteers.

3.16.4 Builders'/All Risk Policy Requirements. The builders'/all risk insurance shall provide that the Town be named as loss payee. In addition, the insurer shall waive all rights of subrogation against the Town.

3.16.5 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the Town, its directors, officials, officers, employees, agents and volunteers.

3.16.6 Professional Liability Insurance. All architects, engineers, consultants or design professionals retained by Contractor shall also procure and maintain, for a period of five (5) years following completion of the Contract, errors and omissions liability insurance with a limit of not less than \$1,000,000 per occurrence. This insurance shall name the Town, its directors, officials, officers, employees, agents and volunteers as additional and insureds with respect to Work performed, and shall otherwise comply with all requirements of this Section.

3.16.7 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the Town. Contractor shall guarantee that, at the option of the Town, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its directors, officials, officers, employees, agents and volunteers; or (2) the Contractor shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

3.16.8 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, licensed to do business in California, and satisfactory to Town.

3.16.9 Verification of Coverage. Contractor shall furnish Town with original certificates of insurance and endorsements effecting coverage required by this Contract on forms satisfactory to the Town. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms supplied or approved by the Town. All certificates and endorsements must be received and approved by the Town before work commences. The Town reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.16.10 Subcontractors. All subcontractors shall meet the requirements of this Section before commencing Work. In addition, Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

3.17 Bond Requirements.

3.17.1 Payment Bond. If required by law or otherwise specifically requested by Town in Exhibit "B" attached hereto and incorporated herein by reference, Contractor shall execute and provide to Town concurrently with this Contract a Payment Bond in an amount required by the Town and in a form provided or approved by the Town. If such bond is required, no payment will be made to Contractor until the bond has been received and approved by the Town.

3.17.2 Performance Bond. If specifically requested by Town in Exhibit "B" attached hereto and incorporated herein by reference, Contractor shall execute and provide to Town concurrently with this Contract a Performance Bond in an amount required by the Town and in a form provided or approved by the Town. If such bond is required, no payment will be made to Contractor until the bond has been received and approved by the Town.

3.17.3 Bond Provisions. Should, in Town's sole opinion, any bond become insufficient or any surety be found to be unsatisfactory, Contractor shall renew or replace the effected bond within (ten) 10 days of receiving notice from Town. In the event the surety or Contractor intends to reduce or cancel any required bond, at least thirty (30) days prior written notice shall be given to the Town, and Contractor shall post acceptable replacement bonds at least ten (10) days prior to expiration of the original bonds. No further payments shall be deemed due or will be made under this Contract until any replacement bonds required by this Section are accepted by the Town. To the extent, if any, that the Total Contract Price is increased in accordance with the Contract, the Contractor shall, upon request of the Town, cause the amount of the bond to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the Town. To the extent available, the bonds shall further provide that no change or alteration of the Contract (including, without limitation, an increase in the Total Contract Price, as referred to above), extensions of time, or modifications of the time, terms, or

conditions of payment to the Contractor, will release the surety. If the Contractor fails to furnish any required bond, the Town may terminate the Contract for cause.

3.17.4 Surety Qualifications. Only bonds executed by an admitted surety insurer, as defined in California Code of Civil Procedure Section 995.120, shall be accepted. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the Town.

3.18 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. Contractor shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work. In carrying out its Work, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the Work and the conditions under which the Work is to be performed. Safety precautions as applicable shall include, but shall not be limited to, adequate life protection and life saving equipment; adequate illumination for underground and night operations; instructions in accident prevention for all employees, such as machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and adequate facilities for the proper inspection and maintenance of all safety measures. Furthermore, Contractor shall prominently display the names and telephone numbers of at least two medical doctors practicing in the vicinity of the Project, as well as the telephone number of the local ambulance service, adjacent to all telephones at the Project site.

3.19 Warranty. Contractor warrants all Work under the Contract (which for purposes of this Section shall be deemed to include unauthorized work which has not been removed and any non-conforming materials incorporated into the Work) to be of good quality and free from any defective or faulty material and workmanship. Contractor agrees that for a period of one year (or the period of time specified elsewhere in the Contract or in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the Work, whichever is later) after the date of final acceptance, Contractor shall within ten (10) days after being notified in writing by the Town of any defect in the Work or non-conformance of the Work to the Contract, commence and prosecute with due diligence all Work necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act sooner as requested by the Town in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the Work (or work of other contractors) damaged by its defective Work or which becomes damaged in the course of repairing or replacing defective Work. For any Work so corrected, Contractor's obligation hereunder to correct defective Work shall be reinstated for an additional one year period, commencing with the date of acceptance of such corrected Work. Contractor shall perform such tests as the Town may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of the Contract. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstatement of equipment and materials necessary to gain access, shall be the sole responsibility of the Contractor. All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the

Work, whether express or implied, are deemed to be obtained by Contractor for the benefit of the Town, regardless of whether or not such warranties and guarantees have been transferred or assigned to the Town by separate agreement and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of the Town. In the event that Contractor fails to perform its obligations under this Section, or under any other warranty or guaranty under this Contract, to the reasonable satisfaction of the Town, the Town shall have the right to correct and replace any defective or non-conforming Work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse the Town for any expenses incurred hereunder upon demand.

3.20 Laws and Regulations. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Contract or the Work, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Work. If the Contractor observes that the drawings or specifications are at variance with any law, rule or regulation, it shall promptly notify the Town in writing. Any necessary changes shall be made by written change order. If the Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the Town, the Contractor shall be solely responsible for all costs arising therefrom. Contractor shall defend, indemnify and hold Town, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Contract, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.21 Permits and Licenses. Contractor shall be responsible for securing Town permits and licenses necessary to perform the Work described herein, including, but not limited to, a Town Business License. While Contractor will not be charged a fee for any Town permits, Contractor shall pay the Town's applicable business license fee.

3.22 Trenching Work. If the Total Contract Price exceeds \$25,000 and if the Work governed by this Contract entails excavation of any trench or trenches five (5) feet or more in depth, Contractor shall comply with all applicable provisions of the California Labor Code, including Section 6705. To this end, Contractor shall submit for Town's review and approval a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer.

3.23 Hazardous Materials and Differing Conditions. As required by California Public Contract Code Section 7104, if this Contract involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, Contractor shall promptly, and prior to disturbance of any conditions, notify Town of: (1) any material discovered in excavation that Contractor believes to be a hazardous waste that is required to be removed to a Class I, Class II or Class III disposal site; (2) subsurface or latent physical conditions at the site differing from those indicated by Town; and (3) unknown physical conditions of an unusual nature at the site, significantly different from those ordinarily encountered in such contract work. Upon

notification, Town shall promptly investigate the conditions to determine whether a change order is appropriate. In the event of a dispute, Contractor shall not be excused from any scheduled completion date and shall proceed with all Work to be performed under the Contract, but shall retain all rights provided by the Contract or by law for making protests and resolving the dispute.

3.24 Underground Utility Facilities. To the extent required by Section 4215 of the California Government Code, Town shall compensate Contractor for the costs of: (1) locating and repairing damage to underground utility facilities not caused by the failure of Contractor to exercise reasonable care; (2) removing or relocating underground utility facilities not indicated in the construction drawings; and (3) equipment necessarily idled during such work. Contractor shall not be assessed liquidated damages for delay caused by failure of Town to provide for removal or relocation of such utility facilities.

3.25 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Sections 1720 *et seq.*, and 1770 *et seq.*, as well as California Code of Regulations, Title 8, Section 16000 *et seq.*, (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Since the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and Since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Town shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Contract. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Contractor’s principal place of business and at the project site. Contractor shall defend, indemnify and hold the Town, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.26 Apprenticeable Crafts. When Contractor employs workmen in an apprenticeable craft or trade, Contractor shall comply with the provisions of Section 1777.5 of the California Labor Code with respect to the employment of properly registered apprentices upon public works. The primary responsibility for compliance with said section for all apprenticeable occupations shall be with Contractor.

3.27 Hours of Work. Contractor is advised that eight (8) hours labor constitutes a legal day’s work. Pursuant to Section 1813 of the California Labor Code, Contractor shall forfeit the statutorily authorized penalty per worker for each day that each worker is permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week, except when payment for overtime is made at not less than one and one-half (1-1/2) times the basic rate for that worker.

3.28 Payroll Records. In accordance with the requirements of California Labor Code Section 1776, Contractor shall keep accurate payroll records which are either on forms provided by the Division of Labor Standards Enforcement or which contain the same information required by such forms. Responsibility for compliance with California Labor Code Section 1776 shall

rest solely with Contractor, and Contractor shall make all such records available for inspection at all reasonable hours.

3.29 Contractor's Labor Certification. By its signature hereunder, Contractor certifies that he is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Work. A certification form for this purpose, which is attached to this Contract as Exhibit "C" and incorporated herein by reference, shall be executed simultaneously with this Contract.

3.30 Labor and Material Releases. Contractor shall furnish Town with labor and material releases from all subcontractors performing work on, or furnishing materials for, the work governed by this Contract prior to final payment by Town.

3.31 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

3.32 Anti-Trust Claims. This provision shall be operative if this Contract is applicable to California Public Contract Code Section 7103.5. In entering into this Contract to supply goods, services or materials, the Contractor hereby offers and agrees to assign to the Town all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code) arising from purchases of goods, services, or materials pursuant to the Contract. This assignment shall be made and become effective at the time the Town tender final payment to the Contractor, without further acknowledgment by the Parties.

3.33 Notices. All notices hereunder and communications regarding interpretation of the terms of the Contract or changes thereto shall be provided by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

Town
Town of Colma

Contractor
American Asphalt Repair

1198 El Camino Real
Colma, CA 94014
Attn: Sean Rabé, City Manager

and Resurfacing Co., Inc.,
24200 Clawiter Road
Hayward, CA 94545
Attn: Allan Henderson, President

Any notice so given shall be considered received by the other Party three (3) days after deposit in the U.S. Mail as stated above and addressed to the Party at the above address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.34 Entire Contract; Modification. This Contract contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Contract may only be modified by a writing signed by both Parties.

3.35 Time of Essence. Time is of the essence in the performance of this Contract.

3.36 Assignment Forbidden. Contractor shall not, either voluntarily or by action of law, assign or transfer this Contract or any obligation, right, title or interest assumed by Contractor herein without the prior written consent of Town. If Contractor attempts an assignment or transfer of this Contract or any obligation, right, title or interest herein, Town may, at its option, terminate and revoke the Contract and shall thereupon be relieved from any and all obligations to Contractor or its assignee or transferee.

3.37 Governing Law. This Contract shall be governed by the laws of the State of California. Venue shall be in San Mateo County.

3.38 Counterparts. This Contract may be executed in counterparts, each of which shall constitute an original.

3.39 Successors. The Parties do for themselves, their heirs, executors, administrators, successors, and assigns agree to the full performance of all of the provisions contained in this Contract.

3.40 [INTENTIONALLY OMITTED]

3.41 Claims of \$375,000 or Less. Notwithstanding any other provision herein, claims of \$375,000 or less shall be resolved pursuant to the alternative dispute resolution procedures set forth in California Public Contract Code §§ 20104 *et seq.*

3.42 Prohibited Interests.

3.42.1 Solicitation. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Contract. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for

Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, Town shall have the right to terminate this Contract without liability.

3.42.2 Conflict of Interest. For the term of this Contract, no member, officer or employee of Town, during the term of his or her service with Town, shall have any direct interest in this Contract, or obtain any present or anticipated material benefit arising therefrom.

3.43 Certification of License. Contractor certifies that as of the date of execution of this Contract, Contractor has a current contractor's license of the classification indicated below under Contractor's signature.

3.44 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Contract, the language of this Contract shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and subcontractors of Contractor, except as otherwise specified in this Contract. All references to Town include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Contract. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Contract.

3.45 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.46 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.47 Invalidity; Severability. If any portion of this Contract is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.48 Authority to Enter Contract. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Contract. Each Party warrants that the individuals who have signed this Contract have the legal power, right, and authority to make this Contract and bind each respective Party.

3.49 Exhibits and Recitals. All Exhibits and Recitals contained herein are hereby incorporated into this Contract by this reference.

IN WITNESS WHEREOF, each of the Parties has caused this Contract to be executed on the day and year first above written.

TOWN OF COLMA

**American Asphalt Repair and
Resurfacing Co., Inc.**

By: _____
Helen Fiscaro
Mayor

Attest:

By: _____
Town Clerk

By: _____
Allan Henderson
President

Attest:

By: _____
Title:

Classification of Contractor's License

EXHIBIT “A”

PLANS AND SPECIFICATIONS

The following plans and specifications are incorporated into this Contract herein by this reference:

Mission Road Improvement Project (CIP 903) Plans, Addendums, Contract Specifications and Special Provisions, Town of Standard Specifications, and Caltrans Standard Specifications (2010 Edition).

EXHIBIT “B”

B-1 Project Documents & Certifications. Contractor shall obtain and deliver concurrently herewith:

- Bond for Faithful Performance of the Word, in the sum of \$153,169.50;
- Bond for Labor and Materials Payment, in the sum of \$153,169.50;
- Certificate of Insurance, General liability Endorsement, Worker’s Compensation Endorsement

B-2 Special Conditions

“NOT APPLICABLE”

EXHIBIT “C”
CERTIFICATION
LABOR CODE - SECTION 1861

I, the undersigned Contractor, am aware of the provisions of Section 3700 *et seq.* of the California Labor Code which require every employer to be insured against liability for Worker’s Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I, the undersigned Contractor, agree to and will comply with such provisions before commencing the performance of the Work on this Contract.

American Asphalt Repair and Resurfacing Co., Inc.

By: _____
Allan Henderson

President

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STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Director of Public Works
Roger Peters, City Attorney

VIA: Sean Rabé, City Manager

MEETING DATE: May 14, 2014

SUBJECT: 2014-15 Sewer Rates

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION CONFIRMING THE SEWER SERVICE RATES FOR FY 2014-15 SHALL BE AS SET FORTH IN SECTIONS 3.04.160 AND 3.04.170 OF THE COLMA MUNICIPAL CODE

EXECUTIVE SUMMARY

In 2011, the City Council amended the Colma Municipal Code and adopted a schedule of maximum sewer rates¹ chargeable to residences and businesses over the following six years. For businesses, the maximum rate this year is the rate charged to the Town by the sewer service provider. For residents, the maximum rate this year is 60% of the rate charged to the Town by the sewer service provider.

The Colma Municipal Code provide that the rates chargeable by the Town shall be the maximum rates set forth in the Municipal Code unless the Council, by resolution, establishes sewer service rates for the upcoming fiscal year at lower rates. The proposed resolution would confirm that the sewer rates for fiscal year 2014-15 shall be the rates forth in the Municipal Code.

SSF will charge the Town a flat rate charge of \$532.35 to each residential customer for sewer service in FY 2014-15. Under section 3.04.160(e) of the Colma Municipal Code, the Town may charge each residential customer served by SSF up to 60% of that flat rate charge, which would be a flat rate charge of \$319.41 for each residential user. The Town would pay the remaining balance due to SSF out of its General Fund.

¹ The terms "rate" and "charge" have different meanings. "Rate" means the cost per unit of a commodity or service, such as the price per gallon of gas. "Charge" means the total cost for the commodity or service acquired, such as the cost for a tank of gas. SSF charges residential customers a flat rate for the whole year, and the phrase "flat rate/charge" will be used to describe it.

SSF will charge the Town the rates set forth in Table 3.04.160 in subchapter 3.04 of the Colma Municipal Code for Sewer Service to each non-residential customer, and the Town may charge those rates to each non-residential user connected to the SSF sewer system.

The District will charge the Town a rate of \$5.74 per CCF, based on January-February water consumption, annualized, to each residential customer for sewer service in 2014-15. Under section 3.04.170(f) of the Colma Municipal Code, the Town may charge up to 60% of the District's rate to each residential customer served by the District, which would be \$3.44 per 100 CCF, based on January-February water consumption, annualized, to each residential customer for sewer service in 2014-15. The Town would subsidize the remaining balance due to the District out of its General Fund.

The District will charge the Town the rates set forth in Table 3.04.170 in subchapter 3.04 of the Colma Municipal Code for Sewer Service to each non-residential customer, and the Town may charge that same rate to each non-residential user connected to the District's sewer system.

The proposed resolution would confirm that the sewer rates for fiscal year 2014-15 shall be the rates forth in the Municipal Code.

FISCAL IMPACT

The estimated cost to the Town for its share of the sewer service charges for fiscal year 2014-15 is \$76,300.

BACKGROUND

The Town of Colma contracts with the City of South San Francisco ("SSF") and the North San Mateo County Sanitation District ("District") to provide sanitary sewer treatment services to all properties in the Town; the District provides service in the northern part of Town and SSF provides service in the southern part of Town. The Town pays SSF and the District for this service annually, out of its General Fund. In turn, the Town charges each property in Colma that utilizes, or has access to, the City or District sewer systems, an initial sewer connection charge and an annual sewer service charge, equivalent to the charge levied on the Town for that property by SSF or the District. The Town collects these charges through the County, by placing the charge on the property tax bill for each property, as explained more fully below.

Prior to fiscal year 2011-12 the Town charged residential users a flat rate of \$1.00 per year for sewer service, subsidizing the remainder of each resident's sewer service charge out of the General Fund. The charges imposed on all other types of properties were equal to the charges levied on the Town by SSF or the District for that property.

The subsidy for residential users served, and continues to serve, a valid public purpose – to help make the cost of living in the Town of Colma less expensive. However, due to the fiscal impacts of the subsidy on the Town's budget, and in light of anticipated future increases in sewer rates by both SSF and the District, the City Council decided to phase this subsidy out over a fixed period of time, so that at the end of the phase-out period residents will be paying the Town the same amount as the Town pays to the appropriate sewer service provider.

In 2011, the Council adopted Ordinances 699 and 700, amending the Colma Municipal Code to phase out, over a six-year period, the Town's practice of subsidizing residential sewer service, adopt sewer service rates for the next five years, and adopt a pass-through provision so that all future sewer rate increases adopted by the North San Mateo County Sanitation District ("District") and by the City of South San Francisco ("SSF") for the next five years would be automatically be included in the rate charged to Colma customers.

ANALYSIS

Calculations of Rates

SSF will charge the Town a flat rate charge of \$532.35 to each residential customer for sewer service in 2014-15. Under section 3.04.160(e) of the Colma Municipal Code, the Town may charge each residential customer served by SSF up to 60% of that flat rate charge, which would be a flat rate charge of \$319.41 for each residential use. The Town would pay the remaining balance due to SSF out of its General Fund.

SSF will charge the Town the rates set forth in Table 3.04.160 in subchapter 3.04 of the Colma Municipal Code for Sewer Service to each non-residential customer.

The District will charge the Town a rate of \$5.74 per CCF, based on January-February water consumption, annualized, to each residential customer for sewer service in 2014-15. Under section 3.04.170(f) of the Colma Municipal Code, the Town may charge up to 60% of the District's rate to each residential customer served by the District, which would be \$3.44 per 100 CCF, based on January-February water consumption, annualized, to each residential customer for sewer service in 2014-15. The Town would subsidize the remaining balance due to the District out of its General Fund.

The District will charge the Town the rates set forth in Table 3.04.170 in subchapter 3.04 of the Colma Municipal Code for Sewer Service to each non-residential customer.

The proposed resolution would set the actual rates for 2014-15 at the maximum rates permitted by the Municipal Code.

Rates for Residential Users

The Town is now in the fourth year of the six-year phase-out period set forth in the Municipal Code as shown in the following table.

<i>Fiscal Year</i>	<i>Percent payable by resident</i>
2011-12	10%
2012-13	25%
2013-14	40%
2014-15	60%

2015-16	80%
2016-17	100%

In 2014-15, the percentage payable by each resident is 60% of the rate charged by either SSF or the District. SSF will charge the Town a flat rate of \$532.35 to each residential customer for sewer service in 2014-15. The District's rates for residential customers is increasing this year by 9%, making the rate for FY 2014-15 \$5.74 per CCF, with a \$63.70 annual minimum usage charge. At 60%, the rate to residents will be \$3.44 per CCF.

The following table shows the annual charge to a typical resident.

	<i>District</i>	<i>SSF</i>
Charged by Provider to Town	\$475.00	\$532.35
Charge to Typical Resident @ 60%	\$285.00	\$310.41
Subsidy Payable by Town	\$190.00	\$212.94

Rates for Commercial Customers

The Town charges commercial and industrial users served by SSF and the District the same amount that SSF or the District charges the Town for sewer service. The annual sewer service rates are not subsidized by the Town, nor are they high enough to cover the Town's costs of administering the services. Commercial and industrial users are charged only the direct costs of the service.

There is no rate increase from last year for users serviced by SSF. Commercial and other non-residential users in the Town will be charged the rates shown in the following table:

<i>User Group</i>	<i>Basis of Rate Calculation (Unit)</i>	<i>Maximum Rate FY 14-15 \$/Unit/Year</i>
<i>Trailer</i>	Each trailer unit	119.25
<i>Restaurants</i>	100 cubic feet inflow	16.120
	or effluent	17.910
<i>Institutional</i>	100 cubic feet inflow	5.687
	or effluent	6.317
<i>Light Commercial</i>	100 cubic feet inflow	7.047
	or effluent	7.833
<i>Moderate Commercial</i>	100 cubic feet inflow	11.032
	or effluent	12.259

<i>Industrial, Monitored</i>		
Flow:	100 cubic feet inflow	4.2231
Flow:	or effluent	4.6929
Chemical Oxygen Demand:	Pounds	0.437
Suspended Solids:	Pounds	1.417
<i>Septage Haulers</i>	Gallons	0.300

The District's rates for commercial and industrial customers is increasing this year by 9%, making the rate for FY 2014-15 \$5.74 per CCF, with a \$63.70 annual minimum usage charge.

Town's Cost

The following table shows the Town's estimated cost of subsidizing residential sewer services in 2014-15:

<i>Description</i>	<i>Amount</i>
Payable to SSF	\$ 722,970
Payable to District	\$140,745
Total Sewer Charge	\$863,715
Collected by Town from Parcel Charges	\$ 787,415
<i>Cost of Subsidy</i>	<i>\$ 76,300</i>

Council Adopted Values

Confirming the rates set forth in the Municipal Code is the *responsible* decision because it consistent with the Town's long range financial goals of controlling costs. It is also a *fair* decision because it charges all users of each sewer system the same amount chargeable to all other users in that class.

Alternatives

One alternative would be to reduce the rates for residential customers to a percentage lower than 60% of the maximum chargeable rate. That action would be *inconsistent* with the Council's values of responsibility and fairness.

A second alternative would be to reduce the rates for *all* customers to a set percentage. That action would be consistent with the value of fairness but not the value of making responsible decisions by considering their long-term consequences.

A resolution adopting either alternative action would have to be passed before May 31, 2014 to be effective.

Next Steps

On or before May 31, 2014, staff will mail notices to all users in the Town of the new rates to take effect on July 1, 2014. This notice will reflect each user's annual sewer use charge and the amount payable by the Town. If the Water Conservation Incentive subsidy (which is addressed in a separate Staff Report) is approved, the notice will also reflect those savings if the owner qualified.

