

**RESOLUTION NO. 2024-35
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ADOPTING THE SALARY SCHEDULE AS OF SEPTEMBER 25, 2024
PURSUANT TO CEQA GUIDELINE 15378**

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

1. Background

(a) Government Code sections 20636 and 7522.34 and Title 2 CCR sections 570.5 and 571.1 state that payrates must be reported pursuant to a publicly available pay schedule that has been duly approved and adopted by the employer in accordance with applicable public meeting laws;

(b) Exhibit A summarizes the Colma’s pay schedule for all positions as of September 11, 2024.

2. Findings and Order.

(a) The City Council hereby updates the Salary Schedule as detailed in Exhibit A, attached hereto and incorporated by reference with the applicable pay or salary for each position listed, in compliance with Title 2 of the California Code of Regulations Section 570.5.

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Certification of Adoption

I certify that the foregoing Resolution No. 2024-35 was duly adopted at a regular meeting of said City Council held September 25, 2024 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Ken Gonzalez, Vice Mayor	✓				
Carrie Slaughter, Council Member	✓				
Helen Fisicaro, Council Member	✓				
Joanne F. del Rosario, Council Member	✓				
Voting Tally	5				

Dated 10/14/2024



 John Irish Goodwin, Mayor

Attest: 

 Michelle Estabillo, City Clerk

Town of Colma Pay Schedule (Effective September 25, 2024)
Proposed Resolution September 25, 2024

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Add'l Incentive	Payroll Ref
Elected Officials (Monthly Compensation)								
Mayor & City Council	961.00							
Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)								
Accounting Manager	69.69	73.17	76.82	80.66	84.70	-	(10)(11)	8acclm
Accounting Technician	46.43	48.75	51.20	53.75	56.45	-	(10)(11)	8acct
Administrative Services Director	87.25	91.63	96.20	101.01	106.07	-	(11)	8acm
Administrative Technician I	43.33	45.50	47.78	50.16	52.66	-	(10)(11)	8at1
Administrative Technician II	45.50	47.78	50.16	52.66	55.31	-	(10)(11)	8at2
Administrative Technician III	45.50	47.78	50.16	52.66	55.31	58.07	(10)(11)	8at3
City Clerk	58.07	60.97	64.02	67.22	70.58	-	(10)(11)	8clrk1
City Manager	115.39	-	-	-	-	-	(9)	mgr
Community Service Officer	42.28	44.39	46.61	48.94	51.39	-	(10)(11)	8cso
Executive Assistant to Chief of Police	45.50	47.78	50.16	52.66	55.31	58.07	(10)(11)	8at3
Facility Attendant	20.21	21.24	22.27	23.40	-	-	(11)	8fa
Human Resources Manager	63.61	66.80	70.13	73.65	77.33	-	(10)(11)	8hrm
Intern	25.52	26.81	28.15	29.59	31.08	-	(11)	intr
Maintenance Technician I	42.38	44.49	46.72	49.05	51.51	-	(7)(8)(10)(11)	8mt1
Maintenance Technician II	44.49	46.72	49.05	51.51	54.09	-	(7)(8)(10)(11)	8mt2
Maintenance Technician III	44.49	46.72	49.05	51.51	54.09	56.80	(7)(8)(10)(11)	8mt3
Management Analyst I	48.26	50.67	53.20	55.86	58.66	-	(11)	8ma1
Management Analyst II	52.19	54.79	57.54	60.42	63.44	-	(11)	8ma2
Management Analyst III	56.44	59.26	62.23	65.33	68.60	-	(11)	8ma3
Police Chief	94.63	99.36	104.34	108.51	112.61	-	(1)(11)	chief
Police Commander	85.71	89.98	94.50	99.22	104.17	-	(1)(11)	8pcmd
Police Dispatcher / Clerk	52.90	54.36	55.84	57.30	58.76	-	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	63.75	65.51	67.29	69.07	70.84	-	(2)(4)(11)	supervisor
Police Officer - Reserve	59.19	-	-	-	-	-		pdres
Police Officer 1	59.19	62.15	65.27	68.53	-	-	(1)(3)(5)(11)	8po1
Police Officer 2	61.55	64.64	67.88	71.27	-	-	(1)(3)(5)(11)	8po2
Police Officer 3	62.75	65.89	69.19	72.64	-	-	(1)(3)(5)(11)	8po3
Police Sergeant 1	75.03	76.58	78.16	82.48	-	-	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	78.02	79.64	81.28	85.79	-	-	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	79.52	81.16	82.84	87.44	-	-	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	54.11	56.82	59.65	62.64	65.76	-	(7)(8)(10)(11)	8mts
Recreation Coordinator	42.25	44.37	46.59	48.92	51.35	-	(10)(11)	8recc
Recreation Leader	16.00	16.82	17.64	18.56	-	-	(11)	8rl
Recreation Manager	50.51	53.03	55.67	58.47	61.38	-	(10)(11)	recmgr
Senior Recreation Leader	20.21	21.24	22.27	23.40	-	-	(11)	8rls
Student Aide	16.00	16.82	17.64	18.56	-	-	(11)	8sta