The City Engineer will then prepare the Engineer's Report which will show the proposed sewer charge for each parcel for FY 2014-15. The Engineer's Report will be presented to the City Council at the July meeting for approval and submittal to the County Assessor's Office for collection on the Property Tax Roles.

CONCLUSION

Staff recommends adopting the recommended Resolution to increase the residential property owners charge to 60% of the rates that are assessed by either South San Francisco or North San Mateo County Sanitation District and to confirm that the sewer service rates for FY 2014-15 shall be as set forth in sections 3.04.160 and 3.04.170 of the Colma Municipal Code.

ATTACHMENT

- Resolution

**RESOLUTION NO. 2014-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION CONFIRMING THAT SEWER SERVICE RATES FOR 2014-15 SHALL BE AS
SET FORTH IN SECTIONS 3.04.160 AND 3.04.170
OF THE COLMA MUNICIPAL CODE**

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

1. Background

(a) The Town of Colma contracts with the City of South San Francisco ("SSF") and the North San Mateo County Sanitation District ("District") to provide sanitary sewer services to all properties in the Town; the District provides service in the northern part of Town and SSF provides service in the southern part of Town. The Town pays SSF and the District for this service annually, out of its General Fund. In turn, the Town charges each property in Colma that utilizes, or has access to, the City or District sewer systems, an initial sewer connection charge and an annual sewer service charge, equivalent to the charge levied on the Town for that property by SSF or the District. The Town collects these charges through the County, by placing the charge on the property tax bill for each property, as explained more fully below.

(b) Prior to fiscal year 2011-12 the Town charged residential users a flat rate of \$1.00 per year for sewer service, subsidizing the remainder of each resident's sewer service charge out of the General Fund. The charges imposed on all other types of properties were equal to the charges levied on the Town by SSF or the District for that property.

(c) The subsidy for residential users served, and continues to serve, a valid public purpose – to help make the cost of living in the Town of Colma less expensive. However, due to the fiscal impacts of the subsidy on the Town's budget, and in light of anticipated future increases in sewer rates by both SSF and the District, the City Council decided to phase this subsidy out over a fixed period of time, so that at the end of the phase-out period residents will be paying the Town the same amount as the Town pays to the appropriate sewer service provider.

(d) In 2011, the Council adopted Ordinances 699 and 700 amending Colma Municipal Code, to phase out, over a six-year period, the Town's practice of subsidizing residential sewer service, adopt sewer service rates for the next five years, and adopt a pass-through provision so that future sewer rate increases adopted by the North San Mateo County Sanitation District ("District") and by the City of South San Francisco ("SSF") for the next five years would be automatically be included in the rate charged to Colma customers.

(e) SSF will charge the Town a flat rate charge of \$532.35 to each residential customer for sewer service in 2014-15. Under section 3.04.160(e) of the Colma Municipal Code, the Town may charge each residential customer served by SSF up to 60% of that flat rate charge, which would be a flat rate charge of \$319.41 for each residential use. The Town would pay the remaining balance due to SSF out of its General Fund.

(f) SSF will charge the Town the rates set forth in Table 3.04.160 in subchapter 3.04 of the Colma Municipal Code for Sewer Service to each non-residential customer, and the Town may charge that rate to its residential customers.

(g) Pursuant to NSMCSO Ordinance 93, the District will charge the Town a rate of \$5.74 per CCF, based on January-February water consumption, annualized, for each residential customer

receiving sewer service from the District in 2014-15. Under section 3.04.170(f) of the Colma Municipal Code, the Town may charge up to 60% of the District's rate for sewer service to each residential customer served by the District. That rate would be \$3.44 per 100 ccf, based on January-February water consumption, annualized, to each residential customer for sewer service in 2014-15. The Town would subsidize the remaining balance due to the District out of its General Fund.

(h) Pursuant to NSMCSD Ordinance 93, the District will charge the Town a rate of \$5.74 per CCF, based on January-February water consumption, annualized, for each non-residential customer receiving sewer service from the District in 2014-15. Under section 3.04.170(f) of the Colma Municipal Code, the Town may charge up to 60% of the District's rate to each residential customer served by the District. That rate would be \$3.44 per 100 ccf, based on January-February water consumption, annualized.

(i) Staff has recommended that the Council set the actual rates for 2014-15 at the maximum rates permitted by the amended Municipal Code.

(j) The City Council has considered the Staff Report and comments made at the public hearing on this matter on May 14, 2014.

2. Findings

(a) The City Council finds that the sewer service rates for 2014-15 do not exceed the estimated reasonable cost of providing sewer services to residents and businesses in Colma. As to commercial and industrial users served by SSF and the District, the Town charges those users the same amount that SSF or the District charges the Town for sewer service. The rates are not subsidized by the Town, nor are increased to cover the Town's costs of administering the services. Commercial and industrial users are charged only the direct costs of the service. As to residential users, the Town charges those users 60% of the actual cost of providing the service.

(b) The City Council also finds that the discounted rate serves a valid public purpose, that is, to provide affordable housing in Colma by making the cost of living in the Town of Colma less expensive.

3. Order

It is hereby ordered that the sewer service rates for 2014-15 shall be the maximum rates set forth in sections 3.04.160 and 3.04.170 of the Colma Municipal Code, and the City Manager shall give written notice to all properties in the Town of the sewer service rates.

Certification of Adoption

I certify that the foregoing Resolution No. 2014-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 14, 2014, by the following vote:

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Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Sean Rabé, City Clerk

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STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Director of Public Works
Roger Peters, City Attorney

VIA: Sean Rabé, City Manager

MEETING DATE: May 14, 2014

SUBJECT: 2014-15 Water Conservation Incentive Program

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$100,000 FOR THE
WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2014-15

EXECUTIVE SUMMARY

In July 2012, City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The proposed Program would grant each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

The proposed resolution would approve an Authorized Subsidy of \$100,000 for the Water Conservation Incentive Program and direct the City Manager to include that authorization in the proposed budget for fiscal year 2014-15.

Approval of an Authorized Subsidy of \$100,000 would reduce the sewer service charge for 2014-15 by 11.58% for each Eligible Customer.

FISCAL IMPACT

The maximum cost to the Town for FY 2014-15 will be \$100,000.00; the actual cost will probably be less.

BACKGROUND

By Resolution 2012-28, adopted in July 2012, the City Council approved a Water Conservation Incentive Program for all residential and commercial sewer service customers beginning in fiscal

year 2014-15. In part, the program's purpose was to alleviate the cost to residential customers of increasing sewer service rates that began in 2011. Mainly, however, its purpose was to promote water conservation efforts by all users in the Town.

Resolution 2012-28 provides for implementing the program as follows:

- First, the City Council must approve an Authorized Subsidy, which shall be included in and approved as part of the Town's operating budget.
- The City Manager would then calculate the amount by which each Eligible Customer's sewer service charge will be reduced in the upcoming fiscal year by dividing the Authorized Subsidy by the Annual Cost of Service, which is the amount payable by the Town to the sewer service providers. The resulting fraction will be expressed as a percentage and is called the Individual Sewer Service Discount.
- The City Manager would also calculate the sewer service charge applicable to each parcel, using the sewer service rate for 2014-15 approved by the Colma City Council.
- Finally, the City Manager must reduce each Eligible Customer's sewer service charge by the Individual Sewer Service Discount.

ANALYSIS

Authorized Subsidy

The proposed resolution would establish \$100,000 as the Authorized Subsidy for the Water Conservation Incentive Program. The Town's Annual Cost of Service for providing Town-wide sewer service is estimated to be \$863,712 for FY 2014-15. Using these data, the Individual Sewer Service Discount would be calculated as follows:

Authorized Subsidy	\$100,000.00
Annual Cost of Service (South San Francisco + NCSMSD annual charges)	\$863,712.00
Individual Sewer Service Discount (Authorized Subsidy divided by Annual Cost of Service)	11.58%

Here's an example of how this discount would affect an Eligible Customer connected to the SSF sewer works, assuming that the Council confirms that the sewer rates for 2014-15 will be as set forth in the Colma Municipal Code, i.e., that the maximum sewer charge for a residential property will be \$319.41 for the year.

Parcel Connected to SSF Sewer System

Sewer service charge applicable to parcel	\$319.41
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Individual Sewer Service Discount	11.58%
Savings to customer	\$36.99
Net charge to Eligible Customer	\$282.42

The following table shows the savings and net charge for typical resident connected to the District's sewer system who also qualifies as an Eligible Customer.

Parcel Connected to NSMCSD Sewer System

Sewer service charge applicable to parcel	\$285.00
Individual Sewer Service Discount	11.58%
Savings to customer	\$33.00
Net charge to Eligible Customer	\$252.00

It is highly unlikely that every user will qualify as an Eligible Customer. Thus, the maximum cost to the Town will be less than \$100,000. The actual cost will be determined when the Town has compared this year's water usage data with the average of the prior three years.

Alternatives

Several alternatives are available to the Council:

- The Council could lower the proposed Authorized Subsidy, which in turn would lower the Individual Sewer Service Discount to which each Eligible Customer would be entitled. For example, lowering the Authorized Subsidy to \$50,000 would result in each Eligible Customer receiving a 5.79% reduction in his or her sewer service charge.
- The Council could raise the proposed Authorized Subsidy, which in turn would increase the Individual Sewer Service Discount to which each Eligible Customer would be entitled. For example, increasing the Authorized Subsidy to \$150,000 would result in each Eligible Customer receiving a 17.37% reduction in his or her sewer service charge.

The considerations against lowering the Authorized Subsidy are that the Town can afford the recommended amount of \$100,000 and the residents may expect that amount based on representations made at the time the program was explained to the public. The considerations against raising the Authorized Subsidy are that it will raise expectations for the future, and it would be irresponsible to promise a higher Authorized Subsidy without considering the long-term consequences to the Town.

The Council could also earmark the unused Authorized Subsidy for deposit to an enterprise fund, if and when a Sewer System Enterprise Fund is established. This would not be an alternative to adopting the proposed Authorized Subsidy, but an additional measure that the Council could take. With committing to establishing an enterprise fund, the council could " earmark " any unused Authorized Subsidy for deposit to Sewer System Enterprise Fund, if and when an enterprise fund is established. In effect, the council would be creating and funding a reserve for the future costs of maintaining and improving the Town's sewer system infrastructure, such as the main sewer lines.

Sustainability

Programs such as the Water Conservation Incentive Program are at the core of what communities should be promoting. Programs such as this bring a conscious understanding to the community of how important it is to conserve and in doing so, this City Council will reward those who meet those goals.

Findings and Values

The Water Conservation Incentive Program serves a valid public purpose, to wit, it rewards and encourages water conservation by both residents and businesses. The program is *innovative*, providing for an annual sewer subsidy for those who want to conserve a precious natural resource; demonstrates the City Council's commitment to adopting and implementing sustainability policies and programs; and is affordable.

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

Next Steps

On or before May 31, 2014, staff will mail notices to all users in the Town of the new service charges to take effect on July 1, 2014. For those customers who qualify for the Water Conservation Incentive Program, the sewer service charge will be reduced by 11.58%. For those customers who did not meet the conservation goals, the notice will state the user did not qualify for the program.

The City Engineer will then prepare the Annual Engineer's Report which will show the proposed sewer charge for each parcel for 2014-15. The Engineer's Report will be presented to the City Council at the July City Council meeting for approval. Upon approval, the Engineer's Report will be submitted to the County Tax Collector, who shall then collect the sewer service charge against each parcel at the same time as the Collector collects the property tax against that parcel.

CONCLUSION

Staff recommends allocating \$100,000 for the Water Conservation Incentive Subsidy to help users reduce annual sewer charges while making a strong statement regarding the Town's stance on meeting our sustainability goals.

**RESOLUTION NO. 2014-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**A RESOLUTION ESTABLISHING THE AUTHORIZED SUBSIDY AT \$100,000 FOR THE
WATER CONSERVATION INCENTIVE PROGRAM IN FISCAL YEAR 2014-15**

The City Council of the Town of Colma hereby resolves:

1. Background

In July 2012, by Resolution 2012-28, the City Council approved a Water Conservation Incentive Program for all sewer service customers in Town. The proposed Program would grant each sewer service user a subsidy if the customer used the same amount of water or less compared to the average of the prior three years.

The City Council finds that the payments to be made under the Water Conservation Incentive Program serve a valid public purpose – to reduce and water consumption -- and that the program is fair and equitable to all users. The Council further finds that, because the amount of the subsidy is determined each year as part of the budget process, it will be affordable.

2. Findings

The City Council finds as follows:

- (a) The Water Conservation Incentive Program serves a valid public purpose, to wit, it rewards and encourages water conservation by both residents and businesses;
- (b) The program is *innovative*, providing for an annual sewer subsidy for those who want to conserve a precious natural resource;
- (c) The program demonstrates the City Council's commitment to adopting and implementing sustainability policies and programs;
- (d) The proposed Authorized Subsidy described herein is affordable; and
- (e) In establishing the Authorized Subsidy described herein, the City Council has considered the long-term consequences to the financial health of the Town.

3. Order

The City Council establishes an Authorized Subsidy of \$100,000 for the Water Conservation Incentive Program for 2014-15 and directs the City Manager to include that amount in the proposed budget for fiscal year 2014-15.

Certification of Adoption

I certify that the foregoing Resolution No. 2014-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 14, 2014, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Sean Rabé, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Sean Rabé, City Manager

MEETING DATE: May 14, 2014

SUBJECT: Reserve Policy Modification

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION AMENDING SECTION 4.01.150, "GENERAL FUND RESERVE POLICY," OF THE COLMA ADMINISTRATIVE CODE

EXECUTIVE SUMMARY

As discussed by the Council during the Strategic Planning workshop on April 28, 2014, the current requirement to maintain 133 percent of General Fund expenditures in a Budget Stabilization Reserve negatively impacts the Town's ability to properly fund ongoing capital improvement projects. The proposed policy modification to lower the requirement to 100 percent of General Fund expenditures frees up cash for capital projects while still maintaining a healthy Budget Stabilization Reserve fund.

FISCAL IMPACT

Decreasing the amount required to be held in the Budget Stabilization Reserve fund from 133 percent of General Fund expenditures to 100 percent of General Fund expenditures decreases the overall total amount of cash reserves that the Town holds. However, this action releases that cash to be reinvested into the community through the Capital Improvement Plan (CIP). The modification still provides a full year of operational funding should any catastrophic economic event occur.

BACKGROUND

In October 2011, Council took action to establish various General Fund reserve categories, and created the policies by which each category would be funded. This reserve structure (as outlined in the analysis section below) was meant to bring a portion of the Town's fiscal policies into compliance with recommendations regarding fund balances issued by the Governmental

Accounting Standards Board (GASB) Statement 54. The proposed modification still complies with GASB 54 recommendations.

ANALYSIS

As Council knows, reserves are an important safeguard against unknown threats to the Town’s ongoing fiscal health. Specifically, reserves:

- Ensure the Town is able to respond to the challenges of a changing environment;
- Reduce the budgetary impacts of bad economic times;
- Insulate the Town from state action that may result in the reduction of revenues;
- Mitigate exposure to natural or man-made disasters and other catastrophic events; and
- Demonstrate continued creditworthiness to bond rating agencies.

In October 2011, the Council adopted the following reserve structure in order to meet GASB 54 recommendations:

Categories and Types/Purposes of Reserve Funds	
<i>Category</i>	<i>Type/Purpose</i>
Committed	<i>Debt Reduction</i> – sets funding aside to make required payments on Town’s debt instruments (e.g. Certificates of Participation)
	<i>Retiree Healthcare</i> – creates “lock-box” for Town’s retiree healthcare liabilities
	<i>Budget Stabilization</i> – provides continuity of Town operations in the event of a severe economic downturn
Assigned	<i>Litigation</i> – enables Town to pay for costs necessary for ongoing litigation previously authorized by the City Council after adoption of the budget
	<i>Insurance</i> – allows for payment of deductibles charged to the Town by the insurance carrier not accounted for in the annual budget
	<i>Disaster Response and Recovery</i> – enables the Town to respond and recover quickly in the event of a natural or man-made disaster
Unassigned	Balance left after accounting for all other reserve categories

The Council then took action to establish the following specific funding levels for each category of funding:

Purposes and Criteria for Committed Reserves	
<i>Type/Purpose</i>	<i>Proposed Criteria/Formula</i>
Debt Reduction – sets funding aside to make required payments on Town’s long-term debt instruments (e.g. Certificates of Participation)	Two years of debt service payments
Retiree Healthcare – creates “lock-box” for Town’s retiree healthcare liabilities	Two years of the Town’s retiree healthcare liabilities
Budget Stabilization – provides continuity of Town operations in the event of a severe economic downturn	133% of prior year’s General Fund expenditures or about 16 months of expenditures

Purposes and Criteria for Assigned Reserves	
<i>Type/Purpose</i>	<i>Proposed Criteria/Formula</i>
Litigation – enables Town to pay for costs necessary for ongoing litigation previously authorized by the City Council after adoption of the budget	An amount estimated to meet emergency litigation needs.
Insurance – allows for payment of deductibles charged to the Town by the insurance carrier not accounted for in the annual budget	The deductible for two claims.
Disaster Response and Recovery – enables the Town to respond and recover quickly in the event of a natural or man-made disaster	An amount estimated to meet the Town’s initial emergency response and recovery needs.

The proposed modification to the policy would modify only the Budget Stabilization reserve fund. As discussed earlier in this staff report, the proposed modification would lower the requirement of 133 percent of prior-year General Fund expenditures to 100 percent. This change still provides ample funding for any economic corrections to be made. It should also be noted that the 100 percent level far exceeds GASB recommendations (5 to 15 percent) and the level recommended in the 2010/2011 Grand Jury Report (30 percent).

The proposed revision is shown below. Text to be removed is shown in ~~red strikethrough~~ while text to be added is shown in red underline.

Purposes and Criteria for Committed Reserves (PROPOSED)	
<i>Type/Purpose</i>	<i>Proposed Criteria/Formula</i>
Debt Reduction – sets funding aside to make required payments on Town’s long-term debt instruments (e.g. Certificates of Participation)	Two years of debt service payments
Retiree Healthcare – creates “lock-box” for Town’s retiree healthcare liabilities	Two years of the Town’s retiree healthcare liabilities
Budget Stabilization – provides continuity of Town operations in the event of a severe economic downturn	133% <u>100%</u> of prior year’s General Fund expenditures or about 16 <u>12</u> months of expenditures

The purpose of lowering the required reserve amount is to provide additional funding for capital improvements. As I discussed during the Strategic Planning workshop, I am not recommending the funding be used for any ongoing Town operations. Should the Town face an extraordinary economic event, the Town would simply not spend that year’s allocated CIP funding and, instead, divert that funding back to the General Fund.

It should also be noted that the requirement to maintain two years of debt service payments (under the debt reduction category) is no longer applicable because the Town has paid off the Certificates of Participation. Staff is not proposing to remove that category of reserves, however.

Council Adopted Values

The proposed action is consistent with the Council’s adopted value of Responsibility because modifying the reserve policy provides a funding source for long-term infrastructure improvements while still maintaining a healthy budget reserve. The proposed action is also consistent with the Council adopted value of Vision because it demonstrates intelligent and thoughtful innovation toward furthering the Town’s fiscal policies.

Alternatives

The Council could opt to not lower the funding threshold for the Budget Stabilization Reserve or could chose to lower it to a different percentage than proposed. Doing so, however, would not provide enough funding for much-needed capital improvements throughout the Town.

CONCLUSION

Staff strongly recommends adopting the attached resolution which modifies the Budget Stabilization Reserve policy. Staff stands ready to answer any questions you may have.

ATTACHMENT

- Resolution

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**RESOLUTION NO. 2014-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AMENDING SECTION 4.01.150, "GENERAL FUND RESERVE POLICY,"
OF THE COLMA ADMINISTRATIVE CODE**

The City Council of the Town of Colma hereby resolves:

ARTICLE 1. CAC SECTION 4.01.150 AMENDED. ¹

Paragraph (c) of section 4.01.150 of the Colma Administrative Code is amended to read as follows:

- (c) Committed Reserves shall be maintained as follows:
- (1) There shall be a Debt Reduction reserve, in an amount reasonably estimated to pay the Town's debt service (principal plus interest) on any outstanding, long-term debt instruments, including Certificates of Participation, for two years;
 - (2) There shall be a Retiree Healthcare Reserve, in an amount reasonably estimated to pay the Town's liabilities for retiree healthcare benefits for two years; and
 - (3) There shall be a Budget Stabilization Reserve, in an amount sufficient to ensure continuity of operations in the event of a severe economic downturn, which amount is hereby determined to be ~~133%~~ one hundred percent (100%), rounded to the nearest \$100,000, of the General Fund expenditures for the prior fiscal year.

ARTICLE 2. SEVERABILITY.

Each of the provisions of this resolution is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this resolution is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

ARTICLE 3. NOT A CEQA PROJECT.

The City Council finds that adoption of this resolution is not a "project," as defined in the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making.

¹ Substantive changes have been identified as follows: New text has been underlined; revised text has been underlined, without showing the prior wording; and deleted text is shown with a strike-through line. Non-substantive changes, such as grammar and formatting are not identified. All markings will be removed from the final version that is adopted by the City Council.

ARTICLE 4. EFFECTIVE DATE.

This ordinance, or a summary thereof prepared by the City Attorney, shall be posted on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and is to take force and effect thirty (30) days after its passage.

Certification of Adoption

I certify that the foregoing Resolution No. 2014-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on May 14, 2014, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fisicaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Joseph Silva					
Diana Colvin					
<i>Voting Tally</i>					

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Sean Rabé, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Sean Rabé, City Manager

MEETING DATE: May 14, 2014

SUBJECT: FY 2014/15 Proposed Budget

STAFF RECOMMENDATION

Provide direction to staff as necessary. No other Council direction is required at this time.

EXECUTIVE SUMMARY

As the Council knows, this is the second of two study sessions on the Fiscal Year 2014/15 Proposed Budget (see attached).

Revenues are projected to be approximately \$15.07 million – slightly lower than the original projection of \$15.1 million provided at the April meeting. The reason for this increase is showing the water conservation incentive program for sewer fees on the revenue side (since the total amount of revenue will decrease) and a firmer projection for sales tax from the Town's sales tax consultant.

The anticipated revenue still represents an increase of \$250,000 from the estimated FY 2013/14 total (or about 1 percent). The overall revenue increase from the FY 2013/14 amended budget is about \$410,000 (or about 1 percent).

The proposed FY 14/15 budget provides a total of \$20.67 million in expenditures. This amount includes a total of \$7 million in Capital Improvement Plan (CIP) expenditures. A portion of this (\$1.2 million) is anticipated to be carried over from FY 13/14.

FISCAL IMPACT

The FY 14/15 Proposed Budget totals approximately \$20.67 million. This includes \$100,000 for the water conservation incentive program (creating a sewer fee subsidy) that the Council approved in July 2012 (which is to take effect during FY 2014/15).

The Council will note that this presents a spending deficit of about \$5.6 million – which is covered by the Unassigned Reserves. This deficit is directly attributable to the Council direction

to begin investing in the Town's infrastructure through the CIP. For comparison, if the CIP were not funded in FY 14/15 the Town would see a positive balance (surplus) in the budget of approximately \$1.52 million. It is imperative, however, that the Council provides funding for the CIP (as was discussed at the April 28 strategic planning study session).

It should also be noted that this budget includes the modification to the Town's Budget Stabilization Reserve policy that was also discussed at the strategic planning study session (the modification to the policy was placed earlier on this agenda). Assuming the Council approved the modification to the policy, Unassigned Reserves are projected to be about \$4 million at the end of FY 14/15. Assigned Reserves are set at \$950,000 per policy, while Committed Reserves are estimated to be \$14.5 million (including the modification to the Budget Stabilization Fund policy, as discussed below).

BACKGROUND

The Town's fiscal year starts on July 1st and ends on June 30th. During the year the Finance Department works with department heads to address funding issues and monitor expenditures. As you know, staff prepared a Mid-Year Budget Review and presented it to the Council and the public at the February City Council Meeting. This report provided Council with a review of expenses and revenues halfway through the fiscal year. Council will remember that while some revenue sources were down at mid-year (specifically, card-room taxes) other revenue sources (sales tax) were up enough to cover the difference.

During March and April, Consulting Finance Director Charles Francis and I met with department heads to review the Town's fiscal status and to provide direction on budget preparation. Departments were told to prepare status-quo budget proposals, keeping expenditures even with FY 13/14 (with the exception of personnel-related costs that departments have no control over, such as medical insurance).

The proposed budget before you is meant to provide the City Council and public with the opportunity to discuss the Town's spending plan for next fiscal year. Changes will be made based on Council's review tonight, with the Final Draft Budget (including any revisions) occurring during a public hearing held at the June City Council meeting. At the conclusion of the public hearing, the Council takes action on the budget. The Town is required by law to adopt a budget by June 30th of each year.

It should also be noted that this budget includes the modification to the Town's Budget Stabilization Reserve. As discussed by the Council during the Strategic Planning workshop on April 28, 2014, the current requirement to maintain 133 percent of General Fund expenditures in a Budget Stabilization Reserve negatively impacts the Town's ability to properly fund ongoing capital improvement projects. The proposed policy modification to lower the requirement to 100 percent of General Fund expenditures frees up cash for capital projects while still maintaining a healthy Budget Stabilization Reserve fund of a year's worth of operational expenses.

ANALYSIS

Budget Preparation Approach

Each department was asked to keep its budget request as close to the FY 13/14 Amended Budget as possible. Departments were not asked to absorb medical benefit cost increases, (estimated at 15 percent) or PERS increases (estimated at 10 percent) because the Town's revenue picture continues to improve.

The Proposed Budget shows comparisons by department to prior years, including a breakdown by department and category of expenditures (e.g. salaries and benefits).

Budget Highlights:

- Committed and assigned reserves remain set per (revised) policy at \$15.54 million.
- Total revenues are projected at approximately \$15.07 million, or an increase of \$250,000 from the estimated FY 13/14 total (or about 1 percent). The overall revenue increase from the FY 13/14 amended budget is about \$410,000 (or about 1 percent). The Proposed Budget revenue estimate assumes sales tax receipts increase to \$8.85 million and card room tax revenue drops to \$4 million. Key revenue points include the following:
 - Sales tax revenue is projected to continue to grow, though at a slightly decreased pace. Sales tax revenue is projected at 4.5 percent growth overall. Car sales are forecasted to remain strong, while retail sales are estimated to have a slight increase.
 - Card room tax revenue is budgeted flat from our latest projections, which shows a 15 percent decline in revenue. As I told the Council at the April meeting, staff believes this is a conservative estimate.
 - Sewer fee revenue includes the \$100,000 water conservation incentive program (decreases total revenue by \$100,000)
 - All other revenues are generally projected flat (with the exception of property taxes, which are estimated at a slight decline).
- Total expenses (including the CIP) are budgeted at approximately \$20.67 million, which is roughly \$4.6 million more than the FY 13/14 Amended Budget. This amount includes the removal of the Certificates of Participation debt service payments and funding for the CIP. Key expenditure points include the following:
 - Debt service payments are removed because of the COP payoff.
 - An increase of \$45,000 in the General Services department due to a shifting of the Chamber of Commerce donation to the General Services budget (from the City Manager budget).
 - An increase in the City Manager department budget of \$113,600 to accommodate step increases and increases in retiree health.

- An increase in the Finance Department budget of \$125,700 to accommodate for staffing increase (one full time Accounting Technician, salary and benefits).
- This budget includes fully-staffed Police Department.
- The allowable 2.5 percent CPI increase for the CSG contract was absorbed without an increase to Public Works department budget.
- The Town's sustainability efforts will be tracked through a new line item in the budget (line item 71013).
- Recreation budget has increased by about \$15,000 because of funding for 90th Anniversary festivities and benefit costs for the new employee (budget now shows actual benefit costs).
- Continuation of effort in Maintenance budget.
- Tracking sewer fees and sewer operations/maintenance as separate line items.

Staffing Changes

In response to an obvious need for additional accounting support, the Council approved my request for an additional full time employee during the April meeting. This budget includes the filling of that position and assumes the position will start at the existing Step A, with the most expensive medical plan available (in order to be conservative in budgeting). This budget continues to leave the Assistant City Manager position vacant.

The FY 14/15 Proposed Budget staffing chart reflects the increase in staffing for the Finance department. The total staffing increases from 54.95 FTE in the Amended 2013/14 Budget to 55.95 in the FY 2014/15 budget.

NON-PROFIT DONATION REQUESTS

As the Council knows, the process by which non-profits are granted funding by the Town was modified this year. Thus, the Proposed Budget includes the same level of non-profit funding as last year (though the Chamber of Commerce funding has been shifted into this pool of funding) but it is unallocated. Council will allocate the funding after the Final Budget has been approved.

CAPITAL IMPROVEMENT PROGRAM

This budget includes a total of \$7 million in CIP funding, a portion of which (\$1.2 million) is anticipated to be carried over from FY 13/14. This amount reflects the Council's direction at the April strategic planning meeting that the Town start budgeting approximately one-half of the unassigned reserves to the CIP. It should be noted that the CIP expenditures for FY 14/15 are slightly higher than the one-half of unassigned reserves due to the Town Hall renovation project.

CONCLUSION

Staff is requesting comments from the Council and the public on the FY 2014/15 Proposed Budget. The Draft Final FY 2014/15 Budget will be presented at a public hearing to be held on June 11, 2014.

Staff is prepared to answer any questions you may have.

ATTACHMENT

- Proposed Budget

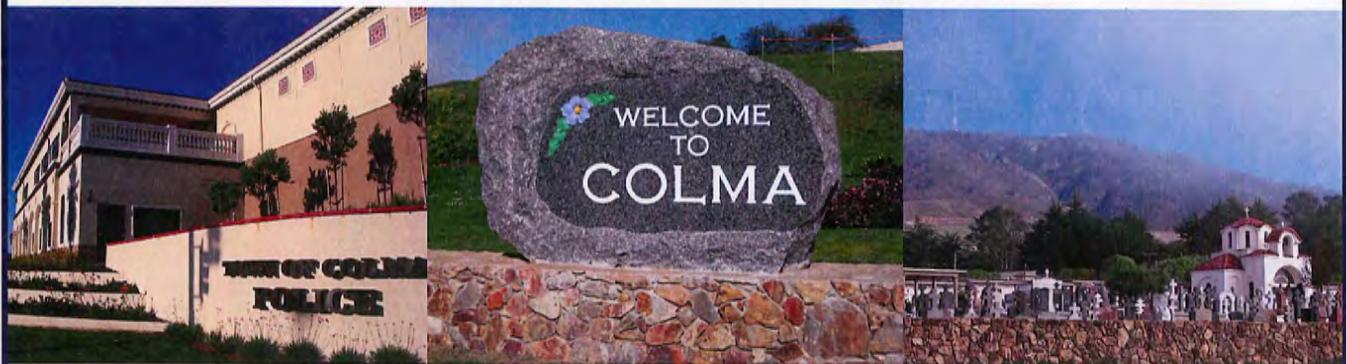
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TOWN OF COLMA

FY 2014-15 Proposed Budget

Mayor Helen Fisicaro
Vice Mayor Raquel "Rae" Gonzalez
Council Member Joanne F. del Rosario
Council Member Joseph Silva
Council Member Diana Colvin



REVENUE SUMMARY

FUND #	REVENUE SOURCE	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
11	GENERAL FUND					
	TOTAL GENERAL FUND REVENUES	14,206,350	15,314,223	14,428,622	14,545,070	14,806,280
	Transfers to Capital Improvement Fund	(70,799)	(167,700)	(1,832,000)	(1,832,000)	(5,713,000)
	Transfers to COP Debt Service	(961,209)	(957,884)	(957,370)	(11,702,320)	-
	Transfers from Special Gas Tax Fund	46,154	48,710	34,100	56,300	50,750
	Transfers from Measure A Fund	49,306	56,156	34,000	56,000	50,000
	Transfers from Debt Service Fund	-	-	-	-	-
	TOTAL GENERAL FUND REVENUES (NET)	13,269,803	14,293,504	11,707,352	1,123,050	9,194,030
21	SPECIAL GAS TAX FUND					
	Revenues from Other Agencies	59,378	48,710	34,100	56,300	50,750
	Transfers to General Fund	(46,154)	(48,710)	(34,100)	(56,300)	(50,750)
	TOTAL SPECIAL GAS TAX FUND	13,224	-	-	-	-
22	MEASURE A FUND					
	Revenues from Other Agencies	50,722	56,156	34,000	56,000	50,000
	Transfers to General Fund	(49,306)	(56,156)	(34,000)	(56,000)	(50,000)
	TOTAL MEASURE A FUND	1,416	-	-	-	-
29	POLICE GRANTS FUND					
	State Police Programs	109,763	91,305	100,000	100,000	100,000
	TOTAL POLICE GRANTS FUND	109,763	91,305	100,000	100,000	100,000
31	CAPITAL IMPROVEMENT FUND					
	Transfers from General Fund	70,799	167,700	1,832,000	1,832,000	5,713,000
	TOTAL CAPITAL IMPROVEMENT FUND	70,799	167,700	1,832,000	1,832,000	5,713,000
43	COPs DEPT SERVICE FUND					
	Transfers from General Fund	961,209	957,884	957,370	11,702,320	-
	TOTAL COPs DEBT SERVICE FUND	961,209	957,884	957,370	11,702,320	-
TOTAL REVENUES OF ALL FUNDS		14,426,214	15,510,393	14,596,722	14,757,370	15,007,030

REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>GENERAL FUND-11</u>					
	<u>PROPERTY TAXES & OTHER TAXES</u>					
31001	Secured Taxes	343,142	602,858	300,000	370,000	350,000
31002	Unsecured Taxes	3,327	3,197	4,000	4,000	3,000
31003	SB 813 Taxes	2,401	3,084	2,000	2,000	3,000
31008	Unitary Tax	640	695	600	600	700
31009	Home Owner Property Tax Refunds	386	364	300	300	400
31111	Sales Taxes	5,517,651	6,232,713	5,850,000	6,434,000	6,750,000
31112	Real Estate Transfer	4,678	7,425	10,000	10,000	5,000
31113	Franchise Taxes	74,735	105,257	61,000	116,000	120,000
31114	Business Licenses Taxes	6,430	6,575	6,000	6,000	6,500
31115	Cardroom Taxes	4,957,235	4,703,462	4,600,000	4,000,000	4,000,000
31116	AB 1766 State Reimbursement (25% of Sales Tax Returned)	1,669,785	1,891,139	2,100,000	2,100,000	2,100,000
	TOTAL PROPERTY & OTHER TAXES	12,580,411	13,556,769	12,933,900	13,042,900	13,338,600
	<u>LICENSES & PERMITS</u>					
32001	Building Permits	32,640	20,917	25,000	17,000	15,000
32002	Building Plan Checking	20,023	8,306	10,000	3,700	5,000
32003	Eng. Plan & Map Checking	-	4,124	10,000	13,200	10,000
32004	Eng. Permits Inspections	2,970	54,142	1,500	800	1,000
32011	Grading Permits	3,518	1,021	5,000	19,700	5,000
32012	Lot Line Adjustments/Subdivisions	1,000	6,094	1,000	4,000	1,000
32014	Use Permits	8,440	5,370	5,000	6,000	5,000
32015	Variance Permits	750	750	-	-	-
32016	Sign Permits	2,522	1,630	2,000	2,139	2,000
32017	Tree Removal Permits	474	3,318	1,000	948	1,000
32018	CEQA Fees	-	1,000	1,000	500	3,000
32019	Design Reviews-Minor	4,095	1,300	2,000	2,000	2,000
32022	Major Project Review	1,000		2,000	-	6,000
	TOTAL LICENSES & PERMITS	77,432	107,972	65,500	69,987	56,000
	<u>FINES & FORFEITURES</u>					
33001	Vehicle Code	80,813	67,301	60,000	60,000	60,000
33002	Booking Fees	2,919	235	250	250	250
	TOTAL FINES & FORFEITURES	83,732	67,536	60,250	60,250	60,250

REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	263,428	214,746	150,000	150,000	150,000
34021	Senior Housing Rents	184,614	185,774	135,000	135,000	135,000
34022	1500 Hillside Rents	1	1	1	1	1
34023	City Hall Annex Rents	20,140	58,736	41,000	41,000	41,000
34024	Recreation Center Rents	21,639	37,262	60,000	60,000	60,000
34025	Corp Yard Rent	1	1	1	1	1
34026	Verano 1065 Mission Rd	5,898	5,529	5,700	5,700	5,700
34027	Other Rental Income					
34028	A/V Equipment Rental	475	1,090	1,500	800	1,000
	TOTAL USE OF MONEY & PROPERTY	496,197	503,140	393,202	392,502	392,702
	<u>REVENUES FROM OTHER AGENCIES</u>					
35001	Motor Vehicle-in-lieu	100,647	101,157	70,000	70,000	100,000
35002	Traffic and Congestion Relief	-	2,905	3,000	3,000	3,000
35111	State Police Programs	1,822	16	20	20	20
35112	POST Reimbursements	19,076	22,566	11,000	11,000	7,500
35113	Inner Persepctives Revenues	8,750	7,700	7,350	7,350	8,750
35121	County Grants - Police	13,015	5,445	2,000	2,000	2,000
	<i>Asset Forfeiture / Property Room</i>					
35122	Federal Grants	-	-	-	-	-
35123	State Grants	5,000	5,000	-	-	-
35131	Measure M	-	82,207	75,000	75,000	75,000
	TOTAL REVENUES FROM OTHER AGENCIES	148,310	226,994	168,370	168,370	196,270
	<u>CHARGES FOR CURRENT SERVICES</u>					
36001	Cardroom - Registration	7,800	8,300	6,600	6,600	8,000
36002	Cardroom Renewal Fees	15,200	12,450	13,000	13,000	13,000
36211	Cal Water	14,137	14,137	15,000	15,000	15,000
36221	Sewer Fees	637,446	686,002	650,000	650,000	600,000
36311	D.U.I. Arrests					
36321	Release Impound Vehicles	6,560	4,880	6,000	6,000	6,000
36322	Citation Sign Off	1,030	1,020	1,000	1,000	1,000
36323	Fingerprinting	16,635	16,565	13,000	13,000	13,000
36324	Police Reports	1,415	1,550	1,400	1,400	1,400
36331	Special Police Services	2,925	3,414	2,500	2,500	2,500
36401	Recreation & Park Fees	17,425	34,051	30,000	33,000	33,000
36403	Shows, Tickets, Trip Fees	4,988	8,018	7,000	7,000	7,000
36404	Holiday Fees	961	1,472	1,500	660	660
36406	Summer Camp Fees	15,328	18,506	15,000	16,500	16,500
36410	Historical Association	238	39	100	100	100
	TOTAL CHARGES FOR CURRENT SERVICES	742,089	810,404	762,100	765,760	717,160

REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>OTHER REVENUES</u>					
37001	Sale of Documents	403	356	300	300	300
37011	Sale of Personal Property	7,470	1,855	8,000	8,000	8,000
37021	Insurance Reimbursements	63,922	27,796	20,000	20,000	20,000
37031	Other Reimbursements	2,430	2,717	2,000	2,000	2,000
37032	Cash Over (Short)	-	20	-	-	-
37041	Capital Improvement Reimbursements	-	-	-	-	-
37059	Other Miscellaneous Revenues	3,954	8,664	15,000	15,000	15,000
	TOTAL OTHER REVENUES	78,179	41,408	45,300	45,300	45,300
TOTAL GENERAL FUND REVENUES		14,206,350	15,314,223	14,428,622	14,545,069	14,806,282
	<u>TRANSFERS TO OTHER FUNDS</u>					
38004	Transfers to Capital Improvement Fund	(70,799)	(167,700)	(1,832,000)	(1,832,000)	(5,713,000)
38006	Transfers to COPs Debt Service Fund	(961,209)	(957,884)	(957,370)	(11,702,321)	
	TOTAL TRANSFER TO OTHER FUNDS	(1,032,008)	(1,125,584)	(2,789,370)	(13,534,321)	(5,713,000)
	<u>TRANSFER FROM OTHER FUNDS</u>					
39002	Transfers from Spec. Gas Tax Fund	46,154	48,710	34,100	56,296	50,750
39003	Transfers from Measure A	49,306	56,156	34,000	56,000	50,000
39005	Transfers from Debt Service Fund	-	-	-	-	-
	TOTAL TRANSFERS FROM OTHER FUNDS	95,460	104,865	68,100	112,296	100,750
TOTAL GENERAL FUND REVENUES (NET)		13,269,803	14,293,504	11,707,352	1,123,044	9,194,032
	<u>SPECIAL GAS TAX FUND - 21</u>					
	<u>REVENUES FROM OTHER AGENCIES</u>					
35201	Gas Tax - 2105	8,298	7,936	5,200	8,703	8,670
35202	Gas Tax - 2106	11,332	11,490	7,600	11,573	11,550
35203	Gas Tax - 2107	12,112	12,586	8,000	10,695	10,660
35204	Gas Tax - 2107.5	1,000	1,000	1,000	1,000	1,000
35205	Gas Tax - 2103	24,048	15,698	12,300	24,325	18,870
35220	Traffic Congestion Relief	2,588	-	-	-	-
	TOTAL REVENUES FROM OTHER AGENCIES	59,378	48,710	34,100	56,296	50,750
	<u>TRANSFERS TO OTHER FUNDS</u>					
38001	Transfers to General Fund	(46,154)	(48,710)	(34,100)	(56,296)	(50,750)
	TOTAL TRANSFER TO OTHER FUNDS	(46,154)	(48,710)	(34,100)	(56,296)	(50,750)
TOTAL SPECIAL GAS TAX FUND		13,224	-	-	-	-

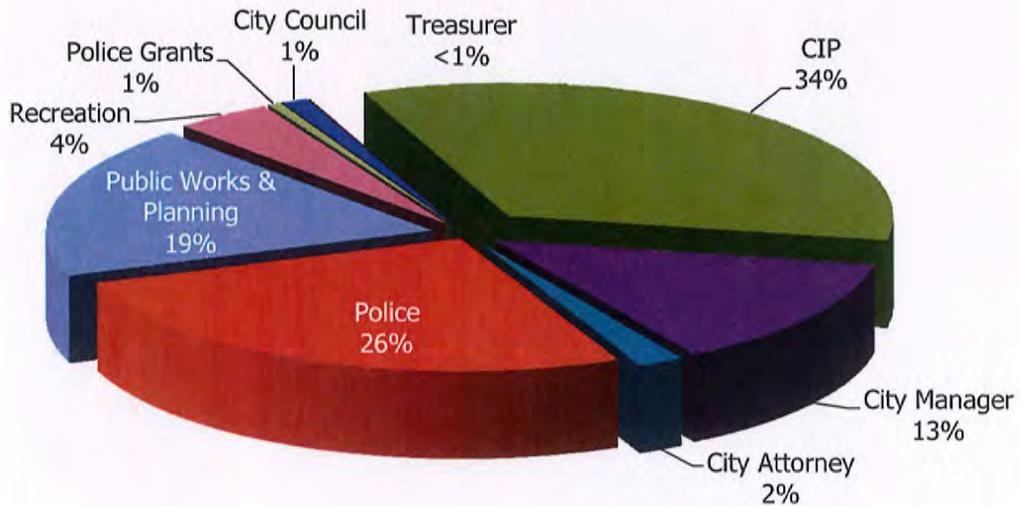
REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>MEASURE A FUND - 22</u>					
	<u>REVENUES FROM OTHER AGENCIES</u>					
35301	Measure A Taxes	50,722	56,156	34,000	56,000	50,000
	TOTAL REVENUES FROM OTHER AGENCIES	50,722	56,156	34,000	56,000	50,000
	<u>TRANSFERS TO OTHER FUNDS</u>					
38001	Transfers to General Fund	(49,306)	(56,156)	(34,000)	(56,000)	(50,000)
38004	Transfer to CIP	-	-	-	-	-
	TOTAL TRANSFER TO OTHER FUNDS	(49,306)	(56,156)	(34,000)	(56,000)	(50,000)
TOTAL MEASURE A FUND		1,416	-	-	-	-
	<u>POLICE GRANTS - 29</u>					
35111	State Police Programs	109,763	91,305	100,000	100,000	100,000
TOTAL POLICE GRANTS		109,763	91,305	100,000	100,000	100,000
	<u>CAPITAL IMPROVE. FUND - 31</u>					
	<u>REVENUES FROM OTHER AGENCIES</u>					
35122	Federal Grants	-	-	-	-	-
35123	State Grants	-	-	-	-	-
	TOTAL REVENUE FROM OTHER AGENCIES	-	-	-	-	-
	<u>TRANSFERS FROM OTHER FUNDS</u>					
39001	Transfers from General Fund	70,799	167,700	1,832,000	1,832,000	5,713,000
	TOTAL TRANSFERS FROM OTHER FUNDS	70,799	167,700	1,832,000	1,832,000	5,713,000
TOTAL CAPITAL IMPROVEMENT FUND		70,799	167,700	1,832,000	1,832,000	5,713,000
	<u>COPs DEBT SERVICE FUND - 43</u>					
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	-	-	-	-	-
	TOTAL USE OF MONEY & PROPERTY	-	-	-	-	-
	<u>TRANSFERS FROM OTHER FUNDS</u>					
39001	Transfers from General Fund	961,209	957,884	957,370	11,702,321	-
39051	Transfers from Other Funds	-	-	-	-	-
	TOTAL TRANSFERS FROM OTHER FUNDS	961,209	957,884	957,370	11,702,321	-
	<u>TRANSFERS TO OTHER FUNDS</u>					
38001	Transfers to General Fund	-	-	-	-	-
	TOTAL TRANSFER TO OTHER FUNDS	-	-	-	-	-
	TOTAL COPs DEBT SERVICE FUND	961,209	957,884	957,370	11,702,321	-
GRAND TOTAL OF ALL FUNDS		14,426,213	15,510,393	14,596,722	14,757,365	15,007,032