Additional Incentive

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

Town of Colma Pay Schedule (Effective December 22, 2024)
Proposed Resolution September 25, 2024

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Add'l Incentive	Payroll Ref
Elected Officials (Monthly Compensation)								
Mayor & City Council	961.00							
Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)								
Accounting Manager	71.09	74.63	78.36	82.28	86.39	-	(10)(11)	8acctm
Accounting Technician	47.36	49.73	52.22	54.83	57.58	-	(10)(11)	8acct
Administrative Services Director	89.00	93.46	98.12	103.03	108.19	-	(11)	8acm
Administrative Technician I	44.20	46.41	48.74	51.17	53.72	-	(10)(11)	8at1
Administrative Technician II	46.41	48.74	51.17	53.72	56.41	-	(10)(11)	8at2
Administrative Technician III	46.41	48.74	51.17	53.72	56.41	59.23	(10)(11)	8at3
City Clerk	59.23	62.19	65.30	68.56	71.99	-	(10)(11)	8clrk1
City Manager	115.39	-	-	-	-	-	(9)	mgr
Community Service Officer	43.12	45.28	47.54	49.92	52.41	-	(10)(11)	8cso
Executive Assistant to Chief of Police	46.41	48.74	51.17	53.72	56.41	59.23	(10)(11)	8at3
Facility Attendant	20.21	21.24	22.27	23.40	-	-	(11)	8fa
Human Resources Manager	64.89	68.13	71.54	75.12	78.87	-	(10)(11)	8hrm
Intern	25.52	26.81	28.15	29.59	31.08	-	(11)	intr
Maintenance Technician I	43.22	45.38	47.65	50.03	52.54	-	(7)(8)(10)(11)	8mt1
Maintenance Technician II	45.38	47.65	50.03	52.54	55.17	-	(7)(8)(10)(11)	8mt2
Maintenance Technician III	45.38	47.65	50.03	52.54	55.17	57.93	(7)(8)(10)(11)	8mt3
Management Analyst I	49.22	51.68	54.27	56.98	59.83	-	(11)	8ma1
Management Analyst II	53.23	55.89	58.70	61.63	64.71	-	(11)	8ma2
Management Analyst III	57.57	60.45	63.47	66.64	69.98	-	(11)	8ma3
Police Chief	96.53	101.35	106.42	110.68	114.86	-	(1)(11)	chief
Police Commander	87.42	91.78	96.39	101.20	106.26	-	(1)(11)	8pcmd
Police Dispatcher / Clerk	53.95	55.45	56.95	58.45	59.93	-	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	65.02	66.82	68.64	70.45	72.26	-	(2)(4)(11)	supervisor
Police Officer - Reserve	60.37	-	-	-	-	-	-	pdres
Police Officer 1	60.37	63.39	66.57	69.90	-	-	(1)(3)(5)(11)	8po1
Police Officer 2	62.78	65.93	69.23	72.69	-	-	(1)(3)(5)(11)	8po2
Police Officer 3	64.01	67.21	70.57	74.09	-	-	(1)(3)(5)(11)	8po3
Police Sergeant 1	76.53	78.11	79.73	84.13	-	-	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	79.58	81.23	82.91	87.50	-	-	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	81.11	82.78	84.49	89.19	-	-	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	55.19	57.95	60.84	63.90	67.08	-	(7)(8)(10)(11)	8mts
Recreation Coordinator	43.10	45.26	47.53	49.90	52.38	-	(10)(11)	8recc
Recreation Leader	16.00	16.82	17.64	18.56	-	-	(11)	8rl
Recreation Manager	51.52	54.09	56.78	59.64	62.61	-	(10)(11)	recmgr
Senior Recreation Leader	20.21	21.24	22.27	23.40	-	-	(11)	8ris
Student Aide	16.00	16.82	17.64	18.56	-	-	(11)	8sta