EXPENDITURE SUMMARY BY DEPARTMENT

FUND #	DEPARTMENTS/DIVISIONS	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
11	GENERAL FUND					
	110 - CITY COUNCIL	212,229	209,123	246,690	244,940	239,010
	120 - CITY TREASURER	7,483	6,608	8,720	8,720	5,110
	130 - CITY ATTORNEY	372,735	359,957	391,000	390,000	401,000
	140 - CITY MANAGER/CITY CLERK ADMIN	901,659	948,376	946,250	1,034,730	1,059,870
	141 - HUMAN RESOURCES	203,639	188,970	202,230	198,070	199,540
	150 - FINANCE	307,870	317,502	379,380	282,580	425,070
	151 - GENERAL SERVICES	930,749	890,540	913,000	948,000	1,105,750
	210 - POLICE ADMINISTRATION	929,244	941,558	1,032,660	915,200	1,044,030
	220 - POLICE PATROL	2,856,373	3,360,711	3,501,980	3,750,320	3,551,630
	230 - POLICE COMMUNICATIONS	837,911	927,725	827,860	803,450	799,880
	310 - PW ADMIN/ENGINEERING/BUILDING	798,880	787,408	880,600	876,500	878,000
	320 - PW MAINTENANCE	1,712,223	1,803,686	1,877,850	1,880,740	1,925,120
	410 - PLANNING	287,288	395,809	440,000	407,000	422,000
	510 - RECREATION SERVICES	768,401	757,639	833,420	832,790	848,240
	800's - FACILITY OPERATIONS MAINTENANCE	526,885	507,422	652,250	571,930	625,900
	TOTAL GENERAL OPERATING EXPENDITURES	11,653,571	12,403,034	13,133,890	13,144,970	13,530,150
29	POLICE GRANTS FUND					
	240 - POLICE GRANTS	91,061	108,605	111,600	114,210	113,610
31	CAPITAL IMPROVEMENT FUND					
	900's - CAPITAL IMPROVEMENT PROJECTS	51,048	66,899	1,832,000	640,450	7,005,550
43	COPs DEBT SERVICE FUND					
	620 - COPs DEBT SERVICE	961,209	959,584	957,370	12,675,370	-
TOTAL EXPENDITURES OF ALL FUNDS		12,756,888	13,538,122	16,034,860	26,575,000	20,649,310

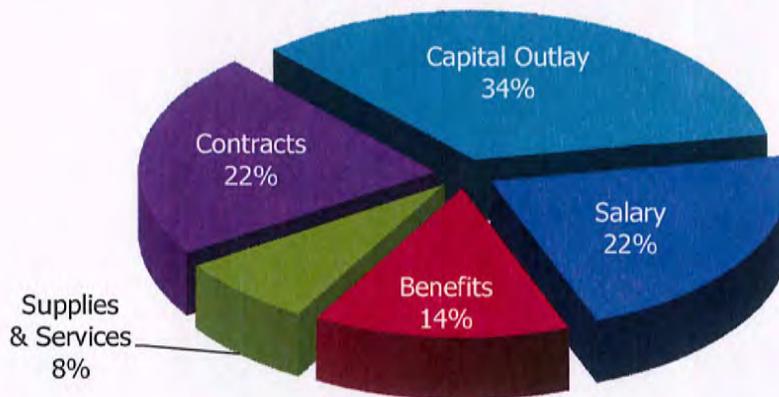
FY 2014-15 Expenditures



EXPENDITURE SUMMARY BY CATEGORY

DEPARTMENTS / DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
CITY COUNCIL	59,230	108,480	71,300	-	-	239,010
CITY TREASURER	3,350	260	1,500	-	-	5,110
CITY ATTORNEY	-	-	-	401,000	-	401,000
CITY MANAGER/CITY CLERK ADMIN	311,670	642,600	59,600	45,000	1,000	1,059,870
HUMAN RESOURCES	114,080	62,060	8,400	15,000	-	199,540
FINANCE	137,080	80,490	32,500	175,000	-	425,070
GENERAL SERVICES	-	-	217,500	888,250	-	1,105,750
POLICE ADMINISTRATION	578,070	324,710	64,250	75,000	2,000	1,044,030
POLICE PATROL	2,212,260	1,175,320	93,550	55,000	15,500	3,551,630
POLICE COMMUNICATIONS	400,360	182,220	152,300	64,000	1,000	799,880
PW ADMIN/ENGINEERING/BUILDING	-	-	8,000	870,000	-	878,000
PW MAINTENANCE	246,240	138,600	14,950	1,525,330	-	1,925,120
PLANNING	-	-	-	422,000	-	422,000
RECREATION SERVICES	397,690	143,550	204,000	98,000	5,000	848,240
FACILITY OPERATIONS/MAINTENANCE	-	-	625,900	-	-	625,900
TOTAL GENERAL FUND EXPENDITURES	4,460,030	2,858,290	1,553,750	4,633,580	24,500	13,530,150
POLICE GRANTS FUND	76,200	32,510	4,900	-	-	113,610
CAPITAL IMPROVEMENT FUND	-	-	-	-	7,005,550	7,005,550
COPs DEBT SERVICE FUND	-	-	-	-	-	-
TOTAL EXPENDITURES OF ALL FUNDS	4,536,230	2,890,800	1,558,650	4,633,580	7,030,050	20,649,310

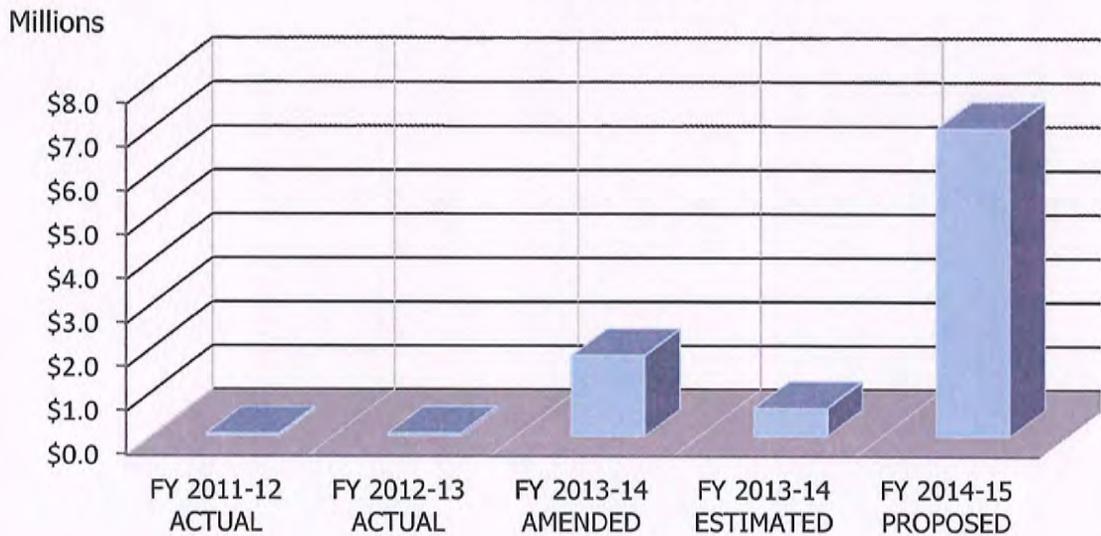
Expenditures by Category



CAPITAL IMPROVEMENT PROJECTS

CAPITAL IMPROVEMENT PROJECTS		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
901	Hillside Boulevard Beautification	51,048	66,899	1,215,000	84,450	1,535,550
903	Mission Road Improvements	-	-	100,000	150,000	-
911	Serramonte Boulevard Beautification	-	-	-	-	-
947	Town Hall Campus Renovation	-	-	150,000	150,000	4,625,000
956	Lawndale Blvd Landscape Imp	-	-	-	-	100,000
957	D Street Stairs	-	-	-	-	-
971	Sanitary Sewer System Assessment	-	-	100,000	70,000	100,000
981	RIMS	-	-	-	-	300,000
982	Townwide Telephone Sys Upgrade	-	-	-	-	150,000
983	Access Control at Town Facilities	-	-	-	-	10,000
984	Recreation Software Upgrade	-	-	-	-	25,000
985	Geographic Information System	-	-	50,000	13,000	37,000
991	General Plan Update	-	-	150,000	106,000	79,000
992	ADA Transition Plan Upgrades	-	-	67,000	67,000	44,000
TOTAL CAPITAL OUTLAY		51,048	66,899	1,832,000	640,450	7,005,550

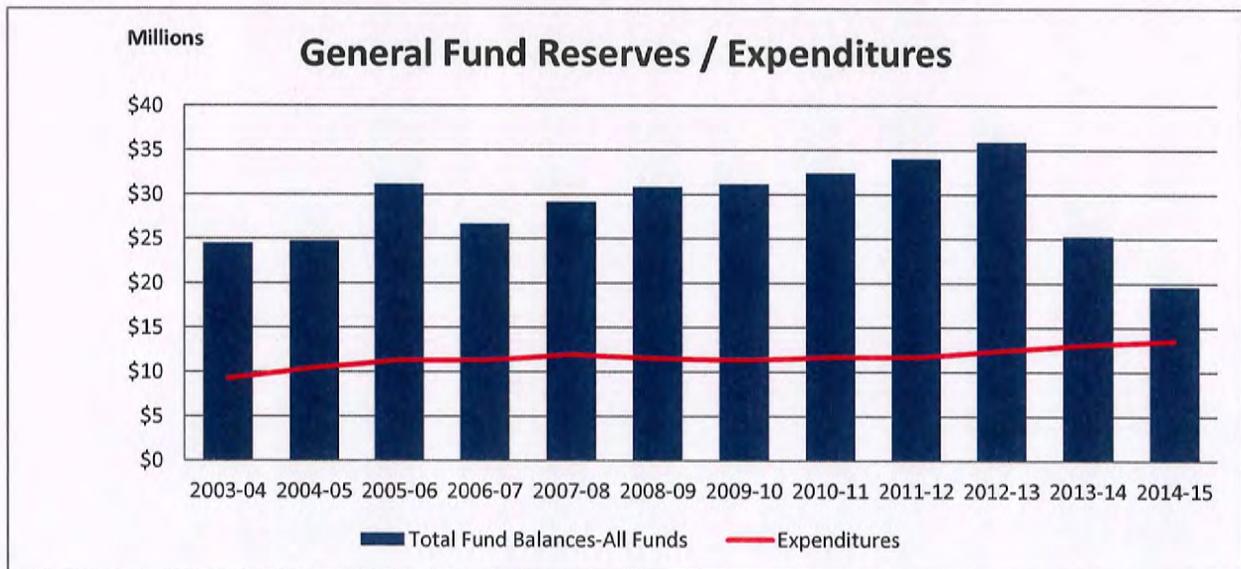
CIP Expenditures



**STATUS OF FUND BALANCES
YEAR END ESTIMATES
(In thousands)**

FUNDS	Projected Fund Balance 7/1/2014	Revenue	Transfers In (Out)	Total Resources	Total Expenditures	Projected Balance 6/30/2015	Allocated Reserves 6/30/2015	General Reserves 6/30/2015
11 - General Fund	23,899	14,806	(5,592)	33,113	13,530	19,583	15,522	4,061
21 - Gas Tax	(0)	56	(56)	-	-	-	-	-
22 - Measure A	9	56	(65)	-	-	-	-	-
29 - Police Grants	80	100	-	180	114	66	-	66
31 - CIP	1,293	-	5,713	7,006	7,006	-	-	-
43 - COPs Debt Service	(15)	-	-	(15)	-	(15)	-	(15)
TOTAL	25,266	15,018	-	40,284	20,650	19,634	15,522	4,112

Estimated General Fund Reserves for FY 2014-15		
Committed	Debt Reduction	\$0
	Retiree Healthcare	\$1,042
	Budget Stabilization	\$13,530
Assigned	Litigation	\$100
	Insurance	\$100
	Disaster Response and Recovery	\$750
Unassigned		4,061
Total		\$19,583



STAFFING

POSITION TITLE	FY 2010-11 ADOPTED	FY 2011-12 ADOPTED	FY 2012-13 ADOPTED	FY 2013-14 AMENDED	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED
Town Staffing						
Accountant I	1.00	1.00	1.00	-	-	-
Accounting Technician	0.75	0.75	0.75	0.75	1.75	1.75
Administrative Technician II/III	2.00	1.50	1.50	1.50	1.50	1.50
Assistant City Manager / Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
City Manager / City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Vacant, unfunded Assistant City Manager	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)
City Manager Department Total	5.75	5.25	5.25	4.25	5.25	5.25
Maintenance Technician I/II/III	3.00	3.00	3.00	3.00	3.00	3.00
Public Works Department Total	3.00	3.00	3.00	3.00	3.00	3.00
Administrative Technician II	1.00	1.00	1.00	1.00	-	-
Part-time Facility Attendant (7 x .5)	3.00	3.00	3.00	3.50	3.50	3.50
Part-time Recreation Leader (8 x .5)	4.00	4.00	4.00	4.00	4.00	4.00
Recreation Coordinator	1.00	1.00	1.00	1.00	2.00	2.00
Recreation Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Department Total	10.00	10.00	10.00	10.50	10.50	10.50
Administrative Technician III	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00	0.75	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	1.00	1.00	1.00
Detective Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher	4.00	4.00	4.00	3.20	3.20	3.20
Officer	11.00	11.00	11.00	11.00	11.00	11.00
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00	4.00
Vacant Police Officer	(1.00)	-	-	-	-	-
Vacant, unfunded Police Officer	(1.00)	(2.00)	(2.00)	-	-	-
Police Department Total	24.00	23.75	24.00	25.20	25.20	25.20
Town Total	42.75	42.00	42.25	42.95	43.95	43.95
Contract Staffing						
Building	1.50	1.25	1.25	1.25	1.25	1.25
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Engineering	2.50	3.50	3.50	3.50	3.50	3.50
Finance	-	-	-	0.75	0.75	0.75
Planning	1.80	1.80	1.80	2.50	2.50	2.50
Public Works	1.00	1.00	1.00	1.00	1.00	1.00
Contract Total	7.80	8.55	8.55	10.00	10.00	10.00
Total Budgeted Staffing	50.55	50.55	50.80	52.95	53.95	53.95

DEPARTMENT: CITY COUNCIL
FUNCTION: GENERAL GOVERNMENT
FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The City Council is the elected policy-making body for the Town of Colma. The general policies of the Town are expressed in the General Plan; however, the City Council provides timely legislative direction in assessing the needs of the community and guides the development of policies and programs pertaining to the provision of services to Colma businesses and residents.



In addition to addressing issues within the community and attending Town activities, the Council Members are active participants in regional and state matters. The City Council represents the Town on various local, regional and state-wide 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.

BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget is 3% less than the FY 2013-14 Amended Budget because of a decrease in health insurance costs.

EXPENDITURE DETAIL

110 - CITY COUNCIL		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
51001	Elected Officials	53,040	48,620	53,040	53,040	54,430
51009	Deferred Compensation	4,800	4,400	4,800	4,800	4,800
51020	Cash-in-lieu - Medical	3,000	2,750	-	-	-
	Total Salaries & Wages	60,840	55,770	57,840	57,840	59,230
	<u>BENEFITS</u>					
52001	PERS Misc. Employees	8,341	6,651	8,280	8,280	8,900
52007	Health	72,875	76,042	89,820	88,410	80,930
52008	Dental	9,034	9,034	12,990	12,650	12,420
52009	Life Insurance	360	360	410	410	360
52011	Vision	1,559	1,559	1,790	1,790	1,710
52014	Social Security Employer	3,772	3,384	3,290	3,290	3,370
52015	Medicare Employer	882	791	770	770	790
	Total Benefits	96,823	97,820	117,350	115,600	108,480
TOTAL SALARY WAGES & BENEFITS		157,663	153,590	175,190	173,440	167,710
	<u>SUPPLIES & SERVICES</u>					
60002	Office Supplies	284	277	500	500	500
60005	Special Dept. Expenses <i>Council Reorganization, Community Outreach</i>	2,307	5,131	8,000	7,000	8,000
60007	Donations	46,644	45,153	51,800	51,800	51,800
60010	Conferences & Meetings	1,165	2,156	1,000	2,000	1,000
60016	Council Member A	1,875	1,498	2,000	2,000	2,000
60017	Council Member B	1,554	565	2,000	2,000	2,000
60018	Council Member C	180	280	2,000	2,000	2,000
60019	Council Member D	153	40	2,000	2,000	2,000
60020	Council Member E	403	434	2,000	2,000	2,000
	Total Supplies & Services	54,566	55,533	71,300	71,300	71,300
TOTAL SUPPLIES SERVICES & CONTRACTUAL		54,566	55,533	71,300	71,300	71,300
	<u>CAPITAL OUTLAY</u>					
80001	Equipment Purchases	-	-	200	200	-
TOTAL CAPITAL OUTLAY		-	-	200	200	-
DEPARTMENT TOTAL		212,229	209,123	246,690	244,940	239,010

DEPARTMENT: CITY TREASURER
FUNCTION: GENERAL GOVERNMENT
FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The duties of the City Treasurer consist mainly of monitoring the Town's investment activities and reporting the results to the City Council. The Treasurer is a signatory on the Town's depository accounts.

STAFFING

The City Treasurer is an elected position, serving a four-year term. The City Treasurer becomes an appointed position in December, 2014.

BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget is 41% lower than the FY 2013-14 Amended Budget because the elected position ends in December.

EXPENDITURE DETAIL

120 - CITY TREASURER		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
51001	Elected Officials <i>1 @ \$558/mo - 6 months</i>	6,696	6,138	6,700	6,700	3,350
	Total Salaries & Wages	6,696	6,138	6,700	6,700	3,350
	<u>BENEFITS</u>					
52014	Social Security Employer	415	381	420	420	210
52015	Medicare Employer	97	89	100	100	50
	Total Benefits	512	470	520	520	260
TOTAL SALARY WAGES & BENEFITS		7,208	6,608	7,220	7,220	3,610
	<u>SUPPLIES & SERVICES</u>					
60008	Dues & Publications	-	-	500	500	500
60010	Conferences & Meetings	275	-	1,000	1,000	1,000
TOTAL SUPPLIES & SERVICES		275	-	1,500	1,500	1,500
DEPARTMENT TOTAL		7,483	6,608	8,720	8,720	5,110

DEPARTMENT: CITY ATTORNEY

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

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 all 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 and contracts for consideration by the City Council.
- 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 any and all 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 equivalent to one FTE.

ACCOMPLISHMENTS/GOALS

During FY 2013-14, the City Attorney's Office engaged in or accomplished the following special projects:

- Advised Town that a council member may fund his or her 457 Plan through the Town's cafeteria plan.
- Continued work with staff on ADA compliance including advising that Caltrans is obligated to make El Camino Real ADA compliant.
- Successfully opposed two Pitchess motions seeking production of police officer's personnel records.
- Filed claim with ABAG in case CALCO and associated companies bring a claim against Colma for inverse condemnation.
- Filed claim against County for refund of excess PTAF paid to County resulting in a total FY 2013-14 refund of \$542,712.
- Reviewed and revised FMLA and pregnancy disability sections of Personnel Policies.

- Prepared the Request for Proposals for Architectural Services for the Town Hall Remodel.
- Determined that Town can increase the penalty for delinquent business license tax payments and drafted amendments to Municipal Code increasing such penalties.
- Drafted ordinance allowing Town to enter into development agreements with developers.
- Prepared ordinance establishing policies and procedures for assuring that all donations for charitable purposes are lawful and for establishing a fair and efficient process for reviewing and approving requests for grants or donations.
- Drafted ordinances regulating sound without measuring decibels, unruly gatherings and wireless communications facilities (e.g. cell towers).
- Provided general guidance on the legal requirements and procedure for implementing the Town's parkland dedication ordinance and the types of uses that qualify for funding from the in-lieu parkland fees.
- Negotiated and finalized agreement to acquire easement for parking next to Community Center.
- Advised staff on legal consequences of placing signs on public property with directions to specifically-named businesses.
- Conducted AB 1234 ethics training for City Council.
- Assisted City Manager by preparing draft Strategic Plan for study session.

BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget is 2.5% higher than the FY 2013-14 Amended Budget due to reassigning Human Resources' outside counsel to the City Attorney's budget.

PERFORMANCE MEASURES	FY 2013-14 Estimated
Ordinances drafted or revised	13
Resolutions drafted or revised	49
Opinions written	19
Staff reports written	14
Staff reports reviewed for legal sufficiency	36
Contracts drafted or revised	39
Pitchess motions argued	2

EXPENDITURE DETAIL

130 - CITY ATTORNEY		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	CONTRACTUAL					
71002	Professional Services-City Attorney <i>Fees and reimbursable expenses paid to Best, Best & Krieger</i>	372,525	358,290	390,000	380,000	390,000
71004	Professional Services-Outside Counsel <i>Fees and reimbursable expenses paid to special counsel for employment, code enforcement, litigation, etc.</i>	210	1,667	1,000	10,000	11,000
	Total Contractual	372,735	359,957	391,000	390,000	401,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		372,735	359,957	391,000	390,000	401,000
DEPARTMENT TOTAL		372,735	359,957	391,000	390,000	401,000

DEPARTMENT: CITY MANAGER / CITY CLERK

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The City Manager / City Clerk Department contains the central administrative services for the Town. The City Manager also serves as the City Clerk. Department functions include general managerial oversight of departments and Capital Improvement Program (CIP) projects as well as traditional City Clerk functions such as records management, City Council support, and elections. The Assistant City Manager also serves as the Deputy City Clerk and Finance Director. This position is vacant.

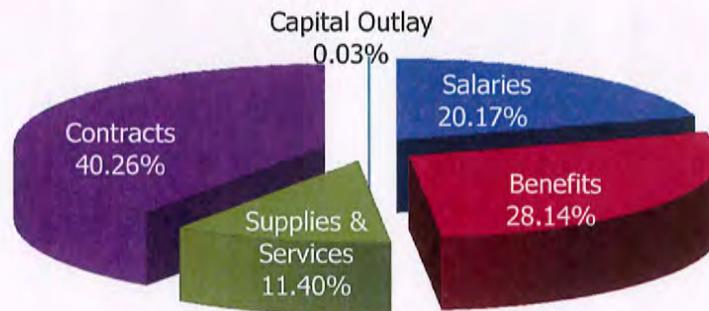
The Department consists of the following divisions:

- Administration
- Human Resources
- Finance, with General Services and Debt Service

Positions include: City Manager, Assistant City Manager, Human Resources Manager, two Accounting Technicians and one-and-a-half Administrative Technicians.

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
140	ADMINISTRATION*	311,670	642,600	59,600	45,000	1,000	1,059,870
141	HUMAN RESOURCES	114,080	62,060	8,400	15,000	-	199,540
150	FINANCE	137,080	80,490	32,500	175,000	-	425,070
151	GENERAL SERVICES	-	-	217,500	888,250	-	1,105,750
620	DEBT SERVICE -- COPs	-	-	-	-	-	-
TOTAL EXPENDITURES		562,830	785,150	318,000	1,123,250	1,000	2,790,230

*Benefits number includes retiree benefit costs.



DEPARTMENT: CITY MANAGER / CITY CLERK
DIVISION: ADMINISTRATION
FUNCTION: GENERAL GOVERNMENT
FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

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 Assistant City Manager and 1.5 Administrative Technicians. Funding for the Assistant City Manager position was removed in the FY 2009-10 Adopted Budget and the position remains unfunded in the FY 2014-15 Proposed Budget.

ACCOMPLISHMENTS/GOALS

During FY 2013-14, the Administration Division:

- Successfully transitioned to a new City Manager, with the assistance of an Interim City Manager.
- Maintained level of service delivery with vacant Assistant City Manager position.
- In response to findings in the Economic Development Plan, increased the Town's visibility through an advertisement in the County's visitor guide and a holiday television commercial.
- Continued to implement the Capital Improvement Plan program based on criteria and scoring approved by the City Council.
- Analyzed debt pay down options and successfully managed the payoff of the Town's Certificates of Participation.
- Presented to the City Council a revised General Fund Reserve Policy which provided additional funding for the Town's Capital Improvement Plan while simultaneously providing for healthy reserves.
- Successfully negotiated labor contracts with the Town's two employee associations and miscellaneous staff.
- Received a clean audit for FY 2012-13.

For FY 2014-15, the Administration Division goals include:

- Continue assessment of issues compromising the Town's long term fiscal health.
- Maintain level of service delivery with vacant Assistant City Manager position.
- Sustain business outreach efforts.
- Assess feasibility of installing a wireless antenna at the Police Station.



BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget for the Administration Division is 12% higher than the FY 2013-14 Amended Budget due to higher retiree health care and dental costs offset somewhat by reassigning the Chamber of Commerce to General Services.

PERFORMANCE MEASURES	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Estimated	FY 2014-15 Projected
Community Recognition:				
• Proclamations prepared	16	18	20	20
• Certificates prepared	112	130	130	130
• Flower arrangements sent	12	8	10	10
Distribute Colma LiveWire newsletters monthly to households	5,580	5,500	5,500	5,400
Respond to all public records requests within the statutory deadline	31	30	30	30
Maintain per capita Sales Tax ranking in State of California	4	4	4	4
Distribute ColmaWorks newsletter to businesses	1	3	-	4

EXPENDITURE DETAIL

140 - ADMINISTRATION		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	SALARIES & WAGES					
51002	Full-time Staff <i>City Manager/City Clerk</i> <i>Administrative Technician III</i>	250,807	259,834	259,670	256,010	267,400
51003	Part-time Staff (<i>Administrative Tech. II</i>)	31,391	31,148	35,040	38,440	40,170
51004	Comp Time	-	421	300	300	300
51005	Overtime	48	-	100	200	200
51008	Vacation/Sick/Comp Time Payoff	(175)	20,407	-	-	-
51009	Deferred Compensation	1,482	2,400	2,400	1,850	2,400
51014	Technology Allowance	1,200	1,200	1,200	1,200	1,200
	Total Salaries & Wages	284,754	315,409	298,710	298,000	311,670
	BENEFITS					
52001	PERS Misc. Employees	41,589	44,268	53,320	39,590	58,060
52006	Unemployment	900	4,049	-	-	-
52007	Health	23,752	24,789	27,680	18,450	38,520
52008	Dental	4,517	4,517	5,190	3,900	4,970
52009	Life Insurance	144	144	170	120	150
52011	Vision	624	624	720	540	690
52012	Health Club	564	564	-	-	-
52014	Social Security Employer	12,383	13,213	13,570	18,260	14,730
52015	Medicare Employer	4,140	4,286	4,290	4,270	4,480
52017	Retirees Health	265,080	336,720	351,000	400,000	466,000
52018	Retirees Dental	36,134	41,969	41,000	48,000	55,000
	Total Benefits	389,826	475,143	496,940	533,130	642,600
TOTAL SALARY WAGES & BENEFITS		674,580	790,552	795,650	831,130	954,270

EXPENDITURE DETAIL

140 - ADMINISTRATION		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
60001	Public Notices & Advertisements	1,257	606	200	200	200
60002	Office Supplies	7,386	5,523	7,000	7,000	7,000
60003	Postage	4,501	4,311	5,000	5,000	5,000
60005	Special Dept. Expense	466	677	1,000	1,000	1,000
60008	Dues & Publications	20,276	19,421	35,000	35,000	35,000
	<i>C/CAG - \$5,000 Member Assessment, \$10,000 Congestion Relief, \$5,000 Housing Element LAFCO - \$1,500 SAMCAT - \$2,000 ICMA - \$1,500 ABAG - \$1,500 League of California Cities - \$1,500 City Clerk Association - \$400 SMC City Manager Association - \$300 HEART JPA - \$700 Joint Venture Silicon Valley - \$1,000 Other</i>					
60010	Conferences & Meetings	7,226	6,037	6,000	6,000	6,000
	<i>ICMA Conference Economic Development Conference</i>					
60013	Auto Expense	401	510	400	400	400
	<i>Administration Vehicle</i>					
60031	Election Expenses	6	68	2,000	2,000	2,000
61002	Training	1,948	4,496	3,000	3,000	3,000
	Total Supplies & Services	43,466	41,649	59,600	59,600	59,600

EXPENDITURE DETAIL

140 - ADMINISTRATION		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
71010	Professional Consulting Services <i>Records Mgmt. Consultant - \$30,000</i> <i>State Mandated Cost Recovery - \$3,000</i> <i>Sales Tax Forecasting - \$5,000</i> <i>Records Storage, Destruction - \$2,000</i> <i>Public Relations - \$5,000</i>	138,613	71,175	45,000	95,000	45,000
71031	Chamber of Commerce	45,000	45,000	45,000	45,000	-
	Total Contractual	183,613	116,175	90,000	140,000	45,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		227,079	157,824	149,600	199,600	104,600
80200	<u>CAPITAL OUTLAY</u> Furniture	-	-	1,000	4,000	1,000
TOTAL CAPITAL OUTLAY		-	-	1,000	4,000	1,000
DIVISION TOTAL		901,659	948,376	946,250	1,034,730	1,059,870



TOWN OF COLMA

FY 2014-15 Proposed Budget

Mayor Helen Fisicaro
Vice Mayor Raquel "Rae" Gonzalez
Council Member Joanne F. del Rosario
Council Member Joseph Silva
Council Member Diana Colvin



REVENUE SUMMARY

FUND #	REVENUE SOURCE	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
11	GENERAL FUND					
	TOTAL GENERAL FUND REVENUES	14,206,350	15,314,223	14,428,622	14,545,070	14,806,280
	Transfers to Capital Improvement Fund	(70,799)	(167,700)	(1,832,000)	(1,832,000)	(5,713,000)
	Transfers to COP Debt Service	(961,209)	(957,884)	(957,370)	(11,702,320)	-
	Transfers from Special Gas Tax Fund	46,154	48,710	34,100	56,300	50,750
	Transfers from Measure A Fund	49,306	56,156	34,000	56,000	50,000
	Transfers from Debt Service Fund	-	-	-	-	-
	TOTAL GENERAL FUND REVENUES (NET)	13,269,803	14,293,504	11,707,352	1,123,050	9,194,030
21	SPECIAL GAS TAX FUND					
	Revenues from Other Agencies	59,378	48,710	34,100	56,300	50,750
	Transfers to General Fund	(46,154)	(48,710)	(34,100)	(56,300)	(50,750)
	TOTAL SPECIAL GAS TAX FUND	13,224	-	-	-	-
22	MEASURE A FUND					
	Revenues from Other Agencies	50,722	56,156	34,000	56,000	50,000
	Transfers to General Fund	(49,306)	(56,156)	(34,000)	(56,000)	(50,000)
	TOTAL MEASURE A FUND	1,416	-	-	-	-
29	POLICE GRANTS FUND					
	State Police Programs	109,763	91,305	100,000	100,000	100,000
	TOTAL POLICE GRANTS FUND	109,763	91,305	100,000	100,000	100,000
31	CAPITAL IMPROVEMENT FUND					
	Transfers from General Fund	70,799	167,700	1,832,000	1,832,000	5,713,000
	TOTAL CAPITAL IMPROVEMENT FUND	70,799	167,700	1,832,000	1,832,000	5,713,000
43	COPs DEPT SERVICE FUND					
	Transfers from General Fund	961,209	957,884	957,370	11,702,320	-
	TOTAL COPs DEBT SERVICE FUND	961,209	957,884	957,370	11,702,320	-
TOTAL REVENUES OF ALL FUNDS		14,426,214	15,510,393	14,596,722	14,757,370	15,007,030

REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>GENERAL FUND-11</u>					
	<u>PROPERTY TAXES & OTHER TAXES</u>					
31001	Secured Taxes	343,142	602,858	300,000	370,000	350,000
31002	Unsecured Taxes	3,327	3,197	4,000	4,000	3,000
31003	SB 813 Taxes	2,401	3,084	2,000	2,000	3,000
31008	Unitary Tax	640	695	600	600	700
31009	Home Owner Property Tax Refunds	386	364	300	300	400
31111	Sales Taxes	5,517,651	6,232,713	5,850,000	6,434,000	6,750,000
31112	Real Estate Transfer	4,678	7,425	10,000	10,000	5,000
31113	Franchise Taxes	74,735	105,257	61,000	116,000	120,000
31114	Business Licenses Taxes	6,430	6,575	6,000	6,000	6,500
31115	Cardroom Taxes	4,957,235	4,703,462	4,600,000	4,000,000	4,000,000
31116	AB 1766 State Reimbursement (25% of Sales Tax Returned)	1,669,785	1,891,139	2,100,000	2,100,000	2,100,000
	TOTAL PROPERTY & OTHER TAXES	12,580,411	13,556,769	12,933,900	13,042,900	13,338,600
	<u>LICENSES & PERMITS</u>					
32001	Building Permits	32,640	20,917	25,000	17,000	15,000
32002	Building Plan Checking	20,023	8,306	10,000	3,700	5,000
32003	Eng. Plan & Map Checking	-	4,124	10,000	13,200	10,000
32004	Eng. Permits Inspections	2,970	54,142	1,500	800	1,000
32011	Grading Permits	3,518	1,021	5,000	19,700	5,000
32012	Lot Line Adjustments/Subdivisions	1,000	6,094	1,000	4,000	1,000
32014	Use Permits	8,440	5,370	5,000	6,000	5,000
32015	Variance Permits	750	750	-	-	-
32016	Sign Permits	2,522	1,630	2,000	2,139	2,000
32017	Tree Removal Permits	474	3,318	1,000	948	1,000
32018	CEQA Fees	-	1,000	1,000	500	3,000
32019	Design Reviews-Minor	4,095	1,300	2,000	2,000	2,000
32022	Major Project Review	1,000		2,000	-	6,000
	TOTAL LICENSES & PERMITS	77,432	107,972	65,500	69,987	56,000
	<u>FINES & FORFEITURES</u>					
33001	Vehicle Code	80,813	67,301	60,000	60,000	60,000
33002	Booking Fees	2,919	235	250	250	250
	TOTAL FINES & FORFEITURES	83,732	67,536	60,250	60,250	60,250

REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	263,428	214,746	150,000	150,000	150,000
34021	Senior Housing Rents	184,614	185,774	135,000	135,000	135,000
34022	1500 Hillside Rents	1	1	1	1	1
34023	City Hall Annex Rents	20,140	58,736	41,000	41,000	41,000
34024	Recreation Center Rents	21,639	37,262	60,000	60,000	60,000
34025	Corp Yard Rent	1	1	1	1	1
34026	Verano 1065 Mission Rd	5,898	5,529	5,700	5,700	5,700
34027	Other Rental Income					
34028	A/V Equipment Rental	475	1,090	1,500	800	1,000
	TOTAL USE OF MONEY & PROPERTY	496,197	503,140	393,202	392,502	392,702
	<u>REVENUES FROM OTHER AGENCIES</u>					
35001	Motor Vehicle-in-lieu	100,647	101,157	70,000	70,000	100,000
35002	Traffic and Congestion Relief	-	2,905	3,000	3,000	3,000
35111	State Police Programs	1,822	16	20	20	20
35112	POST Reimbursements	19,076	22,566	11,000	11,000	7,500
35113	Inner Persepctives Revenues	8,750	7,700	7,350	7,350	8,750
35121	County Grants - Police	13,015	5,445	2,000	2,000	2,000
	<i>Asset Forfeiture / Property Room</i>					
35122	Federal Grants	-	-	-	-	-
35123	State Grants	5,000	5,000	-	-	-
35131	Measure M	-	82,207	75,000	75,000	75,000
	TOTAL REVENUES FROM OTHER AGENCIES	148,310	226,994	168,370	168,370	196,270
	<u>CHARGES FOR CURRENT SERVICES</u>					
36001	Cardroom - Registration	7,800	8,300	6,600	6,600	8,000
36002	Cardroom Renewal Fees	15,200	12,450	13,000	13,000	13,000
36211	Cal Water	14,137	14,137	15,000	15,000	15,000
36221	Sewer Fees	637,446	686,002	650,000	650,000	600,000
36311	D.U.I. Arrests					
36321	Release Impound Vehicles	6,560	4,880	6,000	6,000	6,000
36322	Citation Sign Off	1,030	1,020	1,000	1,000	1,000
36323	Fingerprinting	16,635	16,565	13,000	13,000	13,000
36324	Police Reports	1,415	1,550	1,400	1,400	1,400
36331	Special Police Services	2,925	3,414	2,500	2,500	2,500
36401	Recreation & Park Fees	17,425	34,051	30,000	33,000	33,000
36403	Shows, Tickets, Trip Fees	4,988	8,018	7,000	7,000	7,000
36404	Holiday Fees	961	1,472	1,500	660	660
36406	Summer Camp Fees	15,328	18,506	15,000	16,500	16,500
36410	Historical Association	238	39	100	100	100
	TOTAL CHARGES FOR CURRENT SERVICES	742,089	810,404	762,100	765,760	717,160

REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>OTHER REVENUES</u>					
37001	Sale of Documents	403	356	300	300	300
37011	Sale of Personal Property	7,470	1,855	8,000	8,000	8,000
37021	Insurance Reimbursements	63,922	27,796	20,000	20,000	20,000
37031	Other Reimbursements	2,430	2,717	2,000	2,000	2,000
37032	Cash Over (Short)	-	20	-	-	-
37041	Capital Improvement Reimbursements	-	-	-	-	-
37059	Other Miscellaneous Revenues	3,954	8,664	15,000	15,000	15,000
	TOTAL OTHER REVENUES	78,179	41,408	45,300	45,300	45,300
TOTAL GENERAL FUND REVENUES		14,206,350	15,314,223	14,428,622	14,545,069	14,806,282
	<u>TRANSFERS TO OTHER FUNDS</u>					
38004	Transfers to Capital Improvement Fund	(70,799)	(167,700)	(1,832,000)	(1,832,000)	(5,713,000)
38006	Transfers to COPs Debt Service Fund	(961,209)	(957,884)	(957,370)	(11,702,321)	
	TOTAL TRANSFER TO OTHER FUNDS	(1,032,008)	(1,125,584)	(2,789,370)	(13,534,321)	(5,713,000)
	<u>TRANSFER FROM OTHER FUNDS</u>					
39002	Transfers from Spec. Gas Tax Fund	46,154	48,710	34,100	56,296	50,750
39003	Transfers from Measure A	49,306	56,156	34,000	56,000	50,000
39005	Transfers from Debt Service Fund	-	-	-	-	-
	TOTAL TRANSFERS FROM OTHER FUNDS	95,460	104,865	68,100	112,296	100,750
TOTAL GENERAL FUND REVENUES (NET)		13,269,803	14,293,504	11,707,352	1,123,044	9,194,032
	<u>SPECIAL GAS TAX FUND - 21</u>					
	<u>REVENUES FROM OTHER AGENCIES</u>					
35201	Gas Tax - 2105	8,298	7,936	5,200	8,703	8,670
35202	Gas Tax - 2106	11,332	11,490	7,600	11,573	11,550
35203	Gas Tax - 2107	12,112	12,586	8,000	10,695	10,660
35204	Gas Tax - 2107.5	1,000	1,000	1,000	1,000	1,000
35205	Gas Tax - 2103	24,048	15,698	12,300	24,325	18,870
35220	Traffic Congestion Relief	2,588	-	-	-	-
	TOTAL REVENUES FROM OTHER AGENCIES	59,378	48,710	34,100	56,296	50,750
	<u>TRANSFERS TO OTHER FUNDS</u>					
38001	Transfers to General Fund	(46,154)	(48,710)	(34,100)	(56,296)	(50,750)
	TOTAL TRANSFER TO OTHER FUNDS	(46,154)	(48,710)	(34,100)	(56,296)	(50,750)
TOTAL SPECIAL GAS TAX FUND		13,224	-	-	-	-

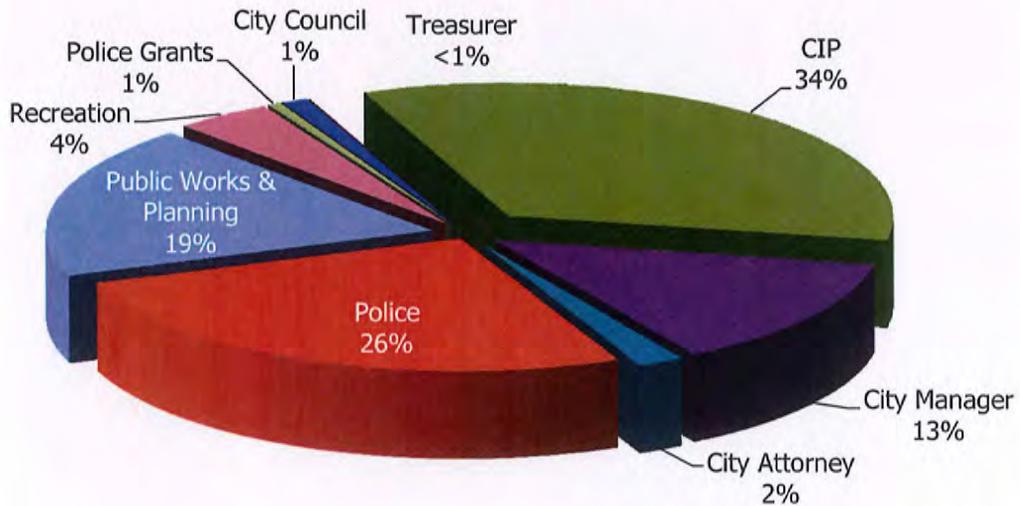
REVENUE DETAIL

ACCT. #	REVENUE TITLE	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>MEASURE A FUND - 22</u>					
	<u>REVENUES FROM OTHER AGENCIES</u>					
35301	Measure A Taxes	50,722	56,156	34,000	56,000	50,000
	TOTAL REVENUES FROM OTHER AGENCIES	50,722	56,156	34,000	56,000	50,000
	<u>TRANSFERS TO OTHER FUNDS</u>					
38001	Transfers to General Fund	(49,306)	(56,156)	(34,000)	(56,000)	(50,000)
38004	Transfer to CIP	-	-	-	-	-
	TOTAL TRANSFER TO OTHER FUNDS	(49,306)	(56,156)	(34,000)	(56,000)	(50,000)
	TOTAL MEASURE A FUND	1,416	-	-	-	-
	<u>POLICE GRANTS - 29</u>					
35111	State Police Programs	109,763	91,305	100,000	100,000	100,000
	TOTAL POLICE GRANTS	109,763	91,305	100,000	100,000	100,000
	<u>CAPITAL IMPROVE. FUND - 31</u>					
	<u>REVENUES FROM OTHER AGENCIES</u>					
35122	Federal Grants	-	-	-	-	-
35123	State Grants	-	-	-	-	-
	TOTAL REVENUE FROM OTHER AGENCIES	-	-	-	-	-
	<u>TRANSFERS FROM OTHER FUNDS</u>					
39001	Transfers from General Fund	70,799	167,700	1,832,000	1,832,000	5,713,000
	TOTAL TRANSFERS FROM OTHER FUNDS	70,799	167,700	1,832,000	1,832,000	5,713,000
	TOTAL CAPITAL IMPROVEMENT FUND	70,799	167,700	1,832,000	1,832,000	5,713,000
	<u>COPs DEBT SERVICE FUND - 43</u>					
	<u>USE OF MONEY & PROPERTY</u>					
34001	Interest on Investments	-	-	-	-	-
	TOTAL USE OF MONEY & PROPERTY	-	-	-	-	-
	<u>TRANSFERS FROM OTHER FUNDS</u>					
39001	Transfers from General Fund	961,209	957,884	957,370	11,702,321	-
39051	Transfers from Other Funds	-	-	-	-	-
	TOTAL TRANSFERS FROM OTHER FUNDS	961,209	957,884	957,370	11,702,321	-
	<u>TRANSFERS TO OTHER FUNDS</u>					
38001	Transfers to General Fund	-	-	-	-	-
	TOTAL TRANSFER TO OTHER FUNDS	-	-	-	-	-
	TOTAL COPs DEBT SERVICE FUND	961,209	957,884	957,370	11,702,321	-
	GRAND TOTAL OF ALL FUNDS	14,426,213	15,510,393	14,596,722	14,757,365	15,007,032

EXPENDITURE SUMMARY BY DEPARTMENT

FUND #	DEPARTMENTS/DIVISIONS	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
11	GENERAL FUND					
	110 - CITY COUNCIL	212,229	209,123	246,690	244,940	239,010
	120 - CITY TREASURER	7,483	6,608	8,720	8,720	5,110
	130 - CITY ATTORNEY	372,735	359,957	391,000	390,000	401,000
	140 - CITY MANAGER/CITY CLERK ADMIN	901,659	948,376	946,250	1,034,730	1,059,870
	141 - HUMAN RESOURCES	203,639	188,970	202,230	198,070	199,540
	150 - FINANCE	307,870	317,502	379,380	282,580	425,070
	151 - GENERAL SERVICES	930,749	890,540	913,000	948,000	1,105,750
	210 - POLICE ADMINISTRATION	929,244	941,558	1,032,660	915,200	1,044,030
	220 - POLICE PATROL	2,856,373	3,360,711	3,501,980	3,750,320	3,551,630
	230 - POLICE COMMUNICATIONS	837,911	927,725	827,860	803,450	799,880
	310 - PW ADMIN/ENGINEERING/BUILDING	798,880	787,408	880,600	876,500	878,000
	320 - PW MAINTENANCE	1,712,223	1,803,686	1,877,850	1,880,740	1,925,120
	410 - PLANNING	287,288	395,809	440,000	407,000	422,000
	510 - RECREATION SERVICES	768,401	757,639	833,420	832,790	848,240
	800's - FACILITY OPERATIONS MAINTENANCE	526,885	507,422	652,250	571,930	625,900
	TOTAL GENERAL OPERATING EXPENDITURES	11,653,571	12,403,034	13,133,890	13,144,970	13,530,150
29	POLICE GRANTS FUND					
	240 - POLICE GRANTS	91,061	108,605	111,600	114,210	113,610
31	CAPITAL IMPROVEMENT FUND					
	900's - CAPITAL IMPROVEMENT PROJECTS	51,048	66,899	1,832,000	640,450	7,005,550
43	COPs DEBT SERVICE FUND					
	620 - COPs DEBT SERVICE	961,209	959,584	957,370	12,675,370	-
TOTAL EXPENDITURES OF ALL FUNDS		12,756,888	13,538,122	16,034,860	26,575,000	20,649,310