Additional Incentive

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

**Town of Colma Pay Schedule (Effective June 22, 2025)
Proposed Resolution September 25, 2024**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Add'l Incentive	Payroll Ref
Elected Officials (Monthly Compensation)								
Mayor & City Council	961.00							
Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)								
Accounting Manager	72.51	76.12	79.93	83.92	88.12	-	(10)(11)	8acctm
Accounting Technician	48.31	50.72	53.27	55.93	58.73	-	(10)(11)	8acct
Administrative Services Director	90.78	95.33	100.08	105.09	110.35	-	(11)	8acm
Administrative Technician I	45.09	47.34	49.72	52.19	54.79	-	(10)(11)	8at1
Administrative Technician II	47.34	49.72	52.19	54.79	57.54	-	(10)(11)	8at2
Administrative Technician III	47.34	49.72	52.19	54.79	57.54	60.42	(10)(11)	8at3
City Clerk	60.42	63.43	66.61	69.93	73.43	-	(10)(11)	8clrk1
City Manager	115.39	-	-	-	-	-	(9)	mgr
Community Service Officer	43.98	46.19	48.49	50.92	53.46	-	(10)(11)	8cso
Executive Assistant to Chief of Police	47.34	49.72	52.19	54.79	57.54	60.42	(10)(11)	8at3
Facility Attendant	20.21	21.24	22.27	23.40	-	-	(11)	8fa
Human Resources Manager	66.18	69.50	72.97	76.62	80.45	-	(10)(11)	8hrm
Intern	25.52	26.81	28.15	29.59	31.08	-	(11)	intr
Maintenance Technician I	44.09	46.29	48.60	51.03	53.59	-	(7)(8)(10)(11)	8mt1
Maintenance Technician II	46.29	48.60	51.03	53.59	56.27	-	(7)(8)(10)(11)	8mt2
Maintenance Technician III	46.29	48.60	51.03	53.59	56.27	59.09	(7)(8)(10)(11)	8mt3
Management Analyst I	50.21	52.72	55.35	58.12	61.03	-	(11)	8ma1
Management Analyst II	54.30	57.00	59.87	62.86	66.00	-	(11)	8ma2
Management Analyst III	58.72	61.66	64.74	67.97	71.38	-	(11)	8ma3
Police Chief	98.46	103.37	108.55	112.90	117.16	-	(1)(11)	chief
Police Commander	89.17	93.62	98.32	103.22	108.38	-	(1)(11)	8pcmd
Police Dispatcher / Clerk	55.03	56.56	58.09	59.62	61.13	-	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	66.32	68.15	70.01	71.86	73.70	-	(2)(4)(11)	supervisor
Police Officer - Reserve	61.58	-	-	-	-	-		pdres
Police Officer 1	61.58	64.66	67.90	71.29	-	-	(1)(3)(5)(11)	8po1
Police Officer 2	64.04	67.25	70.62	74.15	-	-	(1)(3)(5)(11)	8po2
Police Officer 3	65.29	68.56	71.98	75.57	-	-	(1)(3)(5)(11)	8po3
Police Sergeant 1	78.06	79.67	81.32	85.82	-	-	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	81.17	82.86	84.57	89.25	-	-	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	82.73	84.44	86.18	90.97	-	-	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	56.29	59.11	62.06	65.18	68.42	-	(7)(8)(10)(11)	8mts
Recreation Coordinator	43.96	46.16	48.48	50.90	53.43	-	(10)(11)	8recc
Recreation Leader	16.00	16.82	17.64	18.56	-	-	(11)	8rl
Recreation Manager	52.55	55.17	57.92	60.83	63.86	-	(10)(11)	recmgr
Senior Recreation Leader	20.21	21.24	22.27	23.40	-	-	(11)	8ris
Student Aide	16.00	16.82	17.64	18.56	-	-	(11)	8sta