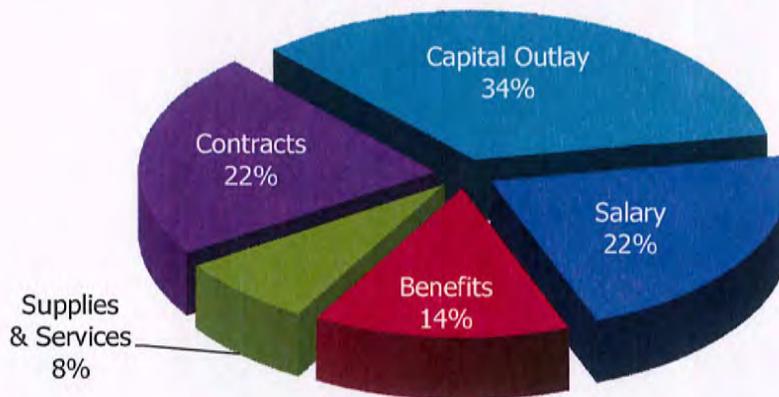
FY 2014-15 Expenditures



EXPENDITURE SUMMARY BY CATEGORY

DEPARTMENTS / DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
CITY COUNCIL	59,230	108,480	71,300	-	-	239,010
CITY TREASURER	3,350	260	1,500	-	-	5,110
CITY ATTORNEY	-	-	-	401,000	-	401,000
CITY MANAGER/CITY CLERK ADMIN	311,670	642,600	59,600	45,000	1,000	1,059,870
HUMAN RESOURCES	114,080	62,060	8,400	15,000	-	199,540
FINANCE	137,080	80,490	32,500	175,000	-	425,070
GENERAL SERVICES	-	-	217,500	888,250	-	1,105,750
POLICE ADMINISTRATION	578,070	324,710	64,250	75,000	2,000	1,044,030
POLICE PATROL	2,212,260	1,175,320	93,550	55,000	15,500	3,551,630
POLICE COMMUNICATIONS	400,360	182,220	152,300	64,000	1,000	799,880
PW ADMIN/ENGINEERING/BUILDING	-	-	8,000	870,000	-	878,000
PW MAINTENANCE	246,240	138,600	14,950	1,525,330	-	1,925,120
PLANNING	-	-	-	422,000	-	422,000
RECREATION SERVICES	397,690	143,550	204,000	98,000	5,000	848,240
FACILITY OPERATIONS/MAINTENANCE	-	-	625,900	-	-	625,900
TOTAL GENERAL FUND EXPENDITURES	4,460,030	2,858,290	1,553,750	4,633,580	24,500	13,530,150
POLICE GRANTS FUND	76,200	32,510	4,900	-	-	113,610
CAPITAL IMPROVEMENT FUND	-	-	-	-	7,005,550	7,005,550
COPs DEBT SERVICE FUND	-	-	-	-	-	-
TOTAL EXPENDITURES OF ALL FUNDS	4,536,230	2,890,800	1,558,650	4,633,580	7,030,050	20,649,310

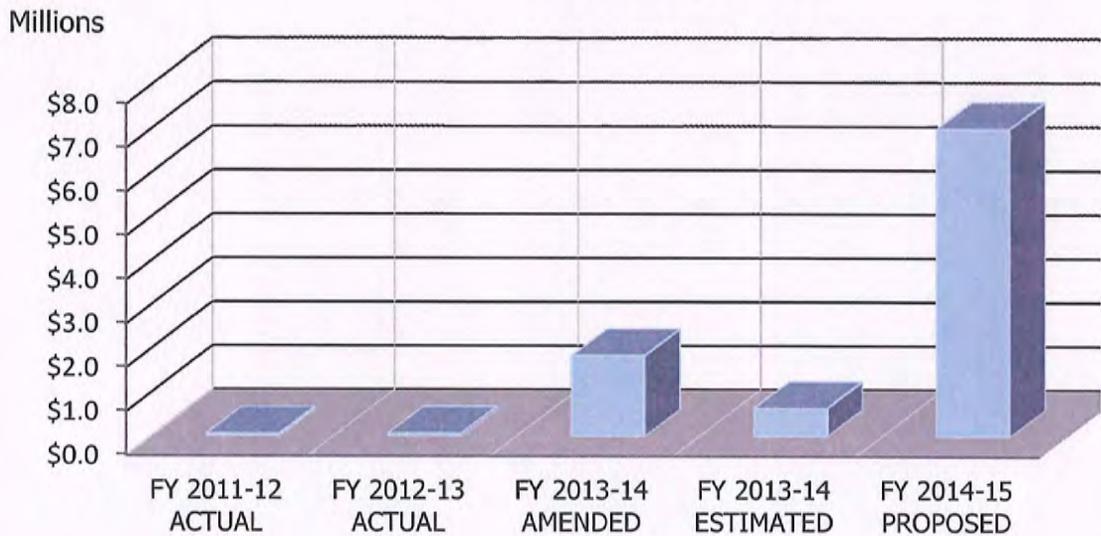
Expenditures by Category



CAPITAL IMPROVEMENT PROJECTS

CAPITAL IMPROVEMENT PROJECTS		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
901	Hillside Boulevard Beautification	51,048	66,899	1,215,000	84,450	1,535,550
903	Mission Road Improvements	-	-	100,000	150,000	-
911	Serramonte Boulevard Beautification	-	-	-	-	-
947	Town Hall Campus Renovation	-	-	150,000	150,000	4,625,000
956	Lawndale Blvd Landscape Imp	-	-	-	-	100,000
957	D Street Stairs	-	-	-	-	-
971	Sanitary Sewer System Assessment	-	-	100,000	70,000	100,000
981	RIMS	-	-	-	-	300,000
982	Townwide Telephone Sys Upgrade	-	-	-	-	150,000
983	Access Control at Town Facilities	-	-	-	-	10,000
984	Recreation Software Upgrade	-	-	-	-	25,000
985	Geographic Information System	-	-	50,000	13,000	37,000
991	General Plan Update	-	-	150,000	106,000	79,000
992	ADA Transition Plan Upgrades	-	-	67,000	67,000	44,000
TOTAL CAPITAL OUTLAY		51,048	66,899	1,832,000	640,450	7,005,550

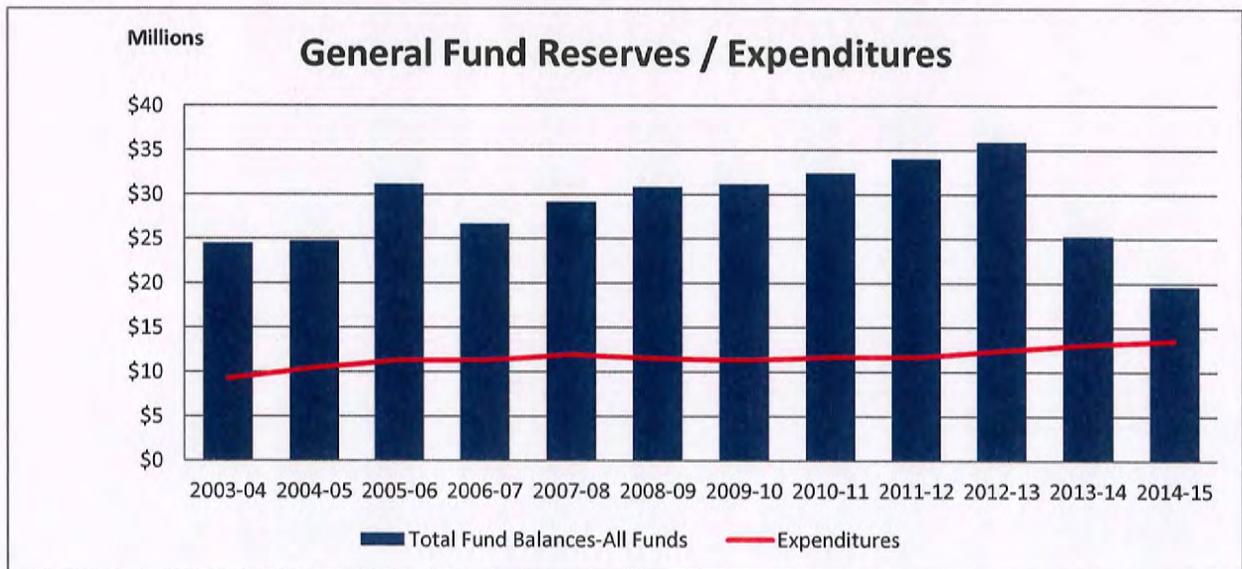
CIP Expenditures



**STATUS OF FUND BALANCES
YEAR END ESTIMATES
(In thousands)**

FUNDS	Projected Fund Balance 7/1/2014	Revenue	Transfers In (Out)	Total Resources	Total Expenditures	Projected Balance 6/30/2015	Allocated Reserves 6/30/2015	General Reserves 6/30/2015
11 - General Fund	23,899	14,806	(5,592)	33,113	13,530	19,583	15,522	4,061
21 - Gas Tax	(0)	56	(56)	-	-	-	-	-
22 - Measure A	9	56	(65)	-	-	-	-	-
29 - Police Grants	80	100	-	180	114	66	-	66
31 - CIP	1,293	-	5,713	7,006	7,006	-	-	-
43 - COPs Debt Service	(15)	-	-	(15)	-	(15)	-	(15)
TOTAL	25,266	15,018	-	40,284	20,650	19,634	15,522	4,112

Estimated General Fund Reserves for FY 2014-15		
Committed	Debt Reduction	\$0
	Retiree Healthcare	\$1,042
	Budget Stabilization	\$13,530
Assigned	Litigation	\$100
	Insurance	\$100
	Disaster Response and Recovery	\$750
Unassigned		4,061
Total		\$19,583



STAFFING

POSITION TITLE	FY 2010-11 ADOPTED	FY 2011-12 ADOPTED	FY 2012-13 ADOPTED	FY 2013-14 AMENDED	FY 2014-15 PROPOSED	FY 2015-16 ESTIMATED
Town Staffing						
Accountant I	1.00	1.00	1.00	-	-	-
Accounting Technician	0.75	0.75	0.75	0.75	1.75	1.75
Administrative Technician II/III	2.00	1.50	1.50	1.50	1.50	1.50
Assistant City Manager / Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
City Manager / City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Vacant, unfunded Assistant City Manager	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)
City Manager Department Total	5.75	5.25	5.25	4.25	5.25	5.25
Maintenance Technician I/II/III	3.00	3.00	3.00	3.00	3.00	3.00
Public Works Department Total	3.00	3.00	3.00	3.00	3.00	3.00
Administrative Technician II	1.00	1.00	1.00	1.00	-	-
Part-time Facility Attendant (7 x .5)	3.00	3.00	3.00	3.50	3.50	3.50
Part-time Recreation Leader (8 x .5)	4.00	4.00	4.00	4.00	4.00	4.00
Recreation Coordinator	1.00	1.00	1.00	1.00	2.00	2.00
Recreation Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Department Total	10.00	10.00	10.00	10.50	10.50	10.50
Administrative Technician III	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00	0.75	1.00	1.00	1.00	1.00
Detective	1.00	1.00	1.00	1.00	1.00	1.00
Detective Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher	4.00	4.00	4.00	3.20	3.20	3.20
Officer	11.00	11.00	11.00	11.00	11.00	11.00
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00	4.00
Vacant Police Officer	(1.00)	-	-	-	-	-
Vacant, unfunded Police Officer	(1.00)	(2.00)	(2.00)	-	-	-
Police Department Total	24.00	23.75	24.00	25.20	25.20	25.20
Town Total	42.75	42.00	42.25	42.95	43.95	43.95
Contract Staffing						
Building	1.50	1.25	1.25	1.25	1.25	1.25
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Engineering	2.50	3.50	3.50	3.50	3.50	3.50
Finance	-	-	-	0.75	0.75	0.75
Planning	1.80	1.80	1.80	2.50	2.50	2.50
Public Works	1.00	1.00	1.00	1.00	1.00	1.00
Contract Total	7.80	8.55	8.55	10.00	10.00	10.00
Total Budgeted Staffing	50.55	50.55	50.80	52.95	53.95	53.95

DEPARTMENT: POLICE
DIVISION: POLICE PATROL
FUNCTION: PUBLIC SAFETY
FUNDING SOURCE: GENERAL FUND

DIVISION DESCRIPTION

Police Patrol provides 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 and STEP (Saturation Traffic Enforcement Plan).

ACCOMPLISHMENTS/GOALS

During FY 2013-14, the Division:

- Participated year round with the San Mateo County Gang Task Force.
- Graduated one Officer from Inner Perspectives, a county-wide leadership training class.
- Participated in County-Wide Avoid the 23 DUI Campaign.
- Participated in Alcohol Beverage Control sting operations with allied agencies.
- Participated in County –Wide traffic enforcement campaign (STEP).
- Trained three new Police Officers; promoted a new Patrol Sergeant.
- Honored two Colma Officers who received MADD awards for numerous DUI arrests.
- Conducted over 4,000 residential patrols, issued 1,500 traffic citations and made 285 arrests.

During FY 2014-15, the Division will:

- Follow the Succession Plan to develop internal candidates for promotional opportunities.
- Participate in a minimum of four community events per officer.
- Continue to promote and expand Neighborhood Watch Program.

BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget is 1% higher than the FY 2013-14 Amended Budget due to higher salaries and benefit costs. Higher training costs are offset by lower booking fees.

EXPENDITURE DETAIL

220 - POLICE PATROL		FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
		ACTUAL	ACTUAL	AMENDED	ESTIMATED	PROPOSED
ACCOUNT	SALARIES & WAGES					
51002	Full-time Staff <i>Commander</i> <i>Police Sergeants (4)</i> <i>Police Officers (11)</i>	1,437,960	1,491,779	1,797,950	1,897,030	1,836,390
51004	Comp Time	28,052	25,622	47,500	45,000	47,500
51005	Overtime	140,528	180,402	225,000	195,000	225,000
51006	Workers Compensation, Disability & 4850	(11,979)	11,801	-	-	-
51007	Holiday	80,549	83,972	82,360	86,960	84,220
51008	Vacation/Sick/Comp Time Payoff	18,869	66,708	-	13,000	-
51009	Deferred Compensation	14,650	13,400	19,200	20,400	19,150
51012	Education Incentive	1,000	-	-	-	-
51013	Auto Allowance	-	-	1,800	-	-
51018	Administrative Leave	3,471	-	-	-	-
51020	Cash In Lieu	1,000	3,875	-	-	-
	Total Salaries & Wages	1,714,099	1,877,558	2,173,810	2,257,390	2,212,260
	BENEFITS					
52002	PERS Safety	499,748	531,258	576,800	599,950	597,920
52007	Health	290,381	602,724	384,740	401,630	374,650
52008	Dental	31,806	33,500	41,550	43,110	39,750
52009	Life Insurance	1,008	1,044	1,320	1,370	1,160
52011	Vision	4,391	4,495	5,740	5,950	5,490
52012	Health Club	855	1,438	1,800	1,800	2,280
52013	Uniform Allowance	10,997	10,487	14,080	15,840	14,080
52014	Social Security Employer	86,714	107,547	110,600	114,210	111,900
52015	Medicare Employer	25,477	31,211	27,490	29,020	28,090
	Total Benefits	951,377	1,323,703	1,164,120	1,212,880	1,175,320
TOTAL SALARY WAGES & BENEFITS		2,665,476	3,201,261	3,337,930	3,470,270	3,387,580

EXPENDITURE DETAIL

220 - POLICE PATROL		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
60005	Special Dept. Expense <i>Cell Phones, Evidence, Safety Equip., Video Equip, Film, Range Supplies, Fire Arms Related Supplies, Misc. Supplies</i>	9,095	27,430	6,000	14,000	6,000
60008	Dues & Publications <i>PESA, Juv Ofc, CPOA, TMA, Official Magazines/Books, Business Cards</i>	1,984	737	1,250	250	1,250
60010	Conferences & Meetings <i>State & Local Meetings/Conference, Seminars, etc.</i>	676	812	800	300	800
60013	Auto Expense <i>Fuel, Tires, Vehicle Repairs, Vehicle Equipment, Car Wash, Towing</i>	58,030	52,010	56,000	56,000	56,000
61002	Training <i>POST and Non POST Training, Special Enforcement Training, Terrorism Training</i>	8,515	9,867	7,500	18,000	15,000
63001	Booking Fees <i>Booking Fees, Citation Processing</i>	16,295	13,383	20,000	15,000	12,500
63002	Investigations <i>Travel, Sketches, Equip Rental for Patrol- Related Investigations Code Enforcement</i>	1,744	241	2,000	1,000	2,000
	Total Supplies & Services	96,340	104,481	93,550	104,550	93,550
	<u>CONTRACTUAL</u>					
72001	Auto Repair Services <i>Service Contract</i>	54,582	50,341	55,000	55,000	55,000
	Total Contractual	54,582	50,341	55,000	55,000	55,000
	<u>CAPITAL OUTLAY</u>					
80001	Equipment Purchase <i>Weapon Replacement/Purchase, Large Tools and Patrol Equipment</i>	8,401	4,628	15,500	25,500	15,500
80002	Automobile Purchase	31,574	-	-	95,000	-
	TOTAL CAPITAL OUTLAY	39,975	4,628	15,500	120,500	15,500
	DIVISION TOTAL	2,856,373	3,360,711	3,501,980	3,750,320	3,551,630

DEPARTMENT: POLICE
DIVISION: POLICE COMMUNICATIONS
FUNCTION: PUBLIC SAFETY
FUNDING SOURCE: GENERAL FUND

DIVISION DESCRIPTION

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

STAFFING

The positions in this Division are one Dispatch Records Supervisor and 3 Dispatchers.

ACCOMPLISHMENTS/GOALS

During FY 2013-14, the Division:

- Hired one dispatcher.
- Transitioned staff to wearing headsets for improved sound clarity and officer safety.
- Selected Sun Ridge Systems for new CAD/RMS installation in September 2014.
- Purged 500 cases from the Evidence Room.

During FY 2014-15, the Division will:

- Participate in a minimum of four community events per person.
- Complete installation and implementation of new CAD/RMS Sun Ridge System.
- Focus on Succession Planning by providing cross training to staff.

BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget is approximately 3% lower than the FY 2013-14 Amended Budget due to decreased salary and benefit costs.



EXPENDITURE DETAIL

230 - POLICE COMMUNICATIONS		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
51002	Full-time Staff	375,063	380,985	349,460	338,110	363,050
	<i>Dispatch Supervisor & Dispatchers (3)</i>					
51003	Part-time Staff	1,717	1,499	21,180	5,360	5,360
	<i>Per Diem Dispatcher (0.2)</i>					
51004	Comp Time	6,886	6,095	5,000	5,000	5,000
51005	Overtime	29,215	19,458	22,500	35,000	22,500
51006	Workers Comp, Disability	1,679	-	-	-	-
51008	Vacation/Sick/Comp Time Payoff	(1,210)	(744)	-	-	-
51009	Deferred Compensation	5,561	5,300	4,800	3,600	4,450
51019	CAD Administrator Incentive Pay	6,667	7,266	6,700	4,800	-
	Total Salaries & Wages	425,577	419,859	409,640	391,870	400,360
	<u>BENEFITS</u>					
52001	PERS Misc. Employees	64,104	67,955	67,310	62,140	60,410
52007	Health	97,929	111,392	89,520	89,520	77,730
52008	Dental	11,292	10,163	10,390	10,390	9,940
52009	Life Insurance	360	318	330	330	290
52011	Vision	1,559	1,403	1,430	1,430	1,370
52013	Uniform Allowance	3,325	4,416	3,330	3,990	3,990
52014	Social Security Employer	25,844	26,642	23,190	21,540	23,090
52015	Medicare Employer	6,246	6,472	5,420	5,040	5,400
	Total Benefits	210,659	228,760	200,920	194,380	182,220
TOTAL SALARY WAGES & BENEFITS		636,236	648,619	610,560	586,250	582,580

EXPENDITURE DETAIL

230 - POLICE COMMUNICATIONS		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
60002	Office Supplies <i>Department Wide Account Document Distruction</i>	6,518	9,631	5,500	8,000	5,600
60004	Computer Supplies <i>Hitech CAD/RMS Maint. Agreement</i>	7,506	16,795	40,000	40,000	40,000
60005	Special Dept. Expense <i>Records Purge, Special Dept. Needs, Minor Equipment Repair/Replacement</i>	631	2,019	2,500	2,100	2,500
60008	Dues & Publications <i>Comm Managers, Official Manuals Books</i>	215	-	200	100	200
60010	Conferences & Meetings <i>Hitech Conference, Local Meetings and Conferences</i>	1,170	364	2,000	500	2,000
60011	Communications <i>Contract Cost for SSFPD Dispatch Services, Radio Repair/Maint</i>	95,141	99,185	100,000	100,000	100,000
60013	Auto Expense	-	-	100	-	-
61002	Training <i>POST and Non-POST Training, Updates</i>	725	1,059	2,000	1,500	2,000
	Total Supplies & Services	111,905	129,054	152,300	152,200	152,300
	<u>CONTRACTUAL</u>					
72003	Equipment Maintenance <i>Message Switch - \$13,750 Portable Radios - \$8,250 Copy Machine - \$11,500 TEA (Radio Console, Lawnet) - \$19,500 Microwave Telephone - \$7,000 Other</i>	89,770	65,850	64,000	64,000	64,000
	Total Contractual	89,770	65,850	64,000	64,000	64,000
	TOTAL SUPPLIES SERVICES & CONTRACTUAL	201,675	194,904	216,300	216,200	216,300
	<u>CAPITAL OUTLAY</u>					
80200	Furniture	-	-	500	500	500
	TOTAL CAPITAL OUTLAY	-	84,202	1,000	1,000	1,000
	DIVISION TOTAL	837,911	927,725	827,860	803,450	799,880

DEPARTMENT: POLICE
DIVISION: POLICE GRANTS
FUNCTION: PUBLIC SAFETY
FUNDING SOURCE: STATE OF CALIFORNIA SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF)

DIVISION DESCRIPTION

The Police Grants budget was initiated in late FY 2001-02 to comply with state requirements to separately account for certain annual state-provided funds, which includes the Supplemental Law Enforcement Services Fund (SLESF) for front-line personnel services. This money is used to fund a Community Service Officer (CSO), and cover specific training costs.



STAFFING

The Division consists of one CSO.

ACCOMPLISHMENTS/GOALS

During FY 2013-14 the Division:

- Provide dispatch relief, which allowed public access during dispatcher lunch breaks.
- Participated in Avoid the 23 DUI events.
- Attended four Community Events.

During FY 2014-15, the Division will:

- Continue to assess modifications made in the Parking Code.
- Participate in four Community Events.
- Provide dispatch relief as needed.

BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget assumes SLESF funding will continue to be provided from the State and is 2% higher than the FY 2013-14 Amended Budget due to higher salary costs.

EXPENDITURE DETAIL

240 - POLICE GRANTS		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
51002	Full-time Staff <i>Community Service Officer</i>	53,828	71,574	71,780	75,000	75,000
51004	Comp Time	35	207	250	-	-
51005	Overtime	362	2,157	1,200	-	-
51008	Vacation/Sick/Comp Time Payoff	610	(623)	-	-	-
51009	Deferred Compensation	1,132	1,200	1,200	1,200	1,200
	Total Salaries & Wages	55,967	74,515	74,430	76,200	76,200
	<u>BENEFITS</u>					
52001	PERS Misc. Employees	8,960	12,273	12,910	13,500	14,080
52007	Health	8,320	8,974	10,830	10,830	9,800
52008	Dental	2,258	2,258	2,600	2,600	2,480
52009	Life Insurance	72	72	80	80	70
52011	Vision	312	312	360	360	340
52014	Social Security Employer	3,379	4,609	4,450	4,650	4,650
52015	Medicare Employer	790	1,078	1,040	1,090	1,090
	Total Benefits	24,091	29,576	32,270	33,110	32,510
TOTAL SALARY WAGES & BENEFITS		80,058	104,092	106,700	109,310	108,710
	<u>SUPPLIES & SERVICES</u>					
60005	Special Dept. Expense <i>CSO Supplies/Equipment</i>	8,023	1,688	2,500	2,500	2,500
60013	Auto Expense <i>Fuel, Minor Vehicle Repair, Vehicle Equip</i>	2,855	2,475	1,900	1,900	1,900
61002	Training <i>CSO Training</i>	125	350	500	500	500
	Total Supplies & Services	11,004	4,514	4,900	4,900	4,900
TOTAL SUPPLIES SERVICES		11,004	4,514	4,900	4,900	4,900
DIVISION TOTAL		91,061	108,605	111,600	114,210	113,610

DEPARTMENT: PUBLIC WORKS & PLANNING

FUNCTION: PUBLIC WORKS & PLANNING

FUNDING SOURCE: GENERAL FUND

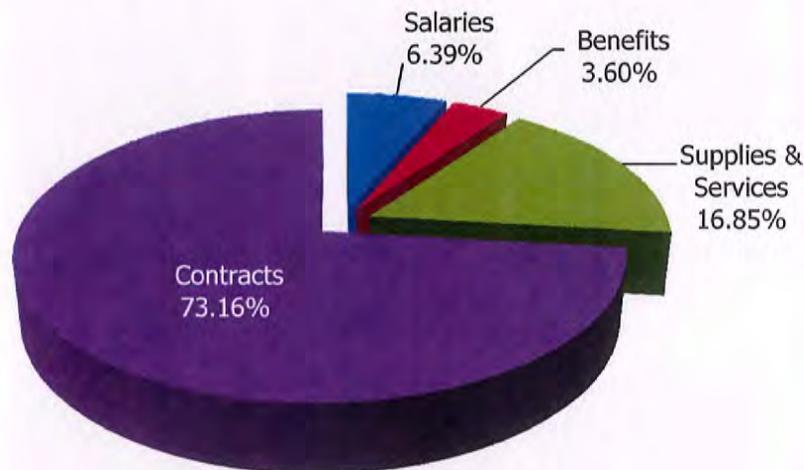
DEPARTMENT DESCRIPTION

The Public Works & Planning Department consists of the following Divisions: Administration / Engineering / Building, Maintenance (which includes contracts for sewer and landscape services) and Planning.

Contract technical professionals as well as three Town employees provide Public Works and Planning services. Department responsibilities include 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.

NO.	DIVISIONS	SALARIES	BENEFITS	SUPPLIES & SERVICES	CONTRACTS	CAPITAL OUTLAY	TOTAL DEPARTMENT
310	ADMIN/ENG/BLDG	-	-	8,000	870,000	-	878,000
320	MAINTENANCE	246,240	138,600	14,950	1,525,330	-	1,925,120
410	PLANNING	-	-	-	422,000	-	422,000
800	FACILITY OPERATIONS	-	-	625,900	-	-	625,900
TOTAL EXPENDITURES		246,240	138,600	648,850	2,817,330	-	3,851,020



DEPARTMENT: PUBLIC WORKS
DIVISION: ADMINISTRATION / ENGINEERING / BUILDING
FUNCTION: PUBLIC WORKS
FUNDING SOURCE: GENERAL FUND

DIVISION DESCRIPTION

The Division, staffed by contract employees, manages the five-year Capital Improvement Program (CIP), the Storm Water NPDES permitting program, annual sewer service charges; solid waste, recycling, and sustainability program; sanitary sewer system maintenance and reporting; performs traffic speed surveys, and manages roadway infrastructure and related projects. The Division assists Public Works Maintenance Division and the Police, Recreation and Planning Departments in all aspects of Town infrastructure needs. The Division provides general engineering, consulting, and building inspection services; processes building, grading and encroachment permits, and provides plan review and inspection services for land development projects. These activities are partially fee supported.



STAFFING

The Public Works Director leads the Division which contains 4.75 contract FTE.

ACCOMPLISHMENTS/GOALS

During FY 2013-14, the Division:

- Continued outreach to our residential and commercial communities on water and energy conservation, recycling and solid waste.
- Implemented Geographical Information System (GIS)
- Worked with the Town Franchise Waste Haulers regarding mandatory recycling and outreach to commercial business.
- Continued work in reaching our ADA goals to eliminate architectural barriers in town
- Obtained funding and assisted the public work department in installation of additional trash capture devices.
- Worked on the hiring of a Architectural team to design the remodeled Town Hall Facility
- Completed Hillside Phase I Plans and Specifications, solicit bids, and start construction.
- Completed Mission road re-stripping, bike path and resurfacing project, solicited bids and started construction.

- Completed smoke test of sanitary sewer system, map system and established list of point repairs to repair damaged sections.
- Represented the Town at local and regional meetings regarding: NPDES, new development, public information & participation, Integrated Pest Management, Trash Capture Committee, County Storm Water Committee and the Colma Creek Advisory Committee.
- Implemented new water incentive program to reduce sewer fees for property owners.
- Obtained \$177,000 Measure A Grant for the Hillside Phase I Project.
- Developed Management areas for various commercial trash reduction goals.

For FY 2014-15, the Division will:

- Continue work on the Town Hall remodel and project staging.
- Complete Hillside Blvd. Phase I Project.
- Continue work in ADA Transition plan.
- Continue work in completing approved projects and studies in the Capital Improvement Plan. (proposed 11 new projects)
- Adopt new fees for the Building and Engineering Department.
- Continue work in sustainable programs to meet our Climate Action Plan goals for 2020.
- Start work on preparing a new Request for Information (RFI) for a franchise waste hauler.

BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget is approximately the same as the FY 2013-14 Proposed Budget.

PERFORMANCE MEASURES	FY 2013-14 Estimated	FY 2014-15 Projected
Processing permit applications within ten working days	100%	100%
Average number of working days to process a permit	10	10

EXPENDITURE DETAIL

310 - ADMIN. / ENGINEERING		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	SUPPLIES & SERVICES					
60001	Public Notices	942	290	1,000	1,000	1,000
60005	Special Dept. Expense	4,198	1,457	4,000	4,000	4,000
60006	Printing	-	210	-	-	-
60008	Dues & Publications	369	344	2,500	500	1,000
	<i>Purchase Current Building Code</i>					
	<i>Membership Building Class A</i>					
60010	Conferences & Meetings	-	-	3,100	1,000	2,000
	<i>National Pollutant Discharge Elimination System, Countywide Engineers Meeting</i>					
	Total Supplies & Services	5,509	2,301	10,600	6,500	8,000
	CONTRACTUAL					
71005	Prof. Engineering Services - General	588,068	607,257	600,000	600,000	600,000
	<i>Engineering Staff Augmentation</i>					
	<i>Department Administration</i>					
71006	Prof. Bldg/Inspection Svcs.	150,133	118,068	200,000	200,000	200,000
	<i>Building Staff Augmentation</i>					
	<i>Admin. /Permit Counter Services</i>					
71010	Professional Consulting Services	55,170	59,782	70,000	70,000	70,000
	<i>Engineering Design and P.W. / Engineering Plan Review</i>					
	<i>Records Mgmt. Consultant</i>					
	Total Contractual	793,371	785,107	870,000	870,000	870,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		798,880	787,408	880,600	876,500	878,000
DIVISION TOTAL		798,880	787,408	880,600	876,500	878,000

DEPARTMENT: PUBLIC WORKS
DIVISION: PUBLIC WORKS MAINTENANCE
FUNCTION: PUBLIC WORKS
FUNDING SOURCE: GENERAL FUND

DIVISION DESCRIPTION

The Maintenance Division is responsible for the up-keep and maintenance of public streets, sidewalks, traffic signals, street lights and public facilities. The Division also manages the sanitary sewer maintenance contract, provides roadway weed and litter control, graffiti abatement and maintenance of the NPDES Program.

STAFFING

Positions include three Maintenance Technicians supervised by a contract Maintenance Supervisor.



ACCOMPLISHMENTS/GOALS

During FY 2013-14, the Division:

- Retrofitted 63 bollard lights to LED at Town Hall, Creekside Villas, Sterling Park and the Colma Community Center
- Replaced gutters at the Corporation Yard Facility
- Slurry sealed and installed valley gutter at the Colma Police Department driveway
- Installed new carpet at the Colma Police Department staff room
- Installed new motion sensors in the City Hall garage and hallway
- Installed new security fence around the storage building at Sterling Park
- Constructed new trellis at Sterling Park
- Formed new concrete planter area on Clark Street due to invasion of tree roots
- Replaced four garage doors at the Creekside Villas
- Assisted with completion of ADA Transition Plan upgrades and enhancements
- Maintained street signs and markings
- Maintained the storm drain catch basins and trash capture devices
- Completed minor construction and painting projects
- Performed preventative maintenance of equipment and appliances at Town facilities
- Continued work on water conservation efforts and techniques
- Upper deck repairs at Creekside Villas
- Retrofitted the front entry way at the Town Hall annex to meet ADA compliance
- Provided inspection and certification of all Town-owned backflow devices

For FY 2014-15, the Division goals include:

- Crack sealing on Junipero Serra Blvd., north of Colma Blvd.
- Old Mission Road improvements
- Painting of 22 residential street light poles
- Installation of approximately 18 trash capture devices
- Painting of Sterling Park main office
- Repair of five (5) skylights at Sterling Park
- Painting of wood trim, gutters, windows and support poles at Creekside Villas
- Painting of 13 parking lot light poles in the parking lot of the Colma Police Department
- Replacement of two exterior doors at the Colma Historical Museum
- Replacement of the hallway carpet at the Colma Police station
- Replacement of all emergency light ballast at the Colma Community Center
- Assist Recreation Services Director with landscape maintenance
- Continue work on meeting the Municipal Regional Permit's goal in reducing trash and debris in the water ways and establish management areas throughout the commercial districts
- Perform preventative maintenance of equipment and appliances in Town facilities
- Provide inspection and certification of all town-owned backflow devices
- Assist with the implementation of the Town's ADA improvement program

BUDGET HIGHLIGHTS



The FY 2014-15 Proposed Budget is approximately 2.5% higher than the FY 2013-14 Amended Budget. Minor increases to maintenance workers wages and benefits, annual increases in sewer fees and maintenance of the sewer system, Storm Water Pollution Prevention Program and the States Municipal Regional Permit requirements account for the major portion of the increase. Sanitary Sewer Fees and Sewer Operations and Maintenance are now tracked in different line items (line items 73007 and 73008, respectively).

PERFORMANCE MEASURES	FY 2012-13 Actual	FY 2013-14 Estimated	FY 2014-15 Projected
Sweep all of the Town's roadways (23 lane miles) at least once per month, commercial areas twice a month	100%	100%	100%
Respond to maintenance calls within one business day	100%	100%	100%

EXPENDITURE DETAIL

320 - MAINTENANCE		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
51002	Full-time Staff <i>Maintenance Technicians (3)</i>	215,071	226,582	226,820	237,040	237,040
51004	Comp Time	277	242	600	600	600
51005	Overtime	1,517	3,453	2,000	2,500	2,500
51008	Vacation/Sick/Comp Time Payoff	8,039	(5,182)	2,500	2,500	2,500
51009	Deferred Compensation	3,396	3,600	3,600	3,600	3,600
	Total Salaries & Wages	228,300	228,695	235,520	246,240	246,240
	<u>BENEFITS</u>					
52001	PERS Misc. Employees	35,709	38,782	40,830	42,710	44,530
52007	Health	50,339	54,341	65,530	65,530	67,230
52008	Dental	6,775	6,775	7,790	7,790	7,450
52009	Life Insurance	216	216	250	250	220
52011	Vision	935	935	1,080	1,080	1,030
52012	Health Club	50	-	-	-	-
52014	Social Security Employer	14,354	14,263	14,060	14,700	14,700
52015	Medicare Employer	3,357	3,336	3,290	3,440	3,440
	Total Benefits	111,736	118,649	132,830	135,500	138,600
	TOTAL SALARY WAGES & BENEFITS	340,036	347,344	368,350	381,740	384,840
	<u>SUPPLIES & SERVICES</u>					
60005	Special Dept. Expense <i>Building and Cleaning Supplies, Safety Material and Attire, Uniform Cleaning and Upgrades, Building Materials, Flags, Banners, Signs</i>	12,209	12,934	13,500	13,500	14,200
60008	Dues & Publications <i>Various Trade Journals</i>	-	-	-	-	-
60010	Conferences & Meetings <i>S.F. Bay Area Maintenance Services Association Workshop, NPDES</i>	-	250	500	250	250
61002	Training <i>Required Safety Seminars</i>	-	60	500	250	500
	Total Supplies & Services	12,209	13,244	14,500	14,000	14,950

EXPENDITURE DETAIL

320 - MAINTENANCE		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>CONTRACTUAL</u>					
71005	Prof. Engineering Svcs. - General <i>Maintenance Supervisor Staff</i>	204,600	207,460	209,000	209,000	214,230
72003	Equipment Maintenance <i>Equipment</i>	14,381	12,754	17,500	17,500	17,500
73001	Landscape Maintenance <i>Roadway, Median Islands, Town Facilities, Colma Creek Annual Cleaning</i>	133,690	157,562	153,300	153,300	146,600
73002	Streets & Sidewalks <i>Building Materials, Roadway Maintenance/Repair Materials, Contractor Services, ADA</i>	117,100	145,054	110,500	110,500	100,000
73003	Roadway, Weed & Litter Control <i>Weed Abatement Town's ROW, Drain Inlet/Catch Basin Protection, Disposal Fees, Chemicals, Sprayers</i>	6,585	11,190	7,000	7,000	12,500
73004	Street Signs & Pavement Marking <i>Signs, Poles, Anti-Graffiti, Yearly Maintenance/Repairs, Annual Christmas Decorations</i>	17,681	26,600	35,000	25,000	35,000
73005	Traffic Signals & Street Lights <i>Division</i>	40,825	32,879	35,000	35,000	35,000
73006	Drainage & Flood Control <i>Yearly Maint., Sandbag Supplies Additional NPDES charges - \$3,500 Additional Trash Capture Devices</i>	11,888	9,439	30,700	30,700	30,000
73007	Sanitary Sewers <i>Sewer Fees Due NSMCSD & SSF</i>	812,910	838,804	890,000	890,000	863,500
73008	Sewer Operation and Maintenance <i>Yearly Maintenance/Repairs</i>	319	-	-	-	71,000
	Total Contractual	1,359,978	1,441,741	1,488,000	1,478,000	1,525,330
TOTAL SUPPLIES SERVICES & CONTRACTUAL		1,372,187	1,454,986	1,502,500	1,492,000	1,540,280
	<u>CAPITAL OUTLAY</u>					
80001	Equipment Purchases <i>Replace/Acquire New Equipment and Tools for Right of Way Work, Building Maintenance and Construction, New Power Washer</i>	-	1,356	7,000	7,000	-
TOTAL CAPITAL OUTLAYS		-	1,356	7,000	7,000	-
DIVISION TOTAL		1,712,223	1,803,686	1,877,850	1,880,740	1,925,120

DEPARTMENT: PUBLIC WORKS & PLANNING

DIVISION: PUBLIC WORKS MAINTENANCE

ACTIVITY: FACILITY OPERATIONS & MAINTENANCE

FUNCTION: PUBLIC WORKS

FUNDING SOURCE: GENERAL FUND

ACTIVITY DESCRIPTION

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

BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget for Facility Operations is approximately 4% lower than the FY 2013-14 Amended Budget. Decreases in various line item costs have been associated with the new landscaping contract, facility operators have been more conservative on their utility usage and facility repairs and upkeep have been lower for FY 2014-15.

800 - FACILITIES SUMMARY	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
<u>FACILITY OPERATIONS & MAINTENANCE</u>					
801 Town Hall	81,277	87,056	106,950	92,510	101,850
802 Town Annex	45,442	56,216	40,300	34,800	38,300
803 Sterling Park	67,776	42,550	70,850	68,300	77,300
804 Museum	15,172	10,794	21,800	18,570	31,200
805 Community Center	100,389	112,498	113,500	110,100	118,000
806 Police Station	108,297	106,948	146,000	134,750	132,850
807 Corporation Yard	13,439	12,091	32,450	30,650	20,850
808 Creekside Villas	86,123	72,294	107,200	70,900	90,900
809 Verano	5,492	3,686	7,200	5,900	7,200
810 Bark Park	2,179	1,614	4,100	3,400	5,150
812 Gun Range	1,300	1,673	1,900	2,050	2,300
ACTIVITY TOTAL	526,885	507,422	652,250	571,930	625,900

EXPENDITURE DETAIL



801 TOWN HALL

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90001	Telephone / Internet Service*	42,856	42,417	52,500	47,000	52,500
90002	Gas and Electricity	10,702	9,007	11,600	10,500	11,600
90003	Water	1,395	2,278	2,900	2,000	2,500
90006	Supplies	1,774	2,426	2,750	2,750	2,750
90007	Janitorial Services	14,907	15,386	17,400	17,410	17,400
90008	Landscaping	5,220	5,232	7,800	7,600	5,600
90009	Pest Control	-	-	1,000	250	1,000
90010	Security System	736	565	1,500	1,000	1,500
90011	Heat/Ventilation/Air Conditioning	900	2,713	3,500	1,500	3,000
90012	Bldg. Interior Maintenance & Repair	374	538	3,000	1,000	2,000
90013	Bldg. Exterior Maintenance & Repair	2,413	6,495	3,000	1,500	2,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		81,277	87,056	106,950	92,510	101,850

* Does not include mobile phone services.



802 TOWN ANNEX

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90002	Gas and Electricity	6,973	3,541	5,700	4,000	5,700
90003	Water	4,569	4,394	4,800	4,500	4,800
90006	Supplies	806	663	1,100	1,100	1,100
90007	Janitorial Services	9,763	9,140	10,500	10,500	10,500
90008	Landscaping	5,940	5,954	8,600	8,600	9,100
90009	Pest Control	2,592	2,592	2,600	2,600	2,600
90011	Heat/Ventilation/Air Conditioning	1,798	4,166	4,500	1,000	2,000
90012	Bldg. Interior Maintenance & Repair	695	141	1,000	1,000	1,000
90013	Bldg. Exterior Maintenance & Repair	12,306	25,625	1,500	1,500	1,500
TOTAL FACILITY OPERATIONS & MAINTENANCE		45,442	56,216	40,300	34,800	38,300

EXPENDITURE DETAIL



803 STERLING PARK

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90002	Gas and Electricity	3,112	3,381	4,500	2,000	4,300
90003	Water	4,995	4,502	4,200	4,200	4,500
90006	Supplies	2,860	3,233	4,000	4,000	4,000
90007	Janitorial Services	15,000	14,929	16,500	16,500	16,500
90008	Landscaping	6,060	8,417	9,900	9,900	5,500
90009	Pest Control	-		500	250	500
90010	Security System	1,200	1,200	1,300	1,400	1,400
90011	Heat/Ventilation/Air Conditioning	-		500	600	600
90012	Bldg. Interior Maintenance & Repair	5,689	4,648	8,000	8,000	21,500
90013	Bldg. Exterior Maintenance & Repair	28,861	2,241	21,450	21,450	18,500
TOTAL FACILITY OPERATIONS & MAINTENANCE		67,776	42,550	70,850	68,300	77,300



804 MUSEUM

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90002	Gas and Electricity	288	340	400	420	400
90003	Water	4,537	1,722	3,900	2,500	3,000
90006	Supplies	729	1,452	1,800	1,800	1,800
90007	Janitorial Services	2,406	1,676	2,300	2,300	2,300
90008	Landscaping	3,000	3,007	4,200	5,100	5,500
90009	Pest Control	-		500	250	500
90010	Security System	630	1,530	1,200	1,200	1,200
90011	Heat/Ventilation/Air Conditioning	1,882	500	3,500	1,000	2,500
90012	Bldg. Interior Maintenance & Repair	357	397	500	500	500
90013	Bldg. Exterior Maintenance & Repair	1,341	171	3,500	3,500	13,500
TOTAL FACILITY OPERATIONS & MAINTENANCE		15,172	10,794	21,800	18,570	31,200

EXPENDITURE DETAIL



805 COMMUNITY CENTER

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90001	Telephone and Internet Services	1,040	1,060	1,500	1,200	1,500
90002	Gas and Electricity	13,609	18,608	22,000	22,000	23,100
90003	Water	7,839	10,382	11,300	10,000	10,700
90006	Supplies	7,536	5,902	10,000	10,000	10,500
90007	Janitorial Services	24,867	26,238	28,400	28,500	28,400
90008	Landscaping	3,300	3,308	7,800	5,900	5,500
90009	Pest Control	1,056	1,056	1,100	1,100	1,100
90010	Security System	-	2,160	1,200	1,200	1,300
90011	Heat/Ventilation/Air Conditioning	4,098	3,226	4,000	4,000	4,000
90012	Bldg. Interior Maintenance & Repair	25,342	35,602	21,200	21,200	26,900
90013	Bldg. Exterior Maintenance & Repair	11,702	4,956	5,000	5,000	5,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		100,389	112,498	113,500	110,100	118,000



806 POLICE STATION

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90001	Telephone	474	578	900	900	900
90002	Gas and Electricity	36,532	31,633	40,000	35,000	38,000
90003	Water	4,854	7,229	7,100	7,100	7,100
90006	Supplies	5,952	6,485	9,400	9,400	9,400
90007	Janitorial Services	29,043	25,652	28,350	28,350	28,350
90008	Landscaping	11,880	11,902	17,750	16,500	9,100
90009	Pest Control	947	972	1,000	1,000	1,000
90010	Security System	165	1,715	2,500	2,500	2,500
90011	Heat/Ventilation/Air Conditioning	3,862	1,175	10,000	5,000	7,500
90012	Bldg. Interior Maintenance & Repair	11,129	13,037	12,500	12,500	19,000
90013	Bldg. Exterior Maintenance & Repair	3,459	6,571	16,500	16,500	10,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		108,297	106,948	146,000	134,750	132,850

EXPENDITURE DETAIL



807 CORPORATION YARD

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90002	Gas and Electricity	2,592	2,498	4,000	3,500	3,800
90003	Water	691	878	1,000	1,000	1,000
90006	Supplies	71	328	500	500	500
90007	Janitorial Services	6,184	6,093	7,350	7,350	7,350
90008	Landscaping	720	722	1,100	1,300	2,000
90011	Heat/Ventilation/Air Conditioning	-	-	200	-	200
90012	Bldg. Interior Maintenance & Repair	751	1,220	1,000	1,000	1,000
90013	Bldg. Exterior Maintenance & Repair	2,429	351	17,300	16,000	5,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		13,439	12,091	32,450	30,650	20,850



808 TOWN OF COLMA CREEKSIDE VILLAS

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90002	Gas and Electricity	6,919	6,707	8,000	4,000	7,600
90003	Water	4,213	5,180	4,600	5,500	5,500
90005	Garbage Pick-up	8,585	-	-	-	-
90006	Supplies	-	47	200	200	200
90008	Landscaping	7,200	7,217	10,400	10,000	9,100
90009	Pest Control	1,602	1,315	1,500	1,500	1,500
90010	Security System	1,718	1,263	2,000	2,000	2,000
90011	Heat/Ventilation/Air Conditioning	425	284	2,300	1,000	2,000
90012	Bldg. Interior Maintenance & Repair	35,139	23,586	13,500	13,500	15,000
90013	Bldg. Exterior Maintenance & Repair	1,375	8,500	41,500	10,000	25,000
90015	Property Management	18,949	18,196	23,200	23,200	23,000
TOTAL FACILITY OPERATIONS & MAINTENANCE		86,123	72,294	107,200	70,900	90,900

EXPENDITURE DETAIL



809 VERANO

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90003	Water	61	-	-	-	-
90012	Bldg. Interior Maintenance & Repair	476	304	1,500	200	1,500
90015	Property Management HOA Dues	4,954	3,382	5,700	5,700	5,700
TOTAL FACILITY OPERATIONS & MAINTENANCE		5,492	3,686	7,200	5,900	7,200



810 BARK PARK

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90003	Water	650	706	1,500	1,000	1,500
90008	Landscaping	900	902	1,600	1,900	3,150
90009	Pest Control	300	-	500	500	500
90013	Bldg. Exterior Maintenance & Repair	329	6	500	-	-
TOTAL FACILITY OPERATIONS & MAINTENANCE		2,179	1,614	4,100	3,400	5,150

EXPENDITURE DETAIL



812 GUN RANGE

		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	FACILITY OPERATIONS & MAINTENANCE					
90006	Supplies	-	-	500	250	500
	<i>Range Improvements</i>					
90014	Miscellaneous Maintenance	1,300	1,673	1,400	1,800	1,800
	<i>Portosan Rental</i>					
TOTAL FACILITY OPERATIONS & MAINTENANCE		1,300	1,673	1,900	2,050	2,300

DEPARTMENT: PUBLIC WORKS & PLANNING
DIVISION: PLANNING
FUNCTION: COMMUNITY DEVELOPMENT
FUNDING SOURCE: GENERAL FUND

DIVISION 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

Planning services for the Town are provided by contract and are partially supported by application fees. A professional staff, including the City Planner, an Associate Planner, Sustainability Manager and a Planning Technician, are available to assist the Town on an as-needed basis equal to an average of 2.5 Full-Time Equivalent (FTE) employees.