Additional Incentive

- (1) These positions receive a \$1,025 per year uniform allowance
- (2) This position receives a 5.0% incentive for CAD Administrator
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- (6) This position may receive a 2.5% incentive for Back-up CAD Administrator
- (7) These positions may receive \$120 per week stand-by pay
- (8) These positions receive an in kind uniform allowance of \$68.67 per pay period
- (9) This position receives a \$300 monthly automobile allowance
- (10) These positions may received 5% out of class pay
- (11) These positions may receive retention pay (2.5% @ 10 years; 5.0% @ 20 years)

**Town of Colma Pay Schedule (Effective December 21, 2025)
Proposed Resolution September 25, 2024**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Add'l Incentive	Payroll Ref
Elected Officials (Monthly Compensation)								
Mayor & City Council	961.00							
Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)								
Accounting Manager	73.96	77.65	81.52	85.60	89.89	-	(10)(11)	8acclm
Accounting Technician	49.27	51.74	54.33	57.05	59.91	-	(10)(11)	8acct
Administrative Services Director	92.59	97.23	102.08	107.19	112.56	-	(11)	8acm
Administrative Technician I	45.99	48.29	50.71	53.23	55.89	-	(10)(11)	8at1
Administrative Technician II	48.29	50.71	53.23	55.89	58.69	-	(10)(11)	8at2
Administrative Technician III	48.29	50.71	53.23	55.89	58.69	61.63	(10)(11)	8at3
City Clerk	61.63	64.70	67.94	71.33	74.90	-	(10)(11)	8clrk1
City Manager	115.39	-	-	-	-	-	(9)	mgr
Community Service Officer	44.86	47.11	49.46	51.94	54.53	-	(10)(11)	8cso
Executive Assistant to Chief of Police	48.29	50.71	53.23	55.89	58.69	61.63	(10)(11)	8at3
Facility Attendant	20.21	21.24	22.27	23.40	-	-	(11)	8fa
Human Resources Manager	67.51	70.89	74.43	78.16	82.06	-	(10)(11)	8hrm
Intern	25.52	26.81	28.15	29.59	31.08	-	(11)	intr
Maintenance Technician I	44.97	47.21	49.58	52.05	54.66	-	(7)(8)(10)(11)	8mt1
Maintenance Technician II	47.21	49.58	52.05	54.66	57.40	-	(7)(8)(10)(11)	8mt2
Maintenance Technician III	47.21	49.58	52.05	54.66	57.40	60.27	(7)(8)(10)(11)	8mt3
Management Analyst I	51.21	53.77	56.46	59.28	62.25	-	(11)	8ma1
Management Analyst II	55.39	58.14	61.07	64.12	67.32	-	(11)	8ma2
Management Analyst III	59.90	62.89	66.03	69.33	72.80	-	(11)	8ma3
Police Chief	100.43	105.44	110.72	115.15	119.50	-	(1)(11)	chief
Police Commander	90.96	95.49	100.28	105.29	110.55	-	(1)(11)	8pcmd
Police Dispatcher / Clerk	56.13	57.69	59.25	60.81	62.35	-	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	67.65	69.52	71.41	73.29	75.18	-	(2)(4)(11)	supervisor
Police Officer - Reserve	62.81	-	-	-	-	-		pdres
Police Officer 1	62.81	65.95	69.26	72.72	-	-	(1)(3)(5)(11)	8po1
Police Officer 2	65.32	68.59	72.03	75.63	-	-	(1)(3)(5)(11)	8po2
Police Officer 3	66.60	69.93	73.42	77.08	-	-	(1)(3)(5)(11)	8po3
Police Sergeant 1	79.62	81.27	82.95	87.53	-	-	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	82.80	84.52	86.26	91.04	-	-	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	84.39	86.13	87.91	92.79	-	-	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	57.42	60.29	63.30	66.48	69.79	-	(7)(8)(10)(11)	8mts
Recreation Coordinator	44.84	47.09	49.45	51.91	54.50	-	(10)(11)	8recc
Recreation Leader	16.00	16.82	17.64	18.56	-	-	(11)	8rl
Recreation Manager	53.60	56.27	59.08	62.05	65.13	-	(10)(11)	recmgr
Senior Recreation Leader	20.21	21.24	22.27	23.40	-	-	(11)	8rls
Student Aide	16.00	16.82	17.64	18.56	-	-	(11)	8sta

Additional Incentive

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