ACCOMPLISHMENTS/GOALS

During FY 2013-14, the Division:

- Continued work on the General Plan update to include hiring of consultants and working with them on work products in the areas of noise, urban design, traffic and historic resources.
- Started work on 2012 Housing Element with 21 Elements group and consultants.
- Created an on-call list of five environmental consulting firms to expedite project level environmental review.
- Processed applications including for new office building at 1850 El Camino Real, the expansion of the Cypress Lawn Hillside campus and for a funeral home use at Olivet.
- Processed applications relating to expansion of the Cypress Lawn hillside campus.
- Prepared noise and unruly gathering ordinances in cooperation with the Police Department and City Attorney.

- Prepared a Wireless Communications Ordinance with City Attorney to assure compliance with state and federal law.
- Assisted City Attorney with preparation of Development Agreement ordinance.
- Updated Fee Schedule to increase deposit amounts to cover application processing costs.
- Worked with the Peninsula Congestion Relief Alliance on a funding application for a Colma workplace shuttle to and from BART.
- Held a successful auto dealership breakfast to provide information on town projects and provide resources to encourage energy upgrades.
- Prepared and implemented a Sustainability Policy for Town purchasing.
- Continued monitoring of City of Daly City development activities surrounding Colma.
- Continued work with property owners to resolve property maintenance issues.
- Continued participation in the Grand Boulevard Initiative.
- Processed business registrations and followed up with delinquencies.

For FY 2014-15, the Division will:

- Release and hold hearings on the 2014 Housing Element.
- Release and hold hearings on an update to the Circulation Element to add Complete Streets language.
- Continue the General Plan update process, including coordinating outside consultants, conducting council study sessions and a community meeting.
- Continue participation with the San Mateo County Nexus Study working group.
- Monitor and review plans, development proposals and environmental documents of surrounding communities and utility companies to assure that the interests of the Town are considered.
- Implement programs in the Climate Action Plan.

Due to the improved economy, development, tenant improvement and sign permit application activity is anticipated to remain strong.

BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget is 4% lower than the FY 2013-14 Amended Budget.

PERFORMANCE MEASURES	FY 2013-14 Actual to Date*	FY 2013-14 Estimated
Business registrations reviewed	242	245
Code compliance cases opened or continuing	20	20
Permits issued administratively: Sign Permit, Temporary Banner Permits, Temporary Use Permits, Administrative Use Permit, Tree Removal Permit, Lot Line Adjustment, Special Event and Home Office Permit	18	20
Permits requiring Council approval:, Major Design Review, Variance, Planned Development, Major Use Permit, Parcel Map, Subdivision, Street Vacation	4	5

Percentage of permits completed in compliance with Permit Streamlining Requirements	100%	100%
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*As of March 30, 2014

EXPENDITURE DETAIL

410 - PLANNING		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	CONTRACTUAL					
71007	Gen. Services, Public Information, Admin <i>Office coverage M-F 8am - 5pm Department Administration Support City Council Meetings Executive Team & Other Meetings Budget Manangement & Oversight Business Registration Program NPDES - New Development Meetings Community Relations</i>	77,355	67,295	100,000	54,000	54,000
71008	Prof. Planning Services - Current <i>Providing Public Information Mandatory Commercial Recycling Zoning/ Compliance for Building Permits Discretionary Permit Processing Environmental Review - CEQA Ensure Compliance w/ Mitigation Measures</i>	95,476	140,208	127,000	140,000	140,000
71009	Prof. Planning Services - Advanced <i>Planning Fee Update Sustainability Services Housing Element Implementation SMC Sustainable Communities Strategic Planning Grand Boulevard Initiative SF PUC Projects Assist with Economic Development Plan</i>	110,707	135,804	193,000	195,000	80,000
71012	Neighborhood Services <i>Code Enforcement Neighborhood Improvement Permit Condition Compliance</i>	3,750	12,058	20,000	18,000	18,000
71013	Prof. Plnng Services - Sustainability Svcs <i>Climate Action Plan Implementation Internal Staff Coordinantion and Outreach Participation in RICAPS program Business outreach and education Residential outreach Website</i>	-	-	-	-	50,000
71022	Comprehensive GP/Zoning Code Update	-	40,445	-	-	80,000
	Total Contractual	287,288	395,809	440,000	407,000	422,000
TOTAL SUPPLIES SERVICES & CONTRACTUAL		287,288	395,809	440,000	407,000	422,000
DIVISION TOTAL		287,288	395,809	440,000	407,000	422,000

DEPARTMENT: RECREATION SERVICES DEPARTMENT

FUNCTION: GENERAL GOVERNMENT

FUNDING SOURCE: GENERAL FUND

DEPARTMENT DESCRIPTION

The Recreation Services Department provides programs, activities and events for Colma residents of all age groups ranging from infants 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.



In December 2011, the City Council adopted a policy-based approach to setting recreation fees, which included replacing the current flat rate subsidy system with a system that prioritizes programs according to six criteria set by the City Council. The recommendation detailed a fee structure that would recover approximately 15%-20% of the Recreation Services Department budget including the recreation facilities maintenance budgets. As expected, the department experienced a drop in participation in FY 2012-13; however participation levels for FY 2013-14 are estimated to

be at the level consistent with FY 2010-11 and FY 2011-12.

In an effort to continue to offer low cost affordable programs, Recreation staff has implemented new in-house programs and services (i.e. Family Bowling Night; Family Game Night; Holiday Crafts Night; Tot Gym & Jam; Creekside Villas Activities; NFL Punt, Pass & Kick Competition, etc.).

STAFFING

The staffing for this Department includes the Director of Recreation Services, two Recreation Coordinators, seven part-time Facility Attendants and ten part-time Recreation Leaders. In January 2014 City Council approved a staffing change removing the Administrative Technician position and added a Recreation Coordinator position. The change provides the department with greater flexibility in terms of scheduling and programming activities. The Recreation Services Director is also the Town's ADA Coordinator responsible for implementing the ADA Transition Plan, and the Town's Risk Manager, chairing the Safety Committee and ensuring the implementation of risk management activities.

ACCOMPLISHMENTS/GOALS

During FY 2013-14, the Recreation Services Department:

- Recruited and hired a new Recreation Coordinator.
- Hosted several successful programs and special events including: Town Picnic, youth and teen holiday events, movie in the park, day camp, holiday craft night, Basketball Fundamentals Camp, and Halloween events.
- Maintained service level (provide the same number of programs and meet participation levels) as provided in FY 2012-13. At the midway point in FY 2013-14, the Department is exceeding the participation levels from FY 2012-13.
- Held the fourth annual Town Wide Garage Sale and Clean Up Day in April & May 2014.
- Developed and aired a 30-second holiday commercial in an effort to boost sales tax.
- Worked with the Historical Association on the development of a Historical Film in celebration of Colma's 90th Anniversary.
- Held all regular and special City Council meetings at the Colma Community Center.



For FY 2014-15, the Recreation Services Department will:

- Develop and continue to offer more in-house, cost efficient programs and services at Recreation facilities including:
 - All Nerf Challenge
 - Murder mystery dinner
 - Emergency preparedness workshop
 - Karaoke night
 - Holiday craft night
- Market the community center to the cemeteries increasing after service reception rentals.
- Complete the historical film with the Historical Association.
- Coordinate all events surrounding the Town's 90th anniversary.
- Continue to maintain the same service level (offer same number of programs and meet participation levels) as FY 2013-14.

BUDGET HIGHLIGHTS

The FY 2014-15 Proposed Budget is 2% higher than the FY 2013-14 Adopted Budget due to anticipated health benefit cost increases and a slightly higher budget for part-time staff. Funding for the special projects for FY 2014-15 (90th anniversary events and the holiday commercial) cost about the same as the special project costs of FY 2013-14 (historical video and the holiday commercial).

PERFORMANCE MEASURES

Since FY 2008-09, the Recreation Services Department has offered approximately 100 programs with an average of 4,750 residents participating annually.

	Number of Programs Offered	Program Participation
FY 2008-09 Actual	101	4,484
FY 2009-10 Actual	100	4,942
FY 2010-11 Actual	100	4,905
FY 2011-12 Actual	99	4,808
FY 2012-13 Actual	102	4,566
FY 2013-14 Estimated	101	4,894
FY 2014-15 Projected	100	4,800

Customer Service Overall Rating

In December 2013, the Recreation Services Department conducted its annual survey seeking resident feedback for programs, facilities and customer service. Based on these results, the Recreation Services Department improved on the service levels that were achieved in FY 2012-13.

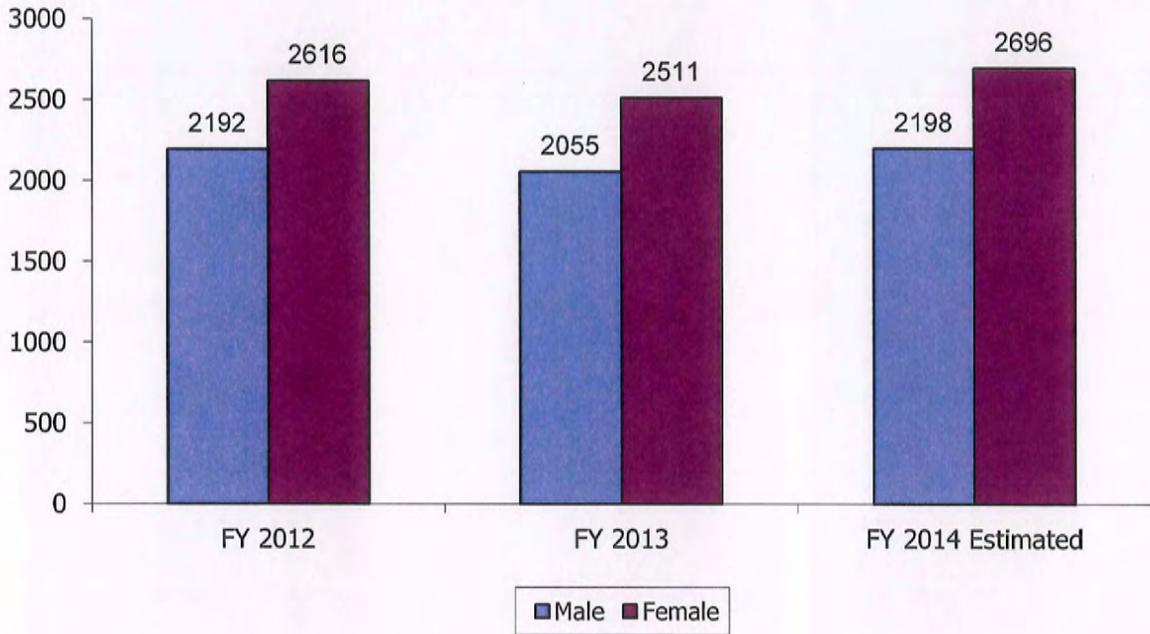
PERFORMANCE MEASURE	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Projected
Maintain Annual Customer Service Survey Overall Rating	100% of residents responding rated the overall performance of the Recreation Services Department at 9.4. ¹	100% of residents responding rated the overall performance of the Recreation Services Department at 9.5. ¹	100% of residents responding rated the overall performance of the Recreation Services Department at 9.5 ¹

¹ On a scale of one (poor) to ten (exceed expectations).

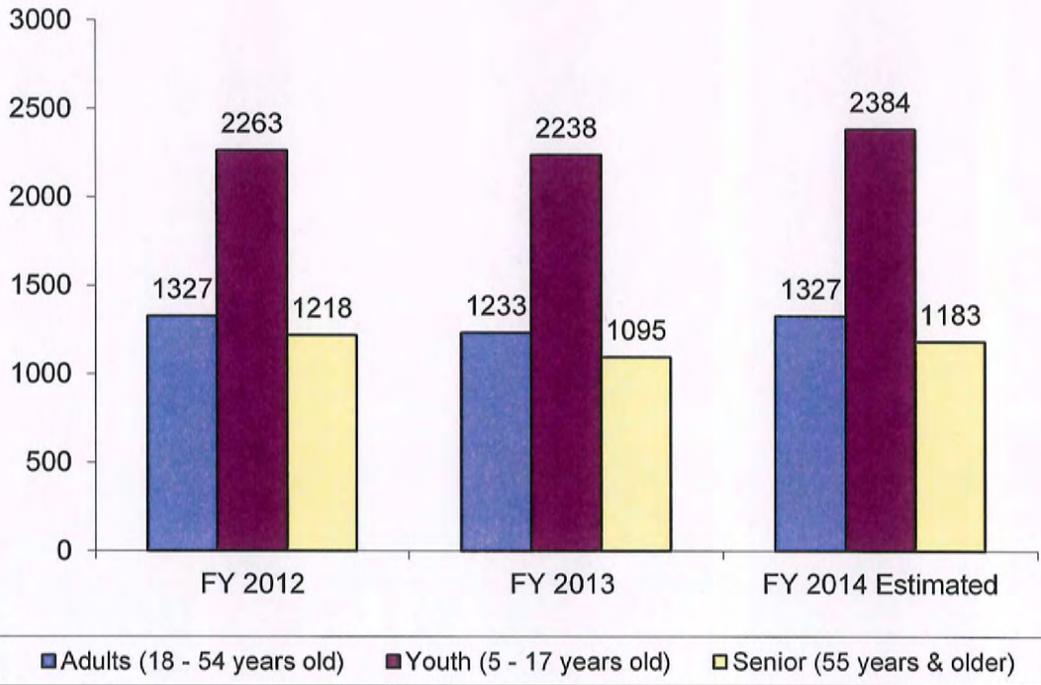
Program Demographics

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.

Participation by Gender



Participation by Age



EXPENDITURE DETAIL

510 - RECREATION SERVICES		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
ACCOUNT	<u>SALARIES & WAGES</u>					
51002	Full-time Staff <i>Director of Recreation Services 2 Recreation Coordinators</i>	254,512	257,091	258,840	270,460	254,520
51003	Part-time Staff <i>Recreation Leaders (4 FTE) Facility Attendants (3.5 FTE)</i>	112,823	117,430	124,080	129,670	137,770
51004	Comp Time	332	641	600	300	600
51005	Overtime	759	1,537	1,200	600	1,200
51008	Vacation/Sick/Comp Time Payoff	817	(2,733)	-	-	-
51009	Deferred Compensation	3,396	3,600	3,600	3,600	3,600
	Total Salaries & Wages	372,639	377,566	388,320	404,630	397,690
	<u>BENEFITS</u>					
52001	PERS Misc. Employees	40,886	43,886	46,720	48,860	40,830
52006	Unemployment	1,417	(27)	-	-	-
52007	Health	43,358	46,877	56,470	56,470	64,010
52008	Dental	6,775	6,775	7,790	7,790	7,450
52009	Life Insurance	184	184	250	250	220
52011	Vision	935	935	1,080	1,080	1,030
52012	Health Club	-	240	-	-	-
52014	Social Security Employer	23,081	23,437	23,740	24,740	24,320
52015	Medicare Employer	5,459	5,495	5,550	5,800	5,690
	Total Benefits	122,095	127,801	141,600	144,990	143,550
TOTAL SALARY WAGES & BENEFITS		494,734	505,367	529,920	549,620	541,240

EXPENDITURE DETAIL

510 - RECREATION SERVICES		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>SUPPLIES & SERVICES</u>					
60002	Office Supplies <i>Paper, Pens, Labels, Post Its, Envelopes, File Folders</i>	4,323	4,427	4,000	4,000	4,000
60003	Postage <i>Recreation Brochures, Fliers</i>	3,690	3,450	4,000	4,000	4,500
60004	Computer Expenses & Services <i>Colma ID Cards, Class Service Agreement, Ink Cartridges, System Upgrades, Memory, Additional Stepford Services & Software, Digital Camera</i>	4,525	8,664	5,000	5,000	5,000
60005	Special Dept. Expense <i>First Aid Kits, Uniforms</i>	4,826	3,782	4,000	4,000	4,000
60006	Printing <i>Brochure Printing</i>	4,606	2,433	3,500	3,000	3,000
60008	Dues & Publications <i>ICMA, MMANC, CPRS, Music Licensing</i>	1,688	1,722	3,000	2,000	3,000
60009	Banking/Credit Card Charges	-	-	-	-	1,500
60010	Conferences & Meetings <i>Conferences (CPRS, MMANC), Meeting & Training Supplies</i>	6,031	3,736	6,000	5,000	6,000
60011	Communications <i>DSL Lines to Two Community Centers</i>	9,084	9,252	10,000	10,000	10,000
60013	Auto Expense	1,115	211	1,000	500	1,000
60014	Office Equipment Rental <i>Ikon Copier Lease</i>	7,272	8,078	7,500	7,500	7,500
61003	Tuition Reimbursement	-	3,000	1,000	1,000	1,000
	Total Supplies and Services	47,160	48,754	49,000	46,000	50,500
	<u>RECREATION EXPENSES</u>					
62001	Community Services <i>Garage Sale, Clean Up Day, Read Literacy Program and Holiday Craft Night</i>	11,402	9,864	15,000	12,500	15,000
62002	Picnic <i>One Picnic - Music, Food, Decorations, Children's Entertainment, Prizes</i>	14,827	16,555	18,000	18,402	20,000
62004	Day Camps <i>Colma Day Camp (Spring Camp - 7 days, Winter Camp - 14 days, Summer Camp - 50 days) Alternative Camps</i>	25,266	29,003	33,000	26,000	33,000
62006	Cultural Events <i>Ballet, Theater Shows</i>	3,925	1,536	3,000	2,838	3,000
62007	Sporting Events <i>Baseball Tickets, Basketball Tickets</i>	2,467	4,819	4,500	3,200	4,500

EXPENDITURE DETAIL

510 - RECREATION SERVICES		FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED	FY 2013-14 ESTIMATED	FY 2014-15 PROPOSED
	<u>RECREATION EXPENSES (continued)</u>					
62008	Teen Events <i>Holiday Outing, Spring Outing, 4-Summer Trips, Halloween Outing, Tickets, Transportation, Food</i>	10,604	8,223	10,000	8,000	10,000
62009	Children Events <i>December, Spring, Halloween, Summer Field Trips/Outings</i>	8,406	5,394	10,000	10,000	10,000
62010	Convalescent Holiday Program	-	62	-	-	-
62011	Recreation Programs <i>Arts and Crafts Supplies Athletic Equipment Games In House Programs (i.e. Earth Day, Parents Night Out, Senior Lunch Program, After School Program, All Nerf Challenge, Karaoke Night, Basketball Fundamentals) Adult Outings, Senior Outings Family Programs (i.e. Outdoor Movie Night, Family Field Day & BBQ) Holiday Commercial Air Time Colma Game Night Snacks, Transportation 90th Anniversary Celebration/Giveaways Volunteer Lunch</i>	27,117	36,152	60,000	55,000	58,000
	Total Recreation Expenses	104,013	111,606	153,500	135,940	153,500
TOTAL SUPPLIES/SERVICES/RECREATION EXPENSES		151,173	160,360	202,500	181,940	204,000
	<u>CONTRACTUAL</u>					
71010	Consulting/Contract Services <i>Instructors - Yoga, Dance, fitness classes Cooking, Tae Kwon Do, Fitness, First Aid/CPR, Lego's Workshop, Kumon Math Tutoring, Golf Lessons, Music Programs, Kids Carpentry, kids carpentry, jewelry making and chess wizards</i>	122,494	86,096	95,000	97,000	98,000
	Total Contractual	122,494	86,096	95,000	97,000	98,000
TOTAL SUPPLIES SERVICES AND CONTRACTUAL		273,667	246,456	297,500	278,940	302,000
	<u>CAPITAL OUTLAY</u>					
80001	Equipment Purchases <i>Projector - AV Equipment CC Meetings</i>	-	5,816	6,000	4,230	5,000
TOTAL CAPITAL OUTLAY		-	5,816	6,000	4,230	5,000
DEPARTMENT TOTAL		768,401	757,639	833,420	832,790	848,240